



**CITY COUNCIL AGENDA
MARCH 11, 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 February 24, 2020**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS:
 - A. **Kristin Armstrong -SCA Reel to Reel Film Festival**
 - B. **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:
12. PUBLIC HEARINGS: **None**
13. UNFINISHED BUSINESS: **None**
14. NEW BUSINESS
 - A. **Resolution No. 200311-A – Award Bid 2020 North Park Street Resurfacing (ROLL CALL)**
 - B. **Resolution No. 200311-B – Boards/Commission Selection Policy (ROLL CALL)**
 - C. **Construction Engineering Services – 2020 North Park Street Resurfacing (VOICE VOTE)**
 - D. **Professional Services – Downtown Riverfront High Water (VOICE VOTE)**
 - E. **Professional Services – Strategic Planning/Team Building Third Party Facilitator (VOICE VOTE)**
 - F. **Nomination Election of Chairperson (ROLL CALL)**
15. CONSENT AGENDA:
 - A. **Saugatuck/Douglas Garden Club Right-of-Way Sign Permit**
 - B. **SCA Right-of-Way Sign Permit**
 - C. **Special Event Application St. Paddy's Day Parade**
 - D. **Special Event Application Village Square Arts & Craft Fair**
 - E. **Special Event Application Waterfront Invitational Fine Art & Craft Fair**
 - F. **Special Event Application Venetian Festival**
16. PUBLIC COMMENTS *(Limit 3 minutes)*
17. COMMUNICATIONS:
 - A. **US Army Corps of Engineering Sandbagging Technique Training – Accept as information**
 - B. **Pedestrian & Bicycles on Ferry/Park Street– Accept as information**
18. BOARDS, COMMISSIONS & COMMITTEE REPORTS
 - A. **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, February 24, 2020

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, Peterson, Verplank, & Trester
Absent: None
Others Present: City Manager Harrier & City Clerk Nagel
4. **Approval of Minutes:** A motion was made by Peterson, 2nd by Lewis, to approve the February 10, 2020 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** None
6. **City Manager's Report:** City Manager Harrier announced he will be seeking proposals from Edgewater to strategize with Council flooding solutions.
7. **Agenda Changes:** None
8. **Guest Speakers:**
A. **Lt. Brett Ensfield – Allegan Co. Sheriff Dept.:** Lt. Ensfield presented Council with the Incident Analysis Report for February 10-24, 2020.
9. **Public Comment:** Dan Fox (*resident*) regarding agenda item 14(C), since the fire boat benefits all neighboring communities' costs associated with the Agreement should be shared among those communities.

Lauren Stanton (*resident*) regarding agenda item 14(D), the placement of the proposed fire dock can have a negative impact on business and would like Council to consider placement of the dock a little more to the north.
10. **Request for Payment:** A motion was made by Johnson, 2nd by Peterson, to approve the accounts payable in the amount of \$630,599.60. Upon voice vote the motion carried unanimously.
11. **Introductions of Ordinances:**
12. **Public Hearings:** None
13. **Unfinished Business:** None
14. **New Business:**
A. **Proclamation No. 200224-P1 – 2020 Arbor Day:** A motion was made by Verplank, 2nd by Peterson, to approve Proclamation No. 200224-P1 as presented proclaiming April 24, 2020 as Arbor Day in the City of Saugatuck. Upon roll call the motion carried unanimously.

B. **Resolution No. 200224-A – 2020 Poverty Exemption Income Guidelines:** A motion was made by Johnson, 2nd by Leo, to approve Resolution No. 200224-A adopting poverty exemption income guidelines & asset test for the year 2020 as presented. Upon roll call the motion carried unanimously.

C. Intergovernmental Docking Agreement: A motion was made by Verplank, 2nd by Johnson, to approve the Intergovernmental Docking Agreement (09805-004-00103247.1) between the City of Saugatuck and the Saugatuck Township Fire District as amended and subject to payment made to the City for expenses incurred by the City in the preparation of the Agreement. Upon voice vote the motion carried unanimously.

A motion was made by Johnson, 2nd by Lewis, to amend motion to include Kalamazoo Lake Sewer Water Authority under Section 8 – Indemnification and Hold Harmless Provision. Upon voice vote the motion carried unanimously.

A motion was made by Johnson, 2nd by Lewis, to amend the Intergovernmental Agreement under Section 20 – Property Taxes to insert N/A in the parenthesis. Upon voice vote the motion carried unanimously.

D. Saugatuck Township Fire District Dock Permit Submission Approval: A motion was made by Peterson, 2nd by Lewis, to approve the recommendation of the 2020 Advisory Water/Lucy Street-End Committee regarding the proposed Saugatuck Township Fire District's dock configuration attached as Exhibit A and allow Saugatuck Township Fire District to submit a permit application to Office of the Environment, Great Lakes and Energy (EGLE); provided, however, that if EGLE issues a permit the Saugatuck Township Fire District shall return to the City Council for a final approval to ensure that all outstanding City ordinance and infrastructure requirements will be met. Upon voice vote the motion carried unanimously.

E. Street End Structure Dockage License: A motion was made by Verplank, 2nd by Johnson, approve the 2020 Street-End Structure Dockage License (09805-004-0010256.2) between the City of Saugatuck and Todo, LLC with a front foot rate of \$67.92 and subject to payment made to the City for expenses incurred by the City in the preparation of the License. Upon voice vote the motion carried unanimously.

F. Fleis & Vandenbrink Professional Services – Wicks Park Planning Proposal: A motion was made by Lewis, 2nd by Leo, to approve the Professional Services Agreement for Wicks Park Planning Services dated February 21, 2020 from Fleis & Vandenbrink in an amount not to exceed \$4,800. Upon voice vote the motion carried unanimously.

G. Special Event Application – SCA Adventure Climb Up Mt. Baldhead: A motion was made by Lewis, 2nd by Leo, to approve the Special Event Application to hold a 2020 Adventure Climb Up Mt. Baldhead event in the City of Saugatuck on March 28, 2020 contingent on the city receiving the signed Letter of Understanding from Saugatuck Center for the Arts. Upon voice vote the motion carried unanimously.

15. Consent Agenda: None

16. Public Comment: Gregory Muncey (*resident*) presented the following: As a city representative on the Interurban Transit Authority Board, he presented the board with the Interurban Audit; as a member of SDABA, announced there are new businesses coming to down to fill the empty storefronts, inquired if the damaged garbage can lids throughout town could be replaced and add additional cigarette receptacles and will attend the next workshop meeting to discuss the St. Patty day parade route.

Beth Huffman (*resident*) reminded residents of the Saugatuck Public School bond proposal on the March 10, 2020 election.

Dan Fox (*resident*) spoke of the importance of Council prioritizing their upcoming projects.

17. Communications:

A. March Council Meeting Date Change: *Accepted as information*

B. Blue Star Trail Joint Study Committee Meeting Agenda: *Accepted as information*

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

19. Council Comments: Council Member Lewis presented Council with a summary of a discussion she had with a fellow colleague who is an attorney regarding the February 19, 2020 workshop meeting relating to complaint policy.

Council Member Leo stressed the importance to keep flooding concerns in the forefront and that the city is taking steps to strategize concerns.

Council Member Johnson updated colleagues on the Recycling Committee.

Council Member Peterson reiterated Council Member Leo concerns and city moving forward with Edgewater.

Council Member Verplank announced recycling centers in Grand Rapids are closing in March for renovations.

Council Member Bekken acknowledged and thanked Jim Sellman and the late David Balas for their generous donation to the city for improvements to Wicks Park.

20. Adjournment: Mayor Trester adjourned the meeting at 8:20 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

10A.

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	DEBT CREW	236.00
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	2,627.98
3. CONSUMERS ENERGY	ELECTRIC	3,098.81
4. DAVID VAN DERKOLK	FORK LIFT MITSUBISHI	3,200.00
5. DO IT CORPORATION	OVAL BEACH PASSES	675.00
6. ETNA SUPPLY	OVAL BEACH SWIM POLES	542.92
7. FIRST BANK CARD	ELECTION, TRAINING & SUPPLIES	1,415.19
8. FLEIS & VANDENBRINK ENGINEERING INC	PARK STREET	1,194.81
9. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	695.07
10. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	432.19
11. OVERISEL LUMBER COMPANY	REPAIRS & SUPPLIES	309.31
12. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	1,104.40
13. SAUGATUCK FIRE	PROPERTY TAXES	3,139.19
14. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	5,842.20
15. SHELL	GASOLINE & DIESEL	1,689.21
16. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	584.75
17. SPECTRUM PRINTERS INC	ELECTION MATERIALS	75.00
18. STREAMLINE DESIGN.COM LLC	OVAL BEACH SWIM POLES	280.00
19. VALLEY CITY LINEN INC	SHOP TOWELS	16.70
20. XEROX FINANCIAL SERVICES	COPIER LEASE	451.68
TOTAL - ALL VENDORS		27,610.41
FUND TOTALS:		
Fund 101 - GENERAL FUND		7,251.80
Fund 203 - LOCAL STREETS		1,194.81
Fund 661 - MOTOR POOL FUND		5,290.75
Fund 701 - CURRENT TAX FUND		13,841.03
Fund 715 - ROSE GARDEN		32.02

03/03/2020 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 02/01/2020 - 02/29/2020				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
02/07/2020	DD4360(A)	BULTMAN, LINDA	PAYROLL	1,113.74
02/07/2020	DD4361(A)	HARRIER, KIRK	PAYROLL	2,158.50
02/07/2020	DD4362(A)	HERBERT, SCOTT	PAYROLL	1,586.63
02/07/2020	DD4363(A)	KAZDA, NATHAN	PAYROLL	1,261.48
02/07/2020	DD4364(A)	KERRIDGE, ADAM	PAYROLL	1,122.91
02/07/2020	DD4365(A)	LEO, HOLLY	PAYROLL	123.45
02/07/2020	DD4366(A)	NAGEL, MONICA	PAYROLL	1,568.85
02/07/2020	DD4367(A)	OSMAN, CINDY	PAYROLL	1,405.22
02/07/2020	DD4368(A)	STANISLAWSKI, PETER	PAYROLL	1,400.42
02/07/2020	DD4369(A)	WENDT, MICHAEL	PAYROLL	1,314.09
02/07/2020	EFT1252(E)	457-VALIC	PAYROLL	3,691.94
02/07/2020	EFT1253(E)	STATE OF MICHIGAN	PAYROLL	249.43
02/07/2020	EFT1254(E)	MERS HYBRID	PAYROLL	1,178.82
02/07/2020	EFT1255(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,911.03
02/10/2020	16390	BAY EQUIPMENT CO	DPW RACKING COLD STORAGE	3,041.99
02/10/2020	16391	BS&A SOFTWARE	ANNUAL MAINTENANCE	468.00
02/10/2020	16392	COMPASS MINERALS AMERICA	ROAD SALT	8,398.37
02/10/2020	16393	D & L TRUCK & TRAILER LLC	REPAIR CYLINDER	450.00
02/10/2020	16394	HOLLAND MEDI-CENTER	DOT DRUG TEST	46.00
02/10/2020	16395	OVERISEL LUMBER COMPANY	SUPPLIES & REPAIRS	877.59
02/10/2020	16396	RATHCO SAFETY SUPPLY CO	SNOW SIGNS	2,988.84
02/10/2020	16397	SAUGATUCK DOUGLAS GARDEN CLUB	STRET FLOWERS	1,500.00
02/10/2020	16398	SAUGATUCK DRUG	SUPPLIES	28.44
02/10/2020	16399	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	161,155.21
02/10/2020	16400	SPECTRUM PRINTERS INC	ELECTION	107.22
02/10/2020	2787(E)	CONSUMERS ENERGY	ELECTRIC	3,797.79
02/10/2020	2788(E)	FIRST BANK CARD	REPAIR LEAF PUSHER & SUPPLIES	3,750.30
02/10/2020	2789(E)	PRIORITY HEALTH	HEALTH INSURANCE	6,959.13
02/10/2020	2790(E)	VALLEY CITY LINEN INC	SHOP TOWELS	99.40
02/10/2020	2791(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	451.68
02/10/2020	2792(A)	ALLEGAN COUNTY SHERIFF	NEW YEAR'S EVE RESERVE	312.00
02/10/2020	2793(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	33,172.96
02/10/2020	2794(A)	BURNETT & KASTRAN PC	LEGAL FEES	180.00
02/10/2020	2795(A)	FLEIS & VANDENBRINK ENGINEERING INC	PARK STREET	31,530.51
02/10/2020	2796(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	10,881.97
02/10/2020	2797(A)	POMP'S TIRE SERVICE INC	BOBCAT TIRES	1,307.30
02/10/2020	2798(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	17,290.36
02/10/2020	2799(A)	SAUGATUCK FIRE	PROPERTY TAXES	47,501.59
02/10/2020	2800(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	647.25
02/21/2020	DD4370(A)	BULTMAN, LINDA	PAYROLL	1,153.72
02/21/2020	DD4371(A)	HARRIER, KIRK	PAYROLL	2,158.51

