



**CITY COUNCIL AGENDA
JANUARY 13, 2020 – 7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of December 23, 2019**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS:
 - A. **Lt. Brett Ensfield – Allegan Co. Sheriff Department**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
 - A. **Approval of Accounts Payable**
11. INTRODUCTION OF ORDINANCES: **None**
12. PUBLIC HEARINGS: **None**
13. UNFINISHED BUSINESS: **None**
14. NEW BUSINESS
 - A. **Board of Review Reappointment (VOICE VOTE)**
 - B. **Amendment to 2020 Schedule of Meetings (VOICE VOTE)**
 - C. **Special Event Application – 4th Annual Woman's March (VOICE VOTE)**
15. CONSENT AGENDA: **None**
16. PUBLIC COMMENTS *(Limit 3 minutes)*
17. COMMUNICATIONS:
 - A. **March 10, 2020 Presidential Primary Election Absentee Ballot News– Accept as information**
18. BOARDS, COMMISSIONS & COMMITTEE REPORTS:
 - A. **Water/Lucy Street Advisory Committee, HDC**
19. COUNCIL COMMENTS
20. ADJOURN

NOTICE

This facility is wheelchair accessible with accessible parking spaces available. 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 monica@saugatuckcity.com for further information.

Proposed Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, December 23, 2019

The City Council met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

- 1. **Call to Order** by Mayor Trester at 7:00 p.m.
- 2. **Pledge of Allegiance**
- 3. **Attendance:**
Present: Bekken, Johnson, Leo, Lewis, Verplank, & Trester
Absent: Peterson
Others Present: City Manager Harrier, City Treasurer Stanislawski & City Clerk Nagel

A motion was made by Verplank, 2nd by Johnson, to excuse Council Member Peterson with prior notification. Upon voice vote the motion carried unanimously.

- 4. **Approval of Minutes:** A motion was made by Johnson, 2nd by Verplank, to approve the December 9, 2019 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.

- 5. **Mayor's Comments:** None

- 6. **City Manager's Report:** None

- 7. **Agenda Changes:** None

- 8. **Guest Speakers:**

A. Rev. Sarah Terlouw – First Congregational Church 160th Anniversary: Rev. Sarah Terlouw of the First Congregational Church invited Council to attend the church's 160th Birthday commemorative worship service on January 12, 2020.

B. Berthiaume & Company – 2019 Audit Presentation: Kenneth Berthiaume, of Berthiaume & Company, reviewed with Council via telephone conference call the 2019 City Audit.

C. Lt. Brett Ensfield – Allegan Co. Sheriff Department: Lt. Ensfield presented Council with the Incident Analysis Report dated December 9-23, 2019. He also informed residents of a telephone scam of callers impersonating police officers and if they receive such call to contact the Sheriff's Department.

- 9. **Public Comment:** Vicki Cobb (*resident*) Thanked City Treasurer Stanislawski for a clean audit.

- 10. **Request for Payment:** A motion was made by Johnson, 2nd by Lewis, to approve the accounts payable in the amount of \$311,662.85. Upon voice vote the motion carried unanimously.

- 11. **Introductions of Ordinances:** None

- 12. **Public Hearings:** None

- 13. **Unfinished Business:** None

- 14. **New Business:**

A. Resolution No. 191223-A – Donation Agreement with the David Balas/Jim Sellman Living Trust: A motion was made by Verplank, 2nd by Lewis, to approve Resolution No. 191223-A accepting a donation from and approving a Donation Agreement with the David Balas and Jim Sellman living trust as presented. Upon roll call the motion carried unanimously.

B. Resolution No. 191223-B – Blue Star Trail Revised Joint Resolution: A motion was made by Lewis, 2nd by Johnson, to approve Resolution No. 191223-B as presented. Upon roll call the motion carried unanimously.

C. Resolution No. 191223-C – 2020 Advisory Water/Lucy Street-end Committee: A motion was made by Johnson, 2nd by Lewis, to approve Resolution No. 191223-C as presented and appoint Council Member Bekken to said board as the KLSWA Representative. Upon roll call the motion carried unanimously.

