



CITY COUNCIL MEETING AGENDA

April 8th – 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**
 - A. Lisa Mize, Executive Director for the Saugatuck Douglas Area CVB
Pg.3
8. **Public Comment on Agenda Items Only (Limit 3 minutes)**
9. **Consent Agenda: (Roll Call) Pg.21**
 - A. Regular City Council Meeting Minutes – March 25, 2024
 - B. Special Event- The Waterfront Invitational Fine Art Fair
 - C. Special Event- SCA Farmers Market
 - D. Special Event- Town Crier Race
 - E. Special Event- Music In The Park
10. **Staff Reports, Boards, Commissions & Committees:**
Starting on **Pg.63**
 - A. **Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Planning and Zoning

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:
rcummins@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.

4. Department of Public Works
5. Police
6. Engineer

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
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee

11. Request for Payment: None

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

- A. Accounts Payable in the amount of \$99,058.65 **Pg.79**

13. Introduction of Ordinances: None

14. Unfinished Business: None

15. New Business:

- A. Proclamation Recognizing Phyllis Yff **Pg.85**
- B. Letter in Support of Saugatuck Township Acquisition Grant Application **Pg.86**
- C. 650 Water Street – Encroachment Approval **Pg.88**
- D. Spring Household Hazardous Waste Event **Pg.92**
- E. Special Event- Jazz For Justice In June **Pg.94**

16. Public Comments *(Limit 3 minutes)*

17. Correspondence:

- A. Richard Williams
- B. Gary Medler
- C. Alex Weir
- D. Richard G. and Ethelyn L. Haworth

18. Council Comments

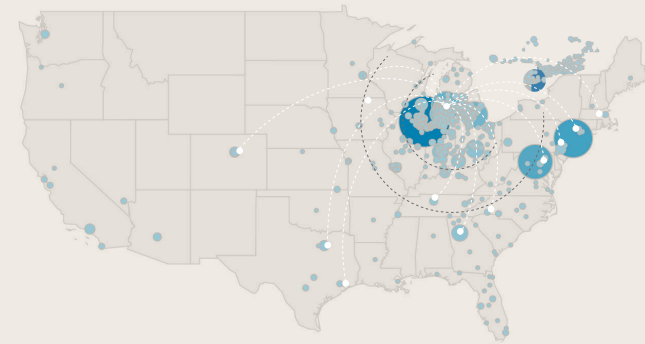
19. Adjourn *(Voice Vote)*

March 2024

Saugatuck Douglas Area Convention and Visitors Bureau 2024 Marketing Strategy and Plan Presentation

Markets of Opportunity

For 2024, we will continue focusing efforts on the short-drive and long-drive metropolitan markets but will increase digital advertising attention with mini-campaigns aimed at direct flight markets like New York City, Washington DC, and Atlanta which currently make up 10% of all users to the website.



Data Based On Analytics January 01 — December 05, 2023

697,000 Total Users To Saugatuck.com (up 32%)
300,000 Users From Top 38 Defined Areas (47% of Traffic)

Short Drive Market

40 — 210 Miles

Total Traffic	140,378
Percent of Traffic	21.9%
WAVG of Conv.	4.7%

City	Miles	Users	% Tot.	% Conv.
Chicago	140	58662	9.10%	5.50%
Detroit	190	22383	3.50%	3.51%
Grand Rapids	40	20119	3.10%	3.17%
Rural—MI	190	11473	1.80%	4.54%
Indianapolis	225	14027	2.20%	3.56%
Fort Wayne	165	2790	0.40%	4.77%
Windsor, ON	195	2524	0.40%	2.34%
Ann Arbor	165	2507	0.40%	4.39%
Kalamazoo	40	2283	0.40%	4.77%
Lansing	100	1857	0.30%	6.46%
Toledo	210	1753	0.30%	3.25%

Long Drive Market

210 — 420 Miles

Total Traffic	55,912
Percent of Traffic	8.7%
WAVG of Conv.	2.8%

City	Miles	Users	% Tot.	% Conv.
Toronto	394	17935	2.80%	1.22%
Columbus	360	10074	1.60%	3.28%
Rural—OH	320	5102	0.80%	2.74%
Cincinnati	325	4669	0.70%	3.02%
Cleveland	315	3821	0.60%	3.14%
Louisville	335	3587	0.60%	3.68%
Milwaukee	240	3504	0.50%	3.28%
St. Louis	410	3424	0.50%	2.89%
London, ON	276	1978	0.30%	1.97%
Rural - IL	275	1818	0.30%	3.30%

Fly Market

420+ Miles

Total Traffic	100,949
Percent of Traffic	15.7%
WAVG of Conv.	4.7%

City	Miles	Users	% Tot.	% Conv.
Wash. DC	680	39310	6.10%	5.31%
New York	765	12878	2.00%	3.18%
Atlanta	750	9197	1.40%	4.40%
Los Angeles	2150	7139	1.10%	1.34%
Rural—VA	650	6213	1.00%	6.23%
Dallas	1075	5997	0.90%	2.60%
Denver	1125	3928	0.60%	2.04%
Nashville	508	3637	0.60%	2.75%
Philadelphia	730	3172	0.50%	2.59%
Rural—FL	1200	1940	0.30%	5.52%
Rural—GA	720	1693	0.30%	4.55%
Baltimore	680	1605	0.20%	2.37%
Boston	870	1530	0.20%	5.56%
Memphis	640	1434	0.20%	1.05%
Rural—TX	1220	1276	0.20%	6.03%

2024 Audience + Market Reach Targets
 High level estimate amongst all Marketing efforts

	Short Drive Market 40-210 Miles	Long Drive Market 210-420 Miles	Fly Market GRR Direct	
Travelers	17.5%	10%	17.5%	45%
LGBTQ	12.5%	5%	12.5%	30%
Families	12.5%	10%	2.5%	25%
	42.5%	25%	32.5%	

Strategy No. 1

Amplify the Saugatuck/Douglas Brand to Target Markets

Marketing mix activities to support this strategy will continue to revolve around strategic partnerships with media and content creators, the creation of compelling content distributed through digital, social, and print channels, and cross-channel advertising. Additional tactics involve exploring OOH advertising opportunities.

Strategy No. 1 Tactics

1.1 | Optimize integrated marketing efforts focusing on specific short-drive and long-drive metropolitan markets and short direct flight markets

Target digital advertising to geographic priorities with mini-campaigns

Generate incremental press and public awareness with new PR story pitches, FAM trips and “lifestyle expert” spokesperson interviews that heighten interest and differentiate the region.

- Target LGBTQ media for this year’s FAM as well as national outlets/verticals
 - Target media outlets geared to the LGBTQ audience (*Out Traveler, EveryQueer*)
 - Target media outlets geared to younger audiences (*Thrillist, BuzzFeed*)
 - Feature designated spokesperson/experts on wine, art, culinary, etc. on local broadcast lifestyle segments in short and long drive markets
-

1.2 | Develop differentiating content to generate awareness and inspire travel to the Art Coast of Michigan. Over the past several years, we have been developing a strong bank of evergreen content for our audiences and can now focus on deeper storytelling related to interests.

2024 editorial calendar will be developed with content holistically leveraged across all platforms in a coordinated fashion

Produce and distribute via e-newsletter and social channels one to three new content pieces per month, including web articles and video content

- Feature compelling reasons to extend visitors’ length of stay and encourage repeat visitation
-

Determine content themes by top searched and trending topics for 2024 travel

- Destination Dupes
 - Go-casions
 - Wellness Travel w/ emphasis on Dry Tripping and Analog Adventures/Digital Detox
 - LGBTQ Travel
 - Bleisure / Workcations
 - Eco Travel / Nature Immersion
-

Provide PR leads with story ideas and opportunities for familiarization that align seamlessly with the interests of target media outlets and travel trends, as noted above

Create compelling new video and imagery assets and graphics to support short and long-form content

Launch an episodic video series supported by blog article content for distribution across website, social media platforms, and e-newsletter

Launch and promote:

- Sandscapes & Shorelines (Beach Highlights)
- Artful Ales & Vibrant Vines (Craft Beverage Scene)

Produce additional hosted short-form video of inspiring topics for 2024:

- Arts
-

Promote top-performing and specialized article and video content on Saugatuck.com through social channels

1.3 | Continue to develop strategic alliances that can enhance and amplify the brand

Move from influencer relationships to partner instead with content creators and editorial experts who reflect target audiences and psychographic interests to maximize reach

- Leverage content created with an authentic voice and with the intent to inspire travel across multiple channels (i.e., LGBTQ, arts, culinary, and craft bev. experts)
 - Our work with Ari Bendersky (Chicago-based lifestyle journalist) will yield 3 articles on wine topics (“outside” appraisal of Art Coast wines, signature grapes for the region, and “great wine is local wine”) for our website, along with a separate editorial piece to be pitched to media outlets like *Wine Enthusiast, MW Living, etc.*
-

1.4 | Ensure saugatuck.com is the primary site for information, planning, and travel inspiration and best-in-class example for the tourism industry through a strategic redesign

Create a more intuitive user experience to enable an easier search experience and access to the content to drive further engagement

Improve and optimize the user experience across all sections of the website and ensure ADA compliance

Maintain organic traffic by utilizing SEO best practices that guide new page development and ongoing page optimizations.

Strategy No. 1 Tactics

1.5 | Engage in out-of-home (OOH) advertising and experiential activations in target drive and fly markets to increase visibility and awareness of the Saugatuck/Douglas tourism product

Continue with current billboard execution

Explore interior bus/rail cards and digital sign/kiosk advertising in affluent markets

- Chicago in late August for shoulder season travel and Washington DC in June for late summer “beat the heat and humidity” travel

1.6 | Utilize social media/digital advertising opportunities to drive top-of-mind awareness

Media spend and effort will be weighted toward the shoulder seasons while having a continued presence in key markets throughout the year

- Google Search ads will be targeted by keywords
- Google Display ads, Meta In-Feed, and Stories will be targeted to Families, LGBTQ, and General Travel audiences
- TikTok ads will be targeted to LGBTQ and General Travel audiences
- Develop YouTube Shorts and YouTube Search ads, such as TrueView ads, to expand awareness
- Monthly spend will be specifically allocated to the LGBTQ audience each month with continuous rotating ads highlighting the welcoming nature of the area and special interests
- Maintain above industry standards for conversions from paid media

A comprehensive digital strategy with outlined campaign targets and budget allocations by month will be shared with the board in January 2024

1.7 | Nurture growth and engagement with social media efforts and prioritize platforms

Instagram and Facebook remain the priority platforms because it is where we see the most engagement and incremental growth

- Continue cross-posting Reels and Stories to Facebook
- Explore cross-posting from Instagram feed to Threads and Threads to Stories

- Increase engagement with Instagram Photo Dumps
- Leverage Instagram Close Friends feature to share exclusive news and offers to only subscribed followers

Twitter/X will not be eliminated, but we will only continue cross-posting from Facebook

Utilize TikTok Photo Dumps feature to provide post-event coverage

Work with content creators on YouTube Shorts who have established viewership and can bring new audiences to the Saugatuck/Douglas website

See Appendix for social media insights impacting strategies

1.8 | Produce new Visitor's Guide that inspires travel to the region and conveys the brand's distinctive attributes

Distributed by request from Saugatuck.com and inserted within the Wall Street Journal (or other publication) for distribution to the greater Chicago, Detroit, Indianapolis, and larger Ohio markets

1.9 | Explore print opportunities to drive brand awareness

Continue partnership with Pure Michigan to leverage opportunities and extend reach

- Develop 2024 ads for Spring/Summer

Explore specific special interest publications targeting our audience and regions (*Michigan Wine Country, American Art Collector, Afar*)

1.10 | Grow current email subscriber list to improve brand awareness and boost website traffic

Promote via social media accounts

Capture new subscribers through new website interface

Strategy No. 2

Drive Awareness and Demand for Saugatuck/Douglas as the Destination of Choice in the Shoulder Seasons

Shoulder seasons remain our greatest opportunity for growth. We will continue to emphasize and promote activities available during these off-peak times. Highlighting the arts, culinary, and craft beverage scenes in editorial content and advertising efforts will capture the psychographic segments of targeted audiences who value and appreciate the unhurried and relaxed pace of these seasons.

Strategy No. 2 Tactics

2.1 | Develop seasonally-driven content and leverage seasonal assets to encourage travel to the Art Coast of Michigan during shoulder periods

Continue to create seasonally inspired itineraries

Feature compelling reasons for off-peak, mid-week, and extended stays

Use psychographic interests to develop long-form content, videos, and assets aimed at drawing visitation during shoulder season months

- Outdoors
 - Craft Beverage
 - Arts
 - Culinary
-

Partner with editorial experts focused on these topics to develop content to be leveraged in multiple channels

- 3 wine-focused articles will launch in 2024, generating awareness of Saugatuck/Douglas as a premier wine-growing region to draw visitation
 - Recommend future content areas centered around the Arts and Culinary
-

Leverage episodic video series to drive interest

2.2 | Utilize social channels and PR pitches to promote travel to Saugatuck/Douglas during key need periods

Continue focus on extended family gatherings and bridal/bachelorette getaways for spring and fall

Leverage special interest content developed internally and through strategic alliances to generate awareness of shoulder season activities

- Utilize “lifestyle expert” spokesperson interviews that support content to heighten interest and differentiate the region
-

2.3 | Increase digital + social ads to encourage visitation during the shoulder season

Shift digital advertising from only seasonally-focused activities to targeting segmented audiences who seek travel experiences during non-peak, quieter times

Prioritize digital ad efforts on targeted mini-campaigns directed at shoulder season audiences with themes related to Hygge and digital detox

A comprehensive digital strategy with outlined campaign targets and budget allocations by month will be shared with the board in January 2024

2.4 | Pursue seasonally-driven print opportunities

Continue partnership with Pure Michigan

- Develop 2024 ad for Spring/Summer
-

Explore specific special interest publications targeting our audience and regions, such as *Michigan Wine Country*, *American Art Collector*, *Afar*

2.5 | Engage in out-of-home (OOH) advertising and experiential activations in target drive and fly markets to increase visibility and awareness of the Saugatuck/Douglas tourism product

Continue with current billboard execution

Explore interior bus/rail cards and digital sign/kiosk advertising in affluent markets

Chicago in late August for shoulder season travel and Washington DC in June for late summer “beat the heat and humidity” travel

2.6 | Position Saugatuck/Douglas as a viable destination for group business

Uncover opportunities to reach meeting planners through industry publications (i.e., MACVB Meet in Michigan Guide), digital platforms, and other channels.

Create a comprehensive presentation package for inquiries and requests

2.7 | Explore seasonal promotions to encourage visitation to the destination during the shoulder season

Promote any existing lodging deals and packages

Encourage lodging participants to offer deals on extended stays

Strategy No. 3

Obtain Visitor Insights to Align Marketing Efforts with Evolving Needs and Expectations

Conducting visitor and lodging partner surveys will be an invaluable initiative moving forward, providing a nuanced understanding of visitor demographics, interests, and behaviors and enhancing engagement by allowing us to tailor experiences to visitor preferences. These insights will empower Saugatuck/Douglas to make informed decisions, optimize marketing efforts, and continually improve the overall visitor experience.

Strategy No. 3 Tactics

3.1 | Conduct online surveys of lodging partners (annually), social followers, and email subscribers (once every two years)

Use information to help better segment audiences and create personalized content to increase engagement

Gain insights into what aspects of the destination are most satisfying and where improvements may be needed. Distribute applicable findings to key stakeholders to assist in prioritizing destination development

Utilize insights to help assess the effectiveness of various marketing channels and campaigns and future opportunities

3.2 | Provide worthwhile incentives to ensure optimal response rate (i.e., entry for a free mid-week stay, local merchandise, or artwork)

3.3 | Employ multiple channels for distribution to maximize reach, including email, social media, website, and on-site options such as QR codes on promotional materials for easy access.

Strategy No. 4

Champion the Value of Tourism and SDACVB Efforts in the Community

Tourism is the largest revenue generator for the area, contributing to job creation and consumer spending. To ensure the strategic growth and sustainability of the organization, efforts will be maintained to enhance community awareness of what the SDACVB does and the value that it provides.

Strategy No. 4 Tactics

4.1 | Continue to advocate for the SDACVB locally

Develop press releases for local media about CVB programs and the positive impacts of tourism

Assist with member communications and presentations regarding marketing initiatives and year-end results

4.2 | Improve website user experience for members

Maintain functional updates to the website

Integrate online assessment payments in member portal

4.3 | Enhance SDACVB brand experience for local audiences

Develop on-brand banners to be used in sponsored community events

Evaluate any needs for organization rebranding

4.4 | Support members' marketing initiatives and community events

Continue to provide access to on-brand imagery and video

Push member activities, experiences, and community events that will appeal to visitors through website articles, newsletters, and social channels

Assist with PR efforts for relevant happenings

4.5 | Support growth of local businesses through promotion to visitors

Update Maps/Guides that direct visitors to various venues

Highlight relevant venues through website articles, newsletters, and social channels

Marketing Tactics in Relation to Sales Funnel

Tactics are sized proportional to proposed budget

Awareness

Marketing efforts focus on capturing the attention of potential visitors through visually stunning online and print campaigns, travel blogs and press, and regionally-placed OOH media.

Discovery

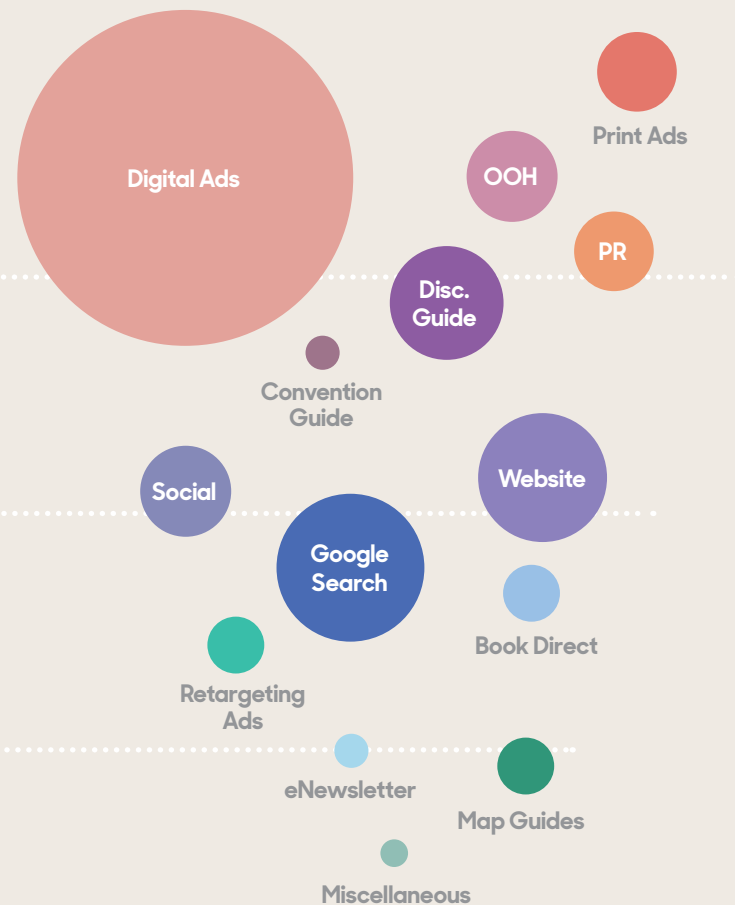
Marketing efforts showcase the diverse array of activities, accommodations, and local experiences available in the Saugatuck/Douglas area for all seasons and targeted audiences.

Engagement

Efforts aimed at building a connection with all audiences through engaging editorial and aspiring visuals. Goal is to encourage consumers to book a stay, engage with us on social media, or subscribe to eNewsletter for future travel insights.

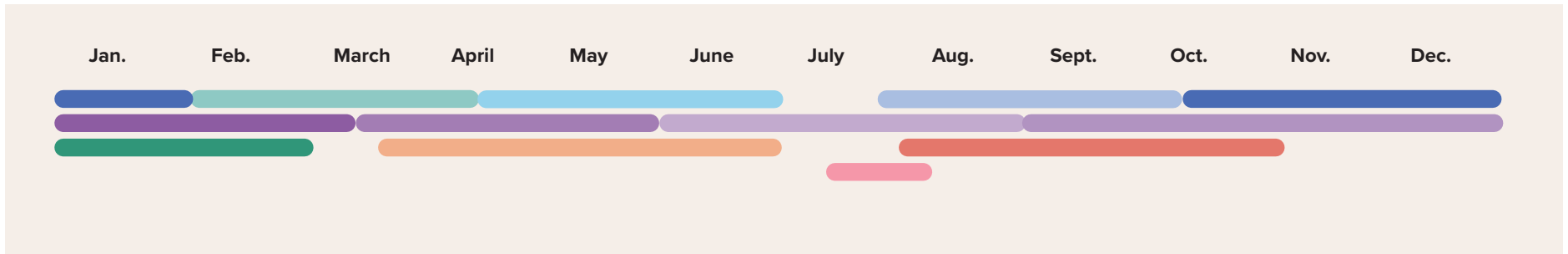
Loyalty

Cultivated by providing exceptional customer service, encouraging repeat visits, and creating memorable and positive booking and travel experiences. Ideal result is referrals to friends and family.



2024 DIGITAL AD STRATEGY

Elements of a Larger Strategy — Campaigns Targeting Shoulder Season + Audience Travel

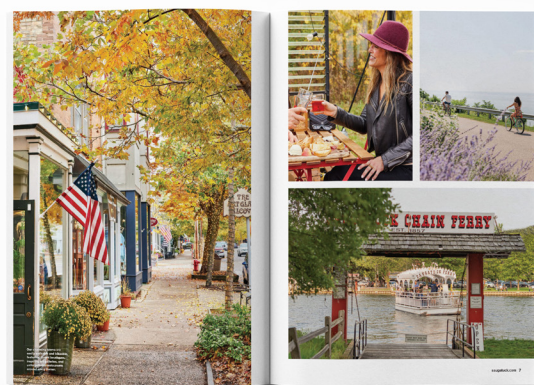


	Short Drive 90-240 Miles	Long Drive 240-420 Miles	Fly Market Direct Flight GRR
Travelers			
LGBTQ			
Families			
Specialty: Wine + Craft Beverage			

Campaign Index

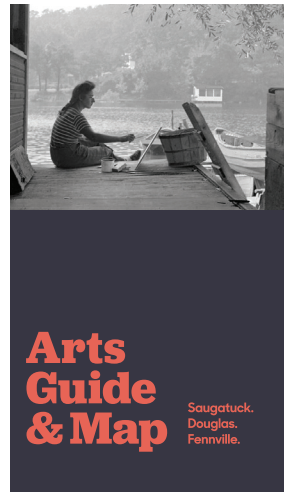
- Spring / Seasonal
- Summer / Seasonal
- Fall / Seasonal
- Winter / Seasonal
- Series 1 / LGBTQ
- Series 2 / LGBTQ
- Series 3 / LGBTQ
- Series 4 / LGBTQ
- Shoreline + Sandscapes
- Vibrant Vines + Artful Ales
- Beat the Heat
- Unplugged / Hygge

2024 DISCOVERY GUIDE
50,000 Printed for Distribution



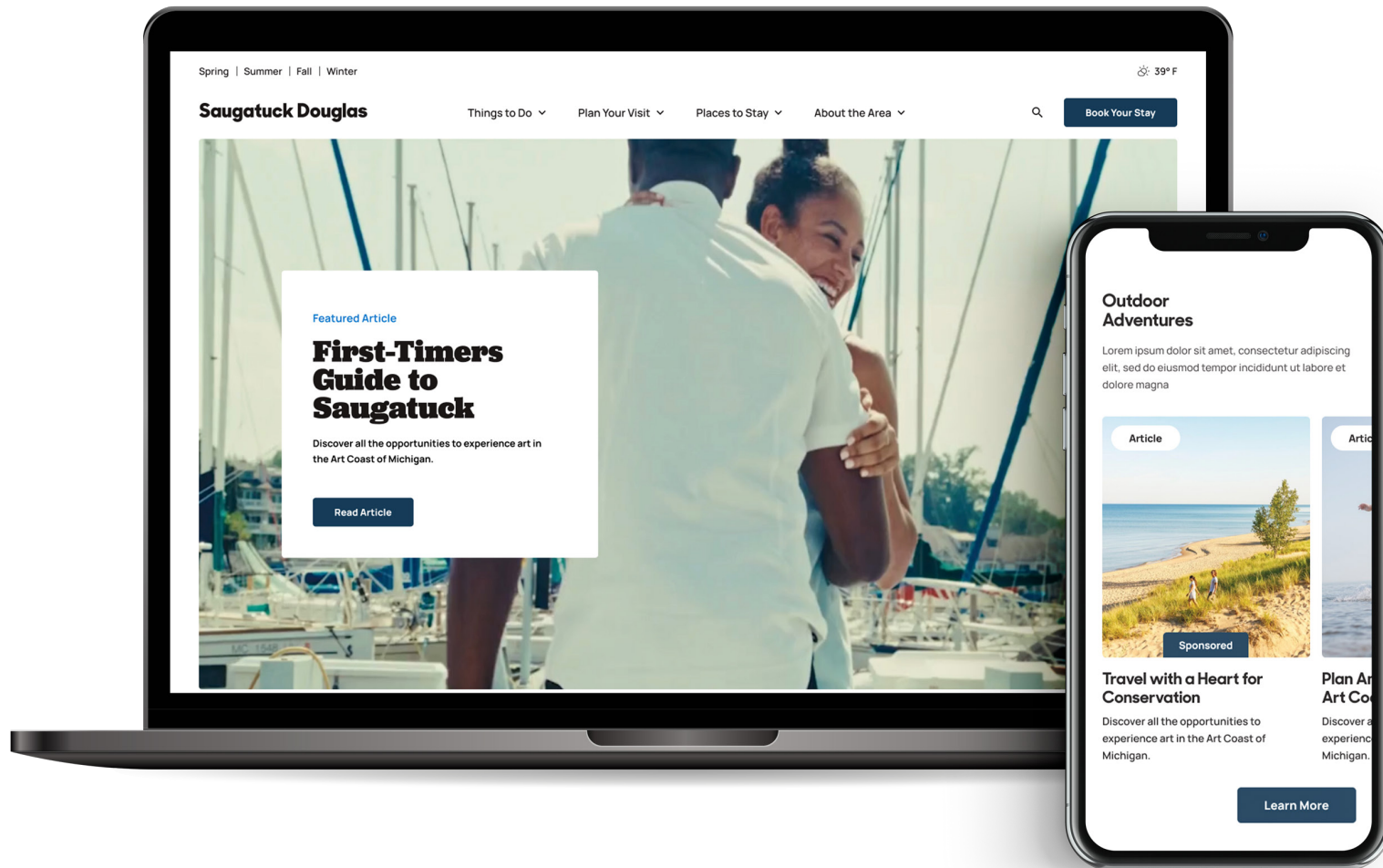
2024 POCKET GUIDES

Annual Average 10,000 Per Guide



WEBSITE

All New Website To Launch — April 2024



BILLBOARD

Spring/Summer on US31 South of Saugatuck





**CITY COUNCIL MEETING MINUTES- proposed
March 25, 2024**

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 Stanton at 7:00 p.m.

Pledge of Allegiance.

Attendance:

Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Gardner, Muncey and White.

Absent: None.

Others Present: Interim City Manager & Director of Planning/Zoning & Project Management Cummins, Treasurer Stanislawski, Department of Public Works Assistant Superintendent Herbert, Attorney Jake Witte and Clerk Wolters.

Mayor's Comments:

Thanked Mayor Pro-Tem for filling in for her while on vacation. Thanked Ryan Cummins and the Council for keeping her in the loop. She appreciates the Council members that pull up their sleeves and tackle the tough issues in the City. The Village Square Playground build sign up is up and encouraged people to sign up.

City Manager Comments:

Welcomed the Mayor back.

Agenda Changes:

Motion by Muncey, second by Baldwin to allow Dean Kapenga as guest speaker. Via voice vote, motion carried unanimously.

Guest Speakers: Dean Kapenga, Allegan County District 3 County Commissioner.

- It's great to have diverse people who think of things differently.
- Mr. Kapenga chairs the Mac Health and Human Services.

- The director of Community Mental Health said they are having difficulty with staffing. There are three million people getting help from CMH.
- There is an opening on the board of the road commission, which has a \$26 million budget.
- He attended the sheriff's department awards banquet.
- They are looking into whether there is a possibility of using side-by-side vehicles on county land.

Public Comment on Agenda Item Only:

Christine Murphy Pierce, non-resident: In support of outdoor patios. She has an item on the agenda for an outdoor eating area. Thanked Ryan Cummins for his work and for always answering her questions.

