



CITY COUNCIL MEETING AGENDA

June 13, 2022 – 7:00 pm

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Consent Agenda: (Roll Call)**
 - A. Regular City Council Meeting Minutes – May 23, 2022
 - B. Accounts Payable in the amount of \$292,739.87
 - C. Temporary Sidewalk Restaurant Seating Revocable License Agreement – Saugatuck Pub Partners, LLC
 - D. Special Event – Pink Patio 10th Anniversary
 - E. Special Event – 4th of July Fireworks
 - F. Special Event – Music in the Park
 - G. Ox-Bow Mt. Baldhead Parking Request
 - H. Approve Legal Coverage for Interim-City Manager
5. **Staff Reports:**
 - A. City Manager
 - B. Treasurer
 - C. Planning and Zoning
 - D. Department of Public Works
 - E. Fire
 - F. Police
 - G. Engineer
6. **Agenda Changes (Additions/Deletions)**
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only (Limit 3 minutes)**
9. **Introduction of Ordinances**

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

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

Then enter "Meeting ID":
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
ryan@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or JWolters@saugatuckcity.com for further information.

10. Public Hearings

11. Unfinished Business

12. New Business:

- A. Resolution 220613-A: MDOT Category B Grant Application Submission (*Roll Call*)
- B. Water Street Sidewalk Project (*Roll Call*)
- C. Saugatuck Township Fire District – FY 22-23 Budget (*Roll Call*)
- D. Ordinance No. 220613-A: Text Amendment to Chapter 97 – Trees (*Roll Call*)
- E. Ordinance No. 220613-B: Text Addition of Chapter 53 – Parks and Public Works Committee (*Roll Call*)
- F. Special Event – 4th of July Parade (*Roll Call*)
- G. Mt. Baldy Fence Request (*Roll Call*)

13. Public Comments (Limit 3 minutes)

14. Correspondence

15. Boards, Commissions & Committees Reports

16. Council Comments

17. Mayor's Comments

18. Adjourn (*Voice Vote*)



CITY COUNCIL MEETING MINUTES

May 23, 2022

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

Call to Order:

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

Attendance:

Present: Mayor Lewis, Mayor Pro-Tem Dean, Councilmembers Bekken, Gardner, Leo, Stanton and Trester.

Absent: None.

Others Present: City Manager Heise, DPW Superintendent Herbert, Zoning Administrator Osman & Clerk Wolters.

Approval of Minutes:

A. Regular City Council Meeting Minutes – May 9th, 2022.

B. Accounts Payable in the amount of \$92,974.16.

Motion by Trester, second by Leo, to approve the consent agenda. Upon roll call vote, motion carried unanimously.

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Police Lieutenant, and Engineer submitted status reports of current activities since the last Council meeting on May 9th, 2022, for their respective departments.

Agenda Change: None

Guest Speakers:

Phyllis Yff- Interurban Executive Director presented the Interurban's current financials and upcoming millage for the August Ballot.

Kelly Roche- Tri-Community Recreation Advisory Board Member provided an overview of the local community recreation program.

Public Comment on Agenda Items Only:

- Renee Zita- Saugatuck Resident safety concerns regarding the Mt. Baldhead upper deck.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

A. Resolution 220523-A: Bridge Street Project Bid Award:

The construction of two new homes on Bridge Street between Blue Star Highway and Heron Bay Drive in Saugatuck Township will necessitate the extension of municipal water system on Bridge Street. Our ordinance states in part:

Motion by Stanton, second by Leo, to approve to award the bid to install the water main and resurface Bridge Street between Blue Star Highway to the City Limits, to Al's Excavating Inc. in the amount of \$429,254.00 with a 5-10% for construction contingencies. Council discussed. Motion by Gardner, second by Trester to table this Motion. Upon roll call vote, motion carried unanimously.

Motion by Gardner, second by Stanton to Motion to temporarily waive the requirement of connection to municipal water due to the unavailability of water main materials for 1045 Bridge Street and 1065 Bridge Street via private wells as approved by the Allegan County Health Department until the new main is available. Upon roll call vote, motion was carried unanimously.

B. Dock Purchase Request:

The City Council previously discussed an offer from the Solberg's to purchase property from the City; no action was taken. A follow-up request was sent from the Solberg's.

Motion by Leo, second by Bekken, Deny the offer until such time that the Council has had time to review long-term plans for Mt Baldhead Parking area. Upon voice vote, motion was carried unanimously.

C. Special Event- Saugatuck Center for the Arts Jump into Summer:

The third annual Jump into Summer event hosted by the SCA is a FREE hands- on, immersive experience celebrating the intersection of art, nature, music, and movement! In collaboration with community partners from around West Michigan, the SCA will pack the afternoon with family-friendly activities, games, and friendly conversation:

Motion by Stanton, second by Leo, Motion to approve the Jump into Summer event to take place on June 18th, 2022, organized by Saugatuck Center for the Arts. Upon voice vote, motion carried unanimously.

D. Special Event- National Trails Days:

The Radar Hill Hiking Club has organized a second annual "Saugatuck - Douglas - Laketown Trail Scramble" in observance of National Trails Day on June 4, 2022, between 1:00 and 4:00 pm. Participants start by picking up a trail card at the Welcome Center on the Blue Star Highway in Douglas. Then they go to any of the selected trails, where a volunteer will stamp the card. After collecting three stamps, coupons on the card become valid, providing discounts at area merchants. The only request is approval for organizer to set up a table at the

Chain Ferry West dock to stamp cards for participants.

Motion by Gardner, second by Dean, to approve the Jump into Summer event to take place on June 18th, 2022, organized by Saugatuck Center for the Arts. Upon voice vote, motion carried unanimously.

E. Garden Club Banner Request:

Janet Ryskamp, on behalf of the Saugatuck Douglas Garden Club has submitted an application for the installation of a banner on the Pallet Sign from July 15 through July 23, 2022.

Motion by Leo, second by Stanton, Motion to approve the request to install a banner to promote the Saugatuck Douglas Garden Club plant sale within the public right of way from July 15, 2022, through July 23, 2022. Upon voice vote, motion carried unanimously.

F. Fourth of July Financial Contribution:

City Manager Heise informed Council a budgeted amount of \$3,000 will be given for the Fourth of July special event. *No action needed by Council.*

G. Pavement Management Plan:

City Manager Heise communicated to Council that City Engineer Jon Moxey and DPW Superintendent analyzed current road conditions. City Staff will work on a pavement management plan. *No action needed by Council.*

H. Special Event- Memorial Day Parade:

Mayor Lewis and City Manager Heise informed Council that the City did not receive a special event application for the Memorial Day Parade.

Public Comment: None.

Correspondence:

- Renee Zita, Saugatuck Resident emailed safety concerns regarding the Mt. Baldhead upper deck.
- Gregory Frey, Saugatuck Resident emailed concerns about potholes on Maple Street.
- Greg Janik, Fire Chief of the Saugatuck Township Fire District emailed answers to Mayor Lewis's concerns from the May 18th City Council workshop meeting.

Boards, Commissions & Committee Reports:

- Councilmember Stanton updated Council that the Historic District Commission meeting is the first week of June.
- Councilmember Gardner updated Council that the Planning Commission on May 19th has been canceled. Mt. Baldhead group has received three bids for the fence replacement. He thanked Councilmember Stanton for joining the meeting with Nathan Nietering who is the Project Coordinator from the State Historic Preservation Office.
- Councilmember Bekken updated Council with KLSWA recent hydrant flushing and maintenance program.

Council Comments:

- Councilmember Dean thanked the VFW and Scouts for replacing flags on the graves of the Veterans.
- Councilmember Gardner thanked Chief Janik and City Treasurer Stanislawski for answering questions that were brought up in the May 18th workshop regarding the fire budget. He asked City Manager Heise if there would be a special workshop on the City’s budget. He stated a citizen sent him pictures of safety issues at Oval Beach.

Mayor’s Comments:

Mayor Lewis informed Council that May 24th is household hazardous waste day. 232 people have signed up for 288 spaces, each municipality has agreed to spend up to \$5,000

Adjournment: *Motion by Stanton, second by Trester to adjourn, Mayor Lewis adjourned at 8:23 p.m.*

Respectfully Submitted,

Jamie Wolters, City Clerk

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	26,100.28
2. ALLEGAN COUNTY TREASURER	TAX PAPER	75.00
3. AL'S EXCAVATING INC	BUTLER STREET	73,314.64
4. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,500.00
5. AT&T MOBILITY	CELL PHONES	207.49
6. BILLS DOZER SERVICE INC	OVAL BEACH	3,600.00
7. CAPITAL ONE	SUPPLIES	56.41
8. CHIPS GROUNDCOVER LLC	WOOD MULCH	359.28
	WOOD MULCH	179.64
	TOTAL	538.92
9. CONSUMERS ENERGY	ELECTRIC	3,002.19
10. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	5,561.00
	FOIA LEGAL FEES	570.00
	LEGAL FEES	260.00
	LEGAL FEES LAWSUIT	50,727.35
	LEGAL FEES ZBA	8,857.00
	LEGAL FEES PLANNING	4,594.50
	TOTAL	70,569.85
11. FIRST BANK CARD	ELECTION, OVAL & SUPPLIES	1,666.49
12. FRONTIER	OVAL BEACH	301.37
	DPW GARAGE	186.20
	OVAL BEACH	65.61
	TOTAL	553.18
13. GATES ELECTRIC INC	OVAL	90.00
	HOLIDAY TREE	396.00
	TOTAL	486.00
14. GRAND RAPIDS POPCORN	CONCESSION	692.00
15. KAISER & MIRTO PAINTING LLC	WICKS PARK GAZEBO	3,711.38
16. KALAMAZOO FLAG COMPANY	US & MICHIGAN FLAGS	786.95
17. LEIGH G LEWIS	HAZARDOUS HOUSEHOLD WASTE	189.00
18. LORRIE PASTOOR	CLEANING SERVICES	120.00
19. MCKELLIPS PLUMBING INC	CITY HALL	239.00
20. MERCHANTS BANCARD NETWORK	CREDIT CARD OVAL	957.22
21. MERS	RETIREMENT	4,500.00
22. MICHIGAN CAT	WHEEL LOADER WINDOW	1,024.75

Vendor Name	Description	Amount
23. MICHIGAN ELECTRO FREEZE INC	OVAL	862.07
24. MICHIGAN GAS UTILITIES	CITY HALL	61.46
	BUTLER ST TOILETS	86.09
	DPW GARAGE	121.06
	TOTAL	268.61
25. OVERISEL LUMBER COMPANY	SUPPLIES & REPAIRS	914.27
26. PLUMMER'S ENVIRONMENTAL SERVICES INC	STORM SEWER CLEANING	1,164.00
	STORM SEWER CLEANING	1,940.00
	TOTAL	3,104.00
27. PRIORITY HEALTH	HEALTH INSURANCE	9,739.40
28. PRO-TEMP INC	OVAL	624.47
29. PURITY CYLINDER GASES INC	CONCESSION	40.25
	CONCESSION	12.80
	TOTAL	53.05
30. REPUBLIC SERVICES	TRASH	531.44
31. SAUGATUCK DRUG	OVAL BATTERIES	30.36
32. SAUGATUCK FIRE	SHORT TERM RENTALS	3,500.00
33. SEPTIC TANK SYSTEMS CO INC	OVAL BEACH	1,450.00
	OVAL BEACH	440.00
	CULVER STREET	570.00
	OVAL BEACH	145.00
	TOTAL	2,605.00
34. SHELL	GASOLINE & DIESEL	2,601.37
35. SHIVER ME TIMBERS	TREE STUMP GRINDING	275.75
36. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,155.80
37. SMART BUSINESS SOURCE LLC	SUPPLIES	373.41
38. SOUTHWEST TRANSPORT CO	CAMPBELL ROAD	38,257.36
39. SPRING BROOK SUPPLY	IRRIGATION REPAIRS	131.52
40. STATE OF MICHIGAN	OVAL BEACH SALES TAX	236.79
41. TRUCK & TRAILER SPECIALTIES	SNOW PLOW & SALT SPREADER	31,203.00
42. VALLEY CITY LINEN INC	SHOP TOWELS	213.50
43. VAN TILL'S GREENHOUSE	CITY HALL & PARKS	563.80
44. WYOMING ASPHALT PAVING CO	ASPHLAT HOT PATCH	122.61
45. XEROX FINANCIAL SERVICES	COPIER LEASE	481.54

Vendor Name	Description	Amount
TOTAL - ALL VENDORS		292,739.87
FUND TOTALS:		
Fund 101 - GENERAL FUND		143,986.51
Fund 202 - MAJOR STREETS		112,069.00
Fund 203 - LOCAL STREETS		436.79
Fund 661 - MOTOR POOL FUND		36,211.72
Fund 715 - ROSE GARDEN		35.85

06/10/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 05/01/2022 - 05/31/2022				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
05/09/2022	16957	GIL- ROY'S HARDWARE	SUPPLIES	363.47
05/09/2022	16958	HOLLAND MEDI-CENTER	PHYSICAL	50.00
05/09/2022	16959	MINER SUPPLY CO	SUPPLIES	387.78
05/09/2022	16960	OVERISEL LUMBER COMPANY	SUPPLIES	1,954.87
05/09/2022	16961	SOUTHWEST TRANSPORT CO	CAMPBELL ROAD	12,482.41
05/09/2022	16962	SPRING BROOK SUPPLY	PARKS IRRIGATION	255.48
05/09/2022	16963	WYOMING ASPHALT PAVING CO	ASHPALT HOT PATCH	772.90
05/09/2022	4012(E)	AT&T MOBILITY	CELL PHONES	91.86
05/09/2022	4013(E)	CAPITAL ONE	MENARDS SUPPLIES	113.71
05/09/2022	4014(E)	CONSUMERS ENERGY	ELECTRIC	3,032.21
05/09/2022	4015(E)	FIRST BANK CARD	MUTT MITTS, TRAINING, OVAL & SU	2,999.74
05/09/2022	4016(E)	FRONTIER	OVAL BEACH	62.13
05/09/2022	4017(E)	FRONTIER	DPW GARAGE	183.81
05/09/2022	4018(E)	MERS	RETIREMENT	4,500.00
05/09/2022	4019(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	278.19
05/09/2022	4020(E)	MICHIGAN GAS UTILITIES	BUTLER STREET TOILET	130.09
05/09/2022	4021(E)	MICHIGAN GAS UTILITIES	CITY HALL	103.72
05/09/2022	4022(E)	PRIORITY HEALTH	HEALTH INSURANCE	10,234.19
05/09/2022	4024(E)	SHELL	GASOLINE & DIESEL	1,977.64
05/09/2022	4025(E)	VALLEY CITY LINEN INC	SHOP TOWELS	111.40
05/09/2022	4026(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
05/09/2022	4027(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	21.20
05/09/2022	4028(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	26,352.28
05/09/2022	4029(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,500.00
05/09/2022	4030(A)	BELL EQUIPMENT CO	STREET SWEEPER	706.26
05/09/2022	4031(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	714.00
05/09/2022	4032(A)	LORRIE PASTOOR	CLEANING SERVICES	120.00
05/09/2022	4033(A)	MICHIGAN OFFICE SOLUTIONS	COPIER USE	606.18
05/09/2022	4034(A)	MICHIGAN WOOD FIBERS	PARK MULCH	1,746.00
05/09/2022	4035(A)	REPCOLITE	CROSS WALK PAINT	598.80
05/09/2022	4036(A)	SAUGATUCK FIRE	SHORT TERM RENTAL	625.00
05/09/2022	4037(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,151.80
05/09/2022	4038(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	149.70
05/09/2022	4023(E)	REPUBLIC SERVICES	TRASH	150.00
05/13/2022	DD5434(A)	BOUWMAN, CHAD	PAYROLL	1,038.88
05/13/2022	DD5435(A)	GOODRICH, RICHARD	PAYROLL	914.16
05/13/2022	DD5436(A)	HARDY, CODY	PAYROLL	1,123.91
05/13/2022	DD5437(A)	HEISE, RYAN	PAYROLL	3,161.14
05/13/2022	DD5438(A)	HERBERT, SCOTT	PAYROLL	1,755.39
05/13/2022	DD5439(A)	HINKLE, MARY	PAYROLL	1,062.94
05/13/2022	DD5440(A)	KERRIDGE, ADAM	PAYROLL	1,291.64

06/10/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 05/01/2022 - 05/31/2022				
Check Date	Check	Vendor Name	Description	Amount
05/13/2022	DD5441(A)	MACK, ELLIS	PAYROLL	1,133.60
05/13/2022	DD5442(A)	MARTIN, DANNY	PAYROLL	830.95
05/13/2022	DD5443(A)	OSMAN, CINDY	PAYROLL	1,418.96
05/13/2022	DD5444(A)	STANISLAWSKI, PETER	PAYROLL	1,365.96
05/13/2022	DD5445(A)	WENDT, MICHAEL	PAYROLL	1,399.45
05/13/2022	DD5446(A)	WHITE, KATHERINE	PAYROLL	1,454.21
05/13/2022	DD5447(A)	WOLTERS, JAMIE	PAYROLL	1,606.60
05/13/2022	EFT1551(E)	ALERUS	PAYROLL	3,149.12
05/13/2022	EFT1552(E)	EXPERT PAY	PAYROLL	487.13
05/13/2022	EFT1553(E)	MERS HYBRID	PAYROLL	1,938.41
05/13/2022	EFT1554(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,474.58
05/23/2022	16965	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,567.74
05/23/2022	16966	GREAT LAKES ORNAMENTALS	PARKWAY TREES	1,984.00
05/23/2022	16967	IHLE AUTO PARTS	SUPPLIES	210.02
05/23/2022	16969	PETTY CASH	OVAL BEACH START UP	2,500.00
05/23/2022	16970	SAUGATUCK DOUGLAS CVB	SUPPLIES	128.21
05/23/2022	4040(E)	GORDON FOOD SERVICE	CONCESSION	2,782.39
05/23/2022	4041(E)	MERCHANTS BANCARD NETWORK	CREDIT CARD FEES	370.77
05/23/2022	4042(E)	NET2PHONE INC	TELEPHONES	175.67
05/23/2022	4043(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	10.60
05/23/2022	4044(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	26,417.68
05/23/2022	4045(A)	BBC DISTRIBUTING LLC	CONCESSION	1,472.23
05/23/2022	4046(A)	E DOWD CRANE SERVICE LLC	TREE SERVICE	1,505.00
05/23/2022	4047(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES ZBA	27,124.91
05/23/2022	4048(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	18,062.48
05/23/2022	4049(A)	HOLLAND LITHO PRINTING SERVICE	CULVER STREET PASSES	908.56
05/23/2022	4050(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	379.00
05/23/2022	4051(A)	REPCOLITE	STREET PAINT	1,324.80
05/23/2022	4052(A)	SAUGATUCK FIRE	SHORT TERM RENTAL	75.00
05/23/2022	4053(A)	SISTERS IN INK	UNIFORMS	1,755.89
05/23/2022	4054(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	197.01
05/23/2022	16964	AMERICAN LEGAL PUBLISHING CORP.	CODE OF ORDINANCES WEBSITE	495.00
05/23/2022	16968	MINER SUPPLY CO	SUPPLIES	472.50
05/23/2022	16971	SPRING BROOK SUPPLY	IRRIGATION	1,651.89
05/23/2022	16972	STANDARD INSURANCE COMPANY	INSURANCE	424.43
05/23/2022	16973	WYOMING ASPHALT PAVING CO	HOT PATCH ASPHALT	254.98
05/23/2022	4039(E)	COMCAST	INTERNET & TELEPHONES	153.40
05/27/2022	DD5448(A)	BOSCH, LEXIE	PAYROLL	455.01
05/27/2022	DD5449(A)	BOUWMAN, CHAD	PAYROLL	1,078.89
05/27/2022	DD5450(A)	GARCIA, DANIELA	PAYROLL	40.97
05/27/2022	DD5451(A)	GOODRICH, RICHARD	PAYROLL	1,011.20
05/27/2022	DD5452(A)	HAAN, KATIE	PAYROLL	27.31
05/27/2022	DD5453(A)	HARDY, CODY	PAYROLL	1,078.88

06/10/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 05/01/2022 - 05/31/2022				
Check Date	Check	Vendor Name	Description	Amount
05/27/2022	DD5454(A)	HEISE, RYAN	PAYROLL	3,161.12
05/27/2022	DD5455(A)	HERBERT, SCOTT	PAYROLL	1,712.25
05/27/2022	DD5456(A)	HINKLE, MARY	PAYROLL	1,024.13
05/27/2022	DD5457(A)	KERRIDGE, ADAM	PAYROLL	1,592.57
05/27/2022	DD5458(A)	MACK, ELLIS	PAYROLL	1,133.61
05/27/2022	DD5459(A)	MARTIN, DANNY	PAYROLL	1,460.84
05/27/2022	DD5460(A)	OSMAN, CINDY	PAYROLL	4,220.01
05/27/2022	DD5461(A)	SHIVELY, CALLIE	PAYROLL	54.62
05/27/2022	DD5462(A)	STANISLAWSKI, PETER	PAYROLL	1,365.97
05/27/2022	DD5463(A)	THEODORE, PAUL	PAYROLL	54.62
05/27/2022	DD5464(A)	WENDT, MICHAEL	PAYROLL	1,439.46
05/27/2022	DD5465(A)	WHITE, KATHERINE	PAYROLL	1,454.22
05/27/2022	DD5466(A)	WOLTERS, JAMIE	PAYROLL	1,606.60
05/27/2022	EFT1555(E)	ALERUS	PAYROLL	4,506.69
05/27/2022	EFT1556(E)	EXPERT PAY	PAYROLL	487.13
05/27/2022	EFT1557(E)	MERS HYBRID	PAYROLL	2,460.29
05/27/2022	EFT1558(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,378.95
05/27/2022	EFT1559(E)	MERS	PAYROLL	4,672.71
Total of 102 Checks:				244,497.60
Less 0 Void Checks:				0.00
Total of 102 Disbursements:				244,497.60



City Council Agenda Item Report

FROM: Cindy Osman, Planning & Zoning

MEETING DATE: June 13, 2022

SUBJECT: Temporary Outside Restaurant Seating

DESCRIPTION:

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

Saugatuck Pub Partners, LLC, a.k.a Butter & Whiskey, at 220 Culver Street has applied for a revocable license to have seating in the ROW between the sidewalk and the curb.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

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

SAMPLE MOTION (IF REMOVED FROM THE CONSENT AGENDA):

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



Temporary Sidewalk Restaurant Seating

LOCATION INFORMATION APPLICATION NUMBER _____

Business Address 220 CULVER ST. Parcel Number _____

APPLICANTS INFORMATION

Name TINA PIETROTTI Address / PO Box P.O. Box 1222
City HOLLAND State MI Zip 49422 Phone 616-820-4880
Interest In Project Partner in Business E-Mail MTPirotto3@gmail.com
Signature [Signature] Date 5.2/22

SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

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

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

Signature _____ Date _____

BUSINESS PROPERTY INFORMATION

Depth 71.82 Width 47.59 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)

CONCRETE AREA 2'0" WIDE TO CURB BUT NOT SIDEWALK PASS THROUGH AREA
3 TABLES | 6-8 CHAIRS | 12p-9p | SEPT 10, 2022

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 | Paved & Level Concrete
- Adjacent Property lines, | See Drawings
- Curb-line and crosswalks, | See Drawings no Driveway N.A. N.A. N.A. N.A.
- Obstructions including but not limited to trees, tree pits, signs, fire hydrants, benches, or similar features within 25 feet of proposed seating area.



