



**CITY COUNCIL AGENDA  
June 14, 2021 – 7:00 pm**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes:**
  - A. Regular City Council Meeting of May 24, 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**
  - B. Fire 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:**
- 10. Request for Payment:**
  - A. Approval of Accounts Payable (Roll Call)**
- 11. Introduction of Ordinances: None**
- 12. Public Hearings: None**
- 13. Unfinished Business:**
  - A. Report from Strategic Meeting**

**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 [clerk@saugatuckcity.com](mailto:clerk@saugatuckcity.com) for further information.

**14. New Business:**

- A. Commercial Tour Vehicle**
- B. Special Event – Venetian Festival**
- C. City Parking Fee**
- D. Board Appointments**
- E. Set Public Hearing for 2021-2022 Budget to June 28, 2021**

**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. Interurban Update**
- B. Correspondence Temporary Light at Blue Star and Lake**

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

**18. Council Comments:**

**19. Adjourn (Roll Call)**

**Proposed Minutes**  
**Saugatuck City Council Meeting**  
**Saugatuck, Michigan, May 24, 2021**

The City Council met in regular session at 7:00 p.m. The meeting was held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

1. **Call to Order** The meeting was called to order by Mayor Bekken at 7:00 p.m.
2. **Attendance:**  
Present: Bekken, Stanton, Leo, Lewis, Peterson, Dean, & Trester  
Absent: None  
Others Present: City Manager Heise, Interim City Clerk Osman, Treasurer Stanislawski
3. **Approval of Minutes:** A motion was made by Peterson, 2<sup>nd</sup> by Lewis, to approve the May 10, 2020 regular meeting minutes as presented. Upon roll call the motion carried unanimously.
4. **Mayor's Comments:** Mayor Bekken commented on the May 10, 2021 Strategic Planning Meeting and requested a letter of appreciation be sent to the Saugatuck Yacht Club for the use of their facilities.
5. **City Manager's Report:** City Manager Heise reviewed some highlights in the City Manager report.
6. **Agenda Changes:** The Cemetery agreement was removed from the agenda to be heard at the next regular meeting, and Liz Wilson from SPS was added as guest speaker.
7. **Guest Speakers:**
  - A. **Brett Ensfield** reviewed activity in the City. He reported that the speed signs were up at Allegan Street and Perryman Street, 85<sup>th</sup> percentile on Allegan Street was 30-32 mph and 25 mph on Perryman Street. He reported no issues with the Social District.
  - B. **Dan Fox** gave a report on Fire Department activity.
  - C. **Liz Wilson** from Saugatuck Public Schools gave a presentation on increasing the parking fees from \$5.00 to \$10.00.
8. **Public Comment:**  
**Bob Genetski** - *resident* – spoke in favor of the fireworks.  
**Renee Zita** – *resident* – echoed Genetski's comments about the fireworks and asked for twice monthly pick up of recyclables.  
**Mike Johnson** – *resident* – spoke in favor of the fireworks.
9. **Consent agenda:**

**A. Jump into Summer Banner:** A motion was made by Lewis, 2<sup>nd</sup> by Dean to approve the Jump into Summer banner at the Pallet sign as presented. Upon roll call vote the motion carried unanimously.

**B. Business registration ordinance:** A motion was made by Stanton, 2<sup>nd</sup> by Leo to adopt Ordinance 210524-A requiring businesses to register with the City and update the schedule of fees to include a \$15.00 registration fee for businesses. Upon roll call vote the motion carried unanimously.

**10. Request for Payment:** A motion was made by Lewis, 2<sup>nd</sup> by Trester, to approve the accounts payable in the amount of \$100,980.12. Upon roll call vote the motion carried unanimously.

**11. Introductions of Ordinances:** None

**12. Public Hearings:** None

**13. Unfinished Business:**

**A. Moratorium Extension:** A motion was made by Trester, 2<sup>nd</sup> by Peterson to extend ordinance 210222-A for two additional months to expire August 23, 2021. Upon roll call vote the motion carried unanimously.

**B. Fireworks:** A motion was made by Lewis, 2<sup>nd</sup> by Dean to deny the special event requested by the Morning Grind for fireworks for the Fourth of July. Upon roll call the motion to deny failed as follows:

**Ayes:** Lewis, Dean

**Nays:** Stanton, Trester, Peterson, Leo, Bekken

A motion was made by Peterson, 2<sup>nd</sup> by Trester to approve the special event requested by the Morning Grind for fireworks on the Fourth of July, with the City to co-host the event with a contribution from the City in an amount to be determined. The motion carried by the following vote:

**Ayes:** Stanton, Trester, Peterson, Leo, Bekken

**Nays:** Lewis, Dean

**14. New Business:**

**A. Special Events:**

**A. Memorial Day Parade:** A motion was made by Peterson, 2<sup>nd</sup> by Dean to approve the parade permit for the Memorial Day parade contingent on approval from Fire Department, Police, and Department of Public Works. Upon roll call vote the motion carried unanimously.

**B. Fish Shanty Ribbon Cutting:** A motion was made by Lewis, 2<sup>nd</sup> by Leo to approve the special event permit for the ribbon cutting ceremony at 730 Water Street as submitted, contingent on approval from Fire Department, Police, and Department of Public Works. Upon roll call vote the motion carried as follows:

**Ayes:** Trester, Lewis, Peterson, Leo, Bekken, Dean

**Abstain:** Stanton

**C. SCA Tuesday Farm Markets.** A motion was made by Lewis, 2<sup>nd</sup> by Trester to approve the special event permit for the SCA Tuesdays Farm Market as presented, contingent on approval from Fire Department, Police, and Department of Public Works. Upon roll call vote the motion carried unanimously.

**D. Music in the Park:** A motion was made by Dean, 2<sup>nd</sup> by Stanton to approve the special event for Music in the Park as submitted. Upon roll call vote the motion carried unanimously.

**B. Pride Month Proclamation:** A motion was made by Lewis, 2<sup>nd</sup> by Leo to proclaim the month of June as Community Pride Month and to raise a Community Pride Flag at City Hall. Upon roll call vote the motion carried unanimously.

**C. Fire District Budget:** A motion was made by Lewis, 2<sup>nd</sup> by Peterson to approve the Saugatuck Township Fire District FY 21/22 Budget as presented. Upon roll call vote the motion carried unanimously.

**16. Public Comment:**

**Gregory Munsey** *resident* expressed thank you for the ribbon cutting ceremony at the Sunglass Hut.

**Ann Broeker:** *resident* reiterated her letter regarding the Zoning Board of Appeals application made by Dune Ridge and City should take enforcement action.

**Dan Fox** *resident* stated that we should control the publicity of the fireworks and diminish outside promotion.

**17. Communications:**

**A. Bob and Loyda Cull** – Opposing the Floating Boathouses on Park St.

**B. Taylor Laubrick** - Light at Lake and Blue Star

**C. Ann Broeker** - ZBA Deadline

**D. Eric Cobb** – Support for floating homes

**E. Gregory Alcock** – Opposition to floating homes

**F. Megan Hopkins** – Opposition to boat lifts at 443 Park Street (EGLE)

**G. Renee Zita** – Oppose floating homes, recycle 2x monthly, Park Street Paving Thank you.

**H. Sue Bleers** – Opposition to floating homes

**I. Trista McCarthy** – Opposition to Dune Ridge

**J. Saugatuck Public Schools** Renovation Update

**18. Boards, Commissions & Committee Reports:** Council received reports from the following committee(s): Tri Community Recycling Committee, Kal-Lake, Non-motorized trail committee.

**19. Council Comments:**

**Council member Trester** was pleased with how council were respecting different points of view.

**Council member Leo** is glad that we have the rainbow sidewalk, but it needs to be repainted or touched up, and better yet move to a major intersection crosswalk.

