



CITY COUNCIL MEETING AGENDA

November 14, 2022 – 7:00 pm

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Consent Agenda:** *(Roll Call)*
 - A. Regular City Council Meeting Minutes – October 24, 2022
 - B. Accounts Payable in the amount of \$414,017.04
 - C. Check Register
5. **Staff Reports:**
 - A. City Manager
 - B. Treasurer
 - C. Planning and Zoning
 - D. Department of Public Works
 - E. Fire
 - F. Police
 - G. Engineer
6. **Agenda Changes** (Additions/Deletions)
7. **Guest Speakers**
 - A. Tom Harrington
8. **Public Comment on Agenda Items Only** (Limit 3 minutes)
9. **Introduction of Ordinances**
10. **Public Hearings**
11. **Unfinished Business**
12. **New Business:**
 - A. Special Event-Christmas Parade
 - B. Special Event- Tree Lighting Ceremony

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

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

Then enter "Meeting ID":
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
ryan@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or JWolters@saugatuckcity.com for further information.

13. Public Comments (Limit 3 minutes)

14. Correspondence

15. Boards, Commissions & Committees Reports

16. Council Comments

17. Mayor's Comments

18. Adjourn (*Roll Call*)



CITY COUNCIL MEETING MINUTES- *Proposed*
October 24, 2022

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

Call to Order:

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

Attendance:

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

Absent: Mayor Lewis.

Others Present: City Manager Heise, DPW Superintendent Herbert, DPW Assistant Supervisor Hardy, Deputy Clerk/DPW Assistant Williams & Clerk Wolters.

Consent Agenda:

A. Regular City Council Meeting Minutes – October 10, 2022.

B. Accounts Payable in the amount of \$136,070.85.

Motion by Gardner, second by Leo, to approve the consent agenda as presented.

Upon roll call vote, motion carried 6-0.

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Engineer, Fire and Police submitted status reports of current activities since the last Council meeting on October 10th, 2022, for their respective departments. Lt. Ensfield submitted his report in person and Jon Moxey was also in-person for questions from Council.

Agenda Change: None

Public Comment on Agenda Items Only:

Scott Bosgraaf, Representing Northshore Development- Verified Council received his Correspondence he sent them. He encouraged Council to ask him any questions they may have regarding the Northshore Development project. He offered to give Council a tour of the property.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

A. Pavement Management Presentation:

City Engineer Jon Moxey presented a detailed map of all current road conditions in the City of Saugatuck. Road condition descriptions noted as excellent, very good, good, fair-good, poor-fair, failed and gravel (no rating). He also provided Council with a Capital Improvements plan cost analysis for 2023-2028.

B. Coastal Alliance:

The council directed staff to work with legal counsel to draft a letter to the Army Corps of Engineers regarding the Northshore Development project located in Saugatuck Township. A meeting was conducted with the Coastal Alliance to review the facts of the pending permit. The draft letter has been provided to members of the Coastal Alliance for additional input.

Motion by Leo, second by Gardner, to approve Resolution 221024-A, a resolution providing City Council's public comment to the United States Army Corps of Engineers on Northshore of Saugatuck, LLC's permit to build a marina basin. Upon roll call vote, motion carried 5-0, Mayor Pro-Tem Dean abstained.

C. Special Event Application-Veterans Day:

Proposed event sponsored by American Legion Post 137 to be held on November 11th, 2022 in Village Square Park.

Motion by Stanton, second by Leo, to approve the special event application Veterans Day event sponsored by American Legion Post 137 to be held on November 11th, 2022, contingent on staff approval and safety departments review. Upon voice vote, motion carried 5-0.

Public Comment:

Catherine Simon, Saugatuck City Resident- Noted she is happy that the Mize Rose Garden has been somewhat re gentrifified. She handed out pictures of examples of how the job was half done. The fence is in need of work along with the benches and lamp

fixture. Most memorial gardens have placards. There was a poor job done of bringing it back to a standard. She also noted Huntington Bank is closing and recommends the City take a look at the property.

Bobbie Gaunt, City of Saugatuck Resident and Chair of Coastal Alliance- She appreciates the thorough and thoughtful deliberation of the Council, staff and attorney given to the Resolution that was passed.

Dean Kapenga, Allegan County Commissioner- Touched base on the County's strategic plan regarding public transportation, communities design and housing, childcare, health heath services, broadband, recycling services and older adult needs and services.

Correspondence:

- Lauren Hodson- Personal comments regarding proposed sand dune mining and marina.
- Dan Fox- Copy of his Letter to Editor from the October 29th issue of the Commercial Record regarding political signs.
- Dick Waskin- Letter concerning Northshore Development.

Boards, Commissions & Committees Reports:

- Councilmember Trester- The Harbor Authority has not met this month due to lack of quorum. He reported that they are proceeding with the navigational lights on the Blue Star Bridge.
- Councilmember Bekken- Updated on KLSWA. There was a serious water main break on Maple St. that was responded to quickly and repaired with minimal disruption to near by homes. They approved a large project to put in three generators, replacing diesel with natural gas. Approved a large piece of equipment estimated at \$550,000.
- Councilmember Leo- Working with engineers and wait till December for more answers on grant.
- Councilmember Stanton- None.
- Councilmember Gardner- Planning Commission was scheduled to meet on October 20th but they did not have a quorum. They rescheduled to October 26th with the agenda of primary focus on short-term rental and waterfront development.
- Councilmember Dean- Parks and Public Works Committee meets October 25.

Council Comments:

- Councilmember Trester- Thanked Engineer Jon Moxey for his excellent report and thanked him for putting it together.
- Councilmember Leo- None.
- Councilmember Stanton- None
- Councilmember Gardner- As he campaigned last year he continued to hear that citizens are looking for better response time in terms of request management

from the City. He proposed an app called Go Gov, which tracks resident requests at a cost of \$400 a month, \$1400 a year. He requested the City Manager schedule a demo with the Go Gov representative. TV 8 came out to report on the Mt. Baldhead radar station. He noted he would like to see a process for Council Members who call in during closed session to verify privacy.

