



**CITY COUNCIL WORKSHOP AGENDA**  
**December 4, 2024, 4:00 p.m.**

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Changes** *(Additions/Deletions)*
- 4. Guest Speaker**
- 5. Public Comment on Agenda Items Only** *(Limit 3 minutes)*
- 6. Discussion Items:**
  - A.** Change Order #1 to TMF Water Service Material Verification Agreement with Compton Inc. **Pg.2**
  - B.** Strategic Planning Meeting for Fiscal Year 2025/2026 **Pg.6**
  - C.** Amendment to Coghlin Park Policy **Pg.17**
  - D.** Quorum Check for December 23 Regular Meeting
- 7. Public Comments** *(Limit 3 minutes)*
- 8. Correspondence**
- 9. Council Comments**
- 10. Adjourn**

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

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

Then enter "Meeting ID":  
**2698572603**

Please send questions or comments regarding meeting agenda items prior to meeting to:  
[rcummins@saugatuckcity.com](mailto:rcummins@saugatuckcity.com)

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or [jwolters@saugatuckcity.com](mailto:jwolters@saugatuckcity.com) for further information.



## City Council Agenda Item Report

**FROM:** Ryan Cummins - City Manager

**MEETING DATE:** December 4, 2024

**SUBJECT:** Change Order #1 to TMF Water Service Material Verification Agreement with Compton Inc.

**DESCRIPTION:**

The City was awarded a \$221,600 Technical, Managerial, and Financial (TMF) grant to physically verify lead service lines for the Michigan Department of Environment, Great Lakes and Energy's required final Distribution System Materials Inventory (DSMI).

Compton Inc. was selected as the contractor to perform the work. Compton Inc. has made good progress in completing the work and the first DSMI report has been submitted to EGLE. Fleis and Vandenbrink is requesting that the substantial completion date be extended out to April 1<sup>st</sup> for the following reasons:

- With work completed to date and remaining dollars, we can add additional curb stops to the list and get more investigations than we originally anticipated.
- The bid price does not include potholing through frozen ground and, as it gets colder, there is concern about finishing the project this year.

Attached is the requested change order. The change would reduce the Compton agreement by \$9,757.50 but we will have additional engineering costs for the additional work which will offset it. All of this is reimbursable through the grant. City Engineer, Jon Moxey, has advised the work will restart as soon as the frost is out of the ground which is estimated to be in March. Mr. Moxey advised the remaining work will be outside the road, so there shouldn't be a significant traffic impact.

**BUDGET ACTION REQUIRED:**

None. Project was budgeted in this fiscal year, and grant dollars will reimburse the cost of the work.

**LEGAL REVIEW:**

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

**SAMPLE MOTION:**

Motion to approve change order #1 to the TMF Water Service Material Verification agreement with Compton Inc.

**CHANGE ORDER NO. 1**

Owner: City of Saugatuck  
 Engineer: Fleis & VandenBrink Engineering  
 Contractor: Compton Inc.  
 Project: TMF Water Service Material Verification  
 Contract Name: N/A  
 Date Issued: 12/09/2024

Owner's Project No.: N/A  
 Engineer's Project No.: 865910  
 Contractor's Project No.: N/A

Effective Date of Change Order: 12/10/2024

The Contract is modified as follows upon execution of this Change Order:

**Description:**

1. Quantity Update.
2. Extend substantial completion and final completion into the Spring.

**Attachments:**

Change Order Breakdown Spreadsheet is attached.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 166,140	Original Contract Times: Substantial Completion: October 11, 2024 Ready for final payment: October 25, 2024
{Increase} {Decrease} from previously approved Change Orders No. N/A to No. N/A: \$ -0-	{Increase} {Decrease} from previously approved Change Orders No. N/A to No. N/A: Substantial Completion: - Ready for final payment: -
Contract Price prior to this Change Order: \$ 166,140	Contract Times prior to this Change Order: Substantial Completion: October 11, 2024 Ready for final payment: October 25, 2024
{Increase} Decrease-this Change Order: \$ 9,757.50	Increase {Decrease} this Change Order: Substantial Completion: 172 Days Ready for final payment: 172 Days
Contract Price incorporating this Change Order: \$ 156,382.50	Contract Times with all approved Change Orders: Substantial Completion: April 1, 2025 Ready for final payment: April 15, 2025