**Council member Dean** agrees that we can disagree.

**Council member Lewis** thinks the rainbow sidewalk should be located at a major intersection crosswalk.

**20. Adjournment:** A motion was made by Lewis, 2<sup>nd</sup> by Trester to adjourn at 9:10 p.m. Upon roll call the motion carried unanimously

Respectfully Submitted,

Cindy Osman  
Interim City Clerk

06/03/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 05/01/2021 - 05/31/2021				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
05/10/2021	16695	GREAT LAKES ORNAMENTALS	PARKWAY TREES	348.00
05/10/2021	16696	KENDALL ELECTRIC INC	LIGHTS	22.10
05/10/2021	16697	MCKELLIPS PLUMBING INC	CITY HALL	355.00
05/10/2021	3431(E)	CAPITAL ONE	FURNANCE FILTERS	127.14
05/10/2021	3432(E)	CONSUMERS ENERGY	ELECTRIC	3,253.89
05/10/2021	3433(E)	FIRST BANK CARD	CONCESSION, TRAINING & SUPPLIES	4,509.34
05/10/2021	3435(E)	MERS	RETIREMENT	4,500.00
05/10/2021	3437(E)	SHELL	GASOLINE & DIESEL	1,474.02
05/10/2021	3438(E)	VALLEY CITY LINEN INC	SHOP TOWELS	56.70
05/10/2021	3439(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
05/10/2021	3440(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	334.00
05/10/2021	3441(A)	BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	1,009.00
05/10/2021	3442(A)	ETNA SUPPLY	SUPPLIES	500.00
05/10/2021	3443(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	623.00
05/10/2021	3444(A)	HOLLAND LITHO PRINTING SERVICE	CULVER STREET	156.36
05/10/2021	3445(A)	KIM ZAHNOW	WEBSITE	1,600.00
05/10/2021	3446(A)	LORRIE PASTOOR	CLEANING SERVICES	100.00
05/10/2021	3447(A)	MC CANN INDUSTRIES INC	BACKHOE REPAIR	502.93
05/10/2021	3448(A)	MICHIGAN OFFICE SOLUTIONS	COPIER USE	175.10
05/10/2021	3449(A)	REPCOLITE	GAZEBO PAINT	93.85
05/10/2021	3450(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	250.00
05/10/2021	3451(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	3,166.25
05/10/2021	3452(A)	SISTERS IN INK	UNIFORMS	917.97
05/10/2021	3453(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	407.87
05/10/2021	3434(E)	GREENMARK EQUIPMENT INC	TIRE	44.50
05/10/2021	3436(E)	REPUBLIC SERVICES	TRASH	150.00
05/14/2021	DD4940(A)	ALVAREZ, JACQUELINE	PAYROLL	498.12
05/14/2021	DD4941(A)	BALLENTINE, RICHARD	PAYROLL	817.44
05/14/2021	DD4942(A)	BULTMAN, LINDA	PAYROLL	1,417.45
05/14/2021	DD4943(A)	HARDY, CODY	PAYROLL	1,105.75
05/14/2021	DD4944(A)	HEISE, RYAN	PAYROLL	3,017.02
05/14/2021	DD4945(A)	HERBERT, SCOTT	PAYROLL	1,818.03
05/14/2021	DD4946(A)	KERRIDGE, ADAM	PAYROLL	1,171.26
05/14/2021	DD4947(A)	MARTIN, DANNY	PAYROLL	396.44
05/14/2021	DD4948(A)	OSMAN, CINDY	PAYROLL	1,406.73
05/14/2021	DD4949(A)	SMITH, SUSIE	PAYROLL	827.34
05/14/2021	DD4950(A)	STANISLAWSKI, PETER	PAYROLL	1,403.21
05/14/2021	DD4951(A)	WENDT, MICHAEL	PAYROLL	1,852.77
05/14/2021	DD4952(A)	WILKINSON, ERIN	PAYROLL	2,508.83
05/14/2021	EFT1418(E)	457 MERS	PAYROLL	2,762.81
05/14/2021	EFT1419(E)	STATE OF MICHIGAN	PAYROLL	255.63

06/03/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 05/01/2021 - 05/31/2021				
Check Date	Check	Vendor Name	Description	Amount
05/14/2021	EFT1420(E)	MERS HYBRID	PAYROLL	1,187.61
05/14/2021	EFT1421(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,239.91
05/24/2021	16698	BEYOND GREEN BIOTECH INC	MUTT MITTS	506.26
05/24/2021	16702	PETTY CASH	OVAL BEACH START UP MONEY	5,400.00
05/24/2021	3455(E)	DELUXE	OFFICE SUPPLIES	132.51
05/24/2021	3456(E)	GORDON FOOD SERVICE	CONCESSION	5,392.90
05/24/2021	3458(E)	MERCHANTS BANCARD NETWORK	OVAL	108.34
05/24/2021	3459(E)	MICHIGAN GAS UTILITIES	CITY HALL	56.88
05/24/2021	3460(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOMS	54.27
05/24/2021	3461(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	129.27
05/24/2021	3464(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT/RESERVE DEPUTIES	27,109.72
05/24/2021	3465(A)	ALLEGAN COUNTY TREASURER	TAX CHARGEBACKS	17.10
05/24/2021	3466(A)	BLOOM SLUGGETT PC	LEGAL FEES	8,463.50
05/24/2021	3467(A)	DIANNA MC GREW	ASSESSING SERVICES	2,689.47
05/24/2021	3468(A)	EXTREME GRAFFIX INC	2020 SHERIFF VEHICLE	622.74
05/24/2021	3469(A)	FIRST ADVANTAGE INC	DRUG TESTING	47.43
05/24/2021	3470(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	12,055.66
05/24/2021	3471(A)	HOLLAND P.T.	TRUCK REPAIR	151.81
05/24/2021	3472(A)	LEIGH G LEWIS	HAZARD HOUSEWASTE REIMBURSEMENT	890.99
05/24/2021	3473(A)	MICHIGAN ELECTRO FREEZE INC	CONCESSION	594.72
05/24/2021	3474(A)	NET2PHONE INC	TELEPHONES	177.89
05/24/2021	3475(A)	PURITY CYLINDER GASES INC	CONCESSION	40.25
05/24/2021	3476(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	1,125.00
05/24/2021	3477(A)	SMART BUSINESS SOURCE LLC	OFFICE	8.03
05/24/2021	16699	DRUG LABORATORY DISPOSAL INC	HOUSEHOLD HAZARDOUS WASTE	23,255.16
05/24/2021	16700	IHLE AUTO PARTS	PARTS	375.78
05/24/2021	16701	JPD CONSTRUCTION INC	STREET CUT REFUND	1,500.00
05/24/2021	16703	SHANAHAN CATERING CO	TRAINING COUNCIL	529.80
05/24/2021	16704	STANDARD INSURANCE COMPANY	INSURANCE	346.86
05/24/2021	16705	WESTENBROEK MOWER INC	PARTS	77.01
05/24/2021	16706	WYOMING ASPHALT PAVING CO	HOT PATCH ASPHALT	273.90
05/24/2021	3454(E)	COMCAST	TELEPHONES & INTERNET	311.76
05/24/2021	3457(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,084.56
05/24/2021	3462(E)	PRIORITY HEALTH	HEALTH INSURANCE	7,013.42
05/24/2021	3463(E)	REPUBLIC SERVICES	TRASH	437.13
05/24/2021	16707	COUGAR SALES & RENTAL INC	SIDEWALK GRINDER	4,724.00
05/28/2021	DD4953(A)	ALVAREZ, JACQUELINE	PAYROLL	325.10
05/28/2021	DD4954(A)	BALLENTINE, RICHARD	PAYROLL	857.02
05/28/2021	DD4955(A)	BOSCH, LEXIE	PAYROLL	52.86
05/28/2021	DD4956(A)	BULTMAN, LINDA	PAYROLL	1,458.83
05/28/2021	DD4957(A)	CAPMAN, SELENA	PAYROLL	22.90
05/28/2021	DD4958(A)	DEROO, MADYSON	PAYROLL	545.25
05/28/2021	DD4959(A)	HARDY, CODY	PAYROLL	1,145.75



