



**CITY COUNCIL AGENDA  
JULY 11, 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 June 27, 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:
12. UNFINISHED BUSINESS: **None**
13. NEW BUSINESS  
**A. Professional Services Agreement Fleis & VandenBrink– Parks Master Planning (VOICE VOTE)**  
**B. Ordinance No. 160711-1 – Bed & Breakfast Parking Requirements (ROLL CALL)**  
**C Douglas Dutchers Temporary Banner (VOICE VOTE)**
14. CONSENT AGENDA:  
**A. Annual Prokopeak Family Reunion – August 5-August 7, 2016**
15. PUBLIC COMMENTS *(Limit 3 minutes)*
16. COMMUNICATIONS:
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS: **None**
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](mailto:monica@saugatuckcity.com) for further information.

**PROPOSED Minutes**  
**Saugatuck City Council Meeting**  
**Saugatuck, Michigan, June 27, 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 Peterson at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Attendance:**  
Present: Spangler, Johnson, Hess, Verplank, Peterson Bekken & Trester  
Absent: None  
Others Present: City Manager Harrier, City Clerk Nagel & City Treasurer Stanislawski
4. **Approval of Minutes:**  
**A. Regular City Council Meeting of June 13, 2016:** A motion was made by Johnson, 2<sup>nd</sup> by Trester, to approve the June 13, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** Mayor Peterson announced the creation of a working group to discuss how to fund and build a Christmas Tree for Holiday Lighting.
6. **City Manager's Report:** City Manager Harrier reported that Septic Tank Systems will be placing two (2) portable jons in Culver Street parking lot.
7. **Agenda Changes:** None
8. **Guest Speakers:** None
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Hess, 2<sup>nd</sup> by Johnson, to approve the accounts payable in the amount of \$37,120.10. Upon voice vote the motion carried unanimously.
11. **Public Hearings:**  
**A. FY 2016-2017 Budget:** A public hearing was scheduled on this date for the proposed FY 2016/2017 annual budget which begins July 1, 2016 through June 30, 2017, involving the operations of all City departments. The budget was submitted by the City Manager to City Council on June 9, 2016 and officially accepted at the June 6, 2016 City Council meeting. It was recommended that the FY 2016/2017 annual budget be adopted as presented.  
  
Mayor Peterson declared the public hearing open for comment at 7:10 p.m.  
  
Mayor Peterson declared the public hearing closed at 7:11 p.m.
12. **Unfinished Business:** None
13. **New Business:**  
**A. Resolution No. 160627-A – FY 15/16 Year- End Budget Amendment:** A motion was made by Hess, 2<sup>nd</sup> by Verplank, to approve Resolution No. 160627-A amending the FY 15/16 budget as presented. Upon roll call the motion carried unanimously.

**B. Resolution No. 160627-B – General Appropriations Act:** A motion was made by Verplank, 2<sup>nd</sup> by Spangler, to approve Resolution No. 160627-B and adopt the General Appropriations Act as presented. Upon roll call the motion carried unanimously.

**C. Professional Services Agreement – Assessor Services:** A motion was made by Spangler, 2<sup>nd</sup> by Hess, to approve the Professional Services Agreement for Assessor Services as presented. Upon voice vote the motion carried unanimously.

**D. Sign in the Right-of-Way for Rotary 4<sup>th</sup> of July Fireworks:** A motion was made by Trester, 2<sup>nd</sup> by Johnson, to approve the request to install a banner as presented within the public right-of-way as indicated on the attached right-of-way sign permit application. Upon voice vote the motion carried unanimously.

**14. Consent Agenda:** None

**15. Public Comment:** Glenna DeJong (*resident*) presented Council with a communication opposing anti-discrimination ordinances and encouraged Council to sign the proposed House and Senate Bills supporting LGBT communities.

**16. Communications:**

**A. Letter of Communication from S/D Garden Club:** *Accepted as information*

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

**18. Council Comments:** None

**19. Adjournment:** Mayor Peterson adjourned the meeting at 7:55 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk

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Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	DEBT CREW	190.00
	COUNTY RESERVES MEMORIAL DAY	240.00
	TOTAL	430.00
2. BELL EQUIPMENT CO	STREE SWEEPER	772.59
3. BRUCE STARRING	CHAIN FERRY REPAIRS	220.56
4. CHEF CONTAINER, LLC	TRASH	544.60
5. CHEMICAL BANK	BANKING FEES	27.30
6. CITY OF DOUGLAS	POLICE SERVICES	45,218.75
7. COMCAST	TELEPHONE & INTERNET	284.60
8. CONSUMERS ENERGY	STREET LIGHTS	1,761.60
9. DEERE & COMPANY	JOHN DEERE TRACTOR BEACH	52,273.59
10. DIANNA MC GREW	ASSESSING SERVICES	2,436.64
11. ETNA SUPPLY	SUPPLIES	143.41
12. FIRST BANK CARD	OVAL BEACH CONCESSION	344.68
	POSTAGE, OVAL BEACH & REPAIRS	388.55
	TOTAL	733.23
13. FRIS OFFICE OUTFITTERS	SUPPLIES	169.06
14. FRONTIER	TELEPHONES	271.37
15. GATES ELECTRIC INC	OVAL BEACH	112.99
16. GLOBAL EQUIPMENT COMPANY	SUPPLIES	129.75
17. GORDON FOOD SERVICE	CONCESSION	2,622.72
	CONCESSION	3,542.70
	TOTAL	6,165.42
18. GRAAFSCHAP HARDWARE	SUPPLIES	50.14
19. MARILYN A. STARRING	SPEAR STREET BOAT LAUNCH	273.00
20. MCKELLIPS PLUMBING INC	PLUMBING SERVICES	323.50
21. MERCHANTS BANCARD NETWORK	OVAL BEACH	1,286.99
22. MERS	RETIREMENT	12,000.00
23. MICHAEL STARRING	CHAIN FERRY LAUNCH	200.00
24. MICHIGAN GAS UTILITIES	CITY HALL	43.68
	BUTLER STREET BATHROOM	45.18
	DPW BARN	47.67
	TOTAL	136.53

