



**CITY COUNCIL AGENDA
JULY 25, 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 July 11, 2016**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS:
 - A. **Ottawa Conservation District (Carla Kocher & Drew Rayner) re: invasive species Mt. Baldhead**
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. **Resolution No. 160725-A – Truck Purchase (ROLL CALL)**
 - B. **Special Event Application – Saugatuck Center for the Arts (VOICE VOTE)**
14. CONSENT AGENDA:
 - A. **Annual Sidewalk Sale – August 18, 2016**
 - B. **Annual Labor Day Bridge Walk – September 5, 2016**
 - C. **Annual Mt. Baldhead Challenge – September 10, 2016**
15. PUBLIC COMMENTS *(Limit 3 minutes)*
16. COMMUNICATIONS:
 - A. **Windjammer Condos**
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
 - A. **KLSWA, Harbor Authority, Fire Board**
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, July 11, 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, Bekken, Johnson, Hess, Verplank, Peterson & Trester
Absent: None
Others Present: City Manager Harrier & City Clerk Nagel
4. **Approval of Minutes:** A motion was made by Hess, 2nd by Spangler, to approve the June 27, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** Mayor Peterson on behalf of Council expressed sympathy and support to Berrien County and those involved in the senseless act of violence. Mayor Peterson announced the following: Thanked the Department of Public Works for keeping up with the trash removal in the downtown area; the port-a-jons placed in Culver Street parking lot are getting a lot of use; the working group to fund the holiday lighting Christmas Tree will start meeting after Venetian Festival.
6. **City Manager's Report:** None
7. **Agenda Changes:** None
8. **Guest Speakers:** Catherine Simon (*resident*), regarding agenda item 13(B), expressed concern that there wasn't enough notification given to business owners in regards to the proposed ordinance change.
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Trester, 2nd by Johnson, to approve the accounts payable in the amount of \$160,944.42. Upon voice vote the motion carried unanimously.
11. **Public Hearings:** None
12. **Unfinished Business:** None
13. **New Business:**
 - A. **Professional Services Agreement Fleis & VandenBrink – Parks Master Planning:** A motion was made by Johnson, 2nd by Verplank, to approve the proposal submitted by Fleis & VandenBrink Engineering dated June 17, 2016 to provide professional services for Park Master Planning and a 5 year Parks and Recreational Plan update in the amount of \$8,100. Upon voice vote the motion carried unanimously.
 - B. **Ordinance No. 160711-1 Parking Requirements for Bed and Breakfast Establishments:**
A motion was made by Trester, 2nd by Spangler, to approve Ordinance No. 160711-1 amending Section 154.134, 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. Upon roll call the motion carried unanimously.

C. Douglas Dutchers Temporary Banner: A motion was made by Verplank, 2nd by Hess, to deny the request to install 1 temporary banner on July 23-July 24, 2016 within the public right-of-way due to conflict with the Venetian Festival banner. Upon voice vote the motion carried unanimously.

14. Consent Agenda: A motion was made by Spangler, 2nd by Hess, to approve the following consent agenda item as presented. Upon voice vote the motion carried unanimously.

A. Annual Prokopeak Family Reunion – August 5-7, 2016

15. Public Comment: Catherine Simon (*resident*) commended Council for approving a master plan for city parks and encourages council to include business district in all aspects of the development of area parks.

16. Communications: None

17. Boards, Commissions & Committee Reports: Council received reports from the following committee(s): None

18. Council Comments: Council Member Hess announced the next Planning Commission meeting date has been changed to July 28, 2016.

Council Member Spangler to follow-up with a citizen request with regards to take action on "Bathroom Bill", his research has found that such bill is in committee in both Senate and House and suggests no action be taken at this time.

Mayor Pro-Tem Trester announced the Cow Hill Yacht Club antique sale raised over \$2,000 for Venetian Festival Fireworks.

Council Member Verplank reported that the Saugatuck Township Fire District is holding fundraisers to raise money to purchase battery operated Jaws of Life.

Council Member Bekken suggested the Mayor send a letter of appreciation to private businesses and/or individuals that open up their private parking to tourists during the season.

