



## CITY COUNCIL MEETING AGENDA

September 12, 2022 – 7:00 pm

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Consent Agenda:** *(Roll Call)*
  - A. Regular City Council Meeting Minutes – August 22, 2022.
  - B. Accounts Payable in the amount of \$1,714,695.12.
5. **Staff Reports:**
  - A. City Manager
  - B. Treasurer
  - C. Planning and Zoning
  - D. Department of Public Works
  - E. Fire
  - F. Police
  - G. Engineer
6. **Agenda Changes** (Additions/Deletions)
7. **Guest Speakers:**
  - A. Jeff Slayer- Commodore of Cow Hill Yacht Club
8. **Public Comment on Agenda Items Only** (Limit 3 minutes)
9. **Introduction of Ordinances**
10. **Public Hearings**
11. **Unfinished Business**
12. **New Business:**
  - A. Special Event- Glow In The Park
  - B. Special Event- Mt. Baldhead 24 Hour Climb-A-Thon
  - C. Special Event- Fall Fundraising Dinner
  - D. SHPO Mt. Baldhead

**NOTICE:**

Join online by visiting:

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

Join by phone by dialing:

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

Then enter "Meeting ID":

**2698572603**

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

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

- 13. Public Comments** (Limit 3 minutes)
- 14. Correspondence:** Walsh Municipal Services
- 15. Boards, Commissions & Committees Reports**
- 16. Council Comments**
- 17. Mayor's Comments**
- 18. Adjourn** (*Voice Call*)



**CITY COUNCIL MEETING MINUTES- Proposed  
August 22, 2022**

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

**Call to Order:**

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

**Attendance:**

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

Absent: Mayor Lewis & Councilmember Trester were excused.

Others Present: City Manager Heise, Superintendent Herbert & Clerk Wolters.

**Consent Agenda:**

**A.** Special City Council Meeting Minutes – August 3, 2022

**B.** Regular City Council Meeting Minutes – August 8, 2022.

**C.** Accounts Payable in the amount of \$627,652.11.

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

*Upon roll call vote, motion carried 5-0.*

**Staff Reports:**

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Engineer and Fire submitted status reports of current activities since the last Council meeting on August 8th, 2022, for their respective departments. Lt. Ensfield was on-line for questions from Council.

**Agenda Change:** None

**Guest Speakers:**

Tim Voss, Project Manager in Real Estate for Consumers Energy- Mr. Voss presented Council with a request to purchase a portion of City owned land in Saugatuck Township for a new substation.

Jill Dunham, Broadband Project Manager for Allegan County- Ms. Dunham presented to Council the Allegan County Broadband Internet Access Project. The project scope is to increase the accessible availability of reliable internet connectivity, with a preference of

broadband speeds of minimum 25mbps desired 100mbps+, download.

**Public Comment on Agenda Items Only:**

Dan Fox, City of Saugatuck Resident- expressed his disappointment that the Chair of Planning Commission, Chair of Historic District Commission and Chair of Zoning Board of Appeals were not consulted regarding the recent interviewing for the Director of Planning, Zoning & Project Management position.

**Introduction of Ordinances:** None

**Public Hearings:** None

**New Business:**

**A. Special Event – Art in the Park:**

SDABA has submitted a special event form for Art in the Park to be held on September 17th, 2022.

*Motion by Leo, second by Stanton, to approve the special event application Art in the Park sponsored by SDABA to be held on September 17<sup>th</sup>, 2022, contingent on staff approval after safety meeting is conducted. Upon voice vote, motion carried 5-0.*

**Public Comment:**

Dan Fox, City of Saugatuck Resident- continued his comment from earlier regarding the recent interviewing for the Director of Planning, Zoning & Project Management position.

**Correspondence:**

- Consumers energy proposed land purchase letter from Saugatuck Township Manager Daniel DeFranco.

**Boards, Commissions & Committees Reports:**

- Councilmember Bekken- Kalamazoo Lake Sewer and Water Authority board met, yearly audit was reviewed. They received two proposals from an entity for a rebuild of a Saugatuck well.
- Councilmember Leo- None
- Mayor Pro-Tem Dean- Park & Public Works Committee, looking forward to the first meeting.
- Councilmember Gardner- Planning Commission met August 18<sup>th</sup>, Item of discussion, 665 Spear St. was postponed to the next month's meeting. The Mt. Baldhead radar station has been submitted for the National Register of Historic Places. They are on the agenda for September 23<sup>rd</sup> for the review board. He read the email that Dan Fox sent to Council earlier in the day.
- Councilmember Stanton- None.

**Council Comments:**

- Councilmember Bekken- The search is over for the open positions at City Hall, he encouraged the City Manager to have the new hire sit down with the Chairman of ZBA, HDC and PC.
- Councilmember Leo- Thanked all who serve in the Zoning and Planning areas as volunteers. City Charter states the City Manager is responsible for leading the team and building the team of City employees.
- Councilmember Gardner- Thanked everyone involved in planning and executing the Spear St. block party.
- Councilmember Stanton- None.

**Adjournment:** *Motion by Leo, second by Stanton to adjourn, Mayor Pro-Tem Dean adjourned at 8:08 p.m.*

Respectfully Submitted,

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Jamie Wolters, City Clerk

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	166.39
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	742,675.92
3. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
4. BURNETT & KASTRAN PC	LEGAL FEES	1,260.00
5. CAPITAL ONE	OVAL & SUPPLIES	422.63
6. COMCAST	TELEPHONE & INTERNET	153.40
7. CONSUMERS ENERGY	ELECTRIC	1,860.82
8. ETNA SUPPLY	BATHROOM REPAIRS	82.47
9. FIRST BANK CARD	OVAL	208.76
	OVAL, ELECTIONS & SUPPLIES	1,859.13
	ELECTION	91.62
	ELECTRIC MOWER	862.05
	TOTAL	3,021.56
10. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	9,224.25
	ENGINEERING FEES	560.00
	TOTAL	9,784.25
11. FRONTIER	OVAL BEACH	210.66
12. GORDON FOOD SERVICE	CONCESSION	274.77
13. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	714.00
14. HORIZON COMMUNITY PLANNING	PLAN REVIEWS	1,199.25
15. HUNTINGTON NATIONAL BANK	BANKING FEES	210.25
16. IHLE AUTO PARTS	SUPPLIES	151.80
17. LORRIE PASTOOR	CLEANING SERVICES	180.00
18. MCKELLIPS PLUMBING INC	PLUMBING SERVICES	1,594.50
19. MERCHANTS BANCARD NETWORK	CREDIT CARD FEES	1,788.55
20. MICHIGAN ELECTRO FREEZE INC	CONCESSION	457.16
21. MICHIGAN GAS UTILITIES	DPW GARAGE	40.00
	BUTLER ST TOILETS	45.96
	CITY HALL	40.66
	TOTAL	126.62
22. MICHIGAN MUNICIPAL LEAGUE	EMPLOYMENT AD	37.00
23. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	410,046.59
24. OVERISEL LUMBER COMPANY	PROPERTY TAXES	410,046.59
25. PETTY CASH	SUPPLIES	429.74

Vendor Name	Description	Amount
26. PURITY CYLINDER GASES INC	CITY HALL PAINT	67.42
27. ROTARY CLUB OF SAUGATUCK	CONCESSION	19.17
28. SAUGATUCK FIRE	FIREWORKS	4,000.00
29. SAUGATUCK PUBLIC SCHOOLS	SHORT TERM RENTALS	1,075.00
30. SHELL	PROPERTY TAXES	522,656.45
31. SHORELINE TECHNOLOGY SOLUTIONS	GASOLINE & DIESEL	1,820.59
32. SISTERS IN INK	COMPUTER SERVICES	1,212.51
33. VALLEY CITY LINEN INC	UNIFORMS	450.91
34. WALSH MUNICIPAL SERVICES LLC	SHOP TOWELS	205.70
35. WMOI	PLANNING RECRUITMENT	3,000.00
36. XEROX FINANCIAL SERVICES	OFFICE DESK	275.00
	COPIER LEASE	481.54
TOTAL - ALL VENDORS		1,714,695.12
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		33,096.08
Fund 202 - MAJOR STREETS		1,790.25
Fund 203 - LOCAL STREETS		837.50
Fund 661 - MOTOR POOL FUND		3,556.86
Fund 701 - CURRENT TAX FUND		1,675,378.96
Fund 715 - ROSE GARDEN		35.47

