



CITY COUNCIL MEETING AGENDA

May 8, 2023 – 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: None
8. Public Comment on Agenda Items Only (*Limit 3 minutes*)
9. Consent Agenda: (*Roll Call*)
 - A. Regular City Council Meeting Minutes – April 24, 2023. Pg.3
10. Staff Reports, Boards, Commissions & Committees: Starting on Pg.8
 - A. Staff Reports:
 1. City Manager
 2. Treasurer
 3. Planning and Zoning
 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

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

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

Then enter "Meeting ID":
2698572603

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

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or Wolters@saugatuckcity.com for further information.

6. Historic District Commission
7. Planning Commission
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

11. Request for Payment

12. Approval of Accounts Payable: (Roll Call)

- A. Accounts Payable in the amount of \$168,447.21 Pg.28

13. Introduction of Ordinances: None

14. Public Hearings: None

15. Unfinished Business: None

16. New Business:

- A. Wicks Park Revocable License Pg.33 (*Voice Vote*)
- B. Booknook Revocable License Pg.44 (*Voice Vote*)
- C. City of Saugatuck Special Events Pg.48
- D. Special Event Application- SCA Market Pg.51 (*Voice Vote*)
- E. Special Event Application- Music in the Park Pg.62 (*Voice Vote*)
- F. Special Event Application- Town Crier Race Pg.69 (*Voice Vote*)

17. Public Comments (Limit 3 minutes)

18. Correspondence:

- A. Seventh-day Adventist Church Pg.78

19. Council Comments

20. Adjourn (Voice Vote)



CITY COUNCIL MEETING MINUTES - *Proposed*
April 24 , 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 Dean at 7:00 p.m.

Attendance:

Present: Mayor Dean, Councilmembers Baldwin, Gardner, Lewis, Leo, Muncey and Stanton.

Absent: None

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Department of Public Works Superintendent Herbert, Clerk Wolters, City Attorney Brennan, Sheriff's Captain Ensfield and Sheriff's Sargent Haas.

Mayor's Comments: Mayor Dean commented on the newest driver in his family.

City Manager Comments: None.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Dan Fox- resident: Congratulated the City on information regarding street barriers that was on the City Manager report. Commented on the legal counsel presence at every meeting and the legal budget.

Nancy Kimble- resident: She is gratified to see the progress on the Blue Star Trail.

Consent Agenda:

A. Regular City Council Meeting Minutes – April 10, 2023.

Motion by Lewis, second by Stanton to approve the consent agenda. Via roll call vote, motion carried unanimously.

Staff Reports:

City Manager, Treasurer, Director of Planning & Zoning, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on April 10th, 2023, for their respective departments. Captain Ensfield introduced Sargent Haas, who will be replacing him regarding his responsibilities with Saugatuck City.

Boards, Commissions & Committees:**Fire District Administration Board: Dan Fox**

Updated Council about the meeting from April 17th.

1. Had a guest speaker from C2AE to talk about adding dorm space to the existing building.
2. Filed for a grant for \$5,500 to assist in upgrading dash cams on their vehicles.
3. Recovered \$16,000 from motor vehicle accidents on 196, \$45,000 has been billed out.
4. The public meeting on the fire budget is April 28th at 4:00pm.

Interurban Board, Councilmember Muncey:

Updated Council about the meeting from April 25th.

1. Interurban rides were at an all-time March high with over 4080 passengers.
2. Rewarded a grant for the summer parking shuttle from the CVB.
3. Two dispatchers attended training.
4. Director attended a workshop for updates on MDOT grants and compliances.
5. Spring hours are Mon-Fri 7a-7p, Saturdays 9a-7p and Sundays 9a-4p.

KLSWA, Barry Johnson:

Updated Council about the meeting from April 19th.

1. Bacteria samples were collected and reported appropriately.
2. Noted disposable wipes are not disposable, and it cost \$5,000 recently due to a large mass of disposable wipes burned out a motor pumped.
3. Hydrant flushing happened over the last few weeks.
4. Met with new owners of Clearbrook Golf Course- discussed new generator project.
5. Approved a State Revolving Fund project plan with F&V Engineering for improvements at the water service.
6. Testing the water system results in pages and pages of results and latest results were under the report limit or undetected.

Kalamazoo Lake Harbor Authority, Mayor Pro-Tem Stanton:

Updated Council about the meeting from April 18th.

1. Dredging at the pier head may not take place until fall, but sandbar that formed is lower than before.
2. Army Corps of Engineers will notify the Coast Guard if they need to mark that area for boaters.
3. Blue Star Bridge navigational lighting is going back to bid.

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Lewis: No quorum in April, next meeting is May 4th.

Planning Commission, Chair Councilmember Gardner:

Updated Council about the meeting from April 20th.

1. Two agenda items
2. Councilmember Gardner had an item on the agenda and noted there was additional information needed for his property and will return to the Planning Commission with the information on May 20th.
3. Presentation from David Jirousek evaluating the waterfront moratorium.

Parks and Public Works Committee, Councilmember Baldwin: Next meeting is April 25th.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Leo: Looking for approval on the intergovernmental agreement on the agenda.

Tri-Community Recycling Ad-Hoc Committee: Recycling and Styrofoam pickup scheduled for September 24th.

Request for Payment: None.

Approval of Accounts Payable:

- A. Accounts Payable in the amount of \$ 221,559.84.

Motion by Gardner, second by Stanton to approve the accounts payable. Via roll call vote, motion carried unanimously.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

Preliminary Budget:

No Vote. Council will schedule a special meeting for budget discussion.

Mt. Baldhead Bathroom Design:

Motion by Lewis, second by Muncey to approve design and location of the Mt Baldhead Park area restrooms and equipment room for AT&T project. Upon voice vote, motion carried unanimously.

Blue Star Trail:

Motion by Baldwin, second by Stanton to approve the revised Intergovernmental Agreement and the Phase 2 C2AE Contract, with staff returning to Council for approval to proceed with the Construction Management Phase. Appoint Councilmember Lewis as the liaison to the Council for trail design and construction, with member Leo remaining. Upon roll call vote, motion carried 6-1. Yays- Baldwin, Dean, Leo, Lewis, Muncey and Stanton. No- Gardner.

Street End Licenses:

Motion to approve the 3 remaining 2023 Municipal License Agreement rates (S, ½ south of Museum, Van Dalson, Cook Park) as presented on Attachment A and authorize the Mayor and City Clerk to sign such Agreements for 2023 as presented. Upon roll call vote, motion carried unanimously.

ACT 51- Ridgeview Lane:

Motion to approve Resolution 230424-C, authorizing Ridgeview Lane to be added to the City's Act 51 map. Upon roll call vote, motion carried unanimously.

Revocable License- Boardwalk Café:

Motion by Lewis, second by Leo to approve the Revocable License Agreement for temporary restaurant seating in the public right-of-way for Boardwalk Café (Boardwalk Café LLC). Upon voice vote, motion carried unanimously.

Revocable License- Sienna Café:

Motion by Muncey, second by Stanton to approve the Revocable License Agreement for temporary restaurant seating in the public right-of-way for Siena Café (Boardwalk Café LLC). Upon voice vote, motion carried unanimously.

SCA Right of Way Signage:

Motion by Muncey, second by Stanton to approve the request to install 18" x 24" signage within the public right of way for the specified dates included in this cover letter following dates included on page 115 in our packet and all of the locations state on 117 of our packet. Upon voice vote, motion carried unanimously.

Garden Club Right of Way Signage:

Motion by Gardner, second by Stanton to approve Motion to approve/deny the request to install a banner to promote the Saugatuck Douglas Garden Club plant sale within the public right of way from July 8, 2023 through July 15, 2023. Upon voice vote, motion carried unanimously.

Special Event- Community Pride Car Parade:

Motion by Stanton, second by Leo to approve the Community Pride Car Parade to take place on June 3th. Upon voice vote, motion carried unanimously.

Special Event- Memorial Day Parade:

Motion by Stanton , second by Muncey to approve the Memorial Day Parade to take place on May 29th organized by The American Legion. Upon voice vote, motion carried unanimously.

Social District- Mermaid Business, LLC:

Motion by Leo, second by Muncey to approve Resolution 230424-B adding Mermaid Business, LLC to the City of Saugatuck Social District. Upon roll call, motion carried unanimously.

Social District- The Mitten Brewing Company, LLC:

Motion by Stanton, second by Baldwin to approve Resolution 230424-A adding The Mitten Brewing Company, LLC to the City of Saugatuck Social District. Upon roll call, motion carried unanimously.

Uncommon Ground Parking Request:

Motion by Gardner, second by Stanton to deny a request from Uncommon Coffee Roasters' Café for a five-minute pick-up parking spot from 7am-7pm during summer season and direct staff to remove the 15-minute parking signs along Culver St. Upon voice vote, motion carried unanimously.

Public Comment:

Mauricio Da Silva-resident- Questioned why it would be a bad thing if more people wanted the 15 minute parking in town, like the pharmacy.

Closed Session:

Motion by Gardner, second by Stanton to enter into closed session pursuant to MCL 15.268(h) to consult with the City Attorney regarding the litigation pending in the Allegan County Circuit Court in Dune Ridge SA, LP, et al v City of Saugatuck, Case No. 21-64709-CZ. Upon roll call vote, motion carried unanimously. Council entered closed session at 7:56 p.m.

Motion by Stanton, second by Leo to move out of closed session. Upon roll call vote, motion carried unanimously. Council moved out of closed session at 8:51 p.m.

Correspondence: Douglas Dutchers Baseball Club.

Council Comments:

- Councilmember Lewis: She participated in the MML liver with the league that afternoon. House introduced Bill 4428, regarding public notices and basically updating the process for posting public notices to go beyond the hard copy.
- Councilmember Gardner: None.
- Councilmember Stanton: None.
- Councilmember Leo: None.
- Councilmember Muncey: This Friday is Arbor Day and at 1pm there will be a tree planting next to the drugstore. The sunglass shop moved from Mason to Butler St. There is a new restaurant int the old Chequers building. Booknook moved down Butler St.
- Councilmember Baldwin: None.
- Mayor Dean: None.

Adjournment:

Motion by Gardner , second by Stanton to adjourn. Upon voice vote, motion carried unanimously. Mayor Dean adjourned at 8:53 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Managers Report – May 8, 2023

New! Discussions with AT&T on Potential Downtown WiFi

Ryan Cummins, Jill Dunham (Allegan County Broadband Project Coordinator) and I met with AT&T governmental liaisons to discuss the potential of downtown WiFi. It was a productive meeting and there is interest. The project will not be easy and if deployed a potential first in the state of MI.

Blue Star Highway Multi-Modal Path

Kickoff meeting to be scheduled with engineer. Construction design work approved by City Council. Township and Douglas to decide on the same along with Intergovernmental Agreement between the Tri-Communities.

Newish! MDOT Exit 36 and 41 Bridge Work

MDOT has communicated that they recognize the importance of communicating this project with local municipalities. Next meeting scheduled for May 10th to review traffic management details with the Tri-Communities and emergency management.

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

A Tri-Community effort! A draft request for proposals (RFP) for professional services to assist in updating plan has been created and after staff review will be brought to Council.

Harbor Dredging Funding- Tri-Community Effort

The Army Corp of Engineers (ACOE) has confirmed that Saugatuck Harbor will be receiving \$895,000.00 for dredging this year. The focus is now on timing; this is a major unknown now. A note from the Army Corp revied on March 28th: Municipal Managers are waiting to receive the dredge survey conducted by ACOE. It's unlikely that any dredging will be conducted this summer season, however the results of the survey will trigger a new discussion amongst the government entities on safety precautions for this summer season.

Barricades for Events

City staff attempted to rent Archer 1200 barricades for the Memorial Day Parade. However, the nearest location for rental is Chicago. Staff will need to accommodate vehicle barricades for the Memorial Day event. City Staff and Allegan County Sheriff's Department met with the Holland Police Department to review road barricades "show and tell." Holland partners with Zeeland, Grand Haven and Grand Valley State University to share resources. Recommendations to Council for the potential procurement of barricades to assist with safety for events forthcoming and will be included as a budget recommendation. Allegan County Sheriff's Department reported grant opportunities look bleak for this year; we will keep trying.

Cellular Service Discussions Continue with AT&T

City staff is working closely with AT&T and the Historical Society to work through the logistics of addressing the existing antenna within the radar dome. Separately, I am working with a painting contractor on the logistics of painting the dome. AT&T has presented preliminary plans for facilities at Mt. Baldhead. Continued discussions with the AT&T government liaisons to review install/service agreements, permitting and identifying easements. City legal has provided their red-line version of a lease agreement provided by AT&T, which has been provided to both Council and AT&T. Lease agreements are being collected from around the state, including monthly rental rates charged to telecom. This has the makings of an excellent private/public partnership and a fantastic repurposing of the tower. Discussions are occurring between City and AT&T regarding repair and paint of the dome. Discussions regarding an opportunity to leverage FirstNet for first responders and public safety professionals has begun. <https://www.firstnet.com/>

Parks and Public Works Update

The Village Square playground inspection is complete, and some structural repairs are needed. The Department of Public Works is managing the logistics of the necessary repairs. Attention remains on the following projects: playground/village square, Blue Star Trail multi-modal path (on your agenda), Airport Property, Mt. Baldhead and Park Street. The PPW Committee has organized study groups to perform "fact finding" to present to the PPW Committee. This is designed to be a bottom-up process with many opportunities for citizen input. Renderings of the proposed restroom and equipment facility are on your agenda for discussion and good feedback and request were received at the Council Workshop.