19. Adjournment: Mayor Peterson adjourned the meeting at 7:52 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

10A

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	DEBT CREW	484.00
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	143,846.06
3. AT&T MOBILITY	CELL PHONES	174.52
4. BLOOM SLUGGETT MORGAN	LEGAL FEES	1,920.50
5. BRUCE'S BLACKTOP LLC	REFUND 245 WATER STREET	1,375.44
6. CAPITAL ONE	OVAL & CITY HALL	278.29
7. CHEF CONTAINER, LLC	OVAL TRASH	89.62
8. CITY OF DOUGLAS	3RD CAR & OVAL MERS POLICE PENSION	2,043.02 131,500.00
	TOTAL	133,543.02
9. CMS MEDICARE INSURANCE	INSURANCE	365.70
10. COMCAST	TELEPHONE & INTERNET	284.60
11. CONSUMERS ENERGY	ELECTRIC	1,487.13
12. DIANNA MC GREW	ASSESSING SERVICES	2,436.64
13. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING	723.06
14. GORDON FOOD SERVICE	CONCESSION	4,368.64
15. GRAND RAPIDS POPCORN	CONCESSION	141.85
16. IHLE AUTO PARTS	SUPPLIES & REPAIRS	306.63
17. JCD REVOCABLE ST	Sum Tax Refund 57-300-042-00	952.51
18. KALAMAZOO LAKE SEWER & WATER	WATER	1,819.87
19. MIKE JONES	SAFETY SHOES	129.00
20. MINER SUPPLY CO	SUPPLIES	39.96
21. OTTAWA AREA INTERMEDIATE	SCHOOL DIS PROPERTY TAXES	74,244.62
22. PRIORITY HEALTH	HEALTH INSURANCE	7,199.73
23. REPCOLITE	STREET PAINT	614.20
24. ROTARY CLUB OF SAUGATUCK	FIREWORKS	3,000.00
25. SAUGATUCK FIRE	SHORT TERM RENTALS	120.00
26. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	112,510.10
27. SEPTIC TANK SYSTEMS CO INC	SEPTIC CLEANING OVAL PORTABLE RESTROOM OVAL	480.00 460.00
	TOTAL	940.00
28. SHELL	GASOLINE & DIESEL	238.29

Vendor Name	Description	Amount
29. SISTERS IN INK		
	CONCESSION	863.80
	CONCESSION	678.00
	TOTAL	<u>1,541.80</u>
30. SPRING BROOK SUPPLY		
	IRRIGATION REPAIRS	339.04
	IRRIGATION	58.56
	TOTAL	<u>397.60</u>
31. STANDARD INSURANCE COMPANY		
	INSURANCE	339.80
32. STATE OF MICHIGAN		
	ELEVATOR PERMIT	180.00
	CONCESSION TAX	1,277.60
	TOTAL	<u>1,457.60</u>
33. STINGERS PEST CONTROL		
	PEST CONTROL	115.00
TOTAL - ALL VENDORS		497,485.78
FUND TOTALS:		
Fund 101 - GENERAL FUND		162,529.15
Fund 202 - MAJOR STREETS		1,067.03
Fund 203 - LOCAL STREETS		1,185.58
Fund 661 - MOTOR POOL FUND		1,106.72
Fund 701 - CURRENT TAX FUND		331,543.86
Fund 715 - ROSE GARDEN		53.44



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: July 25, 2016
SUBJECT: Resolution No. 160725-A (Truck Purchase)

DESCRIPTION

Attached is a purchase recommendation to replace the Saugatuck Department of Public Works 2008 GMC 2500 pickup truck. If approved, the proposed 2016 GMC Sierra 2500 HD truck will be purchased through the State of Michigan's MiDeal program which is a competitively bid process. The MiDeal program represents a 30% discount from MSRP. The Saugatuck Department of Public Works maintains a fleet of 3 pickup trucks and 1 pickup with a dump box to adequately perform the necessary public services in the City. Below is a current list of the City's pickup truck fleet:

- 2009 GMC 3500 pickup/dump box
- 2012 GMC 3500 with plow w/salt spreader
- 2014 GMC 2500
- 2008 GMC 2500 with plow and tommy gate (scheduled for replacement 2016)

BUDGET ACTION REQUIRED

Monies for this purchase are allocated in the motor pool fund.

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Municipal Attorney Jeff Sluggett has prepared the attached Resolution.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 160725-A as presented and purchase a 2016 GMC Sierra 2500 HD truck in the amount of \$31,749.30 through the State of Michigan MiDeal program.

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

RESOLUTION NO. 160725-A

**A RESOLUTION APPROVING THE PURCHASE OF AN
2016 GMC SIERRA 2500HD 4X4 TRUCK**

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

WHEREAS, the State of Michigan has entered into a competitively bid contract with the General Motors Corporation, for commercial equipment; and

WHEREAS, MiDEAL, Michigan's cooperative purchasing program, extends State contracts to municipalities, colleges/universities, schools districts, and non-profit hospitals; and

WHEREAS, as a member of MiDEAL, the City of Saugatuck is able to leverage purchasing power, leading to substantially discounted prices; and

