



**CITY COUNCIL AGENDA
AUGUST 8, 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 25, 2016**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS: **None**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
 - A. **Approval of Accounts Payable**
11. PUBLIC HEARINGS: **None**
12. UNFINISHED BUSINESS:
 - A. **Special Event Application – Saugatuck Center for the Arts (VOICE VOTE)**
13. NEW BUSINESS
 - A. **Ordinance Amendment 160808-1 – Recreational Fires / Incinerators (ROLL CALL)**
 - B. **Ordinance Amendment 160808-2 – Windfeather Flags (ROLL CALL)**
 - C. **Special Event Application - Savor the Art Coast (VOICE VOTE)**
 - D. **Closed Session to Discuss Litigation Strategy Pursuant to Section 8(h) of OMA (ROLL CALL)**
14. CONSENT AGENDA: **None**
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 for further information.

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

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

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

A motion was made by Hess, 2nd by Johnson to excuse Council Members Bekken & Spangler with prior notification. Upon voice vote the motion carried unanimously.

4. **Approval of Minutes:** A motion was made by , 2nd by , to approve the July 11, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.

5. **Mayor's Comments:** Mayor Peterson announced the following: thanked Saugatuck Department of Public Works, Oval Beach Staff, Police & Fire Departments for keeping town clean and safe as town is crowded; Venetian Festival is this coming weekend, July 29-31, 2016; the Christmas Tree Working Group will begin meetings after Venetian Festival; vacancies on the Historic District Commission.

6. **City Manager's Report:** None

7. **Agenda Changes: (additions) 8(B) Mary Whiteford; 8(C) Abigail Nobel**

8. **Guest Speakers:**

A. Ottawa Conservation District – Mt. Baldhead Invasive Species: Carla Kocher and Drew Rayner reported on the Garlic Mustard invasive species found at Mt. Baldhead Park. They also stated along Perryman Street there is Japanese Knotweed and have grants available to help the city eradicate such species.

B. Mary Whiteford – 80th District State Representative: Mary Whiteford current 80th District State Representative introduced herself as candidate running again for same position.

C. Abigail Nobel: Abigale Nobel introduced herself as candidate running for 80th District State Representative

9. **Public Comment:** None

10. **Request for Payment:** A motion was made by Hess, 2nd by Johnson, to approve the accounts payable in the amount of \$497,485.78. Upon voice vote the motion carried unanimously.

11. **Public Hearings:** None

12. **Unfinished Business:** None

13. New Business:

A. Resolution No. 160725-A – Truck Purchase: A motion was made by Verplank, 2nd by Johnson, to approve Resolution No. 160725-A as presented to purchase a 2016 GMC Sierra 2500 HD truck in the amount of \$31,749.30 through the State of Michigan MiDeal Program. Upon roll call the motion carried unanimously.

B. Special Event Application – Saugatuck Center for the Arts: A motion was made by Hess, 2nd by Verplank, to table this application to the August 8, 2016 meeting. Upon voice vote the motion carried unanimously.

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

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 Comment: Mark Shirey (*non-resident*) a member of the American Legion Post is displeased with the Planning Commission and their opposition in rezoning the American Legion from residential to commercial.

16. Communications:

A. Windjammer Condos – Dinghy/Shopper Docks in Coghlin Park

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

18. Council Comments: Council Member Johnson with regards to the letter of communication received by Winjammer Condominiums is opposed to withdrawing petition from MDEQ.

19. Adjournment: Mayor Peterson adjourned the meeting at 7:58 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	FIREWORKS RESERVE OFFICERS	368.00
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	68,283.32
3. ARISTA TRUCK SYSTEMS	LIFT GATE REPAIR	395.24
4. BARTLETT TREE EXPERTS	TREE REMOVAL VAN DALSON	1,328.00
5. BRUCE'S BLACKTOP LLC	DPW ASHPALT TANKS	2,920.00
6. BRUNER FREHSE POST #137	REFUND OF ZONE PERMIT	300.00
7. BS&A SOFTWARE	SOFTWARE SUPPORT & UPGRADES	3,022.00
8. CAL REIMINK	GMC TRUCK SEAT REPAIR	170.00
9. CHEF CONTAINER, LLC	TRASH	1,636.95
10. CITY OF DOUGLAS	POLICE SERVICES	45,218.75
11. COCM	TRAINING PLANNING	280.00
12. CONSUMERS ENERGY	ELECTRIC	1,788.91
13. DUNESVIEW KWIK SHOP INC	DIESEL & GASOLINE	1,247.32
14. EDGEWATER RESOURCES	HARBOR	1,866.50
15. FIRST BANK CARD	POSTAGE, TRAINING & SUPPLIES	1,042.47
	ELECTION LAPTOP	906.98
	OVAL	159.29
	OVAL, TRAINING & SUPPLIES	1,303.17
	TOTAL	3,411.91
16. FRIS OFFICE OUTFITTERS	SUPPLIES	95.80
17. FRONTIER	TELEPHONES	756.29
18. GORDON FOOD SERVICE	CONCESSION	5,142.84
19. HYDRO-CHEMSYSTEMS, INC	POWER WASHER	1,752.00
20. IHLE SERVICE	2009 GMC REPAIR	88.22
21. INTERURBAN TRANSIT AUTHORITY	4TH OF JULY SHUTTLE	300.00
22. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN	2,850.00
23. LORENCE INDUSTRIAL SERVICES INC	COGHLIN PARK SCULPTURE RE PAINT	4,000.00
24. MICHIGAN GAS UTILITIES	DPW	40.78
	CITY HALL	38.08
	BUTLER STREET	63.89
	TOTAL	142.75
25. MICHIGAN OFFICE SOLUTIONS	COPIER	678.92
26. MINER SUPPLY CO	SUPPLIES	389.24
	SUPPLIES	248.40

Vendor Name	Description	Amount
	SUPPLIES	788.83
	TOTAL	1,426.47
27. MONICA NAGEL	ELECTION	67.50
28. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	35,243.75
29. OVERISEL LUMBER COMPANY	SUPPLIES & REPAIRS	286.14
30. PURITY CYLINDER GASES INC	CONCESSION	25.66
31. RED HOLMAN GMC	2016 GMC TRUCK	31,749.30
32. SAUGATUCK FIRE	SHORT TERM INSPECTIONS	210.00
33. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	65,608.81
34. SEPTIC TANK SYSTEMS CO INC	PORTABLES ART FAIR	620.00
	PORTABLES CULVER PARKING LOT	460.00
	OVAL BEACH PORTABLES	80.00
	OVAL SEPTIC	305.00
	TOTAL	1,465.00
35. SISTERS IN INK	CONCESSION	638.00
36. STATE OF MICHIGAN	TAX TRIBUNAL	25.00
	CONCESSION SALES TAX	2,894.16
	TOTAL	2,919.16
37. WEST MICHIGAN AERIAL LLC	BOOM TRUCK REPAIR	4,578.40
38. WESTENBROEK MOWER INC	STIHL REPAIRS	183.15
39. WYOMING ASPHALT PAVING CO	ASPHALT	93.84
40. XEROX FINANCIAL SERVICES	COPIER LEASE	326.06
TOTAL - ALL VENDORS		292,864.96
FUND TOTALS:		
Fund 101 - GENERAL FUND		77,367.75
Fund 202 - MAJOR STREETS		45.00
Fund 203 - LOCAL STREETS		48.84
Fund 661 - MOTOR POOL FUND		43,417.49
Fund 701 - CURRENT TAX FUND		169,135.88
Fund 715 - ROSE GARDEN		2,850.00