03/03/2020 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 02/01/2020 - 02/29/2020				
Check Date	Check	Vendor Name	Description	Amount
02/21/2020	DD4372(A)	HERBERT, SCOTT	PAYROLL	1,651.64
02/21/2020	DD4373(A)	KAZDA, NATHAN	PAYROLL	1,176.48
02/21/2020	DD4374(A)	KERRIDGE, ADAM	PAYROLL	1,518.89
02/21/2020	DD4375(A)	LEO, NICHOLAS	PAYROLL	87.10
02/21/2020	DD4376(A)	NAGEL, MONICA	PAYROLL	1,642.39
02/21/2020	DD4377(A)	OSMAN, CINDY	PAYROLL	1,405.23
02/21/2020	DD4378(A)	STANISLAWSKI, PETER	PAYROLL	1,412.43
02/21/2020	DD4379(A)	WENDT, MICHAEL	PAYROLL	1,176.95
02/21/2020	DD4380(A)	WESSEL, LEWIS	PAYROLL	85.41
02/21/2020	EFT1256(E)	457-VALIC	PAYROLL	3,672.48
02/21/2020	EFT1257(E)	STATE OF MICHIGAN	PAYROLL	249.43
02/21/2020	EFT1258(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,963.68
02/21/2020	EFT1259(E)	MERS	PAYROLL	3,355.72
02/21/2020	EFT1260(E)	MI DEPT OF TREASURY	PAYROLL	1,432.98
02/21/2020	EFT1261(E)	MERS HYBRID	PAYROLL	1,178.82
02/24/2020	2808(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
02/24/2020	2809(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	76,361.87
02/24/2020	2810(A)	AXMAN ENTERPRISE INC	TREE REMOVAL & TRIMMING	7,600.00
02/24/2020	2811(A)	BLOOM SLUGGETT PC	LEGAL FEES	5,139.00
02/24/2020	2812(A)	BURNETT & KASTRAN PC	LEGAL FEES	360.00
02/24/2020	2813(A)	DIANNA MC GREW	ASSESSING SERVICES	2,611.13
02/24/2020	2814(A)	FLEIS & VANDENBRINK ENGINEERING INC	STREETS	946.00
02/24/2020	2815(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	22,446.78
02/24/2020	2816(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	3,949.97
02/24/2020	2817(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	35,657.47
02/24/2020	2818(A)	SAUGATUCK FIRE	PROPERTY TAXES	101,142.39
02/24/2020	2819(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	74.53
02/24/2020	2820(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	596.38
02/24/2020	2821(A)	STINGERS PEST CONTROL	PEST CONTROL OVAL BEACH	312.80
02/24/2020	16401	AERIAL HYDRAULIC REPAIR INC	BUCKET TRUCK INSPECTION & REP.	2,936.50
02/24/2020	16402	ALLEGAN COUNTY NEWS	PLANNING NOTICE	77.00
02/24/2020	16403	BUIST ELECTRIC	UPSTAIRS CITY HALL	430.00
02/24/2020	16404	D & L TRUCK & TRAILER LLC	REPAIR SALT SPREADER	745.00
02/24/2020	16405	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,027.92
02/24/2020	16406	IHLE AUTO PARTS	SUPPLIES	50.45
02/24/2020	16407	KALAMAZOO LAKE SEWER & WATER	TAXES DELIQUENT WATER	560.96
02/24/2020	16408	MINER SUPPLY CO	SUPPLIES	129.26
02/24/2020	16409	MUSKEGON COUNTY	TRAINING	50.00
02/24/2020	16410	OTTAWA COUNTY	TRAINING	90.00
02/24/2020	16411	SAUGATUCK DRUG	SUPPLIES	8.89
02/24/2020	16412	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	313,748.14
02/24/2020	16413	SOUTHWEST TRANSPORT CO	MANCHESTER DRIVE IMPROVEMEN	20,982.50
02/24/2020	16414	STANDARD INSURANCE COMPANY	INSURANCE	349.59

03/03/2020		CHECK REGISTER FOR CITY OF SAUGATUCK		
CHECK DATE FROM 02/01/2020 - 02/29/2020				
Check Date	Check	Vendor Name	Description	Amount
02/24/2020	2801(E)	CAPITAL ONE	GARAGE DOOR OPENERS & SUPPLI	259.76
02/24/2020	2802(E)	COMCAST	TELEPHONES & INTERNET	284.60
02/24/2020	2803(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	920.73
02/24/2020	2804(E)	MERS	RETIREMENT	4,500.00
02/24/2020	2805(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	289.27
02/24/2020	2806(E)	MICHIGAN GAS UTILITIES	BUTLER ST BATHROOMS	154.44
02/24/2020	2807(E)	MICHIGAN GAS UTILITIES	CITY HALL	80.55
02/29/2020	2822(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	384.93
Total of 92 Checks:				1,019,336.80
Total of 92 Disbursements:				1,019,336.80



City Council Agenda Item Report

City of Saugatuck

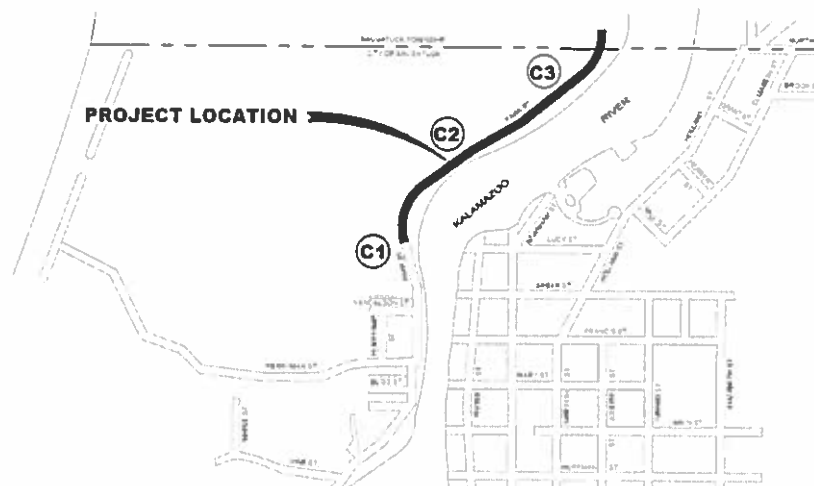
FROM: Kirk Harrier, City Manager

MEETING DATE: March 11, 2020

SUBJECT: Resolution No. 200311-A Bid Award 2020 Park Street North Resurfacing Project

DESCRIPTION

Approval of bid award recommendation for the 2020 Park Street North Resurfacing Project. The project scope includes resurfacing Park Street from Mt. Baldhead Park to the northern City limits using a combination of mill/fill and crush/shape strategies. The City received three bids with a low bid of \$147,496 and a high of \$301,318. Construction is anticipated to begin as early as April and is required to be substantially complete by June 19, 2020. The schedule allows ample time for construction. It is anticipated the actual timeframe for significant construction activities is approximately 3 weeks.



BUDGET ACTION REQUIRED

Funds were appropriated for this project in the FY 19/20 budget.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 200311-A and award the 2020 Park Street North Resurfacing Project to Krohn Excavating, LLC in the amount of \$147,496.80.



RECOMMENDATION OF AWARD

March 3, 2020

Kirk Harrier
City of Saugatuck
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

RE: Park Street Resurfacing Project

Dear Kirk,

We have reviewed the bids received on March 3rd, 2020 for the above referenced project. Three bids were received, and bid tabulation is attached.

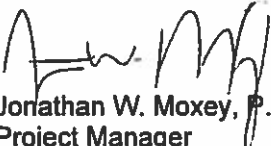
The low bidder is Krohn Excavating, LLC from Bangor, Michigan with a bid amount of \$147,496.80. The bid came in below our engineer's estimate for this project. We have worked with Krohn Excavating, LLC on similar projects in the past and feel they can meet the project requirements. The asphalt paving is a large portion of the work. Krohn has listed Wyoming Asphalt Paving Company of Plainwell, Michigan as the subcontractor for this work. We have worked with Wyoming Asphalt before and feel they can meet the project requirements as well.

Based on the above information we recommend the City of Saugatuck award the Park Street Resurfacing Project bid in the amount of \$147,496.80 to Krohn Excavating, LLC.

We appreciate the opportunity to work with you to complete this project. Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager

Enclosure

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

RESOLUTION NO. 200311-A

A RESOLUTION TO AWARD A BID FOR THE PARK STREET NORTH RESURFACING PROJECT

At a regular meeting of the City Council for the City of Saugatuck, Michigan, held at the City Hall, Saugatuck, Michigan, on the _____ day of _____, 20__, at 7 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by Councilmember _____ and seconded by Councilmember _____:

RECITALS

A. The City of Saugatuck has, consistent with the City Charter and City Code, bid out the resurfacing project for the section of Park Street from Mt. Baldhead Park north to the City limits.

B. The low qualified bid was received from Krohn Excavating, LLC of Bangor, Michigan, in the amount of \$147,496.80.

C. Based on the recommendation of the City's Purchasing Agent and the City's engineering firm, it is the determination of the City Council that the bid of Krohn Excavating, LLC should be accepted.

NOW, THEREFORE, IT IS RESOLVED:

1. The Recitals set forth above are affirmed as correct and incorporated herein in their entirety.

2. Consistent with the City Code, the City Council hereby awards the bid for the 2020 Park Street North Resurfacing project to Krohn Excavating, LLC.

3. The City Manager and other City staff and officers are hereby authorized and directed to take all actions necessary and advisable to contract with Krohn Excavating, LLC to complete the Park Street North Resurfacing Project.

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 _____ day of _____, 20__

Ken Trester, Mayor

Monica Nagel, City Clerk

CERTIFICATION

I, Monica Nagel, 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 _____, 20__, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended.

Monica Nagel, City Clerk



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: March 11, 2020
SUBJECT: Resolution No. 200311-B Boards and Commission Selection Policy

DESCRIPTION

Resolution to approve a policy regarding the process the City of Saugatuck uses for selecting and appointing members of the community to various boards and commissions. Also attached to this report is a document prepared by the City Attorney outlining the appointment jurisdiction for all City of Saugatuck boards and commissions.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Municipal attorney Jeff Sluggett has approved the policy as to form and content.

SAMPLE MOTION:

Motion to **approve/deny** Resolution 200311-B as presented.

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

RESOLUTION NO. 200311-B

**A RESOLUTION TO APPROVE THE CITY OF SAUGATUCK
BOARDS AND COMMISSIONS SELECTION POLICY**

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

- A. The City of Saugatuck Charter vests the City Council with all powers granted by law including, when not otherwise delegated, responsibility for City operations and functions.
- B. The City Charter further provides that the City Council is responsible to determine matters of policy on behalf of the City.
- C. Based on its review, the City Council concludes that adoption of a policy regarding membership on boards, commissions and similar appointive bodies is in the best interest of the City.

NOW, THEREFORE, IT IS RESOLVED THAT:

- 1. The Boards and Commission Selection Policy is hereby adopted to provide as follows:

This Policy is intended to set forth a uniform process for filling vacancies for City of Saugatuck boards, commissions, committees and similar appointive bodies (including, without limitation, the Planning Commission, Historic District Commission, Zoning Board of Appeals, Fire District Administrative Board, Fire District Board of Appeals, Construction Board of Appeals, Library Board, Interurban Board, Water Resource TIFA Board, Property Maintenance Board of Appeals, Board of Review, Tri-Community Planning Committee, and Tri-Community Recreation Advisory Board). The City Council can suspend this Policy by a majority vote.

- A. When a vacancy occurs on a City appointive body, the City Clerk will notify the City Council and prepare a notice which provides the necessary information needed for citizens to apply. The notice shall be included on the next regular Saugatuck City Council agenda under "Communications."
- B. The notice shall be posted at the City Hall and may be advertised via electronic and/or print media.
- C. Applications will be available at City Hall and on the City's web site.
- D. The Mayor or his/her designee, a representative from the body which has

the vacancy (typically the chair or vice chair based on availability) and a City staff member shall review applications, interview applicants and recommend a candidate to the Mayor.

E. The Mayor shall forward a recommendation for the appointment to the City Council, which recommendation shall be treated as a recommendation, appointment or otherwise as provided by the applicable statute or ordinance. The City Council must approve any appointment before the same may take effect. The City Council will be provided with a list of all applicants that applied with supporting material for the vacancy to be filled. In making an appointment the Council will use the following criteria as a guide for evaluating applicants:

- **Eligibility for Appointment**—The applicant is a resident of the City to the extent required by law, registered voter, does not have any outstanding debt owed to the City including, but not limited to, tax delinquency and/or pending litigation with the City and has submitted to a background check.
- **Time Commitment**—The applicant has an understanding of the time involved in serving, and expects to be available to attend meetings throughout the year.
- **Experience/Background in Relevant Fields**—The applicant has demonstrated professional or personal qualifications and backgrounds in relevant areas.
- **Contributive Potential**—The applicant has demonstrated the ability to effectively communicate, express ideas, concepts, and has a strong desire to perform public service.

The foregoing criteria are not exclusive, and the City Council need not assign ratings or rank applications. Engaging community members on a non-partisan basis with an emphasis, where practical, of including applicants who do not currently or have not previously served on a City of Saugatuck board or commission is a stated goal of this Policy.

Where state statute, the City Charter or City ordinance establish a process or criteria different that that set forth in this Policy, that statute, charter or ordinance provision shall be deemed to control to the extent of any conflict.

2. 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: _____

RESOLUTION NO. **200311-B** DECLARED ADOPTED.

Dated: _____, 2020

Signed: _____
Ken Trester, Mayor

Monica Nagel, City Clerk

CERTIFICATION

I, _____, the acting clerk (for the purpose of signatures) of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held _____, 2020, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

City Clerk

CITY OF SAUGATUCK BOARDS AND COMMISSION APPOINTMENT JURISDICTION

- ELECTION COMMISSION:

CHARTER SECTION 3.4

An election commission is hereby created, consisting of the clerk and one other appointive city officer whom the council shall designate, and one other qualified registered elector whom the council shall designate, and such appointed persons shall serve at the pleasure of the council. The clerk shall be chairman. The commission shall have charge of all activities and duties required of it by state law and this charter relating to the conduct of elections in the city. The compensation of election personnel shall be determined in advance by the election commission, in accordance with the city budget.

- ADVISORY COMMITTEES OR BOARDS:

CHARTER SECTION 4.28

The mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity. Such committees or boards shall be advisory, serve temporarily and without compensation unless otherwise provided by the city council.

- CITY PLANNING COMMISSION:

CHARTER SECTION 6.11

The council shall provide for and maintain a city planning commission which shall possess all of the powers and perform the functions of planning commissions as set forth by state statute. The citizen members of the planning commission shall be appointed by the mayor, subject to confirmation by the council.