Vendor Name	Description	Amount
25. MICHIGAN MUNICIPAL LEAGUE		
	DUES	898.00
	WORKER COMP	11,231.00
	TOTAL	12,129.00
26. OBSERVER NEWSPAPERS		
	PRINTING	1,000.00
27. OVERISEL LUMBER COMPANY		
	SUPPLIES & REPAIRS	167.29
28. PETTY CASH		
	OVAL BEACH	1,050.00
29. PRIORITY HEALTH		
	HEALTH INSURANCE	8,641.23
30. PURITY CYLINDER GASES INC		
	OVAL BEACH	16.05
	CONCESSION	37.25
	TOTAL	53.30
31. SAUGATUCK FIRE		
	SHORT TERM RENTALS	360.00
32. SHORELINE COMPUTER SYSTEMS		
	COMPUTER SERVICES	350.00
33. SISTERS IN INK		
	CONCESSION	151.20
	CONCESSION	319.50
	TOTAL	470.70
34. STANDARD INSURANCE COMPANY		
	INSURANCE	339.80
35. STAR OF SAUGATUCK BOAT CRUISES		
	CHAIN FERRY LICENSING	1,872.95
	CHAIN FERRY SUPPLIES	48.75
	TOTAL	1,921.70
36. STINGERS PEST CONTROL		
	PEST CONTROL	80.00
37. VALLEY CITY LINEN INC		
	SHOP TOWELS	136.85
38. WEST MICHIGAN AERIAL LLC		
	BUCKET TRUCK MAINTENANCE	7,500.00
39. WESTENBROEK MOWER INC		
	STIHL TRIMMER	359.95
40. WYOMING ASPHALT PAVING CO		
	ASPHALT	92.92
41. XEROX FINANCIAL SERVICES		
	COPIER LEASE	326.06
TOTAL - ALL VENDORS		160,944.42
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		89,759.07
Fund 202 - MAJOR STREETS		3,576.03
Fund 203 - LOCAL STREETS		3,933.30
Fund 661 - MOTOR POOL FUND		63,676.02

07/08/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 06/01/2016 - 06/30/2016				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
06/03/2016	DD2326(A)	HARRIER, KIRK	PAYROLL	1,858.79
06/03/2016	DD2339(A)	SIMONSON, BRUCE	PAYROLL	1,703.22
06/03/2016	DD2325(A)	HALLGREN, JON	PAYROLL	1,213.14
06/03/2016	DD2329(A)	JONES, MICHAEL	PAYROLL	1,175.39
06/03/2016	DD2340(A)	STANISLAWSKI, PETER	PAYROLL	1,717.43
06/03/2016	DD2333(A)	NAGEL, MONICA	PAYROLL	1,370.50
06/03/2016	DD2327(A)	HERBERT, SCOTT	PAYROLL	1,112.21
06/03/2016	DD2321(A)	BULTMAN, LINDA	PAYROLL	1,442.66
06/03/2016	DD2332(A)	MIRTO, KATHI	PAYROLL	177.23
06/03/2016	DD2338(A)	REYES, MELISSA	PAYROLL	72.67
06/03/2016	DD2331(A)	KUPRES, NICOLE	PAYROLL	489.98
06/03/2016	DD2328(A)	HINKLE, MARY	PAYROLL	467.36
06/03/2016	DD2323(A)	FENTERS, AARON	PAYROLL	703.34
06/03/2016	DD2335(A)	PHELPS, JENNIFER	PAYROLL	51.94
06/03/2016	DD2324(A)	GARCIA, CONTESSA	PAYROLL	42.95
06/03/2016	DD2334(A)	OSMAN, CINDY	PAYROLL	1,198.38
06/03/2016	DD2337(A)	RAMIREZ, MAHER	PAYROLL	688.72
06/03/2016	DD2336(A)	POEL, SAWYER	PAYROLL	688.72
06/03/2016	DD2330(A)	KUPRES, GERALDINE	PAYROLL	72.67
06/03/2016	DD2322(A)	CARPER, KEEGAN	PAYROLL	15.85
06/03/2016	EFT793(E)	457-VALIC	PAYROLL	2,953.23
06/03/2016	EFT794(E)	MERS HYBRID	PAYROLL	872.32
06/03/2016	EFT795(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,074.44
06/13/2016	15188	7UP HOLLAND	CONCESSION	1,036.80
06/13/2016	15189	ACCURATE STRIPING	STREET PAINTING	4,725.03
06/13/2016	15190	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS	91.99
06/13/2016	15192	BARCO PRODUCTS COMPANY	SIGNS	63.81
06/13/2016	15193	BLOOM SLUGGETT MORGAN	LEGAL FEES	5,972.00
06/13/2016	15194	DECATUR DOOR & GLASS SERVICE INC	BUTLER STREET BATHROOM DOORS	4,916.00
06/13/2016	15195	DEMONDS SUPER VALU	CITIZEN YEAR	72.26
06/13/2016	15196	ELECTION SOURCE	ELECTION	32.01
06/13/2016	15197	FLEIS & VANDENBRINK ENGINEERING IN	ENGINEERING	22,211.23
06/13/2016	15198	FRIS OFFICE OUTFITTERS	OFFICE SUPPLIES	344.53
06/13/2016	15199	GROUNDS MANAGEMENT SERVICES	PEST CONTROL	45.00
06/13/2016	15200	KATHERINE ECONOMOS	PARK FLOWERS	36.02
06/13/2016	15201	LEMON FRESH CLEANERS	DRY CLEANING	84.00
06/13/2016	15202	MEEKHOF TIRE SALES	BACK HOE & BUCKET TRUCK	2,340.34
06/13/2016	15203	MICHIGAN ELECTRO FREEZE INC	CONCESSION	714.48
06/13/2016	15204	MICHIGAN PAVING & MATERIALS CO	OVAL BEACH	5,000.00
06/13/2016	15205	MINER SUPPLY CO	SUPPLIES	1,516.24
06/13/2016	15206	OVERISEL LUMBER COMPANY	SUPPLIES & REPAIRS	900.35

