



CITY COUNCIL WORKSHOP AGENDA

October 4, 2023 – 4:00 pm

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.*

1. **Call to Order**
2. **Roll Call**
3. **Agenda Changes** (*Additions/Deletions*)
4. **Guest Speaker**
5. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
6. **Discussion Items:**
 - A. Oval Beach Update- Expenses and Revenues *Pg.2*
 - B. Replacement Of Playground Equipment in Village Square *Pg.5*
 - C. Early Voting agreement between City and Township *Pg.13*
 - D. Special Event Application- Halloween Festival *Pg.27*
 - E. Special Event Application- Tree Lighting Ceremony *Pg.32*
 - F. Special Event Application- Annual Holiday Parade *Pg.37*
7. **Public Comments** (*Limit 3 minutes*)
8. **Correspondence**
9. **Council Comments**
10. **Adjourn**

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":

2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
ryan@saugatuckcity.com

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 Wolters@saugatuckcity.com for further information.



City Council Agenda Item Report

FROM: Peter Stanislawski

MEETING DATE: 10/9/23

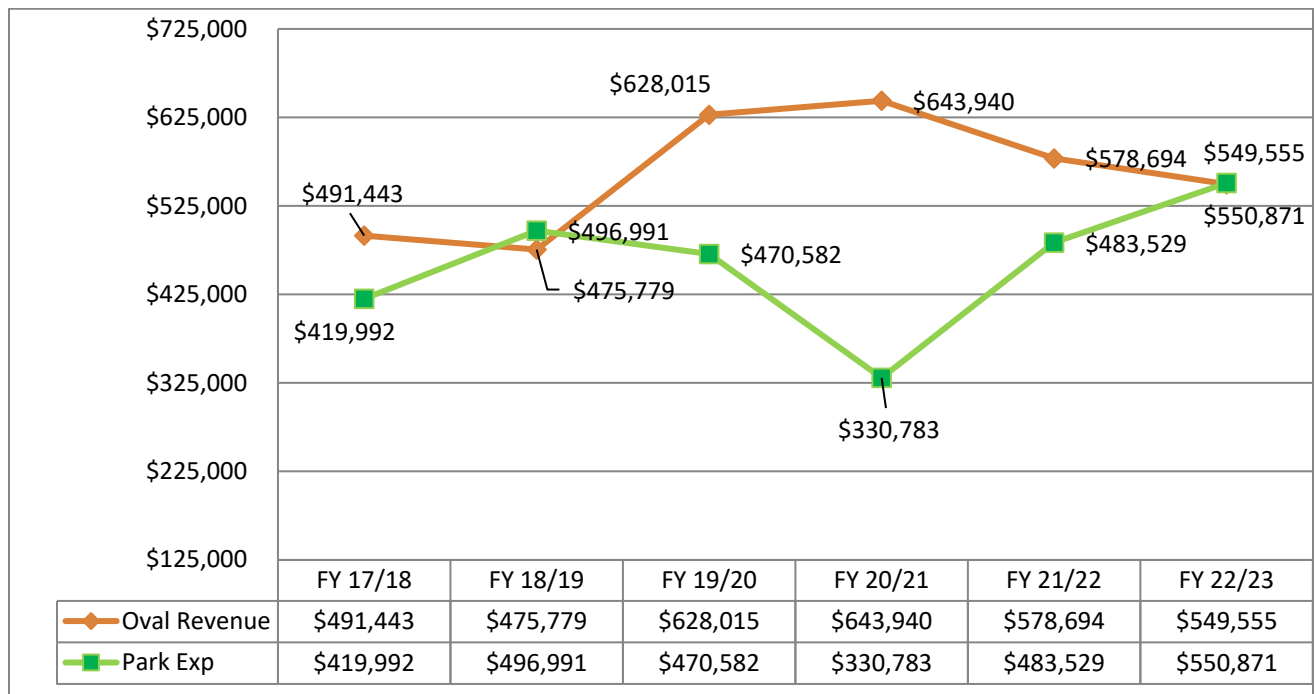
SUBJECT: Oval Beach

DESCRIPTION: Oval Beach 2023 Season Report & Fiscal Year 2023 Report on Oval Beach

Attached are reports on daily & season (property owners & non residents) passes comparing multiple seasons. Along with financial cost for Oval Beach & City Parks over the last four fiscal years. Will also update the council on the 2023 audit.

