



CITY COUNCIL MEETING AGENDA

October 9 – 7:00 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. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** (*Additions/Deletions*)
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
9. **Consent Agenda:** (*Roll Call*)
 - A. Regular City Council Meeting Minutes – September 25, 2023. Pg.3
10. **Staff Reports, Boards, Commissions & Committees:**
Starting on Pg.7
 - A. **Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Planning and Zoning
 4. Department of Public Works
 5. Police
 6. Engineer

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.

B. Boards, Commissions & Committees:

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
 - a) Short Term Rental Task Force
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

11. Request for Payment: None

12. Approval of Accounts Payable: *(Roll Call)*

- A. Accounts Payable in the amount of \$217,199.15 Pg.17

13. Introduction of Ordinances: None

14. Unfinished Business: None

15. New Business:

- A. Oval Beach Update- Expenses and Revenues Pg.24
- B. Replacement Of Playground Equipment in Village Square Pg.27 *(Roll Call)*
- C. Early Voting agreement between City and Township Pg.41 *(Roll Call)*
- D. Special Event Application- Halloween Festival Pg.55 *(Voice Vote)*
- E. Special Event Application- Tree Lighting Ceremony Pg.60 *(Voice Vote)*
- F. Special Event Application- Annual Holiday Parade Pg.65 *(Voice Vote)*

16. Public Comments *(Limit 3 minutes)*

17. Correspondence

18. Council Comments

19. Adjourn *(Voice Vote)*



**CITY COUNCIL MEETING MINUTES - Proposed
September 25, 2023**

The City Council met for Regular Council Meeting at 7:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Pro-Tem Stanton at 7:00 p.m.

Attendance:

Present: Mayor Pro-Tem Stanton and Councilmembers Baldwin, Leo, Lewis, Gardner, Muncey.

Absent: Mayor Dean.

Motion by Lewis, second by Leo to excuse Mayor Dean's absence. Via voice vote, motion carried 6-0.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Department of Public Works Superintendent Herbert, Department of Public Works Assistant Supervisor Hardy, Deputy Clerk/DPW Admin Williams, and City Attorney Witte.

Mayor's Comments: Mayor Pro-Tem noted Mayor Dean is receiving advanced First Aid training being part of the ski patrol at Bittersweet. Asked everyone tonight to speak loud and clear due to current problem with audio system.

City Manager Comments: City Manager report is included in the packet, happy to answer questions. Thanked Department of Public Works as City Manger Heise has received many compliments about the way the City looks.

Agenda Changes: Add guest speaker.

Motion by Baldwin, second by Lewis for our County Commissioner Dean Kapenga to speak as a guest. Via voice vote, motion carried 6-0.

Guest Speakers:

Dean Kapenga, County Commissioner:

- Complimented the City of Saugatuck as clean, sharp, and fun.
- Deputy Kibby was released from ICU.
- Updated on the courthouse construction.

Public Comment on Agenda Item Only: None.

Consent Agenda:

A. Regular City Council Meeting Minutes – September 11, 2023.

Motion by Lewis, second by Leo to approve the regular city council meeting minutes of September 11, 2023, as presented. Upon roll call vote, motion carried unanimously.

Staff Reports:

City Manager, Director of Planning & Zoning, Treasurer, DPW Superintendent, Engineer and Police submitted status reports of current activities since the last Council meeting on September 11, 2023, for their respective departments.

Boards, Commissions & Committees:

Fire District Administration Board, Dan Fox:

- From meeting of September 18, 2023:
 - Michigan Department of Treasury Grant was received by the fire district for \$10,000 to cover the cost of a thermal imager with licensed local hot spots.
 - Chad Brink, one of the staff received a certain certification of the medical responder.
 - Sale of the fire boat, which I think I mentioned last time, the one that sunk that's been completed with the proceeds of about \$34,000.
 - The cost recovery period of \$2,600 was received related to one of the two smaller the two dangerous fires from something back from mutual aid support funded by the fire district.
 - Following the required annual inspection of 2151, repairs to a ladder mechanism was made at a cost of \$16,000.
 - Next meeting is October 20, 2023, at 4:00p.m.

Interurban Board, Councilmember Muncey:

- 11 months into the physical year and operating under budget.
- Expenses year to date are 87.3% of budget.
- Cash position higher than last year by \$270,000.
- With \$60,00 of additional state funding coming in 2024:
 - Employees will receive a 6% cost of living increase.
 - Extending hours from 4pm to 7pm on Saturdays starting in March instead of May.
 - New office furniture.
 - Possible AED for office.
- Ridership is 28% up from last year.
- Parking shuttle carried 4479 passengers more than 3629 in 2022.

KLSWA, Barry Johnson:

- Water monthly progress report submitted with no violations.
- Residential lead and copper sampling for 2023 finished and will be submitted to EGLE by the end of October.
- Statewide with marijuana growers, there have been more pesticides and things showing up in water systems.
- Two Saugatuck wells out on Maple Street are out of service right now.

- Notices on water bill for address change for residents paying by check, goes to Carol Stream, Illinois.
- Operations employee resigned, now hiring for replacement.

Kalamazoo Lake Harbor Authority, Mayor Pro-Tem Stanton:

- Focused on what the Harbor Authority goals are, they need the three Tri-Community managers to talk about how to move forward with the Authority.
- Discussed navigation lights on the bridge. The cost has increased and may need to go back boards/councils for approval of funds.

Zoning Board of Appeals, Ryan Cummins:

- None.

Historic District Commission, Councilmember Lewis:

- Next meeting is on October 5th.

Planning Commission, Chair Councilmember Gardner:

- STRTF Holly Anderson gave an update to the Planning Commission.
- Zoning Ordinance amendments for outdoor eating areas were discussed.
- Waterfront development zoning ordinance reviews or any recommendations, public hearing in November.

Short Term Rental Task Force, Mayor Dean via Mayor Pro-Tem Stanton:

- The last meeting was on September 21, and it is now moving on to the next phase which is Planning Commission.

Parks and Public Works Committee, Councilmember Baldwin:

- Next Meeting September 26.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Leo:

- Meeting regularly with C2AE and beginning to interface with PPW.

Tri-Community Recycling Ad-Hoc Committee, Councilmember Lewis:

- Household Hazardous Waste Day on September 26 with close to 200 people signed up.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of \$ \$3,116,993.85.

Motion by Gardner, second by Leo to approve the accounts payable in the amount of \$3,116,993.85. Via roll call vote, motion carried 6-0.

Introduction of Ordinances: None.

Unfinished Business: None.

New Business:

Asset Water Management:

Motion by Muncey, second by Baldwin to approve the draft water asset management plan as provided by Baker Tilly. Via roll call, motion carried 6-0.

AT&T Lease First Review:

Motion by Lewis, second by Leo to allow staff and consultants to continue lease negotiations with AT&T to provide cellular services at the MT Baldhead radome site, conditioned on Zoning Board of Appeals (ZBA) approval and all other local, state and federally required conditions. Via roll call vote, motion carried 6-0.

Hardscaping/Heavy Landscaping in ROW Policy:

Motion by Lewis, Second by Baldwin to approve staff and legal drafting proposed ordinance amendments and a formal policy regarding uses in the right of way that are consistent with the City Attorney's report. Via roll call vote, motion carried 6-0.

Recycling Cans In Park:

Motion by Lewis, Second by Leo to allow City staff to begin a pilot project to collect recyclables in public spaces, and purchase recycling receptacles along with new trash receptacles. Via roll call vote, motion carried 6-0.

Zoning Board of Appeals Alternate Appointment:

Motion by Lewis, second by Leo to appoint Nicholas Barna to the Zoning Board of Appeals alternate member seat with a term ending July 1, 2026. Via voice vote, motion carried 6-0.

Special Event Application- Homecoming Parade:

Motion by Muncey, second by Gardner to approve the special event application Saugatuck High School Homecoming Parade to be held on October 20th, 2023. Via voice vote, motion carried 6-0.

Special Event Application- Turkey Trot:

Motion by Lewis, second by Leo the special event application Turkey Trot to be held on November 18th, 2023, contingent upon safety meeting and staff approval. Via voice vote, motion carried 6-0.

Public Comment: None.

Correspondence: None.

Council Comments:

- Councilmember Baldwin: None.
- Councilmember Muncey: Fall decorating starting soon.
- Councilmember Leo: None.
- Councilmember Gardner: None.
- Concilmember Lewis: None.
- Mayor Pro-Tem Stanton: None.

