



CITY COUNCIL MEETING AGENDA

March 13, 2023 – 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 - February 27, 2023. Pg.3
10. **Staff Reports, Boards, Commissions & Committees:**
 - A. **Staff Reports:** Starting on Pg.9
 1. City Manager
 2. Treasurer
 3. Planning and Zoning
 4. Department of Public Works
 5. Police
 6. Engineer
 - 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

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 Wolters@saugatuckcity.com for further information.

6. Historic District Commission
7. Planning Commission
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

11. Request for Payment

12. Approval of Accounts Payable: (Roll Call)

- A. Accounts Payable in the amount of \$279,517.80 Pg.23

13. Introduction of Ordinances

14. Public Hearings

15. Unfinished Business

16. New Business:

- A. Chain Ferry Fare Change Request Pg.28
- B. Special Event Application Request Form – SCA Art Out Loud Pg.37
- C. Special Event Application Request Form – Venetian Festival Pg.46
- D. Mt. Baldhead Engineering Proposal Pg.54
- E. Resolution 230313-A – Fee Schedule Pg.58
- F. Resolution 230313-B – Fenn Valley Social District Pg.81
- G. Uetz Wick Park Boat Slip Pg.87

17. Public Comments (Limit 3 minutes)

18. Closed Session:

19. Take any necessary action as a result of closed session discussions (Roll Call)

20. Correspondence:

- A. Community & Police Meeting 3-6-23 Pg.97

21. Council Comments

22. Adjourn (Voice Vote)



CITY COUNCIL MEETING MINUTES - *Proposed*
February 27 , 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 Dean at 7:00 p.m.

Attendance:

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

Absent: None.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, DPW Assistant Supervisor Hardy, Clerk Wolters, Allegan County Police Captain Ensfield and City Attorney Witte.

Mayor's Comments:

None.

City Manager Comments:

Noted that Council will go into closes session to talk about his evaluation, he has requested his evaluation be a closed session.

Agenda Changes:

Mayor Dean added Allegan County Commissioner Kapenga as guest speaker.

Motion by Gardner, second by Lewis to approve the agenda change. Upon voice vote, motion carried unanimously.

Guest Speakers:

Allegan County Commissioner, Dean Kapenga- He brought in pamphlets for the public viewing of all the services that the County provides which are Veteran Services, A Guide to Landlord Tenant Actions, Senior Services, Parks Department, Medical Care Facility, Transportation Department, Community Medical Care and The Allegan County Legal Services regarding mental health. Regarding the 911 Dispatch Committee, there were 70,000 per service that came in. 47,000 for Sheriff's Dept., 13,000 for EMS and 8,000 for Fire Dept. That is increasing 3,000 calls a year. Looking at what as a County to stay ahead of that along with being the third largest Country in the State of Michigan. The Palisades Nuclear

Plant is looking to open again, The Holtecs nuclear design has petitioned for support in assisting with the opening.

Public Comment on Agenda Item Only: None

Consent Agenda:

A. Regular City Council Meeting Minutes - February 13, 2023.

B. Special City Council Meeting Minutes – February 16, 2023.

Motion by Lewis, second by Baldwin to approve the consent agenda. Via roll call vote, motion carried unanimously.

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Police Captain, Engineer, and Fire Chief submitted status reports of current activities since the last Council meeting on February 13th, 2023, for their respective departments.

Boards, Commissions & Committees:

Fire District Administration Board: Dan Fox, City of Saugatuck Representative-

STFD Audit:

They had the official presentation from the Fire District’s auditors. Total net position exceeded \$2.48 million for the year (including \$16 million in capital assets); the District carries no long-term debt; and the pension plan is fully funded. The auditors complimented the Fire District and Peter Stanislawski for exemplary financial management.

Ambulance Study:

A second ambulance working group is being formed. The second STFD working group—which will include a representative from each jurisdiction as well as the District’s legal counsel—will look into and determine how best to organize ambulance service in our area. Establishing comprehensive legal agreements with the jurisdictions (likely an inter-governmental agreement) and contracts with the private ambulance provider(s) will be the key goal.

Fall-Prevention Initiative:

STFD Chief Janik has formed a local task force aiming to identify strategies and resources targeted at reducing falls, the #1 call-for-service received by the department. Included in the group are Girl Scout Troop 80586, Holland Hospital, and the STFD. This Community Fall-Prevention Partnership has already begun initial work.

RIP, LT Ethan Quillen:

Paw Paw Fire Department LT Ethan Quillen died in the line of duty when he came in contact with a power line downed by an ice-covered tree limb. LT Quillen was a 28-year-old husband and father, a Michigan Department of Transportation employee by day, and a former U.S. Marine. His death underscores the kinds of risks fire-service members face every day, and their commitment to our safety. Please keep LT Quillen’s family in your thoughts and prayers.

Interurban Board, Councilmember Muncey- Saugatuck City Representative- Ridership is about 92% of pre-pandemic numbers, there were 458 more riders in January than same time last year. The propane bus is still on order. They are currently in their 2022 audit process and should be finished shortly. New spring hours are started March 1st: Monday-Friday 7am-7pm, Saturday 9am-7am and Sunday 9am-4pm.

KLSWA: None

Kalamazoo Lake Harbor Authority: None

Zoning Board of Appeals: Bob Kubasiak- Yearly the Chairman of the Zoning Board of Appeals is to present the 2022 ZBA Activity recap. The ZBA had 10 applications in 2022. Chairman Kubasiak also commended Zoning Director Cummins, the ZBA is very pleased with his leadership. Cummins has scheduled training for the ZBA members as a refresher.

Historic District Commission, Councilmember Lewis- Meets on March 2.

Planning Commission, Councilmember Gardner- Planning Commission met on February 16. He noted that property with an auxiliary dwelling unit or owner occupied with another house, they cannot both be rented out, but one can be.

Parks and Public Works Committee, Councilmember Baldwin- PPW Meeting scheduled for February 28th.

Tri-Community Non-Motorized Trail Study Committee,

Councilmember Leo- They are making the transition to municipal infrastructure projects and reviewing engineering documents.

City Manager Heise- Entering phase two of the

Project, that will take them to about 70% or more design level. They will start working with the PPW Committee for design elements. They are in talks with the Friends of the Blue Star Trail group about potential funding to help out with phase two. Refining received proposal.

Tri-Community Recycling Ad-Hoc Committee: Committee ended last December. Councilmember Lewis met with Township Manager Defranco about next steps moving forward.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of \$714,935.67.

Motion by Lewis, second by Leo to approve the accounts payable. Via roll call vote, motion carried unanimously.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:**AT&T Project Update:**

City Manager Heise gave Council an update on the AT&T Cellular Improvements. This is a private-public Partnership between AT&T and City of Saugatuck. The project is to install an AT&T cellular tower within the existing dome in Mt. Baldhead. The project started in March of 2021 with AT&T reaching out to the City. Projected construction is slated to begin in Fall of 2023 and to be finished in 2024. Fourteen organizations will be involved in the project.

Next steps:

1. Preliminary Design for facilities approval by Council.
2. Parks and Public Works MT. Baldhead parking lot area- Proposal from engineer to assist with design.
3. Council to approve agreements.
4. Lease agreement/s.
5. MOU for construction.
6. Engineering design proposal.
7. Permitting – Consumers and EGLE critical dunes.

Resolution 230227-A Approving a Change in the City's Schedule of Fees:

The City's various ordinances and state law allow the City Council to set fees for the provision of permits. As staff has reviewed the current fee schedule, it was found that many fees have not been updated in nearly twenty years, and do not reflect anything close to current costs. In other cases, staff has found that a fee for commonly requested permits has not been established at all. Director of Planning, Zoning & Project Management Cummins reviewed his study and proposed fee schedule. Council went into discussion and due to the recent cancellation of the last workshop due to weather they decided to table this to have discussion at the next workshop meeting.

Motion by Lewis, second by Baldwin to approve Resolution 230227-A the change in the schedule of fees. Councilmember Lewis withdrew her motion, Councilmember Baldwin withdrew her support.

Motion by Gardner, second by Stanton to table this Resolution until the workshop meeting which will be on March 8th. Upon roll call, motion carried 6-1. Yes- Baldwin, Dean, Gardner, Leo, Muncey, Stanton. No- Lewis.

Short Term Rental Task Force Next Steps:

An email blast went out for the application process on February 16th. There have been 16 applicants or expressions of interest in one way or another. Applications are being received until March 6th. After, interviews will take place immediately following the recommendations of committee members being presented at the Council meetings on the 22nd and 27th of March.

Public Comment: None

Closed Session:

Pursuant to MCL 15.268(a) of the Open Meetings Act, the City will enter into closed session to conduct the annual City Manager performance review.

Motion by Leo, second by Stanton to enter into closed session pursuant to MCL 15.268(a) to consider the evaluation of City Manager Ryan Heise. Upon roll call, motion carried unanimously.

Council entered closed session at 8:24 p.m.

Council entered back into regular session at 9:25 p.m.

Action as a result of closed session discussions:

Motion by Baldwin, second by Lewis to give City Manger Ryan Heise a 10% raise to his annual salary. Upon roll call vote, motion carried unanimously.

Motion by Leo, second by Stanton to amend Section fourteen of the City Manager contract as follows: increase the severance for termination without cause from six months to six months and one month for each full year of employment not to exceed twelve months. Upon roll call vote, motion carried unanimously.

Correspondence:

Ryan Cummins Zoning certificate of completion of Master Citizen Planner credential.

Cathy Brockington regarding Resolution 230213-A Short Term Rental Task Force.

Dick Waskin regarding Bridge Street condition and maintenance.

Council Comments:

- Councilmember Baldwin: PPW meets February 28th. Councilmember Lewis has been selected by Governor Whitmer to serve on the Michigan travel commission.
- Councilmember Muncey: Congratulated Councilmember Lewis as well. There is a Euchre tournament for raising money for the high school.
- Councilmember Leo: Congratulated Councilmember Lewis, this is exciting that Saugatuck is represented and proud of her and amazing for our town.
- Mayor Pro-Tem Stanton: Congratulated Councilmember Lewis, it's a real honor that she was chosen, and that Saugatuck is represented and has a voice.
- Councilmember Gardner: Monday March 6th is the police and community meet and greet. Everyone is welcome. It is focused on Saugatuck services with the Allegan County Sheriff's Office.
- Councilmember Lewis: Venetian special event will be in shortly. The committee meets every other week. Being selected to sit on the Michigan Travel Commission is about the community, about what they have done and cannot wait to see what this brings.

Mayor Comments:

- Mayor Dean: Congratulations to Councilmember Lewis on her selection and City Manager Heise for another successful year for the City.

Adjournment:

Motion by Stanton, second by Leo to adjourn. Upon voice vote, motion carried unanimously, and Mayor Dean adjourned at 9:32 p.m.

Respectfully Submitted,

Jamie Wolters, City Clerk



City Managers Report –Highlights

March 13, 2023

New! Harbor Dredging Funding- Tri-Community Effort

A few months back, I was made aware of major sand deposits/silting at the mouth of the Kalamazoo River, as was the Township Manager and Douglas Manager. Recognizing the importance maintaining our premier boating status and potential economic impacts **we banded together** and started beating the drum. We contacted state and U.S. Reps, and worked with their staffers to bring light to the issue and request emergency funding from the Army Corp.

The Army Corp has confirmed that Saugatuck Harbor will be receiving \$895,000.00 for dredging this year. The focus is now on timing. I am hopeful that the Army Corp will be able to declare emergency status and utilize unit price cost from recent publicly bid projects and quickly move this summer season. This is a major unknown now.

Press release excerpt: “The Saugatuck harbor area is one of the premier boating areas in the Great Lakes and we’re grateful for the quick action taken by Congressman Huizenga’s office with the Army Corps of Engineers,” said Saugatuck city manager Ryan Heise. Today’s news also demonstrates the strong and **growing cooperation within the tri-community area of Saugatuck, Saugatuck Township, and Douglas, along with our partners in Allegan County. By working together, we will continue to preserve our waters and protect this important economic driver of our communities.**”

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

An update to our Parks and Recreation Master Plan is due. Discussions were had amongst the Managers in Douglas and Township related to developing (or redevelop) a Tri-Community Plan. We have an initial buy-in to develop the Master Plan together, and we would like to have Saugatuck Public Schools Recreation have a seat at the table. I highly recommend that we approach the update as a Tri-Community effort (which had been done in the past), which makes sense given that we have our strengths in various types of park and recreation amenities (strengths & weaknesses).

Discussion on Oval Beach Pass by Council

Council had a discussion regarding the pros and cons of providing Oval Beach passes free of charge to landowners. Please refer to the March 8th minutes for additional information.

Barricades for Events

City Staff and Allegan County Sheriff's Department met with the Holland Police Department to review road barricades "show and tell." Holland partners with Zeeland, Grand Haven and Grand Valley State University to share resources. Recommendations to Council for the potential procurement of barricades to assist with safety for events forthcoming. Allegan County Sheriff's Department are looking into potential grant opportunities, including Homeland Security.

Coordination Meeting with Township for Future Road and Utility Project

City staff and engineer met with Township Manager to discuss a future road and utility project on Maple Street.

Cellular Service Discussions Continue with AT&T

Full update presented at the 2.27.23 Council meeting (refer to packet or minutes for information). AT&T has presented preliminary plans for facilities at Mt. Baldhead and staff along with City engineer. Continued discussions with the AT&T government liaisons to review install/service agreements and permitting. City legal has started their review of the boiler plate lease agreement from AT&T. City will also be requesting a memorandum of understanding (MOU) outlining responsibilities for facility design of the building (AT&T equipment and new restrooms) and construction. This has the makings of an excellent private/public partnership and a fantastic repurposing of the tower. Communications continue with Jill Dunham, Allegan County Broadband Project Manager. Discussions are occurring between City and AT&T regarding repair and paint of the dome.

Parks and Public Works Update

Attention remains on the following projects: playground/village square, Blue Star Trail multi-modal path, Airport Property, Mt. Baldhead and Park Street. The PPW Committee has organized study groups to perform fact finding to present to the PPW Committee. This is designed to be a bottom-up process with many opportunities for citizen input. From a staff perspective the top two priorities are: 1) Playground area, driven by the age of the existing playground facilities and 2) Mt Baldhead, driven by the public/private partnership with AT&T for cellular improvements and new restroom facilities.

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

City/Township Managers continue to discuss the Asset Management Plan, along with our respective attorneys and engineers. Meeting scheduled with City of Douglas and Township for March 31st to discuss. KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. KLSWA has requested an extension from EGLE to provide the agreement. I've been sorting through historical water agreements in anticipation of the next phase of discussions. Discussions with City Council needed for collecting funds for long-term asset management.

Blue Star Highway Multi-Modal Path

Received a proposal for phase 2 work: construction design and oversight. Next steps include a programming schedule for construction design and long-term schedule for the project.

Council will be presented with the Phase 2 proposal for continuing engineering services. The City/Township Managers are in discussion with Friends of the Blue Star Trail regarding funding opportunities.

Ongoing- Oval Beach Staffing and Operations

Discussions on safety improvements, operational improvements, staff retention and recruitment continue. Beach Community Safety Summit conducted in South Haven was helpful. This year's summit to be held in Saugatuck.

City Hall

Preliminary schedule for exterior repairs- lead abatement contractor thinks they can get started in April. Contractor anticipates a two-month schedule, weather dependent.

Ongoing- Road Resurfacing (and utility) Projects

Road Project Kickoff meeting took place with City staff and engineer. Final bids for the street projects will be presented to Council at a future date.

Discussions continue with Allegan County Conservation District

Allegan Conservation District (ACD) conducted surveys for treating Hemlock trees for hemlock woolly adelgid (HWA). A reminder that they are willing to assist with other invasive species treatment in the area.

Old news- Dune Ridge Waterfront Update

Litigation continues...

Council-Manager form of Government Tid-bit

Advantages of Council-Manager form of Government:

It's Responsive!

In council-manager government, the mayor or chairperson of the governing body and council members are the leaders and policy makers elected to represent the community. **They focus on policy issues** that are responsive to citizens' needs and wishes. The manager is appointed by the governing body to carry out policy and ensure that the entire community is being served.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 2/27/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Settling on 2022 tax bills with Allegan County
- Start 2023-2024 budget process after MBOR



Planning, Zoning and Project Report

March 13, 2023

Planning and Zoning

- Prepared for and attended Historic District Commission meeting.
- Prepared for Zoning Board of Appeals meeting.
- Prepared for Planning Commission meeting.
- Attended site plan review training by the Michigan Association of Planning.
- Prepared and sent a Request for Professional Services for assistance and facilitation of the Short-Term Rental Task Force.
- Worked with legal to draft moratoriums for short-term rentals and commercial waterfront development for consideration by the Planning Commission and City Council.
- Discussed Expanded Outdoor Dining options for 2023 with legal and City Manager.
- Completed planning and zoning casework as outlined in the chart below.

Projects

- Attended Parks and Public Works meeting and reviewed packet documents.

Planning and Zoning Casework

383 Dunegrass Circle	New Home	Claim of Appeal remains pending. Applicant will be submitting updated plans to EGLE for approval.
726 Water St	Short Term Rental	Existing STR units. Renewing. Sent to Fire Department for inspection. Still pending. Agent having door code issues to get Fire Authority in for inspection.
831 Holland St	Enforcement	Previous complaint about condition of the fence. Followed up with owners about status of bringing fence into compliance this spring. Still awaiting a response.
807 Lake #7	Short Term Rental	Existing STR renewing. Initially failed inspection but passed re-inspection. Re-inspection invoice remains unpaid despite e-mails and letter. STR certificate will not be issued until paid.
350 Mason St	New Bed and Breakfast	Applicant updated plans to meeting zoning requirements. Zoning permit issued. Applicant is seeking variances from the ZBA to have a different parking layout and screening. Will be heard at the April ZBA meeting.
764 Mason St	Short Term Rental Application	New STR. Sent to fire department for inspection. Still pending. Fire Authority working with agent to schedule.
526 Butler St	Short Term Rental	Existing STR changed ownership and submitted application. Also received application for guest house. Researched history regarding prior approvals. Reviewed with legal and provided response to the applicant. Sent to Fire Authority for inspection. Still pending. Fire Authority working with agent to schedule.
720 Park St	New Dock	Lessee request to build a new 45 ft dock on city owned property at 735 Park St. City Council will consider at future meeting. Lessee advised of requirement to also obtain EGLE and city minor waterfront construction permits.
181 Park St	New Garage	Zoning permit received for new garage. Received variance from ZBA for lot coverage. Front setback is not met. Discussed with applicant and owner the need for a survey and verification of actual right of way and easements. Applicant advised locations were confirmed and they desire to seek a setback variance. Application is pending.

