



**CITY COUNCIL AGENDA
MAY 9, 2016 – 7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of April 25, 2016**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS: **None**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
 - A. **Approval of Accounts Payable**
11. PUBLIC HEARINGS: **None**
12. UNFINISHED BUSINESS: **None**
13. NEW BUSINESS
 - A. **FY 16-17 Police Budget (VOICE VOTE)**
 - B. **Right-of-Way Sign Request – S/D Garden Club (VOICE VOTE)**
 - C. **Right-of-Way Sign Request – Lakeshore Community Chorus (VOICE VOTE)**
 - D. **Right-of-Way Use Agreement – Big Lake Outfitters (ROLL CALL)**
14. CONSENT AGENDA:
 - A. **American Legion – Annual Memorial Day Parade – May 30, 2016 from 8-11 a.m.**
 - B. **SDABA – Annual Music in the Park – June 29-August 31, 2016**
 - C. **S/D Art Club Art Fairs – July 2, 2016 / July 30, 2016 / September 17, 2016**
15. PUBLIC COMMENTS *(Limit 3 minutes)*
16. COMMUNICATIONS:
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
18. COUNCIL COMMENTS
19. ADJOURN

NOTICE

This facility is wheelchair accessible with accessible parking spaces available. 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 monica@saugatuckcity.com for further information.

Proposed Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, April 25, 2016

The City Council met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

1. **Call to Order** by Mayor Pro-Tem Trester at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Attendance:**
Present: Spangler, Bekken, Johnson, Hess, Verplank & Trester
Absent: Peterson
Others Present: City Manager Harrier & City Clerk Nagel

A motion was made by Hess, 2nd by Spangler, to excuse Mayor Peterson with prior notification. Upon voice vote the motion carried unanimously.

4. **Approval of Minutes:** A motion was made by Johnson, 2nd by Verplank, to approve the April 11, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor Pro-Tem Comments:** Mayor Pro-Tem Trester announced the "Family of Man" statue in Coghlin Park has been refinished and looks great.
6. **City Manager's Report:** City Manager Harrier announced the Oval Beach Parking Lot Project started and will keep Council updated on the progress.
7. **Agenda Changes:** None
8. **Guest Speakers:** None
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Hess, 2nd by Johnson, to approve the accounts payable in the amount of \$31,757.07. Upon voice vote the motion carried unanimously.
11. **Public Hearings:** None
12. **Unfinished Business:** None
13. **New Business:**
 - A. **Resolution No. 160425-A – Tri-Community Master Plan:** A motion was made by Spangler, 2nd by Verplank, to approve Resolution No. 160425-A as presented and adopt the Tri-Community Master Plan update as written. Upon roll call the motion carried unanimously.
 - B. **Saugatuck Township Fire District FY 16/17 Budget:** A motion was made by Hess, 2nd by Spangler, to approve the Saugatuck Township Fire District FY 16/17 Budget as presented. Upon voice vote the motion carried unanimously.
14. **Consent Agenda:** None
15. **Public Comment:**
16. **Communications:** None

17. Boards, Commissions & Committee Reports: Council received reports from the following committee(s): KLSWA, Harbor Authority, Fire Board, Police Commission & Planning Commission

18. Council Comments: Council Member Bekken commended the Saugatuck Douglas Police Department and the Saugatuck Township Fire Department for their professionalism in handling a recent emergency situation.

19. Adjournment: Mayor Pro-Tem Trester adjourned the meeting at 7:45 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
05/06/2016	PR	S	18043 272	SUMMARY PR 05/06/2016		
101-000-001.000				CASH IN CHEMICAL		9,713.16
101-000-228.002				STATE INCOME TAX WITHHELD		730.71
101-000-229.000				DUE TO FEDERAL GOVERNMENT		5,038.55
101-000-234.000				DUE TO RETIREMENT PLANS		6,270.83
101-173-702.000				SALARY/WAGES	3,308.31	
101-173-720.000				FRINGE BENEFITS	826.87	
101-215-702.000				SALARY/WAGES	1,903.56	
101-215-720.000				FRINGE BENEFITS	487.68	
101-253-702.000				SALARY/WAGES	2,389.43	
101-253-720.000				FRINGE BENEFITS	612.18	
101-265-702.000				SALARY/WAGES	66.57	
101-265-720.000				FRINGE BENEFITS	19.87	
101-441-702.000				SALARY/WAGES	3,188.55	
101-441-720.000				FRINGE BENEFITS	1,082.15	
101-540-702.000				SALARY/WAGES	37.29	
101-540-720.000				FRINGE BENEFITS	9.55	
101-721-702.000				SALARY/WAGES	1,246.15	
101-721-720.000				FRINGE BENEFITS	320.02	
101-723-702.000				SALARY	830.77	
101-723-720.000				FRINGE BENEFITS	213.34	
101-751-702.000				SALARY/WAGES	2,347.24	
101-751-720.000				FRINGE BENEFITS	665.49	
101-756-702.000				SALARY/WAGES	1,694.66	
101-756-720.000				FRINGE BENEFITS	503.57	
202-000-001.000				CASH IN BANK		610.60
202-463-702.000				SALARY/WAGES	286.96	
202-463-720.000				FRINGE BENEFITS	110.77	
202-464-702.000				SALARY/WAGES	150.04	
202-464-720.000				FRINGE BENEFITS	62.83	
203-000-001.000				CASH IN BANK		728.21
203-463-702.000				SALARY/WAGES	361.53	
203-463-720.000				FRINGE BENEFITS	153.95	
203-464-702.000				SALARY/WAGES	149.99	
203-464-720.000				FRINGE BENEFITS	62.74	
661-000-001.000				CASH IN BANK		1,900.23
661-443-702.000				SALARY/WAGES	1,438.53	
661-443-720.000				FRINGE BENEFITS	461.70	
					<u>24,992.29</u>	<u>24,992.29</u>
					<u>24,992.29</u>	<u>24,992.29</u>

05/04/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2016 - 04/30/2016				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
04/08/2016	DD2282(A)	BULTMAN, LINDA	PAYROLL	1,075.58
04/08/2016	DD2283(A)	HALLGREN, JON	PAYROLL	1,213.13
04/08/2016	DD2284(A)	HARRIER, KIRK	PAYROLL	1,858.80
04/08/2016	DD2285(A)	HERBERT, SCOTT	PAYROLL	1,184.52
04/08/2016	DD2286(A)	JONES, MICHAEL	PAYROLL	1,175.41
04/08/2016	DD2287(A)	LEO, NICHOLAS	PAYROLL	310.87
04/08/2016	DD2288(A)	NAGEL, MONICA	PAYROLL	1,370.49
04/08/2016	DD2289(A)	OSMAN, CINDY	PAYROLL	877.26
04/08/2016	DD2290(A)	SIMONSON, BRUCE	PAYROLL	1,703.21
04/08/2016	DD2291(A)	STANISLAWSKI, PETER	PAYROLL	1,400.48
04/08/2016	EFT777(E)	457-VALIC	PAYROLL	3,491.05
04/08/2016	EFT778(E)	MERS HYBRID	PAYROLL	824.05
04/08/2016	EFT779(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,680.18
04/11/2016	15123	ALLEGAN COUNTY HEALTH DEPT.	OVAL BEACH CONCESSION	225.00
04/11/2016	15124	BLOOM SLUGGETT MORGAN	TAX TRIBUNAL	3,395.00
04/11/2016	15125	CARELTON EQUIPMENT	BOBCAT FORKS	850.00
04/11/2016	15126	D & L TRUCK & TRAILER LLC	TRUCK ANNUAL	837.00
04/11/2016	15127	DUNESVIEW KWIK SHOP INC	DIESEL	730.65
04/11/2016	15128	ELHART GMC	TRUCK REPAIR	1,298.92
04/11/2016	15129	GREAT LAKES ORNAMENTALS	PARKWAY TREES	2,392.00
04/11/2016	15130	IHLE AUTO PARTS	SUPPLIES	224.82
04/11/2016	15131	MINER SUPPLY CO	SUPPLIES	378.96
04/11/2016	15132	OVERISEL LUMBER COMPANY	SUPPLIES	63.21
04/11/2016	15133	SAUGATUCK DOUGLAS ART CLUB	MAYOR AWARD	200.00
04/11/2016	15134	SAUGATUCK DRUG	SUPPLIES	11.67
04/11/2016	15135	STATE OF MICHIGAN	MI DEAL PURCHASING	180.00
04/11/2016	15136	WESTENBROEK MOWER INC	PARTS & REPAIRS	119.41
04/11/2016	1057(E)	CHEF CONTAINER, LLC	TRASH	261.95
04/11/2016	1058(E)	CONSUMERS ENERGY	ELECTRIC	1,992.28
04/11/2016	1059(E)	FIRST BANK CARD	TRAINING, ELECTION & SUPPLIES	1,113.63
04/11/2016	1060(E)	MICHIGAN GAS UTILITIES	BUTLER BATHROOM	480.28
04/11/2016	1061(E)	VALLEY CITY LINEN INC	SHOP TOWELS	84.35
04/11/2016	1062(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	318.87
04/11/2016	1063(A)	CITY OF DOUGLAS	POLICE SERVICES	46,072.92
04/11/2016	1064(A)	HUNTINGTON NATIONAL BANK	ROAD BOND INTEREST	66,513.75
04/11/2016	1065(A)	SHORELINE COMPUTER SYSTEMS	COMPUTER SERVICES	350.00
04/22/2016	DD2292(A)	BULTMAN, LINDA	PAYROLL	1,186.65
04/22/2016	DD2293(A)	FENTERS, AARON	PAYROLL	224.21
04/22/2016	DD2294(A)	HALLGREN, JON	PAYROLL	1,213.14
04/22/2016	DD2295(A)	HARRIER, KIRK	PAYROLL	1,858.81
04/22/2016	DD2296(A)	HERBERT, SCOTT	PAYROLL	1,145.45
04/22/2016	DD2297(A)	JONES, MICHAEL	PAYROLL	1,298.07
04/22/2016	DD2298(A)	NAGEL, MONICA	PAYROLL	1,370.50
04/22/2016	15112	OSMAN, CINDY	PAYROLL	1,388.38