Adjournment:

Motion by Lewis, second by Baldwin to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Pro-Tem adjourned at 8:50 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Managers Report – October 9th, 2023

Parks and Public Works Update

Playground at Village Square on current Council agenda. The playground fact finding group presented their recommendations for new playground equipment to the Parks and Public Works Committee. The Committee approved the recommended vendor and plan for new equipment with a goal of purchase and installation by spring of '24 if approved by Council.

Attention remains on the following projects: Blue Star Trail multi-modal path, Airport Property, Mt. Baldhead and Park Street.

Infrastructure- Cellular Service Discussions Continue with AT&T

Next steps:

- 1) Refine proposed lease, including rent negotiations. Return for Council approval.
- 2) Present to Council needed electrical upgrades for current code compliance, and in preparation for AT&T wireless infrastructure.
- 3) Zoning Board of Appeals approval.

City staff is actively working with a vendor to assist with ensuring that current electric connections servicing the radome are safe and code compliant. The Department of Public Works has begun removing all ancillary equipment, allowing AT&T to finalize their design from the antenna array within the dome. The city will need to rotate a large existing antenna within the radome for the AT&T team to complete their design (allowing the existing antenna to stay intact). AT&T remains focused on completing this project by summer of '24... but is largely dependent on the City taking timely action on: electrical upgrades, removing of non-historical & ancillary equipment, lease negotiations, and ZBA approval.

Infrastructure- Discussions with AT&T on Potential Downtown WiFi

On pause. Discussed project with Allegan County Broadband Director and will coordinate a “needs survey,” to be disseminated to business owners and residents. Also, looking for independent outside consultants to provide a proposal for site assessment.

There appears to be enthusiasm and motivation to tackle this project from both the City and AT&T. Initial proposal was presented to Council for a site analysis.

Infrastructure- Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement- Tri-Community

Council has approved Water Asset Management Draft Plan.

The Tri-Communities have directly engaged with EGLE to ensure that our respective municipalities stay in compliance. Discussions with the City Council will continue to ensure that assets owned by the city are funded for replacement after their useful life.

Infrastructure - Blue Star Highway Multi-Modal Path

Progress meetings continue with the engineer. An updated timeline has been requested and will be presented soon. City of Saugatuck stakeholder members and Parks and Public Works Committee will begin to review path designs that are unique to the City, namely incorporation of existing pallet sign and vertical elements along the Blue Star Bridge.

MDOT Exit 36 and 41 Bridge Work

Information on traffic detours provided through social media and constant contact email list, when appropriate.

Parks and Recreation Master Plan- Tri-Community Effort (Including Saugatuck Public Schools Community Recreation).

A Tri-Community effort- Development of plan is underway. Community survey has been launched, signage placed throughout the tri-communities with QR codes to solicit input and an open house was hosted at the Saugatuck-Douglas Library on the 21st of September (well attended).

The purpose of the plan is to: Evaluation of recreation facilities • Identify recreational needs - public perception • Provide a guide for improvements – goals • Set timetable for improvements – actions • Eligible for recreation grants through DNR.

Sections of the plan include: • Community Description • Administrative Structure • Recreation Inventory • Recreation Needs / Deficiencies • Public Input Process • Goals and Objectives • Action Plan.

Public Input Methods: • On-line survey • Public Input Open House • Input Collection at Community Event • 30-day Public Review • Public Hearing.

Timeline of the project- Five-month process ending with a plan adoption by Council in late January.

Ongoing- Oval Beach Staffing and Operations

Expense and revenue report reviewed at Council Workshop.

City Hall

There are a few punch list items remaining to complete the City Hall exterior repair project. Many compliments were received on the fall decorations in the newly restored flower boxes. Landscape and irrigation improvements are forthcoming.

Old news- Dune Ridge Waterfront Update

Litigation continues...we typically do not discuss ongoing litigation.

Meetings

- CVB Meeting- focus group for strategic planning
- STR Meeting to discuss next steps
- AT&T lease discussion meeting
- Tri-Community Parks and Recreation Open House
- Community bike rack meeting with student
- C2AE and Friends of the Blue Star Trail meeting

Council-Manager form of Government Tid-bit

In 2016, two UW Oshkosh researchers, Karl Nollenberger and James Simmons, published the results of a comprehensive study of city government structure in Wisconsin titled, “Municipal Government Structure in Wisconsin: Does Form Matter?” Turns out, form matters very much indeed, and their results align with a national study they completed in 2011.

Analyzing Wisconsin cities with over 5,000 residents, they found that “Wisconsin cities without an administrator have some of the highest levels of confrontation/conflict in the governance process in the United States.”



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 9/25/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Proceeding with the 2023 audit
- Attending annual training on assessing & property tax changes.
- Sent out late notices to unpaid summer property tax bills.



Planning, Zoning and Project Report

October 9, 2023

Planning and Zoning

- Prepared for and attended Historic District Commission meeting.
- Reviewed McKenna's final changes to STR Task Force report.
- Prepared and mailed meeting notices for several upcoming Planning Commission and ZBA public hearings.
 - AT&T's requested variance will be on the October 12 ZBA agenda.
- Met with Planning Commission Chair, STR Task Force Chair, Mayor and City Manager to discuss STR report next steps.
 - Presentation to Planning Commission planned for October 19 at 6p.
 - Presentation to City Council planned for November 8 workshop meeting.
- Attended PFAS Settlements Webinar by MML
- Attended Allegan County Housing Needs Assessment Presentation
- Continued follow-up on complaints of code violations throughout the City.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Completed planning and zoning casework as outlined in the chart below.

Planning and Zoning Casework

320 Mason	Enforcement	Discovered STR property still being advertised contrary to options presented to owner and agent in several e-mails and in person meeting. Also found evidence property isn't being rented under a single contract despite past warnings. Civil infraction notice issued. Owner denied responsibility. Evaluated next steps with legal. Legal has continued discussions with owner's attorney to gain compliance.
560 Mill and 860 Simonson	Enforcement	Enforcement of hardscaping in ROW report back to City Council for further policy direction occurred at September 20 workshop meeting. Working on finalizing formal policy and ordinance amendments for Council review/decision. Pending DPW review.
665 Spear St	Drainage Complaint	Concern of drainage issues from project. Over winter similar concerns received. Engineer reviewed and felt issues were soil and erosion related. Notified Allegan County Health Department at that time. Received further information from neighbor. Viewed on site with Engineer and DPW Superintendent. Project still ongoing. Some storm water items on site but not connected. Sand bags on portion of property. Engineer advised stormwater plans should be requested. He advised to notify Allegan County as well to check on soil and erosion control permit. Advised owner of complaint and requested stormwater management plans. Advised Allegan County. Meeting held with owner. He advised he was meeting with contractor soon and will provide formal stormwater plans to review. Sent e-mail asking if formal plans have been developed. Received report that permanent stormwater items are being installed and owner may soon be installing a fence. Contacted owner for stormwater plans and advised of fence permit requirement. Owner submitted fence permit application. Fence permit issued. Owner provided stormwater plans. Engineer reviewed. Comments/questions provided back to owner. Met with owner. Responses received and reviewed by engineer. Plans revised by owner. Additional review and feedback provided. Awaiting a response from owner.
118 Hoffman	Enforcement	Complaint of structures built without screening or permits. Complainant advised outdoor refrigeration building was built in late winter/early spring. Checked area and discovered two structures built in northwest section of property. Refrigeration unit not permitted by zoning or historic district. Checked with MTS and no building permits. Previously a mix of retail. Construction began on new restaurant in October 2021. Water Street East zoning changed in November 2020 to make restaurants a SLU instead of permitted use. No special land use or formal site plan approvals. Sent owner letter to apply for permits for recent structures and apply for SLU and formal site plan review for restaurant use. Met with owner and answered questions and provided resources. Owner submitted special land use application. Scheduled for October Planning Commission meeting. Owner also submitted HDC application. Scheduled for October meeting. ZBA application for variances also received. Application initially not complete. Met with owner and answered questions and provided resources. Updated application received and under review.