06/03/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 05/01/2021 - 05/31/2021				
Check Date	Check	Vendor Name	Description	Amount
05/28/2021	DD4960(A)	HEISE, RYAN	PAYROLL	3,017.02
05/28/2021	DD4961(A)	HERBERT, SCOTT	PAYROLL	1,616.10
05/28/2021	DD4962(A)	KAZDA, AIDEN	PAYROLL	187.80
05/28/2021	DD4963(A)	KERRIDGE, ADAM	PAYROLL	1,586.33
05/28/2021	DD4964(A)	OSMAN, CINDY	PAYROLL	1,406.53
05/28/2021	DD4965(A)	SMITH, SUSIE	PAYROLL	748.21
05/28/2021	DD4966(A)	STANISLAWSKI, PETER	PAYROLL	1,403.22
05/28/2021	DD4967(A)	THEODORE, PAUL	PAYROLL	45.82
05/28/2021	DD4968(A)	WENDT, MICHAEL	PAYROLL	1,265.19
05/28/2021	DD4969(A)	WILKINSON, ERIN	PAYROLL	2,585.05
05/28/2021	EFT1422(E)	457 MERS	PAYROLL	3,438.87
05/28/2021	EFT1423(E)	STATE OF MICHIGAN	PAYROLL	255.63
05/28/2021	EFT1424(E)	MERS HYBRID	PAYROLL	1,323.33
05/28/2021	EFT1425(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,155.32
05/28/2021	EFT1426(E)	MERS	PAYROLL	3,527.88
05/28/2021	EFT1427(E)	MI DEPT OF TREASURY	PAYROLL	1,846.49
Total of 100 Checks:				193,365.53
Less 0 Void Checks:				0.00
Total of 100 Disbursements:				193,365.53

Vendor Name	Description	Amount
1. ACCURATE STRIPING		
	STREET PAINTING	6,957.85
	LEFT TURN ARROWS BLUE STAR	250.00
	TOTAL	7,207.85
2. AMERICAN BOTTLING COMPANY		
	CONCESSION	630.00
3. AT&T MOBILITY		
	CELL PHONES	82.34
4. BILLS DOZER SERVICE INC		
	OVAL BEACH	2,800.00
5. BLOOM SLUGGETT PC		
	TAX TRIBUNAL	1,378.50
	LEGAL FEES	2,512.00
	TOTAL	3,890.50
6. BS&A SOFTWARE		
	BUSINESS LICENSE	425.00
7. CAPITAL ONE		
	GAZEBO REPAIRS	1,076.88
8. FIRST BANK CARD		
	OVAL	294.78
	OVAL, TRAINING & HARBOR	2,279.52
	SUPPLIES	116.94
	TOTAL	2,691.24
9. FRONTIER		
	OVAL	143.31
10. GIL- ROY'S HARDWARE		
	SUPPLIES	32.48
11. GORDON FOOD SERVICE		
	CONCESSION	1,643.94
12. GRAND RAPIDS POPCORN		
	CONCESSION	935.15
13. GREENMARK EQUIPMENT INC		
	OIL & FILTERS	149.36
14. LORRIE PASTOOR		
	CLEANING SERVICES	100.00
15. MARILYNN J SEMONICK		
	TRAINING	3,114.94
16. MERCHANTS BANCARD NETWORK		
	OVAL BANKING FEES	734.63
17. MERS		
	RETIREMENT	4,500.00
18. MICHIGAN GAS UTILITIES		
	DPW GARAGE	129.27
	CITY HALL	56.88
	BUTLER STREET TOILETS	54.70
	TOTAL	240.85
19. OVERISEL LUMBER COMPANY		
	SUPPLIES	471.20
	SUPPLIES	614.78
	TOTAL	1,085.98
20. PRO-TEMP INC		
	CONCESSION	303.87
21. PURITY CYLINDER GASES INC		
	CONCESSION	11.02
22. REPUBLIC SERVICES		

Vendor Name	Description	Amount
23. SAUGATUCK DRUG	TRASH	109.93
24. SAUGATUCK FIRE	SUPPLIES	11.67
25. SCHOLTEN PLUMBING INC	SHORT TERM RENTALS	3,125.00
26. SEPTIC TANK SYSTEMS CO INC	SEWER & WATER REFUND	3,500.00
27. SHELL	PORTABLE TOILETS	1,500.00
28. SHORELINE TECHNOLOGY SOLUTIONS	GASOLINE & DIESEL	1,385.05
29. SMART BUSINESS SOURCE LLC	COMPUTER SERVICES	969.50
	SUPPLIES	37.75
	SUPPLIES	123.54
	TOTAL	161.29
30. SPRING BROOK SUPPLY	IRRIGRATON SUPPLIES	225.50
	SUPPLIES	339.00
	TOTAL	564.50
31. STATE OF MICHIGAN	SALES TAX CONCESSION	78.37
32. SUPERIOR ASPHALT INC	PARK & CAMPBELL REPAIR	553.00
33. VALLEY CITY LINEN INC	SHOP TOWELS	56.70
34. WYOMING ASPHALT PAVING CO	ASPHALT	219.45
35. XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
TOTAL - ALL VENDORS		44,515.34
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		30,841.81
Fund 202 - MAJOR STREETS		5,097.71
Fund 203 - LOCAL STREETS		2,882.59
Fund 592 - WATER AND SEWER		3,500.00
Fund 661 - MOTOR POOL FUND		2,193.23

## City Managers Report – Highlights June 9, 2021

### City Clerk & City Intern begin on June 14

**Ms. Padley Gallagher** Saugatuck has an accepted offer for the City Clerk position; she will begin June 14th.

*A note from Padley- “After spending a good portion of my childhood in the City of Saugatuck, my family moved while I was in middle school and I later graduated from Spring Lake High School. After leaving Spring Lake I attended Grand Valley State University and graduated with a Bachelor's Degree in Hospitality Management - Recreational Tourism. I began working for the City of Grand Haven as the Deputy Clerk/Administrative Assistant and a year and a half later was hired as the Deputy Clerk for Cascade Township in Grand Rapids. I worked for Cascade through the 2020 Election Cycle and left in March. I played volleyball through school and have coached high school volleyball for seven years. I am currently the Head Varsity Volleyball Coach at Kenowa Hills High School. I currently live in Grand Rapids on the Grand River and enjoy kayak rides with my dog in the summer as well as beach volleyball!”*

**Ms. Katherine White** will begin interning for the City on June 14th. Ms. White is enrolled in her final year of a Masters program in Public Administration at Grand Valley State University. Ms. White is a native of Hamilton, MI and has family ties to Saugatuck; I'm excited about Ms. White's future contributions to the city.

### AWARDS & MEMBERSHIPS

- Dean's List at GVSU, Fall 2013- Winter 2018
- Graduated Magna Cum Laude from GVSU, April 2018
- Member of Gamma Theta Upsilon, Lambda Omega Local Chapter of the International Geographical Honor Society, March 2017 - Present
- Member of the Graduate Student Chapter for the International City/County Management Association at Grand Valley State University, November 2019 - Present

## **Fireworks Reminder**

### § 92.02 USE OF CONSUMER FIREWORKS PROHIBITED.

(A) Except as provided in this section, a person shall not ignite, discharge, or use consumer fireworks at any time.

(B) A person may ignite, discharge, or use consumer fireworks in the city on the following days after 11:00 a.m.:

- (1) December 31 until 1:00 a.m. on January 1;
- (2) The Saturday and Sunday immediately preceding Memorial Day until 11:45 p.m. on each of those days;
- (3) June 29 to July 4 until 11:45 p.m. on each of those days.
- (4) July 5, if that date is a Friday or Saturday, until 11:45 p.m.; and
- (5) The Saturday and Sunday immediately preceding Labor Day until 11:45 p.m. on each of those days.

(C) A person who violates this section shall be responsible for a municipal civil infraction and subject to a **civil fine of \$1,000**, with \$500 remitted to the city for enforcing this section pursuant to M.C.L.A. § 28.457(3).

(Ord. 130909-1, passed 9-9-2013; Am. Ord. 190325-1, passed 3-25-2019)

## **Assesor**

Ms. Diana McGrew will be resigning as the assessor at the end of June. Staff is reviewing recommended replacement options and will bring a candidate forward at the end of June.

## **Pop-up Patios**

Number of pop-up patios applied for stands at (18) eighteen.

## **Oval Beach**

Staffing Oval Beach remains challenging and currently we have skeletal crew.

### **DPW Seasonal Staff**

Staffing seasonal work remains challenging. Scott Herbert is doing well to maintain parks and infrastructure but is concerned about personnel for remainder of summer. Scott is exploring outside vendors to provide services and fill gaps.

### **Blue Star Trail Update**

Contract has been executed. Committee work is underway.

### **Floating Homes**

Moratorium ends August 23, 2021. Planning and Zoning to review ordinance recommendations.

