



CITY COUNCIL WORKSHOP AGENDA

May 17, 2023 – 4:00 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. **Roll Call**
3. **Agenda Changes** (*Additions/Deletions*)
4. **Guest Speaker**
5. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
6. **Discussion Items:**
 - A. Invasive Species- Hemlock Woolly Adelgid discussion with Allegan County Conservation District *Pg.2*
 - B. Fire Budget *Pg.7*
 - C. Road Maintenance Update *Pg.21*
 - D. 4th of July Celebration Update from City Manager
 - E. FEMA Floodplain Ordinance Update *Pg.28*
 - F. Revocable License- Grow *Pg.37*
 - G. Revocable License- Tree of Life *Pg.45*
 - H. Special Event- Waterfront Invitational Fine Art Fair *Pg.53*
 - I. Proclamation No. 230522-P1- Pride Month *Pg.66*
 - J. Rules of Procedure Amendment- City Council Agenda *Pg.68*
7. **Public Comments** (*Limit 3 minutes*)
8. **Correspondence**
9. **Council Comments**
10. **Adjourn** (*Roll Call*)

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 Wolters@saugatuckcity.com for further information.

Hemlock Woolly Adelgid (HWA)



Insect that drains sap from hemlocks at the base of needles.

Causes defoliation typically progressing from the bottom up.

Infested trees typically die in 4-10 years based on health, size, etc.

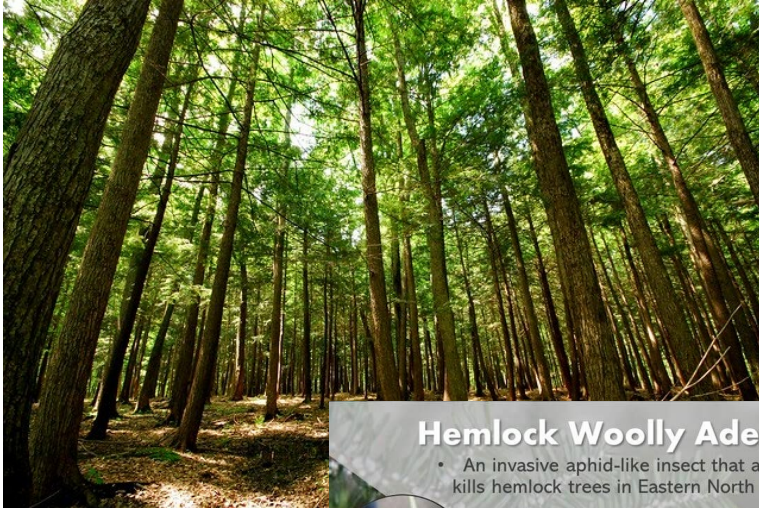
Extent of HWA

Survey of 6 City parcels (154 acres) identified 4212 hemlocks for treatment.

Relatively new infestation—5-10% defoliation.



Integrated Management Strategies



Hemlock Woolly Adelgid

- An invasive aphid-like insect that attacks & kills hemlock trees in Eastern North America
- Detected by woolly sacs at the base of hemlock needles, dieback and thinning
- Spreads by movement of firewood, nursery stock or contaminated clothing/gear



PROTECT CANADA'S FORESTS & TREES

TAKE ACTION:



BuyLocalBurnLocal.ca



PlayCleanGo.ca

Forest management planning

- Stand thinning
- Replacement and restoration

Educational efforts

- Management on private land
- Preventing spread

Biological controls

- Research is ongoing

Chemical Control

Imidacloprid (proposed)

- Best for prevention and new infestations
- Takes up to one year for full affect
- Lasts 5-7 years
- Less expensive

Dinotefuran

- Best for time-sensitive treatment
- Effective within a month
- Lasts 1-2 years
- More expensive

Bids

Parcel Number	Acerage	Trees > 5' DBH	Trees < 5' DBH	Muskegon CD	Honeytree Arborist	GEI Consultants
57-008-001-00	41.53	2,965	1,139	\$61,545.00	\$158,478.50	\$44,400.00
57-008-002-00	5.03					
57-009-051-00	16.03					
57-009-050-00	13.82					
57-009-052-01	59.82					
57-004-013-00	17.52					6

Proposed Annual Budget



Fiscal Year 2023-2024



MISSION

THE MISSION OF THE
SAUGATUCK TOWNSHIP FIRE DISTRICT
IS TO MINIMIZE COMMUNITY RISKS AND
IMPROVE THE QUALITY OF LIFE
FOR ALL PERSONS WITHIN
SAUGATUCK TOWNSHIP FIRE DISTRICT.



From the Board...

The Saugatuck Township Fire District Board forwards for review the attached budget for the Fiscal Year 2023/2024 to the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas. The budget includes a millage of 2.50 mils, levied against the real property taxable value within the Fire District.

The Fire District is facing staffing challenges negatively affecting its ability to maintain current service levels. To ensure 24/7/365 staffing, with two full-time crew members on duty at all times, it will be necessary to hire three additional, full-time firefighter/EMS professionals. To fund this effort in the coming year, the STFD budget includes an additional .3 mils (from 2.2 to 2.5).

To continue to attract and retain candidates from areas outside the District’s service area (where housing costs are prohibitive for most), the Fire District staff, under the direction of the Fire Board, continues working with architects on plans to upgrade dormitory accommodations.

Strategic evaluation also continues regarding issues associated with the Emergency Medical Services transport country-wide staffing crisis. Our local Advanced Life Support (ALS) contracted ambulance services have been struggling with staffing for years and conditions have worsened. To address delayed ALS response, STFD is conducting exploratory research and planning on the feasibility of providing Basic Life Support (BLS) ambulance service to the area.

On the revenue side, it is important to note that the Fire District’s Grant and Cost Recovery Teams have successfully supplemented the taxpayer funding with \$99,572 in grant funds, and \$26,220 in collection of cost recovery fees for 2022 continuing a long tradition. Additional such revenue for the period 2014 to 2023 is \$678,175 in grants, \$149,164 in the collection of cost-recovery fees, and \$93,899 in donations.

In addition to aggressively pursuing additional non-tax revenue opportunities, the Fire District actively investigates opportunities for cost-containment by virtue of sharing resources (and the cost thereof) among area fire services. The recent acquisition by the STFD, in concert with two other departments of a drone and associated equipment for use in fire and life-saving rescue operations is one example. Currently, the STFD is in the early stages of applying similar cost-reduction/asset-sharing thinking to other critical equipment. One such future candidate is an aerial ladder/platform truck (needed to fight fires in multi-story buildings like condominium complexes) with an acquisition cost in excess of \$1 million.

Included in the packet is a copy of the Fiscal Year 2023-2024 budget adopted unanimously by the Fire Board.

The Fire Board will hold a public presentation and briefing on the budget at Saugatuck Township Fire District, 3342 Blue Star Highway, Saugatuck, MI 49453 on May 15, 2023, at 5:00 PM. The Council members of Saugatuck and Douglas as well as the Township trustees are strongly encouraged to attend. The joint meeting is designed for the local units of government as well as the public to become familiar with the hard work of the Fire District to continually improve efficiency and services. The Fire Board and Fire District personnel will be available to answer questions. We look forward to seeing you on May 15th, at 5:00pm.

The Fire District Board is requesting the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas to review and adopt this proposed budget during their first meeting following the May 15th joint meeting.



Saugatuck Township Fire District Board:

- Jane Verplank - Chairperson, City of Saugatuck Representative
- Eric Beckman - Vice Chair, Saugatuck Township Representative
- Dan Fox - Secretary, City of Saugatuck Representative
- Scott Phelps - Vice Secretary, At Large Member
- Tarue Pullen - City of the Village of Douglas Representative
- Cathy North - City of the Village of Douglas Representative
- Stacey Aldrich - Saugatuck Township Representative

Call Volume Trend 2004-2023

- Call Volume Trends:**
- 30% decrease in Fire Calls
 - 105% increase in Total Calls
 - 70% increase in Emergency Medical Service Calls
 - 357% increase in Other Calls

Year	Fire Calls	EMS Calls	Other Calls	Total Calls	Total Calls %
2004	37	388	74	499	—
2005	67	411	78	556	11.42
2006	44	408	75	527	(5.21)
2007	56	413	90	559	6.07
2008	34	402	122	558	(0.17)
2009	30	441	121	592	6.09
2010	38	465	108	611	3.20
2011	24	485	133	642	5.07
2012	54	521	158	733	14.17
2013	36	506	148	690	(5.86)
2014	31	565	149	745	7.97
2015	31	522	230	783	5.10
2016	32	560	283	875	11.75
2017	28	469	316	813	(7.08)
2018	30	501	376	907	11.56
2019	21	514	442	977	7.7
2020	33	533	296	862	(11.80)
2021	37	594	333	964	11.80
2022	26	659	338	1.023	6.10

Roster Profile

Jurisdiction and beyond

14, or 44% live in our jurisdiction, which includes the two cites and the township. 18, or 56% live outside our borders.

Currently we have 8 females and 24 males, 25% and 75% respectively. In 2011 the numbers were 5 and 29, 15% and 85% respectively. Back then, only 2 of the 5 females were trained as firefighters, whereas today 7 of the 8 are.

Having overnight facilities at the station is a must! Otherwise roughly half of our roster would not be able to respond within a reasonable time frame.

Total Roster	32	%
Roster jurisdiction	14	44%
Roster non-jurisdiction	18	56%
Firefighters/EMS jurisdiction	11	34%
Firefighters/EMS non-jurisdiction	11	34%
Firefighters jurisdiction	2	6%
Firefighters non-jurisdiction	5	16%
EMS only jurisdiction	2	6%
EMS only non-jurisdiction		0%
Academy jurisdiction	1	3%
Academy non-jurisdiction	2	6%
Roster proximity to station		
0.0-2.5 Miles	7	22%
2.6-5.0 Miles	10	31%
5.1-10.0 Miles	5	16%
10.1-20.0 Miles	5	16%
20.0-40.0 Miles	5	16%

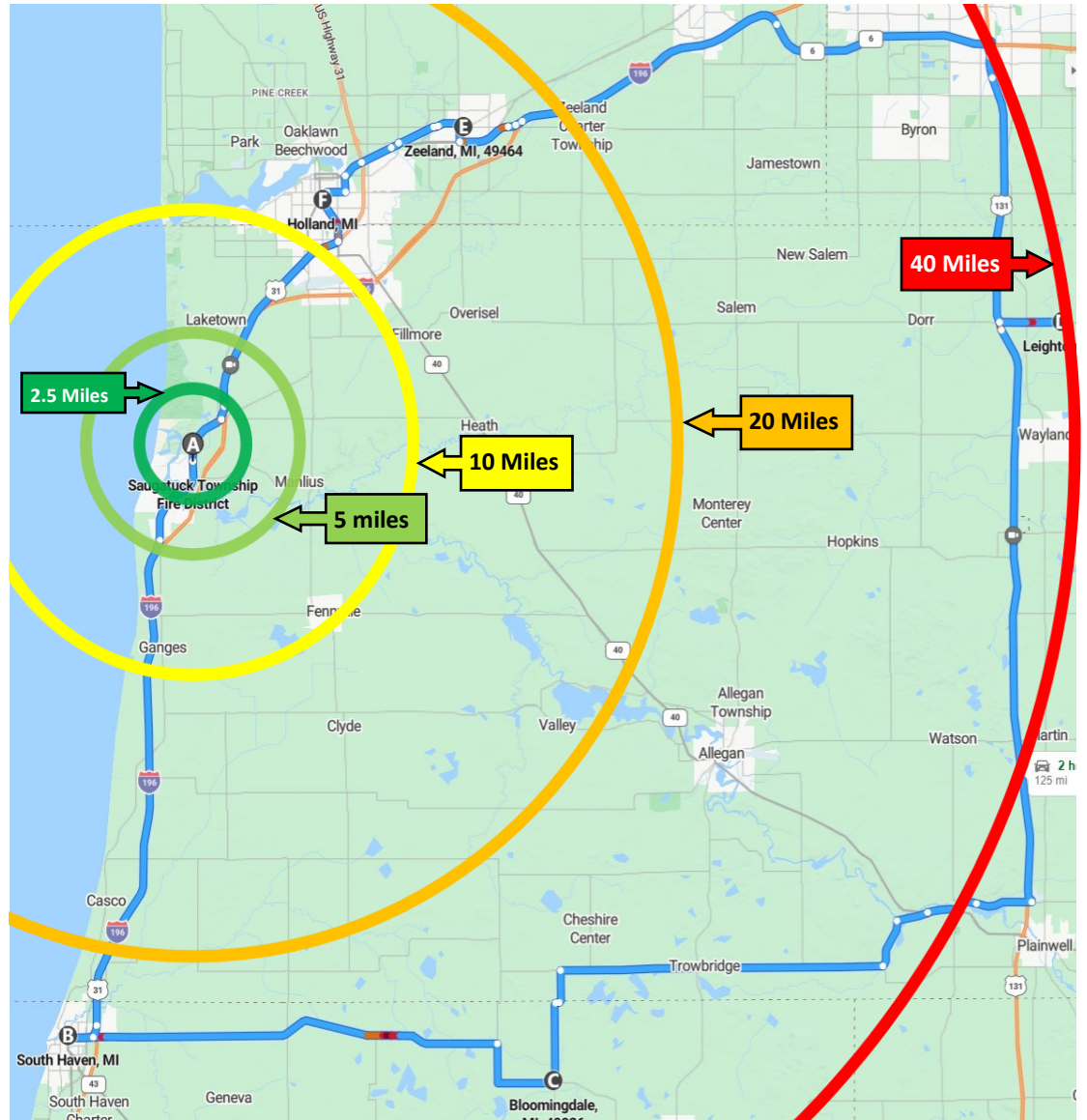
Personnel Proximity to Our Station

Where is our Personnel coming from?