Planning and Zoning Casework Continued

234 Francis	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Failed. Sent reinspection invoice which has been paid. Fire Department advised repairs/corrections are in progress.
717 Water #5	Short Term Rental	STR app. New owner of existing STR. Needed property transfer affidavit and fee paid. Both received. Sent to Fire Department for inspection. Failed two reinspections. Sent invoice. Fire Department advised repairs/corrections are in progress.
125 Elizabeth	Short Term Rental / Enforcement	STR app. New STR. Sent to Fire Department for inspection. Discovered home is already being rented without a certificate. Also discovered hot tub and patio installed without zoning permits. Sent letter to owner to cease STR use until certificate is obtained and apply for zoning permits. Talked to owner. Answered questions. Provided resources. Discovered dwelling still being rented without STR certificate. Civil infraction notice issued. Asked about status of applying for zoning approvals for hot tub and patio. Owner paid fine. Advised he is working on applying for variances. Still awaiting ZBA application.
296 Sugar Hill	New Home	Zoning app for new home. Updated application received. Initial review complete. Still awaiting water/sewer connection applications.
570 Shorewood	New Home	Zoning app to demolish existing home and build new single family home. Reviewed zoning regulations, design review committee letter, and EGLE approvals. Contractor sent plans to Fire Department for review. Researched history of zoning in this area. Discussed with legal. Met with contractor and discussed application and requested 50 year high risk erosion information.
640 Water St	Enforcement	Complaint of demolition work without historic district permits. No historic district permit. No MTS permits. Checked on alteration or demo work. Found some eave demolition occurring on the west elevation by a contractor. They stated they were hired by the owners. Advised them to stop work. Sent enforcement letter to stop work and apply for permits for unpermitted work. Issued civil infraction notice. Answered contractor questions and provided applications and resources. Historic district application received. Scheduled for October HDC meeting.
240 Lucy	Short Term Rental	STR app for rear studio/cottage. Existing STR. Reviewed history. Discussed with legal. Determined is legally non-conforming. Sent to Fire Department for inspection. Still pending.
750 Park	Variance	ZBA application for a dimensional variance for construction of a new platform and equipment to support AT&T cellular technology. AT&T is applicant. Council approved application as owner. Scheduled for October 12 ZBA meeting.
298 Sugar Hill	New Home	Zoning app and plans for new home. Initial review complete. Need stormwater plans. Water/Sewer connection app also needed.
745 Pleasant	Short Term Rental	STR app. New owner. Sent to Fire Department for inspection.

Planning and Zoning Casework Continued

120 Mary	Enforcement/Rezoning Request	STR app. New STR in a single family home. Denied due to STRs only being permitted on second or third floors in water street east zoning district. Sent email and letter to owner and agent. Answered owner questions. Provided resources related to rezoning and use variances. Discovered home is being advertised and rented as an STR without the certificate. Issued a civil infraction notice. Fine paid. Conditional rezoning application received to change from Water Street East to City Center Transitional Residential. Reviewed with consultant and legal. Legal provided feedback to owner's attorney. Owner revised request to be a rezoning request with no conditions. Scheduled for October Planning Commission meeting.
439 Butler	Enforcement/Historic Request	Complaint of mural, signage, and window tint work occurring without permits. Checked site and found mural being painted and freshly painted wall signage. Some rear building windows did appear to be tinted. Sent owner a letter to stop work and apply for required permits . HDC app received for mural, paint touch up to wall sign, and window tint for rear unit. Chair advised full commission review needed. Advised applicant. Chair advised work was still occurring. Talked with applicant who denied any further work but stated scaffolding is still up. Scheduled for October meeting.
423 Grand	Final Inspections	Final inspections requested. Asked for stormwater plans due to neighbor concerns. Talked with contractor. Water is being drained to rear yard drain. Advised of various regulations and that a sketch will be needed for engineer to review and approve. Stormwater plans received. Engineer reviewed. Provided feedback to contractor.
807 Lake	Deck Railings	HDC app to replace deck railings. Chair advised full commission review needed. Scheduled for October meeting.
143 Takken	Deck and Porch Replacement	Zoning app to remove existing deck and screened in porch and replace with new. Need lot coverage. Asked applicant.
165 Elizabeth	Short Term Rental	STR app. Previous STR. Sent to Fire Department for inspection.
787 Lake	Enforcement	After the fact complaint of disturbance and nuisance issues with STR rental including indecent exposure or lewd acts, noise, and drunkenness. Complaint states incidents occurred on weekend of 8/25 and weekend of 9/1. Advised complainant he can make an indecent exposure/lewd acts report to law enforcement. Warning letter sent as STR regulations prohibit this conduct. Recommended for future that law enforcement be contacted when incidents are occurring so they may investigate and take appropriate action. Met with rental agent. He advised they take complaints seriously and have contacted the complainant. He stated they are happy to cooperate with any law enforcement investigations and do not tolerate any types of the conduct in the complaint.

Planning and Zoning Casework Continued

111 Park	Inquiry	Questions related to stairs and screening definition. Provided resources.
702 Lake	Enforcement	Trash can out three days after pickup. No prior logged violations. Sent warning letter.
612 Lake	Enforcement	Trash can out three days after pickup. No prior logged violations. Sent warning letter.
868 Holland	Enforcement	Received information that Saugatuck Yacht Service was replacing metal roof without permits. No HDC permits issued. Checked with MTS on any permits they may have issued. Sent letter to apply for retroactive approval. Met with property manager. HDC app received. Replacing wall panels, roof, and garage door. All to match existing. Chair agreed admin approval. Issued permit.
984 Ridgeview	New Home	Zoning app for new home. Further information was needed and requested from applicant. Also advised of water-sewer connection application. Received updated plan and water-sewer connection application. All reviewed. Permits issued.
N/A	Inquiry	Questions about STR registration process. Left voicemail answering questions.
350 Mason	Street Cut	Street cut app to retire gas service. Engineer reviewed. Received fees. Issued permit.
585 Campbell	Inquiry	Temporary right of way app for gas service line work. Sent to engineer and DPW for feedback. Discovered this is on Douglas side of road. Advised applicant to contact Douglas for any permits.
330 Elizabeth	Inquiry	Questions about setbacks. Setbacks incorrect on survey. Provided resources.
880 Holland	Inquiry	Questions about prior approvals and seeking approval for updated plans. Answered questions and provided resources. Will need SLU and site plan approval catering accessory use and reconfiguration of buildings. Will need HDC approval as well.
344 Lucy	Various Work	HDC app to repair siding, repair/replace pergola, replace doors, deck, and light fixtures. HDC approved at September meeting. Permit issued. Received Zoning app for deck/balcony and pergola work. Permit issued.
N/A	Inquiry	Questions about STR recommendations status. Answered questions.
747 Water	Inquiry	Questions and concerns about the waterfront assessment project and possible rezoning of the property from Water Street North to Water Street East. Advised owner of status of waterfront assessment project and process to date. Answered various questions related to zoning regulations for the two districts. Owner requested copy of regulations for both districts, copies of meeting minutes and reports. E-mailed all requested information and advised owner of opportunities to share concerns via written correspondence or attendance at future meetings.

Planning and Zoning Casework Continued

822 Allegan	Inquiry	Complaint of mattress propped against a tree. Returned voicemail to gather further.
515 Water	Inquiry	Question about past enforcement note in online BS&A platform. Answered questions.
247 Grand	Inquiry	Questions about STR regulations and any changes. Answered questions.
350 Mason	Inquiry	Questions about permits issued. Answered questions.
446 Butler	Inquiry	Questions about renewing STR certificate. Returned voicemail and answered questions.
N/A	Inquiry	Questions about STR regulations. Answered questions.
1044 Holland	Street Cut	Curb and street cut application for gas line service. Engineer reviewed. Permit issued.
184 Park	Inquiry	Questions from builder about possible plan changes and options. Answered questions. Also answered inquiry from a neighbor about approved plans.
312 Hoffman	Inquiry	Met with owner to review property and survey. Owner requested various zoning regulations as they consider options. Provided resources.