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CHECK DATE FROM 06/01/2016 - 06/30/2016				
Check Date	Check	Vendor Name	Description	Amount
06/13/2016	15207	PERMA GREEN WEED CONTROL	PEST CONTROL	200.00
06/13/2016	15208	PLUMMER'S ENVIRONMENTAL SERVICE	STREET BASINS	3,900.00
06/13/2016	15209	POSTMASTER	PO BOX	66.00
06/13/2016	15210	PURITY CYLINDER GASES INC	CONCESSION	47.41
06/13/2016	15211	REPCOLITE	STREET PAINT	1,010.85
06/13/2016	15212	ROBIN'S FLOWER GARDENS	OVAL	52.97
06/13/2016	15213	SAUGATUCK PUBLIC SCHOOLS	CANNON REPAIR	182.99
06/13/2016	15214	SPRING BROOK SUPPLY	PARKS IRRIGATION	96.96
06/13/2016	15215	STANDARD INSURANCE COMPANY	INSURANCE	339.80
06/13/2016	15216	STATE OF MICHIGAN	SHOPPERS DOCK PERMIT	50.00
06/13/2016	15218	TOM ALLEN ENTERPRISES, INC	CHAIN FERRY	199.50
06/13/2016	15219	TOWER MARINE	CHAIN FERRY	354.67
06/13/2016	15220	VAN TILL'S GREENHOUSE	FLOWERS	571.35
06/13/2016	15221	VS FLOWERS	CITIZEN OF YEAR	40.00
06/13/2016	15222	WESTENBROEK MOWER INC	CHAINSAW, VACUUM & SUPPLIES	479.40
06/13/2016	15223	WYOMING ASPHALT PAVING CO	ASPHALT	184.46
06/13/2016	1106(E)	AT&T MOBILITY	CELL PHONES	173.76
06/13/2016	1107(E)	CHEF CONTAINER, LLC	TRASH	1,722.90
06/13/2016	1108(E)	COMCAST	TELEPHONES & INTERNET	284.60
06/13/2016	1109(E)	FIRST BANK CARD	WEBSITE & COMPUTER	1,863.05
06/13/2016	1110(E)	GORDON FOOD SERVICE	CONCESSION	3,035.22
06/13/2016	1111(E)	MERCHANTS BANCARD NETWORK	CONCESSION	382.44
06/13/2016	1112(E)	MICHIGAN GAS UTILITIES	CITY HALL	201.08
06/13/2016	1113(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,641.23
06/13/2016	1114(E)	VALLEY CITY LINEN INC	SHOP TOWELS	49.35
06/13/2016	1115(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	326.06
06/13/2016	1116(A)	CITY OF DOUGLAS	POLICE SERVICES	46,072.92
06/13/2016	1117(A)	MICHIGAN CAT	PEDAL WHEEL LOADER	307.21
06/13/2016	1118(A)	MARILYN A. STARRING	SPEAR BOAT LAUNCH	525.00
06/13/2016	1119(A)	MICHAEL CLARK	PLANNING & HDC SERVICES	158.40
06/13/2016	1120(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS & TRAINING	520.95
06/13/2016	1121(A)	SHORELINE COMPUTER SYSTEMS	UPGRADED SERVER	3,159.00
06/13/2016	1122(A)	SISTERS IN INK	CONCESSION	832.83
06/13/2016	1123(A)	STREAMLINE DESIGN.COM LLC	SIGNS	1,002.00
06/13/2016	1124(A)	TRUCK & TRAILER SPECIALTIES	REPAIR PUMP	779.17
06/13/2016	15191	AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES	495.00
06/13/2016	15217	STINGERS PEST CONTROL	PEST CONTROL	50.00
06/17/2016	DD2352(A)	HARRIER, KIRK	PAYROLL	1,858.81
06/17/2016	DD2371(A)	SIMONSON, BRUCE	PAYROLL	1,785.72
06/17/2016	DD2351(A)	HALLGREN, JON	PAYROLL	1,213.16
06/17/2016	DD2358(A)	JONES, MICHAEL	PAYROLL	1,354.40
06/17/2016	DD2373(A)	STANISLAWSKI, PETER	PAYROLL	1,400.47
06/17/2016	DD2362(A)	NAGEL, MONICA	PAYROLL	1,370.50