**Recommended by Engineer (if required)**

By: Peter Tierney, P.E. \_\_\_\_\_  
 Title: Project Manager \_\_\_\_\_  
 Date: 11/27/2024 \_\_\_\_\_

**Authorized by Contractor**

James Dotson  
 Project Manager  
 11/27/2024

**Authorized by Owner**

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**City of Saugatuck**  
**TMF Water Service Material Verification**  
**Change Order Breakdown**



Project No.: 865910  
 By: PMT  
 Date: 11/27/2024

Item No.	Item Description	Unit	Original Contract			Change Order No. 1		Current Contract	
			Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount
1	Mobilization, Max 10%	LSum	1.00	\$ 20,000.00	\$ 20,000.00		\$ -	1.00	\$ 20,000.00
2	Temporary Traffic Control	LSum	1.00	\$ 5,150.00	\$ 5,150.00		\$ -	1.00	\$ 5,150.00
3	Pothole Corporation Stop	Ea	65.00	\$ 300.00	\$ 19,500.00	2.00	\$ 600.00	67.00	\$ 20,100.00
4	Pothole Public-Side Curb Stop Box	Ea	4.00	\$ 250.00	\$ 1,000.00		\$ -	4.00	\$ 1,000.00
5	Pothole Both Public & Private-Side Curb Stop Box	Ea	179.00	\$ 265.00	\$ 47,435.00	59.00	\$ 15,635.00	238.00	\$ 63,070.00
6	Pothole Private-Side Curb Stop Box	Ea	63.00	\$ 150.00	\$ 9,450.00	5.00	\$ 750.00	68.00	\$ 10,200.00
7	Remove & Replace Concrete Driveway	Syd	30.00	\$ 83.00	\$ 2,490.00	(30.00)	\$ (2,490.00)	0.00	\$ -
8	Remove & Replace Concrete Sidewalk	Syd	30.00	\$ 74.00	\$ 2,220.00	(12.50)	\$ (925.00)	17.50	\$ 1,295.00
9	Remove & Replace HMA Roadway	Syd	390.00	\$ 75.00	\$ 29,250.00	(180.00)	\$ (13,500.00)	210.00	\$ 15,750.00
10	Remove & Replace HMA Driveway	Syd	30.00	\$ 75.00	\$ 2,250.00	(26.00)	\$ (1,950.00)	4.00	\$ 300.00
11	Surface Restoration	Syd	738.00	\$ 15.00	\$ 11,070.00	(268.50)	\$ (4,027.50)	469.50	\$ 7,042.50
12	In-Home Verification	Ea	653.00	\$ 25.00	\$ 16,325.00	(154.00)	\$ (3,850.00)	499.00	\$ 12,475.00
					<b>\$ 166,140.00</b>		<b>\$ (9,757.50)</b>		<b>\$ 156,382.50</b>



## City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** October 23, 2024

**SUBJECT:** Council Direction on Strategic Planning Meeting for Fiscal Year 2025/2026

**DESCRIPTION:**

For the last few years, City Council has held a strategic planning meeting to identify goals and priorities for the upcoming fiscal year. This has involved conducting a resident survey before the meeting, review of progress on prior year priorities, and a facilitator helping the Council establish and rank priorities.

Attached is last year's report and priorities. Also attached are the resident survey questions for the last three years.

Staff is seeking feedback from Council on how you would like to approach strategic planning for next fiscal year. Staff also seeks Council's availability in January for a strategic planning session.

**LEGAL REVIEW:**

Legal will be at your meeting if you have any questions.

**SAMPLE MOTION:**

N/A. Workshop item.



## Leadership Team Strategic Goal Setting Work Session

December 20, 2023

Report of Generated Ideas

### Overview of Planning Process

The Mayor, City Manager, City Council, and Senior Staff of the City of Saugatuck conducted their leadership team's annual workshop to revisit current Strategic Results Goal Areas for relevancy, review progress made on initiatives set in 2022, and prioritize projects within each Key Results Area for the upcoming year. The Strategic Results Goal Areas serve as a blueprint, created in 2020 for annual planning and prioritization.

