



**CITY COUNCIL WORKSHOP AGENDA  
March 18, 2021 – 4:00 P.M.**

- 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**
  - A. Manager’s Report**
  - B. Special Event Permit - Mt. Baldhead Challenge**
  - C. Special Event Permit - Town Crier Race**
  - D. Special Event Permit - Bike MS: West Michigan Great Lakes Breakaway**
  - E. Special Event - Blessing of the Boats (Awaiting Permit Application)**
  - F. Oval Beach Day Pass Fee Increase**
  - G. High Water Discussion - Hesco Barrier Removal, Boat Ramp, and Pumps**
  - H. Redistricting - Community of Interest**
  - I. Recycling Committee Presentation**
- 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*)**

**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: [ryan@saugatuckcity.com](mailto: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 [erin@saugatuckcity.com](mailto:erin@saugatuckcity.com) for further information.



5A

## City Council Workshop Discussion Item Report

**To:** Saugatuck City Council  
**From:** Ryan Heise  
**Meeting Date:** March 18, 2021  
**Re:** City Managers Report – Highlights March 18th, 2021

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### **Social District Update**

The Social District has commenced. The Butler Restaurant is the only bar currently participating with several other establishments currently working their way through the process.

### **High Water Decisions**

Removal of Hesco sand barriers, opening of boat ramp, and maintenance of the pump are on the agenda for discussion. Staff predicts that removal of the sand barriers will be a frequent request. The sand barriers are not reusable, staff recommends removal of the Hesco barriers, but want to make Council aware that if the city experiences street flooding issues again this year, it will incur cost for new barriers.

Boat Launch– Staff recommends reopening.

Pump and fencing– Engineer recommends that pump remains in place given the expense and effort to install. The balloon placed in Wicks Park storm drain can be removed.

### **Wick's Park**

Preliminary discussions on renovations to the gazebo are underway. I have been made aware of the history and been briefed on the general sentiment of the community.

### **MDOT to rebuild southbound I-196 from Holland to Saugatuck starting March 22**

The Michigan Department of Transportation (MDOT) begins their project on March 22nd. Please find information about the project here: <https://www.michigan.gov/mdot/0,4616,7-151-9620-554583--,00.html>

The city will provide a link and major updates on the Saugatuck City website.

### **Blue Star Trail Update**

City/Township Manager's continue to discuss next steps and "path" forward; which include creating an interlocal agreement for the City to review and consider entering. The committee has selected an engineer to provide services and will make a future recommendation to Council. Friends of the Blue Star Trail have committed to fund the engineering cost. Interlocal likely to be presented at your April Meeting.

### **Floating Homes**

The permanent ordinance is in draft stage and is being reviewed by legal counsel and staff. Staff continues to collect feedback from various stakeholders in the community.

### **Dune Ridge Updates**

The fence issue and resolution for compliance is being discussed by legal counsel, staff and Paul Heule. Waiting on a plan to be presented to Plan Commission and Zoning Board of Appeals by Paul's development team.

### **Road Resurfacing (and utility) Projects**

**Park Street North** – Please see P. 5-6 for the latest updates.

**Park Street** – survey is being reviewed by the engineers; I anticipate a preliminary findings report in the coming weeks. I have requested that F&V be prepared to provide an overview of the project history and next steps at an upcoming meeting. Discussions on the project will likely include adding waterline service replacement to the scope causing further delays on the project.

**Campbell Road** – The city agreed to proceed a grant for the project. If the grant is not awarded, the project can be completed fall of '21. If the grant is awarded the project would become a spring '22 project. This is a shared project with Douglas.

### **Master Project List & Strategic Planning**

Reviewing this list with Council is a high priority for staff. A portion of the strategic planning meeting will be a discussion on the Council Management form of government and how we can work best as a team. Staff will begin working with vendor to determine dates for the meeting.

### **Radar Signs**

Have been ordered by Scott Herbert. The signs will be installed well before Memorial Day weekend.

### **Eurasian Milfoil (EM) Update**

Erin Wilkinson and Cindy Osman are working hard to make this project a success. Currently, we have 36 private property owners who have requested to have their EM treated. Last week Erin Wilkinson sent an additional 95 property owners a letter to see if they are interested and those requests have started to trickle in through the website. Peter- plans to create invoices to track payment (or lack thereof) to be sent out mid-April and returned by mid-May.

First treatment will be scheduled early to mid-June, and a second application mid-to-late July and a third mid-to-late August if needed. Splitting the EGLE permit fee with Douglas for treatment is currently under review.

### **Police interceptor**

Has been delivered to Mark's Autobody for retrofitting and decals. The effort is being coordinated by Allegan Co. Sheriff Department and Department of Public Works.

### **Oval Beach**

Staff has added the open positions to our website and facebook, and have already received several applications. Additionally, Council will be reviewing the fee schedule at your March meeting.



March 17, 2021

Dear Property Owner,

As you are by now hopefully aware, the City has been working to make improvements on Park Street between Mt. Baldhead Park and the north end of the road. Design work is complete, and we have a contractor lined up to replace the severely deteriorated pavement. Construction was originally planned for the spring of 2020, but the impacts of COVID led us to delay the project a year. The specific start date is weather-dependent; however, construction is anticipated to begin in April and be complete in May.

### **What Do You Need To Know Now**

Before the resurfacing work, the City will be investigating the water services in the area to determine whether any contain lead connections. Recent state regulations stemming from the Flint Water Crisis require replacement of certain types of water services. Kalamazoo Lake Sewer & Water Authority investigated several already, and our contractor will be investigating the rest starting Thursday, March 18. The disturbance is fairly limited – a vacuum truck is used to excavate the service at the curb stop (valve near road) so that the materials can be determined. If your service is found to have lead connections, we will contact you to coordinate replacement before road construction begins. Replacement costs are borne by the City, due to the special legislation.

If it is determined that the service **does not** contain lead it will **not require** replacement, however if you have been experiencing issues with your service for other reasons, now would be a great time to have it replaced at your cost. Once the City has invested in resurfacing, we will likely not allow the new pavement to be cut for this type of work for anything but an emergency. We would encourage you to consider replacing your service with modern materials, properly sized for your specific use. The City can help you obtain a quote from the City's contractor or you can use a contractor of your choosing, provided they can perform the work before road construction begins.

## Going Forward

The road width will not be increased, and any changes to topography will be minor within a foot or two of the pavement to restore shoulders. The City does not have a public storm sewer system in this area, and the project is not intended to alter the drainage in the area.

As you are certainly aware, the road is quite narrow. This creates logistical challenges during construction. The road will never be closed, but there will be times when ingress and egress will be delayed. To mitigate those challenges, we want to be proactive with communication. We are planning to send out regular updates via email during construction to get current and timely to you so that you can plan accordingly. If you would like to receive those updates, please sign-up through our website, follow these tabs to get there:

ABOUT / CITY PROJECTS / PARK STREET NORTH

OR

<https://www.saugatuckcity.com/park-street-north.html>

OR

Call us to sign you up (269) 857-2603  
(Option 1, Option 1 to speak with Erin)

\* You will receive emails on blind copy to keep your address private.

We look forward to a successful paving project and need your help to make it happen. Please feel free to contact the City at (269) 857-2603, or Jon Moxey, the Project Engineer at (616) 977-1000 with any questions or concerns.

Sincerely,

Ryan Heise  
City Manager  
[ryan@saugatuckcity.com](mailto:ryan@saugatuckcity.com)



5B

## City Council Workshop Discussion Item Report

**To:** Saugatuck City Council  
**From:** Erin Wilkinson  
**Meeting Date:** March 18, 2021  
**Re:** Special Event Permit for Mt. Baldhead Challenge

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This year the Saugatuck-Douglas Rotary Club would like to host the 21st Annual Mt. Baldhead Challenge at Oval Beach on on September 11th.

They have made several modifications to the route and race to make it more COVID-19 friendly. The race will start and finish at the Oval Beach, with a phased start to reduce group sizes, and will be primarily a trail run. They will shift to a mostly contact-less processes for the registration, race, and finish. Safety plans are still evolving.

They have asked to place a banner on the Saugatuck palate sign for 15 days leading up to the event. They would also like to use the concession stand, and bathrooms, and have requested permission to close the Oval Beach to non-race participants during the race.

The Department of Public Works, Saugatuck Township Fire District, and Allegan County Sheriff's Department have had an opportunity to review the application and have given preliminary approval, however changes to the plan will require each department to provide final sign-off.

From: Scott Sullivan [REDACTED]   
Subject: Mt. Baldhead updated event application  
Date: March 14, 2021 at 10:52 AM  
To: Erin Wilkinson Erin@saugatuckcity.com



Saugatuck City Council  
Saugatuck Township Fire District

Hi again:

The Rotary-sponsored Mt. Baldhead Challenge committee — as others keep being called on to do during what we hope are waning phases of the pandemic — keeps learning and updating plans for our Sept. 11 event.

Having interviewed two professional race timing firms last week, they tell us it's standard for races that have planned or already held 2021 returns to scale back start/finish area activities to NO food or drink offerings; perhaps just leave water bottles and finishers medals on tables for runners to grab and go; offer only pre-race registration and packet pickups to minimize group gatherings, and take more safety measures we are still learning.

Given that and the threat Lake Michigan winds pose tents, it looks like we may not request a permit for one after all. We are wondering whether, given Oval Beach will have shut down concessions after Labor Day, less than one week before our event, and brick-and-mortar restrooms will still be open, if it might be possible for Rotary volunteers to utilize the concession portion of that complex ... but that's just a thought now.

We are also wondering if we can close the beach for just our event that morning. Given numbers we are expecting/hoping for, that seems the best way to minimize conflicts there and confusion.

We have tweaked the special events application form sent last week to reflect what our best knowledge is now. (See attached) It is important we start marketing our charity funder as soon as possible, even though we are still working out the details and adapting. We will of course remain in communication and cooperation with the city on all of this.

Thanks you for your patience and consideration.

2021 Mt. Baldhead Challenge Committee

(Jim Sullivan, Gordon Stannis, Ed Karasak, Steve Baker, Megan Scheerhorn, Tom Throop, Chris Yoder & Scott Sullivan)



application-

Saugatuck City Council  
Saugatuck Township Fire District  
Ox-Bow School of Art & Artists' Residency

Dear Friends:

Great news ... we hope! The Mt. Baldhead Challenge — which drew 525 runners and raised more than \$75,000 in 2019 to help the Saugatuck-Douglas Rotary Club start a Boys and Girls Club serving youths in the Saugatuck Public Schools, then took a Covid-19 hiatus in 2020 — will return on Saturday, Sept. 11 this year.

The event — which we bill as “The Ultimate Multi-Terrain Race” — has become in its 21 years the 501c3 Rotary Club’s biggest local charity funder. It also allows us, with you, to showcase the area’s natural beauty in a fun and healthy way that draws hundreds of guests at the start of our fall “shoulder season.”

We, like you, take Covid-19 protocols in full earnest. We hope by Sept. 11 vaccine distribution will be widespread and certain strictures may be relaxed, but take none of that for granted for runners or volunteers.

Because the idea of a crowded start/finish gathering at Wicks Park, as has been done in past years, seems inimical to this intent, we are proposing to both start and finish long (about 10 miles) and short (6 miles) courses this year at Oval Beach, which is spread out and has ample parking, and run mostly trails (as is shown in maps attached) on the west side of the river. To

mitigate congestions, we anticipate starting in several “waves,” i.e. with faster runners going in a smaller group first, waiting a couple minutes, then sending more spread-outwaves as needed.

The paved-roads portion would consist entirely of Park Street from Vine Street north to the Ox-Bow Crow’s Nest Trail turnoff, then back down from there to the races’ signature Mt. Baldhead stair climb. This spring’s North Park Street improvements will be showcased and, we hope, police traffic-control needs minimized.

Our races will start almost 20 years to the minute the first 9-11 terrorist plane hit the World Trade Center. We plan an observance of that and tribute to first responders’ ongoing service at the event.

Our community could never have enjoyed past MBC celebrations and successes without a constructive partnership with the city and its DPW, police, fire district, Ox-Bow and many others. We welcome your input, support and ideas as to how to make our collaboration even better.

For a fun referral, visit [www.mtbaldheadchallenge.com](http://www.mtbaldheadchallenge.com), scroll down and click on the YouTube video. For questions or information, call race committee member Scott Sullivan at (616) 822-2058 or speak with any of us listed below. We look forward to working with you!