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

City/Township Managers continue to discuss the Asset Management Plan, along with our respective attorneys and engineers. The Tri-Communities have directly engaged with EGLE to ensure that our respective municipalities stay in compliance. KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. KLSWA has requested an extension from EGLE to provide the agreement. I've been sorting through historical water agreements in anticipation of the next phase of discussions. Discussions with City Council needed for collecting funds for long-term asset management.

Ongoing- Oval Beach Staffing and Operations

Compliments to staff on their excellent efforts and success in recruitment and staffing Oval Beach operations for the '23 season. Discussions on safety improvements, operational improvements, staff retention and recruitment continue.

City Hall

Work underway for exterior repairs, while noisy, everything appears to be on track for an early season completion.

Ongoing- Road Resurfacing (and utility) Projects

Road Project Kickoff meeting took place with City staff and engineer. Final bids for the street projects will be presented to Council at a future date. Road repairs will occur in fall '23.

Discussions continue with Allegan County Conservation District

Allegan Conservation District (ACD) conducted surveys for treating Hemlock trees for hemlock woolly adelgid (HWA). A reminder that they are willing to assist with other invasive species treatment in the area, including Phragmites on city owned property.

https://www.canr.msu.edu/news/invasive_phragmites_australis_what_is_it_and_why_is_it_a_problem

Old news- Dune Ridge Waterfront Update

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

Meetings

- Michigan Municipal Executive Advocacy Committee meeting
- Managers meeting to discuss KLSWA status
- AT&T Project Coordinator meeting
- AT&T potential WiFi meeting
- Engineer projects coordination meeting
- Arbor Day Meeting
- Beach management meeting with staff
- Parks and Public Works meeting
- Fireworks coordination for 4th of July

Items On Deck for Council

- Mt Baldhead Cellular Lease, first introduction
- Budget discussions
- Milfoil Treatment Proposal

Council-Manager form of Government Tid-bit

The manager is hired to serve the council and community and provide the benefits of training and expertise in administering local government programs and projects. The manager prepares the budget, hires and supervises staff, and serves as the council's chief advisor.



Planning, Zoning and Project Report

May 8, 2023

Planning and Zoning

- Prepared for and attended Historic District Commission meeting.
- Prepared for and attended Short Term Rental Task Force meeting.
- Joined City Manager in meeting with AT&T to discuss city Wi-Fi opportunities.
- Attended FEMA's floodplain development permitting webinar.
- Held numerous in person meetings with owners and applicants to discuss questions, concerns and options for their property.
- Completed planning and zoning casework as outlined in the chart below.

Planning and Zoning Casework

831 Holland St	Enforcement	Previous complaint about condition of the fence. Owner did not respond to recent correspondence about bringing fence into compliance this spring. Letter sent with timeframe for voluntary compliance or a civil infraction notice may be issued.
383 Dunegrass Circle	New Home	Claim of Appeal remains pending. Applicant submitted updated plans to EGLE for approval. EGLE issued approval.
726 Water St	Short Term Rental	Existing STR units. Renewing. Sent to Fire Department for inspection. Unit 2 failed. Sent reinspection invoice. Reviewed PUD history. Still awaiting results of re-inspection for Unit 2 and initial inspection for Unit 1. Followed up with agent on status as this has been outstanding for a lengthy period of time.
565 Weirich	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. No application in the system but payment received. Owner re-submitted application. Sent to Fire Department for inspection. Failed inspection. Sent reinspection invoice. Awaiting payment of fee and reinspection.
133 Butler St	Short Term Rental	STR application, renewing unit B. Application initially incomplete. Owner advised unit A is no longer an STR. Talked with agent and advised of required information in applications to process. Complete application received and sent to Fire Authority for inspection. Still pending.
865 Holland St	Addition to Duplex	HDC application received for an addition to duplex. Two family dwellings are not a permitted or special land use in the CR district. Structures with nonconforming uses cannot be enlarged or extended. Advised applicant. Answered applicant questions. Applicant submitted a use variance request. ZBA denied the variance request. Applicant will be pursuing HDC approval of siding, new windows and roof but removed the addition request. Will be heard at May HDC meeting.
201 Butler	New ATM	Request for a Huntington ATM outside drug store. Historic District application received. Scheduled for May meeting due to lack of quorum.

Planning and Zoning Casework Continued

449 Water St	Enforcement	Complaint that a large outdoor fireplace was not indicated on approved site plan. Reviewed site plan. No outdoor fireplace shown or mentioned. Reviewed consent judgement. Reviewed zoning regulations for site plans. Reviewed with legal. Sent owner an e-mail requesting amended site plan to review. Owner consulted with her attorney. City Attorney conversed with owner's attorney. Amended site plan application received and reviewed. Approval was denied due to the setback not being met. Owner submitted revised plans that are under review. Fire Department requested additional information.
615 Park St	Structural Improvements	Zoning permit application received for exterior wall, deck and foundation work. Some units will also receive interior re-builds due to water damage. Reviewed with legal and consultant. Advised applicants of issues related to substantial improvements in a floodplain, zoning, and current moratorium. Discussed further with applicant. Discussed market value questions with FEMA. Met in person with HOA president and applicant to discuss findings and options.
275 North	Land Division	Land division/lot line adjustment application received. No zoning concerns. Need neighbor to sign off on application due to boundary adjustment and copy of neighbor's tax certification. Requested applicant gather these items. Applicant still working on gathering requested items.
245 Spear	Rented ADU	Special land use application for a rented accessory dwelling unit. Planning Commission reviewed. The PC tabled the request to their next meeting and asked the applicant to provide additional information.
412 Mason	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection. Still pending inspection.
842 Lake #5	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Still pending inspection.

Planning and Zoning Casework Continued

647 Butler	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Scheduled for 6/2 due to ongoing renovations.
727 Butler	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Still pending inspection.
129 Griffith #12	Short Term Rental	STR application. Previous STR under new ownership. Applicant did not provide contact information of a local representative within 45 miles of the City. Requested update of application. Talked with applicant who will be submitting the requested information.
402 Elizabeth St	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Still pending inspection.
143 Van Dalson	Short Term Rental	STR application. Previous STR. Re-applying after previous fire. Sent to Fire Department for inspection. Failed inspection. Sent reinspection invoice. Still not paid. Re-sent invoice.
828 Park	Short Term Rental	STR application. New STR. Did not provide contact within 45 miles. Requested update to the application. Applicant provided agent info. Sent to Fire Department for inspection. Failed inspection. Sent reinspection invoice.
703 Pleasant	Short Term Rental	STR application to rent ADU. Previous STR several years ago. Requested further info from applicant on how they would like to rent ADU and advised of zoning ordinance requirements to rent ADU. Owner advised they wish to rent just the ADU and not the main home. Advised SLU approval required. Applicant applied for SLU approval. Will be heard at May Planning Commission meeting.
349 St. Joseph	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Failed inspection. Sent reinspection invoice.
237 Francis Apt B	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Still pending inspection.

Planning and Zoning Casework Continued

128 Van Dalson	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Still pending inspection.
141 North	Short Term Rental	STR application. Previous STR. New owner. Sent to Fire Department for inspection. Still pending inspection.
149 Griffith	Historic District Application	Historic District application for various work. Replacing siding, decks, fencing, windows, and doors. Repair and modify existing roof. Remove existing chimney, basement hatch, walk-in cooler, steps, shrubs and ivy. Add new deck and steps. Some work will also require separate zoning permit. Received additional requested items. Scheduled for May HDC meeting. Advised applicant zoning approvals will also be needed.
560 Mill	Encroachments/Fence	Written request to extend fence onto City property. Also received a complaint of hardscape in right of way and lack of parking along Simonson Dr. Reviewed history. Sent to legal for review as no prior formal approval for landscaping or hardscaping on city property and fencing can't be placed in right of way per zoning ordinance. Discussed with City Manager, City Attorney, City Engineer and insurance carrier. Homeowner asked to remove hardscape items from right of way. Met with homeowner and landscaper. Discussed options.
306 Butler	Sign Application	Sign application for a mural attached sign. Needed building frontage and other area of other signs to make a decision. Requested info from applicant and applicant provided further detail. Still under review. Decision will be issued soon on zoning interpretation.
660 Lake St	Historic District Application	Historic District application to replace windows, remove awnings and replace front door. Brick will be printed black. Will be heard at May HDC meeting.

Planning and Zoning Casework Continued

860 Mill	Enforcement	Complaint of hardscaping in the right of way along Simonson Dr and parking issues in area. Observed site. Found stone wall in the City right of way. Work occurred sometime after 2019. Was not permitted or licensed. Sent owner e-mail requesting hardscaping to be removed. Owner requested an in person meeting. Scheduled a meeting to discuss options.
439 Butler St	Sign Application	Sign permit application. Initial plans were not compliant. Applicant revised plans. Projecting sign pending revocable license agreement approval by City Council and copy of insurance.
333 Elizabeth	Short Term Rental	STR application. New STR. Did not provide contact within 45 miles. Requested info. Owner clarified they have other homes in area and will be contact. Sent to Fire Department for inspection.
132 Mason St	Expanded Outdoor Dining	Expanded outdoor dining area application for Round the Corner Ice Cream Shop. Updated insurance, food service license and fee needed to issue permit.
727 Butler	Historic District Application	Historic District application to replace windows, siding, and concrete steps, enclose porch, replace roof above back porch, and move kitchen window. Additional information requested from applicant. Scheduled for June 1 HDC meeting.
612 Lake St	Short Term Rental	STR application received. STR has a valid certificate through 7/20/25. Same owners on this application. Agent withdrew application.
449 Water St	Expanded Outdoor Dining	Temporary sidewalk seating application. Also received expanded outdoor dining area application for street seating. Sidewalk seating sent to Council for consideration of approving a revocable license agreement. Need fees paid to issue permit for the street.
201 Culver	Expanded Outdoor Dining	EODA was being installed without permit. Called business contact. Advised permit was needed before installation. EODA application and fee received.
350 Mason	Bed and Breakfast - Revised	Owner has made modifications to plans. Revised plans under review.

Planning and Zoning Casework Continued

312 St. Joseph	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
103 Butler	Enforcement	Observed a clothing rack outside. Appears to be on City sidewalk/ROW. E-mailed and talked with lessee of storefront. They believe placement of rack is on their property. They did not have a property survey. GIS shows property line stops where building is. Asked City Engineer for any surveys.
990 Ridgeview	Final Inspections	Final inspections completed. MTS issuing certificate of occupancy.
640/650 Water St	Inquiry	Questions about food trailers and zoning options. Consultant and I researching questions.
450 Culver	Historic District Application	Historic District permit application to repair tree damage. Under review.
313 St. Joseph	Zoning Permit	Zoning permit app for fencing. Other work unclear. Plans not submitted with application. Requested plans and survey.
246 Butler	Inquiry	Questions about zoning for this property. Answered question.
N/A	Inquiry	Questions about STR regulations and whether there may be potential changes. Advised of current regulations and STR Task Force.
242 Park St	Short Term Rental	STR application. New STR for ADU above garage. Requested further info from applicant on how they would like to rent ADU and advised of zoning ordinance requirements to rent ADU. Owner advised they wish to rent just the ADU and not the main home. Advised SLU approval required. Sent requirements, application, application deadline and fees. Applicant initially advised they wished to rent both home and ADU under a single contract but then withdrew the application.
787 Lake	Inquiry	Questions about permits needed for deck replacement. Provided resources for zoning and historic district.
128C Elizabeth (#12)	Short Term Rental	STR application. Previous STR re-applying. Sent to Fire Department for inspection. Passed inspection. STR certificate issued.

Planning and Zoning Casework Continued

138 West	Short Term Rental	STR application. Previous STR unit closed 5/9/22. New owner applying. Sent to Fire Department for inspection. Passed inspection. STR certificate issued.
239 Mary St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application. Passed inspection. STR certificate issued.
612 Holland	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection. Passed inspection. STR certificate issued.
651 Holland	Short Term Rental	STR application. Previous STR unit closed 8/20/21. New owner applying. Sent to Fire Department for inspection. Passed inspection. STR certificate issued.
890 Simonson	Inquiry	Questions about STRs in the area and work of the STR Task Force. Owner provided suggestions.
405 Park	Inquiry	Questions about adding decks. Discussed property history and current use. Provided resources.
127 Hoffman	Parking Signage Request	Historic District application received to add a board to the structure to attach the awning too. Historic District permit issued. Owner submitted a request for a 5 minute parking spot outside the business. Council denied. Applicant submitted reconsideration. City Manager suggested options. Answered questions about expanded outdoor dining application.
455 Culver	Minor Waterfront Construction	EGLE permit issued for dock extension and boat cradle lift. This would make dock 52'. Advised owner and agent that waterfront construction permit will be needed from city as well. Provided application. Applicant no longer desires to extend dock but wishes to add cradle boat lift. Reviewed minor waterfront construction application to install a cradle boat lift. Permit issued.
222 Butler	Sign Application	Sign permit application. Plans showed three attached signs, but only two allowed per frontage. Asked for revised plan and further detail. Revised plan was still not compliant with sign area. Another revised plan received and reviewed. Permit issued.