**CITY OF SAUGATUCK OVAL BEACH/SAUGATUCK HARBOR NATURAL AREA
FY 22-23 FINANCIAL REPORT**

<u>2021 SEASON SALES</u>		<u>2022 SEASON SALES</u>		<u>2023 SEASON SALES</u>
47,476 daily passes		43,338 daily passes		49,118 daily passes
1929 season passes		1939 season passes		1930 season passes
388 property owner passes		400 property owner passes		375 property owner passes



OVAL BEACH REVENUE BY FISCAL YEAR

**Park expenses include: 4 restroom facilities, Wicks Park, Willow Park, Coghlin Park, Peterson Preserve Park and Mt. Baldhead Park. The increased "revenues" for the last two fiscal years our outliers due to the pandemic currently. The "expenses" increase for FY 18/19 & FY 19/20 was due to the Shopper Dock capital improvements.*

09/18/2023		REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK			
		Month Ended: June			
		BALANCE	BALANCE	BALANCE	BALANCE
		AS OF	AS OF	AS OF	AS OF
GL NUMBER	DESCRIPTION	06/30/2020	06/30/2021	06/30/2022	06/30/2023
Fund 101 - GENERAL FUND					
Expenditures					
Dept 751 - PARKS & RECREATION					
101-751-702.000	SALARY/WAGES	61,023.38	52,127.87	71,793.36	77,941.05
101-751-720.000	FRINGE BENEFITS	42,234.28	23,928.08	38,869.36	36,318.59
101-751-730.000	SUPPLIES	15,997.55	16,991.28	22,674.33	39,999.68
101-751-801.000	CONTRACTAUL SERVICES	12,005.59	12,494.06	12,999.78	17,040.21
101-751-809.000	GRANT PROJECTS	71,789.60	0.00	0.00	0.00
101-751-819.000	CHAIN FERRY REPAIRS	0.00	419.44	0.00	0.00
101-751-900.000	PRINTING & PUBLISHING	0.00	0.00	186.95	213.00
101-751-913.000	INSURANCE	2,200.00	2,000.00	2,400.00	2,500.00
101-751-920.000	UTILITIES	20,756.45	23,066.61	22,749.73	29,602.68
101-751-928.000	TRASH	6,091.48	6,946.06	8,249.73	15,046.18
101-751-930.000	REPAIRS & MAINTENANCE	1,727.22	5,999.76	21,753.72	24,904.60
101-751-946.000	EQUIPMENT RENTAL	45,500.00	37,885.70	44,500.00	46,589.28
101-751-960.000	SIGNS	187.20	320.00	235.58	359.94
101-751-970.000	CAPITAL OUTLAY	1,900.00	0.00	33,600.00	14,700.00
Total Dept 751 - PARKS & RECREATION		281,412.75	182,178.86	280,012.54	305,215.21
Dept 756 - OVAL BEACH					
101-756-702.000	SALARY/WAGES	78,678.82	76,221.66	94,266.76	110,356.80
101-756-720.000	FRINGE BENEFITS	41,495.92	17,311.38	41,999.80	29,883.39
101-756-730.000	SUPPLIES	7,693.82	9,196.02	11,018.07	13,999.42
101-756-801.000	CONTRACTUAL SERVICES	12,499.18	10,935.01	9,845.62	16,444.29
101-756-850.000	TELEPHONE	2,495.64	2,269.78	1,745.61	1,798.13
101-756-860.000	EDUCATIONAL TRAINING	457.66	492.10	1,000.00	1,149.56
101-756-900.000	PRINTING & PUBLISHING	2,053.60	3,199.41	1,781.78	1,657.05
101-756-913.000	INSURANCE	3,800.00	3,000.00	3,800.00	4,000.00
101-756-920.000	UTILITIES	3,376.74	4,476.44	7,809.50	7,879.55
101-756-930.000	REPAIRS & MAINTENANCE	12,859.41	3,318.12	9,299.59	6,182.63
101-756-946.000	EQUIPMENT RENTAL	23,391.37	17,755.86	18,838.07	31,048.39
101-756-960.000	SIGNS	367.00	428.25	2,112.00	0.00
101-756-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	21,256.35
Total Dept 756 - OVAL BEACH		189,169.16	148,604.03	203,516.80	245,655.56
TOTAL EXPENDITURES		470,581.91	330,782.89	483,529.34	550,870.77
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		470,581.91	330,782.89	483,529.34	550,870.77
NET OF REVENUES & EXPENDITURES		(470,581.91)	(330,782.89)	(483,529.34)	(550,870.77)



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 10/4/23

SUBJECT: Village Square Playground Presentation

DESCRIPTION:

Saugatuck City Council created the Parks and Public Works (PPW) Committee and tasked them with presenting recommendations on various high priority and strategic park improvement projects.

