



CITY COUNCIL MEETING AGENDA

July 24 – 7:00 pm

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

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

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

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

Then enter "Meeting ID":
2698572603

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

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

B. Boards, Commissions & Committees:

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

11. Request for Payment: None

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

- A. Accounts Payable in the amount of \$ 598,125.17 Pg.37

13. Introduction of Ordinances: None

14. Unfinished Business: None

15. New Business:

- A. Resolution 230724-A- Investment Services *(Roll Call) Pg.39*
- B. HDC Reappointment *(Voice Vote) Pg.44*
- C. Special Event- Art in the Park Saugatuck *(Voice Vote) Pg.51*
- D. Special Event- Labor Day Bridge Walk *(Voice Vote) Pg.58*
- E. Special Event- Sidewalk & Studio Sale *(Voice Vote) Pg.64*
- F. Right of Way Signage- SCA *(Voice Vote) Pg.69*
- G. Right of Way Signage- First Congregational Church *(Voice Vote) Pg.72*
- H. Five-Year Parks and Rec Plan *(Roll Call) Pg.75*

16. Public Comments *(Limit 3 minutes)*

17. Correspondence: Bob Genetski

18. Council Comments

19. Adjourn *(Voice Vote)*



**CITY COUNCIL MEETING MINUTES - Proposed
July 10 , 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 and Councilmembers Baldwin, Leo, Gardner, Lewis, Muncey.

Absent: Councilmember Stanton.

Motion by Gardner, second by Baldwin to approve councilmember Stanton absent for the meeting. Via voice vote, motion carried 6-0.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Department of Public Works Superintendent Herbert, Clerk Wolters and City Attorney O'Meara.

Mayor's Comments:

Mayor Dean shared that he conducted his first marriage ceremony in the City early in the morning. Congratulations to the couple from Indiana. Thanked Clerk Wolters for her help.

City Manager Comments:

City Manager Heise opened the floor for any questions regarding his City Manager Report.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Gary Medler, resident: Comment regarding the Fourth of July party in Coghlin Park.

- Event application approved by City Council indicated there was no budgetary impact.
 - Stated zero volunteers, needed no fire and no police.
 - There were at least eight sheriff's cars parked at event.
- Why was a DJ hired from California and not local.
- There was a significant amount of money expended on event.
- Asked for someone to prepare a detailed report.

- What did the City incur, what contributions were made.
- No one on the west side of river (who historically contributed a significant amount of money) was approached for donations.

Consent Agenda:

A. Regular City Council Meeting Minutes – June 26, 2023.

- 2 changes: Baldwin was not absent, Leo was.

Motion by Lewis, second by Baldwin to approve consent agenda. Upon roll call vote, motion carried 6-0.

Staff Reports:

City Manager, Director of Planning & Zoning, Treasurer, DPW Superintendent, Engineer and Police submitted status reports of current activities since the last Council meeting on June 26, 2023, for their respective departments.

Director of Planning & Zoning explained the waterfront regulation assessment project two surveys sent to the public.

Boards, Commissions & Committees:

Fire District Administration Board, Dan Fox: None. Mayor Dean asked about how the fourth of July went for the fire department. Chief was pleased with event. There were gaps this time, some due to timing, some due to inexperience, nothing catastrophic. Nice to see the vehicle barriers.

Interurban Board, Councilmember Muncey:

- Next meeting Tuesday the 18th.
- They received a \$250,000 grant for building expansion.

KLSWA, Barry Johnson: None.

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

Zoning Board of Appeals: None

Historic District Commission, Councilmember Lewis:

- Discussion about 727 Butler Street.
- 246 Culver new owners were at the meeting to introduce themselves; they are looking at a brew pub and distillery for the space.

Planning Commission, Chair Councilmember Gardner:

- Next meeting is July 20.

Short Term Rental Task Force, Mayor Dean via Councilmember Stanton:

- Hosting a community forum on Tuesday July 25, from 6:30pm-8:30pm.
- Next meeting is July 20, 3:00pm-5:00m.

Parks and Public Works Committee, Councilmember Baldwin:

- Having a kick off meeting for the Tri-Community Master Plan.

Tri-Community Non-Motorized Trail Study Committee: None.

Tri-Community Recycling Ad-Hoc Committee: None.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of \$199,170.94.

Motion by Lewis, second by Leo to approve the accounts payable in the amount of \$199,170.94. Via roll call vote, motion carried 6-0.

Introduction of Ordinances: None

Unfinished Business: None

New Business:

Recommendation of Award and Engineering Services for Roadwork:

Motion by Gardner, second by Muncey to approve an award to Krohn Excavating, LLC in the amount of \$475,198.00 for storm sewer system improvements and resurfacing work on West, East, Takken and Taylor Street and reconstruction of N. Maple Street from the lift station area to North Street. Include a contingency of \$36,002.00 and approve the construction engineering services for \$68,800.00 for a grand total of \$580,000.00. Via roll call, motion carried 6-0.

Water AMP Proposal:

Motion by Lewis, second by Gardner to approve the water asset management plan proposal as presented in the amount of \$23,400.00. Via roll call, motion carried 6-0.

Public Comment:

Sheil Denmn, resident: Received notification that the hardscape needed to be removed from their property. Request is to have a formal agenda item for future council meeting to review this request and ask that it is not enforced.

CJ Bagierek, resident: Discussion was about not getting money from some businesses and at the same time there's a want to tax them. He believes that is contradictory. There was never a Saugatuck study, there is South Haven for short term rentals. The financial impact of them should be looked at, maybe the reason businesses that previously gave money didn't this time, that could be part of the reason.

Dan Fox, resident: A second trailer for the archer barriers, City could partner with another town like Douglas. Regarding the comment of "glad Scott Sullivan is on the line" if you look at cost sharing between jurisdictions. Maybe the issue with Fourth of July is because it was a city and not a Rotary kind of deal. Douglas does not ask Saugatuck for donations for Halloween parade and a lot of Saugatuck people participate. He suggested not making a controversy out of this.

Jane Underwood, resident: Fourth of July parade was great. The fireworks were fantastic. The laser show a little tepid. She inquired if the city can post the water temperature on the city website.

Correspondence: Dan Gaughan.

Council Comments:

- Councilmember Lewis: Thanks to Birdie for all her time and effort, thank you to Ryan and staff. The entire day was really enjoyable. Latest update from MML regarding the budget; there's quite a bit of increase on revenue sharing, which will help the city out a little bit.
- Councilmember Gardner: Thanked Cody from DPW for driving the dump truck in the parade. The parade was wonderful and had a lot of compliments about the parade.
- Councilmember Muncey: Had a great time with fellow councilmembers and City Manager Heise in the fourth of July parade. Thanked Birdie Holley for organizing the parade, it was one of the better parades in a couple of years. Enjoyed the DJ and laser show.
- Councilmember Baldwin: None.
- Councilmember Leo: Great fourth of July. It's sad that there is always a fight about funding when surrounding cities don't have to and have DDAs. Ryan saved the day, but it came at a price. Look forward to lasers at Venetian festival, lasers are coming along. It was a great day and a great event.
- Mayor Dean: Happy with the Fourth of July event, it was a successful and safe event. Apologized if his earlier comment in meeting was harsh. He appreciated and values the cooperation from the neighboring communities. Hopes there can be a small sub-committee created to bring together the business community and the municipalities can find a way to tackle events in the future.

Adjournment:

Motion by Lewis, second by Muncey to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Dean adjourned at 8:08 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Managers Report – July 24, 2023

Cellular Service Discussions Continue with AT&T

Complaints for poor cellular communication during the 4th of July weekend were passed along from our Visitor’s Bureau. Improvements are underway for the fiber required to provide cell service at the Mt. Baldhead site. 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. AT&T is moving forward with a plan to place their equipment room near the tower, reviewing zoning requirements with staff and legal.

Discussions with AT&T on Potential Downtown WiFi

Meetings with AT&T on a potential downtown WiFi project were continued. There appears to be enthusiasm and motivation to tackle this project from both the City and AT&T. Initial proposal was presented to Council for a site analysis. Council requested that we work with Jill Dunham, Broadband Project Manager for Allegan County to review proposal and assist with making recommendations.

Blue Star Highway Multi-Modal Path

Kickoff meeting to be scheduled with engineer. Construction design work approved by City Council. Township voted to approve the same, along with the Intergovernmental Agreement; I’m checking on the status from Douglas.

MDOT Exit 36 and 41 Bridge Work

Information on traffic detours provided through social media as provided by the Michigan Department of Transportation.

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

On agenda: A Tri-Community effort- A draft request for proposals (RFP) for professional services to assist in updating plan has been created and after review the steering committee recommended Viridis Design Group. The Joint 5-Year Parks and Recreation Plan must be submitted to the MDNR by February 1, 2024.

Parks and Public Works Update

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.

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

City/Township Managers continue to discuss the Asset Management Plan for water services, along with our respective attorneys and engineers. City Council approved the agreement with Baker Tilly to begin the work. The Tri-Communities have directly engaged with EGLE to ensure that our respective municipalities stay in compliance.

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. Sara Williams has been providing much needed and much appreciated assistance with Oval Beach Operations.

City Hall

Exterior repairs to City Hall and restoration to the kiosk are nearly complete. While the project has taken longer than anticipated, the results thus far are fantastic and contractors have been first-class.

Old news- Dune Ridge Waterfront Update

Litigation continues...we typically do not discuss ongoing litigation. Council was provided an update in open session at their 7.19.23 Workshop.

Meetings

- Army Corp meeting to discuss river dredging project (mouth of river)
- Attorney meetings to discuss a number of pending issues
- Team Meeting
- Tri-community managers meeting to discuss Harbor Authority

Council-Manager form of Government Tid-bit

A positive feature identified with the council-manager system is the concentration of responsibility in the elected council. So far as the voters are concerned, the council is responsible for effective governmental results. Failures simply cannot be blamed by the council on anyone else. There is no "buck-passing" in the council-manager structure. In the same vein, this governmental form is claimed to be, structurally, the simplest of all governmental forms.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 7/10/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Proceeding with the 2023-2024 budget process
- Oval Beach working through the process
- FY 2023 end year closing.
- Process Summer Tax Bills and New Fiscal Year.
- Start the 2023 Audit
- Attend monthly fire board meeting.



Police

July 24, 2023

- Deputy Kruthoff will be starting a new position as the Fennville Public Schools Resource Office at the end of the month. He will be working the Venetian Festival as his last shift in Saugatuck City. Deputy Tucker Hoover will be coming to the city and working night shifts starting July 31st. Deputy Connor Lajoice will be moving to the day shift.



Planning, Zoning and Project Report

July 24, 2023

Planning and Zoning

- Prepared for and attended Short Term Rental Task Force meeting.
- Prepared for and attended Planning Commission meeting.
- Reviewed and discussed STR data analysis, draft survey questions, and Town Hall with McKenna Associates.
- STR Town Hall

July 25, 2023

Saugatuck High School Auditorium

6:30p-7:15p - Open House

7:15p-8:30p - Public Comments

- The STR Survey is now available! The survey will be open until August 7.
 - Online Link: <https://www.surveymonkey.com/r/M6PZ9NR>
 - Paper copies are available at City Hall
 - A postcard was sent to property owners informing them of the survey and town hall.
- The Waterfront Development Survey and Visual Preference Survey remain available. We ask that **both** be completed by July 31:
 - Waterfront Development Survey – <https://www.surveymonkey.com/r/waterfront-zoning>
 - Visual Preference Survey - <https://www.surveymonkey.com/r/waterfront-visual>
 - Paper copies of both are available at City Hall
 - Pop up engagement opportunities have been occurring outside City Hall, Post Office and Farmers Market. Big thank you to Planning Commissioners who have been volunteering for this.
- Dave Jirousek has submitted an initial assessment of the character, development and zoning of the commercial waterfront zoning districts. The report can be viewed in the July 20 Planning Commission meeting packet:
https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/pc_packet_07-20-23.pdf
- Attended staff team meeting.
- Continued follow-up on complaints of code violations throughout the City.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Completed planning and zoning casework as outlined in the chart below.

Planning and Zoning Casework

149 Griffith	HDC and Zoning	<p>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. HDC approved work with conditions. Discussed additional work the applicant is considering and issues with a front window. A second HDC app was submitted to replace fence, modify window, add new patio space and freezer, and remove a rear door and infill. HDC approved with conditions. Applicant submitted site plan application and materials requested by HDC. Initial materials were not what was approved by HDC. Applicant revised plans. Applicant submitted site plan application. Scheduled for July Planning Commission meeting.</p>
560 Mill	Enforcement	<p>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. Owner advised to remove items. Also seeking policy direction from City Council.</p>
860 Simonson	Enforcement	<p>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. Met with owner to discuss options. Owner plans to work with neighbor to approach City Council. Owner advised to remove items. Also seeking policy direction from City Council.</p>

Planning and Zoning Casework Continued

727 Butler	Historic District Application	Historic District application to replace windows, siding, and concrete steps, enclose porch, replace roof above back porch, move kitchen window and construct an ADU above the detached garage. Additional information requested from applicant and provided. HDC approved some work with conditions and tabled other items. Zoning approvals will also be needed for some work. Resources provided to owner.
184 Park	Setback Variance / New Home	ZBA application for front setback variance. ZBA granted variance. Zoning app and water/sewer connection app received for new home received. Engineer and planning consultant reviewed. Provided feedback from both. Engineer answered applicant questions. Still awaiting updated plans.
418 Park	Dangerous Building	Complaint that roof is caving in and home is abandoned. Reported to previous Zoning Administrator (ZA) who sent a letter on 7/29/22. Taxpayer contact e-mailed prior ZA on 8/8/22 but ZA was retired. Followed up with the contact on the status of having an engineer and/or architect evaluate the structure. Initially no response via e-mail. Sent written letter. Received e-mail from contact who advised of efforts to find a contractor to make repairs. Home is in probate. Contact provided update that a court date has now been set.
633 Butler	Enforcement	Complaint that ADU and main home are being rented separately. Complainant advised they would send information they discovered supporting this. This information was never received. Conducted an evaluation of available information and discovered evidence supporting the complaint. Notified the owner and rental agent to cease renting the ADU and home separately. Answered questions related to obtaining special land use approval to owner occupy the home and rent the ADU separately.