05/04/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2016 - 04/30/2016				
Check Date	Check	Vendor Name	Description	Amount
04/22/2016	DD2299(A)	SIMONSON, BRUCE	PAYROLL	1,703.20
04/22/2016	DD2300(A)	STANISLAWSKI, PETER	PAYROLL	1,400.48
04/22/2016	EFT780(E)	457-VALIC	PAYROLL	2,908.79
04/22/2016	EFT781(E)	MERS HYBRID	PAYROLL	852.22
04/22/2016	EFT782(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,880.06
04/22/2016	EFT783(E)	MERS	PAYROLL	3,606.62
04/22/2016	EFT784(E)	MI DEPT OF TREASURY	PAYROLL	1,385.20
04/26/2016	15138	CAPITAL ONE	SUPPLIES	21.42
04/26/2016	15139	CMS MEDICARE INSURANCE	HEALTH INSURANCE	365.70
04/26/2016	15140	D & L TRUCK & TRAILER LLC	2014 INTERNATIONAL ANNUAL	678.71
04/26/2016	15141	DAYNE OTTO	CHAIN FERRY MAINTENANCE	350.00
04/26/2016	15142	DEMONDS SUPER VALU	ELECTION	90.22
04/26/2016	15143	EDGEWATER RESOURCES	HARBOR	2,945.00
04/26/2016	15144	ELHART GMC	2009 GMC	714.50
04/26/2016	15145	FLEIS & VANDENBRINK ENGINEERING	OVAL BEACH	732.50
04/26/2016	15146	FRIS OFFICE OUTFITTERS	SUPPLIES	273.05
04/26/2016	15147	GATES ELECTRIC INC	ELECTRIC REPAIR BUTLER PARK	230.79
04/26/2016	15148	GREENMARK EQUIPMENT INC	PARTS	179.95
04/26/2016	15149	HOLLAND LITHO PRINTING SERVICE	OVAL DAILY PASSES	636.94
04/26/2016	15150	INTERNAL SOUND & COMMUNICATIONS	TELEPHONE	787.55
04/26/2016	15151	MC NALLY ELEVATOR COMPANY INC	ELEVATOR ANNUAL	411.20
04/26/2016	15152	MINER SUPPLY CO	SUPPLIES	149.04
04/26/2016	15153	NICK OTTING	CHAIN FERRY MAINTENANCE	350.00
04/26/2016	15154	NORTHERN A-1	FUEL TANK REMOVAL	4,895.00
04/26/2016	15155	STANDARD INSURANCE COMPANY	INSURANCE	339.80
04/26/2016	15156	WILLIAMS & WORKS	PLANNING	27.50
04/26/2016	1066(E)	AT&T MOBILITY	CELL PHONES	173.64
04/26/2016	1067(E)	BARTLETT TREE EXPERTS	TREE REMOVAL & STUMP GRINDING	1,983.00
04/26/2016	1068(E)	COMCAST	TELEPHONES & INTERNET	284.60
04/26/2016	1069(E)	CONSUMERS ENERGY	ELECTRIC	884.84
04/26/2016	1070(E)	FRONTIER	TELEPHONES	271.41
04/26/2016	1071(E)	KALAMAZOO LAKE SEWER & WATER	WATER	861.75
04/26/2016	1072(E)	PRIORITY HEALTH	HEALTH INSURANCE	10,192.22
04/26/2016	1073(E)	SHELL	GASOLINE & DIESEL	687.77
04/26/2016	1074(A)	DIANNA MC GREW	ASSESSING SERVICES	2,388.87
04/26/2016	1075(A)	ELECTION SYSTEMS & SOFTWARE	ELECTION	154.60
04/26/2016	1076(A)	HARRINGTON METAL FAB	BUCKET TRUCK TANK	933.00
04/26/2016	1077(A)	HUNTINGTON NATIONAL BANK	BOND AGENT FEE	125.00
04/26/2016	1078(A)	SAUGATUCK FIRE	INSPECTIONS	440.00
04/26/2016	1079(A)	STREAMLINE DESIGN.COM LLC	CHAIN FERRY	40.00
04/26/2016	15157	EDGEWATER RESOURCES	HARBOR	1,842.50
Total of 85 Checks:				211,123.55
Less 1 Void Checks:				2,945.00
Total of 84 Disbursements:				208,178.55



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: May 9, 2016

SUBJECT: FY 16-17 Police Budget

DESCRIPTION

Attached is the FY 16-17 Saugatuck-Douglas Police Budget. The total requested budget is \$1,280,650. The City of Saugatuck's cost for fiscal year 16-17 is \$668,575.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

Police Commission voted to recommend approval by the Saugatuck and Douglas City Councils.

LEGAL REVIEW

Municipal attorney Jeff Sluggett has approved sample motion.

SAMPLE MOTION:

Motion that the City of Saugatuck approve and ratify the budget recommended by the Saugatuck-Douglas Police Commission as presented.

BUDGET REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Fund 101: GENERAL FUND
2016-2017 FISCAL YEAR

