



**CITY COUNCIL AGENDA  
May 24, 2021 – 7:00 pm**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes:**
  - A. Regular City Council Meeting of May 10, 2021 (Roll Call)**
- 4. Mayor’s Comments**
- 5. City Manager’s Comments**
  - A. City Manager Report**
- 6. Agenda Changes (Additions/Deletions)**
- 7. Guest Speakers:**
  - A. Lt. Brett Ensfield - Allegan County Sheriff’s Department**
  - B. Fire Department**
- 8. Public Comment (Limit 3 minutes) Select “unmute” mic in the Zoom interface and speak your name to be recognized or press \*6 if you are calling in by phone to unmute your phone to speak.**
- 9. Consent Agenda:**
  - A. Banner for SCA Jump into Summer Event**
  - B. Business Registration Adopt Ordinance**
  - C. Cemetery Agreement**
- 10. Request for Payment:**
  - A. Approval of Accounts Payable (Roll Call)**
- 11. Introduction of Ordinances: None**
- 12. Public Hearings: None**

**NOTICE:**  
This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

Join online by visiting:  
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:  
(312) 626-6799 -or-  
(646) 518-9805

Then enter “Meeting ID”:  
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:  
[ryan@saugatuckcity.com](mailto:ryan@saugatuckcity.com)

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 [clerk@saugatuckcity.com](mailto:clerk@saugatuckcity.com) for further information.

**13. Unfinished Business:**

- A. Moratorium extension**
- B. Fireworks**

**14. New Business:**

- A. Special events**
  - A. Memorial Day Parade**
  - B. Fish Shanty Ribbon Cutting**
  - C. SCA Tuesday Farm Markets**
  - D. Music in the Park**
- B. Pride Month Proclamation – Pride Flag on City Hall**
- C. Fire District Budget**

**15. Public Comments:**(Limit 3 minutes) Select “unmute” mic in the Zoom interface and speak your name to be recognized or press \*6 if you are calling in by phone to unmute your phone to speak.

**16. Communications:**

- A. Bob and Loyda Cull – Opposing the Floating Boathouses on Park St.**
- B. Taylor Laubrick - Light at Lake and Blue Star**
- C. Ann Broeker - ZBA Deadline**
- D. Eric Cobb – Support for floating homes**
- E. Gregory Alcock – Opposition to floating homes**
- F. Megan Hopkins – Opposition to boat lifts at 443 Park Street (EGLE)**
- G. Renee Zita – Oppose floating homes, recycle 2x monthly, Park Street Paving**  
Thank you
- H. Sue Bleers – Opposition to floating homes**
- I. Trista McCarthy – Opposition to Dune Ridge**
- J. Saugatuck Public Schools Renovation Update**

**17. Boards, Commissions & Committee Reports:**

**18. Council Comments:**

**19. Adjourn (Roll Call)**

**Proposed Minutes**  
**City Council Special Meeting**

May 10, 2021 at 7:00 pm  
102 Butler St., Saugatuck, MI 49453

Due to COVID-19 restrictions currently in place, the meeting was held via Zoom.

1. **Call to Order:** Mayor Bekken called the meeting to order at 7:00 pm.

2. **Roll**

**Call:**

**Present:** Bekken (Douglas, MI - Allegan County), Dean (Saugatuck, MI - Allegan County), Leo (Saugatuck, MI - Allegan County), Lewis (Saugatuck, MI - Allegan County), Peterson (Saugatuck, MI - Allegan County), Stanton (Saugatuck, MI - Allegan County)

**Absent:**

Trester

**Others Present:** Ryan Heise - City Manager, Cindy Osman - Zoning Administrator, Peter Stanislawski - Treasurer, Erin Wilkinson - Clerk

3. **Approval of Minutes:**

A. **Special City Council Meeting of April 22, 2021** - A motion was made by Peterson, 2nd by Lewis, to approve the Special Meeting Minutes of April 22, 2021. Upon roll call vote the motion carried unanimously.

B. **City Council Meeting of April 26, 2021** - A motion was made by Peterson, 2nd by Stanton, to approve the Regular Meeting Minutes of April 26, 2021. Upon roll call vote the motion carried unanimously.

4. **Mayor's Comments:** The mayor asked to add Glenna DeJoung as a guest speaker and thanked Garnet Lewis and the Recycling Committee for a job well done with the Household Hazardous Waste day.

5. **City Manager's Comments:** The 4th of July Fireworks is on the agenda but council is waiting for an incident action plan before making a decision. The city council strategic planning meeting on May 20th will be hosted at the Saugatuck Yacht Club. It will be open to the public, but there will not be public comment or participation. Space will be limited for guests who might want to attend the meeting in person. He also thanked Erin Wilkinson prior to her last day on Friday, for being very helpful and for her service.

6. **Agenda Changes:** Add Glenna DeJoung as a guest speaker to talk about the Lowe's Grant for the Gazebo in Wick's Park.

7. **Guest Speakers:**

A. **Lt. Brett Ensfield** - Allegan County Sheriff's Department - The Slow No Wake grant in the amount of almost \$32,000 was awarded by the state to increase marine patrol. The Oval Beach Gate has been locked at night recently due to unwanted activity.

B. **Glenna DeJoung** - Saugatuck is a finalist in the Lowes grant competition for Wick's Park Gazebo. The turnaround time for completing the project is October

31st. She is working with the city manager and suggests forming a work group to move the project forward.

**8. Public Comment: Bonnie and Aron Lowe (residents) inquired about the special event permits for the art fairs.**

**Dan Fox (resident)** commented that the section of the Blue Star Highway trail in Douglas is already being ripped up and redesigned and said it is a cautionary tale and warned council to take their time and collect public input before rushing projects forward. He also thanked Mike Johnson for trying to move the 4th of July fireworks forward and also thanked Glenna DeJoung for her work on the Lowe's Grant.

**9. Consent Agenda:**

- A. Special Event Permit - SCA Farm Market:** A motion was made by Lewis, 2nd by Dean, to approve the special event permit for SCA Farm Market as presented, contingent on approval from the DPW, Police, and Fire. Upon roll call vote the motion carried unanimously.
- B. Special Event Permit - Gustaitis Graduation Party:** A motion was made by Trester, 2nd by Leo, to approve the special event permit as submitted, contingent on approval from the DPW, Police, and Fire. Upon roll call vote the motion carried unanimously.
- C. Rotary Banner - Celebrating Seniors:** A motion was made by Stanton, 2nd by Dean, to approve the banner request by the rotary club as presented. Upon roll call vote the motion carried unanimously.

**10. Request for Payment:** A motion was made by Lewis, 2nd by Stanton, to approve the accounts payable in the amount of \$25,158.56. Upon roll call vote the motion carried unanimously.

**11. Introduction of Ordinances:**

- 1. Business Licenses -** A motion was made by Trester, 2nd by Leo, to place it on the agenda for the next action item on May 24. Upon roll call vote the motion carried unanimously.

**12. Public Hearings:** None

**13. Unfinished Business:** None

**14. New Business**

- A. Board Position Openings - Board of Review, Planning Commission, and Zoning Board of Appeals:** A motion was made by Lewis, 2nd by Leo, to advertise the open board positions in the Commercial Record. Upon roll call the motion carried unanimously.
- B. Special Event Permit - Saugatuck Douglas Art Club Waterfront Art Fair:** A motion was made by Dean, 2nd by Peterson, to approve the special event permit

for the Waterfront Art Fair as presented and to waive the fees. Upon roll call the motion carried unanimously.

**C. Special Event Permit - Saugatuck Douglas Art Club Village Square Art Fair:** A motion was made by Dean, 2nd by Peterson, to approve the special event permit for the Village Fair Art Fair as presented and to waive the fees. Upon roll call the motion carried unanimously.

**D. 4th of July Fireworks**

**E. Resolution 210510-A - Adding Township to Kalamazoo Lake Harbor Authority:** A motion was made by Trester, 2nd by Dean, to approve resolution 210510-A to incorporate the amendments to the Act 7 Interlocal Cooperation Agreement creating the Kalamazoo Lake Harbor Authority, Inc., amend the bylaws, and amend rules of procedure, to admit Saugatuck Township to the Kalamazoo Lake Harbor Authority. Upon roll call the motion carried unanimously.

**F. Mt. Baldhead Presentation:** A motion was made by Lewis, 2nd by Trester, to approve resolution 210510-B, to form a work group regarding Mt. Baldhead Park and its environs with a termination date on December 31, 2021 to include Vic Bella, Russ Gardner, Chuck Gustafson, John Kerr, Robert Sapita, a Saugatuck city council member, a planning commission member, a resident who lives on Park street, and the city manager. Upon roll call vote the motion carried unanimously.

**15. Public Comments:** Renee Zita (resident) expressed enthusiasm for the Mt. Baldhead workgroup and volunteered to represent Park street in the committee. She also inquired about the progress of the house boat ordinance and commended the city on the park street construction and said the road is greatly improved.

Erica Laserta (resident) asked about pedestrian safety on Park street and asked if any consideration had been given to cross walks or stop signs.

Dick Waskin (non-resident) thanked the council for considering a temporary traffic light at Lake and Blue Star highway for the summer. Based on his research M-DOT might be able to help defray some of the costs due to the construction. He expressed concern for pedestrians and cars and mentioned the prior studies evaluated traffic efficiency and didn't focus on pedestrian safety.

**16. Communications:**

- A. Dick Waskin - Temporary Traffic Light
- B. Jon Vanderbeek - Tri-Community Trail Master Plan
- C. Steffanie Vlasity - Letter of Resignation
- D. Ken Vlasity - Letter of Resignation
- E. Erin Wilkinson - Letter of Resignation

**17. Boards, Commissions & Committee Reports:** None

**18. Council Comments:**

Council Member Lewis thanked Erin Wilkinson for her time with in her role as city clerk and for her work on building the new website.

Council Member Dean also thanked Erin for her work for the council and for the past election, it was a big job and thanked her for her service to the community. He also commented on the trails plan. He joined the city manager in a meeting with the West Michigan Land Conservancy to discuss the Saugatuck Harbor Natural Area and ways to make it more accessible and used by our visitors and said it was a very productive meeting.

Council Member Leo wished Erin well and thanked her for her service.

Council Member Peterson also thanked Erin for accomplishing a great deal in a short period of time and thanked Steffanie and Ken Vlasity for there service to the community.

Council Member Trester also thanked Erin, she did a great jog and thanks for her service and wished her well in her future. He also recognized Steffanie and Ken Vlasity who have volunteered untold hours in serving the city and said we'd miss them and wished them well in the future.

Council Member Stanton echoed what everyone else had said.

Mayor Bekken said he appreciated all Erin had done for the city in her short tenure, she accomplished a lot of good things for us, and maybe there is still some role for her moving forward.

**19. Adjourn (Roll Call)** A motion was made by Peterson, 2nd by Lewis, to adjourn the meeting at 8:21 pm. Upon roll call vote the motion carried unanimously.

Respectfully submitted,

Erin K. Wilkinson  
City of Saugatuck Clerk



## **City Managers Report – Highlights May 24, 2021**

### **Social District and Pop-up Patios**

Social District pauses May 24<sup>th</sup> and will resume September 7<sup>th</sup>, 2021.

Number of pop-up patios applied for stands at (16) sixteen.

No issues provided by emergency services to date. Concerns with lack of parking has been a common complaint received by staff.

### **City Clerk Interviews underway**

Cindy Osman has taken on the role of interim-clerk. Clerk interviews are underway.

### **Oval Beach**

Staffing Oval Beach remains challenging. Not surprising with the tight job market. Concessions will be closed Monday and Tuesday until Oval Beach crew is fully staffed. Recommended hours are the same as last year, 8 AM until 9 PM, or half hour before sunset, or whichever is later. Please be aware that some patrons take issue with paying the day pass fee shortly before sunset.

### **DPW Seasonal Staff**

Scott Herbert has secured two (2) seasonal employees and hopes to hire two (2) more.

### **Blue Star Trail Update**

An onsite meeting (filed visit) was conducted on Monday the 17<sup>th</sup>. The meeting was extremely productive for all who attended.

### **Floating Homes**

Moratorium extension on agenda.

### **Dune Ridge Updates**

No update- following guidance provided by Council at their special meeting held in April. ZBA meeting held on Thursday June 10<sup>th</sup>, 7:00 PM.

### **Road resurfacing (and utility) projects**

**North Park Street** – Complete. It proved to be a very challenging project. Many compliments received on communication and the end-product.



**Park Street-** project will likely waterline service scope causing further

Discussions on the include adding replacement to the delays on the project.

**Campbell Road The**

a grant for the project. If the grant is not awarded, the project can be completed fall of '21. If the grant is awarded the project would become a spring '22 project. This is a shared project with Douglas.

city agreed to proceed

**Mill Street-** To receive millings from the North Park Street project sometime after Memorial Weekend. DPW investigating the condition of the millings to ensure quality.

**Master Project List & Strategic Planning**

Reminder date scheduled for erMay 20<sup>th</sup>. Staff working on venue and logistics. Please schedule your budget review with Peter.

**Radar Signs**

Radar signs are in the process of being deployed beginning the week of May 10.

**Milfoil update**

Staff continues to receive interest from lakefront owners after we expanded the outreach.

First treatment will be scheduled early to mid-June, and a second application mid-to-late July and a third mid-to-late August if needed. Have discussed splitting the EGLE permit fee with Douglas for treatment.

**Meetings include but are not limited to:**

Vine Street Tour "Million-dollar tour"

Friends of Peterson Preserve meeting with the Outdoor Discovery Center

Historical School House and Pump House tour

Special Events Meetings



**Campbell Road** The city agreed to proceed a grant for the project. If the grant is not awarded, the project can be completed fall of '21. If the grant is awarded the project would become a spring '22 project. This is a shared project with Douglas.

**Mill Street-** To receive millings from the North Park Street project sometime after Memorial Weekend. DPW investigating the condition of the millings to ensure quality.

### **Master Project List & Strategic Planning**

Great work council! A full report on outcomes forthcoming.

Priorities underway:

- Pop-Up Patios- review and refine.
- Dune Ridge Development- Plan Commission Review. Fence and Floating Homes
- Campbell Road- Improvements
- Wicks Park Bandstand
- Blue Star Trail

Priorities moving forward:

- (1) Department of Public Works (DPW) support
- (2) Oval Beach staffing and infrastructure and
- (3) Five-year park plan. Master Trails Plan. Natural Harbor Area
- (4) Park Street traffic calming and improved pedestrian and cycling accommodations
- City Hall- hybrid online and in-person technology for meetings
- Mt. Baldhead Improvements
- Lead and Copper water service mandates

### **Radar Signs**

Radar signs deployed. Residents are appreciative.

### **Milfoil update**

Staff continues to receive interest from lakefront owners after we expanded the outreach.

First treatment will be scheduled early to mid-June, and a second application mid-to-late July and a third mid-to-late August if needed. Have discussed splitting the EGLE permit fee with Douglas for treatment.



# City Council Agenda Item Report

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City of Saugatuck

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

**MEETING DATE:** May 10, 2021

**SUBJECT:** Banner at the Pallett sign Jump into Summer Event

## DESCRIPTION

Hannah Town Bowen, on behalf of the Saugatuck Center for the Arts has submitted an application for the installation of a banner on the Pallet Sign from May 22 through June 5, 2021. The City Council may approve a banner as 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;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

## BUDGET ACTION REQUIRED

N/A

## COMMITTEE/COMMISSION REVIEW

None

## LEGAL REVIEW

None

## SAMPLE MOTION:

Motion to approve/deny the request to install a banner within the public right of way as indicated on the attached right of way sign permit application.