09/02/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 08/01/2022 - 08/31/2022				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
08/05/2022	DD5621(A)	BOSCH, LEXIE	PAYROLL	1,284.08
08/05/2022	DD5622(A)	BOUWMAN, CHAD	PAYROLL	1,201.41
08/05/2022	DD5623(A)	BROCKINGTON, CATHERINE	PAYROLL	442.00
08/05/2022	DD5624(A)	BROWDER, WILL	PAYROLL	436.98
08/05/2022	DD5625(A)	CARRILLO, DONNA	PAYROLL	180.00
08/05/2022	DD5626(A)	CHESTER, BIANCA	PAYROLL	597.48
08/05/2022	DD5627(A)	DEJAEGHER, JOHN	PAYROLL	525.66
08/05/2022	DD5628(A)	DOMBROSKI, NANCY	PAYROLL	656.05
08/05/2022	DD5629(A)	ESCOTT, LINDA	PAYROLL	150.00
08/05/2022	DD5630(A)	FLANAGAN, HANNAH	PAYROLL	636.96
08/05/2022	DD5631(A)	GARCIA, DANIELA	PAYROLL	594.57
08/05/2022	DD5632(A)	GOODRICH, RICHARD	PAYROLL	1,062.94
08/05/2022	DD5633(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	899.25
08/05/2022	DD5634(A)	HANSON, PETER	PAYROLL	330.00
08/05/2022	DD5635(A)	HARDY, CODY	PAYROLL	1,139.99
08/05/2022	DD5636(A)	HEISE, RYAN	PAYROLL	3,161.14
08/05/2022	DD5637(A)	HERBERT, SCOTT	PAYROLL	1,946.31
08/05/2022	DD5638(A)	HINKLE, MARY	PAYROLL	920.63
08/05/2022	DD5639(A)	KAMMENZIND, ALBERT	PAYROLL	1,102.63
08/05/2022	DD5640(A)	KERRIDGE, ADAM	PAYROLL	1,355.55
08/05/2022	DD5641(A)	KNOBLAUCH, MYRA	PAYROLL	150.00
08/05/2022	DD5642(A)	MACK, ELLIS	PAYROLL	1,422.00
08/05/2022	DD5643(A)	MARTIN, DANNY	PAYROLL	1,189.96
08/05/2022	DD5644(A)	MATTERN, MICHAEL	PAYROLL	180.00
08/05/2022	DD5645(A)	OSMAN, CINDY	PAYROLL	1,486.12
08/05/2022	DD5646(A)	PATMOS, CAMDEN	PAYROLL	416.28
08/05/2022	DD5647(A)	PETERS, AVERY	PAYROLL	500.84
08/05/2022	DD5648(A)	SAMUELS, ROBERT	PAYROLL	393.14
08/05/2022	DD5649(A)	SANFORD, MARGARET	PAYROLL	150.00
08/05/2022	DD5650(A)	SHIVELY, CALLIE	PAYROLL	801.95
08/05/2022	DD5651(A)	STANCZYK, JAMES	PAYROLL	735.14
08/05/2022	DD5652(A)	STANISLAWSKI, PETER	PAYROLL	1,382.41
08/05/2022	DD5653(A)	STORK, JACK	PAYROLL	950.43
08/05/2022	DD5654(A)	THEODORE, PAUL	PAYROLL	1,035.66
08/05/2022	DD5655(A)	WATERS, BENJAMIN	PAYROLL	459.84
08/05/2022	DD5656(A)	WEBB, BETTY	PAYROLL	413.39
08/05/2022	DD5657(A)	WENDT, MICHAEL	PAYROLL	1,464.84
08/05/2022	DD5658(A)	WOLTERS, JAMIE	PAYROLL	1,735.47
08/05/2022	EFT1581(E)	ALERUS	PAYROLL	3,174.32
08/05/2022	EFT1582(E)	EXPERT PAY	PAYROLL	324.60
08/05/2022	EFT1583(E)	MERS HYBRID	PAYROLL	2,048.35

09/02/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 08/01/2022 - 08/31/2022				
Check Date	Check	Vendor Name	Description	Amount
08/05/2022	EFT1584(E)	FEDERAL TAX DEPOSIT	PAYROLL	9,514.34
08/08/2022	17013	AQUATIC DOCTORS LAKE MGT INC	2ND MILFOIL TREATMENT	25,089.65
08/08/2022	17014	COMMERCIAL RECORD	PUBLISHING	714.00
08/08/2022	17015	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	3,077.83
08/08/2022	17016	DYKGRAAF EXCAVATING	HIGH SCHOOL STREET CUT	1,202.00
08/08/2022	17017	GIL- ROY'S HARDWARE	SUPPLIES	197.99
08/08/2022	17018	HORIZON COMMUNITY PLANNING	PLANNING REVIEW	92.25
08/08/2022	17019	IHLE AUTO PARTS	REPAIRS	39.80
08/08/2022	17020	MINER SUPPLY CO	SUPPLIES	4,440.84
08/08/2022	17021	OVERISEL LUMBER COMPANY	SUPPLIES	1,524.23
08/08/2022	17022	PIVOT POINT PARTNERS LLC	ASSESSING SOFTWARE	403.20
08/08/2022	17023	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	80,442.43
08/08/2022	17024	WALSH MUNICIPAL SERVICES LLC	RECRUITMENT PLANNING & ZONING DIRE	7,000.00
08/08/2022	17025	WYOMING ASPHALT PAVING CO	ASPHALT	190.26
08/08/2022	4177(E)	AT&T MOBILITY	CELL PHONES	173.45
08/08/2022	4178(E)	CAPITAL ONE	MT BALDHEAD & OVAL	525.09
08/08/2022	4179(E)	CONSUMERS ENERGY	ELECTRIC	2,309.20
08/08/2022	4180(E)	FIRST BANK CARD	OVAL BEACH	3,094.63
08/08/2022	4181(E)	FRONTIER	OVAL BEACH	94.01
08/08/2022	4182(E)	FRONTIER	DPW GARAGE	185.32
08/08/2022	4183(E)	GORDON FOOD SERVICE	CONCESSION	4,500.54
08/08/2022	4184(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	2,569.97
08/08/2022	4185(E)	MICHIGAN GAS UTILITIES	CITY HALL	38.12
08/08/2022	4186(E)	MICHIGAN GAS UTILITIES	BUTLER ST TOILET	44.70
08/08/2022	4187(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	42.20
08/08/2022	4188(E)	PRIORITY HEALTH	HEALTH INSURANCE	9,783.99
08/08/2022	4189(E)	REPUBLIC SERVICES	TRASH	263.23
08/08/2022	4190(E)	SHELL	GASOLINE & DIESEL	2,015.74
08/08/2022	4191(E)	STATE OF MICHIGAN	CONCESSION SALES TAX	2,089.60
08/08/2022	4192(E)	VALLEY CITY LINEN INC	SHOP TOWELS	171.40
08/08/2022	4193(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
08/08/2022	4194(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	115,889.17
08/08/2022	4195(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
08/08/2022	4196(A)	BUIST ELECTRIC INC	CITY HALL REPAIRS	522.00
08/08/2022	4197(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	8,016.59
08/08/2022	4198(A)	GRAND RAPIDS POPCORN	CONCESSION	391.00
08/08/2022	4199(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	759.00
08/08/2022	4200(A)	K&R TRUCK SALES INC	BUCKET TRUCK REPAIR	895.17
08/08/2022	4201(A)	LORRIE PASTOOR	CLEANING SERVICES	120.00
08/08/2022	4202(A)	MICHIGAN MUNICIPAL LEAGUE	TRAINING	309.00
08/08/2022	4203(A)	MICHIGAN OFFICE SOLUTIONS	COPIER	368.12
08/08/2022	4204(A)	OTTAWA AREA INTERMEDIATE SCHOOL	PROPERTY TAXES	63,984.75
08/08/2022	4205(A)	PURITY CYLINDER GASES INC	CONCESSION	19.17

09/02/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 08/01/2022 - 08/31/2022				
Check Date	Check	Vendor Name	Description	Amount
08/08/2022	4206(A)	SAUGATUCK FIRE	SHORT TERM RENTAL INSPECTIONS	475.00
08/08/2022	4207(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,190.80
08/08/2022	4208(A)	SISTERS IN INK	UNIFORMS	97.22
08/08/2022	4209(A)	TRUCK & TRAILER SPECIALTIES	OVAL BRUSH	890.00
08/08/2022	4210(A)	ULINE	SUPPLIES	113.97
08/08/2022	EFT1585(E)	MI DEPT OF TREASURY	PAYROLL	3,661.35
08/19/2022	DD5659(A)	BOSCH, LEXIE	PAYROLL	1,290.93
08/19/2022	DD5660(A)	BOUWMAN, CHAD	PAYROLL	1,297.87
08/19/2022	DD5661(A)	BROWDER, WILL	PAYROLL	555.21
08/19/2022	DD5662(A)	CHESTER, BIANCA	PAYROLL	85.91
08/19/2022	DD5663(A)	DEJAEGHER, JOHN	PAYROLL	847.44
08/19/2022	DD5664(A)	DEROO, MADYSON	PAYROLL	519.58
08/19/2022	DD5665(A)	DOMBROSKI, NANCY	PAYROLL	530.12
08/19/2022	DD5666(A)	FLANAGAN, HANNAH	PAYROLL	534.85
08/19/2022	DD5667(A)	GARCIA, DANIELA	PAYROLL	588.50
08/19/2022	DD5668(A)	GOODRICH, RICHARD	PAYROLL	648.96
08/19/2022	DD5669(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	467.45
08/19/2022	DD5670(A)	HARDY, CODY	PAYROLL	1,135.33
08/19/2022	DD5671(A)	HEISE, RYAN	PAYROLL	3,161.13
08/19/2022	DD5672(A)	HERBERT, SCOTT	PAYROLL	2,360.03
08/19/2022	DD5673(A)	HINKLE, MARY	PAYROLL	1,030.60
08/19/2022	DD5674(A)	KAMMENZIND, ALBERT	PAYROLL	1,102.63
08/19/2022	DD5675(A)	KERRIDGE, ADAM	PAYROLL	1,782.35
08/19/2022	DD5676(A)	MACK, ELLIS	PAYROLL	1,594.00
08/19/2022	DD5677(A)	MARTIN, DANNY	PAYROLL	1,050.87
08/19/2022	DD5678(A)	OSMAN, CINDY	PAYROLL	1,000.65
08/19/2022	DD5679(A)	PATMOS, CAMDEN	PAYROLL	500.84
08/19/2022	DD5680(A)	PETERS, AVERY	PAYROLL	373.32
08/19/2022	DD5681(A)	SAMUELS, ROBERT	PAYROLL	530.12
08/19/2022	DD5682(A)	SHIVELY, CALLIE	PAYROLL	691.41
08/19/2022	DD5683(A)	STANCZYK, JAMES	PAYROLL	641.42
08/19/2022	DD5684(A)	STANISLAWSKI, PETER	PAYROLL	1,382.42
08/19/2022	DD5685(A)	STORK, JACK	PAYROLL	755.62
08/19/2022	DD5686(A)	THEODORE, PAUL	PAYROLL	1,131.84
08/19/2022	DD5687(A)	WATERS, BENJAMIN	PAYROLL	270.91
08/19/2022	DD5688(A)	WEBB, BETTY	PAYROLL	795.12
08/19/2022	DD5689(A)	WENDT, MICHAEL	PAYROLL	1,504.84
08/19/2022	DD5690(A)	WOLTERS, JAMIE	PAYROLL	1,735.47
08/19/2022	EFT1586(E)	ALERUS	PAYROLL	9,691.87
08/19/2022	EFT1587(E)	EXPERT PAY	PAYROLL	324.60
08/19/2022	EFT1588(E)	MERS HYBRID	PAYROLL	2,684.25
08/19/2022	EFT1589(E)	FEDERAL TAX DEPOSIT	PAYROLL	10,356.59
08/19/2022	EFT1590(E)	MERS	PAYROLL	4,494.57