Consent Agenda:

Motion by Dean, second by Baldwin to approve the consent agenda containing the following items: Item A: Regular City Council Meeting Minutes – March 11, 2024, B. Approval of low bid from Kramer Services for City Hall Drainage and Concrete Work, C. Approval of Cemetery Services Agreement Extension, D. Approval of Revocable License Agreement for Sidewalk and Street Seating – Wick Park Bar & Grille, E. Approval of the Special Event – The Mt. Baldhead Challenge, F. Appointment of Logan White to the Kalamazoo Lake Harbor Authority. Via roll call vote, motion carried unanimously.

Staff Reports:

Interim City Manager/Director of Planning & Zoning, Treasurer, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on March 11, 2024, for their respective departments.

Boards, Commissions & Committees:

Fire District Administration Board, Dan Fox:

Updates from the March 18th meeting:

- Received cost recovery in the amount of \$5,400.00.
- Calls are up 16% percent and response up a bit.
- Continued to work on developing a school safety program.
- Received another grant for \$20,000 for their attenuator truck they are purchasing.
- Thanked councilmember Anderson for joining the fire board meeting.
- Jurisdictions are responsibility to ensure all fire hydrants are a minimum 18 inches from the ground.
- They created a sub-committee to evaluate special event fees for cost of the fire district resources.

Interurban Board, Councilmember Muncey:

- Working with Mayor on Proclamation for Phyllis Yff.
- They hired an internal candidate to replace the director.
- Interurban is open until 7pm and will increase hours on Memorial Day for the summer.

KLSWA, Barry Johnson: None.

Kalamazoo Lake Harbor Authority, Mayor Stanton:

- Next meeting April 9th.

Zoning Board of Appeals, Ryan Cummins:

- They granted a setback variance for 184 Park Street.

Historic District Commission, Councilmember Gardner:

- Next meeting is April 4th.

Planning Commission, Chair Councilmember Anderson:

- At the last meeting they spent time discussing short-term rental CAPS and what if anything the Planning Commission may recommend.
- The planning consultant will provide updated information and mapping next month to review.
- They discussed looking at zones to see if they make sense or need to be changed.
- Starting to research parking in the city.
- Reviewed master plan versus larger zoning updates as far as the current ordinance.

Parks and Public Works Committee, Mayor Pro-Tem Baldwin:

- Next meeting is March 26th.

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

- Ryan Cummins is getting briefed on the Blue Star Trail.
- Possible in future to add some funding to add a traffic light study.
- Looking at divider options between vehicle and bicycle traffic lanes.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of 83,034.73.

Motion by Muncey, second by Gardner to approve the accounts payable in the amount of \$83,034.73. Via roll call vote, motion carried unanimously.

Introduction of Ordinances: None.

Unfinished Business: None.

New Business:

EGLE TMF Grant and Engineering Services for Final Distribution System Materials Inventory.

Motion by Muncey, second by Gardner to approve the Community Technical, Managerial, and Financial Support for Lead Service Line Replacement Grant Agreement between the Michigan Environment, Great Lakes, and Energy and the City of Saugatuck. Via roll call vote, motion carried unanimously.

Motion by Anderson, second by Muncey to approve the Fleis & VandenBrink EGLE Technical, Managerial, and Financial Grant Proposal for Engineering Services in the amount of \$55,500. Via roll call vote, motion carried unanimously.

Resolution 240325-A and Ordinance 240325-A - Short-Term Rental, Noise, and Zoning Fines.

Motion by Baldwin, second by Dean to approve Resolution No. 240325-A establishing fines for short-term rental ordinance violations. Via roll call vote, motion carried unanimously.

Motion by Baldwin, second by Anderson to approve Ordinance No. 240325-A amending the schedule of fines in the City code. Via roll call vote, motion carried unanimously.

Public Comment:

Catherine Simon, resident: The airport property value should be assessed and there are other needs in some of the other parks that have higher priorities.

Kelly Roche, resident: Spoke on misinformation regarding the airport property.

Dan Fox, resident: Until the value of the airport property is known, the term due diligence is not accurate.

Elizabeth Peterson, non-resident: Introduced her as she is running for circuit court judge in Allegan County.

Glenna DeJong, non-resident: Responded to questions from Council at their recent workshop about the airport property.

Correspondence: Diana Decker

Council Comments:

- Councilmember White: He is not opposed to the use of the airport property. The airport property is presented as a park, and a park to him feels like something you can go to and enjoy. The airport property is a huge city resource. There are a lot of ideas about it. The donors' extremely generous offer of the airport property deserves a decision. He is neutral on the subject and willing to listen to anyone that wants to discuss the property.
- Councilmember Muncey:
Many restaurants will be open for Easter. There is a parade in Douglas on Sunday at 1pm and there will be a contest.
- Councilmember Dean:
Many kids have norovirus so was your hands.
- Mayor Pro-Tem Baldwin:
Congratulated Glenna DeJong and Marsha Caspar on their 10-year wedding anniversary and noted they were the first same sex couple to be married in the State of Michigan.
- Councilmember Gardner:
Congratulated Glenna and Marsha as well.
- Councilmember Anderson:
Thanked Glenna for her service on PPW, also the other PPW members present- Kelly and Keith. Thanked Dan Fox for serving on the fire board. Corrected her last comment at the Council

meeting that non homestead taxes do you to the school. If the population was increased by only 24 students that would more than make up fo the amount of money the city gets for those extra mills.

Adjournment:

Motion by Gardner, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 8:02 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: April 8, 2024

SUBJECT: Special Event-Waterfront Invitational Fine Art & Craft Fair

DESCRIPTION:

The Saugatuck Douglas Art Club is proposing the Waterfront Invitational Fine Art & Craft Fair to be held on July 6, 2024, and July 27, 2024. See attached application and breakdown of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Name: Waterfront Invitational Fine Art & Craft Fair
Dates: 7/6/24 & 7/27/24
Time: 10am – 5pm (set-up 7am-10am & clean-up 5pm-7pm)
Location: Village Square Park
Boots: 7/6/24-60-65 & 7/27/27-90
Attendees: 5,000
Vendor Parking: Christian Reformed Church via Interurban 7am-10am and 5pm-7pm
Music, Food, Fireworks: No
Palette and Yard Signs: Palette and 8 yard signs

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Waterfront Invitational Fine Art & Craft Fair to take place on July 6th, 2024, and July 27th, 2024, organized by the Saugatuck Douglas Art Club contingent on safety meeting with Staff, Police and Fire.



Council Action

____ Approved

____ Denied

____ Date

162 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: Saugatuck Douglas Art Club TELEPHONE: Anne Hayes (president)
314-753-2203

MAILING ADDRESS: P.O. Box 176 Saugatuck, MI 49453

CONTACT NAME: Aron Lowe TELEPHONE: _____

E-MAIL ADDRESS: sdartclub@gmail.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Aron Lowe TELEPHONE: _____

E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 255-2043

EVENT INFORMATION

NAME OF EVENT: The waterfront Invitational Fine Art fair DATE(S) OF EVENT: 7/6/24

PURPOSE OF EVENT: Art fair fundraiser for Art club RAIN DATE: none

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

EVENT LOCATION: Village Square EVENT HOURS: 10-5

ESTIMATED NUMBER OF ATTENDEES: 5,000

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7:00am - 10:00 A.M. P.M. 7/6/24

ESTIMATE DATE / TIME FOR CLEAN-UP: 5:00 - 7:00 A.M. P.M. 7/6/24

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: 8 (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 60-65 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? Christian Reformed Church on Allegan Street

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

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 4 BARRICADES - QUANTITY 2

TRAFFIC CONES - QUANTITY _____ PARKING SIGNS - QUANTITY _____

FENCING WATER ELECTRIC RESTROOM CLEANING *and unlocked for Tam artists.*

OTHER Sprinklers turned off 12am-7pm on 7/6/24 - and no parking signs in the parks utilized on map.

along Butler between ~~map~~ the maple wood and ~~map street~~ Sante Fe Trading post and main street between Butler and the Christian Science building.

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: 7/6/24 7-10am + 5-7pm A.M. P.M.

Street re-open date/time: 7/6/24 10-5pm + 7pm on A.M. P.M.

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

Vendor parking lot + shuttle

(Barricades will be moved aside 10-5 during fair.) + no parking signs will be taken down during fair

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

post office [] Barricade 7-10am + 5-7pm

3187_Village Sq Park\tonys 100611



- No parking signs 7/5/24
 - Booths

Barricade 7-10am + 5-7pm [] Owl House

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

CITY OF SAUGATUCK
 ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK
 PARK USE PERMIT APPLICATION
 2011

FLEIS & VANDENBRINK ENGINEERING, INC.

Downtown Street / Sidewalk Closure(s)

NSHP
CX





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: Saugatuck Douglas Art Club TELEPHONE: Anne Hayes (president)
314-753-2203
 MAILING ADDRESS: P.O. Box 176, Saugatuck, MI 49453
 CONTACT NAME: Aron Lowe TELEPHONE: _____
 E-MAIL ADDRESS: sdartclub@gmail.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Aron Lowe TELEPHONE: _____
 E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 255 2043

EVENT INFORMATION

NAME OF EVENT: Village Square Arts+Craft fair DATE(S) OF EVENT: 7/27/24
 PURPOSE OF EVENT: art fair fundraiser for club RAIN DATE: none

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

EVENT LOCATION: village square park EVENT HOURS: 10a-5p

ESTIMATED NUMBER OF ATTENDEES: 5000

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/27/24 7-10 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/27/24 5-7 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

"YARD" SIGNS - Number requested: 8 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

SIGNAGE AT EVENT SITE - Location(s): _____
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 approx. 90 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? Christian Reformed church on Allegan street.

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES - QUANTITY 5

BARRICADES - QUANTITY 2

TRAFFIC CONES - QUANTITY _____

PARKING SIGNS - QUANTITY _____

FENCING WATER ELECTRIC

RESTROOM CLEANING *and unlocked for 7am artists*

OTHER Sprinklers turned off in the parks on the map 12am-7pm 7/27/24

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

*Butler between the maplewood and santa fe trading post, and on main street between Butler st. and the christian science building.
- And tennis net taken down on 7/26/24 for the fair on 7/27/24.*

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: 7/27/24 7-10a + 5-7p A.M. P.M.

Street re-open date/time: 7/27/24 10a-5p A.M. P.M.

(Barricades will be moved aside 10-5 during fair + No parking signs taken down during fair)

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.

Ann Lowe

1/27/24

Applicant Signature

Date

post office 

Barricade 7-10a + 5-7pm

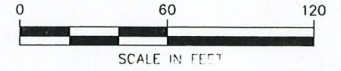


No parking signs night before
→ Berths

VILLAGE SQUARE PARK BOUNDARY

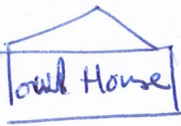


NORTH



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

FLEIS & VANDENBRINK ENGINEERING, INC.


Barricade 7-10a + 5-7p

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK
PARK USE PERMIT APPLICATION

2011

Downtown Street / Sidewalk Closure(s)

USHIP
CK



CITY OF SAUGATUCK



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: April 8 2024
SUBJECT: Special Event-The Market at SCA

DESCRIPTION:

Saugatuck Center for the Arts is hosting a farmer & artisan market with 41 vendors on 6-7-24 and 8-2-24 and requesting full parking lot closure of the Culver Street parking lot on each occasion. Approximately 800 guests at each date and there will be no music, alcohol, or fireworks. See attached application.

Breakdown of Event:

Name: The Market at SCA
Location: City of Saugatuck Culver Street parking lot
2 Dates: 6-7-24, 8-2-24
Time: 7am-3pm (*verified lot will be open by 5pm per SHS agreement*)
Vendors: 41 Tents (*vendor parking via interurban at Saugatuck Christian Reformed Church*)
All food trucks must contact STFD to schedule inspection prior to start of event

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny The Market at SCA hosted by Saugatuck Center for the Arts with dates of 6-7-24 and 8-2-24.



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: Saugatuck Center for the Art TELEPHONE: 2698572399

MAILING ADDRESS: 400 Culver St, Saugatuck, MI 49453

CONTACT NAME: Kristin Armstrong TELEPHONE: 2698572399

E-MAIL ADDRESS: kristin@sc4a.org CELL PHONE: 2698572399

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Susan Poolman TELEPHONE: 2698572399

E-MAIL ADDRESS: market@sc4a.org CELL PHONE: 2692273448

EVENT INFORMATION

NAME OF EVENT: Saugatuck Farmers Market | The DATE(S) OF EVENT: 06/07 & 08/0

PURPOSE OF EVENT: Farmer & Artisan Market RAIN DATE: none

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

EVENT LOCATION: Saugatuck Center for the Arts EVENT HOURS: 9am-2pm

ESTIMATED NUMBER OF ATTENDEES: 800 guests at each

ESTIMATED NUMBER OF VOLUNTEERS: 4

ESTIMATE DATE / TIME FOR SET-UP: 06/07 & 08/04 7:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/07 & 08/0 3:00 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

“YARD” SIGNS - Number requested: 12 (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** Max 41 (10' x 10')

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) 7am-8:45am 2pm-3:15pm

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

_____ *Authorized Personnel Signature*

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

- TRASH RECEPTACLES – QUANTITY _____ BARRICADES – QUANTITY 2 (see notes)
- TRAFFIC CONES – QUANTITY _____ PARKING SIGNS – QUANTITY 2 (see note)
- 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: Culver City Parking Lot (partial closure, see attached map)

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: see attached note

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

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

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

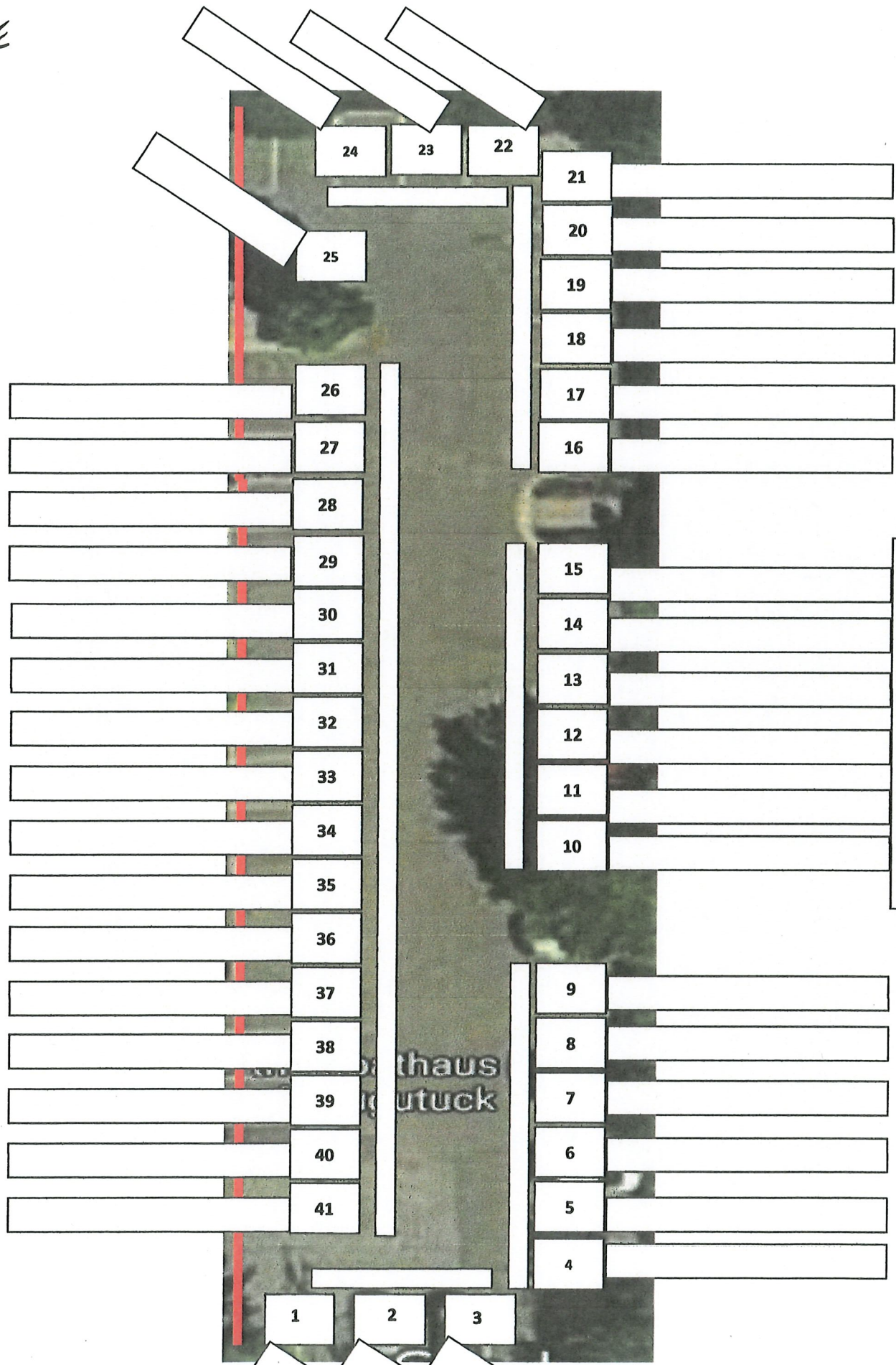
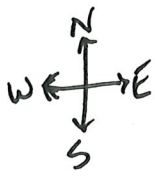
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

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


Applicant Signature

2-01-2024
Date



SCA
BLDG

= Safety cones or fencing
Spots marked would be Friends
Tents/Booths.

CULVER ST



★
45
Corner of
45th + Lake

The Saugatuck Center for the Arts will need the use of the City Parking Lot for our weekly Market at SCA on the following dates:

- Jun 7, 2024
- Aug 2, 2024

See attached layout for the use of the city parking lot

Last year the city used barricades to keep overnight parking from happening along with no parking signs. We would certainly be grateful if you could do the same for 2024 and thank you.

Certificate of insurance should be on file

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



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: April 8th , 2024
SUBJECT: Special Event-Town Crier Race

DESCRIPTION:

The Town Crier Race raises money for the Saugatuck Public Schools Cross Country, Track and Running Club. All races will begin at the Saugatuck High School and end in front of Beery Field in Douglas. Please see attached application and break down of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Location: Starting at Saugatuck High School and ending at Beery Field in
Race Date: Douglas 6/15/24
Event Hours: 6:00am-11:30am
-7:30am- Start of Half Marathon
-7:40am- Start of 10K
-7:50am- Start of 5K

Attendees: Maximum of 800 runners, as in the past- organizer encourage running on sidewalks and only on streets where necessary.
Volunteers: 30-50
Banner: Yes

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Town Crier Race event to take place on June 15th, 2023, organized by Town Crier Races, contingent on safety meeting with staff, Police and Fire departments.



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: Town Crier Races

TELEPHONE: 269.857.2133

MAILING ADDRESS: PO Box 1040, Douglas, MI 49406

CONTACT NAME: Susan Poolman

TELEPHONE: 269.227.3448

E-MAIL ADDRESS: towncrierrace@gmail.com

CELL PHONE: 269.227.3448

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Rick Bauer

TELEPHONE: 269.857.2133

E-MAIL ADDRESS: rbauer@saugatuckps.com

CELL PHONE: 616.848.9313

EVENT INFORMATION

NAME OF EVENT: Town Crier Races

DATE(S) OF EVENT: 06/15/2024

PURPOSE OF EVENT: \$\$ for SPS CC, Track & Running Club

RAIN DATE: n/a

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

EVENT LOCATION: City, Village & Township

EVENT HOURS: 6am-11:30am

ESTIMATED NUMBER OF ATTENDEES: Maximum of 800 runners

ESTIMATED NUMBER OF VOLUNTEERS: 30-50

ESTIMATE DATE / TIME FOR SET-UP: 06/15/2024

5:45 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/15/2024

11:30 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: Insurance is provided by Saugatuck Public Schools

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

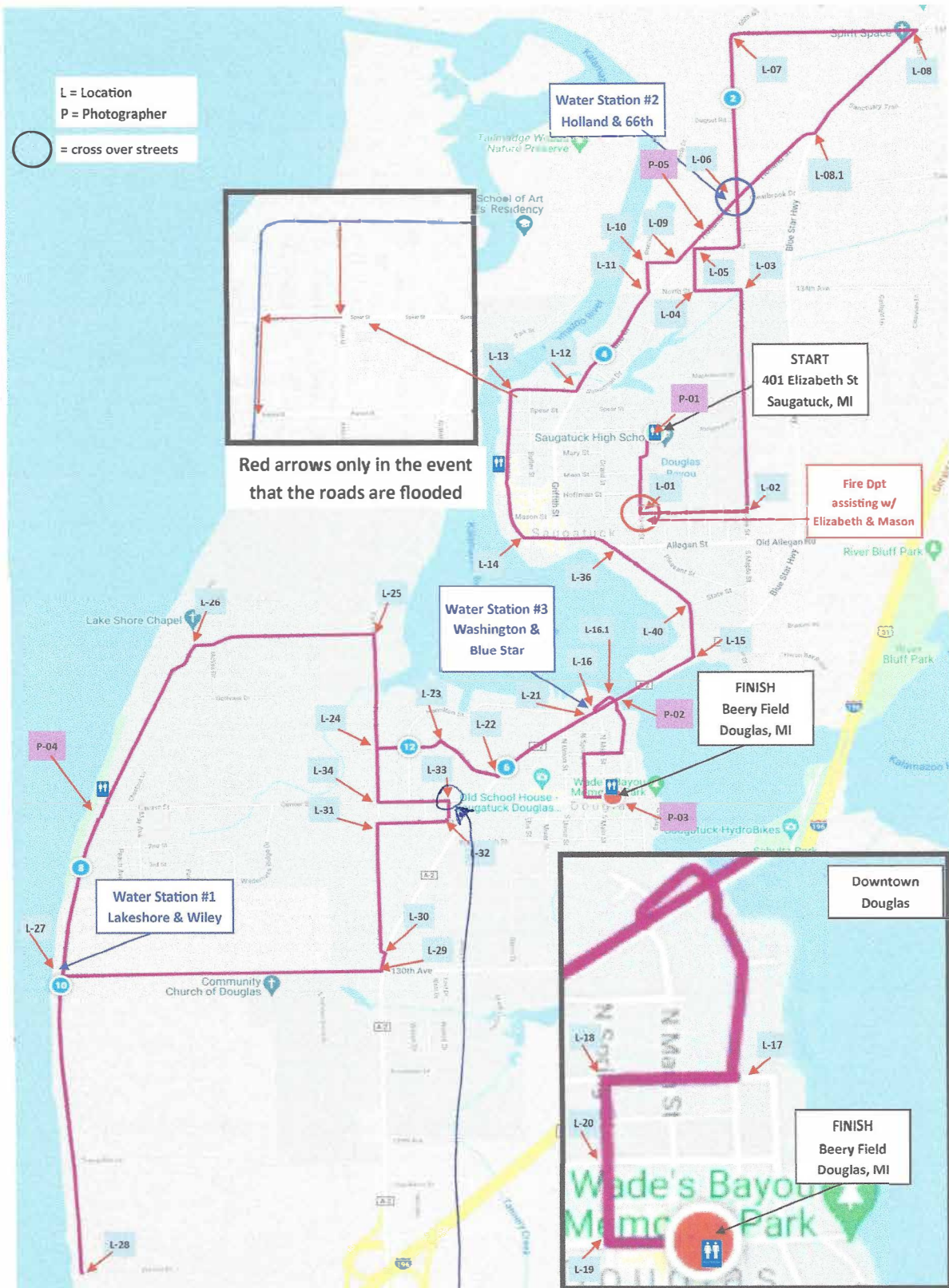
03/22/2024

Date

- **Saugatuck**

- Chief Greg Janik - gjanik@saugatuckfire.org
 - Medical Tent - Holland Hospital - needs to be inspected to code
 - Waiting on them to confirm they will be there
 - Any other tents need to be inspected to code
- Water Station #2 (Holland & 66th)
 - Trash receptacles needed
- Allegan County Police - Janelle
 - Holland & 66th intersection

Town Crier Races - Half Marathon



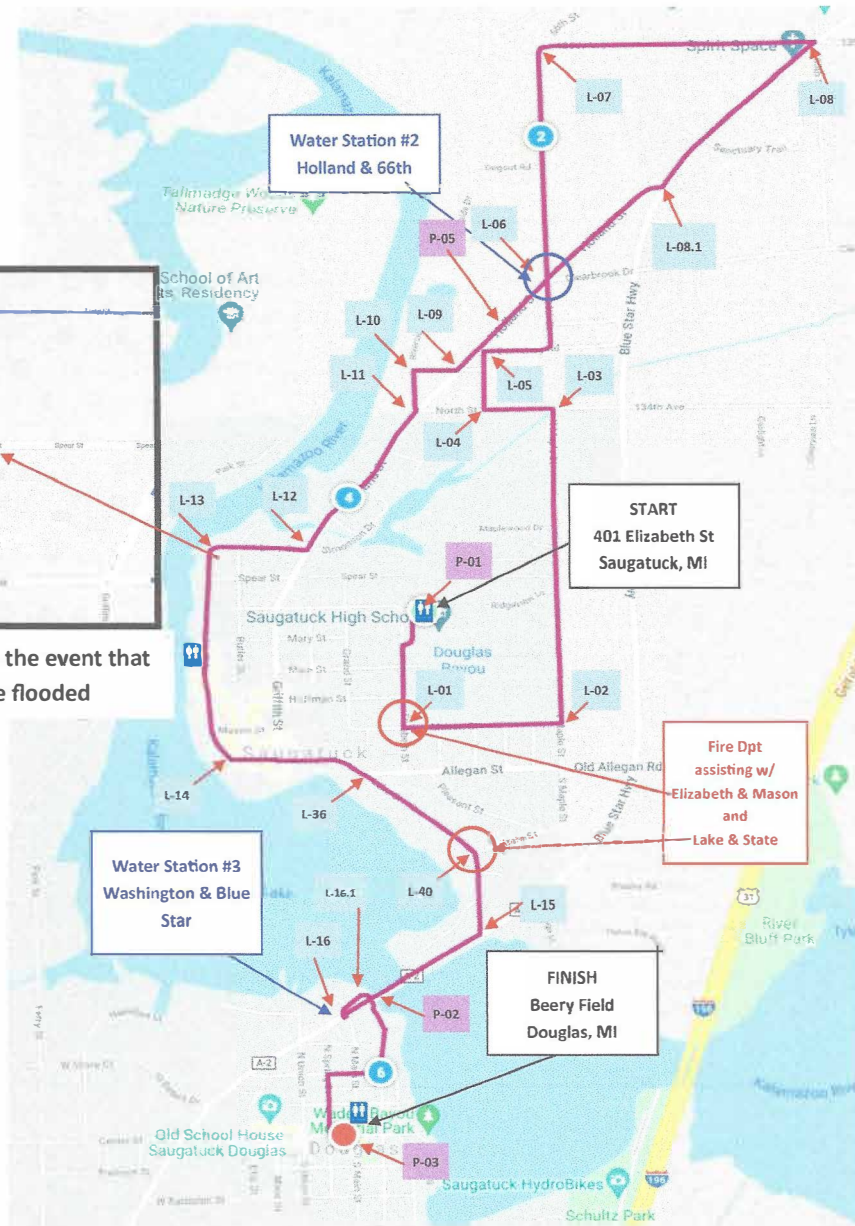
= Public Restrooms

Town Crier Races - 10k

- L = Location
- P = Photographer
- = cross over streets
- = Officers Needed



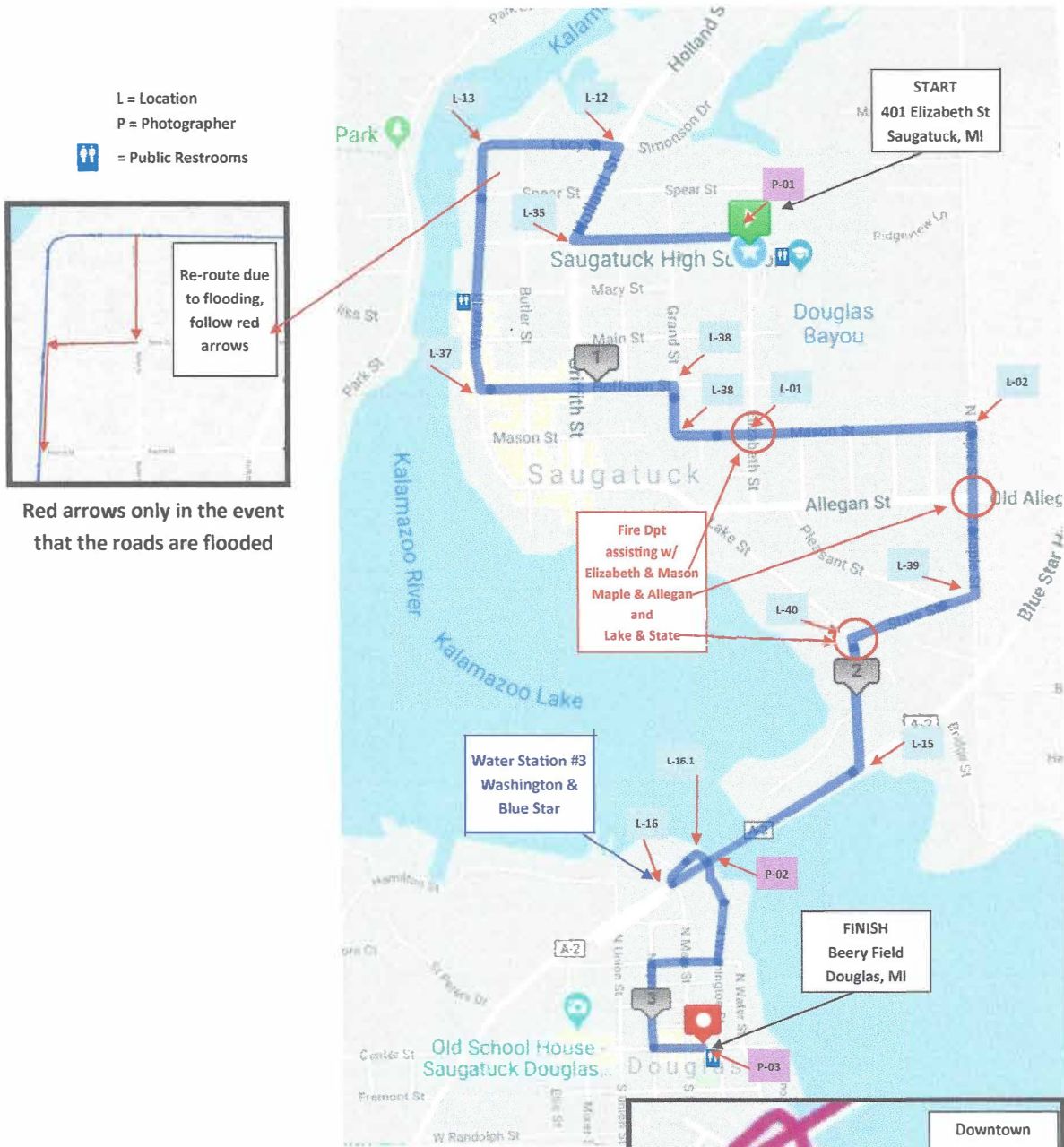
Red arrows only in the event that the roads are flooded