Temp. Sidewalk Restaurant Seating

Application # _____ - _____

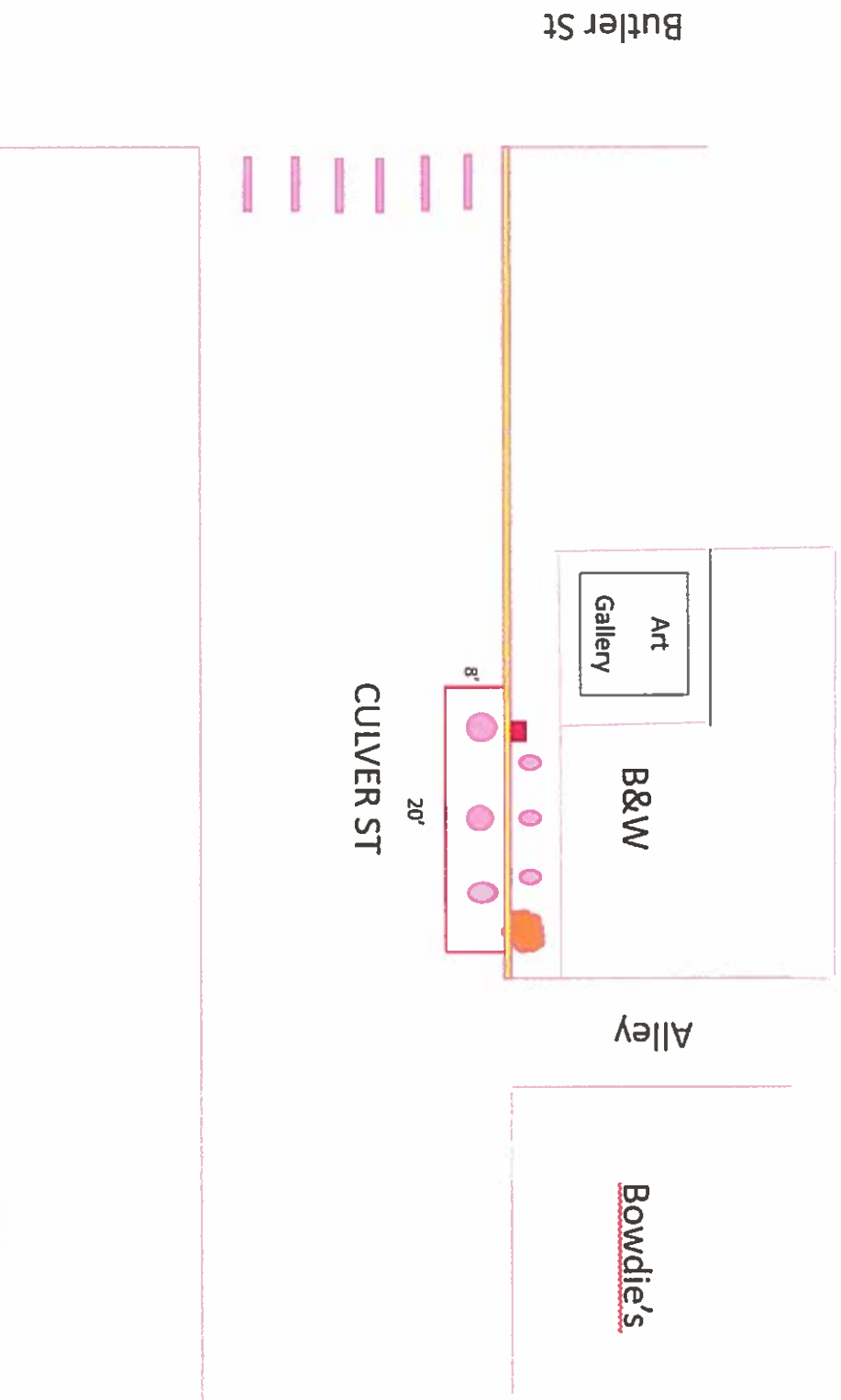
Please note that the restaurants with outdoor seating within the right of way shall be required to meet the following standards to receive temporary approval and before any tables or chairs can be placed within the public right-of-way.

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

UNO STOOD

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

Butter & Whiskey | 220 Culver St | Bird's Eye View



- Table
- Trash
- Tree
- ▭ Crosswalk
- ▬ Curb



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/12/2022

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

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

PRODUCER Doyle & Ogden Inc 3330 Broadmoor Ave SE Suite E Grand Rapids, MI 49512	CONTACT NAME: PHONE (A/C, No, Ext): (616) 949-9000 FAX (A/C, No): (616) 949-9568
	E-MAIL ADDRESS: info@doyle-ogden.com
INSURED Saugatuck Pub Partners, LLC PO BOX 1222 Holland, MI 49422	INSURER(S) AFFORDING COVERAGE: Auto Owners Insurance Company NAIC #: 18988
	INSURER B:
	INSURER C:
	INSURER E:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		16360280	5/13/2022	5/13/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							HIRED NONOWNED	\$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Saugatuck is an additional insured on the General Liability

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

REVOCABLE LICENSE AGREEMENT

FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

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

Recitals

- A. Licensee has leasehold interest in real property located at 220 Culver Street, in the City of Saugatuck, further described as PP No. 03-57-810-007-01. A restaurant is operated on the property.
- B. Licensee desires to place (3) of tables and (8) of chairs within and on the public sidewalk adjoining the property, to be utilized in conjunction with the restaurant.
- C. The public sidewalk is under the control and jurisdiction of the City and the City is amenable to granting a revocable license to Licensee for the purposes described herein, subject to the terms of this Agreement.

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

Agreement

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

ordinances, laws, and regulations governing the same and will keep its personal property in neat and clean condition, reasonable wear and tear excepted.

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

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

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

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

CITY OF SAUGATUCK, a municipal corporation

By: _____

Its: _____

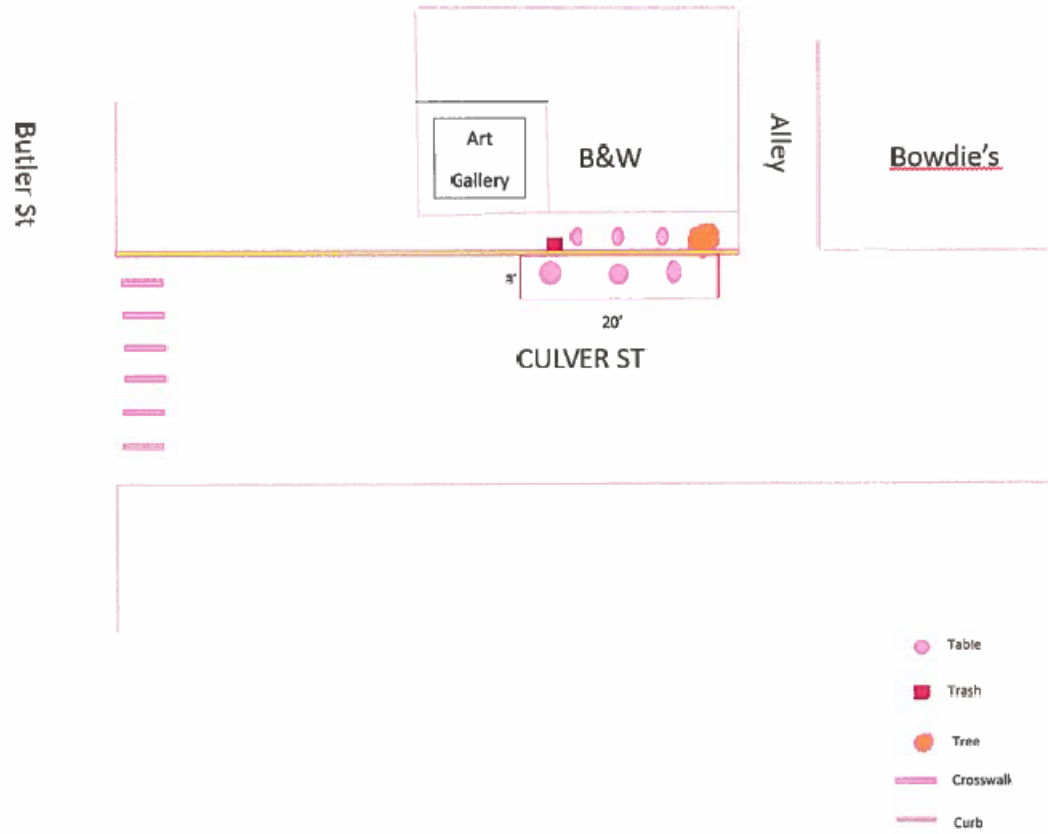
_____, a _____

By: _____

Its: _____

EXHIBIT A

Butter & Whiskey | 220 Culver St | Bird's Eye View





Temporary Sidewalk Restaurant Seating

LOCATION INFORMATION **APPLICATION NUMBER** _____

Business Address 220 Curlee St. Parcel Number: 035787-00801 + 0357-8A007

APPLICANTS INFORMATION

Name Tina Pietto Address / PO Box P.O. Box 1222
City Holland State MI Zip 49422 Phone 616-820-4980
Interest In Project Partner in Business E-Mail MTPIETTO3@gmail.com
Signature _____ Date 5.24.22

SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name FRED GERIGER'S/FMG INVESTMENTS Address / PO Box P.O. Box 2840
City Douglas State MI Zip 49806 Phone 531-889-3255
E-Mail FREDGERIGER@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 5/25/22

BUSINESS PROPERTY INFORMATION

Depth 71.82 Width 49.59 Size 2,300 SQ FT. Zoning District Com Current Use RESTAURANT
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

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

Corner Area adjacent to curb but not sidewalk pass through area
3 tables | 6-8 chairs | 12p-9p | Sept 10, 2022

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.





City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: June 13, 2022
SUBJECT: Special Event-Pink Patio's 10th Anniversary Celebration

DESCRIPTION:

Pink Patio is celebrating 10 years in business by hosting an event outside in front of their store. They are requesting the two parking spots to be blocked off during the celebration to set up tents for patrons to sit. Blue Star meats will cater the event providing complimentary meals.

BREAKDOWN OF EVENT:

Name: 10th Anniversary Celebration
Date: August 13th, 2022
Time: 1pm-5pm
Location: 133 Mason Street, location of Pink Patio
Attendees: 250
Volunteers: 4
Music: Yes

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Pink Patio 10-year celebration to take place on August 13th, 2022, at 133 Mason Street.



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: The Pink Patio TELEPHONE: 269-857-7465
MAILING ADDRESS: 2110 Prospect Ave NE, Grand Rapids, MI 49505
CONTACT NAME: Bob Driesenga / Mark Hendricks TELEPHONE: 269-857-7465
E-MAIL ADDRESS: thepinkpatio@hotmail.com CELL PHONE: 616-550-9667
616-485-7081

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Bob Driesenga / Mark Hendricks TELEPHONE: 269-857-7465
E-MAIL ADDRESS: thepinkpatio@hotmail.com CELL PHONE: 616-550-9667
616-485-7081

EVENT INFORMATION

NAME OF EVENT: 10th Anniversary Celebration DATE(S) OF EVENT: 8/13/22
PURPOSE OF EVENT: Celebrate 10 years of business RAIN DATE: Same

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

EVENT LOCATION: 133 Mason St. EVENT HOURS: 1-5

ESTIMATED NUMBER OF ATTENDEES: 250

ESTIMATED NUMBER OF VOLUNTEERS: 4 to catering service - Blue Star Meats

ESTIMATE DATE / TIME FOR SET-UP: 9:00 AM 8/13/22 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 9:00 PM 8/13/22 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: NOON END: 6 PM

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

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

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

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

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

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

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

BOOTHS – QUANTITY _____ TENTS – QUANTITY 1

AWNINGS – QUANTITY _____ TABLES – QUANTITY _____

PORTABLE TOILETS – QUANTITY _____

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No
If yes, where do you propose your vendors park? _____

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

- TRASH RECEPTACLES – QUANTITY _____
- TRAFFIC CONES – QUANTITY 60
- FENCING WATER ELECTRIC
- OTHER What ever is needed to block off 2 parking spaces
- BARRICADES – QUANTITY _____
- PARKING SIGNS – QUANTITY _____
- RESTROOM CLEANING

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: We would like to use 2 parking spots in front of the store for 1 day

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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


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

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

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



Applicant Signature



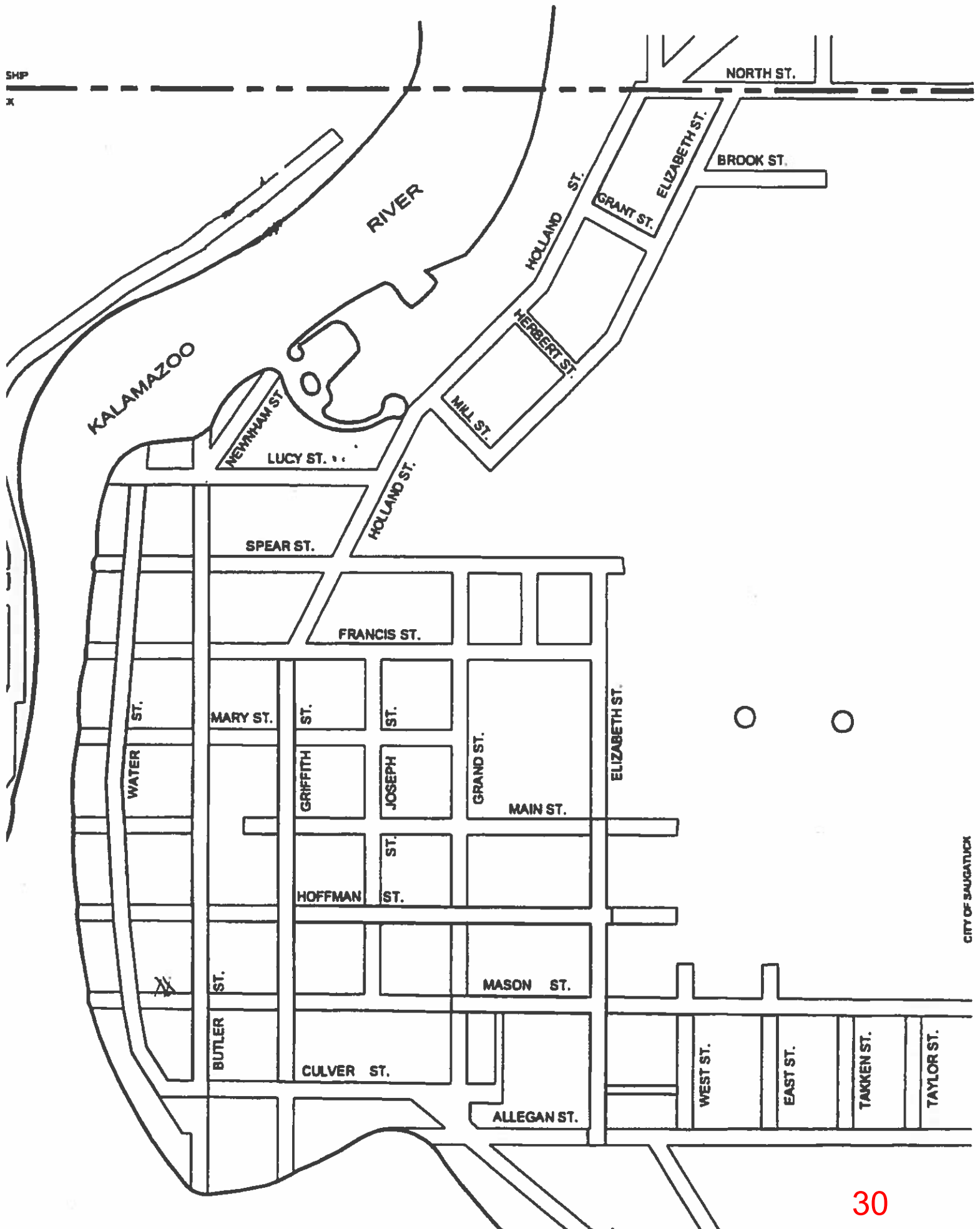
Date

The Pink Patio would like to celebrate our 10th Anniversary with an open house cookout celebration on Saturday August 13. The general public is welcome to join us as well as invited guests. We are asking for the use of the two parking places in front of our store at 133 Mason. We are contracting with Blue Star meat to do a hot dog roast with all the condiments and salad and water and lemonade. This will run from 1 – 4 or 5. **It will be free to all.** We hope to set up a 10 by 20 tent in the parking space area to cover a few tables for shade or the rain that will not happen that day. All cooking will be done in an open area and not under cover. We will supply all tables, chairs, tents and supplies and will also be responsible for all trash clean up and disposal in the immediate area of the function.

We will block off the traffic side of the tent to avoid people and children from accidentally stepping out into traffic.

Downtown Street / Sidewalk Closure(s)

SHP
X



CITY OF SAUGATUCK



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

REQUIREMENTS FOR TENT STRUCTURES

Date: 8/13/22 Location: 1 parking space in front of store
Address: 133 Mason Municipality: _____

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

Check off when complete:

- A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)
- Fire apparatus access roads shall be provided. (3103.8.1 / 503)
- Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)
- An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)
- All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)
- Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)
- A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)
- Combustible materials shall not be located within any tent structure. (3104.5)
- Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



- Portable fire extinguishers shall be provided at the exits. A minimum rating size of 2A10BC. (3104.12 /906)
 - The occupant load shall be stated. (3104.14 / Chapter 10)
 - Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. (3103.12.3)
 - Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point. (3103.12.5)
 - A minimum number of means of egress and means of egress widths are as follows:
(3102.12.5.1)
- | Occupant Load | Min. # of Means of Egress | Min. Width of Egress |
|---------------|---------------------------|----------------------|
| 10-199 | 2 | 72" |
| 200-499 | 3 | 72" |
- Exits shall be clearly marked if the occupant load is 50 or more. (3103.12.6)
 - Exit signs shall be approved self-luminous type or shall be internally or externally illuminated. (3103.12.6.1)
 - Means of egress shall be illuminated. (3103.12.7)
 - Required width of exits, aisles and passageways shall be maintained at all times. (3103.12.8)
 - Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants. (3104.20.2)
 - "No Smoking" signs shall be posted in conspicuous locations. (3104.6)
 - Provide STFD with a copy of the "Miss Dig" ticket number and documentation for location and marking of underground utilities where tent will be erected. (102.9)
 - Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: Robert Dusseldorf

Signature of Fire Inspector: _____

Date: 4-22-22

Revised 8/2016-CM

Jamie Wolters

From: Greg Janik <gjanik@saugatuckfire.org>
Sent: Tuesday, May 17, 2022 2:59 PM
To: Jamie Wolters; Brett Ensfield; Scott Herbert
Cc: Katherine White; Chris Mantels; Chris Bernhardt
Subject: RE: Pink Patio 10th Anniversary Celebration

Categories: Special Events

Hi Jamie:

We are perfectly good with the application. The tent is only 200 square feet so they just need to contact us at 269. 857.3000 when the tent is set up to make sure clearances are in order. We hope they have a fun event.