### Work Session Objectives:

- ◆ Share accomplishments and disappointments of 2023
- ◆ Share individual highest priorities for 2024
- ◆ Review progress made on priority projects in Key Results Goal Areas set in 2022
- ◆ Revisit Key Strategic Goal Areas for relevancy and inclusion of priorities
- ◆ Review results of Resident Survey
- ◆ Discuss potential near-future threats to address & opportunities to optimize
- ◆ Discuss additional Items to be added in each Key Results Goal Area
- ◆ Prioritize projects for upcoming year
- ◆ Discuss Next Steps

### Strategic Results Goal Areas

Four Key Strategic Result Areas were identified for the Blueprint: City Operations, Infrastructure, Parks & Recreation, and Economic Development.

### Reflect & Revise

Before discussing long-term goals and setting priorities for the next 12-18 months, the leadership team reflected upon their accomplishments and challenges or disappointments of the previous year and each shared their individual #1 priority for the team focus in 2024.

## PROUDS (Glad) / SORRIES (Sad)

**PROUD / GLAD:** Reflect upon leadership work and results in 2023. For what are you most proud, glad, or appreciative – team accomplishments, progress, dynamics, etc.

**SORRY / SAD):** Challenges, disappointments, perhaps something that did not go as smoothly as you'd like.

### PROUDS

- ◆ We ran an effective, successful election (2)
- ◆ Council members & planning commission volunteered to work with elections (2)
- ◆ Worked to know our constituents even better
- ◆ Ran Oval Beach with the constraints of a tight staff
- ◆ The number of road projects we rolled out (2)
- ◆ Tremendous work done by the Parks and Public Works committee (increase in playground equipment)
- ◆ Progress in floating boats litigation
- ◆ Short-term rental task force (2)
- ◆ City Council took on short-term rentals as a priority (3)
- ◆ Council STR task force worked well – remained respectful, with diverse opinions
- ◆ We remained open and transparent with lots of public engagement
- ◆ We functioned well as a team
- ◆ Proud of team's work on previous year's strategic items and continued work on legacy issues as well as resourcing staff, budgeting for more staff and salaries
- ◆ Fiscal health of the City - #1 in state for fiscal health, with a healthy fund base while dealing with policy issues and litigations
- ◆ Proud and appreciative for the people who work for this town
- ◆ Saugatuck isn't magnificent by accident – grateful for generations of work & progress
- ◆ Orientation for newly elected officials was excellent

### SORRY

- ◆ We could meet more frequently
- ◆ We could communicate better (4)
- ◆ Public works failed to secure long-term leadership for Oval Beach
- ◆ Would like better preparation for meetings, receive agendas earlier, & more inclusion
- ◆ We need more progress on houseboat litigation – we still have floating homes on the river; however, we're making progress
- ◆ Not being able to know all
- ◆ Difficulty with how long short-term rental policy and regulation takes
- ◆ A need to be more intentional in meeting business owners
- ◆ *Honesty is a lonely word*
- ◆ There are still residents who desire failure of city manager and city council, wanting to maintain status quo, requiring time & energy that could be invested more productively
- ◆ People getting information (often inaccurate or disinformation) for social media (including international "news" from social media) which pulls city council & staff

- ♦ off task by the chatter in cyberspace
- ♦ Dune Ridge litigation
- ♦ Would like to see more staff professional development
- ♦ Pattern of getting things done to continue – as a team, we have room for improvement

### **INDIVIDUAL #1 PRIORITY for the NEXT 12-18 MONTHS**

- ♦ Mount Bald Park, including cell phone access for safety (2)
- ♦ Oval Beach
- ♦ Maple Street rebuilding
- ♦ Infrastructure, updating parks, bathroom renovations & additions
- ♦ Get a short-term rental policy/regulations in place (4)
- ♦ Waterfront updates
- ♦ Progress in the complex AT&T project
- ♦ Ensuring City Hall is resourced & staff feels comfortable & safe
- ♦ Replace lead service lines (long-term)
- ♦ Get capital improvement plan nailed down to costs & timelines
- ♦ Thank city staff for an effective orientation & learning from the staff that keeps this place running

### **Citizen Survey**

Mayor Stanton shared results of currently conducted citizen survey. There were no significant changes from the responses of 2022.

### **Potential Threats and Opportunities**

Before discussing long-term goals and setting priorities for the next 12-18 months, the leadership team discussed potential threats or challenges they may need to address and opportunities to optimize in the near-future, considering changes in demographics, technology, legislation, etc.