WHEREAS, it is in the City's best interest to enter into a purchase agreement with Red Holman Buick GMC for the purchase of one (1) 2016 GMC Sierra 2500HD 4x4 truck in a not-to exceed amount of \$31,749.30; this amount reflecting the State of Michigan contract price with the General Motors Corporation.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council concludes that the contract between the General Motors Corporation and the State of Michigan resulted from a competitive bid process that the City Council reasonably believes meets or exceeds the requirements of Section 32.17 of the City Code of Ordinances.
2. The City Council determines that no advantage will result from having the item competitively bid given the discounts available under the State's contract.
3. The City Council determines that the public interest is best served by purchasing one (1) 2016 GMC Sierra 2500HD 4x4 truck through the State's contract.
4. The City Council approves the agreement for the purchase of (1) 2016 GMC Sierra 2500HD 4x4 truck, attached hereto as Exhibit A.
5. The City's approval is contingent on the purchase price from Red Holman Buick GMC not exceeding a total cost of \$31,749.30
6. The Mayor and City Clerk are authorized to execute the purchase agreement and all related documents necessary to effectuate this Resolution.
7. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 25th day of July, 2016

Signed: _____
Christine Z. Peterson, Mayor

Monica Nagel, City Clerk

CERTIFICATION

I, Monica Nagel, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held _____, 2016, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Monica Nagel, City Clerk

RED HOLMAN BUICK GMC

35100 FORD RD
WESTLAND, MI 48185

ALBERT LI

Fleet / Municipal Sales

Ph (734) 721-1144 x 405 Fax (734) 721-5539
aclixx@hotmail.com

State of Michigan MiDeal Contract # 071B1300007
MiDeal Spec # 3958-0092

City of Saugatuck Pricing

(MiDeal Pricing)

2016 GMC Sierra 2500HD Regular Cab 4x4 Pickup

9500# GVWR	Gas / Auto Trans	Regular Cab w/ 8' Box
SPEC 92 - 2016 GMC Sierra 2500HD Reg Cab 4wd		\$ 23,468.00
QXT - LT265/70R17E All-Terrain Tires		\$ 182.00
H2R - Cloth Seat Trim		\$ 75.00
PCR - Power Windows/Htd Mirrors/Keyless Entry		\$ 659.75
VYU - Snow Plow Prep Pkg		\$ 350.35
K4B - Auxiliary 730CCA Battery		\$ 122.85
Z82 - HD Trailering Pkg w/ Integrated Brake Controller		\$ 774.40
G80 - HD Locking Rear Differential (Req'd 2015i)		\$ 359.45
UVC - Rear Vision Camera (In Dash Display)		\$ 182.00
	Sub-Total	\$ 26,173.80
TommyGate Model G2-60-1542-EA48 Liftgate		\$ 4,389.00
6" Rectangular Black Step Bars (GM Accessories)		\$ 637.50
Spray-On Bedliner (Under the Rail)		\$ 549.00
	Total	\$ 31,749.30

42"

Note: The 48"+6" 2-Pc Platform will extend above the top of the pickup box even when in the stored position.

Prices Quoted are for a MiDeal Factory Order.

FOB Westland, MI

Delivery Available per MiDeal (\$1.00 per Mile Roundtrip based on Mapquest)



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: July 25, 2016
SUBJECT: Special Event Application (Saugatuck Center for the Arts)

DESCRIPTION

Special event request submitted by the Saugatuck Center for the Arts (SCA) for the use of two parking spaces in the City of Saugatuck Culver Street Parking Lot on August 13, 20, 27, September 10, 24, and October 1, 15 as shown on attached map. These spaces would be used to allow the caterers of the special events to have access to the SCA building on those specified days.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application submitted by the SCA and invoice the SCA \$25 per parking space per event on days the parking lot is collecting parking fees to compensate the taxpayers for the lost parking revenue.



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 CENTER FOR THE ARTS TELEPHONE: 269 857 2399
MAILING ADDRESS: P.O. BOX 940 SAUGATUCK MI 49453
CONTACT NAME: TERESA ZERFAS TELEPHONE: 269 857 2399
E-MAIL ADDRESS: TERESA@SC4A.ORG CELL PHONE: 269 857 2399

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: TERESA ZERFAS TELEPHONE: 269 857 2399
E-MAIL ADDRESS: TERESA@SC4A.ORG CELL PHONE: 11

EVENT INFORMATION

NAME OF EVENT: RECEPTION / WEDDINGS DATE(S) OF EVENT: 8/13, 8/20, 8/27, 9/10, 9/24, 10/11, 10/15
PURPOSE OF EVENT: MARRIAGE RAIN DATE: _____