Planning and Zoning Casework Continued

311 Water St	Sidewalk Seating	Sidewalk seating application. Sent to Council for consideration of approving a revocable license agreement. Council approved. Agreement signed. Permit issued.
311 Water St	Sidewalk Seating	Sidewalk seating application. Sent to Council for consideration of approving a revocable license agreement. Council approved. Agreement signed. Permit issued.
322 Culver St	Expanded Outdoor Dining	Expanded outdoor dining area application for El Burrito Feliz. Needed food license and fee to issue permit. Fee and food license provided. Issued permit.
48 Water St	Inquiry	Met with the property owners to discuss the property, dock agreement for the Cook Park slips, and current waterfront development moratorium.
750 Pleasant	Fence Permit	Fence permit to install wooden fence along rear property line. Permit issued.
758 Pleasant	Fence Permit	Fence permit to install wooden fence along rear property line. Permit issued.
254 Francis	Inquiry	Inquiry about curb box and lateral for water service at property. Requested info from engineer. Information forwarded from engineer.
184 Park	Inquiry	Questions about prior variance approvals, driveway setbacks. Answered questions and provided resources.
329-339 Culver	Historic District Application	Roof and skylight replacement with same materials. Requested cut sheets for materials which were provided. Admin approval, same materials. HDC permit issued.
Various	Historic District Application	Outdoor Discovery Center submitted an HDC application for a temporary rain barrel installation with non-commercial artwork at various locations. Discussed with Chair for admin approval. HDC permit issued.
842 Lake #4	Short Term Rental	STR application. Previous STR unit. Sent to Fire Department for inspection. Applicant advised Fire Department he is selling property on 5/3 and does not wish to be inspected. STR application closed.

Planning and Zoning Casework Continued

594 Campbell	Enforcement	MTS advised footings did not meet setback requirement. Builder believed stakes were incorrectly placed. Discussed with legal. Issued stop work notice. Met builder and surveyor on site. Survey placed new stakes which shows prior stake was incorrect and setback is compliant. Stop work notice lifted. MTS notified.
755 State	Inquiry	Questions about water service line replacement. Requested details to be shared with City Engineer.
620 Butler St	Enforcement	Complaint of yard waste being placed on neighboring property. Also left a pallet in a parking space. Discussed with DPW Superintendent. DPW Superintendent to discuss complaint with homeowner.
997 Elizabeth	Inquiry	Call from the owner about neighbor parking in city right of way. Discussed his concerns and advised of options he could pursue.
Vine Street Cottages	Land Division	Lot split application received. Application was deemed incomplete. Continued reviewing in coordination with legal. Applicant was advised and provided further information to review. After review, further information was still needed and requested from applicant. Further information was provided and reviewed by legal. Legal opinion reviewed. Land division of lots 3, 4, 5 and 6 approved. Advised applicant of formal site plan review requirements when actual development occurs on the sites.
214 Butler	Enforcement	Complaint that Gina's Boutique placed clothing racks on the public sidewalk. No permit issued. A business may not display any merchandise, signs, banners, racks or tables in a public right-of-way, park or easement without first receiving a license from the city. Sent e-mail to owner educating them on the ordinance.
808 Park	Inquiry	Questions about power of attorney and ability to apply for minor waterfront construction. Asked for a copy of the POA. Reviewed with legal and provided a response.
143 West	Short Term Rental	STR application. New STR. Copy of Property transfer affidavit provided. Sent to Fire Department for inspection. Passed. Issued STR certificate.

Planning and Zoning Casework Continued

237 Francis Apt D	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Passed. Issued STR certificate.
339 Lucy	Short Term Rental	STR application. New STR. Single family home with two accessory structures. They wish to rent single family home and two accessory structures. Accessory structures don't meet dwelling requirements and accessory structures cannot be inhabited unless an ADU. Advised applicant only main home could be used for rental purposes. Applicant would like to proceed with just renting main house at this time. Sent to Fire Department for inspection. Passed inspection. Issued STR certificate.
841 Holland	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Passed. Issued STR certificate.
842 Lake St #11	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection. Passed. Issued STR certificate.
520 S. Maple St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application. Owner hasn't responded to Fire Authority message. Sent no inspection letter. Failed inspection. Reinspection invoice sent. Passed reinspection. Fee paid. STR certificate issued.
994 Holland St	New Shed and Patio	Zoning permit app received for new shed and patio. Needed supporting detail to support lot coverage. Requested info from applicant, provided definitions and also advised patio may not be within 3 ft of property line. Met with applicant to answer questions. Updated information and plan received. Permit issued.
612 Lake St	Short Term Rental	STR application received. STR has a valid certificate through 7/20/25. Same owners on this application. Asked agent if they wish to cancel application. Agent withdrew application. Mailed payment back.

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 04/24/2023:

Public Works Staffing:

Interviews are underway to fill the recently vacated Equipment Operator/Maintenance Worker position. The position was previously filled by Mike Wendt. A lunch celebration was held at the DPW garage to thank Mike for his years of service.

Oval Beach:

The well was turned on at Oval Beach which supplies water to the concession stand and restroom facilities. Staff went through the plumbing to ensure that all is operational. The restroom is now open for public use. Orientation for all employees will be held May 6th & 13th with CPR/AED training as well as some hands-on training.

Mulch:

70-80 yards of mulch was spread throughout city parks, facilities, and streetscaping. This was a combined effort between full-time staff, seasonal staff, and the Allegan County D.E.B.T.S. crew.

Culver Street 15 Minute Parking Signs:

Per the council's direction, the 15-minute parking signs were uninstalled along Culver Street. The signs were originally installed to assist local restaurant's abilities to efficiently manage takeout orders during the social distancing phase of the COVID-19 pandemic.

Arbor Day/Tree Planting:

DPW staff completed the planting of 17 trees within road R-O-W's, most of which were direct replacements of hazardous trees that had been removed last winter. For Saugatuck to receive Tree City USA status, an Arbor Day tree planting celebration took place downtown along Mason Street.

Catch Basin Cleaning:

Each spring, Public Works staff performs a visual inspection of each catch basin within the City to determine which needs to be cleaned out. Once the list was compiled, Plummer's Environmental was contracted to do the cleaning which was completed last week. This year we had approximately 34 catch basins cleaned out, which is critical to keep the City's stormwater sewer system functioning properly.

JARS Cannabis Community Engagement Event:

JARS Cannabis reached out to the City for a volunteer opportunity this spring. The Public Work Department was able to provide the volunteer team with gloves, trash bags, and disposal so the team could collect trash off the Oval Beach and Saugatuck Harbor Natural Area. The event was slated for Monday May 1st from 9:00am to noon, however, due to inclement weather the event will be rescheduled.

Annual Junk Collection:

Residents, property owners, and business owners were able to take advantage of the City's annual spring junk collection program. Junk was set out near the curb where DPW staff could collect and

dispose of unwanted household goods. This year, staff collected x4 40-yard dumpsters worth of material.

Beach Cleanup Station and Fishing Line Disposal Containers:

Free of cost to the City, the Allegan Conservation District (ACD) was able to offer and provide a beach cleanup station and fishing line disposal containers. Material and installation were funded through a grant that the ACD had been awarded. The beach cleanup station is being installed this week at the north end of the Oval Beach and will be equipped with small buckets and trash picker tools. The fishing line receptacles are being installed in subtle locations at Willow, Coghlin, Wick’s, Mt. Baldhead, and Oval Beach Parks.

*Photo was taken at Douglas Beach but is representative of what we’ll get at Oval Beach once Complete:



*Willow Park



Meetings:

- **04/24/2023** – DPW Weekly Goals Meeting
- **04/24/2023** – City Council Meeting
- **04/25/2023** – Parks and Public Works Committee Meeting
- **04/27/2023** – Oval Beach Management Meeting
- **04/28/2023** – DPW Weekly Goals Follow Up Meeting
- **05/01/2023** – DPW Weekly Goals Meeting
- **05/04/2023** – PPW Park Street Study Group Meeting
- **05/05/2023** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck
Status Report of Engineering Activities
May 4, 2023**

General Consultation

- Olde Mill Apartments Water Service: This work could be combined with other work on Maple Street or the Drinking Water State Revolving Fund project.
- City Hall Exterior Renovations: Pre-construction activities are underway. Work is anticipated to begin soon.
- Mason Street and Oval Beach Drainage Improvements: The areas are prepped and Scott is getting quotes for the asphalt work.
- 2023 Asphalt Repairs: The project is currently out for bids. Bids are due May 11 to be considered at the May 17 workshop and May 22 council meeting. Bids have been requested based on a completion date prior to the 4th of July holiday.
- 2023 System-wide Pavement Markings: The project is currently out for bids. Bids are due May 11 to be considered at the May 17 workshop and May 22 council meeting. Bids have been requested based on a completion date prior to the 4th of July holiday.
- 2023 System-wide Crack Sealing: The project will be out for bids soon with a June 21 due date. The work will take place in September/October.

Blue Star Highway Bridge Navigation Lighting

- Coordinating a meeting to discuss rebidding process.

EGLE Drinking Water State Revolving Fund

- The draft Project Plan is nearly complete to be on public display for 15 days prior to a public hearing at the May 22 council meeting.
- The final project priority list is anticipated to come out in the fall. If the project is funded, design would begin in late 2023 or early 2024 for construction to begin in late 2024 or early 2025.

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

- Reconstruction of the north end of Maple Street (lift station to North Street) was added to obtain pricing.
- Preliminary design is complete and the EGLE floodplain permit application has been submitted.
- Design and permitting is anticipated to be completed soon for bidding in late spring or early summer and construction in fall 2023 (after Labor Day to mid-November).

Mt. Baldhead Conceptual Planning

- Attended a Parks & Public Works Committee meeting to kick off dialogue. We are working on a plan for a public workshop to begin soliciting community input.

Mt. Baldhead AT&T Project Assistance

- Providing design support to the AT&T team as needed for the restroom building. The current design direction is the twin pod concept with aesthetics similar to the museum building.

- Completed conceptual renderings of the building, using the museum building as the basis for design of the exterior aesthetics.
- Based on conversations to date, we anticipate that we will be providing design assistance for the restroom building and take the lead in obtaining the EGLE/USACoE Critical Dunes permitting for the overall project.

Airport and Landfill Property Environmental

- Collected background data from various sources, including the City records.
- Field work is in process.

Vendor Name	Description	Amount
1. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
2. AT&T MOBILITY	CELL PHONES	172.18
	CELL PHONES	171.62
	TOTAL	343.80
3. BELL EQUIPMENT CO	STREET SWEEPER	683.84
4. CAPITAL ONE	SUPPLIES	541.91
5. DO IT CORPORATION	OVAL BEACH PASSES	829.40
6. ETNA SUPPLY	SUPPLIES	567.74
7. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	4,866.50
	LEGAL FEES ZONING	7,769.00
	LEGAL FEES CLERK	88.00
	LEGAL FEES COUNCIL	2,223.00
	LEGAL FEES EMPLOYMENT	421.50
	LEGAL FEES FOIA	528.00
	LEGAL FEES MANAGER	504.00
	LEGAL FEES LAWSUIT	61,252.87
	LEGAL FEES ELECTRICAL	815.50
	LEGAL FEES PLANNING	5,806.45
	LEGAL FEES WATER SEWER	2,580.00
	TOTAL	86,854.82
8. FIRST BANK CARD	SUPPLIES, OVAL & TRAINING	3,130.81
9. FRONTIER	DPW GARAGE	217.24
	OVAL BEACH	82.08
	TOTAL	299.32
10. GREAT LAKES ORNAMENTALS	PARKWAY TREES	2,120.00
11. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	714.00
12. K&R TRUCK SALES INC	TRUCK MAINTENANCE	997.86
13. MERS	RETIREMENT	4,496.45
14. MICHIGAN WOOD FIBERS	PARK MULCH	1,430.00
15. MINER SUPPLY CO	SUPPLIES	4,892.70
16. MOSAIC PROPERTIES	STREET CUT REFUND	1,099.20
17. OUTDOOR DISCOVERY CENTER	PLAYGROUND INSPECTION	550.00
18. PLUMMER'S ENVIRONMENTAL SERVICES IN	STORM SEWER CLEANING	5,070.00
19. RATHCO SAFETY SUPPLY CO	SIGNS	550.00
	SIGNS	824.00
	TOTAL	1,374.00
20. REPUBLIC SERVICES	TRASH	1,808.08

Vendor Name	Description	Amount
	JUNK PICK UP	150.00
	TOTAL	1,958.08
21. RICOH USA INC	COPIER LEASE	459.02
22. SAUGATUCK FIRE	RENTAL INSPECTIONS	1,000.00
23. SAUGATUCK TOWNSHIP	5 YEAR PARK PLAN	105.00
24. SHARE CORPORATION	SUPPLIES	428.95
25. SHELL	GASOLINE & DIESEL	120.89
26. SHIVER ME TIMBERS LLC	STUMP GRINDING	282.75
27. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.20
28. STANDARD INSURANCE COMPANY	INSURANCE	389.13
29. TODD WENZEL GMC	2023 GMC PICK UP	43,773.85
30. VALLEY CITY LINEN INC	SHOP TOWELS	88.99
TOTAL - ALL VENDORS		168,447.21
FUND TOTALS:		
Fund 101 - GENERAL FUND		120,141.09
Fund 202 - MAJOR STREETS		1,172.56
Fund 203 - LOCAL STREETS		810.83
Fund 661 - MOTOR POOL FUND		46,322.73