D. Blue Star Bridge – 2020 Routine Bridge Safety Inspection: A motion was made by Verplank, 2nd by Leo, to approve the proposal submitted by Fleis & VandenBrink dated December 17, 2019 for the 2020 Blue Star Bridge Safety Inspection as presented and authorize the City Manager to effectuate the Agreement. Upon voice vote the motion carried unanimously.

15. **Consent Agenda:** None

16. **Public Comment:** David Setzke (*non-resident*) invited City Council to tour is provisioning center in Douglas.

17. **Communications:**

A. Friends of the Blue Star Trail Letter of Communication Regarding Joint Resolution –
accepted as information

18. **Boards, Commissions & Committee Reports:** Council received reports from the following committee(s): KLSWA, Fire Board, Planning Commission,

19. **Council Comments:** Mayor Trester announced interviews for Planning Commission and Board of Review are scheduled.

Council Member Lewis would like to discuss Citizen of the Year at an upcoming workshop.

Council Member Leo suggested inviting the Army Corps of Engineers back to present to both business and homeowners on how lake levels effects flooding, so everyone has a better understanding of how the process works.

20. **Adjournment:** Mayor Trester adjourned the meeting at 7:44 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

10A

01/10/2020 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 12/01/2019 - 12/31/2019				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
12/09/2019	16359	ALLEGAN COUNTY CLERK	NOVEMBER ELECTION	635.26
12/09/2019	16360	ELHART GMC	LIGHT REPAIR	264.53
12/09/2019	16361	INTERNAL SOUND & COMMUNICATION	TELEPHONE REPAIRS	77.50
12/09/2019	16362	OVERISEL LUMBER COMPANY	SUPPLIES REPAIRS	639.15
12/09/2019	16363	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	33,541.38
12/09/2019	2698(E)	CONSUMERS ENERGY	ELECTRIC	3,171.94
12/09/2019	2699(E)	FIRST BANK CARD	ELECTION TRAINING SUPPLIES	2,776.24
12/09/2019	2700(E)	FRONTIER	DPW TELEPHONES & INTERNET	225.21
12/09/2019	2701(E)	FRONTIER	OVAL BEACH 911	70.39
12/09/2019	2702(E)	MERS	RETIREMENT	4,500.00
12/09/2019	2703(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	159.09
12/09/2019	2704(E)	MICHIGAN GAS UTILITIES	CITY HALL	73.34
12/09/2019	2705(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOMS	112.62
12/09/2019	2706(E)	SHELL	GASOLINE & DIESEL	1,338.99
12/09/2019	2707(E)	VALLEY CITY LINEN INC	SHOP TOWELS	99.40
12/09/2019	2708(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	430.36
12/09/2019	2709(A)	ALLEGAN COUNTY SHERIFF	HALLOWEEN RESERVE OFFICERS	504.00
12/09/2019	2710(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	13,206.30
12/09/2019	2711(A)	BURNETT & KASTRAN PC	LEGAL FEES	120.00
12/09/2019	2712(A)	FLEIS & VANDENBRINK ENGINEERING II	PARK STREET	4,113.75
12/09/2019	2713(A)	FRIS OFFICE OUTFITTERS	OFFICE SUPPLIES	62.66
12/09/2019	2714(A)	HIGH POINT ELECTRIC	HOLIDAY LIGHTING	5,946.80
12/09/2019	2715(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	2,673.77
12/09/2019	2716(A)	K&R TRUCK SALES INC	TOWING	276.00
12/09/2019	2717(A)	OTTAWA AREA INTERMEDIATE SCHOO	PROPERTY TAXES	3,041.32
12/09/2019	2718(A)	ELF SHACK	HOLIDAY GARLAND TREES WREATHS	1,422.00
12/09/2019	2719(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	4,248.31
12/09/2019	2720(A)	SAUGATUCK FIRE	PROPERTY TAXES	12,109.61
12/09/2019	2721(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	626.75
12/13/2019	DD4301(A)	BULTMAN, LINDA	PAYROLL	1,657.92
12/13/2019	DD4302(A)	HARRIER, KIRK	PAYROLL	2,872.43
12/13/2019	DD4303(A)	HERBERT, SCOTT	PAYROLL	1,584.01
12/13/2019	DD4304(A)	KAZDA, NATHAN	PAYROLL	1,136.36
12/13/2019	DD4305(A)	KERRIDGE, ADAM	PAYROLL	1,117.74
12/13/2019	DD4306(A)	LEO, NICHOLAS	PAYROLL	43.55
12/13/2019	DD4307(A)	LEWIS, LEIGH	PAYROLL	43.55
12/13/2019	DD4308(A)	NAGEL, MONICA	PAYROLL	1,565.37
12/13/2019	DD4309(A)	OSMAN, CINDY	PAYROLL	1,404.49
12/13/2019	DD4310(A)	STANISLAWSKI, PETER	PAYROLL	1,398.97
12/13/2019	DD4311(A)	WENDT, MICHAEL	PAYROLL	1,135.76
12/13/2019	DD4312(A)	WESSEL, LEWIS	PAYROLL	44.05