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

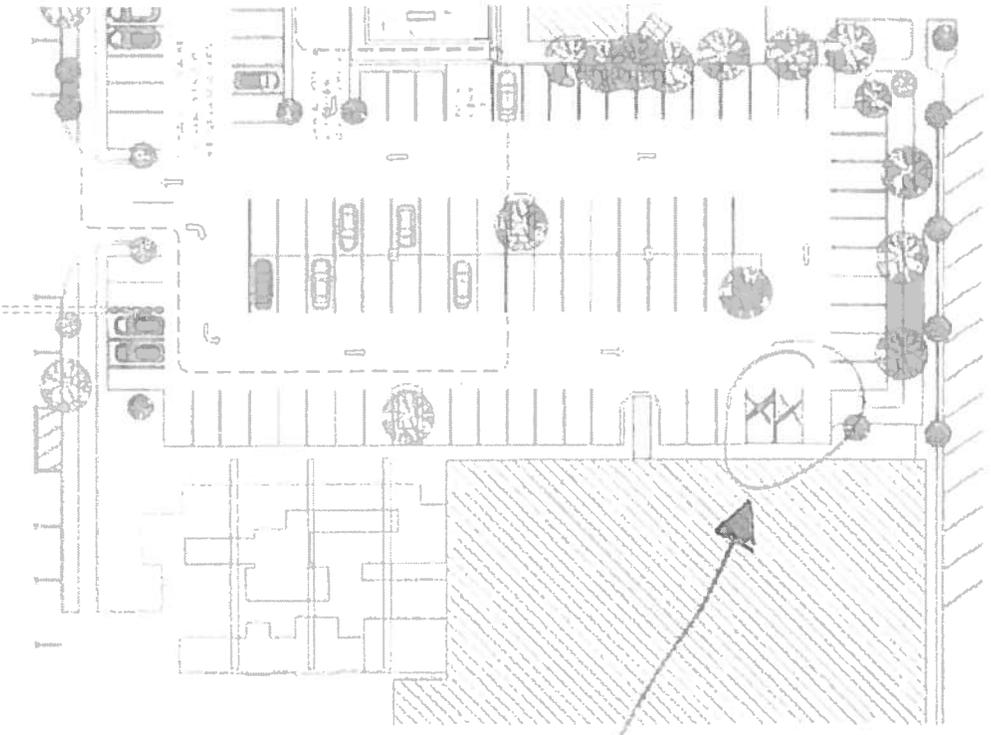
EVENT LOCATION: (2) PARKING SPOTS - CULVER LOT EVENT HOURS: 2 PM - 8 PM

ESTIMATED NUMBER OF ATTENDEES: (2) CARS

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE / TIME FOR SET-UP: 1 / 1 _____ A.M. P.M. (circle one)

ESTIMATE DATE / TIME FOR CLEAN-UP: 1 / 1 _____ A.M. P.M. (circle one)



TWO SPACES



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 Association TELEPHONE: 269-857-1026
MAILING ADDRESS: P.O. Box 221 Saugatuck, MI 49453
CONTACT NAME: Gregory Muncey TELEPHONE: 269-857-1026
E-MAIL ADDRESS: gmuncey@gmail.com CELL PHONE: 269-355-9917

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Same As Above ↑ TELEPHONE: _____
E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Side walk Sale DATE(S) OF EVENT: 8/18/2010
PURPOSE OF EVENT: Annual Crowd Pleaser RAIN DATE: N/A

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

EVENT LOCATION: Butler St. Culver to Mary St. EVENT HOURS: 9am - 5pm

ESTIMATED NUMBER OF ATTENDEES: 400

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 8/18/2010 7 (A.M.) P.M. (circle one)

ESTIMATE DATE / TIME FOR CLEAN-UP: 8/18/2010 6 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: TBD 11:00 END: 3:00

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): _____
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 _____

} provided by
merchants
as needed.

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 8 additional

BARRICADES - QUANTITY See Drawing AS needed

TRAFFIC CONES - QUANTITY 2 Dozen

PARKING SIGNS - QUANTITY NO Parking, AS needed

FENCING WATER ELECTRIC

RESTROOM CLEANING extra cleaning throughout day AS needed

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 / 18 / 2016 8 A.M. P.M. (circle one)

Street re-open date/time: 8 / 18 / 2016 6 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: Tennis Court Parking Lot.

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

[lu] POLICE

[JP] 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: N/A

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

7-11-2016
Date

Downtown Street / Sidewalk Closure(s)

NSHP
ICK



14C



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: 5-D Rotary Club TELEPHONE: 857-2570
MAILING ADDRESS: P.O. Box 211 Douglas, MI 49406
CONTACT NAME: Scott Sullivan TELEPHONE: 857-2570
E-MAIL ADDRESS: edito.commsrec@allegamars.com CELL PHONE: (616) 822-2058

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: see above TELEPHONE: _____
E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: 17th annual Mt. Baldhead Climb DATE(S) OF EVENT: Sept. 10, 2016
PURPOSE OF EVENT: charity road race RAIN DATE: N/A