Cheers,  
2021 Mt. Baldhead Challenge Committee  
(Jim Sullivan, Gordon Stannis, Ed Karasak, Steve Baker, Megan

Scheerhorn, Tom Throop, Chris Yoder & Scott Sullivan)



**Council Action**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://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: Saugatuck-Douglas Rotary Club

TELEPHONE: [REDACTED]

MAILING ADDRESS: PO Box 211, Douglas, MI 49406

CONTACT NAME: Scott Sullivan

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Scott Sullivan

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

#### EVENT INFORMATION

NAME OF EVENT: 21st annual Mt. Baldhead Challenge

DATE(S) OF EVENT: Sept. 11, 2021

PURPOSE OF EVENT: charity trail and road race fundraiser

RAIN DATE: n/a

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

EVENT LOCATION: Oval Beach start and finish, surrounding tra

EVENT HOURS: racess start 8:46 a.m

ESTIMATED NUMBER OF ATTENDEES: 500

ESTIMATED NUMBER OF VOLUNTEERS: 60

ESTIMATE DATE / TIME FOR SET-UP: \_\_\_\_\_ 6  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: \_\_\_\_\_ 1  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: 8 a.m. END: noon

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): We would like to run our banner for 15 days prior under the p  
Description of signs: "Runners: Caution" signs on roads. Mileage markers on course, which we will  
(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** 5

**PORTABLE TOILETS – QUANTITY** 5-6 I am guessi

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

If yes, where do you propose your vendors park? At Oval Beach

Will the Interurban be utilized?  Yes  No Time(s) We don't expect to at this time, bu

**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 Maybe 10?

BARRICADES – QUANTITY Not sure yet

TRAFFIC CONES – QUANTITY Maybe 100?

PARKING SIGNS – QUANTITY Not sure ye

FENCING  WATER  ELECTRIC

RESTROOM CLEANING

OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times Maybe 1 or 2 at Oval Beach, with one of them patrolling the Park St

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: We would occupy most of the Oval Beach lot spaces, though I'm not sure ft

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: Volunteers directing

## 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: Will provide liability insurance forms well in advance.

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

March 5, 2021

\_\_\_\_\_  
Date







5C

## City Council Workshop Discussion Item Report

**To:** Saugatuck City Council  
**From:** Erin Wilkinson  
**Meeting Date:** March 18, 2021  
**Re:** Special Event Permit for Town Crier Race

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This year the Town Crier would like to host their Town Crier Races on June 19th, starting at the High School and ending in Douglas.

Event organizers have scheduled a meeting with the cities and public safety for May 21st to finalize several pending details. After the meeting we should have their finalized route maps, COVID safety plan, and a better idea what specific support they will require.

The Department of Public Works, Saugatuck Township Fire District, and Allegan County Sheriff's Department have had an opportunity to review the application and have given preliminary approval, however changes to the plan will require each department to provide final sign-off.

Sue Poolman  
Race Organizer  
c: 269.227.3448  
e: towncrierrace@gmail.com



**Council Action**  
\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://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: Town Crier Races

TELEPHONE: [REDACTED]

MAILING ADDRESS: PO Box 1040

CONTACT NAME: Linda B Kinnaman

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: \_\_\_\_\_

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Rick Bauer

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

#### EVENT INFORMATION

NAME OF EVENT: Town Crier Races

DATE(S) OF EVENT: 06/19/2021

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

RAIN DATE: n/a

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

EVENT LOCATION: City, Village and Township

EVENT HOURS: 6:30am-12:30pm

ESTIMATED NUMBER OF ATTENDEES: 200-300

ESTIMATED NUMBER OF VOLUNTEERS: 30-50

ESTIMATE DATE / TIME FOR SET-UP: 06/19/2021      6:00       A.M.     P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/19/2021      12:30       A.M.     P.M.

## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

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

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

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

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

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

- “YARD” SIGNS** - Number requested: \_\_\_\_ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE** - Location(s): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

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

- BOOTHS – QUANTITY** \_\_\_\_\_
- TENTS – QUANTITY** \_\_\_\_\_
- AWNINGS – QUANTITY** \_\_\_\_\_
- TABLES – QUANTITY** \_\_\_\_\_
- PORTABLE TOILETS – QUANTITY** \_\_\_\_\_

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

If yes, where do you propose your vendors park? \_\_\_\_\_

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

**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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

- TRASH RECEPTACLES – QUANTITY \_\_\_\_\_  BARRICADES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_  PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING  WATER  ELECTRIC  RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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

Street closure date/time: \_\_\_\_\_  A.M.  P.M.

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

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

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

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

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

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

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

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

## APPLICATION CHECK LIST

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

If document is missing, please explain: Insurance is provided by Saugatuck Public Schools

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

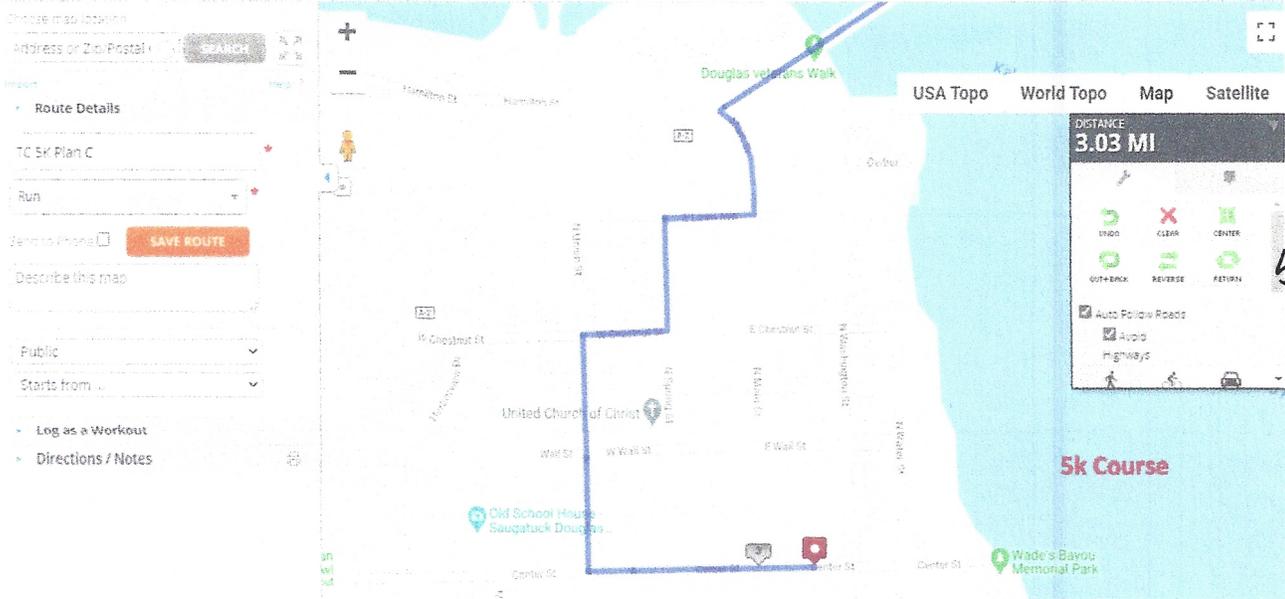
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury,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