The City of Saugatuck Parks and Public Works Committee is a 6-member committee established for the purpose of providing City Council with guidance and information on matters relating to public works and parks. Committee members are residents of the City of Saugatuck appointed by the Mayor with City Council approval to serve two-year terms.

The Committee created several fact-finding groups to research various projects and present their findings to the Parks and Public Works Committee for discussion and a recommendation to the Council.

The Village Square Playground group was gifted the highest priority task to provide options for the needed replacement of playground equipment at Village Square Park. There were a number of meetings (open to the public), where discussions and ideas were shared. PPW meeting links here- <https://www.saugatuckcity.com/parks-and-public-works-committee.html>

After diligent and thoughtful information provided by the fact-finding group (thank you volunteers), the Parks and Public Works Committee voted to recommend that a proposal received from Sinclair Recreation be presented to City Council for approval.

The proposal from Sinclair is listed at \$449,543.00. There is a strong possibility for significant grant contributions working with Sinclair, listed at- \$112,910.00.

Alternate proposals were solicited from:
Penchura LLC- \$461,619

Outdoor Discovery Center was also engaged to provide playground equipment, but they were unable to meet the timeline for replacement. They also assisted with the existing playground equipment inspection.

BUDGET ACTION REQUIRED:

\$450,000.00

COMMITTEE/COMMISSION REVIEW

NA

LEGAL REVIEW:

None

SAMPLE MOTION:

Move to approve the playground equipment proposal submitted by Sinclair Playground Equipment in an amount not to exceed \$450,000.00, authorize the Mayor or Mayor Pro Tem to execute contract pending final staff approval.



Village Square Playground



- Located at Village Square - the centerpiece of downtown
- Beloved by locals and tourists



Village Square Playground Research



ODC Inspection Report



- Many Priority 1 and 2 safety concerns
- Non-compliant and should be corrected ASAP



PPW and DPW recommends:

- decommission ASAP
- replacement spring 2024



Playground Priorities



- Remain at current location
- Maximize existing footprint
- Keep existing trees
- Reuse existing five benches
- Keep Snake Art & Veteran's Memorial
- Broaden age range to 2-12 years
- Develop fitness, strength, balance
- Include unique, modern features
- Use long-lasting materials
- Add solar, flashing crosswalk sign



Playground Priorities (accessibility)



Ramps to towers are wheelchair accessible

- Pursue Universal Design
 - ✓ Full compliance cost prohibitive
 - ✓ Many accessible features included



Transfer platform for net structure



Crows nest and play panels for engagement on ramps/towers



Universal design swings



Playground Priorities (themes)

Nature Theme with Concrete Components



\$631,000



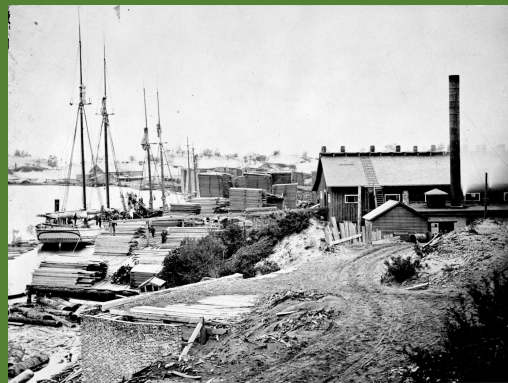
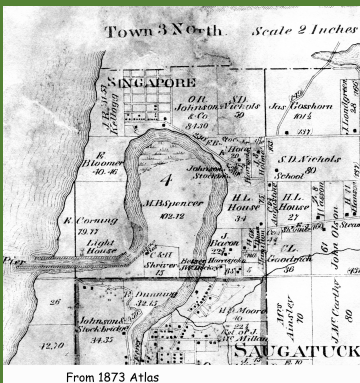
Singapore Theme with Nature Colors & Art/Music Theme



\$450,000



Saugatuck/Douglas History Center



- Contacted Eric Gollanek, PhD, ED History Center
- “Pleased to work together to share history and inspire learning”.
- Village Square & playground to highlight:
 - Indigenous History and Culture
 - Early Lakeshore History
 - Singapore History
 - Envision signage like SDHC Demerest Shanty story panels.



