



**CITY COUNCIL AGENDA  
JUNE 10, 2019 – 7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES  
**A. Regular City Council Meeting of May 28, 2019**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS:  
**A. Lt. Brett Ensfield – Allegan Co. Sheriff Department**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT  
**A. Approval of Accounts Payable**
11. INTRODUCTION OF ORDINANCES:
12. PUBLIC HEARINGS: **None**
13. UNFINISHED BUSINESS: **None**
14. NEW BUSINESS  
**A. Resolution No. 190610-A – Endorse Lower Kalamazoo River Greenway Plan (ROLL CALL)**  
**B. Professional Services Agreement – Assessor Services (VOICE VOTE)**  
**C. Special Event Application – Waterfront Invitational Art Fair (VOICE VOTE)**  
**D. Special Event Application – Village Square Art Fair (VOICE VOTE)**  
**E. Dockage License Consent – South ½ portion of Lucy Street (VOICE VOTE)**
15. CONSENT AGENDA: **None**
16. PUBLIC COMMENTS *(Limit 3 minutes)*
17. COMMUNICATIONS:  
**A. City Council Nominating Petitions – Accept as information**
18. BOARDS, COMMISSIONS & COMMITTEE REPORTS: **None**
19. COUNCIL COMMENTS
20. ADJOURN

**NOTICE**

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

***Proposed Minutes***  
**Saugatuck City Council Meeting**  
**Saugatuck, Michigan, May 28, 2019**

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

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

A motion was made by Johnson, 2<sup>nd</sup> by Peterson, to excuse Mayor Pro-Tem Spangler with prior notification. Upon voice vote the motion carried unanimously.

4. **Approval of Minutes:** A motion was made by Peterson, 2<sup>nd</sup> by Verplank, to approve the May 13, 2019 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** Mayor Trester announced the City of Saugatuck was awarded a \$1,000 grant thru Allegan County Community Foundation to plant trees on Mt. Baldhead. He also thanked Council Member Bill Hess and Mike Mattern for their additional donation of \$500 for trees.
6. **City Manager's Report:** None
7. **Agenda Changes:** None
8. **Guest Speakers:**  
 A. **Lt. Brett Ensfield – Allegan Co. Sheriff Department:** Lt. Ensfield announced his staff is seeing the number of complaints rising as the season approaches and is ready for another successful season in Saugatuck.
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Hess, 2<sup>nd</sup> by Peterson, to approve the accounts payable in the amount of \$69,994.32. Upon voice vote the motion carried unanimously.
11. **Introductions of Ordinances:**  
 A. **Chapter 132 Section 132.02 – Trespassing:** No action taken
12. **Public Hearings:** None
13. **Unfinished Business:** None
14. **New Business:**  
 A. **Proclamation No. 190528-P1 – Designating June as Pride Month:** A motion was made by Peterson, 2<sup>nd</sup> by Hess, to approve Proclamation No. 190528-P1 designating June 2019 as Pride Month in the City of Saugatuck. Upon roll call the motion carried unanimously.

Garnet Lewis (*resident*) thanked Council for approving Proclamation No. 190528-P1 and that Uncommon Coffee Roasters will proudly display the Proclamation for the month of June.

Fred Hamlin (*non-resident*) thanked Council for approving Proclamation No. 190528-P1.

**B. Saugatuck Township Fire District FY 19/20 Budget:** A motion was made by Johnson, 2<sup>nd</sup> by Hess, to approve the Saugatuck Township Fire District FY 19/20 Budget as presented. Upon voice vote the motion carried unanimously.

**C. Board of Review Appointment:** A motion was made by Verplank, 2<sup>nd</sup> by Peterson, to approve the Mayor's appointment of Lewis Wessel to the Saugatuck Board of Review with said term expiring January 1, 2020. Upon voice vote the motion carried unanimously.

**D. Special Event Application – Music in the Park:** A motion was made by Hess, 2<sup>nd</sup> by Johnson, to approve the Special Event Application from Saugatuck Douglas Business Association as presented. Upon voice the motion carried unanimously.

15. **Consent Agenda:** None

16. **Public Comment:** Garnet Lewis (*resident*) with regards to item 14(A), jokingly stated a clever ploy on Councils part to increase attendance.

17. **Communications:** None

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

19. **Council Comments:** Council Member Peterson stated there was a wonderful turnout for annual Memorial Day parade.

Council Member Hess announced it was great to be back after a short illness.

Council Member Johnson announced the City of the Village of Douglas has hired a new City Manager.

Council Member Bekken inquired if the City should make the harbor a "No Wake Zone" while water levels are dangerously high.

20. **Adjournment:** Mayor Trester adjourned the meeting at 7:55 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk

Vendor Name	Description	Amount
1. AMERICAN LEGAL PUBLISHING CORP.	WEBSITE ORDINANCES UPDATES	495.00
2. BELL EQUIPMENT CO	STREET SWEEPER	196.00
3. BREWER'S CITY DOCK INC.	LIMESTONE	1,474.48
	STONE	245.48
	TOTAL	1,719.96
4. BURNETT & KASTRAN PC	LEGAL FEES	30.00
5. CONSUMERS ENERGY	ELECTRIC	2,444.88
6. FIRST ADVANTAGE INC	DRUG TESTING	46.50
7. FLEIS & VANDENBRINK ENGINEERING INC	MANCHESTER DRAIN	1,135.65
	PARK STREET	1,820.50
	TOTAL	2,956.15
8. FRIS OFFICE OUTFITTERS	OFFICE SUPPLIES	82.39
9. GORDON FOOD SERVICE	CONCESSION	2,572.40
10. GROUNDS MANAGEMENT SOLUTIONS	PARKS	531.00
11. MCKELLIPS PLUMBING INC	OVAL	370.00
12. MERS	RETIREMENT	2,397.00
13. MICHIGAN GAS UTILITIES	BUTLER ST BATHROOM	70.93
	DPW GARAGE	81.34
	TOTAL	152.27
14. MICHIGAN WOOD FIBERS	PLAYGROUND WOOD CHIPS	385.00
15. MINER SUPPLY CO	SUPPLIES	2,399.23
	TRASH BAGS LARGE	2,799.44
	TOTAL	5,198.67
16. MONICA NAGEL	ELECTION RE COUNT	20.88
17. OVERISEL LUMBER COMPANY	OVAL, PARKS & SUPPLIES	759.41
18. RIVER TOWN ENTERPRISES LLC	ELECTION	30.00
19. SAUGATUCK FIRE	CPR TRAINING	60.00
20. SHELL	GASOLINE & DIESEL	1,544.49
21. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	563.75
22. STREAMLINE DESIGN.COM LLC	SIGNS	1,632.00
23. STU'S WELDING & FAB., INC.	TOMMY GATE REPAIR	340.00
24. VALLEY CITY LINEN INC	SHOP TOWELS	215.50
25. VAN TILL'S GREENHOUSE		

Vendor Name	Description	Amount
	FLOWERS	480.80
26. XEROX FINANCIAL SERVICES	COPIER LEASE	430.36
TOTAL - ALL VENDORS		25,654.41
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		20,033.79
Fund 202 - MAJOR STREETS		1,135.65
Fund 203 - LOCAL STREETS		1,820.50
Fund 661 - MOTOR POOL FUND		2,664.47

06/07/2019 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 05/01/2019 - 05/31/2019				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
05/03/2019	DD3962(A)	BULTMAN, LINDA	PAYROLL	1,099.56
05/03/2019	DD3963(A)	HARRIER, KIRK	PAYROLL	1,959.05
05/03/2019	DD3964(A)	HERBERT, SCOTT	PAYROLL	1,543.50
05/03/2019	DD3965(A)	JOHNSON, MATTHEW	PAYROLL	1,114.17
05/03/2019	DD3966(A)	KAZDA, NATHAN	PAYROLL	1,205.20
05/03/2019	DD3967(A)	NAGEL, MONICA	PAYROLL	1,526.39
05/03/2019	DD3968(A)	OSMAN, CINDY	PAYROLL	1,577.62
05/03/2019	DD3969(A)	STANISLAWSKI, PETER	PAYROLL	1,400.04
05/03/2019	DD3970(A)	WENDT, MICHAEL	PAYROLL	1,103.42
05/03/2019	EFT1153(E)	457-VALIC	PAYROLL	3,696.33
05/03/2019	EFT1154(E)	STATE OF MICHIGAN	PAYROLL	64.37
05/03/2019	EFT1155(E)	MERS HYBRID	PAYROLL	1,141.90
05/03/2019	EFT1156(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,872.46
05/13/2019	16170	ACTION INDUSTRIAL SUPPLY CO	SAFETY VEST & RAIN GEAR	306.86
05/13/2019	16171	AL VANDERBEEK	PYLON POLES OVAL & SIGN	200.00
05/13/2019	16172	BS&A SOFTWARE	SOFTWARE UPDATES	977.00
05/13/2019	16173	ENGEL'S NURSERY	TREES MT BALDHEAD	392.00
05/13/2019	16174	GIL- ROY'S HARDWARE	GRASS SEED	155.79
05/13/2019	16175	GREAT LAKES ORNAMENTALS	PARKWAY TREES	672.00
05/13/2019	16176	GROUND MANAGEMENT SOLUTIONS	PARKS	70.00
05/13/2019	16177	HOLLAND LITHO PRINTING SERVICE	OVAL PASSES	1,056.35
05/13/2019	16178	IHLE AUTO PARTS	SUPPLIES	246.89
05/13/2019	16179	KALAMAZOO LAKE SEWER & WATER	DELINQUENT WATER TAXES	24,932.47
05/13/2019	16180	LAKE CONSTRUCTION CO	PILING DRIVERS	300.00
05/13/2019	16181	MACATAWA BANK	ROAD BOND	24,162.75
05/13/2019	16182	MICHIGAN WOOD FIBERS	MULCH PARKS	1,850.00
05/13/2019	16183	MINER SUPPLY CO	SUPPLIES	238.72
05/13/2019	16184	OOSTING'S FURNITURE & APPLIANCE	DPW GARAGE	569.00
05/13/2019	16185	OVERISEL LUMBER COMPANY	SUPPLIES	1,129.08
05/13/2019	16186	PETTY CASH	START UP OVAL BEACH	5,400.00
05/13/2019	16187	PLUMMER'S ENVIRONMENTAL SERVICE	STORM BASINS CLEANING	3,036.00
05/13/2019	16188	SHERWIN WILLIAMS	STREET PAINT	619.15
05/13/2019	16189	SPRING BROOK SUPPLY	IRRIGATION SUPPLIES	352.68
05/13/2019	16190	STANDARD INSURANCE COMPANY	INSURANCE	343.60
05/13/2019	16191	WESTENBROEK MOWER INC	SUPPLIES	613.11
05/13/2019	2386(E)	AT&T MOBILITY	CELL PHONES	80.57
05/13/2019	2387(E)	COMCAST	TELEPHONES & INTERNET	284.60
05/13/2019	2388(E)	CONSUMERS ENERGY	ELECTRIC	3,180.11
05/13/2019	2389(E)	FIRST BANK CARD	CLERK, TRAINING & SURVEYS	3,032.88
05/13/2019	2390(E)	FRONTIER	DPW GARAGE	219.04
05/13/2019	2391(E)	FRONTIER	OVAL	132.55

06/07/2019 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 05/01/2019 - 05/31/2019				
Check Date	Check	Vendor Name	Description	Amount
05/13/2019	2392(E)	FRONTIER	911 OVAL PHONE	71.06
05/13/2019	2393(E)	MERCHANTS BANCARD NETWORK	OVAL FEES	106.14
05/13/2019	2394(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	72.81
05/13/2019	2395(E)	MICHIGAN GAS UTILITIES	CITY HALL	70.77
05/13/2019	2396(E)	MICHIGAN GAS UTILITIES	BUTLER ST BATHROOM	90.07
05/13/2019	2397(E)	SHELL	GASOLINE & DIESEL	104.81
05/13/2019	2398(E)	SHELL	GASOLINE & DIESEL	960.30
05/13/2019	2399(E)	VALLEY CITY LINEN INC	SHOP TOWELS	108.40
05/13/2019	2400(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	430.36
05/13/2019	2401(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	26,129.72
05/13/2019	2402(A)	BELL EQUIPMENT CO	AIR FILTERS	85.43
05/13/2019	2403(A)	BLOOM SLUGGETT PC	LEGAL FEES	4,133.40
05/13/2019	2404(A)	ETNA SUPPLY	SUPPLIES	105.67
05/13/2019	2405(A)	FLEIS & VANDENBRINK ENGINEERING IN	GRANT APPLICATION MT BALDHEAD	3,590.00
05/13/2019	2406(A)	FRIS OFFICE OUTFITTERS	SUPPLIES	125.37
05/13/2019	2407(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	3,396.06
05/13/2019	2408(A)	MC CANN INDUSTRIES INC	BACKHOE REPAIR	697.40
05/13/2019	2409(A)	MICHIGAN OFFICE SOLUTIONS	COPIER USE	57.08
05/13/2019	2410(A)	MONICA NAGEL	ELECTION	127.82
05/13/2019	2411(A)	REPCOLITE	PAINT SUPPLIES	194.50
05/13/2019	2412(A)	SAUGATUCK FIRE	PROPERTY TAXES	13,986.61
05/13/2019	2413(A)	SHORELINE TECHNOLOGY SOLUTIONS	WEBSITE	2,499.75
05/13/2019	2414(A)	STREAMLINE DESIGN.COM LLC	OVAL SWIM POLES	112.00
05/17/2019	DD3971(A)	BROCKINGTON, CATHERINE	PAYROLL	112.00
05/17/2019	DD3972(A)	BULTMAN, LINDA	PAYROLL	1,370.71
05/17/2019	DD3973(A)	CARRILLO, DONNA	PAYROLL	105.00
05/17/2019	DD3974(A)	HARRIER, KIRK	PAYROLL	1,959.04
05/17/2019	DD3975(A)	HERBERT, SCOTT	PAYROLL	1,659.20
05/17/2019	DD3976(A)	HINKLE, MARY	PAYROLL	846.11
05/17/2019	DD3977(A)	JOHNSON, MATTHEW	PAYROLL	1,045.08
05/17/2019	DD3978(A)	KAZDA, NATHAN	PAYROLL	1,144.03
05/17/2019	DD3979(A)	KNOBLAUCH, MYRA	PAYROLL	98.00
05/17/2019	DD3980(A)	NAGEL, MONICA	PAYROLL	1,526.39
05/17/2019	DD3981(A)	OSMAN, CINDY	PAYROLL	1,365.60
05/17/2019	DD3982(A)	SANFORD, MARGARET	PAYROLL	105.00
05/17/2019	DD3983(A)	STANISLAWSKI, PETER	PAYROLL	1,579.05
05/17/2019	DD3984(A)	STARRING, MARILYN	PAYROLL	120.00
05/17/2019	DD3985(A)	WENDT, MICHAEL	PAYROLL	1,143.42
05/17/2019	EFT1157(E)	457-VALIC	PAYROLL	3,751.98
05/17/2019	EFT1158(E)	STATE OF MICHIGAN	PAYROLL	64.37
05/17/2019	EFT1159(E)	MERS HYBRID	PAYROLL	1,161.90
05/17/2019	EFT1160(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,205.32
05/28/2019	2416(E)	CAPITAL ONE	SUPPLIES	37.56

06/07/2019 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 05/01/2019 - 05/31/2019				
Check Date	Check	Vendor Name	Description	Amount
05/28/2019	2423(E)	GORDON FOOD SERVICE	CONCESSION	5,903.29
05/28/2019	2428(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
05/28/2019	2429(A)	BELL EQUIPMENT CO	STREET SWEEPER	98.00
05/28/2019	2430(A)	DIANNA MC GREW	ASSESSING SERVICES	2,535.08
05/28/2019	2431(A)	FLEIS & VANDENBRINK ENGINEERING IN	STREET IMPROVEMENTS	11,533.51
05/28/2019	2432(A)	FRIS OFFICE OUTFITTERS	SUPPLIES	158.52
05/28/2019	2433(A)	MICHIGAN ELECTRO FREEZE INC	CONCESSION	393.26
05/28/2019	2434(A)	PETER STANISLAWSKI	TRAINING	147.32
05/28/2019	2435(A)	PRO-TEMP INC	CONCESSION	242.64
05/28/2019	2436(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	500.00
05/28/2019	16192	BILLS DOZER SERVICE INC	BEACH	4,500.00
05/28/2019	16193	COREY J HUGHES PS	RIPARIAN SURVEY	1,980.00
05/28/2019	16194	GRAND RAPIDS POPCORN	CONCESSION	222.00
05/28/2019	16195	KAECELE PUBLICATIONS	PRINTING	180.50
05/28/2019	16196	MINER SUPPLY CO	SUPPLIES	992.66
05/28/2019	16197	SHIVER ME TIMBERS	STUMP GRINDING	90.00
05/28/2019	16198	STANDARD INSURANCE COMPANY	INSURANCE	343.59
05/28/2019	16199	WESTENBROEK MOWER INC	SAFETY EQUIPMENT	510.09
05/28/2019	2415(E)	AT&T MOBILITY	CELL PHONES	80.57
05/28/2019	2417(E)	COMCAST	TELEPHONES & INTERNET	284.60
05/28/2019	2418(E)	CONSUMERS ENERGY	ELECTRIC	730.27
05/28/2019	2419(E)	FIRST BANK CARD	WEBSITE	3,459.24
05/28/2019	2420(E)	FRONTIER	OVAL	177.87
05/28/2019	2421(E)	FRONTIER	DPW GARAGE	218.77
05/28/2019	2422(E)	FRONTIER	911 BEACH PHONE	70.85
05/28/2019	2424(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,480.46
05/28/2019	2425(E)	MICHIGAN GAS UTILITIES	CITY HALL	50.18
05/28/2019	2426(E)	PRIORITY HEALTH	INSURANCE	7,034.07
05/28/2019	2427(E)	REPUBLIC SERVICES	TRASH	313.70
05/31/2019	2437(E)	MERS	RETIREMENT	2,397.00
05/31/2019	DD3986(A)	BULTMAN, LINDA	PAYROLL	1,291.69
05/31/2019	DD3987(A)	CARPER, KAYLA	PAYROLL	61.66
05/31/2019	DD3988(A)	CARPER, KEEGAN	PAYROLL	82.81
05/31/2019	DD3989(A)	DEJAEGHER, JOHN	PAYROLL	255.64
05/31/2019	DD3990(A)	DEROO, MADYSON	PAYROLL	324.58
05/31/2019	DD3991(A)	ELLISON, KATE	PAYROLL	60.13
05/31/2019	DD3992(A)	HARRIER, KIRK	PAYROLL	1,959.05
05/31/2019	DD3993(A)	HERBERT, SCOTT	PAYROLL	1,594.22
05/31/2019	DD3994(A)	HINKLE, MARY	PAYROLL	816.44
05/31/2019	DD3995(A)	JOHNSON, MATTHEW	PAYROLL	740.60
05/31/2019	DD3996(A)	KAZDA, AUDREY	PAYROLL	283.80
05/31/2019	DD3997(A)	KAZDA, NATHAN	PAYROLL	1,144.50
05/31/2019	DD3998(A)	KUPRES, GERALDINE	PAYROLL	294.02



06/07/2019		CHECK REGISTER FOR CITY OF SAUGATUCK		
CHECK DATE FROM 05/01/2019 - 05/31/2019				
Check Date	Check	Vendor Name	Description	Amount
05/31/2019	DD3999(A)	NAGEL, MONICA	PAYROLL	1,526.38
05/31/2019	DD4000(A)	OSMAN, CINDY	PAYROLL	1,365.61
05/31/2019	DD4001(A)	STANISLAWSKI, PETER	PAYROLL	1,400.03
05/31/2019	DD4002(A)	WEBB, BETTY	PAYROLL	46.03
05/31/2019	DD4003(A)	WENDT, MICHAEL	PAYROLL	1,103.43
05/31/2019	EFT1161(E)	457-VALIC	PAYROLL	3,737.07
05/31/2019	EFT1162(E)	STATE OF MICHIGAN	PAYROLL	64.37
05/31/2019	EFT1163(E)	CITY SAUGATUCK	PAYROLL	200.00
05/31/2019	EFT1164(E)	MERS HYBRID	PAYROLL	1,149.49
05/31/2019	EFT1165(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,417.88
05/31/2019	EFT1166(E)	MERS	PAYROLL	5,030.30
05/31/2019	EFT1167(E)	MI DEPT OF TREASURY	PAYROLL	2,303.62
<b>Total of 139 Checks:</b>				<b>283,119.61</b>
<b>Less 0 Void Checks:</b>				<b>0.00</b>
<b>Total of 139 Disbursements:</b>				<b>283,119.61</b>



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** June 10, 2019

**SUBJECT:** Resolution No. 190610-A  
(Endorse Lower Kalamazoo River Greenway Plan)

## **DESCRIPTION**

At the request and with the assistance of State Representative Mary Whiteford, the ODC Network began developing a plan for a greenway corridor in Allegan County along the Kalamazoo River in January of 2018. The plan was designed to bring together the diverse communities scattered along the Kalamazoo, Rabbit, and Gun Rivers to coordinate planning efforts and work together as a unified county on addressing ecological, educational, and developmental issues related to the river. Through a planning process that involved over 300 people and dozens of meetings, the plan was developed to identify types of projects along the river corridor. The plan reflects the feedback received during the planning process, yet remains adaptive and flexible enough to be updated or adapted based on future needs and accomplished projects. The Greenway will address issues related to environmental restoration, recreation, conservation, and education. This may include seeking collaboration and funding for projects such as improving river access, addressing pollutants, treating invasive species, creating pathways, creating improved educational opportunities, and preserving the highest quality habitats.

## **What does endorsement mean?**

The Lower Kalamazoo River Greenway Plan was created to designate a greenway corridor along the Kalamazoo River in Allegan County to address **environmental restoration, recreation, conservation, and education**. This plan was developed by the ODC Network with assistance from GMB Architecture and Engineering and Bruns Consulting. Development of the plan was supported by grants from the Michigan Department of Environmental Quality and Michigan Sea Grant. Advising the development of the plan was a committee made up of diverse community leaders and professionals, representing local cities and townships, local businesses, state agencies including the DNR and DEQ, and other community groups. Several meetings of this advisory group, along with four public forums, were used to develop a vision of what residents and community leaders wanted to see for the future of the Kalamazoo River. While this development will be impacted by the ongoing activities of the EPA to remediate the river's Superfund status, many projects can be conducted outside of or in concert with their work to improve the condition and reputation of the river. The ODC hopes that these activities will – where appropriate – stimulate economic growth, provide better river access, educate visitors and residents, and improve the health of the river.

## Agenda Item Report

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The City of Saugatuck is being asked to endorse the Greenway Plan illustrating the community's interest and support in taking a comprehensive approach to restoring the Kalamazoo River and its tributaries. The plan is intended use is to guide City of Saugatuck officials on all future recreational and parks projects within the City as an advisory document. It is a starting point for engineering studies, cost analysis, and to help engage public involvement to determine financial feasibility (tax payer capacity) of projects. Endorsement does not require financial investment or personal involvement in the initiative. However, the ODC does encourage endorsees to do what they can to help promote and support the plan. The primary purpose for endorsement is to allow the ODC to list the City of Saugatuck's name as an endorser – thus illustrating community-wide acknowledgement of the initiative, and support of the ODC team's effort. This will allow for leverage and support of the community for broader contributions to the KRG effort.

#### **BUDGET ACTION REQUIRED**

N/A

#### **COMMITTEE/COMMISSION RECOMMENDATION**

N/A

#### **LEGAL REVIEW**

N/A

#### **SAMPLE MOTION:**

Motion to **approve/deny** Resolution No. 190610-A and endorse the Lower Kalamazoo River Greenway Plan as presented.

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

**RESOLUTION NO. 190610-A**

**A RESOLUTION TO ENDORSE THE LOWER KALAMAZOO RIVER GREENWAY PLAN**

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

**WHEREAS**, The Kalamazoo River and Kalamazoo Lake, located in City of Saugatuck, traverses approximately two miles of the City of Saugatuck, a prominent and defining feature of the City closest to the mouth at Lake Michigan; and

**WHEREAS**, At the request and with the assistance of State Representative Mary Whiteford, the Outdoor Discovery Center Network (ODC) began developing a plan for a greenway corridor in Allegan County along the Kalamazoo River in January of 2018; and

**WHEREAS**, The Greenway Plan was designed to bring together the diverse communities scattered along the Kalamazoo, Rabbit, and Gun Rivers to coordinate planning efforts and work together as a unified county on addressing ecological, educational, and developmental issues related to the river; and

**WHEREAS**, Through a planning process that involved over 300 people and dozens of meetings, the Greenway Plan was developed to identify types of projects along the river corridor; and

**WHEREAS**, The Greenway Plan reflects the feedback received during the planning process, yet remains adaptive and flexible enough to be updated or adapted based on future needs and accomplished projects; and

**WHEREAS**, The Greenway Plan addresses issues related to environmental restoration, recreation, conservation, and education which may include seeking collaboration and funding for projects such as improving river access, addressing pollutants, treating invasive species, creating pathways, creating improved educational opportunities, and preserving the highest quality habitats.

**NOW THEREFORE, BE IT RESOLVED** the City of Saugatuck City Council hereby endorses the Lower Kalamazoo River Greenway Plan to be used as an advisory document guiding public officials on a comprehensive approach to restoring the Kalamazoo River and its tributaries and help engage public involvement to determine financial feasibility (tax payer capacity) of any proposed projects.

YEAS: Council Members: \_\_\_\_\_

NAYS: Council Members: \_\_\_\_\_

ABSTAIN: Council Members: \_\_\_\_\_

ABSENT: Council Members: \_\_\_\_\_

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2019

Signed: \_\_\_\_\_  
Ken Trester, Mayor

Signed: \_\_\_\_\_  
Monica Nagel, City Clerk

**CERTIFICATION**

I, Monica Nagel, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held \_\_\_\_\_, 2019, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended. The minutes of the meeting were kept and will be or have been made available as required by said Act.

Signed: \_\_\_\_\_  
Monica Nagel, City Clerk



# LOWER KALAMAZOO RIVER GREENWAY PLAN

PREPARED FOR MICHIGAN DEQ  
DECEMBER 2018



**DEVELOPED BY**

**ODC NETWORK**

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**BRUNS LEADERSHIP CONSULTING**

*REBECCA BRUNS*

# ACKNOWLEDGMENTS

The Lower Kalamazoo River Greenway Master Plan has been generated with extensive planning, study and input. The ODC Network wishes to thank the hundreds of individuals, groups, and organizations for sharing their insight, vision and historical knowledge.

## FUNDING SOURCES

Michigan Department of Environmental Quality  
Michigan Sea Grant



The statements, findings, conclusions, and recommendations in this report are those of the authors and do not necessarily reflect the view of the funding entities.



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# EXECUTIVE SUMMARY

The ODC Network (ODC), a 501(c)3 nature-based education and conservation non-profit organization, was commissioned in January 2018 by the Michigan Department of Environmental Quality (MDEQ) to develop a master plan for a Lower Kalamazoo River Greenway in Allegan County (KRG). The purpose of this plan is to implement a greenway corridor along the Kalamazoo River in Allegan County addressing **environmental restoration, recreation, conservation, and education**.

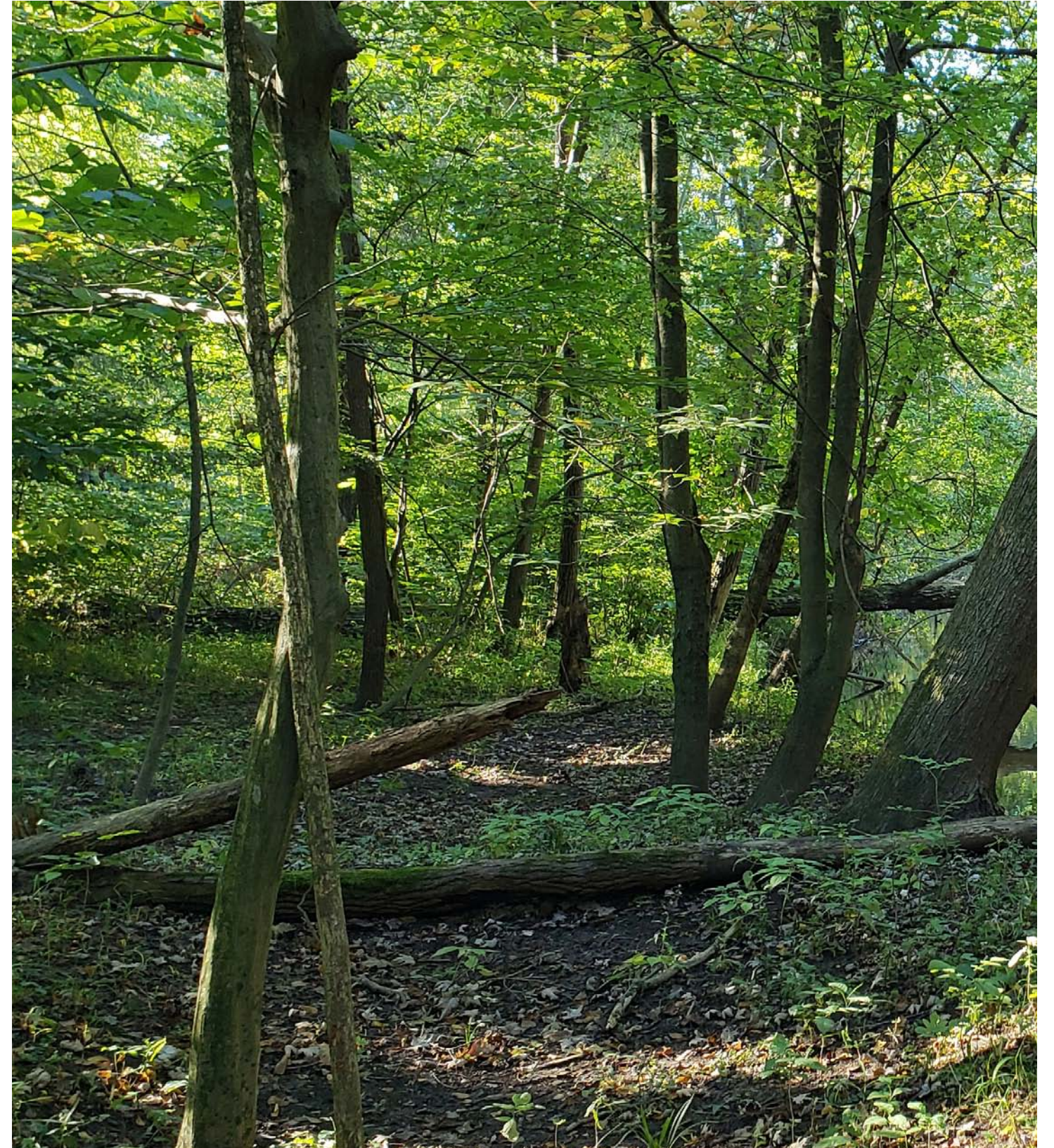
It was imperative to seek input from each community in order to develop an overarching plan for potential greenway projects connecting Allegan County communities. This took place with ODC staff conducting individual conversations and many group and public meetings. Representatives from units of government, conservation organizations, residents, plus county, state and federal agencies were sought for their knowledge and vision. After a year of community input and the review of existing reports, the ODC and their core team, consisting of GMB Architecture and Engineering and Bruns Leadership Consulting, developed this master plan.

The Kalamazoo River in Allegan County is part of a United States Environmental Protection Agency (EPA) Superfund designation for polychlorinated biphenyls (PCB) contamination, restricting use of the river and planning future activities in some situations. While the ongoing cleanup efforts will likely continue for years, the development of a Kalamazoo River Greenway will allow communities to:

- Promote safe usage of the river
- Enhance connectivity along the river

Additional issues facing the river corridor beyond the PCB levels include:

- Excess sedimentation
- High phosphorus levels
- Invasive species
- Land use impacts
- Lack of safe access points
- Need for economic development
- Negative reputation of the river





While there were numerous site-specific opportunities identified during the process, there were several broadly encompassing goals identified for the greenway. These included:

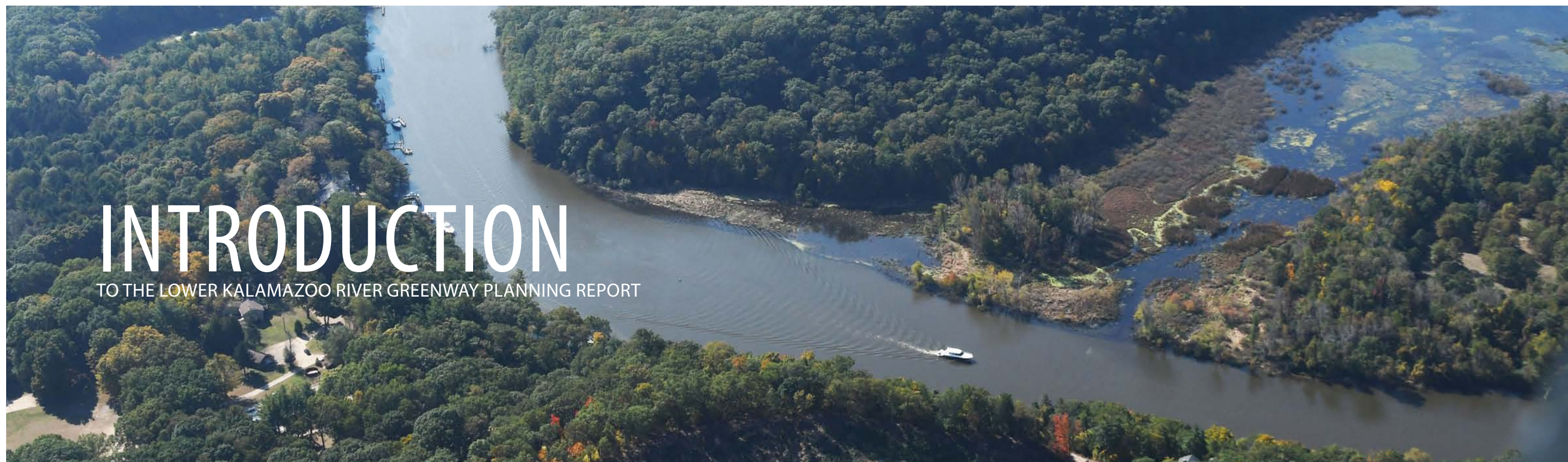
- Provide the means and opportunities to improve recreational assets and access along the river corridor
- Create opportunities for active and passive interpretation and education to inform visitors about safety, cultural history, natural history and recreation.
- Work on improving environmental quality along the rivers and their watersheds and address key ecological issues
- Implement best practices to reduce stormwater, sediment, and nutrient issues within the Kalamazoo Watershed
- Enhance regional economic development
- Protect and preserve existing areas of high quality habitat

To accomplish these goals, the following are examples of potential priority projects that could create the greatest positive impact:

- Select land acquisition
- Creating safe river access points
- Creating non-motorized pathways
- Improving river navigability
- Fixing severe sources of erosion
- Adding restrooms and other visitor amenities
- Protecting areas of high quality habitat
- Planning for long-term river restoration

This plan is to assist and guide each community to form a collaborative partnership to begin to plan and implement the KRG to address environmental restoration, recreation, conservation and education initiatives. This plan will also position units of government and organizations to be eligible and more competitive in seeking state and federal funding for their communities.