### **Dune Ridge Updates**

No update- following guidance provided by Council at their special meeting held in April. ZBA meeting to be held on Thursday June 17<sup>th</sup>, 7:00 PM.

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

**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**

Successful meeting and report included in packet.

### **Radar Signs & temporary traffic light & pedestrian crossing**

Radar sign ordered for Blue Star Highway. Working with Allegan County Sheriff Dept. on deployment.

In conversations with MDOT Regional Operations staff regarding the temporary traffic light at Lake Street and Blue Star Highway. I will report on "next steps" once received. Fleis & Vandenbrink assisting with request.

Pedestrian crossing markers for crosswalks ordered.

### **Milfoil update**

Staff continues to receive interest from lakefront owners after we expanded the outreach. Necessary permitting has been received and first treatment is scheduled for June, 17<sup>th</sup>.

### **AT&T Cellular Facilities**

A partner company to AT&T is reviewing the structural integrity of the Mt. Baldhead Radar Tower to determine if it would be suitable for cellular facilities. Updates will be provided as their review continues.



Leadership Team Strategic Goal Setting Work Session  
May 20, 2021  
Report of Generated Ideas

### Overview of Planning Process

The Mayor, City Manager, City Council, and Senior Staff of the City of Saugatuck scheduled a work session to establish the annual process of proactively engaging in collaboratively planning and strategizing for the long-term and near future of the City.

### Work Session Objective: Review and Discuss:

- ◆ Key Result Areas for annual planning
- ◆ Prioritization of projects for upcoming year
- ◆ Current Council meeting dates and Staff preparation
- ◆ Fourth of July Fireworks
- ◆ Current boards & committees
- ◆ Next Steps

\*During introductions, praises and gratitude for the City Staff were expressed for maintaining exceptional services to citizens while facing several challenges in 2020, including the pandemic, limited staff, and the hiring and transition of a new City Manager.

### Stated Highest Priorities for Upcoming Year

#### Staffing / Administration

- Adequate support staff
- Work load & expectation
- DPW Staff
- Wages
- Adequate City Hall space – space to work effectively & efficiently

#### Structure

- City infrastructure
- City Hall renovations, interior & exterior
- Internal housekeeping – build a sustainable team
- “Get the train” back on track for citizens property owners & businesses
- Hire City Clerk
- Economic development, relationship with business owners
- Organize systems to accomplish our goals

Proactive management: Development of housing, business community, environmental management

- Create well-functioning management team

Bike trail connections

Bathrooms at Coghlin Park



## Attributes of an Effective Member of a High-Functioning Leadership Team

- Actively listen to all with respect, paying attention to what is being said
- Communicate effectively, fairly, and honestly – internally & externally
  - Have systems in place to communicate effectively with citizens
- Respect all points of view
- Brutal honesty
- Take one day at a time
- Collaborate, remaining flexible
- Be data-driven, make decisions via facts
- Compromise
- Project management

Ranking: Prioritization of a list of 70 items is attached, weighted as:

Priority #1: Essential

Priority #2: Desirable

Priority #3: Acceptable

Priority #4: Deferrable

### Projects in the final list of “Essential”

Voted highest priorities:

- Five year park plan, parks/trails master plan
- Oval Beach Staffing
- Oval Beach restroom, parking, storage

### Remaining list of “essential” #1 priorities:

- Baldhead Mountain
- City Hall Tech
- Lead & Copper Rules & Replace
- Oval Beach Storage Building (however, included above)
- Oval Beach Law Enforcement
- Harbor Natural Endowment
- Chain Ferry

(“Essentials” Projects are underway):

- Campbell Road
- Blue Star Bike Path
- Pop up patios
- Dune Ridge Fence
- Wicks Park gazebo repair
- Houseboat/floating homes moratorium

### Timing of Council meetings and Staff’s ability to prepare effectively

City Council members agreed to meet for work sessions on Wednesday in lieu of Thursday. Further discussion regarding the effectiveness of the change from Thursday to Wednesday will take place after a few Wednesday meetings.

## 2021 Fourth of July Fireworks

Conversation about the potential of fireworks this year included benefits and concerns. Some of the considerations: Pandemic realities, no near cities on the western shoreline will be doing fireworks therefore creating the possibility of an over-abundance of people and the challenges with large numbers, need for fire and law enforcement staff, possible need for rapid travel to emergency location(s) with crowded streets, easy entrance and exit to city, and cost.

Request to have fire and law enforcement present at the next City Council meeting to support the decision of conducting fireworks this year.

## Review of Current Boards and Committees

- Are our current boards & committees relevant and active today?
- Are there missing boards or committees that need to be established?

Recommendations:

We need a park committee

Consider a tri-community public safety board in lieu of a fire board (consider ambulance to be included in the future, as population is aging). Ensure a council member is on the board.

Current, active working non-motorized trail committee.

All Council members need to sit on boards rather than a few members sitting on several.

Clarify:

What is our selection process?

How do we identify tasks?

How to secure, engage, and retain volunteers?

## Next Steps

Marilynn Semonick will create and send report of generated ideas to City Manager, Ryan Heise within two weeks of the session. City Manager Heise will send the report and prioritizations to Council members and Staff.

City Council will engage fire and law enforcement at the next City Council meeting to make decision about Fourth of July fireworks.

Further review of boards and committees, with deeper dive, will be discussed at a future Council work session.

Before next annual planning, contemplate the notion of creating a "tagline" to be included with the City logo that represents the essence of the City, for example:

Saugatuck . . . The Crown Jewel of West Michigan

Saugatuck . . . Gateway to a little bit of heaven

Saugatuck . . . A magnificent place to work, live, and play

Create a "Blueprint for Success" – 5 to 7 Key Results Areas that identify natural categories within which goals must be achieved annually. Examples of Key Results Areas of other Michigan municipalities:

Citizen Experience and Quality of Life  
Exceptional Municipal Services  
Downtown Development  
Infrastructure  
Growth & Sustainability  
Financial Vitality

Consider the inclusion of a Citizen survey and a possible Citizen input session for the next annual planning process. Your process may look something like this:

- Step One – The Leadership Team reviews progress-to-date of goals and projects within Key Results Areas identified in the previous year.
- Step Two – Conduct citizen survey for input regarding upcoming year priorities within the identified Key Results Areas
- Step Three – After reviewing the results of the citizen survey, The Mayor and Members of the City Council with assistance of the Manager and Senior Staff facilitate breakout groups of citizens and stakeholders, gathering citizen input focused on their Key Goal areas with the shared Vision(s) for the Community.
- Step Four – The Leadership of the City outlines the key objectives and next-year tasks within the Key Goal Areas to move the community toward the selected Vision.

I sincerely commend your dedication to your community. It has been a complete pleasure to assist you in your commitment to serve productively through planning and prioritizing.



**FROM:** Ryan Heise, City Manager

**MEETING DATE:** 6.9.21

**SUBJECT:** Harbor Duck Application

**DESCRIPTION:**

Brent Birkholz is applying a permit for the operation of Harbor Duck Adventures.

Please see the attachments included in the packet: Permit Tour Cover Letter, Business Development Description, Commercial Tour Application, Commercial Tour Ordinance.

Brent has made the following request of Council:

*To enable our “reboot” as a history making local business we are kindly requesting consideration of support from the City of Saugatuck in the following manner:*

- Acknowledgement of the unable to be utilized paid-for permit for 2020 via an in-kind action of waiving the permit cost for 2021, and extended to the next 3 year permit cycle*
- Thus adding to the permit cycle from 3 years to 4 years*

**COMMITTEE/COMMISSION REVIEW:**

NA

**BUDGET ACTION REQUIRED:**

None

**LEGAL REVIEW:**

None

**POSSIBLE MOTION:**

Approve Commercial Tour Vehicle Application for Harbor Duck Adventures contingent upon having insurance list the City as additionally Insured.

May 21, 2021

Mr. Ryan Heise, Saugatuck City Manager  
City of Saugatuck, And the Honorable Members of Council  
102 Butler Street  
P.O. Box 86  
Saugatuck MI, 49453  
269 857-2603  
269-857-4406

Dear Ryan,

**A brief description of our local Michigan business:**

Harbor Duck Adventures, Co. looks forward to celebrating its 21st year as a Michigan Marine Transportation and Tour Company. We continue to specialize in land/river/harbor taxiing and transportation of our valuable visiting public between the Cities of Douglas and Saugatuck.