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

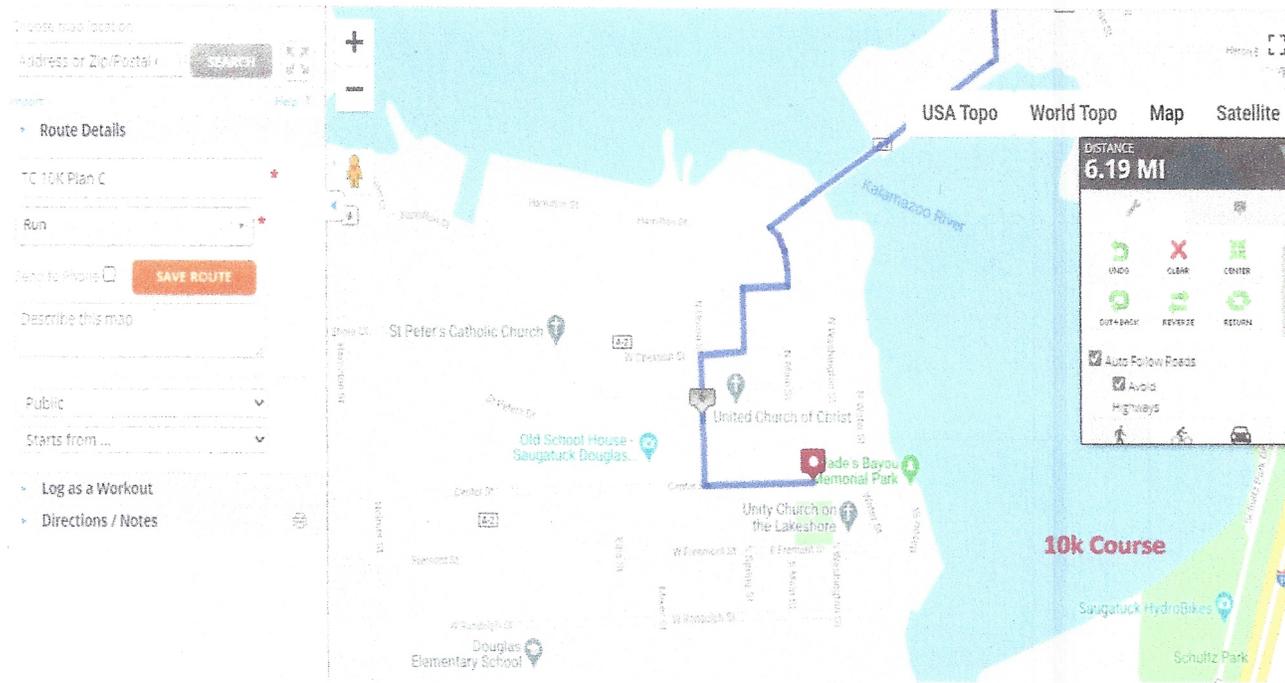
  
\_\_\_\_\_  
Applicant Signature

3/4/21  
\_\_\_\_\_  
Date

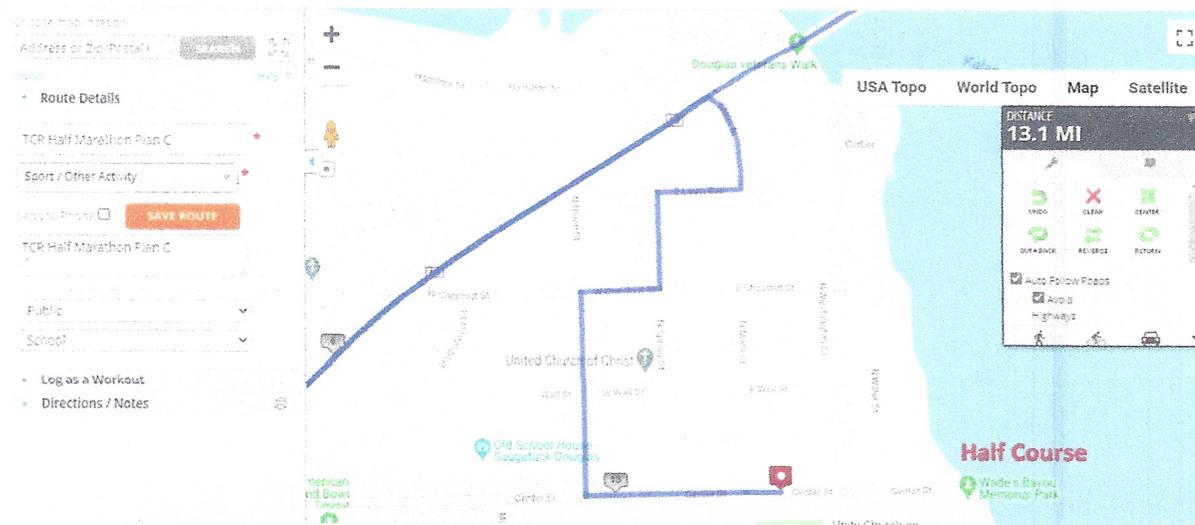
# 2021 - Ending Route through Douglas



5K +  
5K Comm  
Walk



10K

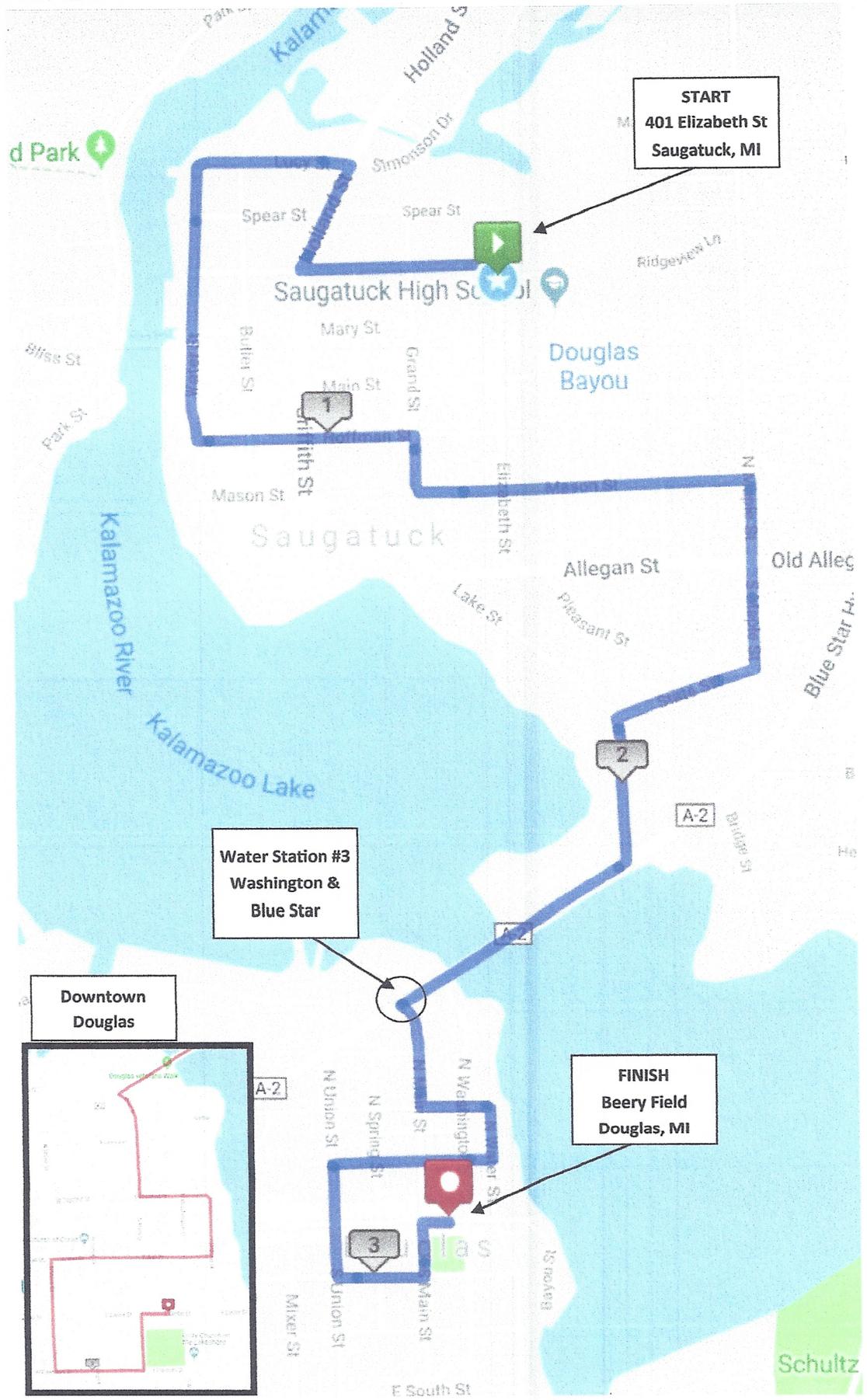


Half

# 5k Plan B

○ = cross over streets

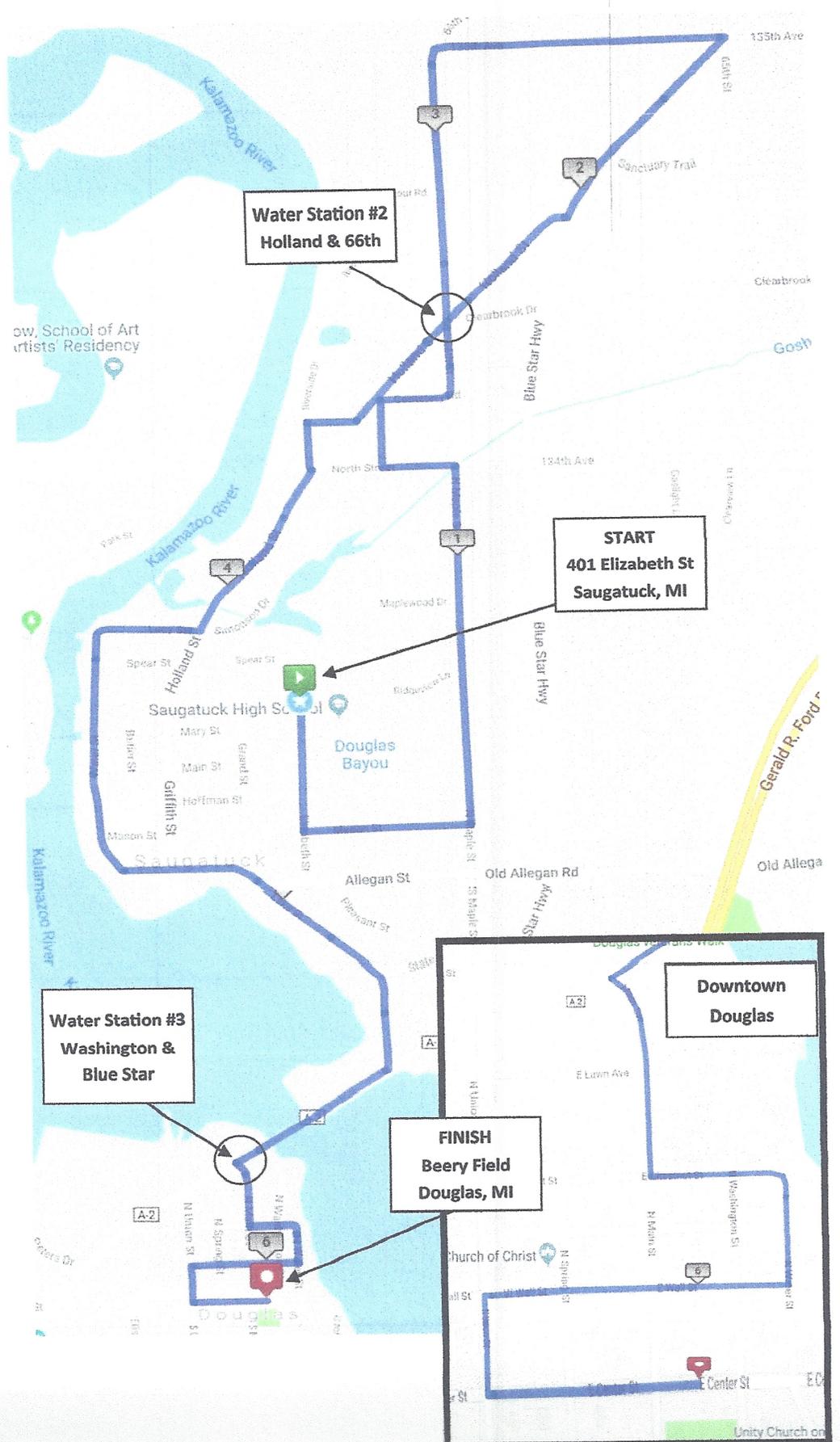
*2019 Route*



# 10 K Plan B

○ = cross over streets

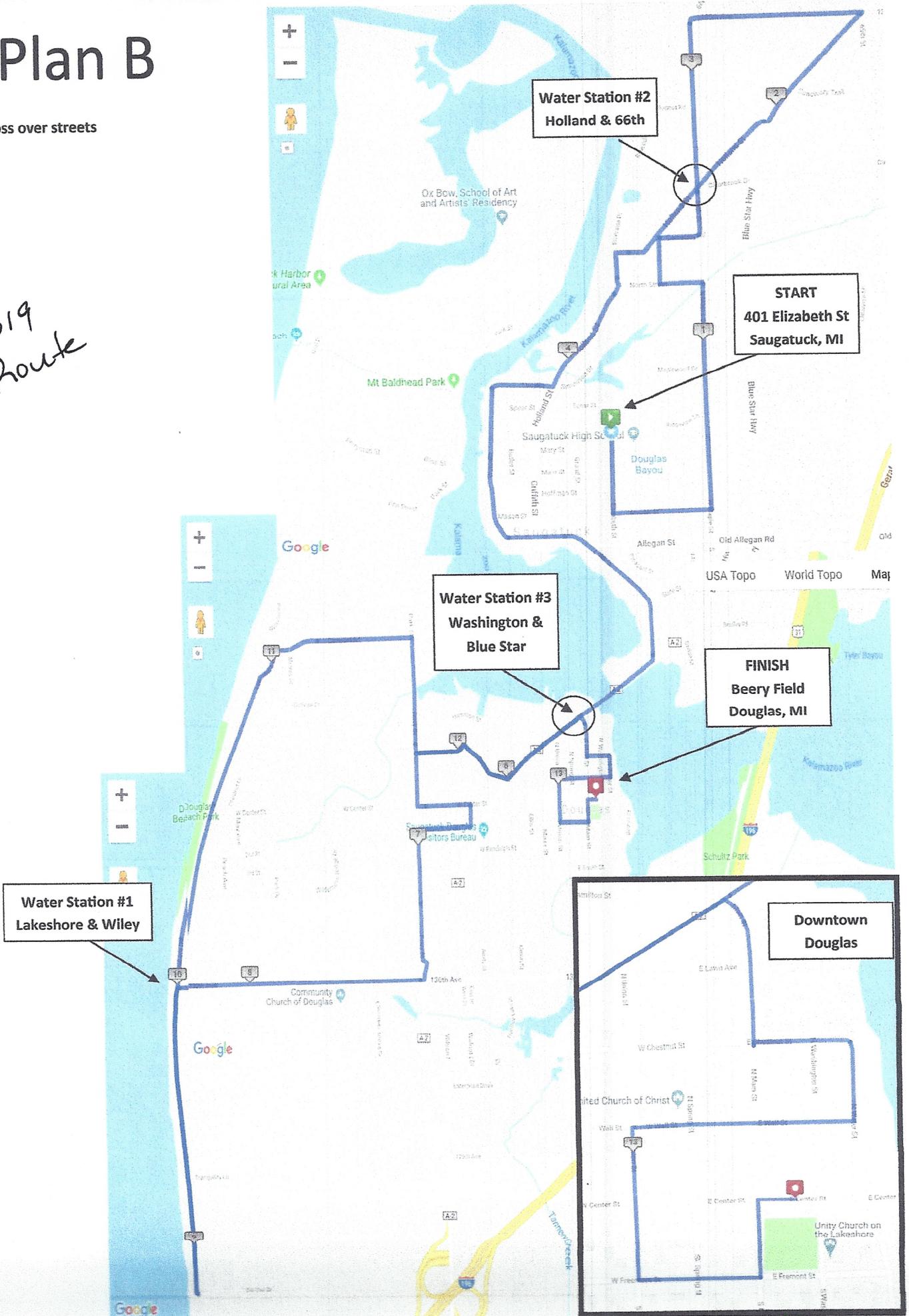
2019 Route



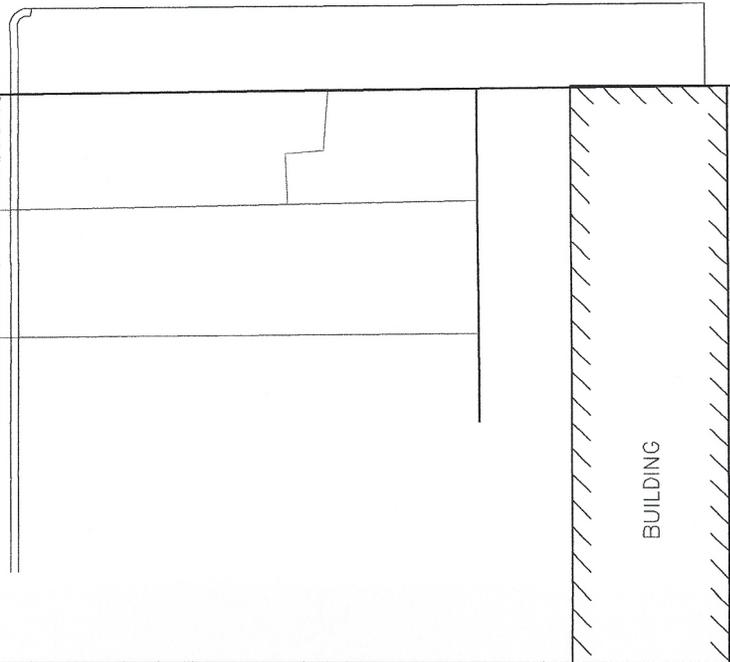
