



**CITY COUNCIL AGENDA
JULY 8, 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 June 24, 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**
 - B. **John Sharar – Retro Boat Rentals**
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. **Proclamation No. 190708-P1 – Jeff Spangler (ROLL CALL)**
 - B. **Land Transfer Agreement - Park Street Dune Ridge SA, LP (VOICE VOTE)**
 - C. **Special Event Application – National Night Out – August 6, 2019 (VOICE VOTE)**
15. CONSENT AGENDA: **None**
16. PUBLIC COMMENTS *(Limit 3 minutes)*
17. COMMUNICATIONS:
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 for further information.

Proposed Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, June 24, 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: Spangler, Bekken, Johnson, Hess, Verplank, Peterson & Trester
Absent: None
Others Present: City Manager Harrier, City Treasurer & City Clerk Nagel
4. **Approval of Minutes:** A motion was made by Peterson, 2nd by Hess, to approve the June 10, 2019 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** None
6. **City Manager's Report:** City Manager Harrier announced due to the high water levels and flooding, Wicks Park Restrooms will be closed until further notice.

City Clerk Nagel recently attended the annual Michigan Municipal Clerks Association (MAMC) conference and updated Council on various topics.

7. **Agenda Changes:** None
8. **Guest Speakers:**
A. **Lt. Brett Ensfield – Allegan Co. Sheriff Department:** Lt. Ensfield presented Council with Incident Analysis Report from 6/10/19-6/24/19 and announced City Deputies along with SDABA are working with business owners to be cognizant of the passing of counterfeit bills and potential scams that happen this time of year.
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Hess, 2nd by Peterson, to approve the accounts payable in the amount of \$172,447.60 . Upon voice vote the motion carried unanimously.
11. **Introductions of Ordinances:** None
12. **Public Hearings:**
A. **FY 2019/2020 Budget:** A public hearing was scheduled on this date for the proposed FY 2019/2020 annual budget which begins July 1, 2019 through June 30, 2020, involving the operations of all City departments. It was recommended that the FY 2019/2020 annual budget be adopted as presented.

Mayor Trester declared the public hearing open for comment at 7:15 p.m.

Mayor Trester declared the public hearing closed at 7:15 p.m.

13. **Unfinished Business:** None

14. New Business:

A. Resolution 190624-A – Sidewalk Painting Recognizing LGBTQ Community: A motion was made by Council Member Spangler, 2nd by Council Member Johnson, to approve Resolution No. 190624-A and to authorize the painting of a section of city sidewalk to recognize the LGBTQ Community. Upon roll call the motion carried unanimously.

B. Resolution 190624-B – FY 18/19 Year-End Budget Amendments: A motion was made by Council Member Verplank, 2nd by Council Member Peterson, to approve Resolution No. 190624-B amending FY 18/19 budget as presented. Upon roll call the motion carried unanimously.

C. Resolution 190624-C – General Appropriations Act: A motion was made by Council Member Hess, 2nd by Council Member Spangler, to approve Resolution No. 190624-C and adopt the General Appropriations Act as presented. Upon roll call the motion carried unanimously.

D. Resolution 190624-D – PA 152 Compliance: A motion was made by Council Member Verplank, 2nd by Council Member Peterson, to approve Resolution No. 190624-D as presented. Upon roll call the motion carried unanimously.

E. Acceptance of Council Member Spangler Resignation Letter: A motion was made by Council Member Peterson, 2nd by Council Member Johnson, to accept, with regrets, the written resignation of Jeff Spangler as a member of the City Council effective at the conclusion of the July 8, 2019 City Council meeting. Upon voice vote the motion carried unanimously.

15. Consent Agenda: None

16. Public Comment: None

17. Communications: None

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

19. Council Comments: Council Member Hess announced the 2nd Annual National Night Out will be held in Coghlin Park on August 6, 2019 and monetary donations to help cover expenses may be made to the City of Saugatuck.