Vendors/Designers Meetings



- Outdoor Discovery Center (ODC)
 - Wood structures (short-term use)
 - 2025 availability
- Adventure World
 - Non-compliant
- Sinclair using GameTime/PlayCore
 - Located in Holland
 - Worked with Douglas
- Penchura using Landscape Structures
 - Located in Brighton
 - Worked with West Ottawa
- 12 playgrounds visited
- Catalogues & on-line components
- Multiple renderings/feedback

PPW Recommendation: Sinclair Design 11



City of Saugatuck - Village Square Park
Option Eleven - Color Option G

PPW Recommendation: Sinclair Design 11



City of Saugatuck - Village Square Park
Option Eleven - Color Option G

PPW Recommendation: Sinclair Design 11



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Option Eleven - Color Option G

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City of Saugatuck - Village Square Park
Option Eleven - Color Option G

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City of Saugatuck - Village Square Park
Option Eleven - Color Option G

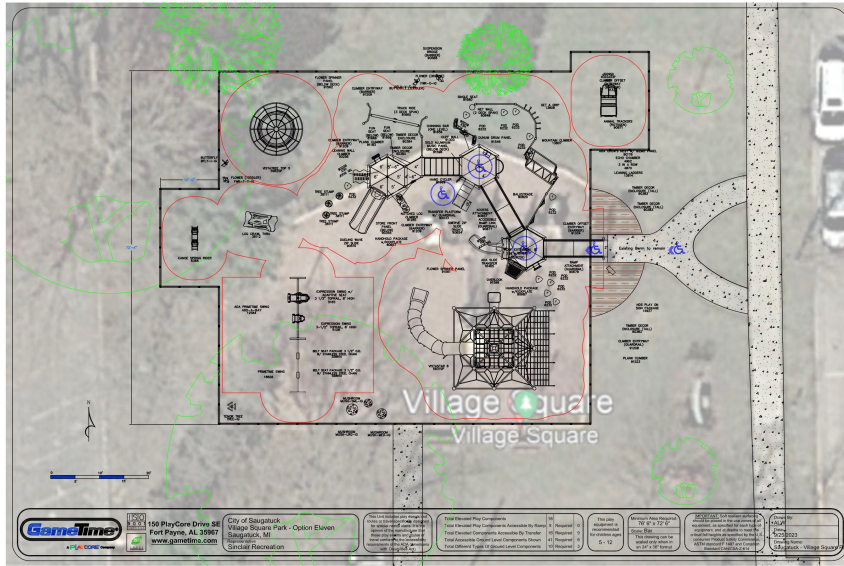
PPW Recommendation: Sinclair Design 11



City of Saugatuck - Village Square Park
Option Eleven - Color Option G

PPW Recommendation: Sinclair Design 11





	Sinclair	Penchura
Equipment	365,088	389,241
Freight	13,780	22,545
Install/Supervision (community build)	*55,750	71,740
Wood Fiber	14,925	9,233
Subtotal	449,543	492,759
Potential Discount / Grants	(112,910)	(31,140)
Total	336,633	461,619

*Cost savings of \$35,250.00 for a hybrid community build installation.

Sinclair Terms

- To qualify for the GameTime Grant, must complete the application form for pre-approval.
- The order MUST be received no later than October 27th, with full payment to allow for processing.
- Order will ship within 8-12 weeks from date of order placement.
- To qualify for the matching grant amount shown above, a check for the full amount (\$265,958.41) MUST accompany your order.
- Balance of \$70,675 due later for install.



City of Spanglerville
Village Square Park - Option Six



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: October 9, 2023

SUBJECT: Early Voting agreement between City of Saugatuck and Saugatuck Township

DESCRIPTION:

Following the adoption of Proposal 2022-2, the Michigan Constitution requires each municipality to have at least one early voting site for statewide and federal elections. For local elections, jurisdictions have the option of providing early voting. To achieve that, the following three options are available to municipalities:

- Entering into a county agreement with the county (and potentially other municipalities) and authorizing the county to conduct early voting.
- Entering into a municipal agreement and jointly conducting early voting with one or more other municipalities in the same county.
- Offering early voting as a single municipality.

The City of Saugatuck and Saugatuck Townships clerks have met and agreed to enter municipal agreement as an opportunity to share costs. The City of Saugatuck estimates the cost to offer early voting as a single municipality to be approximately \$30,000. The Secretary of State has \$30 million to disburse statewide to assist in covering costs for approved materials, staffing support and election equipment. It has been noted by the County office that additional cost savings may be gained by such partnerships as the State is offering partial grant dollars to communities based on their plans. The State did not guarantee any amount of reimbursement.

The Township Building at 3461 Blue Star Highway, was chosen as the best voting site, based on population, accessibility, traffic patterns, space and parking. Early voting must take place for eight (8) hours each day, starting from the second Saturday before the election and continuing through the Sunday before the official election Tuesday.

BUDGET ACTION REQUIRED: No Action Necessary.

COMMITTEE/COMMISSION REVIEW: N/A

LEGAL REVIEW: Yes.