# Half Plan B

○ = cross over streets

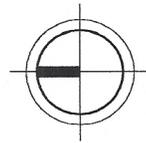
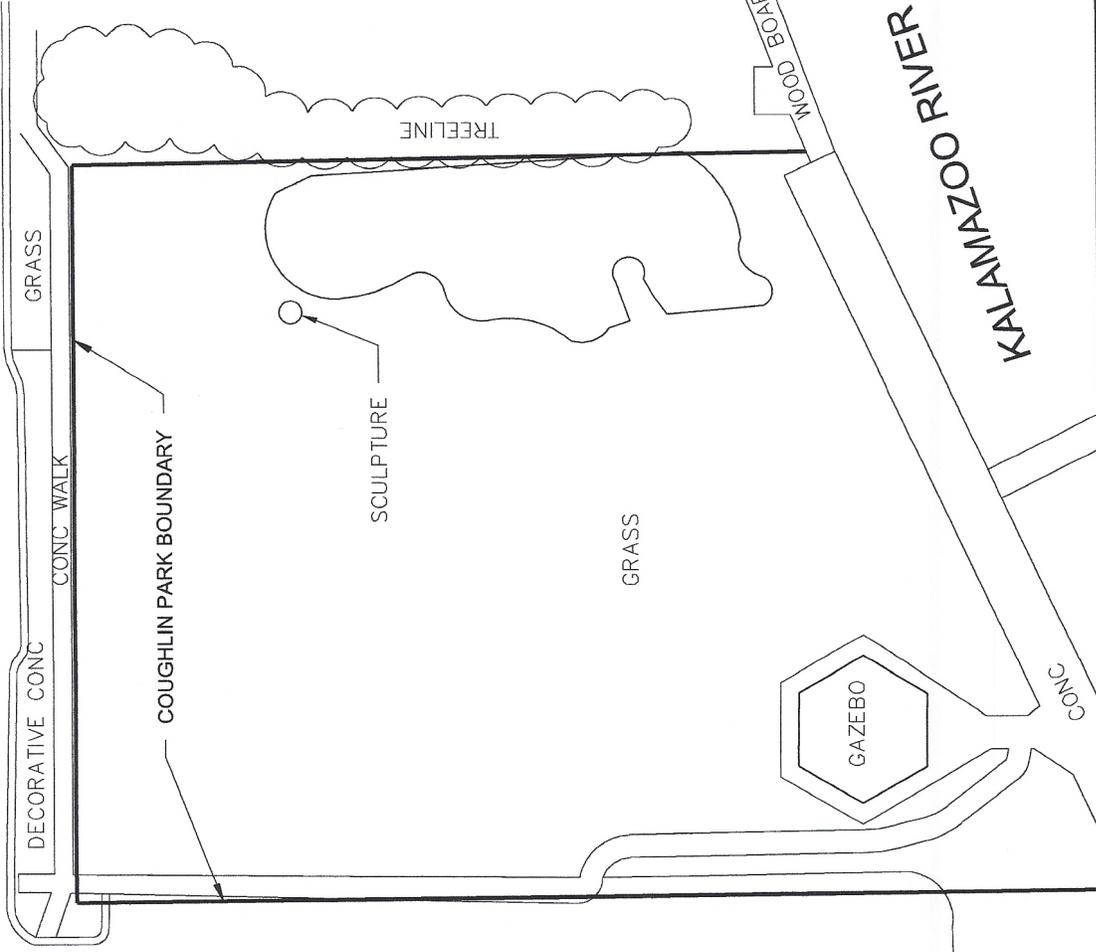
2019  
Route



CULVER STREET



GRIFFITH STREET



NORTH



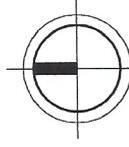
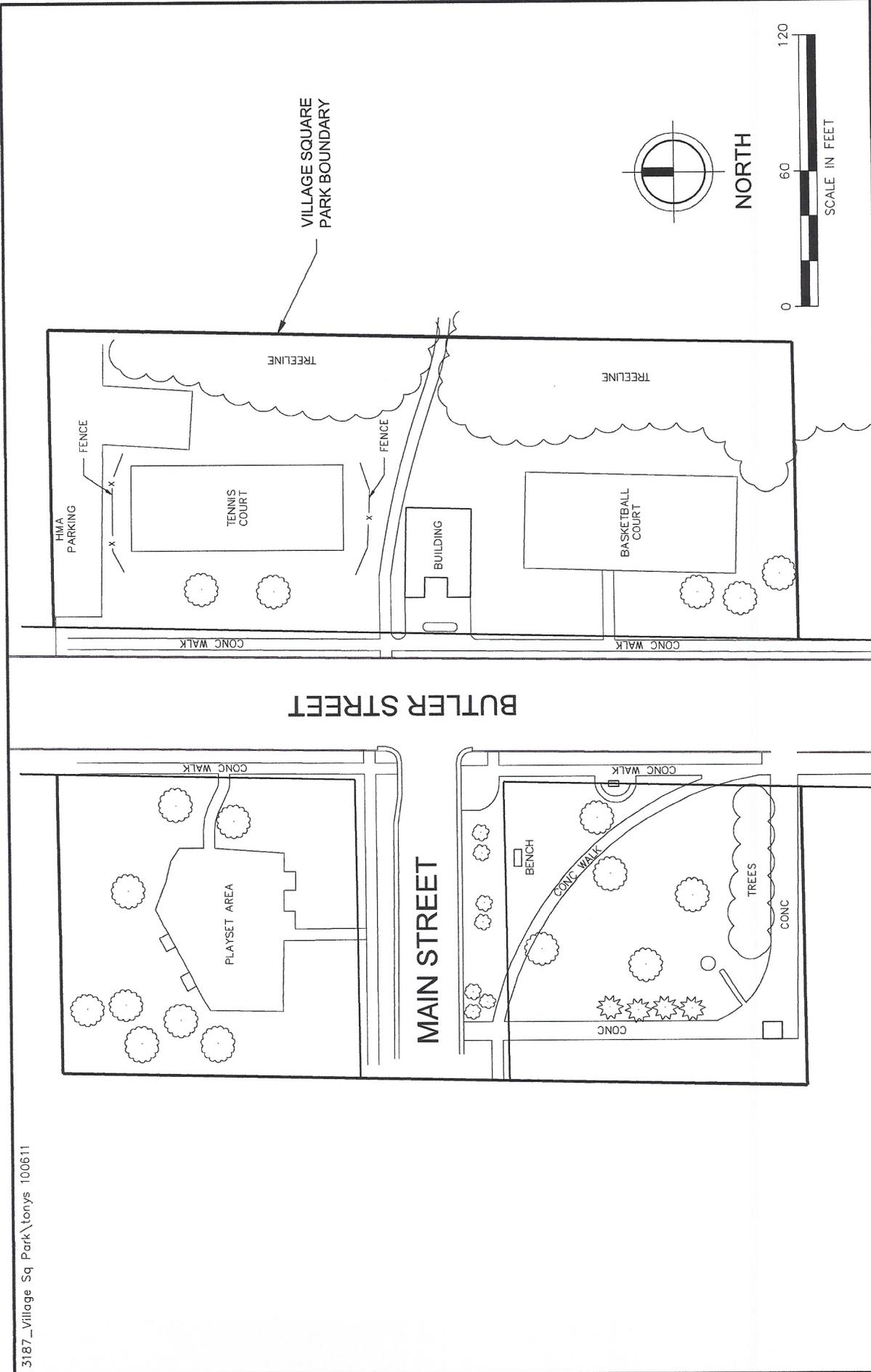
APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK  
PARK USE PERMIT APPLICATION

2011

3187



NORTH



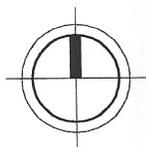
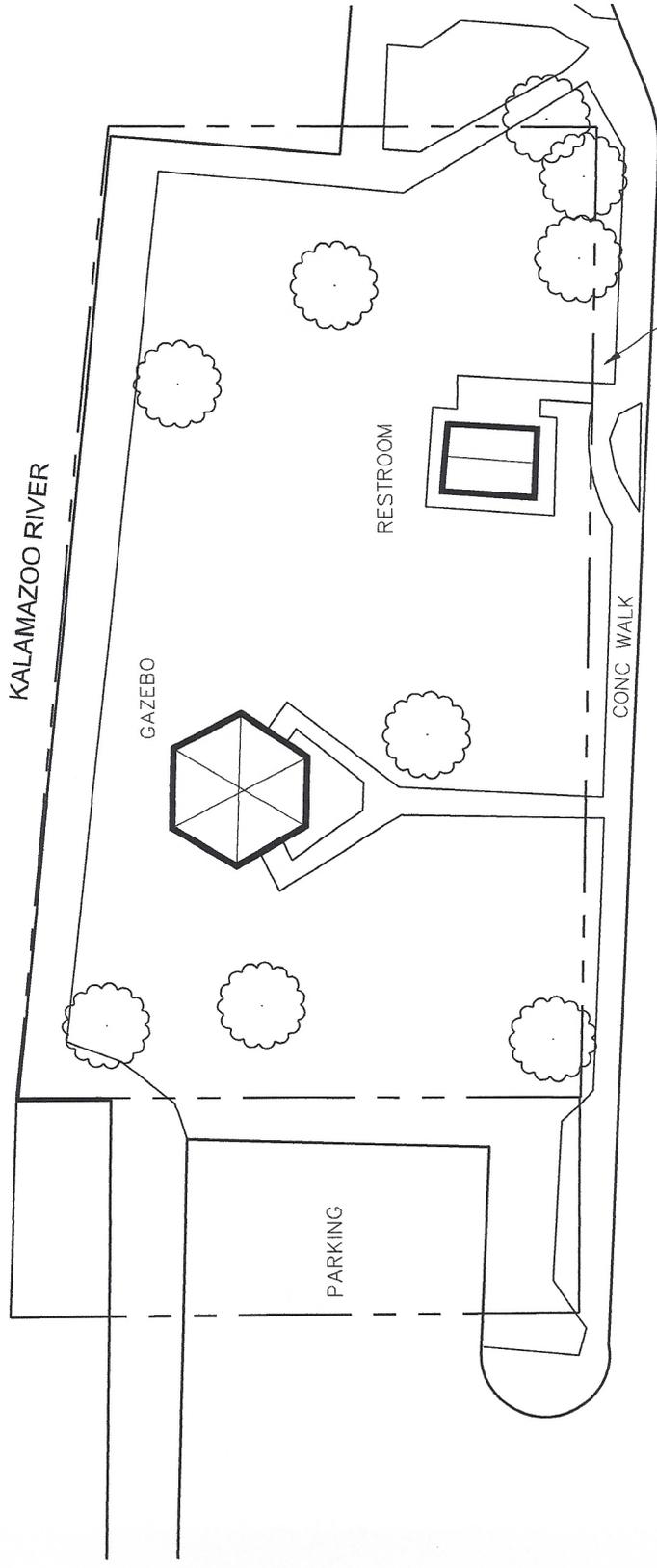
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK  
PARK USE PERMIT APPLICATION