Thanks,
Greg

Greg Janik

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

Phone: 269 857-3000

E-mail : gjanik@saugatuckfire.org



CONFIDENTIALITY NOTICE: *The information contained in this e-mail message and any attachment(s) may contain confidential information that is legally privileged and exempt from disclosure under applicable law, and is intended only for the confidential use of the intended recipient(s). If the reader of this e-mail message is not the intended recipient or the employee agent responsible for delivering it to the intended recipient, any dissemination, distribution, copying or action taken in reliance on the content of this e-mail message or any attachment(s) is strictly prohibited. If this e-mail has been received in error, please notify me immediately via e-mail at gjanik@saugatuckfire.org and delete or otherwise destroy the original message, any attachment(s) and copies.*



City Council Agenda Item Report

FROM: Kate White, Project Coordinator & Deputy Clerk

MEETING DATE: June 13, 2022

SUBJECT: Special Event Application – 4th of July Fireworks

DESCRIPTION:

The Saugatuck-Douglas Rotary Club submitted a special event application for the 4th of July fireworks in the City of Saugatuck on July 4, 2022. Given the scope and scale of 4th of July festivities in the City of Saugatuck, city staff held meetings with the applicant, Jim Sullivan, and public safety officials to create a solid, comprehensive plan for the 4th of July fireworks.

Breakdown of Event:

Location: Lake Kalamazoo
Event Date: 7/4/22
Event Set-Up: Noon
Event Hours: 10 PM-11 PM
Clean-Up: 11 PM-12 AM
Attendees: Approx. 500 (likely higher)
Volunteers: 20

Public safety officials, Allegan County Sheriff's Office and Saugatuck Township Fire District, will be overseeing safety and security of the fireworks, along with post-fireworks traffic.

In addition to this application, the Rotary Club is requesting to place a banner under the Saugatuck Palette sign from June 20th to July 5th, 2022 for the event. City Council may approve the banner as an exception, as listed in Section 150.30(H) of the City Code. The conditions for approval of the exception are as follows:

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

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application for a public fireworks display on July 4th, 2022 and authorize the Allegan County Sheriff's Office and the Saugatuck Township Fire Chief to act on behalf of the City.

Motion to **approve/deny** the request to install a banner to promote the 4th of July festivities under the Saugatuck Palette sign from June 20th through July 5th, 2022.



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: Rotary Club of Saugatuck-Douglas

TELEPHONE: 614-207-4047

MAILING ADDRESS: PO Box 211, Douglas, MI 49406

CONTACT NAME: James B. Sullivan

TELEPHONE: 614-207-4047

E-MAIL ADDRESS: theloyaltycoach@gmail.com

CELL PHONE: Same

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Steve Truex, Night Magic Displays

TELEPHONE: 574-404-1125

E-MAIL ADDRESS: steve.truex1@gmail.com

CELL PHONE: Same as Above

EVENT INFORMATION

NAME OF EVENT: July 4th Fireworks

DATE(S) OF EVENT: July 4, 2022

PURPOSE OF EVENT: Celebrate Independence

RAIN DATE: _____

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

EVENT LOCATION: Lake Kalamazoo

EVENT HOURS: 10pm-11pm

ESTIMATED NUMBER OF ATTENDEES: 500

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/4/22

Noon A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/4/22

11pm-12am A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: Yes No

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

Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: Yes No

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

Provide Copy of Fireworks Permit

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

“YARD” SIGNS - Number requested: ____ (Maximum size is 2’ 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): Palette Sign requested for June 20 -July 5

Description of signs: One 14x4 standard pallet banner

(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

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

BOOTHS – QUANTITY _____

TENTS – QUANTITY _____

AWNINGS – QUANTITY _____

TABLES – QUANTITY _____

PORTABLE TOILETS – QUANTITY _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY _____

BARRICADES – QUANTITY _____

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY _____

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED

DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: Fireworks permit and accompanying materials filed separately

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.

 ROTARY CLUB
Applicant Signature

3 MAY 2022
Date

2022 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY
DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- Agricultural or Wildlife Fireworks Articles Pyrotechnic Display Fireworks
 Public Display Private Display
 Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Night Magic Displays		ADDRESS OF APPLICANT 3999 Hupp Road, Building R-3-1, La Porte, IN 46350	AGE OF APPLICANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Richard Wilson		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 3999 Hupp Road, Building R-3-1, La Porte, IN 46350	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) Tony Nault		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) 5980 East Hillcrest Drive Eaton Rapids, MI 48827	TELEPHONE NUMBER (517) 410-2361
NAME OF PYROTECHNIC OPERATOR Steve Truex		ADDRESS OF PYROTECHNIC OPERATOR 10691 Star Road Osceola, IN 46561	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NO. YEARS EXPERIENCE 22	NO. DISPLAYS 50+	WHERE Saugatuck, Waterliet Three Rivers, etc.	
NAME OF ASSISTANT		ADDRESS OF ASSISTANT	AGE OF ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO

EXACT LOCATION OF PROPOSED DISPLAY: **Kalamazoo Lake**

DATE OF PROPOSED DISPLAY: **7/4/22** TIME OF PROPOSED DISPLAY: **10:20 PM**

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

No storage is required. Delivered to shooting site day of display.

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$10,000,000	NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton-Gallagher & Associates
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY One Cleveland Center, Floor 30, 1375 East 9th Street, Cleveland, OH 44144	

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
363	3 to 4 inch display shells
5	Multi shot boxes

SIGNATURE OF APPLICANT Richard Wilson	DATE 4/14/2022
---	--------------------------

2022 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) <input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks <input checked="" type="checkbox"/> Public Display <input type="checkbox"/> Private Display <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes	FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)
--	--

NAME OF PERSON PERMIT ISSUED TO <u>Steve Truex</u>	AGE (18 YEARS OR OLDER) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS OF PERSON PERMIT ISSUED TO <u>10691 Star Road, Osceola, IN 46561</u>	
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION <u>Night Magic Displays</u>	
ADDRESS <u>3999 Hupp Road, Building R-3-1, LaPorte IN 46350</u>	

NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary)

363 pcs 3 and 4 inch display shells
5 pcs multi shot boxes

EXACT LOCATION OF DISPLAY OR USE <u>Kalamazoo Lake</u>		
CITY, VILLAGE, TOWNSHIP <u>Saugatuck, Mi</u>	DATE <u>7/4/2022</u>	TIME <u>Dusk</u>
BOND OR INSURANCE FILED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		AMOUNT <u>\$10,000,000.00</u>

Issued by action of the Legislative Body of a

City Village Township of _____ on the _____ day of _____

(Signature and Title of Legislative Body Representative)

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/24/2022

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

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

PRODUCER Britton-Gallagher and Associates, Inc. One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C. No. Ext): 216-658-7100		FAX (A/C. No.): 216-658-7101
	E-MAIL ADDRESS: info@brittongallagher.com		
INSURED Miand Inc. dba Night Magic Displays 3999 E. Hupp Rd, Building R-3-1 La Porte IN 46350	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Everest Indemnity Insurance Co.		10851
	INSURER B : Everest Denali Insurance Company		16044
	INSURER C : Liberty Mutual Insurance Co		
	INSURER D : Liberty Mutual Insurance Co		25035
	INSURER E : Axis Surplus Ins Company		26620
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 1272157022

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		SI8GL01460-221	2/4/2022	2/4/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			SI8CA00186-221	2/4/2022	2/4/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
E	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			P-001-000243093-03	2/4/2022	2/4/2023	EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$ 4,000,000
								\$
C D D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC539S-714654-011 WC5-34S-524913-030 WC5-34S-311836-051	2/4/2022 2/4/2022 2/4/2022	2/4/2023 2/4/2023 2/4/2023	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Excess Liability #2			SI8EX01319-221	2/4/2022	2/4/2023	Each Occ/ Aggregate Total Limits	\$5,000,000 \$10,000,000


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

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
 Date: July 4th, 2022

Additional insured: City of Saugatuck, MI, The City of the Village of Douglas, Saugatuck-Douglas Fire District, The Rotary Club of Saugatuck-Douglas, DK Construction, Safe Harbor Tower Marine, Sun Communities, it's affiliates and subsidiaries

Waiver of subrogation applies

CERTIFICATE HOLDER**CANCELLATION**

CITY OF SAUGATUCK 102 BUTLER STREET SAUGATUCK MI 49453 United States	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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MARINE SPECIAL EVENT APPLICATION AND PERMIT

Issued under authority of Part 801, Marine, Part 811 ORV and Part 821 Snowmobile, of the Natural Resource and Environmental Protection Act, Act 451, P. A. of 1994, as amended. Failure to comply with the provisions of this Act is a misdemeanor and may result in fines and/or imprisonment.

DNR USE ONLY
Permit Number
D7-M-AL-22-79

APPLICANT: This completed and signed application must be received by the appropriate DNR office at least 30 days prior to the event, or the permit may not be authorized. Locations and addresses on next page.

Form with fields for Name of Applicant, Sponsoring Organization, Name of Person in Charge, Street Address, City, State, ZIP, Email Address, Business Telephone, Home Telephone, Event Date(s), Event Starting and Finishing Times, Type of Event, Location of Event, Estimated Number of Vehicles, Number of spectators, Number of Event Participants, Sponsor of Patrol Vessels, Do conditions require special law enforcement patrols?, Types of Medical Support Units, Number of Medical Support Units.

APPLICANT: Read all pages and attachments before certification and signature.

CERTIFICATION section with signature line and date field.

APPLICANT: Submit completed and signed application to appropriate DNR office at least 30 days prior to event or permit may not be authorized. Locations and addresses on next page.

FOR DNR USE ONLY section with Investigation Findings & Recommendations and Investigating Officer details.

AUTHORIZATION section with checkboxes for event authorization and number of law enforcement patrol boats.

RECEIVED
By Valerie Romanek at 12:35 pm, May 16, 2022

43

2022 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 258

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes)

- Agricultural or Wildlife Fireworks
 Articles Pyrotechnic
 Display Fireworks
 Public Display
 Private Display
 Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY.

PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)

NAME OF PERSON PERMIT ISSUED TO

Steve Truex

AGE (18 YEARS OR OLDER)
 YES NO

ADDRESS OF PERSON PERMIT ISSUED TO

10691 Star Road, Osceola, IN 46561

NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION

Night Magic Displays

ADDRESS

3999 Hupp Road, Building R-3-1, LaPorte IN 46350

NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary)

363 pcs 3 and 4 inch display shells
 5 pcs Multi shot boxes

EXACT LOCATION OF DISPLAY OR USE

Kalamazoo Lake

CITY, VILLAGE, TOWNSHIP

City of Saugatuck

DATE

7/4/2022

TIME

Dusk

BOND OR INSURANCE FILED

YES NO

AMOUNT

\$10,000,000.00

Issued by action of the Legislative Body of a

City Village Township of

SAUGATUCK on the 13TH, MAY day of 2022



(Signature and Title of Legislative Body Representative)

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/24/2022

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PRODUCER Britton-Gallagher and Associates, Inc. One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C. No. Ext): 216-658-7100		FAX (A/C. No): 216-658-7101
	E-MAIL ADDRESS: info@brittongallagher.com		
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURED Miand Inc. dba Night Magic Displays 3999 E. Hupp Rd, Building R-3-1 La Porte IN 46350	2321		INSURER A : Everest Indemnity Insurance Co. 10851
			INSURER B : Everest Denali Insurance Company 16044
			INSURER C : Liberty Mutual Insurance Co
			INSURER D : Liberty Mutual Insurance Co 25035
			INSURER E : Axis Surplus Ins Company 26620
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 1272157022

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		SI8GL01460-221	2/4/2022	2/4/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			SI8CA00186-221	2/4/2022	2/4/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
E	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED RETENTION \$			P-001-000243093-03	2/4/2022	2/4/2023	EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$ 4,000,000
								\$
C D D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC539S-714654-011 WC5-34S-524913-030 WC5-34S-311836-051	2/4/2022 2/4/2022 2/4/2022	2/4/2023 2/4/2023 2/4/2023	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Excess Liability #2			SI8EX01319-221	2/4/2022	2/4/2023	Each Occ/ Aggregate Total Limits	\$5,000,000 \$10,000,000


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

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
Date: July 4th, 2022

Additional insured: City of Saugatuck, MI, The City of the Village of Douglas, Saugatuck-Douglas Fire District, The Rotary Club of Saugatuck-Douglas, DK Construction, Safe Harbor Tower Marine, Sun Communities, it's affiliates and subsidiaries

Waiver of subrogation applies

CERTIFICATE HOLDER**CANCELLATION**

CITY OF SAUGATUCK 102 BUTLER STREET SAUGATUCK MI 49453 United States	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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16750
Event Number: 30-22
May 5, 2022

Saugatuck 4th of July Committee
Attn: Richard Wilson
PO Box 129
Saugatuck, MI 49453

Dear Richard Wilson,

Thank you for submitting an Application for Marine Event for the Saugatuck 4th of July Fireworks Display taking place on July 4, 2022. Based on the description of the event you provided, I have determined that the proposed event does not meet the criteria to require a Marine Event Permit, as outlined in 33 CFR Part 100. However, due to identified safety concerns, my office will establish a Safety Zone, the details of which are enclosed with this letter, which will be in effect during your event.

If there are any substantive changes to the event, including the number of participants and/or expected spectators, location, date, or any other significant changes that may necessitate reconsideration as to whether a permit would be required, please contact Sector Lake Michigan's Marine Events Coordinator.

As the event sponsor, you are responsible for the overall safety of the event, obtaining appropriate permits from other Federal, State, or local authorities, and complying with all existing Federal State, and local laws and regulations. Specifically, you must ensure your event is held in compliance with all COVID-19 health guidance in accordance with the most current Federal, State, and local guidelines and orders.

I sincerely appreciate your proactive effort in bringing this event to my attention. Because of the dynamic nature of the maritime environment, the Coast Guard carefully considers the totality of risks associated with each event on a case-by-case basis when determining whether a permit is required. While a Coast Guard permit is not required for this occasion, you should continue to submit an Application for Marine event for this and any similar event you may sponsor in the future.

The Coast Guard will inform the maritime community of this event through Broadcast Notice to Mariners. Depending on operational commitments, a Coast Guard or Coast Guard Auxiliary vessel may conduct safety patrols during this event. You are encouraged to contact Coast Guard Station Grand Haven at (616) 850-2552 if you wish to coordinate a Coast Guard or Coast Guard Auxiliary safety patrol.

If you have any further questions, please contact Sector Lake Michigan's Marine Events Coordinator, at (414) 747-7148 or D09-SMB-SECLakeMichigan-WWM@uscg.mil.

Sincerely,

A handwritten signature in black ink that reads "J. N. Sherrill".

J. N. SHERRILL
Chief Petty Officer, U. S. Coast Guard
Captain of the Port Lake Michigan
By Direction

Enclosure: Safety Zone for the Saugatuck 4th of July Fireworks Display
Copy: Officer in Charge, Coast Guard Station Grand Haven

Safety Zone for Saugatuck 4th of July Fireworks Display

Event Date(s): July 4, 2022

Event Number: 30-22

Event Location: Kalamazoo Lake, Saugatuck, MI

Cite: 33 CFR 165.929

Location: All waters of Kalamazoo Lake within the arc of a circle with a 500-foot radius from the fireworks launch site in center position 42°39.074' N, 086°12.285' W

Enforcement Period: 10:15 PM through 11:00 PM on July 4, 2022.

- Regulations:**
- (1) In accordance with the general regulations in section § 165.23, entry into, transiting, or anchoring within this safety zone is prohibited unless authorized by the Captain of the Port Lake Michigan or a designated on-scene representative.
 - (2) This safety zone is closed to all vessel traffic, except as may be permitted by the Captain of the Port Lake Michigan or a designated on-scene representative.
 - (3) The “on-scene representative” of the Captain of the Port Lake Michigan is any Coast Guard commissioned, warrant or petty officer who has been designated by the Captain of the Port Lake Michigan to act on his or her behalf.
 - (4) Vessel operators desiring to enter or operate within the safety zone must contact the Captain of the Port Lake Michigan or an on-scene representative to obtain permission to do so. The Captain of the Port Lake Michigan or an on-scene representative may be contacted via VHF Channel 16. Vessel operators given permission to enter or operate in the safety zone must comply with all directions given to them by the Captain of the Port Lake Michigan or an on-scene representative.

USCG Patrol Commander: None

Encl: Safety Zone for Saugatuck Fireworks Display



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: June 13th, 2022
SUBJECT: Special Event-Music in the Park

DESCRIPTION:

SDABA is hosting the Music in the Park series every Wednesday night from 7:00 p.m. – 9:00 p.m. starting on June 22, 2022. The special event application states there will be food trucks, SDABA has removed the food trucks from their plan. The event will be similar to previous years.

BREAKDOWN OF EVENT:

Name: Music in the Park
Date: Starting Wednesday June 22
Time: 7:00 p.m.- 9:00 p.m.
Location: Wicks Park
Attendees: 100-500
Volunteers: 4-5

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the 2022 Music in the Park series starting on June 22nd organized by the Saugatuck Douglas Area Business Association.



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

Saugatuck Douglas Area Business Association

LEGAL BUSINESS NAME: _____

TELEPHONE: 269-857-1626

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

CONTACT NAME: Becky Schrupf

TELEPHONE: 269-857-1626

E-MAIL ADDRESS: becky@saugatuckdouglas.com

CELL PHONE: 616-262-6023

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Becky Schrupf

TELEPHONE: 269-857-1626

E-MAIL ADDRESS: becky@saugatuckdouglas.com

CELL PHONE: 616-262-6023

EVENT INFORMATION

NAME OF EVENT: Music in the Park

DATE(S) OF EVENT: _____

PURPOSE OF EVENT: Community enrichment

RAIN DATE: N/A

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

EVENT LOCATION: Wicks Park Gazebo

EVENT HOURS: 7 p.m. - 9 p.m.

ESTIMATED NUMBER OF ATTENDEES: 100-500

ESTIMATED NUMBER OF VOLUNTEERS: 4-5

ESTIMATE DATE / TIME FOR SET-UP: Wednesdays 5:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: Wednesdays 9-10:00 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 7:00 p.m. END: 9:00 p.m.

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No
 Provide Copy of Health Department Food Service License **NO LONGER APPLICABLE - WITHDRAWN**

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

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

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

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

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

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

SIGNAGE AT EVENT SITE - Location(s): 4x6 sign at Gazebo, 2 yard signs in park
Description of signs: Same signs used in previous years
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

BOOTHS – QUANTITY _____ TENTS – QUANTITY _____

AWNINGS – QUANTITY _____ TABLES – QUANTITY _____

PORTABLE TOILETS – QUANTITY _____

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

If yes, where do you propose your vendors park? Please see below, same year as last

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

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

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: Parking Lot next to park, adjacent to Mermaid Restaurant

Sidewalk closure date/time: Wednesdays, 9 a.m. _____ A.M. P.M.

