



**CITY COUNCIL WORKSHOP AGENDA
February 4, 2021 – 4:00 P.M.**

NOTICE:

This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

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: citymanager@saugatuckcity.com

1. CALL TO ORDER
2. ATTENDANCE (*ROLL CALL*)
3. AGENDA CHANGES (ADDITIONS/DELETIONS)
4. PUBLIC COMMENT AGENDA ITEMS ONLY (*Limit 3 minutes*) Select “unmute” mic in the Zoom interface and speak your name to be recognized or press *6 if you are calling in by phone to unmute your phone to speak.
5. DISCUSSION ITEMS
 - 5.A. SDABA Gaming License
 - 5.B. Coghlin Park Private Events Policy
6. PUBLIC COMMENT (*Limit 3 minutes*) Select “unmute” mic in the Zoom interface and speak your name to be recognized or press *6 if you are calling in by phone to unmute your phone to speak.
7. COUNCIL COMMENTS
8. ADJOURN (*ROLL CALL*)

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 kirk@saugatuckcity.com for further information.

ITEM #5A



City Council Workshop Discussion Item

To: Saugatuck City Council
From: Ryan Heise, City Manager
Meeting Date: February 4, 2021
Re: SDABA State Charitable Gaming License

The Saugatuck Douglas Area Business Association (SDAA) desires to be licensed by the State of Michigan to conduct charitable gaming as authorized under Public Act 382 of 1972 (the Bingo Act). The law allows qualified nonprofit organizations to be licensed to conduct bingos, raffles, and to sell charity game tickets.

To qualify for a license, the local government must recognize by Resolution that the organization is a local nonprofit. The Resolution will be an action item at your regular meeting of February 8, 2021.

Alec Payleitner, from the SDABA Board, will speak to the Council regarding SDABA plans.



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)

ITEM #5B



City Council Workshop Discussion Item

To: Saugatuck City Council
From: Ryan Heise, City Manager
Meeting Date: February 4, 2021
Re: Weddings in Coghlin Park

The city has no policy that allows administrative approval for rental of Coghlin Park for private events. The city does allow Council to review applications for special events. City Council approved a policy, in March of 2017, for the gazebo and limited seating area to be rented for private events. That policy and associated exhibit is attached.

Staff cannot recall any instance when private parties have been given permission to use other areas of the park, outside of the gazebo area. That doesn't mean private events have not occurred, it means they likely occurred without a permit.

We have had inquiries to use areas of Coghlin Park outside the gazebo for private events. As it stands, the request would need to come to Council as a special event. If council would like to review the policy, staff will be happy to provide recommendations on park usage policies and bring it back to Council at a later date.

Policy/Procedure: Coghlin Park Gazebo Rental Policy

Date Adopted or Implemented: 03-13-2017

Resolution Number (if applicable):

CITY OF SAUGATUCK

The City of Saugatuck allows the use of the Coghlin Park Gazebo for private events such as wedding/commitment ceremonies, family reunions, club or organization picnics. Private use of Coghlin Park is subject to the policies and rules set forth herein. **The City of Saugatuck expressly reserves the right in its sole discretion to cancel a private event for City purposes and applicant agrees, as a term of its use of Coghlin Park, to release and waive all claims of any kind (including a claim for consequential damages), against the City, its officers or employees arising out of cancellation of the user's event.**

Site Users: Please be aware that Coghlin Park is a public park and will remain open to the public during your rental.

Reservations: Reservations are on a first come, first serve basis. Only one event may be held at a given time. The responsible party who has reserved this gazebo must be present during the period the gazebo is used.

Rental Fee: Non-refundable fee of \$500.00 - event date will not be secured until payment is made.

Refunds: No refunds will be provided unless the City cancels the rental as provided for in this Policy, in which case the City will issue a full refund of any rental fee paid to the City.

Time Parameters: Five (5) hour maximum time allotment.

