



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, DECEMBER 18, 2023 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

To view remotely, online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/82781692462>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 827 8169 2462

- 1. CALL TO ORDER:** By Mayor
- 2. ROLL CALL:** By Clerk
- 3. PLEDGE OF ALLEGIANCE:** Led by Mayor
- 4. CONSENT CALENDAR**
 - A.** Approve the Council Meeting Agenda for December 18, 2023
 - B.** Approve the Council Regular Meeting Minutes for December 4, 2023
 - C.** Approve the Council Closed Session Meeting Minutes for December 4, 2023
 - D.** Approve invoices in the amount of \$89,332.98
 - E.** Appointments
 - F.** Special Event - Douglas Dutchers
 - G.** Retirement Honors - Mark Giles, Pam Aalderink, Tino Reyes

Motion to approve the Consent Calendar of December 18, 2023 – roll call vote
- 5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**
- 6. PUBLIC COMMUNICATION - WRITTEN**
- 7. UNFINISHED BUSINESS**
 - A.** De Minimis Benefits Policy - (tabled 12/4/2023)

Motion to approve the de minimus benefits policy. - roll call vote

8. NEW BUSINESS

A. Park and Recreation Draft Plan - Presentation

B. Blue Star Trail - Phase 1 Engineering - Cost Share Grant Applications - FY2023-2024 - \$3,500 Budget for MDNR Trust Fund Grant FY2024-2025 - \$4,500 Budget for TAP Grant

Motion to approve the Interlocal Agreement to retain engineering services with Saugatuck Township and the agreement for payment of certain engineering services with the Friends of the Blue Star Trail, and The City of Douglas. - roll call vote.

Motion to request Prein & Newhof complete Phase 1 Engineering Services for the Wiley Road to M89 section of the Blue Star Trail at a not-to-exceed cost of \$49,000, to be paid for by Friends of the Blue Star Trail, and provide 50% of funding (\$8,000.00) splitting the cost with the Township, for TAP and Trust Fund Grant support under existing General Service Agreement. - roll call vote

C. Westshore PUD - Approval to Ratify Execution of the Open Space Easements Agreement

Motion to ratify execution of the Open Space Easements relating to the Westshore PUD executed by the Mayor and City Clerk on November 22, 2023. - roll call vote

9. REPORTS

A. Commission/Committee/Boards

1. Planning Commission
2. Kalamazoo Lake Sewer Water
3. Downtown Development Authority
4. Kalamazoo Lake Harbor Authority
5. Douglas Harbor Authority
6. Douglas Brownfield Authority
7. Fire Board
8. Community Recreation
9. Playground Committee

B. Administration Reports

10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. CLOSED SESSION

Motion to enter into closed session per Sect: 8 (h) of the Open Meetings Act, to discuss an attorney-client communication relating to the recently acquired 415 Wiley Road Property. - roll call vote.

Motion to exit from closed session, and enter back into the regular session of the City Council meeting agenda. - roll call vote.

14. ADJOURNMENT

Motion to adjourn the meeting.

Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Laura Kasper, City Clerk, at (269) 857-1438, or clerk@douglasmi.gov to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, DECEMBER 04, 2023 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Mayor

2. ROLL CALL: By Clerk

PRESENT

Mayor Cathy North

Councilmember Jerome Donovan

Councilmember Neal Seabert

Councilmember John O'Malley

Mayor Pro-Tem Randy Walker

Councilmember Gregory Freeman

Councilmember Fran Ray

ALSO PRESENT

City Manager Nocerini

City Clerk Kasper

City Treasurer Smith

3. PLEDGE OF ALLEGIANCE: Led by Mayor

4. CONSENT CALENDAR

A. Approve the Council meeting agenda for December 4, 2023

B. Approve the November 20, 2023 Council Meeting Minutes

C. Approve the invoices in the amount of \$53,709.11

D. Meeting Schedule Holiday Date Changes -

Wednesday, January 3, 2024, January 16, 2024, Tuesday, September 3, 2024

Motion by Seabert, second by Freeman, to approve the Consent Calendar of December 4, 2023 – Motion carried by unanimous roll call vote.

5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES): Laura Peterson, read the De minimis benefits policy attached in the agenda packet and suggested that it needed more work so the Council should not support it.

6. PUBLIC COMMUNICATION – WRITTEN: None received

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Audit Presentation - Fiscal Year Ending June 30, 2023 – Siegfried Crandall, PC of Byron Center, Michigan completed the annual audit which included a complete review of the financial statements of the governmental activities, business-type activities, each major fund, component units, and the collective remaining fund information for the City of Douglas for the fiscal year ending June 30, 2023. City Treasurer Smith was present and Dan, with Siegfried Crandall discussed the results which showed no deficiencies and stated the City is in good standing.
- B. Resolution No. 35-2023 - Water Rate Implementation – Reported during the August 7th, 2023, City Council meeting, as required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), the City is required to prepare and submit a water system capital improvement plan (CIP) to them. A CIP outlines the City’s methodology to maintain the underground water system infrastructure. The implementation of capital improvement charges on water bills was further discussed and a necessary step to secure the future of water infrastructure and maintain the high level of service to City residents and the City simply cannot drain the general fund to remain in compliance with the state regulations.

Motion by Seabert, second by Freeman, to approve Resolution No. 35-2023, approving the water capital charge to begin on the January 2024 bill. – Motion carried by unanimous roll call vote.

- C. De minimis benefits policy – Councilmembers discussed that they would like to see a more defined policy and will revisit the item at the next meeting.

Motion by Walker, seconded by O’Malley, to approve the Di Minimis Benefits Policy. – Prior to a roll call vote, the motion was amended by Walker.

Motion by Walker, seconded by Freeman, to table the Di Minimis Benefits Policy for the next meeting. Motion carried by unanimous roll call vote.

9. CLOSED SESSION

- A. *Motion by Seabert, second by O’Malley, to enter into closed session per Sect: 8 (h) of the Open Meetings Act, to consider material exempt from discussion or disclosure by State and Federal Statute. – Motion carried by unanimous roll call vote.*

Motion by Seabert, second by Walker, to exit from closed session, and enter back into the regular session of the City Council meeting agenda. – Motion carried by unanimous roll call vote.

10. REPORTS

- A. Commission/Committee/Boards

1. Planning Commission – Meeting next week
2. Kalamazoo Lake Sewer Water – No meeting
3. Downtown Development Authority – Met prior week, gateway sign workshop, and CVB Holiday Décor Grant available.
4. Kalamazoo Lake Harbor Authority – No meeting
5. Douglas Harbor Authority – No meeting
6. Douglas Brownfield Authority – Public input session on December 19th
7. Fire Board – No meeting
8. Community Recreation – No meeting
9. Playground Committee – No meeting

- B. Administration Reports – Concerns with leaves continue and will adjust next year schedule, the burnt removal will take place on December 18th, will send out a constant contact to public, policy & charter books now available to all Councilmembers, and will continue to strive to provide Council with all information for items ahead of time.

11. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): No Comments received

- 12. COUNCIL COMMENTS:** O'Malley welcomed Fran Ray. Freeman congratulated City Manager Nocerini on 90-days and thanked DPW for their work with the tree lighting. Seabert and Walker welcomed Fran Ray. Ray thanked Councilmembers and City Manager Nocerini for her reports. Donovan congratulated City Manager Nocerini on being here for 90-days and suggested doing a Council open house discussion with the public sometime.

- 13. MAYOR'S REPORT/COMMENTS:** Mayor North welcomed Fran Ray, thanked City Manager Nocerini for all her work and positive feedback received from the community, and she thanked DPW and DDA for the tree lighting event.

14. ADJOURNMENT

Motion by Seabert, second by O'Malley, to adjourn the meeting.

Approved on this 18th day of December 2023

Signed: _____ Date: _____

Cathy North, Mayor

Signed: _____ Date: _____

Laura Kasper, City Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of the Village of Douglas held on December 4, 2023, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____

Laura Kasper, City Clerk

12/14/2023

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
EXP CHECK RUN DATES 12/18/2023 - 12/18/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

| Inv Num Inv Ref# | Vendor Description GL Distribution | Inv Date Entered By | Due Date | Inv Amt |
|---------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|--------------------------------------|
| 79087732 | | | | |
| 47310 | ABSOPURE WATER COMPANY POLICE WATER 101-301.000-740.000 SUPPLIES | 11/30/2023 | 12/18/2023 | 10.60 10.60 |
| 89090214 | | | | |
| 47330 | ABSOPURE WATER COMPANY DPW WATER 101-463.000-740.000 SUPPLIES | 12/01/2023 | 12/18/2023 | 85.00 85.00 |
| 3163837 | | | | |
| 47286 | ACTION INDUSTRIAL SUPPLY CO HI VIS VESTS 101-463.000-740.000 SUPPLIES | 11/29/2023 | 12/18/2023 | 31.13 31.13 |
| 4341219 | | | | |
| 47304 | ACTION INDUSTRIAL SUPPLY CO HI-VIS ITEMS 101-463.000-740.000 SUPPLIES | 12/01/2023 | 12/18/2023 | 206.93 206.93 |
| NOV 23 ELECTION | | | | |
| 47280 | ALLEGAN CO TREASURER ELECTION EXPENSES 101-262.000-740.000 SUPPLIES | 11/20/2023 | 12/18/2023 | 899.09 899.09 |
| 11-28-23 | | | | |
| 47281 | ALLEGAN CO TREASURER CHARGEBACKS 101-000.000-445.000 INTEREST & PENALTIES: DELQ TAX | 11/28/2023 | 12/18/2023 | 82.08 82.08 |
| 12-1-23 | | | | |
| 47285 | ALLEGAN CO TREASURER MOBILE HOME TAXES 101-000.000-230.000 DUE TO OTHER GOVERNMENTS | 12/01/2023 | 12/18/2023 | 230.00 230.00 |
| SP2/120877 | | | | |
| 47321 | ALTA EQUIPMENT CO. GEHL 750 SERVICE 660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS | 12/01/2023 | 12/18/2023 | 325.33 325.33 |
| 29780 | | | | |
| 47299 | CHIPS GROUNDCOVER, LLC CHRISTMAS LIGHTING 248-728.000-880.000 COMMUNITY PROMOTION 101-802.000-958.000 MISCELLANEOUS | 11/29/2023 | 12/18/2023 | 8,757.00 6,310.00 2,447.00 |
| 12-1-23 | | | | |
| 47277 | CITY OF DOUGLAS TREASURER 405 WILEY 470-265.000-974.000 CONSTRUCTION | 12/01/2023 | 12/18/2023 | 346.82 346.82 |
| 12-1-23 | | | | |
| 47278 | CITY OF DOUGLAS TREASURER 441 WILEY | 12/01/2023 | 12/18/2023 | 1,554.73 |

| | | | | | |
|--------------|----------------------------------------------|-------------------------------|------------|------------|----------|
| | 470-265.000-974.000 | CONSTRUCTION | | | 1,554.73 |
| 12-5-23 | | | | | |
| 47333 | COMCAST | | 12/05/2023 | 12/18/2023 | 314.29 |
| | 486 WATER | | | | |
| | 101-463.000-851.000 | TELEPHONE | | | 314.29 |
| 1258446 | | | | | |
| 47327 | COMPASS MINERALS | | 11/30/2023 | 12/18/2023 | 3,578.77 |
| | ROAD SALT | | | | |
| | 202-464.000-740.001 | SNOW AND ICE REMOVAL SUPPLIES | | | 1,789.39 |
| | 203-464.000-740.001 | SNOW AND ICE REMOVAL SUPPLIES | | | 1,789.38 |
| 206347403727 | | | | | |
| 47289 | CONSUMERS ENERGY | | 12/01/2023 | 12/18/2023 | 1,311.69 |
| | STREET LIGHTS | | | | |
| | 101-463.000-925.000 | STREET LIGHTS | | | 1,311.69 |
| 206347403717 | | | | | |
| 47290 | CONSUMERS ENERGY | | 12/01/2023 | 12/18/2023 | 12.08 |
| | TRAFFIC LIGHTS | | | | |
| | 101-463.000-925.000 | STREET LIGHTS | | | 12.08 |
| 205902679458 | | | | | |
| 47291 | CONSUMERS ENERGY | | 12/01/2023 | 12/18/2023 | 750.06 |
| | 49406 LED LIGHT RD | | | | |
| | 101-463.000-925.000 | STREET LIGHTS | | | 750.06 |
| 203322005306 | | | | | |
| 47334 | CONSUMERS ENERGY | | 12/06/2023 | 12/18/2023 | 176.61 |
| | 86 CENTER ROW DOWNTOWN LIGHTS AND ELECTRICAL | | | | |
| | 101-463.000-922.000 | UTILITIES | | | 176.61 |
| 205368756605 | | | | | |
| 47335 | CONSUMERS ENERGY | | 12/06/2023 | 12/18/2023 | 68.72 |
| | 26 BAYOU DR | | | | |
| | 101-751.000-922.000 | UTILITIES | | | 68.72 |
| 203322005307 | | | | | |
| 47336 | CONSUMERS ENERGY | | 12/06/2023 | 12/18/2023 | 56.18 |
| | 198 WASHINGTON - BRIDGE LIGHTING | | | | |
| | 101-463.000-922.000 | UTILITIES | | | 56.18 |
| 203322005308 | | | | | |
| 47337 | CONSUMERS ENERGY | | 12/06/2023 | 12/18/2023 | 46.04 |
| | 11 BLUESTAR HWY SIGN NORTH ENTERANCE | | | | |
| | 101-463.000-922.000 | UTILITIES | | | 46.04 |
| 203322005305 | | | | | |
| 47338 | CONSUMERS ENERGY | | 12/06/2023 | 12/18/2023 | 38.79 |
| | 251 CENTER ST SIGN WEST ENTRANCE | | | | |
| | 101-463.000-922.000 | UTILITIES | | | 38.79 |
| 203322005309 | | | | | |
| 47339 | CONSUMERS ENERGY | | 12/06/2023 | 12/18/2023 | 30.95 |
| | 50 LAKE SHORE DOUGLAS BEACH | | | | |
| | 101-751.000-922.000 | UTILITIES | | | 30.95 |
| 140086 | | | | | |
| 47297 | CREXENDO BUSINESS SOLUTIONS | | 12/08/2023 | 12/18/2023 | 310.81 |
| | DOUGLAS POLICE PHONE SYSTEM | | | | |
| | 101-301.000-851.000 | TELEPHONE | | | 310.81 |
| 10-19-23 | | | | | |
| 47274 | TOM DOANE | | 10/19/2023 | 12/18/2023 | 87.50 |

| | | | | | |
|-------------------------------|----------------------------------------|-------------------------------|------------|------------|-----------|
| ASSESSOR STATE TAX COMMISSION | | | | | |
| 12-4-23 | 101-257.000-908.000 | DUES/FEES/PUBLICATIONS | | | 87.50 |
| 47275 | TOM DOANE | | 12/04/2023 | 12/18/2023 | 48.69 |
| | MAA MEMBERSHIP | | | | |
| | 101-257.000-908.000 | DUES/FEES/PUBLICATIONS | | | 48.69 |
| 4711 | | | | | |
| 47288 | EDGEWATER RESOURCES LLC | | 10/19/2023 | 12/18/2023 | 3,454.00 |
| | FINGER PIERS WORK | | | | |
| | 594-597.000-979.000 | CAPITAL OUTLAY | | | 3,454.00 |
| MIHOL462842 | | | | | |
| 47322 | FASTENAL COMPANY | | 11/27/2023 | 12/18/2023 | 17.22 |
| | REPLACEMENT DRILL BITS | | | | |
| | 101-751.000-977.000 | EQUIPMENT | | | 17.22 |
| MIHOL462852 | | | | | |
| 47323 | FASTENAL COMPANY | | 11/27/2023 | 12/18/2023 | 32.15 |
| | SHOW COVERINGS FOR POINT 1 INSPECTIONS | | | | |
| | 101-463.000-740.000 | SUPPLIES | | | 32.15 |
| MIHOL463338 | | | | | |
| 47324 | FASTENAL COMPANY | | 12/08/2023 | 12/18/2023 | 537.90 |
| | TRASH BAGS, TP, BOLTS | | | | |
| | 101-265.000-740.000 | SUPPLIES | | | 533.26 |
| | 101-463.000-740.000 | SUPPLIES | | | 4.64 |
| MIHOL463364 | | | | | |
| 47353 | FASTENAL COMPANY | | 12/11/2023 | 12/18/2023 | 21.99 |
| | SUPPLIES | | | | |
| | 101-751.000-740.000 | SUPPLIES | | | 21.99 |
| P51343 | | | | | |
| 47307 | GREENMARK EQUIPMENT, INC | | 12/07/2023 | 12/18/2023 | 112.11 |
| | OIL FOR HYDRAULICS | | | | |
| | 660-903.000-930.004 | VEHICLE MAINTENANCE & REPAIRS | | | 112.11 |
| NOV 23 ELECTION | | | | | |
| 47279 | GREG HARVATH | | 11/07/2023 | 12/18/2023 | 150.00 |
| | ELECTION WORKER | | | | |
| | 101-262.000-703.000 | WAGES | | | 150.00 |
| 11-30-23 | | | | | |
| 47270 | KYLE HOOKER | | 11/30/2023 | 12/18/2023 | 169.59 |
| | DPW UNIFORM REIMBURSEMENT | | | | |
| | 101-463.000-750.000 | UNIFORMS | | | 169.59 |
| 286049 | | | | | |
| 47303 | IHLE AUTO PARTS | | 12/05/2023 | 12/18/2023 | 29.98 |
| | BLUE DEF | | | | |
| | 660-903.000-930.004 | VEHICLE MAINTENANCE & REPAIRS | | | 29.98 |
| R201103200:01 | | | | | |
| 47309 | K&R TRUCK REPAIRS | | 11/30/2023 | 12/18/2023 | 26,695.14 |
| | DOT INSPECTION AND REPAIRS | | | | |
| | 660-903.000-930.004 | VEHICLE MAINTENANCE & REPAIRS | | | 26,695.14 |
| 12-1-23 | | | | | |
| 47282 | LAURA KASPER | | 12/01/2023 | 12/18/2023 | 129.04 |
| | TRAINING MILEAGE | | | | |
| | 101-215.000-861.000 | MILEAGE REIMBURSEMENT | | | 129.04 |
| 328677 | | | | | |

| | | | | |
|-----------------|----------------------------------------------------|------------|------------|--------|
| 47302 | KENT COMMUNICATIONS | 11/30/2023 | 12/18/2023 | 712.91 |
| | WINTER TAX BILLS | | | |
| | 101-215.000-901.000 POSTAGE | | | 47.91 |
| | 101-215.000-900.000 PRINTING & PUBLISHING | | | 665.00 |
| ----- | | | | |
| 12-12-23 | | | | |
| 47308 | LEONARD MAAS | 12/12/2023 | 12/18/2023 | 21.19 |
| | DPW UNIFORM REIMBURSEMENT | | | |
| | 101-463.000-750.000 UNIFORMS | | | 21.19 |
| ----- | | | | |
| 66155 | | | | |
| 47267 | MCNALLY ELEVATOR COMPANY, INC. | 12/05/2023 | 12/18/2023 | 362.89 |
| | 86 CENTER ELEVATOR REPAIRS | | | |
| | 101-265.000-802.000 CONTRACTUAL | | | 362.89 |
| ----- | | | | |
| 26910 | | | | |
| 47269 | MICHIGAN MUNICIPAL LEAGUE | 12/04/2023 | 12/18/2023 | 95.00 |
| | NEWLY ELECTED OFFICIALS TRAINING | | | |
| | 101-101.000-718.000 TRAINING FUNDS | | | 95.00 |
| ----- | | | | |
| 551-618645 | | | | |
| 47264 | MICHIGAN STATE POLICE | 11/09/2023 | 12/18/2023 | 30.00 |
| | SOR FEE | | | |
| | 101-000.000-230.000 DUE TO OTHER GOVERNMENTS | | | 30.00 |
| ----- | | | | |
| NOV 23 ELECTION | | | | |
| 47283 | JEAN E NEVE | 12/01/2023 | 12/18/2023 | 300.00 |
| | ELECTION WORKER | | | |
| | 101-262.000-703.000 WAGES | | | 300.00 |
| ----- | | | | |
| 1565 | | | | |
| 47305 | OVERISEL ELECTRIC LLC | 12/11/2023 | 12/18/2023 | 375.00 |
| | RECEPTICLES ON SOUTH WALL OF DPW BUILDING | | | |
| | 101-265.000-930.000 REPAIRS & MAINTENANCE: GENERAL | | | 375.00 |
| ----- | | | | |
| 2312-720166 | | | | |
| 47326 | OVERISEL LUMBER CO. | 12/01/2023 | 12/18/2023 | 3.78 |
| | KEYS | | | |
| | 101-265.000-740.000 SUPPLIES | | | 3.78 |
| ----- | | | | |
| 2312-722312 | | | | |
| 47328 | OVERISEL LUMBER CO. | 12/11/2023 | 12/18/2023 | 8.75 |
| | KEYS | | | |
| | 101-265.000-740.000 SUPPLIES | | | 8.75 |
| ----- | | | | |
| 2312-722780 | | | | |
| 47329 | OVERISEL LUMBER CO. | 12/13/2023 | 12/18/2023 | 15.78 |
| | IMPROVE BARRICADES | | | |
| | 202-463.000-740.000 SUPPLIES | | | 15.78 |
| ----- | | | | |
| NOV 23 ELECTION | | | | |
| 47284 | LOUISE PATTISON | 12/01/2023 | 12/18/2023 | 150.00 |
| | ELECTION WORKER | | | |
| | 101-262.000-703.000 WAGES | | | 150.00 |
| ----- | | | | |
| 3318349486 | | | | |
| 47354 | PITNEY BOWES INC | 11/29/2023 | 12/18/2023 | 167.52 |
| | POSTAGE MACHINE LEASE | | | |
| | 101-215.000-802.000 CONTRACTUAL | | | 167.52 |
| ----- | | | | |
| 1024401909 | | | | |
| 47355 | PITNEY BOWES INC | 12/08/2023 | 12/18/2023 | 91.29 |
| | POSTAGE MACHINE INK | | | |
| | 101-215.000-802.000 CONTRACTUAL | | | 91.29 |
| ----- | | | | |

| | | | | | |
|----------------|-------------------------------------------------|-------------------------|------------|--|-----------|
| 10904141 | | | | | |
| 47300 | PLUNKETT COONEY | 12/04/2023 | 12/18/2023 | | 5,952.50 |
| | GENERAL LEGAL SERVICES | | | | |
| | 101-701.000-801.000 | CONTRACTUAL ATTORNEY | | | 1,137.50 |
| | 101-266.000-801.000 | CONTRACTUAL ATTORNEY | | | 4,815.00 |
| 10904143 | | | | | |
| 47301 | PLUNKETT COONEY | 12/04/2023 | 12/18/2023 | | 11,925.00 |
| | LEGAL SERVICES SPECIALTY | | | | |
| | 101-701.000-801.000 | CONTRACTUAL ATTORNEY | | | 11,925.00 |
| 78553 | | | | | |
| 47311 | PREIN & NEWHOF | 12/04/2023 | 12/18/2023 | | 277.50 |
| | CENTER ST DEVELOPMENT | | | | |
| | 101-701.000-806.000 | CONTRACTUAL ENGINEERING | | | 277.50 |
| 78582 | | | | | |
| 47312 | PREIN & NEWHOF | 12/04/2023 | 12/18/2023 | | 3,034.90 |
| | GARANDANA BOWL STORM SEWER | | | | |
| | 101-463.000-979.000 | CAPITAL OUTLAY | | | 3,034.90 |
| 78614 | | | | | |
| 47313 | PREIN & NEWHOF | 12/04/2023 | 12/18/2023 | | 255.00 |
| | DWAM - AMP | | | | |
| | 450-536.000-974.000 | CONSTRUCTION | | | 255.00 |
| 78615 | | | | | |
| 47314 | PREIN & NEWHOF | 12/04/2023 | 12/18/2023 | | 870.00 |
| | DWAM DSMI | | | | |
| | 450-536.000-974.000 | CONSTRUCTION | | | 870.00 |
| 78632 | | | | | |
| 47315 | PREIN & NEWHOF | 12/04/2023 | 12/18/2023 | | 1,007.50 |
| | UNION STREET BOAT LAUNCH ASSESSMENT | | | | |
| | 101-751.000-979.000 | CAPITAL OUTLAY | | | 1,007.50 |
| 78633 | | | | | |
| 47316 | PREIN & NEWHOF | 12/04/2023 | 12/18/2023 | | 354.00 |
| | ROAD ASSET MANAGEMENT PLAN | | | | |
| | 202-463.000-806.000 | CONTRACTUAL ENGINEERING | | | 116.82 |
| | 203-463.000-806.000 | CONTRACTUAL ENGINEERING | | | 237.18 |
| 78562 | | | | | |
| 47317 | PREIN & NEWHOF | 12/04/2023 | 12/18/2023 | | 2,956.90 |
| | GENERAL CONSULTING | | | | |
| | 101-463.000-806.000 | CONTRACTUAL ENGINEERING | | | 87.00 |
| | 450-536.000-806.000 | CONTRACTUAL ENGINEERING | | | 2,869.90 |
| 160725 | | | | | |
| 47266 | RAPID SHRED, LLC | 11/30/2023 | 12/18/2023 | | 105.00 |
| | SHREDDING SERVICES | | | | |
| | 101-215.000-802.000 | CONTRACTUAL | | | 55.00 |
| | 101-301.000-802.000 | CONTRACTUAL | | | 50.00 |
| 0240-009409304 | | | | | |
| 47271 | REPUBLIC SERVICES #240 | 11/30/2023 | 12/18/2023 | | 709.41 |
| | REFUSE SERVICES 463 WATER, 47 CENTER, 415 WILEY | | | | |
| | 101-463.000-802.003 | CONTRACTUAL- REFUSE | | | 401.99 |
| | 101-301.000-802.000 | CONTRACTUAL | | | 75.65 |
| | 101-265.000-802.000 | CONTRACTUAL | | | 231.77 |
| 60869265 | | | | | |
| 47318 | ROSE PEST SOLUTIONS | 11/22/2023 | 12/18/2023 | | 51.00 |

| | | | | | |
|------------------------------------------------|---------------------------------------------|-------------------------------|------------|------------|----------|
| | PEST CONTROL POLICE | | | | |
| | 101-301.000-802.000 | CONTRACTUAL | | | 51.00 |
| 60869242 | | | | | |
| 47319 | ROSE PEST SOLUTIONS | | 11/22/2023 | 12/18/2023 | 157.00 |
| | PEST CONTROL MARINA | | | | |
| | 594-597.000-802.000 | CONTRACTUAL | | | 157.00 |
| 60869241 | | | | | |
| 47320 | ROSE PEST SOLUTIONS | | 11/22/2023 | 12/18/2023 | 157.00 |
| | PEST CONTROL CITY HALL | | | | |
| | 101-265.000-802.000 | CONTRACTUAL | | | 157.00 |
| 23-632 | | | | | |
| 47276 | SAUGATUCK TWP FIRE DISTRICT | | 11/28/2023 | 12/18/2023 | 500.00 |
| | RENTAL HOME INSPECTIONS | | | | |
| | 101-701.000-802.000 | CONTRACTUAL | | | 500.00 |
| 253858 | | | | | |
| 47325 | SHARE CORPORATION | | 12/07/2023 | 12/18/2023 | 657.18 |
| | HAND TOOLS, AND SPRAY LUBRICATION FOR PLOWS | | | | |
| | 101-751.000-977.000 | EQUIPMENT | | | 297.61 |
| | 660-903.000-930.004 | VEHICLE MAINTENANCE & REPAIRS | | | 359.57 |
| 93745814 | | | | | |
| 47331 | SHELL FLEET PLUS | | 12/07/2023 | 12/18/2023 | 1,109.32 |
| | POLICE GAS | | | | |
| | 101-301.000-860.000 | GAS & OIL | | | 1,109.32 |
| 93751380 | | | | | |
| 47332 | SHELL FLEET PLUS | | 12/07/2023 | 12/18/2023 | 1,919.10 |
| | DPW GAS | | | | |
| | 660-903.000-860.000 | GAS & OIL | | | 1,919.10 |
| 113560 | | | | | |
| 47298 | SIEGFRIEDCRANDALL PC | | 12/08/2023 | 12/18/2023 | 250.00 |
| | AUDITING SERVICES | | | | |
| | 101-223.000-802.000 | CONTRACTUAL | | | 250.00 |
| 6182400 | | | | | |
| 47272 | TAFT STETTINIUS & HOLLISTER LLP | | 11/22/2023 | 12/18/2023 | 2,100.50 |
| | ENVIROMENTAL RESPONSE RECOVERY | | | | |
| | 243-000.000-802.243 | BLIGHT REMOVAL | | | 2,100.50 |
| INV0760VC3 | | | | | |
| 47265 | VC3 INC | | 11/30/2023 | 12/18/2023 | 18.00 |
| | IT SUPPLIES | | | | |
| | 101-301.000-802.000 | CONTRACTUAL | | | 18.00 |
| Purchase Card Vendor: 10071 CARDMEMBER SERVICE | | | | | |
| 2629481998 | | | | | |
| 47341 | ADOBE ACROBAT PRO | | 12/13/2023 | 12/18/2023 | 265.94 |
| | ADOBE SUBS | | | | |
| | 101-172.000-740.000 | SUPPLIES | | | 45.24 |
| | 101-215.000-740.000 | SUPPLIES | | | 132.97 |
| | 101-701.000-740.000 | SUPPLIES | | | 66.49 |
| | 101-463.000-740.000 | SUPPLIES | | | 21.24 |
| 114-9935766-1079469 | | | | | |
| 47287 | AMAZON MARKETPLACE | | 11/29/2023 | 12/18/2023 | 251.99 |
| | PZ PRINTER INK | | | | |
| | 101-701.000-740.000 | SUPPLIES | | | 251.99 |
| 114-1947896-7006668 | | | | | |

| | | | | |
|------------------------------------------------------|------------------------------------------------------|------------|------------|-----------|
| 47293 | AMAZON MARKETPLACE SUPPLIES | 12/06/2023 | 12/18/2023 | 36.11 |
| | 101-265.000-740.000 SUPPLIES | | | 36.11 |
| ----- | | | | |
| 114-4667951-4441044 | | | | |
| 47294 | AMAZON MARKETPLACE DPW SUPPLIES | 12/06/2023 | 12/18/2023 | 20.25 |
| | 101-265.000-740.000 SUPPLIES | | | 20.25 |
| ----- | | | | |
| 114-5765889-5013029 | | | | |
| 47295 | AMAZON MARKETPLACE SUPPLIES | 12/06/2023 | 12/18/2023 | 77.50 |
| | 101-265.000-740.000 SUPPLIES | | | 77.50 |
| ----- | | | | |
| 114-8743900-0342656 | | | | |
| 47296 | AMAZON MARKETPLACE SUPPLIES | 12/06/2023 | 12/18/2023 | 156.75 |
| | 101-265.000-740.000 SUPPLIES | | | 156.75 |
| ----- | | | | |
| 11-20-23 | | | | |
| 47263 | BACK ALLEY PIZZA COUNCIL WORKSHOP & MEETING MEALS | 11/20/2023 | 12/18/2023 | 92.69 |
| | 101-101.000-958.000 MISCELLANEOUS | | | 92.69 |
| ----- | | | | |
| 11-27-23 | | | | |
| 47262 | BENNIGANS MEALS | 11/27/2023 | 12/18/2023 | 17.83 |
| | 101-215.000-718.002 MISC TRAVEL EXPENSES-TRAINING | | | 17.83 |
| ----- | | | | |
| 12-1-23 | | | | |
| 47268 | COMFORT INN CLERK TRAINING | 12/01/2023 | 12/18/2023 | 346.50 |
| | 101-215.000-718.002 MISC TRAVEL EXPENSES-TRAINING | | | 346.50 |
| ----- | | | | |
| 11-8-23 | | | | |
| 47273 | DOLLAR GENERAL SUPPLIES | 11/08/2023 | 12/18/2023 | 17.49 |
| | 101-301.000-740.000 SUPPLIES | | | 17.49 |
| ----- | | | | |
| 195583 | | | | |
| 47306 | GRAPHIX EMBROIDERY DPW HATS | 12/08/2023 | 12/18/2023 | 275.00 |
| | 101-463.000-750.000 UNIFORMS | | | 275.00 |
| ----- | | | | |
| 12-7-23 | | | | |
| 47292 | IIMC CLERK MEMBERSHIP | 12/07/2023 | 12/18/2023 | 185.00 |
| | 101-215.000-908.000 DUES/FEES/PUBLICATIONS | | | 185.00 |
| ----- | | | | |
| 12-13-23 | | | | |
| 47340 | STATE OF MI MI DEAL MEMBERSHIP | 12/13/2023 | 12/18/2023 | 180.00 |
| | 101-463.000-908.000 DUES/FEES/PUBLICATIONS | | | 180.00 |
| ----- | | | | |
| Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE | | | | 1,923.05 |
| ----- | | | | |
| # of Invoices: | 83 # Due: 81 | Totals: | | 89,332.98 |
| # of Credit Memos: | 0 # Due: 0 | Totals: | | 0.00 |
| Net of Invoices and Credit Memos: | | | | 89,332.98 |
| ----- | | | | |

--- TOTALS BY FUND ---

101 - GENERAL FUND

38,025.25

| | |
|-----------------------------------------------|-----------|
| 202 - MAJOR STREET FUND | 1,921.99 |
| 203 - LOCAL STREETS FUND | 2,026.56 |
| 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND | 2,100.50 |
| 248 - DOWNTOWN DEVELOPMENT AUTHORITY | 6,310.00 |
| 450 - WATER SEWER FUND | 3,994.90 |
| 470 - MUNICIPAL BUILDING FUND | 1,901.55 |
| 594 - DOUGLAS MARINA | 3,611.00 |
| 660 - EQUIPMENT RENTAL FUND | 29,441.23 |

--- TOTALS BY DEPT/ACTIVITY ---

| | |
|------------------------------------------|-----------|
| 000.000 - | 2,442.58 |
| 101.000 - LEGISLATIVE | 187.69 |
| 172.000 - MANAGER | 45.24 |
| 215.000 - CLERK/TREASURER | 1,838.06 |
| 223.000 - AUDITOR | 250.00 |
| 257.000 - ASSESSING | 136.19 |
| 262.000 - ELECTION | 1,499.09 |
| 265.000 - BUILDING & GROUNDS | 3,864.61 |
| 266.000 - ATTORNEY | 4,815.00 |
| 301.000 - POLICE | 1,642.87 |
| 463.000 - GENERAL STREETS & ROW | 7,626.28 |
| 464.000 - GENERAL STREETS WINTER & ROW | 3,578.77 |
| 536.000 - WATER SYSTEM | 3,994.90 |
| 597.000 - POINT PLEASANT | 3,611.00 |
| 701.000 - PLANNING & ZONING | 14,158.48 |
| 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY | 6,310.00 |
| 751.000 - PARKS & RECREATION | 1,443.99 |
| 802.000 - COMMUNITY PROMOTIONS | 2,447.00 |
| 903.000 - EQUIP. REPAIRS & MAINTENANCE | 29,441.23 |



CITY OF THE VILLAGE OF DOUGLAS
86 West Center Street, P.O. Box 757
Douglas, MI 49406
(269) 857-1438 phone / (269) 857-4751 fax

www.douglasmi.gov
info@douglasmi.gov
Payable Online At: tinyurl.com/PayItOnline

Item 4F.

CITY COUNCIL ACTION: Approved Denied
POLICE DEPARTMENT: Approved Denied
DEPT. PUBLIC WORKS: Approved Denied

Fee: \$50 - waived

Received by: 12/14/23

Sean H

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Helen F. DeGroatano Douglas Dutchess PH: Base Ball Club

Contact Name: Helen F. DeGroatano PH: _____

Street Address/P.O. Box: 88 Union St / P.O. Box 885

City/State/Zip Code: Douglas, MI 49406

E-mail: Ronrobbinsnest@yahoo.com

CONTACT PERSON ON DAY OF EVENT: Helen F. DeGroatano PH: 269-857-7855

EVENT INFORMATION

Name of Event: Vintage Base Ball Game

Event Date(s): 06-22-2024 and 06-22-2024 Anticipated Number of Attendees: _____

Purpose of Event: July 13, 2024

Location of Event: To present Vintage Base Ball Games

Beery Park and Beery Field

Event Start & End Hours: 12pm to 5:30pm - both days

Estimated Date/Time for Set-Up: 12pm

Estimated Date/Time for Clean-Up: 5:30pm

Estimated Number of Volunteers: 25-30

EVENT DETAILS**MUSIC:**Will Music be provided during this event? ☐ Yes ☒ NoIf yes, type of music proposed: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

Time music will begin: _____ end: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)Will Food Vendors/Concessions be available at your event? ☒ Yes ☐ NoIf yes, ☐ Provide Copy of Health Department Food Service License*not required as we are a 501c3***ALCOHOL:**Will alcohol be served at your event? ☐ Yes ☒ NoIf yes, ☐ Provide Copy of Liquor Liability Insurance (Listing the City as additional insured)☐ Provide Copy of Michigan Liquor Control License*Non Profits do not have to pay or be inspected.*

Please describe measures to be taken to prohibit the sale of alcohol to minors: _____

NOTE: It shall be unlawful for any person within the City to consume intoxicating liquor of any kind in any street, alley, park, public building, or other land owned by the City, unless the consumption is authorized under a valid permit issued by the City or its authorized agent. (1995 Code, 42-166) (Ord.43, passed 6-5-1961)

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way, across a street, or on City property. Which of the following signs are requested for this event?

☒ Temporary Signs: Number requested: 2 Maximum size is 2'x2'

(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☐ Banner Signage: Maximum size is 14'x4'

(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☐ Signage at Event Site: Location(s): _____

Description of signs: _____

(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

Please see the City Clerk to obtain the correct application based on the event signage requested.

FIREWORKS:Will fireworks be a part of your event? ☐ Yes ☒ NoIf yes, ☐ Provide Copy of Liability Insurance (Listing the City as additional insured)☐ Council Resolution will be Required - see attached sample

TENTS/CANOPIES/MISC:Will tents/canopies be installed? ☐ Yes ☒ NoIf yes, ☐ Notify the Director of the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations (Irrigation systems are located at Beery Field and Schultz Park)☐ Fill out the Special Event Requirements for Tent Structures form and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.☐ Booths – Quantity _____☐ Tents – Quantity _____☐ Awnings – Quantity _____☐ Tables – Quantity _____☐ Portable Toilets – Quantity _____

The City of Douglas does not have tents, tables, or chairs available for rental.

MARKETING:How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) On our web site andthrough the website of our Association and local Newspaper and local Tourist Publications**REQUIRED AUTHORIZING PERSONNEL SIGNATURES:**

If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City.

DEPARTMENT OF PUBLIC WORKS:

Will this event require the use of any of the following municipal equipment?

☒ Trash Receptacles – Quantity 2☐ Barricades – Quantity _____☐ Traffic Cones – Quantity _____☐ No Parking Signs – Quantity _____☐ Fencing – Quantity _____☐ Electric☐ Water☐ Restroom Cleaning☐ Approved ☐ Denied☐ Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

DOUGLAS POLICE DEPARTMENT:Will this event require additional officers & equipment? ☐ Yes ☒ No

If yes, please describe & include times: _____

☐ Street Closure: (Use attached map to outline proposed closure)

Street closure date/time: _____ Street re-open date/time: _____

Parade Type: ☐ Pedestrian ☐ Vehicle

☐ Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____

☐ Approved ☐ Denied

☐ Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

APPLICANT/ORGANIZATION CHECK LIST

☐ Completed Application

☒ Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)

☒ Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)

☐ Fireworks Resolution – 60 days in advance (if applicable)

☐ Michigan Liquor Control Commission Special Event License (if applicable)

☐ Health Department Food Service License (if applicable)

☐ Requirements for Tent Structures (if applicable)

☐ Department of Public Works Authorized Personnel Signature (if applicable)

☐ Police Department Authorized Personnel Signature (if applicable)

If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

1. Provide a certificate of insurance with all coverage deemed necessary for the event, naming the City of Douglas as an additional insured on all applicable policies. The certificate shall be submitted to the City Clerk's Office no later than 1 (one) week following notice of the event approval.
2. Comply with all local and applicable State Laws and City policies. Applicant/Organization acknowledges that the special events permit does not relieve the Applicant/Organization from meeting any requirements of law or those of other public bodies or agencies applicable to the event.
3. Applicant/Organization further understands the approval of the event may include additional requirements and/or limitations based on the City's review of this application. The Applicant/Organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary before the event may be held.
4. Applicant/Organization understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.
5. Applicant/Organization also agrees to clean-up and leave/restore the area in the condition it was found. The City is not responsible for equipment or personal items left on public property.
6. Prohibit its organization and guests from engaging in profane or inappropriate language or actions.
7. Abide by City of Douglas Ordinance Chapter 95.01 regarding Noise Nuisances.

8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

1. Upon approval of Event Permit, Applicant/Organization agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and Contactors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims, or demands arising from the operations of the Applicant/Organization due to the above referenced acts or omissions.
- B. Violations of state or federal law by Applicant/Organization, its agents, employees, servants, and Contractors whether administrative or judicial, arising from the nature and extent of this Application. Permit and/or event.
- C. Other acts of Applicant/Organization or attendees causing personal injury or property damages in connection with this event, unless resulting from the sole negligence of the City, its officers, employees, or agents.

2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such property and materials.

3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-Contractor involved in the hosting of this event.

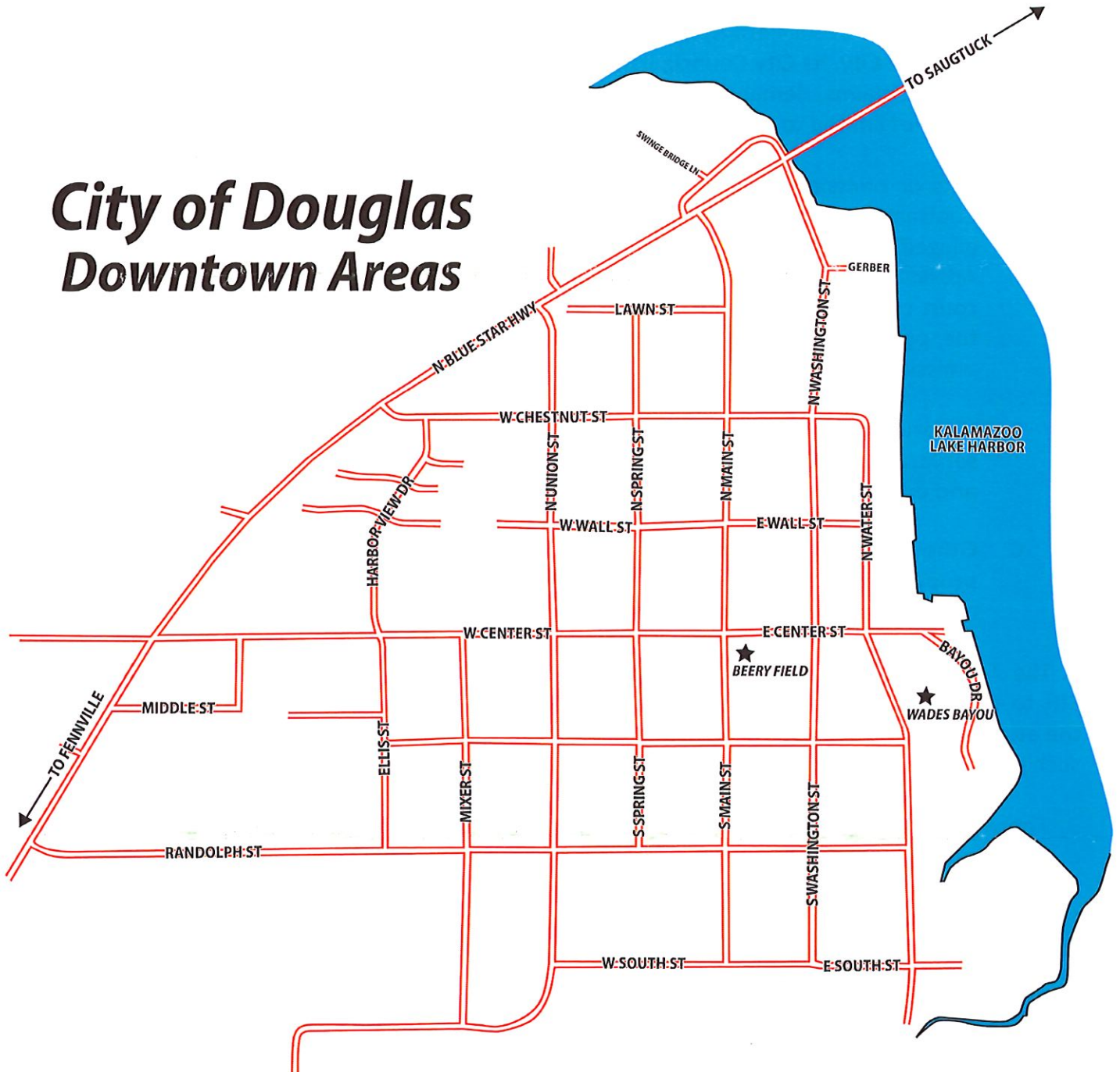
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: Helon F. DeGroatano Date: 12-01-2023

Signature of Applicant: Helon F. DeGroatano Date: 12-01-2023

N

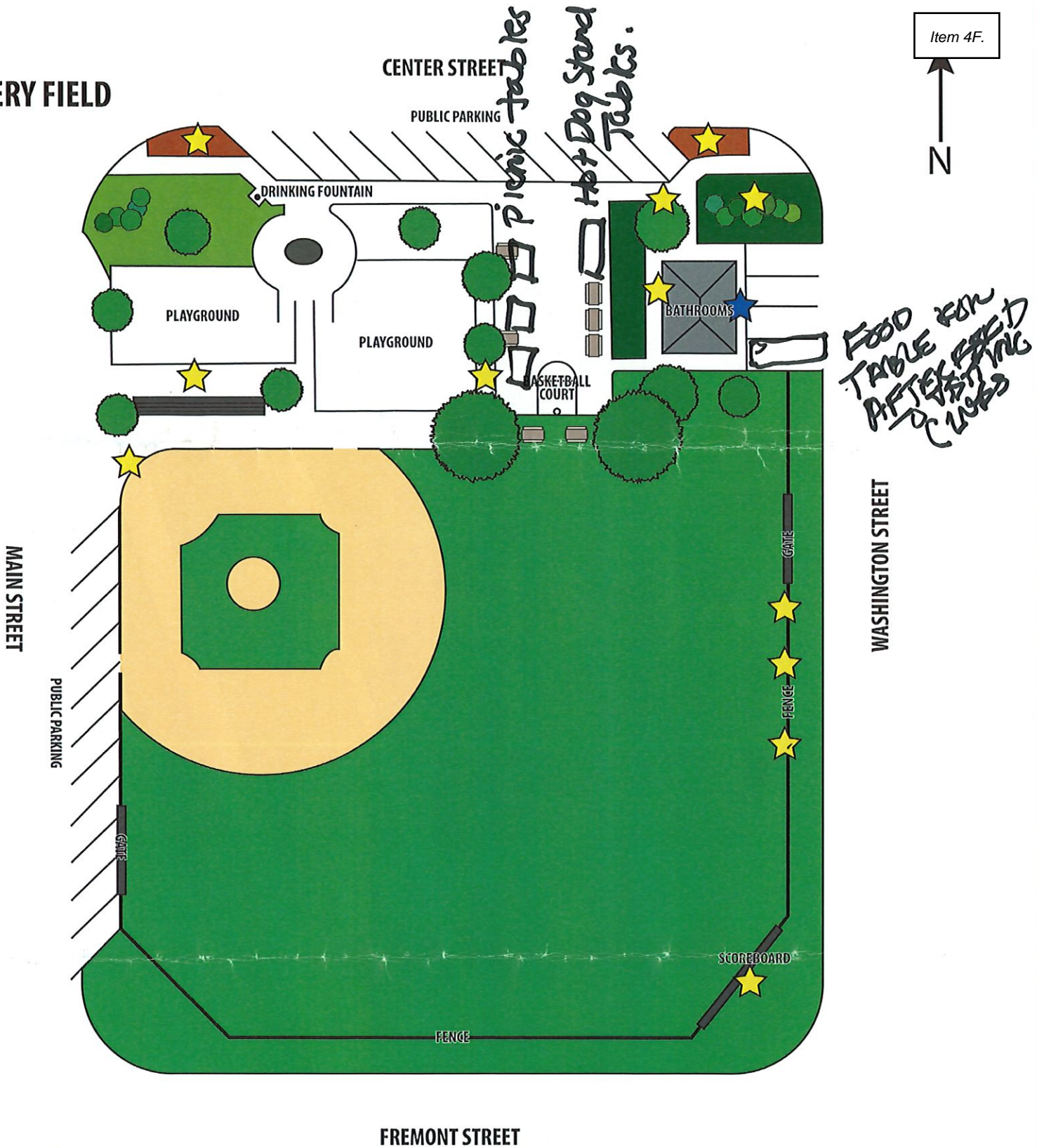
City of Douglas Downtown Areas



2305-10-51
2305-10-51

created J. F. N. 10/14
created J. F. N. 10/14

BEERY FIELD

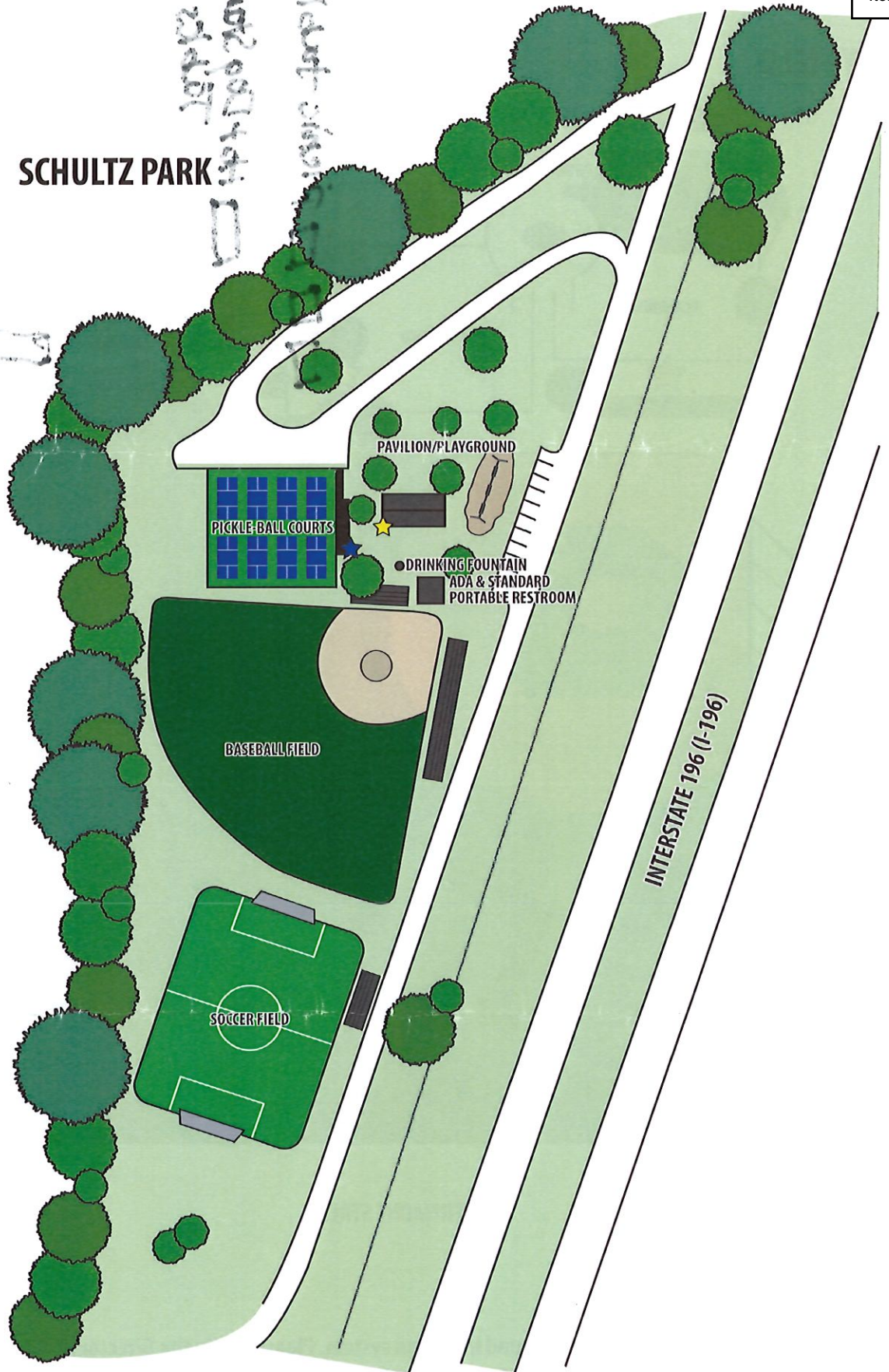


-  Water Hose Hookup
-  Electrical Outlet

Note: Beery Field has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



SCHULTZ PARK



★ Electrical Outlet ★ Water Spigot

Note: Schultz Park has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.

- Helen DeGroot -
Games - Special Event

June 22nd

6:00 - 10:00

Make ~~sure~~ ^{sure} lights
work!



MEMORANDUM

TO: Lisa Nocerini, City Manager

FROM: Matt Smith, Treasurer

DATE: November 27, 2023

SUBJECT: De minimis benefits policy

Internal controls and policies are an important part of any government's operations. They are used to establish safeguards to minimize the opportunities to commit fraud, improve accuracy of financial reporting, and ensure compliance with laws, grants, and regulations.

When spending taxpayer dollars, it is extra important to ensure those dollars are spent in ways allowed by the Michigan constitution, State laws, and regulations. The de minimis benefits policy being presented tonight helps ensure that the City is in compliance with the requirements of the State.

I recommend that the City Council approves the attached de minimis benefits policy.

City of the Village of Douglas De Minimis Benefits Policy

Purpose:

To set forth the official policy of the City of the Village of Douglas (“the City”) regarding the processes related to providing occasional minor non-cash benefits to employees.

1. Policy statement

1.1 The City recognizes the importance of offering de minimis benefits to employees, to create a positive, rewarding work environment, and to retain employees. All employees shall be eligible to receive de minimis benefits from the City. The de minimis policy for a city government dictates that rewards of less than \$200.00 be allocated for accomplishments or recognition. This approach optimizes resource allocation, allowing the city to acknowledge and incentivize contributions without incurring excessive administrative overhead. By setting a clear monetary threshold, the policy promotes efficient budget management while still supporting a culture of appreciation.

2. Value and frequency

2.1. De minimis benefits provided to employees shall not have a value exceeding \$200 annually and be provided infrequently. Items over the IRS threshold of \$100 are considered taxable.

3. Types of de minimis benefits

Examples include but are not limited to:

3.1. Retirement gifts:

Allowable de minimis retirement gifts under \$100.00 may include items like personalized mementos, or modest tokens of appreciation to recognize the retiree's contributions.

3.2. Employee recognition gifts

Allowable de minimis employee recognition gifts may include items such as gift cards, personalized desk accessories, or branded city items to express appreciation for the employee.

3.3. Occasional meals and snacks

Allowable de minimis occasional meals or snacks may include items such as pizza lunches, coffee and pastries, or sandwiches, with the cost kept below a nominal threshold to ensure simplicity.

3.4. Occasional team building activities

Allowable de minimis team-building activities may include activities such as a team lunch, a picnic, or a casual outing, with costs kept minimal to promote camaraderie.

4. Approval

- 4.1. Department heads may recommend individuals to the City Manager.
- 4.2. City Manager will be responsible for approving any de minimis benefits.
- 4.3. All de minimis benefits will be supported with receipts and included in the standard accounts payable process with approval by City Council.



MEMORANDUM

REGULAR CITY COUNCIL MEETING

December 18, 2023 at 7:00 PM

TO: The City of the Village of Douglas City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Tri-Community Parks and Recreation Draft Plan

Every five (5) years, the Tri-Communities work together to update the Parks and Recreation Plan. The committee contracted The Viridis Design Group to help facilitate the development of the plan.

Attached, you will find a draft of the Tri-Community Parks and Recreation Plan. This draft is currently available for a 30-day public review period and can also be accessed for review and feedback on the City's website at www.douglasmi.gov.

There are still a few items being added to the draft plan which are noted in red (i.e. the table of contents, photos) as the final layout is completed. Currently, I respectfully request your review of the content only. Thank you!

Presentation and Discussion Item Only

DRAFT

BUILD THE PLAN, GROW OUR FUTURE

2024 TRI-COMMUNITY PARKS AND RECREATION PLAN
IN PARTNERSHIP WITH
SAUGATUCK TOWNSHIP, CITY OF SAUGATUCK,
CITY OF DOUGLAS, & SAUGATUCK PUBLIC SCHOOLS



ACKNOWLEDGMENTS

THANK YOU, Tri-Community residents, for sharing your vision and ideas that made this plan a collaborative and united effort. Your continued commitment to the health and sustainability of our community ensures a equitable park system for future generations.