Planning and Zoning Casework Continued

990 Ridgeview	Enforcement	<p>Complaint about stormwater drainage from new home site. Reviewed approved plans. Sent plans and complaint to City Engineer to review/advise. Another call received indicating trenching was occurring on site. City Engineer reviewed stormwater infrastructure for area. Met on site with Engineer. Water is being directed to a swale. City Engineer provided recommendation to connect to storm sewer. Advised applicant of concerns and recommendation. Applicant response received. Worked with legal on response. Owner agreed to a remedy and will have the work completed by the end of the month.</p>
230 Griffith	Short Term Rental	<p>STR App. Renewing. Sent to Fire Department for inspection. Still pending.</p>
133 Butler	Enforcement	<p>Observed new retail store, I Am Saugatuck, has attached signage without a permit. E-mailed owner to submit sign app. Sign app received. Permit issued.</p>
241 Culver	Enforcement	<p>Evidence found that home is being rented without a STR certificate. STR application was reviewed with legal and denied back in March due to not meeting zoning ordinance requirements. Discussed enforcement options with legal. Sent violation letter via e-mail and mail with opportunity to voluntarily cease use as STR within 7 days. Response received from owner's attorney reviewed by legal. City Attorney reviewed and sent response.</p>
890 Simonson	Right of Way	<p>Revised right of way plans submitted for review. Sent to engineer, legal, planning consultant and City Manager to advise. Also seeking policy direction from City Council.</p>
321 Water	Variance Request	<p>ZBA app for a dimensional variance for a 6'10" fence where only a 6' fence is allowed. Scheduled for August ZBA meeting.</p>
336 Hoffman	Short Term Rental	<p>STR app. New STR. Needed proof of new ownership. E-mailed owner. Proof provided. Sent to Fire Department for inspection. Still pending.</p>

Planning and Zoning Casework Continued

665 Spear St	Drainage Complaint	Concern of drainage issues from project. Over winter similar concerns received. Engineer reviewed and felt issues were soil and erosion related. Notified Allegan County Health Department at that time. Received further information from neighbor. Viewed on site with Engineer and DPW Superintendent. Project still ongoing. Some storm water items on site but not connected. Sand bags on portion of property. Engineer advised stormwater plans should be requested. He advised to notify Allegan County as well to check on soil and erosion control permit. Advised owner of complaint and requested stormwater management plans. Advised Allegan County. Meeting held with owner. He is meeting with contractor soon and will provide formal stormwater plans to review.
435 Water	Enforcement	Nautiques observed to have merchandise in the right of way again. Was advised of regulations at end of May and items were removed at that time. Civil infraction notice issued. Fine paid.
345 Griffith	Enforcement	Complaint via website that rocks were placed in the right of way outside address. Complainant submitted photo. E-mailed owner to remove rocks. Answered owner questions.
731 Pleasant	Short Term Rental	STR app. New STR. Sent to Fire Department for inspection.
256 Spear	Complaint	Complaint of homeowner charging for parking and parking several cars on the property. Under review.
647 Butler	Patio and Fireplace	Zoning and historic app for patio and fireplace. HDC Chair reviewed. Need setbacks labeled for patio and fire pit.
333 Butler	Historic District	HDC app to remove sliding doors, replace with double hung windows and french door. Replacement of entrance steps. Scheduled for August 3 HDC meeting.
828 Park St	Final Inspections	Final inspections requested.
291, 292, 293, 296, 297, 298, 301 Sugar Hill Ct	Formal Site Plan Review	Formal site plan app. Met with consultant and applicant's planner. Scheduled for August 17 PC meeting.

Planning and Zoning Casework Continued

901 Allegan	Enforcement	Complaint of signs in right of way. Complainant sent photo which showed construction signs. Sent contractor an e-mail of regulations and sign permit app.
145 Grant	Inquiry	Questions about water/sewer replacement and whether Elizabeth St. could be vacated. Sent to engineer for feedback.
248 Culver	Special Land Use	Special land use and site plan app for a brewery and restaurant. Under review for completeness. Researching applicant questions.
400 Culver	Inquiry	Questions about utilizing a sandwich board sign for interurban pickup during farmers market. Answered questions and provided ROW sign app. Clerk submitted to Council for decision.
436 Main	Temporary Zoning	Temporary zoning app for storage POD incidental to construction work. Permit issued.
727 Water St	Inquiry	Answered questions related to rental sign regulations.
314 Butler	Inquiry	Questions about real estate signage. Provided regulations.
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. Owner provided updated application. Sent to Fire Department for inspection. Passed inspection. Fees paid. STR certificate issued.
109 Butler	Enforcement	Complaint that 42N Naturals placed a sandwich board sign without a permit. Follow up with new business and discovered attached window signage also added without a permit. Sign app received for both. Sign permit issued.
N/A	Inquiry	Questions about STR rental registration and requirements and status of task force work. Answered questions.
115 Butler	Enforcement	Observed sidewalk sales occurring outside new business, Beach Day. Sent business e-mail advising of regulations. Also provided link to register business.

Planning and Zoning Casework Continued

129 Griffith	Inquiry	Condo association now installing dumpster. License agreement approved by Council on 2-14-22. Association wishes to prune trees and possibly install crushed stone in grassy portion of the property to better hold the trucks. E-mailed engineer and DPW superintendent for consent and feedback. DPW superintendent provided feedback. Advised requester trees can be pruned with conditions to prevent oak wilt. Advised crushed stone is not approved as plans to install concrete and bike racks are forthcoming.
790 Lake	Deck	Zoning app for a rear yard deck. Reviewed past consent judgement classifying property as a non-contributing historic district resource. Also reviewed past legal opinion related to permits required. Advised HDC permit required. Provided app. HDC app received. Chair reviewed. Zoning and HDC permits issued.
895 Holland	Fence	Zoning and historic district apps for fence replacement. Zoning and HDC permits issued. Noted that fence needs to be on private property as current fence has slight encroachments on city and neighboring property.
750 Allegan	Enforcement	Received report of signs placed between sidewalk and street. Drove by location and observed signs placed in the right of way. Letter sent advising of regulations and to remove. Re-checked property and signs removed. Answered owners questions and forwarded speeding concerns to Sheriffs Office.
234 Spear	Inquiry	Questions about new owner obtaining a STR certificate. Provided resources.
245 Spear	Patios	Zoning and historic district app for patios. Chair reviewed. Zoning and HDC permit issued.
940 Pleasant	Inquiry	Met with owner to discuss plans. Answered questions and provided resources.
117 Perryman	Inquiry	Met with architect to discuss owner's plans. Advised of prior decision related to adding height to structures that are not conforming to current setback standards. Provided resources to request a variance and copy of recent non-conforming determination.

Planning and Zoning Casework Continued

505 Grand	Final Inspections	Final inspections completed.
546 Butler	Inquiry	Questions about art gallery and uses. Provided history and resources.
111 Park	Inquiry	Seawall and water use questions. Responded to owner providing resources.
249 Mason	Inquiry	Questions about allowed uses. Provided resources.
120 Butler	Inquiry	Questions about allowed uses. Answered questions.
Parcel 57-850-010-00	Inquiry	Owner requested meeting to discuss plans. Met with owner. Answered questions and provided resources.
432 Park	Inquiry	Voicemail with questions about cutting down a tree. Advised a tree permit will be required if in the city right of way.
149 Taylor	Inquiry	Questions about land division in recorded plat. Provided ordinance.
790 Lake	Short Term Rental	STR app. Renewing. Three STRs on this property. Researched history and files. Home has a multiple family dwelling use variance. Advised owner STR app needed for each dwelling unit. Owner submitted additional STR apps. All sent to Fire Department for inspection. All passed. STR certificates issued.
412 Mason	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
345 Mary St.	Enforcement	Expired STR certificate. Did not respond to reminder letter prior to expiration. Sent first notice letter. STR app received and sent to Fire Department. Failed inspection. Sent reinspection invoice. Paid. Passed reinspection. STR certificate issued.
121 East	Enforcement	Complaint of lawn grass. Viewed site. Grass longer than ordinance allowed. Sent letter via mail and e-mail to owners. Grass was mowed.
582 Campbell	Addition	Zoning app for addition. Under review.

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 07/10/2023:

Concrete Work:

Part of the City's ongoing sidewalk maintenance is to identify and replace sections determined to be unsafe or in poor condition. The primary focus was on Allegan Street between Maple Street and Elizabeth Street along with 4 broken curbs downtown. Additionally, Consumer's Energy had removed two mature trees on Buter Street that had long outgrown their space. Tree growth had damaged the sidewalk and curbs nearby so Public Works removed the concrete, graded, and had new concrete poured.

Brush and Leaf Collection:

The July brush and leaf collection was completed citywide.

Assisted Special Events:

- Music in the Park

Meetings:

- 7/10 – DPW Weekly Goals Meeting
- 7/14 – DPW Weekly Goals Follow Up Meeting
- 7/14 – Venetian Festival Meeting
- 7/17 – DPW Weekly Goals Meeting
- 7/17 – Oval Beach Meeting
- 7/18 – North Street/Blue Star Highway Intersection Safety Meeting
- 7/19 – Village Square Study Group Meeting – Playground
- 7/21 – Weekly Goals Follow Up Meeting

**City of Saugatuck
Status Report of Engineering Activities
July 19, 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.
- 2023 System-wide Pavement Markings: Work is ongoing and will be complete soon.
- 2023 System-wide Crack Sealing: The contract has been executed. The work is scheduled to be completed after the Labor Day holiday.
- Category B Application: The application has been submitted and results should be available in a few months.
- Grants Workshop: We are discussing the possibility of having grant experts from F&V put together a workshop for council, staff and other interested parties to review the various programs used in the past, recent applications and brainstorming for new opportunities.
- City-wide parking, safety, signage, etc. review: We plan to conduct a kickoff meeting with City staff and F&V traffic team soon to develop a scope for the study.

Blue Star Highway Bridge Navigation Lighting

- The project is being rebid with a more flexible schedule. Bids are due July 27 with construction scheduled to be complete prior to Memorial Day 2024.

EGLE Drinking Water State Revolving Fund

- EGLE staff is working on scoring applications. A draft priority list should be available soon.
- 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)

- A Notice of Award has been sent to Krohn Excavating, and contracts will be prepared as soon as bonds and insurance certificates are received.
- Work on West, East, Takken and Taylor is anticipated to begin mid-August and work on N. Maple Street is anticipated to begin after Labor Day.

Water System Asset Management Plan

- AMP work is underway.
- Cost information is anticipated to be delivered to Baker Tilly late July – early August to allow time for analysis and incorporation into the AMP to meet the end of August deadline for submittal to EGLE.

Mt. Baldhead Conceptual Planning

- We are working on scheduling a public workshop to begin soliciting community input.

Mt. Baldhead AT&T Project Assistance

- F&V will be taking the lead in obtaining the EGLE/USACoE Critical Dunes permitting for the reduced scope project. That work will begin as soon as the AT&T site plan progresses to the point that limits of vegetation disturbance is established.

JUNE 2023 REPORT

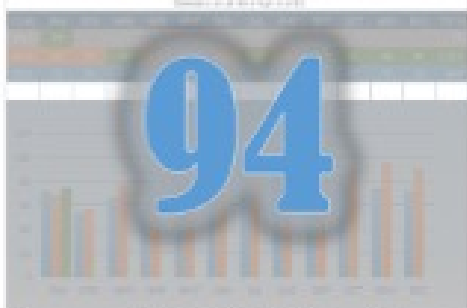
TO THE SAUGATUCK CITY COUNCIL



Incidents end of June 2023

Incidents 2023

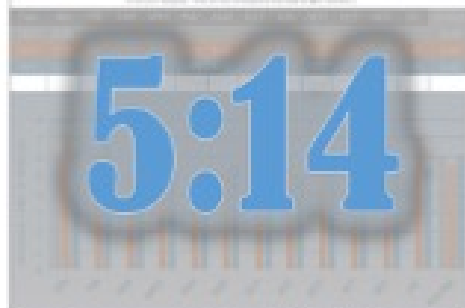
2021-2023 Incidents by Month



June recorded **94 calls**. Up from June 2022 that showed 83 calls. 459 is the number of incidents so far in 2023, compared to 436 at the same time last year.