A slight majority, 52%, live within 5 miles of the station. Focusing on this group, only 2 live in the cities of Saugatuck and Douglas, where the remaining 15 live in the Township or very nearby.

For the remaining 48%, their locations range from 5-40 miles away. On their duty nights and weekends, they respond from the station.

0.0-2.5 Miles	7	22%
2.6-5.0 Miles	10	31%
5.1-10.0 Miles	5	16%
10.1-20.0 Miles	5	16%
20.0-40.0 Miles	5	16%



2013-2023 Millage

2023 call volume is estimated from April 30 totals. 284, or 4.8% more calls than at the same time in 2022.

Since the last millage increase in 2018/19, annual calls for service have increased by 12.8%.

Year	Millage	Budget Amount	Difference in %	Number of Calls
2023/24	2.5000	\$ 2,140,000	26.7%	1,072
2022/23	2.2000	\$ 1,689,500	7.1%	1,023
2021/22	2.2000	\$ 1,577,500	5.6%	964
2020/21	2.2000	\$ 1,494,500	3.4%	862
2019/20	2.2000	\$ 1,446,000	18.6%	977
2018/19	2.0000	\$ 1,219,000	4.7%	907
2017/18	2.0000	\$ 1,164,730	23.8%	813
2016/17	2.0000	\$ 940,684	4.3%	875
2015/16	1.7000	\$ 901,754	19.5%	783
2014/15	1.5000	\$ 754,523	15.2%	745
2013/14	1.3000	\$ 655,030	-	690

Additional Revenue 2014-2023

**Cost Recovery
Initiated in 2008, however
not enforced before 2014.**

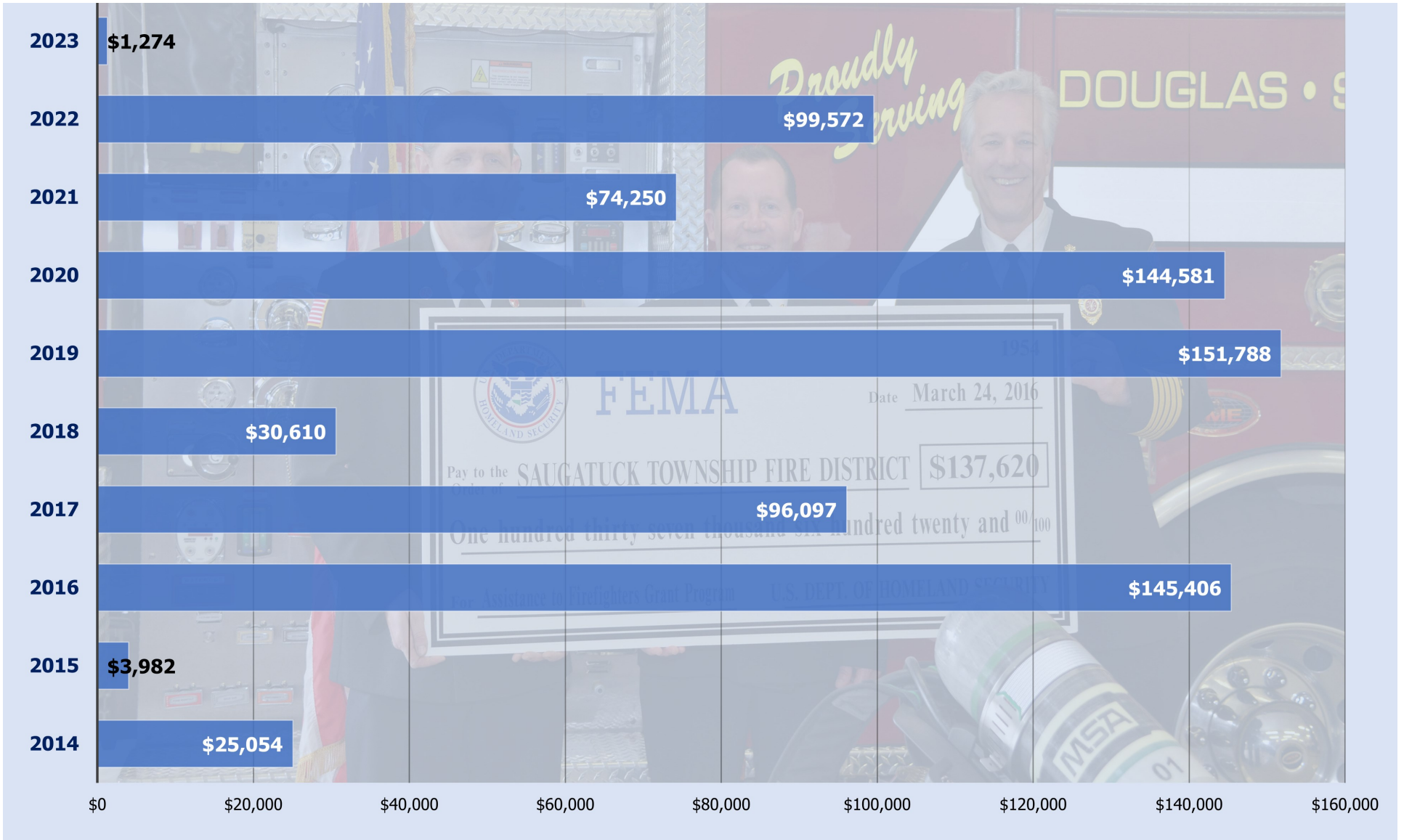
**Grants:
FEMA, State and private
businesses/insurance
companies.**

**Donations:
Private donations to help
offset cost i.e. Live Fire
Training Facility and
Emergency Medical
Equipment and Services**



Year	Cost Recovery Filed	Cost Recovery Collected	Grants Received	Donations Received	Totals Collected by Year
2014	\$ 14,843	\$ 12,032	\$ 2,490	\$ 22,564	\$ 37,086
2015	\$ 25,262	\$ 23,028	\$ 3,982	\$ -	\$ 27,010
2016	\$ 32,034	\$ 21,577	\$ 145,406	\$ -	\$ 166,983
2017	\$ 18,960	\$ 5,413	\$ 78,072	\$ 18,025	\$ 101,510
2018	\$ 16,872	\$ 10,412	\$ 13,600	\$ 17,010	\$ 41,022
2019	\$ 25,632	\$ 19,633	\$ 148,398	\$ 3,390	\$ 171,421
2020	\$ 17,223	\$ 11,726	\$ 144,581	\$ -	\$ 156,307
2021	\$ 26,669	\$ 6,105	\$ 73,710	\$ -	\$ 79,815
2022	\$ 44,312	\$ 26,220	\$ 66,662	\$ 32,910	\$ 125,792
2023	\$ 19,894	\$ 13,068	\$ 1,274	\$ -	\$ 14,342
Totals:	\$ 241,701	\$ 149,214	\$ 678,175	\$ 93,899	\$ 921,288

Grants and Donations 2014-2023



Overlapping Calls 2021-2023

What is an overlapping call?

Another emergency incident that requires fire department response that occurs within the time frame of a previous emergency incident.

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	Year change
------	-----	-----	-----	-------	-----	------	------	-----	------	-----	-----	-----	-------	-------------

2023														
Runs	75	59	82	68									284	
Overlap	21	20	31	23									95	
Percent	28.0	33.9	37.8	33.8									33.5	
2022														
Runs	69	57	78	67	82	83	116	99	94	91	96	91	1,023	
Overlap	19	12	18	17	30	29	47	40	23	39	39	39	352	
Percent	27.5	21.1	23.1	25.4	36.6	34.9	40.5	40.4	24.5	42.9	40.6	42.9	34.4	28%
2021														
Runs	72	54	67	58	78	101	104	103	93	87	75	72	964	
Overlap	14	4	26	6	18	29	38	32	27	33	26	23	276	
Percent	19.4	7.4	38.8	10.3	23.1	28.7	36.5	31.1	29.0	37.9	34.7	31.9	28.6	41%

Estimated Revenues

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY	2022-23 ACTIVITY THRU 04/30/23	2022-23 AMENDED BUDGET	2023-24 REQUESTED BUDGET
Dept 000							
206-000-401.000	SAUGATUCK CITY	353,019.12	364,779.55	389,038.87	417,713.50	415,000.00	517,000.00
206-000-402.000	SAUGATUCK TOWNSHIP	715,779.24	746,971.40	779,960.89	799,471.47	840,000.00	1,072,000.00
206-000-403.000	DOUGLAS CITY	360,753.30	380,819.08	404,358.41	413,146.27	430,000.00	546,000.00
206-000-450.000	FIRE SERVICES	3,155.31	5,214.75	3,909.02	1,006.00	1,000.00	1,000.00
206-000-460.000	INSPECTION & PLAN REVIEW FEES	4,688.00	24,350.00	40,632.58	20,575.00	1,000.00	1,000.00
206-000-465.000	COST RECOVERY	11,098.24	9,871.75	11,360.95	31,227.58	1,000.00	1,000.00
206-000-528.000	OTHER FEDERAL GRANTS		109,856.99		26,928.05		
206-000-560.000	GRANTS & DONATIONS	127,447.33	4,892.90	49,703.10	23,726.90	1,000.00	1,000.00
206-000-665.000	INTEREST	7,623.25	495.26	954.85	3,954.78	500.00	1,000.00
206-000-685.000	SALES OF ASSETS	7,400.00	24,550.00	400.00			
206-000-686.000	FUND BALANCE TRANSFER IN					417,000.00	
Totals for dept 000 -		1,590,963.79	1,671,801.68	1,680,318.67	1,737,749.55	2,106,500.00	2,140,000.00
TOTAL ESTIMATED REVENUES		1,590,963.79	1,671,801.68	1,680,318.67	1,737,749.55	2,106,500.00	2,140,000.00

Appropriations

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 04/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	3,250.00	5,000.00	2,050.00	4,000.00	5,000.00
206-336-704.000	CHIEF SALARY	91,871.81	106,100.00	89,118.09	106,100.00	118,000.00
206-336-705.000	OFFICER SALARIES	6,744.56	9,650.00	5,708.48	8,000.00	9,650.00
206-336-708.000	CAREER FIREFIGHTER	330,774.04	338,000.00	340,535.79	415,000.00	575,000.00
206-336-709.000	OPERATIONAL WAGES	115,895.57	125,000.00	76,750.52	100,000.00	100,000.00
206-336-709.500	PAID ON CALL STIPEND	93,911.48	85,000.00	71,401.14	95,000.00	95,000.00
206-336-710.000	FIRE CALLS	48,684.91	65,000.00	45,312.66	63,000.00	70,000.00
206-336-711.000	MEDICAL CALLS	33,412.45	32,000.00	24,633.05	32,000.00	32,000.00
206-336-712.000	TRAINING	45,519.48	48,000.00	17,858.17	30,000.00	48,000.00
206-336-713.000	SPECIAL EVENTS	10,392.31	12,000.00	8,901.49	12,000.00	12,000.00
206-336-720.000	PAYROLL TAXES	62,458.79	66,000.00	54,416.85	70,000.00	98,000.00
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	84,908.36	90,000.00	82,011.08	94,000.00	140,000.00
206-336-722.000	WORKER COMP INSURANCE	43,037.60	58,000.00	55,772.40	56,000.00	100,000.00
206-336-723.000	RETIREMENT	106,038.84	100,000.00	107,895.68	119,000.00	142,000.00
206-336-727.000	OPERATING SUPPLIES	17,794.00	22,500.00	21,107.88	22,500.00	25,000.00
206-336-728.000	GAS & OIL	16,337.64	20,000.00	14,542.92	20,000.00	20,000.00
206-336-730.000	PROFESSIONAL SERVICES	29,550.34	30,000.00	24,553.70	30,000.00	30,000.00
206-336-742.000	TESTING, REPAIR & REPLACEMENT	9,324.84	18,000.00	10,096.11	15,000.00	20,000.00
206-336-745.000	STATION TOOLS	2,918.19	3,000.00	285.73	2,500.00	3,250.00
206-336-746.000	FIRE FIGHTER TOOLS	9,296.03	10,000.00	3,914.06	8,500.00	13,000.00
206-336-751.000	PHONES	11,026.62	13,500.00	8,696.33	11,500.00	13,500.00
206-336-752.000	UTILITIES	14,966.40	20,000.00	11,878.06	15,000.00	20,000.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	72,522.84	45,000.00	29,107.00	55,000.00	55,000.00
206-336-761.000	BOAT MAINTENANCE	14,534.53	17,500.00	14,913.39	17,500.00	19,000.00
206-336-762.000	RADIO & PAGER R&R	5,686.81	8,500.00	1,214.32	5,000.00	10,000.00

