



CITY COUNCIL MEETING AGENDA

August 22, 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. Special City Council Meeting Minutes – August 3, 2022.
 - B. Regular City Council Meeting Minutes – August 8, 2022.
 - C. Accounts Payable in the amount of \$627,652.11.
- 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:**
 - A. Consumers Energy- New Substation Site
 - B. Jill Dunham- Broadband Project Manager for Allegan County
- 8. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 9. Introduction of Ordinances**
- 10. Public Hearings**
- 11. Unfinished Business**

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.

12. New Business:

A. Special Event- Art in the Park

13. Public Comments (Limit 3 minutes)

14. Correspondence

A. Daniel DeFranco- Consumers Energy Proposed Land Purchase

15. Boards, Commissions & Committees Reports

16. Council Comments

17. Mayor's Comments

18. Adjourn (*Voice Vote*)



CITY COUNCIL SPECIAL MEETING MINUTES- *PROPOSED* **August 3, 2022**

The City Council met for Regular Council Meeting at 4:00 p.m.
City Hall located at 102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Lewis at 4:00 p.m.

Attendance:

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

Absent: None

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

Agenda Changes: None

Guest Speaker: None

Public Comment on Agenda Items Only: None

New Business:

A. Special Event – Annual Sidewalk Sales:

SDABA has submitted a special event form for the annual sidewalk sales to be held on August 18th, 2022.

Motion by Leo, second by Dean, to approve the special event application Annual Sidewalk Sales sponsored by SDABA to be held on August 18th, 2022, contingent on staff approval after safety meeting is conducted. Upon voice vote, motion carried unanimously.

B. Special Event – Labor Day Walk:

Saugatuck Public Schools Community Recreation has submitted a special event form for the annual Labor Day Walk to be held on September 5th, 2022.

Motion by Leo, second by Trester, to approve special event application Labor Day Bridge Walk sponsored by SPS Community Recreation to be held on September 5th, 2022, contingent on staff approval after safety meeting is conducted. Upon voice vote, motion carried unanimously.

C. Special Event – Mt. Baldhead Challenge:

Rotary Club of Saugatuck and Douglas has submitted a special event form for the annual Mt. Baldhead Challenge to be held on September 10th, 2022.

Motion by Gardner, second by Stanton, to approve special event application Mt. Baldhead Challenge sponsored by Rotary Club of Saugatuck and Douglas to be held on September 10th, 2022, contingent on staff approval after safety meeting conducted. Upon voice vote, motion carried unanimously.

D. Historic District Reappointment:

Historic District Commission has two openings and reappointment of Nico Leo was presented to Council.

Motion by Stanton, second by Dean, to approve the reappointment of Nico Leo to the Historic District Commission with said term expiring on August 1, 2025. Upon roll call vote, motion carried 6-0. Councilmember Leo abstained.

E. Interurban Reappointment:

City of Saugatuck Interurban board representative Gregory Muncey reappointment was presented to Council.

Motion by Trester, second by Stanton, to reappoint Gregory Muncey to the Interurban Transit Authority Board for a four (4) year term, October 1, 2022, to September 30th, 2026. Upon voice vote, motion carried unanimously.

F. Zoning Administrator & Floodplain Manger Appointment:

The City is required to have a Zoning Administrator and Floodplain Manager; these duties belonged to Cindy Osman. Recommendation to Council that City Manager Heise be appointed as the Zoning Administrator and Floodplain Manager for the City of Saugatuck, until such time that a new Planning and Zoning employee is hired.

Motion by Bekken, second by Leo, to appoint Ryan Heise as interim Zoning Administrator and Floodplain Manager. Upon voice vote, motion carried unanimously.

G. Saugatuck Douglas Historical Society Lease:

The City of Saugatuck entered into a ten (10) year lease with the Saugatuck-Douglas Historical Society (SDHS) in 2012 for the use of the Pump House located at 735 Park Street. The SDHS would like to renew for an additional ten (10) years.

Motion by Trester, second by Gardner, to approve the lease agreement with the SDHS for the use of the Pumphouse at 735 Parks Street for a period of ten (10) years contingent upon attorney review. Upon voice vote, motion carried unanimously.

H. Allegan County Sheriff's Dock Agreement:

The City owns a wooden boat dock at 735 Park Street (near Pump House). The City has historically allowed the Allegan County Sheriff's Department to utilize the dock for a patrol boat through a lease. Allegan County would like to renew the lease for a period of five (5) years.

