



**CITY COUNCIL AGENDA
NOVEMBER 11, 2019 – 7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. MAYOR & MAYOR PRO TEM NOMINATION/ELECTION
5. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of October 28, 2019**
6. MAYOR'S COMMENTS
7. CITY MANAGER'S COMMENTS
8. AGENDA CHANGES (ADDITIONS/DELETIONS)
9. GUEST SPEAKERS:
 - A. **Lt. Brett Ensfield – Allegan Co. Sheriff's Department**
10. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
11. REQUESTS FOR PAYMENT
 - A. **Approval of Accounts Payable**
12. INTRODUCTION OF ORDINANCES: **None**
13. PUBLIC HEARINGS: **None**
14. UNFINISHED BUSINESS: **None**
15. NEW BUSINESS
 - A. **Lakeshore Chorus Sign Approval (VOICE VOTE)**
 - B. **Annual SDABA Christmas Parade & Tree Lighting Ceremony (VOICE VOTE)**
 - C. **Resolution No. 191111-A Advisory Holiday Lighting Committee (VOICE VOTE)**
16. CONSENT AGENDA: **None**
17. PUBLIC COMMENTS *(Limit 3 minutes)*
18. COMMUNICATIONS:
 - A. **Letter of Communication Regarding City Council Term of Office – accept as information**
 - B. **South Haven Voters Say No to Marijuana Businesses – accept as information**
19. BOARDS, COMMISSIONS & COMMITTEE REPORTS: **None**
20. COUNCIL COMMENTS
21. ADJOURN

NOTICE

This facility is wheelchair accessible with accessible parking spaces available. 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 monica@saugatuckcity.com for further information.



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: November 11, 2019
SUBJECT: Mayor and Mayor Pro Tem Nomination/Election

DESCRIPTION

SECTION 4.12 ORGANIZATION OF THE COUNCIL, MAYOR AND MAYOR PRO TEM. The council at its first meeting following each regular city election shall elect one (1) of its members as mayor and one (1) mayor pro tem by an affirmative vote of a majority of its members, and whom shall serve for one (1) year or until their successors are elected. The mayor shall preside at all meetings of the council, shall speak and vote at such meetings as any other council member, shall be recognized as head of the city government for all ceremonial purposes and for purposes of military law, but shall have no administrative duties. The mayor pro tem shall act as mayor during the absence or disability of the mayor.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Municipal attorney Jeff Sluggett has approved the process described below.

PROCESS:

- 1.) Mayor opens nominations for office of mayor;
- 2.) Any member may make a nomination (does not need a second); Mayor then asks for other nominations and the process is continued until no further nominations are offered
- 3.) A vote is then held for each nominee in the order nominated (roll call by City Clerk) until a majority of the Council has voted in favor of a particular nominee, at which point the person is announced to be elected as mayor and that election is over;
- 4.) New Mayor assumes chair position;
- 5.) Repeat steps 1 thru 3 for mayor pro tem position.

Proposed Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, October 28, 2019

The City Council met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

1. **Call to Order** by Mayor Trester at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Attendance:**
Present: Simon, Bekken, Johnson, Hess, Verplank, Peterson & Trester
Absent: None
Others Present: City Manager Harrier & City Clerk Nagel
4. **Approval of Minutes:** A motion was made by Peterson, 2nd by Simon, to approve the October 14, 2019 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** Mayor Trester thanked Catherine Simon and Bill Hess for serving the citizens of Saugatuck as Council Members. Mayor Trester also announced two (2) successful annual events recently held in the city by SDABA, the Glow in the Park and Halloween Parade.
6. **City Manager's Report:** None
7. **Agenda Changes:** None
8. **Guest Speakers:**
A. **Lt. Brett Ensfield – Allegan County Sheriff's Department:** Lt. Ensfield of the Allegan County Sheriff's Department presented Council with an Incident Analysis Report from October 15 – October 28, 2019.
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Hess, 2nd by Simon, to approve the accounts payable in the amount of \$291,965.60. Upon voice vote the motion carried unanimously.
11. **Introductions of Ordinances:** None
12. **Public Hearings:** None
13. **Unfinished Business:** None
14. **New Business:**
A. **Proclamation No. 191028-P1 – Proclamation of Appreciation – William Hess:** A motion was made by Verplank, 2nd by Peterson, to approve Proclamation No. 191028-P1 as presented. Upon roll call the motion carried unanimously.

B. **Special Event Application – Veteran's Day Honor Event:** A motion was made by Verplank, 2nd by Simon, to approve the American Legion's Special Event Application to hold an event in honor of Veteran's Day in Village Square Park on November 11, 2019 contingent upon the applicant signing the Letter of Understanding dated October 28, 2019. Upon voice vote the motion carried unanimously.
15. **Consent Agenda:** None

16. Public Comment: Linda Escott (*resident*) expressed concerns regarding recycling with Republic Services and their customer service.

Dan Fox (*resident*) thanked Council Members Hess and Simon for serving the residents of Saugatuck.

17. Communications:

A. State Representative Whiteford Letter of Communication Regarding Shopper Docks – Accepted as information

18. Boards, Commissions & Committee Reports: Council received reports from the following committee(s): KLSWA, Fire Board, Harbor Authority

19. Council Comments: Council Member Simon thanked her colleagues for welcoming her to the board to fill Jeff Spangler's remaining term.

Council Member Johnson expressed concerns regarding the recent letter of communications from the Friends of the Blue Star Trail dated October 28, 2019 to members of the Saugatuck Township Board specifically asking the board to withdraw or vote against the joint resolution prepared by the three (3) jurisdictions of Saugatuck Township, City of Saugatuck and the City of the Village of Douglas.