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CHECK DATE FROM 06/01/2016 - 06/30/2016				
Check Date	Check	Vendor Name	Description	Amount
06/17/2016	DD2354(A)	HERBERT, SCOTT	PAYROLL	1,145.44
06/17/2016	DD2341(A)	BULTMAN, LINDA	PAYROLL	2,036.10
06/17/2016	DD2363(A)	NUTTING, TANNER	PAYROLL	648.03
06/17/2016	DD2361(A)	MIRTO, KATHI	PAYROLL	707.21
06/17/2016	DD2353(A)	HERBERT, MICHAEL	PAYROLL	139.23
06/17/2016	DD2370(A)	REYES, MELISSA	PAYROLL	392.67
06/17/2016	DD2375(A)	TUBERGEN, NATHAN	PAYROLL	60.57
06/17/2016	15224	RIVERA-PRINCE, SYDNEY	PAYROLL	108.82
06/17/2016	DD2360(A)	KUPRES, NICOLE	PAYROLL	912.58
06/17/2016	DD2364(A)	O'MALLEY, SEAN	PAYROLL	244.82
06/17/2016	DD2355(A)	HINKLE, MARY	PAYROLL	667.84
06/17/2016	DD2348(A)	FENTERS, AARON	PAYROLL	703.34
06/17/2016	DD2376(A)	FENTERS, AARON	PAYROLL	98.46
06/17/2016	DD2344(A)	CARPER, KAYLA	PAYROLL	231.24
06/17/2016	DD2374(A)	TEDALDI, DOMINIC	PAYROLL	119.35
06/17/2016	DD2367(A)	PHELPS, JENNIFER	PAYROLL	459.74
06/17/2016	DD2372(A)	SNYDER, NATHAN	PAYROLL	164.46
06/17/2016	DD2349(A)	GARCIA, CONTESSA	PAYROLL	540.42
06/17/2016	DD2365(A)	OSMAN, CINDY	PAYROLL	1,198.37
06/17/2016	DD2369(A)	RAMIREZ, MAHER	PAYROLL	688.72
06/17/2016	DD2368(A)	POEL, SAWYER	PAYROLL	688.73
06/17/2016	DD2359(A)	KUPRES, GERALDINE	PAYROLL	703.27
06/17/2016	DD2345(A)	CARPER, KEEGAN	PAYROLL	177.35
06/17/2016	DD2346(A)	CASTRO, ADAM	PAYROLL	352.29
06/17/2016	DD2356(A)	HOWARD, HANNAH	PAYROLL	107.05
06/17/2016	DD2342(A)	CAO, YOU	PAYROLL	275.75
06/17/2016	DD2377(A)	CAO, YOU	PAYROLL	315.84
06/17/2016	DD2343(A)	CARPER, CONNOR	PAYROLL	98.28
06/17/2016	DD2350(A)	GILES, COLE	PAYROLL	382.61
06/17/2016	DD2357(A)	HUBBARD, MADISON	PAYROLL	230.06
06/17/2016	DD2366(A)	PALAZZOLO, PETER	PAYROLL	78.93
06/17/2016	DD2347(A)	CHALICE, DANIEL	PAYROLL	16.49
06/17/2016	EFT796(E)	457-VALIC	PAYROLL	3,048.44
06/17/2016	EFT797(E)	MERS HYBRID	PAYROLL	880.27
06/17/2016	EFT798(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,371.87
06/17/2016	EFT799(E)	FEDERAL TAX DEPOSIT	PAYROLL	20.45
06/27/2016	15235	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	702.14
06/27/2016	1125(E)	CHEF CONTAINER, LLC	TRASH	89.62
06/27/2016	1126(E)	CONSUMERS ENERGY	ELECTRIC	3,221.77
06/27/2016	1129(E)	SHELL	GASOLINE & DIESEL	288.47
06/27/2016	1130(E)	STATE OF MICHIGAN	SALES TAX CONCESSION	293.28
06/27/2016	1131(A)	ALLEGAN COUNTY TREASURER	TAX PAPER	793.32
06/27/2016	1132(A)	BRUCE'S BLACKTOP LLC	ASPHALT REPAIRS	1,545.00

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CHECK DATE FROM 06/01/2016 - 06/30/2016				
Check Date	Check	Vendor Name	Description	Amount
06/27/2016	1133(A)	CITY OF DOUGLAS	OVAL BEACH & 3RD CAR	2,272.22
06/27/2016	1134(A)	COUNTRYSIDE ELECTRIC INC	DPW BARN & PARKS	368.18
06/27/2016	1135(A)	GLOBAL EQUIPMENT COMPANY	TRASH CAN LIDS	2,466.23
06/27/2016	1136(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	30.34
06/27/2016	1137(A)	KALAMAZOO FLAG COMPANY	FLAGS & POLES	434.74
06/27/2016	1138(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	31.36
06/27/2016	1139(A)	SAUGATUCK FIRE	SHORT TERM RENTAL	90.00
06/27/2016	1140(A)	SHORELINE COMPUTER SYSTEMS	SERVER PARTS	250.00
06/27/2016	1141(A)	SISTERS IN INK	CHAIN FERRY UNIFORMS	516.82
06/27/2016	15225	CAPITAL ONE	SUPPLIES	81.04
06/27/2016	15226	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,452.56
06/27/2016	15227	FLEIS & VANDENBRINK ENGINEERING IN	FUEL TANK REMOVALS	5,529.57
06/27/2016	15228	FRIS OFFICE OUTFITTERS	SUPPLIES	194.20
06/27/2016	15229	HEINZ DISPENSING	CONCESSION	163.20
06/27/2016	15230	IHLE AUTO PARTS	REPAIRS & SUPPLIES	106.61
06/27/2016	15231	MINER SUPPLY CO	SUPPLIES	2,482.04
06/27/2016	15232	OTTAWA AREA INTERMEDIATE SCHOOL	PROPERTY TAXES	355.06
06/27/2016	15233	PRINTING SYSTEMS, INC.	ELECTION	299.00
06/27/2016	15234	PRO-TEMP INC	CONCESSION	1,036.48
06/27/2016	15236	STATE OF MICHIGAN	OVAL BEACH WATER TESTING	18.00
06/27/2016	15237	TERRY'S PRECAST PRODUCTS INC	SIGN BASE	110.00
06/27/2016	15238	TOLSMA PLUMBING	638 ALLEGAN STREET CUT REFUND	1,867.55
06/27/2016	15239	WAUSA TILE INC	TRASH BINS	4,943.00
06/27/2016	15240	WESTENBROEK MOWER INC	SUPPLIES	48.97
06/27/2016	1127(E)	GORDON FOOD SERVICE	CONCESSION	3,410.90
06/27/2016	1128(E)	KALAMAZOO LAKE SEWER & WATER	WATER	1,628.43
06/29/2016	DD2378(A)	BEKKEN, MARK	BOARDS & COMMISSONS	121.94
06/29/2016	DD2388(A)	JOHNSON, BARRY	BOARDS & COMMISSONS	191.84
06/29/2016	DD2400(A)	VERPLANK, JANE	BOARDS & COMMISSONS	182.91
06/29/2016	DD2386(A)	HESS, WILLIAM	BOARDS & COMMISSONS	235.16
06/29/2016	DD2397(A)	SPANGLER, JEFF	BOARDS & COMMISSONS	182.91
06/29/2016	DD2389(A)	KUBASIAK, ROBERT	BOARDS & COMMISSONS	79.28
06/29/2016	DD2387(A)	HILLMAN, JUDITH	BOARDS & COMMISSONS	104.52
06/29/2016	DD2395(A)	RIEKSE, DICK	BOARDS & COMMISSONS	52.86
06/29/2016	DD2392(A)	MC POLIN, KATE	BOARDS & COMMISSONS	78.38
06/29/2016	DD2379(A)	BELLA, VICTOR	BOARDS & COMMISSONS	104.52
06/29/2016	DD2380(A)	BONT, RICHARD	BOARDS & COMMISSONS	79.28
06/29/2016	DD2382(A)	BOYCE, MARGARET	BOARDS & COMMISSONS	78.38
06/29/2016	DD2393(A)	MUIR, JAMES	BOARDS & COMMISSONS	52.86
06/29/2016	DD2394(A)	PETERSON, CHRISTINE	BOARDS & COMMISSONS	154.60
06/29/2016	DD2396(A)	SCHMIDT, FRED	BOARDS & COMMISSONS	78.39
06/29/2016	DD2381(A)	BOUCK, JAMES	BOARDS & COMMISSONS	79.28
06/29/2016	DD2401(A)	ZERFAS, ZACHARY	BOARDS & COMMISSONS	52.86

