



**CITY COUNCIL AGENDA  
MAY 28, 2019 – 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 May 13, 2019**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS:
  - A. **Lt. Brett Ensfield – Allegan Co. Sheriff Department**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
  - A. **Approval of Accounts Payable**
11. INTRODUCTION OF ORDINANCES:
  - A. **Chapter 132 Section 132.03 - Trespass**
12. PUBLIC HEARINGS: **None**
13. UNFINISHED BUSINESS: **None**
14. NEW BUSINESS
  - A. **Proclamation 190528-P1 – Designating June as Pride Month (ROLL CALL)**
  - B. **Saugatuck Township Fire District FY 19/20 Budget (VOICE VOTE)**
  - C. **Board of Review Appointment (VOICE VOTE)**
  - D. **Special Event Application – SDABA Music in the Park(VOICE VOTE)**
15. CONSENT AGENDA: **None**
16. PUBLIC COMMENTS *(Limit 3 minutes)*
17. COMMUNICATIONS:
18. BOARDS, COMMISSIONS & COMMITTEE REPORTS
  - A. **KLSWA, Fire Board, Planning Commission, Harbor Authority**
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](mailto:monica@saugatuckcity.com) for further information.

**Proposed Minutes**  
**Saugatuck City Council Meeting**  
**Saugatuck, Michigan, May 13, 2019**

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

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

A motion was made by Johnson, 2<sup>nd</sup> by Spangler, to excuse Council Members Bekken, Hess & Peterson with prior notification. Upon voice vote the motion carried unanimously.

4. **Approval of Minutes:** A motion was made by Johnson, 2<sup>nd</sup> by Verplank, to approve the April 22, 2019 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.

5. **Mayor's Comments:** Mayor Trester thanked City Clerk Nagel for another flawless election and despite the election outcome, is hopeful that the community can put their differences aside and come together as one.

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

7. **Agenda Changes:** None

8. **Guest Speakers:**

**A. Lt. Brett Ensfield – Allegan County Sheriff Department:** Lt. Ensfield presented Council with Incident Analysis Report from 4/29-5/13 and stated they will have Reserves stationed at Oval Beach and occasionally throughout downtown this summer as needed.

**B. Felicia Fairchild – Michigan Port Collaborative Economic Impact Study:** Felicia Fairchild, President of Michigan Port Collaborative, thanked Council for participating in an economic impact study pertaining to recreational harbors and presented Council with the facts of finding from such study.

**C. John Sharar – Willow Park Public Boat Dock Proposal:** John Sharar, Retro Boat Rentals, presented Council with historic pictures of Lucy Street-End as well as drawings of proposed public boat dock at Willow Park.

9. **Public Comment:** Bill Kaye (*non-resident*) with regards to item 8(C), supports a public dock at Lucy Street as there is a lot of small boat traffic that could benefit from a dock at that end of town.

Lauren Stanton-Sharar (*resident*) posted a survey on social media regarding a public dock on that end of town and had a lot of positive responses.

10. **Request for Payment:** A motion was made by Johnson, 2<sup>nd</sup> by Spangler, to approve the accounts payable in the amount of \$131,808.73. Upon voice vote the motion carried unanimously.

11. **Introductions of Ordinances:** None

12. **Public Hearings:** None

13. **Unfinished Business:** None

**14. New Business:**

**A. Chain Ferry Services Agreement:** A motion was made by Spangler, 2<sup>nd</sup> by Johnson, to approve the Chain Ferry Services Agreement between the City of Saugatuck and the Star of Saugatuck, LLC as presented. Upon voice vote the motion carried unanimously.

**B. Special Event Application – SCA Culver Street Parking Spaces:** A motion was made by Johnson, 2<sup>nd</sup> by Verplank, to approve the Special Event Application from Saugatuck Center for the Arts as presented. Upon voice vote the motion carried unanimously.

**C. Special Event Application – Town Crier Race:** A motion was made by Spangler, 2<sup>nd</sup> by Verplank, to approve the Special Event Application for Town Crier Races as presented. Upon voice vote the motion carried unanimously.

**D. Special Event Application – Independence Day Waterfront Festival and Parade:** A motion was made by Spangler, 2<sup>nd</sup> by Johnson, to approve the Special Event Application from Saugatuck/Douglas Rotary Club as presented. Upon voice vote the motion carried unanimously.

**15. Consent Agenda:** None

**16. Public Comment:** None

**17. Communications:** None

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

**19. Council Comments:** None

**20. Adjournment:** Mayor Trester adjourned the meeting at 7:45 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk

10A

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
2. AT&T MOBILITY	CELL PHONES	80.57
3. BELL EQUIPMENT CO	STREET SWEEPER	98.00
4. BILLS DOZER SERVICE INC	BEACH	4,500.00
5. CAPITAL ONE	SUPPLIES	37.56
6. COMCAST	TELEPHONES & INTERNET	284.60
7. CONSUMERS ENERGY	ELECTRIC	730.27
8. COREY J HUGHES PS	RIPARIAN SURVEY	1,980.00
9. DIANNA MC GREW	ASSESSING SERVICES	2,535.08
10. FIRST BANK CARD	WEBSITE	198.75
	CONCESSION	38.16
	CONCESSION, TRAINING & SUPPLIES	3,222.33
	TOTAL	3,459.24
11. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	5,427.24
	STREET IMPROVEMENTS	4,946.27
	SHOPPER DOCK	1,160.00
	TOTAL	11,533.51
12. FRIS OFFICE OUTFITTERS	SUPPLIES	128.85
	SUPPLIES	29.67
	TOTAL	158.52
13. FRONTIER	OVAL	177.87
	DPW GARAGE	218.77
	911 BEACH PHONE	70.85
	TOTAL	467.49
14. GORDON FOOD SERVICE	CONCESSION	5,903.29
15. GRAND RAPIDS POPCORN	CONCESSION	222.00
16. KAECHELE PUBLICATIONS	PRINTING	180.50
17. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,480.46
18. MICHIGAN ELECTRO FREEZE INC	CONCESSION	393.26
19. MICHIGAN GAS UTILITIES	CITY HALL	50.18
20. MINER SUPPLY CO	SUPPLIES	992.66
21. PETER STANISLAWSKI	TRAINING	147.32
22. PRIORITY HEALTH	INSURANCE	7,034.07
23. PRO-TEMP INC	CONCESSION	242.64