#### **THREATS**

- ♦ Our current trend of losing full time residents
- ♦ Loss of good employees
- ♦ Big development / Waterfront development
- ♦ Failing infrastructure
  - Lead service lines ownership
  - Water failure, Culver / Butler, closing down businesses
  - Drinking Water quality
- ♦ Erosion at Mt Baldhead / Structure at Mount Baldhead
- ♦ Threat to AT&T project/completion/policy
- ♦ Trip hazard sidewalks
- ♦ Long-term tree damage/replacement
- ♦ People not visiting because of lack of parking
- ♦ Tax exemptions

- ◆ Charm threat – gaps in zoning
- ◆ Resources
  - Climate change
  - Revenue (landlocked)
  - Cost increases
  - Water infrastructure
  - People: Employees, citizens, community engagement
  - Aging infrastructure
- ◆ Regulatory
  - Headley Amendment
  - Veteran exemptions
  - New requirements
  - Grant compliance
  - Gaps in zoning
- ◆ Population loss
  - Aging
  - Short-term rentals
  - Jobs
  - Lack of growth
- ◆ Organization
  - Opportunity cost
  - Disorganization
  - Inefficiencies
  - Lack of communications
  - Over complication

## OPPORTUNITIES

- ◆ Recapture City's cost of short-term rentals & events (permitting, etc)
- ◆ Revisit special events policy & procedures
- ◆ Revisit Oval Beach revenue opportunities
- ◆ Educate residents on city basics (tax allocation, etc)
- ◆ Staff development & evaluations (career development & compensation)
- ◆ Tri-community parking plan & other partnerships
- ◆ Update zoning ordinance (current don't make sense & are difficult to enforce)
- ◆ Protect natural resources
- ◆ Paid parking
- ◆ Oval Beach updates (public/private?) – revenue opportunities
- ◆ Mt Baldhead improvements
- ◆ Uniform street scaping
- ◆ Reclaim Park Street - city property, make walkable
- ◆ Gondola across the river
- ◆ Rentable bikes & racks
- ◆ Year-round restaurants open
- ◆ Community center
- ◆ DPW building

- ◆ Fish-cleaning station / Coghlin restroom
- ◆ Create a Foundation
- ◆ Partner/share with sister communities

## BLUEPRINT FOR ANNUAL PLANNING

To facilitate smooth and productive annual planning, the leadership team returned to their Key Strategic Goal Areas -“buckets” or natural categories within which progress is required year-after-year. City Manager Heise shared progress made in the 2023 priorities set in 2022.

### CURRENT KEY STRATEGIC RESULTS GOAL AREAS: Public Safety

- ❖ City Operations
- ❖ Infrastructure
- ❖ Parks & Recreation
- ❖ Economic Development

Goals, projects, initiatives were identified in each of the Key Strategic Results Goal Areas, then prioritized using the following criteria:

#### Priority 1: Essential

Urgent, high-priority projects that should be done if at all possible. These include projects that are required to complete a major public improvement; projects that would address an emergency or remedy a dangerous condition to public health, welfare and safety; projects that would provide facilities for a critically needed community program; projects that needed to correct an inequitable distribution of public improvements in the past; and projects vital to the economic stability of the City. A special effort is made to find sufficient funding for all the projects in this group.

#### Priority 2: Desirable

High-priority projects that should be done as funding becomes available. These include projects that would benefit the community, and projects whose validity of planning and validity of timing have been established and are appropriate for a progressive community to pursue.

#### Priority 3: Acceptable

Worthwhile projects to be considered if funding is available. These are projects that are adequately planned, but not absolutely required, and should be deferred to a subsequent year if budget reductions are necessary.

#### Priority 4: Deferrable

Lower-priority projects which are desirable but not essential and can be postponed without detriment to preset services.

## Discussion and Identification of Priorities in Each of the Key Strategic Goal Areas

Reflecting upon progress made in 2022, shared individual priorities, citizen survey responses, and potential threats and opportunities, the leadership team discussed goals, initiatives, projects in each Key Results Goal Area and prioritized, using the criteria (stated above).