= Public Restrooms






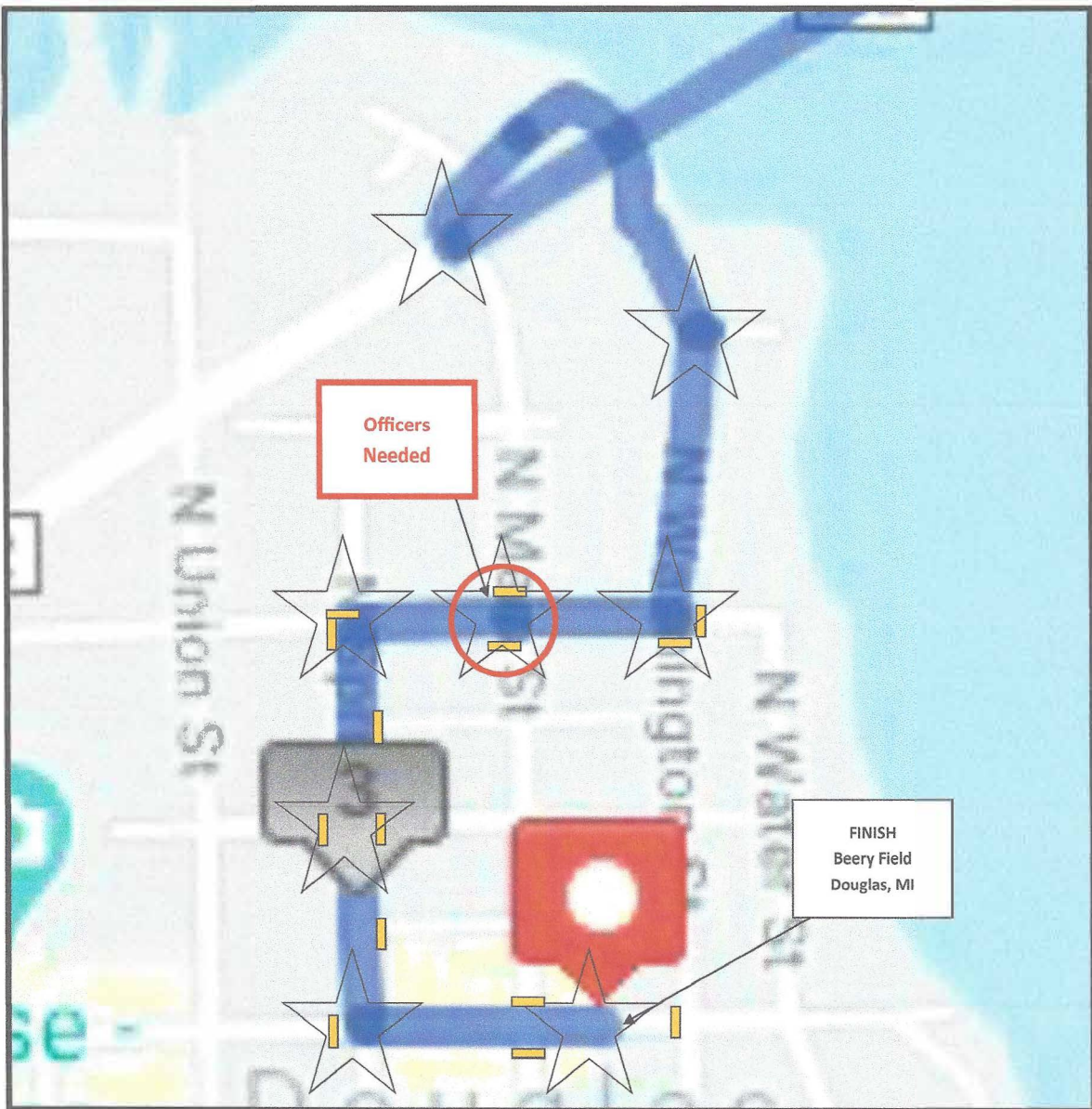
Town Crier Races - 5k



Downtown Douglas

 = Officers Needed

 = barricade
 = partial barricade
 = volunteers



Banner

Town Crier Races

5K, 10K, & Half Marathon

Saturday, June 15

6:30am-11:30am

Begins at the High School

Proceeds Benefit:

Saugatuck High School



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: April 8th, 2024
SUBJECT: Special Event-Music in the Park

DESCRIPTION:

SDABA is hosting the Music in the Park series every Wednesday night from 7:00 p.m. – 9:00 p.m. starting on June 19, 2024. The event will be similar to previous years.

BREAKDOWN OF EVENT:

Name: Music in the Park
Date: Starting Wednesday June 19
Time: 7:00 p.m.- 9:00 p.m.
Location: Wicks Park
Attendees: 200-400
Volunteers: 4-6
Food, Fireworks: None
Palette and Yard Signs: Palette, 4 yard signs and signage at event

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the 2024 Music in the Park series starting on June 19th organized by the Saugatuck Douglas CVB contingent on safety meeting with Staff, Police and Fire.



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: Saugatuck Douglas CVB

TELEPHONE: 269-857-1701

MAILING ADDRESS: 95 Blue Star Hwy Saugatuck MI 49453

CONTACT NAME: April Gundy

TELEPHONE: 231-878-8566

E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.com

CELL PHONE: 231-878-8566

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: April Gundy

TELEPHONE: 231-878-8566

E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.com

CELL PHONE: 231-878-8566

EVENT INFORMATION

NAME OF EVENT: Music In The Park

DATE(S) OF EVENT: _____

PURPOSE OF EVENT: Community Enrichment

RAIN DATE: None

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

EVENT LOCATION: Wicks Park Gazebo

EVENT HOURS: 7:00-9:00 pm

ESTIMATED NUMBER OF ATTENDEES: 200-400

ESTIMATED NUMBER OF VOLUNTEERS: 4-6

ESTIMATE DATE / TIME FOR SET-UP: Wednesdays 5:30 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: Wednesdays 9:45 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: 7:00 PM END: 9:00 PM

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:

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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): @ Gazebo @ Wicks Park

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) 6:00 - 9:30 PM

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

- TRASH RECEPTACLES – QUANTITY _____
- 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.

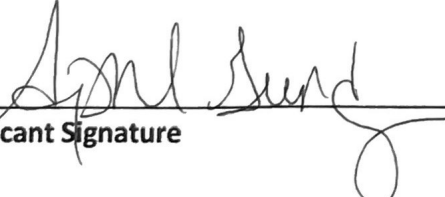
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

1/12/2024

Date



City Manager, Planning, Zoning and Project Report

April 8, 2024

Acting City Manager

Roundabout Construction

- Construction of the new roundabout at Blue Star/Old Allegan is scheduled to begin April 8th or 9th.
- With the expected increase in traffic along Maple Street, the Sheriff's Office will be increasing patrols in the area.

Village Square Playground

- Installation of the new playground equipment is planned for April 15-17. Huge thank you to everyone who has signed up to help! There are still a few volunteer slots open for April 17.

Blue Star Trail

- The Parks and Public Works Committee had further discussion of the pallet sign design and proposed traffic signal. Plans are being updated based on PPW, DPW Superintendent, and City Engineer feedback. Further discussion is planned for their regular meeting on April 23.
- Grants may cover the pallet sign work and most intersection improvements, but will not cover traffic signal. Costs and review of the recommendations will be forthcoming to Council.
- C2AE is working on scheduling a meeting with the MDOT and DNR grant coordinators to assist with questions related to applying grant matches and accounting.

AT&T

- State Historic Preservation Office (SHPO) approvals remain pending. AT&T submitted alternate analysis documentation to SHPO to review. The Pokagon Band of Potawatomi Indians provided comments.
- AT&T's decision on the City's agreement request is pending resolution of SHPO approval.

Updated Water/Sewer Agreements

- A framework for an updated water agreement has been prepared and sent to KLSWA for consideration. Still awaiting KLSWA draft of the updated water agreement for further review.

Trash/Recycling

- The City's agreement with Republic is set to expire in October. Planning on this being a topic of discussion at a future workshop meeting.

Milfoil Treatment

- Review and discussion of treatment for 2024 is an agenda item for the workshop meeting.

Saugatuck Harbor Natural Area

- The plan for the area needs to be updated to access funds.
- Reviewed historical documents related to a past board. Further evaluation is needed to determine whether a board is still required. Awaiting City Clerk location of any further documents.

Mt. Baldhead Park

- The City Engineer prepared renderings and cost estimates for new bathrooms, steps, and upper platform.
- The Parks and Public Works Committee is recommending that Council budget funds to replace the bathrooms and upper platform.
- A DNR grant that will be opening soon may be an opportunity to apply for funding to plant further trees north of the stairs.

Airport Property and Old Landfill

- At the March 20 workshop, Council discussed a potential donor for airport property improvements and a request for evaluation of cross-country trails at the landfill property.
- Based on Council feedback:
 - Staff has scheduled a meeting with the donor to discuss any expectations they may have in making a donation for airport property improvements. Staff also reached out to schedule a meeting with the Outdoor Discovery Center to discuss conservation easement options so Council is aware of the options before approving a proposal. Staff will also evaluate the amount of Public Works time and ongoing maintenance costs that may be needed.
 - Staff and the Township are working to set a meeting to discuss an agreement to conduct due diligence required to install cross country trails at the landfill property.

Budget and Capital Improvements

- Staff has continued to meet and discuss a budget proposal for the fiscal year 24/25.
- A draft budget will be presented to the Council during your April 17 workshop meeting. We intend to make this workshop dedicated to budget related items.

Miscellaneous

- Prepared for and attended Parks and Public Works meeting.
- Attended lunch meeting with State Rep. Andrews.
- Held a Department Head team meeting.

Planning and Zoning

- Prepared for and attended Zoning Board of Appeals special meeting.
- Prepared for and attended Historic District Commission meeting.
- Continued working on providing various items Granicus needs to set up the address identification solution for the City.
- Updated STR License application.
- Met and talked with several property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.
- Completed planning and zoning casework outlined in the attached chart. While serving in dual roles, I plan to provide the detailed list of casework on a monthly basis at the first regular meeting of each month.

Planning and Zoning Casework

320 Mason	Enforcement	Previously 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 engaged in discussions with owner's attorney to gain compliance. Discovered further evidence of non-compliance. Legal received no response to recent inquires. Sent correspondence to owner and agent with final opportunity to comply before City takes further action. Met with agent and talked with owner. Discussed regulations and how the property may be rented. Owners advised they will follow single contract provision.
560 Mill and 860 Simonson	Enforcement	Enforcement was pending of hardscaping in ROW. Report back to City Council for further policy direction occurred at September 20 workshop meeting. Formal policy and ordinance amendments were approved by Council on January 22. Forwarded amended ordinance, formal policy, and application to both property owners to apply for approval. 860 Simonson applied but needs to provide further information. 560 Mill advised they are working on preparing the application and submitting for approval.
405 Park	Enforcement and Deck	Previous enforcement and civil infraction notices for work without permits. Discovered additional work occurred without permit. Issued second zoning violation civil infraction notice. Owner paid fine. Met with owner. Received zoning app to install decks received. Under review.
640 Water	Inquiry	Meeting held to answer zoning questions and discuss options.
254 Francis	New Home	HDC app for new home. HDC tabled until January and requested renderings to assist with evaluating siting and massing. Questions about lot coverage. Answered questions. Zoning app also received. Height noted as concern. Revised elevations and renderings received. Height lowered to be compliant. HDC approved with conditions. Zoning permit issued with conditions to protect mature oak tree. Water-Sewer connection and right of way permit under review.
57-850-010-00	Easement	Current owner requested copy of water main easement. Engineer and I unable to locate. Referred to register of deeds. Owner advised they could not locate one. Engineer later advised it appears watermain easement was recorded for Dunegrass Condos to the west, but this one parcel was missed. Dune Ridge had to install water main as part of site condo development. Legal prepared easement documents to present to current property owners. Owner sent proposed easement. Reviewed with legal and engineer. Sent City proposed easement. Owner requested modifications. City is agreeable to request. Updated agreement sent for owner to review. Owner has not responded. Sent e-mail asking for response.
100 Park	Lot Line Adjustment	Lot line adjustment application received to adjust lines for three existing parcels. Permit issued.

Planning and Zoning Casework

650 Water	New Restaurant	SLU and site plan app for a restaurant with an expanded outdoor dining area and service of alcoholic beverages. PC approved with conditions. SLU permit issued with conditions. HDC app received. Approved by HDC with conditions. ZBA app received for setback variances for equipment. ZBA approved variances. HDC review pending. Council approval of encroachment pending.
70 Park	New Single Family Dwelling / Water-Sewer Connections	Zoning app and water-sewer connection app for new single family dwelling. Previous address of 100 Park. Requested revisions to plans based on engineer and planner feedback. Zoning permit issued. Water-Sewer connection permits pending. Need right of way street cut app.
449 Water	Outdoor Seating	SLU/Site Plan app and HDC app for outdoor seating area. Requested clarifications and clearer photos and plans. Info provided. HDC approved. PC approved with conditions, including paver requirement along Mary Street. Answered owner questions regarding this and options. Council approved license agreement for seating along Water Street. Payment for street seating pending.
831 Holland	Short Term Rental	Two STR apps. Renewing. Asked for clarification from applicant/owner on whether this is for the single family dwelling and ADU and whether the ADU is being rented under a single contract or separately as online listings suggest. Met with owner. Conducted research. Spoke with legal. Sent documents to legal for review. Discussed with legal. Property is not legally non-conforming. Has single family dwelling with ADU above. Sent property owners decision and options. Owner advised they will be renting entire property under single contract. Sent apps to Fire Department for inspection. Owner has since submitted special land use application to just rent ADU. Scheduled for April PC meeting.
743 Allegan	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Failed. Reinspection fee paid. Pending reinspection.
415 Lake St	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection. Failed. Reinspection invoice sent.
246 Butler	Enforcement	Complaint about interior and exterior work without permits. Sent interior concerns to MTS. They had building inspector check site and left note. Sent letter regarding exterior work without historic district permit and to apply. Received HDC app for exterior doors and interior work. Request did not include exterior work noted in letter. Application not signed by owner. Use listed is not allowable on first floor fronting the street. Sent correspondence to applicant with concerns and needed information. Applicant revised application and advised they will keep use retail. Scheduled for March HDC meeting. Received a second complaint about broken glass on doors. Advised owner and application. Applicant installed a board over broken glass area pending HDC decision regarding doors.
3388 Blue Star	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Still pending inspection.

Planning and Zoning Casework

660 Lake	Short Term Rental	STR app. New. Lake Street district. Sent to Fire Department for inspection. Still pending.
582 Campbell	Short Term Rental	STR app. New. ADU is also on property. Peninsula West district. Asked owner about whether he is apply for ADU to be rented and advised of ADU requirements. Owner isn't currently planning on renting ADU but is considering an application. No ADU app received. Sent to Fire Department for home only. Still pending.
990 Ridgeview	Short Term Rental	STR app. New. Maple Street district. Sent to Fire Department for inspection. Still pending.
143 Elizabeth	Short Term Rental	STR app. New. Community Residential district. Sent to Fire Department for inspection. Still pending.
471 Grand	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Still pending.
720 Butler #14	Short Term Rental	STR app. Renewing. Need fee paid. Fee paid. Sent to Fire Department for inspection. Still pending.
132 Mason	Outdoor Seating	Special land use and historic district app for outdoor dining on private property and the street. Scheduled for April HDC and PC meetings.
128 Hoffman	Outdoor Seating	Special land use app for expanded outdoor dining on the street and sidewalk. Scheduled for April PC meeting.
120 Mary	Renovations	Historic District and Zoning app for renovations, conversion of accessory building to pool house, installation of pool and hot tub.
128D Elizabeth St	Short Term Rental	STR License app. Existing STR. Need proof of ownership, address of local agent, and agent signature. Required info provided. Sent to Fire Department for inspection.
383 Dunegrass	Water Connection	Water connection application. Sent to Fire Department and engineer to review.
819 Bridge	Short Term Rental	STR license app. Previous STR. Sent to Fire Department for inspection.
329-339 Culver	Lift Gate	HDC app for barrier lift gate at entrance to parking lot. Need fee paid. Paid. Zoning app also received for same.
650 Campbell	Land Use Determination	Formal request for land use determination. Under review.
594 Campbell	Fence	Zoning permit app for rear yard fence. Need fee paid.
245 Spear	Short Term Rental	STR license app for ADU. New. Community Residential district. SLU approval already obtained. Sent to Fire Department for inspection.
1035 Holland	Short Term Rental	STR license app. Existing STR. Need local agent within 25 miles. Local agent info received. Sent to Fire Department for inspection.
821 Allegan	Short Term Rental	STR license app. Existing STR. Sent to Fire Department for inspection.

Planning and Zoning Casework

Coral Gables Slip	Inquiry	Question about whether a boat is required to have a STR license. Under review.
322 Culver	Outdoor Seating	SLU and HDC app for street dining. Scheduling for May meetings.
110 Butler	Short Term Rental	STR license app. Under review.
582 Campbell	Inquiry	Meeting request to discuss possible PUD and zoning. Asked for clarification on type of request to set up a meeting.
138 Mason	Inquiry	Meeting with owner to discuss outdoor dining regulations. Answered questions and provided resources.
812 Mason	Short Term Rental	STR certificate app. Renewing. Application returned as new license ordinance in effect.
819 Bridge	Short Term Rental	STR certificate app. Previous STR. Application returned as new license ordinance in effect. Owner requested new license application. Provided.
540 Mason	Short Term Rental	STR certificate app. Renewing. Application returned as new license ordinance in effect.
1005 Elizabeth	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
255 Spear	Short Term Rental	STR app. Renewing. Reviewed history and discussed with owner. Sent to Fire Department for inspection. Passed. STR certificate issued.
100 Park	Complaint	Voicemail with concern about trucks impacting traffic. Returned call. Trucks are now using signage and things are improved. Checked EGLE permit viewer, and permits were issued by EGLE.
229 Francis	Deck	Zoning and HDC app to replace deck and steps in same footprint. Chair agreed admin approval. Permits issued.
842 Lake Unit 2	Short Term Rental	New owner of property with STR certificate. New owner had not applied. Advised new owner of requirement to apply for STR certificate if they wish to operate unit as STR. Asked to advise if no longer an STR. Did not list contact within 45 miles. Asked for updated local agent. Owner advised via phone will be provided soon. Local contact provided. Sent to Fire Department for inspection. Passed. STR certificate issued.
842 Lake Unit 6	Short Term Rental	New owner of property with STR certificate. New owner had not applied. Advised new owner of requirement to apply for STR certificate if they wish to operate unit as STR. Asked to advise if no longer an STR. STR app received from new owner. Did not list contact within 45 miles. Asked for updated local agent. Owner advised via phone will be provided soon. Local contact provided. Sent to Fire Department for inspection. Passed. STR certificate issued.
443 Park	Enforcement	Complaint of a boat cover in right of way. Researched surveys from prior plans and from engineer. Sent to legal for review due to pending litigation. Legal reviewed options with Council. Boat cover now removed and returned to slip.

Planning and Zoning Casework

716 Water Unit A	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection. Passed. STR certificate issued.
716 Water Unit B	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection. Passed. STR certificate issued.
716 Water Unit C	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection. Studio unit no cooking facilities. Unclear if independent entrance. Talked with owner about history and unit. He advised he will install a small stove or range. Stove installed. Sent to Fire Department for inspection. Passed. STR certificate issued.
716 Water Unit D	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection. Passed. STR certificate issued.
247 Butler	Inquiry	Questions about permit for roof replacement. Left voicemail advising historic district permit required.
347 Park	Inquiry	Questions about permits required for tree removal. Left voicemail advising tree removal permits are required if the tree is in the right of way.
642 Lake	Painting	HDC app for repainting wood siding and trim. Sent to Chair. Permit not needed.
10 Park	Inquiry	Questions about land division. Unable to determine without application and further information. Provided application and resources.
183 Park	Inquiry	Questions about zoning related to pergolas. Provided resources.
5 Park	Fence	Zoning app to install fence. Contractor advised property lines are staked. Permit issued.
329 Water	Inquiry	Question about adding an outdoor bar to serve patio area. Provided resources.
421 Water	Short Term Rental	STR certificate app. Application returned as new license ordinance in effect. Provided copy of new application.
128 D Elizabeth	Short Term Rental	STR certificate app. Renewing. Application returned as new license ordinance in effect. Provided copy of new application.
245 Spear	Short Term Rental	STR certificate app. New STR in ADU. Application returned as new license ordinance in effect. Provided copy of new license application.
247 Butler	Roof	HDC app to replace flat roof. Sent to Chair. Chair agreed admin approval. Permit issued. Provided ROW app if dumpsters in ROW will be necessary.
N/A	Inquiry	Various questions about new STR ordinances. Answered questions and provided resources.
880 Holland	Enforcement	Feather flag open sign put out. E-mailed restaurant advising our ordinance does not allow feather flags.

Planning and Zoning Casework

640 Water	Inquiry	Met with owner representatives to discuss plans. Answered questions and provided resources.
510 Butler	Inquiry	Met with owner and architect to discuss preliminary plans and storm water concerns. Referred stormwater questions to City Engineer. Meeting being scheduled with legal and planner. Provided engineer feedback. Met with planner. Provided feedback to architect as well as potential options.
184 Park	Variance	ZBA app for setback variance. Revised plans do not substantially conform to prior approval, so new variance is needed. Scheduled for March ZBA meeting. Sent invoice. Paid. Updated water-sewer connection plans received. Engineer reviewed. Provided feedback. EGLE approvals received. Applicant submitted revised plans. ZBA approved variance. Updated plans reviewed by engineer and planner. Permits (zoning, water-sewer, street cut) issued.
120 Elizabeth Unit 1	Short Term Rental	STR app. Existing. New owner. Sent to Fire Department for inspection. Passed. Certificate issued.
120 Mary	Short Term Rental	STR app. New STR. City Center Transitional Residential district. Sent to Fire Department for inspection. Passed. STR certificate issued.
412 Francis	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
441 Frederick St	Short Term Rental	STR app. New STR. Peninsula West district. Sent to Fire Department for inspection. Passed. STR certificate issued.
515 Park Unit 1	Short Term Rental	STR app. New. Resort district. Sent to Fire Department for inspection. Passed. STR certificate issued.
717 Water, #8	Short Term Rental	STR app. New STR. Water Street North district. Asked for proof of ownership. Need fee. Proof provided. Fee provided. Sent to Fire Department for inspection. Passed. STR certificate issued.
345 Hoffman	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Failed. Sent reinspection invoice. Paid. Passed reinspection. STR certificate issued.
931 Holland	Inquiry	Questions about fencing. Answered questions.
311 Water	Outdoor Seating	SLU/Site Plan app and HDC app for outdoor seating area. Scheduled for February HDC and PC meetings. PC and HDC both approved. Council approved license agreement. Owner signed. Permit issued.
888 Holland	Inquiry	Question about STR occupancy. Answered questions.
350 Mason	Stormwater Review	Stormwater plans received. Engineer reviewed and provided comments. Provided comments to applicant. Plans updated. Stormwater plans approved.
1020 Holland	Enforcement	For sale sign in right of way. E-mailed realtor to move to private property. Realtor advised sign will be moved.
1050 Holland	Boring	ROW app to bore and install service line for Frontier. Engineer and DPW reviewed. Payment received. Permit issued.

Planning and Zoning Casework

140 Taylor	Complaint	Concern about being missed for re-seeding after Fall work. Passed along to DPW and Engineer to follow up.
888 Holland	Inquiry	Requested copy of STR certificate. Copy provided.
615 Park St	Repairs/Improvement	Zoning app for repairs to decking, lower units, and structural improvements. Moratorium now lifted. Appraisal provided showing higher value to where substantial improvement is not a factor for elevation. Owners applied for EGLE approval. EGLE approved work in floodplain. Zoning permit issued.
129 Griffith #3,4,5	Minor Site Plan Amendment	Site plan app for minor amendment to restaurant site plan. Reviewed. Permit issued. Advised applicant of previous PC conditions that would still apply. Provided sign app when signage is designed.
Park/Campbell	Complaint	Concern about real estate sign impacting clear vision distance at corner. Found 10 Park Street is for sale. Caller estimated size and it meets regulations. Caller advised they will contact realtor to request that it be moved. Advised caller to call back if concerns remain.
120 Butler	Roof	HDC app for roof replacement and some siding. Needed clarification on siding and spec sheets. Further details provided. Chair advised full commission review. HDC approved with conditions. Permit issued.
1042 N Maple	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Failed. Sent reinspection invoice. Paid. STR certificate issued.
201 Culver #6	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
133 Mason	Short Term Rental	STR app. Renewing. Passed inspection. STR certificate issued.
1052 Elizabeth	Short Term Rental	STR app. Previous STR. Sent to Fire Department for inspection. Passed. STR certificate issued.
419 St. Joseph	Short Term Rental	STR app. New. Community Residential district. Sent to Fire Department for inspection. Passed. STR certificate issued.
548 Hoffman	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
827 Holland - Unit 1 and 2	Short Term Rental	STR app. Renewing one, one new. Community Residential district. Asked for clarification from applicant/owner on whether there are two units on this property as only one app was received. Owner confirmed two units and submitted additional app. Both apps sent to Fire Department for inspection. Both passed. STR certificates issued.
311 Water #3	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection. Passed. STR certificate issued.
311 Water #4	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection. Passed. STR certificate issued.

Planning and Zoning Casework

313 Water #7	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection. Passed. STR certificate issued.
313 Water #6	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection. Passed. STR certificate issued.
748 Holland St Unit A	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
748 Holland St Unit B	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
746 Holland St	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
444 Main St	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection. Passed. STR certificate issued.
568 Main St	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection. Passed. STR certificate issued.
787 Lake Ave	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
547 Water #2	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection. Passed. STR certificate issued.
230 Culver	Entry Structure	HDC app to install an awning structure in front of the front door. Reviewed history. 2018 similar awning was approved conditioned on Fire Department approval and seasonal removal. Spec sheet sent and shared with Fire Department. No concerns. HDC approved with conditions. Sent HDC permit. Advised minor site plan amendment needed for zoning. Shared app.
1044 Holland	STR Certificate Closure	Active STR certificate under prior owner's name. Ownership changed. Closed certificate. New home being constructed.
123 North	STR Certificate Closure	Active STR certificate under prior owner's name. Ownership changed. Closed certificate. Sent current owner letter to apply for STR license if they wish to STR the property.
963 Allegan	STR Certificate Review	Active STR certificate under prior owner's name. New owners properly applied, but prior owners name incorrectly listed. Updated system information so it is correct.