Mayor Trester and Council Members Peterson, Verplank, Bekken and Johnson thanked Council Members Simon and Hess for their service to the community while serving as Council Members.

Council Member Hess reviewed some important accomplishments made by council in the 12 years he's served on the board, including but not limited to the following: Cow Hill Yacht Club overseeing the Venetian Festival, Saugatuck/Douglas Rotary overseeing the Independence Day parade and activities, saving the Chain Ferry, unanimously not agreeing with Douglas in constructing a landscaped median across Blue Star bridge; contracting with Allegan County Sheriff's Department for policing services. He also thanked his colleagues and city staff for their support over the years.

20. Adjournment: Mayor Trester adjourned the meeting at 7:33 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

11.(A)

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	167.68
2. ALLEGAN COUNTY SHERIFF	DEBT CREW	100.00
	OVAL BEACH	588.00
	RESERVE OFFICERS	2,456.00
	TOTAL	3,144.00
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	3,415.47
4. APPROVED FIRE PROTECTION	FIRE ALARM MONITORING DPW	480.00
	FIRE ALARM MONITORING CITY HALL	480.00
	TOTAL	960.00
5. BURNETT & KASTRAN PC	LEGAL FEES	360.00
6. CONSUMERS ENERGY	ELECTRIC	1,200.65
7. CORAL GABLES	2019 Sum Tax Refund 57-300-903-12	241.02
	2019 Sum Tax Refund 57-300-903-10	241.02
	TOTAL	482.04
8. DRENTH ELAINE K	2019 Sum Tax Refund 57-080-007-00	1,020.84
9. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	818.17
10. FIFTH THIRD BANK	2019 Sum Tax Refund 57-300-903-01	510.94
11. FIRST BANK CARD	WEBSITE	6.99
	FALL DECORATIONS	254.38
	SUPPLIES PARKS ELECTIONS	2,184.44
	TOTAL	2,445.81
12. FRIS OFFICE OUTFITTERS	OFFICE SUPPLIES	288.10
13. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	1,090.00
14. HOLLAND MEDI-CENTER	DRUG TESTING	79.00
15. HUBBARD BRIAN T& DANICA L	2019 Sum Tax Refund 57-514-038-50	840.65
16. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	2,173.23
17. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN	2,695.00
18. MAYER JOHN B & VICTORIA A	2019 Sum Tax Refund 57-300-002-00	1,203.60
19. MCKELLIPS PLUMBING INC	COUGHLIN DOCK	1,740.00
20. MICHIGAN ASSN. OF MUNICIPAL CLERKS	CLERK DUES	60.00
21. MICHIGAN OFFICE SOLUTIONS	COPIER USE	151.99
22. MINER SUPPLY CO	SUPPLIES	273.00
23. MONICA NAGEL	ELECTION	83.88
24. OTTAWA AREA INTERMEDIATE SCHOOL DIS		

Vendor Name	Description	Amount
25. OVERISEL LUMBER COMPANY	PROPERTY TAXES	4,070.22
26. RIEKSE DICK M & LINDA S	SUPPPLIES	409.36
	2019 Sum Tax Refund 57-830-009-00	927.13
	2019 Sum Tax Refund 57-830-010-00	938.94
	TOTAL	1,866.07
27. SAUGATUCK DRUG	SUPPLIES	3.59
28. SAUGATUCK FIRE	SHORT TERM RENTAL	350.00
29. SERBA KEVIN L & TAMER TIMOTHY J	2019 Sum Tax Refund 57-077-020-00	5,452.31
30. SERGEANT MARINE	2019 Sum Tax Refund 57-300-903-08	176.52
31. SHELL	GASOLINE & DIESEL	1,717.20
32. SHIP'N SHORE MOTEL & BOATEL	2019 Sum Tax Refund 57-300-903-07	474.47
33. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	626.75
34. STATE OF MICHIGAN	OVAL BEACH	142.30
35. STM PROPERTIES LLC	2019 Sum Tax Refund 57-470-001-00	1,848.09
	2019 Sum Tax Refund 57-470-002-00	2,188.00
	2019 Sum Tax Refund 57-470-003-00	2,077.51
	2019 Sum Tax Refund 57-470-004-00	2,532.10
	TOTAL	8,645.70
36. THIEL CHAD N	2019 Sum Tax Refund 57-410-017-00	1,591.78
37. VALLEY CITY LINEN INC	SHOP TOWELS	38.70
38. XEROX FINANCIAL SERVICES	COPIER LEASE	430.36
TOTAL - ALL VENDORS		51,199.38
FUND TOTALS:		
Fund 101 - GENERAL FUND		18,286.41
Fund 203 - LOCAL STREETS		468.65
Fund 301 - DEBT SERVICE		347.44
Fund 661 - MOTOR POOL FUND		3,453.83
Fund 701 - CURRENT TAX FUND		25,865.60
Fund 715 - ROSE GARDEN		2,777.45