08/05/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 07/01/2016 - 07/31/2016				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
07/01/2016	15242	PETTY CASH	OVAL BEACH	1,050.00
07/01/2016	1142(A)	DIANNA MC GREW	ASSESSING SERVICES	2,436.64
07/01/2016	DD2402(A)	BULTMAN, LINDA	PAYROLL	1,334.95
07/01/2016	DD2403(A)	CAO, YOU	PAYROLL	328.30
07/01/2016	DD2404(A)	CARPER, CONNOR	PAYROLL	177.33
07/01/2016	DD2405(A)	CARPER, KAYLA	PAYROLL	390.20
07/01/2016	DD2406(A)	CARPER, KEEGAN	PAYROLL	268.73
07/01/2016	DD2407(A)	CASTRO, ADAM	PAYROLL	459.00
07/01/2016	DD2408(A)	CHALICE, DANIEL	PAYROLL	132.22
07/01/2016	DD2409(A)	FENTERS, AARON	PAYROLL	694.93
07/01/2016	DD2410(A)	GARCIA, CONTESSA	PAYROLL	483.41
07/01/2016	DD2411(A)	GILES, COLE	PAYROLL	274.98
07/01/2016	DD2412(A)	HALLGREN, JON	PAYROLL	1,213.14
07/01/2016	DD2413(A)	HARRIER, KIRK	PAYROLL	1,858.80
07/01/2016	DD2414(A)	HERBERT, MICHAEL	PAYROLL	204.83
07/01/2016	DD2415(A)	HERBERT, SCOTT	PAYROLL	1,073.14
07/01/2016	DD2416(A)	HINKLE, MARY	PAYROLL	558.22
07/01/2016	DD2417(A)	HOWARD, HANNAH	PAYROLL	384.44
07/01/2016	DD2418(A)	HUBBARD, MADISON	PAYROLL	279.26
07/01/2016	DD2419(A)	JONES, MICHAEL	PAYROLL	1,433.41
07/01/2016	DD2420(A)	KUPRES, GERALDINE	PAYROLL	642.93
07/01/2016	DD2421(A)	KUPRES, NICOLE	PAYROLL	583.64
07/01/2016	DD2422(A)	MIRTO, KATHI	PAYROLL	608.96
07/01/2016	DD2423(A)	NAGEL, MONICA	PAYROLL	1,370.50
07/01/2016	DD2424(A)	NUTTING, TANNER	PAYROLL	543.62
07/01/2016	DD2425(A)	O'MALLEY, SEAN	PAYROLL	222.46
07/01/2016	DD2426(A)	OSMAN, CINDY	PAYROLL	1,198.38
07/01/2016	DD2427(A)	PALAZZOLO, PETER	PAYROLL	72.71
07/01/2016	DD2428(A)	PHELPS, JENNIFER	PAYROLL	602.57
07/01/2016	DD2429(A)	POEL, SAWYER	PAYROLL	688.73
07/01/2016	DD2430(A)	RAMIREZ, MAHER	PAYROLL	701.06
07/01/2016	DD2431(A)	REYES, MELISSA	PAYROLL	620.83
07/01/2016	DD2432(A)	RIVERA-PRINCE, SYDNEY	PAYROLL	438.71
07/01/2016	DD2433(A)	SHANAHAN, KATHRYN	PAYROLL	109.79
07/01/2016	DD2434(A)	SIMONSON, BRUCE	PAYROLL	1,831.21
07/01/2016	DD2435(A)	SNYDER, NATHAN	PAYROLL	121.14
07/01/2016	DD2436(A)	STANISLAWSKI, PETER	PAYROLL	1,400.48
07/01/2016	DD2437(A)	STARRING, MARILYN	PAYROLL	76.07
07/01/2016	DD2438(A)	TEDALDI, DOMINIC	PAYROLL	126.78
07/01/2016	EFT803(E)	457-VALIC	PAYROLL	2,926.25
07/01/2016	EFT804(E)	MERS HYBRID	PAYROLL	851.83

08/05/2016

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 07/01/2016 - 07/31/2016

Check Date	Check	Vendor Name	Description	Amount
07/01/2016	EFT805(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,128.52
07/11/2016	15243	ALLEGAN COUNTY SHERIFF	DEBT CREW	430.00
07/11/2016	15244	BRUCE STARRING	CHAIN FERRY REPAIRS	220.56
07/11/2016	15245	DEERE & COMPANY	JOHN DEERE TRACTOR BEACH	52,273.59
07/11/2016	15246	FRIS OFFICE OUTFITTERS	SUPPLIES	169.06
07/11/2016	15247	GATES ELECTRIC INC	OVAL BEACH	112.99
07/11/2016	15248	GRAAFSCHAP HARDWARE	SUPPLIES	50.14
07/11/2016	15249	MCKELLIPS PLUMBING INC	PLUMBING SERVICES	323.50
07/11/2016	15250	MICHAEL STARRING	CHAIN FERRY LAUNCH	200.00
07/11/2016	15251	MICHIGAN MUNICIPAL LEAGUE	WORKER COMP	11,231.00
07/11/2016	15252	MICHIGAN MUNICIPAL LEAGUE	DUES	898.00
07/11/2016	15253	OBSERVER NEWSPAPERS	PRINTING	1,000.00
07/11/2016	15254	OVERISEL LUMBER COMPANY	SUPPLIES & REPAIRS	167.29
07/11/2016	15255	PURITY CYLINDER GASES INC	CONCESSION	53.30
07/11/2016	15256	STANDARD INSURANCE COMPANY	INSURANCE	339.80
07/11/2016	15257	STAR OF SAUGATUCK BOAT CRUISES	CHAIN FERRY LICENSING	1,921.70
07/11/2016	15258	STINGERS PEST CONTROL	PEST CONTROL	80.00
07/11/2016	15259	WEST MICHIGAN AERIAL LLC	BUCKET TRUCK MAINTENANCE	7,500.00
07/11/2016	15260	WESTENBROEK MOWER INC	STIHL TRIMMER	359.95
07/11/2016	15261	WYOMING ASPHALT PAVING CO	ASPHALT	92.92
07/11/2016	1145(E)	CHEF CONTAINER, LLC	TRASH	544.60
07/11/2016	1146(E)	COMCAST	TELEPHONE & INTERNET	284.60
07/11/2016	1147(E)	CONSUMERS ENERGY	STREET LIGHTS	1,761.60
07/11/2016	1148(E)	FIRST BANK CARD	POSTAGE, OVAl BEACH & REPAIR	733.23
07/11/2016	1149(E)	GORDON FOOD SERVICE	CONCESSION	6,165.42
07/11/2016	1150(E)	MERCHANTS BANCARD NETWORK	OVAl BEACH	1,286.99
07/11/2016	1151(E)	MERS	RETIREMENT	12,000.00
07/11/2016	1152(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOM	136.53
07/11/2016	1153(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,641.23
07/11/2016	1154(E)	VALLEY CITY LINEN INC	SHOP TOWELS	136.85
07/11/2016	1155(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	326.06
07/12/2016	1156(A)	BELL EQUIPMENT CO	STREE SWEEPER	772.59
07/12/2016	1157(A)	CITY OF DOUGLAS	POLICE SERVICES	45,218.75
07/12/2016	1158(A)	ETNA SUPPLY	SUPPLIES	143.41
07/12/2016	1159(A)	GLOBAL EQUIPMENT COMPANY	SUPPLIES	129.75
07/12/2016	1160(A)	MARILYN A. STARRING	SPEAR STREET BOAT LAUNCH	273.00
07/12/2016	1161(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	360.00
07/12/2016	1162(A)	SHORELINE COMPUTER SYSTEMS	COMPUTER SERVICES	350.00
07/12/2016	1163(A)	SISTERS IN INK	CONCESSION	470.70
07/15/2016	DD2439(A)	BULTMAN, LINDA	PAYROLL	1,343.53
07/15/2016	DD2440(A)	CAO, YOU	PAYROLL	245.19
07/15/2016	DD2441(A)	CARPER, CONNOR	PAYROLL	319.69
07/15/2016	DD2442(A)	CARPER, KAYLA	PAYROLL	464.85

08/05/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 07/01/2016 - 07/31/2016				
Check Date	Check	Vendor Name	Description	Amount
07/15/2016	DD2443(A)	CARPER, KEEGAN	PAYROLL	359.76
07/15/2016	DD2444(A)	CASTRO, ADAM	PAYROLL	432.86
07/15/2016	DD2445(A)	CHALICE, DANIEL	PAYROLL	276.95
07/15/2016	DD2446(A)	FENTERS, AARON	PAYROLL	741.17
07/15/2016	DD2447(A)	GARCIA, CONTESSA	PAYROLL	486.96
07/15/2016	DD2448(A)	GILES, COLE	PAYROLL	347.99
07/15/2016	DD2449(A)	HALLGREN, JON	PAYROLL	1,213.15
07/15/2016	DD2450(A)	HARRIER, KIRK	PAYROLL	1,858.81
07/15/2016	DD2451(A)	HERBERT, SCOTT	PAYROLL	1,234.63
07/15/2016	DD2452(A)	HINKLE, MARY	PAYROLL	454.90
07/15/2016	DD2453(A)	HOWARD, HANNAH	PAYROLL	359.76
07/15/2016	DD2454(A)	HUBBARD, MADISON	PAYROLL	340.78
07/15/2016	DD2455(A)	JONES, MICHAEL	PAYROLL	1,175.41
07/15/2016	DD2456(A)	KUPRES, GERALDINE	PAYROLL	684.15
07/15/2016	DD2457(A)	KUPRES, NICOLE	PAYROLL	564.99
07/15/2016	DD2458(A)	MIRTO, KATHI	PAYROLL	572.42
07/15/2016	DD2459(A)	NAGEL, MONICA	PAYROLL	1,370.50
07/15/2016	DD2460(A)	NUTTING, TANNER	PAYROLL	632.55
07/15/2016	DD2461(A)	O'MALLEY, SEAN	PAYROLL	403.54
07/15/2016	DD2462(A)	OSMAN, CINDY	PAYROLL	1,198.37
07/15/2016	DD2463(A)	PALAZZOLO, PETER	PAYROLL	201.95
07/15/2016	DD2464(A)	PHELPS, JENNIFER	PAYROLL	498.69
07/15/2016	DD2465(A)	POEL, SAWYER	PAYROLL	688.72
07/15/2016	DD2466(A)	RAMIREZ, MAHER	PAYROLL	688.72
07/15/2016	DD2467(A)	REYES, MELISSA	PAYROLL	477.09
07/15/2016	DD2468(A)	RIVERA-PRINCE, SYDNEY	PAYROLL	395.95
07/15/2016	DD2469(A)	SHANAHAN, KATHRYN	PAYROLL	221.78
07/15/2016	DD2470(A)	SIMONSON, BRUCE	PAYROLL	1,856.21
07/15/2016	DD2471(A)	SNYDER, NATHAN	PAYROLL	228.79
07/15/2016	DD2472(A)	STANISLAWSKI, PETER	PAYROLL	1,400.48
07/15/2016	DD2473(A)	STARRING, MARILYN	PAYROLL	461.80
07/15/2016	DD2474(A)	TEDALDI, DOMINIC	PAYROLL	118.68
07/15/2016	EFT806(E)	457-VALIC	PAYROLL	2,930.13
07/15/2016	EFT807(E)	MERS HYBRID	PAYROLL	872.32
07/15/2016	EFT808(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,506.12
07/15/2016	DD2475(A)	HERBERT, MICHAEL	PAYROLL	221.24
07/25/2016	15262	JCD REVOCABLE ST	Sum Tax Refund 57-300-042-00	952.51
07/25/2016	15263	ALLEGAN COUNTY SHERIFF	DEBT CREW	484.00
07/25/2016	15264	BLOOM SLUGGETT MORGAN	LEGAL FEES	1,920.50
07/25/2016	15265	CAPITAL ONE	OVAL & CITY HALL	278.29
07/25/2016	15266	CMS MEDICARE INSURANCE	INSURANCE	365.70
07/25/2016	15267	FLEIS & VANDENBRINK ENGINEERIN	ENGINEERING	723.06
07/25/2016	15268	GRAND RAPIDS POPCORN	CONCESSION	141.85