Appropriations

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 04/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
206-336-763.000	BUILDING REPAIR & MAINTENANCE	29,118.66	27,000.00	11,503.81	22,000.00	30,000.00
206-336-764.000	BUILDING SECURITY	1,515.21	2,000.00	0.00	1,000.00	2,000.00
206-336-767.000	DUES & SUBSCRIPTIONS	2,567.98	4,000.00	2,489.73	3,500.00	4,000.00
206-336-770.000	OFFICE EXPENSES	8,573.92	12,000.00	7,043.21	10,000.00	12,000.00
206-336-771.000	TECHNOLOGY	18,557.07	20,000.00	17,529.68	20,000.00	23,000.00
206-336-775.000	BUILDING INSPECTIONS	452.50	2,500.00	226.45	1,800.00	2,500.00
206-336-780.000	UNIFORMS	7,770.04	15,000.00	12,924.14	15,000.00	15,000.00
206-336-781.000	TURN OUT GEAR	34,307.79	30,000.00	4,121.29	30,000.00	40,000.00
206-336-785.000	EDUCATION	18,999.56	23,000.00	15,624.56	22,000.00	33,000.00
206-336-791.000	MEDICAL SUPPLY	11,122.66	16,000.00	3,606.97	10,000.00	20,000.00
206-336-795.000	COMMUNITY RISK REDUCTION	8,944.45	13,000.00	8,433.51	12,000.00	15,000.00
206-336-796.000	PHYSICALS	289.98	15,000.00	13,500.09	14,500.00	15,000.00
206-336-815.000	GENERAL INSURANCE	28,835.00	32,000.00	33,975.00	33,975.00	35,000.00
206-336-861.000	TAX CHARGE BACK	642.94	500.00	988.72	1,000.00	1,000.00
206-336-975.000	TRUCK PAYMENT	260,000.00	417,000.00	419,307.50	419,307.50	0.00
206-336-985.000	LONG TERM CAPITAL	66,771.78	29,750.00	58,679.44	65,000.00	83,100.00
206-336-986.000	CAPITAL FUND TRANSFER	0.00	100,000.00	0.00	0.00	36,000.00
Totals for dept 336 - FIRE FUND		1,779,327.98	2,106,500.00	1,732,629.00	2,087,682.50	2,140,000.00
TOTAL APPROPRIATIONS		1,779,327.98	2,106,500.00	1,732,629.00	2,087,682.50	2,140,000.00
NET OF REVENUES/APPROPRIATIONS - FUND 206		(99,009.31)	0.00	8,968.39	(269,117.66)	0.00
BEGINNING FUND BALANCE		1,001,996.75	902,987.44	902,987.44	902,987.44	633,869.78
ENDING FUND BALANCE		902,987.44	902,987.44	911,955.83	633,869.78	633,869.78



RECOMMENDATION OF AWARD

May 12, 2023

Via Email: ryan@saugatuckcity.com

Ryan Heise, City Manager
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

RE: 2023 Asphalt Repairs

Dear Ryan,

We received bids for the 2023 Asphalt Repairs project on May 11, 2023. Repairs have been identified in the following high priority areas, based on input from the Department of Public Works:

- Spear Street from Water Street to Butler Street, entire block full width
- Griffith Street from Mary Street to Francis Street, full width most of the block
- Francis Street west of Elizabeth Street, two locations
- Hoffman Street west of Elizabeth Street, two locations
- Grand Street north of Mason Street, two locations
- Park Street between Campbell Road and Perryman Street, three locations

Repairs include removal and replacement of the top course of asphalt, approximately 1.5" plus anticipated asphalt base repairs and related work. Bids were requested based on completing the work prior to the 4th of July holiday. Two bids were received, and a tabulation is attached. The low bid is from A-1 Asphalt of Wayland, Michigan in the amount of \$121,614.50, which is in line with our Engineer's Estimate for the work. We have worked with A-1 on a number of similar projects. They are prequalified by the Michigan Department of Transportation, and we feel they are capable of meeting the project requirements.

Based on the above, we recommend an award to A-1 Asphalt in the amount of \$121,614.50.

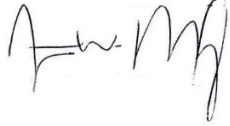
For budgetary purposes, we recommend that the City plan on the following construction phase costs:

Item	Budget
Construction (as awarded):	\$121,614.50
Contingencies (~7%):	\$8,385.50
Construction Engineering & Administration:	\$8,000
Total Recommended Construction Budget:	\$138,000

Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read 'J. Moxey', written over a faint, light-colored signature line.

Jonathan W. Moxey, P.E.
Project Manager

**City of Saugatuck
2023 Asphalt Repairs
Bid Tabulation**



Project No.: 3187-39
By: JWM
Date: 5/11/2023

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	Engineer's Estimate		A-1 Asphalt		Rieth Riley	
				ESTIMATED UNIT PRICE	ESTIMATED AMOUNT	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
1	General Conditions, Bonds, and Insurance, Max 5%	LSum	1	\$ 6,100.00	\$ 6,100.00	\$ 1,575.00	\$ 1,575.00	\$ 13,200.00	\$ 13,200.00
2	Traffic Control	LSum	1	\$ 10,000.00	\$ 10,000.00	\$ 8,269.00	\$ 8,269.00	\$ 23,400.00	\$ 23,400.00
3	Cold Milling HMA Surface	Syd	2,970	\$ 6.00	\$ 17,820.00	\$ 8.36	\$ 24,829.20	\$ 22.30	\$ 66,231.00
4	HMA, 4EL or 13A (Base)	Ton	80	\$ 250.00	\$ 20,000.00	\$ 207.41	\$ 16,592.80	\$ 420.00	\$ 33,600.00
5	HMA, 4EL or 13A (Surface)	Ton	300	\$ 200.00	\$ 60,000.00	\$ 205.62	\$ 61,686.00	\$ 357.00	\$ 107,100.00
6	HMA Valley Gutter	Ft	1,590	\$ 5.00	\$ 7,950.00	\$ -	\$ -	\$ 5.00	\$ 7,950.00
7	Turf Restoration	Syd	450	\$ 10.00	\$ 4,500.00	\$ 19.25	\$ 8,662.50	\$ 30.00	\$ 13,500.00
				Total: \$ 126,370.00		\$ 121,614.50		\$ 264,981.00	

Indicates a mathematical error in the Bid Form that has been corrected.



RECOMMENDATION OF AWARD

May 12, 2023

Via Email: ryan@saugatuckcity.com

Ryan Heise, City Manager
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

RE: 2023 Pavement Markings

Dear Ryan,

We received bids for the 2023 Pavement Markings project on May 11, 2023. The scope of work requested includes tracing all of the pavement markings in the City, including on-street parking and municipal parking lots, with the exception of the special crosswalks at the intersection of Culver Street and Butler Street, which the Department of Public Works will be addressing separately.

Bids were requested based on completing the work prior to the 4th of July holiday. Two bids were received, and a tabulation is attached. The low bid is from Ace Parking Lot Striping of Plainwell, Michigan in the amount of \$30,406.95. This is below our Engineer’s Estimate for the work and significantly lower than the other bid received. To my knowledge, we have not worked with Ace on similar projects, however, they have been doing pavement marking work for Douglas for several years and Douglas is having them perform work this spring. We are in the process of checking additional references.

Based on the above, we recommend a conditional award to Ace Parking Lot Striping in the amount of \$30,406.95, conditional on completing reference checks.

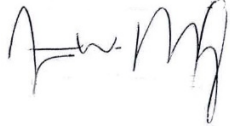
For budgetary purposes, we recommend that the City plan on the following construction phase costs:

Item	Budget
Construction (as awarded):	\$30,406.95
Contingencies (~5%):	\$1,593.05
Construction Engineering & Administration:	\$5,000
Total Recommended Construction Budget:	\$37,000

Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read 'J. Moxey', written over a faint, light-colored signature line.

Jonathan W. Moxey, P.E.
Project Manager

**City of Saugatuck
2023 Pavement Markings
Bid Tabulation**



Project No.: 3187-36
By: JWM
Date: 5/11/2023

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	Engineer's Estimate		Ace Parking Lot Striping		PK Contracting	
				ESTIMATED UNIT PRICE	ESTIMATED AMOUNT	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
1	General Conditions, Bonds, and Insurance, Max 5%	LSum	1	\$ 2,200.00	\$ 2,200.00	\$ 1,447.95	\$ 1,447.95	\$ 4,500.00	\$ 4,500.00
2	Pavt Mrkg, Waterborne, 4 inch, White	Ft	7,000	\$ 0.25	\$ 1,750.00	\$ 0.20	\$ 1,400.00	\$ 0.15	\$ 1,050.00
3	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	47,000	\$ 0.25	\$ 11,750.00	\$ 0.20	\$ 9,400.00	\$ 0.15	\$ 7,050.00
4	Pavt Mrkg, Waterborne, 6 inch, Crosswalk	Ft	380	\$ 0.40	\$ 152.00	\$ 0.30	\$ 114.00	\$ 1.50	\$ 570.00
5	Pavt Mrkg, Waterborne, 4 inch, White, Prkg	Ft	28,000	\$ 0.50	\$ 14,000.00	\$ 0.40	\$ 11,200.00	\$ 1.40	\$ 39,200.00
6	Pavt Mrkg, Waterborne, 12 inch, Crosswalk	Ft	5,400	\$ 1.00	\$ 5,400.00	\$ 0.40	\$ 2,160.00	\$ 3.00	\$ 16,200.00
7	Pavt Mrkg, Waterborne, 24 inch, Stop Bar	Ft	975	\$ 2.00	\$ 1,950.00	\$ 0.80	\$ 780.00	\$ 6.00	\$ 5,850.00
8	Pavt Mrkg, Waterborne, Lt Turn Arrow Sym	Ea	1	\$ 100.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 80.00	\$ 80.00
9	Pavt Mrkg, Waterborne, Rt Turn Arrow Sym	Ea	1	\$ 100.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 80.00	\$ 80.00
10	Pavt Mrkg, Waterborne, Thru Lt Turn Arrow Sym	Ea	1	\$ 100.00	\$ 100.00	\$ 75.00	\$ 75.00	\$ 160.00	\$ 160.00
11	Pavt Mrkg, Waterborne, Thru Rt Turn Arrow Sym	Ea	1	\$ 100.00	\$ 100.00	\$ 75.00	\$ 75.00	\$ 160.00	\$ 160.00
12	Pavt Mrkg, Waterborne, Thru Rt Lt Turn Arrow Sym	Ea	1	\$ 100.00	\$ 100.00	\$ 75.00	\$ 75.00	\$ 160.00	\$ 160.00
13	Pavt Mrkg, Waterborne, Thru Arrow Sym	Ea	11	\$ 100.00	\$ 1,100.00	\$ 50.00	\$ 550.00	\$ 70.00	\$ 770.00
14	Pavt Mrkg, Waterborne, Only	Ea	2	\$ 100.00	\$ 200.00	\$ 75.00	\$ 150.00	\$ 80.00	\$ 160.00
15	Curb Head, Yellow	Ft	2,600	\$ 1.00	\$ 2,600.00	\$ 0.40	\$ 1,040.00	\$ 3.00	\$ 7,800.00
16	Pavt Mrkg, Waterborne, Accessible	Ea	30	\$ 50.00	\$ 1,500.00	\$ 15.00	\$ 450.00	\$ 50.00	\$ 1,500.00
17	Pavt Mrkg, Waterborne, 4 inch, Blue, Prkg/XH	Ft	940	\$ 0.80	\$ 752.00	\$ 0.50	\$ 470.00	\$ 1.85	\$ 1,739.00
18	Pavt Mrkg, Waterborne, 4 inch, Yellow, XH	Ft	2,300	\$ 0.75	\$ 1,725.00	\$ 0.40	\$ 920.00	\$ 1.40	\$ 3,220.00
				Total:	\$ 45,579.00		\$ 30,406.95		\$ 90,249.00

Bruce's Blacktop LLC

PO Box 19

Zeeland, MI 49464

Phone: 616-875-2036

Estimate

Date	Estimate #
5/8/2023	2122

Name / Address
City of Saugatuck 102 Butler Street Saugatuck, MI 49453

Description	Total
Oval Beach Project Install spillway on South end of the parking lot as per print Mill approximately 2ft x 430ft on West edge of parking lot Install rolled curb approximately 2ft wide, 3" high As Per Quote	7,500.00
Mason St Project Install 3 spillways as per print As Per Quote	5,225.00



City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: May 22, 2023

SUBJECT: Ordinance 230522-A Floodplain Management Provisions of the State Construction Code

DESCRIPTION:

FEMA has updated the flood insurance study and flood insurance rate maps for our area. They sent the attached letter and maps advising that prior to the effective date (June 21, 2023) we have to show evidence of adoption of the floodplain management regulations that meet the federal law.

EGLE has provided us with a sample ordinance. The sample ordinance has been vetted by FEMA and approved. While I am currently the designated floodplain administrator, EGLE and FEMA are strongly recommending that the Building Official be the designated floodplain administrator. I discussed this with Dan Poll at Michigan Township Services, and he agreed to this as long as the current processes remain in place. Essentially, both MTS and I flag and evaluate projects for floodplain issues. MTS and staff met with EGLE to discuss our current processes and they found them to meet the requirements.