11/06/2019 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 10/01/2019 - 10/31/2019				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
10/04/2019	DD4239(A)	BULTMAN, LINDA	PAYROLL	1,131.83
10/04/2019	DD4240(A)	DEROO, EASTON	PAYROLL	172.61
10/04/2019	DD4241(A)	GOODRICH, RICHARD	PAYROLL	816.44
10/04/2019	DD4242(A)	HARRIER, KIRK	PAYROLL	2,009.80
10/04/2019	DD4243(A)	HERBERT, SCOTT	PAYROLL	1,584.00
10/04/2019	DD4244(A)	HINKLE, MARY	PAYROLL	796.65
10/04/2019	DD4245(A)	KAZDA, NATHAN	PAYROLL	1,025.22
10/04/2019	DD4246(A)	KERRIDGE, ADAM	PAYROLL	1,117.74
10/04/2019	DD4247(A)	NAGEL, MONICA	PAYROLL	1,565.37
10/04/2019	DD4248(A)	OSMAN, CINDY	PAYROLL	1,404.49
10/04/2019	DD4249(A)	STANISLAWSKI, PETER	PAYROLL	1,398.97
10/04/2019	DD4250(A)	WENDT, MICHAEL	PAYROLL	1,007.27
10/04/2019	EFT1208(E)	457-VALIC	PAYROLL	3,820.94
10/04/2019	EFT1209(E)	STATE OF MICHIGAN	PAYROLL	249.43
10/04/2019	EFT1210(E)	MERS HYBRID	PAYROLL	1,159.15
10/04/2019	EFT1211(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,250.01
10/04/2019	16302	MML UNEMPLOYMENT COMPENSATION GROUP		23.12
10/17/2019	16303	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	93.47
10/17/2019	16304	ALLEGAN COUNTY NEWS	PRINTING	253.18
10/17/2019	16305	ALPHA NURSERIES INC	MT BALDHEAD TREES	924.98
10/17/2019	16306	AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES UPDATES	1,306.92
10/17/2019	16307	APEX SOFTWARE	ASSESSING SOFTWARE	235.00
10/17/2019	16308	IIMC	DUES CLERK	195.00
10/17/2019	16309	MCKELLIPS PLUMBING INC	OVAL	330.00
10/17/2019	16310	MINER SUPPLY CO	SUPPLIES	222.48
10/17/2019	16311	OVERISEL LUMBER COMPANY	SUPPLIES	529.11
10/17/2019	16312	RATHCO SAFETY SUPPLY CO	SIGNS	181.95
10/17/2019	16313	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	47,071.54
10/17/2019	16314	SAUGATUCK PUBLIC SCHOOLS	CULVER STREET	403.76
10/17/2019	16315	WYOMING ASPHALT PAVING CO	ASPHALT	109.45
10/17/2019	2622(E)	AT&T MOBILITY	CELL PHONES	79.54
10/17/2019	2623(E)	CONSUMERS ENERGY	ELECTRIC	1,793.65
10/17/2019	2624(E)	FIRST BANK CARD	OVAL	1,521.41
10/17/2019	2625(E)	FRONTIER	911 PHONE OVAL BEACH	73.00
10/17/2019	2626(E)	FRONTIER	OVAL BEACH	191.60
10/17/2019	2627(E)	FRONTIER	DPW TELEPHONES & INTERNET	224.61
10/17/2019	2628(E)	MERCHANTS BANCARD NETWORK	OVAL BANK FEES	240.03
10/17/2019	2629(E)	MICHIGAN GAS UTILITIES	CITY HALL	39.80
10/17/2019	2630(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOM	39.80
10/17/2019	2631(E)	MICHIGAN GAS UTILITIES	DPW BUILDING	18.87
10/17/2019	2632(E)	PRIORITY HEALTH	HEALTH INSURANCE	6,959.13

11/06/2019 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 10/01/2019 - 10/31/2019				
Check Date	Check	Vendor Name	Description	Amount
10/17/2019	2634(E)	VALLEY CITY LINEN INC	SHOP TOWELS	165.40
10/17/2019	2635(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	430.36
10/17/2019	2636(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	62,097.98
10/17/2019	2637(A)	BELL EQUIPMENT CO	STREET SWEEPER BROOM	1,186.81
10/17/2019	2638(A)	BLOOM SLUGGETT PC	LEGAL FEES	8,080.21
10/17/2019	2639(A)	BURNETT & KASTRAN PC	LEGAL FEES	120.00
10/17/2019	2640(A)	ETNA SUPPLY	OVAL	15.20
10/17/2019	2641(A)	FASTENAL	STREET SWEEPER	12.82
10/17/2019	2642(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	17,248.00
10/17/2019	2643(A)	FRIS OFFICE OUTFITTERS	OFFICE SUPPLIES	115.06
10/17/2019	2644(A)	GOVERNMENTAL BUSINESS SYSTEMS	ELECTION	51.20
10/17/2019	2645(A)	OTTAWA AREA INTERMEDIATE SCHOOL D	PROPERTY TAXES	37,358.75
10/17/2019	2646(A)	PURITY CYLINDER GASES INC	CONCESSION	14.29
10/17/2019	2647(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	225.00
10/17/2019	2648(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	626.75
10/17/2019	2633(E)	SHELL	GASOLINE & DIESEL	1,278.82
10/18/2019	DD4251(A)	BULTMAN, LINDA	PAYROLL	1,171.83
10/18/2019	DD4252(A)	GOODRICH, RICHARD	PAYROLL	816.44
10/18/2019	DD4253(A)	HARRIER, KIRK	PAYROLL	2,009.79
10/18/2019	DD4254(A)	HERBERT, SCOTT	PAYROLL	1,648.99
10/18/2019	DD4255(A)	HINKLE, MARY	PAYROLL	796.64
10/18/2019	DD4256(A)	KAZDA, AIDEN	PAYROLL	311.01
10/18/2019	DD4257(A)	KAZDA, NATHAN	PAYROLL	1,176.35
10/18/2019	DD4258(A)	KERRIDGE, ADAM	PAYROLL	1,513.73
10/18/2019	DD4259(A)	NAGEL, MONICA	PAYROLL	1,565.37
10/18/2019	DD4260(A)	OSMAN, CINDY	PAYROLL	1,404.50
10/18/2019	DD4261(A)	STANISLAWSKI, PETER	PAYROLL	1,398.97
10/18/2019	DD4262(A)	WENDT, MICHAEL	PAYROLL	1,175.76
10/18/2019	EFT1212(E)	457-VALIC	PAYROLL	3,847.16
10/18/2019	EFT1213(E)	STATE OF MICHIGAN	PAYROLL	249.43
10/18/2019	EFT1214(E)	MERS HYBRID	PAYROLL	1,178.82
10/18/2019	EFT1215(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,496.86
10/18/2019	EFT1216(E)	MERS	PAYROLL	3,327.74
10/18/2019	EFT1217(E)	MI DEPT OF TREASURY	PAYROLL	1,585.01
10/28/2019	2651(E)	COMCAST	TELEPHONES & INTERNET	284.60
10/28/2019	2655(E)	MERS	RETIREMENT	4,500.00
10/28/2019	2660(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
10/28/2019	2661(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	7,916.21
10/28/2019	2662(A)	MICHIGAN CAT	LOADER PARTS	434.78
10/28/2019	2663(A)	DIANNA MC GREW	ASSESSING SERVICES	2,611.13
10/28/2019	2664(A)	FLEIS & VANDENBRINK ENGINEERING INC	PARK STREET	3,647.99
10/28/2019	2665(A)	FRIS OFFICE OUTFITTERS	OFFICE SUPPLIES	21.02
10/28/2019	2666(A)	OTTAWA AREA INTERMEDIATE SCHOOL D	PROPERTY TAXES	4,762.50