08/05/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 07/01/2016 - 07/31/2016				
Check Date	Check	Vendor Name	Description	Amount
07/25/2016	15269	IHLE AUTO PARTS	SUPPLIES & REPAIRS	306.63
07/25/2016	15270	MINER SUPPLY CO	SUPPLIES	39.96
07/25/2016	15271	OTTAWA AREA INTERMEDIATE SCH	PROPERTY TAXES	74,244.62
07/25/2016	15272	REPCOLITE	STREET PAINT	614.20
07/25/2016	15273	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	112,510.10
07/25/2016	15274	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM OVAL	940.00
07/25/2016	15275	SPRING BROOK SUPPLY	IRRIGATION REPAIRS	397.60
07/25/2016	15276	STANDARD INSURANCE COMPANY	INSURANCE	339.80
07/25/2016	15277	STATE OF MICHIGAN	ELEVATOR PERMIT	180.00
07/25/2016	15278	STINGERS PEST CONTROL	PEST CONTROL	115.00
07/25/2016	1164(E)	AT&T MOBILITY	CELL PHONES	174.52
07/25/2016	1165(E)	CHEF CONTAINER, LLC	OVAL TRASH	89.62
07/25/2016	1166(E)	COMCAST	TELEPHONE & INTERNET	284.60
07/25/2016	1167(E)	CONSUMERS ENERGY	ELECTRIC	1,487.13
07/25/2016	1168(E)	GORDON FOOD SERVICE	CONCESSION	4,368.64
07/25/2016	1169(E)	KALAMAZOO LAKE SEWER & WATER	WATER	1,819.87
07/25/2016	1170(E)	PRIORITY HEALTH	HEALTH INSURANCE	7,199.73
07/25/2016	1171(E)	SHELL	GASOLINE & DIESEL	238.29
07/25/2016	1172(E)	STATE OF MICHIGAN	CONCESSION TAX	1,277.60
07/25/2016	1173(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	143,846.06
07/25/2016	1174(A)	BRUCE'S BLACKTOP LLC	REFUND 245 WATER STREET	1,375.44
07/25/2016	1175(A)	CITY OF DOUGLAS	MERS POLICE PENSION	133,543.02
07/25/2016	1176(A)	DIANNA MC GREW	ASSESSING SERVICES	2,436.64
07/25/2016	1177(A)	MIKE JONES	SAFETY SHOES	129.00
07/25/2016	1178(A)	ROTARY CLUB OF SAUGATUCK	FIREWORKS	3,000.00
07/25/2016	1179(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	120.00
07/25/2016	1180(A)	SISTERS IN INK	CONCESSION	1,541.80
07/29/2016	DD2476(A)	BULTMAN, LINDA	PAYROLL	1,575.96
07/29/2016	DD2477(A)	CAO, YOU	PAYROLL	411.42
07/29/2016	DD2478(A)	CARPER, CONNOR	PAYROLL	319.68
07/29/2016	DD2479(A)	CARPER, KAYLA	PAYROLL	364.15
07/29/2016	DD2480(A)	CARPER, KEEGAN	PAYROLL	369.63
07/29/2016	DD2481(A)	CASTRO, ADAM	PAYROLL	394.67
07/29/2016	DD2482(A)	CHALICE, DANIEL	PAYROLL	228.88
07/29/2016	DD2483(A)	FENTERS, AARON	PAYROLL	690.72
07/29/2016	DD2484(A)	GARCIA, CONTESSA	PAYROLL	511.92
07/29/2016	DD2485(A)	GILES, COLE	PAYROLL	410.75
07/29/2016	DD2486(A)	HALLGREN, JON	PAYROLL	1,235.41
07/29/2016	DD2487(A)	HARRIER, KIRK	PAYROLL	1,892.59
07/29/2016	DD2488(A)	HERBERT, MICHAEL	PAYROLL	193.12
07/29/2016	DD2489(A)	HERBERT, SCOTT	PAYROLL	1,163.67
07/29/2016	DD2490(A)	HINKLE, MARY	PAYROLL	551.10
07/29/2016	DD2491(A)	HOWARD, HANNAH	PAYROLL	305.63

08/05/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 07/01/2016 - 07/31/2016				
Check Date	Check	Vendor Name	Description	Amount
07/29/2016	DD2492(A)	HUBBARD, MADISON	PAYROLL	266.97
07/29/2016	DD2493(A)	JONES, MICHAEL	PAYROLL	1,197.20
07/29/2016	DD2494(A)	KUPRES, GERALDINE	PAYROLL	579.62
07/29/2016	DD2495(A)	KUPRES, NICOLE	PAYROLL	789.60
07/29/2016	DD2496(A)	LEO, NICHOLAS	PAYROLL	43.54
07/29/2016	DD2497(A)	LEWIS, LEIGH	PAYROLL	43.54
07/29/2016	DD2498(A)	MIRTO, KATHI	PAYROLL	638.68
07/29/2016	DD2499(A)	NAGEL, MONICA	PAYROLL	2,297.48
07/29/2016	DD2500(A)	NUTTING, TANNER	PAYROLL	749.57
07/29/2016	DD2501(A)	O'MALLEY, SEAN	PAYROLL	185.46
07/29/2016	DD2502(A)	OSMAN, CINDY	PAYROLL	1,220.65
07/29/2016	DD2503(A)	PALAZZOLO, PETER	PAYROLL	95.32
07/29/2016	DD2504(A)	PHELPS, JENNIFER	PAYROLL	415.58
07/29/2016	DD2505(A)	POEL, SAWYER	PAYROLL	131.66
07/29/2016	DD2506(A)	RAMIREZ, MAHER	PAYROLL	688.72
07/29/2016	DD2507(A)	REYES, MELISSA	PAYROLL	676.10
07/29/2016	DD2508(A)	RIVERA-PRINCE, SYDNEY	PAYROLL	438.72
07/29/2016	DD2509(A)	SHANAHAN, KATHRYN	PAYROLL	174.81
07/29/2016	DD2510(A)	SIMONSON, BRUCE	PAYROLL	1,736.88
07/29/2016	DD2511(A)	SNYDER, NATHAN	PAYROLL	121.21
07/29/2016	DD2512(A)	STANISLAWSKI, PETER	PAYROLL	1,400.10
07/29/2016	DD2513(A)	STARRING, MARILYN	PAYROLL	121.41
07/29/2016	DD2514(A)	TEDALDI, DOMINIC	PAYROLL	177.44
07/29/2016	EFT809(E)	457-VALIC	PAYROLL	3,194.69
07/29/2016	EFT810(E)	MERS HYBRID	PAYROLL	980.05
07/29/2016	EFT811(E)	FEDERAL TAX DEPOSIT	PAYROLL	9,211.67
07/29/2016	EFT812(E)	MERS	PAYROLL	4,811.97
07/29/2016	EFT813(E)	MI DEPT OF TREASURY	PAYROLL	3,854.50
Total of 198 Checks:				777,262.01
Less 0 Void Checks:				0.00
Total of 198 Disbursements:				777,262.01



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: August 8, 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 for the use of two parking spaces in the Culver Street Parking Lot in consideration for the SCA allowing the City to hold a citizen of the year reception and a community informational meeting regarding upcoming road projects.