Planning and Zoning Casework

547 Butler	STR Certificate Review	Active STR certificate under prior owner's name. New owners properly applied, but prior owners name incorrectly listed. Updated system information so it is correct.
241 Culver	Enforcement/Roof	Roof replacement without Historic District permit. Sidewalk closure and dumpster in right of way without permit. Sent letter to apply for permits. Sidewalk opened and dumpster removed. HDC app received. Chair agreed admin approval. HDC permit issued.
592 Campbell	Fence	Zoning permit for rear yard fence replacement. Need fee paid. Fee paid. Permit issued.
650 Water	Right of Way	Temporary Encroachment in ROW permit app for dumpster. Need insurance. Insurance received. DPW no concerns except for it moving for parking space painting. Stipulations added. Permit issued.
435 Water	Inquiry	Request for outdoor seating applications. Provided forms and resources.
842 Lake Unit 3	Short Term Rental	STR app. New. Resort district. Sent to Fire Department for inspection. Paid. Need remainder of fee paid. Fee paid. STR certificate issued.
350 Mason	Inquiry	Question about fence versus landscape strip for parking area. Under review.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 03/25/2024:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- County Tax Settlement completed
- 2024-2025 Budget discussions



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 3/25/2024:

Village Square Playground

The DPW crew is completing the final steps of preparation for the playground equipment installation. Community build installation will begin Monday, April 15.

Motor Pool Maintenance

CAT 938G Loader – Throttle cable arm repair/replacement

Meetings

- **03/25/2024** – DPW Weekly Goals Meeting
- **03/25/2024** – City Council Meeting
- **03/26/2024** – Parks and Public Works Committee Meeting
- **03/29/2024** – DPW Weekly Goals Follow Up Meeting
- **04/01/2024** – DPW Weekly Goals Meeting
- **04/05/2024** – DPW Weekly Goals Follow Up Meeting

City of Saugatuck
Status Report of Engineering Activities
April 4, 2024

General Consultation

- 2023 System-wide Crack Sealing: Crack sealing work will be completed soon, now that temperatures are conducive.
- Grants Workshop: We are discussing the possibility of having grant experts from F&V put together a workshop for council, staff and other interested parties to review the various programs used in the past, recent applications and brainstorming for new opportunities.
- City-wide parking, safety, signage, etc. review: Prepared a letter reviewing on-street parking vs. sight distance concerns. We plan to conduct a kickoff meeting with City staff and F&V traffic team this fall to develop a scope for the broader study, if required.
- N. Park Street Slope Erosion: The work is anticipated to be completed in April.
- Bridge Street Resurfacing: The work is anticipated to be completed in April or May.
- Capital Improvements Plan Update: Preparing proposals for upcoming projects on the CIP for Council consideration.
- 2024 Asphalt Repairs: A proposal for “mill and fill” asphalt repairs is pending authorization.

Blue Star Highway Bridge Navigation Lighting

- Bids were received on July 27, 2023 with construction scheduled to be complete prior to Memorial Day 2024. Prepared a Recommendation of Award to the low bidder. Once all three communities have awarded the project, a contract can be prepared.

EGLE Drinking Water State Revolving Fund

- The Intent To Apply was submitted on November 1, 2023 for the 2024 funding round. We are making minor updates to the Project Plan to resubmit in the 2024 round. We anticipate a brief public presentation of the current plan at the May 8 or 22 council workshop to meet the June 1 submittal deadline.

2023 Street Improvements (West, East, Takken, Taylor and N. Maple)

- The Contractor is addressing remaining items. Most are related to grass establishment, which was impacted by time of year.

Water System Asset Management Plan

- The draft AMP has been prepared and will be finalized based on input from the financial consultant and comments from EGLE.
- The City was awarded funding from EGLE’s Community Technical, Managerial, and Financial (TMF) support for lead line replacement grant. This will provide funding to help the City complete its final Distribution System Materials Inventory, which is due in October 2024. A kickoff meeting will be scheduled soon.

Mt. Baldhead Conceptual Planning

- Proposals for the restroom building and observation deck replacement are in process, based on direction from the PPWC.

Mt. Baldhead AT&T Project Assistance

- The EGLE/USACoE Critical Dunes permitting process has been put on hold for now, pending SHPO approvals.

Maple Street Improvements

- Maple Street (between Blue Star Highway and the work completed in the 2023 Street Improvements project) has been identified as a high priority need for some time. Recent water main breaks have highlighted the need. We are working on developing the project, which is anticipated to involve Saugatuck Township. This project is anticipated to include stormwater management improvements and Olde Mill water service revisions. The project may also include a sidewalk. A proposal for design engineering is in process.

Vendor Name	Description	Amount
1. AERIAL HYDRAULIC REPAIR INC	BUCKET TRUCK INSPECTION	996.08
2. ALTA EQUIPMENT LLC	ASPHALT HOT BOX TRAILER	42,439.92
3. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
4. AT&T MOBILITY	CELL PHONES	92.51
5. CAPITAL ONE	REPAIRS	106.16
6. CHIPS GROUNDCOVER LLC	SAND VILLAGE SQUARE	3,362.75
7. CITY OF WAYLAND	ELECTION NOTICE	14.00
8. CONSUMERS ENERGY	ELECTRIC	3,405.38
9. DO IT CORPORATION	OVAL BEACH PASSES	858.00
10. DOMINION VOTING	ELECTION	7,635.88
11. DON JOLLY	BOARD OF REVIEW	98.58
12. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,878.00
13. ETNA SUPPLY	SUPPLIES	4,160.00
14. FIRST BANK CARD	ELECTION, BOR & TRAINING	3,473.66
15. FRONTIER	DPW	291.22
	OVAL BEACH	85.48
	TOTAL	376.70
16. GIL- ROY'S HARDWARE	GRASS SEED	499.45
17. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	997.67
18. LORRIE PASTOOR	CLEANING SERVICES	420.00
19. MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	441.75
20. MCKELLIPS PLUMBING INC	PLUMBING BUTLER TOILETS	187.00
21. MERS	RETIREMENT	4,113.96
22. MICHIGAN GAS UTILITIES	DPW GARAGE	247.10
23. MINER SUPPLY CO	SUPPLIES	476.64
	SUPPLIES	973.48
	TOTAL	1,450.12
24. OVERISEL LUMBER COMPANY	SUPPLIES	614.91
25. PRIORITY HEALTH	HEALTH INSURANCE	9,552.84
26. R SMITH & SONS INC	ROAD GRAVEL	2,858.50
27. RICOH USA INC	COPIER LEASE	127.97
28. SAUGATUCK DOUGLAS ART CLUB	MAYOR'S AWARD	209.00

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Vendor Name	Description	Amount
29. SAUGATUCK FIRE	RENTAL INSPECTIONS	2,825.00
30. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.80
	FOIA SEARCH	312.50
	TOTAL	1,575.30
31. SMART BUSINESS SOURCE LLC	OFFICE	146.91
32. STANDARD INSURANCE COMPANY	INSURANCE	406.59
33. TAYLOR TRUE VALUE RENTAL	SKID STEER ATTACHMENT RENTAL	322.50
34. VALLEY CITY LINEN INC	SHOP TOWELS	88.97
35. WESTENBROEK MOWER INC	REPAIRS	43.99
36. YOUR MEMBEBERSHIP.COM INC	PUBLISHING	249.00
TOTAL - ALL VENDORS		99,058.65
FUND TOTALS:		
Fund 101 - GENERAL FUND		46,741.43
Fund 202 - MAJOR STREETS		1,676.47
Fund 203 - LOCAL STREETS		2,273.17
Fund 661 - MOTOR POOL FUND		48,367.58

04/01/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 03/01/2024 - 03/31/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
03/01/2024	DD6586(A)	ANDERSON, HOLLY	ELECTION	542.70
03/01/2024	DD6587(A)	ARAMENDI, NOAH	PAYROLL	1,494.06
03/01/2024	DD6588(A)	BALDWIN, HELEN	ELECTION	502.94
03/01/2024	DD6589(A)	BLOSE, LAURENCE	ELECTION	503.94
03/01/2024	DD6590(A)	BLOSE, SUSAN	ELECTION	629.91
03/01/2024	DD6591(A)	BOUWMAN, CHAD	PAYROLL	1,385.81
03/01/2024	DD6592(A)	BROCKINGTON, CATHERINE	ELECTION	984.95
03/01/2024	DD6593(A)	CARRILLO, DONNA	ELECTION	469.82
03/01/2024	DD6594(A)	CUMMINS, RYAN	PAYROLL	2,262.22
03/01/2024	DD6595(A)	GARCIA, DANIELA	ELECTION	502.89
03/01/2024	DD6596(A)	GAUNT, BOBBIE	ELECTION	368.25
03/01/2024	DD6597(A)	HARDY, CODY	PAYROLL	1,494.64
03/01/2024	DD6598(A)	HEISE, RYAN	PAYROLL	3,472.22
03/01/2024	DD6599(A)	HERBERT, SCOTT	PAYROLL	1,969.15
03/01/2024	DD6600(A)	KERRIDGE, ADAM	PAYROLL	1,595.69
03/01/2024	DD6601(A)	MACK, ELLIS	PAYROLL	1,312.39
03/01/2024	DD6602(A)	MARTIN, DANNY	PAYROLL	1,206.39
03/01/2024	DD6603(A)	MATTERN, MICHAEL	ELECTION	469.82
03/01/2024	DD6604(A)	RIEDBERGER, BARBARA	ELECTION	155.06
03/01/2024	DD6605(A)	STANISLAWSKI, PETER	PAYROLL	1,436.40
03/01/2024	DD6606(A)	VAN HOWE, AINSLEY	ELECTION	502.89
03/01/2024	DD6607(A)	WILLIAMS, SARA	PAYROLL	1,754.02
03/01/2024	DD6608(A)	WOLTERS, JAMIE	PAYROLL	1,916.85
03/01/2024	EFT1785(E)	ALERUS	PAYROLL	3,608.00
03/01/2024	EFT1786(E)	EXPERT PAY	PAYROLL	139.54
03/01/2024	EFT1787(E)	MERS HYBRID	PAYROLL	2,213.63
03/01/2024	EFT1788(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,232.08
03/11/2024	5181(E)	CAPITAL ONE	SUPPLIES	683.96
03/11/2024	5182(E)	CONSUMERS ENERGY	ELECTRIC	3,305.88
03/11/2024	5183(E)	FIRST BANK CARD	ELECTION, TRAINING & SUPPLIES	6,556.76
03/11/2024	5184(E)	FRONTIER	DPW	291.22
03/11/2024	5185(E)	FRONTIER	OVAL	85.48
03/11/2024	5186(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	986.25
03/11/2024	5187(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	304.68
03/11/2024	5188(E)	SHELL	GASOLINE & DIESEL	219.38
03/11/2024	5189(E)	VALLEY CITY LINEN INC	SHOP TOWELS	127.73
03/11/2024	5190(A)	ALLEGAN COUNTY SHERIFF	XMAS PARADE RESERVE	96.00
03/11/2024	5191(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	8,161.77

04/01/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 03/01/2024 - 03/31/2024				
Check Date	Check	Vendor Name	Description	Amount
03/11/2024	5192(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
03/11/2024	5193(A)	BURNETT & KASTRAN PC	LEGAL FEES	180.00
03/11/2024	5194(A)	CHIPS GROUNDCOVER LLC	TOP SOIL	902.94
03/11/2024	5195(A)	D & L TRUCK & TRAILER LLC	REPAIRS	383.06
03/11/2024	5196(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	37,913.80
03/11/2024	5197(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	2,088.10
03/11/2024	5198(A)	GEI CONSULTANTS INC	HEMLOCK WOOLLY ADELGID	40,514.42
03/11/2024	5199(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,787.50
03/11/2024	5200(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	1,954.43
03/11/2024	5201(A)	NEWCOMER PLOW & HITCH	TRUCK ROOF LIGHTS	637.80
03/11/2024	5202(A)	OTTAWA AREA INTERMEDIATE SCHOOL DI	PROPERTY TAXES	535.96
03/11/2024	5203(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	2,879.21
03/11/2024	5204(A)	SAUGATUCK FIRE	PROPERTY TAXES	9,772.56
03/11/2024	5205(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.80
03/11/2024	5206(A)	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	322.75
03/11/2024	5207(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	80.00
03/11/2024	5208(A)	STINGERS PEST CONTROL	PEST CONTROL	151.80
03/11/2024	20024	C-COMM OF KALAMAZOO INC	OVAL BEACH RADIO REPAIRS	1,480.48
03/11/2024	20025	ERHAN KARA	ESCROW REFUND	1,480.00
03/11/2024	20026	GIL- ROY'S HARDWARE	GRASS SEED	317.86
03/11/2024	20027	KENDALL ELECTRIC INC	STERNBERG LIGHTS	210.16
03/11/2024	20028	MASON LAWN & SNOW	PARTS	140.49
03/11/2024	20029	MMAAO	TRAINING	40.00
03/11/2024	20030	MR JAMBER	CHRISTMAS TREE WRAP	650.00
03/11/2024	20031	OVERISEL LUMBER COMPANY	SUPPLIES	1,527.78
03/11/2024	20032	RATHCO SAFETY SUPPLY CO	SIGNS	557.31
03/11/2024	20033	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	29,020.39
03/11/2024	DD6609(A)	HEISE, RYAN	PAYROLL PTO	5,783.26
03/11/2024	EFT1789(E)	ALERUS	PAYROLL	643.46
03/11/2024	EFT1790(E)	MERS HYBRID	PAYROLL	482.60
03/12/2024	DD6610(A)	HEISE, RYAN	PAYROLL PAYOUT	65,207.64
03/15/2024	20034	GOODMAN FROST PLLC	PAYROLL	307.84
03/15/2024	DD6611(A)	ARAMENDI, NOAH	PAYROLL	1,584.06
03/15/2024	DD6612(A)	ASPNES, LYNEE	BOARD OF REVIEW	308.34
03/15/2024	DD6613(A)	BOUWMAN, CHAD	PAYROLL	1,425.81
03/15/2024	DD6614(A)	CUMMINS, RYAN	PAYROLL	2,262.21
03/15/2024	DD6615(A)	HARDY, CODY	PAYROLL	1,254.95
03/15/2024	DD6616(A)	HERBERT, SCOTT	PAYROLL	1,971.68
03/15/2024	DD6617(A)	ISLJAMOVSKI, DAVID	BOARD OF REVIEW	308.34
03/15/2024	DD6618(A)	KERRIDGE, ADAM	PAYROLL	1,807.96

04/01/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 03/01/2024 - 03/31/2024				
Check Date	Check	Vendor Name	Description	Amount
03/15/2024	DD6619(A)	LEO, NICHOLAS	BOARD OF REVIEW	304.84
03/15/2024	DD6620(A)	MACK, ELLIS	PAYROLL	1,352.39
03/15/2024	DD6621(A)	MARTIN, DANNY	PAYROLL	871.56
03/15/2024	DD6622(A)	MAYER, JOHN	BOARD OF REVIEW	308.34
03/15/2024	DD6623(A)	STANISLAWSKI, PETER	PAYROLL	1,576.41
03/15/2024	DD6624(A)	WILLIAMS, SARA	PAYROLL	1,754.03
03/15/2024	DD6625(A)	WOLTERS, JAMIE	PAYROLL	1,916.84
03/15/2024	EFT1791(E)	ALERUS	PAYROLL	3,218.95
03/15/2024	EFT1792(E)	EXPERT PAY	PAYROLL	139.54
03/15/2024	EFT1793(E)	FEDERAL TAX DEPOSIT	PAYROLL	45,363.88
03/15/2024	EFT1794(E)	MERS HYBRID	PAYROLL	1,924.93
03/25/2024	5209(E)	COMCAST	INTERNET	193.40
03/25/2024	5210(E)	FRONTIER	OVAL BEACH	173.29
03/25/2024	5211(E)	HERITAGE CRYSTALCLEAN LLC	RECYCLED OIL PRODUCTS	210.00
03/25/2024	5212(E)	MERCHANTS BANCARD NETWORK	BANKING FEES	545.76
03/25/2024	5213(E)	MICHIGAN GAS UTILITIES	CITY HALL	97.54
03/25/2024	5214(E)	MICHIGAN GAS UTILITIES	BULTER STREET TOILETS	124.69
03/25/2024	5215(E)	NET2PHONE INC	TELEPHONES	215.13
03/25/2024	5216(E)	PRIORITY HEALTH	HEALTH INSURANCE	9,552.84
03/25/2024	5217(A)	ALLEGAN COUNTY SHERIFF	MONTHLY DEPUTIES	32,200.12
03/25/2024	5218(A)	ALLEGAN COUNTY TREASURER	2023 AERIAL IMAGERY	1,092.00
03/25/2024	5219(A)	E DOWD CRANE SERVICE LLC	TREE SERVICE	6,345.00
03/25/2024	5220(A)	HOLLAND P.T.	SUPPLIES	154.47
03/25/2024	5221(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	7,051.50
03/25/2024	5222(A)	MC CANN INDUSTRIES INC	BACKHOE TANK	1,894.60
03/25/2024	5223(A)	PLUMMER'S ENVIRONMENTAL SERVICES I	STREET SWEEPINGS	334.95
03/25/2024	5224(A)	RAF ELECTRIC	MT BALDHEAD PAVILION	5,091.36
03/25/2024	5225(A)	REPCOLITE	PAINT	50.50
03/25/2024	5226(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	1,950.00
03/25/2024	5227(A)	SHORELINE TECHNOLOGY SOLUTIONS	FOIA SEARCHES	1,406.25
03/25/2024	5228(A)	TRUCK & TRAILER SPECIALTIES	TRUCK LIGHT	244.03
03/25/2024	20035	C2AE	BLUE STAR TRAIL	5,993.80
03/25/2024	20036	COMMERCIAL RECORD	PUBLISHING	630.00
03/25/2024	20037	IHLE AUTO PARTS	SUPPLIES	375.52
03/25/2024	20038	KEPPEL'S LOCK & SAFE CO.	REPAIRS	801.00
03/25/2024	20039	MINER SUPPLY CO	SUPPLIES	210.36
03/25/2024	20040	SAUGATUCK DRUG	CLERK	15.56
03/25/2024	20041	WALSH MUNICIPAL SERVICES LLC	CITY MANAGER SEARCH	6,000.00
03/25/2024	20042	ZEIGLER GMC OF HOLLAND	REPAIRS GMC PICKUP	81.06
03/29/2024	DD6626(A)	ARAMENDI, NOAH	PAYROLL	1,945.19

04/01/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 03/01/2024 - 03/31/2024				
Check Date	Check	Vendor Name	Description	Amount
03/29/2024	DD6627(A)	BOUWMAN, CHAD	PAYROLL	1,385.81
03/29/2024	DD6628(A)	CUMMINS, RYAN	PAYROLL	3,338.91
03/29/2024	DD6629(A)	HARDY, CODY	PAYROLL	1,359.68
03/29/2024	DD6630(A)	HERBERT, SCOTT	PAYROLL	1,906.70
03/29/2024	DD6631(A)	KERRIDGE, ADAM	PAYROLL	1,669.62
03/29/2024	DD6632(A)	MACK, ELLIS	PAYROLL	1,312.38
03/29/2024	DD6633(A)	MARTIN, DANNY	PAYROLL	955.26
03/29/2024	DD6634(A)	STANISLAWSKI, PETER	PAYROLL	1,436.40
03/29/2024	DD6635(A)	WILLIAMS, SARA	PAYROLL	1,754.02
03/29/2024	DD6636(A)	WOLTERS, JAMIE	PAYROLL	2,146.42
03/29/2024	EFT1795(E)	ALERUS	PAYROLL	3,596.29
03/29/2024	EFT1796(E)	EXPERT PAY	PAYROLL	139.54
03/29/2024	EFT1797(E)	MERS HYBRID	PAYROLL	1,948.69
03/29/2024	EFT1798(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,860.95
03/29/2024	EFT1799(E)	MERS	PAYROLL	6,611.41
03/29/2024	EFT1800(E)	MI DEPT OF TREASURY	PAYROLL	8,018.48
03/31/2024	5229(E)	RICOH USA INC	COPIER LEASE	127.97
03/31/2024	5230(E)	MERS	RETIREMENT	4,113.96
Total of 167 Checks:				477,270.74
Less 0 Void Checks:				0.00
Total of 167 Disbursements:				477,270.74

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

PROCLAMATION OF APPRECIATION

Whereas, Phyllis Yff embarked on her journey with the Interurban Transit Authority 17 years ago, and since then, has exhibited unwavering dedication to the Saugatuck area community and its citizens;

Whereas, Phyllis Yff's tireless efforts have been instrumental in providing exceptional service to our residents and visitors, contributing significantly to the betterment of our community;

Whereas, Phyllis Yff has diligently served the Interurban Authority in various capacities, starting as an accounting assistant, progressing to assistant director, and for the past decade, serving as the esteemed Director of our Transit Authority;

Whereas, under Phyllis Yff's astute leadership, the Interurban Authority has witnessed remarkable advancements, including improved and expanded services that will continue to benefit our area for years to come;

Now, Therefore, be it Proclaimed by the City Council of the City of Saugatuck, on behalf of the entire community, that we express our deepest appreciation to Phyllis Yff for her steadfast commitment, exceptional leadership, and genuine care for our community. We extend to her our sincerest gratitude for her invaluable contributions.

In Witness Whereof, I, Lauren Stanton, Mayor of the City of Saugatuck, cause the Seal of the City and my signature to be affixed this 8th day of April, in the year two thousand and twenty-four.

Lauren Stanton, Mayor

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, Interim City Manager

MEETING DATE: April 8, 2024

SUBJECT: Letter in Support of Saugatuck Township Acquisition Grant Application

DESCRIPTION:

Saugatuck Township was recently approached about purchasing Pine Trail Camp, a 22 acre summer camp site with nearly 400 ft of Kalamazoo River frontage within the River's historic river mouth area in Saugatuck Township.

Saugatuck Township is requesting a letter of support for the Township's acquisition grant application to the Michigan Natural Resources Trust Fund Grant program.

Attached is a draft letter for Council consideration.

LEGAL REVIEW:

N/A. The City Attorney will be at your meeting to answer any questions you may have.

SAMPLE MOTION:

Motion to approve the letter in support of Saugatuck Township's Trust Fund grant application to acquire Pine Trail Camp.



April 8, 2024

Dear Grant Coordinator and the Township of Saugatuck,

I am writing on behalf of the City of Saugatuck to express my wholehearted support for Saugatuck Township's Trust Fund grant application to acquire Pine Trail Camp. This 22-acre parcel, boasting nearly 400 feet of frontage on the Kalamazoo River, represents an extraordinary opportunity for our community.

Waterfront land with such high recreational value is exceptionally rare, especially in an area as historically significant as the mouth of the Kalamazoo River. The inclusion of this property in the National Registry of Historic Places as Traditional Cultural Property further underscores its importance.

The acquisition of Pine Trail Camp would address a critical need within the Township. Currently, we lack parkland that offers convenient access to the river, depriving our residents and visitors of the chance to enjoy its natural beauty and recreational opportunities.

The property offers immense potential for the development of a community recreation campus that would benefit both residents and visitors alike. With amenities such as a community pool, pickleball courts, sports fields, kayak launch, fishing dock, and viewing platform, this campus would enrich the lives of individuals of all ages and interests.

Securing public access to Pine Trail Camp is a once-in-a-lifetime opportunity that we simply cannot afford to miss. I urge you to consider Saugatuck Township's grant application favorably, recognizing the immense benefits that acquiring this property would bring to our community.

Thank you for your attention to this matter. If you require any further information or assistance, please do not hesitate to contact me.

Sincerely,

Lauren Stanton
Mayor
City of Saugatuck



City Council Agenda Item Report

FROM: Ryan Cummins, Interim City Manager

MEETING DATE: April 8, 2024

SUBJECT: GROW Estate, LLC – 650 Water - Right of Way Encroachment

DESCRIPTION:

Alec Payleitner, owner of GROW Estate, LLC has submitted a request to install kitchen exhaust equipment (2 feet deep by 4 feet wide in size), two-and-a-half feet into the City's Spear Street right-of-way. The equipment is for a new restaurant.

Attached is a Revocable License Agreement that would allow for GROW Estate LLC to have kitchen exhaust equipment that encroaches into the City right of way.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

The Zoning Board of Appeals approved dimensional variances at a special meeting on March 28.

The Historic District Commission is scheduled to review the request at its April 4 meeting. If the Historic District Commission does not approve, a request may be made to remove this agenda item.

LEGAL REVIEW:

The City Attorney reviewed the revocable license agreement language.

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for kitchen exhaust equipment in the public right-of-way for GROW Estate, LLC.

REVOCABLE LICENSE AGREEMENT

REGARDING ENCROACHMENT IN THE RIGHT-OF-WAY

THIS AGREEMENT is made this _____ day of _____, 2024, between the CITY OF SAUGATUCK (the “City”) a Michigan municipal corporation located in Allegan County, Michigan, and GROW Estate LLC, a Michigan limited liability company with leasehold interest in real property commonly known as 650 Water Street, Saugatuck MI 49453, P.P. No. 57-300-029-00 (the “Licensee”).

Recitals

- A. Licensee has leasehold interest in real property located at 650 Water Street in the City, further described as P.P. No. 57-300-029-00 (the “Property”).
- B. A public right-of-way owned and controlled by the City crosses the Property as shown on the sketch map attached as Exhibit A and incorporated by reference.
- C. Licensee desires to install kitchen exhaust equipment (2 feet deep by 4 feet wide in size), two-and-a-half feet into the City’s right-of-way (the “Encroachment”). Licensee seeks a license in order to install the Encroachment.
- D. Licensee will insure and maintain the Encroachment within and immediately adjacent to the public right-of-way for Water Street as hereinafter described.
- E. The City is amenable to granting a revocable license to Licensee for the installation and maintenance of the Encroachment within the right-of-way for Water Street, subject to terms of this Agreement.

Agreement

- 1. The City hereby grants to Licensee a revocable license for the Encroachment for the purpose of installing and maintaining the Encroachment in the precise location shown on Exhibit A subject to the terms of this Agreement. The Encroachment shall be as depicted on attached Exhibit A, which is incorporated by reference.
- 2. The Encroachment shall meet all requirements of the City of Saugatuck Code including, without limitation, any historic district requirements.
- 3. Licensee shall maintain the Encroachment in the public right-of-way in good condition at all times, and in compliance with all applicable laws and regulations of the City, County and State of Michigan.
- 4. Licensee shall indemnify and hold harmless the City, and its officers, agents, and employees, from any and all claims, demands, or suits by any person or entity for damages, injuries, or losses in any way connected or arising out of the placement, maintenance, existence or use of the Encroachment. The provisions of this section shall survive any termination of this Agreement.

5. Licensee shall obtain and maintain general liability insurance in a form and amount satisfactory to the City for the Encroachment at all times that this Agreement is in effect and the City shall be named as an additional insured on any such policy.
6. The placement of the Encroachment in no way creates any title, claim of right, or other property rights or interest for Licensee in any public right-of-way.
7. The license granted to the Licensee and this Agreement shall not be assigned or otherwise transferred by Licensee to any other person or business entity without the City's prior written approval.
8. The license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee or its successor thirty (30) days written notice of intent to revoke. Upon written notice to Licensee or its successor, mailed by regular mail to PO Box 841, Saugatuck, MI 49453, Licensee or its successor shall immediately remove the Encroachment and discontinue placing anything in the City right-of-way. The area where the Encroachment was removed shall be returned to its previous condition by the Licensee at no cost to the City.
9. At the time of execution of this Revocable License Agreement, Licensee shall pay to the City the cost of preparation of this Agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

CITY OF SAUGATUCK, a
municipal corporation

By: _____

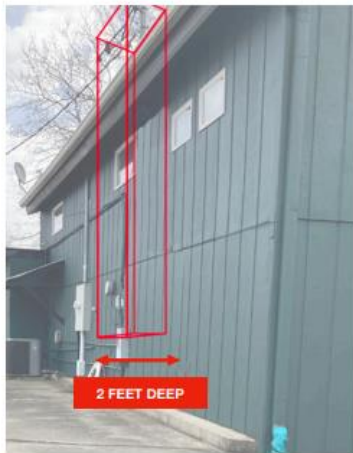
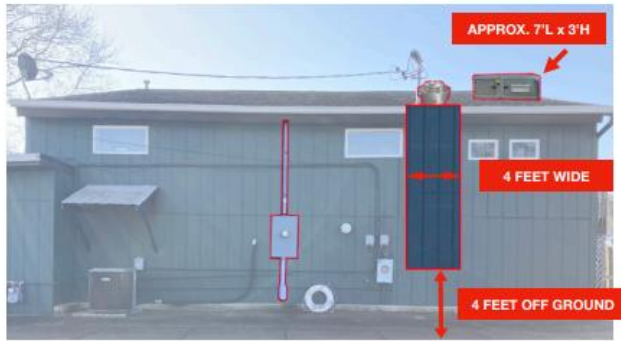
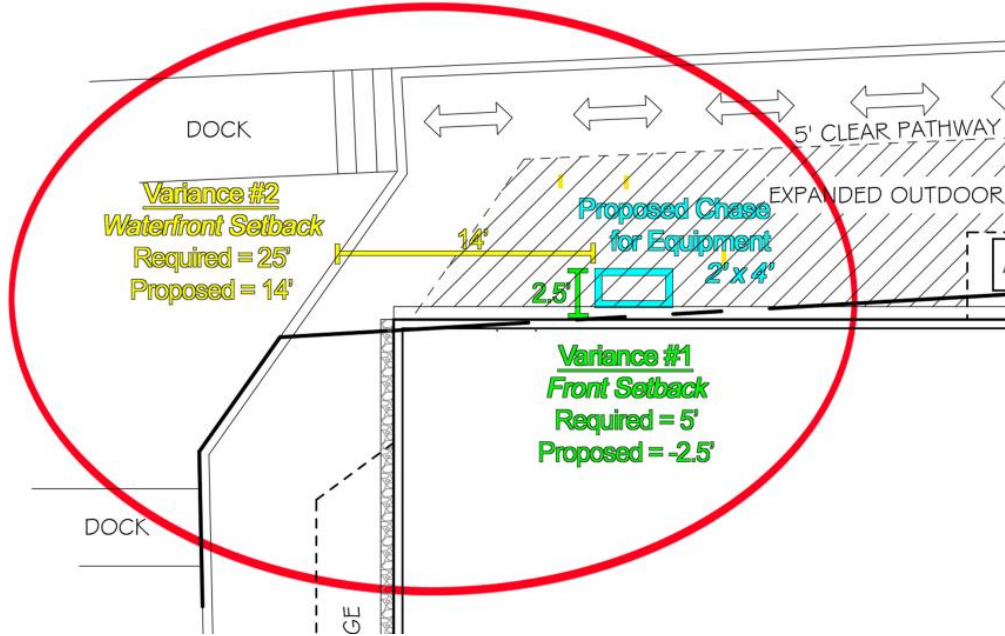
Its: _____

_____, a _____

By: _____

Its: _____

Exhibit A





City Council Agenda Item Report

FROM: Ryan Cummins, Interim City Manager

MEETING DATE: April 8, 2024

SUBJECT: Household Hazardous Waste Day for 2024

DESCRIPTION:

The Saugatuck-Douglas Rotary Club (Rotary) is requesting that the City, Saugatuck Township, Fire Department, and Douglas partner again on a Household Hazardous Waste Collection Event.