SAMPLE MOTION:

Motion to approve/deny Resolution 231009-A adopting early voting site and municipal agreement between Saugatuck City and Saugatuck Township.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN**

RESOLUTION NO. 231009-A

RESOLUTION ADOPTING EARLY VOTING SITE AND MUNICIPAL AGREEMENT

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

RECITALS

Whereas, the voters in Michigan on November 8, 2022, approved the passage of Proposal 22-2, which in part, entitles voters the right, once registered, to vote in each statewide and Federal election in person at an early voting site prior to election day, open for nine (9) consecutive days for at least eight hours each day; and

Whereas, the Early Voting Precinct for all City of Saugatuck registered votes will be held at Saugatuck Township Hall at 3461 Blue Star Highway, Saugatuck, MI 49453, as it meets polling place requirements; and

Whereas, the Early Voting Precinct for statewide state and federal elections will be open for nine (9) consecutive days beginning the seconded Saturday before election day through the Sunday before election day during the hours of 8 a.m. to 4 p.m.; and

Whereas, the City Clerk is allowed to set additional hours for Early Voting, add additional days of Early Voting, and allow Early Voting for an election that is not a statewide or Federal election, by this resolution; and

Whereas, all Early voting dates and times will be posted sufficiently prior to every applicable election to notify voters; and

Whereas, the City wishes to operate a joint early voting site with Saugatuck Township.

Now Therefore Be It Resolved that:

1. The City Early Voting Precinct is established at Saugatuck Township Hall at 3461 Blue Star Highway., Saugatuck, MI 49453.
2. The City adopts the Agreement for Election Services attached to this resolution providing for the City Hall as the joint early voting site.
3. The Clerk is authorized to execute the Agreement and take all other actions necessary and proper to finalize and commence the purposes of the Agreement.

4. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 9th day of October 2023

CITY OF SAUGATUCK

BY: _____
Scott Dean, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, 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 City Council at a regular meeting held October 9th, 2023.

Signed: _____
Jamie Wolters, City Clerk

AGREEMENT FOR ELECTION SERVICES
 BETWEEN SAUGATUCK TOWNSHIP AND CITY OF SAUGATUCK
 IN ALLEGAN COUNTY

This Municipal Joint Early Voting Site Agreement (the “Agreement”) is made between Saugatuck Township, 3461 Blue Star Hwy, Saugatuck, MI 49453-9400 and City of Saugatuck, 102 Butler St, Saugatuck, MI 49453. In this Agreement, each municipality will be represented by their respective clerk in their official capacity. The municipalities may be referred to individually as a “party” and jointly as “parties.”

PURPOSE OF THE AGREEMENT. The municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168 .720a *et seq.*, for the purpose of operating a joint early voting site.

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality
Saugatuck Township	1	2997
City of Saugatuck	1	850

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:

- 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
- 1.2 **Coordinator** means the individual designated by the clerks of the municipalities and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
- 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
- 1.4 **Election Services** encompasses the following individual Election Services provided by either municipality's Elections Division, if applicable:

- 1.5 **Legislative Body of the Municipality** means the city council or township board elected or appointed and serving in the municipality.
- 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
- 1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.
- 1.8 **QVF Controller** means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
- 1.9 **Site Supervisor** means the participating municipal clerks shall act as supervisor for each day of early voting by agreement, to appoint the site supervisor rather than vest this in the county clerk per the draft agreement. Rebecca Israels and Jamie Wolters will act as supervisors during early voting.

2. PARTIES TO AN AGREEMENT.

- 2.1 An Agreement may be entered into between two or more municipalities wholly or partially located within the same county.
- 2.2 This Agreement is entered into between Saugatuck Township and the City of Saugatuck, both located in Allegan County, as required in MCL 168.720d(1)(b).

3. SCOPE OF THE AGREEMENT.

- 3.1 The parties decide among themselves and include in the Agreement the elections to which the Agreement applies. This Agreement and early voting is hereby provided for all statewide and federal elections, but parties may extend early voting to non-statewide elections at their discretion.

4. COORDINATOR.

- 4.1 Lori Babinski (Saugatuck Township) and Sara Williams (City of Saugatuck) will serve as coordinators of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.
 - 4.1.1 In the event that that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may individually designate early voting site supervisors to assist with the staffing and supervision of early voting.
- 4.2 If the coordinator becomes unavailable for any reason, the role will be filled in one

of the following ways, as determined by the parties upon execution of this Agreement:

4.2.1 The clerks of the participating municipalities must determine the new coordinator among themselves and would submit a revised early voting plan to that effect to the Department.

4.2.2 Lori Babinski and Sara Williams will serve as backup coordinators, would assume the responsibilities of coordinator. If the backup coordinator is unavailable for any reason, the clerks of the participating municipalities would determine the new coordinator among themselves and would submit a revised early voting plan to that effect to the Department.

