



CITY COUNCIL MEETING AGENDA

April 25, 2022 – 7:00 pm

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.*

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Consent Agenda:** *(Roll Call)*
 - A. Regular City Council Meeting Minutes – April 11, 2022
 - B. Accounts Payable in the amount of \$113,736.00
5. **Staff Reports:**
 - A. City Manager
 - B. Treasurer
 - C. Planning and Zoning
 - D. Department of Public Works
 - E. Fire – No Report
 - F. Police – No Report
 - G. Engineer
6. **Agenda Changes** (Additions/Deletions)
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** (Limit 3 minutes)
9. **Introduction of Ordinances**
10. **Public Hearings**
11. **Unfinished Business**
12. **New Business:**
 - A. Special Event – Venetian Festival *(Voice Vote)*
 - B. Special Event – Waterfront Invitational Fine Art & Craft Fair *(Voice Vote)*
 - C. Special Event – Community Pride Car Parade *(Voice Vote)*

NOTICE:
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

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 JWolters@saugatuckcity.com for further information.

- E. Allegan County Sheriff's Office Law Enforcement Services Agreement (*Roll Call*)
- F. Resolution 220425-A: Pride Crosswalk Painting (*Roll Call*)
- G. Resolution 220425-B: Schedule of Fees Amendment (*Roll Call*)
- H. Revocable License for Temporary Sidewalk Restaurant Seating – Pumpernickels (*Voice Vote*)

13. Public Comments (Limit 3 minutes)

14. Correspondence

15. Boards, Commissions & Committees Reports

16. Council Comments

17. Mayor's Comments

18. Adjourn (*Roll Call*)



**CITY COUNCIL MEETING MINUTES - PROPOSED
SAUGATUCK, MICHIGAN, April 11, 2022**

The City Council met for Regular Council Meeting at 7:00 p.m. at City Hall, 102 Butler St., Saugatuck, MI 49453.

1. Call to Order:

The meeting was called to order by Mayor Lewis at 7:00 p.m.

2. Pledge of Allegiance

3. Attendance:

Present: Mayor Lewis, Mayor Pro-Tem Dean, Council members Bekken, Gardner, Leo, and Stanton

Absent: Council member Trester

Others Present: City Manager Heise & Zoning Administrator Osman

4. Approval of Minutes:

A. Regular City Council Meeting Minutes – March 28, 2022

B. Accounts Payable in the amount of \$21,823.84

Motion by Gardner, second by Leo, to approve the Consent Agenda as presented. Upon roll call vote, motion carried 6-0.

5. Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Saugatuck Township Fire District, Allegan County Sheriff's Office, and Engineer submitted status reports of current activities since the last Council meeting on March 28, 2022 for their respective departments.

Lt. Brett Ensfield was in attendance and offered an introduction to Deputy Connor LaJoice. Council welcomed Deputy LaJoice.

6. Agenda Change: None

7. Guest Speakers:

A. Dark Sky Presenters – Chris Clark presented to Council about light pollution and Dark Sky Week.

8. Public Comment on Agenda Items Only: None

9. **Introduction of Ordinances:** None

10. **Public Hearings:** None

11. **Unfinished Business:** None

12. **New Business:**

A. Allegan County Sheriff's Office Law Enforcement Services Agreement:

City Manager Heise provided a brief update to the law enforcement service agreement with the Allegan County Sheriff's Office. He noted that this is a first review of the agreement and that the agreement would be on the next Council meeting for action. As part of the agreement, Allegan County Sheriff's Office would like to purchase and own the law enforcement vehicles.

Motion by Gardner, second by Dean, to allow staff to negotiate continued agreement with Allegan County for police services and bring back finalized contract for Council approval at the second meeting of the month, April 25, 2022. Upon roll call vote, motion carried 6-0.

B. Aquatic Doctors Lake Management, Inc. Contract for Invasive Species Treatment:

Council member Stanton inquired about what program option the City would choose in the contract. City Manager Heise suggested to choose the one (1) year program option. Council member Bekken voiced concern about what the price would total out to be. City Manager Heise echoed those concerns and noted that the pricing would come back to Council.

Motion by Leo, second by Stanton, to approve unit pricing from Aquatic Doctors as presented and direct staff to manage the treatment process. Upon roll call vote, motion carried 6-0.

C. Butler Street Road Improvements:

Jon Moxey, Fleis & VandenBrink engineer, presented the change order for the Butler Street sanitary sewer project. The change order includes additional paving at the Main-Butler intersection and the Francis-Butler intersection.

Motion by Gardner, second by Leo, to approve a change order for \$40,000.00 to repair Butler Street and the intersection of Butler and Francis. Upon roll call vote, motion carried 6-0.

D. Fleis & VandenBrink Project Cost Increase for Campbell Road:

Moxey noted that the contractor for the Campbell Road project, Southwest Transport Company, is small company and this has caused delays in the progression of the project. This has impacted the engineering timeline, resulting in an increase in engineering costs.

Motion by Stanton, second by Dean, to approve change order for engineering services in the amount of \$17,400.00 for the Campbell Road project. Upon roll call vote, the motion carried 6-0.

E. Resolution 220411-A – Social District Resolution:

Council member Gardner noted concerns about safety with regards to enabling the Social District during the summer season.

Motion by Leo, second by Stanton, to approve Resolution No. 220411-A for the redesignation of the Downtown Saugatuck Social District and Commons Area pursuant to the Downtown Saugatuck Social District Plan. Upon roll call vote, the motion carried 5-1. Yays - Bekken, Dean, Leo, Lewis, and Stanton. No - Gardner.

13. Public Comment: None

14. Correspondence:

- A. Tree City 2021 Award (accepted as information)
- B. Saugatuck-Douglas Art Club Award Request (accepted as information)
- C. Bardelmeier Website Communication for Council (accepted as information)

15. Boards, Commissions & Committee Reports:

- A. Blue Star Non-Motorized Trail – C2AE Progress Report (accepted as information)

Council member Stanton updated Council on the Historic District Commission meeting on April 7, 2022.

16. Council Comments:

Mayor Pro-Tem Dean noted that the updates to the City-owned docks were looking nice and gave a compliment to the Department of Public Works for their work.

17. Mayor’s Comments:

Mayor Lewis provided an update on the 2022 Household Hazardous Waste Day and stated that the sin-up was sent out to last year’s participants. She anticipates another positive Household Hazardous Waste Day.

18. Adjournment:

Motion was made by Bekken, second by Leo, to adjourn at 8:14 p.m.

Respectfully Submitted,

Kate White
Project Coordinator & Deputy Clerk

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	88.89
2. BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	1,042.00
3. BUIST ELECTRIC INC	COUNCIL CHAMBERS	14,085.00
4. CARELTON EQUIPMENT	SKID STEER REPAIRS	728.31
5. COMCAST	TELEPHONES & INTERNET	153.40
6. COMMERCIAL RECORD	PUBLISHING	182.00
7. DK CONSTRUCTION INC	TRANSIT SLIPS PILING DRIVE DOWN	1,750.00
8. DO IT CORPORATION	OVAL BEACH PASSES	829.40
9. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,584.84
10. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	4,999.00
	LEGAL FEES PLANNING	130.00
	LEGAL FEES EMPLOYMENT	12,644.00
	LEGAL FEES	104.00
	LEGAL FEES LAWSUIT	18,514.66
	LEGAL FEES ZBA APPEAL	4,819.00
	TOTAL	41,210.66
11. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	2,692.60
	CAMPBELL ROAD	9,540.00
	ENGINEERING FEES BRIDGE ST	1,277.00
	TOTAL	13,509.60
12. GATEHOUSE MEDIA MICHIGAN HOLDINGS I	BOR & BLUE STAR TRAIL	796.20
13. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	1,976.98
14. JOHN DEERE FINANCIAL	SAFETY TOOLS	390.19
15. JONKER'S GARDEN	WICKS PARK SHRUBS	1,102.19
16. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	974.17
17. MACATAWA BANK	ROAD BOND PAYMENT	20,355.25
18. MERCHANTS BANCARD NETWORK	BANK FEES	141.94
19. MICHIGAN CAT	PARTS	128.11
20. NET2PHONE INC	TELEPHONES	175.67
21. REPUBLIC SERVICES	TRASH	579.81
22. SAUGATUCK DOUGLAS ART CLUB	MAYOR AWARD	200.00
23. SAUGATUCK FIRE	RENTAL INSPECTIONS	1,250.00
	PROPERTY TAXES	9,238.75
	TOTAL	10,488.75
24. SISTERS IN INK		

Vendor Name	Description	Amount
	UNIFORMS	274.32
25. STANDARD INSURANCE COMPANY	INSURANCE	423.14
26. SUPERIOR ASPHALT INC	ASPHALT COLD PATCH	210.00
27. WYOMING ASPHALT PAVING CO	HOT PATCH ASPHALT	355.18
TOTAL - ALL VENDORS		113,736.00
FUND TOTALS:		
Fund 101 - GENERAL FUND		69,369.13
Fund 202 - MAJOR STREETS		9,895.97
Fund 203 - LOCAL STREETS		269.08
Fund 301 - DEBT SERVICE		20,355.25
Fund 661 - MOTOR POOL FUND		2,617.27
Fund 701 - CURRENT TAX FUND		11,215.73
Fund 715 - ROSE GARDEN		13.57



City Managers Report –Highlights April 25, 2022

New! Fish Stocking In Saugatuck

Saugatuck has a deep history with the fisheries long before the City had a name.

On April 20th, 105,000 fingerling Chinook Salmon (King Salmon) made their journey from the Wolf Lake Hatchery in Mattawan, MI to Saugatuck, MI.

These little fish ranging from 3 to 4 inches have clipped fins and some are tagged to allow fishermen and fisherwomen to report them to the DNR once caught as they make their triumphant return to the Kalamazoo River.

They are placed in a netted cage in the river for two weeks before their final release. This allows for imprinting to the scents of the river, and amazingly after the fish spend several years in the Great Lakes, they retain the ability to recall how to return to the Kalamazoo to spawn.

This stocking effort is led by the Michigan Department of Natural Resources in partnership with the Sports Fishing Association along with Best Chance Charters.

The joint effort of these entities supports the Great Lakes economy and provides a unique opportunity for education through a program named- Salmon in the Classroom.

Links:

<https://www.michigan.gov/dnr/education/educators/sic>

<https://www.bestchancetoo.com/>

New! Public Art and Generous Offer For Maintenance

A very nice meeting was conducted with local artist, a Ms. Maryjo Lemanski, regarding public art in Saugatuck. She was pleased to inform me that there is an anonymous donor who has committed to funding the restoration and maintenance of existing public art in the City. We had a good discussion on furthering the public art scene in Saugatuck, and we agree there is a lot of administrative work to be completed before we begin to further the mission of the Art Coast in the City.

Landscape Improvements Downtown Continue

Please see the attached information related to the Mize Rose Garden, which has been transmitted through the City's communication channels. The City Square improvements are underway as well and compliments have been received regarding the cleanliness of the space.

Pavement Management Plan

An updated pavement management plan will be presented to Council at the late May meeting. The pavement management plan takes into consideration: engineers' professional analysis of roadway conditions, local knowledge, the amount of traffic on local roads and budget allocation.

City Hall Office Space

Staff has prepared an RFP for architectural services for interior renovations and will request that selected Architect work with Herman Miller's design team. Staff will present plans as they begin to develop. Staff will be putting together an advisory team to assist with reviewing the project.

Exterior repairs are also needed.

Kalamazoo Lake Sewer and Water (KLSWA) Agreement

Discussions underway with KLSWA.

KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. Legal counsel has been engaged and provided initial comments. The last meeting was conducted on the 15th of April. Local municipal managers will continue to meet and discuss.

Oval Beach Staffing and operations

Jaime Wolters has been assisting with recruitment and staff interviews, all is going well for staffing to date. The goal is to maintain a staffing number between 20-24. We are at 14 currently, which is a solid number for this time of year. Many thanks to employee Danny Martin (a highly praised member of the Saugatuck team), who has stayed in contact with the previous seasons employees throughout the year; we are in a good position.

Blue Star Trail Update

Transportation Alternatives Program (TAP) grant has been submitted, along with state trust fund grant application. We are looking forward to good news soon on the TAP grant.

Road resurfacing (and utility) projects

Campbell Road –Water service replacement is underway. Jon Moxey of Fleis & VandenBrink has been reaching out to property owners or their designated local representatives to continue coordinating water service work. Many lessons learned with this project, considering the numerous water and road repairs moving forward.

Butler/Hoffman Street sanitary project- Contractors encountered a few issues with sewer valve alignment causing a few days delay.

Dune Ridge Waterfront Update

Litigation continues... the Dune Ridge request to dismiss the ZBA case was denied.