09/02/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 08/01/2022 - 08/31/2022				
Check Date	Check	Vendor Name	Description	Amount
08/22/2022	17026	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	2,692.53
08/22/2022	17027	DYKGRAAF EXCAVATING	STREET CUT REFUND	399.00
08/22/2022	17029	SOUTHWEST TRANSPORT CO	CAMPBELL ROAD	87,866.25
08/22/2022	17030	STANDARD INSURANCE COMPANY	INSURANCE	350.24
08/22/2022	4211(E)	GORDON FOOD SERVICE	CONCESSION	2,737.61
08/22/2022	4213(E)	MERCHANTS BANCARD NETWORK	OVAL BANK FEES	3,350.09
08/22/2022	4214(E)	MERS	RETIREMENT	4,040.12
08/22/2022	4215(E)	NET2PHONE INC	TELEPHONES	177.00
08/22/2022	4217(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	156.79
08/22/2022	4218(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	26,738.28
08/22/2022	4219(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	179,066.24
08/22/2022	4220(A)	AXMAN ENTERPRISE INC	TREE REMOVAL & TRIMMING	4,000.00
08/22/2022	4221(A)	BBC DISTRIBUTING LLC	CONCESSION	169.38
08/22/2022	4222(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES PLANNING	41,876.62
08/22/2022	4223(A)	FLEIS & VANDENBRINK ENGINEERING INC	CAMPBELL ROAD	15,945.00
08/22/2022	4224(A)	K&R TRUCK SALES INC	2018 INTERNATIONAL REPAIR	895.99
08/22/2022	4225(A)	NEW AGE LABORATORIES	WATER TESTING	96.00
08/22/2022	4226(A)	OTTAWA AREA INTERMEDIATE SCHOOL D	PROPERTY TAXES	98,866.14
08/22/2022	4227(A)	PURITY CYLINDER GASES INC	SUPPLIES	315.34
08/22/2022	4228(A)	REPCOLITE	CROSSWALK PAINT	655.45
08/22/2022	4229(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	75.00
08/22/2022	4230(A)	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOMS	2,214.00
08/22/2022	4231(A)	STREAMLINE DESIGN.COM LLC	WICK PARK DOCKS	182.00
08/22/2022	17028	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	141,860.07
08/22/2022	4212(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	3,825.40
08/22/2022	4216(E)	PRIORITY HEALTH	HEALTH INSURANCE	9,101.57
08/31/2022	4232(E)	HUNTINGTON NATIONAL BANK	BANKING FEES	210.25
Total of 154 Checks:				1,088,946.71
Less 0 Void Checks:				0.00
Total of 154 Disbursements:				1,088,946.71



## **City Managers Report –Highlights**

**September 12, 2022**

### **New! New Hires Have Arrived**

The City welcomes Sara Williams and Ryan Cummins to the Saugatuck team. Please see the attached press release. City staff has been spending a good amount of time onboarding our new employees. I look forward to serving with this talented team and establishing a good workflow.

The previous Planning Zoning Administrator has been most helpful in assisting with software training and transitional items.

### **New! Meridian Township (East Lansing area) Employee Visit**

A talented contingent of municipal employees from Meridian Township (13 in total) selected Saugatuck for their annual team building trip. The “Ryan’s” had the pleasure of hosting for the day. Listening and learning from other public servants in the State is both educational and therapeutic.

### **New! The Pure Michigan Campaign Filming in Saugatuck**

A contingent of nearly 30 professionals will be traveling to Saugatuck to film a commercial for the Pure Michigan marketing campaign. City staff has been working with their crew to accommodate their shoot. <https://www.michigan.org/>

### **New! Visit to Muskegon**

I made a visit to Muskegon for Ryan Cummins farewell party. It was obvious that he is highly respected and will be missed. Also met with other City officials to discuss various issues.

### **New! Working With Donor on New and Improved Swing Sets at Oval Beach**

Department of Public Works Supervisor, Scott Herbert and I have been working with a generous donor on a project to replace swing sets at Oval Beach, with a focus on ADA and family friendly (as one would hope at a park).

### **Newish! MT. Baldhead Challenge**

Saugatuck City Staff along with our partnering municipalities and emergency services worked with the Rotary Club to ensure this popular event was conducted with the safety and success most anticipated.

### **Newish! City Receives the Official Conditional Approval on TAP Grant for Blue Star Trail**

The call that many dedicated supporters of the Blue Star Trail had been waiting for was finally received... when Michigan Department of Transportation Officials (MDOT) provided their official verbal conditional commitment for the Blue Star Trail TAP grant funding. This is a great accomplishment, and all involved should be proud! An official press release will be delivered in concert with MDOT and other stakeholders once the official letter is received from MDOT. We have been comfortably informing people that the MDOT will be releasing a conditional commitment of funds for the project. **\$1,275,000.00**

The funds are dedicated to the project and the timeline for release is conditioned on how quickly we can meet the conditions (FY 24/25).

### **Newish! Central Michigan University Partners with Saugatuck on Educational Signage**

*The Woolnough Lab at Central Michigan University has been working in the Kalamazoo River watershed on a variety of mollusk based research and outreach for the past 3-4 years (even through COVID). They have completed one of the largest native freshwater mussel (non-zebra mussel) surveys in any watershed in North America in the main branch and tributaries of the Kalamazoo River (<https://cmumussels.shinyapps.io/KalamazooRiverSurveys/>) and had a Masters student, Nathan Ring, complete a MS study on the watershed that considered the distributions of both native and invasive mollusks in the watershed. Saugatuck was selected as one of five municipalities to receive signage to educate people on water quality and the importance of mussels in our water system.*



### **Newish! Discussions with Allegan County Conservation District**

Allegan Conservation District is looking to survey the Hemlock Woolly Adelgid on public land before the end of October. This will include all public property with Hemlock Trees.

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

#### Verizon Update:

- Power Installation: Verizon will notify Consumers of ‘Meter Ready’ and Consumers typically installs the meter within 10 business days.
- Fiber Installation: In order for the site to be in service (‘On Air’) a fiber connection will need to be installed to facilitate communication to the outside world. The fiber provider has indicated fiber is forecast to be in place by October.
- ‘On Air’ Forecast: The site is forecast to be ‘On Air’ in October, 2022

#### AT&T Update:

- Engineering work continues at Mt Baldhead site.
- They have completed their radio frequency test from within the ball and all appears good according to the engineers.

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

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

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

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

Discussions on safety improvements, operational improvements, staff retention and recruitment continue. Beach Community Summit scheduled for November 4<sup>th</sup>.

### **Ongoing- Road resurfacing (and utility) projects**

Staff and engineer plan to present a pavement management plan at your late September meeting. Engineers have concluded their road assessment and have met with City staff to review preliminary findings.

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

Litigation continues...

### **City Hall**

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

Exterior repairs are also needed. Engineers are facilitating the request for proposals.

### **Seasonal Lighting**

Reviewing previous years contract and will be approaching Council with information at late September meeting.

Saugatuck City Press Release

8-24-22

Contact: Ryan Heise, City Manager Saugatuck

[Ryan@saugatuckcity.com](mailto:Ryan@saugatuckcity.com)

269.857.2603

Saugatuck residents and visitors will now have the choice of two Ryans when visiting City Hall. City Manager Ryan Heise or recently hired Director of Planning, Zoning and Project Management Ryan Cummins.

Cummins, a Grand Haven resident, was recently selected for the new, hybrid position after a targeted state-wide talent search by the city's consultant Walsh Municipal Services, a professional municipal recruitment firm based in Lansing with an extensive network of municipal professionals throughout the state. As directed by City Council, Heise worked with Walsh to identify Cummins as a candidate for the position. After vetting from Walsh principal Frank Walsh, Cummins was interviewed for the position by Heise, Mayor Garnet Lewis and Mayor Pro Tem, Scott Dean.

The interview panel found Cummins' broad experience in municipal government a major asset as the City builds in-house zoning and planning capabilities reinforced by a specialized team of outside legal, zoning, and planning consultants selected to address the increasingly complex and varied planning, zoning, and legal issues facing Saugatuck.

"In addition to his qualifications as Zoning Board of Appeals Chairman for Grand Haven, Planning Commission member, and membership in the Michigan Association of Planning, Mr. Cummins has an amazingly well-balanced set of credentials that are tailor-made for Saugatuck, including but limited to: municipal event planning, service as an sheriff's office marine deputy, reserve deputy, seven years of service with the Michigan Department of Health and Human Services, and elected service as the Mayor Pro Tem in Grand Haven, and board member for North West Ottawa Recreational Authority," said Heise. "The new Ryan has also demonstrated a passion for public service, as evidenced by his current service as the Police-Community Coordinator for the Muskegon City Police Department."

An excerpt from Heise's offer letter to Cummins states: *After much consideration, and enthusiasm, I'm pleased to officially offer you the position of Director of Planning, Zoning and Project Management. Your experience with the City of Muskegon and the City Grand Haven, coupled with your education, make you the ideal candidate to serve the award-winning City of Saugatuck. Mayor Lewis and Mayor Pro-Tem Dean were especially impressed with your positive demeanor and your proven ability to handle difficult planning issues. Cummins mentions that he is thrilled to join the dedicated and talented Saugatuck team. I look forward to serving this world-class community.*

There will also be another new face at City Hall with the hiring of Sara Williams, who was hired as the Deputy Clerk and Department of Public Works Administrative Assistant. Ms. Williams hails from South Haven will be an amazing addition to the city staff.

Heise mentions, “there is a common theme with the new positions, supporting the increasing demands on Parks and Public Works operations and projects and managing future growth. The new hires in addition with newly engaged planning and zoning consultant and legal team position the City very well.”





### **Treasurer Report**

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 08/22/2022:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Budget preparation



Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 08/22/2022:

- Completed street painting
- Assisted the Mt. Baldhead Challenge
- Assisted the Labor Day Bridge Walk
- Completed the Oval Beach revenue season for 2022
- STFD assisted with the uninstallation of swim buoys at Oval Beach
- Promoted Cody Hardy to the Assistant Public Works Supervisor position
- Hired Sara Williams for the Deputy Clerk/DPW Administrative Assistant position
- Grand Rapids Fence Company has begun work at the base of the Mt. Baldhead radar facility – work is anticipated to be complete on Tuesday September 13<sup>th</sup>
- Visited West Michigan International in Grand Rapids to inspect the new chassis on our 2023 International Work Star build
- Asphalt patching
- Collected the Garden Club's Community Pride flowerpots
- Conducted site visits with F&V
- Relocated radar sign to Campbell Road
- Removed seasonal speed bump at Oval Beach and Mt. Baldhead (just north of the pavilion)



### **Allegan County Sheriff Report**

Below is a summary of notable activities carried out by the Allegan County Sheriff's Deputies since the last council meeting on 08-22-2022:

- School has started for the year! We attended the orientation several weeks ago. I spoke to the higher grades about driving in a safe manner to and from school.
- We will be attending the Ottawa Safe Schools meeting next week. This is a gathering of public safety, school administration and various other functions to coordinate and plan.
- We currently have 4 instructors for the Strategos training in the Saugatuck school system. The instructors go through a vigorous training program to obtain this certification. We are blessed to have 2 of the county deputies, one school employee, and a Douglas City officer involved locally.