01/10/2020 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 12/01/2019 - 12/31/2019				
Check Date	Check	Vendor Name	Description	Amount
12/13/2019	EFT1232(E)	457-VALIC	PAYROLL	3,334.78
12/13/2019	EFT1233(E)	STATE OF MICHIGAN	PAYROLL	249.43
12/13/2019	EFT1234(E)	MERS HYBRID	PAYROLL	1,685.88
12/13/2019	EFT1235(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,166.44
12/16/2019	DD4313(A)	NAGEL, MONICA	PAYROLL	5,336.84
12/23/2019	16365	ALLEGAN COUNTY NEWS	PRINTING	120.00
12/23/2019	16367	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,080.56
12/23/2019	16368	ELHART GMC	2014 GMC ALIGNMENT	99.95
12/23/2019	2722(E)	CAPITAL ONE	HOLIDAY LIGHTS SIDEWALK SALT	1,365.45
12/23/2019	2724(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	943.43
12/23/2019	2725(E)	PRIORITY HEALTH	HEALTH INSURANCE	6,959.13
12/23/2019	2726(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
12/23/2019	2727(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	31,852.83
12/23/2019	2728(A)	BLOOM SLUGGETT PC	LEGAL FEES	3,482.45
12/23/2019	2729(A)	DIANNA MC GREW	ASSESSING SERVICES	2,611.13
12/23/2019	2730(A)	FLEIS & VANDENBRINK ENGINEERING II	MANCHESTER IMPROVEMENTS	3,201.24
12/23/2019	2731(A)	FRIS OFFICE OUTFITTERS	OFFICE SUPPLIES	16.32
12/23/2019	2732(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	10,140.17
12/23/2019	2733(A)	K&R TRUCK SALES INC	PARTS	224.07
12/23/2019	2734(A)	OTTAWA AREA INTERMEDIATE SCHOOL	PROPERTY TAXES	566.16
12/23/2019	2735(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	16,111.65
12/23/2019	2736(A)	SAUGATUCK FIRE	PROPERTY TAXES	45,993.10
12/23/2019	16364	BEKKEN JEANNINE L	2019 Win Tax Refund 57-009-016-10	280.16
12/23/2019	16366	BERTHIAUME & COMPANY	AUDIT	9,850.00
12/23/2019	16369	IHLE AUTO PARTS	PARTS	101.75
12/23/2019	16370	MISS DIG SYSTEM INC	MISS DIGS	1,160.98
12/23/2019	16371	PRINTING SYSTEMS, INC.	TAX FORMS	249.78
12/23/2019	16372	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	149,426.82
12/23/2019	2723(E)	CHEMICAL BANK	BANKING FEES	100.00
12/27/2019	DD4314(A)	BEKKEN, MARK	PAYROLL	174.20
12/27/2019	DD4315(A)	BOUCK, JAMES	PAYROLL	26.42
12/27/2019	DD4316(A)	BULTMAN, LINDA	PAYROLL	1,171.83
12/27/2019	DD4317(A)	CANNARSA, JOHN	PAYROLL	77.48
12/27/2019	DD4318(A)	CASPAR, MARSHA	PAYROLL	52.86
12/27/2019	DD4319(A)	COBB, VICKY	PAYROLL	75.80
12/27/2019	DD4320(A)	CRAWFORD, RICHARD	PAYROLL	52.26
12/27/2019	DD4321(A)	DAVENPORT, JENNIFER	PAYROLL	51.66
12/27/2019	DD4322(A)	HARRIER, KIRK	PAYROLL	3,360.04
12/27/2019	DD4323(A)	HERBERT, SCOTT	PAYROLL	1,648.99
12/27/2019	DD4324(A)	HESS, WILLIAM	PAYROLL	156.78
12/27/2019	DD4325(A)	JOHNSON, BARRY	PAYROLL	402.46
12/27/2019	DD4326(A)	KAZDA, NATHAN	PAYROLL	1,280.55
12/27/2019	DD4327(A)	KERRIDGE, ADAM	PAYROLL	1,513.72