Please be advised that Dune Ridge has communicated they will begin dredging activities as permitted by EGLE (date unknown). City legal counsel was informed and had discussions with Dune Ridge Council to ensure that work was within the authorities granted through EGLE.

Bridge Street Utilities - Some owners have requested sewer as well

Staff working with legal counsel to grant an exemption for the new homes being constructed on Bridge Street along the Kalamazoo River, west of Blue Star HWY; for water service. City ordinances require a connection to the water system. Staff is reviewing extending water services in cooperation with engineering and in partnership with the Kalamazoo Lake Water and Sewer Authority (KLWSA). Special assessment methodologies will be reviewed and presented to Council. Meeting being scheduled with property owners to review process. Bid documents are being created. Supply chain issues for water infrastructure are predicted.

Mize Memorial Rose Garden Landscape Improvement Project

Landscape Design Services, Inc. has been working on improvements in the Mize Memorial Rose Garden for the past few weeks. This has caused concerns among citizens regarding the extent of the work. Below are answers to some frequently asked questions:

Why did the City decide to upgrade the Rose Garden?

The garden is older than 20 years and is in desperate need of significant landscape improvements. Many mature plants in the garden had become overgrown, smothering each other to get access to water, light, and nutrients. Overgrowth has impeded healthy plant and rose growth in the garden. Additionally, the irrigation system needed updates as plants were not getting access to water required for healthy growth and development. The mature tree canopy had also created more shade, affecting the roses' access to sunlight. This has led to numerous complaints from citizens regarding the conditions of the garden. The purpose of this project is to ensure that the garden remains a beautiful space for all to enjoy.

When did City Council approve the landscape improvement project?

City Council reviewed and approved the landscape improvement proposal from Landscape Design Services, Inc. at their regular meeting on November 8th, 2021. The total project budget is \$41,300. You can view the agenda and packet from the November 8th meeting by clicking [here](#).

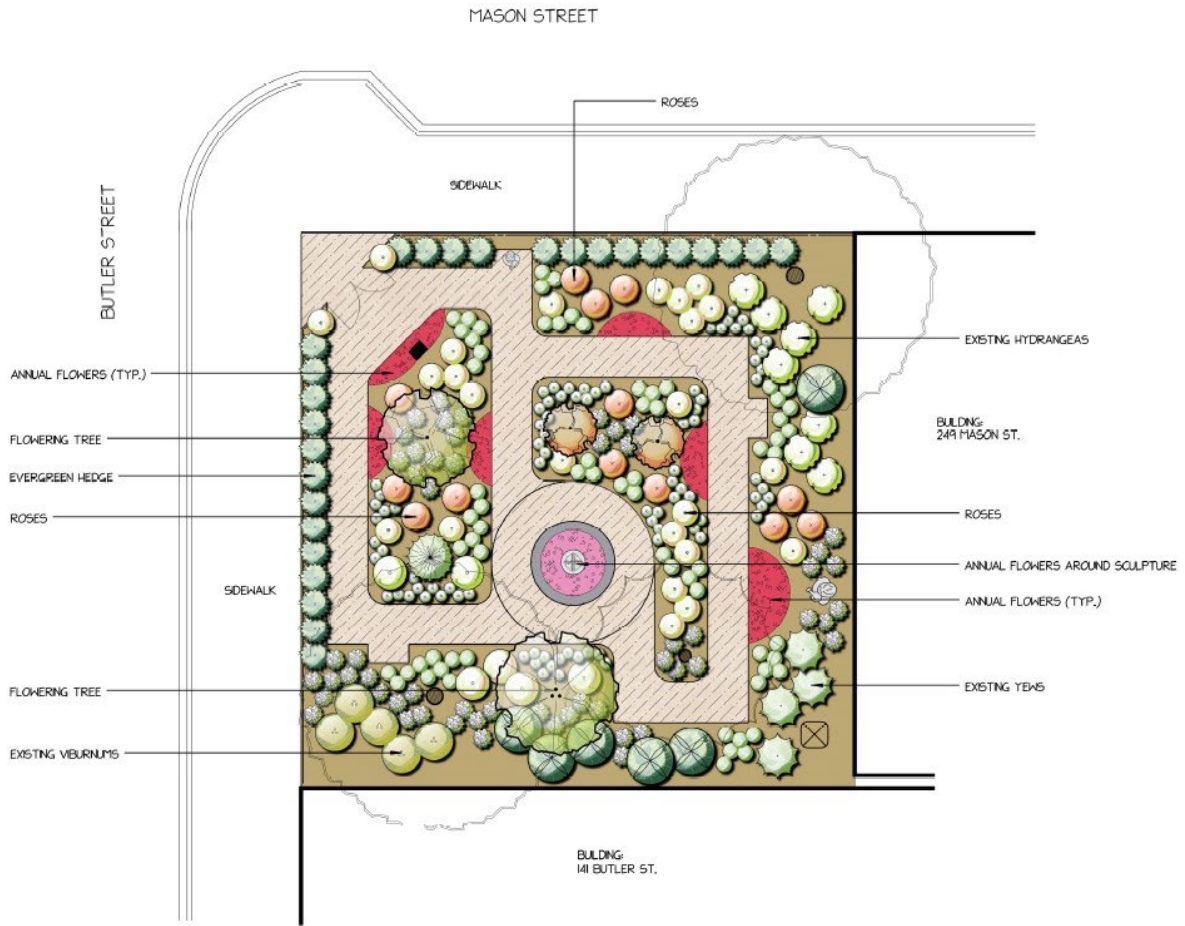
What is involved in the project?

Work will involve...

- (1) removing unwanted pine trees;
- (2) removing old shrubs, unwanted plant materials, and failing irrigation;
- (3) digging out mulch beds and removing ground covers in plant beds;
- (4) removing overgrown ground cover around the center sculpture and installing planting mix for annual flowers;
- (5) preserving and replanting existing, healthy plants;
- (6) resetting brick pavers to remove trip hazards;
- (7) pressure washing brick pavers;
- (8) installing new irrigation throughout plant beds;
- (9) installing new roses, shrubs, perennials, soil, mulch, and ground covers.

What will the end result look like?

Below is the landscape design sketch for the Mize Memorial Rose Garden.



When will the project be completed?

The project is anticipated to be completed by Memorial Day Weekend.

More questions? Contact Kate White at KWhite@saugatuckcity.com or 269.857.2603.

Thank you for your patience while we complete this project!



Treasurer Report

Below is a summary of the notable activities carried out by the Treasurer's Office since the last Council meeting on 4/11/2022:

- Paid routine bills
- Completed and disseminated bi-weekly payroll



Planning & Zoning Report

Below is a summary of the notable activities carried out by the Zoning Administrator's Office since the last Council meeting on 4/11/2022:

1. Planning Commission:

April 21, 2022

121 Mary Street (449 Water Street) – modification of conditions for the Cottage at Wicks Park Bar and Grill – amendment to conditions. The Planning Commission and the landowner could not come to a mutual agreement on the occupancy numbers.

2. Historic District Commission:

No meeting

Received four applications for May meeting

3. Zoning Board of Appeals:

April 14, 2022

336 Hoffman Street – 8 ft fence – denied

569 Hoffman Street – side yard setback – approved

135 Van Dalson Street – various setbacks, front yard side yard – approved.

4. Other:

Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 04/11/2022:

- Filled potholes (and continue to do so)
- Excavated the mulch bed around the Wick's Park gazebo, then added fresh mulch and new boxwood shrubs
- Turned the water on at Oval Beach facilities (restrooms are still closed to the public)
- Began removing sand off of the Oval Beach parking lot
- Brush and leaf collection
- Prepared for and attended the quarterly Tree Board Meeting
- Attended the Workshop Meeting
- Repaired a washout on the "Reservoir Road"
- Ordered trees
- Interviewed potential Oval Beach employees
- Responded to resident requests (potholes, tree conditions, painting, etc.)
- Met with Jon Moxey from F&V about road work and conditions
- Provided contractor oversight
- Mulched Wicks, Coghlin, Peterson, and the palette sign

City of Saugatuck
Status Report of Engineering Activities
April 21, 2022

General Consultation

- Water Street Sidewalk: Sidewalk design is complete. We worked through details with the fire department related to the fire dock connection. **Once discussions have been had with affected property owners, we are ready to get quotes and move toward construction any time.**
- High School Improvements: The water main permit application has been submitted. The school's design engineer is working with EGLE to address comments.
- Water Street Water Services: We reviewed options for the water services at 403-449 Water Street (4 properties on a shared service that appears to run under several of the buildings) and prepared a summary memo recommending that these be included in the City's overall water system asset management planning. **A draft proposal has been prepared for discussion.**
- The Butler Improvements: Work on the structure is ongoing. The road has been prepped for paving and asphalt work will be completed soon.

Campbell Road Improvements

- Three of the four water main tie-ins are complete. The fourth will be made after all of the services have been switched over to the new main.
- Water service replacement work is underway. We are coordinating with the last few property owners to determine which need to be replaced all the way to the homes.
- Roadway improvements are scheduled for May, 2022. The Substantial Completion date in the contract is May 26, before the Memorial Day weekend.

Butler Street Sanitary Sewer Improvements

- Asphalt milling and base course paving was completed on April 20. During milling work, several structures were identified as needing repair prior to top course paving.
- Structure repairs are scheduled to be completed on April 21 and top course paving on April 22.
- The DPW will be restriping after paving work is complete.

Bridge Street Water Main Extension

- The project is out for bids and permits.
- We are working on an addendum to extend the project to the City Limits to serve another upcoming development at the south end of the road.
- Construction is anticipated in fall 2022, depending on availability of materials.

Maple Street Improvements

- We are completing a study to evaluate options identified in our design proposal (and others) for addressing drainage concerns at Mason Street ("Part 1") for council consideration.



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: April 25, 2022
SUBJECT: Special Event-Venetian Festival

DESCRIPTION:

Cow Hill Yacht Club is proposing Venetian Festival to be held from July 29, 2022, thru July 31, 2022. See attached application and break down of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Name: Venetian Festival
Date: July 29, 5pm-11pm. Party in Coghlin Park with band, dancing, beer tent, limited bar, and food truck.
July 30, 12pm. Dinghy Poker Run and Boat Parade at dusk followed by Fireworks.
July 31, Time to be determined. Presentation of prizes for Boat Parade and voting for 2023 Theme.
Attendees: 7/29- 2500 and 7/30-200
Volunteers: 7/29, 50 volunteers and 7/30, 10 volunteers
Vendor Parking: Griffith & Culver
Attendee Parking: City Parking and Interurban for High School Parking
Street Closure: 7/28 at 10am - 8/1 at 3pm
Sidewalk Closure: 7/28 at 10am - 8/1 at 3pm - East of Griffith, ½ street for entry, etc.
Parking Lot Closure: 7/28 at 10am – 8/1 at 3pm – East side of Griffith, south side of Culver

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Venetian Festival to take place from July 29th thru July 31st 2022, organized by the Cow Hill Yacht Club.



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: Cow Hill Yacht Club

TELEPHONE: 734.709.3736

MAILING ADDRESS: PO Box 13 Saugatuck, MI 49453

CONTACT NAME: Bonnie Broadwater

TELEPHONE: 734.709.3736

E-MAIL ADDRESS: bbroadwater@gmail.com

CELL PHONE: same

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Jeffrey Slayer

TELEPHONE: 616.836.5444 ²⁸⁸⁸

MAIL ADDRESS: jeffslayer@yahoo.com

CELL PHONE: Same

EVENT INFORMATION

NAME OF EVENT: Venetian Festival

DATE(S) OF EVENT: 7/29/2022-7/31/2022

PURPOSE OF EVENT: Fundraiser

RAIN DATE: None

- | | | | |
|--|---|--|---------------------------------------|
| <input checked="" type="checkbox"/> Non-Profit | <input type="checkbox"/> For-Profit | <input type="checkbox"/> City Operated/Sponsored | <input type="checkbox"/> Co-Sponsored |
| <input type="checkbox"/> Marathon/Race | <input checked="" type="checkbox"/> Festival/Fair | <input type="checkbox"/> Video/Film Production | <input type="checkbox"/> Other _____ |

EVENT LOCATION: Coghlin Park

EVENT HOURS: 7/29/2022 5PM- 11PM, 7/30/2022 12:00

ESTIMATED NUMBER OF ATTENDEES: 7/29/2022 -2500 7/30/2022 -200

ESTIMATED NUMBER OF VOLUNTEERS: 7/29/2022 50 7/30/2022-10

ESTIMATE DATE / TIME FOR SET-UP: 7/28/2022 10:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 8/1/2022 11:00 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 7/29/2022 7:00 PM END: 7/29/2022 11:00 PM

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, and TIPS trained bartenders

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: *Few days - week before*

- "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 29
- 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: 2 Deputies Friday 7/29/2022

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: 7/28/2022 10:00 A.M. P.M.

