



CITY COUNCIL MEETING AGENDA

April 28, 2025

The meeting will start at 6:30 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. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (Additions/Deletions)**
- 7. Guest Speakers: Pg.3**
 - A.** Tony Schippa – Heartsafe Tri-Community
- 8. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 9. Consent Agenda: (Roll Call) Pg.9**
 - A.** Approval of Workshop Meeting Minutes for April 23, 2025
 - B.** Proclamation Honoring Dr. Richard C. Annis, OD
 - C.** Projecting Sign Revocable License Agreement – 220 Culver
 - D.** Oval Beach Pass Request – Hope College for Saugatuck Harbor Natural Area Research
 - E.** Special Event – Pride Community Car Parade
 - F.** Special Event – Memorial Day Parade
 - G.** Special Event – Jazz for Justice
 - H.** Social District Resolution 250428-A Weidman Outdoors, LLC dba Duck Alley
 - I.** Social District Resolution 250428-B Marker 14, LLC
 - J.** Right of Way Signage – Palette Banner for Spring & Fall Gallery Stroll

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

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 for further information.

10. Staff Reports, Boards, Commissions & Committees: Pg. 47

A. Staff Reports:

1. City Manager
2. Treasurer
3. Clerk
4. Planning and Zoning
5. Department of Public Works
6. Police
7. Engineer

B. Boards, Commissions & Committees:

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Water System Operations Contract Advisory Committee
11. Wildlife Management Committee

11. Approval of Accounts Payable: (Roll Call) Pg.65

- A. Accounts Payable in the amount of \$66,975.18

12. Public Hearings

13. Unfinished Business

14. New Business: Pg.67

- A. Bid Award for Mt. Baldhead Restroom Replacement (Roll Call)

15. Public Comments (Limit 3 minutes)

16. Correspondence: Pg.83

- A. Nicole Graves

17. Council Comments

18. Adjourn (Voice Vote)

03/21/2025

**Tri-Community HeartSafe Initiative
Saugatuck Twp, City of Douglas, Saugatuck City**

Volunteers Job Description

Subject: Call for Volunteers from the Tri-Community of Saugatuck Twp, Saugatuck City, and The Village of the City of Douglas to support the HeartSafe Community Initiatives.

Dear Valued Community Member,

We are writing to you with an exciting opportunity to make a real difference in the health and safety of your community. The Tri-Community HeartSafe program Communittee is seeking enthusiastic and dedicated volunteers to help us expand our efforts and create a truly heart-safe environment for everyone.

Our program focuses on increasing public access to AEDs, CPR and AED training, promoting early intervention, and raising awareness about heart health. We can significantly enhance the chances of survival potentially doubling or tripling the survival rate when immediate CPR and the use of an automated external defibrillator (AED) are administered within the first few minutes of an individuals experiencing cardiac arrest.

We're looking for volunteers with variety of skills and interests. Whether you are a whiz at organizing events, passionate about educating others, skilled in communication, or simply willing to lend a helping hand, we have a place for you. Volunteers would be working with Tri-Community chair members to support the chairs responsibilities Even a few hours of your time can make a significant impact. If are you interested in joining us please contact us for more information about getting involved.

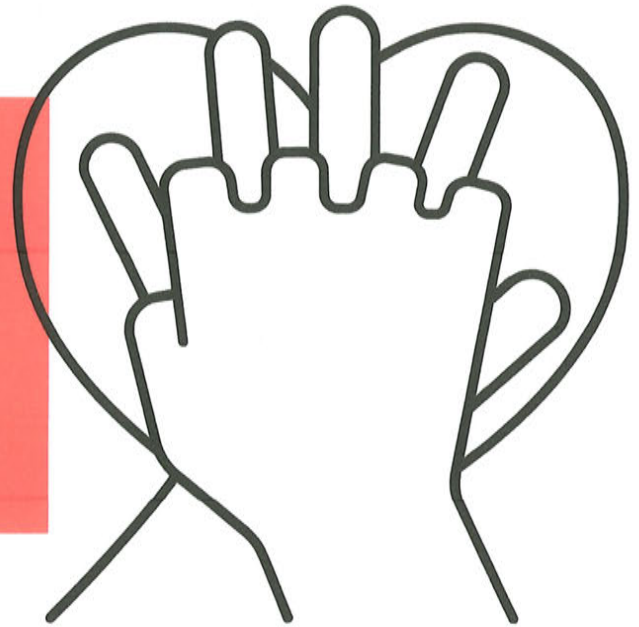
We look forward to hearing from you and working together to make our community a heart safe place to live for all.

Sincerely,

Tony Schippa
2750 Blue Star Hwy
Fennville Mi, 49408
616-836-9139
tonyschippa@hotmail.com
[Tony Schippa FB page](#)
[Time Saves Lives LLC FB page](#)

Please like, share and follow our FB pages

HEARTSAFE TRI- COMMUNITY



WHAT IS HEARTSAFE?

A HeartSafe community focuses on saving lives with hands-only CPR Training, AED access, and heart healthy programs to strengthen the chain of survival.

PURPOSE

The single most important objective of the Tri-Community HeartSafe Program is to save the lives of those experiencing Sudden Cardiac arrest whose life status may depend on early intervention CPR and AED use.

MISSION

Tri-Community HeartSafe mission is to train, educate, and empower the Tri-Community members and visitors on the lifesaving importance of early intervention CPR and AED use.

VISION

An ever-increasing number of lives-saved, families rejoicing, and community members and visitors celebrating due to the Tri-Community's strong commitment and participation in early intervention CPR/AED use.

OPEN CHAIR POSITIONS

- Medical Director
- Fundraising
- Training
- administration
- VOLUNTEERS

TONY SCHIPPA

Call or Text
616) 836-9139

Tonyschippa@hotmail.com



Why Learn Hands-Only CPR?

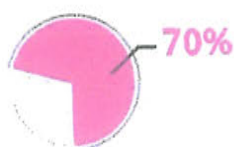
Cardiac arrest – an electrical malfunction in the heart that causes an irregular heartbeat (arrhythmia) and disrupts the flow of blood to the brain, lungs and other organs – is a leading cause of death. Each year, more than 350,000 EMS-assessed out-of-hospital cardiac arrests occur in the United States.

When a person has a cardiac arrest, survival depends on immediately receiving CPR from someone nearby.

According to the American Heart Association, about 90 percent of people who suffer out-of-hospital cardiac arrests die. CPR, especially if performed immediately, can double or triple a cardiac arrest victim's chance of survival.

Be the Difference for Someone You Love

If you are called on to give CPR in an emergency, you will most likely be trying to save the life of someone you love: a child, a spouse, a parent or a friend.



About **70 percent** of out-of-hospital cardiac arrests happen in homes



About **46 percent** of people who experience an out-of-hospital cardiac arrest receive the immediate help that they need before professional help arrives

Hands-Only CPR has been shown to be as effective as conventional CPR for cardiac arrest at home, at work or in public.

Hands-Only CPR has just two easy steps, performed in this order:



1 Call 911 if you see a teen or adult suddenly collapse



2 Push hard and fast in the center of the chest to the beat of a familiar song that has 100 to 120 beats per minute

Music Can Save Lives

Song examples include "Stayin' Alive" by the Bee Gees, "Crazy in Love" by Beyoncé featuring Jay-Z, "Hips Don't Lie" by Shakira or "Walk the Line" by Johnny Cash. People feel more confident performing Hands-Only CPR and are more likely to remember the correct rate when trained to the beat of a familiar song.

When performing CPR, you should push on the chest at a rate of 100 to 120 compressions per minute, which corresponds to the beat of the song examples above. Stay up with the latest **Be the Beat®** songs all year long.

Take 90 Seconds to Learn How to Save a Life

Watch the 90-second video. Visit heart.org/handsonlycpr to watch the Hands-Only CPR instructional video and share it with the important people in your life. Hands-Only CPR is a natural introduction to CPR, and the AHA encourages everyone to learn conventional CPR as a next step. You can find a CPR class near you at heart.org/findacourse.

NOTE: The AHA still recommends CPR with compressions and breaths for infants and children and victims of drowning, drug overdose, or people who collapse due to breathing problems.



AED FACT SHEET



EARLY DEFIBRILLATION

- More than 15% of Out of Hospital Cardiac Arrests (OHCAs) occur in a public location; therefore, public access AEDs and community training have a large role to play in early defibrillation. However, the number of patients who have an AED applied by a bystander remains low, occurring after only 10.2% of public arrests.

- In 2021, 28.7% (n=42,198) of Cardiac Arrest Registry to Enhance Survival (CARES) patients were defibrillated in the field. The proportion of patients first defibrillated by a bystander was 4.6%, whereas 19.1% and 76.3% were first defibrillated by a first responder or EMS personnel, respectively.



FUNCTIONALITY

- Inside the AED box are pads and a diagram that shows where to place them on the bare skin. Once the device is turned on, a voice tells the person using it exactly what to do. Some devices offer this instruction in Spanish, but most are English-speaking.
- The first thing the AED will do is determine whether an electric shock is needed by analyzing the person's heart rhythm. CPR should be stopped only while the machine is doing this analysis. If no shock is advised, it will tell you to resume CPR. If there is a shockable rhythm, it will deliver the shock and afterwards will tell you to resume CPR.

MORE STATS

- 9 in 10 cardiac arrest victims who receive a shock from an AED in the first minute live.
- Bystanders administer CPR about 40% of the time and AEDs even less so.
- Your chance of survival while waiting for emergency medical services during a cardiac emergency decreases by 10% every minute without CPR.



AEDS AT WORK

- Are you one of the 50% who can locate an automated defibrillator (AED) at work? With 10,000 cardiac arrests annually in the workplace, you have the potential to save thousands of lives. Immediate CPR and use of an AED can double, or even triple, survival rates.
- The American Heart Association does not recommend one device over another. The AED you choose should be simple and easy to use.

CHILDREN AND AEDS

- Children over age 8 can be treated with a standard AED. For children ages 1–8, the AHA recommends the pediatric attenuated pads that are purchased separately. In infants <1 year of age a manual defibrillator is preferred. If a manual defibrillator is not available, an AED with a dose attenuator may be used.



VISIT WWW.HEART.ORG/AED TO LEARN MORE

CPR and AED Use for Adults

Although much is being done to prevent death from heart problems, cardiac arrest is still a leading cause of death in the United States. And about 70% of the arrests that occur outside of the hospital happen at home. You will learn skills that will help you recognize cardiac arrest, get emergency care on the way quickly, and help the person until more advanced care arrives to take over.

In this section, you will learn when CPR is needed, how to give CPR to an adult, and how to use an AED.