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, 9/17, 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 _____

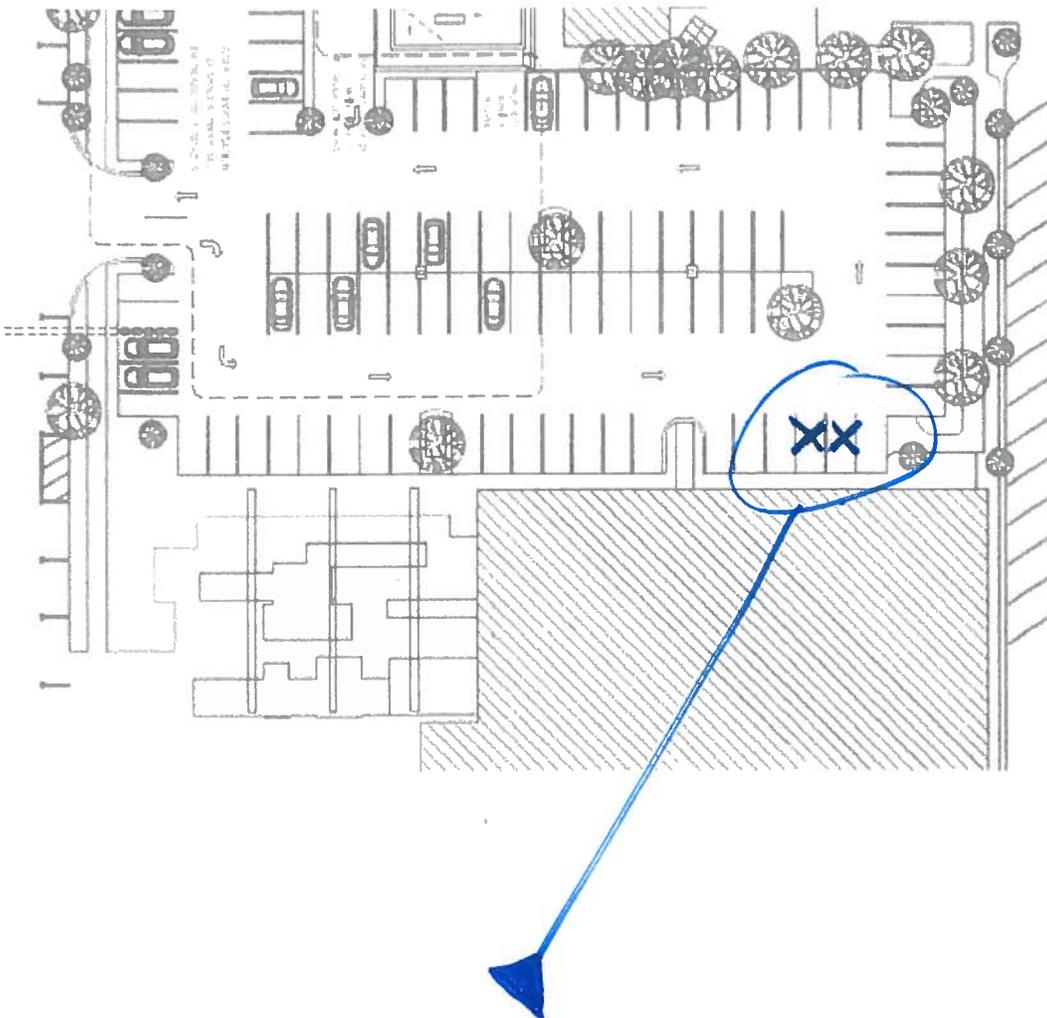
EVENT LOCATION: (2) PARKING SPOTS - CULVER LOT EVENT HOURS: 2 PM - 8 PM

ESTIMATED NUMBER OF ATTENDEES: (2) CARS

ESTIMATED NUMBER OF VOLUNTEERS: _____

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

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





SAUGATUCK
CENTER FOR THE ARTS

SCA 2016 Rental Quote

As of 8/3/17

Contact: Teresa Palazzolo Zerfas 269-857-2399 or teresa@sc4a.org

Saugatuck City Hall

***EVENT SCHEDULE (Dates Unknown)**

Event Spaces used	Rate
Lobby (4 hrs.) Set Up, Meeting, and Tear Down. Citizen of the Year	\$525
Conference Room (2 hrs.) Set Up, Meeting, and Tear Down. Town Hall mtg.	\$175
Kitchen (4hrs) Citizen of the Year	\$150
TOTAL	\$850

***Please Note: The above quote includes all available SCA tables, and does not include tech.**



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: August 8, 2016

SUBJECT: Ordinance Amendment No. 160808-1 re: Recreational Fires and Incinerators

DESCRIPTION

During the last several months, City Hall staff has received various complaints about smoke from recreational fires and incinerators. Specifically, smoke from fire pits drifting into the windows of adjacent properties, and a solid waste incinerator. These calls prompted a review of the current Ordinance sections on burning and found it severely out of date. The Ordinance was mainly directed at regulating open burning trash barrels. The attached proposed amendments bring the ordinance into alignment with the International Fire Code and fits nicely with other ordinances throughout the state. It also allows for the Fire Chief or his designee to require extinguishment of fires that are creating a nuisance by the generation of smoke.

The amendment also prohibits the use of incinerators burning wood or other solid waste if it creates visible smoke. (Garbage incinerators or wood fired boilers)

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

These proposed amendments were reviewed and developed with the help of Fire Chief Greg Janik.

LEGAL REVIEW

The proposed amendments were reviewed and approved by City Attorney Jeff Sluggett.

SAMPLE MOTION:

Motion to **approve/deny** Ordinance Amendment No. 160808-1 amending Section 92.26, Chapter 92 Title 9 and Section 94.02, Chapter 94, Title 9 of the Code of the City of Saugatuck.

CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 160808-1

AN ORDINANCE TO AMEND SECTION 92.26, CHAPTER 92, TITLE IX
AND SECTION 94.02, CHAPTER 94, TITLE IX OF THE CODE OF THE
CITY OF SAUGATUCK

The City of Saugatuck Ordains:

Section 1. Amendment of Section 92.26. That Section 92.26, Chapter 92 of the Code of the City of Saugatuck, entitled "Open Fires," is amended to read as follows:

92.26 OPEN FIRES.

(A) The Fire Chief shall have charge of the prevention and suppression of grass fires and other fires, ~~other than those for domestic purposes,~~ within the city.

(B) It shall be the duty of the Fire Chief to investigate the origin of fires which are illegal by the terms of this chapter, and actively endeavor to secure the conviction of all persons violating this chapter.

(C) It shall be unlawful ~~when the ground is not covered with snow~~ to start or have an open fire ~~except for domestic purposes or to protect persons or property in case of fire, except recreational fires as permitted pursuant to the International Fire Code as adopted in section 150.01,~~ without permission in writing to do so from the Fire Chief or his or her authorized representative. ~~DOMESTIC PURPOSES shall be defined as the disposal of refuse from household activities upon an occupant's own premises, refuse not to include garbage, so long as the disposal does not create a nuisance or fire hazard, is done in enclosed containers and in the presence of a responsible party~~The burning of refuse, garbage, debris, and other solid waste is expressly prohibited unless a permit has been issued in accordance with this section.

(D) Permission to set fire to any woodlands, grasslands, brush, slash, structures or buildings or any purpose whatsoever shall be given only, when in the opinion of the Fire Chief, or his or her authorized representative, it is safe to do so. Forms will be furnished by the Fire Chief on which such permission may be given. ~~Permission may also be verbal;~~ provided, that when the permission is given, a qualified person with knowledge of fire control will constantly be in charge of the fires so as to prevent the spreading thereof.

(E) This chapter shall not apply to burning by persons in authorized areas in public parks for camping and similar purposes, as long as fire is in an approved container.

(F) In granting permission to start or have an open fire, the Fire Chief or his or her authorized representative shall be guided by the Burning Index and Wind Velocity Charts, as follows:



<i>Burning Index</i>	
Burning index as calculated by the Lake States Burning Index Meter. This takes into consideration the following factors: days since rain, condition of vegetation, relative humidity and wind velocity.	
Safe: 0 to 1	Fires will not spread beyond the head of a campfire or burning brush pile.
Very Low: 2 to 3	Fires will start from an open flame but spread slowly and tend to go out.
Low: 4 to 6	Fires will start from a lighted match and spread rapidly in dry grass and leaves until extinguished.
Moderate: 7 to 12	Fires start readily from a lighted match, burn briskly and tend to spread rapidly as they increase in size.
High: 13 to 24	Fires start readily from a match or glowing cinders, spread rapidly and tend to crown generally in young conifers.
Very High: 25 to 49	Fires will start from a glowing cigarette or sparks spread rapidly and tend to crown generally.
Extreme: 50 and up	Explosive conditions; fires start readily from sparks, burn fiercely, crown and spot generally.



<i>Wind Velocity</i>	
Calm: 0 to 1 mph	Smoke rises vertically, no movement of leaves or branches. No effect on fires.
Very light: 1 to 3 mph	Direction of wind indicated by smoke drift, wind vane barely moves, aspen leaves in motion, tall grass sways gently. Little effect on fires.
Light: 4 to 7 mph	Wind felt on the face, leaves generally in motion, slender branches in the open sway gently, wind vane moves and small flags flutter. Fires in the open spread with the wind.
Gentle: 8 to 12 mph	Slender trees in the open and tree tops in dense stands sway, wind extends small flag. Fires in the open tend to run.
Moderate: 13 to 18 mph	Trees sway, branches toss and dust is raised in the road. Fires spread rapidly and tend to become longer than wide.
Fresh: 19 to 24 mph	Inconvenience felt in walking against the wind, crested wavelets form on inland lakes. Fires tend to run in the crowns of small conifers.
Strong: 25 to 31 mph	Whistling heard in telephone wires, small branches broken from trees. Fires tend to crown and spot.

Very Strong: 32 to 38 mph	Whole trees sway, difficulty experienced in walking against the wind.
Gale: 39 mph and up	Large branches broken from trees, shingles blown from roofs. Fires generally out of control.

(G) *Fire or burning permits.*

(1) Determination of where or when not to issue burning permits shall be the responsibility of the ~~department~~ Fire Department issuing permits except when a situation is such that state or local conservation officials declare a hazardous condition exists.

(2) The burning index, as transmitted by the Fire Department, shall be considered a guide for the issuance of burning permits. Consideration shall be given to the time of day and other considerations which are a factor in determining whether safe conditions for burning exist.

