



## CITY COUNCIL MEETING AGENDA

**October 23 – 7:00 pm**

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** (*Additions/Deletions*)
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
9. **Consent Agenda:** (*Roll Call*)
  - A. Regular City Council Meeting Minutes – October 9, 2023. Pg3
10. **Staff Reports, Boards, Commissions & Committees:**  
Starting on Pg.9
  - A. **Staff Reports:**
    1. City Manager
    2. Treasurer
    3. Planning and Zoning
    4. Department of Public Works
    5. Police
    6. Engineer

**NOTICE:**

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

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

Then enter "Meeting ID":  
**2698572603**

Please send questions or comments regarding meeting agenda items prior to meeting to:  
[ryan@saugatuckcity.com](mailto:ryan@saugatuckcity.com)

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or [Wolters@saugatuckcity.com](mailto:Wolters@saugatuckcity.com) for further information.

**B. Boards, Commissions & Committees:**

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
  - a) Short Term Rental Task Force
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

**11. Request for Payment:** None

**12. Approval of Accounts Payable:** *(Roll Call)*

- A. Accounts Payable in the amount of \$682,298.82 Pg.31

**13. Introduction of Ordinances:** None

**14. Unfinished Business:** None

**15. New Business:**

- A. Resolution 231023-A- FY 23-24 Budget Amendment *(Roll Call)* Pg.32
- B. Right of Way Permit- Ugly Sweater Pub Crawl *(Voice Vote)* Pg.35
- C. Special Event Application- Veterans Day *(Voice Vote)* Pg.37

**16. Public Comments** *(Limit 3 minutes)*

**17. Correspondence**

**18. Council Comments**

**19. Adjourn** *(Voice Vote)*



**CITY COUNCIL MEETING MINUTES - Proposed  
October 9, 2023**

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

**Call to Order:**

The meeting was called to order by Mayor Pro-Tem Stanton at 7:00 p.m.

**Attendance:**

Present: Mayor Pro-Tem Stanton and Councilmembers Baldwin, Leo, Lewis, Gardner, Muncey.

Absent: Mayor Dean.

*Motion by Lewis, second by Baldwin to excuse Mayor Dean's absence. Via voice vote, motion carried 6-0.*

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Treasurer Stanislawski, Department of Public Works Assistant Supervisor Hardy, and Clerk Wolters.

**Mayor's Comments:** Mayor Pro-Tem comments: None.

**City Manager Comments:** City Manager report is on page seven.

**Agenda Changes:** None.

**Guest Speakers:** None.

**Public Comment on Agenda Item Only:**

Vicky Cobb, resident: *Item 15B.*

- Past Wednesday Council meeting: a lot of questions asked and answered.
- Grant was received and money was set aside years ago for parks.
- There is a safety issue, and it needs to be addressed.

Glenna DeJong, resident: *Item 15B.*

- Member of PPW Committee and co-chair of Village Square Study Group.
- Excited to bring the playground proposal to City Council.
- Thanked the playground study group and the work done in the last nine months inking volunteers in the community.
- Contracted ODC for inspection.

- Four vendors were approached with quotes coming from two: Sinclair and Penchura. Recommendation is to move forward with Sinclair.
- \$112,000 grant approved to lower cost.

Kelly Roche, resident: *Item 15B.*

- Serves on Tri-Community Recycling Committee, Saugatuck Recreation Advisory Board, DSPTO and PPW Committee member holding co-chair of the Airport Study Group and co-chair of Village Square Study Group. Raising two children in the community.
- Thanked City Council for their confidence and support of the PPW committee with taking on this project. DPW Superintendent Herbert has been outstanding to work with and very supportive in showing up for the meetings and giving needed feedback.

Started this project in January, wanted something modern allowing wider age ranges, allowing for more abilities to enjoy the space and for locals and tourists.

- Pulled Saugatuck's rich history with the design.
- Funds have already been set aside for this project and hope Council votes yes.

Marsha Caspar, resident: *Item 15B.*

- Fully supports the project that was deemed a top priority by City Council.
- PPW did a very thorough review, there were many opportunities for public input.
- The current structure is at its end of life and no longer worth taking a risk with children.
- The typical cost of custom high-quality playground of Village Park size in \$200K-\$500K, with the grant the cost falls within that.
- Loves the idea of the historical design and asks for a yes vote.

Ruth Johnson, resident: *Item 15B.*

- Member of PPW Committee
- Thanked City Council for considering this project, it was well researched and is needed.
- Thanked Kelly and Glenna for their amazing job.

Kieth Charak, resident: *Item 15B.*

- PPW Committee member.
- Thanked Village Park study group's hard work.
- Thanked Kelly Roche for getting the grant.
- Superintendent Scott Herbert just a new baby girl.

Bill Hess, resident: *Item 15B.*

- Fully supports replacement of park equipment, it's sorely needed.
- His concerns:
  - The approval process and public notice.
  - Looked at the PPW packets online and nowhere was this project specifically discussed.
  - No renderings and believes the first time the public was aware was last Wednesday's Council meeting.
  - It is going a little quick.
  - \$1 million has been set away for parks, how much of this project will take up that.
  - How much will be left for Mt. Baldhead Park or other parks.

Dan Fox, resident: *Item 15B.*

- The playground proposal is well-constructed, he fully supports doing this.
- Suggests taking the approach that the Short-Term Rental Task Force's approach to public input.
- It would be well advised to take the last step and have a public input session.
- Look at possible advertising on the playground from local businesses to help support the cost.

Peg Sanford, resident: *Item 15B.*

- She is of the age that she has seen four or five park projects in the area.
- She was part of the Douglas community built with volunteers, teachers and children's help.
- Her concern is the "community build". She does not see where the community was brought in.
- Finding volunteers at the last minute will be difficult.
- Get the picture in the paper with the plan and let the community respond.
- Going to a committee meeting on Tuesdays at 10am is not a time for public input.

Holly Anderson, resident: *Item 15B.*

- Thanked for the props on the Short-Term Rental committee.
- The short-term rental was a highly controversial charged topic, this is a little apple to oranges comparison.
- If it hadn't been so exhaustive and if there hadn't been for bidders, she may have said to slow down.
- She is comfortable with an approval.

### **Consent Agenda:**

**A.** Regular City Council Meeting Minutes – September 25, 2023.

*Motion by Muncy, second by Baldwin to approve the regular city council meeting minutes from September 25, 2023. Upon roll call vote, motion carried 6.0.*

### **Staff Reports:**

City Manager, Director of Planning & Zoning, Treasurer, DPW Superintendent, Engineer and Police submitted status reports of current activities since the last Council meeting on September 25, 2023, for their respective departments.

### **Boards, Commissions & Committees:**

#### Fire District Administration Board, Dan Fox:

- Have not had a meeting since the last reporting of the September 18<sup>th</sup> meeting.
- A single set of gear for a fire fighter is \$4,000-\$5,000.
  - Maximum service life of gear is 10 years.
  - A gentleman at Belfor restoration company in the U.P. has set up a program that collects old gear and disperses them to underfunded fire departments.

#### Interurban Board, Councilmember Muncey:

- Next meeting is October 17<sup>th</sup>.
- Ridership is 28% up from last year.
- Parking shuttle carried almost 1000 more than 2022.
- Created a committee to talk about expanding their hours, per requests for longer hours.
- Open:
  - Monday-Friday 7am-7pm.
  - Saturday and Sunday 9am-7pm.
- Hours change in November:
  - Monday-Friday 7am-6pm
  - Saturday and Sunday 9am-7pm.
- The Halloween shuttle will be free late-night rides until 2am.

KLSWA, Barry Johnson: None.

Kalamazoo Lake Harbor Authority, Mayor Pro-Tem Stanton: None.

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Lewis:

- Met on October 5<sup>th</sup>.
- They passed the Playground Proposal unanimously, councilmember Lewis abstained from vote due to the Council planned vote on October 9<sup>th</sup>.
- She noted whether it's historic preservation or even hardscape improvements, that folks are making them without the understanding that there is a process.
- It was recommended a reminder is sent out to the public regarding the process.

Planning Commission, Chair Councilmember Gardner:

- Next meeting on October 19<sup>th</sup> at 6pm and 7pm.

Parks and Public Works Committee, Councilmember Baldwin: None.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Leo:

- Meeting regularly with C2AE and other communities to keep on track with grants.

Tri-Community Recycling Ad-Hoc Committee, Councilmember Lewis:

- Successful Household Hazardous Waste Day on the 26<sup>th</sup>.
- It was three hours this year instead of four.
- A total of 160 vehicles.
  - 41 from City of Saugatuck.
  - 22 from Douglas.
  - 95 from Saugatuck Township.

**Request for Payment:** None.

**Approval of Accounts Payable:**

A. Accounts Payable in the amount of \$ \$217,199.15.

*Motion by Gardner, second by Lewis to approve the accounts payable in the amount of \$217,199.15. Via roll call vote, motion carried 6-0.*

**Introduction of Ordinances:** None.

**Unfinished Business:** None.

**New Business:**

Oval Beach Update:

*City manager Heise reviewed the sales of daily passes surpassed the two previous years. Compliments to the beach staff for a safe season. The City had administrative staff flex in to help manage the beach.*

Replacement of Playground Equipment in Village Square:

*Motion by Leo, second by Lewis to approve the playground equipment proposal submitted by Sinclair Playground Equipment in an amount not to exceed \$336,633.41. Via roll call vote, motion carried 6-0.*

Early Voting Agreement Between City and Township:

*Motion by Muncey, Second by Gardner to approve Resolution 231009-A adopting early voting site and municipal agreement between Saugatuck City and Saugatuck Township. Via roll call vote, motion carried 6-0.*

Special Event- Halloween Festival:

*Motion by Muncey, second by Lewis to approve the special event application for the Halloween festival sponsored by SDABA to be held on October 28<sup>th</sup>, 2023, contingent on safety removal by police, fire, and city staff. Via voice vote, motion carried 6-0.*

Special Event-Tree Lighting Ceremony:

*Motion by Muncey, Second by Lewis to approve the special event application for the tree lighting sponsored by SDABA to be held on November 24<sup>th</sup>, the day after Thanksgiving 2023 contingent on safety approval by police, fire, and city staff. Via voice vote, motion carried 6-0*

Special Event Application- Annual Holiday Parade:

*Motion by Leo, second by Lewis to approve the special event application for the Annual Holiday Parade sponsored by SDABA to be held on December 2, 2023. Via voice vote, motion carried 6-0.*

**Public Comment:**

Glenna DeJong, *resident:*

- Thanked Council for unanimous vote.
- Thanked Councilmember Baldwin for her work.