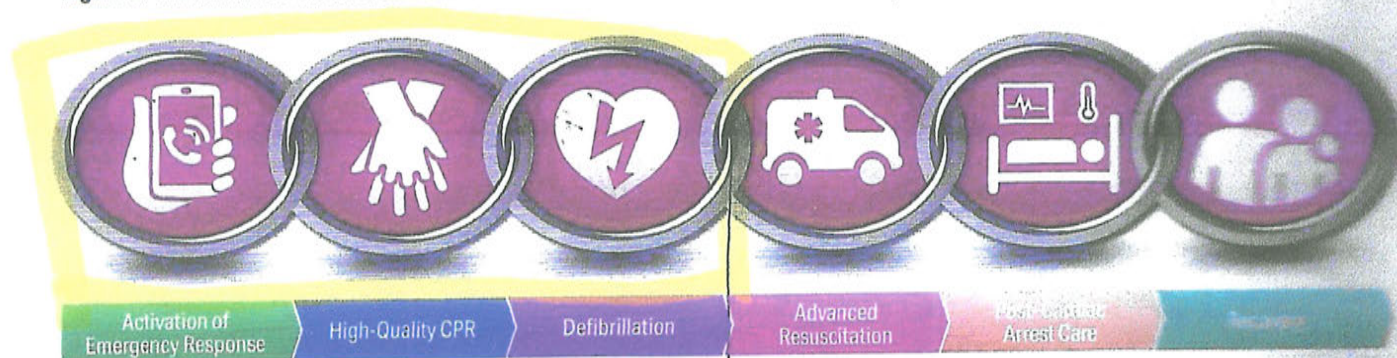
Adult Chain of Survival

The AHA adult Chain of Survival (Figure 9) shows the most important actions needed to treat adults who have cardiac arrests outside of a hospital. During this course, you will learn about the first 3 links of the chain. The fourth and fifth links are advanced care provided by emergency responders and hospital providers who take over care, and the sixth link is recovery.

Remember that seconds count when someone has a cardiac arrest. Wherever you are, take action. The adult Chain of Survival starts with you!

- **First link:** Immediately recognize the emergency and phone 9-1-1.
- **Second link:** Perform early CPR with an emphasis on chest compressions.
- **Third link:** Use an AED immediately (as soon as it is available).
- **Fourth and fifth links:** Advanced care is provided.
- **Sixth link:** Additional treatment, observation, and rehabilitation may be needed to fully recover from a cardiac arrest.

Figure 9. The AHA adult Chain of Survival for cardiac arrests that occur outside of a hospital.



MCL = Michigan Compiled Laws

MCL 691.1504

Rendering of cardiopulmonary resuscitation; applicability of subsection (1) to civil actions; use of automated external defibrillator; applicability of subsections (3) and (4).

The following people and entities are protected in emergency situations:

- An individual who having no duty to do so in good faith voluntarily renders cardiopulmonary resuscitation to another individual ...
- An individual who having no duty to do so in good faith voluntarily renders emergency services to another individual using an automated external defibrillator ...
- A physician who provides medical authorization for use of an automated external defibrillator.
- An individual who instructs others in the use of an automated external defibrillator.
- An individual or entity that owns, occupies, or manages the premises where an automated external defibrillator is located or used.

MCL 691.1501

Physician, physician's assistant, nurse, or EMS provider rendering emergency care

Licensed medical professionals are protected when rendering emergency care

A physician, physician's assistant, registered professional nurse, licensed practical nurse, or licensed EMS provider **who in good faith renders emergency care without compensation at the scene of an emergency**, if a physician-patient relationship, physician's assistant-patient relationship, registered professional nurse-patient relationship, licensed practical nurse-patient, or licensed EMS provider-patient



CITY COUNCIL WORKSHOP MEETING MINUTES- *proposed* **April 23, 2025**

The City Council met for a Workshop Meeting at 4:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Anderson at 4:00 p.m.

Attendance:

Mayor Anderson allowed Councilmember Clark to participate in the meeting via Zoom and accommodated his request for an exemption.

Present: Mayor Anderson and Councilmembers, Clark, Dean and Gardner.

Absent: Pro-Tem Stanton, Councilmembers Peterson and Muncey.

Motion by Gardner, second by Dean to excuse councilmembers Stanton and Peterson from todays meeting. Via voice vote, motion carried 4-0.

Others Present: City Manager Cummins, DPW Superintendent Herbert, Zoning Director Thompson, Treasurer Bredeweg, Deputy Clerk Williams and Attorney Witte.

Agenda Changes: None.

Public Comment on Agenda Items Only: None.

Approval of Minutes:

Regular City Council Meeting Minutes – April 14, 2025:

Motion by Dean, second by Gardner to approve the minutes from our city council regular meeting on April 14, 2025. Via voice vote, motion carried 4-0.

Discussion Items:

Mt. Baldhead Restroom Replacement Bids:

Engineer Jon Moxey presented the bid summary for the project (Mount Baldhead Area):

- Total Bids Received: 7 — a strong turnout considering the current construction market.
- Top 3 Bids: All near \$300,000 — within the expected range of \$250K to \$350K.
 - Conducted standard reference checks, as not all low bidders were previously known.
 - Compared the two lowest bidders.

The council discussed.

Draft of Proposed Fiscal Year 2025-2026:

Ryan Cummins presented a comprehensive budget overview focusing on several key points:

1. Budget Process
 - Started with community surveys and strategic planning sessions
 - Involves department heads submitting budget requests
 - Prioritized maintaining, repairing, and replacing existing infrastructure
2. Financial Highlights
 - Healthy general fund balance of over \$6.2 million
 - Proposed budget would reduce general fund savings by about 20%
 - No new debt service required for proposed projects
3. Revenue Sources
 - Property tax revenues expected to increase despite Headley amendment rollbacks
 - Proposed fee increases for short-term rentals and water infrastructure
 - Continued conservative estimates for interest income
4. Key Investment Areas
 - Infrastructure projects (roads, water, sewer)
 - Blue Star Trail construction
 - Mount Bald Head Park improvements
 - City Hall design options
 - Staffing support for Department of Public Works
5. Strategic Approach
 - Funding nearly all established priorities
 - Maintaining adequate city services
 - Investing in existing and new infrastructure
 - Keeping reserves well above policy requirements

Cummins emphasized the importance of strategic investment and community engagement in the budgeting process.

Public Comments: None.

Correspondence: None.

Council Comments:

- Councilmember Clark expressed gratitude for being allowed to attend virtually and plans to attend in person on Monday. He praised the level of detail in the presentations and supports the focus on infrastructure, especially as it relates to budgeting and upcoming capital projects. Clark appreciated the engagement from everyone and described it as a good meeting overall.
- Councilmember Gardner thanked City Manager Cummins and staff on the presentation, the discussion was good and is looking forward to more conversations.
- Councilmember Dean thanked City Manager Cummins and staff for a wonderful budget presentation. He thanked all council members via zoom for taking the time to join.
- Mayor Anderson thanked all and noted the great work. She appreciated the discussion around Mt. Baldhead.

Adjournment:

Motion by Gardner, second by Dean to adjourn the meeting. Upon voice vote, motion carried 4-0. Mayor Anderson adjourned the meeting at 5:45 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

PROCLAMATION HONORING
DR. RICHARD C. ANNIS, OD

250428-P1

WHEREAS, Dr. Richard C. Annis has demonstrated exceptional dedication and commitment to the field of optometry, providing outstanding eye care services to the residents of Saugatuck and beyond; and

WHEREAS, Dr. Annis graduated first in his class from the Illinois College of Optometry in Chicago, earning national recognition for his expertise in contact lenses and extensive training in children's vision; and

WHEREAS, Dr. Annis has continually pursued excellence in his profession, dedicating over 250 hours each year to studying new and improved methods of patient care, including medically-related procedures and treatments; and

WHEREAS, Dr. Annis has been an active member of the West Michigan Optometric Association (WMOA) and the American Optometric Association (AOA), contributing to the advancement of optometry both locally and nationally; and

WHEREAS, Dr. Annis has shown unwavering commitment to his patients, ensuring they receive the highest quality of care and feel listened to and understood; and

WHEREAS, Dr. Annis has been a pillar of the community, providing compassionate and competent care, and enriching the lives of his patients through his expertise and dedication; and

WHEREAS, Dr. Annis's personal journey, including his educational achievements, professional accolades, and his loving family, has been an inspiration to many;

NOW, THEREFORE, I, Holly Anderson, Mayor of the City of Saugatuck, do hereby recognize **Dr. Richard C. Annis** for his outstanding service and contributions to our community.

In Witness Whereof, I, Holly Anderson, Mayor of the City of Saugatuck, cause the Seal of the City and my signature to be affixed this 28th day of April, in the year two thousand and twenty-five.

Holly Anderson, Mayor

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Luke Thompson, Director of Planning and Zoning

MEETING DATE: 4/28/2025

SUBJECT: Sunday Drive – Right of Way Signage Request

DESCRIPTION:

Suzanne Stone of Sunday Drive has submitted an application to install a Five square foot projecting sign. There will be at least ten feet of clearance below the sign. The sign will encroach into the City right of way (sidewalk).

The zoning ordinance requires the following:

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

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

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve the Revocable License Agreement for a sign in the public right-of-way for of Sunday Drive.

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

THIS AGREEMENT is made this _____ day of _____, 2025, between the CITY OF SAUGATUCK, (hereinafter “**City**”) a Michigan municipal corporation located in Allegan County, Michigan; and Sunday Drive (hereinafter “**Licensee**”).

Recitals

- A. Licensee has leasehold interest in real property located at 220 Culver Street in the City, further described as P.P. No. 03-57-810-001-01 (the “**Property**”).
- B. A public right-of-way owned and controlled by the City crosses the Property as shown on the sketch map attached as Exhibit A and incorporated by reference.
- C. Licensee desires to install an approximately twelve square foot projecting sign in the City’s right-of-way with at least ten feet of clearance below the sign (the “**Encroachment**”). Licensee seeks a license in order to install the Encroachment.
- D. Licensee will insure and maintain the Encroachment within and immediately adjacent to the public right-of-way for Culver Street as hereinafter described.
- E. The City is amenable to granting a revocable license to Licensee for the installation and maintenance of the Encroachment within the right-of-way for Culver Street, subject to terms of this Agreement.

Agreement

- 1. The City hereby grants to Licensee a revocable license for the Encroachment for the purpose of installing and maintaining the Encroachment in the precise location shown on Exhibit A subject to the terms of this Agreement. The Encroachment shall be as depicted on attached Exhibit A, which is incorporated by reference.
- 2. The Encroachment shall meet all requirements of the City of Saugatuck Code including, without limitation, any historic district requirements.
- 3. Licensee shall maintain the Encroachment in the public right-of-way in good condition at all times, and in compliance with all applicable laws and regulations of the City, County and State of Michigan.
- 4. Licensee shall indemnify and hold harmless the City, and its officers, agents, and employees, from any and all claims, demands, or suits by any person or entity for damages, injuries, or losses in any way connected or arising out of the placement, maintenance, existence or use of the Encroachment. The provisions of this section shall survive any termination of this Agreement.
- 5. Licensee shall obtain and maintain general liability insurance in a form and amount satisfactory to the City for the Encroachment at all times that this Agreement is in effect and the City shall be named as an additional insured on any such policy.