Council Member Spangler would like to see the LGBTQ sidewalk project begin prior to the end of June. With regards to his recent resignation, he would like City Manager Harrier announce his vacancy in the newspaper, Facebook and e-mail blast.

Council Member Verplank announced the passing of Avery Betts who lost her battle with DIPG.

20. Adjournment: Mayor Trester adjourned the meeting at 7:58 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

10A

Vendor Name	Description	Amount
1. ACCURATE STRIPING		
	STREET PAINTING	6,204.38
2. ADAM KERRIDGE		
	SAFETY SHOES	100.00
3. ALLEGAN COUNTY NEWS		
	PRINTING	90.00
4. AT&T MOBILITY		
	CELL PHONES	80.57
5. BELL EQUIPMENT CO		
	STREET SWEEPER	182.27
6. CARELTON EQUIPMENT		
	SKID STEER REPAIR	185.78
7. COMCAST		
	TELEPHONES & INTERNET	284.60
8. CONSUMERS ENERGY		
	ELECTRIC	3,506.72
9. DIANNA MC GREW		
	ASSESSING SERVICES	2,611.13
10. FIRST BANK CARD		
	SUPPLIES	14.39
	CONCESSION	161.51
	TRAINING, POSTAGE & SUPPLIES	1,459.04
	TOTAL	1,634.94
11. FLEIS & VANDENBRINK ENGINEERING INC		
	MANCHESTER DRIVE	1,831.80
	PARK STREET	6,873.03
	TOTAL	8,704.83
12. GANGES TOWNSHIP		
	ELECTION	24.48
13. GORDON FOOD SERVICE		
	CONCESSION	1,835.86
	CONCESSION	3,012.30
	CONCESSION	114.94
	TOTAL	4,963.10
14. GROUNDS MANAGEMENT SOLUTIONS		
	PEST CONTROL	531.00
15. MERS		
	RETIREMENT	2,397.00
16. MICHIGAN GAS UTILITIES		
	CITY HALL	40.19
	BUTLER RESTROOM	27.52
	DPW GARAGE	241.14
	TOTAL	308.85
17. MICHIGAN MUNICIPAL LEAGUE		
	DUES	946.00
18. MINER SUPPLY CO		
	SUPPLIES	4,090.95
19. MML WORKER COMP		
	WORKER COMP INSURANCE	10,647.00
20. MONICA NAGEL		
	TRAINING	172.76
21. NICK UNEMA PLUMBING & HEATING INC		
	TOP SOIL	760.00
22. OVERISEL LUMBER COMPANY		
	SUPPLIES	477.25
23. PRIORITY HEALTH		
	INSURANCE	7,034.07

16A

Vendor Name	Description	Amount
24. PRO-TEMP INC	CONCESSION	130.00
25. PURITY CYLINDER GASES INC	CONCESSION	16.15
26. QUALITY DOOR COMPANY INC	DPW DOOR REPAIR	135.00
27. RATHCO SAFETY SUPPLY CO	SIGNS	136.65
28. REPCOLITE	SIDEWALK PAINTS	266.66
29. REPUBLIC SERVICES	TRASH	88.37
30. SAUGATUCK DRUG	SUPPLIES	3.69
31. SAUGATUCK FIRE	RENTAL INSPECTIONS	50.00
	KNOX LOCK	113.00
	TOTAL	163.00
32. SEPTIC TANK SYSTEMS CO INC	OVAL	295.00
33. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	563.75
34. STANDARD INSURANCE COMPANY	INSURANCE	344.32
35. STREAMLINE DESIGN.COM LLC	LOGO	20.00
36. VALLEY CITY LINEN INC	SHOP TOWELS	110.80
37. WESTENBROEK MOWER INC	SUPPLIES	65.97
	SUPPLIES	85.98
	TOTAL	151.95
38. WYOMING ASPHALT PAVING CO	ASPHALT	168.85
	ASPHALT	119.90
	TOTAL	288.75
39. XEROX FINANCIAL SERVICES	COPIER LEASE	430.36
TOTAL - ALL VENDORS		59,082.13
FUND TOTALS:		
Fund 101 - GENERAL FUND		38,208.81
Fund 202 - MAJOR STREETS		5,427.63
Fund 203 - LOCAL STREETS		12,950.33
Fund 661 - MOTOR POOL FUND		2,466.65
Fund 715 - ROSE GARDEN		28.71