- Councilmember Dean- Thanked the League of Women Voters and all the voters in Saugatuck for the turn out that was standing room only. He enjoyed engaging with all the candidates and voters.
- Councilmember Bekken- None.

Mayor Comments:

- Mayor Pro-Tem- Thanked Jill Dunham the County's broadband coordinator for her help in supercharging the move to get cell service established inside of Mt. Baldhead radar dome.

Adjournment: *Motion by Trester, second by Stanton to adjourn, Mayor Pro-Tem Dean adjourned at 7:53 p.m.*

Respectfully Submitted,

Jamie Wolters, City Clerk

Vendor Name	Description	Amount
1. A-1 ASPHALT INC	ASPHALT REPAIRS	1,730.00
2. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	57.20
3. ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	876.83
4. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	11,375.07
5. AMERICAN LEGAL PUBLISHING CORP.	ORDINANCE UPDATES	1,369.99
	ORDINANCE PAGES	203.00
	TOTAL	1,572.99
6. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
7. AT&T MOBILITY	CELL PHONES	171.61
	CELL PHONES	172.74
	TOTAL	344.35
8. BURNETT & KASTRAN PC	LEGAL FEES	120.00
9. CAPITAL ONE	SNOW FENCE, SIDEWALK FENCE & SUPPLIES	3,628.88
10. CARELTON EQUIPMENT	SUPPLIES	161.33
11. CERTASITE LLC	ALARM MONITORING	480.00
12. CHIPS GROUNDCOVER LLC	TOP SOIL	490.46
	TOP SOIL	162.85
	TOP SOIL	865.74
	TOTAL	1,519.05
13. COMCAST	TELEPHONES & INTERNET	153.40
14. CONSUMERS ENERGY	ELECTRIC	4,417.95
15. D & L TRUCK & TRAILER LLC	INTERNATIOAL TRUCK REPAIRS	3,375.72
16. ERLANDSON CONCRETE LLC	SIDEWALKS	24,575.00
17. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	4,355.00
	LEGAL FEES ZONING	5,547.50
	LEGAL FEES COUNCIL	260.00
	LEGAL FEES FOIA	437.00
	LEGAL FEES MANAGER	2,392.00
	LEGAL LAWSUIT	23,784.64
	LEGAL FEES ELECTRICAL	624.00
	TOTAL	37,400.14
18. FIRST BANK CARD	SUPPLIES	17.38
	FALL FLOWERS & SNOW FENCE	1,983.28
	ELECTION, PARKS & SUPPLIES	1,607.13
	TOTAL	3,607.79
19. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	4,146.51

Vendor Name	Description	Amount
	CAMPBELL ROAD	140.00
	TOTAL	4,286.51
20. FRONTIER	DPW GARAGE	199.91
	OVAL BEACH	69.75
	TOTAL	269.66
21. GIL- ROY'S HARDWARE	SUPPLIES	126.90
22. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	1,374.00
23. HOLLAND TRAILER SALES	TRAILER REPAIR INTERURBAN	977.00
24. HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,537.50
25. IHLE AUTO PARTS	SUPPLIES	207.44
26. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	3,446.42
27. KRAMER J SERVICES INC	IRRIGATION INSTALL VILLAGE SQUARE	3,800.00
28. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	272.25
29. LORRIE PASTOOR	CLEANING SERVICES	120.00
30. MACATAWA BANK	ROAD BOND PAYMENT	268,355.25
31. MC CANN INDUSTRIES INC	BACK HOE REPAIR	157.56
32. MERS	RETIREMENT	4,500.00
33. MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOM	88.33
	DPW GARAGE	154.16
	CITY HALL	55.30
	TOTAL	297.79
34. MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM	400.00
35. MICHIGAN OFFICE SOLUTIONS	COPIER USE	571.64
36. MIKE'S NUISANCE ANIMAL CONTROL	PETERSON PRESERVE	550.00
37. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	6,280.46
	PROPERTY TAXES	
38. OVERISEL LUMBER COMPANY	SUPPLIES	425.04
39. PRINTING SYSTEMS, INC.	SUPPLIES	183.32
40. SAUGATUCK DRUG	SUPPLIES	12.19
41. SAUGATUCK FIRE	PROPERTY TAXES	900.00
42. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	6,687.01
	PARK GAMES	120.00
	TOTAL	6,807.01
43. SCOTT'S LANDSCAPE MANAGEMENT INC	BRUSH & LEAF HAULING	2,600.00

Vendor Name	Description	Amount
44. SEPTIC TANK SYSTEMS CO INC		
	CULVER ST TOILETS	285.00
	CULVER ST TOILETS	228.00
	TOILETS PARKS	1,320.00
	TOTAL	1,833.00
45. SHELL		
	GASOLINE & DIESEL	1,402.29
46. SMART BUSINESS SOURCE LLC		
	OFFICE SUPPLIES	280.22
47. SOUTHWEST TRANSPORT CO		
	CAMPBELL ROAD FINAL	1,678.95
48. STANDARD INSURANCE COMPANY		
	INSURANCE	427.46
49. STAR OF SAUGATUCK LLC		
	SPEAR ST LAUNCH	863.00
50. VALLEY CITY LINEN INC		
	SHOP TOWELS	132.90
51. XEROX FINANCIAL SERVICES		
	COPIER LEASE	481.54
	COPIER LEASE	481.54
	TOTAL	963.08
TOTAL - ALL VENDORS		414,017.04
FUND TOTALS:		
Fund 101 - GENERAL FUND		109,289.93
Fund 202 - MAJOR STREETS		2,639.81
Fund 203 - LOCAL STREETS		1,870.86
Fund 301 - DEBT SERVICE		268,355.25
Fund 661 - MOTOR POOL FUND		7,086.48
Fund 701 - CURRENT TAX FUND		24,342.54
Fund 715 - ROSE GARDEN		432.17