07/08/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 06/01/2016 - 06/30/2016				
Check Date	Check	Vendor Name	Description	Amount
06/29/2016	DD2399(A)	TRESTER, KENNETH	BOARDS & COMMISSONS	182.90
06/29/2016	DD2391(A)	MAHAN, SHEILA	BOARDS & COMMISSONS	78.39
06/29/2016	DD2385(A)	DEEM, MICHAEL	BOARDS & COMMISSONS	104.52
06/29/2016	DD2398(A)	STRAKER, TIMOTHY	BOARDS & COMMISSONS	26.12
06/29/2016	DD2384(A)	CRAWFORD, RICHARD	BOARDS & COMMISSONS	78.03
06/29/2016	DD2390(A)	LEWIS, LEIGH	BOARDS & COMMISSONS	52.26
06/29/2016	DD2383(A)	BURNS, ELIZABETH	BOARDS & COMMISSONS	101.17
06/30/2016	1143(E)	CHEMICAL BANK	BANKING FEES	27.30
06/30/2016	1144(E)	FRONTIER	TELEPHONES	271.37
06/30/2016	EFT800(E)	FEDERAL TAX DEPOSIT	PAYROLL	443.89
06/30/2016	EFT801(E)	MERS	PAYROLL	3,708.00
06/30/2016	EFT802(E)	MI DEPT OF TREASURY	PAYROLL	2,234.67
06/30/2016	15241	MML UNEMPLOYMENT COMPENSATIO	PAYROLL	10.96
Total of 183 Checks:				236,971.56
Less 1 Void Checks:				275.75
Total of 182 Disbursements:				236,695.81



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** July 11, 2016

**SUBJECT:** Professional Services Agreement (Parks Master Planning and 5 Year Parks & Recreation Plan Update)

**DESCRIPTION**

Proposal from Fleis & Vandenbrink to provide professional services for park master planning and a 5 year parks & recreation plan update. This plan will be used for funding and planning purposes for each of the major parks in the City. An approved parks plan that identifies specific projects is a requirement in order for the City to qualify for state grant opportunities.

**BUDGET ACTION REQUIRED:**

City Council appropriate funds in the FY 16/17 for this expenditure

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

Municipal attorney Jeff Sluggett has advised the requirements of Chapter 32.18 of the City Ordinance have been met if Council approves the proposal for professional services.

**SAMPLE MOTION:**

Motion to **approve/deny** proposal from Fleis & Vandenbrink dated June 17, 2016 to provide professional services for park master planning and a 5 year parks & recreation plan update in the amount of \$8,100.

June 17, 2016

Kirk Harrier, Manager  
PO Box 86  
102 Butler Street  
Saugatuck, MI 49453

**RE: Proposal to Provide Professional Services for Park Master Planning and 5 Year Park & Recreation Plan Update**

Dear Kirk:

We are pleased to provide our proposal for preparing an update for the 2015-2019 Joint 5-Year Park & Recreation Plan for the City of Saugatuck, Saugatuck Township and the City of the Village of Douglas. Our proposal is based on updating the current plan, as it relates to the City of Saugatuck, to meet current Michigan Department of Natural Resources (MDNR) plan submittal and funding eligibility requirements. It will add new information to the plan that is specific to the City's long-term recreational needs and desires. This new information will include site specific preliminary master plans for various parks throughout the City in order to give a more detailed assessment for recreational development beyond the existing 5 Year Park & Recreation Plan.

We understand your goal is to develop a conceptual plan for each of the major parks that can be used for funding and planning purposes. This goes above and beyond the requirements of an MDNR parks and recreation plan, but is extremely useful for planning and grant applications.

We recognize the following are necessary for your project's success:

- **Community Input.** Participation by members from the Planning Commission, City Staff, City Council and general public must be a key component of the planning process and is key to the overall success of this project.
- **Inventory & Analysis** of existing public and quasi-public land, existing parks and facilities and current and proposed programs need to be evaluated and established to reflect the current and projected needs of the community.
- **Identify true and accurate user needs.** Public involvement through workshops, public hearings and surveys can aid in long-range planning for park & recreation facility and program needs.
- **Identify viable grant funding sources** that are necessary for implementation. The Recreation Plan Update is the first stage in seeking funding assistance.
- **Completion Date.** The final 5-year Recreation Plan Update is anticipated to be completed prior to November 1, 2016. We have indicated a 120 day schedule to complete the work well in advance of the submittal deadline.