Sidewalk re-open date/time: Wednesdays 10 p.m. _____ A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance: _____
Free shuttle service from SHS

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)

Waiting on individual food truck licenses from selected vendors

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

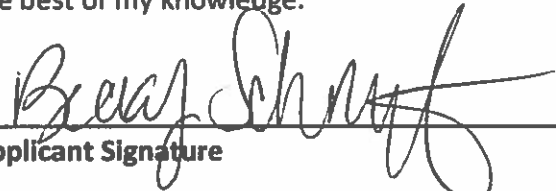
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

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

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

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

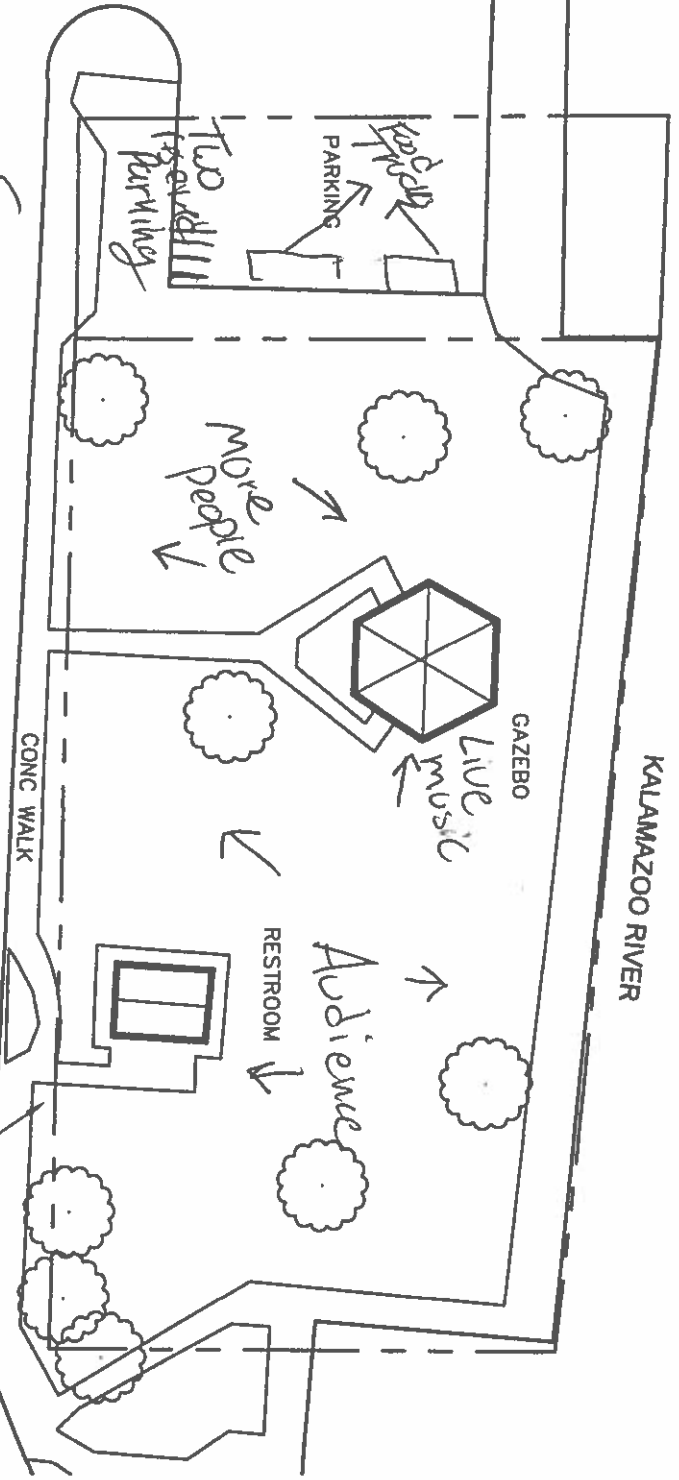


Applicant Signature

4/29/22
Date

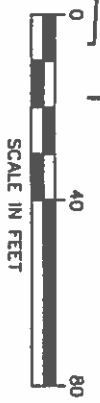
MAIN STREET

KALAMAZOO RIVER



*Same as previous years - adding
Two food trucks
per event.*

MARY STREET



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

WICKS PARK
PARK USE PERMIT APPLICATION

2016

3187

Jamie Wolters

From: Greg Janik <gjanik@saugatuckfire.org>
Sent: Monday, June 6, 2022 6:21 PM
To: Jamie Wolters; Mike Betts; Scott Herbert; Brett Ensfield
Cc: Katherine White
Subject: RE: Music in the Park

Hi Jamie:

Thank you for the Music in the Park application. We support the event.

Thank you,
Greg

Greg Janik

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

Phone: 269 857-3000

E-mail : gjanik@saugatuckfire.org



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Jamie Wolters

From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Tuesday, June 7, 2022 4:38 AM
To: Jamie Wolters
Subject: RE: Music in the Park

Looks good

Sent via the Samsung Galaxy S9, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Date: 6/6/22 3:53 PM (GMT-05:00)
To: Greg Janik <gjanik@saugatuckfire.org>, Mike Betts <mbetts@saugatuckfire.org>, Scott Herbert <scott@saugatuckcity.com>, Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Cc: Katherine White <KWhite@saugatuckcity.com>
Subject: Music in the Park

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

Good afternoon,

Music in Park submitted their application recently and we have been waiting for additional documentation(food truck food service license) before sending this out. SDABA has decided to not move forward with food trucks this year, so the event will be similar to previous years events. This will be on the June 8th & 13th agendas for Council discussion/action as the first event in the series is scheduled for June 22nd.

Thank you,

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406





City Council Agenda Item Report

FROM: Kate White, Project Coordinator & Deputy Clerk

MEETING DATE: June 13, 2022

SUBJECT: Ox-Bow School of Art Request for Mt. Baldhead Parking Spaces

DESCRIPTION:

Kate Nguyen, event organizer, contacted the City of Saugatuck with a request to use some parking spaces in the Mt. Baldhead parking lot for a fundraising event being held at the Ox-Bow Campus. The fundraiser is a public, ticketed event to take place on Friday, July 8th starting at 6 p.m. and ending at 9 p.m.

Nguyen requested the additional parking spaces in case of Ox-Bow needs overflow parking for their event. The parking for the whole event will be valeted. Nguyen is anticipating roughly 250 attendees for the event and is requesting 20 parking spaces to be coned off for their event. Coning off a section of the Mt. Baldhead parking lot amounting to 20 parking spaces is likely to consume a significant portion of the parking lot.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the request to reserve 20 parking spaces in the Mt. Baldhead parking lot for the Ox-Bow School of Arts fundraising event on Friday, July 8th.



City Managers Report –Highlights

June 13, 2022

Michigan Natural Resources Trust Fund Board Visit

The City is excited to host a portion of a visit with the Michigan Natural Resources Trust Fund (MNRTF) Board, and their contingent, as they visit the regional area on June 14th and 15th. This is a great opportunity to showcase the previous investments made by the Trust Fund Board in our area and discuss future potential investments.

The MNRTF Board and a large contingent of DNR staff, and generous donors will be arriving on Tuesday, June 14th. Mayor Lewis, Mayor Pro-Tem Dean, and I... will be joining them on a tour highlighting previous investments that the MNRTF has made in the community, namely the Saugatuck Harbor Natural Area. This provides an opportunity to discuss the vision of connecting the Douglas, Saugatuck City and Township with trails and our focus on getting people outdoors and promoting healthy activities, along with alternate forms of transportation.

Pavement Management Plan

Staff met with the City Engineer, and a updated plan for pavement is being developed with a five (5) year outlook.

Oval Beach Staffing and operations

Staff has dedicated a significant amount of time recruiting and stabilizing operation. The Council decision to allow the Department of Public Works to hire an additional fulltime employee is paying dividends. Special thanks to Jaime Wolters and Scott Herbert on their focused effort on recruitment and training.

Blue Star Trail Update

Transportation Alternatives Program (TAP) grant has been submitted, along with state trust fund grant application. We are looking forward to good news soon on the TAP grant. The State trust Fund Board will be meeting in Saugatuck in June to review and discuss applications received from around the state.

Road resurfacing (and utility) projects

Campbell Road –Near completion.

Dune Ridge Waterfront Update

Litigation continues... there are three (3) pending legal cases related to the subject parcel along the waterfront. A significant amount of staff time is being dedicated to facilitating the litigation process.

Bridge Street Utilities - Some owners have requested sewer as well

Special assessment methodologies are being discussed by engineer and legal counsel and will be presented to Council. After due diligence by staff and Council is complete a meeting will be conducted with parcel owners.

Two lot owners have requested an exemption from the City to install a well. Which the city agreed to.

Maple Street Watershed

Staff and engineers continue to study the drainage and watershed related to Maple and Mason Street creek concern. The Township is working with the Drainage Commission to create an expanding Drainage District, this may come into play for the City. A meeting is scheduled with a homeowner that has concerns with erosion this Friday, June 17th.

City Hall Office Space

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

Exterior repairs are also needed. This project has been delayed given existing staff workload.

Kalamazoo Lake Sewer and Water (KLSWA) Agreement

City/Township Managers continue to discuss the Assessment Management Plan, along with our respective attorneys and engineers.

KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. Legal counsel has been engaged and provided initial comments. Local municipal managers will continue to meet and discuss.

Milfoil Treatment

Staff will begin to reach out to waterfront owners with a request if they would like shoreline treatment of the invasive Eurasian Milfoil. We will send out educational material regarding the process, as was done in the previous year.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 05/23/2022:

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



Planning & Zoning Report

Below is a summary of notable activities carried out by the Planning and Zoning Office since the last council meeting on 05/23/2022:

1. Planning Commission:

- No meeting scheduled

2. Historic District Commission:

- June 2, 2022 meeting cancelled – no applications.
- Administrative approval – temporary construction fence vacant lot on Lake Street.
- Administrative approval - sign at 510 Butler Street.

3. Zoning Board of Appeals:

- June 9, 2022 meeting
- 181 Park Street – lot coverage – approved.

4. Other:

- Working on Easements for Bridge Street
- Dock Study - preliminary
- Final training for Get on Board!
- FEMA flood plain training.



Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 05/23/2022:

- Completed restoration of Wicks Park gazebo (restoration work included: replacing lattice, replacing step stringers, new step decking boards, handrail repair, LED light bulb replacement, and a paint job) – Pictures included in subsequent pages.
- Landscape project completed at Village Square and Rose Garden
- Attended Pavement Management meeting
- Attended Campbell Road progress meeting
- Attended Workshop meeting
- Attended Parade Discussion meeting
- Hosted interview for seasonal help
- Met with playground equipment companies to begin generating design/budget ideas
- Opened Oval Beach for summer season
- Community Pride Day, Garden Club, and DPW flower plantings (Coghlin Park, Main/Butler Restrooms, City Hall, and Veteran’s Memorial)
- Street tree plantings
- Heavy emphasis on city-wide routine maintenance (mowing, MISS DIG locate requests, irrigation, weed-eating road ROW’s, tree pruning, painting, potholes, equipment maintenance, etc.)





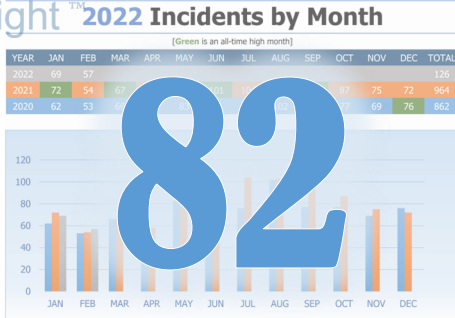


PLAQUE



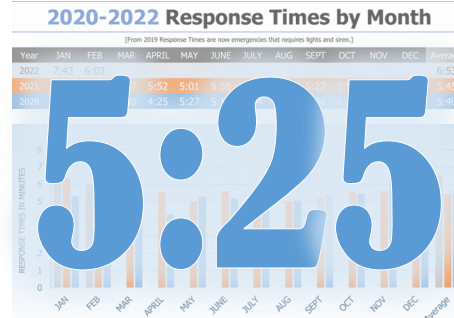
Incidents end of May 2022

Incidents by Month



May recorded 82 calls total compared to 67 in 2021. A difference of a 7% Increase in call volume. Total year to date is 353 calls. With increasing number of people visiting the area our call numbers are going up.

Response times



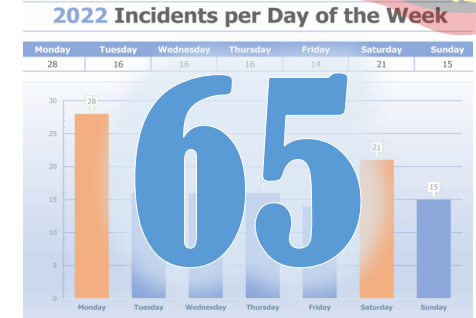
Our response time is slowly coming down. Average response time for the month of May was 5:25. For the year the average is coming down as well to 6:09.

Emergent Calls



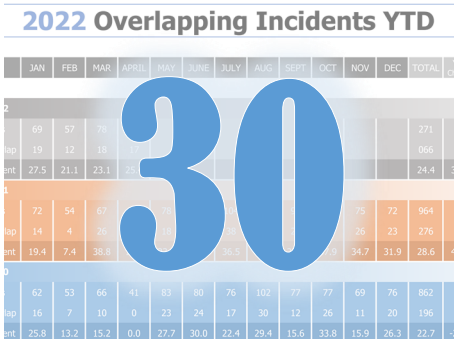
May showed 44 emergent calls (lights and siren) up from 34 in May 2021. Total for this year is 193 emergent calls compared to 175 in 2021.

Time of Day Day of the Week



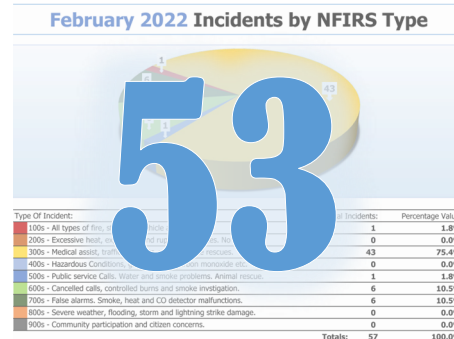
Monday, Tuesday and Saturday are the busy days compared to the rest of the week within the 65-56 range. The hours from 8AM-9PM count for the busy time of the day.

Overlapping Calls



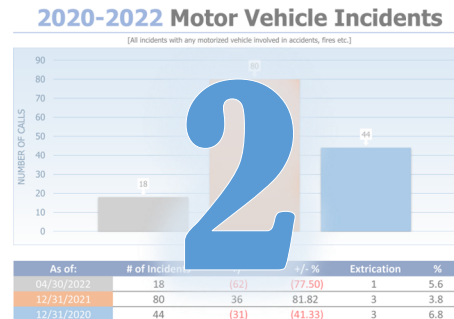
30 overlapping calls are much higher compared to May 2021 with 18. 37% of our calls in the month of May were overlapping. For the year we have 27% of our calls overlapping.

Type of Calls



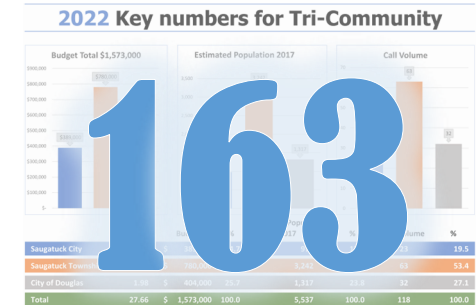
May recorded 53 calls in EMS which counts for 65% of our volume for May. The most common EMS call type is still falls, 71 such incidents this year, or 28% of the reported 250 total EMS calls.

MVI



2 MVIs (motor vehicle incidents, i.e., crashes, fires etc.) 20 incidents YTD. Intersection of Blue Star and Old Allegan Road have not seen any MVIs this year. Flashing stop sign installed early spring. 4 MVIs last year in this period.

Location



Location of calls shows Township accounts for 163 calls or 48% compared to Douglas at 101 or 30% and Saugatuck City at 73 or 22%. We still have many fall incidents in Douglas.



Allegan County Sheriff's Department Report

Below is a summary of notable activities carried out by the Allegan County Sheriff's Deputies since the last council meeting on 05/23/2022:

- Worked with City staff and other officials on planning for various summer events
- Nothing out the ordinary to report

City of Saugatuck
Status Report of Engineering Activities
June 7, 2022

General Consultation

- Water Street Sidewalk: Finalized plans based on input from the property owner. The property owner is preparing for construction in September (canceling bookings, arranging vacation, etc.). We are working on obtaining quotes for the work based on September, unless we receive other direction.
- High School Improvements: Attended a pre-construction meeting with KLSWA and the school's contractors. Construction work is underway. Providing assistance on an as-needed basis.
- Water Street Water Services: We reviewed options for the water services at 403-449 Water Street (4 properties on a shared service that appears to run under several of the buildings) and prepared a summary memo recommending that these be included in the City's overall water system asset management planning. **A draft proposal has been prepared for discussion.**
- The Butler Improvements: Work on the structure is nearing completion. The asphalt has been patched. Sidewalk will be replaced as other work on site is completed.
- Olde Mill Apartments Water Service: We are working on obtaining quotes to replace the water service to 720 N. Maple Street, as it appears to be currently connected to the private water main for the Olde Mill Apartments complex. Once the cost has been established, we can discuss cost sharing options.

Campbell Road Improvements

- Shoulder grading and conduit installation is complete on the south side of the road. Work on the north shoulder is ongoing.
- The Substantial Completion date in the contract was May 26. Liquidated damages will be imposed starting May 27 per the contract to cover the Cities' hard and soft costs for the schedule overrun.

Butler Street Sanitary Sewer Improvements

- The project is complete.
- Record drawings are in process.

Bridge Street Water Main Extension

- Worked with the City Attorney to develop options for the special assessment that will be presented to council at the June 8 workshop.

Maple Street Improvements

- A draft of the drainage study is nearly complete.
- We plan to meet with the affected property owner the week of June 13 to discuss the options that have been developed and gather feedback.

Road Project Planning

- We met with City staff on June 1 to review the draft plan.
- We prepared an application for the MDOT Category B program, which is due June 15 and will be presented to council at the June 8 workshop.
- We will be updating the 2019 PASER study and creating a formal Capital Improvements Plan for council consideration.



City Council Agenda Item Report

FROM: Jon Moxey, Fleis & VandenBrink Project Manager

MEETING DATE: June 13, 2022

SUBJECT: Resolution 220613-A: MDOT Category B Grant Application Submission

DESCRIPTION:

MDOT Category B is state funding targeted toward local roads that aren't eligible for federal funding. The program's stated priorities are projects paired with other infrastructure, those combined with work by another agency and preventative maintenance projects. Priority is given to communities that haven't received a grant in the past, and the committee tries to balance the grant awards geographically. The City applied for this grant several times with Douglas for the Campbell Road project but was not successful despite the project meeting all of the program priorities. It is a direct grant program with very little overhead cost. The program is competitive, as it is one of the only sources of funding for local roads beyond Act 51 revenues. The application is not an expensive one to prepare, which balances out the potentially low chances for funding. The current request is for projects to be funded in MDOT FY2023, which begins October 1, 2022.

The application allows for work on up to 5 streets. The draft application for council consideration falls under the "preventative maintenance" priority. The streets included are:

- Lucy Street from Water Street to Holland Street
- Spear Street from the west end to Holland Street
- Francis Street from Water Street to Holland/Griffith Street
- Mary Street from Water Street to Butler Street
- Hoffman Street from west of St. Joseph Street to the east end

The proposed scope of work includes skip patching for the areas of pavement that are failed and an ultra-thin overlay to restore the surface in areas of better condition. The specific streets were chosen based on the following:

- They provide access to and parking for the downtown area.
- They serve the high school complex / overflow downtown parking.
- Damage done during recent flooding from the elevated level of Lake Michigan.
- Their needs are consistent in terms of the type of work required.
- They are geographically in relatively close proximity.

The total estimated construction cost is \$450,000. The program funds up to 50% of the construction cost – the grant request is \$225,000. If successful, the City would be responsible for a \$225,000 match for construction costs plus engineering and administration. A total City budget of \$300,000 is recommended to include its share of construction costs, engineering, administration and contingencies.

Applications are due June 15. If council has any changes or enhancements, they can be implemented prior to submittal. The application requires a resolution of support, which is included

in the packet. The resolution language includes the streets that are part of the application and the dollar amount. Those can be adjusted, if necessary, prior to adopting the resolution.

BUDGET ACTION REQUIRED:

If approved, the matching funds would need to be put into a line item in the FY 2022-23 Budget.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution 220613-A to establish a request for funding, designate an agent, attest to the existence of funds and commit to implementing a maintenance program for roadway improvements on Lucy Street, Spear Street, Francis Street, Mary Street, and Hoffman Street funded by the Transportation Economic Development Fund Category B Program.

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

RESOLUTION NO. 220613-A

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR ROADWAY IMPROVEMENTS ON LUCY STREET, SPEAR STREET, FRANCIS STREET, MARY STREET AND HOFFMAN STREET FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM

At a regular meeting of the City Council for the City of Saugatuck, Michigan, held at the City Hall, 102 Butler Street, on the 13th day of June at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Council Member _____ and seconded by Council Member _____:

RECITALS

WHEREAS, the City of Saugatuck is applying for \$225,000 in funding through MDOT from the Transportation Economic Development Category B Program to construct roadway improvements on Lucy Street, Spear Street, Francis Street, Mary Street and Hoffman Street, AND

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, IT IS RESOLVED:

1. The City has authorized Ryan Heise, City Manager, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.
2. The City attests to the existence of, and commits to, providing at least \$225,000 toward the construction costs of the project, and all costs for design, permit fees, administration costs, and cost overruns.