In the year 2001, Harbor Duck Adventures, Co. made Michigan history by becoming the first operational Amphibious DUKW tour vessel company in the state.

For the past 19 years our company has directly employed approximately 12 people a season (this being over 216 jobs created) and has supported many more contractors and vendors in the West Michigan area and beyond. We're very proud of our many employees and the fun they have interacting with kids- young and old alike.

Our primary vessel, the R. Knoll, is inspected yearly by the United States Coast Guard and the Michigan Department of Transportation, and continues to be safe, fun, and affordable for families and visitors to the area during the spring and summer seasons here in West Michigan.

During these past nineteen years and many times per day, we continue to support our fellow business owners by giving our passengers direct information and exposure to storefronts, businesses and non-profit organizations in both Saugatuck and Douglas, currently, at no charge.

The community's major non-profits in the area (such as the Old School House Restoration Project, The Saugatuck Center for the Arts, Mason Street Theater, the Old Pump House Museum, Douglas Thursday Night Socials, Douglas Dutchers Baseball Club, Douglas October Fest, "Save the Barrel!," and the community effort to preserve and rebuild the historic Holiday Star on top of Mt. Baldhead's Cold War RADAR tower and the Harbor Authority to name just a few) continue to benefit from our large passenger base exposure, and direct monetary funding, and we're very proud supporter of their efforts.

For many years the Harbor Duck,<sup>®</sup> Captains and Tour Guides have provided children from the Saugatuck/Douglas public school system on field trips to learn about the history of the area as well as to learn some fun applied real-world math and physics!

Our staff, Captains, Tour Guides and partners all thank you for your time and we look forward to another 21 years of business (and beyond) in the Saugatuck and Douglas Harbor community!

Sincerely,

Brent K. Birkholz,  
CEO, Harbor Duck Adventures, Co.

May 21, 2021

Mr. Ryan Heise, Saugatuck City Manager  
City of Saugatuck, And the Honorable Members of Council  
102 Butler Street  
P.O. Box 86  
Saugatuck MI, 49453  
269 857-2603  
269-857-4406

Dear Ryan,

After a year that was challenging for all, it has been really heartening to see the council's active engagement and solutions enacted, in partnership with local businesses, to work together to overcome the adversity of the Covid 19 pandemic.

We are delighted to inform you that Harbor Duck Adventures, a locally owned Michigan Marine Transportation and Tour Company, is looking forward to launching its 21st season of operations this summer, here in the City of Saugatuck. To this subject, please find attached our completed application for the City of Saugatuck Tour Company Permit along with the required description of our business and operations.

In 2020 while we did have an active and paid-for permit, Harbor Duck Adventures, Co., was unable to operate due to the unfortunate flooding at the Union Street boat ramp which resulted in the City's decision to close the ramp in an attempt to control flooding of the area.

To enable our "reboot" as a history making local business we are kindly requesting consideration of support from the City of Saugatuck in the following manner:

- Acknowledgement of the unable to be utilized paid-for permit for 2020 via an in-kind action of waiving the permit cost for 2021, and extended to the next 3 year permit cycle
- Thus adding to the permit cycle from 3 years to 4 years

The above considerations would allow Harbor Duck Adventures, Co., a truly unique company, solid footing to continue its tradition of offering a unique, quality, and safe family experience on land and on the waters of our cities.

Thank you for your attention. Harbor Ducks looks forward to a great new season in service of our community and continuing to be a part of the fabric that makes this area one of a kind.

Sincerely,

Brent K. Birkholz,  
CEO, Harbor Duck Adventures, Co.

From: Harbor Ducks - Management <management@harborducks.com>

Sent: Friday, June 11, 2021 12:19 PM

To: Ryan Heise <Ryan@saugatuckcity.com>

Cc: [management@harborducks.com](mailto:management@harborducks.com)

Subject: FOLLOW UP SUMMARY Commercial Tour Permit Application 2021 Season Harbor Duck Adventures, Co.

Good Morning Sir,

And, yes, we're looking forward to beginning our "reboot" into our 21st season!

To follow up and restate our Commercial Tour Vehicle Permit application and to answer some questions arising at Wednesday's Council Workshop Meeting:

- The past year(s) have been a beyond epic challenge for all of the City's small businesses and we are very happy to see the outreach to the area's owners by the City Council to help get us all into post pandemic recovery!
- Thus we would like in-kind consideration of a renewed Commercial Tour Vehicle Permit at no charge for the next regular three year Permit cycle.
- And, due the very unfortunate high-water impacting the Spear Street Launch Ramp resulting in its closure, and the resulting forced closure of our business for an entire season at great economic harm, we would like that year credited to the permit cycle for a total of four (4) years.

Once the permit is in place we will have access to the full spectrum of Commercial Underwriters, and as in the past 20 years, they are able to quote for adding the City (per the Commercial Tour Vehicle Ordinance) as additional insured.

Once the insurance is issued we then proceed with the Michigan Department of Transportation and Michigan Secretary of State licensing, which has the ultimate authority to grant our vehicle its license plate to operate on State and Local streets. This is required of ALL commercial tour and transport buses in the State of Michigan by law and the Michigan Department of Transportation.

Operational Basics have not changed in 20 years:

Our route of travel is to and through Douglas, then in the water in Douglas, out of the water in Saugatuck for safety and best traffic flow, travel through Saugatuck, ..." ... Rinse and repeat!.." Once an hour depending traffic/construction/weather/seasonality.

We utilize the ramp(s) for literally only seconds, and only one way during normal route operations, the fee structures were long ago implemented by Council and City Manager to be 50% for one-way use. This provided the City solid revenues (seasonally) each year.

Thank you for the follow up and we look forward to getting underway and continuing to generate jobs, tax base, and economic activity as a locally independent West Michigan Corporation.

Brent K. Birkholz

Harbor Duck Adventures, Co.





**Permit Fee**  
 \$200.00 1 yr.  
 \$600.00 3 yr.  
**Non-Transferable without  
 prior written approval of  
 the City**

## Commercial Tour Vehicle Permit Application<sup>1</sup>

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Proposed Location of Business in the City: \_\_\_\_\_

**DRIVER INFORMATION (Note: Please provide the following information for each driver.)**

Name of Driver: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

**VEHICLE INFORMATION (Note: Please provide the following information for each vehicle.)**

Year: \_\_\_\_\_ Model: \_\_\_\_\_ Make: \_\_\_\_\_

Vehicle Identification Number: \_\_\_\_\_ Unit No.: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_<sup>2</sup>

**ADDITIONAL REQUIRED INFORMATION**

- Copy of current driver's license for each commercial vehicle operator
- Current vehicle registration for each vehicle To follow upon seasonal insurance activation
- Proof of insurance consistent with City Code To follow upon seasonal insurance activation
- Copy of DBA (Doing Business As) A Michigan Corporation
- Applicant's previous experience in transportation of passengers (including any prior approvals, revocations, suspension and/or denials with dates, parties and locations)

*I declare under penalty of perjury that the statements made herein are true and correct to the best of my knowledge and belief.*

\_\_\_\_\_  
 Applicant/Owner/Manager

\_\_\_\_\_  
 Date

<sup>1</sup> If applicant is a corporation or other type of entity, please provide appropriate information as required by City Code  
<sup>2</sup> Not including driver.

CITY COUNCIL ACTION

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**NOTE: WHERE APPROVAL HAS BEEN GRANTED BY THE CITY COUNCIL, WITH OR WITHOUT OTHER CONDITIONS, THE APPLICANT REMAINS RESPONSIBLE TO COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS AND CONTINUING COMPLIANCE WITH ALL APPLICABLE LAWS AND REGULATIONS SHALL BE AND REMAIN AN EXPRESS CONDITION OF ANY PERMIT ISSUED PURSUANT TO THIS APPLICATION.**



**From:** Cindy Osman  
**Meeting Date:** June 14, 2021  
**Subject:** Special Event Permit - Venetian Festival (limited)

**Description:**

Due to COVID, Cow Hill Yacht Club decided to forgo Venetian Festival, but due to the restrictions lifting, they have requested accelerated approval for a Special Event Permit to host a limited Venetian Festival. Staff is working to get approval from DPW, Fire, and Police.