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

14A

PROCLAMATION NO. 190708-P1

MAYORS PROCLAMATION:
"A PROCLAMATION OF APPRECIATION"

WHEREAS, Jeff Spangler has served as a member of the Saugatuck City Council since November 1997; and

WHEREAS, Jeff Spangler untiringly devoted over 21 years to our community during a period of time that numerous projects were initiated through his leadership which will continue to have a revitalizing and growing impact on our community far beyond his term of office; and

WHEREAS, Jeff Spangler, has served the City of Saugatuck in the capacity of Council Member, Planning Commission Member, Historic District Member; Construction Board of Appeals, Police Commission, Saugatuck Harbor Natural Area Management Board and served as the first openly gay Mayor of any municipality in the State of Michigan in 2000 and 2001; and

WHEREAS, Jeff Spangler has always been willing to place his concerns for the public good ahead of his personal interests and thus, has earned admiration and high regard of other civic leaders and the affection of area residents; and

WHEREAS, Jeff Spangler was unique in his sensitivity for doing what was best for the entire community, and he had courage expressing his convictions and a special way of dealing with complex issues; and

WHEREAS, Jeff Spangler has demonstrated in many practical ways his deep and genuine love for our community and the surround area; and

NOW, THEREFORE BE IT KNOWN, that I, Ken Trester, Mayor of the City of Saugatuck, on behalf of the Saugatuck City Council, City Staff and the citizens of Saugatuck express our deepest appreciation to Jeff Spangler for representing the community of Saugatuck with the utmost integrity and professionalism and we extend to him our sincerest wishes for health and happiness in a well-deserved retirement.

Signed: _____ Dated _____
Ken Trester, Mayor

Signed: _____ Dated _____
Monica Nagel, City Clerk



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Planning and Zoning
MEETING DATE: July 8, 2019
SUBJECT: Land Transfer Agreement – Park Street Dune Ridge SA, LP

DESCRIPTION

This is a land swap of properties of similar size to relocate a City property to the south end of land owned by Dune Ridge SA, LP. This property is located between the Chain Ferry landing on Park Street and Casa Loma at 405 Park Street.