6. The placement of the Encroachment in no way creates any title, claim of right, or other property rights or interest for Licensee in any public right-of-way.
7. The license granted to the Licensee and this Agreement shall not be assigned or otherwise transferred by Licensee to any other person or business entity without the City's prior written approval.
8. The license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee or its successor thirty (30) days written notice of intent to revoke. Upon written notice to Licensee or its successor, mailed by regular mail to 3480 Blue Star Highway, Saugatuck, MI 49453, Licensee or its successor shall immediately remove the Encroachment and discontinue placing anything in the City right-of-way. The area where the Encroachment was removed shall be returned to its previous condition by the Licensee at no cost to the City.
9. At the time of execution of this Revocable License Agreement, Licensee shall pay to the City the cost of preparation of this Agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

City of Saugatuck, a Michigan municipal
corporation

By: _____

Its: _____

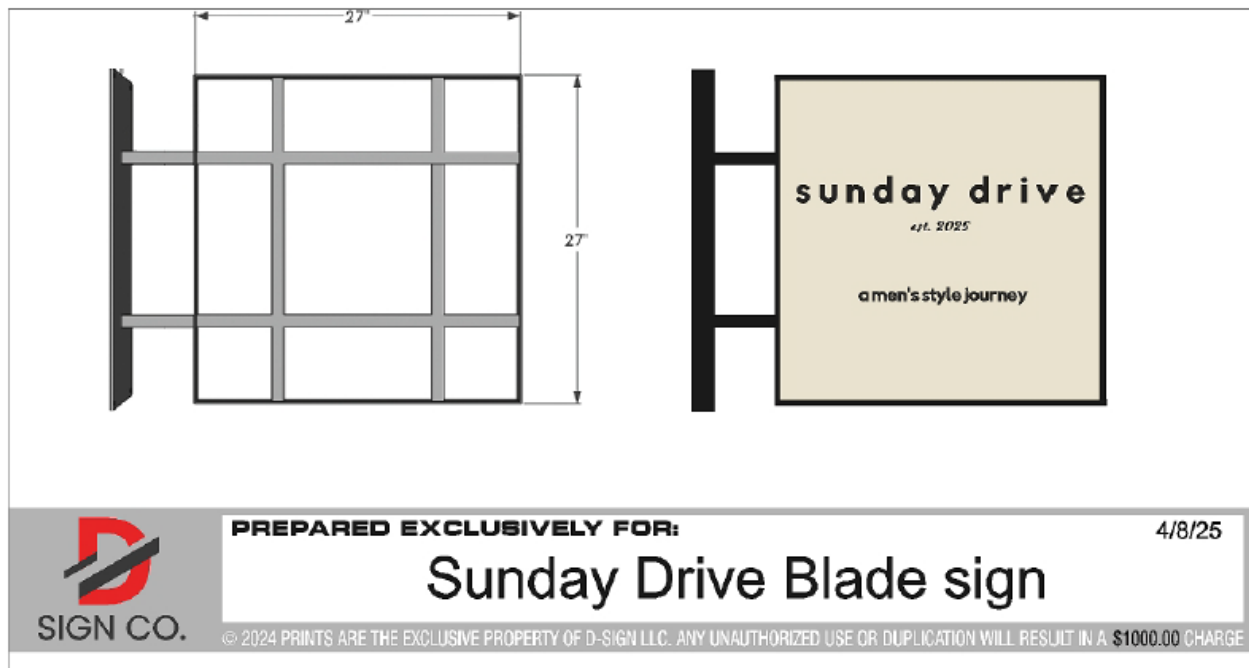
By: _____

Its: _____

Sunday Drive

By: _____

Its: _____





City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 28, 2025

SUBJECT: Oval Beach Pass Request – Hope College for Saugatuck Harbor Natural Area Research

DESCRIPTION:

In past years, Hope College was provided a free Oval Beach pass for their ongoing coastal dune environment research in the Saugatuck Harbor Natural Area. Associate Professor, Suzanne DeVries-Zimmerman, is requesting a pass this year as well.

The City Council’s 2010 policy states, “[a]ll other complementary Oval Beach parking permits have been discontinued at this time unless otherwise approved by City Council”.

There are public benefits to the research work that is occurring. For anyone interested, Professor DeVries-Zimmerman has provided publications of their work.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve the Hope College request for one Oval Beach pass for Saugatuck Harbor Natural Area research.



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: April 28, 2025

SUBJECT: Special Event-Community Pride Car Parade

DESCRIPTION:

The proposed Annual Community Pride Car Parade is to be held on June 7, 2025. See attached application and break down of event below.

BREAKDOWN OF EVENT:

Date: June 7

Time: 10:30am - 11:30am

75 cars to travel from Saugatuck High School through downtown via Butler Street and existing town to Blue Star Highway.

Police to lead parade.

No need from Fire and DPW.

Approved by Fire, Police and DPW.

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Community Pride Car Parade to take place on June 7, 2025.

**Council Action**

____ Approved

____ Denied

____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Community Pride MI TELEPHONE: 630-388-9730
MAILING ADDRESS: PO Box 437, Douglas MI 49406
CONTACT NAME: Michael Wright TELEPHONE: 630-388-9730
E-MAIL ADDRESS: mdwright1985@gmail.com CELL PHONE: 630-388-9730

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Michael Wright TELEPHONE: 630-388-9730
E-MAIL ADDRESS: mdwright1985@gmail.com CELL PHONE: 630-388-9730

EVENT INFORMATION

NAME OF EVENT: Community Pride Parade DATE(S) OF EVENT: 6/7/25
PURPOSE OF EVENT: Kickoff of Saturday Community Pride events RAIN DATE: NONE

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

EVENT LOCATION: PARADE from Saugatuck HS to Douglas EVENT HOURS: 10:30a - 11:30a
ESTIMATED NUMBER OF ATTENDEES: 75 CARS

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 10:30 11:00 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 11:30a 12:00 ☐ 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: 10 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **SIGNAGE AT EVENT SITE** - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

☐ **BOOTHS – QUANTITY** _____ ☐ **TENTS – QUANTITY** _____
☐ **AWNINGS – QUANTITY** _____ ☐ **TABLES – QUANTITY** _____
☐ **PORTABLE TOILETS – QUANTITY** _____

VENDOR PARKING: Have you made arrangement for vendor parking? ☐ Yes ☐ No N/A

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 Sheriff to drive as lead car in

Other (describe): PARADE. Allegan County Sheriff has been contacted.

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: _____

Volunteers will work at parade intersections to block traffic for parade

APPLICATION CHECK LIST

- ☒ Completed Application
- ☒ Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- ☒ Road/Sidewalk/Parking Lot Closure Map N/A
- ☒ 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.

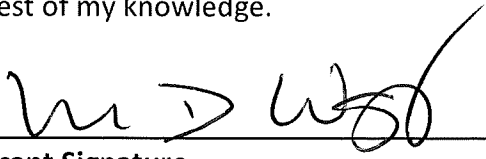
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

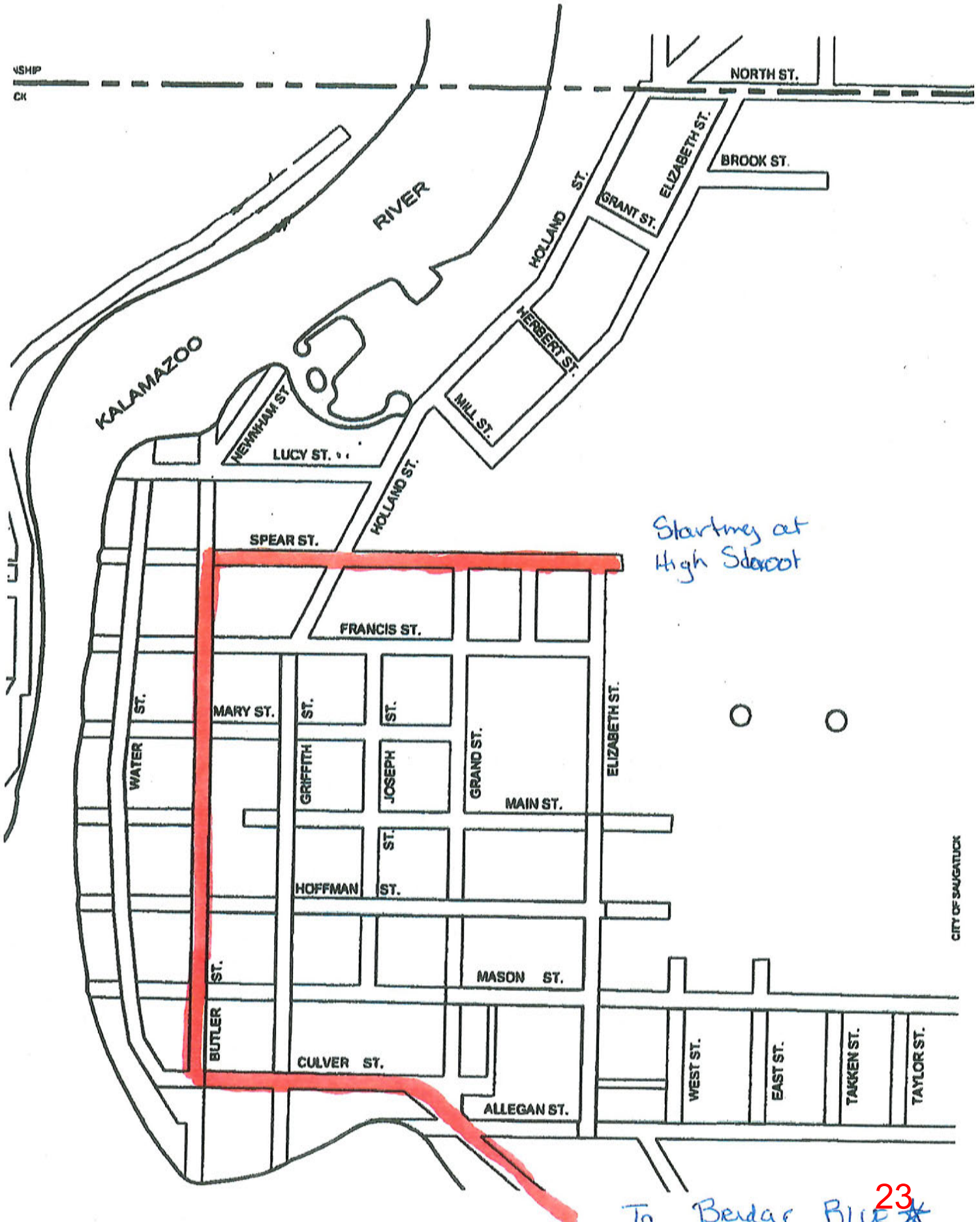


Applicant Signature

4/21/2025

Date

Downtown Street / Sidewalk Closure(s)



Starting at
High School

To Bender River ²³



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/21/2025

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

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

PRODUCER Saugatuck Harbor Insurance Agency 102 S. Blue Star Hwy, Ste. 118 PO Box 730 Douglas MI 49406	CONTACT NAME: PHONE (A/C, No, E): E-MAIL ADDRESS:	FAX (A/C, No):	INSURER(S) AFFORDING COVERAGE INSURER A: Michigan Millers Ins. Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 14508
INSURED Community Pride MI Po Box 437 Douglas MI 49406				

COVERAGES **CERTIFICATE NUMBER:** CL2542105943 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y			06/01/2025	06/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER: \$
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER: \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ OTHER: \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

City of Saugatuck is endorsed as an additional insured regarding Car Parade on June 7, 2025 sponsored by Community Pride MI.