Planning and Zoning Casework Continued

510 Butler	Addition and Exterior Updates	Zoning permit application received for kitchen enlargement. Other exterior work includes windows, doors, siding and roof. HDC approved. Lot coverage is non-conforming and would be increased. Scheduled for March ZBA meeting for lot coverage variance.
520 S. Maple St	Short Term Rental	Working on cleaning up old STR holds prior to my start date. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application to conduct inspection. Failed inspection. Sent re-inspection invoice.
840 Lake St	Short Term Rental	Working on cleaning up old STR holds prior to my start date. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application to conduct inspection. Still pending but scheduled.
1050 and 1052 Elizabeth St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. New owner in 2020. Sent letter to complete app or advise if no longer used as a short term rental. Applications received for both 1050 and 1052 Elizabeth. Worked with legal on identified non-conformity. Units are eligible to be rented separately. Sent to Fire Authority for inspection.
239 Mary St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application. Still pending. Scheduled for April when de-winterized.
565 Weirich	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. No application in the system but payment received. Sent owner an e-mail requesting application. No response. Sent a letter.

Planning and Zoning Casework Continued

720 Butler #14	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. No application in the system but payment received. Sent owner an e-mail requesting application. Application received. Sent to Fire Authority for inspection. Fire Authority received no response to message left to schedule inspection. Sent no inspection letter. Still pending.
115 Butler St	Short Term Rental	STR application, renewing. Application was incomplete. Sent agent two e-mails with no response. Sent a letter. Talked with agent and advised of required information in applications to process. Still not received complete application. Sent reminder e-mail.
133 Butler St	Short Term Rental	STR application, renewing unit B. Application initially incomplete. Owner advised unit A is no longer an STR. Talked with agent and advised of required information in applications to process. Complete application received and sent to Fire Authority for inspection.
865 Holland St	Addition to Duplex	HDC application received for an addition to duplex. Two family dwellings are not a permitted or special land use in the CR district. Structures with nonconforming uses cannot be enlarged or extended. Advised applicant. Answered applicant questions. Applicant submitted a use variance request. Scheduled for April ZBA meeting. Applicant also re-submitted an HDC application. Scheduling for May due to lack of quorum for April meeting.
Vine Street Cottages	Land Division	Lot split application received. Continued reviewing in coordination with legal, consultant and Fire Authority.
127 Hoffman	Historic District Review	Concern received regarding plexiglass at Uncommon Ground. Reviewed historical documents and video and discussed with Chair. Plexiglass above railing not previously approved. Owner submitted an HDC application. HDC denied the request. Plexiglass and supports above the railing will be removed.

Planning and Zoning Casework Continued

836 Park St	Short Term Rental	STR application, renewing. Sent to Fire Authority for inspection. Still pending. Inspection is scheduled.
890 Simonson	New Home	HDC and zoning permit application received for a new home. HDC approved. Engineering reviewed plans. Applicant addressed engineering feedback and updated plans accordingly. Zoning review is ongoing. Applicant revising ceiling and floor height related to the lower level/basement.
333 Culver St	Deck Replacement	Zoning permit application for a deck replacement. HDC previously approved. Lot coverage is nonconforming. Applicant revised application and received zoning permit to replace decks under the roofs. Applicant submitted ZBA application for a variance for the east and west decks. Scheduled for April ZBA meeting.
720 Butler #16	Short Term Rental	STR application, new owner renewing. Sent to Fire Authority for inspection. Still pending.
1055 Holland St	Short Term Rental	STR application for new unit. Sent to Fire Authority for inspection. Still pending.
331-333 Culver St	Window and Door Replacement	HDC application to replace windows and doors. Postponed by HDC to special HDC meeting.
241 Culver	Short Term Rental	STR application for previous STR. Would be in rear residential unit that is 1 1/2 stories. STRs permitted on second and third floors. Reviewed history. Reviewed in partnership with legal. Applicant advised of findings and options.
100 Park St	Tree Removal Request	Removing dead or dying trees from a vacant lot with no proposed construction. Advised this does require a tree removal permit if they meet the protected definition. Applicant also working with EGLE to get their approval. Tree permit application received and under review.

Planning and Zoning Casework Continued

320 Mason	Short Term Rental	New agent checked on status of certificates. Previously a bed and breakfast. Accessory structure also on the property. Reviewed history and gathered further information from new agent. Reviewed with legal. Providing agent with rental options.
129 Griffith St #207	Short Term Rental	STR application, renewing. Sent to Fire Authority for inspection. Failed inspection. Sent reinspection invoice.
449 Water St	Enforcement	Complaint that a large outdoor fireplace was not indicated on approved site plan. Reviewed site plan. No outdoor fireplace shown or mentioned. Reviewed consent judgement. Reviewed zoning regulations for site plans. Reviewed with legal. Sent owner an e-mail requesting amended site plan to review. Owner is consulting with her attorney. Will also be sent to Fire Department for review.
N/A	Inquiry	Questions about window wells. Under review for a response.
324 N Maple	Short Term Rental	New STR application to rent the ADU. Planning Commission approved ADU rental in February. Sent to Fire Authority for inspection.
221 Elizabeth ST	Short Term Rental	STR Application. Existing STR, new owner. Sent to Fire Authority for inspection.
615 Park St	Structural Improvements	Zoning permit application received for exterior wall and foundation work. Some units will also receive interior re-builds due to water damage. Under review.
505 Grand	Fence Permit	Fence permit application for a side and rear yard privacy fence. Awaiting payment of fee.
275 North	Land Division/Lot Line Adjustment	Land division/lot line adjustment application received. Under review.
436 Main St	Inquiry	Questions about zoning for two smart jacks and encapsulating crawlspace. Answered questions. Will be obtaining building permits.

Planning and Zoning Casework Continued

125 Water St	Short Term Rental	STR app, renewing. Sent to Fire Authority for inspection. Passed inspection. STR certificate issued.
226 Butler St	Inquiry	Questions about sign encroachments into right of way. Provided zoning ordinance and historic district requirements. Sign application submitted then withdrawn.
184 Park St	New Home	Reviewed preliminary plans with applicant and discussing zoning ordinance requirements. Applicant may be seeking a variance for front setback on corner lot. At least two prior variances for setback issued but not constructed.
441 Park St	Inquiry	Questions about water/sewer service line location. Requested information provided. Reminded contractor that water/sewer connection application is still needed.
350 N Maple St	Short Term Rental	STR application for new STR. Sent to Fire Authority for inspection. Passed inspection. STR certificate issued.
230 Griffith	Short Term Rental	STR renewing, showed hold. Didn't receive Fire Inspection. Fire Authority inspected and STR failed. Reinspection invoice sent and paid. Passed reinspection.
233 Culver	Right of Way Permit	Request from Bright World Candle for a right of way permit for construction trailer. Interior work. Right of way permit issued.
820 Holland St	New Garage with ADU Above	Zoning permit application received for a garage with an accessory dwelling unit above. HDC approved in September. Owners advised will not be a rental. Consultant reviewed and has no concerns. Engineer reviewed water and sewer plan. Zoning permit issued.
133 Main St	Siding Replacement	Siding replacement. HDC approved. Historic District permit issued.
245 Spear St	Inquiry	Questions about rental of accessory dwelling units. Pole barn was previously issued a zoning permit to be converted to an ADU. Discussed the requirements and special land use approval process.

Planning and Zoning Casework Continued

428 Butler	Inquiry	Plans to replace sign in the public right of way. May be non-conforming. Provided zoning ordinance sign regulations.
610 N Maple	Inquiry	Inquiry about any surveys on file for this property. Checked BS&A and assessing file and found none. Homeowner is still exploring possible land division.
149 Griffith	Inquiry	Call from Architect with questions about historic district and zoning requirements to continue using property as a restaurant. Architect is still working with client on deciding on any potential exterior changes or building modifications. Provided resources to assist with questions. Advised site plan review by the Planning Commission may also be needed depending on the nature of the work. Advised MTS handles building permits.
515 Water St	Inquiry	Question about whether this property is a contributing structure to the historic district. Advised it is.
702 Lake St	Short Term Rental	Renewal STR application received. ADU is rented with the home under a single contract. Sent to Fire Authority for inspection. Passed inspection. STR certificate issued.
311 Water St (108 Hoffman Unit)	Short Term Rental	Existing STR. Renewing. Failed inspection. Sent invoice. Passed re-inspection. Re-inspection payment received.
N/A	Inquiry	Questions about earlier morning dumpster pickup and the noise. Our contract with Republic covers pickup times, however its limited to trash receptacles that are less than 96 gallons. The contract doesn't cover dumpster service. For the 96-gallon receptacles, they cannot be picked up prior to 7a each Monday. Our ordinance does not have a collection time set.
994 Holland	Inquiry	Requested zoning regulations for a new shed. Previously requested a variance in 2021 that was denied. Sent zoning regulations.



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 02/27/2023:

Village Square:

- Pressure washed the basketball court.
- Pressure washed the tennis court.
- Siding was repaired on the Main/Butler Street restroom building.
- Moss and mildew were treated on the Main/Butler Street restroom building.
- Topsoil and grading were done by the basketball court.

Oval Beach:

- Removed the old swing set.
- Began installing new swing set.
- Washouts were filled along the parking lot.

Interlaken Drive:

- Gravel was added to the road followed up by final grading.

Annual Tree Removals:

Each year, the Public Works Department works with a certified arborist to identify, assess, and perform work on hazardous trees. This year we contracted out tree care through Ed Dowd's Crane Service and performed the following tree work:

- 747 Water Street – Removed
- North/Elizabeth Street ROW - Removed
- 428 Grand Street – Removed/Replace in the spring.
- 520 Grand Street – Removed/Replace in the spring.
- 458 Maple Street – Removed
- 444 Main Street – Removed/Replaced in the spring.
- 436 Main Street – Removed/Replaced in the spring.
- Perryman Street ROW – Removed
- Willow Park – Hazard prune Willow tree.
- 145 Spear Street – Hazard prune Quacking Aspen.
- Mt. Baldhead Park – Rod and cable White Oak

Meetings:

- **02/27/2023** – DWSRF & Taylor/Takken/East/West Kickoff Meeting
- **02/28/2023** – PPW Meeting
- **02/28/2023** – DPW Weekly Goals Meeting
- **03/03/2023** – DPW Weekly Goals Follow-Up Meeting
- **03/06/2023** – DPW Weekly Goals Meeting
- **03/08/2023** – ODC Japanese Knotweed Tour
- **03/09/2023** – Barricade Demo at Holland Police Department

City of Saugatuck
Status Report of Engineering Activities
March 8, 2023

General Consultation

- Water Street Sidewalk: Project is complete. Will review grass restoration in the spring.
- Olde Mill Apartments Water Service: Quotes have been received. Drafted a background memo to summarize what limited information is available to assist council with making decisions on whether to proceed, cost sharing, etc. This work could be combined with other work on Maple Street or the Drinking Water State Revolving Fund project.
- City Hall Exterior Renovations: Pre-construction activities are underway. Work is anticipated to begin once the weather is conducive.
- Spark Grant: There are two rounds of funding in 2023, \$25M each. It will be a competitive program, but if the City has a park-type project (or projects, up to 3 can be submitted), we can assist with conceptual design/planning work and submitting the application.
- Mason Street and Oval Beach Drainage Improvements: Provided spillway sketches to DPW to get quotes and will assist with layout when the time comes.
- System-wide Crack Sealing: Anticipate assembling a bid package spring/summer for fall construction.
- System-wide Patching and Surface Sealing: Anticipate assembling a bid package summer/fall for spring 2024 construction.
- Airport Property Environmental Assistance: Met with City staff and prepared a proposal for a Phase I Environmental Site Assessment for discussion at the March 20 workshop.
- System-wide Pavement Markings: We are preparing an inventory of all existing pavement markings in the City (except the decorative crosswalks at Culver & Butler, which will be addressed separately). Once the inventory is complete, we will incorporate it into a bid package and get quotes to perform the work. We are targeting spring for the work but based on the timeframe for bidding and contractor availability, fall may be more realistic.

Blue Star Highway Bridge Navigation Lighting

- We received the permit with direction from the US Coast Guard and finalized the bid package for the project based on their direction.
- The bid package has been distributed to prospective bidders, focusing on those that are prequalified by the Michigan Department of Transportation and located in the West Michigan area.
- Bids are due April 6, and the project will tentatively be on the April 12 Saugatuck Township, April 17 Douglas and April 24 Saugatuck City agendas for an award.
- The bid package went out later than anticipated, due to the time spent coordinating with USCG, and Memorial Day may not be a realistic timeframe for completion. We restructured the bid package for bidders to list the price and a proposed completion date so that both can be evaluated.

EGLE Drinking Water State Revolving Fund

- Work on the draft Project Plan is underway with input from KLSWA and City staff.
- The draft Project Plan is anticipated to be completed in late April or early May to be on public display for 15 days prior to a public hearing at the May 22 council meeting.
- The final project priority list is anticipated to come out in the fall. If the project is funded, design would begin in late 2023 or early 2024 for construction to begin in late 2024 or early 2025.

West, East Takken & Taylor Resurfacing

- Topographic survey work is complete and the data is in process. Soil boring work is scheduled for late March or early April.
- A notice has gone out to property owners in the area with general project information and contact information for any questions or concerns.
- Design and permitting is anticipated to be completed in spring for bidding in late spring or early summer and construction in fall 2023 (after Labor Day to mid-November).

Mt. Baldhead Conceptual Planning

- We will coordinate with the Study Group and Parks & Public Works Committee on a date and forum for a public input session in the near future to kick off conceptual planning activities.

Mt. Baldhead AT&T Project Assistance

- Met with representatives from the AT&T team and City staff to advance the planning efforts for the project.
- Prepared conceptual plans for two restroom options for AT&T and City consideration.
- Based on conversations to date, we anticipate that we will be providing detailed design of the restroom building and take the lead in obtaining the EGLE/USACoE Critical Dunes permitting for the overall project.

Vendor Name	Description	Amount
1. AERIAL HYDRAULIC REPAIR INC	AERIAL TRUCK BOOM REPAIR	8,565.32
2. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	783.01
	SHERIFF CONTRACT	31,019.60
	TOTAL	31,802.61
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	820.55
4. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
5. AT&T MOBILITY	CELL PHONES	172.18
6. CAPITAL ONE	SUPPLIES	413.83
7. COMCAST	TELEPHONE & INTERNET	153.40
8. COMMERCIAL RECORD	PUBLISHING	252.00
9. CONSUMERS ENERGY	ELECTRIC	3,521.93
10. COSGROVE ENTERPRISES LLC	RETAINING BLOCKS	890.00
11. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	4,838.50
	ZONING LEGAL FEES	7,814.50
	CITY COUNCIL	1,877.00
	LEGAL FEES	1,484.00
	LEGAL FEES LAWSUIT	68,380.45
	LEGAL FEES ELECTRICAL	240.00
	PLANNING APPEAL	9,311.50
	TOTAL	93,945.95
12. FIRST BANK CARD	MAINTENANCE, TRAINING, & SUPPLIES	2,341.83
13. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	6,069.17
	EAST, WEST, TAKKEN & TAYLOR	2,639.00
	TOTAL	8,708.17
14. FRONTIER	OVAL BEACH	82.08
	DPW GARAGE	217.24
	TOTAL	299.32
15. GIL- ROY'S HARDWARE	SUPPLIES	33.89
16. HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,656.25
17. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	216.10
18. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,695.67
19. LORRIE PASTOOR	CLEANING SERVICES	120.00
20. MERCHANTS BANCARD NETWORK	BANK FEES	78.29
21. MICHIGAN GAS UTILITIES	BUTLER ST TOILETS	176.41
	DPW GARAGE	579.32
	CITY HALL	158.13

Vendor Name	Description	Amount
	TOTAL	913.86
22. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	2,255.03
23. OVERISEL LUMBER COMPANY	SUPPLIES	1,156.87
24. PAINTING SERVICES OF WEST MICHIGAN	CITY HALL PAINTING	99,250.00
25. PRIORITY HEALTH	HEALTH INSURANCE	8,928.36
26. QUALITY DOOR COMPANY INC	REPAIR GARAGE DOORS	357.58
27. RICOH USA INC	COPIER LEASE	127.97
	COPIER LEASE	21.21
	TOTAL	149.18
28. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	321.97
29. SAUGATUCK FIRE	SHORT TERM RENTALS	775.00
	PROPERTY TAXES	841.57
	TOTAL	1,616.57
30. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	4,441.90
31. SHELL	GASOLINE & DIESEL	130.60
32. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,264.60
33. SUPERIOR ASPHALT INC	ASPHALT COLD PATCH	155.00
34. VALLEY CITY LINEN INC	SHOP TOWELS	157.00
35. WESTENBROEK MOWER INC	REPAIRS MOWER	149.49
TOTAL - ALL VENDORS		279,517.80
FUND TOTALS:		
Fund 101 - GENERAL FUND		254,458.41
Fund 202 - MAJOR STREETS		696.00
Fund 203 - LOCAL STREETS		3,226.00
Fund 661 - MOTOR POOL FUND		12,191.25
Fund 701 - CURRENT TAX FUND		8,897.12
Fund 715 - ROSE GARDEN		49.02

03/09/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 02/01/2023 - 02/28/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
02/03/2023	DD5924(A)	BOUWMAN, CHAD	PAYROLL	1,262.58
02/03/2023	DD5925(A)	CUMMINS, RYAN	PAYROLL	2,067.13
02/03/2023	DD5926(A)	HARDY, CODY	PAYROLL	1,297.64
02/03/2023	DD5927(A)	HEISE, RYAN	PAYROLL	3,170.56
02/03/2023	DD5928(A)	HERBERT, SCOTT	PAYROLL	1,738.76
02/03/2023	DD5929(A)	KERRIDGE, ADAM	PAYROLL	1,362.48
02/03/2023	DD5930(A)	MACK, ELLIS	PAYROLL	1,195.99
02/03/2023	DD5931(A)	MARTIN, DANNY	PAYROLL	683.93
02/03/2023	DD5932(A)	STANISLAWSKI, PETER	PAYROLL	1,351.05
02/03/2023	DD5933(A)	WENDT, MICHAEL	PAYROLL	1,474.27
02/03/2023	DD5934(A)	WILLIAMS, SARA	PAYROLL	1,614.38
02/03/2023	DD5935(A)	WOLTERS, JAMIE	PAYROLL	1,751.23
02/03/2023	EFT1647(E)	ALERUS	PAYROLL	3,221.50
02/03/2023	EFT1648(E)	EXPERT PAY	PAYROLL	301.61
02/03/2023	EFT1649(E)	MERS HYBRID	PAYROLL	2,099.08
02/03/2023	EFT1650(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,354.46
02/13/2023	17167	ELECTION SOURCE	ELECTION	615.00
02/13/2023	17168	HOLLAND MEDI-CENTER	PHYSICAL DOT	50.00
02/13/2023	17169	IHLE AUTO PARTS	SUPPLIES	243.56
02/13/2023	17170	IXL MACHINE SHOP INC	LEAF PUSHER	98.00
02/13/2023	17171	MINER SUPPLY CO	SUPPLIES	693.72
02/13/2023	17172	OVERISEL LUMBER COMPANY	SUPPLIES	800.07
02/13/2023	17173	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	305,066.35
02/13/2023	4484(E)	AT&T MOBILITY	CELL PHONES	173.35
02/13/2023	4485(E)	CAPITAL ONE	BATTERIES & SUPPLIES	44.97
02/13/2023	4486(E)	COMCAST	TELEPHONES & INTERNET	153.40
02/13/2023	4487(E)	CONSUMERS ENERGY	ELECTRIC	4,123.27
02/13/2023	4488(E)	FIRST BANK CARD	TRAINING, SUPPLIES & SOFTWARE	2,893.16
02/13/2023	4489(E)	FRONTIER	DPW GARAGE	212.50
02/13/2023	4490(E)	FRONTIER	OVAL BEACH	80.43
02/13/2023	4491(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,844.73
02/13/2023	4492(E)	MICHIGAN GAS UTILITIES	CITY HALL	171.37
02/13/2023	4493(E)	MICHIGAN GAS UTILITIES	BUTLER ST TOILET	263.21
02/13/2023	4494(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	511.22
02/13/2023	4495(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,928.36
02/13/2023	4497(E)	VALLEY CITY LINEN INC	SHOP TOWELS	50.00
02/13/2023	4498(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	423.94
02/13/2023	4499(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	74,410.65
02/13/2023	4500(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
02/13/2023	4501(A)	BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	530.00
02/13/2023	4502(A)	BURNETT & KASTRAN PC	LEGAL FEES	108.00