11/11/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 10/01/2022 - 10/31/2022				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
10/04/2022	17063	MML UNEMPLOYMENT COMPENSATION G	PAYROLL	1,456.77
10/10/2022	17065	GIL- ROY'S HARDWARE	PROPANE & GRASS SEED	298.86
10/10/2022	17066	HORIZON COMMUNITY PLANNING	PLANNING & HDC CONSULTANT	2,675.25
10/10/2022	17067	JONKER'S GARDEN	FALL FLOWERS	77.98
10/10/2022	17068	MMTA	DUES	99.00
10/10/2022	17069	OVERISEL LUMBER COMPANY	SUPPLIES	420.76
10/10/2022	17070	PLAINFIELD CHARTER TOWNSHIP	DUES	125.00
10/10/2022	17071	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	27,591.39
10/10/2022	17072	WESTENBROEK MOWER INC	MOWER REPAIRS	65.98
10/10/2022	4295(E)	CAPITAL ONE	PARKS & CITY HALL	314.39
10/10/2022	4296(E)	FIRST BANK CARD	SUPPLIES, TRAINING & ELECTION	2,421.02
10/10/2022	4297(E)	FRONTIER	DPW GARAGE	194.59
10/10/2022	4298(E)	FRONTIER	OVAL BEACH	80.42
10/10/2022	4300(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	3,236.96
10/10/2022	4301(E)	MERS	RETIREMENT	4,500.02
10/10/2022	4302(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	42.38
10/10/2022	4303(E)	MICHIGAN GAS UTILITIES	BUTLER ST TOILETS	44.09
10/10/2022	4304(E)	MICHIGAN GAS UTILITIES	CITY HALL	38.12
10/10/2022	4305(E)	VALLEY CITY LINEN INC	SHOP TOWELS	205.70
10/10/2022	4306(A)	ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	7,260.00
10/10/2022	4307(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	34,528.35
10/10/2022	4308(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
10/10/2022	4309(A)	BURNETT & KASTRAN PC	LEGAL FEES	492.00
10/10/2022	4310(A)	LORRIE PASTOOR	CLEANING SERVICES	120.00
10/10/2022	4311(A)	OTTAWA AREA INTERMEDIATE SCHOOL DI	PROPERTY TAXES	19,063.80
10/10/2022	4312(A)	PURITY CYLINDER GASES INC	CONCESSION	13.33
10/10/2022	4313(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	250.00
10/10/2022	4314(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,301.98
10/10/2022	4315(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	60.26
10/10/2022	4299(E)	GORDON FOOD SERVICE	CITY HALL	15.98
10/14/2022	DD5783(A)	BOUWMAN, CHAD	PAYROLL	1,539.03
10/14/2022	DD5784(A)	CUMMINS, RYAN	PAYROLL	2,113.77
10/14/2022	DD5785(A)	GOODRICH, RICHARD	PAYROLL	959.44
10/14/2022	DD5786(A)	HARDY, CODY	PAYROLL	1,346.69
10/14/2022	DD5787(A)	HEISE, RYAN	PAYROLL	3,161.14
10/14/2022	DD5788(A)	HERBERT, SCOTT	PAYROLL	1,832.78
10/14/2022	DD5789(A)	HINKLE, MARY	PAYROLL	1,121.15
10/14/2022	DD5790(A)	KAMMENZIND, ALBERT	PAYROLL	1,018.54
10/14/2022	DD5791(A)	KERRIDGE, ADAM	PAYROLL	1,355.55
10/14/2022	DD5792(A)	MACK, ELLIS	PAYROLL	1,222.89
10/14/2022	DD5793(A)	MARTIN, DANNY	PAYROLL	979.73

11/11/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 10/01/2022 - 10/31/2022				
Check Date	Check	Vendor Name	Description	Amount
10/14/2022	DD5794(A)	STANISLAWSKI, PETER	PAYROLL	1,382.41
10/14/2022	DD5795(A)	WENDT, MICHAEL	PAYROLL	1,464.84
10/14/2022	DD5796(A)	WILLIAMS, SARA	PAYROLL	1,454.22
10/14/2022	DD5797(A)	WOLTERS, JAMIE	PAYROLL	1,735.45
10/14/2022	EFT1606(E)	ALERUS	PAYROLL	3,119.68
10/14/2022	EFT1607(E)	EXPERT PAY	PAYROLL	324.60
10/14/2022	EFT1608(E)	MERS HYBRID	PAYROLL	2,102.32
10/14/2022	EFT1609(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,627.30
10/24/2022	17074	D & L TRUCK & TRAILER LLC	INTERNATIONAL TRUCK REPAIR	10,399.58
10/24/2022	17075	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	4,168.33
10/24/2022	17076	GRAND RAPIDS FENCE	MT BALDHEAD FENCE	14,700.00
10/24/2022	17077	HOLLAND MEDI-CENTER	PHYSICAL MDOT	50.00
10/24/2022	17078	IHLE AUTO PARTS	PARTS	90.72
10/24/2022	17080	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	5,831.67
10/24/2022	17081	WYOMING ASPHALT PAVING CO	ASPHALT	354.29
10/24/2022	4316(E)	CONSUMERS ENERGY	ELECTRIC	2,951.46
10/24/2022	4317(E)	FRONTIER	OVAL BEACH	216.30
10/24/2022	4318(E)	JOHN DEERE FINANCIAL	OIL, BATTERY & SAW BLADE	611.53
10/24/2022	4319(E)	MERCHANTS BANCARD NETWORK	BANK FEES OVAL	517.86
10/24/2022	4320(E)	NET2PHONE INC	TELEPHONES	266.39
10/24/2022	4322(E)	REPUBLIC SERVICES	TRASH	680.06
10/24/2022	4324(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	169.59
10/24/2022	4325(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	27,128.28
10/24/2022	4326(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	8,328.31
10/24/2022	4327(A)	APEX SOFTWARE	ASSESSING SOFTWARE	235.00
10/24/2022	4328(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES ELECTRICAL	38,342.56
10/24/2022	4329(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	4,853.13
10/24/2022	4330(A)	OTTAWA AREA INTERMEDIATE SCHOOL DI	PROPERTY TAXES	4,598.20
10/24/2022	17079	MCKELLIPS PLUMBING INC	BACK FLOW REPAIRS PARKS	1,615.00
10/24/2022	4321(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,928.36
10/24/2022	4323(E)	REPUBLIC SERVICES	TRASH	1,034.23
10/25/2022	17082	GIL- ROY'S HARDWARE	PROPANE & GRASS SEED	298.86
10/25/2022	17084	PLAINFIELD CHARTER TOWNSHIP	DUES	125.00
10/25/2022	17083	MMTA	DUES	99.00
10/25/2022	17085	WESTENBROEK MOWER INC	MOWER REPAIRS	65.98
10/28/2022	17087	A-1 ASPHALT INC	ASPHALT REPAIRS	1,730.00
10/28/2022	4331(E)	SHELL	GASOLINE & DIESEL	1,402.29
10/28/2022	17088	MACATAWA BANK	ROAD BOND PAYMENT	268,355.25
10/28/2022	DD5798(A)	BOUWMAN, CHAD	PAYROLL	1,297.86
10/28/2022	DD5799(A)	CUMMINS, RYAN	PAYROLL	2,113.76
10/28/2022	DD5800(A)	GOODRICH, RICHARD	PAYROLL	959.44
10/28/2022	DD5801(A)	HARDY, CODY	PAYROLL	1,361.13
10/28/2022	DD5802(A)	HEISE, RYAN	PAYROLL	3,161.13