11/06/2019 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 10/01/2019 - 10/31/2019				
Check Date	Check	Vendor Name	Description	Amount
10/28/2019	16316	JAMES LINDSEY	2019 Sum Tax Refund 57-009-068-00	3,194.88
10/28/2019	16317	JAMES LINDSEY	2019 Sum Tax Refund 57-850-023-00	1,448.73
10/28/2019	16318	ALLEGAN COUNTY CLERK	PARK STREET RECORDING	30.00
10/28/2019	16319	ALLEGAN COUNTY	DNR WATERWAYS GRANT MATCH	5,000.00
10/28/2019	16320	IHLE AUTO PARTS	PARTS OIL FILTERS	688.19
10/28/2019	16321	LAKE VISTA VALU	ELECTION TRAINING	14.65
10/28/2019	16322	MACATAWA BANK	ROAD BOND PAYMENT	218,162.75
10/28/2019	16323	MMTA	TRAINING	40.00
10/28/2019	16324	RIVER VALLEY TITLE	PARK STREET TITLE FEE	606.00
10/28/2019	16325	RW CONCRETE SAWING INC	SIDEWALK CURB CUTS	150.00
10/28/2019	16326	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	4,540.98
10/28/2019	16327	STANDARD INSURANCE COMPANY	INSURANCE	343.59
10/28/2019	16328	WYOMING ASPHALT PAVING CO	ASPHALT	166.65
10/28/2019	2649(E)	AT&T MOBILITY	CELL PHONES	79.59
10/28/2019	2650(E)	CAPITAL ONE	DRIVEWAY MARKERS & SUPPLIES	132.51
10/28/2019	2652(E)	FRONTIER	DPW TELEPHONES & INTERNET	224.61
10/28/2019	2653(E)	FRONTIER	OVAL BEACH	23.83
10/28/2019	2654(E)	FRONTIER	911 PHONE OVAL BEACH	96.95
10/28/2019	2656(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	68.25
10/28/2019	2657(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOM	52.05
10/28/2019	2658(E)	MICHIGAN GAS UTILITIES	CITY HALL	38.31
10/28/2019	2659(E)	PRIORITY HEALTH	HEALTH INSURANCE	6,959.13
10/31/2019	2667(E)	REPUBLIC SERVICES	TRASH	498.65
10/31/2019	2668(E)	REPUBLIC SERVICES	TRASH	87.46
Total of 108 Checks:				539,824.08
Less 0 Void Checks:				0.00
Total of 108 Disbursements:				539,824.08



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: November 11, 2019

SUBJECT: Sign Approval: Banner on pallet sign for Lakeshore Chorus

DESCRIPTION

Jim Baily has submitted an application of behalf of the Lakeshore Community Chorus for the installation of a banner on the Pallet Sign from November 18, 2019 to December 9, 2019. Normally, signs within the right of way can be administratively approved, but a banner cannot. The City Council may grant 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; and
4. The sign does not create a situation which could be detrimental to health safety, or welfare.

The banner design will look like the image below, but the dates and location will be changed. The venue for the Holliday Chorus will be the SCA.



SAMPLE MOTION:

Motion to **approve/deny** the request to install a banner under the pallet sign for the Lakeshore Community Chorus from November 18, 2019 to December 9, 2019.



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: November 11, 2019
SUBJECT: Special Event Application—SDABA Christmas Parade/Tree Lighting

DESCRIPTION

SDABA is proposing to hold a Christmas parade and tree lighting ceremony on December 7th, 2019. The event is proposed to start at Wicks Park and parade through town via route identified on the included map in the application. It's worth noting the proposed parade route is not the standard parade route typically used for parades in the past, which has been only on Butler Street. The proposed route in the application is to start at Wicks Park head south on Water Street until reaching Butler and Culver and then head North on Butler Street back to Wicks Park. This route does interject some safety difficulties trying to keep vehicles and people separated as it is challenging to block off all access points. Council may want to discuss the proposed route prior to approval with the applicant.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the SDABA special event application to hold a Christmas Parade and Tree Lighting Ceremony event in the City of Saugatuck on December 7th contingent on applicant signing the letter of understanding dated November 11, 2019.