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

EVENT LOCATION: starts + ends at Peay Field, Douglas EVENT HOURS: 8 am - noon
includes local streets + trails
ESTIMATED NUMBER OF ATTENDEES: ~400
ESTIMATED NUMBER OF VOLUNTEERS: 100

ESTIMATE DATE / TIME FOR SET-UP: 9 / 9 / 16 4 ~~A.M.~~ P.M. (circle one) in day

ESTIMATE DATE / TIME FOR CLEAN-UP: 9 / 10 / 16 Noon A.M. P.M. (circle one)

will involve roads + trails in city (see maps)

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 _____

SAUGATUCK/DOUGLAS POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times will arrange with Chief Gile

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

SEE SEPARATE NOTE RE: REQUEST

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

[*RG*] POLICE

[*FD*] FIRE

CITY COUNCIL APPROVAL DATE: _____

07-21-16

S-D ROTARY CLUB

17TH ANNUAL MT. BALDHEAD CHALLENGE

SCOTT SULLIVAN HAS REQUESTED
SAUCEATUCK TOWNSHIP FIRE DISTRICT
PROVIDE TWO MEDICAL FIRST RESPONDERS
AT THE RACE FINISH LINE AND TO
DEPLOY ATV ("MULE") TO MT BALDHEAD
FOR POTENTIAL MEDICAL COVERAGE CREW.
ATV TO TRANSPORT WATER FOR HYDRATION
TO MT BALDHEAD, AS REQUESTED.
WE WOULD BE HAPPY TO PROVIDE THESE
SERVICES.

THANK YOU,

GREG JANIK

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: 1 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

SIGNAGE AT EVENT SITE - Location(s): in Douglas

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

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

BOOTHS - QUANTITY _____

TENTS - QUANTITY 1 in Douglas

AWNINGS - QUANTITY _____

TABLES - QUANTITY 5-6 in Douglas

PORTABLE TOILETS - QUANTITY 5 in Douglas

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

If yes, where do you propose your vendors park? n/a

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

APPLICATION CHECK LIST

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

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.

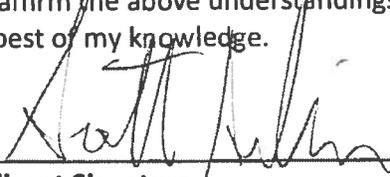
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

7-14-16

Date



CERTIFICATE OF LIABILITY INSURANCE

7/1/2016

DATE (MM/DD/YYYY)
6/1/2016

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

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

PRODUCER LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies	PHONE (A/C No. Ext): 1-800-921-3172	FAX (A/C No.): 1-312-681-6769
	E-MAIL ADDRESS: mtary@lockton.com		
INSURER(S) AFFORDING COVERAGE INSURER A: Westchester Fire Insurance Company			NAIC # 10030
INSURED 1393456 All Active US Rotary Clubs & Districts Rotary Club of Saugetuck-Douglas 84123 Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		
	INSURER G:		

COVERAGES ROTIN01 CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL(SUBR INSR) (Y/N)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability <input type="checkbox"/> Included GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		PMI G23861355 007	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$		PMI G23861355 007	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

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

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

CERTIFICATE HOLDER

City of Saugatuck
P.O. Box 86
Saugatuck, MI 49453

RE: Rotray Club og saugatuck-Douglas 84123/District 6360
Mt. Baldhead Challenge - 9-9- 9/10/2016