11/11/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 10/01/2022 - 10/31/2022				
Check Date	Check	Vendor Name	Description	Amount
10/28/2022	DD5803(A)	HERBERT, SCOTT	PAYROLL	1,841.01
10/28/2022	DD5804(A)	HINKLE, MARY	PAYROLL	752.46
10/28/2022	DD5805(A)	KAMMENZIND, ALBERT	PAYROLL	1,128.50
10/28/2022	DD5806(A)	KERRIDGE, ADAM	PAYROLL	1,782.34
10/28/2022	DD5807(A)	MACK, ELLIS	PAYROLL	1,233.42
10/28/2022	DD5808(A)	MARTIN, DANNY	PAYROLL	119.81
10/28/2022	DD5809(A)	STANISLAWSKI, PETER	PAYROLL	1,382.42
10/28/2022	DD5810(A)	WENDT, MICHAEL	PAYROLL	1,841.84
10/28/2022	DD5811(A)	WILLIAMS, SARA	PAYROLL	1,454.20
10/28/2022	DD5812(A)	WOLTERS, JAMIE	PAYROLL	1,735.46
10/31/2022	4332(E)	AT&T MOBILITY	CELL PHONES	171.61
10/31/2022	4333(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
10/31/2022	EFT1610(E)	ALERUS	PAYROLL	3,106.20
10/31/2022	EFT1611(E)	EXPERT PAY	PAYROLL	324.60
10/31/2022	EFT1612(E)	MERS HYBRID	PAYROLL	2,098.38
10/31/2022	EFT1613(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,383.11
10/31/2022	EFT1614(E)	MERS	PAYROLL	4,402.27
10/31/2022	EFT1615(E)	MI DEPT OF TREASURY	PAYROLL	2,437.66
Total of 102 Checks:				596,155.79
Less 5 Void Checks:				28,180.23
Total of 97 Disbursements:				567,975.56



City Managers Report –Highlights

November 14, 2022

Blue Star Highway- Michigan Natural Resource Trust Fund (MNRTF) Grant

Great news! State has committed to getting our grant approval paperwork delivered this week.

“Hi Ryan,

I wanted to let you know that I have programmed this project and completed the necessary paperwork on my end. I sent it to my Project Manager for final review and approval. Tomorrow is a state holiday, but we will be back in the office on Monday. You will be seeing your official conditional commitment soon (next week)! Thank you for your patience and have a great weekend!”

Initial Scoring for the Michigan Natural Resource Trust Fund Grant provided for the Township and City Application. C2AE has submitted supplemental information in hopes of increasing our collective scores.

Met with the West Michigan Trails Group to discuss to discuss wayfinding signage for trails in the area. <https://www.wmtrails.org/grand-region-wayfinding>

Newish! Discussions continue with Allegan County Conservation District

Allegan Conservation District (ACD) will be conducting surveys for treating Hemlock trees for hemlock woolly adelgid (HWA) this will include all public property with Hemlock Trees. Also willing to assist with other invasive species treatment in the area. A meeting hosted by Saugatuck Township Manager was held on 11.10.22 with the (ACD) Director to discuss shared resources and opportunities.

Parks and Public Works Meeting

Excitement continues with Parks and Public Works Committee. Focus group assignments for various projects will be discussed at their next meeting.

Newish!- Cellular Service Discussions Continue with AT&T Update

AT&T Update

- A continued thanks to Jill Dunham (Broadband Project Coordinator for Allegan County) for understanding how important this project is for safety and her assistance with aggressively pushing this project forward.
- Continued discussions with the AT&T government liaison to begin discussions on install/service agreement.

Engineering work continues at Mt Baldhead site.

- o They have completed their radio frequency test from within the ball and all appears good according to the engineers.
- o Feasibility study has been completed and the site is viable.

Department of Public Works Continues Discussions with Donor on New and Improved Swing Sets at Oval Beach

Finalizing -- Department of Public Works Supervisor, Scott Herbert and I have been working with a generous donor on a project to replace swing sets at Oval Beach, with a focus on ADA and family friendly.

Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement

City/Township Managers continue to discuss the Asset Management Plan, along with our respective attorneys and engineers.

KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. Legal counsel has been engaged and provided initial comments.