DEPARTMENT: 301.000 POLICE

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 04/30/2016	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS							
Dept 301.000: POLICE							
101-301.000-702.000	SALARIES	62,843	63,818	67,350	49,865	67,350	68,750
101-301.000-703.000	WAGES	333,973	330,794	347,500	261,449	341,000	355,500
101-301.000-704.000	WAGES - PARTTIME	27,658	36,055	36,000	18,298	36,000	38,000
101-301.000-705.000	WAGES - OVERTIME	29,452	37,610	37,000	33,693	38,000	39,000
101-301.000-706.001	WAGES-SAUGATUCK/3RD CAR	9,845	6,705	11,000	2,896	8,000	10,000
101-301.000-706.002	WAGES-SAUGATUCK/OVAL BEACH	5,246	2,099	5,000	2,317	5,000	5,000
101-301.000-709.000	WAGES - OFFICE	30,670	37,921	41,000	23,920	41,000	42,000
101-301.000-713.000	HOLIDAY/SICK PAY REIMB	32,536	41,657	31,500	34,515	36,000	33,000
101-301.000-719.000	INSURANCE BENEFITS	148,923	137,837	150,000	110,864	150,000	145,000
101-301.000-720.000	PAYROLL TAXES	42,109	47,090	43,500	35,675	45,000	43,500
101-301.000-721.000	MERS BENEFITS	53,654	56,995	52,500	46,015	86,000	316,000 *
101-301.000-722.000	WORKERS COMPENSATION	10,837	12,010	12,250	7,237	12,250	13,000
101-301.000-725.000	TRAINING FUNDS	1,545	1,528	2,000	1,200	2,000	2,000
101-301.000-725.001	TRAINING FUNDS - ACT 302	2,191	1,224	2,000	350	2,000	2,000
101-301.000-725.002	MISCELLANEOUS TRAVEL EXPENSES	68	195	50	183	250	250
101-301.000-740.000	SUPPLIES	4,755	4,800	5,000	2,464	5,000	5,000
101-301.000-740.002	EXTERIOR SUPPLIES	65	0	0	0	0	0
101-301.000-750.000	UNIFORMS	4,007	4,407	4,500	2,005	4,000	4,500
101-301.000-750.001	UNIFORMS - SAUGATUCK	494	478	250	497	800	500
101-301.000-760.001	RESERVE OFFICERS-SAUGATUCK	1,848	0	0	0	0	0
101-301.000-801.000	CONTRACTUAL ATTORNEY	6,698	10,123	7,500	1,193	7,500	7,500
101-301.000-801.003	CONTRACTUAL ATTORNEY PROSECUTE	9,948	12,329	13,500	9,480	15,000	13,500
101-301.000-802.000	CONTRACTUAL	8,147	10,172	9,000	4,090	9,000	9,000
101-301.000-851.000	TELEPHONE	5,898	6,955	6,250	3,363	6,250	6,500
101-301.000-860.000	GAS & OIL	29,272	24,310	25,500	12,758	18,000	21,000
101-301.000-861.000	MILEAGE REIMBURSEMENT	148	0	100	75	100	100
101-301.000-864.000	POSTAGE	316	267	400	400	400	400
101-301.000-900.000	PRINTING & PUBLISHING	565	202	250	154	250	250
101-301.000-908.000	DUES/FEES/PUBLICATIONS	115	213	125	0	200	200
101-301.000-913.000	INSURANCE (LIABILITY/AUTO)	25,591	25,197	26,000	25,572	25,572	27,000
101-301.000-922.000	UTILITIES	8,475	7,300	8,000	5,515	8,000	8,500
101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL	1,886	1,046	2,000	2,349	3,000	2,500
101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS	12,613	20,897	14,000	14,396	17,500	17,500
101-301.000-942.000	LEASE- COPIER	2,011	569	2,100	1,732	2,100	2,200
101-301.000-943.000	COMPUTER EQUIPMENT	3,355	0	0	0	0	0
101-301.000-977.000	EQUIPMENT	3,845	2,456	7,500	3,595	7,500	7,500
101-301.000-979.005	VECHICLE PURCHASE-NON-LEASE	33,871	31,787	33,500	0	33,500	34,000
Totals for Dept 301.000-POLICE		955,473	977,046	1,004,125	718,115	1,033,522	1,280,650

* NOTES TO BUDGET: DEPARTMENT 301.000 POLICE
721.000 MERS BENEFITS

REGULAR MERS COSTS							53,000
UNFUNDED LIABILITY PAYMENT							263,000

						TOTAL	316,000
TOTAL APPROPRIATIONS	955,473	977,046	1,004,125	718,115	1,033,522		1,280,650
NET OF REVENUES/APPROPRIATIONS - FUND 101	(955,473)	(977,046)	(1,004,125)	(718,115)	(1,033,522)		(1,280,650)

Police Revenues from City of Saugatuck
 FY16-17
 True Up and Payment Schedule

Projected Police Dept. Exp.	\$ 1,280,650.00		
Less Saugatuck Only	\$ 16,500.00		
Splitting Police Exp	\$ 1,264,150.00		
1/2 of Expenses	\$ 632,075.00		
Plus: Saugatuck Only	\$ 16,500.00		
FY16-17 Expense	\$ 648,575.00		
Less:			
Total Annual Due from Saug (16-17)	\$ 648,575.00		
12 Monthly payments @	\$ 54,047.92	\$ 1,666.67	\$ 55,714.58

Yearly Admin Fee	\$ 20,000.00	101-000-603
Monthly Admin Fee	\$ 1,666.67	
	\$ 668,575.00	



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Planning/Zoning Director
MEETING DATE: May 9, 2016
SUBJECT: Right-of-Way Sign Request

DESCRIPTION

Charlotte Steward has submitted an application on behalf of the Saugatuck Douglas Garden Club for the installation of one temporary sign from May 9 through May 14 after 4 pm. Normally, signs within the right of way cannot be administratively approved. The City Council may grant an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

- 1. The sign does not create a traffic vision obstruction;*
- 2. The sign does not create a pedestrian traffic obstruction;*
- 3. The sign is compatible with the surroundings and is not uniquely out of character for the community; and*
- 4. The sign does not create a situation which could be detrimental to health, safety, or welfare.*

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the request to install 1 temporary sign between May 9, 2016 and May 14, 2016 within the public right-of-way as indicated on the attached right of way sign permit application.



Right of Way Sign Application

APPLICANTS INFORMATION **APPLICATION NUMBER** _____ - _____

Name Saugatuck Douglas Garden Club Address / PO Box % Charlotte Stewart
3212 Fox Ridge Ct
City Saugatuck State Mi Zip 49453 Phone 269-857-1173
E-Mail charst3212@gmail.com
Signature Charlotte Stewart Date 4-26-16

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 1 Number of Banners None
Dates to be displayed May 9 thru May 14th after 4pm
Further Comments: Signs are similar to yard signs on wire racks - free standing.

PLEASE INCLUDE THE FOLLOWING INFORMATION

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

- | Y | N | NA | |
|-------------------------------------|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions and type of each proposed sign <u>24" w x 18 H</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map showing the location of each sign |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Explanation of how each sign will be attached and secured |

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

- | | | | |
|-------------------------------------|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will the signs create a traffic vision obstruction? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will the signs create a pedestrian traffic obstruction? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the signs compatible with the surroundings and is not uniquely out of character for the community? and |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Do the signs create a situation which could be detrimental to health, safety, or welfare? |



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S-D GARDEN CLUB
PLANT SALE

This Saturday

9 am - 1 pm

at the
OLD SCHOOL HOUSE
in Douglas



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Planning/Zoning Director

MEETING DATE: May 9, 2016

SUBJECT: Temporary Sign Request (Right-of-Way) Lakeshore Community Chorus

DESCRIPTION

The Lakeshore Community Chorus has submitted an application to place fifteen temporary yard signs within the public right-of-way from May 26, 2016 to June 5, 2016. Normally signs within the right-of-way cannot be administratively approved. The City Council may grant an exception as listed in Section 150.30(H). The conditions for approval of the exception are as follows:

- 1. The sign does not create a traffic vision obstruction;*
- 2. The sign does not create a pedestrian traffic obstruction;*
- 3. The sign is compatible with the surroundings and is not uniquely out of character for the community; and*
- 4. The sign does not create a situation which could be detrimental to health, safety or welfare.*

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the request from Lakeshore Community Chorus to install fifteen temporary signs between May 26, 2016 and June 5, 2016 within the public right-of-way as indicated on the attached right-of-way sign permit application.



Right of Way Sign Application

APPLICANTS INFORMATION	APPLICATION NUMBER _____ - _____
-------------------------------	---

Name Nancy Plantinga for Lakeshore Community Chorus Address / PO Box PO Box 253
City Douglas State MI Zip 49406 Phone 616 405 3399
E-Mail lakeshorecommunitychorus@gmail.com
Signature *Nancy Plantinga* Date 5.3.16 *[Signature]*

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 15 Number of Banners —
Dates to be displayed 5.26 - 6.5
Further Comments: Spring Concert
The signs are 2 colors, 18X24, with an "H type" stand

Some individual chorus members also purchased signs to be put on their own personal property

PLEASE INCLUDE THE FOLLOWING INFORMATION

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

Y N NA

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

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

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



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: May 9, 2016
SUBJECT: Right-of-Way Use Agreement

DESCRIPTION

City Staff was notified of the use of the public right-of-way by a private business (Big Lake Outfitters). The business is storing and staging kayaks as part of their rental business near the Spear Street Boat Launch. Staff investigated and identified the storage of the Kayaks are in the public right-of-way. The business would like to continue to use a portion of the right-of-way for storing kayaks on a rack against the building next to the River Market. Business owner has informed staff they did get approval from River Market for kayak storage but were unaware the area was public right-of-way

If the Council would like to allow this use, then a use agreement would need to be prepared and executed between the business and the City of Saugatuck. At the May 5, 2016 workshop meeting council members in attendance discussed the issue and instructed the City Manager to place this item on the regular meeting agenda in order to vote to determine if there is support for instructing the City attorney to prepare a use agreement that would then be presented to City Council for adoption.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **instruct/not instruct** the City attorney to prepare an agreement between the City of Saugatuck and Big Lake Outfitters identifying the terms of use that would allow the storage of kayaks in the public right-of-way and present to City Council for approval.