# INTRODUCTION

TO THE LOWER KALAMAZOO RIVER GREENWAY PLANNING REPORT

## SETTING THE STAGE

The ODC Network (ODC), a 501(c)3 nature-based education and conservation non-profit organization established in 2000, was commissioned in January 2018, by the Michigan Department of Environmental Quality (MDEQ), to develop a master plan for a Lower Kalamazoo River Greenway (KRG).

In conversations State Representative Mary Whiteford had with Allegan County residents, local elected officials and government agencies, it became apparent that a consensus was forming regarding an untapped asset, the Kalamazoo River. With encouraging studies, successful restoration, and future plans for the river by the EPA, communities have become interested in integrating nature and urban life and unifying regional efforts to establish one common greenway master plan.

A master plan would assure the waterway continues to improve to its original glory by providing:

- Recreation assets
- Opportunities for active and passive interpretation and education to inform visitors about safety, cultural history, natural history and recreation.
- Environmental quality and Address key ecological issues -- especially invasive species -- to ensure that areas of high quality habitat are maintained
- Implementation of best practices to reduce stormwater, sediment, and nutrient issues within the Kalamazoo Watershed.
- Economic development
- Preservation and protection of existing habitat

The proposed master plan includes community input from a wide cross section of individuals who discussed the Kalamazoo River's existing treasures and assets and ways the master plan could be a

catalyst in the planning and development of potential opportunities with the stakeholder priorities in mind. This official plan will position governing bodies to secure funding from state and federal agencies as well as to receive buy-in from communities and philanthropic entities. These groups can support a greenway plan through: funding, zoning ordinances, policies and long-term maintenance on proposed projects.

Over many years, extensive research and discussions have taken place, throughout the county, related to the river's existing water quality, wildlife and habitat. It was vital that the ODC collect information as a cornerstone for the master plan. It was also necessary to build the trust of the community that this effort would be led by an experienced and qualified organization. The ODC has served since 2009 as a lead partner on a similar successful initiative the Macatawa River Greenway (MRG) that was initiated in 1996.

The MRG has preserved 19 miles along the Macatawa river corridor in Ottawa County, secured over \$11 million dollars of public and private investment, protected 1387 acres, and made available to the public 20 miles of pedestrian trails. In addition, the ODC has been the lead agency in Project Clarity, an initiative in the Macatawa Watershed to reduce phosphorus and sediment in the river with more than a hundred on-the-ground projects resulting in a 45% reduction in phosphorus.

## WHAT IS A WATERSHED?

A watershed is an area that drains to a single point. Often times, a watershed will be used to describe an area where water will flow to a body of water, be it a stream, lake, or even an ocean. A common analogy is a bathtub, where all the water inside of it eventually flows to the drain. Watersheds are generally far larger and more encompassing than greenways, which are narrower and more closely hug the river or stream it follows. While watersheds send water to rivers and lakes, they can also hold sources of pollution, which can include sediment, nutrients, sewage, and toxins.

## WHAT IS A GREENWAY?

Greenways are corridors of protected green space managed for the benefit of conservation, economic vitality, and recreation. Greenways typically follow natural features like rivers linking people and habitat across a geographic region. In addition, greenways have been demonstrated to:

- Increase community support for addressing environmental restoration
- Promote recreation
- Encourage conservation
- Improve education on water quality and watersheds

The Kalamazoo River Greenway is focused around the green space along the Kalamazoo River corridor encompassed within Allegan County, which ranges from the width of the river to miles on either side. For the purposes of our planning, most of our efforts were focused within and near the hundred year floodplain (the areas along a river that have a 1% chance of flooding in a year), although in many instances the contributing watersheds will have to be taken into account as well.



Top Left: clean up effort along Kalamazoo River

Top Right: kayak fishing on river

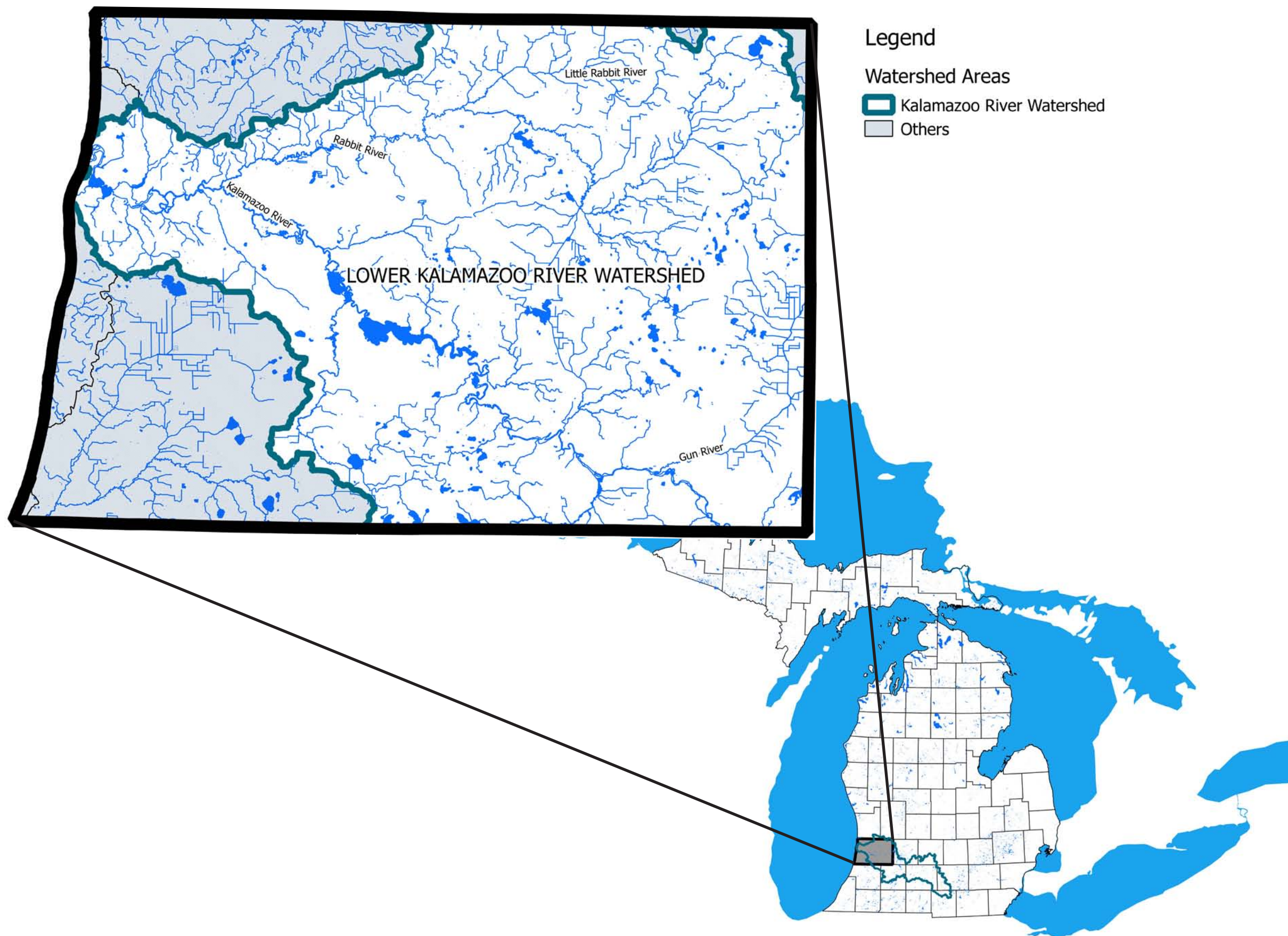
Bottom Left: rock bass in native habitat

Bottom Right: Macatawa River Greenway interpretive signage



## STUDY AREA MAP

The Kalamazoo River Greenway corridor will focus on the areas along the Kalamazoo, Rabbit, and Gun Rivers in Allegan County, roughly between a quarter and half mile on either side of the channel, including lands with importance for conservation and/or recreation. The majority of Allegan County (just over 75%) drains into the Kalamazoo River, with smaller corners draining to the Macatawa to the northwest, Grand to the northeast, Black to the southwest, and directly into Lake Michigan to the west. Major tributaries that join the Kalamazoo in Allegan County include the Rabbit and Gun Rivers, with numerous smaller streams and drains. With its low gradient in the county, the river widens in several places to form lakes (Kalamazoo Lake in Saugatuck and the impounded Lake Allegan) and several large marshes, including Pottawatomie, Ottawa, and Swan Creek. Numerous other kettle lakes and ponds dot the watershed, including Miner, Dumont, and Monterey Lakes. Kalamazoo Lake also serves as a natural harbor along Lake Michigan -- the only one in Allegan County, with the nearest ports located in Holland to the north and South Haven to the south.







# FORMING CONNECTIONS

COOPERATION AND PARTNERSHIPS FOR THE SUCCESS OF THE LOWER KALAMAZOO RIVER GREENWAY

*“The Kalamazoo River is an integral component to the quality of life in the City of Saugatuck. Reducing the sediment that gets deposited into the Kalamazoo Harbor has been a primary concern of elected leaders and citizens for many years. A greenway master plan will be important to effectively address sediment issues and therefore is critical to the future success of the Saugatuck area.”*

*Kirk Harrier, City Manager  
City of Saugatuck*

## FINANCIAL SUPPORT OF PLANNING PROCESS

The Lower Kalamazoo River Greenway Master Plan was financially supported by the Michigan Department of Environmental Quality (MDEQ) Office of Administration with additional support from the Michigan Sea Grant. The statements, findings, conclusions, and recommendations in this report are those of the authors and do not necessarily reflect the view of the funding entities.

## CORE PLANNING TEAM

The ODC partnered with GMB Architecture and Engineering and Bruns Leadership Consulting in facilitating the community meetings and providing design, content and maps for the master plan.

The ODC objectives were to serve as the lead for:

- **Community Partners:** identifying and coordinating key community partners who would support the development of and promote the implementation of the KRG Master Plan.

- **Data Collection:** aggregating current and past contaminated sediment and wildlife/habitat data and cataloging levels throughout the proposed greenway corridors. The analysis would lead to the recognition of contamination hotspots including brownfield sites, ecological areas of concern, erosion and sedimentation issues, and potential areas for contaminated sediments.
- **Community Engagement:** surveying residents and community stakeholders to determine community needs, wants, and opportunities connected with greenway development. In addition, to growing community buy-in from multiple sectors including but not limited to: businesses, pre-K12 and post secondary education, local governments, and community organizations.
- **Master Plan:** providing a priority list of projects that potentially will provide the greatest positive impact on the community.

## ADVISORY GROUP

As an organization located in and serving Allegan County, the ODC initiated the greenway process with invitations to key county stakeholders to serve on an advisory group. To ensure success of future projects, it was imperative this group be engaged with the greenway project and use this knowledge, experience, and local connections to engage their communities in this process.

This group formed with the intent that they would collaborate with one another in the planning and development of future projects and provide the leadership to:

- Implement the necessary policies
- Find ways to fund the proposed projects and
- Encourage their residents to support the effort.

A strong section of individuals accepted our invitation and provided their input and guidance as part of the advisory group. The group represented federal (USDA) and state (DNR, DEQ) agencies, county commissioners, township supervisors, parks & recreation administration, conservation district and other

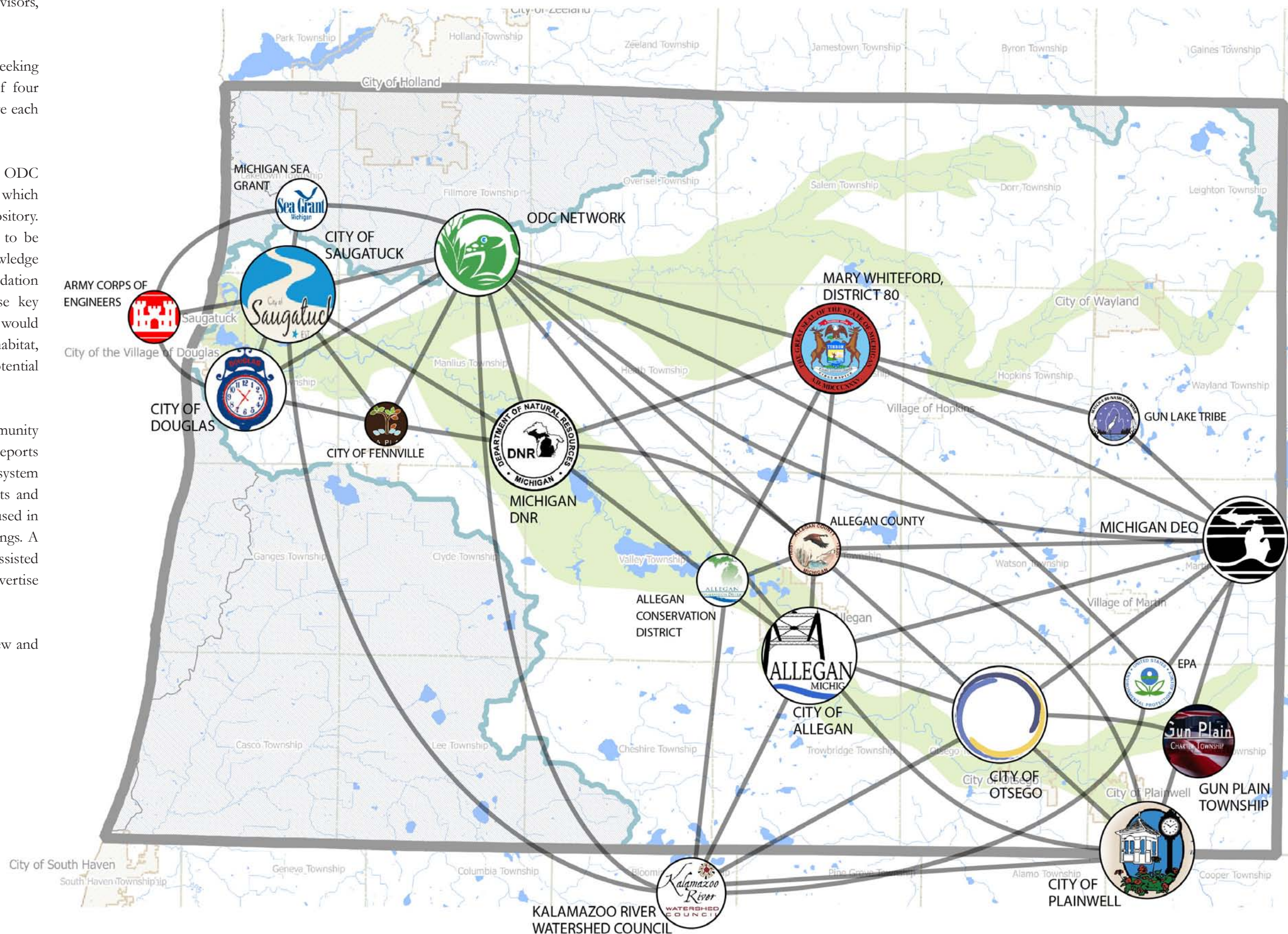
environmental groups, economic development supervisors, business owners, and a local Native American tribe.

The group met three times early in 2018 prior to seeking community input. They assisted in the determination of four focus areas where projects might be proposed and where each community input meeting would be held.

These advisors were instrumental in directing the ODC to existing river condition reports and assessments which positioned the ODC to become a future public repository. The group also recommended other key stakeholders to be interviewed by the ODC in order to obtain additional knowledge about the river so an even more informed recommendation could be made for the greenway master plan. These key stakeholders contributed insights on how a greenway would be instrumental for education, conservation, wildlife/habitat, economic development and safety while also sharing potential philanthropic support.

The group stayed informed of ODC's progress as to community stakeholder meetings and the collection of existing reports and assessments with an online shared document system that included meeting agendas, minutes, existing reports and assessments, contacts and marketing documents to be used in the advertisement of the four county community meetings. A lead administrator from each of the four focus areas assisted ODC in determining the best venue, time and way to advertise their respective community meeting.

The Advisory Group reconvened in November to review and provide final input of a draft of the KRG master plan.







# THE PLANNING PROCESS

PAST, PRESENT, AND FUTURE

## INTRO TO THE PLANNING PROCESS

At the beginning of 2018, the core team met and determined that the planning process should be a systems approach; interactive and collaborative by bringing together:

- Existing research regarding the condition and quality of the river
- Multiple city and township administrators to share and discuss future plans
- Incorporate these plans with community input

Making sure this was a collaborative effort was a top priority in order to have the final greenway master plan be mutually beneficial for all the communities within Allegan County.

### TIMELINE

The core team first established a timeline to assign responsibilities and assure that the expected outcomes were met in a timely and efficient manner.

## ADVISORY GROUP

The second step was to establish an advisory group. This group served as a significant resource to the core team. The group's views on current Kalamazoo River treasures; how they envisioned a greenway might benefit their community; and potential opportunities they saw in a county-wide greenway were captured and used as a model for the community meetings.

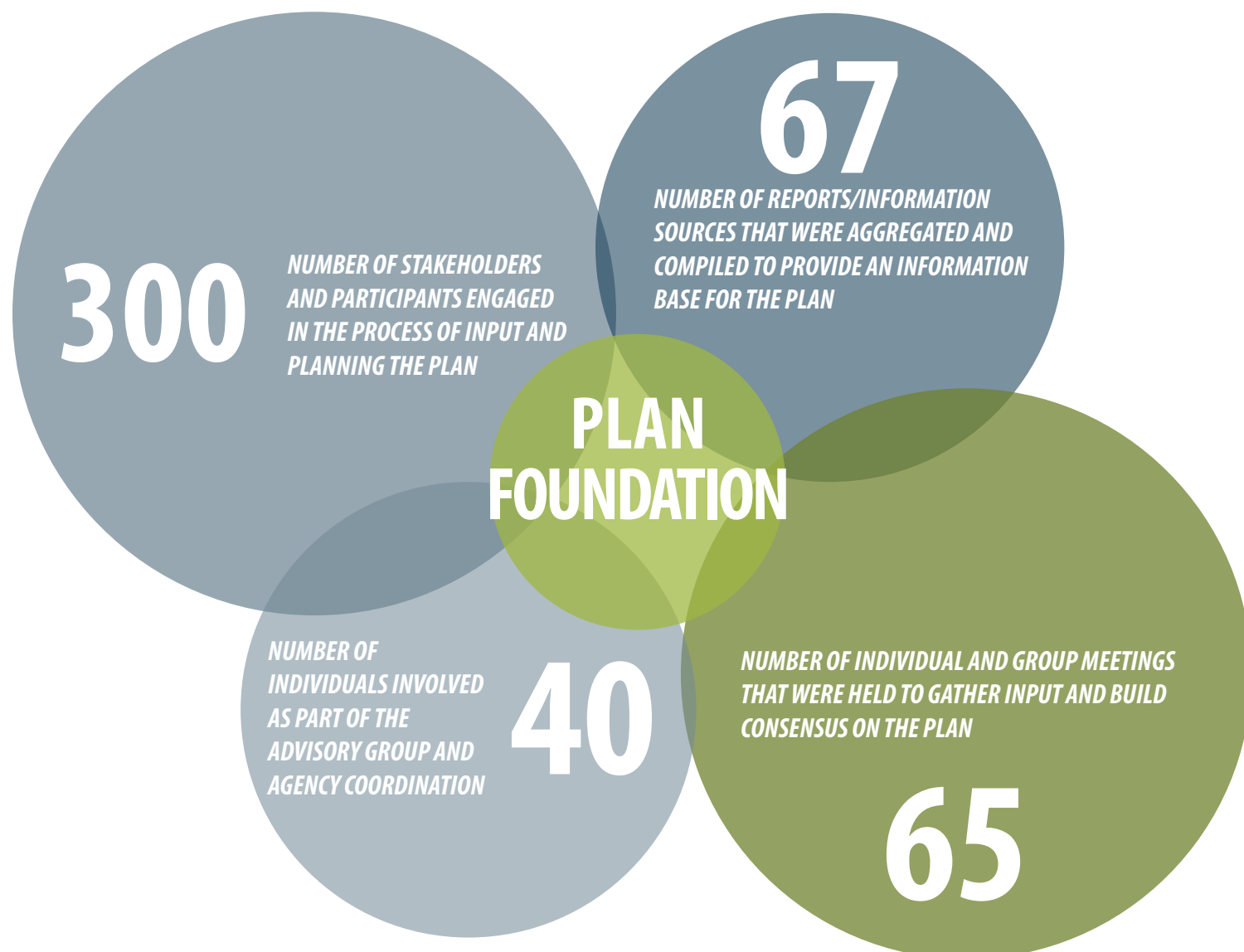
## PUBLIC INPUT FOCUS AREAS

In collaboration, the core team and advisory group defined four focus areas within Allegan County where community input would be sought. Due to each of the areas' unique features and potential use of a greenway, having separate community meetings allowed for a more engaged and vibrant discussion. Four areas allowed a critical mass of citizens at each location to provide input about their community.

## EXISTING PLANS

One of the goals for developing the master plan was to efficiently and effectively build upon current data and knowledge. There was some concern by the advisory group that the master plan process would duplicate documents that had already been developed by many of the communities. Many hours were spent by the ODC staff reviewing and summarizing these reports, dating back to the early 1990s, by government agencies, communities, groups, and individuals.

With the assistance of the advisory group, the ODC obtained 12 management/action, 4 remedial action, 8 assessments and 6 feasibility and analysis plans for the lower part of the Kalamazoo River. In addition, 21 government, regional and local organizational websites provided valuable information on wildlife, habitat and water quality of the river. For further context and details of these management plans refer to the appendices.



## PLANNING IN ACTION

### ADVISORY GROUP MEETINGS

An average of 15 advisory group members participated in the planning and process discussions. Interest and higher attendance grew throughout the year due to positive publicity and progress made by the core team.

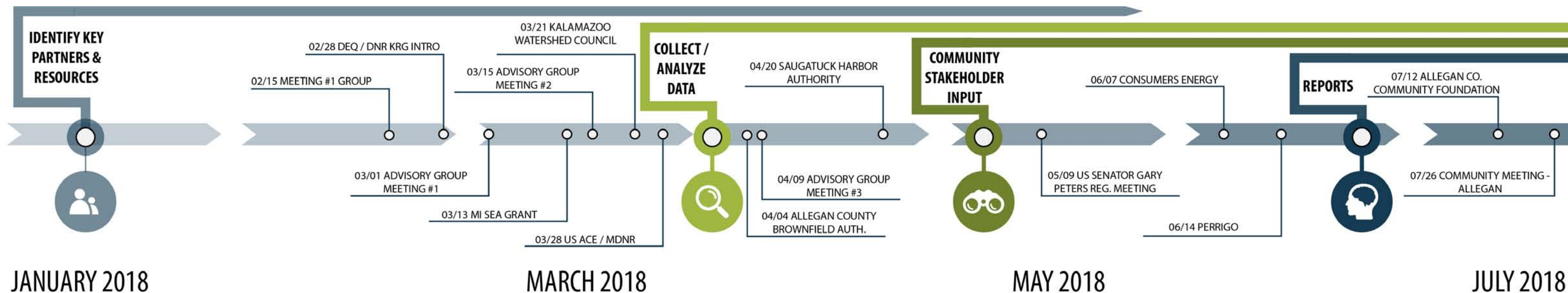
### PROPOSED PLAN

The Advisory group identified existing sites along the river corridor that could be immediately enhanced for public use as well as offered suggestions for new sites to consider for future planning. The advisory group had representatives from all sectors of land ownership and management which provided for a broad perspective.

The Advisory group met four times in 2018: March 1, March 15, April 9 and November 15. In the first three meetings, the group determined:

- Project vision and goals
- Role of the advisory group
- Guiding principles and critical success factors
- Hopes and fears around the greenway
- Actions and community evaluation
- Potential stakeholders
- Community input focus areas
- Existing data collection repository process

In the final November meeting the group reviewed the draft and provided final input for the master plan.



**PUBLIC ENGAGEMENT**

After planning for the best method to survey the residents, four community meetings, one in each of the focus areas, took place in July and August of 2018. Five advisory group members (two from Saugatuck/ Douglas) hosted their respective meetings with the core team facilitating. The hour and a half meetings were held at publicly known facilities that would accommodate maximum attendance. This resulted in representation from residents, governing officials and business owners.

Focus Area	Date	Venue Location	Attendance
Central Allegan/ State Game	July 26, 2018	Allegan Griswold Auditorium	32
Otsego/ Plainwell/ Gun Plain Township	Aug 1, 2018	Gun Plain Charter Township Hall	32
Rabbit River	Aug 14, 2018	Salem Township Hall	10
Saugatuck/ Douglas/ Potawatomi Marsh	Aug 15, 2018	Saugatuck Brewing	68

Attendees were guided through a consistent format and invited to sit in small groups at tables that

provided a map of their designated area, stacks of sticky notes and markers with an easel nearby. Everyone was asked to write individual responses on separate notes to the following questions which were then collected and placed onto their respective easel:

- What do you consider to be existing Kalamazoo River assets and treasures in your community?
- What opportunities or desires do you see for a Kalamazoo River Greenway?
- What are your top three priorities for a greenway in your area?

A scribe from each table took turns sharing their group’s answers. To the surprise of many, including the core team, similar themes were appearing. These were noted by the facilitators placed on the graphic map.

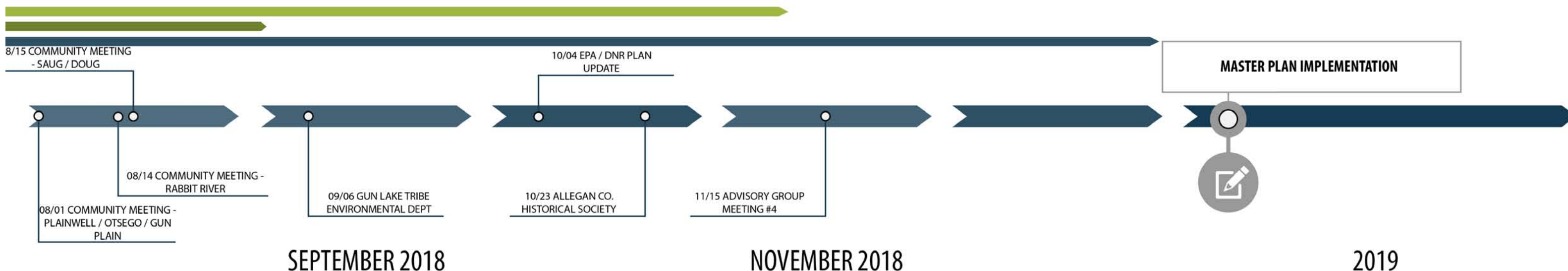
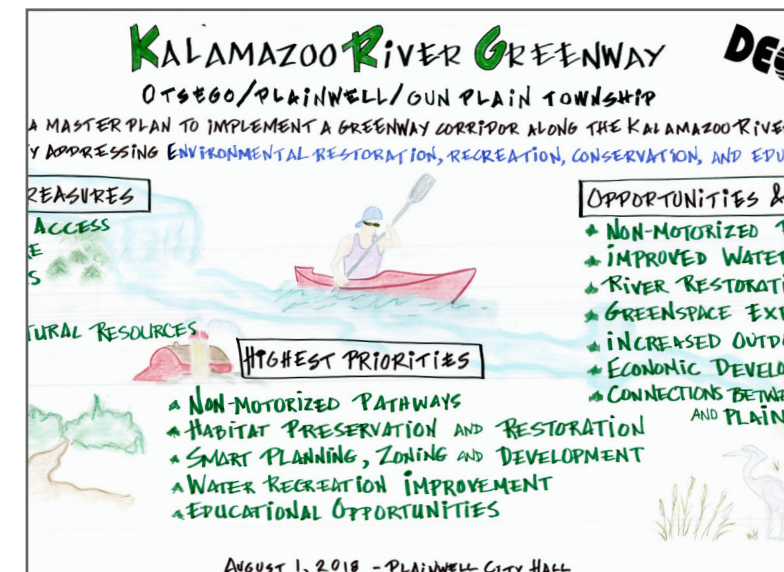
After discussions ended on the first two questions about treasures, assets, opportunities and desires, each group was invited to select from their individual responses their top three priorities for a greenway. These too were shared publicly and captured by the facilitators. All the flip chart sheets with the sticky notes and the graphic maps were retained by the core team and later summarized and used in the determination of recommended first steps in developing the greenway.

Top Left: Central Allegan Community Meeting

Top Right: Advisory Group Meeting

Bottom Left: Sticky Note Idea Generation at the Saugatuck / Douglas Community Meeting

Bottom Right: Sample of final community input board for Otsego/ Plainwell (see appendices for full boards from each meeting)

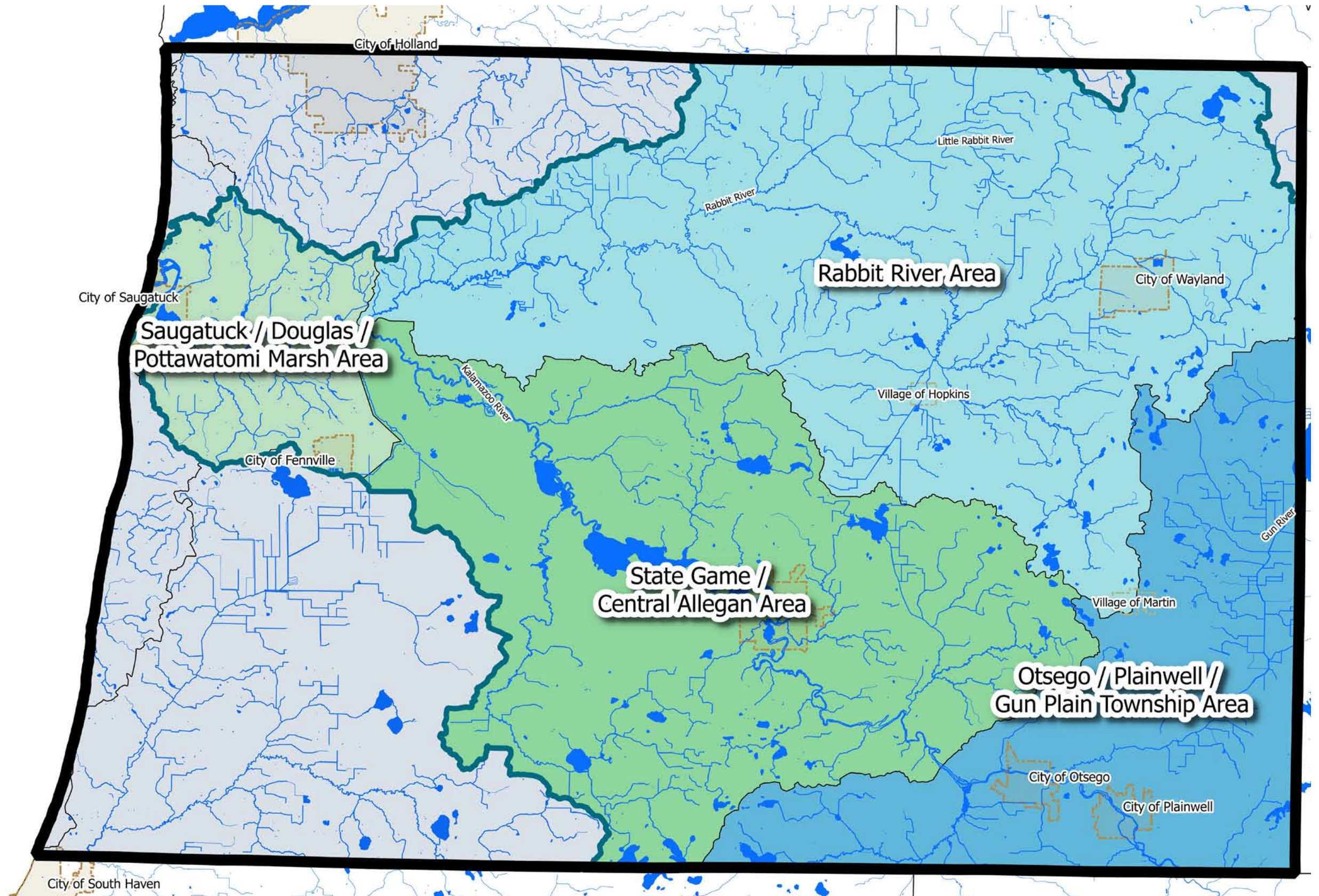


## MAP OF FOCUS AREAS

The four focus areas were determined with the seven subwatershed districts, specific characteristics, demographics, challenges, and connectivity to the Kalamazoo River and its tributaries in mind. While the county has a number of clustered communities that have their own identities, for the purpose of planning and holding community input sessions, we divided the Kalamazoo Watershed in Allegan County into four areas. We encouraged community members and local officials to attend the meeting in their area, but several attended other sessions.

On the western end of the Kalamazoo River lies Saugatuck and Douglas. Both cities flourish due to tourism around their waterways. The sister cities of Otsego and Plainwell plus surrounding Gun Plain, Martin, and Otsego Townships focus of the river are more encompassed by their close proximity and economic development surrounding repurposing the river from industrial to public use.

The northern part of the county in the Rabbit River watershed is mainly agricultural, which would focus mostly on future restoration and conservation projects. With some similarities to the Rabbit River, the central Allegan/State Game area has miles of natural, undeveloped water frontage with the exception of the City of Allegan. The city's focus for a greenway is around their lake and interest to the improvement of its water quality.