Street re-open date/time: 8/1/2022 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: 7/28/2022 10:00 A.M. P.M.

Sidewalk re-open date/time: 8/1/2022 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: 7/28/2022 10:00 A.M. P.M.

Sidewalk re-open date/time: 8/1/2022 1:00 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 Received*
- Fireworks Permit (if applicable) *to follow Received*
- 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.

B. Broadwater

Applicant Signature

3/4/2022

Date

March 4, 2022

Attention: City of Saugatuck and City Council Members

From: Bonnie Broadwater
Cow Hill Yacht Club

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 VF be held from July 29, 2022 thru July 31, 2022. We propose the following schedule for VF weekend:

1. Friday, July 29th- Party in Coghlin Park with the band Starfarm, dancing, beer tent, limited bar, and food truck.
2. Saturday, July 30th- Dinghy Poker Run in Kalamazoo River starting at noon, Boat Parade at dusk followed by fireworks over the Kalamazoo River.
3. Sunday, July 31th--Presentation of prizes for Boat Parade and voting for VF 2022 Theme.

CHYC will plan and manage these events with support from our organization, other organizations, local businesses and local residents. The theme for the 2022 Festival is Grecian Venetian.

CHYC will fund the Festival including fireworks for Saturday night and pay rent for the park at the rate of 5% of the net proceeds from the Friday Night Beer Tent to the City of Saugatuck. CHYC requests these funds be earmarked for The Sparkle Committee with hopes they may continue their work making our community bright during the holidays.

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 will 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, July 31th. Tents will go up on Thursday, July 28th and will be taken down no later than Monday, August 1st.

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

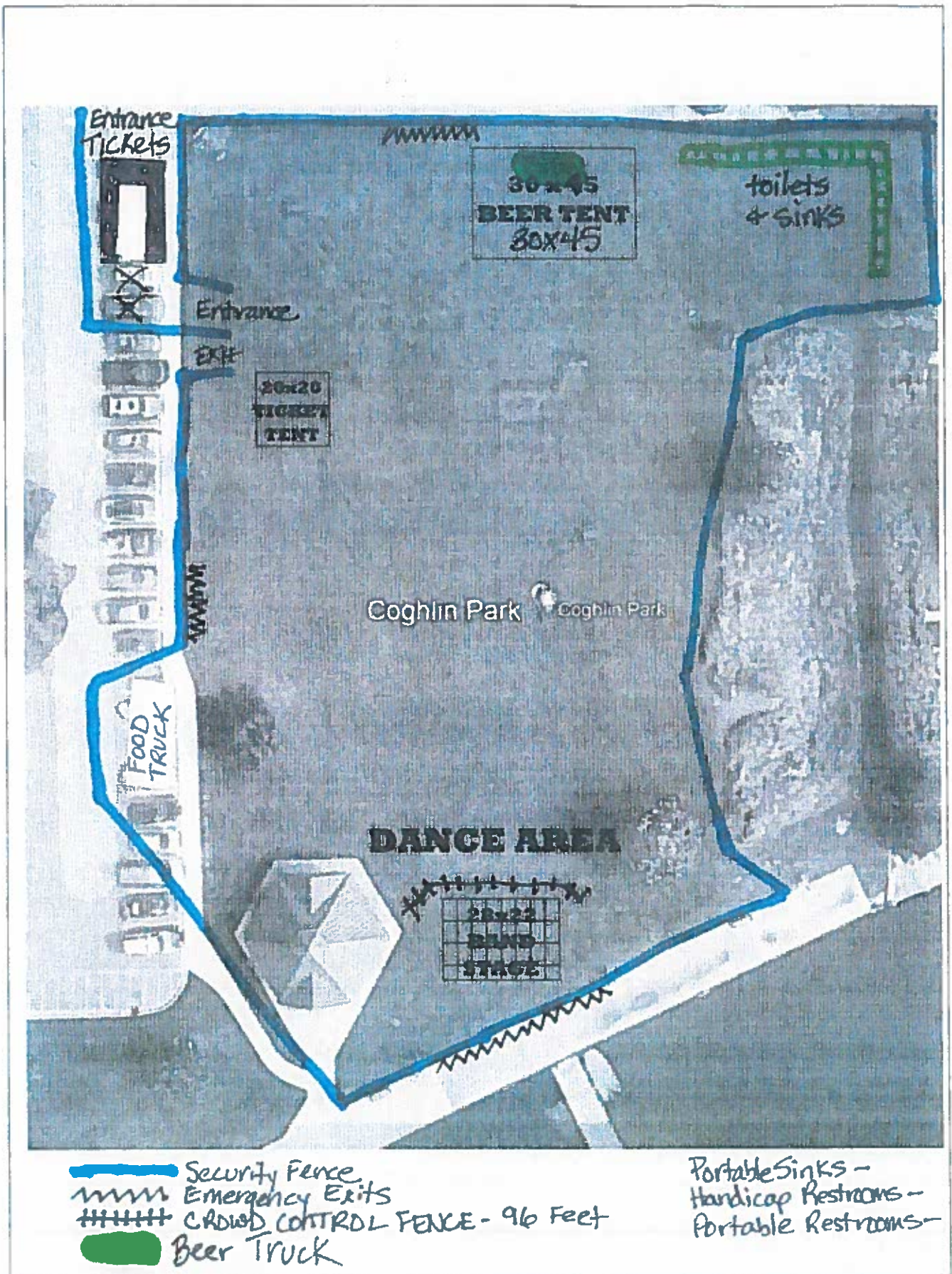
CHYC asks the City of Saugatuck to provide sufficient trash receptacles, traffic cones, fencing, etc as in past years. After VF, we will gather these items for pick up by the City at the corner of the park as in past years.

CHYC is a registered 501C3 in the State of Michigan and will distribute profits from VF to those in need locally as we have in the past. CHYC was 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. 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 continue to 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 and our visitors depend on. We hope the City is pleased with how we've presented VF, our transparency and our contributions to those less fortunate in our communities.

