



CITY COUNCIL WORKSHOP AGENDA

April 20, 2022 – 4:00 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. **Roll Call**
3. **Agenda Changes** (Additions/Deletions)
4. **Guest Speaker**
5. **Public Comment on Agenda Items Only** (Limit 3 minutes)
6. **Discussion Items:**
 - A. Preliminary Budget Review
 - B. Special Event – Venetian Festival
 - C. Special Event – Waterfront Invitational Fine Art & Craft Fair
 - D. Special Event – Community Pride Car Parade
 - E. Allegan County Sheriff’s Office Law Enforcement Services Agreement
 - F. Resolution 220425-A: Pride Crosswalk Painting
 - G. Resolution 220425-B: Schedule of Fees Amendment
 - H. Revocable License for Temporary Sidewalk Restaurant Seating - Pumpnickels
7. **Public Comments** (Limit 3 minutes)
8. **Correspondence**
9. **Council Comments**
10. **Adjourn** (Roll Call)

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter “Meeting ID”:

2698572603

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

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



City Council Agenda Item Report

FROM: Ryan Heise, City Manager

MEETING DATE: April 20, 2022

SUBJECT: 2023 Draft Budget

DESCRIPTION:

Attached is the preliminary 2023 budget for the City funds: General, Major & Local Streets, Bond Debt, Water & Sewer and Motor Pool, Rose Garden. This is the beginning budget process for 2023 for your reference. Over the next few weeks, we shall discuss and go over each fund and cost center's appropriations & revenues for priority projects within the City for the upcoming fiscal year. The fund balances are listed for each fund after the revenues in bold text. The timeline is the following: the last scheduled meeting in June 2022, we must approve & adopt the 2023 budget along with a public hearing.

BUDGET ACTION REQUIRED:

Adopt the 2023 budget by June 30, 2022

04/19/2022 BUDGET REPORT FOR CITY OF SAUGATUCK						
		2018-19	2019-20	2020-21	2021-22	2022-23
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION				THRU 04/18/22	BUDGET
ESTIMATED REVENUES						
Dept 000						
101-000-402.000	REAL PROPERTY TAXES	1,761,521	1,844,202	1,891,534	1,939,692	2,040,000
101-000-403.000	PERSONAL PROPERTY TAXES	24,076	20,584	28,409	27,918	28,000
101-000-445.000	PENALTIES & INTEREST	12,976	8,890	13,278	12,427	10,000
101-000-447.000	ADMINISTRATION FEE	77,149	81,881	85,539	90,760	92,000
101-000-478.000	PERMIT FEES	20,668	21,612	42,136	44,124	26,000
101-000-528.000	OTHER FEDERAL GRANTS			2,714	50,443	
101-000-574.000	REVENUE SHARING	90,181	88,560	100,995	55,142	90,000
101-000-577.000	LIQUOR LICENSE FEES	9,859	12,014	12,031	11,720	12,000
101-000-579.000	GRANTS RECEIVED	41,316	127,149			
101-000-607.000	FRANCHISE FEES	42,610	42,677	43,003	23,332	39,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,204	3,212	3,204	3,201	3,200
101-000-615.000	PARKING LOT FEES	17,046	11,037	19,857	12,834	20,000
101-000-650.000	CHAIN FERRY FEES	24,980			9,645	
101-000-651.000	OVAL BEACH FEES	475,779	628,319	643,941	390,242	488,000
101-000-652.000	OVAL CONCESSION	121,267	107,881	58,539	75,568	90,000
101-000-653.000	BOAT RAMP FEES	2,538	1,247	40	1,292	1,300
101-000-654.000	GAZEBO FEES	1,500	1,000	3,500	5,500	2,500
101-000-655.000	POLICE & ORDINANCE FEES	6,053	7,184	3,566	2,393	3,000
101-000-665.000	INTEREST EARNED	66,422	71,083	7,607	675	10,000
101-000-667.000	STREET END & PROPERTY FEES	23,371	35,141	37,712	12,102	27,000
101-000-670.000	BOAT SLIP FEES	19,831	17,156	20,432	28,267	25,000
101-000-674.000	MISC DONATIONS & INCOME	11,746	32,932	67,962	35,569	1,000
101-000-682.000	USE TAX & ELECTION FEES	16,964	23,280	17,055	13,523	15,000
Totals for dept 000 -		2,871,057	3,187,041	3,103,054	2,846,369	3,023,000
TOTAL ESTIMATED REVENUES		2,871,057	3,187,041	3,103,054	2,846,369	3,023,000
Non Restricted	Fund Balance	\$3,986,338	Spear St Boat Launch		\$26,942	
Parks	Fund Balance	\$1,000,000	as of 06/30/2021			

04/19/2022 BUDGET REPORT FOR CITY OF SAUGATUCK						
GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY THRU 04/18/22	2022-23 REQUESTED BUDGET
APPROPRIATIONS						
Dept 101 - COUNCIL						
101-101-702.000	SALARY	7,900	7,600	9,150	5,163	8,600
101-101-720.000	FRINGE BENEFITS	679	999	725	420	800
101-101-801.000	CONTRACTUAL SERVICES	2,392	2,005	14,744	989	2,100
101-101-803.000	LEGAL FEES	18,000	29,996	21,845	127,614	150,000
101-101-831.000	CEMETERY FEES			5,834	6,067	6,200
101-101-860.000	EDUCATIONAL TRAINING		2,308	4,199	4,536	5,000
101-101-882.000	EVENTS/SERVICES	4,898	5,471	1,835	20,153	8,000
101-101-900.000	PRINTING & PUBLISHING	15		580	217	600
101-101-908.000	DUES & PUBLICATIONS	924	946	994	1,113	1,200
101-101-913.000	INSURANCE	2,300	2,500	2,000	2,500	2,575
Totals for dept 101 - COUNCIL		37,108	51,825	61,906	168,772	185,075
Dept 173 - CITY ADMINISTRATION						
101-173-702.000	SALARY/WAGES	101,649	107,691	125,686	106,362	132,000
101-173-720.000	FRINGE BENEFITS	40,477	41,657	40,581	34,682	60,000
101-173-727.000	OFFICE SUPPLIES	1,362	1,042	1,274	1,078	1,500
101-173-801.000	CONTRACTUAL SERVICES	14,049	16,507	57,437	17,645	26,000
101-173-802.000	AUDIT	9,850	9,850	9,950	10,125	10,750
101-173-803.000	LEGAL FEES	15,281	19,999	24,696	26,072	36,000
101-173-850.000	TELEPHONES	1,434	1,744	1,876	1,301	2,500
101-173-860.000	EDUCATIONAL TRAINING	24	15	46	687	3,000
101-173-900.000	PRINTING & PUBLISHING		46	172		200
101-173-910.000	INSURANCE	2,000	2,100	2,000	2,200	2,275
101-173-970.000	CAPITAL OUTLAY		1,500	2,635		2,000
Totals for dept 173 - CITY ADMINISTRATION		186,126	202,151	266,353	200,152	276,225
Dept 215 - CITY CLERK						
101-215-702.000	SALARY/WAGES	53,132	76,563	43,753	58,028	108,000
101-215-720.000	FRINGE BENEFITS	33,183	48,999	25,135	21,847	40,000
101-215-727.000	OFFICE SUPPLIES	957	1,041	1,384	1,075	1,200
101-215-801.000	CONTRACTUAL SERVICES	228	235	1,242	1,153	2,500
101-215-803.000	LEGAL FEES	655	642	1,993	3,456	5,500
101-215-820.000	ELECTIONS	6,136	5,299	8,749	3,835	10,000
101-215-850.000	TELEPHONES	492	451	572	522	675
101-215-860.000	EDUCATIONAL TRAINING	778	477	2,431	840	3,000
101-215-900.000	PRINTING & PUBLISHING		20	402	466	500
101-215-970.000	CAPITAL OUTLAY	960		3,537	637	1,500
Totals for dept 215 - CITY CLERK		96,521	133,727	89,198	91,859	172,875

04/19/2022		BUDGET REPORT FOR CITY OF SAUGATUCK				
GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY THRU 04/18/22	2022-23 REQUESTED BUDGET
Dept 253 - CITY TREASURER						
101-253-702.000	SALARY/WAGES	69,325	70,837	74,720	61,663	84,000
101-253-720.000	FRINGE BENEFITS	35,071	40,998	30,563	26,741	32,000
101-253-727.000	OFFICE SUPPLIES	2,486	2,457	2,485	2,469	2,600
101-253-801.000	CONTRACTUAL SERVICES	3,085	3,821	3,994	5,354	5,500
101-253-803.000	LEGAL FEES			118		1,000
101-253-850.000	TELEPHONE	487	447	567	517	725
101-253-860.000	EDUCATIONAL TRAINING	1,828	1,488	1,414	1,427	2,000
101-253-900.000	PRINTING & PUBLISHING	25	56	264	88	500
101-253-913.000	INSURANCE	700	1,000	800	1,000	1,025
101-253-970.000	CAPITAL OUTLAY	2,186	1,000		150	1,000
Totals for dept 253 - CITY TREASURER		115,193	122,104	114,925	99,409	130,350
Dept 257 - ASSESSING						
101-257-702.000	SALARY	700	1,200	1,000	900	1,350
101-257-720.000	FRINGE BENEFITS	54	92	77	69	125
101-257-727.000	OFFICE SUPPLIES	1,140	1,193	481	476	1,200
101-257-801.000	CONTRACTUAL SERVICES	31,438	32,322	34,119	25,638	36,000
101-257-804.000	BOARD OF REVIEW	170	282	242	207	300
101-257-807.000	TRIBUNAL CHARGEBACKS	2,015	270	17,267	1,624	3,000
101-257-850.000	TELEPHONES	492	451	547	515	675
101-257-860.000	EDUCATIONAL TRAINING	210	246	594		1,500
101-257-900.000	PRINTING & PUBLISHING	785	126	105		
101-257-970.000	CAPITAL OUTLAY			235	2,564	1,500
Totals for dept 257 - ASSESSING		37,004	36,182	54,667	31,993	45,650
Dept 265 - CITY HALL						
101-265-702.000	SALARY/WAGES	4,974	4,214	8,283	16,413	10,000
101-265-720.000	FRINGE BENEFITS	6,924	7,999	7,267	3,490	5,000
101-265-730.000	SUPPLIES	484	630	650	640	650
101-265-801.000	CONTRACTUAL SERVICES	3,989	2,163	3,947	2,231	3,500
101-265-850.000	TELEPHONE	480	680	234	258	500
101-265-900.000	PRINTING & PUBLISHING			75		150
101-265-913.000	INSURANCE	1,150	1,200	1,000	1,200	1,300
101-265-920.000	UTILITIES	4,002	4,205	4,442	3,727	4,800
101-265-930.000	REPAIRS & MAINTENANCE	2,000	1,095	2,000	196	2,000
101-265-946.000	EQUIPMENT RENTAL	668	650	683	578	750
101-265-970.000	CAPITAL OUTLAY				2,187	
Totals for dept 265 - CITY HALL		24,671	22,836	28,581	30,920	28,650

04/19/2022		BUDGET REPORT FOR CITY OF SAUGATUCK				
GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY THRU 04/18/22	2022-23 REQUESTED BUDGET
Dept 301 - SHERIFF						
101-301-702.000	WAGES DEPUTIES	308,709	308,709	308,709	232,281	325,000
101-301-702.001	OVERTIME			7,098	457	10,000
101-301-702.002	RESERVE OFFICERS	10,656	8,248	8,004	5,134	10,000
101-301-748.000	FUEL & OILS	8,500	8,978	9,944		15,000
101-301-803.000	LEGAL FEES	750	1,140	864	343	2,500
101-301-882.000	EVENTS/SERVICES	584	729	170	35	1,000
101-301-946.000	EQUIPMENT RENTAL	34,000	35,000	35,000		37,500
Totals for dept 301 - SHERIFF		363,199	362,804	369,789	238,250	401,000
Dept 441 - PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	81,166	102,796	93,566	81,254	110,000
101-441-720.000	FRINGE BENEFITS	99,701	199,503	136,640	87,277	105,000
101-441-730.000	SUPPLIES	5,473	5,600	4,984	4,549	5,500
101-441-740.000	UNIFORMS	1,573	2,070	2,619	3,434	3,500
101-441-755.000	TOOLS	1,076	1,742	893	583	3,000
101-441-799.000	PARKWAY TREES	1,464	1,337	2,003		2,950
101-441-801.000	CONTRACTUAL SERVICES	50,999	77,691	85,999	84,235	70,000
101-441-805.000	HOLIDAY LIGHTING	11,855	22,516	25,346	29,124	30,000
101-441-860.000	EDUCATIONAL TRAINING	428	245	2,493	2,034	3,500
101-441-882.000	EVENTS/SERVICES	403	175		217	500
101-441-900.000	PRINTING & PUBLISHING	438	395	156		500
101-441-913.000	INSURANCE	4,000	4,250	4,350	4,500	4,700
101-441-920.000	UTILITIES	2,437	2,414	3,700	2,210	2,950
101-441-926.000	STREET LIGHTS	25,380	24,346	24,559	17,962	26,750
101-441-930.000	REPAIRS & MAINTENANCE	1,475	1,133	1,475		1,500
101-441-932.000	SIDEWALK REPAIRS	5,254	5,332	2,358		5,500
101-441-945.000	CAPITAL OUTLAY		48,280	10,020		
101-441-946.000	EQUIPMENT RENTAL	92,083	84,322	95,921	73,947	100,000
101-441-960.000	SIGNS	5,002	3,400	1,990	1,924	2,200
Totals for dept 441 - PUBLIC WORKS		390,207	587,547	499,072	393,250	478,050