Vendor Name	Description	Amount
24. REPUBLIC SERVICES		
	TRASH	313.70
25. SAUGATUCK FIRE		
	RENTAL INSPECTIONS	500.00
26. SHIVER ME TIMBERS		
	STUMP GRINDING	90.00
27. STANDARD INSURANCE COMPANY		
	INSURANCE	343.59
28. WESTENBROEK MOWER INC		
	PARTS & REPAIRS	473.11
	SAFETY EQUIPMENT	26.99
	SAFETY EQUIPMENT	9.99
	TOTAL	510.09
TOTAL - ALL VENDORS		69,994.32
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		62,454.14
Fund 202 - MAJOR STREETS		5,596.27
Fund 203 - LOCAL STREETS		669.60
Fund 661 - MOTOR POOL FUND		1,192.40
Fund 715 - ROSE GARDEN		81.91



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** May 28, 2018

**SUBJECT:** Introduction of Ordinance re: Trespass--Chapter 132, Subsection 132.03

**DESCRIPTION**

Ordinance amendment to address trespassing matters on private property. Attached is a memo from city attorney's office.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

Proposed amendment was reviewed by municipal attorney Jeff Sluggett and approved as to form and content.

**SAMPLE MOTION:**

Motion to place the proposed Ordinance amendment to amend chapter 132, subsection 132.03 of the code of the City of Saugatuck on the June 10<sup>th</sup> regular council meeting agenda for action.

## MEMORANDUM

**TO:** Jeff Sluggett  
**FROM:** Dave Eberle  
**DATE:** 5/13/16  
**RE:** Oval Beach Trespassing

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It is my understanding that the current issue consists of beachgoers conducting activities to include walking, lounging, and building campfires, etc. upon private property that borders Lake Michigan.

### **Is a new trespass ordinance required?**

The City should amend its trespassing ordinance for clarification. State law provides two applicable criminal trespass statutes MCL 750.552 and MCL 324.73102(1); however, a revised ordinance would allow for more effective municipal prosecution.

MCL 750.552(a) and (b) prohibits a person from:

Enter[ing] the lands or premises of another without lawful authority *after having been forbidden* [emphasis added] to do so by the owner or occupant or the agent of the owner or occupant [, or] [r]emaining without lawful authority on the land or premises of another *after being notified to depart* [emphasis added] by the owner or occupant or the agent of the owner or occupant.

MCL 324.73102(1) prohibits a person from:

[E]nter[ing] or remain[ing] upon the property of another person, other than farm property or a wooded area connected to farm property, to engage in any recreational activity or trapping on that property without the consent of the owner or his or her lessee or agent, if [...] [t]he property is posted in a conspicuous manner against entry. The minimum letter height on the posting signs shall be 1 inch. Each posting sign shall be not less than 50 square inches, and the signs shall be spaced to enable a person to observe not less than 1 sign at any point of entry upon the property.

A barrier to efficient enforcement in MCL 750.552(a) and (b) is the requirement for notification by the “by the owner or occupant or the agent of the owner or occupant” forbidding the trespassory conduct. Signage is not sufficient to provide requisite notification under the statute. In MCL 324.73102(1)(b), however, signage provides notice sufficient for prosecution. Unlike the majority of State penal statutes, MCL 324.73102(1)(b) is enforceable by municipal prosecution, MCL 324.73108; however, in practice, violations written under MCL 324.73108

will most likely be prosecuted by the State. A corresponding ordinance would allow the City to, practically speaking, take a more active role in prosecution.

The current trespass ordinance is found in Title XIII, Chapter 132, § 132.03 of the City of Saugatuck Code of Ordinances (Code). The language is confusing and complicated, hindering efficient prosecution. Currently the language reads:

Any person who shall willfully enter upon the lands or premises of another without lawful authority, after having been forbidden so to do, or after the lands or premises have been previously posted with a conspicuous notice forbidding any trespass thereon by the owner or occupant, or agent or servant of the owner or occupant, or any person being upon the land or premises of another, upon being notified to depart therefrom by the owner or occupant, or agent or servant of either, who, without lawful authority, neglects or refuses to depart therefrom, shall be guilty of a misdemeanor.

The proposed revision would mirror the two state statutes referenced earlier and would provide:

(A) Unless otherwise authorized or provided by law, no person shall:

(1) enter onto the lands or premises of another after having been forbidden to do so by the owner or occupant or the agent of the owner,

(2) remain on the lands or premises of another after having been notified to depart by the owner or occupant or the agent of the owner or occupant,

(3) enter onto the lands or premises of another where the property is fenced or enclosed and is maintained in such a manner as to exclude intruders, or

(4) enter onto the lands or premises of another where the property is posted in a conspicuous manner against entry. The minimum letter height on the posting signs shall be one inch. Each posting sign shall be not less than 50 square inches, and the signs shall be spaced to enable a person to observe not less than 1 sign at any point of entry upon the property.