**City of Saugatuck  
Status Report of Engineering Activities  
September 8, 2022**

General Consultation

- Water Street Sidewalk: The project is out for bids with bids due September 20. We anticipate having a Recommendation of Award for the September 26 council meeting.
- Water System Asset Management Plan: **The Intent to Apply deadline for EGLE’s Drinking Water Revolving Fund is November 1. We recommend developing a project based on known issues and an estimate for water service work and putting in an Intent to Apply to see how the City scores.**
- Olde Mill Apartments Water Service: We received three quotes for the work, but the property owner pointed out that drilling work doesn’t need to extend as far as we had anticipated. We are working with the contractors to get revised quotes. Once we receive them, we will revisit cost sharing considerations with City staff and the property owner.
- City Hall Renovations: Assisting City staff with preparing an RFP for exterior building improvements.

Campbell Road Improvements

- There are just a handful of punch list items remaining. Once they are complete, the final pay application and other paperwork will be processed to close out the construction contract.

Maple Street Improvements

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

Capital Improvements Planning

- We reached out to MDOT on the Category B application. They reported that announcements are anticipated to be made in mid-September.
- Met with City staff to discuss PASER results and project priorities. We are working on developing a draft CIP based on input received.



## City Council Agenda Item Report

**FROM:** Jamie, Wolters  
**MEETING DATE:** September 12, 2022  
**SUBJECT:** Special Event Application- Glow in the Park

**DESCRIPTION:**

Attached is the special event form for the Glow in the Park sponsored by Hystopolis Productions.

Special Event:	Glow in the Park
Date:	10/1/22
Location:	Coghlin Park
Event Hours:	6 p.m. - 11 p.m. (Set up 9/30 at 1 p.m. and Clean up 10/3 1 p.m.)
Estimated Attendees:	1,500-3,500
Estimated Volunteers:	20-30
Banner Palette Sign:	No
Barricades:	TBD
Music:	6:00 p.m. – 11:00 p.m.
Alcohol:	Yes
Road Closure:	Yes

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the special event application Glow in the Park sponsored by Hystopolis Productions to be held on October 1<sup>st</sup>, 2022, contingent on staff approval after safety meeting is conducted.

RECEIVED

AUG 12 2022



Council Action

Approved

Denied

Date

CITY OF SAUGATUCK

100 Bluff Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

### SPECIAL EVENT & PARADE APPLICATION

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

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Hystopolis Productions

TELEPHONE: 312-787-7387

MAILING ADDRESS: 2729 Cherry St., Fennville, MI 49408

CONTACT NAME: Michael Schwabe

TELEPHONE: 312-787-7387

E-MAIL ADDRESS: hystopolis@gmail.com

CELL PHONE: 312-787-7387

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Erin Wilkinson

TELEPHONE: 616-990-1817

E-MAIL ADDRESS: erinwilkinson@mac.com

CELL PHONE: 616-990-1817

#### EVENT INFORMATION

NAME OF EVENT: Glow in the Park

DATE(S) OF EVENT: Oct. 1, 2022

PURPOSE OF EVENT: Family Friendly Community Event

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: 6-11 pm

ESTIMATED NUMBER OF ATTENDEES: 1,500 - 3,500

ESTIMATED NUMBER OF VOLUNTEERS: 20-30

ESTIMATE DATE / TIME FOR SET-UP: 9/30/2022      1:00       A.M.       P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10/3/2022      1:00       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: 6:00 pm END: 11:00 pm

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: A secure perimeter will be setup around the event and all adults will be carded to get a 21+ wrist band, as well as security.

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: 20 (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): Signage around the park entrance and within the park  
Description of signs: Several banners and yard signs to promote and direct the event  
(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 14
- PORTABLE TOILETS – QUANTITY 10+2

VENDOR PARKING: Have you made arrangement for vendor parking?  Yes  No  
If yes, where do you propose your vendors park? Street end will be blocked off for setup

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 10

BARRICADES – QUANTITY 4

TRAFFIC CONES – QUANTITY 30

PARKING SIGNS – QUANTITY 4-6

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: 10/1/2022 9am  A.M.  P.M.

Street re-open date/time: 10/2/2022 1pm  A.M.  P.M.

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

Describe Sidewalk Use: Road end will be blocked w/ fence around park, but sidewalk will be open

Sidewalk closure date/time: 10/1/2022 5pm  A.M.  P.M.

Sidewalk re-open date/time: 10/1/2022 11pm  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: public 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)

Liquor License and insurance will be provided closer to event  
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.

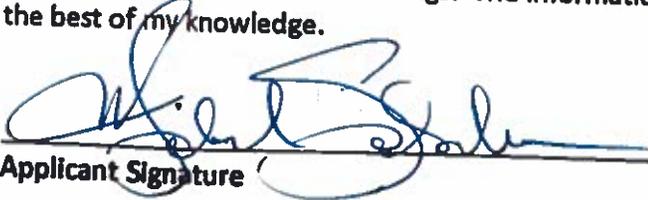
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

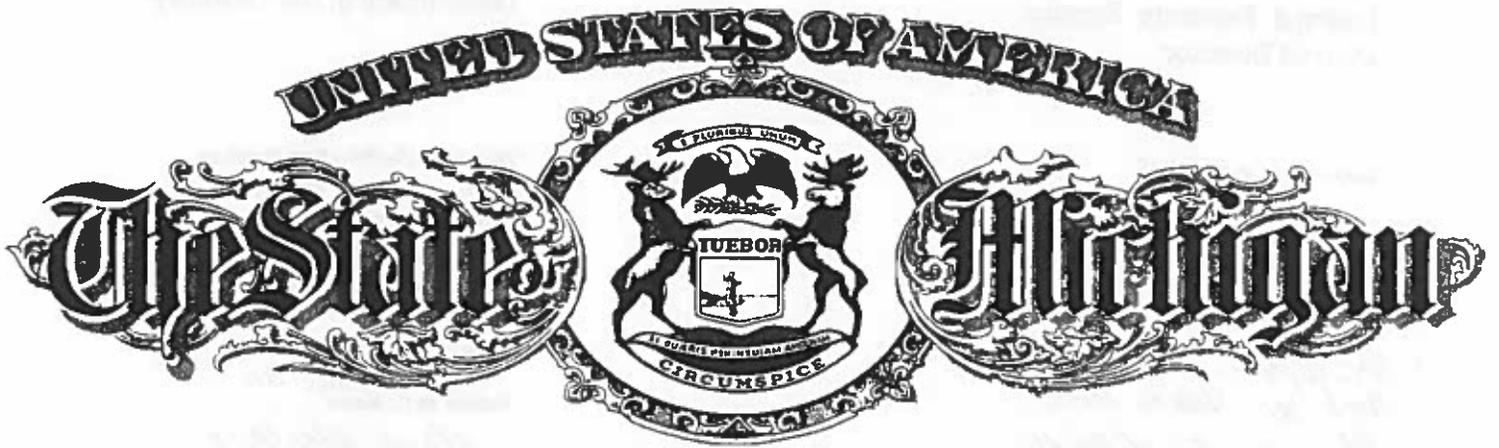
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

8-12-22  
Date



**Department of Licensing and Regulatory Affairs**

**Lansing, Michigan**

*This is to Certify That*

***HYSTOPOLIS PRODUCTIONS***

*a nonprofit corporation existing under the laws of the state of Illinois*

*was validly authorized to conduct affairs in Michigan on the 1 day of April, 2019 in conformity with 1982 PA 162.*

*Said corporation is authorized to conduct in this state any affairs of the character set forth in its application which a domestic corporation formed under this act may lawfully conduct. The authority shall continue as long as said corporation retains its authority to conduct such affairs in the jurisdiction of its incorporation and its authority to conduct affairs in this state has not been surrendered, suspended, or revoked.*

*This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.*



*In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 1st day of April, 2019.*

*Julia Dale, Director*

*Corporations, Securities & Commercial Licensing Bureau*

Internal Revenue Service  
District Director

Department of the Treasury

Date: 8 - OCT 1986

▷ Hystopolis Productions, Inc.  
441 W North Ave.  
Chicago, IL 60610

Employer Identification Number:

96-335 983 F

Accounting Period Ending:

December 31<sup>st</sup>

Foundation Status Classification:

509(c)(2)

Advance Ruling Period Ends:

December 31, 1989

Person to Contact:

Ms. R. Wallace

Contact Telephone Number:

(312) 886-1278

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(c)(2).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(c)(2) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(c)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(c)(2) organization.

(over)

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

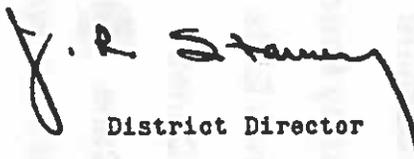
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

  
District Director

**DPW Provided**

- (2) 3 Bar Barricades 
- (2) Triangle Barricades 
- (2) Cement Barriers 
- (1000') Security Fence 
- (3) Emergency Exits 
- (30) Traffic Cones 
- (10) Trash Cans 
- (10) Cement Tires w/Poles 

**Park Layout**

- Search Light 
- Space Heaters 
- Terrainable Ride 
- Hay-bail Foosball 



### 40x100' Tent

The large tent will have a two areas roped off for facepainting and hair braiding. There will be two large round craft tables and the concession stand. There will not be food preparation requiring an open flame, but we will have cotton candy and popcorn. There will be exits on 3 sides of the tent, with both corners open facing the field.

