



**CITY COUNCIL AGENDA  
May 10, 2021 – 7: 00 pm**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes:**
  - A. Special City Council Meeting of April 22, 2021** (Roll Call)
  - B. City Council Meeting of April 26, 2021** (Roll Call)
- 4. Mayor's Comments**
- 5. City Manager's Comments**
- 6. Agenda Changes** (Additions/Deletions)
- 7. Guest Speakers:**
  - A. Lt. Brett Ensfield** – Allegan County Sheriff's Department
- 8. Public Comment** (Limit 3 minutes) Select "unmute" mic in the Zoom interface and speak your name to be recognized or press \*6 if you are calling in by phone to unmute your phone to speak.
- 9. Consent Agenda:**
  - A. Special Event Permit** – SCA Farm Market
  - B. Special Event Permit** – Gustaitis Graduation Party
  - C. Rotary Banner** – Celebrating Seniors
- 10. Request for Payment:**
  - A. Approval of Accounts Payable** (Roll Call)
- 11. Introduction of Ordinances:** None
  - A. Business Licenses**
- 12. Public Hearings:** None
- 13. Unfinished Business:** None

**NOTICE:**  
This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

Join online by visiting:  
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:  
**(312) 626-6799 -or-  
(646) 518-9805**

Then enter "Meeting ID":  
**2698572603**

Please send questions or comments regarding meeting agenda items prior to meeting to:  
[ryan@saugatuckcity.com](mailto:ryan@saugatuckcity.com)

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or [erin@saugatuckcity.com](mailto:erin@saugatuckcity.com) for further information.

**14. New Business:**

- A. Board Position Openings** - Board of Review, Planning Commission, and Zoning Board of Appeals
- B. Special Event Permit** - Saugatuck Douglas Art Club Waterfront Art Fair
- C. Special Event Permit** - Saugatuck Douglas Art Club Village Square Art Fair
- D. 4th of July Fireworks**
- E. Resolution 210510-A** - Adding Township to Kalamazoo Lake Harbor Authority
- F. Mt. Baldhead Presentation**

**15. Public Comments:** (Limit 3 minutes) Select "unmute" mic in the Zoom interface and speak your name to be recognized or press \*6 if you are calling in by phone to unmute your phone to speak.

**16. Communications:**

- A. Dick Waskin** - Temporary Traffic Light
- B. Jon Vanderbeek** - Tri-Community Trail Master Plan
- C. Steffanie Vlasity** - Letter of Resignation
- D. Ken Vlasity** - Letter of Resignation
- E. Erin Wilkinson** - Letter of Resignation

**17. Boards, Commissions & Committee Reports:**

**18. Council Comments:**

**19. Adjourn** (Roll Call)

Proposed Minutes  
**City Council Special Meeting**  
April 22, 2021 at 4: 00 pm  
102 Butler St., Saugatuck, MI 49453

Due to COVID-19 restrictions currently in place, the meeting was held via Zoom.

**1. Call to Order:** Mayor Bekken called the meeting to order at 4: 00 pm.

**2. Roll Call:**

**Present:** Bekken (Douglas, MI - Allegan County), Dean (Saugatuck, MI - Allegan County), Leo (Bay City, MI - Bay County), Lewis (Saugatuck, MI - Allegan County), Peterson (Key West, FL - Monroe County), Stanton (Watervliet, MI - Berrien County), Trester (Key West, FL - Monroe County)

**Absent:**

**Others Present:** Ryan Heise - City Manager, Cindy Osman - Zoning Administrator, Peter Stanislawski - Treasurer, Erin Wilkinson - Clerk, Jeff Sluggett - City Attorney

**3. Approval of Minutes:** None

**4. Mayor's Comments:** None

**5. City Manager's Comments:** None

**6. Agenda Changes:** None

**7. Guest Speakers:** None

**8. Public Comment:**

**Jane Underwood (resident)** - Asked questions regarding Dune Grass fence and floating homes.

**Ann Broker (resident)** - Owns property across from the Dune Grass docks in question. She expressed her objection to the floating homes. She's concerned it will deprive her of full use and enjoyment of her home and will create serious safety issues on an already congested section of road. She also commented on the fence next to the chain ferry. She urged the City to stand their ground in having it removed.

**Dan Fox (resident)** - Addressed the letter from Varnum (Dune Grass attorney) erroneous implication that "Dune Grass relied on representations made by the City to make its investments into a class A marina and 4 floating homes for short term rentals." The planning commission reviewed a plan that indicated there would be pleasure boats parked at the docks. The Planning Commission did not review any request related to floating homes and according to the same plans, the fence was approved to be six foot tall.

**Gary Medler (resident)** - He has reviewed the use as of right and what are special land uses to determine if the Dune Ridge or any other floating homes are permitted in the ordinance and they are not. They are manufactured homes, not boats, vessels or watercraft.

**9. Consent Agenda:** None

**10. Request for Payment:** None

**11. Introduction of Ordinances:** None

**12. Public Hearings:** None

**13. Unfinished Business:**

- A. Dune Grass Fence** - A motion was made by Peterson, 2nd by Lewis, to Direct legal counsel to send Mr. Heule's attorney a letter advising that he needs to get an application for the fence filed by May 13th in order to have this matter tentatively placed on the June 8 Special Zoning Board of Appeals Meeting agenda for review and decision. If a completed application is not received by the City by May 13 then the entire fence must be removed by May 14 and, if it is not, regardless of reason, the City will initiate enforcement action on or about the 15 of May. If we are told he will not agree to apply under these circumstances, then we can begin enforcement proceedings immediately. Upon roll call vote the motion carried unanimously.
- B. Floating Homes** - A motion was made by Trester, 2nd by Lewis, to direct staff to begin drafting documents related to floating homes and gather all relevant communication presented to council, for the Planning Commission to review. Upon roll call vote the motion carried unanimously.

**14. New Business**

- A. Blue Star Non-Motorized Trail** - A motion was made by Dean, 2nd by Stanton, to recommend the draft interlocal agreement, draft engineering agreement and draft Friends of The Blue Star Trail be approved subject to any needed additional staff and legal review and delegate authority to the Mayor to execute the agreements. Upon roll call vote the motion carried unanimously.
- B. EGLE Letter & Draft Response from KLSWA** - No action was taken.
- C. Preliminary Budget Discussion** - No action was taken.
- D. 4th of July Fireworks** - No action was taken.

**15. Public Comments:**

**Richard Donovan** (non-resident) - Thanked the council for moving forward with the three agreements for the Non-Motorized Tri-Community Trail Study Committee contracts.

**16. Communications:**

- A. Ann Broeker** - Dune Ridge Development
- B. Gary Medler** - House Boat Ordinance
- C. Dan Fox** - Dune Grass Marina
- D. Richard Donovan** - Blue Star Trail Map

**17. Boards, Commissions & Committee Reports:** Tri-Community Recycling AdHoc Committee

**18. Council Comments:**

Council Member Leo asked for an update on how pop-up-patio's should proceed if they want to participate again this year.

Council Member Dean asked for a report on the Social District from Lt. Ensfield and the City Manager.

**19. Adjourn** (Roll Call) A motion was made by Peterson, 2nd by Dean, to adjourn the meeting at 5: 21 pm. Upon roll call vote the motion carried unanimously.

Respectfully submitted,

Erin K. Wilkinson  
City of Saugatuck Clerk

Proposed Minutes  
**City Council Special Meeting**  
April 26, 2021 at 7: 00 pm  
102 Butler St., Saugatuck, MI 49453

Due to COVID-19 restrictions currently in place, the meeting was held via Zoom.

- 1. Call to Order:** Mayor Bekken called the meeting to order at 7: 00 pm.
- 2. Roll Call:**
  - Present:** Bekken (Douglas, MI - Allegan County), Dean (Saugatuck, MI - Allegan County), Leo (Saugatuck, MI - Allegan County), Lewis (Saugatuck, MI - Allegan County), Peterson (Key West, FL - Monroe County), Stanton (Saugatuck, MI - Allegan County)
  - Absent:** Trester
  - Others Present:** Ryan Heise - City Manager, Cindy Osman - Zoning Administrator, Peter Stanislawski - Treasurer, Erin Wilkinson - Clerk
- 3. Approval of Minutes:**
  - A. Regular City Council Meeting of April 12, 2021** - A motion was made by Peterson, 2nd by Lewis, to approve the minutes as presented. Upon roll call vote the motion carried unanimously.
  - B. Special City Council Meeting of April 15, 2021** - A motion was made by Lewis, 2nd by Dean, to approve the minutes as presented. Upon roll call vote the motion carried unanimously.
- 4. Mayor's Comments:** None
- 5. City Manager's Comments:** There are 3 active Social District businesses with 8 pending, and 15 permitted Pop-up-Patios.
- 6. Agenda Changes:** Add Dan Fox to Guest Speakers
- 7. Guest Speakers:**
  - A. Lt. Brett Ensfield** - Allegan County Sheriff's Department - no reported issues from Social District, but did see an increase in solo cups from private residences. Deputies are working to educate the public about rules for the district. Speed signs have been placed on Maple Street in response to a complaint received. Several new deputies have been hired for marine patrol and they are planning to hire a few additional full time deputies in the coming months.
  - B. Cathy Brockington** - Holland Area League of Women Voters - Provided updates on the redistricting efforts ongoing in Michigan. More information will be posted to the city website if citizens would like to get involved.
  - C. Kristin Armstrong** - Provided an update on the SCA parking lot changes and upcoming summer plans for programming.

**D. Dan Fox** - Fire Board - Provided an update on the most recent Fire Department (FD) Board meeting. EMS calls continue to be the vast majority of calls the STFD responds to. New reporting allows them to break calls out further into sub-categories. There is an ongoing wage study. The lakeshore drive washout issue is being addressed by the Allegan County Road Commission, to allow the FD heavy equipment to access the homes past the sink hole again.

**8. Public Comment:**

**Renee Zita (resident)** - Thanked council for fixing Park Street. She inquired about 4th of July fireworks and expressed support for allowing them to move forward.

**9. Consent Agenda:** None

**10. Request for Payment:** A motion was made by Lewis, 2nd by Stanton, to approve the accounts payable in the amount of \$143,207.90. Upon roll call vote the motion carried unanimously.

**11. Introduction of Ordinances:** None

**12. Public Hearings:** None

**13. Unfinished Business:** None

**14. New Business**

**A. EGLE Letter & Draft Response from KLSWA** - A motion was made by Lewis, 2nd by Leo, to grant authority to the Administrator to execute the corrective action plan to be submitted to EGLE. Upon roll call vote the motion carried unanimously.

**15. Public Comments:** None

**16. Communications:**

- A. Ann Broeker** - Dune Ridge Development
- B. Gary Medler** - House Boat Ordinance
- C. Dan Fox** - Dune Grass Marina
- D. Richard Donovan** - Blue Star Trail Map

**17. Boards, Commissions & Committee Reports:** Tri-Community Recycling AdHoc Committee, KLSWA, and Tri-Community Non-Motorized Trail Study Committee

**18. Council Comments:**

Council Member Lewis inquired about the request from Dick Waskin regarding putting a temporary traffic sign at Lake and Blue Star Hwy. and asked the City Manager to add it as a future agenda item.

Mayor Bekken suggested the council has previously reviewed several traffic studies related to lights at the intersection and the project will have to involve Allegan County Road Commission.

Council Member Peterson suggested the council look into putting a stop light at Allegan and Blue Star, so they don't backup the entire bridge. The council has previously reviewed traffic studies related to the Lake/Blue Star intersection that indicated Allegan would be a better location for a light.

Council Member Leo suggested looking into a temporary light for the Lake/Blue Star intersection and said the Tri-Community Non-Motorized Trail Study Committee will be looking at it at some point in time, but it has not been studied in depth .

**19. Adjourn** (Roll Call) A motion was made by Lewis, 2nd by Dean, to adjourn the meeting at 8: 17 pm. Upon roll call vote the motion carried unanimously.

Respectfully submitted,

Erin K. Wilkinson  
City of Saugatuck Clerk





## **City Managers Report – Highlights May 10, 2021**

### **Fireworks**

Allegan County Sheriffs Department is aware of the potential for 4<sup>th</sup> of July fireworks and will be developing an incident action plan which may have cost implications. Council will be receiving this information in the coming weeks.

### **Update from Michigan Department of Health and Human Services**

To date, 39.3% of Michigan residents 16 and older had been fully vaccinated for COVID-19 and 50.6% had received at least a first dose.

Updates to the Gatherings and Masks Order encourage outdoor events with larger capacities permitted for entertainment and recreational facilities and for sports stadiums and arenas that hold events outdoors. This includes:

Large outdoor events, including festivals, fairs, and golf tournaments will be able to exceed the current 1,000-person limit so long as they create and post a safety plan consistent with the MDHHS Large Outdoor Event Guidance, and no more than 20 persons per 1,000 square feet are gathered in any space available to patrons.

### **Social District and Pop-up Patios**

Social District Resolutions received from city at the following locations:

- 220 Culver – Butter and Whiskey
- 128 Hoffman – Wally's
- 40 Butler – Butler
- 449 Water – Wicks Park Bar & Grill
- 215 Butler – Phil's
- 147 Water – Marro's
- 528 Water – The Barge
- 302 Culver – Grow
- 201 Culver – New Holland
- 322 Culver – Loco Burrito

Number of pop-up patios applied for stands at (16) sixteen.

No issues provided to date.

### **City Clerk Erin Wilkinson Announces Resignation**

City Clerk, Erin Wilkinson, has announced her resignation. The letter included under communication.

### **Oval Beach**

Ms. Jacqueline Alvarez (new Beach Manager) and Linda Bultman have started beach management training. To date there are five (5) returning staff, three (3) new staff members and four (4) more that need to be hired. A very special thank you for Linda Bultman for ensuring that Oval Beach is managed well this summer; she is invested in seeing its success. Concessions will be open Memorial Weekend, Friday the 28<sup>th</sup>-Monday the 31<sup>st</sup>. Concessions will be closed Monday and Tuesday until Oval Beach crew is fully staffed. Recommended hours are the same as last year, 8 AM until 9 PM, or half hour before sunset, or whichever is later. Please be aware that some patrons take issue with paying the day pass fee shortly before sunset.

### **DPW Seasonal Staff**

Scott Herbert has secured two (2) seasonal employees and hopes to hire two (2) more.

### **I-96 Bridge Work and Draft Work Notice**

DRAFT Work Zone Notice:

Kalamazoo River boaters are notified that an active work zone exists on the Kalamazoo River channel under the I-196 bridge east of the Schultz Park boat launch. Michigan Department of Transportation (MDOT) is reconstructing approximately 12.1 miles of the southbound lanes of Interstate I-196 between 130th Avenue and M-40 and includes bridge work over the Kalamazoo River. Construction of the first phase between 130th Avenue and Exit 41 began in April and is anticipated to be complete in July. Phase 2 will shift north of Exit 41.

Boaters in the Kalamazoo River channel are notified to treat the area approaching the bridge as a work zone, slow down, check clearance heights, and proceed with caution. Marked work plat forms are suspended below the bridge and workers may be present.

### **Blue Star Trail Update**

Kickoff meeting to be held Friday 5.7.21.

### **Floating Homes**

No update- following guidance provided by Council at their special meeting held in April.

### **Dune Ridge Updates**

No update- following guidance provided by Council at their special meeting held in April.

### **Road resurfacing (and utility) projects**

**North Park Street** – Please see updates provided here: <https://www.saugatuckcity.com/park-street-north.html> . There were failing catch basins discovered during milling and prep work which require repair. This has proven to be a challenging project given the amount of declining infrastructure and narrow road width.

**Park Street-** Discussions on the project will likely include adding waterline service replacement to the scope causing further delays on the project.

**Campbell Road** The city agreed to proceed a grant for the project. If the grant is not awarded, the project can be completed fall of '21. If the grant is awarded the project would become a spring '22 project. This is a shared project with Douglas.

**Mill Street-** To receive millings from the North Park Street project sometime after Memorial Weekend. DPW investigating the condition of the millings to ensure quality.