(B) Penalty. See § 10.99

A copy of the proposed revised ordinance is attached for consideration by the City Council.

**Can MCL 750.552, MCL 324.73102(1), or the proposed ordinance be used to prosecute beachgoers conducting activities to include walking, lounging, and building campfires etc. upon private property that borders Lake Michigan.**



It is my opinion that the applicable statutes as well as the proposed ordinance can be used to prosecute beach goers provided their activities extend *landward* of the *ordinary high water mark*.<sup>1</sup>

The common law public trust doctrine applies to the Great Lakes. *Glass v Goeckel*, 473 Mich 667, 678; 703 NW2d 58 (2005). “[T]he state, as sovereign, has an obligation to protect and preserve the waters of the Great Lakes and the lands beneath them for the public. The state serves, in effect, as the trustee of public rights in the great Lake for fishing, hunting, and [... navigation] for commerce or pleasure.” *Id.* at 679. Pursuant to the public trust doctrine, when the state conveyed beachfront property to private individuals that conveyance was subject to the public trust. *See Id.* at 674. Essentially, even though the property owner has title to the water’s edge the public still has some limited rights to use the property.

The public trust, or area in which the public may exercise use of the property, extends from the lake to the ordinary high water mark. *Id.* at 687. The ordinary high water mark is defined as:

[T]he point on the bank or shore up to which the presence and action of the water is so continuous as to leave a distinct mark either by erosion, destruction of terrestrial vegetation, or other easily recognized characteristic. And where the bank or shore at any particular place is of such a character that is impossible or difficult to ascertain where the point of ordinary high-water mark is, recourse may be had to other places on the bank or shore of the same stream or lake to determine whether a given stage of water is above or below ordinary high-water mark.

*Id.* at 686 (citation omitted)

The public does not have an unlimited right to access private land below the ordinary high water mark, and not all activity is permitted within the zone of the public trust.<sup>2</sup> *Id.* at 697. The traditional rights of the public protected under the public trust doctrine are “fishing, hunting, and navigation for commerce or pleasure,” as well as activities inherent in those rights. *Id.* at 695- 96. *See also Id.* stating “Indeed, other courts have recognized a “right of passage” as protected with their public trust. *See Town of Orange v. Resnick*, 94 Conn. 573, 578, 109 A. 864 (1920) (listing as public rights “fishing, boating, hunting, bathing, taking shellfish, gathering seaweed, cutting sedge and ... passing and repassing”); *Arnold v. Mundy*, 6 N.J.L. 1, 12 (1821) (reserving to the public the use of waters for “purposes of passing and repassing, navigation, fishing, fowling, [and] sustenance”).”

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<sup>1</sup> Given the fluid nature of the ordinary high water mark, appropriate prudence should be exercised prior to making an arrest or issuing a citation.

<sup>2</sup> The doctrine of public trust does not prohibit prosecution for other crimes such as under § 131.02 Deliberate Annoyance of Others, or MCL 750.170 Disturbing the Peace.

While it is clear that walking is permitted below the ordinary high water mark, the law is less clear as to other activities such as picnicking or sunbathing. However, given the necessity for rest during the conduct of traditionally protected activities it is possible the court would find them permissible as well. Enforcement would be easier and more consistent if all traditional beach activities were permitted within the zone of public trust; i.e. lakeward of the ordinary high watermark. Accordingly, it is recommended that prosecution under the statutes or ordinance be restricted to activities taking place *above the ordinary high water mark*, and that any signage comply with the requirements of MCL 324.73102(1) and the proposed ordinance.<sup>3</sup>

Proposed verbiage for signage is below.

**NO TRESPASSING  
LEAVING PUBLIC BEACH**  
Public prohibited from area landward  
of ordinary high watermark  
**PENALTY:** Misdemeanor up to 90 days jail and/ or \$500  
City of Saugatuck Code of Ordinances  
Title XIII, Chapter 132, § 132.03;  
MCL 324.73102(1); MCL 750.552(a) and (b)

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<sup>3</sup> As it relates to environmental concerns, it does not appear any permits are needed for signage under the Department of Environmental Quality Water Resource Division Part 17 Soil Erosion and Sedimentation Control. Signage complying MCL 324.73102(1) and the proposed ordinance fall under Permit Exemptions and Waivers R323.1705(c) “[a]n earth change of a minor nature that is stabilized within 24 hours of the initial earth disturbance and that will not contribute sediment to lakes or streams.”

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

Council member \_\_\_\_\_, seconded by Council member \_\_\_\_\_, moved the adoption of the following ordinance:

ORDINANCE NO. 19-

**AN ORDINANCE TO AMEND TITLE XIII, CHAPTER 132, § 132.03 OF THE CITY OF SAUGATUCK CODE OF ORDINANCES ENTITLED "TRESPASS"**

THE CITY OF SAUGATUCK ORDAINS:

Section 1. Amendment of Section 132.03. That Title XIII, Chapter 132, Section 132.03, entitled "Trespass", is amended and shall now read at as follows:

Sec. 132.03. Trespass.

(A) Unless otherwise authorized or provided by law, no person shall:

(1) enter onto the lands or premises of another after having been forbidden to do so by the owner or occupant or the agent of the owner,

(2) remain on the lands or premises of another after having been notified to depart by the owner or occupant or the agent of the owner or occupant,

(3) enter onto the lands or premises of another where the property is fenced or enclosed and is maintained in such a manner as to exclude intruders, or

(4) enter onto the lands or premises of another where the property is posted in a conspicuous manner against entry. The minimum letter height on the posting signs shall be one inch. Each posting sign shall be not less than 50 square inches, and the signs shall be spaced to enable a person to observe not less than 1 sign at any point of entry upon the property.