Thank you for your consideration,

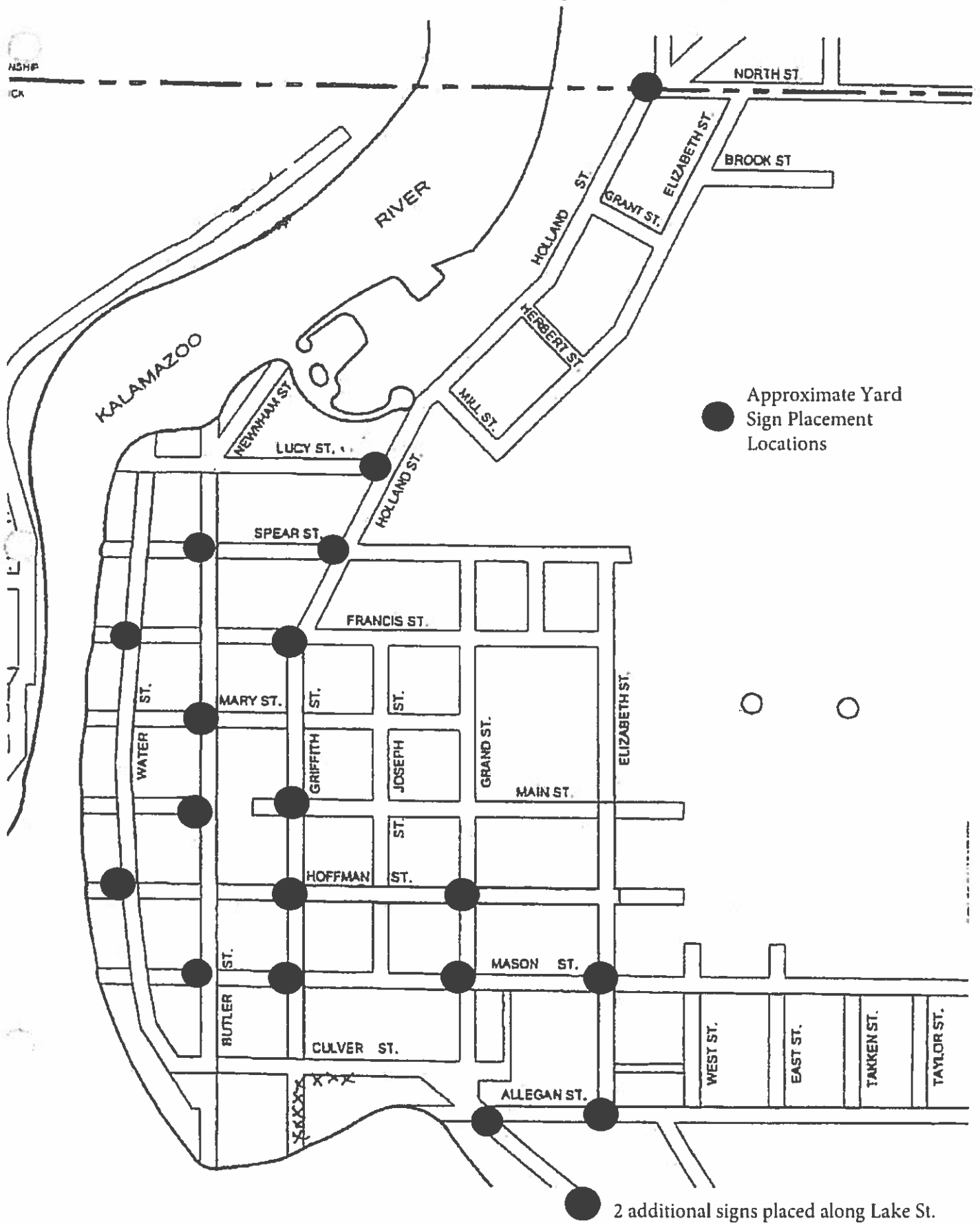
Bonnie Broadwater
Venetian Captain



- Security Fence
- ~~~~~ Emergency Exits
- - - - - CROWD CONTROL FENCE - 96 Feet
- Beer Truck
- ▭ Entrance Tables

Portable Sinks -
 Handicap Restrooms -
 Portable Restrooms -

Downtown Street / Sidewalk Closure(s)



● Approximate Yard Sign Placement Locations

● 2 additional signs placed along Lake St.

Jamie Wolters

From: Scott Herbert
Sent: Wednesday, March 23, 2022 8:05 AM
To: Jamie Wolters; Greg Janik; mbetts@saugatuckfire.org; Brett Ensfield
Subject: RE: Venetian Festival Application

Categories: Special Events

Hi,

Thank you, Jamie. Just a quick note that no water is available at Coghlin as requested. The other requests are fine. I am open to a Zoom or in-person meeting. Whichever the group decides.

Thanks again,

Scott Herbert
Public Works Supt.
City of Saugatuck
(269) 857-2558

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Tuesday, March 22, 2022 4:51 PM
To: Greg Janik <gjanik@saugatuckfire.org>; mbetts@saugatuckfire.org; Brett Ensfield <bensfield@allegancounty.org>; Scott Herbert <scott@saugatuckcity.com>
Subject: Venetian Festival Application

Hello,

Please review the attached special event application for the Venetian weekend schedule of events. Please see breakdown below. Organization also included 2-page typed document included in packet. I would like to get this on the April 6 & 11 Council Meetings if possible. I would like to set up a in-person or Zoom, which ever you all prefer.

Name: Venetian Festival
Organization: Cow Hill Yacht Club
Dates: 7/29- Party in the Park, 5pm-11pm. Music 7pm-11pm.
7/30-Dinghy Poker Run, Kalamazoo River at 12pm, Boat Parade at dusk, Fireworks at Dusk.
7/31-Presentation of prizes for Boat Parade and voting for VF 2023 Theme.
Location: Coghlin Park and Kalamazoo River
Estimated Attendees: 7/29, 2500 and 7/30, 200
Estimated Volunteers: 7/29, 50 and 7/30, 10
Date/Time Set Up: 7/28, 10am
Date/Time Clean Up: 8/1, 11am
Vendor Parking: Griffith & Culver
Fireworks or Alcohol: Yes
Yard Signs: Request of 30
Signage at Event: Yes
Portable Toilets: 24
Tables: 29
Tents: 2

Jamie Wolters

From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Tuesday, April 12, 2022 1:10 PM
To: Jamie Wolters
Subject: Re: Venetian Festival Application

Categories: Special Events

I am good

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Tuesday, April 12, 2022 12:08 PM
To: Greg Janik <gjanik@saugatuckfire.org>; Mike Betts <mbetts@saugatuckfire.org>; Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Subject: FW: Venetian Festival Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Following up on this reoccurring yearly event request, I have received the okay from DPW. I would like to send this to Council on the 20th & 25th for approval. Once approved, I will set up a planning meeting with all departments and organizer closer to the event. Please let me know if you have any questions, see recap below from original email.

Thanks!

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406



From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Tuesday, March 22, 2022 4:51 PM
To: Greg Janik <gjanik@saugatuckfire.org>; mbetts@saugatuckfire.org; Brett Ensfield <bensfield@allegancounty.org>; Scott Herbert <scott@saugatuckcity.com>
Subject: Venetian Festival Application

Hello,

Jamie Wolters

From: Jamie Wolters
Sent: Tuesday, April 19, 2022 9:17 AM
To: Jamie Wolters
Subject: FW: Venetian Festival Application - CONFIDENTIAL

From: Greg Janik <gjanik@saugatuckfire.org>
Sent: Monday, April 18, 2022 3:44 PM
To: Jamie Wolters <jwolters@saugatuckcity.com>; Mike Betts <mbetts@saugatuckfire.org>; Brett Ensfield <bensfield@allegancounty.org>; Scott Herbert <scott@saugatuckcity.com>
Subject: RE: Venetian Festival Application - CONFIDENTIAL

Hi Jamie:

We are happy to provide fire trucks for access control points again upon request.

In addition, STFD has staffed the event with emergency medical responders and fire personnel due the large volume of attendees.

Please let me know what the City would like STFD to do. Captain Betts and I are more than willing to meet to discuss how we can help the event. Please understand this not an approval, but informational.

Thank you,
Greg

Greg Janik
Fire Chief/Fire Marshal
3342 Blue Star Highway
Saugatuck, MI 49453

Phone: 269 857-3000
E-mail : gjanik@saugatuckfire.org





City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: April 25, 2022
SUBJECT: Special Event-Waterfront Invitational Fine Art & Craft Fair

DESCRIPTION:

The Saugatuck Douglas Art Club is proposing the Waterfront Invitational Fine Art & Craft Fair to be held on July 2, 2022, and July 30, 2022. See attached application and break down of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Name: Waterfront Invitational Fine Art & Craft Fair
Dates: 7/2 & 7/30
Location: Village Square Park
Booths: 60
Vendor Parking: Christian Reformed Church via Interurban
Fireworks or Alcohol: No
Road Closure: 7/2 and 7/30, 6:30am-9:30am and 5:00pm-7:00pm, (Butler Street from the playground to Santa Fe Trading store)
Note from applicant:

“Regarding the road closure: we don’t close the road we just have all traffic go north to south from the Maplewood Hotel to Hoffman Street so the vendors can pull-up and unload in the morning and load up in the evening and continue in the same direction out of the area.”

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Waterfront Invitational Fine Art & Craft Fair to take place on July 2nd and July 31^{rst}, organized by the Saugatuck Douglas Art Club.



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 & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Douglas Art Club TELEPHONE: 269 455 9192
 MAILING ADDRESS: P.O. Box 176, Saugatuck, MI 49453-0176
 CONTACT NAME: Bonnie Lowe TELEPHONE: 269 857 2677
 E-MAIL ADDRESS: Sdartclub@gmail.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

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

EVENT INFORMATION

NAME OF EVENT: Water front Invitational Fine Art fair + Craft DATE(S) OF EVENT: July 2, 2022

PURPOSE OF EVENT: Art fair fund raiser for art club RAIN DATE: none

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

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

ESTIMATED NUMBER OF ATTENDEES: 5000

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/2/22 7-10 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/2/22 5-7 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers *N/A*

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____ *N/A*

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No
 Provide Copy of Health Department Food Service License - *we don't have a food vendor yet, but probably will.*

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

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

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

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

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

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

BOOTHS - QUANTITY 60 TENTS - QUANTITY _____
 AWNINGS - QUANTITY _____ TABLES - QUANTITY _____
 PORTABLE TOILETS - QUANTITY _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

- TRASH RECEPTACLES – QUANTITY 4
- BARRICADES – QUANTITY 2
- TRAFFIC CONES – QUANTITY _____
- PARKING SIGNS – QUANTITY _____
- FENCING WATER ELECTRIC
- RESTROOM CLEANING
- OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: 7/2/22 Butler playground to Santa R A.M. P.M. 6:30 - 9:30am + 5-7pm

Street re-open date/time: 7/2/22 A.M. P.M. 9:30am - 5pm.

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

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

Parking Lot Location: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

What parking arrangements are proposed to accommodate potential attendance: _____

Vendor parking shuttle.

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: Food vendor will supply if we have one.

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.

Ann Jane
Applicant Signature

2/7/22
Date

Waterfront fair

July 2, 2022

3187_Village Sq Park\tonys 100611



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

FLEIS & VANDENBRINK ENGINEERING, INC.

1 barricade at Santa Fe Trading Post 6-9:30am + 5-7pm

CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK PARK USE PERMIT APPLICATION

2011

3187



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 & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Douglas ^{Art} Club TELEPHONE: 269 455 9192
 MAILING ADDRESS: P.O. Box 176, Saugatuck, MI 49453-0176
 CONTACT NAME: Bonnie ~~Aron~~ Lowe TELEPHONE: ~~616 827 7366~~ 269 857 2677
 E-MAIL ADDRESS: ~~aronlowe@hotmail.com~~ sdartclub@gmail.com CELL PHONE: ~~616 255 2043~~

CONTACT PERSON ON DAY OF EVENT

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

EVENT INFORMATION

NAME OF EVENT: Village Square Artist Craft fair DATE(S) OF EVENT: July 30, 2022
 PURPOSE OF EVENT: art fair fund raiser for art club RAIN DATE: none

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

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

ESTIMATED NUMBER OF ATTENDEES: 5000

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/30/22 7-10 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/30/22 5-7 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

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

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____ N/A

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No
 Provide Copy of Health Department Food Service License - we don't have a food vendor yet, but probably will.

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

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

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

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

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

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

BOOTHS - QUANTITY 60 TENTS - QUANTITY _____

AWNINGS - QUANTITY _____ TABLES - QUANTITY _____

PORTABLE TOILETS - QUANTITY _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES - QUANTITY 5 BARRICADES - QUANTITY 2

TRAFFIC CONES - QUANTITY _____ PARKING SIGNS - QUANTITY _____

FENCING WATER ELECTRIC RESTROOM CLEANING

OTHER No parking signs put up night of 7/29/22 for no parking that night and the next morning. Then at 10am we'll take them down.

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: 7/30/22 6-9:30 am + 5-7 pm A.M. P.M.

Street re-open date/time: 7/30/22 9:30 am - 5 pm A.M. P.M.

Butler street playground to Santa Fe.

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

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

Parking Lot Location: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

What parking arrangements are proposed to accommodate potential attendance: vendor parking

APPLICATION CHECK LIST

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

If document is missing, please explain: Food vendor will be supplying Health Dept. license.

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.

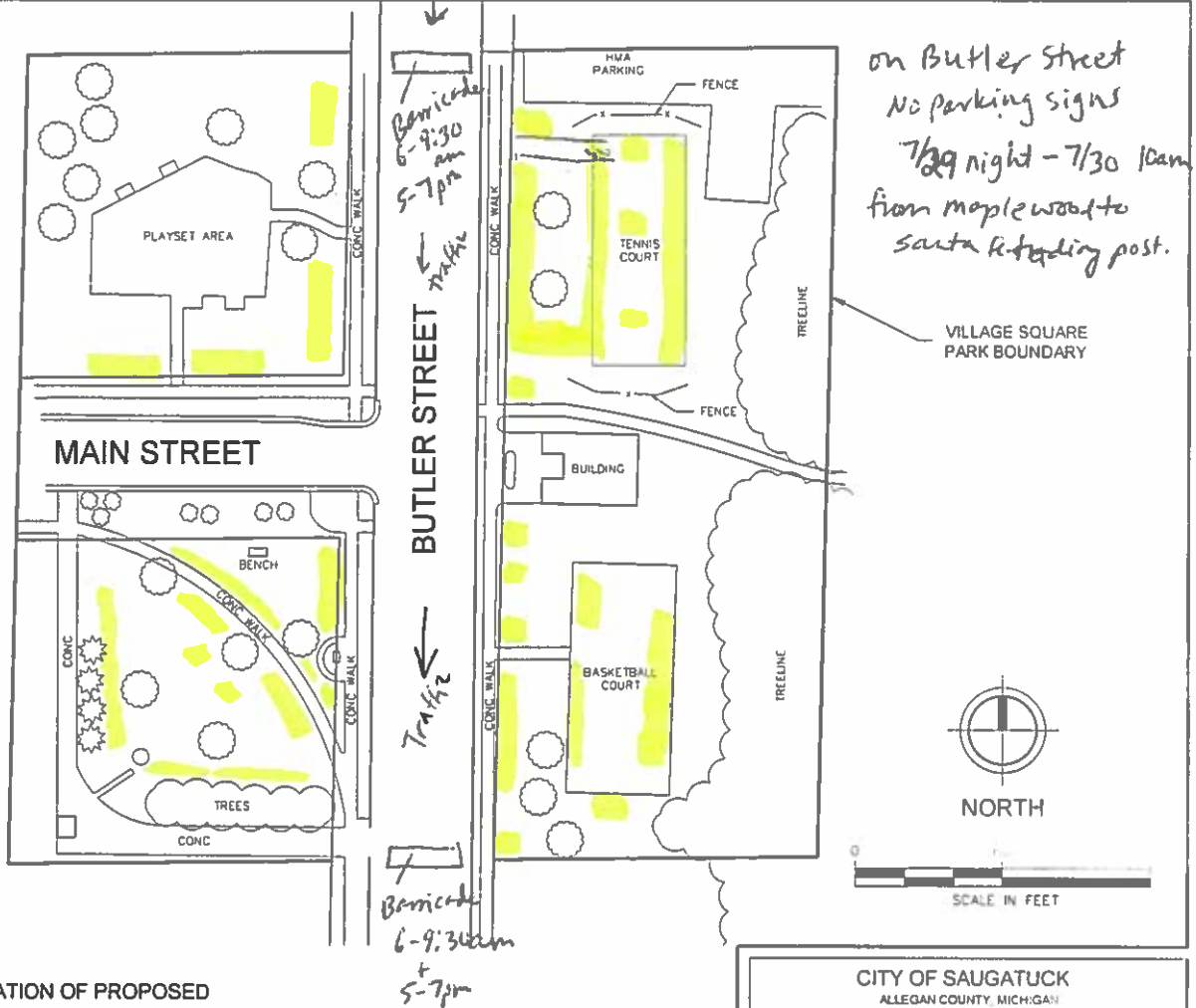
Ann Love
Applicant Signature

2/7/22
Date

Village Square

July 30, 2022

3187_Village Sq Park\tonys 100611



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK PARK USE PERMIT APPLICATION

2011

3187

Jamie Wolters

From: Scott Herbert
Sent: Wednesday, March 23, 2022 8:13 AM
To: Jamie Wolters; Brett Ensfield; Greg Janik
Subject: RE: Water front Invitational Fin Art & Craft Fair