DOUGLAS CITY COUNCIL

Jerome Donovan, Mayor
Cathy North, Mayor Pro-Tem
Gregory Freeman
Robert Naumann
John O'Malley
Neal Seabert
Randy Walker

DOUGLAS CITY MANAGER

Lisa Nocerini

DOUGLAS CITY AD HOC PARK COMMITTEE

Richard Donovan
Rob Joon
Jennifer Pearson
Demetriha Terrien
Ricky Zoet

SAUGATUCK CITY COUNCIL

Scott Dean, Mayor
Lauren Stanton, Mayor Pro-Tem
Helen Baldwin
Russ Gardner
Garnet Lewis
Holly Leo
Gregory Muncey

SAUGATUCK CITY MANAGER

Ryan Heise

SAUGATUCK CITY PARKS AND PUBLIC WORKS COMMITTEE

Helen Baldwin
Keith Charak
Glenna DeJong

Ruth Johnson
Nancy Kimble
Kelly Roche

SAUGATUCK PUBLIC SCHOOLS BOARD OF EDUCATION

Laura Zangara, President
Nathan Lowery, Vice President
Eric Birkholz, Treasurer
Nicole Lewis, Secretary
Frank Marro III
Bernie Merkle
Marcy Weston

SAUGATUCK PUBLIC SCHOOLS SUPERINTENDENT

Dr. Tim Travis

SAUGATUCK TOWNSHIP BOARD

Abby Bigford, Supervisor
Rebecca Israels, Clerk
Jon Helmrich, Treasurer
Stacey Aldrich, Trustee
Brenda Marcy, Trustee

SAUGATUCK TOWNSHIP MANAGER

Daniel DeFranco

SAUGATUCK TOWNSHIP PARKS COMMISSION

Jim Searing, Chair
Dana Burd
Ken Butler
Jane Dickie
Elliott Sturm

TRI-COMMUNITY STEERING COMMITTEE

Helen Baldwin
Daniel DeFranco
Richard Donovan
Ryan Heise
Scott Kierzek
Kelly Roche
Jim Searing
Ricky Zoet

CONSULTANT TEAM

VIRIDIS Design Group
www.virdg.com

LETTER FROM THE ENTITIES

DRAFT



TABLE OF CONTENTS

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1/ LOOKING FORWARD

| | |
|---------------------------------|----|
| Build the Plan, Grow Our Future | 8 |
| Master Plan Process | 14 |
| Timeline | 16 |
| Community Input Overview | 18 |
| How to Use the Master Plan | |

BUILD THE PLAN, GROW OUR FUTURE

Where we live shapes the way we experience life. Parks, recreation, and open spaces are important elements of all communities and provide physical, social, and environmental benefits that contribute to a high quality of life. The City of Saugatuck, the City of the Village of Douglas (City of Douglas), Saugatuck Township, and Saugatuck Public Schools has recognized the importance of recreation planning and has chosen to take an active role in the delivery of recreational opportunities by updating their separate Parks and Recreation Master Plans with a collaborative joint Tri-Community Plan. The 2024 Tri-Community Parks and Recreation Master Plan is a cooperative effort to provide diverse and equitable experiences for Tri-Community area residents and visitors.

Recreational planning is an exercise engaged by local governments to anticipate change and promote development and expansion of recreational facilities and services for the benefit of its community. Parks provide people with a place to gather, to be active, to socialize, and connect with the environment and each other. Green infrastructure enhances the livability of a community by increasing property values and restoring natural systems. Access to recreational spaces contributes to overall mental and physical health. As the community continues to grow and change, the Tri-Community continues to dedicate themselves to improving recreational offerings for its citizens. This Plan represents the culmination of the planning efforts of the community and local officials and reflects the community's desire to blend the available recreational resources and activities with the environmental and cultural identity of the Tri-Community.

PLAN PURPOSE

The 2024 Tri-Community Parks and Recreation Master Plan is a guide for aspirational recreation amenities and offerings in Saugatuck, Douglas, and Saugatuck Township. The purpose of this plan is to use technical study and community input to guide future park investment within the Tri-Community park systems in the most efficient manner possible, where inner-local municipalities can support each other. It is an adaptive tool to help prioritize

PLACEMAKING strengthens the connection between people and the places they share... **PLACEMAKING** is how people are more collectively and intentionally shaping our world, and our future on this planet.

PROJECT FOR PUBLIC SPACES

park improvements in a way that elevates the role of the parks and recreation system in the daily lives of all residents in the years to come. Driven by community priorities, the master plan will serve as a informative document for policy decisions that balance demands and opportunities, and present a framework for evaluating land acquisitions, park improvements, and recreation programs. Additionally, the master plan offers recommendations for park facilities, programs, and services; maintenance operations; administration and management; and capital improvements.

Inner-local leadership recognizes the significant role that recreation plays in providing a high quality of life and improved physical health of its citizens. This appreciation has manifested in a joint effort in improving park systems and public trails, promoting the preservation of natural areas, and strengthening a sense of community. As a tool, this plan provides data and direction to ensure parks and recreation offerings are balanced with the Tri-Community needs and values while addressing current recreation issues and needs over the next five-year period.

Aligned with the statewide planning process outlined by the State of Michigan Department of Natural Resources (MDNR), this master plan will assist in recreational grant funding. The planning process incorporated community feedback toward the development of all MDNR plan components and was submitted to the State on February 1, 2024.



OVAL BEACH, CITY OF SAUGATUCK

MASTER PLAN REPORT SCOPE

Preservation, management, improvement, and expansion of the recreation system within the Tri-Community form the framework for the overall master plan report. Key planning issues are identified, a clear set of goals and objectives are outlined, and specific implementation strategies are delineated. The report evaluates all recreation facilities, undeveloped open space, trail systems, and recreational programming within the Tri-Community area. The planning effort spans facilities that fall under control of the City of Saugatuck, the City of Douglas, Saugatuck Township, and Saugatuck Public Schools. The report considers recreational facilities within the Saugatuck School District, Allegan County, and neighboring townships, that are available to citizens of the Tri-Community. Consideration is also made of non-resident usage and regional facility availability in neighboring counties that may influence resident use patterns.

This comprehensive master plan encompasses a detailed process and report that involves internal assessment, community involvement, resource gathering, and data analysis, culminating in the development of an implementation strategy for each municipality.

- » **Internal Assessment:** Establish the fundamental vision and mission of the Tri-Community and master plan report. Assess capabilities and determine the necessary steps to collaborate with the municipalities, and other stakeholders for plan development and approval.
- » **Community Engagement:** Engage the community throughout the master plan process to ensure their active participation and final report buy-in.
- » **Resources & Data Collection:** Conduct data collection and analysis to prioritize resource allocation based on park access needs and associated outcomes like physical activity and climate resilience. Utilize both qualitative and quantitative analysis methods to identify disparities in distribution, park quality, safety, and inclusivity.
- » **Implementation:** Develop a pragmatic action plan that aligns with identified needs and considers current and future resource availability, partnerships, and funding possibilities. Address anticipated funding gaps by outlining strategies to bridge these gaps and prioritize resource allocation in the short term.

COMMUNITY COORDINATION

The Parks and Recreation Master Plan aligns with ongoing community-wide planning initiatives focused on enhancing community health, connectivity, and ensuring fair access to natural resources. This plan's vision and objectives further bolster previous endeavors directed at revitalizing waterfront areas, conserving natural spaces, and establishing connected trails for non-motorized transport. Below are recent Tri-Community planning efforts that form a robust foundation for shaping the future of the public park system within the community:

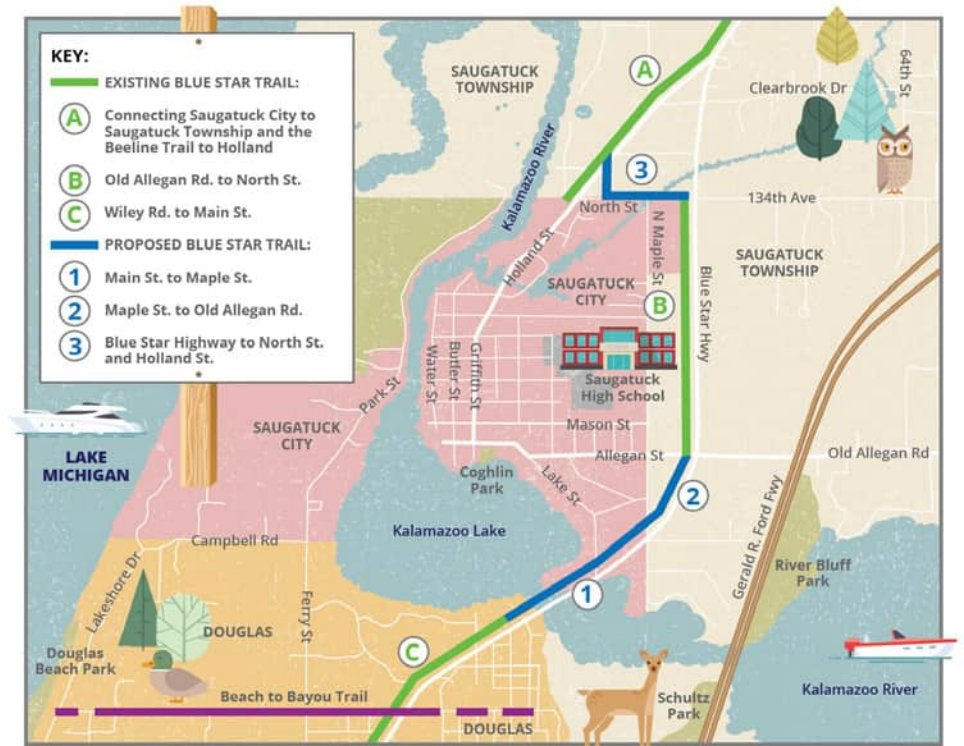
- Riverside & Douglas Cemetery Master Plans (2023)
- Saugatuck Township Parks Millage (2022)
- Tails n Trails Park Master Plan (2022)
- Tri-Community Non-Motorized Trail Study (2021)
- 2019 Lower Kalamazoo River Greenway Plan
- River Bluff Park Shoreline Restoration Feasibility Study
- 2016 Tri-Community Master Plan
- 2016 Douglas Master Plan
- 2016 Douglas Waterfront Master Plan
- Xtreme LA Saugatuck/Douglas Vision Report (2015)





Tri-Community Non-Motorized Trail Study and Implementation

Inner-local municipalities partnered with Friends of the Blue Star Trail to develop and begin implementation of the regional trail connection through Douglas, Saugatuck, and the Township.



MASTER PLAN PROCESS

The 2024 Tri-Community Parks and Recreation Master Plan builds upon the foundation laid by the 2019 Saugatuck-Douglas Area Parks and Recreation Plan and the 2019 City of Saugatuck Parks and Recreation Plan, considering both physical assets and community requirements. Elements and objectives from these prior plans remain pertinent in shaping today's park system and meeting community needs. This updated collaborative plan maintains and expands upon these components from past plans, where appropriate.

While previous planning efforts identified conditions, trends, and proposed improvements—some of which have been realized—the Tri-Community region has experienced substantial growth in tourism and development over the last 5 years. This continuous expansion necessitates enhancements to the park system. Moreover, shifts in recreational trends, influenced in part by the global pandemic, have altered perceptions and usage of public spaces. This plan builds upon past initiatives while primarily focusing on meeting the evolving recreational needs of the growing Tri-Community area through the following planning process:

PHASE 1: INVENTORY + ENGAGEMENT

The Tri-Community Steering Committee and project team developed an overall strategy for broad and focused public outreach and began data collection during this phase. The goal of this phase was to identify a holistic approach that would provide baseline information to create the unified master plan.

During this phase, the project team analyzed each community's existing parks and trail conditions and established a strong understanding of the local context and foundation for future recommendations. Ongoing analysis included (1) updating of the system-wide inventory, (2) the establishment of level of service and community needs, and (3) the evaluation of system-wide resources and patterns.

Simultaneously, the project team hosted focus group meetings with each municipality, where small group discussions identified strengths and needs within each municipality. These conversations helped develop questions for an online public survey and the format of

a community open house input session. Findings from the focus group meetings and community response and feedback were then synthesized into individual municipality goals and big-picture, community-wide vision.

PHASE 2: VISIONING AND GOAL SETTING

An analysis of existing park system conditions, cross referenced with community member feedback, provided the groundwork for the steering committee to develop a comprehensive vision and set of goals in which the entire Tri-Community could support. Through this process, the committee outlined a list of pillars that would guide future decisions made on park improvements. These pillars serve as a touch stone for individual community projects as well as ambitious long-term goals the Tri-Community tackles together.

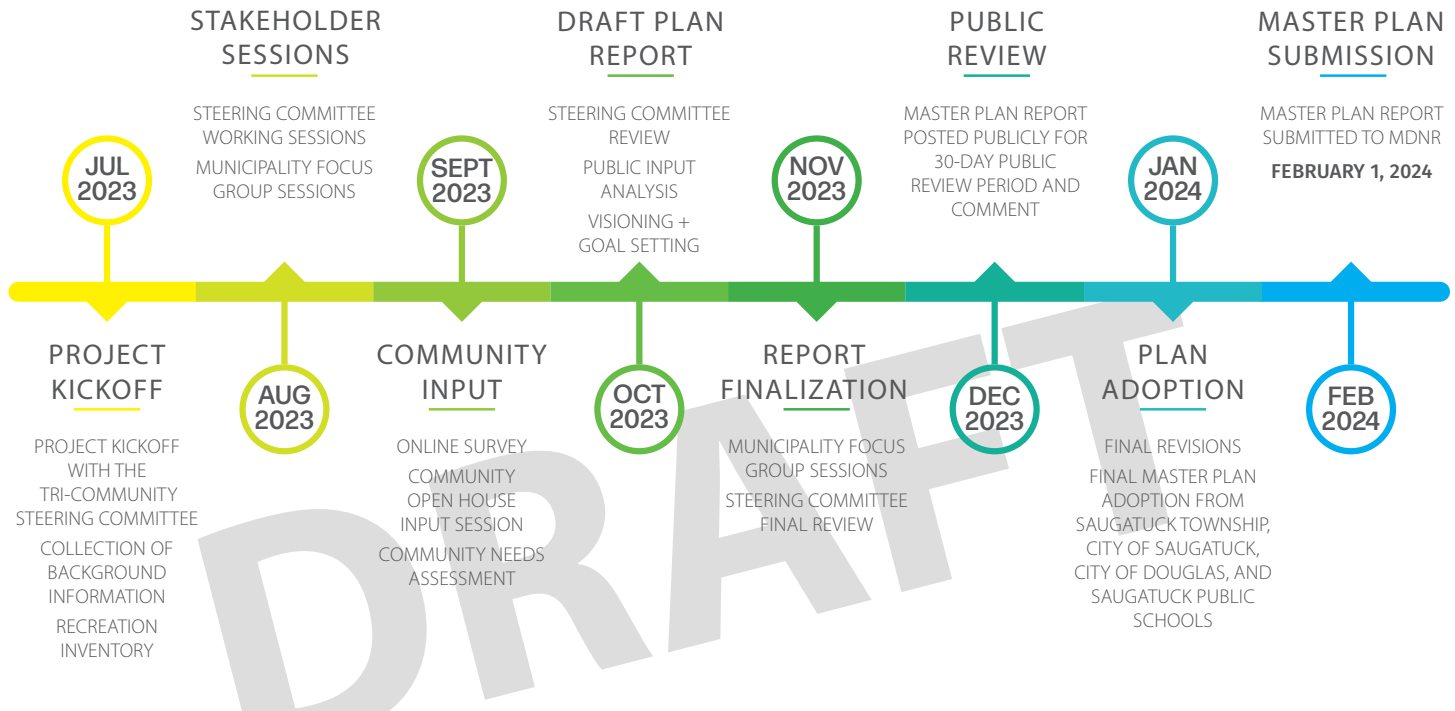
Additionally, focus groups from each entity worked to develop a list of important projects or initiatives to consider over the next five years.

PHASE 3: REPORT FINALIZATION

In the final phase of the project, the project team refined the unified park system vision statement and verified inner-local and individual municipality goals and objectives.

Cost estimates for park and trail improvements were established to assist the municipalities with developing and planning of park improvement capital projects over the next five years. Report content was vetted and reviewed through the Parks Advisory Board and revisions were applied, as needed. **The final draft was made available in December for a 30-day public comment period and was officially approved by each municipality's council in January 2024. The official Master Plan report was approved by City Commission on January 25, 2022.**

TIMELINE AND MILESTONES



COMMUNITY INPUT OVERVIEW

A combination of digital and in-person means provided opportunities for folks to share their opinions and provide feedback on priorities for the next 5-year planning horizon. Face to face conversations allowed participants into an immersive planning process where they could share their own ideas, understand other perspectives, and build trust with the project team and steering committee. In addition to general input on parks and recreation, the project team conducted deep-dive planning sessions with each municipality for focused discussions on departmental operations and park facility maintenance. Using previous planning efforts as a baseline, the design team used the following engagement strategies to understand current community needs:

- » **Online Public Survey:** An online community survey was made publicly available from the end of August through October. 433 Participants completed the survey, 68% of which were full-time residents in the Tri-Community.
- » **Community Open House:** A public open house was held at the Douglas Library on September 21. Over 40 community members participated in a series of interactive stations to share ideas and feedback on existing park conditions and future aspirations.
- » **Focus Group Sessions:** A focus group for each entity, consisting of municipality leaders, public committee members, and local residents, was created to gain feedback on specific parks and operations within their own community. Each focus group met with the project team twice to identify goals and objectives for their park system over the next five years.

Reflecting community values and inspired by the ideas contributed by many residents and informed by evaluation of the specialness of this place, this plan describes an aspirational vision for Tri-Community parks and trails.

Saugatuck parks have a great foundation and it is exciting to see what is in store for the future. As the community grows the need for additional parks and facilities to deal with the increase in demand requires **PLANNING, INVESTMENT, and DELIVERY.**

Douglas Rodewald, City of Saugatuck Resident



433

Online Survey
Participants

4

Focus
Groups

40+

Open House
Participants

HOW TO USE THE MASTER PLAN

THE 2024 TRI-COMMUNITY PARKS AND RECREATION PLAN

This parks and recreation master plan is unique in that it evaluates and offers suggestions for each municipality's individual park system as well as a Tri-Community unified park and trail network.

At the start of each report section is a description of the chapter's content and how it relates to the larger Tri-Community context. A deeper dive into each community follows with analysis, findings, and/or recommendations specific to the City of Saugatuck, the City of Douglas, and Saugatuck Township.

Each Municipality has its own colored tab at the edge of the page. This allows users to quickly flip to pages that are relevant to the community they are interested in. Additionally, Saugatuck Public Schools is included in the chapters, where pertinent.

A parks and recreation master plan is a living document. Over the next five years, the needs and desires of the Tri-Community will continue to evolve. Inner-local benchmarks and individual community metrics should be established by community leaders to regularly assess and track the progress of plan implementation. Communication regarding updates and progress on the implementation of the master plan to stakeholders and the general public will maintain transparency and garner ongoing support.

SAUGATUCK TOWNSHIP

CITY OF SAUGATUCK

CITY OF DOUGLAS

SAUGATUCK PUBLIC SCHOOLS

DRAFT

2/ PARK SYSTEM OVERVIEW

Tri-Community Context

Water Resources

Land Resources

*Park Inventory and Analysis, Programs and Services,
Administrative Organization*

Saugatuck Township

City of Saugatuck

City of Douglas

Saugatuck Public Schools

Tri-Community Budgeting and Funding

Non-Motorized Trails

Committees + Organizations

Facilities Matrix

Community Input

THE TRI-COMMUNITY CONTEXT

LOCATION

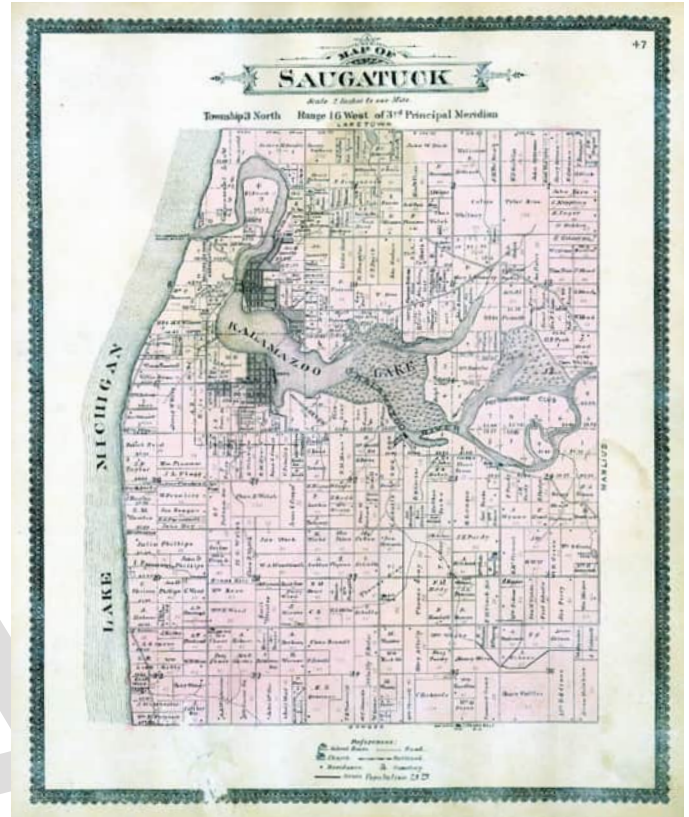
The Tri-Community area is made up of the City of Saugatuck, the City of the Village of Douglas, Saugatuck Township, and Saugatuck Public Schools, and make up the unified regional jurisdiction of this plan. The Tri-Community area is located in Allegan County along the beautiful southeastern shores of Lake Michigan. The city of Saugatuck includes 1.77 square miles, the City of the Village of Douglas includes 2.01 square miles, Saugatuck Township includes 24.2 square miles, and Saugatuck Public School District covers an area of 22.1 square miles. The Tri-Community area is bordered to the north by Laketown Township, to the east by Manlius Township, to the south by Ganges Township, and to the west by Lake Michigan (see Figure xx - location map). Regional accessibility is provided by several interchanges along US 31 which traverses the area running north and south.

DRAFT

CONTEXT MAP IN PROCESS

HISTORY

Settlement in the Tri-Community area began in the late 1830s with the lumber industry. The shipbuilding and lumber port community was originally named Singapore and founded in 1837 by Oshea Wilder. Singapore was a bustling town near the mouth of the Kalamazoo River and included two active mills that helped provide lumber to many Midwest towns. The community turned to shipping and fruit growing once all the forests were clear cut and Singapore became buried in sand. Saugatuck was incorporated in 1868, which is a native American name signifying a stream outlet. Douglas was originally known as Dudleyville and first settled later in 1851 as part of the lumber boom. In 1861 residents changed the name to Douglas and was incorporated in 1870. The Township was originally organized under the name of Newark Township until 1861 and was part of a larger territory that included many other current Townships. The early 1900s saw the advent of tourism and the arrival of summer residents who built cottages along the Lake Michigan Shoreline. The art and cottage culture emerged leading to the dominant tourism industry that exists today.

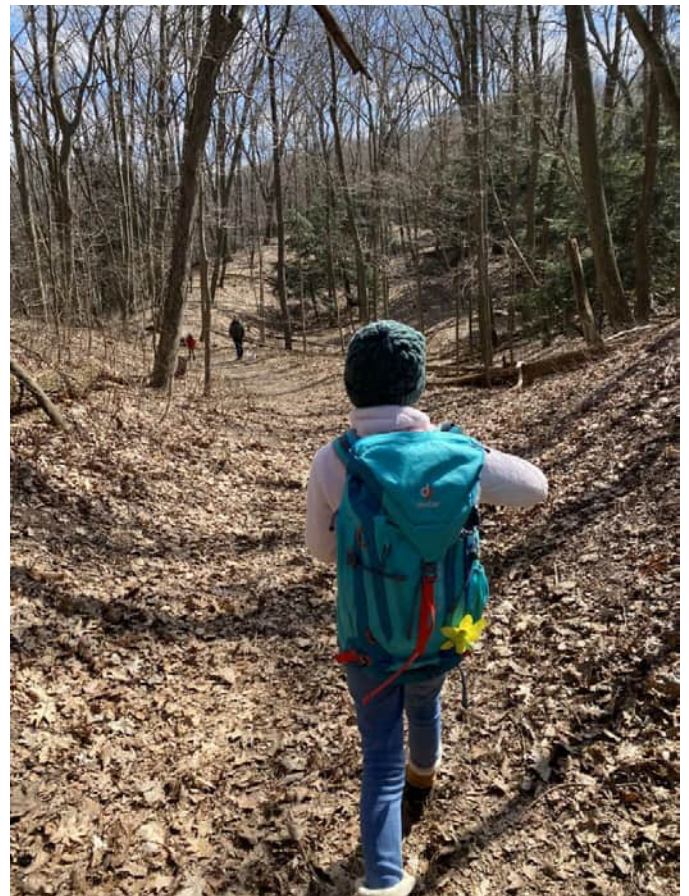


CARE OF SAUGATUCK-DOUGLAS HISTORY CENTER

PHYSICAL CHARACTERISTICS

Natural resources have played a central role in the culture and livelihood of the community and balancing access to these natural resources with preservation is the foundation for the community's economy and quality of life including beaches, dunes, forests, wetlands and water bodies. The sand dunes along Lake Michigan form a unique, fragile geological formation and ecosystem that is susceptible to erosion by wind and water, and subject to degradation from over use or development.

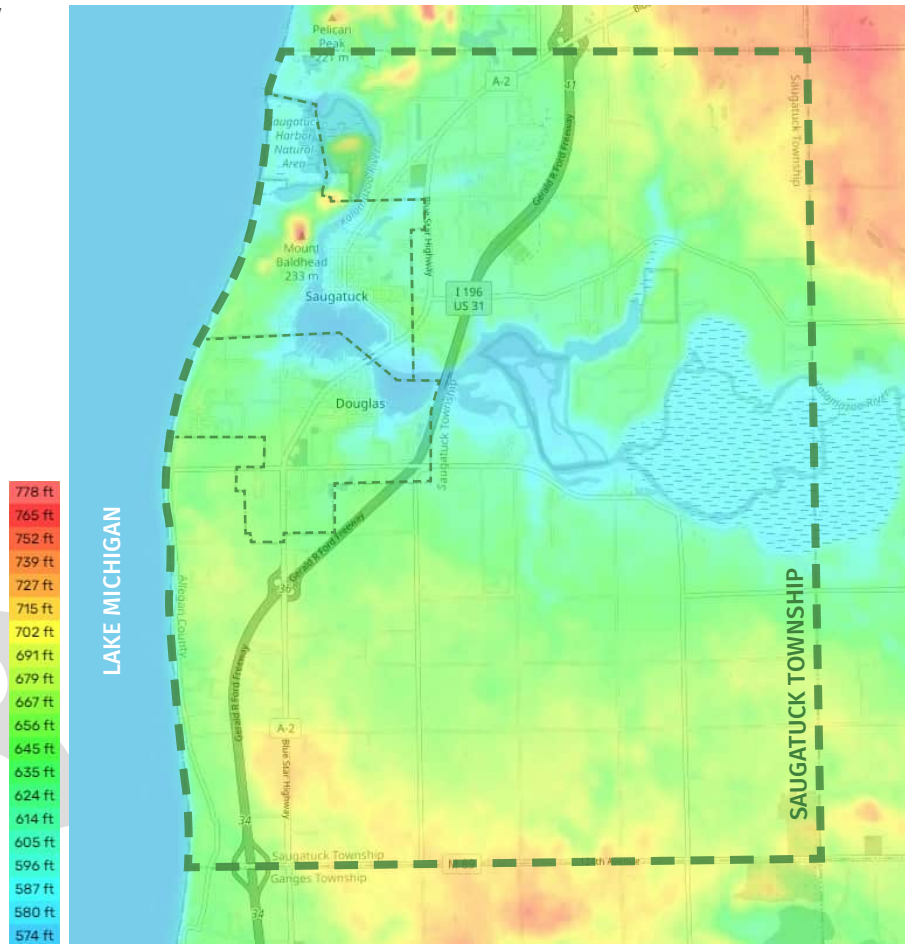
The Tri-Community area is located on the southwestern flank of the Michigan Basin, which is a bedrock feature centered in the middle of the Lower Peninsula. The sandstone and shale bedrock is overlain by glacial deposits from 50 to 400 feet thick. There are no outcroppings of the bedrock and the proximity of the bedrock to the surface of the ground does not impose limitations for normal excavating or construction. Glacial deposits consist primarily of sandy lakebed deposits located between two major physiographic formations: the Lake Border Moraine, which is adjacent to Lake Michigan, and the Valparaiso Moraine, which extends through the center of the county, from north to south.



SAUGATUCK DUNES STATE PARK

TOPOGRAPHY

The current topography of the Tri-Community area is the result of the retreat of the glacial ice sheet roughly 12,000 years ago and the subsequent movement and fluctuation of its rivers and Lake Michigan. The elevation change across the area is minimal, but local variations in elevation of up to 150 feet exist between uplands and the flood plain of the Kalamazoo River. There are also considerable local differences in elevation in the extreme northwest portions of the area in the sand dunes between the Kalamazoo River and Lake Michigan. The highest point in this area is Mount Baldhead which rises 310 feet above Lake Michigan.



CLIMATOLOGY

Lake Michigan has a significant influence on the climate of the Tri-Community area. The lake temperature, together with the prevailing westerly winds, moderates seasonal temperature extremes. Summers are warm and humid but slightly cooler than inland areas, while winters are moderate to severe with abundant snowfalls. The Tri-Community area gets some kind of precipitation (snow, rain, sleet, hail), on average, 129 days per year. This causes precipitation levels to be from 37 inches of rain and 80 inches of snow on average each year helping maintain the area's streams, lakes, and wetlands. The Tri-Community area is considered to have a mild continental climate based on its seasonal precipitation and temperature patterns (warm summers and cold winters). The average temperature is 49.3 degrees Fahrenheit with an average low of 21.9 degrees and an average high of 80 degrees. The mild climate makes the Tri-Community area an ideal place for tourism and outdoor recreation.

SOILS

Much of the region contains poorly drained soils including the Newton-Granby Association and the Nappanee-Blount-Rimer Association. Drainage occurs via creeks, including Peach Orchard Creek, Tannery Creek, Silver Creek, and Moore's Creek, all of which flow into the Kalamazoo River and many of which include floodplain areas. These soils create limitations for development but can offer opportunities for recreational amenities. A network of county drains facilitates the movement of water from flat areas in the southern half of the township. Well-drained soils are found in the northwestern corner of the region and the southwestern corners.

SOCIOECONOMIC CHARACTERISTICS

Reviewing trends in population growth is helpful in developing an understanding of the Tri-Community's recreational needs. Other demographic indicators such as age, education, income, and employment trends can assist in determining the type of recreational facilities that may be needed or desired, and will allow facilities and programs to keep pace with demand.

The Tri-Community showcases several distinct socioeconomic characteristics that contribute to the area's unique identity:

Tourism-Driven Economy: The tourism economy serves as a vital pillar of the local community, contributing significantly to the region's overall economic prosperity. The area's scenic beauty, charming small-town ambiance, and diverse attractions draw visitors year-round, playing a pivotal role in sustaining businesses and employment opportunities.

Artistic and Cultural Hub: The region fosters a vibrant artistic community, attracting artists, artisans, and art enthusiasts. Galleries, studios, art festivals, and cultural events play a significant role in the community's Art Coast identity and draw in residents and tourists alike.

Small-Town Charm: The Cities of Saugatuck and Douglas maintain a small-town atmosphere with historic architecture, quaint streets, and a tight-knit community. This charm appeals to residents and visitors seeking a slower pace of life and a welcoming environment.

Diversity and Inclusivity: The area is known for its open and inclusive atmosphere, welcoming people from diverse backgrounds. This inclusivity contributes to the vibrant cultural fabric of the towns.

Natural Beauty and Outdoor Recreation: Preserved natural landscapes, including the Lake Michigan shoreline, the Kalamazoo River, and scenic dunes, provide opportunities for outdoor recreation such as beach activities, hiking, boating, and birdwatching.

Education and Lifestyle: The region attracts residents and visitors who value a blend of cultural experiences, access to art, and a high quality of life. This often includes a focus on education, appreciation for the arts, and a strong sense of community.

Agriculture: The Tri-Community has a significant agricultural presence primarily revolving around fruit production, particularly blueberries and apples. The

regions favorable climate and soil conditions make it conducive for growing these fruits, and several farms in the area specialize in their cultivation. Additionally, there are smaller-scale farms producing vegetables, flowers, and other crops. Farmers markets and local produce stands play a vital role in connecting farmers with residents and tourists, offering fresh, locally grown produce. While not the primary focus of the area, agriculture in the Tri-Community, particularly within the Township, contributes to the local economy and adds diversity to the region's offerings beyond its artistic and tourist attractions.

Seasonal Fluctuations: The towns experience seasonal fluctuations due to the tourism industry, with summer being the peak season for visitors and economic activity.

Understanding these characteristics helps paint a picture of Saugatuck-Douglas as a place that thrives on its natural beauty, cultural offerings, small-town ambiance, and a diverse, welcoming community, all of which contribute to its socioeconomic makeup and appeal.



FARMERS MARKET AT THE SAUGATUCK CENTER FOR THE ARTS



DOUGLAS ROOT BEER BARREL

POPULATION TRENDS

According to the 2020 U.S. Decennial Census, the Tri-Community has a population of 5,686, which represents a 22% increase from the 2000 Census. The area has experienced growth over the past 20-30 years, with most of this growth occurring within the Township with a 45% increase since 2000 and a 83% increase since 1990. Douglas has seen modest growth at 13.5% but Saugatuck City has seen a decrease of 18.7%. Table X.X delineates the population growth in the Tri-Community area over the last 30 years.

| Table XX Population Growth - Data Source: U.S. Census Bureau | | | | | |
|--------------------------------------------------------------|-------|-------|-------|-------|-----------------------|
| | 1990 | 2000 | 2010 | 2020 | % Change 2000-2020 |
| Douglas City | 1,049 | 1,214 | 1,232 | 1,378 | 13.5% |
| Saugatuck City | 954 | 1,065 | 925 | 865 | -18.7 % |
| Saugatuck Township | 1,876 | 2,376 | 2,944 | 3,443 | 45% |
| Total | 3,879 | 4,655 | 5,101 | 5,686 | 22.1 |

To put the Tri-Communities rate of growth into perspective, it is important to compare growth comparisons with other adjacent communities. This is useful in attempting to forecast areas of future growth in the larger area as well as future demands on the Tri-Community Park system. Table X.X illustrates population growth comparisons with adjacent waterfront communities as well as the County and State. The table shows the growth rate in the Tri-Communities over the past 20 years has been stronger than the adjacent Townships of Laketown and Ganges, as well as the City of Holland and Allegan County. Additionally the Township and Douglas individually have a stronger growth rate than adjacent communities. As the population continues to grow in the Tri-Community area, strategic acquisition of park land, continued enhancement of current parks and trails, and continued Tri-Community collaboration should be the focus in order to keep up with the growth trend.

| Table XX Population Comparison - Data Source: U.S. Census Bureau | | | | | |
|------------------------------------------------------------------|-----------|-----------|-----------|------------|-----------------------|
| | 1990 | 2000 | 2010 | 2020 | % Change 2000-2020 |
| City of Holland | 30,869 | 35,012 | 33,051 | 34,378 | -1.81% |
| Laketown Township | 4,813 | 5,574 | 5,505 | 5,928 | 6.3% |
| Ganges Township | 2,177 | 2,557 | 2,535 | 2,574 | 0.66% |
| Allegan County | 90,509 | 105,904 | 111,405 | 120,502 | 13.7% |
| State of Michigan | 9,295,297 | 9,938,444 | 9,883,640 | 10,077,331 | 1.9% |

A seasonal influx of cottage owners, visitors, campers, and boaters is estimated to double the population of the Tri-Community area in the summer season. Even though seasonal visitors are only residents for a part of the year, they need to be accounted for when looking at the recreational needs of the Tri-Community area. In addition, the area also experiences many day trip visitors that come to the area for just the day or weekend. This additional influx of visitors, although short term, adds to the demands put on the recreational facilities of the area.

DEMOGRAPHICS

Demographics play a crucial role in informing park and recreation planning by providing insights into the needs, preferences, and behaviors of the community. This valuable information enables municipalities to create inclusive, accessible, and relevant recreational spaces and programs that cater to the diverse needs and preferences of the communities they serve.

Age: The age distribution of a community may influence the types of facilities and programs needed. The median age of the City of Saugatuck is 55.6, the Village of the City of Douglas is 55.7, and Saugatuck Township is 50.7. The median age of the Tri-Community area is 26-38% older than Allegan County (40.2) and 27-40% older than the State of Michigan (39.8). The median age represents the mid-point in the range of all ages within the Tri-Community. This information suggests that the Tri-Community area could be considered a retirement community due to the older population. Understanding the age demographics is useful in identifying the type of recreational facilities that may be needed, desired, or under-provided. For example a younger population may desire more active types of facilities while an aging population may desire more passive types of facilities. Table XX below illustrates the breakdown of population for the Tri-Community area based on age (based on 2020 census).

| Table XX Population By Age - Data Source: U.S. Census Bureau | | | | | | | | |
|--------------------------------------------------------------|-------------------|------------|-----------------|------------|--------------------|------------|---------|------------|
| | City of Saugatuck | | City of Douglas | | Saugatuck Township | | Total | |
| Age | Persons | Percentage | Persons | Percentage | Persons | Percentage | Persons | Percentage |
| Male | 480 | 55.5 | 689 | 50 | 1,790 | 52 | 2,959 | 52 |
| Female | 385 | 45.5 | 689 | 50 | 1,653 | 48 | 2,727 | 48 |
| Under 18 | 116 | 13.4 | 223 | 16.2 | 644 | 18.7 | 983 | 17.3 |
| Over 18 | 749 | 86.6 | 1,155 | 83.8 | 2,799 | 81.3 | 4,703 | 82.7 |
| 18-34 | 64 | 7.4 | 163 | 11.8 | 430 | 12.5 | 657 | 11.6 |
| 35-44 | 48 | 5.5 | 128 | 9.3 | 351 | 10.2 | 527 | 9.3 |
| 45-54 | 188 | 21.7 | 84 | 6.1 | 551 | 16 | 823 | 14.5 |
| 55-64 | 144 | 16.7 | 318 | 23.1 | 537 | 15.6 | 999 | 17.5 |
| 65+ | 305 | 35.3 | 462 | 33.5 | 930 | 27 | 1,697 | 29.8 |

In looking at the population data, all three communities have similar trends with a higher number of residents over the age of 45 and lower number of residents in the 18-44 age range. As an overall community, approximately 47% of the population is over the age of 55 and that number jumps to 61.8% when you include the 45-54 age group. With nearly two-thirds of the population over the age of 45, providing passive and accessible recreational facilities for the aging population may need to be a focus for future park development. About 17% of the population is under the age of 18 and about 21% are between the ages of 18-44 suggesting there also is a need for active recreational facilities that provide activities for young active families.

Persons with Disabilities: The proportion of the population with some type of disability should be considered when planning parks and recreational facilities and programs, especially with a high population of those over the age of 55. The Americans with Disabilities Act of 1990 mandates that all public services, including park facilities, be barrier-free. As the population ages, the proportion with one or more disabilities generally increases, and this trend is consistent for the Tri-Community. Disabilities include vision, cognitive, auditory, ambulatory, self-care, and living independently difficulties. According to the U.S. Census data, it is estimated that approximately 10.3% of the residents in the Tri-Community area live with a disability (12.3% of Saugatuck City residents, 8.1% of Douglas City residents, and 11.4% of Saugatuck Township residents), which is lower than the State of Michigan average of 14.5% and lower than the national average of 26%. Of those individuals living with a disability, approximately 18% are 65 years and older. These figures indicate that, while the overall population of persons with disabilities is modest, there still exists an important contingent of residents who rely on more accessible places to recreate.

Income: A successful parks and recreation system includes providing affordable, equitable recreational opportunities to all members of the community. It is important to understand the availability of disposable income for recreation within the community as household incomes may vary within the region. According to the U.S. Census Bureau, the amount of people living at or below the poverty line in the combined Tri-Community area is 3.2% (8% for Saugatuck City, 7.8% for Douglas City, and 1.3% for Saugatuck Township) which is moderately lower than adjacent communities and the county, but the cities of Douglas and Saugatuck are a bit higher than adjacent townships. The estimated median household income level for 2020 is \$105,024 for Saugatuck City, \$67,627 for Douglas City, and \$100,200 for Saugatuck Township, which is an increase of 80%, 67%, and 63% respectively from the 2010 census. Both Saugatuck City and Township exceed Allegan County (\$70,264) as a whole and Douglas City is just slightly lower. Table XX illustrates the median household income of the Tri-Community's compared to adjacent communities.

| Table XX Median Household Income - Data Source: U.S. Census Bureau | |
|--------------------------------------------------------------------|-----------|
| City of Saugatuck | \$105,024 |
| City of Douglas | \$67,627 |
| Saugatuck Township | \$100,200 |
| City of Holland | \$70,269 |
| Laketown Township | \$79,647 |
| Ganges Township | \$47,143 |
| Allegan County | \$70,269 |

Per capita income measures the average income earned per person in a given area in a specified year, used to determine the average per-person income for an area and to evaluate the standard of living and quality of life of the population. Table XX illustrates the per capital income of the Tri-Community compared to adjacent municipalities. Based on the higher level of income and lower level of poverty in the Tri-Community area, residents of the community may have disposable income to spend on parks and recreation and may support expansion and development of new park facilities.

| Table XX Per Capita Income - Data Source: U.S. Census Bureau | |
|--------------------------------------------------------------|----------|
| City of Saugatuck | \$67,264 |
| City of Douglas | \$44,665 |
| Saugatuck Township | \$48,613 |
| City of Holland | \$30,924 |
| Laketown Township | \$42,346 |
| Ganges Township | \$22,753 |
| Allegan County | \$32,115 |

Employment: Approximately 56.6% of Tri-Community residents over the age of 16 are employed in a range of employment categories (54.3% for Saugatuck City, 52% for Douglas City, and 59% for Saugatuck Township. The most common employment sectors in the Tri-Community include: manufacturing, arts, entertainment, and recreation, accommodation and food services, and educational services, health care and social assistance. The most common occupation groups, by number of people living in the Tri-Community area, are management, business, science and arts occupations, service occupations, sales and office occupations, and production, transportation, and material moving occupations. According to the U.S. Census, the Tri-Community area has an estimated unemployment rate of 5.1% which is slightly higher than the county (3.3%) but lower than the national average of 6%. The relative strength of the employment picture in the area suggests that the local economy is stable and that residents should be able to continue to fund the parks and recreation budget.

According to the U.S. Census the average commute time to work is approximately 55 minutes for Saugatuck City, 16.9 minutes for Douglas City, and 23.8 minutes for Saugatuck Township. The work force in Saugatuck City have an average commute time of more than double the national average of 25 minutes, while both Douglas and Saugatuck Township are lower than the national average. According to the U.S. Census, most of the workforce in the Tri-Community area drive automobiles/ carpool to work (Saugatuck City 71%, Douglas City 70%, and Saugatuck Township 88%). Approximately 20% of the workforce in Saugatuck City, 19% in Douglas City, and 11% in Saugatuck Township work from home, and the remaining 1%(Township) - 11% (Douglas) walk or use public transportation.

Households: The Tri-Community area provides a variety of housing opportunities based on both age and density. According to the U.S. Census data there are a total of 2,654 households in the Tri-Community (See table XX) and approximately 1.85 persons per household for Saugatuck and Douglas, and 2.5 persons per household for the Township. Of these households, 16.3% are households with individuals under 18 years-old and 41% are households with individuals 65-years and older. In addition, approximately 60% of total households are family households, and 40% non-family. A household consists of all the people who occupy a housing unit and a family is a group of two or more people related by birth, marriage, or adoption, and residing together.

Table XX Households - Data Source: U.S. Census Bureau

| | Total Households | % of Tri-Community | % of Allegan County |
|---------------------|------------------|--------------------|---------------------|
| Saugatuck City | 464 | 17.5 | 1% |
| Douglas City | 693 | 26.1% | 1.6% |
| Saugatuck Township | 1,497 | 56.4% | 3.4% |
| Total Tri-Community | 2,654 | 100% | 6% |
| Allegan County | 44,240 | N/A | 100% |

According to the U.S. Census data there are a total of 4,001 housing units in the Tri-Community area of which 66.3% are occupied, 84.6% is owner occupied and 15.4% is renter occupied. Single family structures make up 82% of the housing units in the city with 10.6% multi-family units and 7.4% mobile homes. The number of housing units has increased approximately 33% since 2000, which indicates that the Tri-Community has been steadily growing over the last 20 years and the need for additional park land may be needed to keep up with the growing community.

Table XX Housing Units - Data Source: U.S. Census Bureau

| | Total Housing Units | Total Occupied Units | Percent Occupied Units | Total Owner-Occupied Units | Total Renter-Occupied Units |
|---------------------|---------------------|----------------------|------------------------|----------------------------|-----------------------------|
| Saugatuck City | 916 | 464 | 50.7% | 70% | 30% |
| Douglas City | 1,155 | 693 | 60% | 78.9% | 21.1% |
| Saugatuck Township | 1,930 | 1,497 | 77.6% | 91.7% | 8.3% |
| Total Tri-Community | 4,001 | 2,654 | 66.3% | 84.6% | 15.4% |
| Allegan County | 93,357 | 81,490 | 87.3% | 82.6% | 17.4% |

Employment: Approximately 56.6% of Tri-Community residents over the age of 16 are employed in a range of employment categories (54.3% for Saugatuck City, 52% for Douglas City, and 59% for Saugatuck Township). The most common employment sectors in the Tri-Community include: manufacturing, arts, entertainment, recreation, accommodation, food services, educational services, health care, and social assistance. The most common occupation groups, by number of people living in the Tri-Community area, are management, business, science and arts occupations, service occupations, sales and office occupations, production, transportation, and material moving occupations. According to the U.S. Census, the Tri-Community area has an estimated unemployment rate of 5.1% which is slightly higher than the county (3.3%) but lower than the national average of 6%. The relative strength of the employment picture in the area suggests that the local economy is stable and that residents should be able to continue to fund the parks and recreation budget.

The U.S. Census the averages work commute time at approximately 55 minutes for the City of Saugatuck, 16.9 minutes for the City of Douglas, and 23.8 minutes for Saugatuck Township. The work force in the City of Saugatuck have an average commute time of more than double the national average of 25 minutes, while both Douglas and Saugatuck Township are lower than the national average. According to the U.S. Census, most in the Tri-Community area drive or carpool to work, with 11% walking or using public transportation. **BIKING?**

TRANSPORTATION

The road network in the Tri-Community area contains a number of major thoroughfares and transportation routes that are readily available to the residents of the area. Interstate 196 runs north-south through the area on the east side of the city's of Saugatuck and Douglas and connects to Holland and Grand Rapids to the northeast and South Haven and Benton Harbor to the South. I-196 also connects to US-31 which connects the area to Muskegon to the north. M-89 runs east-west along the south side of the Township and connects to the City of Allegan to the east. The Blue Star Highway, which is part of the Great Lakes Circle Tour, also runs north-south and bisects Saugatuck and Douglas and provides the two interchanges with I-196 for the area. The Blue Star Highway also acts as the gateway to visitors entering the community from the north and south and is the primary arterial between Saugatuck and Douglas.

The Tri-Community area is also serviced by the Interurban Transit Authority which provides demand responsive public bus service to members of the Tri-Community. The Interurban is managed by a board of directors that are appointed by Saugatuck Township, Saugatuck City, and Douglas City. The Interurban provides transportation to all areas within the Saugatuck boundaries.

The Tri-Community area is highly accessible by water. There are several marinas and boating facilities along the coast of Kalamazoo Lake, which provides direct access to Lake Michigan. Commercial charter boat service and boats for hire are available in Saugatuck and Douglas, and many private boats visit the area from other Great Lakes communities. The Saugatuck Chain Ferry (hand cranked) also operates seasonally to shuttle passengers across the Kalamazoo River from downtown Saugatuck to western residential areas and tourist destinations of Oxbow, Oval Beach, and the Saugatuck Harbor Natural Area.

LAND USE

The land use distribution and development pattern of a community is important when considering the geographic distribution of parks and recreational facilities because they should be placed where there are concentrations of residents and the related places of public gathering. Residential areas in the Tri-Community area vary widely in character between the rural areas of the Township and the urbanized areas of Saugatuck and the City of the Village of Douglas. Single family structures are the predominant residential type throughout all three communities. Most of the residential development in the Township is scattered along county roads and along the Lake Michigan Shore. Rural areas of the Township include agricultural areas, farms, and single-family homes on large parcels. The multiple family structures that exist are concentrated in the Cities of Saugatuck and Douglas. The major commercial areas in the Tri-Community area are in the northern part of the Township along the Blue Star Highway, the downtowns of Saugatuck and Douglas, and along the section of the Blue Star Highway that runs through Douglas.

Waterfront Areas: The Lake Michigan shore is fronted by many large single family homes along Lakeshore Drive between M-89 and Saugatuck City. This area is characterized by scenic vistas of the lake and bluff. Most resort-residential development in all three communities is located along the Kalamazoo River and Lake Michigan. A large portion of the lakeshore both north and south of the mouth of the Kalamazoo River is undeveloped and includes Oval Beach Park and the Saugatuck Harbor Natural Area. In addition, much of the area surrounding the Kalamazoo River east of Douglas is undeveloped due to wetlands and land unsuitable for development.

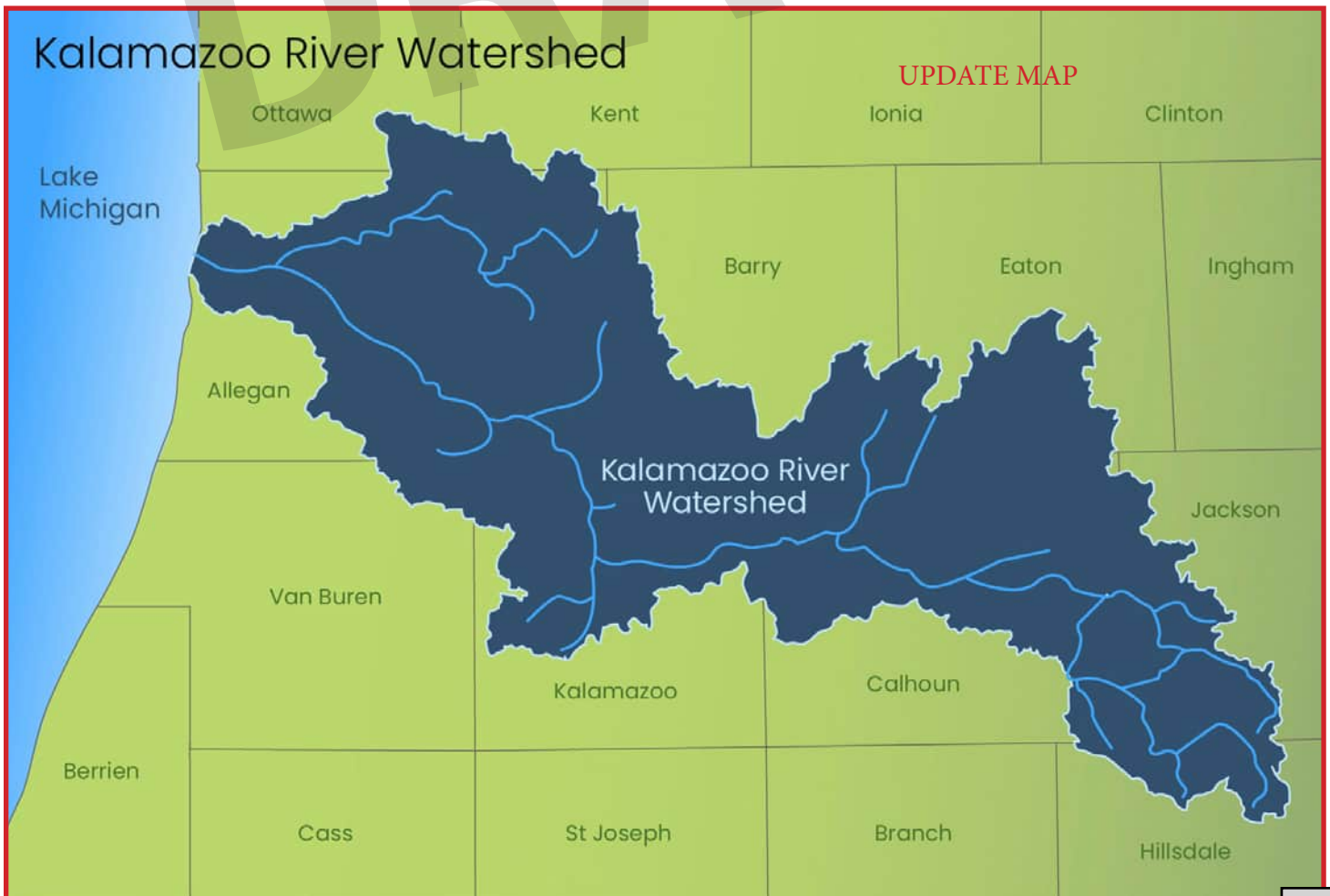




WATER RESOURCES

The Tri-Community area lies within the Kalamazoo River Watershed, covering 2,030 square miles and draining into eight counties in Southwest Lower Michigan before discharging into Lake Michigan. Eight small watershed areas lie within the Tr-Community area and discharge into Lake Michigan via the Kalamazoo River. The principal water features in the area include Lake Michigan, the Kalamazoo River, and Kalamazoo Lake (a widened area of the river) which separates Saugatuck and Douglas and contains approximately 184 acres. Other water features in the area include Ox-Bow Lagoon in the northwestern corner of Saugatuck Township, Goshorn Lake at the northern boundary, Silver Lake in the central part of Saugatuck Township; and short-run streams with sub-watersheds that flow into the Kalamazoo River and include Tannery Creek, Peach Orchard Creek, Sliver Creek, and Goshorn Creek.

The Kalamazoo River watershed holds immense significance for the Saugatuck and Douglas communities, serving as a vital natural feature that intertwines with their identities. Flowing through these areas, the winding Kalamazoo River plays a pivotal role in shaping the local landscape and providing diverse recreational opportunities. As it meanders through lush woodlands, scenic wetlands, and picturesque valleys, the river offers a serene backdrop for outdoor activities such as kayaking, canoing, and wildlife observation. Additionally, the river's connection to Lake Michigan, with its confluence near Saugatuck and Douglas, enhances the region's allure, creating a dynamic ecosystem where freshwater meets the Great Lake's vast expanse. This interconnectedness underscores the importance of the Kalamazoo River watershed to the communities of Saugatuck and Douglas, not only for its environmental significance but also for its role in providing natural beauty and recreational enjoyment.



KALAMAZOO RIVER WATERSHED BUILDING BLOCKS



LAKE MICHIGAN

Lake Michigan's name is derived from the Ojibwa word Michi Gami, meaning "large lake." It spans the entire west coast of Michigan's Lower Peninsula, and it is the only one of the five Great Lakes that is located entirely within the United States. Over 300 miles long and 118 miles at its widest point, it reaches to a depth of over 900 feet with an average depth of 279 feet. Based on surface area, Michigan is the fourth largest freshwater lake. Based on volume, Lake Michigan is the fifth largest in the world. Lake Michigan's expansive shoreline boasts several stunning dune regions and provides an enormous amount of recreational and economic benefits to the Tri-Community area. The Tri-Community area is home to approximately xx miles of Lake Michigan shoreline and includes the Saugatuck Harbor Natural Area and the Saugatuck Dunes State Park.



KALAMAZOO RIVER

The Kalamazoo River meanders through the central and northwestern portions of Saugatuck Township and creates the inviting waterfronts of Saugatuck and Douglas. The Kalamazoo River is one of the largest rivers in Michigan, spanning and draining parts of eight counties, the last of which is Allegan. It is the seventh longest river located entirely within Michigan, draining just over 2,000 square miles. The Kalamazoo River and the Saugatuck Harbor is a federally authorized shallow draft recreational harbor with a project depth of 14 feet. It consists of over 2 miles of maintained Federal channel and 4,000 feet of maintained piers and revetments between Lake Michigan and Kalamazoo Lake. The river widens to form Kalamazoo Lake, a center of boating activity between Saugatuck and Douglas, and empties into Lake Michigan.



FLOODPLAIN

Floodplains are low-lying areas adjacent to rivers or streams that periodically flood. They play a crucial role in the ecosystem by supporting natural features that provide wildlife habitat, water storage and conveyance, protection of water quality, and recharge of groundwater. The Tri-Community area contains approximately xx acres of land designated by FEMA as "Zone A" which includes areas of the 100-year flood, mostly located along the Kalamazoo River at the central and east sections of the area. The floodplain is a riverine system that varies in steepness, width, and flow and is defined by the floodway. This type of floodplain typically floods in the spring but is subject to periodic flooding due to extensive rainfall and snowmelt.



FISH AND WILDLIFE

The Kalamazoo River watershed and its tributaries boast diverse population of fish and wildlife. Fish species range from salmon and walleye in Lake Michigan and the Kalamazoo River to smaller panfish like sunfish and bluegill in inland waters. Abundant waterfowl breed and feed in this area, a key part of the Lake Michigan Flyway for migrating ducks, geese, and swans. Whitetail deer, opossums, raccoons, and other small mammals are prevalent, even in urbanized parts due to wooded corridors and parks. Forests, dunes, and open fields host various songbirds. The close proximity of different ecosystems like dunes, floodplains, wetlands, and lakes creates exceptional wildlife viewing opportunities, despite being in densely populated areas. Conservation organizations like the Saugatuck Dunes Coastal Alliance safeguard rare species such as the Bald Eagle, Prairie Warbler, Lake Sturgeon, Eastern Box Turtle, and Blanchard's Cricket Frog in these sensitive habitats.