2019 SDABA Christmas Parade/Tree Lighting Ceremony
Letter of Understanding

November 11, 2019

SDABA
PO Box 221
Saugatuck, MI 49453

Re: Letter of Understanding

Dear Mr. Muncey:

This Letter of Understanding (“Letter”) is intended to memorialize the City of Saugatuck’s understanding with respect to SDABA’s (“Applicant”) proposal to hold, operate and conduct a **Christmas Parade/Tree Lighting Ceremony** event on **December 7, 2019** (“Event”).

The Special Event Application and associated materials dated November 5, 2019 (collectively, the “Application”) to the City which has been reviewed by the City Council. After due consideration, the City Council has approved that Application subject to Applicant’s willingness to sign this Letter. This Letter shall be construed to incorporate and include the Application as well as the materials attached thereto. In the event of a conflict between the terms of this Letter and the Application, the terms of this Letter shall control.

In granting approval for the event, the City is consenting to the use of **Wicks Park and Butler and Water St.** In addition, the City agrees that, subject to compliance with this Letter, the City shall provide the following at its cost for the Event:

- Provision of available traffic control devices (cones and barricades). **It is the responsibility of the applicant to sign for and return all traffic cones and traffic control devices. Applicant will be charged for any damaged or lost traffic control devices.*
- Installing no parking signage in City parking lot next to Wicks Park. **It is the responsibility of the applicant to remove no parking signs after the event.*
- Use of City owned electrical outlets/services in event location. City does not supply electrical extension cords. **It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed.*

In exchange for the City's approval and commitments as set forth above, Applicant agrees to the following:

- Attend a pre-event planning meeting if requested by City.
- Compliance with all adopted local, county and state codes, regulations, and laws including applying for and obtaining any required state or county alcohol/food service permits.
- Provide adequate event personnel for the safety and well-being of attendees. **The City will make available the City's dedicated Sheriff Deputy on the day of the Event to assist personnel supplied by the Applicant. If additional law enforcement personnel are required for the Event, the City may charge the Applicant for the actual costs. The City does not supply other personnel for the Event.*
- No later than five (5) business days prior to the Event, Applicant shall provide to the City Clerk a valid certificate of insurance for the Event with a minimum of \$1,000,000 per occurrence. Without limiting the foregoing, the certificate must identify the City as additional insured. All special events that involve the approved sale and consumption of alcoholic beverage must provide a liquor liability endorsement coverage limit of no less than \$1,000,000 for each occurrence. Failure to produce a valid Certificate of Insurance will result in cancellation of the Event.
- Return the area(s) to a condition similar to that prior to use immediately after Event. Applicant may be charged a cleanup fee if property is left in an unreasonable disorderly condition. Any damage to underground utilities or irrigation system will be the responsibility of Applicant.
- The City of Saugatuck may cancel or postpone Event for any condition affecting the public health or safety of the city or any condition that would place parks, facilities or other property at risk of damage or destruction if the Event were permitted to take place.
- It is the responsibility of the Applicant to furnish and ensure there are a sufficient number of portable toilets for the Event if needed and they are serviced during the event. **The City maintains a list of local portable toilet vendors. It is the responsibility of Applicant to arrange for all portable toilet facilities.*

Assuming the above accurately reflects the Applicant's understanding and agreement please have an authorized official(s) sign and date where indicated below and return one original copy of this Letter to the City.

Sincerely,

CITY OF SAUGATUCK

Date: _____, 2019

By: _____
Ken Trester, Mayor

CITY OF SAUGATUCK

Date: _____, 2019

By: _____
Monica Nagel, City Clerk

The foregoing accurately reflects the understanding and our agreement with respect to our proposal to hold, operate and conduct the Event in the City of Saugatuck.

SDABA

Date: _____, 2019

By: _____
Its: _____

By: _____
Its: _____



Council Action

_____ Approved

_____ Denied

_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: 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: SDABA

TELEPHONE: 269-857-1626

MAILING ADDRESS: P.O. Box 221 Saugatuck, MI 49453

CONTACT NAME: Gregory Muncey

TELEPHONE: 269-857-1626

E-MAIL ADDRESS: gmuncey@gmail.com

CELL PHONE: 269-355-9917

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Gregory Muncey

TELEPHONE: 269-857-1626

E-MAIL ADDRESS: gmuncey@gmail.com

CELL PHONE: 269-355-9917

EVENT INFORMATION

NAME OF EVENT: Christmas Parade/Tree lighting ceremony

DATE(S) OF EVENT: 12/7/2019

PURPOSE OF EVENT: Community Enrichment

RAIN DATE: N/A

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

EVENT LOCATION: Wicks Park on Water Street In Saugatuck

EVENT HOURS: 12pm - 6pm

ESTIMATED NUMBER OF ATTENDEES: 500

ESTIMATED NUMBER OF VOLUNTEERS: 12

ESTIMATE DATE / TIME FOR SET-UP: 12/7/2019 11 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 12/7/2019 6-7 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: 5pm END: 6pm

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): 4'x8' sign on Gazebo at Wicks Park, similar to MITP sign

Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must be 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? N/A

Will the Interurban be utilized? Yes No Time(s) 12 noon-5pm

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 6
- TRAFFIC CONES – QUANTITY _____
- FENCING WATER ELECTRIC
- OTHER _____
- BARRICADES – QUANTITY _____
- PARKING SIGNS – QUANTITY 6
- RESTROOM CLEANING

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: 12/7/2019 12:50 A.M. P.M.

Street re-open date/time: 12/7/2019 1:45 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: Next to Mermaid Restaurant until 2:30, then 6 spots reserved for the day.

Sidewalk closure date/time: 11:00 A.M. P.M.

Sidewalk re-open date/time: 2:30 A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance: Public 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.