Your Headquarters for Outdoor Adventure

HOME OF BEST CHANCE CHARTERS

640 Water St. Saugatuck, Mi 49453

Kirk,

In talking with Cindy Osman she has suggested that Adem Magoon and I request to be on the City Council Agenda for Monday May 9th.

The concern is over the Kayak storage near the launch on Water Street near our Shop. We have used this area for many years, always getting permission from the River Market as well as property owners. We have been made aware that this is City Property and not private by Cindy. We hope to continue to use this area and feel that it is actually a better, safer and more efficient location than other options. We have always been conscious of others using the launch, including the STAR, DUCK BOAT, and general public.

Please place us on the agenda. My cell is (X X X X X) and I will be available to meet anytime after May 4th

Respectfully,

John Bird

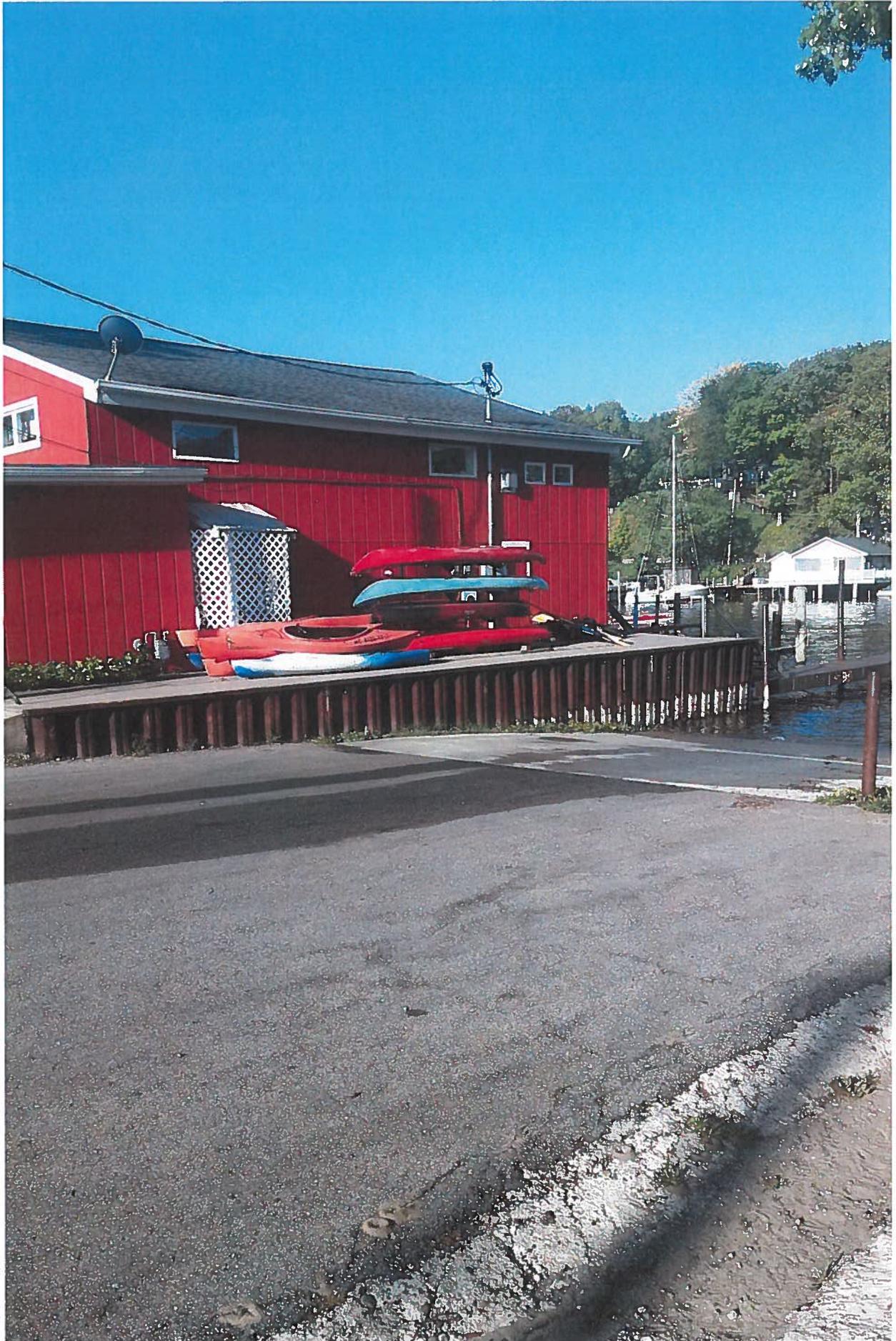
Adem Magoon



Rack # 1



Rack





APPLICATION FOR PARADE PERMIT
(including runs, walks, and other uses of the City public right-of-way)

APPLICANT / ORGANIZATION INFORMATION

Applicant/Organization Name: American Legion/VFW

Contact Person: Rob Boyce

Address: 891 Holland St Saugatuck MI 49453
Street City State Zip

(616) 218 7278 ()
Home Phone Cellular Phone

EVENT INFORMATION

Event Name: MEMORIAL DAY PARADE

Date(s) of Event: MAY 30

Hours of Event: 0800 - 1100 AM

Proposed Route for Event: MASON, GRIFFITH COLVER, BUTLER,
MARY, WATER, MAIN. (THE USUAL)

Rob Boyce
Applicants Signature

30 APR 2016
Date

I hereby approve this application for a parade permit subject to the attached conditions.

[Signature]
Chief of Police Giles

Date

[Signature]
Chief of Fire Janik

05-02-16
Date



14 B

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: Saugatuck Douglas Area Business Ass. TELEPHONE: 269-857-1626
MAILING ADDRESS: P.O. Box 221 Saugatuck, MI 49453
CONTACT NAME: Gregory Muncey TELEPHONE: 269-857-1626
E-MAIL ADDRESS: gregory@saugatuckdouglas.com CELL PHONE: 269-355-9917

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Gregory Muncey TELEPHONE: 269-857-1626
E-MAIL ADDRESS: gregory@saugatuckdouglas.com CELL PHONE: 269-355-9917

EVENT INFORMATION

NAME OF EVENT: Music In The Park, 2016 DATE(S) OF EVENT: June 29 - July 6, 13, 20, 27
Aug. 3, 10, 17, 24, 31

PURPOSE OF EVENT: Live - Free Music - Fun! RAIN DATE: Move Event to Coral Gables

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

EVENT LOCATION: Wick's Park - Gazebo EVENT HOURS: 6pm Set Up 7-9 p.m.