Ongoing- Oval Beach Staffing and Operations

Discussions on safety improvements, operational improvements, staff retention and recruitment continue. Beach Community Summit scheduled for November 4th, emergency service representatives have been invited; police and fire have confirmed their plans to attend.

Ongoing- Road resurfacing (and utility) projects- on your agenda

Engineers have concluded their road assessment and have met with City staff to review preliminary findings. Results to be reviewed with Council at the late October meeting.

Old news- Dune Ridge Waterfront Update

Litigation continues... Which includes deposition of the opposing party.

City Hall

Staff has prepared an RFP for architectural services for interior renovations and will request that selected Architect work with Herman Miller's design team. Staff will present plans as they begin to develop. Staff will be putting together an advisory team to assist with reviewing the project.

Exterior repair scope of work completed (attached), and staff will review with the Historic District Commission for feedback. This has been pushed back to a spring project given the necessary bidding process and seasonal limitations for painting.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 10/24/2022:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Preparing for annual audit
- Preparing winter tax bills



Planning, Zoning and Project Report

November 14, 2022

Planning and Zoning

- Coordinated details with MML for short term rental presentation on HB 4722.
- Attended Historic District Commission meeting.
- Attended Parks and Public Works Committee meeting.
- Attended Planning Commission meeting.
- Updated land division/lot line adjustment application.
- Created major waterfront construction permit application.
- Began MSU Extension Zoning Administrator Certificate Program pre-requisites.
- Completed planning and zoning casework as outlined in the chart below.

Projects

- Finalized Sheriff's Department Law Enforcement Services Agreement.
- Reviewed and provided feedback on BID documents for City Hall and Jones Park Information Booth exterior repairs and restoration.
- Attended a GoGov demonstration meeting.
- Attended Beach Safety Summit in South Haven.
- Attended Public Accuracy Test for November election.

Planning and Zoning Casework

640/650 Water Street	ZBA Use and Dimensional Variance	Variance requests for height, waterfront setback and first floor dwelling. Scheduled for November ZBA meeting.
700 Maple Street	Lot Split Request	Reviewed with planning consultant. Initial request was denied. Meeting held with applicant at their request. New application was received and under continued review.
102 Butler - City Hall	Historic District Review	The HDC reviewed the plans for exterior repair and restoration to City Hall and Jones Park information booth. The HDC approved the plans with the condition that the signs for both structures remain as is and the window wells are filled in.
831 Holland St	Enforcement	Complaint about condition of the fence. Contacted owners and working on bringing fence into compliance. Will need historic district review.
383 Dunegrass Circle	New Home	Located in the PUD residential overlay. Scheduled for site plan review by Planning Commission in November.
439 Butler	Short Term Rental Applications	New owner of a previously existing STR. Applications for three units. Two passed and certificates were issued. Third unit awaiting re-inspection.
525 Butler St	ZBA Dimensional Variance Request	Variance request for side yard setback and lot coverage for addition of a new bedroom, new covered porch, and living room extension. Scheduled for November ZBA meeting. Will also need HDC review.
347 Park	Short Term Rental Application	Existing STR submitted a renewal application. Awaiting Fire Department inspection.
1026 Holland	Short Term Rental Application	Existing STR submitted a renewal application. Awaiting Fire Department inspection.
836 Park St	New Dock	Due to 60 ft length, requires a major waterfront construction permit. Major waterfront construction permit application provided. Will need Planning Commission review.

Planning and Zoning Casework Continued

348 Main St	Short Term Rental Approval	Existing STR submitted a renewal application. Fire Department inspected and approved. Issued STR certificate.
985 Park St	New Fence	Fence permit application submitted. Application not complete. Proposed fence was too high in waterfront. Referred to zoning ordinance requirements and requested resubmittal.
990 Ridgeview	Water Connection	Issue finding curb stop for permitted water connection. E-mailed engineer and KLSWA. Provided general GIS info engineer had.
150 Dunegrass	New Home	Architect requested clarification on height requirements under PUD overlay. Working with fire department, consultant, and legal on a response.
560 Mill St	Enforcement	Complaint of a fence being installed without a permit. Contacted owner and landscaper. They agreed to stop work. They will submit a fence permit and HDC permit applications. Info provided on both.
1026 Holland	Short Term Rental Application	New STR . Sent to Fire Department for inspection.
807 Lake St	Master Deed Update	Shady Shore condos. Questions about Planning Commission confirmation of 2009 special land use approval to update master deed. Legal reviewed. Prior condition not met (13 years ago), must reapply for SLU for single family dwellings.
1021 Allegan St	Sewer Connection and Street Cut	Looking to connect to sewer and needs to cut into street. Advised sewer connection permit and street cut permit will be needed. Provided applications.
638 Allegan	Final Inspections	Final inspections on remodel and addition completed.
647 Butler	Historic District Review	Plans to replace windows and shutter work. Contributing structure. Provided HDC application, link to brochure, and guidelines.

Planning and Zoning Casework Continued

302 Culver	Enforcement	Complaint of outdoor seating items left on sidewalk after business closed for the season. Contacted owners who advised they were conducting business/events on weekends still. Now removed.
237 Francis	Short Term Rental Approval	Existing STR submitted a renewal application. Fire Department inspected and approved. Issued certificate.
Unknown	Inquiry	Call about short term rental regulations and whether there are caps on numbers. Provided zoning ordinance information.
831 Holland St	Lot Combination	Received application to combine a recently purchased parcel. Approved and sent to equalization.
350 Mason Street	Bed and Breakfast and Auxillary Structure	Worked with consultant and legal on concerns with submitted application and materials. Applicant was advised of various options. Worked with legal on answering additional applicant questions.
758 Pleasant	Inquiry	Planning on installing new fence and wanted to know requirements. Advised of zoning ordinance requirements and fence permit will be needed.
230 Culver	Asphalt Repairs	City engineer and DPW reviewed and advised no concerns if no change to grade or drainage.
125 Elizabeth	Inquiry	Questions about setback requirements for lot. Providing zoning ordinance information for this lot.
Sugar Hill	Inquiry	Questions about STR being allowed. Provided application and zoning ordinance info.
755 Holland St	Tree Damage Repairs	Damaged by tree. Repairing roof, no height or pitch changes, no footprint changes. Zoning permit issued.
860 Simonson	Short Term Rental Approval	New Short Term Rental. Passed re-inspection. Certificate issued.
404 Griffith	Short Term Rental Approval	Existing STR, renewing. Passed inspection. Certificate issued.