04/19/2022 BUDGET REPORT FOR CITY OF SAUGATUCK						
		2018-19	2019-20	2020-21	2021-22	2022-23
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION				THRU 04/18/22	BUDGET
Dept 721 - PLANNING/ZONING						
101-721-702.000	SALARY/WAGES	36,604	38,907	40,323	34,666	45,000
101-721-720.000	FRINGE BENEFITS	22,232	22,356	23,548	19,782	26,250
101-721-727.000	OFFICE SUPPLIES	1,496	1,004	999	1,106	1,200
101-721-801.000	CONTRACTUAL SERVICES	4,418	3,250	9,684	24,313	23,000
101-721-803.000	LEGAL FEES	6,321	5,804	6,404	37,466	20,000
101-721-850.000	TELEPHONES	492	451	537	462	600
101-721-860.000	EDUCATIONAL TRAINING	1,070	474	960	2,135	3,200
101-721-900.000	PRINTING & PUBLISHING	545	1,000	1,299	462	1,000
101-721-908.000	DUES, FEES & PUBLICATIONS	116		2		500
101-721-913.000	INSURANCE		1,287	1,500	2,000	2,075
101-721-970.000	CAPITAL OUTLAY			1,287		5,000
Totals for dept 721 - PLANNING/ZONING		73,294	74,533	86,543	122,392	127,825
Dept 723 - HISTORIC DISTRICT COMMISSION						
101-723-702.000	SALARY	24,623	26,348	26,538	22,621	29,500
101-723-720.000	FRINGE BENEFITS	14,902	16,000	16,111	13,159	18,400
101-723-727.000	OFFICE SUPPLIES	803	1,151	752	213	1,000
101-723-801.000	CONTRACTUAL SERVICES	564	307	605		1,000
101-723-803.000	LEGAL FEES	747		100		1,500
101-723-850.000	TELEPHONES	480	440	423	377	525
101-723-860.000	EDUCATIONAL TRAINING	65	145	179		1,000
101-723-900.000	PRINTING & PUBLISHING					300
101-723-908.000	DUES & PUBLICATIONS					250
Totals for dept 723 - HISTORIC DISTRICT COMMISSION		42,184	44,391	44,708	36,370	53,475
Dept 730 - HARBOR						
101-730-801.000	CONTRACTUAL SERVICES	1,205	6,650	5,777	1,870	10,000
Totals for dept 730 - HARBOR		1,205	6,650	5,777	1,870	10,000

04/19/2022 BUDGET REPORT FOR CITY OF SAUGATUCK						
GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY THRU 04/18/22	2022-23 REQUESTED BUDGET
Dept 751 - PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	52,665	61,023	52,128	49,482	78,000
101-751-720.000	FRINGE BENEFITS	53,948	42,234	23,928	26,906	41,750
101-751-730.000	SUPPLIES	19,296	15,998	16,991	16,591	20,000
101-751-801.000	CONTRACTAUL SERVICES	12,324	12,006	12,494	9,881	13,500
101-751-809.000	GRANT PROJECTS	145,649	71,790			50,000
101-751-819.000	CHAIN FERRY REPAIRS			419		3,000
101-751-900.000	PRINTING & PUBLISHING	115				500
101-751-913.000	INSURANCE	2,200	2,200	2,000	2,400	2,500
101-751-920.000	UTILITIES	20,644	20,756	23,067	18,867	23,000
101-751-928.000	TRASH	6,297	6,091	6,946	4,210	7,400
101-751-930.000	REPAIRS & MAINTENANCE	5,150	1,727	6,000	12,036	10,000
101-751-946.000	EQUIPMENT RENTAL	38,000	45,500	37,886	28,660	40,000
101-751-960.000	SIGNS	20	187	320	236	500
101-751-970.000	CAPITAL OUTLAY		1,900		3,750	
Totals for dept 751 - PARKS & RECREATION		356,308	281,412	182,179	173,019	290,150

04/19/2022		BUDGET REPORT FOR CITY OF SAUGATUCK				
		2018-19	2019-20	2020-21	2021-22	2022-23
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION				THRU 04/18/22	BUDGET
Dept 756 - OVAL BEACH						
101-756-702.000	SALARY/WAGES	67,131	78,679	76,222	52,462	89,000
101-756-720.000	FRINGE BENEFITS	18,142	41,496	17,311	13,829	30,000
101-756-730.000	SUPPLIES	4,992	7,694	9,196	8,866	11,000
101-756-801.000	CONTRACTUAL SERVICES	14,340	12,499	10,935	2,964	16,000
101-756-850.000	TELEPHONE	3,070	2,496	2,270	1,104	3,000
101-756-860.000	EDUCATIONAL TRAINING	474	458	492		1,000
101-756-900.000	PRINTING & PUBLISHING	2,196	2,054	3,199		3,250
101-756-913.000	INSURANCE	3,600	3,800	3,000	3,800	4,000
101-756-920.000	UTILITIES	3,769	3,377	4,476	3,776	5,250
101-756-930.000	REPAIRS & MAINTENANCE	2,637	12,859	3,318	8,977	10,000
101-756-946.000	EQUIPMENT RENTAL	18,317	23,391	17,756	6,628	25,000
101-756-960.000	SIGNS	650	367	428		500
101-756-970.000	CAPITAL OUTLAY	1,366				
Totals for dept 756 - OVAL BEACH		140,684	189,170	148,603	102,406	198,000
Dept 758 - OVAL CONCESSION						
101-758-702.000	SALARY	24,597	21,600	16,844	13,933	16,750
101-758-720.000	FRINGE BENEFITS	4,382	3,681	2,989	2,766	4,000
101-758-730.000	SUPPLIES	47,894	34,705	25,604	21,611	35,000
101-758-801.000	CONTRACTUAL SERVICES	1,595	2,386	1,050	590	2,400
101-758-850.000	TELEPHONES	362	550	78		500
101-758-860.000	EDUCATIONAL TRAINING			469		500
101-758-920.000	UTILITIES			497		750
101-758-930.000	REPAIRS & MAINTENANCE	231	51	295		500
101-758-960.000	SIGNS	43				500
101-758-970.000	CAPITAL OUTLAY					1,500
Totals for dept 758 - OVAL CONCESSION		79,104	62,973	47,826	38,900	62,400
Dept 760 - SPEAR BOAT LAUNCH						
101-760-801.000	CONTRACTUAL SERVICES	1,001	336	258	646	1,000
101-760-900.000	PRINTING & PUBLISHING	298				250
Totals for dept 760 - SPEAR BOAT LAUNCH		1,299	336	258	646	1,250
Dept 965 - TRANSFERS						
101-965-998.202	TRANSFER TO MAJOR STREETS			86,500		
101-965-998.203	TRANSFER TO LOCAL STREETS			30,790		
Totals for dept 965 - TRANSFERS				117,290		
TOTAL APPROPRIATIONS		1,966,148	2,178,641	2,117,675	1,730,208	2,460,975
NET OF REVENUES/APPROPRIATIONS - FUND 101		904,909	1,008,400	985,379	1,116,161	562,025

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GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY THRU 04/18/22	2022-23 REQUESTED BUDGET
Fund 202 - MAJOR STREETS						
ESTIMATED REVENUES						
Dept 000						
202-000-538.000	COUNTY ROAD MILLAGE	75,780	81,623	81,712		83,000
202-000-546.000	ACT 51 FEES	110,109	101,569	106,491	79,044	106,000
202-000-665.000	INTEREST	8,056	6,305	268		250
202-000-699.000	DUE FROM LS & GF			242,100		
Totals for dept 000 -		193,945	189,497	430,571	79,044	189,250
TOTAL ESTIMATED REVENUES		193,945	189,497	430,571	79,044	189,250
Fund Balance		\$887,925	as of 06/30/2021			
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
202-463-702.000	SALARY/WAGES	10,393	13,184	14,829	14,716	16,000
202-463-720.000	FRINGE BENEFITS	7,358	9,275	6,390	7,000	10,250
202-463-727.000	SUPPLIES	1,589	825	1,940	414	2,000
202-463-801.000	CONTRACTUAL SERVICES	636,599	9,675	41,047	63,205	95,000
202-463-930.000	REPAIRS & MAINTENANCE	2,258	528	447	340	2,500
202-463-946.000	EQUIPMENT RENTAL	15,776	10,794	21,417	14,987	18,000
Totals for dept 463 - ROUTINE MAINTENANCE		673,973	44,281	86,070	100,662	143,750
Dept 464 - WINTER MAINTENANCE						
202-464-702.000	SALARY/WAGES	8,293	7,165	8,746	8,401	12,000
202-464-720.000	FRINGE BENEFITS	6,948	3,973	4,399	4,785	6,000
202-464-727.000	SUPPLIES	9,500	8,355	6,124	12,848	13,500
202-464-946.000	EQUIPMENTAL RENTAL	12,505	6,576	9,558	12,115	14,000
Totals for dept 464 - WINTER MAINTENANCE		37,246	26,069	28,827	38,149	45,500
TOTAL APPROPRIATIONS		711,219	70,350	114,897	138,811	189,250
NET OF REVENUES/APPROPRIATIONS - FUND 202		(517,274)	119,147	315,674	(59,767)	

04/19/2022 BUDGET REPORT FOR CITY OF SAUGATUCK						
GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY THRU 04/18/22	2022-23 REQUESTED BUDGET
Fund 203 - LOCAL STREETS						
ESTIMATED REVENUES						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	293,392	306,413	315,486	323,316	333,000
203-000-445.000	PENALTIES & INT ON TAXES	760	546	756	267	500
203-000-538.000	COUNTY ROAD MILLAGE	75,806	81,623	81,712		84,000
203-000-546.000	ACT 51 FEES	71,845	62,031	62,386	46,049	63,500
203-000-665.000	INTEREST	15,630	18,468	3,118	522	1,000
203-000-672.000	SPECIAL ASSESSMENTS				5,000	
203-000-699.000	DUE FROM GENERAL FUND			30,790		
Totals for dept 000 -		457,433	469,081	494,248	375,154	482,000
TOTAL ESTIMATED REVENUES		457,433	469,081	494,248	375,154	482,000
Fund Balance		\$1,736,490		as of 06/30/2021		
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	10,920	13,519	12,276	9,898	17,500
203-463-720.000	FRINGE BENEFITS	7,903	6,763	6,280	4,906	12,500
203-463-727.000	SUPPLIES	1,616	946	2,445	363	2,500
203-463-801.000	CONTRACTUAL SERVICES	352,734	51,716	199,947	123,509	381,750
203-463-930.000	REPAIRS & MAINTENANCE	754	502		328	1,500
203-463-946.000	EQUIPMENT RENTAL	18,000	17,776	14,687	9,717	19,500
Totals for dept 463 - ROUTINE MAINTENANCE		391,927	91,222	235,635	148,721	435,250
Dept 464 - WINTER MAINTENANCE						
203-464-702.000	SALARY/WAGES	8,905	7,973	8,285	8,466	13,500
203-464-720.000	FRINGE BENEFITS	6,708	4,390	4,159	3,875	9,000
203-464-727.000	SUPPLIES	13,687	8,499	5,989	9,252	10,750
203-464-946.000	EQUIPMENT RENTAL	11,285	8,311	9,272	11,862	13,500
Totals for dept 464 - WINTER MAINTENANCE		40,585	29,173	27,705	33,455	46,750
Dept 965 - TRANSFERS						
203-965-998.202	TRANSFER TO MAJOR STREETS			155,600		
Totals for dept 965 - TRANSFERS				155,600		
TOTAL APPROPRIATIONS		432,512	120,395	418,940	182,176	482,000
NET OF REVENUES/APPROPRIATIONS - FUND 203		24,921	348,686	75,308	192,978	

04/19/2022 BUDGET REPORT FOR CITY OF SAUGATUCK						
GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY THRU 04/18/22	2022-23 REQUESTED BUDGET
Fund 301 - DEBT SERVICE						
ESTIMATED REVENUES						
Dept 000						
301-000-402.000	DEBT MILLAGE	279,159	227,727	236,199	249,889	269,775
301-000-445.000	PENALTIES & INT ON TAXES	725	419	572	206	200
301-000-665.000	INTEREST	590	499	50		
301-000-697.000	TRANSFER FROM FUND BALANCE					17,610
Totals for dept 000 -		280,474	228,645	236,821	250,095	287,585
TOTAL ESTIMATED REVENUES		280,474	228,645	236,821	250,095	287,585
APPROPRIATIONS						
Dept 592 - ROAD BOND 2009						
301-592-804.000	AGENT FEE	125				500
301-592-991.000	DEBT PRINCIPAL	174,000	194,000	213,000	225,000	248,000
301-592-995.000	DEBT INTEREST	51,404	47,259	44,914	21,818	39,085
Totals for dept 592 - ROAD BOND 2009		225,529	241,259	257,914	246,818	287,585
TOTAL APPROPRIATIONS		225,529	241,259	257,914	246,818	287,585
NET OF REVENUES/APPROPRIATIONS - FUND 301		54,945	(12,614)	(21,093)	3,277	

04/19/2022		BUDGET REPORT FOR CITY OF SAUGATUCK				
GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY THRU 04/18/22	2022-23 REQUESTED BUDGET
Fund 403 - BUSINESS LICENSE FUND						
ESTIMATED REVENUES						
Dept 000						
403-000-451.000	LICENSE FEES				1,260	1,000
Totals for dept 000 -					1,260	1,000
TOTAL ESTIMATED REVENUES					1,260	1,000
APPROPRIATIONS						
Dept 451 - BUSINESS LICENSE						
403-451-801.000	CONTRACTUAL SERVICES				735	800
403-451-900.000	PRINTING & PUBLISHING					200
Totals for dept 451 - BUSINESS LICENSE					735	1,000
TOTAL APPROPRIATIONS					735	1,000
NET OF REVENUES/APPROPRIATIONS - FUND 403					525	
Fund 592 - WATER AND SEWER						
ESTIMATED REVENUES						
Dept 000						
592-000-610.000	WATER FEES	16,150	6,450	14,310	18,800	1,000
592-000-611.000	SEWER FEES	7,000	2,000	5,500	10,500	1,000
592-000-665.000	INTEREST	9,411	15,468	1,489	329	500
Totals for dept 000 -		32,561	23,918	21,299	29,629	2,500
TOTAL ESTIMATED REVENUES		32,561	23,918	21,299	29,629	2,500
Fund Balance		\$550,768				
as of 06/30/2021						
APPROPRIATIONS						
Dept 536 - WATER AND SEWER SYSTEMS						
592-536-801.000	CONTRACTUAL SERVICES	50,970	41,566	1,000	92,444	2,500
Totals for dept 536 - WATER AND SEWER SYSTEMS		50,970	41,566	1,000	92,444	2,500
TOTAL APPROPRIATIONS		50,970	41,566	1,000	92,444	2,500
NET OF REVENUES/APPROPRIATIONS - FUND 592		(18,409)	(17,648)	20,299	(62,815)	