- ZONING BOARD OF APPEALS:

CHARTER SECTION 6.12

A zoning board of appeals shall be appointed by the mayor with the approval of the council. The board shall have such powers and duties as are authorized by statute.

- BOARD OF REVIEW:

CHARTER SECTION 8.6

(a) The Board of Review shall consist of three (3) residents who are electors of the city, but not city officers or employees. The assessor is to be the clerk of the Board of Review and nonvoting. The board shall be entitled to such remuneration as shall be determined by the council.

(b) The first such board of review appointed under the provisions of this charter shall be made up of three (3) qualified members appointed for one (1), two (2) and three (3) year terms. The council shall appoint a member for a three (3) year term at the first regular council meeting in January of each succeeding year.

- WATER RESOURCE IMPROVEMENT TAX INCREMENT FINANCE AUTHORITY (BOARD OF DIRECTORS):

CHARTER § 33.06

The Authority shall be under the supervision and control of the Board. The Board shall consist of the chief executive officer [mayor] and not less than five and not more than nine members as determined by Council. Members shall be appointed by the chief executive officer, subject to approval by the Council. Not less than a majority of the members shall be persons having an ownership or business interest in property located in the District. At least one member shall be a resident of the District or of an area within one-half mile of any part of the District. Of the members first appointed, an equal number of members, as near as practical, shall be appointed for terms of one, two, three and four years. After the initial appointments, each member appointed thereafter shall serve for a term of four years. Any appointment to fill a vacancy

shall be made by the chief executive officer for the unexpired term only. Members shall serve without compensation, but may be reimbursed for actual and necessary expenses. The chairperson shall be elected by the Board. The Board shall adopt bylaws governing its procedures subject to the approval of Council. Subject to the approval of the Council, the Board may employ and fix the compensation of a Director, who shall serve at the pleasure of the Board, as well as such other personnel as considered necessary. All appointments shall be subject to the limitations set forth in § 33.08. A member of the Board is not eligible to serve as a Director.

- HISTORIC DISTRICT COMMISSION:

CODE § 152.06

(A) Creation. In order to execute the purposes of this chapter, the Saugatuck Historic District Commission was established on December 14, 1981.

(B) Membership. The Commission shall consist of seven members who are residents of the City of Saugatuck, and shall be appointed by the Mayor with approval of the City Council. A majority of the members shall have a clearly demonstrated interest in or knowledge of historic preservation, and, if available, either reside in or own property in the historic district. The Commission shall include a member nominated by a local preservation organization, if available, a licensed architect, registered in the State of Michigan, qualified in the design, rehabilitation and construction of historic structures, if available.

(1) Terms of office. Members of this Commission shall serve for terms of three years. The terms of all commissioners commence on the first day of the month established by the City Council as the beginning of member terms, with no more than three member terms commencing in a single calendar year. Members may be reappointed after their terms expire.

(2) Vacancies. In the event of a vacancy on the Commission, interim appointments shall be made within 60 days by the Mayor with approval of the City Council to complete the unexpired term of the position.

- TREE BOARD :

CODE § 97.03

(A) Purpose. A Tree Board is hereby established for the purpose of regulating the planting, protection, preservation, and removal of trees within the public rights-of-way, and for the purpose of considering appeals from denials of tree removal permit applications and to undertake other responsibilities specified in this chapter.

(B) Membership. The Tree Board shall consist of the Mayor of the city or the Mayor's designee; the Chair of the Planning Commission or the Chair's designee; and the Chair of the Historic District Commission or the Chair's designee. The members of the Tree Board 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 a licensed arborist appointed by the City Council or other appropriate city staff members.

- FIRE CODE BOARD OF APPEALS:

CODE § 150.01 (B) (3)

108.1 Board of appeals established. In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there is hereby created a board of appeals comprised of three (3) members of the Fire Administrative Board. Elected or non-elected officials may be appointed to serve as members of the board of appeals in any capacity. Each jurisdiction which is a constituent member of the Saugatuck Township Fire District shall appoint one (1) regular member to the board of appeals consistent with this code. Each jurisdiction shall also appoint one (1) alternate member who will be called to serve in the absence or disqualification of the jurisdiction's regular member. Members appointed to the board of appeals shall serve at the pleasure of the appointing jurisdiction's governing body; provided, however, that a board of appeals member must also be a

member of the Fire Administrative Board. The fire code official shall be an ex officio member of the board of appeals but shall have no vote on any matter before the board. The board of appeals shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official

- PROPERTY MAINTENANCE BOARD OF APPEALS

CODE SECTION 150.02 SECTION PM-111.0 MEANS OF APPEAL

PM-111.1 Application for appeal: Any person affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

PM-111.2 Membership of the board : The board of appeals shall consist of five members appointed by the chief appointing authority as follows: one for five years, one for four years, one for three years, one for two years, and one for one year. Thereafter, each new member shall serve for five years or until a successor has been appointed.

PM-111.2.1 Qualifications: The board of appeals shall consist of five individuals, one from each of the following professions or disciplines:

** The Code and the IPMC do not clarify what or who the chief appointing authority is.*

- CONSTRUCTION BOARD OF APPEALS:

Code Section 150.03 adopts the State construction code in its entirety

MCL 125.1514 (1) of the State Construction Code provides:

A construction board of appeals for each governmental subdivision enforcing the code shall be created consisting of not less than 3 nor more than 7 members, as determined by the governing body of the governmental subdivision. Unless otherwise provided by local law or ordinance, the members of the board of appeals shall be appointed for 2-year terms by the chief executive officer of a city, village, or township and the chairperson of the county board of commissioners of a county.



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: March 11, 2020

SUBJECT: Construction Engineering Services (2020 Park Street North Resurfacing)

DESCRIPTION

Attached is a proposal from Fleis and Vandenbrink for construction engineering services related to the 2020 Park Street North Resurfacing project. The proposed budget for the construction and engineering services is \$24,800.

BUDGET ACTION REQUIRED

Funds were appropriated for this project in the FY 19/20 budget

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** construction engineering services proposal for the 2020 Park Street North Resurfacing project in the amount of \$24,800 and authorize the document be signed on behalf of the City by the Mayor and City Clerk.



March 4, 2020

Kirk Harrier, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

RE: Construction Engineering Services for Park Street Resurfacing

Dear Kirk:

Now that bids have been received, we have prepared a Work Plan and Engineering Budget for the construction phase of the project. Briefly, the project includes resurfacing of Park Street from Mt. Baldhead Park to the northern City Limits using a combination of mill & fill and crush & shape strategies. The project also includes resurfacing a short section of Park Street north of the City Limits to be reimbursed by the Township. Construction is anticipated to begin as early as April and is required to be substantially complete by June 19, 2020. That schedule allows ample time for construction, and we anticipate the actual timeframe for significant construction activities to be approximately 3 weeks. As such, we have included 3 weeks of on-site observation and testing in our budget.

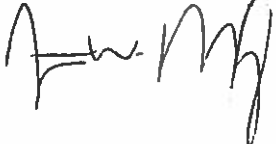
Based on our understanding of the project requirements, we propose to complete the scope of work identified in the attached Work Plan at our standard hourly rates plus reimbursable expenses according to the following budget:

<u>Task</u>	<u>Budget</u>
Construction Administration	\$4,500
Construction Layout/Staking	\$1,200
On-site Observation & Testing	\$16,500
Off-Site Testing	\$1,000
<u>Contract Closeout</u>	<u>\$1,600</u>
Total Proposed Construction Engineering Budget	\$24,800

Authorization to proceed with the work under our existing Professional Services Agreement for general consultation dated November 13, 2018 can be given by returning a copy of this proposal signed below as indicated. We look forward to working with you on this project. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager



Don DeVries, P.E.
Municipal Group Manager

**AUTHORIZATION TO PROCEED WITH
CONSTRUCTION ENGINEERING SERVICES FOR
PARK STREET RESURFACING**

By: _____

Title: _____

Date: _____

**CITY OF SAUGATUCK
Construction Engineering For
Park Street Resurfacing**

PROPOSED WORK PLAN

Construction Engineering Services

1. Upon award by the City, prepare a Notice of Award to the successful bidder.
2. Review the Contractor's bonds and insurances and assemble construction contracts. Distribute contracts for signatures.
3. Schedule and attend the pre-construction meeting with the Contractor, City, and utility companies. Prepare and distribute meeting minutes.
4. Perform construction layout for the improvements. Given the scope of work, we anticipate marking limits of resurfacing and installing centerline offset stakes to maintain the road alignment.
5. Provide project administration and engineering consultation throughout the construction period, including:
 - Schedule and attend periodic progress meetings as needed with the Contractor and City Staff. Prepare and distribute meeting minutes.
 - Review shop drawings and other project submittals.
 - Review contractor pay applications and, if appropriate, submit a recommendation to the City for payment.
 - Prepare contract change orders, as necessary, and submit recommendation to the City for approval.
 - Maintain project records.
6. Provide on-site observation during project construction activities. Based on the anticipated project schedule, we have included 3 weeks of observation at 45 hours per week with a second technician for 2 days of asphalt paving. The field technician's duties will include:
 - Provide daily record keeping of construction activities.
 - Address complaints filed with the City on a daily basis, if any.
 - Provide on-site density testing of soils and density testing of asphalt paving.
 - Coordinate off-site materials testing as required.
7. Coordinate off-site materials testing. Services will be sub-contracted to an independent testing consultant.
8. Conduct a final review meeting on site with the Contractor and City Staff to review the completed work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
9. Coordinate final payment with release of retainage and contract closeout.



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: March 11, 2020

SUBJECT: Professional Services (Downtown Riverfront High Water)

DESCRIPTION

Attached is a proposal from Edgewater Resources for developing a series of strategies to help the City of Saugatuck address the flooding concerns in the downtown riverfront business district. The cost of the proposal is \$9,200 excluding travel and printing expenses.

BUDGET ACTION REQUIRED

The City Council appropriated \$20,000 for flood related expenses in the FY 19/20 budget.

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the professional services proposal dated February 25, 2020 from Edgewater Resources for developing a series of strategies to help the City of Saugatuck address the flooding concerns in the downtown riverfront business district and authorize the proposal be signed on behalf of the City by the Mayor and City Clerk.



518 Broad Street, Suite 200
St Joseph, Michigan 49085
269 932 4502

February 25, 2020

Kirk Harrier
City Manager, City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

Re: Professional Services for the Downtown Riverfront High Water

Dear Kirk,

We appreciate the opportunity to submit this proposal to recommend a series of strategies to help the City of Saugatuck address the flooding concerns in the Downtown Riverfront Business District. There appear to be four to six areas of concern along Water St from Lucy St to Butler St and Butler St from Water St to the southerly road end.

We understand that the City of Saugatuck is looking for a series of affordable, practical solutions to address short term flooding issues related to the current high water levels, rather than major civil infrastructure projects that will likely be unnecessary once water levels recede to normal levels.

Scope of Work

Task One – Field Inspection and Site Report

We will inspect the project site with representatives from City of Saugatuck DPW and review current conditions, any existing site as-builts or topographic surveys, and photographs of past flooding, and identify possible solutions for the flooding issues. We will prepare a report summarizing our site observations and present several options for your review and consideration.

Task Two – City Council Presentation

Upon completion of the Site Report, we will prepare and present the Site Report to City Council as well as answer questions and concerns. If desired, a supplemental presentation on long term water levels and projections will be made.

Fees

We propose to complete the services outlined above on an hourly basis and will not exceed \$9,200 without prior written authorization, excluding reimbursable expenses for travel and printing.



Additional Services

The scope of work for additional services would be determined on an as needed basis and would be performed on a time and materials basis.

We are excited about the opportunity to work with you. If you have any questions or need additional information, please give me a call.

Cost is based upon the outlined scope of work. Changes in the scope of work may affect costs and or schedules. You will be invoiced on a monthly basis. The payment terms are net 30 days from the invoice date.

If this proposal is acceptable to you, please sign and date where indicated below and return a signed copy of this proposal. We will begin the project upon receipt of the signed proposal. We are anticipating the work to be completed within three weeks.

If you have any comments or questions about this proposal, please feel free to contact us.

Very truly yours,

Edgewater Resources, LLC

Daryl J. Veldman, P.E.

Project Manager

Cc: Greg Weykamp

Proposal Accepted By:

Signature

Date

Printed Name and Title



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: March 11, 2020

SUBJECT: Professional Services (Strategic Planning/Team Building Third Party Facilitator)

DESCRIPTION

The Saugatuck City Council is currently in the process of evaluating and prioritizing city projects. The Council recently received the updated 2020 Capital Improvement Plan from the City's engineering firm which identified \$8.5 million in projects. Staff has also produced revenue and expenditure projections for the next 5 years that was presented to Council. The City will need to be very strategic in allocating fiscal and human resources to maximize overall project effectiveness. The City Council discussed engaging with a third party facilitator to assist with this process. Council instructed staff to seek a reasonable number of proposals and present to Council for review. Attached to this report are three (3) proposals for Council's consideration. In order for this project to be the most successful, it would be optimal if all Council members could attend the session. Based on a review of schedules of Council members and the third party facilitators, the month of May would have the greatest chance of success for scheduling. The City Council is required to adopt the FY 20/21 budget by June 30 so there is time to incorporate a strategic planning/team building session prior to final budget adoption. Staff is recommending splitting the proposed session into two half days to increase the effectiveness of the session. Day 1 would start in the afternoon and day 2 would finish up the next morning.

BUDGET ACTION REQUIRED

The City Council will need to amend the FY 19/20 budget and appropriate funds for this expenditure.

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the professional services proposal form _____ and authorize the proposal to be signed on behalf of the City by the Mayor and City Clerk and instruct the City Manager to organize a session date in May.