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

15k Course Baldhead Challenge



Road course 
Trail course 

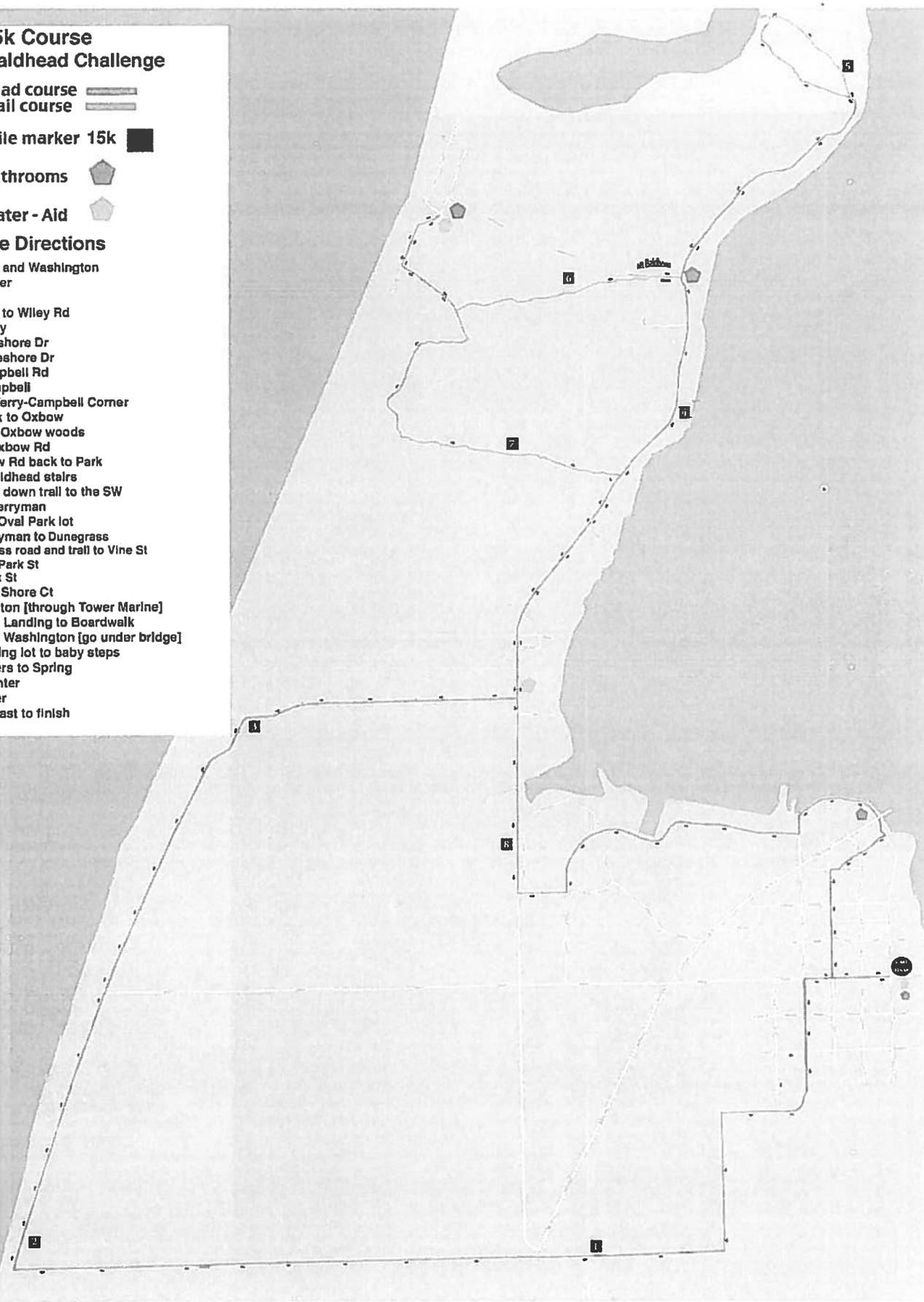
Mile marker 15k 

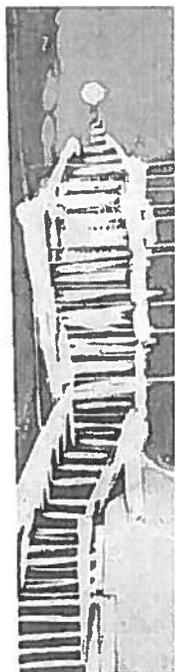
Bathrooms 

Water - Aid 

15k Route Directions

- Start - Center and Washington
- West on Center
- Left on Union
- Follow Union to Wiley Rd
- Right on Wiley
- West to Lakeshore Dr
- Right on Lakeshore Dr
- North to Campbell Rd
- Right on Campbell
- Left at Park-Ferry-Campbell Corner
- North on Park to Oxbow
- Trail through Oxbow woods
- Emerge on Oxbow Rd
- Follow Oxbow Rd back to Park
- Park to Mt Baldhead stairs
- Up stairs and down trail to the SW
- Emerge on Perryman
- Turn right to Oval Park lot
- Back on Perryman to Dunegrass
- Thru Dunegrass road and trail to Vine St
- Turn right on Park St
- South on Park St
- Left on West Shore Ct
- Left on Hamilton [through Tower Marine]
- Left at Public Landing to Boardwalk
- Boardwalk to Washington [go under bridge]
- Right in parking lot to baby steps
- Follow markers to Spring
- Spring to Center
- Left on Center
- Two blocks east to finish