2011

— FLEIS & VANDENBRINK ENGINEERING, INC. —

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



NORTH

MARY STREET



MAIN STREET

WATER STREET

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

WICKS PARK  
PARK USE PERMIT APPLICATION

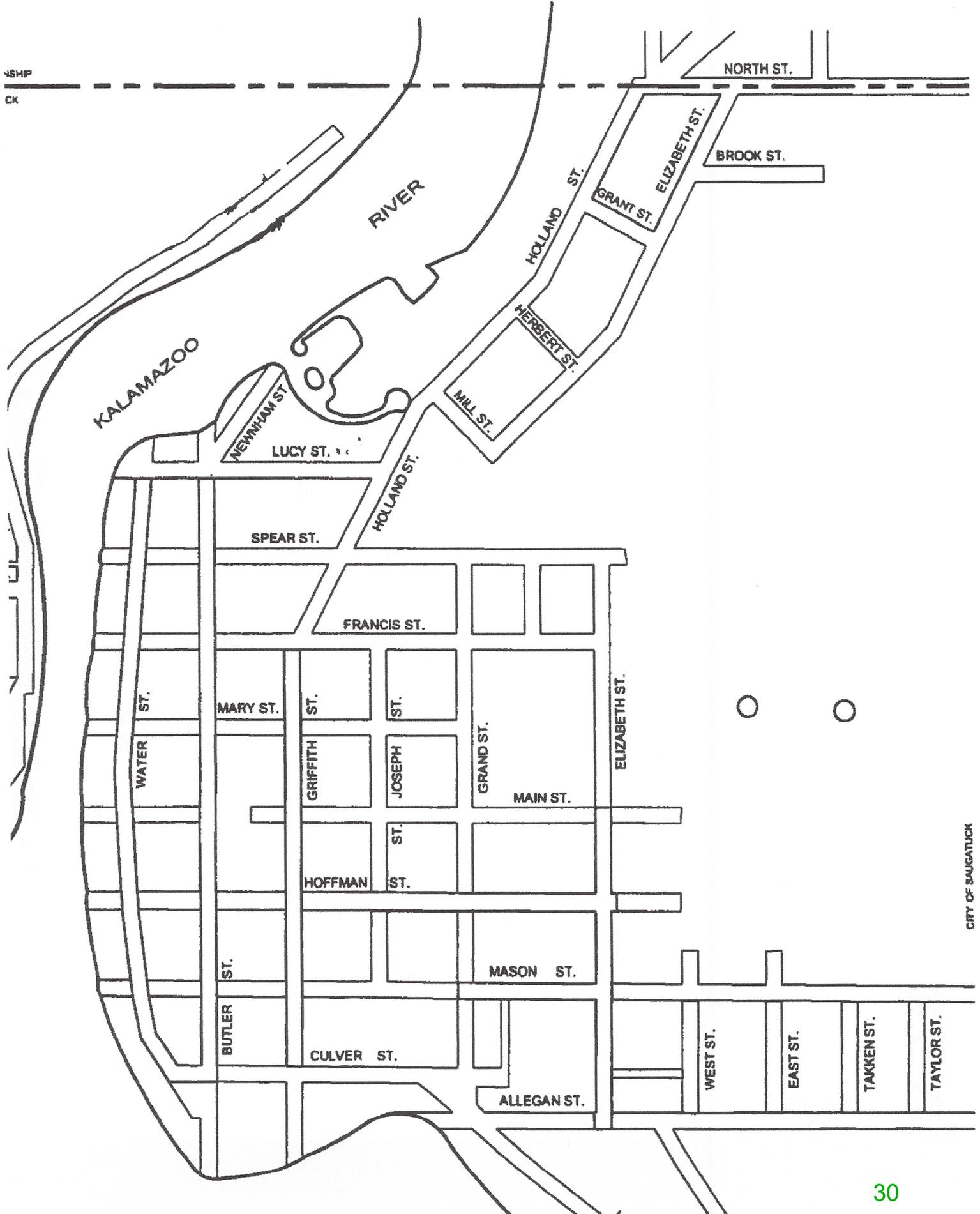
2016

3187

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

FLEIS & VANDENBRINK ENGINEERING, INC.

# Downtown Street / Sidewalk Closure(s)





# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

## REQUIREMENTS FOR TENT STRUCTURES

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

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

Check off when complete:

- \_\_\_\_\_ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)
- \_\_\_\_\_ Fire apparatus access roads shall be provided. (3103.8.1 / 503)
- \_\_\_\_\_ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)
- \_\_\_\_\_ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)
- \_\_\_\_\_ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)
- \_\_\_\_\_ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)
- \_\_\_\_\_ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)
- \_\_\_\_\_ Combustible materials shall not be located within any tent structure. (3104.5)
- \_\_\_\_\_ Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

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

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

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

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

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

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

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

\_\_\_\_\_ Means of egress shall be illuminated. (3103.12.7)

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

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

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

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

\_\_\_\_\_ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: \_\_\_\_\_

Signature of Fire Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 8/2016-CM



5D

## City Council Workshop Discussion Item Report

**To:** Saugatuck City Council  
**From:** Erin Wilkinson  
**Meeting Date:** March 18, 2021  
**Re:** Special Event Permit for Bike MS

---

This year the National Multiple Sclerosis Society would like to host their Bike MS: West Michigan Great Lakes Getaway on June 5th.

The ride will start and finish at the Dow Center in Holland. They have a planned rest stop at Spectator's, before routing through Saugatuck and Douglas. They have requested permission to install 30 directional yard signs.

The Department of Public Works, Saugatuck Township Fire District, and Allegan County Sheriff's Department have had an opportunity to review the application and have given preliminary approval.



**Council Action**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://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: National Multiple Sclerosis Society

TELEPHONE: [REDACTED]

MAILING ADDRESS: 29777 Telegraph, Suite 1651, Southfield MI, 48034

CONTACT NAME: Kelly Sakorafos

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

#### CONTACT PERSON ON DAY OF EVENT

Jeanne Langley

CONTACT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

#### EVENT INFORMATION

NAME OF EVENT: Bike MS: West Michigan Great Lakes Breakaway

DATE(S) OF EVENT: June 5, 2021

PURPOSE OF EVENT: Raise money and awareness for MS

RAIN DATE: June 5, 2021

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

EVENT LOCATION: City streets

EVENT HOURS: 7:00am-5:00pm

ESTIMATED NUMBER OF ATTENDEES: 140

ESTIMATED NUMBER OF VOLUNTEERS: 75

ESTIMATE DATE / TIME FOR SET-UP: June 4      3:00       A.M.     P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: June 5      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: \_\_\_\_\_ 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: 30 (Maximum size is 2’ x 2’. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

**SIGNAGE AT EVENT SITE** - Location(s): \_\_\_\_\_

Description of signs: \_\_\_\_\_

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

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

**BOOTHS – QUANTITY** \_\_\_\_\_

**TENTS – QUANTITY** \_\_\_\_\_

**AWNINGS – QUANTITY** \_\_\_\_\_

**TABLES – QUANTITY** \_\_\_\_\_

**PORTABLE TOILETS – QUANTITY** \_\_\_\_\_

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

If yes, where do you propose your vendors park? \_\_\_\_\_

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

**DEPARTMENT OF PUBLIC WORKS**

APPROVED

DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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

TRASH RECEPTACLES – QUANTITY \_\_\_\_\_

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.

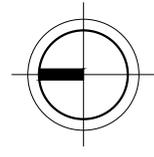
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, 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.

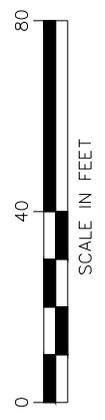
\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# CULVER STREET