05/03/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2023 - 04/30/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
04/10/2023	17197	BOAT LIFTS UNLIMITED INC	BOUY INSTALLS & REMOVALS	990.00
04/10/2023	17198	DISCOUNT LOCK & DOOR SERVICES LLC	OVAL REPAIRS	365.00
04/10/2023	17199	GIL- ROY'S HARDWARE	GRASS SEED	228.58
04/10/2023	17200	IHLE AUTO PARTS	SUPPLIES	722.09
04/10/2023	17201	MASON LAWN & SNOW	PARTS	275.84
04/10/2023	17202	MILL POND REALTY INC	OVERPAYMENT	60.00
04/10/2023	17203	OVERISEL LUMBER COMPANY	SUPPLIES	1,601.78
04/10/2023	17206	SAUGATUCK DRUG	SUPPLIES	10.79
04/10/2023	17207	SHIVER ME TIMBERS LLC	STUMP GRINDING	1,428.00
04/10/2023	17208	SUPERIOR ASPHALT INC	ASPHALT COLD PATCH	620.00
04/10/2023	4575(E)	AMERICAN BOTTLING COMPANY	BOTTLED WATER	1,620.00
04/10/2023	4576(E)	CAPITAL ONE	SIDEWALK SALT & SUPPLIES	807.68
04/10/2023	4577(E)	CONSUMERS ENERGY	ELECTRIC	3,202.20
04/10/2023	4578(E)	FIRST BANK CARD	TRAINING, PARKS & SUPPLIES	4,188.93
04/10/2023	4579(E)	FRONTIER	DPW GARAGE	217.24
04/10/2023	4580(E)	FRONTIER	OVAL BEACH	82.08
04/10/2023	4582(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	502.93
04/10/2023	4583(E)	MICHIGAN GAS UTILITIES	BUTLER ST TOILETS	163.97
04/10/2023	4584(E)	MICHIGAN GAS UTILITIES	CITY HALL	142.96
04/10/2023	4585(E)	VALLEY CITY LINEN INC	SHOP TOWELS	50.00
04/10/2023	4586(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
04/10/2023	4587(A)	LORRIE PASTOOR	CLEANING SERVICES	120.00
04/10/2023	4588(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	434.65
04/10/2023	4589(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	250.00
04/10/2023	4590(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.20
04/10/2023	4591(A)	STERNBERG LIGHTING	LIGHTS	246.00
04/10/2023	4592(A)	STREAMLINE DESIGN.COM LLC	SOCIAL DISTRICT SIGNS	609.75
04/10/2023	17204	SAUGATUCK DOUGLAS ART CLUB	MAYOR'S AWARD	200.00
04/10/2023	17205	SAUGATUCK DOUGLAS GARDEN CLUB	DOWNTOWN FLOWERS	1,500.00
04/10/2023	4581(E)	GATEHOUSE MEDIA MICHIGAN HOLDINGS I	PUBLISHING	388.25
04/14/2023	DD6006(A)	BOUWMAN, CHAD	PAYROLL	1,262.58
04/14/2023	DD6007(A)	CUMMINS, RYAN	PAYROLL	2,099.57
04/14/2023	DD6008(A)	HARDY, CODY	PAYROLL	1,400.01
04/14/2023	DD6009(A)	HEISE, RYAN	PAYROLL	3,464.35
04/14/2023	DD6010(A)	HERBERT, SCOTT	PAYROLL	1,852.30
04/14/2023	DD6011(A)	KERRIDGE, ADAM	PAYROLL	1,435.40
04/14/2023	DD6012(A)	MACK, ELLIS	PAYROLL	1,281.38
04/14/2023	DD6013(A)	MARTIN, DANNY	PAYROLL	339.19
04/14/2023	DD6014(A)	STANISLAWSKI, PETER	PAYROLL	1,351.04
04/14/2023	DD6015(A)	WENDT, MICHAEL	PAYROLL	1,474.26
04/14/2023	DD6016(A)	WILLIAMS, SARA	PAYROLL	1,514.38
04/14/2023	DD6017(A)	WOLTERS, JAMIE	PAYROLL	1,751.24
04/14/2023	EFT1671(E)	ALERUS	PAYROLL	3,288.26

05/03/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2023 - 04/30/2023				
Check Date	Check	Vendor Name	Description	Amount
04/14/2023	EFT1672(E)	EXPERT PAY	PAYROLL	139.54
04/14/2023	EFT1673(E)	MERS HYBRID	PAYROLL	2,127.35
04/14/2023	EFT1674(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,480.76
04/25/2023	17209	COMMERCIAL RECORD	PUBLISHING	392.00
04/25/2023	17211	GLASS ENTERPRISE AUTO GLASS INC	TRUCK WINDOW REPAIR	216.80
04/25/2023	17215	WONDERLAND TIRE COMPANY	TIRE	367.99
04/25/2023	4596(E)	MERCHANTS BANCARD NETWORK	CREDIT CARD FEES	283.39
04/25/2023	4597(E)	NET2PHONE INC	TELEPHONES	209.25
04/25/2023	4598(E)	RICOH USA INC	COPIER LEASE	127.97
04/25/2023	4599(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,019.60
04/25/2023	4600(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	2.94
04/25/2023	4601(A)	BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPO	1,125.00
04/25/2023	4602(A)	CHIPS GROUNDCOVER LLC	TOP SOIL	674.33
04/25/2023	4603(A)	DETROIT SALT COMPANY	ROAD BULK SALT	6,774.59
04/25/2023	4604(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES LAWSUIT	110,128.55
04/25/2023	4605(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES ROADS	25,440.30
04/25/2023	4606(A)	HOLLAND P.T.	REPAIRS	164.35
04/25/2023	4607(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,250.00
04/25/2023	4608(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	3,022.07
04/25/2023	4609(A)	K&R TRUCK SALES INC	WIND SHIELD	939.75
04/25/2023	4610(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	575.00
04/25/2023	4611(A)	RIETH-RILEY CONSTRUCTION CO.	ASPHALT	241.50
04/25/2023	4612(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	1.22
04/25/2023	4613(A)	SAUGATUCK FIRE	INSPECTIONS	14,747.51
04/25/2023	4614(A)	SISTERS IN INK	CITY HALL SIGNS	102.24
04/25/2023	17210	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	2,140.43
04/25/2023	17212	KEPPEL'S LOCK & SAFE CO.	DPW BUILDING	115.00
04/25/2023	17213	MACATAWA BANK	ROAD BOND PAYMENT	18,619.25
04/25/2023	17214	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	18.22
04/25/2023	4593(E)	COMCAST	TELEPHONES & INTERNET	193.40
04/25/2023	4594(E)	JOHN DEERE FINANCIAL	PARTS	42.90
04/25/2023	4595(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	2,624.29
04/28/2023	DD6018(A)	BOUWMAN, CHAD	PAYROLL	1,302.58
04/28/2023	DD6019(A)	CUMMINS, RYAN	PAYROLL	2,468.47
04/28/2023	DD6020(A)	DOMBROSKI, NANCY	PAYROLL	771.79
04/28/2023	DD6021(A)	GOODRICH, RICHARD	PAYROLL	565.39
04/28/2023	DD6022(A)	HARDY, CODY	PAYROLL	1,388.81
04/28/2023	DD6023(A)	HEISE, RYAN	PAYROLL	3,464.35
04/28/2023	DD6024(A)	HERBERT, SCOTT	PAYROLL	1,860.53
04/28/2023	DD6025(A)	KERRIDGE, ADAM	PAYROLL	1,961.83
04/28/2023	DD6026(A)	MACK, ELLIS	PAYROLL	1,290.24
04/28/2023	DD6027(A)	MARTIN, DANNY	PAYROLL	558.97
04/28/2023	DD6028(A)	STANISLAWSKI, PETER	PAYROLL	1,351.05
04/28/2023	DD6029(A)	WENDT, MICHAEL	PAYROLL	1,514.27
04/28/2023	DD6030(A)	WILLIAMS, SARA	PAYROLL	1,514.38

05/03/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2023 - 04/30/2023				
Check Date	Check	Vendor Name	Description	Amount
04/28/2023	DD6031(A)	WOLTERS, JAMIE	PAYROLL	1,751.23
04/28/2023	EFT1675(E)	ALERUS	PAYROLL	3,277.24
04/28/2023	EFT1676(E)	EXPERT PAY	PAYROLL	139.54
04/28/2023	EFT1677(E)	MERS HYBRID	PAYROLL	2,129.63
04/28/2023	EFT1678(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,995.77
04/28/2023	EFT1679(E)	MERS	PAYROLL	4,481.80
04/28/2023	EFT1680(E)	MI DEPT OF TREASURY	PAYROLL	2,205.13
04/30/2023	4615(E)	AT&T MOBILITY	CELL PHONES	172.18
04/30/2023	4616(E)	MERS	RETIREMENT	4,496.45
Total of 97 Checks:				323,356.50
Less 0 Void Checks:				0.00
Total of 97 Disbursements:				323,356.50



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 5/8/2023

SUBJECT: Sidewalk Seating Request – Wicks Park Bar and Grill

DESCRIPTION:

Christine Pierce, owner of Wicks Park Bar and Grill (WPBG LLC), has submitted the attached application and sketch plan to place 10 tables, 12 chairs, and rope barrier on the public right of way adjoining the property. Ms. Pierce advised the tables and chairs will be in place from May through October.

WPBG LLC has had a revocable license agreement in past years for a similar seating arrangement. Due to Michigan Liquor Control Commission requirements, WPBG LLC would like a rope barrier to be placed around the seating along Mary St. City staff has received a prior complaint about this rope barrier impeding passenger egress from the parking spots along Mary St. Ms. Pierce is proposing to place the rope five feet away from the curb so passengers can exit vehicles without problems.

Attached is a Revocable License Agreement that would allow for Wicks Park Bar and Grill to have temporary restaurant seating within and on the sidewalk until November 1. The use of the public street is being handled under a separate permit process.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

On March 27, City Council approved continued flexibility and staff discretion for temporary expanded outdoor dining during the 2023 spring/summer/fall tourist season. Ms. Pierce understands after November 1, 2023, all city codes, including zoning, will have to be followed.

LEGAL REVIEW:

The City Attorney reviewed revocable license agreement language for restaurant seating in the public right of way.

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for temporary restaurant seating within and on the sidewalk for Wicks Park Bar and Grill (WPBG LLC).



Temporary Sidewalk Restaurant Seating

2023

LOCATION INFORMATION **APPLICATION NUMBER** _____

Business Address 449 Water Parcel Number _____

APPLICANTS INFORMATION

Name Christine Murphy Address / PO Box PO Box 58
 City Saugatuck State MI Zip 49453 Phone 231-272-4296
 Interest In Project OWNER E-Mail Christine@ricksport.com
 Signature [Signature] Date 4/11/22

SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____
 City _____ State _____ Zip _____ Phone _____
 E-Mail _____

SAME

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature _____ Date _____

BUSINESS PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District C2 Current Use BAR/REST.
 Check all that apply: Waterfront Dunes Vacant

DESCRIPTION (LOCATION OF TABLES, NUMBER OF CHAIRS, HOURS OF OPERATION, DURATION OF OPERATION)

Outdoor Seating Under Awning
5 tables - see drawing
2 picnic tables 3 tables with 4 chairs

STANDARDS AND APPLICATION REQUIREMENTS

Please submit a scaled drawing showing the following:

- | | | | |
|-------------------------------------|--------------------------|--------------------------|---|
| Y | N | NA | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled drawing showing the location of the proposed seating, |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sidewalk surface materials |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adjacent Property lines, |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Curb-line and crosswalks, |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Obstructions including but not limited to trees, tree pits, signs, fire hydrants, benches, or similar features within 25 feet of proposed seating area. |



Temp. Sidewalk Restaurant Seating

Application # _____

Please note that the restaurants with outdoor seating within the right of way shall be required to meet the following standards to receive temporary approval and before any tables or chairs can be placed within the public right-of-way.

- (1) Tables, chairs, or similar features shall not have display signage or emblems representative of the restaurant;
- (2) Outdoor seating area shall be on a fully improved surface of concrete, paver brick, or similar solid material.
- (3) If alcohol is served, area shall meet all applicable local, state, and federal regulations;
- (4) Tables must be removed from the public right-of-way when restaurant is not open;
- (5) A 5-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction;
- (6) An approved revocable usage license, issued by the City, and liability insurance shall be obtained before any tables can be placed within the right of way;
- (7) No accessory features, including but not limited to garbage cans, service stations, fencing, or similar features shall be permitted within the public right-of-way;
- (8) Seating shall be arranged to not interfere with pedestrian travel or the opening of car doors and shall be located between the front of the business and the edge of the curb;
- (9) No outdoor seating within the public right of way shall be permitted between November 1 and April 1; and
- (10) Per the moratorium approved by City Council, temporary approval may be granted for six months, or until amendments to the City Code regarding the use of public sidewalks by adjacent properties are effective, whichever occurs first. Applicants will need to seek full approval as required by the Zoning Code following the expiration.