3. The City commits to owning, operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.
4. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members

NAYS: Council Members

ABSTAIN: Council Members

ABSENT: Council Members

ADOPTED this 13th day of June, 2022.

Garnet Lewis, Mayor

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck, certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held June 13, 2022, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended.

Jamie Wolters, City Clerk

**OFFICE OF ECONOMIC DEVELOPMENT
TRANSPORTATION ECONOMIC DEVELOPMENT FUND
CATEGORY B: COMMUNITY SERVICE INFRASTRUCTURE FUND APPLICATION**

[Application Instructions](#)

APPLICANT INFORMATION			
CITY OR VILLAGE NAME	MAILING ADDRESS	ZIP CODE	COUNTY
CONTACT PERSON	TITLE	PHONE NO. Ext:	E-MAIL ADDRESS
STATE SENATOR NAME	STATE SENATE DISTRICT NO.	STATE REP. NAME	STATE REP. DISTRICT NO.

PROJECT INFORMATION			
1.) STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST

DESCRIPTION OF PROPOSED WORK (See [Application Instructions - Appendix I: Preventative Maintenance Guide](#))

STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
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DESCRIPTION OF PROPOSED WORK

STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
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DESCRIPTION OF PROPOSED WORK

STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
-------------	--	------------------------	-------------------

DESCRIPTION OF PROPOSED WORK

<p>2.) IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>3.) IF "YES" TO 2, PLEASE BRIEFLY DESCRIBE BELOW.</p>
--	--

<p>4.) WILL THE PROPOSED PROJECT(S) BE PAIRED WITH OTHER INFRASTRUCTURE WORK? – I.E. SEWER, WATER, ELECTRIC, OR OTHER?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>5.) IF "YES" TO 4, PLEASE BRIEFLY DESCRIBE BELOW.</p>
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6.) REQUIRED DOCUMENTS CHECKLIST (Attach these documents along with this application to the submission email)

- RESOLUTION OF SUPPORT
 PHOTOS
 MAP
 PROJECT COST CALCULATIONS

7.) CATEGORY B FUNDS REQUESTED (PHYSICAL CONSTRUCTION ONLY)	8.) LOCAL CONSTRUCTION MATCHING FUNDS (50% MINIMUM MATCH REQUIREMENT)	9.) TOTAL CONSTRUCTION COSTS
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IMPLEMENTATION INFORMATION		
10.) PROPOSED PROJECT START DATE (mm/dd/yyyy)	11.) WILL THE PROPOSED WORK BE PAIRED WITH OTHER ROADWORK BY ANOTHER AGENCY? YES <input type="checkbox"/> NO <input type="checkbox"/>	12.) IF "YES" TO 11, PLEASE PROVIDE THE AGENCY'S NAME. <hr/> 13.) WILL YOUR AGENCY OVERSEE THE GRANT IMPLEMENTATION? YES <input type="checkbox"/> NO <input type="checkbox"/>
14.) IF "NO" TO 13, WILL ANOTHER LOCAL AGENCY OVERSEE THE GRANT IMPLEMENTATION? YES <input type="checkbox"/> NO <input type="checkbox"/>	15.) IF "YES" TO 14, PLEASE PROVIDE THE AGENCY'S NAME.	
16.) IF "NO" TO 14, WILL A WILL A CONSULTANT ENGINEERING FIRM OVERSEE THE GRANT IMPLEMENTATION YES <input type="checkbox"/> NO <input type="checkbox"/>	17.) IF "YES" TO 16, PLEASE PROVIDE THE FIRM'S NAME.	
18.) ADDITIONAL COMMENTS		

Please submit application to: MDOT-OED-CategoryB@Michigan.gov

City of Saugatuck
Roadway Maintenance Improvements
Engineer's Pre-Design Estimate of Probable Construction Costs



Project #: 3187
 By: JWM
 Date: 5/11/2022

Project Description:

Lucy Street: Water Street to Holland Street, approx. 28' wide x 900'. Skip patch and ultra-thin overlay.

Spear Street: West End to Holland Street, approx. 34' wide x 850'. Skip patch and ultra-thin overlay.

Francis Street: Water Street to Holland/Griffith Street, approx. 36' wide x 630' and Holland/Griffith Street to Elizabeth Street, approx. 20' wide x 1,140'. Skip patch and ultra-thin overlay.

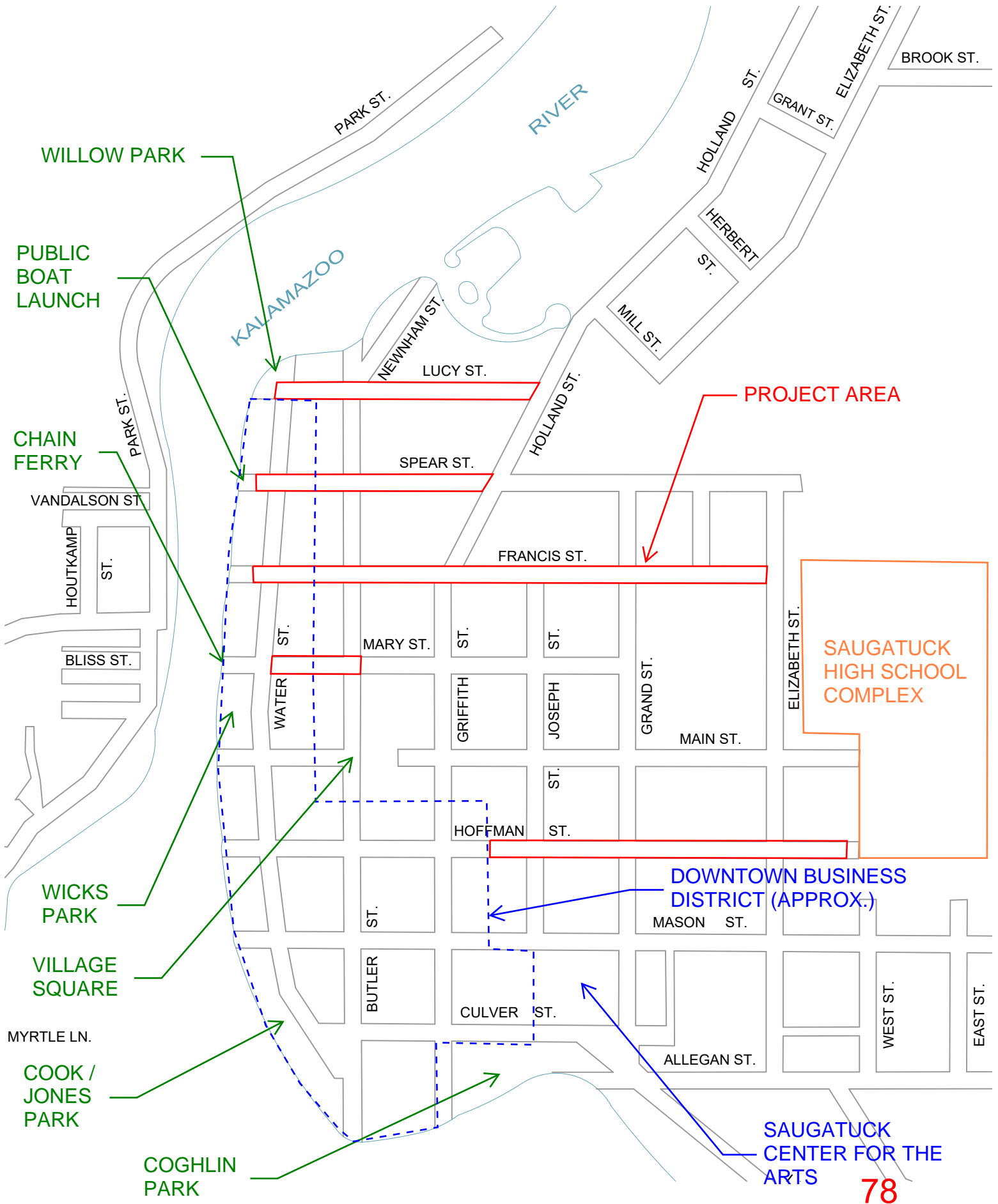
Mary Street: Water Street to Butler Street, approx. 34' wide x 330'. Skip patch and ultra-thin overlay.

Hoffman Street: ~150' west of St. Joseph Street to Grand Street, approx. 36' wide x 460' and Grand Street to East End, approx. 24' wide x 690'. Skip patch and ultra-thin overlay.

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED UNIT PRICE	LUCY STREET		SPEAR STREET		FRANCIS STREET		MARY STREET		HOFFMAN STREET	
				EST. QTY.	EST. TOTAL	EST. QTY.	EST. TOTAL	EST. QTY.	EST. TOTAL	EST. QTY.	EST. TOTAL	EST. QTY.	EST. TOTAL
1	Mobilization, Max 10%	LSum	\$ 50,000.00	0.20	\$ 10,000.00	0.20	\$ 10,000.00	0.20	\$ 10,000.00	0.10	\$ 5,000.00	0.30	\$ 15,000.00
2	Temporary Traffic Control	LSum	\$ 25,000.00	0.20	\$ 5,000.00	0.20	\$ 5,000.00	0.20	\$ 5,000.00	0.10	\$ 2,500.00	0.30	\$ 7,500.00
3	Erosion Control, Inlet Protection, Fabric Drop	Ea	\$ 125.00	6	\$ 750.00	6	\$ 750.00	12	\$ 1,500.00	4	\$ 500.00	10	\$ 1,250.00
4	HMA Surface, Rem	Syd	\$ 15.00	300	\$ 4,500.00	1,200.0	\$ 18,000.00	1,500.0	\$ 22,500.00	700.0	\$ 10,500.00	700.0	\$ 10,500.00
5	Skip Patching	Ton	\$ 200.00	60	\$ 12,000.00	210	\$ 42,000.00	260	\$ 52,000.00	130	\$ 26,000.00	130	\$ 26,000.00
6	Settlement Repair	LSum	\$ 8,000.00	0	\$ -	0	\$ -	1	\$ 8,000.00	0	\$ -	0	\$ -
7	Ultra-Thin HMA Overlay	Syd	\$ 5.00	2,800	\$ 14,000.00	3,200	\$ 16,000.00	2,500	\$ 12,500.00	1,200	\$ 6,000.00	3,700	\$ 18,500.00
8	Pavement Markings	LSum	\$ 6,000.00	0.20	\$ 1,200.00	0.20	\$ 1,200.00	0.20	\$ 1,200.00	0.10	\$ 600.00	0.30	\$ 1,800.00
9	Turf Restoration	Syd	\$ 5.00	0	\$ -	0	\$ -	200	\$ 1,000.00	0	\$ -	200	\$ 1,000.00
Subtotal Est. Construction Cost (Rounded):				\$	48,000	\$	93,000	\$	114,000	\$	52,000	\$	82,000
Undeveloped Details & Contingencies (15%):				\$	8,000	\$	14,000	\$	18,000	\$	8,000	\$	13,000
Total Est. Construction Cost:				\$	56,000	\$	107,000	\$	132,000	\$	60,000	\$	95,000

***The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.*

CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION 2022
PROJECT LOCATION MAP



**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Patching from flooding mitigation measures at the intersection of Lucy and Water Streets



Lucy Street looking east from Water Street

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Lucy Street east of Water Street looking east



Lucy Street at Butler Street looking east

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Lucy Street east of Butler Street looking east



Lucy Street east of Butler Street looking east

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Lucy Street west of Holland Street looking east



Lucy Street looking east toward Holland Street

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Lucy Street looking west from Holland Street – note US Bicycle Route 35 signage on right



Spear Street at Water Street looking west toward public boat launch

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Spear Street looking east from Water Street



Spear Street east of Water Street looking east

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Spear Street looking east toward Butler Street



Spear Street east of Butler Street looking east

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Spear Street looking east toward Holland Street



Francis Street at Water Street looking west toward riverfront area

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Settlement of Francis Street roadway along sea wall from high lake level and surface runoff



Francis Street looking east from Water Street

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Francis Street east of Butler Street looking east



Francis Street looking east toward Holland/Griffith Street

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Francis Street at Holland/Griffith Street looking east



Francis Street east of Holland/Griffith Street looking east

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Francis Street east of St. Joseph Street looking east



Francis Street looking east toward Grand Street

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Francis Street east of Grand Street looking east



Francis Street west of Elizabeth Street looking east

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Francis Street looking east toward Elizabeth Street and Saugatuck High School beyond



Mary Street looking east from Water Street

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Mary Street looking east toward Butler Street



Mary Street looking southeast at Butler Street intersection

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Hoffman Street west of St. Joseph Street looking east



Hoffman Street east of St. Joseph Street looking west

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Hoffman Street looking east toward Grand Street



Hoffman Street at Grand Street looking east

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Hoffman Street east of Grand Street looking east



Hoffman Street west of Elizabeth Street looking east

**CITY OF SAUGATUCK
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Hoffman Street looking east toward Elizabeth Street



Hoffman Street at Elizabeth Street looking east toward Saugatuck High School



City Council Agenda Item Report

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: June 13, 2022

SUBJECT: Water Street Sidewalk Improvements

DESCRIPTION:

There are some sections of sidewalks on Water Street that do not have the desired connectivity due to gaps or other reasons. The City desires to make improvements to the sidewalks by eliminating the gaps and provide proper continuity to protect the public with a connected sidewalk so they don't have to weave back and forth between the street and the sidewalk along the west side of Water Street north of Spear Street.

The ordinance regarding sidewalks is attached and would normally follow a process that notifies property owners that they need to install a sidewalk, and if they fail to construct the sidewalk, the City will install the sidewalk and charge the cost back to the property owner.

In this case, the sidewalk improvements on the west side of Water Street require some engineering because of topography and landscaping and utilities that make the improvements more complicated. Particularly the improvements in front of 726 Water Street are challenging.

The City Engineer prepared the attached document to make improvements as shown. He also met with the property owners to review their concerns and will make some minor adjustments based on their feedback.

BUDGET ACTION REQUIRED:

Once the final engineering is completed and the final cost is known, budget action will be required.

COMMITTEE/COMMISSION REVIEW:

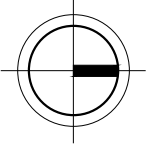
N/A

LEGAL REVIEW:

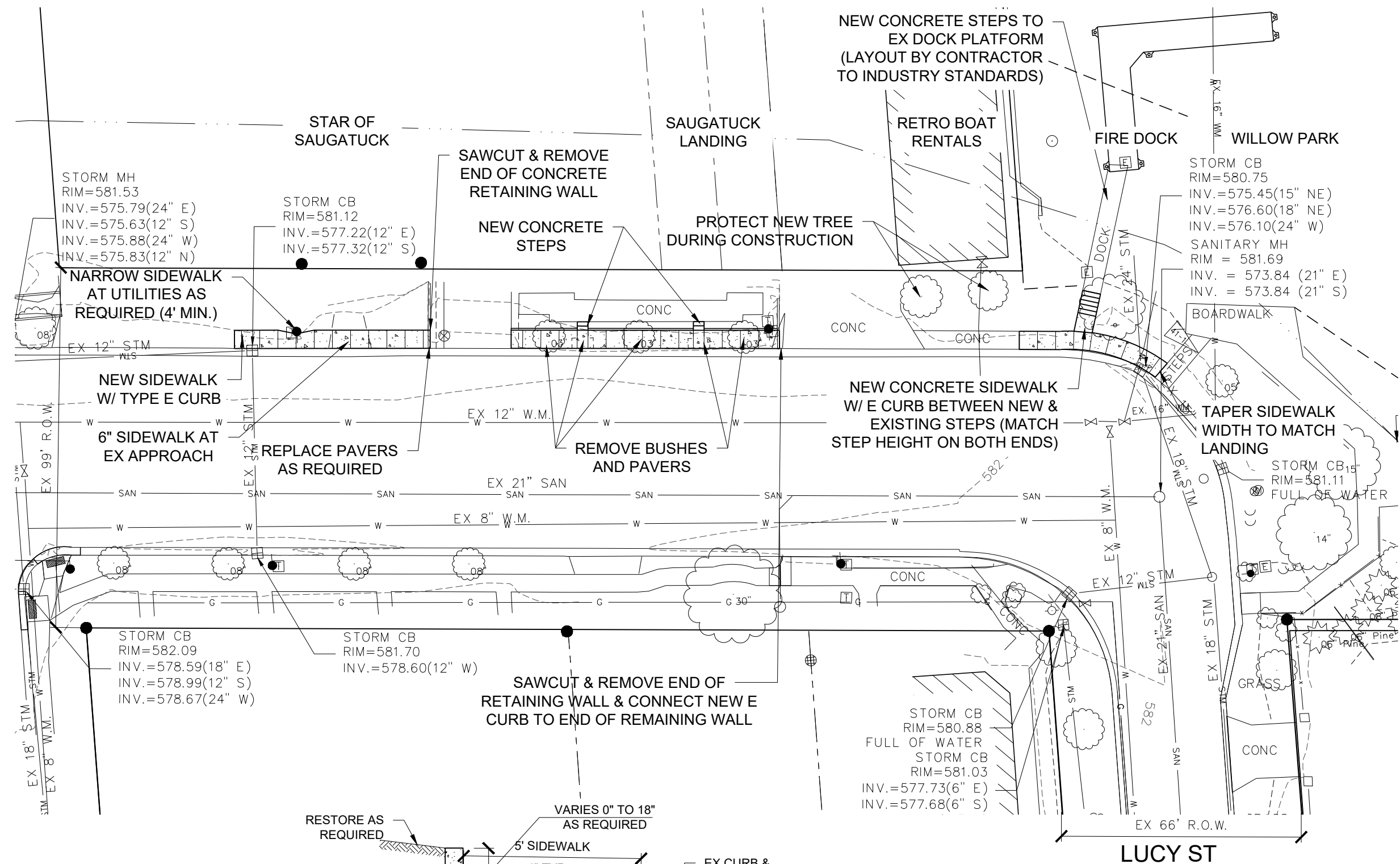
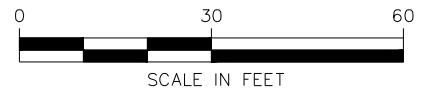
N/A

SAMPLE MOTION:

Motion to direct the City Engineer to put the west side Water Street sidewalk north of Spear Street project out to bid.

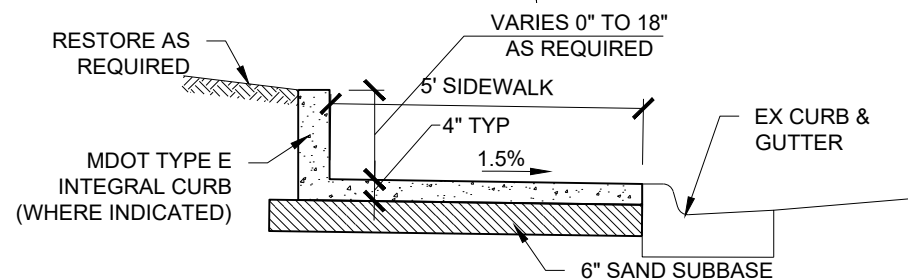


NORTH



CONSTRUCTION NOTES

1. THIS PROJECT INCLUDES APPROXIMATELY 180 FEET OF SIDEWALK INFILL ON THE WEST SIDE OF WATER STREET BETWEEN SPEAR STREET AND LUCY STREET.
2. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S 2012 STANDARD SPECIFICATIONS FOR CONSTRUCTION UNLESS NOTED OTHERWISE.
3. THE CONTRACTOR SHALL PROVIDE PLASTIC DRUMS AND OTHER TRAFFIC CONTROLS AS REQUIRED TO SECURE THE WORK AREA. THE CONTRACTOR MAY CLOSE PARKING ON THE WEST SIDE OF THE STREET TO STAGE CONSTRUCTION, HOWEVER, EAST SIDE PARKING SHALL REMAIN OPEN THROUGHOUT AND THE ROAD SHALL REMAIN OPEN TO 2-WAY TRAFFIC.
4. MAINTAIN ACCESS TO THE THREE EXISTING DRIVE APPROACHES IN THE PROJECT AREA THROUGHOUT CONSTRUCTION.
5. CONCRETE SHALL BE MDOT GRADE S2 OR P1.
6. SAND SUBBASE SHALL BE CLASS II.
7. RESTORE DISTURBED AREAS OF TURF WITH 4 INCHES OF SCREENED TOPSOIL, SEED, FERTILIZER AND MULCH AS REQUIRED TO RE-ESTABLISH HEALTHY TURF.