Categories: Special Events

Hello,

This has DPW approval. I assume that we'll have a meeting at some point as we get closer to the event?

Thanks,

Scott Herbert
Public Works Supt.
City of Saugatuck
(269) 857-2558

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Tuesday, March 22, 2022 2:43 PM
To: Scott Herbert <scott@saugatuckcity.com>; Brett Ensfield <bensfield@allegancounty.org>; Greg Janik <gjanik@saugatuckfire.org>
Subject: Water front Invitational Fin Art & Craft Fair

Good afternoon,

Please see attached special event applications for two separate dates for the annual Waterfront Invitational Fine Art & Craft Fair. Below is a summary of the applications. I am looking to schedule this on the April 6th & 11th Council Meetings. I attempted to ask and filter as many questions with organizer prior to this email-see her notes below.
Please advise if you would like to move forward with approving or setting up a call with event organizers.

Name: Waterfront Invitational Fine Art & Craft Fair
Dates: 7/2 & 7/30
Location: Village Square Park
Booths: 60
Vendor Parking: Christian Reformed Church via Interurban
Fireworks or Alcohol: No
Banner under Palette Sign:
 Installation Dates: 6/26 or 6/27 and 7/24 or 7/25
 Removal Dates: 7/3 or 7/4 and 7/31 or 8/1

Trash Receptacles: 4

Restroom Cleaning: Yes

No Parking Signs: No Parking signs night of 7/29, applicant will remove at 10am next day.

Note from applicant:

 "Regarding the "No Parking" signs: We eliminated putting any booths in the street on Main Street. The first fair is, as I said, smaller and so we can work around a few overnight parked cars around the Village Square area. In the past there would sometimes be an overnight parked car (right by a "No parking" sign on Main Street right where

Jamie Wolters

From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Wednesday, March 23, 2022 9:05 AM
To: Jamie Wolters; Scott Herbert; Greg Janik; mbetts@saugatuckfire.org
Subject: Re: Water front Invitational Fin Art & Craft Fair

Categories: Special Events

It looks like the same as before let me know when we are meeting.

I approve it on our end

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Wednesday, March 23, 2022 7:59 AM
To: Scott Herbert <scott@saugatuckcity.com>; Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>; Greg Janik <gjanik@saugatuckfire.org>; mbetts@saugatuckfire.org <mbetts@saugatuckfire.org>
Subject: RE: Water front Invitational Fin Art & Craft Fair

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Yes, we will have a meeting once we get closer- I told Bonnie Lowe that we would, as we did last year with her.

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406



From: Scott Herbert <scott@saugatuckcity.com>
Sent: Wednesday, March 23, 2022 8:13 AM
To: Jamie Wolters <Jwolters@saugatuckcity.com>; Brett Ensfield <bensfield@allegancounty.org>; Greg Janik <gjanik@saugatuckfire.org>
Subject: RE: Water front Invitational Fin Art & Craft Fair

Hello,

This has DPW approval. I assume that we'll have a meeting at some point as we get closer to the event?

Thanks,

Jamie Wolters

From: Greg Janik <gjanik@saugatuckfire.org>
Sent: Monday, April 18, 2022 2:50 PM
To: Jamie Wolters; Mike Betts
Cc: Brett Ensfield; Scott Herbert
Subject: RE: Water front Invitational Fin Art & Craft Fair

Jamie:

We are happy to meet and discuss as necessary. If there is any vendor onsite cooking, there are clearance and liquid propane requirements that would need to be followed. Happy to help.

Thank,
Greg

Greg Janik

Fire Chief/Fire Marshal
3342 Blue Star Highway
Saugatuck, MI 49453

Phone: 269 857-3000
E-mail : gjanik@saugatuckfire.org



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City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: April 25, 2022
SUBJECT: Special Event-Community Pride Car Parade

DESCRIPTION:

The proposed Community Pride Car Parade is to be held on June 4th, 2022. See attached application and break down of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Date: June 4

Time: 11:00am

70-100 cars to travel from Saugatuck High School through downtown via Butler Street and existing town to Blue Star Highway.

Music: Live, organizer said there may or may not be music

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Community Pride Car Parade to take place on June 4th.



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 & PARADE 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: Community Pride TELEPHONE: 269-857-8142
 MAILING ADDRESS: PO Box 441, Douglas, MI 49406
 CONTACT NAME: Neal Seibert TELEPHONE: 269-857-8142
 E-MAIL ADDRESS: oldbear60@gmail.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Neal Seibert TELEPHONE: 269-857-8142
 E-MAIL ADDRESS: oldbear60@gmail.com CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Community Pride Car Parade DATE(S) OF EVENT: JUNE 4 2022
 PURPOSE OF EVENT: Celebrate Pride in our Community RAIN DATE: _____

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

EVENT LOCATION: PARADE - High School - Franisr EVENT HOURS: 11:00
to Butler to LAKE - Blue Star
 ESTIMATED NUMBER OF ATTENDEES: 70-100 cars

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE / TIME FOR SET-UP: High School 10:00 - 11:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: NONE 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: 11:00 AM END: 11:30 AM

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

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

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

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

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

- "YARD" SIGNS - Number requested: ____ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

- BOOTHS – QUANTITY _____ TENTS – QUANTITY _____
- AWNINGS – QUANTITY _____ TABLES – QUANTITY _____
- PORTABLE TOILETS – QUANTITY _____

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

If yes, where do you propose your vendors park? _____

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

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

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times need to stop traffic and direct to Blue Star

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: 10:00 6/4 A.M. P.M.

Street re-open date/time: 11:30 6/4 A.M. P.M.

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

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

Parking Lot Location: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

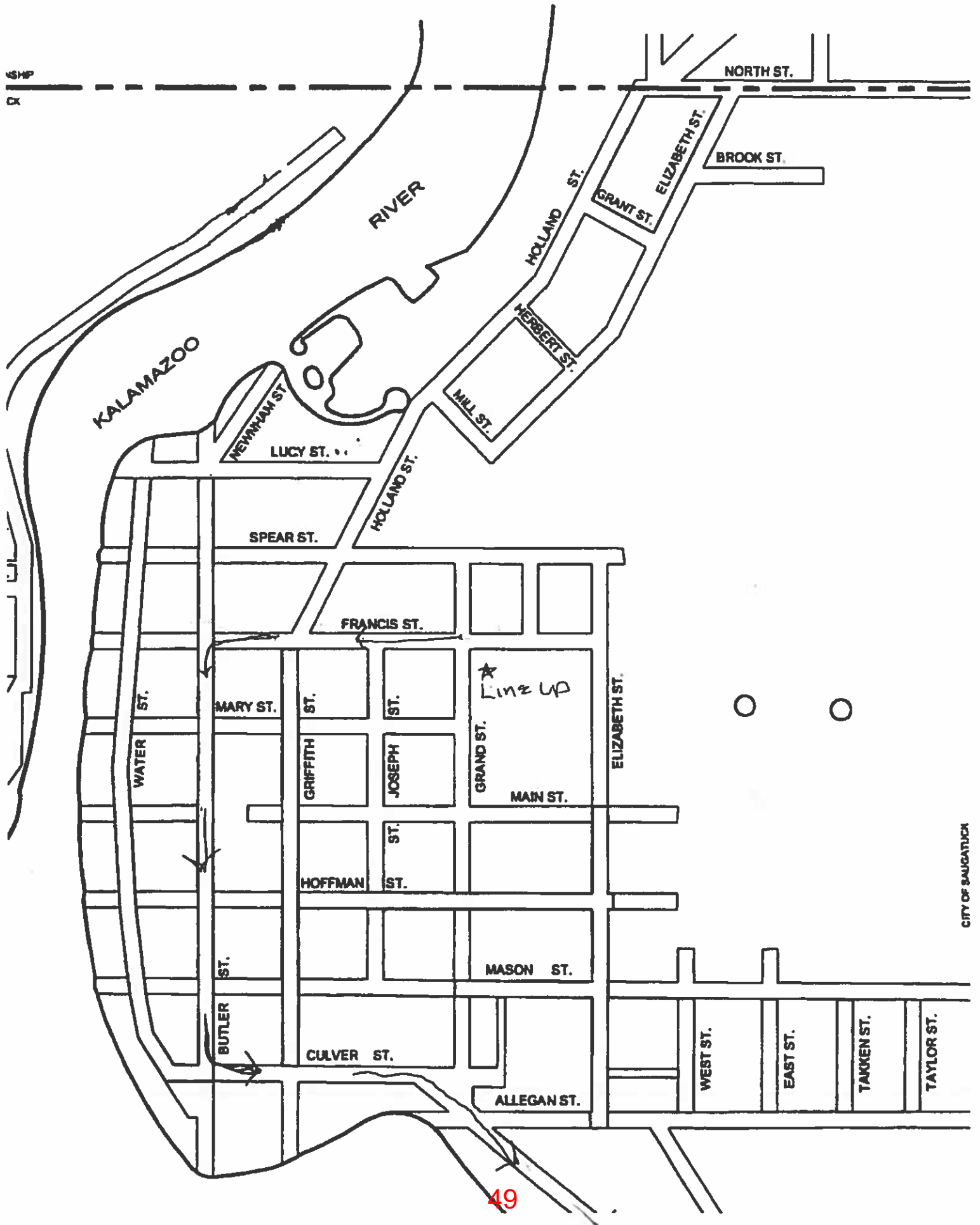
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury,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

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

Applicant Signature

2.3.22
Date

Downtown Street / Sidewalk Closure(s)



Jamie Wolters

From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Monday, April 18, 2022 7:10 AM
To: Jamie Wolters
Cc: Greg Janik
Subject: Re: Special Event-Community Pride Car Parade

Jamie,

In the past these types of events have been viewed as just traffic and we typically are not shutting intersections down. It would also take a vast amount of resources for this request and typically most people give way to these types of events coming in traffic anyways. The busiest intersection would be pulling out on Blue Star Hwy which if available at that time we possibly could assist in that.

Thanks
Brett

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Wednesday, April 13, 2022 2:33 PM
To: Greg Janik <gjanik@saugatuckfire.org>; Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>; Mike Betts <mbetts@saugatuckfire.org>; Scott Herbert <scott@saugatuckcity.com>
Subject: Special Event-Community Pride Car Parade

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Attached is a special event request for a car parade. I am looking to present this to Council on April 20th & 25th.

Date: June 4
Time: 11:00am
70-100 cars
Music: Live, organizer said there may or may not be music
DPW-None
Police-Traffic control
Fire-Road Closure

Starts at Saugatuck High School, travels downtown to Butler Street, left on Culver and existing town to Blue Star Highway. They are asking for assistance in stopping traffic at all intersections so no other vehicles may enter parade. Ideally, they are looking to have a continuous moving car parade without any other vehicles entering along the way.

Best,

Jamie Wolters
City Clerk
City of Saugatuck

Jamie Wolters

From: Greg Janik <gjanik@saugatuckfire.org>
Sent: Monday, April 18, 2022 11:07 AM
To: Jamie Wolters
Cc: Brett Ensfield; Mike Betts; Scott Herbert
Subject: RE: Special Event-Community Pride Car Parade

Good morning Jamie:

I concur with Lt. Brett Ensfield. If requested, we will assist other agencies in protecting the public. Happy to discuss in person.

Thank you,
Greg

Greg Janik

Fire Chief/Fire Marshal
3342 Blue Star Highway
Saugatuck, MI 49453

Phone: 269 857-3000
E-mail : gjanik@saugatuckfire.org



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City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 4.25.22

SUBJECT: Continuation of Sheriff Contract

DESCRIPTION: Allegan County Sheriff Contract Extension

Council had a first review of the proposed Sheriff's Contract at the Monday 11th meeting and a discussion at the April 20th meeting. Please see the attached requested items, proposed exhibits A & B.

Current budgeted amount for police services attached.

Representatives from Allegan County have been requested to attend workshop.

BUDGET ACTION REQUIRED:

Action to be taken at July budget adoption.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Allow Staff, legal counsel, and insurance to negotiate final terms of the continued contract with Allegan County Sheriff's Department and authorize the Mayor or Mayor Pro-Tem to execute contract with the following understandings: fees to not exceed 3% annually, police vehicles to be acquired in partnership with Allegan County Fleet Management and City of Saugatuck branding of vehicles continue.

December 17, 2021

RE: Updated Schedule A & B and County Law Enforcement Services Agreement

To Whom It May Concern:

The County is pleased to be able to provide enhanced law enforcement services to your jurisdiction on a contractual basis. After four years of maintaining a level rate, it is necessary to update the monthly charge for this service, effective February 1, 2022. As services are billed in arrears, the new rate will first be seen on the invoice that is issued in early March. A new Schedule A & B are enclosed for your records. To provide for longer-term planning, the County is committing to holding the increases for 2023 and 2024 to 3% per year. Please do not hesitate to contact my office at (269) 673-0205 with specific questions or concerns regarding these schedules.

In addition, several years have elapsed since contract language and terms were examined. Enclosed for your consideration is a recently-refreshed Law Enforcement Services Agreement. Please sign and return to administration@allegancounty.org by February 1, 2022. If you should have any contractual language questions feel free to contact the County Administrator's Office at (269) 673-0239.

A few notes for further consideration:

- These documents were crafted with efficiency and consistency in mind. The agreement will be universally executed for all local units seeking county law enforcement services. Only the schedules will be customized based on the number of officers and vehicles a local unit negotiates. For example, if Saugatuck Township selects 2 deputies and 2 patrol vehicles, the schedules will automatically calculate those rates. If Dorr Township selects 1 deputy and 0 patrol vehicles, the schedules will automatically calculate.