Vicky Cobb, *resident:*

- Dialog was intriguing. As a voter, she would expect Council to make the decision.
- Thanked Council for not delaying the decision.

Marsha Caspar, *resident:*

- It is the job of the Council to make these decisions.
- It is the leader of the boards/committees to put together solid plan and that is what they did.
- As a previous project manager, she asks is it a Major or Minor change. This is a minor change, and the funds were there. Short-Term rental topic is a Major change.
- It's a replacement, no new land purchase.

Peg Sanford, *resident:*

- The public has a right to know, they haven't known.
- It's a fabulous project.
- Get all 900 residents involved.

Kieth Charak, *resident:*

- Thanks for passing the playground.
- He is on the Library Board, there is a fall fundraising event on October 24<sup>th</sup> at the Farmhouse Deli. It is a takeout that costs \$75 per person and \$30 goes to the Library for programs that the tax funds don't fund.

**Correspondence:** None.

**Council Comments:**

- Councilmember Baldwin:  
Thank everyone for a job well done and getting PPW where it need to be with the project. Heartful gratitude to all.
- Councilmember Muncey:  
Enjoys serving on board where we do have questions. The playground plan could have been communicated better, but it is a great plan. Make a Wish benefit will take place on October 21st at The Dunes Resort and starts at 8 p.m. Event includes drag show at 9:30 p.m., silent auction and snacks for guests. The event draws between \$10,000- \$15,000 a year and selects a child from Allegan County.
- Councilmember Leo:  
Gave a sincere thanks to the PPW committee. This is a major change where PPW went out into the community to work on a major project. What is seen here is an extremely thoughtful, competent problem-solving thorough solution. Four years ago, there was no process like this. The results that were given by the committee is not something that the City would have received from a City employee or even from the City Council. It's a superior product and thanked everyone again.
- Councilmember Garnder:  
The ODC report has several recommendations that go beyond the playground equipment for signage and some other safety measures and hopes the PPW committee looks into those. The audio in the Council chamber needs to be fixed and made a priority. The comment heard tonight about that government moves slowly, he disagrees. He noted local government can move very quickly as they are given priorities and projects to work on. Compliments a citizen that made a comment about Councilmember Garnder being the question man, and he is proud of being the guy that asks question at meetings.
- Councilmember Lewis: Several months ago, Council had a lengthy discussion to delay upgrading the audio equipment until Clerk Wolters could find good and appropriate quotes. Thank everyone on the PPW Committee personally, Glenna, Kelly, Keith, Nancy and Ruth they have done a fantastic job. Thanked Helen for her leadership. She is looking forward to many projects coming forward from PPW Committee.
- Mayor Pro-Tem Stanton:  
An exhausting effort, the passion is there, and everyone knew the City needed new playground equipment. Not only is it dangerous, it has to go away. Mayor Pro-Tem spends a lot of time with her grandsons there. The new playground will be the crown jewel of the town right in the middle. Residents, grandparents, and tourists will all use it. For it to move along quickly by spring, is needed. Thanked everyone so much for all their efforts.

**Adjournment:**

*Motion by Lewis, second by Muncey to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Pro-Tem adjourned at 8:11 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk





## **City Managers Report – October 23, 2023**

### **Infrastructure- Cellular Service Discussions Continue with AT&T**

Next steps:

- 1) Refine proposed lease, including rent negotiations. Return for Council approval.
- 2) Present to Council needed electrical upgrades for current code compliance, and in preparation for AT&T wireless infrastructure.
- 3) Zoning Board of Appeals approval.

City staff is actively working with a vendor to assist with ensuring that current electric connections servicing the radome are safe and code compliant. The Department of Public Works has begun removing all ancillary equipment, allowing AT&T to finalize their design from the antenna array within the dome. The city will need to rotate a large existing antenna within the radome for the AT&T team to complete their design (allowing the existing antenna to stay intact). AT&T remains focused on completing this project by summer of '24... but is largely dependent on the City taking timely action on: electrical upgrades, removing of non-historical & ancillary equipment, lease negotiations, and ZBA approval.

### **Infrastructure- Discussions with AT&T on Potential Downtown WiFi**

On pause. Discussed project with Allegan County Broadband Director and will coordinate a “needs survey,” to be disseminated to business owners and residents. Also, looking for independent outside consultants to provide a proposal for site assessment.

There appears to be enthusiasm and motivation to tackle this project from both the City and AT&T. Initial proposal was presented to Council for a site analysis.

### **Infrastructure- Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement- Tri-Community**

Council has approved Water Asset Management Draft Plan.

The Tri-Communities have directly engaged with EGLE to ensure that our respective municipalities stay in compliance. Discussions with the City Council will continue to ensure that assets owned by the city are funded for replacement after their useful life.

## **Infrastructure - Blue Star Highway Multi-Modal Path**

Progress meetings continue with the engineer. An updated timeline has been requested and will be presented soon. City of Saugatuck stakeholder members and Parks and Public Works Committee will begin to review path designs that are unique to the City, namely incorporation of existing pallet sign and vertical elements along the Blue Star Bridge.

## **MDOT Exit 36 and 41 Bridge Work**

Information on traffic detours provided through social media and constant contact email list, when appropriate.

## **Parks and Recreation Master Plan- Tri-Community Effort (Including Saugatuck Public Schools Community Recreation).**

A Tri-Community effort- Development of plan is underway. Community survey has been launched, signage placed throughout the tri-communities with QR codes to solicit input and an open house was hosted at the Saugatuck-Douglas Library on the 21<sup>st</sup> of September (well attended).

The purpose of the plan is to: Evaluation of recreation facilities • Identify recreational needs - public perception • Provide a guide for improvements – goals • Set timetable for improvements – actions • Eligible for recreation grants through DNR.

Sections of the plan include: • Community Description • Administrative Structure • Recreation Inventory • Recreation Needs / Deficiencies • Public Input Process • Goals and Objectives • Action Plan.

Public Input Methods: • On-line survey • Public Input Open House • Input Collection at Community Event • 30-day Public Review • Public Hearing.

Timeline of the project- Five-month process ending with a plan adoption by Council in late January.

## **Ongoing- Oval Beach Staffing and Operations**

Expense and revenue report reviewed at Council Workshop.

## **City Hall**

There are a few punch list items remaining to complete the City Hall exterior repair project. Many compliments were received on the fall decorations in the newly restored flower boxes. Landscape and irrigation improvements are forthcoming.

### **Old news- Dune Ridge Waterfront Update**

Litigation continues...we typically do not discuss ongoing litigation.

### **Meetings**

- CVB Meeting- focus group for strategic planning
- STR Meeting to discuss next steps
- AT&T lease discussion meeting
- Tri-Community Parks and Recreation Open House
- Community bike rack meeting with student
- C2AE and Friends of the Blue Star Trail meeting

### **Council-Manager form of Government Tid-bit**

In 2016, two UW Oshkosh researchers, Karl Nollenberger and James Simmons, published the results of a comprehensive study of city government structure in Wisconsin titled, "Municipal Government Structure in Wisconsin: Does Form Matter?" Turns out, form matters very much indeed, and their results align with a national study they completed in 2011.

Analyzing Wisconsin cities with over 5,000 residents, they found that "Wisconsin cities without an administrator have some of the highest levels of confrontation/conflict in the governance process in the United States."



### **Treasurer Report**

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 10/09/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Proceeding with the 2023 audit
- Attend the monthly fire board meeting
- Attached below is the quarterly Revenue x Expenses for Fiscal Year 2024