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

**MEETING DATE:** May 24, 2021

**SUBJECT:** Business Registration Ordinance

**DESCRIPTION**

In approximately 2009 the City of Saugatuck discontinued issuing business licenses in part due to the Bolt decision regarding fees versus taxes. At that time, the cost for a business license was \$100.00. While this removed liability for an illegal tax, the City lost an important resource to contact business owners regarding happenings in the district. It is expected that maintenance of this information should be covered by a \$15.00 annual registration fee.

**COMMITTEE/COMMISSION REVIEW**

NA

**LEGAL REVIEW**

Reviewed by Municipal Attorney Jeff Sluggett

**POSSIBLE MOTION**

Motion to place the business registration ordinance on the May 24, 2021 agenda for action.

**CITY COUNCIL  
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN**

**ORDINANCE NO. 210542-A**

**AN ORDINANCE TO AMEND TITLE XI, CHAPTER 110 OF THE CODE OF THE  
CITY OF SAUGATUCK ENTITLED "BUSINESS REGULATIONS; GENERAL  
BUSINESS REGULATIONS"**

The City of Saugatuck Ordains:

Section 1. Amendment of Title XI, Chapter 110, Sections 110.01 Through 110.99, Inclusive. That Title XI, Chapter 110, Sections 110.01 through 110.99, inclusive, is amended to read in its entirety as follows:

**110.01 GENERALLY.**

The purpose of this chapter is to facilitate business registration and regulation by establishing a record of the current businesses in operation in the Commercial Zone Districts (CC City Central C-1, WSE Water Street East C-2, WSN Water Street North C-1, and WSS Water Street South) for the purpose of disseminating information, establishing regulations for business operations, and penalties for non-compliance with these requirements.

**110.02 DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

*BUSINESS.* Any person, group, corporation, partnership or organization which engages in the manufacture, production, fabrication, development of, or sales, whether retail or wholesale, of goods or products, or is subject to personal property tax or provides a service for a fee, or, is required to have a sales tax license under state law. A *BUSINESS* does not include a hawker or peddler defined in §§ 113.01 and 113.02 and does not include Short Term Rentals.

*CONSPICUOUS DISPLAY.* Any occurrence in which a vehicle is parked and identified by signage or other printed or graphic matter for the purpose of (i) advertising or offering the rental or sale of the vehicle (or other vehicles of a same or similar type offered for sale or rental of the same person or business), or (ii) advertising the person or business at which such vehicles can be rented or purchased, and in either case so located as likely to be seen by passing motorists, pedestrians or the general population.

*VEHICLE.* Any passenger car, truck, motorcycle, farm or garden implement or recreation vehicle, including travel trailers, motor homes, pick-up campers, off-road vehicles, boats and/or boat trailers, mopeds, motorized bicycles, or bicycles, and any other vehicles for travel or transportation which are towed by another vehicle.

**VEHICLE VENDOR.** Any store, person or business entity of any type that offers vehicles for sale or rental, irrespective of whether such sale or rental activity is a principal or accessory part of the business activities of the store, person or business entity.

### **110.03 BUSINESS REGISTRATION REQUIREMENTS**

All businesses operating within a commercial district in the city shall register with the City Clerk. A business with more than one location is required to register each location that is within a commercial district in the city.

### **110.04 BUSINESS REGISTRATION PROCEDURE**

The following procedure shall apply to the registration of all businesses:

(A) All businesses shall register with the City Clerk within 15 days of commencing operations within the city.

(B) Registration shall be made on forms available with the City Clerk and supplied by the city. The forms shall include the name of business, emergency contact person and telephone number, email address, and any other relevant information as shall be deemed appropriate.

(C) All businesses shall complete the registration form as provided by the city and pay any necessary fees by April 30 of each year; provided, however, that for the 2021 license year all businesses shall complete the registration form and pay any necessary fees by July 1, 2021.

### **110.05 REVISION OF CITY'S SCHEDULE OF FEES.**

The fees provided for herein may be set and may be amended from time to time by resolution of the City Council, and any fee revisions shall be made a part of the regular fee schedule of the city.

### **110.06 REGULATIONS.**

(A) The following regulations shall apply to businesses operating in the city:

(1) A business may not display any merchandise, signs, banners, racks or tables in a public right-of-way, park or easement without first receiving a license from the city.

(2) Vehicle vendors may not engage in the conspicuous display of a vehicle in any public right-of-way, park or public easement or other publicly owned lands.

(3) A business that displays merchandise outside of its structure may only display merchandise that is part of the inventory of the business and can be verified by invoices of purchase from a supplier or wholesaler.

(4) A business may display merchandise outside its structure in an area not to exceed 20% of the floor space (square feet) on the ground floor of the structure or rented area dedicated to the sale of merchandise; provided, however that this division shall not apply to landscaping and similar businesses.

(B) An exemption to the prohibitions contained in this section may be granted by the City Council for an approved community event, sidewalk sale, or other similar function as determined by the City Council.

**110.99 PENALTY.**

(A) Any person, firm, corporation, trust, partnership or other legal entity which violates or refuses to comply with any provision of this chapter shall be responsible for a municipal civil infraction and shall be punished by a civil fine in accordance with § 10.21 of this code and shall further be liable for the payment of the costs of prosecution in an amount of not less than \$9 and not more than \$500.

(B) Each day that a violation continues to exist shall constitute a distinct and separate offense and shall make the violator liable for the imposition of fines for each day.

(C) The foregoing penalties shall be in addition to the abatement of the violating condition and injunctive or other relief which may be ordered by the court as prescribed by the laws of the State of Michigan for the abatement of a city ordinance designated as a municipal civil infraction.

Section 2. Effective Date. This ordinance shall become effective seven days after its publication unless otherwise provided by law.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ORDINANCE NO. \_\_\_\_ ADOPTED

I, Cindy Osman, the Interim 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 May 24, 2021, and noticed in accordance with all legal requirements.

\_\_\_\_\_  
Cindy Osman, Interim City Clerk

Introduced: May 10, 2021

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_  
Codified: \_\_\_\_\_

{09805-004-00093647.4}

# CITY OF SAUGATUCK - SCHEDULE OF FEE

## OVAL BEACH

### Daily Vehicle Entrance During Season 8:00 AM to 9:00 PM:

Motor Vehicle (Per Space) \$10.00

### Season:

Motor Vehicle \$50.00

Motor Vehicle (Resident/Tax Payer) \$20.00

Failure to display daily or season permit: \$25.00

## BUSINESS LICENSES

Hawkers & Peddlers \$100.00/day

Plus \$25.00 for each additional day

Short Term Rental \$250.00/3 yr.

Short Term Rental Re-inspection Fee \$60.00

Short Term Rental Investigation Fee after 1<sup>st</sup> notice \$250.00

Short Term Rental Investigation Fee after 2<sup>nd</sup> notice \$300.00

Business Registration Fee \$15.00

## WASTE HAULER LICENSE

Regular \$150.00/yr

## ZONING

Fence or Sign Permit \$25.00

Zoning Permit Application \$50.00

Hearing before the Planning Comm. Or ZBA \$300.00

Special Meeting with HDC \$300.00

Application for lot split & lot line adjustment \$100.00

Zoning Ordinance with Color Map \$30.00

IFC Board of Appeals Primary Residences \$400.00

IFC Board of Appeals Non primary residences \$1000.00 plus escrow

## MISCELLANEOUS

Commercial Tour Vehicle (Seasonal Permit) \$200.00

Commercial Tour Vehicle (3 yr. Permit, non-refundable) \$600.00

Public Entertainment License \$100.00/yr

Mechanical Amusement Devices \$35.00/ea./yr.

Garage Sales (refundable, limit of two per year) \$25.00/ea.

Copier Charge \$0.25/ea

Fax Out \$0.50/pg.

NSF Check Return \$40.00

Civil Infractions Per Ordinance

Gazebo Rental (Coghlin Park) \$1000.00 (\$500.00 refundable deposit include

Wicks Park Boat Slip Lease \$1,400 resident rate

\$1,700 non-resident rate

Voter Information on Disk/CD \$25.00

Voter Information on Labels \$0.03 per name + \$3.00 per sheet of labels

## SPEAR STREET LAUNCH RAMP

Daily \$ 7.00

(Resident/Tax Payer) Season Launch Permit \$ 20.00

## WATER CONNECTION (APPROVED 12-26-1995)

### IN CITY FEE

1" \$1,500.00

1.5" \$1,850.00

2" \$2,600.00

4" \$8,450.00

6" \$12,000.00

### OUT OF CITY

1" \$3.00

1.5" \$3.70

2" \$5.20

4" \$16.9

6" \$27.0



## CEMETERY SERVICES AGREEMENT

THIS CEMETERY SERVICES AGREEMENT ("Agreement"), is made this 24th day of May, 2021, between Saugatuck Township, a Michigan general law township, the business address of which is 3461 Blue Star Hwy, Saugatuck, Michigan 49453 ("Township") and the City of Saugatuck, a Michigan home rule city, the business address of which is 102 Butler Street, Saugatuck, Michigan 49453 ("City").

### RECITALS

- A. Act No. 113 of the Public Acts of 19 15 authorizes and directs townships to care for, operate and maintain township cemeteries within their boundaries.
- B. The Township owns and controls two cemeteries within the Township, known as Riverside Cemetery and Douglas Cemetery (collectively, the "Cemeteries").
- C. Act No. 113 permits the legislative body of a city to contribute to the maintenance and care of cemeteries owned by a township.
- D. State law, including without limitation Act No. 7 of the Public Acts of 1967, authorizes townships and cities to enter into interlocal public agency agreements.
- E. The Township and City agree that the City will make payments to the Township as set forth herein, in exchange for which City residents will be treated identically to Township residents for purposes of acquiring burial grounds, operations, and maintenance of the Cemeteries.

### AGREEMENT

In consideration of the mutual covenants and agreements contained herein, the sufficiency of which is acknowledged, the parties agree as follows:

1. Provision of Cemetery Services. During the term of this Agreement the Township will provide the following cemetery services to residents of the City on terms identical to those afforded to residents of the Township: operation and improvement of the Cemeteries; the provision of care for graves in the Cemeteries; and, permitting the purchase and maintenance of burial sites and rights at Township taxpayer/resident rates.
2. Other Terms of Services. The Cemeteries shall be available for use by City and Township residents subject to such rules, regulations and charges pertaining to the use of the Cemeteries established by the Township Board and consistent with the terms of this Agreement, and the availability of the Cemeteries shall be the same for each entity and their constituents. Without limitation, City residents will pay the same rates for grave burial rights as Township taxpayer/residents.
3. Administration and Operation. Except as expressly provided in this Agreement, the Township shall be responsible for administering, operating and maintaining all aspects of the Cemeteries including, without limitation, an obligation to maintain all requisite

insurance coverages, provide training for all associated personnel, record keeping, selling of burial rights, grounds maintenance, and grave marking for burials cremains. The City shall be provided with monthly reports for burials and sales of burial plots made by the Township during the term of this Agreement which reports shall identify the number of City residents included. The Township and its personnel providing services under the terms of this Agreement are independent contractors and shall not be regarded as employees of the City for any purposes.

4. **No Assumption of Liability.** It is expressly understood and agreed that the City shall not incur any liability in having the Township provide cemetery services under the terms of this Agreement or in any manner incident thereto. It is further the express intent of the parties that in providing these cemetery services the parties are engaged in an essential governmental function.
5. **Compensation.** During the term of this Agreement, the City shall pay to the Township, for the cemetery services provided for in this Agreement, the amount of \$5,833.86 annually no later than August 31, 2020.
6. **Release and Waiver.** The Township, on behalf of itself, its agents, assigns, employees and officers, waives the right to assert any and all rights, claims, damages or causes of action against the City, its employees, officers, agents, successors and assigns (collectively and individually, the "City Parties") and fully release and discharge the City Parties from any and all rights, claims, damages or causes of action which Township now has or may have, whether known or unknown, of any kind or nature whatsoever, against the City Parties arising out of or connected in any manner with burials or similar services provide by the Township for or on behalf of City residents (whether pursuant to contract or otherwise) prior to the date of this Agreement or involving actions or omissions by the Township, its officers, employees or agents in providing cemetery services or otherwise operating the Cemeteries during the term of this Agreement.
7. **Term.** The term of this Agreement shall be for one year (from April 1, 2021 until March 31, 2022).
8. **Sole Agreement.** This Agreement is the only agreement or contract between the parties with respect to the matters referred to herein and no other agreements or understandings or any kind or nature shall be binding on the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed pursuant to authority granted by their respective governing bodies, on the day and year first above written.

(Signatures on following page)

**TOWNSHIP OF SAUGATUCK**

By: \_\_\_\_\_  
Cindy Osman, Supervisor

By: \_\_\_\_\_  
Abby Bigford, Clerk

**CITY OF SAUGATUCK**

By: \_\_\_\_\_  
Mark Bekken, Mayor

By: \_\_\_\_\_  
Clerk

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	RESERVE DEPUTIES	1,384.00
	SHERIFF CONTRACT	25,725.72
	TOTAL	27,109.72
2. ALLEGAN COUNTY TREASURER		
	TAX CHARGEBACKS	17.10
3. BEYOND GREEN BIOTECH INC		
	MUTT MITTS	506.26
4. BLOOM SLUGGETT PC		
	TAX TRIBUNAL	59.50
	LEGAL FEES	8,404.00
	TOTAL	8,463.50
5. COMCAST		
	TELEPHONES & INTERNET	311.76
6. DELUXE		
	OFFICE SUPPLIES	132.51
7. DIANNA MC GREW		
	ASSESSING SERVICES	2,689.47
8. DRUG LABORATORY DISPOSAL INC		
	HOUSEHOLD HAZARDOUS WASTE	23,255.16
9. EXTREME GRAFFIX INC		
	2020 SHERIFF VEHICLE	622.74
10. FIRST ADVANTAGE INC		
	DRUG TESTING	47.43
11. FLEIS & VANDENBRINK ENGINEERING INC		
	ENGINEERING FEES	2,221.54
	PARK STREET	9,834.12
	TOTAL	12,055.66
12. GORDON FOOD SERVICE		
	CONCESSION	5,340.52
	CONCESSION	52.38
	TOTAL	5,392.90
13. HOLLAND P.T.		
	TRUCK REPAIR	151.81
14. IHLE AUTO PARTS		
	PARTS	375.78
15. JPD CONSTRUCTION INC		
	STREET CUT REFUND	1,500.00
16. KALAMAZOO LAKE SEWER & WATER		
	WATER & SEWER	1,084.56
17. LEIGH G LEWIS		
	HAZARD HOUSEWASTE REIMBURSEMENT	890.99
18. MERCHANTS BANCARD NETWORK		
	OVAL	108.34
19. MICHIGAN ELECTRO FREEZE INC		
	CONCESSION	594.72
20. MICHIGAN GAS UTILITIES		
	CITY HALL	56.88
	BUTLER STREET BATHROOMS	54.27
	DPW GARAGE	129.27
	TOTAL	240.42
21. NET2PHONE INC		
	TELEPHONES	177.89
22. PETTY CASH		
	OVAL BEACH START UP MONEY	5,400.00

05/21/2021 01:58 PM  
User: Peter  
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK  
EXP CHECK RUN DATES 05/11/2021 - 05/24/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 2/2

Vendor Name	Description	Amount
23. PRIORITY HEALTH	HEALTH INSURANCE	7,013.42
24. PURITY CYLINDER GASES INC	CONCESSION	40.25
25. REPUBLIC SERVICES	TRASH	437.13
26. SAUGATUCK FIRE	SHORT TERM RENTALS	250.00
	SHORT TERM RENTALS	875.00
	TOTAL	1,125.00
27. SHANAHAN CATERING CO	TRAINING COUNCIL	529.80
28. SMART BUSINESS SOURCE LLC	OFFICE	8.03
29. STANDARD INSURANCE COMPANY	INSURANCE	346.86
30. WESTENBROEK MOWER INC	PARTS	77.01
31. WYOMING ASPHALT PAVING CO	HOT PATCH ASPHALT	273.90
TOTAL - ALL VENDORS		100,980.12
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		86,999.95
Fund 202 - MAJOR STREETS		825.14
Fund 203 - LOCAL STREETS		11,360.20
Fund 661 - MOTOR POOL FUND		1,781.39
Fund 715 - ROSE GARDEN		13.44



**FROM:** Cindy Osman, Planning and Zoning  
**MEETING DATE:** May 24, 2021  
**SUBJECT:** Floating Homes Moratorium – Two month extension.