CERTIFICATE HOLDER**CANCELLATION**

The City of Saugatuck
102 Butler St

Saugatuck

MI 49453

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: April 28, 2025
SUBJECT: Special Event – Memorial Day Parade

DESCRIPTION:

The American Legion Post 137 has submitted a special event form for the Memorial Day Parade. A safety meeting has been conducted and Fire, Police and DPW approve. Please see attached application and map.

Name: Memorial Day Parade
Date: May 26, 2025
Time: 8:30am – 10:30pm (8:30am set up, 9:00am parade, 10:30am clean-up)
Est. Attendees: 200

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the Memorial Day Parade event to take place on May 26, 2025.

**Council Action**

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: American Legion Post 137

TELEPHONE: 616 218 7278

MAILING ADDRESS: P.O. Box 474 Saugatuck

CONTACT NAME: Robert Boyce

TELEPHONE: 616 218 7278

E-MAIL ADDRESS: robcat857@iCloud.com

CELL PHONE: 616 218 7278

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Robert Boyce

TELEPHONE: _____

E-MAIL ADDRESS: robcat857@iCloud.com

CELL PHONE: 616 218 7278

EVENT INFORMATION

NAME OF EVENT: Memorial Day

DATE(S) OF EVENT: 5/26/25

PURPOSE OF EVENT: Memorial Day

RAIN DATE: _____

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

EVENT LOCATION: Memorial park

EVENT HOURS: 9-10

ESTIMATED NUMBER OF ATTENDEES: 200

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 8:30 _____ ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10:30 _____ ☒ 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: 9:00 END: 10:00

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: _____

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

4/6/24

Date

Downtown Street / Sidewalk Closure(s)



Memorial Day Parade

Monday, May 26, 2025

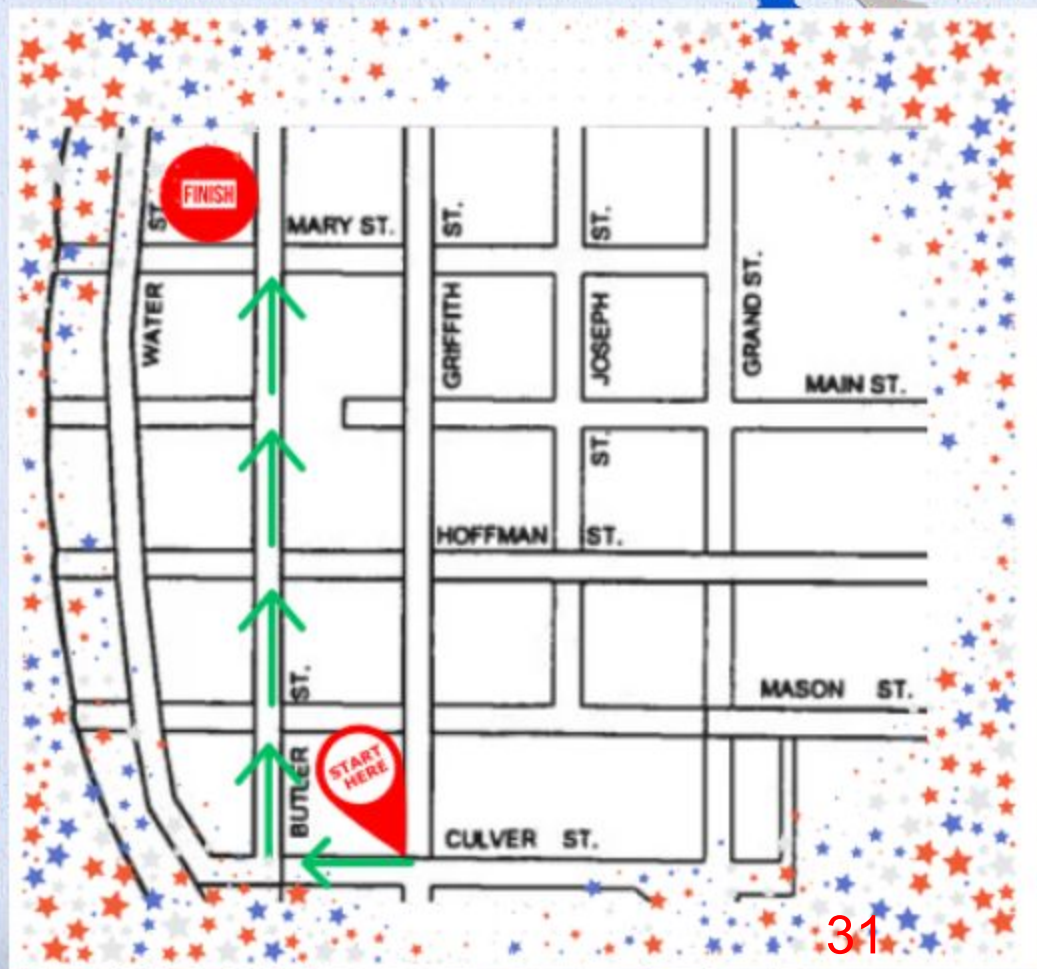
Parade begins at 9:00 a.m.

Route:

Start at Culver & Griffith St.

March north on
Butler St.

End at Butler &
Mary St.





City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: April 28, 2025

SUBJECT: Special Event-Jazz for Justice

DESCRIPTION:

The All Saints' Episcopal Church has submitted a special event application for Jazz for Justice. See attached application and breakdown of event below. A safety meeting was conducted and Fire, Police and DPW approve.

BREAKDOWN OF EVENT:

Event Date: 6-6-25
Event location: All Saints' Church, corner of Grand/Hoffman Streets
Event Hours: 5:00pm-8:00pm
Set up/Clean up times: 3:00pm & 9:00pm
Estimated number of attendees: 200
Volunteers: 20
Street Closure on Grand Street between Mason & Hoffman
2 food trucks on Mason Street
Using SHS parking lot for overflow parking

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny Jazz for Justice to take place on June 6, 2025, organized by All Saints' Episcopal Church.



Council Action

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: ALL SAINTS' EPISCOPAL CHURCH TELEPHONE: 269 857 5201
MAILING ADDRESS: P.O. Box 189, 252 Grand St, Saugatuck, MI 49453
CONTACT NAME: Bobbie Gaunt or Sally Rietveld TELEPHONE: 616 550 3497
bobbie.gaunt@gmail.com 269 857 5201
E-MAIL ADDRESS: office@allsaints-saugatuck.org CELL PHONE: 616 610 1334

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Sally Rietveld or Bobbie Gaunt TELEPHONE: see above
E-MAIL ADDRESS: see above CELL PHONE: see above

EVENT INFORMATION

NAME OF EVENT: Ten for Justice DATE(S) OF EVENT: Friday 6.6.2025
PURPOSE OF EVENT: launch PRIDE month & support Pride in the Park, Douglas RAIN DATE: none
☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored
☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____
EVENT LOCATION: All Saints' Church, Corner Grand & * DREISH LAWN HOFFMAN EVENT HOURS: 5:00 - 8:00 p.m.
ESTIMATED NUMBER OF ATTENDEES: EST. 200
ESTIMATED NUMBER OF VOLUNTEERS: 20
ESTIMATE DATE / TIME FOR SET-UP: (6/6) 6/6/2025 3:00 ☐ A.M. ☒ P.M.
ESTIMATE DATE / TIME FOR CLEAN-UP: (6/6) 6/6/2025 9:00 ☐ A.M. ☒ P.M.

* CLOSE GRAND STREET BETWEEN MASON & HOFFMAN

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☒ Yes

☐ No

TYPE OF MUSIC PROPOSED: ☒ Live

☐ Amplification

☐ Recorded

☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 5:30 p.m.

END: 8:30 p.m.

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) *notice pending*

☐ Provide Copy of Michigan Liquor Control License *pending*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: Crane Winery w. ll be on site serving wine. Members of The Vestry will be selling tickets for wine and checking IDs.

WILL FIREWORKS BE APART OF EVENT: ☐ Yes

☒ No

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

☐ Provide Copy of Fireworks Permit

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

☐ **"YARD" SIGNS** - Number requested: ____ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

☐ **SIGNAGE AT EVENT SITE** - Location(s): _____

Description of signs: _____

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

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

☐ **BOOTHS** - QUANTITY NO

☒ **TENTS** - QUANTITY 1 or 2 small tents on recovery lawn *(pop up style)*

☐ **AWNINGS** - QUANTITY NO

☒ **TABLES** - QUANTITY 4, including one for purchase of wine

☐ **PORTABLE TOILETS** - QUANTITY NO

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

If yes, where do you propose your vendors park? 2-3 food trucks parked on Mason Crane's Winery table

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

High School Parking lot will be utilized for overflow parking

DEPARTMENT OF PUBLIC WORKS☐ APPROVED☐ DENIED_____
Authorized Personnel SignatureWill this event require the use of any of the following municipal equipment: ☐ Yes ☐ No☐ TRASH RECEPTACLES – QUANTITY _____☒ BARRICADES – QUANTITY 2☒ TRAFFIC CONES – QUANTITY 8☐ PARKING SIGNS – QUANTITY _____☐ FENCING☐ WATER☐ ELECTRIC☐ RESTROOM CLEANING☐ OTHER _____**POLICE DEPARTMENT**☐ APPROVED☐ DENIED_____
Authorized Personnel SignatureADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT☐ APPROVED☐ DENIED_____
Authorized Personnel SignatureSTREET CLOSURES: ☒ Yes ☐ No (use attached map to outline proposed closures)Street closure date/time: 6-6-2025 3:00 ☐ A.M. ☒ P.M.Street re-open date/time: 6-6-2025 8:00 ☐ A.M. ☒ P.M.SIDEWALK CLOSURES: ☒ Yes ☐ No (use attached map to outline proposed closures)Describe Sidewalk Use: FOR LAWN CHAIRSSidewalk closure date/time: 6-6-2025 3:00 ☐ A.M. ☒ P.M.Sidewalk re-open date/time: 6-6-2025 8:00 ☐ 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.