03/09/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 02/01/2023 - 02/28/2023				
Check Date	Check	Vendor Name	Description	Amount
02/13/2023	4503(A)	DETROIT SALT COMPANY	ROAD BULK SALT	6,814.25
02/13/2023	4504(A)	FAHEY SCHULTZ BURZYCH RHODES	LAWSUIT ELECTRICAL	56,043.70
02/13/2023	4505(A)	FLEIS & VANDENBRINK ENGINEERING IN	ENGINEERING FEES	2,593.50
02/13/2023	4506(A)	HORIZON COMMUNITY PLANNER	PLANNING CONSULTANT	1,718.75
02/13/2023	4507(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	19,887.97
02/13/2023	4508(A)	K&R TRUCK SALES INC	TRUCK MIRROR	643.47
02/13/2023	4509(A)	LORRIE PASTOOR	CLEANING SERVICES	180.00
02/13/2023	4510(A)	MISS DIG SYSTEM INC	ANNUAL DUES	1,317.84
02/13/2023	4511(A)	OTTAWA AREA INTERMEDIATE SCHOOL	PROPERTY TAXES	2,530.03
02/13/2023	4512(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	29,632.27
02/13/2023	4513(A)	SAUGATUCK FIRE	PROPERTY TAXES	84,140.73
02/13/2023	4514(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	3,613.11
02/13/2023	4515(A)	STANDARD INSURANCE COMPANY	INSURANCE	427.46
02/13/2023	4516(A)	TIME SAVES LIVES LLC	TRAINING	372.50
02/13/2023	17174	WESTENBROEK MOWER INC	CHAINSAW	585.72
02/13/2023	4496(E)	RICOH USA INC	COPIER USE	424.29
02/17/2023	DD5936(A)	BOUWMAN, CHAD	PAYROLL	1,302.59
02/17/2023	DD5937(A)	CUMMINS, RYAN	PAYROLL	2,319.13
02/17/2023	DD5938(A)	HARDY, CODY	PAYROLL	1,638.33
02/17/2023	DD5939(A)	HEISE, RYAN	PAYROLL	3,170.55
02/17/2023	DD5940(A)	HERBERT, SCOTT	PAYROLL	2,059.22
02/17/2023	DD5941(A)	KERRIDGE, ADAM	PAYROLL	1,791.44
02/17/2023	DD5942(A)	MACK, ELLIS	PAYROLL	1,285.15
02/17/2023	DD5943(A)	MARTIN, DANNY	PAYROLL	743.67
02/17/2023	DD5944(A)	STANISLAWSKI, PETER	PAYROLL	1,484.05
02/17/2023	DD5945(A)	WENDT, MICHAEL	PAYROLL	1,616.94
02/17/2023	DD5946(A)	WILLIAMS, SARA	PAYROLL	1,514.38
02/17/2023	DD5947(A)	WOLTERS, JAMIE	PAYROLL	1,786.84
02/17/2023	EFT1651(E)	ALERUS	PAYROLL	3,329.16
02/17/2023	EFT1652(E)	EXPERT PAY	PAYROLL	301.61
02/17/2023	EFT1653(E)	MERS HYBRID	PAYROLL	2,124.72
02/17/2023	EFT1654(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,842.31
02/17/2023	EFT1655(E)	MERS	PAYROLL	4,418.37
02/17/2023	EFT1656(E)	MI DEPT OF TREASURY	PAYROLL	2,158.21
02/21/2023	4517(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	1,810.96
02/27/2023	4518(E)	MERS	RETIREMENT	3,991.27
02/27/2023	4519(E)	NET2PHONE INC	TELEPHONES	209.92
02/27/2023	4520(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	142.37
02/27/2023	4521(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	30,236.59
02/27/2023	4522(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	87,886.60
02/27/2023	4523(A)	BELL EQUIPMENT CO	STREET SWEEPER	40.81
02/27/2023	4524(A)	CERTASITE LLC	EMERGENCY EXIT SIGN	594.62
02/27/2023	4525(A)	E DOWD CRANE SERVICE LLC	TREE SERVICE	9,880.00

03/09/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 02/01/2023 - 02/28/2023				
Check Date	Check	Vendor Name	Description	Amount
02/27/2023	4526(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	24,153.90
02/27/2023	4527(A)	NEWCOMER PLOW & HITCH	REPAIRS	26.28
02/27/2023	4528(A)	R SMITH & SONS INC	ROAD GRAVEL	875.33
02/27/2023	4529(A)	REPCOLITE	PARKS	125.30
02/27/2023	4530(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	35,987.99
02/27/2023	4531(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	105,695.77
02/27/2023	4532(A)	STANDARD INSURANCE COMPANY	INSURANCE	427.46
02/27/2023	4533(A)	STREAMLINE DESIGN.COM LLC	SIGNS	270.00
02/27/2023	17175	G THOMAS BOYLAN TRUST	2022 Win Tax Refund 57-511-006-00	657.68
02/27/2023	17176	COMMERCIAL RECORD	PUBLISHING	84.00
02/27/2023	17177	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,682.92
02/27/2023	17178	GAME TIME	OVAL BEACH	11,355.85
02/27/2023	17179	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	398,627.58
02/27/2023	17180	WESTENBROEK MOWER INC	SUPPLIES	172.47
Total of 98 Checks:				1,401,766.34
Less 0 Void Checks:				0.00
Total of 98 Disbursements:				1,401,766.34



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: March 13, 2023
SUBJECT: Chain Ferry Fare Adjustment Request

DESCRIPTION:

As mentioned by Mayor Dean at the Workshop, Sean Steele (Owner Operator of Saugatuck Chain Ferry) is requesting an adjustment to the Chain Ferry fares. The contractual relationship with Mr. Steele requires that Council approves any changes (contract in packet). Staff has expedited this request due to Mr. Steele's desire to get the adjusted fares included in the printed materials at the Visitors Bureau.

The charge is \$2 per person, with ages 2 and under free and they are requesting \$3.00 for passengers 11 yrs and older, and \$1.00 for children 10 yrs and under.

BUDGET ACTION REQUIRED:

None

COMMITTEE/COMMISSION REVIEW:

No

LEGAL REVIEW:

No

SAMPLE MOTION:

Approve/Deny the change of fare from \$2 per person, with ages 2 and under free to \$3.00 for passengers 11 yrs and older, and \$1.00 for children 10 yrs and under.



2.28.22

Ryan Heise
Saugatuck City Manager

Ryan-

After four years of managing and maintaining the Saugatuck Chain Ferry without any rate increases we are requesting a rate change. With this rate change we can make the pricing more family friendly and better accommodate our customers' needs. As well as maintaining a quality work staff with the current staffing challenges.

We currently charge \$2 per person with ages 2 and under free and we are requesting \$3.00 for passengers 11 yrs and older and \$1.00 for children 10 yrs and under.

Thank you and we look forward to helping keep this iconic service available to the visitors that travel from all over to visit our city.

Julie Ziemann
Sean Steele

CITY OF SAUGATUCK
CHAIN FERRY SERVICES AGREEMENT

This Agreement is made as of May 13, 2019, between the City of Saugatuck, a Michigan home rule city, the address of which is 102 Butler Street, Saugatuck Michigan, 49453 Attn: City Manager (the “City”) and the Saugatuck Chain Ferry, LLC, a Michigan limited liability company, the address of which is 716 Water Street, Saugatuck, MI 49453 (the “Operator”).

RECITALS

A. The Diane (the “Vessel”) is the only remaining chain-driven ferry in the United States and has been in use since 1838. Three pullies maintain its line as it pulled across the Kalamazoo River. The operator turns a crank on the inside of the Vessel and this pulls it along the chain.

B. The Vessel and associated ferry landings are owned by the City. While the City has historically operated and administered the Vessel, it is now desirous of contracting with a third party to perform such services in exchange for keeping a portion of the receipts from users.

C. The Operator submitted a proposal to provide those services set forth herein. Based on its review of the proposal and subject to the terms of this Agreement, the City has determined that contracting with the Operator to provide the services is in the City’s best interest.

AGREEMENT

In exchange for the consideration in and referred to by this Agreement the parties agree as follows:

ARTICLE I
OPERATOR’S RESPONSIBILITIES

1. **Basic Services.** The Operator shall provide the following services:

A. Maintain and administer an employee roster and recruit staff for the operation of the Vessel.

B. Maintain and administer a training program for all of Operator’s employees to comply with United States Coast Guard (USCG) regulations and requirements.

C. Maintain and administer accounts as reasonably necessary in order to permit the City to ensure compliance with this Agreement.

D. Report to the City as reasonably requested the passenger counts for the Vessel.

E. Maintain, administer and promote a marketing plan to maximize use of the Vessel.

F. Charge fares to patrons of the Vessel consistent with the following:

1. Fares shall initially be paid only in cash but other forms of payment may be accepted upon mutual agreement of the parties.

2. Unless otherwise agreed to by the parties in writing, the fares charged shall not exceed \$2.00 per person/each way. Not less than annually, the parties shall review the fare structure and, where mutually agreed, the fare structure may be modified in writing by the parties without further amendment to this Agreement.

G. Provide regular maintenance services for the Vessel as reasonably needed throughout the term of this Agreement at no cost to the City. Improvements or maintenance not provided for in the preceding sentence shall only be made with the prior written approval of the City. Failure to approve a repair or improvements shall not be deemed a breach of this Agreement and the Operator waives and releases any claims of any nature predicated upon the same. Throughout the season as well as off season Operator shall schedule with the USCG the Vessel's required inspections or safety inspections.

H. Perform services in addition to those detailed above upon written request of the City subject to payment as mutually agreed upon in writing prior to the performance of those services.

I. Operate the Vessel consistent with the following schedule:

1. Dates and hours are subject to employee availability.
2. The Vessel shall be operated in fair weather only and shall not be operated in strong winds, heavy current, electrical storms or heavy rain.
3. Subject to the provisions of this subsection, the Vessel shall be operated for a period each season running, minimally, from Memorial Day to Labor Day.
4. The Operator shall post the Vessel's operating schedule with appropriate signage, such signage to be in compliance with applicable City ordinances and regulations.

2. Qualifications. The Operator represents and covenants that it employs adequate certified, registered and licensed individuals qualified to perform the services set forth herein or that it will, at its sole expense, engage subcontractors who are so qualified. If subcontractors are employed or retained by the Operator, the City shall be so informed and the Operator will be solely responsible for any payments due to the subcontractors.

3. Equipment and Supplies. The Operator at its sole expense shall provide all necessary equipment and supplies for the provision of services as set forth in this Agreement.

4. Independent Contractor. The Operator is and shall for all purposes continue to be an independent contractor. None of the Operator's employees, subcontractors, or agents are or shall for any reason be construed or interpreted to be an employee of the City. The City shall neither have nor exercise any control or direction over them except as provided in or contemplated by this Agreement.

5. Insurance and Indemnification.

A. The City shall not obtain or maintain any insurance covering the Operator, its agents or its employees. The Operator shall obtain and maintain all necessary and appropriate insurance policies covering the negligent and wrongful acts of its employees, subcontractors, or agents, including property liability, general liability and automobile liability coverage. The Operator agrees, to the fullest extent permitted by law, to indemnify and hold the City harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Operator's negligent acts, errors or omissions in the performance of services under this Agreement and those of anyone acting on the Operator's behalf. The Operator is not obligated to indemnify the City for the City's own negligence. The Operator shall provide any necessary unemployment or worker's disability compensation coverage.

B. The City agrees to the fullest extent permitted by the law, to indemnify and hold the Operator harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused solely by the City's negligent acts.

C. The Operator shall acquire, continuously maintain while this Agreement remains in effect, and provide the City with acceptable proof of the types and amounts of insurance coverage as noted in Exhibit A, which is incorporated by reference. A minimum thirty (30) days' notice to the City prior to cancellation, revocation or change in any such insurance shall be endorsed on each policy. The City shall be named as an additional insured on any property or general liability policies.

The obligations set forth in this Section 5 shall survive any termination of this Agreement.

6. Compliance with Legal Requirements. The Operator and its agents and representatives shall, in performing their duties under this Agreement, comply with all applicable laws, rules and regulations.

ARTICLE 2 CITY'S RESPONSIBILITIES

1. Duties of City. The City shall, to the extent reasonable, do the following:

A. Make available copies of pertinent existing records, historical records, drawings or similar data as necessary for the Operator's provision of services.

B. Provide access to the Vessel and ferry landings as reasonably required for the Operator's provision of services.

C. Meet with the Operator as reasonably necessary to provide general guidance or direction.

ARTICLE 3 COMPENSATION AND PAYMENT

1. Compensation. Operator shall pay the City the sum of \$3,000 in the first year of this Agreement and, thereafter, such sum shall be increased annually at the rate of 7%.

2. Billing and Payment. The payments to the City set forth herein shall be made annually to the City and payable no later than September 30.

3. Liens. Neither the Operator nor any of its agents, consultants or subcontractors shall place any lien upon any City property or any of its buildings, improvements, fixtures or appurtenances, or any other City property.

ARTICLE 4
TERM AND TERMINATION

1. Term. Unless earlier terminated in accordance with the terms hereof, this Agreement shall initially be for a term of five years. The Agreement shall thereafter automatically renew for an additional single five-year term unless, not less than 180 days prior to that renewal, either party shall notify the other in writing of its intent not to renew, which determination shall be at the party's sole discretion.

2. Termination. This Agreement may be terminated prior to the date(s) set forth above under any of the following circumstances:

A. This Agreement may be terminated by either party, in its sole discretion, upon 120 days' written notice.

B. In the event either party shall give written notice to the other that the other party has substantially defaulted in the performance of any obligation under this Agreement and such default shall not have been cured within fifteen (15) days following the giving of such notice, this Agreement shall terminate on any future date specified in such notice.

C. In the event of the Operator's failure to maintain its qualifications as provided in this Agreement and following reasonable written notice by the City, the Agreement shall automatically terminate.

D. If the Operator dissolves or if two or more principals leave the Operator and the City in its sole opinion believes the Operator is incapable of completing the terms of this Agreement, the City may terminate this Agreement upon fifteen (15) days written notice to the Operator.

E. If the Operator files for protection from its creditors or for dissolution in any bankruptcy court or if any such action is filed against it by any creditor resulting in a bankruptcy court having jurisdiction over it, this Agreement shall automatically terminate.

3. Effects of Termination. Upon termination of this Agreement neither party shall have any further obligations except for (i) obligations occurring prior to the date of termination, and (ii) obligations, promises or covenants made in this Agreement which are expressly made to extend beyond the terms of this Agreement. Upon receiving notice of termination not requested by or agreed to by the Operator, the Operator shall immediately discontinue all services (unless the notice directs otherwise) and deliver all City property to the City including, without limitation, the Vessel.

ARTICLE 5

MISCELLANEOUS

1. Notices. Any notice or other communication required or desired to be given under this Agreement shall be deemed effectively given when personally delivered or mailed by prepaid certified mail, return receipt requested, to the addresses first written above, or delivered to the contact persons for either party.
2. Governing Law and Remedies. This Agreement is being executed and delivered and is intended to be performed in the State of Michigan and shall be construed and enforced in accordance with, and the rights of the parties shall be governed by, law of the State of Michigan.
3. Waiver of Breach. Neither party's waiver of a breach of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or another provision.
4. Enforcement. If either party takes legal action to enforce this Agreement, the prevailing party shall be entitled to recover its actual, reasonable costs of such action, including, without limitation, actual, reasonable attorneys' fees, to the extent not otherwise prohibited by law.
5. Entire Agreement. This Agreement supersedes all previous or contemporaneous Agreements between the parties relating to its subject matter. No other oral statements or prior or contemporaneous written material not specifically incorporated in this Agreement shall have any effect and no changes or additions to this Agreement shall be effective unless made in writing and signed by the parties. In entering into this Agreement, the parties are relying solely upon the representations and agreements in this Agreement and no others.


IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first written above.

CITY OF SAUGATUCK

SAUGATUCK CHAIN FERRY, LLC

By: 
Ken Trester, Mayor

By: 

By: 
Morica Nagel, Clerk

Its: Member

EXHIBIT A
INSURANCE REQUIREMENTS

The Operator shall purchase and maintain, at its sole expense and as long as it is providing services to the City, the following minimum standard insurance coverage unless otherwise specified in the contract:

- a. Commercial General Liability – Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and products/completed operations. Coverage shall be endorsed to name the City as an additional insured for work performed by the Operator in accordance with the Agreement.

Minimum Limits:

- \$1,000,000 per occurrence/\$2,000,000 general aggregate
- \$2,000,000 aggregate for products and completed operations
- \$1,000,000 personal injury

- b. Motor Vehicle Liability – Including Michigan No-Fault coverage, covering owned, non-owned, and hired vehicles.

Minimum Limits:

- No-fault coverage – statutory
- \$1,000,000 per occurrence combined single limit for bodily injury and property damage

- c. Workers' Compensation and Employer's Liability – Statutory coverage or proof acceptable to the City of approval as a self-insurer by the State of Michigan.

The Operator shall provide proof of Workers' Compensation Insurance in compliance with the required statutory limits.

Said policies of insurance shall be with companies licensed and or approved to do business in the State of Michigan and in a form satisfactory to the City. All insurance companies must maintain a rating of A- or better from A.M. Best Company. Certificates of insurance with a thirty (30) day cancellation clause shall be filed with and approved by the City at least five (5) days in advance of commencing work under the Agreement. Cancellation, material restriction, nonrenewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by the City.

The City reserves the right to request a complete certified copy of the insurance policies for the above coverages.