# THE CONTEXT

UNDERSTANDING THE LOWER KALAMAZOO RIVER GREENWAY TODAY

## COMMUNITY FABRIC

The context for the Kalamazoo River Greenway master plan is complex and nuanced, much like the diverse communities and landscapes within the watershed of the Kalamazoo River in Allegan County. This diversity may explain, in part, why until now there has been limited cohesive action taken across the whole of the county. At one corner of the county sit a pair of small cities with an industrious history of working along the river. At the other is a pair of resort communities nestled among the coastal dunes with a channel to Lake Michigan. In between are large tracts of preserved and protected forest and wetlands, productive farmland, and the county seat, sitting astride the river at the head of a large impounded lake. While each of these areas of the watershed have their own characteristics, demographics, and challenges, the connectivity of the Kalamazoo River and its tributaries bind them together into a whole.

## HISTORY

History shows that the Kalamazoo River has played a significant role in the settlement of Allegan County. Settlers were attracted by the sources of water power and soon utilized the transportation value of the river with traders and lumbering pioneers moving their goods.

With the introduction of railroads, the river was no longer used for transportation but quickly enjoyed by residents and visitors as a recreational destination. Accounts from early residents tell of a river that was quiet and beautiful. Young couples could canoe for miles in solitude. The fishing was good, and anglers could often catch enough bass, salmon, or catfish for several meals.

After the Civil War and into the 20th century, various industries flourished which used the river for water intake and waste discharge. These industrial practices, residents using the river for disposal of sewage and trash, and changes in land use led to the degradation

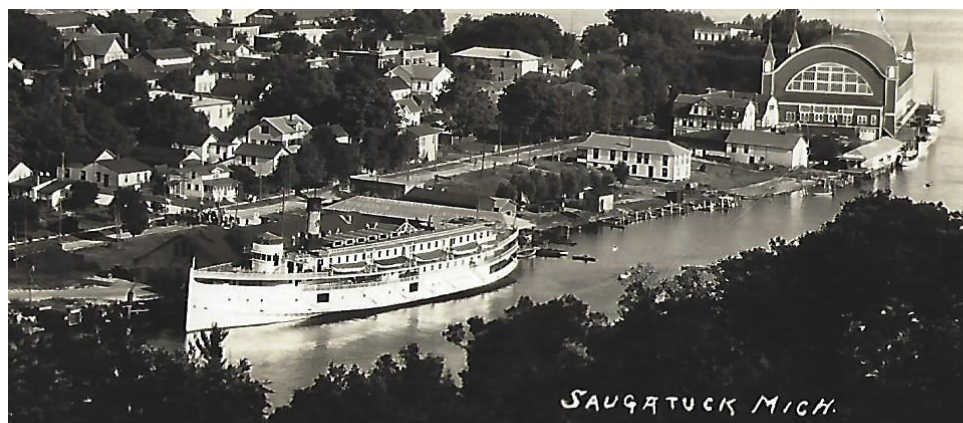
of the river from pre-settlement conditions. It was the result of industrial waste disposal that the entire Kalamazoo River below the City of Kalamazoo was designated as a Superfund site. In 1980, Congress established the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) in response to growing concerns over the health and environmental risks posed by hazardous waste sites. CERCLA is informally called Superfund.

### WHAT IS SUPERFUND?

Superfund was established in 1980 by an act of Congress, giving EPA the funds and authority to clean up polluted sites.

Goals of Superfund:

- Protect human health and the environment by cleaning up polluted sites
- Involve communities in the Superfund process
- Make responsible parties pay for work performed at Superfund sites.



Top: Saugatuck Harbor during the early 20th century



Below: Kalamazoo River near Saugatuck during the early 20th Century

Historic images courtesy of the Allegan County Historical Society





According to the EPA, the Kalamazoo River was designated as an Area of Concern (AOC) under the 1987 Great Lakes Water Quality Agreement. The river was listed as an AOC due to historic releases of PCBs associated with de-inking operations at local paper mills. Because of this, the EPA has maintained certain priorities in the area including remediation of PCB-contaminated sediments in the river, control of nonpoint source pollution (particularly phosphorus) and habitat restoration. The communities represented in the Allegan County portion of this area, to which this greenway master plan is focused, have suffered negative health, financial, environmental, and recreational impacts.

While cleanup efforts are ongoing and likely will be for years to come, the effort of establishing a designated greenway will allow folks to further safely reconnect with nature and one another using the Kalamazoo River.

## CONTEXT OF PLANNING EFFORT

A number of studies, plans, reports, and documents have been assembled over the decades, all focusing on different aspects of the county. Rather than attempt to replicate all of the work that has gone into this foundation of knowledge, we hope to leverage the strengths of these plans to help inform and coordinate future efforts. Recreation and waterfront master plans, watershed management plans, environmental testing reports, and others will all be important in informing future decisions. A complete bibliography of relevant materials is provided as an attachment at the end of this plan.

## EXTENT OF THE GREENWAY

Defining a greenway itself can vary greatly based on communities. For some communities, a greenway may wind up being the width of a bike lane, while others are encompassing entire floodplains and river valleys. For the context of the KRG through Allegan County, there are several broader pieces of

greenspace connected by narrower sections of river. In a few instances, the greenway proper may be no wider than a quarter mile, but it will expand to capture larger features such as Lake Allegan, the Allegan State Game Area, and the Pottawatomie Marsh. Areas for incorporation include areas with features of natural, cultural, or recreational importance that fit in with the broader greenway context. While many of the recreational, educational, and ecological goals of the greenway will be located within this narrow corridor, important aspects of management, including but not limited to pollutant sources, invasive species, adjacent pathways, and habitat corridors, are located in the greater watershed and surrounding landscape.



Upper Left: removing contaminated sediment near Otsego





Upper Right: stream restoration at Pine Creek impoundment

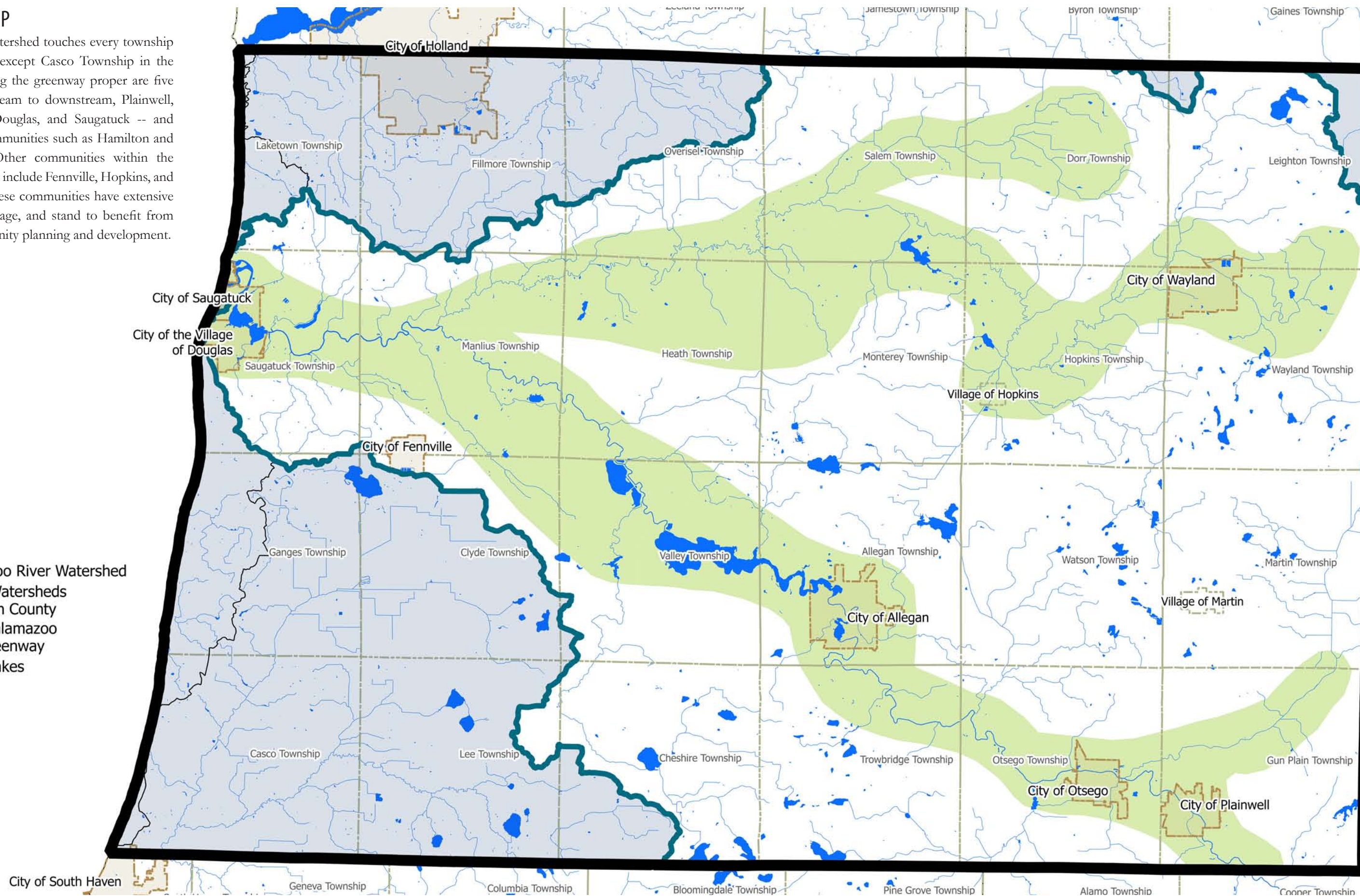
Lower Right: New Richmond Bridge

## GREENWAY MAP

The Kalamazoo Watershed touches every township in Allegan County except Casco Township in the far southwest. Along the greenway proper are five cities -- from upstream to downstream, Plainwell, Otsego, Allegan, Douglas, and Saugatuck -- and unincorporated communities such as Hamilton and New Richmond. Other communities within the drainage of the river include Fennville, Hopkins, and Martin. Many of these communities have extensive river or water frontage, and stand to benefit from further intercommunity planning and development.

### Legend






-  Kalamazoo River Watershed
-  Others Watersheds in Allegan County
-  Lower Kalamazoo River Greenway
-  Inland Lakes

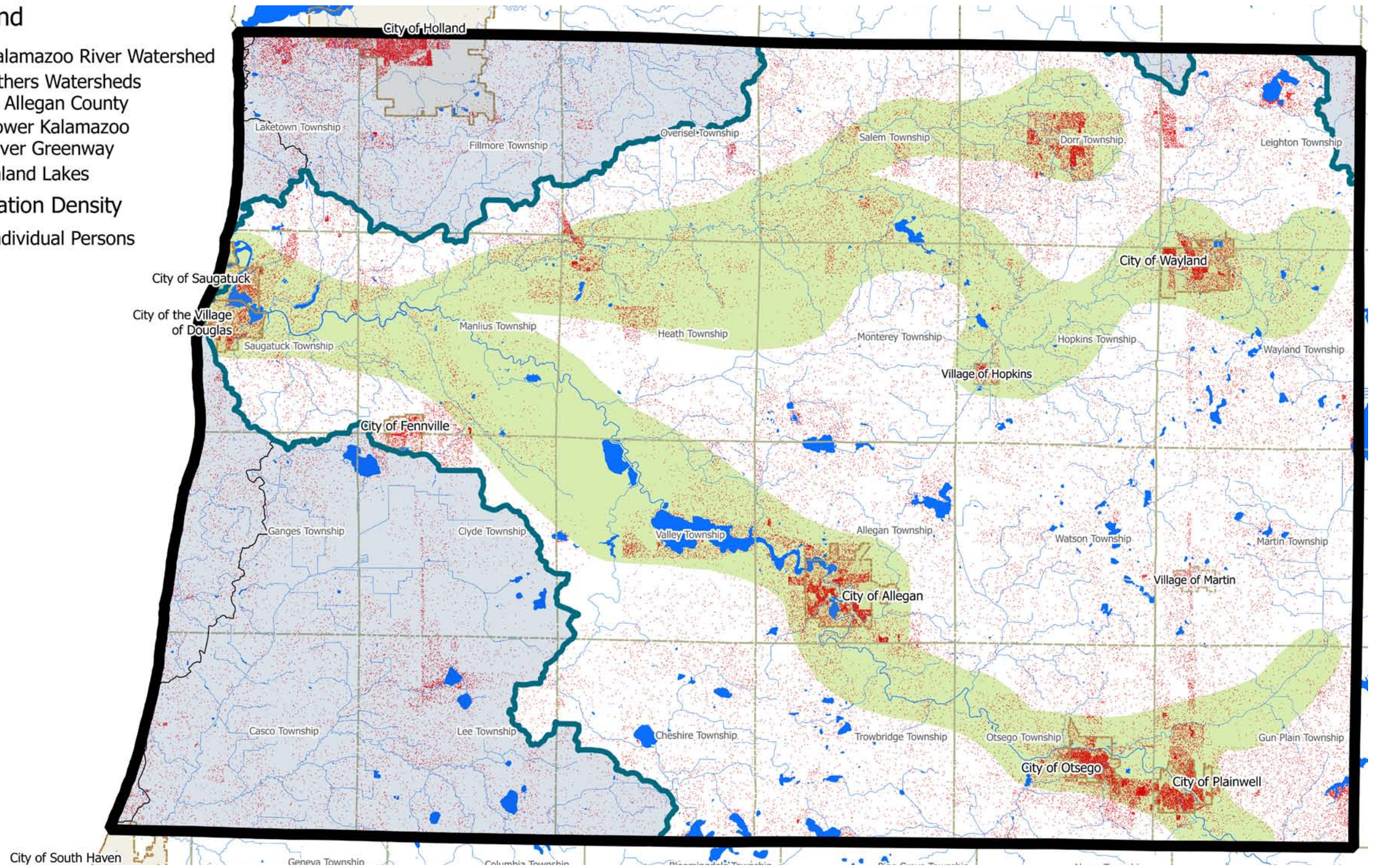


## POPULATION DENSITY MAP

Compared to other West Michigan counties, the population of Allegan County is relatively low and spread out. With just under 120,000 residents, the total county population is not even half of neighboring Ottawa, Kent, and Kalamazoo counties. The most densely populated area in the county - the southern neighborhoods of Holland - are outside the project area. The Plainwell/Otsego area has a high concentration of people along the M-89 corridor south of the river, as does the city of Allegan. Saugatuck and Douglas have relatively low permanent populations, but the number of residents and visitors rise significantly during the summer tourism season. Throughout the rest of the county, the population is spread out in low numbers, including along the greenway corridor, largely consisting of single family homes and farms.

### Legend

-  Kalamazoo River Watershed
-  Others Watersheds in Allegan County
-  Lower Kalamazoo River Greenway
-  Inland Lakes
- Population Density**
-  Individual Persons



## GREENWAY POPULATION CENTERS

**Plainwell** - the southeastern most city in Allegan County, with a population of around 3,800. US-131 is on its western border and M-89 splits the middle of town from east to west. The Kalamazoo River and its historic Mill Run bisect the city. Former paper mills still line the banks of the river and manufacturing continues to be a significant source of jobs. It is a bedroom community for the Grand Rapids and Kalamazoo metro areas.

**Otsego** - located largely to the south of the Kalamazoo River, about four miles downstream from Plainwell. Also on M-89, but west of US-131, it also has a history of manufacturing along the river. Its population is roughly 4,000 people.






**Allegan** - located close to the geographic center of the county, the city of Allegan is the county seat. Its population is just under 5,000, with the largest employer being the pharmaceutical manufacturer, Perrigo. The Kalamazoo River runs through the middle of the town, with much of its downtown being a short distance from the water, which has been a focal point in recent years.

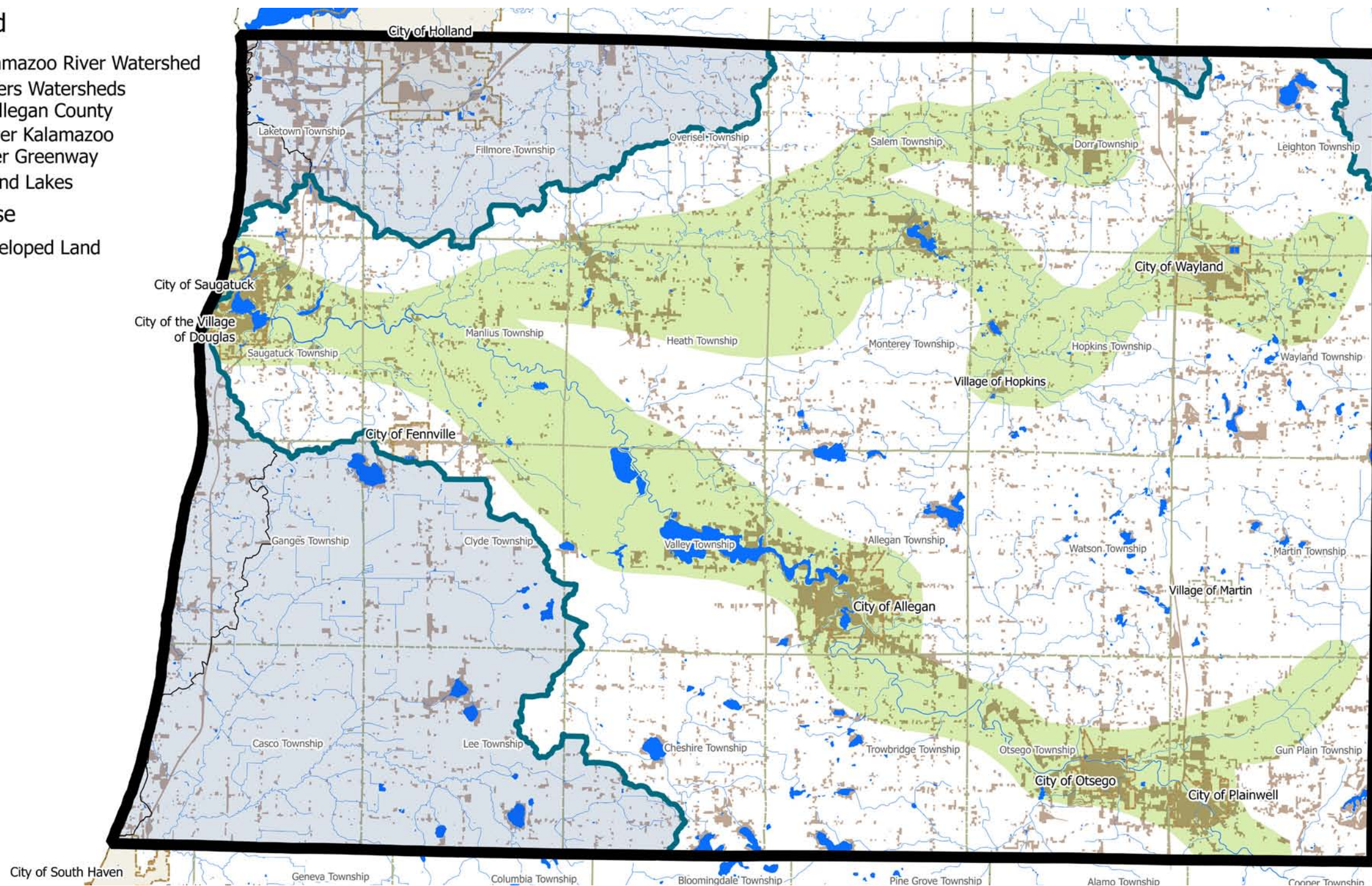
**Fennville** - a small city of around 1,400 residents located on M-89 between Clyde and Manlius Townships. While not located on the river proper, it is the closest city to the Allegan State Game Area, located at its western edge. It is known for nearby wineries and orchards, and with its position between Allegan and Douglas, presents as a day trip for many area visitors.

## DEVELOPED AREAS MAP

Mirroring the population density of Allegan County in several ways, the developed areas along the Kalamazoo Greenway largely cluster around the small cities it passes through. Businesses, industry, and homes make up much of the developed land in the Plainwell, Otsego, and Allegan areas, with a great deal of it along the riverfront. Saugatuck and Douglas also have large areas of development, particularly homes and small businesses, which spread out into the surrounding township. Other areas of development follow major roadways through communities, such as along M-89 through Fennville and Allegan and M-40 through Hamilton. The largest tracts of undeveloped land prevail through the Allegan State Game Area, particularly in the areas around the Ottawa and Swan Creek Marshes.

### Legend

-  Kalamazoo River Watershed
  -  Others Watersheds in Allegan County
  -  Lower Kalamazoo River Greenway
  -  Inland Lakes
- Land Use**
-  Developed Land



**Hamilton** - an unincorporated community in Heath Township along M-40, Hamilton is the largest community located on the lower Rabbit River. The railway trestle bridge and the dam protecting it historically connected via rail to Holland and now serves as a park for the community. Largely an agricultural community, the population is under 2,500 people.

**Douglas** - upstream and on the other side of Kalamazoo Lake from Saugatuck, Douglas became a city in the mid-2000's. Similar to Saugatuck, its permanent population of just over 1,000 grows significantly during summer tourism. Most manufacturing that once occurred has since left town, leaving tourism as the major economic driver.

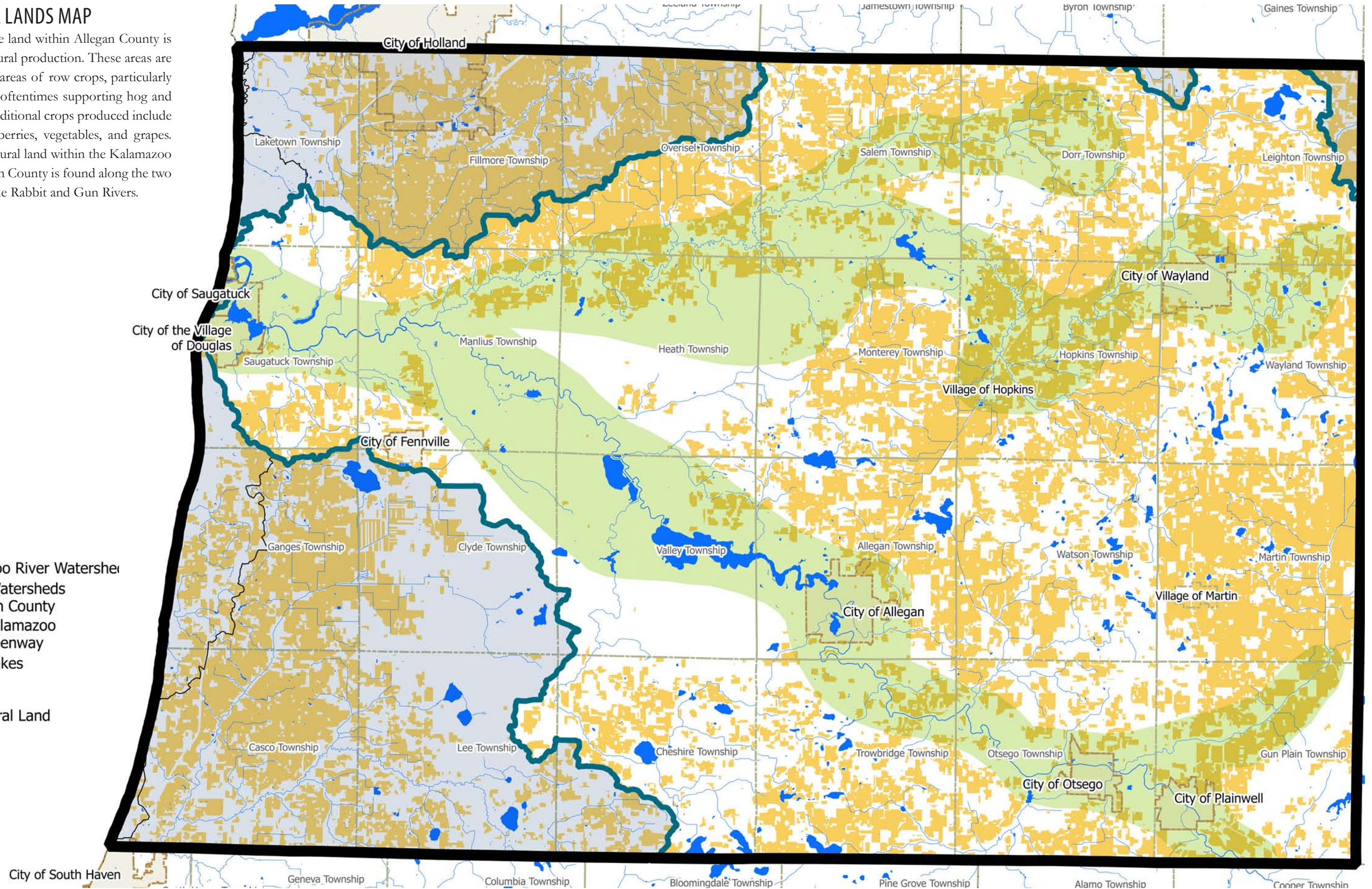
**Saugatuck** - a city of just under 1,000 permanent residents, it is located closest to the mouth of the Kalamazoo River, and serves as a harbor for small vessels on Lake Michigan. Tourism is its largest industry, including charter fishing and other water-based recreation, with a significant increase in population during the summer months. It has several large parks and tracts of freshwater coastal dunes within and adjacent to its boundaries.

## AGRICULTURAL LANDS MAP

Just over half of the land within Allegan County is currently in agricultural production. These areas are dominated by large areas of row crops, particularly corn and soybeans, oftentimes supporting hog and dairy operations. Additional crops produced include wheat, apples, blueberries, vegetables, and grapes. Most of the agricultural land within the Kalamazoo Watershed in Allegan County is found along the two largest tributaries, the Rabbit and Gun Rivers.

### Legend

-  Kalamazoo River Watersher
-  Others Watersheds in Allegan County
-  Lower Kalamazoo River Greenway
-  Inland Lakes
- Land Use**
-  Agricultural Land





## OVERVIEW OF LAND USE

The land use throughout Allegan County is rather distinctive when compared with the rest of West Michigan. While it does have some small towns and areas of heavy agricultural use, the extensiveness of the state game area in the middle of the county gives much of the Kalamazoo River an untamed feeling not unlike areas farther up north. This is reflected in the relatively high levels of forested or undeveloped

land (41.8%), compared with developed (6.3%) and agricultural (51.9%) (NOAA C-CAP 2010 dataset). Along the corridor of the Kalamazoo River in Allegan County, 29% of the core habitat is considered intact, higher than the adjoining Gun River (23%) and Rabbit River (10%), and far higher than more developed areas such as Grand Rapids (6%) and Holland (3%) (ESRI Living Atlas).

## NATURAL FEATURES

The Kalamazoo is one of the largest rivers in Michigan, spanning and draining parts of eight counties, the last of which is Allegan. It is the seventh longest river located entirely within Michigan, draining just over 2,000 square miles with a median flow of 2,253 cubic feet per second at New Richmond (USGS). Like much of the river, the section that flows through Allegan County travels southeast to northwest, dropping roughly

140 feet from Plainwell to Saugatuck. Lake Allegan is the largest lake located on the river, created by a hydroelectric dam just downstream of the City of Allegan. Four other retired hydroelectric dams were located along the river, with one having been removed in 2018 and another scheduled for 2019. The river widens to form several marshes, including Swan Creek, Ottawa, and Pottawatomie, as well as Kalamazoo Lake, which separates Saugatuck and Douglas near its mouth. The Rabbit and Gun Rivers are the two largest tributaries to join the Kalamazoo

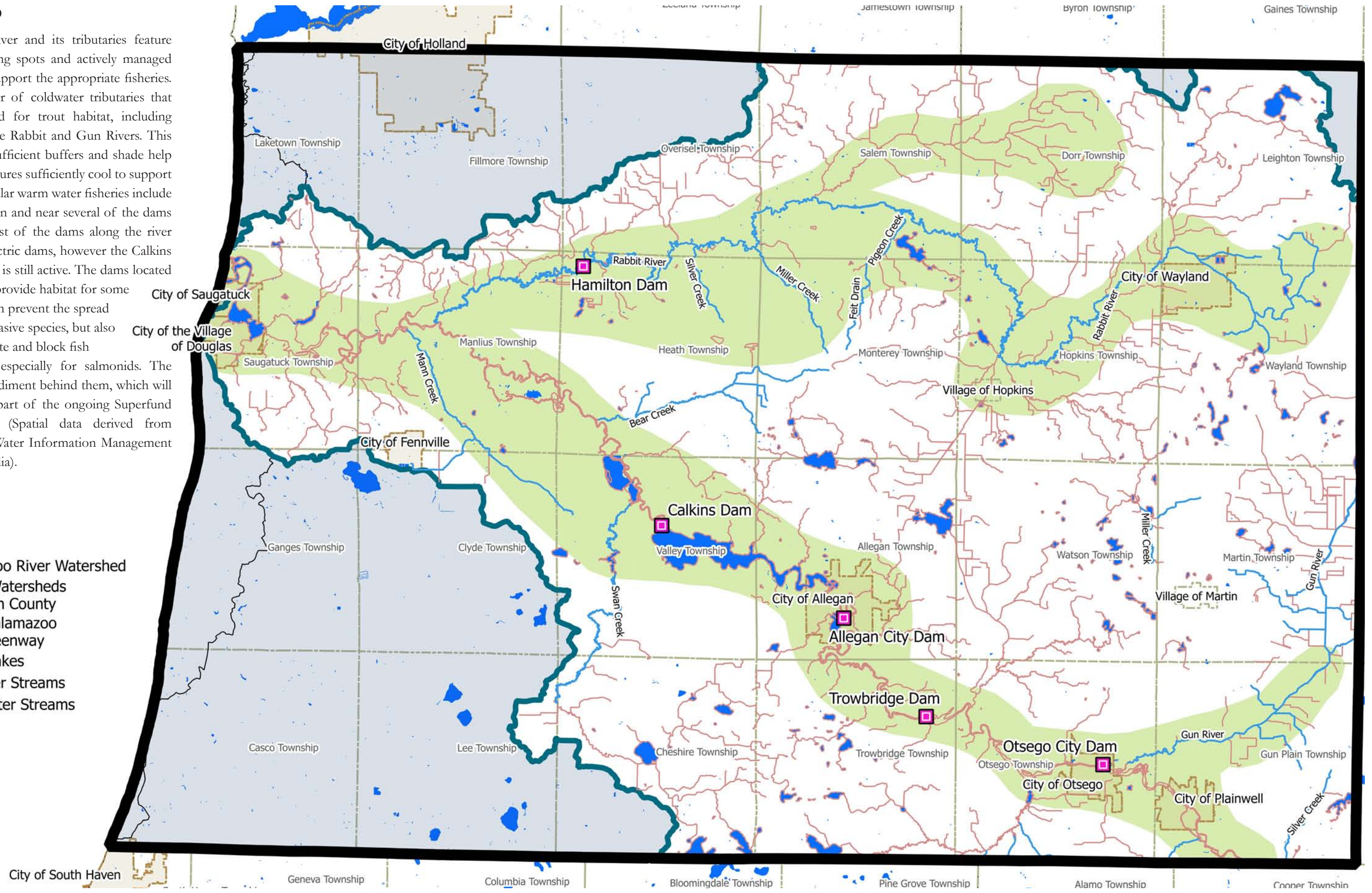
in Allegan County. The Gun meets the Kalamazoo between Plainwell and Otsego, while the Rabbit joins just upstream of New Richmond. While there is some development on the river, primarily in and around the five cities, the river corridor remains fairly natural, especially in the large Allegan State Game Area between Douglas and Allegan. The river corridor below the Calkins Dam, as well as lower segments of Bear Creek, Sand Creek, Swan Creek, and the Rabbit River, have all been designated as natural rivers by the DNR.

## FISHERIES MAP

The Kalamazoo River and its tributaries feature many popular fishing spots and actively managed areas designed to support the appropriate fisheries. There are a number of coldwater tributaries that should be managed for trout habitat, including large sections of the Rabbit and Gun Rivers. This includes ensuring sufficient buffers and shade help keep water temperatures sufficiently cool to support these fisheries. Popular warm water fisheries include areas in Lake Allegan and near several of the dams along the river. Most of the dams along the river are retired hydroelectric dams, however the Calkins Dam below Allegan is still active. The dams located along the river can provide habitat for some types of fish and can prevent the spread of some aquatic invasive species, but also detrimentally separate and block fish passage upstream, especially for salmonids. The dams also collect sediment behind them, which will require cleanup as part of the ongoing Superfund restoration efforts (Spatial data derived from Michigan Surface Water Information Management System and Wikipedia).