### **Master Project List & Strategic Planning**

Reminder date scheduled for May 20<sup>th</sup>. Staff working on venue and logistics. Please schedule your budget review with Peter.

### **Radar Signs**

Radar signs are in the process of being deployed beginning the week of May 10.

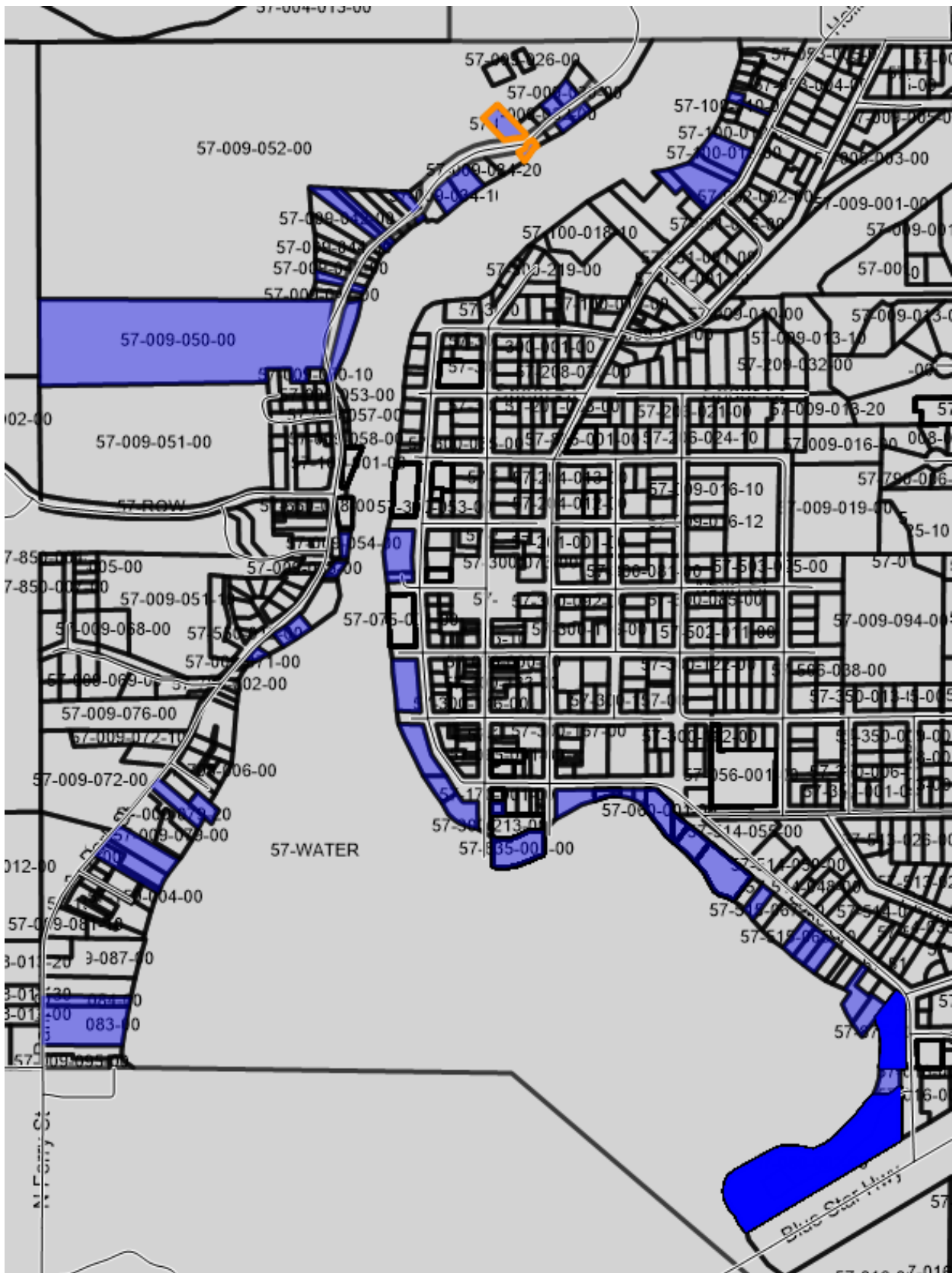
### **Milfoil update**

Staff has sent a list and map of private treatment areas to Aquatic Doctors. The next step will be to get the permit from EGLE (estimated 2 weeks to a month). The EGLE permit will specify what products may be used for the treatment. Once the permit is approved, Aquatic Doctors will provide us with pricing and then staff will send invoices for the first two treatments to residents who have signed up for information on treatment. If paid, their area will be treated. If there is a need for a third treatment a separate invoice will be sent.

The first treatment will be scheduled for early June, with a second application mid-to-late July and a third mid-to-late August if needed. The permit is being submitted as an amendment to the existing permit for Douglas, to expedite turnaround time and share cost.

### **Meetings include but are not limited to:**

- Vine Street Tour "Million-dollar tour"
- Friends of Peterson Preserve meeting with the Outdoor Discovery Center
- Historical School House and Pump House tour
- Special Events Meetings



Treatment Map  
Private Residential Milfoil



# Incident Analysis Report

## Detail



Print Date/Time: 05/07/2021 08:26  
 Login ID: allegancounty\bensfield  
 Incident Type: All  
 Call Source: All

From Date: 04/19/2021 00:00  
 To Date: 05/07/2021 23:59

Allegan County Sheriff's Office  
 ORI Number: MI0310300  
 Officer ID: Kruithoff, Jason Lee  
 Location: All

Incident Date/Time	Incident Number	Incident Type	Location	Caller	Source
04/21/2021 23:12	2021-00006209	OWI	OLD ALLEGAN RD		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			490 - Kruithoff		
04/22/2021 00:54	2021-00006213	PDA	OLD ALLEGAN RD		Radio
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			490 - Kruithoff		
04/22/2021 01:30	2021-00006214	General Assist	MAIN ST / BUTLER ST		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			490 - Kruithoff		
04/22/2021 22:47	2021-00006266	General Assist	BUTLER ST / MAIN ST		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			490 - Kruithoff		
04/26/2021 15:03	2021-00006479	Suicidal Subject	136TH AVE		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			490 - Kruithoff		
04/26/2021 17:33	2021-00006491	Alarm	WATER ST		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			490 - Kruithoff		
04/26/2021 18:08	2021-00006495	Suspicious Situation	WATER ST		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			490 - Kruithoff		
04/26/2021 22:27	2021-00006504	General Assist	BUTLER ST / MAIN ST		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			490 - Kruithoff		
04/27/2021 22:47	2021-00006564	General Assist	BUTLER ST / MAIN ST		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			490 - Kruithoff		
04/28/2021 00:07	2021-00006568	Parking Violation	PERRYMAN ST		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			490 - Kruithoff		
04/28/2021 01:21	2021-00006569	PIA	58TH ST		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		

04/30/2021 22:39	2021-00006768	Intoxicated Subject	490 - Kruithoff MAIN ST / BUTLER ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/01/2021 00:39	2021-00006773	General Assist	490 - Kruithoff MAIN ST / BUTLER ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/01/2021 00:59	2021-00006775	Parking Violation	490 - Kruithoff PERRYMAN ST	Officer
	<b>Report Required:</b>	No	<b>Officers</b>	
05/01/2021 18:48	2021-00006830	Alarm	490 - Kruithoff DUNEGRASS CIRCLE DR	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/01/2021 19:32	2021-00006834	Motorist Assist	490 - Kruithoff PERRYMAN ST	Telephone
	<b>Report Required:</b>	No	<b>Officers</b>	
05/01/2021 21:49	2021-00006846	Accident All Other	490 - Kruithoff WATER ST	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/01/2021 22:04	2021-00006847	General Assist	490 - Kruithoff BUTLER ST / MAIN ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/01/2021 22:24	2021-00006849	OWI	490 - Kruithoff 141ST AVE	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/01/2021 23:12	2021-00006854	Suspicious Situation	490 - Kruithoff CULVER ST / GRIFFITH ST	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/02/2021 17:20	2021-00006904	Suspicious Situation	490 - Kruithoff BUTLER ST / FRANCIS ST	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/02/2021 22:19	2021-00006928	General Assist	490 - Kruithoff MAIN ST / BUTLER ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/05/2021 22:16	2021-00007117	General Assist	490 - Kruithoff BUTLER ST / MAIN ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/05/2021 22:26	2021-00007118	Suspicious Situation	490 - Kruithoff LAKE ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/06/2021 00:44	2021-00007126	Open Container	490 - Kruithoff BLUE STAR HWY / HOLLAND ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/06/2021 04:11	2021-00007129	CARDIAC/RESP ARREST	490 - Kruithoff 138TH ST	Telephone

	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/06/2021 22:46	2021-00007175	General Assist	490 - Kruithoff	
	<b>Report Required:</b>	Yes	MAIN ST / BUTLER ST	Officer
05/07/2021 01:04	2021-00007184	Check Welfare	490 - Kruithoff	
	<b>Report Required:</b>	Yes	138TH AVE	Telephone
			<b>Officers</b>	
			490 - Kruithoff	

**Total Matches : 28**



# Incident Analysis Report

## Detail



Print Date/Time: 05/07/2021 08:20  
 Login ID: allegancounty\bensfield  
 Incident Type: All  
 Call Source: All

From Date: 04/19/2021 00:00  
 To Date: 05/07/2021 23:59

Allegan County Sheriff's Office  
 ORI Number: MI0310300  
 Officer ID: Hagerty, Janel L.  
 Location: All

Incident Date/Time	Incident Number	Incident Type	Location	Caller	Source
04/21/2021 08:27	2021-00006188	Domestic Assault	SHANGRAI LA DR		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			424 - Hagerty		
04/21/2021 10:22	2021-00006191	General Assist	PARK ST / PERRYMAN ST		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			424 - Hagerty		
04/21/2021 10:36	2021-00006193	Unknown Situation	109TH AVE		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			424 - Hagerty		
04/21/2021 14:13	2021-00006206	Larceny	LINCOLN RD / 128TH AVE		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			424 - Hagerty		
04/22/2021 12:12	2021-00006227	Suspicious Situation	401 ELIZABETH ST		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			424 - Hagerty		
04/22/2021 12:32	2021-00006229	Disorderly Conduct	124TH AVE		911
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			424 - Hagerty		
04/22/2021 12:35	2021-00006231	Fraud	138TH AVE		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			424 - Hagerty		
04/22/2021 15:38	2021-00006241	Civil	124TH AVE		911
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			424 - Hagerty		
04/26/2021 10:42	2021-00006463	PDA	NB I 196 HWY		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			424 - Hagerty		
04/26/2021 15:03	2021-00006479	Suicidal Subject	136TH AVE		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			424 - Hagerty		
04/26/2021 15:50	2021-00006480	General Assist	MAPLE LN		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		



04/27/2021 11:02	2021-00006523	Misc	424 - Hagerty BLUE STAR HWY	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/27/2021 11:15	2021-00006525	Domestic Assault	424 - Hagerty RABBIT RIVER DR	911
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/27/2021 13:44	2021-00006533	Suspicious Situation	424 - Hagerty WATER ST	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/27/2021 15:41	2021-00006541	Suspicious Situation	424 - Hagerty BLUE STAR HWY	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/30/2021 08:10	2021-00006705	Traffic Offense	424 - Hagerty DUNEGRASS	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/30/2021 10:32	2021-00006714	OVERDOSE/POISONING	424 - Hagerty 56TH ST	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/30/2021 15:38	2021-00006738	Liquor Violations	424 - Hagerty BLUE STAR HWY	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/01/2021 06:49	2021-00006791	Road Hazard	424 - Hagerty SB I 196 HWY	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/01/2021 09:29	2021-00006795	General Assist	424 - Hagerty HOLLAND ST	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/02/2021 06:49	2021-00006879	Alarm	424 - Hagerty MEMORIAL DR	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/02/2021 09:23	2021-00006884	Road Hazard	424 - Hagerty 142ND AVE	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/02/2021 14:08	2021-00006895	PIA	424 - Hagerty B I 196 HWY	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/03/2021 14:46	2021-00006975	Assist Other Agencies	424 - Hagerty FAWN DR	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/05/2021 05:02	2021-00007067	Check Welfare	424 - Hagerty 54TH ST	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/05/2021 05:09	2021-00007065	Car/Deer PDA	424 - Hagerty 114TH AVE	Telephone

	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/05/2021 14:28	2021-00007091	MDOP-29000	424 - Hagerty ELIZABETH ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/06/2021 04:03	2021-00007130	VCSA	424 - Hagerty 146TH AVE	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/06/2021 04:11	2021-00007129	CARDIAC/RESP ARREST	424 - Hagerty 138TH ST	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/06/2021 11:48	2021-00007144	Civil	424 - Hagerty COUNTRY LN	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			424 - Hagerty	

**Total Matches : 30**



# Incident Analysis Report

## Detail



Print Date/Time: 05/07/2021 08:23  
 Login ID: allegancounty\bensfield  
 Incident Type: All  
 Call Source: All

From Date: 04/19/2021 00:00  
 To Date: 05/07/2021 23:59

Allegan County Sheriff's Office  
 ORI Number: MI0310300  
 Officer ID: Klinge, Phillip A.  
 Location: All

Incident Date/Time	Incident Number	Incident Type	Location	Caller	Source
04/19/2021 20:09	2021-00006120	Animal Call-Other	WATER ST		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			648 - Klinge		
04/19/2021 22:22	2021-00006128	General Assist	BUTLER ST / MAIN ST		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			648 - Klinge		
04/20/2021 00:01	2021-00006132	Suspicious Situation	BLUE STAR HWY		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			648 - Klinge		
04/20/2021 22:56	2021-00006178	General Assist	BUTLER ST / MAIN ST		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			648 - Klinge		
04/23/2021 19:12	2021-00006321	A911	ELIZABETH ST		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			648 - Klinge		
04/23/2021 19:36	2021-00006326	Inspections	ELIZABETH ST		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			648 - Klinge		
04/23/2021 22:11	2021-00006334	Assault	WATER ST		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			648 - Klinge		
04/23/2021 23:15	2021-00006341	General Assist	BUTLER ST / MAIN ST		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			648 - Klinge		
04/24/2021 18:01	2021-00006373	Parking Violation	BUTLER ST / HOFFMAN ST		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			648 - Klinge		
04/24/2021 20:29	2021-00006385	Assist Other Agencies	MASON ST		911
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			648 - Klinge		
04/24/2021 21:31	2021-00006389	Suspicious Situation	PARK ST		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		

04/24/2021 23:11	2021-00006394	General Assist	648 - Klinge BUTLER ST / MAIN ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/25/2021 02:51	2021-00006402	DWLS	648 - Klinge B I 196 HWY	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/25/2021 21:54	2021-00006436	General Assist	648 - Klinge BUTLER ST / MAIN ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/25/2021 22:10	2021-00006437	Road Hazard	648 - Klinge / 136TH AVE	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/25/2021 22:11	2021-00006438	PDA	648 - Klinge 136TH AVE	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/26/2021 00:17	2021-00006441	Disorderly Conduct	648 - Klinge 136TH AVE	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/28/2021 18:30	2021-00006620	Parking Violation	648 - Klinge LAKE ST	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/28/2021 19:34	2021-00006623	Animal-Dog Running	648 - Klinge DANIEL DR	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/28/2021 23:16	2021-00006633	General Assist	648 - Klinge BUTLER ST / MAIN ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/29/2021 18:31	2021-00006681	Inspections	648 - Klinge ELIZABETH ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/29/2021 22:05	2021-00006691	General Assist	648 - Klinge BUTLER ST / MAIN ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
04/30/2021 00:12	2021-00006694	Check Welfare	648 - Klinge 56TH ST	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/04/2021 01:57	2021-00007002	General Assist	648 - Klinge BUTLER ST / MAIN ST	Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/04/2021 20:18	2021-00007053	Conservation	648 - Klinge MANCHESTER DR	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>	
05/04/2021 23:11	2021-00007059	General Assist	648 - Klinge BUTLER ST / MAIN ST	Officer