OFFICE USE ONLY:
 Application Complete _____ \$25 Fee Paid _____ Date Paid _____
 Reviewed By _____ Approval Granted _____ Date of Approval _____
 Notes: _____



7 of 10

MARY STREET

Rope

Rope

Handicap

5 ft

16

Handicap

Ratio Sidewalk Cafe APP -



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/25/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Waterstone Insurance Agency P.O. Box 0975 Muskegon, MI 49443-0975 Stephon P. Vanderwater 231-726-4046		CONTACT NAME: Stephon P. Vanderwater PHONE (A/C, No, Ext): 231-726-4046 E-MAIL ADDRESS: spv@waterstoneinsurance.com FAX (A/C, No): 231-726-4294	
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURER A: Property Owners Insurance Co.		32905	
INSURER B: Midwest Employers Casualty Co.			
INSURER C:			
INSURER D:			
INSURER E:			
INSURER F:			

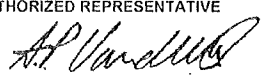
INSURED
 Wicks Park Bar & Grille
 Boat House Acquisition, Incdba
 P.O Box 58
 Saugatuck, MI 49453

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		16152362	05/04/2023	05/04/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WICKS-R	01/01/2023	01/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Sidewalk Encroachment

CERTIFICATE HOLDER City of Saugatuck PO Box 86 102 Butler Street Saugatuck, MI 49453		CITYSAU		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
				AUTHORIZED REPRESENTATIVE 	

LICENSE NO.

SFE0303063176

ISSUED BY THE MI DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT TO OPERATE A FOOD SERVICE ESTABLISHMENT UNDER THE PROVISIONS OF THE MICHIGAN FOOD LAW BEING ACT 92 OF THE PUBLIC ACTS OF 2000

449 WATER ST SAUGATUCK MI 49453

IS GRANTED TO: CHRISTINE MURPHY PIERCE

WICKS PARK BAR & GRILLE
PO BOX 58
SAUGATUCK MI 49453



STATE OF MICHIGAN

EXPIRES: 04/30/2023

THIS LICENSE IS NOT TRANSFERABLE AS TO PERSON OR PLACE. NOTIFY THE LOCAL HEALTH DEPARTMENT PRIOR TO CHANGE OF OWNERSHIP. (SECTION 4123)

RESTRICTIONS OR CONDITIONS:

DIRECT INQUIRIES TO: ALLEGAN COUNTY DEPT 0303
OPERATOR COPY FAILURE TO POST IN A CONSPICUOUS PLACE IS A MISDEMEANOR SECTION [A119] FL-210 (9/2012)

REVOCABLE LICENSE AGREEMENT

FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

THIS AGREEMENT is made this ___ day of _____, 2023, by and between the CITY OF SAUGATUCK, (hereinafter “City”) a municipal corporation located in Allegan County, Michigan; and Wicks Park Bar and Grille (WPBG LLC), (hereinafter “Licensee”).

Recitals

- A. Licensee has ownership interest in real property located at 449 Water Street, in the City of Saugatuck, further described as PP No. 03-57-300-068-00. A restaurant is operated on the property.
- B. Licensee desires to place 10 tables, 12 chairs, and rope barrier within and on the public sidewalk adjoining the property, to be utilized in conjunction with the restaurant.
- C. The public sidewalk is under the control and jurisdiction of the City and the City is amenable to granting a revocable license to Licensee for the purposes described herein, subject to the terms of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, it is agreed as follows:

Agreement

1. The parties affirm that the recitals set forth above are correct, form an integral part of this Agreement and are incorporated by reference.
2. The City grants to the Licensee, and the Licensee accepts from the City, a non-exclusive, revocable license to place and utilize the number of tables and chairs set forth above within and on the public sidewalk directly adjacent to the Licensee’s property, in the precise location shown on the attached sketch plan, marked as Exhibit A (the “Licensed Premises”) subject to the terms and conditions of this Agreement. Without limiting the foregoing, the placement and use of the seating and tables shall not obstruct or interfere with a five (5) foot wide path on the improved sidewalk, which path shall be continuously maintained for pedestrian travel.
3. The Licensee acknowledges and agrees that Licensee has inspected the Licensed Premises and has determined such premises to be in a satisfactory condition and that the Licensee's entry upon and use of the Licensed Premises constitutes acceptance of the Licensed Premises on an "as is" basis. The City makes no representations or warranties as to the condition of the public right-of-way, the suitability of the use of the Licensed Premises proposed by Licensee, or any physical or other condition. The City will have no liability or responsibility for upkeep, maintenance, or any other action with regard to personal property located on the Licensed Premises or the Licensed Premises as a result of this Agreement. Licensee will comply with all applicable

ordinances, laws, and regulations governing the same and will keep personal property placed thereon in neat and clean condition, reasonable wear and tear excepted.

4. This Agreement is subject, without limitation, to the following general restrictions:
 - A. The use of the personal property on the Licensed Premises shall not be conducted in such a way as to become a public nuisance; and Licensee's use of the Licensed Premises shall not interfere with traffic or circulation on any adjoining streets, alleys, sidewalks or public open-space areas.
 - B. The Licensee is responsible for maintaining, in a clean and safe condition, the personal property as well as the Licensed Premises.
 - C. The personal property shall only be located in that area expressly designated on Exhibit A.
5. This Agreement shall not authorize the use or placement of any other personal property within or on the Licensed Premises, including, but not limited, to signage, fencing, trash cans, service stations, or features except those items referenced in Recital B above.
6. The Licensee shall hold the City and its officers, employees, and agents harmless from, and defend and indemnify them against, any and all claims or lawsuits seeking recovery for damage or injury, including death, and against any other legal proceedings instituted against any of them, directly or indirectly, arising from the use or placement of the tables and chairs within and on the public sidewalks or from the City's permitting the Licensee to install and maintain such encroachment, regardless of whether the Licensee or any of its officers, employees, or agents are negligent. The obligations of the Licensee under this paragraph shall survive the termination of this Agreement for a period of three years.
7. The license granted by this Agreement shall expire on November 1, 2023. Notwithstanding the foregoing, the license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee 15 days written notice of intent to revoke. Upon written notice to Licensee, mailed by regular mail to the Licensee at the property Licensee's address of record (PO Box 58, Saugatuck, MI 49453), Licensee shall forthwith remove the tables, chairs and rope barrier from within the City right-of-way. In the event the license is revoked, neither Licensee nor its successors or assigns shall be entitled to any compensation
8. Any food service shall conform to applicable local, county, state, and federal laws, regulations, licensing requirements, and standards, subject to any limits imposed in this license.
9. The Licensee shall obtain, continuously maintain for the duration of this Agreement, and provide the City prior to execution of this Agreement, and from time to time thereafter, with proof acceptable to the City Manager of commercial general liability

insurance coverage, naming the City as an additional insured party. Such insurance shall have an initial limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Said insurance must contain comprehensive coverage to insure against any and all claims arising out of or attributable to the encroachment of the tables and chairs into the Licensed Premises or other public right-of-way, regardless of whether the Licensee or any of its officers, employees, or agents are negligent in any manner. The certificate of insurance must contain an unqualified guarantee that the City will be provided with 30 days prior written notice of cancellation, termination, non-renewal, or material change in coverage of the insurance policy provided. If the Licensee fails to maintain the required insurance in force, the City may, at its option, obtain such insurance at its own expense and bill the costs of the same to the Licensee, which costs the Licensee agrees to promptly pay.

10. In no event shall the City be responsible for loss or damage to improvements or personal property owned by the Licensee or its invitees or employees and located on the Licensed Premises, which are caused by fire, theft, loss, vandalism or other casualty.
11. The failure of either party to enforce any covenant or condition of this Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this License. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing.
12. Licensee acknowledges and agrees that the City is the owner of the Licensed Premises, that the license granted under this Agreement involves the permission to enter and use property which is a public right of way, that the public's rights are paramount, and that the Licensee's use under this license may not interfere with the public's rights to the reasonable use of the Licensed Premises. Licensee further acknowledges that its use of the Licensed Premises does not constitute any title, claim of right, or other interest in the Licensed Premises.
13. Violations of a term of this Agreement by Licensee shall result in the suspension of Licensee's rights hereunder with 24-hour notice to Licensee.
14. This license is personal with the Licensee and does not run with the land. This license shall not be assigned or transferred in any manner by the Licensee to any other person or business entity. The City, in its sole discretion, may authorize the assignment or transfer of this license to a third party by amendment to this Agreement or by a separate license 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: _____

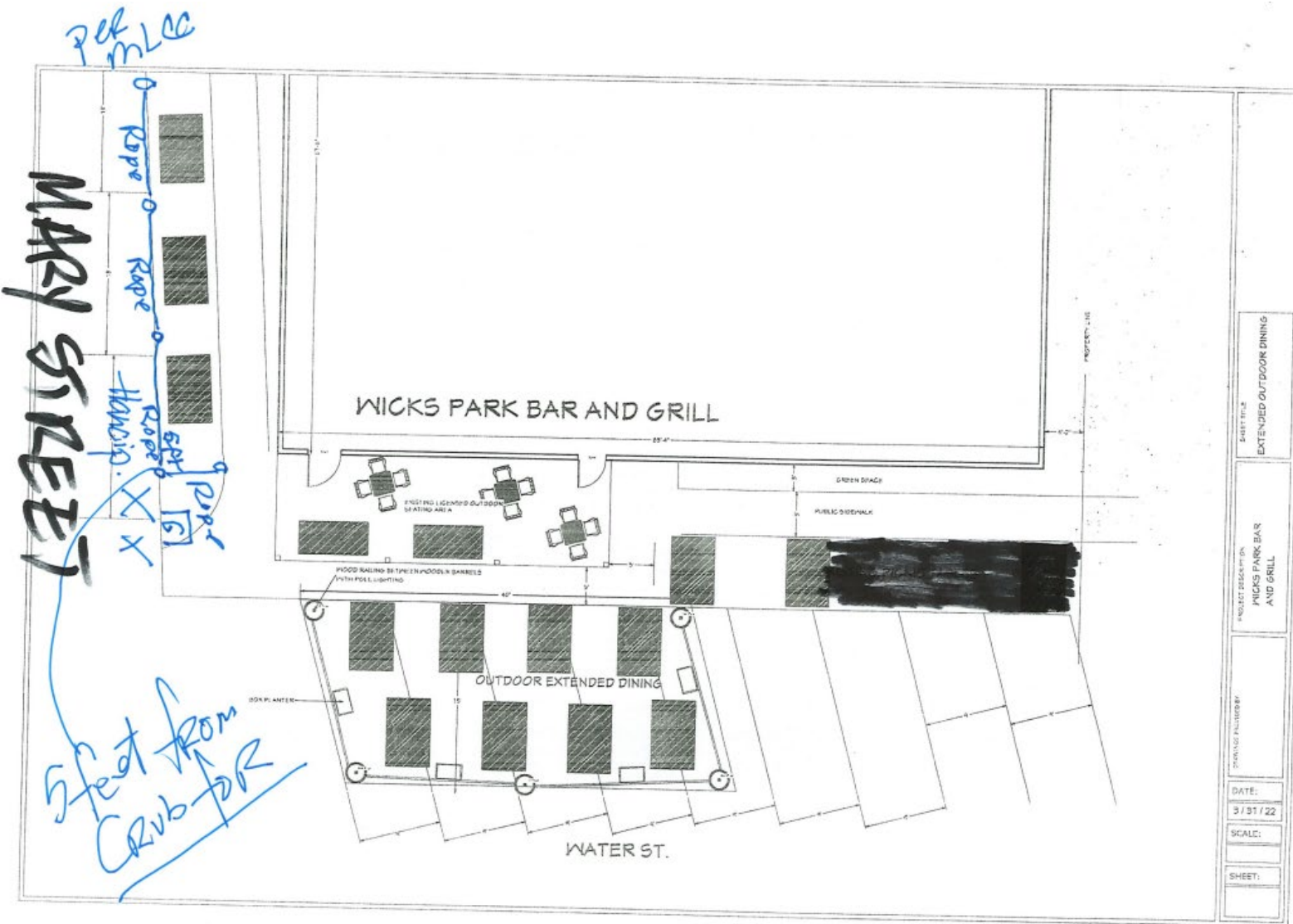
Its: _____

_____, a _____

By: _____

Its: _____

EXHIBIT A



-Patio Sidewalk Cafe APP-



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 5/8/2023

SUBJECT: Book Nook – Right of Way Signage Request

DESCRIPTION:

Cheryl Whitfield of The Book Nook of Saugatuck, LLC has submitted an application to install a six square foot projecting sign. There will be at least seven feet of clearance below the sign. The sign will encroach into the City right of way (sidewalk).

The zoning ordinance requires the following:

154.141(L)(2) Any new permanent signs within the public right-of-way shall obtain City Council approval prior to erection. Signs shall not create a traffic vision obstruction, pedestrian traffic obstruction, or prevent the general accepted use of the public right-of-way.

Attached is a Revocable License Agreement that would allow for The Book Nook to have a projecting sign that encroaches into the City right of way.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

The City Attorney reviewed revocable license agreement language for signs in the public right of way.

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for a sign in the public right-of-way for The Book Nook of Saugatuck, LLC.

REVOCABLE LICENSE AGREEMENT
REGARDING SIGN IN THE RIGHT-OF-WAY

THIS AGREEMENT is made this _____ day of _____, 2023, between the CITY OF SAUGATUCK (the “City”) a Michigan municipal corporation located in Allegan County, Michigan, and THE BOOK NOOK OF SAUGATUCK, LLC, a Michigan limited liability company with leasehold interest in real property commonly known as 439 Butler Street, Saugatuck MI 49453, P.P. No. 57-300-064-00 (the “Licensee”).