(H) Recreational fires. Recreational fires are permitted in the City of Saugatuck only in accordance with the following provisions:

1. The recreational wood burning unit, portable outdoor fireplace or recreational fire burn ring shall not be used to burn refuse.
2. The recreational wood burning unit, portable outdoor fireplace or recreational fire burn ring shall burn only clean firewood.
3. A recreational fire burn ring, recreational wood burning unit, or portable outdoor fireplace shall not exceed 3 feet in diameter and 2 feet in height
4. The recreational fire burn ring, recreational wood burning unit, or portable outdoor fireplace shall be located at least 25 feet from any and all structures. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition.
5. A recreational fire burn ring, recreational wood burning unit, or portable outdoor fireplace shall be used in accordance with the manufacturer's instructions and shall not be operated within 15 feet (3048 mm) of a structure or combustible material.
6. No person shall start or maintain any fire, including but not limited to a recreational wood burning unit, portable outdoor fireplace, or recreational fire burn ring which creates smoke or other combustion-related nuisance resulting in respiratory or skin irritation to neighbors. If a nuisance is determined to exist based on the facts and circumstances then prevailing, the Fire Chief or his or her designee will require the immediate extinguishment.
7. Open burning, bonfires, recreational fires and use of recreational wood burning units or portable outdoor fireplaces shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher complying with a minimum 4-A rating or

other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

Section 2. Amendment of Section 94.02. That Section 94.02, Chapter 94 of the Code of the City of Saugatuck, entitled "Nuisances Per Se," is amended to read as follows:

94.02 NUISANCES PER SE.

The following acts, activities, displays, conditions, apparatus and structures are hereby declared to be public nuisances:

- (A) The maintenance of any pond, pool of water or vessel holding stagnant water;
- (B) The pollution of any stream, lake or body of water by depositing or permitting to be deposited any refuse, foul or nauseous liquid or water, creamery or industrial waste, or forcing or discharging into any public or private sewer or drain any steam, vapor or gas;
- (C) Any vehicle used for any immoral or illegal purpose;
- (D) All indecent or obscene pictures, books, pamphlets, magazines and newspapers;
- (E) Betting, bookmaking and all apparatus used in such occupations;
- (F) All illegal gambling devices;
- (G) All houses kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame and bawdy houses;
- (H) The distribution of samples of medicines or drugs unless the samples are placed in the hands of an adult person;
- (I) All explosives, inflammable liquids and other dangerous substances stored in any manner or in any amount contrary to the provisions of this code or state law;
- (J) Any use of the public streets or sidewalks which causes large crowds to gather, obstructing the free use of the streets or sidewalks;
- (K) All buildings, walls and other structures which have been damaged by fire, decay or otherwise and all excavations remaining unfilled or uncovered for a period of 90 days or longer, and which are so situated so as to endanger the safety of the public;
- (L) All dangerous, unguarded excavations or machinery in any public place, or so situated, left or operated on private property as to attract the public;
- (M) The owning, driving or moving upon any public streets and alleys of trucks or other motor vehicles which are constructed and loaded so as to permit any part of their load or contents to blow, fall, or be deposited upon any street, alley, sidewalk or other public or private place, or which deposits from its wheels, tires or other parts onto the street, alley, sidewalk or other public or private place dirt, grease, sticky substances or foreign matter of any kind; provided, however, that under circumstances determined by the City Manager to be in the public interest, he or she may grant persons temporary exemption from the provisions of this division (M) conditioned upon cleaning and correcting the violating condition at least once daily and execution of an agreement by such person to reimburse the city for any extraordinary maintenance expenses incurred by the city in connection with the violation; and
- (N) The placing or causing to be placed in or on any motor vehicle parked upon any street, alley or other public place within the corporate limits of the city any paper, posters, signs, cards or other advertising matter.

(O) Except as permitted by law, the incineration of wood or any combustible material or solid waste that creates visible vapors in an incinerator or boiler for any purpose.

Section 3. Effective Date. This Ordinance shall become effective upon its publication as provided by law.

YEAS: _____

NAYS: _____

ABSENT: _____

ORDINANCE NO. _____ ADOPTED

I, Monica Nagel, the Clerk of the City of Saugatuck, certify that the foregoing is a true and accurate copy of an ordinance adopted at a regular meeting of the City Council of the City of Saugatuck, held on _____, 2016, and noticed in accordance with all legal requirements,

Monica Nagel, Clerk

Introduced: _____

Adopted: _____

Published: _____



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: August 8, 2016

SUBJECT: Ordinance Amendment No. 160808-2 re: Windfeather Flags

DESCRIPTION

In the beginning of the summer season, various businesses installed large windfeather flags in the public right-of-way and on private property. The City received complaints regarding the appearance of these forms of signage. Downtown traffic in the City is intensely pedestrian and congested at certain times of the year; windfeather flags are typically used to attract vehicular traffic along higher speed roads and highways. The City Ordinance did not identify windfeather flags as an allowable type of signage. The City Council directed the Planning Commission to review the matter and make a recommendation (see commission review below).

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

Planning Commission held a public hearing on the proposed amendment of section 154.140 on July 28, 2016 and unanimously voted to forward a recommendation to approve adoption of the proposed Ordinance that clarifies windfeather flags are not permitted.

LEGAL REVIEW:

The proposed amendments were reviewed and approved by City Attorney Jeff Sluggett.

SAMPLE MOTION:

Motion to **approve/deny** Ordinance No. 160808-2 amending sections 154.135, 154.140 and 150.130 of the Code of the City of Saugatuck.

CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 160808-2

AN ORDINANCE TO AMEND SECTIONS 154.135, 154.140 AND 150.130
OF THE CODE OF THE CITY OF SAUGATUCK

The City of Saugatuck Ordains:

Section 1. Amendment of Section 154.140. That Section 154.140, Chapter 154 of the Code of the City of Saugatuck, entitled “Sign Definitions” is amended, in part, as follows:

BANNER. A flexible sign directly mounted to a building, or a support on a building, or between two poles made of natural or synthetic material that is used to call attention to a business, product, service, or activity, not including flags as defined in this section.

FEATHER FLAG-SIGN, WINDFEATHER SIGN. A flexible sign made of natural or synthetic material typically fastened on one long side to a flexible pole mounted on the ground, intended to move with the wind to call attention to a business, product, service or activity, not including flags as defined in this section.

TEMPORARY SIGN, to read as follows:

Any sign that is not constructed or intended for long term use or is not permanently attached to a building, window, or structure, including but not limited to banners, pennants, feather flag signs, windfeather signs, real estate signs, garage sale signs, directional signs for special events, or signs to advertise short term sales.

Section 2. Amendment of Section 150.130. That Section 150.130, Chapter 150 of the Code of the City of Saugatuck, entitled “Temporary Sign Regulations” is amended to read as follows:

(G) *Further regulations pertaining to all temporary signs.* Unless permitted elsewhere within this section, temporary signs shall meet the following standards:

- (1) Temporary signs shall not be installed within the public right-of-way;
- (2) Pennants and portable signs as defined in § 154.140 of the Zoning Ordinance shall be prohibited;
- (3) Temporary signs shall not create a traffic vision obstruction; and
- (4) Temporary signs shall not exceed 28 feet in height from grade.
- (5) Feather flag signs, and windfeather signs are not permitted.

Section 3. Effective Date. This Ordinance shall become effective seven (7) days after its publication unless otherwise provided by law.

YEAS: _____

NAYS: _____

ABSENT: _____

ORDINANCE NO. _____ ADOPTED

I, Monica Nagel, the Clerk of the City of Saugatuck, certify that the foregoing is a true and accurate copy of an ordinance adopted at a regular meeting of the City Council of the City of Saugatuck, held on _____, 2016, and noticed in accordance with all legal requirements.

Monica Nagel, Clerk

Introduced: _____

Adopted: _____

Published: _____



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: August 8, 2006
SUBJECT: Special Event Application (Savor the Art Coast)

DESCRIPTION

Application and letter of understanding for the 2016 Savor the Art Coast event on Sunday, August 28, 2016.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Letter of Understanding was prepared by City Attorney Jeff Sluggett

SAMPLE MOTION:

Motion to **approve/deny** the letter of understanding dated August 8, 2016 between the City of Saugatuck and the CVB to hold the Savor the Art Coast event in the City of Saugatuck on Sunday, August 28, 2016.



2016 Taste of Saugatuck Letter of Understanding

Saugatuck Douglas CVB
PO Box 597
Saugatuck, MI 49453

Re: Letter of Understanding

Dear Ms. Fairchild:

This Letter of Understanding (“Letter”) is intended to memorialize the City of Saugatuck’s understanding with respect to the CVB’s proposal to hold, operate and conduct the traditional Savor the Art Coast event (formally known as the Taste of Saugatuck) within the City on August 28, 2016. The CVB has submitted a Special Event Application and associated materials (collectively, the “Application”) to the City which has been reviewed by the City Council. After due consideration, the City Council has approved that Application subject to the CVB’s willingness to sign this Letter. This Letter shall be construed to incorporate and include the Application as well as the materials attached thereto. In the event of a conflict between the terms of this Letter and the Application, the terms of this Letter shall control.

In granting approval for the CVB’s Application, the City is consenting to the CVB’s use of specific City streets, parks and other public places for the event. In addition, the City agrees that, subject to the CVB’s compliance with this Letter, the City shall provide the following at its cost to the CVB for its operation of the event:

- Provision of security fencing.
- Assistance in installing any authorized signs or banners within or on public rights of way or other public property over which the City has jurisdiction. No signage may be installed as part of the event without the City’s prior approval, which approval shall not be unreasonably withheld.
- Cooperate with the CVB and other local entities or organizations as reasonably necessary to plan for the Festival.