User: Peter  
DB: Saugatuck

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2023 NORMAL (ABNORMAL)	MONTH 10/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	REAL PROPERTY TAXES	2,230,000.00	2,192,777.01	19,600.28	37,222.99	98.33
101-000-403.000	PERSONAL PROPERTY TAXES	31,025.00	31,022.86	83.12	2.14	99.99
101-000-445.000	PENALTIES & INTEREST	10,000.00	3,512.65	2,058.24	6,487.35	35.13
101-000-447.000	ADMINISTRATION FEE	100,000.00	80,481.76	580.94	19,518.24	80.48
101-000-478.000	PERMIT FEES	53,100.00	39,722.75	6,380.10	13,377.25	74.81
101-000-574.000	REVENUE SHARING	90,000.00	0.00	0.00	90,000.00	0.00
101-000-577.000	LIQUOR LICENSE FEES	12,200.00	11,917.40	0.00	282.60	97.68
101-000-607.000	FRANCHISE FEES	39,000.00	1,500.00	1,500.00	37,500.00	3.85
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,200.00	3,190.00	0.00	10.00	99.69
101-000-615.000	PARKING LOT FEES	27,000.00	15,733.50	(32,970.50)	11,266.50	58.27
101-000-643.000	CHARGES FOR SERVICE	2,200.00	2,025.00	0.00	175.00	92.05
101-000-650.000	CHAIN FERRY FEES	3,932.00	3,932.39	0.00	(0.39)	100.01
101-000-651.000	OVAL BEACH FEES	500,000.00	395,804.25	0.00	104,195.75	79.16
101-000-652.000	OVAL CONCESSION	85,000.00	65,806.43	0.00	19,193.57	77.42
101-000-653.000	BOAT RAMP FEES	1,400.00	0.00	0.00	1,400.00	0.00
101-000-654.000	GAZEBO FEES	1,500.00	(2,500.00)	(2,500.00)	4,000.00	(166.67)
101-000-655.000	POLICE & ORDINANCE FEES	1,500.00	850.00	125.00	650.00	56.67
101-000-665.000	INTEREST EARNED	70,000.00	39,973.19	0.00	30,026.81	57.10
101-000-667.000	STREET END & PROPERTY FEES	40,000.00	0.00	0.00	40,000.00	0.00
101-000-670.000	BOAT SLIP FEES	28,000.00	9,931.03	9,931.03	18,068.97	35.47
101-000-674.000	MISC DONATIONS & INCOME	31,000.00	23,523.00	10,513.00	7,477.00	75.88
101-000-682.000	USE TAX & ELECTION FEES	16,000.00	0.00	0.00	16,000.00	0.00
101-000-697.000	TRANSFER FROM FUND BALANCE	387,500.00	0.00	0.00	387,500.00	0.00
Total Dept 000		3,763,557.00	2,919,203.22	15,301.21	844,353.78	77.57
TOTAL REVENUES		3,763,557.00	2,919,203.22	15,301.21	844,353.78	77.57
Expenditures						
Dept 101 - COUNCIL						
101-101-702.000	SALARY	8,600.00	1,887.50	0.00	6,712.50	21.95
101-101-720.000	FRINGE BENEFITS	800.00	194.40	0.00	605.60	24.30
101-101-801.000	CONTRACTUAL SERVICES	2,100.00	0.00	0.00	2,100.00	0.00
101-101-803.000	LEGAL FEES	350,000.00	70,774.33	26,161.82	279,225.67	20.22
101-101-831.000	CEMETERY FEES	6,800.00	0.00	0.00	6,800.00	0.00
101-101-860.000	EDUCATIONAL TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
101-101-882.000	EVENTS/SERVICES	40,200.00	37,024.00	0.00	3,176.00	92.10
101-101-900.000	PRINTING & PUBLISHING	600.00	0.00	0.00	600.00	0.00
101-101-908.000	DUES & PUBLICATIONS	1,200.00	1,059.00	0.00	141.00	88.25
101-101-913.000	INSURANCE	2,700.00	2,700.00	0.00	0.00	100.00
Total Dept 101 - COUNCIL		418,000.00	113,639.23	26,161.82	304,360.77	27.19
Dept 173 - CITY ADMINISTRATION						
101-173-702.000	SALARY/WAGES	120,000.00	36,461.52	4,557.69	83,538.48	30.38
101-173-720.000	FRINGE BENEFITS	50,000.00	14,363.18	2,490.39	35,636.82	28.73
101-173-727.000	OFFICE SUPPLIES	1,600.00	234.07	18.57	1,365.93	14.63
101-173-801.000	CONTRACTUAL SERVICES	33,000.00	6,445.12	1,569.36	26,554.88	19.53
101-173-802.000	AUDIT	11,000.00	0.00	0.00	11,000.00	0.00
101-173-803.000	LEGAL FEES	75,000.00	23,090.50	8,070.50	51,909.50	30.79
101-173-850.000	TELEPHONES	2,200.00	527.40	127.17	1,672.60	23.97
101-173-860.000	EDUCATIONAL TRAINING	3,000.00	814.00	0.00	2,186.00	27.13
101-173-900.000	PRINTING & PUBLISHING	200.00	0.00	0.00	200.00	0.00

13

User: Peter  
DB: Saugatuck

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	10/31/2023 NORMAL (ABNORMAL)	MONTH 10/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-173-910.000	INSURANCE	2,350.00	2,350.00	0.00	0.00	100.00
101-173-970.000	CAPITAL OUTLAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 173 - CITY ADMINISTRATION		300,350.00	84,285.79	16,833.68	216,064.21	28.06
Dept 215 - CITY CLERK						
101-215-702.000	SALARY/WAGES	124,200.00	38,480.73	4,865.38	85,719.27	30.98
101-215-720.000	FRINGE BENEFITS	46,000.00	18,480.22	3,251.92	27,519.78	40.17
101-215-727.000	OFFICE SUPPLIES	2,000.00	1,040.65	97.84	959.35	52.03
101-215-801.000	CONTRACTUAL SERVICES	2,600.00	366.50	366.50	2,233.50	14.10
101-215-803.000	LEGAL FEES	5,500.00	3,046.00	1,448.00	2,454.00	55.38
101-215-820.000	ELECTIONS	30,000.00	1,270.84	1,208.04	28,729.16	4.24
101-215-850.000	TELEPHONES	800.00	308.73	52.32	491.27	38.59
101-215-860.000	EDUCATIONAL TRAINING	3,000.00	0.00	0.00	3,000.00	0.00
101-215-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00
101-215-970.000	CAPITAL OUTLAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 215 - CITY CLERK		216,600.00	62,993.67	11,290.00	153,606.33	29.08
Dept 253 - CITY TREASURER						
101-253-702.000	SALARY/WAGES	90,000.00	25,737.68	3,254.19	64,262.32	28.60
101-253-720.000	FRINGE BENEFITS	36,500.00	11,687.61	1,722.59	24,812.39	32.02
101-253-727.000	OFFICE SUPPLIES	2,600.00	760.38	32.56	1,839.62	29.25
101-253-801.000	CONTRACTUAL SERVICES	5,700.00	2,923.00	2,923.00	2,777.00	51.28
101-253-803.000	LEGAL FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-253-850.000	TELEPHONE	775.00	200.64	26.16	574.36	25.89
101-253-860.000	EDUCATIONAL TRAINING	2,500.00	634.54	517.57	1,865.46	25.38
101-253-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00
101-253-913.000	INSURANCE	1,100.00	1,100.00	0.00	0.00	100.00
101-253-970.000	CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 253 - CITY TREASURER		142,175.00	43,043.85	8,476.07	99,131.15	30.28
Dept 257 - ASSESSING						
101-257-702.000	SALARY	1,350.00	0.00	0.00	1,350.00	0.00
101-257-720.000	FRINGE BENEFITS	125.00	0.00	0.00	125.00	0.00
101-257-727.000	OFFICE SUPPLIES	1,300.00	29.50	18.57	1,270.50	2.27
101-257-801.000	CONTRACTUAL SERVICES	37,800.00	13,350.20	4,572.50	24,449.80	35.32
101-257-804.000	BOARD OF REVIEW	300.00	0.00	0.00	300.00	0.00
101-257-807.000	TRIBUNAL CHARGEBACKS	1,500.00	452.06	12.72	1,047.94	30.14
101-257-850.000	TELEPHONES	725.00	200.64	26.16	524.36	27.67
101-257-860.000	EDUCATIONAL TRAINING	1,500.00	0.00	0.00	1,500.00	0.00
101-257-900.000	PRINTING & PUBLISHING	750.00	0.00	0.00	750.00	0.00
101-257-970.000	CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 257 - ASSESSING		46,850.00	14,032.40	4,629.95	32,817.60	29.95
Dept 265 - CITY HALL						
101-265-702.000	SALARY/WAGES	10,000.00	2,190.99	221.07	7,809.01	21.91
101-265-720.000	FRINGE BENEFITS	5,000.00	1,033.33	150.26	3,966.67	20.67
101-265-730.000	SUPPLIES	1,500.00	357.26	314.69	1,142.71	23.82
101-265-801.000	CONTRACTUAL SERVICES	3,500.00	1,212.89	963.89	2,287.11	34.65