Recitals

- A. Licensee has leasehold interest in real property located at 439 Butler Street in the City, further described as P.P. No. 57-300-064-00 (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 an approximately six square foot projecting sign in the City’s right-of-way with at least seven feet of clearance below the sign (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 Butler 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 Butler 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 450 Spear Street, 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 Michigan municipal corporation

By: _____

Its: _____

By: _____

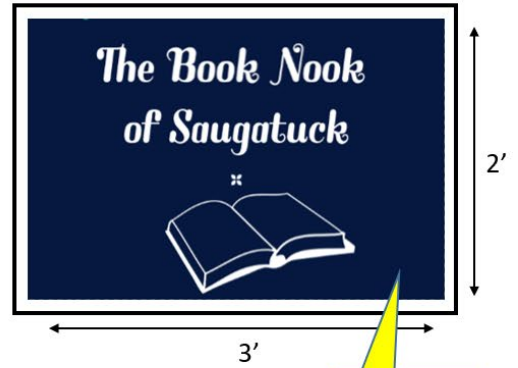
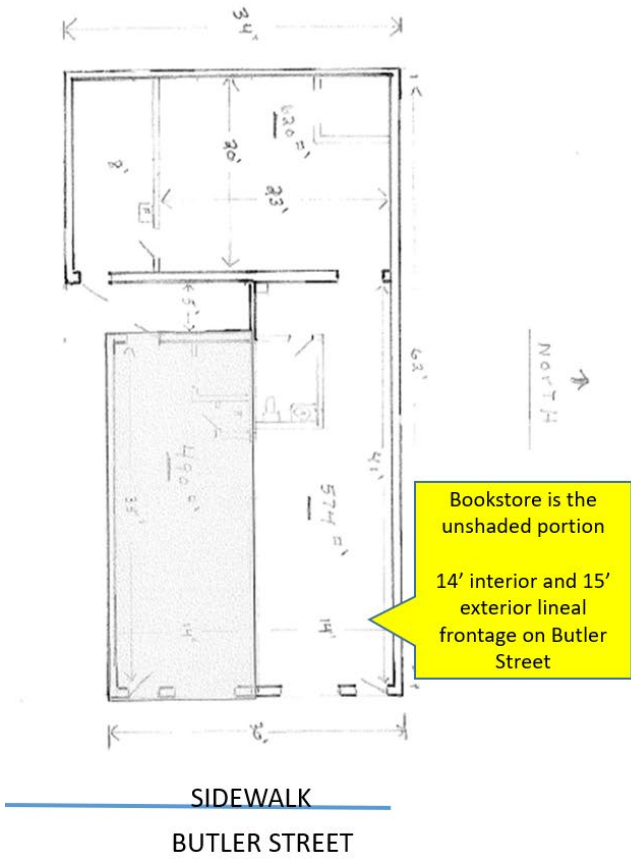
Its: _____

The Book Nook of Saugatuck, LLC, a Michigan limited liability company

By: _____

Its: _____

Exhibit A



Sign will be made out of aluminum or foam



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 5/3/23

SUBJECT: Summer Events

DESCRIPTION:

Many thanks to your Saugatuck City team for facilitating special events. Please see the attached list of events received year to date (YTD).

Upcoming events:

- The **Memorial Day Parade** event has been reviewed and approved by City staff. Much appreciation for our Veterans who fought and served, and for those who continue to do so. Barricades for road closures will be managed in cooperation with the Saugatuck Douglas Fire Department.
- Of importance, please note that the **4th of July** events include arrangements for the parade, however fireworks are in limbo. With the shifting dynamics of volunteerism and the need for stronger Saugatuck City economic advocacy; the City staff will do its best to locate a vendor and sponsors (traditional vendor no longer available due to shortage of staff). Timing is poor, due to the necessity of permits from Coast Guard and Department of Natural Resources.
- Lacking in the City of Saugatuck is a strong economic development arm, that is willing and able to assist with special events. Please anticipate a budget request for additional contracted, or hired personnel to assist with economic development, special events and business communication.
- City staff is in the process of soliciting donations.

BUDGET ACTION REQUIRED: Unknown

COMMITTEE/COMMISSION REVIEW NA

LEGAL REVIEW: None

SAMPLE MOTION: NA

Event Type	Month	Date	Event Name	Location	Time	Received Application
Parade	February	21	Saugatuck Second Line Parade	Hoffman-Butler-Water-Lucy-Holland	5:30pm-7:00pm	Yes
Wedding	May	14	L Tantay Brunch	Coghlin Park	10:00am-2:00pm	Yes
Parade	May	29	Memorial Day Parade	Culver-Butler-Mary-Water-Main	9:00am-11:00am	Yes
Wedding	June	3	Joel & Taylor Wedding	Coghlin Park	2:00p-7:00p	Yes
Car Parade	June	3	Community Pride Car Parade	SHS to Butler St. to Blue Star Hwy	11:00	Yes
Market	June	9	The Market at SCA	The Culver Street Parking Lot (full closure)	7:00am-9:00am(set up) 9:00am-2:00pm(event hours)	Yes
Wedding	June	17	Amelia Anagnos Wedding	Coghlin Park	4:30-5:00	Yes
Race	June	17	Town Crier	SHS to Beery Field	6:00am-11:30pm	Yes
Celebration	Every Wednesday	June 21-Aug 30	Music in the Park	Wicks Park	7:00pm-9:00pm	Yes
Art Fair	July	1	Waterfront Inviational Fine Art & Craft Fair	Village Square Park	10:00am-5:00pm	Yes
Pallet Sign	July	16	Garden Club Pallet Banner	Saugatuck Sign	N/A	Yes
Parade	July	4	4th of July Parade	Downtown	12:00pm-1:00pm	Yes
Fireworks	July	4	4th of July Fireworks	Lake Kalamazoo	Dusk	No
Celebration	July	28-30	Venetian Festival	Coghlin Park	7/28 5:00pm-11:00pm 7/30 12:00pm-3:00pm	Yes
Art Fair	July	29	Waterfront Inviational Fine Art & Craft Fair	Village Square Park	10:00am-5:00pm	Yes
Market	August	4	The Market at SCA	The Culver Street Parking Lot (full closure)	7:00am-9:00am(set up) 9:00am-3:00pm(event hours)	Yes
Wedding	September	9	Masek Wedding	Coghlin Park	tbd	Yes
Celebration	August	11	Movie in the Park	Coghlin Park	5:00pm- 11:00pm	Yes
Sidewalk Sales	August	17	Annual Sidewalk Sales	Butler, Mason & Hoffman Streets	9:00am-5:00pm	Yes
Celebration	August		Annual Spear St & Friends Block Party	Spear Street between Holland & Butler	5:00pm-11:00pm	No
Bridge Walk	September		Annual Labor Day Bridge Walk	Blue Star Bridge	8:00am-10:00am	No
Race	September		Mt. Baldhead Challenge	Saugatuck/Douglas	8:45am-4:00pm	No
Art Fair	September		Art in the Park	Wicks Park	10:00am-4:00pm	No
Fundraising	September		Fall Fundraising Dinner	Wicks Park Parking Lot	5:00pm-7:00pm	No
Celebration	October		Glow in the Park	Coghlin Park	6:00pm-11:00pm	No
Parade	October		Saugatuck High School			No
Water Station	October		Camp Blodgett-Table set up for Water Station for Ride for the Kids Fundraiser	Wicks Park	9:00am-12:30pm	No
Festival	October	29	Halloween Festival & Downtown trick or treating	Wicks Park	12:00pm-2:00pm	Yes
Festival	November	24	Tree Lighting Ceremony	Wicks Park	3:00pm-6:00pm	Yes
Parade	December	2	Annual Holiday Parade	Wicks Park	1:00pm	Yes



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: May 8, 2023
SUBJECT: Special Event-The Market at SCA

DESCRIPTION:

Saugatuck Center for the Arts is hosting a farmer & artisan market with 41 vendors on three non-consecutive dates 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: 6-9-23, 8-4-23
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 6-9-23, 8-4-23.



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 Ctr for the Arts

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: The Market at SCA

DATE(S) OF EVENT: 06/09 & 08/04

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: 06/09; 08/04 7:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/09; 08/04 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 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? Saugatuck Christian Reformed Church

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 _____

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: 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

2/28/23
Date

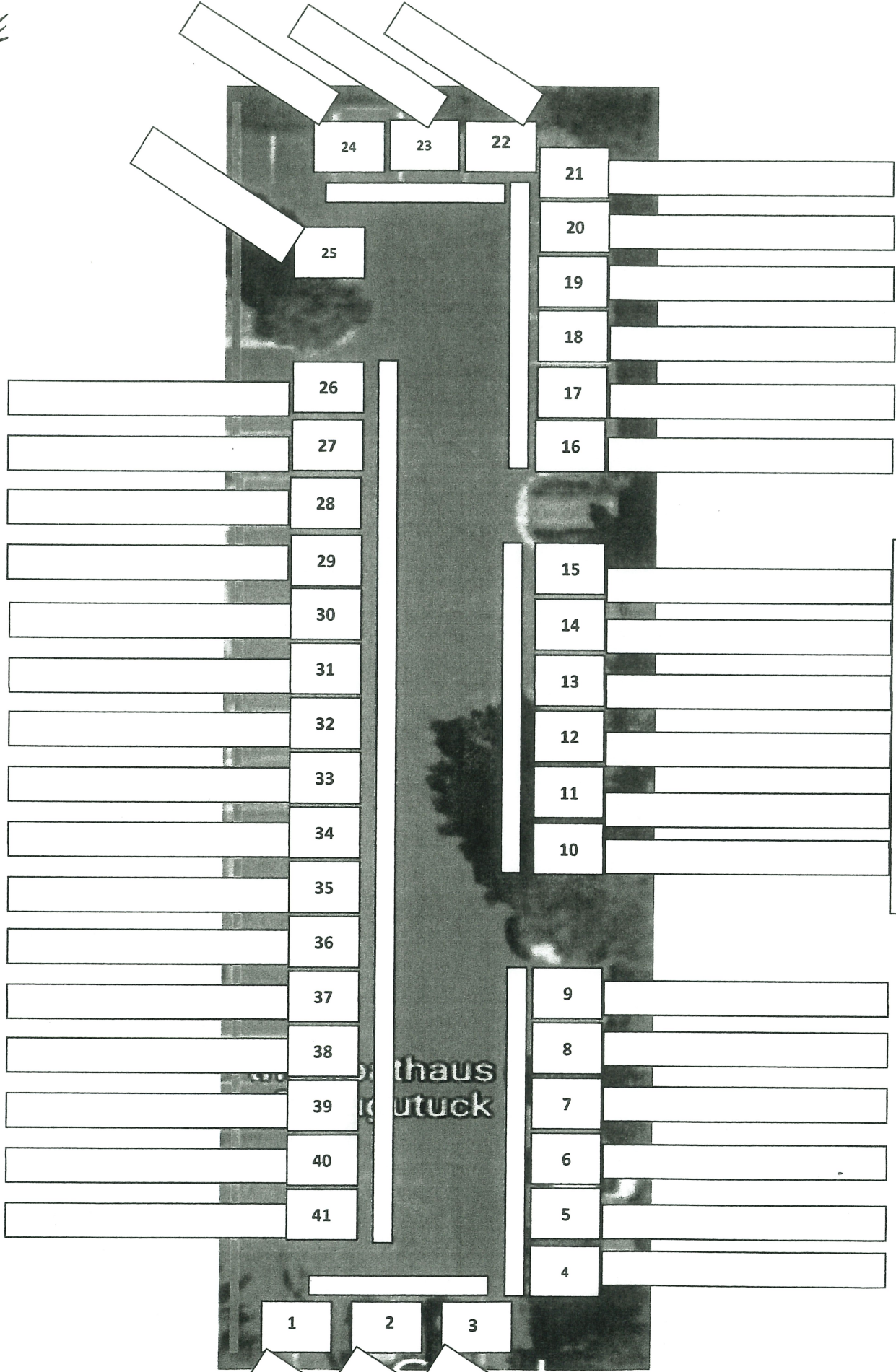
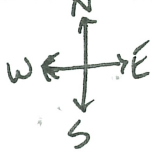
The Saugatuck Center for the Arts will need the use of the City Parking Lot for our weekly Market at SCA on the following dates:

- Jun 9, 2023
- Aug 4, 2023

See attached layout for the use of the city parking lot

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.



SCA
BLDG

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

CULVER ST



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000
E-mail: office@saugatuckfire.org

REQUIREMENTS FOR TENT STRUCTURES

Date: _____ Location: _____

Address: _____ Municipality: _____

Note this is a partial check list of requirements based on the International Fire Code 2015 edition (IFC). If you have further requirements consult with Saugatuck Twp. Fire District.

