



**CITY COUNCIL AGENDA  
OCTOBER 24, 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 October 10, 2016**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS: **None**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT  
**A. Approval of Accounts Payable**
11. PUBLIC HEARINGS: **None**
12. UNFINISHED BUSINESS: **None**
13. NEW BUSINESS  
**A. Temporary Signs In ROW – Lakeshore Community Chorus (VOICE VOTE)**  
**B. (VOICE VOTE)**
14. CONSENT AGENDA:  
**A. Veterans Day Parade / Activities – November 11, 2016**
15. PUBLIC COMMENTS *(Limit 3 minutes)*
16. COMMUNICATIONS:
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS  
**A. KLSWA, Harbor Authority, Fire Board, Tree Board, Police Commission, Planning Commission**
18. COUNCIL COMMENTS
19. ADJOURN

**NOTICE**

This facility is wheelchair accessible with accessible parking spaces available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or [monica@saugatuckcity.com](mailto:monica@saugatuckcity.com) for further information.

**Proposed Minutes**  
**Saugatuck City Council Meeting**  
**Saugatuck, Michigan, October 10, 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, 2<sup>nd</sup> by Spangler, to approve the September 26, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** Mayor Peterson announced the following: Saugatuck Township Fire Department annual open house and the annual Chili Cook-Off were both successful; Candidate Forum is scheduled for October 17, 2016 at Saugatuck High School; City Road Millage informational meeting is scheduled for October 18, 2016 at Saugatuck Center for the Arts.
6. **City Manager's Report:** None
7. **Agenda Changes:** None
8. **Guest Speakers:** None
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Hess, 2<sup>nd</sup> by Johnson, to approve the accounts payable in the amount of \$282,186.35. Upon voice vote the motion carried unanimously.
11. **Public Hearings:** None
12. **Unfinished Business:** None
13. **New Business:** None
14. **Consent Agenda:** A motion was made by Spangler, 2<sup>nd</sup> by Trester, to approve the following consent agenda item as presented. Upon voice vote the motion carried unanimously.  
**A. Annual Halloween Parade – October 29, 2016**
15. **Public Comment:** Gregory Muncey (*SDABA*) thanked the Saugatuck Department of Public works for all their hard work this summer keeping the town clean with so many visitors and for helping set up fall decorations.
16. **Communications:**  
**A. SAW Grand Application Approval:** *Accepted as information*

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

**18. Council Comments:** Council Member Trester commended the Saugatuck Department of Public Works for all their help in preparing Wicks Park for the annual Chili Cook-off.

**19. Adjournment:** Mayor Peterson adjourned the meeting at 7:07 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk

10A

Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	14,036.04
2. CAPITAL ONE	EROSION CONTROL FENCE	1,029.14
3. CITY OF DOUGLAS	3RD CAR & OVAL	3,997.52
4. COMCAST	TELEPHONE & INTERNET	284.60
5. DEMONDS SUPER VALU	ELECTION	46.27
6. DIANNA MC GREW	ASSESSING SERVICES	2,436.64
7. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL SEPTEMBER	981.08
8. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING	3,873.76
9. FRONTIER	TELEPHONES	265.56
10. HOLLAND LITHO PRINTING SERVICE	TAX MAPS	64.35
11. IHLE AUTO PARTS	SUPPLIES	26.53
12. KALAMAZOO LAKE SEWER & WATER	WATER	1,419.08
13. MUTT MITT	MUTT MITTS	889.75
14. OTTAWA AREA INTERMEDIATE	SCHOOL DIS PROPERTY TAXES	7,244.58
15. SAUGATUCK DOUGLAS	HISTORICAL MARKER	767.00
16. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	10,243.56
17. SHORELINE COMPUTER SYSTEMS	COMPUTER SERVICES	350.00
18. WILLIAMS & WORKS	TRI COMMUNITY PLAN	70.14
TOTAL - ALL VENDORS		48,025.60
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		15,211.73
Fund 661 - MOTOR POOL FUND		1,264.52
Fund 701 - CURRENT TAX FUND		31,524.18
Fund 715 - ROSE GARDEN		25.17



# City Council Agenda Item Report

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City of Saugatuck

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

**MEETING DATE:** October 24, 2016

**SUBJECT:** Temporary Signs in the ROW for Lakeshore Community Chorus

## **DESCRIPTION**

Lakeshore Community Chorus submitted an application for the installation of 16 temporary signs from November 27, 2016 through December 4, 2016. Normally, signs within the right of way cannot be administratively approved. The City Council may grant an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

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

## **BUDGET ACTION REQUIRED**

N/A

## **COMMITTEE/COMMISSION REVIEW**

N/A

## **LEGAL REVIEW**

N/A

## **SAMPLE MOTION:**

Motion to approve/deny the request to install 16 temporary signs between November 27 and December 4, 2016 within the public right-of-way as indicated on the attached right of way sign permit application.