Report Required: Yes

**Officers**

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648 - Klinge

Total Matches : 26



## Incident Analysis Report Detail



Print Date/Time: 05/07/2021 08:28  
 Login ID: alleghenycountyibensfeld  
 Incident Type: All  
 Call Source: All

From Date: 04/19/2021 00:00  
 To Date: 05/07/2021 23:59

Allegheny County Sheriff's Office  
 ORI Number: MI0310300  
 Officer ID: VandenBerg, Terry Lee  
 Location: All

Incident Date/Time	Incident Number	Incident Type	Location	Caller	Source
05/03/2021 08:58	2021-00006952	Road Hazard	263 - VandenBerg BLUE STAR HWY / LAKE ST		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		
05/03/2021 11:54	2021-00006964	911 Welfare - Misdials	263 - VandenBerg CREEKSIDE LN		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
05/03/2021 14:22	2021-00006969	Alarm	263 - VandenBerg 138TH AVE		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
05/03/2021 14:27	2021-00006972	Harassment/Threats	263 - VandenBerg 135TH AVE		Telephone
	<b>Report Required:</b>	No	<b>Officers</b>		
05/03/2021 15:29	2021-00006977	Juvenile Delinquent	263 - VandenBerg ELIZABETH ST	JA	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
05/04/2021 05:29	2021-00007005	Suspicious Situation	263 - VandenBerg 58TH ST	mat lubbers	Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
05/04/2021 08:16	2021-00007007	Larceny	263 - VandenBerg 736 PARK ST		Officer
	<b>Report Required:</b>	Yes	<b>Officers</b>		
05/04/2021 09:00	2021-00007009	PDA	263 - VandenBerg 37 SB I 196 HWY		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
05/04/2021 15:48	2021-00007035	PDA	263 - VandenBerg RIVERSIDE RD		Telephone
	<b>Report Required:</b>	Yes	<b>Officers</b>		
			263 - VandenBerg		



9A

**From:** Erin Wilkinson  
**Meeting Date:** May 10, 2021  
**Regarding:** Special Event Permit – SCA Farm Market

---

**Description:** The SCA has submitted a request to block off a small portion of the Culver Street parking lot, to host their Farm Market on May 28th from 9am-3pm, as a backup in the event their parking lot construction is not completed. They estimate about 800 attendees. They will not require assistance from the DPW or Police, but will require food truck inspections by the Fire Department. All three departments have approved.

**Committee / Commission Review:** None

**Budget Action Required:** None

**Legal Review:** None

**Possible Motion:**

A motion to approve/deny the special event permit for the SCA Farm Market as presented, contingent on approval from Fire Department, Police, and Department of Public Works.



Council Action

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

### SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Center for the Arts TELEPHONE: 2698572399

MAILING ADDRESS: 400 Culver St, Saugatuck, MI 49453

CONTACT NAME: Kristin Armstrong TELEPHONE: 2698572399

E-MAIL ADDRESS: kristin@sc4a.org CELL PHONE: 2698572399

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Susan Poolman TELEPHONE: 2698572399

E-MAIL ADDRESS: market@sc4a.org CELL PHONE: 2692273448

#### EVENT INFORMATION

NAME OF EVENT: The Market at SCA DATE(S) OF EVENT: 05/28/2021

PURPOSE OF EVENT: Farmer & Artisans Market RAIN DATE: none

- Non-Profit       For-Profit       City Operated/Sponsored       Co-Sponsored
- Marathon/Race       Festival/Fair       Video/Film Production       Other \_\_\_\_\_

EVENT LOCATION: Saugatuck Center for the Arts EVENT HOURS: 9am-3pm

ESTIMATED NUMBER OF ATTENDEES: 800 guests

ESTIMATED NUMBER OF VOLUNTEERS: 4

ESTIMATE DATE / TIME FOR SET-UP: 05/28/2021 7:00  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 05/28/2021 3:00  A.M.  P.M.



## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

---

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

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

- "YARD" SIGNS - Number requested: \_\_\_\_ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). 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 day of the event and must removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

- BOOTHS – QUANTITY \_\_\_\_\_  TENTS – QUANTITY max of 30 (10' x
- AWNINGS – QUANTITY \_\_\_\_\_  TABLES – QUANTITY \_\_\_\_\_
- PORTABLE TOILETS – QUANTITY \_\_\_\_\_

VENDOR PARKING: Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? Saugatuck Christian Reformed Church

Will the Interurban be utilized?  Yes  No Time(s) 7am-8:45am & 3pm-4:15pm

**DEPARTMENT OF PUBLIC WORKS**

APPROVED

DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

Will this event require the use of any of the following municipal equipment:  Yes  No

TRASH RECEPTACLES – QUANTITY \_\_\_\_\_

BARRICADES – QUANTITY \_\_\_\_\_

TRAFFIC CONES – QUANTITY \_\_\_\_\_

PARKING SIGNS – QUANTITY \_\_\_\_\_

FENCING

WATER

ELECTRIC

RESTROOM CLEANING

OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED

DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED

DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

STREET CLOSURES:  Yes  No (use attached map to outline proposed closures)

Street closure date/time: \_\_\_\_\_  A.M.  P.M.

Street re-open date/time: \_\_\_\_\_  A.M.  P.M.

SIDEWALK CLOSURES:  Yes  No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes  No (use attached map to outline proposed closures)

Parking Lot Location: Culver City Parking Lot (partial closure - see attached map)

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: See attached note

---

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

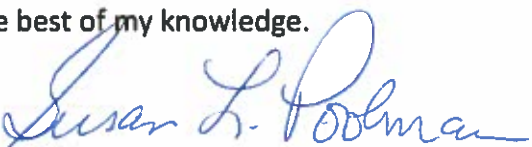
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring 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.

Applicant 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.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring 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.

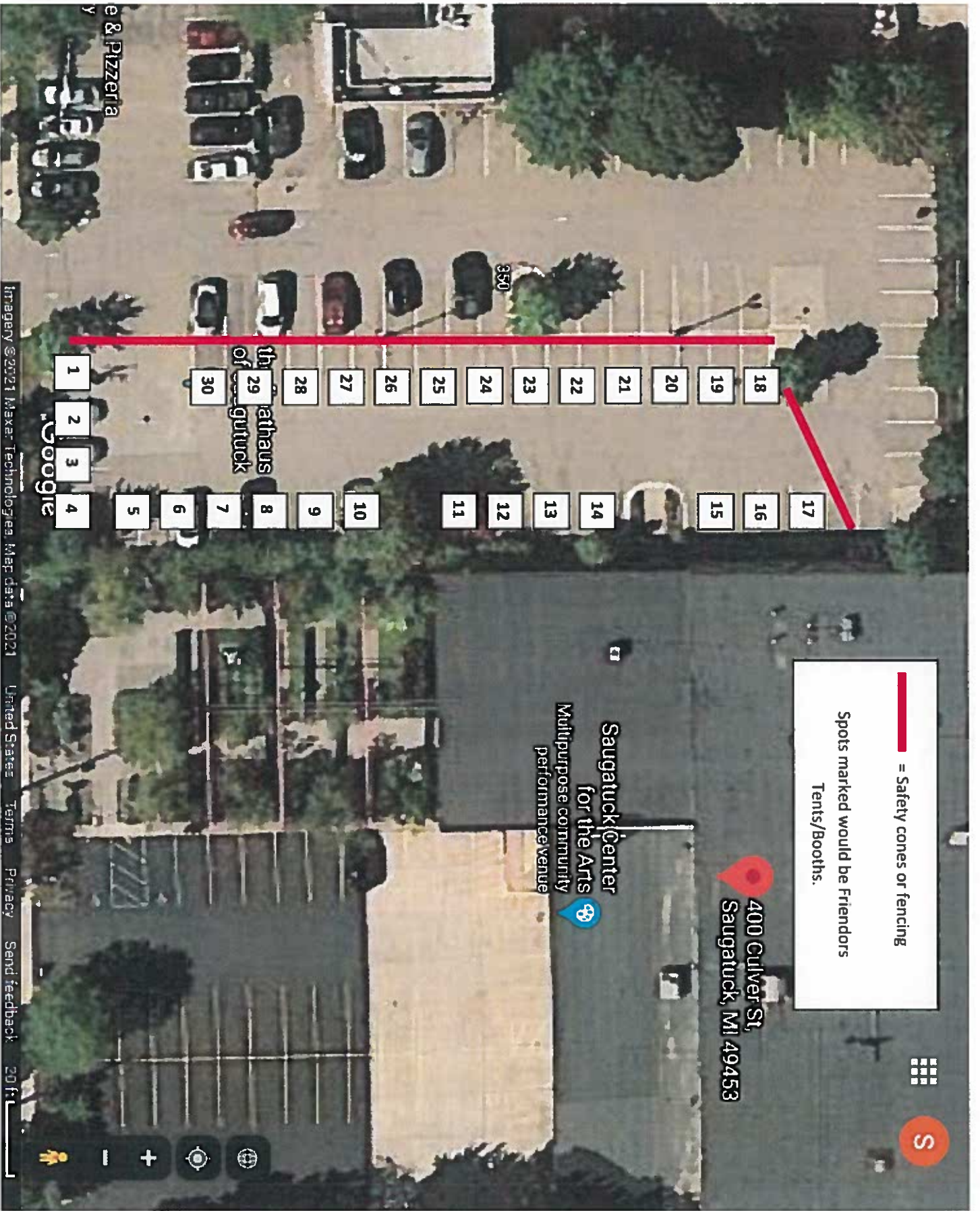
  
\_\_\_\_\_  
Applicant Signature


4-15-2021  
Date


The Saugatuck Center for the Arts parking lot is under construction and we are asking to have Friday, May 28th, 2021 as a backup plan for our farmers market.

Certificate of insurance will be supplied as needed.

All food truck vendors that we have will have their food license, insurance paperwork and MI Sales Tax ID just as they do for our market.



 = Safety cones or fencing  
Spots marked would be Friendors  
Tents/Booths.

 400 Culver St,  
Saugatuck, MI 49453

**Saugatuck Center  
for the Arts**  
Multipurpose community  
performance venue

Imagery ©2021 Maxar Technologies Map data ©2021 United States Terms Privacy Send feedback 20 ft



9B

**From:** Erin Wilkinson  
**Meeting Date:** May 10, 2021  
**Regarding:** Special Event Permit - Gustaitis Graduation Party

---

**Description:** Michael Gustaitis has submitted a special event permit for a graduation party on June 20th from 4-8 pm. He would like to close a block of Main Street between Elizabeth and Grand streets for about 100 guests. He has rented the house across the street and has spoken with all his neighbors who would be affected, without objection. They will not require any support from Police or Fire, but will require several barricades from the DPW. All three entities have approved the request.

**Committee / Commission Review:** None

**Budget Action Required:** None

**Legal Review:** None

**Possible Motion:**

A motion to approve/deny the special event permit for Michael Gustaitis as presented, contingent on approval from Fire Department, Police, and Department of Public Works.



<b>Council Action</b>
_____ Approved
_____ Denied
_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
 Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

## SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: N/A TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: MICHAEL GUSTAITIS TELEPHONE: 269-455-5195

E-MAIL ADDRESS: winesellersofsaugatuck@gmail.com CELL PHONE: 630-816-5257

### EVENT INFORMATION

NAME OF EVENT: GRADUATION PARTY DATE(S) OF EVENT: 06/20/2021

PURPOSE OF EVENT: N/A RAIN DATE: N/A

- Non-Profit     
  For-Profit     
  City Operated/Sponsored     
  Co-Sponsored  
 Marathon/Race     
  Festival/Fair     
  Video/Film Production     
  Other \_\_\_\_\_

EVENT LOCATION: 561 MAIN STREET EVENT HOURS: 4:00-8:00 PM

ESTIMATED NUMBER OF ATTENDEES: 100

ESTIMATED NUMBER OF VOLUNTEERS: N/A

ESTIMATE DATE / TIME FOR SET-UP: 06/20/21 3:00  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/20/21 8:00  A.M.  P.M.

## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 5:00 END: 7:00

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

---

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

**EVENT SIGNAGE:** City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- "YARD" SIGNS** - Number requested: \_\_\_\_ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). 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 day of the event and must removed at the end of the event.)

**TENTS/CANOPIES/MISC:** The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

- BOOTHS – QUANTITY** \_\_\_\_\_  **TENTS – QUANTITY** \_\_\_\_\_
- AWNINGS – QUANTITY** \_\_\_\_\_  **TABLES – QUANTITY** \_\_\_\_\_
- PORTABLE TOILETS – QUANTITY** \_\_\_\_\_

**VENDOR PARKING:** Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? \_\_\_\_\_

Will the Interurban be utilized?  Yes  No Time(s) \_\_\_\_\_



**DEPARTMENT OF PUBLIC WORKS**

APPROVED       DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

Will this event require the use of any of the following municipal equipment:       Yes       No

- TRASH RECEPTACLES – QUANTITY \_\_\_\_\_
- BARRICADES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_
- PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING       WATER       ELECTRIC       RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED       DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes       No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED       DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

STREET CLOSURES:  Yes       No (use attached map to outline proposed closures)

Street closure date/time: 06/20/21 4:00      \_\_\_\_\_  A.M.  P.M.

Street re-open date/time: 06/20/21 8:00      \_\_\_\_\_  A.M.  P.M.

SIDEWALK CLOSURES:  Yes       No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes       No (use attached map to outline proposed closures)

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.


Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring 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.

Applicant 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.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

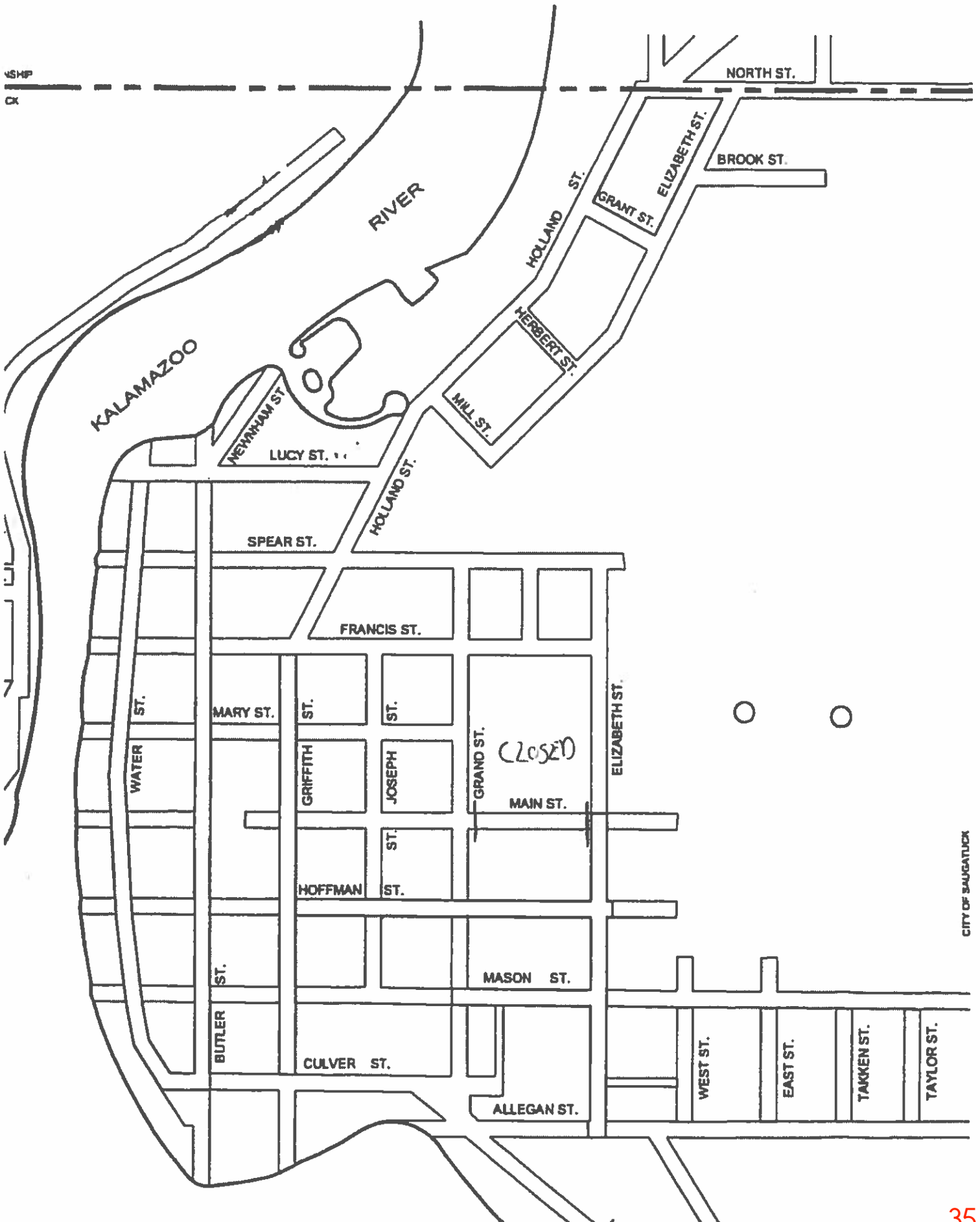
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

  
\_\_\_\_\_  
Applicant Signature

APRIL 27, 2021

\_\_\_\_\_  
Date

# Downtown Street / Sidewalk Closure(s)



CITY OF SAUGATUCK



9C

**From:** Cindy Osman, Planning and Zoning

**Meeting Date:** May 10, 2021

**Regarding:** Banner at the Pallet sign recognizing graduating seniors

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**Description:** Jim Sullivan, on behalf of the Saugatuck Douglas Rotary Club has submitted an application for the installation of a banner on the Pallet Sign from May 15 through June 7, 2021.