Motion by Stanton, second by Gardner, to approve the lease agreement with the Allegan County Sheriff's Department for a period of five (5) years. Upon voice vote, motion carried unanimously.

Public Comments:

Cindy Osman- thanked Council and City for allowing her to do the job of Zoning Administrator. She got a lot of support from Council and thoroughly enjoyed working with the citizens of Saugatuck and will miss everyone.

Closed Session:

Pursuant to MCL 15.268(h) of the Open Meetings Act, the City entered into closed session to consult with the City's attorney to consider confidential written legal opinion regarding the City's authority to establish or modify City staff positions, job duties, and compensation.

Motion by Trester, second by Leo to enter closed session to consult with the City's attorney to consider confidential written legal opinion regarding the City's authority to establish or modify City staff positions, job duties and compensation. Upon roll call vote, motion carried unanimously. Council entered closed session at 4:16 p.m. Motion by Bekken, second by Stanton to adjourn closed session at 4:51 p.m. Upon Roll call vote, motion carried unanimously. Council entered open session at 4:51 p.m.

New Business Continued:

I. Personnel Recommendations:

With the recent resignation of the Zoning Administrator, City Manager Heise reached out to Frank Walsh, a professional municipal employee recruiter to discuss the position and the climate of filling said position. Also discussed was utilizing his recruitment services, as the City has done in the past. After explaining the number of administrative employees, salaries and job duties, Frank made a recommendation to combine the Project Manager and Planning & Zoning position in order to create an attractive salary with hopes of recruiting top talent.

Motion by Leo, second by Trester to approve position descriptions as presented and direct staff to make necessary budge adjustments in the amount of \$28,250. Upon roll call vote, motion carried 6-1. Yays- Bekken, Dean, Leo, Lewis, Stanton and Trester. Nay- Gardner. Councilmember Gardner noted he is in opposition to the combination of the Zoning Administrator and Project Manager positions but is in full support of the rest of the motion.

J. Frank Walsh Recruitment Proposal:

With the recent resignation of the Zoning Administrator, City Manager Heise reached to Frank Walsh, a professional municipal employee recruiter to discuss the position and the climate of filling said position. Also discussed was utilizing his recruitment services, as the City has done in the past. After explaining the number of administrative employees, salaries and job duties, Frank made a recommendation to combine the Project Manager and Planning & Zoning position in order to create an attractive salary with hopes of recruiting top talent.

Motion by Leo, second by Dean, to the Contract with Walsh Municipal Services, LLC in an amount not to exceed \$11,000.00 including job posting and background check if needed. Upon roll call vote, motion carried unanimously.

Public Comment: None

Correspondence:

- Hazardous structure letter received by Gary Medler.
- Vine street letter received by Gary Medler.

Council Comments:

- Councilmember Trester- None
- Councilmember Bekken- Suggested to City Manager Heise that he includes the personnel PowerPoint in this City Manager report for the August 8th Council meeting.
- Councilmember Leo- Commented that the Venetian Festival, thanked the organizer Cow Hill Yacht Club and volunteers for success with the large turnout.
- Mayor Pro-Tem Dean- Stated it was a great, very safe Venetian Weekend. He is proud that the City put on a safe and secure election on August 2nd and thanked Clerk Wolters.
- Councilmember Gardner- Echoed Councilmember Stanton, said great job to Councilmember Dean for his decorated boat in the parade. He asked City Manager Heise for an update on the home and road mentioned in the correspondence from Gary Medler. He asked if the C2AE response was corrected, and that the City is not responsible for the cost of the archeological field survey. Councilmember Leo stated that she spoke to the engineer, and it appears that way because the City is the Act 51 applicant.
- Councilmember Stanton- Thanked volunteers and Cow Hill Yacht Club for a great job as always and the boat parade was fantastic. The award ceremony was also very nice.

Mayor's Comments:

- Noted the large police presence at the Venetian was great to see. Gave kudos to Cow Hill Yacht Club for the wonderful event. Gave Clerk Wolters appreciation on the election.

Adjournment: *Motion by Stanton, second by Gardner to adjourn, Mayor Lewis adjourned at 5:19 p.m.*

Respectfully Submitted,

Jamie Wolters, City Clerk



CITY COUNCIL MEETING MINUTES- PROPOSED August 8, 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 & Trester.