01/10/2020		CHECK REGISTER FOR CITY OF SAUGATUCK		
CHECK DATE FROM 12/01/2019 - 12/31/2019				
Check Date	Check	Vendor Name	Description	Amount
12/27/2019	DD4328(A)	KUBASIAK, ROBERT	PAYROLL	26.43
12/27/2019	DD4329(A)	LEO, NICHOLAS	PAYROLL	78.38
12/27/2019	DD4330(A)	LEWIS, LEIGH	PAYROLL	240.46
12/27/2019	DD4331(A)	MC POLIN, KATE	PAYROLL	52.26
12/27/2019	DD4332(A)	NAGEL, MONICA	PAYROLL	1,565.36
12/27/2019	DD4333(A)	OSMAN, CINDY	PAYROLL	1,404.49
12/27/2019	DD4334(A)	PETERSON, CHRISTINE	PAYROLL	243.88
12/27/2019	16373	SIMON, CATHERINE	PAYROLL	138.52
12/27/2019	DD4335(A)	STANISLAWSKI, PETER	PAYROLL	1,624.80
12/27/2019	DD4336(A)	STRAKER, TIMOTHY	PAYROLL	26.12
12/27/2019	DD4337(A)	TRESTER, KENNETH	PAYROLL	293.96
12/27/2019	DD4338(A)	VERPLANK, JANE	PAYROLL	261.30
12/27/2019	DD4339(A)	VLASITY, STEFFANIE	PAYROLL	75.79
12/27/2019	DD4340(A)	WENDT, MICHAEL	PAYROLL	1,175.75
12/27/2019	EFT1236(E)	457-VALIC	PAYROLL	2,363.94
12/27/2019	EFT1237(E)	STATE OF MICHIGAN	PAYROLL	249.43
12/27/2019	EFT1238(E)	MERS HYBRID	PAYROLL	1,178.82
12/27/2019	EFT1239(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,708.92
12/27/2019	EFT1240(E)	MERS	PAYROLL	3,355.72
12/27/2019	EFT1241(E)	MI DEPT OF TREASURY	PAYROLL	1,964.00
12/31/2019	2737(E)	COMCAST	TELEPHONES & INTERNET	284.60
12/31/2019	2738(E)	MERCHANTS BANCARD NETWORK	BANK FEES	85.79
12/31/2019	2739(E)	MERS	RETIREMENT	5,211.70
Total of 107 Checks:				478,562.56
Less 0 Void Checks:				0.00
Total of 107 Disbursements:				478,562.56