Check off when complete:

_____ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)

_____ Fire apparatus access roads shall be provided. (3103.8.1 / 503)

_____ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)

_____ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)

_____ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)

_____ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)

_____ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)

_____ Combustible materials shall not be located within any tent structure. (3104.5)

_____ Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



_____ Portable fire extinguishers shall be provided at the exits. A minimum rating size of 2A10BC. (3104.12 /906)

_____ The occupant load shall be stated. (3104.14 / Chapter 10)

_____ Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. (3103.12.3)

_____ Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point. (3103.12.5)

_____ A minimum number of means of egress and means of egress widths are as follows: (3102.12.5.1)

Occupant Load	Min. # of Means of Egress	Min. Width of Egress
10-199	2	72"
200-499	3	72"

_____ Exits shall be clearly marked if the occupant load is 50 or more. (3103.12.6)

_____ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated. (3103.12.6.1)

_____ Means of egress shall be illuminated. (3103.12.7)

_____ Required width of exits, aisles and passageways shall be maintained at all times. (3103.12.8)

_____ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants. (3104.20.2)

_____ "No Smoking" signs shall be posted in conspicuous locations. (3104.6)

_____ Provide STFD with a copy of the "Miss Dig" ticket number and documentation for location and marking of underground utilities where tent will be erected. (102.9)

_____ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: _____

Signature of Fire Inspector: _____

Date: _____

Revised 8/2016-CM

Jamie Wolters

From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Friday, April 14, 2023 10:44 AM
To: Jamie Wolters; Greg Janik; Michelle Green (mgreen@saugatuckfire.org); Mike Betts; Scott Herbert
Cc: Sara Williams
Subject: Re: Special Event SCA Markets

Ok

Sent via the Samsung Galaxy S23+ 5G, an AT&T 5G smartphone

Get [Outlook for Android](#)

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Friday, April 14, 2023 10:26:56 AM
To: Greg Janik <gjanik@saugatuckfire.org>; Michelle Green (mgreen@saugatuckfire.org) <mgreen@saugatuckfire.org>; Mike Betts <mbetts@saugatuckfire.org>; Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>; Scott Herbert <scott@saugatuckcity.com>
Cc: Sara Williams <Sara@saugatuckcity.com>
Subject: Special Event SCA Markets

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning, Happy Friday,

Attached is the special event for the SCA Markets. The is a recurring annual event held twice a year. Main ask is asking City for use of Culver St Parking lot. I'm looking for you department approvals so I can move to Council. Fire- approval with the understanding that all food truck contact you for inspection prior to event start.

Thank You,

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406



Jamie Wolters

From: Scott Herbert
Sent: Monday, April 17, 2023 7:30 AM
To: Jamie Wolters
Cc: Sara Williams
Subject: RE: Special Event SCA Markets

Hi Jamie,

This has approval from DPW.

Thanks you,

Scott Herbert
Public Works Supt.
City of Saugatuck
(269) 857-2558

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Friday, April 14, 2023 10:27 AM
To: Greg Janik <gjanik@saugatuckfire.org>; Michelle Green (mgreen@saugatuckfire.org) <mgreen@saugatuckfire.org>; Mike Betts <mbetts@saugatuckfire.org>; Brett Ensfield <bensfield@allegancounty.org>; Scott Herbert <scott@saugatuckcity.com>
Cc: Sara Williams <Sara@saugatuckcity.com>
Subject: Special Event SCA Markets

Good Morning, Happy Friday,

Attached is the special event for the SCA Markets. The is a recurring annual event held twice a year. Main ask is asking City for use of Culver St Parking lot. I'm looking for you department approvals so I can move to Council. Fire- approval with the understanding that all food truck contact you for inspection prior to event start.

Thank You,

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406





City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: May 8th, 2023
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 21, 2023. The event will be similar to previous years.

BREAKDOWN OF EVENT:

Name: Music in the Park
Date: Starting Wednesday June 21
Time: 7:00 p.m.- 9:00 p.m.
Location: Wicks Park
Attendees: 100-500
Volunteers: 4-5

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the 2023 Music in the Park series starting on June 21st organized by the Saugatuck Douglas Area Business Association.



Council Action

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: _____

TELEPHONE: _____

MAILING ADDRESS: _____

CONTACT NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: _____

DATE(S) OF EVENT: _____

PURPOSE OF EVENT: _____

RAIN DATE: _____

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

EVENT LOCATION: _____

EVENT HOURS: _____

ESTIMATED NUMBER OF ATTENDEES: _____

ESTIMATED NUMBER OF VOLUNTEERS: _____

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

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

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: Yes No

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

Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: Yes No

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

Provide Copy of Fireworks Permit

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

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

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

SIGNAGE AT EVENT SITE - Location(s): _____

Description of signs: _____

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

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

BOOTHS – QUANTITY _____ **TENTS – QUANTITY** _____

AWNINGS – QUANTITY _____ **TABLES – QUANTITY** _____

PORTABLE TOILETS – QUANTITY _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY _____

BARRICADES – QUANTITY _____

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY _____

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED

DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

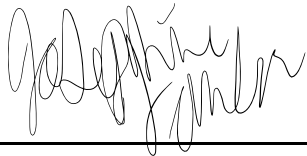
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

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

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

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



Applicant Signature

Date

Jamie Wolters

From: Scott Herbert
Sent: Monday, April 17, 2023 7:28 AM
To: Jamie Wolters; Greg Janik; Michelle Green (mgreen@saugatuckfire.org); Mike Betts; Brett Ensfield
Cc: Sara Williams
Subject: RE: Music in the Park

Hi Jamie,

This has approval from Public Works.

Thanks,

Scott Herbert
Public Works Supt.
City of Saugatuck
(269) 857-2558

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Friday, April 14, 2023 11:16 AM
To: Greg Janik <gjanik@saugatuckfire.org>; Michelle Green (mgreen@saugatuckfire.org) <mgreen@saugatuckfire.org>; Mike Betts <mbetts@saugatuckfire.org>; Scott Herbert <scott@saugatuckcity.com>; Brett Ensfield <bensfield@allegancounty.org>
Cc: Sara Williams <Sara@saugatuckcity.com>
Subject: Music in the Park

Hello All,

Please see attached Music in the Park special event application. Annual event as in the past with first event on June 21. Looking for department approval on this to move to Council. Requests on application mainly for DPW along with Council approval on City parking lot closure.

Thank You,

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406



Jamie Wolters

From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Tuesday, May 2, 2023 11:26 AM
To: Jamie Wolters; Ben Haas
Subject: Re: Music in the Park

We are all set with it.

Sent via the Samsung Galaxy S23+ 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Tuesday, May 2, 2023 11:22:27 AM
To: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>; Ben Haas <BHaas@ALLEGANCOUNTY.ORG>
Subject: RE: Music in the Park

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Thank you, can you give me an approval on this event please.

Thank you,

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406



From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Friday, April 14, 2023 11:27 AM
To: Jamie Wolters <Jwolters@saugatuckcity.com>
Subject: Re: Music in the Park

Jamie,

I sent this to our new Sgt. Ben Haas in charge for the day to day functions. If you want to include him and me on any further events that would be great. His email is bhaas@allegancounty.org.

Thanks
Brett



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: May 8th, 2023
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 Douglas
Race Date: 6/17/23
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

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 17th, 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: 06/17/2023

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

RAIN DATE: n/a

- Non-Profit For-Profit City Operated/Sponsored Co-Sponsored
- Marathon/Race Festival/Fair Video/Film Production 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: 06/17/2023 5:45 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/17/2023 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’ x 2’. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

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

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

BOOTHS – QUANTITY _____ **TENTS – QUANTITY** _____

AWNINGS – QUANTITY _____ **TABLES – QUANTITY** _____

PORTABLE TOILETS – QUANTITY _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

- TRASH RECEPTACLES – QUANTITY _____ 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.

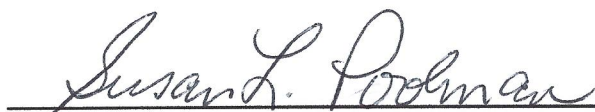
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