Absent: None

Others Present: City Manager Heise, Superintendent Herbert & Clerk Wolters.

Consent Agenda:

A. Special City Council Meeting Minutes – July 20, 2022

B. Accounts Payable in the amount of \$342,973.82.

*Motion by Dean, second by Trester, to approve the consent agenda as presented.
Upon roll call vote, motion carried unanimously.*

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Engineer and Fire submitted status reports of current activities since the last Council meeting on July 25th, 2022, for their respective departments. Lt. Ensfield was in person and gave a verbal report to Council.

Agenda Change: None

Guest Speakers: None

Public Comment on Agenda Items Only:

Steve Kubica, City of Saugatuck Resident- submitted correspondence in form of a letter, also spoke in person about the issue of excessively loud music from Retro Boat Rentals.
Steven Van Hoof, City of Saugatuck Resident- spoke in support of Mr. Kubica's concern of loud music from Retro Boat Rentals. He noted the decibel levels that are being heard on Mr. Kubica's porch.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business:

A. Maryjo Lemanski-Public Art Location:

A generous public art donation (“Whispers”) was previously presented to Council. Councilman Dean had requested a deeper dive on location and that the Department of Public Works (DPW) become involved in the process. DPW would review conflicts with utility and maintenance of grounds concerns. Maryjo Lemanski, representing the donor, is recommending that “Whispers,” be located in the Mize Rose Garden. An existing art piece that has experienced structural damage will be relocated within the Garden with “Whispers” taking its place.

Motion by Leo, second by Stanton, to approve the location of “whispers” as presented in the Mize Roe Garden. Direct staff to coordinate and execute any necessary administrative memo’s of understanding related to the donation. Upon voice vote, motion carried unanimously.

New Business:

A. Amendment to Parks and Public Works Committee Ordinance No. 220613-B:

The Mayor, Mayor Pro Tem and Department of Public Supervisor (DPW) interviewed a number of highly qualified applicants for the Parks and Public Works Committee. Five applicants were notified that they would be Council recommendations to serve on the Committee.

Recommendations, listed in no particular order:

- Keith Charak, 560 Main St.
- Glenna DeJong, 708 Mason St.
- Ruth Johnson, 399 Park St.
- Nancy Kimble, 550 Spear St.
- Kelly Roche, 413 Hoffman St.

There was a misunderstanding related to the structure of the Parks and Public Works Committee related to a clarification that the Council Representative (Chair) is a voting member; being one of the five members. There is a recommendation that the Parks and Public Works Committee Ordinance No.220613-B be amended to make the Council Representative a non-voting member, and that the committee number of committee members be increased to six (6).

Motion by Stanton, second by Leo, to approve the recommended slate of candidate for the Parks and Public Works Committee and to amend Ordinance No. 220613-B to allow for five (5) resident committee members and for the Council Representative to serve as the sixth (6) as a non-voting member. Upon roll call vote, motion carried 6-0.

Public Comment:

Steve Kubica, City of Saugatuck Resident- submitted correspondence in form of a letter, also spoke in person about the issue of excessively loud music from Retro Boat Rentals. Dan Fox- encouraged Council to look at a flag system similar to what South Haven Beach uses. He also noted that South Haven levies \$1,000 fine if someone is caught swimming with a Red flag out.

Correspondence:

- Retro Boat Rental excessive noise letter from Steve Kubica on behalf of the North Park Street Residents.

Boards, Commissions & Committees Reports:

- Councilmember Trester- None
- Councilmember Bekken- None
- Councilmember Leo- None
- Mayor Pro-Tem Dean- Park & Public Works Committee selected five members.
- Councilmember Gardner- Planning Commission meets August 18th and he also encouraged everyone to look at the Water Street development proposal that is on the Zoning Board of Appeals agenda.
- Councilmember Stanton- Historic District met and they approved a deck and fence behind Hotel Saugatuck.

Council Comments:

- Councilmember Trester- None
- Councilmember Bekken- None
- Councilmember Leo- None
- Mayor Pro-Tem Dean- Noted the number of recent fatalities in Lake Michigan at area beaches and is pleased City Manager Heise is reaching out to other communities. A good resource is the Great Lakes Surf Rescue Project.
- Councilmember Gardner- Regarding the City water tank by Mt. Baldhead, if there has ever been discussion regarding installing a telecommunication tower for future use. He suggested a City 311 system, which is an opportunity for residents, visitors, and others to report issues. He sent a link to City Manager Heise and City Clerk Wolters about Muskegon's process. He thanked Councilmember Stanton for their recent meeting.
- Councilmember Stanton- Met with Lisa Mize from the CVB. The CVB is interested in the Red Flag Warning System and assisting the City in anyway to help with funding.