Inside the tent:

(2) 72" Round Table  
w/ 8 Chairs

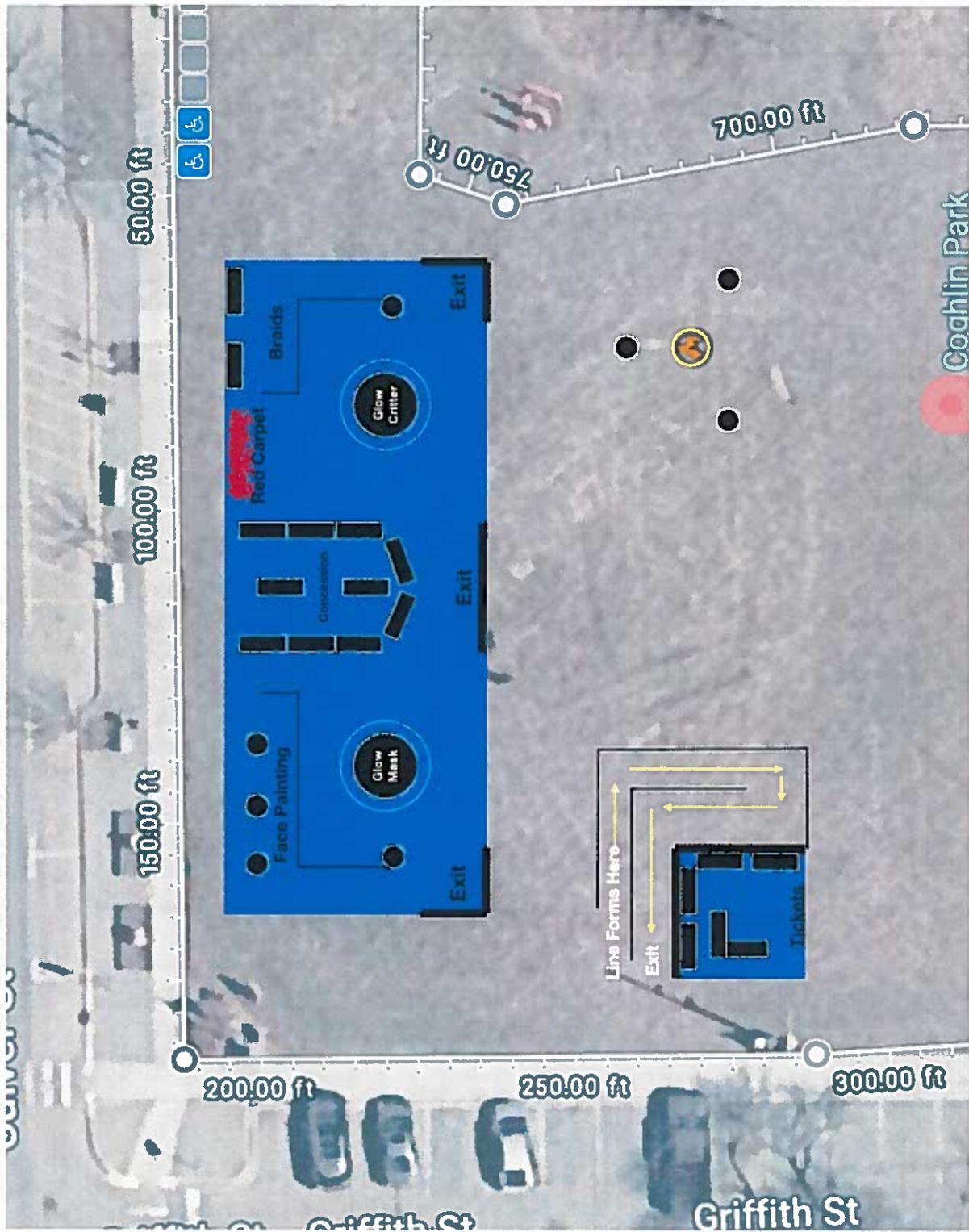
(10-12) 8' Tables

(2) 42" Cocktail Table  
w/ 2 tall bar stools

Exits

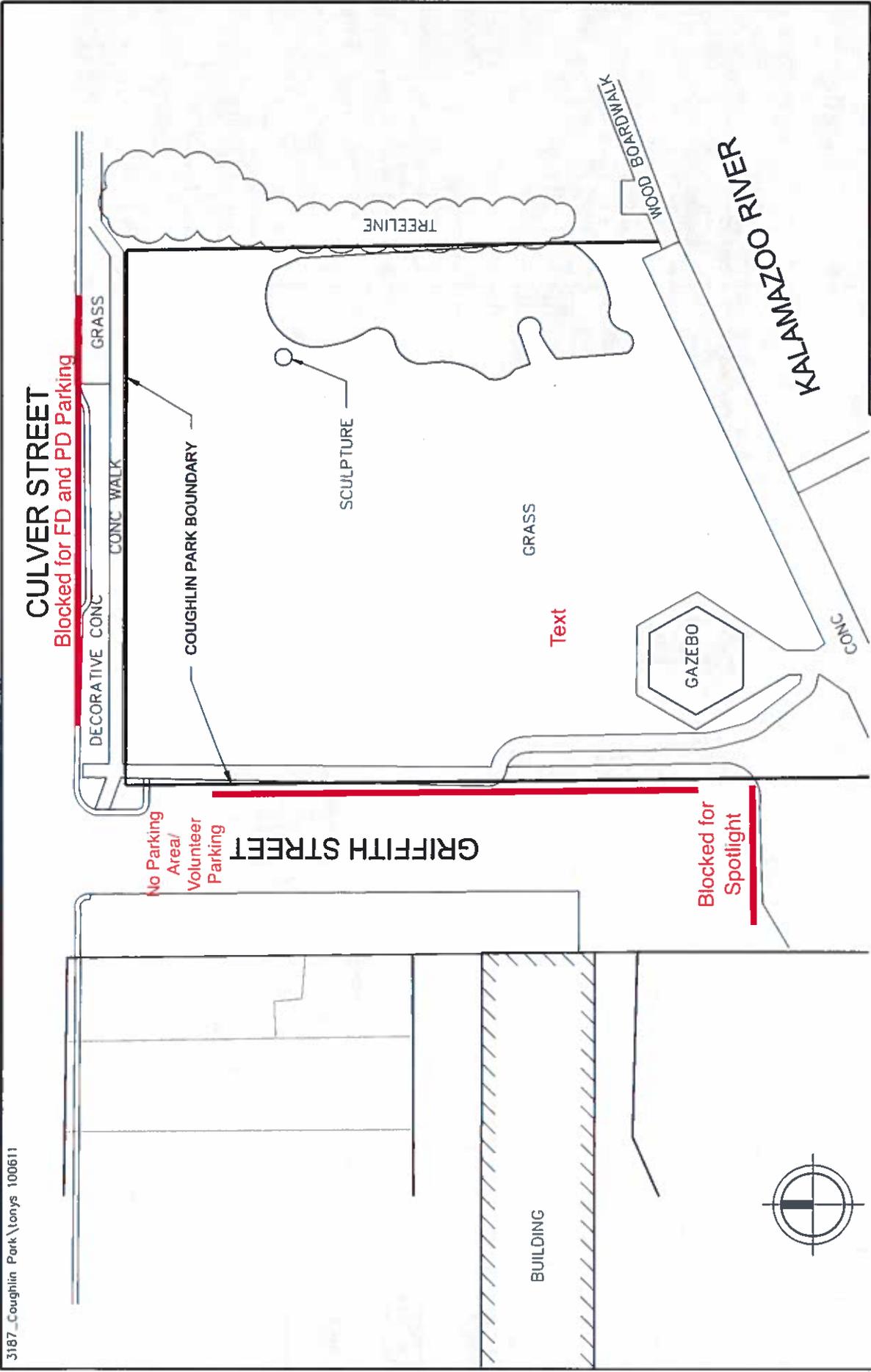
### 20x20' Tent

The small tent will be for ticket sales and will have two sides open. There will be about (4-6) 6' tables and a few chairs.



Coghlin Park

Griffith St



NORTH



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

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK  
PARK USE PERMIT APPLICATION

2011

3187



## City Council Agenda Item Report

**FROM:** Jamie, Wolters  
**MEETING DATE:** September 12, 2022  
**SUBJECT:** Special Event Application- Mt. Baldhead 24 Hour Climb-A-Thon

**DESCRIPTION:**

Attached is the special event form for the Mt. Baldhead 24 Hour Climb-A-Thon sponsored by Michigami Collective LLC.

Special Event: Mt. Baldhead 24 Hour Climb-A-Thon  
Date: 10/22/22-10/23/22  
Location: Mt. Baldhead Park  
Event Hours: 1 p.m. - 7 p.m. (Setup at 7 a.m. and Cleanup 7 p.m.)  
Estimated Attendees: 5  
Estimated Volunteers: N/A  
Banner Palette Sign: No  
Barricades: No  
Music: No  
Alcohol: No  
Road Closure: No

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the special event application Mt. Baldhead 24 Hour Climb-A-Thon sponsored by Michigami Collective LLC to be held on October 22<sup>nd</sup>-23<sup>rd</sup>, 2022, contingent on staff approval after safety meeting is conducted.