ESTIMATED NUMBER OF ATTENDEES: 200-300+

ESTIMATED NUMBER OF VOLUNTEERS: 3-4

ESTIMATE DATE / TIME FOR SET-UP: Every Wednesday 6 A.M. P.M. (circle one)

ESTIMATE DATE / TIME FOR CLEAN-UP: every Wednesday 9 A.M. P.M. (circle one)

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 7pm (6:30pm. sandwich) END: 9pm

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: 6 (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 OVER CITY STREET - Location: _____
(Size cannot be greater than 16 square feet. Cannot be displayed no 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): 2x banners on Gazebo listing
Description of signs: event, bands playing + sponsors
(Signs at event site cannot be displayed prior to day of the event and must 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 1
- PORTABLE TOILETS – QUANTITY _____

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

If yes, where do you propose your vendors park? 2 spots for Band Performing
Will the Interurban be utilized? Yes No Time(s) wednesday - Day of Event

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

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

- TRASH RECEPTACLES – QUANTITY existing
- TRAFFIC CONES – QUANTITY 2 for Band Parking
- FENCING
- WATER
- ELECTRIC
- BARRICADES – QUANTITY _____
- PARKING SIGNS – QUANTITY _____
- RESTROOM CLEANING
- OTHER Chef Container to provide Recycle Bins on Wheels (4)

SAUGATUCK/DOUGLAS POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

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

Street closure date/time: _____ / _____ / _____ A.M. P.M. (circle one)

Street re-open date/time: _____ / _____ / _____ A.M. P.M. (circle one)

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ / _____ / _____ A.M. P.M. (circle one)

Sidewalk re-open date/time: _____ / _____ / _____ A.M. P.M. (circle one)

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

Parking Lot Location: _____

Sidewalk closure date/time: _____ / _____ / _____ A.M. P.M. (circle one)

Sidewalk re-open date/time: _____ / _____ / _____ A.M. P.M. (circle one)

What parking arrangements are proposed to accommodate potential attendance: _____

CITY USE ONLY – Department representative please initial if approved

[] DPW [] POLICE [] FIRE

CITY COUNCIL APPROVAL DATE: _____

AUTHORIZED BY: _____

DATE: _____

MONICA LOOMAN -CITY CLERK

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

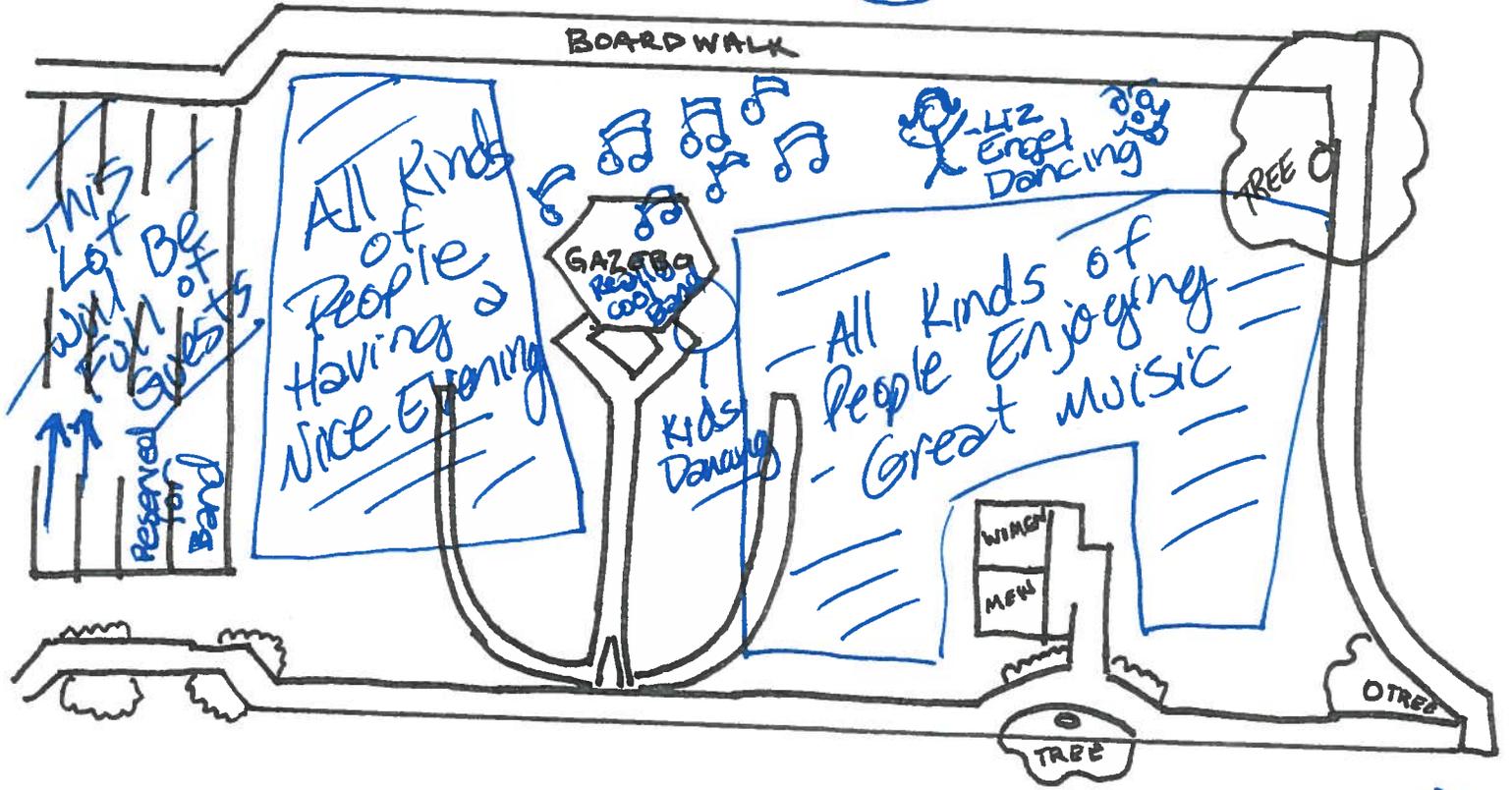
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury,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

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


Applicant Signature


Date

FOLKS IN BOATS ENJOYING WATERWORKS:



↑
People walking to hear where the great music is coming from

↑
More people coming

WATER STREET

WICKS PARK



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: SAUGATUCK DOUGLAS ART CLUB TELEPHONE: 616 928 8278
MAILING ADDRESS: PO Box 176 Saugatuck
CONTACT NAME: Ginna Berghuis TELEPHONE: 616 928 8278
E-MAIL ADDRESS: artclub@saugatuckdouglasartclub.org CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Ginna Berghuis TELEPHONE: 616 928 8278
E-MAIL ADDRESS: ginna b@me.com CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: WATERFRONT Invitational DATE(S) OF EVENT: Sat July 2
PURPOSE OF EVENT: Fine Arts Fair RAIN DATE: 0

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

EVENT LOCATION: Cook Park EVENT HOURS: 10-5

ESTIMATED NUMBER OF ATTENDEES: 8000

ESTIMATED NUMBER OF VOLUNTEERS: 30

ESTIMATE DATE / TIME FOR SET-UP: 07 / 02 / 16 ~~3:06~~ (A.M.) P.M. (circle one)

ESTIMATE DATE / TIME FOR CLEAN-UP: 07 / 02 / 16 7 A.M. (P.M.) (circle one)

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

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 _____

SAUGATUCK/DOUGLAS POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times Traffic control in front of Marros

Other (describe): am + pm

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

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

Street closure date/time: 07/02/16 530-10 (A.M.) P.M. (circle one)

Street re-open date/time: 07/02/16 5-7 A.M. (P.M.) (circle one)

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: / / _____ A.M. P.M. (circle one)

Sidewalk re-open date/time: / / _____ A.M. P.M. (circle one)

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

Parking Lot Location: _____

Sidewalk closure date/time: / / _____ A.M. P.M. (circle one)

Sidewalk re-open date/time: / / _____ A.M. P.M. (circle one)

What parking arrangements are proposed to accommodate potential attendance: _____

CITY USE ONLY – Department representative please initial if approved

[] DPW [] POLICE [] FIRE

CITY COUNCIL APPROVAL DATE: _____

AUTHORIZED BY: _____

DATE: _____

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.