If approved, they propose having their typical Friday night party, but they will eliminate the large tent for the band and instead place a covered stage by the water to project up the hill. Event goers will be allowed to place chairs or blankets to listen to the band. They are coordinating with the Fire Department to ensure they do not have more than half the capacity for the park, for social distancing. They will have two small tents for volunteers selling tickets and the bar, but will adhere to all COVID restrictions and best practices. They have asked for permission to have the band play until 12:00 am and they have coordinated the time of the band with the SCA, so as not to disturb their scheduled performance.

They will not be doing the fireworks or boat parade on Saturday, but will have a dingy poker run on that will not require any use of city resources.

They have asked to place a banner on the Saugatuck palate sign for 15 days leading up to the event and place up to 30 yard signs in the public right of way.

**Committee/Commission Review:** None

**Legal Review:** None

**Possible Motion:**

Motion to approve the Special Event Permit for the Venetian Fest, and pending approval from DPW, Fire, and Police, authorize city staff to handle execution and details administratively.



June 6, 2021

Attention: City of Saugatuck and City Council Members

From: Sherry Tedaldi  
Cow Hill Yacht Club, Venetian Festival Committee

Subject: Venetian Festival Event Application

Cow Hill Yacht Club (CHYC) does hereby apply to continue the tradition of Venetian Festival (VF) in the City of Saugatuck. We are proposing a "mini" VF we have named, "Venetian Lite" to be held from July 30, 2021 to August 1st, 2021. We propose the following schedule for VF weekend:

1. Friday, July 30<sup>th</sup>- Party in Coghlin Park with a band, dancing, beer tent, limited bar and food truck.
2. Saturday, July 31<sup>th</sup> Dinghy Poker Run in Kalamazoo River starting at noon
3. Sunday, August 1<sup>st</sup> Presentation of Marina Participation Award

CHYC has worked closely with the SCA on timing for this event. The SCA is hosting a play outside that evening. They have graciously agreed to begin their play at 7:00 PM and we have agreed to start our band at 8:30 PM so neither of our sound systems will be battling the other. Since our band usually starts at 7:15, we are asking the council to allow a one-time exception to the 11:00 PM noise ordinance. We respectfully request our band be allowed to play until midnight that evening so our guests may enjoy the band's full show.

CHYC has a great track record hosting Venetian Festival. We ask the city, sheriff and fire department review our security measures and safety records. CHYC will double our request for deputies from two to four, continue to engage the American Legion for onsite security and adhere to requests from the Fire Department. Our goal is to maintain our safe track record while raising funds to help our local neighbors who are in need.

CHYC will plan and manage these events with support from our organization, other organizations, local businesses and local residents.

To offer an abundance of caution due to COVID-19, we will forgo the large tents normally used at the event. This will allow our guests to social distance if they choose. A stage has been reserved which will be set up at the foot of the hill in the park, near the gazebo. We have reserved four hand washing stations with four spigots each which will sit within the porta jon area.

CHYC will adhere to the rules of The City of Saugatuck, the guidelines from the Fire Department, The Department of Public Works and the State of Michigan.

CHYC will be transparent with any and all funds raised for and during these events. We will continue our banking with Chemical Bank as previously established and provide statements for VF for the City's review if requested.

CHYC may raise funds from community sponsors to assist in covering costs associated with VF so we may use more of our funds to help locals in need.

CHYC will install fencing provided by the City around Coghlin Park and take it down again on or about Sunday, August 1st. Tents and the stage will go up on Friday, July 30<sup>th</sup> and will be taken down no later than Monday, August 2nd.

CHYC (with approval and assistance from the City) will install banners and signs prior to the event and take them down after the event.

CHYC asks the City of Saugatuck to provide sufficient trash receptacles, traffic cones, fencing, etc as in past years. After VF, we will gather these items for pick up by the City at the corner of the park as in past years.

CHYC is a non-profit, registered 501C3 established years ago to help those less fortunate in our communities. We offer short term solutions to many unforeseen financial problems without all the red tape required by most other agencies and non-profits. Our hope is to provide an immediate bridge to those in need until they are able to conquer the problems that have besieged them.

CHYC respectfully asks your consideration to approve our application to keep Saugatuck Venetian Festival a Cow Hill Yacht Club event. We will use the funds raised during VF to continue our good works. We are thrilled to continue the tradition of a festival our community can be proud of, our businesses welcome and our visitors look forward to. We hope the City is pleased with how we've presented VF, now and in the past, our transparency and our contributions to those less fortunate in our communities.

Please visit our new website [www.cowhill.org](http://www.cowhill.org) for more information on the club and how our work benefits the community. Venetian Fest is our largest fundraiser of the year.

Thank you for your consideration,

Sherry Tedaldi  
Venetian Festival Committee



<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: Cow Hill Yacht Club

TELEPHONE: 616-836-5849

MAILING ADDRESS: PO Box 13 Saugatuck, MI 49453

CONTACT NAME: Sherry Tedaldi

TELEPHONE: 616-836-5849

E-MAIL ADDRESS: sherry0808@me.com

CELL PHONE: same

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Sherry Tedaldi

TELEPHONE: 616.836.5849

E-MAIL ADDRESS: sherry0808@me.com

CELL PHONE: 616.836.5849

### EVENT INFORMATION

NAME OF EVENT: Venetian Lite

DATE(S) OF EVENT: 7/30/2021-8/1//2021

PURPOSE OF EVENT: Fundraiser

RAIN DATE: None

Non-Profit

For-Profit

City Operated/Sponsored

Co-Sponsored

Marathon/Race

Festival/Fair

Video/Film Production

Other \_\_\_\_\_

EVENT LOCATION: Coghlin Park  
7/31/2021 11:00AM -3:00PM

EVENT HOURS: 7/30/2021 6PM- 12:00AM 7/31/2021,

ESTIMATED NUMBER OF ATTENDEES: 7/30/2021 -2500

ESTIMATED NUMBER OF VOLUNTEERS: 7/30/2021 -50

ESTIMATE DATE / TIME FOR SET-UP: 7/30/2021 10:00  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 8/2/2021 11:00  A.M.  P.M. (Tents, porta Jons)

## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 7/30/2021 8:30 PM END: 7/31/2021 12:00AM

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No

Provide Copy of Health Department Food Service License **Copy to follow**

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No

Provide Copy of Liquor Liability Insurance (listing the City as additionally insured) **Copy to follow**

Provide Copy of Michigan Liquor Control License **Copy to follow**

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

Wrist bands, crowd spotters/security, ID Checks at door Insurance and License to be provided later

WILL FIREWORKS BE APART OF EVENT:  Yes  No

Provide Copy of Liability Insurance (listing the City as additionally insured) **Copy to follow**

Provide Copy of Fireworks Permit **Copy to follow**

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: 30 (Maximum size is 2' x 2'. Cannot be displayed no more than 1 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): Coghlin park, various sites

Description of signs: Surrounding event and directional 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 2

AWNINGS – QUANTITY \_\_\_\_\_

TABLES – QUANTITY 65

PORTABLE TOILETS – QUANTITY 24

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

If yes, where do you propose your vendors park? Griffith & Culver

Will the Interurban be utilized?  Yes  No

Time(s) All weekend

**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 15                       BARRICADES – QUANTITY 6
- TRAFFIC CONES – QUANTITY 35                               PARKING SIGNS – QUANTITY 20
- FENCING                       WATER                       ELECTRIC                       RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

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

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times: 4 Deputies Friday 7/24/2021 from 8 until midnight (if approved till midnight)

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

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

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

Street closure date/time: 7/29/2021 10:00  A.M.  P.M.

Street re-open date/time: 7/31/2021 3:00  A.M.  P.M.

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

Describe Sidewalk Use: East side of Griffith, half of street for entry, etc.

Sidewalk closure date/time: 7/30/2021 2:00  A.M.  P.M.

Sidewalk re-open date/time: 7/31/2021 3:00  A.M.  P.M.

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

Parking Lot Location: East side of Griffith, south side of Culver

Sidewalk closure date/time: 7/29/2021 10:00  A.M.  P.M.

Sidewalk re-open date/time: 7/31/2021 3:00  A.M.  P.M.