Vendor Name	Description	Amount
1. ACCEL AUTO REPAIR		
	FORD REPAIR	135.20
2. ACTION INDUSTRIAL SUPPLY CO		
	UNIFORMS & SAFETY EQUIPMENT	166.73
3. ADAM RAZAK		
	GAZEBO DEPOSIT	500.00
4. ALLEGAN COUNTY SHERIFF		
	OVAL BEACH RESERVE	708.00
	RESERVE DEPUTIES MUSIC IN PARK	360.00
	RESERVE DEPUTIES	1,936.00
	TOTAL	3,004.00
5. ALLEGAN COUNTY TREASURER		
	CHARGEBACK TAXES	12.72
6. AT&T MOBILITY		
	CELL PHONES	171.64
7. BS&A SOFTWARE		
	SOFTWARE UPDATES & ANNUAL SUPPORT	6,275.00
8. CAPITAL ONE		
	SUPPLIES	462.90
9. CONSUMERS ENERGY		
	ELECTRIC	3,675.37
10. D & L TRUCK & TRAILER LLC		
	ANNUAL INSPECTION	155.00
	ANNUAL INSPECTION & REPAIRS	1,071.70
	ANNUAL INSPECTION	143.75
	TOTAL	1,370.45
11. FAHEY SCHULTZ BURZYCH RHODES		
	LEGAL FEES	15,570.50
	LEGAL FEES ZONING	4,520.00
	LEGAL FEES CLERK	1,448.00
	LEGAL FEES COUNCIL	4,172.00
	LEGAL FEES LAWSUIT	13,523.82
	WATER & SEWER ASSET	336.00
	LEGAL FEES EGLE DUNE RIDGE	630.00
	LEGAL FEES SHORT TERM TASK	1,675.00
	TOTAL	41,875.32
12. FIRST ADVANTAGE INC		
	DRUG TESTING	50.93
13. FIRST BANK CARD		
	TRAINING, ELECTION & SUPPLIES	2,376.95
14. FLEIS & VANDENBRINK ENGINEERING INC		
	ENGINEERING FEES WATER ASSET	10,851.75
15. FRONTIER		
	OVAL	173.22
	OVAL	104.31
	DPW GARAGE	221.27
	TOTAL	498.80
16. GABRIEL R MASEK		
	GAZEBO DEPOSIT	500.00
17. HOLLAND TRAILER SALES		
	TIRE TRAILER	131.60
18. INTERNAL REVENUE SERVICE		
	PAYROLL TAXES	807.72
19. JOEL SHEAFFER		
	GAZEBO DEPOSIT	500.00
20. KALAMAZOO LAKE SEWER & WATER		
	WATER & SEWER	3,043.32

Vendor Name	Description	Amount
21. KROHN EXCAVATING LLC	WEST TAYLOR TAKKEN EAST	84,076.20
22. L TANTAY CONSULTING INC	GAZEBO DEPOSIT	500.00
23. LORRIE PASTOOR	CLEANING SERVICES	420.00
24. MERS	RETIREMENT	4,500.00
25. MICHIGAN GAS UTILITIES	DPW GARAGE	38.10
	BUTLER STREET TOILET	48.79
	CITY HALL	39.91
	TOTAL	126.80
26. MIKE'S MOBIL INC	FORD REPAIR	426.13
27. MIND THE GAP MISSOURI LLC	GAZEBO DEPOSIT	500.00
28. MUSKEGON COUNTY	TRAINING	10.00
29. OVERISEL LUMBER COMPANY	SUPPLIES & REPAIRS	480.05
30. PLUMMER'S ENVIRONMENTAL SERVICES IN	STORM SEWER CLEANING	497.40
31. PRIORITY HEALTH	HEALTH INSURANCE	8,302.77
32. PURITY CYLINDER GASES INC	CONCESSION	13.73
33. REPUBLIC SERVICES	TRASH	1,490.62
	TRASH	1,295.94
	TOTAL	2,786.56
34. RICOH USA INC	COPIER LEASE	127.97
35. SAUGATUCK PUBLIC SCHOOLS	PARKING LOT SPLIT	32,970.50
36. SEPTIC TANK SYSTEMS CO INC	PORTABLE TOILETS	1,120.00
37. SHELL	GASOLINE & DIESEL	163.94
38. SHIVER ME TIMBERS LLC	CITY HALL	399.00
39. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,303.60
40. SMART BUSINESS SOURCE LLC	OFFICE	111.40
41. STINGERS PEST CONTROL	PEST CONTROL	55.00
42. VALLEY CITY LINEN INC	SHOP TOWELS	261.09
43. WESTENBROEK MOWER INC	BAGGER FOR ZERO TURN	1,583.95
TOTAL - ALL VENDORS		217,196.49
FUND TOTALS:		
Fund 101 - GENERAL FUND		127,199.15
Fund 203 - LOCAL STREETS		84,376.20
Fund 661 - MOTOR POOL FUND		5,621.14

10/02/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 09/01/2023 - 09/30/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
09/01/2023	DD6315(A)	BOUWMAN, CHAD	PAYROLL	1,381.88
09/01/2023	DD6316(A)	BUTER, HUNTER	PAYROLL	887.40
09/01/2023	DD6317(A)	CUMMINS, RYAN	PAYROLL	2,246.08
09/01/2023	DD6318(A)	DEJAEGHER, JOHN	PAYROLL	1,076.92
09/01/2023	DD6319(A)	DOMBROSKI, NANCY	PAYROLL	749.52
09/01/2023	DD6320(A)	FIFELSKI, SARAH	PAYROLL	317.16
09/01/2023	DD6321(A)	FLANAGAN, HANNAH	PAYROLL	721.94
09/01/2023	DD6322(A)	GARCIA, DANIELA	PAYROLL	1,366.08
09/01/2023	DD6323(A)	GOODRICH, RICHARD	PAYROLL	525.44
09/01/2023	DD6324(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	707.16
09/01/2023	DD6325(A)	HARDY, CODY	PAYROLL	1,434.41
09/01/2023	DD6326(A)	HEISE, RYAN	PAYROLL	3,464.36
09/01/2023	DD6327(A)	HERBERT, SCOTT	PAYROLL	2,439.62
09/01/2023	DD6328(A)	HINKLE, MARY	PAYROLL	525.43
09/01/2023	DD6329(A)	KERRIDGE, ADAM	PAYROLL	1,514.37
09/01/2023	DD6330(A)	LARSEN, SAGE	PAYROLL	606.81
09/01/2023	DD6331(A)	LLOYD, ERICA	PAYROLL	650.73
09/01/2023	DD6332(A)	MACK, ELLIS	PAYROLL	1,320.06
09/01/2023	DD6333(A)	MARTIN, DANNY	PAYROLL	1,097.82
09/01/2023	DD6334(A)	NYHOF, JACKSON	PAYROLL	817.77
09/01/2023	DD6335(A)	PETERS, ADDISON	PAYROLL	565.61
09/01/2023	DD6336(A)	PETERS, AVERY	PAYROLL	238.96
09/01/2023	DD6337(A)	PETERSON, BENJAMIN	PAYROLL	882.85
09/01/2023	DD6338(A)	HELPS, BROOKLYN	PAYROLL	185.00
09/01/2023	DD6339(A)	HELPS, PAIGE	PAYROLL	475.01
09/01/2023	DD6340(A)	SAMUELS, ROBERT	PAYROLL	337.97
09/01/2023	DD6341(A)	STANISLAWSKI, PETER	PAYROLL	1,667.93
09/01/2023	DD6342(A)	STEZOWSKI, LOGAN	PAYROLL	533.58
09/01/2023	DD6343(A)	STORK, JACK	PAYROLL	1,302.92
09/01/2023	DD6344(A)	VAN HOWE, AINSLEY	PAYROLL	919.95
09/01/2023	DD6345(A)	WATERS, BENJAMIN	PAYROLL	344.81
09/01/2023	DD6346(A)	WILLIAMS, ANTHONY	PAYROLL	211.44
09/01/2023	DD6347(A)	WILLIAMS, SARA	PAYROLL	1,742.69
09/01/2023	DD6348(A)	WOLTERS, JAMIE	PAYROLL	1,900.71
09/01/2023	EFT1719(E)	ALERUS	PAYROLL	3,382.88
09/01/2023	EFT1720(E)	EXPERT PAY	PAYROLL	139.54
09/01/2023	EFT1721(E)	MERS HYBRID	PAYROLL	2,097.29
09/01/2023	EFT1722(E)	FEDERAL TAX DEPOSIT	PAYROLL	10,499.85
09/11/2023	17311	GIL- ROY'S HARDWARE	PARKS	153.88
09/11/2023	17312	GIVE' EM A BRAKE SAFETY	SIGNS	423.00
09/11/2023	17313	IHLE AUTO PARTS	SUPPLIES	1,409.56