Because there is conflict with the SCA banner request (May 22 to June 5) the Rotary banner will be up the week before and the week after. (May 11 to May 21 and June 6 to June 14). The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

**Committee / Commission Review:** None

**Budget Action Required:** None

**Legal Review:** None

**Possible Motion:** Motion to approve/deny the request to install a banner within the public right of way as indicated on the attached right of way sign permit application.



## Right of Way Sign Application

**APPLICANTS INFORMATION** APPLICATION NUMBER \_\_\_\_\_ - \_\_\_\_\_

Name Rotary Club of Saugatuck-Douglas Address / PO Box 211  
 City Douglas State MI Zip 49406 Phone 614-207-4047  
 E-Mail rneoyaltycoach@gmail.com  
 Signature *Juan B. Sullivan* Date April 30, 2021

**SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)**

Type: Number of Yard Signs \_\_\_\_\_ Number of Banners 1  
 Dates to be displayed May 15 through June 7  
 Further Comments: As per standard design and location of such public announcement banners Rotary has executed in the past. This is to recognize the Seniors at SHS

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**PLEASE INCLUDE THE FOLLOWING INFORMATION**

**Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval**

- Y N NA
- Dimensions and type of each proposed sign
  - Map showing the location of each sign
  - Explanation of how each sign will be attached and secured

**Pursuant to Section 150.30(H), please to the following questions:**

- Will the signs create a traffic vision obstruction?
- Will the signs create a pedestrian traffic obstruction?
- Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- Do the signs create a situation which could be detrimental to health, safety, or welfare?



05/05/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2021 - 04/30/2021				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
04/02/2021	DD4908(A)	BULTMAN, LINDA	PAYROLL	1,318.56
04/02/2021	DD4909(A)	HARDY, CODY	PAYROLL	1,140.95
04/02/2021	DD4910(A)	HEISE, RYAN	PAYROLL	3,017.02
04/02/2021	DD4911(A)	HERBERT, SCOTT	PAYROLL	1,551.11
04/02/2021	DD4912(A)	KERRIDGE, ADAM	PAYROLL	1,171.25
04/02/2021	DD4913(A)	OSMAN, CINDY	PAYROLL	1,496.72
04/02/2021	DD4914(A)	STANISLAWSKI, PETER	PAYROLL	1,403.22
04/02/2021	DD4915(A)	WENDT, MICHAEL	PAYROLL	1,310.23
04/02/2021	DD4916(A)	WILKINSON, ERIN	PAYROLL	1,503.83
04/02/2021	EFT1404(E)	457 MERS	PAYROLL	2,766.09
04/02/2021	EFT1405(E)	STATE OF MICHIGAN	PAYROLL	278.62
04/02/2021	EFT1406(E)	MERS HYBRID	PAYROLL	1,183.06
04/02/2021	EFT1407(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,658.25
04/08/2021	16670	MML UNEMPLOYMENT COMPENSATION	PAYROLL	2,225.30
04/12/2021	16671	ALLEGAN COUNTY HEALTH DEPT	CONCESSION	355.00
04/12/2021	16672	ALLEGAN COUNTY NEWS	ORDINANCE	182.00
04/12/2021	16674	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	2,040.18
04/12/2021	16675	GIL- ROY'S HARDWARE	SUPPLIES	108.93
04/12/2021	16677	MINER SUPPLY CO	SUPPLIES	2,784.54
04/12/2021	16678	OVERISEL LUMBER COMPANY	OVAL BEACH BOARD WALK	3,072.62
04/12/2021	16679	SAUGATUCK DRUG	BOARD OF REVIEW	3.98
04/12/2021	16680	SCOTT'S LANDSCAPE MANAGEMENT INC	FALL LEAF & BRUSH	3,400.00
04/12/2021	16681	SHIVER ME TIMBERS	STUMP GRINDING	517.50
04/12/2021	16682	STANDARD INSURANCE COMPANY	INSURANCE	345.51
04/12/2021	3385(E)	CAPITAL ONE	SIDEWALK SALT & CITY HALL	596.18
04/12/2021	3386(E)	CONSUMERS ENERGY	ELECTRIC	3,380.13
04/12/2021	3387(E)	FIRST BANK CARD	TRAINING & BOR	1,419.37
04/12/2021	3388(E)	FRONTIER	DPW TELEPHONES & INTERNET	183.26
04/12/2021	3389(E)	FRONTIER	OVAL BEACH	62.63
04/12/2021	3390(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	959.42
04/12/2021	3391(E)	MERS	RETIREMENT	4,500.00
04/12/2021	3392(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	213.32
04/12/2021	3393(E)	MICHIGAN GAS UTILITIES	BUTLER ST BATHROOM	95.96
04/12/2021	3394(E)	MICHIGAN GAS UTILITIES	CITY HALL	71.90
04/12/2021	3395(E)	PRIORITY HEALTH	HEALTH INSURANCE	7,013.42
04/12/2021	3396(E)	SHELL	GASOLINE & DIESEL	1,196.96
04/12/2021	3397(E)	VALLEY CITY LINEN INC	SHOP TOWELS	154.80
04/12/2021	3398(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
04/12/2021	3399(A)	ALL TRAFFIC SOLUTIONS INC	RADAR SIGNS	10,020.00
04/12/2021	3400(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	368.00
04/12/2021	3401(A)	BARBER FORD INC	SHERIFF CAR	47.28

05/05/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2021 - 04/30/2021				
Check Date	Check	Vendor Name	Description	Amount
04/12/2021	3402(A)	LORRIE PASTOOR	CLEANING	100.00
04/12/2021	3403(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	424.41
04/12/2021	3404(A)	REPCOLITE	STREET LINE PAINTER	6,836.58
04/12/2021	3405(A)	SAUGATUCK FIRE	SHORT TERM RENTAL	75.00
04/12/2021	3406(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	969.50
04/12/2021	3407(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	160.98
04/12/2021	16673	COUGAR SALES & RENTAL INC	SIDEWALK GRINDER	4,724.00
04/12/2021	16676	MICHIGAN SHERIFFS' ASSOCIATION	SHERIFF CAR	56.20
04/12/2021	16683	STAR OF SAUGATUCK LLC	SPEAR ST BOAT LAUNCH	257.50
04/16/2021	DD4917(A)	BULTMAN, LINDA	PAYROLL	1,379.54
04/16/2021	DD4918(A)	HARDY, CODY	PAYROLL	1,122.77
04/16/2021	DD4919(A)	HEISE, RYAN	PAYROLL	3,017.03
04/16/2021	DD4920(A)	HERBERT, SCOTT	PAYROLL	1,616.10
04/16/2021	DD4921(A)	KAPPLER, JEFFREY	PAYROLL	454.39
04/16/2021	DD4922(A)	KERRIDGE, ADAM	PAYROLL	1,586.34
04/16/2021	DD4923(A)	OSMAN, CINDY	PAYROLL	2,027.80
04/16/2021	DD4924(A)	SMITH, SUSIE	PAYROLL	366.50
04/16/2021	DD4925(A)	STANISLAWSKI, PETER	PAYROLL	1,403.22
04/16/2021	DD4926(A)	WENDT, MICHAEL	PAYROLL	1,265.19
04/16/2021	DD4927(A)	WILKINSON, ERIN	PAYROLL	1,503.83
04/16/2021	EFT1408(E)	457 MERS	PAYROLL	3,032.91
04/16/2021	EFT1409(E)	STATE OF MICHIGAN	PAYROLL	278.62
04/16/2021	EFT1410(E)	MERS HYBRID	PAYROLL	1,244.82
04/16/2021	EFT1411(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,150.76
04/26/2021	3408(E)	AT&T MOBILITY	CELL PHONES	82.18
04/26/2021	3410(E)	COMCAST	INTERNET & TELEPHONES	84.90
04/26/2021	3416(E)	REPUBLIC SERVICES	TRASH	540.06
04/26/2021	3417(A)	ALLEGAN COUNTY SHERIFF	OIL CHANGE, TIRE & BATTERY	26,164.99
04/26/2021	3418(A)	BLOOM SLUGGETT PC	LEGAL FEES	2,206.00
04/26/2021	3419(A)	DIANNA MC GREW	ASSESSING SERVICES	2,689.47
04/26/2021	3420(A)	ETNA SUPPLY	BOX KEY	90.00
04/26/2021	3421(A)	FLEIS & VANDENBRINK ENGINEERING	CAMPBELL ROAD	5,474.75
04/26/2021	3422(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	3,346.19
04/26/2021	3423(A)	KROHN EXCAVATING LLC	PARK STREET & ALLEGAN HILL	37,085.15
04/26/2021	3424(A)	MARK'S BODY SHOP	NEW SHERIFF VEHICLE	11,247.45
04/26/2021	3425(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	987.00
04/26/2021	3426(A)	MICHIGAN WOOD FIBERS	PARK MULCH	1,945.00
04/26/2021	3427(A)	NET2PHONE INC	TELEPHONES	177.89
04/26/2021	3428(A)	SAUGATUCK FIRE	PROPERTY TAXES	15,174.91
04/26/2021	3429(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,787.00
04/26/2021	3430(A)	SISTERS IN INK	OVAL	402.05
04/26/2021	16684	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	451.86
04/26/2021	16685	GREAT LAKES ORNAMENTALS	PARKWAY TREES	1,610.00



05/05/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2021 - 04/30/2021				
Check Date	Check	Vendor Name	Description	Amount
04/26/2021	16686	MACATAWA BANK	BOND INTEREST PAYMENT	21,817.75
04/26/2021	16687	STANDARD INSURANCE COMPANY	INSURANCE	346.86
04/26/2021	16688	WESTENBROEK MOWER INC	PARTS	368.97
04/26/2021	3409(E)	AT&T MOBILITY	CELL PHONES	82.34
04/26/2021	3411(E)	COMCAST	INTERNET & TELEPHONES	84.90
04/26/2021	3412(E)	FRONTIER	OVAL	62.69
04/26/2021	3413(E)	FRONTIER	DPW TELEPHONES & INTERNET	183.36
04/26/2021	3414(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,700.76
04/26/2021	3415(E)	PRIORITY HEALTH	HEALTH INSURANCE	7,013.42
04/30/2021	DD4928(A)	ALVAREZ, JACQUELINE	PAYROLL	626.26
04/30/2021	DD4929(A)	BALLENTINE, RICHARD	PAYROLL	812.51
04/30/2021	DD4930(A)	BULTMAN, LINDA	PAYROLL	1,355.95
04/30/2021	DD4931(A)	HARDY, CODY	PAYROLL	1,082.76
04/30/2021	DD4932(A)	HEISE, RYAN	PAYROLL	3,017.02
04/30/2021	DD4933(A)	HERBERT, SCOTT	PAYROLL	1,551.09
04/30/2021	DD4934(A)	KERRIDGE, ADAM	PAYROLL	1,171.25
04/30/2021	DD4935(A)	OSMAN, CINDY	PAYROLL	1,406.72
04/30/2021	DD4936(A)	SMITH, SUSIE	PAYROLL	647.29
04/30/2021	DD4937(A)	STANISLAWSKI, PETER	PAYROLL	1,403.23
04/30/2021	DD4938(A)	WENDT, MICHAEL	PAYROLL	1,225.19
04/30/2021	DD4939(A)	WILKINSON, ERIN	PAYROLL	1,503.83
04/30/2021	EFT1412(E)	457 MERS	PAYROLL	2,755.01
04/30/2021	EFT1413(E)	STATE OF MICHIGAN	PAYROLL	278.62
04/30/2021	EFT1414(E)	MERS HYBRID	PAYROLL	1,181.77
04/30/2021	EFT1415(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,080.97
04/30/2021	EFT1416(E)	MERS	PAYROLL	5,071.58
04/30/2021	EFT1417(E)	MI DEPT OF TREASURY	PAYROLL	2,415.54
Total of 111 Checks:				283,447.12
Less 0 Void Checks:				0.00
Total of 111 Disbursements:				283,447.12

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	DEBT CREW	334.00
2. BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	1,009.00
3. CAPITAL ONE	FURNANCE FILTERS	127.14
4. CONSUMERS ENERGY	ELECTRIC	3,253.89
5. ETNA SUPPLY	SUPPLIES	500.00
6. FIRST BANK CARD	OFFICE	39.90
	CONCESSION, TRAINING & SUPPLIES	3,984.09
	SMALL TOOLS	485.35
	TOTAL	4,509.34
7. GREAT LAKES ORNAMENTALS	PARKWAY TREES	348.00
8. GREENMARK EQUIPMENT INC	TIRE	44.50
9. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	623.00
10. HOLLAND LITHO PRINTING SERVICE	CULVER STREET	156.36
11. KENDALL ELECTRIC INC	LIGHTS	22.10
12. KIM ZAHNOW	WEBSITE	1,600.00
13. LORRIE PASTOOR	CLEANING SERVICES	100.00
14. MC CANN INDUSTRIES INC	BACKHOE REPAIR	502.93
15. MCKELLIPS PLUMBING INC	CITY HALL	355.00
16. MERS	RETIREMENT	4,500.00
17. MICHIGAN OFFICE SOLUTIONS	COPIER USE	175.10
18. REPCOLITE	GAZEBO PAINT	93.85
19. REPUBLIC SERVICES	TRASH	150.00
20. SAUGATUCK FIRE	SHORT TERM RENTALS	250.00
21. SHELL	GASOLINE & DIESEL	1,474.02
22. SHORELINE TECHNOLOGY SOLUTIONS	MONITORS & DOCK	697.00
	COMPUTER SERVICES	1,500.00
	COMPUTER SERVICES	969.25
	TOTAL	3,166.25
23. SISTERS IN INK	UNIFORMS	140.97
	CONCESSION	777.00
	TOTAL	917.97
24. SMART BUSINESS SOURCE LLC	SUPPLIES	394.87
	SUPPLIES	13.00
	TOTAL	407.87

Vendor Name	Description	Amount
25. VALLEY CITY LINEN INC		
	SHOP TOWELS	56.70
26. XEROX FINANCIAL SERVICES		
	COPIER LEASE	481.54
TOTAL - ALL VENDORS		25,158.56
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		22,300.48
Fund 661 - MOTOR POOL FUND		2,821.94
Fund 715 - ROSE GARDEN		36.14



11A

**From:** Cindy Osman

**Meeting Date:** **Introduction:** May 10, 2021  
**Action Date:** May 24, 2021

**Regarding:** Business Registration Ordinance

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**Description:** In approximately 2009 the City of Saugatuck discontinued issuing business licenses in part due to the Bolt decision regarding fees versus taxes. At that time, the cost for a business license was \$100.00. While this removed liability for an illegal tax, the City lost an important resource to contact business owners regarding happenings in the district. It is expected that maintenance of this information should be covered by a \$15.00 annual registration fee.