What parking arrangements are proposed to accommodate potential attendance:  
Current City parking and use of the Interurban for parking at the High School

### **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) to follow
- Fireworks Permit (if applicable) to follow
- Michigan Liquor Control Commission Special Event License (if applicable) to follow
- Health Department Food Service License (if applicable)

If document is missing, please explain: Permits, licenses and insurance to be provided when use is granted, prior to event.

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.

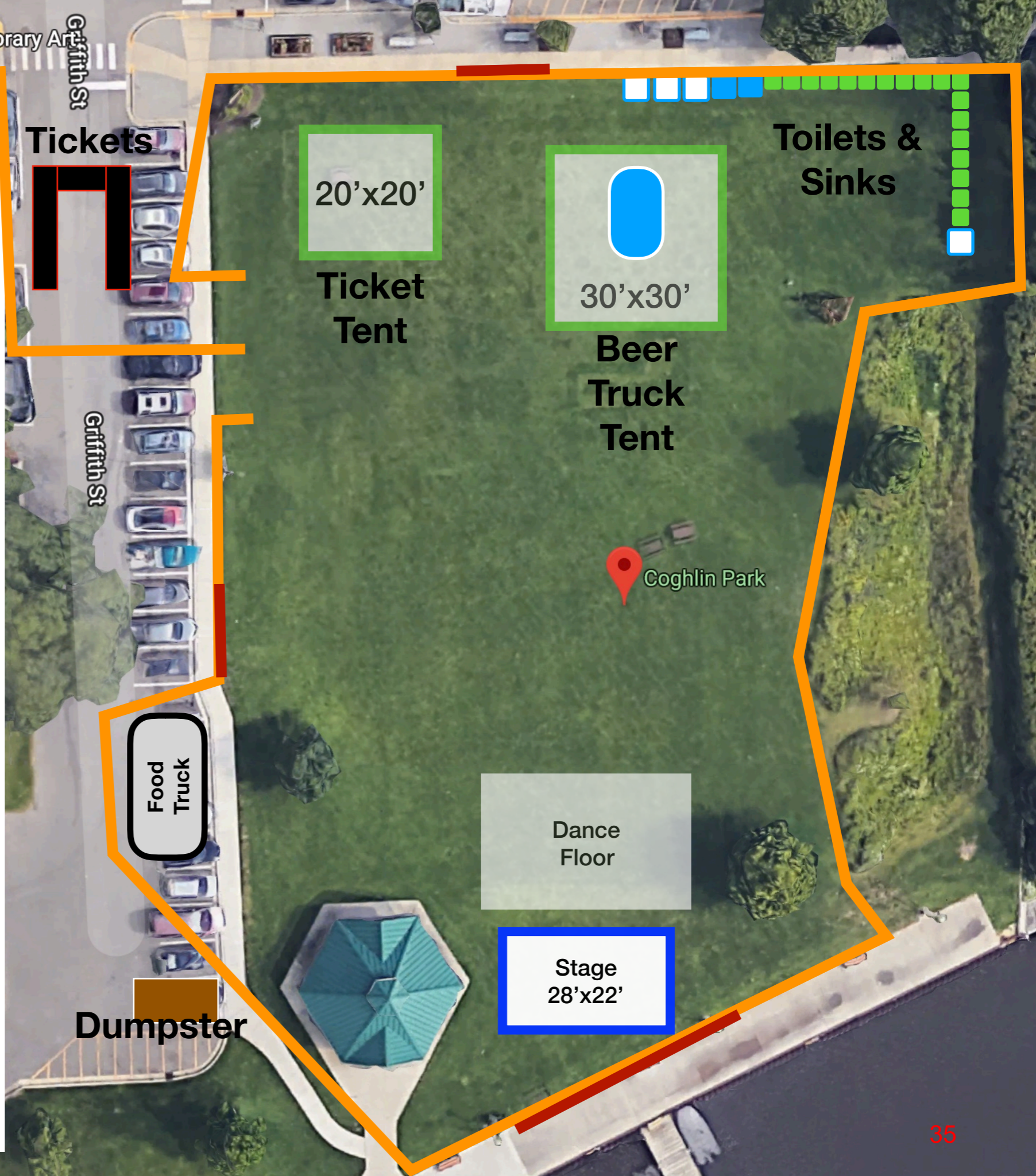
*Sherry Gedaldi*

Applicant Signature

*6/9/21*

Date

-  Entrance Tables
-  Portable Sink
-  Handicap Restroom
-  Portable Restroom
-  Beer Truck
-  Food Truck
-  Emergency Exit
-  Security Fence
-  Stage (28'x22')
-  Beer Tent (30'x32')



CULVER STREET



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

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

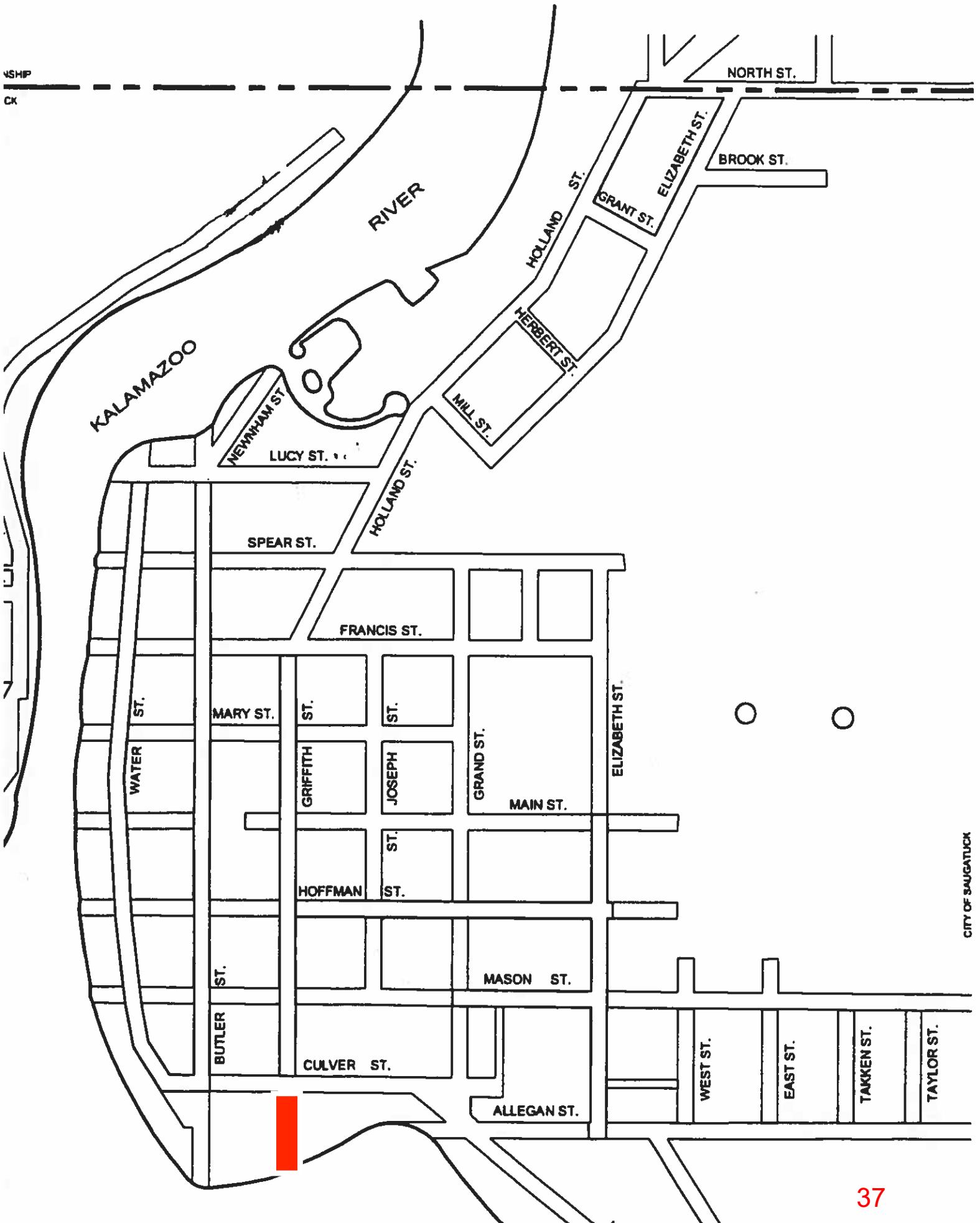
COUGHLIN PARK  
PARK USE PERMIT APPLICATION

2011

3187

# Downtown Street / Sidewalk Closure(s)

ASHP  
CK



CITY OF SAUGATUCK



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway  
Saugatuck, MI 49453  
Phone: 269 857-3000  
E-mail: office@saugatuckfire.org

## REQUIREMENTS FOR TENT STRUCTURES

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Note this is a partial check list of requirements based on the International Fire Code 2015 edition (IFC). If you have further requirements consult with Saugatuck Twp. Fire District.