**DESCRIPTION**

On February 22, 2021 the City Council adopted ordinance 210222-A. Section 4 of the ordinance states:

**“Section 4. Term of This Ordinance. The moratorium imposed by this Ordinance shall remain in effect for five (5) months following the effective date of this Ordinance or until the regulatory ordinance specified above is enacted by the City Council and becomes effective, whichever occurs first. Prior to the expiration of this moratorium, the City may extend the moratorium term to allow sufficient time to complete and enact any such ordinance.”**

Staff is recommending a two-month extension of the moratorium to further produce and review a regulatory ordinance regarding floating homes.

**COMMITTEE/COMMISSION REVIEW**

NA

**LEGAL REVIEW**

**POSSIBLE MOTION**

Motion to extend ordinance 210222-A for two additional months to expire August 23, 2021.



**FROM:** Ryan Heise  
**MEETING DATE:** May 24, 2021  
**SUBJECT:** Special Event Permit Request – Fireworks

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**DESCRIPTION**

Mike Johnson, on behalf of The Morning Grind, has submitted a request to have a firework display on July 4, 2021.

**COMMITTEE/COMMISSION REVIEW**

NA

**LEGAL REVIEW**

None

**POSSIBLE MOTION**

A motion to approve/deny a firework display on July 4, 2021 with the City as co-host and contributing \$ \_\_\_\_\_



**FROM:** Cindy Osman, Deputy Clerk  
**MEETING DATE:** May 24, 2021  
**SUBJECT:** Special Event Permit Request – Memorial Day Parade

---

**DESCRIPTION**

Father Corey and Robert Boyce have submitted a request for a parade permit to hold a Memorial Day Parade on May 31, 2021 from 9:00 to 10:00 AM.

**COMMITTEE/COMMISSION REVIEW**

NA

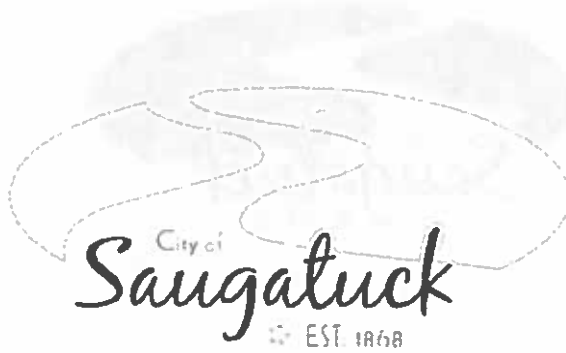
**LEGAL REVIEW**

None

**POSSIBLE MOTION**

A motion to approve/deny the Memorial Day Parade permit contingent on approval from Fire Department, Police, and Department of Public Works.





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

**APPLICANT / ORGANIZATION INFORMATION**

Applicant/Organization Name: VFW / AM LEGION  
Contact Person: GC STOPPEL OR BILL NEBERT  
Address: 572 MASON SAUGATUCK MI 49453  
Street City State Zip  
(616) 886 8007 (616) 886 8007  
Home Phone Cellular Phone

**EVENT INFORMATION**

Event Name: MEMORIAL DAY  
Date(s) of Event: 31 MAY  
Hours of Event: 9 - 10 AM  
Proposed Route for Event: BUTLER TO POSTOFFICE TO  
FERRY LANDING BACK TO CITY PARK

  
Applicants Signature

13 May 21  
Date

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

\_\_\_\_\_  
Chief of Police Giles

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Fire Janik

\_\_\_\_\_  
Date



**FROM:** Cindy Osman, Deputy Clerk  
**MEETING DATE:** May 24, 2021  
**SUBJECT:** Special Event Permit Request – Ribbon Cutting for the Fish Shanty

---

**DESCRIPTION**

The Saugatuck Douglas History Center has submitted a request to have a tent to be placed on Water Street in front of 730 Water Street. They estimate about 70-100 attendees.

**COMMITTEE/COMMISSION REVIEW**

NA

**LEGAL REVIEW**

None

**POSSIBLE MOTION**

A motion to approve/deny the special event permit for the ribbon cutting ceremony at 730 Water Street as submitted, contingent on approval from Fire Department, Police, and Department of Public Works.

# Saugatuck

102 Butler Street • P. O. Box 86 • Saugatuck, MI 49653  
Phone: 269-857-2603 • Website: www.saugatuck.ty.com

## Council Action

\_\_\_\_ Approved

\_\_\_\_ Denied

\_\_\_\_ Date

## 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 HISTORY CENTER TELEPHONE: 269. 857. 5751

MAILING ADDRESS: 130 CENTER ST., PO. BOX 617, DOUGLAS MI 49406

CONTACT NAME: ERIC GOLLANNEK, EXEC. DIRECTOR TELEPHONE: 269. 857. 5751

E-MAIL ADDRESS: efgollan@gmail.com CELL PHONE: 302. 528. 0361

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: JULIE BIZZIS, SHANTY CHAIRPERSON TELEPHONE: N/A

E-MAIL ADDRESS: jkbizzis@gmail.com CELL PHONE: 419. 708. 9947

### EVENT INFORMATION

NAME OF EVENT: RIBBON CUTTING - HISTORIC FISHING SHANTY DATE(S) OF EVENT: MAY 26, 2021

PURPOSE OF EVENT: PRIVATE UNVEILING FOR SPONSORS RAIN DATE: N/A

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

EVENT LOCATION: 730 WATER ST., SAUGATUCK EVENT HOURS: 4:00 - 7:00 PM  
(INCLUDES PREP TIME)

ESTIMATED NUMBER OF ATTENDEES: 70-100 (RSVP REQUIRED) TENT FOR GUESTS 4:30-6:30  
COMO SPACING IF IT RAINS!

ESTIMATED NUMBER OF VOLUNTEERS: 15 (INCLUDED ABOVE)

ESTIMATE DATE / TIME FOR SET-UP: 10/19/21 9:26 10 AM  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 5-26 7 PM  A.M.  P.M.

## 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  NOT IN THE TENT  
 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: EVENT NAME TAGS REQUIRED

CASH BAR OPEN AT RETRO BOATS, PROHIBITED OFF PROPERTY UNLESS SOCIAL DISTRICT APPROVAL

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

**EVENT SIGNAGE:** City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- "YARD" SIGNS - Number requested: \_\_\_\_ (Maximum size is 2' 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): \_\_\_\_\_  
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
- AWNINGS - QUANTITY \_\_\_\_\_  TABLES - QUANTITY 12 BARTOP STYLE  
(NO CHAIRS)
- PORTABLE TOILETS - QUANTITY \_\_\_\_\_

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

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

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

**DEPARTMENT OF PUBLIC WORKS**

APPROVED       DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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

- TRASH RECEPTACLES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_
- FENCING       WATER       ELECTRIC
- OTHER \_\_\_\_\_
- BARRICADES – QUANTITY \_\_\_\_\_
- PARKING SIGNS – QUANTITY \_\_\_\_\_
- RESTROOM CLEANING

**POLICE DEPARTMENT**

APPROVED       DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?     Yes       No

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

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

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED       DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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

Street closure date/time:    5.26      12       A.M.     P.M.

Street re-open date/time:    5.26      7       A.M.     P.M.

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

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

Sidewalk closure date/time:    \_\_\_\_\_      \_\_\_\_\_       A.M.     P.M.

Sidewalk re-open date/time:    \_\_\_\_\_      \_\_\_\_\_       A.M.     P.M.

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

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

Sidewalk closure date/time:    \_\_\_\_\_      \_\_\_\_\_       A.M.     P.M.

Sidewalk re-open date/time:    \_\_\_\_\_      \_\_\_\_\_       A.M.     P.M.

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

## 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.

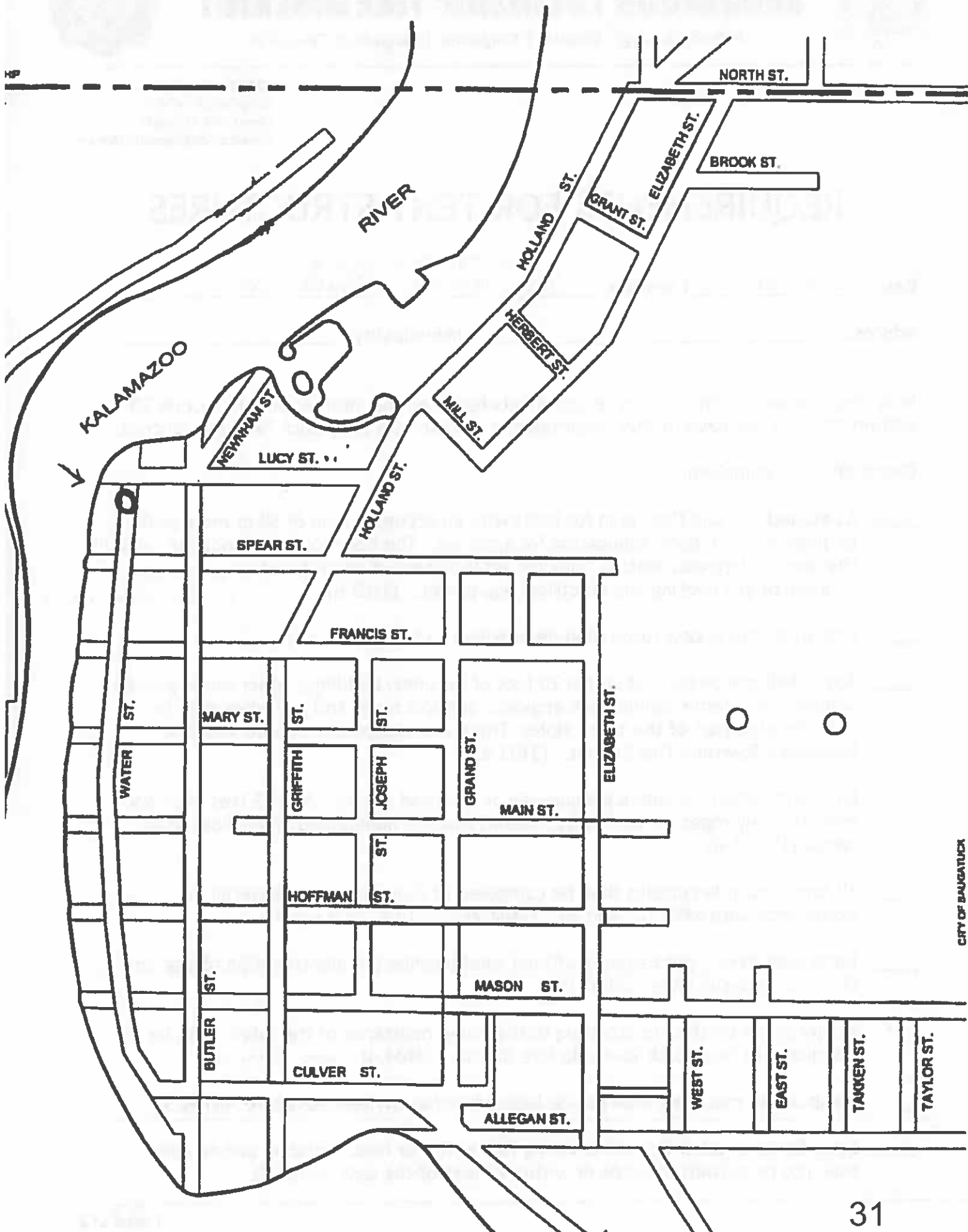
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury,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

5.5.21  
\_\_\_\_\_  
Date

# Downtown Street / Sidewalk Closure(s)



CITY OF BAGUICKA



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway  
Saugatuck, MI 49453  
Phone: 269 857-3000  
E-mail: office@saugatuckfire.org

## REQUIREMENTS FOR TENT STRUCTURES

Date: 5.26.21 Location: RETRO BOAT RENTALS  
730 WATER ST., SAUGATUCK

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Note this is a partial check list of requirements based on the International Fire Code 2015 edition (IFC). If you have further requirements consult with Saugatuck Twp. Fire District.

Check off when complete:

- N/A A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6) NO SEATING,  
COVID SPACING ONLY
- Fire apparatus access roads shall be provided. (3103.8.1 / 503)
- Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)
- An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)
- All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2) DOC ATTACHED
- Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)
- A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4) DOC ATTACHED
- Combustible materials shall not be located within any tent structure. (3104.5)
- Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)





# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



*NO SIDE, BACK OR FRONT WALLS!*

\_\_\_\_ Portable fire extinguishers shall be provided at the exits. A minimum rating size of 2A10BC. (3104.12 /906)

\_\_\_\_ The occupant load shall be stated. (3104.14 / Chapter 10)

n/a Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. (3103.12.3)

n/a Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point. (3103.12.5)

n/a A minimum number of means of egress and means of egress widths are as follows: (3102.12.5.1)

Occupant Load	Min. # of Means of Egress	Min. Width of Egress
10-199	2	72"
200-499	3	72"

n/a Exits shall be clearly marked if the occupant load is 50 or more. (3103.12.6)

n/a Exit signs shall be approved self-luminous type or shall be internally or externally illuminated. (3103.12.6.1)

n/a Means of egress shall be illuminated. (3103.12.7)

n/a Required width of exits, aisles and passageways shall be maintained at all times. (3103.12.8)

n/a Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants. (3104.20.2)

"No Smoking" signs shall be posted in conspicuous locations. (3104.6)

*SIGNS PURCHASED FOR POSTING*

n/a Provide STFD with a copy of the "Miss Dig" ticket number and documentation for location and marking of underground utilities where tent will be erected. (102.9)

\_\_\_\_ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: \_\_\_\_\_

Signature of Fire Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

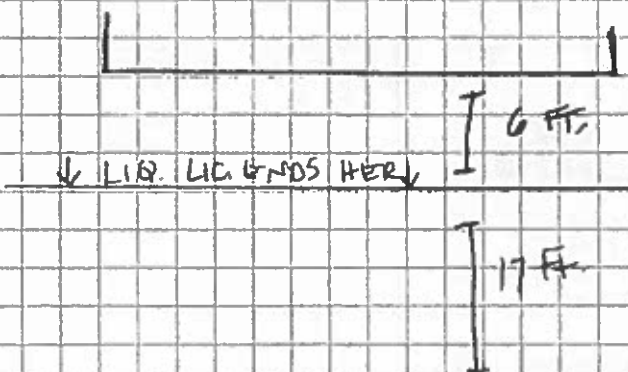
Revised 8/2016-CM



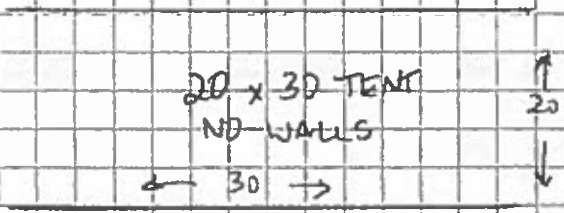
WATER



Petro Boat Rental  
Big Boat House



↑ STREET CURB





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/11/2021

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 have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> Saugatuck Harbor Insurance Agency 02 S Blue Star Hwy, Ste. 118 O Box 730 Douglas MI 49406		<b>CONTACT NAME:</b> Marlene Crippin <b>PHONE (A/C, No, Ext):</b> (269) 857-1751 <b>E-MAIL ADDRESS:</b> marlenec@shinsurance.com		<b>FAX (A/C, No):</b> (269) 857-1838	
<b>INSURED</b> Saugatuck-Douglas Historical Society Po Box 617 Douglas MI 49406		<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b> 14508
		<b>INSURER A:</b> Michigan Millers Ins Co			
		<b>INSURER B:</b>			
		<b>INSURER C:</b>			
		<b>INSURER D:</b>			
		<b>INSURER E:</b>			
		<b>INSURER F:</b>			

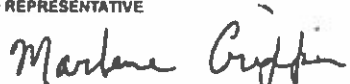
**OVERAGES**      **CERTIFICATE NUMBER:** CL2151104161      **REVISION NUMBER:**

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.