Chain Ferry Agreement Amendment

- Owner of Star of Saugatuck LLC presented to Council several planned capital improvements which received favorable responses. Given the investment, and as presented by the owner, an extension to the current agreement of two years is requested. Existing agreement term was five years; May 13, 2019-2024. Improvements include:
- Repair upper frame and trellis décor
- Replace wiring for horn and navigational lighting
- Secure gate latches for safety
- Replace idler wheels main sprocket and replace chain
- Anti- skid pad to deck surface



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: March 13, 2023

SUBJECT: Art Out Loud featuring Mountainfilm On Tour – Saugatuck Center for the Arts Signage Request

DESCRIPTION:

The Saugatuck Center for the Arts has multiple sign requests advertising the Art Out Loud featuring Mountain film on Tour happening on March 25th.

Banner sign to be placed under the Saugatuck Palette sign.

Temporary yard signs to be displayed within the right-of-way.

An upright piano functioning as a temporary promotional installation.

Director of Planning, Zoning & Project Management Ryan Cummins measured the sidewalk width outside of Landsharks where the piano sign is proposed to go. The sidewalk in that area measures 8'4". The piano would protrude 2' from the wall, leaving 6'4" of space. The minimum ADA standard for sidewalks is 36" so no issue there. Because the piano sign would sit on the ground, it meets the ADA leading edge requirement for a cane detection.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the signage request from the Saugatuck Center for the Arts to place a banner under the Saugatuck Palette sign, temporary yard signs displayed within the right-of-way and an upright piano on the corner of Butler and Hoffman Streets to advertise the Art Out Loud featuring Mountainfilm On Tour.



Council Action
_____ Approved
_____ Denied
_____ Date

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

SPECIAL EVENT APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: _____ TELEPHONE: _____

MAILING ADDRESS: _____

CONTACT NAME: _____ TELEPHONE: _____

E-MAIL ADDRESS: _____ CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: _____ TELEPHONE: _____

E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: _____ DATE(S) OF EVENT: _____

PURPOSE OF EVENT: _____ RAIN DATE: _____

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

EVENT LOCATION: _____ EVENT HOURS: _____

ESTIMATED NUMBER OF ATTENDEES: _____

ESTIMATED NUMBER OF VOLUNTEERS: _____

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

ESTIMATE DATE / TIME FOR CLEAN-UP: _____ 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 _____

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.

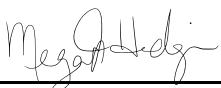
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

February 27, 2023

Date



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER ____ - ____

Name _____ Address / PO Box _____
 City _____ State _____ Zip _____ Phone _____
 E-Mail _____
 Signature _____ Date _____

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners _ _____
 Dates to be displayed _____
 Further Comments: _____

PLEASE INCLUDE THE FOLLOWING INFORMATION

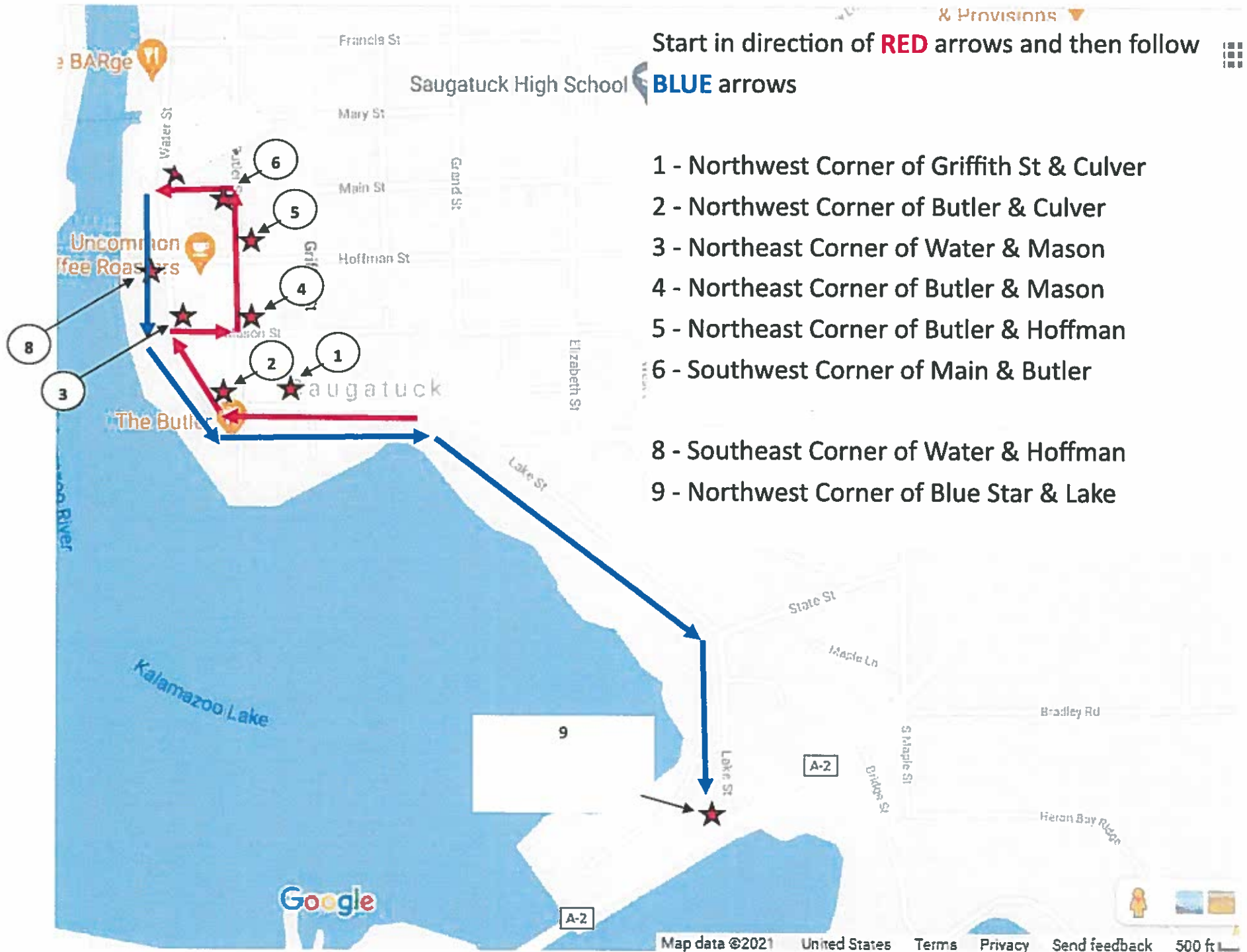
Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

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

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

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



Start in direction of **RED** arrows and then follow **BLUE** arrows

- 1 - Northwest Corner of Griffith St & Culver
- 2 - Northwest Corner of Butler & Culver
- 3 - Northeast Corner of Water & Mason
- 4 - Northeast Corner of Butler & Mason
- 5 - Northeast Corner of Butler & Hoffman
- 6 - Southwest Corner of Main & Butler
- 8 - Southeast Corner of Water & Hoffman
- 9 - Northwest Corner of Blue Star & Lake



Permit Application for Event Sign: Piano at Landsharks

Submitted to the City of Saugatuck on February 24, 2023

SIGN DESCRIPTION: One upright piano, decorated with the details of the Art Out Loud festival featuring Mountainfilm on Tour, will be placed outside of the Landsharks as a promotional tool. Landsharks is a partner in this event and has given consent for this location. (Note: The internal mechanism of the piano has been removed rendering the piano unplayable and eliminating any concerns regarding noise.)

DIMENSIONS: 47.5" H x 58" W x 24" D

ATTACHMENT/SECURING OF SIGN: The piano is on lockable casters. It will be rolled into place, on the sidewalk in front of the Landsharks entrance. Once in place, the casters will be locked. *If the city would prefer*, the casters can also be removed or a wooden base can be attached to the legs of the piano that makes the wheels inaccessible and therefore makes the piano immovable.

MAP OF LOCATION: On the corner of Butler and Hoffman Streets, centered between the pillars that are along the Landsharks roofline. (See red star in image and map below.)





City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: March 13, 2023
SUBJECT: Special Event-Venetian Festival

DESCRIPTION:

Rotary Club of Saugatuck/Douglas is proposing the Venetian Festival to be held from July 28, 2023, thru July 29, 2023. See attached application and event application letter from the organizer. City Staff, Fire, Police, DPW and event organizer will meet in the next week to discuss specifics needed from each department during the required safety meeting.

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Venetian Festival to take place from July 28th thru July 30th 2023, organized by the Rotary Club of Saugtauck/Douglas contingent on approval from Fire, Police and DPW after safety meeting is conducted.

To: City of Saugatuck and City Council members
Re: **Venetian Festival 2022 – Event Application**

The Rotary Club of Saugatuck-Douglas (RCSD) would like to continue the annual Venetian Festival tradition in the City of Saugatuck. In late 2022, the longtime sponsor of the event, the Cow Hill Yacht Club, decided to no longer host the event. As a result, the SDRC decided to step up and ensure that this long-standing community tradition continues.

The SDRC is proposing that the 2023 Venetian Festival be held July 28 – 30. The SDRC proposes the following schedule:

1. Friday, July 28 – Coghlin Park Party with the band Starfarm, to include dancing, a beer tent with limited bar offerings.
2. Saturday, July 29 – Dinghy Poker Run in the Kalamazoo River starting at 12:00 p.m., as well as a Boat Parade at dusk.
3. Sunday, July 30 – Presentation of prizes for the Boat Parade and voting for the Venetian Festival 2024 theme.

The RCSD intends to do the following:

- plan and coordinate the events listed above, with support from the community and other organizations, local businesses and residents. The theme for 2023 in “Green Venetian.”
- provide 5% of the net proceeds from the Friday Beer Tent to the City of Saugatuck for the use of Coghlin Park
- adhere to all rules and respective ordinances of the City of Saugatuck, the Saugatuck Township Fire Department, the City of Saugatuck Department of Public Works, and the State of Michigan.
- be transparent with any and all money raised for and during the Venetian Festival events, and will provide relevant banking statements to the City of Saugatuck upon request.
- cover the cost of the Venetian Festival through funds raised from community.
- install fencing around Coghlin Park, Friday, July 28 and have it taken down no later than Sunday, July 30. erect the tent and staging on Thursday, July 27 and take it down no later than Sunday, July 30.
- hang banners and signs prior to and have them removed immediately following the Venetian Festival events with the assistance of the City of Saugatuck.

The RCSD requests that the City of Saugatuck provide sufficient trash receptacles, traffic cones, fencing, etc., as in previous years. The SDRC will gather all provided items for pick up by the City of Saugatuck at the corner of Coghlin Park, at Culver and Griffith Streets.

The SDRC is a registered 501c(3) charitable organization in the State of Michigan and intends to use funds raised from the Venetian Festival for environmental-related efforts in and around the City of Saugatuck.

The SDRC respectfully asks your consideration to approve this application for the 2023 Venetian Festival.

Thank you for your consideration.

Respectfully,

Garnet Lewis
Venetian Festival Co-chair

Cathy North
Venetian Festival Co-chair



Council Action
_____ Approved
_____ Denied
_____ Date

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

SPECIAL EVENT & 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: Rotary Club of Saugatuck/Douglas TELEPHONE: 248-245-4210
 MAILING ADDRESS: P.O. Box 211 Douglas MI 49406
 CONTACT NAME: Helen Baldwin TELEPHONE: _____
 E-MAIL ADDRESS: hbaldwin0925@gmail.com CELL PHONE: 248-245-4210

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Helen Baldwin TELEPHONE: _____
 E-MAIL ADDRESS: hbaldwin0925@gmail.com CELL PHONE: 248-245-4210

EVENT INFORMATION

NAME OF EVENT: Venetian Festival DATE(S) OF EVENT: Jul 28-29, 2023
 PURPOSE OF EVENT: Charitable Fundraiser RAIN DATE: none

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

EVENT LOCATION: Coghlin Park EVENT HOURS: 7/28 - 5 to 11pm
7/29 - 10am - 3:00

ESTIMATED NUMBER OF ATTENDEES: 7/28 - 2500, 7/29 - 200

ESTIMATED NUMBER OF VOLUNTEERS: 7/28 - 50, 7/29 - 10

ESTIMATE DATE / TIME FOR SET-UP: 7/27 _____ 10 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/29 _____ 11 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No
TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 7/28 7pm END: 7/28 11pm

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 copy to follow
If yes, describe measures to be taken to prohibit the sale of alcohol to minors: bar area fenced in,

ID checked at entrance, security and TIPS trained bartenders

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

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): Coghlin park, various sites
Description of signs: surrounding event and directional signs
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

BOOTHS - QUANTITY TENTS - QUANTITY 2
 AWNINGS - QUANTITY TABLES - QUANTITY 29
 PORTABLE TOILETS - QUANTITY 24

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No
If yes, where do you propose your vendors park? Griffith + Culver
Will the Interurban be utilized? Yes No Time(s) throughout weekend

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY _____

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: Fri 7/28 6 A.M. P.M.

Street re-open date/time: Sat 7/29 3 A.M. P.M.

*Lower Griffith
West of
CULVER*

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

Describe Sidewalk Use: lower Griffith / west culver

Sidewalk closure date/time: 7/28 10 A.M. P.M.

Sidewalk re-open date/time: 7/29 3 A.M. P.M.

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

Parking Lot Location: east side Griffith, south side Culver

Sidewalk closure date/time: 7/28 6 A.M. P.M.

Sidewalk re-open date/time: 7/29 3 A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

current city parking and use of Interurban pickup @ SHS.

APPLICATION CHECK LIST

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

If document is missing, please explain: MLCC application must follow city approval.

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.

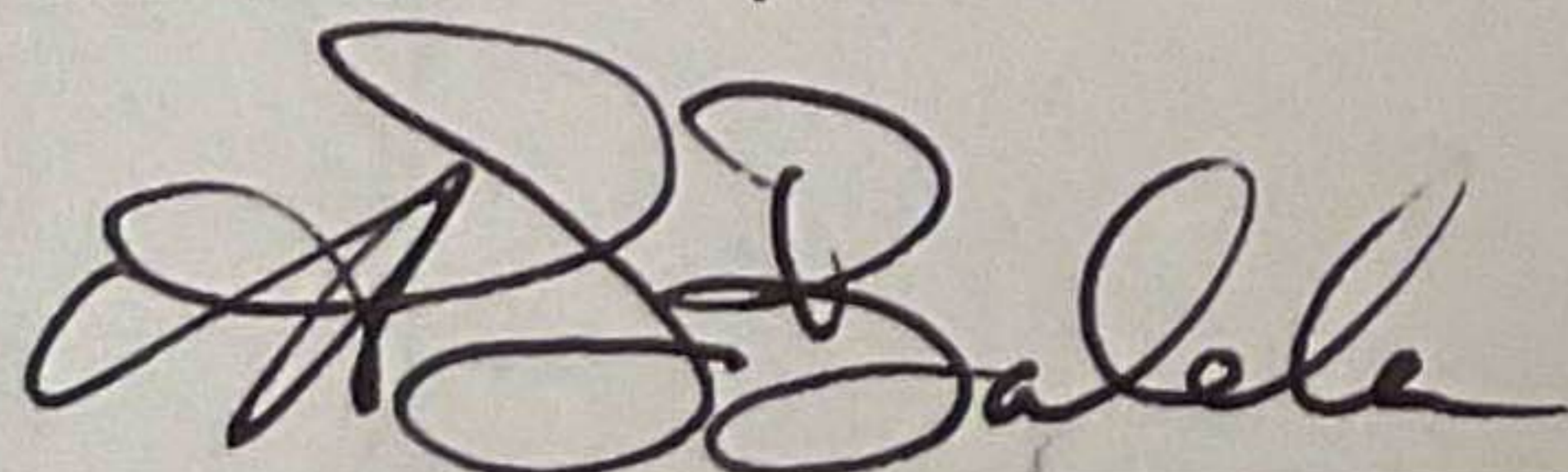
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