### Legend

-  Kalamazoo River Watershed
-  Others Watersheds in Allegan County
-  Lower Kalamazoo River Greenway
-  Inland Lakes
-  Coldwater Streams
-  Warmwater Streams
-  Dams

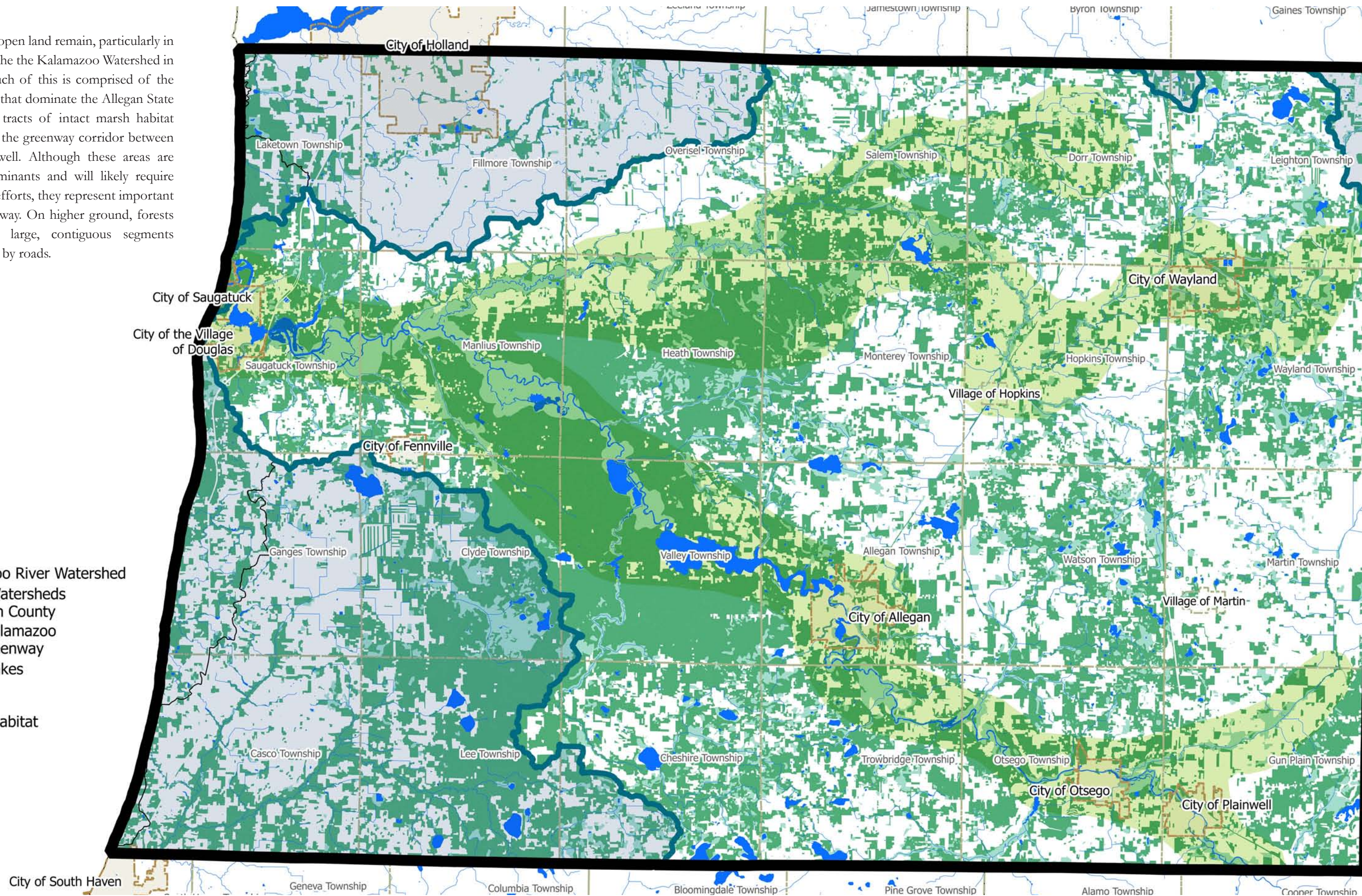


## LAND USE MAP

Significant areas of open land remain, particularly in the western end of the the Kalamazoo Watershed in Allegan County. Much of this is comprised of the forest and wetlands that dominate the Allegan State Game Area. Large tracts of intact marsh habitat can be found along the greenway corridor between Douglas and Plainwell. Although these areas are impacted by contaminants and will likely require future remediation efforts, they represent important assets for the greenway. On higher ground, forests can be found in large, contiguous segments occasionally divided by roads.

### Legend

-  Kalamazoo River Watershed
-  Others Watersheds in Allegan County
-  Lower Kalamazoo River Greenway
-  Inland Lakes
- Land Use**
-  Upland Habitat
-  Wetland

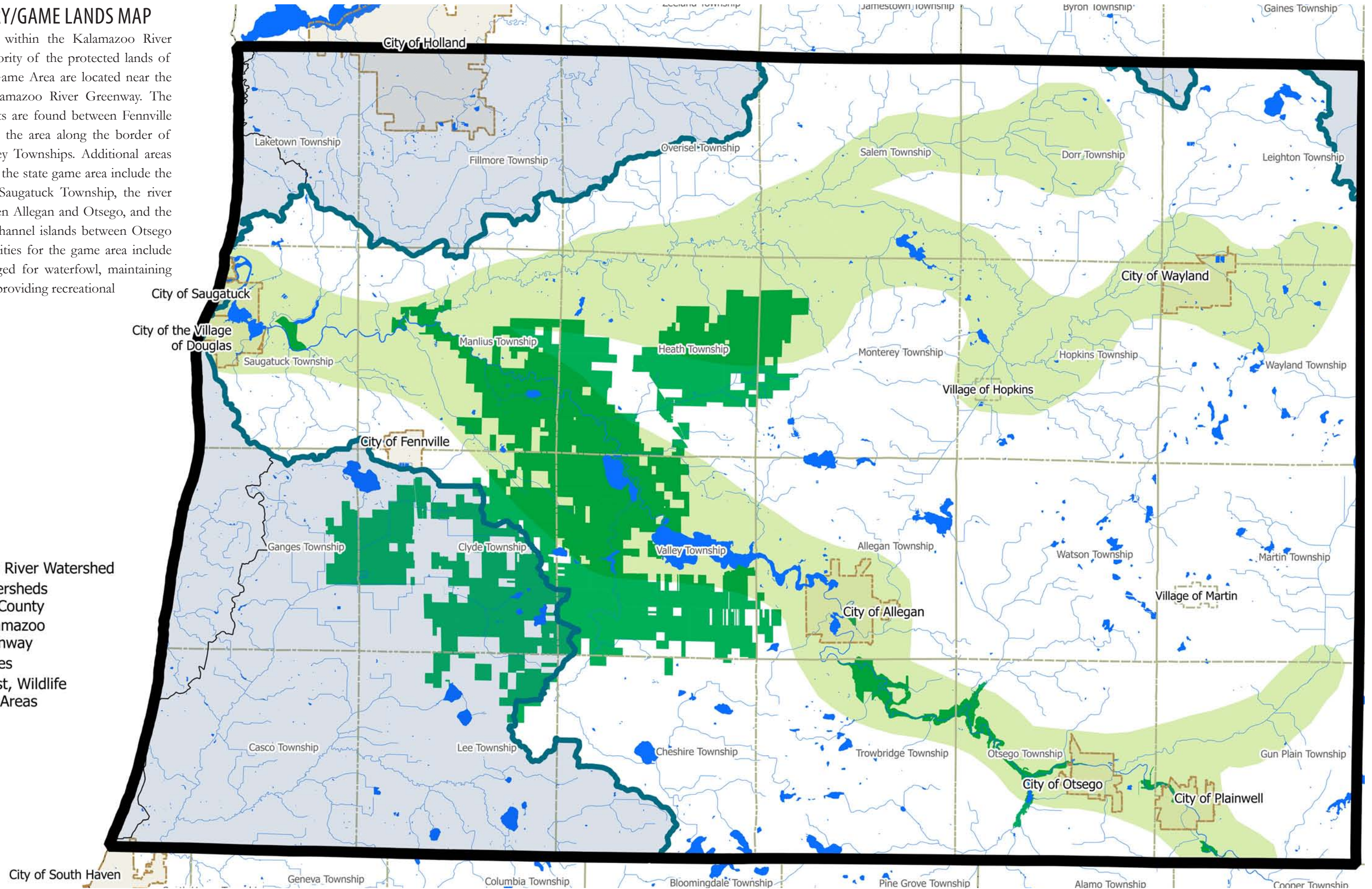




## STATE FORESTRY/GAME LANDS MAP

While not entirely within the Kalamazoo River Watershed, the majority of the protected lands of the Allegan State Game Area are located near the middle of the Kalamazoo River Greenway. The two largest segments are found between Fennville and Allegan and in the area along the border of Heath and Monterey Townships. Additional areas managed as part of the state game area include the Webster Marsh in Saugatuck Township, the river bottomlands between Allegan and Otsego, and the wetlands and mid-channel islands between Otsego and Plainwell. Priorities for the game area include several areas managed for waterfowl, maintaining habitat quality, and providing recreational access to the river.





- Legend**
-  Kalamazoo River Watershed
  -  Other Watersheds in Allegan County
  -  Lower Kalamazoo River Greenway
  -  Inland Lakes
  -  State Forest, Wildlife and Game Areas






### ECOLOGICAL RARITY INDEX MAP

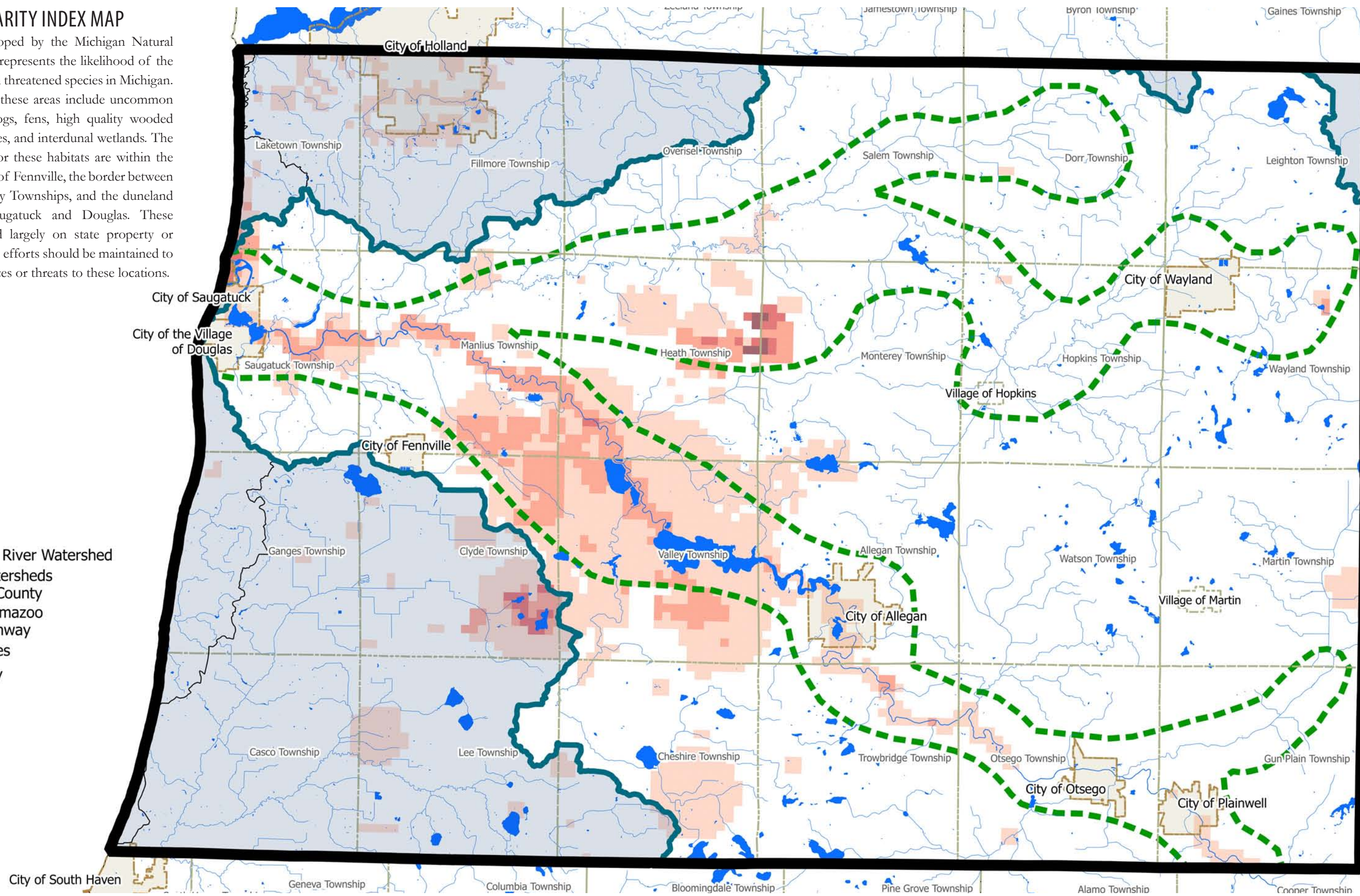
This dataset, developed by the Michigan Natural Features Inventory, represents the likelihood of the presence of rare and threatened species in Michigan. In Allegan County, these areas include uncommon habitats such as bogs, fens, high quality wooded wetlands, open dunes, and interdunal wetlands. The primary locations for these habitats are within the state game area east of Fennville, the border between Heath and Monterey Townships, and the duneland that surrounds Saugatuck and Douglas. These habitats are located largely on state property or other parklands, and efforts should be maintained to minimize disturbances or threats to these locations.

**Legend**

-  Kalamazoo River Watershed
-  Others Watersheds in Allegan County
-  Lower Kalamazoo River Greenway
-  Inland Lakes

**Ecological Rarity**



-  Not Rare
-  Rare
-  Very Rare











## TOPOGRAPHIC RELIEF MAP

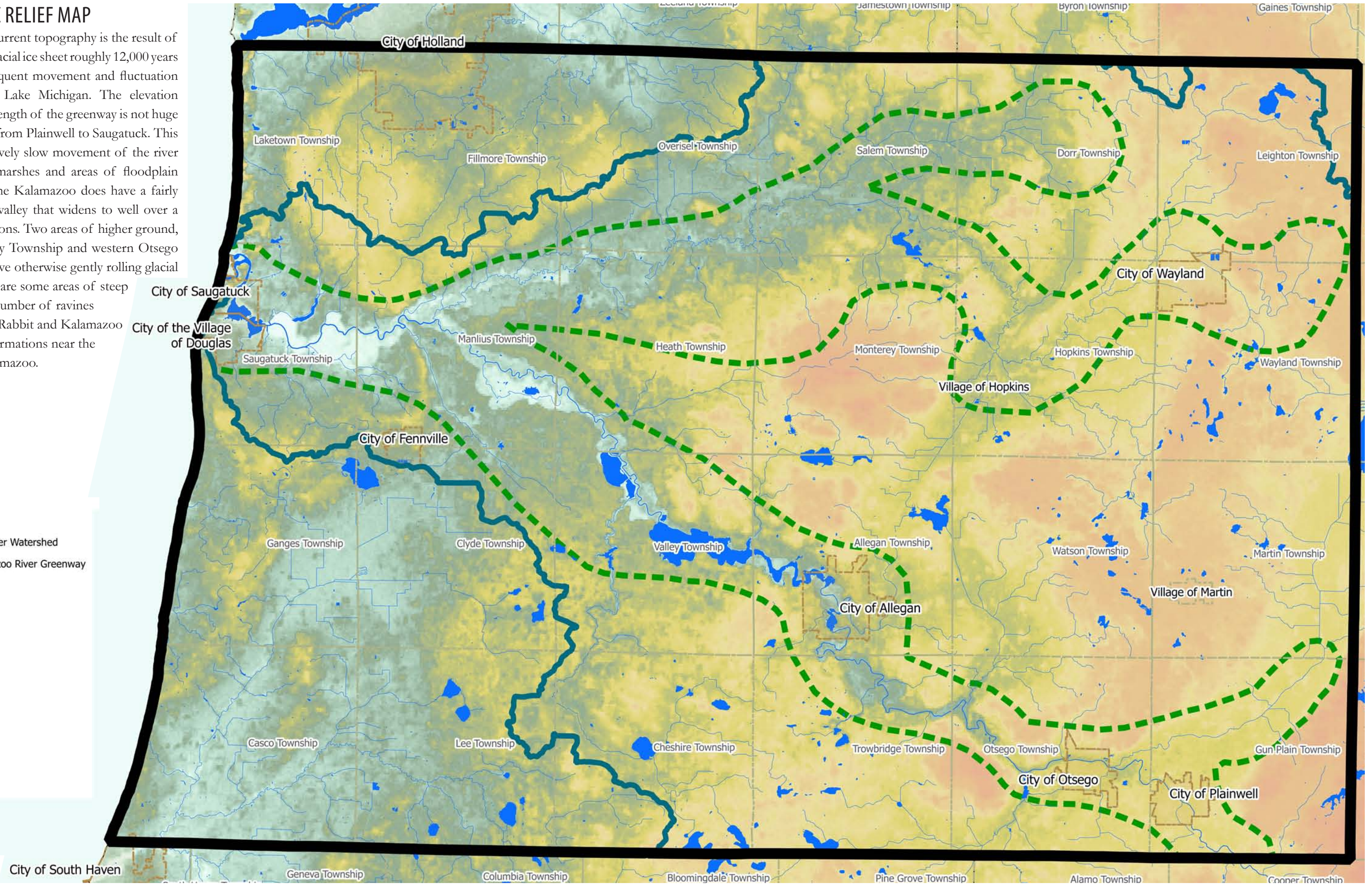
Allegan County's current topography is the result of the retreat of the glacial ice sheet roughly 12,000 years ago and the subsequent movement and fluctuation of its rivers and Lake Michigan. The elevation change across the length of the greenway is not huge - roughly 140 feet from Plainwell to Saugatuck. This results in the relatively slow movement of the river and several wide marshes and areas of floodplain along its banks. The Kalamazoo does have a fairly well defined river valley that widens to well over a mile in some locations. Two areas of higher ground, in central Monterey Township and western Otsego Township, rise above otherwise gently rolling glacial topography. There are some areas of steep relief, including a number of ravines that feed both the Rabbit and Kalamazoo Rivers and dune formations near the mouth of the Kalamazoo.

### Legend

-  Kalamazoo River Watershed
-  Lower Kalamazoo River Greenway
-  Inland Lakes

### Elevations

-  <574
-  623
-  666
-  718
-  767
-  823
-  1125
-  1217+



## RECREATION AND PARK SPACE

The quantity and quality of existing natural features in Allegan County provide the backdrop for many high quality recreational activities along the greenway. Hunting, fishing, motorized and non-motorized boating, hiking, and other pastimes are all significant parts of these communities, and they were repeatedly brought up during plan development. Efforts to help sustain those high quality habitats along the river will help to preserve and improve these locales and help ensure that the corridor remains higher quality than many neighboring watersheds. The wide tract of land managed by the DNR contains beautiful forest, river, and marshland, already primed for recreation, with private and publicly held land nearby with high value as well. Excellent waterfowl habitat can be found in several wide, marshy expanses of the river, attracting nesting and migrating birds. Fishing opportunities range from the large, deep waters of

Lake Allegan to many favorite spots along the river. Sturgeon spawning habitat, salmon and steelhead running from Lake Michigan, and rare cold-water trout streams can also be found along the greenway.

There are already a number of parks and green spaces within the larger communities of Allegan County. Between the five cities and townships along the greenway, they have a total of 42 parks. However, only about half are along the river or within the greenway corridor, and most of these spaces are concentrated in the relatively confined spaces of city limits. There are a handful of parks managed by the county, and two state-operated recreation facilities in the Allegan State Game Area and Saugatuck Dunes State Park. As cited in the Allegan County Parks Plan, goals for the improvement of these communities include the increased development of trails and waterfront access, and concerns about lack of trails, safety, and funding.



Above: Allegan County Fairgrounds

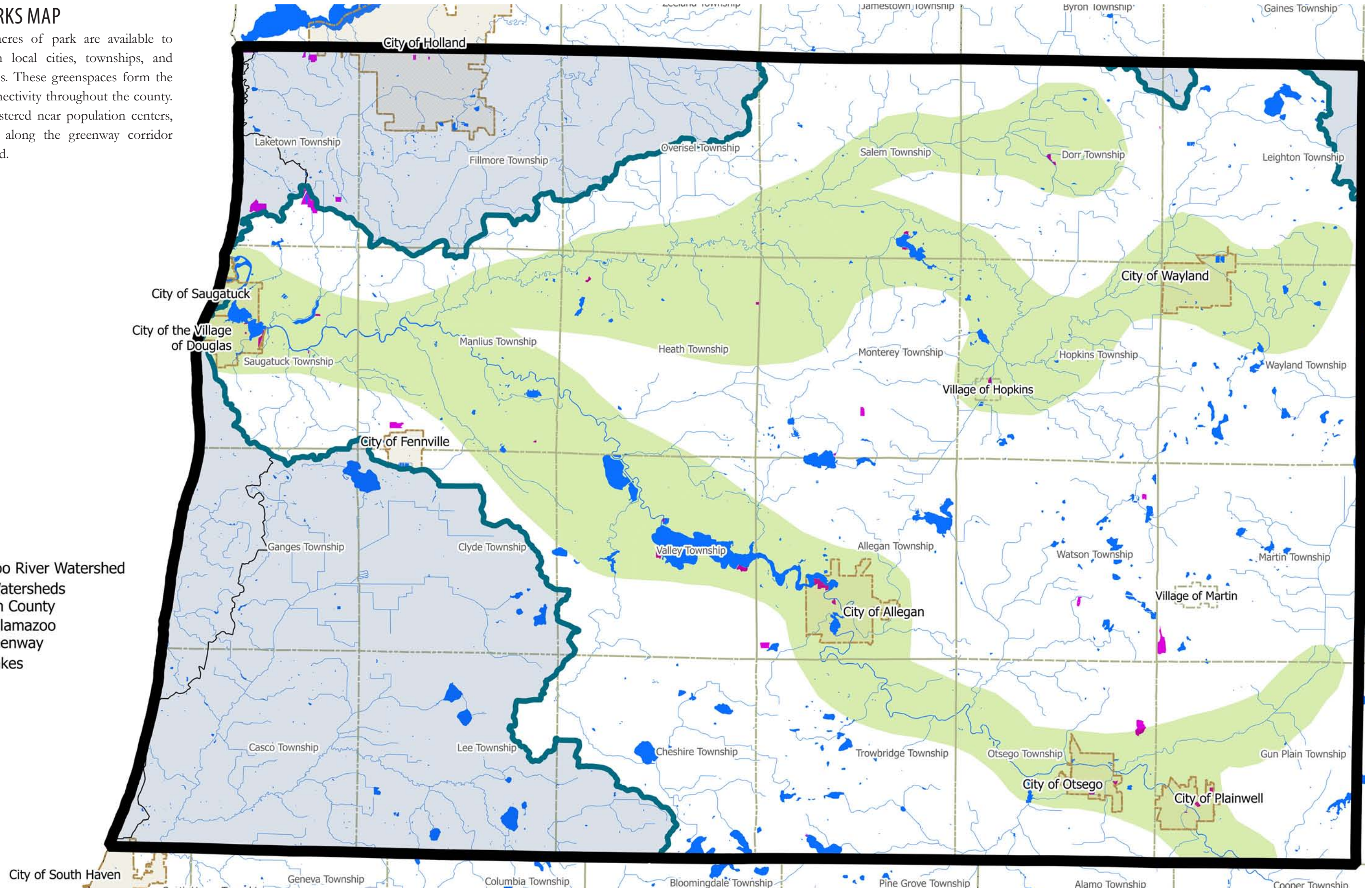
MUNICIPALITIES / TOWNSHIPS RECREATIONAL FACILITIES IN ALLEGAN COUNTY							
<i>(INFORMATION REFERENCED FROM ALLEGAN COUNTY'S RECREATION PLAN)</i>							
LOCATION	# OF PARKS	TOTAL ACRES	REC PLAN?	# OF STAFF	PLANS IN 5 YEARS?	TYPES OF IMPROVEMENTS PLANNED	RECREATION ISSUES
CITY OF ALLEGAN	8	78	YES	3.5	YES	RIVERFRONT RENOVATIONS / MT. BIKE TRAIL	TRAILS, BOAT ACCESS, IMPROVING EVENT SPACING / RECREATION ALONG RIVERFRONT
ALLEGAN TOWNSHIP	0	0	YES	0	YES	MNRTF GRANT FOR ACQUIS. & DEVEL. OF LAKE PROPERTY	LACK OF TRAILS
CASCO TOWNSHIP	1	20	YES	0	NO	NONE	FUNDING, MORE PARKING, EVENT CENTER
CHESHIRE TOWNSHIP	0	0	NO	NO RESP	NO RESP	NO RESP	NO RESP
DORR TOWNSHIP	3	20	IN PROG	NO RESP	NO RESP	NO RESP	NO RESP
CITY OF DOUGLAS	8	26	YES	NO RESP	NO RESP	NO RESP	NO RESP
CITY OF FENNVILLE	1	3	YES	0	NO	N/A	NO RESP
FILLMORE TOWNSHIP	1	20	YES	0	NO	N/A	LACK OF TRAILS, YOUTH & SENIOR REC
GANGES TOWNSHIP	1	<1	NO	0	YES	IMPROVE PARKING & WALKING ACCESS TO GLENN BEACH	PARKING, ACCESSIBLE PARKS, MORE ACCESS TO LAKE MICHIGAN
HEATH TOWNSHIP	2	15.5	YES	0	YES	IMPROVEMENTS TO SCHUTMAAT PARK	NO RESP
VILLAGE OF HOPKINS	2	4	NO	NO RESP	NO RESP	NO RESP	NO RESP
LAKETOWN TOWNSHIP	7	32.5	YES	0	YES	CONTINUE DEVEL. OF NEWEST PARK	TRAILS, YEAR ROUND REC, PROVIDING FOR ALL PHYSICAL ABILITY
LEE TOWNSHIP	0	0	NO	0	NO RESP	NO RESP	NO RESP
LEIGHTON TOWNSHIP	2	6	NO	0	NO	N/A	NO RESP
MANLIUS TOWNSHIP	0	0	NO	0	YES	DEVELOP REC PLAN	NO RESP
MARTIN TOWNSHIP	0	0	NO	NO RESP	NO RESP	NO RESP	NO RESP
MONTEREY TOWNSHIP	0	0	NO	NO RESP	NO RESP	NO RESP	NO RESP
CITY OF OTSEGO	3	98	YES	DPW STAFF	YES	UPGRADES TO MEMORIAL PARK	FUNDING
OTSEGO TOWNSHIP	0	0	NO	0	NO	N/A	NO RESP
OVERISEL TOWNSHIP	0	0	NO	NO RESP	NO RESP	NO RESP	NO RESP
CITY OF PLAINWELL	7	85	NO	DPW STAFF	YES	TRAIL EXTENSION	RIVER WALK EXTENSION, RIVER ACCESS, CONNECTING TO KVR TRAIL
SALEM TOWNSHIP	1	8	NO	0	YES	UPGRADES TO PARK	PARK AREA, SOFTBALL / BASEBALL
CITY OF SAUGATUCK	10	335.6	YES	20	YES	NEW PATH FROM PARK ST. TO OVAL BEACH	PEDESTRIAN SAFETY / CONNECTING TO OTHER BIKE TRAILS
SAUGATUCK TOWNSHIP	4	33	YES	0	YES	BLUE STAR TRAIL	CAPITAL REPLACEMENT, OPERATION FUNDING, VANDALISM / LITTERING
VALLEY TOWNSHIP	0	0	NO	0	NO	NO RESP	NO RESP
WATSON TOWNSHIP	0	0	NO	0	NO	N/A	NO FUNDING
CITY OF WAYLAND	5	32.5	YES	0	YES	ADD SPLASH PAD, ADD BARRIER FREE PLAYGROUND EQUIPMENT, INTER-URBAN TRAIL	FUNDING, AGING EQUIPMENT, ENCOURAGING USE
WAYLAND TOWNSHIP	0	0	NO	0	NO	NO	FUNDING

## GREENWAY PARKS MAP

More than 1,000 acres of park are available to the public through local cities, townships, and private organizations. These greenspaces form the foundation for connectivity throughout the county. While most are clustered near population centers, future connectivity along the greenway corridor should be considered.

### Legend

-  Kalamazoo River Watershed
-  Others Watersheds in Allegan County
-  Lower Kalamazoo River Greenway
-  Inland Lakes
- Land Use**
-  Parks



## GREENWAY TRAILS MAP

Trails currently located in Allegan County have a variety of uses, but largely do not connect or represent part of a cohesive system. Currently there are trails located at several parks, natural areas, and the state game area, used by pedestrians, horses, and snowmobiles. There are also additional sidewalks located within each of the cities along the greenway. There are no significant sections of trail that presently parallel the greenway, and it is not a high priority to connect the entire greenway with non-motorized path. However, increasing pathway in sections along the river, such as between Otsego and Plainwell or through Otsego Township into Allegan, could become sought-after assets.

### Legend

Kalamazoo River Watershed

Others Watersheds in Allegan County

Lower Kalamazoo River Greenway

Inland Lakes

### Trail Networks

Bicycle

Hiking

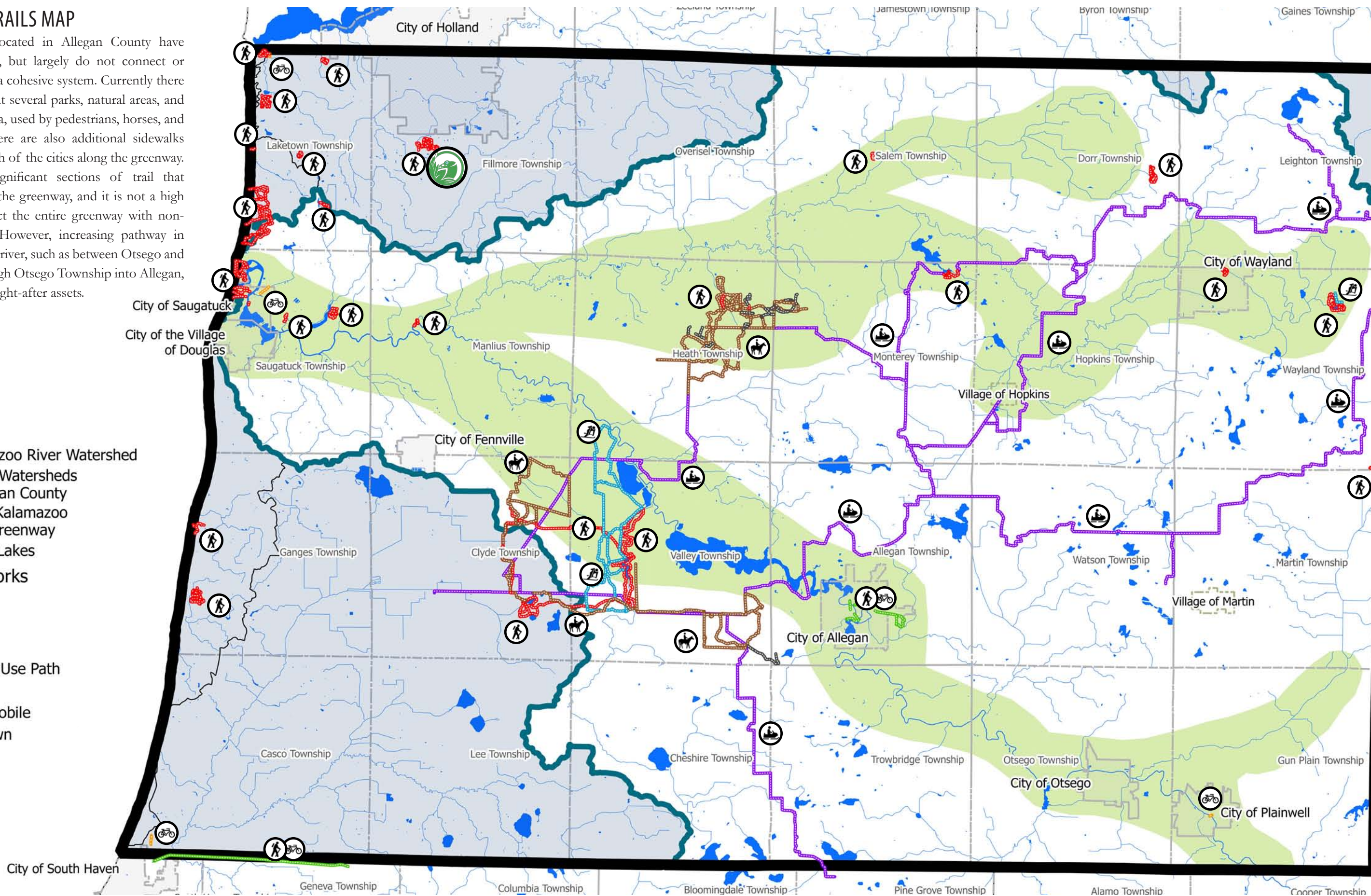
Horse

Shared Use Path

Ski

Snowmobile

Unknown





## MAJOR ENVIRONMENTAL CONCERNS

Industry has shaped the history of the Kalamazoo River significantly, and not always for the better. Many of the communities, including Allegan, Otsego, and Plainwell, grew up with the river at the back or the edge of town, often used as a means of getting rid of waste from paper recycling and production. The legacy of several of these businesses has been the contamination that has been left behind, affecting waterfront properties as well as the streams themselves. The sediment contains PCBs and other trace chemicals that are hazardous to human health. While the water itself is safe for activities such as paddling and sport fishing (fish should not be eaten), the contamination often gives the river a worse reputation than it deserves.

The designation of the entire Kalamazoo River in Allegan County as part of an EPA Superfund site due to contamination of river sediments is certainly an encumbrance when it comes to planning and developing areas along the river, and has to some degree handcuffed communities from implementing community development and recreation plans until restoration is completed. While these sites and contaminated sediment are being systematically addressed by the EPA and the responsible parties through the Superfund program, the contamination is a factor that will impact ongoing planning and activities for decades to come. These cleanups, however, also provide possible means for partnerships and coordinated efforts that can result in improved recreational access and opportunities.

In addition to the contamination of sediments located along the river corridor, Lake Allegan is currently under a TMDL (total maximum daily load) for the nutrient phosphorus by the MDEQ. Phosphorus, which in excess can lead to algae blooms and degraded habitat in water bodies, can be traced back to both point sources (water treatment plants, factories) and non-point sources (farm fields, stream banks). The goal is to have total phosphorus levels in Lake Allegan reach no higher than 60 parts per billion during summer months; during TMDL development, these numbers ranged from 69 to 127 ppb. [See TMDL agreement for further details]

Regardless of the contamination issue, the excessive amount of sediment in the river remains an



Left: Sediment filled water near the mouth of the Rabbit River  
Right: Stream restoration near Otsego

impediment. Even though the dam that forms Lake Allegan acts as a sediment trap, holding back excess sediment and minimizing the phosphorus that continues past the dam, sources of sediment and phosphorus remain a concern for the conditions along the river corridor. Many of the cleanup efforts that remain on the Kalamazoo River are significantly impacted by the dams scattered between Plainwell and Allegan, which have years of silt buildup behind them. Sources of sediment from both the Rabbit and

Kalamazoo River can impair downstream waters, and lead to sedimentation issues in Kalamazoo Lake and Harbor. Even though remediation will require either time or specific cleanup actions, sources of sediment and phosphorus throughout the watershed should be addressed to help minimize sedimentation.