5. QVF CONTROLLER.

5.1 Lori Babinski and Sara Williams will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

6. APPROVAL OF EARLY VOTING SITES: INITIAL EARLY VOTING SITE.

6.1 Pursuant to MCL 168.662, the Legislative Body in each municipality will designate as options at least one place and no more than two places that meet the requirements for an early voting site.

6.2 The clerks of the participating municipalities will select the joint early voting site or sites from those options.

6.3 The Parties designate Saugatuck Township Hall at 3461 Blue Star Highway, Saugatuck, MI 49453 as the initial early voting site. The Legislative Bodies may change, add, or remove the initial early voting site and any other voting sites by resolution pursuant to the sections above.

7. APPOINTMENT OF ELECTION INSPECTORS.

7.1 The board of election commissioners for the Saugatuck Township Hall is responsible for the appointment of election inspectors for early voting. The board of election commissioners for any party to this agreement may also appoint election inspectors for early voting.

7.2 At least 21 days before each statewide and federal election, the designated board will appoint for each early voting site at least three (3) election inspectors and as many more as the board determines is required for the efficient, speedy, and proper conduct of the election. The designated board may appoint fewer election inspectors if a party to this Agreement has appointed additional election inspectors.

- 7.3 The designated board will further designate one appointed election inspector from each early voting site as chairperson.
- 7.4 The selection of election inspectors will be governed by MCL 168.674.

8. APPROVAL OF EARLY VOTING HOURS.

- 8.1 Prior to the submission of an Agreement or early voting plan, the clerks of the participating municipalities will do all of the following:
 - 8.1.1 For the nine early voting days guaranteed by the Constitution and for statewide and federal elections, the initial early voting hours will be from 8 a.m. to 4 p.m.
 - 8.1.2 The Election Commissions of the Parties may modify the hours that early voting will be provided at the approved joint early voting site or sites by joint resolution.
 - 8.1.3 Any change in the early voting hours shall be posted at the early voting site or sites at least 21 days before each statewide and federal election and shall be filed with this Agreement in each municipality.
- 8.2 For any dates or hours beyond the dates and hours guaranteed by the Constitution, the Election Commissions of the Parties may decide the days and hours that early voting will be provided at the joint early voting site or sites by joint resolution and include those days and hours with this Agreement.

9. NOTICE OF EARLY VOTING HOURS.

- 9.1 Not less than 45 days before Election Day, the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on each municipality's website and any other publication or posting the clerk considers advisable.

10. BUDGET AND COST SHARING.

- 10.1 Within 90 days of the submission of an Agreement or Early Voting Plan, the clerks of the participating municipalities will produce a proposal for the early voting budget and cost sharing and charge back procedures which shall be approved by the Council and Board of each municipality.
- 10.2 An alternate cost-sharing option agreed upon by the clerks of the participating municipalities.

11. STAFFING AND SUPERVISION

- 11.1 The coordinators are responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).
- 11.2 The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.
- 11.3 The site supervisors for early voting sites must be listed in the attached Exhibit B.

12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).

- 12.1 Within 90 days of the submission of an Agreement or Early Voting Plan, the clerks of the participating municipalities will do all of the following:
 - 12.1.1 Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
 - 12.1.2 Determine which municipality will provide the tabulators and early voting poll book laptops or other voting equipment.
 - 12.1.3 Designate which board of election commissioners is responsible for conducting testing of the electronic voting equipment.
- 12.2 The coordinators will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops. If the coordinator is not a clerk, the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.3 Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

- 13.1 During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State.
- 13.2 During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3 At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS

- 14.1 The board of election commissioners responsible for appointing election inspectors for early voting is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the county clerk.
- 14.2 At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11) through (14) and MCL 168.801 through MCL 168.810.

15. EXECUTION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.

- 15.1 A municipal Joint Early Voting Site Agreement must be finalized and signed by all participating municipalities:
 - 15.1.1 No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
 - 15.1.2 No later than 90 days before a special statewide or federal election.

16. EARLY VOTING PLAN.

- 16.1 No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an Early Voting Plan, attached as Exhibit A, is filed with the county clerk of the county in which the municipalities are located.

17. NOTICE TO SECRETARY OF STATE OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.

- 17.1 No later than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

18. DURATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.

- 18.1 This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of each participating municipal clerk.
- 18.2 The Parties agree the Agreement is effective until Dec 31, 2024.