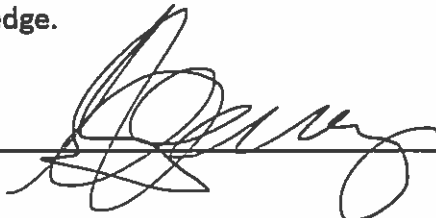
Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during 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.

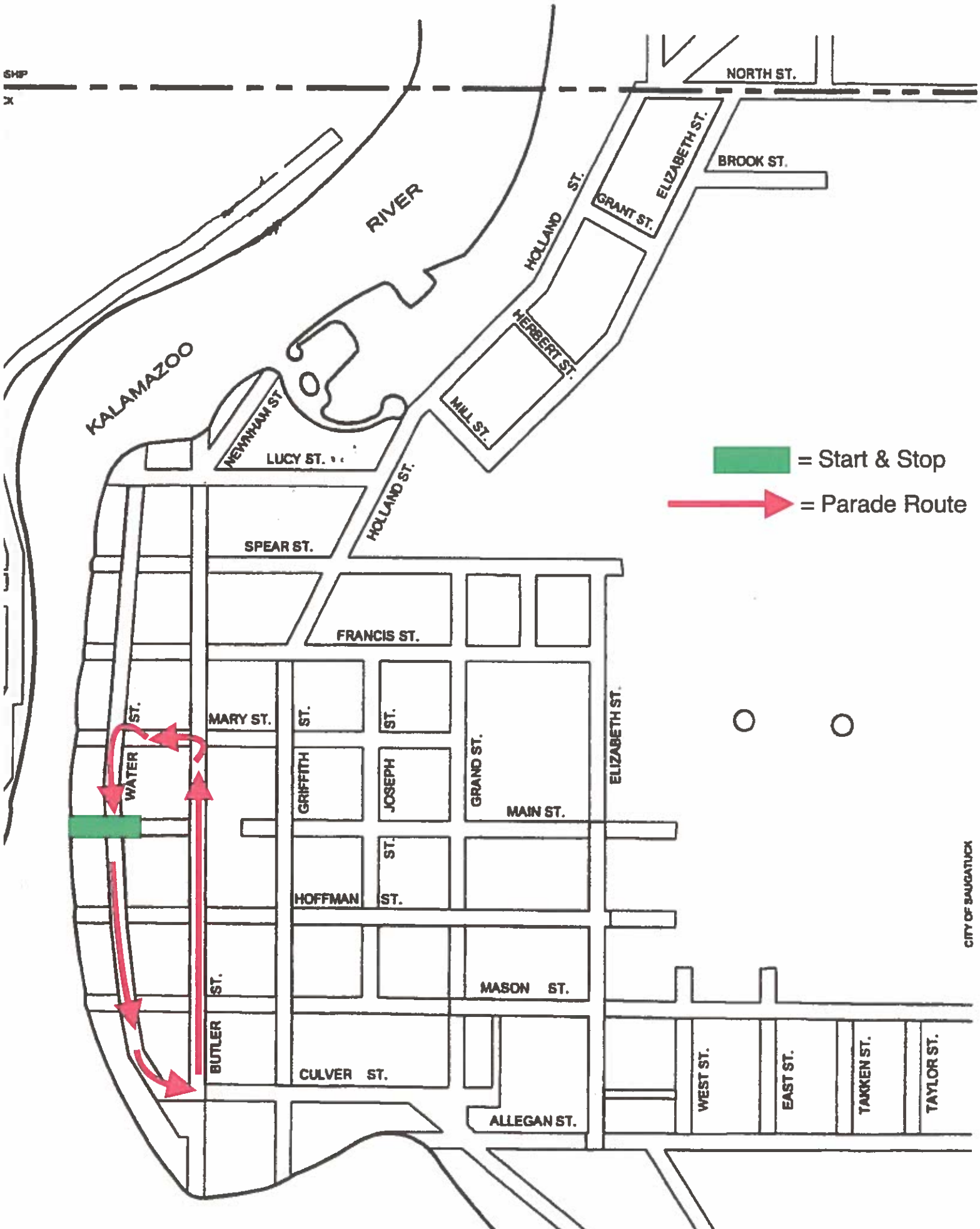
Applicant Signature





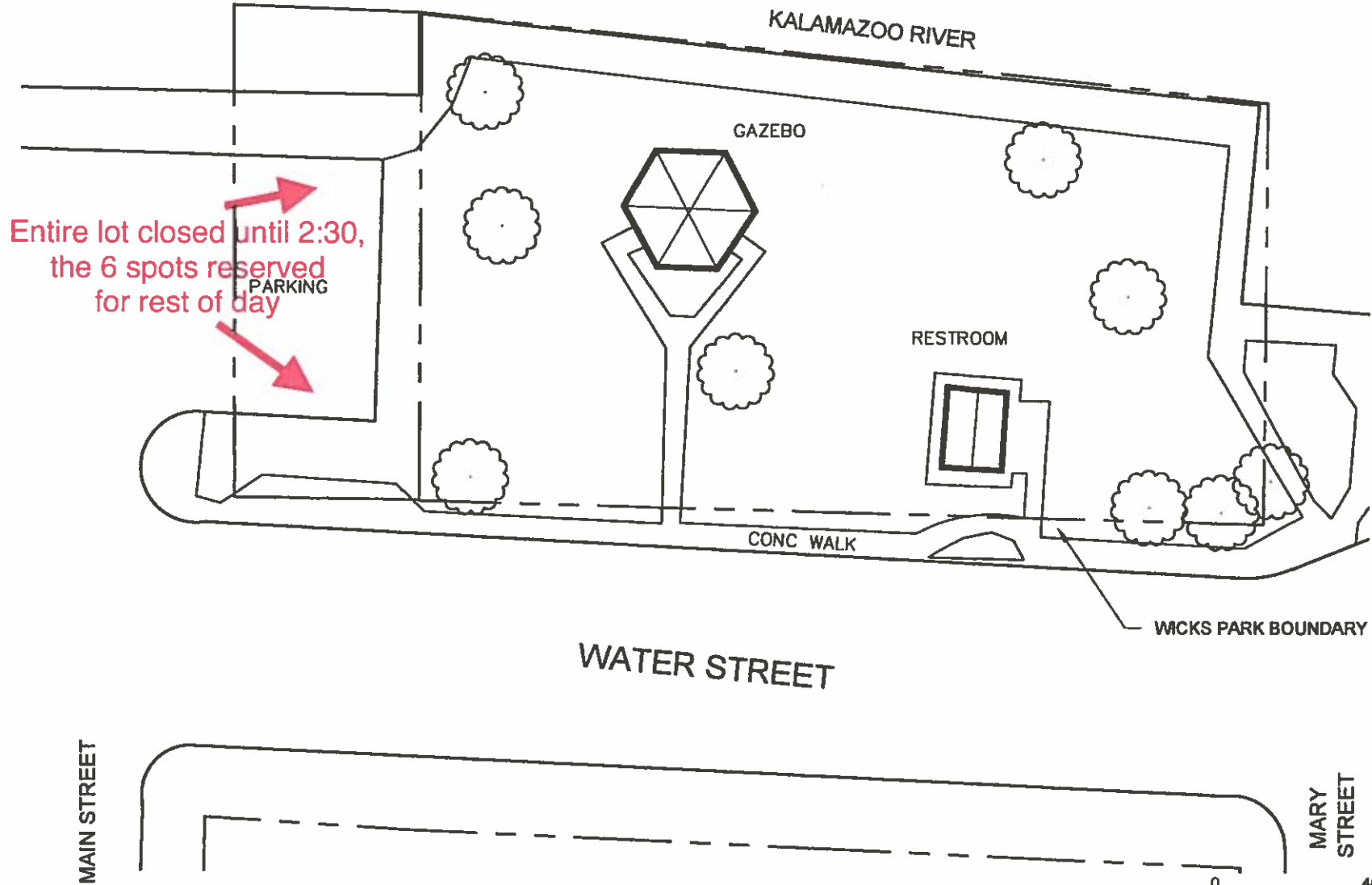
11/5/2019
Date

Downtown Street / Sidewalk Closure(s)

SHP
X



 = Start & Stop
 = Parade Route



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

WICKS PARK
PARK USE PERMIT APPLICATION



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: November 11, 2019
SUBJECT: Resolution No. 191111-A Advisory Lighting Committee

DESCRIPTION

Resolution to appoint an advisory 2019 holiday lighting committee.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution 191111-A as presented.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 191111-A

A RESOLUTION TO APPOINT A 2019 ADVISORY HOLIDAY LIGHTING COMMITTEE

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

WHEREAS, the City of Saugatuck takes great pride to decorate parts of the city during the winter holidays; and

WHEREAS, the Saugatuck City Council has approved a contract with an independent contractor to decorate a number of trees in the city right-of-ways; and

WHEREAS, the Saugatuck City Department of Public Works decorates the city parks and entrance ways; 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 or 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 encourage public participation in recommending how the city parks and right-of-ways are decorated this 2019 season;

THEREFORE, BE IT RESOLVED the City Council of Saugatuck does hereby authorize the appointment of a 2019 Advisory Holiday Committee to review and make recommendations to the Saugatuck City Council regarding the manner in which the city parks and right-of-ways are decorated; provided that (i) the Committee's actions shall be advisory in nature only; (ii) the City Council does not delegate any authority to the Committee to make decisions on behalf of the City; and (iii) the Committee shall terminate on December 31, 2019.

BE IT FURTHER RESOLVED The Committee will be comprised of Catherine Simon, Laura Durham, Christian Kindel, Chris Peterson, Sean Steele, Julie Rosa, and Gregory Muncey.