Reviewed by Municipal Attorney Jeff Sluggett.

CITY COUNCIL  
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_ - \_\_

AN ORDINANCE TO AMEND TITLE XI, CHAPTER 110 OF THE CODE OF THE CITY  
OF SAUGATUCK ENTITLED “BUSINESS REGULATIONS; GENERAL BUSINESS  
REGULATIONS”

The City of Saugatuck Ordains:

Section 1. Amendment of Title XI, Chapter 110, Sections 110.01 Through 110.99, Inclusive.  
That Title XI, Chapter 110, Sections 110.01 through 110.99, inclusive, is amended to read in its  
entirety as follows:

**110.01 GENERALLY**

The purpose of this chapter is to facilitate business registration and regulation by establishing a record of the current businesses in operation in the Commercial Zone Districts (CC City Central C-1, WSE Water Street East C-2, WSN Water Street North C-1, and WSS Water Street South) for the purpose of disseminating information, establishing regulations for business operations, and penalties for non-compliance with these requirements.

**110.02 DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

~~—**BICYCLE.** A device propelled exclusively by human power upon which a person may ride, having either two or three wheels arranged in a tandem or tricycle fashion.~~

**BUSINESS.** Any person, group, corporation, partnership or organization which engages in the manufacture, production, fabrication, development of, or sales, whether retail or wholesale, of goods or products ~~and is subject to ad valorem tax~~, or is subject to personal property tax or provides a service for a fee ~~and is exempt from sales tax; and who own or rent within a structure permitted by the local zoning ordinance, and has obtained the necessary permits from the Health Department and other cognizant agencies. The **BUSINESS** is not classified as, or is required to have a sales tax license under state law. A **BUSINESS** does not include~~ a hawker or peddler defined in §§ 113.01 and 113.02 and does not include Short Term Rentals.

**CONSPICUOUS DISPLAY.** Any occurrence in which a vehicle is parked and identified by signage or other printed or graphic matter for the purpose of (i) advertising or offering the rental or sale of the vehicle (or other vehicles of a same or similar type offered for sale or rental of the same person or business), or (ii) advertising the person or business at which such vehicles can be rented or purchased, and in either case so located as likely to be seen by passing motorists, pedestrians or the general population.

**VEHICLE.** Any passenger car, truck, motorcycle, farm or garden implement or recreation vehicle, including travel trailers, motor homes, pick-up campers, off-road vehicles, boats and/or

boat trailers, mopeds, motorized bicycles, or bicycles, and any other vehicles for travel or transportation which are towed by another vehicle.

*VEHICLE VENDOR.* Any store, person or business entity of any type that offers vehicles for sale or rental, irrespective of whether such sale or rental activity is a principal or accessory part of the business activities of the store, person or business entity.

~~(Ord. passed 4-25-1994; Am. Ord. 090413-1, passed 4-27-2009; Am. Ord. 100412-1, passed 4-12-2010)~~

### **110.03 BUSINESS REGISTRATION REQUIREMENTS**

All businesses operating within a commercial district in the city shall register with the City Clerk. A business with more than one location is required to register each location that is within a commercial district in the city.

### **110.04 BUSINESS REGISTRATION PROCEDURE**

The following procedure shall apply to the registration of all businesses:

(A) All businesses shall register with the City Clerk within 15 days of commencing operations within the city.

(B) Registration shall be made on forms available with the City Clerk and supplied by the city. The forms shall include the name of business, emergency contact person and telephone number, email address, and any other relevant information as shall be deemed appropriate.

(C) All businesses shall complete the registration form as provided by the city and pay any necessary fees by April 30 of each year; provided, however, that for the 2021 license year all businesses shall complete the registration form and pay any necessary fees by June 1, 2021.

### **110.05 REVISION OF CITY'S SCHEDULE OF FEES.**

The fees provided for herein may be set and may be amended from time to time by resolution of the City Council, and any fee revisions shall be made a part of the regular fee schedule of the city.

### **§ 110.02-110.06 REGULATIONS.**

(A) ~~—(A)—~~The following regulations shall apply to businesses operating in the city:

(1) A business may not display any merchandise, signs, banners, racks or tables in a public right-of-way, park or easement without first receiving a license from the city.

==

~~(2) Vehicle vendors may not engage in the conspicuous display of a vehicle in any public right-of-way, park or public easement or other publicly-owned lands.~~

(3) A business that displays merchandise outside of its structure may only display merchandise that is part of the inventory of the business and can be verified by invoices of purchase from a supplier or wholesaler.

(4) A business may display merchandise outside its structure in an area not to exceed 20% of the floor space (square feet) on the ground floor of the structure or rented area dedicated to the sale of merchandise; provided, however that this division shall not apply to landscaping and similar businesses.

(B) An exemption to the prohibitions contained in this section may be granted by the City Council for an approved community event, sidewalk sale, or other similar function as determined by the City Council.

~~(Ord. 100412-1, passed 4-12-2010; Am. Ord. 140714-2, passed 7-14-2014; Am. Ord. 180611-1, passed 6-11-2018)~~

~~§-110.99 PENALTY.~~

(A) Any person, firm, corporation, trust, partnership or other legal entity which violates or refuses to comply with any provision of this chapter shall be responsible for a municipal civil infraction and shall be punished by a civil fine in accordance with § 10.21 of this code and shall further be liable for the payment of the costs of prosecution in an amount of not less than \$9 and not more than \$500.

(B) Each day that a violation continues to exist shall constitute a distinct and separate offense, and shall make the violator liable for the imposition of fines for each day.

(C) The foregoing penalties shall be in addition to the abatement of the violating condition and injunctive or other relief which may be ordered by the court as prescribed by the laws of the State of Michigan for the abatement of a city ordinance designated as a municipal civil infraction.

Section 2. Effective Date. This ordinance shall become effective seven days after its publication unless otherwise provided by law.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ORDINANCE NO. \_\_\_\_ ADOPTED

I, Erin Wilkinson, the Clerk of the City of Saugatuck, certify that the foregoing is a true and accurate copy of an ordinance adopted at a regular meeting of the City Council of the City of Saugatuck, held on \_\_\_\_\_, 2021, and noticed in accordance with all legal requirements.

\_\_\_\_\_  
Erin Wilkinson, Clerk

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_



**CITY COUNCIL  
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_ - \_\_**

**AN ORDINANCE TO AMEND TITLE XI, CHAPTER 110 OF THE CODE OF THE CITY  
OF SAUGATUCK ENTITLED “BUSINESS REGULATIONS; GENERAL BUSINESS  
REGULATIONS”**

The City of Saugatuck Ordains:

Section 1. Amendment of Title XI, Chapter 110, Sections 110.01 Through 110.99, Inclusive.  
That Title XI, Chapter 110, Sections 110.01 through 110.99, inclusive, is amended to read in its entirety as follows:

**110.01 GENERALLY.**

The purpose of this chapter is to facilitate business registration and regulation by establishing a record of the current businesses in operation in the Commercial Zone Districts (CC City Central C-1, WSE Water Street East C-2, WSN Water Street North C-1, and WSS Water Street South) for the purpose of disseminating information, establishing regulations for business operations, and penalties for non-compliance with these requirements.

**110.02 DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

*BUSINESS.* Any person, group, corporation, partnership or organization which engages in the manufacture, production, fabrication, development of, or sales, whether retail or wholesale, of goods or products, or is subject to personal property tax or provides a service for a fee, or, is required to have a sales tax license under state law. A *BUSINESS* does not include a hawker or peddler defined in §§ 113.01 and 113.02 and does not include Short Term Rentals.

*CONSPICUOUS DISPLAY.* Any occurrence in which a vehicle is parked and identified by signage or other printed or graphic matter for the purpose of (i) advertising or offering the rental or sale of the vehicle (or other vehicles of a same or similar type offered for sale or rental of the same person or business), or (ii) advertising the person or business at which such vehicles can be rented or purchased, and in either case so located as likely to be seen by passing motorists, pedestrians or the general population.

*VEHICLE.* Any passenger car, truck, motorcycle, farm or garden implement or recreation vehicle, including travel trailers, motor homes, pick-up campers, off-road vehicles, boats and/or boat trailers, mopeds, motorized bicycles, or bicycles, and any other vehicles for travel or transportation which are towed by another vehicle.

*VEHICLE VENDOR.* Any store, person or business entity of any type that offers vehicles for sale or rental, irrespective of whether such sale or rental activity is a principal or accessory part of the business activities of the store, person or business entity.

### **110.03 BUSINESS REGISTRATION REQUIREMENTS**

All businesses operating within a commercial district in the city shall register with the City Clerk. A business with more than one location is required to register each location that is within a commercial district in the city.

### **110.04 BUSINESS REGISTRATION PROCEDURE**

The following procedure shall apply to the registration of all businesses:

(A) All businesses shall register with the City Clerk within 15 days of commencing operations within the city.

(B) Registration shall be made on forms available with the City Clerk and supplied by the city. The forms shall include the name of business, emergency contact person and telephone number, email address, and any other relevant information as shall be deemed appropriate.

(C) All businesses shall complete the registration form as provided by the city and pay any necessary fees by April 30 of each year; provided, however, that for the 2021 license year all businesses shall complete the registration form and pay any necessary fees by July 1, 2021.

### **110.05 REVISION OF CITY'S SCHEDULE OF FEES.**

The fees provided for herein may be set and may be amended from time to time by resolution of the City Council, and any fee revisions shall be made a part of the regular fee schedule of the city.

### **110.06 REGULATIONS.**

(A) The following regulations shall apply to businesses operating in the city:

(1) A business may not display any merchandise, signs, banners, racks or tables in a public right-of-way, park or easement without first receiving a license from the city.

(2) Vehicle vendors may not engage in the conspicuous display of a vehicle in any public right-of-way, park or public easement or other publicly owned lands.

(3) A business that displays merchandise outside of its structure may only display merchandise that is part of the inventory of the business and can be verified by invoices of purchase from a supplier or wholesaler.

(4) A business may display merchandise outside its structure in an area not to exceed 20% of the floor space (square feet) on the ground floor of the structure or rented area dedicated to the sale of merchandise; provided, however that this division shall not apply to landscaping and similar businesses.

(B) An exemption to the prohibitions contained in this section may be granted by the City Council for an approved community event, sidewalk sale, or other similar function as determined by the City Council.

**110.99 PENALTY.**

(A) Any person, firm, corporation, trust, partnership or other legal entity which violates or refuses to comply with any provision of this chapter shall be responsible for a municipal civil infraction and shall be punished by a civil fine in accordance with § 10.21 of this code and shall further be liable for the payment of the costs of prosecution in an amount of not less than \$9 and not more than \$500.

(B) Each day that a violation continues to exist shall constitute a distinct and separate offense and shall make the violator liable for the imposition of fines for each day.

(C) The foregoing penalties shall be in addition to the abatement of the violating condition and injunctive or other relief which may be ordered by the court as prescribed by the laws of the State of Michigan for the abatement of a city ordinance designated as a municipal civil infraction.

Section 2. Effective Date. This ordinance shall become effective seven days after its publication unless otherwise provided by law.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ORDINANCE NO. \_\_\_\_ ADOPTED

I, Erin Wilkinson, the Clerk of the City of Saugatuck, certify that the foregoing is a true and accurate copy of an ordinance adopted at a regular meeting of the City Council of the City of Saugatuck, held on \_\_\_\_\_, 2021, and noticed in accordance with all legal requirements.

\_\_\_\_\_  
Erin Wilkinson, Clerk

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_



- HOME
- ABOUT
- PARKS & RECREATION
- CALENDAR
- DEPARTMENTS
- FORMS
- LINKS
- NEWS
- CONTACT

Please fill out every field of information annually to ensure the City has your correct contact information for important notifications. There is a \$15 fee.

## Business License

*\* Indicates required field*

Business Name \*

Business Owner Name \*

First

Last

Business Owner Email \*

Business Owner Phone Number \*

Website

Emergency Contact Name

First

Last

Emergency Contact Phone Number

Emergency Contact Email

Business Physical Address

Line 1

Line 2

City

State

Zip Code

Country

Business Mailing Address

Line 1

Line 2

City

State

Zip Code

Country

Type of Business

Retail

Bar/Restaurant

Service Provider

Other

If other, please describe

Comments

Submit

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**Saugatuck City Hall**

102 Butler St.  
PO Box 86  
Saugatuck, MI 49453  
(269) 857-2603

**Hours**

Monday - Friday  
8:30 am - 5:00 pm

**Photography by**

Kim Zahnow  
Erin Wilkinson.

[Code of Ordinance](#)

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[Section VI - Non-Discrimination Plan](#)

[Tax Parcel Record Search](#)

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14A

**From:** Erin Wilkinson  
**Meeting Date:** May 10, 2021  
**Regarding:** Open Board Positions

---

**Description:** Steffanie and Ken Vlasity have resigned their board positions, leaving several openings:

1. Board of Review - Ken
2. Zoning Board of Appeals - Steffanie
3. Planning Commission - Steffanie

As requested by Council in a previous meeting, the positions have been listed on the cork board in City Hall, on Facebook, in the e-mail newsletter, and the website.

The positions may also be posted to the local newspaper, if council so desires.

**Committee / Commission Review:** None

**Budget Action Required:** None

**Legal Review:** None

**Possible Motion:** (if desired)

A motion to request staff post the open board positions be in the Commercial Record.





## NOTICE

**TO:** Citizens of Saugatuck  
**FROM:** Saugatuck City Council  
**DATE:** May 10, 2021  
**RE:** Boards / Commissions

The CITY OF SAUGATUCK is accepting applications for appointments to the PLANNING COMMISSION (1). Saugatuck Planning Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the 3rd Thursday of each month unless otherwise noted. With COVID precautions currently in place meetings are being held remotely through ZOOM.

The CITY OF SAUGATUCK is accepting applications for appointments to the ZONING BOARD OF APPEALS (1). Saugatuck Zoning Board of Appeals meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the 2nd Thursday of each month unless otherwise noted. With COVID precautions currently in place meetings are being held remotely through ZOOM.

The CITY OF SAUGATUCK is accepting applications for appointments to the BOARD OF REVIEW (1). The Board of Review holds meetings in July, December, and two full days in March, and requires one full day of training. Hearings and meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453. With COVID precautions currently in place meetings are being held remotely through ZOOM.

If you are a resident of the City of Saugatuck and have the desire and ability to serve, please apply online through our website FORMS page at [www.SaugatuckCity.com](http://www.SaugatuckCity.com) or contact City Hall at (269) 857-2603 for more information or to request a paper application.

Erin K. Wilkinson  
City of Saugatuck Clerk  
269-857-2603  
[erin@saugatuckcity.com](mailto:erin@saugatuckcity.com)



14B/14C

**From:** Erin Wilkinson  
**Meeting Date:** May 10, 2021  
**Regarding:** Special Event Permits – Saugatuck Douglas Art Club

---

**Description:** The Saugatuck Douglas Art Club has submitted event permits for the Waterfront Invitational Art Fair on July 3rd and the Village Square Art Fair July 31st. Both fairs will be from 10 am to 5 pm and this year both will be in the Village Square (Waterfront is typically in Cook Park). They have requested a 6: 00 am setup, but have agreed to hold noisy setup until 7: 00 am, so as not to disturb sleeping guests nearby.