04/19/2022 BUDGET REPORT FOR CITY OF SAUGATUCK						
		2018-19	2019-20	2020-21	2021-22	2022-23
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION				THRU 04/18/22	BUDGET
Fund 661 - MOTOR POOL FUND						
ESTIMATED REVENUES						
Dept 000						
661-000-579.000	GRANTS RECEIVED	153,883				
661-000-664.000	MOTOR POOL REVENUE	240,798	232,321	242,179	158,494	268,250
661-000-665.000	INTEREST	5,972	6,082	1,780	445	2,000
661-000-673.000	SALE OF FIXED ASSETS			27,152		
661-000-697.000	TRANSFER FROM FUND BALANCE					100,000
Totals for dept 000 -		400,653	238,403	271,111	158,939	370,250
TOTAL ESTIMATED REVENUES		400,653	238,403	271,111	158,939	370,250
Cash on Hand						
		\$670,000				
APPROPRIATIONS						
as of 04/18/2022						
Dept 443 - MOTOR POOL						
661-443-702.000	SALARY/WAGES	16,304	16,825	29,017	22,040	25,000
661-443-720.000	FRINGE BENEFITS	8,989	7,555	10,814	9,052	12,000
661-443-727.000	SUPPLIES	4,258	4,410	7,475	4,831	5,000
661-443-748.000	FUEL & OILS	20,756	15,608	15,395	27,917	35,000
661-443-750.000	TIRES & BATTERIES	5,014	1,899	3,475	1,317	10,000
661-443-755.000	SMALL TOOLS	744		806	1,039	1,250
661-443-801.000	CONTRACTUAL SERVICES	1,334	1,230	2,533	2,575	3,000
661-443-850.000	TELEPHONES	4,307	4,496	4,451	3,944	5,000
661-443-913.000	INSURANCE	7,094	12,319	13,704	10,628	15,000
661-443-920.000	UTILITIES	6,405	6,064	6,301	6,246	8,250
661-443-930.000	REPAIRS & MAINTENANCE	31,302	21,057	35,042	29,699	34,500
661-443-968.000	DEPRECIATION	120,626	121,127	133,466		16,250
661-443-970.000	CAPITAL OUTLAY				10,027	200,000
Totals for dept 443 - MOTOR POOL		227,133	212,590	262,479	129,315	370,250
TOTAL APPROPRIATIONS		227,133	212,590	262,479	129,315	370,250
NET OF REVENUES/APPROPRIATIONS - FUND 661		173,520	25,813	8,632	29,624	

04/19/2022		BUDGET REPORT FOR CITY OF SAUGATUCK							
		2018-19	2019-20	2020-21	2021-22	2022-23			
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED			
GL NUMBER	DESCRIPTION				THRU 04/18/22	BUDGET			
Fund 715 - ROSE GARDEN									
ESTIMATED REVENUES									
Dept 000									
715-000-665.000	INTEREST	3,571	3,868	545		100			
715-000-697.000	TRANSFER FROM FUND BALANCE					7,900			
Totals for dept 000 -		3,571	3,868	545		8,000			
TOTAL ESTIMATED REVENUES		3,571	3,868	545		8,000			
	Fund Balance	\$166,922							
								as of 06/30/2021	
APPROPRIATIONS									
Dept 742 - PARK ENDOWMENT									
715-742-801.000	CONTRACTUAL SERVICES	7,843	7,891	4,883	8,061	8,000			
Totals for dept 742 - PARK ENDOWMENT		7,843	7,891	4,883	8,061	8,000			
TOTAL APPROPRIATIONS		7,843	7,891	4,883	8,061	8,000			
NET OF REVENUES/APPROPRIATIONS - FUND 715		(4,272)	(4,023)	(4,338)	(8,061)				



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: April 25, 2022

SUBJECT: Special Event-Venetian Festival

DESCRIPTION:

Cow Hill Yacht Club is proposing Venetian Festival to be held from July 29, 2022, thru July 31, 2022. See attached application and break down of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Name: Venetian Festival.

Date: July 29, 5pm-11pm. Party in Coghlin Park with band, dancing, beer tent, limited bar, and food truck.
July 30, 12pm. Dinghy Poker Run and Boat Parade at dusk followed by Fireworks. July 31, Time to be determined. Presentation of prizes for Boat Parade and voting for 2023 Theme.

Attendees: 7/29- 2500 and 7/30-200.

Volunteers: 7/29, 50 volunteers and 7/30, 10 volunteers.

Vendor Parking: Griffith & Culver.

Attendee Parking: City Parking and Interurban for High School Parking.

Street Closure: 7/28 at 10am - 8/1 at 3pm.

Sidewalk Closure: 7/28 at 10am - 8/1 at 3pm - East of Griffith, ½ street for entry, etc.

Parking Lot Closure: 7/28 at 10am – 8/1 at 3pm – East side of Griffith, south side of Culver.

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Venetian Festival to take place from July 29th thru July 31st 2022, organized by the Cow Hill Yacht Club.



Council Action	
_____	Approved
_____	Denied
_____	Date

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

SPECIAL EVENT APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Cow Hill Yacht Club

TELEPHONE: 734.709.3736

MAILING ADDRESS: PO Box 13 Saugatuck, MI 49453

CONTACT NAME: Bonnie Broadwater

TELEPHONE: 734.709.3736

E-MAIL ADDRESS: bbroadwater@gmail.com

CELL PHONE: same

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Jeffrey Slayer

TELEPHONE: 616.836.5444²⁸²⁸

MAIL ADDRESS: jeffslayer@yahoo.com

CELL PHONE: Same

EVENT INFORMATION

NAME OF EVENT: Venetian Festival

DATE(S) OF EVENT: 7/29/2022-7/31/2022

PURPOSE OF EVENT: Fundraiser

RAIN DATE: None

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

EVENT LOCATION: Coghlin Park

EVENT HOURS: 7/29/2022 5PM- 11PM, 7/30/2022 12:00

ESTIMATED NUMBER OF ATTENDEES: 7/29/2022 -2500 7/30/2022 -200

ESTIMATED NUMBER OF VOLUNTEERS: 7/29/2022 50 7/30/2022-10

ESTIMATE DATE / TIME FOR SET-UP: 7/28/2022 10:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 8/1/2022 11:00 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 7/29/2022 7:00 PM END: 7/29/2022 11:00 PM

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

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

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

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

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

"YARD" SIGNS - Number requested: 30 (Maximum size is 2' x 2'. Cannot be displayed no more than 1 days prior to first day of event and must be removed 24 hours after end of event.)

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): Coghlin park, various sites

Description of signs: Surrounding event and directional signs

(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

- BOOTHS – QUANTITY _____ 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) All weekend

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

- TRASH RECEPTACLES – QUANTITY 15 BARRICADES – QUANTITY 6
- TRAFFIC CONES – QUANTITY 35 PARKING SIGNS – QUANTITY 20
- FENCING WATER ELECTRIC RESTROOM CLEANING
- OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times: 2 Deputies Friday 7/29/2022

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: 7/28/2022 10:00 A.M. P.M.

Street re-open date/time: 8/1/2022 3:00 A.M. P.M.

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

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

Sidewalk closure date/time: 7/28/2022 10:00 A.M. P.M.

Sidewalk re-open date/time: 8/1/2022 3:00 A.M. P.M.

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

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

Sidewalk closure date/time: 7/28/2022 10:00 A.M. P.M.

Sidewalk re-open date/time: 8/1/2022 1:00 A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance:

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

APPLICATION CHECK LIST

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

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

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

B. Broadwater

Applicant Signature

3/4/2022

Date

March 4, 2022

Attention: City of Saugatuck and City Council Members

From: Bonnie Broadwater
Cow Hill Yacht Club

Subject: Venetian Festival Event Application

Cow Hill Yacht Club (CHYC) does hereby apply to continue the tradition of Venetian Festival (VF) in the City of Saugatuck. We are proposing VF be held from July 29, 2022 thru July 31, 2022. We propose the following schedule for VF weekend:

1. Friday, July 29th- Party in Coghlin Park with the band Starfarm, dancing, beer tent, limited bar, and food truck.
2. Saturday, July 30th- Dinghy Poker Run in Kalamazoo River starting at noon, Boat Parade at dusk followed by fireworks over the Kalamazoo River.
3. Sunday, July 31th--Presentation of prizes for Boat Parade and voting for VF 2022 Theme.

CHYC will plan and manage these events with support from our organization, other organizations, local businesses and local residents. The theme for the 2022 Festival is Grecian Venetian.

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

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

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

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

CHYC will install fencing provided by the City around Coghlin Park and take it down again on or about Sunday, July 31th. Tents will go up on Thursday, July 28th and will be taken down no later than Monday, August 1st.

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

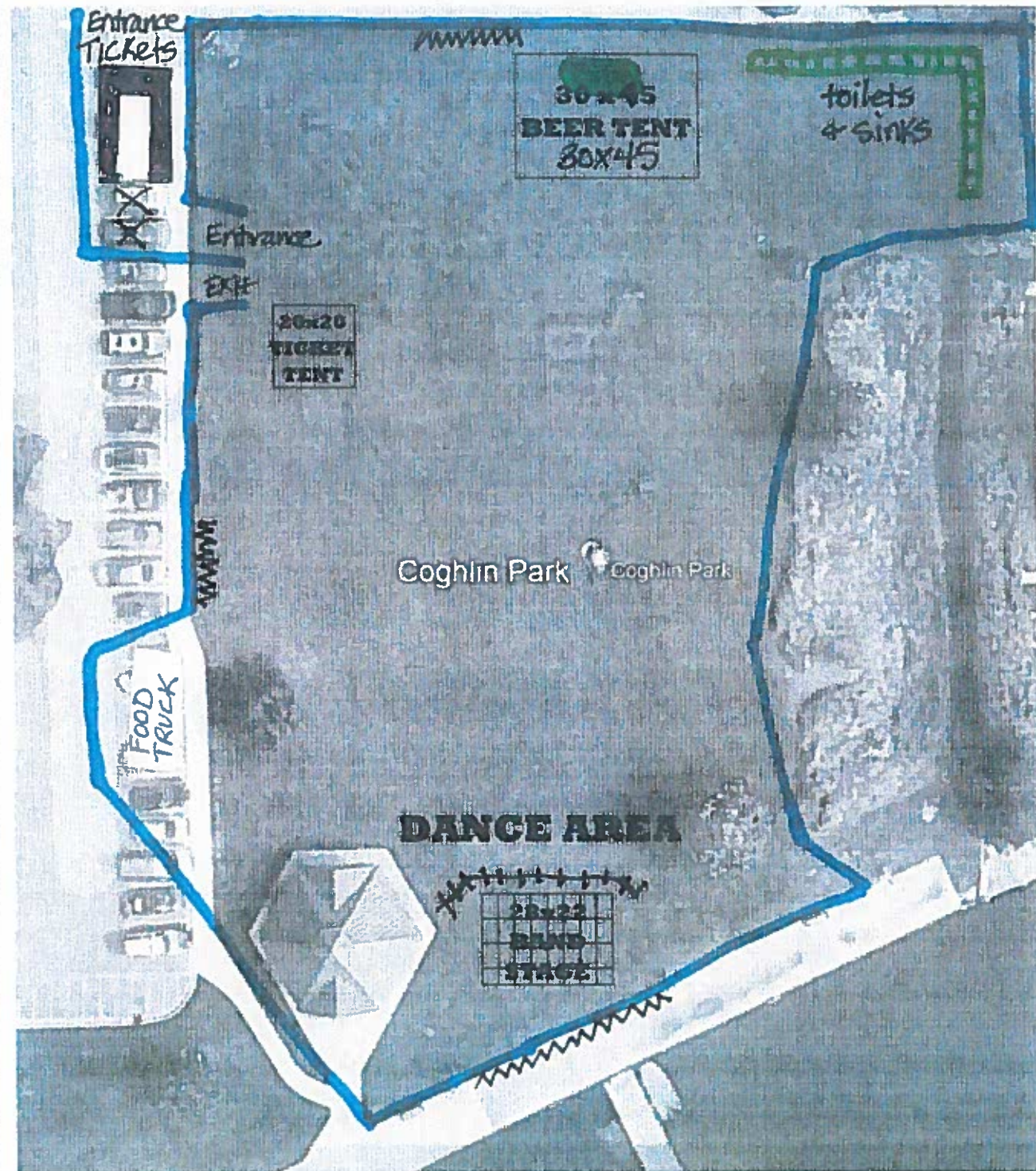
CHYC asks the City of Saugatuck to provide sufficient trash receptacles, traffic cones, fencing, etc as in past years. After VF, we will gather these items for pick up by the City at the corner of the park as in past years.

CHYC is a registered 501C3 in the State of Michigan and will distribute profits from VF to those in need locally as we have in the past. CHYC was established years ago to help those less fortunate in our communities. We offer short term solutions to many unforeseen financial problems without all the red tape required by most. Our hope is to provide an immediate bridge to those in need until they are able to conquer the problems that have besieged them.

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

Thank you for your consideration,

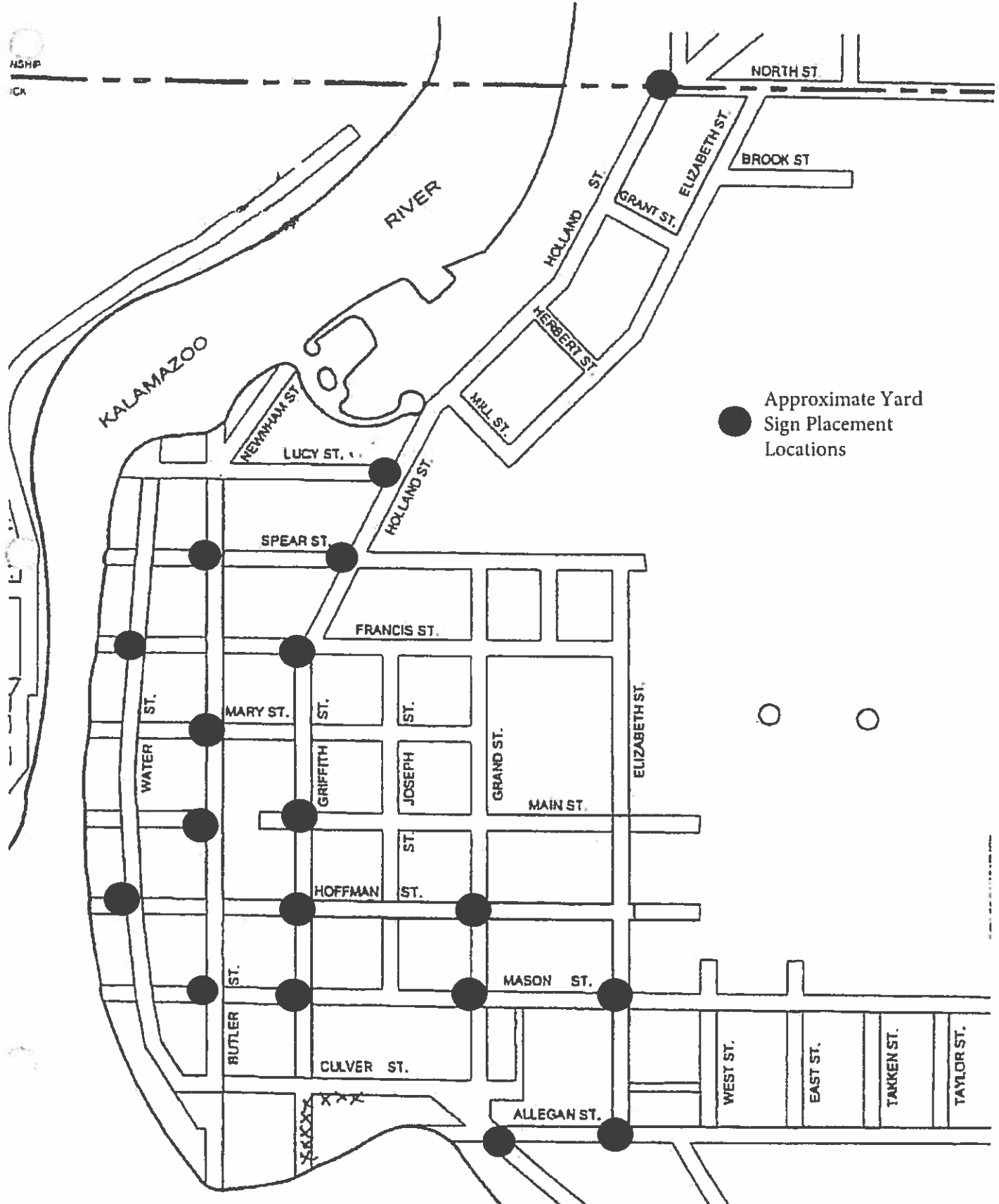
Bonnie Broadwater
Venetian Captain



- ▬ Security Fence
- m m m m m Emergency Exits
- # # # # # CROWD CONTROL FENCE - 96 Feet
- Beer Truck
- Entrance Tables

- Portable Sinks -
- Handicap Restrooms -
- Portable Restrooms -

Downtown Street / Sidewalk Closure(s)



● Approximate Yard Sign Placement Locations

● 2 additional signs placed along Lake St.