Upper Left: Dam removal work conducted by the EPA near Otsego  
Lower Left: Jewell Street waterfront, Otsego  
Right: Kalamazoo River in Plainwell

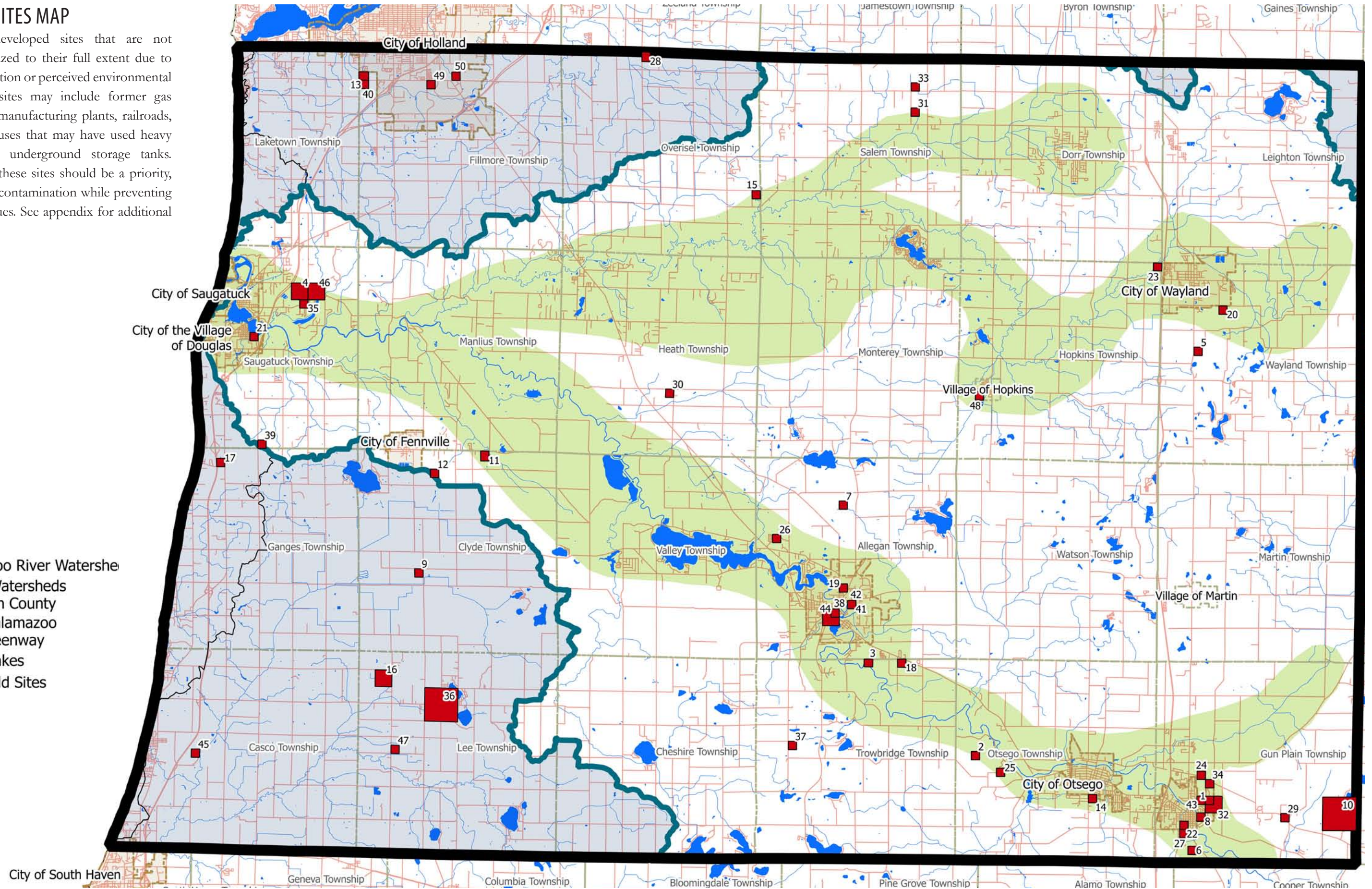


## BROWNFIELD SITES MAP

Brownfields are developed sites that are not presently being utilized to their full extent due to historical contamination or perceived environmental conditions. These sites may include former gas stations, refineries, manufacturing plants, railroads, or other past land uses that may have used heavy chemicals or have underground storage tanks. Redevelopment of these sites should be a priority, working to address contamination while preventing further land use issues. See appendix for additional information.

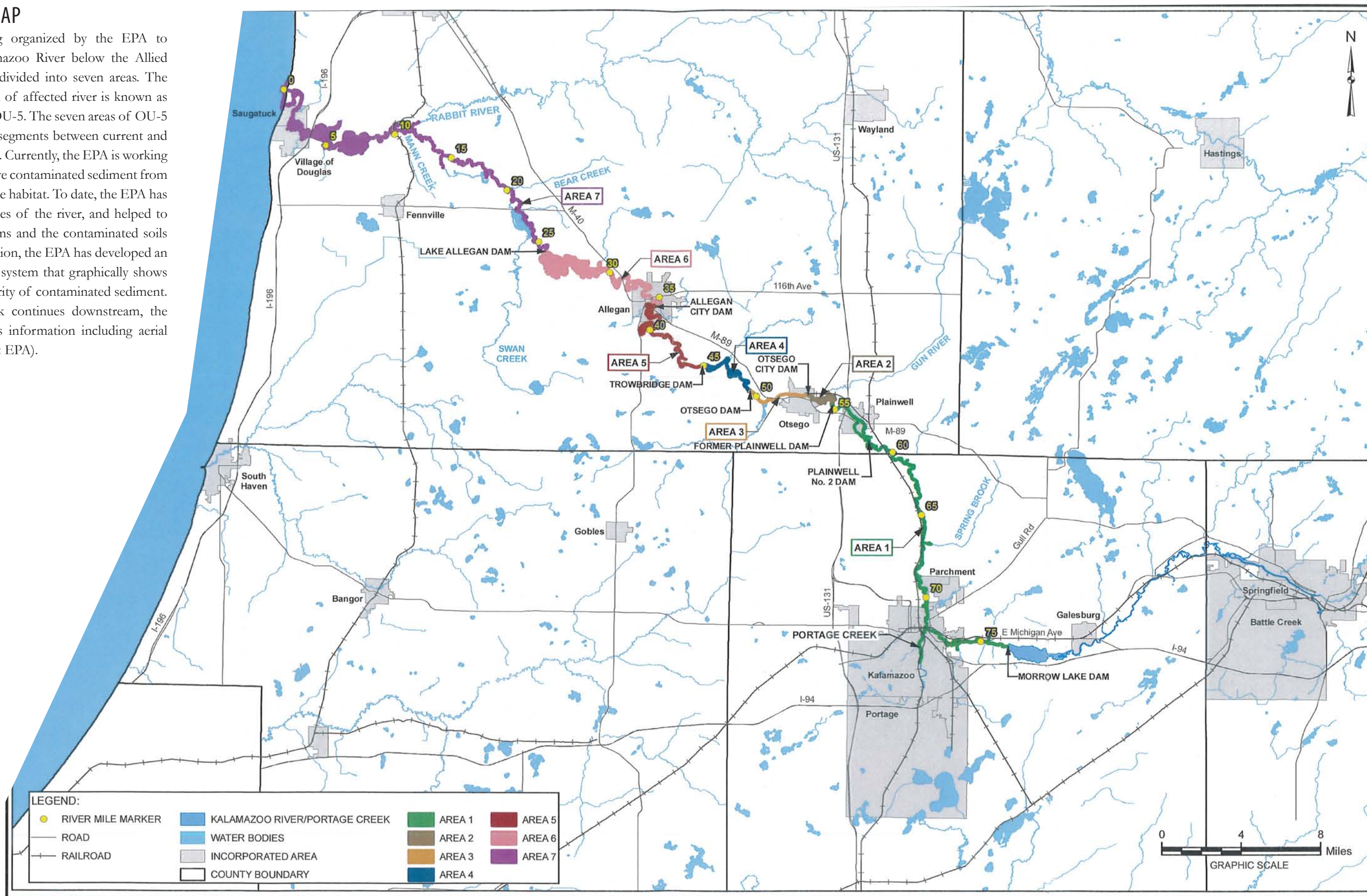
### Legend

-  Kalamazoo River Watershe
-  Others Watersheds in Allegan County
-  Lower Kalamazoo River Greenway
-  Inland Lakes
-  Brownfield Sites



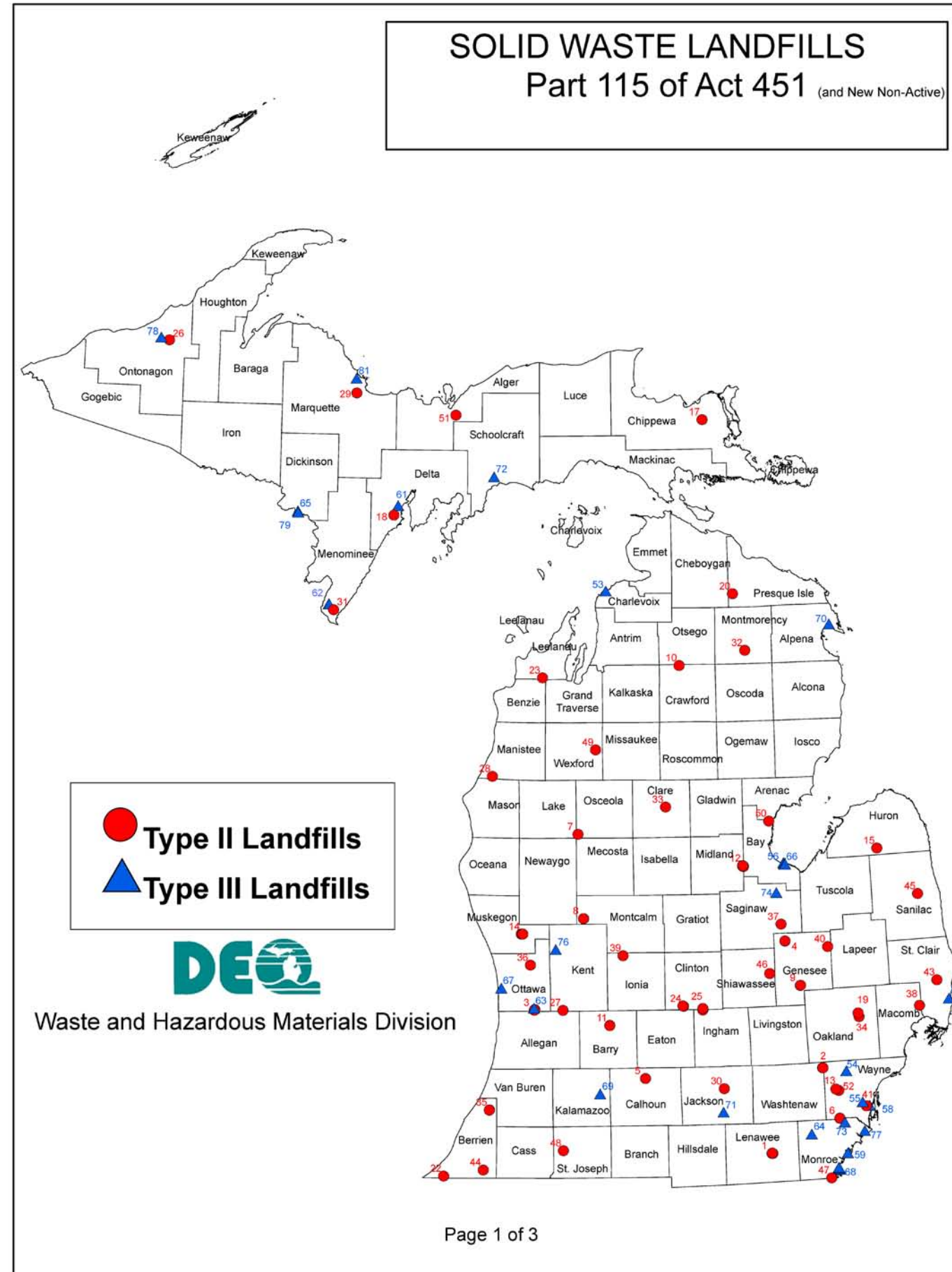
### EPA CLEANUP MAP

Cleanup work being organized by the EPA to remediate the Kalamazoo River below the Allied Paper site has been divided into seven areas. The entire 80 mile stretch of affected river is known as Operable Unit 5, or OU-5. The seven areas of OU-5 are broken down by segments between current and former dam locations. Currently, the EPA is working downstream to remove contaminated sediment from the river and to restore habitat. To date, the EPA has cleaned up seven miles of the river, and helped to remove a pair of dams and the contaminated soils behind them. In addition, the EPA has developed an online map database system that graphically shows the location and severity of contaminated sediment. As remediation work continues downstream, the EPA will update this information including aerial photography (Source: EPA).



## LANDFILL SITES MAP

Due to the contamination of Kalamazoo River sediment, any sediment dredged from the river will have to be stored in solid waste landfills that can accommodate them. Two regional locations have been designated to receive materials based on contamination level. For sediment up to 50ppm PCBs they can be brought to Ottawa County Farms Landfill in Coopersville, MI or Waste Management Inc' Autumn Hills Landfill in Zeeland, MI. While the option to build a storage facility for contaminated sediment in Saugatuck Harbor could be considered, the one-time cost of placing any dredged materials into a regional landfill may prove to be the most expedient option should a drop in lake levels in the short term necessitate dredging (Map source: Michigan DEQ).





# THE PLAN

SETTING THE VISION

## OVERARCHING GOALS

The Lower KRG plan is designed to layout a vision for the continued improvement of the river corridor for the benefit of the communities that lie along it. Through this plan, community members and visitors will have better ways of connecting with the riverfront and its communities.

To accomplish this, a broad, adaptive set of strategies have been laid out to provide strong but flexible guidelines to help project partners accomplish these goals:

- Provide the means and opportunities to improve recreational assets and access along the river corridor while protecting and preserving existing high quality resources
- Add opportunities for education – passive and active interpretation and use of different media to ensure the success of projects, safety of visitors, and to further share

- information of ecological, historical, and cultural significance
- Work on improving environmental quality along the rivers and their watersheds, with state and local partners, where feasible and appropriate, while coordinating with federal efforts
- Implement best practices to reduce stormwater, sediment, and nutrient issues within the Kalamazoo Watershed
- Implement projects with an eye toward economic development for the area while maintaining the character of the communities
- Protect and preserve existing areas of high quality habitat

Throughout our information gathering and public input process, concerns were raised about the environmental quality of the river. Most often, the ongoing Allied Paper Superfund Site cleanup and the associated cleanup efforts and their wide ranging impact on future river sites was repeatedly expressed.

The cleanup, led by the EPA and responsible parties, will likely continue to take place over the coming decades. While there are other concerns that affect habitat and water quality that can be addressed -- including non-point sources of sediment and nutrients, altered hydrology, and invasive plant and animal species -- holistic restoration of the river corridor will be delayed until these cleanups are completed. In the meantime, addressing the other issues above through habitat management, green infrastructure, and education can improve both the greenway corridor and the reputation of the river, which in turn will increase its use, health and value.

Beyond site specific projects at individual sites, there are some broader efforts that can be made within regions across the greenway.

*“The Greenway Master Plan will be the bedrock for local governments to use in getting grants to increase economic development, recreation, and conservation of the Kalamazoo River.”*

*Michael VanDenBerg, Supervisor  
Gun Plain Charter Township*

## TYPES OF PRACTICES AND IMPROVEMENTS

This planning report identifies a variety of improvements and practices that are both specifically and generally applied throughout the greenway. The broad categories are listed here to provide a context and understanding of the possibilities of how they might be employed.



### AGRICULTURAL BEST MANAGEMENT PRACTICES

On farmland within these areas, encourage the adoption of practices that will help to minimize the amount of sediment and nutrients reaching the streams while mimicking natural flow of water to that of pre-settlement conditions. These may include, but not be limited to, no-till and conservation tillage farming, cover crops, buffer strips, tile drain control structures, and two-stage channel construction.



### GREEN STORMWATER INFRASTRUCTURE

Utilizing techniques to manage urban runoff from hard surfaces to infiltrate rainwater. This will especially help in the areas that are upstream of Lake Allegan to help address phosphorus levels. This can include things such as rain gardens, porous pavement, and stormwater detention areas.



### INFORMATION AND EDUCATION (I&E) OPPORTUNITIES

These can be tailored based on a specific site, but the goal would be to increase appreciation and awareness for the river and stops along it. These can include interpretive signage, safety information, river monitoring and conditions, fishing guidelines, wayfinding maps, or educational programs. An increase in signage - informational, interpretive, and wayfinding - can provide visitors with a better experience. Signs can provide an increased sense of safety, guidelines for site use, better understanding of sites of ecological or cultural importance, and direct them to other nearby parks and greenspaces for further exploration. Unifying parks and communities through collaborative marketing efforts can also generate benefit all partners.



### INVASIVE SPECIES MANAGEMENT

Important all along the corridor, monitoring for and rapid response to invasive species threats along the corridor will help to minimize efforts. A great deal of work has been done at numerous locations already, and the focus should be to identify new threats quickly and help to keep the areas of highest quality in such a condition. Species of concern already found along or near the greenway corridor include phragmites, narrow leaf cattail, purple loosestrife, and Japanese knotweed.



### PRESERVE EXISTING HIGH QUALITY HABITAT

Chief among the priorities along the greenway corridor should be preserving the areas that are rare and hold high ecological value. This can include habitats such as interdunal wetlands, fens, and bogs, or larger tracts of marshes, forest, and dunes that are highly contiguous. This should include invasive species monitoring and carefully preventing overuse of these sites.



### ACCESSIBLE LAUNCHES

While there are already a good number of access point along the river for both motorized boats and non-motorized vessels, additional sites and clarification of site use were repeated as wants during input sessions. This should include additional access sites at locations where there are large gaps between locations, better defining the type of vessel utilized for each location (fishing boat, outboard, kayak, canoe, etc), and incorporate handicap accessible launches at those locations that do not already have them.



### NON-MOTORIZED PATH CONNECTIONS

While likely impractical to implement across the entire length of the greenway, adding trails and pathways in select locations can improve interconnectivity between communities and be an attraction for walkers, joggers, and cyclists who seek short to moderate length trips. These can connect to existing pathways and sidewalks, as well as other trail networks that pass through the greenway corridor, such as the Blue Star Trail and River to River Trail.



### FACILITY IMPROVEMENTS

This a broad category that can include a number of additions to existing sites to make them more user friendly. This can include a number of improvements, including restroom facilities, parking, shelters and picnic areas, defined launches, maps, and signage.



### CONTAMINATED SEDIMENT REMOVAL

Due to the PCB contamination of sediment within the Kalamazoo River channel, the river sediments will need to be cleaned up to safe levels. The EPA effort is systematic and ongoing, working from upstream areas to downstream areas. While this effort will not be directly managed as part of the KRG project, the restoration work that does take place will provide opportunities to create high quality habitat and have infrastructure in place to greatly improve recreational activities.




## GREENWAY SEGMENTS MAP

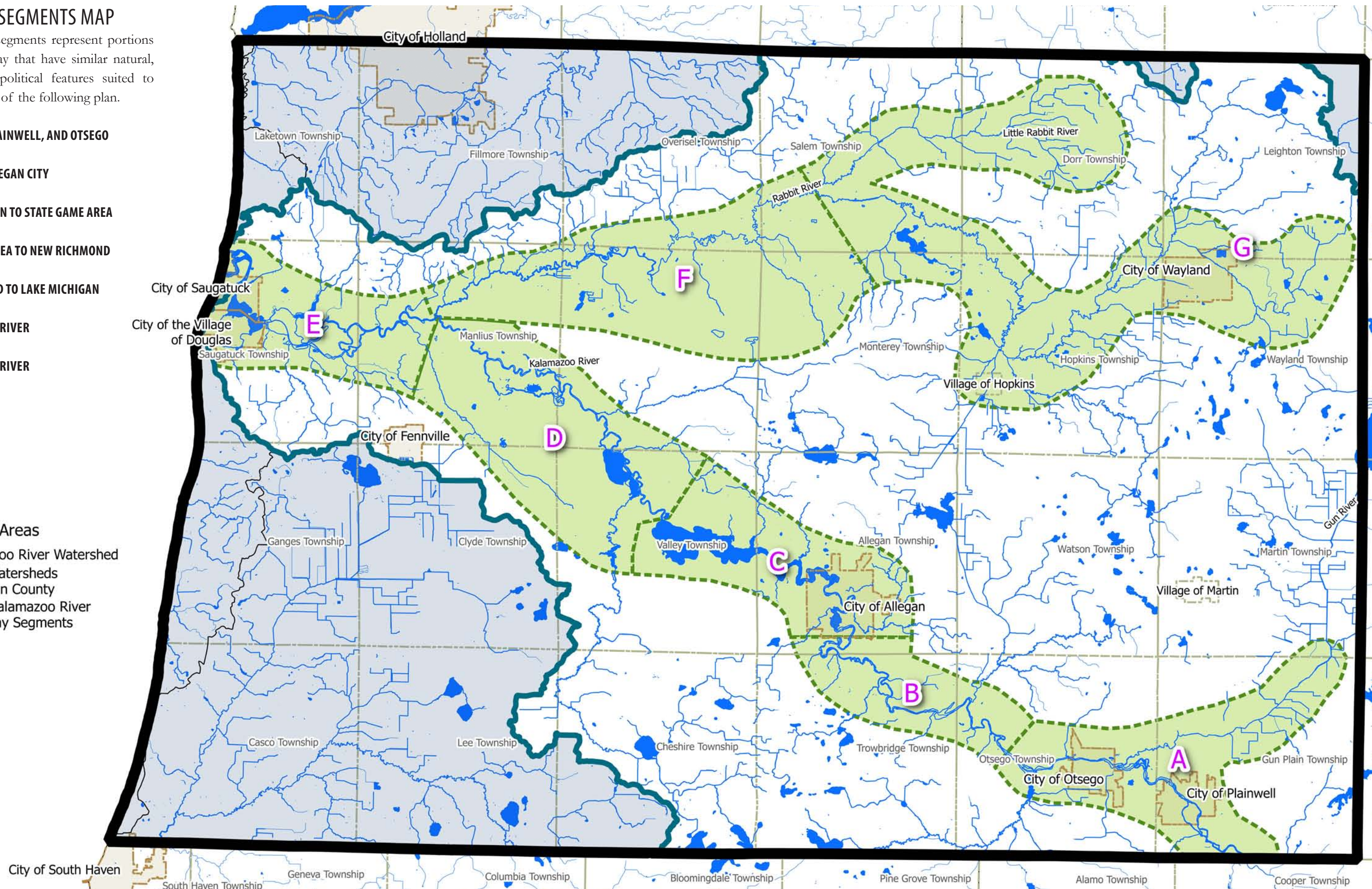
These lettered segments represent portions of the Greenway that have similar natural, geographic or political features suited to implementation of the following plan.

- A: GUN RIVER, PLAINWELL, AND OTSEGO**
- B: OTSEGO TO ALLEGAN CITY**
- C: CITY OF ALLEGAN TO STATE GAME AREA**
- D: STATE GAME AREA TO NEW RICHMOND**
- E: NEW RICHMOND TO LAKE MICHIGAN**
- F: LOWER RABBIT RIVER**
- G: UPPER RABBIT RIVER**

### Legend

#### Watershed Areas

-  Kalamazoo River Watershed
-  Other Watersheds in Allegan County
-  Lower Kalamazoo River Greenway Segments





## SEGMENT A: GUN RIVER, PLAINWELL, AND OTSEGO

Beginning in Plainwell and the surrounding Gun Plain Township, there are already several parks and greenspaces that take advantage of the waters that split the town. Between the main channel of the river on the east and Mill Run to the west, an emphasis has been placed by “The Island City” to improve access to the river and create bike lanes and pathways. Park spaces include Fannie Pell Park, Hicks Park, and Sherwood Park, with connecting bike lanes and the Riverwalk Trail providing destinations for residents. Surrounding Gun Plain Township has relatively limited pathways, and increasing the amount of both unimproved, natural trails and paved pathways was described as a desire by residents. Gun Plain’s Park and Recreation Plan notes the desire for more waterfront access for fishing, park space, and walking access, which could be located along the Kalamazoo or Gun rivers. Otsego also has improved pathway along the river, notably between Jewell and Farmer Streets, but much of downtown is further off the river than

Plainwell. Otsego’s recent waterfront plan calls for additional infrastructure, including more parking, a farmer’s market, pedestrian overlooks and bridges, and better boat access. Plainwell’s location between Grand Rapids and Kalamazoo also represents a waypoint along a future “River to River Trail” between the two metropolitan areas.

Connectivity issues remain in and between these three jurisdictions. US-131 runs between Plainwell and Otsego, with the busy M-89 corridor connecting the two. There is a large built up area on the west side of US-131 with a number of stores and restaurants that serve the two communities. Currently, there is a non-motorized pathway that crosses the US-131/M-89 interchange, however heavy traffic and numerous crossings and driveways pose safety questions. The river corridor, to the north of this business area, provides potential for non-motorized pathway and greenspace along its southern edge that could not only help to connect the communities of Otsego and Plainwell,

but provide a destination for recreation that could be utilized by customers, employees, and drivers travelling the US-131 corridor. While an underpass under US-131 on the south bank of the river could be a future option for a wider, more scenic connection, utilizing the existing overpass along M-89 before finding a path to the river would be more immediate and cost effective.

Kayaking has become increasingly popular along this stretch of the river, with a launch in the middle of downtown Plainwell at Fannie Pell Park and river access also at Sherwood Park. A small parking area at the end of Jewell Street in Otsego presents a small pullout area and portage around the dam at the Otsego Paper site. However, an additional nearby access point would be desired in the Plainwell/Gun Plain/Otsego area. Facilities such as safe and accessible launch points, restrooms, and river information would greatly benefit this stretch of river. This would also make emergency river access easier for local first

responders.

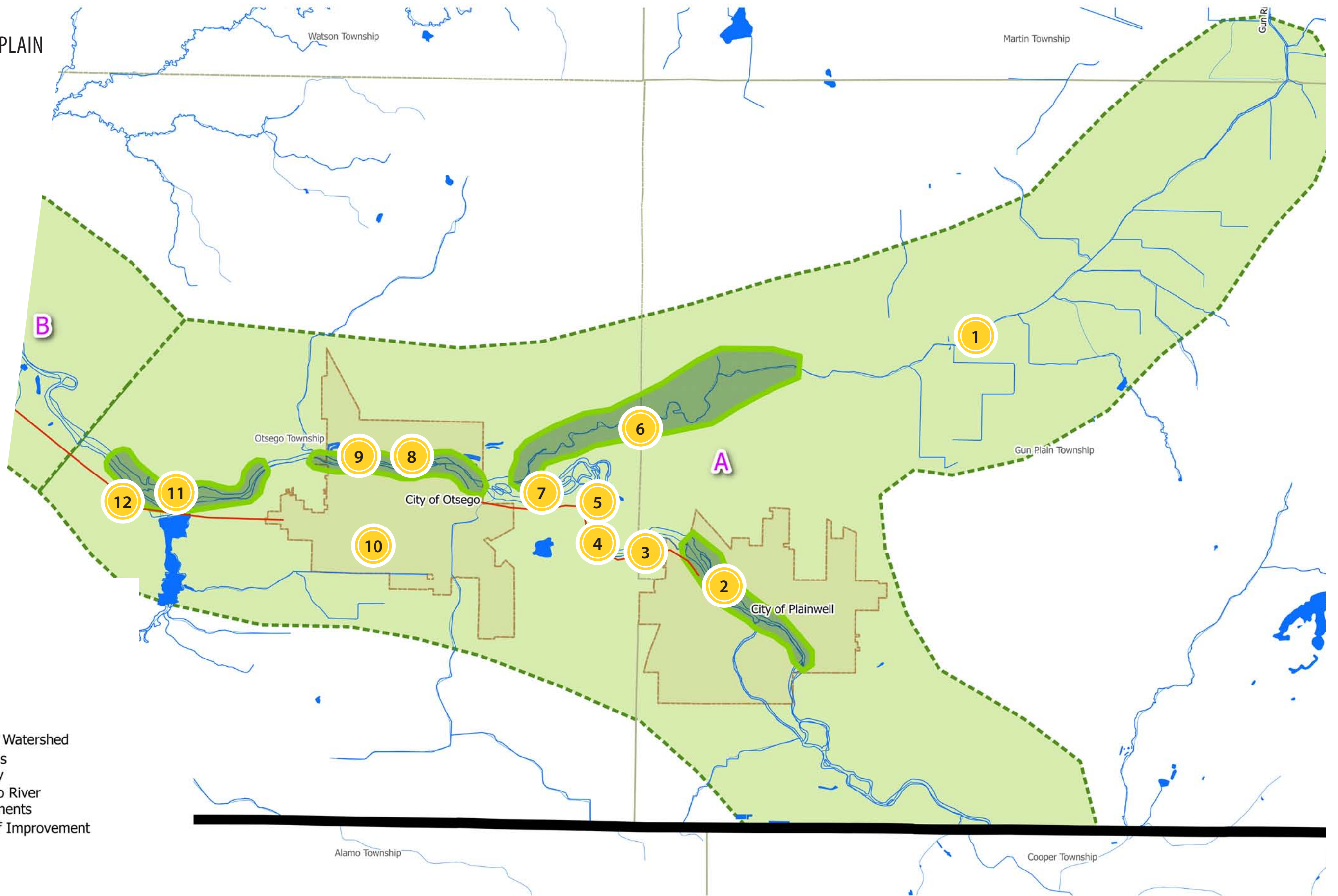
Numerous riverfront sites are presently locked into usage by current or former industries, including paper mills in Plainwell and Otsego. The large marshy area east of Otsego represents an important ecological asset. Due to contamination cleanup efforts, the area likely will not have a great deal of recreational value until well after these efforts are finished. However, ongoing management steps should be taken to ensure that the main river channel is open to paddlesports; education efforts are made to update visitors and residents on site history; and conditions for safety and habitat are managed to prevent these locations from simply becoming repositories for invasive species.

Below: Riverwalk Park, Plainwell









# SEGMENT A: OTSEGO/ PLAINWELL/GUN RIVER PLAIN MAP



## Legend

### Watershed Areas

-  Kalamazoo River Watershed
-  Other Watersheds in Allegan County
-  Lower Kalamazoo River Greenway - Segments
-  Proposed Area of Improvement

**1 GUN RIVER WATERSHED**



- Implement agricultural best management practices in Gun River watershed within Gun Plain Township

**2 WATERFRONT REDEVELOPMENT DOWNTOWN PLAINWELL**



- Continue redevelopment of waterfront property in Plainwell around former industrial sites
- Address appropriate and necessary cleanup of sites
- Incorporate waterfront into site redevelopment

**3 US 131 UNDERPASS**



- Determine feasibility and potential for non-motorized underpass under US-131
- Look at providing safer non-motorized route between Otsego, Plainwell, and adjoining townships

**4 MARSH INVASIVE SPECIES**



- Continue EPA cleanup efforts around former dam site near 12th Street
- Monitor and treat for non-native species in the area

**5 PARK & ACCESS POINT**



- Create small park and access point to river at north end of 12th Street
- Include possible kayak launch, wildlife viewing area, and interpretive signage
- Development should not impact previously completed restoration work by EPA

**6 GUN RIVER CORRIDOR**



- Protect existing green corridor along Gun River in Otsego and Gun Plain Townships
- Focus on area from 10th Street to river mouth
- Seek small waterfront park/access point in Gun Plain Township

**7 CONNECTING PATHWAY**



- Construct non-motorized pathway along river between Otsego and Plainwell
- Focus on areas on south side of river
- Look for feasible areas for safe route connecting to but behind development along M-89 corridor

**8 JEWEL STREET ACCESSIBLE LAUNCH**



- Install accessible launch along waterfront, likely at Jewell Street road end
- Ensure safe portage route around Otsego City dam

**9 OTSEGO WATERFRONT**



- Waterfront development and improvements per Otsego's waterfront master plan
- Improved trails, parking, and waterfront access
- Add wayfinding and interpretive signage along waterfront trail

**10 GREEN STORMWATER INFRASTRUCTURE**



- Encourage adoption of green stormwater ordinances
- Use green infrastructure where possible on development projects

**11 PINE CREEK ACCESSIBLE LAUNCH**



- Make Pine Creek impoundment area primary access point to this stretch of river
- Improve signage in area to direct boat traffic here, avoiding private property
- Coordinate with EPA cleanup activities for potential infrastructure improvements

**12 CONTAMINATED SEDIMENT REMOVAL**



- EPA continuing ongoing stream restoration work around former dam site
- Removing contaminated sediment and restoring stream banks







## SEGMENT B: OTSEGO TO CITY OF ALLEGAN

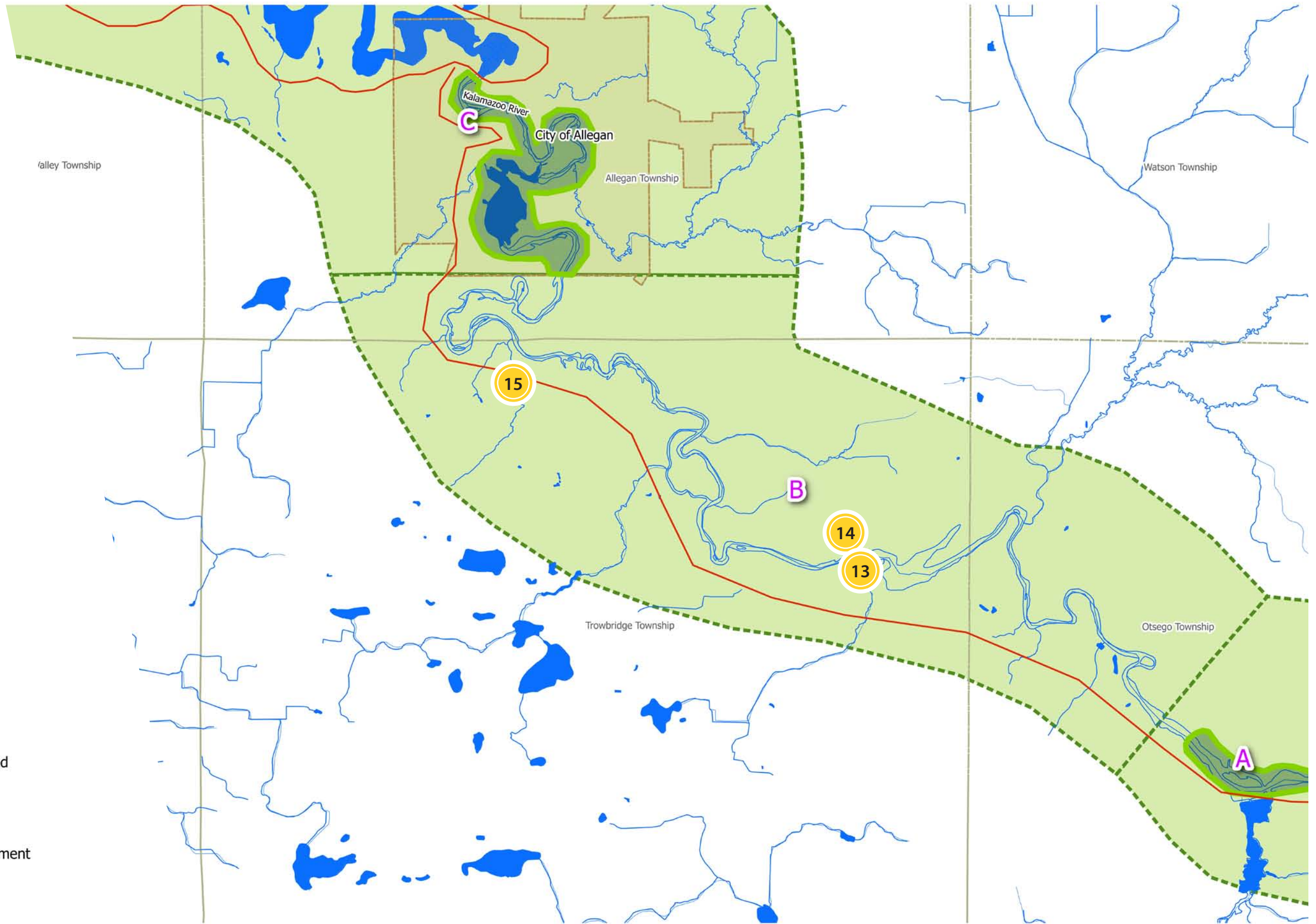
Downstream of Otsego are a number of small dams on an otherwise relatively undeveloped stretch of river. On the western outskirts of Otsego is the impounded mouth of Pine Creek, which is, for many, a significant access point to both the creek and the river. Recent work was conducted by the EPA in conjunction with the Department of Environmental Quality (DEQ) and Department of Natural Resources (DNR) to remove the Otsego (Township) dam that was located along River Road near the Bittersweet Ski area. Streambank restoration work was done on both sides of the river, and while more work is still needed, opportunities exist for improving an access point along this stretch of river. There are several road ends and pull-offs that see illegal river access, so a larger, more designated access would provide safety, education opportunities, and lessen impacts on other areas that are ecologically sensitive or on private property.