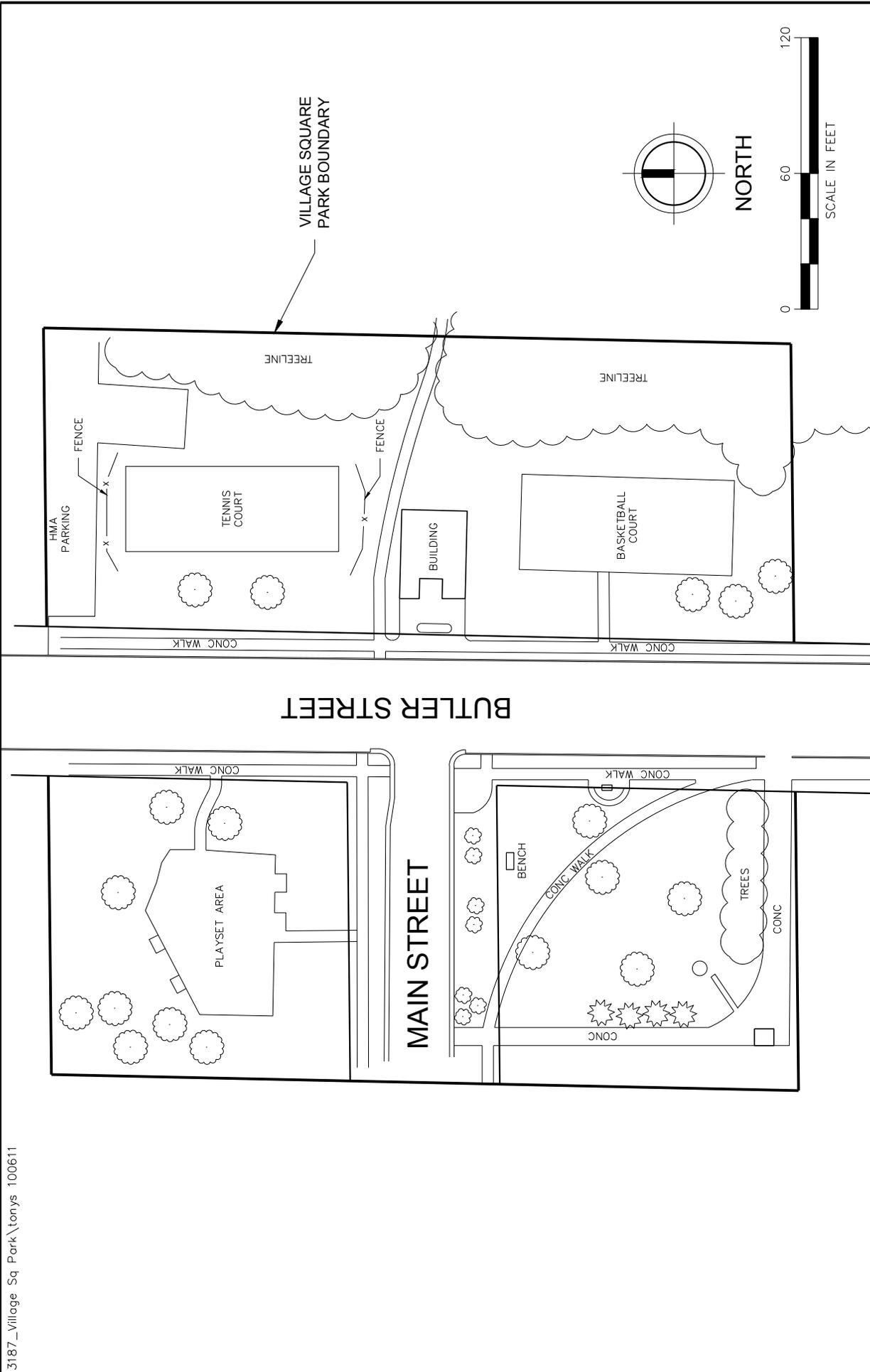
NORTH



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



**CITY OF SAUGATUCK**  
 ALLEGAN COUNTY, MICHIGAN

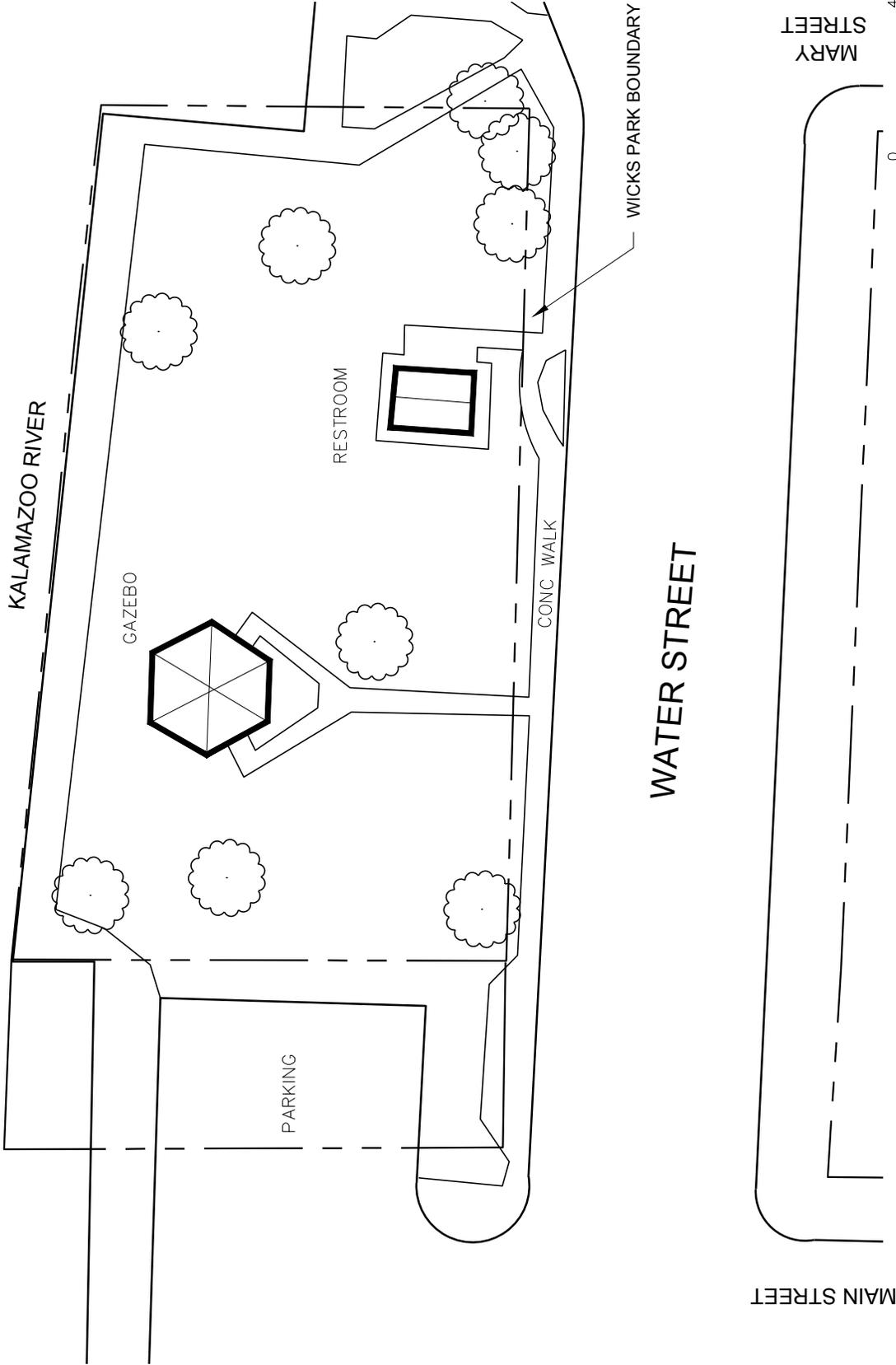
**VILLAGE SQUARE PARK**  
 PARK USE PERMIT APPLICATION

2011

3187

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

**FLEIS & VANDENBRINK ENGINEERING, INC.**



40 APPLICANT TO SKETCH LOCATION OF PROPOSED  
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FLEIS & VANDENBRINK ENGINEERING, INC.

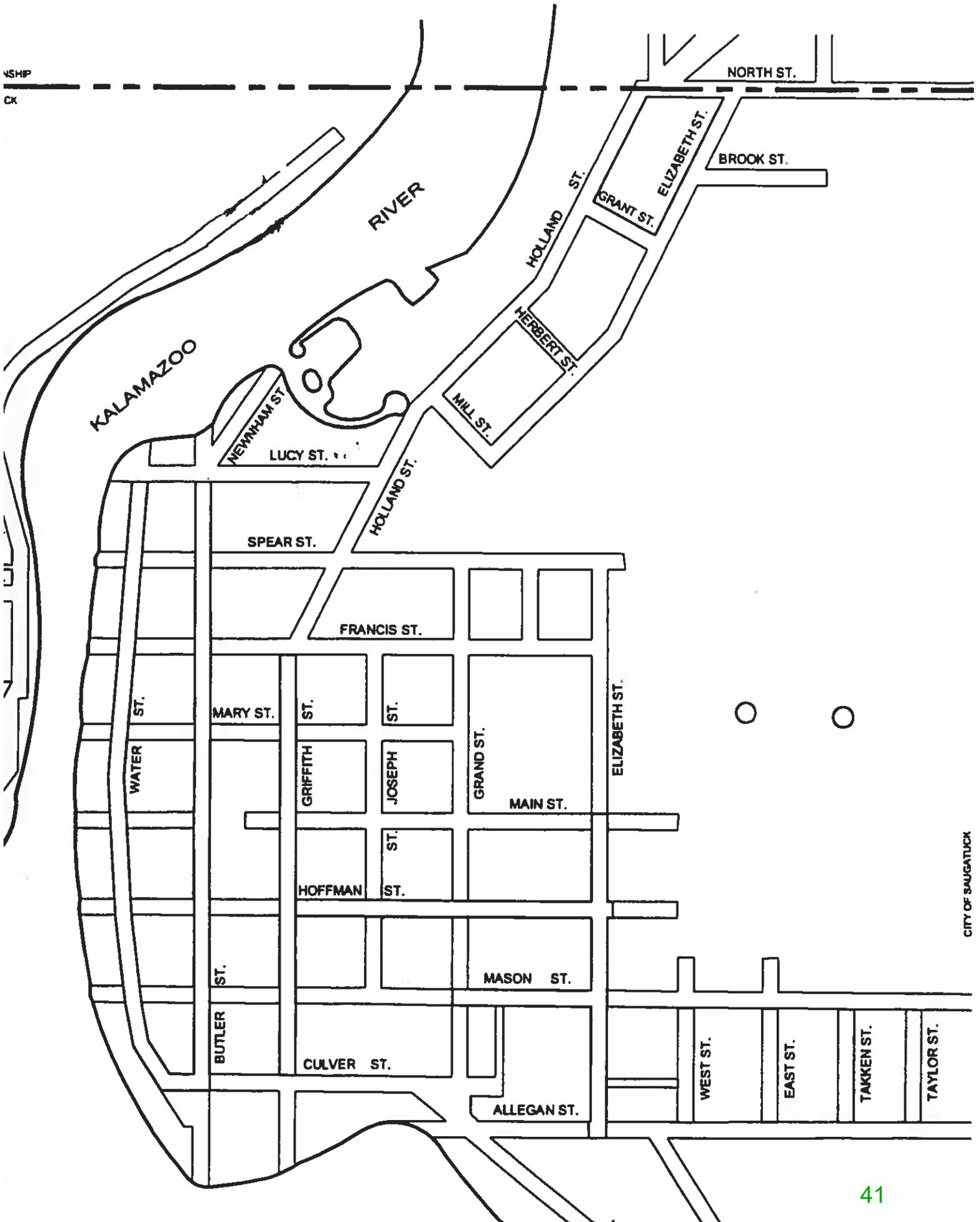
CITY OF SAUGATUCK  
 ALLEGAN COUNTY, MICHIGAN

WICKS PARK

PARK USE PERMIT APPLICATION

# Downtown Street / Sidewalk Closure(s)

ASHP  
CK



CITY OF SAUGATUCK



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

## REQUIREMENTS FOR TENT STRUCTURES

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

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

Check off when complete:

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

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

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

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

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

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

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

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

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



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

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

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

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

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

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

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

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

\_\_\_\_\_ Means of egress shall be illuminated. (3103.12.7)

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

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

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

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

\_\_\_\_\_ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: Kelly Sakorafos

Signature of Fire Inspector: \_\_\_\_\_

Date: 3/10/2021

Revised 8/2016-CM





# West Michigan

Day 1 - June 1, 2019  
30, 50, 75 mile &  
Century Routes

Premier National Sponsors: Local Sponsors:



|   |                           |
|---|---------------------------|
| <b>75 Mile Route - Orange - ( 74.67 actual miles )</b> .....                | <b>75 / 30 / 50 / 100</b> |
| <b>START - Hope College, Dow Center 168 13th St., Holland</b>               |                           |
| Straight on 13th to College .....   | 0.0                       |
| Right on College to 12th.....   | 0.2                       |
| Left on 12th St. to Van Raalte.....   | 0.3                       |
| Left on Van Raalte to 28th.....   | 1.1                       |
| Right on W. 28th St to Ottawa.....  | 2.2                       |
| Left on Ottawa Ave. to 32nd.....  | 2.5                       |
| Right on W. 32nd St. to 60th.....   | 2.8                       |
| Left on 60th St. (Graafschap Rd.) to 146th.....                             | 3.2                       |
| Right on 146th to 66th .....  | 4.2                       |
| Left on 66th St .....   | 7.2                       |
| Becomes 140th Ave. to 65th.....   | 10.5                      |
| Right on 65th St to Island Lake.....  | 11.0                      |
| Left on Island lake to 64th.....  | 12.8                      |
| Right on 64th St. to Blue Star Hwy.....                                     | 13.3                      |
| Right on Blue Star Highway -Get in Left Lane to 64th.....                   | 13.5                      |
| Immediate Left on 64th St. to Rest Stop.....                                | 13.6                      |
| <b>Rest Stop - Spectators Bar, 6432 Washington Ave., Saugatuck</b>          |                           |
| <b>(next rest stop 13.8m)</b> .....   | <b>13.7</b>               |
| Right out of Rest stop on to 64th St. to 135th.....                         | 13.7                      |
| Right on 135th Ave. to 64th .....   | 13.9                      |
| Left on 64th St. to 134th.....  | 14.0                      |
| Right on 134th St.....  | 14.7                      |
| Cross Blue Star Highway (134th becomes North St.) to Washington.....        | 15.3                      |
| Left on Washington to Lucy .....  | 15.7                      |
| Right on Lucy St. to Water.....   | 16.1                      |
| Left on Water St. to Culver.....  | 16.2                      |
| Left on Culver St. to Lake.....   | 16.7                      |
| Right on Lake St. to Blue Star Hwy.....                                     | 16.8                      |
| <b>*30 Mile (Green) Turns left on Allegan St.*</b>                          |                           |
| All others straight .....   | 17.0                      |
| Right on Blue Star Highway to Center.....                                   | 17.3                      |
| Cross Bridge.....   | 17.5                      |
| Left on Main to Center.....   | 17.6                      |
| Right on Center St to Lakeshore.....  | 17.8                      |
| Left on Lakeshore Dr. to Wiley.....   | 19.1                      |
| Left on Wiley Rd. (Becomes 130th Ave.).....                                 | 19.7                      |
| Cross Blue Star Highway .....   | 20.4                      |
| Cross 196 to 66th.....  | 21.3                      |
| Right on 66th St. to M89.....   | 21.6                      |
| <b>**50 Mile (White) continue straight**</b>                                |                           |
| Right on M89 to Lakeshore.....  | 24.6                      |
| Left on Lakeshore Dr. to 123rd.....   | 26.2                      |
| Right on 123rd Ave. to Lakeshore.....                                       | 26.6                      |
| Left on Lakeshore Dr. to Rest Stop.....                                     | 26.7                      |
| <b>Rest Stop - West Side Park-2152 Lakeshore Dr. Fennville</b>              |                           |
| <b>(next rest stop 11.4m)</b> .....   | <b>27.5</b>               |
| Right out of Rest Stop on Lakeshore Dr. to 70 <sup>th</sup> St/ Adams ..... | 27.5                      |
| Right on 70 <sup>th</sup> St/ Adams to 107 <sup>th</sup> Ave.....           | 31.1                      |
| Left on 107th to rest stop.....   | 35.2                      |
| <b>Lunch - McIntosh Orchard/Winery 6431 107th Ave., South Haven</b>         |                           |
| <b>(next rest stop 12.9m)</b> .....   | <b>39.1</b>               |
| Left out of lunch stop on 107 <sup>th</sup> St. to 62nd .....               | 39.1                      |
| Left on 62nd St. to 113 <sup>th</sup> Ave .....                             | 40.2                      |
| Left on 113th Ave. to 66 <sup>th</sup> St.....                              | 43.3                      |
| Right on 66 <sup>th</sup> St. to 122 <sup>nd</sup> Ave.....                 | 45.3                      |
| Right on 122 <sup>nd</sup> Ave. to Rest Stop.....                           | 49.7                      |
| <b>**50 Mile Route Rejoins**</b>  |                           |
| <b>Rest Stop - Fenn Valley Vineyards- 6130 122nd Ave, Fennville</b>         |                           |
| <b>(next rest stop 15.2m)</b> .....   | <b>52.1</b>               |
| Right out of rest stop on 122nd.....  | 52.1 / - / 27.7           |