BUDGET ACTION REQUIRED

N/A

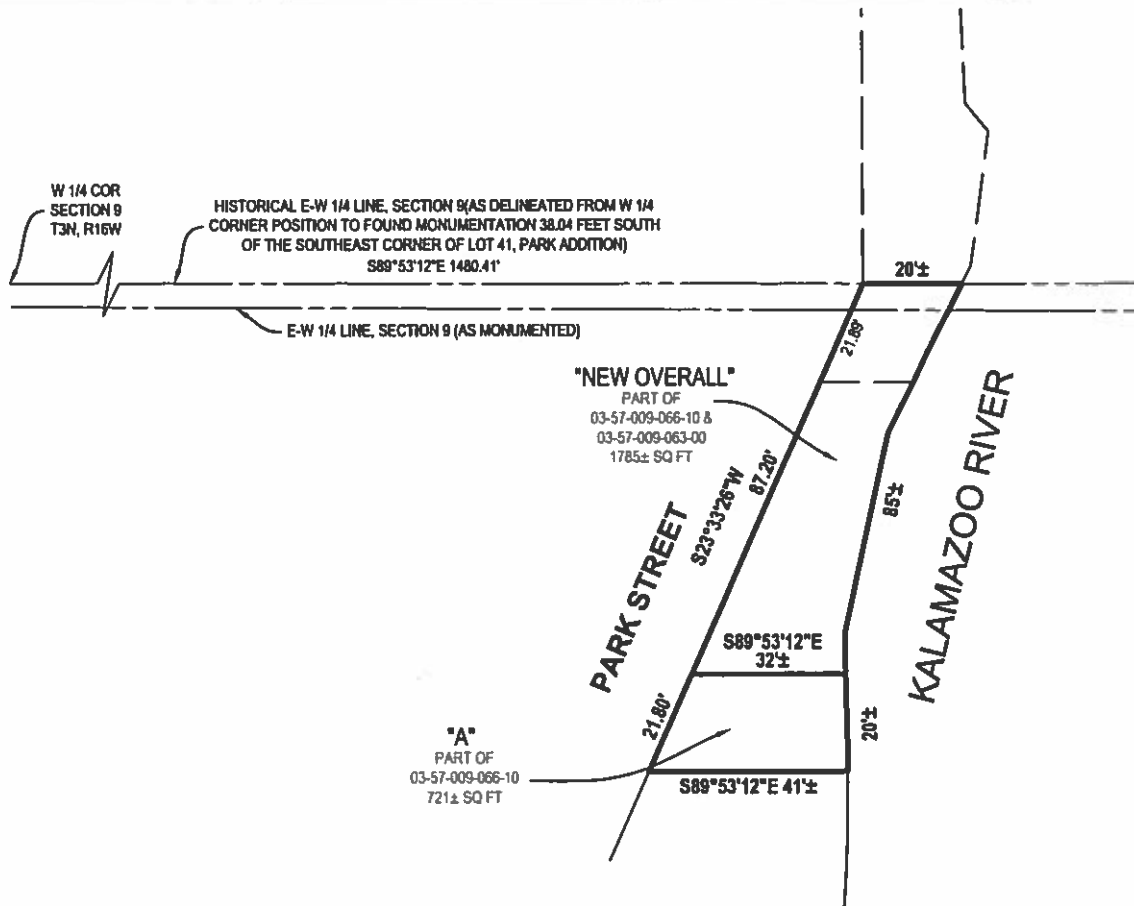
COMMITTEE/COMMISSION REVIEW

LEGAL REVIEW

This agreement was reviewed by Municipal Attorney Cliff Bloom.

SAMPLE MOTION:

Motion to **approve/deny** the attached Agreement as presented regarding real property to exchange parcels of land between the City of Saugatuck and Dune Ridge SA, LP, as shown in exhibit B contingent on Dune Ridge SA, LP paying invoice #526 for water main repairs in the Dune Grass Development.



DESCRIPTIONS

"New Overall": Part of Government Lot 4 of Section 9, Town 3 North, Range 16 West, Saugatuck Township, Allegan County, Michigan, described as: Commencing at the West 1/4 corner of said Section; thence S89°53'12"E 1480.41 feet along the historical East-West 1/4 line of said Section to the Point of Beginning; thence S23°33'26"W 87.20 feet along the Easterly right-of-way line of Park Street; thence S89°53'12"E 32 feet, more or less, to the waters edge of the Kalamazoo River; thence Northeasterly 85 feet, more or less, along said waters edge to a line bearing S89°53'12"E from the Point of Beginning; thence N89°53'12"W 20 feet, more or less, along said historical East-West 1/4 line to the Point of Beginning. Contains 1785 square feet, more or less. Subject to easements, restrictions and rights-of-way of record.

Parcel "A": Part of Government Lot 4 of Section 9, Town 3 North, Range 16 West, Saugatuck Township, Allegan County, Michigan, described as: Commencing at the West 1/4 corner of said Section; thence S89°53'12"E 1480.41 feet along the historical East-West 1/4 line of said Section; thence S23°33'26"W 87.20 feet along the Easterly right-of-way line of Park Street to the Point of Beginning; thence continuing S23°33'26"W 21.80 feet along said right-of-way line; thence S89°53'12"E 41 feet, more or less, to the waters edge of the Kalamazoo River; thence Northerly 20 feet, more or less, along said waters edge to a line bearing S89°53'12"E from the Point of Beginning; thence N89°53'12"W 32 feet, more or less, to the Point of Beginning. Contains 721 square feet, more or less. Subject to easements, restrictions and right-of-way of record.