While there is an opportunity for expansion of pathway or greenspace along the south side of the river, neighbor and environmental impacts would need to be further assessed. However, this would provide a destination for residents of the west side of Otsego. It could also be the eastern entrance to an improved non-motorized pathway or bike lane on the south side of the river that could connect as far as the city of Allegan.

The planned removal of the Trowbridge Dam near 26th Street. This work will be extensive, and represents an opportunity to potentially expand and improve river access from 26th Street. Like the upstream former dam site in Otsego Township, further work will be needed to complete ecological restoration and remove contaminated sediment. Much of the the immediate river corridor in this area is already under control of the DNR, and will require some additional ecological restoration and control for invasive species. The crossing near 26th Street does represent a future access point following restoration activities.





Where the river wraps around much of the center of the city of Allegan there are multiple places for people to connect with the river. The city, which was built largely with the river at its back, has begun to embrace the waterfront as an asset. Extensive boardwalk and pathways connect Hanson and Mahan parks on the south side of downtown, with boardwalk connecting the two and a zip line spanning the river. Jaycee Park and the Trestle Trail over the river are on the north side of town. Identified as part of the Downtown Riverfront Development Project, further enhancements should be made to increase usage of the river, while ensuring safe usage around the Allegan City Dam and the Mill District. While there is a good deal of connection within the city, opportunities exist to connect to surrounding townships.

SEGMENT B: OTSEGO TO CITY OF ALLEGAN MAP



Legend

Watershed Areas

-  Kalamazoo River Watershed
-  Other Watersheds in Allegan County
-  Lower Kalamazoo River Greenway - Segments
-  Proposed Area of Improvement

**13 26TH STREET ACCESSIBLE LAUNCH**



- Following removal of dam and related activities, improve access to river off 26th Street at current EPA staging area

**14 TROWBRIDGE DAM REMOVAL**



- Remove Trowbridge Dam near 26th Street bridge
- Restore surrounding stream

**15 ALLEGAN TO OTSEGO CONNECTOR**



- Explore potential for non-motorized pathway connecting Allegan and west side of Otsego



Image Credits

Lower Left: Trowbridge Dam Removal Project

Lower Right: [https://belding.mi.us/belding\\_parks.php](https://belding.mi.us/belding_parks.php)

Above: Environmental Protection Agency





## SEGMENT C & D: CITY OF ALLEGAN TO NEW RICHMOND

West of Allegan is the impounded Lake Allegan. This area begins where the urban area around Allegan meets the widening river near the north end of town and the county fairgrounds. Improving the river connection between the city and Lake Allegan can make both areas recreational gems for the area. Formed behind the dam at Calkins Bridge, the two square mile lake is surrounded by home sites, and is a popular fishery. The dam at the end is operated by Consumers Energy, and has nearby boat launches. Ensuring that the site is able to be used safely by both motorized and non-motorized boats, and that paddlers are able to safely portage around the dam, should be ongoing priorities. The size and length of the lake and proximity to Allegan make opportunities for a non-motorized pathway around the lake. Any such pathway should utilize existing right-of-ways and avoid private property. Ecologically, efforts should be continued to reduce levels of phosphorus in the lake and improve water quality. Ongoing

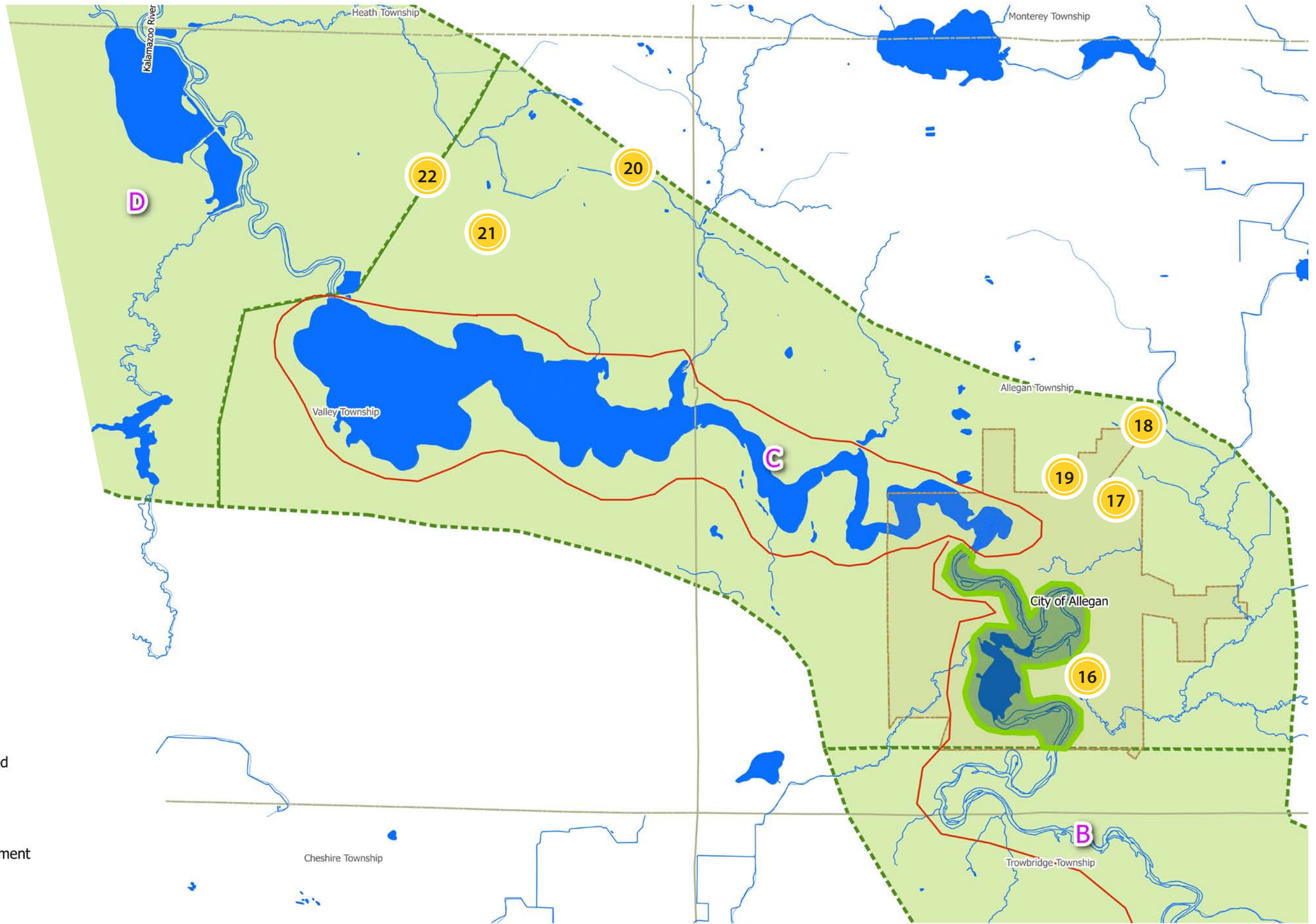
efforts to address the phosphorus TMDL by reducing input levels from the surrounding watershed should be continued and supported.

The Allegan State Game Area comprises the majority of the river frontage and adjacent land between Calkins Dam and the confluence with the Rabbit River near New Richmond. This relatively untouched area represents the largest tract of cohesive habitat in the county, and as such should have minimal development. Designation as a wild river by the Michigan DNR should result in minimal development of the area, protecting in-stream and river valley habitat. While there should be little if any added points for public access to the river, there was mention of the desire for added facilities, signage, and restrooms at some of the connection points, such as the M-89 launch east of Fennville. The large marshes, Ottawa and Swan Creek, represent important wildlife habitat, and should be continued to be managed for invasive species.





### SEGMENT C: CITY OF ALLEGAN TO STATE GAME AREA MAP



#### Legend

##### Watershed Areas

- Kalamazoo River Watershed
- Other Watersheds in Allegan County
- Lower Kalamazoo River Greenway - Segments
- Proposed Area of Improvement

**16 GREEN STORMWATER INFRASTRUCTURE**



- Encourage adoption of green stormwater ordinances
- Use green infrastructure where possible on development projects

**19 DOWNTOWN ACCESSIBLE LAUNCH**



- Install an additional barrier-free kayak launches near downtown Allegan

**22 FACILITY IMPROVEMENTS**



- Ensure designated areas and rules defined for safe use by both motorized and non-motorized boat traffic
- Install interpretive and wayfinding signage at parking areas

**17 MILL DISTRICT IMPROVEMENTS**



- Add additional wayfinding and interpretive signage around waterfront area
- Create natural areas in the Mill District
- Focus on cultural and natural history topics of note

**20 LAKE ALLEGAN CORRIDOR**



- Consider non-motorized pathway around Lake Allegan and Kalamazoo River
- Utilize existing right-of-ways adjacent to roadways
- Connect into City of Allegan
- Add observation points with interpretive signage along route

**18 RIVERFRONT INVESTMENT**

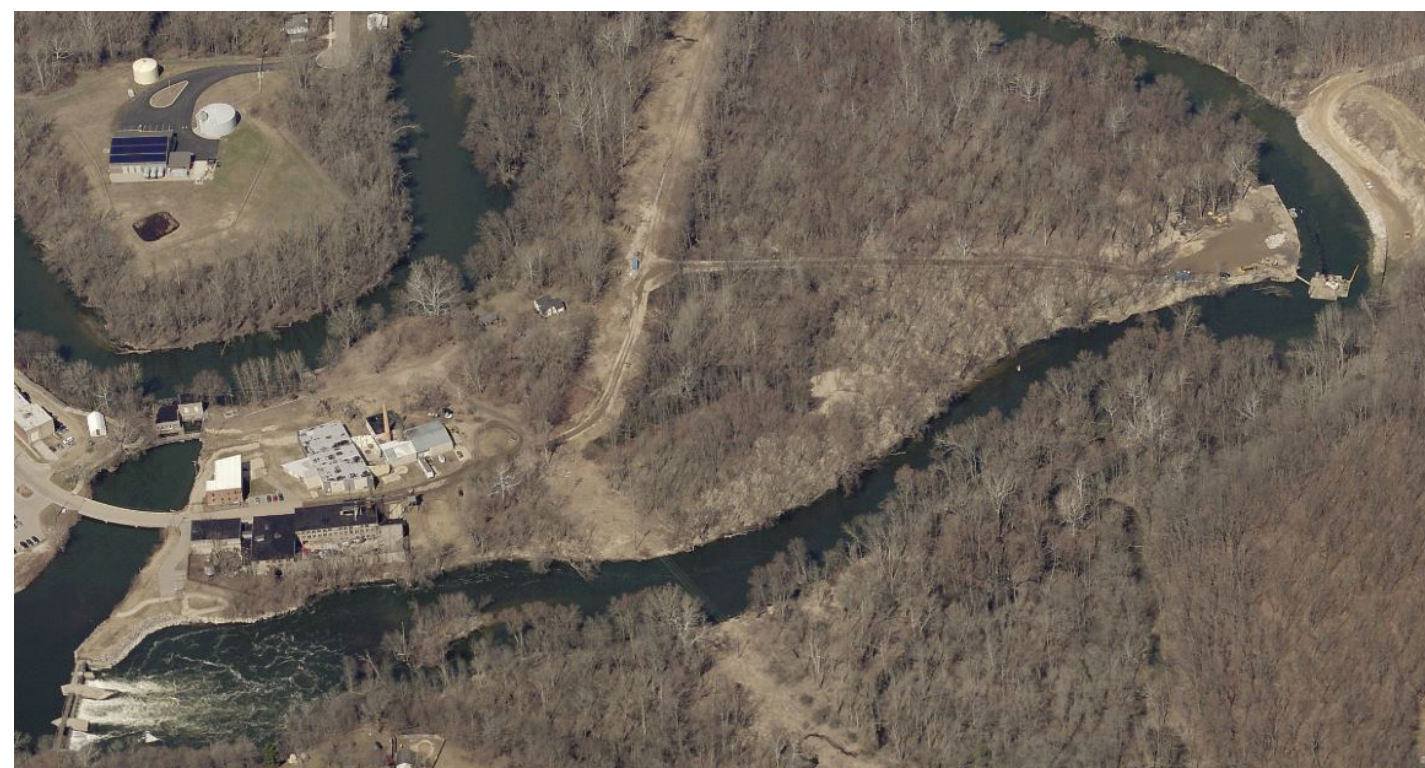


- Encourage private developments that utilize the riverfront features

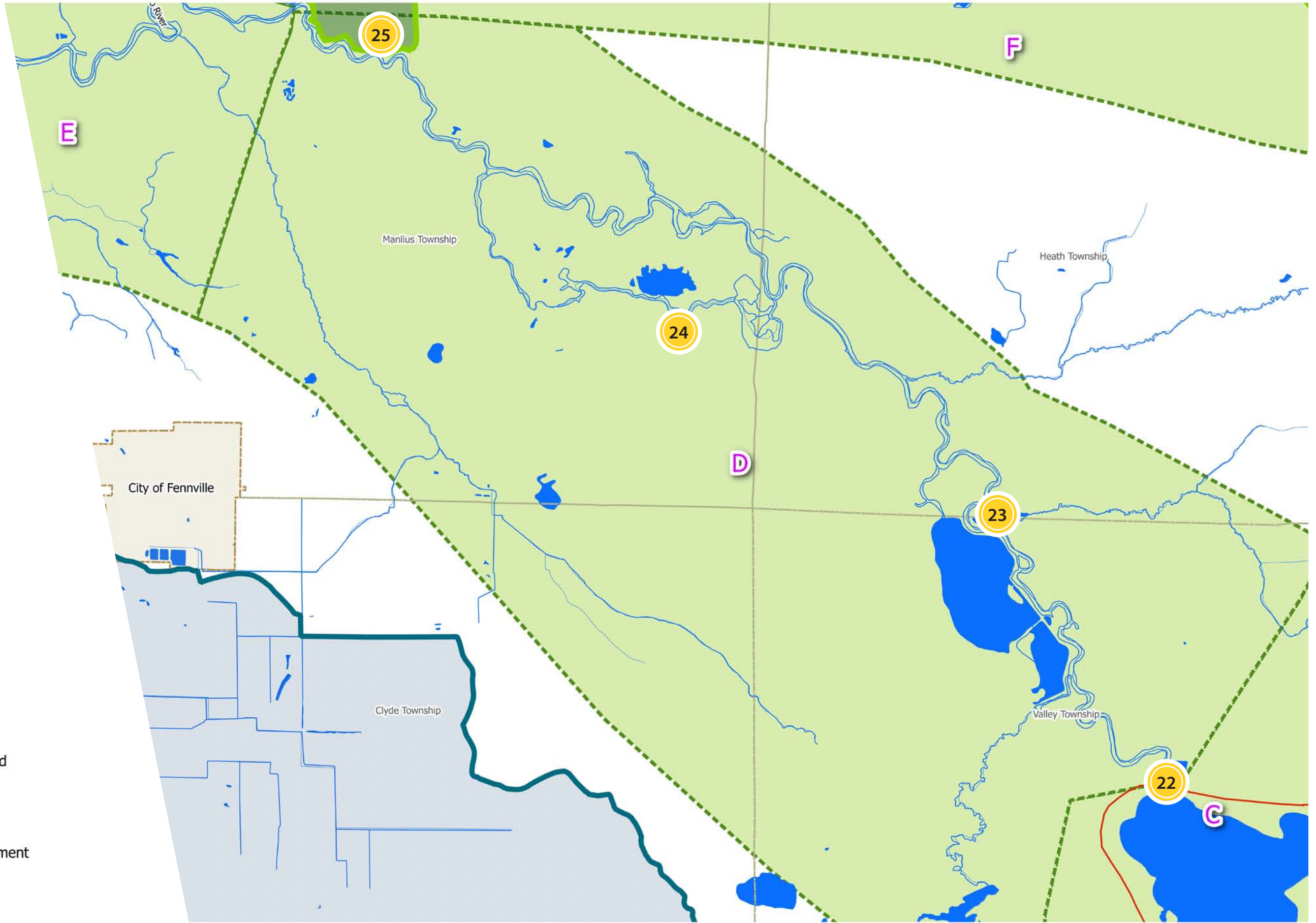
**21 LAKE ALLEGAN HABITAT PRESERVATION**



- Continue to address phosphorus TMDL on Lake Allegan
- Improve stormwater infrastructure in upstream areas
- Address agricultural non-point sources in upstream areas



SEGMENT D: STATE GAME AREA TO NEW RICHMOND MAP



Legend

Watershed Areas

- Kalamazoo River Watershed
- Other Watersheds in Alleghen County
- Lower Kalamazoo River Greenway - Segments
- Proposed Area of Improvement

**22 CALKINS DAM IMPROVEMENTS**



- Improve portage routes around the dam
- Ensure designated areas and rules defined for safe use by both motorized and non-motorized boat traffic
- Install interpretive and wayfinding signage at parking areas

**23 M-89 LAUNCH IMPROVEMENTS**



- Consider restroom and shelter additions at M-89 launch
- Install interpretive and wayfinding signage at parking area and waterfront

**24 OTTAWA MARSH**



- Identify and address invasive species in Ottawa Marsh as needed

**25 RIVER ENHANCEMENT**

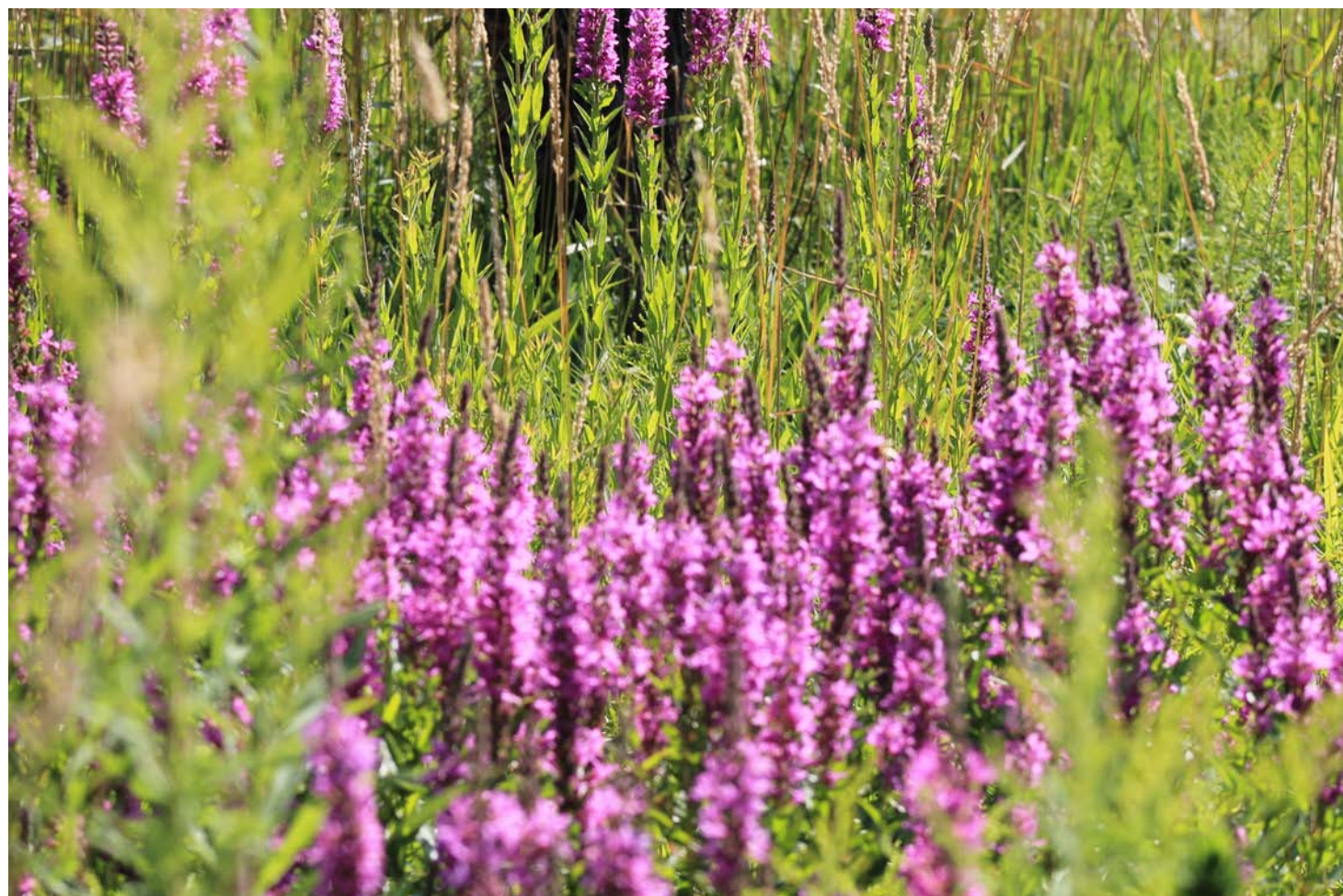


- Protect outstanding non-state land at junction with Rabbit River
- Consider trails to river, emergency river access, restrooms, shelter

Image Credits

Lower Right: <https://missionvalleynews.com/river-access-program-unveiled>

Above Right: [http://www.coloprecast.com/?page\\_id=203](http://www.coloprecast.com/?page_id=203)





## SEGMENT E: NEW RICHMOND TO LAKE MICHIGAN

Below the junction with the Rabbit River tributary, the Kalamazoo River passes the New Richmond County Park, the first large park with river access below the largest tract of the State Game Area. The site of the annual release of sturgeon, by the Gun Lake Tribe, it represents important riverine habitat for this and many other species. Additional opportunities for information and interpretation should be maximized here at one of the busiest locations along the river. Downstream are two additional large marsh complexes, the Pottawatomie and Webster Marshes. The former is privately held and managed, while the latter is managed by the DNR. Both areas have already had significant management performed for invasive species, and these control efforts should be continued. Access to the

Webster Marsh is typically made from the Hacklander boat launch or Schultz Park. This stretch of river also receives boat traffic that travels between Deep Harbor Marina and Saugatuck Harbor.

Saugatuck and Douglas, separated by the widening of the river into Kalamazoo Lake, is dotted with parks and access points all around Kalamazoo Lake. Wide streets and dedicated bike lanes and sidewalk, connecting to the vision for a broader Blue Star Bike Trail, enable riders to circle the harbor on land, while several road ends and parks provide water access. Better signage to direct and connect visitors between sites whether on the water or on land would be beneficial. While not as far along as several of the marshes, invasive species management has been underway in these communities, and continued efforts to keep phragmites, in particular, under control should continue.

Some of the highest quality habitat and rarest species can be found within a couple mile stretch of the mouth of the Kalamazoo River. There are several parks and preserves, including Saugatuck State Park, Tallmadge Woods, Patricia Birkholz Natural Area, and Saugatuck Harbor Natural Area, where visitors can experience these areas. Protecting and preserving these areas around Saugatuck should be one of the highest conservation priorities along the greenway. However, efforts to make sure that these areas are not overused or abused, should strike a balance between visitation and preservation. Future development on private property should be done in an environmentally friendly manner that is consistent with local zoning and the Tri-Community Master Plan.

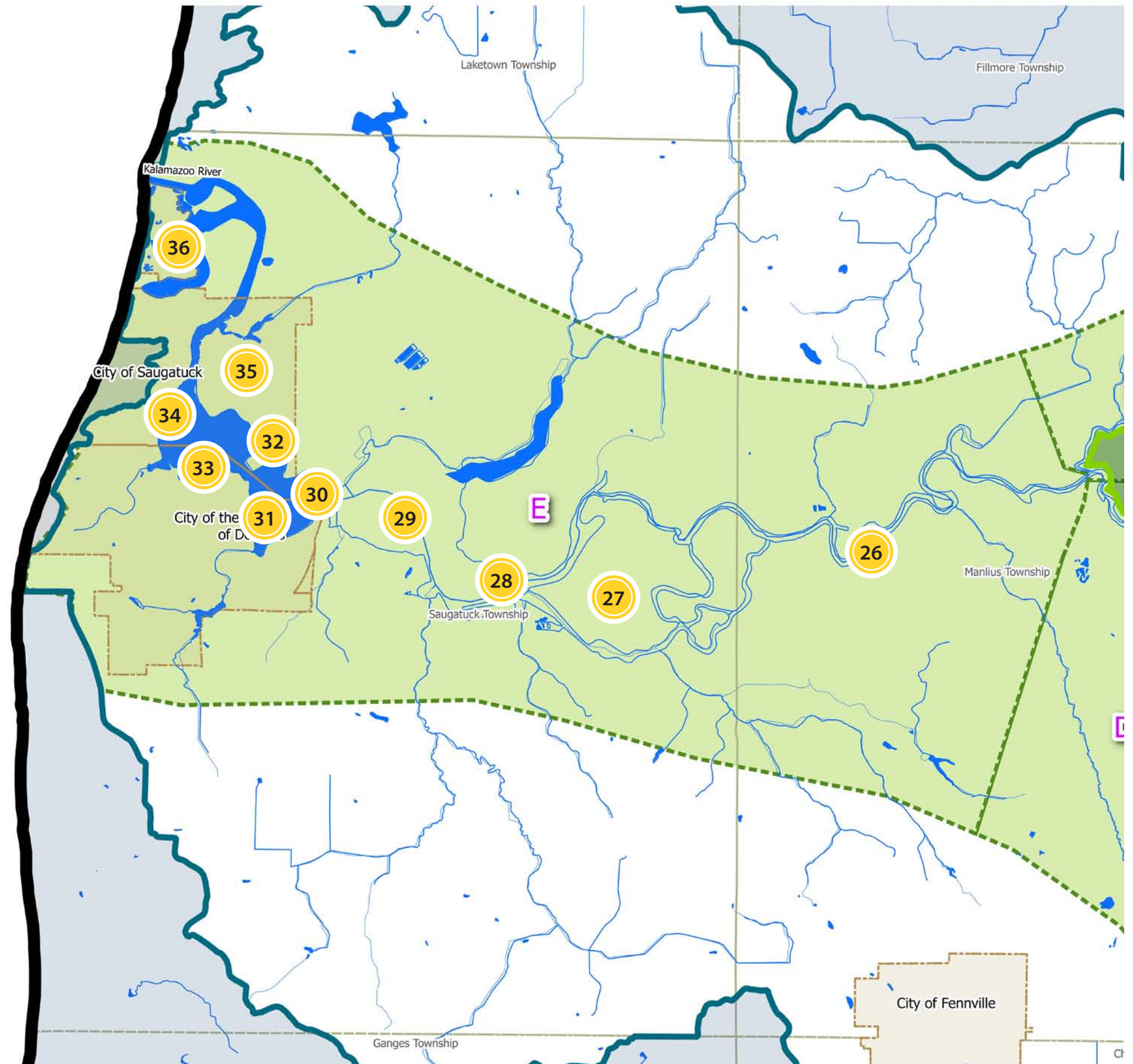
In addition, success for future projects will depend greatly on the willingness of the local municipalities to collaborate.

Throughout the public input process, it was very clear that residents desire open lines of communication between local government entities that other areas of the county benefit from. However, in many ways this area has both the high level of public interest and financial resources to be a key implementer of greenway projects in the future.

One particular issue that requires a collaborative approach is harbor management. While water levels in Lake Kalamazoo are high at the time of this plan's development, the viability of the harbor is dependent upon minimizing sediment transport from upstream. Area landfills should be able to accept any emergency dredgings that are made, however a more permanent means of funding these efforts, in conjunction with significant efforts to address upstream sources of sediment, should be pursued further.