Historically, Rotary has taken care of organizing the event and scheduling the collection service. They are willing to do the same this year. The City has hosted the event at the Department of Public Works. The City also paid for the collection service, with Rotary and the Fire Department providing significant donations. The remainder of the cost was split between the City, Douglas, and Township based on the number of participants from each. Here is a breakdown of 2023 costs:

Saugatuck Township = 95 participants (59.38%)
 City of Saugatuck = 41 participants (25.63%)
 City of Douglas = 22 participants (13.75%)

ERG Bill =	\$14,552.93	
<u>Donations</u>		
Rotary	\$10,000.00	
STFD	\$1,500.00	
Total	\$11,500.00	
Amount owed		
	\$3,052.93	

Paid by municipality

Township	\$1,812.83
Douglas	\$419.78
Saugatuck	\$782.47

Last year the event was held in in the fall. Rotary is proposing to hold this year’s event on May 29 to coincide with spring cleaning. Rotary has advised they are willing to donate again and that the Fire Department is as well. Both the Township and Douglas have agreed to split the remaining cost based on the number of participants.

LEGAL REVIEW:

N/A. The City Attorney will be at your meeting to answer any questions you may have.

SAMPLE MOTION:

Motion to approve funding the Household Hazardous Waste Day for 2024, with the City’s final contribution not to exceed \$3,000.



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: April 8, 2024

SUBJECT: Special Event-Jazz for Justice in June

DESCRIPTION:

The All Saints' Episcopal Church has submitted a special event application for Jazz for Justice in June to take place on May 31st, 2024. See attached application and breakdown of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Name: Jazz for Justice in June
Dates: 5/31/2024
Time: 5:00pm-7:30pm (set-up 4:30pm, clean-up 7:30pm-8:00pm)
Location: Outside Parish hall patio & lawn
Attendees: 150
Volunteers: 9
Music, Food, Fireworks: Music-yes, Food and Fireworks-no.
Palette and yard signs: Palette sign and 10 yard signs.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny Jazz for Justice in June to take place on May 31st, 2024, organized by All Saints' Episcopal Church. Contingent on safety meeting with Staff, Police and Fire.



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: ALL SAINTS' EPISCOPAL CHURCH TELEPHONE: 269 857 5201
MAILING ADDRESS: P.O. Box 189 SAUGATUCK MI 49453
CONTACT NAME: Bobbie GUNT TELEPHONE: 616 550 3497
E-MAIL ADDRESS: bggunt@comcast.net CELL PHONE: "

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Bobbie or Jay Johnson TELEPHONE: 269 857 5201
E-MAIL ADDRESS: rector@allsaintssaugatuck.org CELL PHONE: 616 294 7030

EVENT INFORMATION

NAME OF EVENT: JAZZ FOR JUSTICE IN JUNE DATE(S) OF EVENT: 5/31/2024
same date - we'll
PURPOSE OF EVENT: KICK-OFF PRIDE MONTH RAIN DATE: move inside

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

EVENT LOCATION: OUTSIDE - PARISH HALL PATIO & LAWN EVENT HOURS: 5:00 TO 7:30pm

ESTIMATED NUMBER OF ATTENDEES: 150

ESTIMATED NUMBER OF VOLUNTEERS: 9

ESTIMATE DATE / TIME FOR SET-UP: 5-31 4:30 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 5-31 8:00 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: 5:30 p.m. END: 7:00 p.m.

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: 10 (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.) MAXIMUM
- 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:

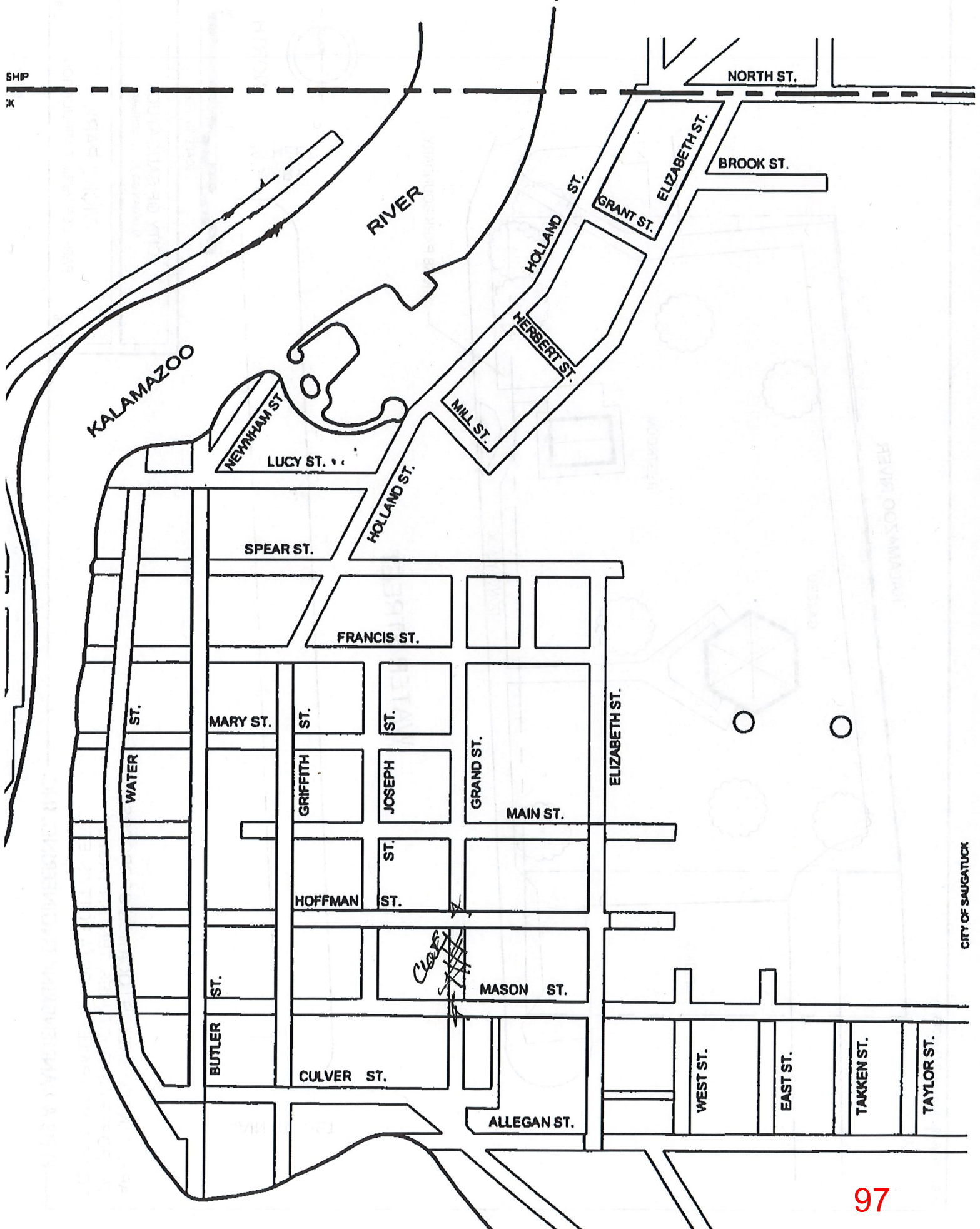
- BOOTHS – QUANTITY NO
- TENTS – QUANTITY NO
- AWNINGS – QUANTITY NO
- TABLES – QUANTITY 4
- PORTABLE TOILETS – QUANTITY NO

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No NO VENDORS
If yes, where do you propose your vendors park? _____

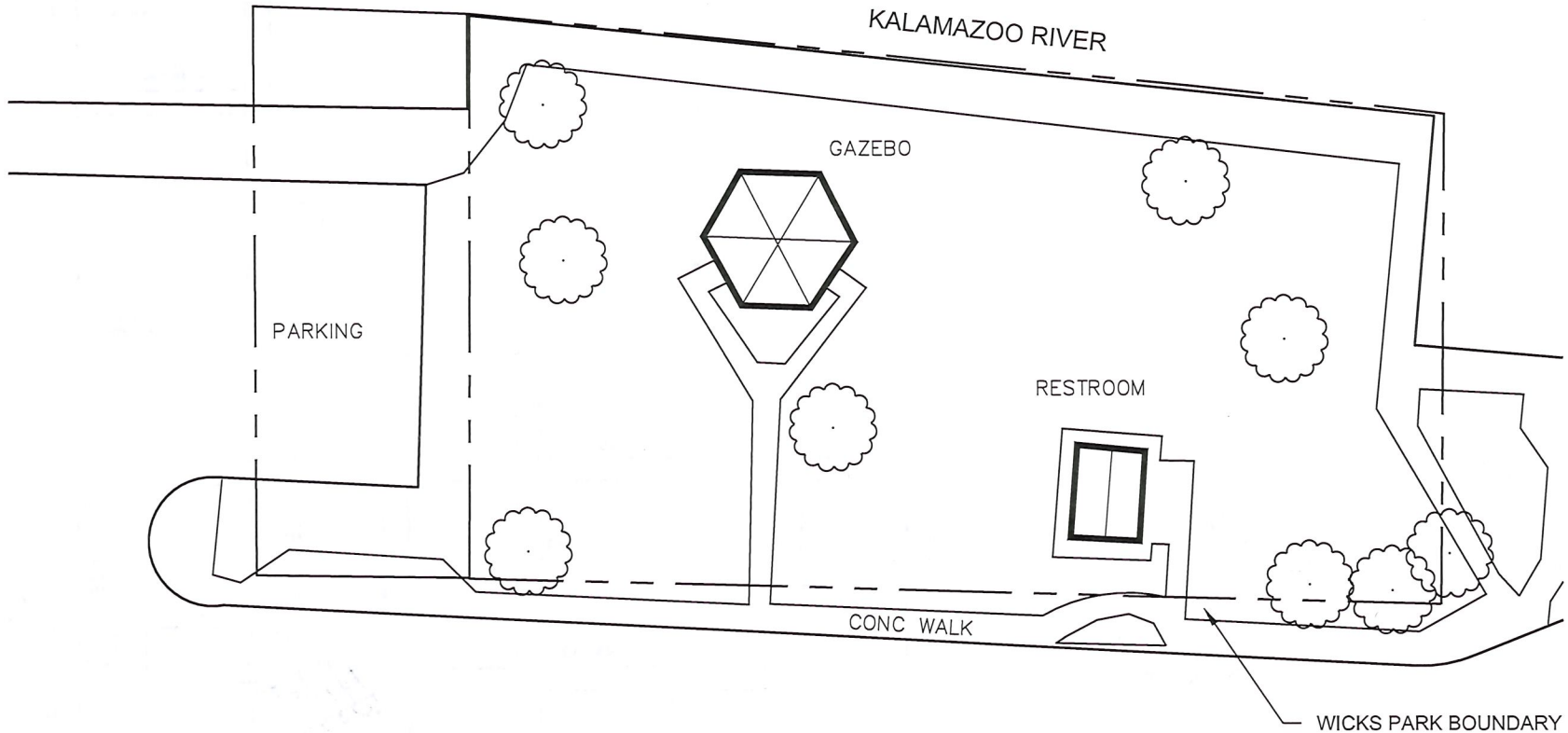
Will the Interurban be utilized? Yes No Time(s) _____

Downtown Street / Sidewalk Closure(s)

SHP
K



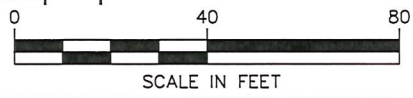
CITY OF SAUGATUCK



WATER STREET

MAIN STREET

MARY STREET



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

WICKS PARK PARK USE PERMIT APPLICATION 2016 3187

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

4.3.2024

Date

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: _____

From: Rich <rwebid@gmail.com>

Date: Wed, Mar 20, 2024 at 4:54 PM

Subject: Workshop 3.20.24 / HR Policy / Sec. 11.11

To: Holly Anderson <Holly@saugatuckcity.com>, H. Baldwin

<helen@saugatuckcity.com>, S. Dean <sdean@saugatuckcity.com>

Cc: L. Stanton <lstanton@saugatuckcity.com>, R. Gardner <russ@saugatuckcity.com>, L.

White <logan@saugatuckcity.com>, G. Muncey <gregory@saugatuckcity.com>, J. Wolters

<JWolters@saugatuckcity.com>, R. Cummins <rcummins@saugatuckcity.com>

Hello,

It's stunning that the council is hesitant to address HR matters as an agenda item. In the past, I reached out to a council member (in writing) and a former mayor regarding an apparent lapse in the enforcement of Sec. 11.11 concerning the behavior of the former manager. During my 27-minute conversation with the then-mayor, he was unaware of any drug/alcohol policy, which was incredibly frustrating and scary, to be frank. It's unconscionable that city employees were subjected to a supervisor who probably violated Sec. 11.11, and that the council decided, on more than one occasion, to simply enable this behavior, harming employees, the public, and taxpayers.

I hope the City actually enforces all HR policies and becomes willing to have an open discussion about important HR policies and practices. If the council had followed HR policy, the debacle resulting in the \$100,000+ payoff would not have occurred.

-Richard Williams

Taxpayer

<City of Saugatuck Personnel Policies and Procedures Manual-Pg 81.pdf>

SECTION 11.11

DRUG AND ALCOHOL-FREE WORKPLACE

I. PURPOSE

The City of Saugatuck is committed to creating a drug- and alcohol-free working environment for its work force. The use of alcohol and/or drugs in the workplace jeopardizes safety, lowers productivity and undermines public confidence.

II. POLICY

All the City of Saugatuck premises, including work sites and all City of Saugatuck vehicles, are declared to be drug/alcohol-free work places. City of Saugatuck employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances and/or alcohol in the workplace.

Employees who are taking prescription medication that may impair their ability to drive and/or operate equipment/machinery shall notify their supervisor prior to engaging in that activity for an alternative assignment.

Employees found to be in violation of this policy will be subject to appropriate personnel/disciplinary action up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant.

Employees required to maintain a Commercial Driver's License as a condition of their employment are subject to state and federal provisions regarding Department of Transportation ("DOT") drug testing.

GARY E. MEDLER

461 Vine Street
PO Box 461
Saugatuck, MI 49453
gary.medler@yahoo.com

April 2, 2024

BY EMAIL DELIVERY

Jamie Wolters, City Clerk
City of Saugatuck
102 Butler Street/PO Box 86
Saugatuck, Michigan 49453
jwolters@saugatuckcity.com

Saugatuck City Council

Ryan Cummins, Interim City Manager
rcummins@saugatuckcity.com

Re: Village Square Park
Playground Equipment Replacement

To the Parties Addressed:

Historic District Commission
Timothy Straker, Chair
testraker@gmail.com
Keith Paterson, Vice Chair
kpat1862@gmail.com
William Donahue II, Secretary
william.donahue2nd@gmail.com
Nico Leo
nico.leo@cbgreatlakes.com
John Cannarsa
john@cannarsadesign.com
Russ Gardner
russ@saugatuckcity.com
Laura Godfrey
godfreylaura10@gmail.com

Complaint

The Historic District Commission (“HDC”) and City Council approved the demolition and reconstruction of the Village Square Park Playground (“Playground”) based on (1) utilization of the existing footprint of the Playground; and (2) no tree removal.

Work on the new Playground has begun in significant violation of the approvals in that (1) the excavated footprint substantially consumes the entire northwest quadrant of the Park; and (2) the gifted “Christmas Tree” has been removed.

Public outcry has failed to stop the unauthorized excavation and now terminal damage has been done to the remaining trees on the west and north sides of the Park.

In response to Public concerns, the City now takes the position “they are digging the plan that was approved” (See email from Cummins to Catherine Simon, dated March 12, 2024, attached as Exhibit A). THIS STATEMENT IS SIMPLY FALSE.

HDC and Council must immediately issue a stop work order and require the City to restore the Park to its original condition until a new location for the oversized Playground equipment is found or the new equipment installation is limited to the original footprint.

Historic District Commission Approval

On October 5, 2023, HDC approved the “Sinclair design as submitted” (“Sinclair Design”) for the demolition and reconstruction of the Playground. The text of the six page Sinclair Design as approved (the only documentation before the HDC) provided the Playground reconstruction was to be placed within the existing footprint and no trees were to be removed (See page 1, lower left quadrant of the Sinclair Design, attached as Exhibit B).

Ryan Cummins, City Director, Planning, Zoning and Project Design, and Council Member Helen Baldwin presented the Sinclair Design to HDC on October 5, 2023, without public notice (by amendment to the Agenda) and without the City having filed a Historic District Permit Application for HDC review under Chapter 152 (Historic District Regulations) of the City Code. Baldwin advised HDC (1) the new equipment would maximize the existing footprint; and (2) no trees would be removed (See HDC Agenda and Minutes attached as Exhibit C; and October 5, 2023 HDC Meeting Video, as posted on the City’s website, saugatuckcity.com).

PPW Recommendation/Council Approval

The Playground presentations, review, recommendation and approval, respectively, of Parks and Public Works Committee (“PPW”) and Council are as follows:

PPW August 22, 2023 Agenda Item B (d) Village Square Study Group Update: The Study Group recommended demolition of the existing equipment and for the City to move forward with replacement. The Study Group discussed the goals for the Playground which provided for maximizing the existing footprint and keeping the existing trees (See PPW Agenda and Minutes attached as Exhibit D; and August 22, 2023 PPW Meeting Video, as posted on the City’s website, saugatuckcity.com).

PPW September 26, 2023 Agenda Item 7 (B) (Study Group Updates) (4) Village Square & Playground: The Agenda provided no notice to the public that a vendor and design plans were to be proposed for recommendation to Council. No vendor design plans and no vendor cost estimates were attached to the Agenda Packet for public review and comment. Following presentation by the Study Group, PPW moved to recommend decommissioning the existing Playground and to accept the Sinclair renderings and cost quotes (despite no renderings or cost quotes made part of the Agenda Packet or attached to PPW's Minutes for this Meeting) (See PPW Agenda and Minutes attached as Exhibit E; and September 26, 2023 PPW Meeting Video, as posted on the City's website, saugatuckcity.com).

October 5, 2023 City Council Workshop Agenda Item 6 (B) Replacement of Playground Equipment in Village Square: No documentation regarding the Playground reconstruction was attached to the Agenda and no documents were presented to Council. Former City Manager, Ryan Heise, made the presentation to Council and stated the playground (1) would be kept at the current location; (2) would maximize the existing footprint (3) and would not require removal of the existing trees (See Council Workshop Agenda (no Minutes are posted to the City's website) attached as Exhibit F; and October 5, 2023 Council Workshop Video, as posted on the City's website, saugatuckcity.com).

October 9, 2023 City Council Agenda Item 15 (B) Replacement of Playground Equipment in Village Square: Attached to the Agenda Packet was the October 4, 2023 Heise Agenda Item Report on the Playground, the GameTime Quote for the equipment and installation and the six page Sinclair Design. There was no Council discussion other than reference to Council's discussion at the Workshop. Council then approved the Sinclair Design and payment of an amount not to exceed \$336,633.41 (See Council Agenda Packet and Minutes attached as Exhibit G; and October 9, 2023 Council Video, as posted on the City's website, saugatuckcity.com).

THE ENTIRE DOCUMENTARY AND ORAL RECORD AUTHORIZING THE PLAYGROUND RECONSTRUCTION WAS BASED ON, AND APPROVED AS, USING THE ORIGINAL FOOTPRINT OF THE PLAYGROUND AND NO REMOVAL OF TREES.

THE CITY'S PRESENT ASSERTION OF AN EXPANDED FOOTPRINT IS FALSE.

Who Had Knowledge of the Approvals Subject to Existing Footprint and No Tree Removal?

8/22/23 PPW	9/26/23 PPW	October 4 Workshop	October 5 HDC	October 9 Council
		Dean		
		Stanton		Stanton
Baldwin	Baldwin	Baldwin	Baldwin	Baldwin
		Leo	Leo	Leo
		Lewis	Lewis	Lewis
		Gardner		Gardner
		Muncey		Muncey
	Heise	Heise		Heise
		Cummins	Cummins	Cummins
Herbert	Herbert	Herbert		
			Donahue	
			Godfrey	
			Paterson	

The City spent a whopping \$336,633.41 after Baldwin and Heise told the HDC and Council the existing footprint would be used for the new equipment and no trees would be removed. These oral representations exactly matched the only documents submitted to HDC and Council.

Yet now we are supposed to believe all these public officials misremembered or misunderstood?

The Mayor has attempted to misremember as evidenced by her March 27, 2024, email to Catherine Simon, attached as Exhibit H. Was the Mayor gas lighting Catherine Simon? Is it believable the Mayor, or any Council Member, voted to spend such an enormous amount of public funds (\$336,633.41) and not remember the only two facts presented to them for consideration – utilize the existing footprint and no tree removal?

While the Chair of HDC was not present at the October 5, 2023 HDC Meeting on the Playground, Timothy Straker’s response to Catherine Simon by email, dated March 1, 2024, attached as Exhibit I, is dismissive and further documents the lies being pressed by the City. Straker should have reviewed the HDC Meeting Video and Minutes and Sinclair Design before espousing falsehoods fed him by City Staff. Straker even claims the public had notice and an opportunity to comment when that simply wasn’t the case.

What Straker has documented is there was an original footprint and then a revised footprint due to accessibility issues. Straker’s statements conflict with Cummins’ assertion the expanded footprint was always the plan (compare Exhibits A and I).

False Claim of an Expanded Footprint

Exhibit A contains the picture Cummins' now asserts was always the proposed footprint – an expanded footprint.

This picture is a digital rendering of the outline of the proposed equipment configuration. This picture contains no heading, notations or relevant or contrasting comparison measurements to the existing footprint. This is not evidence HDC and Council approved an expanded footprint. The only written and oral evidence in the record is the new Playground equipment would be installed within the original footprint.

This picture was contained on the last page of the Sinclair Design, upper left corner (See Exhibit B). The picture measures 2.75 inches by 4.25 inches with the heading "PPW Recommendation: Sinclair Design 11." This picture did not trigger anyone on HDC or Council to inquire if this was an expanded footprint. All this picture portrays is a digital arrangement of the outlines of the proposed new equipment.

To obtain approval of an expanded footprint, documents showing both the Park and Playground equipment on the existing footprint and the Park and new Playground equipment on an expanded footprint, all sited and noted with measurements within the Park and in relation to adjoining structures and property lines. Section 152.07 (B) specifically requires such documentation but the City failed to file a documented Historic District Permit Application and HDC failed to require compliance with the City Code.

Cummins' assertion of an expanded footprint as always being the plan and that the expanded plan was approved by HDC and Council is demonstrably false.

Someone, or everyone, is lying to the Public and themselves. Question is why?

Maplewood Hotel and Veterans Memorial Irreparably Harmed

The Maplewood Hotel is adjacent to the north of the Park. The original Playground footprint was situated 45 feet from the Hotel and was buffered from the Playground by distance and the Christmas Tree. Nine Hotel Rooms are located along the north side of the Park, as well as a common sitting area and guest dining porch.

As excavated, the northern footprint of the Playground is within a few feet of the Hotel. Proposed placement of the climbing wall, slide and three tower pieces (all of unknown heights and dimensions) will impede the view to and from the Hotel (a designated historic resource), expose guests to unnecessary noise and disturbances and destroy the nature and character of this designated historic resource within the Historic District.

The newly excavated footprint engulfs the entire northwest quadrant of the Park, further diminishing the visual and esthetic significance of the Veterans Memorial and cannon, which was placed in the Park in the late 1800s.

HDC

HDC added the Playground demolition and reconstruction proposal to its Agenda by amendment on October 5, 2023. No explanation for such agenda change was given resulting in total lack of transparency. This motion to amend should have been denied due to lack of urgency (or any explanation) and for failure of the City to file a Historic District Permit Application and documentation required by Section 152.07 of the City Code for review by HDC.

The Sinclair Design constitutes a significant alteration to the City's Historic District and substantial expenditure of public funds which demanded thoughtful and legally required review and analysis by HDC. Neither the City nor HDC satisfied the obligations entrusted to them in this regard. The City skirted public scrutiny and duped HDC into an approval the City was not entitled to obtain. HDC simply failed to follow the dictates of the Code and evaluate this proposal within the required Code guidelines.

The unauthorized Playground plan now being effected does not and can never satisfy the guidelines set forth in Section 152.07 (D) of the Code. There is no historical nor architectural significance to the Playground equipment in relationship to the historic value of the surrounding structures and area. This oversized "jungle gym" significantly decreases the nature and character of the area and irreparably impacts the Maplewood Hotel and Veterans Memorial. As now proposed, the oversized jungle gym is not compatible with the visual nor with the historical context of the surrounding area.

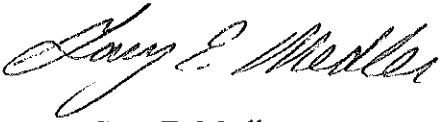
The Sinclair Design as approved by HDC is not the plan being installed. Section 152.08 (A) states that if plans are to be changed "in any way, regardless how minor the changes," such changes require prior approval of HDC. The City is in violation of this Code provision. As a result, under Section 152.08 (B) of the City Code, HDC "shall cause a stop work order to be issued."

Based on the City's failure to submit a fully documented Permit Application as required by Section 152.07 of the Code and the City's blatant disregard of the approval limits of HDC and Council, HDC should immediately cause a stop work order to be issued and the City should be required to restore the Park to its original condition.

Unprofessional Behavior of Council and HDC Members and City Staff

In reviewing the October 5, 2023 HDC Meeting Video, I was hit by the tasteless remarks and collective derisive responses and statements made by Council Members, HDC Members and City Staff directed at a Saugatuck Resident. All of these individuals should apologize to this Saugatuck Resident in person. Council should review this Video and take appropriate action, including issuance of an appropriate apology letter. There is no place for such disrespectful and unprofessional conduct by public officials at an open meeting of the City.