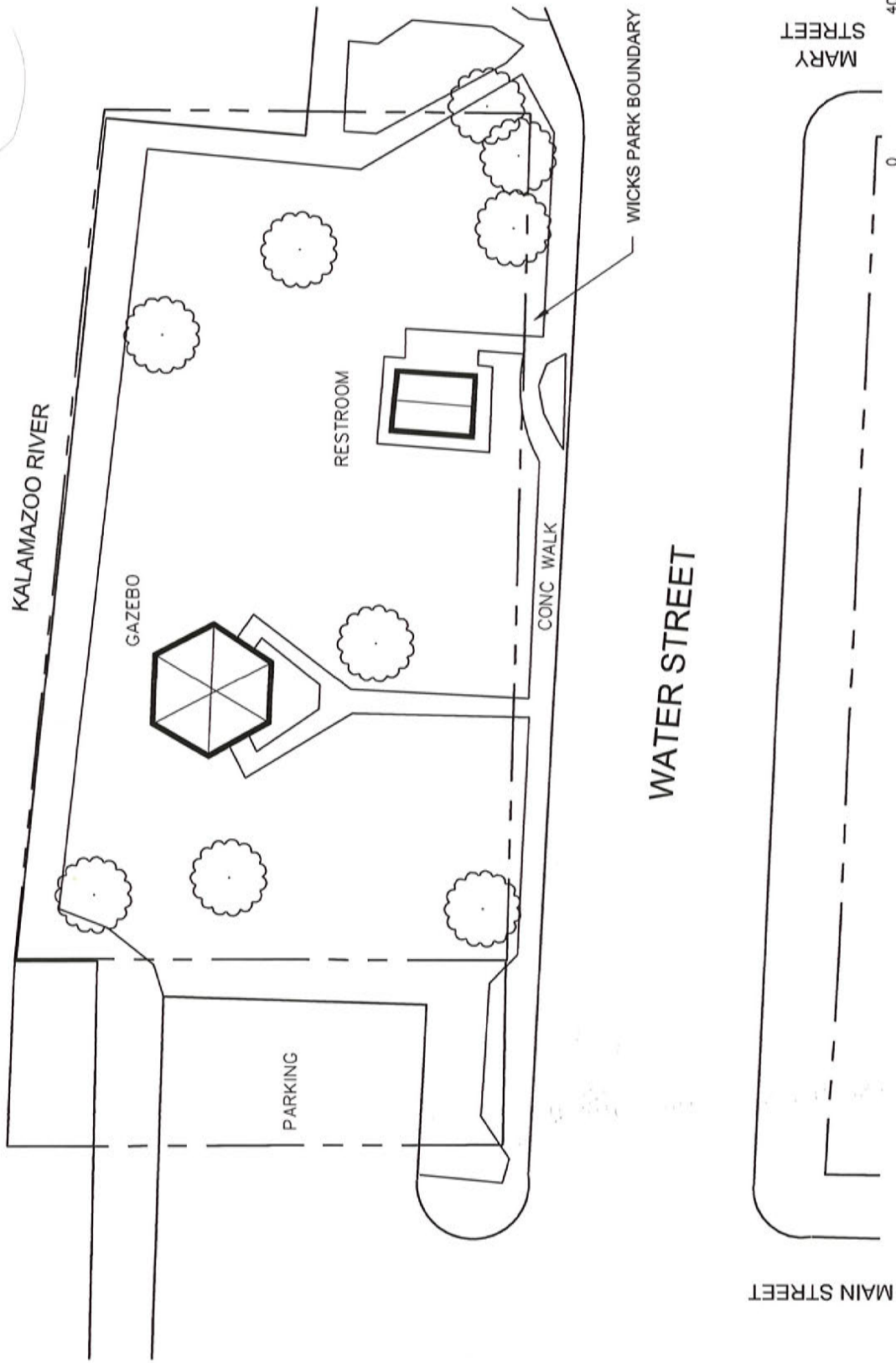
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.


Applicant Signature

7 March 2015
Date

Downtown Street / Sidewalk Closure(s)





CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

WICKS PARK
PARK USE PERMIT APPLICATION

3187

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

FLEIS & VANDENBRINK ENGINEERING, INC.



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: 6 June 2020 Location: ALL SAINTS EPISCOPAL CHURCH

Address: 252 Grand Street Municipality: Saugatuck

Only using 2 pop-up tents on Rectory lawn

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: _____ *Ra Janu Ju All Saints' Episcopal Church*

Signature of Fire Inspector: _____

Date: _____

Revised 8/2016-CM



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: April 28, 2025

SUBJECT: Social District Application- Weidman Outdoors, LLC dba Duck Alley

DESCRIPTION:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Weidman Outdoors, LLC dba Duck Alley located at 220 Culver St. has requested approval to be added to the City of Saugatuck Social District.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution 250428-A adding Weidman Outdoors, LLC dba Duck Alley to the City of Saugatuck Social District.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered. RESOLUTION 250428-A

At a Regular meeting of the City of Saugatuck council/board
(regular or special) (name of city, township, or village)

called to order by Mayor Anderson on April 28 at 6:30 a.m.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Weidman Outdoors LLC DBA Duck Alley
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the
council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: April 28, 2025
SUBJECT: Social District Application- Marker 14, LLC

DESCRIPTION:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Marker 14, LLC located at 340 Water St. has requested approval to be added to the City of Saugatuck Social District.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution 250428B adding Marker 14, LLC to the City of Saugatuck Social District.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered. RESOLUTION 2504285-B

At a Regular meeting of the City of Saugatuck council/board
(regular or special) (name of city, township, or village)

called to order by Mayor Anderson on April 28 at 6:30 p.m.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Marker 14, LLC
(name of licensee - If a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)
Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: April 28, 2025

SUBJECT: Right of Way Signage Request

DESCRIPTION:

Julie Petter has applied for a right of way signage to be displayed on the Saugatuck Pallete sign from May 5-11 & Oct 6-12 for the spring and fall gallery stroll.

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

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

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to approve/deny the right of way sign application from Juli Petter for the spring & Fall Gallery stroll.



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____ - _____

Name Julie Petter Address / PO Box 680
City Douglas State MI Zip 49406 Phone 616 648-1245
E-Mail Julie J Petter Galleries.com
Signature Julie Petter Date 4-10-25

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners 1
Dates to be displayed MAY 5-11 & Oct 6-12
Further Comments:
Spring Gallery stroll and Fall Gallery Stroll for the
Art Coast of Michigan.
Sign Provided by the Saugatuck Douglas C.V.B.

PLEASE INCLUDE THE FOLLOWING INFORMATION

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

Y N NA

- ☒ ☐ ☐ Dimensions and type of each proposed sign 12' x 4'
☐ ☐ ☐ Map showing the location of each sign
☐ ☐ ☐ Explanation of how each sign will be attached and secured Saugatuck DFW will put up the sign.

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

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



City Manager Report

April 28, 2025

Natural Gas Outage

- Michigan Gas Utilities has sent a thank you to the community and utility crews after the natural gas outage:
 - The Michigan Gas Utilities (MGU) team is grateful to the Allegan County community for its incredible support throughout the recent natural gas restoration process. We appreciate every wave, kind word and delicious meals offered to our crews — thank you! We also thank WEC Energy Group's crews from We Energies and Wisconsin Public Service in Wisconsin, Minnesota Energy Resources in Minnesota, and Peoples Gas and North Shore Gas in Illinois, along with Consumers Energy, for dedicating time away from their families to assist us.
- Crews have visited all locations to restore service. If folks have been out of the area and not available to let the crews inside, they should call 800-401-6402 to schedule a time for a work crew to restore service and relight appliances.

Draft Budget for Fiscal Year 2025/2026

- The budget process includes the following steps:
 - Community Survey of Priorities – Completed in December/January
 - City Council Sets Priorities for Fiscal Year – Completed in February
 - City Council Review/Approval of Capital Improvement Plan – February/March
 - Department Head Submittal of Requested Budget to City Manager – Completed in March
 - City Manager Submittal to City Council – Completed in April
 - City Council Workshop on Proposed Budget – Completed April 23
 - Individual Meetings with Council Members to Answer Questions – As Needed
 - Additional Budget Workshops – As Needed
 - Public Hearing Prior to Adoption – To Be Scheduled
 - Council Adoption of Budget – Required No Later Than June 30
- Staff went over the draft budget at your recent workshop. The presentation and detailed budget are now on our website:
https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/website_budget_packet_link.pdf

- The video of the workshop presentation can be viewed here:
<https://youtu.be/xIHrS9uO1L8?si=tEtXKi0ntNLgIrSC>

Maple Street Project

- Now that a design engineering proposal and cost share agreement with Township have been approved, Fleis and VandenBrink is moving forward with the next steps. Wetland delineation was scheduled for this week and soil borings are scheduled for April 30.

Blue Star Trail

- Staff completed the follow-up on the items that were discussed in the recent closed session.
- The tribes advised that they are working to schedule their on-site evaluation.
- The Friends of the Blue Star Trail has reached the second round in a corporate grant application to help provide more funding for the project.
- As previously reported:
 - MDOT received concerns from a Tribal Nation and MDOT started coordination. The coordination and additional assessment process will be lengthy and construction in calendar year 2025 is now unlikely.
 - On site tribal evaluation is planned for this spring/early summer.
 - As more details are known, MDOT will move the allocated TAP grant funding to future years and evaluate additional funding.
 - I recently confirmed with the Department of Natural Resources that they are also willing to consider an extension of the trust fund grant.

Kalamazoo River Greenway Plan

- In 2018, in partnership with the Outdoor Discovery Center and municipalities throughout the County, a Kalamazoo River Greenway Plan was created.
- In 2019, Council endorsed the plan to be used as an advisory document. A copy of the plan can be viewed here: <https://tinyurl.com/ry4r7s>
- The Outdoor Discovery Center recently held a meeting with other tri-community stakeholders to discuss the progress we have made on the plan. The City had a lot of great progress to report on the goals of the plan including:
 - Intercommunity Pathway
 - We remain hard at work on this with the Township, Douglas and Friends of the Blue Star Trail.
 - Accessible launch
 - We continue to have a boat launch on Spear and we have now transient/shopper boat docks installed outside of Coughlin Park.
 - Habitat Restoration in Saugatuck Harbor Natural Area
 - We had the Land Conservancy do an updated assessment of SHNA and incorporated their assessment into updates of the SHNA Master Plan.
 - The wildlife committee has made recommendations on the deer concerns.
 - Harbor Sediment Removal/Management

- The Harbor Authority has requested funding support for consulting services to define goals and work that is needed in the harbor.
- The Township Manager and I recently met with the Army Corps staff to discuss regular dredging of their areas of responsibility and to discuss a request to conduct further sediment testing.
- Invasive Species Treatment in Harbor
 - We have been treating for Milfoil.
- Green Stormwater Infrastructure
 - We now have our engineer reviewing new building or extensive addition plans and making sure that proper stormwater is incorporated into the plans. We have previously allowed ODC to install temporary rain barrels around downtown for education. The Parks and Public Works Committee recently received an educational presentation on stormwater management.
- Concrete repairs are in the works for the boardwalk.
- Saugatuck Wilds Nature Preserve will be opening soon to the public.
- Improvements to the Mt. Baldhead restrooms and upper platform are actively being worked on.
- The City Council approved a new Waterfront Preservation zoning ordinance.

AT&T Cellular

- I talked with the AT&T project manager this week to get a status update. They remain interested in the project and are continuing to work through the necessary SHPO approvals. The Federal Communications Commission (FCC) is handling the government to government communications and sent AT&T some follow up questions this week. AT&T's teams are meeting to work on their response.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Miscellaneous

- Attended Election Commission meeting.
- Held one on one meeting with City Clerk.
- Held one on one meeting with Deputy City Clerk/Administrative Assistant.
- Held one on one meeting and several additional budget meetings with the City Treasurer/Finance Officer.
- Held Department Head team meeting.
- Attended Convention and Visitors Bureau Board meeting.
- Attended meeting with Township Manager, Douglas Manager, and Edgewater Resources to discuss Kalamazoo Harbor Authority consulting needs.
- Attended public accuracy test for voting equipment.
- Attended meeting with Army Corps to discuss harbor.
- Met with VFW to discuss parade questions.
- Met with legal, MTS, and Director of Planning and Zoning.
- Scheduled to attend Arbor Day tree planting ceremony.