Planning and Zoning Casework Continued

790 Simonson	Short Term Rental Approval	Existing STR, renewing. Passed re-inspection. Certificate issued.
665 Spear	Inquiry	Builder had questions about fire code. Provided ordinance sections.
610 N Maple	Inquiry	Questions about lot split requirements. Provided ordinance info and application.
1050 Holland St	Curb Cut	Curb cut application to change location of driveway. Consultant, DPW, and Engineer reviewed. Curb cut permit issued.
221 Water St	ZBA Dimensional Variance Request/HDC Review	ZBA approved variances for a deck extension, shed and hot tub. Historic District Commission approved work with the condition that the shed be wood. Permits issued.
Jones Park Historic Marker	Historic District Review	Council approved on 10/10 subject to HDC approval. HDC approved on 11/3.
841 Holland St	Historic District Review	Additional privacy wall was built that wasn't part of original HDC approval. Historic District Commission reviewed and approved.
Unknown	Inquiry	Questions about where boats may be stored. Provided zoning ordinance information on parking of major recreational equipment.



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 10/24/2022:

Brush and Leaf Collection – The vast majority of our time has been devoted to this over the past few weeks. Brush and leaf collection service will continue as long as weather permits.

Fall Clean-Up – Heavy emphasis was placed on upkeep of our parks and streets.

Annual Winterizations – Restrooms, drinking fountains, the Oval Beach concession stand building, and irrigation have all been completely winterized.

Beach Safety Summit – Three members of the DPW were in attendance of the 2nd Annual Beach Safety Summit that was hosted by the City of South Haven.

Christmas Decoration Installation – In progress

Snow and Ice Equipment Preparation – In progress

Parks and Public Works Committee Meeting – Two members of the DPW were in attendance.

Meeting with Consumer's Energy – Representatives from the City of Saugatuck and Consumer's Energy met to discuss partnering on a potential project(s). The scope of the project is not yet determined but great ideas were generated which includes the installation of a sub-station and possibly a solar field.

GOGov Demonstration – This is a subscription-based Citizen Request Management (CRM) software that can be customized to assist whichever needs the City identifies. The biggest benefit that we see is data collection. The downside is the time required by staff to manage the software and data.

Meeting with Allegan County Conservation District – Saugatuck Township hosted a meeting with the Allegan County Conservation District, the City of the Village of Douglas, and the City of Saugatuck to discuss a collective effort to treat Japanese knotweed and other invasive species.

**City of Saugatuck
Status Report of Engineering Activities
November 10, 2022**

General Consultation

- Water Street Sidewalk: Construction is nearly complete. Final restoration work will be completed in spring 2023.
- Water System Asset Management Plan: The Intent to Apply deadline for EGLE's Drinking Water Revolving Fund was submitted to meet the November 1 deadline. Preliminary scoring is anticipated to be available late this year or early next. If it looks favorable, the next step will be preparing a Project Plan and other application materials early next year.
- Olde Mill Apartments Water Service: Quotes have been received. We are working with City staff and the property owner on cost sharing matters. Once those are resolved, we will make a recommendation to council for proceeding with the work.
- City Hall Exterior Renovations: Met with the HDC and updated documents based on their comments. The RFP will be issued soon with the work slated for spring 2023.
- Spark Grant: The application period opened October 24 and applications for the first round of three are due December 19. If the City has a project to submit, we will work to meet the 12/19 deadline or prepare for the 2 rounds in 2023.
- EGLE High Water Grant Program: We are working with staff to identify and prioritize projects that may fit this project. The application deadline is November 30.

Campbell Road Improvements

- The project is complete and paperwork has been processed for final payment.

Maple Street Improvements

- A meeting with the affected property owner to review the options in the draft drainage study is scheduled for November 15.
- We will finalize the study once feedback is received for council consideration.

Capital Improvements Planning

- The CIP has been revised based on feedback from council and incorporated into the EGLE Intent To Apply.
- We will prepare design phase proposals for projects not related to EGLE funding in the near future.

Blue Star Highway Bridge Navigation Lighting

- We are working with the Coast Guard to finalize lighting details.
- Once the details have been finalized, we will assist the communities with soliciting quotes for light installation.



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: November 14, 2022
SUBJECT: Special Event Application- Christmas Parade

DESCRIPTION:

Attached is the special event form for Christmas Parade sponsored by SDABA. A safety meeting has been conducted. Police have approved the attached barricade map and are waiting on approval from Fire.

Special Event: Christmas Parade
Date: 12/03/22
Location: Coghlin Park
Event Hours: 12:30pm line up, 1:00pm start
Estimated Attendees: 200-300
Estimated Volunteers: 10
Banner Palette Sign: No
Barricades: Yes
Music: No
Alcohol: No
Road Closure: Yes

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application for the Christmas Parade sponsored by SDABA to be held on December 3rd, 2022, contingent on final approval of barricade map from Fire and Staff.