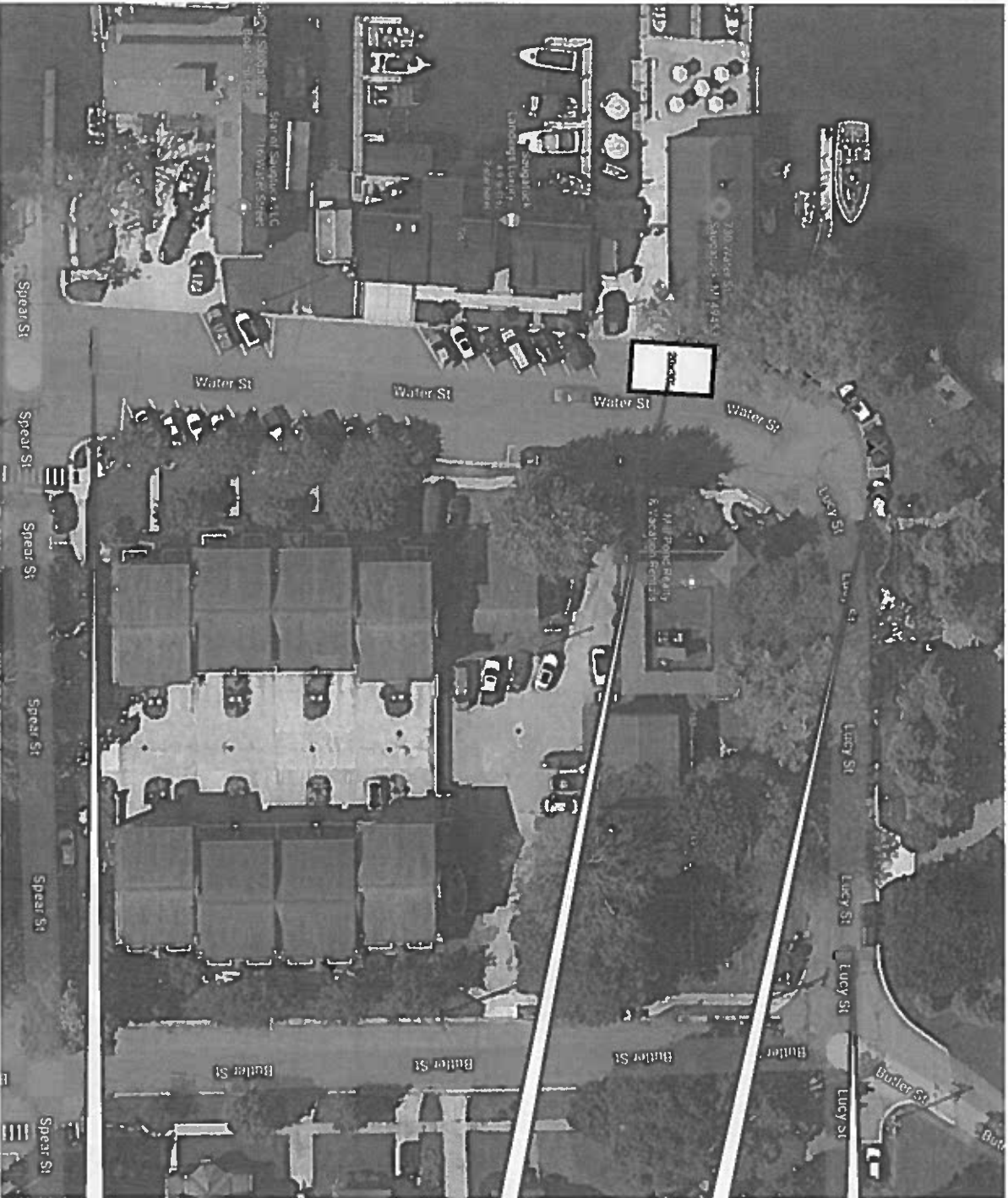
TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			C0514521	10/29/2020	10/29/2021	EACH OCCURRENCE \$ 1,000,000
<input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$
						AGGREGATE \$
						\$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER
						E L EACH ACCIDENT \$
						E L DISEASE - EA EMPLOYEE \$
						E L DISEASE - POLICY LIMIT \$

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

Use of City right away at, or near, 730 Water Street on 5/26/2021 for Fish Shanty Dedication Ceremony. City of Saugatuck is named as additional insured regarding liability for this event.

<b>CERTIFICATE HOLDER</b> City of Saugatuck 102 Butler Street Saugatuck MP 49453		<b>CANCELLATION</b> 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 	
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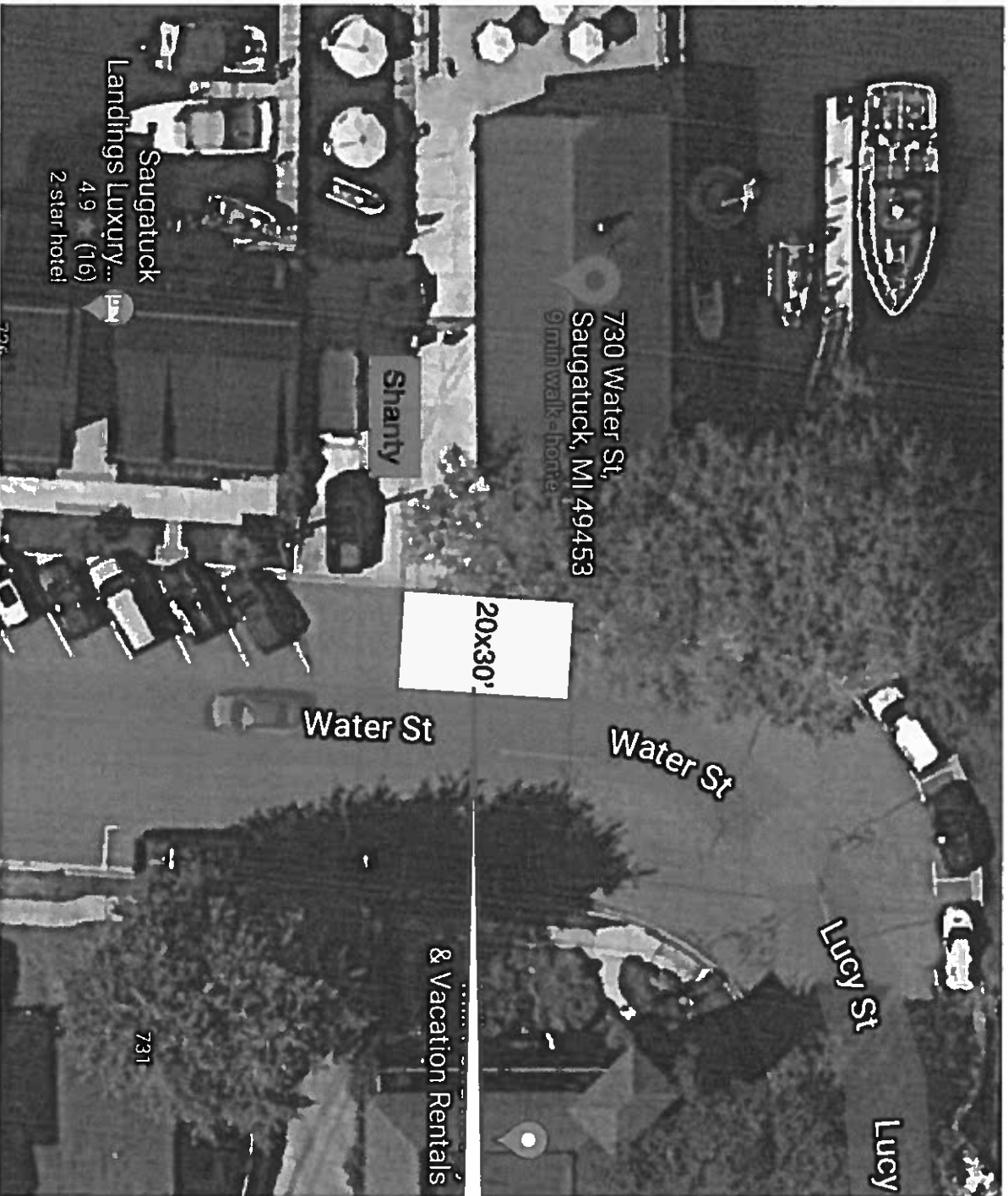


**3 Bar Barricade  
Road Closed  
Begin One Way**

**Cones  
No Parking  
(blocked for emergency  
vehicles)**

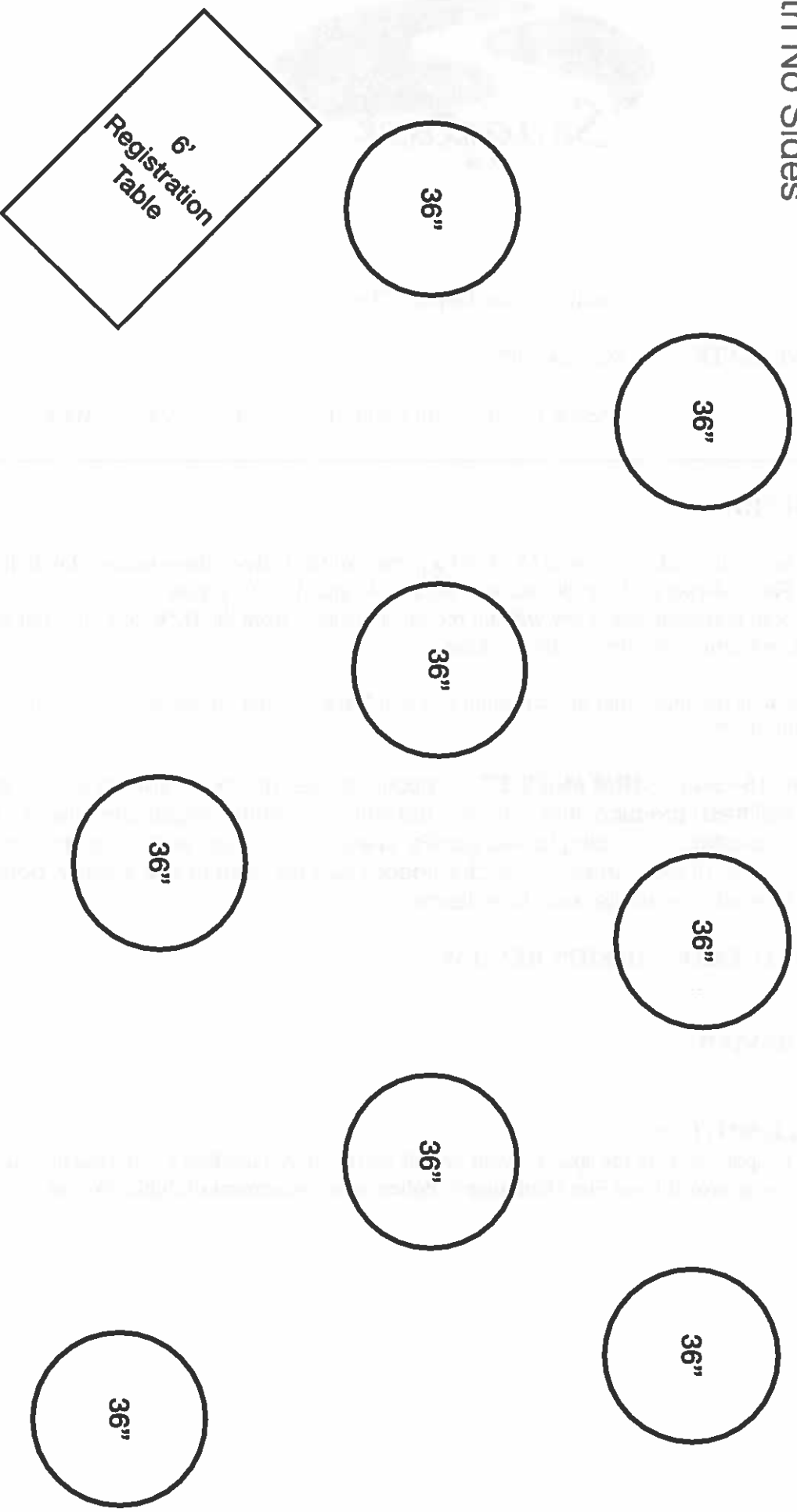
**20'x30' Frame Tent  
No Sides**

**3 Bar Barricade  
Road Closed  
Begin One Way**



**20'x30'**  
**Frame Tent**  
**With Weights**

Tent Layout  
With No Sides







**FROM:** Cindy Osman, Deputy Clerk  
**MEETING DATE:** May 24, 2021  
**SUBJECT:** Special Event Permit Request – SCA Tuesday Farm Market

---

#### **DESCRIPTION**

The SCA has submitted a request to block off a portion of the Culver Street parking lot, to host their Tuesdays Farm Market on June 29, and July 20, and August 10, 2021 from 10:00 to 2:00. They estimate about 600 attendees. They will not require assistance from the DPW or Police but will require food truck inspections by the Fire Department.

The applicant is reminded that the definition of Farm Market limits the amount of non-farm products to a maximum of 20%.

**Section 154.005 FARM MARKET.** A public market at which farmers and or similar vendors sell fresh produce, including but not limited to fruits, vegetables, meats, and eggs, farm products including baked goods, cheese, or honey, and other products, but no more than 20% of the number of vendor spaces can be used to sell jewelry, pottery, apparel, fine arts, or similar non-farm items.

#### **COMMITTEE/COMMISSION REVIEW**

NA

#### **LEGAL REVIEW**

None

#### **POSSIBLE MOTION**

A motion to approve/deny the special event permit for the SCA Tuesdays Farm Market as presented, contingent on approval from Fire Department, Police, and Department of Public Works.





Council Action	
_____	Approved
_____	Denied
_____	Date

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: Saugatuck Center for the Arts TELEPHONE: 2698572399  
MAILING ADDRESS: 400 Culver St, Saugatuck, MI 49453  
CONTACT NAME: Kristin Armstrong TELEPHONE: 2698572399  
E-MAIL ADDRESS: kristin@sc4a.org CELL PHONE: 2698572399

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Susan Poolman TELEPHONE: 2698572399  
E-MAIL ADDRESS: market@sc4a.org CELL PHONE: 2692273448

#### EVENT INFORMATION

NAME OF EVENT: The Market at SCA DATE(S) OF EVENT: 06/29; 07/20; 08/10  
PURPOSE OF EVENT: Farmer & Artisan Market RAIN DATE: none

- |  |  |  |                                       |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Non-Profit    | <input type="checkbox"/> For-Profit    | <input type="checkbox"/> City Operated/Sponsored | <input type="checkbox"/> Co-Sponsored |
| <input type="checkbox"/> Marathon/Race | <input type="checkbox"/> Festival/Fair | <input type="checkbox"/> Video/Film Production   | <input type="checkbox"/> Other _____  |

EVENT LOCATION: Saugatuck Center for the Arts EVENT HOURS: 10am-2pm

ESTIMATED NUMBER OF ATTENDEES: 600 guests

ESTIMATED NUMBER OF VOLUNTEERS: 4

ESTIMATE DATE / TIME FOR SET-UP: \_\_\_\_\_ 8:00 \_\_\_\_\_  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: \_\_\_\_\_ 2:00 \_\_\_\_\_  A.M.  P.M.

## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

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

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

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

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

"YARD" SIGNS - Number requested: \_\_\_\_ (Maximum size is 2' 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): \_\_\_\_\_  
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 Max 19-20

AWNINGS - QUANTITY \_\_\_\_\_  TABLES - QUANTITY \_\_\_\_\_

PORTABLE TOILETS - QUANTITY \_\_\_\_\_

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

If yes, where do you propose your vendors park? Saugatuck Christian Reformed Church

Will the Interurban be utilized?  Yes  No Time(s) 8am-9:45am & 2pm-3:15pm

**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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 \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

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

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

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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

Street closure date/time: \_\_\_\_\_  A.M.  P.M.

Street re-open date/time: \_\_\_\_\_  A.M.  P.M.

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

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

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

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

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

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

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

## 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: see attached note

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.

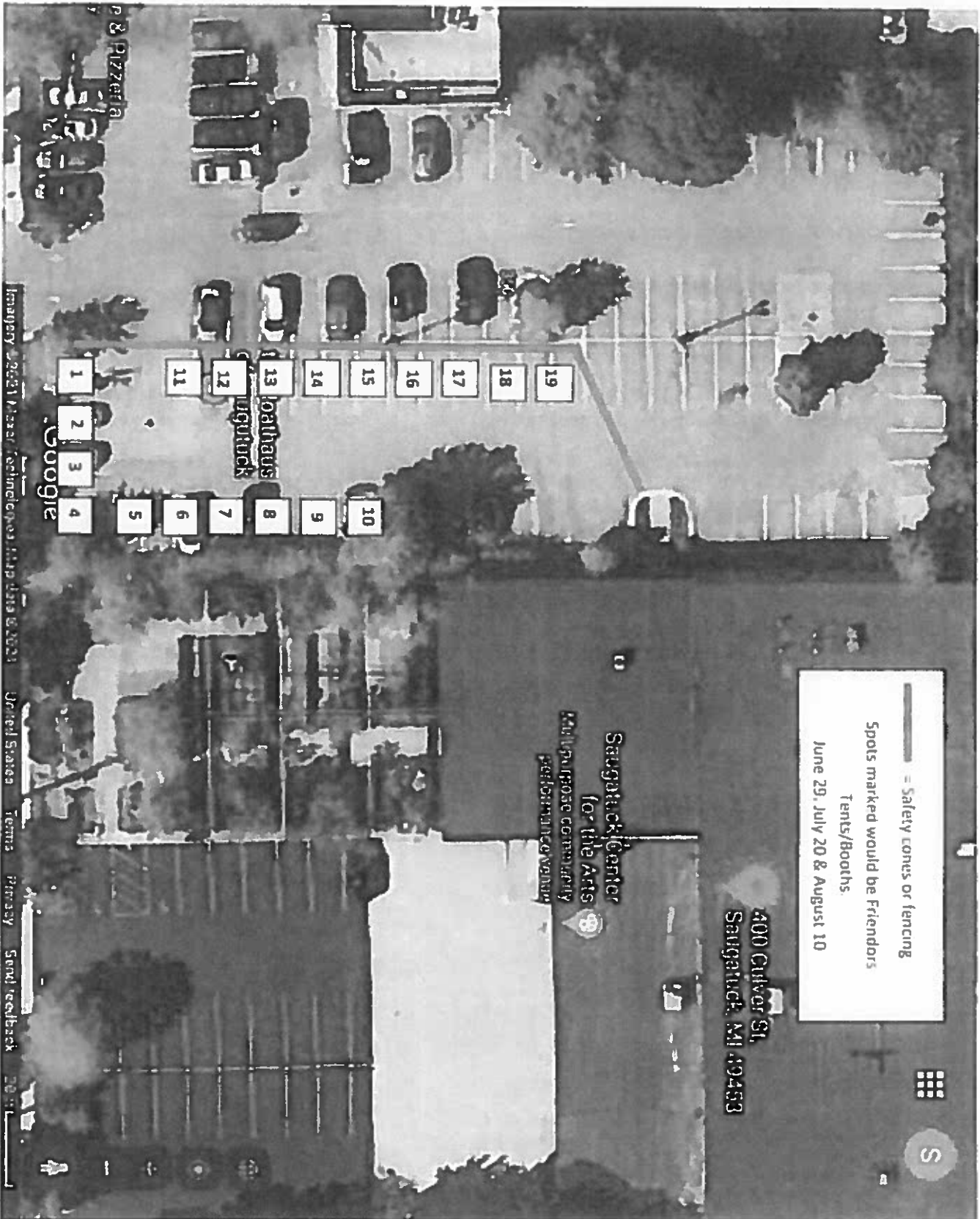
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

5/13/21  
Date



— = Safety cones or fencing  
Spots marked would be Friends of the Arts Tents/Booths.  
June 29, July 20 & August 10

400 Culver St,  
Saugatuck, MI 49453

Saugatuck Center  
for the Arts  
Multipurpose community  
performance venue

Google

Imagery © 2021 Vector Technical, Map data © 2021 United States Terms Privacy Send feedback

The Saugatuck Center for the Arts new "Plaza" will be used, this year only, for their Mason Street Warehouse performances. We have three Tuesdays in which we would need the use of the city parking lot. Those dates are:

- June 29th, 2021
- July 20th, 2021
- August 10th, 2021

See attached layout for the use of the city parking lot

Certificate of insurance will be supplied as needed.

All food truck vendors that we have will have their food license, insurance paperwork and MI Sales Tax ID just as they do for our market.

# 2021 Vendors

- Addy's Sunflowers  
Farmer - Fridays Only  
Cut Flowers, Honey, & Maple Syrup
- Adventuretoo Inc  
**SOUTH HAVEN**  
Artisan - Fridays & Tuesdays  
Fine wood cutting boards
- Airbeads by Wright Sales  
**JENISON**  
Artisan - Limited Fridays  
Fibers
- Along the Shores LLC  
**ALBION**  
Artisan - Limited Fridays  
Mixed Media
- Annie Did It  
**HULLAND**  
Artisan - Fridays Only  
Jewelry
- Art In The Sun Designs  
**MUSKEGON**  
Artisan - Limited Fridays  
Glass Art
- Betsy O'Neill Art  
**GRAND RAPIDS**  
Artist - Limited Tuesdays & Fridays  
Fine Arts
- Betty's Blessings  
**BANGOR**  
Artisan - Fridays & Tuesdays  
Fibers
- Brewt's LLC  
**GRAND RAPIDS**  
Artisan - Fridays Only  
Bloody Mary Mix
- Douglas Park Project  
Artisan - Fridays Only  
Fundraising for Douglas Park
- Esmie's Cabinet LLC  
**STEVENSVILLE**  
Artisan - Fridays Only  
Luxury Lotions
- Foxy Acres  
Farmer - Tuesdays Only
- Granola, Salsa & Ketchup
- Grand Traverse Sauce Company  
Artisan - Fridays Only  
Hot Sauce
- Hinterland Farm and Kitchen  
Farmer - Tuesdays Only  
Veggies, Greens, Hot Sauce, Pasta  
Chocolate
- Hippie Chippie  
Farmer - Fridays Only  
Gourmet Tortilla Chips
- Hubbert's Kettle Corn  
Artisan - Fridays Only  
Gourmet Popcorn
- Java Jones Roasters  
Artisan - Fridays Only  
Roasted Coffee Beans
- JRZ Farms  
Farmer - Tuesdays Only  
Perennials, trees, shrubs, Blueberries
- Kahoona's Kitchen  
Artisan - Fridays Only  
Healthy Vegan Snacks
- Kenn Vidro  
**GRANDVILLE**  
Artisan - Fridays & limited Tuesdays  
Photography/Fine Arts, Books
- Kernel Popperz Kettle Corn, LLC  
Artisan - Tuesday Only  
Gourmet Popcorn
- Kinetic Fusion  
**GRAND HAVEN**  
Artisan - Limited Fridays  
Metal/Glass Sculptures
- Knife N' Sharp LLC  
**HAMILTON**  
Artisan - Limited Fridays  
Knife Sharpening
- Leche & Lavender  
**HAMILTON**  
Artisan - Limited Fridays  
Soap, bath salts, balm
- Left Field Coffee Roasters  
Artisan - Fridays & Tuesdays  
Cold Coffee Brews, Simple Syrups
- Let's Stay Home Cocktail Kits LLC  
**GRAND RAPIDS**  
Artisan - Fridays Only  
Cocktail/Mocktail mix
- Magsy, Jessy's Signs  
Artisan - Limited Fridays  
Farmhouse, Coastal and Holiday Decor
- Moon Medicine Therapeutics LLC  
Artisan - Fridays & Tuesdays  
Custom Tea Blends
- My Lovely Muse  
**JENISON**  
Artisan - Tuesdays Only  
Eco-Conscious Housewares
- Mycophile's Garden LLC  
Farmer - Fridays & Tuesdays  
Gourmet Mushrooms
- Oh So Cheesy Cheese Company  
Artisan - Fridays Only  
Cheese Spreads
- Ottawa Glads  
Farmer - Fridays Only  
Cut floral and woodies
- Paul's Gourmet Jerky  
Artisan - Fridays & Tuesdays  
Jerky & Snack Sticks
- Pups Barkery  
Artisan - Fridays Only
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**FROM:** Cindy Osman, Deputy Clerk  
**MEETING DATE:** May 24, 2021  
**SUBJECT:** Special Event Permit Request – SDABA Music in the Park

---

**DESCRIPTION**

SDABA has submitted a request to hold the Music in the Park events every Wednesday from June 23, to August 25, 2021.

**COMMITTEE/COMMISSION REVIEW**

NA

**LEGAL REVIEW**

None

**POSSIBLE MOTION**

A motion to approve/deny the Music in the park special event for Music in the Park as submitted.





**Council Action**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Date

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: SDABA

TELEPHONE: 269-857-1626

MAILING ADDRESS: P.O. Box 221

CONTACT NAME: Gregory Muncey

TELEPHONE: 269-857-1626

E-MAIL ADDRESS: gmuncey@gmail.com

CELL PHONE: 269-355-9917

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: Gregory Muncey

TELEPHONE: 269-857-1626

E-MAIL ADDRESS: gmuncey@gmail.com

CELL PHONE: 29-355-9917

**EVENT INFORMATION**

NAME OF EVENT: Music In The Park - Every Wednesday

DATE(S) OF EVENT: 6/23 thru 8/25

PURPOSE OF EVENT: Community entertainment & enrichment.

RAIN DATE: N/A

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

EVENT LOCATION: Wicks Park Gazebo

EVENT HOURS: 7-9pm

ESTIMATED NUMBER OF ATTENDEES: 2-300

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: Wednesday's      5       A.M.     P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: Wenesdays      10       A.M.     P.M.

## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 7pm END: 9pm

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

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

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

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

**EVENT SIGNAGE:** City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- "YARD" SIGNS - Number requested: 8 (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): On gazebo, same as years past  
Description of signs: 4' x 8' sign with MITP logo and band/sponsors names.  
(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 \_\_\_\_\_
- 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? Reserved parking spots (see map below)

Will the Interurban be utilized?  Yes  No Time(s) 6:30pm - 9:30-m

**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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

TRASH RECEPTACLES – QUANTITY 8

BARRICADES – QUANTITY \_\_\_\_\_

TRAFFIC CONES – QUANTITY 4

PARKING SIGNS – QUANTITY 2

FENCING  WATER  ELECTRIC

RESTROOM CLEANING

OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

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

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

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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

Street closure date/time: \_\_\_\_\_  A.M.  P.M.

Street re-open date/time: \_\_\_\_\_  A.M.  P.M.

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

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

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

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

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

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: Free Shuttle to HS

## 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.

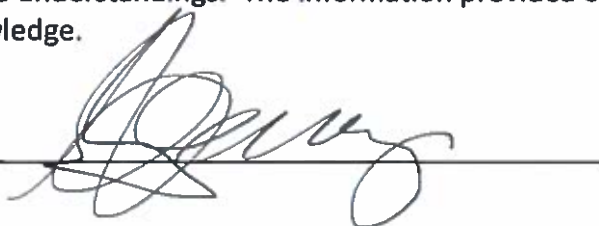
Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during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

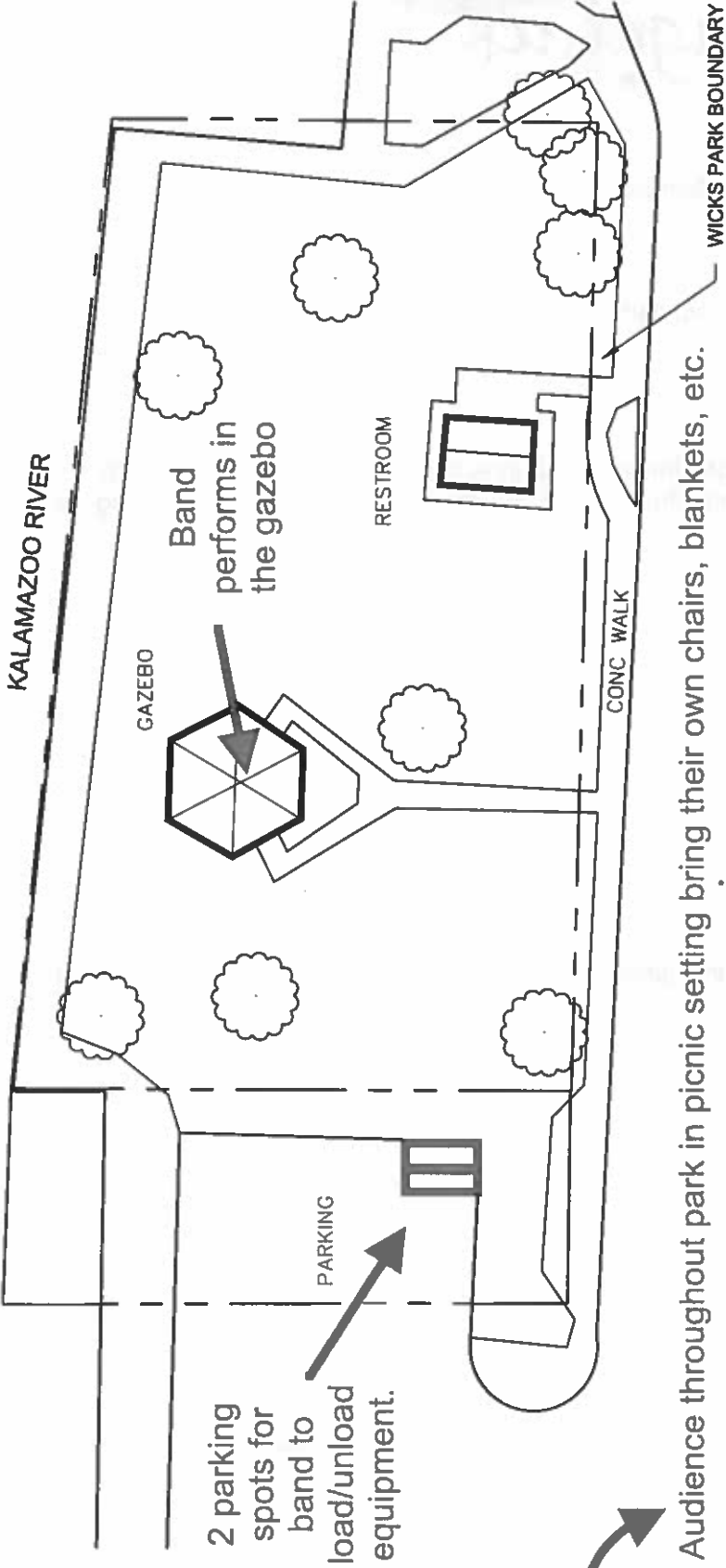
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature



5/18/2021

Date



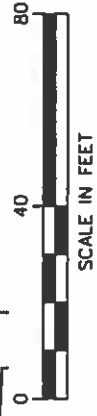
WATER STREET

MAIN STREET

MARY STREET



NORTH



CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

WICKS PARK  
PARK USE PERMIT APPLICATION

APPLICANT TO SKETCH LOCATION OF PROPOSED  
TEMPORARY STRUCTURES, TENTS, STAGES,  
EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

FLEIS & VANDENBRINK ENGINEERING, INC.