Seating: Setting up of chairs is permitted (200 maximum) as identified on the attached drawing. Chairs can be set up two (2) hours prior to event and must be removed no later than two (2) hours after event. Actual ceremony maximum time is one (1) hour. To avoid damage to the City's property, the applicant is required and may only use a vendor approved by the City in advance for delivery, setup and removal of chairs. The City is not involved in organizing this service and applicant remains responsible to make all arrangements with the vendor. Approved vendor – The Rental Company, 430 W. 17th Street, Holland, MI 49423, 616-396-7300.

Decorations: Potted flowers/plants may be used to decorate the gazebo. No tape, wire, screws, nails, staples, tacks or other fasteners are permitted. Gazebo may not be decorated prior to the rental period. All decorations must be removed by the end of the rental period. **Throwing or dispersing rice, birdseed or other similar food material, confetti or other material is prohibited.** Blowing soap bubbles or similar acts that neither create a littering problem nor attract birds or other animals to the site are permitted.

Restrictions: In accordance with the City of Saugatuck Code of Ordinances, the following is strictly prohibited:

- Alcohol – City Ordinance 95.02 prohibits alcoholic beverages in any City park.
- Open Flame / Fire - including but not limited to Chinese Lanterns, torches and candles.
- "Roping off" or otherwise limiting access to other sections of the Park outside of the approved location of event.
- Tent Staking- due to underground sprinkling and electrical lines.
- Electronic sound amplification equipment of any nature unless approved in advance by the City Manager or his/her designee.

Personal Items: The City is not responsible for lost or stolen articles.

Clean Up/Damages: Please be respectful of our City Parks and facilities. If any City property is damaged, please inform City Hall at the conclusion of your event, 269-857-2603. Resolution of any damages will be handled on a case-by-case basis.

Insurance: Applicant must procure and maintain Comprehensive General Liability insurance for the event, with combined single limits of \$1,000,000 for any one occurrence in which bodily injury or property damage is alleged. Applicant shall furnish the City with a Certificate of Insurance evidencing such coverage naming the City, its officers and employees as additional insureds on the Comprehensive General Liability Policy. The insurance policy shall provide that it may not be canceled, revoked or modified unless thirty (30) days prior written notice is given to the City.



Non-Refundable Fee - \$500.00

Paid: _____

Approved _____ Denied _____

APPLICATION FOR COGHLIN PARK GAZEBO RENTAL

APPLICANT / ORGANIZATION INFORMATION

Applicant/Organization Name: _____

Contact Person: _____

Address: _____
Street City State Zip

() _____ () _____
Home Phone Cellular Phone

E-Mail Address: _____

EVENT INFORMATION

Event Name: _____

Date(s) of Event: _____

Hours of Event: _____ Maximum Number Attending: _____

Detailed Description of Event: _____

I agree to fully comply with all City of Saugatuck ("City") rental policies, rules and applicable laws. I agree to defend, indemnify, and hold harmless the City, its authorized agents, officials, employees and contractors against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages of any kind, including bodily injury or death, and/or property damage, which may be asserted, claimed or recovered against the City, its authorized agents, officials, employees or contractors relating to or arising out of the rental or use of the Coghlin Park gazebo or any related City facilities, grounds or equipment (collectively, the "facilities"). I understand that the facilities are provided by the City "as is," and that the City disclaims any representation or warranty of any kind, express, implied, or statutory without limitation regarding the facilities. I understand that the City will not be liable to me or others on my behalf for any special, consequential, exemplary or incidental damages, arising from any claim relating to this application or the rental of the City facilities, whether such claim is based on warranty, contract, tort (including negligence) or otherwise, even if a City representative is advised of the possibility of such damages.