PROPOSAL 1

Rick Popp



Rick Popp
Management Consultant, HR Executive, Community Leader

After nearly 30 years in a variety of roles and executive positions in Human Resources at Ford Motor Company, multiple board appointments, and several community service projects, Rick Popp operates his own management consulting company serving others through his passion for people, organizations, teams, and individual performance. His expertise and focus is in unleashing the potential of organizations, teams, and individuals through dynamic facilitation of strategic planning and deployment, innovative organization design, cultivating winning teams & cultures, people policies & programs (e.g. compensation, benefits, 360, etc.), and leadership coaching. For more on Rick's services go to www.rickpopp.com.

Professional Journey

In October 2018, Rick retired from Ford Motor Company as the **Executive Director of Human Resources** for Ford North America. In that role, Rick was a member of the senior leadership for Ford North America and the global HR leadership teams. He was responsible for HR Business Operations, which included individual, organization, and team coaching & capability development; driving culture; organization design; performance management; succession planning; compensation planning; targeted executive recruiting; and related responsibilities. Prior to his final position at Ford, Rick was responsible for oversight of the in-market Human Resources functions in Asia Pacific, Europe/ME&A, South America, and North America markets, as well as HR for Lincoln, Autonomous Vehicles, Team Edison (Electrification) and global Marketing, Sales, & Service.

For six years, Rick was **Global Director of Employee Benefits for Ford** where he was a member of Ford's Global Human Resources leadership team, reporting to Ford's Group Vice President of Human Resources and Corporate Services, and was responsible for benefits planning, strategy, and governance, administration, contact-center operations, and negotiations with labor unions.

Rick also served for four years as **Director of Human Resources, Ford of Mexico**, where he helped Ford achieve the honor of being named "Best Place to Work" in Mexico for the first time. Prior to his assignment in Mexico City, Rick held various HR leadership positions with responsibilities in labor relations and contract negotiations, joint ventures, corporate compensation, organization and personnel planning, organization development, and multiple HR assignments in Ford's manufacturing facilities.

Governing Boards and Community Leadership

Rick also serves or served in several other leadership roles, including:

- Father of two wonderful sons (Sam and Isaiah) and the husband of an amazing woman (Sue)
- Former Board of Trustees for Northern Michigan University in Marquette, Michigan (appointed by Michigan Governor Rick Snyder, 2011-2018, twice elected Chair and once Vice Chair)
- Former Member of the Board of Directors for Health Alliance Plan (HAP), a non-profit health plan based in Detroit, MI, providing health care coverage to over 500,000 members
- Founding and former Member of the Board of Directors for the National Institute for Health Care Reform, a health care policy research organization established by the United Auto Workers, Ford Motor Company, General Motors, and Chrysler
- Former Board member of Dentemax, a for-profit dental PPO network subsidiary of Blue Cross Blue Shield of Michigan
- Founding and continuing Board Member of the Xavier DeGroat Autism Foundation
- Former Executive Committee Member, Conference Board Research Council on Employee Benefits

Education

Rick holds a Master's degree in Public Administration, with an emphasis in personnel and labor relations, and a bachelor's degree in Computer Science, both from Northern Michigan University, where he is also a member of NMU's Sports Hall of Fame. In addition, he is a "fellow" of the 2001 inaugural Wharton Fellows Program, University of Pennsylvania, Wharton Executive Education, and a graduate of Ford Motor Company's Organization Design Institute.

City of Saugatuck

Project Prioritization Session

Date TBD

Proposed Planning Session

- **One Day:** Hold approximately 6-hour dedicated and focused session with key decision-makers
- **Session Purpose:** Decision makers coming to a consensus on allocating limited financial and human resources in order to accomplish the most beneficial projects, as identified by the decision makers
- **Desired Outcomes:**
 - Alignment among team members on project assessment approach
 - Consensus achieved on prioritized list of projects (at least for most important)
 - Improved ability to work as a team
- **Facilitation:**
 - Hire experienced professional external facilitator
 - Recommended facilitator: Rick Popp (www.rickpopp.com)
 - Nearly 30 years of experience in Human Resources at Ford Motor Company (retired October 2018)
 - Founder and CEO of Unleash POPP, LLC, a management consulting firm with expertise in strategic planning, leadership & team development
 - Clients across several industries including for-profit Health Care, Public University, Non-Profit Start-Up, School Board & Administration, and more.
 - Fee Structure:
 - \$5000 per day (taxes included)
 - Travel expenses (limited to fuel in this case, due to family in the area)

Pre-Work

- Share with Rick any/all existing strategic relics and/or data (i.e. mission, vision, metrics, core values, priorities, etc.)
- Optional: Interviews by phone between Rick and each core participant prior to session
- Meeting Room set up as 'collective brain' with data/materials on walls, flip charts (large post-it charts), small post-its, markers, and 'finish line' wall initially blank

Agenda for the Day

- | | |
|------------------|--|
| 8:30 – 8:45am | Welcome, Introductions, and Warm-up |
| 8:45 – 9:00am | Kirk Harrier opening comments & introduce Rick Popp |
| 9:00 - 9:15am | Warm-up |
| 9:15 – 10:30am | Setting the Foundation of Our Work

Agenda review and approach to agenda management
Meeting objectives, desired outcomes
Meeting ground rules

Strategy overview (setting the foundation), may include: <ul style="list-style-type: none">○ Mission○ Vision of Success○ Core Values○ Core customers & audiences○ Indicators/metrics○ Goals/targets○ Project Listing (required) |
| 10:30 – 10:45am | Break |
| 10:45 – 12:30 pm | Approach to Project Assessments <ul style="list-style-type: none">○ Most Important Criteria○ “How Might We” Exercise |
| 12:30 – 1:00pm | Lunch |
| 1:00 – 3:00pm | Project Assessments |
| 3:00 – 3:30pm | Closing <ul style="list-style-type: none">○ Review Finish Line○ Closing Dialogue Session |

PROPOSAL 2

Marilynn J. Semonick
(The Success Studio)

Marilynn J. Semonick, CSP

248.342.3804 • marilynn@marilynnsemonick.com • www.marilynnsemonick.com

Marilynn Semonick has a passion for individual and organizational improvement, and has invested four decades helping communities of people in their initiatives to create results-oriented change. She is an educator, international consultant, facilitator, coach, certified speaking professional, and author of *Aligning for Change: Collaborative Strategic Planning*, a strategic planning manual for municipalities, created for the Michigan Municipal League. Marilynn has a wide range of diverse experiences that include work in numerous industries in Asia, Australia, Canada, East and West Europe, Mexico, South America, the United Kingdom and the United States.

Marilynn is also the CEO (Chief Exploration Officer) of The Success Studio, a resource for people and organizations interested in exploring the principles, practices and processes of mastering performance in areas of life that matter most.

Programs Conducted with Municipalities

- Aligning for Strategic Change – the process of collaborative strategic thinking and planning
- The Character(istics) of Effective Leadership – expand influence & develop the leader within
- People, Performance & Productivity: a leader's guide to human behavior & team leadership
- Critical Success Factors - creating an environment where success is the logical outcome
- TeamWorks – work with diverse styles and produce results
- Achieving Collaborative Results – building (or leading) high performance teams
- A Systems Approach to Service - strategies to create a customer-driven organization

MML Elected Officials Academy

Civility & Collaborative Leadership:

Creating a Culture Where Achieving Results is the Logical Outcome

Michigan & Maryland Municipal Leagues, Michigan Township Association

Municipalities

Allen Park	East Grand Rapids	Lansing	Norton Shores
Alpena	Ecorse	Leslie	Port Huron
Benton Harbor	Grosse Pointe Farms	Mason	Rockford
Boyer City	Highland Township	Mt Pleasant	Saline
Coldwater	Imlay City	Midland	Three Rivers
Dowagiac	Kentwood	Muskegon	Traverse City

Chambers of Commerce

- Flint Chamber of Commerce
- Frankenmuth Chamber of Commerce
- Howell Chamber of Commerce
- Huron Valley Chamber of Commerce
- Michigan Chamber of Commerce Ambassadors
- Michigan Chamber of Commerce Executives

March 2, 2020

Kirk Harrier, City Manager, City of Saugatuck

Dear Kirk . . .

I am pleased to respond to the City of Saugatuck's request for facilitation for your City Council work session to conduct structured dialogue critical to becoming a high-functioning leadership team and to establish priorities within your Master Project list.

This proposal letter is prepared based on our conversation; therefore, please know that further discussion will be needed to create a specific, customized design for the day to meet your Council's needs. For your convenience, the proposal is organized in the following sections:

- Objective and Focus of the Session
- Project Approach
- Project Report
- Project Timing and Professional Fees

Objectives and Focus of the Session

The Saugatuck City Council is charged with the responsibility of creating and implementing policies that have both immediate and long-range impacts to the City and the greater Saugatuck community. To effectively meet this challenge, City Council must consider issues from a well-informed perspective, based on data, which requires constructive conversation within a culture of collaboration and focused leadership. I commend the fact that you have agreed upon a list of master projects to create results beyond the provision of core services for the City. With finite resources, it's now necessary to prioritize the items, based on selected criteria that best serve the City.

It sounds like your work to date has laid a strong foundation for immediate and future success. In 2020, it is my understanding that the Council will review the list of projects, select a set of criteria to prioritize the long list, and determine immediate and near-future direction and implementation to move the City forward towards its long range vision. The planned session is intended to build upon the work and achievements to date.

The work session will focus on:

- Discussion of common attributes of high-functioning governance leadership teams
- Increased understanding of team development stages and constructive behaviors within each stage
- Discussion of critical components to achieving collaborative results
- Explore required behaviors of collaborative leadership and areas of improvement
- Identify and agree upon Standards of Excellence to lead together, effectively and productively
- Recognize near-future threats and opportunities and their implications for the City
- Agree upon criteria to prioritize a long list of current near-future master projects
- Review list of master projects and begin the prioritization process

Project Approach

To utilize our time, energy, and intelligence wisely, the following approach is suggested:

- A design meeting will be scheduled before the work session to determine specific content and process of the day.
- Work session from 8:00 AM – 4:00 PM will be scheduled based on agreed upon availability for all.
- If appropriate, we can use an electronic projection unit to review the Master List to prioritize, make notes and or additions during the session. We will also capture discussion items to be documented in a report. If selections or high priorities are made during the session, changes can be immediately made (in red), in real time. If this option is selected, please secure someone to electronically input the discussion points in each impact area.

Investing the time and energy to review City Council vision & goals and establish priorities for implementation, will help the City of Saugatuck enjoy a more focused and productive course into the future.

Project Report

Within thirty (30) days after conclusion of the work session, Marilyn Semonick will submit to the City a final project report with updates. This will include details of the agreed-upon Standards of Excellence, projects, tasks, priorities, etc., to provide specific direction to Council, staff, and the community.

Project Timing and Professional Fees

Professional fee to design, develop and deliver this Project are estimated at a not-to-exceed \$3,000, plus out-of-pocket expenses associated with travel (i.e. mileage, lodging, and meals) billed at actual cost.

* * * * *

I look forward to working with the City of Saugatuck and applaud the leadership team's commitment to focus on the City's highest priorities. If you have questions concerning this proposal or desire additional discussion, please do not hesitate to contact me: 248.342.3804.

Enthusiastically,
Marilynn Semonick

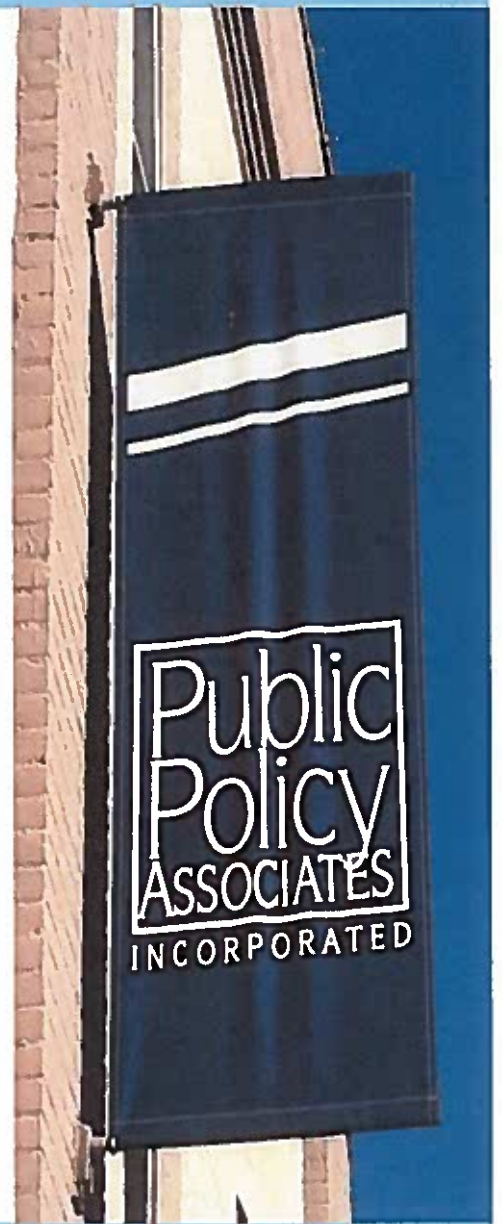
PROPOSAL 3

Larry Merrill

(Public Policy Associates)

Proposal to
The City of Saugatuck City Council

Governance Greatness and Capital Improvement Project Prioritization



Submitted by
Public Policy Associates, Incorporated

March 3, 2020



Public Policy Associates, Incorporated is a national public policy research, development, and evaluation firm headquartered in Lansing, Michigan. We serve clients in the public, private, and nonprofit sectors at the national, state, and local levels by conducting research, analysis, and evaluation that supports informed strategic decision-making.

**119 Pere Marquette Drive, Suite 1C, Lansing, MI 48912-1231,
(517) 485-4477, Fax 485-4488, www.publicpolicy.com**

About Public Policy Associates, Inc.

Public Policy Associates, Inc.