Response times 2023

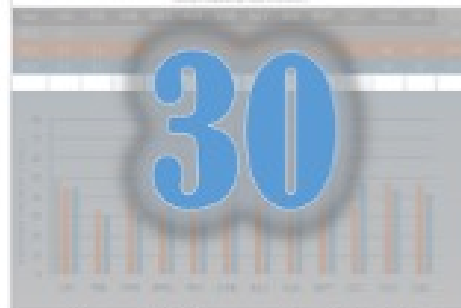
2021-2023 Response Times by Month



Our June response time of **5:14** improved compared to June 2022 that registered **5:31**. Year to month is **5:52**, slightly better overall than the response time in **2022 of 5:57**.

Emergent Calls 2023

2021-2023 Emergency Responses



June showed **30 emergent calls** (lights and siren) down from 42 in June last year. Overall for 2023 we responded 206 times as priority 1 or 2.

Time of Day Day of the Week

2023 Incidents per Day of the Week



Friday is the most busy day with 86 calls followed by Thursday with 74. The rest of the week is within the **57-63 range**. The hours from **8AM-9PM** count for the busy time of day.

Overlapping Calls 2023

2021-23 Overlapping Incidents YTD



27 overlapping calls in June shows a slight drop compared to 29 in June 2022, a decrease of 7%. 29% of our calls in June were overlapping. For all of 2023, 31% of our calls were overlapping.

Type of Calls 2023

January 2023 Incidents by NFIRS Type



June recorded **51 calls in EMS or 54% of all calls**. The most common of EMS call types are **falls with 54 or 20% of all EMS calls**, followed by unconscious and general sickness at **33 or 12% for both types** so far.

MVI 2023

2021-2023 Motor Vehicle Incidents



32 MVIs (motor vehicle incidents, i.e., crashes, fires etc.) **compared to 25 at the same time last year**. We expect this number to accelerate due to the increased amount of people and vehicles in our area.

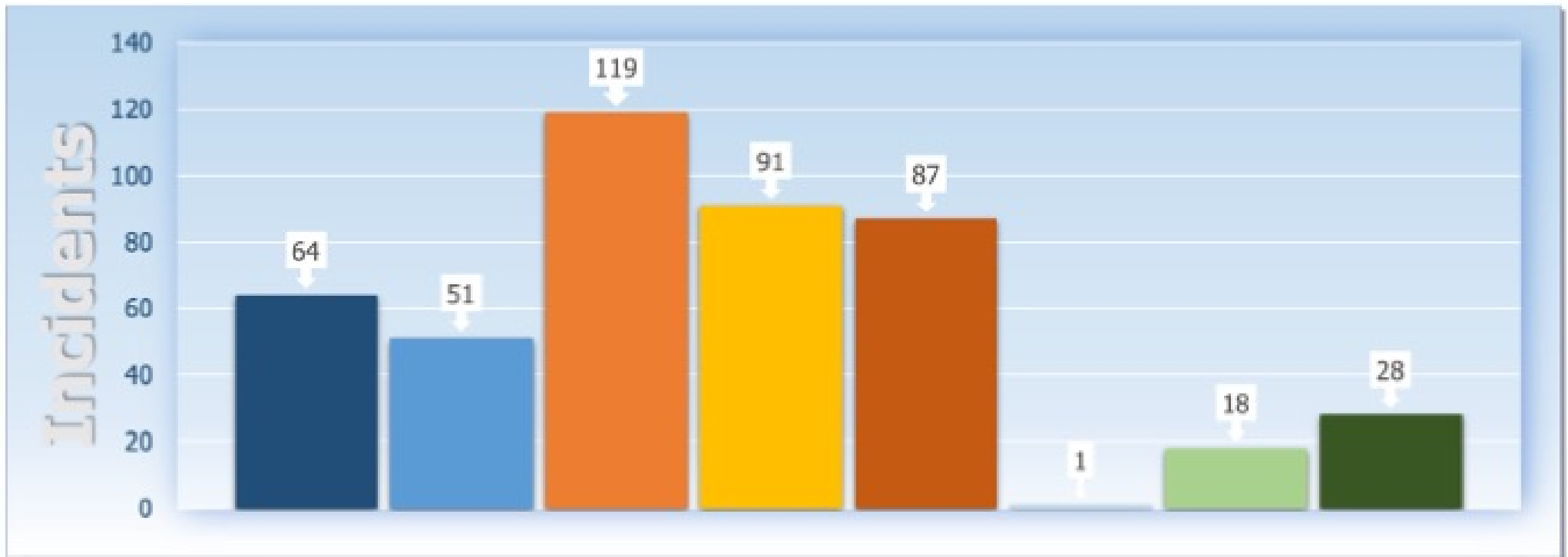
Municipality 2023

2023 Key numbers for Tri-Community



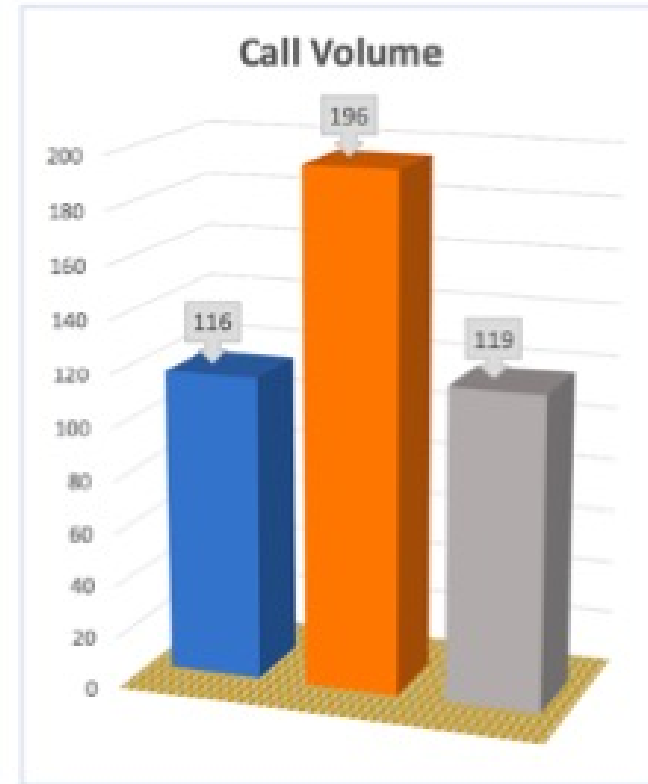
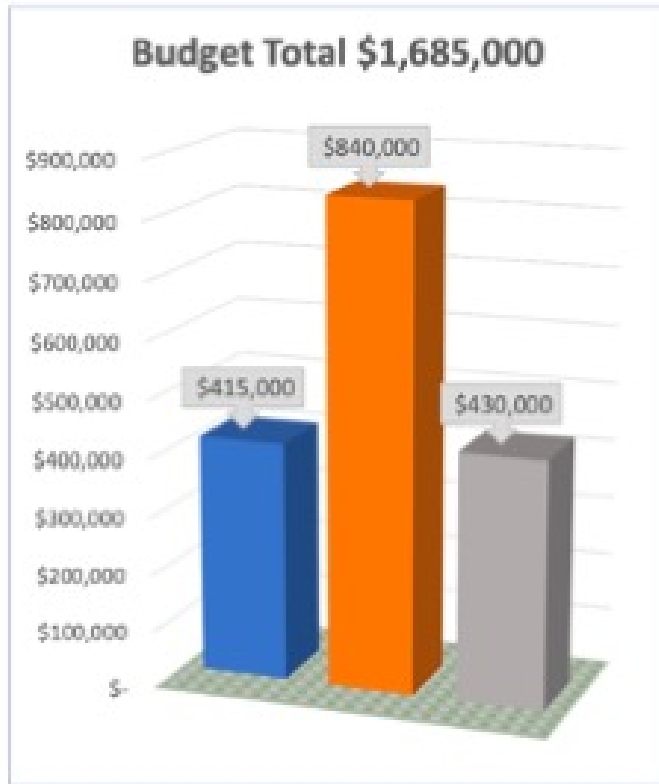
Location of calls shows **Saugatuck Township (including I-196)** counts for **196 calls or 46%** compared to **Saugatuck City at 116 or 27%** and **Douglas recorded 119 calls or 27%**.

2023 Incidents by Area



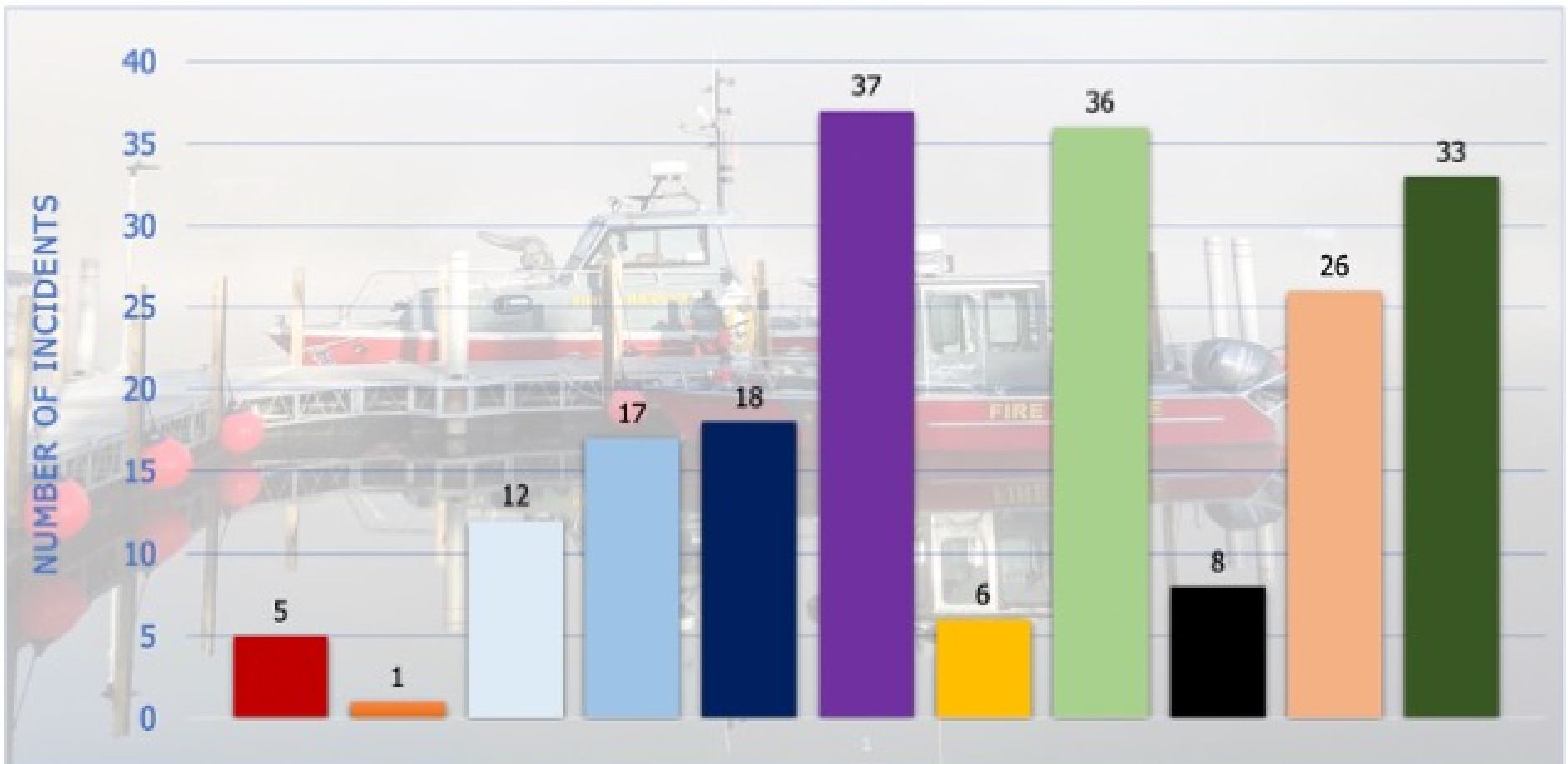
Area	June 30	%
Saugatuck North	64	13.9
Saugatuck South	51	11.1
Douglas	119	25.9
Township North	91	19.8
Township South	87	19.0
Lake Michigan	1	0.2
I-196 (Township)	18	3.9
Outside Area (Including I-196)	28	6.1
Total	459	100.0