- Allegan County has recently adopted a new philosophy that law enforcement services will be offered to local units based on a bundle approach. Each County Deputy and/or Sergeant will accompany a County owned vehicle. We understand this philosophy will need a transition plan; therefore, the County will work individually with each local unit based on the current fleet depreciation cycle. When the vehicle(s) are ready to retire, we will then work towards transiting to all county owned equipment. Further discussions will take place to address any questions or concerns you may have on this transition plan.

On behalf of the County, I thank you for your attention to these items.

Sincerely,

Lorna Nenciarini
Executive Director of Finance

cc: Allegan County Administrator Robert J. Sarro
Allegan County Sheriff Frank Baker

**ALLEGAN COUNTY
LAW ENFORCEMENT CONTRACT**

Schedule A - 2022-2024

**Annual Total Cost
Per One Deputy**

Wages @ 28.54/hr	62,331.36
Overtime @ 50 hours	2,140.50
Holiday Overtime	3,082.32
Holiday Pay	2,054.88
Total Compensation	<u>69,609.06</u>

FICA	5,325.09
WC	1,343.45
H/D/V	19,527.00
Life Ins.	66.00
Disability	369.60
Retirement	6,960.91
Longevity	400.00
Liability Ins.	300.00
Total Fringes	<u>34,292.05</u>

Uniforms/Training	<u>500.00</u>
--------------------------	---------------

Total Cost Per Year	<u><u>104,401.11</u></u>
----------------------------	--------------------------

Total Monthly Cost Per Deputy	8,700.09
--------------------------------------	-----------------

Number of Deputies: <u>4</u>	26,100.28	2022 Township/City Commitment
-------------------------------------	------------------	--------------------------------------

26,883.29 2023 Township/City Commitment

27,689.79 2024 Township/City Commitment

**ALLEGAN COUNTY
LAW ENFORCEMENT CONTRACT**

Schedule B - 2022-2026

Vehicle Type	Total Monthly Cost - 1 Vehicle	Number of Vehicles	Total Monthly Cost	Local Unit Portion
Gas Engine	\$ 1,217.36	1	\$ 1,217.36	\$ 913.02
Hybrid Engine	\$ 1,174.80	1	\$ 1,174.80	\$ 881.10

Rates are valid for a vehicle that is put into service during calendar year 2022.

The rate will not change for five years, once put into service.

The monthly amount includes ALL operating costs: gas, maintenance, insurance, etc.

**ALLEGAN COUNTY
TOWNSHIP CONTRACTS
START-UP COST ESTIMATE: POLICE VEHICLE
Schedule B**

2021 Car Estimate	Total Costs	Depreciation Years	Cost per Year
Ford Police Interceptor Utility (Standard Engine)	32,944.00	5	6,588.80
Graphics	400.00	5	80.00
Code 3 52" LED light bar w/PIU mount kit	1,375.00	5	275.00
Code 3 Master COM siren&light control	399.99	5	80.00
Code 3 C-3100 Bail bracket speaker	169.95	5	33.99
SHO-ME 24 " scene/w/warning LED bar	199.95	5	39.99
Code 3 MR6 white LEDs front corner lights	74.95	5	14.99
Code 3 M180 Mirror lights	99.95	5	19.99
Code 3 ULT6 LEDS rear hatch	64.95	5	12.99
Code 3 ULT6 thin LED Hatch up warning	64.95	5	12.99
SOS tail light flasher for 20+ PIU	87.50	5	17.50
Troy CC-UV20-L-20 PIU console	409.95	5	81.99
Troy AC-side arm 6 arm rest	72.00	5	14.40
Troy TP-E-SL1-US-SS ft partition w/sl window	689.95	5	137.99
Troy KP-20-FDUV-SS lower part kick plate	159.95	5	31.99
Troy TP-20-FDUV-R rear partition kit	439.95	5	87.99
Troy FP-TICK Deep storage tray	32.00	5	6.40
Sentina PB400 Push bumper	410.00	5	82.00
Sentina PB8 Head light loop kit	299.95	5	59.99
SHO ME 3 outlet box w/USB	29.95	5	5.99
Santa Cruz single gun lock rifle	99.95	5	19.99
Cage light	9.95	5	1.99
Fed SIG little lit 18" map light	67.50	5	13.50
Smooth Talker 4G booster w/ ant	499.95	5	99.99
Magnet Mic Holder	34.95	5	6.99
Code 3 Siren & Light Control	330.00	5	66.00
MBS computer Mount W/duel swing arm	249.95	5	49.99
Antenna cable	17.95	5	3.59
Low profile 800 MHZ antenna	36.50	5	7.30
MBS 12 piece bracket kit and other EQUIP	120.00	5	24.00
Labor to install	2,600.00	5	520.00
Troy SAB-20-FDUV. Transfer Kit for Ft cage	272.50	5	54.50
Code 3 upper Lens Kit in black for 20+ PIU	42.30	5	8.46
Printec printer, cables w/install labor and mat	755.00	5	151.00
Troy console floor plate to mount 2019	122.50	5	24.50
TOTAL (1 CAR)**	<u>43,683.89</u>		<u>8,736.78</u>
Gas,Oil/20,000 miles/year @ 12.75PGx \$2.50 per gal=			<u>3,921.55</u>
Credit on value of old patrol vehicle	-	5	-
Vehicle R & M & Insurance			
Year 1	1,150.00		
Year 2	1,550.00		
Year 3	1,950.00		
Year 4	2,350.00		
Year 5	<u>2,750.00</u>		
Repairs & Maintenance & Insurance	<u>9,750.00</u>	5	<u>1,950.00</u>
Total Vehicle Cost/Year			<u>14,608.33</u>
Monthly Payment Due			<u>\$ 1,217.36</u>

**ALLEGAN COUNTY
TOWNSHIP CONTRACTS
START-UP COST ESTIMATE: POLICE VEHICLE**

2021 Car Estimate	Schedule B	Depreciation	
	Total Costs	Years	Cost per Year
Ford Police Interceptor Utility (Hybrid Engine)	36,109.00	5	7,221.80
Graphics	400.00	5	80.00
Code 3 52" LED light bar w/PIU mount kit	1,375.00	5	275.00
Code 3 Master COM siren&light control	399.99	5	80.00
Code 3 C-3100 Bail bracket speaker	169.95	5	33.99
SHO-ME 24 " scene/w/warning LED bar	199.95	5	39.99
Code 3 MR6 white LEDs front corner lights	74.95	5	14.99
Code 3 M180 Mirror lights	99.95	5	19.99
Code 3 ULT6 LEDS rear hatch	64.95	5	12.99
Code 3 ULT6 thin LED Hatch up warning	64.95	5	12.99
SOS tail light flasher for 20+ PIU	87.50	5	17.50
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Troy AC-side arm 6 arm rest	72.00	5	14.40
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Sentina PB8 Head light loop kit	299.95	5	59.99
SHO ME 3 outlet box w/USB	29.95	5	5.99
Santa Cruz single gun lock rifle	99.95	5	19.99
Cage light	9.95	5	1.99
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Smooth Talker 4G booster w/ ant	499.95	5	99.99
Magnet Mic Holder	34.95	5	6.99
Code 3 Siren & Light Control	330.00	5	66.00
MBS computer Mount W/duel swing arm	249.95	5	49.99
Antenna cable	17.95	5	3.59
Low profile 800 MHZ antenna	36.50	5	7.30
MBS 12 piece bracket kit and other EQUIP	120.00	5	24.00
Labor to install	2,600.00	5	520.00
Troy SAB-20-FDUV. Transfer Kit for Ft cage	272.50	5	54.50
Code 3 upper Lens Kit in black for 20+ PIU	42.30	5	8.46
Printec printer, cables w/install labor and mat	755.00	5	151.00
Troy console floor plate to mount 2019	122.50	5	24.50
TOTAL (1 CAR)**	<u>46,848.89</u>		<u>9,369.78</u>
Gas,Oil/20,000 miles/year @ 18MPGx \$2.50 per gal=			<u>2,777.78</u>
Credit on value of old patrol vehicle	-	5	-
Vehicle R & M & Insurance			
Year 1	1,150.00		
Year 2	1,550.00		
Year 3	1,950.00		
Year 4	2,350.00		
Year 5	2,750.00		
Repairs & Maintenance & Insurance	<u>9,750.00</u>	5	<u>1,950.00</u>
Total Vehicle Cost/Year			<u>14,097.55</u>
Monthly Payment Due			\$ 1,174.80

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	04/30/2022 NORMAL (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND							
Expenditures							
Dept 301 - SHERIFF							
101-301-702.000	WAGES DEPUTIES	325,000.00	232,280.60	0.00	92,719.40		71.47
101-301-702.001	OVERTIME	10,000.00	456.57	0.00	9,543.43		4.57
101-301-702.002	RESERVE OFFICERS	10,000.00	5,133.68	0.00	4,866.32		51.34
101-301-748.000	FUEL & OILS	10,000.00	0.00	0.00	10,000.00		0.00
101-301-803.000	LEGAL FEES	2,500.00	343.00	120.00	2,157.00		13.72
101-301-882.000	EVENTS/SERVICES	1,000.00	34.58	0.00	965.42		3.46
101-301-946.000	EQUIPMENT RENTAL	36,000.00	0.00	0.00	36,000.00		0.00
Total Dept 301 - SHERIFF		394,500.00	238,248.43	120.00	156,251.57		60.39
TOTAL EXPENDITURES		394,500.00	238,248.43	120.00	156,251.57		60.39
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		394,500.00	238,248.43	120.00	156,251.57		60.39
NET OF REVENUES & EXPENDITURES		(394,500.00)	(238,248.43)	(120.00)	(156,251.57)		60.39

ADDENDUM #1

Contract #– Law Enforcement Services Agreement

**Between _____ (“Entity”)
and the County of Allegan (“County”)**

Whereas, on December 17, 2021, the County released an updated law enforcement services agreement; and

Whereas, the Entity desires to utilize its own vehicle until such time the vehicle(s) are no longer operable; and

Whereas, the County and the Entity have agreed to a transition plan.

Therefore, the Entity and the County mutually agree to cover the above-referenced Agreement, as detailed herein.

1. Remove “The Entity wishes to use a County vehicle for the purpose of providing additional law enforcement services (outlined in Section 16).”
2. Replace Section 7.B – Insurance with:

Motor Vehicle Liability: The Entity shall procure and maintain during the life of this addendum Motor Liability Insurance, including Michigan No- Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit,

Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles. The Entity will provide Motor Vehicle Liability Insurance for all Entity owned vehicles.

3. Remove Section 16 – Vehicle.
4. This addendum shall no longer take effect _____, at which time the transition plan shall be complete and County will operate County owned vehicle(s).

It is understood and agreed by both parties that all other terms and conditions of the original Agreement and any preceding amendments, not modified by the change(s) above, remain in effect.

The individual or officer signing below certifies that they are authorized to sign this Amendment.

Entity:

County:

Sign: _____

Sign: _____

Name: _____

Name: Robert J. Sarro

Title: _____

Title Allegan County Administrator

Date: _____

Date: _____



City Council Agenda Item Report

FROM: Kate White, Project Coordinator & Deputy Clerk

MEETING DATE: April 25, 2022

SUBJECT: Resolution No. 220425-A (Crosswalk Painting Recognizing LGBTQ+ Community)

DESCRIPTION:

As seen across many communities in the United States and Canada, rainbow-colored crosswalks and sidewalks have been integrated into urban streetscapes as a way to show support for the LGBTQ+ community.

In June of 2019, Saugatuck City Council approved a resolution to authorize the painting of a section of the City sidewalk to recognize the LGBTQ+ community. The sidewalk in front of the Culver Street parking lot, adjacent to Scooter's Pizzeria and the Saugatuck Center for the Arts, was painted with rainbow colors and has remained painted since 2019. There is interested in expanding the multi-colored painting into the crosswalks within the City, with inspiration for the idea being pulled from the City of the Village of Douglas and many other communities across North America.

If approved, the resolution would allow for the City of Saugatuck to paint the crosswalk in front of City Hall, crossing Butler Street, with rainbow colors in support of the LGBTQ+ community.

The Michigan Vehicle Code, both Section 610(1) and 606(2), state that traffic control devices shall follow the standards enumerated by the Michigan Manual on Uniform Traffic Control Devices. As stated in Section 3B.18 of the Michigan Manual on Uniform Traffic Control Devices: "When crosswalk lines are used, they shall consist of solid white lines that mark the crosswalk. They shall not be less than 6 inches or greater than 24 inches in width." Under the Michigan Manual on Uniform Traffic Control Devices, painting a crosswalk with rainbow colors would conflict with the standards and violate the Michigan Vehicle Code. The Michigan Department of Transportation could potentially withhold the City's share of the fuel and vehicle tax revenue for violating section 606 of the Vehicle Code, but only if the City fails to repaint the crosswalk after receiving a notice from the State. The City would have one year to comply before being formally penalized by the State.