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PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2023	MONTH 10/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-265-850.000	TELEPHONE	500.00	104.64	26.16	395.36	20.93
101-265-900.000	PRINTING & PUBLISHING	150.00	0.00	0.00	150.00	0.00
101-265-913.000	INSURANCE	1,400.00	1,400.00	0.00	0.00	100.00
101-265-920.000	UTILITIES	5,200.00	1,048.48	327.46	4,151.52	20.16
101-265-930.000	REPAIRS & MAINTENANCE	5,000.00	800.00	0.00	4,200.00	16.00
101-265-946.000	EQUIPMENT RENTAL	1,000.00	393.13	0.00	606.87	39.31
101-265-970.000	CAPITAL OUTLAY	10,000.00	0.00	0.00	10,000.00	0.00
<b>Total Dept 265 - CITY HALL</b>		<b>43,250.00</b>	<b>8,540.72</b>	<b>2,003.53</b>	<b>34,709.28</b>	<b>19.75</b>
Dept 301 - SHERIFF						
101-301-702.000	WAGES DEPUTIES	327,000.00	107,533.16	26,883.29	219,466.84	32.88
101-301-702.001	OVERTIME	10,000.00	0.00	0.00	10,000.00	0.00
101-301-702.002	RESERVE OFFICERS	11,500.00	4,600.00	2,296.00	6,900.00	40.00
101-301-748.000	FUEL & OILS	16,000.00	4,545.24	1,136.31	11,454.76	28.41
101-301-803.000	LEGAL FEES	2,500.00	204.00	0.00	2,296.00	8.16
101-301-882.000	EVENTS/SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
101-301-946.000	EQUIPMENT RENTAL	37,500.00	12,000.00	3,000.00	25,500.00	32.00
<b>Total Dept 301 - SHERIFF</b>		<b>405,500.00</b>	<b>128,882.40</b>	<b>33,315.60</b>	<b>276,617.60</b>	<b>31.78</b>
Dept 441 - PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	144,000.00	50,417.88	6,883.64	93,582.12	35.01
101-441-720.000	FRINGE BENEFITS	120,000.00	36,505.02	8,729.59	83,494.98	30.42
101-441-730.000	SUPPLIES	6,000.00	669.40	53.10	5,330.60	11.16
101-441-740.000	UNIFORMS	3,500.00	898.64	166.73	2,601.36	25.68
101-441-755.000	TOOLS	3,000.00	388.97	58.97	2,611.03	12.97
101-441-799.000	PARKWAY TREES	3,000.00	0.00	0.00	3,000.00	0.00
101-441-801.000	CONTRACTUAL SERVICES	215,000.00	82,201.05	27,135.56	132,798.95	38.23
101-441-805.000	HOLIDAY LIGHTING	30,000.00	0.00	0.00	30,000.00	0.00
101-441-860.000	EDUCATIONAL TRAINING	3,500.00	0.00	0.00	3,500.00	0.00
101-441-882.000	EVENTS/SERVICES	500.00	0.00	0.00	500.00	0.00
101-441-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00
101-441-913.000	INSURANCE	4,900.00	4,900.00	0.00	0.00	100.00
101-441-920.000	UTILITIES	3,300.00	2,312.89	423.69	987.11	70.09
101-441-926.000	STREET LIGHTS	26,750.00	5,979.56	1,991.70	20,770.44	22.35
101-441-930.000	REPAIRS & MAINTENANCE	1,500.00	0.00	0.00	1,500.00	0.00
101-441-932.000	SIDEWALK REPAIRS	20,000.00	5,050.00	0.00	14,950.00	25.25
101-441-945.000	CAPITAL OUTLAY	80,000.00	0.00	0.00	80,000.00	0.00
101-441-946.000	EQUIPMENT RENTAL	107,000.00	17,656.48	0.00	89,343.52	16.50
101-441-960.000	SIGNS	4,200.00	3,311.34	0.00	888.66	78.84
<b>Total Dept 441 - PUBLIC WORKS</b>		<b>776,650.00</b>	<b>210,291.23</b>	<b>45,442.98</b>	<b>566,358.77</b>	<b>27.08</b>
Dept 721 - PLANNING/ZONING						
101-721-702.000	SALARY/WAGES	57,000.00	18,016.14	2,183.10	38,983.86	31.61
101-721-720.000	FRINGE BENEFITS	27,000.00	5,698.15	826.76	21,301.85	21.10
101-721-727.000	OFFICE SUPPLIES	1,200.00	747.59	18.57	452.41	62.30
101-721-801.000	CONTRACTUAL SERVICES	130,000.00	27,106.51	2,580.68	102,893.49	20.85
101-721-803.000	LEGAL FEES	75,000.00	24,374.00	6,195.00	50,626.00	32.50
101-721-850.000	TELEPHONES	675.00	200.64	26.16	474.36	29.72
101-721-860.000	EDUCATIONAL TRAINING	3,200.00	542.88	0.00	2,657.12	16.97
101-721-900.000	PRINTING & PUBLISHING	1,500.00	1,034.64	140.00	465.36	68.98

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PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2023	MONTH 10/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-721-908.000	DUES, FEES & PUBLICATIONS	500.00	0.00	0.00	500.00	0.00
101-721-913.000	INSURANCE	2,150.00	2,150.00	0.00	0.00	100.00
101-721-970.000	CAPITAL OUTLAY	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 721 - PLANNING/ZONING		300,725.00	79,870.55	11,970.27	220,854.45	26.56
Dept 723 - HISTORIC DISTRICT COMMISSION						
101-723-702.000	SALARY	38,000.00	11,870.77	1,455.36	26,129.23	31.24
101-723-720.000	FRINGE BENEFITS	18,400.00	3,788.00	551.16	14,612.00	20.59
101-723-727.000	OFFICE SUPPLIES	1,000.00	29.45	18.55	970.55	2.95
101-723-801.000	CONTRACTUAL SERVICES	2,000.00	1,763.45	1,215.00	236.55	88.17
101-723-803.000	LEGAL FEES	1,500.00	0.00	0.00	1,500.00	0.00
101-723-850.000	TELEPHONES	525.00	200.64	26.16	324.36	38.22
101-723-860.000	EDUCATIONAL TRAINING	1,000.00	312.00	0.00	688.00	31.20
101-723-900.000	PRINTING & PUBLISHING	300.00	0.00	0.00	300.00	0.00
101-723-908.000	DUES & PUBLICATIONS	250.00	0.00	0.00	250.00	0.00
Total Dept 723 - HISTORIC DISTRICT COMMISSION		62,975.00	17,964.31	3,266.23	45,010.69	28.53
Dept 730 - HARBOR						
101-730-801.000	CONTRACTUAL SERVICES	10,000.00	0.00	0.00	10,000.00	0.00
101-730-931.000	WATERWAYS REPAIR	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 730 - HARBOR		20,000.00	0.00	0.00	20,000.00	0.00
Dept 751 - PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	100,000.00	35,362.91	4,752.10	64,637.09	35.36
101-751-720.000	FRINGE BENEFITS	32,000.00	13,962.31	2,418.77	18,037.69	43.63
101-751-730.000	SUPPLIES	22,000.00	2,290.12	185.04	19,709.88	10.41
101-751-801.000	CONTRACTUAL SERVICES	49,500.00	22,723.63	1,910.00	26,776.37	45.91
101-751-809.000	GRANT PROJECTS	50,000.00	0.00	0.00	50,000.00	0.00
101-751-819.000	CHAIN FERRY REPAIRS	3,000.00	1,106.76	1,061.76	1,893.24	36.89
101-751-900.000	PRINTING & PUBLISHING	500.00	49.50	0.00	450.50	9.90
101-751-913.000	INSURANCE	2,575.00	2,575.00	0.00	0.00	100.00
101-751-920.000	UTILITIES	25,250.00	9,574.90	3,405.41	15,675.10	37.92
101-751-928.000	TRASH	9,000.00	7,868.20	2,786.56	1,131.80	87.42
101-751-930.000	REPAIRS & MAINTENANCE	50,000.00	6,114.20	0.00	43,885.80	12.23
101-751-946.000	EQUIPMENT RENTAL	42,000.00	9,964.13	0.00	32,035.87	23.72
101-751-960.000	SIGNS	500.00	0.00	0.00	500.00	0.00
101-751-970.000	CAPITAL OUTLAY	640,000.00	265,958.41	265,958.41	374,041.59	41.56
Total Dept 751 - PARKS & RECREATION		1,026,325.00	377,550.07	282,478.05	648,774.93	36.79
Dept 756 - OVAL BEACH						
101-756-702.000	SALARY/WAGES	120,000.00	87,402.02	2,055.55	32,597.98	72.84
101-756-720.000	FRINGE BENEFITS	30,000.00	11,663.03	349.31	18,336.97	38.88
101-756-730.000	SUPPLIES	12,000.00	5,172.60	510.29	6,827.40	43.11
101-756-801.000	CONTRACTUAL SERVICES	16,000.00	7,256.84	763.00	8,743.16	45.36
101-756-850.000	TELEPHONE	2,000.00	1,133.53	277.53	866.47	56.68
101-756-860.000	EDUCATIONAL TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
101-756-900.000	PRINTING & PUBLISHING	3,000.00	100.00	0.00	2,900.00	3.33
101-756-913.000	INSURANCE	4,200.00	2,798.00	0.00	1,402.00	66.62

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PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	10/31/2023 NORMAL (ABNORMAL)	MONTH 10/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-756-920.000	UTILITIES	12,575.00	9,196.85	1,349.47	3,378.15	73.14
101-756-930.000	REPAIRS & MAINTENANCE	10,000.00	315.45	0.00	9,684.55	3.15
101-756-946.000	EQUIPMENT RENTAL	25,000.00	4,937.35	0.00	20,062.65	19.75
101-756-960.000	SIGNS	500.00	0.00	0.00	500.00	0.00
Total Dept 756 - OVAL BEACH		236,275.00	129,975.67	5,305.15	106,299.33	55.01
Dept 758 - OVAL CONCESSION						
101-758-702.000	SALARY	30,000.00	29,321.96	0.00	678.04	97.74
101-758-720.000	FRINGE BENEFITS	5,000.00	2,243.12	0.00	2,756.88	44.86
101-758-730.000	SUPPLIES	36,000.00	26,376.73	265.61	9,623.27	73.27
101-758-801.000	CONTRACTUAL SERVICES	2,400.00	1,981.68	0.00	418.32	82.57
101-758-850.000	TELEPHONES	500.00	0.00	0.00	500.00	0.00
101-758-860.000	EDUCATIONAL TRAINING	500.00	0.00	0.00	500.00	0.00
101-758-920.000	UTILITIES	750.00	0.00	0.00	750.00	0.00
101-758-930.000	REPAIRS & MAINTENANCE	500.00	0.00	0.00	500.00	0.00
101-758-960.000	SIGNS	500.00	0.00	0.00	500.00	0.00
101-758-970.000	CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 758 - OVAL CONCESSION		77,650.00	59,923.49	265.61	17,726.51	77.17
Dept 760 - SPEAR BOAT LAUNCH						
101-760-801.000	CONTRACTUAL SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
101-760-900.000	PRINTING & PUBLISHING	250.00	0.00	0.00	250.00	0.00
Total Dept 760 - SPEAR BOAT LAUNCH		1,250.00	0.00	0.00	1,250.00	0.00
TOTAL EXPENDITURES		4,074,575.00	1,330,993.38	451,438.94	2,743,581.62	32.67
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		3,763,557.00	2,919,203.22	15,301.21	844,353.78	77.57
TOTAL EXPENDITURES		4,074,575.00	1,330,993.38	451,438.94	2,743,581.62	32.67
NET OF REVENUES & EXPENDITURES		(311,018.00)	1,588,209.84	(436,137.73)	(1,899,227.84)	510.65