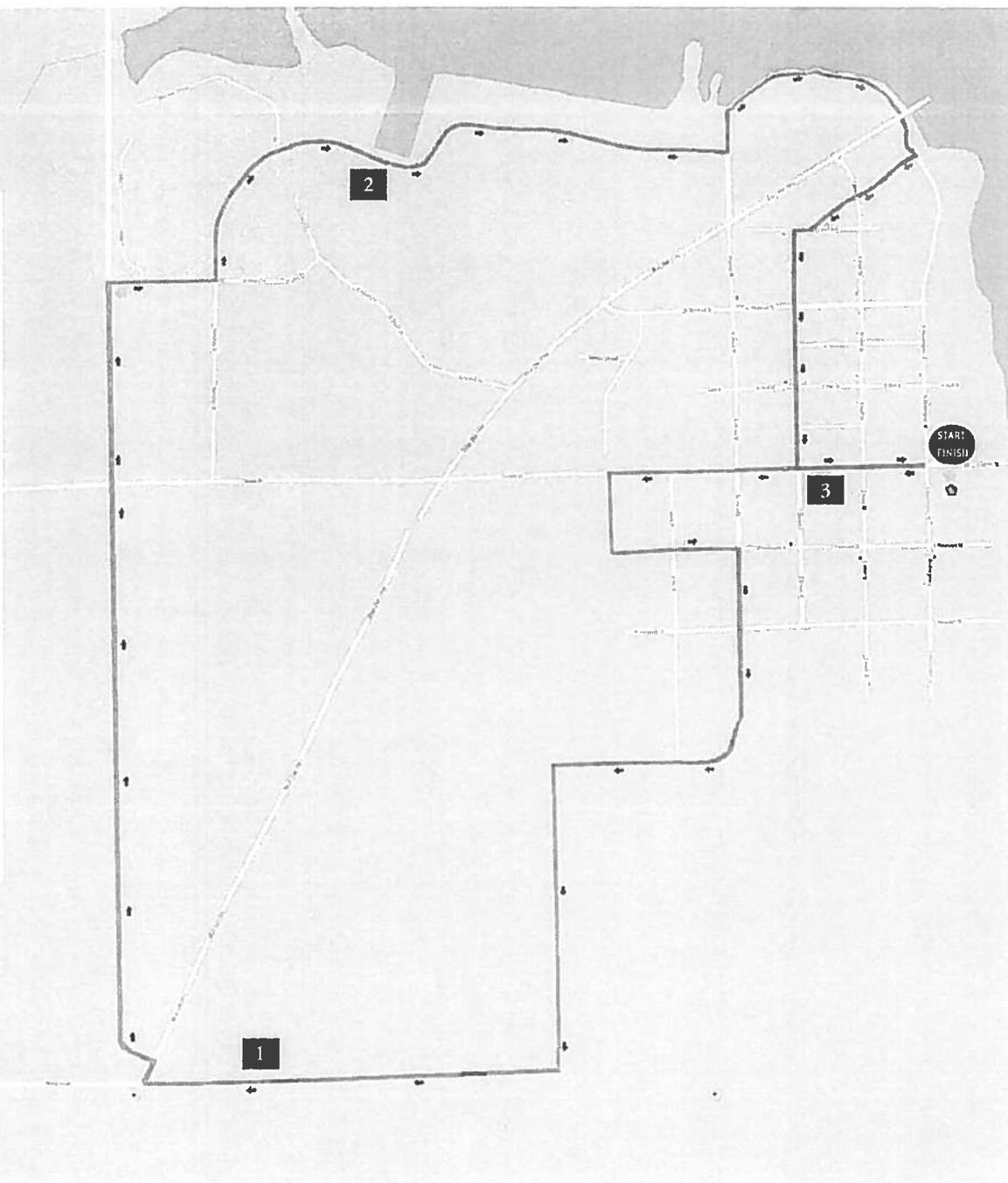
Mt Baldhead Challenge 5k

Road course 

Mile marker 

Bathrooms 

Water - Aid 





Rise to The Challenge!

"one of Michigan's 25 Most Interesting Races" per *MICHIGAN RUNNER* magazine.

Where else can you ...

- Climb 302 steps up a giant sand dune midway through a 15K run? If that doesn't take your breath away, the view will.
- Start and end in beautiful Saugatuck-Douglas, one of America's finest beach towns voted by USA Today readers as:
2014 "America's Best Weekend Get Away"
2015 "America's Best Coastal Small Town"
- Run through historic streets, wooded trails, the famous secluded Ox-Bow artists' colony and Oval Beach Park on Lake Michigan?

5K runners cruise the Kalamazoo River boardwalk, tackle their own Douglas "Baby Steps," then a "Wildlife Sculpture Section".

A free "Little Feet, Big Feet" children's run takes place during early packet pickup Friday, Sept. 9 around Beery Field at 6 p.m.

Want a fast, flat, generic course? Look elsewhere. Want an unforgettable run in a tourist Mecca on a typically comfortable pre-fall morning when lines are shorter for shops, dining and attractions?

Take the Challenge!



September 10, 2016

17th ANNUAL MT BALDHEAD CHALLENGE



5K & 15K

Sponsored by
**The Rotary Club
Saugatuck - Douglas**



www.mtbaldheadchallenge.com

MT BALDHEAD CHALLENGE - 15K [9.3 miles]

COURSE - 15K course starts and ends at Beery Field in Douglas. It runs along Lake Michigan, then back to the river and Oxbow, returning to 302 stairs up Mt Baldhead, then down the back to the Oval Beach. Following the Oval - a course change - thru the new *Dunegrass* development on Circle Dr to a sandy path that returns to road and the river.