2023 Key numbers for Tri-Community



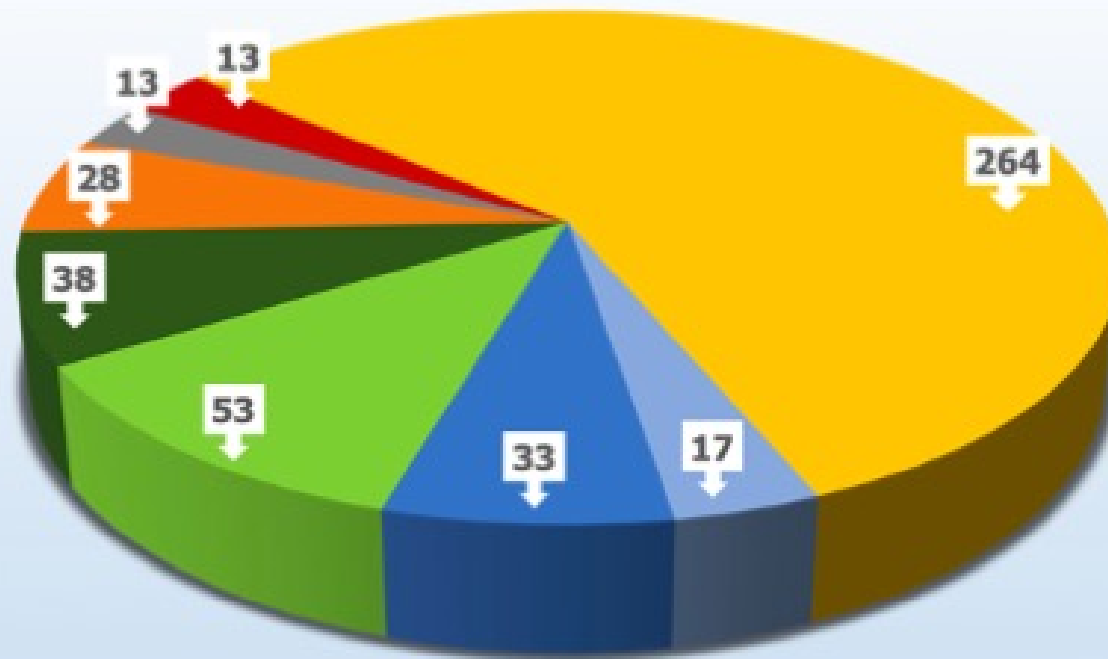
	Square Miles	Budget	%	2020 Census	%	Call Volume	%
Saugatuck City	1.47	\$ 415,000	24.6	865	15.2	116	26.9
Saugatuck Township	24.21	\$ 840,000	49.9	3,443	60.6	196	45.5
City of Douglas	1.98	\$ 430,000	25.5	1,378	24.2	119	27.6
Total	27.66	\$ 1,685,000	100.0	5,686	100.0	431	100.0

2011-2023 Marine Responses



Boat Fire	5	Hazards	6	2011-2023 Totals
Fire (On shore)	1	Events	36	199
Water Rescue	12	Dive Training	8	
EMS	17	Training	26	
Missing Person	18	Work Detail	33	
Boat in Distress	37			

2023 Incidents by NFIRS Type



Type Of Incident:

Type Of Incident:	Total Incidents:	Percentage Value:
100s - All types of fire, structure, vehicle and wildland.	13	2.8%
200s - Excessive heat, explosions and ruptured pipelines. No Fire.	0	0.0%
300s - Medical assist, traffic accidents, water and ice rescues.	264	57.5%
400s - Hazardous Conditions, gas leaks and carbon monoxide etc.	17	3.7%
500s - Public service Calls. Instructional - Community Risk Reduction.	33	7.2%
600s - Cancelled calls, controlled burns and smoke investigation.	53	11.5%
700s - False alarms. Smoke, heat and CO detector malfunctions.	38	8.3%
800s - Severe weather, flooding, storm and lightning strike damage.	28	6.1%
900s - Community participation and citizen concerns.	13	2.8%
Totals:	459	100.0%



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



HOME

FORMS

FIRE BOARD

COMMUNITY RISK REDUCTION

ABOUT

Learn more about fall prevention

[Stay Independent Brochure](#)

[Check for Safety Brochure](#)

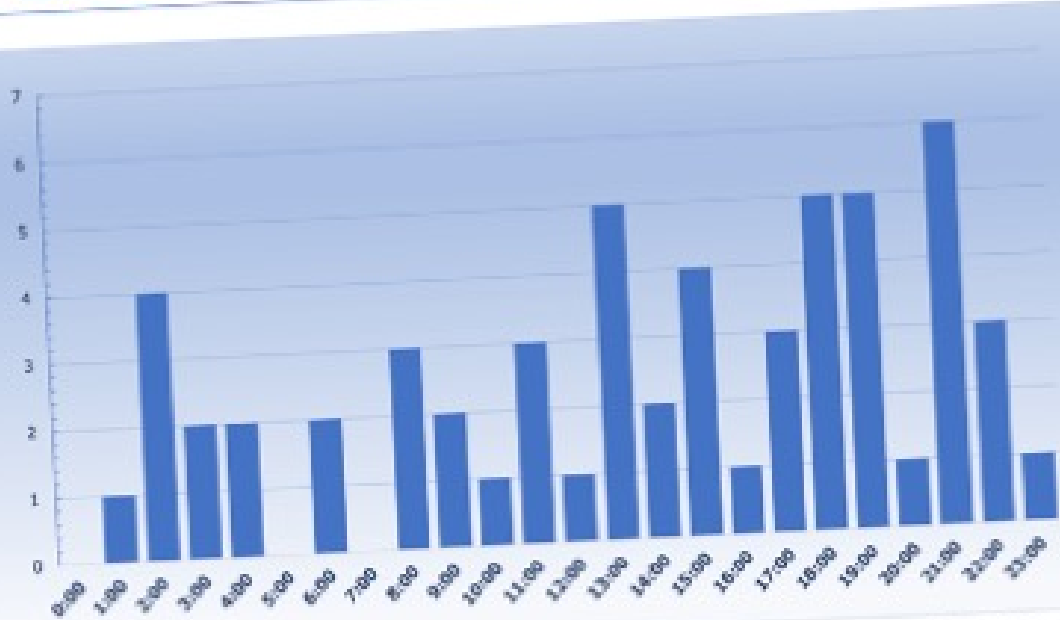
[What you can do to Prevent Falls brochure](#)

[National Council on Aging's Fall Prevention Program](#)

[Fall Prevention Exercise Program Video](#)

REDUCING ACCIDENTAL FALLS – STFD WEBSITE RESOURCES

2023 Fall Incidents by Time of Day



2023 DATA TRACKING: ACCIDENTAL FALLS

2023 Falls Location

Outside				Inside							
Driveway	Street	Yard	Natural Area	Bedroom	Bathroom	Kitchen	Livingroom	Hallway	Stairs	Garage	Mercantile
2	5	1	1	23	5	5	8	2	3	0	2

2023 Fall Types

Falling From:										
Standing/Walking	Sitting	Bed	Walker	Toilet	Ladder	Slipping	Rug	Stairs	Other	
22	2	13	2	2	0	7	1	2	2	

2023 Medical

Falling Due To:							
Diabetes	Weakness	Parkinson's	Dementia	Syncopal Episode	Intoxicated	Other	None
2	17	3	3	6	5	6	29 15

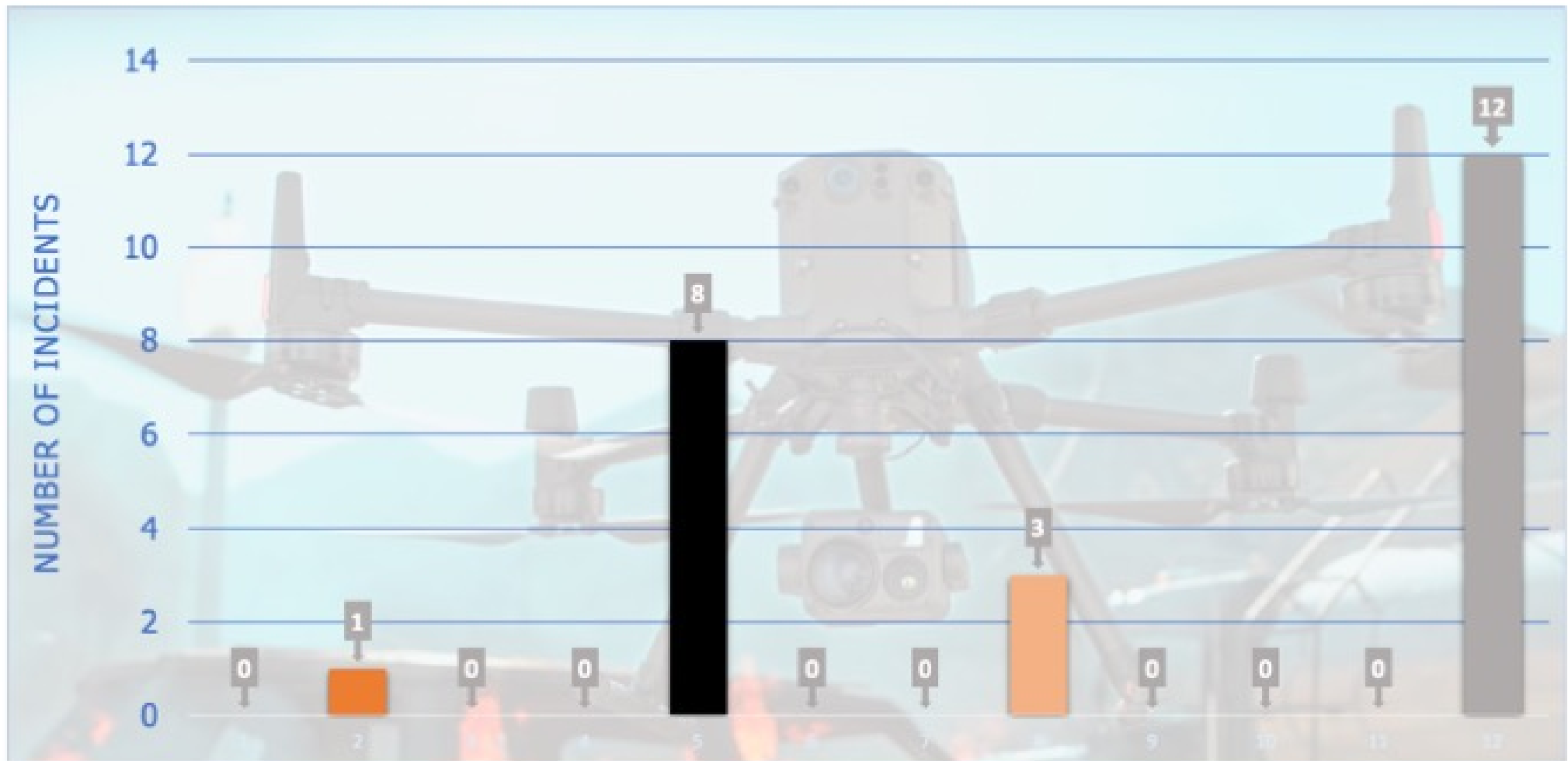


SOUTHWEST MICHIGAN PUBLIC SAFETY DRONE ASSOCIATION SUMMER KICKOFF - JULY 12TH





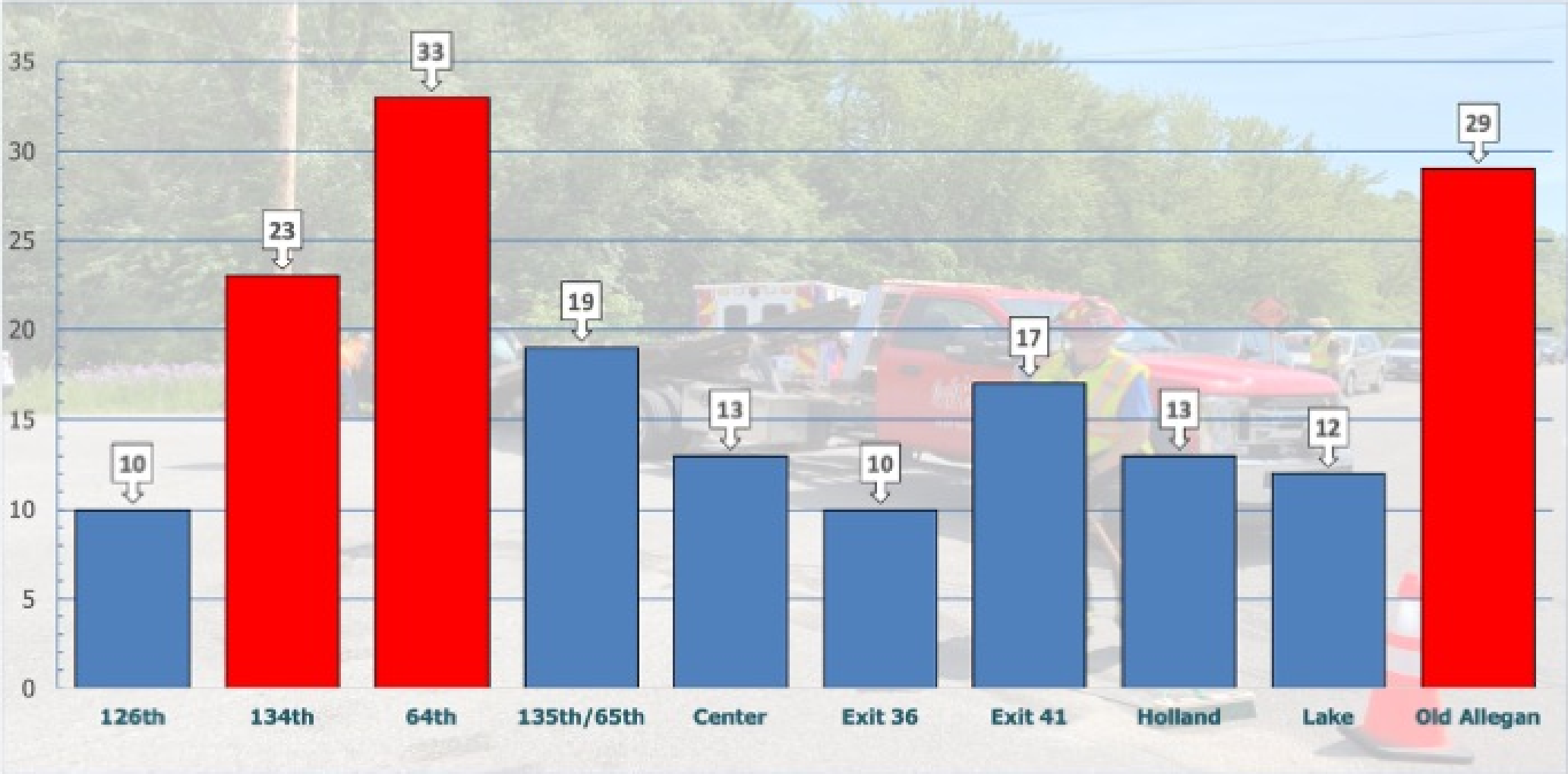
2022-2023 Drone Responses



Structure Fire	0	Road Incident	0	2022-2023 Totals
Wildland Fire	1	Events	3	
Water Rescue	0	Drone Training	0	
Boating Incident	0	General Training	0	
Missing Person	8	Work Detail	0	

Accidents at Blue Star Intersections 1999-2023

Total All 28 Intersections: 264



126th	134th	64th	135th/65th	Center	Exit 36	Exit 41	Holland	Lake	Old Allegan
10	23	33	19	13	10	17	13	12	29

THOUGHTS ON MITIGATING ACCIDENT RISK BLUE STAR HIGHWAY AT NORTH STREET



2023's 'Crash corner'?