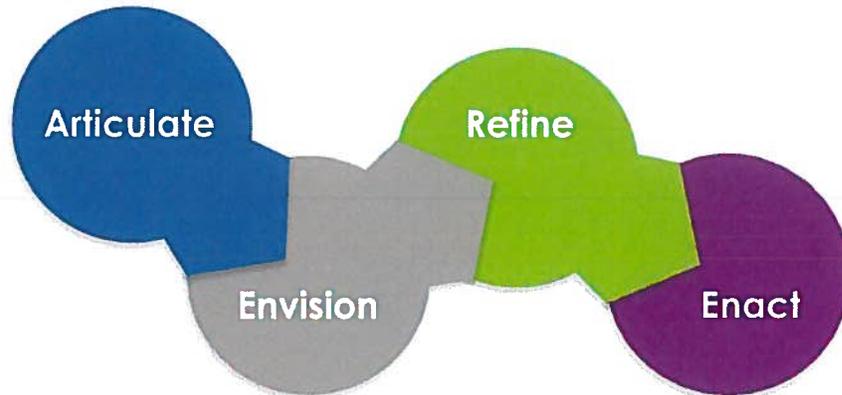
Our project team of Landscape Architects and Engineers brings over 80 years of combined experience. We have a comprehensive understanding of the many diverse and sometimes competing complexities involved with Park and Recreation planning and design, which must be taken into consideration to meet the needs of active, passive and challenged users in an integrated park setting.

## SCOPE OF SERVICES

Five year plans require public input, draft plan review period of 14 days and a formal resolution to adopt the plan. The existing plan contains adequate demographic data, economic data and inventory of recreational facilities. The current 5 Year Park & Recreation Plan is intended by the MDNR to give a broad overview of recreational opportunities. The focus of our scope of work will be to go above and beyond this broad overview and develop site specific preliminary master plans for various parks in the City of Saugatuck. These plans can then be added to the existing recreation plan and provide the City with the ability to better make decisions on improvements for a park based on the respective park preliminary master plan. F&V will facilitate conducting two public workshops to verify current community needs, and creation of a recreation action plan that is site specific to meet the needs of the community.

F&V will build on the recent Capital Improvements Plan (CIP) prepared for the City-owned Parks and Recreation Facilities. The facilities targeted for development of preliminary master plans will include:

- Coghlin Park
- Cook Park
- Mt. Baldhead Park
- Oval Beach
- Peterson Nature Preserve
- Wicks Park
- Willow Park
- Village Square



The first step will be to look at the big picture within the project area, considering the aesthetics, functionality, maintenance concerns, safety issues and infrastructure needs for the existing parks and start the process of organizing these separate elements into a coherent and meaningful whole. A kick-off meeting with City staff and board members will give key stakeholders in the community the opportunity to share their needs, wants, desires and priorities. Once we have a clear vision of where we are as a starting point, we will begin the process in Task 2 of envisioning the possibilities.

Engaging the community is of course a critical piece to this puzzle. Engaging groups, key stakeholders and frequent users of the parks is crucial as well. Some key stakeholders would include the City Council, the Planning Commission, DPW, police and fire departments, Parks and Recreation Commission, Chamber of Commerce, and local residents. Our first planning workshop will include these groups. The challenge is developing infrastructure that meets the needs of the summer population swell from May to September but still is mindful of the year round residents and their needs. Also, phasing and staging of construction activities has to be thought out in such a way to minimize disruption to the economic prime window during these peak population times. We will work with the City staff to reach-out to all appropriate user groups.

### TASK 1 - START-UP MEETING /CONDUCT WORKSHOP (KICK-OFF MEETING #1)

We will meet with representatives from the City to confirm and to develop the project schedule. The City Manager will serve as a link with the consultants and will help facilitate the focus of the public forums. We will need input from the identified stakeholders to establish goals and objectives for the public workshop and public hearing. We will also verify the scope of facilities to be addressed by this planning effort and:

- Meet with the City representatives to review objectives.
- Obtain existing maps of existing park facilities.



We will need input from the City representatives to help identify key issues, establish goals and objectives and start the process of building a consensus for the scope and elements included for each of the respective park facilities.

Schedule to complete Task 1 from authorization date 30 days.

### **TASK 2 –PUBLIC WORKSHOP #1 - ENVISION**

We will facilitate a public meeting/workshop involving the community stakeholders and the general public. We will encourage the Staff to invite key representatives from area groups such as recreational league organizers, senior groups and any others deemed appropriate. The goal of the first public meeting/community workshop will be to discuss the perceptions, needs and opportunities for the community as a whole. In addition, we will discuss such topics as:

- Community Identity and Character.
- Recreation and Culture.
- Historic Preservation.
- Natural Resources and the Environment.

The primary goals of the workshop will be to:

- Solicit public input on needs and goals and objectives for the Recreation Plan.
- Assess existing recreation opportunities.
- Assess recreation needs and priorities.

Schedule to complete Task 2 from authorization date 45 days.

### **TASK 3 –PREPARE PRELIMINARY PARK MASTER PLANS (PUBLIC WORKSHOP #2)-REFINE**

Refine element/use opportunities as a result of feedback from public workshop no. 1. We will develop respective park preliminary master plans that review:

- Activity zones/uses - as identified as result of stakeholder feedback for each of the park facilities.
- Materials and product selection – walls, steps, walk surfaces, fencing, handrails, screen fence
- Lighting – area, step, art nodes, festoon strings
- Landscaping
- Public gathering spaces – site furniture
- Art Node refinement
- Wayfinding signage

Present preliminary park master plans for feedback at public workshop no. 2.

Schedule to complete Task 3 from authorization date 60 days.

### **TASK 4 – REVIEW PRELIMINARY COST ESTIMATES AND PRIORITIZE IMPROVEMENTS**

We will refine preliminary park master plans at based on feedback from public workshop 2. Costs and economic realities need to be kept in mind even at the master plan stage. Proposed design elements and solutions need to be aesthetic as well as practical. Our design team will develop preliminary cost projections based on the input received from the public, the Planning Commission and City Staff. Given the larger scale often associated with recreational projects, we would work with the City Staff to develop a Logical Phasing Plan and Schedule. This section will be directly tied to the public input gathered as well as the defined methodology that the City may consider for a cost/benefit analysis approach to establishing these priorities.

We will:

- Assign priority to address needs and implement improvements.
- Prepare estimated cost projections.
- Prepare capital improvement recommendations and schedule.
- Identify funding sources.
- Prepare draft plan for 14 day required public comment period. Draft plan must be completed no later than October 1, 2016.