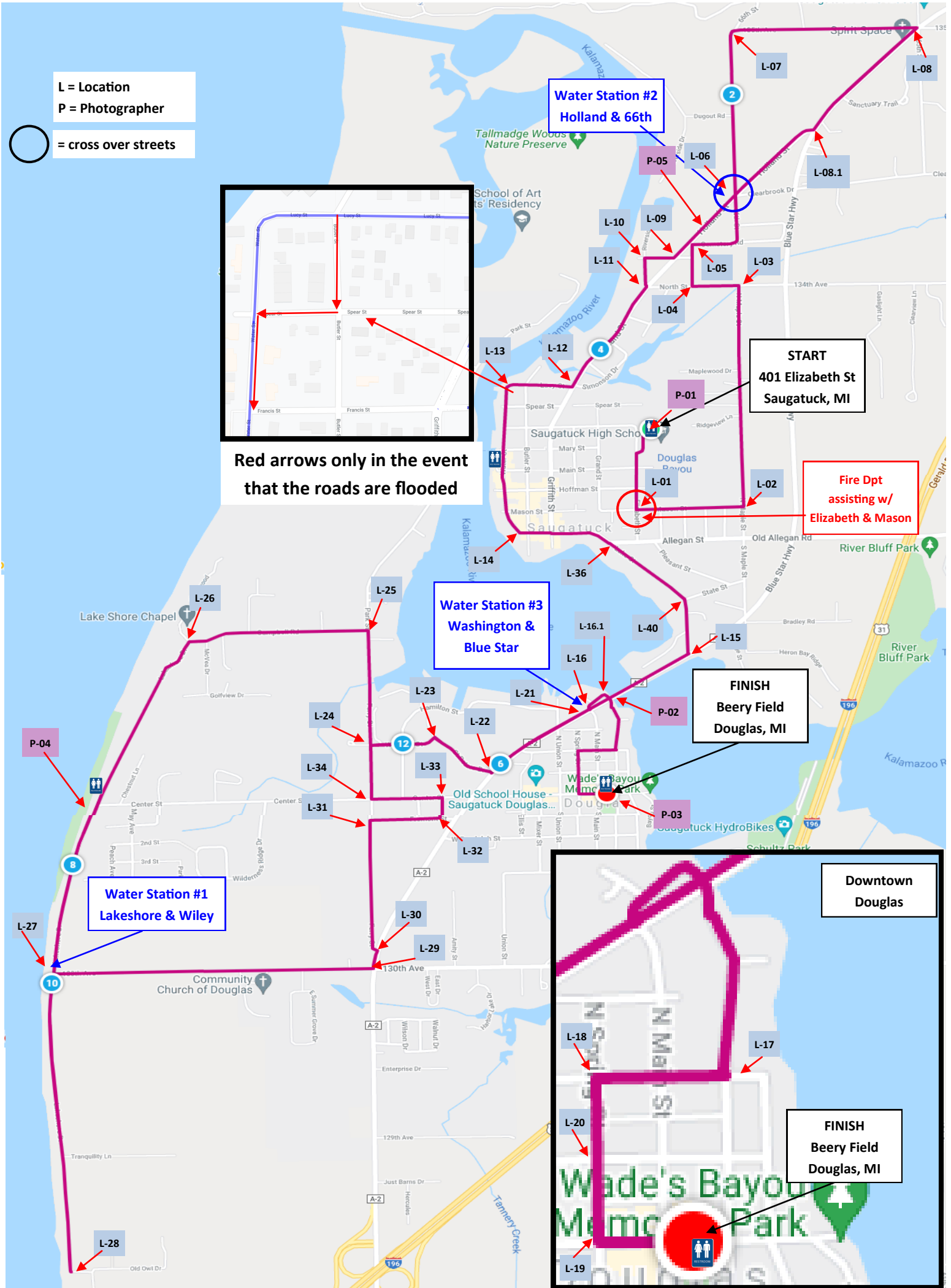


Applicant Signature

03/28/2023


Date

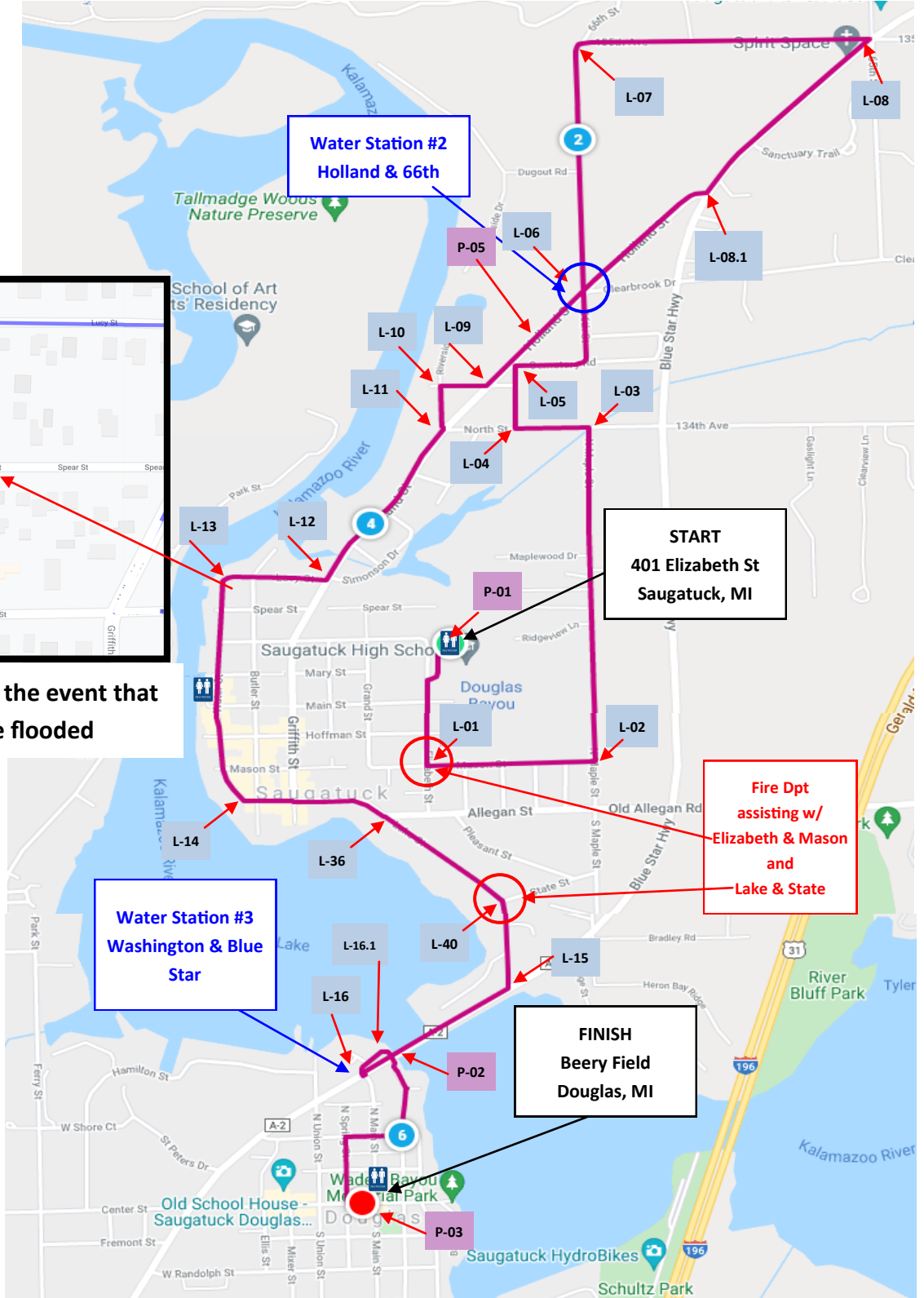
Town Crier Races - Half Marathon



 = 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

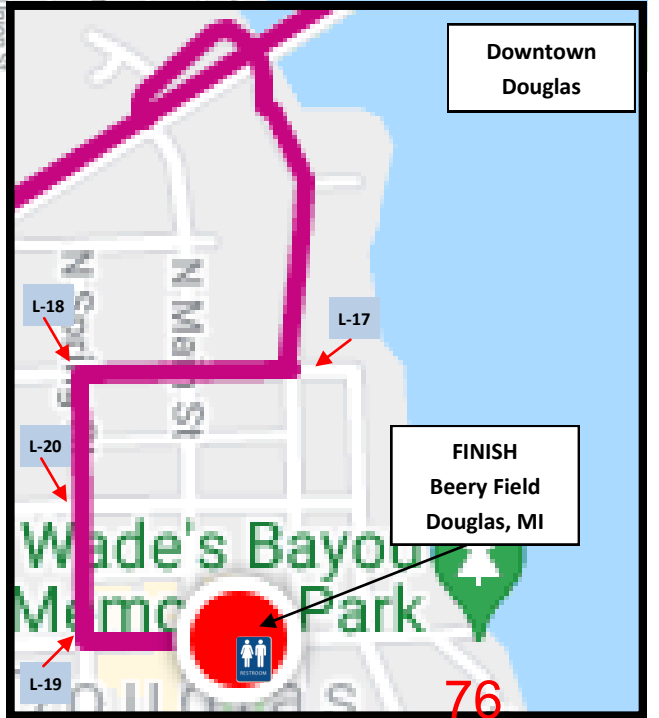
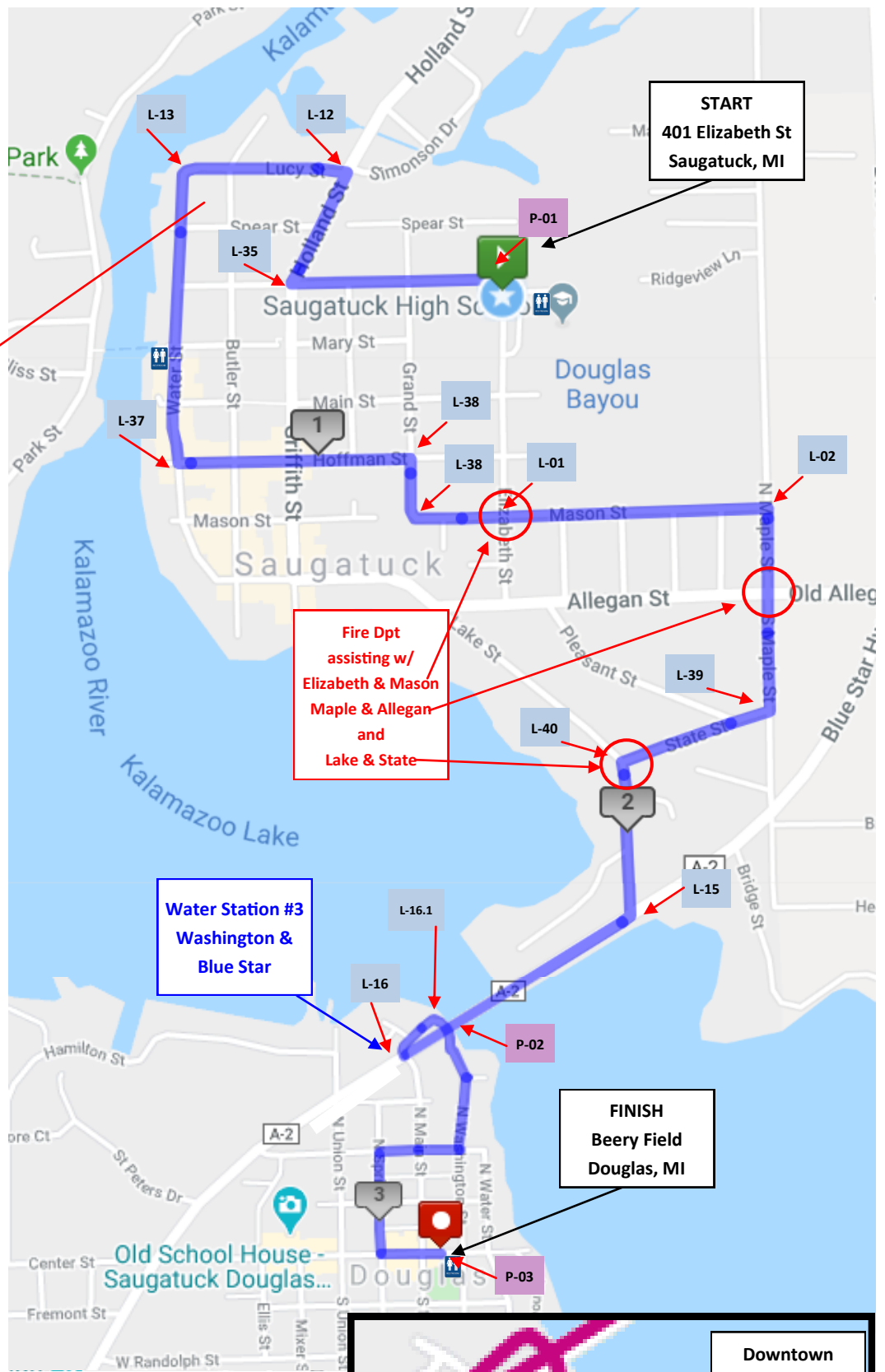


Town Crier Races - 5k




L = Location
 P = Photographer
 = Public Restrooms



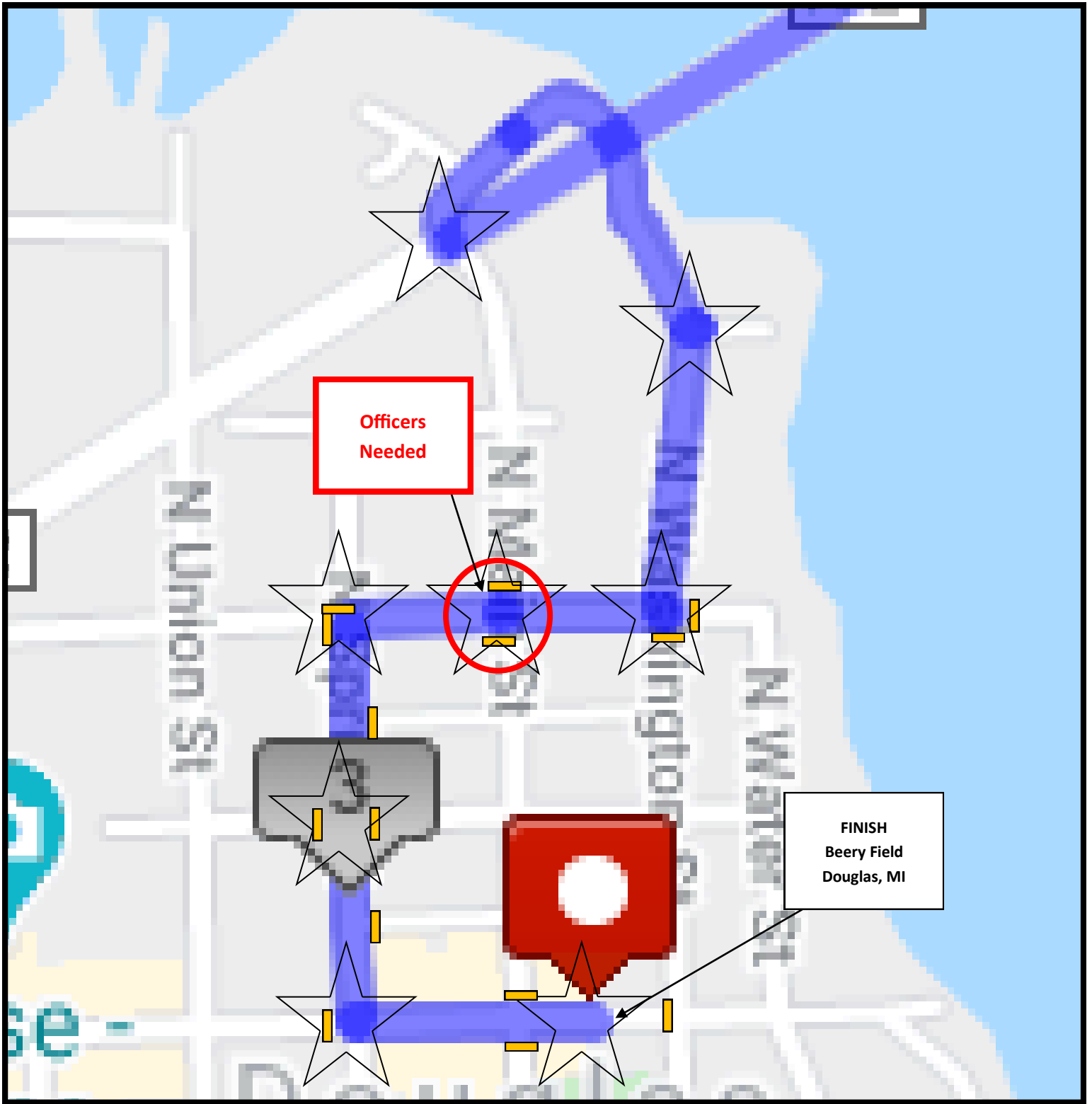
Red arrows only in the event that the roads are flooded



Downtown Douglas

-  = barricade
-  = partial barricade
-  = volunteers

 = Officers Needed



To Whom It May Concern:

I write today regarding evangelistic work that the Family Health and Education Resources ministry of the Seventh-day Adventist Church will soon be conducting in your community. Student literature evangelists will be going door-to-door distributing free religious literature, praying with community members, enrolling interested individuals in Bible Studies, and seeking donations to support the program.

The Literature evangelistic program of the Adventist Church has been in existence for well over 100 years and is an important part of the Church's missionary work and evangelism. As student literature evangelists they are following the Great Commission that Christ gave His followers in Matthew 28:18-20.

In order not to disturb the community or be bothersome, this program usually runs from 10:00am to 9:00pm, June 4-August 10, 2023. Further, all our students carry identification recognizing them as part of the Family Health and Education Resources Program. They also carry radios or cell phones to contact their onsite leader, who can provide more information while in the field.

As a youth program, we are instilling safety protocols for our students as well as the community in which we are seeking to share. To ensure public health and safety due to Coronavirus, our program will be complying with the guidelines and protection procedures as provided by the CDC as our students go door-to-door.

Some communities have ordinances governing door-to-door sales, canvassing, or solicitations. However, the Supreme Court has protected door-to-door advocacy based upon the free exercise and speech clauses of the First Amendment. The Court has been particularly suspicious of any prior restraint on these activities, such as requiring permit or registration process. If your city has an ordinance that it believes applies to our activities, I ask that you contact us as soon as possible so we can discuss this.

We believe our evangelistic activities fall squarely within the protected zone of the First Amendment. Unless we hear differently, we do not plan on applying for any permit or registering prior to beginning our missionary work.

It is our desire to provide family, health and educational resources that will serve to bless local communities. We are happy to provide more specific information regarding the program upon request, and we look forward to working in your community and with your office as necessary.

PLEASE FORWARD THIS INFORMATION TO YOUR LOCAL POLICE/SHERIFF DEPARTMENT.

Please accept this letter as acknowledgment of our Family Health and Education Resources Seventh-day Adventist youth missionary project that will take place in your area. If you have any other questions, please don't hesitate to call us at 517-316-1515.

Respectfully yours,



David Pano
Literature Ministries Director

As confirmation that you received this information, we would ask that you please fill out the following and fax this letter back to the number below. *We understand that your signature is not an endorsement of our project, but simply recognition of our presence in your community.*

PLEASE PRINT

Name of county: _____

Name of city/twp/village (circle one): _____

Received by: _____

(Signature)

(Print Name)

Date: _____

Return Fax Number: 517-999-0596

Return Email: fher@misda.org