Blue Star at 134th racks up third wreck

The Saugatuck Township Fire District July 13 self-dispatched at 6 p.m. to a two-vehicle crash at the corner of Blue Star Highway and 134th Avenue not far from the fire station, IT director Erik Kirchert reported. It was the third incident this year there, including a double fatality May 11. Crews found three patients in two vehicles with only minor injuries with one vehicle blocking traffic, the other coming to rest after hitting a tree and plowing down the stop sign shown here. Two AMR ambulances transported all patients to the Holland Hospital emergency room for medical checks while the STFD temporarily put the stop sign back up, cleaned up debris and a minor fluid spill. Crews returned to the station at 7:20.

ADVANCED & BASIC LIFE-SUPPORT: ONGOING EVALUATION AND STUDY UPDATE



SAUGATUCK INCIDENT: JULY 17, 2023

Thanks for your attention!

JUNE 2023 REPORT

TO THE SAUGATUCK CITY COUNCIL



Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,019.60
	RESERVE DEPUTIES	64.00
	TOTAL	31,083.60
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	215,226.24
3. BBC DISTRIBUTING LLC	CONCESSION	817.83
	CONCESSION	77.74
	TOTAL	895.57
4. COMCAST	TELEPHONE & INTERNET	193.40
5. COMMERCIAL RECORD	PUBLISHING	525.00
6. DIAMOND CONCRETE SAWING	CURB CUTTING	507.50
7. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	9,213.85
	EAST WEST TAKKEN TAYLOR	1,422.50
	TOTAL	10,636.35
8. FREESTONE PICKLE CO INC	CONCESSION	39.00
9. GORDON FOOD SERVICE	CONCESSION	2,939.69
10. HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	2,640.25
11. IHLE AUTO PARTS	PARTS & REPAIRS	280.60
12. JOHN DEERE FINANCIAL	STHIL BLOWER	721.44
13. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	3,515.25
14. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	569.98
15. MACATAWA DISPOSAL INC	4TH JULY DUMPSTER	295.00
16. MCKELLIPS PLUMBING INC	PLUMBING REPAIRS	222.00
17. MCKENNA	SHORT TERM RENTAL TASK	3,940.00
18. MERCHANTS BANCARD NETWORK	CREDIT CARD FEES	3,111.34
19. MERIDIAN RAPID DEFENSE GROUP LLC	ARCHER BARRIER 4TH JULY	2,160.00
20. MICHIGAN ELECTRO FREEZE INC	CONCESSION	395.23
21. NET2PHONE INC	TELEPHONES	209.28
22. NIGHT MAGIC DISPLAYS	FIREWORKS	14,000.00
23. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	118,674.33
24. PAINTING SERVICES OF WEST MICHIGAN	CITY HALL	7,328.88
	CITY HALL	12,114.99
	TOTAL	19,443.87

25. PLUMMER'S ENVIRONMENTAL SERVICES IN

37

Vendor Name	Description	Amount
26. REPCOLITE	STREET SWEEPINGS	558.15
27. RICOH USA INC	STREET PAINT	315.45
28. SAUGATUCK FIRE	COPIER LEASE	127.97
	RENTAL INSPECTIONS	625.00
	RENTAL INSPECTIONS	200.00
	TOTAL	825.00
29. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	161,713.05
30. SEPTIC TANK SYSTEMS CO INC	PORTABLE TOILETS CLEANINGS EXTRA	1,120.00
31. SHIVER ME TIMBERS LLC	STUMP GRINDING	350.00
32. STATE OF MICHIGAN	SALES TAX CONCESSION	720.63
33. TERRY'S PRECAST PRODUCTS INC	ROSE GARDEN BASE	170.00
TOTAL - ALL VENDORS		598,125.17
FUND TOTALS:		
Fund 101 - GENERAL FUND		94,441.89
Fund 202 - MAJOR STREETS		3,007.50
Fund 203 - LOCAL STREETS		3,185.74
Fund 661 - MOTOR POOL FUND		1,180.79
Fund 701 - CURRENT TAX FUND		495,613.62
Fund 715 - ROSE GARDEN		695.63



City Council Agenda Item Report

FROM: Peter Stanislawski, Finance

TO: Ryan Heise, City Manager

MEETING DATE: July 24, 2023

SUBJECT: Resolution 230724-A

DESCRIPTION:

The City's investment policy section 7.0 requires the City Council to approve by resolution the authorized listing of institutions, approved depositories, and brokers/dealers. The attached resolution authorizes qualified institutions to provide investment services for the city and authorizes the specific city officers listed to act as signatories on behalf of the city.

BUDGET ACTION REQUIRED:

N/A

SAMPLE MOTION:

Approve Resolution 240724-A authorizing qualified institutions to provide investment services for the city and authorizing specific city officers to act as signatories on behalf of the city.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 230724-A

**A RESOLUTION AUTHORIZING QUALIFIED INSTITUTIONS
TO PROVIDE INVESTMENT SERVICES FOR THE CITY
AND AUTHORIZING CITY OFFICERS TO ACT AS
SIGNATORIES ON BEHALF OF THE CITY**

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

WHEREAS, the City has adopted an Investment Policy (“Policy”) pursuant to Public Act 20 of 1943, which delegates the authority to manage the City’s investment program to the City Treasurer; and

WHEREAS, the Policy provides that the City Treasurer shall maintain a listing of financial institutions and broker/dealers authorized to provide investment services on behalf of the City; and

WHEREAS, the City has determined that Consumers Credit Union, Macatawa Bank, Fifth Third Bank, Huntington National Bank, Mercantile Bank, Michigan Class, Chase Bank, Grand River Bank, Old National Bank, First National Bank, First National America and Horizon Bank meet the requirements for qualified financial institutions or broker/dealers set forth in the Policy; and

WHEREAS, the City wishes to authorize these financial institutions or broker/dealers to provide investment services for the City; and

WHEREAS, Section 7.0 of the Policy provides that the authorized listing of financial institutions, approved depositories, and broker/dealers shall be approved annually by a resolution of the City of Saugatuck City Council; and

WHEREAS, the City further wishes to authorize the City Mayor, City Mayor Pro-Tem, City Manager, and City Treasurer to act as signatories on behalf of the City; and

WHEREAS, the City wishes to authorize and permit the authorized listing of financial institutions, approved depositories, and broker/dealers to allow these signatories, on behalf of, and as an authorized person of the City, to exercise all of the powers necessary to invest City funds in accordance with the Policy;

NOW, THEREFORE, IT IS RESOLVED:

1. The City designates the following financial institutions, depositories, and broker/dealers (“Qualified Institutions”) as depositories for the funds of the City and approves and

authorizes the Qualified Institutions to provide investment services on behalf of the City:

- a. Consumers Credit Union
 - b. Macatawa Bank
 - c. Fifth Third Bank
 - d. Huntington National Bank
 - e. Mercantile Bank
 - f. Michigan Class
 - g. Chase Bank
 - h. Old National Bank
 - i. Horizon Bank
 - j. Grand River Bank
 - k. First National Bank
 - l. First National America
2. The City authorizes the following City Officers to act as signatories (“Authorized Signatories”) on behalf of the City:
- a. Scott Dean, Mayor
 - b. Lauren Stanton-Sharar, Mayor Pro-Tem
 - c. Ryan Heise, City Manager
 - d. Peter Stanislawski, City Treasurer
3. The City authorizes and permits the Qualified Institutions to allow the Authorized Signatories, on behalf of and as an authorized person of, the City, to exercise any powers necessary to invest City funds in accordance with the Policy, including, but not limited to the following:
- a. Open any deposit account(s) in the name of the City;
 - b. Sign checks, drafts, notes, acceptances or other orders for the payment of money or otherwise withdraw or transfer funds on deposit with the Qualified Institutions;
 - c. Endorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by the City for deposit in any account established at a Qualified Institution, or for collection or discount by a Qualified Institution.
 - d. Borrow money on behalf of and in the name of the City;
 - e. Sign, execute, and deliver promissory notes or other evidences of indebtedness;
 - f. Endorse, assign, transfer, mortgage, or pledge property now owned or hereafter owned or acquired by the City as security for sums borrowed;
 - g. Guarantee payment of all bills received, negotiated or discounted;
 - h. Waive demand, presentment, protest, notice of protest and notice of non-payment;
 - i. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box or Night Drop (Depository) Box;
 - j. Authorize the debiting of any of the City’s accounts for the purpose of purchasing an investment instrument at any of the Qualified Institutions;
 - k. Authorize the holding of investment instruments in a Qualified Institution’s safekeeping area;
 - l. Authorize a Qualified Institution to distribute or reinvest investment funds upon maturity; and

- m. Make any other contracts, agreements, stipulations, or orders which the signatories may deem advisable to effectuate the terms of the Policy.
4. The City authorizes the Authorized Signatories to receive investment rate information via e-mail at the following email addresses:
 - Ryan Heise, City Manager
ryan@saugatuckcity.com
 - Peter Stanislowski, City Treasurer
peter@saugatuckcity.com
 5. The City authorizes the Qualified Institutions to honor, receive, certify, or pay all instruments signed by the Authorized Signatories in accordance with this Resolution and agrees to the terms and conditions of an account agreement properly executed by the Authorized Signatories.
 6. Any instrument, document, or other thing authorized to be executed as provided for in this Resolution shall only be effective if signed by at least two of the Authorized Signatories.
 7. This Resolution shall be effective until express written notice of its rescission, revocation, modification or replacement is received by the Qualified Institutions.
 8. The City authorizes the Mayor and Clerk to execute any and all documents necessary to effectuate the terms of this Resolution.
 9. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

RESOLUTION NO. 230724- DECLARED ADOPTED.

Signed:

Scott Dean, Mayor

Dated: _____

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held _____, 2018, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: July 24, 2023

SUBJECT: Historic District Commission Reappointment

DESCRIPTION:

Two members of the Historic District Commission have terms that expire on August 1. The City Clerk provided notice that the City is accepting applications.

Historic District Commissioner, John Cannarsa, has applied for reappointment. Mayor Dean is recommending that John Cannarsa be reappointed to the Historic District Commission.

Historic District Commissioner, Daniel Pannozzo, is not applying for reappointment at this time. An application has been received from Laura Godfrey. An interview with Ms. Godfrey will be held soon. Rosemary Johnson previously interviewed. Staff will be checking with Ms. Johnson to see if she is still interested in being considered for the HDC as well.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to reappoint John Cannarsa to the Historic District Commission with a term ending August 1, 2026.

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, June 14, 2023 10:52 AM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

You've just received a new submission to your [Application for Boards & Commissions](#).

[Mark as Spam](#)

Submitted Information:

Name

John Cannarsa

Email

john@cannarsadesign.com

Home Phone Number

Mobile Phone Number

6166100907

Address

333 Culver Street
PO Box 729
Saugatuck, MI 49453

Current Employer

Self

Occupation/Position

Home Designer

Business Phone Number

6166100907

Business Reference Name

Patsy Ramsey

Business Reference Phone Number

989-573-3312

Business Reference Email

accounting@cannarsadesign.com

Does your employer have any business dealings with the City which might present a conflict of interest

Yes

If yes, please explain:

If a client I am working with has a project in the District, I would make it known to the Commission.

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Historic District Commission

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Same as previous.

Digital Signature

John Cannarsa

Jamie Wolters

From: no-reply@weebly.com
Sent: Saturday, June 10, 2023 8:54 AM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

You've just received a new submission to your [Application for Boards & Commissions](#).

[Mark as Spam](#)

Submitted Information:

Name

Laura Godfrey

Email

godfreylaura10@gmail.com

Home Phone Number**Mobile Phone Number**

708-308-2853

Address

550 Francis Street
Box 185
, Michigan Saugatuck

Current Employer

Self

Occupation/Position

Partner

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Historic District Commission

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

I grew up in the Historic District of Oak Park, Illinois, a few blocks from Frank Lloyd Wright's Home and Studio. Immersed in architecture and design with a love of history, craftsmanship, and all things of enhancement.

Thank you for the opportunity. I look forward to serving with respect and competence.