Blast from the Past

- Below is a publication that was in the paper on April 25, 1963.
- As the community assesses whether to make any changes to local watercraft controls on Kalamazoo Lake, another reminder that these conversations go back many years. The community survey is live and we have had a great response so far. Please encourage folks to share their feedback:

<https://www.surveymonkey.com/r/JNVNCL2>



Treasurer Report
April 28, 2025



Tax:

- Work through several requests for tax payment requests from property owners. The occasional address update, too.
- Received the reimbursement check from the school and the Fire department for the last NSF tax payment
- Processed several property tax checks from the County.
- Ordered new tax bill paper
- Started the process of learning how to import mortgage codes from the two biggest property tax payment agencies (CoreLogic and Lereta).
- Updated our Interurban contact information.

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Set up a vendor for ACH payments

Miscellaneous:

- Working with a fellow treasurer to help teach me the full reconciliation process.
- Took a variety of credit card payments (parking fines, permits, etc)
- Worked on prepping for next year's budget. Meeting with Ryan to work through it. Helped with some of the presentation slides, too.
- Pushed Comcast again for a timeline on the franchise fee make-up amount.
- Answered some of the gas line inquiries.
- Answered a FOIA request.
- Started gathering quotes for reinvesting the CD that's about to mature
- Helped with a variety of Oval Beach items
- Working with KLSWA on receiving water fee contact information.
- Review the legal documents set up with the Township
- Set up online access with WinTrust (bought out Macatawa Bank)

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 04/21/25 payroll
- Finished the last of the pension forfeiture.



City Clerk Department Report

April 28, 2025

Activity Since April 14 :

- Elections:
 - There will be a May 6, 2025 election with ballot language from Ottawa Area ISD
 - We received \$3K in wage reimbursement for early voting.
- Currently processing 2025 Business Licenses, 55 have been executed.
- Street Ends will be started on Monday, April 28.
- We have one Wick's Park Boat Slip and will have another lottery.
- Currently have 4 FOIA requests.
- Coordinated and prepared meeting packets and minutes.
- Clerk Meetings:
 - City Council Meeting - Wolters
 - Jazz for Justice Safety Meeting - Wolters
 - Department Head Meeting - Wolters
 - Public Accuracy Test - Wolters
 - Parks and Public Works Meeting - Wolters
 - Memorial Day Parade Safety Meeting - Wolters
 - City Council Workshop - Wolters



Planning, Zoning and Project Report

April 28, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepared for and participated in ZBA meeting.
- Cancelled PC meeting due to lack of Quorum.
- Sent email to STR owners and Agents regarding regulation changes.
- Had multiple meetings regarding regulation changes.
- Spoke with legal regarding various topics.
- Had meeting with MTS regarding potential enforcement issue.
- Attended budget meeting virtually.
- Met with residents regarding future commercial development.
- Discussed STR enforcement plans with Horizon.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to EGLE violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC. Received questions from environmental consultants, scheduled call with developer for further discussion. Emailed environmental consultants with expectations for site plan review application. Application received, invoice sent. Scheduled for may PC meeting.	Enforcement
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached out to contractor to again discuss reimbursement for Kal-Lake. Called Alex for update, left voicemail. Advised MTS that occupancy permits would not be issued while an outstanding balance exists and sidewalk unfinished.	KLWSA

405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc. Site plan review approved contingent upon applicable flood plain requirements being met. Waiting on owner to send additional documentation. Emailed owner regarding conditioned site plan approval and asked about required documentation. Had meeting with owner concerning EGLE requirements and location of flood plane.	Zoning
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR
249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary.	
304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer.	STR
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice.	STR
338 Park St	Application received for existing STR. Noted transfer from owner to LLC, notified owner that license is currently pending. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Spoke with applicant about upcoming City Council Workshop. Updated owners on pending language. Pending language approved. sent to fire department.	STR
781 Manchester Dr	STR application received. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Updated owners on pending language. Pending language approved. sent to fire department.	
131 Mason St	Fire department notified me of fence blocking egress, owner intends to remove panel of fence, emailed HDC chair to confirm that administrative approval is appropriate for modification of a fence behind a building line.	HDC

405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims dock placed 4 years prior. No permits issued for dock. Spoke with Legal regarding enforcement action.	Enforcement
120 Mary St	Spa application received, HDC approved on 05-23-2024. Dimensions different from what has been approved, sent to HDC chair for clarification on process. Sent email to contractor notifying them of dimensional difference and need for HDC meeting.	Zoning
237 Francis St	STR application received. More info needed. Info received, sent to fire department,	STR
665 Spear	Had meeting with resident about final requirements for occupancy permits and explained that there are no available STR licenses in the CR district.	STR
70 Park St	Spoke to applicant about installation of solar. Application received, Sent invoice.	Zoning
403 Water St	Received notice of proposed change of use. Provided resources. Application expected.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department.	STR
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement
403 Water St	Received application for internal remodel of Personal Service establishment. Sent to fire department and MTS.	Zoning
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
439 Butler St	Provided information and resources regarding project in the Historic District. Awaiting application. HDC application received for window replacement received, advised that board review would be required. Sent invoice.	HDC
128 Elizabeth St 13	STR Application received, sent to fire department.	STR
825 Bridge St	STR app for ADU received, waiting on insurance info.	STR
449 Water St	Renewal of EODA, 4 spaces for 6 months. Invoice sent, waiting on insurance info. Left voicemail on 04-17-2025 to notify owner that EODA remains unpaid and work may not begin until payment is received, also noted that City Hall is closed 04-18-2025.	EODA
615 Park St 8	Applicant paid str renewal, supplied no application. Resources sent to applicant.	STR
152 Butler St	HDC Application to replace 10 sq ft of entry way with concrete. Sent invoice to applicant.	HDC
842 Lake St 10	STR application received, sent to fire department.	STR
97 Park St	Received insurance information for STR. Sent STR application to owner.	STR
1035 Holland St	Received STR application. Transfer occurred 02/26/2025, on hold for now.	STR

220 Culver	Received application for sign in historic district. Received approval for administrative sign off. Sent invoice to applicant.	HDC
1039 N Maple St	had discussion regarding multi unit fence project. Send app and fence regulations.	Zoning
303 Culver St	HDC Application for historical marker to replace existing sign.	HDC
344 Francis St	Application received, no payment. Sent invoice.	STR
807 Lake St 1	Application received, more info needed. Info provided, sent to fire department.	STR
230 Griffith St	Application received, no payment. Sent invoice.	STR
807 Lake St 10	Application received, no payment. Sent invoice.	STR
444 N Maple St	Application received, no payment. Sent invoice.	STR
673 Lake St	Zoning application received for pool house and pool in rear yard, provided review of project to applicant and advised lot coverage is being exceeded.	Zoning
646 Francis St	ROW application for natural gas installation received.	ROW
405 Park St	Potential enforcement case. Site work observed, emailed EGLE and Allegan County to ensure no permits from them is required.	Enforcement
347 Water St #2	STR Application received, need signature for Fire inspection. Sent to Fire Department.	STR
347 Water St #3	STR Application received, need signature for Fire inspection. Sent to Fire Department.	STR
633 Butler St	STR Application received, more info needed.	STR
345 Griffith	STR Application received, sent to fire department.	STR
153 Lucy St #1	STR Application received, sent to fire department.	STR
153 Lucy St #2	STR Application received, sent to fire department.	STR
153 Lucy St #3	STR Application received, sent to fire department.	STR
731 Water St	STR Application received, sent to fire department.	STR
97 Park St	STR Application received, sent to fire department.	STR
320 Mason St	STR Application received, sent to fire department.	STR
410 Hoffman	STR Application received, sent to fire department.	STR
229 Francis St	STR Application received, sent to fire department.	STR
245 Spear St	STR Application received, sent to fire department.	STR
611 Lake St	HDC application received for Sauna in rear yard.	HDC
985 Ridgeview Ln	STR Application received, sent to fire department.	STR
550 Mason St	STR Application received, more information needed.	STR
347 Park St	STR Application received, more information needed.	STR
1055 Holland St	STR Application received, sent to fire department.	STR
230 Griffith St	STR Application received, sent to fire department.	STR
165 Elizabeth St	STR Application received, sent to fire department.	STR

Closed Casework

131 Griffith St	application for street cut ROW permit. Invoice sent. Discussions had with Engineer and DPW Director to provide stipulations. Notified applicant that they must Contact Fleis & VandenBrink to arrange for observation of the work as indicated in the ROW permit application.	ROW
40 Butler St	ZBA application received for variance from waterfront fence requirements. Variance Granted. Fence permit issued and sent to MTS. Applicant noted during meeting that boardwalk may need to be closed for work on the fence, sent ROW permit application.	ZBA
790 Simonson	STR application received. Sent to fire department. License issued.	STR
70 Park St	Spoke to applicant about installation of solar. Application received, Sent invoice. Permit issued.	Zoning
403 Water St	Observed Feather Flag, sent email requesting it be removed as it is prohibited by our ZO.	Zoning
787 Manchester Dr	Had discussion over fence requirements.	Zoning
852 Newnham St	Received EGLE approval for minor waterfront construction, notified owner that permits would be required, sent application.	Zoning
991 Ridgeview Ln	STR Application received, need payment. Payment Received, Sent to fire department. License issued.	STR
540 Mason St	received notification of reinspection without payment. Sent invoice to STR owner.	STR
446 Culver St	STR application received, More info needed. John came to confirm additional trash receptacles and pay. Sent to Fire Department. License issued.	STR
888 Holland St	Receive questions regarding converting property into staff housing. Had discussions regarding use and regulatory changes that would be required to allow for staff housing in R-1.	Zoning
1026 Holland St	Spoke to resident regarding concerns for construction at neighbors property and recently approved STR ordinances.	STR
338 Park St	Answered STR questions regarding regulation changes.	STR
128 Elizabeth St	Answered STR questions regarding regulation changes.	STR
860 Simonson	Answered STR questions regarding regulation changes.	STR
565 Weirich Dr	Answered STR questions regarding regulation changes.	STR
345 Hoffman	Answered STR questions regarding regulation changes.	STR
312 Hoffman	Answered STR questions regarding regulation changes.	STR
97 Park St	Answered STR questions regarding regulation changes.	STR
612 Holland St	Answered STR questions regarding regulation changes.	STR
526 Butler St	Answered STR questions regarding regulation changes.	STR