As has been done every year, they would like to close Butler Street from Mary to Main for about an hour at the end of the show, to allow vendors to safely load-out. They do not need to close the road in the morning. They will have volunteers positioned at both points of closure to direct traffic and let vehicles in and out of the area. The Fire Department noted it is the safest way to manage the high volume of cars with trailers and pedestrian traffic.

They have scaled the number of vendors back and are willing to implement whatever COVID restrictions will be required by the time of the event.

In previous years we have charged the Art Club \$5 for single booths and \$15 for double booths to help defray the cost of additional portable restrooms. With moving both fairs to the Village Square park, they will not require portable toilets and have asked the council consider waiving the fees as all their proceeds support local scholarships and art programs.

Police, Fire Department, and DPW have signed off on the application.

**Committee / Commission Review:** None

**Budget Action Required:** None

**Legal Review:** None

**Possible Motion:**

A motion to approve/deny the Saugatuck Douglas Art Club Waterfront and Village Square Art Fairs, and to waive/charge the \$5 per single booth and \$15 per double booth fees.

Dear City Council Members,

We, at the Saugatuck Douglas Art Club, are hopeful that we will be able to have one or both of our July art fairs. The summer art fairs are our only fundraising events to support our scholarships, aid to the local school system, and support of art endeavors in our community. Our open-air art fairs are not like a crowded parade, fireworks, or beer tent event. People are on the move in and then out of the fair area. They will not be congregating in large numbers. It will be similar to the regular movement of shoppers in and out of our downtown stores. The Waterfront and Village Square Art Fairs have become a tradition for the 4th of July and Venetian Festival weekends offering a "free admission" activity for locals and visitors.

We would like to use the Village Square for both fairs because it allows us to avoid congestion by spreading out the booths 12 feet apart for more social distancing of people, and the Village Square park eliminates the need to rent port-a-johns. We have fewer artists/vendors this year for both fairs which has eliminated all booths in the street on Main Street and opens all of the streets all day for traffic and parking. We will not need any barricades. We also plan to keep abreast of and have the current COVID 19 safety restrictions from the State Health Department in place. We will have signs and volunteer monitors asking everyone to wear masks. We can provide masks for visitors who may not have them. We can limit the number of people entering the fairs with ropes or plastic fencing around each quadrant of the fair, if that is necessary by July. We will not have food vendors this year to avoid our biggest amount of congestion in front of the food booth.

Please continue to consider the possibility of the art fairs until at least mid-May. By that time everyone may have a better idea of what the pandemic safety restrictions for July will need to be. The Waterfront Fine Art Fair is scheduled for Saturday, July 3. The Village Square Arts & Crafts Fair is Saturday, July 31. Both fairs run from 10 to 5 p.m. As before, we would arrange for our vendor parking at the Christian Reformed Church on Allegan Street.

Aron & Bonnie Lowe

Saugatuck Douglas Art Club fair organizers



Council Action

Approved

Denied

\_\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
 Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

**SPECIAL EVENT APPLICATION**

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

**SPONSORING ORGANIZATION INFORMATION**

LEGAL BUSINESS NAME: Saugatuck Douglas Art Club TELEPHONE: 616 255 2043  
 MAILING ADDRESS: P.O. Box 176, Saugatuck, MI 49453-0176  
 CONTACT NAME: Aron Lowe TELEPHONE: 616 827 7366  
 E-MAIL ADDRESS: sdartclub@gmail.com CELL PHONE: 616 255 2043

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: Aron Lowe TELEPHONE: 616 827 7366  
 E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 255 2043

**EVENT INFORMATION**

NAME OF EVENT: Waterfront Invitational Fine Art fair DATE(S) OF EVENT: July 3, 2021  
 PURPOSE OF EVENT: Art fair . Art sales RAIN DATE: \_\_\_\_\_

- Non-Profit       For-Profit       City Operated/Sponsored       Co-Sponsored
- Marathon/Race       Festival/Fair       Video/Film Production       Other \_\_\_\_\_

EVENT LOCATION: Village Square Park EVENT HOURS: 10am - 5pm

ESTIMATED NUMBER OF ATTENDEES: (5000 pre covid)

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/3/2021 6-10  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/3/2021 5-6:30  A.M.  P.M.

**EVENT DETAILS**

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED: <sup>N/A</sup>  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: <sup>N/A</sup> \_\_\_\_\_ END: \_\_\_\_\_

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ~~Yes~~  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: N/A

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

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

"YARD" SIGNS - Number requested: 8 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). 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 day of the event and must removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

BOOTHS - QUANTITY 40 approx.  TENTS - QUANTITY \_\_\_\_\_  
 AWNINGS - QUANTITY \_\_\_\_\_  TABLES - QUANTITY \_\_\_\_\_  
 PORTABLE TOILETS - QUANTITY \_\_\_\_\_

VENDOR PARKING: Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? Christian Reformed church on Allegan

Will the Interurban be utilized?  Yes  No Time(s) 6:30-10am + 5-6:30pm

**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment:  Yes  No

- TRASH RECEPTACLES – QUANTITY 4
- BARRICADES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_
- PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING  WATER  ELECTRIC
- RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

STREET CLOSURES:  Yes  No (use attached map to outline proposed closures)

Street closure date/time: 7/3/2021 main (water to Butler) and Butler (post office to Santa Fe) 6:00  A.M.  P.M.

Street re-open date/time: 7/3/2021 9:00  A.M.  P.M. AND 5:00 pm to 6:00 pm

SIDEWALK CLOSURES:  Yes  No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes  No (use attached map to outline proposed closures)

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

vendors using shuttle + vendor parking

## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- ~~Fireworks Permit (if applicable)~~
- ~~Michigan Liquor Control Commission Special Event License (if applicable)~~
- ~~Health Department Food Service License (if applicable)~~

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring 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.

Applicant 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.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring 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.

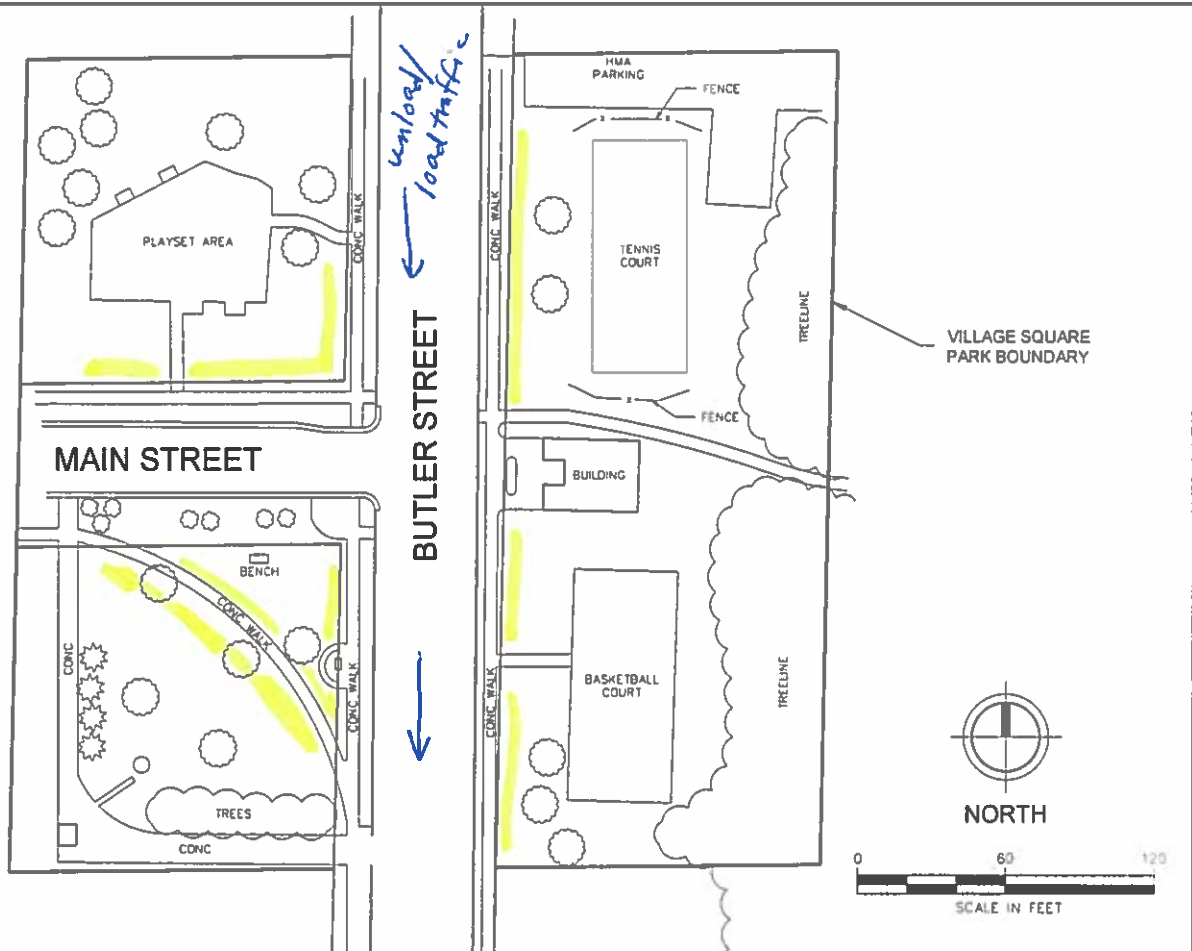


\_\_\_\_\_  
Applicant Signature



\_\_\_\_\_  
Date





APPLICANT TO SKETCH LOCATION OF PROPOSED  
 TEMPORARY STRUCTURES, TENTS, STAGES,  
 EQUIPMENT, TRAILERS, PORTA POTTYS, ETC...

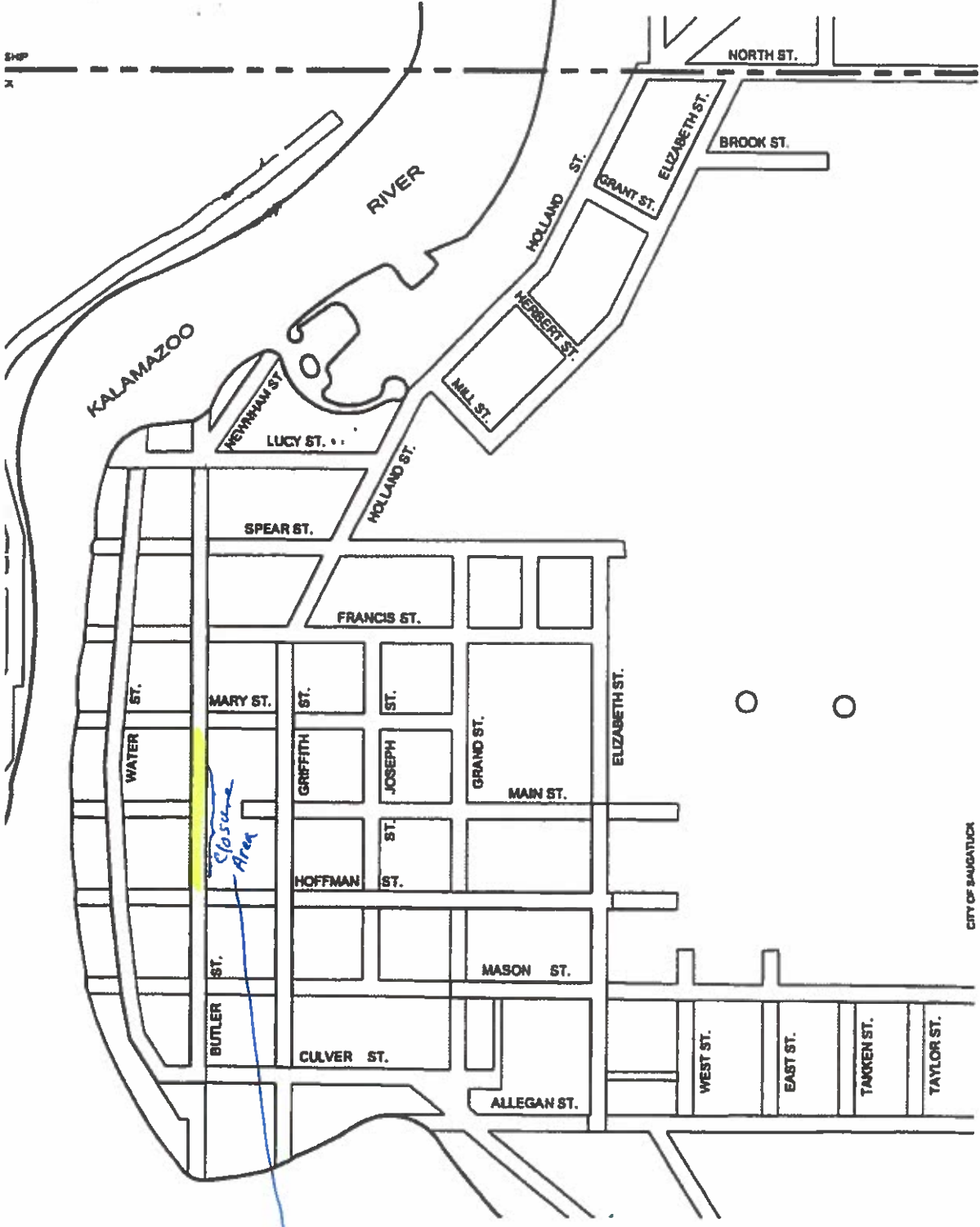
CITY OF SAUGATUCK  
 ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK  
 PARK USE PERMIT APPLICATION  
 2011 3187

FLEIS & VANDENBRINK ENGINEERING, INC.

Booths

Downtown Street / Sidewalk Closure(s)  
 N/A



6-9am	9am-5pm	5pm-6pm	6pm-
closed	open	closed	open
(Artist unload)		(Artist reload)	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/20/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Saugatuck Harbor Insurance Agency 102 S. Blue Star Hwy, Ste. 118 PO Box 730 Douglas MI 49406	<b>CONTACT NAME:</b> Marlene Crippin <b>PHONE (A/C, No, Ext):</b> (269) 857-1751 <b>E-MAIL ADDRESS:</b> marlenec@shinsurance.com	<b>FAX (A/C, No):</b> (269) 857-1838
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Auto-Owners Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
<b>INSURED</b> Saugatuck Douglas Art Club PO Box 176 Saugatuck MI 49453-0176		

**COVERAGES**      **CERTIFICATE NUMBER:** CL2142004115      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	INSUR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		16168565	06/01/2021	06/01/2022	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000						
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 1,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							Premises/Operations \$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Sponsored art fairs in City Square scheduled for July 3 & July 31, 2021.

City of Saugatuck is endorsed to general liability as an additional insured.

### CERTIFICATE HOLDER

### CANCELLATION

City of Saugatuck 102 Butler Street Saugatuck MI 49453	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--



Council Action

Approved

Denied

\_\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
 Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

**SPECIAL EVENT APPLICATION**

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

**SPONSORING ORGANIZATION INFORMATION**

LEGAL BUSINESS NAME: Saugatuck Douglas Art Club TELEPHONE: 616 255 2043  
 MAILING ADDRESS: P.O. Box 176, Saugatuck, MI 49453-0176  
 CONTACT NAME: Aron Lowe TELEPHONE: 616 827 7366  
 E-MAIL ADDRESS: sstartclub@gmail.com CELL PHONE: 616 255 2043

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: Aron Lowe TELEPHONE: 616 827 7366  
 E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 255 2043

**EVENT INFORMATION**

NAME OF EVENT: Village Square Arts + Crafts fair DATE(S) OF EVENT: July 31, 2021  
 PURPOSE OF EVENT: Art fair. Art sales RAIN DATE: —

- Non-Profit       For-Profit       City Operated/Sponsored       Co-Sponsored
- Marathon/Race       Festival/Fair       Video/Film Production       Other \_\_\_\_\_

EVENT LOCATION: Village Square Park EVENT HOURS: 10-5

ESTIMATED NUMBER OF ATTENDEES: (5000 pre covid)

ESTIMATED NUMBER OF VOLUNTEERS: 30

ESTIMATE DATE / TIME FOR SET-UP: 7/31/2021 6-10  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/31/2021 5-7  A.M.  P.M.