Regards,
Laura J. Godfrey

Digital Signature

Laura Godfrey

Submitted Files

Resume

[resumelaurafinalfinal.docx](#)



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: July 24, 2023
SUBJECT: Special Event-Art in the Park Saugatuck

DESCRIPTION:

Art Entrepreneurs is proposing Art in the Park Saugatuck to be held on September 16, 2023. See attached application and breakdown of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Name: Art in the Park Saugatuck
Dates: 9/16/23
Hours: 10am-4pm
Location: Wicks Park
Booths: 40
Vendor Parking: Saugatuck High School via Interurban
Music: 11am-3pm

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Art in the Park Saugatuck to take place on September 16th, 2023 organized by the Artist Entrepreneurs.



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: Artist Entrepreneurs TELEPHONE: 616-292-3930
TAX ID: 85-3228102
 MAILING ADDRESS: 2522 Grand Vista Ct NW
Anna Donahue TELEPHONE: 616-292-3930
 CONTACT NAME: _____ TELEPHONE: _____
anna@annadonahue.com CELL PHONE: 616-292-3930
 E-MAIL ADDRESS: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Anna Donahue TELEPHONE: 616-292-3930
anna@annadonahue.com CELL PHONE: 616-292-3930
 E-MAIL ADDRESS: _____

EVENT INFORMATION

NAME OF EVENT: Art in the Park Saugatuck DATE(S) OF EVENT: 9-16-2023
 PURPOSE OF EVENT: Community Art Festival RAIN DATE: _____

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

EVENT LOCATION: Wicks Park, 420 Water Street EVENT HOURS: 10 am - 4 pm

ESTIMATED NUMBER OF ATTENDEES: 1500

ESTIMATED NUMBER OF VOLUNTEERS: 12

ESTIMATE DATE / TIME FOR SET-UP: 3 Hours 7:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 1 Hour 5:00 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: 11 am END: 3 pm

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

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

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

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

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

“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): Yard Signs posted near sidewalk and Small Banner on Gazebo
Colorful, professional signs include event logo and day/time for event. (Digital check mark does not work on this form)
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

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

BOOTHS – QUANTITY 40 **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? At the High School unless under construction

Will the Interurban be utilized? Yes No Time(s) 9 A.M. TO 5:00 P.M.
Yes, if the high school lot is open 9 am - 10 am and 4 pm - 5pm
IF AVAILABLE

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY 4 BARRICADES – QUANTITY 2

TRAFFIC CONES – QUANTITY _____ PARKING SIGNS – QUANTITY 4

FENCING WATER ELECTRIC RESTROOM CLEANING

OTHER PLEASE MARK 4 PARKING SPACES IN PARKING LOT
NEXT TO WICKS PARK

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: Next to Wicks Park, please section off 4 spaces for officials and Handicap

SEE ABOVE NOTATION FOR PUBLIC WORKS

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: _____ High School if available

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.

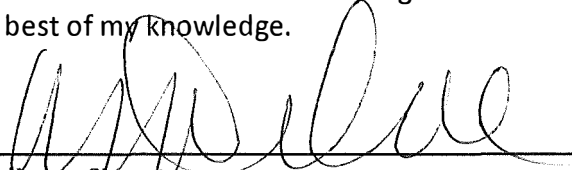
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.



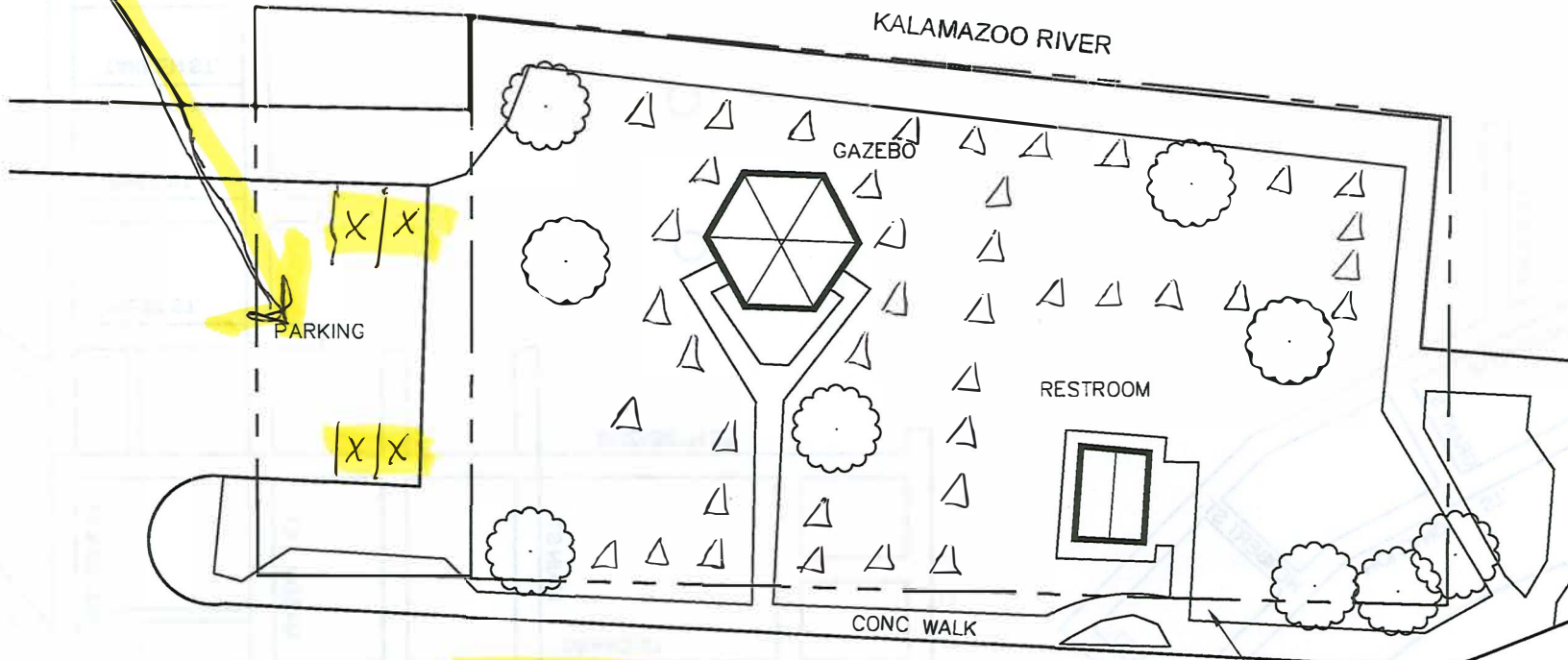
Applicant Signature

6-27-2023
~~12-01-2022~~

Date

MARK 4 PARKING SPACES HERE

3187_Wicks Park\wicks 2/3/2016



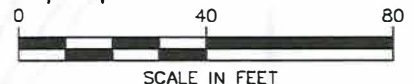
VENDER BOOTHS = Δ

WICKS PARK BOUNDARY

WATER STREET

MAIN STREET

MARY STREET



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

WICKS PARK PARK USE PERMIT APPLICATION

2016

3187



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/05/2023

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 Justin Vander Iest 6840 Northway Drive NE Ste B2 Rockford MI 493417568	CONTACT NAME: Justin Vander Iest PHONE (A/C No, Ext): 616-951-7188 E-MAIL ADDRESS: justin.vanderiest.f0ru@statefarm.com FAX (A/C No):
	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED ARTIST ENTREPRENEURS 2522 GRAND VISTA CT NW GRAND RAPIDS MI- 495341371	

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	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	92-GP-A711-1	04/01/2023	04/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER City of Saugatuck --City Clerk 102 Butler St PO Box 86 Saugatuck MI 49453	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 This form was system-generated on 07/05/2023
---	---



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: July 24, 2023
SUBJECT: Special Event-Labor Day Bridge Walk

DESCRIPTION:

SPS Community Recreation is proposing the Labor Day Bridge Walk to be held on September 4, 2023. See attached application and breakdown of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Name: Labor Day Bridge Walk
Dates: 9/4/23
Hours: 9:30 a.m. – 10:15 a.m.
Location: Blue Star Bridge between Saugatuck and Douglas

BUDGET ACTION REQUIRED:

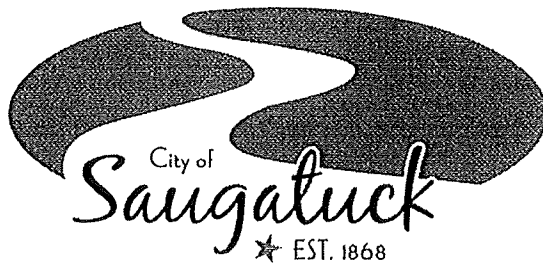
N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Labor Day Bridge Walk to take place on September 4th, 2023, organized by the SPS Community Recreation.



_____ Approved
 _____ Denied
 _____ Date

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

SPECIAL EVENT APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: SPS Community Recreation TELEPHONE: 269.857.1444
 MAILING ADDRESS: Po Box 818 Douglas MI 49406
 CONTACT NAME: Scott Kierzek TELEPHONE: 616.886-0577
 E-MAIL ADDRESS: skierzek@saugatuckps.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Same TELEPHONE: _____
 E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Labor Day Bridge Walk DATE(S) OF EVENT: Sept 4
 PURPOSE OF EVENT: Tradition RAIN DATE: None

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

EVENT LOCATION: Blue Star Bridge EVENT HOURS: 9:30am 10:15am

ESTIMATED NUMBER OF ATTENDEES: 300

ESTIMATED NUMBER OF VOLUNTEERS: 12

ESTIMATE DATE / TIME FOR SET-UP: 8 _____ A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: _____ 10 _____ 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): 10'x10' pop up tent on Douglas Side - See Map
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 One
- 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.

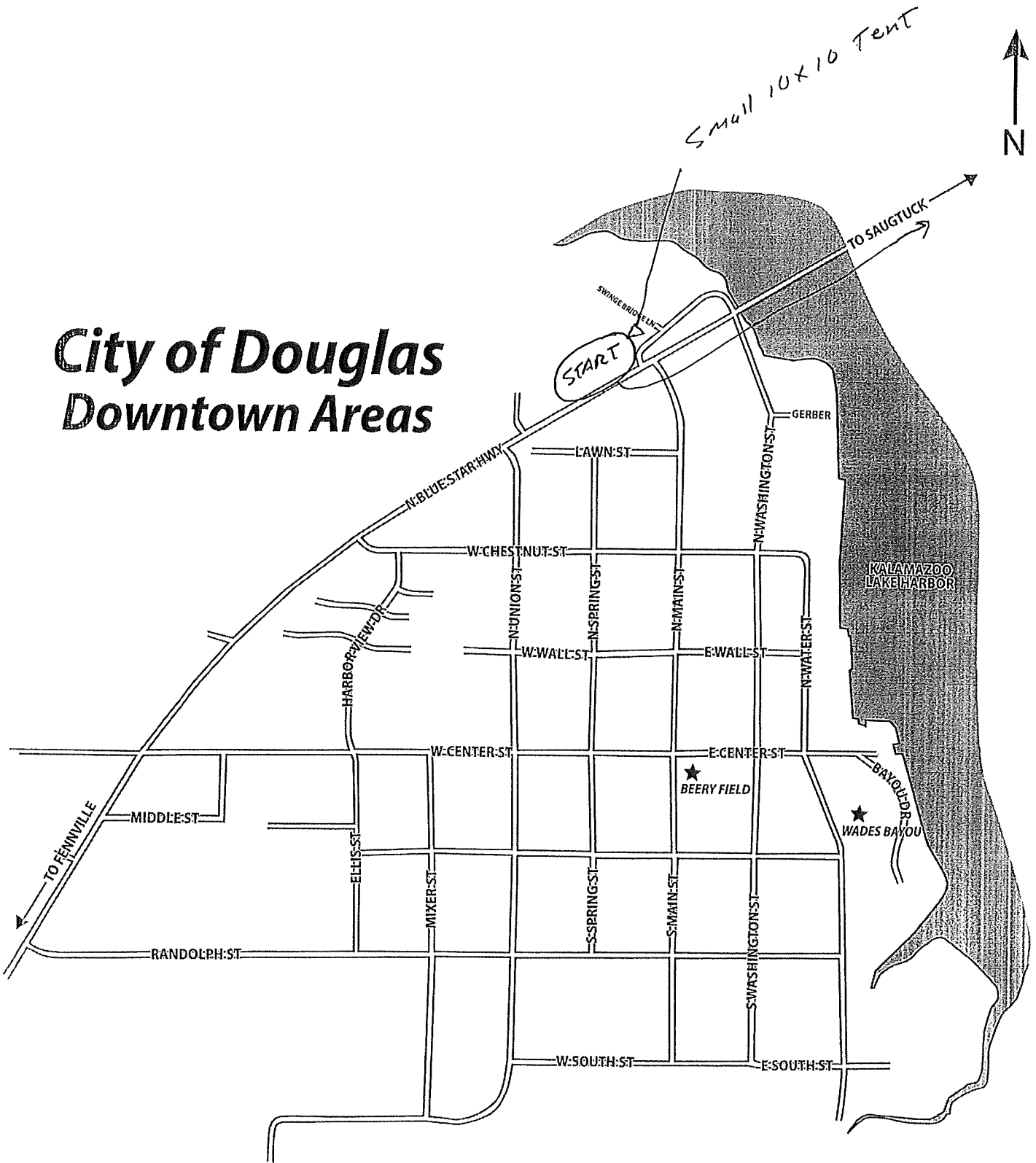


Applicant Signature

6-20-23

Date

City of Douglas Downtown Areas





City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: July 24, 2023
SUBJECT: Special Event-Sidewalk & Studio Sale

DESCRIPTION:

SDABA is proposing Sidewalk & Studio Sale to be held on August 17, 2023. See attached application and breakdown of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Name: Sidewalk & Studio Sale
Dates: 8/17/23
Hours: 9:00 a.m. – 5 p.m.
Location: Butler, Mason & Hoffman Streets
Booths: 40
Vendor Parking: Saugatuck High School via Interurban, if available
Music: Yes

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny Sidewalk & Studio Sale to take place on August 17th, 2023, organized by the SDABA.