(B) Penalty. See § 10.99

Section 2. Effective Date. This Ordinance shall become effective upon its publication unless otherwise provided by law.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_ ADOPTED.

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Ken Trester, Mayor

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Monica Nagel, Clerk

I, Monica Nagel, the Clerk of the City of Saugatuck hereby attest that the foregoing is a true and accurate copy of an ordinance adopted by the City Council of the City of Saugatuck at a regularly scheduled meeting held on \_\_\_\_\_, 2019, which meeting was held in accordance with state law.

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Monica Nagel, Clerk



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** May 28, 2019

**SUBJECT:** Proclamation No. 190528-P1

**DESCRIPTION**

Attached is a Mayor's proclamation designating June as Pride Month in the City of Saugatuck.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

N/A

**SAMPLE MOTION:**

Motion to approve/deny Proclamation No. 190528-P1 designating June as Pride Month in the City of Saugatuck.

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

**PROCLAMATION NO. 190528-P1**

**MAYORS PROCLAMATION:  
“A PROCLAMATION DESIGNATING JUNE AS PRIDE MONTH ”**

**WHEREAS**, the City of Saugatuck supports the rights of every citizen to experience equality and freedom from discrimination; and

**WHEREAS**, all people regardless of age, gender identity, race, color, religion, marital status, national origin, sexual orientation, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings; and

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, I, Mayor Ken Trester and the members of the Saugatuck City Council hereby proclaim June 2019 as Pride Month in the City of Saugatuck, Michigan and encourage our residents to reflect on the ongoing struggle for equality members of the LGBTQ community face and celebrate the contributions that enhance our city.

Signed: \_\_\_\_\_ Dated \_\_\_\_\_  
Ken Trester, Mayor

Signed: \_\_\_\_\_ Dated \_\_\_\_\_  
Monica Nagel, City Clerk



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Peter Stanislawski, City Treasurer  
**MEETING DATE:** April 28, 2019  
**SUBJECT:** Saugatuck Township Fire District FY 19/20 Budget

**DESCRIPTION**

Attached is the FY 19/20 Saugatuck Township Fire District budget for Council review and approval. Each of the three participating governmental units in the District are required to approve the operating budget annually.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

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

**LEGAL REVIEW**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the Saugatuck Township Fire District FY 19/20 Budget as presented.

# Proposed Annual Budget



## Fiscal Year 2019-2020





## Mission

The Mission of the  
Saugatuck Township Fire District  
is to minimize community risks and  
improve the quality of life  
for all persons within  
Saugatuck Township Fire District.



## From the Board...

The STFD Board proposes the following budget for the Fiscal Year 2019/2020 to the City of Saugatuck, Saugatuck Township and the City of the Village of Douglas. The budget consists of a millage of 2.20 mills levied against the real taxable value of the district.

The Fire District is experiencing a significant increase in demands for emergency public safety incident response and services. While education and fire prevention efforts have assisted in reducing fire calls by 19% since 2004, there has been a 82% increase in call volume for total calls, including a 29% increase in medical calls and a 408% increase in other calls (overpressure, explosion, overheat, hazardous conditions, service calls, good intent, false alarms and severe weather).

The STFD Board's goal is to maintain the high level of public safety for the benefit of our residents. We are requesting a modest increase of 2 tenths (.2) of a mill. The 2 tenths (.2) will be used to provide a stipend for paid-on-call

firefighters and EMS personnel and also adding full time firefighter/EMS position to meet the increasing demands for public safety.

The District is experiencing continued increased costs for equipment maintenance, repair, and replacement. See further details in on pages 10-11. Included in the packet is a copy of the fiscal year 2019/2020 Operating and Capital Budget. (A proposed capital replacement schedule for the next ten years is also available from Fire Chief Janik. This schedule is followed by a yearly estimate of needed capital improvements).

The STFD Board is requesting the City of Saugatuck, Saugatuck Township and the City of the Village of Douglas to review and approve this proposed budget during their next scheduled board meetings. The Fire Board will hold a public hearing on this proposed budget on June 17, 2019 at 4:00 PM at Saugatuck Township Fire District building located at 3342 Blue Star Highway, Saugatuck, Michigan.



### **Saugatuck Township Fire District Board:**

- Scott Phelps** - Vice Secretary, At Large Member
- Jane Verplank** - Chairperson, City of Saugatuck Representative
- Aaron Miller** - City of the Village of Douglas Representative
- Stacey Aldrich** - Saugatuck Township Representative
- Dan Fox** - Secretary, City of Saugatuck Representative
- Kathy Mooradian** - City of the Village of Douglas Representative
- Eric Beckman** - Vice Chair, Saugatuck Township Representative

# Trend 2004-2019

## Call Volume Trends:

- 19% decrease in Fire Calls
- 82% increase in Total Calls
- 29% increase in Emergency Medical Service Calls
- 408% increase in Other Calls

Year	Fire Calls	EMS Calls	Other Calls	Total Calls	Total Calls %
2004	37	388	74	<b>499</b>	—
2005	67	411	78	<b>556</b>	<b>11.42</b>
2006	44	408	75	<b>527</b>	<b>-5.21</b>
2007	56	413	90	<b>559</b>	<b>6.07</b>
2008	34	402	122	<b>558</b>	<b>-0.17</b>
2009	30	441	121	<b>592</b>	<b>6.09</b>
2010	38	465	108	<b>611</b>	<b>3.20</b>
2011	24	485	133	<b>642</b>	<b>5.07</b>
2012	54	521	158	<b>733</b>	<b>14.17</b>
2013	36	506	148	<b>690</b>	<b>-5.86</b>
2014	31	565	149	<b>745</b>	<b>7.97</b>
2015	31	522	230	<b>783</b>	<b>5.10</b>
2016	32	560	283	<b>875</b>	<b>11.75</b>
2017	28	469	316	<b>813</b>	<b>-7.08</b>
2018	30	501	376	<b>907</b>	<b>11.56</b>

# 1999-2019 Millage/# of Calls

**Estimate:**

2019 call volume is based on April 30.  
5.5% more calls than at the same  
time in 2018.