Jamie Wolters

From: Scott Herbert
Sent: Wednesday, March 23, 2022 8:05 AM
To: Jamie Wolters; Greg Janik; mbetts@saugatuckfire.org; Brett Ensfield
Subject: RE: Venetian Festival Application

Categories: Special Events

Hi,

Thank you, Jamie. Just a quick note that no water is available at Coghlin as requested. The other requests are fine. I am open to a Zoom or in-person meeting. Whichever the group decides.

Thanks again,

Scott Herbert
Public Works Supt.
City of Saugatuck
(269) 857-2558

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Tuesday, March 22, 2022 4:51 PM
To: Greg Janik <gjanik@saugatuckfire.org>; mbetts@saugatuckfire.org; Brett Ensfield <bensfield@allegancounty.org>; Scott Herbert <scott@saugatuckcity.com>
Subject: Venetian Festival Application

Hello,

Please review the attached special event application for the Venetian weekend schedule of events. Please see breakdown below. Organization also included 2-page typed document included in packet. I would like to get this on the April 6 & 11 Council Meetings if possible. I would like to set up a in-person or Zoom, which ever you all prefer.

Name: Venetian Festival
Organization: Cow Hill Yacht Club
Dates: 7/29- Party in the Park, 5pm-11pm. Music 7pm-11pm.
7/30-Dinghy Poker Run, Kalamazoo River at 12pm, Boat Parade at dusk, Fireworks at Dusk.
7/31-Presentation of prizes for Boat Parade and voting for VF 2023 Theme.
Location: Coghlin Park and Kalamazoo River
Estimated Attendees: 7/29, 2500 and 7/30, 200
Estimated Volunteers: 7/29, 50 and 7/30, 10
Date/Time Set Up: 7/28, 10am
Date/Time Clean Up: 8/1, 11am
Vendor Parking: Griffith & Culver
Fireworks or Alcohol: Yes
Yard Signs: Request of 30
Signage at Event: Yes
Portable Toilets: 24
Tables: 29
Tents: 2

Jamie Wolters

From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Tuesday, April 12, 2022 1:10 PM
To: Jamie Wolters
Subject: Re: Venetian Festival Application

Categories: Special Events

I am good

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Tuesday, April 12, 2022 12:08 PM
To: Greg Janik <gjanik@saugatuckfire.org>; Mike Betts <mbetts@saugatuckfire.org>; Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Subject: FW: Venetian Festival Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Following up on this reoccurring yearly event request, I have received the okay from DPW. I would like to send this to Council on the 20th & 25th for approval. Once approved, I will set up a planning meeting with all departments and organizer closer to the event. Please let me know if you have any questions, see recap below from original email.

Thanks!

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406



From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Tuesday, March 22, 2022 4:51 PM
To: Greg Janik <gjanik@saugatuckfire.org>; mbetts@saugatuckfire.org; Brett Ensfield <bensfield@allegancounty.org>; Scott Herbert <scott@saugatuckcity.com>
Subject: Venetian Festival Application

Hello,

Jamie Wolters

From: Jamie Wolters
Sent: Tuesday, April 19, 2022 9:17 AM
To: Jamie Wolters
Subject: FW: Venetian Festival Application - CONFIDENTIAL

From: Greg Janik <gjanik@saugatuckfire.org>
Sent: Monday, April 18, 2022 3:44 PM
To: Jamie Wolters <jwolters@saugatuckcity.com>; Mike Betts <mbetts@saugatuckfire.org>; Brett Ensfield <bensfield@allegancounty.org>; Scott Herbert <scott@saugatuckcity.com>
Subject: RE: Venetian Festival Application - CONFIDENTIAL

Hi Jamie:

We are happy to provide fire trucks for access control points again upon request.

In addition, STFD has staffed the event with emergency medical responders and fire personnel due the large volume of attendees.

Please let me know what the City would like STFD to do. Captain Betts and I are more than willing to meet to discuss how we can help the event. Please understand this not an approval, but informational.

Thank you,
Greg

Greg Janik

Fire Chief/Fire Marshal
3342 Blue Star Highway
Saugatuck, MI 49453

Phone: 269 857-3000
E-mail : gjanik@saugatuckfire.org





City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: April 25, 2022

SUBJECT: Special Event-Waterfront Invitational Fine Art & Craft Fair

DESCRIPTION:

The Saugatuck Douglas Art Club is proposing the Waterfront Invitational Fine Art & Craft Fair to be held on July 2, 2022, and July 30, 2022. See attached application and break down of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Name: Waterfront Invitational Fine Art & Craft Fair
Dates: 7/2 & 7/30
Location: Village Square Park
Booths: 60
Vendor Parking: Christian Reformed Church via Interurban
Fireworks or Alcohol: No
Road Closure: 7/2 and 7/30, 6:30am-9:30am and 5:00pm-7:00pm, (Butler Street from the playground to Santa Fe Trading store)

Note from applicant:

“Regarding the road closure: we don’t close the road we just have all traffic go north to south from the Maplewood Hotel to Hoffman Street so the vendors can pull-up and unload in the morning and load up in the evening and continue in the same direction out of the area.”

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Waterfront Invitational Fine Art & Craft Fair to take place on July 2nd and July 31st, organized by the Saugatuck Douglas Art Club.



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: Saugatuck Douglas Art Club TELEPHONE: 269 455 9192
 MAILING ADDRESS: P.O. Box 176, Saugatuck, MI 49453-0176
 CONTACT NAME: Bonnie Lowe TELEPHONE: 269 857 2677
 E-MAIL ADDRESS: Sdartclub@gmail.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Aron Lowe TELEPHONE: 616 827 7366
 E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 255 2043

EVENT INFORMATION

NAME OF EVENT: Water front Invitational Fine Art fair + Craft DATE(S) OF EVENT: July 2, 2022

PURPOSE OF EVENT: Art fair fund raiser for art club RAIN DATE: none

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

EVENT LOCATION: Village Square Park EVENT HOURS: 10-5

ESTIMATED NUMBER OF ATTENDEES: 5000

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/2/22 7-10 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/2/22 5-7 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers *N/A*

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____ *N/A*

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No
 Provide Copy of Health Department Food Service License - *we don't have a food vendor yet, but probably will.*

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

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

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

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

"YARD" SIGNS - Number requested: 8 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

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

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

If yes, where do you propose your vendors park? Christian Reformed church on Allegan

Will the Interurban be utilized? Yes No Time(s) 6:30-10am + 5-7pm.

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

- TRASH RECEPTACLES – QUANTITY 4
- BARRICADES – QUANTITY 2
- 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: 7/2/22 Butler playground to Santa R A.M. P.M. 6:30 - 9:30am + 5-7pm

Street re-open date/time: 7/2/22 A.M. P.M. 9:30am - 5pm.

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: _____

Vendor parking shuttle.

APPLICATION CHECK LIST

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

If document is missing, please explain: Food vendor will supply if we have one.

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.

Ann Jane

Applicant Signature

2/7/22

Date

Waterfront fair

July 2, 2022

3187_Village Sq Park\tonys 100611



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

FLEIS & VANDENBRINK ENGINEERING, INC.

1 barricade at Santa Fe Trading Post 6-9:30am + 5-7pm

CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK PARK USE PERMIT APPLICATION

2011

3187



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: Saugatuck Douglas ^{Art} Club TELEPHONE: 269 455 9192
 MAILING ADDRESS: P.O. Box 176, Saugatuck, MI 49453-0176
 CONTACT NAME: Bonnie ~~Aron~~ Lowe TELEPHONE: ~~616 827 7366~~ 269 857 2677
 E-MAIL ADDRESS: ~~aronlowe@hotmail.com~~ CELL PHONE: ~~616 255 2043~~

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: ~~Aron~~ Aron Lowe TELEPHONE: 616 827 7366
 E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 255 2043

EVENT INFORMATION

NAME OF EVENT: Village Square Artist Craft fair DATE(S) OF EVENT: July 30, 2022
 PURPOSE OF EVENT: art fair fund raiser for art club RAIN DATE: none

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

EVENT LOCATION: Village Square Park EVENT HOURS: 10-5

ESTIMATED NUMBER OF ATTENDEES: 5000

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/30/22 7-10 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/30/22 5-7 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers N/A

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____ N/A

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No
 Provide Copy of Health Department Food Service License - we don't have a food vendor yet, but probably will.

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

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

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

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

"YARD" SIGNS - Number requested: 8 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

BOOTHS - QUANTITY 60 TENTS - QUANTITY _____

AWNINGS - QUANTITY _____ TABLES - QUANTITY _____

PORTABLE TOILETS - QUANTITY _____

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

If yes, where do you propose your vendors park? Christian Reformed Church on Allegan

Will the Interurban be utilized? Yes No Time(s) 6:30-10am + 5-7pm

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES - QUANTITY 5 BARRICADES - QUANTITY 2

TRAFFIC CONES - QUANTITY _____ PARKING SIGNS - QUANTITY _____

FENCING WATER ELECTRIC RESTROOM CLEANING

OTHER No parking signs put up night of 7/29/22 for no parking that night and the next morning. Then at 10am we'll take them down.

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: 7/30/22 6-9:30 am + 5-7 pm A.M. P.M.

Street re-open date/time: 7/30/22 9:30 am - 5 pm A.M. P.M.

Butler street playground to Santa Fe.

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: vendor parking

APPLICATION CHECK LIST

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

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

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

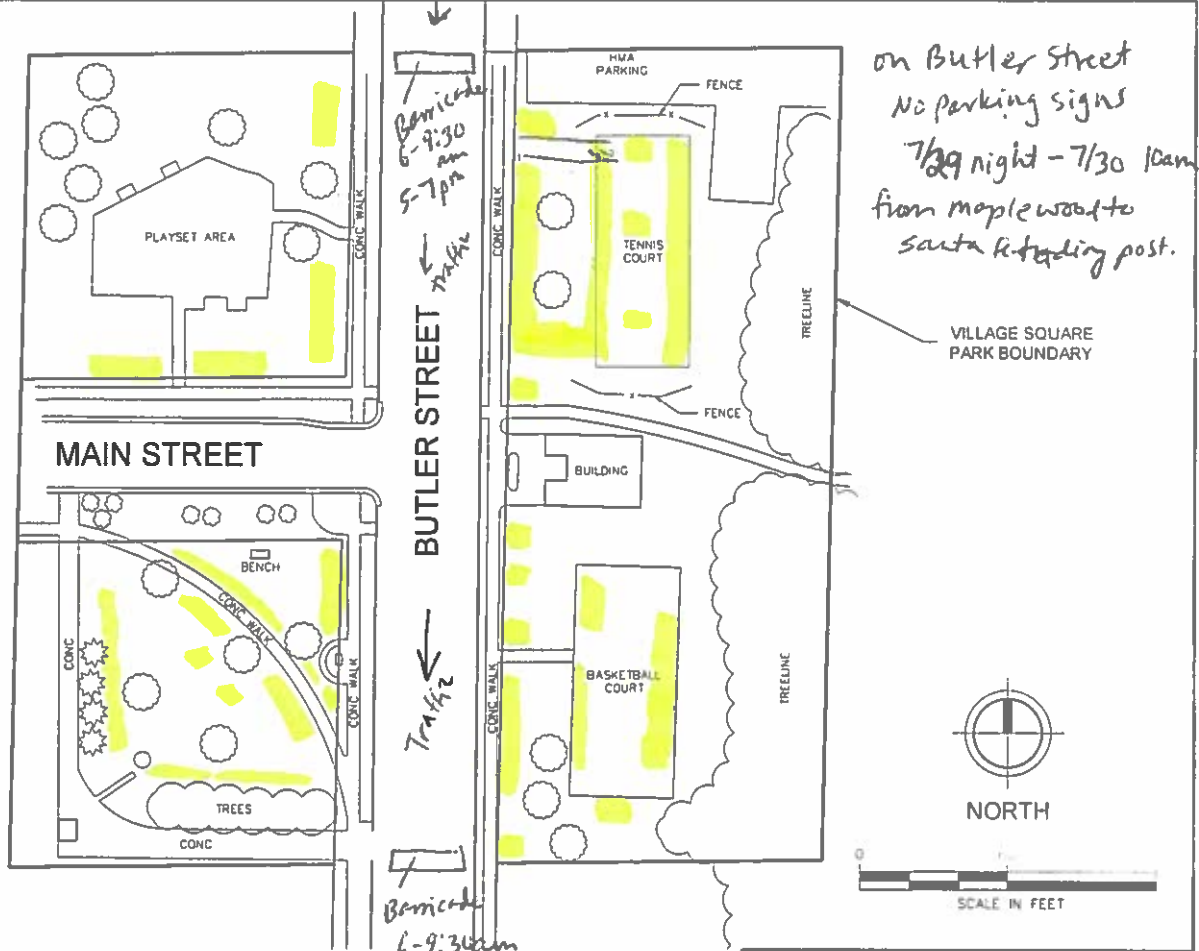
Ann Love
Applicant Signature

2/7/22
Date

Village Square

July 30, 2022

3187_Village Sq Park\tonys 100611



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK PARK USE PERMIT APPLICATION

2011

3187

Jamie Wolters

From: Scott Herbert
Sent: Wednesday, March 23, 2022 8:13 AM
To: Jamie Wolters; Brett Ensfield; Greg Janik
Subject: RE: Water front Invitational Fin Art & Craft Fair

Categories: Special Events

Hello,

This has DPW approval. I assume that we'll have a meeting at some point as we get closer to the event?