LAND RESOURCES

Tri-Community area contains significant areas of land that have remained relatively undeveloped and preserved. Collectively these areas are not only significant in size but also demonstrate a wide variety of natural habitats. Three basic ecosystems are found in the Tri-Community area that provide diverse environments and a wide array of flora and fauna:

The first ecosystem is comprised of hardwoods holding the sand dunes in place along the Lake Michigan shoreline. These woodlots are inhabited by small game common to most of Michigan. These areas are sensitive to soil disturbance and wind erosion along the shore.

The second ecosystem is the marsh-wetland ecosystem that covers the area along the Kalamazoo River, Silver Lake, and Goshorn Lake, and the connecting tributaries. This area is covered with marsh grasses, low shrubs, poplar trees, spruces, some white pine, and other softwoods. The cover is inhabited by common Michigan marsh dwellers such as frogs, turtles, ducks, blackbirds, and snakes. The marsh ecosystem is also populated by muskrats, mink, mallard ducks, black ducks, teal, wood ducks, blue herons, Canadian geese, and mute swans. The marsh ecosystem is very sensitive to changes in water quality and disruption of vegetation.

The third ecosystem covers the rest of the Township area and is predominantly agricultural/forest with birds and wildlife common to this dominant ecosystem in Michigan. These areas can provide educational, recreational, aesthetic, and wildlife preservation benefits with minimal development or maintenance costs.

IN PROCESS

SAUGATUCK DUNES COASTAL REGION

The Saugatuck Dunes are part of the largest assemblage of freshwater dunes in the entire world. Created from the glaciers thousands of years ago and sculpted by thousands of years of prevailing southwest winds, crashing waves, and stabilizing native vegetation, these dunes on Lake Michigan range from Oval Beach up to Lake Macatawa near Holland. The Saugatuck Dunes State Park and the Saugatuck Dunes Natural Area feature over two and a half miles of almost completely undeveloped sandy beach for residents and visitors to enjoy. The dunes along Lake Michigan, located in the northwest corner of the Tri-Community Area, represent a unique and fragile physiographic formation and ecosystem that is very sensitive to wind and water erosion. These dunes have been identified by the Michigan Department of Natural Resources (DNR) as a critical dune area, subject to protection under the Michigan Sand Dune Protection and Management Act, new Part 353, PA 451 of 1994. Critical dune areas are a unique and fragile resources that provide significant recreational, ecological, scenic, and economic benefits to residents and visitors.

IN PROCESS

WOODLANDS AND VEGETATION

The wooded areas of the region are a mixture of hardwoods and conifers. Large areas of upland hardwoods are found in the sand dune areas, along Lake Michigan, and in the northeast quarter of the area. Other smaller patches of upland and lowland hardwoods and conifers are scattered throughout the area. Mature trees represent a valuable resource in maintaining the aesthetic character of the area, not to mention their overall importance to wildlife and the natural environment. In particular, the wooded sand dunes along the Kalamazoo River and Lake Michigan are especially important. They should be managed to insure their long term existence.

PARK INVENTORY + ANALYSIS

To understand the Tri-Community park and recreation system, we first completed an inventory and analysis of existing park and school facilities. The intent of the analysis is to evaluate the character, performance, and accessibility of the diverse spaces in the park system, and provide a comprehensive perspective of the opportunities and challenges of the existing recreational facilities the community has to offer its citizens. The inventory is based on feedback provided by Tri-Community staff and stakeholders, site inventories carried out by VIRIDIS Design Group, park accessibility review, and a review of the 2019 plans.

PARK AND RECREATION SYSTEM INVENTORY

The park and recreation system inventory establishes a baseline understanding of the quantity, type, location, and quality of all park and recreation facilities in the Tri-Community. The project team visited each park facility and recorded its amenities, accessibility, and condition. The site inventory was supplemented by an aerial survey and verified against the county's GIS database. Overall, X parks and open spaces, as well as school sites were inventoried through this process.

The Tri-Community has a variety of park spaces and other public recreational trails and facilities. Numerous county, private and non-profit facilities are also found within the community and county and are highlighted as part of the inventory.

The NRPA has established generally recognized standards for classifying types of parkland based on size and function which provide a means for determining the primary purpose or use of existing facilities in a community. These designations have been adopted by the MDNR; and provide one method of defining the purpose and use of facilities.

NRPA PARK CLASSIFICATION



MINI PARK

- Small green spaces designed for specific populations or purposes within a ¼-mile radius and typically under 1.5 acres in size.
- Walk-to parks without parking facilities, emphasizing recreational opportunities and commonly including passive activities, gazebos, benches, and picnic tables.
- Service levels range from 0.25 to 0.5 acres per thousand residents with a high level of walkability



NEIGHBORHOOD PARK

- Community hubs ranging from 2 to 10 acres serving neighbors within a ¼ to ½ mile radius.
- High level of walkability with diverse, multi-age recreational activities including play areas, sports fields, walking paths, and shelters.
- Serve 10,000 to 20,000 residents at a rate of 1.0 to 2.0 acres per thousand people.



COMMUNITY PARK

- Serve multiple neighborhoods and cater to diverse populations, offering a variety of day and evening activities for users of all ages.
- Span 15 to 50 acres, feature active and passive amenities like sports fields, hiking trails, swimming pools, and play structures, serving 50,000-80,000 people or at a rate of 5-8 acres per 1,000 people.
- Designed for a 1 to 3 mile radius of service, with multiple transportation access points, on-site parking.



REGIONAL PARK

- Expansive public recreation areas meant for larger populations in a specific region or metropolitan area.
- Cover extensive land areas, providing diverse recreational activities and amenities to draw visitors from various neighborhoods or cities.
- Feature facilities like sports fields, playgrounds, hiking trails, picnic areas, nature reserves, cultural attractions, water bodies, and educational resources.

BARRIER FREE ACCESSIBILITY

Federal and State laws require all areas of public service to be accessible to all persons including those with limited sight, hearing, mobility, and comprehension. Developed park facilities must comply with barrier-free design standards. Park facilities in the Tri-Community have been reviewed to understand the need for improvements relating to barrier-free accessibility. In addition, as park development is considered in the future, barrier-free accessibility is a significant priority item to help ensure that recreation can be enjoyed by all residents and visitors of the community. Following is a ranking system in accordance with MDNR standards:

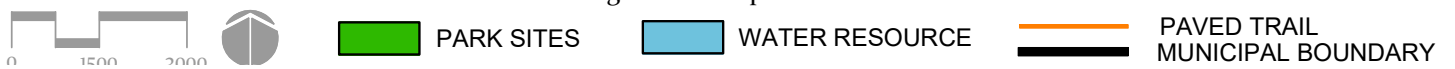
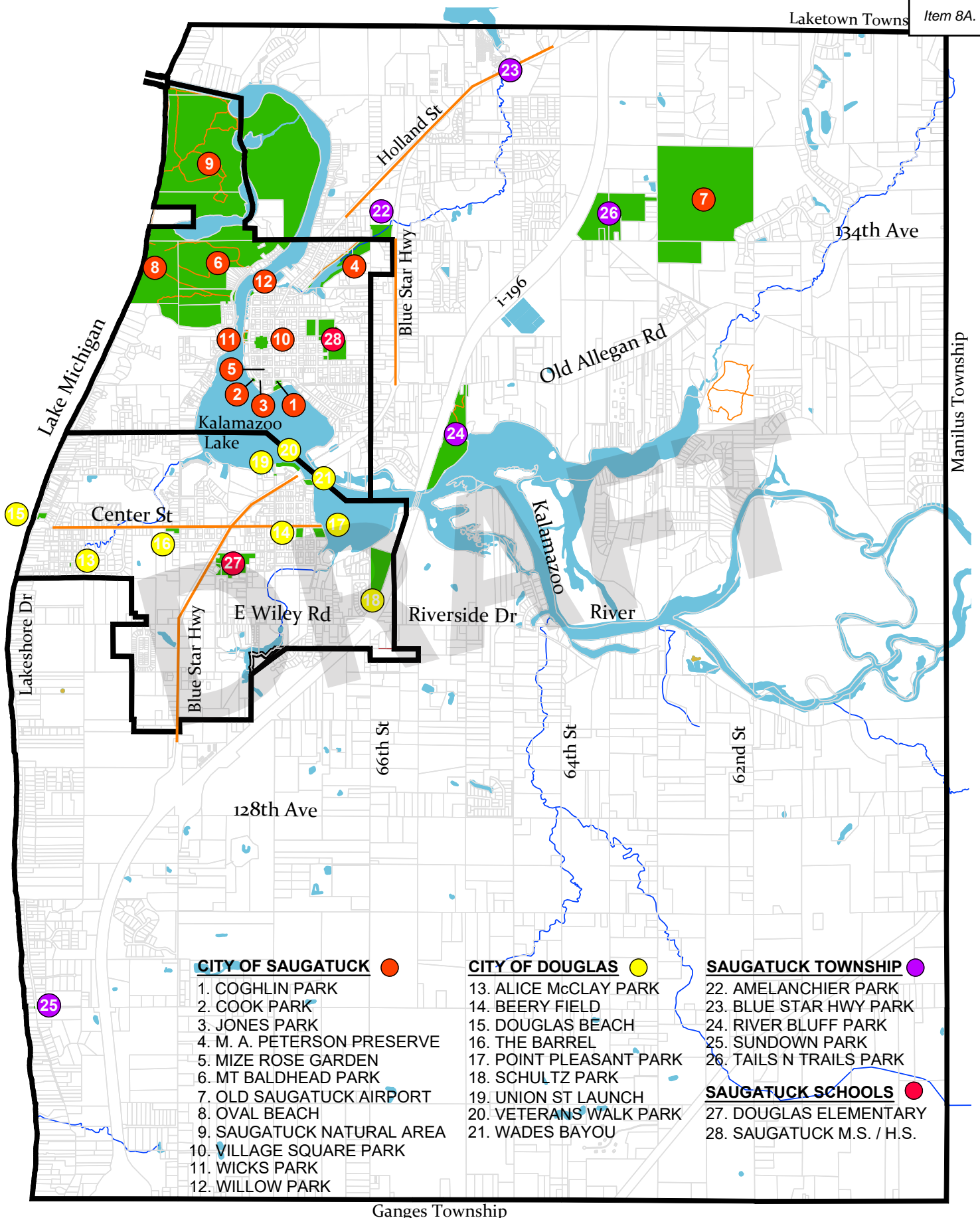
- 0** Completely undeveloped, no paved surface, left in a natural state.
- 1** None of the facilities in the park meet accessibility guidelines.
- 2** Some of the facilities meet accessibility guidelines.
- 3** Most of the facilities meet accessibility guidelines.
- 4** All of the facilities meet accessibility guidelines.
- 5** Universal design guidelines were used to design the entire park.

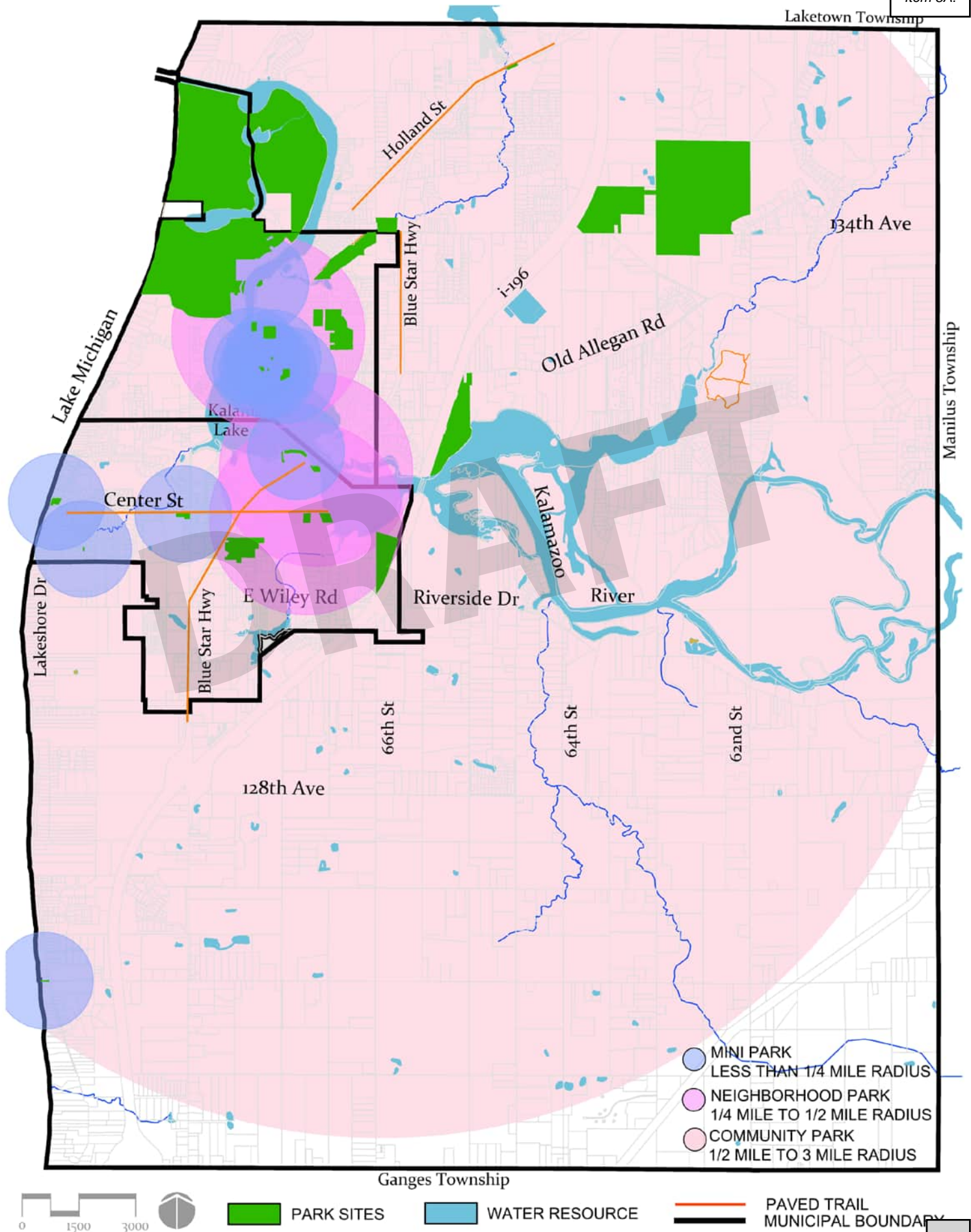
EXISTING PARKS

As part of the methodology of determining present-day and future needs of the Tri-Community residents, the existing park facilities were examined. This combined with current trends, comparison to park standards, and community feedback (discussed later) will help the parks department anticipate and plan for future user needs. The design team visited each park to observe existing facilities to understand defining features, quality and condition of existing facilities, quantity of amenities, and level of accessibility. This field analysis was completed in August of 2023 (refer to table XX for park amenity inventory).

The following pages offer insights into each municipality's park inventory and accessibility. Parks are grouped together based on the NRPA's classification system. A complete Tri-Community Facilities Matrix is found on page XX.







SAUGATUCK TOWNSHIP

PARK SYSTEM INVENTORY

Saugatuck Township features 5 parks that include a mix of passive type uses, natural areas, and water access. Refer to figure X.X for a list of uses and accessibility rating.



MINI PARKS

SUNDOWN PARK

Sundown Park is a 9,900 square foot parcel with overlook to Lake Michigan without direct beach access and located at the end of 126th Ave. The park appears to be a residential lot and is sandwiched between two residential properties.

Park features: Open space, bench, minimal gravel parking spaces, scenic views, bench, directional signs on M-89 and Lakeshore Drive

Opportunities: Consider developing a master plan for the development of the site. Improvements may include picnic area, overlook deck, landscaping, restroom, and paved access.

Accessibility = **1**

IMAGE COMING

BLUE STAR MEMORIAL HIGHWAY PARK

This site is a roadside Park with memorial signage. The park is owned by the Allegan County Road Commission and maintained by Saugatuck Township.

Park features: Picnic shelter, signage, small area for off-street parking.

Opportunities: Work with the Road Commission to consider adding parking spaces, trails, and additional signage.

Accessibility = **3**



SAUGATUCK TOWNSHIP PARK SYSTEM INVENTORY



NEIGHBORHOOD PARKS

AMELANCHIER PARK

Amelanchier Park is a 4-acre wooded natural site, north of North Street, with access to Moore's Creek via natural surface trails. The Township has developed a master plan for the development of this site including planned non-motorized trail connections through the park.

Park features: Nature trails, nature observation, scenic views.

Opportunities: Implement the elements of the master plan as funds become available.

Accessibility = 1



COMMUNITY PARKS

RIVER BLUFF PARK

River Bluff Park is a natural 27-acre wooded tract with approximately 0.5 miles of Kalamazoo River frontage located east of Blue Star Highway, along Old Allegan Road. This park offers many passive types uses including water based activities. The Township has received a grant from the Kalamazoo River Trustees to evaluate the park and the river frontage for ecological restoration, preservation, and conservation opportunities.

Park features: Wayfinding signage from Blue Star Highway, picnic lawn area/children's swings, paved parking lot, boat landing with picnic shelter, nature trail to river overlook, public interpretation center, 0.4 miles of natural surface trails including two foot bridges leading from the bluff to river frontage and boat landing, historical marker at entrance of park, barbecue grills and picnic tables.



SAUGATUCK TOWNSHIP PARK SYSTEM INVENTORY

RIVER BLUFF PARK (CONT.)

Opportunities: Development of an overall site master plan that is parallel with the restoration efforts and balances the natural characteristics of the riverfront with more active uses near the park entrance. Consider implementation of the recommendations from the shoreline study. Implement improvements envisioned in the future master plan, which may include picnic shelter, restrooms, paved trails, barrier free path from parking lot, modern playground equipment, fishing pier, boardwalk/deck, and pickleball courts.

Accessibility = **2**

TAILS N' TRAILS DOG PARK

This park is a 39.5-acre site that is partially (5 acres) developed as a fenced dog park. The park offers a unique dog park experience for users with enclosed areas for both large and small dogs and extensive off-leash wooded walking trail. The township has developed a master plan for the park that includes loop trails, landscaping, interpretive signs, observation tower, picnic areas, new entry feature, enhanced natural areas, wetland/water management areas, parking, and a picnic pavilion. The Township has received a Sparks Grant for improvements to the park. This park is also near the Old Airport property owned by the City. Consider collaborating with the city of Saugatuck on potential connection opportunities.

Park features include: Dog park that includes enclosures for large dogs and small dogs, gravel parking, nature trails, port-a-john, gazebos in both dog enclosures, and drinking water for dogs.

Opportunities: Pave parking lot and designate barrier free spaces, provide barrier free access between the parking lot and dog areas, replace and reinforce fencing in dog park areas, continued development of loop trails, implement improvements as proposed in the 2022 DNR Sparks Grant, add restrooms, and continue to implement phased elements of the master plan as funds become available.

Accessibility = **2**



SAUGATUCK TOWNSHIP PARK SYSTEM INVENTORY

ADDITIONAL TOWNSHIP GREEN SPACES

RIVERSIDE CEMETERY

Description:

Park features include:

Opportunities:

Accessibility = 1



DOUGLAS CEMETERY

Description:

Park features include:

Opportunities:

Accessibility = 1



SAUGATUCK TOWNSHIP PROGRAMS AND SERVICES

DRAFT

SAUGATUCK TOWNSHIP ADMINISTRATIVE ORGANIZATION

Saugatuck Township operates under a Board/Manager form of government. The Board/Manager plan is a system of local government that combines the political leadership of an elected Township Board with the professional managerial experience of the Township Manager.

SAUGATUCK TOWNSHIP BOARD OF TRUSTEES

Saugatuck Township is a general township governed by a 5-member Board of Trustees. The Board is composed of a Supervisor, Clerk, Treasurer, and two Trustees. The primary responsibilities of the Board include Fiscal Responsibility, Election Administration, Collection of Taxes, Policy Creation, and Local and Regional Representation of the Township.

SAUGATUCK TOWNSHIP MANAGER

The Township Manager serves as Chief Administrative of the Township. The Township Manager is appointed by and serves at the pleasure of the elected Township Board. The Township Manager administers and coordinates various functions of Township government including Implementing policy, managing staff, facilities, and assets, and acting as the face of the Township.

- Prepares and administers personnel policies and procedures, compensation systems, employee contracts, and other administrative codes.
- Prepares and administers the annual budget for the city and keeps the Council fully advised as to the financial condition and future needs of the city.
- Manages and supervises all city utilities and public improvements, including construction, repair, and maintenance of all city-owned infrastructure and buildings.
- Directs and coordinates the operations of city departments and staff, assesses city services and operations, and ensures quality services are provided in an efficient, cost-effective, and timely manner.

SAUGATUCK TOWNSHIP PARKS COMMISSION

The Saugatuck Township Parks Commission is a five-member elected board with the authority to acquire, maintain, manage, and control Township parks and places of recreation. Funding for the Township Parks and Recreation program is made possible by the Parks and Trails millage; a .5 millage for 10 years approved by voters in 2022. The Parks Commission maintains a 5-year Parks and Recreation plan.

SAUGATUCK TOWNSHIP PLANNING COMMISSION

The Saugatuck Township Planning Commission provides community leadership on local planning and development policy. The Planning Commission is an appointed body that advises the Township Board on planning matters. The Planning Commission has the responsibility (1) to prepare a master plan, which influences the regulations and standards in the zoning ordinance and any future changes to approval of Site Plans, (2) to ensure that new development fits the community's vision for a given site, with help from professional staff or consultants, (3) for Special Use approvals, and (4) is the main forum for discussion of changes to the Zoning Ordinance text and map.

CITY OF SAUGATUCK

PARK SYSTEM INVENTORY

The City of Saugatuck features 12 parks that include a mix of unique packet parks, natural areas, and active spaces. Refer to figure **XX** for a list of uses and accessibility rating.



MINI PARKS

COGHLIN PARK

Coghlin Park is a 0.5-acre site located in downtown Saugatuck and includes 200' of Kalamazoo River frontage. The Park is primarily open space that is utilized for weddings and festivals such as the popular annual Venetian Festival. The park also offers “shoppers” docks that allow boaters to park and enjoy the downtown.

Park Features: Open space for free play or picnicking, art sculpture, picnic pavilion, waterfront access with docks and paved paths, festival space, picnic tables, benches, and fishing.

Opportunities: The existing shelter/gazebo has fixed picnic tables that allow for some seating but overall the structure is not configured for other types of use such as Music in the Park. During special events, a separate temporary stage has been utilized in the south-east corner of the park. Consider adding a permanent bandshell, a restroom building, and expanded floating docks.

Accessibility = **2**



CITY OF SAUGATUCK PARK SYSTEM INVENTORY

COOK PARK

Cook Park is a 1-acre green space with overlook to Kalamazoo River used for art fairs/watercraft and fireworks viewing. Lake frontage is leased from city and used for boat mooring by Singapore yacht club. This park is utilized primarily by the City for the Art Fair and its identity as a public park is less than other community parks due to an ambiguous boundary on where the park begins and ends.

Park Features: open space for free play or picnicking, art sculpture, waterfront access with boardwalk and docks, picnic tables, festival space, scenic views, and fishing.

Opportunities: Review options for boardwalk renovation and explore the addition of a walking path along Water Street to improve accessibility of area.

Accessibility = 2



JONES PARK

Jones Park is a 0.5-acre park located at the corners of Butler, Water and Culver Streets in downtown Saugatuck. Formerly known as Information Booth Park because of the white building that holds pamphlets and maps about the area, it was renamed after the late Lyle A. Jones, a city police chief for 33 years.

Park Features: brick sidewalks, benches, landscaping, plaque dedicated to Chief Jones, and a scenic view of the Lake Kalamazoo Harbor.

Opportunities: Consider a maintenance plan for the landscaping, and a site identification sign.

Accessibility = 4



CITY OF SAUGATUCK PARK SYSTEM INVENTORY

MIZE ROSE GARDEN

Located in the heart of downtown Saugatuck at the corner of Mason St and Butler St, the 0.2-acre garden is overflowing with unique roses and other flowers. The garden opened in 1998 and was a gift to the city from Roxie Ann Mize. Her estate gave the city \$445,486 to create and maintain the garden in honor of her, her brother, Sam, and his wife, Doris.

Park Features: stone path, bench, landscaping, art, contemplation space, and ornamental fencing.

Opportunities: Consider a maintenance plan for the site, additional benches, and interpretive signs.

Accessibility = 4



WILLOW PARK

Willow Park is a 0.2-acre area that includes 132 feet of frontage on the Kalamazoo River and offers scenic views.

Park Features: waterfront access, scenic views, elevated wooden boardwalk, benches, fishing, and wildlife observation.

Opportunities: The elevated boardwalk decking and rails are reaching the end of their effective life-cycle and replacement is necessary. As part of the improvements to the boardwalk, consider lowering the rail sections to meet ADA guidelines.

Accessibility = 3



CITY OF SAUGATUCK PARK SYSTEM INVENTORY

WICKS PARK

ter Street between Mary Street and Main Street. The park uses are mostly passive in nature and include excellent viewing of the Kalamazoo River. The existing restroom has a mural depicting “A Sunday on La Grande Jatte” by Georges Seurat and is a focal feature in the park, and the existing gazebo serves as prime location for the Music in the Park series which features popular bands. Given the proximity to the waterfront, Wicks Park has a high degree of visibility and visitors first impressions of the community are reflected by the park. The Saugatuck chain ferry is located just north of the park and a small public parking area is on the south.

Park features include: waterfront access, scenic views, historical significance, restrooms, gazebo, art, benches, picnic tables, and open lawn space.

Opportunities: The existing restroom and gazebo are not ADA accessible and although it may be challenging to achieve, consider modifications to allow for access by all. This park may be a good location for a bandshell or performance space given its location along the waterfront and proximity to downtown. Parking access for this park can be a challenge on busy days as the parking overlaps with downtown parking. Providing dedicated and signed parking spaces for the park may be helpful.

Accessibility = 2



CITY OF SAUGATUCK

PARK SYSTEM INVENTORY



NEIGHBORHOOD PARKS

VILLAGE SQUARE PARK

This is a 2.5-acre centrally located park at the three corners of the intersection of Butler and Main Street and is the city's only neighborhood park. The park has both active and passive zones with the northwest corner of the park containing the children's playground and serves as the site of Memorial Day/Veterans Day festivities. The southwest section of the park is more passive in use and contains a walking path, benches and statuary art.

Park Features: playground equipment, tennis court, basketball court, bike racks, restrooms, drinking fountain, benches, walking path, art, pedestrian walk connection to Griffith Street, Veteran's Memorial, and landscaping.

Opportunities: The playground equipment is nearing end of its useful life-cycle and should be replaced and consider moving to the east section of the park to improve proximity to the restrooms and reduce crossing of street by children. Adaptive re-use of tennis court and basketball court areas for pickleball and multi-use sport court. Landscape maintenance to improve sight lines in southwest quadrant. Expansion of the Veterans Memorial in northwest quadrant.

Accessibility = 3



CITY OF SAUGATUCK PARK SYSTEM INVENTORY



COMMUNITY PARKS

MILDRED A. PETERSON NATURE PRESERVE AND INTERURBAN TRAIL

The nature preserve consists of 16 acres of pristine natural habitat areas where native landscaping, wildlife, and water features can be observed. The preserve also features a section of the original interurban rail line that ran from Holland in the early 1900's and is now a trail.

Park Features: nature trail with benches, bird watching, observation of wildlife and wildflowers, scenic views on west edge of dammed backwater of Goshorn Creek, fishing, and historical significance.

Opportunities: Consider adding parking, a paved trail option for barrier free access, benches, picnic tables, and interpretive signs.

Accessibility = 2



REGIONAL PARKS

OVAL BEACH

Oval Beach is a highly used facility consisting of 50 acres that is adjacent to Mt. Baldhead to the east and Lake Michigan to the west. Oval beach is open year-round and has been rated by Conde Naste's Traveler Magazine as one of the 25 best shorelines in the world. This facility provides direct access to the beaches of Lake Michigan and is so popular that during peak summer hours the existing parking lot reaches capacity quickly. This facility requires a fee for entry and the City offers parking passes that can be purchased in advance.



CITY OF SAUGATUCK

PARK SYSTEM INVENTORY

OVAL BEACH (CONT.)

Park Features: public beach, swimming, waterfront access to Lake Michigan, nature trails, concession stand, restrooms, changing rooms, concrete plaza area with tables and benches, paved parking area with 480 +- spaces, barbecue grills, picnic tables, beach/hiking trails, swing set, storage shed scenic views, and nature and wildlife observation.

Opportunities: parking lot expansion, upgrades to the Restroom/concession/changing room building to increase capacity and provide storage, addition of new accessible playground equipment, addition of kayak and beach equipment rentals, exploration of adding overnight campsites, improved accessibility, picnic tables and grills, and renovation of viewing dock decking and rails.

Accessibility = **3**



MT. BALDHEAD PARK

Mt. Baldhead Park, locally known as Mt Baldy, is a 100-acre park on west bank of Kalamazoo River in the heart of a critical dune area that leads down to Oval Beach and Lake Michigan. The park features a 282 step wooden stair case that traverses up 250 feet to an observation deck on top of the Mt. Baldhead dune and offers panoramic views of Kalamazoo River valley and Lake Michigan. The site also is home to the Saugatuck-Douglas Historical Museum which offers historical details about the site and area. Another iconic feature of the site includes the radar station tower which looks like a giant white ball on a tower and dates back to the 1950s. The tower, which is listed on the National Register of Historic Places, was used by the U.S. government to monitor aircraft activity from the Soviet Union during the cold war.

Park Features: Picnic pavilion, restrooms, gravel parking, picnic tables, waterfront and beach access, boardwalk and docks, fishing, nature trails, scenic views, nature observation, historical significance, museum, and interpretive signs.

Opportunities: The viewing dock decking and rail are reaching the end of their useful life-cycle and in need of replacement. The stair case is in need of maintenance and



decking replacement. The restroom building and parking areas as well as access to the viewing dock are deficient in ADA compliance. Consider improvements to the parking lot, restroom building, and viewing dock to improve barrier free access and increase utilization. The picnic shelter is in need of a new roof and should be replaced. Consider adaptive re-use and maintenance issues related to the radar station tower.

Accessibility = **2**

CITY OF SAUGATUCK PARK SYSTEM INVENTORY

SAUGATUCK HARBOR NATURAL AREA

The Saugatuck Harbor Natural Area is a 173-acre tract of dune land along the Lake Michigan shore north of Oval Beach. It was acquired by the City of Saugatuck in 2011 with the help of the Land Conservancy of West Michigan. The property, accessible from the Oval Beach parking lot, is the site of the original mouth of the Kalamazoo River, which was bypassed by the construction of the present channel in 1906. Much of it is a peninsula bounded by Lake Michigan, the Kalamazoo River and the Oxbow Lagoon. The latter is the original channel of the Kalamazoo River. The land demonstrates the unique geological and ecological features of Great Lakes dunes, including globally imperiled inter-dunal wetlands, Great Lakes shore and beach, Great Lakes marsh, and riparian shoreline and adjacent marshes. These features, as well as the plants, birds and other animals inhabiting them, are described under Natural Communities. Some of these inhabitants are quite rare in Michigan. To protect these species, dogs are not allowed in the Natural Area. The site also has historical significance as the site of the original mouth of the Kalamazoo. Old pilings from the original river opening still extend out into Lake Michigan. A fishing settlement known as Fishtown was located on the north side of what is now the Oxbow Lagoon. The site was abandoned when the original mouth drifted closed soon after the opening of the present channel.

Park Features: Waterfront access, extensive network of beach/hiking trails, scenic views, historical significance, and nature and wildlife observation.

Opportunities: Consider the addition of parking, paved trail for ADA access, benches, picnic tables, and wayfinding signage.

Accessibility = **2**



CITY OF SAUGATUCK PARK SYSTEM INVENTORY

ADDITIONAL CITY OF SAUGATUCK GREEN SPACES

OLD SAUGATUCK AIRPORT

The vacant city-owned property includes approximately 154 acres of woods and fields in Saugatuck Township, east of 63d St and 134th Ave. The site was originally intended to become an airport following the Great Depression however the plan never materialized. Recently the Outdoor Discovery Center completed a Strengths, Opportunity, Aspiration, and results study to understand the natural features of the site and benefits of keeping it natural. The findings indicated that the east half of the site includes high-quality habitat that should be preserved and the west half of the site could be developed due to lower ecological quality.

Site Features: Natural areas, scenic views, wildlife and nature observation, and informal nature paths.

Opportunities: Development of an overall site master plan to guide development, open the park for public use, consider adding accessible parking, accessible trails, benches, picnic tables, formal nature trails, and wayfinding signs. Collaboration with the school district for development of cross-country trails and development of field space on the western half of the site.

Accessibility = 0

ADD IMAGE

ADD MAP?

CITY OF SAUGATUCK PROGRAMS AND SERVICES

DRAFT

CITY OF SAUGATUCK

ADMINISTRATIVE STRUCTURE

The City of Saugatuck operates under a Council/Manager form of government. The Council Manager plan is a system of local government that combines the political leadership of an elected City Council with the professional managerial experience of the City Manager.

SAUGATUCK CITY COUNCIL

The City Council consists of seven members (serving two-year terms) including the Mayor and the Mayor Pro-Tem. The City Council is responsible for adopting and amending city laws and ordinances, determining city policies and standards, and authorizing the annual city budget. The Council also directs the City Manager who is responsible for the day-to-day operations of the city and is the chief policy advisor to the Council.

SAUGATUCK CITY MANAGER

The City Manager serves as the Chief Administrative Officer for the city, ensuring all laws and ordinances are properly enforced, implementing policies and directives of the council, and coordinating the day-to-day activities of diverse city operations and staff. The City Manager is also responsible for the following:

- Prepares and administers personnel policies and procedures, compensation systems, employee contracts, and other administrative codes.
- Prepares and administers the annual budget for the city and keeps the Council fully advised as to the financial condition and future needs of the city.
- Manages and supervises all city utilities and public improvements, including construction, repair, and maintenance of all city-owned infrastructure and buildings.
- Directs and coordinates the operations of city departments and staff, assesses city services and operations, and ensures quality services are provided in an efficient, cost-effective, and timely manner.
- Serves as an ex-officio member of all committees of the Council; Establishes proactive, effective community relations and represents the City's official position before the public, various groups, the media, and at various meetings.
- Establishes constructive relationships with other governmental units to reduce duplication of effort, increase efficiencies, and maximize service quality and availability.
- Negotiates and administers various contracts and agreements on behalf of the city and acts as purchasing agent for the City or delegates such duties.
- Oversees and participates in zoning administration and code enforcement functions.
- Coordinates long-range planning, strategic plans, public improvements, and general operations to achieve established goals for community development, economic development, land use, and related issues.
- Researches and recommends grants to benefit the City, prepares related applications, and administers those approved.

CITY OF SAUGATUCK

ADMINISTRATIVE STRUCTURE

SAUGATUCK DEPARTMENT OF PUBLIC WORKS

The Department of Public Works Superintendent coordinates and participates in a full range of construction, maintenance, and repair activities associated with municipal infrastructure, including streets, curbs, sidewalks, traffic control and related signage, parking lots, parks, buildings, grounds, beach, boat launch ramp, recreational sites, forestry program, leaf pick-up program, water and sewer systems, special events and seasonal activities, and motor/equipment pool and related functional areas.

SAUGATUCK COMMITTEES AND COMMISSIONS

The City relies on citizen participation on many committees and commissions to help serve the community. The citizens serving on the committees and commissions provide the talent and experience needed to meet the diverse challenges facing the community. The recommendations from these groups assist the City Council and Administration in making decisions regarding parks and recreation. These groups include the following:

Eurasian Water Milfoil Study Group

The environment of Kalamazoo Lake and Harbor is vitally important for residents, businesses, and the tourist-dependent economy and the invasive Eurasian Water Milfoil has become invasive. This six-member board is working on a plan to eliminate the existing pods and mitigate the spread of this invasive species.

Historic District Commission

The City of Saugatuck Historic District Commission (HDC) is a seven-member commission with expertise in historic preservation or historic architecture that makes quasi-judiciary decisions on design reviews for proposed exterior work in the designated historic district. Commission members are residents of the City of Saugatuck appointed by the Mayor with City Council approval to serve three-year terms.

Parks and Public Works Committee

The City of Saugatuck Parks and Public Works Committee is a 6-member committee established to provide the City Council with guidance and information on matters

relating to public works and parks. Committee members are residents of the City of Saugatuck appointed by the Mayor with City Council approval to serve two-year terms. The Parks and Public Works Committee shall review and provide recommendations to the City Council on the following:

- Updates to the capital improvement plan as well as to the parks and recreation plan
- Locations for connecting public pathways
- Land acquisition opportunities for parks and recreation
- Reconstruction or addition of park facilities
- Street beautification projects
- Landscaping and groundskeeping for all public grounds
- Other such duties as the City Council may from time to time request

PLANNING COMMISSION

The City of Saugatuck Planning Commission is a 7-member commission empowered by the City Council and is given the authority to establish procedures, standards, and administrative rules whereby applicants are required to submit for review and approval a site development plan. The powers and duties of the Planning Commission are provided by Act No. 285 of the Public Acts of the State of Michigan, as amended.

CITY OF DOUGLAS

PARK SYSTEM INVENTORY

The City of Douglas features 9 parks that include a mix of waterfront parks and sports activities. Refer to figure X.X for a list of uses and accessibility ratings.



MINI PARKS

ALICE MCCLAY PARK

This small park is under an acre and not publicly well known as a park.

Park Features: open space nature viewing, picnic tables, and fishing.

Opportunities: Consider adding parking, accessible paths, and signage.

Accessibility = **1**

IMAGE COMING

VETERANS WALK PARK

This park is a less than 1-acre site that provides public access to the riverfront via boardwalk at the southwest end of the Saugatuck-Douglas Bridge over the Kalamazoo River.

Park Features: Waterfront access, fishing, boardwalk, nature viewing, and parking.

Opportunities: Add a new seawall and memorial flag pole, and make improvements to existing landscaping and parking areas. Improve park public awareness and visibility through wayfinding and interpretive signage. Install a small seating area or several benching for improved wildlife viewing and respite. Repair and improve existing boardwalk with safety features such as kick or guard rails. Create an accessible connection to the bike route on Blue Star Highway.

Accessibility = **2**



CITY OF DOUGLAS PARK SYSTEM INVENTORY

UNION STREET LAUNCHING SITE

This site includes a narrow strip of land off of Blue Star Highway providing boat access to the Kalamazoo River.

Park Features: Boat launch, limited parking, fishing, nature observation, port-a-john, and informal connection (turf path) to the Veteran's Boardwalk area.

Opportunities: Signage, expand parking, fishing deck.

Accessibility = 1



NEIGHBORHOOD PARKS

THE BARREL

The Barrel is home to Historic Root Beer Barrel. Built in the 1950s, the barrel-shaped structure is a popular concession stand serving hot dogs and root beer on tap. The site is located along the Beach to Bayou trail. The Barrel has been a subject of curiosity and interest due to its architectural uniqueness and historical ties to the area's tourism industry. It's iconic character and heritage, often featured in photographs and postcards, depicts Douglas's distinctive charm.

Park Features: Concessions, parking, restrooms, yard games, picnic tables, and benches.

Opportunities: Expand parking lot and restrooms, add a pavilion and new structure for food prep and storage, and add barrier-free paths and signage.

Accessibility = 3



CITY OF DOUGLAS

PARK SYSTEM INVENTORY

WADE'S BAYOU MEMORIAL PARK

Wade's Bayou is a popular 1.8-acre park located along the Kalamazoo River in Downtown Douglas that offers many water-based activities. The park is known for being the perfect fishing or kayak launch spot and is also a beautiful location to watch the sunrise, or view wildlife.

Park Features: waterfront access, fishing, boardwalk, nature viewing, parking, kayak and paddle-board rentals, EZ dock barrier free kayak launch, boat docks, paved trails, gazebo, art sculpture, port-a-john, picnic tables and benches, and interpretive signage.

Opportunities: **Add restrooms?**, additional docks and boardwalk, paved parking lot with designated barrier-free spaces, and wayfinding signage. Consider the addition of a performance space and concessions to create a high-quality entertainment space. Enhance the water's edge with native plantings and plant additional trees for increased shade and habitat. Complete an accessible path through the park space.

Accessibility = **3**



CITY OF DOUGLAS PARK SYSTEM INVENTORY



COMMUNITY PARKS

BEERY FIELD

Beery Field is a highly used 1.2-acre park located on Main Street in downtown Douglas. The baseball field is heavily used by Saugatuck Public Schools Community Recreation for baseball, softball, and soccer practices. Parking overlaps with downtown parking use. The park is also the home of the “Douglas Social” and the “Duck Stop” for DUKW Amphibious Vehicle “Harbor Duck Tours”.

Park Features: Softball diamond with bleachers and lights for night games, picnic Area, playground with multi-generational “Expressions Swing”, restrooms, basketball hoop, picnic tables, benches, and art sculpture.

Opportunities: Consider improvements to the ball field including a paved path, and upgrades to the infield, lighting, scoreboard, and bleachers, providing barrier-free pathways throughout the park to connect facilities, mark barrier-free parking spaces, and provide access aisle.



Playground areas are curbed, consider providing barrier-free access.

Accessibility = **3**

SCHULTZ PARK

Schultz Park is a highly used family-friendly 20.0-acre site located on the banks of the Kalamazoo River. The fields are heavily used by the Saugatuck School District and Community Recreation for softball, baseball, and soccer use. The north end of the site includes a MDNR owned public boat launch. The site is also home to the only set of pickleball courts in the area which are heavily used.

Park Features: Boat launch ramp with parking and fishing sites, soccer field, baseball/softball fields with dugouts, bleachers, and lighting, picnic pavilion, restrooms, barbecue grills, children’s playground, nature trails, dog park, sand volleyball, pickleball courts, and a basketball hoop.

Opportunities: Improvements to the baseball/softball field including turf, infield, bleachers, scoreboard, and paving for barrier-free accessibility, barrier access for picnic tables and grills, replacement of the picnic shelter, resurfacing and expand pickleball courts with paved parking and



accessible paths, renovate the sand volleyball court, and add modern play equipment, storage building, and adult outdoor fitness area.

Accessibility = **2**

CITY OF DOUGLAS

PARK SYSTEM INVENTORY

DOUGLAS BEACH

Douglas Beach is located in a quiet waterfront residential and cottage community. The 1.5-acre site provides direct access to the beaches of Lake Michigan and offers opportunities for swimming, viewing sunsets, and rock hunting. The beach is accessed by a small parking lot at the top of the bluff, with a series of boardwalk stairs (recently repaired) descending to Lake Michigan. Despite its tucked away location, small size, limited parking, Douglas Beach is a popular destination for resident and tourists. The beach is about a mile's walk south of Oval Beach.

Park Features: Lake Michigan public access via stairwell, Restrooms, swimming, picnicking, barbecue grills, porta-john, overlook deck, drinking fountain, scenic views minimal parking (free) along Lake Shore Drive.

Opportunities: Improvements to the access stairwell to replace deck boards, provide barrier-free access from the parking to the restrooms, add and designate barrier-free parking spaces, and consider adding wayfinding, interpretive signs, and lighting. There is no barrier-free access to the beach, and given the elevation changes it is likely not feasible to provide access. Consider providing barrier-free overlook deck to allow for lake viewing. Continued dune erosion efforts.

Accessibility = **1**



CITY OF DOUGLAS PARK SYSTEM INVENTORY

ADDITIONAL CITY OF DOUGLAS GREEN SPACES

POINT PLEASANT PARK (DOUGLAS MARINA)

Point Pleasant Park, formally known as the Douglas Marina, is just under an acre and located on the Kalamazoo River. The city purchased the site with the help of a MDNR Trust Fund grant. The site provides opportunities for waterfront activities including seasonal and transient boat slips. The city has developed a master plan for the site that includes boardwalk, marina expansion, pavilion with restrooms, native playscape, accessible parking, and natural/native landscaping.

Park features include: Currently the site has not been redeveloped for the park and contains structures from the previous owner.

Opportunities: Implement elements of the master plan as funds become available.

Accessibility = 1



CITY OF DOUGLAS
PROGRAMS AND SERVICES

DRAFT

CITY OF DOUGLAS

ADMINISTRATIVE ORGANIZATION

The City of the Village of Douglas operates under a Council/Manager form of government. The Council Manager plan is a system of local government that combines the political leadership of an elected City Council with the professional managerial experience of the City Manager.

DOUGLAS CITY COUNCIL

The City Council consists of seven members (serving two-year terms) including the Mayor and the Mayor Pro-Tem. The City Council is responsible for adopting and amending city laws and ordinances, determining city policies and standards, and authorizing the annual city budget. The Council also directs the City Manager who is responsible for the day-to-day operations of the city and is the chief policy advisor to the Council.

DOUGLAS CITY MANAGER

The City Manager serves as the Chief Administrative Officer for the city, ensuring all laws and ordinances are properly enforced, implementing policies and directives of the council, and coordinating the day-to-day activities of diverse city operations and staff. The City Manager is also responsible for the following:

- Administers the day-to-day operations and policies of the City
- Determines and ensures that employees are aware of the City objectives and are performing their functions toward accomplishing these objectives
- Assists in the preparation of the annual budget with the Finance Director / Treasurer; advises the City Council regarding the City's financial condition including the status of major projects and programs
- Prepares and presents periodic and special reports concerning activities of municipal government
- Attends and participates in Council meetings, including presenting special studies and reports requested by the Council or on its initiative.
- Represents the city in intergovernmental relationships with neighboring townships and cities
- Attends and participates in professional meetings/conferences on current developments in municipal government
- Performs special projects as directed by the Council
- Performs a wide variety of relative administrative and executive duties and responsibilities including hiring and supervising the City's staff

DOUGLAS DEPARTMENT OF PUBLIC WORKS

The City of Douglas Public Works Department is responsible for maintaining streets and roadways, street sweeping, paving, snow removal and salting, pothole repair, crosswalk maintenance, traffic sign placement, and striping. As well as maintaining streets, the DPW is also responsible for performing the following tasks:

- Maintenance of City Hall, DPW Garage, and the Douglas Police building, and City-owned equipment.
- Maintenance of parks, playgrounds, ball fields, boat launch facilities, bridges, public restrooms, and beach.
- Planting new trees in public rights-of-way and maintenance and trimming of City-owned trees.
- Maintenance of downtown street lighting, landscaping, hanging seasonal banners, and parking lots.
- General setup, assistance, and clean-up of civic events.

CITY OF DOUGLAS

ADMINISTRATIVE ORGANIZATION

DOUGLAS DOWNTOWN DEVELOPMENT AUTHORITY

The Douglas Downtown Development Authority was created to plan for and implement public improvement projects in the downtown area that are considered necessary for future economic growth. The DDA has created an overall development plan that includes improvements for parks, non-motorized facilities, public art, events and festivals, signage, wayfinding and gateway/placemaking.

DOUGLAS COMMITTEES AND COMMISSIONS

The City relies on citizen participation on many committees and commissions to help serve the community. The citizens serving on the committees and commissions provide the talent and experience needed to meet the diverse challenges facing the community. The recommendations from these groups assist the City Council and Administration in making decisions regarding parks and recreation. These groups include the following:

Douglas Parks Committee

The City of the Village of Douglas Parks Committee is a 6-member ad hoc committee established to provide the City Council with guidance and information on matters relating to parks. Committee members are residents of the City of Douglas appointed by the Mayor with City Council approval. This committee was created specifically to assist in the development of this Tri-Community Parks and Recreation Plan and has been set up for a one-year term.

Douglas Planning Commission

The City of the Village of Douglas Planning Commission is a 7-member commission empowered by City Council and is given the authority to establish procedures, standards and administrative rules whereby applicants are required to submit for review and approval a site development plan. The powers and duties of the Planning Commission are provided by Act No. 285 of the Public Acts of the State of Michigan, as amended.



CITY OF DOUGLAS ADMINISTRATIVE ORGANIZATION

During the master planning process, the project team hosted a focus group session with the ad hoc Douglas Parks Committee to perform a NOISE Analysis to determine internal and external Needs, Opportunities, Improvements, Strengths, and Exceptions within the Douglas Park system. This strategic planning approach involved reviewing existing conditions in order to identify specific requirements (Needs), potential areas for growth or untapped potential (Opportunities), possible enhancements or optimizations (Improvements), inherent advantages or positive attributes (Strengths), and the overall performance or success of the current system and administration (Effectiveness).

By comprehensively analyzing these elements, the NOISE analysis aided in an informed decision-making process and the formulation of an action plan (see page XX) to address shortcomings, capitalize on strengths, and seize opportunities for future development or improvement. This exercise was an important step for committee members as they plan for a permanent parks commission or board that will eventually aid the City in future park project planning and support.

NEEDS ASSESSMENT FINDINGS

STRENGTHS THEMES

1. QUALITY PLAYGROUNDS*
2. CREATIVE, INCLUSIVE SPIRIT*
3. PUBLIC WATER ACCESS*
4. DIVERSE SPORTS FIELDS/
COURTS*
5. NON-MOTORIZED TRAILS*
6. NATURAL BEAUTY*

NEEDS THEMES

1. LOCAL MUNICIPALITY
OVERSIGHT
2. PUBLIC FUNDING SOURCE
3. IMPROVED + NEW
ACCESSIBLE RESTROOMS
4. INFRASTRUCTURE
IMPROVEMENTS
5. INDOOR GATHERING SPACE

OPPORTUNITY THEMES

1. ESTABLISH A PARKS AND REC
BOARD/COMMISSION
2. FOSTER PARTNERSHIPS WITH
NEIGHBORING
MUNICIPALITIES +
ORGANIZATIONS*
3. APPLY FOR GRANTS TO FILL
FUNDING GAPS
4. UTILIZE EXISTING
INFRASTRUCTURE TO
CONNECT NON-MOTORIZED
TRAILS*

IMPROVEMENT THEMES

1. COMMUNICATION WITH
NEIGHBORING
MUNICIPALITIES*
2. INCREASE STAFFING /
FUNDING FOR MAINTENANCE
AND UPKEEP OF EXISTING
PARK FACILITIES
3. ENHANCE AND EXPAND THE
DOUGLAS HARBOR AND
MARINA FOR PUBLIC
ENJOYMENT*

*Denotes Effectiveness (areas/initiatives that are currently happening)



SAUGATUCK PUBLIC SCHOOLS

SYSTEM OVERVIEW

Saugatuck Public Schools is governed by the Board of Education which is a six-member elected board of trustees. The Board of Education is responsible for policy development and approval, budget oversight, hiring and evaluating personnel, curriculum approval, community engagement, student welfare, ethical oversight, and strategic planning. The Board also directs the Superintendent who is responsible for managing the day-to-day operations of the district including administrative management, student welfare and safety, facilities, athletics, and programs.

Saugatuck Public Schools operates and maintains numerous athletic and recreational facilities, all of which are available to the public at appropriate times. Many of the area-wide seasonal recreational programs operate on school property. Administration and planning of the district's recreation facilities and programs are the responsibility of the Athletic Director, Recreation Director, Director of Finance and Business, Physical Education teachers, Athletic Booster Club, and the school board. The Superintendent oversees the overall administration of the facilities and programming. Maintenance of Saugatuck Public School's recreational facilities is performed by the district's maintenance staff.

COMMUNITY RECREATION

Saugatuck Public School Community Recreation creates and manages a wide range of high-quality wellness and recreation programs. Programs largely consist of youth and adult sports camps, classes, age-level leagues, lessons, and events that promote citizen involvement and a strong sense of community. The Community Recreation Director oversees the program and manages the day-to-day operations.



TRI-COMMUNITY BUDGETING + FUNDING

Budgets for parks, programs, services, and maintenance are located in the Appendix of this document. The budget includes Operation and Maintenance, Capital Improvements, and Programs and Services. The basic sources for funding to support the operating and capital improvement budgets of the Tri-Community agencies are the following: taxes, fees and charges, government grants, and gifts or bequests.

Taxes: Consisting of income tax and local real estate or property taxes; which are derived by assessing industrial or residential property within the borders of the municipality at a given rate.

Grants: Park development has benefited from a variety of grants as shown in the Park Development Grant Summary in Chapter X.

Fees & Charges: Consisting of monies collected for program participation and facility rentals. Fees and charges are reviewed annually to ensure an equitable system to offset departmental operating costs and provide value to program participants and facility users.

Gifts & Bequests: Included are gifts that come from private sources such as foundations, business firms, or individuals. These are solicited when accompanying stipulations are such that the gift would be determined beneficial to City/Township responsibilities for the provision of park and recreational services.

MAKING THE CONNECTION: NON-MOTORIZED TRAILS

Non-motorized transportation, with facilities designed primarily for pedestrians and bicyclists, is a critical element of an integrated parks and recreation system. A connected system of non-motorized facilities could help promote physical activity and healthy lifestyles, relieve traffic congestion, reduce air pollution, fuel consumption, and improve quality of life. Trails, greenways, and the park systems provide important, carbon-free transportation options and link residents to popular destinations and to one another.

There are a few different types of trails that can provide both transportation and recreation opportunities. Trails may be located within parks, on an independent right-of-way, or within the road right of way. Connector Trails are defined as “multipurpose trails that emphasize safe travel for pedestrians to and from parks and around the Community” (J.D. Mertes and J.R. Hall, Park, Recreation, Open Space and Greenway Guidelines, 1995). These trails are generally located within the road right-of-way and can be divided into two types. Type I has separate paths for different user types, such as pedestrians and bicyclists. Type II has mixed uses and is suited to lighter use patterns. Park Trails include multipurpose trails located within greenways, parks, and natural resource areas and focus on recreational value and harmony with the natural environment. There are three types of trails within the Park Trail category and include Type I: Single purpose hard surfaced trails for pedestrians or bicyclists; Type II: Multipurpose hard-surfaced trails for pedestrians or bicyclists; Type III: Nature trails for pedestrians that may be hard or soft surface.

There are approximately 42.8 miles of trails within the Tri-Community community, most of which are nature trails, with ownership spread among the City of Saugatuck, City of Douglas, Saugatuck Township, Allegan County, and the State of Michigan. These trails include a mix of paved non-motorized trails and nature trails within parks and natural areas.

PAVED TRAILS

Blue Star Non-Motorized Linear Trail: The Blue Star Trail will be a 20-mile, non-motorized multipurpose recreational pathway that will eventually connect Holland to South Haven. When completed this trail will connect to other regional trails including the Beeline Trail, Kal-Haven Trail, Van Buren Trail, and the Beach to Bayou Trail. The exiting completed section includes a 4.2-mile stretch that starts at the trail head at the Burger King at 136th and 64th Streets, and generally follows the Blue Star Highway south bound on the east side of the City of Saugatuck and into Douglas. Three sections are in progress at various stages of the design process including the Main Street to Maple Street section, the Maple Street to Old Allegan Road section, and the Main Street to Maple Street section. Fundraising, design, and promotion of the trail is championed by the Friends of the Blue Star Trail, and trail ownership includes City of Douglas, Saugatuck Township, and Allegan County.

Beach to Bayou Trail: This 1.6-mile paved path is managed by the City of Douglas and includes a combination of dedicated walking lanes, sidewalks, and paved trails. The trail follows Center Street from Wade’s Bayou on the river along the east side of Douglas Downtown to Douglas Beach at Lake Michigan, passing the Root Beer Barrel on the way.

Beeline Trail: This 6.6-mile paved path is shared by bicyclists, runners, and walkers and is managed by Laketown Township. The trail heads north from the trailhead at the Burger King on Blue Star Hwy and 64th St to 104th St and then east to Beeline Rd which heads to Holland.

New Richmond Bridge Park Trail: This 0.6-mile trail is managed by Allegan County and includes a section of boardwalk. The trail starts at the trailhead parking lot on Old Allegan Rd, crosses the Kalamazoo River on a 400’ swing bridge, and follows the river within the park. Amenities include benches, picnic tables and grills, interpretive signs, and vault restrooms.

NATURE TRAILS

Saugatuck Dunes State Park: Offers four nature trails that offer hiking and dune climbing experiences for both beginners and experienced users. The trails provide stunning views and vistas of Lake Michigan and the surrounding area as well as access to the shore. The trails include:

- North Trail is a 2-mile loop trail on the north end of the park with an inner and outer loop option
- Beach Trail is a 1.2-mile loop trail that offers the easiest access to the beach
- Livingston Trail is a 0.9-mile heavily wooded trail that includes the most direct route to the beach
- South Trail is a 5.2-mile loop trail and is the longest of the four trails

Mount Baldhead and the Peninsula: Multiple nature trails within the Saugatuck Harbor Natural Area, Mt Baldhead Park, and Tallmadge Woods and provide access to Lake Michigan and the Kalamazoo River. The trails include:

- Saugatuck Harbor Natural Area trail includes a 3-mile trail network through the park that connects to the north end of the Oval Beach parking lot
- Crows Nest Trail is a 1.7-mile loop trail within Tallmadge Woods
- East Ridge Trail is a 0.4-mile trail that connects the Crows Nest Trail to the Fishtown Trail
- Fishtown Trail is a 0.5-mile loop trail just north of Mt. Baldhead Park
- North Woods Trail is a 0.5-mile trail from the top of Mt. Baldhead to Oval Beach
- Mount Baldhead Steps 300 steps, divided into 15 flights, with seats for resting every other flight, offers stunning scenic views
- Mount Baldhead Park Trail is a 0.3-mile trail west from the top of Mt. Baldhead to Oval Beach

- South Ridge Trail is a 0.3-mile trail from the top of Mt. Baldhead south to Perryman St. and Oval Beach
- Forward Movement Trail is a 0.3-mile trail starting at Val Dalson and Park Streets and heads west to the John Woolam Trail
- John Woolam Trail is a 0.8-mile trail between Oval Beach and Chain Ferry Landing at Park Street

River Bluff Park: Located in Saugatuck Township, the park includes a 0.7-mile nature trail that goes from the wooded area to the lake.