**EVENT DETAILS**

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

**EVENT SIGNAGE:** City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

"YARD" SIGNS - Number requested: 8 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). 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 day of the event and must removed at the end of the event.)

**TENTS/CANOPIES/MISC:** The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

BOOTHS - QUANTITY approx 60  TENTS - QUANTITY \_\_\_\_\_

AWNINGS - QUANTITY \_\_\_\_\_  TABLES - QUANTITY \_\_\_\_\_

PORTABLE TOILETS - QUANTITY \_\_\_\_\_

**VENDOR PARKING:** Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? Christian Reformed church on Allegan

Will the Interurban be utilized?  Yes  No Time(s) 6:30-10am . 5-7pm

**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment:  Yes  No

- TRASH RECEPTACLES – QUANTITY 5  BARRICADES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_  PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING  WATER  ELECTRIC  RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

STREET CLOSURES:  Yes  No (use attached map to outline proposed closures)

Street closure date/time: 7/31/21 main + Butler 6 am 5pm  A.M.  P.M.

Street re-open date/time: 7/31/21 9:30am 7pm  A.M.  P.M.

SIDEWALK CLOSURES:  Yes  No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes  No (use attached map to outline proposed closures)

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- ~~Fireworks Permit (if applicable)~~
- ~~Michigan Liquor Control Commission Special Event License (if applicable)~~
- ~~Health Department Food Service License (if applicable)~~

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring 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.

Applicant 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.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

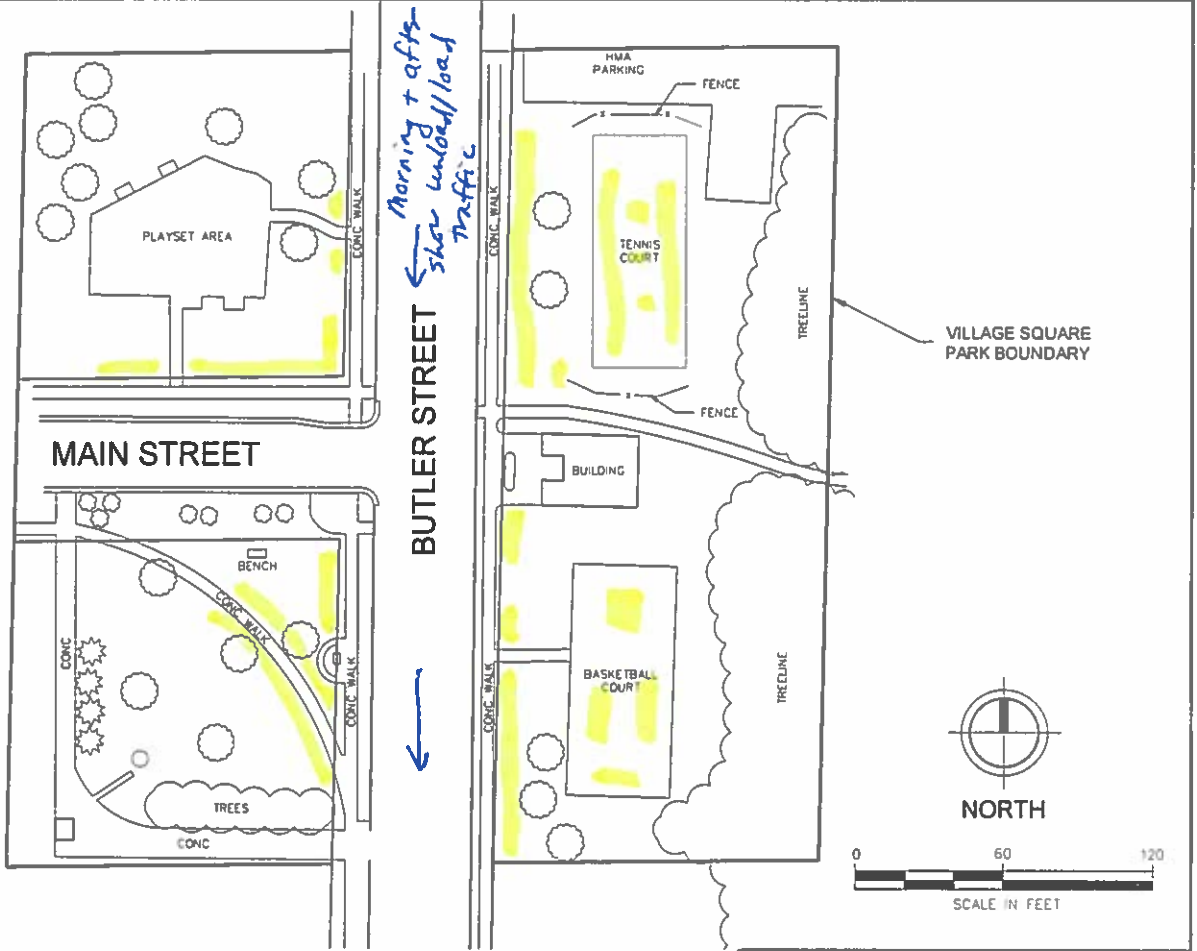
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.



\_\_\_\_\_  
Applicant Signature



\_\_\_\_\_  
Date



APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN	
VILLAGE SQUARE PARK PARK USE PERMIT APPLICATION	
2011	3187

*both locations*



# Downtown Street / Sidewalk Closure(s)



6<sup>a</sup>-9:30<sup>a</sup> am  
 closed  
 (Artist  
 unload)

9:30<sup>a</sup>-5<sup>p</sup>  
 open

5-7  
 closed  
 (Artist  
 reload)

7<sup>p</sup>  
 open



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/20/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Saugatuck Harbor Insurance Agency 102 S. Blue Star Hwy, Ste. 118 PO Box 730 Douglas MI 49406		<b>CONTACT NAME:</b> Marlene Crippin <b>PHONE (A/C, No, Ext):</b> (269) 857-1751 <b>E-MAIL ADDRESS:</b> marlenec@shinsurance.com <b>FAX (A/C, No):</b> (269) 857-1838	
<b>INSURED</b> Saugatuck Douglas Art Club PO Box 176 Saugatuck MI 49453-0176		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Auto-Owners Insurance <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 18988	

**COVERAGES**

CERTIFICATE NUMBER: CL2142004115

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		16166565	06/01/2021	06/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Premises/Operations \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)


Re: Sponsored art fairs in City Square scheduled for July 3 &amp; July 31, 2021.

City of Saugatuck is endorsed to general liability as an additional insured.

**CERTIFICATE HOLDER**

City of Saugatuck 102 Butler Street Saugatuck MI 49453
--

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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14D

**From:** Ryan Heise  
**Meeting Date:** May 10, 2021  
**Regarding:** 4th of July Fireworks

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**Description:** Mike Johnson from Coral Gables and the Morning Grind has requested permission to have 4th of July fireworks. A meeting was held with DPW, police, fire, and city staff from Saugatuck and Douglas. A number of issues have been identified, for council to consider.

**Committee / Commission Review:** None

**Budget Action Required:** None

**Legal Review:** None

**Possible Motion:**

A motion to approve/deny the special event permit for Mike Johnson's 4th of July fireworks as presented.



Council Action

\_\_\_\_ Approved

\_\_\_\_ Denied

\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

### SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: MORNING GRIND LLC TELEPHONE: 616 836-0922

MAILING ADDRESS: PO BOX 129

CONTACT NAME: MICHAEL JOHNSON TELEPHONE: 616-836-0922

E-MAIL ADDRESS: maj@datawise.net CELL PHONE: 616-836-0922

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: MIKE JOHNSON TELEPHONE: 616-836-0922

E-MAIL ADDRESS: maj@datawise.net CELL PHONE: 616-836-0922

#### EVENT INFORMATION

NAME OF EVENT: FIREWORKS ON THE 4<sup>th</sup> DATE(S) OF EVENT: JULY 4, 2011

PURPOSE OF EVENT: ENTERTAIN VISITORS RAIN DATE: NONE

- Non-Profit       For-Profit       City Operated/Sponsored       Co-Sponsored
- Marathon/Race       Festival/Fair       Video/Film Production       Other \_\_\_\_\_

EVENT LOCATION: OVER THE KAHAMAZAS TRAIL EVENT HOURS: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: ?

ESTIMATED NUMBER OF VOLUNTEERS: 30

ESTIMATE DATE / TIME FOR SET-UP: 5 \_\_\_\_\_  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: \_\_\_\_\_  A.M.  P.M.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/05/2021

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<b>PRODUCER</b> Saugatuck Harbor Insurance Agency 102 S. Blue Star Hwy, Ste. 118 PO Box 730 Douglas MI 49406		<b>CONTACT NAME:</b> Marlene Crippin <b>PHONE (A/C, No, Ext):</b> (269) 857-1751 <b>E-MAIL ADDRESS:</b> marlenec@shinsurance.com <b>FAX (A/C, No):</b> (269) 857-1838	
<b>INSURED</b> Coral Gables, Inc. Co-Gab Enterprises, Inc. PO Box 129; 220 Water St Saugatuck MI 49453		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Admiral Insurance Company - AmWins Brokerage <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** City of Saugatuck      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CA00000466919	07/01/2020	07/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						\$ \$ \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE    OTH-ER \$ \$ \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Re: 2020/2021 Street End License Agreement  
City of Saugatuck in endorsed on policy as an additional insured regarding general liability as required by agreement on north 1/2 Mason Street and South 1/2 Hoffman Street street ends.

<b>CERTIFICATE HOLDER</b> City of Saugatuck 102 Butler Street Saugatuck MI 49453	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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14E

**From:** Cindy Osman, Planning and Zoning

**Meeting Date:** May 10, 2021

**Regarding:** Kalamazoo Lake Harbor Authority – Proposed Resolution and  
KLHA Agreement Amendments and fee waiver Resolution 210510-A

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**Description:** On November 2, 2020, the Douglas City Council voted to waive the entry fee for Saugatuck Township to join the Kalamazoo Lake Harbor Authority (KLHA) based on in-kind contributions, participation in harbor maintenance activities, and financial contributions to pay for legal fees for reviewing and revising the Interlocal Agreement dated November 15, 2011 to create the KLHA. The Township is asking Saugatuck City to make the same fee waiver and adopt the attached resolution.

Saugatuck Township worked with legal counsel to prepare the necessary materials for the Township Board to consider and subsequently the Township approved the amendments to the Agreement at their January 13, 2021 meeting. Following are the proposed amendments regarding the applicable KLHA documents.

- First Amendment to the Act 7 Interlocal Cooperation Agreement – The purpose of this amendment to the agreement is to incorporate all the terms by which the Township is willing to join the Authority.
- First Amendment to the Rules of Procedure – The purpose of the amendment to the bylaws is to revise the terms by which the member local units of government are referenced, correct an error in text of Section 5.3, and clarify the language in Section 5.5, 6.1 , and 12.1.
- First Amendment to the Bylaws – The purpose of the amendment to the rules of procedure is to revise the terms by which the local units of government are referenced, eliminate an error regarding the timing of draft minutes being available, eliminate an inconsistency between the rules of procedure and the bylaws regarding the agenda for board meetings, and clarify the language regarding the duty of board members to vote on matters coming before them.

**Committee / Commission Review:** None

**Budget Action Required:** None

**Legal Review:** This agreement is subject to review by the City Attorney.

**Possible Motion:** Motion approve / deny Resolution 210510-A to incorporate the amendments to the Act 7 Interlocal Cooperation Agreement creating the Kalamazoo Lake Harbor Authority, Inc., amend the bylaws, and amend rules of procedure, to admit Saugatuck Township to the Kalamazoo Lake Harbor Authority.

CITY OF SAUGATUCK  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN  
RESOLUTION NO. 210510-A

**A RESOLUTION TO INCORPORATE THE AMENDMENTS TO THE ACT 7 INTERLOCAL COOPERATION AGREEMENT CREATING THE KALAMAZOO LAKE HARBOR AUTHORITY, INC., AMEND THE BYLAWS, AND AMEND RULES OF PROCEDURE, TO ADMIT SAUGATUCK TOWNSHIP TO THE KALAMAZOO LAKE HARBOR AUTHORITY**

At a regular meeting of the City Council for the City of Saugatuck, Michigan, held virtually via Zoom, Saugatuck, Michigan, on the 10th day of May 2021 at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_.

**RESOLUTION**

**WHEREAS** The Saugatuck City Council voted to waive the entry fee for Saugatuck Township to join the Kalamazoo Lake Harbor Authority (KLHA) based on in-kind contributions, participation in harbor maintenance activities, and financial contributions to pay for legal fees for reviewing and revising the Interlocal Agreement dated November 15, 2011 to create the KLHA, and;

**WHEREAS** Saugatuck Township worked with legal counsel to prepare the necessary materials for the Township Board to consider and subsequently the Township approved the amendments to the Agreement, and;

**WHEREAS** there is no cost to the City of Saugatuck to enter into this Agreement

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The City of Saugatuck City Council approves the amendments to the Act 7 Interlocal Cooperation Agreement creating the Kalamazoo Lake Harbor Authority, Inc., amend the bylaws, and amend rules of procedure, to admit Saugatuck Township to the Kalamazoo Lake Harbor Authority.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_



2

ADOPTED this 10 th day of May 2021

Signed: \_\_\_\_\_  
Erin K. Wilkinson, City Clerk

CERTIFICATION

I, Erin K. Wilkinson, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held February 8, 2021, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended. The minutes of the meeting were kept and will be or have been made available as required by said Act.

Signed: \_\_\_\_\_  
Erin K. Wilkinson, City Clerk

CITY OF SAUGATUCK  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN

RESOLUTION NO.#####-A

A RESOLUTION ESTABLISHING A WORK GROUP TO MAKE RECOMMENDATIONS TO THE CITY  
COUNCIL FOR THE IMPROVEMENT AND PRESERVATION OF  
MOUNT BALDHEAD PARK AND ITS ENVIRONS

**WHEREAS**, the City of Saugatuck recognizes that the maintenance and preservation of Mount Baldhead Park and its environs, including, but not limited to the SAGE radar installation building and equipment, radar tower, Yule Star, trail system and other infrastructure (for example the dune stairs, observation deck, picnic enclosure, public restrooms and parking lot) is vitally important for our residents, visitors, businesses and tourist-dependent economy; and

**WHEREAS**, the community would benefit from a review and study of options for the long-term maintenance and improvement of Mount Baldhead Park conducted by a work group comprised of city residents, government officials and other experts; and

**WHEREAS**, the Saugatuck City Council is recommending that the proposed work group be initially comprised of persons who were recommended for appointment by the Saugatuck City Council with a high level of expertise and interest in the future of Mount Baldhead Park and its environs; and

**WHEREAS**, all legislative and policy powers are vested in the Saugatuck City Council; and

**WHEREAS**, per Section 4.28 of the Saugatuck City Charter, the mayor, with the advice and consent of the city council, may, from time to time, appoint such committees and boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity. Such committees or boards shall be advisory; serve temporarily and without compensation unless otherwise provided by the city council; and

**WHEREAS**, the Saugatuck City Council wishes to have a formal set of recommendations to improve and maintain Mount Baldhead Park in place by fall 2021 to ensure continued use and availability of the park for years to come.

**THEREFORE, BE IT RESOLVED**, the Saugatuck City Council does hereby authorize the appointment of a Mount Baldhead Park Advisory Work Group to review all existing documentation, consult with appropriate agencies and experts, identify costs, and to ultimately report the work group's recommendations to the Saugatuck City Council on or before their regular meeting of **Month, Date, 2021**; provided that (i) the Work Group's actions shall be in advisory nature only; (ii) the City Council does not delegate any authority to the Work Group to make decisions on behalf of the City; and (iii) the Work Group shall terminate on December 31, 2021.

**BE IT FURTHER RESOLVED**, the Work Group will be comprised of Vic Bella, Russ Gardner, Chuck Gustafson, John Kerr, Robert Sapita, Saugatuck City Council member, Planning Commission member and the City Manager.