781 Manchester Dr	Answered STR questions regarding regulation changes.	STR
433 Mary	Answered STR questions regarding regulation changes.	STR
339 Lucy	Answered STR questions regarding regulation changes.	STR
515 Water	Answered STR questions regarding regulation changes.	STR
332 Mary	Answered STR questions regarding regulation changes.	STR
311 Water	Answered STR questions regarding regulation changes.	STR
141 North	Answered STR questions regarding regulation changes.	STR
417 Spear	Answered STR questions regarding regulation changes.	STR
810 Park	Answered STR questions regarding regulation changes.	STR
347 Park St	Answered STR questions regarding regulation changes.	STR
822 Allegan	Answered STR questions regarding regulation changes.	STR
165 Elizabeth	Answered STR questions regarding regulation changes.	STR
580 Mason	Answered STR questions regarding regulation changes.	STR
550 Mason	Answered STR questions regarding regulation changes.	STR
648 Pleasant	Answered STR questions regarding regulation changes.	STR
702 Lake	Answered STR questions regarding regulation changes.	STR
720 Butler St	Answered STR questions regarding regulation changes.	STR
302 Culver	Had meeting with owner regarding potential future development within the City of Saugatuck	Zoning
347 Water St 4	STR Application received, more info needed. Sent to fire department. License issued.	STR
743 Allegan	Answered STR questions regarding regulation changes.	STR
449 Water St	Application received for Dumpster to be placed on Mary Street from 04-17-2025 - 04-21-2025. Invoice sent. Permit issued.	ROW
842 Lake St 3	Answered STR questions regarding regulation changes.	STR
1039 N Maple St	Fence application received for Multi Family units. Asked for more details on location. Info received. Permit issued.	Zoning
149 Griffith St	SPR application received, Sent to engineer for stipulations regarding drainage. Discussions continued on storm water mitigation, engineer comfortable with plans. Permit issued.	Zoning
129 Griffith St 12	STR application received, sent to fire department. License issued.	STR
747 Pleasant St	ROW app from Lakefront roofing for truck and trailer to be parked to assist with reroof. Permit issued.	Zoning
128 Hoffman St	Applicant reached out to renew EODA for the year, 2 spaces for 6 months. Asked for updated insurance. Insurance provided, sent invoice. Invoice paid	EODA
790 Lake St	Answered STR questions regarding regulation changes.	STR
1045 Elizabeth St	Application for second story addition received.	Zoning
1035 Park St	Minor Waterfront Construction application received. Sent letter to neighboring properties. Permit issued.	Zoning

302 Culver St	Application received for paint touch ups to building. Confirmed with Chair that project is just maintenance and requires nothing from HDC. Confirmed this with applicant.	HDC
565 Weirich Dr	Notified of potential enforcement case for STR. Spoke to License holder who agreed to correct violation. Sent info to Horizon to follow up on enforcement. No further action at this time.	Enforcement
150 Taylor St	Application for STR renewal received. More information needed from applicant. Info provided, sent to Fire Department. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Notified applicant of STR regulation changes. License issued.	STR



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 4/14/2025:

Tree Work:

Trees that had been removed this past winter are now being replaced. This includes this year's Arbor Day tree which will replace the black willow tree that was lost in Cook Park due to wind damage. The replacement tree is a Princeton American Elm. To celebrate Arbor Day and to acknowledge Saugatuck City's 20th year being recognized as a Tree City USA community by the Arbor Day Foundation and the National Association of State Foresters, a ceremony took place at Cook Park last Friday April 25th.

Brush and Leaf Collection:

The April brush and leaf collection occurred on April 15th for the east side of the Kalamazoo River and April 16th on the west side of the Kalamazoo River. DPW hauled 34 dump trucks of material out of the City during the April collection.

Junk Collection:

Each spring, residents can set household items along the curb for the DPW to collect and dispose. This year's junk collection was on April 21st through the 24th. The materials collected filled two 40-yard dumpsters and two 30-yard dumpsters as of the time that this report is created. That brings the total to at least 140 cubic yards of household junk for 2025.

Oval Beach:

As we begin preparing the Oval Beach for the summer season, one of the first steps is to remove the erosion control fencing. Approximately half of the erosion control fencing was removed last week. Once removed, we can clean the parking lot and deposit the sand back onto the main beach where it can be leveled.

Meetings:

- **4/14/2025** – DPW Weekly Goals Meeting
- **4/14/2025** – City Council Meeting
- **4/14/2025** – Jazz for Justice Safety Meeting
- **4/15/2025** – Oval Beach Management Meeting
- **4/16/2025** – Department Head Team Meeting
- **4/17/2025** – Pavement Marking Meeting/Site Visits
- **4/17/2025** – DPW Weekly Goals Follow Up Meeting
- **4/18/2025** – Good Friday – Holiday
- **4/21/2025** – DPW Weekly Goals Meeting
- **4/22/2025** – Parks & Public Works Committee Meeting
- **4/23/2025** – Memorial Day Parade Safety Meeting
- **4/25/2025** – DPW Weekly Goals Follow Up Meeting

Allegan County Sheriff's Report

March 2025 stats

45 total dispatched calls and/or self-initiated calls

Abandoned 911 calls – 1

Alarms - 3

Animal – 1

Assist other agencies – 2 (assist to fire/ems on medicals)

Check Welfare – 1

Civil – 1

Conservation – 1

Found property – 1

Fraud - 1

General assist – 21

Loud noise – 1

Open Door – 2

Parking – 1

Road Hazard – 1

Suspicious situation - 1

Trespassing - 1

Below are traffic stops by the 4 Deputies contracted by the city and amount of times they are at the school.

Traffic stops – 50

School contacts – 17

The 4 Deputies spent some time at training during March as well. Deputy Kaminski was at advanced accident investigation training, Deputy Hoover was at advanced evidence technician training, Deputy Haskill attended a low light firearms instructor training and Deputy Castro attended the Allegan County Safe Schools conference.

**City of Saugatuck
Status Report of Engineering Activities
April 24, 2025**

General Consultation

- 2024 Asphalt Repairs: The project is complete with the exception of punch list work to be completed soon.
- Village Square Court Renovation: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring will be released late summer or early fall, at which time revisions/additions can be made.
- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- 3-year contract for pavement markings was awarded on March 24 and we are in the process of getting the contract in place. Attended a pre-construction walkthrough with the contractor to review specifics. Work is to be completed by mid-June each year.
- Assisting with review of water and sewer agreements as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work is anticipated to be completed soon. A number of addresses have been added to fully utilize the grant dollars available.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Presented bids at the April 23 council workshop.
 - The Notice of Award will be issued after an award is made.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.

Sea Wall and Concrete Repairs

- The project is out for bids. Bids are due April 30.
- The bid package included two options for construction. Preference will be completion prior to the 4th of July with a backup for fall construction starting after Labor Day.
- Met with DPW and steel fabricator to provide direction for short term ramp framing repairs at the chain ferry.

Maple Street Improvements

- Design work is underway. A kickoff meeting will be scheduled with City staff soon.
- Additional survey for the DPW asphalt resurfacing work is being scheduled.
- Wetland delineation work is scheduled to be completed on April 24.
- Soil borings are tentatively scheduled for April 30.

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing along the corridor. A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.
- We are awaiting results of our application to EGLE's Michigan Coastal Management Program, which was submitted on December 20, 2024 followed by a council resolution on December 23. If funded, the grant would cover up to 50% of the planning cost and an updated proposal will be prepared to align with the funding. EGLE has reached out several times with follow-up questions/clarifications on the application.

Vendor Name	Description	Amount
1. BS&A SOFTWARE		
	ANNUAL FEE - DELINQ PERS PROP & TAX SYSTEM	1,220.00
2. C2AE		
	NOV '24 GENERAL SERVICES 2023-2024	1,248.96
3. CAPITAL ONE		
	MAR '25 STATEMENT BALANCE	113.23
4. CHIPS GROUNDCOVER LLC		
	MULCH	1,926.45
5. COMCAST		
	03/28 - 04/27 INTERNET SERVICE	263.40
6. FAHEY SCHULTZ BURZYCH RHODES		
	MAR '25 GENERAL LEGAL	3,816.50
	MAR '25 ZONING	750.50
	MAR '25 ORDINANCES	114.00
	MAR '25 CITY COUNCIL	6,714.50
	MAR '25 FOIA	225.00
	MAR '25 MANAGER	3,885.00
	MAR '25 DUNE RIDGE V (ORIGINAL ACTION)	1,394.80
	MAR '25 2023 STR LEGAL ISSUES/TASK FORCE	5,359.00
	MAR '25 WATER AND SEWER	4,625.00
	MAR '25 DUNE RIDGE V (ELECTRICAL)	120.00
	MAR '25 EMPLOYMENT	1,650.00
	TOTAL	28,654.30
7. FIRST BANK CARD		
	02/25 - 03/25 STATEMENT BALANCE	692.08
	02/25 - 03/25 STATEMENT BALANCE	2,576.20
	02/25 - 03/25 STATEMENT BALANCE	55.78
	02/25 - 03/25 STATEMENT BALANCE	2,107.15
	02/25 - 03/25 STATEMENT BALANCE	1,842.15
	TOTAL	7,273.36
8. FRONTIER		
	02/20 - 03/19 SERVICE	99.00
9. HORIZON COMMUNITY PLANNER		
	PLANNING & HISTORIC DISTRICT	2,892.40
10. MACATAWA BANK		
	SERIES 2017 BOND PAYMENTS	14,063.00
11. MC NALLY ELEVATOR COMPANY INC		
	ELEVATOR TESTING	597.00
12. MERS		
	APR '25 RETIREMENT	4,499.99
13. MICHIGAN GAS UTILITIES		
	02/21 - 03/23 SERVICE - 102 BUTLER	119.79
	02/22 - 03/23 SERVICE - 345 BUTLER	165.32
	02/24 - 03/23 SERVICE - 3338 BLUE STAR	291.36
	TOTAL	576.47
14. NET2PHONE INC		
	APR '25 PHONE SERVICE	216.41
15. REPUBLIC SERVICES		
	APR '25 DISPOSAL AND PICKUP SERVICE - BLUE STA	48.84
16. SAUGATUCK FIRE		
	RENTAL HOME INSPECTIONS / REINSPECTIONS	1,175.00
17. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE RESTROOM - CULVER ST	325.00
18. SHIVER ME TIMBERS LLC		
	STUMP GRINDING	270.00
19. STANDARD INSURANCE COMPANY		
	MAY '25 INSURANCE	452.99
20. STREAMLINE DESIGN.COM LLC		

04/24/2025 12:36 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 04/16/2025 - 04/29/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/2

Vendor Name	Description	Amount
	DECALS AND VINYL NUMBERS	312.00
21. SUPERIOR ASPHALT INC		
	CRUSHED CONCRETE	620.00
22. VALLEY CITY LINEN INC		
	SHOP TOWELS	63.70
	SHOP TOWELS	63.68
	TOTAL	127.38

TOTAL - ALL VENDORS 66,975.18

FUND TOTALS:

Fund 101 - GENERAL FUND	51,282.90
Fund 202 - MAJOR STREETS	405.95
Fund 203 - LOCAL STREETS	284.55
Fund 301 - DEBT SERVICE	14,063.00
Fund 661 - MOTOR POOL FUND	938.78



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 28, 2025

SUBJECT: Bid Award for Mt. Baldhead Restroom Replacement

DESCRIPTION:

The restrooms at Mt. Baldhead are in significant need of replacement. City Council listed restroom repairs as a desirable priority for the fiscal year. This work is also on the City's capital improvement plan.