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PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
			NORMAL	(ABNORMAL)	MONTH 10/31/2023 INCREASE (DECREASE)	NORMAL	(ABNORMAL)		
Fund 202 - MAJOR STREETS									
Revenues									
Dept 000									
202-000-538.000	COUNTY ROAD MILLAGE	88,000.00		0.00		0.00		88,000.00	0.00
202-000-546.000	ACT 51 FEES	115,000.00		19,500.29		8,610.85		95,499.71	16.96
202-000-665.000	INTEREST	5,000.00		1,553.67		0.00		3,446.33	31.07
202-000-697.000	TRANSFER FROM FUND BALANCE	45,250.00		0.00		0.00		45,250.00	0.00
Total Dept 000		253,250.00		21,053.96		8,610.85		232,196.04	8.31
TOTAL REVENUES		253,250.00		21,053.96		8,610.85		232,196.04	8.31
Expenditures									
Dept 463 - ROUTINE MAINTENANCE									
202-463-702.000	SALARY/WAGES	20,000.00		5,289.72		889.55		14,710.28	26.45
202-463-720.000	FRINGE BENEFITS	10,250.00		2,129.88		225.96		8,120.12	20.78
202-463-727.000	SUPPLIES	2,000.00		687.87		0.00		1,312.13	34.39
202-463-801.000	CONTRACTUAL SERVICES	150,000.00		1,927.86		0.00		148,072.14	1.29
202-463-930.000	REPAIRS & MAINTENANCE	2,500.00		0.00		0.00		2,500.00	0.00
202-463-946.000	EQUIPMENT RENTAL	22,000.00		4,512.44		0.00		17,487.56	20.51
Total Dept 463 - ROUTINE MAINTENANCE		206,750.00		14,547.77		1,115.51		192,202.23	7.04
Dept 464 - WINTER MAINTENANCE									
202-464-702.000	SALARY/WAGES	12,000.00		1,073.35		147.34		10,926.65	8.94
202-464-720.000	FRINGE BENEFITS	6,000.00		861.53		40.14		5,138.47	14.36
202-464-727.000	SUPPLIES	14,500.00		0.00		0.00		14,500.00	0.00
202-464-946.000	EQUIPMENTAL RENTAL	14,000.00		0.00		0.00		14,000.00	0.00
Total Dept 464 - WINTER MAINTENANCE		46,500.00		1,934.88		187.48		44,565.12	4.16
TOTAL EXPENDITURES		253,250.00		16,482.65		1,302.99		236,767.35	6.51
Fund 202 - MAJOR STREETS:									
TOTAL REVENUES		253,250.00		21,053.96		8,610.85		232,196.04	8.31
TOTAL EXPENDITURES		253,250.00		16,482.65		1,302.99		236,767.35	6.51
NET OF REVENUES & EXPENDITURES		0.00		4,571.31		7,307.86		(4,571.31)	100.00

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	10/31/2023 NORMAL (ABNORMAL)	MONTH 10/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREETS						
Revenues						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	370,000.00	365,426.73	2,832.65	4,573.27	98.76
203-000-445.000	PENALTIES & INT ON TAXES	500.00	64.00	43.75	436.00	12.80
203-000-538.000	COUNTY ROAD MILLAGE	88,000.00	0.00	0.00	88,000.00	0.00
203-000-546.000	ACT 51 FEES	70,000.00	11,566.14	5,107.32	58,433.86	16.52
203-000-665.000	INTEREST	15,000.00	16,054.03	0.00	(1,054.03)	107.03
203-000-697.000	FUND BALANCE	197,750.00	0.00	0.00	197,750.00	0.00
Total Dept 000		741,250.00	393,110.90	7,983.72	348,139.10	53.03
TOTAL REVENUES		741,250.00	393,110.90	7,983.72	348,139.10	53.03
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	17,500.00	4,358.72	693.02	13,141.28	24.91
203-463-720.000	FRINGE BENEFITS	9,000.00	2,274.57	188.20	6,725.43	25.27
203-463-727.000	SUPPLIES	2,500.00	1,031.81	0.00	1,468.19	41.27
203-463-801.000	CONTRACTUAL SERVICES	650,000.00	254,602.00	84,076.20	395,398.00	39.17
203-463-930.000	REPAIRS & MAINTENANCE	1,500.00	0.00	0.00	1,500.00	0.00
203-463-946.000	EQUIPMENT RENTAL	19,500.00	2,918.79	0.00	16,581.21	14.97
Total Dept 463 - ROUTINE MAINTENANCE		700,000.00	265,185.89	84,957.42	434,814.11	37.88
Dept 464 - WINTER MAINTENANCE						
203-464-702.000	SALARY/WAGES	10,000.00	1,072.79	147.28	8,927.21	10.73
203-464-720.000	FRINGE BENEFITS	7,000.00	1,061.01	340.09	5,938.99	15.16
203-464-727.000	SUPPLIES	10,750.00	0.00	0.00	10,750.00	0.00
203-464-946.000	EQUIPMENT RENTAL	13,500.00	0.00	0.00	13,500.00	0.00
Total Dept 464 - WINTER MAINTENANCE		41,250.00	2,133.80	487.37	39,116.20	5.17
TOTAL EXPENDITURES		741,250.00	267,319.69	85,444.79	473,930.31	36.06
Fund 203 - LOCAL STREETS:						
TOTAL REVENUES		741,250.00	393,110.90	7,983.72	348,139.10	53.03
TOTAL EXPENDITURES		741,250.00	267,319.69	85,444.79	473,930.31	36.06
NET OF REVENUES & EXPENDITURES		0.00	125,791.21	(77,461.07)	(125,791.21)	100.00

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2023	MONTH 10/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 301 - DEBT SERVICE						
Revenues						
Dept 000						
301-000-402.000	DEBT MILLAGE	293,900.00	288,447.59	2,812.07	5,452.41	98.14
301-000-445.000	PENALTIES & INT ON TAXES	200.00	50.43	34.47	149.57	25.22
301-000-665.000	INTEREST	0.00	28.69	0.00	(28.69)	100.00
301-000-697.000	TRANSFER FROM FUND BALANCE	6,695.00	0.00	0.00	6,695.00	0.00
Total Dept 000		300,795.00	288,526.71	2,846.54	12,268.29	95.92
TOTAL REVENUES		300,795.00	288,526.71	2,846.54	12,268.29	95.92
Expenditures						
Dept 592 - ROAD BOND 2009						
301-592-804.000	AGENT FEE	500.00	0.00	0.00	500.00	0.00
301-592-991.000	DEBT PRINCIPAL	265,000.00	265,000.00	265,000.00	0.00	100.00
301-592-995.000	DEBT INTEREST	35,295.00	18,619.25	18,619.25	16,675.75	52.75
Total Dept 592 - ROAD BOND 2009		300,795.00	283,619.25	283,619.25	17,175.75	94.29
TOTAL EXPENDITURES		300,795.00	283,619.25	283,619.25	17,175.75	94.29
Fund 301 - DEBT SERVICE:						
TOTAL REVENUES		300,795.00	288,526.71	2,846.54	12,268.29	95.92
TOTAL EXPENDITURES		300,795.00	283,619.25	283,619.25	17,175.75	94.29
NET OF REVENUES & EXPENDITURES		0.00	4,907.46	(280,772.71)	(4,907.46)	100.00

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	10/31/2023	MONTH 10/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 592 - WATER AND SEWER						
Revenues						
Dept 000						
592-000-610.000	WATER FEES	1,000.00	3,000.00	0.00	(2,000.00)	300.00
592-000-611.000	SEWER FEES	1,000.00	8,450.00	150.00	(7,450.00)	845.00
592-000-665.000	INTEREST	3,000.00	2,550.16	0.00	449.84	85.01
Total Dept 000		5,000.00	14,000.16	150.00	(9,000.16)	280.00
TOTAL REVENUES		5,000.00	14,000.16	150.00	(9,000.16)	280.00
Expenditures						
Dept 536 - WATER AND SEWER SYSTEMS						
592-536-801.000	CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 536 - WATER AND SEWER SYSTEMS		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
Fund 592 - WATER AND SEWER:						
TOTAL REVENUES		5,000.00	14,000.16	150.00	(9,000.16)	280.00
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	14,000.16	150.00	(14,000.16)	100.00