|   |                                    |
|---|------------------------------------|
| Slight Left on 58th St. to W. Fennville.....  | 53.7 / - / 29.4                    |
| Right on W. Fennville St. to Maple.....   | 55.1 / - / 30.6                    |
| Left on S. Maple St. to Landsburg.....  | 55.6 / - / 31.2                    |
| Right on Landsburg Rd. to 56th .....  | 56.1 / - / 31.8                    |
| Left on 56th St. to 128th.....  | 56.6 / - / 32.2                    |
| Left on 128th Ave. to 56th.....   | 58.1 / - / 33.7                    |
| Slight Right on 56th St. to 130th.....  | 58.3 / - / 33.9                    |
| Left on 130th Ave. to 57th.....   | 59.0 / - / 34.5                    |
| Slight Right on 57th St. ....   | 60.0 / - / 35.1                    |
| Cross New Richmond Bridge .....   | 62.2 / - / 37.2                    |
| (Becomes Old Allegan Rd. after bridge)  |                                    |
| Cross 58th St. to 60th.....   | 62.8 / - / 37.8                    |
| Right on 60th St. to 136th.....   | 62.1 / 20.7 / 38.7                 |
| <b>*30 Mile Route Rejoins</b>   |                                    |
| Right on 136th Ave.....   | 64.1 / 22.6 / 40.8                 |
| Cross 58th St. to rest stop .....   | 66.3 / 23.9 / 41.9                 |
| <b>Rest Stop - East Saugatuck Park-56th St. &amp; 136th Ave. Manlius</b>            |                                    |
| <b>(Finish line 8.3m)</b> .....   | <b>66.3 / 24.9 / 42.9</b>          |
| Left out of Rest Stop on to 136th Ave .....   | 66.3 / 24.9 / 42.9                 |
| Immediate Right on 56th St.....   | 66.3 / 24.9 / 43.1                 |
| Stay on 56th St. (Lincoln) to 48th .....  | 66.3 / 28.7 / 46.9                 |
| <b>***Century riders turn right on 141st Ave.</b>                                   |                                    |
| Cross I-196.....  | 71.6 / 29.0 / 47.2                 |
| Left on 48th St. to Central.....  | 71.6 / 30.0 / 48.1 / 98.0          |
| Right on Central Ave. to 13th.....  | 72.1 / 30.5 / 48.6 / 98.5          |
| Right on 13th St. to Finish.....  | 74.2 / 32.7 / 50.8 / 100.6         |
| <b>FINISH - Hope College, Dow Center</b>  |                                    |
| <b>168 13th St., Holland .....</b>  | <b>74.67 / 33.1 / 51.3 / 101.1</b> |
| <b>*30 Mile Route - Orange to Green - (33.1 actual miles)</b>                       |                                    |
| Left on Allegan St. in Downtown Saugatuck .....                                     | 17.0                               |
| Cross Blue Star Highway .....   | 17.4                               |
| Allegan St. Becomes 132nd Ave/Old Allegan Rd. to 60th.....                          | 17.4                               |
| <b>Left on 60th St. (Rejoin 75 Mile Route Here) .....</b>                           | <b>20.7</b>                        |
| <b>**50 Mile Route - Orange to White - (51.3 actual miles)</b>                      |                                    |
| Continue Straight on 66th St. to 122nd .....  | 24.5                               |
| Left on 122nd.....  | 25.7                               |
| <b>Cross 62nd (Rejoin 75 Mile Route Here) .....</b>                                 | <b>27.7</b>                        |
| <b>***Century Route - Orange to Yellow - (100.0 actual miles) Closes at 1:30pm.</b> |                                    |
| Right on 141st Ave. to Fillmore .....   | 68.9                               |
| CAUTION- Cross M40.....   | 71.3                               |
| Becomes Fillmore to 142nd .....   | 71.5                               |
| Right on 142nd Ave to 46th St.....  | 72.5                               |
| Right on 46th and immediate left to stay on 142nd.....                              | 74.1                               |
| Immediate Left to stay on 142nd Ave to 40th St.....                                 | 74.3                               |
| Left on 40th St. to 144th Ave.....  | 77.3                               |
| Right on 144th Ave. to 36th St.....   | 78.3                               |
| Left on 36th St. to 146th Ave.....  | 80.3                               |
| Left on 146th Ave to Rest stop.....   | 81.3                               |
| <b>Rest Stop - Hulst Residence,</b>   |                                    |
| <b>A3809 146th Street, Holland (Finish line 16.7m) .....</b>                        | <b>82.4</b>                        |
| Right out of rest stop to 43rd St .....   | 82.4                               |
| Right on 43rd St to 147th Ave.....  | 84.8                               |
| Left on 147th Ave to 44th St.....   | 85.4                               |
| Left on 44th Ave to 145th Ave.....  | 86.1                               |
| Right on 145th Ave to 46th St.....  | 87.1                               |
| Right on 46th St to 146th .....   | 87.8                               |
| Left on 146th Ave to 50th St.....   | 87.9                               |
| Right on 48th St to 146th .....   | 89.0                               |
| Left on 146th St to 50th St .....   | 89.2                               |
| Left on 50th St. to Fillmore/142nd Ave .....  | 90.3                               |
| Right on Fillmore to 56th St/ Lincoln.....  | 92.1                               |
| <b>Right on 56th St (becomes Lincoln Ave.) to 48th St.</b>                          |                                    |
| <b>(rejoin other riders here) .....</b>   | <b>45.....95.3</b>                 |



5E

## City Council Workshop Discussion Item Report

**To:** Saugatuck City Council  
**From:** Erin Wilkinson  
**Meeting Date:** March 18, 2021  
**Re:** Special Event for The Blessing of the Fleet

---

Jane Underdown and Don Olendorf are working to organize a new event called "Blessing of the Fleet" in Saugatuck Harbor. Their preferred date to host the event is June 12th.

They have met with the city manager and spoken with several council members, but many of the specific details are still being formulated. They would like to gauge Council's interest in hosting the event with current COVID restrictions in place.

Monday, March 8, 2021

## **Saugatuck Blessing of the Fleet Plan – Mid June – Late Spring – Preferred Date 6/12/2021**

1. Brief (30-40 minutes) Ecumenical Religious Service Mid-Morning (10:00 AM), focusing on community based historic, economic, and cultural ties to the water. This would be inclusive of Riverine and Lake Michigan maritime activity.
2. Land Service to be conducted at the park adjacent to the Butler and the Singapore Boat Docks.
3. Spiritual Musical aspect with appropriate marine connections. (selections made by Clergy (s)).
4. A reading of the names of vessels or mariners lost at sea with emphasis on commercial fishing heritage.
5. A prepared wreath with appropriate citations of mariners or vessels lost in the area.
6. Arrange for vessels, approximately 10, to anchor in the designated harbor anchorage.
7. Invite working boats and non-motorized craft ( kayaks, canoes, ETC) to participate. (Example- Fireboat, Sheriff Vessel, South Haven Vintage Fishing Tug, Small barge, ETC)
8. Clergy provides general blessing for all boats docked while on land and then transported out to anchorage to provide specific blessings for those watercraft participating within anchorage.
9. Wreath placed in the water by clergy as symbolic homage to those lost at sea.
10. Ending of service after those specific activities listed are concluded. Finish with Eternal Father (Navy Hymn) upon Clergy(s) return to shore.

## **Potential Partnerships**

1. Saugatuck Douglas History Center
2. Friends of the Saugatuck Shanty
3. Saugatuck Chamber Music
4. Lakeshore Community Chorus
5. Saugatuck Center for the Arts
6. Ox-Bow
7. South Haven Maritime Museum
8. Tower Marine and other Local Marinas
9. Local Yacht Club
10. City of Saugatuck
11. City of the Village of Douglas
12. SD Area Convention and Visitors Center
13. Area Media

**From:** no-reply@weebly.com  
**Subject:** New Form Entry: Website Communication for Council  
**Date:** March 4, 2021 at 3:01 PM  
**To:** erin@saugatuckcity.com



You've just received a new submission to your [Website Communication for Council](#).

[Mark as Spam](#)

### Submitted Information:

**Name**

CATHERINE BROCKINGTON

**Email**

[REDACTED]

**Address**

[REDACTED]

**Are you a resident of the City of Saugatuck?**

Yes

**Please share your comments**

March 4, 2021

Dear Saugatuck City Council, Douglas City Council, and Saugatuck Township Board of Trustees,

Once again it is Redistricting Time. As a result of the voters' initiative in 2018, currently the Michigan Independent Citizens Redistricting Committee is meeting to begin the map drawing process for our state. One important criterion for the maps, in addition to equal population and contiguity, is a new concept called Communities of Interest.

A Community of Interest (COI) is a: (per the Michigan Constitution of 1963)

(Article IV, Section 6. (13)

(c) Districts shall reflect the state's diverse population and communities of interest. Communities of interest may include, but shall not be limited to, populations that share cultural or historical characteristics or economic interests. Communities of interest do not include relationships with political parties, incumbents, or political candidates.

I am currently working on a team for the League of Women Voters of Michigan that is spreading out across Michigan to inform citizens about this concept and to encourage them to identify the COI in which they live. We are also encouraging and helping these COIs to prepare testimony to present their cases at the 10 upcoming public hearings that will occur around the state in April and May.

There are three public hearings coming up in Western Michigan. GR. ??

Since we have seen our communities moved back and forth between the 6th and 2nd Congressional Districts in past redistrictings, I am proposing that our three communities, and any other contiguous areas around our communities that identify with us, form a Community of Interest and present a proposed map of our area with testimony at one of the upcoming public hearings. (COI's are not contractual agreements and do not have any monetary commitments. They're merely cooperative and for the sole purpose of trying to keep our communities in the same legislative districts whenever

for the sole purpose of trying to keep our communities in the same legislative districts whenever possible. Our votes are stronger if we can work with one representative on issues that affect our area. CB)

Our common interests that bind us together as a COI include:

Tourism industry  
Independent Businesses  
Small Town and Suburban/Rural population  
Small Agriculture Businesses  
Strong LGBTQ Community  
Saugatuck-Douglas Library District  
KLSWA  
Saugatuck Fire District  
Tri-Community Planning Document  
Saugatuck Public School District  
Lake Michigan and inland Lake conservation issues  
Shared Historic and Tribal Connections  
Share common interests and traits with South Haven, Glenn, Ganges and other cities and towns along Southwest Lake Michigan.  
Plus any other attributes that you know about.

Another issue that I want to contribute to this conversation is that I know the City of Battle Creek is going to be presenting themselves as a COI who identifies with the City of Kalamazoo. They are doing this in hopes of being moved in together for a Congressional District with common interests. Since equal population is a requirement in districts, we who are a small group, could be moved into the 2nd District again, since we are contiguous to it and easily traded, along with other smaller areas.

Unlike the local politicians, The Independent Citizen's Redistricting Commission is not familiar with how our communities have collaborated and created a common identity. It might cause representation problems, if our area was split up into different districts for Congressional, State Senate, or State House Districts.

I would be very happy to volunteer my services to work with a representative of each of our communities to put together a map and testimony for our common Community of Interest for one of the upcoming Public Meetings held by the Michigan Independent Citizens' Redistricting Commission later this spring.

Sincerely,

Cathy Brockington



Member of the LWVMI Communities of Interest Outreach Committee

**From:** no-reply@weebly.com  
**Subject:** New Form Entry: Website Communication for Council  
**Date:** March 4, 2021 at 3:23 PM  
**To:** erin@saugatuckcity.com



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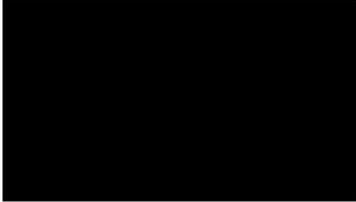
**Submitted Information:**

---

**Name**

Catherine Brockington

**Email**



**Are you a resident of the City of Saugatuck?**

Yes

**Please share your comments**

The letter I sent to you regarding forming a Community of Interest with Douglas and SAugatuck Township has been sent to both of the other government entities as well.

Also, The dates and locations of the Public Meetings for the Citizens Independent Redistricting Commission are

May 11- Benton Harbor

May 12-Muskegon

May 13- Grand Rapids

Sorry for being sloppy. Cathy Brockington

**From:** Ryan Heise [Ryan@saugatuckcity.com](mailto:Ryan@saugatuckcity.com)   
**Subject:** FW: Tri-Community Recycling HHW Day - Interlocal Agreement  
**Date:** March 16, 2021 at 10:14 AM  
**To:** Erin Wilkinson [Erin@saugatuckcity.com](mailto:Erin@saugatuckcity.com)  
**Cc:** Peter Stanislawski [Peter@saugatuckcity.com](mailto:Peter@saugatuckcity.com)

RH

For the workshop packet please.