**FROM:** Ryan Heise, City Manager  
**MEETING DATE:** May 24, 2021  
**SUBJECT:** Community Pride Proclamation

**DESCRIPTION:**

In concert with the State of Michigan's proclamation, I appreciate Council's consideration to declare the Month of June as "Community Pride Month." Furthermore, to raise the pride flag, as was done last year- 2020.

**COMMITTEE/COMMISSION REVIEW:**  
NA

**BUDGET ACTION REQUIRED:**  
None

**LEGAL REVIEW:**

**POSSIBLE MOTION:**

Proclaim- the month of June, as community pride month, and to raise a community pride flag at City Hall.

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

**PROCLAMATION NO. 210524-P1**

**MAYORS PROCLAMATION:  
“A PROCLAMATION DESIGNATING JUNE AS PRIDE MONTH ”**

**WHEREAS**, the City of Saugatuck supports the rights of every citizen to experience equality and freedom from discrimination; and

**WHEREAS**, all people regardless of age, gender identity, race, color, religion, marital status, national origin, sexual orientation, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings; and

**WHEREAS**, in support of the city’s commitment the City of Saugatuck Non-Discrimination Ordinance was approved by City Council on August 27, 2007; and

**WHEREAS**, the City of Saugatuck accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

**WHEREAS**, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) communities contribute to the cultural, civic and economic successes of the City of Saugatuck; and

**WHEREAS**, while we as a society at large are slowly embracing new definitions of sexuality and gender we must also acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

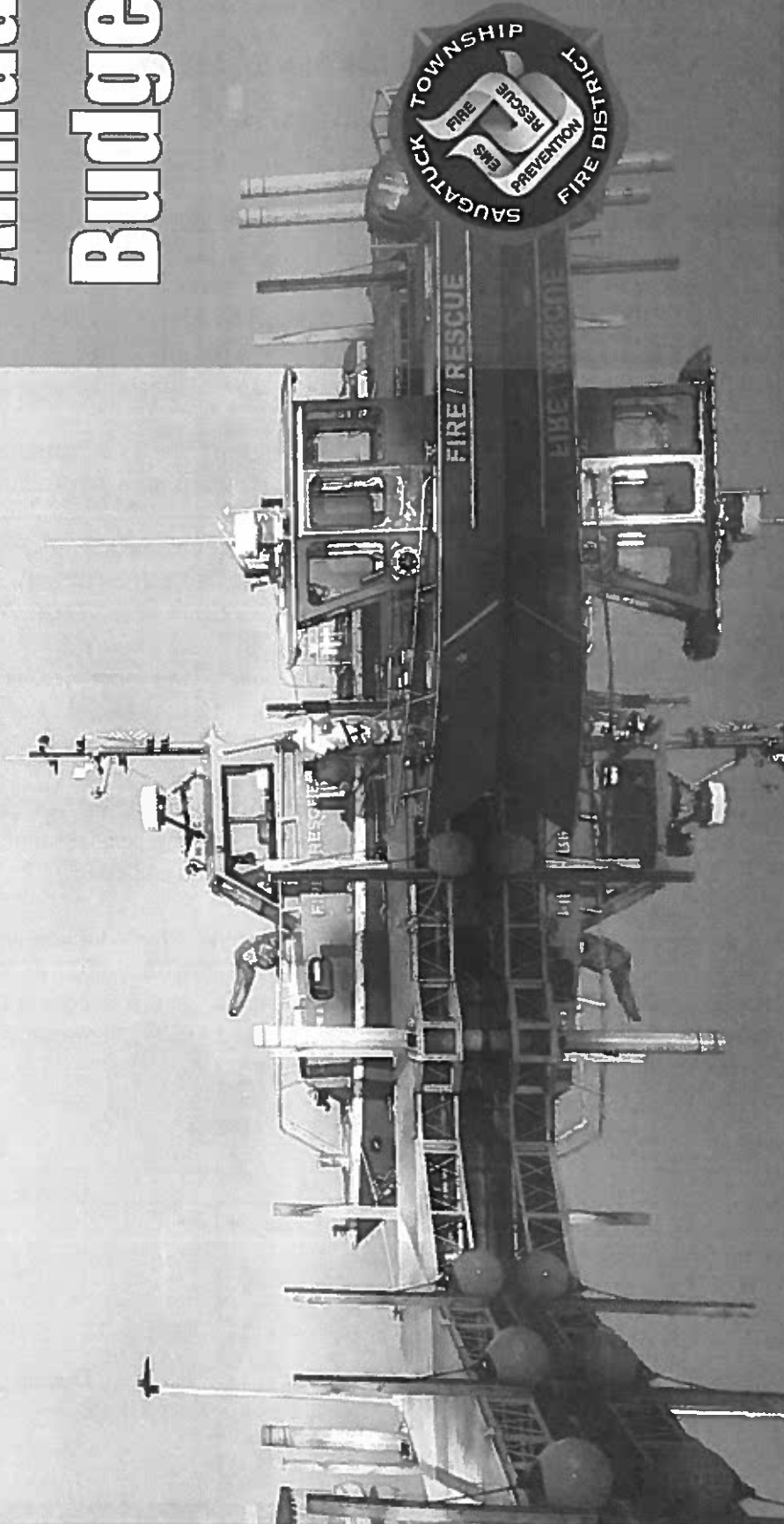
**NOW, THEREFORE, BE IT RESOLVED**, I, Mayor Mark Bekken and the members of the Saugatuck City Council hereby proclaim June 2021 as Pride Month in the City of Saugatuck, Michigan and encourage our residents to reflect on the ongoing struggle for equality members of the LGBTQ community face and celebrate the contributions that enhance our city.

Signed: \_\_\_\_\_ Dated \_\_\_\_\_  
Mark Bekken, Mayor

Signed: \_\_\_\_\_ Dated \_\_\_\_\_  
Cindy Osman, Deputy City Clerk

# Proposed Annual Budget

# Fiscal Year 2021-2022







**MISSION**

THE MISSION OF THE  
SAUGATUCK TOWNSHIP FIRE DISTRICT  
IS TO MINIMIZE COMMUNITY RISKS AND  
IMPROVE THE QUALITY OF LIFE  
FOR ALL PERSONS WITHIN  
SAUGATUCK TOWNSHIP FIRE DISTRICT.



# From the Board...

The Saugatuck Township Fire District (Fire District) Board proposes the following budget for the Fiscal Year 2021/2022 to the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas. The budget, consisting of a millage of 2.20 mills, is levied against the real property taxable value within Fire District. The millage of 2.20 mills will remain the same and shall not be increased.

The COVID-19 global pandemic crisis has impacted nearly every function of life. Fundamentally, it has changed the way we work, think and live. The Fire District fire fighters and emergency medical services personnel are tasked with protecting public health at all costs and played a major role in the vaccination of thousands of citizens in Allegan County. The COVID-19 pandemic has challenged emergency management and public safety agencies to adapt and establish new modes of operation and response. With the support and encouragement of our Fire District Board, we have successfully implemented these new modes of operations and best practices for the health, welfare, and safety of the residents we serve.

Included in the packet is a copy of the Fiscal Year 2021/2022 Proposed Budget. It is important to note that the Fire District Grant Team successfully supplemented the taxpayer funded budget with \$1,44,581 in grant funds for 2020. In 2021 we have so far received \$94,457. The Grant Team has successfully been awarded \$630,986 since 2014 and will continue to be aggressive in the efforts to reduce the financial burden on taxpayers of the Tri-Communities we serve.

In further efforts to be fiscally responsible, the Fire District achieved reducing the Insurance Services Office (ISO) Rating from a 5 to 3 in 2020, which should positively impact the Property Protection Classification (PPC) rating of property and homeowner insurance policies.

The Fire District Board is requesting the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas to review and approve this proposed budget during their next scheduled board meeting. The Fire Board will hold a public hearing using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place on *June 21, 2021 at 4:00 PM.*



From left: Pullen, Verplank, Fox, Miller Aldrich, Phelps and Beckman

### Saugatuck Township Fire District Board:

- Jane Verplank - Chairperson, City of Saugatuck Representative
- Eric Beckman - Vice Chair, Saugatuck Township Representative
- Dan Fox - Secretary, City of Saugatuck Representative
- Scott Phelps - Vice Secretary, At Large Member
- Tarue Pullen - City of the Village of Douglas Representative
- Aaron Miller - City of the Village of Douglas Representative
- Stacey Aldrich - Saugatuck Township Representative

# Trend 2004-2021

**Call Volume Trends:**

- 11% decrease in Fire Calls
- 73% increase in Total Calls
- 37% increase in Emergency Medical Service Calls
- 300% increase in Other Calls

Year	Fire Calls	EMS Calls	Other Calls	Total Calls	Total Calls %
2004	37	388	74	499	—
2005	67	411	78	556	11.42
2006	44	408	75	527	-5.21
2007	56	413	90	559	6.07
2008	34	402	122	558	-0.17
2009	30	441	121	592	6.09
2010	38	465	108	611	3.20
2011	24	485	133	642	5.07
2012	54	521	158	733	14.17
2013	36	506	148	690	-5.86
2014	31	565	149	745	7.97
2015	31	522	230	783	5.10
2016	32	560	283	875	11.75
2017	28	469	316	813	-7.08
2018	30	501	376	907	11.56
2019	21	514	442	977	7.7
2020	33	533	296	862	-11.80

# 1999-2021 Millage/ # of Calls

**Estimate:**

2021 call volume is estimated from May 17 totals. 291 or 12.4% more calls than at the same time in 2020.

Year	Millage	Calls
2021	2.2000	(968)
2020	2.2000	862
2019	2.2000	977
2018	2.0000	907
2017	2.0000	813
2016	2.0000	875
2015	1.7000	783
2014	1.5000	745
2013	1.3000	690
2012	1.1600	733
2011	1.1600	642
2010	1.1600	611
2009	1.1000	592
2008	1.2932	558
2007	1.2932	559
2006	1.2932	527
2005	1.2932	556
2004	1.4531	499
2003	1.4531	517
2002	1.4531	518
2001	1.6059	498
2000	1.8060	544
1999	1.3750	415

# Additional Revenue 2014-2021

**Cost Recovery**  
Initiated in 2008, however not enforced before 2014.

**Grants:**  
FEMA, State and private businesses/insurance companies.

**Donations:**  
Private donations to help offset cost i.e. Live Fire Training Facility.



Year	Cost Recovery Filed	Cost Recovery Collected	Grants Received	Donations Received	Totals Collected by Year
2014	\$ 14,843	\$ 12,032	\$ 2,490	\$ 16,000	\$ 30,522
2015	\$ 25,262	\$ 23,028	\$ 3,982	\$ -	\$ 27,010
2016	\$ 32,034	\$ 21,577	\$ 145,406	\$ -	\$ 166,983
2017	\$ 18,960	\$ 5,413	\$ 78,072	\$ 18,025	\$ 101,510
2018	\$ 16,872	\$ 10,412	\$ 13,600	\$ 17,010	\$ 41,022
2019	\$ 25,632	\$ 19,633	\$ 148,398	\$ 3,390	\$ 171,421
2020	\$ 17,223	\$ 11,726	\$ 144,581	\$ -	\$ 156,307
2021	\$ 8,040	\$ 950	\$ 94,457	\$ -	\$ 95,407
<b>Totals:</b>	<b>\$ 158,866</b>	<b>\$ 104,771</b>	<b>\$ 630,986</b>	<b>\$ 54,425</b>	



# Estimated Revenues

GL NUMBER	DESCRIPTION	2019-20	2020-21	2020-21	2020-21	2020-21	2021-22
		ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 05/18/21	ACTIVITY	PROJECTED ACTIVITY	REQUESTED BUDGET
Dept 000							
206-000-401.000	SAUGATUCK CITY	353,019.12	364,779.55	364,779.55	364,779.55	364,779.55	389,000.00
206-000-402.000	SAUGATUCK TOWNSHIP	715,779.24	746,971.40	746,971.40	746,971.40	746,971.40	780,000.00
206-000-403.000	DOUGLAS CITY	360,753.30	380,819.08	380,819.08	380,819.08	380,819.08	404,000.00
206-000-450.000	FIRE SERVICES	3,155.31	5,300.00	5,214.75	5,300.00	5,300.00	1,000.00
206-000-460.000	INSPECTION & PLAN REVIEW FEES	4,688.00	11,000.00	10,575.00	11,000.00	11,000.00	1,000.00
206-000-465.000	COST RECOVERY	11,098.24	7,900.00	7,892.20	7,900.00	7,900.00	1,000.00
206-000-528.000	OTHER FEDERAL GRANTS		90,948.00	90,921.87	90,948.00	90,948.00	
206-000-560.000	GRANTS & DONATIONS	127,447.33	4,882.90	4,882.90	4,882.90	4,882.90	1,000.00
206-000-665.000	INTEREST	7,623.25	500.00	316.77	500.00	500.00	500.00
206-000-685.000	SALES OF ASSETS	7,400.00	23,500.00	23,500.00	23,500.00	23,500.00	
206-000-686.000	FUND BALANCE TRANSFER IN						246,750.00
Totals for dept 000 -		1,590,963.79	1,636,600.93	1,635,873.52	1,636,600.93	1,636,600.93	1,824,250.00
<b>TOTAL ESTIMATED REVENUES</b>		<b>1,590,963.79</b>	<b>1,636,600.93</b>	<b>1,635,873.52</b>	<b>1,636,600.93</b>	<b>1,636,600.93</b>	<b>1,824,250.00</b>