Year	Millage	Calls
2019	2.2000	(957)
2018	2.0000	907
2017	2.0000	813
2016	2.0000	875
2015	1.7000	783
2014	1.5000	745
2013	1.3000	690
2012	1.1600	733
2011	1.1600	642
2010	1.1600	611
2009	1.1000	592
2008	1.2932	558
2007	1.2932	559
2006	1.2932	527
2005	1.2932	556
2004	1.4531	499
2003	1.4531	517
2002	1.4531	518
2001	1.6059	498
2000	1.8060	544
1999	1.3750	415

# Estimated Revenues

CATEGORY	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	2018-19 PROJECTED ACTIVITY	2019-20 RECOMMENDED BUDGET
<b>Dept 000</b>						
206-000-401.000	SAUGATUCK CITY	281,675.49	295,000.00	295,851.62	295,851.00	353,500.00
206-000-402.000	SAUGATUCK TOWNSHIP	574,878.96	612,000.00	579,865.46	610,000.00	716,000.00
206-000-403.000	DOUGLAS CITY	290,261.03	307,000.00	307,657.96	307,567.00	360,500.00
206-000-450.000	FIRE SERVICES	5,388.62	1,000.00	4,004.76	4,004.00	3,000.00
206-000-460.000	INSPECTION and PLAN REVIEW FEES	10,160.00	4,000.00	7,407.19	8,000.00	6,000.00
206-000-465.000	COST RECOVERY	11,528.00	7,000.00	21,267.21	21,267.00	5,000.00
206-000-560.000	GRANTS and DONATIONS	54,187.05	3,000.00	3,484.00	3,484.00	0.00
206-000-665.000	INTEREST	1,916.85	3,000.00	4,694.20	5,500.00	2,000.00
206-000-685.000	SALES OF ASSETS	3,700.00	500.00	600.00	600.00	0.00
<b>Totals for dept 000 -</b>		<b>1,233,696.00</b>	<b>1,232,500.00</b>	<b>1,224,832.40</b>	<b>1,256,273.00</b>	<b>1,446,000.00</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>1,233,696.00</b>	<b>1,232,500.00</b>	<b>1,224,832.40</b>	<b>1,256,273.00</b>	<b>1,446,000.00</b>

**Saugatuck Township Fire District — Proposed Annual Budget — Fiscal Year 2019/2020**

# Appropriations

CATEGORY	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	2018-19 PROJECTED ACTIVITY	2019-20 RECOMMENDED BUDGET
<b>Dept 336 - FIRE FUND</b>						
206-336-702.000	BOARD SALARY	2,475.00	3,000.00	2,160.00	2,700.00	3,150.00
206-336-704.000	CHIEF SALARY	70,096.12	73,300.00	63,023.23	73,300.00	73,290.00
206-336-705.000	OFFICER SALARIES	7,466.52	12,000.00	6,762.40	8,062.00	9,000.00
206-336-708.000	CAREER FIREFIGHTER	182,137.60	197,000.00	149,324.96	188,000.00	245,000.00
206-336-709.000	OPERATIONAL WAGES	53,593.11	54,600.00	53,454.96	64,000.00	45,000.00
206-336-709.500	PAID ON CALL STIPEND	0.00	0.00	0.00	0.00	115,000.00
206-336-710.000	FIRE CALLS	54,029.04	45,000.00	47,512.37	58,000.00	60,000.00
206-336-711.000	MEDICAL CALLS	29,258.46	30,000.00	23,625.40	30,000.00	30,000.00
206-336-712.000	TRAINING	24,775.84	22,000.00	17,623.09	22,000.00	23,000.00
206-336-713.000	SPECIAL EVENTS	9,372.00	18,000.00	15,733.68	18,000.00	10,000.00
206-336-720.000	PAYROLL TAXES	33,730.16	33,000.00	31,282.89	36,000.00	50,000.00
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	73,571.28	77,100.00	62,635.85	72,000.00	75,000.00
206-336-722.000	WORKER COMP INSURANCE	28,666.19	32,000.00	33,075.00	33,075.00	40,000.00
206-336-723.000	RETIREMENT	50,240.99	50,000.00	44,119.80	55,000.00	62,360.00
206-336-727.000	OPERATING SUPPLIES	15,555.39	18,000.00	17,132.96	25,165.00	18,000.00
206-336-728.000	GAS and OIL	9,982.44	11,000.00	8,856.48	13,500.00	12,000.00
206-336-730.000	PROFESSIONAL SERVICES	23,296.95	30,000.00	31,222.75	36,000.00	25,000.00
206-336-742.000	TESTING, REPAIR and REPLACEMENT	8,625.92	11,500.00	12,108.72	13,500.00	15,000.00
206-336-745.000	STATION TOOLS	2,502.21	3,000.00	271.39	3,000.00	3,000.00
206-336-746.000	FIRE FIGHTER TOOLS	3,735.15	10,000.00	8,829.47	10,000.00	10,000.00
206-336-751.000	PHONES	9,857.74	11,000.00	9,670.34	11,000.00	11,000.00
206-336-752.000	UTILITIES	13,278.23	13,000.00	12,028.06	14,000.00	14,000.00
206-336-760.000	VEHICLE/ EQUIP REP and MAINTENANCE	48,142.53	40,000.00	28,819.59	40,000.00	40,000.00
206-336-761.000	BOAT MAINTENANCE	38,251.13	15,000.00	12,299.39	15,000.00	15,000.00
206-336-762.000	RADIO and PAGER R&R	4,923.37	6,500.00	1,946.50	6,500.00	6,500.00
206-336-763.000	BUILDING REPAIR and MAINTENANCE	13,650.00	16,000.00	15,648.68	17,500.00	16,000.00
206-336-764.000	BUILDING SECURITY	1,224.48	2,000.00	1,425.00	2,000.00	2,000.00