TYPICAL CROSS SECTION

NOT TO SCALE

WATER STREET

EX. ASPHALT PAVEMENT

LUCY ST

CITY OF SAUGATUCK
WATER STREET
SIDEWALK IMPROVEMENTS

FIGURE 1

F&V PROJECT NO. 3187



99

SIDEWALKS

§ 96.45 DEFINITIONS.

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

SIDEWALK. The portion of the street right-of-way designed for pedestrian travel.

SUPERINTENDENT. The City Manager or his or her designee.

§ 96.46 SIDEWALK OBSTRUCTIONS.

(A) No person shall occupy any street with any materials or machinery incidental to the construction, demolition or repair of any building adjacent to such street, or for any other purpose, without first obtaining a permit from the Superintendent.

(B) No permit shall be granted until the applicant shall post a cash deposit and file a liability insurance policy as required by § 96.22.

Penalty, see § 96.99

§ 96.47 PEDESTRIAN PASSAGE.

At least six feet of sidewalk space shall be kept clean and clear for the free passage of pedestrians and if the building operations are such that the free passageway is impracticable, a temporary plank sidewalk with substantial railings or sidewalk shelter shall be provided around the obstruction.

Penalty, see § 96.99

§ 96.48 SPECIFICATIONS AND PERMITS.

(A) No person shall construct, rebuild or repair any sidewalk except in accordance with the line, grade, slope and specifications established by the City Council, nor without first obtaining a written permit from the City Clerk, except that sidewalk repairs of less than 50 square feet of sidewalk may be made without a permit.

(B) The written permit shall be prominently displayed on the construction site.

Penalty, see § 96.99

§ 96.49 LINE AND GRADE STAKES.

The Superintendent shall furnish line and grade stakes as may be necessary for proper control of the work, but this shall not relieve the owner of responsibility for making careful and accurate measurements in constructing the work to the lines furnished by the Superintendent.

Penalty, see § 96.99

§ 96.50 SIDEWALK SPECIFICATIONS.

The City Council shall adopt detailed specifications for the construction, reconstruction and repair of sidewalks. The City Clerk shall maintain copies of the specifications in his or her office available for public inspection.

§ 96.51 PERMIT REVOCATION.

The City Manager may revoke any permit issued under the terms of this chapter for incompetency or failure to comply with the terms of this chapter, or the rules, regulations, plans and specifications established by the city.

§ 96.52 ORDERING CONSTRUCTION.

The City Council may, by resolution, require the owners of lots and premises to build sidewalks in the public streets adjacent to and abutting upon such lots and premises. When the resolution shall be adopted, the City Clerk shall give notice thereof, in accordance with § 10.19, to the owner of the lot or premises requiring him or her to construct or rebuild the sidewalk within 20 days from the date of the notice.

§ 96.53 CONSTRUCTION BY CITY.

If the owner of any lot or premises shall fail to build any particular sidewalk as described in the notice, and within the time and in the manner required thereby, the Superintendent is hereby authorized and required, immediately after the expiration of the time limited for the construction or rebuilding by the owner, to cause the sidewalk to be constructed and the expense thereof shall be charged to the premises and the owner thereof, and collected as provided for single lot assessments in §§ 32.50et seq.

§ 96.54 SIDEWALK MAINTENANCE.

No person shall permit any sidewalk which adjoins property owned by him or her to fall into a state of disrepair or to be unsafe.

Penalty, see § 96.99

§ 96.55 SIDEWALK REPAIR.

(A) Whenever the Superintendent shall determine that a sidewalk is unsafe for use, notice may be given to the owner of the lot or premises adjacent to and abutting upon the sidewalk of the determination, which notice shall be given in accordance with § 10.19. Thereafter it shall be the duty of the owner to place the sidewalk in a safe condition. The notice shall specify a reasonable time, not less than seven days, within which the work shall be commenced, and shall further provide that the work shall be completed with due diligence. If the owner of the lot or premises shall refuse or neglect to repair such sidewalk within the time limited therefor, or in a manner otherwise than in accordance with this chapter, the Superintendent shall have the sidewalk repaired.

(B) If the Superintendent determines that the condition of the sidewalk is such that immediate repair is necessary to protect the public, he or she may dispense with the notice.

(C) The cost of repairs hereunder shall be charged against the premises which the sidewalk adjoins and the owner of the premises, and shall be collected as provided for single lot assessments in §§ 32.50et seq.

Penalty, see § 96.99

§ 96.56 SIDEWALKS TO BE CLEARED OF SNOW AND ICE; CLEARANCE DISTRICTS.

(A) Establishment of snow and ice clearance districts. The City Council may, from time to time, establish by resolution snow and ice clearance districts, the boundaries of which are to include the areas of the most concentrated and substantial pedestrian traffic areas in the city.

(B) Sidewalks to be cleared within snow and ice clearance districts. The occupant of every lot or premises adjoining any street, or the owner of a lot or premises adjoining any street, if the same are not occupied, within a designated snow and ice clearance district, shall clear ice and snow from sidewalks adjoining the lot or premises within the time herein required. When any snow or ice ceases to fall during the daylight hours, the snow or ice shall be cleared from the sidewalks within 12 hours after the cessation. When snow or ice ceases to fall during the night time, it shall be cleared from the sidewalks by 12:00 p.m. of the day following. For purposes of this section, CLEAR SNOW AND ICE means taking those steps reasonably necessary to remove snow and ice from the sidewalk so that it is reasonably safe and convenient for pedestrian travel.

(C) Failure to clear. If any occupant or owner of a lot or premises located within a snow and ice clearance district neglects or fails to clear ice or snow from the sidewalk adjoining his or her premises within the time set forth herein, or shall otherwise permit ice or snow to accumulate on the sidewalk, he or she shall be responsible for a violation of this chapter. In addition, the Superintendent may cause the same to be cleared and the expense of removal shall become a debt to the city from the owner of the premises, and may be collected as any other debt to the city, including, without limitation, as a single lot assessment in accordance with § 32.77.

(Am. Ord. 171113-1, passed 11-13-2017) Penalty, see § 96.99

§ 96.99 PENALTY.

(A) Any person, firm, corporation, trust, partnership or other legal entity which violates or refuses to comply with any provision contained within §§ 96.45 through 96.56 of this chapter shall be responsible for a municipal civil infraction and shall be punished by a civil fine in accordance with § 10.21 of this code, and shall be liable for payment of the costs of prosecution in an amount of not less than \$9 and not more than \$500.

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

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

(Ord. passed 8-9-1999)



City Council Agenda Item Report

FROM: Greg Janik, STFD Fire Chief
MEETING DATE: June 13, 2022
SUBJECT: Saugatuck Township Fire District FY 2022/2023 Budget

DESCRIPTION:

Attached is the FY 22/23 Saugatuck Township Fire District (STFD) budget for the City Council review. The STFD has scheduled the required public hearing on June 20, 2022 at 4pm. Each of the three (3) participating governmental units in the District is required to approve the operating budget annually prior to the public hearing and adoption by the STFD Administrative Board.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Saugatuck Township Fire Board recommends approval of the Budget as presented.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the Saugatuck Township Fire District FY 22/23 Budget as presented.

Proposed Annual Budget



Fiscal Year 2022-2023



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 (Fire District) Board proposes the following budget for the Fiscal Year 2022/2023 to the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas. The budget, consisting of a millage of 2.20 mills, is levied against the real property taxable value within Fire District. The millage of 2.20 mills will remain the same and shall not be increased.

The Fire District, as with many municipalities and agencies, is challenged with the residual impact of the COVID-19 global pandemic. Inflation at record high levels, sharp increases in fuel and the costs of goods and services, combined with undetermined delivery dates have forced administrators to be more innovative and flexible. The Fire Board is pleased, that despite these unprecedented challenges, the millage will remain the same and shall not be increased. The Fire District continues to focus on Community Risk Reduction and sound fiscal management. To improve safety and effectiveness, we are committed to consistent training in essential training topics such as firefighter safety, fire suppression, active violent incidents, hazardous materials and hazmat operations, marine operations, emergency medical services and emergency vehicle operations, for the benefit of the taxpayers we serve.

Strategic planning is also taking place in two areas. First, adequate overnight accommodations for fire fighters and emergency medical responders that reside out of the area,

and secondly, issues associated with the Emergency Medical Services transport crisis. We are experiencing severe delays in emergency response from Advanced Life Support (ALS) agencies. ALS agencies have been struggling with staffing for years and conditions have worsened. The Fire District staff, under the direction of the Fire Board, is working with architects on facility expansion and conducting research on the feasibility of providing Basic Life Support (BLS) services to address delayed ALS responses.

Included in the packet is a copy of the Fiscal Year 2022/2023 Proposed Budget. It is important to note that the Fire Districts Grant and Cost Recovery Teams have successfully supplemented the taxpayer funded budget with \$73,710 in grant funds, and \$6,105 in collection of cost recovery fees for 2021. Totals of additional revenue from 2014 to 2022 are \$613,189 in grants, \$116,422 in the collection of cost recovery fees, and \$75,989 in donations.

The Fire District Board is requesting the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas to review and approve this proposed budget during their next scheduled board meeting. The Fire Board will hold a public hearing at Saugatuck Township Fire District, 3342 Blue Star Highway, Saugatuck, MI 49453 on June 20, 2022, at 4:00 PM.



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
- Aaron Miller - City of the Village of Douglas Representative
- Stacey Aldrich - Saugatuck Township Representative

Trend 2004-2022

- Call Volume Trends:**
- 0% in/decrease in Fire Calls
 - 93% increase in Total Calls
 - 53% increase in Emergency Medical Service Calls
 - 350% 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

1999-2022 Millage/ # of Calls

Estimate:

2022 call volume is estimated from May 6 totals. 284 or 9.2% more calls than at the same time in 2021.

Year	Millage	Calls
2022	2.2000	(1,052)
2021	2.2000	964
2020	2.2000	862
2019	2.2000	977
2018	2.0000	907
2017	2.0000	813
2016	2.0000	875
2015	1.7000	783
2014	1.5000	745
2013	1.3000	690
2012	1.1600	733
2011	1.1600	642
2010	1.1600	611
2009	1.1000	592
2008	1.2932	558
2007	1.2932	559
2006	1.2932	527
2005	1.2932	556
2004	1.4531	499
2003	1.4531	517
2002	1.4531	518
2001	1.6059	498
2000	1.8060	544
1999	1.3750	415

Additional Revenue 2014-2022

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

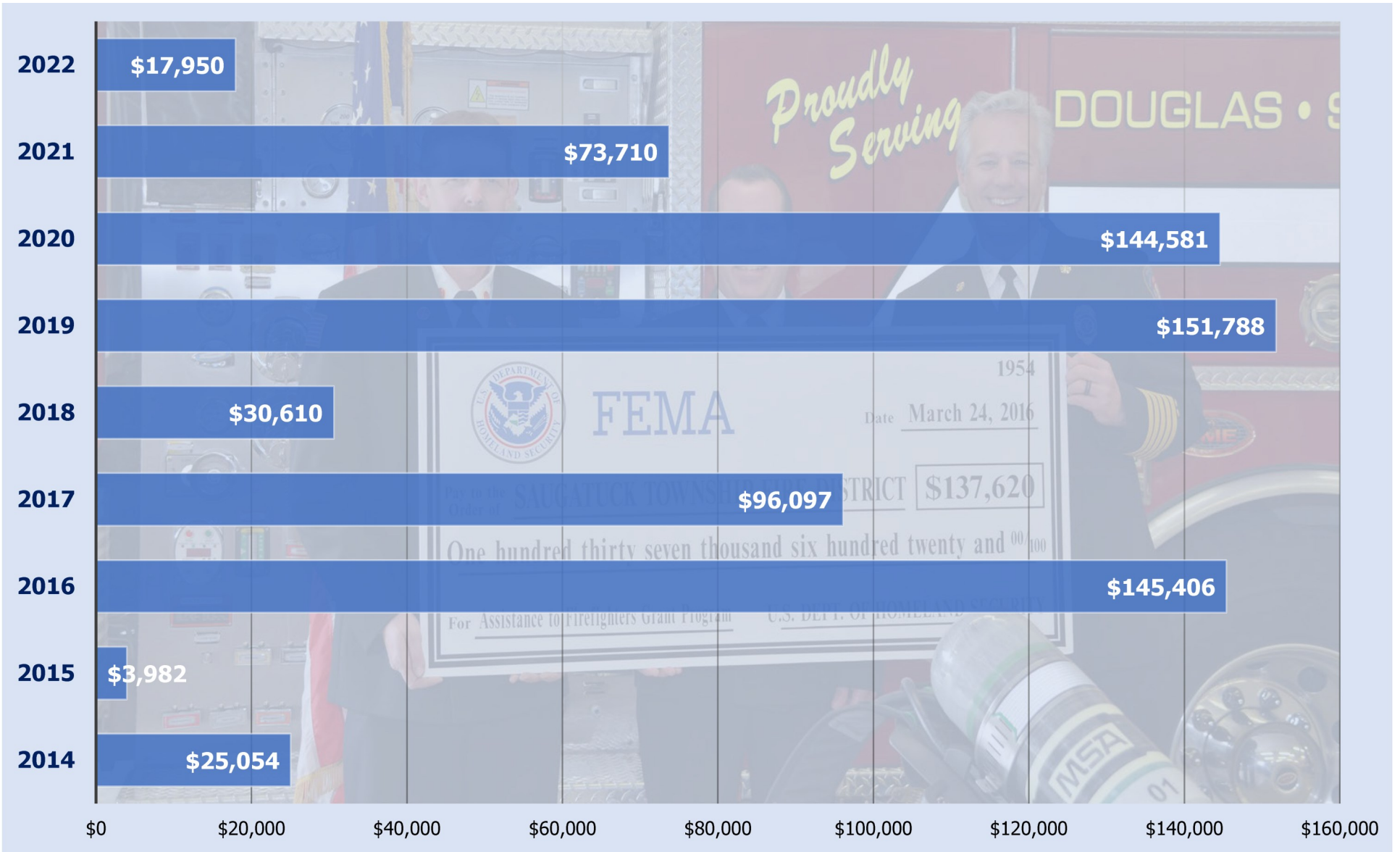
Grants:
FEMA, State and private
businesses/insurance
companies.

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	\$ 31,468	\$ 6,496	\$ 2,950	\$ 15,000	\$ 24,446
Totals:	\$ 208,963	\$ 116,422	\$ 613,189	\$ 75,989	\$ 805,600

Grants and Donations 2014-2022



New Engine 2110



Timeline:

- ◆ Fire Board Approved 12/21/2020
- ◆ Ordered 12/24/2020
- ◆ Scheduled delivery 7/1/2022

Total Cost:

- ◆ \$685,000

Specifications/Equipment:

- ◆ 35'10" Overall Length
- ◆ 11'2" Overall Height
- ◆ 235" Wheelbase
- ◆ Spartan Metro Star MFD Chassis
- ◆ Hale QMAX 2000 GPM Pump
- ◆ 1,600 Gallons Water
- ◆ 30 Gallons Foam
- ◆ Hannay 150' Booster Reel
- ◆ TFT Hurricane RC Deck GUN
- ◆ Smart Power 8KW Hydraulic Generator
- ◆ Will-Burt NS 3.0 Light Tower
- ◆ Wanco 4'x8' Arrowboard
- ◆ SoundOff Signal Warning Light Package
- ◆ FRC Scene Light Package
- ◆ EMS Designated Cabinets

Estimated Revenues

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 06/30/22	2021-22 PROJECTED ACTIVITY	2022-23 REQUESTED BUDGET
Dept 000						
206-000-401.000	SAUGATUCK CITY	364,779.55	389,038.87	389,038.87	389,038.87	415,000.00
206-000-402.000	SAUGATUCK TOWNSHIP	746,971.40	779,960.89	779,960.89	779,960.89	840,000.00
206-000-403.000	DOUGLAS CITY	380,819.08	404,358.41	404,358.41	404,358.41	430,000.00
206-000-450.000	FIRE SERVICES	5,214.75	2,700.00	2,634.02	2,700.00	1,000.00
206-000-460.000	INSPECTION & PLAN REVIEW FEES	24,350.00	32,000.00	30,077.58	32,000.00	1,000.00
206-000-465.000	COST RECOVERY	9,871.75	10,000.00	9,771.31	10,000.00	1,000.00
206-000-528.000	OTHER FEDERAL GRANTS	109,856.99				
206-000-560.000	GRANTS & DONATIONS	4,892.90	49,703.10	49,703.10	49,703.10	1,000.00
206-000-665.000	INTEREST	495.26	500.00	50.01	500.00	500.00
206-000-685.000	SALES OF ASSETS	24,550.00	400.00	400.00	400.00	
206-000-686.000	FUND BALANCE TRANSFER IN*		246,750.00			417,000.00
Totals for dept 000 -		1,671,801.68	1,915,411.27	1,665,994.19	1,668,661.27	2,106,500.00
TOTAL ESTIMATED REVENUES		1,671,801.68	1,915,411.27	1,665,994.19	1,668,661.27	2,106,500.00

*New Engine 2110 purchase.

Appropriations

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 06/30/22	2021-22 PROJECTED ACTIVITY	2022-23 REQUESTED BUDGET
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	4,050.00	3,550.00	2,900.00	4,000.00	5,000.00
206-336-704.000	CHIEF SALARY	84,847.19	95,000.00	76,605.25	95,000.00	106,100.00
206-336-705.000	OFFICER SALARIES	6,402.39	6,800.00	5,580.70	6,900.00	9,650.00
206-336-708.000	CAREER FIREFIGHTER	271,658.14	333,000.00	279,031.41	333,000.00	338,000.00
206-336-709.000	OPERATIONAL WAGES	121,124.96	118,000.00	102,035.14	122,000.00	125,000.00
206-336-709.500	PAID ON CALL STIPEND	81,332.42	85,000.00	78,510.24	94,000.00	85,000.00
206-336-710.000	FIRE CALLS	47,086.01	55,000.00	42,980.59	54,000.00	65,000.00
206-336-711.000	MEDICAL CALLS	27,178.10	33,500.00	28,723.72	34,000.00	32,000.00
206-336-712.000	TRAINING	41,425.90	44,000.00	37,378.44	45,378.00	48,000.00
206-336-713.000	SPECIAL EVENTS	2,342.65	10,000.00	8,643.95	10,000.00	12,000.00
206-336-720.000	PAYROLL TAXES	55,784.70	62,000.00	53,331.21	63,000.00	66,000.00
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	73,140.79	84,500.00	77,469.78	84,000.00	90,000.00
206-336-722.000	WORKER COMP INSURANCE	49,076.76	43,038.00	43,037.60	43,100.00	58,000.00
206-336-723.000	RETIREMENT	80,815.01	101,000.00	88,884.45	106,000.00	100,000.00
206-336-727.000	OPERATING SUPPLIES	15,792.68	22,000.00	15,480.72	20,000.00	22,500.00
206-336-728.000	GAS & OIL	8,722.80	16,000.00	12,560.84	17,000.00	20,000.00
206-336-730.000	PROFESSIONAL SERVICES	42,906.52	30,000.00	20,717.96	25,000.00	30,000.00
206-336-742.000	TESTING, REPAIR & REPLACEMENT	13,875.28	15,000.00	9,159.59	15,000.00	18,000.00
206-336-745.000	STATION TOOLS	3,313.21	3,000.00	1,692.24	3,000.00	3,000.00
206-336-746.000	FIRE FIGHTER TOOLS	3,644.65	10,000.00	7,204.67	10,000.00	10,000.00
206-336-751.000	PHONES	12,038.56	12,000.00	10,103.75	12,000.00	13,500.00
206-336-752.000	UTILITIES	15,169.45	16,000.00	12,720.84	16,000.00	20,000.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	69,782.05	68,000.00	64,958.11	65,000.00	45,000.00
206-336-761.000	BOAT MAINTENANCE	18,011.38	15,000.00	11,548.88	15,000.00	17,500.00
206-336-762.000	RADIO & PAGER R&R	2,270.46	6,500.00	5,686.81	6,500.00	8,500.00