Attached is the updated floodplain ordinance for City Council consideration.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

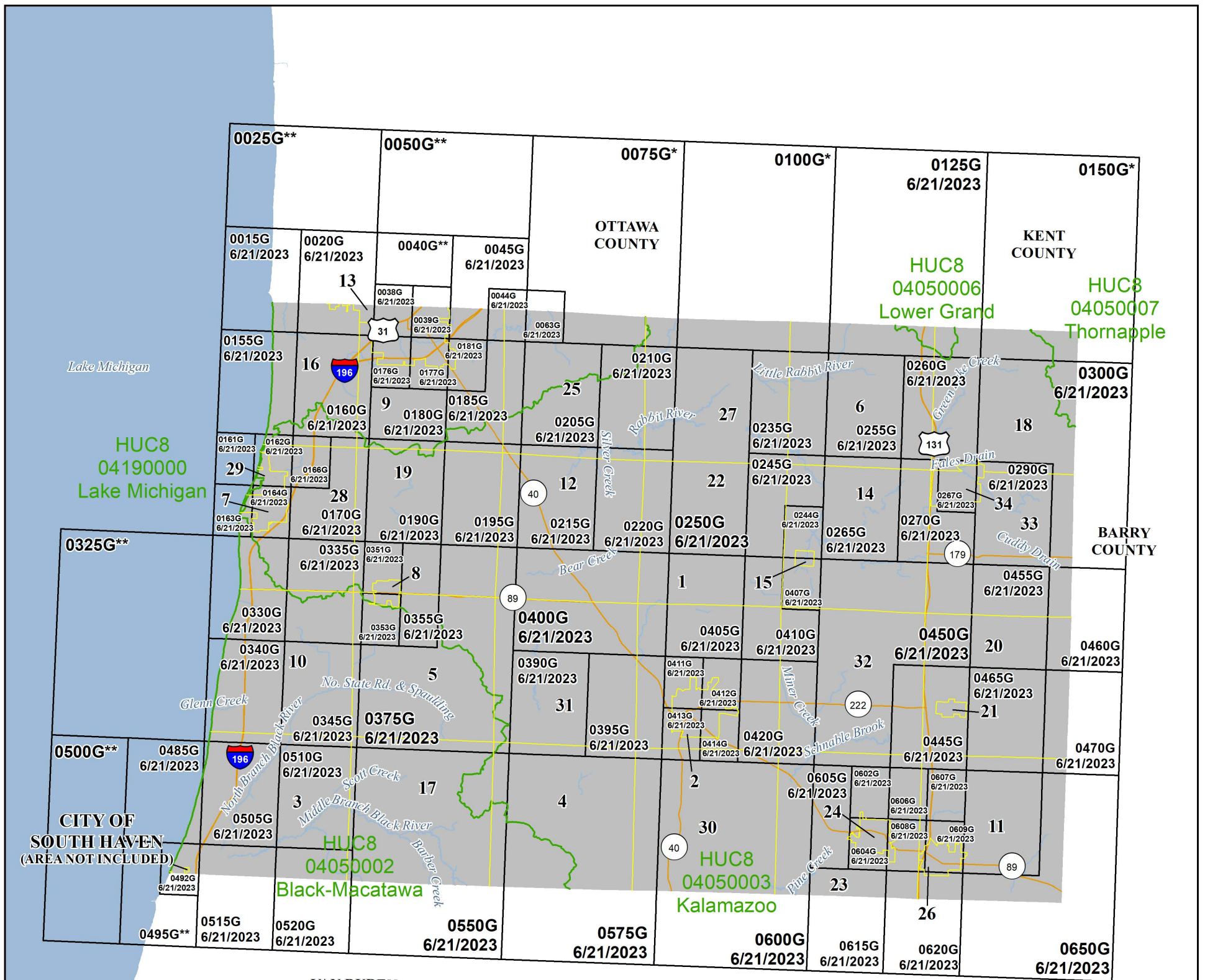
N/A

LEGAL REVIEW:

The City Attorney prepared the ordinance based on the sample and feedback provided by EGLE.

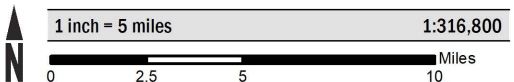
SAMPLE MOTION:

Motion to approve Ordinance 230522-A Floodplain Management Provisions of the State Construction Code.



KEY NO.	COMMUNITY	CID
1	Township of Allegan	261512
2	City of Allegan	260003
3	Township of Casco	260004
4	Township of Cheshire	261513
5	Township of Clyde	261514
6	Township of Dorr	261515
7	City of the Village of Douglas	260549
8	City of Fennville	261460
9	Township of Fillmore	261516
10	Township of Ganges	260005
11	Township of Gun Plain	260614
12	Township of Heath	260347
13	City of Holland	260006
14	Township of Hopkins	261517
15	Village of Hopkins	261458
16	Township of Laketown	260253

KEY NO.	COMMUNITY	CID
17	Township of Lee	260722
18	Township of Leighton	261518
19	Township of Manlius	260348
20	Township of Martin	261900
21	Village of Martin	260793
22	Township of Monterey	261000
23	Otsego Township	260740
24	City of Otsego	260007
25	Overisel Township	261822
26	City of Plainwell	260008
27	Township of Salem	261823
28	Township of Saugatuck	260009
29	City of Saugatuck	260305
30	Township of Trowbridge	261519
31	Township of Valley	261520
32	Township of Watson	261521
33	Township of Wayland	261522
34	City of Wayland	260744



Map Projection:
State Plane Michigan South FIPS 2113;
North American Datum 1983

THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT
[HTTPS://MSC.FEMA.GOV](https://MSC.FEMA.GOV)

SEE FLOOD INSURANCE STUDY FOR ADDITIONAL INFORMATION
* PANEL NOT PRINTED - NO SPECIAL FLOOD HAZARD AREAS
** PANEL NOT PRINTED - AREA OUTSIDE COUNTY BOUNDARY



NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP INDEX

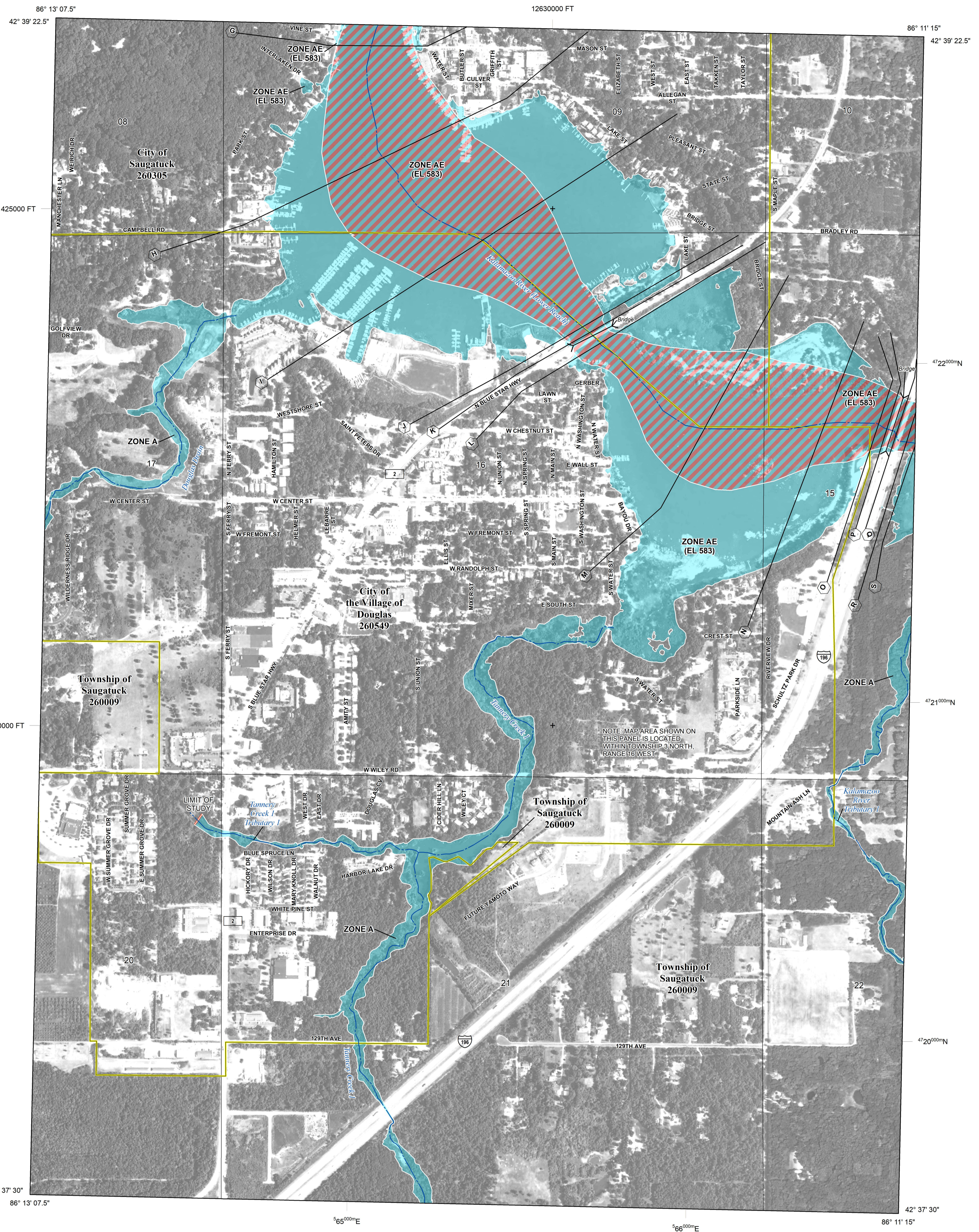
ALLEGAN COUNTY, MICHIGAN
(All Jurisdictions)

PANELS PRINTED:
0015, 0020, 0038, 0039, 0044, 0045, 0063, 0125, 0155, 0160, 0161, 0162, 0163, 0164, 0166, 0170, 0176, 0177, 0180, 0181, 0185, 0190, 0195, 0205, 0210, 0215, 0220, 0235, 0244, 0245, 0250, 0255, 0260, 0265, 0267, 0270, 0290, 0300, 0330, 0335, 0340, 0345, 0351, 0353, 0355, 0375, 0390, 0395, 0400, 0405, 0407, 0410, 0411, 0412, 0413, 0414, 0420, 0445, 0450, 0455, 0460, 0465, 0470, 0485, 0492, 0505, 0510, 0515, 0520, 0550, 0575, 0600, 0602, 0604, 0605, 0606, 0607, 0608, 0609, 0615, 0620, 0630, 0650



FEMA

MAP NUMBER
26005CINDOA
EFFECTIVE DATE
JUNE 21, 2023



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTPS://MSC.FEMA.GOV](https://MSC.FEMA.GOV)

	Without Base Flood Elevation (BFE) Zone A,V, A99
	With BFE or Depth Zone AE, AO, AH, VE, AR
	Regulatory Floodway
	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
	Future Conditions 1% Annual Chance Flood Hazard Zone X
	Area with Reduced Flood Risk due to Levee See Notes. Zone X
	Area with Flood Risk due to Levee Zone D
	NO SCREEN Area of Minimal Flood Hazard Zone X
	Area of Undetermined Flood Hazard Zone D
	Channel, Culvert, or Storm Sewer
	Levee, Dike, or Floodwall
	18.2 17.5 Cross Sections with 1% Annual Chance Water Surface Elevation
	Coastal Transect
	Coastal Transect Baseline
	Profile Baseline
	Hydrographic Feature
	Base Flood Elevation Line (BFE)
	Limit of Study
	Jurisdiction Boundary

NOTES TO USERS

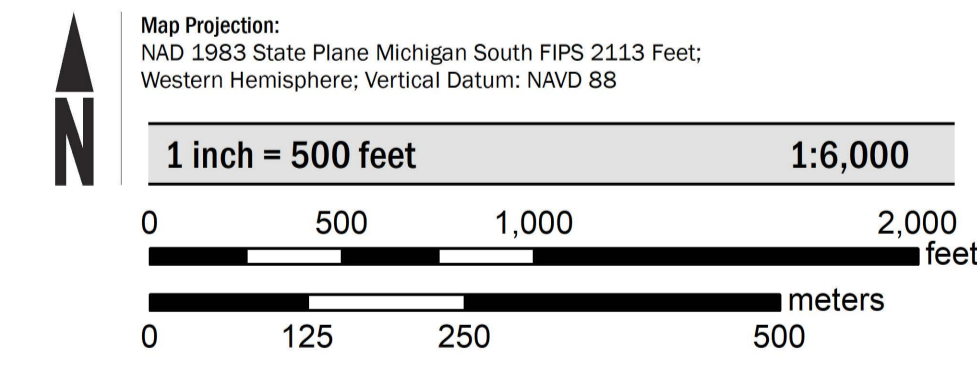
For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with this FIRM, including historic versions, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Map Information eXchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Flood Map Service Center website at <https://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from the Flood Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study Report for this jurisdiction. To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIRM was provided in digital format by the USDA National Agriculture Imagery Program (NAIP). This information was derived from digital orthophotography at a 2-foot resolution from photography dated 2016.