By: *Scott A. Hendges*
 Scott A. Hendges Licensed Professional Surveyor No. 47953



SCALE: 1" = 30' 0' 15' 30'

Verrum Law Diane Chiles 333 Bridge Street, NW Grand Rapids, MI 49504		
Dune Ridge Park Street		
DRAWN BY: HM	DATE: 6-27-19	PRJ #: 19200453SK
REV. BY:	REV. DATE:	
REV.:		1 OF 1

NEDERVELD
 800.222.1169
 Holland
 347 Hoover Blvd.
 Holland, MI 49423
 Ann Arbor • Chicago • Columbus
 Grand Rapids, Indianapolis • St. Louis

This sketch was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

© 2019 NEDERVELD, INC. 10/17/2019 1:27

AGREEMENT REGARDING REAL PROPERTY

FOR VALUABLE CONSIDERATION, the amount and sufficiency of which are acknowledged by the parties, the CITY OF SAUGATUCK, a Michigan home rule city, with offices located at 102 Butler Street, Saugatuck, Michigan 49453 (the “City”) and DUNE RIDGE SA, LP, a Michigan limited liability company, with an address of 231 West Fulton Street, Grand Rapids, Michigan 49503 (“Dune Ridge”) enter into this Agreement regarding Real Property (the “Agreement”) on _____, 2019.

RECITALS

A. Dune Ridge owns property within the City along the Kalamazoo River commonly known as Park St and as Permanent Parcel No. 57-009-066-10, and which is legally described as follows:

THAT PART OF THE N 100' OF GOVT LOT 4 LYING E OF RIVER RD EX THE N 20' THEREOF SEC 9 T3N R16W (93) (the “Dune Ridge Parcel”).

B. The City owns intervening real property on the Kalamazoo River commonly known as Park St and as Permanent Parcel No. 57-03-009-063-00 and which is legally described as follows:

N 20 FT OF THAT PT OF GOVT LOT 4 LYING E OF RIVER ROAD SEC 9
T3N R16W. .03 A.

(the "City Narrow Parcel").

C. The southern 20 feet of the Dune Ridge Parcel is owned by Dune Ridge and is legally described as:

S 20 FT OF THAT PART OF THE N 100' OF GOVT LOT 4 LYING E OF RIVER RD EX THE N 20' THEREOF SEC 9 T3N R16W (93) (the "Transfer Parcel")

D. The City intends to transfer the City Narrow Parcel (subject to certain conditions and requirements) to Dune Ridge, with Dune Ridge thereafter permanently combining the City Narrow Parcel with the Dune Ridge Parcel, and Dune Ridge also concurrently transferring to the City the Transfer Parcel.

E. The Saugatuck City Council has found that this Agreement (and the transactions referenced in this Agreement) is in the best interests of the City, as well as its residents, property owners and visitors.

AGREEMENT

BE IT AGREED as follows:

1. **The Transaction.** The City will transfer the City Narrow Parcel to Dune Ridge and the City will transfer the Transfer Parcel to Dune Ridge, plus the following undertakings:

a. At closing, Dune Ridge shall pay the City the additional sum of \$4000 which the City shall use for a speed limit sign/apparatus that incorporates a radar gun to show passing motorists their speed, which will be installed at the future city installed cross walk at Vine Street and Park as shown on the attached exhibit.

b. City approves and Dunegrass shall install the remaining infrastructure

including an eight (8) foot high privacy screen to separate commercial traffic at the Chain Ferry from the adjacent private boat slips. The City does not have jurisdiction or authority to limit docks or other structures over the water with the exception of limiting the length of docks. These structures are subject to any applicable state or federal laws. A three (3) foot high open weave (6:1) fence along the current boardwalk and along future paved parking area will be permitted with the issuance of a standard fence permit. The gravel parking area will be paved and signs not to exceed 1 square foot in area indicating the parking assignments will be placed at the east side of each parking space.