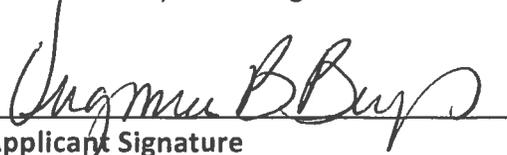
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

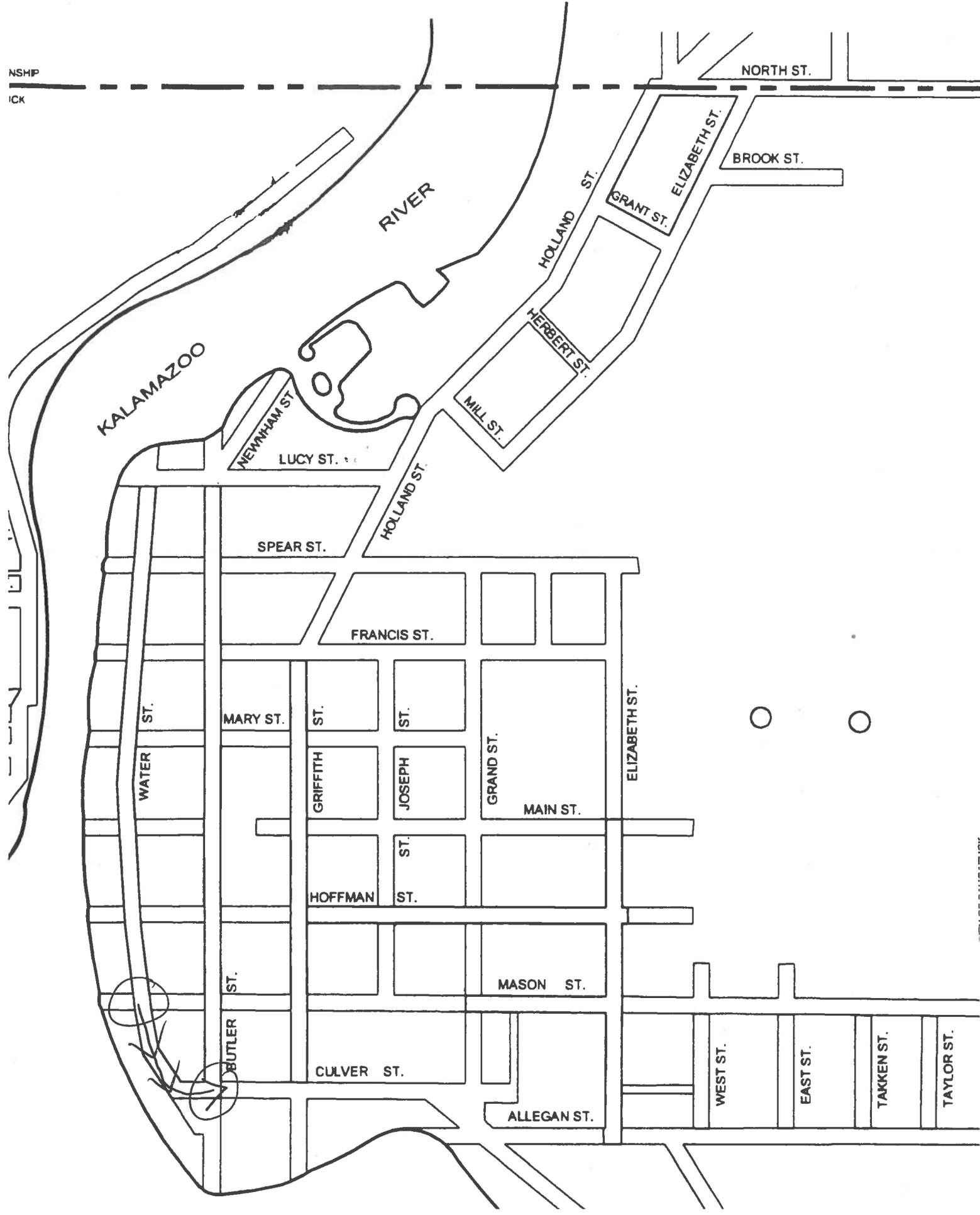


Applicant Signature

1-26-16

Date

Downtown Street / Sidewalk Closure(s)



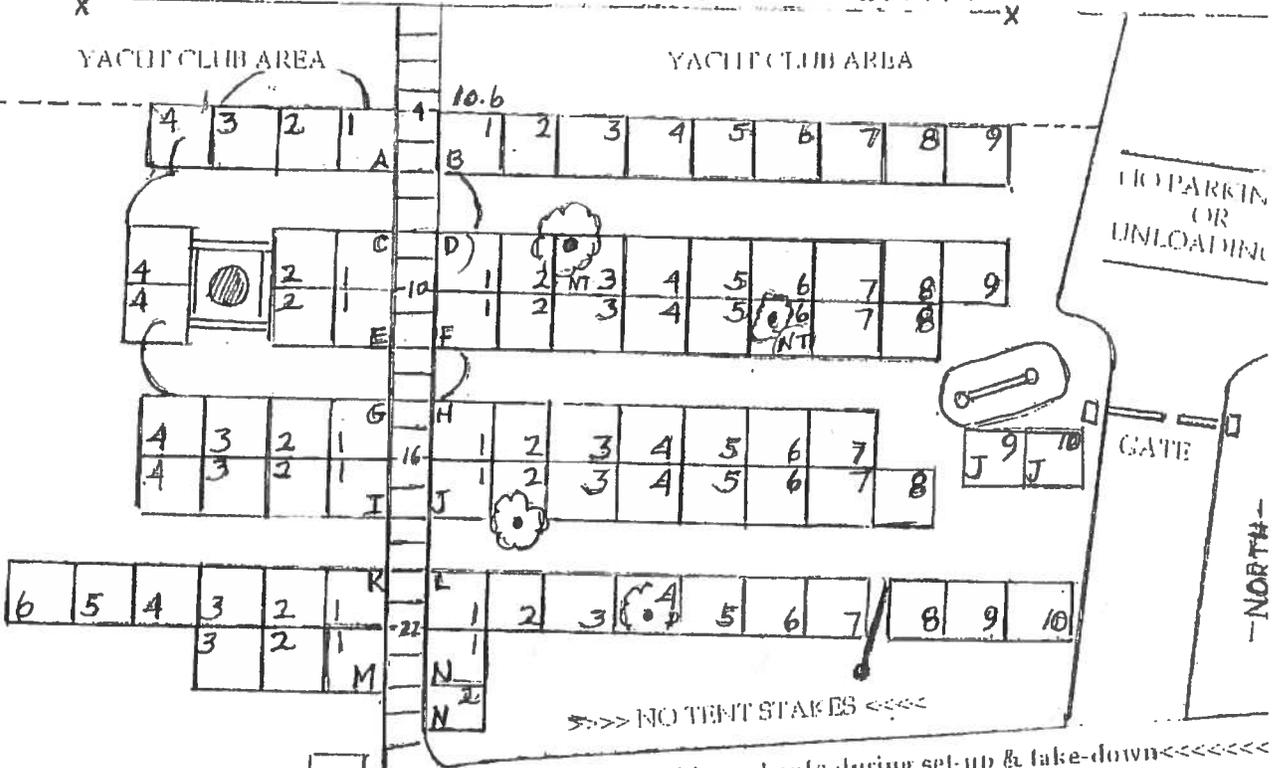
- WEST -

BOARDWALK & DOCKS

BOARDWALK & DOCKS

YACHT CLUB AREA

YACHT CLUB AREA



NO PARKING OR UNLOADING

GATE

NORTH

>>> NO TENT STAKES <<<<

<<<<<<<< Southbound only during set-up & take-down >>>>>>>>

WATER ST.

CITY HALL

- EAST -

St. Douglas Art Club
International Invitational Art Fair



BUS STOP

CHECK IN
COFFEE
FOOD

CULVER ST.