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Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	DEBT CREW	200.00
2. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES	67,386.86
	TAX TRIBUNAL	64.42
	TOTAL	67,451.28
3. APPROVED FIRE PROTECTION		
	FIRE ALARM MONITORING CITY HALL	472.00
	FIRE ALARM MONITORING DPW	683.00
	TOTAL	1,155.00
4. AT&T MOBILITY		
	CELL PHONES	79.53
5. BLOOM SLUGGETT PC		
	LEGAL FEES	3,065.50
6. CAPITAL ONE		
	OFFICE SUPPLIES	42.89
7. COMCAST		
	TELEPHONES & INTERNET	284.60
8. CONSUMERS ENERGY		
	ELECTRIC	3,507.41
9. FIRST BANK CARD		
	WEBSITE	6.99
	HOLIDAY	57.11
	TRAINING EMPLOYEE APPRECIATION	2,812.21
	TOTAL	2,876.31
10. FLEIS & VANDENBRINK ENGINEERING INC		
	PARK STREET	1,589.09
	ENGINEERING FEES	1,270.00
	TOTAL	2,859.09
11. FRONTIER		
	DPW PHONES & INTERNET	225.21
	OVAL BEACH	61.77
	TOTAL	286.98
12. GREENMARK EQUIPMENT INC		
	CHAINSAW SUPPLIES	144.95
	SAFETY EQUIPMENT	91.99
	TOTAL	236.94
13. HOLLAND MEDI-CENTER		
	DOT DRUG TESTING	46.00
14. INTERURBAN TRANSIT AUTHORITY		
	PROPERTY TAXES	21,238.10
15. MICHIGAN GAS UTILITIES		
	CITY HALL	79.89
	DPW GARAGE	415.82
	BUTLER BATHROOM	125.38
	TOTAL	621.09
16. OTTAWA AREA INTERMEDIATE SCHOOL DIS		
	PROPERTY TAXES	1,590.27
17. OVERISEL LUMBER COMPANY		
	SUPPLIES & REPAIRS	786.97
18. SAUGATUCK DOUGLAS LIBRARY		
	PROPERTY TAXES	33,745.28

Vendor Name	Description	Amount
19. SAUGATUCK FIRE		
	RENTAL INSPECTIONS	50.00
	PROPERTY TAXES	95,280.02
	TOTAL	95,330.02
20. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES	280,122.85
21. SHELL		
	GASOLINE & DIESEL	1,159.22
22. SHORELINE TECHNOLOGY SOLUTIONS		
	COMPUTER SERVICES	626.75
23. SMART BUSINESS SOURCE LLC		
	OFFICE SUPPLIES	59.34
24. STANDARD INSURANCE COMPANY		
	INSURANCE	349.60
25. SUPERIOR ASPHALT INC		
	COLD PATCH ASPHALT	140.00
26. XEROX FINANCIAL SERVICES		
	COPIER LEASE	430.36
TOTAL - ALL VENDORS		518,291.38
FUND TOTALS:		
Fund 101 - GENERAL FUND		13,439.30
Fund 202 - MAJOR STREETS		300.12
Fund 203 - LOCAL STREETS		1,683.21
Fund 592 - WATER AND SEWER		598.00
Fund 661 - MOTOR POOL FUND		2,839.02
Fund 701 - CURRENT TAX FUND		499,363.38
Fund 715 - ROSE GARDEN		68.35



City Council Agenda Item Report

City of Saugatuck

FROM: Dianna McGrew, Assessor
MEETING DATE: January 13, 2020
SUBJECT: Board of Review Reappointment

DESCRIPTION

Reappointment(s) shall be made by the Mayor subject to confirmation/approval of the City Council. It is suggested that Lewis Wessel be reappointed to the Saugatuck Board of Review. Mr. Wessel was appointed to this board in May 2019 to fill the term previously held by Brian May.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the Mayor's reappointment of Lewis Wessel to the Saugatuck Board of Review with said term expiring January 1, 2023.



City Council Agenda Item Report

City of Saugatuck

FROM: Monica Nagel, City Clerk
MEETING DATE: January 13, 2020
SUBJECT: Amendment to 2020 Schedule of Meetings

DESCRIPTION

Elections held in the State of Michigan fall on the Tuesday after the first Monday except when it is a Presidential Primary. The Presidential Primary election date is set by the Secretary of State under the recommendation of the two (2) major political parties. The March 10, 2020 Presidential Primary is scheduled for the second Tuesday of the month, falling the day after the regularly scheduled city council meeting of March 9, 2020.