### CITY OPERATIONS

#### **Priority 1: Essential**

- ◆ Conduct council workshops: Quarterly finances, strategic planning, key issues, etc
- ◆ Capture fees (STRs) special events, etc)
- ◆ Staff: onboarding, goals, reviews, development, compensation
- ◆ Dune Ridge litigation
- ◆ STR regulations & policies
- ◆ Trash & recycling
- ◆ Special events
- ◆ Natural resource protection
- ◆ Create a parking master plan

#### **Priority 2: Desirable**

- ◆ Update zoning ordinances
- ◆ Educate residents (res. taxes)

### INFRASTRUCTURE

#### **Priority 1: Essential**

- ◆ Asset management agreement, lead service line replacement
- ◆ Roads
- ◆ Bike trail completion

#### **Priority 2: Desirable**

- ◆ Park Street widening/safety conversations amongst Park Street neighbors
- ◆ Additional parking & commuting opportunities

#### **Priority 3: Acceptable**

- ◆ Restroom repairs – Wick Park, Mt Baldhead (Pump Hose conversations)

#### **Priority 4: Deferrable**

- ◆ Coghlin Park restrooms

## PARKS AND RECREATION

### **Priority 1: Essential**

- ◆ Create a master plan for Oval Beach
- ◆ Oval Beach daily pass increase
- ◆ Create a master plan for Mt Baldhead Dunes
- ◆ Village Square (playground & court)
- ◆ Recycle bins
- ◆ Park Street (non-motorized section)

### **Priority 2: Desirable**

- ◆ Coghlin Park restroom
- ◆ Fish cleaning station
- ◆ Restroom upgrades

### **Priority 3: Acceptable**

- ◆ Airport property
- ◆ Street scape (downtown)
- ◆ Oval Beach Upgrades

### **Priority 4: Deferrable**

- ◆ Community Center
- ◆ DPW: New Building
- ◆ Gondola to cross river

## ECONOMIC DEVELOPMENT

### **Priority 1: Essential**

- ◆ Complete STR policy update

### **Priority 2: Desirable**

- ◆ Increase collaboration with CVB
- ◆ Better broadband access
- ◆ Continue to support local businesses
  - Facilitate local business conversations – What can the city do to help?
- ◆ Attainable/affordable housing
- ◆ Support keeping tourism strong, year round
- ◆ DDA: Collaborate with Douglas and Tri community

## Next Steps

Marilynn Semonick will create and send report of generated ideas and Blueprint of Key Results Areas to City Manager, Heise, who will review and send to Council members and Staff.

Once reviewed and approved, the city staff will align council priorities to annual budget and report back to council.

**WORK SESSION EFFICIENCY & EFFECTIVENESS:** Based on conversation about scope and specifics of work sessions, City Manager Heise and Mayor Stanton will draft a first iteration of revisions to current work sessions to increase effectiveness, efficiency, and productivity of meetings while managing time wisely. Council will review and discuss the first iteration to come to mutual agreement of meeting content and timing.

**WORKING AS A HIGH-FUNCTIONING LEADERSHIP TEAM:** Consider taking a few minutes, regularly, at your work sessions to discuss how productive you are, as a team. It's not just what you do, it's also how you do it. Is the team currently high-functioning? Are we able to utilize our time together efficiently, effectively, and productively? Are we able to discuss the even the tough issues with respect? Do we really hear each other? Are each of us acting in ways that model behaviors expected for the City? Do our behaviors increase trust and reduce tension for residents? Where can we improve to be even more effective as we move forward?

**UNDERSTANDING TAX ALLOCATION:** Schedule a work session to increase understanding of and answer questions about allocation of tax dollars.

**VISION, MISSION FOR SAUGATUCK:** Further discussion may be needed based on a suggestion for and conversation about creating vision & mission statements for Saugatuck.



Once again, I commend your service to your exceptional City and your investment of time, energy, and intelligence in planning and prioritizing. And, I applaud your commitment to creating and sustaining a high-functioning leadership team and intentionally creating a culture of respect, civility, and collaboration – a legacy that will live beyond your service.

Again, another year of effectively engaging your citizens via the survey to understand their priorities. An impressive number of responses gave you information to consider as you prioritized your ranked projects.

It is a complete pleasure to assist you in your commitment to efficiently, effectively, and productively serve your community with civility and respect.