Mayor's Comments:

- Informed Council that Best Chance Charter Captain Dave won the big lake classic as well as the South Haven/Saugatuck dual port finals. Captain Hunter placed fourth in the big lake and third in the dual port finals. The SCA has their new electronic sign up now, it's very nice. On August 12th, Millpond Realty is providing Movie in the Park which will be showing the movie Grease.

Adjournment: *Motion by Leo, second by Stanton to adjourn, Mayor Lewis adjourned at 7:30 p.m.*

Respectfully Submitted,

Jamie Wolters, City Clerk

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	156.79
2. ALLEGAN COUNTY SHERIFF	DEBT CREW	126.00
	DEBT CREW	198.00
	DEBT CREW	132.00
	DEBT CREW	182.00
	SHERIFF CONTRACT	26,100.28
	TOTAL	26,738.28
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	179,066.24
4. AXMAN ENTERPRISE INC	TREE REMOVAL & TRIMMING	4,000.00
5. BBC DISTRIBUTING LLC	CONCESSION	84.69
	CONCESSION	84.69
	TOTAL	169.38
6. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	2,692.53
7. DYKGRAAF EXCAVATING	STREET CUT REFUND	399.00
8. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	1,479.50
	EMPLOYMENT LEGAL FEES	442.00
	LEGAL FEES	1,300.00
	LEGAL FEES LAWSUIT	35,774.12
	LEGAL FEES ZBA APPEAL	122.00
	LEGAL FEES PLANNING	1,405.00
	LEGAL FEES ELECTRICAL	1,354.00
	TOTAL	41,876.62
9. FLEIS & VANDENBRINK ENGINEERING INC	BLUE STAR BRIDGE INSPECTION	2,800.00
	ENGINEERING FEES	8,045.00
	CAMPBELL ROAD	5,100.00
	TOTAL	15,945.00
10. GORDON FOOD SERVICE	CONCESSION	2,737.61
11. K&R TRUCK SALES INC	2018 INTERNATIONAL REPAIRS	481.79
	2018 INTERNATIONAL REPAIR	414.20
	TOTAL	895.99
12. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	3,825.40
13. MERCHANTS BANCARD NETWORK	OVAL BANK FEES	3,350.09
14. MERS	RETIREMENT	4,040.12
15. NET2PHONE INC	TELEPHONES	177.00
16. NEW AGE LABORATORIES	WATER TESTING	96.00
17. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	98,866.14
	PROPERTY TAXES	98,866.14
18. PRIORITY HEALTH	HEALTH INSURANCE	9,101.57

Vendor Name	Description	Amount
19. PURITY CYLINDER GASES INC	SUPPLIES	315.34
20. REPCOLITE	STREET LINE PAINT	396.60
	CROSSWALK PAINT	258.85
	TOTAL	655.45
21. SAUGATUCK FIRE	RENTAL INSPECTIONS	75.00
22. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	141,860.07
23. SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM	1,230.00
	PORTABLE RESTROOMS	984.00
	TOTAL	2,214.00
24. SOUTHWEST TRANSPORT CO	CAMPBELL ROAD	87,866.25
25. STANDARD INSURANCE COMPANY	INSURANCE	350.24
26. STREAMLINE DESIGN.COM LLC	WICK PARK DOCKS	182.00
TOTAL - ALL VENDORS		627,652.11
FUND TOTALS:		
Fund 101 - GENERAL FUND		106,309.46
Fund 202 - MAJOR STREETS		96,422.11
Fund 203 - LOCAL STREETS		575.61
Fund 661 - MOTOR POOL FUND		4,487.04
Fund 701 - CURRENT TAX FUND		419,792.45
Fund 715 - ROSE GARDEN		65.44



City Managers Report –Highlights

August, 22nd, 2022

General items:

City staff interviewed highly qualified candidates for two open positions; job offers have been made.

Facilitated Planning Commission and the ZBA Meetings.

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.

Oval Beach Staffing and operations

Discussions on safety improvements, operational improvements, staff retention and recruitment continue.