Schedule to complete Task 4 from authorization date 90 days.

**TASK 5 - PUBLIC HEARING & PRINTING - ENACT**

We will develop a Final 5-Year Master Plan for the City Representative to present it at a final public meeting. We will:

- Provide guidance for local representative to facilitate public hearing for review and comment on recreation plan draft.
- Amend the existing recreation plan with regards to updating goals and objectives and updating action plan as a result of the public input
- Present revised plan at City Council meeting for acceptance.
- Submit approved copy of Recreation Plan to the MDNR prior to March 1, 2017.
- Provide the City with one printed copy of Recreation Plan, 24 x 36 color renderings of each of the preliminary park mater plans, one electronic copy saved in PDF format and one electronic copy saved in Word format. These renderings are more the required for the MDNR parks and recreation plan, but meet the City's goal of conceptual plans for each of the major parks. All other printing is the responsibility of the City.

Schedule to complete Task 5 from authorization date 120 days.

Please note it may be required by the MDNR for the City of the Village of Douglas and Saugatuck Township Boards to pass a similar resolution. The city staff would be responsible for coordinating those approvals if necessary.

**PROFESSIONAL FEE**

Our services will be provided on a lump sum basis with the starting basis of working with the existing 5 year plan. Community-wide surveys are not included in our fee at this time.

Task	Description	Fee
Tasks 1 - 5	Park Master Planning and 5 Year Park & Recreation Plan Update	\$8,100

We currently have the in-house staff necessary to complete all aspects of a park and recreation 5-year master plan for the City. If there are any questions, please call me at 616.977.1000.

Sincerely,

FLEIS & VANDENBRINK



Rick Stout, LLA LEED AP  
Landscape Architect  
[rstout@fveng.com](mailto:rstout@fveng.com)



Paul Galdes, PE  
Vice-President  
[pgaldes@fveng.com](mailto:pgaldes@fveng.com)

Enclosures are attached

**COMMUNITIES SERVED:**

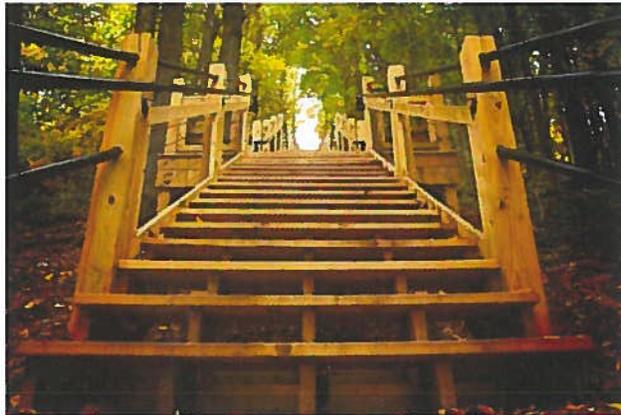
- Argentine Township & Linden Community Schools
- Caledonia Township
- Cascade Township
- City of Burton
- City of Brown City
- City of Carson City
- City of Ferrysburg
- City of Grand Haven
- City of Harrison
- City of Manton
- City of North Muskegon
- City of Reed City
- City of Rose City
- Courtland Township
- Dalton Township
- Egelston Township
- Glen Arbor Township
- Laketon Township
- Marathon Township
- Milan Township
- Mullett Township
- Muskegon Township
- Newaygo County Parks
- Robinson Township
- Village of Breedsville
- Village of Caledonia
- Village of Howard City
- Village of Hubbardston
- Village of Mesick
- Village of Saranac
- Village of Spring Lake
- Village of Stockbridge



**RECENT 5-YEAR PARK & RECREATION  
MASTER PLANS  
VARIOUS LOCATIONS**

F&V has a history of being very successful in developing 5-Year Park and Recreation plans, master plans for park development, non-motorized master plans and specific design park and trail development plans followed and supported by successful grant applications to various financial support groups.

# RECREATION GRANTS



## WORKING WITH THE MDNR

F&V's experience in grant implementation is extensive, including the MDNR Trust Fund, MDNR Waterways Commission and the MDEQ Coastal Zone Management. Our knowledge of the grant programs and special initiatives and criteria can aid positioning your projects funding request in the most favorable light possible. Communities that we have assisted recently developing plans for their grant funding include:

Belding - East Riverside	MDNR TF	\$211,640
Berrien Springs Shamrock Park Campground	MDNR TF	\$306,800
Burton	MDNR TF	\$171,000
Coldwater Township	MDNR TF	\$263,600
Dalton Township (A)	MDNR TF	\$30,000
Golden Township (A)	MDNR TF	\$400,000
Hamburg Township	MDNR TF	\$247,000
Ionia County Bertha Brock Park	MDNR LWCF	\$75,000
Lowell Charter Township	MDNR LWCF	\$178,300
Marquette	MDEQ CZ	\$25,000
Muir Village	MDNR LWCF	\$90,000
Mullett Township	MDNR TF	\$280,000
Newaygo County – Sandy Beach County Park	Waterways	\$294,875
North Adams Township	MDNR TF	\$247,000
North Muskegon	MDNR TF	\$47,000
Northport	MDNR TF	\$500,000
Northport	MDEQ CZ	\$91,600
Portland – River Park	MDNR TF	\$244,200
Portland -- I-96 Trail	MDNR TF	\$284,800
Saranac	MDNR TF	\$224,970
Saugatuck	MDNR TF	\$63,800
Saugatuck	Waterways	\$31,000
Village of Saranac Scheid Nature Park (A)	MDNR TF	\$36,000
Village of Saranac Scheid Nature Park (D)	MDNR TF	\$165,470
Village of Saranac River Trail	MDNR TF	\$59,500
Scottville	MDNR TF	\$284,800
St. Ignace	MDEQ CZ	\$28,000
Stockbridge	MDNR LWCF	\$75,000
Tuscarora Township	MDNR TF	\$393,400
Vicksburg	MDNR TF	\$183,000
Yankee Springs Township	MDNR LWCF	\$35,000
Worth Township (planning grant)	MDEQ CZ	\$6,500



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Cindy Osman, Planning and Zoning

**MEETING DATE:** July 11, 2016

**SUBJECT:** Ordinance No. 160711-1 (Parking Requirements for Bed and Breakfast Establishments)

## DESCRIPTION

Planning Commission held a public hearing on June 16, 2016, and unanimously voted to recommend a change to the parking requirement for B&B Establishments.