# Appropriations

GL NUMBER	DESCRIPTION	2019-20	2020-21	2020-21	2020-21	2021-22
		ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 05/18/21	PROJECTED ACTIVITY	REQUESTED BUDGET
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	3,520.00	4,250.00	3,500.00	4,250.00	5,250.00
206-336-704.000	CHIEF SALARY	81,307.00	84,800.00	72,613.95	84,800.00	86,000.00
206-336-705.000	OFFICER SALARIES	6,259.07	6,450.00	5,272.41	6,450.00	7,500.00
206-336-708.000	CAREER FIREFIGHTER	249,630.77	276,000.00	232,044.67	276,000.00	315,000.00
206-336-709.000	OPERATIONAL WAGES	63,913.39	127,000.00	102,382.58	127,000.00	100,000.00
206-336-709.500	PAID ON CALL STIPEND	73,601.16	81,000.00	68,708.16	81,000.00	85,000.00
206-336-710.000	FIRE CALLS	48,938.95	48,000.00	37,691.23	48,000.00	60,000.00
206-336-711.000	MEDICAL CALLS	28,476.79	27,000.00	22,731.70	27,000.00	30,000.00
206-336-712.000	TRAINING	27,467.70	43,000.00	34,624.35	43,000.00	40,000.00
206-336-713.000	SPECIAL EVENTS	10,059.96	5,000.00	1,758.96	5,000.00	10,000.00
206-336-720.000	PAYROLL TAXES	49,018.23	55,000.00	47,558.89	55,000.00	57,000.00
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	73,300.05	75,000.00	67,176.71	75,000.00	75,000.00
206-336-722.000	WORKER COMP INSURANCE	32,317.60	49,076.76	49,076.76	49,076.76	53,000.00
206-336-723.000	RETIREMENT	71,514.06	77,000.00	68,498.42	77,000.00	76,000.00
206-336-727.000	OPERATING SUPPLIES	22,275.68	22,000.00	13,021.05	22,000.00	22,000.00
206-336-728.000	GAS & OIL	10,829.86	10,000.00	6,640.99	10,000.00	12,000.00
206-336-730.000	PROFESSIONAL SERVICES	23,005.95	44,000.00	38,500.02	44,000.00	30,000.00
206-336-742.000	TESTING, REPAIR & REPLACEMENT	13,997.41	15,000.00	13,875.28	15,000.00	15,000.00
206-336-745.000	STATION TOOLS	2,347.96	4,000.00	3,077.90	4,000.00	3,000.00
206-336-746.000	FIRE FIGHTER TOOLS	8,747.42	7,000.00	2,481.70	7,000.00	10,000.00
206-336-751.000	PHONES	10,472.72	12,000.00	10,178.69	12,000.00	12,000.00
206-336-752.000	UTILITIES	14,447.45	16,000.00	12,949.48	16,000.00	16,000.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	33,974.15	66,000.00	64,866.90	66,000.00	45,000.00
206-336-761.000	BOAT MAINTENANCE	13,303.51	18,000.00	17,485.12	18,000.00	15,000.00
206-336-762.000	RADIO & PAGER R&R	2,181.69	3,500.00	2,270.46	3,000.00	6,500.00

# Appropriations

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 05/18/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
Dept 336 - FIRE FUND						
206-336-763.000	BUILDING REPAIR & MAINTENANCE	19,815.40	22,000.00	20,861.31	22,000.00	25,000.00
206-336-764.000	BUILDING SECURITY	1,780.72	1,000.00	430.00	1,000.00	2,000.00
206-336-767.000	DUES & SUBSCRIPTIONS	2,667.63	2,500.00	1,771.63	2,500.00	3,500.00
206-336-770.000	OFFICE EXPENSES	9,450.67	7,000.00	6,506.30	7,000.00	10,000.00
206-336-771.000	TECHNOLOGY	12,828.00	18,500.00	14,914.69	18,500.00	18,000.00
206-336-775.000	BUILDING INSPECTIONS	371.87	1,000.00	67.50	100.00	2,500.00
206-336-780.000	UNIFORMS	9,792.50	9,000.00	5,957.72	9,000.00	12,000.00
206-336-781.000	TURN OUT GEAR	24,528.02	17,500.00	13,319.87	17,500.00	30,000.00
206-336-785.000	EDUCATION	13,332.57	15,500.00	15,067.99	15,500.00	18,000.00
206-336-791.000	MEDICAL SUPPLY	17,011.56	13,000.00	11,041.46	13,000.00	12,000.00
206-336-795.000	COMMUNITY RISK REDUCTION	6,490.29	2,500.00	2,075.39	2,500.00	10,000.00
206-336-796.000	PHYSICALS	9,084.37	1,000.00		500.00	15,000.00
206-336-815.000	GENERAL INSURANCE	21,881.00	23,600.00	23,592.00	23,600.00	32,000.00
206-336-861.000	TAX CHARGE BACK	99.92	1,000.00	725.75	955.00	500.00
206-336-975.000	TRUCK PAYMENT	42,062.92	42,022.18	42,022.18	42,022.18	260,000.00
206-336-985.000	LONG TERM CAPITAL	307,592.92	230,000.00	215,305.70	230,000.00	87,500.00
206-336-986.000	CAPITAL FUND TRANSFER		12,150.00			100,000.00
Totals for dept 336 - FIRE FUND		1,473,698.89	1,595,348.94	1,372,645.87	1,581,253.94	1,824,250.00
<b>TOTAL APPROPRIATIONS</b>		1,473,698.89	1,595,348.94	1,372,645.87	1,581,253.94	1,824,250.00





**From:** loyda cull lc1636@icloud.com   
**Subject:** OPOSSING THE INSTALATION OF FLOATING BOATHOUSES ON PARK ST. LC  
**Date:** May 8, 2021 at 11:42 AM  
**To:** Mark Bekken mbekken@saugatuckcity.com, Gamet Lewis glewis@saugatuckcity.com, Scott Dean sdean@saugatuckcity.com, Holly Leo hleo@saugatuckcity.com, Chris Peterson cpeterson@saugatuckcity.com, Lauren Stanton lstanton@saugatuckcity.com, Ken Trester ktrester@saugatuckcity.com  
**Cc:** loyda cull lc1636@icloud.com, Ryan Helse ryan@saugatuckcity.com, Erin erin@saugatuckcity.com, robt2456@att.net

**RE: OPOSSING THE INSTALATION OF FLOATING BOATHOUSES ON PARK ST.**

Ryan and Erin,

Please include this letter in the public record.

Thanks.

Dear City Council Members:

We are submitting this letter to express our concerns.

We own the house right across the street from the proposed site for the floating houses. The beautiful view and peacefulness of the area motivated us to buy our home. The house happens to be right at the curve on Park St. where the visibility for cars is poor, to say the least. Installing the floating boathouses at the planned site will increase the traffic.

Mt. Baldhead, the Saugatuck-Douglas Historical Society Museum, Oxbow and Oval Beach, attract many visitors to the area, consequently, traffic is heavy and it's a challenge to navigate along Park St. That said, we certainly don't need more traffic on Park St., which, as you know, it happens to be the ONLY exit from West Saugatuck. We don't have the infrastructure to add business on Park St. The idea is preposterous!

We are very concerned about the pollution, the noise, the safety, parking, etc. We've seen many cars use our driveway as a turnaround. We fear for the safety of our grandchildren. We know that this types of incidents will increase if the floating houseboats are granted permission to operate there.

Saugatuck is a great community, a great place full of quaint stores,

restaurants, hotels, B&B's, art, etc. We don't need to add floating houseboats/hotels in the area.


Since the floating houseboats will not be located at a full-service marina, we need to know what are the plans to clean, maintain, and dispose of toilet waste? Will it be done right in front of our houses where we will be breathing fumes? not to mention the sight? and the garbage containers? where will they be stored? On Park St, where they will be in the pathway of the people that enjoy walking on Park St?

It took our country years, and years to clean all our rivers of the river slums. If we allow these floating houses to operate, we will be back to square one, trying to clean our beloved rivers, it may not happen to our generation, but the risk exists and we must prevent it.

Please help us protect our beloved Saugatuck. Let our future generations enjoy what we have been enjoying for years, it is our responsibility.

Best regards

Bob and Loyda Cull  
434 Park St.  
Saugatuck MI, 49453

**From:** no-reply@weebly.com   
**Subject:** New Form Entry: Website Contact Us Form  
**Date:** May 8, 2021 at 6:55 AM  
**To:** erin@saugatuckcity.com



You've just received a new submission to your Website Contact Us Form.  
Mark as Spam

**Submitted Information:**

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**Name**  
Taylor Laubrick

**Email**  
ccitay@comcast.net

**Address**  
6938 Tranquility Ln  
Fennville, Michigan 49408

**Comment**  
Upon hearing about a temporary light at Lake St and Blue Star, I feel strongly that this should be a strong consideration. The traffic has become very busy due to the detour from 196. In addition prior to the construction detour it has become next to impossible to try to turn left from Lake onto Blue Star during the summer. Pkease for safety sake put a light at this intersection.

Dear City Council Members,

We are writing to express our concern that Dune Ridge has not acted in good faith to meet the May 13 deadline to submit an application to address the eight foot fence it erected next to the Chain Ferry without appropriate city approval. On May 5, Dune Ridge applied to the Zoning Board of Appeals (“ZBA”) for several variances at its Park Street marina, including 1) setback variances to enable it to build a bathroom and laundry facility on the tiny strip of land at that location, and 2) a variance for a four foot tall solid board fence on the Park Street and Casa Loma sides of the property that is entirely separate from the illegally erected eight foot fence. The application then states that if the ZBA approves these variances, then Dune Ridge will reduce a portion of the eight foot fence to a height of six feet, but would still maintain an eight foot fence in front of the electric meter. The application also restates Dune Ridge’s position that the eight foot fence has already been approved by the city (see page 17 of the attached ZBA packet).

Dune Ridge has clearly stated that it refuses to lower the height of its eight foot fence unless the ZBA grants entirely unrelated variances that were previously denied by the ZBA several years ago. Even then, Dune Ridge would only lower part of the fence by a mere two feet to a height that still violates city ordinances. This is not an application to obtain the appropriate city approval for Dune Ridge’s illegally erected fence. Rather, Dune Ridge is trying to use the City Council’s decision regarding the eight foot fence to coerce the ZBA into granting previously denied, and litigated, variances. Yet, the city’s decision regarding the fence was not intended to invite further illegal development or to re-litigate the previously denied setback variances needed for a bathroom facility at the Dune Ridge marina. In fact, the city won the Dune Ridge lawsuit regarding these requested setback variances in 2017, and it is in the city’s best interest to avoid revisiting this issue in court if at all possible.

For these reasons, we believe Dune Ridge’s May 5 application to the ZBA is unresponsive to the City Council’s decision, and the City Council should consider appropriate enforcement action given that Dune Ridge did not meet the May 13 deadline to address its illegally erected fence. Alternatively, the City Council could direct Dune Ridge to separate the eight foot fence issue from its ZBA application related to further development of the marina on Park Street.

We hope the City Council will take immediate action to address this issue. Given that the ZBA is scheduled to review Dune Ridge’s current application on June 10, we encourage the City Council to add this issue to the agenda for its May 24 meeting, which is the only scheduled City Council meeting prior to the June 10 ZBA hearing. In addition, this issue must be addressed quickly given the safety risks that the current eight foot fence will pose to Chain Ferry passengers disembarking from the ferry beginning Memorial Day weekend.

Thank you, as always, for all you do for our city.

Sincerely,

Ann Broeker

Ken Springer

Holly & Jim Lindsey

Trista & Kevin McCarthy

Susan Bleers

Meghan Hopkins

Etta & Tony Rodriguez

Jane Underwood

Lloyda & Bob Cull

Greg & Steve Alcock

Amy and Bob Peick

Jean Prokopeak

Michael and Gina Prokopeak

Susan Prokopeak

Dear Members of the Saugatuck,

I recently came across the attached petition on Change.org to forbid the modular tiny homes on barges at its marina next to the Chain Ferry landing along Park Street. I am compelled to write to you expressing my complete disapproval of this petition. As someone who lives on a boat on the Mississippi river in St. Paul, MN, I may be biased. However, I am a lover of our threatened rivers and waterways. We need more people who care about our rivers and waterways and the best way to do so is to provide opportunities for people to access and enjoy them. Not everyone has the ability to use a kayak or canoe. Not everyone can afford their own boat on the Kalamazoo River but, small and affordable rentals on the river gives more people the opportunity to learn how valuable it is. That equates to more people who will care and support it. Please do not restrict people's access to the Kalamazoo River. Do the opposite, encourage more access.

Sincerely,

Eric Cobb

Ryan my Dad & Mom started coming to Saugatuck in the late 40s my brother and I started in the late 60s we have spent many wonderful summers in Saugatuck until my dad and mom brought the property at 432 Park in the late 60s my brother & I have raised our kids over many summers and now our grandchildren you don't know how lucky my brother and I am to get this from my parents. My kids and my brothers children will get this property and it always has been a open view and I don't think it change. Thanks Greg Alcock Sent from my iPhone



May 13, 2021

Dear Saugatuck City Council Members,

Our family has owned property in Saugatuck, Michigan since 1927. We love Saugatuck for the same reasons that other residents and summer visitors do - the waterfront and the small town feel with charming local businesses, restaurants, and parks. In our opinion, and the opinions of many other residents and regular visitors, our "Saugatuck Magic" is being directly threatened by EGLE/USACE application # LRE-2019-01684-56.

The applicant, Paul Heule, in collaboration with VHH Saugatuck Holdings, LLP, is petitioning to install seven permanent boat lifts at the Park Street Marina in Saugatuck. While we have always supported the growth of the Saugatuck business community and understand the benefits of commerce, we feel this development proposal goes too far. Opening this door could forever ruin the very small town charm residents and visitors find so appealing.

I know you have received many other letters which go into greater detail about the potential violations to the original petition -- and violations to other standing ordinances in Saugatuck -- of which the developers are already guilty, so suffice it to say those gray areas concern us as well. A developer going into a project already trying to work around the original petition also raises concerns about how well future developments will be controlled.

We will leave you with this. We do not know if you have personally spent time in Saugatuck, but it is a community that thrives because of what it is now; visually beautiful with open waterways and access to all. Allowing development that encroaches on the waterways and increases the congestion and traffic of permanent floating homes and multiple boat lifts threatens to turn Saugatuck into the Illinois Chain of Lakes. We do not want people to associate Saugatuck with excessive traffic, noise and water pollution, and the reputation of being a floating parking lot. Turning our treasured town into the very thing people come here to escape from would be a tragedy indeed.

We sincerely hope you appreciate and heed our concerns and reject EGLE/USACE application # LRE-2019-01684-56.

Sincerely yours, The Hopkins Family

Hi Chris,

I am writing to request at this evening's council meeting the city would consider having recycling pick up twice a month as opposed to once. Douglas now has pickup twice a month and would appreciate it if Saugatuck would do the same. My bin typically is overflowing by the third week.

An additional comment I would like to share with the council is that I am strongly opposed to the possibility of the unsightly houseboats/mobile homes request along Park and Perryman.

The look of the structures certainly do not compliment the charm and quaintness of the town/city of Saugatuck. I am a Park Street resident and would be disappointed if these unsightly things were to edge the banks of the Kalamazoo River. Lastly, I would like to thank Saugatuck for paving the end of Park Street.

Thank you,

Renee Zita

Dear Saugatuck City Council Members,

The Saugatuck/Douglas area has been known for its vintage, small town, artistic charm for years, attracting visitors from all over. All the must see sights and things to do are too numerous to mention here, but one of them is Oval Beach. At one time Conde Nast travel magazine rated Oval Beach one of the top 25 best shorelines in the world and Saugatuck as one of America's 11 great beach towns. Over the years the Chicago Tribune has rated it the best of five Midwest beaches. Even the National Geographic Travel Magazine called it one of the best freshwater beaches in America. Among its other attractions are: the Oxbow Artists school, started in 1910, and a climb up the over 300 steps of Mt Baldhead , with the reward of a glorious view from the top of the 600 ft dune, showing the Kalamazoo River in all its glory amidst forests, orchards and dunes. The Chain ferry is the only remaining hand cranked chain ferry of its kind in America. The problem is only one small road leads to those major attractions-2 lane Park Street. The street is jammed in summer and on holidays traffic is at a standstill down Oval Beach Road and around the corner down Park Street right to where these non motorized floating rentals are supposed to go.

When we bought our home across the road from the Kalamazoo River over 20 years ago this wasn't a legal zoning option. Originally these riverfront spots were to be used or sold as docks to the people buying the homes the developer was building on Lake Michigan. At no time were we informed that zoning had changed. There are many concerns about changing a small piece of property into a Marina on a narrow road with no easy access to and from the site. There are also concerns about garbage, sewage, wildlife, upkeep etc.

There were several parking spots placed alongside Park Street at that point. Are they public or private? There is no pavement for private parking for renters or their guests. The intersecting street(Bliss) across from this property is a marked public walking road with no room for public parking.