19. CANCELLATION, MODIFICATION, AND TERMINATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.

- 19.1** If the parties terminate this Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.2** If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.
- 19.3** A party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.
- 19.4** If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

Saugatuck Township

By: Rebecca Israels
Its: Clerk

Date: _____

City of Saugatuck

By: Jamie Wolters
Its: Clerk

Date: _____

EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the Municipal Agreement, is filed with the county clerk of the county in which the municipalities are located.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State’s website.

Plan Coverage: Municipal Agreement

Coordinator of Municipal Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Lori Babinski	Deputy Clerk	lori@saugatucktownship.org	269-857-7721
Sara Williams	Deputy Clerk	sara@saugatuckcity.com	269-857-2603

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Saugatuck Township	Rebecca Israels	1	2997

Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Saugatuck	Jamie Wolters	1	850

Early Voting Location Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Location of site	Saugatuck Township		
Municipalities served at	Saugatuck Township		

site	and City of Saugatuck		
Number of Election Workers at site	5		
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Yes		
Hours for 9 days of Constitutionally-required early voting	8 a.m. – 4 p.m.		
How many (if any) additional days of early voting will be provided at this site?	None		
Hours for any additional days of early voting	N/A		
Is this site ADA compliant?	Yes		
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes, plus parking, proximity, costs, space requirements and location.		

Early Voting Equipment Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Number of tabulators at site	One		
Municipality responsible for providing tabulators	Saugatuck Township		
Number of early voting poll book laptops	One		
Municipality responsible for providing early voting poll book laptops	Saugatuck Township		
Clerk responsible for taking the necessary steps to set up the early voting poll book	Deputy Clerks		

laptops	One, provided by Saugatuck Township		
Board of election commissioners responsible for testing equipment	Saugatuck Township and City of Saugatuck		

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors:

	Supervisor at Early voting site #1	Supervisor at Early voting site #2	Supervisor at Early voting site #3
Early Voting Day 1	Rebecca Israels or Jamie Wolters		
Early Voting Day 2	Rebecca Israels or Jamie Wolters		
Early Voting Day 3	Rebecca Israels or Jamie Wolters		
Early Voting Day 4	Rebecca Israels or Jamie Wolters		
Early Voting Day 5	Rebecca Israels or Jamie Wolters		
Early Voting Day 6	Rebecca Israels or Jamie Wolters		
Early Voting Day 7	Rebecca Israels or Jamie Wolters		
Early Voting Day 8	Rebecca Israels or Jamie Wolters		
Early Voting Day 9	Rebecca Israels or Jamie Wolters		

Describe the communication strategy for informing electors of their opportunity for early voting:
Notice mailed by USPS to all Saugatuck Township and City of Saugatuck voters.



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: October 9, 2023
SUBJECT: Special Event Application- Halloween Festival

DESCRIPTION:

Attached is the special event form for the Halloween Festival sponsored by SDABA.

Special Event:	Tree Lighting
Date:	11/24/23
Location:	Wicks Park
Event Hours:	12pm-2pm
Estimated Attendees:	200-400
Estimated Volunteers:	6-10
Banner Palette Sign:	No
Barricades:	Yes
Alcohol:	No
Road Closure:	No

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application for the Halloween Festival sponsored by SDABA to be held on October 28th, 2023, contingent on safety approval by Police, Fire and City Staff.



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 & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: SDABA TELEPHONE: 269-857-1626
 MAILING ADDRESS: PO Box 221 Saugatuck Mi 49453
 CONTACT NAME: Josephine Fowler TELEPHONE: 269-455-5631
 E-MAIL ADDRESS: puddingstonesales@gmail.com CELL PHONE: 269-759-0266

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Josephine Fowler TELEPHONE: 269-455-5631
 E-MAIL ADDRESS: puddingsgtonesales@gmai.com CELL PHONE: 269-759-0266

EVENT INFORMATION

NAME OF EVENT: Halloween Festival DATE(S) OF EVENT: Oct 28, 2023
 PURPOSE OF EVENT: Community Enrichment RAIN DATE: NA

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

EVENT LOCATION: Wicks Park and Gazebo EVENT HOURS: 12-2:00 PM

ESTIMATED NUMBER OF ATTENDEES: 200-400

ESTIMATED NUMBER OF VOLUNTEERS: 6-10

ESTIMATE DATE / TIME FOR SET-UP: 10/29/23 10:30 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10/29/23 3-4:00 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: 3pm Carolers will go END: _____

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

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

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

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

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

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

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

- BOOTHS - QUANTITY _____
- TENTS - QUANTITY _____
- AWNINGS - QUANTITY _____
- TABLES - QUANTITY _____
- PORTABLE TOILETS - QUANTITY _____

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

If yes, where do you propose your vendors park? _____

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

- TRASH RECEPTACLES – QUANTITY 6 _____
- BARRICADES – QUANTITY _____
- TRAFFIC CONES – QUANTITY _____
- PARKING SIGNS – QUANTITY _____
- FENCING WATER ELECTRIC RESTROOM CLEANING
- OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: _____ A.M. P.M.