**Saugatuck Township Fire District — Proposed Annual Budget — Fiscal Year 2019/2020**

# Appropriations

CATEGORY	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	2018-19 PROJECTED ACTIVITY	2019-20 RECOMMENDED BUDGET
206-336-767.000	DUES and SUBSCRIPTIONS	395.00	2,000.00	2,388.68	2,400.00	2,000.00
206-336-770.000	OFFICE EXPENSES	6,984.28	7,000.00	4,836.10	7,000.00	7,000.00
206-336-771.000	TECHNOLOGY	9,590.51	9,600.00	7,782.57	9,600.00	9,600.00
206-336-775.000	BUILDING INSPECTIONS	999.71	1,000.00	1,531.71	1,600.00	2,500.00
206-336-780.000	UNIFORMS	10,814.50	10,000.00	9,118.88	10,000.00	10,000.00
206-336-781.000	TURN OUT GEAR	8,511.55	25,000.00	24,150.16	25,000.00	25,000.00
206-336-785.000	EDUCATION	15,402.43	15,000.00	17,353.44	18,000.00	15,000.00
206-336-791.000	MEDICAL SUPPLY	4,911.72	6,500.00	6,964.65	8,500.00	10,000.00
206-336-795.000	FIRE PREVENTION	14,499.87	10,000.00	10,159.40	10,500.00	10,000.00
206-336-796.000	PHYSICALS	7,165.18	9,000.00	3,050.00	4,000.00	11,000.00
206-336-815.000	GENERAL INSURANCE	13,762.00	23,000.00	12,008.00	12,008.00	23,000.00
206-336-861.000	TAX CHARGE BACK	655.12	500.00	320.20	500.00	500.00
206-336-975.000	LOAN PAYMENT	42,062.92	42,100.00	42,062.92	42,063.00	42,100.00
206-336-980.000	SMALL CAPITAL	23,904.56	0.00	0.00	0.00	0.00
206-336-985.000	LONG TERM CAPITAL	158,335.15	187,750.00	120,457.03	187,750.00	200,000.00
206-336-986.000	CAPITAL FUND TRANSFER	0.00	50,050.00	0.00	50,050.00	50,000.00
Totals for dept 336 - FIRE FUND		1,130,432.35	1,232,500.00	972,776.70	1,256,273.00	1,446,000.00
<b>TOTAL APPROPRIATIONS</b>		<b>1,130,432.35</b>	<b>1,232,500.00</b>	<b>972,776.70</b>	<b>1,256,273.00</b>	<b>1,446,000.00</b>
NET OF REVENUES/APPROPRIATIONS - FUND 206		103,263.65		252,055.70		
BEGINNING FUND BALANCE		563,927.65	667,191.30	667,191.30	667,191.30	667,191.30
ENDING FUND BALANCE		667,191.30	667,191.30	919,247.00	667,191.30	667,191.30

# 2019-2020 Budget Changes Impact

How will increasing the Fire District Budget (0.2 mils) affect my property taxes?

PROPERTY VALUE	TAXABLE VALUE STATE EQUALIZED VALUE (SEV)	ESTIMATED ANNUAL PROPERTY TAX INCREASE
\$100,000.00	\$50,000.00	\$10.00
\$200,000.00	\$100,000.00	\$20.00
\$300,000.00	\$150,000.00	\$30.00
\$400,000.00	\$200,000.00	\$40.00
\$500,000.00	\$250,000.00	\$50.00



# Equipment Lifespan and Replacement Costs



## Structural Firefighting:

- ◆ **Helmet**  
Cost in 2009: \$150.00  
**Cost in 2019: \$350.00**  
Lifespan: 10 years
- ◆ **Turnout Coat**  
Cost in 2009: \$600.00  
**Cost in 2019: \$1,400.00**  
Lifespan: 10 years
- ◆ **Gloves**  
Cost in 2009: \$50.00  
**Cost in 2019: \$95.00**  
Lifespan: 10 years
- ◆ **Turnout Pants**  
Cost in 2009: \$750.00  
**Cost in 2019: \$1,500.00**  
Lifespan: 10 years
- ◆ **Boots**  
Cost in 2009: \$150.00  
**Cost in 2019: \$400.00**  
Lifespan: 10 years



- ◆ **SCBA Self-Contained Breathing Apparatus**  
Cost in 2009: \$3,150.00  
**Cost in 2019: \$6,500.00**  
Lifespan: 10 years



- ◆ **800 MHz Portable Radio**  
**Cost in 2019: \$6,500.00**  
Lifespan: 10 years
- ◆ **VHF Portable Radio**  
**Cost in 2009: \$450.00**  
Lifespan: 10 years