Peterson Preserve Interurban Trail: A 0.4-mile nature trail that follows the route of the electric interurban train that came from Holland in the early 1900's.

Wade Nature Sanctuary: A 1.2-mile nature trail divided into two loops overlooking Silver Lake.

Farview Nature Park: A 2-mile nature trail in Laketown Township that travels through wooded areas and around a lake. This trail also overlaps with a equestrian trail. This park was also a stop on the Interurban train route.

Huyser Farm Park: Offers a 1-mile nature trail within an undeveloped park in Laketown township.

The Outdoor Discovery Center: Located in Fillmore Township, the site includes eight nature trails totaling 2.5 miles through diverse ecosystems.

Wa-Ke-Nah Preserve: Located in Ganges Township, the property includes 3 miles of nature trails that traverse prairies, woods, and old fields.



RIVERBLUFF PARK, SAUGATUCK TOWNSHIP

COMMUNITY-WIDE COMMITTEES + ORGANIZATIONS

Committees that serve all of the agencies in the Tri-Community are listed below.

INTERURBAN BOARD

Interurban's Board of Directors is appointed by Saugatuck Township, the City of Saugatuck, and the City of Douglas. Each municipality appoints one member for a 4-year term every two years for a total of 6 members. The Interurban Transit Authority is a demand-response public bus system providing transportation for Saugatuck, Douglas, and Saugatuck Township.

KALAMAZOO LAKE HARBOR AUTHORITY

The Kalamazoo Lake Harbor Authority was created by an Inter-Local Agreement between the City of Saugatuck, the City of Douglas, and Saugatuck Township and includes a six-member board made up of members of each agency. The Harbor Authority was established to address issues such as low water levels, dredging, soil sedimentation, and navigation markers.

SAUGATUCK-DOUGLAS DISTRICT LIBRARY BOARD

The governing Library Board is made up of 7 trustees and includes members from the City of Saugatuck, the City of Douglas, and Saugatuck Township. The board adopts policies, rules, and regulations regarding the use of the library, approves an annual budget, controls the expenditure of funds, and manages the maintenance of the building and grounds.

The Tri-Community has a number of dedicated private volunteer groups and organizations who contribute to the betterment of the parks and recreation system of the Tri-Community Area.

FRIENDS OF THE BLUE STAR TRAIL

Friends of the Blue Star Trail (FOTBST) is a 501(c)(3) organization that acts as a catalyst to promote and fund the Trail, in partnership with Tri-Community agencies.

The Tri-Community has a number of dedicated private volunteer groups and organizations who contribute to the betterment of the parks and recreation system of the Tri-Community Area.

FRIENDS OF THE BLUE STAR TRAIL

Friends of the Blue Star Trail (FOTBST) is a 501(c)(3) organization that acts as a catalyst to promote and fund the Trail, in partnership with Tri-Community agencies. Friends raises money for engineering and local match funding required for state/federal matching construction grants. FOTBST also assists municipalities to prepare and submit applications for state/federal matching grants. Friends of the Blue Star Trail hold two annual fundraising events and the proceeds from these events are used to secure matching government funds to help build the Blue Star Trail. FOTBST is a volunteer group of local residents that includes a 7-member board.

RIVERWOOD COUNCIL

The Riverwood Council is a group of seven active members and a host of dedicated supporters and volunteers who work as a collective to advise and consult with numerous organizations to augment trail and conservation efforts.

RADAR HIKING CLUB

The Radar Hill Hiking Club is an informal group that works with the Riverwood Council to promote the use of trails in the greater Saugatuck-Douglas area. This group sponsors monthly hikes and volunteers to maintain local trails. The name comes from the big white radar tower that is located at Mount Baldhead.

THE DOUGLAS PARK PROJECT

The Douglas Park Project Committee is a volunteer group of local residents focused on fundraising and support of park improvements. The Committee received approval from Douglas City Council to move forward with the replacement of play equipment at Beery Field and the creation of a playground and adult workout area at Schultz Park.

SAUGATUCK DUNES COASTAL ALLIANCE

The Saugatuck Dunes Coastal Alliance is a coalition of individuals and organizations working cooperatively to protect and preserve the natural geography, historical heritage, and rural character of the Saugatuck Dunes coastal region in the Kalamazoo River Watershed, beginning with the Saugatuck Dunes.



VOLUNTEERS WITH THE DOUGLAS PARK PROJECT

DOUGLAS LAKE SHORE ASSOCIATION

The Douglas Lake Shore Association brings together the Lake Shore and the surrounding communities to work through the issues and concerns of its membership, all while encouraging an atmosphere of social interaction. A 12-member board of trustees leads the association which is comprised of homeowners and property owners with vested interests either on or nearby Lake Shore Drive.

LAKE MICHIGAN SHORE ASSOCIATION

The Lake Michigan Shore Association was created to protect, preserve, and enhance the aesthetic qualities of the area and the property values of the lakeshore community. The 11-member board advocates and encourages actions that enhance the quality of life and the environment along the lakeshore.

TRI-COMMUNITY FACILITIES MATRIX

| | Size (Ac) | Accessibility Rating | Category | Baseball / softball | Soccer | Football | Stadium / Track | Basketball | Tennis | Pickleball | Sand Volleyball | Playground | Restrooms | Picnic Shelter | Off-Street Parking | Waterfront Access | Beach / Swimming | Picnic Tables / Grills | Benches | Paved Paths | Nature Trails | Nature Area / Observation | Fishing | Boat / Kayak Launch | Boardwalk / Dock | Dog Park | Art / Interpretive Signs | Open Space |
|----------------------------------|-----------|----------------------|----------|---------------------|--------|----------|-----------------|------------|--------|------------|-----------------|------------|-----------|----------------|--------------------|-------------------|------------------|------------------------|---------|-------------|---------------|---------------------------|---------|---------------------|------------------|----------|--------------------------|------------|
| SAUGATUCK TWP | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amelanchier | 4.0 | 2 | NR | | | | | | | | | | | | | | | | | | X | X | | | | | | |
| Blue Star Hwy Memorial | 0.5 | 1 | SU | | | | | | | | | | 1 | | | | | | | | | | | | | | X | X |
| River Bluff Park | 27.0 | 2 | C | | | | | | | | 1 | 1* | 1 | X | X | | | X | | | X | X | X | X | | | X | X |
| Sundown Park | 0.3 | 1 | M | | | | | | | | | | | | X | | | X | X | | | X | | | | | | X |
| Tails and Trails | 39.5 | 2 | C | | | | | | | | | | 1* | 2 | X | | | | | | X | | | | | 1 | | |
| TOTAL | 71.3 | | | | | | | | | | | 1 | 2* | 4 | | | | | | | | | | | | 1 | | |
| CITY OF DOUGLAS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alice McClay Park | 1.0 | 1 | M | | | | | | | | | | | | | | | X | | | | X | X | | | | | X |
| Douglas Beach | 1.5 | 1 | M | | | | | | | | | 1 | | | X | X | X | X | | | | X | | | X | | | |
| Harold Beery Field | 2.7 | 3 | N | 1 | | | | 1 | | | | 2 | 1 | | | | | X | X | | | | | | | | X | |
| Howard Schultz Park | 20.0 | 2 | C | 1 | 1 | | | 1 | | 8 | 1 | 2 | 1 | 1 | X | X | | X | | | X | | X | X | | 1 | | |
| Point Pleasant Park | 0.8 | 1 | SU | | | | | | | | | | | | X | X | | | | | | | X | X | | | | |
| The Barrel | 1.0 | 3 | M | | | | | | | | | | 1 | | X | | | X | X | X | | | | | | | X | |
| Union St Launch Site | 0.2 | 1 | SU | | | | | | | | | | 1* | | X | | | | | | | | X | X | | | | |
| Veteran's Walk | 1.0 | 2 | M | | | | | | | | | | | | X | | X | | | | | | X | | X | | | |
| Wade's Bayou | 1.8 | 3 | N | | | | | | | | | | 1* | 1 | X | X | | X | X | | X | | X | X | X | | X | |
| TOTAL | 30.0 | | | 2 | 1 | | | 2 | | 8 | 1 | 4 | 7 | 2 | | | | | | | | | | | | 1 | | |
| CITY OF SAUGATUCK | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Airport Property | 154.0 | 0 | NR | | | | | | | | | | | | | | | | | | X | X | | | | | | X |
| Coghlin Park | 0.5 | 2 | M | | | | | | | | | | | 1 | | X | | X | X | X | | | X | | X | | X | X |
| Cook Park | 1.0 | 2 | M | | | | | | | | | | | | | X | | X | | | | | X | | X | | X | X |
| Jones Park | 0.5 | 4 | M | | | | | | | | | | | | | | | | X | X | | X | | | | | X | |
| Mildred Peterson Nature Preserve | 16.0 | 2 | NR | | | | | | | | | | | | | | | | X | | X | X | X | | | | | |
| Mize Rose Garden | 0.2 | 4 | M | | | | | | | | | | | | | | | | X | | X | X | | | | | X | |
| Mt. Baldhead | 100.0 | 2 | LU | | | | | | | | | | 1 | 2 | X | X | | X | X | X | X | X | X | | X | | X | |
| Oval Beach | 50.0 | 3 | C | | | | | | | | | 1 | 1 | 1 | X | X | X | X | X | | X | X | X | | X | | | X |
| Saugatuck Harbor Natural Area | 173.0 | 2 | NR | | | | | | | | | | | | | X | | | | | | X | | | | | | |
| Village Square Park | 2.5 | 3 | N | | | | | 2 | 1 | 1 | | 1 | 1 | | | | | | X | X | | | | | | | X | |
| Wicks Park | 0.5 | 2 | M | | | | | | | | | | 1 | 1 | | X | | | X | X | | | X | | X | | X | X |
| Willow Park | 0.2 | 3 | M | | | | | | | | | | | | | X | | X | X | | | | X | | X | | | |
| TOTAL | 498.4 | | | | | | | 2 | 1 | 1 | | 2 | 4 | 5 | | | | | | | | | | | | | | |
| SAUGATUCK SCHOOLS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Douglas Elementary | 8.6 | 3 | SP | 1 | | | | 1 | | | | 3 | | | X | | | | | | | | | | | | | |
| Saugatuck M.S. / H.S | 12.7 | 3 | SP | 1 | 1 | 1 | 1 | | 4 | | | | | | X | | | | | | | | | | | | | |
| TOTAL | 21.3 | | | 2 | 1 | 1 | 1 | 1 | 4 | | | 3 | | | | | | | | | | | | | | | | |
| TRI-COMMUNITY TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 621.0 | | | 4 | 2 | 1 | 1 | 5 | 5 | 9 | 1 | 10 | 11 | 11 | | | | | | | | | | | | 2 | | |

Mini Park (M), Neighborhood Park (N), Community Park (C), Special Use (SU), Natural Resource Area (NR), Large Urban (LU), School Park (SP)

* = Port-a-john

School facilities includes 3 indoor gyms, indoor concessions, and a performing arts center

| | Size | Accessibility Rating | Category | Baseball / softball | Soccer | Football | Stadium / Track | Basketball | Tennis | Pickleball | Sand Volleyball | Playground | Restrooms | Picnic Shelter | Off-Street Parking | Waterfront Access | Beach / Swimming | Picnic Tables / Grills | Benches | Paved Paths | Nature Trails | Nature Area / Observation | Fishing | Boat / Kayak Launch | Boardwalk / Dock | Dog Park | Art / Interpretive Signs | Open Space |
|-----------------------------------------------|----------------|----------------------|----------|---------------------|--------|----------|-----------------|------------|--------|------------|-----------------|------------|-----------|----------------|--------------------|-------------------|------------------|------------------------|---------|-------------|---------------|---------------------------|---------|---------------------|------------------|----------|--------------------------|------------|
| SAUGATUCK DUNES STATE PARK TRAILS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Beach Trail | 1.2 mi | 1 | NT | | | | | | | | | | | | X | X | | | | | X | X | | | | | | |
| Livingston Trail | 0.9 mi | 1 | NT | | | | | | | | | | | | X | X | | | | | X | X | | | | | | |
| North Trail | 2 mi | 1 | NT | | | | | | | | | | X | X | X | X | | | | | X | X | | | | | | |
| South Trail | 5.2 mi | 1 | NT | | | | | | | | | | | | | X | | | | | X | X | | | | | | |
| TOTAL | 9.3 mi | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MT BALDHEAD & THE PENINSULA TRAILS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Crows Nest Trail | 1.7 mi | 1 | NT | | | | | | | | | | | | | | | | | | X | X | | | | | | |
| East Ridge Trail | 0.4 mi | 1 | NT | | | | | | | | | | | | | | | | | | X | X | | | | | | |
| Fishtown Trail | 0.5 mi | 1 | NT | | | | | | | | | | | | | | | | | | X | X | | | | | | |
| Forward Movement Trail | 0.3 mi | 1 | NT | | | | | | | | | | | | X | | | | | | X | X | | | | | | |
| John Woolman Trail | 0.8 mi | 1 | NT | | | | | | | | | | | | X | | | | X | | X | X | | | X | | | |
| Mt Baldhead Trail | 0.3 mi | 1 | NT | | | | | | | | | | | | X | | | | | | X | X | | | | | | |
| North Woods Trail | 0.5 mi | 1 | NT | | | | | | | | | | | | X | | | | | | X | X | | | | | | |
| Saugatuck Harbor Natural Area | 3.0 mi | 1 | NT | | | | | | | | | | | | | | | | | | X | X | | | | | | |
| South Ridge Trail | 0.3 mi | 1 | NT | | | | | | | | | | | | X | | | | | | X | X | | | | | | |
| TOTAL | 7.8 mi | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REGIONAL / PARK TRAILS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Beach to Bayou | 1.6 mi | 4 | PT | | | | | | | | | | | | | | | | | X | | | | | | | | |
| Beeline Trail | 6.6 mi | 4 | PT | | | | | | | | | | | | | | | | | X | | | | | | | | |
| Blue Star Trail North | 4.2 mi | 4 | PT | | | | | | | | | | | | | | | | | X | | | | | | | | |
| Farview Nature Park | 2.3 mi | 1 | NT | | | | | | | | | | | | | | | | | | X | | | | | | | |
| Huyser Farm Park | 1.0 mi | 1 | NT | | | | | | | | | | | | | | | | | | X | | | | | | | |
| New Richmond Bridge Park | 0.6 mi | 4 | PT | | | | | | | | | | | | | | | | | X | | | | | | | | |
| Outdoor Discovery Area | 3.0 mi | 1 | NT | | | | | | | | | | | | | | | | | | X | | | | | | | |
| Peterson Preserve Interurban Trail | 0.8 mi | 2 | NT | | | | | | | | | | | | | | | | | | X | | | | | | | |
| River Bluff Park | 1.4 mi | 1 | NT | | | | | | | | | | | | | | | | | | X | | | | | | | |
| Wade Memorial Nature Sanctuary | 1.2 mi | 1 | NT | | | | | | | | | | | | | | | | | | X | | | | | | | |
| Wau-Ke-Na Preserve | 3.0 mi | 1 | NT | | | | | | | | | | | | | | | | | | X | | | | | | | |
| TOTAL | 25.7 mi | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BOATING FACILITIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chain Ferry | | 3 | | | | | | | | | | | | | X | X | | | | | X | | | | | | | |
| Coghlin Park | 0.5 | 2 | | | | | | | | | | | | 1 | | X | | X | X | X | | | X | | X | | X | X |
| Douglas Point Pleasant Marina | 0.8 | 1 | | | | | | | | | | | | | X | X | | | | | | X | X | | | | | |
| Douglas Schultz Park Boat Launch | 9.0 | 2 | | | | | | | | | | X | | | X | X | | | | | | X | X | X | | | | |
| MDNR 63rd St Boat Launch | 0.2 | 2 | | | | | | | | | | | | | X | X | | | | | | X | X | | | | | |
| New Richmond Bridge Park Launch | | 2 | | | | | | | | | | | | | X | X | | | | | | X | X | | | | | |
| River Bluff Park Access | 27.0 | 2 | | | | | | | | | | | | | X | X | | | | | | X | X | | | | | |
| Spear St Boat Ramp | 0.2 | 2 | | | | | | | | | | | | | | X | | | | | | X | X | | | | | |
| Union St Boat Launch | 0.2 | 1 | | | | | | | | | | | | | X | X | | | | | | X | X | | | | | |
| Wades Bayou Launch and Dock | 1.8 | 3 | | | | | | | | | | | X | | X | X | | | | | | X | X | X | | | | |
| TOTAL | 39.7 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Nature Trail (NT), Paved Trail (PT)

COMMUNITY INPUT STRATEGIES

The Tri-Community encourages its residents to take an active role in planning their community's recreational opportunities. The Tri-Community appreciates the fact that recreation planning plays an important role in maintaining the quality of life in a community and therefore tries to be responsive to citizen needs and desires for parks and recreation. Community outreach is one way of obtaining a perspective on the needs and desires of the community and engaging in a process that includes developing realistic alternatives; formulating goals, policies, and recommendations for public and private decisions; developing criteria to measure change; and involving people in the planning, design and decision processes. To ensure that the parks and recreation offerings are aligned with the needs of the community, and to understand the community's perception of the level of service being provided, the Tri-Community engaged in a public input process.

OUTREACH STRATEGIES

The community outreach process included the following: an online survey, a public input open house, a 30-day public review period, and open public hearings. In addition, eight (8) focus group meetings were held with the three communities to discuss the plan, which was open to the public. The input and opinions received through this community outreach helped the administration and facilitator provide the basis for revising the goals and objectives from the previous plans.

On-Line Survey: In September of 2023, the Tri-Community developed an online survey to solicit input and ideas from its residents regarding the current use and future needs of the Tri-Community parks, recreational programs, services, maintenance, and facilities. The survey was conducted over 90 days using an online survey tool (Survey Monkey). The survey was promoted to the community using several methods including newsletters and publications, posting at Douglas and Saugatuck City Hall and the Township Hall, standard press release notification, distribution to local businesses, yard signs, and through social media platforms including websites and Facebook pages, both of which receives heavy user engagement. XX (XX) individuals elected to fully complete the survey. Respondents were XX% female and XX% male. XX (XX) percent of the

respondents were Saugatuck City residents, XX (XX) percent were Douglas City residents and XX (XX) percent were Saugatuck Township residents. XX of the survey respondents were between 25-64 years old with XX% in the 25-34 age group, XX% in the 35-49 age group, and XX% in the 50-64 age group. See Figures XX through XX for more detailed results of selected categories. The Appendix contains the full survey results.

Public Input Workshop: The Tri-Community understands the importance of meaningful citizen input and is committed to using this input to assist in evaluating trends and forming goals and actions. Prior to the development of the plan, the Tri-Community solicited input and participation from the residents of the area by hosting a public input open house. The open house was intended to develop a consensus among the participants as to the current issues, needs, desires, and deficiencies regarding parks and recreation in the Tri-Community. VIRIDIS Design Group provided meeting materials and facilitated the discussions. The workshop took place on September 21st at 5:30 pm at the Community Library, with approximately 50 citizens participating. The meeting followed a typical format to ensure a productive outcome but encouraged an open and informal atmosphere. Attendees were encouraged to engage in the process to provide perspective and to think about the big picture, in other words, the attendees were asked to dream big.

The public workshop was set up as an open house format which allowed participants to come and go during the allotted time and spend as much or as little time as they needed to provide input. Upon checking into the meeting, each participant was provided with a packet of information that included the purpose of the meeting, polling dots, comment cards, post-it note pads, and a questionnaire that asked for information about the park system. Seven interactive stations were set up and participants were able to move through the meeting at their own pace. Tri-Community staff and VIRIDIS facilitated the stations. The first station included two aerial maps of the Tri-Community area and participants were asked to provide feedback regarding opportunities and constraints. Feedback was written on post-it notes and stuck on the maps. Station 2 included a "dream big" board where several large Tri-Community initiatives were described, and attendees

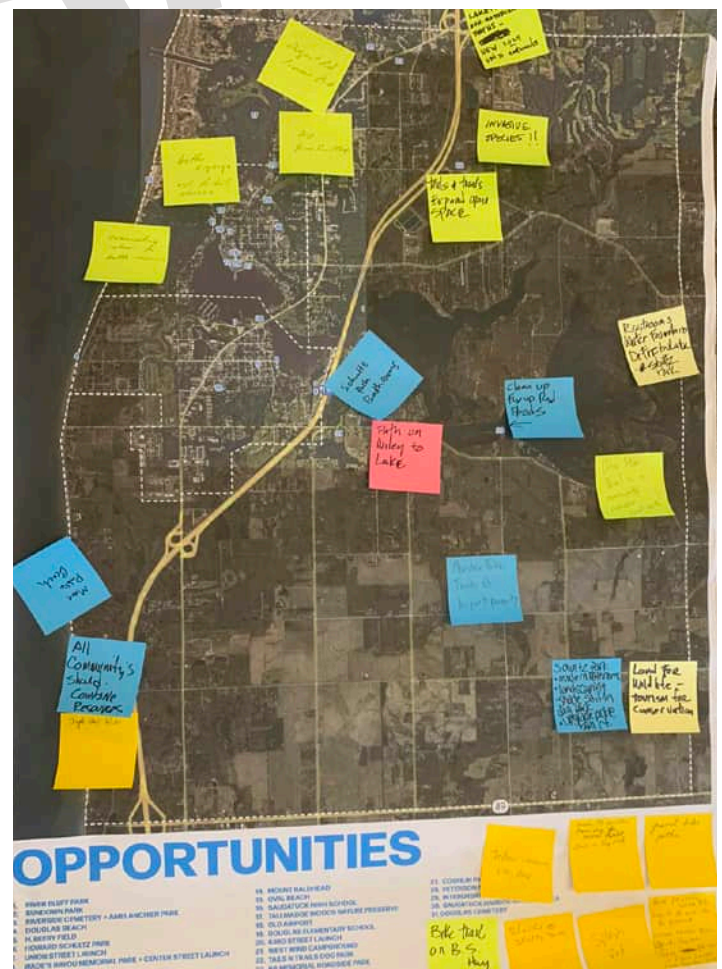
were asked to put dots on the ideas they liked and provide comments. Examples included a community-wide community center and a community-wide trail system. The remaining four stations included a station for each community and the school district so residents from those specific communities could speak with their representatives and provide feedback. These stations included comment cards, post-it notes, and dot polling, where images of park amenities, programs, and activities were displayed, and participants were asked to place dots on their top priorities. Refer to Figure 6.4 for a summary of dot polling results and refer to the appendix for all public feedback results.

30-Day Public Review: Once the draft Tri-Community Master Plan was complete, citizens were provided with 30 days to review and comment on the plan. A copy of the plan was made available at Saugatuck and Douglas City Halls, Saugatuck Township Hall, the District Library, and on all the community's websites for review by the public on December 11, 2023. To notify the residents that a draft of the plan was available for review, a public notice was published on all the community's websites and social media accounts and noticed in the local newspaper, describing the purpose of the 30-day review period. All the communities included in this plan individually noticed the 30-day review period. A copy of the notices that were published/posted is included in the Appendix.

Public Hearings and Meetings: On XX DATE the Saugatuck City Council held a public hearing to review the plan and accepted input at its regularly scheduled meeting before adoption. Following the public hearing, the plan was adopted by resolution as a separate agenda item. This meeting was noticed and open to the public and presented the opportunity for the public to review and comment on the plan and make recommendations.

On December 18th Douglas City Council held a public meeting to review a draft of the plan at its regularly scheduled meeting. On January 15th the Douglas City Council held a public hearing to review the plan and accepted input at its regularly scheduled meeting before adoption. Following the public hearing, the plan was adopted by resolution as a separate agenda item. This meeting was noticed and open to the public and presented the opportunity for the public to review and comment on the plan and make recommendations.

On December 13th the Saugatuck Township Board held a public meeting to review a draft of the plan at its regularly scheduled meeting. On January 15th the Saugatuck Township Board held a public hearing to review the plan and accepted input at its regularly scheduled meeting before adoption. Following the public hearing, the plan was adopted by resolution as a separate agenda item. This meeting was noticed and open to the public and presented the opportunity for the public to review and comment on the plan and make recommendations. On **XX DATE** the Saugatuck Board of Education held a public hearing to review the plan and accepted input at its regularly scheduled meeting before adoption. Following the public hearing, the plan was adopted by resolution as a separate agenda item. This meeting was noticed and open to the public and presented the opportunity for the public to review and comment on the plan and make recommendations. Meeting minutes, meeting notices, and recommendations can be found in the Appendix.



PARTICIPANT COMMENTS AT THE SEPTEMBER 21ST PUBLIC WORKSHOP

TRI-COMMUNITY VOICES

The Tri-Community encourages its residents to take an active role in planning their community's recreational opportunities. The Tri-Community appreciates the fact that recreation planning plays an important role in maintaining the quality of life in a community and therefore tries to be responsive to citizen needs and desires for parks and recreation. Community outreach is one way of obtaining a perspective on the needs and desires of the community and engaging in a process that includes developing realistic alternatives; formulating goals, policies, and recommendations for public and private decisions; developing criteria to measure change; and involving people in the planning, design and decision processes. To ensure that the parks and recreation offerings are aligned with the needs of the community, and to understand the community's perception of the level of service being provided, the Tri-Community engaged in a public input process.

OUTREACH STRATEGIES

The community outreach process included the following: an online survey, a public input open house, a 30-day



DRAFT

3/ ACCESS, EQUITY, + OPPORTUNITY

Park Equity Standards

Park and Open Space Acreage

Park Amenities

PARK EQUITY STANDARDS

Park access equity refers to the fair and inclusive distribution of parks, green spaces, and recreational facilities within a community, ensuring that all individuals, regardless of race, income, age, or location, have equal opportunities to access and benefit from these resources. Achieving park equity within the Tri-Community involves addressing disparities in the availability, quality, and proximity of parks and recreational areas across diverse neighborhoods.

There are several key elements that contribute to an equitable park system:

Geographic Distribution: Ensuring that parks and recreational facilities are evenly distributed across neighborhoods, including both urban and suburban areas. This means providing adequate green spaces in under-served or marginalized communities where there might be fewer resources.

Proximity and Accessibility: Making parks easily accessible by promoting walkability, bikeability, and public transportation to reduce barriers for residents to reach these spaces. Ensuring that everyone, regardless of their location, can access parks within a reasonable distance from their homes.

Quality and Maintenance: Maintaining high-quality parks and recreational areas, irrespective of the neighborhood's socioeconomic status. This includes providing amenities, such as playgrounds, trails, sports fields, picnic areas, clean restrooms, and well-maintained landscaping, to enhance the overall park experience for all visitors.

Community Engagement and Inclusivity: Involving local communities in the planning, design, and programming of parks to ensure they reflect the needs and preferences of the diverse populations they serve. Creating spaces that are welcoming, inclusive, and culturally relevant to the communities they serve.

Equitable Investment and Funding: Prioritizing equitable allocation of resources and funding for the development, enhancement, and maintenance of parks and recreational facilities in under-served areas. Addressing historical disparities in investment to uplift communities that have been historically overlooked.

The **JUST** and **FAIR** quantity, proximity and connections to quality parks and green space, recreation facilities, as well as programs that are **SAFE, INCLUSIVE, CULTURALLY RELEVANT** and welcoming to everyone. When people have just and fair access, our health and social wellbeing improve, and our communities can protect and better recover from environmental, social and economic challenges.

NRPA's Working Definition of Equitable Park & Recreation Access

Efforts to achieve park access equity involve collaboration among local governments, community organizations, and residents to develop strategies that prioritize fairness, inclusivity, and the well-being of all community members when planning and managing parks and recreational spaces.

During the early phase of the planning process, background data was gathered from site investigations and available reports to develop a current snapshot of the Tri-Community's need for parks and recreation facilities against existing facility availability and program offerings. There are a variety of methods for accessing community needs for recreation services. This Plan uses a combination of the following methods:

1. Location and distribution of park space throughout the Tri-Community
2. Quantity of park acreage and amenities
3. Analysis of demographic trends

ACCESS AND EQUITY ANALYSIS

Level of Service Standards are guidelines that define service areas based on population that support investment decisions related to parks, facilities, and amenities. Standards may change over time as demographics, program life cycles, and needs of the community change. The National Recreation and Park Association (NRPA) maintains a database of park system data in the U.S. which, combined with a yearly agency performance review report, has taken the place of outdated park standards. VIRIDIS used information from the NRPA Park Metrics database as well as the 2023 NRPA Agency Performance Review to understand national trends and metrics in park and recreation elements and to benchmark the Tri-Community with comparable communities. The NRPA Park Metrics and Agency Performance Review helps inform conversations and policies about the role of parks and recreation planning, land acquisition, and development of parks, recreation, and open space property at the local level.

Building on data from the park and recreation system inventory, the Tri-Community was compared to similar systems (communities of less than 20,000 people) in the National Recreation and Parks Association (NRPA)'s park metrics database. The NRPA database contains self-reported information from parks and recreation departments across the country. This comparison allows the project team to benchmark the level of service in terms of park acreage and amenities per capita between the Tri-Community and peer communities nationally to evaluate the relative adequacy or inadequacy of the recreation system. It should be noted that these comparisons are to be used as a guide and should be interpreted according to local needs, trends, and current situations. The purpose of recreation planning is to address the specific needs of the community, based on its resources and resident preferences/demands so that the plan best suits the community's desires for recreation.

Service Area Analysis NRPA guidelines classify parks, open spaces, and greenways per their size and the role they play in the overall park system. They include associated service areas for each park type that indicate a minimum standard for geographic balance and availability of each park type in the community. Classifying parks in the system ensures the

entire community is served by a wide range of park and recreational facilities. Figure X delineates the service area for each park in the Tri-Community. Service areas for the park types include:

- **MINI PARKS: 1/4 MILE OR LESS**
- **NEIGHBORHOOD PARKS: 1/4 -1/2 MILES**
- **COMMUNITY PARKS: 1/2 TO 3 MILES**
- **LARGE URBAN PARKS: VARIES BASED ON USE**
- **NATURAL AREAS: VARIES BASED ON AVAILABILITY**
- **SPECIAL USE PARKS: VARIES BASED ON USE**

PARK AND OPEN SPACE ACREAGE

Analysis of the geographic distribution of park facilities throughout the Tri-Community area reveal that while overall park coverage is good in the urban areas around the waterfront, areas around the east and south areas of the Township are lacking coverage. The Tri-Community should consider addressing the following:

- Most of the existing parks are clustered in the northeast area of Douglas and the eastern side of Saugatuck, which is understandable due to the population density and waterfront.
- The northwest section of Douglas and the southwest section of Saugatuck have coverage gaps for the residences in these areas.
- Although Schultz Park and River Bluff Park provide community park coverage for most of the area, the east central and southern half of the township does not have any parks. Given that these areas are mostly rural without housing clusters, additional parks in these areas may not be needed. Although the school district indicated they have a need for additional space for sports fields, so finding a site in the rural area of the Township with available acreage may be worth investigating.
- The Township can use a neighborhood park in the northern area west of I-196, and the east central area to service the residential areas in these locations.

A basic measure of the level of service is the amount of park and open space acreage available per resident. In this Master Plan, the analysis begins by considering “accessible”, usable acreage, which excludes golf courses, cemeteries, undeveloped land, school sites, and county parks.

The analysis showed that “accessible” park acreage per capita in Tri-Community is extraordinarily high when compared to comparable communities and all communities in the database. The NRPA database demonstrated a median of 13 acres per 1,000 residents in similarly sized communities and 10.8 acres per 1,000 residents in all communities. This would require a minimum of 74 acres of parkland for the Tri-Community to meet this metric. The Tri-Community provides 621 total acres of parkland which far exceeds the data in the NRPA database.

The Tri-Community measures 78.4 acres of developed parkland per 1,000 residents (not including schools or the Airport Property). When including the undeveloped Airport Property and the School District property, the Tri-Community measures 109.2 acres of parkland per 1,000 residents. This works out to 0.1 acres of parkland per person! This calculation is based on permanent residents of the area. It is estimated that the population may double or triple due to seasonal visitors from spring to fall. Even accounting for the seasonal increase of population, the available parkland in the Tri-Community far exceeds the NRPA comparisons at 36.4 acres per 1,000 residents. It must be taken into consideration that 70% of the park land acreage is in natural areas that cannot support certain types of recreation.

| | Population | Park Acres | Ac/1,000 | Ac/1,000 w/ seasonal | NRPA All Communities | NRPA Comparable |
|--------------------|------------|------------|----------|-------------------------|-------------------------|--------------------|
| City of Saugatuck | 865 | 498.4 | 398.0 | | 10.8 | 13 |
| City of Douglas | 1,378 | 30.0 | 21.8 | | 10.8 | 13 |
| Saugatuck Township | 3,443 | 71.3 | 20.7 | | 10.8 | 13 |
| Tri-Community | 5,686 | 621.0 | 109.2 | 36.4 | 10.8 | 13 |

In addition to overall acreage, NRPA metrics recommend a certain number of park acres per units of population for different types of park classifications. NRPA standards state that per 1,000 residents, 0.25 acres of mini parks, 1 acre of neighborhood parks, and 5 acres for community parks is needed to meet the needs of the community. There are no standards for natural resource or special use parks.

| Table x.x Park Type – Mini Parks | | | | |
|----------------------------------|--------------------------|--------------------------|-------------------------------|------------------------------|
| | Mini Park Ac Required | Mini Park Ac Provided | Mini Park / 1,000 Required | Mini Park/ 1,000 Provided |
| City of Saugatuck | 0.22 | 2.9 | 0.25 | 3.35 |
| City of Douglas | 0.34 | 4.5 | 0.25 | 3.26 |
| Saugatuck Township | 0.86 | 0.3 | 0.25 | 0.08 |
| Tri-Community | 1.4 | 7.7 | 0.25 | 1.35 |

| Table x.x Park Type – Neighborhood Parks | | | | |
|------------------------------------------|-----------------------------|-----------------------------|---------------------------------------|--------------------------------------|
| | Neighborhood Ac Required | Neighborhood Ac Provided | Neighborhood Park / 1,000 Required | Neighborhood Park/ 1,000 Provided |
| City of Saugatuck | 0.87 | 2.5 | 1.0 | 2.9 |
| City of Douglas | 1.38 | 4.5 | 1.0 | 3.27 |
| Saugatuck Township | 3.44 | 0 | 1.0 | 0 |
| Tri-Community | 5.69 | 7.0 | 1.0 | 1.23 |

| Table x.x Park Type – Community Parks | | | | |
|---------------------------------------|--------------------------|--------------------------|------------------------------------|-----------------------------------|
| | Community Ac Required | Community Ac Provided | Community Park / 1,000 Required | Community Park/ 1,000 Provided |
| City of Saugatuck | 4.32 | 50.0 | 5.0 | 57.8 |
| City of Douglas | 6.89 | 20.0 | 5.0 | 14.5 |
| Saugatuck Township | 17.22 | 66.5 | 5.0 | 19.3 |
| Tri-Community | 28.43 | 136.5 | 5.0 | 24.0 |

As shown in figures x.x – x.x, the Tri-Community exceeds the standard for the mini park, neighborhood park, and community park types. Also shown in the data is that Saugatuck Township on its own is deficient in mini parks and neighborhood parks and may consider looking for opportunities to acquire land to meet these needs. It should be noted that these standards are to be used as a guide and interpreted according to local needs, character, trends, and current Department capacity, and the demand may be greater or less than the national standard.

PARK AMENITIES

Park amenities are the built elements within the Tri-Community parks that support various forms of recreation. Passive recreation and active recreation are the primary types of recreational uses. Passive recreation includes less intense activities that are more quiet and non-exertive for a limited number of users. Active recreation requires space and facilities capable of accommodating exertive activities. Examples include sports fields, play equipment areas, open areas, special facilities, such as pools and court areas, and areas for organized activities.

Recreation areas should provide for both types of use and preferably include a variety of opportunities for each to respond adequately to a wide range of interests and age groups. For many users these are crucial components that help them feel welcome and safe. It is critical that the Tri-Community agencies supply the right number and types of amenities to meet the needs of their users. As the demographics of the Tri-Community change over time (race, age, population, etc.) park amenities need to be assessed for their relevance to the changing user groups.

Figure 8.1 Park and Recreation Facilities - Population per Facility

| Facility | NRPA all agencies | NRPA < 20,000 | City of Saugatuck | City of Douglas | Saugatuck Township | Total Tri-Community |
|-----------------------|-------------------|---------------|-------------------|-----------------|--------------------|---------------------|
| Tennis | 5,860 | 2,805 | 865 | - | - | 1,137 |
| Pickleball | 13,922 | 3,252 | 865 | 172 | - | 632 |
| Baseball | 6,863 | 3,114 | - | 1,378 | - | 2,843 |
| Softball | 11,384 | 5,079 | - | 1,378 | - | 2,843 |
| Soccer | 7,228 | 3,600 | - | 1,378 | - | 2,843 |
| Football | 26,780 | 6,955 | - | - | - | 5,686 |
| Playground | 3,759 | 2,014 | 433 | 345 | 3,443 | 569 |
| Basketball | 7,404 | 3,729 | 433 | 689 | - | 1,077 |
| Volleyball | 17,475 | 5,093 | - | 1,378 | - | 5,686 |
| Dog Park | 43,532 | 11,100 | - | 1,378 | 3,443 | 2,843 |
| Skate Park | 53,144 | 10,726 | - | - | - | - |
| Outdoor Ice Rink | 17,741 | 8,045 | - | - | - | - |
| Rec. Center Inc. Gyms | 31,215 | 9,745 | - | - | - | - |
| Swimming Pool | 38,635 | 9,745 | - | - | - | - |
| Community Center | 29,494 | 8,829 | - | - | - | 1,895 |
| Amphitheater | 67,862 | 11,100 | - | - | - | - |
| Senior Center | 59,727 | 14,000 | - | - | - | - |

Note: School District facilities were included in the Tri-Community column.

To understand gaps and surpluses among amenities in the Tri-Community, Level of Service metrics from the NRPA benchmarking database were used. The analysis showed that in the Tri-Community overall “basic” park amenities per capita, in categories with comparable NRPA benchmarks, are on par or with comparable communities, without major gaps in service by number or by geography, when you include all the communities and the school district together. However, in reviewing each Tri-Community agency, the City of Douglas has the most balance as Saugatuck Township has gaps with courts and ball fields, and the City of Saugatuck has gaps in sports fields. It is also important to consider that Figure XX is based on year-round resident populations and that the seasonal influx of visitors and tourists puts additional strain on the park system that may require additional facilities.

While the NRPA benchmarking analysis is limited by the availability of amenity categories in the database and focuses mostly on active recreation facilities, discussions during the engagement process, revealed community interest in specialized amenities such as a splash pad, pickleball, a community center, and additional nature-based activities.

The combination of benchmark analysis and public input gives clear direction for the Tri-Community. The Tri-Community agencies have done a good job of providing basic park amenities and sharing resources across the community. There is a desire, however, for new, innovative, and specialized amenities to add diversity to the system. At the same time, the community has demonstrated the need for more trails, access to natural areas, and gathering spaces. Focusing on walking and biking trails within the system would provide the greatest benefit for the largest number of residents within the Tri-Community. Respondents indicated they were very supportive of expanding walking and biking trails and the community has also voiced that restrooms and outdoor facilities for fitness and sports are high priorities for the future. (Additional details on public engagement are discussed within the following chapter). Additionally, although not shown in the benchmark analysis, the community has expressed the need for additional sports field space for practices to better accommodate school district athletics and community recreation. Seeking opportunities to acquire land to meet this need should be a priority for the Tri-Community.



GEORGES SEURAT MURAL AT WICKS PARK, CITY OF SAUGATUCK

DRAFT

4/ A VISION FOR THE FUTURE

Master Plan Vision

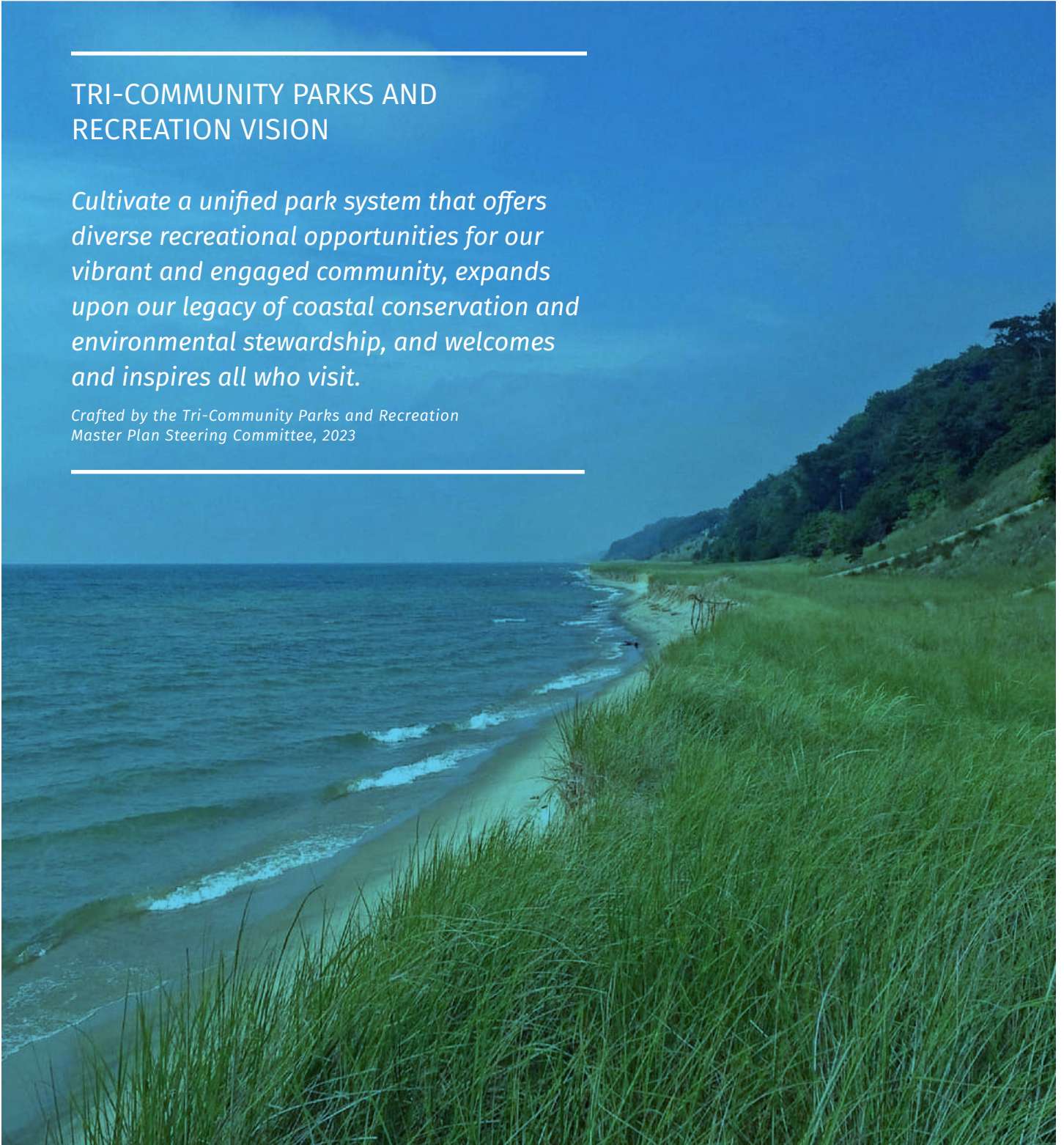
Tri-Community Pillars

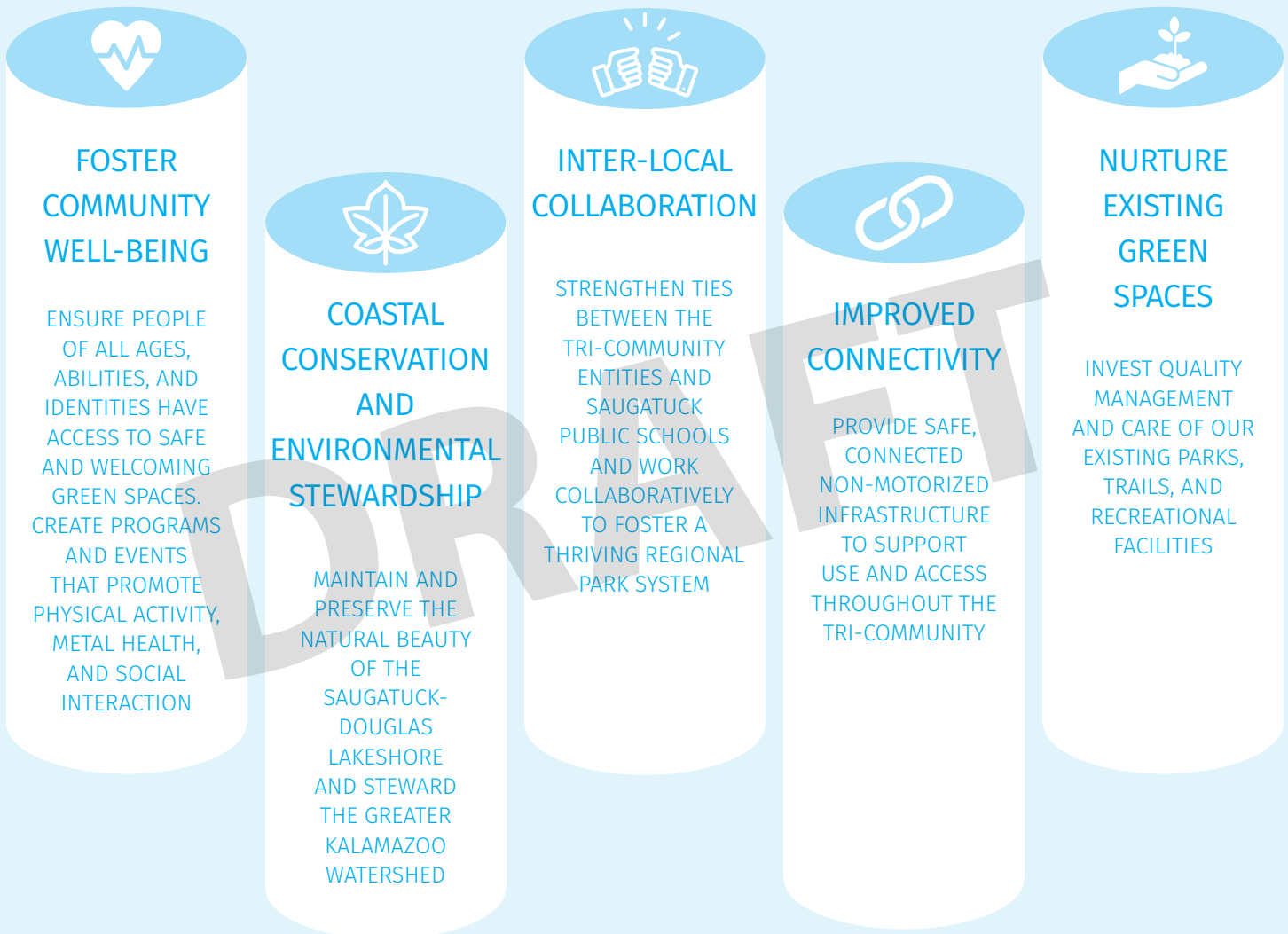
MASTER PLAN VISION AND TRI-COMMUNITY PILLARS

TRI-COMMUNITY PARKS AND RECREATION VISION

Cultivate a unified park system that offers diverse recreational opportunities for our vibrant and engaged community, expands upon our legacy of coastal conservation and environmental stewardship, and welcomes and inspires all who visit.

*Crafted by the Tri-Community Parks and Recreation
Master Plan Steering Committee, 2023*





Pillars are the fundamental principles or core values that guide the development, planning, and management of parks and recreational programs within a community. The Tri-Community Pillars serve as the foundation for creating a comprehensive vision for the future of parks and recreation system, aligning with the community's goals and aspirations. They serve as guiding principles that inform the long-term vision, strategic planning, and decision-making processes related to parks and recreation. By integrating these core values into planning efforts, the community can create vibrant, inclusive, and sustainable parks and trails that contribute positively to the overall well-being and quality of life for residents and visitors.

DRAFT



5/ TAKING ACTION

Making it Happen

Tri-Community Pillars

MAKING IT HAPPEN

An action plan creates a road map for implementation and creates a framework for decision making based on equity, needs and level of service, park conditions and strategic opportunities. Each municipality's action plan was crafted thorough analysis of park system distribution, quality and history of investments, bringing in measures of diversity, community welfare, access and ecological sensitivity.

ACTION PLAN AND CAPITAL IMPROVEMENT PLAN

The Action Plan focuses on the reduction of deficiencies, and expansion and improvements of facilities in a manner that not only meets current needs but also diversifies the type and quality of recreational opportunities within the Tri-Community. These needs were recorded during the public input process and were identified during the review and comparison of park standards and demographic / population trends.

As stated in the Action Program, improvements and development will occur as funds and opportunities evolve. Assistance will be solicited from all available sources and will include both physical and financial support. Local businesses, service organizations, land developers, and governmental agencies will be solicited for monetary and material support. The Tri-Community will also seek funding assistance from all available sources such as trusts, charitable foundations, and all Federal and State funding programs. The Capital Improvement Plan shows a breakdown of the anticipated projects, priorities, estimated costs, and projected funding sources for the next five years. All projections are based on year 2024 costs and will be refined as the program progresses. It should be noted that changes in the program may occur if projected funding levels increase or decrease, but it is anticipated that the changes would be related more to adjustments in the time schedule rather than specific projects.

The action plan items for the 2024 Parks and Recreation Master Plan are as follows (not listed in particular order):

Action A: Expansion of Non-Motorized Trails

The development of non-motorized facilities including sidewalks, bicycle lanes, and off-road pathways was strongly supported by the results of the community outreach process. Projects that include transportation/

recreation trail planning and development are a priority including projects that enhance greenway corridors, connect parks and lakes, support existing trail extensions, eliminate barriers, and enhance the overall trail system.

Non-Motorized Transportation/Walkability: The Tri-Community agencies will look for and capitalize on opportunities to implement non-motorized trail facilities to connect parks, schools, residential areas, and commercial hubs and to neighboring communities. In addition, the Tri-Community will encourage the development of pathways within existing parks to facilitate universal accessibility and promote a healthy lifestyle.

- Collaborate with other Tri-Community agencies, Allegan County, Saugatuck Public Schools, and other stakeholders to develop non-motorized facilities that can connect to existing trails, parks, and natural areas.
- Continue work to complete the Blue Star Trail through the Tri-Community area and beyond.
- Support expansion of the Beach to Bridge non-motorized facility.
- Consider the development of a Tri-Community Area Non-Motorized Transportation Master Plan.
- Collaborate with Tri-Community agencies to develop the Wiley Rd Pathway.
- Look for opportunities for trailheads at existing park sites.
- Identify gaps in existing sidewalk networks and work to fill gaps.
- Provide safe pedestrian crossing facilities where existing trails cross roadways.
- Make the inclusion of new bike lanes and signage a priority of future roadway reconstruction projects.

Action B: Improvements to Existing Facilities

The most efficient use of resources is to focus on projects that improve existing facilities and maximize the potential of Tri-Community-owned property. Projects that renovate existing facilities are considered a high priority. This may include improvements that eliminate barriers to increase accessibility for all users, renovations, and upgrades

to existing equipment and features to ensure modern and clean facilities, and redevelopment or expansion of existing parks to eliminate redundancy and maximize the potential of the site. See pages XX-XX for individual municipality action and capitol plans.

Action C: Reduce or minimize operating costs

With budgets getting tighter and grants becoming more competitive, projects that can help reduce operating costs are a priority. Examples include: projects that increase efficiency in operations and reduce maintenance, removal or replacement of equipment or features that are costly or inefficient to maintain, projects that consider the use of alternative energy sources and use of recycled materials, and projects that could generate revenue.

Action D: Conserve, preserve, and enhance natural features and environmentally sensitive areas.

During the community outreach process, the community expressed a strong desire to further utilize and protect the area's extensive natural areas and features and to implement environmentally sustainable maintenance practices. This includes invasive species management, nature programming, additional trails including soft trails, use of native plantings, interpretive signage, recycled materials, and alternative sources of energy. Additionally, consider employing environmentally sustainable design and maintenance practices such as developing and implementing a unified Dark Skies Ordinance for all communities, waste management and recycling programs, coordinated park conservation designations, and invasive species and native plantings education for the public.

Action E: Planning for future parks and recreational needs

As the community continues to grow and change over time, the Tri-Community continues to dedicate itself to improving recreational offerings for the community. The Tri-Community understands that to continue to ensure that park and recreation offerings adapt to and meet the needs of the growing community, they must be willing to continually invest in and look for new opportunities in parks and recreation programs, facilities, and services. This makes planning for future parks and recreation facilities a high priority. The following are examples of projects the Tri-Community is considering to meet this focus:

Land Acquisition: The Tri-Community will look for opportunities to purchase additional land for recreational or preservation purposes as it becomes available. Land acquisition may focus on areas adjacent to existing parks, Lake Michigan, and the Kalamazoo River waterfront. Future

land acquisitions are planned to grow current parks and trails for neighborhood connections to recreation and natural areas and increase parkland. Other land acquisitions may include easements for trail development, environmentally sensitive areas, or green space to support community recreation and sports activities.

Pickleball: It was conveyed during the public engagement process that there is a need for developing pickleball courts, with an emphasis on courts dedicated to pickleball (not line markings on tennis courts).

Wayfinding Signage: Create cohesive signage throughout 3 municipalities to connect downtown district, parks, and schools in a safe and useful way.

Sports Complex: Developing a dedicated sports complex to serve the Tri-Community area would help provide adequate practice facilities for the school district teams as well as community recreation.

Action F: Develop diverse, balanced, and innovative park facilities

Given that the area park system is a mostly mature system, developing diverse park facilities and incorporating new innovative park features is a high priority for the Tri-Community. In addition, during the community engagement process, it was conveyed that the residents desire a balanced park system with newer features. The following are examples of projects the Tri-Community may consider in response to resident needs:

Tri-Community Foundation: Development of a Tri-Community Foundation to provide an endowment for future parks and recreation development and maintenance.

Outdoor Amphitheater: The development of an outdoor performance space could enhance the Tri-Community area by providing opportunities for live entertainment. The focus may be placed on locating the facility along the waterfront if land could be secured.

Community Recreation Center: As part of a collaboration between the Tri-Community Agencies, a Community Recreation Center could be developed to create year-round, indoor sports and social activities.

Winter Sports Complex: Evaluate locations to have winter sports available to residents and tourists- cross-country skiing, sledding, skiing, tubing, etc.

- Habitat Restoration
- Wildlife viewing platforms
- Nature-based activities

Mountain Bike Trails: An addition to the outdoor experiences found in the Tri-Community parks system, a mountain bike trail could be developed that will appeal to bikers of all levels from gentle grades through a peaceful forest setting to trails for the more adrenaline-charged. This area may include programs on bicycle safety and building cycling skills.

Action G: Continue to provide a diverse slate of programs for all ages and seasons

In addition to providing cutting-edge park facilities, it is equally important to provide exciting programs and activities. This need was discussed during the community outreach process and the Tri-Community recognizes the need for diverse programs that cover all ages and seasons.

Outdoor Gym: An Outdoor Gym could be developed and feature fitness equipment available all year for adults, children, and the disabled. Fitness areas may also be set within a forested area and encourage stretching and strength exercises to accompany walking and biking experiences.

Edible Trail: Creating edible forest landscapes of fruit and nut trees, berry bushes, and more along existing trails to encourage stops along the route to pause and enjoy nature, while enjoying some of what nature provides. An Edible Trail project could provide learning opportunities for nurturing the ecosystem while increasing access to local, sustainable food. In addition, providing space for community gardens can provide many benefits to the community including stress relief, promotion of healthy lifestyle and wellness, education, environmental stewardship, and landscape beautification.

Disc Golf Course: The development of an 18-hole Disc Golf course may enhance the area's attractiveness to hold large tournaments and attract professional players from a wider area. Disc Golf is also growing as sports programs increase in area schools.

Other Amenities

The following were mentioned as being desirable concepts worth further exploration during the public engagement process:

- Splash pad
- Dog Park
- Swimming pool
- WiFi in parks
- Increase park marketing and awareness
- Interpretive signs for historic, cultural, and environmental education



SAUGATUCK TOWNSHIP

ACTION PLAN + CAPITOL INVESTMENT PLAN

AMELANCHIER PARK

Develop a recreation master plan to support trailside amenities, picnic shelter, and integrated uses by trail and cemetery users.

CEMETERY COLLABORATION

Collaboration of cemetery master planning with non-motorized access, trail master planning, walkable access, and integrated amenities such as picnic shelters and gathering spaces.

RIVER BLUFF PARK

Implement shoreline and habitat restoration as recommended in the recently completed Phase 1 Conservation Land Study. Develop a recreation master plan for River Bluff Park in parallel with restoration efforts. Improvements may include: widen trails for accessibility and emergency access, 8 court pickleball facility, picnic shelter, vault restroom building, electricity. Waterfront may include: viewing platforms, fishing pier, and kayak landing.

SUNDOWN PARK

Develop a recreation master plan to support walking and biking along Lakeshore Drive. Improvements may include: picnic area, overlook, landscaping, restroom (portable in enclosure).

TAILS AND TRAILS DOG PARK

Implement improvements as proposed in 2022 DNR Spark Grant Application, which includes: improved entry and parking, picnic area, and main loop trails. Additionally, replace and reinforce fencing in the dog park areas, add a vault restroom, develop trail and wayfinding signage, and continue development of main loop trails (not included in grant) per the park master plan. Collaborate with the City of Saugatuck on potential recreational uses of adjacent "Old Airport Property." Future phase improvements may include: enhanced natural areas, ponds, wetland, water management, larger shelter, and additional parking.