- c. At closing, the City shall transfer ownership of the City Narrow Parcel to Dune Ridge.
- d. Dune Ridge shall also reimburse the City for the City's reasonable attorney fees and costs incurred in drafting and negotiating this Agreement, preparing for closing and related matters, which sum shall not exceed a total of \$1,000.
- e. At closing, Dune Ridge shall transfer ownership of the Transfer Parcel to the City resulting in the legal descriptions and survey in attached exhibit B.

2. **The Closing.** At the closing, the following shall occur:

- a. Dune Ridge shall pay the City the sum of \$5,000 under Section 1(a) and 1(e) hereof together with any and all other sums specified herein.

- b. The City shall transfer title to the City Narrow Parcel to Dune Ridge via a quitclaim deed.
- c. Dune Ridge shall transfer title to the Transfer Parcel to the City via a quitclaim deed.
- d. The parties shall pay the closing costs as specified in Section 3 hereof.
- e. Dune Ridge shall execute and record a deed permanently combining the Dune Ridge Parcel and the City Narrow Parcel.

3. **Closings Costs.** In addition to the other costs and expenses allocated in this Agreement, the following sums shall be paid at closing:

- a. Each party shall pay an equal fee to the title insurance company for document preparation and closing services.
- b. The real estate transfer taxes shall be split equally between the parties
- c. The recording costs for the quitclaim deeds and deed restriction documents shall be split equally between the parties.
- d. Given that the City is exempt from property taxes for the Transfer Parcel, there shall be no payment or apportionment of property taxes for the Transfer Parcel at closing.

4. **Governing Law.** This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Michigan.

5. **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date

of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

6. **Authority of Signer.** Each signer below represents that he or she is authorized to sign and bind the respective party to the terms of this Agreement.

7. **Modification of the Agreement.** Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

8. **Successors and Assigns.** This Agreement touches and concerns the lands involved, shall run with the land and shall be binding on and shall inure to the benefit of the parties hereto, their heirs, successors and assigns.

9. **Paragraph Headings.** The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

10. **Duplicate.** This Agreement has been executed in duplicate but constitutes only one contract or agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date stated above.