Check off when complete:

\_\_\_\_\_ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)

\_\_\_\_\_ Fire apparatus access roads shall be provided. (3103.8.1 / 503)

\_\_\_\_\_ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)

\_\_\_\_\_ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)

\_\_\_\_\_ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)

\_\_\_\_\_ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)

\_\_\_\_\_ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)

\_\_\_\_\_ Combustible materials shall not be located within any tent structure. (3104.5)

\_\_\_\_\_ Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



\_\_\_\_\_ Portable fire extinguishers shall be provided at the exits. A minimum rating size of 2A10BC. (3104.12 /906)

\_\_\_\_\_ The occupant load shall be stated. (3104.14 / Chapter 10)

\_\_\_\_\_ Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. (3103.12.3)

\_\_\_\_\_ Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point. (3103.12.5)

\_\_\_\_\_ A minimum number of means of egress and means of egress widths are as follows: (3102.12.5.1)

Occupant Load	Min. # of Means of Egress	Min. Width of Egress
10-199	2	72"
200-499	3	72"

\_\_\_\_\_ Exits shall be clearly marked if the occupant load is 50 or more. (3103.12.6)

\_\_\_\_\_ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated. (3103.12.6.1)

\_\_\_\_\_ Means of egress shall be illuminated. (3103.12.7)

\_\_\_\_\_ Required width of exits, aisles and passageways shall be maintained at all times. (3103.12.8)

\_\_\_\_\_ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants. (3104.20.2)

\_\_\_\_\_ "No Smoking" signs shall be posted in conspicuous locations. (3104.6)

\_\_\_\_\_ Provide STFD with a copy of the "Miss Dig" ticket number and documentation for location and marking of underground utilities where tent will be erected. (102.9)

\_\_\_\_\_ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: \_\_\_\_\_

Signature of Fire Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 8/2016-CM



## Right of Way Sign Application

### APPLICANTS INFORMATION

APPLICATION NUMBER \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_ Address / PO Box \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Type: Number of Yard Signs \_\_\_\_\_ Number of Banners \_\_\_\_\_  
 Dates to be displayed \_\_\_\_\_  
 Further Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 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?





**FROM:** Ryan Heise, City Manager

**MEETING DATE:** 6.14.21

**SUBJECT:** City Parking Lot Fee

**DESCRIPTION:**

Saugatuck Public Schools has partnered with the City of Saugatuck and The Bank on Mason Street for over 30 years. Over the years this has become the primary, if not the only funding source for Athletics and various Clubs. The funds service all grades K-12 for items that would not be paid for in the general fund budget as well as Scholarships.

The rate to park has always been \$5.00 for a car for all day.

Our proposal is to raise the cost per car to \$10.00 for all day at both lots.

The City receives 50% of fees collected.

**COMMITTEE/COMMISSION REVIEW:**

NA

**BUDGET ACTION REQUIRED:**

None

**LEGAL REVIEW:**

None

**POSSIBLE MOTION:**

Move to increase City parking fees from \$5.00 to \$10.00.

**FROM:** Cindy Osman, Interim City Clerk

**MEETING DATE:** June 14, 2021

**SUBJECT:** Various City Boards & Commission Reappointments

**DESCRIPTION**

Per the City Charter Section 6.11 and 6.12 and City Ordinance Section 152.06 reappointments shall be made by the Mayor subject to the confirmation/approval of the City Council. The Mayor's reappointments are as follows:

**Zoning Board of Appeals Alternate with said term expiring July 1, 2023**

Jim Hundriser (2023)

**Planning Commission with said term expiring July 1, 2023**

Russ Gardner (2023)

**Board of Review with said term expiring January 1, 2023**

John Mayer (2023)

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the Mayor's reappointments as presented.

Interurban correspondence from Phyllis Yff, Executive Director

Hi Ryan

Glad I got to see you yesterday.

Interurban Update

Free parking shuttle will run on Saturdays and Sundays beginning June 26 through Labor Day weekend. Also on Wednesday nights for Music in the Park. Signage will go up soon advertising the parking at the High School. Signage at the High School displays the free Saturday and Sunday 15 minute loop service and also our Demand Response service/Park & Call for \$1 or \$.50.

We are anticipating delivery within the next month of 2 ten passenger Ford Transit Vans that run on propane (pictures attached). This will give us 8 vehicles total, 6 fifteen passenger buses and the two vans. These vehicles were funded through the Federal Community Mitigation Air Quality (CMAQ) program. These funds are available in specific counties in Michigan including Allegan County. Other qualifying uses would be left turn lanes, sidewalks and bike paths (things that can reduce carbon emissions). These funds are distributed through our Rural Task Force - Rich Labombard is the cities/villages representative and our next meeting will be towards the end of the year. Through CARES Act funding, we will also be pursuing converting some of our existing vehicles to propane and replacing our 16 year old 2-way radio system.

I've also attached an update for Electric Vehicle Charging that I thought may interest you.

I'll work on a proposal for Mon-Fri free parking shuttle and get it to you soon.

Our Interurban drivers would be very much in favor of a temporary stop light at Lake Street and Blue Star highway (or permanent). When I drove from Douglas to Saugatuck today, the two cars coming toward me were traveling about 50MPH.

Phyllis Yff

Executive Director

Interurban Transit Authority

(269) 857-1301



## INTERURBAN SIGNAGE

### BANNER


Qty: 1  
96 x 36

Interurban Transit Authority

**Need a Place to Park?  
Let Us Help.**

**Park & Ride the Shuttle  
into Saugatuck.**

Parking at:  
Saugatuck High School  
401 Elizabeth Street



### BANNER


Qty: 1  
96 x 36

Interurban Transit Authority

**Need a Place to Park?  
Let Us Help.**

**Park & Ride the Shuttle  
into Saugatuck.**

Parking at:  
Saugatuck High School  
401 Elizabeth Street



### BUS STOP SIGN

Qty: 5  
30 x 28

Interurban Transit Authority

## Shuttle Bus Stop

Parking at: Saugatuck High School, 401 Elizabeth Street

<b>Year-Round On-Demand Service</b> Call 269.857.1418	<b>Seasonal Continuous Loop Service</b> Runs in 15-minute intervals
<b>Monday—Friday</b> 7am—7pm	<b>Late June—Labor Day</b> Saturday—Sunday 11am—5pm
<b>Saturday—Sunday</b> 9am—7pm	<b>Free</b>
<b>Friday—Saturday</b> Until 11pm July—August	<b>Stop Locations:</b> High School Parking Lot Chain Ferry Landing Information Booth
<b>\$1.00</b> for Adults and Children 12+ <b>\$.50</b> for Senior Citizens 62+, Children under 12, or Persons with Disabilities	

Jon,

Rick Weaver forwarded your message regarding a temporary signal to me, and my apologies for taking a while to follow up with you. I have reached out to our signals unit, our Construction Engineer, and other Traffic and Safety staff to see if a temporary signal would be appropriate, or even possible with the timeframe we have to work with. What we determined is that with the upcoming traffic shift happening shortly after the 4th of July, there would not be adequate time to design/install a signal before traffic would be returned to a more "normal" pattern.

In the interim, are there opportunities to possibly divert some of the traffic from Lake St. to other intersections, or possibly allow right turns only at this location for the next few weeks? This is a consideration, and would be able to be handled with a few signs.

Please contact me with any questions regarding this project.

Matt

---

Matthew W. Block, P.E.

Operations Manager

Michigan Dept Of Transportation,

Muskegon TSC

2225 Olthoff Dr.

Muskegon MI 49444

Cell: 616-262-1921

Fax: 231-777-3621