In exchange for the City’s approval and commitments as set forth above, the CVB shall prepare, operate and conduct the event consistent with the following:

- Compliance with all adopted laws and regulations of the City and its departments including applying for and obtaining any permits required by law.

- Not later than August 24, the CVB shall obtain the approval of the Application by the City's Police Department and the Saugatuck Township Fire District.
- Not later than August 24, the CVB shall submit to the City Manager and Police Chief a safe cash handling plan for the Festival, which plan must be approved by both City officers.
- The provision of adequate trash receptacles for the Festival in such quantities and locations as directed by the City and removal of the trash as reasonably necessary.
- Installation and removal of the security fencing supplied by the City.
- Provision to the City Clerk, not later than August 24, of a valid certificate of insurance of a type and amount deemed sufficient by the City in its reasonable discretion. Without limiting the foregoing, the certificate must identify the City and its officers and employees as additional insureds.
- Provision to the City Clerk, not later than August 24, of a valid Allegan County Health Department food service license for activities associated with the CVB's conduct of the event.
- Provisions to the City Clerk, not later than August 24, of a valid Michigan Liquor Control Commission special event license for the event.
- Advertising and marketing the event to the general public in the CVB's reasonable discretion.
- Except as otherwise provided expressly herein, all costs and fees associated with the event shall be the responsibility of the CVB.
- No later than September 23, the CVB will present to the City Council a financial summary report for the event.

Assuming the above accurately reflects the CVB's understanding and agreement, please have an authorized official(s) of the CVB sign and date where indicated below and return one original copy of this Letter to the City.

Sincerely,

CITY OF SAUGATUCK

Date: August 8, 2016

By: _____
Christine Z. Peterson, Mayor

By: _____
Monica Nagel, Clerk

The foregoing accurately reflects the understanding and agreement of the CVB with respect to its proposal to hold operate and conduct the 2016 Savor the Art Coast in the City of Saugatuck.

Date: _____, 2016

By: _____

Its: _____

By: _____

Its: _____



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 Convention & Visitor's Bureau TELEPHONE: 269-857-1701

MAILING ADDRESS: PO Box 28 Saugatuck, MI 49453

CONTACT NAME: Alex Huss TELEPHONE: 269-857-1701

E-MAIL ADDRESS: staff@saugatuck.com CELL PHONE: -----

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Felicia Fairchild TELEPHONE: -----

E-MAIL ADDRESS: fvfairchild@comcast.net CELL PHONE: 616-218-1678

EVENT INFORMATION

NAME OF EVENT: Savor the Art Coast DATE(S) OF EVENT: August 28, 2016

PURPOSE OF EVENT: Fundraiser (education) RAIN DATE: -----

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

EVENT LOCATION: Wicks Park and street in front EVENT HOURS: 12pm-6pm

ESTIMATED NUMBER OF ATTENDEES: 800 - 1,000

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE / TIME FOR SET-UP: 8 /28 /16 7:00 **A.M.** P.M. (circle one)

ESTIMATE DATE / TIME FOR CLEAN-UP: 8/28 /16 8:00 A.M. **P.M.** (circle one)

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

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

TRASH RECEPTACLES – QUANTITY per previous year

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 supervise deposit of money bags into night drop at Chemical Bank

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

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

Street closure date/time: 8 /28/ 16 6:00 A.M. P.M. (circle one)

Street re-open date/time: 8 /28 /16 8:00 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: parking lot between Wicks Park & Boardwalk Shops

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

CITY USE ONLY – Department representative please initial if approved

[] DPW [] POLICE [] FIRE

CITY COUNCIL APPROVAL DATE: _____

AUTHORIZED BY: _____

DATE: _____

MONICA LOOMAN -CITY CLERK

APPLICATION CHECK LIST

- Completed Application**
- Event Map** (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map**
- Certificate of Insurance** (listing the City of Saugatuck as additionally insured) **in works**
- Fireworks Permit** (if applicable) **not applicable**
- Michigan Liquor Control Commission Special Event License** (if applicable) **in works**
- Health Department Food Service License** (if applicable) **in works**

If document is missing, please explain: individual vendors to provide

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.

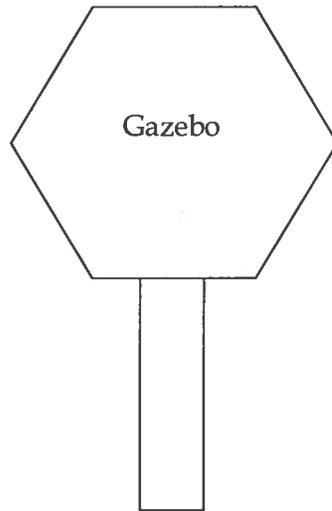
Alexandra Bliss
Applicant Signature

6/14/16
Date

6/10/2016

Fenced to River

Kalamazoo River



PORTA
POTTY
AREA

Note:

1. Security provided by Saugatuck/Douglas Police & Savor committee members
2. Festival area 110' X 215' bordered by fencing, barricades, and the Kalamazoo River
3. Ticket booths at both entrances

Bathrooms

Kids Tent

Saugatuck Tea
Co.

Vendor

Vendor

SBC

Vendor

Fenn
Valley

Coral Gables

Kirby

Water/Soda

2016 SAVOR THE ART COAST LAYOUT

Water St.

TICKETS &
Registration
South

TICKETS &
Registration
North

Water/Soda

Crane's?

Virtue Cider
Uncommon

Sweet
Shop

Vendor

Vendor

Vendor

Table

Wick's

Main St.

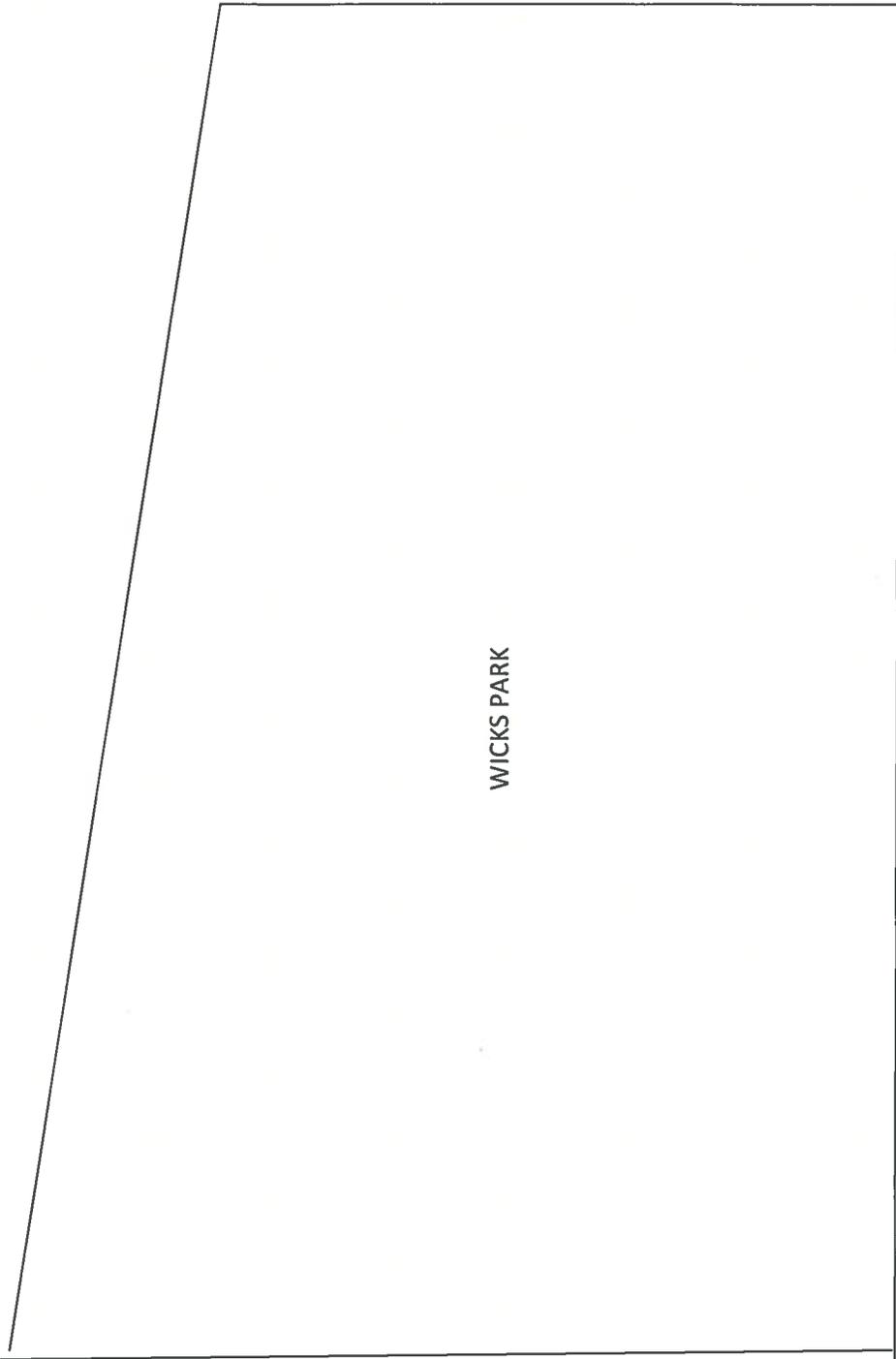
Retail Shops

Wicks Park Grille

Mary St.