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

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2019

Signed: _____
Monica Nagel, City Clerk

CERTIFICATION

I, Monica Nagel, 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 _____, 2019, 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: _____
Monica Nagel, City Clerk

Bloom Sluggett, PC

COUNSELORS & ATTORNEYS

18A

Jeffrey V.H. Sluggett
Direct Dial: (616) 965-9341
Direct Fax: (616) 965-9351
jsluggett@bsmlawpc.com

November 4, 2019

Mr. Kirk Harrier, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

Re: Term of Office

Dear Mr. Harrier:

This will confirm our conversation earlier today regarding the term to be served by members of the City Council.

Specifically, the City asked when candidates who are elected begin to serve their terms on the City Council (implicit in this is when prior officeholders are no longer deemed to be members of the City Council).

Section 4.3 of the City Charter provides, in full, as follows:

Section 4.3 Term of Office.

The councilmen (sic) shall hold office for his (sic) elected term from the second Monday following the city election at which he (sic) was elected.

(Emphasis added.)

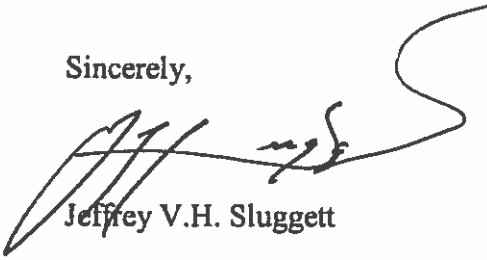
By way of example, there is currently an election scheduled for November 5, 2019. The second Monday following that election date is November 18, 2019. Thus, in that example, and assuming the candidates have otherwise qualified for office (see Section 4.5 of the City Charter), newly elected members of the Council would begin their term on November 18th. Until then, members currently serving in those positions would continue as elected Council members.¹

In order to be considered to have qualified for office, individuals elected have ten days after the City Clerk notifies them of the results of the canvass of the vote in which to take the oath of office prescribed by the Charter and state law. Individuals who are elected could, thus, take the oath of office any time within this ten day period. (See Section 4.4 of the City Charter.)