Blue Star Trail Update

Waiting for response from MDOT.

Road resurfacing (and utility) projects

Campbell Road –Complete!

Dune Ridge Waterfront Update

Litigation continues...

City Hall

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. Engineers are facilitating the request for proposals.



Treasurer Report

Below is a summary of the notable activities carried out by the Treasurer's Office since the last Council meeting on 8/8/2022:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Processing incoming tax bills

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 08/08/2022:

- Street painting and striping continues
- Assisted Music in the Park
- Assisted Sidewalk Sales
- Assisted Movie Night
- Gravel added and grading work on West Street – North of Mason Street
- Completed city-wide brush and leaf collection
- Participated in interviews for the Deputy Clerk/DPW Administrative Assistant position
- Contracted tree work along Blue Star Highway

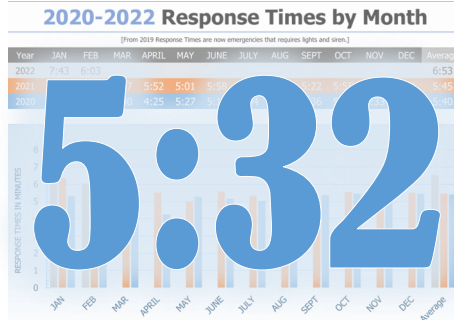
Incidents end of July 2022

Incidents by Month



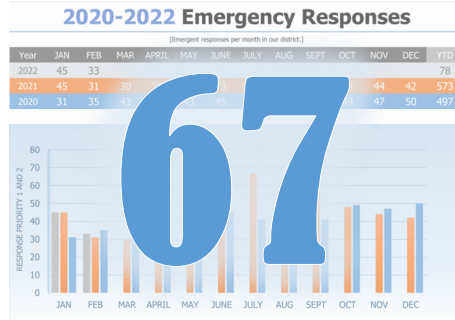
July recorded 116 calls total compared to 104 in 2021. A difference of an 11.5% increase in call volume. It matches the July 2017 record. Total year to date is 552 calls a 3.4% increase compared to same time last year.

Response times



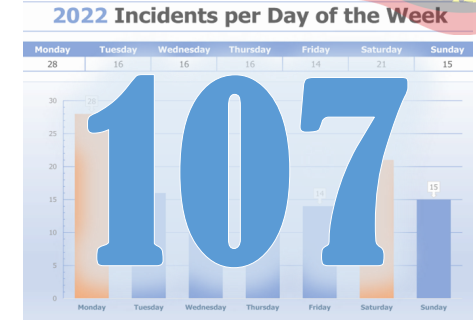
Our response time is steady for the year. Average response time for the month of July was 5:32. For the year the average is 5:58.

Emergent Calls



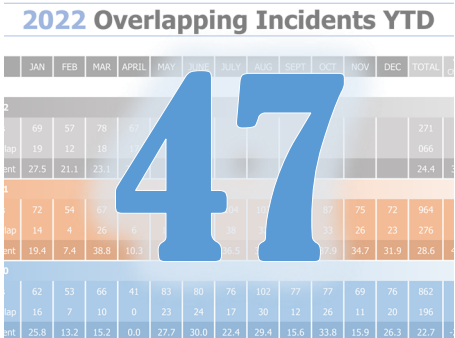
July showed 67 emergent calls (lights and siren) matching June 2021. Total for this year is 302 emergent calls compared to 315 in 2021.

Time of Day Day of the Week



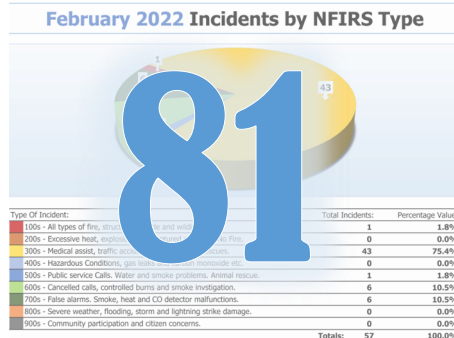
Monday and Saturday are the busy days compared to the rest of the week within the 93-107 range. The hours from 7AM-9PM count for the busy time of the day.