TOWNSHIP HALL POCKET PARK

Develop Township Hall Site as a Pocket Park consistent with a newer zoning vision for the Blue Star Highway Corridor. Consider future sidewalk locations, crossings of Blue Star Highway, and landscaping.

| Tri-Community Parks and Recreation Master Plan | | | | |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------|-------------------|
| Saugatuck Township 2024 - 2028 Capital Improvement Schedule - Potential Future Projects | | | | |
| | Project | Year | Estimated Cost | Relates to Action |
| PARKS | | | | |
| Outdoor Discovery Center Signage Project - River Bluff Park | Signage project approved in July 2023 for trail, kiosk, and interpretive maps for River Bluff Park developed by Outdoor Discover Center. | 2023-2024 | \$11,000 | B |
| River Bluff Park- Shoreline Restoration Feasibility Study (Phase 1) | Kalamazoo River Trustees (KRT) Grant administered by NOAA and NFWF to evaluate park property and 1,200 feet of Kalamazoo River frontage for ecological restoration opportunities. Includes topo survey and study of improved public access and recreation. | 2023-2024 | - | B, D |
| River Bluff Park - Shoreline Restoration Construction & Design (Phase 2) | Implement shoreline and habitat restoration as recommended in Phase 1 Study and as funded by Trustees including, design, permitting, and construction. | 2025-2027 | - | B, D |
| River Bluff Park - Recreation Master Plan | Develop a master plan for River Bluff Park in parallel with restoration efforts. Use plan for DNR Trust Fund Grant application. | 2024-2025 | \$25,000 | B, C, E |
| River Bluff Park - Recreation Improvements | Implement master plan. May include: widen trails for accessibility and emergency access, 8 court pickleball facility, picnic shelter, vault restroom building, electricity. Waterfront may include: viewing platforms, fishing pier, kayak landing. | 2025-2027 | \$300,000 | B, E, F |
| Tails & Trails - Trail Development & Signage | Continue development of main loop trails per the park master plan including grading, landscaping, topsoil, grass planting. Develop trail and wayfinding signage. Collaborate with the City of Saugatuck on potential uses of Old Airport Property. | 2023-2025 | \$150,000 | A, B |
| Tails & Trails - Fencing Replacement | Replace and reinforce fencing in the dog park areas. | 2023-2025 | \$50,000 | B, C |
| Tails & Trails - Park Renovation (Phase 1) | Improvements per 2022 DNR Spark Grant Application. Includes: improved entry and parking, picnic area, and main loop trails. Add vault restroom. Refer to 12/5/2022 Phasing Plan. Development of main loop trails not included in grant application. | 2024-2026 | \$200,000 | B, E |
| Tails & Trails - Park Renovation (Phase 2) | Future improvements per 12/5/2022 Phasing Plan. Includes: enhanced natural areas, ponds, wetland, water management, larger shelter, and additional parking. | 2028-2030 | \$200,000 | B, D, E |
| Sundown Park - Recreation Master Plan | Develop a recreation master plan for Sundown Park (126th Avenue) road end park to support walking and biking along Lakeshore Drive. | 203-2024 | \$15,000 | B |
| Sundown Park - Recreation Improvements | Implement Master plan. May include: picnic area, overlook, landscaping, restroom (portable in enclosure). Potentially eligible for EGLE Coastal Management Low Cost Construction grant program. | 2025-2028 | \$50,000 | B, D, F |
| Amelanchier Park - Recreation Master Plan | Develop a master plan for Amelanchier Park to support trailside amenities, picnic shelter, integrated uses by trail and cemetery users. See initial plan by Viridis. | 2023-2024 | \$15,000 | B, D, F |
| Amelanchier Park - Recreation Improvements | Implement improvements envisioned in plan. Potential alignment with Blue Star Trail construction in 2025-2026. | 2025-2028 | \$100,000 | B, D, F |
| Township Hall - Pocket Park | Develop Township Hall Site as a Pocket Park consistent with a newer zoning vision for the Blue Star Highway Corridor. Consider future sidewalk locations, crossings of Blue Star Highway, and Landscaping. | 2029 | - | A, B, D, F |
| Cemetery Collaboration | Collaboration of cemetery master planning with non-motorized access, trail master planning, walkable access, and integrated amenities such as picnic shelters and gathering spaces. | 2029 | - | A, B, D |
| Communication Plan - Parks & Trails | Improve Township website and email distribution to communicate and build awareness of parks and recreation opportunities and existing facilities within the community. Integrate into community mailing lists, newsletters, social media, etc. | Ongoing | - | C, G |
| LAND ACQUISITION | | | | |
| Park Property Acquisition | Work to acquire additional park and land conservation properties. Emphasis on land adjacent to existing parks, Lake Michigan & Kalamazoo River frontage for view/water access, and other high value natural resource properties. | Ongoing | TBD | D, E |
| Community Green Space Collaboration | Collaborate with Saugatuck Public Schools and Cities to acquire property for additional green space to support community recreation, school athletic programs, and community events. | Ongoing | TBD | E, F |
| Community Parks & Trails Master Plans / Maps - Parks, Sidewalks/Pathways, Hiking / Water Trails | Collaborate with Saugatuck Public Schools and Cities to create master plans for public use and to coordinate future planning of sidewalks, pathways, hiking and water trails to interconnect points of interest, parks, and beaches. Add potential wayfinding plan. | 2023-2025 | \$15,000 | A, D, E |
| Saugatuck Township Public Access and Conservation Lands Study | Coastal Management Program Grant administered by EGLE and NOAA to evaluate lands in Saugatuck Township for improved public access and conservation. Develop criteria to prioritize land strategies and processes to encourage conservation of lands. | | TBD | D, E |

| TRAILS | | | | | |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------|--|
| Support "Beach to Bridge" Trail Vision | Support community partners to build interconnected trails, walkways, and natural areas from Lake Michigan (Beach) to New Richmond Bridge Park (Bridge) along Kalamazoo River. Potential pedestrian crossing of I-196 at 134th Avenue. | 2023-2024 | \$15,000 | A, D | |
| Lakeshore Drive - Trail & Emergency Access Planning | Connect dead-ends of Lakeshore Drive (near Old Owl Drive) by acquiring private easements necessary for a non-motorized and emergency access connection. | 2023-2025 | \$50,000 | A | |
| Lakeshore Drive - Trail & Emergency Access Improvements | Build paved pathway inland of washout to reconnect non-motorized route inland. Dependent on easement acquisition. | 2025-2026 | \$100,000 | A | |
| Blue Star Trail - Maple St. to Old Allegan & North St. to Holland St. through Amelanchier Park (North Connection) | 10' Paved separated path (Maple St. - Old Allegan Rd.) and North St. to Holland St (through Amelanchier Park). Township contribution to Road Commission roundabout includes some path. Township FY24 DNR Trust Fund Grant. Other funds provided by Friends of the Blue Star Trail, City of Saugatuck, and MDOT TAP grant. | 2023-2025 | \$125,000 | A | |
| Blue Star Trail - Wiley Road to M-89, crossing I-196 (South Township with City of Douglas) | 3 miles of 10' Paved separated path. Matching funds provided by Friends of the Blue Star Trail. Anticipated FY25 DNR Trust Fund applications (both Township and City). Anticipated FY25 MDOT TAP applications. Collaborate with City of Douglas. | 2024-2026 | TBD | A | |
| Wiley Road Pathway - Blue Star Highway to Lakeshore Drive (with City of Douglas) | 4,400' of 8' Paved separated shared use path. Collaborate with City of Douglas. Connect to Blue Star Trail. Location in north or south right of way is undetermined. | 2025-2026 | \$550,000 | A | |
| Old Allegan Road Pathway - Blue Star Highway to River Bluff Park | 4,400' of 8' Paved separated shared use path. Collaborate with City of Douglas. Connect to Blue Star Trail. Location in north or south right of way is undetermined. | 2029 | \$450,000 | A | |
| Clearbrook Drive Sidewalk - Holland Street to 64th Street | 4,400' of 5' concrete sidewalk. | 2028 | TBD | A | |
| Blue Star Highway - Additional Sidewalks | Add 5' concrete sidewalks as to be master planned along Blue Star Highway corridor between Exit 41 and Maple Street. Collaborate with Road Commission on pedestrian safety improvements and crossings of Blue Star Highway. | 2029 | TBD | A | |
| Lakeshore Drive - Maintain Existing Recreational Access | Collaborate with stakeholders to preserve the existing Lakeshore Drive right of way for recreational access during and after future shoreline erosion events. | Ongoing | TBD | A, D | |
| 126th Avenue to Wiley Road - Future Road and Pathway Corridor (with Road Commission) | Collaborate with stakeholders in the planning and development of a 10' Paved separated shared use path as part of a new roadway corridor inland from Lakeshore Drive between 126th Avenue and Wiley Road. | Ongoing | TBD | A | |

Estimated costs include only Township funds. Grants and other funding sources will be sought after to supplement costs.

DRAFT

CITY OF SAUGATUCK

ACTION PLAN + CAPITOL INVESTMENT PLAN

AIRPORT PROPERTY

Develop an overall master plan for the property, open and legitimize trails for public use, and collaborate with the Saugatuck Township Park Commission and Saugatuck Public Schools to develop and maintain cross-country trails.

COGHLIN PARK

Provide a public restroom and a fish cleaning station.

MIZE ROSE GARDEN

Develop a long-term maintenance plan.

MOUNT BALDHEAD PARK

Proposed improvements to this park include: Repairs and maintenance to the bathrooms, stairs, viewing deck, parking (permeable material surface that works with the natural cleaning of storm water); Invest in a plan to activate the entire park into a cohesive experience - history museum, stairs, pavilion, river viewing; Create “shopper docks” at the river viewing so people can come by boat to hike; and Incorporate educational opportunities with pavilion used as a learning center.

PETERSON PRESERVE

Coordinate with EGLE and the DNR on improvements to existing dams.

OVAL BEACH

Create plan to use Oval Beach at its’ highest value by exploring ways to upgrade existing restaurant and bathrooms, revenue streams, public/private partnerships for amenities, ADA compliance, and a pathway from Perryman St.

VILLAGE SQUARE

Create plans to maintain, repair, upgrade and activate the park as one cohesive space with timeline, budget and priorities.

WICKS PARK

Improvements to include repair and maintenance to meet ADA requirements for the bathroom, and repair and maintenance of the gazebo.

| Tri-Community Parks and Recreation Master Plan | | | | |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------|-------------------|
| City of Saugatuck 2024 - 2028 Action Program - Potential Future Projects | | | | |
| | Project | Year | Estimated Cost | Relates to Action |
| PARKS | | | | |
| Airport Property | Develop cross-country trails for use by School District | Ongoing | \$50,000 | A, B, E |
| | Nature trails, parking, benches, waste receptacles | Ongoing | \$100,000 | B, D |
| Coghlin Park | Add restroom and a fish cleaning station | Ongoing | \$500,000 | B |
| Jones Park | Develop a maintenance plan and add site identification | Ongoing | \$100,000 | B, D |
| Mize Rose Garden | Develop a maintenance plan | Ongoing | \$20,000 | B, D |
| Mt Baldhead Park | Repairs to restrooms, parking, replace decking on stairs and viewing deck | Ongoing | \$500,000 | B |
| | Develop a master plan that promotes the activation of the park | Ongoing | \$20,000 | B, E, F |
| | Replace aging pavilion, new trails, interpretive signs for education | Ongoing | \$600,000 | B |
| Oval Beach | Renovate existing restaurant and restrooms, barrier free access | Ongoing | TBD | B |
| | Develop marketing plan to understand opportunities to increase revenue and create public/private partnerships | Ongoing | \$30,000 | B, C, G |
| | New playground, restrooms, repave parking lot | Ongoing | \$800,000 | B, E |
| Peterson Preserve | Paved trail for barrier free access | Ongoing | \$200,000 | B |
| | Add benches, picnic tables, and interpretive signs | Ongoing | \$100,000 | B, E |
| Village Square | Replace existing playground equipment | 2024 | \$300,000 | B |
| | Development of new use areas | Ongoing | TBD | B, E, F |
| | Resurfacing of tennis and basketball courts | Ongoing | \$150,000 | B |
| Wicks Park | ADA improvements and maintenance to existing restroom and gazebo | Ongoing | \$200,000 | B |
| | Add bandshell / performance space | Ongoing | TBD | B, F |
| Willow Park | Replacement of boardwalk decking and rails | Ongoing | \$150,000 | B |
| All Parks | Removal of invasive species, add wayfinding signs and park maps. | Ongoing | TBD | B, D, F |
| LAND ACQUISITION | | | | |
| Park Property Acquisition | Seek additional park and land conservation properties. Emphasis on land adjacent to existing parks, Lake Michigan & Kalamazoo River frontage for view/water access, and other high value natural resource properties. | Ongoing | TBD | D, E |
| Community Green Space Collaboration | Collaborate with Saugatuck Public Schools, Douglas, and the Township to acquire property for additional green space to support community recreation, school athletic programs, and community events. | Ongoing | TBD | E, F |
| Community Parks & Trails Master Plans | Collaborate with Saugatuck Public Schools, Douglas and the Township to create master plans for public use and to coordinate future planning of sidewalks, pathways, hiking and water trails to interconnect points of interest, parks, and beaches. Add potential wayfinding plan. | 2023-2025 | TBD | A, D, E |
| TRAILS | | | | |
| Support "Beach to Bridge" Trail Vision | Support community partners to build interconnected trails, walkways, and natural areas from Lake Michigan (Beach) to New Richmond Bridge Park (Bridge) along Kalamazoo River. | 2023-2024 | TBD | A, D |
| Blue Star Trail - Maple St. to Old Allegan & North St. to Holland St. through Amelanchier Park (North Saugatuck) | 10' Paved separated path (Maple St. - Old Allegan Rd.) and North St. to Holland St (through Amelanchier Park). | 2023-2025 | TBD | A |
| Blue Star Trail - Wiley Road to M-89, crossing I-196 | 3 miles of 10' Paved separated path. Matching funds provided by Friends of the Blue Star Trail. Collaborate with City of Douglas and Saugatuck Township. | 2024-2026 | TBD | A |

Estimated costs include only City funds. Grants and other funding sources will be sought after to supplement costs.

CITY OF DOUGLAS

ACTION PLAN + CAPITOL INVESTMENT PLAN

BEERY FIELD

Upgrade lighting, electric, fencing, and scoreboard, add a storage facility for DPW, and consider adding an outdoor skating rink.

DOUGLAS BEACH

Improvements to bathroom facilities (ADA compliant), explore installation of additional parking, install potable water and irrigation, upgrade lighting and electric, enhance dune resiliency through additional plantings and erosion control measures, and acquire adjacent land when available.

DOUGLAS MARINA

Demolish or restoration of existing unsafe structure(s), install bathroom facilities (ADA compliant), new pavilion and landscaping, expand the docking system, install a new seawall, pave the parking area(s), install irrigation, and upgrade water and electric to docking system.

ROOT BEER BARREL

Increase paved parking, acquire adjacent land, excavate, level, and landscape surrounding land, install new potable water service, construct additional building for food prep/storage, and add a pavilion, restroom, and Wi-Fi.

SCHULTZ PARK

Improvements to this park may include dog park upgrades, including construction of pavilion, providing potable water, adding shade trees, new bathroom facilities (ADA compliant), replacement and expand pickleball courts, adding disc golf course, excavating, level, and landscape areas near pavilion, add a 5-12year old section to the playground, add an adult fitness area, replace bleachers and install a concrete base, pave and increase parking around pickleball courts and pavilion, upgrade lighting and electric service, upgrade ball field scoreboard, build a storage facility for DPW, shared use path connection from Wiley Rd, and make improvements to the sand volleyball court.

VETERANS PARK

Install a new seawall and memorial flagpole and make improvements to the parking area and landscaping.

WADES BAYOU MEMORIAL PARK

Acquire adjacent land to the south for expansion, install bathroom facilities (ADA compliant), improve landscaping, finish irrigation, pave parking area, relocate the iron removal plant (IRP) off-site, upgrade lighting and electric, construct an amphitheater.

| Tri-Community Parks and Recreation Master Plan | | | | |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------|----------------|-------------------|
| City of Douglas 2024 - 2028 Capital Improvement Schedule - Potential Future Projects | | | | |
| | Project | Year | Estimated Cost | Relates to Action |
| PARKS | | | | |
| Beery Field | Upgrades to fencing, lighting/electric service, scoreboard | Ongoing | \$ 150,000.00 | B, C |
| | Storage facility for DPW | Ongoing | \$ 200,000.00 | B, C |
| | Install a winter Ice Rink | Ongoing | TBD | B, F |
| Douglas Beach | Restroom improvements, water service, irrigation, lighting and electric | Ongoing | \$ 300,000.00 | B, C |
| | Add parking and install dune preservation drainage | Ongoing | \$ 150,000.00 | B, D |
| Douglas Marina | Demolish existing buildings | Ongoing | \$ 50,000.00 | B, C, D |
| | Install restrooms, pavilion, landscaping, and pave parking areas | Ongoing | \$ 500,000.00 | B |
| | Expand docking system, install new sea wall, upgrade water/electric at dock | Ongoing | \$ 300,000.00 | B, E |
| Root Beer Barrel | Install restrooms, pavilion and new water service | Ongoing | \$ 500,000.00 | B |
| | Expand parking lot, regrade and landscape surrounding land, add irrigation | Ongoing | \$ 300,000.00 | B |
| | Construct additional building for food prep/storage, add broadband internet | Ongoing | TBD | B, F |
| Schultz Park | Install restrooms, water service, landscaping near pavilion, electric/lighting | Ongoing | \$ 500,000.00 | B |
| | Replace/expand pickleball courts, pave/increase parking at courts | Ongoing | \$ 850,000.00 | B, E |
| | Add 5-12yr age playground, add adult fitness area, improve volleyball courts | Ongoing | \$ 400,000.00 | B, E |
| | Improvements to the dog park including pavilion, water, shade | Ongoing | \$ 200,000.00 | B, C |
| | Replace bleachers and concrete pad, upgrade scoreboard, storage facility for DPW, add disc golf | Ongoing | \$ 150,000.00 | B, C, E, F |
| Veterans Park | Add a new seawall and memorial flag pole, and make improvements to existing landscaping and parking areas | Ongoing | \$ 150,000.00 | B, F |
| Wades Bayou | Install restrooms, improve landscaping, upgrade lighting/electric, irrigation | Ongoing | \$ 300,000.00 | B |
| | Relocate the iron removal plan off site | Ongoing | TBD | B, C |
| | Construct an new amphitheater | Ongoing | TBD | B, F |
| All Parks | Removal of invasive species, add wayfinding signs and park maps. | Ongoing | TBD | B, E, F |
| LAND ACQUISITION | | | | |
| Douglas Beach | Acquire adjacent land for future expansion | Ongoing | TBD | D, E |
| Root Beer Barrel | Acquire adjacent land for future expansion | Ongoing | TBD | E |
| Wades Bayou | Acquire adjacent land to the south | Ongoing | TBD | D, E, F |
| TRAILS | | | | |
| Blue Star Trail | Extend to southern City limits | Ongoing | \$ 500,000.00 | A |
| Bayou Trail | Connect Bayou Trail to Douglas Beach | Ongoing | \$ 500,000.00 | A, F |
| New Trail | Connect Douglas Beach to future developments | Ongoing | \$ 400,000.00 | A, F |
| New Trail | Continue non-motorized path from Wiley Court over Tannery Creek to Schultz Park Drive | Ongoing | \$ 150,000.00 | A |
| | | | | |

Estimated costs include both funds provided from the city, and well as grants and other funding sources

FUNDING SOURCES

A variety of funding sources and resource partners may exist to assist with the implementation of proposed recreation projects. A summary of the primary sources are listed below:

Michigan Natural Resources Trust Fund

The MNRTF can assist with outdoor recreation projects, including land acquisition and physical development of park facilities. This assistance is intended to bolster existing facilities, protect critical natural resources, and establish new parkland. Development project grants may range between \$15,000 and \$300,000; there is no limit to acquisition requests. The minimum required local match is 25%.

Michigan Natural Resources Passport Grant

The Passport grant fund program is primarily focused on renovating and improving existing parks, however, the development of new parks is considered eligible. The Minimum grant request is \$7,500 and the maximum grant request is \$150,000. The minimum required local match is 25%.

Land and Water Conservation Fund

The LWCF is similar to the Trust Fund grant described above, in that it is meant to help fund land acquisition and park development. The minimum grant request amount is \$30,000 and the maximum grant request amount is \$300,000. The minimum required local match is 50%. Natural feature preservation has historically been the primary award criteria; and as such, this opportunity should especially be taken into account when planning for new passive recreation facilities. In addition, the LWCF now places emphasis on trails, “green” technology in outdoor recreation, universal design, and coordination among recreation providers.

MDOT Transportation Alternatives Program (TAP)

The TAP fund is a grant program that funds non-motorized paths and streetscapes that enhance the community’s intermodal transportation system and provide safe alternative transportation options. The program uses federal funds to promote walkability, alternative transportation options, and place-based economic development to improve the quality of life for communities. The minimum required local match is 20%.

National Highway Traffic Safety Administration Funding

The State and Community Highway Safety Grant Program supports State highway safety programs designed to reduce traffic crashes and resulting deaths, injuries, and property damage. Grant funds are provided to states, the Indian Nations, and Territories each year according to a statutory formula based on population and road mileage. Funds may be used for a wide variety of highway safety activities and programs including those that improve pedestrian and bicycle safety. The minimum required local match is 20%.

Congestion Mitigation and Air Quality Improvement Program (CMAQ)

The Congestion Mitigation and Air Quality Improvement (CMAQ) Program assists areas designated as non-attainment or maintenance under the Clean Air Act Amendments of 1990 to achieve and maintain healthful levels of air quality by funding transportation projects and programs. Projects funded under the CMAQ program must be located in areas that were designated as non-attainment areas. Construction of bicycle and pedestrian facilities; non-construction projects related to safe bicycle use; and the establishment and funding of state bicycle/ pedestrian coordinator positions, as established by ISTEA, for promoting and facilitating the increased use of non-motorized modes of transportation. The minimum required local match is 20%.

Clean Michigan Initiative Local Recreation Grants

The program provides funding for the development and renovation of indoor or outdoor public recreation facilities and infrastructure. The goal of the program is to enhance or develop recreational opportunities by improving or replacing an existing public facility, meeting the recreational needs of the local residents, or by attracting tourists. Grants are awarded for non-acquisition projects in amounts between \$15,000 to \$750,000, based on the need for the project, the capability of the local community to operate and maintain the improvement, and quality of the site and project design.

Highway Safety Improvement Program (HSIP)

HSIP funds can be used for pedestrian and bicycle safety improvements. States may obligate funds under the HSIP to carry out any highway safety improvement project on any public road or publicly owned bicycle or pedestrian pathway or trail; or Safety projects, as provided under the

Flexible Funding for States With a Strategic Highway Safety Plan.

Michigan Natural Resources Tree Planting Grants

Through the Michigan Department of Natural Resources (MDNR), there are two tree planting grant programs that will assist in funding park landscape enhancements and reforestation projects. Applicants must provide at least 50% of the total project cost.

- **Arbor Day Mini-Grants.** This mini-grant program is designed to provide information and technical assistance to municipal governments and volunteer groups for urban and community forest activities related to Arbor Day. Applications are due in July with a maximum grant request of \$20,000.
- **Urban Community Forestry Program.** This program provides the same services as above plus management plans, inventories, and maintenance activities. These activities do not have to be related to Arbor Day. Applications are due in July with maximum grant requests of \$20,000.

Wetland Program Development

The goals of the Environmental Protection Agency's wetland program and the Clean Water Action Plan are to increase the quantity and quality of wetlands in the U.S. by conserving and increasing wetland acreage and improving wetland health. State, tribal, and local governmental agencies, and interstate, intertribal, and local government associations are eligible to receive grant funds. Applications are due in the fall with a required 25% minimum local match. For more information, visit their website at: [www.epa.gov/owow/wetlands/grant guidelines](http://www.epa.gov/owow/wetlands/grant_guidelines).

Community Development Block Grant

The Allegan County Community Development Department implements the federal Community Development Block Grant (CDBG) program in all Allegan County communities. Funds are distributed from the federal government to the County on a formula basis. The formula considers the extent of poverty, population, housing overcrowding, age of housing, and population growth lag about other metropolitan areas. The funded activity must meet one of the CDBG national objectives (i.e., benefit its low and moderate-income persons, prevention or elimination of slums or blight, or a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community).

Baseball Tomorrow Fund

This fund, which is provided through a joint partnership between Major League Baseball and the Major League

Baseball Players Association, awards annual grants to projects aimed at increasing the number of youth participating in and improving the quality of baseball and softball programs. The program is specifically aimed at children ages 10 to 16 and to those using innovative approaches or providing opportunities to minorities and women. Tax-exempt and 501(c)3 organizations are eligible, and Baseball Tomorrow strongly encourages at least 50% matching funds.

People for Bikes

The People for Bikes Grants Program strives to put more people on bicycles more often by funding projects that leverage federal funding and build momentum for bicycling. They seek to assist local organizations, agencies, and citizens in developing bicycle facilities projects. Bikes Belong Coalition accepts applications for grants quarterly for up to \$10,000 each and will consider successor grants for continuing projects.

West Michigan Trails and Greenways Coalition

The West Michigan Trails & Greenways Coalition (WMT&GC) is a non-profit group of donors, organizations, and volunteers dedicated to developing non-motorized trails and greenways into a linked system connecting wilderness areas, parks, historic landmarks, and cultural sites throughout West Michigan. Their vision is to develop a regional trails and greenways network to connect communities and to the natural areas, parks, historic landmarks, cultural venues, and civic destinations throughout the region.

American Hiking Society National Trails Fund

The National Trails Fund, sponsored by the American Hiking Society, provides support to grassroots non-profit organizations working toward establishing, protecting, and maintaining foot trails in America. Grants help give local organizations the resources they need to secure access, volunteers, tools, and materials to protect America's public trails. Support is provided for projects that increase trail lands, including the cost associated with the acquisition of trails, trail corridors, and conservation easements.

Local Fundraising

The Tri-Community is full of active, community-minded residents. Businesses, corporations, private clubs, community organizations, and individuals often contribute to recreation and other improvement programs to benefit the communities in which they are located. Private sector contributions may be in the form of monetary contributions, the donation of land, the provision of volunteer services, or the contribution of equipment or facilities.



MEMORANDUM

REGULAR CITY COUNCIL MEETING

Wednesday, December 13, 2023

TO: The City of the Village of Douglas City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Recommendation: Phase 1 Engineering Proposal for Next Phase of Blue Star Trail and providing a 50% cost share for two grant applications

The Friends of the Blue Star Trail (FOTBST) have engaged the City of the Village of Douglas and Saugatuck Township on the next phase of the Blue Star Trail, which will extend from Wiley Road in Douglas south to M-89 in the Township. Proposals for phase 1 engineering services were solicited, and two proposals were received in response. After review, we collectively recommend the project be awarded to Prein & Newhof for a not-to-exceed amount of \$49,000.

P&N believe the Township and Douglas would be competitive for Transportation Alternative Program and Michigan Department of Natural Resources Trust Fund grants to support the construction of this next phase of the Blue Star Trail. The FOTBST have generously agreed to cover the entire cost of phase one engineering services. However, the City of the Village of Douglas would be responsible for a 50% cost share for grant application(s) at \$8,000. The current city budget will be amended to accommodate the cost share of \$3500.00 for the MDNR Trust Fund Grant, and I will be requesting that the \$4500.00 is approved in the FY2024-2025 Budget. The Trust Fund grant is due in April of 2024, and therefore, the expense needs to be approved under the current fiscal year. The TAP grant is due in October of 2024.

The details of these agreements are clarified in the proposed Interlocal Agreement between the City of Douglas, Saugatuck Township, along with the Engineering Agreement between the FOTBST and the City and Township. The City Council should also consider using its existing Professional Service Agreement with P&N for phase 1 engineering services and grant support.

I am recommending that the City Council consider entering into an Interlocal Agreement with Saugatuck Township. The City Attorney has reviewed the agreements.

BUDGET ACTION REQUIRED

\$3500.00 under the FY2023-2024 budget for the MDNR Trust Fund Grant

\$4500.00 pre-approval, to add this item to the FY2024-2025 budget for the TAP Grant

Proposed Motion(s): Move to approve the Interlocal Agreement to retain engineering services with Saugatuck Township and the Agreement for payment of certain engineering services with the Friends of the Blue Star Trail and City of Douglas.

Move to request Prein & Newhof complete Phase 1 Engineering Services for the Wiley Rd to M89 Section of the Blue Star Trail at a not-to-exceed cost of \$49,000, to be paid for by Friends of the Blue Star Trail, and provide 50% of funding (\$8000.00) splitting the cost with the

Township, for the TAP and Trust Fund Grant support under existing General Service Agreement.

*Attached:
Interlocal Agreement
Engineering Agreement
Professional Services Agreement
Prein & Newhof Proposal*

**INTERGOVERNMENTAL AGREEMENT
TO RETAIN ENGINEERING SERVICES FOR
THE WILEY TO M-89 SECTION OF THE BLUE STAR TRAIL**

This INTERLOCAL AGREEMENT is entered into pursuant to Act 7 of PA 1967 (hereinafter defined), by and among Saugatuck Township, 3461 Blue Star Hwy. P.O. Box 100, Saugatuck, MI 49453 and the City of the Village of Douglas, PO Box 757, 86 W. Center St., Douglas MI 49406-0757 (the "Municipalities"), each of them a "public agency" as defined in Act 7.

RECITALS

WHEREAS, the Friends of the Blue Star Trail (FOTBST) is a 501(c)(3) non-profit organization incorporated in the State of Michigan for the charitable purpose of advocating for the development and continuance of the Blue Star Trail from South Haven to Saugatuck ("Trail"); and

WHEREAS the Urban Cooperation Act of 1967, Act No. 7 of the Public Acts of Michigan, 1967, Ex. Sess., MCL 124.501 et seq. ("Act 7"), permits a public agency to exercise jointly with any other public agency any power, privilege or authority which such public agencies share in common and which each might exercise separately; and

WHEREAS the Municipalities have supported the Trail and in 2019-20 each passed a Joint Resolution that reaffirmed their support for the Trail and for pursuing construction of the Trail through their territories (the "Project"), including creation of a Joint Tri-community Study Committee ("TCC"); and

WHEREAS the Municipalities desire to enter into an interlocal agreement, pursuant to Act 7, to jointly pursue the Project through the authority granted by Act 7.

WHEREAS each Municipality has the power, privilege and authority to perform various economic development and recreational activities and administrative functions supportive of economic development and recreational activities, and to enter into this Agreement.

WHEREAS the Municipalities have determined that it is necessary to retain the services of a professional engineering firm to advise it as to how best to proceed with the Project; and

WHEREAS the Municipalities have identified a number of qualified engineering firms, obtained proposals from two firms, selected two finalists, checked their references, conducted interviews of the firms, selected Prein&Newhof. ("PN"), and arranged for legal counsel to negotiate the form of a proposed contract with that firm; and

WHEREAS the FOTBST has agreed to pay the reasonable fees of PN related to engineering expenses of the Project; and

WHEREAS the Municipalities have agreed to pay the reasonable fees of PN related to applications to the Natural Resource Trust Fund and Transportation Alternative Programs; and

WHEREAS the Municipalities and the FOTBST desire to retain PN to begin working on the Project while they negotiate a broader interlocal agreement for the other aspects of the construction and maintenance of the Project; and

WHEREAS each Municipality, pursuant to resolution of its governing body, is authorized to execute and deliver this Agreement.

CORE TERMS

NOW, THEREFORE, the parties agree as follows:

1. The Municipalities will all execute the approved contract, attached as Exhibit A, at the next meeting of their respective governing body.
2. To minimize costs and the risk of miscommunication, the parties hereby designate Daniel DeFranco, Saugatuck Township Manager, as their liaison for the project (the "Project Liaison"). The Project Liaison shall be principal contact for the engineering firm. The Project Liaison shall provide regular status reports on the project to the Municipalities. Further, the Project Liaison shall consult with the Douglas City Manager before making any material decisions regarding the design of a trail segment located in that municipality.
3. Any changes in the scope of work to be provided by PN under this contract must be approved in writing by the Project Liaison, in consultation with the Douglas City Manager to the extent the affected portion of the trail is located in the City of Douglas. Further, each municipality is free to retain PN or another individual or entity to render additional services to it under a separate agreement.
4. The goal is for the Municipalities not to incur any expense for engineering fees under this contract (except for fees relating to grant applications), but rather for the FOTBST to pay such reasonable fees. To accomplish this goal:
 - a. PN will break down its work into appropriate phases.
 - b. Prior to beginning work on the next phase, PN will provide a not-to-exceed estimate of its fee to the Project Liaison and to the FOTBST.
 - c. The Project Liaison will authorize PN to commence work on the next phase absent an objection by a Municipality. Municipalities shall have 10 working days to object/challenge the scope of work/estimate prior to the start of each phase.
 - d. PN will issue monthly invoices according to the terms of its contract.
 - e. Upon approval by the Project Liaison and the FOTBST, the FOTBST will authorize the ACCF to pay the invoice from the FOTBST's account or from a new account to be set up dedicated to the Project.
 - f. Subject to the terms of the contract with PN, the Project Liaison, in consultation with the Municipalities, may determine to suspend or halt

the work of PN at any time.

MISCELLANEOUS

5. Entire Agreement. This Agreement sets forth the entire agreement between the Parties and supersedes any and all prior agreements or understandings between them in any way related to the subject matter hereof. It is further understood and agreed that the terms and conditions herein are contractual and are not a mere recital and that there are no other agreements, understandings, contracts, or representations between the Parties in any way related to the subject matter hereof, except as expressly stated herein.
6. No Presumption. This Agreement shall be construed without regard to any presumption or other rule requiring construction against the Party causing this Agreement to be drafted.
7. Severability of Provisions. If any provision of this Agreement, or its application to any Person or circumstance, is invalid or unenforceable, the remainder of this Agreement and the application of that provision to other Persons or circumstances is not affected but will be enforced to the extent permitted by law.
8. Governing Law. This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan without regard to the doctrine of conflict of laws. The language of all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.
9. Captions. The captions, headings, and titles in this Agreement are intended for the convenience of the reader and not intended to have any substantive meaning and are not to be interpreted as part of this Agreement. They are solely for convenience of reference and do not affect this Agreement's interpretation.
10. Terminology. All terms and words used in this Agreement, regardless of the number or gender in which they are used, are deemed to include any other number and any other gender as the context may require.
11. Cross-References. References in this Agreement to any Article include all Sections, subsections, and paragraphs in the Article; references in this Agreement to any Section include all subsections and paragraphs in the Section.
12. Jurisdiction and Venue. All claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing per State law and the parties hereto agree to fully cooperate and participate in good faith to resolve dispute(s). The cost of mediation shall be shared equally by the parties involved. If medication fails to resolve the claim or dispute, the matter shall be submitted to a court of competent jurisdiction.

13. Amendment. The Agreement may be amended or an alternative form of the Agreement adopted only upon written agreement of all Parties. In the event that an amendment to this Agreement or alternative form of Agreement is approved by less than all Parties, any Party which has not approved of the amendment or alternative form of Agreement may withdraw from the Agreement.

14. Execution of Agreement; Counterparts. Each Party shall duly execute three (3) counterparts of this Agreement, each of which (taken together) is an original but all of which constitute one instrument.

IN WITNESS WHEREOF, this Agreement is executed by each Party on the date hereafter set forth.

CITY OF THE VILLAGE OF DOUGLAS

WITNESS:

BY:

Its: _____

BY:

Its: _____

DATE: _____

SAUGATUCK TOWNSHIP

WITNESS:

BY:

Its: _____

BY:

Its: _____

DATE: _____

**AGREEMENT
FOR PAYMENT OF CERTAIN ENGINEERING SERVICES FOR
THE WILEY TO M-89 SECTION OF THE BLUE STAR TRAIL**

This AGREEMENT ("Agreement") is entered into by and among Saugatuck Township, 3461 Blue Star Hwy. P.O. Box 100, Saugatuck, MI 49453, the City of the Village of Douglas, PO Box 757, 86 W. Center St., Douglas, MI 49406-0757 (collectively the "Municipalities" and individually a "Municipality"), and the Friends of the Blue Star Trail ("FOTBST"), a 501(c)(3) non-profit organization incorporated in the State of Michigan.

RECITALS

WHEREAS the mission of the FOTBST is the charitable purpose of advocating for the development and continuance of the Blue Star Trail from South Haven to Saugatuck ("Trail"); and

WHEREAS the Municipalities have supported the Trail and in 2019-20 each passed a Joint Resolution that reaffirmed their support for the Trail and for pursuing construction of the Trail through their territories (the "Project"), including creation of a Joint Tri-community Study Committee ("TCC"); and

WHEREAS the Municipalities have entered into an interlocal agreement, pursuant to Act 7, MCL 124.501 et seq., to jointly pursue the Project through the authority granted by Act 7, wherein the Municipalities appointed Daniel DeFranco (Saugatuck Township Manager) as Project Liaison; and

WHEREAS the Municipalities have selected the engineering firm of Prein&Newhof of Holland, MI ("PN"), to perform the engineering work on the Project, and the Municipalities have negotiated a contract with PN for the first phase of the Project, a copy of which has been provided to FOTBST; and

WHEREAS the FOTBST has agreed to pay the reasonable engineering fees of PN related to the first phase of the Project and the Municipalities shall not be obligated to pay PN; and

WHEREAS the Municipalities have agreed to pay the reasonable fees of PN related to grant applications to the Natural Resource Trust Fund and Transportation Alternative Programs; and

WHEREAS each Municipality, pursuant to resolution of its governing body, is authorized to execute and deliver this Agreement.

CORE TERMS

NOW, THEREFORE, the parties agree as follows:

1. **Payments.** Upon execution by the Municipalities of their approved contract with PN, attached as Exhibit A, FOTBST agrees to pay the reasonable engineering fees of PN for the scope of work described in that contract, according to the terms set forth in that contract and consistent with this Agreement. The Municipalities agree to pay reasonable fees of PN for application preparation for the Natural Resource Trust Fund and Transportation Alternative Programs, with each Municipality being responsible for paying half of such fees
2. **Work Changes.** Subject to 4.c., any changes in the scope of work to be provided by PN or any additional charges under its contract must be approved in writing by the Project Liason, in consultation with the chief administrative officer for each municipality in which the affected portion of the trial is located. To be eligible for payment by FOTBST such additional work or charges must also be approved by FOTBST.
3. **Processing.** The contract shall be administered and interpreted consistent with the following:
 - a. FOTBST represents that it has sufficient funds on account to pay the amount of the PN contract (\$49,000).
 - b. PN will issue monthly invoices according to the terms of its contract.
 - c. Upon approval by the Project Liaison and the FOTBST, the FOTBST will authorize payment of invoice to PN.
 - d. Subject to the terms of the contract with PN, the Project Liaison in consultation with the Municipalities and the FOTBST may determine to suspend or halt the work of PN at any time.
4. **Participation of FOTBST.** In consideration of its role in funding the Project, the FOTBST shall be entitled to:
 - a. Provide to PN relevant information about past efforts to build the Trail;
 - b. Receive adequate notice of and the right to attend all substantive meetings with PN, its consultants or subcontractors, or any stakeholder regarding the Project;
 - c. Approve any change in the scope of work that would increase the amount owed to PN;
 - d. Review and comment upon all grant applications a reasonable time before submission; and
 - e. Evaluate and approve all conceptual designs.
5. **Municipalities' Obligation to Cooperate.** The Municipalities agree to cooperate in a timely fashion with PN and FOTBST regarding the scope of work, including the provision of information as requested, prioritization of staff time for this project, and making of decisions.
6. **Termination.** FOTBST may terminate this agreement at any time, for any of the reasons enumerated in paragraph O of the Municipalities' contract with PN.

7. Miscellaneous

- a. Entire Agreement. This Agreement sets forth the entire agreement between the Parties and supersedes any and all prior agreements or understandings between them in any way related to the subject matter hereof. It is further understood and agreed that the terms and conditions herein are contractual and are not a mere recital and that there are no other agreements, understandings, contracts, or representations between the Parties in any way related to the subject matter hereof, except as expressly stated herein.
- b. No Presumption. This Agreement shall be construed without regard to any presumption or other rule requiring construction against the Party causing this Agreement to be drafted.
- c. Severability of Provisions. If any provision of this Agreement, or its application to any Person or circumstance, is invalid or unenforceable, the remainder of this Agreement and the application of that provision to other Persons or circumstances is not affected but will be enforced to the extent permitted by law.
- d. Governing Law. This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan without regard to the doctrine of conflict of laws. The language of all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.
- e. Captions. The captions, headings, and titles in this Agreement are intended for the convenience of the reader and not intended to have any substantive meaning and are not to be interpreted as part of this Agreement. They are solely for convenience of reference and do not affect this Agreement's interpretation.
- f. Terminology. All terms and words used in this Agreement, regardless of the number or gender in which they are used, are deemed to include any other number and any other gender as the context may require.
- g. Cross-References. References in this Agreement to any Article include all Sections, subsections, and paragraphs in the Article; references in this Agreement to any Section include all subsections and paragraphs in the Section.
- h. Jurisdiction and Venue. All claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing per State law and the parties hereto agree to fully cooperate and participate in good faith to resolve dispute(s). The cost of

mediation shall be shared equally by the parties involved. If mediation fails to resolve the claim or dispute, the matter shall be submitted to a court of competent jurisdiction.

- i. Amendment. The Agreement may be amended or an alternative form of the Agreement adopted only upon written agreement of all Parties. In the event that an amendment to this Agreement or alternative form of Agreement is approved by less than all Parties, any Party which has not approved of the amendment or alternative form of Agreement may withdraw from the Agreement.
- j. Execution of Agreement; Counterparts. Each Party shall duly execute three (3) counterparts of this Agreement, each of which (taken together) is an original but all of which constitute one instrument.

(Remainder of page left intentionally blank.)

IN WITNESS WHEREOF, this Agreement is executed by each Party on the date hereafter set forth.

CITY OF THE VILLAGE OF DOUGLAS

DATE: _____

By: _____

Its: _____

SAUGATUCK TOWNSHIP

DATE: _____

By: _____

Its: _____

FRIENDS OF THE BLUE STAR TRAIL

DATE: _____

By: _____

Its: _____

☒ Scope of Services defined as follows:

Prein&Newhof shall provide the City of the Village of Douglas with General Consulting Services on a time and materials basis and by written submittal of scope, schedule, and budget on a project by project basis when requested by the City.

ARTICLE 4 – COMPENSATION:

- ☐ Lump Sum for Services Described in Article 3 above - \$.
Additional services to be billed per P&N's Standard Rate Schedule in effect on the date the additional service are performed.
- ☒ Hourly Billing Rates plus Reimbursable Expenses per P&N's Standard Rate Schedule in effect on the date services are performed.
- ☐ Other:

ARTICLE 5 – ADDITIONAL TERMS (If any)

NONE

This Agreement constitutes the entire Agreement between P&N and Client and supersedes all prior written or oral understandings. This Agreement may not be altered, modified or amended, except in writing properly executed by authorized representatives of P&N and Client.

Accepted for:

Accepted for:

Prein&Newhof, Inc.

The City of the Village of Douglas

By: Brian G. Vilmont, P.E. Brian G. Vilmont, P.E. 2019.09.05 12:21:01-04'00'

By: Rich LaBombard

Printed Name: Brian Vilmont

Printed Name: RICH LA BOMBARD

Title: Project Manager

Title: CITY MANAGER

Date: September 5, 2019

Date: 9-5-19

Project No. 2130149

Professional Services Agreement

This Professional Services Agreement is made this 5th day of September, 2019 ("Agreement") by and between Prein & Newhof, Inc. ("P&N"), of 697 Ottawa Beach Road, Holland, MI 49424, and The City of the Village of Douglas ("Client"), of 86 W. Center Street, Douglas, MI 49406.

WHEREAS Client intends to:

Utilize Prein&Newhof for General Consulting Services and on a project by project basis for specific projects.

NOW THEREFORE, for and in consideration of the terms and conditions contained herein, the parties agree as follows:

ARTICLE 1 – DESIGNATED REPRESENTATIVES

Client and P&N each designate the following individuals as their representatives with respect to the Project.

For Client

For P&N

Name: Mr. Richard LaBombard
Title: City Manager
Phone Number: (269)857-1438
Facsimile Number: (269)857-4751
E-Mail Address: rlabombard@ci.douglas.mi.us

Name: Mr. Brian Vilmont
Title: Team Leader
Phone Number: (616)364-8491
Facsimile Number: (616)364-6955
E-Mail Address: bvilmont@preinnewhof.com

ARTICLE 2 – GENERAL CONDITIONS

This Agreement consists of this Professional Services Agreement and the following documents which by this reference are incorporated into and made a part of this Agreement.

- ☒ P&N Standard Terms and Conditions for Professional Services
- ☐ P&N Proposal dated,
- ☐ P&N Standard Rate Schedule
- ☐ P&N Supplemental Terms and Conditions
- ☐ Other:

ARTICLE 3 – ENGINEERING SERVICES PROVIDED UNDER THIS AGREEMENT:

Client hereby requests, and P&N hereby agrees to provide, the following services:

- ☐ P&N Scope of Services per Proposal dated,



Blue Star Trail – Wiley Road to M-89

Proposal for Engineering Services

Prepared for:
**Saugatuck Township, City of the Village
of Douglas, and Friends of Blue Star Trail**

Submittal Date:
August 18, 2023

August 18, 2023

Daniel DeFranco
Saugatuck Township
P O Box 100
Saugatuck, MI 49453-0100

RE: Request for Proposals (RFP) – Blue Star Trail | Wiley Road to M-89

Dear Mr. DeFranco:

Thank you for the opportunity to provide a proposal for preliminary design/scoping work for the Blue Star Trail project from Wiley Road to M-89.

This is a noteworthy extension of an exciting and ambitious project, and we are looking forward to the opportunity to work with Saugatuck Township, the City of the Village of Douglas, and the Friends of the Blue Star Trail.

We look forward to the opportunity to talk with you further about your plans and how our Prein&Newhof team can help you accomplish your vision! In the meantime, please contact us if you have any questions or would like addition information.

Sincerely,

Prein&Newhof



Scott Post, PE
Project Manager



Brian Vilmont, PE
Team Leader

cc: Richard Donovan, Friends of the Blue Star Trail
Rich LaBombard, The City of the Village of Douglas



Contents

| | |
|-----------------------------------|----|
| Business Organization | 1 |
| Qualifications | 2 |
| Work Plan..... | 3 |
| Next Steps | 6 |
| Fees | 8 |
| Experience..... | 9 |
| Project Staffing..... | 11 |
| References | 13 |
| Appendix: Resumes..... | 14 |
| Appendix: Project Summaries | 19 |



Business Organization

At Prein&Newhof, our goal is to serve our clients wisely – meeting their infrastructure needs with a combination of experience, integrity, creativity, and common sense.

For over 50 years, Prein&Newhof has been serving township, municipal, and private clients across Michigan. Because every situation is different, we put a high value on personal attention. Our main goal is to see farther. We are dedicated to crafting flexible, long-term solutions rather than quick fixes, because we want the best for our clients and for Michigan.

History

Begun by Tom Newhof and Ed Prein in 1969, Prein&Newhof was founded on the belief that each engineer should take personal responsibility for meeting his or her clients' needs – building long-term relationships and managing each project from start to finish, from preliminary design to final construction. Today, we are the engineer of choice for over 50 communities across Michigan.

Employees

Prein&Newhof is 100 percent employee-owned, with over 150 full-time personnel, including engineers, surveyors, drafters, geologists, chemists, communication specialists, and support staff.

Professional Services

At Prein&Newhof, we are constantly developing our skills to serve our clients better. Our primary services include the following:

- Municipal Engineering
- Water & Wastewater
- Stormwater Management
- Roads & Trails
- Airports
- Private Development
- Asset Management
- Landscape Architecture
- Environmental Consulting
- Laboratory Testing
- Structural Engineering
- Geotechnical Engineering
- Surveying
- GIS & Mapping

Locations



Our Values

Invest Wisely

Develop Relationships

Take Responsibility

Build Expertise

Support Community

Our strength lies in our dedication to thinking ahead, building lasting relationships, and crafting long-term solutions.

Qualifications

A well-planned trail system drives business, tourism, and civic pride. It brings people together. But first, it must get built. Trail projects can take months, sometimes years of coordination and cooperation among residents and businesses, and road, funding and permitting agencies.

Forte.

We have designed many hundreds of miles of trails for West Michigan communities since the early 1980s. Trail design is a niche practice area for engineers. Technically considered transportation facilities, non-motorized trails are much more complicated than a road. Unlike any firm we know of, Prein&Newhof has a team specifically dedicated to non-motorized transportation projects. Many of these trails need to cross barriers like roads, highways, rivers, and wetlands. As part of these projects, we have designed numerous bridges, boardwalks, and tunnels for pedestrians to safely cross to the other side.

The design of each segment should be considered site specific. Every section has its own unique design and constructability challenges that need to be closely reviewed to ensure your investment lasts as long as possible.

Familiarity.

We are familiar with the overall vision underway for developing the Blue Star Trail. We have already walked and driven the route of the proposed trail with you and Mr. Donovan, scoping the potential route and locations, and reviewed some of the challenges and opportunities presented especially as it crosses the highway.

Funding.

Grants through MDOT and other funding sources typically come with complicated strings and many requirements. Because of our experience working with these programs, we know the people, the rules, and what to expect. The adjacent matrix demonstrates several clients and the funding agencies associated with which we have recently worked.

| Project | MDOT TAP | MDOT CMAQ | MDOT STP | MDOT Local Bridge | MDNR Trust Fund | CZMP |
|-------------------------------------------------------------|-------------|--------------|-------------|-------------------------|-----------------------|------|
| North Bank Trail, Crockery Township | | | | | | |
| Paul Henry Thornapple River Connector Trail, Caledonia | | | | | | |
| Cannon Township Cannonsburg Trail | | | | | | |
| City of Grand Rapids Plainfield Sidewalk Improvements | | | | | | |
| Fred Meijer Grand River Valley Rail Trail | | | | | | |
| East Grand Rapids Reeds Lake Boulevard Boardwalk | | | | | | |
| Fred Meijer Standale Trail Tunnel under Lake Michigan Drive | | | | | | |
| Pottawattomie Park, Grand Haven Charter Township | | | | | | |
| Traverse City Boardman Lake Loop Trail | | | | | | |
| Holland Township Adams Street Pathway and Bridge over I-196 | | | | | | |
| Fred Meijer Clinton Ionia and Shiawassee Trail (The CIS) | | | | | | |
| Montague Parking Lot (Hart-Montague Trail) | | | | | | |
| Muir-Lyons Connector Bridge to the CIS Trail | | | | | | |
| Ottawa County Parks Grand River Greenway | | | | | | |
| Ottawa County Spoonville Trail | | | | | | |
| Park Township 160th Avenue Pathway | | | | | | |
| Port Sheldon Township Croswell Street Pathway | | | | | | |
| Saugatuck Township Blue Star Trail | | | | | | |
| South Central Portage Bikeway | | | | | | |
| Zeeland Township's Quincy Street Non-motorized Pathway | | | | | | |

Work Plan

Once you accept our proposal, we will schedule a kickoff meeting with you and your leadership group to confirm your expectations and our understanding of the project. Scott Post and Dana Burd will attend this meeting. Before we meet with you, we will drive the proposed route(s), study as much existing background information as we can, including the conceptual routing. This includes geographical information system (GIS) parcel and topographic maps, your concept plan and development guide, as well as any other documents to help us with preliminary design.

Kickoff meeting discussion items include:

1. Establishing clear points of contact between our teams
2. Your expectations for effective communication and preferred styles
3. Design concepts and schedule
4. MDOT and other funding
5. The potential for easements or property acquisition
6. Any other items of importance to you and the project



After the kickoff meeting, we recommend walking/driving the proposed route again with your team and the Allegan County Road Commission to talk about specific items related to location and design. This will provide us all with a clear and current perspective of the project needs and goals.

This boots-on-the-ground group will give us the opportunity to discuss options in greater depth, consider unique routing opportunities, and talk about specific points of interest of which there are several.

One of the most important things we have learned from designing over 600 miles of non-motorized trails is this: team and stakeholder communication is the key to success for a non-motorized trail project. We believe the Blue Star Trail will be a significant project in your community.



Preliminary Design Plan/Project Scoping

We understand you will need an accurate and thorough design, completed to the level of determining feasibility, constructability, permissibility and sufficient to seek grants and funding for the project.

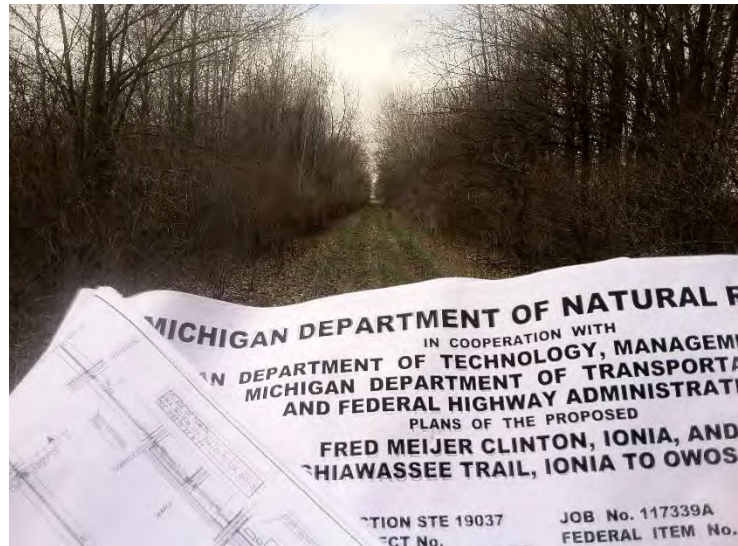
Previous planning work has been completed for this section of the trail, and we will use this to speak into our preliminary design work. Some of the key issues to discuss will be:

1. Preferred side of the road

2. Possible easement locations/discussions with property owners
3. The Blue Star Highway and I-196 Interchange
4. Coordination with the Allegan County Road Commission and City of Douglas

Using GIS contour data, property lines and supplemental topographical survey where necessary, we will create a base map for our preliminary design and future construction drawings. Using the base map, coupled with suggestions from our walk/drive through, we will draw a preliminary layout for the preferred routing, develop design details, and a preliminary cost estimate.

We will start a conversation with MDOT about the highway crossing as soon as possible. This is will likely be the most critical section of the design, and we feel it is important to bring them in early and keep them informed of progress.



In addition, discussions with the local emergency services, fire, and law enforcement agencies will be an important part of the process. They often have insights into local safety that will be important to accommodate with the design.

When the plans are at approximately 50 percent, we will give them to you for your review before we meet as a team so you will have time to formulate questions and ideas. This will make the presentation more productive and help us to prepare for the final design. We anticipate your team will include the Allegan County Road Commission, the City of the Village of Douglas, Saugatuck Township, and the Friends of the Blue Star Trail. However, you are welcome to invite other partner entities you feel are important at this stage.

We are intimately familiar with MDOT design guidelines include AASHTO and ADA. We have designed and built hundreds of miles of pathways funded through these programs, and our design will conform to them. Please note that most of our locally funded projects are specifically designed to meet these standards, as well.

After our 50 percent design meeting, we will incorporate the comments your team has, update the design to include MDOT comments for the crossing, and closely review any permitting issues we see along the route. We will use our proprietary in-house non-motorized trail cost database as well as MDOT's MERL program to help develop reliable construction cost estimates. We have excellent relationships with local trail contractors, too. We often get their input on constructability issues and our cost estimates. This is important because construction costs have escalated in recent years, and it helps to understand the construction marketplace.

Having invested this time and effort into your design will have a payback several times over when the project has been completed and trail maintenance comes into play. The best materials will not overcome poorly designed drainage, problematic soils, or poorly managed vegetation. Designing trails is a step-by-step process. It is very easy to get into the weeds, get tunnel vision, or to lose focus. This is the benefit of having Prein&Newhof on your team because “we see farther.” We know from experience that design for each trail is site specific. There is not a typical cross section universally constructed everywhere. Each section of trail has its own unique design and constructability challenges that must be closely reviewed to ensure the trail lasts as long as possible.

Considerations such as poor drainage are easy to gloss over until you are riding on a trail and run into a spot completely washed out by a recent storm, sometimes multiple times because the planning was poor. Topography may be easy to overlook until you realize you spent a lot of money cutting and filling when an option could have been rerouted with an even safer option.

When the plans have been updated, and we all feel confident in the route selection, we will schedule a 90 percent meeting with your team. This gives everyone a chance to closely review the route one more time before it is finalized for funding agencies and the updated engineer’s estimate of construction costs is completed.

After our 90 percent review meeting, we will incorporate your final comments, produce the final preliminary plans and estimate and give them to you both in digital format and hard copies.

Prein&Newhof’s QA/QC review helps decrease your overall project cost. Our QA/QC goal is to produce a better project at lower cost with fewer challenges. A good set of construction plans and bid documents provides clarity, produces better bids by reducing unknowns, allows for faster construction, minimizes change orders, and requires a lower level of construction oversight.

Contract

Please note that this work can be authorized under our current professional services agreement with Saugatuck Township.

Next Steps

Funding

Our complete preliminary design will be immediately useful to apply for grants. We are experienced with the acquisition and administration of many state and federal grants. We feel this project will qualify for MDOT's TAP grant program, as well as the MDNR Trust Fund grant.

We estimate that application for the MDOT TAP Grant is approximately \$9,000.