Thanks,

Scott Herbert
Public Works Supt.
City of Saugatuck
(269) 857-2558

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Tuesday, March 22, 2022 2:43 PM
To: Scott Herbert <scott@saugatuckcity.com>; Brett Ensfield <bensfield@allegancounty.org>; Greg Janik <gjanik@saugatuckfire.org>
Subject: Water front Invitational Fin Art & Craft Fair

Good afternoon,

Please see attached special event applications for two separate dates for the annual Waterfront Invitational Fine Art & Craft Fair. Below is a summary of the applications. I am looking to schedule this on the April 6th & 11th Council Meetings. I attempted to ask and filter as many questions with organizer prior to this email-see her notes below.
Please advise if you would like to move forward with approving or setting up a call with event organizers.

Name: Waterfront Invitational Fine Art & Craft Fair
Dates: 7/2 & 7/30
Location: Village Square Park
Booths: 60
Vendor Parking: Christian Reformed Church via Interurban
Fireworks or Alcohol: No
Banner under Palette Sign:
 Installation Dates: 6/26 or 6/27 and 7/24 or 7/25
 Removal Dates: 7/3 or 7/4 and 7/31 or 8/1

Trash Receptacles: 4

Restroom Cleaning: Yes

No Parking Signs: No Parking signs night of 7/29, applicant will remove at 10am next day.

Note from applicant:

 "Regarding the "No Parking" signs: We eliminated putting any booths in the street on Main Street. The first fair is, as I said, smaller and so we can work around a few overnight parked cars around the Village Square area. In the past there would sometimes be an overnight parked car (right by a "No parking" sign on Main Street right where

Jamie Wolters

From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Wednesday, March 23, 2022 9:05 AM
To: Jamie Wolters; Scott Herbert; Greg Janik; mbetts@saugatuckfire.org
Subject: Re: Water front Invitational Fin Art & Craft Fair

Categories: Special Events

It looks like the same as before let me know when we are meeting.

I approve it on our end

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Wednesday, March 23, 2022 7:59 AM
To: Scott Herbert <scott@saugatuckcity.com>; Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>; Greg Janik <gjanik@saugatuckfire.org>; mbetts@saugatuckfire.org <mbetts@saugatuckfire.org>
Subject: RE: Water front Invitational Fin Art & Craft Fair

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes, we will have a meeting once we get closer- I told Bonnie Lowe that we would, as we did last year with her.

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406



From: Scott Herbert <scott@saugatuckcity.com>
Sent: Wednesday, March 23, 2022 8:13 AM
To: Jamie Wolters <Jwolters@saugatuckcity.com>; Brett Ensfield <bensfield@allegancounty.org>; Greg Janik <gjanik@saugatuckfire.org>
Subject: RE: Water front Invitational Fin Art & Craft Fair

Hello,

This has DPW approval. I assume that we'll have a meeting at some point as we get closer to the event?

Thanks,

Jamie Wolters

From: Greg Janik <gjanik@saugatuckfire.org>
Sent: Monday, April 18, 2022 2:50 PM
To: Jamie Wolters; Mike Betts
Cc: Brett Ensfield; Scott Herbert
Subject: RE: Water front Invitational Fin Art & Craft Fair

Jamie:

We are happy to meet and discuss as necessary. If there is any vendor onsite cooking, there are clearance and liquid propane requirements that would need to be followed. Happy to help.

Thank,
Greg

Greg Janik

Fire Chief/Fire Marshal
3342 Blue Star Highway
Saugatuck, MI 49453

Phone: 269 857-3000
E-mail : gjanik@saugatuckfire.org



CONFIDENTIALITY NOTICE: *The information contained in this e-mail message and any attachment(s) may contain confidential information that is legally privileged and exempt from disclosure under applicable law, and is intended only for the confidential use of the intended recipient(s). If the reader of this e-mail message is not the intended recipient or the employee agent responsible for delivering it to the intended recipient, any dissemination, distribution, copying or action taken in reliance on the content of this e-mail message or any attachment(s) is strictly prohibited. If this e-mail has been received in error, please notify me immediately via e-mail at gjanik@saugatuckfire.org and delete or otherwise destroy the original message, any attachment(s) and copies.*



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: April 25, 2022

SUBJECT: Special Event-Community Pride Car Parade

DESCRIPTION:

The proposed Community Pride Car Parade is to be held on June 4th, 2022. See attached application and break down of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Date: June 4.

Time: 11:00am.

70-100 cars to travel from Saugatuck High School through downtown via Butler Street and existing town to Blue Star Highway.

Music: Live, organizer said there may or may not be music.

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Community Pride Car Parade to take place on June 4th.



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 30 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Community Pride TELEPHONE: 269-857-8142
 MAILING ADDRESS: PO Box 441, Douglas, Mi 49406
 CONTACT NAME: Neal Seibert TELEPHONE: 269-857-8142
 E-MAIL ADDRESS: oldbear60@gmail.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Neal Seibert TELEPHONE: 269-857-8142
 E-MAIL ADDRESS: oldbear60@gmail.com CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Community Pride Car Parade DATE(S) OF EVENT: JUNE 4 2022
 PURPOSE OF EVENT: Celebrate Pride in our Community RAIN DATE: _____

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

EVENT LOCATION: PARADE - High School - Francis to Butler to LAKE - Blue Star EVENT HOURS: 11:00
 ESTIMATED NUMBER OF ATTENDEES: 70-100 cars

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE / TIME FOR SET-UP: High School 10:00 - 11:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: NONE 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: 11:00 AM END: 11:30 AM

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 need to stop traffic and direct to Blue Star

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: 6:00 6/4 A.M. P.M.

Street re-open date/time: 11:30 6/4 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.

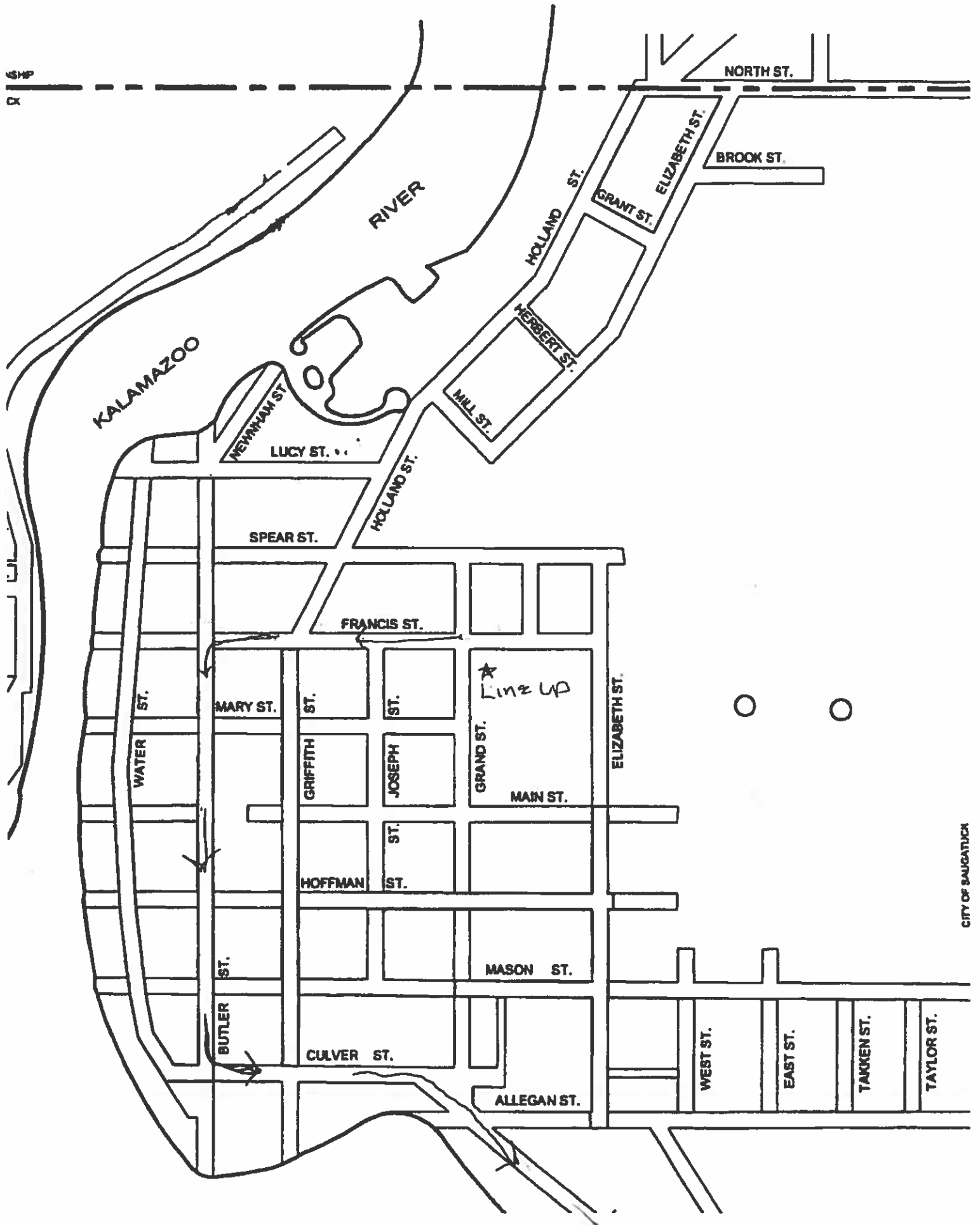
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, 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

2.3.22
Date

Downtown Street / Sidewalk Closure(s) ⁴⁸



Jamie Wolters

From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Monday, April 18, 2022 7:10 AM
To: Jamie Wolters
Cc: Greg Janik
Subject: Re: Special Event-Community Pride Car Parade

Jamie,

In the past these types of events have been viewed as just traffic and we typically are not shutting intersections down. It would also take a vast amount of resources for this request and typically most people give way to these types of events coming in traffic anyways. The busiest intersection would be pulling out on Blue Star Hwy which if available at that time we possibly could assist in that.

Thanks
 Brett

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Wednesday, April 13, 2022 2:33 PM
To: Greg Janik <gjanik@saugatuckfire.org>; Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>; Mike Betts <mbetts@saugatuckfire.org>; Scott Herbert <scott@saugatuckcity.com>
Subject: Special Event-Community Pride Car Parade

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Attached is a special event request for a car parade. I am looking to present this to Council on April 20th & 25th.

Date: June 4
 Time: 11:00am
 70-100 cars
 Music: Live, organizer said there may or may not be music
 DPW-None
 Police-Traffic control
 Fire-Road Closure

Starts at Saugatuck High School, travels downtown to Butler Street, left on Culver and existing town to Blue Star Highway. They are asking for assistance in stopping traffic at all intersections so no other vehicles may enter parade. Ideally, they are looking to have a continuous moving car parade without any other vehicles entering along the way.

Best,

Jamie Wolters
 City Clerk
 City of Saugatuck

Jamie Wolters

From: Greg Janik <gjanik@saugatuckfire.org>
Sent: Monday, April 18, 2022 11:07 AM
To: Jamie Wolters
Cc: Brett Ensfield; Mike Betts; Scott Herbert
Subject: RE: Special Event-Community Pride Car Parade

Good morning Jamie:

I concur with Lt. Brett Ensfield. If requested, we will assist other agencies in protecting the public. Happy to discuss in person.

Thank you,
Greg

Greg Janik

Fire Chief/Fire Marshal
3342 Blue Star Highway
Saugatuck, MI 49453

Phone: 269 857-3000

E-mail : gjanik@saugatuckfire.org



CONFIDENTIALITY NOTICE: *The information contained in this e-mail message and any attachment(s) may contain confidential information that is legally privileged and exempt from disclosure under applicable law, and is intended only for the confidential use of the intended recipient(s). If the reader of this e-mail message is not the intended recipient or the employee agent responsible for delivering it to the intended recipient, any dissemination, distribution, copying or action taken in reliance on the content of this e-mail message or any attachment(s) is strictly prohibited. If this e-mail has been received in error, please notify me immediately via e-mail at gjanik@saugatuckfire.org and delete or otherwise destroy the original message, any attachment(s) and copies.*



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 4.20.22

SUBJECT: Continuation of Sheriff Contract

DESCRIPTION: Allegan County Sheriff Contract Extension

Council had a first review of the proposed Sheriff's Contract at the Monday 11th meeting. Please see the attached requested items, proposed exhibits A & B.

Current budgeted amount for police services attached.

Representatives from Allegan County have been requested to attend workshop.

BUDGET ACTION REQUIRED:

Action to be taken at July budget adoption.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Allow Staff to negotiate continued agreement with Allegan County for police services and bring back finalized contract for Council approval.

December 17, 2021

RE: Updated Schedule A & B and County Law Enforcement Services Agreement

To Whom It May Concern:

The County is pleased to be able to provide enhanced law enforcement services to your jurisdiction on a contractual basis. After four years of maintaining a level rate, it is necessary to update the monthly charge for this service, effective February 1, 2022. As services are billed in arrears, the new rate will first be seen on the invoice that is issued in early March. A new Schedule A & B are enclosed for your records. To provide for longer-term planning, the County is committing to holding the increases for 2023 and 2024 to 3% per year. Please do not hesitate to contact my office at (269) 673-0205 with specific questions or concerns regarding these schedules.

In addition, several years have elapsed since contract language and terms were examined. Enclosed for your consideration is a recently-refreshed Law Enforcement Services Agreement. Please sign and return to administration@allegancounty.org by February 1, 2022. If you should have any contractual language questions feel free to contact the County Administrator's Office at (269) 673-0239.