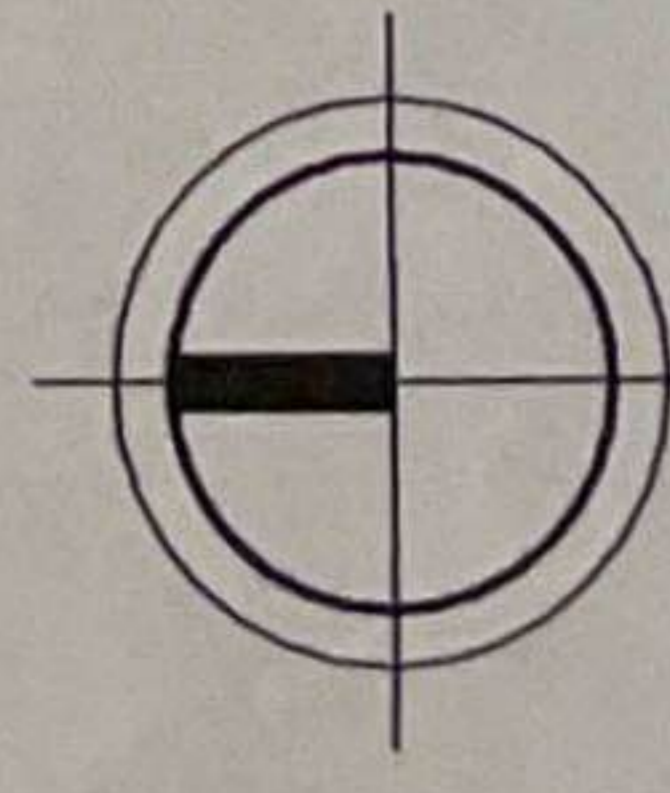
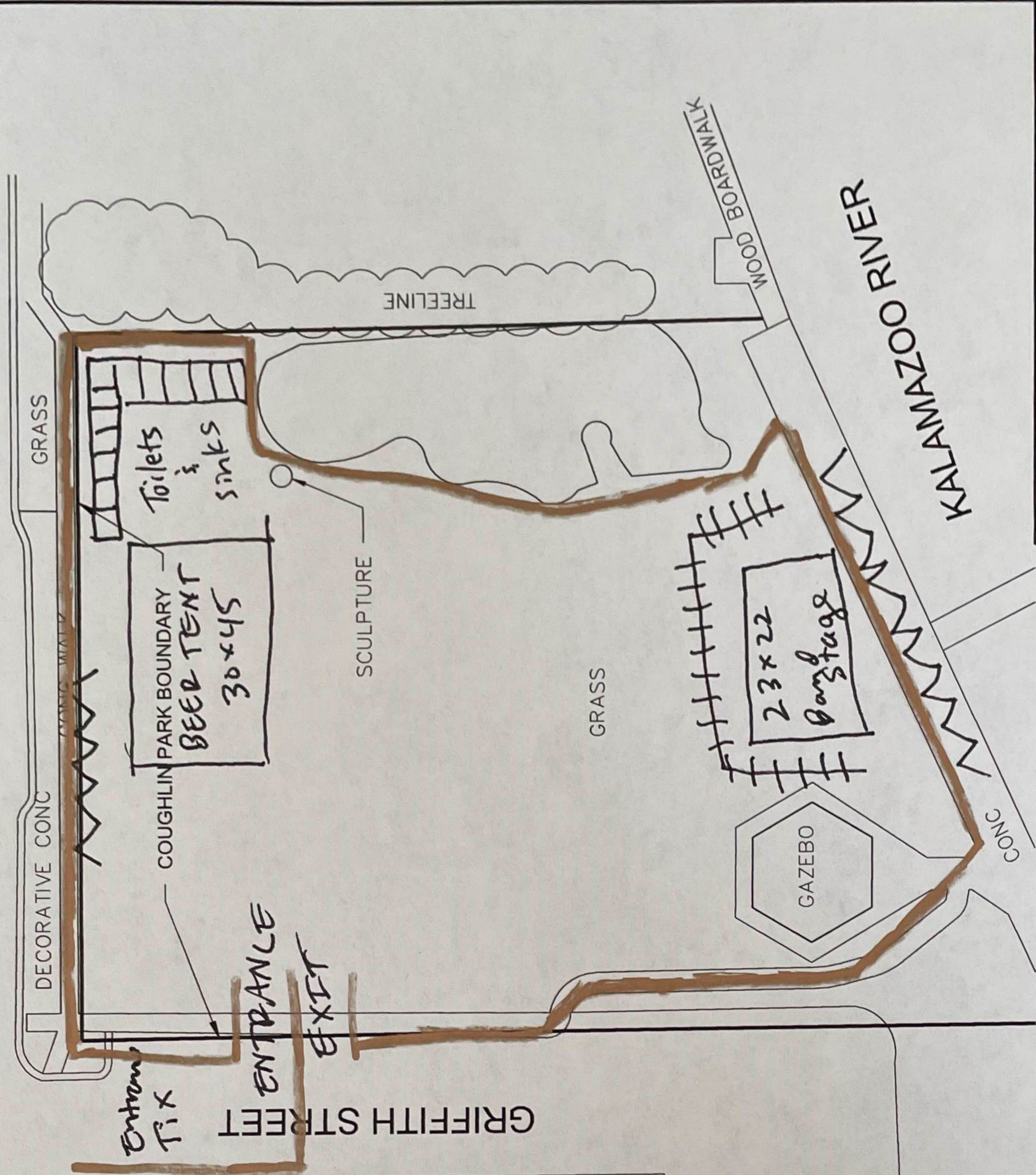
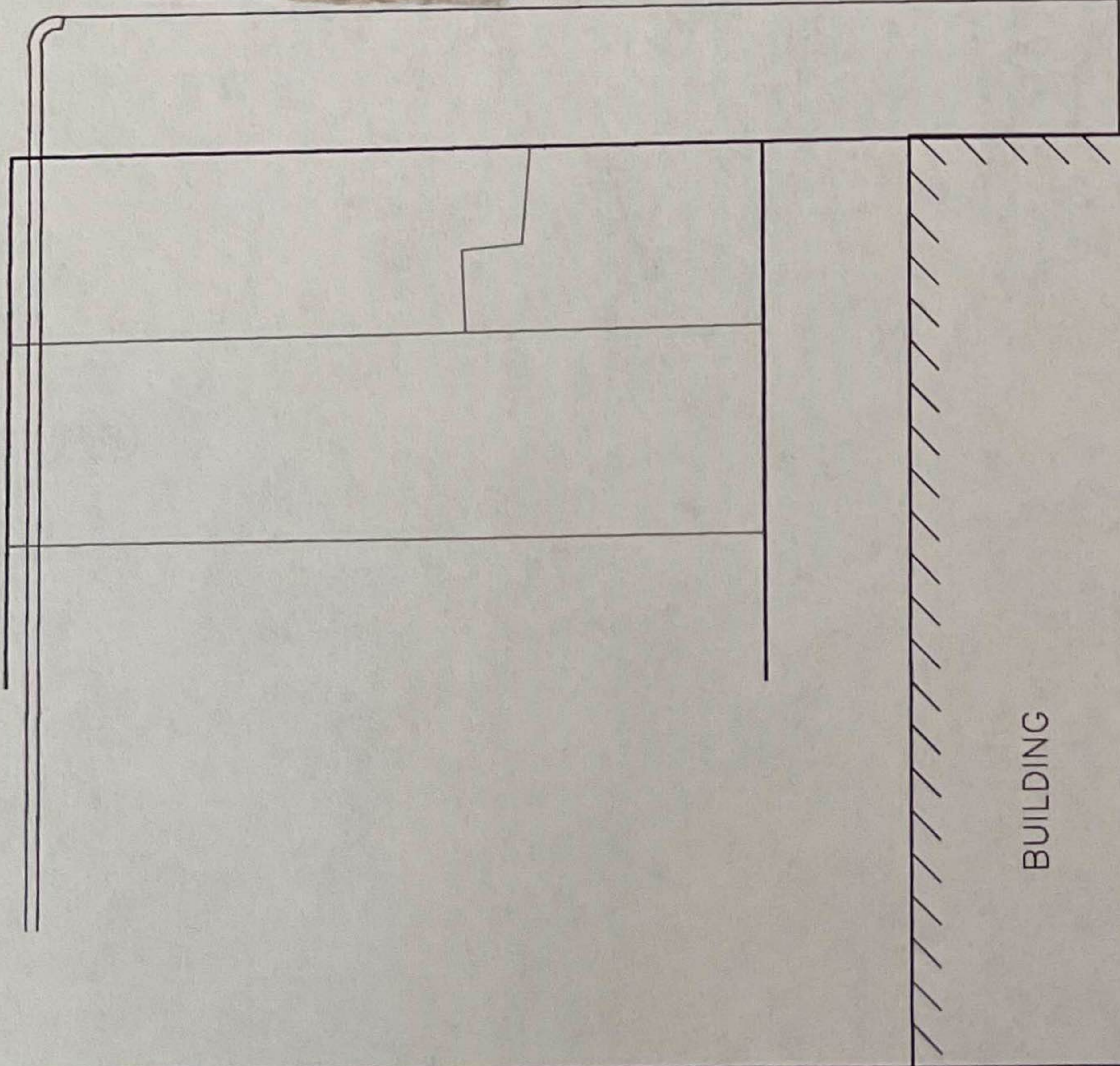


Applicant Signature

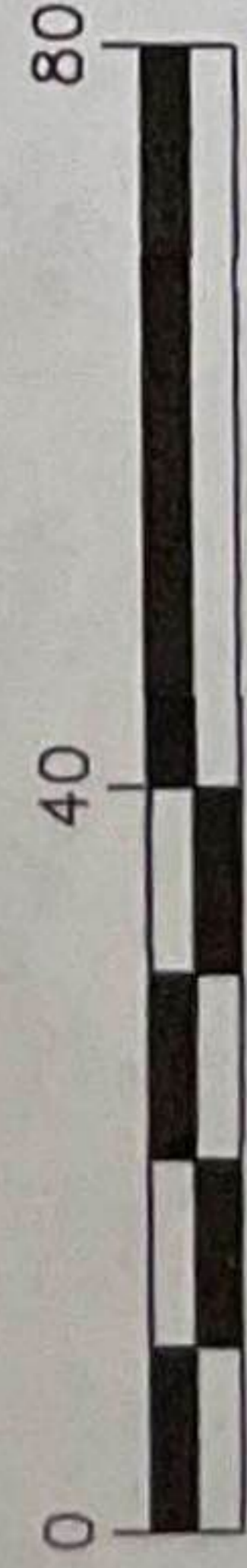
Mar 6, 2023

Date

CULVER STREET



NORTH



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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/09/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Ali Sulita	FAX (A/C. No.): 630-285-4062
	PHONE (A/C. No. Ext.): 1-833-3ROTARY	E-MAIL ADDRESS: rotary@ajg.com
INSURER(S) AFFORDING COVERAGE INSURER A : Westchester Surplus Lines Insurance Company		NAIC # 10172
INSURED All Active US Rotary Clubs & Districts Rotary Club of Saugatuck/Douglas MI ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698		
INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :		

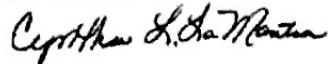
COVERAGES **CERTIFICATE NUMBER: 899307648** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	G73578917 001	7/1/2022	7/1/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		G73578917 001	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/ <input type="checkbox"/> N <input type="checkbox"/> N/A	NOT APPLICABLE			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER City of Saugatuck, MI	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: March 13, 2023
SUBJECT: Mt. Baldhead Park Conceptual Planning

DESCRIPTION:

City Council prioritized infrastructure improvements as their top priority for the coming years. Improvements to the Mount Baldhead Park area have been discussed for over a decade. The City already has a group that is focused on restoration of the radar building and the City is partnering with AT&T on a project that will add AT&T infrastructure at the tower and a building at the bottom of the dune that will also house new City restrooms. The proposal from Fleis and Vandenbrink correctly envisions these three activities (conceptual planning, radar building restoration and AT&T project) will proceed on parallel paths with lots of dialog between the three groups. We are starting conceptual planning a little behind the other two, but we should be able to catch up quick. The general approach is to start with input from the general public, mold that into a draft plan amongst the Study Group, take that plan up the chain to the Parks and Public Works Committee, who can bring a recommendation to City Council, with opportunity for additional community input and changes throughout. Please see the attached flow chart for recommended process. The proposed timeline is aggressive and will need some slight adjustments. The Council has budgeted \$250,000.00 for Mt. Baldhead improvements this fiscal year.

BUDGET ACTION REQUIRED:

Design- not to exceed \$15,000.00

COMMITTEE/COMMISSION REVIEW:

Yes

LEGAL REVIEW:

None

SAMPLE MOTION:

Approve Mount Baldhead Conceptual Planning proposal from Fleis & Vandenbrink in an amount not to exceed to \$15,000.00. Authorize Mayor or Mayor Pro Tem to execute subject to final staff approval.

February 16, 2023

Via Email: ryan@saugatuckcity.com

Ryan Heise, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

RE: Mt. Baldhead Conceptual Planning

Dear Ryan,

We met with the Mt. Baldhead Study Group (MBSG) on February 3 to discuss ideas and process for improving the Mt. Baldhead area. As you are aware, the stairs, overlook area, pavilion, restroom and other elements of the park are deteriorating and in need of attention. As work progresses on renovation/preservation of the radar building and partnership with AT&T on a new space for restrooms, it is important to have a consensus on the overall plan for the area so that various improvements can be made in a way that will serve the larger vision for the park. To that end, we propose the following scope of services to assist the City with conceptual planning for the Mt. Baldhead area:

Scope of Services

- Compile prior conceptual planning information from work done by F&V, Michigan State University and others. Assemble current planning/design documents from the radar building restoration activities and AT&T project to understand the current status and direction of those projects.
- Attend a public workshop/listening session focused on presenting background information and soliciting community input to serve as a basis for current planning work (Meeting 1).
- Attend a brainstorming meeting with the MBSG (and other stakeholders, as appropriate) to review prior conceptual planning information, current plans from AT&T and the radar building and community input (Meeting 2). Discuss advantages and disadvantages of the concepts and elements in prior plans and new ideas.
- Prepare a current draft conceptual plan, using aerial photography, prior topographic survey and other information, as available. Incorporate ideas from the brainstorming meeting, as appropriate.
- Attend a meeting with the MBSG (and other stakeholders, as appropriate) to present and discuss the current draft conceptual plan (Meeting 3).
- Incorporate comments and direction received from the Study Group into the conceptual plan and develop a preliminary project budget for the various elements in the plan.
- Attend a meeting with the Parks & Public Works Committee (PPWC) to present and discuss the conceptual plan, budget, potential grant programs and other ideas for implementation (Meeting

4). The PPWC meetings are public and thus provide additional opportunity to solicit community input.

- Incorporate comments and direction received from the PPWC into a final draft conceptual plan. Update the budget, as appropriate.
- Present the final draft conceptual plan, budget and implementation ideas to City Council at a workshop or meeting (Meeting 5). Finalize the Mt. Baldhead Conceptual Plan based on feedback and direction received from council and public in attendance.

Based on our prior work in the area, we understand the radar building and perhaps other areas of the site have contamination issues to be considered. We will include a line item in the overall budget for addressing known issues, however, our budget does not include detailed environmental investigation at this time. We can prepare a scope and budget for environmental work, if and when it becomes necessary during the course of the planning or future design work.

Schedule

The schedule for a project of this nature tends to be fluid, based on meeting schedules, ongoing dialog, review/decision times and other factors. However, for planning purposes we anticipate the following approximately timeline:

- | | |
|------------------------------------|---|
| ▪ Public Workshop | March/April 2023 (depending on authorization) |
| ▪ Brainstorming Meeting with MBSG: | April/May 2023 |
| ▪ Review Draft Plan with MBSG: | May 2023 |
| ▪ Meet with PPWC: | June 2023 |
| ▪ City Council Presentation: | July 2023 |

Our intent would be to complete the conceptual planning work prior to the busy summer season when scheduling meetings may become more complicated, but if more time is needed in the process, this schedule can be lengthened as necessary. Grant applications, if applicable, detailed design and construction activities would follow, and the schedule would be specific to the element(s) being implemented.

Budget

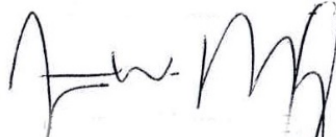
We propose to complete the Scope of Services identified above at our standard hourly rates plus reimbursable expenses in accordance with an estimated budget of **\$10,000-\$12,000** to include the five meetings identified above. If additional meetings are desired during the course of the planning work, we recommend a budget of \$1,000-\$1,500 per meeting, depending on the meeting format and level of preparation involved.


We will prepare a proposal (or proposals) for grant applications (as applicable), formal design, bidding and construction phase services as various elements of the project move toward implementation.

We are prepared to begin upon authorization. Authorization to proceed with the work can be given by returning a copy of this proposal signed below as indicated. We look forward to continuing our work with you for this unique place in the City. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK


Jonathan W. Moxey, P.E.
Project Manager


Don DeVries, P.E.
Principal

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Professional Services for the **Mt. Baldhead Conceptual Planning** for the City of Saugatuck as detailed in this letter, under our existing Professional Services Agreement (PSA) dated November 13, 2018.

By: _____

Date _____



City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: March 8, 2023

SUBJECT: Resolution 230313-A Approving a Change in the City's Schedule of Fees

DESCRIPTION:

The City's various ordinances and state law allow the City Council to set fees for the provision of permits. As staff has reviewed the current fee schedule, it was found that many fees have not been updated in nearly twenty years, and do not reflect anything close to current costs. In other cases, staff has found that a fee for commonly requested permits has not been established at all.

In the case of zoning fees, applications for a zoning permit, Zoning Board of Appeals review, and lot divisions have not been raised since at least 2005. The last time the zoning fees were updated was in 2016, when there was a slight increase in the Planning Commission fee. Inflation alone has significantly eroded these fees. In the case of Planning Commission and Zoning Board of Appeals reviews, the cost to publish a public hearing notice in the paper and pay for board members to attend the meeting is more than the current fee of \$300. This leaves no charge for the staff time involved, mailing of public hearing notices, or professional reviews. As a result, this cost is being covered by other taxpayers through the general fund.

In the case of the Historic District, aside from a special meeting with the Historic District Commission, no fees are being charged for administrative reviews or HDC meetings. The Local Historic Districts Act does allow for a reasonable fee to process a permit application.

There are also no fees established to review and process an application for a street/curb cut permit, right of way permit, or sewer connection.

Fee Analysis

How much to charge for reviewing and processing permits is a policy decision. Some communities attempt to recover the exact costs. Others attempt to recover a portion of the cost from the applicant and are willing to allow general fund dollars to also be spent as the review benefits both the applicant and community.

Staff has reviewed the costs in reviewing and processing various permits. This includes the time involved with:

- Corresponding with applicants
- Reviewing permit applications and submitted materials
- Permit entry, uploading documents, and tracking in software systems
- Preparing public hearing notices
- Publication of public hearing notices in the newspaper
- Mailing public hearing notices
- Placing public hearing signage, answering public inquiries, and reviewing public hearing correspondence
- Preparing meeting packets
- Attending meetings
- Preparing and reviewing draft minutes
- Conducting final inspections
- Professional reviews (planner, engineer, legal etc.)
- Legal attendance at meetings
- Board member meeting attendance

In evaluating the time and costs above, I am recommending that you increase or establish fees as outlined in the attached resolution which would charge for some, but not all of the costs. Costs for office space and overhead costs were not included.

Escrow

The Zoning Ordinance allows for a deposit of fees to be held in escrow for any application for site plan approval, a special land use permit, condominium subdivision, planned unit development, variance, or other use or activity requiring a permit under Chapter 154. The escrow is used to pay professional review expenses of engineers, community planners, and any other professionals whose expertise the city values to review the proposed application and/or site plan of an applicant. It is my recommendation that we collect a \$2000 escrow deposit for the items listed above. This is reflected in the attached resolution and would be in addition to the application fee. The applicant is entitled to a refund of any unused escrow fees at the time a permit is either issued or denied in response to the applicant's request.

Fee Comparison

Staff extensively reviewed fees being charged in surrounding communities, including Saugatuck Township, the City of the Village of Douglas, and South Haven. While the City can only charge up to its actual costs, it is helpful to know if our fees are in line with others. Nearly all of our current fees are well under surrounding communities. All three communities are also utilizing escrow deposits. The City of the Village of Douglas just underwent a similar review and updated their fees earlier this month. South Haven and Saugatuck Township updated their fees in December. With the recommended increases, our fees would be in line with the others. I have included surrounding community fee schedules for evaluation.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

City Attorney, Jacob Witte, has reviewed the proposed fee schedule changes.

SAMPLE MOTION:

Motion to approve Resolution 230313-A, A Change In the City's Schedule of Fees.

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

RESOLUTION NO. 230313-A

A RESOLUTION APPROVING A CHANGE IN THE CITY'S SCHEDULE OF FEES

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

WHEREAS, the City of Saugatuck, acting through the City Council, is authorized by various ordinances and state law to set fees for the provision of permits, etc.; and

WHEREAS, the City Council adopts and establishes such fees from time to time by resolution; and

WHEREAS, based on matters of record presented to it, the City Council is of the opinion that certain City-imposed fees and charges need to be approved and incorporated into the City's Schedule of Fees.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council hereby approves a change in the City's adopted Scheduled of Fees as follows:

Zoning	Current Fee	New Fee	Escrow Deposit
Fence or Sign Permit	\$25	\$75	
Zoning Permit Application <ul style="list-style-type: none"> • Deck, Patio, Shed, Pool, or Hot Tub (per item) • New Dwelling (Single or Two Family) or Bed and Breakfast • All Others 	\$50	\$125 \$500 \$250	Zoning Administrator Discretion
Planning Commission Review <ul style="list-style-type: none"> • Site Plan Review Only • Special Land Use, Text Amendment, Rezoning and Others Requiring a Public Hearing 	\$300	\$750 \$1,000	\$2,000 \$2,000
Zoning Board of Appeals Review <ul style="list-style-type: none"> • Variance, Appeal, Interpretation, and All Others 	\$300	\$850	\$2,000
Special Planning Commission or Zoning Board of Appeals Meeting	Not Established	Established PC or ZBA Review Fee plus \$300	\$2,000
Lot Division or Adjustment Application	\$100	\$275	
Major Waterfront Construction Permit	Not Separately Established	\$1,000	\$2,000

Minor Waterfront Construction Permit	Not Separately Established	\$250	
Temporary Zoning Permit	Not Established	\$75	
Planned Unit Development	Not Separately Established	\$1,300	\$4,000

Historic District	Current Fee	New Fee	Escrow Deposit
Historic District Commission Review	Not Established	\$250	
Historic District – Administrative Review	Not Established	\$50	
Historic District Commission Special Meeting	\$300	\$500	

Miscellaneous	Current Fee	New Fee	Escrow Deposit
Street Cut/Curb Cut Permit	Not Established \$2000 Escrow	\$100	\$3000
Temporary Right of Way Permit	Not Established	\$75	
Sewer Connection Application	Not Established	\$150	

2. The City Manager and City Clerk are authorized to take all actions necessary to effectuate the terms of the Resolution including, without limitation, modifying the City’s adopted Schedule of Fees maintained at City Hall.

3. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2023

CITY OF SAUGATUCK

BY: _____
Scott Dean, Mayor

BY: _____
Jamie Wolters, City Clerk

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2023.

Signed: _____
Jamie Wolters, City Clerk



Schedule of Fees

Select Fees Are Payable Online at: tinyurl.com/PayItOnline

ESTABLISHED BY ORDINANCE #93 OF 1984 AND ARTICLE 23 OF
THE CITY OF THE VILLAGE OF DOUGLAS ZONING ORDINANCE,
ADOPTED ON MAY 18, 2009 - FEE SCHEDULE AMENDED FEBRUARY 6, 2023

The Village of Friendliness - Since 1870

PLANNING & ZONING SERVICES	Basic Fee	Escrow
Planned Unit Development (PUD)		
• Rezone Request and Preliminary PUD Review	\$1,000	\$2,000
• Final PUD Review	\$500	\$2,000
• <i>Major</i> Amendment to a PUD	\$500	\$2,000
• <i>Minor</i> Amendment to a PUD (administrative review)	\$300	\$1,000
Rezoning Requests (NON-PUD)		
• Rezoning of parcel	\$300	\$2,000
Residential and Mixed-Use Developments and Subdivisions		
• Plat Review (Conventional)	\$1,500	\$2,000
• Site Condominium Review	\$1,000	\$2,000
• Site Plan Review for Condominium Developments	\$1,000	\$2,000
• Open Space Preservation Developments	\$1,000	\$2,000
• Multi-Family Residential Development	\$1,000	\$2,000
• Mixed-Use Development (Vertical)	\$1,000	\$2,000
Non-Residential Developments		
• Site Plan Review – New Construction	\$1,000	\$2,000
• Site Plan Review – Expansions exceeding 15% of the existing floor area	\$500	\$1,000
• Site Plan Review – Expansions <i>NOT</i> exceeding 15% of the existing floor area	\$300	\$500
Waterfront Construction Permits		
• Minor	\$100	\$2,000
• Major	\$500	\$2,000
Special Use Permit	\$1,000	\$2,000
Master Plan Amendment	\$1,500	\$2,000
Special Meetings (outside of regularly scheduled PC meetings)	\$500	
Private Road Review	\$500	\$2,000
Land Division / Boundary Change Review	\$250	PZ Admin Discretion
Zoning Board of Appeals		
• Dimensional Variance Request	\$350	\$1,000
• Use Variance Request	\$350	\$1,000
• Zoning Text Interpretation	\$350	\$1,000
• Appeal of Planning & Zoning Administrator's Determination	\$350	\$1,000
Zoning Permits		PZ Admin Discretion
• General	\$50	
• Fences	\$50	
• Chickens	\$25/year	
• Sign Permits	\$100	
• Food Truck Permit	\$150/3-day-\$25/each add'l day	
• Home Occupation (annual)	\$50	
• Temporary Structures and Uses	\$50	
• Wind Energy Conversion System	\$50	
Zoning Ordinance Text Amendment	\$1,000	\$2,000
Tree Removal Permit	\$50	
Failure to Obtain a Zoning Permit (Penalty)	\$500	
Right of Way Work/Road Cut/Bore/Driveway Permit	\$100	\$5000

CITY CLERK SERVICES	Basic Fee	Escrow
Garbage/Refuse Permits	\$100	
Outside Amplification	\$100	
Parking Fee Waiver (per space)	\$7,000	
Community Directory Signs	\$50	
Short-Term Rental		
• Registration/Initial Inspection	\$350	
• Re-Inspection	\$100	
Business License/DDA (Annual)	\$25/year	
Temporary Vendor (Hawker/Peddler License)	\$150/daily	
Boat Launch Ramps • Union Street • Shultz Park	<i>Resident</i> \$10/daily, \$25/season	
	<i>Non-Resident</i> \$10/daily, \$75/season	
Revocable Sign License/Agreement	\$250/year	
Zoning Ordinance (Hard Copy)	\$50	
Zoning Map Copy		
• 8.5" x 11" & 11"x17"	\$0.25	
• Large format print	\$5	
Special Meeting of the City Council	\$500	
Water Well Review	\$50	\$1,000
Acceptance of Private Roads into the Public System	\$500	\$2,000
Marihuana Facility Permit Application (annual)	\$5,000	
Pleasant Point Kayak Storage Rack	\$175/season	
USB Storage Drive	Actual cost	
Freedom of Information Act Requests	Fee parameters as established by the Act (Act 442 of 1976).	
Returned check fee	\$13	
Special Event Permit	\$50	
	Free for non-profit organizations	
City Park Reservation	\$50	
	Free for non-profit organizations	
Point Pleasant Slip (lottery system)	\$1,800/year for 2 years	
Wedding Officiant (Mayor)	\$50	
Street Vacation	\$500	\$1,000
Municipal Water Connection		
• Users within City Limits	\$2,000	
• Users outside City Limits	\$4,000	
• Connection Inspection	\$200	
Sanitary Sewer Connection		
• Users within City Limits	\$2500	
• Users outside City Limits	\$3500	
• Indirect Connection	\$1,250	
• Connection Inspection	\$200	



**SAUGATUCK TOWNSHIP CONSOLIDATED FEE SCHEDULE
December 01, 2022**

Article I – General Provisions

Purpose. This Consolidated Fee Schedule shall establish and require the payment of fees for administrative expenses incurred by the Township of Saugatuck, in processing requests for reviews, approvals, permits, certificates, inspections, meetings, licenses, ordinance amendments, and such other requests requiring action by the Township of Saugatuck; as allowed or provided by federal, state, county, or local law or ordinance.

Definition. For purposes of interpreting this Consolidated Fee Schedule, the following words and phrases in this section have the following meanings:

Applicant. Any person who requests, or is required by law to receive from the township any review, approval, denial, inspection, permit, certificate, license, hearing, meeting, ordinance amendment or other administrative or legislative action by the township for which a fee has been established.

Fees. Fees mean those sums of money established and required to be paid to the township as a charge for administrative or legislative activity in accordance with the provisions of this fee schedule which are a part hereof.

Inspection/Review Escrow. Sums of money required to be deposited by an applicant with the township from which actual costs for inspection and/or review services required by the township will be paid.

Township. Township of Saugatuck, including its officers, employees, boards, commissions, agents, and professional consultants.

Article II – Fee and Escrow Regulations

Time of Payment. Fees shall be paid by the applicant at the time a request for action is submitted to the township. The inspection/review escrow shall be paid to the township prior to commencing any construction or site alterations which will require inspection and/or review.

Non-Payments. No application, petition, or request from an applicant shall be accepted, reviewed, processed, or acted upon until the required fees or escrow are paid. Checks used for payment must be finally paid by the payer bank and unconditionally credited to the township's account in order for fees or escrow to be considered paid.

Duplicate of Escrow. Upon a request from an applicant, the township board may waive or reduce any escrow upon a finding that the applicant has supplied an escrow to another governmental agency for the same service and that the other governmental agency's inspection

and/or review will satisfy the purpose for which the township inspection and/or review is required.

Duplication and Escrow. The fees set forth in the schedules are intended to reflect the actual cost of the administrative or legislative activity indicated as of the date of the schedule, and as such, may be hereafter amended by the township board.

Additional Escrow. The township may at any time, require the applicant to place additional monies in escrow if the township reasonably determining existing escrows to be insufficient to cover anticipated inspection or review services. Where the actual cost or providing inspection or review exceeds or is anticipated to exceed the escrow which has been paid. The township may bill the applicant for the excess costs which shall be paid prior to any further inspection or review by the township.

Refunds of Escrow. Where the actual cost of inspection and/or review is less than the escrow which has been paid, the township will refund the unused portion within 30 days of completion of the project which required inspection and/or review.

Waiver of Fees. Where an applicant is a township official, agent, or employee making a request for the purpose of receiving assistance, clarification, or guidance on a matter within his duties and responsibilities, no fees shall be required to be paid.

Reduction of Fees. Fees established pursuant to this schedule may be waived or reduced by the Saugatuck Township Board in accordance with this section.

- A. Fees may be waived or reduced by the township board if any of the following conditions exist:
1. If the applicant can demonstrate that the actual costs to the township are materially less than the fees proposed to be charged.
 2. If the applicant can demonstrate that a reduced or waived fee would provide an incentive to improve a pre-existing non-conforming site.
 3. If the applicant can demonstrate that the fees to be charged will result in a significant financial hardship to the applicant.
 4. Any other reason as determined by the township board in its sole discretion.

Article III – Interpretation and Effective Date

Repealer. Any previously adopted resolution, fees, fee schedules, inconsistent or conflicting with this schedule are, to the extent of the conflict or inconsistency and upon this ordinance taking effect, repealed.



Severability. If any section, paragraph, clause, provision, or schedule of this schedule is held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining provision thereof.

Effective Dates. This schedule takes effect on December 1, 2022.

Schedule I

- A. Flat Escrow Deposit – *(held to three (3) months after Certificate of Occupancy issued)*
\$2,500

*Flat Escrow Fee Applies
- B. *Rezoning \$1,300
\$10 additional fee per parcel per acre as it appears on township tax rolls is to be considered a separate application for purpose of determining fees.
- C. Zoning Board of Appeals \$1,300
- D. Fire Board of Appeals
 - 1. The application fee for a homeowner appealing the IFC for his/her primary residence shall be \$400.
 - 2. The application fee for a builder, developer, or any other person or entity not appealing a primary residence shall be \$1000. In addition to the standard fee of \$1000 for a building, developer, or any other person or entity not appealing a primary resident, the applicant shall be required to pay the amount of \$1000 as an escrow fee to be held by the Saugatuck Township Fire District. The Fire Board may use the escrow funds to retain a planning consultant, experts, attorneys, and/or similar professional consultants. In the event the escrow drops to \$250, the applicant shall replenish it to the original amount of \$1000. Any escrow balance remaining when the appeal is completed shall be returned to the applicant.
- E. Land Divisions \$125

+ \$85 per parcel created
- F. Boundary Line Adjustments or Combination\$85 per parcel effected
Boundary line adjustments include compliant movement of a lot line in a platted subdivision that the Township Board must approve, or an adjustment of a lot line for a metes and bounds survey which may be administratively approved by the Zoning Administrator.
- G. Special Meeting Request – *(other than a regularly scheduled meeting)* \$1,300
- H. Signs – as required by Sign Ordinance as amended\$1.50/sq. ft per number of sides

+ \$85 Zoning Permit Fee

 Temporary Sign.....\$1.50/sq. ft per number of sides
- I. Home Occupation Permit \$85

(one-time fee)

J.	*Pond Permit.....	\$500
K.	*Private Road Permit	\$500
L.	*Site Condominium, PUD, Multiple or Mobile	\$350 <i>(one time issue)</i>
M.	Temporary Mobile Home Location Permit	\$100 <i>(one time issue for 1 year)</i>
N.	Temporary/Seasonal Use Permit	
	6 month duration	\$300
	2 month duration.....	\$100
O.	Building Permit Fees – see Schedule of Building Permit Fees	
P.	Zoning Permit	\$85
Q.	Rental Inspection (<i>valid for three (3) years</i>)	
	Initial/Three (3) year interval.....	\$350
	Per Re-Inspection.....	\$100
	Rental Investigation Fee after 2 nd Notice.....	\$250
	<i>2nd Notice issued 30 days after First Notification and due upon registration/renewal</i>	
	Rental Investigation Fee after 3 rd Notice.....	\$300
	<i>3rd Notice issued 30 days after issuance of 2nd Notice and due upon registration/renewal</i>	
R.	Mechanical, Electrical and/or Plumbing Permit	\$85 (<i>per inspection</i>)
	Plan reviews, as necessary	\$85/hour <i>(1 hour minimum)</i>
S.	Water Service Connections	
	1. Water Service Connection Permit	\$4,000 (<i>per R.E.U.</i>) \$85 (<i>per inspection</i>)
	2. Water Service Fire Suppression Connection	Additional ½ R.E.U. <i>at \$4,000 per Water Service Connection R.E.</i>
	Irrigation Service Connection Permit.....	\$1,000 (<i>per connection</i>) \$85 (<i>per inspection</i>) <i>Only applicable if not in conjunction with a domestic water service line</i>
T.	Sewer Service Connection Permit	\$7,069.57 (<i>per R.E.U.</i>) \$85 (<i>per inspection</i>)
U.	Water Service Readiness to Serve Charge.....	\$8.00 <i>(per R.E.U. per month)</i>

V. Sewer Component Replacement Charge \$3.50
(per M.E.U. per month KLSWA unit)

Schedule II

Flat Escrow Deposit – *(held to three (3) months after Certificate of Occupancy issued)* \$2500
 * Flat Escrow Fee Applies

Site Plan Review

Added to all the fees below will be the **actual cost** of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. Applicants are encouraged to provide the most complete application possible to avoid subsequent review costs. An escrow fund may be established at the beginning of the project or the actual cost billed to the applicant at the end. These costs must be paid whether the project is approved or denied.

- A. *Site Plan Review..... \$1,300
- B. *Condominium *(site condo not included)*.....\$1,300
- C. *Site Condominium Plan Review.....\$1,300
- D. Administrative Site Plan Review *(for minor projects under 1,000 sq. ft.....* \$600
 (Flat Escrow Fee of \$500)
- E. *Plat Review.....\$1,300

Planned Unit Development

- A. *Planned Unit Development\$1,300

Special Approval Use

- A. *Special Approval Use- plus appropriate fees from Schedule II.....\$1,300

Additional Fees

Each review for Site Plan and Plat Review entitles applicant to two plan submissions (original and one revision) for each stage listed. Each additional submission (revision 2, 3, etc.) will require an additional fee equal to 50% of the initial fee for that stage. All review fees will be the actual cost of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. Applicants are encouraged to provide the most complete application possible to avoid subsequent review costs.

Construction Inspection\$85/inspection



Any site or improvement will be done in accordance with approved plans and will be inspected by the township. Actual inspection timing and costs will be determined by the township following a pre-construction meeting.

Building Permit Fees

This fee schedule applies to all construction types including residential /commercial, new/improved, and additions. Up to 5 inspections and plan review are included. Additional inspections are \$85 each. Permit fees are capped at \$10,500 for a single residential structure of up to four units only. This does not include additional inspections or professional services deemed necessary.

\$85 base fee plus
 \$3.50 per thousand dollars of project value
 \$10,500 cap for a residential structure up to four units
 Demolition and moving of a building \$85

All project values declared on the permit application will be compared to the “Bureau of Construction Codes Square Foot Construction Cost Table” and will be adjusted if found to be substantially lower than the table indicates.

If a project is begun before a building permit is issued a \$100 investigation fee will be added to the permit fee. If additional inspections are necessary, they will be billed to the permit holder at \$85 per inspection. The Certificate of Occupancy will not be issued until all fees are paid.

Building permits are valid for 1 (one) year from the issue date. If an extension is needed the fee will be 50% of the original permit cost. The permit is then valid for 2 years from the original issue date. **Permit fees are due prior to the issuance of the permit.** A permit may only be cancelled if no inspections have been performed. In the event you wish to cancel a permit, only 50% of the permit fees are refundable, the other 50% is kept as a processing fee.

Schedule III

Administration Fees:

Photocopies B/W	\$.25 per side
Photocopies Color	\$.35 per side
Envelope Labels	\$.75 per sheet
USB loaded (not provided)	\$5.00 per drive
Non-Sufficient Funds or Returned check Payment	\$20/per check
F.O.I.A. photocopies	\$0.10 per side
F.O.I.A. USB loaded (not provided)	\$5/ 15 minutes
F.O.I.A. Copy Service	\$5/ 15 minutes

Donation/Advertisement/Memorial Fees:

Memorial Park Bench	\$1,500.00 each (<i>plus cost of installation</i>)
Memorial Picnic Table	\$3,000.00 each (<i>plus cost of installation</i>)
Memorial Litter Receptacle	\$1,500.00 each (<i>plus cost of installation</i>)
Memorial Recognition Plaque	To be determined by contracted time and materials of Township.
Small Memorial Space on Dog Park Pavilion(s)	\$150.00 per space (sign not included)
Small Sign Advertisement Space on Dog Park Fence	\$150.00 per space annual fee (sign not included)
Large Sign Advertisement Space on Dog Park Fence	\$250.00 per sign annual fee (sign not included)

**CEMETERY STANDARDS, RULES AND REGULATIONS
& FEE SCHEDULE**

Section 1. PURPOSE

In accordance with Chapter 12 Saugatuck Township Code of Ordinances the Cemetery Standards, Rules and Regulations as amended and adopted by the Saugatuck Township Board are to govern the management, maintenance, operation and use of all municipal cemeteries of the township and to carry out the purposes of the Cemetery Ordinance.

Section 2. CARE OF LOTS

(a) No trees, shrubs or flowers shall be planted on any burial space or in any part of the cemetery grounds except by and with the permission of cemetery personnel.

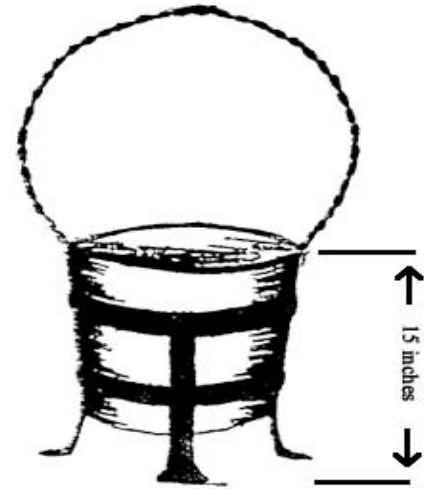
(b) No artificial flowers may be placed on any lot in any part of the cemeteries. Fresh flowers, wreaths and emblems are permitted to be laid on a lot for a short period only immediately following a burial, and immediately before, during and after Memorial Day observances, and, will be disposed of when determined necessary by cemetery personnel. Wreaths and winter holiday associated trees may be placed on the gravesite during the winter holiday season and shall be removed during the first week of January.

(1) Glass containers are not permitted for use.