119 Pere Marquette Drive, Suite 1C

Lansing, MI 48912-1231

Office: 517-485-4477

Fax: 517-485-4488

Email: ppa@publicpolicy.com

Web site: www.publicpolicy.com

Number of Full-Time Employees: 9

Number of Part-Time Employees: 4

Public Policy Associates, Inc. (PPA) is a woman-owned firm founded in 1991 specializing in policy development, research, management, and evaluation. PPA staff have decades of experience helping clients to develop and apply sound public policy in the areas of health care, philanthropy, workforce development, community and economic development, criminal justice, and education. Our mission is to provide our clients with the strategic consultation and research needed to inform timely decisions and ongoing program improvement. In addition, PPA acts from a deep commitment to diversity, inclusion, and equity throughout our work so that the voices of all that are affected by the programs we work with are heard.

Prior Relative Experience

The Center for Local Solutions at Public Policy Associates (PPA) delivers expertise to local government leaders to address their most challenging public policy issues and redesign governance structures and processes to more effectively lead for success.

In February 2020 PPA's Center for Local Solutions delivered a one-day program to the Charter Township of Meridian (population 43,000) to guide the township in addressing current policy issues and establish a framework for a strong team approach to governance. The response:

"Larry, you really did a nice job on Saturday. You kept us on task and allowed for plenty of input. Thanks for helping us out." – Township Manager

"I took away a lot of valuable information that I plan on implanting. I believe others did also." – Township Supervisor

PPA Senior Consultant Larry Merrill has facilitated single and multi-day governance development and public policy planning workshops for many local governments and nonprofit associations. For over 40 years Mr. Merrill has applied his local government and association experience to help organizations both large and small achieve a desired future through knowledge-based decisions and building high-level governance teams.

Project Description

The City of Saugatuck has developed an extensive list of potential capital improvement projects; however, as is true for all local governments, financial realities limit what can be accomplished in both the short and long term.

Through a vision-driven, knowledge-based dialogue, the Saugatuck City Council will devote five to six hours in a Strategic Work Session (in compliance with the Michigan Open Meetings Act) consisting of governance excellence, values and vision introspection, policy analysis, and Council dialogue to appropriately allocate scarce resources to capital improvement projects.

The Council's Work Session will consist of two parts of roughly equal 2.5- to 3-hour periods. The first part will examine the characteristics of high-functioning governing boards, a gap analysis of current and desired governance systems, and a plan to achieve a level of governance excellence worthy of the City of Saugatuck. The second part will include an affirmation of the City's desired future, establishing criteria by which competing capital improvement projects should be selected, and application of the Council's criteria to identify appropriate capital improvement projects for the next two to three years and beyond.

Work Plan

1. PPA Senior Consultant Larry Merrill will meet with the City's leadership team, consisting of Manager Kirk Harrier and Mayor Ken Trester, prior to the Council's Strategic Work Session to gain an understanding of the City's and Council's culture, the Council's current governance processes, and social norms.
2. Council members could participate in an optional pre-session online survey to collect individual perspectives on the Council's governance competencies and interpersonal dynamics. The benefits of the pre-session survey include the opportunity for members to express perspectives, concerns, and criticism without the risks inherent in face-to-face confrontations. The facilitator can reframe the Council's responses, soften content that might provoke defensiveness, and focus the Work Session on solutions. This option can be very valuable but requires each Council member to commit approximately 30-40 minutes to complete the survey. The cost of the survey reflects development time, analysis, presentation, and interpretation.
3. Prior to the Work Session, Mr. Merrill will develop a two-part interactive presentation on (1) the elements of great governance and (2) a knowledge-based decision-making process to prioritize capital improvement projects.
4. Mr. Merrill will facilitate a 5-6-hour interactive Work Session, date and time TBD.

- a. Work Session Part 1 is focused on achieving great governance. It is not intended to create artificial unanimity, to blunt expression of independent thought, or compel support for particular public policy options. Great governance encourages expression of disparate viewpoints to ensure all constituents have a voice and to avoid “groupthink.” Great governance is built on trust and mutual respect. Specific outcomes of the great governance part are:
 - i. Clarity of the Council’s governance roles and responsibilities to achieve trust.
 - ii. A City Council engaged in activities that contribute the greatest value to Saugatuck City Government.
 - iii. Council engagement consistent with norms essential for great decisions and instilling public confidence.
 - b. The objective of Work Session Part 2 is to apply a nine-step knowledge-based decision process to prioritize a multitude of capital improvement projects competing for scarce City resources. The Council will identify decision-making criteria based on relevant factors such as community values and expectations, risk avoidance, legal mandates, cost/benefit analysis, financial and human resources, schedule and order coherence, and other information provided by the City’s staff to rank-order projects competing for scarce resources.
5. The City staff will take steps necessary to ensure that the Work Session will conform to the public notice, public participation, and record requirements of the Open Meetings Act and any applicable requirements of the City Charter.
 6. PPA can provide an optional meeting recorder to capture the Council’s work and a final report on the Work Session’s outcomes. Alternatively, the Work Session record and report can be the responsibility of the City staff.

Project Elements and Costs

Basic facilitation of a 5-6-hour Work Session, including pre-session consultation, content development, workbook, and materials		\$2,862.50
Mileage Lansing to Saugatuck, 190 miles round trip, 2 trips @ .58/mile	\$110.20 each trip	\$220.40
Total		\$3,082.90
Optional: Pre-session online survey developed, results analyzed, and presented		\$950.00
Optional: On-site scribe, session summarized, and write-up		\$1,000.00

Thank you for considering Public Policy Associates, Inc. to facilitate this important meeting for the Saugatuck City Council. Please let us know at your earliest convenience of your decision related to our proposal. If you wish to discuss the proposal further or have questions, please contact PPA Senior Consultant Larry Merrill at lmerrill@publicpolicy.com or 517-927-9079.

Larry Merrill

Senior Consultant



[517-485-4477](tel:517-485-4477)

lmerrill@publicpolicy.com

Education:

Bachelor's degree from Michigan State University in multidisciplinary social studies, focusing on political science and economics. Master's of public administration degree from MSU, focusing on public policy analysis and program evaluation.

Also notable: Mr. Merrill is a Certified Association Executive. He was given the Award of Excellence in Association Finances and Administration from the American Society of Association Executives, received the Strategic Leader Award from the Michigan Society of Association Executives, and was inducted into the Michigan Association Executive Hall of Fame.

Larry Merrill is recognized as one of Michigan's most knowledgeable and influential experts on local government, governance, financial oversight, and effective leadership. He is a leader of Public Policy Associates' new Center for Local Solutions, which helps clients achieve public policy goals and lead for success.

Mr. Merrill worked for the Michigan Townships Association for nearly 40 years, including 19 years as its executive director. He represented the state's 1,240

townships in Lansing and Washington, D.C., building close relationships with executive and legislative leaders on both sides of the aisle. He was involved in shaping state and federal policy and helping townships respond to it.

He also has expertise in helping local governments find regional solutions to big issues such as economic development, service sharing, and placemaking, and he has also helped many not-for-profit entities build strong leadership teams.

Mr. Merrill earned a national reputation for local government leadership and served as president of the National Center for Small Communities and president of the National Association of Towns and Townships. He also served on the American Society of Association Executives' Finance and Administration Council and Executive Management Section Council.

He has written extensively on local government. Selected examples include the "Survival Guild to Local Government" and "Political Implications for Intergovernmental Cooperation." He has taught local government management classes on budgeting, personnel administration, and leadership development to help build stronger communities with more effective services. He has also taught governance and leadership seminars for not-for-profit entities.

Previously, he worked directly for local and county governments in Clinton and Montcalm Counties as a county emergency management director, emergency medical services director, and general county administration. He also served as an elected member of the Grand Ledge Board of Education, including three years as president.



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: March 11, 2020
SUBJECT: Nomination and Election of Chairperson

DESCRIPTION

Due do schedule conflicts, the City Council needs to identify a person to chair the following council meetings: April 9, 13, 23 and 27, 2020.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Municipal attorney Jeff Sluggett has approved the process described below.

PROCESS:

- 1) Motion made to entertain nominations from the floor [or from the Mayor] for a member to serve as the chairperson for Council meetings taking place on April 9, 13, and 27 of 2020 due to the Mayor and Mayor *pro tem*'s absence (no second is required to make a nomination).
- 2) Once nominations are complete, the Mayor can close nominations [if nominations are still being made closing nominations requires a motion and 2/3 vote].
- 3) Motion made to vote on the nominees to serve as the chairperson for Council meetings taking place on April 9, 13, and 27 of 2020 due to the Mayor and Mayor *pro tem*'s absence.
- 4) A vote is then held in which nominees are named in the order nominated until a majority of the Council has voted in favor of a particular nominee (roll call by City Clerk). Once elected by majority vote, the Mayor names the member who is to be the chairperson for Council meetings on April 9, 13, 23 and 27, 2020 due to the Mayor and Mayor *pro tem*'s absence.



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: March 11, 2020

SUBJECT: Right-of-Way Sign Application for Saugatuck-Douglas Garden Club

DESCRIPTION

Merijeau Webb has submitted an application on behalf of the Saugatuck-Douglas Garden Club for the installation of temporary signs and a banner on the Pallet Sign from June 8, 2020 through June 20, 2020. Normally, signs within the right of way (with the exception of banners) can be administratively approved. The City Council may approve a banner as an exception, as listed in section 150.30(H). 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; and
4. The sign does not create a situation which could be detrimental to health safety, or welfare.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the request to install a banner under the Saugatuck Pallet Sign for the Saugatuck-Douglas Garden Club from June 8, 2020 through June 20, 2020.



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____ - _____

Name Saugatuck Douglas Garden Club Address / PO Box Merijean Webb P.O. Box 926
City Douglas State MI Zip 49406 Phone 843-318-0707
E-Mail hemaxmerijean@gmail.com
Signature Merijean Webb Date 2-4-2020

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 8 Number of Banners 1
Dates to be displayed 6-20-2020
Further Comments: Banner to be displayed 6-8-2020

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

- Dimensions and type of each proposed sign 18" x 24" + 1 6' Banner
 Map showing the location of each sign
 Explanation of how each sign will be attached and secured simple metal stakes

Pursuant to Section 150.30(H), please to the following questions:

- Will the signs create a traffic vision obstruction?
 Will the signs create a pedestrian traffic obstruction?
 Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
 Do the signs create a situation which could be detrimental to health, safety, or welfare?

Saugatuck Douglas
Garden Club

PLANT SALE

Saturday, June 20



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: March 11, 2020

SUBJECT: Right-of-Way Sign Application for Saugatuck Center for the Arts - Real to Reel Festival

DESCRIPTION

Galen Miller has submitted an application of behalf of the SCA for the installation of temporary signs and a banner on the Pallet Sign from March 13 to March 30, 2020. Normally, signs within the right of way (with the exception of banners) can be administratively approved. The City Council may approve a banner as an exception, as listed in section 150.30(H). 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; and
4. The sign does not create a situation which could be detrimental to health safety, or welfare.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the request to install a banner under the Saugatuck Pallet Sign for the SCA Real to Reel Festival from March 13, 2020 to March 30, 2020.



MARCH 21, 27-28

REAL TO REEL 2020
FILM FESTIVAL

SAUGATUCK CENTER FOR THE ARTS



Right of Way Sign Application

APPLICANTS INFORMATION	APPLICATION NUMBER _____ - _____
-------------------------------	---

Name Galen Miller Address / PO Box 400 Colver St
City Saugatuck State MI Zip 49453 Phone 269-857-2399
E-Mail galen@sc4a.org
Signature Galen Miller Date 2/19/20

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs — Number of Banners 1
Dates to be displayed March 11 - 29, 2020
Further Comments:
Yard signs = 28" x 18"
Banner = 12' x 4'
Banner will be secured with ropes. Yard signs will be standard stake.

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

- Dimensions and type of each proposed sign
- Map showing the location of each sign
- Explanation of how each sign will be attached and secured

Pursuant to Section 150.30(H), please to the following questions:

- Will the signs create a traffic vision obstruction?
- Will the signs create a pedestrian traffic obstruction?
- Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- Do the signs create a situation which could be detrimental to health, safety, or welfare?



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: March 11, 2020
SUBJECT: Special Event Application (St. Paddy's Day Parade)

DESCRIPTION:

Special event request from SDABA to hold a St. Paddy's Day Parade event on March 14, 2020 in downtown Saugatuck.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** special event application to hold a St. Paddy's Day Parade event on March 14, 2020 contingent on the city receiving the signed letter of understanding from SDABA.



2020 SDABA St. Paddy's Day Parade
Letter of Understanding

March 11, 2020

SDABA
PO Box 221
Saugatuck, MI 49453

Re: Letter of Understanding

Dear Mr. Muncey:

This Letter of Understanding ("Letter") is intended to memorialize the City of Saugatuck's understanding with respect to **SDABA** ("Applicant") proposal to hold, operate and conduct a **St. Paddy's Day Parade** event on **March 14, 2020** ("Event").

The Special Event Application and associated materials dated February 19, 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 **Butler and Water 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: JDABA TELEPHONE: 269-857-1626
MAILING ADDRESS: P.O. Box 221 Saugatuck, MI 49453
CONTACT NAME: Gregory Muncey TELEPHONE: 269-857-1626
E-MAIL ADDRESS: gmuncey@gmail.com CELL PHONE: 269-355-9917

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Gregory Muncey TELEPHONE: 269-857-1626
E-MAIL ADDRESS: gmuncey@gmail.com CELL PHONE: 269-355-9917

EVENT INFORMATION

NAME OF EVENT: St. Paddy's Day Parade DATE(S) OF EVENT: 3-14-2021
PURPOSE OF EVENT: Bringing Business to Business RAIN DATE: N/A

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

EVENT LOCATION: WICK'S PARK EVENT HOURS: 1:30 - 3pm

ESTIMATED NUMBER OF ATTENDEES: 2-300

ESTIMATED NUMBER OF VOLUNTEERS: 6-8

ESTIMATE DATE / TIME FOR SET-UP: 1:00 3/14 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 3:00 3/14 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: 1:00 pm 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: 0 (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): 4' x 8' on Gazebo
Description of signs: Similar to Music In The Park signs
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

BOOTHS - QUANTITY _____ TENTS - QUANTITY _____

AWNINGS - QUANTITY _____ TABLES - QUANTITY _____

PORTABLE TOILETS - QUANTITY _____

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

If yes, where do you propose your vendors park? N/A

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

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 1:30 - Make sure Barricades are
Other (describe): set up & Route is Clear.