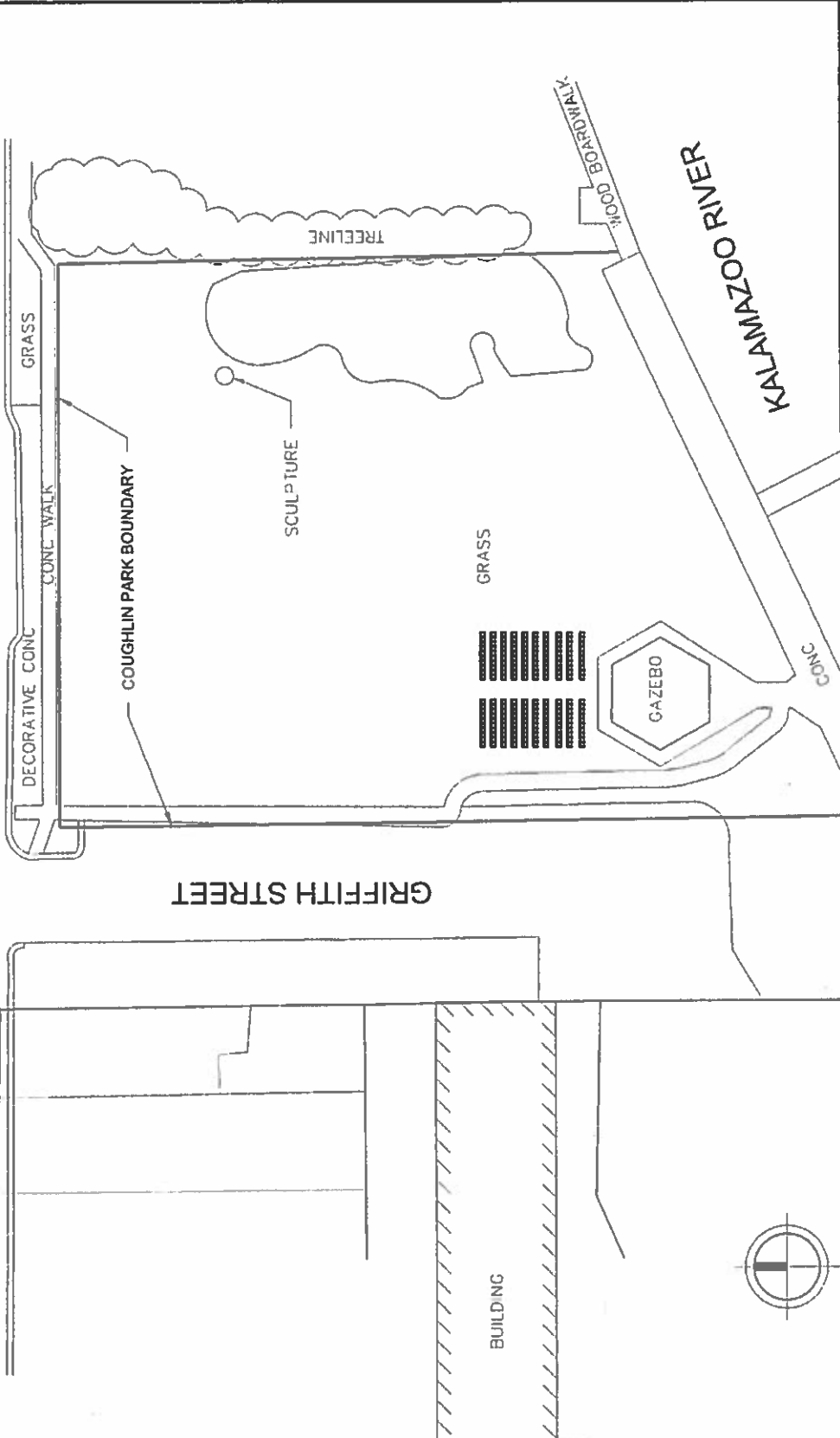
I acknowledge that I have received and read, understand and agree to abide by the terms, conditions and guidelines set forth in the City's rental policy. I agree that I am fully responsible for all activities conducted at the facilities on the day, date and time stated and agree to return the facilities to an equivalent or better condition than when rented. I affirm and represent that I will reimburse the City for any clean-up and/or damages to the facilities, whether caused by me, my guests or third parties. I agree that if the facilities are used in a manner not permitted by the City during my rental period, then the City may prohibit me from using this or another City facility in the future, may seek reimbursement from me for damages to City property and may subject me to other enforcement action as authorized by law.

Applicants Signature

Date

3187_Coughlin Park\tonys 100611

CULVER STREET



NORTH



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

CITY OF SAUGATUCK
 ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK
 PARK USE PERMIT APPLICATION DATE: 6/17/11
 Project: _____
 Owner: _____
 Designer: _____