We estimate that application for the MDNR TF Grant is approximately \$7,000.

We have used these grants to match each other on many projects, so note that if both are done together, we could realize some cost savings with the application.



Before you invest in final, construction ready design plans, we recommend that you secure the funding.

Final Design

Final design should begin as soon as funding is secure. We will provide a detailed scope of services at that point. Please note that final design will include the following tasks:

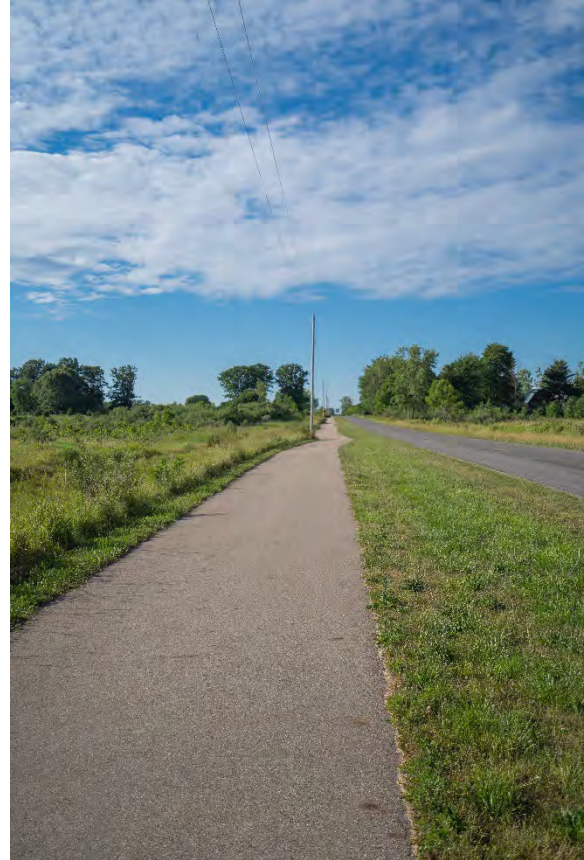
1. Complete topographical survey
2. Soil borings and geotechnical design
3. Wetland determination
4. Right-of-way (ROW)/easement acquisition
5. Permitting, including EGLE/US ACE Joint Permit, Soil Erosion and Sedimentation Control (SESC), Allegan County ROW, and MDOT/FHWA ROW
6. MDOT program application, National Environmental Policy Act (NEPA) environmental review, and State Historic Preservation Office (SHPO) clearance
7. Utility coordination
8. Structural design for boardwalks (and overlooks where desired)
9. Project specifications
10. Grade Inspection (GI) meeting with MDOT
11. Final MDOT plan approval

Construction Administration

This project is a prime candidate for MDOT TAP funding. The State has listed this project in their regional trail network, so it is a priority for funding. In addition, they have already invested so much in the corridor that they are going to want to help finish it. For this reason, our descriptions assume final design and construction will follow MDOT processes.

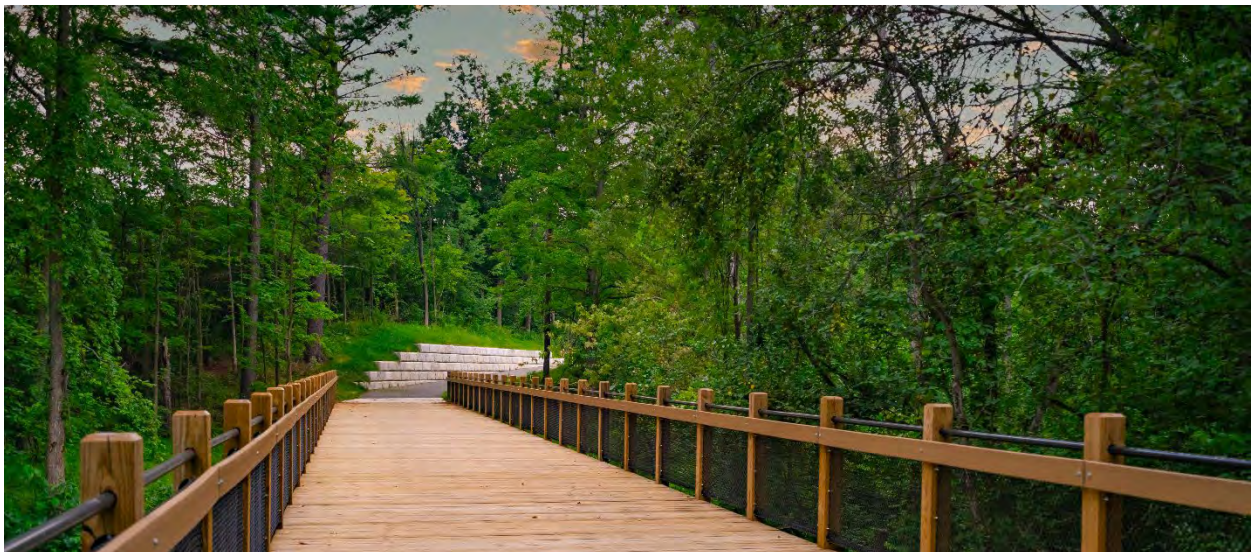
As with final design, we will provide a detailed scope of services for you for construction administration, but we anticipate the following general tasks to completion:

1. The project will be bid at MDOT
2. Preconstruction meeting
3. Construction observation
4. Construction administration through ProjectWise and FieldManager
5. MDOT project audits: Field and files
6. Record plans



Fees

For the preliminary design/scoping phase of the project, we propose to complete the project on and time and material basis with a not-to-exceed amount of \$49,000.



Experience

The following is a brief overview of the non-motorized trails and pedestrian facilities we have designed and constructed throughout Michigan. As you can see, we have been involved in quite a few communities. Many of these projects are high profile projects that have elevated community connectedness while also adding economic development opportunities to businesses located within the vicinity—an economically viable community is a healthy community.

| | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Caledonia Charter Township | Campau Lake Shared Use Pathway Loop 84 th Street to Paul Henry Thornapple River Trail |
| Cannon Township | Cannon Trail: Cannonsburg to Township Hall and Bridge over Bear Creek Cannon Trail: Myers Lake and 9 Mile Section Cannon Trail: Springer Rayal Section Cannon Trail: 10 Mile Road and Courtland Drive Section |
| City of Adrian | Pedestrian Tunnel Under M-52 |
| City of Greenville | Pedestrian Tunnel Under M-57 Flat River Trail |
| City of Ionia | Fred Meijer Grand River Valley Rail Trail and Bridge over M-66, Ionia to Saranac (with RJM Design) |
| City of Kentwood | East/West Trail (Kalamazoo Avenue to Paul Henry Trail) |
| City of St. Johns | Trailhead at Rotary Park on the Clinton, Ionia and Shiawassee (CIS) Trail (with RJM Design) |
| City of Traverse City | West Boardman Lake Trail, Boardwalk, and Bridges |
| City of Walker | Walker Avenue Non-Motorized Trail Kinney Avenue and Trail Connector M-45 Pedestrian Tunnel Under Lake Michigan Drive |
| Comstock Park DDA | White Pine Trail Extension to Comstock Park |
| Georgetown Charter Township | 22 nd Avenue Non-motorized Pathway |
| Glen Arbor Township | Sleeping Bear Dunes Heritage Trail and Bridge over Crystal River Preliminary Design |
| Grand Haven Charter Township | Buchanan Street and Sleeper Street Non-motorized Pathway |
| Holland Charter Township | Adams Street Non-motorized Pathway Bridge Over I-196 |
| Jamestown Charter Township | 24 th Avenue Non-motorized Pathway, Riley Street to Outback Drive 24 th Avenue Non-motorized Pathway |

| | |
|---------------------------------------------|----------------------------------------------------------------------------------------------------|
| | Fred Meijer Kenowa Trail: Quincy Street |
| | Riley Street Bicycle Path Bridge |
| Kent County Parks | Four Mile Trail |
| | Dwight Lydell Park Boardwalk Bridge and Trail |
| Laketown Township | Beeline Trail, Holland to Saugatuck |
| Meijer | 3 Mile Road Pedestrian Tunnel to Corporate Campus |
| Ottawa County Parks & Recreation | Spoonville Trail |
| | Idema Explorers Trail: Stearns Bayou Pathway and Bridge |
| | Idema Explorers Trail: Grand River Ravines Trail and Suspension (With UP Engineers and Architects) |
| | Idema Explorers Trail: Grand River Greenway |
| | Musketawa Trail/Pioneer Trail Connector Pathway |
| Park Township | Greenly Street Non-motorized Pathway |
| Plainfield Charter Township | Jericho Trail |
| | Kuttshill Drive, Brewer Avenue, and Kroes Street Shared Use Pathway |
| | Jupiter Avenue Pathway |
| Port Sheldon Township | Croswell Street Non-motorized Facility: Lakeshore Drive to US-31 |
| City of Ionia | Ionia Trailhead Park on the Grand River Valley Rail Trail (with RJM Design) |
| Saugatuck Township | Blue Star Trail |
| State of Michigan MDNR and DTMB | Idema Explorers Trail: Bass Lake Recreation Area Preliminary Trail Route Study |
| | Fred Meijer CIS Rail Trail Ionia to Owosso |
| Zeeland Charter Township | 64 th Avenue Non-motorized Pathway, Adams Street to Byron Road |

Project Staffing

One of Prein&Newhof's biggest strengths is our ability to see an idea to implementation. Ideas are easy, but making it happen is what matters most. "Seeing farther" is one of the guiding principles that define our purpose. We believe it is reflected in the relationships and expertise we have been developing throughout West Michigan since 1969.

We have assembled a team of exceptional professionals passionate about collaborating with people to unearth and levitate new energy into their communities. Our professional non-motorized path group works together on a regular basis and recognize they are just one piece in the puzzle. Their strong working relationship and respect for one another is immediately evident, which in turn develops trust and quickly builds consensus with you and your constituents, ensuring better decisions are made and potential frustrations are minimal. The following is a brief introduction to the key members of our non-motorized trail team:

Scott Post, PE | Project Manager

Scott is a senior project manager and our lead designer for non-motorized trailways. He has designed and managed the construction of several hundred miles of trail totaling over \$30 million throughout his 28-year career. Scott is considered one of the preeminent designers in Michigan by his peers. Scott understands construction, potential challenges, and thinks through constructability issues before designing projects. His experience with the various types of non-motorized trail projects gives him an exceptional big-picture perspective. This experience is priceless and will translate into significant value added to your project.

Scott's greatest asset is his energy, enthusiasm, and creativity—his passion is contagious. He thrives on connecting with people and bringing their collective vision to life. Saving trees, dodging obstructions, and minimizing construction-related resource destruction are second nature to him. His strong understanding of costs, design standards, contractors, permitting, funding resources, and agency rules will be a huge advantage.

Dana Burd, PE | Township Liaison

Dana will be your local liaison for this project. He is Saugatuck Township's Engineer, is an elected Parks Commissioner in the Township, and has an unmatched familiarity with the local community. He often works with Saugatuck Township, Kalamazoo Lake Sewer & Water Authority (KLSWA), the Allegan County Road Commission, Saugatuck Township Fire District, and Allegan County Drain Commissioner's office coordinating utility projects, road projects, and site plan reviews. Dana will attend meetings, review work products as they are completed, and ensure the project design and management team are meeting your needs and expectations. Dana will ensure quality of deliverables and assist with any local coordination efforts.

Carlee Thompson, EIT | Engineer

Carlee is a highly motivated professional and has proven she has leadership, organizational, communication, GIS, and CAD capabilities. She has taken charge and is dedicated to learning the skills and capabilities required to be a well-rounded civil engineer. She discovered her love for non-motorized transportation while studying in Europe and has since geared her career goals toward her passion.

Ken Bosma, PE | City Liaison & QA/QC

Ken is currently acting City Engineer for the City of Douglas and will be responsible for Quality Assurance/Quality Control (QA/QC) review. He has managed projects in Allegan and Ottawa Counties for over 25 years and is familiar with the communities. In addition, Ken does drainage reviews for the Allegan County Drain Commissioner's Office. Ken will look over work products as they are completed and ensure they meet your needs, including quality deliverables, within your budget and on time.

Our Team

We have a deep, in-house deep field of engineers including disciplines such as transportation, geotechnical, structural, and hydraulic; a team of landscape architects with years of trail design experience; and multiple survey crews to assist us with your project.

In addition to the Prein&Newhof professionals outlined for your project, we frequently partner with other specialized firms that have worked with us on many of our non-motorized trails throughout Michigan. These firms include:

Barr Engineering | John Vigna | Wetlands

Barr Engineering are experts in wetland determination and other environmental services. They are a trusted partner on our trail projects.

Land Matters, Inc. | Deborah Poeder | ROW Acquisitions

Land Matters specializes in ROW acquisition. Notably, they are qualified to work on projects involving federal funding and all the legal requirements necessary for this work.

Orbis Environmental Consulting | J Ryan Duddleson | NEPA/SHPO/Environmental Review

Orbis Environmental Consulting is regionally qualified in environmental review projects, including NEPA and historic preservation. We have successfully partnered with Orbis on several projects with sensitive environmental concerns.

References

We would be pleased to have you contact the following clients for their input on our ability to provide them with world class facilities for their community. We have also included a representative from the MDNR, as an agency representative to give you a perspective on the quality of work we do.

Holland Township

Steve Bulthuis, Township Supervisor
616-396-2345 x 222
steveb@hct.holland.mi.us

Laketown Township

Al Meshkin, Township Manager
616-335-3050
al@laketowntwp.org

Plainfield Township

Bill Fischer, Community Development
Director
616-364-8466
fischerb@plainfieldmi.org

Cannon Township

Joe Gavan, Parks & Recreation
Committee Chair
616-874-6966
jgavan@cannontwp.org

Ottawa County Parks and Recreation Commission

Curt TerHaar, Coordinator of Park
Planning and Development
616-738-4810
cterhaar@miottawa.org

Ottawa County Department of Strategic Impact

Paul Sachs, Director
616-738-4852
psachs@miottawa.org

TART Trails, Inc.

Julie Clark, TART Trail Director
231-941-4300
julie@traversetrails.org

Michigan Department of Natural Resources

Annamarie Bauer
Landscape Architect & Regional
Field Planner (former State Trails
Coordinator)
989-386-4067
bauera1@michigan.gov

City of Walker

Scott Conners, PE, City Engineer
616-791-6792
sconners@walker.city

Appendix: Resumes

Scott Post, PE Project Manager

Scott is recognized as one of Michigan's premier multi-use, non-motorized pathway designers in Michigan. He has designed or managed hundreds of miles of trails for many communities throughout West Michigan and excels at finding solutions that satisfy both residents and community leaders.

Scott has experience with both private and municipal clients and has worked extensively with MDOT on LAPs, as well as with the MDTMB, MDNR, and other state agencies. He is very familiar with MDOT trail specifications, knowledgeable on current AASHTO and ADA requirements, and experienced with the administration and testing required for grant-funded projects.

He also has extensive experience with acquisition and administration of grants, such as MDOT TAP, and CMAQ programs, and MDNR's Trust Fund. Scott has also successfully combined these grants on several projects to maximize grant funding used.

Representative Projects

- Saugatuck Township: Blue Star Trail from Holland Street to 64th Street, TAP Grant
- Laketown Township: Blue Star Highway CMAQ Trail Extension 63rd to 62nd Streets
- Ottawa County Parks and Recreation: Spoonville Trail Phases, Grand River Greenway, Musketawa Trail Extension, Holland State Park Path Extension and Boardwalk
- City of Ionia: Grand River Valley Rail Trail, Saranac to Ionia and Bridge over M-66
- Cannon Township: Townsend Park Trail, Cannon Trail
- Comstock Park Downtown Development Authority: White Pine Trailhead and Trail Extension
- Grand Traverse County/City of Traverse City: Boardman Lake Loop Trail Loop
- Village of Elk Rapids: Preliminary Design Acme to Elk Rapids segment of the TC to CHX Trail



Education

Bachelor of Science, Civil Engineering
Calvin University, 1995

Registrations

Engineering Michigan, 2000

Certifications & Training

AASHTO Bicycle Facility Design
Training: Training Wheels, MDOT
Designing Pedestrian Facilities for
Accessibility, APBP & ACEC
Introduction to Pedestrians & Bicycle
Safety, Planning & Design, MSU
PSMJ Project Management Bootcamp

Professional Activities

American Society of Civil Engineers
West Michigan Trails & Greenways
Coalition
Rails-to-Trails Conservancy

Professional History

Prein&Newhof, 1995-Present
28 years in Industry

- City of Greenville: Fred Meijer Flat River Trail
- Jamestown Charter Township: 24th Avenue Non-motorized Pathway, Riley Street Pathway and Bridge
- Laketown Township: Beeline Trail, Holland to Saugatuck
- Port Sheldon Township: West Olive Road Path & Bridge, Croswell Street Path
- Holland Charter Township: Adams Street Path Bridge over I-196, 104th Avenue and Mason Street Path
- CIS Rail Trail, Ionia to Owosso (DTMB/MDNR)
- Zeeland Charter Township: 64th Avenue Non-motorized Pathway, Adams Street Path
- Macatawa Greenway Project: Zuidema Farm Trail

Presentations

"Renovate Your Road! Complete Streets in Action." Michigan Transportation Planning Association Conference, July 2019

"The Three Amigos of Trails." Institute of Transportation Engineers Great Lakes District Meeting, April 2019

"Trails as Green Infrastructure." Michigan Recreation & Park Association, mParks Trail Summit, 2018

"If You Build It, They Will Come." Michigan Society of Professional Engineers, October 2017

"Trails, Rivers, and Roads, Oh My!" American Public Works Association, APWA Great Lakes Expo, 2017

"Why Did the Engineer Cross the Road?" Institute of Transportation Engineers, Institute of Transportation Engineers (ITE) Conference, 2017

"Fred Meijer CIS Trail." Institute of Transportation Engineers, Institute of Transportation Engineers Great Lakes Conference, April 2015

"Progress of the CIS Trail." Friends of the CIS Trail Annual Board Meeting, March 2013

Personal Awards

Fred Meijer Trail Champion: Champion Trail Professional, 2018, West Michigan Trails & Greenways Coalition

Carlee Thompson EIT

Engineer

Since joining Prein&Newhof in 2019, Carlee has demonstrated she is a highly motivated Engineer-in-Training. In a very short time, she has proven leadership, organizational, communication, GIS, and CAD capabilities. She has taken charge and is dedicated to learning the skills and capabilities required to be a well-rounded civil engineer. In this, she has worked alongside one of Michigan's premier non-motorized pathway designers and has discovered her passion for pedestrian transportation development.

Representative Projects

- City of Douglas: Union Street Non-motorized Pathway, Wiley Road CMAQ Non-motorized Pathway
- Ottawa County Parks & Recreation: Grand River Explorers Trail Eastmanville Connector Trail, Idema Explorers Trail, Stearns Bayou (TAP), Spoonville Trail
- Caledonia Charter Township: Non-motorized Pathway
- Cannon Township: Myers Lake & 9 Mile Shared Use Pathway, Pathway Administration, Pathway Asset Management Plan, Springer Farms Trail
- City of Muskegon: Laketon Lakeshore Trail Connector
- City of South Haven: Aylworth Ave Non-motorized Path
- Grand Traverse County/City of Traverse City: Boardman Lake Loop Trail Loop
- Comstock Park Downtown Development Authority: Jupiter Avenue Pathway Phase II
- Laketown Township: Blue Star Highway Shared Use Pathway MDOT Parking Lot to Shangrai La Drive
- Plainfield Charter Township: Kuttshill Drive, Brewer Avenue, & Kroes Street Shared Use Pathway, Pathway Asset Management Plan
- Village of Elk Rapids: TC to CHX Trail: Acme Township to Elk Rapids
- Zeeland Charter Township: Quincy Street Non-motorized Pathway



Education

Bachelor of Science, Civil Engineering
Michigan Technological University, 2018

Professional Activities

Society of Women Engineers Club

Professional History

Prein&Newhof, 2019-Present
5 years in Industry

Dana Burd, PE

Township Liaison

Dana serves as a project manager and community engineer for municipal public works projects and has senior design experience in the areas of hydrology, hydraulic design and modeling, river analysis, stormwater collection/treatment, sanitary sewer, water main design and construction, site design, permitting, utility and floodplain studies.

He advises clients on general engineering matters, site plan reviews, capital improvement planning, project funding, asset management, and overall infrastructure system management. He prepares and administers public bid construction contracts for municipal clients. Dana has counseled a variety of clients including cities, townships, road commissions, county drain commissioners, airports, public and private schools and universities, MDOT, healthcare, and industrial clients. Dana has given presentations across the State of Michigan on asset management, funding, and successful project outcomes.

Representative Projects

- Shared Use Pathways: 160th Path in Park Township, Blue Star Highway in Laketown Township (CMAQ), Annual Path Maintenance and Asset Management Plans for Park, Holland, and Laketown Townships
- Saugatuck Township Roadway Asset Management Plan
- Allegan County Road Commission: Lakeshore Drive Managed Retreat and Coastal Hazard Studies
- Utility Asset Management Plans: Saugatuck Township, City of Douglas, City of Fennville, City of Hastings, West Michigan University, City of Coopersville, City of Allegan, Park Township
- City of Fennville: Landsburg Road Improvement with MDOT TEDF Funding, Street Improvements Associated with Utility Projects.
- Ottawa County Water Resources Commissioner: Hiawatha Drain Improvements and Habitat Restoration, Drain No. 52 Drainage Improvements, Van Laar Drain Study, Shoemaker Drain Study, Hickory Grove Drain, and Orphan Drains



Education

Bachelor of Science, Civil Engineering
University of Notre Dame, 2001

Registrations

Engineering Michigan, 2005

Certifications & Training

Certified Floodplain Manager, ASFP
LEED® Accredited Professional, U.S.
Green Building Council

Professional Activities

Michigan Stormwater and Floodplain Association
Association of State Floodplain Managers
Saugatuck Township Parks Commissioner
Michigan Association of County Drain Commissioners
ACEC Michigan (ACEC Rural Development Committee Chair)

Professional History

Prein&Newhof, 2014-Present
22 years in Industry

Ken Bosma, PE

City Liaison and QA/QC

As a senior project engineer, Ken oversees Prein&Newhof's Holland office, serves on both the Board of Directors and Executive Committee, and is the team leader responsible for administering design and construction observation of projects for this group. He has extensive municipal experience which includes water and wastewater systems, drainage improvement projects, road improvement projects, plan reviews, water reliability studies and reports, wastewater master plans, ordinances, and contract negotiations.

Ken has worked closely with many government agencies such as MDOT, EGLE, county road and drain commissions, and local board of public works (BPWs). He is also familiar and a valuable resource on project funding and grants, capital improvement planning, and design.

Representative Projects

Stormwater Management

- Ottawa County: Sapphire Lake Drain, 32nd Street Emergency Culvert Replacement, Drain No. 14 and 20 Extension, Roost Avenue Storm Sewer Improvements, Riley Street Improvements, Drain No. 30 Improvements
- Van Buren County: Bob-O-Link Estates
- Allegan County Road Commission: 147th Street Emergency Culvert Replacement, Neerken's Plat Drain
- Holland Charter Township: Stormwater Mapping

Roads and Streets

- City of Douglas: Street, Sidewalk, and Pathway projects
- City of Holland: Downtown Streetscape, Holland-Wyoming Interconnect
- Zeeland Charter Township: 88th Avenue Reconstruction
- Ottawa County Road Commission: Riley Street, Lakewood Boulevard
- Holland Charter Township: Garden Avenue, HEDCOR Industrial Park



Education

Bachelor of Science, Civil Engineering
Calvin University, 1987

Registrations

Engineering Michigan, 1992

Certifications & Training

PSMJ Project Management Bootcamp

Professional Activities

Michigan Association of County Drain Commissioners

Holland Charter Township Brownfield Redevelopment Authority

Holland Charter Township Planning Commission

Michigan Townships Association

Professional History

Prein&Newhof, 1987-Present
36 years in Industry

Appendix: Project Summaries

Spoonville Trail

Ottawa County Planning and Performance Improvement, Ottawa County Parks & Recreation

In 2015, Ottawa County began building a non-motorized pathway along 120th Avenue in Crockery Township. Coined as the Spoonville Trail in honor of the area's history, this path's purpose is to connect the north end of the North Bank Trail to the south end of the Idema Explorer's Trail at the M-231 trailhead.

Spoonville is part of a developing trail network that will span from Metro Grand Rapids to Lake Michigan. To maximize funding and financial resources, the County split the project into two phases.

Prein&Newhof designed both phases of the trail, incorporating local landmarks and monuments, such as the Sgt. Henry E. Plant Pathway on M-231 over the Grand River and the Crockery Creek Natural Area. Phase I involved 1.75 miles of paved trail, beginning at North Cedar Drive in Robinson Township and running north to Leonard Road in Crockery Township. MDOT provided the trail design for the portion of the trail that involved the M-231 bridge. Construction of Phase I was completed in one summer, and the trail opened for public use in the fall of 2016.

Phase II extends the path an additional 1.75 miles from the intersection of Leonard Road and 120th Avenue to the north side of I-96 in Nunica and connects with the North Bank Trail. A new trailhead parking lot was built on 120th Avenue, south of Arthur Street. Completed in the spring of 2021, it allows the public to utilize the entire connector. The trail is 10 feet wide with the boardwalks expanding to 14 feet wide. Five boardwalks were built with a 20,000 pound weightbearing limit. The trail travels through a local golf course with ravines with six separate retaining walls (7,000 square feet).

Totaling \$3.76 million, the Spoonville Trail was funded by MDOT TAP, MDNR TF, Grand Haven Area Community Foundation, DALMAC, Quiet Water Society, Loutit Foundation, Scholten-Fant, Shape Corporation, Rycenga Building Center, Charter Communications, and many other generous donors.

Project Completion Video

Completion Year

2022

Project Team

Scott Post, PE, Project Manager
Carlee Klenotich, EIT
Matt Levandoski, PLA
Devin Brown, PE

Funding Source

MDOT TAP, MDNR TF

Client Contact

Aaron Bodbyl-Mast
abodbyl-mast@miottawa.org
Paul Sachs
psachs@miottawa.org

Awards

Outstanding Project of the Year –
2022 ASCE Michigan

Public Works Project of the Year –
2022 APWA Michigan

Project of the Year - Transportation
– 2021 APWA Midwest



West Boardman Lake Loop Trail

Grand Traverse County, TART Trails, Michigan Department of Natural Resources

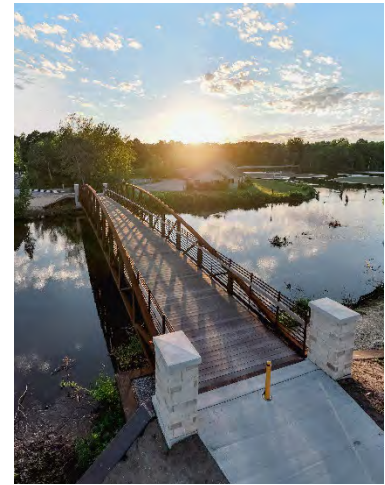
Grand Traverse County had a 1.5-mile-long gap in its trail loop around Boardman Lake and wanted to close the final stretch. This section begins at 14th Street and meanders south to Medalie Park. The trail links users to community assets, including the library, a food market, Northwestern Michigan College University Center, densely populated neighborhoods in Traverse City and Garfield Township, and several commercial areas surrounding the lake.

In conjunction with TART Trails, Garfield Township, and the City of Traverse City, Grand Traverse County hired Prein&Newhof to provide preliminary and geotechnical design, topographic surveying, mapping, assistance in public meetings, and design development drawings.

Details of the project included trail design and routing, boardwalk design over a shallow part of Boardman Lake, water access amenities including stairs and a fishing deck, and two bridges over the Boardman River to connect to the trail on the east side.

Working with Grand Traverse County's team, meeting with the public many times, gathering input, and presenting the proposed design, the team was enthusiastic about moving forward with the trail's final leg. Phase 1, nearly a mile of the trail, includes a retaining wall between 16th Street and Northwestern Michigan College University Center. The next leg of the trail, between Medalie Park and Northwestern Michigan College, includes the big boardwalk, two bridges, and the overlooks and was completed in 2022.

Funding for the project included grants from the CZM program, MDOT's TAP program, MDNR Passport program, and EGLE Brownfield funding. Garfield Township and Traverse City funded the remainder of the project.



Completion Year

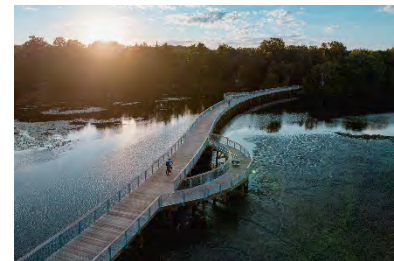
2022

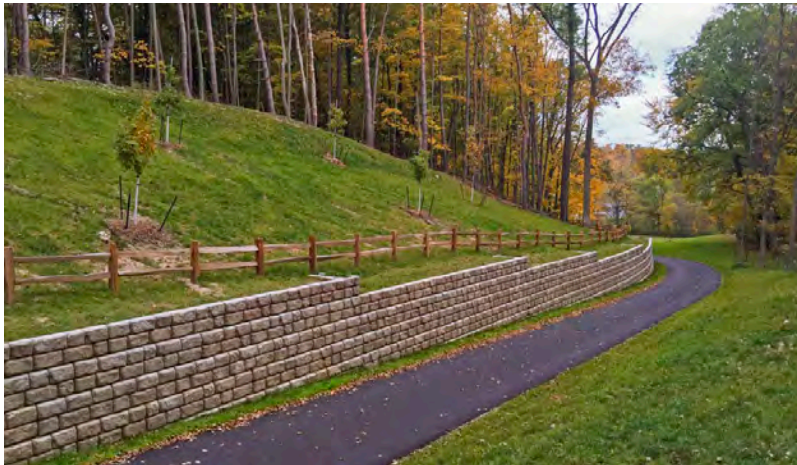
Project Team

Scott Post, PE, Project Manager
Matt Levandoski, PLA
Devin Brown, PE

Funding Source

Coastal Management Program,
Michigan Department of Natural
Resources Trust Fund
(\$500,0000), Tax Increment
Financing, Donations





Cannonsburg Trail

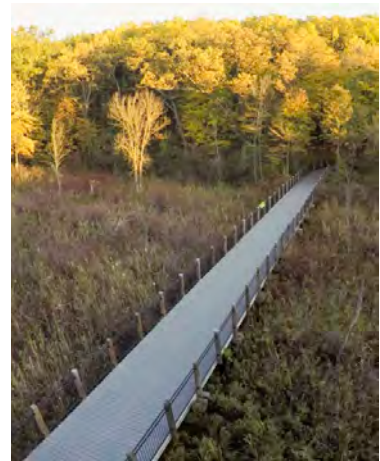
Cannon Township

Cannon Township hired Prein&Newhof to design a 0.4-mile-long, 10-foot-wide ADA-compliant trail curving between Townsend Park and downtown Cannonsburg. The paved trail includes a 40-foot-long prefabricated bridge over Bear Creek, a cold-water trout stream, with 100 feet of wooden boardwalk over a floodplain and wetland.

Prein&Newhof's EGLE-permitted design and close observation during construction helped decrease negative impacts to the stream and riparian wetlands. The bridge and boardwalk design meets MDOT H-10 loading rules (10-ton vehicles) and can handle a 20,000-pound vehicle. The bridge and boardwalks have pedestrian-scale, park-like character.

Prein&Newhof designed the trail to keep and enhance the unique character of Townsend Park. During construction, Cannon Township closed an old gravel parking lot used for Townsend Park. The parking lot was improved with topsoil, steps, and several trees to create a more natural scene along the trail.

Prein&Newhof helped Cannon Township obtain several easements for the trail and collaborated with the Kent County Parks Department during design and construction. Our team engaged and coordinated the trail and restoration work with the owner of many of the commercial properties in Cannonsburg, who also invested in the simultaneous beautification of these properties. This effort resulted in seamless improvements to the downtown area.



Completion Year

2016

Professional Fees

\$99,210

Funding Source

Cannon Township funded the project with money from a trail millage combined with an MDOT Enhancement grant.

Project Team

Scott Post, PE, Project Manager

Client Contact

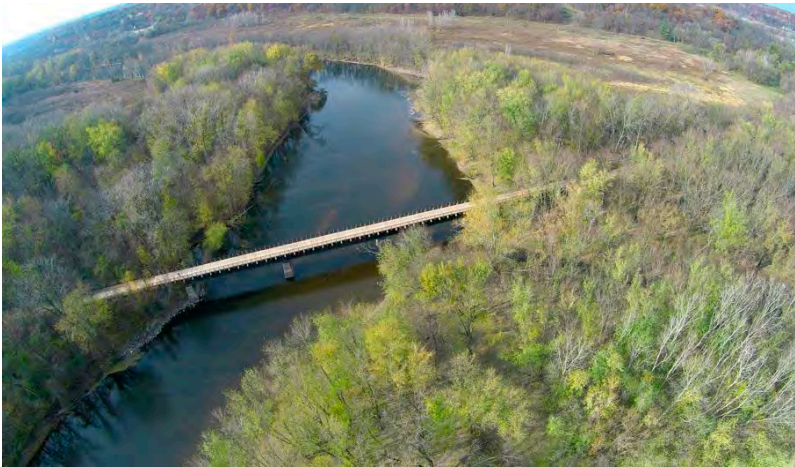
Bonnie Blackledge, Clerk

616-874-6966

Several challenges of the project included meeting ADA requirements. The most significant grade on the trail is 5 percent. To meet this grade, structural sections of the trail required cutting into the wooded hillsides, which would have destroyed the park's character.

The design combined retaining walls, grassy slopes, and new tree plantings that provided a functional and useful trail and a beautiful experience for trail users. The retaining walls minimized the environmental impact of the trail in hilly areas, but the steep slopes above could have caused runoff and erosion.

A special seed/restoration mix that provides thick grass cover quickly was used on the steep slopes to minimize these difficult-to-restore areas' potential erosion. The sprayed mixture held up well to hard rain without washing away.



Grand River Valley Trail

City of Ionia

In partnership with the MDNR, the City of Ionia hired Prein&Newhof to design Phase 1 of the Grand River Valley Rail Trail (GRVRT) between Saranac and Ionia. The GRVRT is the Lowell to Ionia section of the 130-mile-long Fred Meijer Trail network stretching from Alma to Owosso via Lowell and Greenville.

The GRVRT is an AASHTO-compliant non-motorized trail on an abandoned rail bed. It features seven rehabilitated trestles over various watercourses. One 466-foot-long trestle over the Grand River provides exceptional views of the river in the Ionia State Recreation Area. Between the communities of Ionia and Saranac, the trail flows through the Ionia State Recreation Area's arboreal wilderness. Sections of the trail have an asphalt surface. The remaining part of the trail through the countryside has a limestone aggregate surface designed for non-motorized use.

One challenge for the trail route was crossing M-66 in Ionia. A Prein&Newhof traffic study recommended a new bridge over M-66, as traffic was too heavy for safe crossing by trail users. Prein&Newhof engaged landscape architect Jim Morgan of RJM Design Inc. to consult on the trail, bridges, and other amenities.

The city managed the project with assistance from the MDNR. Funding for the project was made possible with the MDNR's Trust Fund, MDOT TEP funding, and local and private money.



Completion Year

2012

Funding Source

MDNR Trust Fund, MDOT TEP

Professional Fees

\$9,000

Project Team

Scott Post, PE, Project Manager

Awards

Public Works Project of the Year
for Small Cities/Rural
Communities - 2014
APWA Michigan



Clinton, Ionia, and Shiawassee Multi-use Trail

Michigan Department of Technology, Management and Budget, Michigan Department of Natural Resources

Prein&Newhof teamed with Lansing-based Eng., Inc. to design a 42-mile-long, multi-use trail between Ionia and Owosso on an abandoned rail line. The CIS Trail is part of the 130-mile-long Fred Meijer Trail network between Owosso and Alma, via Lowell and Greenville. Eng., Inc. provided topographical surveying, and Prein&Newhof designed the project.

The project transformed 42 miles of abandoned rail bed into non-motorized trail, converted several railroad trestles into trail bridges, and replaced several culverts. MDOT owns the trail corridor.

Contractors built the rural trail areas with crushed limestone and paved it through Muir, Fowler, Pewamo, St. Johns, and Ovid. Near Ovid, the trail leaves the rail bed and follows an alternate route to accommodate a milk processing plant.

The MDNR managed the CIS Trail project. MDOT's Transportation Enhancement Program and the MDNR TF provided funding.

Completion Year

2017

Funding Source

MDOT TAP, MDNRTF

Professional Fees

\$454,278

Project Team

Scott Post, PE, Project Manager
Ed Dempsey, GISP

Client Contact

Annamarie Bauer
989-386-4067
bauera1@michigan.gov



Jupiter Avenue Pathway Plainfield Charter Township

In 2016, Plainfield Charter Township passed a millage to develop a non-motorized network of paths and trails. One of the priorities in the plan was to create a north-south connector through the township that would go on Jupiter Avenue from Plainfield to the YMCA. Due to the long length of the connector, the project was separated into two phases:

Phase 1: Plainfield Avenue to West River Drive was constructed in 2018.

Phase 2: North from West River Drive to the YMCA was constructed in 2019.

Plainfield Charter Township hired Prein&Newhof for design and construction engineering of an HMA non-motorized pathway approximately 10,100 feet in length and 8 feet wide.

A cycle track had already been installed on the Jupiter Avenue bridge. Cycle track (or protected bike lane) is a two-way designated bike lane that is part of a street but separated from auto traffic, in this case, by extra stripes. The township did not want vertical delineators such as bollards or curb which sometimes accompany cycle tracks due to snow removal challenges.



Completion Year

2019

Professional Fees

\$127,000

Project Team

Scott Post, PE
Devin Brown, PE
Dan Elzinga, PS

Client Contact

Bill Fischer
Community Development Director
fischerb@plainfieldmi.org





MEMORANDUM

REGULAR CITY COUNCIL MEETING

Thursday, December 14th, 2023

TO: The City of the Village of Douglas City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Resolution to Ratify the Execution of the Open Space Easement Relating to the Westshore PUD

As you will recall, at the November 20, 2023, City Council meeting, the City Council considered a motion to extend the time for execution of an Open Space Easement relating to the Westshore PUD to December 1, 2023. The City Council unanimously approved the motion to extend the time for execution of the Open Space Easement, however, an attorney's review was requested by Councilmember Jerry Donovan as to whether the vote on November 20th, 2023, included the approval of the execution of the Open Space Easement. The attorney found that while the council intended to authorize the execution of the Open Space Easement, in an abundance of caution, there should be clarification to ensure this authorization.

I am respectfully requesting City Council's approval to ratify the execution of the Open Space Easements relating to Westshore PUD executed by the Mayor and City Clerk on November 22nd, 2023. A resolution has been included with this recommendation.

RESOLUTION

WHEREAS, on November 20, 2023, the City Council met and considered a motion to extend the time for execution of an Open Space Easement relating to the Westshore PUD to December 1, 2023; and

WHEREAS, the City Council unanimously approved the motion to extend the time for execution of an Open Space Easement relating to the Westshore PUD at its meeting on November 20, 2023; and

WHEREAS, in approving the motion to extend the time for execution of an Open Space Easement, the members of the City Council believed that authorization for execution of the easement was implicitly part of the motion; and

WHEREAS, the Mayor and the City Clerk executed two related Open Space Easement on behalf of the City on or about November 22, 2023 (Exhibits A and B), and the easements have been filed with the Register of Deeds in Allegan County; and

WHEREAS, the members of the City Council now, in an abundance of caution, now wish to clarify that the City Council intended to approve the execution of the Open Space Easements on November 20, 2023 and to ratify the execution of the Open Space Easements dated November 22, 2023;

NOW THEREFORE, the City Council finds that it intended to authorize the execution of the Open Space Easements relating to the Westshore PUD at its prior meeting on November 20, 2023; and

FURTHER, the City Council hereby ratifies the Open Space Easements executed by the Mayor and the City Clerk on November 22, 2023 (Exhibits A and B), nunc pro tunc.

Council Member _____ moved for adoption of the resolution; Motion seconded by Council Member _____.

Ayes:

Nays:

December __, 2023

I, _____, City Clerk for the City of Village of Douglas, do hereby certify the foregoing to be a true and correct copy of a resolution that was adopted by the City Council of the City of Village of Douglas at a regular meeting on the 18th day of December, 2023.

_____, City Clerk

Open.20448.13353.32873698-2

Exhibit A

RECEIVED

Allegan County MI Register of Deeds
Bob Genetski, Register of Deeds
Document # 2023017430
OPR LIBER 4905 PAGE 373
Recorded: 11/29/2023 12:33 PM

'23 NOV 29 PM 12:21

(12)

OPEN SPACE PRESERVATION EASEMENT AGREEMENT

This Open Space Preservation Easement Agreement (the "**Agreement**") dated November 30, 2023, is entered into between **Westshore Condominium Association**, a Michigan nonprofit corporation, whose address is P.O. Box 2735, Douglas, Michigan 49406 ("**Association**"); **Douglas Property Development, LLC**, a Michigan limited liability company, whose address is 50 Crahen Avenue, N.E., Suite 200, Grand Rapids, Michigan 49525, for itself and its successor(s) and assign(s) ("**Developer**"); and the **City of the Village of Douglas**, a Michigan municipal corporation, whose address is 86 W. Center Street, Douglas, Michigan 49406 ("**City**") to establish an easement on the terms and conditions set forth below.

1. **Background.** Developer is the developer of a residential site condominium project known as Westshore Condominium which Developer has developed and constructed within a planned unit development (the "**Westshore PUD**") located in the City of the Village of Douglas, Allegan County, Michigan, and legally described on the attached **Exhibit A** ("**Westshore**"). Developer caused the Association to be established in order to administer Westshore and from time to time manage, maintain, repair and replace its common elements. The parties are entering into this Agreement to establish an easement on, over and under those portions of the Westshore general common element land as are legally described and designated as "Conservation Easement Area" on **Exhibit B** (the "**Burdened Parcel**") for the purpose of requiring the Burdened Parcel to remain as undeveloped open space in perpetuity. This Agreement is exempt from transfer taxes pursuant to MCL 207.505(a) and 207.526(a).

2. **Creation of Easement.** In return for good and valuable consideration, the receipt and sufficiency of which are acknowledged, Developer hereby grants to the City a perpetual open space easement (the "**Easement**") over the Burdened Parcel as legally described and shown on **Exhibit B**. The Easement confers the following rights to the City and restrictions upon the Developer, its successors and assigns, the Association and all persons from time to time possessing an ownership interest in, or utilizing in the right of or with the permission of any such person, the Burdened Parcel:

The Association, and in the exercise of reserved or statutory rights within the Burdened Parcel, the Developer, shall cause the Burdened Parcel to remain undeveloped with no constructed improvements; provided however, that to the extent only as is permitted by and consistent with all applicable City Ordinances and all applicable Michigan environmental and wetlands laws, regulations, requirements and permits [including, to the extent applicable to any relevant portion

of the Burdened Parcel, Permit WRP033523, v.1, issued by the Michigan Department of Environment, Great Lakes and Energy ("EGLE") and all amendments and replacements thereto, in every case as any of the foregoing then may be in effect (collectively, "**Applicable Regulations**");

- (a) if, as is presently contemplated and required by City Ordinance 03-2012, as from time to time amended, the Developer constructs a non-motorized trail system within a perpetual non-motorized public trail easement to be granted to the City and located within portions of the Westshore PUD outside the boundaries of Westshore, this Easement shall not be construed to preclude or limit:
 - (i) the Developer's construction of trail extensions and installation of permanent related informational signage within the Burdened Parcel for nonintrusive uses, including, but not limited to, walking, biking, and cross-country skiing, by any person then possessing an ownership interest in, or utilizing as a resident, tenant or invitee of any such owner (collectively, each a "**Westshore User**"), and for access to that non-motorized public trail system, or, subsequent to such construction and installation having occurred, the exercise of any Association responsibility at appropriate regular intervals to inspect and maintain such trail extensions and signage; or,
 - (ii) to remove dead trees and foliage which may constitute a hazard or impediment to surface water drainage within the Burdened Parcel or as is otherwise necessary or advisable to maintain compliance with the Applicable Regulations;

provided, that if after notice to the Association, the Association shall fail to timely perform any maintenance described in (i) or (ii) above, the City may perform such maintenance at the expense of the Association; and,
- (b) The Easement may be used by the City or, upon the issuance of all necessary permits therefor, the Association, for the installation, maintenance, repair and replacement of underground utilities.

3. **Other Terms.** This Easement does not grant or convey to City or members of the general public any right of ownership, possession, or use of the Burdened Parcel except as stated in this Agreement. Upon reasonable notice to the Association, the City and its authorized employees and agents may, but without any City obligation to do so or to make any maintenance or repair, enter upon and inspect the Easement to confirm that the Easement is being maintained in compliance with the terms of this Agreement. The Easement shall run with the land in perpetuity. This Agreement constitutes the complete final agreement of the parties concerning the Easement conferred hereby and is intended to be binding upon the successors and assigns of the Developer, any successor Association and all Westshore Users. Any amendment to this Agreement shall be effective only if, and when a writing, duly signed and acknowledged by the City, Developer and Association is recorded in the office of the Allegan County Register of Deeds.

This Easement was signed and is effective as of the date set forth above.

[Signature pages follow.]

Douglas Property Development, LLC,
a Michigan limited liability company
By: BDR Management, LLC, its Manager

By: [Signature]
Kevin Einfeld, Manager

STATE OF MICHIGAN)
)
COUNTY OF KENT)


The foregoing document was acknowledged before me on November 22nd, 2023, by Kevin Einfeld, as Manager of BDR Management, LLC, the Manager of Douglas Property Development, LLC, a Michigan limited liability company, on behalf of the company.

[Signature]
* Amanda Taylor
Notary Public ~~Kent~~ ^{Ionia} County, Michigan
My Commission Expires: 9/2/2027

AMANDA L. TAYLOR
NOTARY PUBLIC, MICHIGAN
COUNTY OF IONIA
My Commission Expires 09-02-2027
Acting in the County of Kent




Westshore Condominium Association
a Michigan nonprofit corporation

By: 
Karen Pulick
Its: President

STATE OF MICHIGAN)
)
COUNTY OF ALLEGAN)

The foregoing document was acknowledged before me on November 27th, 2023, by Karen Pulick, as President of the Westshore Condominium Association, a Michigan nonprofit corporation, on behalf of the corporation.

ELIZABETH SCHREUR
Notary Public, State of Michigan
County of Ottawa
My Commission Expires 3-3-27
Acting In the County of Allegan

* 
Notary Public Allegan County, Michigan
My Commission Expires: 3/3/27

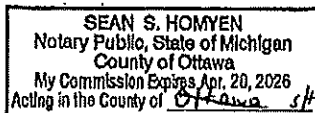
The City of the Village of Douglas,
a Michigan municipal corporation

By: Cathy North 11/22/23
Cathy North
Its: Mayor

By: Laura Kasper 11/22/23
Laura Kasper
Its: City Clerk

STATE OF MICHIGAN)
)
COUNTY OF ALLEGAN)

The foregoing document was acknowledged before me on November 23, 2023, by Cathy North, the Mayor, and by Laura Kasper, the City Clerk of the City of the Village of Douglas, a Michigan municipal corporation, on behalf of the municipal corporation.



*SEAN HOMYEN
Notary Public, Allegan County, Michigan
My Commission Expires: Apr. 20, 2026
Acting in the county of Ottawa Allegan

Drafted by and when recorded return to:
Peter A. Schmidt
Varnum LLP
Bridgewater Place
333 Bridge Street, N.W.
Grand Rapids, MI 49504

#18243095

EXHIBIT A

Legal Description of Westshore

Part of the Northeast 1/4 of Section 17, Town 3 North, Range 16 West, City of the Village of Douglas, Allegan County, Michigan, described as: Commencing at the East 1/4 corner of said Section; thence N00°21' 57"E 350.00 feet along the East line of said Section to the Point of Beginning; thence N90°00'00"W 333.00 feet parallel with the East-West 1/4 line of said Section; thence N65°57'24"W 133.18 feet; thence N03°04'08"W 228.39 feet; thence N38°02'56"W 305.04 feet; thence N20°43'28"W 155.47 feet (the previous three courses being along the centerline of the Drainage Easement, recorded in Liber 3051, Page 506, Allegan County Records); thence N75°00'51"W 149.85 feet; thence S84°48'49"W 418.89 feet; thence N49°30'10"W 268.35 feet; thence N02°23'54"W 275.19 feet; thence S89°59'26"E 190.93 feet; thence N00°25'11"E 421.70 feet (the previous two courses being along the boundary of McVea Plat, Allegan County Records); thence S80°31'00"E 874.96 feet; thence S00°53'13"E 337.43 feet; thence S89°17'50"E 431.89 feet; thence S00°21'57"W 1052.88 feet along the East line of said Section to the Point of Beginning.

Also, commencing at the East 1/4 corner of said Section; thence N90°00'00"W 1005.80 feet along the East-West 1/4 line of said Section to the Point of Beginning; thence N00°27'10"E 140.00 feet to Reference Point A; thence N00°27'10"E 17 feet, more or less, to the centerline of a drain; thence Northwesterly and Southwesterly 577 feet, more or less, along said centerline to a line bearing N00°00'00"E from Reference Point B, said Reference Point B being N72°47'35"W 170.00 feet, N51°10'45"W 175.00 feet and S56°26'58"W 182.38 feet from Reference Point A; thence S00°00'00"W 7 feet, more or less, to said Reference Point B; thence S00°00'00"W 199.20 feet; thence S90°00'00"E 449.62 feet along said East-West 1/4 line to the Point of Beginning.

Contains 32 acres more or less. Subject to easements, restrictions and rights-of-way of record.
Also subject to highway right-of-way for Ferry Street over the most Easterly 33 feet thereof.
Also subject to highway right-of-way for 131st Avenue over the most Southerly 33 feet thereof.

EXHIBIT B

Burdened Parcel

[See Attached]

EXHIBIT "B"

| DESCRIPTION | DATE | AMOUNT | REMARKS |
|-------------|------|--------|---------|
| ... | ... | ... | ... |

CONSERVATION EASEMENT AREA 2A DESCRIPTION: Part of the North 1/2 of Section 17, Town 3 North, Range 16 West, City of Douglas, Morgan County, Michigan described as: Commencing at the Northeast corner of said Section; thence S01°15'17" N 180.3 feet along the East line of said North 1/2; thence N69°37'50" W 33.00 feet to a point on the West right-of-way line of Ferry Street; 166.00 feet along the East line of said North 1/2; thence N69°37'50" W 180.00 feet; thence S01°15'17" N 80.00 feet; thence S89°37'39" E 138.50 feet to a point on West right-of-way line; thence N05°21'15" E 80.00 feet; thence said West right-of-way line to the Point of Beginning. Containing 11,104 square feet (0.25 acres). Subject to easements, restrictions, and rights-of-way of record.

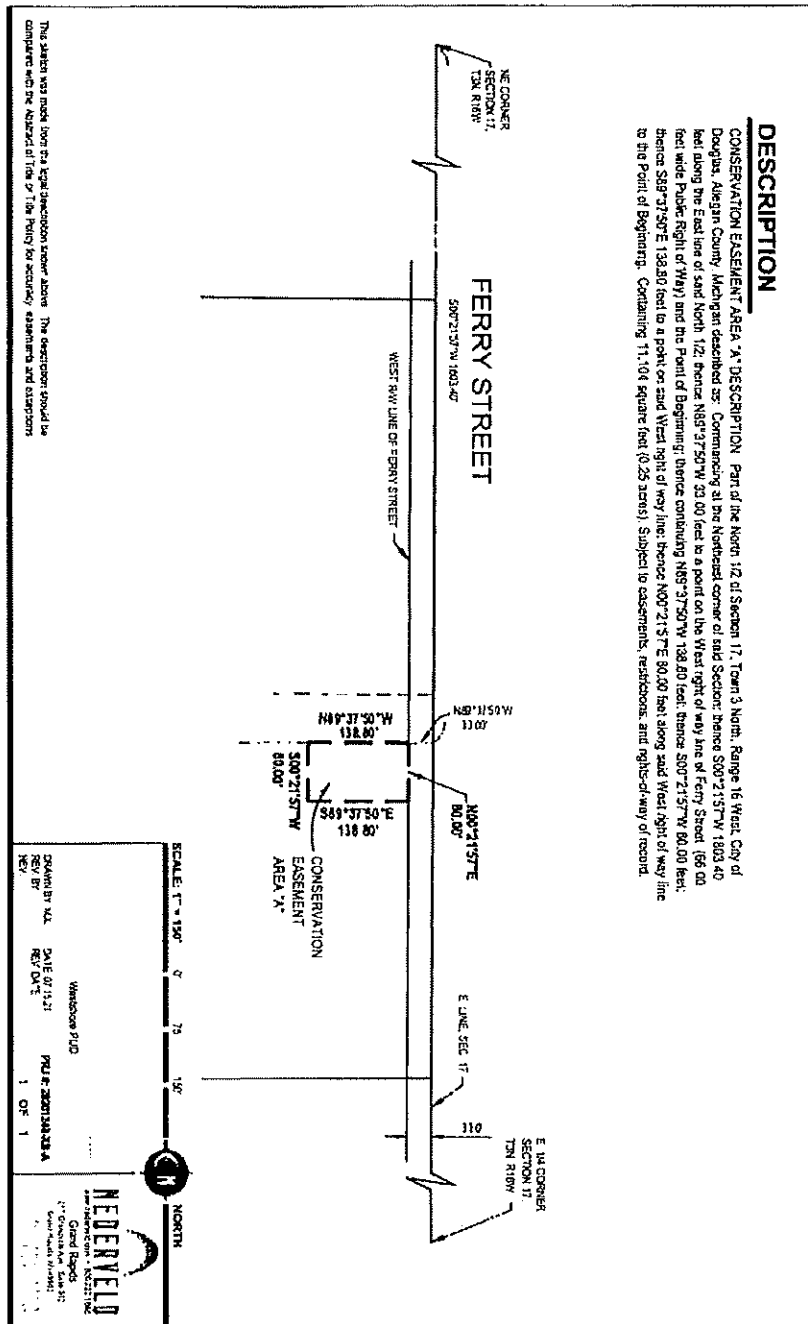


EXHIBIT "B"

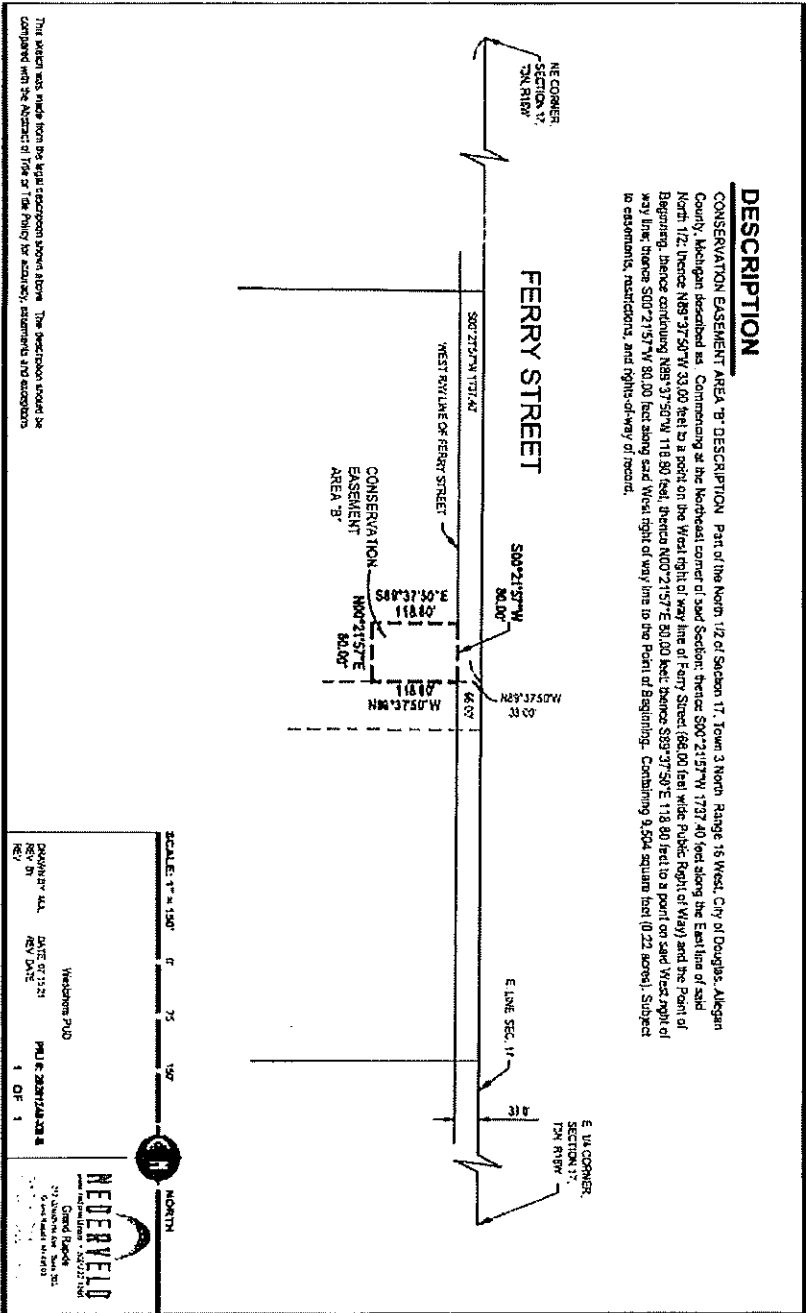


EXHIBIT "B"

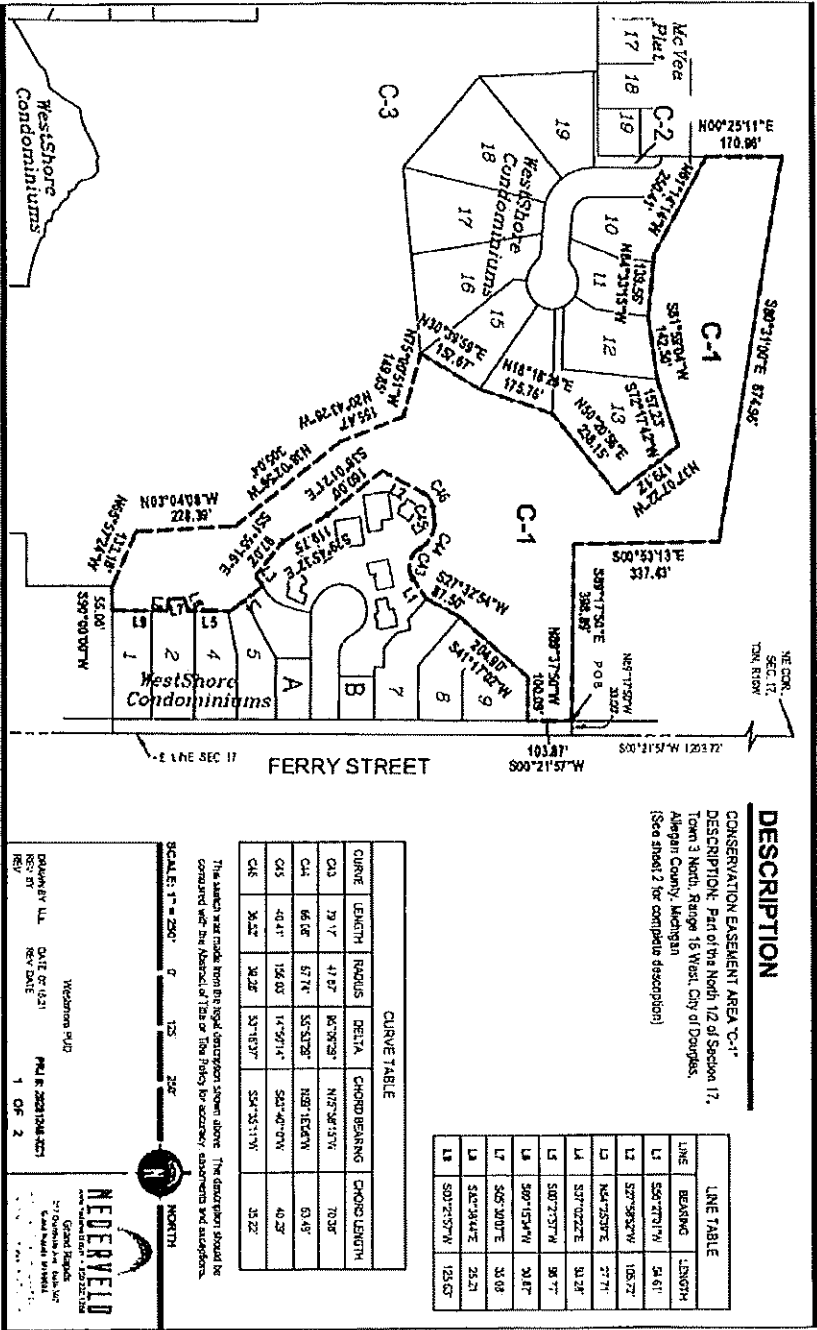


EXHIBIT "B"

DESCRIPTION

CONSERVATION EASEMENT AREA "C-1" DESCRIPTION: Part of the North 1/2 of Section 17, Town 3 North, Range 16 West, City of Douglas, Allegan County, Michigan described as: Commencing at the Northeast corner of said Section, thence S80°21'57"W 120.32 feet along the East line of said North 1/2; thence N89°17'50"W 33.00 feet to a point on the West right of way line of Ferry Street (88.00 feet wide Public Right of Way) and the Point of Beginning; thence S00°21'57"W 103.87 feet; thence N89°31'50"W 100.09 feet; thence S41°17'02"W 204.90 feet; thence S27°32'34"W 87.50 feet; thence S86°27'01"W 54.61 feet; thence Westerly 73.17 feet along a 47.87 foot radius curve to the right, said curve having a central angle of 95°09'29", and a chord bearing N75°53'57"W 70.38 feet; thence Westerly 45.08 feet along a 67.74 foot radius curve to the left, said curve having a central angle of 55°53'29", and a chord bearing N59°16'08"W 63.49 feet; thence Westerly 40.41 feet along a 156.03 foot radius curve to the left, said curve having a central angle of 14°50'14", and a chord bearing S83°40'10"W 40.29 feet; thence Southwesterly 35.52 feet along a 39.28 foot radius curve to the left, said curve having a central angle of 53°18'37", and a chord bearing S54°35'11"W 35.22 feet; thence S27°56'52"W 105.72 feet; thence S38°01'21"E 160.00 feet; thence S29°45'32"E 119.75 feet; thence S31°55'18"E 97.02 feet; thence N54°25'39"E 27.71 feet; thence S27°02'22"E 93.28 feet; thence S00°21'57"W 96.77 feet; thence S89°15'34"W 50.67 feet; thence S05°30'07"E 35.08 feet; thence S82°39'44"E 25.21 feet; thence S00°21'57"W 125.65 feet; thence S90°00'00"W 55.00 feet; thence N65°57'24"W 133.18 feet; thence N03°04'08"W 228.39 feet; thence N38°02'56"W 305.04 feet; thence N20°43'28"W 155.47 feet; thence N75°00'51"W 149.85 feet; thence N30°38'59"E 157.67 feet; thence N18°18'25"E 175.76 feet; thence N50°20'58"E 236.15 feet; thence N27°07'22"W 173.12 feet; thence S72°17'42"W 157.23 feet; thence S81°59'04"W 142.50 feet; thence N4°23'15"W 138.56 feet; thence N81°14'14"W 250.41 feet; thence N00°28'11"E 170.96 feet along the East line of Michigan Dam and the extension thereof; thence S00°31'06"E 874.95 feet; thence S00°53'13"E 337.43 feet; thence S89°17'50"E 588.89 feet to the Point of Beginning. Containing 518.974 square feet (1.91 acres). Subject to easements, restrictions, and rights-of-way of record.