A few notes for further consideration:

- These documents were crafted with efficiency and consistency in mind. The agreement will be universally executed for all local units seeking county law enforcement services. Only the schedules will be customized based on the number of officers and vehicles a local unit negotiates. For example, if Saugatuck Township selects 2 deputies and 2 patrol vehicles, the schedules will automatically calculate those rates. If Dorr Township selects 1 deputy and 0 patrol vehicles, the schedules will automatically calculate.
- Allegan County has recently adopted a new philosophy that law enforcement services will be offered to local units based on a bundle approach. Each County Deputy and/or Sergeant will accompany a County owned vehicle. We understand this philosophy will need a transition plan; therefore, the County will work individually with each local unit based on the current fleet depreciation cycle. When the vehicle(s) are ready to retire, we will then work towards transiting to all county owned equipment. Further discussions will take place to address any questions or concerns you may have on this transition plan.

On behalf of the County, I thank you for your attention to these items.

Sincerely,

Lorna Nenciarini
Executive Director of Finance

cc: Allegan County Administrator Robert J. Sarro
Allegan County Sheriff Frank Baker

**ALLEGAN COUNTY
LAW ENFORCEMENT CONTRACT**

Schedule A - 2022-2024

**Annual Total Cost
Per One Deputy**

Wages @ 28.54/hr	62,331.36
Overtime @ 50 hours	2,140.50
Holiday Overtime	3,082.32
Holiday Pay	2,054.88
Total Compensation	<u>69,609.06</u>

FICA	5,325.09
WC	1,343.45
H/D/V	19,527.00
Life Ins.	66.00
Disability	369.60
Retirement	6,960.91
Longevity	400.00
Liability Ins.	300.00
Total Fringes	<u>34,292.05</u>

Uniforms/Training	<u>500.00</u>
--------------------------	---------------

Total Cost Per Year	<u><u>104,401.11</u></u>
----------------------------	--------------------------

Total Monthly Cost Per Deputy	8,700.09
--------------------------------------	-----------------

Number of Deputies:	<u>4</u>	26,100.28	2022 Township/City Commitment
----------------------------	-----------------	------------------	--------------------------------------

26,883.29	2023 Township/City Commitment
------------------	--------------------------------------

27,689.79	2024 Township/City Commitment
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**ALLEGAN COUNTY
LAW ENFORCEMENT CONTRACT**

Schedule B - 2022-2026

Vehicle Type	Total Monthly Cost - 1 Vehicle	Number of Vehicles	Total Monthly Cost	Local Unit Portion
Gas Engine	\$ 1,217.36	1	\$ 1,217.36	\$ 913.02
Hybrid Engine	\$ 1,174.80	1	\$ 1,174.80	\$ 881.10

Rates are valid for a vehicle that is put into service during calendar year 2022.

The rate will not change for five years, once put into service.

The monthly amount includes ALL operating costs: gas, maintenance, insurance, etc.

**ALLEGAN COUNTY
TOWNSHIP CONTRACTS
START-UP COST ESTIMATE: POLICE VEHICLE
Schedule B**

2021 Car Estimate	Total Costs	Depreciation Years	Cost per Year
Ford Police Interceptor Utility (Standard Engine)	32,944.00	5	6,588.80
Graphics	400.00	5	80.00
Code 3 52" LED light bar w/PIU mount kit	1,375.00	5	275.00
Code 3 Master COM siren&light control	399.99	5	80.00
Code 3 C-3100 Bail bracket speaker	169.95	5	33.99
SHO-ME 24 " scene/w/warning LED bar	199.95	5	39.99
Code 3 MR6 white LEDs front corner lights	74.95	5	14.99
Code 3 M180 Mirror lights	99.95	5	19.99
Code 3 ULT6 LEDS rear hatch	64.95	5	12.99
Code 3 ULT6 thin LED Hatch up warning	64.95	5	12.99
SOS tail light flasher for 20+ PIU	87.50	5	17.50
Troy CC-UV20-L-20 PIU console	409.95	5	81.99
Troy AC-side arm 6 arm rest	72.00	5	14.40
Troy TP-E-SL1-US-SS ft partition w/sl window	689.95	5	137.99
Troy KP-20-FDUV-SS lower part kick plate	159.95	5	31.99
Troy TP-20-FDUV-R rear partition kit	439.95	5	87.99
Troy FP-TICK Deep storage tray	32.00	5	6.40
Sentina PB400 Push bumper	410.00	5	82.00
Sentina PB8 Head light loop kit	299.95	5	59.99
SHO ME 3 outlet box w/USB	29.95	5	5.99
Santa Cruz single gun lock rifle	99.95	5	19.99
Cage light	9.95	5	1.99
Fed SIG little lit 18" map light	67.50	5	13.50
Smooth Talker 4G booster w/ ant	499.95	5	99.99
Magnet Mic Holder	34.95	5	6.99
Code 3 Siren & Light Control	330.00	5	66.00
MBS computer Mount W/duel swing arm	249.95	5	49.99
Antenna cable	17.95	5	3.59
Low profile 800 MHZ antenna	36.50	5	7.30
MBS 12 piece bracket kit and other EQUIP	120.00	5	24.00
Labor to install	2,600.00	5	520.00
Troy SAB-20-FDUV. Transfer Kit for Ft cage	272.50	5	54.50
Code 3 upper Lens Kit in black for 20+ PIU	42.30	5	8.46
Printec printer, cables w/install labor and mat	755.00	5	151.00
Troy console floor plate to mount 2019	122.50	5	24.50
TOTAL (1 CAR)**	<u><u>43,683.89</u></u>		<u><u>8,736.78</u></u>
Gas,Oil/20,000 miles/year @ 12.75PGx \$2.50 per gal=			<u><u>3,921.55</u></u>
Credit on value of old patrol vehicle	-	5	-
Vehicle R & M & Insurance			
Year 1	1,150.00		
Year 2	1,550.00		
Year 3	1,950.00		
Year 4	2,350.00		
Year 5	<u>2,750.00</u>		
Repairs & Maintenance & Insurance	<u><u>9,750.00</u></u>	5	<u><u>1,950.00</u></u>
Total Vehicle Cost/Year			<u><u>14,608.33</u></u>
Monthly Payment Due			<u><u>\$ 1,217.36</u></u>

**ALLEGAN COUNTY
TOWNSHIP CONTRACTS
START-UP COST ESTIMATE: POLICE VEHICLE**

2021 Car Estimate	Schedule B		Depreciation
	Total Costs	Years	Cost per Year
Ford Police Interceptor Utility (Hybrid Engine)	36,109.00	5	7,221.80
Graphics	400.00	5	80.00
Code 3 52" LED light bar w/PIU mount kit	1,375.00	5	275.00
Code 3 Master COM siren&light control	399.99	5	80.00
Code 3 C-3100 Bail bracket speaker	169.95	5	33.99
SHO-ME 24 " scene/w/warning LED bar	199.95	5	39.99
Code 3 MR6 white LEDs front corner lights	74.95	5	14.99
Code 3 M180 Mirror lights	99.95	5	19.99
Code 3 ULT6 LEDS rear hatch	64.95	5	12.99
Code 3 ULT6 thin LED Hatch up warning	64.95	5	12.99
SOS tail light flasher for 20+ PIU	87.50	5	17.50
Troy CC-UV20-L-20 PIU console	409.95	5	81.99
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Sentina PB400 Push bumper	410.00	5	82.00
Sentina PB8 Head light loop kit	299.95	5	59.99
SHO ME 3 outlet box w/USB	29.95	5	5.99
Santa Cruz single gun lock rifle	99.95	5	19.99
Cage light	9.95	5	1.99
Fed SIG little lit 18" map light	67.50	5	13.50
Smooth Talker 4G booster w/ ant	499.95	5	99.99
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Troy SAB-20-FDUV. Transfer Kit for Ft cage	272.50	5	54.50
Code 3 upper Lens Kit in black for 20+ PIU	42.30	5	8.46
Printec printer, cables w/install labor and mat	755.00	5	151.00
Troy console floor plate to mount 2019	122.50	5	24.50
TOTAL (1 CAR)**	<u>46,848.89</u>		<u>9,369.78</u>
Gas,Oil/20,000 miles/year @ 18MPGx \$2.50 per gal=			<u>2,777.78</u>
Credit on value of old patrol vehicle	-	5	-
Vehicle R & M & Insurance			
Year 1	1,150.00		
Year 2	1,550.00		
Year 3	1,950.00		
Year 4	2,350.00		
Year 5	2,750.00		
Repairs & Maintenance & Insurance	<u>9,750.00</u>	5	<u>1,950.00</u>
Total Vehicle Cost/Year			<u>14,097.55</u>
Monthly Payment Due			\$ 1,174.80

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	04/30/2022 NORMAL (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND							
Expenditures							
Dept 301 - SHERIFF							
101-301-702.000	WAGES DEPUTIES	325,000.00	232,280.60	0.00	92,719.40		71.47
101-301-702.001	OVERTIME	10,000.00	456.57	0.00	9,543.43		4.57
101-301-702.002	RESERVE OFFICERS	10,000.00	5,133.68	0.00	4,866.32		51.34
101-301-748.000	FUEL & OILS	10,000.00	0.00	0.00	10,000.00		0.00
101-301-803.000	LEGAL FEES	2,500.00	343.00	120.00	2,157.00		13.72
101-301-882.000	EVENTS/SERVICES	1,000.00	34.58	0.00	965.42		3.46
101-301-946.000	EQUIPMENT RENTAL	36,000.00	0.00	0.00	36,000.00		0.00
Total Dept 301 - SHERIFF		394,500.00	238,248.43	120.00	156,251.57		60.39
TOTAL EXPENDITURES		394,500.00	238,248.43	120.00	156,251.57		60.39
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		394,500.00	238,248.43	120.00	156,251.57		60.39
NET OF REVENUES & EXPENDITURES		(394,500.00)	(238,248.43)	(120.00)	(156,251.57)		60.39

ADDENDUM #1**Contract #– Law Enforcement Services Agreement**

Between _____ (“Entity”)
and the County of Allegan (“County”)

Whereas, on December 17, 2021, the County released an updated law enforcement services agreement;
and

Whereas, the Entity desires to utilize its own vehicle until such time the vehicle(s) are no longer operable; and

Whereas, the County and the Entity have agreed to a transition plan.

Therefore, the Entity and the County mutually agree to cover the above-referenced Agreement, as detailed herein.

1. Remove “The Entity wishes to use a County vehicle for the purpose of providing additional law enforcement services (outlined in Section 16).”

2. Replace Section 7.B – Insurance with:

Motor Vehicle Liability: The Entity shall procure and maintain during the life of this addendum Motor Liability Insurance, including Michigan No- Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit,

Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles. The Entity will provide Motor Vehicle Liability Insurance for all Entity owned vehicles.

3. Remove Section 16 – Vehicle.

4. This addendum shall no longer take effect _____, at which time the transition plan shall be complete and County will operate County owned vehicle(s).

It is understood and agreed by both parties that all other terms and conditions of the original Agreement and any preceding amendments, not modified by the change(s) above, remain in effect.

The individual or officer signing below certifies that they are authorized to sign this Amendment.

Entity:

County:

Sign: _____

Sign: _____

Name: _____

Name: Robert J. Sarro

Title: _____

Title: Allegan County Administrator

Date: _____

Date: _____



City Council Agenda Item Report

FROM: Kate White, Project Coordinator & Deputy Clerk

MEETING DATE: April 25, 2022

SUBJECT: Resolution No. 220425-A (Crosswalk Painting Recognizing LGBTQ+ Community)

DESCRIPTION:

As seen across many communities in the United States and Canada, rainbow-colored crosswalks and sidewalks have been integrated into urban streetscapes as a way to show support for the LGBTQ+ community.

In June of 2019, Saugatuck City Council approved a resolution to authorize the painting of a section of the City sidewalk to recognize the LGBTQ+ community. The sidewalk in front of the Culver Street parking lot, adjacent to Scooter's Pizzeria and the Saugatuck Center for the Arts, was painted with rainbow colors and has remained painted since 2019. There is interested in expanding the multi-colored painting into the crosswalks within the City, with inspiration for the idea being pulled from the City of the Village of Douglas and many other communities across North America.

If approved, the resolution would allow for the City of Saugatuck to paint the crosswalk in front of City Hall, crossing Butler Street, with rainbow colors in support of the LGBTQ+ community.

The Michigan Vehicle Code, both Section 610(1) and 606(2), state that traffic control devices shall follow the standards enumerated by the Michigan Manual on Uniform Traffic Control Devices. As stated in Section 3B.18 of the Michigan Manual on Uniform Traffic Control Devices: "When crosswalk lines are used, they shall consist of solid white lines that mark the crosswalk. They shall not be less than 6 inches or greater than 24 inches in width."

Below is the conclusion on the legality of colorful crosswalk painting from the City's legal counsel:

"...Painting a crosswalk in rainbow colors would contravene the MMUTCD and thus violate the Michigan Vehicle Code, but the City would not be penalized by the state transportation department unless it failed to repaint the sidewalks within one year after receiving notice of its failure to comply. Painting a crosswalk in violation of the MMUTCD could also be "a factor to consider" in whether the City failed to keep said crosswalk in reasonable repair, and could thus marginally increase the possibility of the City being found liable for injuries suffered to a pedestrian using the crosswalk under the GLNA. While these concerns are relatively minimal, they should certainly be considered by the Council. Finally, we should note that we could find no guidance in the Michigan Vehicle Code or the MMUTCD concerning the coloring of

sidewalks, so the City could forego the risks enumerated above by painting a sidewalk instead, if that would be an acceptable alternative.”

60

After discussing with Jon Moxey, engineer from Fleis & VandenBrink, he recommends that the City follow as closely as possible to the Michigan Manual on Uniform Traffic Control Devices. He suggested that if the City were to approve a rainbow crosswalk that following the “ladder” configuration, with rainbow colors infilled between white lines, would be the closest way to be in compliance with traffic standards. This recommendation is the same design used in Douglas (a sample image of the design can be found in subsequent documents). Jon Moxey’s recommendation can be found in subsequent documents.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Attached in subsequent documents is the response from Fahey Schultz Burzych Rhodes regarding rainbow crosswalks.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 220425-A to authorize the painting of the crosswalk in front of Saugatuck City Hall crossing Butler Street in recognition of the LGBTQ+ community.

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

RESOLUTION NO. 220425-A

**A RESOLUTION TO AUTHORIZE THE PAINTING OF A CITY CROSSWALK TO
RECOGNIZE THE LGBTQ+ COMMUNITY**

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

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

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

WHEREAS, the Saugatuck City Council and city staff researched and studied various options; and

WHEREAS, the Saugatuck City Council identified painting the crosswalk in front of Saugatuck City Hall, crossing Butler Street with rainbow colors to promote Pride Month in the City of Saugatuck; and

WHEREAS, the Butler Street rainbow crosswalk will follow the color and design depicted in Exhibit A.