(2) Flowerpots, upright vases and urns are prohibited in all areas of the cemeteries. Stone or concrete urns that were existent prior to May 1st 1995 are permitted to remain only as long as they continue to be in reasonable condition as determined by cemetery personnel. Damaged or deteriorated urns will be removed, without notice, by cemetery personnel and may not be replaced.

(3) Flower and plant containers that are movable are allowed on individual or group lots in the cemeteries provided the height of such containers does not exceed 15 inches. The illustrated type of basket (see below) is recommended because it is visually attractive and is so constructed that it can be moved and will not readily fall over. All such containers

shall be green in color. The location of such containers will be subject to determination by cemetery personnel, and for purposes of reasonable grounds maintenance procedures, all such containers should be removed in the fall (for the winter months). Cemetery personnel, without notice, will remove containers not removed after October 1st annually, as time and weather conditions dictate.



Section 3. MONUMENT FOUNDATIONS

All cemetery monuments and markers shall be on a foundation of a depth and size and of a material deemed adequate by cemetery personnel. All foundations shall be installed by cemetery personnel only.

Markers and monuments will not be permitted to be delivered to cemetery grounds until a proper order for a foundation installation has been issued to cemetery personnel. All orders must be made through the Saugatuck Township Office.

Section 4. CREMATION INTERMENTS

Cremation interments are permitted in all useable burial spaces in the Cemeteries. Interments involving multiple cremations are permitted but must be authorized by the Cemetery Sexton.

Section 5. OPENING AND CLOSING OF BURIAL SPACE

All burial space shall be open and closed by cemetery personnel only. Funeral Service agents are not permitted to open or close burial space in the cemeteries except with the permission of cemetery personnel.

* Burial in any cemetery burial space is restricted to the certificate holder for such lot or space and the certificate holder's spouse, child or stepchild, parent or stepparent, or grandchild or step grandchild. In the event of unforeseen circumstances or questions of identity, the township sexton shall reach a determination for the right of usage taking into consideration any and all available evidence either written or oral. The determination of the township sexton is considered to be final unless appealed to the township board within 30 calendar days. Upon appeal the township board decision is conclusive and binding on all parties.

Schedule IV

Cemetery Fees

*Foundation \$.25 per sq. in.

A. Standard Burial	
*Weekday Non-Holiday.....	\$550
*Saturday.....	\$600
*Sunday/Holiday.....	\$650
B. Cremation Burial	
*Weekday Non-Holiday.....	\$150
* Saturday.....	\$175
* Sunday / Holiday	\$200

Standard Burial Plot Fees

A. Resident or Taxpayer	
a. Standard Plot 1-2 spaces	\$120/space
b. Standard Plot 3-6 spaces	\$480/space
c. Standard Plot more than 6 spaces	\$1,500/space
B. Non Resident / Non Tax Payer	
a. Standard Plot.....	\$2,000/space

Cremation Burial Plot Fees

A. Resident or Taxpayer	
a. Cremation Plot 1-2 spaces	\$80/space
b. Cremation Plot 3-6 spaces	\$240/space
c. Cremation Plot more than 6 spaces.....	\$1,000/space
B. Non Resident / Non Tax Payer	
a. Cremation Plot	\$1,500/space

The fees and charges for burial rights are for the use of cemetery grounds and lots and the purpose of recovering the costs for acquisition, construction, reconstruction, maintenance and operation, and shall be established, adopted and amended from time to time by the Township Board. Such fees and charges may be established for but are not limited to the sale of lots and perpetual care of such lots, burials, removals, foundations, certificate issuance, certificate transfer, and operational and maintenance services as may be determined.

FISCAL YEAR 2022-23 FEE SCHEDULE

Administrative Zoning Review	Fee
Residential Construction (single or two family)	\$125.00
Accessory Structures, Decks, Fences (per item)	\$75.00
Swimming Pools and Hot Tubs	\$75.00
Signs and Awnings (per item) (note that signs projecting over public ROW requires City Council approval)	\$125.00
Temporary signs	\$50.00
Temporary Use/Special Events (event located on City property requires City Council approval)	\$50.00
Short-term Rental Certificate	
Business	\$600.00
Personal	\$125.00
Reinspection	\$100.00
Minor Amendment (PUD, Site Plan, Special Land Use)	\$300.00
Residential Radio/TV Towers	\$75.00
Land Division or Combination** (per parent parcel)	\$200.00
Planning Commission Review	
Site Plan Review	
Preliminary Review (PC)	\$500.00
Final Review and Amendments (PC)	\$500.00
Special Land Use Permits	\$500.00
Special Meeting	\$800.00
Planning Commission and City Council Review	
Planned Unit Development (PUD)	
Initial Application and Amendments	\$750.00
Rezoning and Zoning Ordinance Map Amendment Request	
Regular Meeting	\$500.00
Special Meeting	\$800.00
Master Plan & Future Land Use Map Amendment	\$500.00
Zoning Ordinance Text Amendment Request	
Regular Meeting	\$500.00
Special Meeting	\$800.00
Zoning Board of Appeals Review	
Regular Meeting	\$500.00
Special Meeting	\$800.00

Additional Services	
Right-of-Way Permit Request (submitted to Engineering Department, does not include applicable "plus expenses fees")	
Curb and Gutter	\$100.00
Driveway, Commercial	\$150.00
Driveway, Residential	\$100.00
Sidewalk	\$100.00
Storm Sewer	\$150.00
Temporary Encroachment (dumpster, storage container)	\$100.00
Utility (non-telecommunications - water/sanitary repairs, gas main)	\$150.00
Utility (telecommunications - buried cable, conduit, fiber)	\$150.00
Other (for activities not mentioned above)	\$100.00
Additional inspections (each)	\$50.00
Late Fee (applies in addition to standard permit fees and is applied when permits were not obtained prior to start of work)	\$100.00
Bond	\$2,500 - \$5,000
Attorney, engineering, planning consultant reviews or other additional costs	See Escrow Policy
Building Review Permits	
Building Permit	See Building Permit Fee Schedule
Demolition of Structures	
Residential and Accessory	\$125.00
Commercial and Industrial	\$350.00
Moving a House (in addition to applicable "plus expenses fees")	\$125.00
Unpermitted Work (in addition to Building Permit fee)	\$250.00
Construction Board of Appeals	\$300.00

Council approval date: 12/06/2022



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: March 13, 2023
SUBJECT: Local Governmental Unit Approval for Social District Permit

DESCRIPTION:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Fenn Valley Vineyards Inc. at 310 Butler St. has requested approval to be added to the City of Saugatuck Social District.

Resolution No. 220411-A establishing the Social District and Commons Area in the City of Saugatuck and Approving a Social District Plan is attached for reference along with the map of the City of Saugatuck Social District.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution 230313-B adding Fenn Valley to the City of Saugatuck Social District.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the City of Saugatuck council/board
(regular or special) (name of city, township, or village)

called to order by Mayor Dean on 3-13-23 at 7:00 p.m.
(date) (time)

the following resolution 230313-B was offered:

Moved by _____ and supported by _____

that the application from Fenn Valley Vineyards, Inc.
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____ council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

This is to certify that a Licensee is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

Department of Licensing
and Regulatory Affairs

THIS LICENSE SUPERSEDES ANY AND ALL OTHER LICENSES ISSUED PRIOR TO APRIL 22, 2022
FILE NUMBER: G159955

BUSINESS ID: 159955

FENN VALLEY VINEYARDS, INC.
D/B/A

310 BUTLER ST,
SAUGATUCK, MI 49453-9499

ALLEGAN COUNTY
G-20
SAUGATUCK TWP

LICENSE # LICENSE:
L-000417518 Off-Premises Tasting Room

ACT:

TOTAL BARS: OUTDOOR SERVICE AREA:
DIRECT-CONNECTIONS: 0 PASSENGERS:

ROOMS:

PERMIT
Sunday Sales (AM)

IN WITNESS WHEREOF,
this License has been duly signed
and sealed by both the Michigan
Liquor Control Commission and the
Licensee(s).

LIQUOR CONTROL COMMISSION

Pat Agliardi
Ken Phelan
Scott Leiger
See Gonzalez
Edna Tom

LICENSEE(S) SIGNATURE(S)

2022

2023

83 LICENSE EFFECTIVE MAY 1, 2022 - EXPIRES APRIL 30, 2023

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 220411-A

**RESOLUTION ESTABLISHING A SOCIAL DISTRICT AND COMMONS AREA IN
THE CITY OF SAUGATUCK AND APPROVING A SOCIAL DISTRICT PLAN**

WHEREAS, Public Act 124 of 2020 (PA 124), was signed into law on July 1, 2020; and

WHEREAS, PA 124 established Section 436.1551, which authorizes the issuance of Social District Permits for the sale of alcohol by the MLCC, under which the governing body of a local governmental unit may designate a Social District within its jurisdiction and establish Commons Areas; and

WHEREAS, qualified licensees whose licensed premises are contiguous to a Commons Area within the Social District, and that have been approved for and issues a Social District Permit, may sell alcoholic liquor on their licensed premises to customers who may then consume the alcoholic liquor within a Commons Area of the Social District; and

WHEREAS, the City of Saugatuck intends to establish the Downtown Saugatuck Social District and Downtown Saugatuck Commons Area which would be managed by the City.; and

WHEREAS, the Downtown Saugatuck Social District would generally be located in downtown Saugatuck area with the boundaries defined in the Downtown Saugatuck Social District Plan; and

WHEREAS, the Downtown Saugatuck Commons Area's boundaries are defined in the Downtown Saugatuck Social District Plan; and

WHEREAS, the City of Saugatuck will follow all stipulations of Michigan Public Act 124 of 2020 and through its Social District Plan arrange for appropriate controls and maintenance of the Social District.

NOW, THEREFORE, BE IT RESOLVED that the Saugatuck City Council approves the Downtown Saugatuck Social District Plan as presented; and

BE IT FURTHER RESOLVED that the Saugatuck City Council does hereby approve the creation of the Downtown Saugatuck Social District and Downtown Saugatuck Commons Area pursuant to the Downtown Saugatuck Social District Plan.

Council Member Leo offered the following resolution and moved for its adoption, seconded by Council Member Stanton;

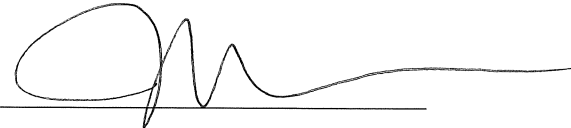
YEAS: Council Members: Bekken, Dean, Leo, Lewis, Stanton

NAYS: Council Members: Gardner

ABSTAIN: Council Members: _____

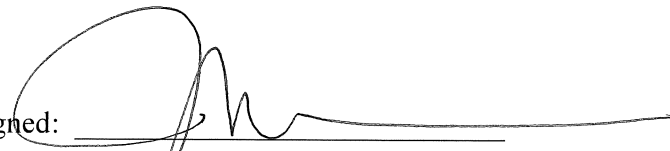
ABSENT: Council Members: Trester

ADOPTED this 11th day of April 2022.

Signed: 
Jamie Wolters, City Clerk

CERTIFICATION

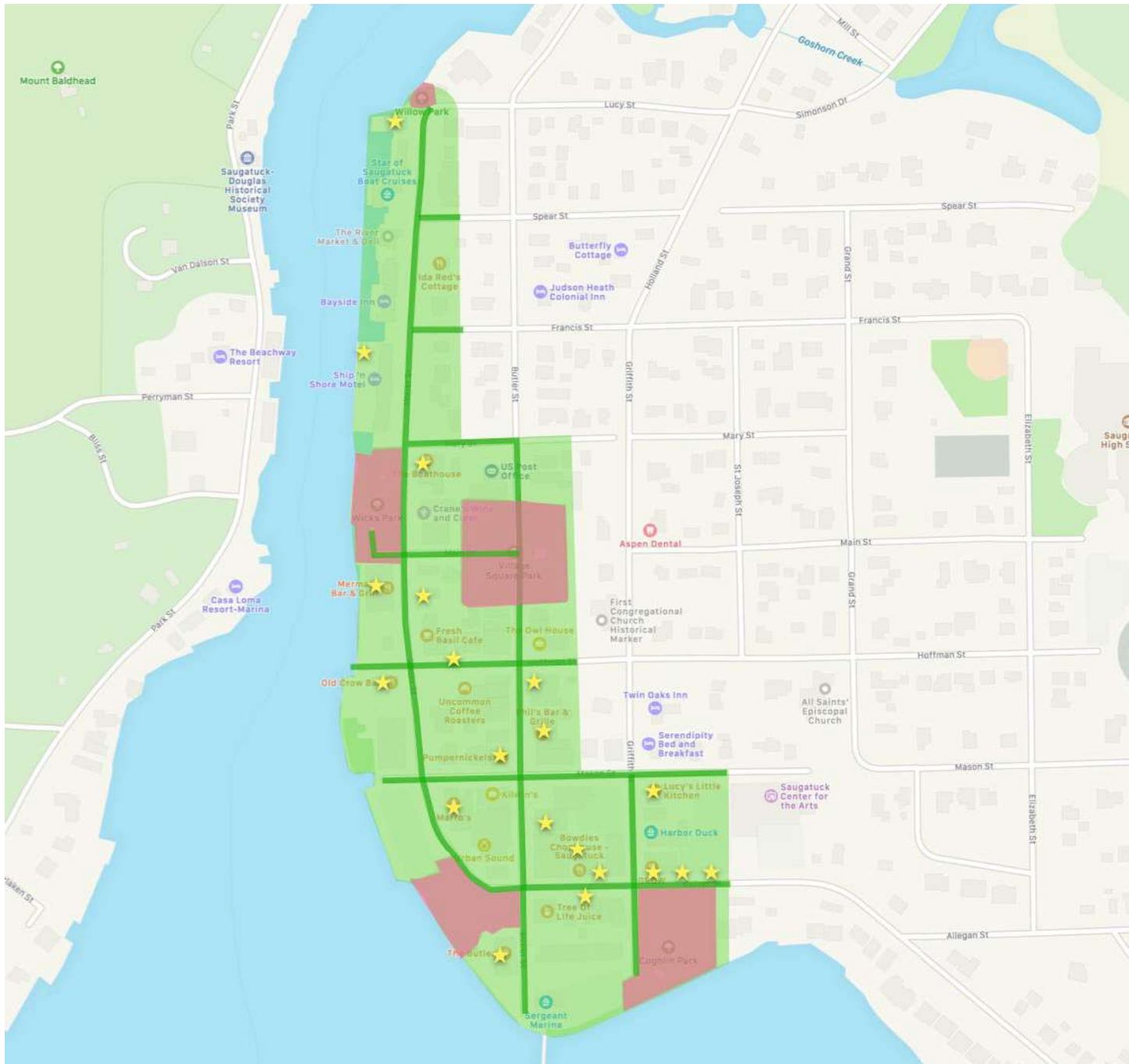
I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held April 11, 2022, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended. The minutes of the meeting were kept and will be or have been made available as required by said Act.

Signed: 
Jamie Wolters, City Clerk

Downtown Saugatuck Social District Boundaries and Commons Map

Light green – Social District Boundaries

Darker green and pink (streets and parks) – Social Commons





City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: March 13, 2023
SUBJECT: Wicks Park Boat Slip Issue

DESCRIPTION:

A Ms. Ann Marie would appreciate the Council's consideration to accommodate a boat rental rather than being the registered boat owner for the Wicks Park Boat slip. Please see the exchange with City staff below and attachments related to the application.

Ms. Ann Marie:

Good morning! If there is any way to accommodate a boat rental for the slip lease agreement, I would welcome that! I am traveling for work tomorrow but may be able to break depending on what time the meeting occurs, and I will make myself available for Monday's meeting as well.

If it would be helpful, I can easily mark up the existing lease language which Ryan forwarded to me, to accommodate a boat rental rather than registered owner as the slip lessee (it's a matter of simply changing the reference to "boat registration" to "lease" and "registered owner" to "lessee". I think the insurance would be an important point for the City, and of course we included the boat owner on the insurance for the boat, so that both the registered owner and the lessee/renter (me) are named insureds.

I appreciate your consideration of this! AM

City Staff:

Given that this is a policy issue, I'm recommending that we take the item before Council for their review and input- Council Workshop for this Wednesday, and Council meeting on Monday. Hopefully, the matter can be quickly resolved one way or another.

Will you please provide Ms. Uetz (copied on this email) the links and times for meetings.

Best,

RH

Ms. Ann Marie:

Okay, thanks for letting me know. It's unfortunate that the lease cannot simply be amended to account for renting a boat, but I understand the form of the lease as you've noted. I will talk to the lessor and see if they are interested in selling the boat to me, and will get back with you right away about this, okay? AM

City Staff:

Hello Ann,

Per our attached boat slip lease agreement, we will not be able to proceed with the lease due the boat being owned and registered by another party.

Section 2 of the lease states:

The LESSEE shall use the Leased Premises for the purpose of the docking of LESSEE's one boat and for no other purpose or purposes unless specifically approved in writing by LESSOR prior to the start date of this Lease.

Section 5 of the lease states:

LESSEE shall provide to LESSOR (prior to the commencement date stated above) a copy of the current boat registration that lists the LESSEE as the registered owner of the one allowed watercraft.

Our attached Policy states:

Lessee shall provide to City prior to commencement term a copy of current boat registration that list the lessee as the registered owner of watercraft. The boat registered with the City is the only watercraft to be moored in the slip.

Unfortunately, our policy and lease state that the lessee must be the owner of the boat.

BUDGET ACTION REQUIRED:

None

COMMITTEE/COMMISSION REVIEW:

Yes

LEGAL REVIEW:

Yes

SAMPLE MOTION:

No recommendation until Council has their discussion. For potential action at Monday Council meeting.

Policy/Procedure: Wicks Park Boat Slip Leasing

Date Adopted or Implemented: 01-14-2019

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

I. General Purpose and Objective

To establish fair and equitable policies and procedures for the operation of leasing ten (10) Wicks Park Boat Slips, on the Kalamazoo River, owned/maintained by the City of Saugatuck. Boat slip season commences April 1 and ends Oct 1, weather permitting.

II. Season Dates & Fees.

1. April 1 – October 1 annually, weather & water level permitting.
2. Fee's will be established per Schedule of Fees adopted by City Council.

III. Criteria

1. City of Saugatuck real-property taxpayers will receive priority.
2. Boat slips are for pleasure (non-commercial) boats. Slips are 26 feet in length and are approximately 10 feet wide.

IV. Application/Selection Process

1. The city will accept applications (1 per real-property taxpayer) for a period of two weeks prior to the lottery date selected/advertised. Persons with multiple properties may only submit one application.
2. Applicants may request a particular slip number on application however the City cannot guarantee assignment due to lottery selection process.
2. Selection will be completed by random lottery drawing open to the public. City of Saugatuck real-property taxpayer applications will be processed first.
3. If additional slips remain, a random lottery of non-resident applications will be held.
4. All selected individuals shall sign a lease agreement providing personal, boat, and insurance information, which shall remain on file during lease period.
5. lessees selected during the lottery will have 10 business days following the lottery selection to submit completed lease agreement and full payment.