After discussing with Jon Moxey, engineer from Fleis & VandenBrink, he recommends that the City follow as closely as possible to the Michigan Manual on Uniform Traffic Control Devices. He suggested that if the City were to approve a rainbow crosswalk that following the "ladder" configuration, with rainbow colors infilled between white lines, would be the closest way to be in compliance with traffic

standards. This recommendation is the same design used in Douglas (a sample image of the design can be found in subsequent documents). Jon Moxey's recommendation can be found in subsequent documents.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Municipal attorney Jacob Witte, from Fahey Schultz Burzych Rhodes, reviewed the rainbow crosswalks.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 220425-A to authorize the painting of the crosswalk in front of Saugatuck City Hall crossing Butler Street in recognition of the LGBTQ+ community.

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

RESOLUTION NO. 220425-A

**A RESOLUTION TO AUTHORIZE THE PAINTING OF A CITY CROSSWALK TO
RECOGNIZE THE LGBTQ+ COMMUNITY**

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

WHEREAS, the City of Saugatuck supports the rights of every citizen to experience equality and freedom from discrimination; and

WHEREAS, all people regardless of age, gender identity, race, ethnicity, religion, marital status, sexual orientation, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings; and

WHEREAS, the Saugatuck City Council and city staff researched and studied various options; and

WHEREAS, the Saugatuck City Council identified painting the crosswalk in front of Saugatuck City Hall, crossing Butler Street with rainbow colors to promote Pride Month in the City of Saugatuck; and

WHEREAS, the Butler Street rainbow crosswalk will follow the color and design depicted in Exhibit A.

NOW THEREFORE, BE IT RESOLVED the Saugatuck City Council hereby authorizes the City Manager to oversee the crosswalk painting and ensure that the project is executed by June 1st, 2022.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 25th day of April, 2022

Signed: _____
Garnet Lewis, Mayor

Signed: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, 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 on April 25th, 2022, 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: _____
Jamie Wolters, City Clerk

EXHIBIT A





Scott,

My traffic engineers came up with similar conclusions as I did.

The Michigan Uniform Traffic Control Device (MUTCD) standards Section 3B.18.04, state “When crosswalk lines are used, they shall consist of solid white lines that mark the crosswalk....”

But see Q&A 2 under the FHWA FAQs for crosswalks. They say “nothing except an aesthetic treatment is allowed between the white transverse lines of a crosswalk”.

https://mutcd.fhwa.dot.gov/knowledge/faqs/faq_part3.htm#cpq4

While FHWA does not appear to expressly prohibit painting the area between the white lines with different colors (considering them aesthetic treatments), they have come out on several occasions against the use of rainbow colors for a few safety reasons:

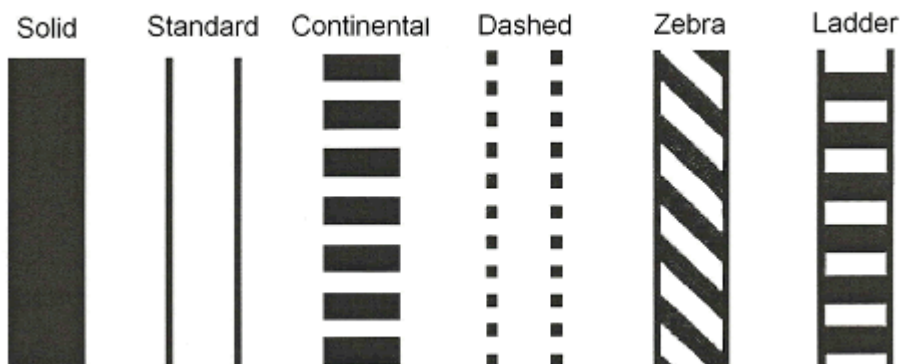
- Does not conform to standard expectation of unaware motorists
- Potentially interferes with, detracts from, or obscures traffic control devices
- Some colors not as visible as white
- They encourage people to loiter around the design and put themselves in further danger

So, to summarize, we don’t think the FHWA has expressly prohibited the use of rainbow crosswalks, but they have definitely discouraged their use for safety reasons. Reading several articles, it appears a few cities have done rainbow crosswalks and similar treatments, and therefore are just ignoring the FHWA recommendations.

If the City decides to ignore the FHWA recommendations, in terms of design standards, we would suggest designing as closely to MUTCD standards as possible. If the crosswalks will be rainbow colored regardless, we believe that **painting the edge lines white** would conform as much to the MUTCD standards as possible, as this would essentially be the “Standard Crosswalk” design, with additional coloring within border. The “ladder” configuration (white ladder with rainbow colors infilled between) is what I was envisioning as it was described.

Hope this helps!

Jon





City Council Agenda Item Report

FROM: Kate White, Project Coordinator & Deputy City Clerk
Cindy Osman, Zoning Administrator

MEETING DATE: April 25, 2022

SUBJECT: Resolution No. 220425-B: Schedule of Fees Adjustment (Short-Term Rental)

DESCRIPTION:

Presented in the following resolution are changes to the short-term rental fee schedule. Proposed changes in short-term rental fees include an increase in the short-term rental registration fee from \$250.00 to \$350.00 (three-year registration) and an increase in the re-inspection fee from \$60.00 to \$100.00.

Short-term rental fees have not been adjusted since the summer of 2016. Saugatuck Township, as of April 13, 2022, has increased their short-term rental fees to \$350 for their 3-year registration and to \$100 for their re-inspection fee. As part of the Tri-Community, it is best practice to ensure continuity in our short-term rental fees, policies, and applications. Many short-term rental operators operate multiple rentals across the Tri-Community area; having continuity makes the process easier for the operator and for the Saugatuck Township Fire District.

Currently, the City of Saugatuck charges \$250 for rental registration; \$125 of the \$250 goes to the Saugatuck Township Fire District (STFD) to pay for rental inspections. If a rental unit fails inspection, the STFD charges \$75 to the City currently for re-inspection, while the City of Saugatuck charges \$60 to the rental owner for re-inspection. This results in a financial loss of \$15 per re-inspection for the City. Inspection shortfalls are paid through General Fund monies. To stay ahead of re-inspection fee increases from the STFD, we suggest a \$100 re-inspection fee as it will help the program move closer to self-sufficiency.

There are roughly 240 registered short-term rentals in the City of Saugatuck. If approved, the fee will increase annual revenue to operate the program from roughly \$20,000 to an estimated \$28,300.

Proposed revisions to the City's Schedule of Fees:

Adjust Short-Term Rental registration fee (three year) from \$250 to \$350;
Adjust Short-Term Rental re-inspection fee from \$60 to \$100.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Municipal attorneys Christopher Patterson and Jacob Witte of Fahey Schultz Burzych Rhodes PLC reviewed and approved the proposed resolution.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 220425-B as presented approving a change in the City's Schedule of Fees, effective June 1st, 2022.

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

RESOLUTION NO. 220425-B

A RESOLUTION APPROVING A CHANGE IN THE CITY'S SCHEDULE OF FEES

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

WHEREAS, the City of Saugatuck, acting through the City Council, is authorized by various ordinances and state law to set fees for the provision of permits, etc.; and

WHEREAS, the City Council adopts and establishes such fees from time to time by resolution; and

WHEREAS, based on matters of record presented to it, the City Council is of the opinion that certain City-imposed fees and charges need to be approved and incorporated into the City's Schedule of Fees.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council hereby approves a change in the City's adopted Schedule of Fees as follows, effective June 1st of 2022:

Adjust the three-year short-term rental registration fee from \$250.00 to \$350.00;
Adjust the short-term rental re-inspection fee from \$60.00 to \$100.00.

2. The City Manager and City Clerk are authorized to take all actions necessary to effectuate the terms of the Resolution including, without limitation, modifying the City's adopted Schedule of Fees maintained at City Hall.

3. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are hereby rescinded; provided, however, that the remainder of the City's Schedule of Fees shall remain in full force and effect.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 25th day of April, 2022.

Signed:

Garnet Lewis, Mayor

CERTIFICATION

I, Jamie Wolters, 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 April 25, 2022, 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.

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Cindy Osman, Planning & Zoning
MEETING DATE: April 25, 2022
SUBJECT: Temporary Outside Restaurant Seating

DESCRIPTION:

In March 9, 2015, the Planning Commission held a public hearing regarding an ordinance amendment to regulate outdoor restaurant seating, including a provision to approve seating within the public right-of-way. City Council adopted an ordinance allowing for restaurants to have seating between the sidewalk and the curb.

Caldwell & Caldwell, LLC DBA, a.k.a Pumpnickels, at 202 Butler Street has applied for a revocable license to have seating in the ROW between the sidewalk and the curb.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Municipal attorney, Jacob Witte, has reviewed and approved the attached Revocable License Agreement.

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for temporary outside restaurant seating in the public right-of-way for Caldwell & Caldwell, LLC DBA.

REVOCABLE LICENSE AGREEMENT

FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

THIS AGREEMENT is made this ___ day of _____, 2022, by and between the CITY OF SAUGATUCK, (hereinafter "City") a municipal corporation located in Allegan County, Michigan; and Pumpernickels (Caldwell & Caldwell LLC), (hereinafter "Licensee").

Recitals

- A. Licensee has leasehold interest in real property located at 202 Butler Street, in the City of Saugatuck, further described as PP No. 03-57-300-146-00. A restaurant is operated on the property.
- B. Licensee desires to place (12) of tables and (48) of chairs within and on the public sidewalk adjoining the property, to be utilized in conjunction with the restaurant.
- C. The public sidewalk is under the control and jurisdiction of the City and the City is amenable to granting a revocable license to Licensee for the purposes described herein, subject to the terms of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, it is agreed as follows:

Agreement

- 1. The parties affirm that the recitals set forth above are correct, form an integral part of this Agreement and are incorporated by reference.
- 2. The City grants to the Licensee, and the Licensee accepts from the City, a non-exclusive, revocable license to install and utilize tables and chairs within and on the public sidewalk directly adjacent to the Licensee's property, in the precise location shown on the attached sketch plan, marked as Exhibit A (the "Licensed Premises") subject to the terms and conditions of this Agreement. Without limiting the foregoing, the placement of the seating and tables shall not obstruct or interfere with a five (5) foot wide path on the improved sidewalk, which path shall be continuously maintained for pedestrian travel.