User: Peter  
DB: Saugatuck

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
			10/31/2023 NORMAL (ABNORMAL)	MONTH 10/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 661 - MOTOR POOL FUND						
Revenues						
Dept 000						
661-000-664.000	MOTOR POOL REVENUE	240,000.00	40,382.32	0.00	199,617.68	16.83
661-000-665.000	INTEREST	7,000.00	3,976.67	0.00	3,023.33	56.81
661-000-697.000	TRANSFER FROM FUND BALANCE	172,000.00	0.00	0.00	172,000.00	0.00
Total Dept 000		419,000.00	44,358.99	0.00	374,641.01	10.59
TOTAL REVENUES		419,000.00	44,358.99	0.00	374,641.01	10.59
Expenditures						
Dept 443 - MOTOR POOL						
661-443-702.000	SALARY/WAGES	46,000.00	8,027.46	1,591.16	37,972.54	17.45
661-443-720.000	FRINGE BENEFITS	18,000.00	3,050.88	652.28	14,949.12	16.95
661-443-727.000	SUPPLIES	6,000.00	3,052.78	579.64	2,947.22	50.88
661-443-748.000	FUEL & OILS	35,000.00	7,673.75	4,938.68	27,326.25	21.93
661-443-750.000	TIRES & BATTERIES	10,000.00	519.65	379.66	9,480.35	5.20
661-443-755.000	SMALL TOOLS	2,250.00	1,743.41	244.95	506.59	77.48
661-443-801.000	CONTRACTUAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
661-443-850.000	TELEPHONES	5,500.00	1,392.82	292.91	4,107.18	25.32
661-443-913.000	INSURANCE	10,870.00	10,869.00	0.00	1.00	99.99
661-443-920.000	UTILITIES	9,250.00	1,295.31	517.76	7,954.69	14.00
661-443-930.000	REPAIRS & MAINTENANCE	35,000.00	9,269.63	4,271.08	25,730.37	26.48
661-443-968.000	DEPRECIATION	140,000.00	0.00	0.00	140,000.00	0.00
661-443-970.000	CAPITAL OUTLAY	180,000.00	79,249.99	0.00	100,750.01	44.03
Total Dept 443 - MOTOR POOL		500,870.00	126,144.68	13,468.12	374,725.32	25.19
TOTAL EXPENDITURES		500,870.00	126,144.68	13,468.12	374,725.32	25.19
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		419,000.00	44,358.99	0.00	374,641.01	10.59
TOTAL EXPENDITURES		500,870.00	126,144.68	13,468.12	374,725.32	25.19
NET OF REVENUES & EXPENDITURES		(81,870.00)	(81,785.69)	(13,468.12)	(84.31)	99.90
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		5,482,852.00	3,680,253.94	34,892.32	1,802,598.06	67.12
NET OF REVENUES & EXPENDITURES		5,875,740.00	2,024,559.65	835,274.09	3,851,180.35	34.46
NET OF REVENUES & EXPENDITURES		(392,888.00)	1,655,694.29	(800,381.77)	(2,048,582.29)	421.42



## **Planning, Zoning and Project Report**

October 23, 2023

### **Planning and Zoning**

- Prepared for and attended Planning Commission meeting.
- Prepared for and attended Zoning Board of Appeals meeting.
  - AT&T was approved for a dimensional variance to extend a lawful nonconforming use to occupy land or air space outside the building.
- Presented the STR Task Force report and recommendations to the Planning Commission during a special meeting.
  - Presentation to City Council planned for November 8 workshop meeting.
- Attended annual Michigan Municipal League conference.
- Reviewed draft waterfront zoning changes.
- Sent recommended hardscaping policy to DPW to review.
- Continued follow-up on complaints of code violations throughout the City.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Completed planning and zoning casework. Details will be provided in the next report.



## Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 10/09/2023:

### Equipment Sale:

Silent bids were taken on the following pieces of DPW equipment the week of 10/09/2023 – 10/19/2023:

- 2009 International WorkStar dump truck
- 2014 Ford Explorer Police Interceptor
- 2015 Ford Explorer Police Interceptor

### Water Shut-off:

KLWSA yearly shut-off of water to all parks, including water shut-off to Wicks Park and Mt. Baldhead restrooms. The DPW staff completed winterizing irrigation in all parks. Wick's Park, Mt. Baldhead and Oval Beach restrooms have also been winterized and are closed for the season.

### Saugatuck Chain Ferry

- The old Chain Ferry signs were in poor condition, with flaking paint and rotting wood. We had the signs remade and are ready to install for next season.

### Brush and Leaf Collection

- DPW staff completed brush and leaf collection on Tuesday, 10/10/2023 and Thursday, 10/12/2023 (due to equipment issues).



**City of Saugatuck  
Status Report of Engineering Activities  
October 17, 2023**

General Consultation

- Olde Mill Apartments Water Service: This work could be combined with other work on Maple Street or the Drinking Water State Revolving Fund project.
- 2023 System-wide Pavement Markings: Work is ongoing and will be complete soon.
- 2023 System-wide Crack Sealing: Work has been delayed by wet/cold weather. The contractor is waiting for an opening.
- Category B Application: The application has been submitted and results should be available soon.
- Grants Workshop: We are discussing the possibility of having grant experts from F&V put together a workshop for council, staff and other interested parties to review the various programs used in the past, recent applications and brainstorming for new opportunities.
- City-wide parking, safety, signage, etc. review: Prepared a letter reviewing on-street parking vs. sight distance concerns. We plan to conduct a kickoff meeting with City staff and F&V traffic team this fall to develop a scope for the broader study, if required.
- N. Park Street Slope Erosion: We are working with DPW, City Attorney and property owners to resolve the concern.
- Bridge Street Resurfacing: Working with the Township and DPW to develop a cost-sharing approach for construction in spring 2024.

Blue Star Highway Bridge Navigation Lighting

- Bids were received on July 27 with construction scheduled to be complete prior to Memorial Day 2024. Prepared a Recommendation of Award to the low bidder. Once all three communities have awarded the project, a contract can be prepared.

EGLE Drinking Water State Revolving Fund

- Working on preparing the Intent To Apply for the 2024 funding round to meet the November 1, 2023 deadline.

2023 Street Improvements (West, East, Takken, Taylor and N. Maple)

- Storm sewer work is nearly complete. The contractor is installing the last leach basin on Mason at Takken Street. Once complete, work on N. Maple Street will begin.
- Work is anticipated to be completed in November.

Water System Asset Management Plan

- The draft AMP has been prepared and will be finalized based on input from the financial consultant and comments from EGLE.

### Mt. Baldhead Conceptual Planning

- We are working on scheduling a public workshop this fall to begin soliciting community input.

### Mt. Baldhead AT&T Project Assistance

- We met with the Allegan Conservation District (ACD), who will be preparing the Vegetation Removal Assurance (VRA) that is part of the EGLE/USACoE Critical Dunes permitting process. Once the AT&T team provides a copy of the most recent plans for the project, ACD can complete the VRA and we will submit the Critical Dunes permit application.



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## Memo

To: The Saugatuck City Council

From: Dan Fox, City Council Representative to the STFD Administrative Board

Subject: Summarizing the October 17, 2023 Meeting of the STFD Administrative Board

As a result of an out-of-town trip, I will be unable to attend the Council's October 23<sup>rd</sup> meeting to present this material in person. I trust this written memo will suffice, and as always, I am happy to receive questions at any time.

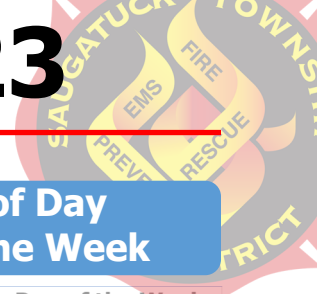
- Approved payment of current invoices in the amount of \$147, 274.44
- 
- Noted grants and donations exceed \$38,000 so far this year.
- 
- Received update on current cost-recovery efforts: Collected \$1,433 from Consumers Energy for STFD service watching over a downed power line, and \$4,915 from Ganges related to STFD support and response during an illegal tire-burn incident.
- 
- Board discussed at length possible actions to recover partial costs related to a dramatically growing number of special events; agreed to continue discussion aiming toward a possible presentation on the subject to the three jurisdictions' boards/councils similar to that conducted at the fire station earlier this year related to personnel additions.
- 
- Reviewed the monthly incident report and statistics (copy of dashboard attached).
- 
- Reviewed the results of the STFD's educational efforts throughout Fire Prevention Week at Douglas Elementary School. 338 total students learned—and experienced—"burning building" escape (using harmless water vapor, not real smoke), cooking safety, and related fire-prevention topics with a series of hands-on activities. (Photos are attached.)
- 
- Noted new certifications for STFD staff included two "fire officer 1" certifications, and another for "Harbor Incident Response," particularly important for our shoreline geography.
-

- Recognized Chris Mantels for his recent statewide honor: Public Fire Educator of the Year
- 
- Received the donation by Motorola of a \$9,000 portable radio replacing a unit stolen from a firefighter's personal vehicle.
- 
- Received the update that submissions for open firefighter positions had been completed with review, analysis, and personal interviews yet to come.
- 
- Discussed at length and established an "Ambulance Study Group 2.0" with three STFD Board members—one from each jurisdiction and the Fire Chief—named to begin the study of specific service alternatives, staffing, vehicle and equipment costs, service structure, funding and more. The prior "1.0" group composed primarily of medical and emergency-medical experienced people completed their work focused on service needs and goals. Legal counsel supplied the clarification that the STFD already possesses the authority to acquire equipment and provide ambulance service under P.A. 33 and the STFD's by-laws.

Respectfully submitted:

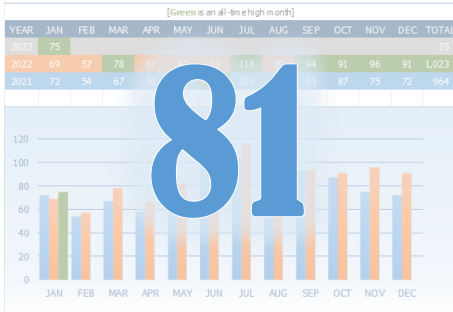
A handwritten signature in blue ink, appearing to read "Thomas W. [unclear]", is written in a cursive style.

# Incidents end of September 2023



## Incidents 2023

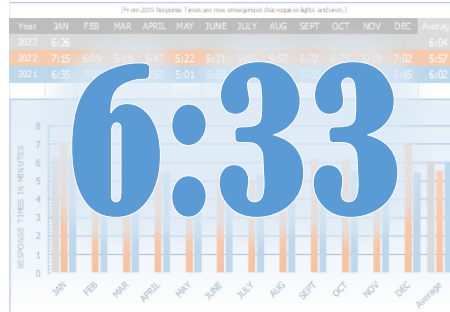
### 2021-2023 Incidents by Month



September recorded **81 calls**. A decrease from September 2022 that showed 94 calls. **743** is the number of incidents so far in 2023, compared to **745** at the same time last year. Almost at level.