10/02/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 09/01/2023 - 09/30/2023				
Check Date	Check	Vendor Name	Description	Amount
09/11/2023	17314	KENDALL ELECTRIC INC	SUPPLIES	37.18
09/11/2023	17315	OVERISEL LUMBER COMPANY	SUPPLIES	1,001.74
09/11/2023	17316	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	321,544.40
09/11/2023	17317	TERRY'S PRECAST PRODUCTS INC	SCULPTURE BASE	170.00
09/11/2023	4855(E)	AT&T MOBILITY	CELL PHONES	171.64
09/11/2023	4856(E)	CAPITAL ONE	FENCE POST & SUPPLIES	2,237.27
09/11/2023	4857(E)	CONSUMERS ENERGY	ELECTRIC	3,814.40
09/11/2023	4858(E)	FIRST BANK CARD	TRAINING, OVAL & SUPPLIES	5,598.10
09/11/2023	4859(E)	FRONTIER	OVAL	170.29
09/11/2023	4860(E)	FRONTIER	OVAL	131.79
09/11/2023	4861(E)	FRONTIER	DPW GARAGE	213.51
09/11/2023	4862(E)	GORDON FOOD SERVICE	CONCESSION	354.02
09/11/2023	4863(E)	MICHIGAN GAS UTILITIES	CITY HALL	40.79
09/11/2023	4864(E)	MICHIGAN GAS UTILITIES	BULTER STREET TOILETS	44.76
09/11/2023	4865(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	39.95
09/11/2023	4866(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,302.77
09/11/2023	4867(E)	REPUBLIC SERVICES	TRASH	1,564.50
09/11/2023	4868(E)	REPUBLIC SERVICES	TRASH	269.02
09/11/2023	4869(E)	REPUBLIC SERVICES	TRASH	1,408.08
09/11/2023	4871(E)	VALLEY CITY LINEN INC	SHOP TOWELS	260.54
09/11/2023	4872(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	169.59
09/11/2023	4873(A)	ALLEGAN COUNTY SHERIFF	OVAL BEACH RESERVES	972.00
09/11/2023	4874(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	445,237.61
09/11/2023	4875(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
09/11/2023	4876(A)	BURNETT & KASTRAN PC	LEGAL FEES	204.00
09/11/2023	4877(A)	MICHIGAN CAT	WHEEL LOADER REPAIR	782.73
09/11/2023	4878(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES STR TASK FORCE	43,427.82
09/11/2023	4879(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	714.00
09/11/2023	4880(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	3,218.75
09/11/2023	4881(A)	KROHN EXCAVATING LLC	STREET IMPROVEMENTS	41,217.51
09/11/2023	4882(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	245,501.12
09/11/2023	4883(A)	PURITY CYLINDER GASES INC	CONCESSION	19.57
09/11/2023	4884(A)	RAF ELECTRIC	OVAL	307.50
09/11/2023	4885(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	525.00
09/11/2023	4886(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,307.20
09/11/2023	4887(A)	STINGERS PEST CONTROL	PEST CONTROL	70.00
09/11/2023	4888(A)	STREAMLINE DESIGN.COM LLC	CITY HALL SIGNS	650.00
09/11/2023	4889(A)	TRUCK & TRAILER SPECIALTIES	NEW TRUCK BUILD OUT	77,166.00
09/11/2023	4870(E)	SHELL	GASOLINE & DIESEL	51.84
09/15/2023	DD6349(A)	BOUWMAN, CHAD	PAYROLL	1,421.88
09/15/2023	DD6350(A)	BUTER, HUNTER	PAYROLL	1,139.94
09/15/2023	DD6351(A)	CUMMINS, RYAN	PAYROLL	2,246.07
09/15/2023	DD6352(A)	DEJAEGHER, JOHN	PAYROLL	1,277.43

10/02/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 09/01/2023 - 09/30/2023				
Check Date	Check	Vendor Name	Description	Amount
09/15/2023	DD6353(A)	DOMBROSKI, NANCY	PAYROLL	729.61
09/15/2023	DD6354(A)	FLANAGAN, HANNAH	PAYROLL	410.05
09/15/2023	DD6355(A)	GARCIA, DANIELA	PAYROLL	1,457.40
09/15/2023	DD6356(A)	GOODRICH, RICHARD	PAYROLL	871.68
09/15/2023	DD6357(A)	HARDY, CODY	PAYROLL	1,474.40
09/15/2023	DD6358(A)	HEISE, RYAN	PAYROLL	3,464.36
09/15/2023	DD6359(A)	HERBERT, SCOTT	PAYROLL	2,018.03
09/15/2023	DD6360(A)	HINKLE, MARY	PAYROLL	658.61
09/15/2023	DD6361(A)	KERRIDGE, ADAM	PAYROLL	2,092.97
09/15/2023	DD6362(A)	LLOYD, ERICA	PAYROLL	442.71
09/15/2023	DD6363(A)	MACK, ELLIS	PAYROLL	1,348.47
09/15/2023	DD6364(A)	MARTIN, DANNY	PAYROLL	884.75
09/15/2023	DD6365(A)	NYHOF, JACKSON	PAYROLL	762.04
09/15/2023	DD6366(A)	PETERS, ADDISON	PAYROLL	503.13
09/15/2023	DD6367(A)	PETERSON, BENJAMIN	PAYROLL	985.58
09/15/2023	DD6368(A)	PHELPS, BROOKLYN	PAYROLL	79.29
09/15/2023	DD6369(A)	PHELPS, PAIGE	PAYROLL	59.47
09/15/2023	DD6370(A)	SAMUELS, ROBERT	PAYROLL	232.15
09/15/2023	DD6371(A)	STANISLAWSKI, PETER	PAYROLL	1,470.94
09/15/2023	DD6372(A)	STEZOWSKI, LOGAN	PAYROLL	498.44
09/15/2023	DD6373(A)	VAN HOWE, AINSLEY	PAYROLL	1,011.27
09/15/2023	DD6374(A)	WATERS, BENJAMIN	PAYROLL	122.90
09/15/2023	DD6375(A)	WILLIAMS, ANTHONY	PAYROLL	685.87
09/15/2023	DD6376(A)	WILLIAMS, SARA	PAYROLL	1,742.69
09/15/2023	DD6377(A)	WOLTERS, JAMIE	PAYROLL	1,900.70
09/15/2023	EFT1723(E)	ALERUS	PAYROLL	3,397.44
09/15/2023	EFT1724(E)	EXPERT PAY	PAYROLL	139.54
09/15/2023	EFT1725(E)	MERS HYBRID	PAYROLL	2,109.17
09/15/2023	EFT1726(E)	FEDERAL TAX DEPOSIT	PAYROLL	10,047.95
09/15/2023	EFT1727(E)	MI DEPT OF TREASURY	PAYROLL	4,075.48
09/19/2023	4890(A)	A1 ASHPALT INC	ASPHALT REPAIRS	121,611.00
09/25/2023	17319	EVERGREEN SPRINKLING INC	ROSE GARDEN	148.93
09/25/2023	17324	MIKE'S MOBIL INC	REPAIRS	1,030.42
09/25/2023	17326	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	877,304.84
09/25/2023	4892(E)	JOHN DEERE FINANCIAL	PRUNING SAW & PARTS	722.13
09/25/2023	4893(E)	MERCHANTS BANCARD NETWORK	BANK FEES OVAL	2,904.93
09/25/2023	4894(E)	NET2PHONE INC	TELEPHONES	209.28
09/25/2023	4895(E)	STATE OF MICHIGAN	SALES TAX CONCESSION	1,080.36
09/25/2023	4896(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	41.80
09/25/2023	4897(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,019.60
09/25/2023	4898(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	1,310,997.99
09/25/2023	4899(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	4,066.25
09/25/2023	4900(A)	GLOBAL EQUIPMENT COMPANY	DPW CABINETS	2,083.99