SCALE



PANEL LOCATOR



FEMA
National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP

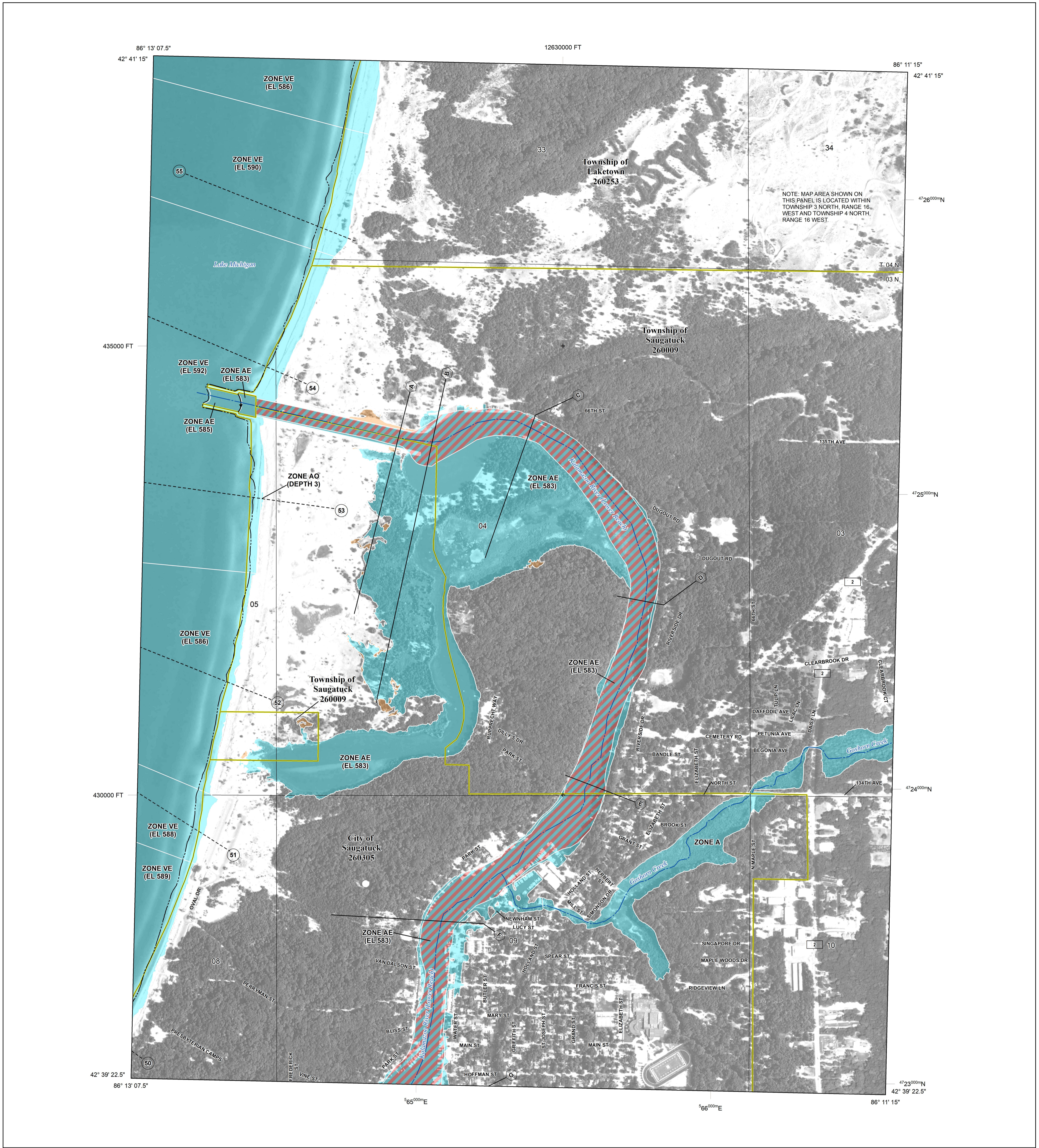
ALLEGAN COUNTY, MICHIGAN
 (All Jurisdictions)

PANEL 164 of 650

Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
THE VILLAGE OF DOUGLAS, CITY OF	260549	0164	G
SAUGATUCK, TOWNSHIP OF	260009	0164	G
SAUGATUCK, CITY OF	260305	0164	G

VERSION NUMBER: 2.4.3.0
 MAP NUMBER: 26005C0164G
 EFFECTIVE DATE: JUNE 21, 2023



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT
 THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTPS://MSC.FEMA.GOV](https://MSC.FEMA.GOV)

SPECIAL FLOOD HAZARD AREAS	Without Base Flood Elevation (BFE) Zone A,V, A99
	With BFE or Depth Zone AE, AO, AH, VE, AR
	Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
	Future Conditions 1% Annual Chance Flood Hazard Zone X
	Area with Reduced Flood Risk due to Levee See Notes. Zone X
	Area with Flood Risk due to Levee Zone D
OTHER AREAS	NO SCREEN Area of Minimal Flood Hazard Zone X
	Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES	Channel, Culvert, or Storm Sewer
	Levee, Dike, or Floodwall
	Cross Sections with 1% Annual Chance Water Surface Elevation
	Coastal Transect
	Coastal Transect Baseline
	Profile Baseline
	Hydrographic Feature
	Base Flood Elevation Line (BFE)
OTHER FEATURES	Limit of Study
	Jurisdiction Boundary

NOTES TO USERS

For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with this FIRM, including historic versions, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Flood Map Service Center website at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Flood Map Service Center website at <https://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from the Flood Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study Report for this jurisdiction.

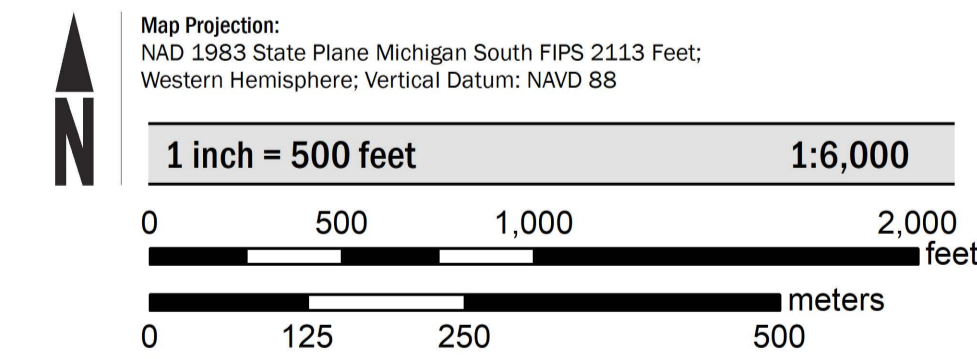
To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIRM was provided in digital format by the USDA National Agriculture Imagery Program (NAIP). This information was derived from digital orthophotography at a 2-foot resolution from photography dated 2016.

LIMIT OF MODERATE WAVE ACTION: Zone AE has been divided by a Limit of Moderate Wave Action (LiMWA). The LiMWA represents the approximate landward limit of the 1.5-foot breaking wave. The effects of wave hazards between the Zone VE and the LiMWA (or between the shoreline and the LiMWA for areas where Zone VE is not identified) will be similar to, but less severe than, those in the Zone VE.

Limit of Moderate Wave Action (LiMWA)

SCALE



PANEL LOCATOR



FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL FLOOD INSURANCE PROGRAM

FLOOD INSURANCE RATE MAP

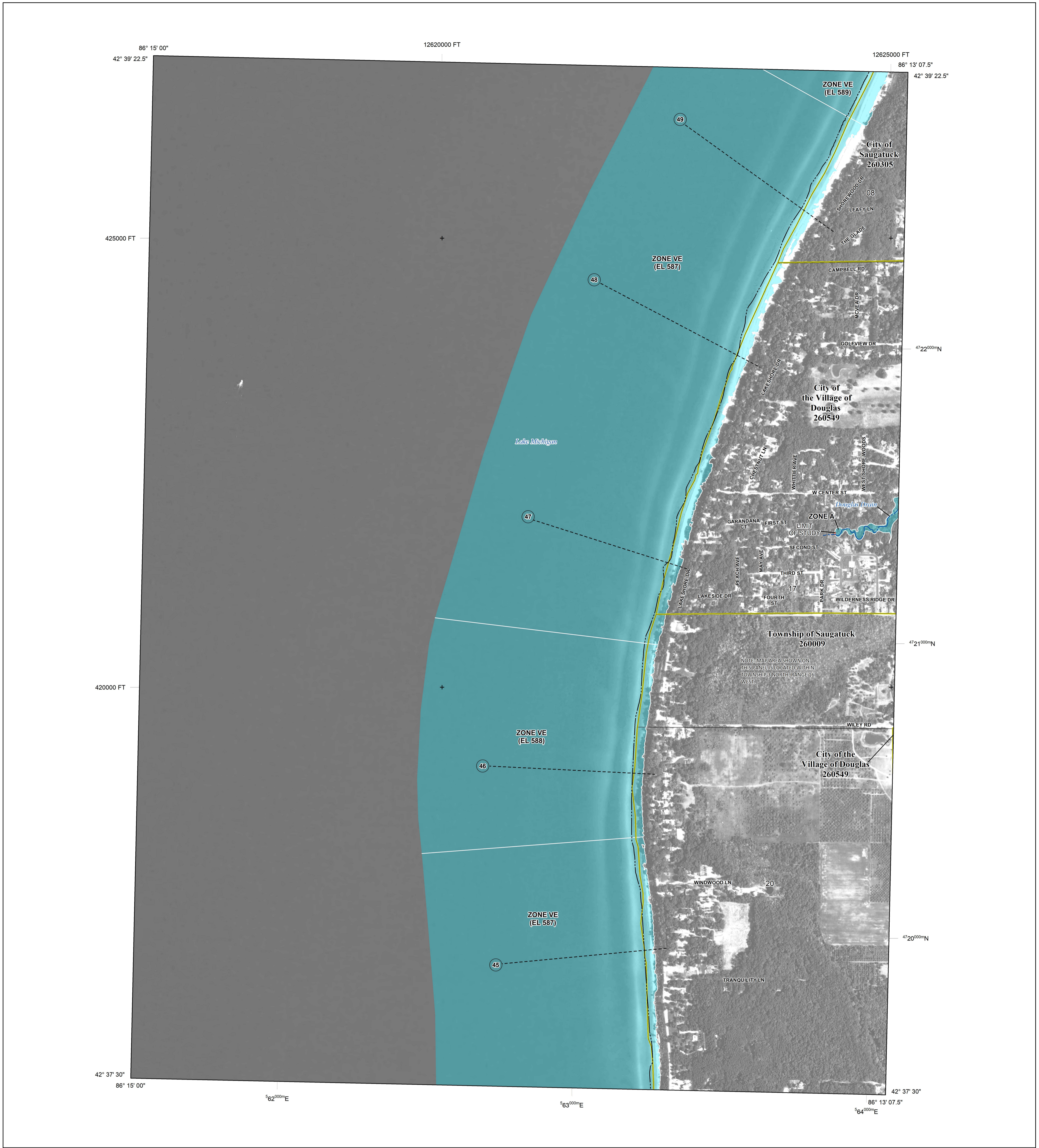
ALLEGAN COUNTY, MICHIGAN
(All Jurisdictions)

PANEL 162 of 650

Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
LAKETOWN, TOWNSHIP OF	260253	0162	G
SAUGATUCK, TOWNSHIP OF	260009	0162	G
SAUGATUCK, CITY OF	260305	0162	G

VERSION NUMBER 2.4.3.0
 MAP NUMBER 26005C0162G
 EFFECTIVE DATE JUNE 21, 2023



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee See Notes. Zone X
OTHER AREAS OF FLOOD HAZARD		Area with Flood Risk due to Levee Zone D
		NO SCREEN Area of Minimal Flood Hazard Zone X
OTHER AREAS		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
		Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Transect
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Base Flood Elevation Line (BFE)
OTHER FEATURES		Limit of Study
		Jurisdiction Boundary

NOTES TO USERS

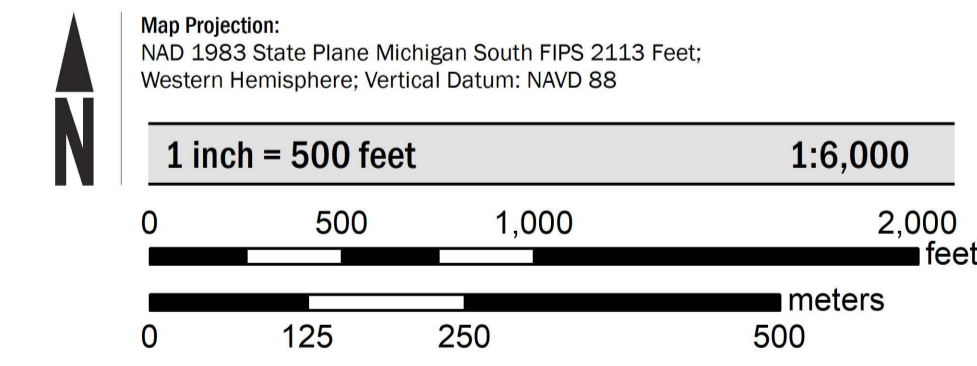
For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with this FIRM, including historic versions, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Map Information eXchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Flood Map Service Center website at <https://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from the Flood Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study Report for this jurisdiction. To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIRM was provided in digital format by the USDA National Agriculture Imagery Program (NAIP). This information was derived from digital orthophotography at a 2-foot resolution from photography dated 2016.