Overlapping Calls



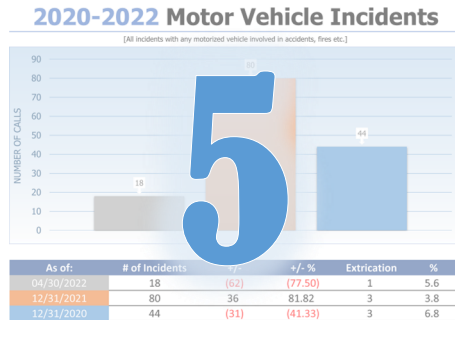
47 overlapping calls shows an increase compared to 38 in June 2021. 40.5% of our calls in July were overlapping. For the year to date, 31% of our calls are overlapping.

Type of Calls



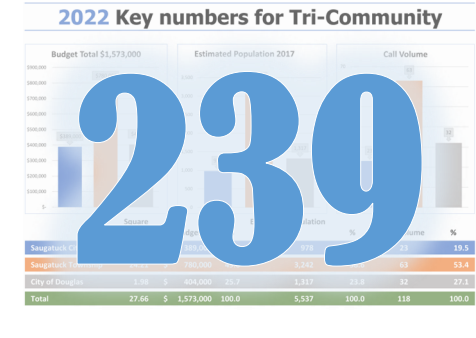
July recorded 81 calls in EMS which counts for 70% of our volume for July. The most common EMS call type is still falls, 106 such incidents this year, or 28% of the reported 378 total EMS calls.

MVI



5 MVIs (motor vehicle incidents, i.e., crashes, fires etc.) 30 incidents YTD. Intersection of Blue Star and Old Allegan Road have still not seen any MVIs this year. Flashing stop sign installed early spring. 11 MVIs last year in this period.

Location



Location of calls shows Township accounts for 239 calls or 45% compared to Douglas at 155 or 30% and Saugatuck City at 98 or 25%. We still have many fall incidents in Douglas.

City of Saugatuck
Status Report of Engineering Activities
August 17, 2022

General Consultation

- Water Street Sidewalk: Preparing bid package to issue for bids for fall construction.
- Water System Asset Management Plan: The AMP was not eligible for Allegan County's ARPA funding since it wasn't a construction project. **The Intent to Apply deadline for EGLE's Drinking Water Revolving Fund is November 1. We recommend developing a project based on known issues and an estimate for water service work and putting in an Intent to Apply to see how the City scores.**
- Olde Mill Apartments Water Service: We have received two of three quotes we are expecting 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. We will be discussing cost sharing options in the near future.
- Takken Street Repairs: We are assisting the DPW in obtaining quotes to repair underdrain and pavement at the intersection of Mason & Takken Streets.
- City Hall Renovations: Assisting City staff with preparing an RFP for exterior building improvements.

Campbell Road Improvements

- The project reached Substantial Completion on July 21.
- The contractor is working on finalizing the punch list.

Maple Street Improvements

- Met with the affected property owner to review the options in the draft drainage study.
- We will finalize the study once feedback is received for council consideration.

Road Project Planning

- We submitted the application for the MDOT Category B program and should hear whether we received funding later this summer.
- Field work for the PASER study update is complete. Once the study is complete, we will integrate known utility needs and develop a draft capital improvements plan.

Belvedere Substation Project Saugatuck, MI

Presented by Tim Voss
And Brandy Chambers
8/22/2022

Overview Map for Project




Project Scope

- **Build New substation for future load growth and reliability**
 - Several projects proposed in the area is the driver for new substation.
 - Increase capacity to handle load and increase reliability for all customers in the area.
 - Want to locate it close to 196 and Blue Star for access and close to proposed load area.
 - By installing it, CE would have the ability to add automated circuit transfers and minimize outages in the future

High Level Project Timeline

- Acquire property for sub
- Acquire HVD Line rights (line feeding sub)
- Projected build is 2024 or 2025



**Sub Site Alt #3:
300' Road x 400' Deep
Split of 20-002-027-00
Village of Saugatuck**

White Horse Ln

24



City Council Agenda Item Report

FROM: MEETING Jamie Wolters
DATE: 8-22-22
SUBJECT: Special Event Application- Art in the Park

DESCRIPTION:

Attached is the special event form for the Annual Art in the Park sponsored by SDABA.

Special Event: Art in the Park
Date: 9/17/22
Location: Wicks Park
Event Hours: 10am-4pm
Set up: 7am-10am
Clean up: 4pm-5pm
Estimated Attendees: 400
Estimated Volunteers: 12
Banner Palette Sign: No
Barricades: No
No Parking signs: Music: No
No Fireworks, No Liquor Yes

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application Art in the Park sponsored by SDABA to be held on September 17th, 2022, contingent on staff approval after safety meeting is conducted.