10/02/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
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Check Date	Check	Vendor Name	Description	Amount
09/25/2023	4901(A)	GRAND RAPIDS POPCORN	CONCESSION	205.00
09/25/2023	4902(A)	HOLLAND P.T.	PARKS	10.51
09/25/2023	4903(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	4.08
09/25/2023	4904(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	950.00
09/25/2023	4905(A)	MICHIGAN MUNICIPAL LEAGUE	CONVENTION	610.00
09/25/2023	4906(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	722,855.02
09/25/2023	4907(A)	PLUMMER'S ENVIRONMENTAL SERVICES IN	STREET SWEEPINGS	605.74
09/25/2023	4908(A)	PRO-TEMP INC	CONCESSION	155.00
09/25/2023	4909(A)	R SMITH & SONS INC	ROAD GRAVEL	1,719.68
09/25/2023	4910(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	6.06
09/25/2023	4911(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	375.00
09/25/2023	4912(A)	SEPTIC TANK SYSTEMS CO INC	OVAL	2,070.00
09/25/2023	4913(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	62.80
09/25/2023	4914(A)	STANDARD INSURANCE COMPANY	INSURANCE	416.43
09/25/2023	4915(A)	STINGERS PEST CONTROL	PEST CONTROL	80.00
09/25/2023	4916(A)	STREAMLINE DESIGN.COM LLC	SOCIAL DISTRICT SIGNS	576.10
09/25/2023	4917(A)	TOWNSHIP OF SAUGATUCK	TRI COMMUNITY REC PLAN	1,219.37
09/25/2023	17318	CORE LOGIC	PROPERTY TAX OVERPAYMENTS	4,972.37
09/25/2023	17320	LERETA	010-001-14 PROPERTY TAX OVERPAYM	67.10
09/25/2023	17321	MARILYN MILGLIORE	ESCROW REFUND	1,843.75
09/25/2023	17322	MCKELLIPS PLUMBING INC	PLUMBING SERVICES	1,191.50
09/25/2023	17323	MCKENNA	SHORT TERM RENTAL	8,005.00
09/25/2023	17325	NOBLE TWIST LLC	ESCROW DEPOSIT REFUND	1,812.50
09/25/2023	17327	TAYLOR RENTAL	TOILETS SCRUBBER	82.50
09/25/2023	17328	TNT ROOFING	ROOF MT BALDHEAD PAVILION	11,217.17
09/25/2023	17329	VINE STREET COTTAGES LLC	ESCROW DEPOSIT REFUND	1,531.25
09/25/2023	17330	WEST MICHIGAN LIFT & DOCK LLC	BOUYS RIVER	935.00
09/25/2023	4891(E)	COMCAST	TELEPHONES & INTERNET	193.40
09/29/2023	DD6378(A)	ANDERSON, HOLLY	PAYROLL	79.29
09/29/2023	DD6379(A)	BAGIEREK, CHRISTOPHER	PAYROLL	79.28
09/29/2023	DD6380(A)	BALDWIN, HELEN	PAYROLL	263.30
09/29/2023	DD6381(A)	BONT, RICHARD	PAYROLL	26.42
09/29/2023	DD6382(A)	BOUCK, JAMES	PAYROLL	26.43
09/29/2023	DD6383(A)	BOUWMAN, CHAD	PAYROLL	1,381.88
09/29/2023	DD6384(A)	BROEKER, ANN	PAYROLL	51.86
09/29/2023	DD6385(A)	BUTER, HUNTER	PAYROLL	550.17
09/29/2023	DD6386(A)	CANNARSA, JOHN	PAYROLL	77.49
09/29/2023	DD6387(A)	CRAWFORD, RICHARD	PAYROLL	26.12
09/29/2023	DD6388(A)	CUMMINS, RYAN	PAYROLL	2,246.08
09/29/2023	DD6389(A)	DEAN, SCOTT	PAYROLL	208.24
09/29/2023	DD6390(A)	GARCIA, DANIELA	PAYROLL	776.87
09/29/2023	DD6391(A)	GARDNER, RUSSELL	PAYROLL	335.79
09/29/2023	DD6392(A)	GAUNT, BOBBIE	PAYROLL	79.29

10/02/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
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Check Date	Check	Vendor Name	Description	Amount
09/29/2023	DD6393(A)	HARDY, CODY	PAYROLL	1,614.36
09/29/2023	DD6394(A)	HEISE, RYAN	PAYROLL	3,464.35
09/29/2023	DD6395(A)	HERBERT, SCOTT	PAYROLL	2,031.09
09/29/2023	DD6396(A)	HINKLE, MARY	PAYROLL	1,084.77
09/29/2023	DD6397(A)	KERRIDGE, ADAM	PAYROLL	1,662.22
09/29/2023	DD6398(A)	KUBASIAK, ROBERT	PAYROLL	26.43
09/29/2023	DD6399(A)	LA CHEY, MARK	PAYROLL	78.28
09/29/2023	DD6400(A)	LEO, HOLLY	PAYROLL	263.30
09/29/2023	DD6401(A)	LEO, NICHOLAS	PAYROLL	78.38
09/29/2023	DD6402(A)	LEWIS, LEIGH	PAYROLL	217.74
09/29/2023	DD6403(A)	MACK, ELLIS	PAYROLL	1,308.47
09/29/2023	DD6404(A)	MANN, STEVEN	PAYROLL	79.28
09/29/2023	DD6405(A)	MARTIN, DANNY	PAYROLL	777.65
09/29/2023	DD6406(A)	MC POLIN, KATE	PAYROLL	26.13
09/29/2023	DD6407(A)	MUNCEY, GREGORY	PAYROLL	264.30
09/29/2023	DD6408(A)	PATERSON, KEITH	PAYROLL	79.28
09/29/2023	DD6409(A)	STANBERRY, LAUREN	PAYROLL	175.20
09/29/2023	DD6410(A)	STANISLAWSKI, PETER	PAYROLL	1,470.93
09/29/2023	DD6411(A)	STRAKER, TIMOTHY	PAYROLL	78.38
09/29/2023	DD6412(A)	VAN HOWE, AINSLEY	PAYROLL	556.23
09/29/2023	DD6413(A)	WILLIAMS, ANTHONY	PAYROLL	478.13
09/29/2023	DD6414(A)	WILLIAMS, SARA	PAYROLL	1,742.69
09/29/2023	DD6415(A)	WOLTERS, JAMIE	PAYROLL	1,900.71
09/29/2023	EFT1728(E)	ALERUS	PAYROLL	3,413.70
09/29/2023	EFT1729(E)	EXPERT PAY	PAYROLL	139.54
09/29/2023	EFT1730(E)	MERS HYBRID	PAYROLL	2,114.57
09/29/2023	EFT1731(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,186.80
09/29/2023	EFT1732(E)	MERS	PAYROLL	6,929.60
09/29/2023	EFT1733(E)	MI DEPT OF TREASURY	PAYROLL	4,878.12
09/30/2023	4918(E)	RICOH USA INC	COPIER LEASE	127.97
Total of 200 Checks:				4,485,188.25
Less 0 Void Checks:				0.00
Total of 200 Disbursements:				4,485,188.25



City Council Agenda Item Report

FROM: Peter Stanislawski

MEETING DATE: 10/9/23

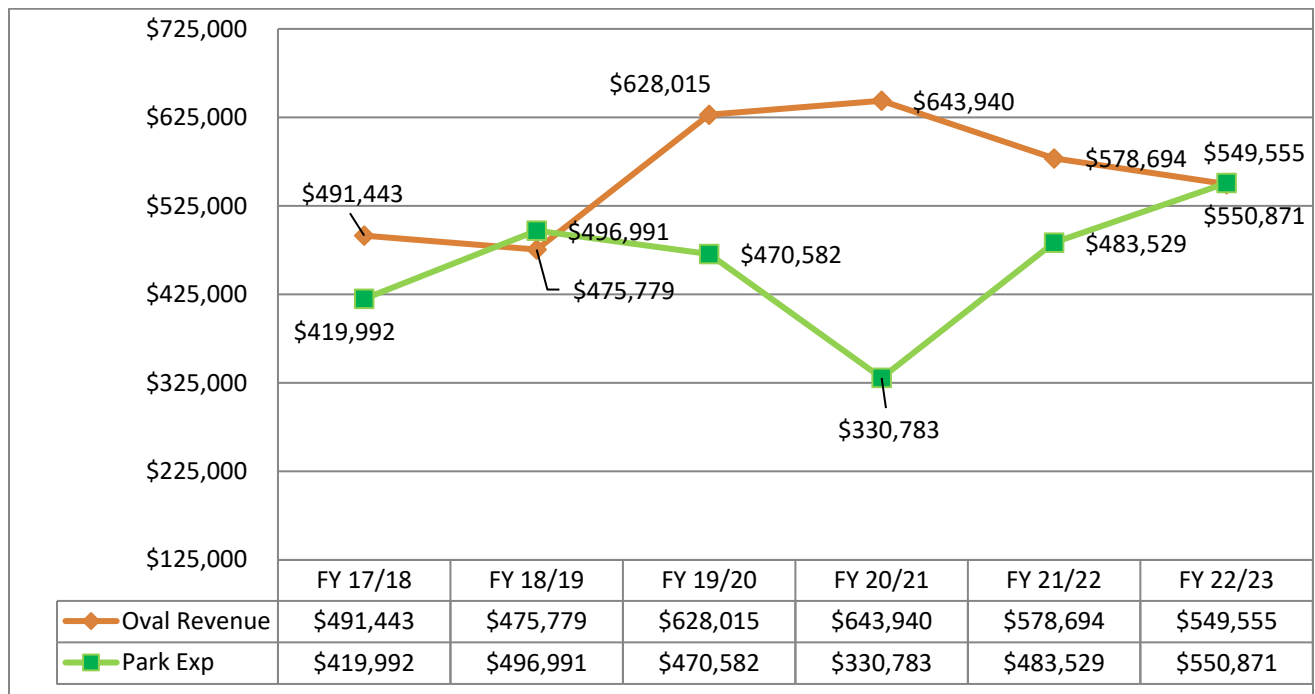
SUBJECT: Oval Beach

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.