In order to accommodate for the March 10, 2020 election, the City Clerk is recommending that the 2020 Schedule of Meetings adopted by council on December 9, 2019 be amended to hold the first meeting in March on Wednesday, March 11, 2020 following the March 10, 2020 Presidential Primary.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** amending the 2020 Schedule of Meetings to hold the first meeting in March on Wednesday, March 11, 2020 following the Presidential Primary.



SAUGATUCK CITY COUNCIL SCHEDULE OF MEETINGS

Saugatuck City Council meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the 2nd and 4th Mondays of each month unless otherwise noted.

January 13, 2020
January 27, 2020

July 13, 2020
July 27, 2020

February 10, 2020
February 24, 2020

August 10, 2020
August 24, 2020

~~March 9, 2020~~ March 11, 2020 (Wednesday)
March 23, 2020

September 14, 2020
September 28, 2020

April 13, 2020
April 27, 2020

October 12, 2020
October 26, 2020

May 11, 2020
May 26, 2020 (Tuesday)

November 9, 2020
November 23, 2020

June 8, 2020
June 22, 2020

December 14, 2020
December 28, 2020

Saugatuck City Council workshop meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 4:00 p.m. on the Thursday preceding the regularly scheduled Monday meetings.

January 9, 2020
January 23, 2020

July 9, 2020
July 23, 2020

February 6, 2020
February 20, 2020

August 6, 2020
August 20, 2020

March 5, 2020
March 19, 2020

September 10, 2020
September 24, 2020

April 9, 2020
April 23, 2020

October 8, 2020
October 22, 2020

May 7, 2020
May 21, 2020

November 5, 2020
November 19, 2020

June 4, 2020
June 18, 2020

December 10, 2020
December 23, 2020 (Wednesday)



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: January 13, 20120

SUBJECT: Special Event Application—4th Annual Women’s March

DESCRIPTION

SDABA is involved in the 4th annual Women’s March. In the past the event did not require City approval to simply utilize the City sidewalks. This year the event organizers would like to close a portion of Culver Street between Butler Street and Griffith Street. The Purpose for the street closure request is the event will terminate at the location in downtown Saugatuck and the event organizers would like to have a safe area for the attendees to congregate for about an hour after the event.



BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the SDABA special event application to hold the 4th annual Women's March and close a portion of Culver Street in the City of Saugatuck on January 18th contingent on applicant signing the letter of understanding dated January 13, 2020.



2020 SDABA Women's March
Letter of Understanding

January 13, 2020

SDABA
PO Box 221
Saugatuck, MI 49453

Re: Letter of Understanding

Dear Ms. Leo and Ms. Lewis:

This Letter of Understanding ("Letter") is intended to memorialize the City of Saugatuck's understanding with respect to SDABA's ("Applicant") proposal to hold, operate and conduct a **Women's March** event on **January 18, 2020** ("Event").

The Special Event Application and associated materials dated January 9, 2020 (collectively, the "Application") to the City which has been reviewed by the City Council. After due consideration, the City Council has approved that Application subject to Applicant's willingness to sign this Letter. This Letter shall be construed to incorporate and include the Application as well as the materials attached thereto. In the event of a conflict between the terms of this Letter and the Application, the terms of this Letter shall control.

In granting approval for the event, the City is consenting to the use of **City sidewalks and a portion of Culver Street**. In addition, the City agrees that, subject to compliance with this Letter, the City shall provide the following at its cost for the Event:

- Provision of available traffic control devices (cones, barricades and no parking signs).
**It is the responsibility of the applicant to sign for and return all traffic cones and traffic control devices. Applicant will be charged for any damaged or lost traffic control devices.*

In exchange for the City's approval and commitments as set forth above, Applicant agrees to the following:

- Attend a pre-event planning meeting if requested by City.
- Compliance with all adopted local, county and state codes, regulations, and laws including applying for and obtaining any required state or county alcohol/food service permits.