NOW THEREFORE, BE IT RESOLVED the Saugatuck City Council hereby authorizes the City Manager to oversee the crosswalk painting and ensure that the project is executed by June 1st, 2022.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 25th day of April, 2022

Signed: _____
Garnet Lewis, Mayor

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 on April 25th, 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

EXHIBIT A





Kate,

Section 610(1) Michigan Vehicle Code provides: “Local authorities and county road commissions in their respective jurisdictions shall place and maintain the traffic control devices upon highways under their jurisdiction that they consider necessary to indicate and to carry out the provisions of this chapter or local traffic ordinances or to regulate, warn, or guide traffic. **All traffic control devices shall conform to the Michigan manual on uniform traffic control devices.**” MCL 257.610(1). Section 606(1) of the Michigan Vehicle Code likewise notes that local authorities may regulate within streets and highways under their jurisdiction “traffic by means of police officers or traffic control signals,” and may regulate or prohibit “processions or assemblages on the highways or streets.” MCL 257.606(1)(c)-(d). Section 606(2) requires that any such regulations adopted by a local authority “**be based on standard and accepted engineering practices as specified in the Michigan manual on uniform traffic control devices.**” MCL 257.606(2). Thus, the City has a legal duty to ensure that all traffic control devices it places on streets and highways under its jurisdiction conform with the Michigan Manual on Uniform Traffic Control Devices (“MMUTCD”).

With respect to the technical requirements for crosswalks, Section 3B.18 of the MMUTCD states: “When crosswalk lines are used, they shall consist of **solid white lines** that mark the crosswalk. They shall not be less than 6 inches or greater than 24 inches in width.” Painting a crosswalk in rainbow colors would violate this directive and would therefore violate Sections 610(1) and 606(2) of the Michigan Vehicle Code.

Interestingly, the Michigan Vehicle Code does not enumerate any penalties for local authorities failing to comply with the specific directive in Section 610(1) discussed above, but penalties are threatened for failures to comply with Section 606. Section 610(2) of the Michigan Vehicle Code provides: “The state transportation department shall withhold from any incorporated village, **city**, or county that fails to comply with **sections 606, 608, 609, 612, and 613, the share of fuel and vehicle tax revenue that would otherwise be due** the incorporated village, city, or county under section 10 of 1951 PA 51, MCL 247.660. Notice of failure to comply, and **1 year’s time to comply after notice, shall first be given.**” MCL 257.610(2).

Therefore, painting a crosswalk in violation of the MMUTCD would violate the Michigan Vehicle Code and could result in state transportation department withholding the City’s share of fuel and vehicle tax revenue. However, this penalty cannot be imposed until the state transportation department first provides the City with a warning of noncompliance **and** one year passes without the violation being corrected. While we would always advise the City to fully comply with the law, there appear to be no penalties that would arise under the Michigan Vehicle Code if the City painted its crosswalk in rainbow colors and 1) never received a warning from the state transportation department; or 2) repainted the crosswalk in white within 12 months after receiving such a notice.

Beyond the possible state law ramifications explained above, we should note that it is theoretically possible that the City could face liability under the Government Liability for Negligence Act (“GLNA”) for failing to appropriately maintain highways within its jurisdiction. Pursuant Section 2(1) to the GLNA: “A person who sustains bodily injury or damage to his or her property by reason of failure of a governmental agency to keep a highway under its jurisdiction [*which includes crosswalks as per Section 1(c) of the GLTA*] **in reasonable repair** and in a condition reasonably safe and fit for travel **may recover the damages suffered by him or her from the governmental agency.**” MCL 691.1402(1). This statute creates an exception to the governmental immunity typically enjoyed by the City, provided that a plaintiff can prove that the City failed to maintain a highway under its jurisdiction in reasonable repair.

If pedestrian was injured on a repainted City crosswalk and plausibly alleged that the City's improper marking of the crosswalk was the cause of their injuries (for instance, that the markings made it more difficult for a driver to see the crosswalk and resulted in them hitting the pedestrian), it is possible that such a claim could defeat the governmental immunity otherwise afforded to the City. In these types of cases, Michigan Courts have found that "[t]he uniform traffic signal statute and manual cannot be used to shield [a municipality] from its statutory liability," noting that mere compliance with the MMUTCD does not by itself prove that a municipality kept a highway in reasonable repair. *Fraley v City of Flint*, 54 Mich App 570, 574 (1974). However, the Michigan Supreme Court has noted that "compliance with traffic manual standards is **a factor to consider** in determining the reasonableness of [a municipality's] actions at the time of the accident." *Salvati v Dep't of State Highways*, 415 Mich 708 (1982). While mere noncompliance with the MMUTCD by itself may not definitively prove that a municipality failed to maintain a highway in reasonable repair, the City's failure to comply with the MMUTCD could be factored into the **reasonableness** of its actions and whether it should be liable under the GLNA.

To conclude, painting a crosswalk in rainbow colors would contravene the MMUTCD and thus violate the Michigan Vehicle Code, but the City would not be penalized by the state transportation department unless it failed to repaint the sidewalks within one year after receiving notice of its failure to comply. Painting a crosswalk in violation of the MMUTCD could also be "a factor to consider" in whether the City failed to keep said crosswalk in reasonable repair, and could thus marginally increase the possibility of the City being found liable for injuries suffered to a pedestrian using the crosswalk under the GLNA. While these concerns are relatively minimal, they should certainly be considered by the Council. Finally, we should note that we could find no guidance in the Michigan Vehicle Code or the MMUTCD concerning the coloring of sidewalks, so the City could forego the risks enumerated above by painting a sidewalk instead, if that would be an acceptable alternative. Regardless of which option the City chooses to pursue, it would be appropriate for the Council to authorize such action by resolution.

We hope you find this information helpful. Please do not hesitate to contact us if you have any further questions or concerns.

Sincerely,

Jake



Jacob N. Witte

Associate • Fahey Schultz Burzych Rhodes

[Redacted contact information]

4151 Okemos Road, Okemos, MI 48864 USA

▼ U.S. News & World Report Ranked Best Law Firm

Scott,

My traffic engineers came up with similar conclusions as I did.

The Michigan Uniform Traffic Control Device (MUTCD) standards Section 3B.18.04, state “When crosswalk lines are used, they shall consist of solid white lines that mark the crosswalk....”

But see Q&A 2 under the FHWA FAQs for crosswalks. They say “nothing except an aesthetic treatment is allowed between the white transverse lines of a crosswalk”.

https://mutcd.fhwa.dot.gov/knowledge/faqs/faq_part3.htm#cpq4

While FHWA does not appear to expressly prohibit painting the area between the white lines with different colors (considering them aesthetic treatments), they have come out on several occasions against the use of rainbow colors for a few safety reasons:

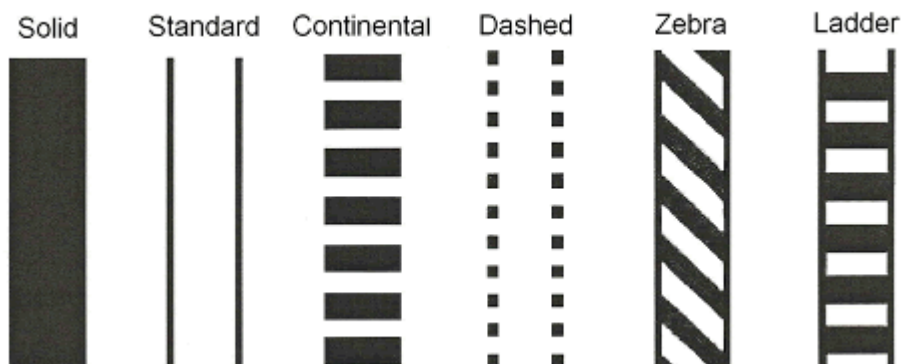
- Does not conform to standard expectation of unaware motorists
- Potentially interferes with, detracts from, or obscures traffic control devices
- Some colors not as visible as white
- They encourage people to loiter around the design and put themselves in further danger

So, to summarize, we don’t think the FHWA has expressly prohibited the use of rainbow crosswalks, but they have definitely discouraged their use for safety reasons. Reading several articles, it appears a few cities have done rainbow crosswalks and similar treatments, and therefore are just ignoring the FHWA recommendations.

If the City decides to ignore the FHWA recommendations, in terms of design standards, we would suggest designing as closely to MUTCD standards as possible. If the crosswalks will be rainbow colored regardless, we believe that **painting the edge lines white** would conform as much to the MUTCD standards as possible, as this would essentially be the “Standard Crosswalk” design, with additional coloring within border. The “ladder” configuration (white ladder with rainbow colors infilled between) is what I was envisioning as it was described.

Hope this helps!

Jon





City Council Agenda Item Report

FROM: Kate White, Project Coordinator & Deputy City Clerk
Cindy Osman, Zoning Administrator

MEETING DATE: April 25, 2022

SUBJECT: Resolution No. 220425-B: Schedule of Fees Adjustment (Short-Term Rental)

DESCRIPTION:

Presented in the following resolution are changes to the short-term rental fee schedule. Proposed changes in short-term rental fees include an increase in the short-term rental registration fee from \$250.00 to \$350.00 (three-year registration) and an increase in the re-inspection fee from \$60.00 to \$100.00.

Short-term rental fees have not been adjusted since the summer of 2016. Saugatuck Township, as of April 13, 2022, has increased their short-term rental fees to \$350 for their 3-year registration and to \$100 for their re-inspection fee. As part of the Tri-Community, it is best practice to ensure continuity in our short-term rental fees, policies, and applications. Many short-term rental operators operate multiple rentals across the Tri-Community area; having continuity makes the process easier for the operator and for the Saugatuck Township Fire District.

The Saugatuck Township Fire District charges \$75 currently for re-inspections and the City of Saugatuck charges \$60 for re-inspections, resulting in a financial loss for the City. Inspection shortfalls are paid through General Fund monies. To stay ahead of re-inspection fee increases from the Saugatuck Township Fire District, we suggest a \$100 re-inspection fee as it will help the program move closer to self-sufficiency.

There are roughly 240 registered short-term rentals in the City of Saugatuck. If approved, the fee will increase annual revenue to operate the program from roughly \$20,000 to an estimated \$28,300.

Proposed revisions to the City's Schedule of Fees:

Adjust Short-Term Rental registration fee (three year) from \$250 to \$350;
Adjust Short-Term Rental re-inspection fee from \$60 to \$100.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Municipal attorneys Christopher Patterson and Jacob Witte of Fahey Schultz Burzych Rhodes PLC reviewed and approved the proposed resolution.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 220425-B as presented approving a change in the City's Schedule of Fees, effective June 1st, 2022.

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

RESOLUTION NO. 220425-B

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 Schedule of Fees as follows, effective June 1st of 2022:

Adjust the three-year short-term rental registration fee from \$250.00 to \$350.00;
Adjust the short-term rental re-inspection fee from \$60.00 to \$100.00.

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 hereby rescinded; provided, however, that the remainder of the City’s Schedule of Fees shall remain in full force and effect.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 25th day of April, 2022.

Signed: _____
Garnet Lewis, Mayor

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 25, 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.

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Cindy Osman, Planning & Zoning

MEETING DATE: April 25, 2022

SUBJECT: Temporary Outside Restaurant Seating

DESCRIPTION:

In March 9, 2015, the Planning Commission held a public hearing regarding an ordinance amendment to regulate outdoor restaurant seating, including a provision to approve seating within the public right-of-way. City Council adopted an ordinance allowing for restaurants to have seating between the sidewalk and the curb.

Caldwell & Caldwell, LLC DBA, a.k.a Pumpnickels, at 202 Butler Street has applied for a revocable license to have seating in the ROW between the sidewalk and the curb.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Municipal attorney, Jacob Witte, has reviewed and approved the attached Revocable License Agreement.

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for temporary outside restaurant seating in the public right-of-way for Caldwell & Caldwell, LLC DBA.

REVOCABLE LICENSE AGREEMENT
FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

THIS AGREEMENT is made this ___ day of _____, 2022, by and between the CITY OF SAUGATUCK, (hereinafter “City”) a municipal corporation located in Allegan County, Michigan; and Pumpernickels (Caldwell & Caldwell LLC), (hereinafter “Licensee”).

Recitals

- A. Licensee has leasehold interest in real property located at 202 Butler Street, in the City of Saugatuck, further described as PP No. 03-57-300-146-00. A restaurant is operated on the property.
- B. Licensee desires to place (12) of tables and (48) of chairs within and on the public sidewalk adjoining the property, to be utilized in conjunction with the restaurant.
- C. The public sidewalk is under the control and jurisdiction of the City and the City is amenable to granting a revocable license to Licensee for the purposes described herein, subject to the terms of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, it is agreed as follows:

Agreement

- 1. The parties affirm that the recitals set forth above are correct, form an integral part of this Agreement and are incorporated by reference.
- 2. The City grants to the Licensee, and the Licensee accepts from the City, a non-exclusive, revocable license to install and utilize tables and chairs within and on the public sidewalk directly adjacent to the Licensee’s property, in the precise location shown on the attached sketch plan, marked as Exhibit A (the “Licensed Premises”) subject to the terms and conditions of this Agreement. Without limiting the foregoing, the placement of the seating and tables shall not obstruct or interfere with a five (5) foot wide path on the improved sidewalk, which path shall be continuously maintained for pedestrian travel.
- 3. The Licensee acknowledges and agrees that Licensee has inspected the Licensed Premises and has determined such premises to be in a satisfactory condition and that the Licensee's entry upon and use of the Licensed Premises constitutes acceptance of the Licensed Premises on an "as is" basis. The City makes no representations or warranties as to the condition of the public right-of-way, the suitability of the use of the Licensed Premises proposed by Licensee, or any physical or other condition. The City will have no liability or responsibility for upkeep, maintenance, or any other action with regard to personal property located on the Licensed Premises or the Licensed Premises as a result of this Agreement. Licensee will comply with all