# Equipment Lifespan and Replacement Costs



## Other Equipment:

- ◆ Explosive Gas Detector

Cost in 2009: \$450.00

**Cost in 2019: \$2,500.00**

Lifespan: 10 years

- ◆ AED Battery

Cost in 2009: \$49.95

**Cost in 2019: \$159.99**

Lifespan: 3 years

- ◆ Engine

Cost in 2009: \$325,000.00

**Cost in 2019: \$650,000.00**

Lifespan: 15 years

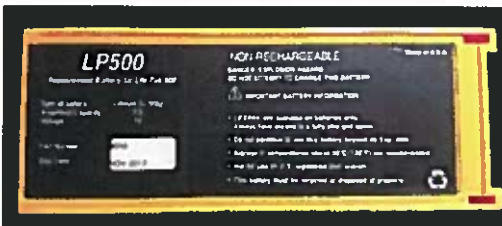




Photo: Erin Wilkinson





# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Dianna McGrew, Assessor  
**MEETING DATE:** May 28, 2019  
**SUBJECT:** Board of Review Appointment

**DESCRIPTION**

Appointment(s) shall be made by the Mayor subject to confirmation/approval of the City Council. It is suggested that Lewis Wessel be appointed to fill remaining term on the Board of Review previously held by Brian May.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the Mayor's appointment of Lewis Wessel to the Saugatuck Board of Review with said term expiring January 1, 2020.



P.O. Box 86, Saugatuck, MI 49453  
Phone: 269.857.2603 Fax: 269.857-4406  
Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

**APPLICATION FOR APPOINTMENT TO  
BOARDS/COMMISSIONS/COMMITTEES**

Name: LEWIS WESSEL Home Phone: 269-857-2812  
Home/Mailing Address: 1113 / - - - - - SAUG. 49453  
E-mail Address: www.wessel.com  
Employer: RETIRED Occupation/Position: /  
Business Phone: / Business Reference: /

Are you a Saugatuck City resident? yes Are you a registered Saugatuck City voter? yes  
Do you or your employer have any business dealings with the City which might present a conflict of interest? No If yes, explain \_\_\_\_\_

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? UNLESS TRAVELING

On which Boards and/or Commissions would you be willing to serve?

- |                         |                              |                         |
|-------------------------|------------------------------|-------------------------|
| Planning Commission     | Historic District Commission | Zoning Board of Appeals |
| <u>Board of Review</u>  | Harbor Commission            | Township Fire Board     |
| Twp. Recreation Comm.   | Kalamazoo Lake Sewer & Water | <u>Library Board</u>    |
| Interurban Transit Auth | Peterson Nature Preserve     | Construction Board      |

Please describe any qualifications, expertise or special interests that relate to your possible appointment:  
\_\_\_\_\_

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: L. Wessel Date: 3/8/18

**\*\*Disclaimer: Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.**

**COPY: Mayor City Council City Clerk**



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** May 28, 2019  
**SUBJECT:** Special Event Application (Music in the Park)

**DESCRIPTION:**

Special event request from Saugatuck Douglas Area Business Association to hold a Music in the Park event in Wicks Park on June 12, 19, 26, July 3, 10, 17, 24, 31 and August 7, 14, 21, 28.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** special event application from Saugatuck Douglas Area Business Association as presented.



**2019 Saugatuck Douglas Area Business Association Music in the Park**  
**Letter of Understanding**

May 28, 2019

Saugatuck Douglas Area Business Association  
P.O. 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 the **Saugatuck Douglas Area Business Association’s** (“Applicant”) proposal to hold, operate and conduct a **Free Music in the Park** event within the City on **June 12, 19, 26, July 3, 10, 17, 24, 31 and August 7, 14, 21, 28** (“Event”).

The Special Event Application and associated materials dated May 24, 2019 (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 **Wicks 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.
- 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.*

- 8 trash receptacles placed in the park prior to each event by the City of Saugatuck Public Works, 2 traffic cones and 2 barricades to reserve 2 spaces in the parking lot next to Wicks Park.

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.
- No later than five (5) business days prior to the Event, Applicant shall receive written approval of the Allegan County Sheriff's Office (ACSO) and the Saugatuck Township Fire District (STFD). Failure to receive written approval from the ACSO & STFD) will result in cancellation of the Event.
- Provide adequate event personnel for the safety and well-being of attendees.
- 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.
- (Indemnification and Hold Harmless Provision) save, defend, reimburse, indemnify, and hold the City and its officials, employees, officers, and agents (such parties are included in the term "City" in this section), harmless from and against any liability, damages, causes of action, cost, expense (including attorney's fees), or claim that is made against the City or incurred by the City as a result of: (a) any breach of this Letter by Applicant, its agents and contractors, and others acting for or through Applicant (b) any bad act, omission, or negligence of Applicant its agents and contractors, and others acting for or through Applicant and/or (c) all claims for damages to public or private property and for injuries to persons arising out of the work, use, or presence of Applicant, and its agents and contractors, and others acting for or through Applicant, with respect to this 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: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Ken Trester, Mayor

Date: \_\_\_\_\_, 2019

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 Area Business Association

Date: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_



<b>Council Action</b>
_____ Approved
_____ Denied
_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
 Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://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 Area Business Association 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: Music In The Park DATE(S) OF EVENT: June 12, 19, 26, July 3, 10, 17, 24, 31, August 7, 14, 21, 28 \_\_\_\_\_  
 PURPOSE OF EVENT: Community enrichment. RAIN DATE: N/A

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

EVENT LOCATION: Wicks Park Gazebo EVENT HOURS: 7 p.m. - 9 p.m.