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: SAUGATUCK DOUGLAS ART CLUB TELEPHONE: 616 928 8278
MAILING ADDRESS: PO Box 176 SAUGATUCK
CONTACT NAME: GINNA BERGHUIS TELEPHONE: 616 928 8278
E-MAIL ADDRESS: ginna_b@me.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: GINNA BERGHUIS TELEPHONE: 616 928 8278
E-MAIL ADDRESS: ginna_b@me.com CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: VILLAGE SQUARE ARTS + FINE CRAFTS DATE(S) OF EVENT: 7-30-16
PURPOSE OF EVENT: Arts + Crafts Fair RAIN DATE: 0

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

EVENT LOCATION: VILLAGE SQUARE EVENT HOURS: 6:30am - 7pm

ESTIMATED NUMBER OF ATTENDEES: 8000

ESTIMATED NUMBER OF VOLUNTEERS: 42

ESTIMATE DATE / TIME FOR SET-UP: 07/30/16 6-10 (A.M.) P.M. (circle one)

ESTIMATE DATE / TIME FOR CLEAN-UP: 07/30/16 5-7 A.M. (P.M.) (circle one)

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 OVER CITY STREET** - Location: _____
(Size cannot be greater than 16 square feet. Cannot be displayed no 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): Along Allegan St.
Description of signs: Vendor Parking
(Signs at event site cannot be displayed prior to day of the event and must 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** 140
- 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? Saugatuck CRC

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

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

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

TRASH RECEPTACLES – QUANTITY 5

BARRICADES – QUANTITY 3

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY _____

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

SAUGATUCK/DOUGLAS POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times Traffic Control @ Barricade, Northend

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

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

Street closure date/time: 07/30/16 6-10 (A.M.) P.M. (circle one)

Street re-open date/time: 07/30/16 5-7 A.M. (P.M.) (circle one)

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ / _____ / _____ A.M. P.M. (circle one)

Sidewalk re-open date/time: _____ / _____ / _____ A.M. P.M. (circle one)

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

Parking Lot Location: _____

Sidewalk closure date/time: _____ / _____ / _____ A.M. P.M. (circle one)

Sidewalk re-open date/time: _____ / _____ / _____ A.M. P.M. (circle one)

What parking arrangements are proposed to accommodate potential attendance: _____

CITY USE ONLY – Department representative please initial if approved

[] DPW [] POLICE [] FIRE

CITY COUNCIL APPROVAL DATE: _____

AUTHORIZED BY: _____ DATE: _____

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.

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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.

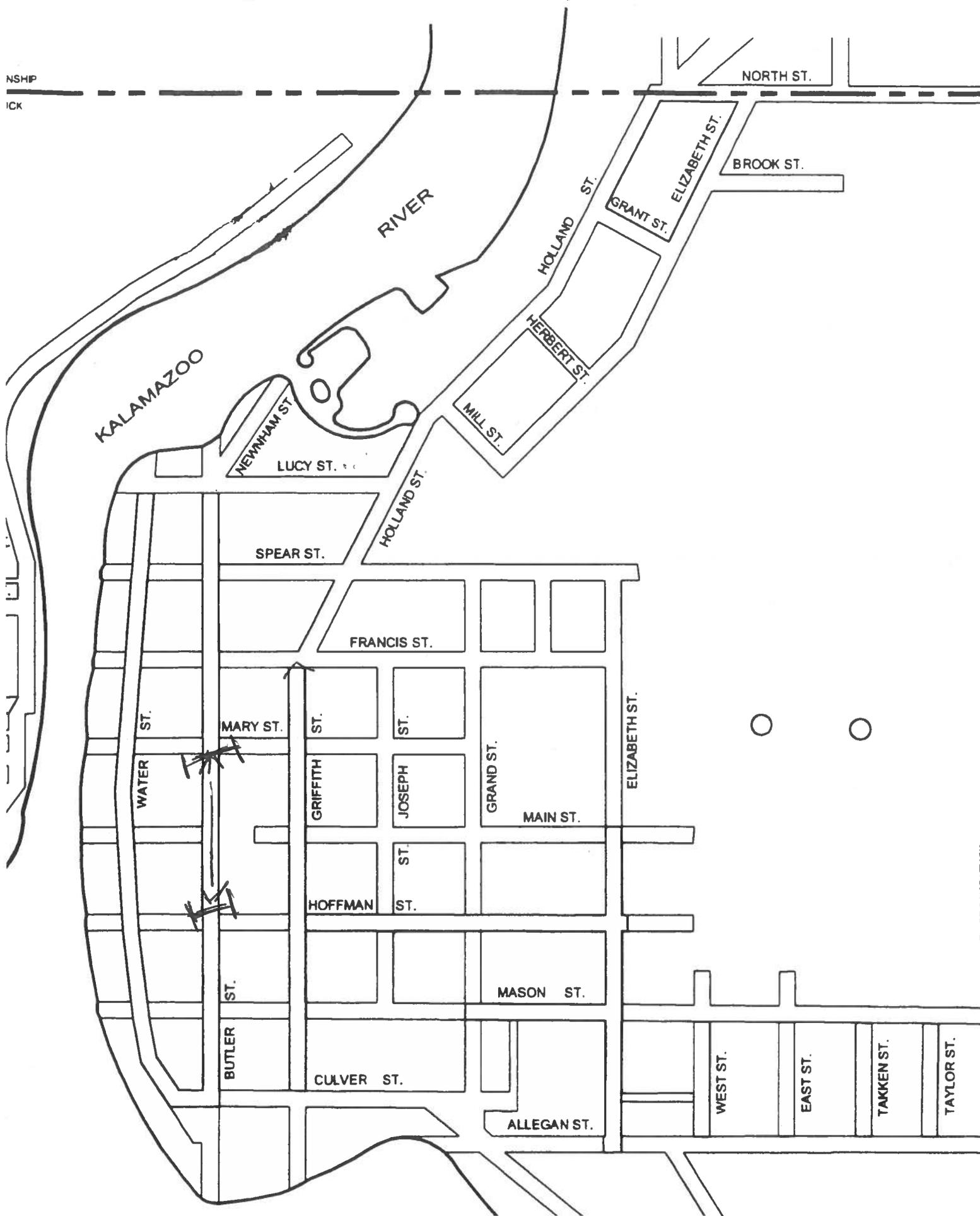


Applicant Signature

1-26-16

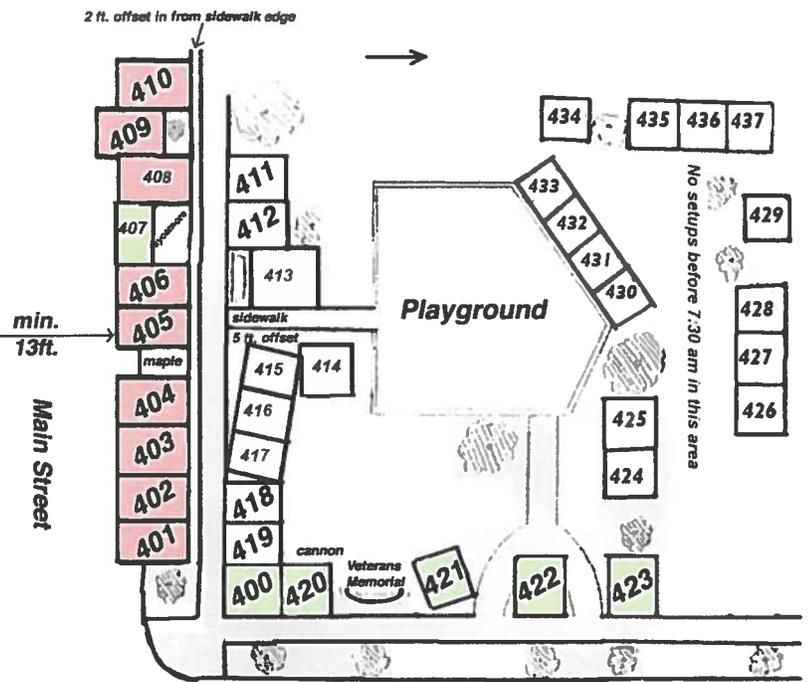
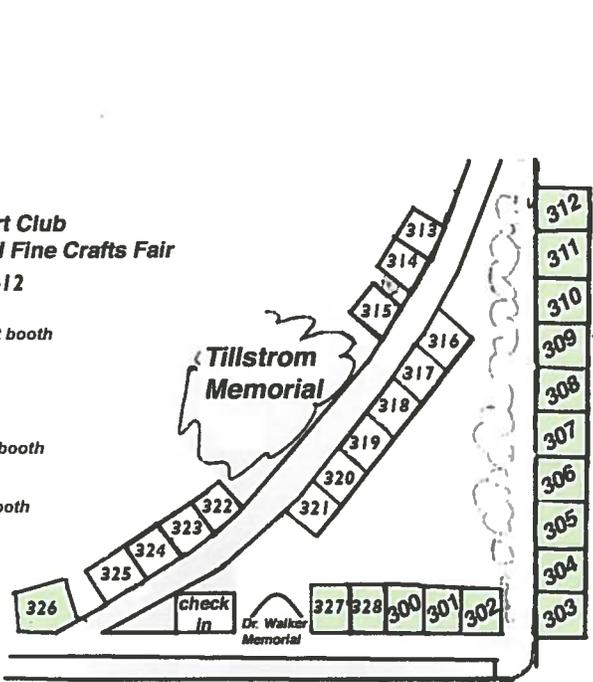
Date