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: 1:30 3/14 A.M. P.M.
Street re-open date/time: 2:45 3/14 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: Lot adjacent to Wick's Park
Sidewalk closure date/time: 11:00 3/13 A.M. P.M.
Sidewalk re-open date/time: 3:00 3/14 A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

City lots, High School if necessary, general

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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


Applicant Signature

2-19-2020
Date



APPLICATION FOR PARADE PERMIT
(including runs, walks, and other uses of the City public right-of-way)

APPLICANT / ORGANIZATION INFORMATION

Applicant/Organization Name: JDABA
Contact Person: Gregory Muncelf
Address: 306 Butler St. Saugatuck MI 49453
Street City State Zip
(269) 857-1626 (269) 355-9917
Home Phone Cellular Phone

EVENT INFORMATION

Event Name: St. Paddy's Day Parade
Date(s) of Event: 3-14-2020
Hours of Event: 1:30 - 3 PM

Proposed Route for Event: start at Wicks Park, Water St.
going south to Butler Street, turning (L)
onto Culver St, then (L) on Butler St. Proceeding
North on Butler, turning (L) on Mary St, then
(L) on Water Street ending at Wicks Park
[Signature] 3-14-2020
Applicants Signature Date

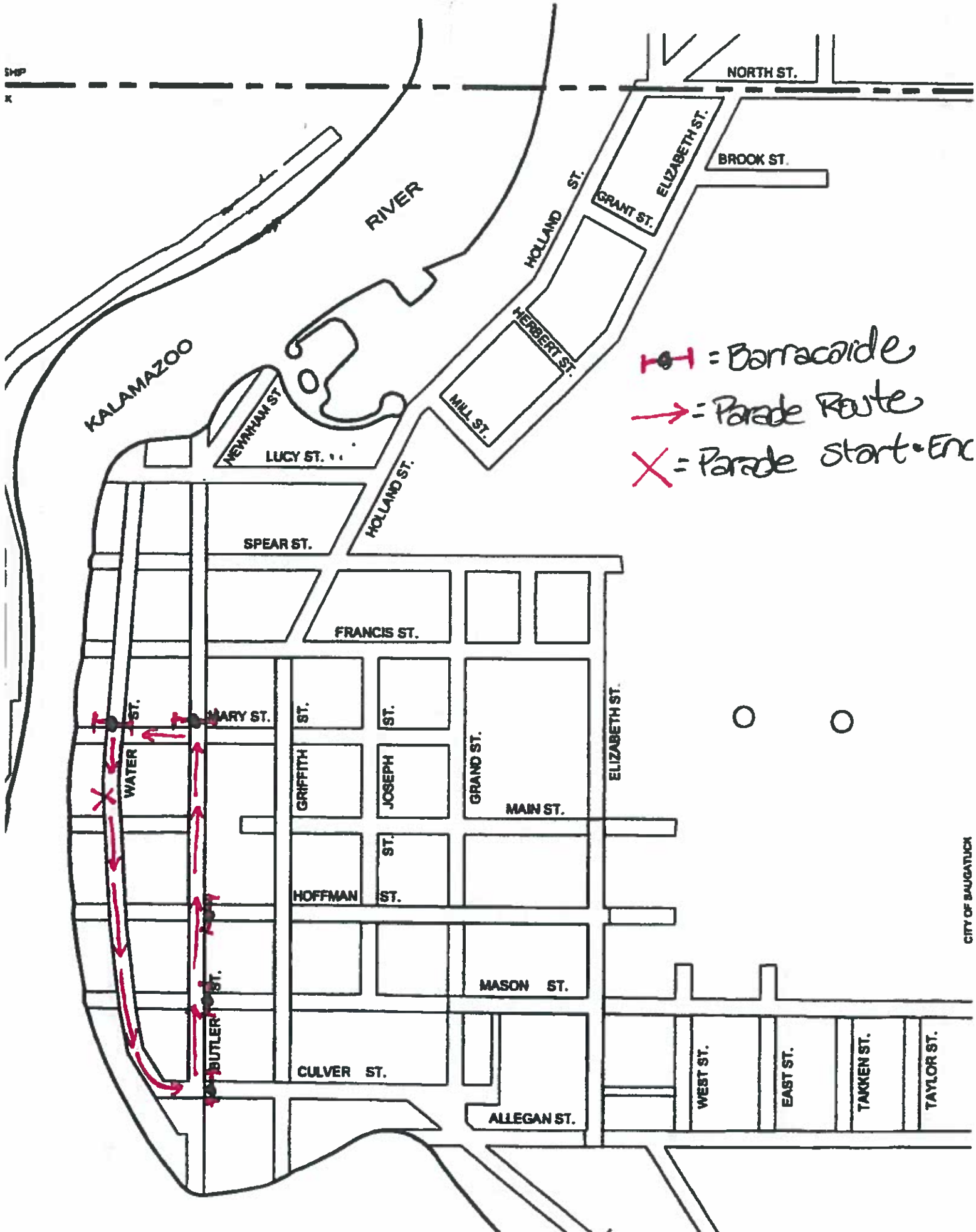
I hereby approve this application for a parade permit subject to the attached conditions.




Chief of Police Giles Date

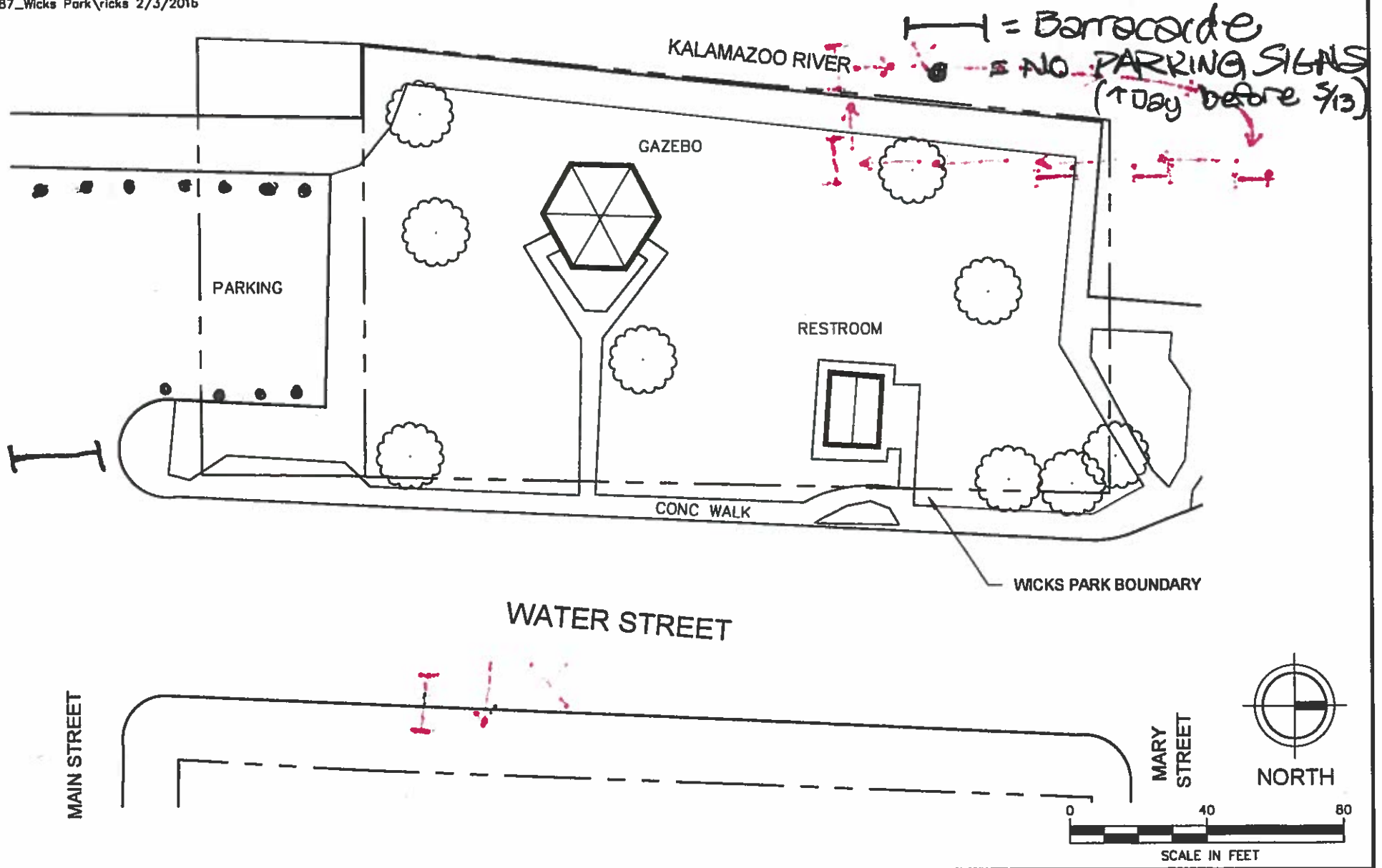
Chief of Fire Janik Date

Downtown Street / Sidewalk Closure(s)

SMP
K



-  = Barracade
-  = Parade Route
-  = Parade start/End



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



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: March 11, 2020
SUBJECT: Special Event Application (2020 Village Square Arts & Craft Fair)

DESCRIPTION:

Special event request from the Saugatuck Douglas Art Club to hold a 2020 Village Square Arts & Craft Fair in the City of Saugatuck. This application is essentially the same as prior years. The event application is requesting to barricade off Main Street from Butler to Water Street from 6am to 7pm. Butler Street is proposed to be barricaded off at Hoffman and Mary Street from 6am to 9:30am and again at 5pm to 7pm. No parking signs are proposed on Butler Street from 4pm to 7pm directly in front of the park areas.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** special event application to hold a 2020 Village Square Arts & Craft Fair in Village Square Park on July 25th 2020 contingent on the city receiving the signed letter of understanding from the Saugatuck Douglas Art Club.



2020 Waterfront Invitational Art Fair
Letter of Understanding

March 11, 2020

Saugatuck Douglas Art Club
P.O. Box 176
Saugatuck, MI 49453

Re: Letter of Understanding

Dear Ms. Lowe:

This Letter of Understanding (“Letter”) is intended to memorialize the City of Saugatuck’s understanding with respect to **Saugatuck Douglas Art Club’s** (“Applicant”) proposal to hold, operate and conduct a **Village Square Arts & Craft Fair** within the City on **Saturday, July 25, 2020** (“Event”).

The Special Event Application and associated materials dated January 15, 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 **Village Square Park**. In addition, the City agrees that, subject to compliance with this Letter, the City shall provide the following at its cost for the Event:

- Five (5) trash receptacles at event site.

- Assistance in installing banner under City “Pallet” sign at Lake Street and Blue Star Highway. No signage may be installed as part of the Event without the City’s prior approval, which approval shall not be unreasonably withheld.

- Use of any City owned electrical outlets/services in event location. City does not supply electrical extension cords. **It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed.*

- Provision of available traffic control devices (signs, cones and barricades). **It is the responsibility of the applicant to sign for and return all 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.
- Manage vendor parking in a manner that encourages off-site parking to minimize downtown congestion.
- Compensate the City \$5 for each vendor with a single space and \$15 for each vendor with a double space.
- 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 five (5) 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. Failure to produce a valid Certificate of Insurance will result in cancellation of the Event.
- 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 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

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.

Saugatuck Douglas Art Club

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: Saugatuck Douglas Art Club

TELEPHONE: 269 455-9192

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

CONTACT NAME: Bonnie Lowe

TELEPHONE: 269 857-2677

E-MAIL ADDRESS: sdartclub@gmail.com or lynnlee@wmol.com

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Aron Lowe

TELEPHONE: 616 255-2043

E-MAIL ADDRESS: aronlowe@hotmail.com

CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Village Square Arts & Craft Fair

DATE(S) OF EVENT: July 25, 2020

PURPOSE OF EVENT: art fair fund raiser for art club

RAIN DATE: none

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

EVENT LOCATION: Butler & Main Street Park areas
VILLAGE SQUARE PARK

EVENT HOURS: 10 am to 5 pm

ESTIMATED NUMBER OF ATTENDEES: 5,000. (busy holiday summer weekend in Saugatuck)

ESTIMATED NUMBER OF VOLUNTEERS: 30

ESTIMATE DATE / TIME FOR SET-UP: 7/25/2020 6:00 - 10:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/25/2020 5:00 - 7:00 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: _____ END: _____

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

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

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

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

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

- "YARD" SIGNS - Number requested: 8 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must 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 approx. 90 TENTS – QUANTITY _____
- AWNINGS – QUANTITY _____ TABLES – QUANTITY _____
- PORTABLE TOILETS – QUANTITY _____

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No
If yes, where do you propose your vendors park? Christian Reformed Church on Allegan

Will the Interurban be utilized? Yes No Time(s) 6:30 - 10 a.m. 5 to 7 p.m.

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY 5

BARRICADES – QUANTITY 3

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY ???

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER 7/25/20 NO PARKING SIGNS ON MAIN ST.
7/25/20 NO PARKING 4-7PM SIGNS ON BUTLER ST.

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: 7/25/20 MAIN ST. 6AM-7PM AGAIN
BUTLER ST 6-9:30 A.M. P.M. 5-7

Street re-open date/time: 7/25/2020 at 7 pm A.M. P.M.