PARKING LOT CLOSED



WICKS PARK



WATER STREET CLOSED



MAIN STREET



MARY STREET



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____ - _____

Name Saugatuck/Douglas CVB Address / PO Box PO Box 28
 City Saugatuck State MI Zip 49453 Phone 269-857-1701
 E-Mail ffairchild@saugatuck.com
 Signature Felicia V. Fairchild Date 7-14-16

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 13 Number of Banners 2

Dates to be displayed August 15-29, 2016

Further Comments:
Banner will be located under the Saugatuck entrance on Blue Star Highway and Lake Street as done in the past - 6 feet x 4 feet

Yard signs will be ground level mounted, freestanding as done in the past 18 inches x 24 inches

PLEASE INCLUDE THE FOLLOWING INFORMATION

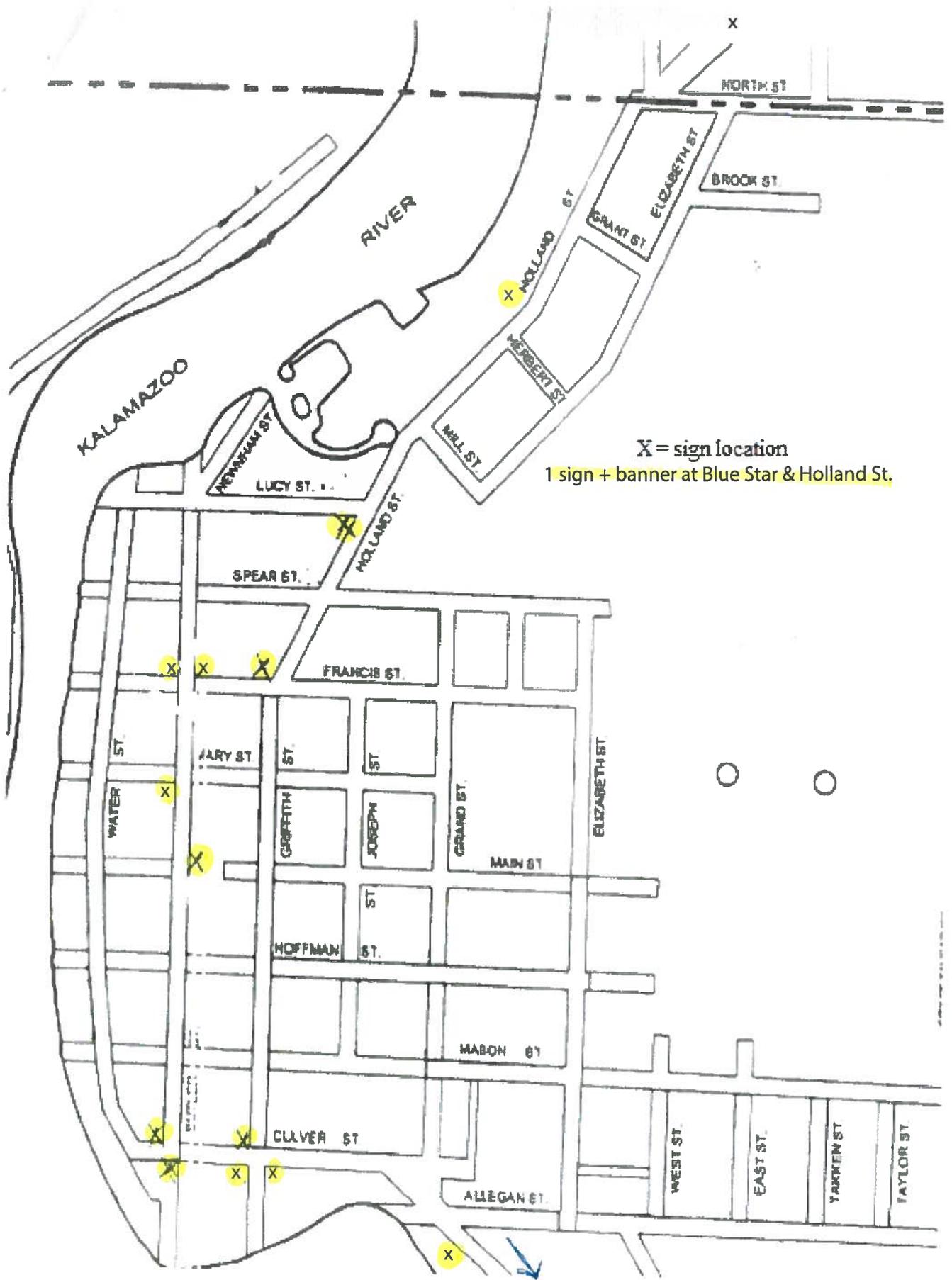
Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

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

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

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



X = sign location
 1 sign + banner at Blue Star & Holland St.

2 yard signs & banner at entrance



City Council Agenda Item Report

City of Saugatuck

FROM: Crystal Morgan
MEETING DATE: August 8, 2016
SUBJECT: Closed Session re: Dunegrass ZBA Appeal

DESCRIPTION

Dunegrass SA, LP (“Dunegrass”) has filed an appeal in the Allegan County Circuit Court challenging the Zoning Board of Appeals’ denial of its request for three dimensional variances to construct a bathroom and utility room as part of a proposed marina on the Park Street property identified as Parcel No. 03-57-009-066-10.

The appeal is pending and will proceed through the normal court appeal process unless the parties reach a mutual settlement agreement. On July 28, 2016, our office sent an attorney-client privileged communication to the City regarding the Dunegrass ZBA appeal and related legal issues.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

The City Attorney’s Office has reviewed the proposed motion language.

SAMPLE MOTION:

Motion to go into closed session pursuant to Sections 8(h) of the Open Meetings Act to discuss a written, attorney-client privileged communication from the City Attorney’s Office, dated July 28, 2016, regarding the Dunegrass ZBA appeal and related legal issues.

[2/3 ROLL CALL VOTE REQUIRED]

If after the closed session the City Council wishes to authorize the City Attorney’s Office to engage in settlement discussions regarding the Dunegrass ZBA appeal, the following is a sample motion:

Motion to authorize the City Attorney’s Office to engage in settlement discussions with the attorneys for Dunegrass, for the purposes of negotiating and preparing a written settlement proposal that would be subject to review and final approval by the City Council.



Bridgewater Place • Post Office Box 352
Grand Rapids, Michigan 49501-0352
Telephone 616 / 336-6000 • Fax 616 / 336-7000 • www.varnumlaw.com

Kyle P. Konwinski

Direct: 616 / 336-6894
kpkonwinski@varnumlaw.com

June 23, 2016

Clerk of the Court
Allegan County Circuit Court
113 Chestnut Street
Allegan, MI 48010

Re: *Dunegrass SA, LP v City of Saugatuck*
Case No. 16-_____ - AA
Claim of Appeal on Appeal from City of Saugatuck Zoning Board of Appeals

Dear Clerk:

Enclosed for filing please find the original and one copy of the Claim of Appeal on Appeal from City of Saugatuck Zoning Board of Appeals and the Proof of Service regarding same. Also enclosed is the filing fee in the amount of \$175.00.

Please file the originals and return an attested copy to me in the enclosed postage paid envelope.

Thank you.

Very truly yours,

VARNUM

Kyle P. Konwinski

KPK/sm
Enclosures

cc: Ms. Monica Nagel, Saugatuck City Clerk ✓
Saugatuck Zoning Board of Appeals

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STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR THE COUNTY OF ALLEGAN

DUNEGRASS SA, LP,
a Michigan limited partnership,

Appellant,

v

Case No. 16-_____-AA

CITY OF SAUGATUCK,
a Michigan city,

HON. _____

Appellee.

VARNUM, LLP
Aaron M. Phelps (P64790)
Kyle P. Konwinski (P76257)
Attorneys for Appellants
333 Bridge Street, N.W., Suite 1700
P.O. Box 352
Grand Rapids, MI 49501-0352
(616) 336-6000
kpkonwinski@varnumlaw.com
amphelps@varnumlaw.com

CLAIM OF APPEAL
ON APPEAL FROM CITY OF SAUGATUCK ZONING BOARD OF APPEALS

Pursuant to MCR 7.122, Appellant Dunegrass SA, LP ("Dunegrass") states for its Claim of Appeal as follows:

1. MCR 7.122(C)(2)(a): Dunegrass claims an appeal from the decision on May 12, 2016 by the Saugatuck Zoning Board of Appeals ("ZBA"), which was finalized and approved at a meeting on June 9, 2016.

2. MCR 7.122(C)(2)(b):

(i) The ZBA denied Dunegrass's request for a dimensional setback variance in connection with a 144 square foot bathroom and wet bar structure on permanent parcel number 0357-009-006-10 on Perryman Street. The May 12, 2016 minutes denying the request, along with the June 9, 2016 minutes approving of the May 12, 2016 minutes, is attached hereto as **Exhibit 1**.

(ii) The statute authorizing the ZBA's proceedings and determination is the Michigan Zoning Enabling Act, MCL 125.3101, *et seq*, and in particular MCL 125.3604(8). See MCL 125.3604(8) ("The zoning board of appeals of all local units of government shall have the authority to grant nonuse variances relating to the construction, structural changes, or alteration of buildings or structures related to dimensional requirements of the zoning ordinance or to any other nonuse-related standard in the ordinance.").