- 3. The Licensee acknowledges and agrees that Licensee has inspected the Licensed Premises and has determined such premises to be in a satisfactory condition and that the Licensee's entry upon and use of the Licensed Premises constitutes acceptance of the Licensed Premises on an "as is" basis. The City makes no representations or warranties as to the condition of the public right-of-way, the suitability of the use of the Licensed Premises proposed by Licensee, or any physical or other condition. The City will have no liability or responsibility for upkeep, maintenance, or any other action with regard to personal property located on the Licensed Premises or the Licensed Premises as a result of this Agreement. Licensee will comply with all

- applicable ordinances, laws, and regulations governing the same and will keep its personal property in neat and clean condition, reasonable wear and tear excepted.
4. This Agreement is subject, without limitation, to the following general restrictions:
 - A. The use of the personal property on the Licensed Premises shall not be conducted in such a way as to become a public nuisance; and Licensee's use of the Licensed Premises shall not interfere with traffic or circulation on any adjoining streets, alleys, sidewalks or public open-space areas.
 - B. The Licensee is responsible for maintaining, in a clean and safe condition, the personal property as well as the Licensed Premises.
 - C. The personal property shall only be located in that area expressly designated on Exhibit A.
 5. This Agreement shall not authorize the installation or placement of any other personal property within or on the Licensed Premises, including, but not limited, to signage, fencing, trash cans, service stations, or features except those items referenced in Recital B above.
 6. The Licensee shall hold the City and its officers, employees, and agents harmless from, and defend and indemnify them against, any and all claims or lawsuits seeking recovery for damage or injury, including death, and against any other legal proceedings instituted against any of them, directly or indirectly, arising from the installation or physical existence of the tables and chairs within and on the public sidewalks or from the City's permitting the Licensee to install and maintain such encroachment, regardless of whether the Licensee or any of its officers, employees, or agents are negligent. The obligations of the Licensee under this paragraph shall survive the termination of this Agreement for a period of three years.
 7. The license granted by this Agreement shall expire on November 1, 2022, and shall renew annually until the license is revoked, or until the Licensee operates as approved. Notwithstanding the foregoing, the license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee 15 days written notice of intent to revoke. Upon written notice to Licensee, mailed by regular mail to the Licensee at the property Licensee's address of record, Licensee shall forthwith remove the tables and chairs from within the City right-of-way. In the event the license is revoked, neither Licensee nor its successors or assigns shall be entitled to any compensation
 8. Any food or alcohol service shall conform to applicable local, county, state, and federal laws, regulations, licensing requirements, and standards.
 9. The Licensee shall obtain, continuously maintain for the duration of this Agreement, and provide the City prior to execution of this Agreement, and from time to time thereafter, with proof acceptable to the City Manager of commercial general liability

insurance coverage, naming the City as an additional insured party. Such insurance shall have an initial limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Said insurance must contain comprehensive coverage to insure against any and all claims arising out of or attributable to the encroachment of the tables and chairs into the Licensed Premises or other public right-of-way, regardless of whether the Licensee or any of its officers, employees, or agents are negligent in any manner. The certificate of insurance must contain an unqualified guarantee that the City will be provided with 30 days prior written notice of cancellation, termination, non-renewal, or material change in coverage of the insurance policy provided. If the Licensee fails to maintain the required insurance in force, the City may, at its option, obtain such insurance at its own expense and bill the costs of the same to the Licensee, which costs the Licensee agrees to promptly pay.

10. In no event shall the City be responsible for loss or damage to improvements or personal property owned by the Licensee or its invitees or employees and located on the Licensed Premises, which are caused by fire, theft, loss, vandalism or other casualty.
11. The failure of either party to enforce any covenant or condition of this Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this License. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing.
12. Licensee acknowledges and agrees that the City is the owner of the Licensed Premises, that the license granted under this Agreement involves the permission to enter and use property which is a public right of way, that the public's rights are paramount, and that the Licensee's use under this license may not interfere with the public's rights to the reasonable use of the Licensed Premises. Licensee further acknowledges that its use of the Licensed Premises does not constitute any title, claim of right, or other interest in the Licensed Premises.
13. Violations of a term of this Agreement by Licensee shall result in the suspension of Licensee's rights hereunder with 24-hour notice to Licensee.
14. This license is personal with the Licensee and does not run with the land. This license shall not be assigned or transferred in any manner by the Licensee to any other person or business entity. The City, in its sole discretion, may authorize the assignment or transfer of this license to a third party by amendment to this Agreement or by a separate license agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

CITY OF SAUGATUCK, a municipal corporation

By: _____

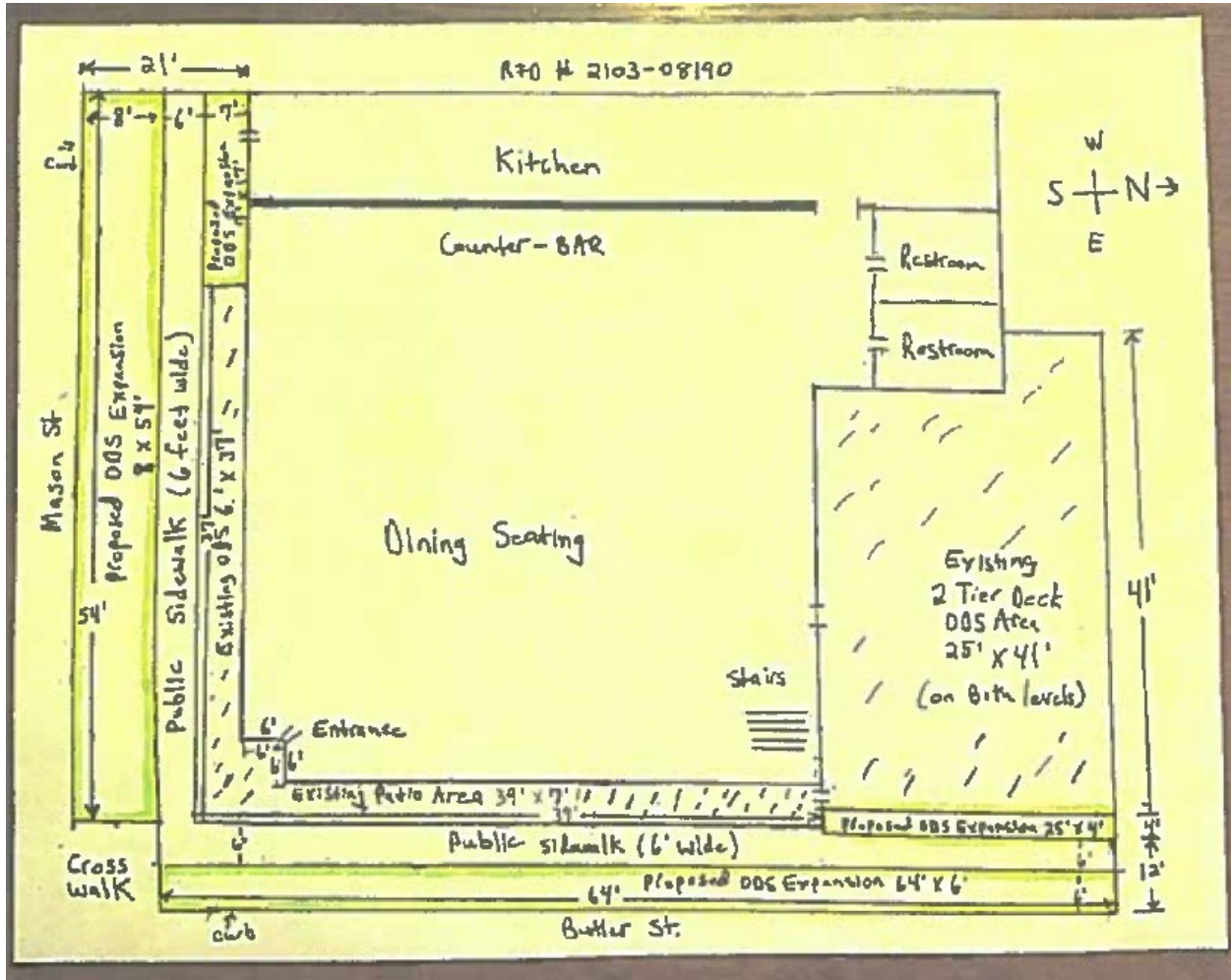
Its: _____

_____, a _____

By: _____

Its: _____

EXHIBIT A





Temporary Sidewalk Restaurant Seating

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Business Address 202 BUTLER ST. Parcel Number _____

APPLICANTS INFORMATION

Name CARRIE CALOWELL Address / PO Box [REDACTED]
City SAUGATUCK State MI Zip 49423 Phone [REDACTED]
Interest In Project _____ E-Mail [REDACTED]
Signature [Signature] Date 3/11/2022

SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____
E-Mail _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature _____ Date _____

BUSINESS PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

DESCRIPTION (LOCATION OF TABLES, NUMBER OF CHAIRS, HOURS OF OPERATION, DURATION OF OPERATION)

SEE DIAGRAM.
(12) ADDITIONAL TABLES = (48) ADDITIONAL SEATS
WEDNESDAY - SATURDAY 9am - 9pm
SUNDAY 9am - 3pm
APRIL 1 - NOVEMBER 1st

STANDARDS AND APPLICATION REQUIREMENTS

Please submit a scaled drawing showing the following:

Y N NA

- Scaled drawing showing the location of the proposed seating,
- Sidewalk surface materials Concrete
- Adjacent Property lines,
- Curb-line and crosswalks,
- Obstructions including but not limited to trees, tree pits, signs, fire hydrants, benches, or similar features within 25 feet of proposed seating area.



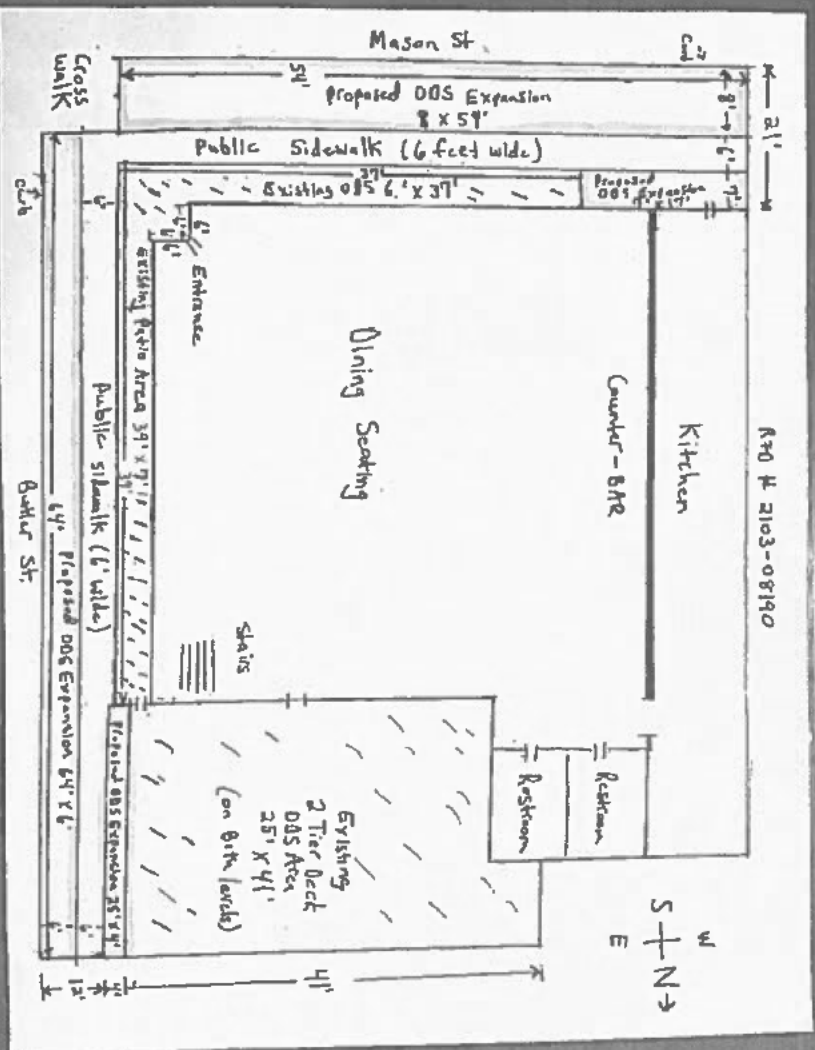
Temp. Sidewalk Restaurant Seating

Application # _____

Please note that the restaurants with outdoor seating within the right of way shall be required to meet the following standards to receive temporary approval and before any tables or chairs can be placed within the public right-of-way.

- (1) Tables, chairs, or similar features shall not have display signage or emblems representative of the restaurant;
- (2) Outdoor seating area shall be on a fully improved surface of concrete, paver brick, or similar solid material.
- (3) If alcohol is served, area shall meet all applicable local, state, and federal regulations;
- (4) Tables must be removed from the public right-of-way when restaurant is not open;
- (5) A 5-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction;
- (6) An approved revocable usage license, issued by the City, and liability insurance shall be obtained before any tables can be placed within the right of way;
- (7) No accessory features, including but not limited to garbage cans, service stations, fencing, or similar features shall be permitted within the public right-of-way;
- (8) Seating shall be arranged to not interfere with pedestrian travel or the opening of car doors and shall be located between the front of the business and the edge of the curb;
- (9) No outdoor seating within the public right of way shall be permitted between November 1 and April 1; and
- (10) Per the moratorium approved by City Council, temporary approval may be granted for six months, or until amendments to the City Code regarding the use of public sidewalks by adjacent properties are effective, whichever occurs first. Applicants will need to seek full approval as required by the Zoning Code following the expiration.

OFFICE USE ONLY:
 Application Complete _____ \$25 Fee Paid _____ Date Paid _____
 Reviewed By _____ Approval Granted _____ Date of Approval _____
 Notes: _____



**CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

ORDINANCE NO. 150309-2

**AN ORDINANCE TO AMEND SECTION 154.092 OF THE CODE OF THE
CITY OF SAUGATUCK**

The City of Saugatuck Ordains:

Section 1. Amendment of Section 154.092 That Section 154.092, Chapter 154 of the Zoning Code of the City of Saugatuck, entitled “Design Standards for Selected Special Land Uses,” is amended to read as follows:

- (O) Restaurants with outdoor seating: The inclusion of outdoor seating shall be viewed as an expansion of a commercial business and shall meet the following standards:
- (1) Tables, chairs, or similar features shall not have display signage or emblems representative of the restaurant;
 - (2) Outdoor seating area shall be on a fully improved surface of concrete, paver brick, or similar solid material.
 - (3) If alcohol is served, area shall meet all applicable local, state, and federal regulations; and
 - (4) Seating and Service within the right of way shall be classified as a special land use regardless of the Zoning District and shall also meet the following standards:
 - (a) Tables must be removed from the public right-of-way when restaurant is not open;
 - (b) A 5-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction;
 - (c) An approved revocable usage license, issued by City Council, must be obtained before any tables, chairs, or similar features can be placed within the right of way;
 - (d) No accessory features, including but not limited to garbage cans, service stations, fencing, or similar features shall be permitted within the public right-of-way;
 - (e) Seating shall be arranged to not interfere with pedestrian travel or the opening of car doors;
 - (f) No outdoor seating within the public right of way shall be permitted between November 1 and April 1.

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

YEAS: Spangler, Verplank, Bekken, Peterson, Johnson, Hess

NAYS: None

ABSENT: Trester

ORDINANCE NO. 150309-2 ADOPTED

I, Monica Nagel, the Clerk of the City of Saugatuck, certify that the foregoing is a true and accurate copy of an ordinance adopted at a regular meeting of the City Council of the City of Saugatuck, held on March 9, 2015, and noticed in accordance with all legal requirements.

William Hess, Mayor

Monica Nagel, Clerk

Adopted: March 9, 2015
Published: March 13, 2015
Effective: March 20, 2015
American Legal Publishing: March 10, 2015