### SEGMENT E: NEW RICHMOND TO LAKE MICHIGAN MAP



#### Legend

##### Watershed Areas

-  Kalamazoo River Watershed
-  Other Watersheds in Allegan County
-  Lower Kalamazoo River Greenway - Segments
-  Proposed Area of Improvement

**26 HACKLANDER SIGNAGE**



- Install interpretive and wayfinding signage at Hacklander Boat Launch

**28 NEW RICHMOND SIGNAGE**



- Install additional interpretive and wayfinding signage at New Richmond Park

**32 INTERCOMMUNITY PATHWAY**



- Improve connections between Saugatuck, Douglas, and Saugatuck Township

**34 ACCESSIBLE LAUNCH IN SAUGATUCK**



- An accessible launch for access to downtown Saugatuck along area with breakwall

**27 29 30 INVASIVE SPECIES MANAGEMENT**



- Identify and address invasive species, especially phragmites, eurasian watermilfoil, purple loosestrife, and Japanese knotweed
- Continue efforts in Saugatuck Harbor, Wade's Bayou, Webster Marsh, Pottawatomie Marsh

**31 HARBOR SETIMENT REMOVAL / MANAGEMENT**



- Develop sustainable funding for harbor dredging when needed
- Work with upstream jurisdictions to reduce sediment inputs
- Dredging should result in safe harbor use and minimal habitat impact

**33 DOUGLAS PUBLIC IMPROVEMENTS**



- Public marina in Douglas for broader use of harbor and potential dredging funds

**35 GREEN STORMWATER INFRASTRUCTURE**



- Encourage adoption of green stormwater ordinances
- Use green infrastructure where possible on development projects

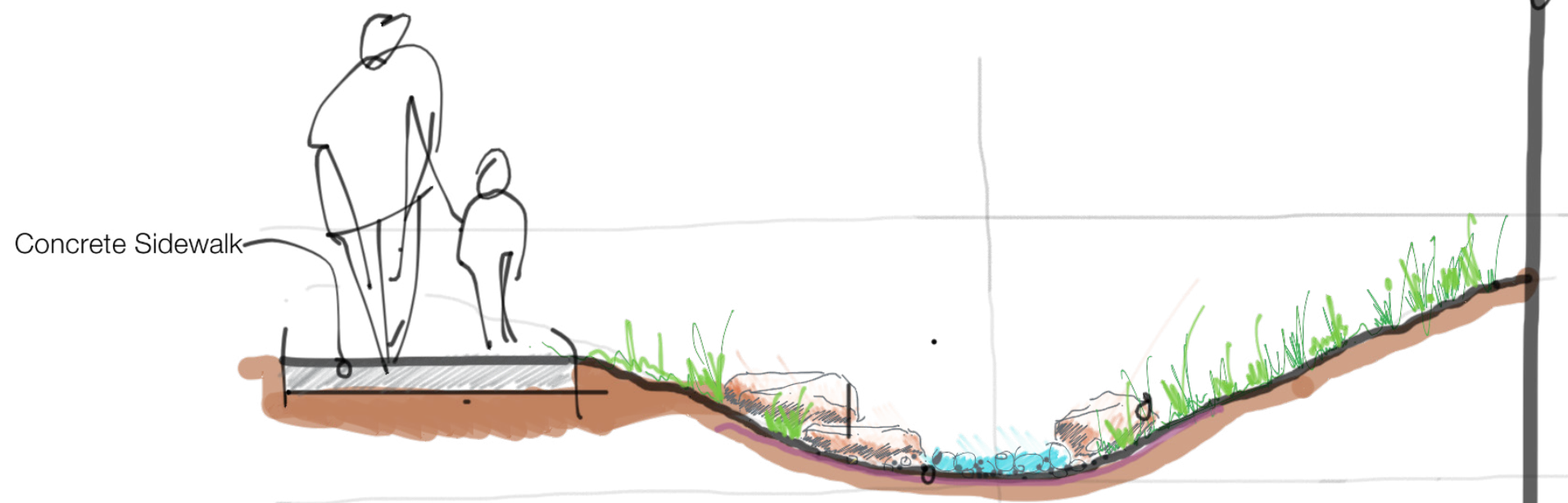
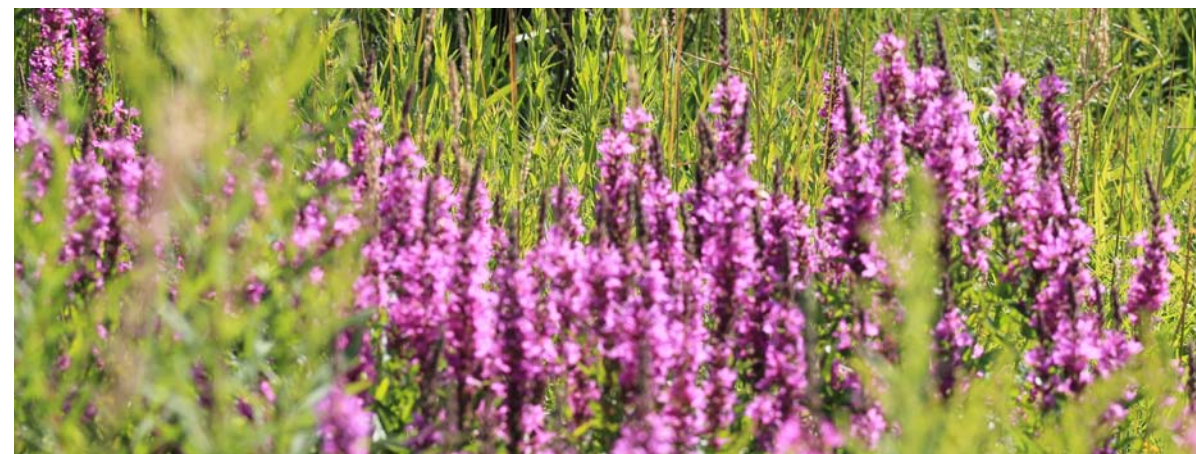
**36 HABITAT PRESERVATION**



- Protect dune habitats from invasive species
- Balance access to sensitive areas with need to protect them from overuse

Image Credit

Lower Left: <http://sw-marina.com/wp/>







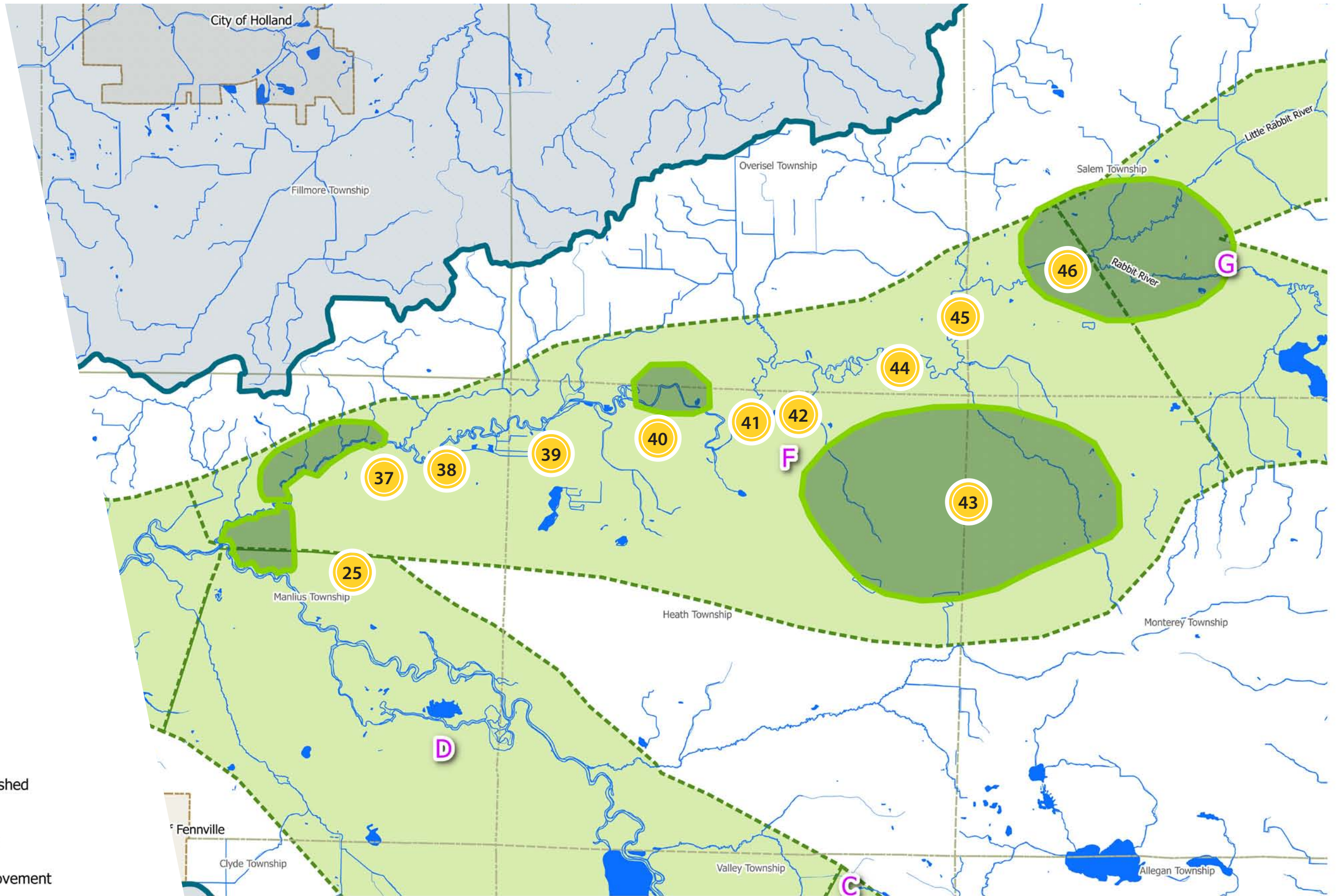
## SEGMENT F & G: RABBIT RIVER

Not very far upstream of New Richmond is rather different topography and land use, with heavier agricultural areas closer to the narrower river valley. While the greenway corridor is relatively narrow in this area, it should not limit the focus or scope of work to that narrow area; rather, plans should be sure to encompass all impacting areas. There is concern about the amount of sediment reaching streams, and in several locations small drains and tributaries should be repaired and have hydrology issues addressed. In many locations, best management practices, such as wider vegetated buffers, are needed between streams and farmland. These not only help to filter sediment and nutrients, but can help shade and keep water temperatures cooler, providing better habitat.

One area that remains privately held is known as the Junction, a nearly 270 acre tract of land at the mouth of the Rabbit River. The acquisition and preservation of this tract would help provide an important and outstanding link of habitat along the river. Following the river upstream from the Junction is a favorite stretch of river for paddling and fishing. Additional greenspace and parkspace along this corridor should be sought. There is a desire for increased trails and greenspace for a variety of recreational activities throughout the Rabbit River corridor.



# SECTION F: LOWER RABBIT RIVER MAP



## Legend

### Watershed Areas

- Kalamazoo River Watershed
- Other Watersheds in Allegan County
- Lower Kalamazoo River Greenway - Segments
- Proposed Area of Improvement

**25 LAND CONSERVATION**



- Work with private landowners to conserve habitat near the confluence of the rivers
- Balance access to sensitive areas with need to protect them from overuse

**39 AGRICULTURE BEST MANAGEMENT PRACTICES**



- Improve width and quality of stream buffer along river corridor and tributaries
- Implement practices that reduce sediment and nutrient loading within Rabbit River watershed

**42 TRESTLE BRIDGE**



- Find suitable location upstream of trestle bridge for barrier-free kayak launch

**45 COLD WATER FISHERIES**



- Protect coldwater fisheries in tributaries to Rabbit River
- Protect buffers and minimize impacts from development

**37 EROSION REPAIR**



- Address severe gully erosion along lower Rabbit River
- Address upstream hydrology with best management practices
- Stabilize where they meet the river

**40 EDUCATION IMPROVEMENTS**



- Add additional wayfinding and interpretive signage around Schumatt Park and trestle bridge area
- Focus on cultural and natural history topics of note
- Increase outdoor education at facilities like Rabbit River Preserve

**43 HIGH QUALITY & RARE HABITAT PRESERVATION**



- Protect areas of high quality habitat in Heath/Monterey Townships
- Fens, bogs, high quality forest
- Highest prevalence of rare or threatened species in the county
- Limit access to these sites and monitor for invasive species

**46 AGRICULTURE BEST MANAGEMENT PRACTICES**



- Improve width and quality of stream buffer along river corridor and tributaries
- Implement practices that reduce sediment and nutrient loading within Rabbit River watershed

**38 RECREATION IMPROVEMENTS**



- Improve river corridor for fishing and paddling activities
- Consider implementation of woody debris management plan in river while protecting tree canopies
- Ensure sufficient habitat for cold water fishery (warm water in appropriate tributaries)
- Follow management and development guidelines laid forth in Natural Rivers Act of 1970

**41 HABITAT PRESERVATION**



- Improve and protect important waterfront habitats
- Marshes, swamps, and floodplain forests such as those found at Rabbit River Preserve

**44 EROSION REPAIR**



- Address severe gully erosion along upper Rabbit River
- Address upstream hydrology with best management practices
- Stabilize where they meet the river

**Image Credit**

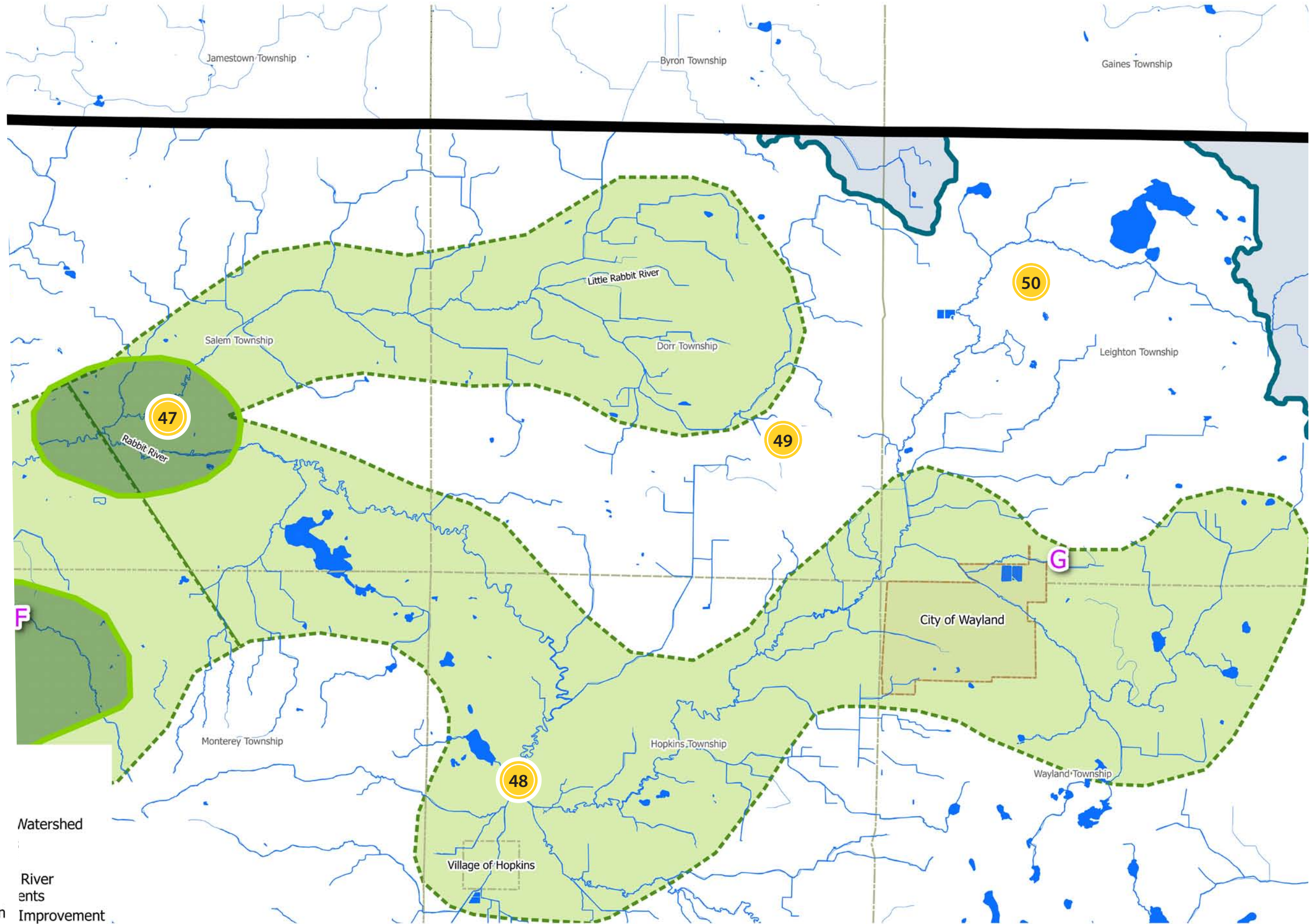
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Middle: <https://www.wataugakayak.com/river-kayaking/>

Right: <http://www.watersheddata.com/erosion-popup.aspx?rwndrnd=0.9500259624328464>







SECTION G: UPPER RABBIT RIVER MAP



Legend

Watershed Areas

-  Kalamazoo River Watershed
-  Other Watersheds in Allegan County
-  Lower Kalamazoo River Greenway - Segments
-  Proposed Area of Improvement

Watershed

River  
Segments

Improvement

**47 PARK & WATER ACCESS**



- Create park/water access to Rabbit River and/or Little Rabbit River in Salem Township

**48 COLD WATER FISHERIES**



- Protect coldwater fisheries in tributaries to Rabbit River
- Protect buffers and minimize impacts from development

**49 AGRICULTURE BEST MANAGEMENT PRACTICES**



- Encourage adaptation of BMPs, including cover crops, reduced tillage, and tile drain management.

**50 AGRICULTURE BEST MANAGEMENT PRACTICES**



- Improve width and quality of stream buffer along river corridor and tributaries
- Implement practices that reduce sediment and nutrient loading within Rabbit River watershed

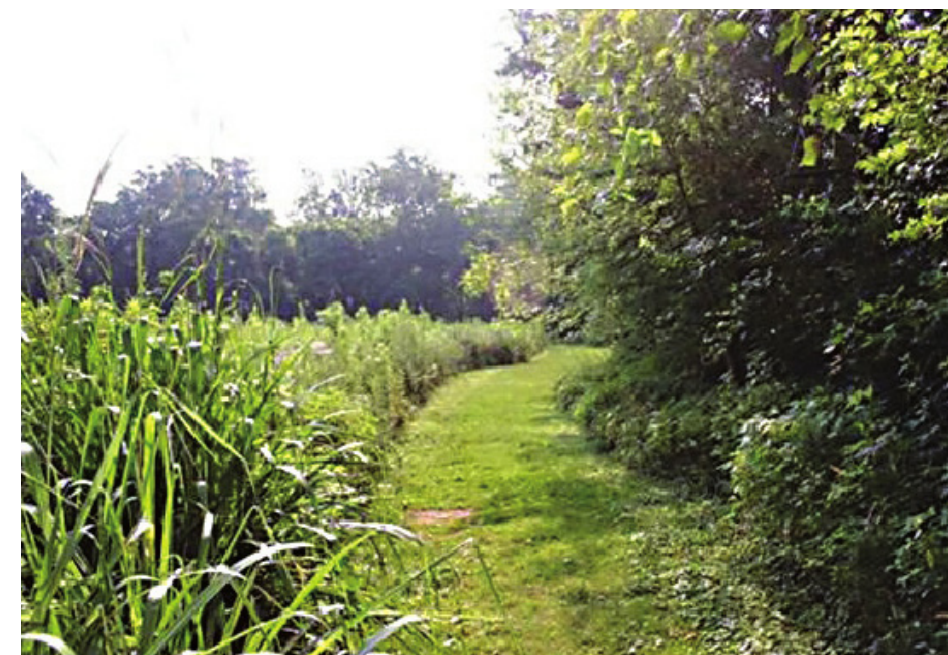
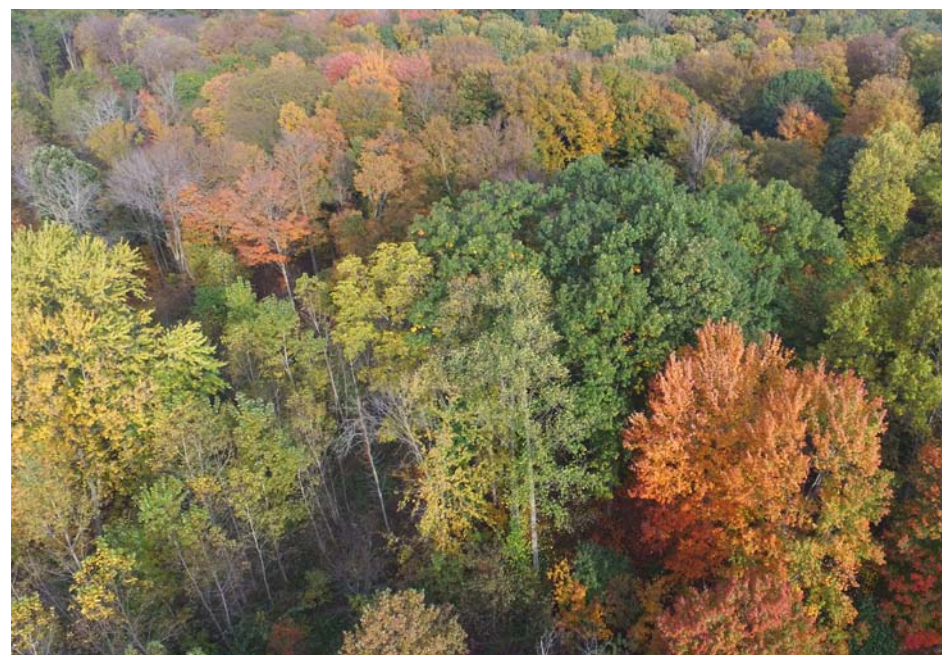


Image Credit

Left: <http://www.lax-a.net/es/escocia/dee/>

Lower Right: [https://www.researchgate.net/figure/Mowed-buffer-strip-separating-a-forest-from-agricultural-land-in-Italy\\_fig6\\_237421394](https://www.researchgate.net/figure/Mowed-buffer-strip-separating-a-forest-from-agricultural-land-in-Italy_fig6_237421394)

Upper Right: <https://catawbalds.org/clc-reopens-spencer-mt-river-access-canoekayak-launch/>







# FIRST STEPS

THE FUTURE OF THE KALAMAZOO RIVER GREENWAY

## FIRST STEPS

The implementation and success of this master plan will be both an evolving and an ongoing commitment by current and future partners. Therefore, the ODC recommends the following first steps.

- Present Lower Kalamazoo River Greenway Plan to units of government, organizations, and businesses
- Seek endorsements and obtain signed MOUs

After adoption of the plan, the implementation and coordination of future greenway efforts will be dependent on more detailed steps including:

- Establish a greenway network partnership team to oversee

collaborative efforts and select an entity to coordinate this group.

- Begin integration of the master plan into local planning discussions
- Leverage public and private funding to maximize investment in greenway projects
- Conduct a periodic review of the plan to update priorities and account for completed work.

These efforts will ensure that the Lower Kalamazoo River in Allegan County will be restored and available to communities for recreation, education, and conservation, while providing a legacy for future generations.

For additional information please contact the ODC Network at [odc@outdoordiscovery.org](mailto:odc@outdoordiscovery.org) or by calling 616-393-9453.







# ADDITIONAL RESOURCES

LEVERAGING COMPLETED STUDIES WITHIN THE LOWER KALAMAZOO RIVER GREENWAY

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#### WEB RESOURCES

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Army Corps of Engineers – Great Lakes and Ohio Division Environmental Operations: <https://www.lrd.usace.army.mil/Missions/Civil-Works/Environmental/GreatLakes%20Programs/GreatLakesRemedialActionPlan/>

EPA Allied Paper Superfund Site: <https://cumulis.epa.gov/supercpad/cursites/csitinfo.cfm?id=0502325>

Gun Lake Tribe Environmental Department: <https://gunlaketribe-nsn.gov/departments/administration/environmental/>

Kalamazoo River Watershed Council: <http://kalamazooriver.org/learn/plans/>

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Michigan State University – River Wildlife Toxicology Study – 2002-03: [http://www.riverwildlife.msu.edu/Pages\\_KRW/KRW\\_Overview.html](http://www.riverwildlife.msu.edu/Pages_KRW/KRW_Overview.html)

USGS – Kalamazoo River Gauge at New Richmond: <https://waterdata.usgs.gov/usa/nwis/uv?04108660>





# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Professional Services Agreement—Assessor Services

## DESCRIPTION

Attached is the professional services agreement for assessor services between the City of Saugatuck and Dianna McGrew. During the term of this agreement, which shall be a period from July 1, 2019 until June 30, 2022 unless sooner canceled, the City agrees to pay to the assessor for performance of the basic services set forth in Section I of the agreement. The amounts below reflect a 3% increase over the previous contract period amounts. Ms. McGrew's intent is to retire after June 30, 2022 therefore the City of Saugatuck will need to search for new assessing services prior to the expiration of this agreement if approved.

Total Contract Amount: \$96,849.21 to be paid:

Contract period 1—during the period July 1, 2019 through June 30, 2020 the sum of \$31,333.66 at a rate of \$2,611.13 per month.

Contract period 2—during the period July 1, 2019 through June 30, 2021 the sum of \$32,273.67 at a rate of \$2,689.47 per month.

Contract period 3—during the period July 1, 2021 through June 30, 2022 the sum of \$33,241.88 at a rate of \$2,770.16 per month.

## BUDGET ACTION REQUIRED

N/A

## COMMITTEE/COMMISSION RECOMMENDATION

N/A

## LEGAL REVIEW

Municipal attorney Jeff Sluggett has reviewed and approved the attached agreement.

## SAMPLE MOTION:

Motion to **approve/deny** the Professional Services Agreement for Assessor Services dated June, 10, 2019 as presented.

# INDEPENDENT CONTRACTOR AGREEMENT FOR PROFESSIONAL ASSESSOR SERVICES

THIS AGREEMENT ("Agreement"), made and entered into this 10th day of June 2019 by and between the CITY OF SAUGATUCK, a Michigan Municipal Corporation, 102 Butler St, Saugatuck, MI 49453, hereinafter referred to as "CITY," and, Dianna McGrew hereinafter referred to as "ASSESSOR."

## WITNESSETH:

WHEREAS, it is the intent of the City to retain Dianna McGrew to perform the duties as its certified assessor as an independent contractor; and

WHEREAS, the parties wish, by this Agreement, to define their respective rights and responsibilities during the term of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants herein expressed, **IT IS HEREBY AGREED** by and between the parties hereto as follows:

### SECTION I: BASIC SERVICES OF THE ASSESSOR

The following are deemed services or requirements included in the compensation of the Assessor under Section III: Payment unless otherwise stated:

#### **1.1 General Duties:**

The Assessor shall be required to perform all duties of an assessor pursuant to Michigan statute and law, and all other rules and guidelines established for the proper performance of said position, and as same may be from time to time amended, while this agreement is in effect, and shall conduct and perform same in accordance with all applicable standards of professional conduct required of such assessors. Said duties shall include without limitation any and all requirements made effective or promulgated under MI Public Act 415 of 1994 and MI Public Act 206 of 1893. In the event material changes in the laws, statutes, rules, guidelines or City Charter during the term of this Agreement result in a substantial additional work burden on the Assessor, then the Assessor and City shall renegotiate the compensation paid pursuant to the terms and provisions of this Agreement. For purposes of this paragraph, the term "substantial additional work burden" shall be determined to exist by mutual agreement of the parties to this Agreement. It is expressly understood that the City shall designate the City Manager as the responsible director of the Assessor.

#### **1.2 Office Hours:**

During the term hereof, the Assessor shall maintain office hours at the Saugatuck City Hall at the above address, as follows:

- A. The Assessor shall devote at least one day (8hrs), each week to maintaining office hours at the Saugatuck City Hall for public appointments during regular City Hall business hours. The parties shall specifically agree upon a regular schedule for the maintenance of such office hours. In the event the Assessor is unable to be present for office hours on the appointed days, Assessor shall notify the City of the fact as soon as is reasonably practicable and an alternative day shall be substituted.
- B. Days spent at the Small Claims Division of the MI Tax Tribunal shall count as office days.

- C. If specified office days of the Assessor fall on a day recognized as a holiday for City employees, then it will be recognized as a holiday by the Assessor, however, an alternate day agreeable to both parties shall be substituted.

**1.3 Public Relations/Customer Service:**

The Assessor shall work with and advise property owners in the ad valorem taxation system in an attempt to eliminate adversarial situations and establish positive public relations. The parties acknowledge that holding specific office hours for the public is valuable in the process of providing high-quality customer service. The City wants to ensure that members of the public and City staff that need information from the Assessor, or wish to speak to the Assessor, are able to do so on a relatively convenient basis. In that regard, in addition to the hours specified in Paragraph 1.2, the Assessor agrees to contact residents and City staff members beyond normal office hours as appropriate to address assessment-related concerns. Phone calls, answers to emails and faxes will be responded to in a timely manner, typically expected within 48 hours of receipt by the Assessor.

**1.4 New Construction/Loss Adjustment:**

During the term of this Agreement, the Assessor shall observe all new construction and real estate improvements and will review all building permits. A copy of all building permits shall be provided for the Assessor's use. All permits shall be provided to the Assessor with the correct address and/or permanent parcel identification number entered thereon. Likewise, the Assessor shall observe damaged or destroyed properties with respect to the making of any loss adjustments as shall be necessary in the performance Assessor's duties.

**1.5 Economic Condition Factors (ECF):**

During the term hereof, the Assessor shall review and prepare land values and economic condition factors (ECF) by areas and apply these factors to property records so that the current assessment is reflected as 50% of true cash value on the assessment record or as otherwise required by law.

**1.6 "Proposal A" Requirements:**

The requirements of Michigan Public Act 415 of 1994 and all related property tax reform legislation amendments and updates shall be followed and monitored as required. This includes by example the filing of all associated forms/reports to fulfill the following requirements:

- A. Approve or deny Principal Resident Exemptions (P.R.E).
- B. Track property transfer affidavits, matching them with deeds
- C. Apportion the P.R.E portion of a combination-use building
- D. Determine the P.R.E status of parcels resulting when P.R.E parcels are split or combined
- E. Calculate both assessed and tentative taxable values for all parcels, taking into consideration losses, new construction and replacement in any given year.

**1.7 Assessment Roll Preparation:**

The Assessor shall enter the assessments onto the Ad Valorem assessment roll and prepare and sign the warrant authorizing the collection of taxes by the City Treasurer. The Assessor, in cooperation with the City Treasurer shall also enter any delinquent payments onto the appropriate rolls. The Assessor shall be responsible for the preparation of special assessment rolls.

**1.8 Board of Review:**

The Assessor shall be available during the March Board of Review sessions to assist Board members as needed. March Board of Review sessions shall be scheduled as provided in the General Property Tax Act (Act 206), within the time limits prescribed by law. The Assessor shall provide adequate information to the Board of Review members as to how the assessments, capped and taxable values were determined to allow them to determine how best to decide a taxpayer's appeal.

The Assessor shall be available during the July and December Board of Review sessions to assist Board members as needed. July and December Boards of Review sessions shall be scheduled as provided in the General Property Tax Act (Act 206), within the time limits prescribed by law. The Assessor shall provide adequate information to the Board of Review members to conduct the business required during these sessions.

**1.9 Sales and Appraisal Studies:**

The Assessor shall monitor property sales activity in the City and shall develop and prepare neighborhood sales studies using available data and evaluate all equalization and/or appraisal studies and respond as appropriate.

**1.10 Forms/Reports:**

The Assessor shall file all forms/reports with the Allegan County Equalization Department, State Tax Commission and other agencies and entities, as required, in a timely manner.

**1.11 Defense of Appeals:**

This Section shall apply to real, personal, and ad valorem property tax appeals.

The City shall retain ultimate control of all litigation and settlement negotiations and Assessor shall operate under the direction of the City in any litigation regarding a tax appeal, including appeals to the Small Claims Division. Any appeal to the MI Tax Tribunal or State Tax Commission may result in the City obtaining competent legal counsel at its expense.

The Assessor shall defend all appeals to the Small Claims Division of the MI Tax Tribunal. This shall include, but not be limited to, filing necessary petitions, preparing and submitting such material, statistics and other information as is necessary to properly defend any such appeal, and appearing at hearings and meetings as are required for the purpose of defending said appeal. All of the foregoing regarding appeals to the Small Claims Division is deemed to be included in the services compensated pursuant to the terms and provisions of this Agreement. Mileage expenses for out-of-City travel required for appearance at the Small Claims Division of the MI Tax Tribunal shall be reimbursed at the rate per mile recognized by City policy for business use of an automobile.

In all other potential appeals to the MI Tax Tribunal or State Tax Commission, Assessor shall provide as part of the services included under the terms and provisions of this Agreement such time and effort as is necessary to properly provide to City information, documents, analysis and advice as may be required in the determination of the Assessor or the City to forestall the formal filing of an appeal or to settle a disputed case up to the date of the filing of a petition appealing a decision of the City or any of its agencies or boards to the MI Tax Tribunal or State Tax Commission. After the filing of said petition the Assessor shall be available to the City for such

further assistance as is required by the City in the defense of such appeal and shall be compensated for same as agreed by the City on a case-by-case basis. The Assessor shall be available as an

expert witness on behalf of the City in any proceedings. Mileage expenses for out-of-City travel required for appearance at Tax Tribunal hearings or State Tax Commission hearings shall be reimbursed at the rate per mile recognized by City policy for business use of an automobile. Assessor shall keep the City Manager informed of all appeals and provide the City Manager with any recommendation regarding said proceedings, the manner in which same are to be handled, any proposed settlement and like advice.

The provisions of Paragraph 1.11 regarding appeals shall be and are hereby incorporated regarding any appeal of a personal property tax assessment.

**1.12 Personal Property Statements:**

The Assessor shall prepare and maintain the mailing list for personal property tax statements and maintain records for personal property including data entry and calculation of depreciated values and their extension within each statement. The Assessor may perform random personal property audits when warranted by questionable data or lack of submitted data.

**1.13 Equalization Increases:**

The Assessor shall strive to eliminate across-the-board increases in property values by applying any increases received through the Allegan County Equalization Department to appropriate areas by using the economic condition factors hereinabove described, by adjustment of individual property assessments to 50% of true cash value, or as required by the State Tax Commission, in order to achieve maximum equity by class, and in accordance with the latest laws and regulations then in force.

**1.14 Assessor Certification:**

The Assessor shall be certified as a Level II Assessor or higher.

**1.15 Transportation and Equipment:**

The Assessor shall provide all necessary transportation and field equipment to perform the services and meet the requirements of this Agreement.

**1.16 Indemnification/Employment:**

The Assessor hereto acknowledges that in the performance of the duties hereunder shall be considered a contract employee of the City. The City shall not be responsible for worker's compensation, unemployment compensation or withholding.

**1.17 Security of Information:**

If any documents, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications or other products or materials are held in the possession of the Assessor outside of the City offices, then Assessor shall be under an affirmative duty to provide adequate security to safeguard said materials from fire, theft and other hazards of a like nature or type, while same are in possession of the Assessor.



## **SECTION II: TERM OF AGREEMENT**

### **2.1 Contract Period:**

The Assessor shall commence performance of the services herein required on July 1, 2019. Unless sooner terminated, this Agreement shall, by its terms, expire June 30th, 2022.

### **2.2 Mutual Right of Termination:**

Either party may terminate this Agreement upon thirty (30) days written notice to the other. This right of termination is specifically exercisable at the sole discretion of either party, and requires no just cause nor other reason or justification for the exercise thereof. The effective date of such termination shall be thirty (30) days from the date of mailing of such notice by certified mail/return receipt requested.

### **2.3 Termination for Cause or Breach:**

Notwithstanding anything to the contrary on this Agreement, either party may immediately terminate this Agreement in the event of material breach by the other.

### **2.4 Notice of Termination:**

Upon receipt of notice of termination or upon termination of this Agreement by expiration of its term, the Assessor shall immediately deliver to the City copies of all data, paper and computer files, drawings, specifications, reports, value estimates, summaries and other information and materials as may have been accumulated by the Assessor in performing the Agreement, whether completed or in process and same shall be in unaltered form, readable by the City.

### **2.5 Amendment:**

Nothing herein contained shall be construed to limit or abrogate the rights of the parties to modify or amend this Agreement at any time hereafter, provided however, that no such amendment or modification shall be effective unless in writing and duly executed by both parties hereto, through their authorized representatives.

## **SECTION III: PAYMENT**

### **3.1 Compensation for Basic Services:**

During the term of this Agreement, which shall be a period from July 1, 2019 until June 30, 2022 unless sooner canceled or terminated under the provisions of Section II herein, the City agrees to pay to the Assessor for performance of the Basic Services set forth in Section I of this Agreement as follows:

Total Contract Amount: \$96,849.21 to be paid:

Contract period 1—during the period July 1, 2019 through June 30, 2020 the sum of \$31,333.66 at a rate of \$2,611.13 per month.

Contract period 2—during the period July 1, 2019 through June 30, 2021 the sum of \$32,273.67 at a rate of \$2,689.47 per month.

Contract period 3—during the period July 1, 2021 through June 30, 2022 the sum of \$33,241.88 at a rate of \$2,770.16 per month.

**3.3 Proration of Payments on 30-Day Termination:**

In the event this Agreement is terminated pursuant to Paragraph 3.2, City shall pay Assessor to the date of termination on a prorated daily basis for any part of a month for which services have been rendered by Assessor and for which no compensation has been received.

**SECTION IV: CITY RESPONSIBILITIES**

**4.1 Basic Data:**

The City shall provide access to Assessor to property description files as currently exist as of the date of execution of this Agreement, containing initial information such as property parcel number, legal description, owner and address information, as well as all data that the City may possess concerning such properties (i.e. measurements, sketches, photographs, deeds, easements, etc.)

**4.2 Office Equipment:**

The City shall provide the Assessor with appropriate tax parcel maps, office space and furniture, telephone, voice mail, desktop computer, printers, copying machine, fax machine, digital camera and office supplies (as defined in Paragraph 4.5) as are reasonably needed during the duration of this Agreement. The Assessor acknowledges that some of the equipment (i.e. fax, printers, digital camera, copying machine) is shared among all City administrative office personnel and the Assessor will not have exclusive use of such equipment.