## Response times 2023

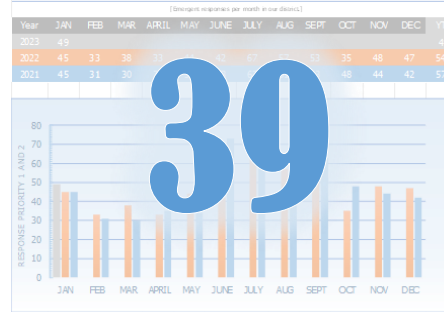
### 2021-2023 Response Times by Month



Our September response time of **6:33** showed a slight increase compared to September 2022 that registered **6:22**. Year to month is **5:56**, same level overall compared to September **2022 of 5:57**.

## Emergent Calls 2023

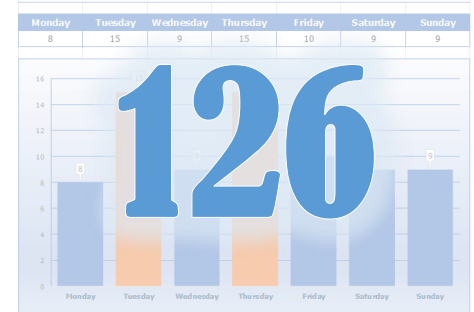
### 2021-2023 Emergency Responses



September showed **39 emergent calls** (lights and siren) down from 53 in September last year. Overall for 2023 we responded to **330 calls as priority 1 or 2**.

## Time of Day Day of the Week

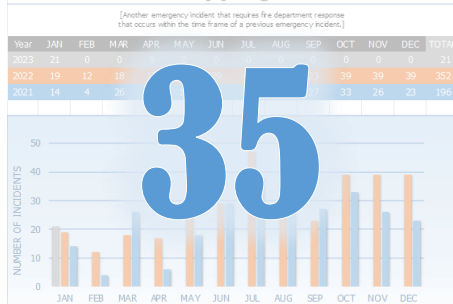
### 2023 Incidents per Day of the Week



**Friday is the busiest day of the week with 126 calls**. The remainder of the week is within the **88-111 range**. The hours from **8AM-10PM** count for the busy time of day.

## Overlapping Calls 2023

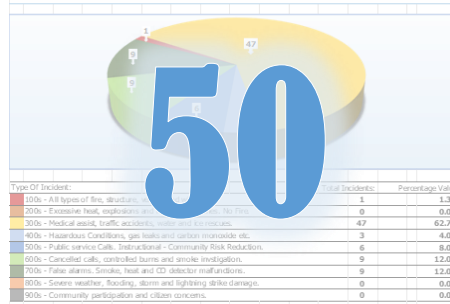
### 2021-23 Overlapping Incidents YTD



**35 overlapping calls in September shows an increase** compared to 23 in September 2022, an increase of **52%**. 33% of our calls in September were overlapping. **For all of 2023, 33%** of our calls were overlapping.

## Type of Calls 2023

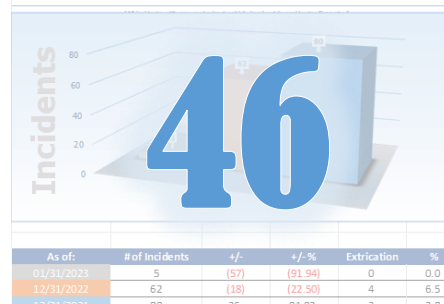
### January 2023 Incidents by NFIRS Type



September recorded **50 calls in EMS or 62% of all calls**. The most common of EMS call types are as usual in the **falls category with 85 or 19% of all EMS calls**, followed by general sickness at **53 or 12%** so far.

## MVI 2023

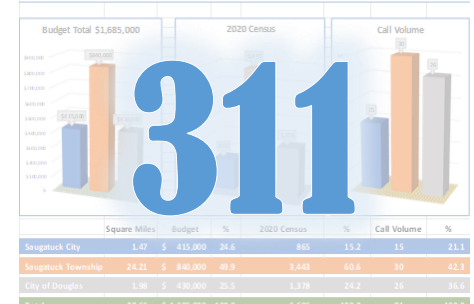
### 2021-2023 Motor Vehicle Incidents



**46 MVIs** (motor vehicle incidents, i.e., crashes, fires etc.) **compared to 45 at the same time last year**. The trend points to a decrease in this type of incident after we experienced a high volume in the early part of the year.

## Municipality 2023

### 2023 Key numbers for Tri-Community



Location of calls shows **Saugatuck Township (including I-196)** counts for **311 calls or 44%** compared to **Saugatuck City at 207 or 30%** and **Douglas recorded 168 calls or 26%**.

# Douglas Elementary School – Fire Safety Week 2023



Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,019.60
	DEBT CREW	308.00
	DEBT CREW	182.00
	TOTAL	31,509.60
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	29,603.18
3. APEX SOFTWARE	ASSESSING SOFTWARE	260.00
4. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
5. COMMERCIAL RECORD	PUBLISHING	140.00
6. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	2,572.46
	GASOLINE & DIESEL	2,189.29
	TOTAL	4,761.75
7. ERG ENVIRONMENTAL SERVICES	HOUSEHOLD HAZARDOUS WASTE	14,552.93
8. GAME TIME	VILLAGE PARK SQUARE PLAYGROUND	265,958.41
9. HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	2,062.50
10. IHLE AUTO PARTS	SUPPLIES	523.25
11. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	760.00
12. MACATAWA BANK	ROAD BOND PAYMENT	283,619.25
13. MERCHANTS BANCARD NETWORK	CREDIT CARD FEES	847.20
14. NET2PHONE INC	TELEPHONES	210.29
15. NEWCOMER PLOW & HITCH	CAB MOUNT LIGHT GMC	623.75
16. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	16,322.96
17. PLUMMER'S ENVIRONMENTAL SERVICES IN	PROPERTY TAXES	16,322.96
	STREET SWEEPINGS	692.55
18. RICOH USA INC	COPIER LEASE	127.97
19. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	24,719.97
20. STREAMLINE DESIGN.COM LLC	CHAIN FERRY SIGNS	1,061.76
21. TOWNSHIP OF SAUGATUCK	TRI COMMUNITY 5 YEAR PLAN	1,150.00
TOTAL - ALL VENDORS		682,298.82
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		322,124.71
Fund 301 - DEBT SERVICE		283,619.25
Fund 661 - MOTOR POOL FUND		5,908.75
Fund 701 - CURRENT TAX FUND		70,646.11



## City Council Agenda Item Report

**FROM:** Peter Stanislawski, City Treasurer

**MEETING DATE:** October 23, 2023

**SUBJECT:** Resolution 231023-A (FY 23/24 Budget Amendment)

**DESCRIPTION:**

The City Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary. Attached is the recommended budget amendment for fiscal year 2024.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny Resolution 231023-A amending the FY 23/24 budget as presented.



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

**RESOLUTION NO. 231023-A**

**A RESOLUTION TO AMEND THE BUDGET OF THE 2023/2024 GENERAL  
APPROPRIATIONS ACT**

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

WHEREAS, in accordance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, the Budget Hearings of Local Governments Act, 1963 PA 43, and Chapter VII of the City Charter, the City Council of the City of Saugatuck established and approved the City’s budget for fiscal year commencing July 1, 2023 and ending June 30, 2024; and

WHEREAS, the City Manager has recommended that said budget be amended based on new information now available; and

WHEREAS the Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary; and

WHEREAS the Council is authorized to make additional appropriations during the fiscal year.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The City Council of the City of Saugatuck amends the 2023/2024 budget as follows:

GL #	DESCRIPTION			
	<b>Fund 101 GENERAL FUND</b>			
101-000-390.751	PARKS CAPITAL PROJECT	340,000.00		Fund Balance
101-000-403.000	PERSONAL PROPERTY TAXES	1,025.00		Revenue
101-000-478.000	PERMIT FEES	25,000.00		Revenue
101-000-577.000	LIQUOR LICENSE FEES	500.00		Revenue
101-000-643.000	CHARGES FOR SERVICES	2,200.00		Revenue
101-000-650.000	CHAIN FERRY FEES	257.00		Revenue
101-000-674.000	MISC DONATIONS & INCOME	30,000.00		Revenue
101-101-882.000	EVENTS/SERVICES		23,000.00	Council
101-441-960.000	SIGNS		2,000.00	Public Service
101-751-970.000	CAPITAL OUTLAY		340,000.00	Parks
101-756-920.000	UTILITIES		5,000.00	Oval Beach

	<b>Fund 661 MOTOR POOL</b>			
661-443-755.000	SMALL TOOLS		1,000.00	Motor Pool
661-443-913.000	INSURANCE		870.00	Motor Pool
661-443-970.000	CAPITAL OUTLAY		80,000.00	Motor Pool

2. The funds appropriated shall be approved pursuant to the authority granted by the Saugatuck City Charter.
3. An appropriation is not a mandate to spend.
4. All resolutions or parts of resolutions in conflict with this Resolution are rescinded.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

RESOLUTION DECLARED ADOPTED.

Dated: October 23, 2023

\_\_\_\_\_  
Scott Dean, Mayor

\_\_\_\_\_  
Jamie Wolters, City Clerk

**CERTIFICATION**

I, Jamie Wolters, the City Clerk 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 October 23, 2023, 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:

\_\_\_\_\_  
Jamie Wolters, City Clerk



**FROM:** Jamie Wolters, City Clerk

**MEETING DATE:** October 23, 2023

**SUBJECT:** Right of Way Signage- Ugly Sweater Pub Crawl

**DESCRIPTION:**

April Gundy has submitted an application for signage installation of 1 banner to advertise the Ugly Sweater Pub Crawl to take place on 12/2/23.