- Provide adequate event personnel for the safety and well-being of attendees. **The City will make available the City's dedicated Sheriff Deputy on the day of the Event to assist personnel supplied by the Applicant. If additional law enforcement personnel are required for the Event, the City may charge the Applicant for the actual costs. The City does not supply other personnel for the Event.*
- No later than three (3) business days prior to the Event, Applicant shall provide to the City Clerk a valid certificate of insurance for the Event with a minimum of \$1,000,000 per occurrence. Without limiting the foregoing, the certificate must identify the City as additional insured. All special events that involve the approved sale and consumption of alcoholic beverage must provide a liquor liability endorsement coverage limit of no less than \$1,000,000 for each occurrence.
- Return the area(s) to a condition similar to that prior to use immediately after Event. Applicant may be charged a cleanup fee if property is left in an unreasonable disorderly condition. Any damage to underground utilities or irrigation system will be the responsibility of Applicant.
- The City of Saugatuck may cancel or postpone Event for any condition affecting the public health or safety of the city or any condition that would place parks, facilities or other property at risk of damage or destruction if the Event were permitted to take place.

Assuming the above accurately reflects the Applicant's understanding and agreement please have an authorized official(s) sign and date where indicated below and return one original copy of this Letter to the City.

Sincerely,

CITY OF SAUGATUCK

Date: _____, 2020

By: _____
Ken Trester, Mayor

CITY OF SAUGATUCK

Date: _____, 2020

By: _____
Monica Nagel, City Clerk

The foregoing accurately reflects the understanding and our agreement with respect to our proposal to hold, operate and conduct the Event in the City of Saugatuck.

SDABA

Date: _____, 2020

By: _____
Its: _____

By: _____
Its: _____



Council Action

____ Approved

____ Denied

____ Date

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

SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: SDABA DOUGLAS DDA

TELEPHONE: (269) 416-0738

MAILING ADDRESS: P.O. Box 611, SAUGATUCK, MI 49453

CONTACT NAME: GARNET LEWIS

TELEPHONE: _____

E-MAIL ADDRESS: leighgarnet@gmail.com

CELL PHONE: (269) 416-0738

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: HOLLY LED / GARNET LEWIS

TELEPHONE: (248) 721-3064

E-MAIL ADDRESS: hollyvoxe@gmail.com leighgarnet@gmail.com

CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: 2020 WOMEN'S MARCH

DATE(S) OF EVENT: 01.18.2020

PURPOSE OF EVENT: 4th ANNUAL WOMEN'S MARCH

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 type="checkbox"/> Other _____ |

EVENT LOCATION: START AT BEELY FIELD; END AT COAST EVENT HOURS: 1:00pm - 2:00pm

ESTIMATED NUMBER OF ATTENDEES: 700+

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 01.18.2020 12:30 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 01.18.2020 2:30 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

"YARD" SIGNS - Number requested: ____ (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 _____ 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: March will stay on sidewalks, from Douglas to downtown Saugatuck

Sidewalk closure date/time: 01.18.2020 1:00 A.M. P.M.

Sidewalk re-open date/time: 01.18.2020 2:00 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.