GameTime c/o Sinclair Recreation
 176 E Lakewood Blvd
 Holland, MI 49424
 Ph: 800-444-4954
 Fax: 616-392-8634

09/25/2023
 Quote #
 103045-01-14

Village Square Park - MiDEALS Contract - Option Eleven - Hybrid Installation - Grant - Check with Order

City of Saugatuck
 Attn: Scott Herbert
 3338 Bluestar Hwy.
 Saugatuck, MI 49453
 scott@saugatuckcity.com

Ship to Zip 49453

Quantity	Part #	Description	Unit Price	Amount
5970	EFW	GT-Impax - 12" Compacted Depth Engineered Wood Fiber - Blown in	\$2.50	\$14,925.00
1	SUPERVISION	GT-Impax - Supervised installation of eligible playground components with a group of volunteers provided by owner.- Price does not include the cost of concrete or heavy machinery. Cost savings of \$35,250.00 for a hybrid community build installation.	\$15,000.00	\$15,000.00
1	INSTALL	GT-Impax - Installation of GameTime equipment not safe to install during community build- Price includes cost to rent a crane for 1-2 days to place and install (1) Vistarope Spinner, (1) Vistarope Star Climber, (1) notched log climber., (1) log crawl thru, (3) tree stumps, (1) overlooks, and lifting/installing (3) hex roofs onto hex deck uprights. Price does not include removal and disposal of existing equipment, removal or excavation of existing surfacing or curbs, site preparation, concrete curbing or flatwork, site restoration or landscaping. Pricing assumes existing playground berm is left in tact. Installation does not include verifying bolt tightness on volunteer installed items.	\$40,750.00	\$40,750.00
88	4862	GameTime - 12" Playground Border	\$79.00	\$6,952.00
1	14927	GameTime - NDS Play On Sign Package		
1	5931SP	GameTime - VistaStar 6	\$76,572.00	\$76,572.00
1	5962SP	GameTime - VistaTree Top 5	\$19,981.00	\$19,981.00
1	RDU	GameTime - Swings with Seats	\$8,389.00	\$8,389.00
		(1) 5128 -- Expression Swing 3 1/2" X 8'		
		(1) 5165 -- Expression Swing w Adaptive Seat 3 1/2		
		(1) 12584 -- Ada Primetime Swing Aab, 3 1/2" Od		
		(1) 18826 -- Primetime Swing 3 1/2" X 8'		
		(2) SS8910 -- Belt Seat 3 1/2" /8' W/Clevis		
1	RDU	Miscellaneous Non GameTime - Freenotes Music	\$18,764.00	\$18,764.00
		(1) MUSHROOM ENSEMBLE -- In Ground		
		(1) Orange Flower -- In Ground		
		(1) Turquoise Flower -- Toddler Height, Inground		
		(1) Tenor Tree -- In Ground		
		(1) Indigo Butterfly -- Inground		
		(1) Yellow Butterfly -- Toddler Height, In Ground		
1	6368	GameTime - Canoe Two-Person Spring Rider	\$3,199.00	\$3,199.00





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Village Square Park - MiDEALS Contract - Option Eleven - Hybrid Installation - Grant - Check with Order

Quantity	Part #	Description	Unit Price	Amount
1	4863	GameTime - Curb Border End Cap	\$69.00	\$69.00
1	4560SP	GameTime - Jeepster	\$9,316.00	\$9,316.00
1	38112	GameTime - Log Crawl Thru	\$8,195.00	\$8,195.00
1	RDU	GameTime - Custom Play Unit for 5-12 Year Olds	\$213,651.00	\$213,651.00
		(3) 38111 -- Tree Stump		
		(1) 4870 -- 3-in-A-Row 11" Gizmo (doubel sided)		
		(1) 4962 -- Echo Chamber		
		(10) 6232 -- Pod (1'-0")		
		(1) 13807 -- Mountain Climber		
		(1) 13809 -- Get A Grip		
		(1) 13814 -- Leaning Ladders		
		(1) 16465 -- Slide Transfer (Ada)		
		(8) 80001 -- 49"Tri Punched Steel Deck		
		(6) 80167 -- Roof Ext 24" W/Rivet		
		(1) 80657 -- Access Attachment 4'		
		(2) 80687 -- Handhold/Kick Plate Pkg		
		(1) 80820 -- Balustrade Encl		
		(1) 81656 -- 1-Level Chin Bar		
		(1) 81660 -- Track Ride 3-Deck Span		
		(2) 81666 -- Fun Seat		
		(1) 81669 -- Hand Cyler		
		(1) 81680 -- Single Seat		
		(2) 90005 -- Two Piece Hex Deck, Ada Ramp Access		
		(1) 90033 -- 4' Transfer Platform W/Guardrail		
		(1) 90176 -- Ada Crow'S Nest W/ Gizmo		
		(1) 90256 -- 6' Leaning Wall Climber		
		(2) 90266 -- 8' Upright, Alum		
		(1) 90268 -- 10' Upright, Alum		
		(2) 90269 -- 11' Upright, Alum		
		(1) 90270 -- 12' Upright, Alum		
		(5) 90271 -- 13' Upright, Alum		
		(8) 90273 -- 15' Upright, Alum		
		(1) 90355 -- Store Front Panel, Below Dk		
		(3) 90383 -- Timber Decor Panel (Tall)		



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Village Square Park - MiDEALS Contract - Option Eleven - Hybrid Installation - Grant - Check with Order

Quantity	Part #	Description	Unit Price	Amount
		(1) 90510 -- 6' Dueling Wave Zip Slide, Std Dk		
		(1) 90568 -- Suspension Bridge (Barrier)		
		(1) 90654 -- 3'-6"/4'-0" Zip Swerve Slide Right		
		(1) 90677 -- Std Access Ramp Link Gr 3'-6" & 4'		
		(1) 90679 -- Ramp (Guardrail) 2'-6" & 3'		
		(1) 90848 -- 2 dk span Net Wall Link		
		(1) 90871 -- Animal Trackers		
		(1) 91183 -- 6' 0" Plank Climber - Timbers		
		(1) 91208 -- Climber Entryway - Guardrail		
		(2) 91209 -- Climber Entryway - Barrier		
		(1) 91223 -- 3' 0" Plank Climber - Timbers		
		(1) 91303 -- Cliff Wall Climber		
		(2) 91334 -- Climber Offset Entryway (Barrier)		
		(1) 91548 -- Dunan Drum Panel		
		(1) 91561 -- Flower Spinner Panel		
		(1) 91562 -- Flower Spinner Panel Below Deck		
		(1) 91596 -- Solo-Aluminum		
		(1) 91598 -- Overlook		
		(1) 91661 -- Two Piece Hex Deck 9'		
		(6) 91708 -- 2'-0" In-Ground Ext. For 9' Platform		
		(2) G90262 -- 4' Upright, Galv		
		(4) G90267 -- 9' Upright, Galv		
		(1) G90269 -- 11' Upright, Galv		
		(1) G90271 -- 13' Upright, Galv		
		(2) G90272 -- 14' Upright, Galv		
		(4) G90273 -- 15' Upright, Galv		
		(2) 90384 -- Timber Decor Panel		
		(1) 91285 -- Notched Log Climber		
		(1) 91209 -- Climber Entryway - Barrier		
		(3) 80206 -- Tin Roof Hex		
Contract: OMNIA #2017001134			Sub Total	\$435,763.00
			Grant	(\$112,909.59)
			Freight	\$13,780.00
			Total	\$336,633.41





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Village Square Park - MiDEALS Contract - Option Eleven - Hybrid Installation - Grant - Check with Order

Comments

Site preparation, excavation, and removal of existing equipment by owner.