CITY OF SAUGATUCK, a Michigan
home rule city

Dated: _____, 2019

By _____
Ken Trester
Its Mayor

Dated: _____, 2019

And by _____
Monica Nagel
Its City Clerk

* * *

DUNE RIDGE, LLC, a Michigan
limited liability company

Dated: _____, 2019

By _____
Its Managing Member

Exhibit A

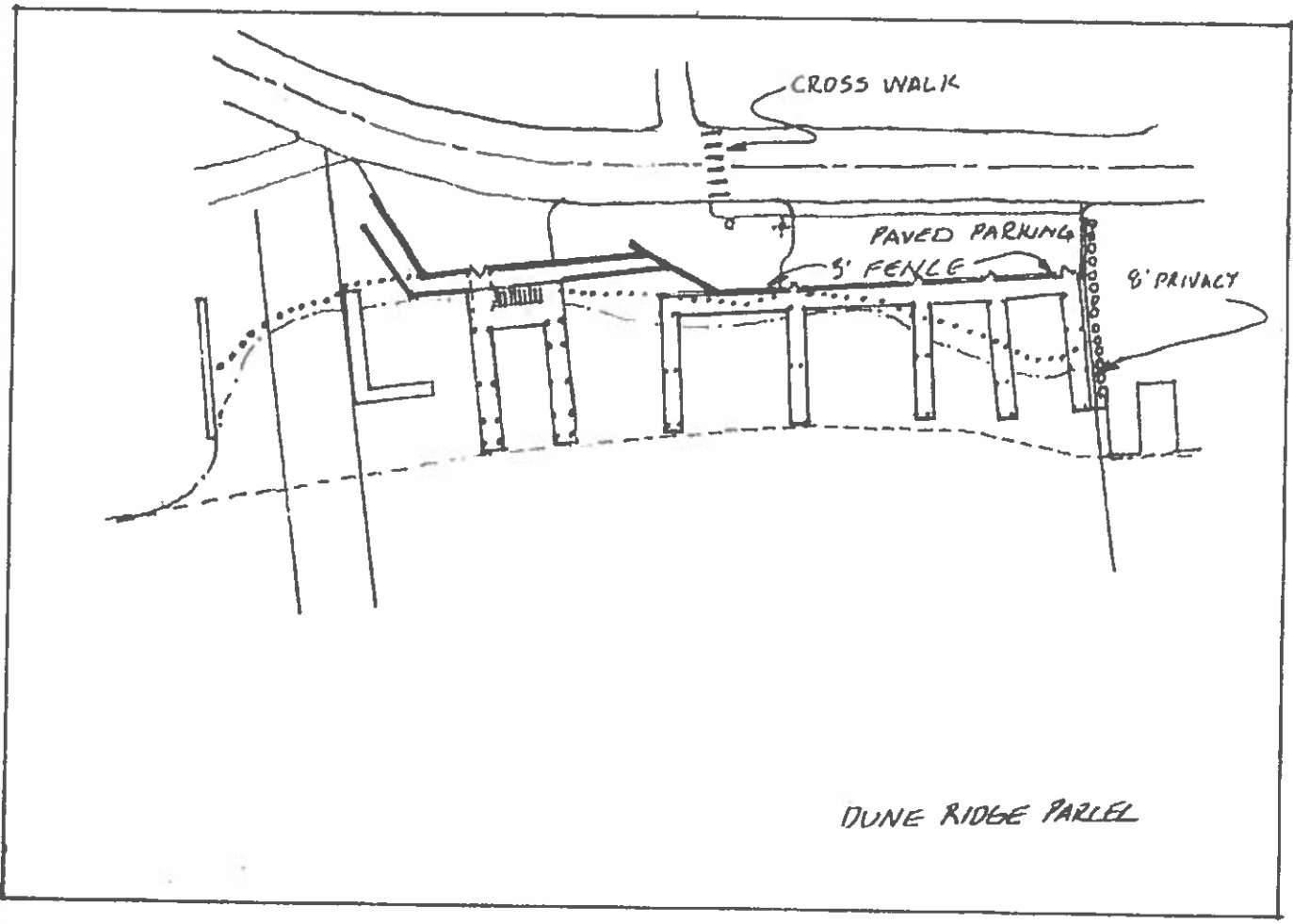


Exhibit B:

"New Overall": Part of Government Lot 4 of Section 9, Town 3 North, Range 16 West, Saugatuck Township, Allegan County, Michigan, described as: Commencing at the West 1/4 corner of said Section; thence S89°53'12"E 1480.41 feet along the historical East-West 1/4 line of said Section to the Point of Beginning; thence S23°33'26"W 87.20 feet along the Easterly right-of-way line of Park Street; thence S89°53'12"E 32 feet, more or less, to the waters edge of the Kalamazoo River; thence Northeasterly 85 feet, more or less, along said waters edge to a line bearing S89°53'12"E from the Point of Beginning; thence N89°53'12"W 20 feet, more or less, along said historical East-West 1/4 line to the Point of Beginning. Contains 1785 square feet, more or less. Subject to easements, restrictions and rights-of-way of record.