RECEIVED

AUG 15 2022



Council Action
_____ Approved
_____ Denied
_____ Date

CITY OF SAUGATUCK

202 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Michigami Collective LLC TELEPHONE: 231-736-8947  
 MAILING ADDRESS: 115 N Weber Rd. North Muskegon, MI, 49445  
 CONTACT NAME: Daniel Bonner TELEPHONE: 231-736-8947  
 E-MAIL ADDRESS: daniel.bonner4@gmail.com CELL PHONE: 231-736-8947

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Daniel Bonner TELEPHONE: 231-736-8947  
 E-MAIL ADDRESS: daniel.bonner4@gmail.com CELL PHONE: 231-736-8947

EVENT INFORMATION

NAME OF EVENT: Mount Baldhead 24 hour Climb-A-Thon DATE(S) OF EVENT: Oct 22/23, 2022  
 PURPOSE OF EVENT: To raise money for Mt. Baldhead Park RAIN DATE: NA

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

EVENT LOCATION: Mt. Baldhead Park EVENT HOURS: 24

ESTIMATED NUMBER OF ATTENDEES: 5

ESTIMATED NUMBER OF VOLUNTEERS: NA

ESTIMATE DATE / TIME FOR SET-UP: October 22, 2022 8  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: October 23, 2022 8  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: NA END: NA

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

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

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

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

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

- "YARD" SIGNS - Number requested: \_\_\_\_ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): 8.5"x11" flyer at base of stairs to raise funds for Park  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

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

VENDOR PARKING: Have you made arrangement for vendor parking?  Yes  No  
If yes, where do you propose your vendors park? \_\_\_\_\_

Will the Interurban be utilized?  Yes  No Time(s) \_\_\_\_\_

**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

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

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

- TRASH RECEPTACLES – QUANTITY \_\_\_\_\_
- BARRICADES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_
- PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING  WATER  ELECTRIC  RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

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

ADDITIONAL OFFICERS REQUIRED?  Yes  No

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

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

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

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

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

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

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

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

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

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

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

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

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

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

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

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

## APPLICATION CHECK LIST

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

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

The applicant and sponsoring organization understand and agrees to:

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

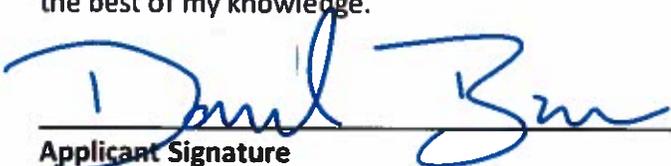
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

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

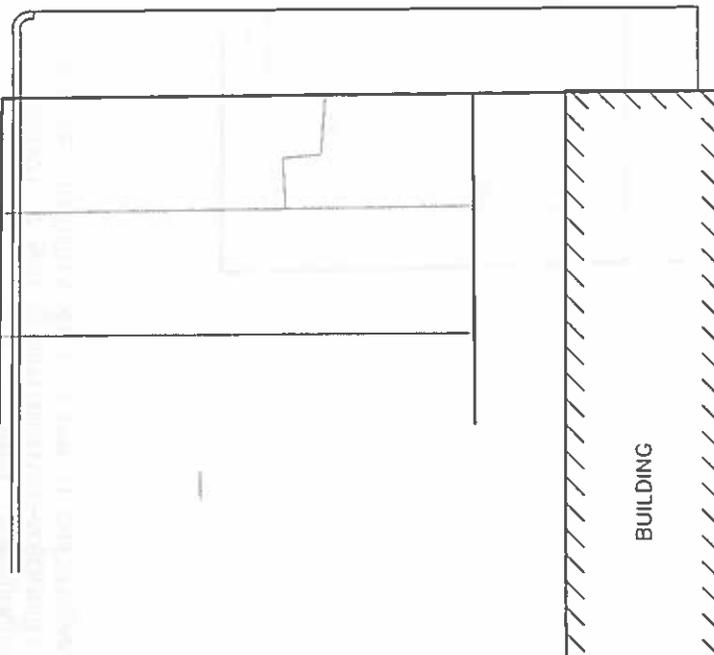
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury,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

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

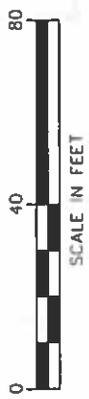
  
\_\_\_\_\_  
Applicant Signature

8/15/22  
\_\_\_\_\_  
Date

# CULVER STREET



NORTH



SCALE IN FEET

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

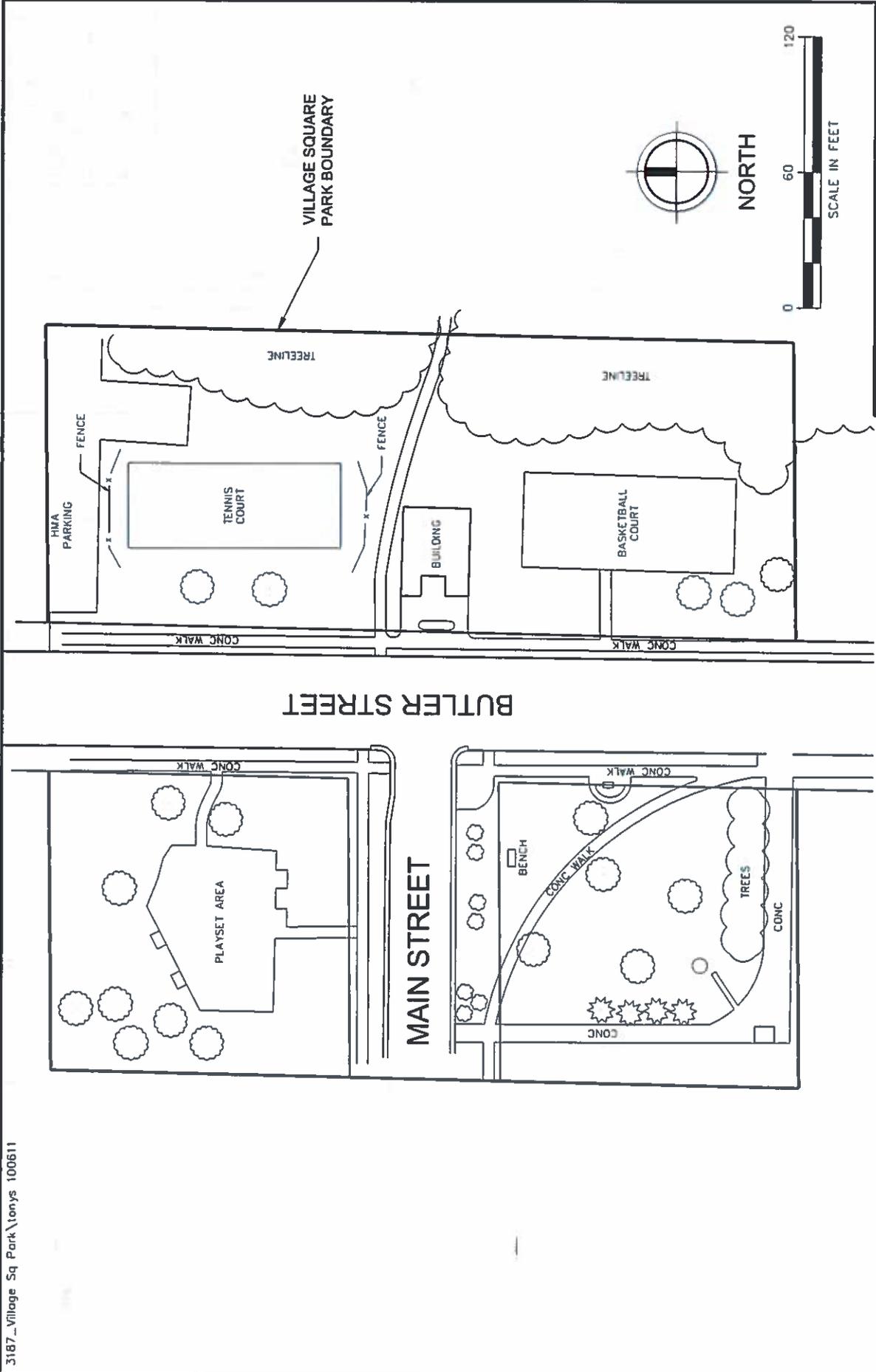
CITY OF SAUGATUCK  
 ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK  
 PARK USE PERMIT APPLICATION

2011

3187

FLEIS & VANDENBRINK ENGINEERING, INC.



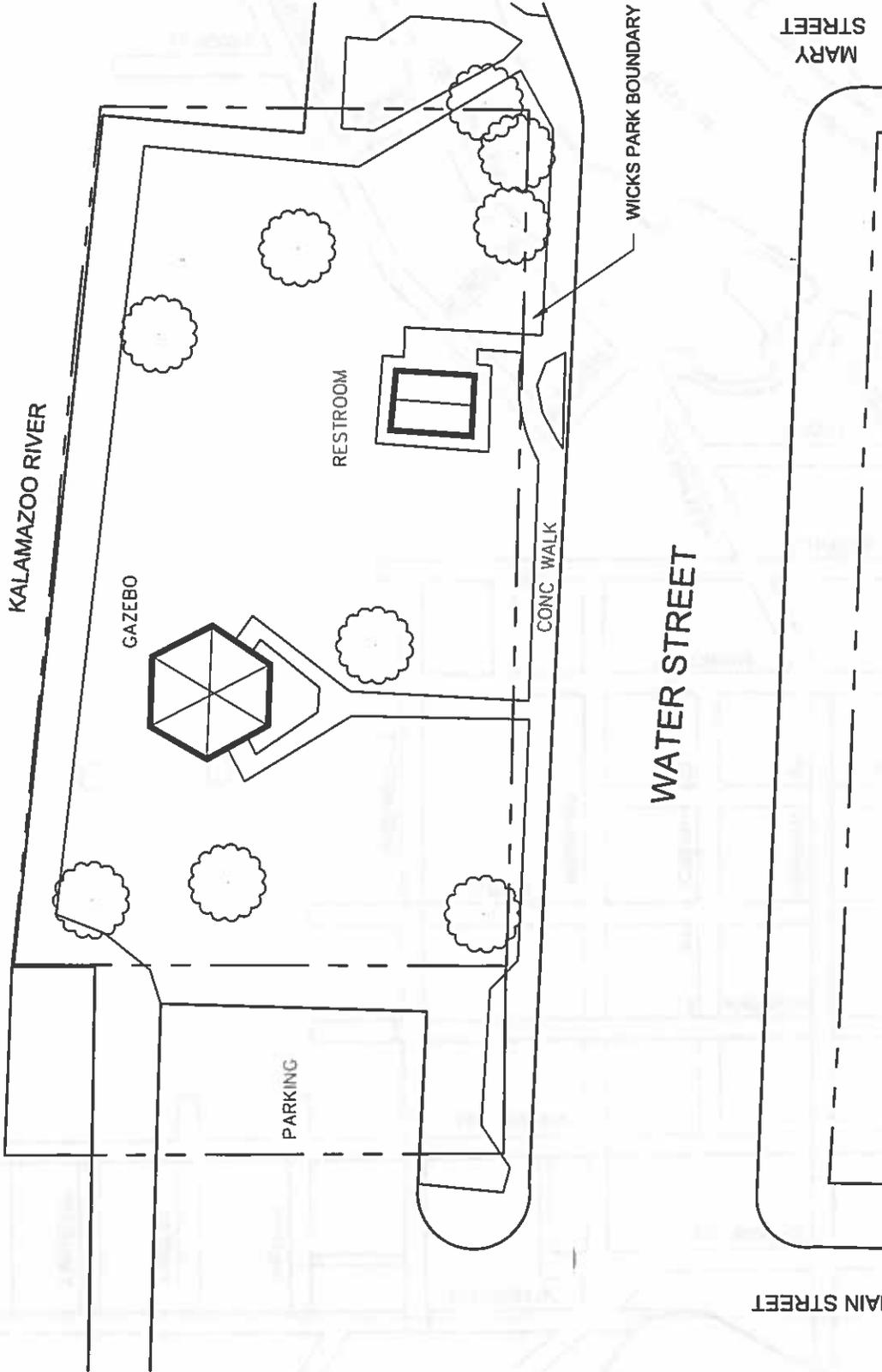
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK  
PARK USE PERMIT APPLICATION

2011

FLEIS & VANDENBRINK ENGINEERING, INC.