We will move barricades out of way during the fair.
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: Just vendor parking

APPLICATION CHECK LIST

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

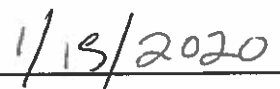
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

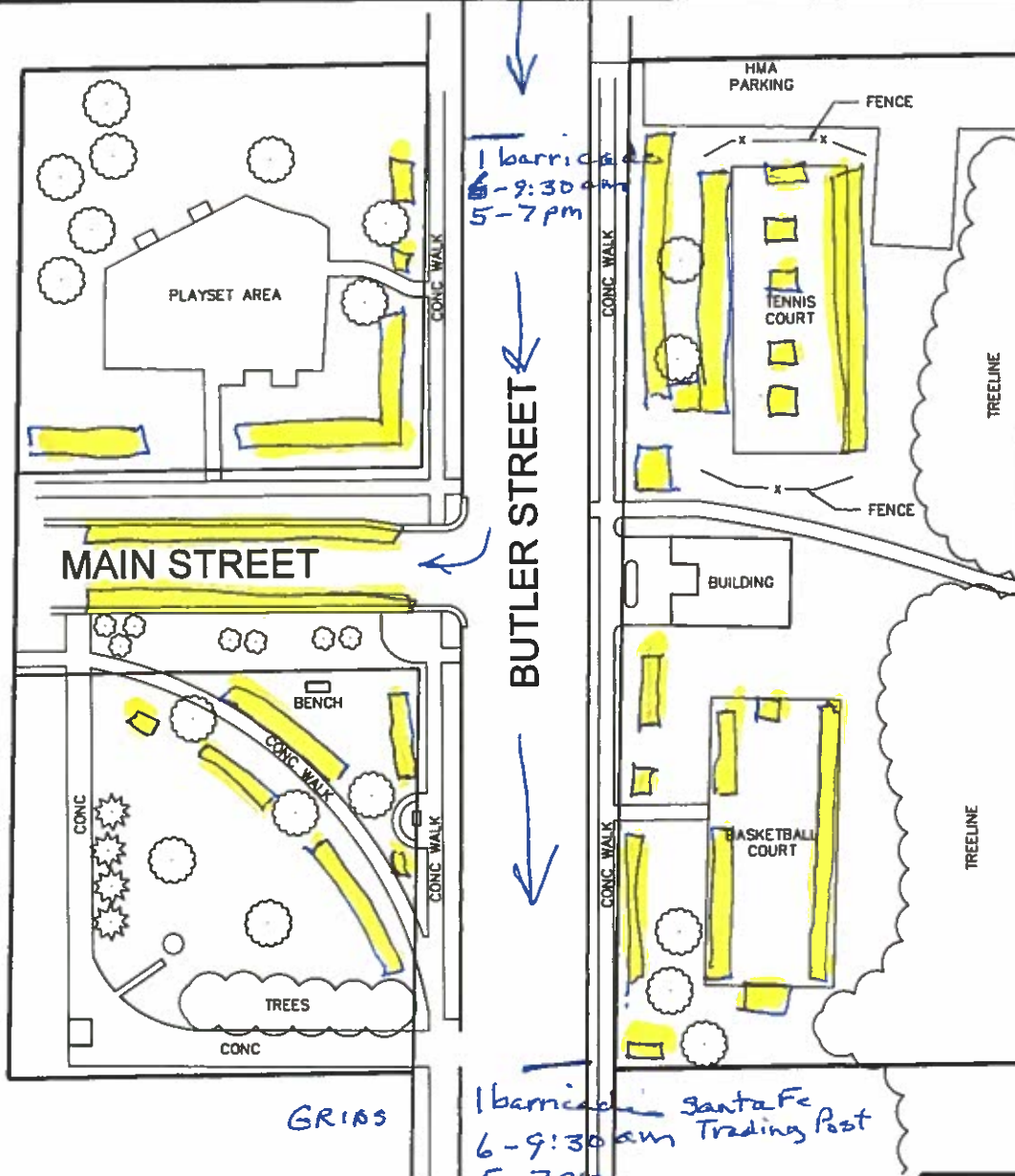
VILLAGE SQUARE

JULY 25, 2020

3187_Village Sq Park\tonys 100611

WATER STREET

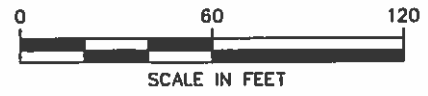
1 barricades
6am - 7pm



On Butler Street
NO Parking Signs
7/25 4-7pm

VILLAGE SQUARE
PARK BOUNDARY
For morning + afternoon show
unloading + loading
traffic on Butler
goes north to south

On Main Street
NO Parking Signs
7/25 until 7pm



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

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK
PARK USE PERMIT APPLICATION



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: March 11, 2020

SUBJECT: Special Event Application (2020 Waterfront Invitational Fine Art and Craft Fair)

DESCRIPTION:

Special event request from the Saugatuck Douglas Art Club to hold a 2020 Waterfront Invitational Fine Art and Craft Fair in the City of Saugatuck. This application differs from the prior years as the sponsoring organization is requesting to hold the event in Village Square Park instead of Cook Park due to water levels and soft ground conditions. The City Council discussed the application at their March 5, 2020 workshop meeting and expressed willingness to approve the event moving with the condition the booths on the East side of Butler are moved and placed on the tennis and basketball courts to allow room for the parade attendees along Butler Street.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** special event application to hold a 2020 Waterfront Invitational Fine Art and Craft Fair in Village Square Park on July 4th 2020 contingent on the city receiving the signed letter of understanding from the Saugatuck Douglas Art Club.



2020 Waterfront Invitational Art Fair
Letter of Understanding

March 11, 2020

Saugatuck Douglas Art Club
P.O. Box 176
Saugatuck, MI 49453

Re: Letter of Understanding

Dear Ms. Lowe:

This Letter of Understanding (“Letter”) is intended to memorialize the City of Saugatuck’s understanding with respect to **Saugatuck Douglas Art Club’s** (“Applicant”) proposal to hold, operate and conduct a **Waterfront Invitational Art Fair** within the City on **Saturday, July 4, 2020** (“Event”).

The Special Event Application and associated materials dated January 15, 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 **Village Square Park**. In addition, the City agrees that, subject to compliance with this Letter, the City shall provide the following at its cost for the Event:

- Four (4) trash receptacles at event site.

- Assistance in installing banner under City “Pallet” sign at Lake Street and Blue Star Highway. No signage may be installed as part of the Event without the City’s prior approval, which approval shall not be unreasonably withheld.

- Use of any City owned electrical outlets/services in event location. City does not supply electrical extension cords. **It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed.*

- Provision of available traffic control devices (signs, cones and barricades). **It is the responsibility of the applicant to sign for and return all 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.
- Manage vendor parking in a manner that encourages off-site parking to minimize downtown congestion.
- Require all vendors on the East side of Butler Street to set up on the tennis and basketball courts.
- Compensate the City \$5 for each vendor with a single space and \$15 for each vendor with a double space.
- 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 five (5) 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. Failure to produce a valid Certificate of Insurance will result in cancellation of the Event.
- 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 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

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.

Saugatuck Douglas Art Club

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: Saugatuck Douglas Art Club

TELEPHONE: 269 455-9192

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

CONTACT NAME: Bonnie Lowe

TELEPHONE: 269 857-2677

E-MAIL ADDRESS: sdartclub@gmail.com or lynnlee@wmol.com

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Aron Lowe

TELEPHONE: 616 255-2043

E-MAIL ADDRESS: aronlowe@hotmail.com

CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Waterfront Invitational Fine Art & Fine Craft I

DATE(S) OF EVENT: July 4, 2020

PURPOSE OF EVENT: art fair fund raiser for art club

RAIN DATE: none

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

EVENT LOCATION: Butler & Main Street Park areas
VILLAGE SQUARE PARK

EVENT HOURS: 10 am to 5 pm

ESTIMATED NUMBER OF ATTENDEES: 5,000. (busy holiday summer weekend in Saugatuck)

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/4/2020 6:00 - 10:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/4/2020 5:00 - 6:30 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

- "YARD" SIGNS - Number requested: 8 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

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

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No
If yes, where do you propose your vendors park? Christian Reformed Church on Allegan

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY 4

BARRICADES – QUANTITY 3

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY _____

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER No parking 7/4/2020 on Main

Signs: No parking 7/4/2020 4-6pm on Butler street

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: Main (Water to Butler 6am - 6pm 7-4-2020)
BUTLER (Santa Fe to Park fence + pkg lot) 6-9 A.M. P.M.
5-6

Street re-open date/time: 7-4-2020 6 A.M. P.M.

We will move barricades out of way on Butler during Pa

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: Summer weekends

Vendor parking + shuttle only

APPLICATION CHECK LIST

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

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

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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



Applicant Signature

Date

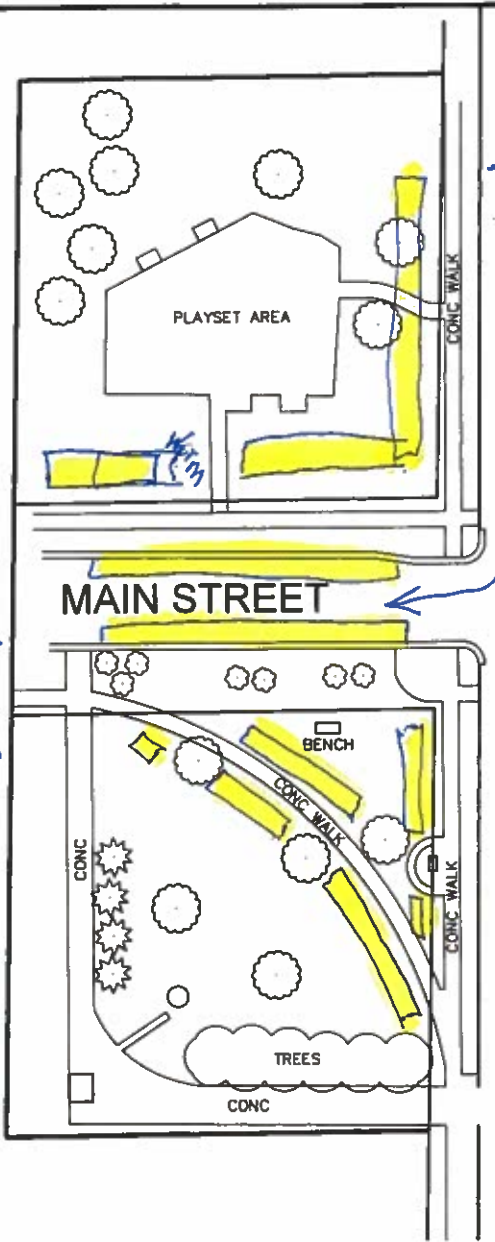
4/15/2020

WICHITONI PARK

July 1, 2020

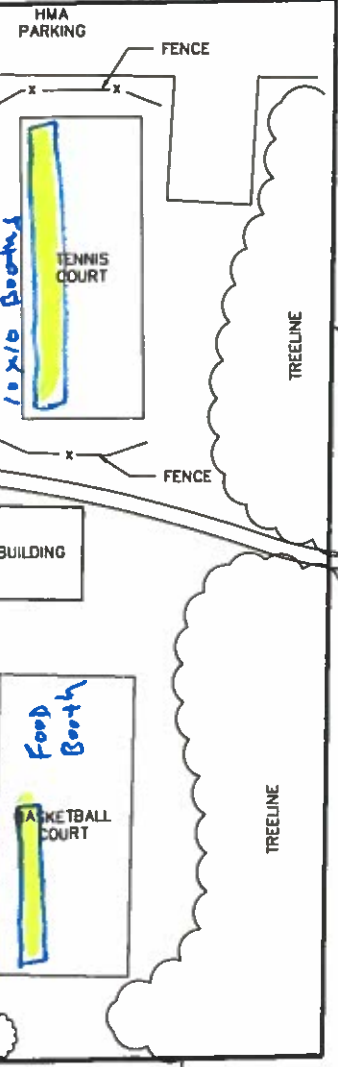
3187_Village Sq Park\tonys 100611

Water Street
1 barricade
6am-6pm
DeGraaf
Parking
Boys
Boys
Chr.
Science



1 barricade
6am-9am
5pm-6pm

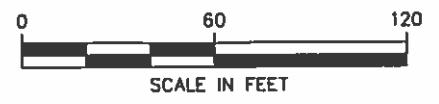
1 barricade
6am-9am
5pm-6pm



NO PARKING
7-4-20 from 4-6pm
Signs on Butler St.

On Butler St.
North to South
traffic 6am-9am
5pm-6pm

No Parking on Main
7-4-20 until 7pm



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK
PARK USE PERMIT APPLICATION
2011 3187



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: March 11, 2020
SUBJECT: Special Event Application (Venetian Festival)

DESCRIPTION:

Special event request from Cow Hill Yacht Club to hold a Venetian Festival event from July 24 thru July 26, 2020 in Coghlin Park.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** special event application to hold a Venetian Festival event in Coghlin Park contingent on the city receiving the signed letter of understanding from Cow Hill Yacht Club.



2020 Venetian Festival
Letter of Understanding

March 11, 2020

Cow Hill Yacht Club
P.O. Box 13
Saugatuck, MI 49453

Re: Letter of Understanding

Dear Ms. Broadwater:

This Letter of Understanding (“Letter”) is intended to memorialize the City of Saugatuck’s understanding with respect to **Cow Hill Yacht Club’s** (“Applicant”) proposal to hold, operate and conduct a **Venetian Festival** within the City from **July 24 thru July 26, 2020** (“Event”).