SCALE



PANEL LOCATOR



National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP

ALLEGAN COUNTY, MICHIGAN
 (All Jurisdictions)

PANEL 163 of 650

COMMUNITY	NUMBER	PANEL	SUFFIX
THE VILLAGE OF DOUGLAS, CITY OF	260549	0163	G
SAUGATUCK, TOWNSHIP OF	260009	0163	G
SAUGATUCK, CITY OF	260305	0163	G

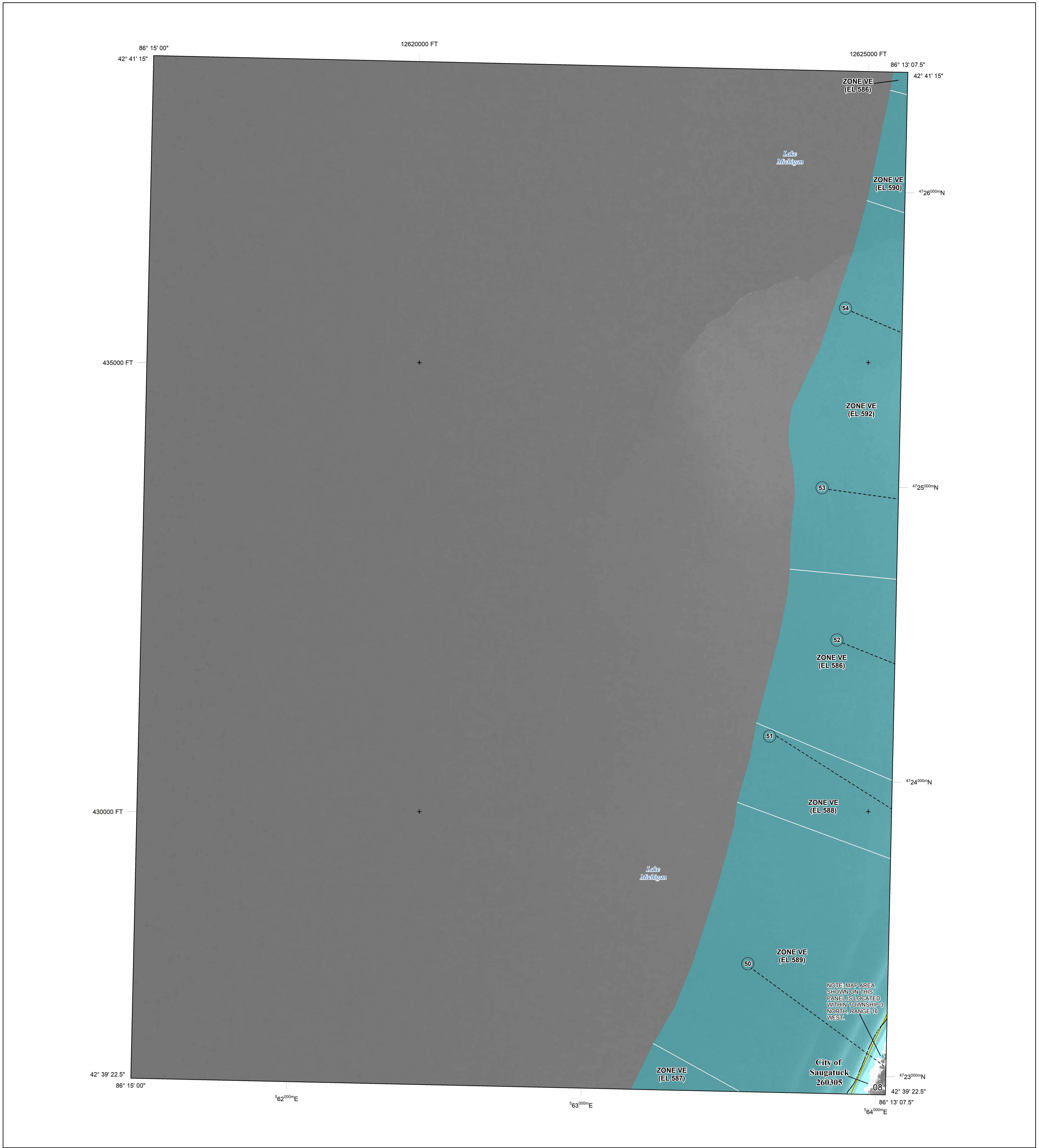
Panel Contains:

VERSION NUMBER
2.4.3.0

MAP NUMBER
26005C0163G

EFFECTIVE DATE
JUNE 21, 2023

32



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT
 THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
OTHER AREAS OF FLOOD HAZARD		Area with Reduced Flood Risk due to Levee See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
		18.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5
		Coastal Transect
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
OTHER FEATURES		513 Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary

NOTES TO USERS

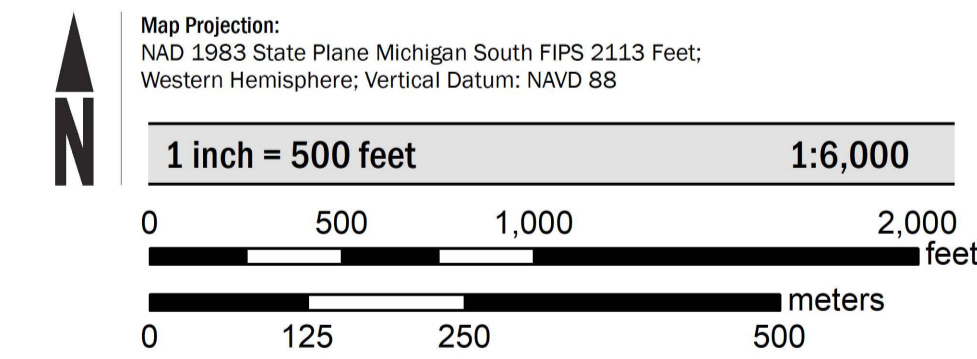
For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with this FIRM, including historic versions, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Map Information eXchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Flood Map Service Center website at <https://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from the Flood Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study Report for this jurisdiction. To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIRM was provided in digital format by the USDA National Agriculture Imagery Program (NAIP). This information was derived from digital orthophotography at a 2-foot resolution from photography dated 2016.

SCALE



PANEL LOCATOR



National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP

ALLEGAN COUNTY, MICHIGAN
 (All Jurisdictions)

PANEL 161 of 650

Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
SAUGATUCK, CITY OF	260305	0161	G

VERSION NUMBER
2.4.3.0

MAP NUMBER
26005C0161G

EFFECTIVE DATE
JUNE 21, 2023

33

ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS OF THE STATE CONSTRUCTION CODE

City of Saugatuck, Allegan County

Ordinance number 230522-A

An ordinance to designate an enforcing agency to discharge the responsibility of the City of Saugatuck located in Allegan County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The City of Saugatuck ordains:

Section 1. AGENCY DESIGNATED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the City's Building Official is hereby designated as the enforcing official to discharge the responsibility of the City of Saugatuck under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The designated Building Official, who is currently with Michigan Township Services, assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

Section 2. CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) entitled "Flood Insurance Study for Allegan County, All Jurisdictions" and dated June 21, 2023 and the Flood Insurance Rate Maps (FIRMs) panel numbers included on Index Panel 26005CIND0A, effective June 21, 2023 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

Section 4. Title XV: Land Usage, Chapter 151: Flood Damage Prevention, Section 151.03 Basis for Establishing Areas of Special Flood Hazard, of the City of Saugatuck’s Zoning Ordinance shall be amended to read as follows:

Section 151.03: Basis for Establishing Areas of Special Flood Hazard.

The area of special flood hazard identified by the ~~Federal Insurance Administration in a scientific and engineering report~~ Federal Emergency Management Agency Flood Insurance Study entitled “~~The flood~~ Flood Insurance Study for ~~the Village of Saugatuck~~ Allegan County, All Jurisdictions” dated ~~February 1, 1980~~ June 21, 2023, with accompanying flood insurance rate maps and ~~flood boundary maps—floodway maps~~, is hereby adopted by reference and declared to be a part of this chapter. The flood insurance study is on file at the office of the City Clerk.

Section 5. Title XV: Land Usage, Chapter 151: Flood Damage Prevention, Section 151.06 Designation and Duties of the Administrator.

Section 151.06 Designation and Duties of the Administrator.

The ~~City Clerk~~ City’s designated Building Official is hereby appointed Administrator and is to review all development and subdivision proposals to insure compliance with this chapter.

Section 5. MOST RESTRICTIVE STANDARDS. If another ordinance contains standards inconsistent with the provisions of this ordinance, the most restrictive standards shall apply.

Section 6. PUBLICATION. This ordinance shall be effective after legal publication and in accordance with the provisions of the Act governing same.

Adopted this ____ day of _____, 2023.

This ordinance was duly adopted on the date written above at a regular meeting of the City of Saugatuck City Council and will become effective on the ____ day of _____, 2023.

Signed on this ____ day of _____, 2023

By: _____
Jamie Wolters
Clerk of the City of Saugatuck.

Attested on this ____ day of _____, 2023 by _____,
Scott Dean, Mayor of the City of Saugatuck.



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 5/22/2023

SUBJECT: Sidewalk Seating Request – GROW Café and Bistro

DESCRIPTION:

Alec Payleitner, owner of GROW Café and Bistro (Grow Estate, LLC), has submitted the attached application and sketch plan to place 16 tables (of a size to seat two persons), 3 high top tables, 32 chairs, and rope barrier on the public sidewalk adjoining the property. Mr. Payleitner advised the tables and chairs will be in place through October and serve their customers from as early as 8am to as late as 10pm.

Attached is a Revocable License Agreement that would allow for GROW Café and Bistro to have temporary restaurant seating in the public right-of-way until November 1.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

On March 27, City Council approved continued flexibility and staff discretion for temporary expanded outdoor dining during the 2023 spring/summer/fall tourist season. Mr. Payleitner understands after November 1, 2023, all city codes, including zoning, will have to be followed.

LEGAL REVIEW:

The City Attorney reviewed revocable license agreement language for restaurant seating in the public right of way.

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for temporary restaurant seating in the public right-of-way for GROW Café and Bistro (Grow Estate, LLC)



Temporary Sidewalk Restaurant Seating

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Business Address 302 Culver Street / 121 Griffith Parcel Number 57-300-195-00

APPLICANTS INFORMATION

Name Alec Payleitner Address / PO Box PO Box 841

City Saugatuck State MI Zip 49453 Phone 312.480.8161

Interest In Project Owner E-Mail alec@grow-food.com

Signature Date 05.10.2023

SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Fred Gerigery Address / PO Box PO Box 2840

City Douglas State MI Zip 49406 Phone 561.889.3255

E-Mail fredgerigery@gmail.com

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 05.10.2023

BUSINESS PROPERTY INFORMATION **See Attached Diagram**

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)

ON CULVER: 8-12 tables, 2 chairs at each table

ON GRIFFITH: 3 high top tables, 4 low tables with 8 chairs

Maximum hours of operation: 8am - 10pm

Current hours of operation (as of 5/10/23) : 9am - 5pm

Maximum duration of operation: April 1 - October 31

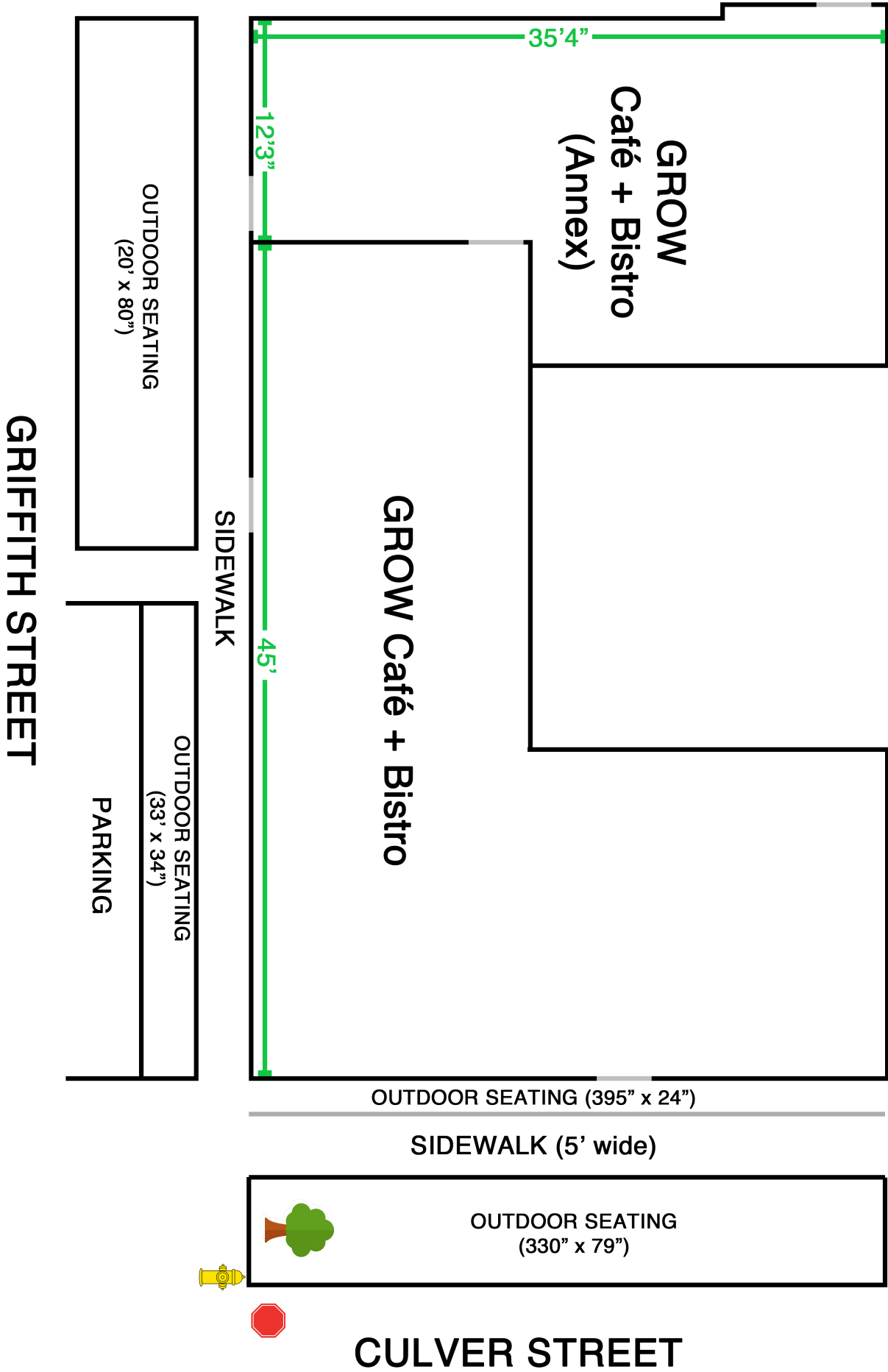
STANDARDS AND APPLICATION REQUIREMENTS

Please submit a scaled drawing showing the following:

Y N NA

- Scaled drawing showing the location of the proposed seating,
- Listed here Sidewalk surface materials (Griffith Street = Concrete, Culver Street = Brick + 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.