Not a closed course. Aid stations throughout. For course details see our map on website: mtbaldheadchallenge.com

5K [3.1 miles]

COURSE - Not up to a 15K? Run or walk the 5K. The course starts and ends at Beery Field in Douglas. There is a water/aid station on the course. See course details on website map.

RACE INFORMATION

AGE DIVISIONS - 14 & under, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69 & over.

AWARDS - Ceremony will begin at 10:00 AM for overall winners, followed by age division winners. Prizes awarded to top three finishers in each age division.

DIRECTIONS - All events begin and end at Beery Field in downtown Douglas. Take I-196 to exit 36 [Douglas] or Exit 41 [Saugatuck] and follow Blue Star Highway [A2] to Douglas.

At the Center St light, turn east to Beery Field.

PARKING - See the website for detailed info.

REGISTRATION

ONLINE - At our website or: runsignup.com/mtbaldheadchallenge until September 10 [5 PM]

BY MAIL - Postmarked by September 5 and mailed to: PO Box 211, Douglas, Mi 49406

LATE REGISTRATION - At Friday packet pick up or race day morning 6 AM to 7:45 AM.

Cash and checks only at registration.

ENTRY FEES

By September 8 [5PM] 15K \$30 5K \$25
September 9 and 10 15K \$35 5K \$30

EVENT SCHEDULE

FRIDAY, SEPTEMBER 9

on the web site: mtbaldheadchallenge.com.

Aid stations throughout the course.

4:00 PM - 7:00 PM

Beery Field - Corner of Center St and Main St
Downtown Douglas

LITTLE FEET, BIG FEAT - AROUND THE BLOCK

6:00 PM Free event for kids

No registration necessary

Beery Field

SATURDAY, SEPTEMBER 10

PACKET PICK UP / LATE REGISTRATION

6:00 AM - 7:45 AM

Beery Field

Downtown Douglas

START 8:00 AM 15K 8:15 AM 5K

VOLUNTEERS

Rotary's motto is SERVICE ABOVE SELF.

Interested in volunteering? Your time commitment will be relative to the impact you will have on making the race more enjoyable for the participants, other volunteers, and the community. Most important is we want you to HAVE FUN!

QUESTIONS - WEB SITE

Email us at: service@mtbaldheadchallenge.com

Visit us at: www.mtbaldheadchallenge.com

ENTRY FORM [one per participant]

Name of participant

Street address

Area code and telephone

Email

Birthdate Age on 9/10/16 Gender M/F

T-SHIRT SIZE [circle one]

XSM SM MED LG XL XXL [add \$2.00 for XXL]

5K event \$ _____

15K event \$ _____

XXL Shirt \$2.00 add \$ _____

TOTAL [no refunds] \$ _____

Make check payable to: Mt Baldhead Challenge

PLEASE READ WAIVER BEFORE SIGNING

Waiver - I know that running a road race is a potentially hazardous activity. I assume all risks involved in this event [including road and weather conditions] and do not hold the race committee, it's volunteers, or event sponsors liable for any such risk involved in such event. Furthermore, I grant permission for the use of photographs, motion picture, or record of this event for legitimate purposes.

Signature and date

Mail: PO Box 211 Douglas, Mi 49406-0211

Kirk Harrier

From: Bill Bubniak <bubniak.bill@gmail.com>
Sent: Thursday, July 21, 2016 5:06 PM
To: Kirk Harrier
Cc: Rick Theders; Roy & Angie Martinez; Roy Martinez
Subject: Dinghy Dock, Coghlin Park

Kirk, I'm writing you on behalf of the Windjammer Condominiums as one of its board members. As you know, we have spoke about the proposed "Dinghy/Shoppers Dock" in Coghlin Park which Windjammer is adjacent to. As you also know, the City has submitted to the DEQ a proposal to extend and modify the existing dinghy dock in the Park. It is also our understanding that the City has hired Fleis and Vandenbrink to do a "Parks Study" to determine the best use of all the parks, including Coghlin. We have raised some concerns in the past about the size of the docks, location, riparian issues, noise, safety issues, broadside dockage, etc at the site in the past. The purpose of this letter is to respectfully suggest to the City that we ask that they withdraw their petition to the DEQ at this time until the City can complete their Parks Study. We do not believe that the City can properly petition the DEQ to move forward with the expansion of the dock without doing the Parks Study first and without have input from the citizens of the City and in particular neighbors of the Park. To do so renders the Parks Study meaningless. We also hope to have someone from our Association present for Monday's Council meeting (7/25) to affirm our position. Respectfully submitted, Bill Bubniak, Windjammer Condominium Association