We are talking about preserving the livelihood of these towns whose income over the years has depended on tourism. Visitors are not going to want to put up with these types of problems on vacation. At one point overdevelopment was seen as a threat to the Saugatuck/Douglas "mystique". At the time officials said they were incorporating strong zoning ordinances to see that that didn't happen. When those zoning ordinances are ignored it contributes to the slow destruction of these unique towns so dependent on the tourists that Michigan has tried so hard to attract to keep the economy going.

Susan Bleers

442 Park

Sent from my iPhone

Dear Saugatuck City Council Members,

Governor Whitmer and

Congressman Upton,

I am writing today to inform you that we strongly oppose the recent developments that are occurring in Saugatuck, MI. We have been residents for more than 25 years and we are very concerned about the City of Saugatuck and its inability to protect the safety and rights of its residents.

The City of Saugatuck is being bullied by a developer, Paul Heule of Dune Ridge. This developer has had his way with our town for too long. Enough is enough. It is time that his actions are stopped in the very best interest of the residents of Saugatuck. This developer has made a number of illegal moves over the years. He says he is just acting in "good faith" based on side conversations (that have never been documented) that he "claims" he has had with various council members over the years. The truth is, he's lying and taking advantage of our City and its residents. He's flexing his MONEY MUSCLE and feels he's entitled to be above the basic laws and rules that every other resident of Saugatuck must abide by. Why?? Well, again, he's a bully.

The latest actions of erecting an illegal wall next to the chain ferry and the planned installation of floating mobile homes in an area that is not zoned for and never will be zoned for this type of development has just gone too far. In addition, the land he is developing on isn't legally his. The City swapped a portion of the land rights with him without knowing that this land was not legally his to swap. (at least I hope, in good faith, that the City did not know this)

Now we have a mess on our hands. The wall and the planned development is a safety risk. The stretch of road that this development will be on is one of the most dangerous and heavily congested roads during high season. Cars rip around the curve there while pedestrians are flooding off the chain ferry to walk up the road to Oval Beach. It was already dangerous and now there is a HUGE blind spot for both drivers and pedestrians.

What are you going to do to protect the safety of residents and visitors alike? What are you going to do to protect the rights of the good law abiding citizens of Saugatuck? Is it ok to just have a free-for-all and let people develop whatever they want with no care for zoning laws? I mean, that's what Dune Ridge is doing. So I guess that sends a clear message that we can all just do the same??

We are incredibly disappointed in everyone that has been involved in this mess. It's a shame...just a terrible shame.

I get that we (the residents and government members of Saugatuck) are the David to Dune Ridge/Huele's Goliath, but enough already. Please, let's all work together to put a stop to this. I know that the City of Saugatuck is not happy with this developer's actions either. We can end this.

Governor Whitmer and Congressman Upton, please help our small town to fight this bully of a developer.

Thank you,

Trista and Kevin McCarthy

# S

## SPS Renovation Project Progress

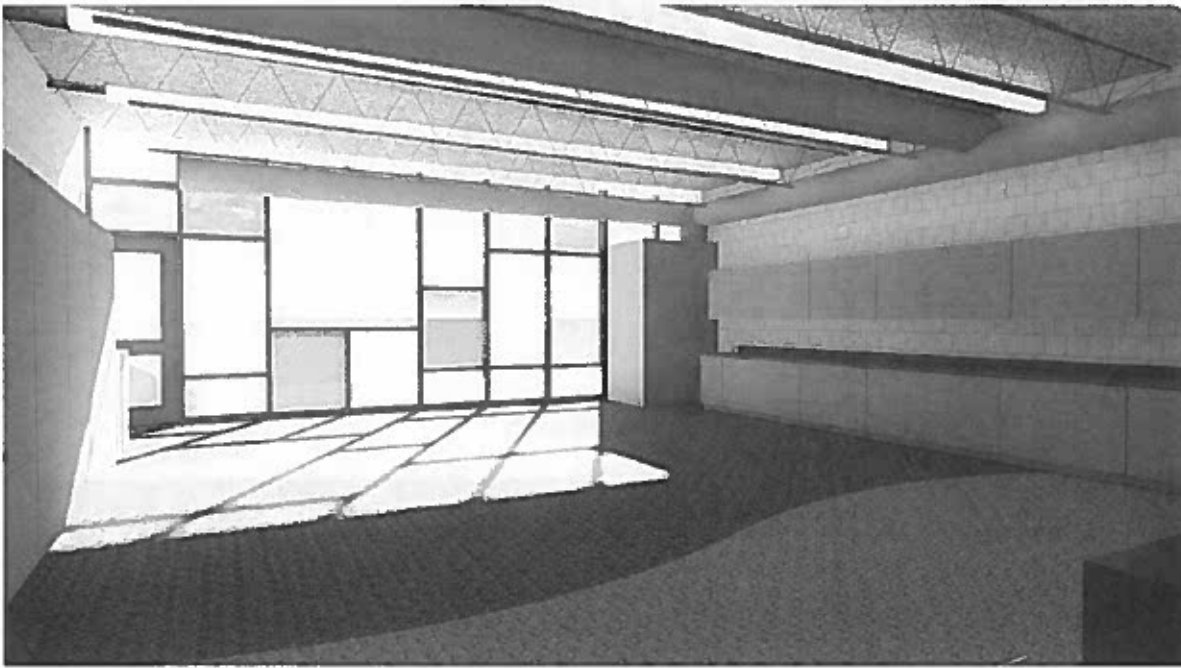
February 11, 2021

It's hard to believe that it was almost one year ago that voters generously approved \$35.6 million for significant renovations to Douglas Elementary and Saugatuck Middle School & High School. The design process at DES has been completed through the efforts of a committee of nearly 40 architects, engineers, teachers, administrators, support staff, parents and school board members. A similar committee kicked off the middle/high school design on February 10<sup>th</sup>.

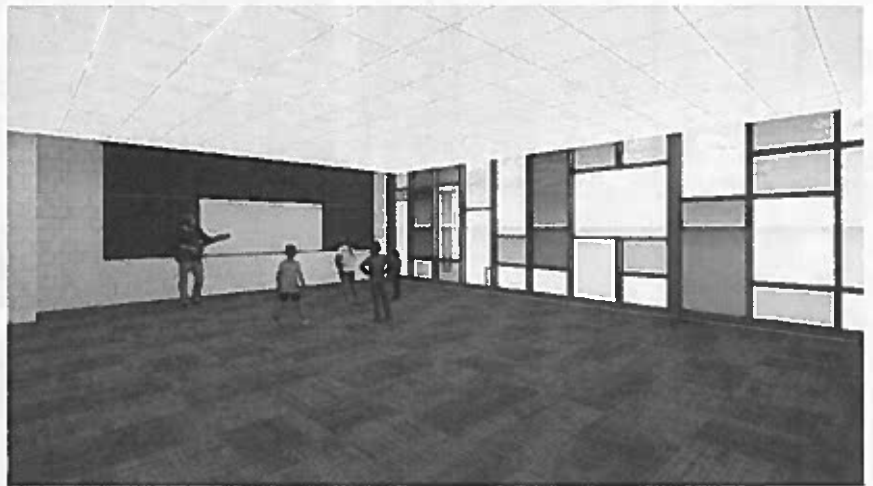
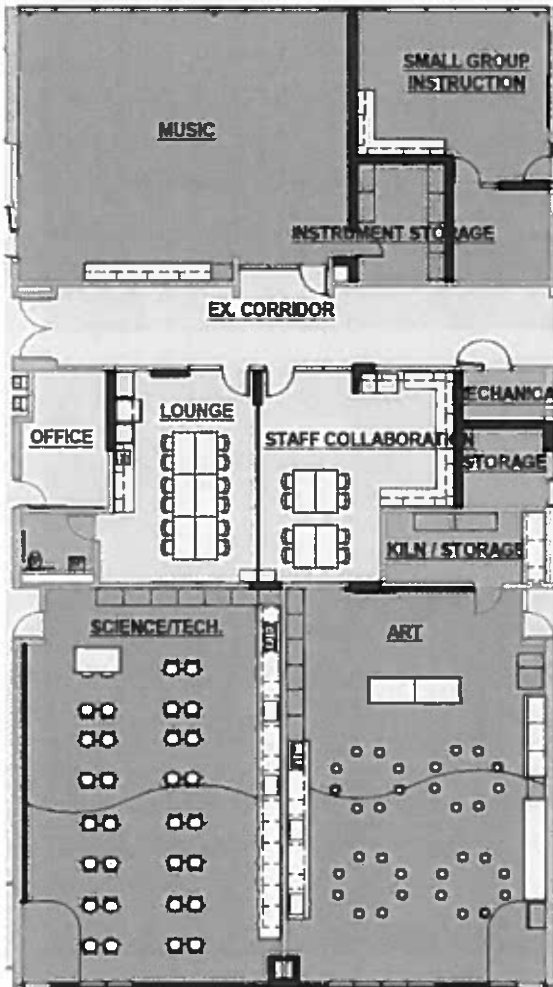
### DES Construction Scheduled to Begin April 2<sup>nd</sup>



Construction is set to begin at DES during Spring Break. Several classrooms will be rearranged to accommodate the first phase of construction which will focus on the new music, science/tech and art rooms. Phase one will continue for the remainder of the 2020-21 school year. Temporary corridors will connect the south hallway at the back of the building to the gym and cafeteria.



New DES Art Room—Tentative completion December 31, 2021



New DES Music Room—Tentative Completion December 31, 2021

Currently, the DES project is slightly under budget. The first series of bonds to finance the renovations has been sold at a very competitive interest rate, saving taxpayers approximately \$3.7 million in interest costs compared to pre-bond estimates. Construction bids have been approved by the board of education and contractors are preparing to begin work on April, 2<sup>nd</sup>.

Stay tuned for future SPS Renovation Project Progress updates.

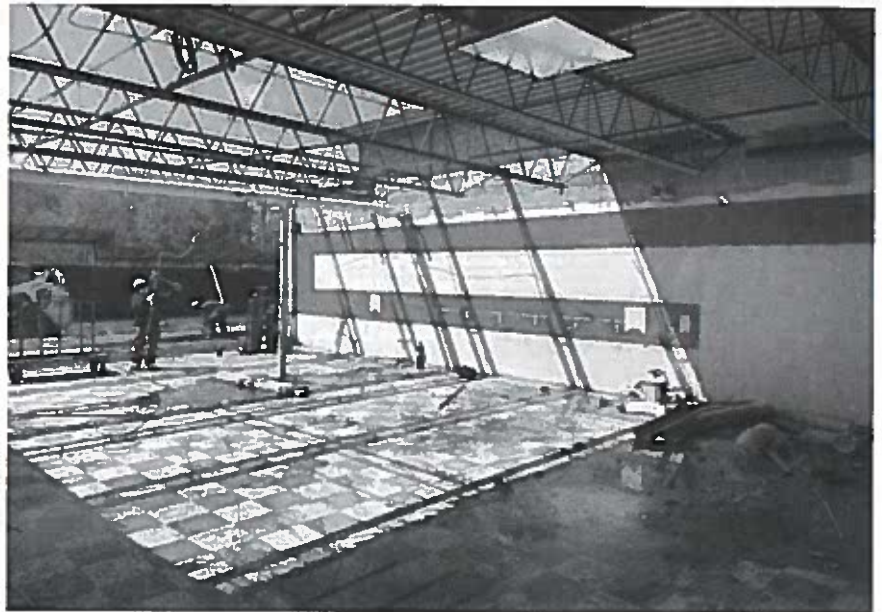
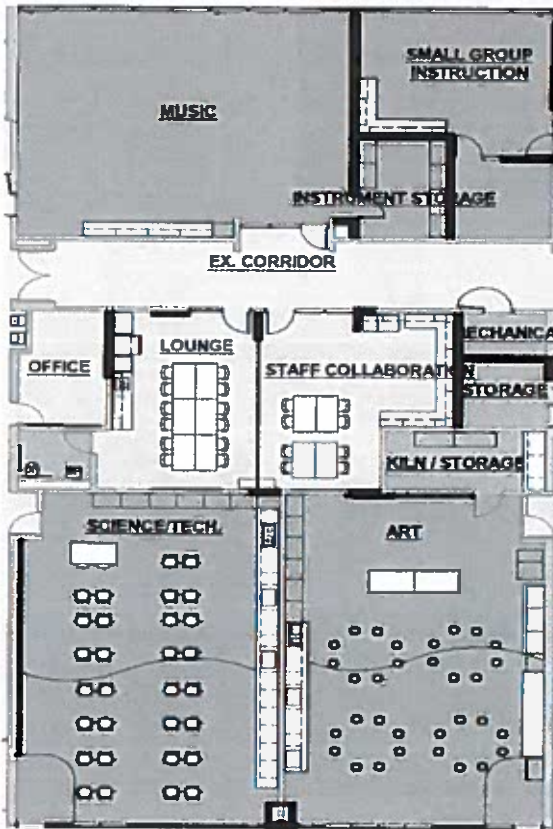




# SPS Renovation Project Progress

May 14, 2021

## Demolition Changing the Shape of Phase I Spaces



Spaces in Phase I are changing shape. In the first month of demolition, mechanical and electrical systems have been disconnected and rerouted, the roof has been removed and some interior walls have been taken down. Can you identify these spaces?

Phase I- Science/Technology  
Music & Art



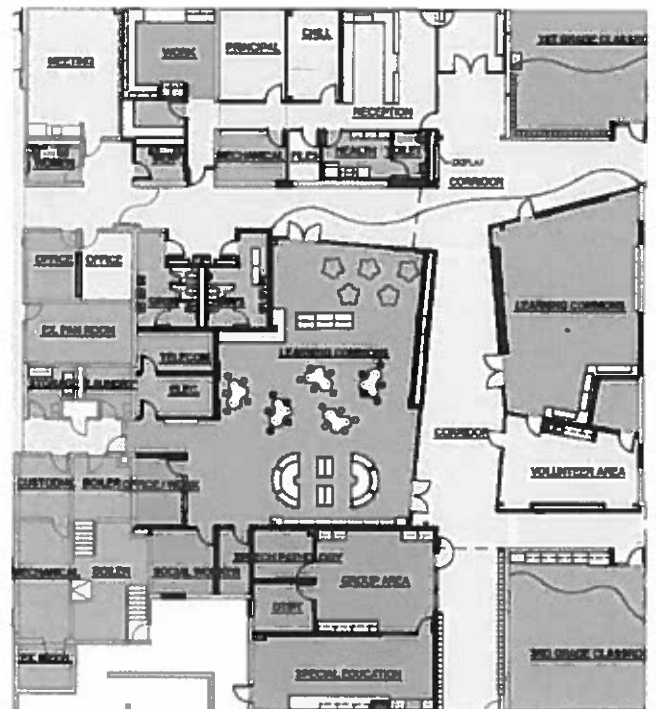
## Ground Breaking Ceremony May 20<sup>th</sup>



A groundbreaking ceremony will be held at DES on May 20<sup>th</sup> to announce the beginning of construction and thank the community for making the significant renovations at DES possible.

### DES Phase II Plans

Phase II of the DES project will kick off as soon as the school year is completed on June 11<sup>th</sup>. Phase II will include the new secure entrance and office, the learning commons spaces and volunteer area, the special education suite, and the four lower elementary classrooms on the north side of the building. The cafeteria will get a refresh this summer as well. The renovated art room, music room, science/technology room, small group instruction space, teacher collaboration and work space, and four lower elementary classrooms are scheduled for completion by the end of December 2021.



### Middle School & High School Enters Schematic Design Phase

After three months of discovery workshops and programming meetings with a broad group of stakeholders including students, parents, faculty, staff, administration and a board member, the Middle/High School Project is entering the schematic design phase. The schematic design phase aligns a high-level budget to the proposed scope of the project prior to solidifying design decisions in the design development phase which is scheduled to be completed by August.