- applicable ordinances, laws, and regulations governing the same and will keep its personal property in neat and clean condition, reasonable wear and tear excepted.
4. This Agreement is subject, without limitation, to the following general restrictions:
 - A. The use of the personal property on the Licensed Premises shall not be conducted in such a way as to become a public nuisance; and Licensee's use of the Licensed Premises shall not interfere with traffic or circulation on any adjoining streets, alleys, sidewalks or public open-space areas.
 - B. The Licensee is responsible for maintaining, in a clean and safe condition, the personal property as well as the Licensed Premises.
 - C. The personal property shall only be located in that area expressly designated on Exhibit A.
 5. This Agreement shall not authorize the installation or placement of any other personal property within or on the Licensed Premises, including, but not limited, to signage, fencing, trash cans, service stations, or features except those items referenced in Recital B above.
 6. The Licensee shall hold the City and its officers, employees, and agents harmless from, and defend and indemnify them against, any and all claims or lawsuits seeking recovery for damage or injury, including death, and against any other legal proceedings instituted against any of them, directly or indirectly, arising from the installation or physical existence of the tables and chairs within and on the public sidewalks or from the City's permitting the Licensee to install and maintain such encroachment, regardless of whether the Licensee or any of its officers, employees, or agents are negligent. The obligations of the Licensee under this paragraph shall survive the termination of this Agreement for a period of three years.
 7. The license granted by this Agreement shall expire on November 1, 2022, and shall renew annually until the license is revoked, or until the Licensee operates as approved. Notwithstanding the foregoing, the license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee 15 days written notice of intent to revoke. Upon written notice to Licensee, mailed by regular mail to the Licensee at the property Licensee's address of record, Licensee shall forthwith remove the tables and chairs from within the City right-of-way. In the event the license is revoked, neither Licensee nor its successors or assigns shall be entitled to any compensation
 8. Any food or alcohol service shall conform to applicable local, county, state, and federal laws, regulations, licensing requirements, and standards.
 9. The Licensee shall obtain, continuously maintain for the duration of this Agreement, and provide the City prior to execution of this Agreement, and from time to time thereafter, with proof acceptable to the City Manager of commercial general liability

- insurance coverage, naming the City as an additional insured party. Such insurance shall have an initial limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Said insurance must contain comprehensive coverage to insure against any and all claims arising out of or attributable to the encroachment of the tables and chairs into the Licensed Premises or other public right-of-way, regardless of whether the Licensee or any of its officers, employees, or agents are negligent in any manner. The certificate of insurance must contain an unqualified guarantee that the City will be provided with 30 days prior written notice of cancellation, termination, non-renewal, or material change in coverage of the insurance policy provided. If the Licensee fails to maintain the required insurance in force, the City may, at its option, obtain such insurance at its own expense and bill the costs of the same to the Licensee, which costs the Licensee agrees to promptly pay.
10. In no event shall the City be responsible for loss or damage to improvements or personal property owned by the Licensee or its invitees or employees and located on the Licensed Premises, which are caused by fire, theft, loss, vandalism or other casualty.
 11. The failure of either party to enforce any covenant or condition of this Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this License. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing.
 12. Licensee acknowledges and agrees that the City is the owner of the Licensed Premises, that the license granted under this Agreement involves the permission to enter and use property which is a public right of way, that the public's rights are paramount, and that the Licensee's use under this license may not interfere with the public's rights to the reasonable use of the Licensed Premises. Licensee further acknowledges that its use of the Licensed Premises does not constitute any title, claim of right, or other interest in the Licensed Premises.
 13. Violations of a term of this Agreement by Licensee shall result in the suspension of Licensee's rights hereunder with 24-hour notice to Licensee.
 14. This license is personal with the Licensee and does not run with the land. This license shall not be assigned or transferred in any manner by the Licensee to any other person or business entity. The City, in its sole discretion, may authorize the assignment or transfer of this license to a third party by amendment to this Agreement or by a separate license agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

CITY OF SAUGATUCK, a municipal corporation

By: _____

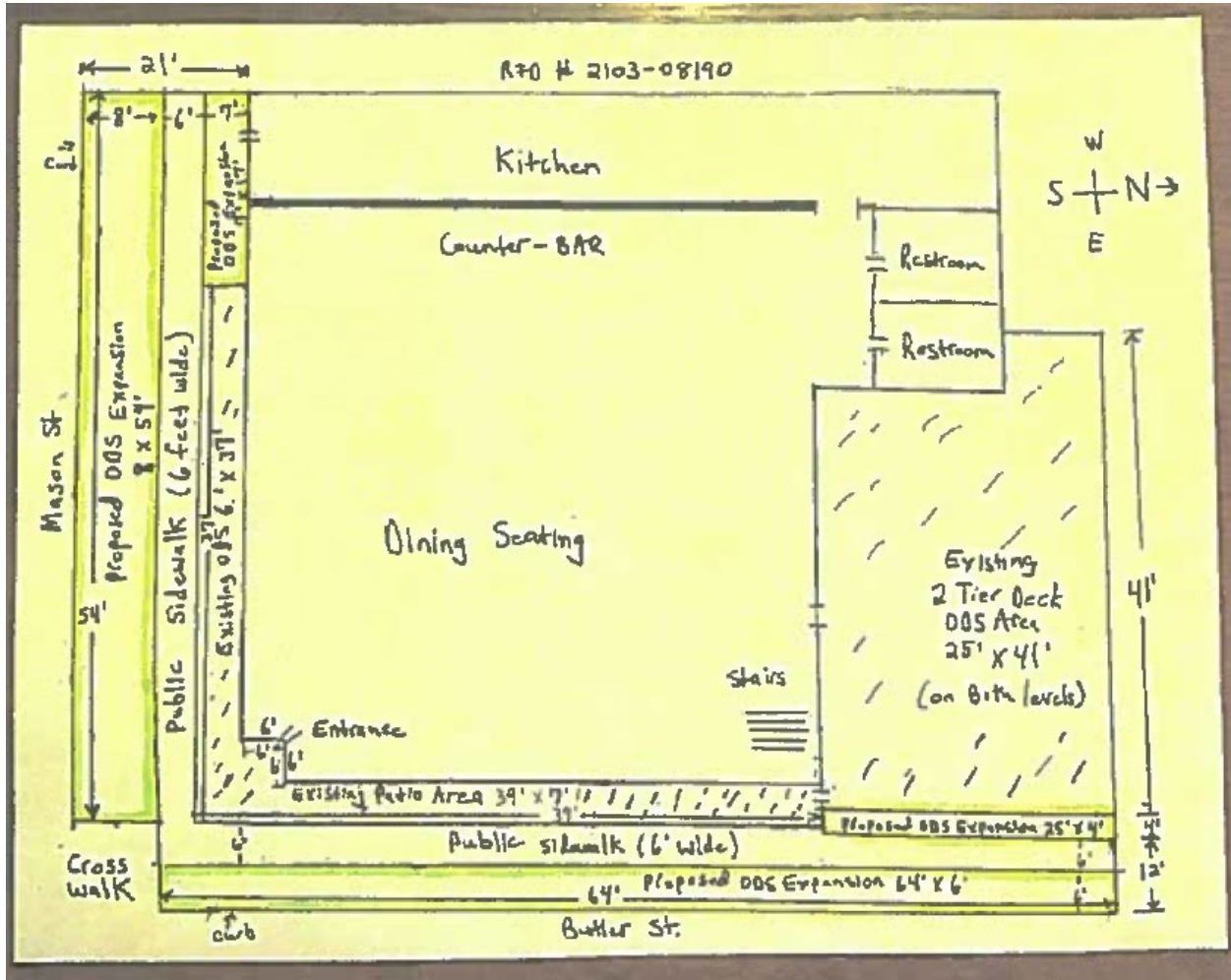
Its: _____

_____, a _____

By: _____

Its: _____

EXHIBIT A





Temporary Sidewalk Restaurant Seating

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Business Address 202 BUTLER ST. Parcel Number _____

APPLICANTS INFORMATION

Name CARRIE CALOWELL Address / PO Box [REDACTED]
City SAUGATUCK State MI Zip 49423 Phone [REDACTED]
Interest In Project _____ E-Mail [REDACTED]
Signature [Signature] Date 3/11/2022

SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

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

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature _____ Date _____

BUSINESS PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

DESCRIPTION (LOCATION OF TABLES, NUMBER OF CHAIRS, HOURS OF OPERATION, DURATION OF OPERATION)

SEE DIAGRAM.
(12) ADDITIONAL TABLES = (48) ADDITIONAL SEATS
WEDNESDAY - SATURDAY 9am - 9pm
SUNDAY 9am - 3pm
APRIL 1 - NOVEMBER 1ST

STANDARDS AND APPLICATION REQUIREMENTS

Please submit a scaled drawing showing the following:

Y N NA

- Scaled drawing showing the location of the proposed seating,
- Sidewalk surface materials Concrete
- Adjacent Property lines,
- Curb-line and crosswalks,
- Obstructions including but not limited to trees, tree pits, signs, fire hydrants, benches, or similar features within 25 feet of proposed seating area.



Temp. Sidewalk Restaurant Seating

Application # _____ - _____

Please note that the restaurants with outdoor seating within the right of way shall be required to meet the following standards to receive temporary approval and before any tables or chairs can be placed within the public right-of-way.

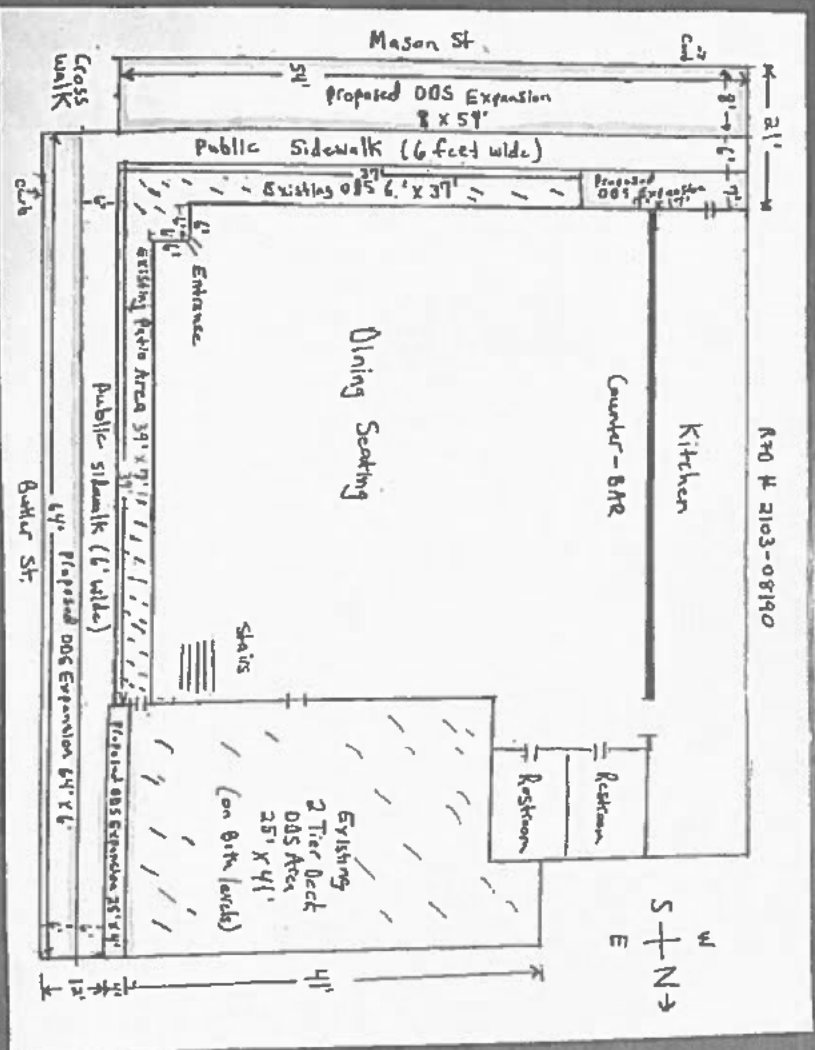
- (1) Tables, chairs, or similar features shall not have display signage or emblems representative of the restaurant;
- (2) Outdoor seating area shall be on a fully improved surface of concrete, paver brick, or similar solid material.
- (3) If alcohol is served, area shall meet all applicable local, state, and federal regulations;
- (4) Tables must be removed from the public right-of-way when restaurant is not open;
- (5) A 5-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction;
- (6) An approved revocable usage license, issued by the City, and liability insurance shall be obtained before any tables can be placed within the right of way;
- (7) No accessory features, including but not limited to garbage cans, service stations, fencing, or similar features shall be permitted within the public right-of-way;
- (8) Seating shall be arranged to not interfere with pedestrian travel or the opening of car doors and shall be located between the front of the business and the edge of the curb;
- (9) No outdoor seating within the public right of way shall be permitted between November 1 and April 1; and
- (10) Per the moratorium approved by City Council, temporary approval may be granted for six months, or until amendments to the City Code regarding the use of public sidewalks by adjacent properties are effective, whichever occurs first. Applicants will need to seek full approval as required by the Zoning Code following the expiration.

OFFICE USE ONLY:

Application Complete _____ \$25 Fee Paid _____ Date Paid _____

Reviewed By _____ Approval Granted _____ Date of Approval _____

Notes: _____



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

ORDINANCE NO. 150309-2

**AN ORDINANCE TO AMEND SECTION 154.092 OF THE CODE OF THE
CITY OF SAUGATUCK**

The City of Saugatuck Ordains:

Section 1. Amendment of Section 154.092 That Section 154.092, Chapter 154 of the Zoning Code of the City of Saugatuck, entitled “Design Standards for Selected Special Land Uses,” is amended to read as follows:

- (O) Restaurants with outdoor seating: The inclusion of outdoor seating shall be viewed as an expansion of a commercial business and shall meet the following standards:
- (1) Tables, chairs, or similar features shall not have display signage or emblems representative of the restaurant;
 - (2) Outdoor seating area shall be on a fully improved surface of concrete, paver brick, or similar solid material.
 - (3) If alcohol is served, area shall meet all applicable local, state, and federal regulations; and
 - (4) Seating and Service within the right of way shall be classified as a special land use regardless of the Zoning District and shall also meet the following standards:
 - (a) Tables must be removed from the public right-of-way when restaurant is not open;
 - (b) A 5-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction;
 - (c) An approved revocable usage license, issued by City Council, must be obtained before any tables, chairs, or similar features can be placed within the right of way;
 - (d) No accessory features, including but not limited to garbage cans, service stations, fencing, or similar features shall be permitted within the public right-of-way;
 - (e) Seating shall be arranged to not interfere with pedestrian travel or the opening of car doors;
 - (f) No outdoor seating within the public right of way shall be permitted between November 1 and April 1.

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

YEAS: Spangler, Verplank, Bekken, Peterson, Johnson, Hess

NAYS: None

ABSENT: Trester

ORDINANCE NO. 150309-2 ADOPTED

I, Monica Nagel, the Clerk of the City of Saugatuck, certify that the foregoing is a true and accurate copy of an ordinance adopted at a regular meeting of the City Council of the City of Saugatuck, held on March 9, 2015, and noticed in accordance with all legal requirements.

William Hess, Mayor

Monica Nagel, Clerk

Adopted: March 9, 2015

Published: March 13, 2015

Effective: March 20, 2015

American Legal Publishing: March 10, 2015