Sincerely



Gary E. Medler

EXHIBIT A
March 31, 2024 Cummins Email to Simon

Fw: Park

From: Catherine Simon (info@maplewoodhotel.com)
To: gary.medler@yahoo.com
Date: Saturday, March 23, 2024 at 10:01 AM EDT

From: Ryan Cummins <rcummins@saugatuckcity.com>
Sent: Tuesday, March 12, 2024 11:59 AM
To: Catherine Simon <info@maplewoodhotel.com>
Subject: RE: Park

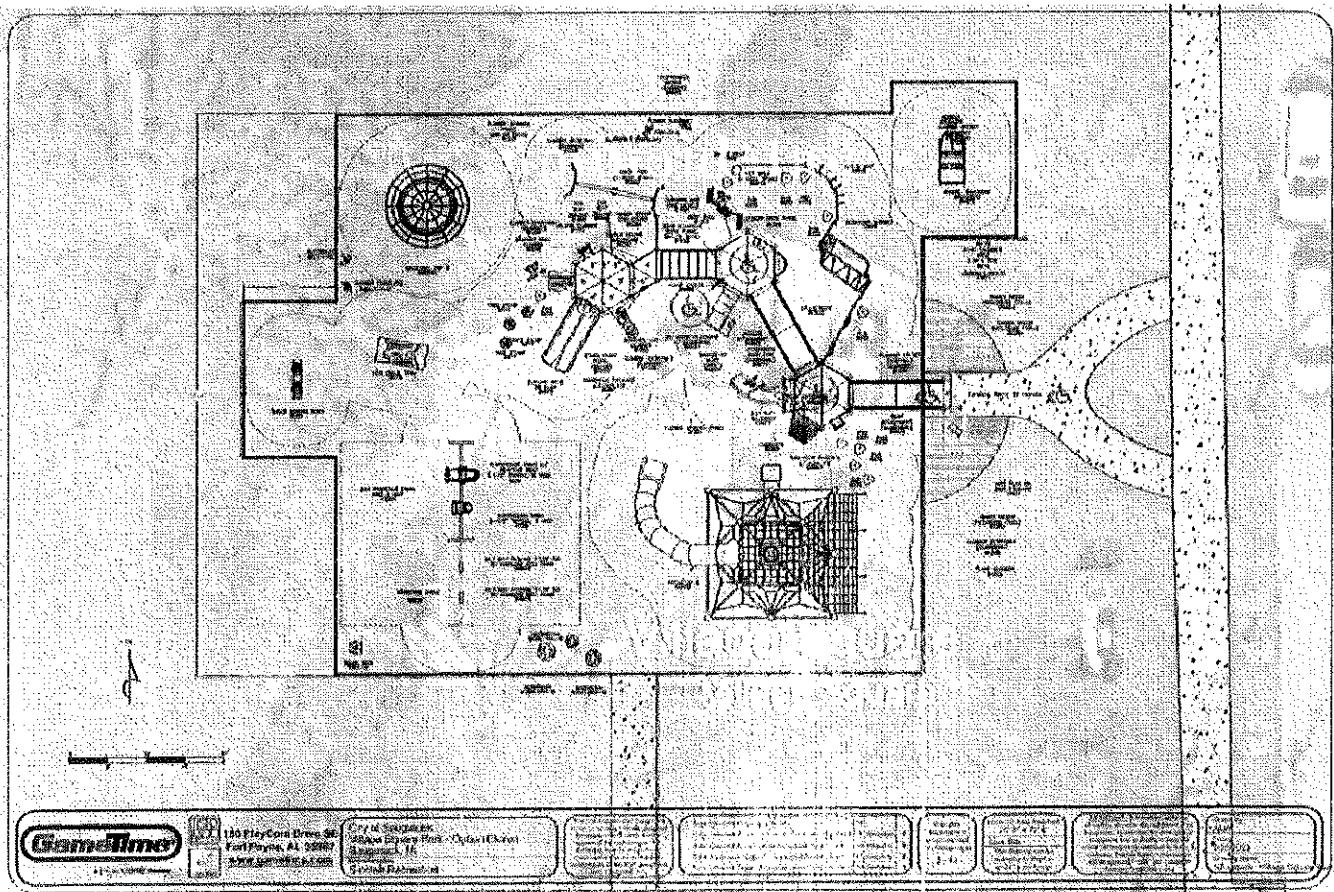
Hi Catherine,

Hope all goes well with your surgery.

Below is the plan that was approved by the Historic District Commission and City Council. They are digging for the plan that was approved, which showed that the footprint would be larger than the existing footprint.



PPW Recommendation: Sinclair Design 11



Thank you,

Ryan Cummins
Interim City Manager
Director of Planning and Zoning

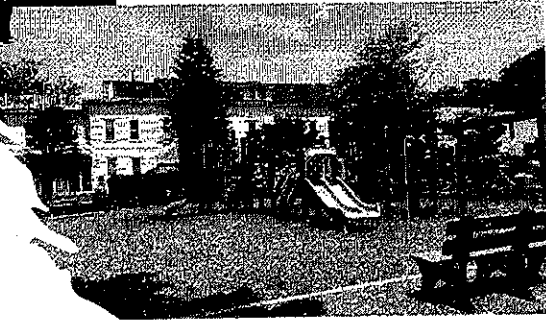
EXHIBIT B
Sinclair Design



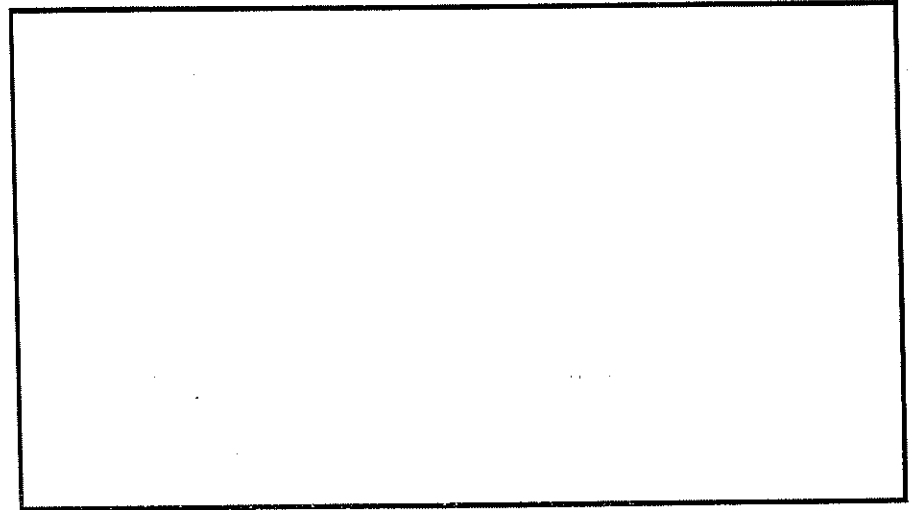
Village Square Playground



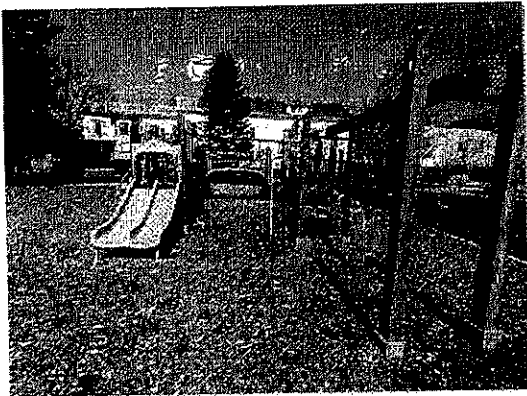
- Located at Village Square - the centerpiece of downtown
- Beloved by locals and tourists



Village Square Playground Research



ODC Inspection Report



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

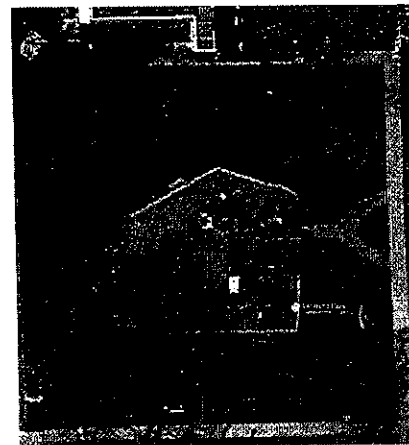


PPW and DPW recommends:

- 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)

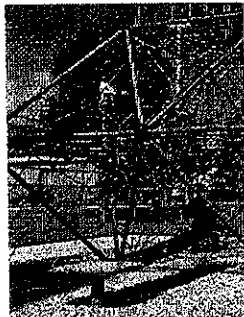


Ramps to towers are wheelchair accessible

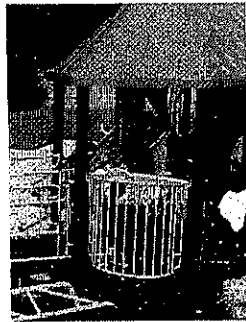


Universal design swings

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

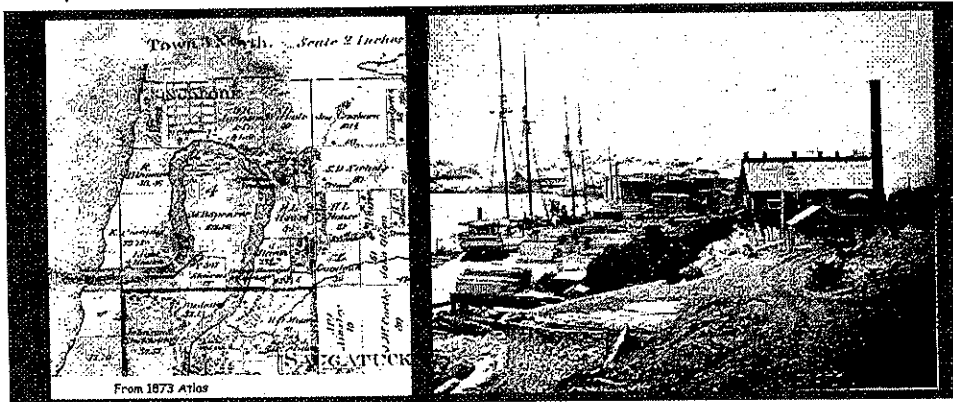


Transfer platform for net structure



Crows nest and play panels for engagement on ramps/towers

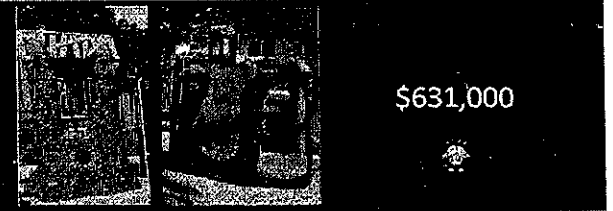
Saugatuck/Douglas History Center



- 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.

Playground Priorities (themes)

Nature Theme with Concrete Components



\$631,000

Singapore Theme with Nature Colors & Art/Music Theme



\$450,000

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



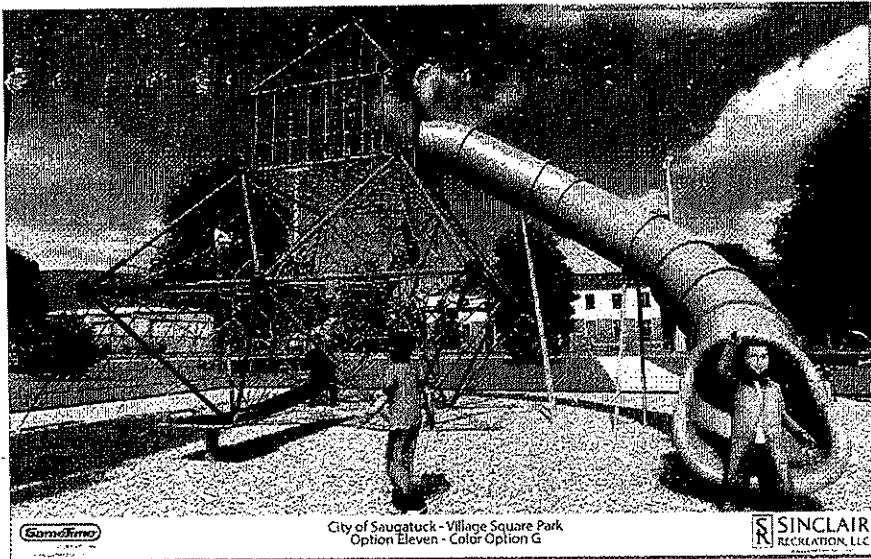
PPW Recommendation: Sinclair Design 11



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



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



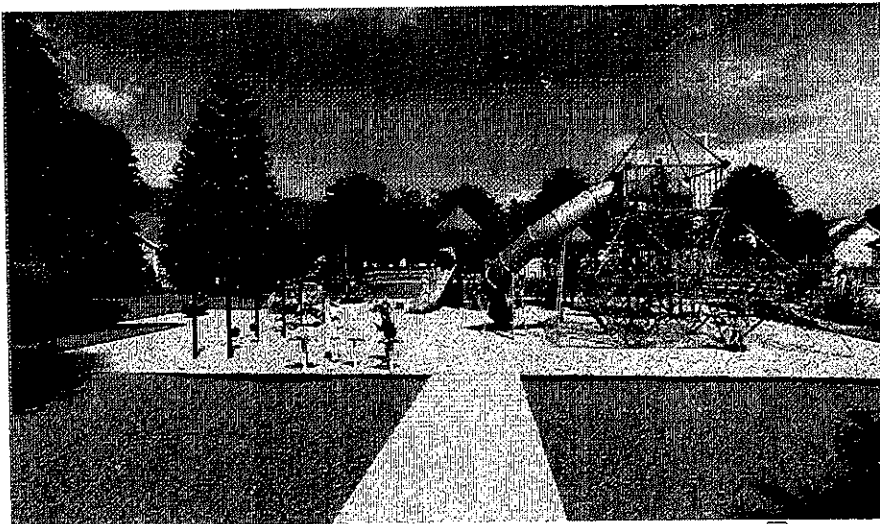
PPW Recommendation: Sinclair Design 11



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

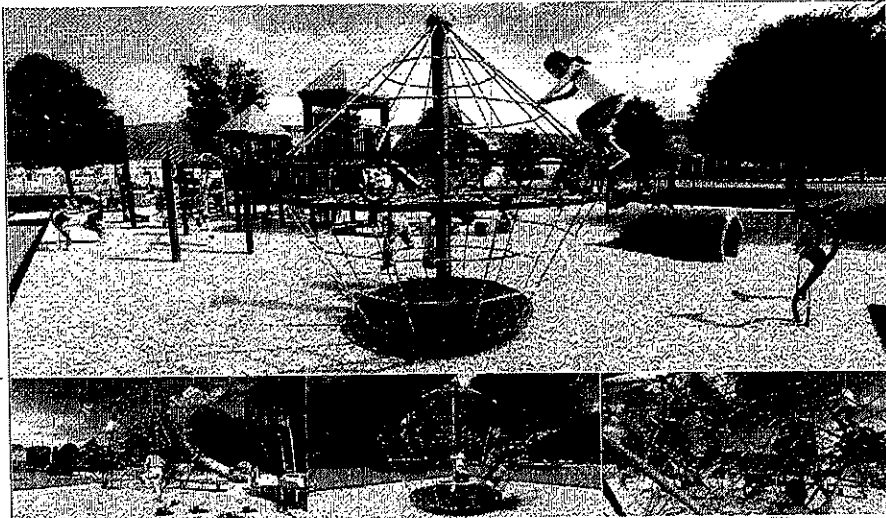


City of Saugatuck - Village Square Park
Option Eleven - Color Option G

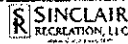




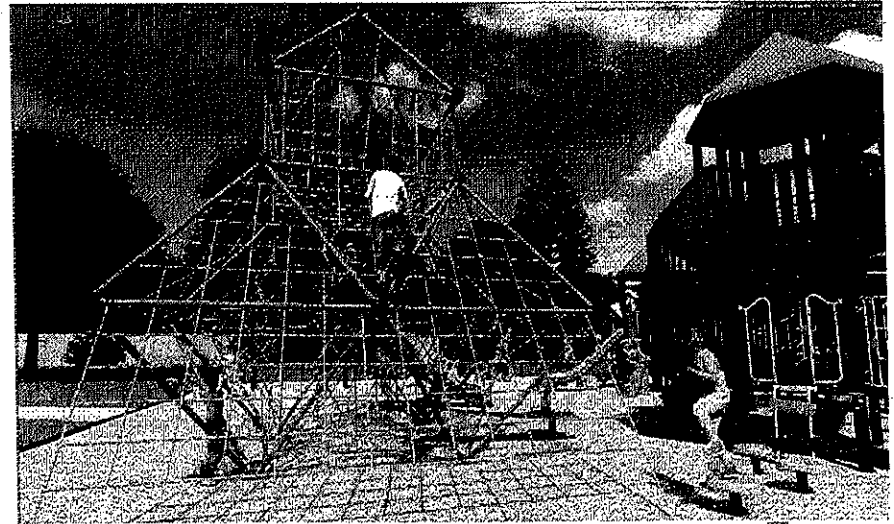
PPW Recommendation: Sinclair Design 11



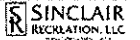
City of Saugatuck - Village Square Park
Option Eleven - Color Option G



PPW Recommendation: Sinclair Design 11



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



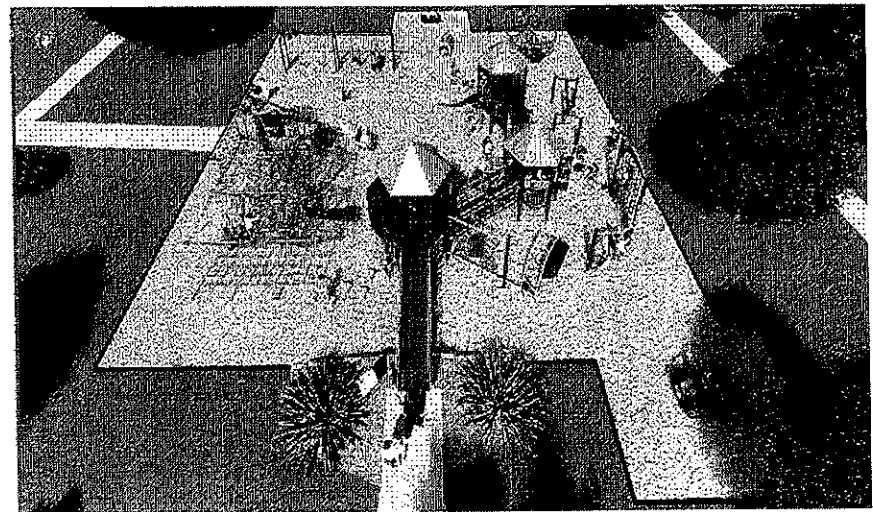
PPW Recommendation: Sinclair Design 11



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

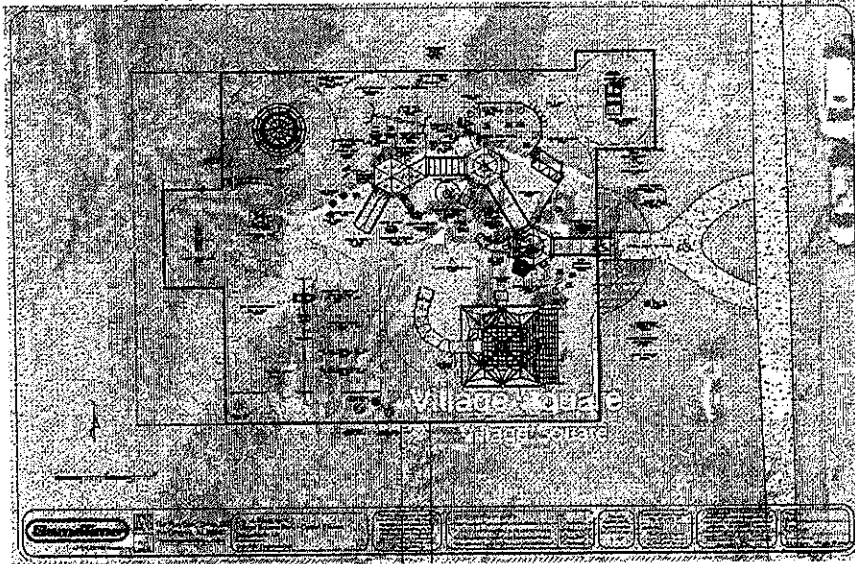


PPW Recommendation: Sinclair Design 11





PPW Recommendation: Sinclair Design 11



Sinclair/Penchura Cost Comparison

	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.

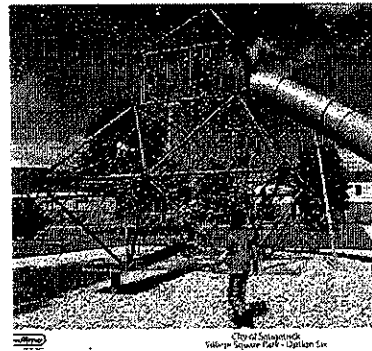


EXHIBIT C
HDC October 5, 2023 Agenda/Minutes



HISTORIC DISTRICT COMMISSION

October 5, 2023 - 6:00PM
Saugatuck City Hall
102 Butler St. Saugatuck, MI 49453

1. **Call to Order**
2. **Roll Call**
3. **Agenda Changes/Additions/Deletions**
4. **Approval of Minutes:**
 - A. Minutes of Regular Meeting held on September 7, 2023
5. **Public Comments on Agenda Items (Limit 3 Minutes)**
6. **Unfinished Business: None**
7. **New Business:**
 - A. **807 Lake** – Replace railings and posts. *Pg.7*
 - B. **118 Hoffman** – Retroactive approval of a shed and outdoor freezer. *Pg.12*
 - C. **640 Water** – Remove attached building, rear awning, and vinyl siding, repair and paint block wall and trim, remove sign. *Pg.43*
 - D. **439 Butler** – Painted mural, touch-up existing sign, retroactive approval of window tint. *Pg.55*
8. **Administrative Approvals & Updates:**
 - A. 868 Holland – Roof and garage doors
9. **Communication:**
10. **Public Comments (Limit 3 Minutes)**

NOTICE:

This public meeting will be held in-person. The public can join via Zoom video/audio conference technology.

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":

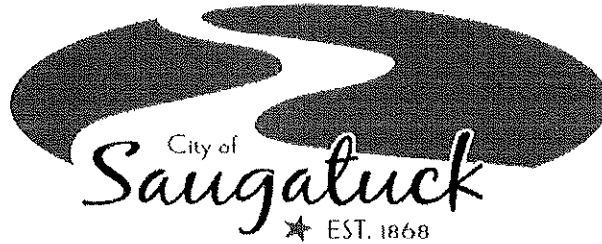
269 857 2603

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

11. Commission Comments

12. Adjourn (Voice Vote)

The Saugatuck Historic District Commission has the responsibility to regulate the construction, demolition, and improvements to the exterior of structures in the historic district. The intent is to safeguard the heritage of the City of Saugatuck, to protect the architecture and local village character of the City, to foster civic beauty, and to promote the use of historic districts for the education, pleasure, and welfare of the residents, visitors, and general public.



**City of Saugatuck
Historic District Commission
Meeting Minutes October 5, 2023, 6:00 PM
PROPOSED
Saugatuck City Hall
102 Butler Street**

Call to Order/Roll Call: Vice-Chairman Leo called the meeting to order at 6:00 p.m.

Present: Vice-Chairman Leo, Commission members: Donahue, Godfrey, Lewis, & Paterson.

Absent: Chairman Straker, Commission member Cannarsa.

Others Present: Director of Planning, Zoning, and Project Management Cummins.

Agenda Changes/Additions/Deletions:

Motion by Godfrey, second by Lewis, to add demolition and reconstruction of playground equipment at Village Square to the October 5, 2023, agenda. Upon voice vote, the motion carried 5-0.

Approval of Minutes for September 7, 2023:

Motion by Leo, second by Donahue, to approve the minutes for the September 7, 2023, meeting minutes. Upon voice vote, the motion carried 5-0.

Public Comments:

- Tim Dykema (528 Shorewood) – Supports painted sign at 439 Butler.

Unfinished Business: None.

A motion was made by Lewis, second by Donahue to approve refreshing of the painted sign as an improvement to the aesthetics of the building and to return the brick to its original color, i.e., remove the mural, and table the tinting until provided a sample. Following voice vote, motion carried 5-0.

D. Village Square – (Voice Vote)

A motion was made by Leo, second by Donahue to demolish existing play structures and the replacement of the structures per the Sinclair design as submitted.

Following voice vote, motion carried 4-0.

Yes: Donahue, Godfrey, Paterson, and Vice-Chair Leo

Abstained: Lewis.

Administrative Approvals & Updates:

Director of Planning, Zoning and Project Management Cummins gave an update regarding administrative approval for the following:

A. 868 Holland – Roof and garage doors.

Communication: None.

Public Comment: None.

Commission Comments:

Commissioner Lewis – A lot of retroactive approvals. May need to notify owners in district of requirements.

Adjourn:

Motion by Lewis, second by Paterson to adjourn. Upon voice vote, motion carried 5-0. Vice-Chair Leo adjourned the meeting at 7:24 p.m.

Respectfully Submitted by

Sara Williams,

Deputy Clerk

EXHIBIT D
PPW August 22, 2023 Agenda Packet/Minutes



Parks and Public Works Committee Meeting

August 22, 2023 – 9:30 am

This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.

The meeting will also be available live, virtually on Zoom.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES:

A. Regular Meeting Minutes from 07/25/23

5. GUEST SPEAKER:

A. Ruth Thornton – Land Conservancy of West Michigan,
Land Protection Director

6. PUBLIC COMMENTS/TODAY'S AGENDA TOPICS ONLY

(LIMIT 3 MINUTES) Use the "raise hand" button in the participant's screen found in the Zoom interface or enter *9 if calling in by phone to raise hand.

7. REVIEW/DISCUSSION:

A. Department of Public Works and Administrative Updates

B. Study Group Updates

1. Invasive Species (Pg. 7)
2. Airport Property (Pg. 29)
3. Blue Star Multimodal Path (Pg. 55)
4. Village Square & Playground
5. Park Street & Mt. Baldhead Improvements
6. Recycling Bins
7. Canary in the Coal Mine Public Art (Pg. 67)

C. Tri-Community Parks & Recreation Master Plan Update

8. REVIEW NEXT STEPS

9. PUBLIC COMMENTS (LIMIT 3 MINUTES) Use the "raise hand" button in the participant's screen found in the Zoom interface or enter *9 if calling in by phone to raise hand.

10. MEMBER CLOSING COMMENTS

11. ADJOURN

NOTICE:

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

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

Then enter "Meeting ID":
2698572603

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

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PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES
August 22, 2023

The Parks and Public Works Committee met for Regular Committee Meeting at 9:30 a.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Chair Baldwin at 9:30 a.m.

Attendance:

Present: Chair Baldwin, Committee members Charak, DeJong, Kimble (arrived @ 9:40 am) & Roche.

Absent: Committee member Johnson.

Others Present: Superintendent Herbert, Deputy Clerk & DPW Asst. Williams

Approval of Agenda:

Motion by Charak, second by DeJong, to table item 6B7 on the agenda for July 25, 2023. Via voice vote, motion carried 3-0.

Approval of Minutes from 7/25/23:

Motion by DeJong, second by Roche, to approve the minutes from the July 25, 2023, meeting. Via voice vote, motion carried 3-0.

Public Speaker:

Ruth Thornton from the Land Conservancy of WM, Land Protection Director, was in person to speak to the Committee about who they are and the kind of work that they do. They work in an eight-county area in Western Michigan where they have prioritized and have completed a strategic plan. They have three focal areas that they prioritize for their work which are Big Forests & Wild Rivers, the Lake Michigan Shoreline, and the Eastern Glacial Corridor. They also have Strategic Plan focus areas where there is very high conservation potential for the West Michigan Shoreline. Thornton went over how they partner with Local and State Governments on projects such as the Saugatuck Harbor Natural Area, Tallmadge Woods, Lost Lake, Meinert Park, North Ottawa Dunes, and the Upper Macatawa Natural Area. She also discussed the criteria for land projects and explained how a landowner is able to donate a conservation easement.

Public Comments (agenda items only):

Chris Clark (Saugatuck Township) – John Vanderbeek asked him to come and be a resource, particularly with the presentation. He is active in the Riverwood Council and the hiking clubs, so he has hiked all of the trails and he is quite familiar with most of the properties. He has been looking into easements and everything and has learned that you have to make sure that the real estate attorneys understand that you're looking at an easement in perpetuity. Most of them are not usually doing that, like farmers can do temporary easements. He has seen the airport property several times and he has walked with Helen a couple of times and says that if there is any way he can be helpful, let him know. He is particularly interested in the Mount Baldhead area and believes one thing that might help them as they look into who owns what is to speak with the Land Conservancy of Western Michigan. He is sure they hold the easements for Tallmadge Woods, and they are the ones who work so they probably have a lot of research somewhere in a file. He said that they may be able to answer some of their questions. There are probably some sort of handshake agreements and some misunderstandings about who owns what over there. He doesn't think it will be terribly hard to clear that up. He is willing to help if needed.

John Kerr (Douglas) – Mount Baldhead Park is arguably Saugatuck's most popular, most historic, and most iconic landmark and he thinks that is evidenced by the two historic photos in the room of Mount Baldhead and the view from Mount Baldhead. Every summer, thousands of people from around the country and around the world face the challenge of climbing to the top of the big sand dune with the dome on top of it. It's a real gem in the community. For the last five years, he has worked as a volunteer for the pump house museum, and he gets to meet these people. They have a map where they ask people to put a pin in the map to show where they have come from. Every year they have hundreds and hundreds of people from around the world coming to visit that site. Compared to other city parks in Saugatuck, Mount Baldhead Park is in sad shape. It has been neglected over the years with minimal maintenance and needs attention. The lovely old picnic pavilion is dirty. The roof is covered with years of debris and rafters are filled with birds and the messes that they make. The electricity doesn't work at all, and the light bulbs are dangling from the wires from the ceiling. A couple of the picnic tables are simply rotting. It is not a place that families want to enjoy a picnic with a view over the river. The restrooms are primitive and haven't been updated in decades. They never seem clean, and the doors don't close on either one. The fixtures are ancient. They are definitely not family friendly. People don't want to send their children into them. On the plus side, they do have running water. At the top of the stairs, the wooden joint platform is sliding down the dune. If you walk around, there are rotten timbers in numerous places. There are a lot of hazards up there. Because of its popularity with all the tourists and the locals as well, the facilities at Mount Baldhead get a lot of wear and tear. It is this popularity that we feel makes it incumbent upon the City to step up. With the help of volunteers like himself, they can make it a place that they can be proud of once again.