Council Action

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Douglas Area Bus. Assoc.

TELEPHONE: (269) 857-1626

MAILING ADDRESS: PO Box 221, Saugatuck, MI 49453

CONTACT NAME: David Langley

TELEPHONE: 734-255-2210

E-MAIL ADDRESS: junesdavidl@gmail.com

CELL PHONE: 734-225-2210

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Anna Donahue

TELEPHONE: 616-292-3930

E-MAIL ADDRESS: anna@annadonahue.com

CELL PHONE: 616-292-3930

EVENT INFORMATION

NAME OF EVENT: Art in the Park Saugatuck

DATE(S) OF EVENT: Sept. 17

PURPOSE OF EVENT: Fine Arts & Craft Fair

RAIN DATE: _____

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

EVENT LOCATION: Wicks Park 420 Water Street

EVENT HOURS: 10 am - 4 pm

ESTIMATED NUMBER OF ATTENDEES: 25 vendors and 400 buyers

ESTIMATED NUMBER OF VOLUNTEERS: 12

ESTIMATE DATE / TIME FOR SET-UP: 3 hours 7:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 1 hour 5:00 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: 11:00 am END: 3:00 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: 10 (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): Gazebo
Description of signs: Banner measuring 6' x 2' attached with string to the gazebo if allowed.
(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 25 (10' x 10') 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: _____

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.

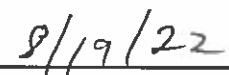
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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.

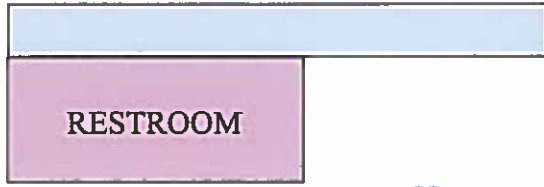
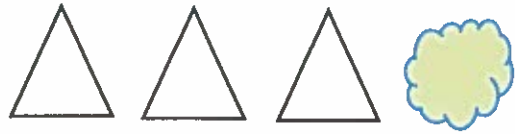


Applicant Signature

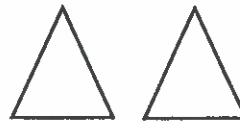
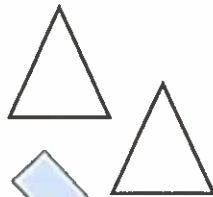


Date

SIDEWALK TO CHAIN FERRY



ART IN THE PARK
SAUGATUCK 2022



SIDEWALK

WATERFRONT SIDEWALK



WICKS PARK
420 WATER STREET
SAUGATUCK, MI 49453



SMALL PARKING LOT



SAUGATUCK TOWNSHIP FIRE DISTRICT

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

REQUIREMENTS FOR TENT STRUCTURES

Date: _____ Location: _____

Address: _____ Municipality: _____

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

Check off when complete:

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

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

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

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

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

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

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

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

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



SAUGATUCK TOWNSHIP FIRE DISTRICT

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

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

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

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

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

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

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

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

_____ Means of egress shall be illuminated. (3103.12.7)

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

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

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

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

_____ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: _____

Signature of Fire Inspector: _____

Date: _____

Revised 8/2016-CM



August 19, 2022

Dear Mr. Heise and Saugatuck City Council,

Thank you for informing us of the proposal by Consumer's Energy to purchase an approximately 2.75 acre lot from the City of Saugatuck for the purpose of constructing a substation. As you are aware, the proposal would involve a land division of a parcel owned by the City of Saugatuck and located in the A-2 district of Saugatuck Township (parcel # 20-002-027-00).

The proposed use of the site as a substation is a permitted use in the A-2 district with Special Approval Use by the Saugatuck Township Planning Commission.

The Township would like to call to your attention that zoning for the A-2 district requires a minimum lot size of five (5) acres for land uses other than residential. Please refer to *Section 40-185.- Area Requirements* in the Saugatuck Township Zoning Ordinance. Given that provision, the current proposal from Consumer's Energy for a 2.75 acre parcel would not satisfy Township zoning requirements for the proposed use.

Thank you for your attention and please contact us with any questions.

Sincerely,

Daniel DeFranco
Saugatuck Township Manager