The Special Event Application and associated materials dated March 3, 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 **Coghlin Park**. In addition, the City agrees that, subject to compliance with this Letter, the City shall provide the following at its cost for the Event:

- Assistance in installing banner under City “Pallet” sign at Lake Street and Blue Star Highway. No signage may be installed as part of the Event without the City’s prior approval, which approval shall not be unreasonably withheld.
- Provision of available security fencing. **It is the responsibility of the applicant to install and remove security fencing.*
- Provision of available traffic control devices (signs, cones and barricades). **It is the responsibility of the applicant to sign for and return all traffic control devices. Applicant will be charged for any damaged or lost traffic control devices.*

- Use of City owned electrical outlets/services in event location. City does not supply electrical extension cords. **It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed.*

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 five (5) 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. Failure to produce a valid Certificate of Insurance will result in cancellation of the Event.
- 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.
- It is the responsibility of the Applicant to furnish and ensure there are a sufficient number of waste containers located throughout the event grounds and they are emptied during the Event in order to prevent overflow. If the waste generated by the event exceeds the capacity of Applicants on-site containers/dumpster(s), it is the Applicants responsibility to remove the excess waste from the site. **The City maintains a list of local waste hauler vendors. It is the responsibility of Applicant to arrange for all waste removal activities.*

- It is the responsibility of the Applicant to furnish and ensure there are a sufficient number of portable toilets for the Event and they are serviced during the event. **The City maintains a list of local portable toilet vendors. It is the responsibility of Applicant to arrange for all portable toilet facilities.*

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

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.

Cow Hill Yacht Club

Date: _____, 2020

By: _____
Its: _____

By: _____
Its: _____

March 1, 2020

Attention: City of Saugatuck and City Council Members

From: Bonnie Broadwater
Cow Hill Yacht Club

Subject: Venetian Festival Event Application

Cow Hill Yacht Club (CHYC) does hereby apply to continue the tradition of Venetian Festival (VF) in the City of Saugatuck. We are proposing VF be held from July 24, 2020 thru July 26, 2020. We propose the following schedule for VF weekend:

1. Friday, July 24th- Party in Coghlin Park with the band Starfarm, dancing, beer tent, limited bar, food truck, activities for children.
2. Saturday, July 25th Dinghy Poker Run in Kalamazoo River starting at noon, Boat Parade at dusk followed by fireworks over the Kalamazoo River.
3. Sunday, July 26th --Presentation of prizes for Boat Parade and voting for VF 2021 Theme.

Additionally, CHYC proposes another boat landing during a Music in the Park event in advance of Venetian. The theme for 2020 VF is "Vegas". We request the ability to land one or more vessels in Wick's Park to support the theme for the 2020 VF. If our production should involve the need for other permits or permissions, we will bring that request to the council for approval.

CHYC will plan and manage these events with support from our organization, other organizations, local businesses and local residents.

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

CHYC will adhere to the rules of The City of Saugatuck, the guidelines from the Fire Department, The Department of Public Works and the State of Michigan.

CHYC will be transparent with any and all funds raised for and during these events. We will continue our banking with Chemical Bank as previously established and provide statements for VF for the City's review if requested.

CHYC will raise funds from community sponsors to assist in covering costs associated with VF so we may use more of our funds to help locals in need.

CHYC will install fencing provided by the City around Coghlin Park and take it down again on or about Sunday, July 26th. Tents will go up on Thursday, July 23th and will be taken down no later than Monday, July 27th.

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

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

CHYC requests permission from the City to sell items at VF (if desired) and to promote the sale of our raffle tickets.

CHYC is a non-profit, registered 501C3 established years ago to help those less fortunate in our communities. We offer short term solutions to many unforeseen financial problems without all the red tape required by most. Our hope is to provide an immediate bridge to those in need until they are able to conquer the problems that have besieged them.

CHYC respectfully asks your consideration to approve our application to keep Saugatuck Venetian Festival a Cow Hill Yacht Club event. We will continue to use the funds raised during VF to continue our good works. We are thrilled to continue the tradition of a festival our community can be proud of and our visitors depend on. We hope the City is pleased with how we've presented VF, our transparency and our contributions to those less fortunate in our communities.

Thank you for your consideration,

Bonnie Broadwater
Venetian Captain



Council Action
_____ Approved
_____ Denied
_____ Date

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

SPECIAL EVENT APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Cow Hill Yacht Club

TELEPHONE: 734.709.3736

MAILING ADDRESS: PO Box 13 Saugatuck, MI 49453

CONTACT NAME: Bonnie Broadwater

TELEPHONE: 734.709.3736

E-MAIL ADDRESS: bbroadwater@gmail.com

CELL PHONE: same

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Adam Mendes

TELEPHONE: 616.886.7830

E-MAIL ADDRESS: mendesadam1979@gmail.com

CELL PHONE: 616.886.7830

EVENT INFORMATION

NAME OF EVENT: Venetian Festival

DATE(S) OF EVENT: 7/24/2020-7/26/2020

PURPOSE OF EVENT: Fundraiser

RAIN DATE: None

Non-Profit

For-Profit

City Operated/Sponsored

Co-Sponsored

Marathon/Race

Festival/Fair

Video/Film Production

Other _____

EVENT LOCATION: Coghlin Park

EVENT HOURS: 7/24/2020 5PM- 11PM, 7/25/20 12:00

ESTIMATED NUMBER OF ATTENDEES: 7/24/2020 -2500

ESTIMATED NUMBER OF VOLUNTEERS: 7/24/2020 50

ESTIMATE DATE / TIME FOR SET-UP: 7/23/2020 10:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/27/2020 11:00 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 7/24/2020 7:00 PM END: 7/24/2020 11:00 PM

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

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

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____
Wrist bands, crowd spotters/security, ID Checks, and TIPS trained bartenders

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

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

- "YARD" SIGNS - Number requested: 30 (Maximum size is 2' x 2'. Cannot be displayed no more than 1 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): Coghlin park, various sites
Description of signs: Surrounding event and directional signs
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

- BOOTHS – QUANTITY _____
- AWNINGS – QUANTITY _____
- PORTABLE TOILETS – QUANTITY 24
- TENTS – QUANTITY 4
- TABLES – QUANTITY 65

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

If yes, where do you propose your vendors park? Griffith & Culver

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED _____

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY 15 BARRICADES – QUANTITY 6

TRAFFIC CONES – QUANTITY 35 PARKING SIGNS – QUANTITY 20

FENCING WATER ELECTRIC RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times: 2 Deputies Friday 7/24/2020

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: 7/24/2020 10:00 A.M. P.M.

Street re-open date/time: 7/27/2020 3:00 A.M. P.M.

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

Describe Sidewalk Use: East side of Griffith, half of street for entry, etc.

Sidewalk closure date/time: 7/23/2020 10:00 A.M. P.M.

Sidewalk re-open date/time: 7/28/2020 3:00 A.M. P.M.

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

Parking Lot Location: East side of Griffith, south side of Culver

Sidewalk closure date/time: 7/23/2020 10:00 A.M. P.M.

Sidewalk re-open date/time: 7/28/2020 1:00 A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance:

Current City parking and use of the Interurban for parking at the High School

APPLICATION CHECK LIST

Completed Application

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

If document is missing, please explain: Permits, licenses and insurance to be provided when use is granted, prior to event.

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

B. Broadwater

Applicant Signature

3/3/2020

Date

CULVER STREET

GRIFFITH STREET

DECORATIVE CONC

CONC WALK

GRASS

COUGHLIN PARK BOUNDARY

STAGE

40 X 120 TENT

SCULPTURE

40 X 105 TENT

PORTA POTTY

FOOD TRUCK

GRASS

DUMPSTER

PORTA POTTY

PORTA POTTY

GAZEBO

TREELINE

WOOD BOARDWALK

KALAMAZOO RIVER

--- FENCE

BUILDING



NORTH



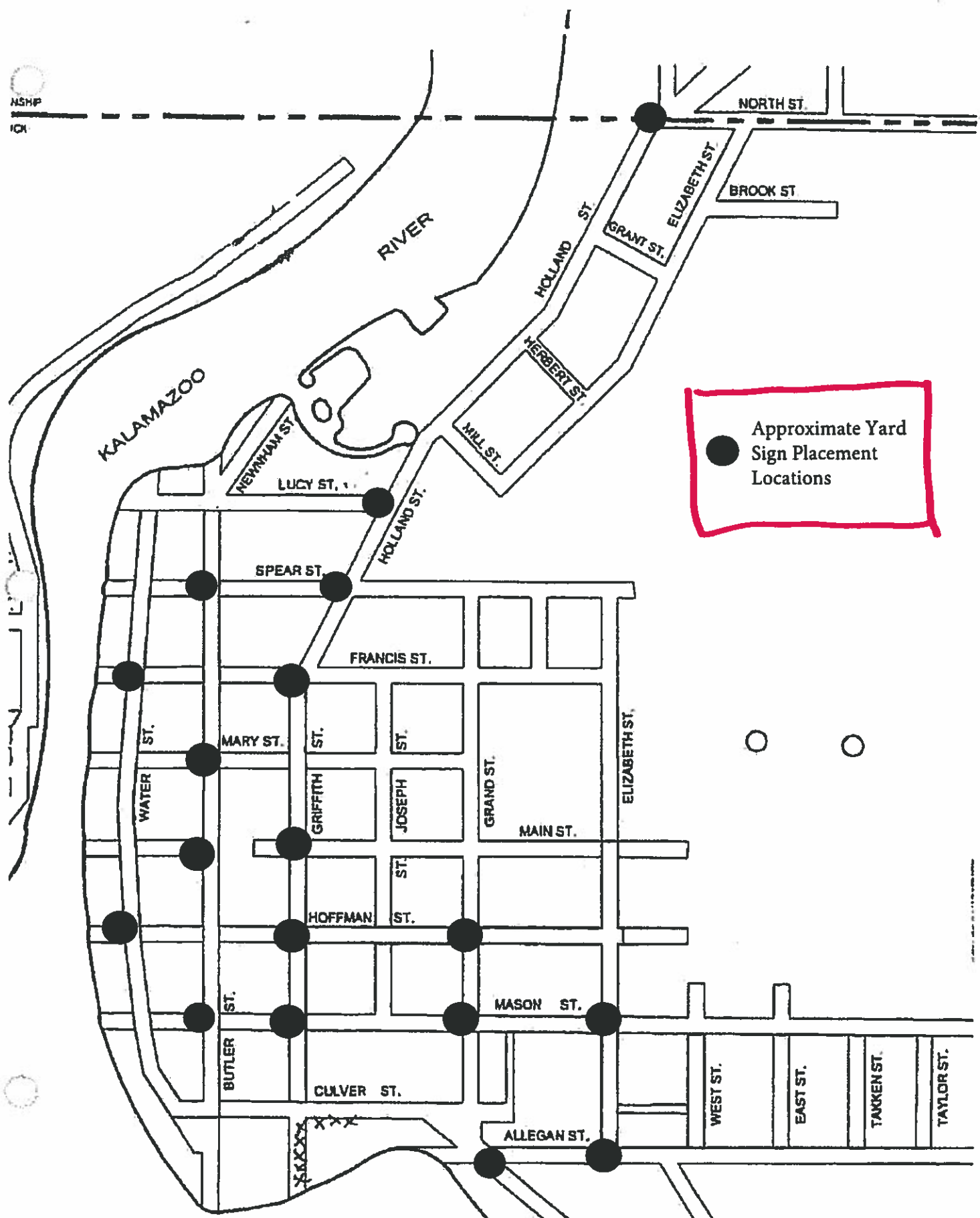
SCALE IN FEET

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

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK
PART OF THE CITY OF SAUGATUCK

NSHP
ICH



● Approximate Yard Sign Placement Locations

● 2 additional signs placed along Lake St.



**US Army Corps
of Engineers®**



US ARMY CORPS OF ENGINEERS SANDBAGGING TECHNIQUE TRAINING

WHEN: Tuesday, March 10, 6:00PM to 7:30PM

WHERE: Saugatuck Township Fire District, 3342 Blue Star Hwy, Saugatuck, MI 49453

The City of Saugatuck and Saugatuck Township Fire District in conjunction with the U.S. Army Corps of Engineers, Detroit District will be offering a free sandbagging technique training for the community. Key topics will include proper filling and placement of sandbags, an overview of other flood protection measures, and safety considerations for flood fighting. The class will consist of classroom instruction as well as hands-on exercises.

From: **Eric Lanning** <lanninget@gmail.com>
Date: Thu, Feb 27, 2020 at 4:38 PM
Subject: Pedestrians & Bicycles on Ferry/Park St.
To: <kirk@saugatuckcity.com>

Hello Mr. Harrier,

I'm writing to you on a subject that hits close to home for us: Making Ferry St (north of Center) and Park St (up to Perryman St.) safer for pedestrians and cyclists. This stretch of road is unique in several ways. It is:

- The one and only route to Oval Beach and Ox Bow. It is, therefore, very busy with vehicles especially during summer months. Many of these motorists are not familiar with the road; nor are they often concerned with speed limits.
- Heavily populated with homes, many of which have residents and visitors coming and going, especially during summer months.
- The route to the Saugatuck Chain Ferry west dock, which can only be accessed on foot or bike due to lack of car parking.
- A twisting, undulating, and wooded stretch, with very limited visibility.
- Very popular with recreational walkers, joggers, and cyclists of all ages.
- *Extremely* limited in terms of shoulder space, whether paved or unpaved, for pedestrians and cyclists to travel outside the path of vehicles.

The combination of the above components makes this stretch deadly. From a personal standpoint, we often walk with our 10 year old son from our house to the chain ferry. We have learned that we have to be extremely alert, choose our routes very carefully, and be ready to stop and back away from the road due to traffic. We've had close calls and have witnessed many scary situations between other walkers, bikers, and vehicles.

I think you would agree that something needs to be done! I am aware of some of the background including the difficulties of building a path: MDOT restrictions, critical dune considerations, and residential lot boundaries that mostly extend to the center line of the street. It appears that a simple widening of the roadway might be the best solution.

I would like to meet with you to discuss how to proceed. Please let me know a date and time that works for you. My schedule is very flexible.

Thank you for your time and consideration.

Best Regards,

Eric Lanning