Renee Zita (985 Park St) – Her family has had a home on Park Street since 1932. Says it is painful to see the way Mount Baldhead looks and she pleads with the Committee to address that.

Review/Discussion:

A. Department of Public Works and Administrative Updates:

DPW Superintendent Herbert thanked Ruth Thornton for the presentation she delivered. She did an excellent job and there was quite a bit of thought-provoking data there. He said that he was thinking during the presentation that it may be a good idea to bring Jon Moxey from Fleis & VandenBrink in to help with the data collection that would be needed. As they go through different parcels, that may be helpful.

We are roughly 2 weeks away from Labor Day, and Herbert wanted to take a quick look backwards and then talk about a little bit of what they have got going on this fall. He thinks that DPW overall had a very successful summer. One of the main challenges that Public Works faces is the Oval Beach Management position as it has been a difficult position to fulfill. They had a longtime beach manager for over a decade and then she resigned in May of 2021. Since that time, they have gone through seven managers. They really need to fill that position with somebody who is going to be consistent and be here for the long-term. He said that he has taken some steps and had some conversations with people after posting the job, but you never really know until you get somebody hired in and see how they work out and make sure they like the position and they want to stay awhile. The downside of going through that much turnover is there is so much training involved. It is a critical operation for the city. There are public safety elements to it, food handling elements to it so it has been a key role for them at Public Works. He just wanted to bring to light some of the challenges that they face.

When asked why the beach had such a high turnover in the management position, Herbert explained that there are different reasons for each of the seven. The main reason is that the job is very demanding. They pay a certain amount of money for the position, but really what they are giving up is their summer, by working holidays and weekends. You are dealing with seasonal staff that work for only 99 days per summer and those employees have varying degrees of work ethic, and for some employees, this is their very first job. So, for these reasons, it has just been difficult. He thinks that they are making good progress. Herbert said that he is hopeful going into the 2024 season, Public Works will have a few positions available, and one of them is a hybrid position between an Equipment Operator slash Oval Beach Manager position. It is a very unique position. He has had conversations with someone, and he plans to offer the job to him as he has interviewed and did quite well. He hopes to gain good traction in 2024 and then get to a level of training with this individual to where they can go beyond that and start getting a little more innovative with their operation out there. There are a lot of ideas out there. Herbert is trying to keep his nose to the ground and say that that this is where they are currently, and then building off of that, there is so much potential out there that they can go in any number of directions and there are lots of good ideas. He said that they need to take one step at a time and make sure that they have consistent leadership at the beach, that are going to be there and make sure that everyone is safe, and the organization is being run well. So that was a look back at the 2023 season.

The biggest challenge for DPW this fall is that they are pretty project heavy this fall. He said that they are going to get pretty aggressive this year with road construction projects. In a matter of weeks, they are tearing into Taylor, Takken, East, and West Streets. There is also a section of road that they will be redoing on North Maple Street. Herbert said that he just signed a proposal with

TNT Roofing who will be doing the roof replacement on the restroom facility, as well as the pavilion at Mount Baldhead this fall.

This City Hall exterior still has some work to be completed. The large projects are done, but there are a couple of details like the shutters need to get reattached to the building. He is told that would be completed by last week. Another issue that has come up is the rain gutters on the building. They discharge off to the side of the building, mulch gets covered on the sidewalk, it has been a problem for a really long time. They plan to do the exterior work before the project is fully complete where they will be refurbishing the landscaping, but also some cracked sidewalks out front in the driveway apron. While they have the concrete torn up, they plan on connecting the rain gutters to the catch basin that is in front of the building, which is the proper fix.

After Labor Day, they will be moving forward with refurbishing the Rose Garden fence as well as the iron gate on the restroom building. He has spoken to Douglas DPW Director Rick Zoet, regarding having the same company refurbish the streetlamps on the Saugatuck Blue Star Highway Bridge, as they are kind of rusted out particularly where the snow hits the post consistently with salt.

Ace Parking Lot Striping still has some work to do. They came in hot and heavy downtown earlier this summer. There are still some crosswalks, stop bars, and then the whole west side of the river that still needs to get painted. Herbert said that crack sealing will take place this fall. Crack sealing is a treatment that they apply to roads that are in fairly good condition and help preserve the life of the road before it deteriorates more. The next thing on the list will be to get the irrigation replaced at Willow Park. He said that this is stuff that will be going on with the DPW team during the fall season and he is looking forward to seeing everything completed.

B. Study Group Updates:

a. Invasive Species:

Committee member Charak said that the Allegan County Conservation District is working to treat 4000 Hemlock trees on City property. Contracts and qualifications that they have to have along with insurance, license, and a couple of years of experience. They have picked out a contractor from Allendale and they are going to start working on that soon.

City Manager Heise added that the Allegan Conservation District has also been treating, working with private landowners in the same area. There are dual efforts going on at the same time. The City did budget the amount as far as a little bit from GEI, and it will be on the Council agenda, Monday for action. This has been a long-standing issue and the City Council has been supportive.

b. Airport Property:

Chair Baldwin gave all PPW members a copy of the ecological and sustainability evaluations that were provided by the ODC. The update is there for you. The thing that she was most interested in and what she is happiest about is it looks like there is nothing to stop them from grooming the already established trails and giving more legitimacy to those trails. She was disappointed to see that there is not really an opportunity to do solar, but she is okay

with it because it opens up for other things that they can possibly do in those areas. They have an optional planning session that they have already paid for with the ODC so she would like to set that up and contact them. Hopefully they can get something squared away where she would like to talk about next steps then on their trails and what that looks like. Baldwin said that it makes sense to have transparency and have it during a normally scheduled meeting. She says the next steps would be to contact them and get the meeting set up and then start making the next move to get the trails legitimized. She thinks that could be really exciting stuff, something to put a feather in their cap.

c. Blue Star Multimodal Path:

Committee member Kimble said they had their project kickoff Zoom meeting on August 8th and that it went really well. That included everyone that is on the tribe, community, committee so they have representatives from Saugatuck Township, Douglas, Saugatuck City, and the Friends of the Blue Star Trail. The timeline is so long that they are not scheduled to start construction until probably Spring of 2025. That gives them six months or more to prepare, and there is still quite a bit of work that needs to be done. They will be working on all of the fine tuning the design of the path so they can start the bids in January. They will have a meeting with Saugatuck City so that they can start talking about some of the anticipated controversial aspects of the project. The Friends of The Blue Star Trail had their gala and done very well. They are putting money aside for adding the next portion to the trail. Kimble said that they are also in need of new board members.

d. Village Square:

Committee members DeJong and Roche teamed up for a presentation regarding the progress at Village Square. They went over the ODC Inspection regarding the playground equipment. There are many Priority 1 and 2 safety concerns and it is currently non-compliant and should be corrected ASAP. They have advised that the equipment be demolished, and that the City move forward with replacement. They went over the playground location and goals for the playground which are:

1. Keeping at current location
2. Maximize existing footprint
3. Broaden age range to 2-12 years
4. Include unique & modern features
5. Use long-lasting materials
6. Keep the existing trees
7. Pursue themes – nature, art/music, maritime
8. Add solar, flashing crosswalk sign

They spoke about the Vendors/Designers Meetings with the ODC, Adventure World, Sinclair using GameTime/Playcore, and Penchura using Landscape Structures. They visited 12 playgrounds, looked through several catalogues & online components, and received multiple

renderings with feedback. They presented to the Committee several options from each vendor/designer and explained the differences between all of them. They also went over the timeline which involves the following:

August 22, 2023 – Present work to PPW & get feedback.

August 25, 2023 – Receive updated renderings/quotes.

September 2023 – PPW Special Meeting to make decision to send to CC.

October 2023 – CC approval & playground demolition.

October 27, 2023 – GameTime grant is due.

April 2024 – Community build.

d. Park Street & Mount Baldhead:

City Manager Heise said that AT&T are hanging tough with them, dealing with multiple stakeholders as it stands now. They are working with the Historical Society to try to make accommodations inside the radar dome, to leave their giant antenna intact inside the radar. AT&T has been very patient with them, and they have been working with their engineers. Heise says they feel like there is a way to work with the Historical Society to allow the antenna to stay in place in the radar. They are moving forward to a couple more steps with that. They have had to go through the Zoning Board of Appeals for some setback issues following their city ordinances. Other than that, they've already made investments in getting fiber installed out there. They are ready to go with that and are hoping to have this installed in time for summer events next year. He doesn't believe that AT&T have any interest in upgrading the bathrooms at this point. Heise suggested working as a group to renovate them and that they want to try to stay inside that existing footprint given the Archaeological Survey. Heise had a meeting with Consumers Energy, and they let him know about a project which is pretty significant. He said that they stated they would bury all of the utilities on Park Street. They have so many issues with the trees and the sand to stabilize the poles. A lot of the poles and trees are leaning, and he thinks that it is just too difficult for them to get their footings in there. He is unsure of the timeline for that project at this time but will have more details at a later date.

One the agenda for Council is the donation box that Ms. Eda and Mr. Curb placed at the steps at Mount Baldhead. What City Manager Heise has asked of them is to have a clear understanding of questions such as who is collecting money and where does the money go? He thinks that the donation box is a great idea. They have informed him that the Historical Society will collect the funds and then everything goes to the City for Mount Baldhead infrastructure steps, and some of the other issues that were pointed out earlier in the meeting. They just need to get that in writing and in front of City Council so that they know where the money is going. If the money is being collected by the Historical Society, are the funds distributed half and half? Heise said that there are a lot of nonprofits that would love to put out donation boxes in different areas. He just wants to make sure that they have a good handle on the management of the funds. They probably make \$100 per week if he had to guess and said that

EXHIBIT E
PPW September 26, 2023 Agenda Packet/Minutes



**Parks and Public Works Committee Meeting
September 26, 2023 – 10:00 am**

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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES:**
 - A. Regular Meeting Minutes from 08/22/23
5. **GUEST SPEAKER**
6. **PUBLIC COMMENTS/TODAY'S AGENDA TOPICS ONLY (LIMIT 3 MINUTES)** *Use the "raise hand" button in the participant's screen found in the Zoom interface or enter *9 if calling in by phone to raise hand.*
7. **REVIEW/DISCUSSION:**
 - A. Department of Public Works and Administrative Updates
 - B. Study Group Updates
 1. Invasive Species
 2. Airport Property
 3. Blue Star Multimodal Path
 4. Village Square & Playground
 5. Park Street & Mt. Baldhead Improvements
 - C. Tri-Community Parks & Recreation Master Plan Update
8. **REVIEW NEXT STEPS**
9. **PUBLIC COMMENTS (LIMIT 3 MINUTES)** *Use the "raise hand" button in the participant's screen found in the Zoom interface or enter *9 if calling in by phone to raise hand.*
10. **MEMBER CLOSING COMMENTS**
11. **ADJOURN**

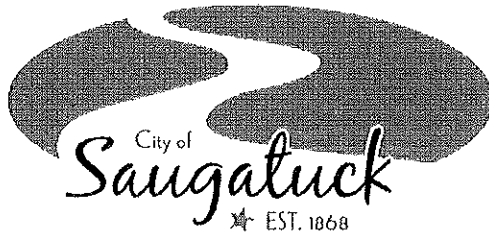
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**PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES
September 26, 2023**

The Parks and Public Works Committee met for Regular Committee Meeting at 10:00 a.m.
Saugatuck City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Chair Baldwin at 10:00 a.m.

Attendance:

Present: Chair Baldwin, Committee members DeJong, Johnson, Kimble, & Roche.

Absent: Committee member Charak.

Others Present: City Manager Heise, DPW Superintendent Herbert, DPW Assistant Supervisor Hardy, Deputy Clerk & DPW Admin. Asst. Williams

Approval of Agenda:

Motion by DeJong, second by Kimble, to approve the agenda for September 26, 2023. Via voice vote, motion carried 4-0.

Approval of Minutes from 8/22/23:

Motion by Roche, second by Johnson, to approve the minutes from the August 22, 2023, meeting. Via voice vote, motion carried 4-0.

Guest Speaker: None.

Public Comments (agenda items only): None.

Review/Discussion:

A. Department of Public Works and Administrative Updates:

DPW Superintendent Herbert said that the roof on the Mount Baldhead pavilion and the restroom has been replaced. His staff has been working on pressure washing the pavilion at Mt. Baldhead park. He is happy with the little bit of progress made there. He had a really nice meeting this morning regarding road construction projects. Krohn Excavating is in town working on Taylor, Takken, East, West, & North Maple Streets and progress is coming along nicely. This includes the

addition of storm sewers on Takken and Taylor Streets. He said that when they get excavators or contractors like that in town, they don't let them leave without adding some smaller items to their list. A couple of small items that they have talked about with Krohn is some exterior work at City Hall that will address the drainage off of the roof. They need to tie the rain gutters into the storm drain out front. They will need to tear up the old concrete to do it completely right, which is a massive project. Some of the work may have to be bumped to spring of 2024. One other small item over at the intersection of Maple and Mason, there is somewhat of a makeshift spillway going down into the street. Krohn's working right across the street from us and they are asking them to build a more professional spillway for that area. He said that the construction project should be wrapping up by the end of November. Herbert also announced big news for Department of Public Works. They hired an equipment operator/Oval beach manager that started this week. They are rolling up their sleeves getting him familiar with the current operation that exists today and all of the safety procedures that need to be falling into place before next season. This is a critical role, and they couldn't be happier to have Noah Aramendi join the team.

B. Study Group Updates:

a. Invasive Species:

Committee member Roche said that on September 18, they took sixty-eight 7th & 8th grade students out to pull vines and plant beach grass. The students pulled over 100 vines and planted 600 square feet of beach grass. They had parent leaders help out and it went really well. (Most of recording audio is inaudible.)

City Manager Heise added that the hemlock woolly adelgid treatment was a huge project that was recently completed. This was a \$42,000 investment for the City.

b. Airport Property:

Chair Baldwin said that they have gotten through the engineering and ODC studies. The next step is to get a SOAR analysis with the ODC. She would like to have a special meeting for that before the next meeting so that next month when they meet, they can take a motion to Council to legitimize the trails. City Manager Heise added that one of the outcomes is that one of the opportunities of SOAR is to groom the trail. He says that once you get the opportunity for the community to support that, and once it goes in front of Council you will be in a better position to allow the Council to expend funds to do that.

c. Blue Star Multimodal Path:

Committee member Kimble said that she is underwhelmed with the recent progress. City Manager Heise said that Nancy has done a great job bird dogging them, which he appreciates. Soon they will be coming to the PPW Committee for a discussion on a few design elements for the Blue Star Trail pallet sign. They are working on a couple of options, as the City has requested three different options, and he says that they are aware of sensitivities with the pallet sign. They are talking about shifting it a couple of feet in one direction. He thinks there are opportunities to actually enhance the area with the landscape. One idea is to have half of

the Blue Star Trail to go under the pallet sign, so they are looking at the human height standards there are for a multimodal path. He said that there are other locations that they could use for the banners that are usually placed on the pallet sign. Another item the group will be working on would be the vertical elements of the bridge and how that can be changed without taking away any of the views of the water. He said that will be another point of sensitivity. The other thing will be the vegetation near the bridge, from Lake Street to the bridge, which has to be removed & replaced. It could be a denser vegetation to help out the condos pointing towards the end as far as the visual barrier. These will be the type of things that are going to come in front of this group.

d. Village Square:

Committee members DeJong said that they are excited to move ahead and actually make some recommendations to council, but they wanted the Committee to know that they have done their research, so they shared a minute and a half video about their research. She said that the goal for today's meeting was to give the group an advanced organizer, they want to recommend the decommissioning of the playground, hopefully choose a new playground design, and proceed to recommend that to City Council for purchase. She said that if they don't move now, they will miss out on some opportunities for grants, but also on the timeline for it to be manufactured and installed. After going over the details of both design options, they decided to make a motion to take this to City Council.

Motion by DeJong to take this to the next level. Motion failed as there was not a second. Committee deliberation continued.

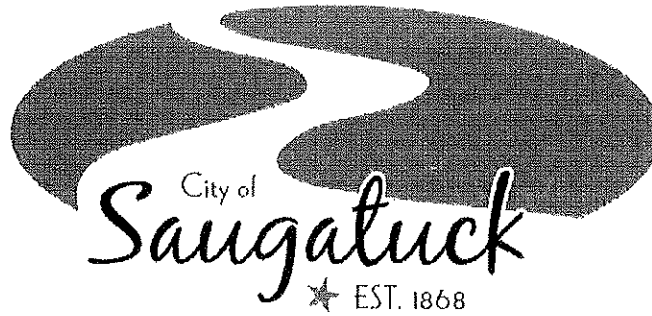
Motion by DeJong, second by Kimble, to bring to City Council that the current playground be decommissioned as soon as possible or when DPW has time, and that they move forward with accepting the renderings and cost quotes from Sinclair. Via voice vote, the motion carried 4-0.

d. Park Street & Mount Baldhead:

Committee Member Johnson said that their group had no reason to meet other than she was going to mention that they got the John Woollam trail sign, which is good. She also wanted to bring up to Nick Masters that they would like to go to the north side of Park Street but thinks that is going to entail a whole different group.

City Manager Heise said that Consumers Energy had informed him that they were going to start burying their power lines on Park Street, which also means that any telecommunications or anything on their poles or telephone poles would also have to be dropped into the ground. He did reach out to Consumers to get an update but has not heard anything from them as of yet. He still needs a schedule or a timeline for when they will begin the project. He will update the committee once he has more information.

EXHIBIT F
Council Workshop October 5, 2023 Agenda Packet/Minutes



CITY COUNCIL WORKSHOP AGENDA

October 4, 2023 – 4:00 pm

This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.

The meeting will also be available live, virtually on Zoom.

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

NOTICE:

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

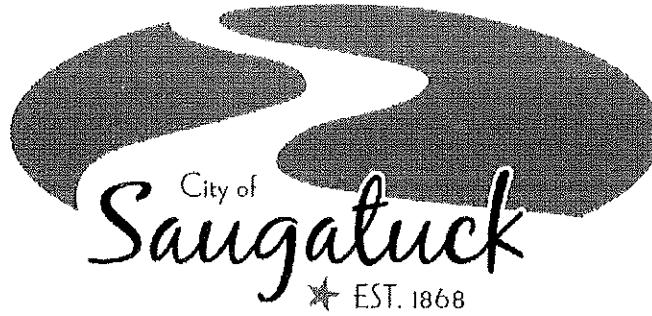
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EXHIBIT G
Council October 9, 2023 Agenda Packet/Minutes



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":
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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 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.



A PLAYCORE Company

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

Table with 5 columns: Quantity, Part #, Description, Unit Price, Amount. Rows include items like GT-Impax wood fiber, supervision, installation, playground border, signs, VistaStar 6, VistaTree Top 5, swings with seats, and a canoe spring rider.





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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 (double 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 End		
		(1) 81656 -- 1-Level Chin Bar		
		(1) 81660 -- Track Ride 3-Deck Span		
		(2) 81666 -- Fun Seat		
		(1) 81669 -- Hand Cycler		
		(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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103045-01-14

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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176 E Lakewood Blvd
Holland, MI 49424
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Fax: 616-392-8634

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

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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Quote #
103045-01-14

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.



A PLAYCORE company

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):

Signature:

Title:

Facsimile:

Email:

P.O. No:

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

Date:

Phone:

Purchase Amount: \$336,633.41

REQUIRED ORDER INFORMATION:

Bill To:

Contact:

Address:

Address:

City, State, Zip:

Tel:

(For Accounts Payable)

Email:

Ship To:

Contact:

Address:

Address:

City, State, Zip:

Tel:

(To call before delivery)

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.

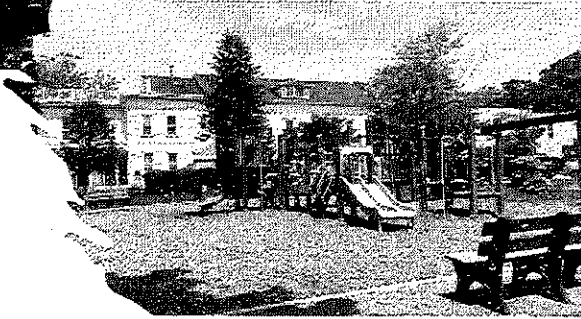




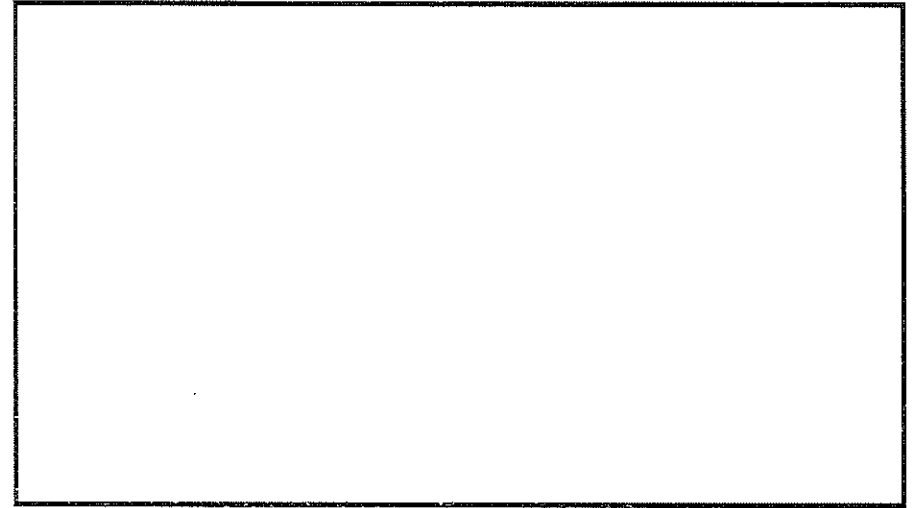
Village Square Playground



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



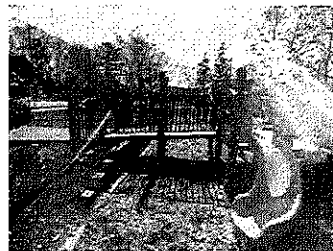
Village Square Playground Research



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

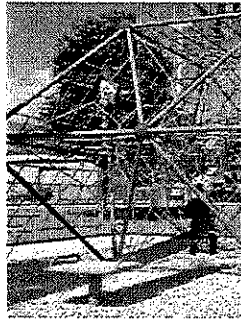


Playground Priorities (accessibility)

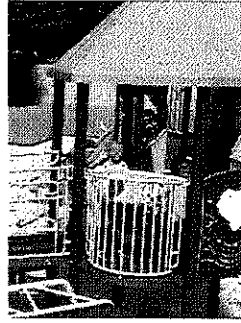


Ramps to towers are wheelchair accessible

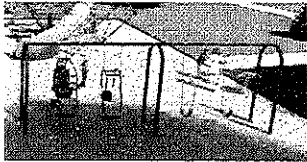
- Pursue Universal Design
 - ✓ Full compliance cost prohibitive
 - ✓ Many accessible features included



Transfer platform for net structure



Crows nest and play panels for engagement on ramps/towers



Universal design swings



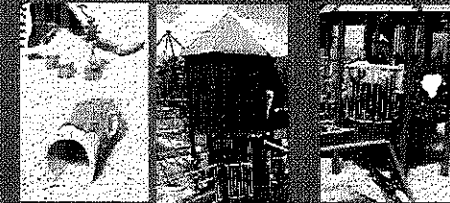
Playground Priorities (themes)

Nature Theme with Concrete Components



\$631,000

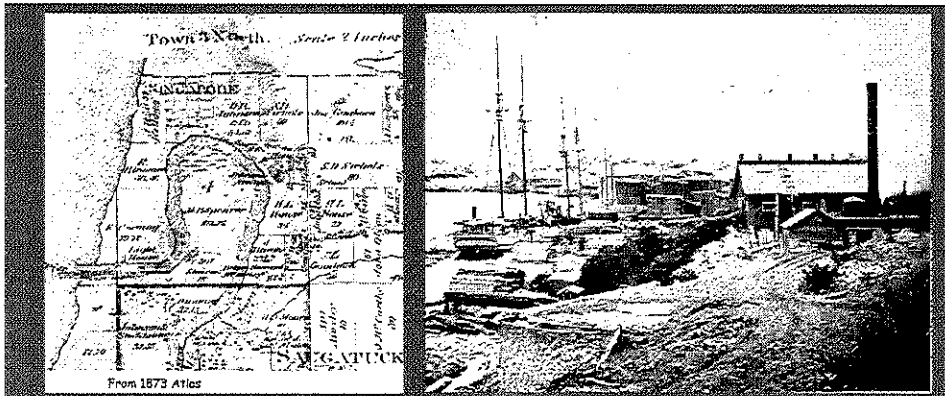
Singapore Theme with Nature Colors & Art/Music Theme



\$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.