### Right of Way Sign Application

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

Name Lakeshore Community Chorus Address / PO Box PO Box 253  
City Douglas State MI Zip 49406 Phone 616 405 3399  
E-Mail lakeshorecommunitychorus@gmail.com  
Signature Mary Plantinga OR Pam Bradley Date \_\_\_\_\_

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

Type: Number of Yard Signs 16 Number of Banners \_\_\_\_\_  
Dates to be displayed Nov. 27 - Dec. 4

Further Comments: We have rec'd permission to put our signs up in Saugatuck for last Dec. and June concerts. We plan to do this one week before our concerts this year and in all future years as well. We believe it has helped residents (and tourists) become aware of our event. We are grateful for the opportunity to do this.

**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 *Yard sign announcing our concerts.*
- Map showing the location of each sign *18x24 sign w/ stake*
- Explanation of how each sign will be attached and secured

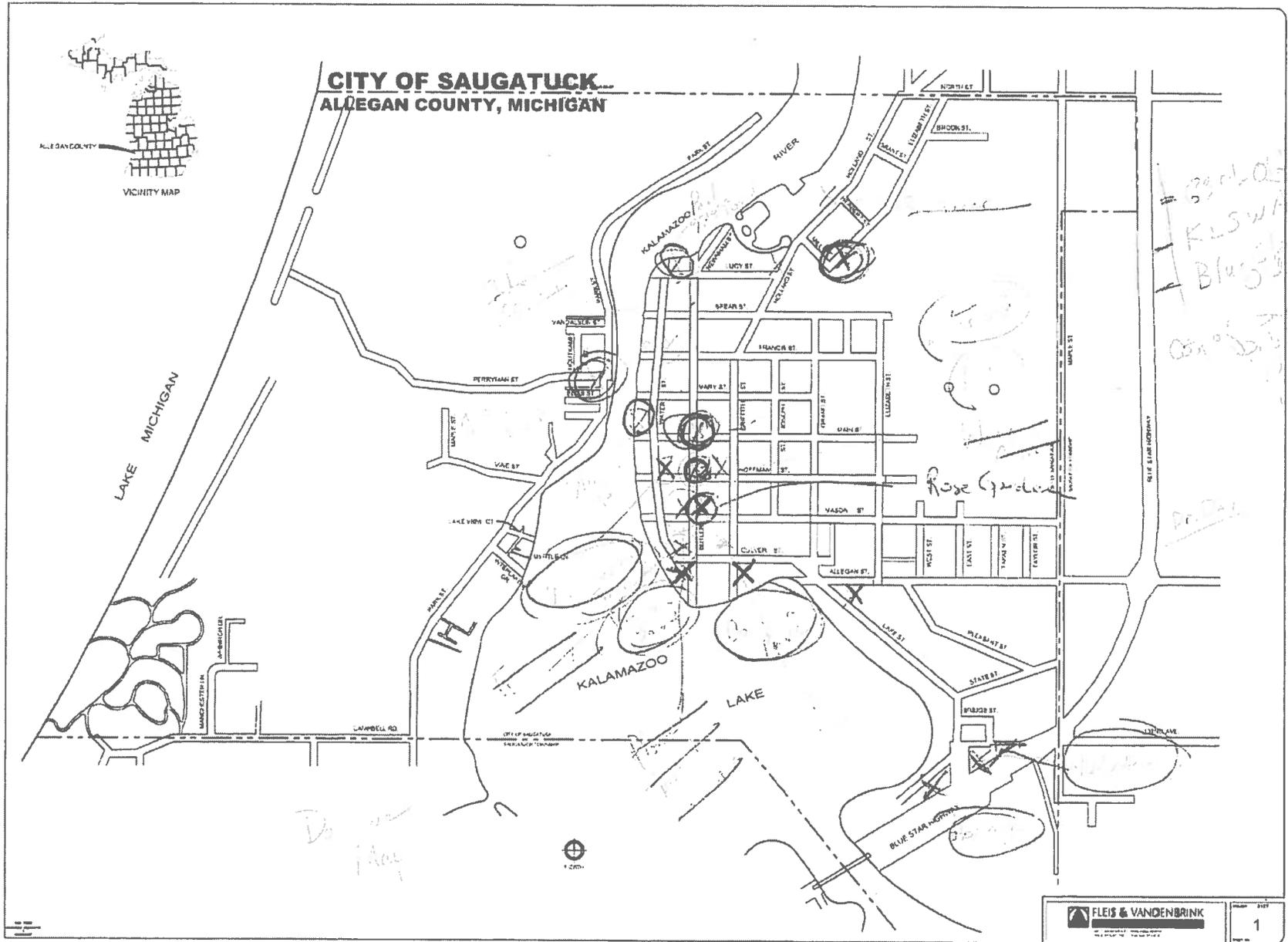
Pursuant to Section 150.30(H), please to the following questions:

- 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?

Plan - NP

Division of Planning & Development

10/12



2001-01-15  
 KLSWA  
 Blue Star  
 City of Saugatuck  
 Dr. Dale

Do not  
 place



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

### SPECIAL EVENT APPLICATION

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

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Bruner Freese American Legion Post #137 TELEPHONE: \_\_\_\_\_  
MAILING ADDRESS: P.O. Box 596 Saugatuck MI 49453  
CONTACT NAME: Robert Boyce TELEPHONE: \_\_\_\_\_  
E-MAIL ADDRESS: — CELL PHONE: 616 218 7278

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Robert Boyce TELEPHONE: 616 218 7278  
E-MAIL ADDRESS: kristynboyce@yahoo.com CELL PHONE: 616 218 7278

#### EVENT INFORMATION

NAME OF EVENT: VETERANS DAY DATE(S) OF EVENT: NOV/11/16  
PURPOSE OF EVENT: Celebrate surviving veterans RAIN DATE: —  
 Non-Profit       For-Profit       City Operated/Sponsored       Co-Sponsored  
 Marathon/Race       Festival/Fair       Video/Film Production       Other \_\_\_\_\_

EVENT LOCATION: CHILDRENS PARK EVENT HOURS: 0900 - 1205

ESTIMATED NUMBER OF ATTENDEES: seventy five (?)

ESTIMATED NUMBER OF VOLUNTEERS: Twelve (Plus the High School BAND)

ESTIMATE DATE / TIME FOR SET-UP: Nov / 11 / ~~0930~~<sup>2016</sup> 0930 A.M. P.M. (circle one)

ESTIMATE DATE / TIME FOR CLEAN-UP: Nov / 11 / ~~1200~~<sup>2016</sup> 1205 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: 11:20 am END: 12:00 pm

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

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

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

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: 2 (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 OVER CITY STREET - Location: \_\_\_\_\_  
(Size cannot be greater than 16 square feet. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

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

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

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

If yes, where do you propose your vendors park? \_\_\_\_\_

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

**DEPARTMENT OF PUBLIC WORKS**

APPROVED

DENIED

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

TRASH RECEPTACLES – QUANTITY 1

BARRICADES – QUANTITY \_\_\_\_\_

TRAFFIC CONES – QUANTITY 6?

PARKING SIGNS – QUANTITY \_\_\_\_\_

FENCING  WATER  ELECTRIC

RESTROOM CLEANING

OTHER Some No Parking on Fri Signs would be nice, we would remove them immediately after

**SAUGATUCK/DOUGLAS POLICE DEPARTMENT**

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED?  Yes  No

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

Other (describe): an officer/vehicle to block Butler when the canon is being fired

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED

DENIED

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

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

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

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

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

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

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

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

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

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

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

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

**CITY USE ONLY – Department representative please initial if approved**

[ ] DPW

[ llc ] POLICE

[ JM ] FIRE

CITY COUNCIL APPROVAL DATE: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**MONICA LOOMAN -CITY CLERK**

## APPLICATION CHECK LIST

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

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

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

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

11 Oct 2016  
\_\_\_\_\_  
Date

# Downtown Street / Sidewalk Closure(s)

NSHP  
ICK



KALAMAZOO RIVER

NORTH ST.

BROOK ST.  
MoMS  
HODS ST



-  monument
-  Cannon
-  BAND
-  \* speaker podium
-  - parking area affected
-  - TRAFFIC route affected