Appropriations

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 06/30/22	2021-22 PROJECTED ACTIVITY	2022-23 REQUESTED BUDGET
Dept 336 - FIRE FUND						
206-336-763.000	BUILDING REPAIR & MAINTENANCE	21,362.30	25,000.00	21,058.15	25,000.00	27,000.00
206-336-764.000	BUILDING SECURITY	430.00	2,000.00	1,430.21	2,000.00	2,000.00
206-336-767.000	DUES & SUBSCRIPTIONS	1,771.63	3,500.00	2,338.55	3,000.00	4,000.00
206-336-770.000	OFFICE EXPENSES	7,607.15	10,000.00	7,692.30	10,000.00	12,000.00
206-336-771.000	TECHNOLOGY	15,567.98	19,000.00	18,064.08	18,000.00	20,000.00
206-336-775.000	BUILDING INSPECTIONS	67.50	2,500.00	452.50	2,500.00	2,500.00
206-336-780.000	UNIFORMS	6,520.58	12,000.00	7,360.09	12,000.00	15,000.00
206-336-781.000	TURN OUT GEAR	13,519.85	35,000.00	34,307.79	30,000.00	30,000.00
206-336-785.000	EDUCATION	15,647.99	18,000.00	17,061.86	18,000.00	23,000.00
206-336-791.000	MEDICAL SUPPLY	11,766.31	12,000.00	9,454.93	12,000.00	16,000.00
206-336-795.000	COMMUNITY RISK REDUCTION	2,532.29	10,000.00	5,242.54	10,000.00	13,000.00
206-336-796.000	PHYSICALS		15,000.00	289.98	10,000.00	15,000.00
206-336-815.000	GENERAL INSURANCE	23,592.00	28,835.00	28,835.00	28,900.00	32,000.00
206-336-861.000	TAX CHARGE BACK	725.75	645.00	642.94	650.00	500.00
206-336-975.000	TRUCK PAYMENT	42,022.18	260,000.00	260,000.00	260,000.00	417,000.00
206-336-985.000	LONG TERM CAPITAL	240,434.33	87,500.00	66,771.78	87,500.00	29,750.00
206-336-986.000	CAPITAL FUND TRANSFER		100,000.00			100,000.00
Totals for dept 336 - FIRE FUND		1,555,359.90	1,928,868.00	1,577,949.59	1,828,428.00	2,106,500.00
TOTAL APPROPRIATIONS		1,555,359.90	1,928,868.00	1,577,949.59	1,828,428.00	2,106,500.00
NET OF REVENUES/APPROPRIATIONS - FUND 206		116,441.78	(13,456.73)	88,044.60	(159,766.73)	
BEGINNING FUND BALANCE		885,554.97	1,001,996.75	1,001,996.75	1,001,996.75	842,230.02
ENDING FUND BALANCE		1,001,996.75	988,540.02	1,090,041.35	842,230.02	842,230.02



Photo: Erin Wilkinson



SAUGATUCK TOWNSHIP FIRE DISTRICT
CAPITAL IMPROVEMENT SCHEDULE

YEAR - BEGINS JULY 1ST OF EACH YEAR				2023	2023/24	2024	2024/25	2025	2025/26	2026	2026/27	2027	2027/28	2028	2028/29	2029	2029/30	2030	2030/31	2031	2031/32	
EXPENSES	Year	Life Span	Estimated Replacement Cost	Annual Outlay	Allocation	Actual Expense	Allocation	Actual Expense	Allocation	Actual Expense	Allocation	Actual Expense	Allocation	Actual Expense	Allocation	Actual Expense	Allocation	Actual Expense	Allocation	Actual Expense	Allocation	Actual Expense
Allocation is increased by 5% annually																						
APPARATUS																						
2171 (Chief - RAM 3500)	2021	7	\$ 80,000.00	\$ 11,428.57	\$ 13,891.50		\$ 14,586.08		\$ 15,315.38		\$ 16,081.15		\$ 16,885.21	\$ 80,000.00	\$ 17,729.47	\$ 18,615.94	\$ 19,546.74			\$ 20,524.07		
2172 (DO - Ford - Replace with RAM)	2017	7	\$ 80,000.00	\$ 11,428.57	\$ 13,891.50	\$ 75,000.00	\$ 14,586.08		\$ 15,315.38		\$ 16,081.15		\$ 16,885.21		\$ 17,729.47	\$ 18,615.94	\$ 19,546.74	\$ 80,000.00	\$ 20,524.07			
2173 (DO Ford Expedition)	2015	7	\$ 80,000.00	\$ 11,428.57	\$ 13,891.50		\$ 14,586.08		\$ 15,315.38		\$ 16,081.15		\$ 16,885.21	\$ 80,000.00	\$ 17,729.47	\$ 18,615.94	\$ 19,546.74			\$ 20,524.07		
2173 (DO - RAM 2500)	2016	7	\$ 80,000.00	\$ 11,428.57	\$ 13,891.50		\$ 14,586.08		\$ 15,315.38		\$ 16,081.15		\$ 16,885.21		\$ 17,729.47	\$ 18,615.94	\$ 19,546.74	\$ 82,500.00	\$ 20,524.07			
2174 (DO - RAM 3500)	2019	7	\$ 85,000.00	\$ 12,142.86	\$ 14,759.72		\$ 15,497.70		\$ 16,272.59	\$ 85,000.00	\$ 17,086.22		\$ 17,940.53		\$ 18,837.56	\$ 19,779.43	\$ 20,768.41			\$ 21,806.83		
2111 (Engine - Spencer/Spartan)	2008	15	\$ 725,000.00	\$ 48,333.33	\$ 7.29		\$ 7.66		\$ 8.04		\$ 8.44		\$ 8.86		\$ 9.31	\$ 9.77	\$ 10.26			\$ 10.78		
2112 (Engine - KME)	2011	15	\$ 725,000.00	\$ 48,333.33	\$ 58,749.47		\$ 61,686.94		\$ 64,771.29	\$ 600,000.00	\$ 68,009.85		\$ 71,410.35		\$ 74,980.86	\$ 78,729.91	\$ 82,666.40			\$ 86,799.72		
2131 (Utility - RAM 2500)	2016	7	\$ 65,000.00	\$ 9,285.71	\$ 11,286.84		\$ 11,851.19		\$ 12,443.75		\$ 13,065.93		\$ 13,719.23		\$ 14,405.19	\$ 15,125.45	\$ 15,881.72	\$ 82,500.00	\$ 16,675.81			
2141 (Tanker - Deep South)	2008	20	\$ 500,000.00	\$ 25,000.00	\$ 30,387.66		\$ 31,907.04		\$ 33,502.39		\$ 35,177.51		\$ 36,936.39	\$ 500,000.00	\$ 38,783.21	\$ 40,722.37	\$ 42,758.48			\$ 44,896.41		
2142 (Tanker - Deep South)	2003	20	\$ 500,000.00	\$ 25,000.00	\$ 30,387.66		\$ 31,907.04		\$ 33,502.39		\$ 35,177.51		\$ 36,936.39		\$ 38,783.21	\$ 40,722.37	\$ 42,758.48			\$ 44,896.41		
2151 (Aerial - Spartan LTI)	1999	20	\$ 650,000.00	\$ 32,500.00	\$ 39,503.95		\$ 41,479.15		\$ 43,553.11		\$ 45,730.76		\$ 48,017.30		\$ 50,418.17	\$ 52,939.08	\$ 55,586.03			\$ 58,365.33		
2121 - (Mule - Kawasaki)	2014	10	\$ 2,000.00	\$ 2,000.00	\$ 2,431.01	\$ 20,000.00	\$ 2,552.56		\$ 2,680.19		\$ 2,814.20		\$ 2,954.91		\$ 3,102.66	\$ 3,257.79	\$ 3,420.68			\$ 3,591.71		
2121 Trailer (PJ Open Deck)	2016	10	\$ 8,000.00	\$ 800.00	\$ 972.41		\$ 1,021.03		\$ 1,072.08		\$ 1,125.68	\$ 8,000.00	\$ 1,181.96		\$ 1,241.06	\$ 1,303.12	\$ 1,368.27			\$ 1,436.69		
2122 - (Light Tower/Generator)	2004	20	\$ 13,000.00	\$ 650.00	\$ 790.08	\$ 13,000.00	\$ 829.58		\$ 871.06		\$ 914.62		\$ 960.35		\$ 1,008.36	\$ 1,058.78	\$ 1,111.72			\$ 1,167.31		
2123 - (Arrowboard Trailer)	2015	10	\$ 6,500.00	\$ 650.00	\$ 790.08		\$ 829.58	\$ 6,500.00	\$ 871.06		\$ 914.62		\$ 960.35		\$ 1,008.36	\$ 1,058.78	\$ 1,111.72			\$ 1,167.31		
2191 - (Fireboat - UTB)	1976	20		\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -			\$ -		
2191 - Drive Engine Replacement	2023	30	\$ 100,000.00	\$ 3,333.33	\$ 4,051.69		\$ 4,254.27		\$ 4,466.99		\$ 4,690.33		\$ 4,924.85		\$ 5,171.09	\$ 5,429.65	\$ 5,701.13			\$ 5,986.19		
2191 - Breathing Air System	2020	10	\$ 15,000.00	\$ 1,500.00	\$ 1,823.26		\$ 1,914.42		\$ 2,010.14		\$ 2,110.65		\$ 2,216.18		\$ 2,326.99	\$ 2,443.34	\$ 2,565.51			\$ 2,693.78		
2192 - Fireboat 2	2022	15	\$ 150,000.00	\$ 10,000.00	\$ 12,156.06		\$ 12,762.82		\$ 13,400.96		\$ 14,071.00		\$ 14,774.55		\$ 15,513.28	\$ 16,288.95	\$ 17,103.39			\$ 17,958.56		
2193 - Rescue Boat	2014	10	\$ 15,000.00	\$ 1,500.00	\$ 1,823.26	\$ 15,000.00	\$ 1,914.42		\$ 2,010.14		\$ 2,110.65		\$ 2,216.18		\$ 2,326.99	\$ 2,443.34	\$ 2,565.51			\$ 2,693.78		
2132 - (Brush - Chevy) DNR OWNED	1984	20	TBD	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -			\$ -		
2133 - (Brush - Chevy) DNR OWNED	1986	20	TBD	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -			\$ -		
EQUIPMENT																						
Ballistic Protection	2015	5	\$ 10,000.00	\$ 2,000.00	\$ 2,431.01		\$ 2,552.56	\$ 10,000.00	\$ 2,680.19		\$ 2,814.20		\$ 2,954.91		\$ 3,102.66	\$ 3,257.79	\$ 3,420.68			\$ 3,591.71		
SCBA Packs	2015	10	\$ 200,000.00	\$ 20,000.00	\$ 24,310.13		\$ 25,525.63	\$ 200,000.00	\$ 26,801.91		\$ 28,142.01		\$ 29,549.11		\$ 31,026.56	\$ 32,577.89	\$ 34,206.79			\$ 35,917.13		
SCBA Bottles	2015	10	\$ 30,000.00	\$ 3,000.00	\$ 3,646.52		\$ 3,828.84	\$ 30,000.00	\$ 4,020.29		\$ 4,221.30		\$ 4,432.37		\$ 4,653.98	\$ 4,886.68	\$ 5,131.02			\$ 5,387.57		
SCBA Filling Station	2015	10	\$ 45,000.00	\$ 4,500.00	\$ 5,469.78		\$ 5,743.27	\$ 45,000.00	\$ 6,030.43		\$ 6,331.95		\$ 6,648.55		\$ 6,980.98	\$ 7,330.03	\$ 7,696.53			\$ 8,081.35		
Thermal Imaging Camera #1	2013	7	\$ 7,500.00	\$ 1,071.43	\$ 1,302.33		\$ 1,367.44		\$ 1,435.82	\$ 7,500.00	\$ 1,507.61		\$ 1,582.99		\$ 1,662.14	\$ 1,745.24	\$ 1,832.51			\$ 1,924.13		
Thermal Imaging Camera #2	2009	7	\$ 7,500.00	\$ 1,071.43	\$ 1,302.33		\$ 1,367.44		\$ 1,435.82	\$ 7,500.00	\$ 1,507.61		\$ 1,582.99		\$ 1,662.14	\$ 1,745.24	\$ 1,832.51			\$ 1,924.13		
Thermal Imaging Camera #3	2016	7	\$ 7,500.00	\$ 1,071.43	\$ 1,302.33		\$ 1,367.44		\$ 1,435.82		\$ 1,507.61		\$ 1,582.99		\$ 1,662.14	\$ 1,745.24	\$ 1,832.51			\$ 1,924.13		
Thermal Imaging Camera #4	2017	7	\$ 7,500.00	\$ 1,071.43	\$ 1,302.33	\$ 8,500.00	\$ 1,367.44		\$ 1,435.82		\$ 1,507.61		\$ 1,582.99		\$ 1,662.14	\$ 1,745.24	\$ 1,832.51			\$ 1,924.13		
Thermal Imaging Camera #5	2018	7	\$ 7,500.00	\$ 1,071.43	\$ 1,302.33		\$ 1,367.44	\$ 7,500.00	\$ 1,435.82		\$ 1,507.61		\$ 1,582.99		\$ 1,662.14	\$ 1,745.24	\$ 1,832.51			\$ 1,924.13		
Thermal Imaging Cameras - Seated (15)	2022	7	\$ 15,000.00	\$ 2,142.86	\$ 2,604.66		\$ 2,734.89		\$ 2,871.63	\$ 15,000.00	\$ 3,015.22		\$ 3,165.98		\$ 3,324.27	\$ 3,490.49	\$ 3,665.01			\$ 3,848.26		
Sensit Gas Meter #1	2012	7	\$ 3,000.00	\$ 428.57	\$ 520.93		\$ 546.98		\$ 574.33		\$ 603.04		\$ 633.20		\$ 664.85	\$ 698.10	\$ 733.00			\$ 769.65		
Sensit Gas Meter #2	2013	7	\$ 3,000.00	\$ 428.57	\$ 520.93		\$ 546.98		\$ 574.33		\$ 603.04		\$ 633.20		\$ 664.85	\$ 698.10	\$ 733.00			\$ 769.65		
Sensit Gas Meter #3 (HCN)	2016	7	\$ 3,000.00	\$ 428.57	\$ 520.93		\$ 546.98		\$ 574.33	\$ 3,000.00	\$ 603.04		\$ 633.20		\$ 664.85	\$ 698.10	\$ 733.00			\$ 769.65		
Sensit Gas Meter #4	2017	7	\$ 3,000.00	\$ 428.57	\$ 520.93		\$ 546.98		\$ 574.33		\$ 603.04	\$ 3,000.00	\$ 633.20		\$ 664.85	\$ 698.10	\$ 733.00			\$ 769.65		
Drone w/ Thermal Imaging	2021	10	\$ 15,000.00	\$ 1,500.00	\$ 1,823.26		\$ 1,914.42		\$ 2,010.14		\$ 2,110.65		\$ 2,216.18		\$ 2,326.99	\$ 2,443.34	\$ 2,565.51			\$ 2,693.78		
Portable Radios/RSM's - 800mhz	2017	10	\$ 200,000.00	\$ 20,000.00	\$ 24,310.13		\$ 25,525.63		\$ 26,801.91		\$ 28,142.01	\$ 200,000.00	\$ 29,549.11		\$ 31,026.56	\$ 32,577.89	\$ 34,206.79			\$ 35,917.13		
Pagers - 800mhz	2017	10	\$ 40,000.00	\$ 4,000.00	\$ 4,862.03		\$ 5,105.13		\$ 5,360.38		\$ 5,628.40	\$ 40,000.00	\$ 5,909.82		\$ 6,205.31	\$ 6,515.58	\$ 6,841.36			\$ 7,183.43		
Extrication - Genesis Hydraulic(Hosed)	2015	15	\$ 35,000.00	\$ 2,333.33	\$ 2,836.18		\$ 2,977.99		\$ 3,126.89		\$ 3,283.23		\$ 3,447.40		\$ 3,619.77	\$ 3,800.75	\$ 3,990.79	\$ 35,000.00	\$ 4,190.33			
Extrication - TNT	2010	15	Decommission @ End of Service Life	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -			\$ -		
Extrication - Genesis 28V (2112)	2017	10	\$ 40,000.00	\$ 4,000.00	\$ 4,862.03		\$ 5,105.13		\$ 5,360.38		\$ 5,628.40		\$ 5,909.82		\$ 6,205.31	\$ 6,515.58	\$ 6,841.36			\$ 7,183.43	\$ 40,000.00	
Extrication - Genesis 28V (2111)	2020	10	\$ 35,000.00	\$ 3,500.00	\$ 4,254.27		\$ 4,466.99		\$ 4,690.33		\$ 4,924.85		\$ 5,171.09		\$ 5,429.65	\$ 5,701.13	\$ 5,986.19			\$ 6,285.50		
Hose - Large Diameter	2015	10	\$ 50,000.00	\$ 5,000.00	\$ 6,077.53		\$ 6,381.41	\$ 50,000.00	\$ 6,700.48		\$ 7,035.50		\$ 7,387.28		\$ 7,756.64	\$ 8,144.47	\$ 8,551.70			\$ 8,979.28		
Hose - Small Diameter	2019	10	\$ 40,000.00	\$ 4,000.00	\$ 4,862.03		\$ 5,105.13		\$ 5,360.38		\$ 5,628.40		\$ 5,909.82		\$ 6,205.31	\$ 6,515.58	\$ 6,841.36			\$ 7,183.43		
Air Bags for Lifting	2015	10	\$ 9,500.00	\$ 950.00	\$ 1,154.73		\$ 1,212.47	\$ 9,500.00	\$ 1,273.09		\$ 1,336.75		\$ 1,403.58		\$ 1,473.76	\$ 1,547.45	\$ 1,624.82			\$ 1,706.06		
Fireboat 1 Electronics	2018	5	\$ 10,000.00	\$ 2,000.00	\$ 2,431.01		\$ 2,552.56		\$ 2,680.19		\$ 2,814.20		\$ 2,954.91		\$ 3,102.66	\$ 3,257.79	\$ 3,420.68			\$ 3,591.71		
Fireboat Dock	2020	25	\$ 75,000.00	\$ 3,000.00	\$ 3																	



City Council Agenda Item Report

FROM: Kate White, Project Coordinator & Deputy Clerk

MEETING DATE: **Introduction/First Reading:** June 8, 2022
Action Date: June 13, 2022

SUBJECT: Text Amendments to the City of Saugatuck Code of Ordinances,
Chapter 97 - Trees

DESCRIPTION:

The City of Saugatuck has a Tree Board in place, as part of a requirement under Tree City USA. The Tree Board meets approximately four times a year and has a total of three resident Board member positions (one of these seats is vacant), along with administrative support from the Department of Public Work Superintendent and City Manager. Tree Board duties include reviewing policies, recommending changes to policies, reviewing tree removals and plantings, and serving as an appeals board for any denied tree removal permits. Currently, the City's DPW Superintendent largely handles tree care decisions and provides information on decisions and actions to the Tree Board.

During the strategic planning session in December of 2021, City Council reviewed the total list of City boards, committees, and commissions, and identified certain appointed groups that could either be dissolved or absorbed into other boards, committees, or commissions. City Council identified an opportunity to create a more comprehensive committee that would assist with parks and public works project and policy recommendations. Council saw the Tree Board as a redundant board if the Parks and Public Works Committee were to be created. They also identified tree care decisions as largely being handled administratively, ultimately deciding the Tree Board could be dissolved.

To ensure that the dissolution of the Tree Board would not put Saugatuck's Tree City USA certification at risk, I reached out to a contact at the Arbor Day Foundation, the organization that oversees the Tree City USA program. One of the standards to be a certified "Tree City USA" requires that "someone must be legally responsible for the care of all trees on city- or town-owned property." Communities may authorize a citizen-led Tree Board, but authority over the public tree care decisions can be delegated to a certified arborist, forester, or department, as long as it is explicitly stated that who makes decisions over public tree care. This information has been confirmed by the contact at the Arbor Day Foundation.

The proposed text amendment in the subsequent document dissolves the Tree Board and grants full authority of public tree care decisions to the DPW Superintendent for the City. Additionally, the Tree Board works as an appeals board for denied tree removal permits and that responsibility will be granted to the new Parks and Public Works Committee. The ordinance for this new committee is presented in this agenda for Council review and action. Given that appeals for denied tree removal permits are extremely rare, the Parks and Public Works Committee rarely, if ever, need to execute this duty. 117

TIMELINE:

June 8, 2022: Ordinance amendment introduced to Council for first reading at a workshop meeting.

June 13, 2022: Potential Council action on the ordinance amendment.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Jacob Witte of Fahey Schultz Burych Rhodes PLC reviewed the proposed ordinance amendment.

SAMPLE MOTION:

Motion to **approve/deny** Ordinance Amendment 220613-A to amend Chapter 97: Trees of the Code of the City of Saugatuck.

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

Ordinance No. 220613-A

At a regular meeting of the City Council for the City of Saugatuck held on _____, 2022, beginning at 7:00 p.m., the following Ordinance was offered for adoption by Council Member _____, and was seconded by Council Member _____:

AN ORDINANCE TO AMEND CHAPTER 97: TREES AND TO REPEAL SECTION 97.03 OF THE CODE OF THE CITY OF SAUGATUCK.