- 1. The current ordinance requires one parking space for each room in a Bed and Breakfast Establishment, and;*
- 2. Existing B&B establishments do not meet this minimum requirement, and;*
- 3. Other jurisdictions throughout the country utilize on street parking for B&Bs, and;*
- 4. Excessive paving of yards is not attractive or desirable, and;*
- 5. An appropriate amount of parking is one space for every three rooms or fraction thereof.*

## BUDGET ACTION REQUIRED:

N/A

## COMMITTEE/COMMISSION REVIEW:

Planning Commission recommended council approval after a public hearing held on June 16, 2016.

## LEGAL REVIEW:

Municipal attorney Jeff Sluggett has reviewed the proposed Amendment and recommends approval.

## SAMPLE MOTION:

Motion to **approve/deny** Ordinance No. 160711-1 amending Section 154.135, Chapter 154 of the Code of the City of Saugatuck, entitled "Minimum Automobile Off-Street Parking Requirements" in part, as provided for in the attached staff report.

**CITY COUNCIL  
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN  
ORDINANCE NO. 160711-1  
AN ORDINANCE TO AMEND SECTION 154.135 OF THE CODE OF THE CITY  
OF SAUGATUCK**

The City of Saugatuck Ordains:

Section 1. Amendment of Section 154.135. That Section 154.135, Chapter 154 of the Code of the City of Saugatuck, entitled "Minimum Automobile Off-Street Parking Requirements" is amended, in part, as follows:

<i>Minimum Automobile Off-Street Parking Requirements</i>		
<i>Types of Buildings and Uses</i>	<i>Minimum Number of Parking Spaces Required per Indicated Unit</i>	<i>Unit of Measure</i>
Motion picture theaters	0.3	Per person based on maximum capacity
Or	1.0	Per 50 square feet of usable floor and/or land area devoted to assembly of recreation use on the premises
Motel/motor court or hotel/inn	1.0	Per sleeping unit
And	1.0	Per resident manager
Bed and breakfast	1.0	Per 3 sleeping units or fraction thereof
And	1.0	Per resident manager



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Cindy Osman, Planning and Zoning  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Douglas Dutchers Temporary Banner

## **DESCRIPTION**

Mike Sova has submitted an application on behalf of the Douglas Dutchers for the Festival of Vintage Base Ball to install one temporary banner on July 23 and July 24, 2016 under the pallet sign at the entrance to Saugatuck. 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 banner on July 23 and July 24, 2016 within the public right-of-way as indicated on the attached right of way sign permit application.



BY WED.!

### Right of Way Sign Application

**APPLICANTS INFORMATION** **APPLICATION NUMBER** \_\_\_\_\_ - \_\_\_\_\_

Name Douglas Dutcher's Address / PO Box \_\_\_\_\_  
City DOUGLAS State MI Zip 49406 Phone 269-857-7055  
E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)**

Type: Number of Yard Signs 3 Number of Banners 1 BANNER  
Dates to be displayed \_\_\_\_\_  
Further Comments: July 23 & 24  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions and type of each proposed sign                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map showing the location of each sign                     |
| <input type="checkbox"/> | <input 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 type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" 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?                  |

Welcome Vintage Base Ball Clubs  
to the Dutcherville Festival  
of Vintage Base Ball  
July 23 & 24 - 9 to 5 pm  
Berry Field, Douglas, MI

MIKE SOVA

Something Different Signs

287 501 2601

cell- 616 218 2257

- o Corogated Plastic Banner 30"x72"
- o Mounted to green steel fence posts
- o Placed under PAlet Sign - Entrance Signatur

5N249B 0P100A47



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

### SPECIAL EVENT APPLICATION

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

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: 438 PARK/442 PARK

CONTACT NAME: MIKE/JEAN PROKOPEAK/ GREG/SUE BIEERS TELEPHONE: 630-29-2173

E-MAIL ADDRESS: SUSIEBIEERS@GMAIL.COM CELL PHONE: 273-208-9629

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: SUE BIEERS TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: SUSIEBIEERS@GMAIL.COM CELL PHONE: \_\_\_\_\_

#### EVENT INFORMATION

NAME OF EVENT: ANNUAL FAMILY REUNION DATE(S) OF EVENT: 8/5 8/7

PURPOSE OF EVENT: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_

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

EVENT LOCATION: BLISS PARK EVENT HOURS: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: 50

ESTIMATED NUMBER OF VOLUNTEERS: \_\_\_\_\_

ESTIMATE DATE / TIME FOR SET-UP: 8 15 116 \_\_\_\_\_ A.M. P.M. (circle one)

ESTIMATE DATE / TIME FOR CLEAN-UP: 8 17 116 \_\_\_\_\_ 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): \_\_\_\_\_  
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** \_\_\_\_\_
- 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

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

TRASH RECEPTACLES – QUANTITY \_\_\_\_\_

BARRICADES – QUANTITY 4

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 \_\_\_\_\_

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

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED

DENIED

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

Street closure date/time: 8/6/16 10 A.M. P.M. (circle one)

Street re-open date/time: 8/17/16 10 A.M. P.M. (circle one)

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

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

Sidewalk closure date/time: 1/1 \_\_\_\_\_ A.M. P.M. (circle one)

Sidewalk re-open date/time: 1/1 \_\_\_\_\_ 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: 1/1 \_\_\_\_\_ A.M. P.M. (circle one)

Sidewalk re-open date/time: 1/1 \_\_\_\_\_ 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.

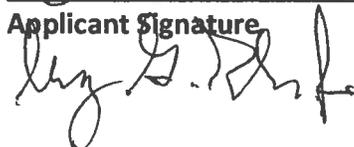
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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