The Assessor shall have access to the City's computer network for the use of the following software products: BS&A Equalizer Assessing & Tax modules; Microsoft Office including Outlook e-mail system. The Assessor shall not use any other software within the City's network or download or upload any software to the City's network, except with the City's prior written approval. The Assessor agrees that City equipment shall be used only for the purposes of fulfilling Assessor's obligations under this Agreement and shall not be used for personal reasons or to conduct other business not authorized under this Agreement.

**4.3 Computer:**

The City shall supply computer hardware, software and peripherals to perform property pricing and valuations. The City shall maintain the hardware, software and peripheral equipment. The City shall back up the system on a daily basis with alternate tapes or disks. Any data loss not due to the negligence of the Assessor as a result of hardware or software malfunction will be replaced at the City's expense.

**4.4 Map Maintenance/Tax Roll Printing:**

The City shall assume the responsibility for printing, stuffing and mailing of the assessment change notices, assessment rolls, tax bills, etc. during the term of this Agreement. The City, through its agreement with the Allegan County Mapping Department, shall assume the maintenance and updating of any parcel maps. The Assessor shall utilize such maps to develop and maintain land value maps showing dates of property sales, sale amounts and ratio to the current estimated value of the property.

**4.5 Office Supplies:**

The City shall provide the Assessor with office supplies, including computer paper, file folders, hanging folders, assessment notices and forms, postage and such other supplies as shall be necessary for the performance of Assessor's responsibilities hereunder.

**4.6 Legal Counsel:**

The City shall supply legal counsel, at its expense, for Small Claims and full MI Tax Tribunal hearings, should the need arise.

**SECTION V: MISCELLANEOUS PROVISIONS**

**5.1 Relationship between City and Assessor:**

In the fulfillment of the services provided herein the Assessor and Assessor's employees, agents and officers shall at all times be deemed in a relationship of independent contractor to the City.

**5.2 Non-Assignability:**

The parties to this Agreement acknowledge that, inasmuch as the Agreement is in the nature of a Personal Services Contract, and as the City's decision to contract with the Assessor is based in part on the perceived expertise and ability of the Assessor, it is agreed that the Assessor's duties and obligations hereunder shall not be assigned, transferred nor conveyed without the advance written approval of the City. Nothing in this Agreement shall prevent the Assessor from employing such employees or agents, as Assessor shall deem reasonably necessary to assist the Assessor in the performance of obligations under this Agreement.

**5.3 Professional Standards:**

The Assessor shall be responsible, to the highest levels of competency presently maintained by other practicing professional assessors and appraisers, for the professional and technical soundness, accuracy and adequacy of property valuations, drawings, property inspection data and all other work and materials furnished under this Agreement. At the time of commencement of performance, Assessor shall be properly certified, equipped, organized and financed to perform the services required by this Agreement. Subject to compliance with the requirements of this Agreement, the Assessor shall work independently.

**5.4 Ownership of Documents:**

All documents, electronic data, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications and other information, products or materials produced or held by the Assessor, of whatsoever nature or type, in connection with this Agreement shall be the sole property of the City with the City having sole and exclusive right, title and interest in any and all records, compilation, documents, papers, maps or manuscripts pertaining to or prepared pursuant to this Agreement. All of the foregoing shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if any of the foregoing prepared by the Assessor is used for purposes other than those intended by this Agreement, the City does so at its sole risk and agrees to hold Assessor harmless for such use. All services performed under this Agreement shall be conducted solely for the benefit of the City and will not be used for any other purpose by Assessor without written consent of the City. Any information relating to the services shall not be released without the written permission of the City. The Assessor shall act and preserve the confidentiality of all City documents and data accessed for use in Assessor's work

products to the extent allowed or required by law. Any requests for information under the Freedom of Information Act shall be immediately forwarded to the City Manager for a proper determination of the response to be provided and the Assessor shall cooperate with the City in preparing any response.

**5.5 Validity:**

If any paragraph or provision of this Agreement shall be determined to be unenforceable or invalid by any court of competent jurisdiction, such provision shall be severed and the remainder of this contract shall remain in force.

**5.6 Controlling Law/Venue:**

This Agreement is to be governed by the laws of the State of Michigan. It is mutually agreed that, in the event of any proceeding, at law or at equity, arising under this Agreement or breach thereof, that the venue of any such action shall be in the County of Allegan and the State of Michigan.

**5.7 Authorization:**

The respective signatories hereto expressly acknowledge that this Agreement is made and entered into with full authority of the Saugatuck City Council and Dianna McGrew and that the persons executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement by said Council and said Assessor.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals the day and year first above written.

**Witnesses:**

\_\_\_\_\_  
  
\_\_\_\_\_

**CITY OF SAUGATUCK, MICHIGAN:**

By: \_\_\_\_\_  
Ken Trester, Mayor

By: \_\_\_\_\_  
Monica Nagel, City Clerk

**Witness:**

\_\_\_\_\_

**ASSESSOR NAME**

By: \_\_\_\_\_  
Dianna McGrew



# City Council Agenda Item Report

---

City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** June 10, 2019

**SUBJECT:** Special Event Application (Waterfront Invitational Art Fair)

**DESCRIPTION:**

Special event application submitted from the Saugatuck Douglas Art Club to hold a Waterfront Invitational Art Fair in Cook Park on July 6, 2019.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** special event application from the Saugatuck Douglas Art Club to hold a Waterfront Invitational Art Fair in Cook Park on July 6, 2019 contingent on applicant signing the letter of understanding.



**2019 Waterfront Invitational Art Fair**  
**Letter of Understanding**

May 10, 2019

Saugatuck Douglas Art Club  
P.O. Box 176  
Saugatuck, MI 49453

**Re: Letter of Understanding**

Dear Mr. Lowe:

This Letter of Understanding (“Letter”) is intended to memorialize the City of Saugatuck’s understanding with respect to **Saugatuck Douglas Art Club’s** (“Applicant”) proposal to hold, operate and conduct a **Waterfront Invitational Art Fair** within the City on **Saturday, July 6, 2019** (“Event”).

The Special Event Application and associated materials dated March 20, 2019 (collectively, the “Application”) to the City which has been reviewed by the City Council. After due consideration, the City Council has approved that Application subject to Applicant’s willingness to sign this Letter. This Letter shall be construed to incorporate and include the Application as well as the materials attached thereto. In the event of a conflict between the terms of this Letter and the Application, the terms of this Letter shall control.

In granting approval for the event, the City is consenting to the use of **Cook Park**. In addition, the City agrees that, subject to compliance with this Letter, the City shall provide the following at its cost for the Event:

- Three (3) portable toilets located across from Saugatuck City Hall near Jones Memorial Park for the event.
- Eight (8) trash receptacles at event site.
- Use of any City owned electrical outlets/services in event location. City does not supply electrical extension cords. *\*It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed.*

In exchange for the City's approval and commitments as set forth above, Applicant agrees to the following:

- Attend a pre-event planning meeting if requested by City.
- Manage vendor parking in a manner that encourages off-site parking to minimize downtown congestion.
- Compensate the City \$5 for each vendor with a single space and \$15 for each vendor with a double space.
- Compliance with all adopted local, county and state codes, regulations, and laws including applying for and obtaining any required state or county alcohol/food service permits.
- No later than five (5) business days prior to the Event, Applicant shall receive written approval of the Allegan County Sheriff's Office (ACSO) and the Saugatuck Township Fire District (STFD). Failure to receive approval from the ACSO & STFD) will result in cancellation of the Event.
- Provide adequate event personnel for the safety and well-being of attendees.
- No later than five (5) business days prior to the Event, Applicant shall provide to the City Clerk a valid certificate of insurance for the Event with a minimum of \$1,000,000 per occurrence. Without limiting the foregoing, the certificate must identify the City as additional insured. All special events that involve the approved sale and consumption of alcoholic beverage must provide a liquor liability endorsement coverage limit of no less than \$1,000,000 for each occurrence. Failure to produce a valid Certificate of Insurance will result in cancellation of the Event.
- Return the area(s) to a condition similar to that prior to use immediately after Event. Applicant may be charged a cleanup fee if property is left in an unreasonable disorderly condition. Any damage to underground utilities or irrigation system will be the responsibility of Applicant.
- The City of Saugatuck may cancel or postpone Event for any condition affecting the public health or safety of the city or any condition that would place parks, facilities or other property at risk of damage or destruction if the Event were permitted to take place.

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

Sincerely,

CITY OF SAUGATUCK

Date: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Ken Trester, Mayor

Date: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Monica Nagel, City Clerk

The foregoing accurately reflects the understanding and our agreement with respect to our proposal to hold, operate and conduct the Event in the City of Saugatuck.

Saugatuck Douglas Art Club

Date: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_



City of  
**Saugatuck**  
EST. 1868

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

<b>Council Action</b>
_____ 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 Art club TELEPHONE: 616 827 7366  
MAILING ADDRESS: P.O. Box 176 Saugatuck MI 49453  
CONTACT NAME: Aron Lowe TELEPHONE: 616 827 7366  
E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 206 9893  
art club@saugatuckdouglasartclub.org

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Aron Lowe TELEPHONE: 616  
E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 206 9898

#### EVENT INFORMATION

NAME OF EVENT: Waterfront Invitational Art fair DATE(S) OF EVENT: Sat., July 6th, 2019  
PURPOSE OF EVENT: Fine Arts fair RAIN DATE: None

Non-Profit     For-Profit     City Operated/Sponsored     Co-Sponsored  
 Marathon/Race     Festival/Fair     Video/Film Production     Other \_\_\_\_\_  
EVENT LOCATION: Cook Park EVENT HOURS: 10 am - 5 pm 6 am - 7 pm w/ set-up take down

ESTIMATED NUMBER OF ATTENDEES: 8000

ESTIMATED NUMBER OF VOLUNTEERS: 30

ESTIMATE DATE / TIME FOR SET-UP: 7/6/19 6-10  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/6/19 5-7  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 *vendor will provide.*

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: 7 (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): Lake st. + Bluestar, Holland st. + Bluestar, Allegan st.  
Description of signs: "Vendor Parking" (1), "fair today" (2)  
(Signs at event site cannot be displayed prior to day of the event and must be 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 70-80  
 AWNINGS - QUANTITY \_\_\_\_\_  TABLES - QUANTITY \_\_\_\_\_  
 PORTABLE TOILETS - QUANTITY Arranged by city.

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

If yes, where do you propose your vendors park? Saugatuck CRC

Will the Interurban be utilized?  Yes  No Time(s) 6-10 am, 5-7 pm

**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 5  BARRICADES – QUANTITY 2

TRAFFIC CONES – QUANTITY \_\_\_\_\_  PARKING SIGNS – QUANTITY \_\_\_\_\_

FENCING  WATER  ELECTRIC  RESTROOM CLEANING

OTHER No parking water st., Barricades at mason + water (1), culvert + water (1) (Butter)

**POLICE DEPARTMENT**

APPROVED  DENIED

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

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times Traffic @ barricade, at mason + water st.

Other (describe): 6-10 am

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

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

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

Street closure date/time: 7/6/19 6-9am + 5-7pm  A.M.  P.M.

Street re-open date/time: 7/6/19 9am - 5:00 + 7pm onwards.  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.

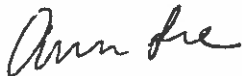
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

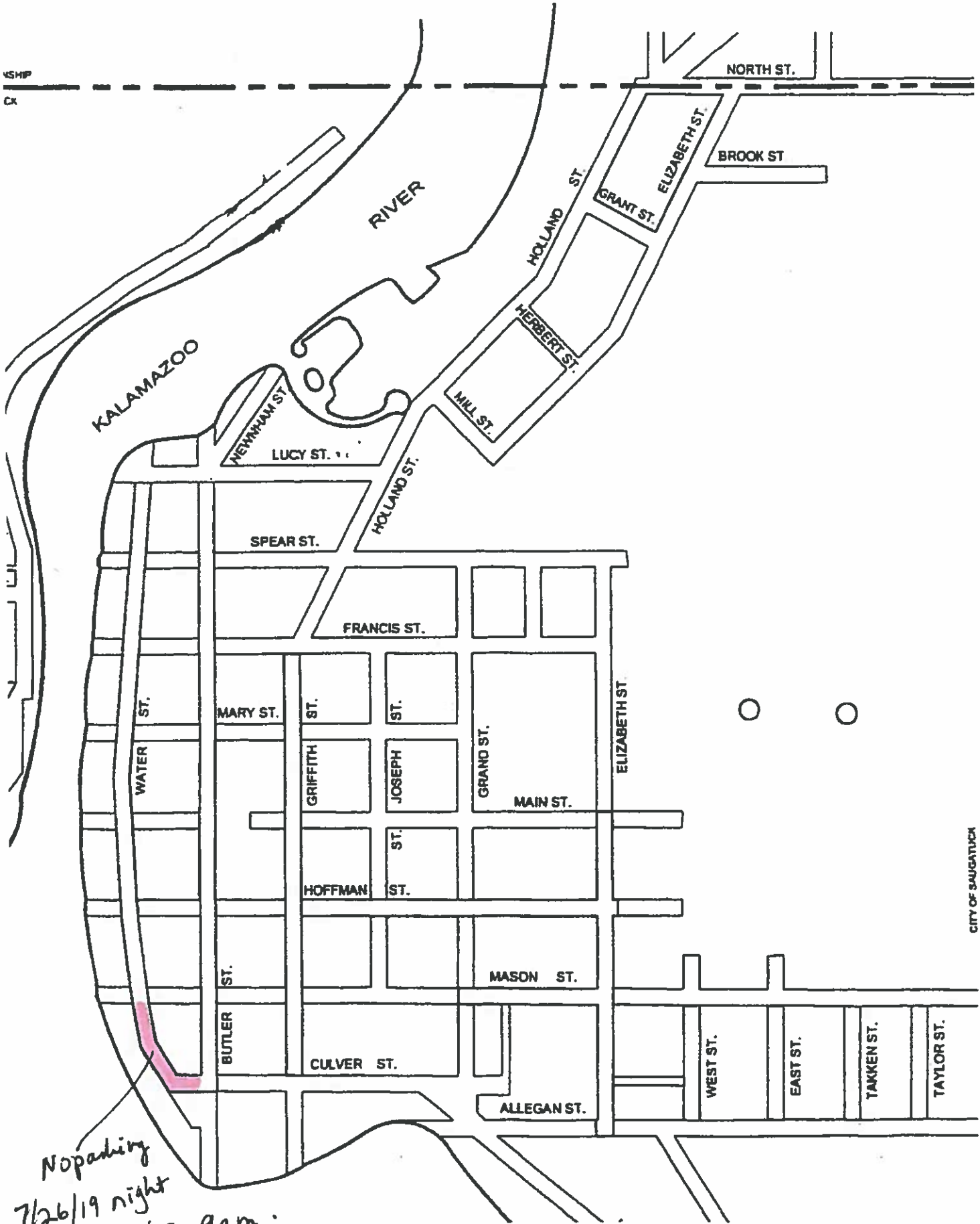


Applicant Signature

3-20-19

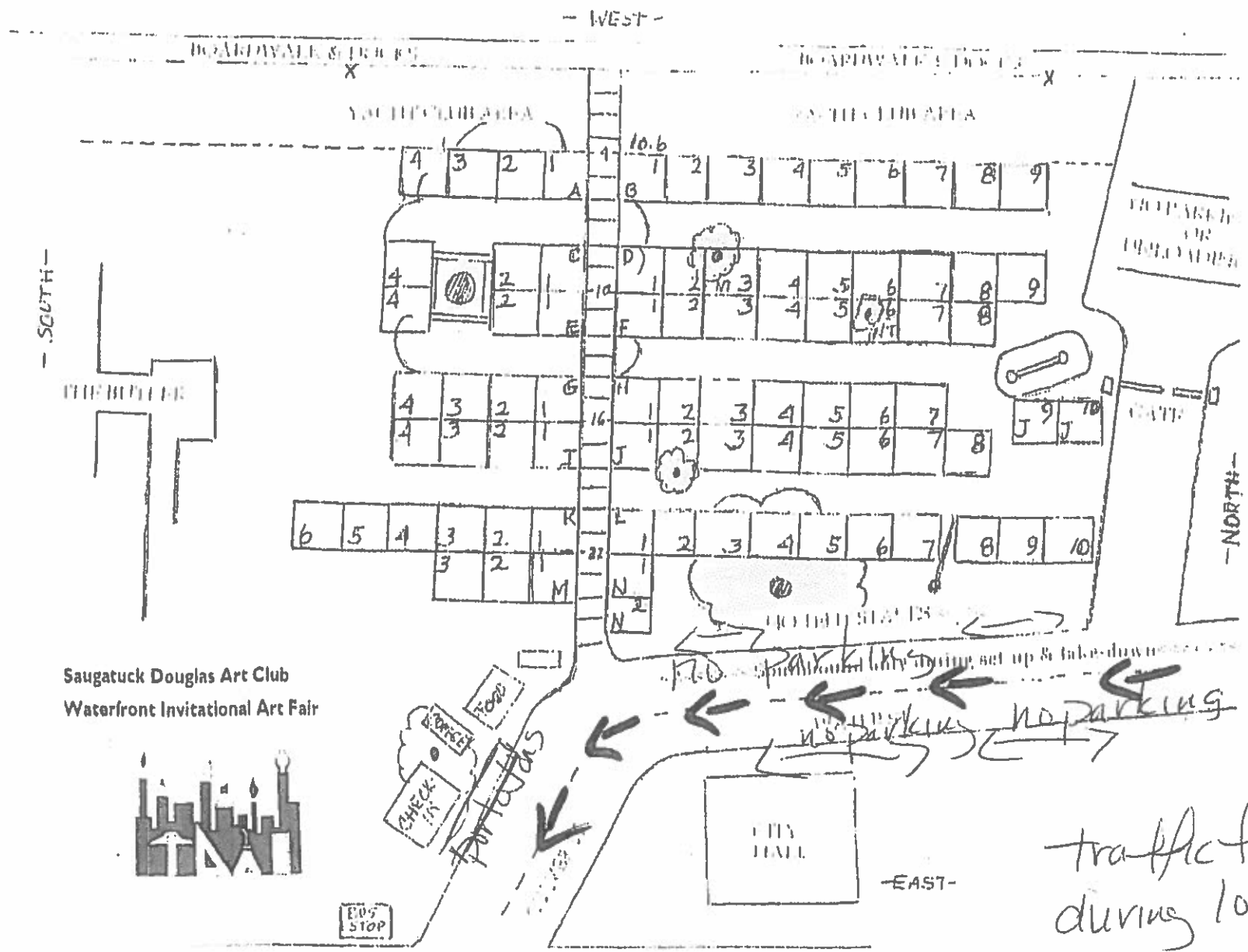
Date

# Downtown Street / Sidewalk Closure(s)



No parking  
7/26/19 night  
to 7/27/19 9am.

CITY OF SAUGATUCK



Saugatuck Douglas Art Club  
Waterfront Invitational Art Fair



traffic flow  
during load-unload



# City Council Agenda Item Report

---

City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** June 10, 2019

**SUBJECT:** Special Event Application (Village Square Art Fair)

**DESCRIPTION:**

Special event application submitted from the Saugatuck Douglas Art Club to hold a Village Square Art Fair in Village Square Park on July 27, 2019.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** special event application from the Saugatuck Douglas Art Club to hold a Village Square Art Fair in Village Square Park on July 27, 2019 contingent on applicant signing the letter of understanding.



**2019 Village Square Art Fair**  
**Letter of Understanding**

May 10, 2019

Saugatuck Douglas Art Club  
P.O. Box 176  
Saugatuck, MI 49453

**Re: Letter of Understanding**

Dear Mr. Lowe:

This Letter of Understanding (“Letter”) is intended to memorialize the City of Saugatuck’s understanding with respect to **Saugatuck Douglas Art Club’s** (“Applicant”) proposal to hold, operate and conduct a **Village Square Art Fair** within the City on **Saturday, July 27, 2019** (“Event”).

The Special Event Application and associated materials dated March 20, 2019 (collectively, the “Application”) to the City which has been reviewed by the City Council. After due consideration, the City Council has approved that Application subject to Applicant’s willingness to sign this Letter. This Letter shall be construed to incorporate and include the Application as well as the materials attached thereto. In the event of a conflict between the terms of this Letter and the Application, the terms of this Letter shall control.

In granting approval for the event, the City is consenting to the use of **Village Square Park**. In addition, the City agrees that, subject to compliance with this Letter, the City shall provide the following at its cost for the Event:

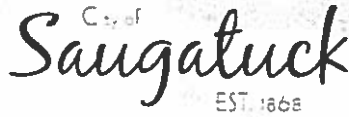
- Eight (8) trash receptacles at event site.
- Use of any City owned electrical outlets/services in event location. City does not supply electrical extension cords. *\*It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed.*

In exchange for the City’s approval and commitments as set forth above, Applicant agrees to the following:

- Attend a pre-event planning meeting if requested by City.



- Manage vendor parking in a manner that encourages off-site parking to minimize downtown congestion.
- Compensate the City \$5 for each vendor with a single space and \$15 for each vendor with a double space.
- Compliance with all adopted local, county and state codes, regulations, and laws including applying for and obtaining any required state or county alcohol/food service permits.
- No later than five (5) business days prior to the Event, Applicant shall receive written approval of the Allegan County Sheriff's Office (ACSO) and the Saugatuck Township Fire District (STFD). Failure to receive approval from the ACSO & STFD) will result in cancellation of the Event.
- Provide adequate event personnel for the safety and well-being of attendees.
- No later than five (5) business days prior to the Event, Applicant shall provide to the City Clerk a valid certificate of insurance for the Event with a minimum of \$1,000,000 per occurrence. Without limiting the foregoing, the certificate must identify the City as additional insured. All special events that involve the approved sale and consumption of alcoholic beverage must provide a liquor liability endorsement coverage limit of no less than \$1,000,000 for each occurrence. Failure to produce a valid Certificate of Insurance will result in cancellation of the Event.
- Return the area(s) to a condition similar to that prior to use immediately after Event. Applicant may be charged a cleanup fee if property is left in an unreasonable disorderly condition. Any damage to underground utilities or irrigation system will be the responsibility of Applicant.
- The City of Saugatuck may cancel or postpone Event for any condition affecting the public health or safety of the city or any condition that would place parks, facilities or other property at risk of damage or destruction if the Event were permitted to take place.



102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-257-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

Council Action
<input type="checkbox"/> Approved
<input type="checkbox"/> 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 Art Club TELEPHONE: 616 827 7366  
 MAILING ADDRESS: P.O. Box 176 Saugatuck, MI 49453  
 CONTACT NAME: Aron Lowe TELEPHONE: 616 827 7366  
 E-MAIL ADDRESS: artclub@saugatuckdouglasartclub.org CELL PHONE: 616 206 9893

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Aron Lowe TELEPHONE: \_\_\_\_\_  
 E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 206 9893

#### EVENT INFORMATION

NAME OF EVENT: Village Square Art + Crafts Fair DATE(S) OF EVENT: Sat. July 27, 2019  
 PURPOSE OF EVENT: Art fair RAIN DATE: None

- |  |   |  |                                       |
|--|---|--|---------------------------------------|
| <input checked="" 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 checked="" type="checkbox"/> Festival/Fair | <input type="checkbox"/> Video/Film Production   | <input type="checkbox"/> Other _____  |

EVENT LOCATION: Village Square Parks EVENT HOURS: 10-5  
6am-7pm  
including setup + takedown

ESTIMATED NUMBER OF ATTENDEES: 8000

ESTIMATED NUMBER OF VOLUNTEERS: 42

ESTIMATE DATE / TIME FOR SET-UP: 7/27/19 6-10  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/27/19 5-7  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 *vendo will provide*

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: 7 (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): Lake St. + Bluestar (1), Hollander St. + Bluestar (1), Allegan St. (1)  
Description of signs: "Vendor parking" (1) "Fair today" (2)  
(Signs at event site cannot be displayed prior to day of the event and must be 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 100

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 CRC

Will the Interurban be utilized?  Yes  No Time(s) 6-10 am, 5-7 pm

**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 3 additional  BARRICADES - QUANTITY 2

TRAFFIC CONES - QUANTITY \_\_\_\_\_  PARKING SIGNS - QUANTITY \_\_\_\_\_

FENCING  WATER  ELECTRIC  RESTROOM CLEANING

OTHER Barricades at Butler + Hoffman (1), Butler + mang (1)

**POLICE DEPARTMENT**

APPROVED  DENIED

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

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times Traffic at barricade at Butler + mang 6-9am, 5-7pm

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: 7/27/19 6-9am + 5-7pm  A.M.  P.M.

Street re-open date/time: 7/27/19 9am-5pm, 7pm on.  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.

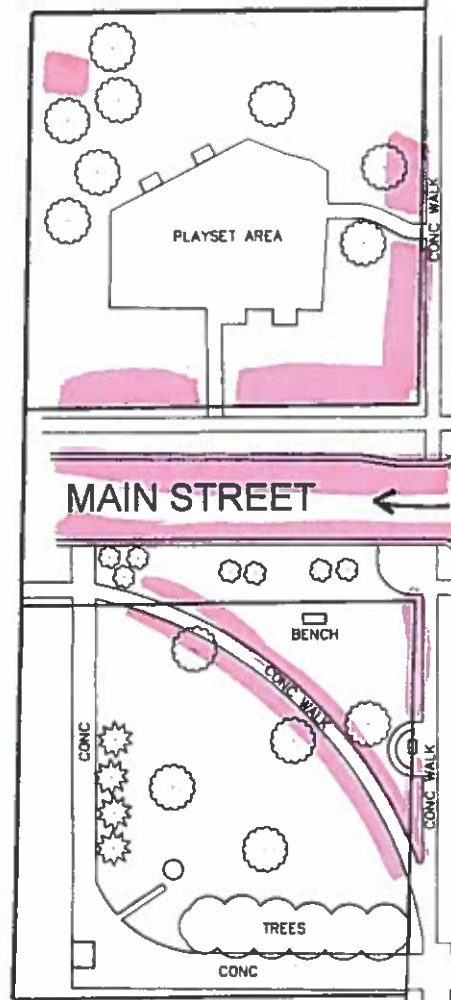
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.



Applicant Signature

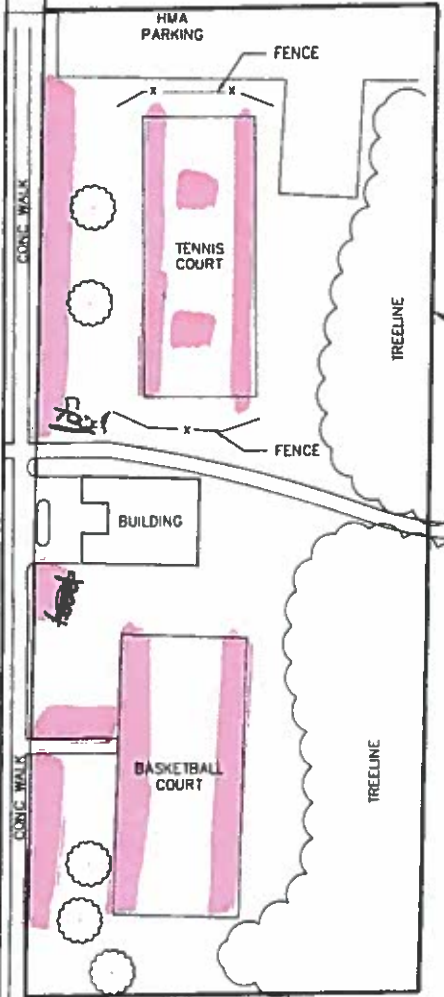
3-20-19

Date

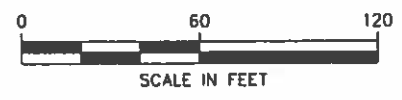


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BUTLER STREET



VILLAGE SQUARE  
PARK BOUNDARY



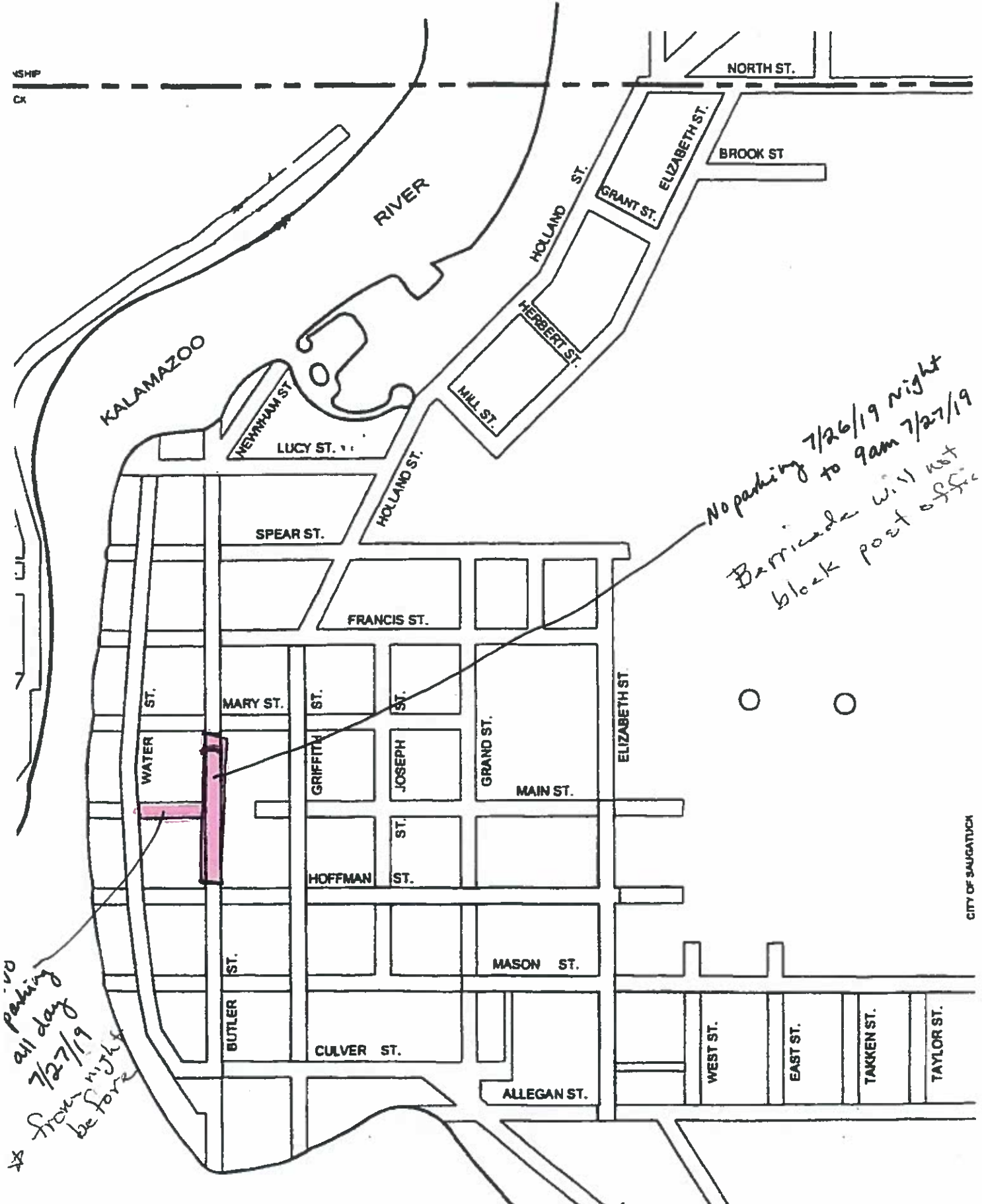
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK  
PARK USE PERMIT APPLICATION

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

*Booths*

# Downtown Street / Sidewalk Closure(s)



No parking 7/26/19 night  
Barricade will not  
block post office

\* No parking  
all day  
7/27/19  
from night  
be fore



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Street End/Structure Dockage License Assignment Consent

## **DESCRIPTION**

The Saugatuck Township Fire District currently has a street end/structure dockage license for the south ½ portion of Lucy Street in which they use for fire boat operations. The neighboring business is requesting to utilize a portion of the licensed area in order to dock and or stage rental boats. A recent survey identified the structure in which the rental company operates is on or very close to the property line that borders the property the Fire District licenses from the City. The existing license requires City Council to provide written consent in order for anyone, other than the licensee, to assign or sublicense any portion of the premises to any other person or party for any purpose.

## **BUDGET ACTION REQUIRED**

N/A

## **COMMITTEE/COMMISSION RECOMMENDATION**

N/A

## **LEGAL REVIEW**

N/A

## **SAMPLE MOTION:**

Motion to **approve/deny** the letter of consent dated June 10, 2019 as presented.





June 10, 2019

Chief Greg Janik  
Saugatuck Township Fire District  
3342 Blue Star Hwy  
Saugatuck, MI 49453

**RE: South ½ Portion of Lucy Street Structure Dockage License Consent**

Dear Chief Janik:

Per Section 11 of the 2019 Street End/Structure-Dockage License Agreement (copy attached; the “License”), the Saugatuck City Council grants permission for the Saugatuck Township Fire District (Fire District”) to assign or sublicense, subject to conditions the Fire District deems appropriate, any portion of the South ½ portion of Lucy Street to Messrs. Tom Harrington and/or John Sharar, doing business as Retro Boat Rentals, for the specific purpose of operations related to Retro Boat Rentals.

Except as expressly set forth in this written consent, all terms and conditions of the License shall remain in effect. Any sublicensing or assignment by the Fire District as permitted herein shall act as acceptance of the terms of this written consent.

This letter of consent is only for the term of the existing License and expires on December 31, 2019.

Sincerely,

CITY OF SAUGATUCK

Date: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Ken Trester, Mayor

Date: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Monica Nagel, City Clerk



17A

## NOTICE

Nominating Petitions are now available from Saugatuck City Clerk, Monica Nagel, for the position of Saugatuck City Council. There are three (3) At-Large positions to be filled, each hold a two (2) year term.

Candidates must be a registered elector in the City of Saugatuck, and shall have been a resident of the City for six (6) months immediately prior to the election.

The **filing deadline** is **Tuesday, July 23, 2019 at 4:00 p.m.** and must be filed with the Saugatuck City Clerk.

Should you have additional questions, please feel free to contact Monica Nagel, Saugatuck City Clerk, at 269-857-2603 or [monica@saugatuckcity.com](mailto:monica@saugatuckcity.com) for more information regarding the filing procedure.

Monica Nagel, CMC  
Saugatuck City Clerk  
Dated: June 4, 2019  
269-857-2603