Parcel "A": Part of Government Lot 4 of Section 9, Town 3 North, Range 16 West, Saugatuck Township, Allegan County, Michigan, described as: Commencing at the West 1/4 corner of said Section; thence S89°53'12"E 1480.41 feet along the historical East-West 1/4 line of said Section; thence S23°33'26"W 87.20 feet along the Easterly right-of-way line of Park Street to the Point of Beginning; thence continuing S23°33'26"W 21.80 feet along said right-of-way line; thence S89°53'12"E 41 feet, more or less, to the waters edge of the Kalamazoo River; thence Northerly 20 feet, more or less, along said waters edge to a line bearing S89°53'12"E from the Point of Beginning; thence N89°53'12"W 32 feet, more or less, to the Point of Beginning. Contains 721 square feet, more or less. Subject to easements, restrictions and right-of-way of record.



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: July 8, 2019
SUBJECT: Special Event Application (National Night Out)

DESCRIPTION:

Special event application for National Night Out event in Coghlin Park on August 6th to recognize first responders. Event was held last year (2018) and was very well received in the community. This year's event is bigger and all area first responder agencies have been contacted to participate. Some local agencies have declined to participate, however all were asked. The event organizers are requesting two items that Council should discuss prior to approval. First is installing banners or signs at Oval Beach to promote the event. Second is a request to close of the parking spaces on Culver Street in front of the CALA Building.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** special event application to hold a National Night Out event in Coghlin Park on Tuesday, August 6th.



Council Action
_____ Approved
_____ Denied
_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: City of Saugatuck

TELEPHONE: 269.857.2603

MAILING ADDRESS: P O Box 86

CONTACT NAME: _____

TELEPHONE: 269.857.2603

E-MAIL ADDRESS: _____

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Brett Ensfield, Bill Hess

TELEPHONE: _____

E-MAIL ADDRESS: BEnsfield@ALLEGANCOUNTY.ORG, ww71@comcast.net

CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: National Night Out

DATE(S) OF EVENT: August 6, 2018

PURPOSE OF EVENT: To promote first responder and community partnerships

RAIN DATE: None

- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> Non-Profit | <input type="checkbox"/> For-Profit | <input checked="" type="checkbox"/> City Operated/Sponsored | <input checked="" 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: Coghlin Park

EVENT HOURS: 6:00 - 8:00pm

ESTIMATED NUMBER OF ATTENDEES: 500

ESTIMATED NUMBER OF VOLUNTEERS: 40

ESTIMATE DATE / TIME FOR SET-UP: August 6, 2018 2:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: August 6, 2018 9:00 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 6:00pm END: 8:00pm

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

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

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

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

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

- "YARD" SIGNS - Number requested: 15 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): In Coghlin Park
Description of signs: Sponsor Acknowledgement, Demonstration and Participant Identification
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

- BOOTHS – QUANTITY _____ TENTS – QUANTITY _____
- AWNINGS – QUANTITY _____ TABLES – QUANTITY 10 maximum
- PORTABLE TOILETS – QUANTITY _____

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

If yes, where do you propose your vendors park? SCA Parking Lot

Will the Interurban be utilized? Yes No Time(s) 6:00pm - 8:00pm

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

- TRASH RECEPTACLES – QUANTITY _____
- BARRICADES – QUANTITY ¹ _____
- TRAFFIC CONES – QUANTITY _____
- PARKING SIGNS – QUANTITY ^{TBD} _____
- FENCING WATER ELECTRIC RESTROOM CLEANING
- OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: August 6, 2018 _____ A.M. P.M.

Street re-open date/time: August 6, 2018 _____ 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: _____

*Come Celebrate Police & Fire Dept.
Community Partnership!*

NATIONAL
NIGHT OUT
2019

Tuesday, Aug 6th • 6-8 pm • Coghlin Park • Saugatuck

Family Fun • Police vs. Fire Tug o' War • Displays • Free Food • Much More!



**Saugatuck Twp. Fire District • Michigan DNR • Fennville Fire Department
Allegan County Sheriff & Saugatuck Deputies • Ganges Fire Department
Graafschap Fire Department • Michigan State Police
Fennville Police • Hamilton Fire Department**