Downtown Street / Sidewalk Closure(s)

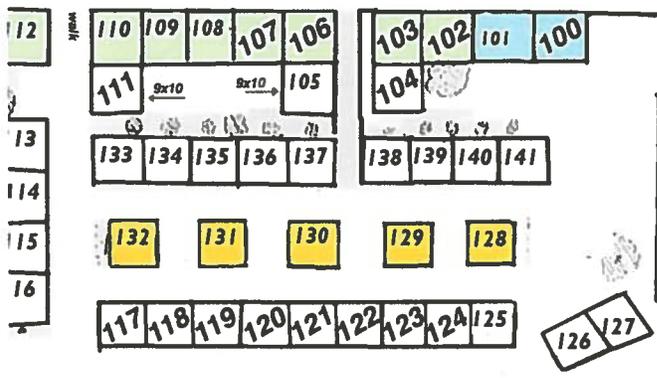
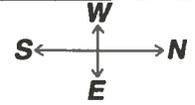


**Douglas Art Club
The Art and Fine Crafts Fair
Wed 06-14-12**

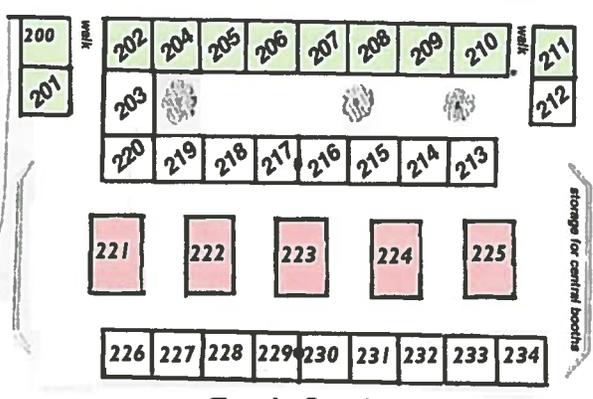
- double front booth
- back booth
- street front booth
- standard booth
- food booth



**Butler Street (Southbound only during setup and takedown)
No parking east side all day, no parking west side during set up**



Basketball Court



Tennis Court



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: Saugatuck Douglas Art Club TELEPHONE: 616-928-8278
MAILING ADDRESS: Box 76 Saugatuck
CONTACT NAME: Ginna Berghuis TELEPHONE: 616 928 8278
E-MAIL ADDRESS: artclub@saugatuckdouglasartclub.org CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Ginna Berghuis TELEPHONE: 616 928 8278
E-MAIL ADDRESS: ginna@me.com CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Clothesline Art Show DATE(S) OF EVENT: 9-17-16
PURPOSE OF EVENT: Members arts+crafts show RAIN DATE: _____

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

EVENT LOCATION: Wicks Park EVENT HOURS: _____

ESTIMATED NUMBER OF ATTENDEES: 2

ESTIMATED NUMBER OF VOLUNTEERS: 2

ESTIMATE DATE / TIME FOR SET-UP: 9, 17, 16 9 P.M. (circle one)

ESTIMATE DATE / TIME FOR CLEAN-UP: 9, 17, 16 2 P.M. (circle one)

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 OVER CITY STREET** - Location: _____
(Size cannot be greater than 16 square feet. Cannot be displayed no 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 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** 4
- AWNINGS – QUANTITY** _____
- TABLES – QUANTITY** 4
- 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

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 Sprinklers off on 9/16/14

SAUGATUCK/DOUGLAS POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

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

Street closure date/time: / / _____ A.M. P.M. (circle one)

Street re-open date/time: / / _____ A.M. P.M. (circle one)

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: / / _____ A.M. P.M. (circle one)

Sidewalk re-open date/time: / / _____ A.M. P.M. (circle one)

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

Parking Lot Location: _____

Sidewalk closure date/time: / / _____ A.M. P.M. (circle one)

Sidewalk re-open date/time: / / _____ A.M. P.M. (circle one)

What parking arrangements are proposed to accommodate potential attendance: _____

CITY USE ONLY – Department representative please initial if approved

[] DPW [] POLICE [] FIRE

CITY COUNCIL APPROVAL DATE: _____

AUTHORIZED BY: _____

DATE: _____

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.

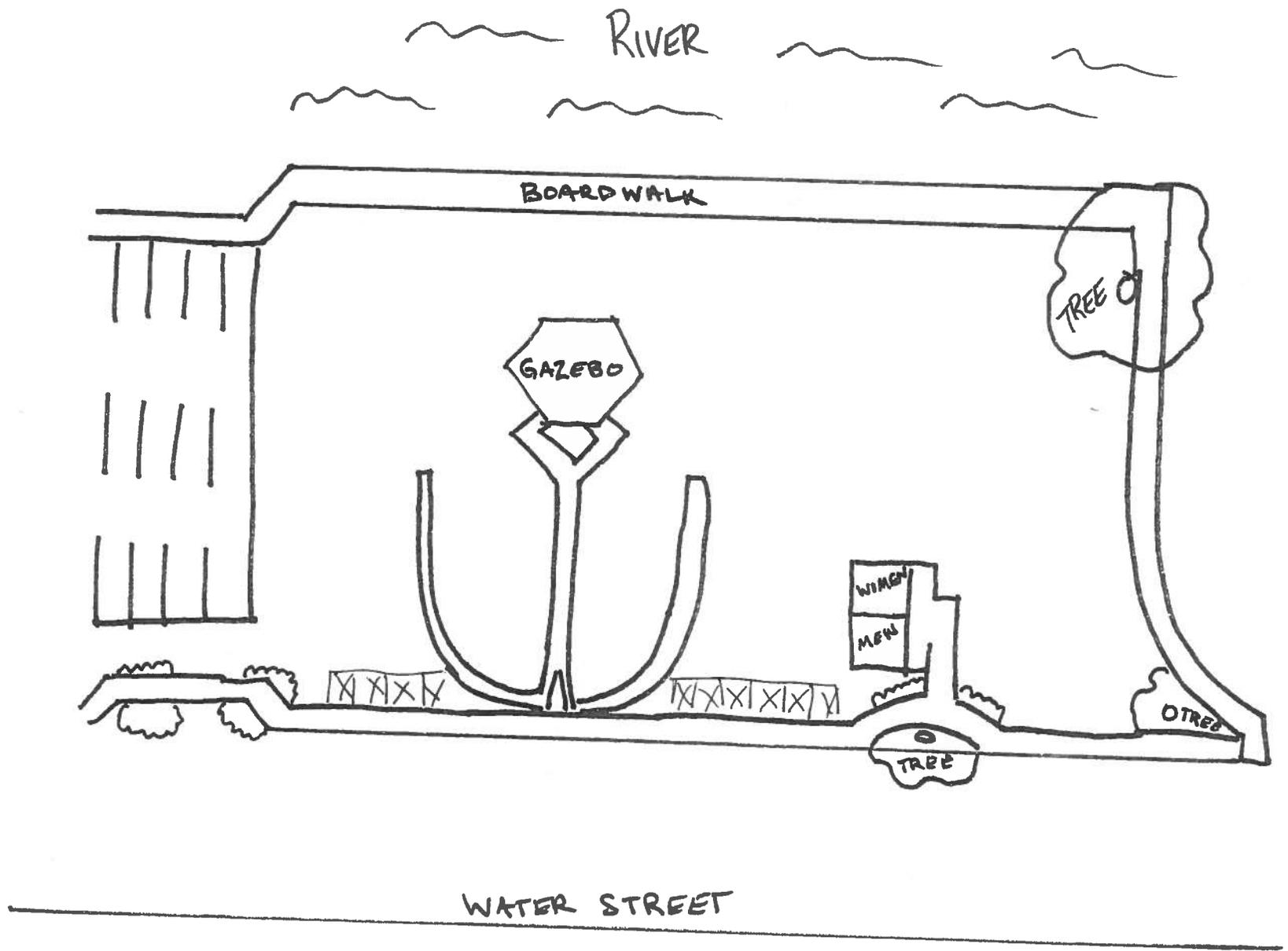
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury,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

2-1-16
Date



I love DAD