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

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

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

Parking Lot Location: Parking lot next to park, adjacent to Mermaid restaurant

Sidewalk closure date/time: Wednesdays 9am _____ A.M. P.M.

Sidewalk re-open date/time: Wednesday 10pm _____ A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance: Free shuttle service

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.

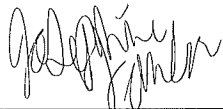
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

02/10/2023

Date



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: October 9, 2023
SUBJECT: Special Event Application- Tree Lighting Ceremony

DESCRIPTION:

Attached is the special event form for the Tree Lighting sponsored by SDABA

Special Event:	Tree Lighting
Date:	11/24/23
Location:	Wicks Park
Event Hours:	3m-6pm
Estimated Attendees:	200-500
Estimated Volunteers:	4-5
Banner Palette Sign:	No
Barricades:	Yes
Music:	3pm- Christmas caroling traveling around town
Alcohol:	No
Road Closure:	No

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application for the Tree Lighting sponsored by SDABA to be held on November 24th, 2023, contingent on safety approval by Police, Fire and City Staff.



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 & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: _____ TELEPHONE: _____

MAILING ADDRESS: _____

CONTACT NAME: _____ TELEPHONE: _____

E-MAIL ADDRESS: _____ CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: _____ TELEPHONE: _____

E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: _____ DATE(S) OF EVENT: _____

PURPOSE OF EVENT: _____ RAIN DATE: _____

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

EVENT LOCATION: _____ EVENT HOURS: _____

ESTIMATED NUMBER OF ATTENDEES: _____

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE / TIME FOR SET-UP: _____ A.M. P.M.

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

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No

Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: Yes No

Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)

Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: Yes No

Provide Copy of Liability Insurance (listing the City as additionally insured)

Provide Copy of Fireworks Permit

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

“YARD” SIGNS - Number requested: ____ (Maximum size is 2’ x2’. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14’ x 4’). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): _____

Description of signs: _____

(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

BOOTHS – QUANTITY _____

TENTS – QUANTITY _____

AWNINGS – QUANTITY _____

TABLES – QUANTITY _____

PORTABLE TOILETS – QUANTITY _____

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

If yes, where do you propose your vendors park? _____

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

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY _____

BARRICADES – QUANTITY _____

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY _____

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED

DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

Authorized Personnel Signature

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

Street closure date/time: _____ A.M. P.M.

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

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

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

Parking Lot Location: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

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

Date



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: October 9, 2023
SUBJECT: Special Event Application- Annual Holiday Parade

DESCRIPTION:

Attached is the special event form for the Annual Holiday Parade sponsored by SDABA. SDABA would like to finalize a parade route that satisfies city and safety officials therefore the parade map is not included.

Special Event: Annual Holiday Parade
Date: 12/02/23
Location: Wicks Park
Event Hours: 12:30pm line up, 1:00pm start
Estimated Attendees: 200-300
Estimated Volunteers: 6-10
Banner Palette Sign: No
Barricades: Yes
Music: No
Alcohol: No
Road Closure: Yes

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application for the Annual Holiday Parade sponsored by SDABA to be held on December 2nd 2023, contingent on safety meeting with Fire, Police and Staff.



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 & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: _____

TELEPHONE: _____

MAILING ADDRESS: _____

CONTACT NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: _____

DATE(S) OF EVENT: _____

PURPOSE OF EVENT: _____

RAIN DATE: _____

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

EVENT LOCATION: _____

EVENT HOURS: _____

ESTIMATED NUMBER OF ATTENDEES: _____

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE / TIME FOR SET-UP: _____ A.M. P.M.

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

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No

Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: Yes No

Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)

Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: Yes No

Provide Copy of Liability Insurance (listing the City as additionally insured)

Provide Copy of Fireworks Permit

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

“YARD” SIGNS - Number requested: ____ (Maximum size is 2’ x2’. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14’ x 4’). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): _____

Description of signs: _____

(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

BOOTHS – QUANTITY _____

TENTS – QUANTITY _____

AWNINGS – QUANTITY _____

TABLES – QUANTITY _____

PORTABLE TOILETS – QUANTITY _____

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

If yes, where do you propose your vendors park? _____

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

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY _____

BARRICADES – QUANTITY _____

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY _____

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED

DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

Authorized Personnel Signature

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

Street closure date/time: _____ A.M. P.M.

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

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

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

Parking Lot Location: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

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

Date