ALLEY WAY



REVOCABLE LICENSE AGREEMENT

FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

THIS AGREEMENT is made this ___ day of _____, 2023, by and between the CITY OF SAUGATUCK, (hereinafter “City”) a municipal corporation located in Allegan County, Michigan; and Grow Café and Bistro (Grow Estate LLC), (hereinafter “Licensee”).

Recitals

- A. Licensee has leasehold interest in real property located at 302 Culver Street, in the City of Saugatuck, further described as PP No. 03-57-300-195-00. A restaurant is operated on the property.
- B. Licensee desires to place 16 tables (of a size to seat two persons), 3 high top tables, 32 chairs, and rope barrier 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 place and utilize the number of tables and chairs set forth above 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 and use 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 personal property placed thereon 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 use 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 use or placement 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, 2023. 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 (PO Box 841, Saugatuck, MI 49453), Licensee shall forthwith remove the tables, chairs and rope barrier 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 service shall conform to applicable local, county, state, and federal laws, regulations, licensing requirements, and standards, subject to any limits imposed in this license.
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: _____

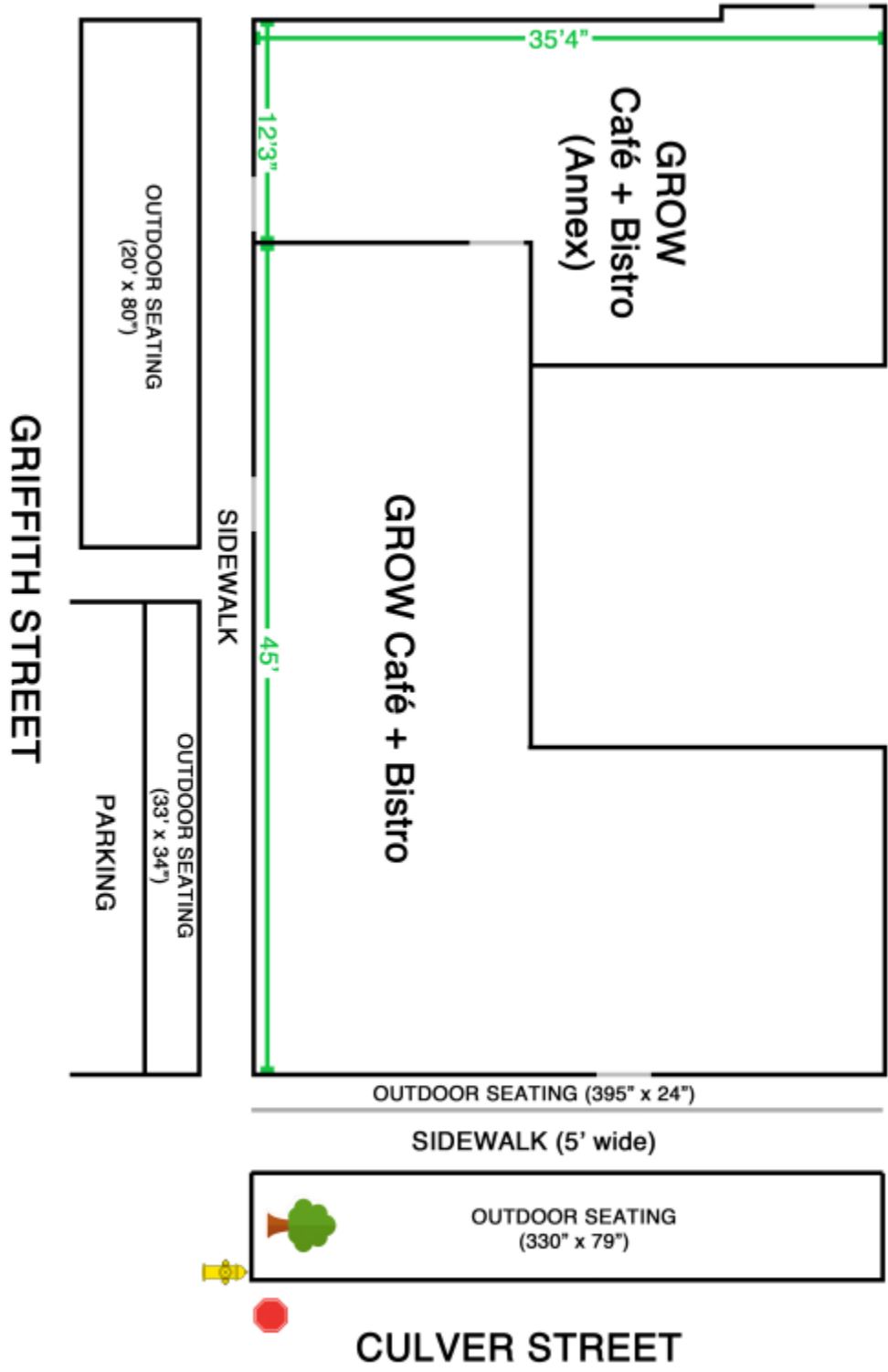
_____, a _____

By: _____

Its: _____

EXHIBIT A

ALLEY WAY





City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 5/22/2023

SUBJECT: Sidewalk Seating Request – Tree of Life Juice

DESCRIPTION:

Joanne Lam, owner of Tree of Life Juice (JSL Juice LLC), has submitted the attached application and sketch plan to place two picnic tables on the public sidewalk adjoining the property. Ms. Lam advised the tables and chairs will be in place through October and serve their customers from 10am to 7pm.

Attached is a Revocable License Agreement that would allow Tree of Life Juice to have temporary restaurant seating in the public right-of-way until November 1.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

On March 27, City Council approved continued flexibility and staff discretion for temporary expanded outdoor dining during the 2023 spring/summer/fall tourist season. Ms. Lam understands after November 1, 2023, all city codes, including zoning, will have to be followed.

LEGAL REVIEW:

The City Attorney reviewed revocable license agreement language for restaurant seating in the public right of way.

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for temporary restaurant seating in the public right-of-way for Tree of Life Juice (JSL Juice LLC)



Temporary Sidewalk Restaurant Seating

LOCATION INFORMATION **APPLICATION NUMBER** _____ - _____

Business Address 201 Culver St. Unit 1 Parcel Number _____

APPLICANTS INFORMATION

Name Joanne Lam Address / PO Box 245 Ira Spring Rd.
City Holland State MI Zip 49423 Phone (616) 610-9534
Interest In Project sidewalk seating E-Mail thetreeoflifejuice@gmail.com
Signature Joanne Lam Date 5/12/2023

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 Joanne Lam Date 5/12/2023

BUSINESS PROPERTY INFORMATION

Depth 8 1/2 ft Width 14 1/2 ft Size _____ Zoning District _____ Current Use X
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

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

- in front of shop
- two tables w/ benches on each side
- Sunday - Saturday 10am - 7pm

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
- 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.

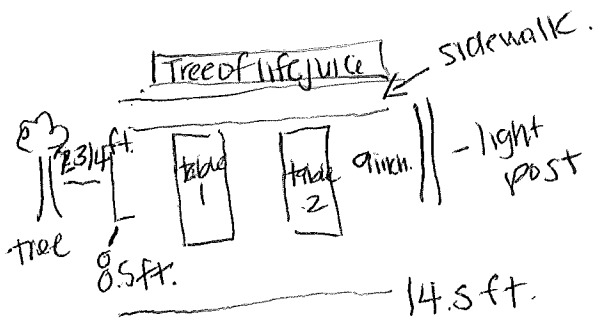


table 1 & 2 are wooden tables w/ umbrellas.

REVOCABLE LICENSE AGREEMENT

FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

THIS AGREEMENT is made this ___ day of _____, 2023, by and between the CITY OF SAUGATUCK, (hereinafter “City”) a municipal corporation located in Allegan County, Michigan; and Tree of Life Juice (JSL Juice LLC), (hereinafter “Licensee”).

Recitals

- A. Licensee has leasehold interest in real property located at 202 Culver Street, in the City of Saugatuck, further described as PP No. 03-57-170-001-00. A restaurant is operated on the property.
- B. Licensee desires to place two picnic tables 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 place and utilize the number of tables and chairs set forth above 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 and use 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 personal property placed thereon 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 use 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 use or placement 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, 2023. 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 (245 Ira Spring Rd, Holland, MI 49423), 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 service shall conform to applicable local, county, state, and federal laws, regulations, licensing requirements, and standards, subject to any limits imposed in this license.
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

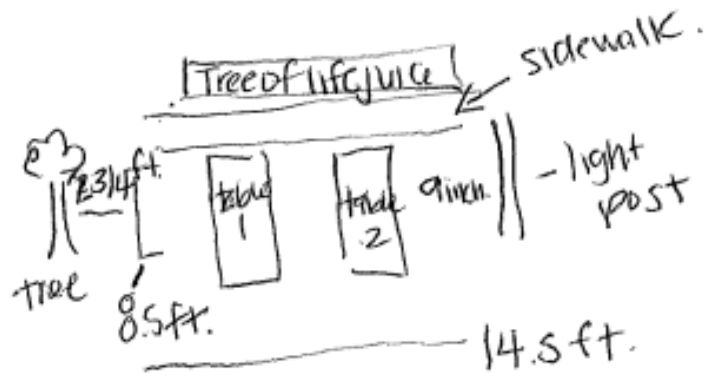


table 1 & 2 are wooden tables w/ umbrellas.



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: May 22, 2023
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 1, 2023, and July 29, 2023. See attached application and breakdown 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: 7/1 & 7/29
Location: Village Square Park
Booths: 60
Vendor Parking: Christian Reformed Church via Interurban
Fireworks or Alcohol: No

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 1st 2023 and July 29 2023 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: 510 504 2155 *president: Betsy York*
 MAILING ADDRESS: P.O. Box 176 Saugatuck, MI 49453-0176
 CONTACT NAME: Aron Lowe TELEPHONE: 616 255 2043
 E-MAIL ADDRESS: sdartclub@gmail.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

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

EVENT INFORMATION

NAME OF EVENT: Waterfront Invitational Fine Art Fair DATE(S) OF EVENT: July 1, 2023
 PURPOSE OF EVENT: Art fair fundraiser 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: Butler + Main Street Park Areas EVENT HOURS: 10-5
Village Square Park

ESTIMATED NUMBER OF ATTENDEES: 5000

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/1/23 7-10 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/1/23 5-6:30 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

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

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

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

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

BOOTHS - QUANTITY 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) 7:00 - 10:30 am + 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 Sprinklers turned off for 7/1/23 in those parks

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: 7/1/23 (Post office to Owl House on Butler) A.M. P.M. we will move barricades out of way
 Street re-open date/time: 7/1/23 7-10 am + 5-7 pm on Butler during the fair 10-5 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: _____

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 vendors 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.

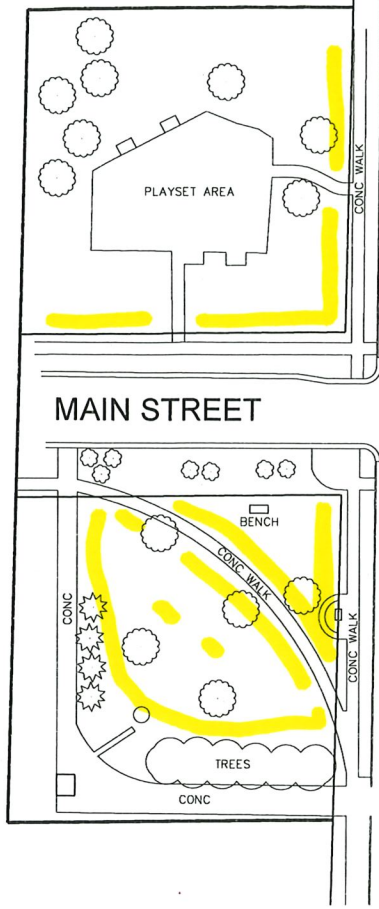
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, 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.