V. Cancellations

1. If lessee cancels the lease agreement, rental amount is un-refundable.
2. The lease agreement cannot be sublet, or transferred. Any attempted reassignment entitles the City to terminate lease agreement and require immediate vacation of the slip.

VI. Terms & Conditions

1. The City makes no guarantees concerning water level. Lessee will make its own independent determination. Lessee has an obligation to pay the total fee due under the lease agreement.
2. Lessee shall provide to City prior to commencement term a copy of current boat registration that list the lessee as the registered owner of watercraft. The boat registered with the City is the only watercraft to be moored in the slip.

3. City is NOT responsible for any damage or vandalism that occurs while boat is moored in the slip. Lease will include statements releasing City from liability.
4. Lessee is responsible for safety and actions of guests; and will be respectful of neighbors while accessing the boat slips.
5. Trailer and/or seasonal boat storage is not permitted on City property.
6. The City will assume no responsibility for the slip being occupied or obstructed by a third party. Lessee is prohibited from occupying or obstructing any other slips.
7. Alterations, additions, or modifications to the slip structure, water, or other structure is not permitted. Boat cradles, lifts, etc. are not permitted unless approved by City Council.
8. Storage of supplies, materials, accessories, or debris upon floats, slips, or docks is prohibited.
9. Terms and conditions of the lease, including fees, are subject to change from one boating season to the next.
10. Any infraction of the terms or conditions outlined in the lease agreement or as posted at the slip facility constitutes grounds, at the option of the City, to cancel the lease agreement. Lessee will be given 7 days after receipt of written notice to remove boat. No refund will be given.



2023 Wicks Park Boat Slip Lottery Application

To enter the lottery, an application must be submitted to Saugatuck City Hall, no later than Friday, January 27, 2023, at 5:00 p.m., postmarks will not be accepted. Only one (1) application will be accepted per real-property taxpayer.

City of Saugatuck real property taxpayers receive priority. If there are any additional slips available, then the lottery will be opened up to the general public.

LOTTERY DRAWING: Wednesday, February 8, 2023, at 2:00 p.m. at Saugatuck City Hall Council Chambers, 102 Butler Street, Saugatuck, MI 49453. This lottery is open to the public and will be livestreamed via Zoom. Need not to be present to win.

APPLICANT NAME: _____

RESIDENT: I am a real-property taxpayer of the City of Saugatuck () Yes () No

ADDRESS: _____

TELEPHONE: _____ **EMAIL:** _____

SLIP NUMBER _____ **Note* slip # can be requested, however, due to lottery process, the City cannot guarantee assignment.*

SIGNATURE: _____ **DATE:** _____

If your name was chosen in the lottery you will have until Wednesday, March 1, 2023, at 5:00 p.m. to submit the following. If the following is not received by said date/time you will forfeit your spot and it will be given to the next individual on the waiting list.

- *Fully completed Lease Agreement
- *Non-refundable payment in the amount of \$1,800 (resident) \$2,000 (non-resident)
- *Copy of boat registration that lists the lessee (taxpayer) as the registered owner of watercraft

Applications can be submitted as follows:

By Mail: City of Saugatuck PO Box 86 Saugatuck, MI 49453	In Person: City of Saugatuck 102 Butler Street Saugatuck, MI 49453	E-Mail: jwolvers@saugatuckcity.com
--	--	--

The City of Saugatuck is not responsible for any lost or misdirected applications. If you desire confirmation that your application has been received, please call 269-857-2603.

Applicants on the waitlist will be contacted as boat slip vacancies occur.

FOR OFFICE USE ONLY

Date Received: _____ Received: () Mail () In Person () E-mail

Time Received: _____ Staff: _____

DOCKING LEASE

THIS LEASE AGREEMENT (the “Lease”) is made on this _____ day of _____, 2023, by and between the CITY OF SAUGATUCK, a municipal corporation, located in Allegan County, Michigan (“LESSOR”) and _____, whose address is _____ (“LESSEE”).

IN CONSIDERATION of the mutual covenants and promises contained herein, the parties hereto agree that LESSEE shall lease from LESSOR docking space at the Main Street boat slips owned by LESSOR subject to the following terms and conditions:

1. Description of Leased Premises: LESSEE shall lease Dock Slip Number _____ at the Main Street boat slips dock. The leased premises (“Leased Premises”) shall include Boat Slip Number _____ and the portion of the dock adjacent thereto and the water immediately abutting that boat slip and dock.

2. Purpose of the Lease: The LESSEE shall use the Leased Premises for the purpose of the docking of LESSEE’s one boat and for no other purpose or purposes unless specifically approved in writing by LESSOR prior to the start date of this Lease. The boat which LESSEE may dock at the Leased Premises is described as follows:

Type of boat: _____

Year: _____

VIN: _____

3. Term: This Lease shall commence on **April 1, 2023** and shall terminate on **October 1, 2023**.

4. **Rental Rate:** LESSEE shall pay annual rent to LESSOR in the sum of \$ _____ for this Lease, said amount being payable upon the execution of this Lease. This rental amount is nonrefundable, except as provided in Section 15 hereof.
5. **Registration:** LESSEE shall provide to LESSOR (prior to the commencement date stated above) a copy of the current boat registration that lists the LESSEE as the registered owner of the one allowed watercraft.
6. **Utilities and Parking:** LESSOR will not provide any utilities at the dock for LESSEE and shall not provide any parking space or facilities for LESSEE.
7. **Hold Harmless Provision:** LESSEE holds and uses the Leased Premises at LESSEE's own risk, LESSEE waives any and all claims against LESSOR (as well as LESSOR's officials, officers, employees, agents and assigns) and LESSEE also agrees to assume all risks related to the Leased Premises and this Lease. Furthermore, with regard to the holding and/or use of the Leased Premises, LESSEE agrees to reimburse, indemnify and hold harmless the LESSEE (as well as LESSEE's officials, officers, agents, assigns and employees) for, from and against any and all liabilities, causes of action, claims, attorney fees, costs and damages related to, arising out of or pertaining to the Leased Premises during the term of this Lease.
8. **Compliance with all Laws:** LESSEE shall comply with all laws, ordinances, codes, and requirements of the City of Saugatuck, County of Allegan, State of Michigan and United States government regarding LESSEE's boat and use of the Leased Premises.
9. **Takes "As Is":** LESSEE takes and will use the Leased Premises in its current condition and "As Is."

10. Maintenance: LESSOR shall be responsible for the maintenance and repair of the dock structure except for any damage caused by LESSEE and/or LESSEE's invitees, in which situation it shall be the responsibility of LESSEE to repair the damage forthwith upon notification to the LESSEE by the LESSOR of the need for repair. LESSEE shall keep the Leased Premises free of debris and in a neat and orderly condition and shall return the Leased Premises to LESSOR at the end of this Lease in at least as good condition as the Leased Premises was in at the commencement of this Lease, normal wear and tear excepted.

11. Sub-Letting and Assignment: LESSEE shall **not** sub-let or assign any portion of the Leased Premises, without the prior written consent of LESSOR. LESSOR shall have the sole discretion as to whether or not to grant such consent.

12. Use by Other Lessees: Other lessees or users shall have the use of the dock areas lying adjacent to LESSEE's boat slip for purposes of access to the boat slips of the other lessees or user. LESSEE shall not interfere with the orderly use and passage by other dock lessees or members of the public. However, LESSEE's docking privilege as provided for herein shall be exclusive for the benefit of LESSEE within the boat slip rented by LESSEE pursuant to this Lease.

13. Insurance: LESSEE shall carry liability insurance covering LESSEE's use of the Leased Premises and LESSEE's boat during the term of this Lease in an amount equal to at least \$1,000,000. Such insurance shall be kept in full force and effect by LESSEE during the term of this Lease. LESSEE shall provide written proof of such insurance to the LESSOR at the commencement of this Lease.

14. **Quiet Enjoyment:** Upon the payment of the rent provided for herein and performance of all of the covenants herein by LESSEE, LESSEE shall peacefully and quietly have, hold and enjoy the Leased Premises without interference from the LESSOR.

15. **High Water:** If high water causes the Leased Premises to be unusable or unsafe, the LESSOR shall declare the Leased Premises unusable and LESSEE shall not utilize the Leased Premises while such an order in effect. If the LESSOR issues such a nonuse order or high water effectively prevents LESSEE from reasonably using the Leased Premises, the LESSOR shall issue a full or partial refund of the rent to LESSEE based proportionately upon the amount of time during this Lease that LESSEE cannot utilize the Leased Premises. If the LESSEE disagrees with how such rent rebate is apportioned, LESSEE can appeal the matter in writing to the City Council for the City of Saugatuck.

16. **Default:** Each of the covenants of this Lease are deemed to be material to the satisfactory performance of this Lease, and a breach or failure by the LESSEE to perform in accordance with any of the covenants or conditions of this Lease shall give the LESSOR the right to declare a forfeiture of this Lease, to terminate this Lease, and to retake possession of the Leased Premises. In case of LESSEE's default, or failure to perform any of the covenants contained herein, LESSOR shall give written notice of such default or failure to perform in writing to the LESSEE, and LESSEE shall have seven (7) days from the date said notice is mailed, or personally served, to cure the default or comply with any of the covenants not being complied with. If LESSEE fails to do so, LESSOR shall have the right to re-enter and retake possession of the Leased Premises and this Lease shall thereupon be immediately terminated. Notice provided for in this paragraph shall be

sufficient if mailed by first class mail to LESSEE's address as mentioned above stated, or notice may be personally served upon LESSEE.

17. **Amendments:** This Lease contains all of the agreements and understandings of the parties hereto, and shall not be amended or changed in any way, unless an amendment is in writing and signed by both the LESSEE and LESSOR.

18. **Controlling Law:** The laws of the State of Michigan shall control any disputes arising out of the interpretation or operation of this Lease. Venue shall be in Allegan County.

19. **Binding Effects:** This Lease shall be binding on the successors, heirs and personal representatives of the parties hereto.

20. **Duplicate:** This Lease has been executed in duplicate, but constitutes only one contract.

CITY OF SAUGATUCK, LESSOR

Dated: _____, 2023

By: _____
Scott Dean, MAYOR

Dated: _____, 2023

By: _____
Jamie Wolters, CLERK

Dated: _____, 2023

By: _____
LESSEE

Dated: _____, 2023

By: _____
LESSEE

Meet your local Deputies

Do you know the deputies who work in our community? Do you have questions for them? Want to hear more about policing in Saugatuck and our schools?

Come join us!

Monday, March 6

Saugatuck High School

6:00pm – 7:30p

Light refreshments will be served

Any questions please contact, local parents and City Council Members:
Russ Gardner 616-218-6545 or Lauren Stanton 616-970-4568



**All
welcome
to attend!**

Welcome!

AGENDA

6:00-6:10pm: Russ Gardner (Saugatuck City Council/SPS parent)

- Welcome and Objectives
- Ground Rules
- ACSO & City of Saugatuck current state

6:10-6:30pm: Mike Larsen (Undersheriff, Allegan County Sheriff's Office)

- Leadership and Deputy Introductions
- Police business and metrics update

6:30-7:20pm: All

- Q & A / Open discussion

7:20-7:30pm: Meeting organizers

- Closing remarks and thank you!

Any questions please contact, local parents and City Council Members:
Russ Gardner 616-218-6545 / Lauren Stanton 616-970-4568



Meeting Ground Rules

- This is a public discussion, not a debate
- Everyone is encouraged to participate
- No one or two individuals should dominate a discussion
- When you speak, state your name and where you live
- One person speaks at a time. Refrain from side conversation
- Listen to and respect other points of view
- Do your best to understand the pros and cons of every option
- Seek first to understand, not to be understood



ACSO / City of Saugatuck Contract

- 7/1/2018 – Contract first signed
- Current contract renegotiated in 2021. Effective 1/1/22. Unless terminated, automatically renews each year for successive one-year terms through 2024
- Cost
 - Total spend FY21 - \$369,788
 - Total spend FY22 - \$368,903
 - Projected spend FY23 - \$401,000 (Increase over FY22 due to Fuel, Overtime & Reserves. Renewed 3-year contract increase. Increased vehicle rental cost
- Copies of the contract will be available post meeting – Email address please!



Meet Your Deputies



Sgt Ben Haas

- Dep Jason Kruithoff
- Dep Nick Haskill
- Dep Connor LaJoice
- Dep Phil Klinge



Service Calls by Year

- 2018 – 716
- 2019 – 1,218
- 2020 – 852
- 2021 – 1,069
- 2022 – 1,124
- 2023 - 96



2018

- 17631-18 39yo male leaves Coral Gables intoxicated. Found deceased in the Kalamazoo River. Dep Visser first to respond assisted by ACSO Detective Bureau and ACSO Dive Team.
- 16406-18 58yo male broke into the Star of Saugatuck and took over \$2,000 along with approximately 7 bottles of liquor. Suspect identified by deputies making local contacts that provided a lead confirmed through DNA comparison.



2019

- 16332-19 15yo male sent several social media messages with threats of school shootings. Deputies Visser and Hagerty investigated with the assist of Det. Ashton with search of 15yo's phone.



2020

- 16165-20 28yo male and 19yo female embezzled \$1,600 of merchandise and approximately \$5,000 cash from the Spice Merchant. Dep Flokstra interviewed the employees and received a confession



2021

- 20344-21 16yo damaged the public restrooms numerous times at the intersection Main/Butler. Deputies Flokstra and Hagerty utilized community contacts, surveillance camera, and interviews to charge the juvenile.
- 16854-21 35yo was attempting to take pictures of a female in an apt above Kilwin's Ice Cream. Dep Flokstra investigated the incident and seized a cell phone where a search warrant was executed. Det. Ashton found child sexually abusive material on the phone between the 35yo and a juvenile relative.



2022

- 13643-22 78yo female drowning at Oval Beach. Several first responders arrived on scene including Dep LaJoice. Dep LaJoice. assisted with providing a safe scene for medical personnel and notifying family.



Traffic Stops by Year



- 2018 – 330
- 2019 – 457
- 2020 – 328
- 2021 – 434
- 2022 – 877
- 2023 – 104

Total = 2,530



Citations by Year



- 2018 – 174
- 2019 – 243
- 2020 – 224
- 2021 – 316
- 2022 – 491
- 2023 – 42

Total = 1490 Speed – 585



Continued Speed Complaints

The streets we continue to receive complaints about speed are:

- Park St
- Holland St
- Allegan St between Elizabeth and Maple
 - North Maple St
 - North St

Your deputies are aware and attempt directed patrol and utilize discretion as needed. The deputies have worked with city leaders and have placed speed awareness signs that notify motorists of their speed on Allegan St, Park St, Lake St, and Holland St.

They also pick these locations to park and be visible to motorist while doing reports or other work in their patrol vehicle.

To report non-emergent issues call 269-673-3899



City of Saugatuck



SAUGATUCK
TRAILBLAZERS



School Contacts



Our daytime deputies transition between downtown for high visibility during busy tourist months to providing a quality presence at Saugatuck School during the school year

Sgt Ben Haas

- Basic NASRO
- MSP TEAM
- STRATEGOS
- SWAT team commander

Dep Jason Kruihoff

- Basic NASRO
- MSP TEAM
- BTAM
- STRATEGOS
- SWAT team member

Dep Nick Haskill

- BASIC NASRO
- SWAT team member



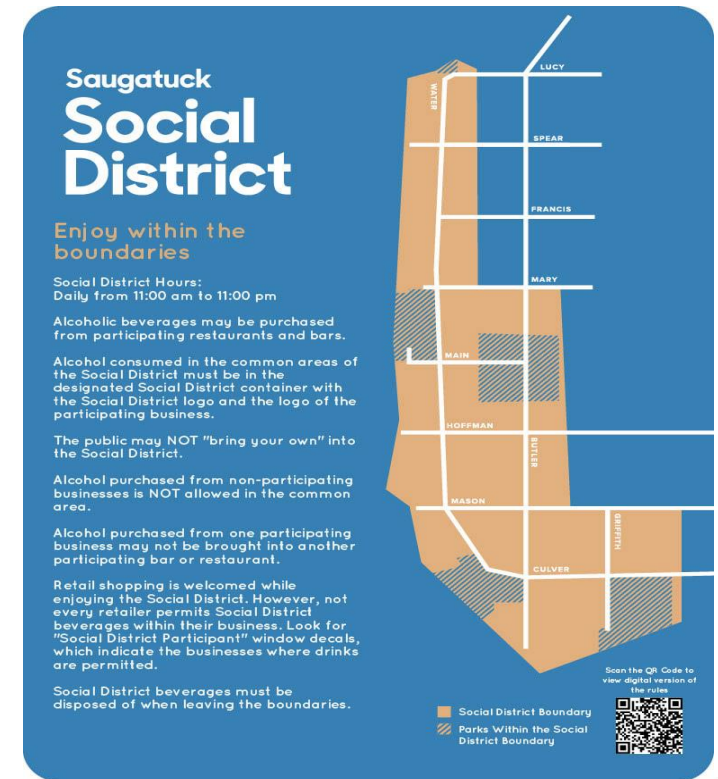
Alcohol Education

- During the summer months alcohol continues to be involved in a lot of our major incidents in Saugatuck City.
- Allegan County Community Mental Health assists the sheriff's office with reducing alcohol sales to minors.
- Reserve foot patrol during weekend afternoon/nights
- Continued community policing with deputies conducting foot patrol during busy commercial times as well as down time with focus on local residents and retail owners.
- Deputies are provided with proper training and tools needed to educate local establishments that hold a liquor license.



Social District

- Deputies and Reserves are aware of the social district and are familiar with the rules.
- We will continue to educate the citizens of Saugatuck and its visitors regarding compliance. Enforcement is at the discretion of the deputies handling the incident.
- Overall goal is to keep Saugatuck city a great place to live and visit.



Saugatuck Social District

Enjoy within the boundaries

Social District Hours:
Daily from 11:00 am to 11:00 pm

Alcoholic beverages may be purchased from participating restaurants and bars.

Alcohol consumed in the common areas of the Social District must be in the designated Social District container with the Social District logo and the logo of the participating business.

The public may NOT "bring your own" into the Social District.

Alcohol purchased from non-participating businesses is NOT allowed in the common area.

Alcohol purchased from one participating business may not be brought into another participating bar or restaurant.

Retail shopping is welcomed while enjoying the Social District. However, not every retailer permits Social District beverages within their business. Look for "Social District Participant" window decals, which indicate the businesses where drinks are permitted.

Social District beverages must be disposed of when leaving the boundaries.

Scan the QR Code to view digital version of the rules

Legend:
Social District Boundary
Parks Within the Social District Boundary

Map labels: BELLEVILLE, LUCY, SPEAR, FRANCIS, MARY, MAIN, HOFFMAN, BISHOP, MASON, CULVER, HUNTERS



Questions?



Any questions please contact, local parents and City Council Members:
Russ Gardner 616-218-6545 / Lauren Stanton 616-970-4568



Questions/Concerns?

Email Lt Jon Damveld (JP)
jdamveld@allegancounty.org