RECEIVED

SEP 19 2022



Council Action

Approved

Denied

Date

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

CITY OF SAUGATUCK 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

SDABA
 LEGAL BUSINESS NAME: _____ TELEPHONE: 269-857-1626
 PO BOX 221 Saugatuck Mi 49453
 MAILING ADDRESS: _____
 Josephine Fowler
 CONTACT NAME: _____ TELEPHONE: 269-455-5631
 puddingstonesales@gmail.com
 E-MAIL ADDRESS: _____ CELL PHONE: 269-759-0266

CONTACT PERSON ON DAY OF EVENT

Josephine Fowler
 CONTACT NAME: _____ TELEPHONE: 269-455-5631
 puddingstonesales@gmail.com
 E-MAIL ADDRESS: _____ CELL PHONE: 269-759-0266

EVENT INFORMATION

Annual Christmas Parade
 NAME OF EVENT: _____ DATE(S) OF EVENT: 12/03/2022
 Community and Business Enrichment
 PURPOSE OF EVENT: _____ RAIN DATE: na

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

Starting on water street in front of vic's park gazebo, going south to Curver st. Turning left onto butler st. Parade proceeds north on Butler street to Mary street, turning left onto Mary then turning left onto water street. Parade ends at vic's park gazebo.
 EVENT LOCATION: _____ EVENT HOURS: 12:30 line up, 1:00 start

ESTIMATED NUMBER OF ATTENDEES: 200-300

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 12/3/22 11 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 12/3/22 4-5 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' x2'. 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? _____

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 ¹⁴ _____

TRAFFIC CONES – QUANTITY _____

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 11:45am to help set up barricades and block traffic for parade

Other (describe): Police will be needed as in years past to ensure safety

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.

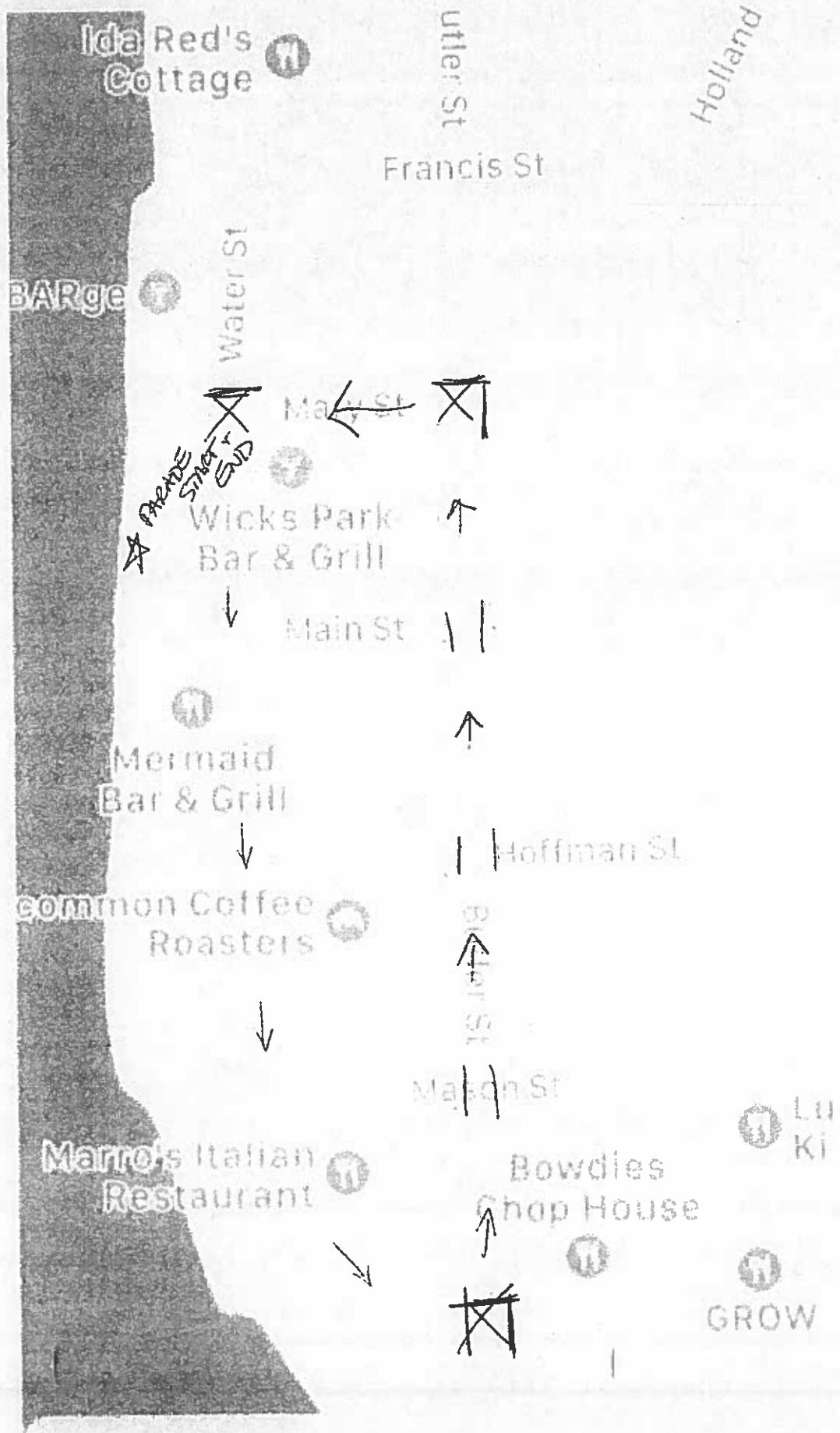
PARKING LOT CLOSURES: Yes No (use attached map to outline proposed closures)

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.

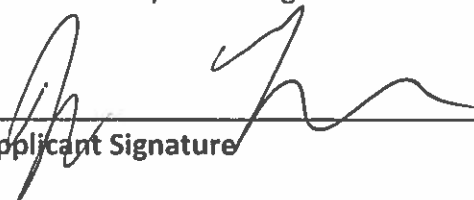
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.