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

FROM: Jamie Wolters, City Clerk
MEETING DATE: July 24, 2023
SUBJECT: SCA Right of Way Signage

DESCRIPTION

Susan Poolman, on behalf of the Saugatuck Center for the Arts has submitted an application for the installation of a sandwich board to be displayed on the following days:

1. Tuesday Market Days
2. Friday Market Days

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

None

LEGAL REVIEW

None

SAMPLE MOTION:

Motion to approve/deny the request to install a sandwich board for all Tuesday and Friday market days until September 2023.



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____ - _____

Name Susan Poolman /SCA Address / PO Box 400 Culver St
 City Saugatuck State MI Zip 49453 Phone 2698572399
 E-Mail market@sc4a.org
 Signature Susan L. Poolman (mkt@sc4a) Date 7-13-2023

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)Type: Number of Yard Signs 1 Sandwich Board Number of Banners _____Dates to be displayed Tuesday Mkt Days (June - August) & Friday Mkt Days (May - September)

Further Comments: _____

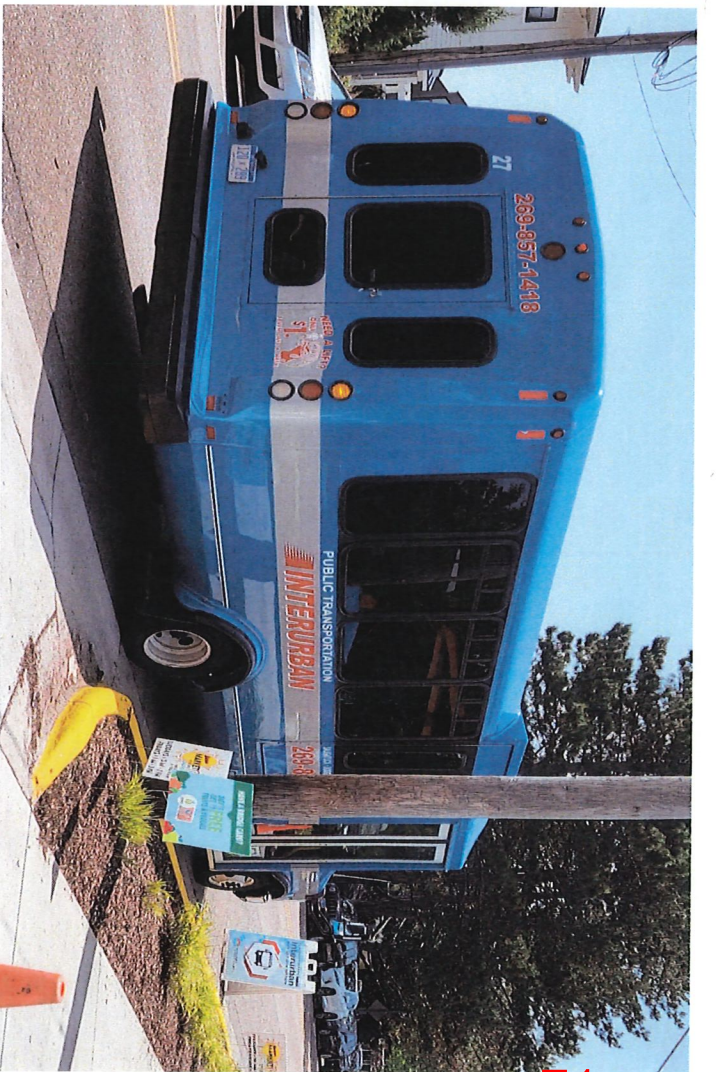
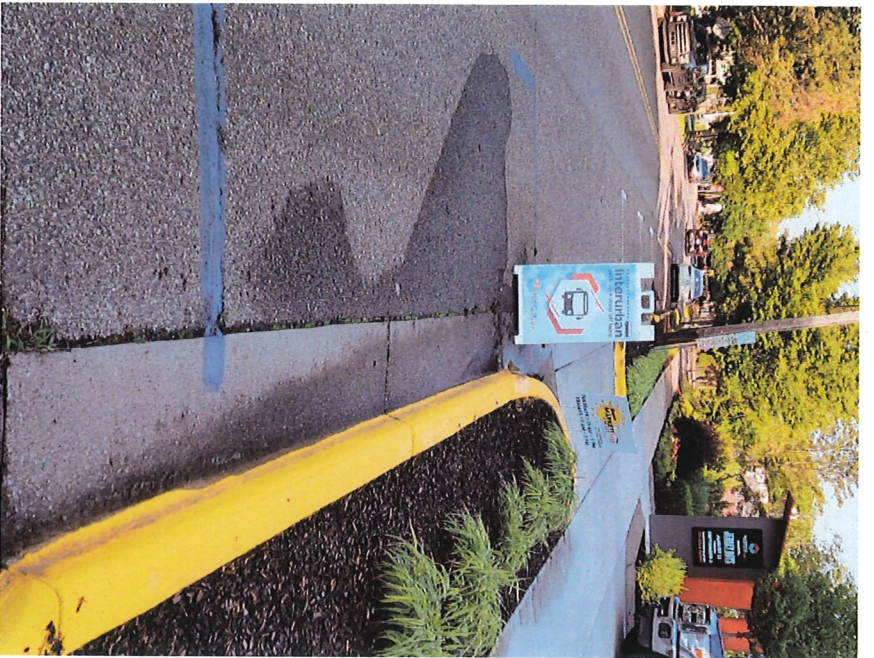
We have a shuttle sign for the Interurban. I've set up a few times for the market.~~This has been a major bonus for those that use our local transportation service to attend our market, especially those on food assistance. Guests that have taken advantage of the Interurban are thankful.~~**PLEASE INCLUDE THE FOLLOWING INFORMATION****Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval**

Y N NA

- Dimensions and type of each proposed sign 25" w x 45" H
- Map showing the location of each sign
- Explanation of how each sign will be attached and secured - weighted

Pursuant to Section 150.30(H), please to the following questions:

- Will the signs create a traffic vision obstruction?
- Will the signs create a pedestrian traffic obstruction?
- Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- Do the signs create a situation which could be detrimental to health, safety, or welfare?



Location is on Culver St between the entrance & exit of the SCA Parking Lot.
 We've already filled out an application for our yard signage for the season.



FROM: Jamie Wolters, City Clerk

MEETING DATE: July 24, 2023

SUBJECT: First Congregational Church Right of Way Signage

DESCRIPTION

First Congregational Church has submitted an application for signage installation, 1 banner and 6 yard signs. See attached map.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

None

LEGAL REVIEW

None

SAMPLE MOTION:

Motion to approve/deny the request the signage request for First Congregational Church for dates of 7/23/2023-8/5/2023.



Right of Way Sign Application

APPLICANTS INFORMATION **APPLICATION NUMBER** ____ - ____

Name First Congregational Church Address / PO Box 296 Hoffman, Box 633
 City Saugatuck State MI Zip 49453 Phone 269-857-2929
 E-Mail office@1stcongregational.net
 Signature *Phyllis Y...* Date 7/6/23

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 6 24x24 Number of Banners 1 2.5x8
 Dates to be displayed 7/23 - 8/5/23
 Further Comments: _____

Banner will be displayed on Church property on our building.

Event is a fundraiser Dinner for our Capital Campaign - furnace, AC signs, carpet, steps

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

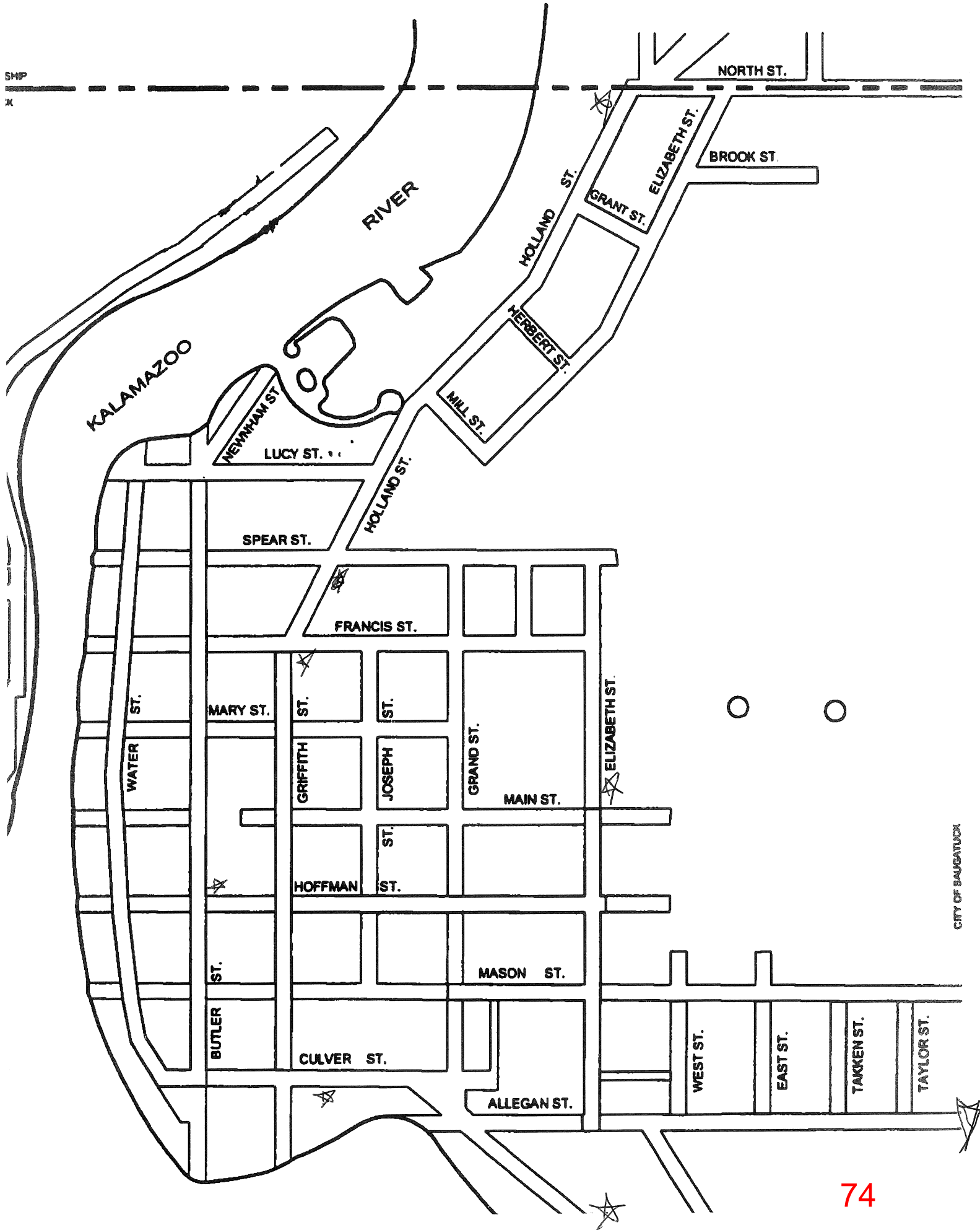
Y N NA

- Dimensions and type of each proposed sign
- Map showing the location of each sign
- Explanation of how each sign will be attached and secured - *coroplast signs stuck in ground w/ wire stands*

Pursuant to Section 150.30(H), please to the following questions:

- Will the signs create a traffic vision obstruction?
- Will the signs create a pedestrian traffic obstruction?
- Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- Do the signs create a situation which could be detrimental to health, safety, or welfare?

Downtown Street / Sidewalk Closure(s)



CITY OF SAUGATUCK



City Council Agenda Item Report

FROM: Ryan Heise, City Manager

MEETING DATE: July 24, 2023

SUBJECT: Proposal for 5-year parks plan

DESCRIPTION:

The Cities of Saugatuck and Douglas, Saugatuck Township, and the Saugatuck Public Schools have agreed to work together on an update to their joint 5-Year Parks and Recreation Plan. Having a current 5-Year Parks and Recreation Plan is required to be eligible for any of grant programs through the DNR.

To facilitate the update process, the communities established a Steering Committee tasked with creating an RFP for the update, reviewing proposals, and recommending a firm to lead the project. The Steering Committee received two strong proposals in response to the RFP. Having reviewed the proposals, the Steering Committee recommends that the communities accept the proposal submitted by Viridis Design Group. Viridis demonstrated experience working with smaller communities, offered a more detailed scope of work, submitted CVs of the project team, created a defined work schedule, and was the lowest cost of the two proposals submitted. Viridis proposes to complete the Park Plan Update at a cost of \$15,500. The Steering Committee recommends an equal cost-share for the four local units participating in the joint plan update.