DOUGLAS BR. M.U.
2023-07-07
2023-07-07

WILSON PLO
DATE: 07/15/23
REV: 01/01/23

PAGE: 2 OF 2
PUL # 20231548-001


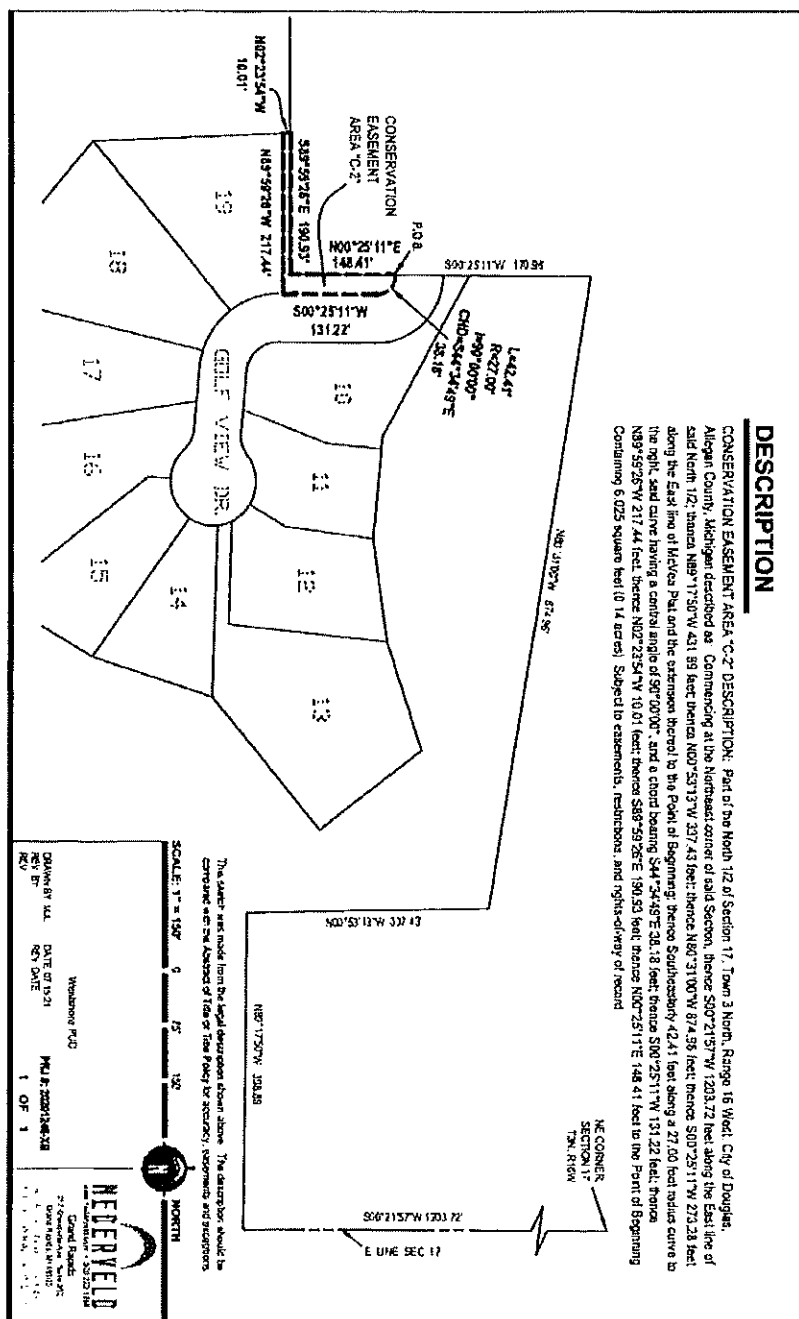

NEDERVEELD
Group, Inc.
217 Oakview Lane
Grand Rapids, MI 49503
(616) 455-1100
www.nederveeld.com

EXHIBIT "B"



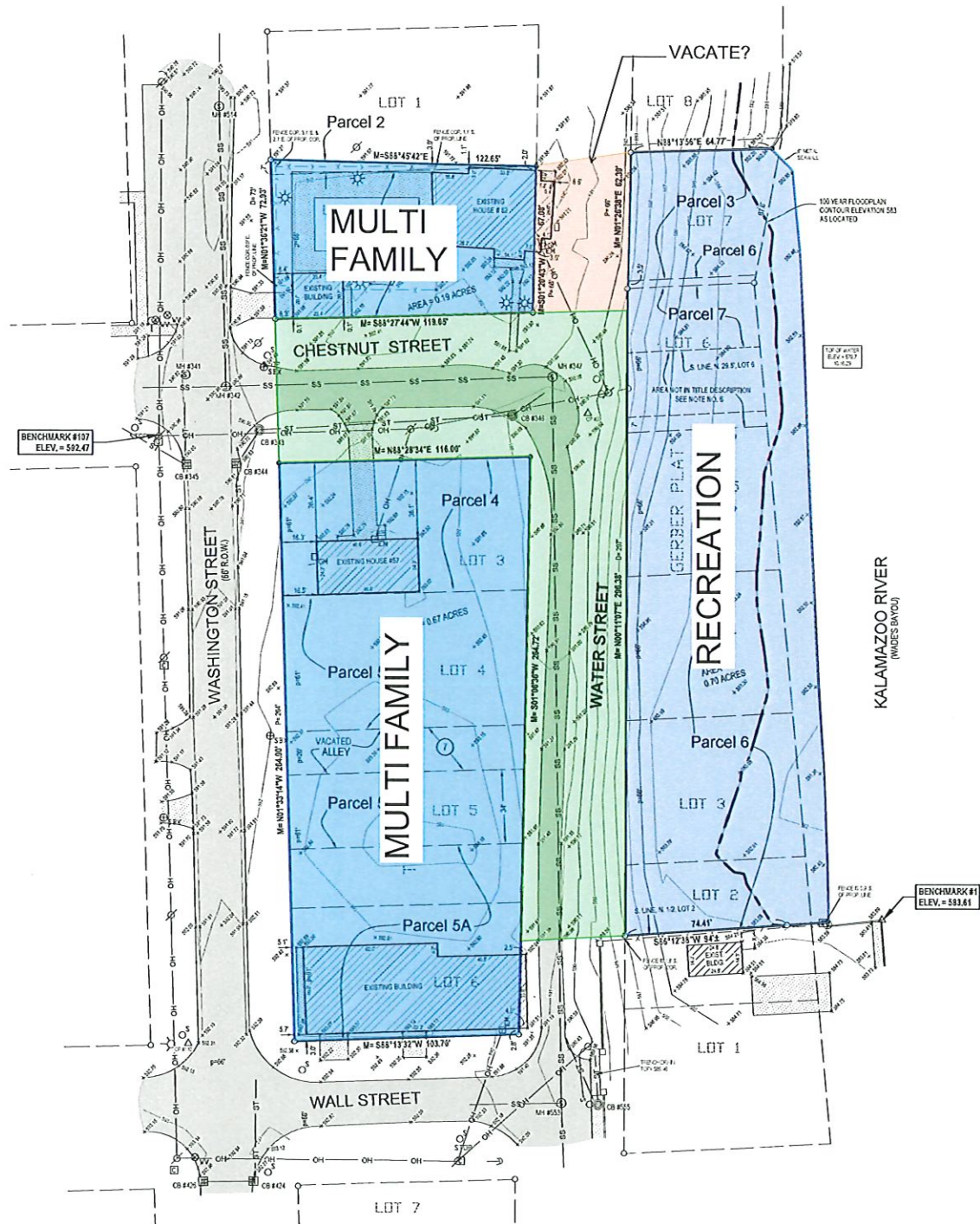


Exhibit B



Allegan County MI Register of Deeds
Bob Genetski, Register of Deeds
Document # 2023017431
OPR LIBER 4905 PAGE 386
Recorded: 11/29/2023 12:33 PM

OPEN SPACE PRESERVATION EASEMENT AGREEMENT

This Open Space Preservation Easement Agreement (the "**Agreement**") dated November 30, 2023, is entered into between **Douglas Property Development, LLC**, a Michigan limited liability company, whose address is 50 Crahen Avenue, N.E., Suite 200, Grand Rapids, Michigan 49525, for itself and its successors and assigns ("**Owner**") and the **City of the Village of Douglas**, a Michigan municipal corporation, whose address is 86 W. Center Street, Douglas, Michigan 49406 ("**City**") to establish an easement on the terms and conditions set forth below.

1. **Background.** Owner is the owner of real property located in the City of the Village of Douglas, Allegan County, Michigan, legally described on the attached **Exhibit A** (the "**Burdened Parcel**"). The parties are entering into this Agreement to establish an easement in, over and under the Burdened Parcel for the purpose of requiring certain areas within the Burdened Parcel to remain as open space in perpetuity. This Agreement is exempt from transfer taxes pursuant to MCL 207.505(a) and 207.526(a).

2. **Creation of Easement.** In return for good and valuable consideration, the receipt and sufficiency of which are acknowledged, Owner hereby grants to the City for the use and benefit of the public an open space easement (the "**Easement**") encumbering the areas of the Burdened Parcel legally described and designated as "Conservation Easement Area" on **Exhibit B** (the "**Easement Area**"). Owner and the City acknowledge that the Owner intends to develop a residential development on the Burdened Parcel (the "**Development**"). Owner and the City agree that, to the extent the open space area in a final site plan as may be approved by the City for the Development is different than the description of the Easement Area, the parties will amend this Agreement to include that open space area as the new Easement Area description. The Easement confers the following rights to the City and restrictions upon the Owner, its successors and assigns, and any associations as may be formed to administer the common elements of any condominium project which may be developed within the Burdened Parcel (each, an "**Association**");

- (i) Owner and if an Association is established, the Association, shall cause the Easement Area to remain undeveloped with no constructed improvements; provided however, that if an Association is established, Owner's obligations under this subsection shall be limited to complying with the foregoing requirement in the exercise of any reserved or statutory rights within the Easement Area; and further provided however, that to the extent only as is permitted by and consistent with all applicable City Ordinances and all applicable Michigan environmental

and wetlands laws, regulations, requirements and permits [including, to the extent applicable to any relevant portion of the Easement Area, Permit WRP033523, v. 1, issued by the Michigan Department of Environment, Great Lakes and Energy ("EGLE"), and all amendments and replacements thereto], in every case as any of the foregoing then may be in effect (collectively, "**Applicable Regulations**"): (a) the Easement Area may be utilized by the public for nonintrusive uses, including, but not limited to, walking, biking, and cross-country skiing subsequent to the Owner's construction of a non-motorized public trail system and informational signage pursuant to a perpetual non-motorized public trail easement to be granted to the City for the use and benefit of the public and located within the Easement Area, as is contemplated and required by City Ordinance 03-2012, as from time to time amended; and, (b) with the prior written approval of the City, Owner and Association may perform construction for the purposes described in (ii) and (iii) below; provided further, that after notice to the responsible party that it has failed to timely perform any maintenance described in (ii) below, the City may perform such construction at the expense of such party.


- (ii) Owner, or, if an Association shall have been established, the Association, shall maintain the Easement Area, such maintenance to include, without limitation, the removal of dead trees and foliage which constitute a hazard or impediment to surface water drainage and as is otherwise necessary or advisable to maintain compliance with Applicable Regulations; and
- (iii) The Easement Area may be used by the City or, upon receipt of a permit therefor, by the Owner or Association to direct the drainage of surface water from adjacent residential developments to existing streams and creeks traversing the Easement Area and for the installation, inspection, maintenance, repair and replacement of underground utilities.

3. **Other Terms.** This Easement does not grant or convey to City or members of the general public any right of ownership, possession, or use of the Burdened Parcel except as stated in this Agreement. Upon reasonable notice to Owner, or to the extent an Association is established, the Association, City and its authorized employees and agents may but without any City obligation to do so or to maintain or make any repair, enter upon and inspect the Easement to confirm that the Easement is being maintained in compliance with the terms of this Agreement. The Easement shall run with the land in perpetuity. This Agreement constitutes the complete final agreement of the parties and is intended to be binding upon the successors and assigns of the Owner, including, without limitation, any Association. Any amendment to this Agreement shall be effective only if, and when a writing, duly signed and acknowledged by the City and Owner, or if an Association is established, the Association, is recorded in the office of the Allegan County Register of Deeds.

This Easement was signed and is effective as of the date set forth above.

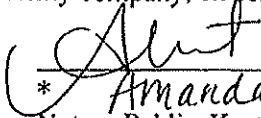
[Signature pages follow.]

Douglas Property Development, LLC,
a Michigan limited liability company
By: BDR Management, LLC, its Manager

By: 
Kevin Einfeld, Manager

STATE OF MICHIGAN)
)
COUNTY OF KENT)

The foregoing document was acknowledged before me on November 22nd, 2023, by Kevin Einfeld, as Manager of BDR Management, LLC, the Manager of Douglas Property Development, LLC, a Michigan limited liability company, on behalf of the company.


* Amanda L. Taylor
Notary Public, ~~Kent~~ Ionia County, Michigan
My Commission Expires: 9/2/2027

AMANDA L. TAYLOR
NOTARY PUBLIC, MICHIGAN
COUNTY OF IONIA
My Commission Expires 09-02-2027
Acting in the County of Kent

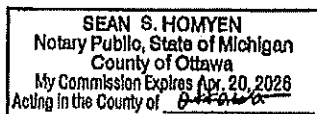
The City of the Village of Douglas,
a Michigan municipal corporation

By: Cathy North 11/22/23
Cathy North
Its: Mayor

By: Laura Kasper 11/22/23
Laura Kasper
Its: City Clerk

STATE OF MICHIGAN)
)
COUNTY OF ALLEGAN)

The foregoing document was acknowledged before me on November 22, 2023, by
Cathy North, the Mayor, and by Laura Kasper, the City Clerk of the City of the Village of
Douglas, a Michigan municipal corporation, on behalf of the municipal corporation.



SEAN HOMYEN Ottawa
Notary Public, Allegan County, Michigan // Acting in the
My Commission Expires: Apr. 20, 2026 County of
Allegan

Drafted by and when recorded return to:
Peter A. Schmidt
Varnum LLP
Bridgewater Place
333 Bridge Street, N.W.
Grand Rapids, MI 49504

#18257470

EXHIBIT A**Legal Description of the Burdened Parcel**

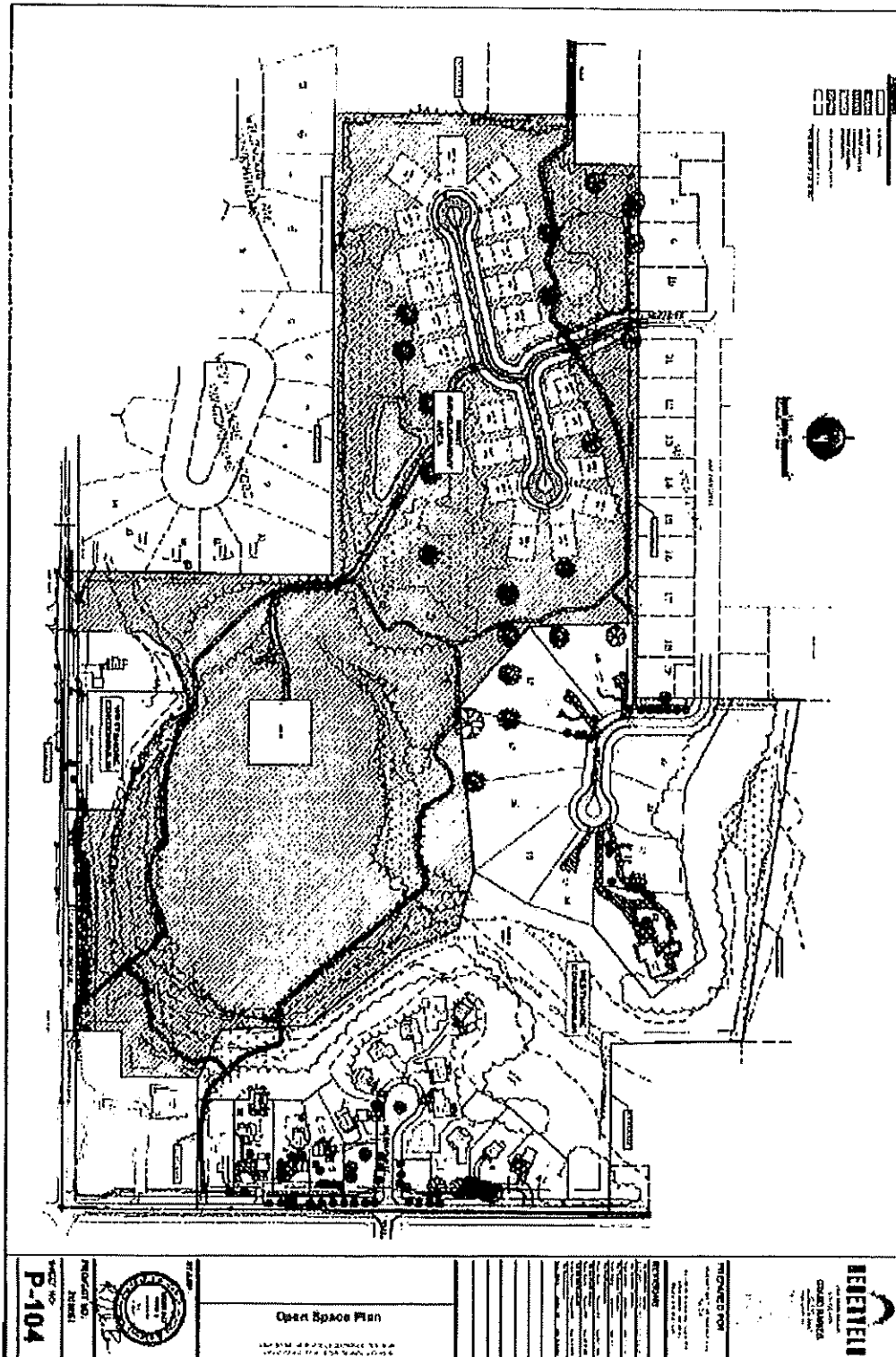
Part of the North 1/2 of Section 17, Town 3 North, Range 16 West, and part of Lot 8 of Trumbull's Addition to the Village of Douglas, as recorded in Liber 3 of Plats, Page 6, City of Douglas, Allegan County, Michigan, described as: Commencing at the East 1/4 corner of said Section; thence N90°00'00"W 450.00 feet along the East-West 1/4 line of said Section to the Point of Beginning; thence N90°00'00"W 555.80 feet along said East-West 1/4 line; thence N00°27'10"E 140.00 feet to Reference Point A; thence N00°27'10"E 17 feet, more or less, to the centerline of a drain; thence Northwesterly and Southwesterly 577 feet, more or less, along said centerline to a line bearing N00°00'00"E from Reference Point B, said Reference Point B being N72°47'35"W 170.00 feet, N51°10'45"W 175.00 feet and S56°26'58"W 182.38 feet from Reference Point A; thence S00°00'00"W 7 feet, more or less, to said Reference Point B; thence S00°00'00"W 199.20 feet; thence N90°00'00"W 150.38 feet along the East-West 1/4 line of said Section; thence N00°27'10"E 686.05 feet; thence S89°41'57"W 1004.98 feet (the previous two courses being along the boundary and boundary extended of West Shore Woods Condominiums, Allegan County Records) to the North-South 1/4 line of said Section; thence N88°20'23"W 164.17 feet along the boundary of Wildwood Lane Condominiums, Allegan County Records; thence N00°17'10"E 597.78 feet; thence N89°23'53"W 266.04 feet to the Easterly line of Lot 8, Trumbull's Addition to the Village of Douglas, Allegan County Records; thence N63°36'10"W 117.13 feet parallel with the Southerly line of said Lot 8; thence N26°11'58"E 20.00 feet along the Westerly line of said Lot 8 also being the Southeast line of Lakeshore Drive; thence S63°36'10"E 112.61 feet; thence S89°23'53"E 261.35 feet; thence S89°59'26"E 125.00 feet; thence N00°17'10"E 164.97 feet; thence S89°59'26"E 1155.39 feet along the boundary of McVea Plat, Allegan County Records; thence S02°23'54"E 275.19 feet; thence S49°30'10"E 268.35 feet; thence N84°48'49"E 418.89 feet; thence S75°00'51"E 149.85 feet; thence S20°43'28"E 155.47 feet; thence S38°02'56"E 305.04 feet; thence S03°04'08"E 228.39 feet (the previous three courses being along the centerline of the Drainage Easement, recorded in Liber 3051, Page 506, Allegan County Records); thence S65°57'24"E 133.18 feet; thence S00°21'57"W 200.00 feet parallel with the East line of said Section; thence N90°00'00"W 117.00 feet parallel with the East-West 1/4 line of said Section; thence S00°21'57"W 150.00 feet to the Point of Beginning. Contains 46 acres more or less. Subject to easements, restrictions and rights-of-way of record. Also subject to highway right-of-way for 131st Avenue over the most Southerly 33 feet thereof.

EXHIBIT B

Easement Area

[See Attached]

Open.20448.43876.32169032-1



RESOLUTION

WHEREAS, on November 20, 2023, the City Council met and considered a motion to extend the time for execution of an Open Space Easement relating to the Westshore PUD to December 1, 2023; and

WHEREAS, the City Council unanimously approved the motion to extend the time for execution of an Open Space Easement relating to the Westshore PUD at its meeting on November 20, 2023; and

WHEREAS, in approving the motion to extend the time for execution of an Open Space Easement, the members of the City Council believed that authorization for execution of the easement was implicitly part of the motion; and

WHEREAS, the Mayor and the City Clerk executed two related Open Space Easement on behalf of the City on or about November 22, 2023 (Exhibits A and B), and the easements have been filed with the Register of Deeds in Allegan County; and

WHEREAS, the members of the City Council now, in an abundance of caution, now wish to clarify that the City Council intended to approve the execution of the Open Space Easements on November 20, 2023 and to ratify the execution of the Open Space Easements dated November 22, 2023;

NOW THEREFORE, the City Council finds that it intended to authorize the execution of the Open Space Easements relating to the Westshore PUD at its prior meeting on November 20, 2023; and

FURTHER, the City Council hereby ratifies the Open Space Easements executed by the Mayor and the City Clerk on November 22, 2023 (Exhibits A and B), nunc pro tunc.

Council Member _____ moved for adoption of the resolution; Motion seconded by Council Member _____.

Ayes:

Nays:

December __, 2023

I, _____, City Clerk for the City of Village of Douglas, do hereby certify the foregoing to be a true and correct copy of a resolution that was adopted by the City Council of the City of Village of Douglas at a regular meeting on the 18th day of December, 2023.

_____, City Clerk

Open.20448.13353.32873698-2

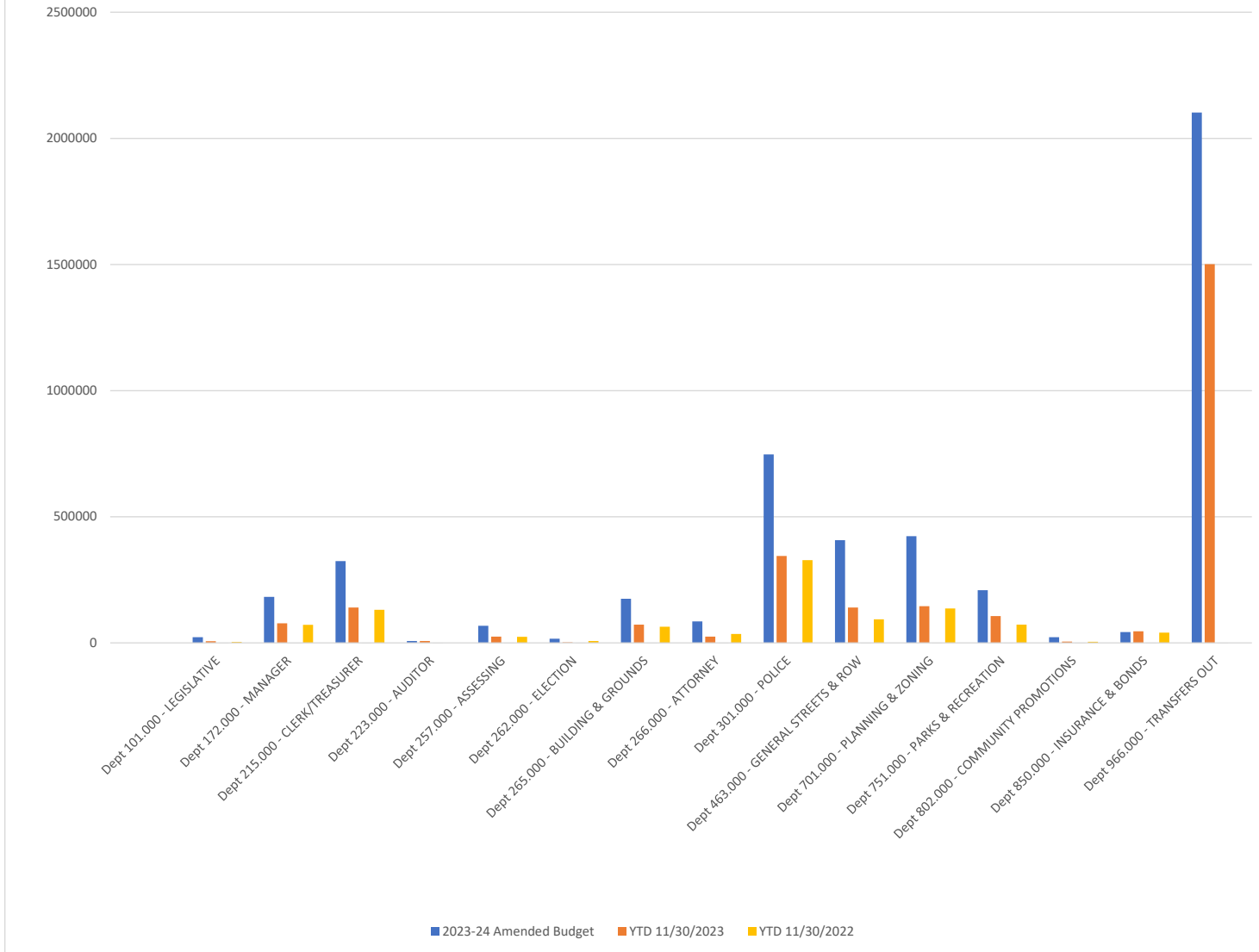
**City of the Village of Douglas
Financial Holdings Summary
November 30, 2023**

Item 9B.

| | <u>Identifier</u> | <u>Matures</u> | <u>Rate</u> | <u>Market Value</u> |
|-------------------------------------------|---------------------------------|----------------|-------------|-------------------------------|
| <u>Cash</u> | | | | |
| Huntington Bank - Common Checking | | | | 72,358.24 |
| Huntington Bank - Tax & Trust | | | | 30,883.43 |
| D.A. Davidson | | | 2.00% | 949.47 |
| <u>CD's</u> | | | | |
| D.A. Davidson: | | | | |
| American Expr Natl Bk | 02589AA28 | 12/4/2023 | 3.55% | 193,906.88 |
| Morgan Stanley Bank | 61690UCK4 | 12/13/2023 | 3.50% | 245,773.68 |
| Wells Fargo Bank | 949763WA0 | 12/28/2023 | 3.50% | <u>99,865.00</u> |
| MBS: | | | | |
| Citizens Bank | 75524KQJ6 | 12/22/2023 | 5.15% | <u>199,974.00</u> |
| <u>Bonds</u> | | | | |
| D.A. Davidson: | | | | |
| Fedl Farm Credit Bank Bond | 3133EJ5H8 | 1/16/2025 | 2.85% | 146,095.50 |
| Fedl Home loan Mtg Corp | 3134GXKR4 | 7/15/2025 | 0.40% | 278,757.00 |
| Fedl Home loan Mtg Corp | 3134GWUC8 | 12/30/2025 | 0.50% | 183,164.00 |
| Fed Home Loan Bank Bond Step | 3130AKSV9 | 1/28/2026 | 0.75% | 230,585.00 |
| Fedl Farm Credit Bank Bond | 3133ELEN0 | 12/18/2029 | 2.25% | <u>135,202.18</u> |
| MBS: | | | | |
| Fed Home Loan Bank Bond Step | 3130amfn7 | 5/26/2026 | 0.75% | 139,882.50 |
| Pinckney mich commnity schools | 722205NW7 | 5/1/2028 | 1.84% | <u>87,735.00</u> |
| <u>Other Investments</u> | | | | |
| Michigan Class | | | 5.54% | <u>2,335,137.35</u> |
| Total Cash & Investments | | | | <u>4,380,269.23</u> |
| | | | | Cash & Investments |
| | | | | Prior Month 4,719,383.83 |
| | | | | Prior Year 5,493,624.40 |
| <u>Fund</u> | <u>November 30, 2023</u> | | | |
| 101 - General Fund | 3,246,982.96 | | | |
| 202 - Major Street | 180,826.39 | | | |
| 203 - Local Streets | 122,550.30 | | | |
| 213 - Schultz Park Launch Ramp | 117,420.94 | | | |
| 243 - Brownfield Redevelopment Authority | 21,122.84 | | | |
| 244 - Harbor Authority | 4,145.20 | | | |
| 248 - DDA | 90,500.82 | | | |
| 403 - Blue Star Corridor Improvement Fund | 104,820.94 | | | |
| 450 - Water & Sewer Fund | 115,088.50 | | | |
| 594 - Douglas Marina | 8,905.13 | | | |
| 660 - Equipment Rental Fund | 334,044.35 | | | |
| 703 - Current Tax Receiving | <u>3,592.19</u> | | | |
| | <u>4,380,269.23</u> | | | |

City of the Village of Douglas
General Fund Expenditures
November 30, 2023

Item 9B.



| Department | 2023-24 Amended Budget | YTD 11/30/2023 | % Budget Used | YTD 11/30/2022 |
|--------------------------------------|---------------------------|-------------------|------------------|-------------------|
| Dept 101.000 - LEGISLATIVE | 22,376.00 | 6,760.73 | 30.21 | 3,786.32 |
| Dept 172.000 - MANAGER | 182,590.00 | 77,734.88 | 42.57 | 71,909.80 |
| Dept 215.000 - CLERK/TREASURER | 324,615.00 | 140,181.38 | 43.18 | 131,382.12 |
| Dept 223.000 - AUDITOR | 7,500.00 | 7,250.00 | 96.67 | 0.00 |
| Dept 257.000 - ASSESSING | 67,885.00 | 25,048.91 | 36.90 | 24,053.72 |
| Dept 262.000 - ELECTION | 16,672.00 | 2,063.29 | 12.38 | 7,399.24 |
| Dept 265.000 - BUILDING & GROUNDS | 174,690.00 | 72,146.75 | 41.30 | 64,445.22 |
| Dept 266.000 - ATTORNEY | 85,000.00 | 24,876.50 | 29.27 | 35,562.65 |
| Dept 301.000 - POLICE | 747,540.00 | 344,232.98 | 46.05 | 327,964.74 |
| Dept 463.000 - GENERAL STREETS & ROW | 407,260.00 | 140,563.08 | 34.51 | 93,264.00 |
| Dept 701.000 - PLANNING & ZONING | 422,660.00 | 145,690.27 | 34.47 | 136,840.94 |
| Dept 751.000 - PARKS & RECREATION | 209,135.00 | 106,430.50 | 50.89 | 72,630.24 |
| Dept 802.000 - COMMUNITY PROMOTIONS | 22,500.00 | 4,904.23 | 21.80 | 4,618.92 |
| Dept 850.000 - INSURANCE & BONDS | 43,000.00 | 45,987.00 | 106.95 | 40,771.65 |
| Dept 966.000 - TRANSFERS OUT | 2,102,000.00 | 1,501,237.78 | 71.42 | 0.00 |
| TOTALS | 4,835,423.00 | 2,645,108.28 | 54.70% | 1,014,629.56 |

User: MATTSMITH

DB: Douglas

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED | YTD BALANCE |
|----------------------------------|-------------------------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|-----------------------------|
| | | AMENDED BUDGET | 11/30/2023 NORM (ABNORM) | MONTH 11/30/23 INCR (DECR) | BALANCE NORM (ABNORM) | | 11/30/2022 NORM (ABNORM) |
| Fund 101 - GENERAL FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 | | | | | | | |
| 101-000.000-402.000 | CURRENT REAL PROPERTY TAX | 2,870,000.00 | 2,816,292.82 | 6,101.48 | 53,707.18 | 98.13 | 2,529,165.40 |
| 101-000.000-434.000 | MOBILE HOME TAX | 500.00 | 230.00 | 46.00 | 270.00 | 46.00 | 229.00 |
| 101-000.000-445.000 | INTEREST & PENALTIES: DELQ TAX | 5,000.00 | 524.95 | 189.47 | 4,475.05 | 10.50 | 1,516.43 |
| 101-000.000-447.000 | TAX COLLECTION FEES | 111,733.00 | 82,132.82 | 241.52 | 29,600.18 | 73.51 | 76,632.86 |
| 101-000.000-453.000 | SPECIAL ASSESSMENT REVENUE | 5,555.00 | 3,625.27 | 0.00 | 1,929.73 | 65.26 | 11,465.41 |
| 101-000.000-474.000 | INTEREST ON SPECIAL ASSESSMENTS | 1,082.00 | 67.97 | 0.00 | 1,014.03 | 6.28 | 103.20 |
| 101-000.000-476.000 | BUSINESS LICENSE FEES | 11,000.00 | 75.00 | 0.00 | 10,925.00 | 0.68 | 220.00 |
| 101-000.000-477.000 | FRANCHISE FEES | 17,000.00 | 4,274.64 | 4,274.64 | 12,725.36 | 25.14 | 4,640.32 |
| 101-000.000-543.001 | LAW ENFORCEMENT TRAINING | 1,000.00 | 949.80 | 0.00 | 50.20 | 94.98 | 250.00 |
| 101-000.000-543.100 | STATE REVENUE: LIQUOR LICENSE | 7,000.00 | 7,722.00 | 27.50 | (722.00) | 110.31 | 8,125.70 |
| 101-000.000-573.000 | LOCAL COMMUNITY STABILIZATION SHARE | 45,000.00 | 32,919.60 | 0.00 | 12,080.40 | 73.15 | 29,716.30 |
| 101-000.000-573.001 | METRO ACT | 7,000.00 | 0.00 | 0.00 | 7,000.00 | 0.00 | 0.00 |
| 101-000.000-574.000 | STATE REVENUE: SALES TAX | 157,404.00 | 28,706.00 | 0.00 | 128,698.00 | 18.24 | 28,481.00 |
| 101-000.000-581.000 | COUNTY ROAD MILLAGE CNTRB | 180,000.00 | 0.00 | 0.00 | 180,000.00 | 0.00 | 0.00 |
| 101-000.000-603.000 | POLICE ADMINISTRATION FEE | 1,000.00 | 219.89 | 35.00 | 780.11 | 21.99 | 189.98 |
| 101-000.000-626.001 | ROAD CUT FEES | 3,000.00 | 700.00 | 100.00 | 2,300.00 | 23.33 | 1,700.00 |
| 101-000.000-627.000 | BUILDING FEES | 65,000.00 | 27,066.00 | 5,273.00 | 37,934.00 | 41.64 | 28,689.50 |
| 101-000.000-627.001 | RENTAL INSPECTION FEE | 10,500.00 | 4,700.00 | 350.00 | 5,800.00 | 44.76 | 4,150.00 |
| 101-000.000-628.000 | PLANNING & ZONING FEES | 39,500.00 | 57,261.75 | 22,342.25 | (17,761.75) | 144.97 | 14,547.00 |
| 101-000.000-651.000 | LAUNCH FEES | 7,250.00 | 5,508.00 | 0.00 | 1,742.00 | 75.97 | 5,909.00 |
| 101-000.000-657.000 | ORDINANCE FINES - POLICE | 3,500.00 | 2,632.65 | 513.40 | 867.35 | 75.22 | 1,647.64 |
| 101-000.000-665.000 | INTEREST INCOME | 0.00 | 91,938.34 | 31,101.06 | (91,938.34) | 100.00 | (31,078.89) |
| 101-000.000-667.000 | RENT | 14,400.00 | 0.00 | 0.00 | 14,400.00 | 0.00 | 6,000.00 |
| 101-000.000-674.000 | DONATIONS | 0.00 | 37,435.09 | (10.67) | (37,435.09) | 100.00 | 45,991.10 |
| 101-000.000-675.000 | OTHER REVENUE | 7,800.00 | 23,960.90 | 690.00 | (16,160.90) | 307.19 | 3,797.15 |
| 101-000.000-675.001 | REIMBURSEMENTS LOCAL GOV | 3,750.00 | 0.00 | 0.00 | 3,750.00 | 0.00 | 0.00 |
| 101-000.000-698.000 | INSURANCE REIMBURSEMENTS | 5,000.00 | 3,000.00 | 0.00 | 2,000.00 | 60.00 | 3,172.88 |
| 101-000.000-699.213 | TRANSFER IN SCHULTZ PARK LAUNCH | 23,250.00 | 23,250.00 | 0.00 | 0.00 | 100.00 | 4,500.00 |
| Total Dept 000.000 | | 3,603,224.00 | 3,255,193.49 | 71,274.65 | 348,030.51 | 90.34 | 2,779,760.98 |
| TOTAL REVENUES | | 3,603,224.00 | 3,255,193.49 | 71,274.65 | 348,030.51 | 90.34 | 2,779,760.98 |
| Expenditures | | | | | | | |
| Dept 101.000 - LEGISLATIVE | | | | | | | |
| 101-101.000-703.000 | WAGES | 9,000.00 | 2,050.00 | 0.00 | 6,950.00 | 22.78 | 1,850.00 |
| 101-101.000-718.000 | TRAINING FUNDS | 4,500.00 | 1,190.00 | 0.00 | 3,310.00 | 26.44 | 520.00 |
| 101-101.000-718.002 | MISC TRAVEL EXPENSES-TRAINING | 4,000.00 | 1,752.85 | 1,232.85 | 2,247.15 | 43.82 | 0.00 |
| 101-101.000-722.000 | WORKERS COMPENSATION | 36.00 | 25.50 | 8.50 | 10.50 | 70.83 | 16.75 |
| 101-101.000-740.000 | SUPPLIES | 400.00 | 132.40 | 132.40 | 267.60 | 33.10 | 0.00 |
| 101-101.000-812.000 | RECORDING CLERK | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | 0.00 |
| 101-101.000-851.000 | TELEPHONE | 540.00 | 218.70 | 87.58 | 321.30 | 40.50 | 175.15 |
| 101-101.000-861.000 | MILEAGE REIMBURSEMENT | 650.00 | 278.38 | 278.38 | 371.62 | 42.83 | 187.50 |
| 101-101.000-900.000 | PRINTING & PUBLISHING | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 |
| 101-101.000-908.000 | DUES/FEES/PUBLICATIONS | 1,050.00 | 963.00 | 0.00 | 87.00 | 91.71 | 917.00 |
| 101-101.000-958.000 | MISCELLANEOUS | 1,000.00 | 149.90 | 29.98 | 850.10 | 14.99 | 119.92 |
| Total Dept 101.000 - LEGISLATIVE | | 22,376.00 | 6,760.73 | 1,769.69 | 15,615.27 | 30.21 | 3,786.32 |
| Dept 172.000 - MANAGER | | | | | | | |
| 101-172.000-702.000 | SALARIES | 113,300.00 | 54,201.93 | 8,743.91 | 59,098.07 | 47.84 | 44,357.02 |
| 101-172.000-718.000 | TRAINING FUNDS | 1,500.00 | 102.50 | 0.00 | 1,397.50 | 6.83 | 0.00 |
| 101-172.000-718.002 | MISC TRAVEL EXPENSES-TRAINING | 1,000.00 | 113.01 | 0.00 | 886.99 | 11.30 | 0.00 |

User: MATTSMITH

DB: Douglas

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT | YTD BALANCE |
|--------------------------------------|-------------------------------|----------------|---------------|----------------|---------------|--------|---------------|
| | | AMENDED BUDGET | 11/30/2023 | MONTH 11/30/23 | BALANCE | USED | 11/30/2022 |
| | | | NORM (ABNORM) | INCR (DECR) | NORM (ABNORM) | | NORM (ABNORM) |
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| 101-172.000-719.000 | INSURANCE BENEFITS | 16,300.00 | 5,104.98 | 982.10 | 11,195.02 | 31.32 | 6,563.08 |
| 101-172.000-720.000 | PAYROLL TAXES | 9,000.00 | 4,345.64 | 663.56 | 4,654.36 | 48.28 | 3,542.49 |
| 101-172.000-721.000 | MERS BENEFITS | 18,500.00 | 6,885.38 | 1,035.73 | 11,614.62 | 37.22 | 7,738.20 |
| 101-172.000-721.001 | 457 CONTRIBUTION | 15,000.00 | 5,437.97 | 769.24 | 9,562.03 | 36.25 | 5,311.74 |
| 101-172.000-722.000 | WORKERS COMPENSATION | 200.00 | 141.00 | 47.00 | 59.00 | 70.50 | 97.62 |
| 101-172.000-740.000 | SUPPLIES | 500.00 | 205.86 | 45.24 | 294.14 | 41.17 | 184.92 |
| 101-172.000-813.000 | MEETINGS | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 | 25.51 |
| 101-172.000-851.000 | TELEPHONE | 1,290.00 | 346.61 | 87.58 | 943.39 | 26.87 | 500.00 |
| 101-172.000-861.000 | MILEAGE REIMBURSEMENT | 4,200.00 | 700.00 | 0.00 | 3,500.00 | 16.67 | 1,837.00 |
| 101-172.000-900.000 | PRINTING & PUBLISHING | 100.00 | 150.00 | 0.00 | (50.00) | 150.00 | 0.00 |
| 101-172.000-908.000 | DUES/FEES/PUBLICATIONS | 1,200.00 | 0.00 | 0.00 | 1,200.00 | 0.00 | 757.55 |
| 101-172.000-977.005 | COMPUTER HARDWARE/SOFTWARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 487.60 |
| Total Dept 172.000 - MANAGER | | 182,590.00 | 77,734.88 | 12,374.36 | 104,855.12 | 42.57 | 71,909.80 |
| Dept 215.000 - CLERK/TREASURER | | | | | | | |
| 101-215.000-702.000 | SALARIES | 178,500.00 | 70,337.07 | 13,709.34 | 108,162.93 | 39.40 | 64,819.41 |
| 101-215.000-718.000 | TRAINING FUNDS | 2,500.00 | 1,275.00 | 700.00 | 1,225.00 | 51.00 | 399.00 |
| 101-215.000-718.002 | MISC TRAVEL EXPENSES-TRAINING | 1,500.00 | 274.22 | 0.00 | 1,225.78 | 18.28 | 333.77 |
| 101-215.000-719.000 | INSURANCE BENEFITS | 40,100.00 | 15,000.00 | 2,902.24 | 25,100.00 | 37.41 | 19,193.91 |
| 101-215.000-720.000 | PAYROLL TAXES | 14,100.00 | 5,405.41 | 1,091.54 | 8,694.59 | 38.34 | 5,125.26 |
| 101-215.000-721.000 | MERS BENEFITS | 28,600.00 | 10,710.79 | 2,187.12 | 17,889.21 | 37.45 | 13,819.72 |
| 101-215.000-722.000 | WORKERS COMPENSATION | 335.00 | 236.40 | 78.80 | 98.60 | 70.57 | 175.98 |
| 101-215.000-740.000 | SUPPLIES | 4,000.00 | 1,439.77 | 903.61 | 2,560.23 | 35.99 | 298.61 |
| 101-215.000-802.000 | CONTRACTUAL | 41,300.00 | 30,147.62 | 3,137.00 | 11,152.38 | 73.00 | 18,873.59 |
| 101-215.000-806.006 | WEBSITE | 3,500.00 | 200.00 | 0.00 | 3,300.00 | 5.71 | 0.00 |
| 101-215.000-851.000 | TELEPHONE | 1,080.00 | 297.03 | 117.58 | 782.97 | 27.50 | 175.15 |
| 101-215.000-861.000 | MILEAGE REIMBURSEMENT | 500.00 | 308.00 | 0.00 | 192.00 | 61.60 | 0.00 |
| 101-215.000-900.000 | PRINTING & PUBLISHING | 3,500.00 | 2,226.50 | 210.00 | 1,273.50 | 63.61 | 855.00 |
| 101-215.000-901.000 | POSTAGE | 3,500.00 | 1,334.57 | 688.60 | 2,165.43 | 38.13 | 2,596.13 |
| 101-215.000-908.000 | DUES/FEES/PUBLICATIONS | 1,600.00 | 989.00 | 0.00 | 611.00 | 61.81 | 1,221.59 |
| 101-215.000-941.001 | EQUIPMENT RENT-EQUIPMENT FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,640.00 |
| 101-215.000-977.005 | COMPUTER HARDWARE/SOFTWARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,855.00 |
| Total Dept 215.000 - CLERK/TREASURER | | 324,615.00 | 140,181.38 | 25,725.83 | 184,433.62 | 43.18 | 131,382.12 |
| Dept 223.000 - AUDITOR | | | | | | | |
| 101-223.000-802.000 | CONTRACTUAL | 7,500.00 | 7,250.00 | 7,250.00 | 250.00 | 96.67 | 0.00 |
| Total Dept 223.000 - AUDITOR | | 7,500.00 | 7,250.00 | 7,250.00 | 250.00 | 96.67 | 0.00 |
| Dept 257.000 - ASSESSING | | | | | | | |
| 101-257.000-703.000 | WAGES | 55,100.00 | 22,212.37 | 4,235.18 | 32,887.63 | 40.31 | 21,471.44 |
| 101-257.000-718.000 | TRAINING FUNDS | 350.00 | 170.94 | 30.00 | 179.06 | 48.84 | 0.00 |
| 101-257.000-718.002 | MISC TRAVEL EXPENSES-TRAINING | 550.00 | 238.64 | 0.00 | 311.36 | 43.39 | 529.19 |
| 101-257.000-720.000 | PAYROLL TAXES | 4,400.00 | 1,699.24 | 323.99 | 2,700.76 | 38.62 | 1,642.57 |
| 101-257.000-722.000 | WORKERS COMPENSATION | 170.00 | 117.93 | 39.31 | 52.07 | 69.37 | 80.12 |
| 101-257.000-740.000 | SUPPLIES | 1,400.00 | 30.72 | 0.00 | 1,369.28 | 2.19 | 0.00 |
| 101-257.000-802.000 | CONTRACTUAL | 1,000.00 | 260.00 | 0.00 | 740.00 | 26.00 | 235.00 |
| 101-257.000-806.006 | WEBSITE | 1,350.00 | 0.00 | 0.00 | 1,350.00 | 0.00 | 0.00 |
| 101-257.000-807.000 | BOARD OF REVIEW | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 | 0.00 |
| 101-257.000-813.000 | MEETINGS | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 |
| 101-257.000-851.000 | TELEPHONE | 180.00 | 192.00 | 0.00 | (12.00) | 106.67 | 0.00 |

User: MATTSMITH

DB: Douglas

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT | YTD BALANCE |
|-----------------------------------------|--------------------------------|----------------|---------------|----------------|---------------|--------|---------------|
| | | AMENDED BUDGET | 11/30/2023 | MONTH 11/30/23 | BALANCE | USED | 11/30/2022 |
| | | | NORM (ABNORM) | INCR (DECR) | NORM (ABNORM) | | NORM (ABNORM) |
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| 101-257.000-861.000 | MILEAGE REIMBURSEMENT | 500.00 | 127.07 | 0.00 | 372.93 | 25.41 | 0.00 |
| 101-257.000-900.000 | PRINTING & PUBLISHING | 900.00 | 0.00 | 0.00 | 900.00 | 0.00 | 0.00 |
| 101-257.000-901.000 | POSTAGE | 685.00 | 0.00 | 0.00 | 685.00 | 0.00 | 0.00 |
| 101-257.000-908.000 | DUES/FEES/PUBLICATIONS | 450.00 | 0.00 | 0.00 | 450.00 | 0.00 | 0.00 |
| 101-257.000-977.005 | COMPUTER HARDWARE/SOFTWARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 95.40 |
| Total Dept 257.000 - ASSESSING | | 67,885.00 | 25,048.91 | 4,628.48 | 42,836.09 | 36.90 | 24,053.72 |
| Dept 262.000 - ELECTION | | | | | | | |
| 101-262.000-703.000 | WAGES | 3,325.00 | 0.00 | 0.00 | 3,325.00 | 0.00 | 3,325.00 |
| 101-262.000-740.000 | SUPPLIES | 2,250.00 | 1,347.99 | 240.27 | 902.01 | 59.91 | 446.55 |
| 101-262.000-900.000 | PRINTING & PUBLISHING | 850.00 | 49.00 | 49.00 | 801.00 | 5.76 | 839.00 |
| 101-262.000-901.000 | POSTAGE | 2,000.00 | 666.30 | 666.30 | 1,333.70 | 33.32 | 585.69 |
| 101-262.000-930.000 | REPAIRS & MAINTENANCE: GENERAL | 653.00 | 0.00 | 0.00 | 653.00 | 0.00 | 0.00 |
| 101-262.000-941.001 | EQUIPMENT RENT-EQUIPMENT FUND | 7,594.00 | 0.00 | 0.00 | 7,594.00 | 0.00 | 2,203.00 |
| Total Dept 262.000 - ELECTION | | 16,672.00 | 2,063.29 | 955.57 | 14,608.71 | 12.38 | 7,399.24 |
| Dept 265.000 - BUILDING & GROUNDS | | | | | | | |
| 101-265.000-703.000 | WAGES | 41,900.00 | 18,264.89 | 3,204.77 | 23,635.11 | 43.59 | 9,878.45 |
| 101-265.000-705.000 | WAGES - SEASONAL | 8,000.00 | 7,380.46 | 63.00 | 619.54 | 92.26 | 1,875.09 |
| 101-265.000-719.000 | INSURANCE BENEFITS | 8,000.00 | 4,652.46 | 848.80 | 3,347.54 | 58.16 | 1,745.44 |
| 101-265.000-720.000 | PAYROLL TAXES | 3,400.00 | 2,065.54 | 247.85 | 1,334.46 | 60.75 | 944.12 |
| 101-265.000-721.000 | MERS BENEFITS | 5,200.00 | 2,342.45 | 411.82 | 2,857.55 | 45.05 | 1,039.03 |
| 101-265.000-722.000 | WORKERS COMPENSATION | 490.00 | 342.90 | 114.30 | 147.10 | 69.98 | 289.46 |
| 101-265.000-740.000 | SUPPLIES | 15,000.00 | 2,284.66 | 1,084.88 | 12,715.34 | 15.23 | 6,455.20 |
| 101-265.000-802.000 | CONTRACTUAL | 35,000.00 | 6,018.63 | 487.75 | 28,981.37 | 17.20 | 7,548.83 |
| 101-265.000-851.000 | TELEPHONE | 4,900.00 | 2,017.45 | 810.52 | 2,882.55 | 41.17 | 1,996.75 |
| 101-265.000-922.000 | UTILITIES | 15,000.00 | 2,860.59 | 909.83 | 12,139.41 | 19.07 | 2,988.00 |
| 101-265.000-930.000 | REPAIRS & MAINTENANCE: GENERAL | 20,000.00 | 5,437.11 | 4,105.98 | 14,562.89 | 27.19 | 4,327.35 |
| 101-265.000-941.001 | EQUIPMENT RENT-EQUIPMENT FUND | 7,400.00 | 11,565.61 | 1,444.78 | (4,165.61) | 156.29 | 0.00 |
| 101-265.000-979.000 | CAPITAL OUTLAY | 10,400.00 | 6,914.00 | 6,914.00 | 3,486.00 | 66.48 | 25,357.50 |
| Total Dept 265.000 - BUILDING & GROUNDS | | 174,690.00 | 72,146.75 | 20,648.28 | 102,543.25 | 41.30 | 64,445.22 |
| Dept 266.000 - ATTORNEY | | | | | | | |
| 101-266.000-801.000 | CONTRACTUAL ATTORNEY | 85,000.00 | 24,876.50 | 8,978.00 | 60,123.50 | 29.27 | 35,562.65 |
| Total Dept 266.000 - ATTORNEY | | 85,000.00 | 24,876.50 | 8,978.00 | 60,123.50 | 29.27 | 35,562.65 |
| Dept 301.000 - POLICE | | | | | | | |
| 101-301.000-702.000 | SALARIES | 85,600.00 | 33,754.69 | 6,169.86 | 51,845.31 | 39.43 | 32,233.34 |
| 101-301.000-703.000 | WAGES | 252,300.00 | 114,770.03 | 19,679.98 | 137,529.97 | 45.49 | 96,509.22 |
| 101-301.000-704.000 | WAGES - PARTTIME | 6,000.00 | (513.07) | 0.00 | 6,513.07 | (8.55) | 18,068.36 |
| 101-301.000-706.000 | WAGES - OVERTIME | 26,500.00 | 11,342.16 | 3,860.37 | 15,157.84 | 42.80 | 15,111.31 |
| 101-301.000-707.000 | SICK PAYOUT | 10,300.00 | 8,037.72 | 0.00 | 2,262.28 | 78.04 | 0.00 |
| 101-301.000-708.000 | SPECIAL EVENTS WAGES | 0.00 | 3,706.32 | 1,376.69 | (3,706.32) | 100.00 | 3,856.96 |
| 101-301.000-709.000 | WAGES - OFFICE | 46,500.00 | 19,683.97 | 3,571.20 | 26,816.03 | 42.33 | 14,566.25 |
| 101-301.000-718.000 | TRAINING FUNDS | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| 101-301.000-718.001 | TRAINING FUNDS ACT 302 | 1,000.00 | 332.43 | 332.43 | 667.57 | 33.24 | |
| 101-301.000-718.002 | MISC TRAVEL EXPENSES-TRAINING | 430.00 | 0.00 | 0.00 | 430.00 | 0.00 | |
| 101-301.000-719.000 | INSURANCE BENEFITS | 116,500.00 | 52,594.82 | 8,770.02 | 63,905.18 | 45.15 | 50,661.87 |