**BE IT FINALLY RESOLVED**, all resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

DRAFT

## **MOUNT BALDHEAD WORK GROUP MEMBER BIOS**

### **VIC BELLA**

Vic Bella, a retired school counselor, has been a long time visitor and resident of Saugatuck having first visited as a student at Western Michigan University in the 1960s. Eventually he got into sailing and spent many summers at Tower Marina. After retiring, he built a house on the Peterson Preserve and has resided there for 21 years. Having grown up in a house that was built around an early log cabin in Berrien County, he has been drawn to local, state and national history most of his life. Vic has been an active member of the Saugatuck Douglas History Center for over twenty years and has received awards there for his contribution to many museum exhibits and fund raising activities. He was a major player in the restoration of the Root Beer Barrel and is presently on the "Save the Shanty" committee. Vic was also on the Saugatuck Historic District Commission for over eight years. He has toured the radar site and recently viewed the interior and is excited about its future as a very important contribution to the Saugatuck area's unique history.

### **RUSS GARDNER**

Russ Gardner is a former Mayor and member of the Saugatuck City Council. While on council, he also served on the Historic District Commission, Planning Commission and the Kalamazoo Lake Sewer and Water Authority Board. He is also a founder of the annual Mount Baldhead Challenge. As a fourth-generation resident of Saugatuck, he has a passion for serving the community and helping to create a place that provides all the experiences and amenities that citizens and visitors alike expect from Saugatuck. Russ is a regular visitor to Mount Baldhead. Owing to its importance to the community from both a historical and recreational perspective, he is looking to working with other talented people to make Mount Baldhead everything it can and should be.

Russ recently relocated from Chicago to Saugatuck to live on a full-time basis with his wife Jennifer, and daughter Charlotte. He works as a financial professional for Spectrum Health.

### **CHUCK GUSTAFSON**

Chuck Gustafson is retired from the aerospace industry where he indulged his passion for all things technical, with a focus on computer automation and data acquisition. He has had a lifelong interest in early computer, inertial navigation, and radar technology. A resident of Douglas for three decades, he was fascinated by the Mount Baldhead radar during childhood visits and is committed to its preservation. He explores abandoned military sites as a hobby, with an emphasis on radar installations, and was delighted to discover that Mount Baldhead's radar annex was once part of the nationwide SAGE system. He was a participant in the restoration of the Root Beer Barrel. He is currently on the Boards of two non-profit circus museums and a weekly volunteer for Christian Neighbors.

## **MOUNT BALDHEAD WORK GROUP MEMBER BIOS – CONT.**


### **JOHN KERR**

John Kerr retired to Douglas 3 years ago after a 30-year career in management consulting based in Chicago. He sits on the board of the Saugatuck-Douglas History Center and is excited about the opportunity to highlight the historical significance of the Mount Baldhead radar facility and develop the overall site as a future destination for radar enthusiasts, historians, tourists, and residents.

### **ROBERT SAPITA**

Bob Sapita is a retired electrical engineer whose career focused on the development and application of computer-based process control systems. Control centers and ergonomics have always been a special interest of Bob's. He authored several papers on the topic and was the USA representative in the development of the International Standard (ISO) on Control Center Design. He co-authored the book *Color and the Computer* and received a patent for his operator workstation design in 1998.

DRAFT

**From:** Ryan Heise Ryan@saugatuckcity.com   
**Subject:** RE: Temporary traffic light  
**Date:** April 26, 2021 at 5:43 PM  
**To:** Dick Waskin dickwaskin@gmail.com  
**Cc:** Erin Wilkinson Erin@saugatuckcity.com



Hello Dick,

Apologies, I found the email in my Junk Email folder, which I check periodically. I've made a note in my to-do file to determine if the mayor would like to see this (your recommendation) on

Best,

Ryan

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**From:** Dick Waskin <dickwaskin@gmail.com>  
**Sent:** Monday, April 26, 2021 5:33 PM  
**To:** Ryan Heise <Ryan@saugatuckcity.com>  
**Subject:** Re: Temporary traffic light

Ryan,  
I am wondering why my email from above was not included in tonight's meeting agenda, at least under communications?  
Thanks,  
Dick Waskin

On Wed, Apr 21, 2021 at 10:52 AM Dick Waskin <dickwaskin@gmail.com> wrote:

April 21st, 2021

Saugatuck City Council,

At the last City Council workshop I brought up a suggestion about installing a temporary traffic light and crosswalks at the City intersection of Lake and Blue Star Hwy.

As has been discussed over the last several years, there has been much concern over the traffic and pedestrian safety of this intersection. With the MDOT work that is happening on I-196 ar increased. With the coming of the Summer season it will increase further making a bad situation at a busy intersection even worse.

I brought up the idea to council, for the sake of safety, that a temporary construction traffic light be erected at the Lake and Blue Star intersection. This will greatly help in the flow of traffic be a good way to test the efficacy of a light at this location. This idea was greeted with much enthusiasm from several Council members.

I would appreciate it if this could be placed on the next Council meeting's agenda for discussion.

Thank you,  
Dick Waskin  
6576 Heron Ridge Road  
Saugatuck, MI 49453

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Saugatuck-Dou

Dick Waskin, Broker/Owner  
616-218-3191 cell

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**From:** Dick Waskin dickwaskin@gmail.com  
**Subject:** Letter for City Council  
**Date:** May 7, 2021 at 12:27 PM  
**To:** Erin Wilkinson Erin@saugatuckcity.com, Ryan Heise ryan@saugatuckcity.com

DW

Erin, Could you include this email letter to City Council for their next meeting.  
Thank you.  
Dick

May 7th, 2021

To: Saugatuck City Council

Dear Council Members,

As you know, because of the construction on I-196 and the closure of exits at exit 41, this Summer traffic will be especially heavy on the Blue Star Highway. This will make an already dangerous and difficult to navigate intersection at Lake Street and Blue Star even more dangerous for cars and pedestrians.

A temporary traffic light and crosswalks would help mitigate this situation. After a bit of research it appears that MDOT would be the place for the City to make such a request. It also appears that MDOT may absorb the cost of installing such a traffic light while they are in the process of construction on I-196.

I would like to request that the City look into this possibility and request of MDOT the installation of a construction traffic light at Lake and Blue Star.

There are many in the community that support such a light being installed, but I believe a request and letter of support from the City to MDOT is what is needed.

Season is almost upon us so time is of the essence.

Your consideration of this matter is appreciated.

Sincerely,

Dick Waskin  
6576 Heron Ridge Road  
Saugatuck, MI 49453

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**RE/MAX**<sup>®</sup>  
Saugatuck-Douglas

Dick Waskin, Broker/Owner  
616-218-3191 cell



# Tri-Community Trail Master Plan

(201) 224-7722

facebook@trailmasterplan

www.trailmasterplan.com

## Hiking Trails — Recommended Short-Term Action

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**The Tri-Community Trail Master Plan (TMP)** proposes that the City of Saugatuck address the following action items to publicize current trails and expand the network of trails. This year much could be done with outside funding and volunteer workers. TMP believes that the City would be required to use few, if any, funds out of its 2021 budget.

1. Add three trails to the city’s website.
  - North Woods Trail (labeled B on the map)
  - South Ridge Trail (C)
  - Crow’s Nest Trail (E)

***Rationale:*** *Make it easier for anyone to find the trails.*

2. Halfway up the access road from Park Street to the water tower, change the sign on the gate to read “Hiking Trail: Authorized Vehicles Only.” Install two signs off the trail near the tower, saying “Public Water Supply: Keep Out.”

***Rationale:*** *Protect the water tower while allowing hikers to use the trail.*

3. Officially recognize four new trails and add them to the website. The listed names are suggestions.
  - Fishtown-Water Tower Loop (#1)
  - Forward Movement Trail (#2)
  - East Ridge Trail (#3)
  - Radar Tower Trail (#5)

***Rationale:*** *Increase the desirability of Saugatuck as a destination for hikers.*

25 April, 2021



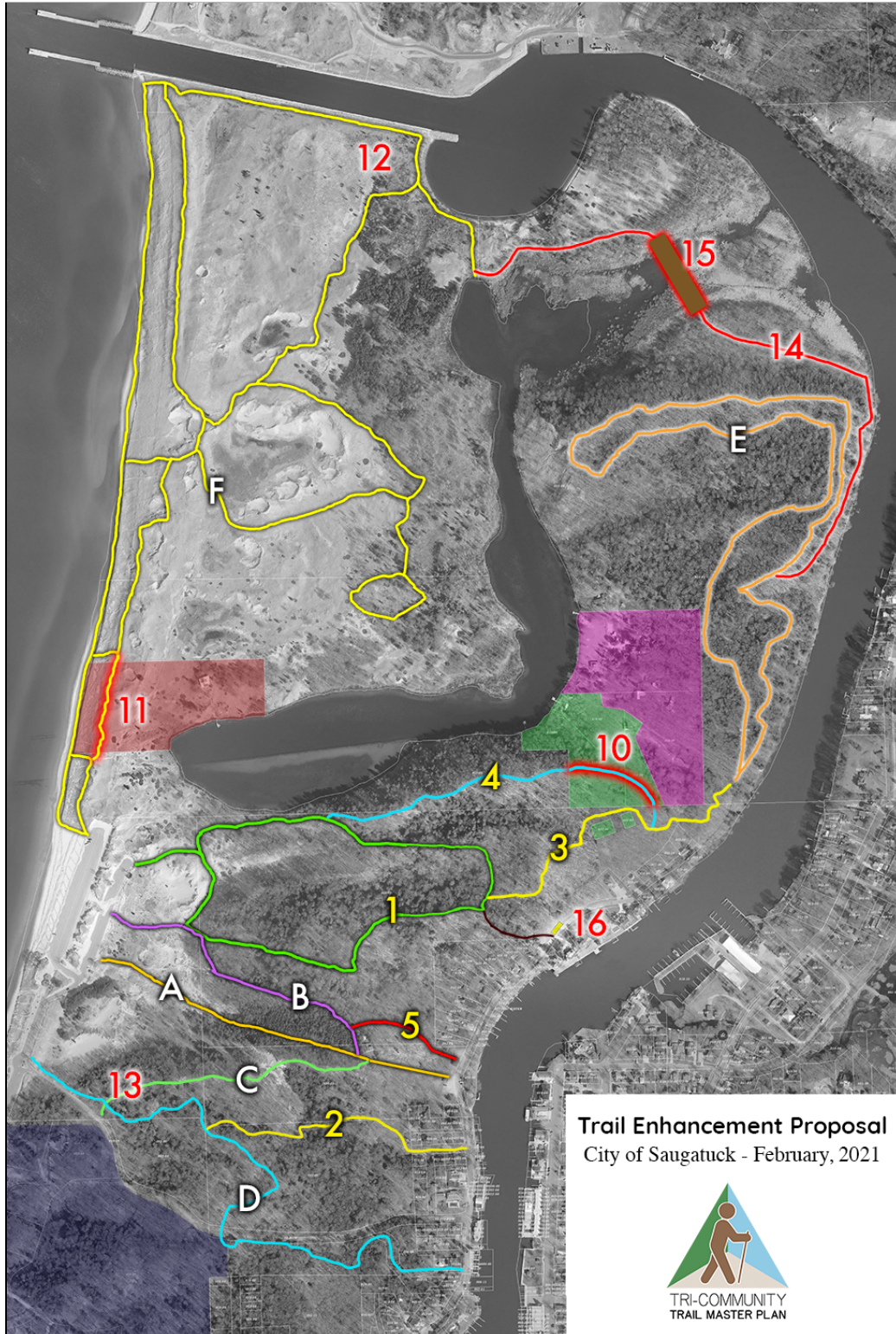


# Tri-Community Trail Master Plan

(201) 224-7722

facebook@trailmasterplan

www.trailmasterplan.com



**From:** Ryan Heise Ryan@saugatuckcity.com  
**Subject:** FW: resignation letter  
**Date:** May 4, 2021 at 9:49 AM  
**To:** Erin Wilkinson Erin@saugatuckcity.com



FYI

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**From:** Steffanie V <steffanievlasity@hotmail.com>  
**Sent:** Monday, May 3, 2021 3:02 PM  
**To:** Ryan Heise <Ryan@saugatuckcity.com>; Mark Bekken <mbekken@saugatuckcity.com>  
**Cc:** Cindy Osman <Cindy@saugatuckcity.com>  
**Subject:** resignation letter

May 3, 2021

Mark Bekken  
102 Butler St  
Saugatuck, MI 49453

Dear Mayor Bekken,

This notice is to inform you that I am resigning as a member (and Chairperson) of the Planning Commission effective midnight May 20, 2021.

It has been a pleasure serving the city on the Planning Commission these last four years. I thank Cindy and the other PC members for the learning opportunities and working collaboratively to support the city and its residents/businesses.

Best wishes and thank you again,

Steffanie Vlasity

[Quoted text hidden]



Dianna McGrew <mcgrewassessing@gmail.com>

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## Ken Vlasity Resignation from BOR

3 messages

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Ken Vlasity <kenvlas03@hotmail.com>

Wed, Apr 14, 2021 at 2:50 PM

To: Dianna McGrew <mcgrewassessing@gmail.com>

Cc: "peter@saugatuckcity.com" <Peter@saugatuckcity.com>, "nico.leo@cbgreatlakes.com"

<NICO.LEO@cbgreatlakes.com>, "bbstephens143@gmail.com" <bbstephens143@gmail.com>

Hi Dianna -

We have sold our home and will be leaving Saugatuck in May. This email is to inform you that I'm resigning from the Board of Review effective immediately. This notice should give ample time to recruit a replacement before the July BOR meeting. I wish you, Nico, and Brian well in your BOR endeavors. Thank you - it has been an honor to serve in the community and a great learning opportunity for me.

Best Regards,  
Ken Vlasity

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nico leo <nico.leo@cbgreatlakes.com>

Wed, Apr 14, 2021 at 3:19 PM

To: Ken Vlasity <kenvlas03@hotmail.com>

Cc: Dianna McGrew <mcgrewassessing@gmail.com>, "peter@saugatuckcity.com" <Peter@saugatuckcity.com>, "bbstephens143@gmail.com" <bbstephens143@gmail.com>

Congratulations on the sale!!! Thank you Ken, I wish you well with your move and appreciate the time you spent on the board.

Best regards,

Nico Leo  
Associate Broker  
International Chairman's Circle Member  
Coldwell Banker Woodland Schmidt  
Prime Properties of West Michigan  
Residential and Commercial Real Estate Professional  
Saugatuck / Douglas  
cell 810-602-0564

[Quoted text hidden]

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Dianna McGrew <mcgrewassessing@gmail.com>

Thu, Apr 15, 2021 at 10:40 AM

To: Ken Vlasity <kenvlas03@hotmail.com>

Thank you Ken;

Loved having you as part of the Board of Review you contributed a lot of knowledge to determine and make decisions for property owners.

Good luck in the future!!!  
Dianna

On Wed, Apr 14, 2021 at 2:50 PM Ken Vlasity <kenvlas03@hotmail.com> wrote:

May 3, 2021

Ryan Heise  
Manager  
City of Saugatuck  
102 Butler St.  
Saugatuck, MI 49453

Dear Ryan,

I am writing to notify you I will be leaving my role as Clerk for the City of Saugatuck, effective two weeks from the date of this letter.

It has been an absolute pleasure to work with the staff of the City of Saugatuck. They are a truly exceptional team of dedicated and hard working public servants! It has been my privilege to serve alongside Kirk, Cindy, Peter, Dianna, Scott, Linda, Adam, Mike, Cody, you, and the other employees of the City of Saugatuck. Being entrusted to serve within this role by the citizens of Saugatuck was an incredible honor, for which I am very grateful.

I will work hard in the coming weeks to ensure a smooth transition with the projects and tasks I am responsible for and can assure you that moving forward, I will remain involved supporting the community and the City.

Sincerely,

A handwritten signature in black ink, appearing to read 'ekw'.

Erin K. Wilkinson

cc: Saugatuck City Council