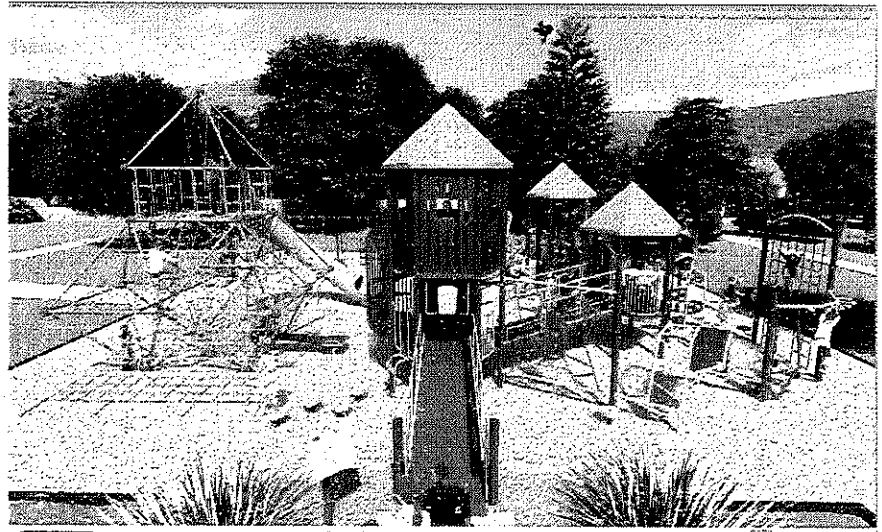
Vendors/Designers Meetings



- 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



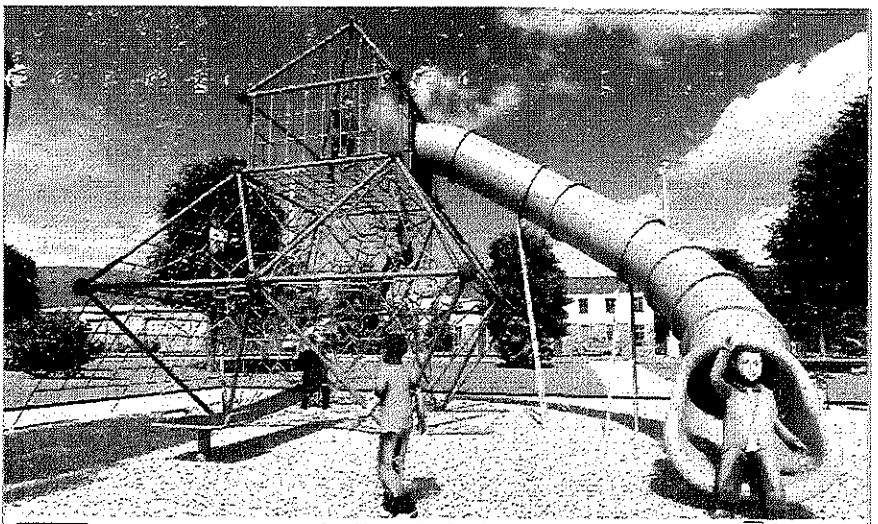
PPW Recommendation: Sinclair Design 11



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



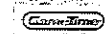
PPW Recommendation: Sinclair Design 11



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



PPW Recommendation: Sinclair Design 11

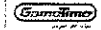
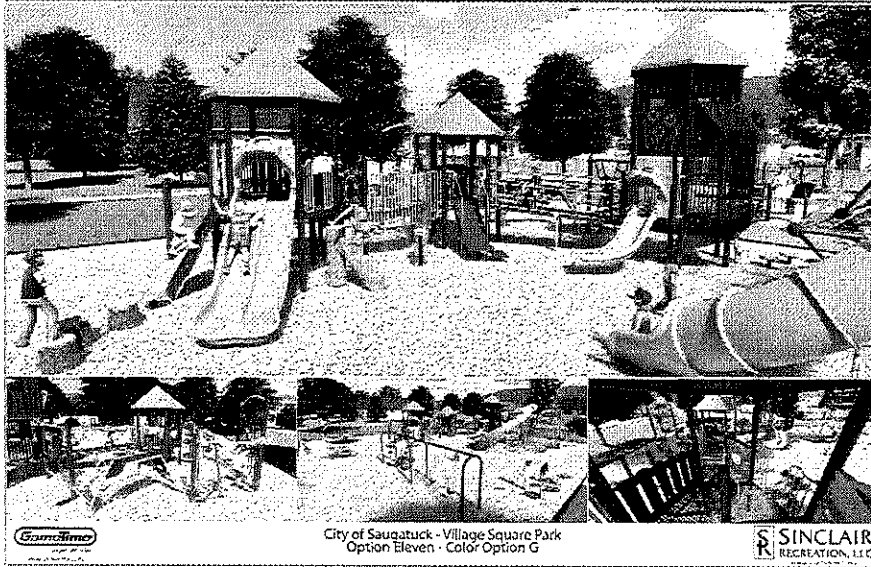


City of Saugatuck - Village Square Park
Option Eleven - Color Option G





PPW Recommendation: Sinclair Design 11



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



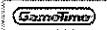
PPW Recommendation: Sinclair Design 11



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



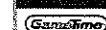
PPW Recommendation: Sinclair Design 11



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



PPW Recommendation: Sinclair Design 11

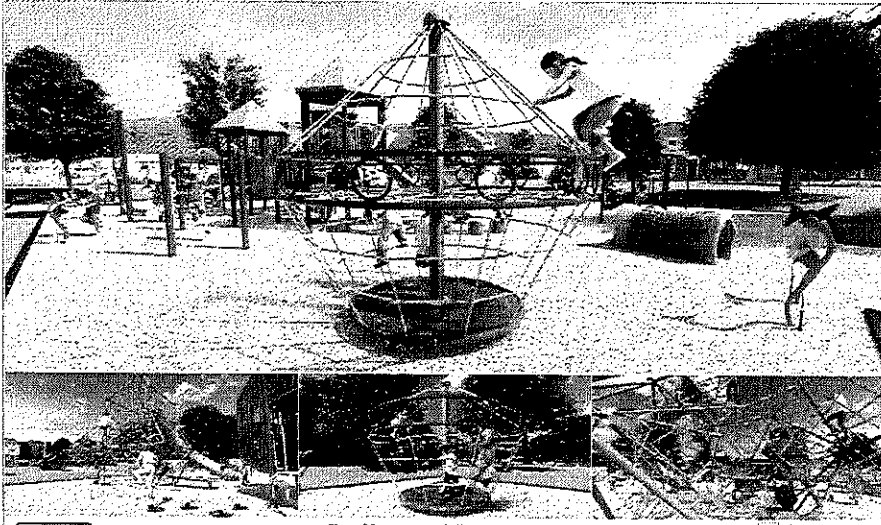


City of Saugatuck - Village Square Park
Option Eleven - Color Option G

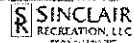




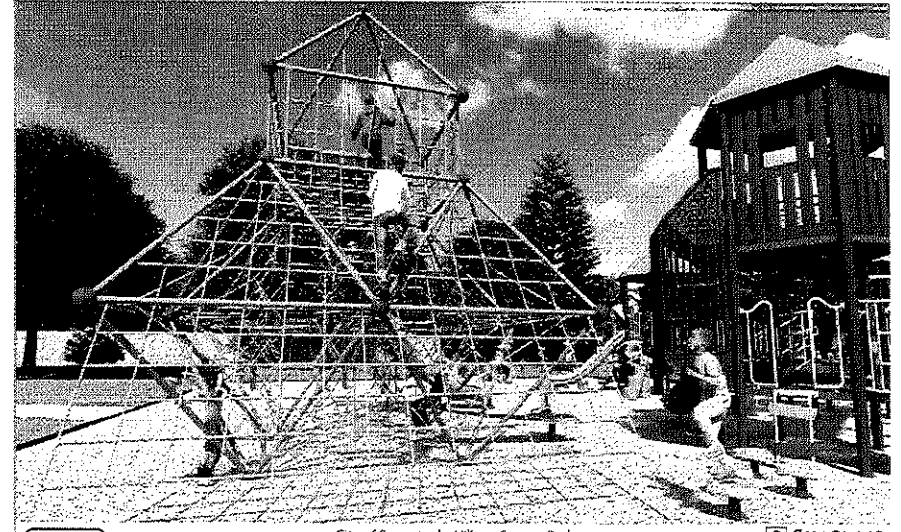
PPW Recommendation: Sinclair Design 11



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



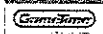
PPW Recommendation: Sinclair Design 11



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



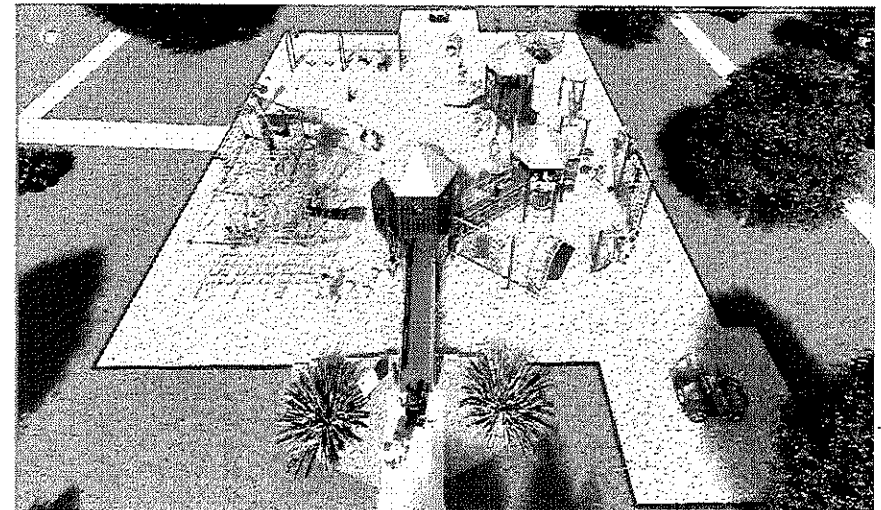
PPW Recommendation: Sinclair Design 11

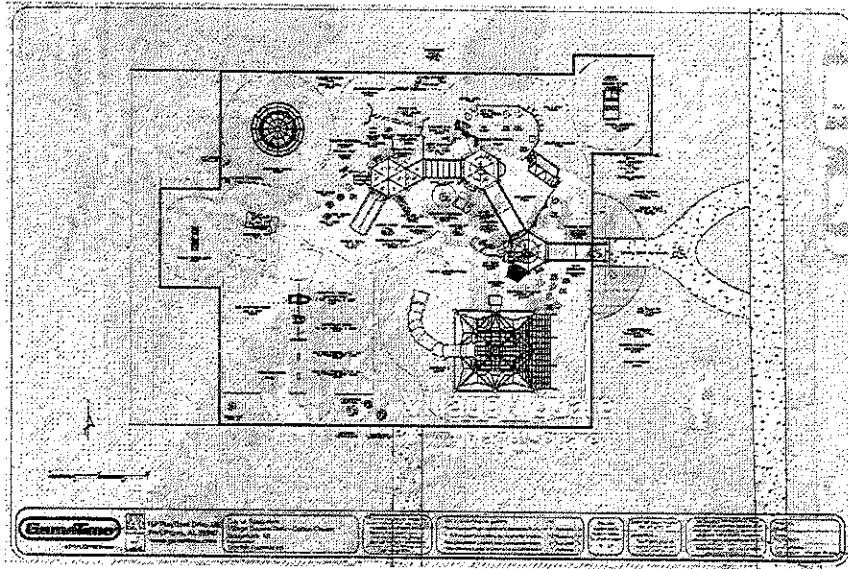


City of Saugatuck - Village Square Park
Option Eleven - Color Option G



PPW Recommendation: Sinclair Design 11



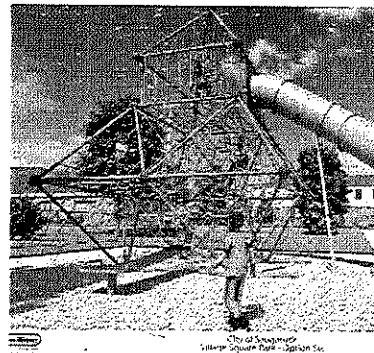


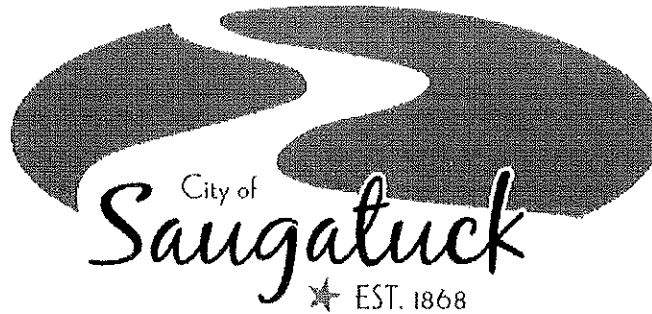
	Sinclair	Penchura
Equipment	365,088	389,241
Freight	13,780	22,545
Install/Supervision (community build)	*55,750	71,740
Wood Fiber	14,925	9,233
Subtotal	449,543	492,759
Potential Discount / Grants	(112,910)	(31,140)
Total	336,633	461,619

*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 COUNCIL MEETING MINUTES - Proposed
October 9, 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 Baldwin 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, Treasurer Stanislowski, Department of Public Works Assistant Supervisor Hardy, and Clerk Wolters.

Mayor's Comments: Mayor Pro-Tem comments: None.

City Manager Comments: City Manager report is on page seven.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Vicky Cobb, resident: *Item 15B.*

- Past Wednesday Council meeting: a lot of questions asked and answered.
- Grant was received and money was set aside years ago for parks.
- There is a safety issue, and it needs to be addressed.

Glenna DeJong, resident: *Item 15B.*

- Member of PPW Committee and co-chair of Village Square Study Group.
- Excited to bring the playground proposal to City Council.
- Thanked the playground study group and the work done in the last nine months inkling volunteers in the community.
- Contracted ODC for inspection.

- Four vendors were approached with quotes coming from two: Sinclair and Penchura. Recommendation is to move forward with Sinclair.
- \$112,000 grant approved to lower cost.

Kelly Roche, resident: *Item 15B.*

- Serves on Tri-Community Recycling Committee, Saugatuck Recreation Advisory Board, DSPTO and PPW Committee member holding co-chair of the Airport Study Group and co-chair of Village Square Study Group. Raising two children in the community.
- Thanked City Council for their confidence and support of the PPW committee with taking on this project. DPW Superintendent Herbert has been outstanding to work with and very supportive in showing up for the meetings and giving needed feedback.

Started this project in January, wanted something modern allowing wider age ranges, allowing for more abilities to enjoy the space and for locals and tourists.

- Pulled Saugatuck's rich history with the design.
- Funds have already been set aside for this project and hope Council votes yes.

Marsha Caspar, resident: *Item 15B.*

- Fully supports the project that was deemed a top priority by City Council.
- PPW did a very thorough review, there were many opportunities for public input.
- The current structure is at its end of life and no longer worth taking a risk with children.
- The typical cost of custom high-quality playground of Village Park size in \$200K-\$500K, with the grant the cost falls within that.
- Loves the idea of the historical design and asks for a yes vote.

Ruth Johnson, resident: *Item 15B.*

- Member of PPW Committee
- Thanked City Council for considering this project, it was well researched and is needed.
- Thanked Kelly and Glenna for their amazing job.

Kieth Charak, resident: *Item 15B.*

- PPW Committee member.
- Thanked Village Park study group's hard work.
- Thanked Kelly Roche for getting the grant.
- Superintendent Scott Herbert just a new baby girl.

Bill Hess, resident: *Item 15B.*

- Fully supports replacement of park equipment, it's sorely needed.
- His concerns:
 - The approval process and public notice.
 - Looked at the PPW packets online and nowhere was this project specifically discussed.
 - No renderings and believes the first time the public was aware was last Wednesday's Council meeting.
 - It is going a little quick.
 - \$1 million has been set away for parks, how much of this project will take up that.
 - How much will be left for Mt. Baldhead Park or other parks.

Dan Fox, resident: *Item 15B.*

- The playground proposal is well-constructed, he fully supports doing this.
- Suggests taking the approach that the Short-Term Rental Task Force's approach to public input.
- It would be well advised to take the last step and have a public input session.
- Look at possible advertising on the playground from local businesses to help support the cost.

Peg Sanford, resident: *Item 15B.*

- She is of the age that she has seen four or five park projects in the area.
- She was part of the Douglas community built with volunteers, teachers and children's help.
- Her concern is the "community build". She does not see where the community was brought in.
- Finding volunteers at the last minute will be difficult.
- Get the picture in the paper with the plan and let the community respond.
- Going to a committee meeting on Tuesdays at 10am is not a time for public input.

Holly Anderson, resident: *Item 15B.*

- Thanked for the props on the Short-Term Rental committee.
- The short-term rental was a highly controversial charged topic, this is a little apple to oranges comparison.
- If it hadn't been so exhaustive and if there hadn't been for bidders, she may have said to slow down.
- She is comfortable with an approval.

Consent Agenda:

A. Regular City Council Meeting Minutes – September 25, 2023.

Motion by Muncy, second by Baldwin to approve the regular city council meeting minutes from September 25, 2023. Upon roll call vote, motion carried 6.0.

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 25, 2023, for their respective departments.

Boards, Commissions & Committees:

Fire District Administration Board, Dan Fox:

- Have not had a meeting since the last reporting of the September 18th meeting.
- A single set of gear for a fire fighter is \$4,000-\$5,000.
 - Maximum service life of gear is 10 years.
 - A gentleman at Belfor restoration company in the U.P. has set up a program that collects old gear and disperses them to underfunded fire departments.

Interurban Board, Councilmember Muncey:

- Next meeting is October 17th.
- Ridership is 28% up from last year.
- Parking shuttle carried almost 1000 more than 2022.
- Created a committee to talk about expanding their hours, per requests for longer hours.
- Open:
 - Monday-Friday 7am-7pm.
 - Saturday and Sunday 9am-7pm.
- Hours change in November:
 - Monday-Friday 7am-6pm
 - Saturday and Sunday 9am-7pm.
- The Halloween shuttle will be free late-night rides until 2am.

KLSWA, Barry Johnson: None.

Kalamazoo Lake Harbor Authority, Mayor Pro-Tem Stanton: None.

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Lewis:

- Met on October 5th.
- They passed the Playground Proposal unanimously, councilmember Lewis abstained from vote due to the Council planned vote on October 9th.
- She noted whether it's historic preservation or even hardscape improvements, that folks are making them without the understanding that there is a process.
- It was recommended a reminder is sent out to the public regarding the process.

Planning Commission, Chair Councilmember Gardner:

- Next meeting on October 19th at 6pm and 7pm.

Parks and Public Works Committee, Councilmember Baldwin: None.

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

- Meeting regularly with C2AE and other communities to keep on track with grants.

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

- Successful Household Hazardous Waste Day on the 26th.
- It was three hours this year instead of four.
- A total of 160 vehicles.
 - 41 from City of Saugatuck.
 - 22 from Douglas.
 - 95 from Saugatuck Township.

Request for Payment: None.

Approval of Accounts Payable:

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

Motion by Gardner, second by Lewis to approve the accounts payable in the amount of \$217,199.15. Via roll call vote, motion carried 6-0.

Introduction of Ordinances: None.

Unfinished Business: None.

New Business:

Oval Beach Update:

City manager Heise reviewed the sales of daily passes surpassed the two previous years. Compliments to the beach staff for a safe season. The City had administrative staff flex in to help manage the beach.

Replacement of Playground Equipment in Village Square:

Motion by Leo, second by Lewis to approve the playground equipment proposal submitted by Sinclair Playground Equipment in an amount not to exceed \$336,633.41. Via roll call vote, motion carried 6-0.

Early Voting Agreement Between City and Township:

Motion by Muncey, Second by Gardner to approve Resolution 231009-A adopting early voting site and municipal agreement between Saugatuck City and Saugatuck Township. Via roll call vote, motion carried 6-0.

Special Event- Halloween Festival:

Motion by Muncey, second by Lewis to approve the special event application for the Halloween festival sponsored by SDABA to be held on October 28th, 2023, contingent on safety removal by police, fire, and city staff. Via voice vote, motion carried 6-0.

Special Event-Tree Lighting Ceremony:

Motion by Muncey, Second by Lewis to approve the special event application for the tree lighting sponsored by SDABA to be held on November 24th, the day after Thanksgiving 2023 contingent on safety approval by police, fire, and city staff. Via voice vote, motion carried 6-0

Special Event Application- Annual Holiday Parade:

Motion by Leo, second by Lewis to approve the special event application for the Annual Holiday Parade sponsored by SDABA to be held on December 2, 2023. Via voice vote, motion carried 6-0.

Public Comment:

Glenna DeJong, *resident:*

- Thanked Council for unanimous vote.
- Thanked Councilmember Baldwin for her work.

Vicky Cobb, *resident:*

- Dialog was intriguing. As a voter, she would expect Council to make the decision.
- Thanked Council for not delaying the decision.

Marsha Caspar, *resident:*

- It is the job of the Council to make these decisions.
- It is the leader of the boards/committees to put together solid plan and that is what they did.
- As a previous project manager, she asks is it a Major or Minor change. This is a minor change, and the funds were there. Short-Term rental topic is a Major change.
- It's a replacement, no new land purchase.

Peg Sanford, *resident:*

- The public has a right to know, they haven't known.
- It's a fabulous project.
- Get all 900 residents involved.

Kieth Charak, *resident:*

- Thanks for passing the playground.
- He is on the Library Board, there is a fall fundraising event on October 24th at the Farmhouse Deli. It is a takeout that costs \$75 per person and \$30 goes to the Library for programs that the tax funds don't fund.

Correspondence: None.

Council Comments:

- Councilmember Baldwin:
Thank everyone for a job well done and getting PPW where it need to be with the project. Heartful gratitude to all.
- Councilmember Muncey:
Enjoys serving on board where we do have questions. The playground plan could have been communicated better, but it is a great plan. Make a Wish benefit will take place on October 21rst at The Dunes Resort and starts at 8 p.m. Event includes drag show at 9:30 p.m., silent auction and snacks for guests. The event draws between \$10,000- \$15,000 a year and selects a child from Allegan County.
- Councilmember Leo:
Gave a sincere thanks to the PPW committee. This is a major change where PPW went out into the community to work on a major project. What is seen here is an extremely thoughtful, competent problem-solving thorough solution. Four years ago, there was no process like this. The results that were given by the committee is not something that the City would have received from a City employee or even from the City Council. It's a superior product and thanked everyone again.
- Councilmember Garnder:
The ODC report has several recommendations that go beyond the playground equipment for signage and some other safety measures and hopes the PPW committee looks into those. The audio in the Council chamber needs to be fixed and made a priority. The comment heard tonight about that government moves slowly, he disagrees. He noted local government can move very quickly as they are given priorities and projects to work on. Compliments a citizen that made a comment about Councilmember Garnder being the question man, and he is proud of being the guy that asks question at meetings.
- Councilmember Lewis: Several months ago, Council had a lengthy discussion to delay upgrading the audio equipment until Clerk Wolters could find good and appropriate quotes. Thank everyone on the PPW Committee personally, Glenna, Kelly, Keith, Nancy and Ruth they have done a fantastic job. Thanked Helen for her leadership. She is looking forward to many projects coming forward from PPW Committee.
- Mayor Pro-Tem Stanton:
An exhausting effort, the passion is there, and everyone knew the City needed new playground equipment. Not only is it dangerous, it has to go away. Mayor Pro-Tem spends a lot of time with her grandsons there. The new playground will be the crown jewel of the town right in the middle. Residents, grandparents, and tourists will all use it. For it to move along quickly by spring, is needed. Thanked everyone so much for all their efforts.

Adjournment:

Motion by Lewis, second by Muncey to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Pro-Tem adjourned at 8:11 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk

EXHIBIT H
March 27, 2024 Stanton Email to Simon

Fw: Village Square Playground

From: Catherine Simon (info@maplewoodhotel.com)

To: gary.medler@yahoo.com

Date: Wednesday, March 27, 2024 at 09:48 AM EDT

From: Lauren Stanton <lstanton@saugatuckcity.com>

Sent: Wednesday, March 6, 2024 3:38 PM

To: Catherine Simon <info@maplewoodhotel.com>

Subject: Re: Village Square Playground

Hi Catherine - I had a chance to talk to Scott Herbert, Ryan Cummins and Helen Baldwin (chair of our Parks and Public Works Committee). I'm told the plans have not changed from what was voted on. The tree did have to be removed, but at no additional cost, the park is receiving two new trees.

Once the park build happens and everything is in place, if any additional screening or shrubs need to happen near your property, we can look into that.

Thank you!

Mayor Stanton

From: Catherine Simon <info@maplewoodhotel.com>

Sent: Tuesday, March 5, 2024 9:35 AM

To: Logan White <Logan@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Lauren Stanton <lstanton@saugatuckcity.com>; Gregory Muncey <Gregory@saugatuckcity.com>

Subject: Village Square Playground

Please look at page 6-line-item D sections 1, 2 and 6:

Thanks,

Catherine

EXHIBIT I
March 1, 2024 Straker Email to Simon

Fw: Following up

From: Gary Medler (gary.medler@yahoo.com)

To: gary.medler@yahoo.com

Date: Monday, April 1, 2024 at 02:55 PM EDT

From: Tim Straker <tsai3v@hermanmiller.com>

Sent: Friday, March 1, 2024 2:53 PM

To: Catherine Simon <info@maplewoodhotel.com>

Cc: Russ Gardner <Russ@saugatuckcity.com>

Subject: Following up

Hi Catherine. I told you I'd follow up today, so wanted to let you know that I did call Ryan at the city to share our conversation. I'm copying Russ because I think the two of you might be meeting at the site today.

In shorthand, here's what I understand the facts to be:

- Original approach to the playground was submitted to the city (I think this plan is likely what you saw and remember)
- A revised approach (with larger footprint) was resubmitted because of the unavoidable need to address accessibility issues. It was presented and approved in other public forums with public notices.
- The revised plan (represented by what is currently under construction) is indeed what the HDC heard and approved.

I can't speak to what was discussed in those other forums, but since the HDC meeting includes also includes public notice, the current plan being implemented does indeed match what we heard and approved in our public meeting. To my memory, there was no public comment in favor or opposed to the plan submitted.

I know have other concerns about the project, and in speaking with Ryan, he seemed genuinely willing to hear your concern and review the process. I know it is an important issue for you, so I'm not sure that will totally help, but willingness to listen is certainly a start.

Thanks so much,

tim

Tim Straker

Chief Marketing & Communications Officer

millerknoll.com

Mobile: +1 614 352 6055

Pronouns: he/him/his

Executive Assistant: Chrissy Piacentino

Office: +1 215 679 1112

Mobile: +1 215 859 8083

chrissy_piacentino@millerknoll.com

MillerKnoll

Jamie Wolters

From: Alex Weir <aweir0604@gmail.com>
Sent: Saturday, March 23, 2024 2:12 PM
To: Sara Williams; Jamie Wolters
Subject: Re: New Form Entry: Website Contact Us Form

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Sara and Jamie,

Thank you for allowing me to have input on this important topic. I only recently was added to the City of Saugatuck e-mail distribution list, so I missed my opportunity to participate in the town hall session last summer. And thanks the City Council last year for putting together the task force to take a deep dive into the nuances of this topic.

To avoid any pretense of being impartial in the matter, I will note that I am part-time resident of Saugatuck and when I am not staying in town I do rent my place out on the AirBNB marketplace. My sister lives in Grand Rapids and when we would visit her from Chicago we would occasionally visit Saugatuck. My wife and I fell in love with the town and wanted to get a house in Saugatuck that we could escape to. However, we don't have the ability to own a second house outright and be able to cover the mortgage, taxes, maintenance, and other costs. Listing our home as a short-term rental part time was the only way we could make it work to purchase our home in 2021. I appreciate that this scenario was called out in the STR report. Affordable housing is key to any community - both of renters and owners - and using short term rental revenue is the only way we could keep our house and continue to enjoy the city.

I thought the report presented a lot of information, but as noted, it is still difficult to infer causation of recent market trends. I wanted to share my thoughts on some of the recommendations to pass on in the next meeting packet.

- I think the Good Neighbor Guide is a good idea. Any responsible STR owner should already have house rules aligned with the expectations of the report. However, it seems to me the problems of noise, garbage, parking, home maintenance, etc. are only associated with short term rentals. But if the goal is to preserve the character of the town, this should be applied to all homes, not just STRs. As an example, there is a home on my block that is someone's second home and I almost never see the owner there. The yard almost always looks like a disaster and I've watched the condition of the home deteriorate over the last few years. I'm sure there are full-time residents who also are noisy, have too many cars, or aren't respectful of managing their trash. My point being that we are all in this together!

- I like the idea of having more trash pickups, especially recycling which is now only monthly. If that was an option available, I would gladly participate even if there was an extra cost associated with it.

- With regards to complaints, I fully support the City having some teeth to fine and even pull STR permits if there are consistent violations. Personally I have a good relationship with my neighbors, I check in and text with them to see if any STR tenants are causing issues and I find that most renters are very

respectful. I just hope that there is some diligence being done to substantiate complaints against other STR owners. And I would hope that all of this could be done without hiring a dedicated compliance officer position or third party agency just to "babysit" STRs, which I consider a huge waste of tax dollars.

- The fire department gave a lot of recommendations, but I don't see the same supporting evidence for those recommendations. Have there been examples of fires at short term rentals that warrants the extra rigor they are recommending? Many of the recommendations seem quite burdensome and would cause extra costs to taxpayers or the City. For instance, an annual inspection rather than three year frequency would be fine, but I'll tell you not much changes at my home from one year to the next. So adding headcount just to check the properties more often seems a waste of tax dollars.

- With regards to occupancy limits, there should certainly be some limit, people can't just be packed in a house, but 2 people per bedroom seems arbitrary. For instance, I have one large bedroom in my home that has bunk beds so that kids can stay in the same room as their parents when visiting. Under the recommendation, this wouldn't be possible. What if my wife and I have our baby sleeping in the bassinet in our room when we stay there? Under this recommendation that would be illegal. Recommendation #2 under Fire Safety needs further review for practical implementation.

- Requiring a local agent be located within 15 miles seems also arbitrary and limits options to basically Saugatuck and Holland only. The STR report looked at a few further distance bands which seem more practical. Also, I believe this was already a requirement...? I had to submit a local agent when applying for my permit a few years back.

- With regard to Caps on STRs. I fully understand the concerns of full-time citizens and so I won't say that a cap option should not be thoroughly considered. But Policy #4 of using a lottery system is equivalent to having no long-term policy at all. For individual owners, you might be able to rent your home one year, but not the next. This allows for no certainty in making financial plans. For someone in a situation like mine, you might as well not allow any STRs because we could not count on the revenue to keep our homes. This would mean only those wealthy enough to keep a second home without having the revenue for an extended period would be the ones who could still participate in the program. I hope that is not the objective that the city is trying to achieve.

One recommendation I didn't see, is that certain datasets from the STR report be continually updated by McKenna or someone else to continue to get more robust data for decision making in the future. This was a one time discrete effort, but I think it would be good to continue to review and discuss this data as a community to ensure that we make appropriate policy decisions.

I appreciate your consideration of one homeowner's thoughts on this report.

Regards,

Alex and Whitney Weir
150 Taylor Street
Saugatuck, MI 49453

On Fri, Mar 22, 2024 at 1:19 PM Sara Williams <Sara@saugatuckcity.com> wrote:

864 Newnham Street
PO Box 245
Saugatuck MI 49453
March 6, 2024

Mayor Lauren Stanton
City Council Members
Saugatuck City Council
102 Butler Street
Saugatuck MI 49453

Hello,

Ryan Cummins, Saugatuck's Acting City Manager, suggested that you be contacted regarding our request.

As you look at making improvements in Saugatuck City this year, would you please add paving Newnham Street to the schedule? The current dirt road has numerous potholes and is a problem to drive upon in wet conditions. It is my understanding that before it can be paved, sewer and water would also need to be addressed. Newnham Street is the only unpaved road in the center of Saugatuck and is long overdue for attention.

We ask that this matter be addressed at your next City Council meeting and a response be provided to us before April 15.

Thank you in advance for the attention you will give to our request.

Sincerely,



Richard G. and Ethelyn L. Haworth
Dick.haworth@haworth.com
ethiehaworth@yahoo.com