ESTIMATED NUMBER OF ATTENDEES: 100-500

ESTIMATED NUMBER OF VOLUNTEERS: 4-5

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

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

**EVENT DETAILS**

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

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

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: 6 (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 6' sign at Gazebo, 2 yard signs in park  
Description of signs: Same signs used in previous years.  
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

- BOOTHS – QUANTITY \_\_\_\_\_  TENTS – QUANTITY \_\_\_\_\_
- AWNINGS – QUANTITY \_\_\_\_\_  TABLES – QUANTITY \_\_\_\_\_
- PORTABLE TOILETS – QUANTITY \_\_\_\_\_

VENDOR PARKING: Have you made arrangement for vendor parking?  Yes  No  
If yes, where do you propose your vendors park? Please see below, same as last year.  
Will the Interurban be utilized?  Yes  No Time(s) 6:30 - 9:30

**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 8

BARRICADES – QUANTITY 2

TRAFFIC CONES – QUANTITY 2

PARKING SIGNS – QUANTITY 2

FENCING  WATER  ELECTRIC

RESTROOM CLEANING

OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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

Street closure date/time: \_\_\_\_\_  A.M.  P.M.

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

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

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

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

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

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

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

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

What parking arrangements are proposed to accommodate potential attendance: Free Shuttle Service from SHS

## **APPLICATION CHECK LIST**

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

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.

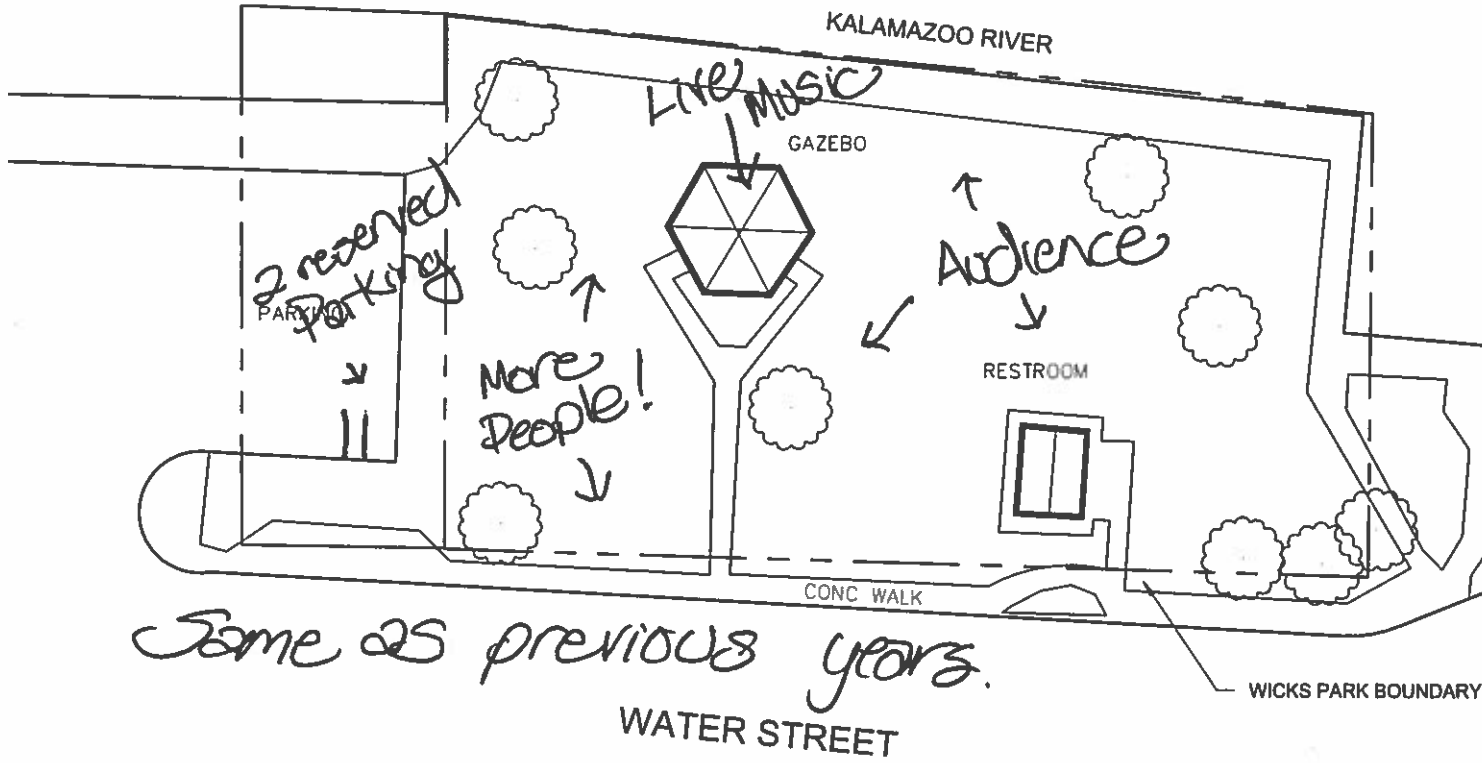
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

5/24/2019  
\_\_\_\_\_  
Date



*Same as previous years.*

MAIN STREET

MARY STREET



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

WICKS PARK PARK USE PERMIT APPLICATION

MUSIC-PARK  
TONIGHT  
DOWNTOWN  
AUGATUCK  
SHARES TONIGHTS - 12:00 PM

  
**MUSIC  
IN THE  
PARK!**  
**FREE  
CONCERTS**

TONIGHTS BAND  
**ROBIN CONNELL JAZZ QUARTET**  
**SPONSORS**  
Century 21 Affiliated Gold sponsor  
Lakeshore Lodging & Just Add Water Gold sponsor

  
**MUSIC  
IN THE  
PARK!**  
FR  
CONC  
EVERY  
WEEK  
MUSIC  
We  
Even