BUDGET ACTION REQUIRED:

\$3,875.00

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

None

SAMPLE MOTION:

Move to accept/deny proposal from Viridis Design Group to update the joint 5-year Parks and Recreation Plan, cost to be equally shared by Saugatuck Township, the City of Saugatuck, Douglas, and Saugatuck Public Schools in the amount of \$3,875.00.

July 6, 2023

Proposal for the Tri-Community 5-Year Parks and Recreation Master Plan

To: Saugatuck Township
3461 Blue Star Hwy, Saugatuck, MI 49453

Attn: Daniel DeFranco, PhD
Saugatuck Township Manager

From: John McCann & Lindsey Gadbois
VIRIDIS Design Group

Dear Daniel:

VIRIDIS Design Group is pleased to present the following proposal to provide professional park master planning services to Saugatuck Township, the City of Douglas, the City of Saugatuck, and Saugatuck Schools Community Recreation for updating the Tri-Community Five-Year Parks and Recreation Master Plan in accordance with the Michigan Department of Natural Resources (MDNR) requirements. We understand the update will provide a basis for future acquisition, development, expansion, maintenance, and administration of recreation and park facilities within the tri-community area. The master plan will create a unified plan for future additions and improvements to its current high-quality public spaces, parks, and trails for all residents and visitors to enjoy.

Our final deliverable will include a comprehensive report that will describe the following requisite components for certification by the MDNR: Community Description, Administrative Structure, Recreation Inventory, Description of the Planning and Public Input Process, Goals and Objectives, Action Program, Long Term Funding Opportunities, and accompanying plans, maps, charts, tables, and other graphics.

Our approach will be rooted in the following principles:

- Planning that engages representatives from each of the tri-community entities in a transparent and open process that allows significant input and multiple feedback loops.
- Consideration of all points of view to create a plan that is sensitive to user needs and reflects the values of the community.
- Enhance the existing character within the parks system using low-impact, sustainable site development principles that will support proposed improvements and programming.
- Ensure that the proposed amenities are accessible to all users.
- Develop a creative yet tangible phased-approach plan with opinions of probable costs for proposed improvements.

WORK SCOPE

VIRIDIS Design Group will complete the scope of work through a well-organized work plan that assists the Steering Committee through the planning process. Our work plan is designed to be flexible and is offered as a guide to develop and implement the project. The following assignments can be modified as deems necessary. Our service philosophy is to provide a high-quality finished product, therefore, if more meetings are required than what is listed in this plan, the VIRIDIS Team will attend and facilitate additional meetings. Our ultimate goal is to ensure a successful project and client satisfaction.

■ Kickoff / Administrative Input Meeting

VIRIDIS Design Group will facilitate a kickoff meeting with the Steering Committee to review the scope of the project and discuss goals and objectives. We anticipate the attendees of this meeting will include city and township staff from Saugatuck and Douglas as well as representatives from the Saugatuck School District. The following topics should be discussed:

- Discuss coordination between municipalities
- Identify other key stakeholders to include in the process
- Set project schedules and deadlines
- Set public input meeting and stakeholder meeting dates and agendas
- Discuss both project and client goals and objectives
- Identify strengths and weaknesses from the current plan
- Identify other pertinent planning documents for review
- Identify any potential project concerns

■ Collection of Background Information

Our team will obtain available information and mapping for local and regional recreational facilities. The following will be completed:

- Obtain demographic information including census data and population characteristics, trends and projections.
- Obtain and review in detail the existing (and past) Parks and Recreation Plan(s), listing of previously completed grant projects and grants received, and any other existing pertinent planning documents.
- Obtain available mapping including natural resources, utilities, land use, and other relevant mapping.
- Obtain information regarding administrative structure, organizational charts, programming, recreation budgets, and operational and maintenance budgets between the Tri-Community municipalities.
- Obtain information regarding recent park development/improvements, non-motorized facility development, ADA improvements, and maintenance issues.

■ Recreation Inventory

Using the current plan as a guide VIRIDIS will complete a comprehensive update of existing park facilities, including non-motorized facilities, within the Tri-Community area. We will review the park facility inventory in the current plan and update the matrix based on any changes that have occurred, including any barrier free improvements that may affect the ADA Assessment rating. Our analysis and update will include school facilities, cemeteries, and non-motorized facilities. The following will be completed as part of the Recreation Inventory:

- Development of overall Tri-Community park map delineating locations of park facilities.
- Inventory of current programs and events offered through the Saugatuck-Douglas area.
- Listing of Recreation Grant award history.
- Assist the in preparing the Post Completion Self-Certification Reports for all previous grant projects which will include photographs of program recognition plaques and completed PR1944 forms.
- Mapping of the non-motorized system improvements to date.
- Identify opportunities for larger redevelopment initiatives.
- Identify potential land acquisition sites for future park development.
- Inventory of regional parks and recreation facilities.
- Inventory of adjacent non-City/Township owned recreational facilities in the area (golf courses, camp grounds, etc).
- Inventory and mapping of natural resources.
- Aerial map of each park site.
- Evaluate the inventory data to determine deficiencies based upon present and projected goals.

■ Community Needs Assessment

We will assess the community need for parks and recreational facilities against facility availability. We will utilize three methods to identify the needs of the Tri-Community area which include: comparison to accepted standards, level of service perceived by the public, and demographic trend analysis.

Comparison to Accepted Standards - Using the National Parks and Recreation Association (NPRA) guidelines we will compare the area's available facilities to the defined NPRA standards to understand the minimum acceptable park and recreation facilities and identify a program for achieving an equal distribution of parks and green space. This assessment will use park service area standards and units per population both by acres of park type and number of facilities. The following will be completed:

- Classification of each recreational facility per NPRA guidelines in accordance with the size and role they play in the park system (mini-park, community park etc).
- Overall map of associated service area for each park type that indicate a minimum standard for geographic balance.
- A matrix showing population service standards by park type.
- A matrix showing population service standards by recreation activity.

Level of Service Perceived by the Public - In order to understand how the residents of perceive the parks and recreation system, we will host a public input process to solicit community input through surveys, public workshops, focus groups, and public hearings (described on the following page).

Demographic Trend Analysis - We will research parks and recreation use patterns and trends nationally and cross reference the data with local demographics and population statistics to gain an understanding about how the community is or isn't using park facilities as well as where gaps in park service may exist. The analysis will include how age, gender, and lifestyle impact park and recreation wants and desires.

■ Public Engagement

As designers and planners, it is our job to weave together years of previous planning efforts within the Tri-Community area into a succinct timeline that helps residents understand the foundation of the master plan effort. Through careful listening, we will rely upon stakeholders aspirations and the unique characteristics of each community to suggest appropriate planning directions. Our role as a collaborator with the Steering Committee, stakeholders, and general public, is to offer our experience and insight to best practices in park master planning. We recognize the significance of this effort and its potential impacts on the community and surrounding region. Our charge is to listen, test the input through the goal setting process, balance the realities and capacity to implement the goals of the plan, and achieve a preferred vision. A strong emphasis on community engagement ultimately produces consensus-driven, quality design—the best plans emerge not from our own preconceived notions, but from a holistic process tied to each community in which we work.

We understand engagement is a process, and we see that moving from vision to action provides lasting results. Our unique approach for engagement builds upon ideation to a process of active community building, all while working hand in hand with the Steering Committee and stakeholders. Our suggested process includes the following techniques:

Community Survey - VIRIDIS will develop an online survey designed to receive feedback from the community. This method provides the residents with a way to express their views if they are unable to participate in an in-person engagement session. Surveys provide an analysis of results which is helpful in cross-referencing with population characteristics and recreation trends. The survey can be printed out and provided to those who do not have access to internet or a computer.

Social Media - Our team can assist the Steering Committee in managing social media outlets to inform the community of project updates, survey links, and ways to participate in the planning process. Our team can provide useful marketing materials, such as flyers and postcards with QR codes, to promote project awareness within the community.

Park Entity Focus Groups - Small, one-on-one conversations with each park entity will allow our team to have an authentic dialogue and understand current needs and concerns from a variety of perspectives. We will work with the Steering Committee to determine a list of stakeholders to invite to an informal, welcoming listening sessions. Two meetings for each entity will be held, for a total of eight focus group meetings.

Public Input Workshop - VIRIDIS will facilitate a public input meeting with the Saugatuck and Douglas communities to receive feedback on the current park system as well as wants and needs for future park facilities. Information gained from public input, combined with the inventory and analysis help form the basis of the goals and objectives and action plan. We anticipate inviting residents, members from pertinent local boards, committees, and commissions, city and township staff, public schools, road commission, regional agencies, district library, neighborhood associations, parks volunteers, and any other identified stakeholders.

The open house style workshop will include a series of interactive feedback stations that allow participants to “drop-in” during a designated time frame to voice their ideas on opportunities and challenges within the parks system. Feedback stations may include (but not limited to) dot polling (placing a dot sticker on desired amenities), review of park imagery to spark ideas, maps of existing parks with sticky notes, kids activities, park modeling activities, questionnaires, and other input collection strategies.

■ Plan Development

Utilizing the park inventory, needs assessment, resource analysis and information gathered from stakeholders, city and township staff, school leadership, and the community, VIRIDIS will develop a draft version of the parks and recreation plan. The draft will include the following (including all mapping):

- Community Description
- Updated Administrative Structure with description of Saugatuck parks and trails millage
- Resource & Recreation Inventory
- Description of the Planning Process & Public Input Process
- Goals and Objectives
- Actions Program and Capital Improvement Schedule

Review Meetings - A draft of the master plan report will be provided to the Steering Committee for review. Revisions based on the feedback and comments received from staff reviews will regularly be updated into the plan.

30-Day Public Review - Once the Steering Committee is comfortable with the master plan draft, it will be made available to the public for review and comment for a period of 30 days, as required by the MDNR. The review period will be publicly noticed made available for viewing in at least two or three locations within the Tri-Community area.

Final Report - Once the 30-day public review period is complete, VIRIDIS will make any necessary revisions and prepare a final Parks and Recreation Plan. The final plan will be based on all feedback gathered from Township staff, stakeholders, and community members. The final version of the plan will include all the required maps and descriptions to satisfy the requirements of the MDNR, and include appendices containing meeting notices and notes, survey results, budget data, and other pertinent documents.

Deliverables - VIRIDIS Design Group will provide the Steering Committee with a digital copy of the final report including all maps and diagrams that will be generated during the project. We will submit, on behalf of the Steering Committee, the 5-Year Parks and Recreation Plan to the MDNR by completing the submittal checklist and uploading the plan contents to the MDNR web portal. Our team will provide the Steering Committee with slide decks for presentations at the public hearing and final adoption meetings.

The intent for the project timeline is for plan completion, approval, and submission to the DNR by Feb 1, 2024.

■ Professional Fee

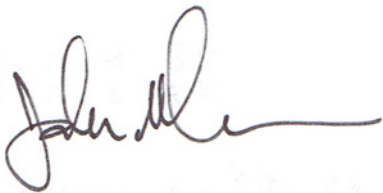
To complete the scope of services outlined in the RFP, VIRIDIS Design Group proposes a total not-to-exceed fee of \$15,500. This fee includes all estimated reimbursable expenses and is based on the work scope and schedule outlined in this proposal.

Specific items that are not included in our fees are as follows:

- Public engagement sessions and meetings not outlined above
- Construction drawings and specifications
- Utility design or off-site improvements
- Surveying or soil borings of geotechnical investigations
- Environmental studies such as wetland delineations or hydrology analysis
- Permitting

Invoices will be submitted monthly based on the percentage of work completed and payment is due within forty-five (45) days from date of invoice. Digital files of finalized deliverables will be submitted to the client team. Hard copies can be provided at an additional cost. Should you have any questions or need additional information, feel free to contact us. We look forward to working with you on this exciting project!

Sincerely,
VIRIDIS Design Group



John McCann, PLA, LEED AP
Principal, VIRIDIS Design Group



Lindsey Gadbois, PLA
Landscape Architect, VIRIDIS Design Group

If this proposal meets your approval, please sign below and return to lindsey@virdg.com

Signature

Date

Jamie Wolters

From: bob genetski <hockey24mi@yahoo.com>
Sent: Thursday, July 20, 2023 1:15 PM
To: Jamie Wolters
Subject: Fwd: from Bob Genetski

Mayor Dean & Council members-

Please add my name to those of city residents who are formally requesting an independent material and procedural audit of the July 4th expenses relative to the fireworks, the laser light show and DJ.

I appreciate very much that City Council would want to be just as sure as concerned citizens that all aspects of the City Charter, ordinances relative to city expenditures and state laws were appropriately followed relative to contracting for the laser light show and DJ - expenditures that appear to have not been previously budgeted for. Such an audit could put to rest any taxpayer concerns as to whether or not the estimated \$30,000 overage of expenditures and relative contracts were properly vetted by City Council relative to its obligations for affirming contracts and appropriating taxpayer monies.

Having just recently received our property tax bills (and the increases reflected on them), I share your concerns about unforeseen budget hits. I am hoping that an independent material and procedural audit can clarify any doubt in the community and ensure the public feels informed on the spending of taxpayer money in the future.

Sincerely,

Bob Genetski
P.O. Box 475
717 Water St.
Saugatuck, MI 49453