¹ The schedule set forth appears tied to Section 4.4 of the City Charter which provides that an individual elected to a City office is to be notified within seven days after the canvass of the votes. Put differently, a period of time is built into the Charter to allow for the canvass of votes to confirm whether an individual was elected.

I trust this answer the City's questions. If would like to discuss further or if I can be of additional assistance please contact me

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey V.H. Sluggett', with a long, sweeping flourish extending to the right.

Jeffrey V.H. Sluggett

Bloom Sluggett, PC

COUNSELORS & ATTORNEYS

Jeffrey V.H. Sluggett
Direct Dial: (616) 965-9341
Direct Fax: (616) 965-9351
jsluggett@bsmlawpc.com

November 6, 2019

Mr. Kirk Harrier, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

Re: Term of Office/Possible Charter Conflict

Dear Mr. Harrier:

This letter is intended as a follow up to our earlier letter of November 4 regarding terms of office for elected City Councilmembers. After that letter was sent the City asked that we compare language found in Section 3.7 of the Charter with Section 4.3 (addressed in the earlier letter) and advise if there is a conflict regarding when terms of office begin to run.

In relevant part, Section 3.7 of the Charter provides:

SECTION 3.7 ELECTIVE OFFICERS AND TERMS OF OFFICE.

At each regular city election, there shall be elected councilpersons in the number as hereinafter provided. ... The term of office of the councilpersons shall commence **on the second Monday in November next following the date of the regular city election at which they were elected**, at seven thirty o'clock (7:30) p.m., local time.

As noted in our earlier letter, the language from Section 4.3 provides in full that:

SECTION 4.3 TERM OF OFFICE.

The councilmen shall hold office for his elected term **from the second Monday following the city election** at which he was elected.¹

We do not believe there is a conflict between the two Charter sections quoted.

Sections 3.7 uses the modifier "next" before "following." "Next" in this context is simply legalese, meaning "nearest; closest; [or] immediately following."² Use of "next" does not

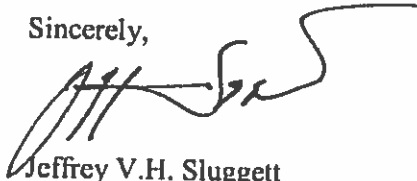
¹ The sections of the Charter quoted are taken verbatim from the copy of the City Charter found on the American Legal Publishing Corporation's website found at:
[http://library.amlegal.com/nxt/gateway.dll/Michigan/saugatuck_mi/cityofsaugatuckmichigancodeofordinances?f=templates\\$fn_default.htm\\$3.0\\$vid-amlegal:saugatuck_mi](http://library.amlegal.com/nxt/gateway.dll/Michigan/saugatuck_mi/cityofsaugatuckmichigancodeofordinances?f=templates$fn_default.htm$3.0$vid-amlegal:saugatuck_mi)

change the meaning of the sentence at issue (conversely, inserting it into 4.3 would not change the mean of that section). Both sections, read properly, mean that terms begin on the second Monday after the election (in this case, on the 18th of November). The only substantive difference between the two sections is the express reference in Section 3.7 to the time at which the term begins (i.e., 7:30 PM). Again, however, there is no conflict as the two sections can be read harmoniously; that the terms are to begin at 7:30 PM as nothing in Section 4.3 requires a different interpretation.

As an aside, to avoid misunderstandings in the future the City Council may wish to consider (when it is next looking at possible amendments to the Charter) an amendment which would delete one of these references to "terms of office."

I trust this answer the City's questions. If would like to discuss further or if I can be of additional assistance please contact me

Sincerely,



Jeffrey V.H. Sluggett

² Black's Law Dictionary, Fifth Edition, p 941.

18B

South Haven voters just say no to marijuana businesses

By BECKY KARK

For The Herald-Palladium

SOUTH HAVEN — City voters made it clear on Tuesday that they don't want recreational marijuana businesses to set up shop in town.

Voters approved a referendum to create an ordinance to ban commercial cannabis enterprises, by a margin of 645-537. More than 1,100 of the city's 3,500 registered voters cast ballots.

The referendum came about in August when the group Concerned Citizens of South Haven formed and gathered enough signatures to put the issue on Tuesday's ballot.

South Haven now joins a growing number of communities in Michigan to vote against recreational marijuana businesses.

The Concerned Citizens group has attended city council meetings consistently over the past several months to voice opposition to recreational marijuana businesses.

A day before Tuesday's election they were at the city council meeting to voice concerns.

"Statistics show drug abuse on the uprise with

young kids leading the way," said Joe Wilkins, a South Haven resident and pastor. "How many more precious lives do we have to lose to a prison or grave? I ask the council and residents, before you consider voting, please remember that parent who is forced to look at an old picture just to get a glimpse of a child they once knew."

Proponents of recreational marijuana businesses have said that such enterprises would provide more jobs to local residents, but opponents say the price may be too high, in terms of increased drug abuse.

"Young people are our future," said Ron DeMaso. "I believe there are better paths in creating economic vitality in this community."

The referendum vote occurred as city council members were considering whether to allow medical and recreational marijuana businesses to locate in town, and what sections of town they could reside.

Currently, the city council is determining if it wants to allow medical marijuana facilities to locate east of Blue Star Highway, an area of the city where there are few residential homes. But a decision has not yet been made.