(iii) The statute under which this appeal is taken is MCL 125.3606. Dunegrass is aggrieved within the meaning of MCL 125.3606, and the real property at issue is located in the City of Saugatuck, Allegan County, Michigan. This appeal is also taken pursuant to the Constitution 1963, Article 6, Section 28 and MCR 7.122.

(iv) Venue is based on the fact that the real property owned by Dunegrass and affected by the ZBA's decision is located in the City of Saugatuck, Allegan County, Michigan.

(v) The ZBA's decision is unlawful and made in violation of the City of Saugatuck Zoning ordinance, was not based on proper procedures or standards, was not a reasonable exercise of discretion granted by law, and otherwise failed to be supported by competent, material and substantial evidence on the record. For example, the ZBA's decision was based on the standards applicable to use variances, whereas Dunegrass sought a dimensional variance. In addition, there was not competent, material, or substantial evidence to deny

Dunegrass's request; rather, and considering the proper procedure and laws, the evidence could have only led to the conclusion that Dunegrass's request should have been granted.

(vi) Dunegrass seeks reversal of the Appellee's ZBA's May 12, 2016 decision and, second, an order directing the Circuit Court to grant Dunegrass's request for a dimensional variance.

3. As set forth in **Exhibit 2**, Appellant has made a written request for the record to be sent to the Circuit Court pursuant to MCR 7.104(D)(3).

VARNUM, LLP
Attorneys for Defendant

DATED: June 23, 2016

By: 

Aaron M. Phelps (P64790)
Kyle P. Konwinski (P76257)
Business Address and Telephone:
333 Bridge Street, N.W., Suite 1700
Grand Rapids, MI 49504
(616) 336-6000

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Exhibit 1

Minutes
Saugatuck Zoning Board of Appeals Meeting
Saugatuck, Michigan, May 12, 2016

The Saugatuck Zoning Board of Appeals met in regular session at 7:00 p.m. in Council Chambers of Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453

1. **Call to Order** by Chairperson Kubasiak at 7:00 p.m.

Attendance:

Present: Bouck, Riekse, Zerfas, Kubasiak, Bont & Ludlow

Absent: None

Others Present: Zoning Administrator Osman

2. **Approval of Agenda:** A motion was made by Bont, 2nd by Bouck, to approve the agenda as amended to add 3 Approval of Minutes – April 14, 2016. Upon voice vote the motion carried unanimously.

3. **Approval of Minutes:** A motion was made by Bont, 2nd by Bouck, to approve the April 14, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.

4. **New Business:**

A. Application 16-001 / Park Street near Bliss – Variance for Bathroom Location – Dunegrass: A public hearing was held regarding a request for a dimensional setback variance in connection with a 144 square foot bathroom and wet bar structure on permanent parcel number 0357-009-006-10 on Perryman Street, legally described as THAT PART OF THE N 100' OF GOVT LOT 4 LYING E OF RIVER RD EX THE N 20' THEREOF SEC 9 T3N R16W (93).

Chairperson Kubasiak opened the public hearing at 7:05 p.m.

Ed Pynnonen presented the board with project plans. The proposed bathroom will have one toilet and two sinks. It is a 144 square foot building and will not be open to the public. It will be locked with a key.

Jane Underwood (*resident*) stated she was not in support or objecting to the project, but rather stated the property is shrinking as the water rises, and we should be careful in our measurements.

Michael Economos (*resident*) stated that if this project is approved, he has similar property on Park Street that he would like to develop.

Karin Koeppen (*resident*) stated she was in agreement with Underwood, and was concerned that the developer was already advertising that the lots for sale are being advertised as coming with a private boat slip.

Chairperson Kubasiak closed the public hearing at 7:18 p.m.

After discussion by the Board, the public hearing was reopened to allow for questions from the Board, and a statement from resident Michael Economos, and a statement from the owner, Paulus Heule.

The board then entered into deliberations.

Dunegrass SA, LP, represented by Ed Pynnonen owner of property located at 03-57-009-054-00 on Park Street, City of Saugatuck, County of Allegan, State of Michigan, in the C-4 Resort Zone District, has applied for variances to the zoning ordinance of the City of Saugatuck for the construction of a bathroom.

A motion was made by Riekse, 2nd by Bouck, to deny Application 16-001 / Park Street near Bliss (0357-009-054-00) a request for setback variances described above to construct a building at the proposed location incorporating the following findings of fact:

1. That strict compliance with area, setbacks, frontage, height, bulk, or density would not unreasonably prevent the owner from using the property for a permitted purpose, or would not render conformity unnecessarily burdensome. Strict compliance with the ordinance will not prevent the use of the property as a marina without a bathhouse. The cumulative impact of the multiple setback deviations would create a parcel that is different in kind and nature from other parcels in the area. Granting relief to multiple setback requirements deviates too much from the spirit of the zoning ordinance.

2. That a variance would not do substantial justice to the owner as well as to other property owners in the district, or a lesser relaxation would not give substantial relief and be more consistent with justice to others. There have been many other applicants in this area that have been denied lesser requests. This would not be just to other owners in the zone district. Given the property owner's request, there is no other lesser relaxation that could be requested on this property.
3. That the plight of the owner is not due to unique circumstances of the property but is due to general neighborhood conditions. There are several other narrow lots in this zone district. The location of Park Street related to the location of the river defines the conditions of all the sites on the east side of Park Street.
4. The size and shape of the parcel is not self-created, the problem with the narrow piece of land is created by the location of Park Street and the location of the Kalamazoo River, but the property can be used for docking boats. Adding a bathroom could enhance the value of the property, however this is not a factor to be relied upon by the Board.
5. **Old Business:**
 - A. **Park and Vine Street – Front Yard Setback Request for New Single Family:** A motion was made by Bont, 2nd by Riekse, to table this item indefinitely. Upon voice vote the motion carried unanimously.
6. **Communications:** None
7. **Public Comments:** None
8. **ZBA Comments**
9. **Adjournment:** Chairperson Kubasiak adjourned the meeting at 8:25 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

PROPOSED Minutes
Saugatuck Zoning Board of Appeals Meeting
Saugatuck, Michigan, June 9, 2016

The Saugatuck Zoning Board of Appeals met in regular session at 7:00 p.m. in Council Chambers of Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453

1. **Call to Order** by Chairperson Kubasiak at 7:00 p.m.

Attendance:

Present: Bouck, Riekse, Zerfas, Kubasiak, Bont

Absent: Ludlow

Others Present: Zoning Administrator Osman

2. **Agenda Changes:** None

3. **Approval of Minutes:** A motion was made by Bont, 2nd by Riekse, to approve the May 12, 2016 regular meeting minutes as amended. Upon voice vote the motion carried unanimously.

4. **New Business:** None

5. **Old Business:** None

6. **Communications:**

A. **Zoning Board of Appeals Handbook** – Zoning Administrator Osman presented the Board with ZBA Handbooks.

7. **Public Comments:** None

8. **ZBA Comments:** None

9. **Adjournment:** Chairperson Kubasiak adjourned the meeting at 8:40 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

Exhibit 2



Bridgewater Place • Post Office Box 352
Grand Rapids, Michigan 49501-0352
Telephone 616 / 336-6000 • Fax 616 / 336-7000 • www.varnumlaw.com

Kyle P. Konwinski

Direct: 616 / 336-6894
kpkonwinski@varnumlaw.com

June 23, 2016

Ms. Monica Nagel, City Clerk
City of Saugatuck
Saugatuck City Hall
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

Re: Dunegrass SA, LP / May 12, 2016 decision by Saugatuck Zoning Board of Appeals to deny request for dimensional variance

Dear Ms. Nagel:

Attached is a Claim of Appeal being filed on behalf of Dunegrass SA, LP against the City of Saugatuck in connection with Dunegrass's request for a dimensional variance that was denied on May 12, 2016, the minutes for which was approved on June 9, 2016. Please let this letter serve as our written request for the City of Saugatuck to prepare a certified copy of the record to be sent to the Allegan County Circuit Court. Please remit any invoices for costs of transmitting the record, including costs associated with the transcript, at my address above.

Thank you for your consideration.

Very truly yours,

VARNUM

Kyle P. Konwinski

KPK/sm
Enclosure

10643957_1.doc

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF ALLEGAN

DUNEGRASS SA, LP,
a Michigan limited partnership,

Appellant,

v

Case No. 16-_____-AA

CITY OF SAUGATUCK,
a Michigan city,

HON. _____

Appellee.

VARNUM, LLP
Aaron M. Phelps (P64790)
Kyle P. Konwinski (P76257)
Attorneys for Appellants
333 Bridge Street, N.W., Suite 1700
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amphelps@varnumlaw.com

PROOF OF SERVICE

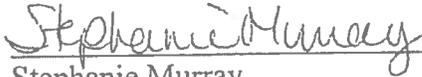
I, Stephanie Murray, am a legal secretary at Varnum, and state that on 23rd day of June, 2016, I served the *Claim of Appeal on Appeal From City of Saugatuck Zoning Board of Appeals*, along with a copy of this *Proof of Service* upon:

Monica Nagel, City Clerk
City of Saugatuck
Saugatuck City Hall
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

Saugatuck Zoning Board of Appeals
Saugatuck City Hall
102 Butler Street
P.O. Box 86
Saugatuck MI, 49453

by putting a copy in a sealed envelope, addressed to each of the above-named individuals, and depositing it in our internal office mail pickup for delivery the same day with first-class postage fully prepaid thereon to the United States Post Office.

I declare that the statements above are true to the best of my information, knowledge, and belief.


Stephanie Murray

10681911_1.docx