THE CITY OF SAUGATUCK ORDAINS:

Section 1: Amendment to Chapter 97. Chapter 97 of the Code is hereby amended as follows:

CHAPTER 97: TREES

Section

- [97.01](#) Purpose
- [97.02](#) Definitions
- [97.03](#) Administration
- [97.04](#) Trees in the public right-of-way and public property
- [97.05](#) Protection of trees; permit required for tree removal in public rights-of-way
- [97.06](#) Tree protection during construction or development
- [97.07](#) Tree removal on a vacant lot or parcel
- [97.08](#) Limited lighting of trees on public rights-of-way
- [97.09](#) Tree replacement program

- [97.99](#) Penalty

§ 97.01 PURPOSE.

This chapter is intended to regulate the removal of trees from public street rights-of-way in the city, and to preserve, protect and enhance valuable resources entrusted to its citizens. To protect the health, safety and welfare of its citizens, to establish standards limiting the removal of, and insuring the replacement of trees sufficient to safeguard the ecological and esthetic environment

necessary for the city. To provide protective regulations against hazardous trees and diseased trees or shrubs; to control activities relative to trees and plantings within the public street rights-of-way of the city; to establish regulations and procedures for the removal of trees located on public street rights-of-way.

(Ord. 060123-1, passed - -; Am. Ord. 081222-1, passed 12-22-2008)

§ 97.02 DEFINITIONS.

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

BUILDING ENVELOPE. The ground area of a lot or parcel of land enclosed or to be enclosed by the exterior walls or perimeter (foot print) of principal and accessory buildings, and any associated improvements including, but not limited to; pools, desks, patios, walks, tennis courts, driveways and utility services.

DESTROY. To remove (cut down) a protected tree or to perpetrate any intentional act of negligence which will cause a protected tree to decline or die within a period of two years. This shall include but not be limited to: damage inflicted upon the root system of a protected tree by the application of toxic substances, damage by the operation of equipment and vehicles, damage caused by excavation or fill within the drip line of a protected tree, or damage caused by alteration of natural physical conditions.

DIAMETER BREAST HEIGHT (DBH). A tree's diameter in inches measured four and one-half feet above the ground.

DRIP LINE. An imaginary vertical line extending downward from the outermost tips of a tree's branches to the ground.

PROTECTED TREE. A tree that is six inches DBH or greater in size.

TREE. Any self supporting woody plant growing upon the earth which usually provides one main trunk and produces a distinct head with many branches.

TREE PROTECTION ZONE (TPZ). The area between the line extending ten feet beyond the building envelope and the property line.

(Ord. 060123-1, passed - -)

§ 97.03 ADMINISTRATION

(A) *Department of Public Works Superintendent.* The Department of Public Works Superintendent shall be responsible for overseeing the planting, protection, preservation, and removal of trees within the public rights-of-way.

(B) *Parks and Public Works Committee.* The Parks and Public Works Committee shall be responsible for considering appeals from denials of tree removal permit applications and reviewing policies regarding public trees and suggesting changes to City Council or to Planning Commission.

(C) *Coordination and Assistance.* The Department of Public Works Superintendent and Parks and Public Works Committee may be assisted in their official responsibilities by staff members of

the city, including the City Manager, and a licensed arborist appointed by the City Council, or other appropriate city staff members.

§ 97.04 TREES IN THE PUBLIC RIGHT-OF-WAY AND PUBLIC PROPERTY.

(A) *Treatment of protected trees.* No tree upon any public right-of-way or public property shall be destroyed, pruned, girdled, broken, bent, wounded or have notices or signs tacked upon without the consent of the Department of Public Works Superintendent.

(B) Planting of trees.

(1) No person shall climb or walk upon the branches of a protected tree in any public right-of-way or public property while wearing spurs or other climbing attire unless such person is in the permitted act of removing or maintaining a tree.

(2) No trees or shrubs shall be planted upon any public right-of-way or public property without the consent of the Department of Public Works Superintendent. No trees shall be planted at public expense upon private property unless a public easement has been granted in a form acceptable to the city.

(Ord. 060123-1, passed - -)

§ 97.05 PROTECTION OF TREES; PERMIT REQUIRED FOR TREE REMOVAL IN PUBLIC RIGHTS-OF-WAY.

(A) *Purpose.* The tree canopy contributes to the visual character of the city and trees are important natural resources and assets of the city. Therefore, every effort must be made to ensure that only the minimum numbers of protected trees are removed prior to construction of new structures, or alterations/additions to existing structures and in other approved circumstances. It is the intent of this chapter that a permit should not be granted for the removal of a protected tree where a reasonable alternative design solution exists that is consistent with the use of the property.

(B) *Permit required.* A Tree removal permit shall be required for and prior to the removal, relocation, or destruction of any tree located within any public street right-of-way; provided, however, that no such permit shall be required in order for the city to remove or otherwise affect any tree located within a public street right-of-way, and the city retains its authority with respect to public street rights-of-way, irrespective of the provisions of this chapter.

(C) *Application for permit.* A person seeking a tree removal permit for the removal, relocation or destruction of a tree within a public street right-of-way, shall complete a tree removal permit application and submit the application to the Zoning Administrator. The applicant shall also prepare and submit to the Administrator, a site plan including at least the following information:

(1) The tree or trees that are proposed to be removed, relocated or destroyed. Such trees shall also be identified by written description or by a photograph. The location and general description of the other protected trees within the adjacent street right-of-way that are proposed to remain undisturbed shall also be stated.

(2) A description of any grade changes or other changes within the street right-of-way that may occur as a result of the proposed tree removal, if such changes or results will have an adverse effect on any trees remaining in that part of the street right-of-way adjacent to the applicant's property.

(D) *Approval of permit.* The Zoning Administrator shall grant and approve a tree removal permit upon finding that all of the following requirements are satisfied:

(1) The applicant has submitted a site plan or other information satisfactorily demonstrating that the number of trees and the particular trees proposed to be removed are the minimum number needed to be removed in order to achieve the results sought by the applicant.

(2) The Applicant has satisfactorily demonstrated that harm or other negative impacts to the remaining trees on that part of the street right-of-way adjacent to the applicant's property will be minimized or avoided.

(3) There are no desirable, prudent or reasonably feasible alternatives whereby the desired results could be achieved, other than the removal, relocation or destruction of the trees indicated by the applicant.

(4) The tree or trees proposed for removal, relocation or destruction need to be removed for at least one of the following reasons:

- (a) They are a safety hazard;
- (b) They are interfering with or obscuring the clear vision of motor vehicle drivers;
- (c) They are likely to injure, damage or disrupt persons, property or utility service; and/or
- (d) They are preventing or substantially obstructing reasonable access to a lot or parcel of land.

(5) The proposed tree removal would not materially increase the risk of flooding or erosion on the property or on adjacent property, nor adversely affect a wetland or watercourse.

(6) In the case of proposed removal of a protected tree for reasonable access to an existing or proposed building or other improvement, there is no feasible alternative location for the proposed access without resulting in unnecessary hardship on the part of the applicant.

(E) The Zoning Administrator may include reasonable terms and conditions in any tree removal permit, in order to ensure that the intent of this chapter will be fulfilled and to minimize damage to, encroachment upon, or interference with other trees within the public street right-of-way.

(F) *Appeal of denial of permit.* In the event that a permit applicant is aggrieved by the denial of a tree removal permit, or by the approval of a permit but with conditions with which the applicant disagrees, the applicant may appeal such action by the Zoning Administrator to the Parks and Public Works Committee.

(1) The applicant shall file such appeal in writing, stating the action complained of and the reasons and grounds for which the applicant believes that the action should be reversed, amended or modified.

(2) The completed application for the appeal shall be filed with the Zoning Administrator, who shall forward it to the Parks and Public Works Committee. The Parks and Public Works Committee shall convene within a reasonable time to consider the appeal. Any such meeting by the Parks and Public Works Committee shall be subject to the provisions of the Michigan Open Meetings Act.

(3) At a meeting, the Parks and Public Works Committee shall consider the appeal filed by the applicant. The Parks and Public Works Committee shall provide the applicant an opportunity to comment on the appeal. The Parks and Public Works Committee may consider the matter at subsequent meetings.

(4) The appeal shall be determined by majority affirmative vote of the regular, voting members of the Parks and Public Works Committee who are present and voting. The decision by the Parks and Public Works Committee in such a case shall constitute the final decision by the city with respect to the application for the tree removal permit.

(Ord. 060123-1, passed - -; Am. Ord. 081222-1, passed 12-22-2008)

§ 97.06 TREE PROTECTION DURING CONSTRUCTION OR DEVELOPMENT.

(A) While removing trees for construction or development the owner shall take all reasonably necessary precautions to protect the remaining protected trees.

(B) Neither a property owner nor its agent shall cause or allow any construction or development activity to occur within the drip line of a protected tree, nor shall any solvents, building materials, vehicles, construction equipment, soil deposits, fill or other harmful materials be allowed to be placed, kept, parked or stored within the drip line of the trees.

(Ord. 060123-1, passed - -)

§ 97.07 TREE REMOVAL ON A VACANT LOT OR PARCEL.

On any lot or parcel where construction or development is not proposed, a tree removal permit shall be required prior to the removal of any protected tree in accordance with § [97.05](#).

(Ord. 060123-1, passed - -)

§ 97.08 LIMITED LIGHTING OF TREES ON PUBLIC RIGHTS-OF-WAY.

Trees located in the public street rights-of-way or otherwise on public property shall not be decorated with strings of lights placed or maintained on or within them, nor shall such trees otherwise be lighted by other types of lighting placed on or within the trees; provided, however, that during the annual holiday season lights in observance of the season may be placed on such trees, in a manner that will not harm or damage the trees, but they shall not be placed on the trees earlier than November 1 and they shall be removed from the trees not later than the following March 31; but provided further, that such lights placed on trees in the public street rights-of-way in observance of the annual holiday season may remain on the trees after March 31 if approved by the Department of Public Works Superintendent, subject to terms and conditions imposed by the Department of Public Works Superintendent, and if the lights are placed only on or around the tree trunk, not the crown of the tree, and if the tree will not be harmed or damaged thereby.

(Ord. 060123-1, passed - -; Am. Ord. 081222-1, passed 12-22-2008)

§ 97.09 TREE REPLACEMENT PROGRAM.

It is the intent of the city to maintain the numbers and the character of its trees; therefore, each tree lost in its public rights-of-way or public properties shall be replaced by an appropriate tree.

(A) Replacement trees shall measure no less than three inches in diameter as measured from six inches above the ground level.

(B) Trees lost by age, disease or by acts of nature shall be replaced as soon as possible under the direction of the Department of Public Works Superintendent.

(C) Where a tree is lost within the public right-of-way or public property by negligent or intentional vandalism, the person, vehicle owner, or agent responsible shall be charged for the value of an equally sized replacement. If such a replacement is not available locally, the value of the tree will be computed from the State Forestry and Shade Tree "evaluation formula" and the responsible person shall be invoiced that amount to compensate for costs of removal and planting of a replacement.

(Ord. 060123-1, passed - -)

§ 97.99 PENALTY.

(A) *Municipal civil infraction.* A violation of any term or provision of this chapter shall be a municipal civil infraction. The procedures for the issuance of municipal civil infraction citations and other matters pertaining to the issuance thereof shall be as stated in § [10.21](#) of the city code.

(B) The fine payable upon admission or determination of responsibility by a person served with a municipal civil infraction citation, for a violation of this chapter, shall be \$500.

(C) The persons authorized under § [10.22](#) to issue municipal civil infraction citations shall be authorized to issue such citations for violations of this chapter.

(Ord. 081222-1, passed 12-22-2008)

Section 2: Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 3: Repeal. Any and all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 4: Effective Date. This Ordinance shall take effect shall take effect the day after its publication.

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN:

ORDINANCE DECLARED ADOPTED THIS __th DAY OF _____, 2022.

Garnet Lewis, Mayor

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, City Clerk of the City of Saugatuck, hereby certify this to be a true and complete copy of Ordinance No. _____, duly adopted at a regular meeting of the City Council held on the ____ day of _____, 2022.

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Kate White, Project Coordinator & Deputy Clerk

MEETING DATE: **Introduction/First Reading:** June 8, 2022
Action Date: June 13, 2022

SUBJECT: Text Additions to the City of Saugatuck Code of Ordinances, Chapter 53
– Parks and Public Works Committee

DESCRIPTION:

During the strategic planning session in December of 2021, City Council identified an opportunity to create a more comprehensive committee that would assist with parks and public works project and policy recommendations.

The purpose of this text amendment to the City Code is to create the new Parks and Public Works Committee. This new committee will be advisory in nature, providing recommendations to City Council regarding parks and public works projects, policies, and plans. Additionally, the committee will be the authority to review appeals of denial for tree removal permits. The committee will be composed of five members, all residents of the City of Saugatuck and one Council member representative. Members will be non-paid. Meetings shall be held once a month, occurring on the fourth Tuesday at 10 a.m., with meetings subject to the Open Meetings Act.

TIMELINE:

June 8, 2022: Ordinance amendment introduced to Council for the first reading at a workshop meeting.

June 13, 2022: Potential Council action on the ordinance amendment.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Jacob Witte of Fahey Schultz Buryzch Rhodes PLC reviewed the proposed ordinance amendment.

SAMPLE MOTION:

Motion to **approve/deny** Ordinance Amendment 220613-B to amend the Code of the City of Saugatuck adding new chapter which shall be designated as Chapter 53: Parks and Public Works Committee.

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

Ordinance No. 220613-B

At a regular meeting of the City Council for the City of Saugatuck held on _____, 2022, beginning at 7:00 p.m., the following Ordinance was offered for adoption by Council Member _____, and was seconded by Council Member _____:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF SAUGATUCK BY ADDING A NEW CHAPTER WHICH NEW CHAPTER SHALL BE DESIGNATED AS CHAPTER 53: PARKS AND PUBLIC WORKS COMMITTEE OF SUCH CODE.

THE CITY OF SAUGATUCK ORDAINS:

Section 1: Addition of Chapter 53. Chapter 53 of the Code is hereby created, which shall read as follows:

CHAPTER 53: PARKS AND PUBLIC WORKS COMMITTEE

Section

- [53.01](#) Purpose
- [53.02](#) Membership
- [53.03](#) Terms; Vacancies
- [53.04](#) Meetings and Quorums
- [53.05](#) Duties
- [53.06](#) Absences, Removals, and Resignations

§ 53.01 PURPOSE

The Parks and Public Works Committee is hereby established for the purpose of providing City Council with guidance and information on matters relating to public works and parks. Recommendations to City Council shall progress the city towards achieving the goals set out in the city's comprehensive plans, as they relate to public works and parks.

§ 53.02 MEMBERSHIP

The Parks and Public Works Committee shall consist of five (5) members in total, as appointed by the Mayor of the city with the consent of City Council. One of the five members shall be a

Council member representative. The other four members of the Committee shall be residents of the City. The members of the Parks and Public Works Committee may be assisted in their official responsibilities by staff members of the city, including the City Manager, the Superintendent of the Public Works Department, and other appropriate city staff members.

§ 53.03 TERMS; VACANCIES

Each member shall be appointed to hold office for a two (2) year term. Vacancies shall be filled by appointment by the Mayor of the City with the Consent of the City Council.

§ 53.04 MEETINGS AND QUORUMS

Meetings shall be held at least once a month on the fourth Tuesday at 10 a.m. Meetings shall be subject to the Open Meetings Act.

A quorum shall consist of three (3) members. An affirmative vote of the majority of current appointed members shall be necessary to pass any motion.

§ 53.05 DUTIES

The Parks and Public Works Committee shall review and provide recommendations to City Council on the following:

- (1) Updates to the capital improvement plan as well as to the parks and recreation plan;
- (2) Locations for connecting public pathways;
- (3) Land acquisition opportunities for parks and recreation;
- (4) Reconstruction or addition of park facilities;
- (5) Street beautification projects;
- (6) Landscaping and groundskeeping for all public grounds;
- (7) Other such duties as the City Council may from time to time request.

Additionally, in accordance with Chapter 97 of the Code, the Parks and Public Works Committee shall be responsible for deciding appeals of denial for tree removal permits.

The Parks and Public Works Committee shall not obligate itself or the City in any financial undertaking. It is not empowered to spend any funds of the City for any purpose unless first provided for by a specific appropriation by the City Council.

§ 53.06 ABSENCES, REMOVALS, AND RESIGNATIONS

- (1) *Absences.* In order to be excused from a meeting, committee members shall notify the Department of Public Works Superintendent when they intend to be absent from the meeting. Failure to make this notification at least 24 hours prior to the meeting shall result in an unexcused absence. More than four (4) consecutive, unexcused absences or absences at 25% percent of all meetings in any one (1) fiscal year shall be considered nonperformance of duty and cause of removal from the Parks and Public Works Committee.

(2) *Removal.* Members of the Parks and Public Works Committee may be removed by the City Council by majority vote, after written charges have been prepared and a hearing conducted, for nonperformance of duty, misconduct in office, or upon failure to declare a conflict of interest.

(3) *Resignation.* A member may resign from the Parks and Public Works Committee by sending a letter of resignation to the City Council or the Department of Public Works Superintendent.

Section 2: Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 3: Repeal. Any and all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 4: Effective Date. This Ordinance shall take effect shall take effect the day after its publication.

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN:

ORDINANCE DECLARED ADOPTED THIS __th DAY OF _____, 2022.

Garnet Lewis, Mayor

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, City Clerk of the City of Saugatuck, hereby certify this to be a true and complete copy of Ordinance No. _____, duly adopted at a regular meeting of the City Council held on the ____ day of _____, 2022.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: June 13, 2022
SUBJECT: Special Event Application – 4th of July Parade

DESCRIPTION:

Following the withdrawal of the Saugatuck-Douglas Rotary Club’s parade application, Mayor Lewis submitted a special event application for the 4th of July parade in the City of Saugatuck on July 4, 2022. As opposed to years past, the parade route has changed to encompass a wholly downtown route.

Breakdown of Event:

Location: Streets of Downtown Saugatuck
Event Date: 7/4/22
Event Hours: Parade starts 11 AM
Attendees: Approx. 200 (likely higher)
Volunteers: 10-15

As the parade route is different from previous years, city staff will be broadcasting the change in the parade route and starting time (if approved by Council) through the City’s communication channels.

In addition to the special event request, Mayor Lewis is requesting that the City of Saugatuck pay for the certificate of liability insurance for coverage of the parade event. A sample motion of this request is presented as a separate motion.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application for the 4th of July parade from Garnet Lewis.

Motion to enable the City of Saugatuck to pay for liability insurance for the parade event whether the coverage comes through Garnet Lewis or through the City of Saugatuck’s insurance policy.



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: n/a

TELEPHONE: _____

MAILING ADDRESS: _____

CONTACT NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Garnet Lewis

TELEPHONE: (269) 416-0738

E-MAIL ADDRESS: leighgarnet@gmail.com

CELL PHONE: (269) 416-0738

EVENT INFORMATION

NAME OF EVENT: July 4th Parade

DATE(S) OF EVENT: July 4, 2022

PURPOSE OF EVENT: Celebrate America

RAIN DATE: n/a

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

EVENT LOCATION: City of Saugatuck

EVENT HOURS: Parade 11:00 a.m.

ESTIMATED NUMBER OF ATTENDEES: 200

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: July 4, 2022

10-Noon A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: July 4, 2022

12 - 1 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

"YARD" SIGNS - Number requested: ____ (Maximum size is 2' 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 be removed at the end of the event.)

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

BOOTHS – QUANTITY n/a TENTS – QUANTITY n/a

AWNINGS – QUANTITY n/a TABLES – QUANTITY n/a

PORTABLE TOILETS – QUANTITY n/a

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

If yes, where do you propose your vendors park? Participants will park non-parade vehicles at SHS

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

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY _____

BARRICADES – QUANTITY _____

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY _____

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED

DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

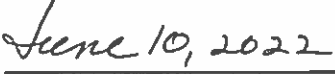
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

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



Applicant Signature



Date



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: June 13, 2022
SUBJECT: Mt. Baldhead Fence Proposal

DESCRIPTION:

As discussed at the last Council meeting on May 23rd, the Mt. Baldhead workgroup collected proposals from various companies to improve the fence at the top of Mt. Baldhead surrounding the historic Radar building. Below are the three proposals collected by the workgroup:

1. Straight Line Fence Quote: \$16,000
2. Fence Solutions: \$14,000
3. Grand Rapids Fence Company: \$14,700 (vendor who installed the current tower fence)

I requested that this proposal collection for the fence go through the City's procurement process. A sample motion is presented to move this process forward.

BUDGET ACTION REQUIRED:

If approved, it will be placed into the line item regarding parks capital improvements for FY 2022-23 Budget.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to delegate authority to City staff to manage the Mt. Baldhead fence proposal collection and installation, not to exceed \$17,000.