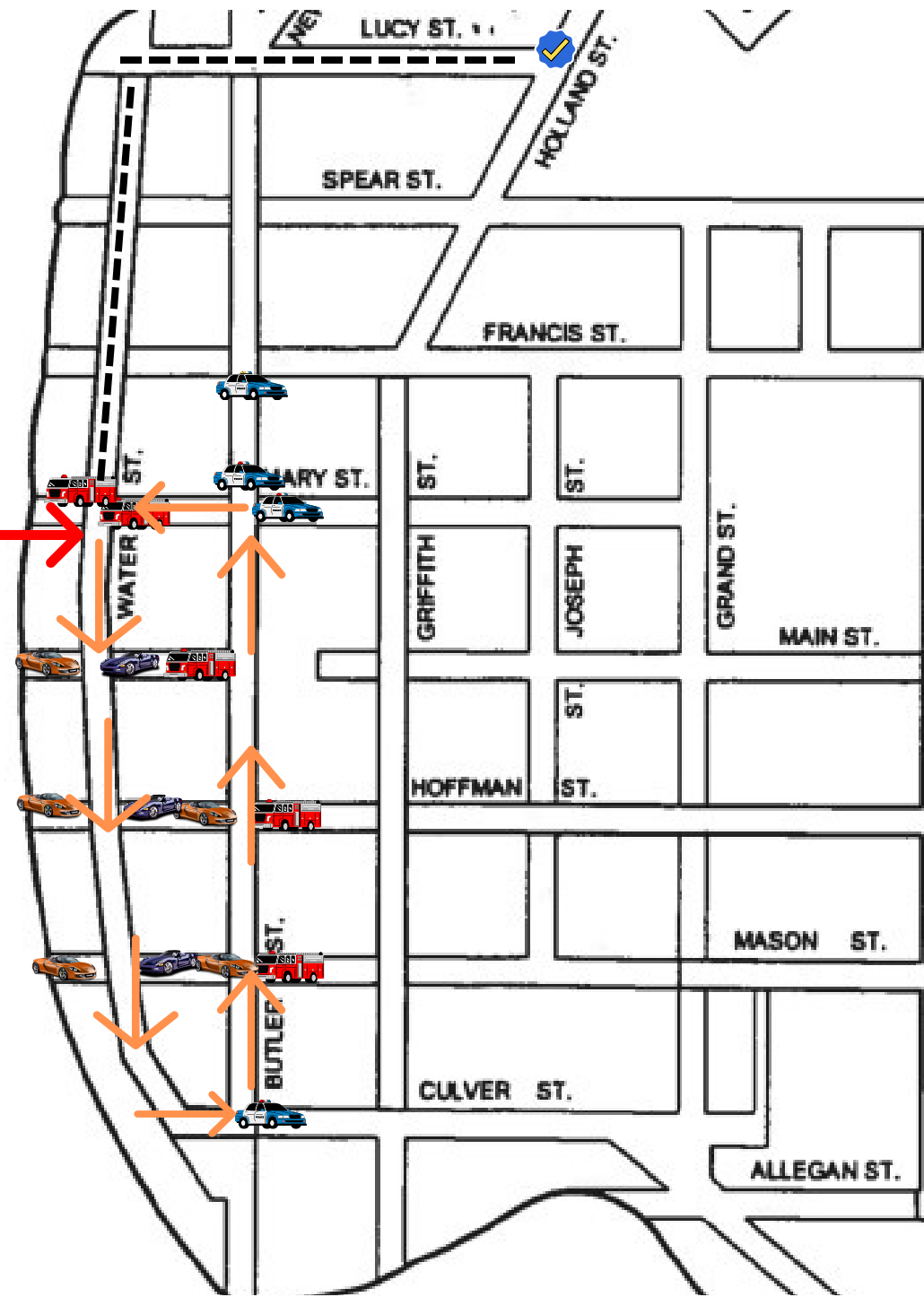
Applicant Signature




















9-19-22

Date

Christmas Parade

Start and Finish at
Water/Mary St.



-  SDABA Parade Check-In
-  Staging Area
-  SDABA Volunteer Vehicles
- Water St.
- North of Mary St. 
- Mary St. East 
- Main St. West 
- Main St. East 
- Hoffman St. West 
- Hoffman St. East 
- Mason St. West 
- Mason St. East 
- Culver St./Butler St. 
- Butler St.
- Mason St. West 
- Mason St. East 
- Hoffman St. West 
- Hoffman St. East 
- Main St. West 
- Mary St. North 
- Butler and Francis Turn around 



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: November 14, 2022
SUBJECT: Special Event Application- Tree Lighting

DESCRIPTION:

Attached is the special event form for the Tree Lighting sponsored by SDABA

Special Event:	Tree Lighting
Date:	11/25/22
Location:	Wicks Park
Event Hours:	12pm decorating, 6pm event
Estimated Attendees:	200-300
Estimated Volunteers:	10
Banner Palette Sign:	No
Barricades:	Yes
Music:	6:00pm- Christmas caroling
Alcohol:	No
Road Closure:	No

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application for the Tree Lighting sponsored by SDABA to be held on November 25th, 2022, contingent on safety approval by Police, Fire and City Staff.

RECEIVED

SEP 19 2022



Council Action

Approved

Denied

Date

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

CITY OF SAUGATUCK

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: SDABA
MAILING ADDRESS: PO BOX 221 Saugatuck Mi 49453
CONTACT NAME: Josephine Fowler
E-MAIL ADDRESS: puddingstonesales@gmail.com

TELEPHONE: 269-857-1626
TELEPHONE: 269-455-5631
CELL PHONE: 269-759-0266

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Josephine Fowler
E-MAIL ADDRESS: puddingstonesales@gmail.com

TELEPHONE: 269-455-5631
CELL PHONE: 269-759-0266

EVENT INFORMATION

NAME OF EVENT: Tree Lighting
PURPOSE OF EVENT: Community and Business Enrichment

DATE(S) OF EVENT: 11/25/2022
RAIN DATE: na

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

EVENT LOCATION: Wicks Park
ESTIMATED NUMBER OF ATTENDEES: 200-300

EVENT HOURS: 6pm - 12pm, Ceremony

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 11/25/22 12:00pm

ESTIMATE DATE / TIME FOR CLEAN-UP: 11/25/22 6:00pm

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers
6pm

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): On Gazebo
Description of signs: test
(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? _____

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. _____

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

9-19-22

Date