User: MATTSMITH

DB: Douglas

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YTD BALANCE 11/30/2023 NORM (ABNORM) | ACTIVITY FOR MONTH 11/30/23 INCR (DECR) | AVAILABLE BALANCE NORM (ABNORM) | % BDGT USED | YTD BALANCE 11/30/2022 NORM (ABNORM) |
|--------------------------------------------|---------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| 101-301.000-720.000 | PAYROLL TAXES | 33,800.00 | 14,639.34 | 2,716.61 | 19,160.66 | 43.31 | 14,555.83 |
| 101-301.000-721.000 | MERS BENEFITS | 50,900.00 | 22,421.80 | 4,135.99 | 28,478.20 | 44.05 | 22,896.49 |
| 101-301.000-722.000 | WORKERS COMPENSATION | 5,185.00 | 3,656.64 | 1,218.88 | 1,528.36 | 70.52 | 2,269.96 |
| 101-301.000-740.000 | SUPPLIES | 2,000.00 | 2,168.24 | 392.17 | (168.24) | 108.41 | 556.82 |
| 101-301.000-750.000 | UNIFORMS | 4,500.00 | 899.94 | 328.64 | 3,600.06 | 20.00 | 2,452.70 |
| 101-301.000-801.003 | CONTRACTUAL ATTORNEY PROSECUTER | 5,000.00 | 2,280.00 | 528.00 | 2,720.00 | 45.60 | 1,500.00 |
| 101-301.000-802.000 | CONTRACTUAL | 5,000.00 | 1,625.20 | 247.06 | 3,374.80 | 32.50 | 1,344.72 |
| 101-301.000-814.000 | INSURANCE (LIABILITY/AUTO) | 14,000.00 | 13,296.00 | 0.00 | 704.00 | 94.97 | 13,498.35 |
| 101-301.000-851.000 | TELEPHONE | 5,700.00 | 3,179.27 | 596.25 | 2,520.73 | 55.78 | 2,212.56 |
| 101-301.000-860.000 | GAS & OIL | 17,500.00 | 5,501.86 | 1,265.44 | 11,998.14 | 31.44 | 6,059.08 |
| 101-301.000-900.000 | PRINTING & PUBLISHING | 125.00 | 0.00 | 0.00 | 125.00 | 0.00 | 0.00 |
| 101-301.000-908.000 | DUES/FEES/PUBLICATIONS | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 | 0.00 |
| 101-301.000-922.000 | UTILITIES | 6,900.00 | 1,566.80 | 544.19 | 5,333.20 | 22.71 | 1,884.98 |
| 101-301.000-930.000 | REPAIRS & MAINTENANCE: GENERAL | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 0.00 | 878.24 |
| 101-301.000-930.004 | VEHICLE MAINTENANCE & REPAIRS | 12,000.00 | 10,791.45 | 359.97 | 1,208.55 | 89.93 | 2,789.95 |
| 101-301.000-941.001 | EQUIPMENT RENT-EQUIPMENT FUND | 20,000.00 | 8,333.27 | 1,666.67 | 11,666.73 | 41.67 | 8,333.35 |
| 101-301.000-942.000 | LEASE- COPIER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 812.40 |
| 101-301.000-977.000 | EQUIPMENT | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 0.00 | 2,018.00 |
| 101-301.000-979.000 | CAPITAL OUTLAY | 11,550.00 | 10,164.10 | 5,916.00 | 1,385.90 | 88.00 | 12,694.00 |
| Total Dept 301.000 - POLICE | | 747,540.00 | 344,232.98 | 63,676.42 | 403,307.02 | 46.05 | 327,964.74 |
| Dept 463.000 - GENERAL STREETS & ROW | | | | | | | |
| 101-463.000-703.000 | WAGES | 69,200.00 | 24,118.59 | 5,571.15 | 45,081.41 | 34.85 | 20,136.24 |
| 101-463.000-705.000 | WAGES - SEASONAL | 8,000.00 | 1,492.98 | 0.00 | 6,507.02 | 18.66 | 1,895.51 |
| 101-463.000-708.000 | SPECIAL EVENTS WAGES | 0.00 | 7,844.83 | 2,246.30 | (7,844.83) | 100.00 | 5,068.59 |
| 101-463.000-718.000 | TRAINING FUNDS | 2,500.00 | 2,347.50 | 0.00 | 152.50 | 93.90 | 0.00 |
| 101-463.000-718.002 | MISC TRAVEL EXPENSES-TRAINING | 1,250.00 | 113.01 | (319.68) | 1,136.99 | 9.04 | 0.00 |
| 101-463.000-719.000 | INSURANCE BENEFITS | 17,100.00 | 7,092.73 | 1,961.13 | 10,007.27 | 41.48 | 7,552.29 |
| 101-463.000-720.000 | PAYROLL TAXES | 5,500.00 | 2,564.18 | 592.65 | 2,935.82 | 46.62 | 2,120.43 |
| 101-463.000-721.000 | MERS BENEFITS | 8,300.00 | 3,936.91 | 935.58 | 4,363.09 | 47.43 | 2,739.49 |
| 101-463.000-722.000 | WORKERS COMPENSATION | 2,890.00 | 2,036.22 | 678.74 | 853.78 | 70.46 | 1,497.64 |
| 101-463.000-740.000 | SUPPLIES | 15,000.00 | 2,870.72 | 858.12 | 12,129.28 | 19.14 | 2,018.18 |
| 101-463.000-740.002 | EXTERIOR SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 179.00 |
| 101-463.000-740.003 | BANNERS | 1,000.00 | 137.21 | 0.00 | 862.79 | 13.72 | 0.00 |
| 101-463.000-740.004 | BENCHES | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 |
| 101-463.000-750.000 | UNIFORMS | 4,500.00 | 2,818.28 | 562.56 | 1,681.72 | 62.63 | 1,599.26 |
| 101-463.000-802.000 | CONTRACTUAL | 30,000.00 | 3,132.62 | 1,191.58 | 26,867.38 | 10.44 | 961.00 |
| 101-463.000-802.003 | CONTRACTUAL- REFUSE | 5,000.00 | 1,703.85 | 603.85 | 3,296.15 | 34.08 | 2,435.00 |
| 101-463.000-802.007 | LANDSCAPING SERVICES | 4,000.00 | 1,315.65 | 0.00 | 2,684.35 | 32.89 | 1,810.07 |
| 101-463.000-802.010 | CONTRACTUAL FORESTRY | 27,500.00 | 6,750.00 | 0.00 | 20,750.00 | 24.55 | 17,261.98 |
| 101-463.000-806.000 | CONTRACTUAL ENGINEERING | 32,500.00 | 4,947.20 | 77.50 | 27,552.80 | 15.22 | 4,679.80 |
| 101-463.000-851.000 | TELEPHONE | 9,600.00 | 3,582.91 | 938.21 | 6,017.09 | 37.32 | 4,573.91 |
| 101-463.000-900.000 | PRINTING & PUBLISHING | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| 101-463.000-908.000 | DUES/FEES/PUBLICATIONS | 2,000.00 | 582.37 | 564.00 | 1,417.63 | 29.12 | 480.00 |
| 101-463.000-922.000 | UTILITIES | 6,000.00 | 1,801.68 | 383.30 | 4,198.32 | 30.03 | 1,972.39 |
| 101-463.000-925.000 | STREET LIGHTS | 25,000.00 | 8,447.12 | 2,110.00 | 16,552.88 | 33.79 | 7,753.52 |
| 101-463.000-930.000 | REPAIRS & MAINTENANCE: GENERAL | 10,000.00 | 1,126.60 | 44.10 | 8,873.40 | 11.27 | 6,529.70 |
| 101-463.000-941.001 | EQUIPMENT RENT-EQUIPMENT FUND | 21,300.00 | 16,947.04 | 4,486.61 | 4,352.96 | 79.56 | 0.00 |
| 101-463.000-979.000 | CAPITAL OUTLAY | 61,800.00 | 0.00 | 0.00 | 61,800.00 | 0.00 | 0.00 |
| 101-463.000-979.011 | CAPITAL OUTLAY-DRAINS | 35,520.00 | 32,852.88 | 32,852.88 | 2,967.12 | 91.72 | 0.00 |
| Total Dept 463.000 - GENERAL STREETS & ROW | | 407,260.00 | 140,563.08 | 56,338.58 | 266,696.92 | 34.51 | 93,205 |

User: MATTSMITH

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PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YTD BALANCE 11/30/2023 NORM (ABNORM) | ACTIVITY FOR MONTH 11/30/23 INCR (DECR) | AVAILABLE BALANCE NORM (ABNORM) | % BDGT USED | YTD BALANCE 11/30/2022 NORM (ABNORM) |
|-------------------------------------------|--------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept 701.000 - PLANNING & ZONING | | | | | | | |
| 101-701.000-702.000 | SALARIES | 93,600.00 | 24,816.43 | 2,103.10 | 68,783.57 | 26.51 | 36,139.34 |
| 101-701.000-703.000 | WAGES | 5,400.00 | 1,354.00 | 904.00 | 4,046.00 | 25.07 | 550.00 |
| 101-701.000-718.000 | TRAINING FUNDS | 5,500.00 | 1,770.00 | 1,500.00 | 3,730.00 | 32.18 | 0.00 |
| 101-701.000-718.002 | MISC TRAVEL EXPENSES-TRAINING | 1,250.00 | 251.03 | 0.00 | 998.97 | 20.08 | 0.00 |
| 101-701.000-719.000 | INSURANCE BENEFITS | 18,700.00 | 6,546.66 | 1,058.34 | 12,153.34 | 35.01 | 6,304.17 |
| 101-701.000-720.000 | PAYROLL TAXES | 7,400.00 | 1,963.83 | 241.46 | 5,436.17 | 26.54 | 2,758.97 |
| 101-701.000-721.000 | MERS BENEFITS | 14,700.00 | 3,625.16 | 225.32 | 11,074.84 | 24.66 | 2,914.92 |
| 101-701.000-722.000 | WORKERS COMPENSATION | 240.00 | 169.26 | 56.42 | 70.74 | 70.53 | 98.75 |
| 101-701.000-740.000 | SUPPLIES | 2,000.00 | 348.25 | 140.79 | 1,651.75 | 17.41 | 872.46 |
| 101-701.000-801.000 | CONTRACTUAL ATTORNEY | 29,000.00 | 37,650.00 | 18,135.00 | (8,650.00) | 129.83 | 9,371.50 |
| 101-701.000-802.000 | CONTRACTUAL | 9,500.00 | 2,225.00 | 650.00 | 7,275.00 | 23.42 | 1,200.00 |
| 101-701.000-803.000 | CONTRACTUAL CONSULTANT | 107,500.00 | 14,495.22 | 7,385.85 | 93,004.78 | 13.48 | 25,728.10 |
| 101-701.000-804.000 | CONTRACTUAL BUILDING INSPECTIO | 65,000.00 | 22,759.90 | 4,745.70 | 42,240.10 | 35.02 | 24,064.65 |
| 101-701.000-806.000 | CONTRACTUAL ENGINEERING | 55,000.00 | 26,363.95 | 6,956.85 | 28,636.05 | 47.93 | 21,080.50 |
| 101-701.000-806.006 | WEBSITE | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 |
| 101-701.000-812.000 | RECORDING CLERK | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | 0.00 |
| 101-701.000-851.000 | TELEPHONE | 720.00 | 175.02 | 87.58 | 544.98 | 24.31 | 149.58 |
| 101-701.000-861.000 | MILEAGE REIMBURSEMENT | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 | 0.00 |
| 101-701.000-900.000 | PRINTING & PUBLISHING | 5,000.00 | 470.00 | 0.00 | 4,530.00 | 9.40 | 336.00 |
| 101-701.000-901.000 | POSTAGE | 250.00 | 8.56 | 0.00 | 241.44 | 3.42 | 0.00 |
| 101-701.000-908.000 | DUES/FEES/PUBLICATIONS | 450.00 | 698.00 | 0.00 | (248.00) | 155.11 | 30.00 |
| 101-701.000-977.005 | COMPUTER HARDWARE/SOFTWARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,242.00 |
| Total Dept 701.000 - PLANNING & ZONING | | 422,660.00 | 145,690.27 | 44,190.41 | 276,969.73 | 34.47 | 136,840.94 |
| Dept 751.000 - PARKS & RECREATION | | | | | | | |
| 101-751.000-703.000 | WAGES | 34,900.00 | 14,524.38 | 1,673.58 | 20,375.62 | 41.62 | 18,639.34 |
| 101-751.000-705.000 | WAGES - SEASONAL | 8,000.00 | 2,899.96 | 0.00 | 5,100.04 | 36.25 | 2,279.70 |
| 101-751.000-719.000 | INSURANCE BENEFITS | 6,600.00 | 3,141.73 | 265.17 | 3,458.27 | 47.60 | 5,864.99 |
| 101-751.000-720.000 | PAYROLL TAXES | 3,300.00 | 1,367.38 | 126.67 | 1,932.62 | 41.44 | 1,654.94 |
| 101-751.000-721.000 | MERS BENEFITS | 4,300.00 | 1,853.50 | 205.03 | 2,446.50 | 43.10 | 1,952.34 |
| 101-751.000-722.000 | WORKERS COMPENSATION | 635.00 | 446.25 | 148.75 | 188.75 | 70.28 | 415.99 |
| 101-751.000-740.000 | SUPPLIES | 13,000.00 | 5,066.99 | 1,419.16 | 7,933.01 | 38.98 | 5,943.58 |
| 101-751.000-802.000 | CONTRACTUAL | 15,500.00 | 13,135.00 | 5,124.00 | 2,365.00 | 84.74 | 8,999.00 |
| 101-751.000-802.007 | LANDSCAPING SERVICES | 3,750.00 | 915.65 | 0.00 | 2,834.35 | 24.42 | 1,831.30 |
| 101-751.000-806.000 | CONTRACTUAL ENGINEERING | 0.00 | 155.00 | 0.00 | (155.00) | 100.00 | 0.00 |
| 101-751.000-809.000 | SAUGATUCK TWP CEMETERY MAINT | 7,950.00 | 500.00 | 500.00 | 7,450.00 | 6.29 | 0.00 |
| 101-751.000-922.000 | UTILITIES | 15,000.00 | 9,021.58 | 2,577.09 | 5,978.42 | 60.14 | 5,898.72 |
| 101-751.000-930.000 | REPAIRS & MAINTENANCE: GENERAL | 5,500.00 | 1,316.34 | 508.61 | 4,183.66 | 23.93 | 2,681.81 |
| 101-751.000-930.006 | UNIONS REPAIRS AND MAINT | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 | 622.92 |
| 101-751.000-941.001 | EQUIPMENT RENT-EQUIPMENT FUND | 28,000.00 | 8,657.81 | 899.58 | 19,342.19 | 30.92 | 0.00 |
| 101-751.000-958.000 | MISCELLANEOUS | 2,000.00 | 2,255.36 | 0.00 | (255.36) | 112.77 | 1,990.00 |
| 101-751.000-977.000 | EQUIPMENT | 7,000.00 | 1,342.32 | 0.00 | 5,657.68 | 19.18 | 3,908.68 |
| 101-751.000-979.000 | CAPITAL OUTLAY | 51,700.00 | 39,831.25 | 35,896.25 | 11,868.75 | 77.04 | 9,946.93 |
| Total Dept 751.000 - PARKS & RECREATION | | 209,135.00 | 106,430.50 | 49,343.89 | 102,704.50 | 50.89 | 72,630.24 |
| Dept 802.000 - COMMUNITY PROMOTIONS | | | | | | | |
| 101-802.000-958.000 | MISCELLANEOUS | 22,500.00 | 4,904.23 | 1,083.51 | 17,595.77 | 21.80 | 4,618.92 |
| Total Dept 802.000 - COMMUNITY PROMOTIONS | | 22,500.00 | 4,904.23 | 1,083.51 | 17,595.77 | 21.80 | 4, |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 6/17

Item 9B.

PERIOD ENDING 11/30/2023

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED | YTD BALANCE |
|----------------------------------------|----------------------------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|-----------------------------|
| | | AMENDED BUDGET | 11/30/2023 NORM (ABNORM) | MONTH 11/30/23 INCR (DECR) | BALANCE NORM (ABNORM) | | 11/30/2022 NORM (ABNORM) |
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept 850.000 - INSURANCE & BONDS | | | | | | | |
| 101-850.000-814.000 | INSURANCE (LIABILITY/AUTO) | 43,000.00 | 45,987.00 | 3,224.00 | (2,987.00) | 106.95 | 40,771.65 |
| Total Dept 850.000 - INSURANCE & BONDS | | 43,000.00 | 45,987.00 | 3,224.00 | (2,987.00) | 106.95 | 40,771.65 |
| Dept 966.000 - TRANSFERS OUT | | | | | | | |
| 101-966.000-995.202 | TRANSFER OUT MAJOR ST | 110,000.00 | 0.00 | 0.00 | 110,000.00 | 0.00 | 0.00 |
| 101-966.000-995.203 | TRANSFER OUT LOCAL ST | 175,000.00 | 0.00 | 0.00 | 175,000.00 | 0.00 | 0.00 |
| 101-966.000-995.243 | TRANSFER OUT BROWNFIELD | 150,000.00 | 0.00 | 0.00 | 150,000.00 | 0.00 | 0.00 |
| 101-966.000-995.245 | TRANSFER OUT TRI-COMMUNITY HARBOR AUTH | 7,000.00 | 0.00 | 0.00 | 7,000.00 | 0.00 | 0.00 |
| 101-966.000-995.450 | TRANSFER OUT WATER/SEWER FUND | 50,000.00 | 0.00 | 0.00 | 50,000.00 | 0.00 | 0.00 |
| 101-966.000-995.470 | TRANSFER OUT MUNICIPAL BUILDING | 1,510,000.00 | 1,501,237.78 | 0.00 | 8,762.22 | 99.42 | 0.00 |
| 101-966.000-995.594 | TRANSFER OUT DOUGLAS MARINA | 100,000.00 | 0.00 | 0.00 | 100,000.00 | 0.00 | 0.00 |
| Total Dept 966.000 - TRANSFERS OUT | | 2,102,000.00 | 1,501,237.78 | 0.00 | 600,762.22 | 71.42 | 0.00 |
| TOTAL EXPENDITURES | | 4,835,423.00 | 2,645,108.28 | 300,187.02 | 2,190,314.72 | 54.70 | 1,014,629.56 |
| Fund 101 - GENERAL FUND: | | | | | | | |
| TOTAL REVENUES | | 3,603,224.00 | 3,255,193.49 | 71,274.65 | 348,030.51 | 90.34 | 2,779,760.98 |
| TOTAL EXPENDITURES | | 4,835,423.00 | 2,645,108.28 | 300,187.02 | 2,190,314.72 | 54.70 | 1,014,629.56 |
| NET OF REVENUES & EXPENDITURES | | (1,232,199.00) | 610,085.21 | (228,912.37) | (1,842,284.21) | 49.51 | 1,765,131.42 |

User: MATTSMITH

DB: Douglas

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YTD BALANCE 11/30/2023 NORM (ABNORM) | ACTIVITY FOR MONTH 11/30/23 INCR (DECR) | AVAILABLE BALANCE NORM (ABNORM) | % BDGT USED | YTD BALANCE 11/30/2022 NORM (ABNORM) |
|---------------------------------------------------|--------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 202 - MAJOR STREET FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 | | | | | | | |
| 202-000.000-546.000 | STATE GRANT: ACT 51 | 190,100.00 | 47,744.82 | 14,179.36 | 142,355.18 | 25.12 | 47,283.39 |
| 202-000.000-546.001 | SNOW REMOVAL | 40,000.00 | 0.00 | 0.00 | 40,000.00 | 0.00 | 0.00 |
| 202-000.000-699.101 | TRANSFER IN - GENERAL FUND | 110,000.00 | 0.00 | 0.00 | 110,000.00 | 0.00 | 0.00 |
| Total Dept 000.000 | | 340,100.00 | 47,744.82 | 14,179.36 | 292,355.18 | 14.04 | 47,283.39 |
| TOTAL REVENUES | | 340,100.00 | 47,744.82 | 14,179.36 | 292,355.18 | 14.04 | 47,283.39 |
| Expenditures | | | | | | | |
| Dept 463.000 - GENERAL STREETS & ROW | | | | | | | |
| 202-463.000-703.000 | WAGES | 80,200.00 | 26,610.79 | 5,215.54 | 53,589.21 | 33.18 | 37,813.66 |
| 202-463.000-719.000 | INSURANCE BENEFITS | 15,200.00 | 5,232.17 | 1,091.28 | 9,967.83 | 34.42 | 10,733.36 |
| 202-463.000-720.000 | PAYROLL TAXES | 6,400.00 | 2,014.79 | 394.63 | 4,385.21 | 31.48 | 2,892.75 |
| 202-463.000-721.000 | MERS BENEFITS | 9,900.00 | 3,365.23 | 677.27 | 6,534.77 | 33.99 | 5,467.64 |
| 202-463.000-722.000 | WORKERS COMPENSATION | 2,520.00 | 1,775.67 | 591.89 | 744.33 | 70.46 | 887.83 |
| 202-463.000-740.000 | SUPPLIES | 1,500.00 | 1,214.34 | 0.00 | 285.66 | 80.96 | 12.99 |
| 202-463.000-746.000 | TRAFFIC SIGNS & SERVICES | 5,000.00 | 5,799.86 | 1,154.08 | (799.86) | 116.00 | 391.44 |
| 202-463.000-802.000 | CONTRACTUAL | 30,000.00 | 1,781.25 | 0.00 | 28,218.75 | 5.94 | 8,053.94 |
| 202-463.000-806.000 | CONTRACTUAL ENGINEERING | 13,500.00 | 5,687.98 | 555.73 | 7,812.02 | 42.13 | 4,787.25 |
| 202-463.000-930.000 | REPAIRS & MAINTENANCE: GENERAL | 40,000.00 | 607.70 | 0.00 | 39,392.30 | 1.52 | 2,174.66 |
| 202-463.000-941.001 | EQUIPMENT RENT-EQUIPMENT FUND | 48,000.00 | 16,499.38 | 3,048.84 | 31,500.62 | 34.37 | 0.00 |
| 202-463.000-979.000 | CAPITAL OUTLAY | 38,525.00 | 3,604.56 | 0.00 | 34,920.44 | 9.36 | 260.50 |
| Total Dept 463.000 - GENERAL STREETS & ROW | | 290,745.00 | 74,193.72 | 12,729.26 | 216,551.28 | 25.52 | 73,476.02 |
| Dept 464.000 - GENERAL STREETS WINTER & ROW | | | | | | | |
| 202-464.000-703.000 | WAGES | 27,900.00 | 1,733.94 | 526.72 | 26,166.06 | 6.21 | 4,566.67 |
| 202-464.000-719.000 | INSURANCE BENEFITS | 5,300.00 | 436.22 | 79.27 | 4,863.78 | 8.23 | 0.00 |
| 202-464.000-720.000 | PAYROLL TAXES | 2,300.00 | 131.03 | 39.86 | 2,168.97 | 5.70 | 349.42 |
| 202-464.000-721.000 | MERS BENEFITS | 3,500.00 | 187.09 | 56.83 | 3,312.91 | 5.35 | 498.35 |
| 202-464.000-722.000 | WORKERS COMPENSATION | 970.00 | 681.09 | 227.03 | 288.91 | 70.22 | 410.67 |
| 202-464.000-740.001 | SNOW AND ICE REMOVAL SUPPLIES | 15,000.00 | 90.62 | 70.64 | 14,909.38 | 0.60 | 3,013.14 |
| 202-464.000-802.002 | CONTRACTUAL-SIDEWALK PLOWING | 30,000.00 | 0.00 | 0.00 | 30,000.00 | 0.00 | 0.00 |
| 202-464.000-941.001 | EQUIPMENT RENT-EQUIPMENT FUND | 15,500.00 | 888.29 | 392.79 | 14,611.71 | 5.73 | 0.00 |
| Total Dept 464.000 - GENERAL STREETS WINTER & ROW | | 100,470.00 | 4,148.28 | 1,393.14 | 96,321.72 | 4.13 | 8,838.25 |
| TOTAL EXPENDITURES | | 391,215.00 | 78,342.00 | 14,122.40 | 312,873.00 | 20.03 | 82,314.27 |
| Fund 202 - MAJOR STREET FUND: | | | | | | | |
| TOTAL REVENUES | | 340,100.00 | 47,744.82 | 14,179.36 | 292,355.18 | 14.04 | 47,283.39 |
| TOTAL EXPENDITURES | | 391,215.00 | 78,342.00 | 14,122.40 | 312,873.00 | 20.03 | 82,314.27 |
| NET OF REVENUES & EXPENDITURES | | (51,115.00) | (30,597.18) | 56.96 | (20,517.82) | 59.86 | (35,030.88) |

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PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YTD BALANCE 11/30/2023 NORM (ABNORM) | ACTIVITY FOR MONTH 11/30/23 INCR (DECR) | AVAILABLE BALANCE NORM (ABNORM) | % BDGT USED | YTD BALANCE 11/30/2022 NORM (ABNORM) |
|---------------------------------------------------|--------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 203 - LOCAL STREETS FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 | | | | | | | |
| 203-000.000-546.000 | STATE GRANT: ACT 51 | 79,950.00 | 20,124.11 | 5,976.50 | 59,825.89 | 25.17 | 19,887.40 |
| 203-000.000-546.001 | SNOW REMOVAL | 18,000.00 | 0.00 | 0.00 | 18,000.00 | 0.00 | 0.00 |
| 203-000.000-699.203 | TRANSFER IN-LOCAL ST | 175,000.00 | 0.00 | 0.00 | 175,000.00 | 0.00 | 0.00 |
| 203-000.000-699.204 | TRANSFER IN- ROAD MIL. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,000.00 |
| Total Dept 000.000 | | 272,950.00 | 20,124.11 | 5,976.50 | 252,825.89 | 7.37 | 119,887.40 |
| TOTAL REVENUES | | 272,950.00 | 20,124.11 | 5,976.50 | 252,825.89 | 7.37 | 119,887.40 |
| Expenditures | | | | | | | |
| Dept 463.000 - GENERAL STREETS & ROW | | | | | | | |
| 203-463.000-703.000 | WAGES | 87,200.00 | 25,275.86 | 5,238.73 | 61,924.14 | 28.99 | 41,492.18 |
| 203-463.000-719.000 | INSURANCE BENEFITS | 16,500.00 | 5,049.02 | 1,192.10 | 11,450.98 | 30.60 | 10,571.62 |
| 203-463.000-720.000 | PAYROLL TAXES | 7,000.00 | 1,913.85 | 396.27 | 5,086.15 | 27.34 | 3,174.06 |
| 203-463.000-721.000 | MERS BENEFITS | 10,700.00 | 3,169.64 | 659.41 | 7,530.36 | 29.62 | 5,853.39 |
| 203-463.000-722.000 | WORKERS COMPENSATION | 2,415.00 | 1,702.68 | 567.56 | 712.32 | 70.50 | 881.36 |
| 203-463.000-740.000 | SUPPLIES | 750.00 | 1,074.81 | 0.00 | (324.81) | 143.31 | 0.00 |
| 203-463.000-746.000 | TRAFFIC SIGNS & SERVICES | 5,000.00 | 2,807.27 | 1,154.07 | 2,192.73 | 56.15 | 391.45 |
| 203-463.000-802.000 | CONTRACTUAL | 26,000.00 | 2,281.25 | 0.00 | 23,718.75 | 8.77 | 3,026.32 |
| 203-463.000-806.000 | CONTRACTUAL ENGINEERING | 14,000.00 | 2,501.97 | 1,111.47 | 11,498.03 | 17.87 | 18,850.55 |
| 203-463.000-930.000 | REPAIRS & MAINTENANCE: GENERAL | 22,000.00 | 3,622.52 | 0.00 | 18,377.48 | 16.47 | 11,732.27 |
| 203-463.000-941.001 | EQUIPMENT RENT-EQUIPMENT FUND | 42,300.00 | 15,872.80 | 3,437.88 | 26,427.20 | 37.52 | 0.00 |
| 203-463.000-979.000 | CAPITAL OUTLAY | 23,025.00 | 2,980.00 | 0.00 | 20,045.00 | 12.94 | 121,864.15 |
| Total Dept 463.000 - GENERAL STREETS & ROW | | 256,890.00 | 68,251.67 | 13,757.49 | 188,638.33 | 26.57 | 217,837.35 |
| Dept 464.000 - GENERAL STREETS WINTER & ROW | | | | | | | |
| 203-464.000-703.000 | WAGES | 21,000.00 | 699.20 | 600.12 | 20,300.80 | 3.33 | 2,768.75 |
| 203-464.000-719.000 | INSURANCE BENEFITS | 4,000.00 | 150.95 | 140.35 | 3,849.05 | 3.77 | 0.00 |
| 203-464.000-720.000 | PAYROLL TAXES | 1,700.00 | 52.85 | 45.37 | 1,647.15 | 3.11 | 211.87 |
| 203-464.000-721.000 | MERS BENEFITS | 2,600.00 | 75.44 | 64.75 | 2,524.56 | 2.90 | 304.02 |
| 203-464.000-722.000 | WORKERS COMPENSATION | 695.00 | 488.46 | 162.82 | 206.54 | 70.28 | 286.87 |
| 203-464.000-740.000 | SUPPLIES | 300.00 | 11.99 | 11.99 | 288.01 | 4.00 | 0.00 |
| 203-464.000-740.001 | SNOW AND ICE REMOVAL SUPPLIES | 12,500.00 | 19.98 | 0.00 | 12,480.02 | 0.16 | 2,674.13 |
| 203-464.000-802.002 | CONTRACTUAL-SIDEWALK PLOWING | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 | 0.00 |
| 203-464.000-941.001 | EQUIPMENT RENT-EQUIPMENT FUND | 12,800.00 | 513.23 | 456.61 | 12,286.77 | 4.01 | 0.00 |
| Total Dept 464.000 - GENERAL STREETS WINTER & ROW | | 80,595.00 | 2,012.10 | 1,482.01 | 78,582.90 | 2.50 | 6,245.64 |
| TOTAL EXPENDITURES | | 337,485.00 | 70,263.77 | 15,239.50 | 267,221.23 | 20.82 | 224,082.99 |
| Fund 203 - LOCAL STREETS FUND: | | | | | | | |
| TOTAL REVENUES | | 272,950.00 | 20,124.11 | 5,976.50 | 252,825.89 | 7.37 | 119,887.40 |
| TOTAL EXPENDITURES | | 337,485.00 | 70,263.77 | 15,239.50 | 267,221.23 | 20.82 | 224,082.99 |
| NET OF REVENUES & EXPENDITURES | | (64,535.00) | (50,139.66) | (9,263.00) | (14,395.34) | 77.69 | (104,195.59) |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED | YTD BALANCE |
|------------------------------------|-----------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|-----------------------------|
| | | AMENDED BUDGET | 11/30/2023 NORM (ABNORM) | MONTH 11/30/23 INCR (DECR) | BALANCE NORM (ABNORM) | | 11/30/2022 NORM (ABNORM) |
| Fund 204 - ROAD MILLAGE | | | | | | | |
| Expenditures | | | | | | | |
| Dept 966.000 - TRANSFERS OUT | | | | | | | |
| 204-966.000-995.203 | TRANSFER OUT LOCAL ST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,000.00 |
| Total Dept 966.000 - TRANSFERS OUT | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,000.00 |
| TOTAL EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,000.00 |
| | | | | | | | |
| Fund 204 - ROAD MILLAGE: | | | | | | | |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,000.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (100,000.00) |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 10/17

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED | YTD BALANCE |
|--------------------------------------|--------------------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|-----------------------------|
| | | AMENDED BUDGET | 11/30/2023 NORM (ABNORM) | MONTH 11/30/23 INCR (DECR) | BALANCE NORM (ABNORM) | | 11/30/2022 NORM (ABNORM) |
| Fund 213 - SCHULTZ PARK LAUNCH RAMP | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 | | | | | | | |
| 213-000.000-651.000 | LAUNCH FEES | 25,100.00 | 17,365.73 | 0.00 | 7,734.27 | 69.19 | 16,008.87 |
| Total Dept 000.000 | | 25,100.00 | 17,365.73 | 0.00 | 7,734.27 | 69.19 | 16,008.87 |
| TOTAL REVENUES | | 25,100.00 | 17,365.73 | 0.00 | 7,734.27 | 69.19 | 16,008.87 |
| Expenditures | | | | | | | |
| Dept 753.000 - LAUNCH RAMPS | | | | | | | |
| 213-753.000-922.000 | UTILITIES | 800.00 | 207.95 | 65.41 | 592.05 | 25.99 | 205.60 |
| 213-753.000-930.000 | REPAIRS & MAINTENANCE: GENERAL | 2,000.00 | 18.00 | 0.00 | 1,982.00 | 0.90 | 643.04 |
| 213-753.000-958.000 | MISCELLANEOUS | 2,000.00 | 341.73 | 0.00 | 1,658.27 | 17.09 | 1,575.51 |
| Total Dept 753.000 - LAUNCH RAMPS | | 4,800.00 | 567.68 | 65.41 | 4,232.32 | 11.83 | 2,424.15 |
| Dept 966.000 - TRANSFERS OUT | | | | | | | |
| 213-966.000-995.101 | TRANSFER OUT GF | 23,250.00 | 23,250.00 | 0.00 | 0.00 | 100.00 | 4,500.00 |
| Total Dept 966.000 - TRANSFERS OUT | | 23,250.00 | 23,250.00 | 0.00 | 0.00 | 100.00 | 4,500.00 |
| TOTAL EXPENDITURES | | 28,050.00 | 23,817.68 | 65.41 | 4,232.32 | 84.91 | 6,924.15 |
| Fund 213 - SCHULTZ PARK LAUNCH RAMP: | | | | | | | |
| TOTAL REVENUES | | 25,100.00 | 17,365.73 | 0.00 | 7,734.27 | 69.19 | 16,008.87 |
| TOTAL EXPENDITURES | | 28,050.00 | 23,817.68 | 65.41 | 4,232.32 | 84.91 | 6,924.15 |
| NET OF REVENUES & EXPENDITURES | | (2,950.00) | (6,451.95) | (65.41) | 3,501.95 | 218.71 | 9,084.72 |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 11/17

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | | YTD BALANCE |
|-----------------------------------------------------|----------------------------|----------------|---------------|----------------|---------------|--------|---------------|
| | | AMENDED BUDGET | 11/30/2023 | MONTH 11/30/23 | BALANCE | % BDGT | 11/30/2022 |
| | | | NORM (ABNORM) | INCR (DECR) | NORM (ABNORM) | USED | NORM (ABNORM) |
| Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 | | | | | | | |
| 243-000.000-528.000 | OTHER FEDERAL GRANTS | 0.00 | 5,671.25 | 0.00 | (5,671.25) | 100.00 | 0.00 |
| 243-000.000-699.101 | TRANSFER IN - GENERAL FUND | 150,000.00 | 0.00 | 0.00 | 150,000.00 | 0.00 | 0.00 |
| Total Dept 000.000 | | 150,000.00 | 5,671.25 | 0.00 | 144,328.75 | 3.78 | 0.00 |
| TOTAL REVENUES | | 150,000.00 | 5,671.25 | 0.00 | 144,328.75 | 3.78 | 0.00 |
| Expenditures | | | | | | | |
| Dept 000.000 | | | | | | | |
| 243-000.000-802.243 | BLIGHT REMOVAL | 150,000.00 | 15,170.75 | 7,624.50 | 134,829.25 | 10.11 | 6,582.50 |
| 243-000.000-803.000 | CONTRACTUAL CONSULTANT | 0.00 | 4,248.53 | 0.00 | (4,248.53) | 100.00 | 587.50 |
| 243-000.000-806.000 | CONTRACTUAL ENGINEERING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 732.50 |
| Total Dept 000.000 | | 150,000.00 | 19,419.28 | 7,624.50 | 130,580.72 | 12.95 | 7,902.50 |
| TOTAL EXPENDITURES | | 150,000.00 | 19,419.28 | 7,624.50 | 130,580.72 | 12.95 | 7,902.50 |
| | | | | | | | |
| Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND: | | | | | | | |
| TOTAL REVENUES | | 150,000.00 | 5,671.25 | 0.00 | 144,328.75 | 3.78 | 0.00 |
| TOTAL EXPENDITURES | | 150,000.00 | 19,419.28 | 7,624.50 | 130,580.72 | 12.95 | 7,902.50 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | (13,748.03) | (7,624.50) | 13,748.03 | 100.00 | (7,902.50) |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 12/17

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT | YTD BALANCE |
|--------------------------------------------|----------------------------------|----------------|---------------|----------------|---------------|--------|---------------|
| | | AMENDED BUDGET | 11/30/2023 | MONTH 11/30/23 | BALANCE | | 11/30/2022 |
| | | | NORM (ABNORM) | INCR (DECR) | NORM (ABNORM) | USED | NORM (ABNORM) |
| Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 | | | | | | | |
| 245-000.000-626.002 | SAUGATUCK CONTRIBUTION | 7,000.00 | 0.00 | 0.00 | 7,000.00 | 0.00 | 0.00 |
| 245-000.000-699.245 | TRANSFER IN TRI-HARBOR AUTHORITY | 7,000.00 | 0.00 | 0.00 | 7,000.00 | 0.00 | 0.00 |
| Total Dept 000.000 | | 14,000.00 | 0.00 | 0.00 | 14,000.00 | 0.00 | 0.00 |
| TOTAL REVENUES | | 14,000.00 | 0.00 | 0.00 | 14,000.00 | 0.00 | 0.00 |
| Expenditures | | | | | | | |
| Dept 754.000 - HARBOR | | | | | | | |
| 245-754.000-812.000 | RECORDING CLERK | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 100.00 |
| 245-754.000-900.000 | PRINTING & PUBLISHING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 56.00 |
| 245-754.000-979.000 | CAPITAL OUTLAY | 14,000.00 | 0.00 | 0.00 | 14,000.00 | 0.00 | 0.00 |
| Total Dept 754.000 - HARBOR | | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00 | 156.00 |
| TOTAL EXPENDITURES | | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00 | 156.00 |
| | | | | | | | |
| Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY: | | | | | | | |
| TOTAL REVENUES | | 14,000.00 | 0.00 | 0.00 | 14,000.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00 | 156.00 |
| NET OF REVENUES & EXPENDITURES | | (1,000.00) | 0.00 | 0.00 | (1,000.00) | 0.00 | (156.00) |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | | YTD BALANCE |
|-----------------------------------------------------|----------------------------|----------------|---------------|----------------|---------------|--------|---------------|
| | | AMENDED BUDGET | 11/30/2023 | MONTH 11/30/23 | BALANCE | % BDGT | 11/30/2022 |
| | | | NORM (ABNORM) | INCR (DECR) | NORM (ABNORM) | USED | NORM (ABNORM) |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 | | | | | | | |
| 248-000.000-417.000 | TAX INCREMENT RECAPTURE | 49,942.00 | 43,493.41 | 0.00 | 6,448.59 | 87.09 | 36,001.96 |
| 248-000.000-675.000 | OTHER REVENUE | 0.00 | 260.00 | 0.00 | (260.00) | 100.00 | 8,000.00 |
| Total Dept 000.000 | | 49,942.00 | 43,753.41 | 0.00 | 6,188.59 | 87.61 | 44,001.96 |
| TOTAL REVENUES | | 49,942.00 | 43,753.41 | 0.00 | 6,188.59 | 87.61 | 44,001.96 |
| Expenditures | | | | | | | |
| Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| 248-728.000-703.001 | DDA ADMINISTRATION | 7,800.00 | 3,250.00 | 650.00 | 4,550.00 | 41.67 | 3,250.00 |
| 248-728.000-718.000 | TRAINING FUNDS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 |
| 248-728.000-802.000 | CONTRACTUAL | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 | 0.00 |
| 248-728.000-802.001 | CONTRACTUAL-PLANNING STUDY | 0.00 | 176.76 | 0.00 | (176.76) | 100.00 | 0.00 |
| 248-728.000-806.000 | CONTRACTUAL ENGINEERING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,115.55 |
| 248-728.000-880.000 | COMMUNITY PROMOTION | 16,000.00 | 1,987.14 | 407.39 | 14,012.86 | 12.42 | 1,703.44 |
| 248-728.000-979.000 | CAPITAL OUTLAY | 76,000.00 | 43,199.67 | 17,980.70 | 32,800.33 | 56.84 | 0.00 |
| Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY | | 103,800.00 | 48,613.57 | 19,038.09 | 55,186.43 | 46.83 | 8,068.99 |
| TOTAL EXPENDITURES | | 103,800.00 | 48,613.57 | 19,038.09 | 55,186.43 | 46.83 | 8,068.99 |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: | | | | | | | |
| TOTAL REVENUES | | 49,942.00 | 43,753.41 | 0.00 | 6,188.59 | 87.61 | 44,001.96 |
| TOTAL EXPENDITURES | | 103,800.00 | 48,613.57 | 19,038.09 | 55,186.43 | 46.83 | 8,068.99 |
| NET OF REVENUES & EXPENDITURES | | (53,858.00) | (4,860.16) | (19,038.09) | (48,997.84) | 9.02 | 35,932.97 |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 14/17

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | | YTD BALANCE |
|-------------------------------------------------|-------------------------|----------------|---------------|----------------|---------------|--------|---------------|
| | | AMENDED BUDGET | 11/30/2023 | MONTH 11/30/23 | BALANCE | % BDGT | 11/30/2022 |
| | | | NORM (ABNORM) | INCR (DECR) | NORM (ABNORM) | USED | NORM (ABNORM) |
| Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 | | | | | | | |
| 403-000.000-439.000 | MRE TAX | 103,000.00 | 517.51 | 0.00 | 102,482.49 | 0.50 | 552.91 |
| Total Dept 000.000 | | 103,000.00 | 517.51 | 0.00 | 102,482.49 | 0.50 | 552.91 |
| TOTAL REVENUES | | 103,000.00 | 517.51 | 0.00 | 102,482.49 | 0.50 | 552.91 |
| Expenditures | | | | | | | |
| Dept 463.000 - GENERAL STREETS & ROW | | | | | | | |
| 403-463.000-806.000 | CONTRACTUAL ENGINEERING | 0.00 | 118.00 | 0.00 | (118.00) | 100.00 | 0.00 |
| 403-463.000-979.000 | CAPITAL OUTLAY | 62,500.00 | 25,900.33 | 13,441.80 | 36,599.67 | 41.44 | 1,671.00 |
| Total Dept 463.000 - GENERAL STREETS & ROW | | 62,500.00 | 26,018.33 | 13,441.80 | 36,481.67 | 41.63 | 1,671.00 |
| TOTAL EXPENDITURES | | 62,500.00 | 26,018.33 | 13,441.80 | 36,481.67 | 41.63 | 1,671.00 |
| Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND: | | | | | | | |
| TOTAL REVENUES | | 103,000.00 | 517.51 | 0.00 | 102,482.49 | 0.50 | 552.91 |
| TOTAL EXPENDITURES | | 62,500.00 | 26,018.33 | 13,441.80 | 36,481.67 | 41.63 | 1,671.00 |
| NET OF REVENUES & EXPENDITURES | | 40,500.00 | (25,500.82) | (13,441.80) | 66,000.82 | 62.96 | (1,118.09) |

12/13/2023 01:50 PM
User: MATTSMITH
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REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 15/17

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | | YTD BALANCE |
|-----------------------------------|-------------------------------|----------------|---------------|----------------|---------------|--------|---------------|
| | | AMENDED BUDGET | 11/30/2023 | MONTH 11/30/23 | BALANCE | % BDGT | 11/30/2022 |
| | | | NORM (ABNORM) | INCR (DECR) | NORM (ABNORM) | USED | NORM (ABNORM) |
| Fund 450 - WATER SEWER FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 | | | | | | | |
| 450-000.000-602.000 | CONNECTION FEES, WATER | 30,000.00 | 8,000.00 | 0.00 | 22,000.00 | 26.67 | 23,548.00 |
| 450-000.000-602.001 | CONNECTION FEES, SEWER | 35,000.00 | 12,500.00 | 0.00 | 22,500.00 | 35.71 | 26,000.00 |
| 450-000.000-679.001 | REIMBURSE FROM STATE | 276,568.00 | 26,033.17 | 0.00 | 250,534.83 | 9.41 | 0.00 |
| 450-000.000-699.101 | TRANSFER IN - GENERAL FUND | 50,000.00 | 0.00 | 0.00 | 50,000.00 | 0.00 | 0.00 |
| Total Dept 000.000 | | 391,568.00 | 46,533.17 | 0.00 | 345,034.83 | 11.88 | 49,548.00 |
| TOTAL REVENUES | | 391,568.00 | 46,533.17 | 0.00 | 345,034.83 | 11.88 | 49,548.00 |
| Expenditures | | | | | | | |
| Dept 000.000 | | | | | | | |
| 450-000.000-806.000 | CONTRACTUAL ENGINEERING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8,313.50 |
| 450-000.000-974.000 | CONSTRUCTION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,490.28 |
| Total Dept 000.000 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12,803.78 |
| Dept 536.000 - WATER SYSTEM | | | | | | | |
| 450-536.000-703.000 | WAGES | 0.00 | 5,141.28 | 180.02 | (5,141.28) | 100.00 | 0.00 |
| 450-536.000-719.000 | INSURANCE BENEFITS | 0.00 | 1,421.50 | 51.52 | (1,421.50) | 100.00 | 0.00 |
| 450-536.000-720.000 | PAYROLL TAXES | 0.00 | 388.98 | 13.61 | (388.98) | 100.00 | 0.00 |
| 450-536.000-721.000 | MERS BENEFITS | 0.00 | 559.77 | 19.42 | (559.77) | 100.00 | 0.00 |
| 450-536.000-721.001 | 457 CONTRIBUTION | 0.00 | 13.62 | 0.00 | (13.62) | 100.00 | 0.00 |
| 450-536.000-806.000 | CONTRACTUAL ENGINEERING | 20,000.00 | 21,472.05 | 510.00 | (1,472.05) | 107.36 | 0.00 |
| 450-536.000-941.001 | EQUIPMENT RENT-EQUIPMENT FUND | 0.00 | 2,447.85 | 91.65 | (2,447.85) | 100.00 | 0.00 |
| 450-536.000-974.000 | CONSTRUCTION | 504,068.00 | 16,250.00 | 10,500.00 | 487,818.00 | 3.22 | 0.00 |
| Total Dept 536.000 - WATER SYSTEM | | 524,068.00 | 47,695.05 | 11,366.22 | 476,372.95 | 9.10 | 0.00 |
| TOTAL EXPENDITURES | | 524,068.00 | 47,695.05 | 11,366.22 | 476,372.95 | 9.10 | 12,803.78 |
| | | | | | | | |
| Fund 450 - WATER SEWER FUND: | | | | | | | |
| TOTAL REVENUES | | 391,568.00 | 46,533.17 | 0.00 | 345,034.83 | 11.88 | 49,548.00 |
| TOTAL EXPENDITURES | | 524,068.00 | 47,695.05 | 11,366.22 | 476,372.95 | 9.10 | 12,803.78 |
| NET OF REVENUES & EXPENDITURES | | (132,500.00) | (1,161.88) | (11,366.22) | (131,338.12) | 0.88 | 36,744.22 |

User: MATTSMITH

DB: Douglas

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YTD BALANCE 11/30/2023 NORM (ABNORM) | ACTIVITY FOR MONTH 11/30/23 INCR (DECR) | AVAILABLE BALANCE NORM (ABNORM) | % BDGT USED | YTD BALANCE 11/30/2022 NORM (ABNORM) |
|-----------------------------------------------|--------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 594 - DOUGLAS MARINA | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 | | | | | | | |
| 594-000.000-654.000 | SEASONAL SLIP FEES | 26,000.00 | 6,950.00 | 500.00 | 19,050.00 | 26.73 | 7,775.00 |
| 594-000.000-654.001 | TRANSIENT SLIP | 0.00 | 1,225.00 | 0.00 | (1,225.00) | 100.00 | 0.00 |
| 594-000.000-667.001 | WADE'S BAYOU PARK RENTAL | 7,000.00 | 6,811.50 | 982.60 | 188.50 | 97.31 | 5,050.00 |
| 594-000.000-699.101 | TRANSFER IN - GENERAL FUND | 100,000.00 | 0.00 | 0.00 | 100,000.00 | 0.00 | 0.00 |
| Total Dept 000.000 | | 133,000.00 | 14,986.50 | 1,482.60 | 118,013.50 | 11.27 | 12,825.00 |
| TOTAL REVENUES | | 133,000.00 | 14,986.50 | 1,482.60 | 118,013.50 | 11.27 | 12,825.00 |
| Expenditures | | | | | | | |
| Dept 597.000 - POINT PLEASANT | | | | | | | |
| 594-597.000-802.000 | CONTRACTUAL | 3,500.00 | 1,696.00 | 505.00 | 1,804.00 | 48.46 | 0.00 |
| 594-597.000-820.000 | MARINA OPERATIONS | 15,000.00 | 437.93 | 0.00 | 14,562.07 | 2.92 | 4,632.54 |
| 594-597.000-922.000 | UTILITIES | 5,000.00 | 630.33 | 211.21 | 4,369.67 | 12.61 | 886.70 |
| 594-597.000-979.000 | CAPITAL OUTLAY | 41,150.00 | 2,868.75 | 2,868.75 | 38,281.25 | 6.97 | 0.00 |
| Total Dept 597.000 - POINT PLEASANT | | 64,650.00 | 5,633.01 | 3,584.96 | 59,016.99 | 8.71 | 5,519.24 |
| Dept 597.001 - WADES BAYOU | | | | | | | |
| 594-597.001-930.000 | REPAIRS & MAINTENANCE: GENERAL | 6,000.00 | 1,262.00 | 450.00 | 4,738.00 | 21.03 | 5,302.42 |
| 594-597.001-974.000 | CONSTRUCTION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 18,145.00 |
| Total Dept 597.001 - WADES BAYOU | | 6,000.00 | 1,262.00 | 450.00 | 4,738.00 | 21.03 | 23,447.42 |
| Dept 597.002 - DOUGLAS HARBOR AUTHORITY | | | | | | | |
| 594-597.002-740.000 | SUPPLIES | 4,000.00 | 7.99 | 7.99 | 3,992.01 | 0.20 | 0.00 |
| 594-597.002-802.000 | CONTRACTUAL | 75,600.00 | 39,535.00 | 1,700.00 | 36,065.00 | 52.29 | 36,057.50 |
| 594-597.002-812.000 | RECORDING CLERK | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 | 100.00 |
| Total Dept 597.002 - DOUGLAS HARBOR AUTHORITY | | 80,200.00 | 39,542.99 | 1,707.99 | 40,657.01 | 49.31 | 36,157.50 |
| TOTAL EXPENDITURES | | 150,850.00 | 46,438.00 | 5,742.95 | 104,412.00 | 30.78 | 65,124.16 |
| Fund 594 - DOUGLAS MARINA: | | | | | | | |
| TOTAL REVENUES | | 133,000.00 | 14,986.50 | 1,482.60 | 118,013.50 | 11.27 | 12,825.00 |
| TOTAL EXPENDITURES | | 150,850.00 | 46,438.00 | 5,742.95 | 104,412.00 | 30.78 | 65,124.16 |
| NET OF REVENUES & EXPENDITURES | | (17,850.00) | (31,451.50) | (4,260.35) | 13,601.50 | 176.20 | (52,299.16) |

PERIOD ENDING 11/30/2023

Item 9B.

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED | YTD BALANCE |
|---------------------------------------------------|-------------------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|-----------------------------|
| | | AMENDED BUDGET | 11/30/2023 NORM (ABNORM) | MONTH 11/30/23 INCR (DECR) | BALANCE NORM (ABNORM) | | 11/30/2022 NORM (ABNORM) |
| Fund 660 - EQUIPMENT RENTAL FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 | | | | | | | |
| 660-000.000-676.000 | EQUIPMENT CHARGES - NON DPW | 27,594.00 | 8,333.27 | 1,666.67 | 19,260.73 | 30.20 | 12,176.35 |
| 660-000.000-676.001 | EQUIPMENT CHARGES -DPW | 175,300.00 | 73,392.01 | 14,258.74 | 101,907.99 | 41.87 | 0.00 |
| Total Dept 000.000 | | 202,894.00 | 81,725.28 | 15,925.41 | 121,168.72 | 40.28 | 12,176.35 |
| TOTAL REVENUES | | 202,894.00 | 81,725.28 | 15,925.41 | 121,168.72 | 40.28 | 12,176.35 |
| Expenditures | | | | | | | |
| Dept 262.000 - ELECTION | | | | | | | |
| 660-262.000-979.000 | CAPITAL OUTLAY | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 0.00 | 0.00 |
| Total Dept 262.000 - ELECTION | | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 0.00 | 0.00 |
| Dept 265.000 - BUILDING & GROUNDS | | | | | | | |
| 660-265.000-979.000 | CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8,157.00 |
| Total Dept 265.000 - BUILDING & GROUNDS | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8,157.00 |
| Dept 902.000 - DPW EQUIPMENT PURCHASES | | | | | | | |
| 660-902.000-979.000 | CAPITAL OUTLAY | 142,500.00 | 145,600.49 | 0.00 | (3,100.49) | 102.18 | 163,679.00 |
| Total Dept 902.000 - DPW EQUIPMENT PURCHASES | | 142,500.00 | 145,600.49 | 0.00 | (3,100.49) | 102.18 | 163,679.00 |
| Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE | | | | | | | |
| 660-903.000-860.000 | GAS & OIL | 30,000.00 | 6,893.91 | 1,986.56 | 23,106.09 | 22.98 | 8,050.47 |
| 660-903.000-930.004 | VEHICLE MAINTENANCE & REPAIRS | 70,000.00 | 18,257.78 | 13,193.12 | 51,742.22 | 26.08 | 19,437.11 |
| Total Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE | | 100,000.00 | 25,151.69 | 15,179.68 | 74,848.31 | 25.15 | 27,487.58 |
| TOTAL EXPENDITURES | | 254,500.00 | 170,752.18 | 15,179.68 | 83,747.82 | 67.09 | 199,323.58 |
| Fund 660 - EQUIPMENT RENTAL FUND: | | | | | | | |
| TOTAL REVENUES | | 202,894.00 | 81,725.28 | 15,925.41 | 121,168.72 | 40.28 | 12,176.35 |
| TOTAL EXPENDITURES | | 254,500.00 | 170,752.18 | 15,179.68 | 83,747.82 | 67.09 | 199,323.58 |
| NET OF REVENUES & EXPENDITURES | | (51,606.00) | (89,026.90) | 745.73 | 37,420.90 | 172.51 | (187,147.23) |
| | | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | 5,285,778.00 | 3,533,615.27 | 108,838.52 | 1,752,162.73 | 66.85 | 3,082,044.86 |
| TOTAL EXPENDITURES - ALL FUNDS | | 6,852,891.00 | 3,176,468.14 | 402,007.57 | 3,676,422.86 | 46.35 | 1,723,000.98 |
| NET OF REVENUES & EXPENDITURES | | (1,567,113.00) | 357,147.13 | (293,169.05) | (1,924,260.13) | 22.79 | 1,359,043.88 |