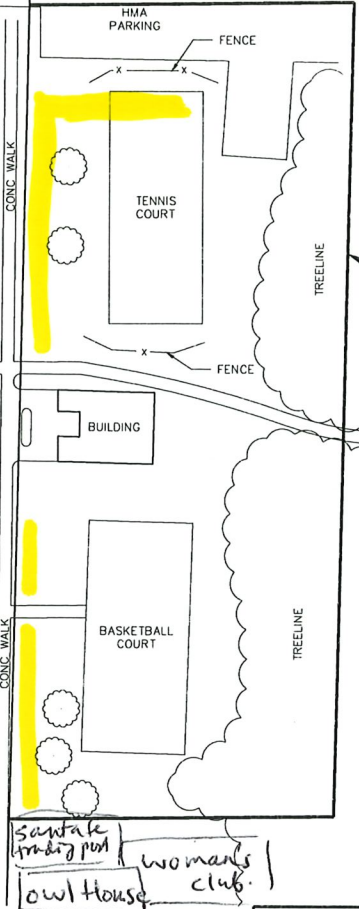
Applicant Signature

Date

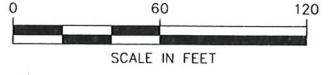


BUTLER STREET

Traffic Flow



VILLAGE SQUARE PARK BOUNDARY




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


FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

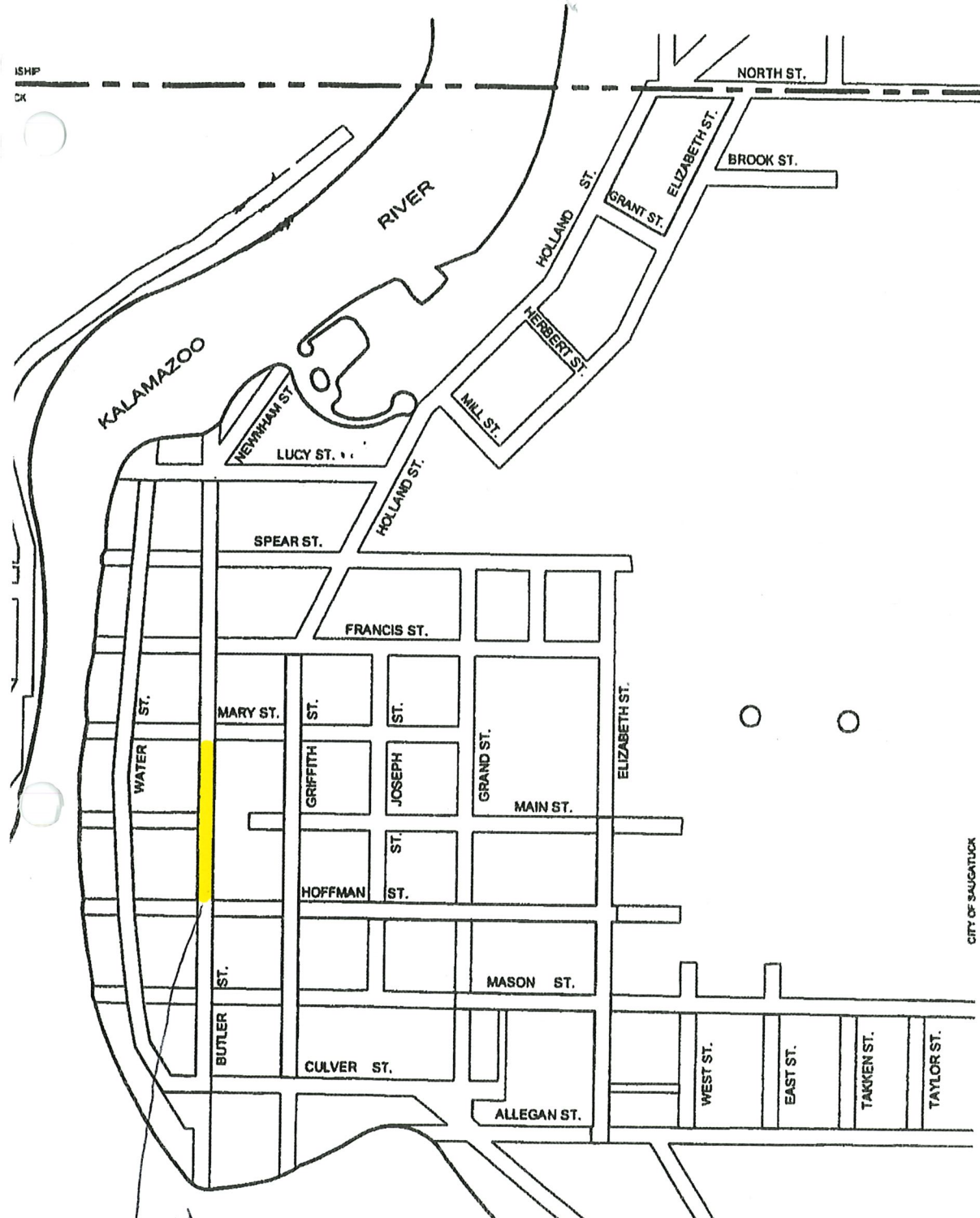
VILLAGE SQUARE PARK
PARK USE PERMIT APPLICATION

2011 3187

 - 10' x 10' Booths

 - 2 Barricades 7-10am + 5-7pm

Downtown Street / Sidewalk Closure(s)



CITY OF SAUGATUCK

closed
7-10am
+
5-7pm.



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: 510 504 2155 *president: Betsy York*

MAILING ADDRESS: P.O. Box 176, Saugatuck, MI 49453-0176

CONTACT NAME: Aron Lowe TELEPHONE: 616 255 2043

E-MAIL ADDRESS: sdartclub@gmail.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Aron Lowe TELEPHONE: 616 255 2043

E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Village Square Arts+Crafts fair DATE(S) OF EVENT: July 29, 2023

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: Butler + main Street Park Areas Village Square park. EVENT HOURS: 10-5

ESTIMATED NUMBER OF ATTENDEES: 5000

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/29/23 7-10 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/29/23 5-7 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

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

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

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

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

BOOTHS - QUANTITY ~ 90 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 st.

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

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 Sprinklers turned off in these parks for 7/29/23

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: 7/29/23 ^(post office to owl house shop on Butler St.) 7-10am A.M. P.M.

Street re-open date/time: 7/29/23 10-5p A.M. P.M. we will move barricades to side 10-5

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) — *food vendors will provide*

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.

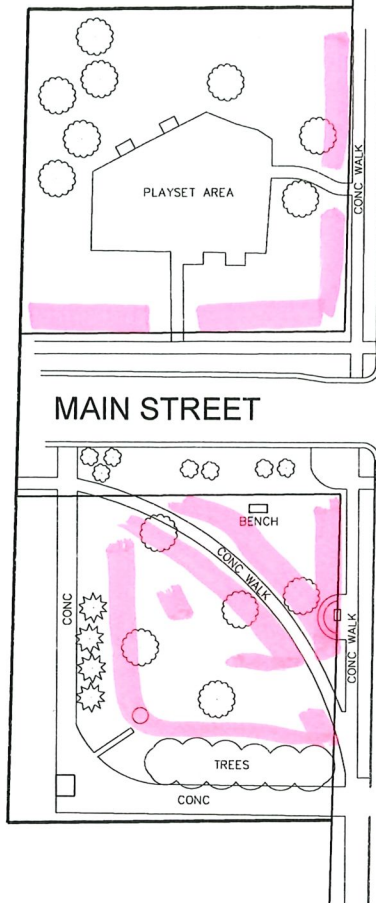
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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.

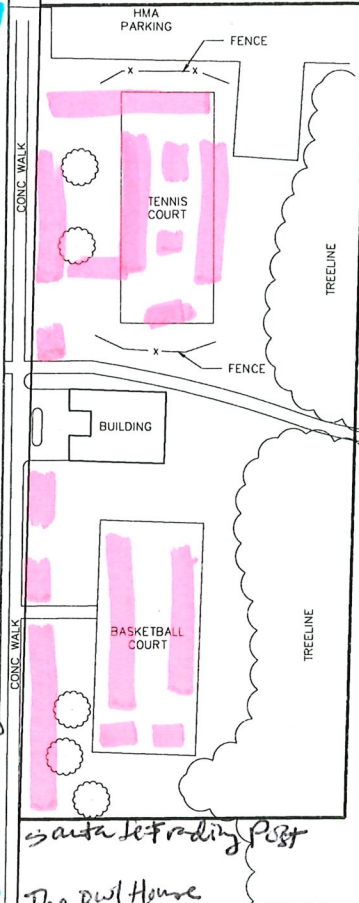
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Arnon Low
Applicant Signature

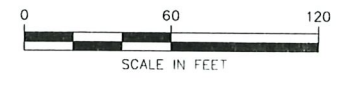
2/21/23
Date



← BUTLER STREET
 ← Traffic during set up/tear down



VILLAGE SQUARE PARK BOUNDARY



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK
 ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK
 PARK USE PERMIT APPLICATION

2011

10'x10'
 Booths

Barricades during set up
 7-10 am +
 tear down 5-7pm

Downtown Street / Sidewalk Closure(s)



closed 7-10am +
5-7pm, otherwise
open.



City Council Agenda Item Report

FROM: Jamie Wolters, City Clerk
MEETING DATE: May 22, 2023
SUBJECT: Proclamation No. 230522-P1 – Pride Month

DESCRIPTION:

Mayor Dean's proclamation of June 2023 as Pride Month within the City of Saugatuck is found in the subsequent document. The City of Saugatuck has been proclaiming June as Pride Month since 2019 to show support for the LGBTQ+ community.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** Proclamation No. 230522-P1 designating June 2023 as Pride Month in the City of Saugatuck and proclaiming that Pride flags will be on display at Saugatuck City Hall throughout the month of June.

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

PROCLAMATION NO. 230522-P1

**MAYOR'S PROCLAMATION:
"A PROCLAMATION DESIGNATING JUNE AS PRIDE MONTH"**

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, color, religion, marital status, national origin, sexual orientation, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings; and

WHEREAS, in support of the city's commitment the City of Saugatuck Non-Discrimination Ordinance was approved by City Council on August 27, 2007; and

WHEREAS, the City of Saugatuck accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

WHEREAS, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) communities contribute to the cultural, civic and economic successes of the City of Saugatuck; and

WHEREAS, while we as a society at large are slowly embracing new definitions of sexuality and gender, we must also acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

NOW, THEREFORE, BE IT RESOLVED, I, Mayor Scott Dean and the members of the Saugatuck City Council hereby proclaim June 2023 as Pride Month in the City of Saugatuck, Michigan and encourage our residents to reflect on the ongoing struggle for equality members of the LGBTQ+ community face and celebrate the contributions that enhance our city.

BE IT FINALLY RESOLVED, the City of Saugatuck will display the Pride Flag at Saugatuck City Hall from June 1 through June 30 in acknowledgment of LGBTQ+ Pride Month and to celebrate diversity and inclusion.

Signed: _____ Dated _____
Scott Dean, Mayor

Signed: _____ Dated _____
Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: May 22, 2023

SUBJECT: City Council Meetings Rules of Procedure Amendment

DESCRIPTION:

This proposed amendment to the existing Rules and Procedures document amends the "Conduct of Meetings" section 3, "Agenda Order of Business" to rearrange the current agenda. Please current and proposed new agenda below.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the amendment to the City Council Rules and Procedures for Meetings originally adopted on July 23, 2007 and last revised on January 9, 2023.

Current Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Comments
5. City Manager Comments
6. Agenda Changes (Additions/Deletions)
7. Public Comment on Agenda Items Only (Limit 3 minutes)
8. Consent Agenda: *(Roll Call)*
 - A. Regular City Council Meeting Minutes
9. Staff Reports, Boards, Commissions & Committees
 - A. Staff Reports:
 - a. City Manager
 - b. Treasurer
 - c. Planning and Zoning
 - d. Department of Public Works
 - e. Police
 - f. Engineer
 - B. Boards, Commissions & Committees:
 - a. Fire District Administration Board
 - b. Interurban Board
 - c. Kalamazoo Lake Sewer & Water Authority
 - d. Kalamazoo Lake Harbor Authority
 - e. Zoning Board of Appeals
 - f. Historic District Commission
 - g. Planning Commission
 - h. Parks & Public Works Committee
 - i. Tri-Community Non-Motorized Trail Study Committee
 - j. Tri-Community Recycling Ad-Hoc Committee
10. Guest Speakers
11. Request for Payment
 - A. Approval of Accounts Payable
12. Introduction of Ordinances
13. Public Hearings
14. Unfinished Business
15. New Business
16. Public Comments (Limit 3 minutes)
17. Correspondence
18. Council Comments
19. Adjourn

New Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Comments
5. City Manager Comments
6. Agenda Changes (Additions/Deletions)
7. Public Comment on Agenda Items Only (Limit 3 minutes)
8. Consent Agenda: *(Roll Call)*
 - A. Regular City Council Meeting Minutes
9. Staff Reports, Boards, Commissions & Committees
 - A. Staff Reports:
 - a. City Manager
 - b. Treasurer
 - c. Planning and Zoning
 - d. Department of Public Works
 - e. Police
 - f. Engineer
 - B. Boards, Commissions & Committees:
 - a. Fire District Administration Board
 - b. Interurban Board
 - c. Kalamazoo Lake Sewer & Water Authority
 - d. Kalamazoo Lake Harbor Authority
 - e. Zoning Board of Appeals
 - f. Historic District Commission
 - g. Planning Commission
 - 1) Short-Term Rental Task Force
 - h. Parks & Public Works Committee
 - i. Tri-Community Non-Motorized Trail Study Committee
 - j. Tri-Community Recycling Ad-Hoc Committee
10. Guest Speakers
11. Request for Payment
 - A. Approval of Accounts Payable
12. Introduction of Ordinances
13. Public Hearings
14. Unfinished Business
15. New Business
16. Public Comments (Limit 3 minutes)
17. Correspondence
18. Council Comments
19. Adjourn