Marilynn Semonick

## City of Saugatuck

**Annually the Saugatuck City Council meets to establish key priorities for the upcoming fiscal year. This process typically involves a meeting of the City's leadership team to discuss their collective vision, a public meeting with citizens and key stakeholders to solicit input, and a follow up meeting of the leadership team to formalize major goals and key objectives into action items for the year ahead. This year, the City is also inviting residents and businesses to participate in a brief survey to help us identify and prioritize activities. Please take a moment to provide your feedback on the questions below.**

\* 1. Please check the following that apply:

- Full-time resident of the City of Saugatuck.
- Part-time resident of the City of Saugatuck.
- Business owner in the City of Saugatuck.
- Other (please specify)

\* 2. Which of the following strategic goals do you consider the number **one** priority for the City of Saugatuck in Fiscal Year 2022-2023 (July 2022 to June 2023)?

- City Organization and Culture: Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions/Committees, in order to provide better quality services to residents.
- Infrastructure: Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.
- Parks and Recreation: Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.
- Community Engagement and Communication: Increasing community engagement and trust with better communication strategies.
- Collaboration: Investigating opportunities to engage with other communities for cost-saving purposes and to accomplish larger-scale, cross-jurisdictional projects.

3. Which of the following strategic goals do you consider the number **two** priority?

- City Organization and Culture: Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions/Committees, in order to provide better quality services to residents.
- Infrastructure: Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.
- Parks and Recreation: Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.
- Community Engagement and Communication: Increasing community engagement and trust with better communication strategies.
- Collaboration: Investigating opportunities to engage with other communities for cost-saving purposes and to accomplish larger-scale, cross-jurisdictional projects.

4. Are there any other specific goals, projects, or action items you would like to see addressed in the coming year?



## City Council Agenda Item Report

**FROM: MEETING**                    Jamie Wolters  
**DATE:**                                December 3, 2024  
**SUBJECT:**                            Amendment to Coghlin Park Policy

**DESCRIPTION:**

The City of Saugatuck permits the use of Coghlin Park Gazebo and Park for private events, including wedding/commitment ceremonies, family reunions, and club or organization picnics. Currently, the reservation policy states that **reservations cannot be made for the following calendar year**. Staff recommends removing this restriction to better accommodate event planning timelines. We typically begin receiving future-year reservation requests in September, though some inquiries come earlier. Since wedding planning often requires a year or more, the existing policy does not provide sufficient time for proper planning. As a result, potential clients may opt for other venues during their initial planning phase. Allowing reservations to be made for the upcoming calendar year would provide couples with ample time to plan and increase the likelihood of securing their desired date. The city will continue to block out dates for annual special events that happen in the park.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny the removal of the clause in the policy stating, \*"Reservations may not be made for the future calendar".

## **CITY OF SAUGATUCK**

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The City of Saugatuck allows the use of the Coghlin Park Gazebo and Park 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. Public events (including ticketed events open to the public) require special events permit reviewed and approved by City Council. **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 and only one event per day is permitted. The responsible party who has reserved the park must be present during the period the park is used. Please check with City Hall to see if your date is available for rent. The park is not available during holiday weekends, dates in which public events are already taking place in the city, and dates already reserved. ~~Reservations may not be made for future calendar year.~~

**Rental Fee:** A fee of \$1000.00 must be paid to secure your reservation. \$500.00 of the deposit will be returned after confirmation that all rules and regulations have been strictly followed.

**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:** Public gatherings must be in accordance with COVID-19 regulations provided by the State of Michigan. Setting up of chairs is permitted (200 maximum).

Chairs may be set up two (2) hours prior to event and must be removed no later than two (2) hours after event. Actual event maximum time is one (1) hour. To avoid damage to the City's property, the applicant is required to use a City approved vendor for delivery, setup and removal of chairs. Applicants may not supply their own chairs. The applicant is responsible to make all vendor arrangements.

**Decorations:** Potted flowers/plants may be used to decorate the park and gazebo. No tape, wire, screws, nails, staples, tacks or other fasteners are permitted. Gazebo and park may not be decorated prior to the rental period. All decorations must be removed by the end of the rental period. Arches are permitted but are not allowed to be staked. **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.
- 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.

- Parking- events affiliated with the Saugatuck Center for the Arts (SCA) must utilize the SCA parking lot.
- Parking- events that have over 25 people and take place from Memorial Day to Labor Day must shuttle in guests from remote location. Please check with City staff to determine appropriate remote locations.

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

**Clean Up/Damages:** Please be respectful of our City Parks and facilities. Applicant is responsible for trash removal. 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.

**Agreement:**

*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.*

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Applicants Signature

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Date