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



CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

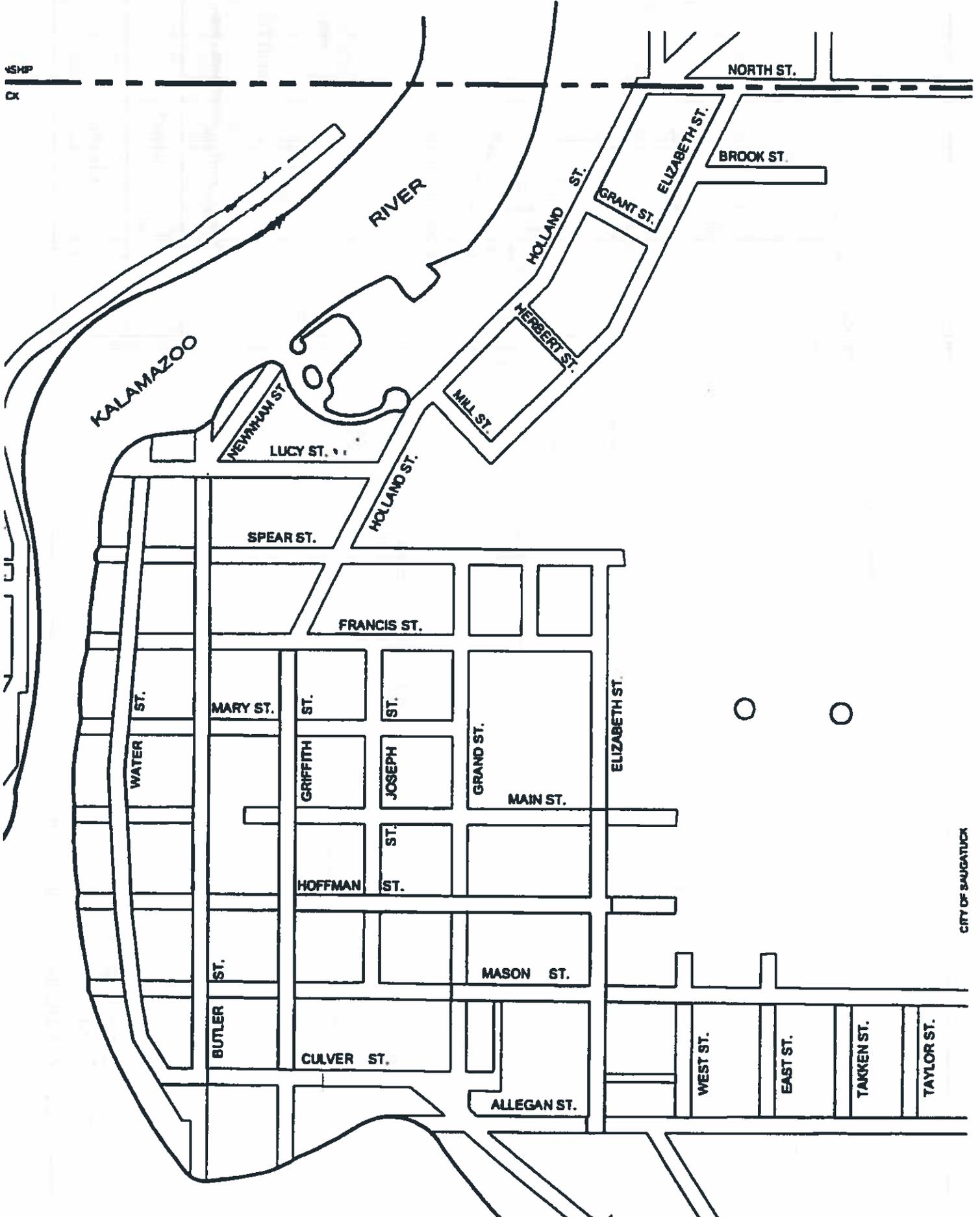
WICKS PARK  
PARK USE PERMIT APPLICATION

2016 3187

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

FLEIS & VANDENBRINK ENGINEERING, INC.

# Downtown Street / Sidewalk Closure(s)



CITY OF SAUGATUCK



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway  
Saugatuck, MI 49453  
Phone: 269 857-3000  
E-mail: office@saugatuckfire.org

## REQUIREMENTS FOR TENT STRUCTURES

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Note this is a partial check list of requirements based on the International Fire Code 2015 edition (IFC). If you have further requirements consult with Saugatuck Twp. Fire District.

Check off when complete:

- \_\_\_\_\_ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)
- \_\_\_\_\_ Fire apparatus access roads shall be provided. (3103.8.1 / 503)
- \_\_\_\_\_ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)
- \_\_\_\_\_ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)
- \_\_\_\_\_ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)
- \_\_\_\_\_ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)
- \_\_\_\_\_ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)
- \_\_\_\_\_ Combustible materials shall not be located within any tent structure. (3104.5)
- \_\_\_\_\_ Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



\_\_\_\_ Portable fire extinguishers shall be provided at the exits. A minimum rating size of 2A10BC. (3104.12 /906)

\_\_\_\_ The occupant load shall be stated. (3104.14 / Chapter 10)

\_\_\_\_ Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. (3103.12.3)

\_\_\_\_ Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point. (3103.12.5)

\_\_\_\_ A minimum number of means of egress and means of egress widths are as follows: (3102.12.5.1)

Occupant Load	Min. # of Means of Egress	Min. Width of Egress
10-199	2	72"
200-499	3	72"

\_\_\_\_ Exits shall be clearly marked if the occupant load is 50 or more. (3103.12.6)

\_\_\_\_ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated. (3103.12.6.1)

\_\_\_\_ Means of egress shall be illuminated. (3103.12.7)

\_\_\_\_ Required width of exits, aisles and passageways shall be maintained at all times. (3103.12.8)

\_\_\_\_ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants. (3104.20.2)

\_\_\_\_ "No Smoking" signs shall be posted in conspicuous locations. (3104.6)

\_\_\_\_ Provide STFD with a copy of the "Miss Dig" ticket number and documentation for location and marking of underground utilities where tent will be erected. (102.9)

\_\_\_\_ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: David Bon

Signature of Fire Inspector: \_\_\_\_\_

Date: 8/12/22

Revised 8/2016-CM



## City Council Agenda Item Report

**FROM:** Jamie, Wolters  
**MEETING DATE:** September 12, 2022  
**SUBJECT:** Special Event Application- Fall Fundraising Dinner

**DESCRIPTION:**

Attached is the special event form for the Fall Fundraising Dinner sponsored by Friends of the Saugatuck/Douglas Library.

Special Event: Fall Fundraising Dinner  
Date: 9/27/22  
Location: Wicks Park parking lot  
Event Hours: 5 p.m. - 7 p.m. (Setup 3 p.m. and Cleanup 7 p.m.)  
Estimated Attendees: 50-60 vehicles  
Estimated Volunteers: 8-10  
Banner Palette Sign: No  
Barricades: No  
Music: No  
Alcohol: No  
Road Closure: No

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the special event application Fall Fundraising Dinner sponsored by Friends of the Saugatuck/Douglas Library to be held on September 27<sup>th</sup>, 2022, contingent on staff approval after safety meeting is conducted.

August 29, 2022

City of Saugatuck  
P. O. Box 856  
Saugatuck, MI 49453

To Whom it May Concerned,

Please find enclosed an application for a Special Event from Friends of Saugatuck Douglas District Library for an event we are planning for September 27, 2022

The event that we have planned is a Fall Fundraising Dinner provided by Baldy's. The dinners will be preordered and "to-go." It is hoped that vehicles can drive into the Water Street parking lot to pickup orders (see map),

Please feel free to call me with any questions you may have about the event.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Gini Cooper". The signature is written in a cursive, flowing style.

Gini Cooper for FOL

Attachment: Event Application with supporting material.

RECEIVED

AUG 29 2022



Council Action	
_____	Approved
_____	Denied
_____	Date

# CITY OF SAUGATUCK

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

## SPECIAL EVENT & PARADE APPLICATION

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

### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Friends of the Saugatuck Douglas Library TELEPHONE: 269-857-2287

MAILING ADDRESS: P.O. Box 205, Douglas, MI 49406

CONTACT NAME: Gini Cooper TELEPHONE: 269-857-2287

E-MAIL ADDRESS: ginicooper@comcast.net CELL PHONE: 616-212-5365

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Gini Cooper/Keith Charak TELEPHONE: Keith: 269-543-7547

E-MAIL ADDRESS: ginicooper@comcast.net/einstein042@gmail.com CELL PHONE: Gini: 616-212-5365

### EVENT INFORMATION

NAME OF EVENT: Fall Fundraising Dinner DATE(S) OF EVENT: September 27, 2022

PURPOSE OF EVENT: Raise funds for providing for the library RAIN DATE: \_\_\_\_\_

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

EVENT LOCATION: Parking lot between Baldy's & Wicks Park EVENT HOURS: 5:00 pm - 7:00

ESTIMATED NUMBER OF ATTENDEES: 50-60 vehicles passing through to pick up take-out meals

ESTIMATED NUMBER OF VOLUNTEERS: 8-10

ESTIMATE DATE / TIME FOR SET-UP: 3:00 \_\_\_\_\_  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7:00 \_\_\_\_\_  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: \_\_\_\_\_ END: \_\_\_\_\_