---

**From:** Garnet Lewis <[leighgarnet@gmail.com](mailto:leighgarnet@gmail.com)>  
**Sent:** Tuesday, March 16, 2021 9:38 AM  
**To:** Mark Bekken <[mbekken@saugatuckcity.com](mailto:mbekken@saugatuckcity.com)>  
**Cc:** Ryan Heise <[Ryan@saugatuckcity.com](mailto:Ryan@saugatuckcity.com)>  
**Subject:** Re: Tri-Community Recycling HHW Day - Interlocal Agreement

From a timing perspective, I would like this to be included on the Workshop agenda this week. My "presentation" won't take long and the document is pretty explanatory. BTW, the City of Douglas donated above the requested amount. No pressure. ;0)

--Garn

On Tue, Mar 16, 2021 at 9:06 AM Mark Bekken <[mbekken@saugatuckcity.com](mailto:mbekken@saugatuckcity.com)> wrote:

Garnet & Ryan,

If an interlocal agreement is requested by a participating governmental unit, I think Saugatuck should support this and pay an equal share of the cost to develop one. If all units of govt are contributing funds, they could just come out of those funds. If the cost for the agreement is just a few hundred dollars then maybe it is not worth the effort, however. One thing about STFD paying for it is that those funds come out of taxes paid by all 3 communities, which does simplify the equal contribution concept. STFD could also reduce their contribution amount by the cost of the agreement. One thing about the agreement, if the HHW is to continue into the future it is probably best to have an agreement in place.

Garnet, thanks to you and your committee on this project. I support a presentation to Council when you deem it appropriate. Thanks.

Mark Bekken  
Saugatuck City Council

---

**From:** Garnet Lewis <[glewis@saugatuckcity.com](mailto:glewis@saugatuckcity.com)>  
**Sent:** Tuesday, March 16, 2021 8:31 AM  
**To:** Ryan Heise <[Ryan@saugatuckcity.com](mailto:Ryan@saugatuckcity.com)>; Mark Bekken <[mbekken@saugatuckcity.com](mailto:mbekken@saugatuckcity.com)>  
**Subject:** Tri-Community Recycling HHW Day - Interlocal Agreement

Good morning!

I have met with the following entities for financial support for the HHW Day:

Saugatuck Township (last Wednesday),  
STFD Fire Board (yesterday afternoon), and  
City of Douglas Council (yesterday evening).

All have generously agreed to support the HHW Day and related Tri-Community Recycling Committee funding requests, which is wonderful and appreciated.

The City of Saugatuck is the last entity to whom I will present our funding request, hopefully this coming Thursday. Thinking positively, we will easily match the generous \$5,000 Rotary Club grant.

At the Fire Board meeting, the motion to donate included the stipulation that funding be contingent upon an "Interlocal Agreement" signed by all three municipalities and the STFD. Chief Janik immediately stepped up to lead this effort and will contact their attorney (Bloom & Sluggett) to get this process started.

As a reminder, the Advisory Tri-Community Recycling Committee originated with the City of Saugatuck Council, and the resolution to form the committee was signed by all three municipalities. Regarding the "interlocal agreement" request, neither the Township nor the City of Douglas requested such an agreement. Thus, this request seems redundant and unnecessary. In addition, the Chief, who already has enough on his plate with COVID vaccination clinics, has to dedicate time that he doesn't have to getting this done. If there must be an Interlocal Agreement, I suggest that it originate and be paid for by the City of Saugatuck. It should not have to come out of the STFD budget. (Basically, for the \$1,000 that the Board approved, the Chief will spend several hundred dollars getting an agreement drafted and approved by the attorneys. Silly and wasteful, in my opinion.)

I would like to suggest that, if necessary, the City of Saugatuck take the lead on the "Interlocal Agreement" drafting and approval.

Your advice, suggestions, etc. are greatly appreciated.

--Garnet

--

Garnet Lewis, Ph.D.  
Business Manager

VICANO, LLC - Commercial Property Investment & Management

VIGANO, LLC - Commercial Property Investment & Management  
Saugatuck, MI 49453  
(269) 416-0738

"Action is what separates a belief from an opinion." --Eboo Patel



CityofSaugatuck  
Ask2021.docx

## City of Saugatuck – funding request for Tri-Community Recycling events/activities 2021

In early 2020, the three local municipalities (City of Saugatuck, the City of Douglas, and Saugatuck Township) collaborated to form the Tri-Community Recycling Ad-hoc Committee (TCRC). The primary goals of the TCRC were to determine (1) residents' recycling knowledge, (2) the ease/difficulty of recycling, and (3) how recycling-related communication and education can be improved.

Current recycling activities in the tri-community area continue to be limited to individual consumer commitment and constituent and/or business owner passion pertaining to recycling, and individual waste management contracts and that company's commitment and access to recycling. In short, the local recycling program is limited but can be improved upon.

Given the environmental focus of the lakeshore community, residents and business owners are committed to ensuring that the local environment is cleaner, conserving materials, saving energy, and reducing the amount of garbage in West Michigan landfills. Tri-community residents and business owners recognize that recycling (1) reduces the amount of waste sent to landfills and incinerators, (2) conserves natural resources, (3) increases economic security by tapping a domestic source of materials, (4) prevents pollution by reducing the need to collect new raw materials, (5) saves energy, (6) supports American manufacturing and conserves valuable resources, and (7) helps create jobs in the recycling and manufacturing industries. What has been lacking is a clear determination of individual and business owner commitment to recycling and the sacrifice they are willing to make in order to implement and sustain a long-term, permanent recycling program.

As a result, our first measurable objective was to administer a survey that would adequately gather recycling-related practices and relevant information from tri-community residents and business owners.

### Survey results and recommendations

An initial review of the data, resident and business-owner comments, suggest the following:

1. That the TCRC must address the continued use of the yellow bags, specifically in Saugatuck Township. Apparently, Republic Services is continuing to make the yellow bags available. This has led to confusion and adds more plastic to our local landfills. **Done**
2. A "Back-to-basics" education initiative. The TCRC could provide educational materials to local residents and business-owners. Within this initiative, the TCRC would encourage residents and business-owners to ONLY recycle: cardboard boxes, paper, metal cans/pop cans, milk jugs, water and soda plastic bottles.
3. Resident-specific suggestions:
  - a. Create one-page mailer for residents of the tri-communities to inform them of the results of the Recycling Survey and the immediate Action Plan of the Recycling Committee. This flier would include 'getting back to basics' and how they can help support the effort. Note on this flier that information will be available online. Flier would include:
    - i. What Items Can Be Recycled (Specific items will be determined upon feedback from Republic, with a focus on items we know Republic has an interest in recycling as opposed to "wish-list" items. Critical piece in shifting publics' expectations away from wanting to recycle everything to recognizing that increasing the volume of materials successfully recycled depends upon recycling only those materials capable of being recycled.
    - ii. How to Properly Prepare Material to be Recycled (Important follow-up piece to increase the likelihood that appropriate materials put into the recycling will be recycled and not rejected due to contamination.
    - iii. How to Compost at Home (Educate residents about how to compost at home and respond to misconceptions about composting as a means of reducing overall waste)
  - b. Create an easily accessible Facebook page for Saugatuck/Douglas Recycling where the above educational sheets can live and be easily accessed by residents and visitors. **Done**
  - c. Regular Column in the Commercial Record (Approach Scott Sullivan about having a semi-monthly article in the Commercial Record keeping the public informed about recycling trends,

news, and developments in the Recycling Committee. We would need 2-3 contributing writers to create the articles to print. The TCRC could create an outline of all the articles we would like to cover in the year. Everything from single use plastics, composting, to ways we can recycle better. **In progress**

- d. Provide composting-related education through FB page, possible live stream demos, explaining the difference around backyard vs. industrial composting.
- e. Connect with the Garden Club to see if they would be willing to host/manage a compost drop off site to then use in the gardens. Coordinate with school efforts around this as well.
4. Connect with Jim Yost and Kelly Roche to explore possible composting opportunities especially with respect to compostable materials most likely to be used by businesses that may require special processing. **In progress**
5. Business-owner specific suggestions:
  - a. Determine business owner interest in group-buys for compostable materials. **In progress**
  - b. Explore possibilities for food waste reduction: connect with local farmers to see if there is interest or need in utilizing unusable food for animal feed.
  - c. Explore opportunity to create branded, reusable bags to cut down on plastic bag use and generate funds for the Recycling Committee.
  - d. Discuss ways to eliminate single-use plastics and identify more sustainable options. Start discussions to eliminate plastic bags from retail stores in town for something more sustainable.
  - e. "Group Buy" of sustainable single-use packaging throughout the tri-community area.
6. General community-wide thoughts, for both residents and businesses:
  - a. **Research the cost of household hazardous waste drop off & medical waste/pills events that includes all 3 municipalities.**
  - b. Discuss options about a recycle drop-off location(s).
  - c. Research community composting location(s) and/or farmers.
  - d. Reach out to Saugatuck Public Schools to explore educational and program opportunities with the students and, subsequently, their parents/guardians.

Since beginning our efforts last April, we have been able to make significant strides in increasing resident awareness of recycling and beginning to meet their needs as to how to dispose of recyclable and compostable materials. However, we do not yet have a mechanism to collect what is generally described as Household Hazardous Waste.

### **Household Hazardous Waste (HHW) Day**

The City of Saugatuck ended its contract with Allegan County for HHW pickup in July, 2008. (I am not aware of any similar efforts in the City of Douglas or Saugatuck Township.) It became cost prohibitive primarily due to general neglect and disrespect of the HHW drop-off location (behind the City of Saugatuck DPW).

At this time, not one of the local municipalities has a contract with Allegan County for HHW pickup. As a result, constituents are left to find their own means of HHW disposal and cannot participate in other contracted municipality HHW Day events such as:

- May 1, 2021 – HHW/Electronics Collection at Wayland Harding's
- June 5, 2021 – HHW/Electronics Collection with Republic in Hamilton
- August 7, 2021 (tentative) – Scrap Tire Collections, Salem & Trowbridge Townships
- August 14, 2021(tentative) – Scrap Tire Collection, Otsego Township
- October 2, 2021 – HHW/Electronics Collection 1. City of Otsego DPW

### **TCRC Request to the City of Saugatuck**

1. **Household Hazardous Waste Day** – The Rotary Club of Saugatuck/Douglas (RCSD) has awarded the Tri-Community Recycling Committee a \$5,000 grant. We must match that amount. Total cost of the HHW Day is approximately \$10,000 - \$15,000.
  - Cost per municipality = **\$1,667.00**

2. **Back-to-basics mailer** – we would mail a postcard to each household in the City of Saugatuck, the City of Douglas, and Saugatuck Township.
  - **City of Saugatuck** - \$335 (Saugatuck PO Box - 640 residences, no businesses. \$260 for postage, \$75 for postcards)
  - Saugatuck Township - \$205 (Route 1 = 660 residences; Route 2 = 708 residences. \$130 postage, \$75 for postcards.)
  - City of Douglas - \$300 (1045 residences; no businesses. \$220 postage, \$75 for postcards)
  
3. **Battery recycling** – following the HHW Day, we would like to place a collection bucket at each municipality office.
  - Subscription cost = \$110/location/pickup
  - Recommend planning for 2 collections each year = \$220
  
4. **Reusable bags (with logo)** - \$1.00/bag
  - \$1,000 - \$2,000
  - Note: we would sell these for a \$1.00

**City of Saugatuck**

| Amount         | Event  |
|----------------|--|
| \$1,667        | HHW Day  |
| \$335          | Back-to-Basics Mailer                                  |
| \$220          | Battery collection container – two collections in 2021 |
| \$500          | Donation toward purchase of reusable bags              |
| <b>\$2,722</b> | <b>Total</b>   |

Additional consideration: Renegotiate our single-hauler contract with Republic Services to:

1. Include recycling pickup twice per month. This would equal \$2.50/household/month = total of \$30/year.
2. Include in that contract a \$1.00/household/month surcharge to cover the cost of an annual HHW Day.

Note: I would advise using the “Township of Laketown, Michigan Residential Solid Waste Removal and Recyclable Collection Service License Agreement” as a template. (See attachment.)