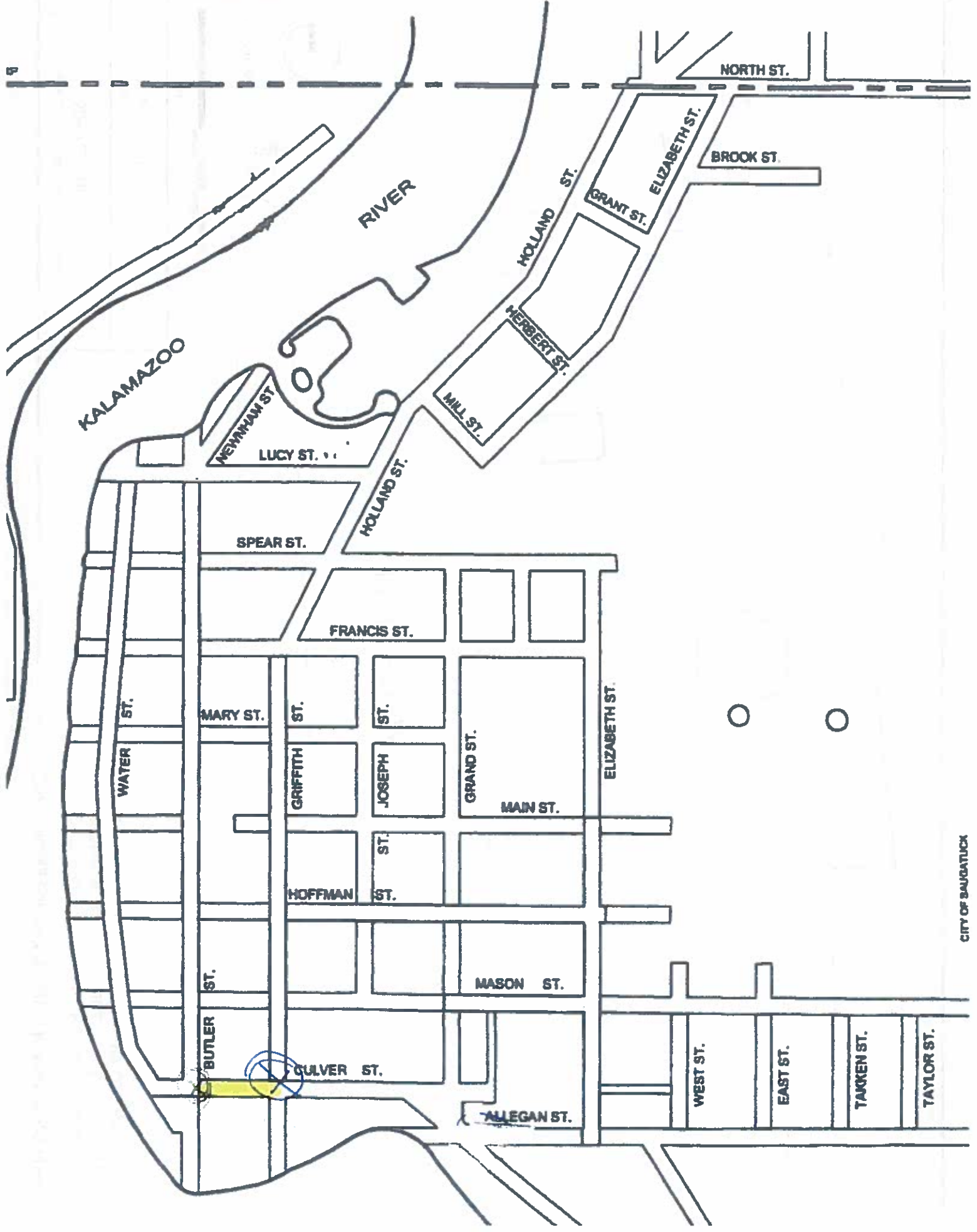


Applicant Signature

1-9-20

Date

Downtown Street / Sidewalk Closure(s)





Attention City of Saugatuck Registered Voters

Applications for Absentee Ballots for the March 10, 2020 Presidential Primary are now available by contacting Saugatuck City Clerk Monica Nagel.

Voters that have been placed on the City's Permanent Absentee Voter List, applications are being processed and will be mailed the week of January 13, 2020.

Michigan's Election Law requires a voter to request a specific party's ballot for the Presidential Primary at the time they apply for an absentee ballot, per MCL 168.615c(1). This requirement is **ONLY** for the Presidential Primary and is similar to the process in 2016.

Ballot styles for the City of Saugatuck, March 10, 2020 Presidential Primary include:

Republican Party Ballot w/ Saugatuck Public School Bond Proposal

Democratic Party Ballot w/ Saugatuck Public School Bond Proposal

No Party Affiliation Ballot only the Saugatuck Public School Bond Proposal

It is important when filling out the Application for Absentee Ballot that you designate what ballot style you wish to vote, if you do not designate a ballot type, you will not receive a ballot for the March 10, 2020 Presidential Primary.

Absentee ballots are in the process of being proofread and printed and should be available in the Saugatuck City Clerk's office the week of January 27, 2020

Should you have any questions regarding the March 10, 2020 Presidential Primary or any election related questions, please contact Saugatuck City Clerk Monica Nagel during normal business hours of M-F, 8:30 a.m. – 5:00 p.m. at 269-857-2603 or monica@saugatuckcity.com.