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

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

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

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

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

- "YARD" SIGNS - Number requested: \_\_\_\_ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): Parking lot between Baldy's & Wicks Park  
Description of signs: A volunteer will be holding a sign "FOL Dinner" at the entrance  
(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 1
- TRAFFIC CONES – QUANTITY \_\_\_\_\_  PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING  WATER  ELECTRIC  RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

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

ADDITIONAL OFFICERS REQUIRED?  Yes  No

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

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

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

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

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

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

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

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

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

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

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

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

Parking Lot Location: Water Street

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: N/A since drive thru

## 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.

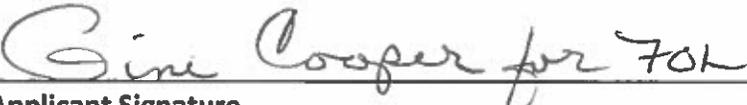
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

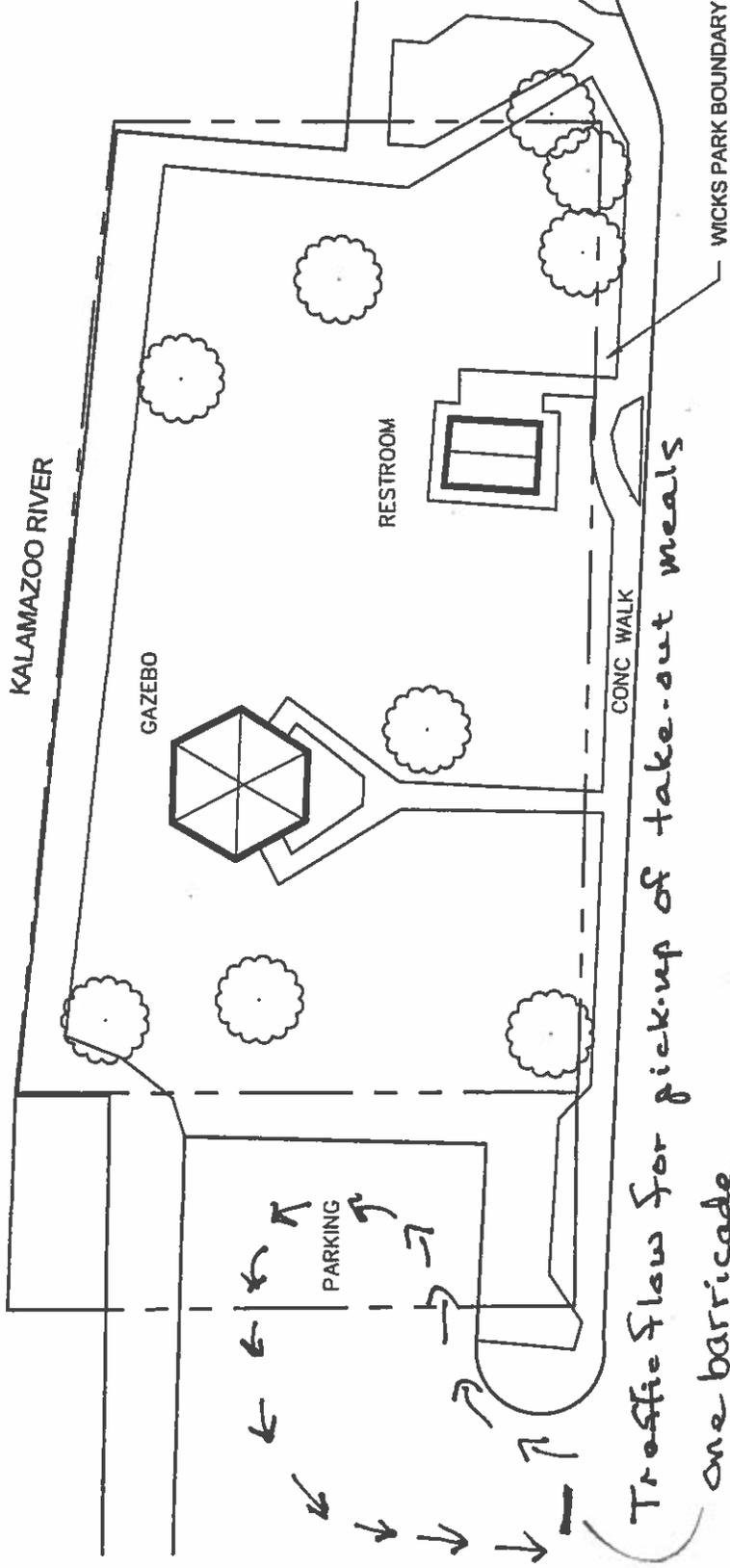
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

8-29-22  
Date



NORTH



MARY STREET

MAIN STREET

WATER STREET

KALAMAZOO RIVER

GAZEBO

RESTROOM

CONC WALK

WICKS PARK BOUNDARY

Traffic flow for pick-up of take-out meals  
 one barricade

CITY OF SAUGATUCK  
 ALLEGAN COUNTY, MICHIGAN

WICKS PARK  
 PARK USE PERMIT APPLICATION

2016

3187

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

FLEIS & VANDENBRINK ENGINEERING, INC.



## City Council Agenda Item Report

**FROM:** Ryan Heise

**MEETING DATE:** September 12, 2022

**SUBJECT:** Letter of support for Saugatuck Gap-Filler Radar Station National Register of Historic Places nomination

**DESCRIPTION:**

Attached is a draft letter from the City of Saugatuck to the Michigan State Historic Preservation Review Board in support of the site being added to the National Register of Historical Places. The SHPO Board is scheduled to review (and presumably approve) this nomination on September 23, 2022. The deadline to submit letters of support is September 15.

The application to list this property on the National Register of Historical Places was started in September 2017 by Chuck Gustafson (private citizen), Eric Gollanek (Executive Director, Saugatuck-Douglas History Center) and Paula Bradford (volunteer, Saugatuck-Douglas History Center).

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the letter of support to the Michigan State Historic Preservation Board to add the Saugatuck Gap-Filler Radar Station to the National Register of Historic Places.

Michigan State Historic Preservation Review Board  
MEDC Building  
300 North Washington Square  
Lansing, MI 48913

To Whom It May Concern:

As owner of the Saugatuck Gap-Filler Radar Station located at 753 Park St., Saugatuck MI, the City of Saugatuck requests the designation as a historic property and supports the nomination as written by Chuck Gustafson, member, Mt. Baldhead Radar Station Workgroup, Paula Bradford, volunteer, Saugatuck-Douglas History Center, and Eric Gollanek, PhD, Executive Director, Saugatuck-Douglas History Center.

Thank you for your consideration.

Sincerely,

Ryan Heise  
City Manager, City of Saugatuck



STATE OF MICHIGAN  
MICHIGAN STRATEGIC FUND  
STATE HISTORIC PRESERVATION OFFICE

GRETCHEN WHITMER  
GOVERNOR

QUENTIN L. MESSER, JR.  
PRESIDENT

Friday, August 19, 2022

Mr. Ryan Heise, City Manager  
City of Saugatuck  
PO Box 86  
Saugatuck, Michigan 49453

Dear Mr. Heise,

I am pleased to inform you that **Saugatuck Gap Filler Annex, 753 Park Street, Saugatuck, Allegan County, Michigan**, will be considered for nomination to the National Register of Historic Places by the State Historic Preservation Review Board at the meeting to be held on **Friday, September 23, at 10:00 a.m.** The meeting is scheduled to be held in the Lake Michigan Room of the Michigan Economic Development Corporation headquarters, 300 North Washington Square, Lansing, Michigan. The meeting will also be available by Zoom. More information and meeting links will be available at [www.michigan.gov/shpo](http://www.michigan.gov/shpo).

The National Register of Historic Places is the official list of the nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

Listing in the National Register provides federal recognition of a property's historic significance, enables historic preservation tax incentives for certain properties, and enables review of federal or federally assisted projects. Listing in the National Register does not interfere with the right of a private property owner to use, alter, manage, or dispose of their property. Please see the enclosed notices for additional information about the results of listing in the National Register and the rights of property owners to comment on or object to listing their property in the National Register of Historic Places.

You are invited to attend the review board meeting at which the nomination will be considered. You may also provide written comments concerning the nomination of this property prior to the meeting. All written correspondence should be sent in time to be received prior to the date of the review board meeting. Please note that owners may object to listing by submitting a letter that has either been notarized by a notary public or that meets the requirements of 28 U.S.C. 1746. The letter must certify that a party is the sole or partial owner of the property, as appropriate, and state that they object to the listing.

Any comments or questions you may have concerning the nomination of this property, the National Register program, or the State Historic Preservation Review Board may be directed to Todd A. Walsh, National Register coordinator, by e-mail at [WalshT@michigan.gov](mailto:WalshT@michigan.gov) or by mail at the address below.

Sincerely yours,

Martha MacFarlane-Faes  
Deputy State Historic Preservation Officer



300 NORTH WASHINGTON SQUARE • LANSING, MICHIGAN 48913  
[michigan.gov/shpo](http://michigan.gov/shpo) • (517) 335-9840



## **City of Saugatuck Director of Planning, Zoning & Project Management**

On August 3, 2022, Walsh Municipal Services, LLC was retained to manage the City of Saugatuck's recruitment for a Director of Planning, Zoning & Project Management. Given the extremely tight recruitment environment, the City Council discussed the challenges with locating a top candidate with excellent customer service skills, coupled with knowledge of planning and zoning.

The first step in the process was to draft a recruitment ad and modify our existing City of Saugatuck Community Profile. Once we finished our prep work, we placed both documents on the Michigan Municipal League and Michigan Association of Planning & Zoning web sites. We also sent the announcement to approximately 35-40 Michigan candidates that have the requisite experience. Finally, we posted the position on social media.

We directly targeted two highly touted candidates. One from the City of Grand Haven and another from an Indiana college town. Realizing that our top candidate was also involved in an opportunity to become a Deputy City Manager in another Michigan community, we ramped up our efforts.

Our firm was involved in arranging for an interview and developing questions for the city. I also made sure that city officials understood the timeframe in securing our #1 candidate.

Thankfully, City Manager Heise had the good sense to recommend listing the position as "Open Until Filled." The candidate we landed, Mr. Ryan Cummins, had many other opportunities in front of him. Thankfully, he chose Saugatuck.

Please let me know if you have any questions regarding our recruitment process.

*Frank L. Walsh*

Frank L. Walsh, President  
Walsh Municipal Services