Matching Grant Funds are available until October 27th, 2023 at 12PM EST **or** until Grant funds are no longer available. Approved grant application is required. In order to receive full grant funding, a check of \$265,958.41 **must be received at the time of order.**

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION. **A 2.5% PROCESSING FEE WILL BE ADDED TO ALL ORDERS PAID VIA CREDIT CARD.**

Pricing: f.o.b. factory, firm for 30 days from date of quotation unless otherwise noted on quotation. Sales tax will be added at time of invoicing unless a tax exemption certificate is provided at time of order entry.

Shipment: Order shall ship within 10-14 weeks after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Shipment: Vistarope Net shall ship within 18-36 weeks after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. Port Congestion and transit time affect overall lead time and are impossible to predict.

NOTE: To qualify for the GameTime Grant, you must complete the application form for pre-approval. Upon approval, a Partial Matching Grant (reflected in the pricing shown above) is good toward the purchase of a new Powerscape, PrimeTime, XScape or Ionix Structure only. The order **MUST** be received no later than October 27th, with full payment to allow for processing, and your order will ship within 8-12 weeks from date of order placement. The Grant does not apply toward Freight, Freestanding Items, Surfacing or Installation. To qualify for the matching grant amount shown above, a check for the **full** amount **MUST** accompany your order.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

NOTE: PRICING **DOES NOT** INCLUDE ANY DAVIS BACON OR PREVAILING WAGE RATES UNLESS SPECIFICALLY IDENTIFIED ABOVE IN QUOTE. THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS, UNLESS SPECIFICALLY LISTED IN ABOVE QUOTE.





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Village Square Park - MiDEALS Contract - Option Eleven - Hybrid Installation - Grant - Check with Order

Unless otherwise noted, supervised installation of playground equipment does **NOT** include:

- Unloading or storage of equipment
- Utility Locates (Public OR Private)
- Transportation of equipment to the build site (Equipment must be on site prior to build date)
- Heavy machinery to dig holes.
- Concrete
- Volunteers - Please speak with your sales representative to determine how many construction-minded volunteers will be needed.
- Spreading or installation of safety surfacing.

There may be additional charges if any of the above are not provided by the customer.

Every attempt will be made to tighten every bolt, but the owner assumes some responsibility that their volunteers may not install the playground per specifications. This risk is assumed by the owner.

Submittals: Our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders, drainage provisions, or any local/municipal permits or paperwork that may be required.



GameTime c/o Sinclair Recreation
176 E Lakewood Blvd
Holland, MI 49424
Ph: 800-444-4954
Fax: 616-392-8634

09/25/2023
Quote #
103045-01-14

Village Square Park - MiDEALS Contract - Option Eleven - Hybrid Installation - Grant - Check with Order

Acceptance of quotation:

Accepted By (printed): _____

P.O. No: _____

Please make P.O.s out to GameTime C/O Sinclair Recreation

Signature: _____

Title: _____

Date: _____

Facsimile: _____

Phone: _____

Email: _____

Purchase Amount: \$336,633.41

REQUIRED ORDER INFORMATION:

Bill To: _____

Ship To: _____

Contact: _____

Contact: _____

Address: _____

Address: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Tel: _____
(For Accounts Payable)

Tel: _____
(To call before delivery)

Email: _____

Email: _____

COLOR SELECTIONS: _____

SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)

NOTE: IF INSTALLATION IS BEING QUOTED, THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS. PRICING VALID FOR 30 DAYS FROM THE DATE OF QUOTATION UNLESS OTHERWISE NOTED. ANY MODIFICATIONS TO AN ACCEPTED QUOTATION MUST BE DOCUMENTED IN WRITING OR WITH A NEW OR SEPARATE QUOTE. VERBAL MODIFICATIONS TO PREVIOUSLY SIGNED QUOTES WILL NOT BE ACCEPTED.



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



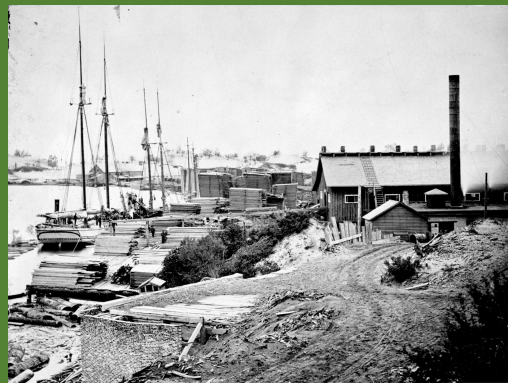
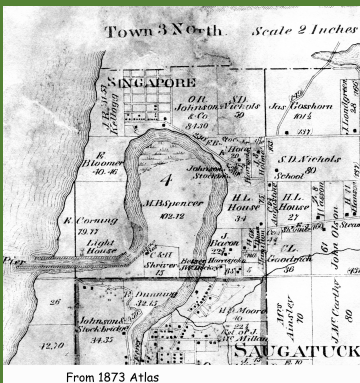
Singapore Theme with Nature Colors & Art/Music Theme



\$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



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



PPW Recommendation: Sinclair Design 11



PPW Recommendation: Sinclair Design 11



PPW Recommendation: Sinclair Design 11





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

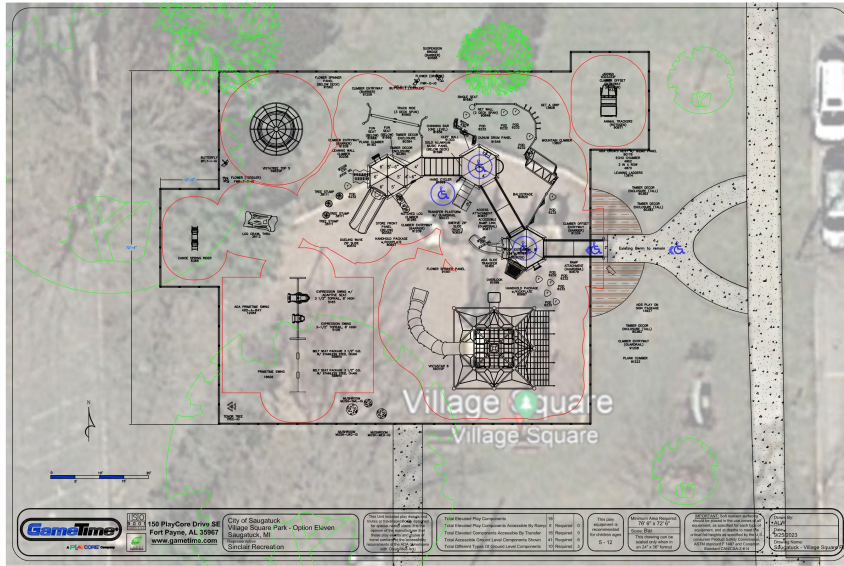


City of Saugatuck - Village Square Park
Option Eleven - Color Option G



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





	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.

As stated during the workshop on Wednesday, all modifications to the agreement have been made and presented to you tonight is the final copy.

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 **Legislative Body of the Municipality** means the city council or township board elected or appointed and serving in the municipality.
- 1.5 **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.
- 1.6 **QVF** means the Qualified Voter File as described in MCL 168.509m.
- 1.7 **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.
- 1.8 **Site Supervisor** shall be a participating municipal clerk or a staff member of a municipal clerk and means the individual who supervises each day of 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 site 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. Ms. Babinski and Ms. Williams will cooperatively establish a schedule under which each of them serves as site coordinator for roughly half of the total number of days of early voting.
 - 4.1.1 In the event neither Ms. Babinski nor Ms. Williams is able to personally supervise and staff the early voting site on each day of early voting, they may jointly designate one or more alternate early voting site supervisors to assist with the staffing and supervision of early voting.
- 4.2 If either Ms. Babinski or Ms. Williams becomes permanently unavailable for any reason,

a new coordinator would be selected by the governing board of the applicable municipality (Saugatuck Township in the case of Ms. Babinski and the City of Saugatuck in the case of Ms. Williams) and a revised early voting plan to that effect would be submitted to the Department.

5. QVF CONTROLLER.

5.1 Ms. Babinski and Ms. Williams will jointly serve as the Qualified Voter File (QVF) administrators 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 submitted to and approved by the Council and Board of each municipality.

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:	Halloween Festival
Date:	10/28/23
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 APART OF EVENT: Yes No
 Provide Copy of Liability Insurance (listing the City as additionally insured)
 Provide Copy of Fireworks Permit

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

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

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

SIGNAGE AT EVENT SITE - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must 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 _____

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.

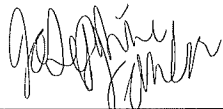
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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
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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