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;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

None

**LEGAL REVIEW:**

None

**SAMPLE MOTION:**

Move to approve/deny the request the signage request for the Ugly Sweater Pub Crawl to be displayed on the dates from 11/22/23 to 12/3/23.



### Right of Way Sign Application

**APPLICANTS INFORMATION** **APPLICATION NUMBER** \_\_\_\_\_ - \_\_\_\_\_

Name APRIL Gundy Address / PO Box 2805 W2nd Street  
City Fennville State MI Zip 49408 Phone 231-878-8566  
E-Mail encompasswellness@gmail.com  
Signature April Gundy Date 10/13/2023

**SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)**

Type: Number of Yard Signs ~~2~~ none Number of Banners 1  
Dates to be displayed 11/22 - 12/3/2023  
Further Comments: \_\_\_\_\_

This sign (banner) will be hung under the Saugatuck sign at the corner of Blue Star + Lake Street advertising the December 2nd Ugly Sweater Pub Crawl happening downtown Saugatuck. This banner will be no more than 14x4 in size.

**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 1 sign no more than 14x4
- Map showing the location of each sign Corner of Lake + Blue Star under Saugatuck 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

**FROM:** Jamie Wolters  
**MEETING DATE:** October 23, 2023  
**SUBJECT:** Special Event Application- Veterans Day

**DESCRIPTION:**

Attached is the special event form for the Annual Holiday Parade sponsored by SDABA. SDABA would like to finalize a parade route that satisfies city and safety officials therefore the parade map is not included.

Special Event: Veterans Day  
Date: 11/11/23  
Location: Memorial Park  
Event Hours: 10:00-12:00  
Estimated Attendees: 150  
Estimated Volunteers: 20  
Banner Palette Sign: 1  
Barricades: No  
Music: No  
Alcohol: No  
Road Closure: No

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Move to approve/deny the special event application for the Veterans Day Celebration sponsored by SDABA to be held on November 11<sup>th</sup>, 2023.



Council Action

\_\_\_\_ 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 & PARADE APPLICATION

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

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: American Legion Post 137

TELEPHONE: 616 218 7278

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: Robert Boyce (commander)

TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CELL PHONE: 616 218 7278

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Robert Boyce

TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: robcat857@icloud.com

CELL PHONE: 616 218 7278

#### EVENT INFORMATION

NAME OF EVENT: Veterans Day

DATE(S) OF EVENT: 11/11/23

PURPOSE OF EVENT: Veterans

RAIN DATE: \_\_\_\_\_

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

EVENT LOCATION: Memorial Park

EVENT HOURS: 10:00-12:00

ESTIMATED NUMBER OF ATTENDEES: 150

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 1hr  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 1hr  A.M.  P.M.

## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

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

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

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

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

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

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

**DEPARTMENT OF PUBLIC WORKS**

APPROVED

DENIED

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

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

TRASH RECEPTACLES – QUANTITY \_\_\_\_\_

BARRICADES – QUANTITY \_\_\_\_\_

TRAFFIC CONES – QUANTITY \_\_\_\_\_

PARKING SIGNS – QUANTITY \_\_\_\_\_

FENCING  WATER  ELECTRIC

RESTROOM CLEANING

OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED

DENIED

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

ADDITIONAL OFFICERS REQUIRED?  Yes  No

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

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

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED

DENIED

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

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

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

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

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

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

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

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

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

Parking Lot Location: \_\_\_\_\_

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

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

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_



## APPLICATION CHECK LIST

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

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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



Applicant Signature



Date

CULVER STREET



GRIFFITH STREET

BUILDING

SCULPTURE

COUGHLIN PARK BOUNDARY

DECORATIVE CONC

CONC WALK

GRASS

TREELINE

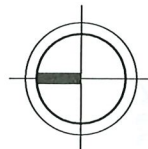
GRASS

GAZEBO

CONC

WOOD BOARDWALK

KALAMAZOO RIVER



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

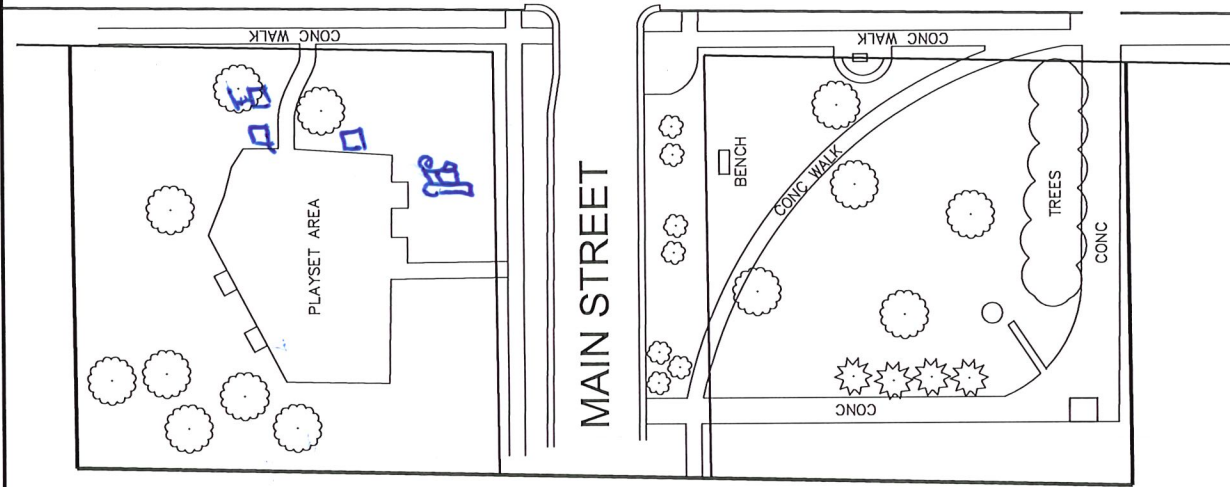
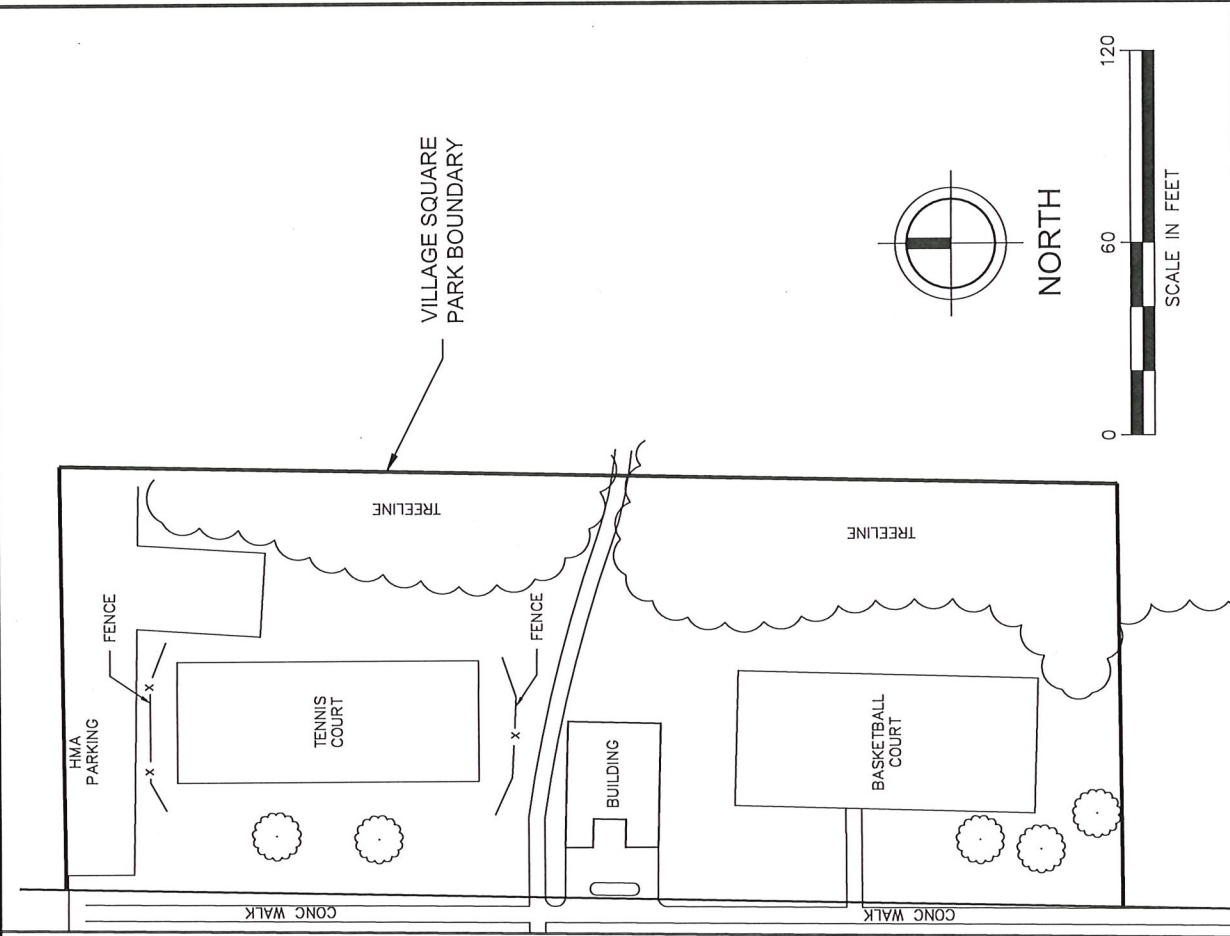
COUGHLIN PARK

PARK USE PERMIT APPLICATION

2011

3187

*Podium  
Speakers  
Cannon*



CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK  
PARK USE PERMIT APPLICATION

2011 3187

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