In May, the City Council reviewed and discussed recommended renderings from the Parks and Public Works Committee and approved an engineering services proposal to replace the restrooms.

The construction plans were reviewed with City Council in January. The Mayor and I recently met with three area tribes to review the project, hear of any concerns, and get their recommendations. We will continue to work with them throughout the project.

Bids have been received for the project and are attached. The City Engineer will be at your meeting to continue reviewing the bids and planned timeline for construction.

BUDGET ACTION REQUIRED:

None at this time. The project was included in this fiscal year's budget. There are sufficient dollars to cover the cost and any needed contingency. Any work that may carryover into the next fiscal year will be included in the draft budget for next fiscal year.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to award the Mt. Baldhead restroom replacement bid to _____
in the amount of _____, with an additional 10% approved for contingency.



February 17, 2025

Via Email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

RE: City of Saugatuck – Mt. Baldhead Restroom Replacement

Dear Ryan,

We have reviewed the bids received on February 13, 2025 for the above referenced project. Seven bids were received and the bid summary is attached.

The bids received were generally within the range anticipated based on recent similar projects. The three low bids were all approximately \$300,000. We have reviewed supplemental materials provided with the bid documents. Based on the information provided and our direct experience we feel all three are capable of successfully completing the project.

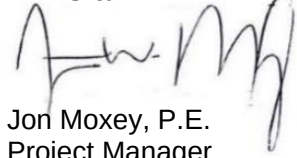
- The low bidder is McGraw Construction Inc. of Grand Rapids, Michigan with a bid amount of \$295,475.00. We have worked with McGraw Construction Inc. on previous similar projects and feel they can do the work. McGraw submitted a qualified bid with several key exceptions for items that are possibly and in some cases likely to be necessary and increase the construction cost above the bid amount.
- The second low bidder is Midwest Construction Group of Zeeland, Michigan with a bid amount of \$298,000.00. We have not worked with Midwest recently, but they did submit a list of similar recent projects to demonstrate their capability. Midwest did not qualify their bid.
- The third low bidder is Mugen Construction of Dorr, Michigan with a bid amount of \$302,520.00. We have worked with Mugen on previous similar projects and feel they can do the work. Mugen did not qualify their bid.

We are prepared to issue a Notice of Award once the City takes that action.

Please feel free to call with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read 'Jon Moxey', is written over the company name.

Jon Moxey, P.E.
Project Manager

Enclosures

Cc: Scott Herbert, DPW Superintendent (scott@saugatuckcity.com)

City of Saugatuck

Mt. Baldhead Restroom Replacement

Project No. 860451

BID TABS

BID OPENING: Thursday, February 13, 2025 at 2:00 p.m.

Contractor	Bid Amount	Electric Service Allowance	Total Lump Sum Bid
McGraw Construction	\$ 290,475.00	\$ 5,000.00	\$ 295,475.00*
Midwest Construction Group	\$ 293,000.00	\$ 5,000.00	\$ 298,000.00
Mugen Inc.	\$ 297,520.00	\$ 5,000.00	\$ 302,520.00
First Peninsula Contractors	\$ 340,111.00	\$ 5,000.00	\$ 345,111.00
JKB Construction, Inc.	\$ 355,500.00	\$ 5,000.00	\$ 360,500.00
KMF Construction	\$ 363,886.00	\$ 5,000.00	\$ 368,886.00
TRG Services	\$ 382,929.11	\$ 5,000.00	\$ 387,929.11

* Bid included a number of qualifications that will impact the final construction cost.

City of Saugatuck
Mt. Baldhead Restroom Replacement
Project No. 860451
Bid Comparison

Bidder	McGraw	Midwest	Mugen
Bid Amount	\$ 295,475.00	\$ 298,000.00	\$ 302,520.00
Asbestos Survey	Included	Included	Not Included, \$1000 additional
Asbestos Abatement/Remediation	Not Included (minimal anticipated, if any)	Not Included (minimal anticipated, if any)	Not Included (minimal anticipated, if any)
Exploratory Digging	6 hrs included, \$1,450/hr additional	Included	Included
Water Service Replacement (if reqd)	\$1,000 tap plus \$35/ft, approx. \$4,000	Included	Included
Sanitary Lateral Replacement (if reqd)	\$30/ft beyond point shown, approx. \$1,000	Included	Cost includes just a simple reconnection

February 13, 2025,

Qualifications

Project: City of Saugatuck - Mt Baldhead Park

Location: Mt Baldhead Park

Notwithstanding Anything to the Contrary

1. No architectural engineering fees are included
2. No hazardous testing or abatement is included
3. Owner to provide current ACM report prior to work commencement – ACM survey is not included in base cost.
4. All utility hook-up and connection fees are by the owner
5. All temporary construction utilities are provided by the owner
6. No new water line to stop box is included - connection only to existing meter pit location
7. No new sanitary line is included – connection only to existing at new clean out location
8. No exploratory digging is included – priced as T/M change order if deemed required.
9. No complete 21AA detail under asphalt is included – patch/repair only. The current sub-base is unknown.
10. Assumes existing native soil will meet soil bearing requirements.
11. No hauling or placing new material to meet bearing requirements
12. No over excavating or dewatering is included
13. No remediation, hauling or disposing of any contaminated soil is included
14. Future exterior bulletin board display cases are not included in base cost – see alternate below.
15. Not responsible for unmarked private utilities or any utilities unable to be marked.
16. Due to the current cost escalation of materials, this proposal is only good for 30 days.
17. Restoration of existing ground includes 4000sqft of topsoil placement and hydroseeding.
18. No Davis Bacon/prevailing wage is included
19. No EAGLE permitting or fees are included

Voluntary Alternate:

1. Exterior bulletin board display cases – Add \$4,045.00



Kyle Karczewski
Director of Parks & Recreation
City of Muskegon
kyle.karczewski@shorelinecity.com
231-724-6776
January 17, 2025

To Whom It May Concern,

I am writing to recommend Midwest Construction for construction projects. I have had the privilege of working with Midwest Construction on a splashpad construction project for the City of Muskegon and I can confidently attest to their professionalism, expertise, and ability to deliver high-quality work on time and within budget.

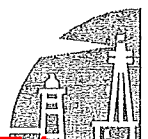
We were very pleased with Midwest Construction's management and completion of our project and working within our special requests. Their team excels in project planning, coordination, and execution, ensuring that every phase of construction is handled with the utmost attention to detail.

I am confident in recommending Midwest Construction for similar splashpad, playground and other various community projects. Their goal throughout our project was to provide a turn-key high quality splashpad and that was delivered exceptionally within our tight timeframe. Their project managers were easy to work with and were not hesitant to call subcontractors back in if their work was not up to Midwest's standards.

If you have any questions or would like additional information, please do not hesitate to contact me.

Sincerely,

Kyle Karczewski
Director of Parks & Recreation
City of Muskegon





December 12, 2024

Letter of Recommendation

To whom it may concern,

Midwest Construction was the main contractor for our Heritage Park construction project during this past summer. Their dedication to the project and oversight of all the subcontractors was impressive. They adhered to the schedule and were great to work with. I would hire them again for a city project.

Thank you.

Darla Falcon

Darla Falcon
City Manger
manager@cityofcedarsprings.org
616-696-1330



City of Zeeland • (616) 772-6400 • FAX (616) 772-5352 • www.cityofzeeland.com

Monday, December 9, 2024

Re: City of Zeeland – Midwest Construction/Geerlings Development letter of experience

The City of Zeeland has worked with Midwest Construction and Geerlings Development in multiple ways in recent years:

- As a permitting agency – The City Community Development Department has acted as the reviewing and permitting agency for projects developed and constructed by Midwest Construction and Geerlings Development including the new Hope Discovery ABA medical office development at 201 W Royal Park Drive. The city has found the developer/contractor to be responsive and their work to be code compliant.
- As a development partner – The City of Zeeland has partnered with Midwest Construction/Geerlings Development on the redevelopment of the properties at 3 E Main Ave and 9 E Main Ave. The City purchased the property at 3 E Main Ave in 2019 for redevelopment, solicited redevelopment proposals, and selected Midwest as the developer of the site. Midwest Construction/Geerlings Development is currently constructing a three-story mixed-use development at these sites that reflects the City's vision for its central business district.
- As a neighbor – In 2023, Midwest Construction/Geerlings Development purchased a former printery building across from City Hall in the City's central business district that is over 100 years old. The property was subsequently renovated to become offices for Midwest Construction/Geerlings Development. Staff has been fortunate to tour the completed building to see the high-quality facility that has resulted from the renovation.

The City of Zeeland has had positive experiences working with Midwest Construction/Geerlings Development as a permitting agency, a development partner and a neighbor.

If you have any questions, please call the Community Development Department at (616) 772-0872.

Sincerely,

Timothy Maday
Community Development Director
City of Zeeland, MI

SECTION 00 52 00

AGREEMENT

This Agreement is by and between the City of Saugatuck ("Owner") and _____ ("Contractor").

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

ARTICLE 1 - WORK

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: Mt. Baldhead Restroom Replacement.

ARTICLE 2 - THE PROJECT

- 2.01 Project, of which the Work under the Contract Documents is a part, is generally described as follows: Mt. Baldhead Restroom Replacement.

ARTICLE 3 - ENGINEER

- 3.01 The Owner has retained Fleis & VandenBrink Engineering, Inc. ("Engineer") to act as Owner's representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.
- 3.02 The part of the Project that pertains to the Work has been designed by Engineer.

ARTICLE 4 - CONTRACT TIMES

4.01 *Time of the Essence*

- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 Contract Times: Dates

- A. The Work will be substantially complete on or before **August 15, 2025**, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before **August 29, 2025**.

4.03 Liquidated Damages

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. *Substantial Completion*: Contractor shall pay Owner **\$500** for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
 2. *Completion of Remaining Work*: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner **\$100** for each day that expires after such time until the Work is completed and ready for final payment.
- B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

ARTICLE 5 - CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract.
- A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit totaling \$_____.

ARTICLE 6 - PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.
 - a. 90 percent of the value of the Work completed (with the balance being retainage).
 - 1) If 50 percent or more of the Work has been completed, as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
 - 2) Zero percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Interest*

- A. All amounts not paid when due will bear interest at the percent per annum rate 2.0% higher than the Prime Rate on the date of bid opening.

ARTICLE 7 - CONTRACT DOCUMENTS

7.01 *Contents*

- A. The Contract Documents consist of all of the following:
 - 1. This Agreement.
 - 2. Bonds
 - a. Performance bond (together with power of attorney).
 - b. Payment bond (together with power of attorney).
 - 3. General Conditions.
 - 4. Supplementary Conditions.
 - 5. Specifications as listed in the table of contents of the project manual.
 - 6. Drawings (not attached but incorporated by reference) consisting of 12 sheets with each sheet bearing the following general title: Mt. Baldhead Restroom Replacement.
 - 7. Addenda (numbers _____ to _____, inclusive).
 - 8. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid.
 - b. Documentation submitted by Contractor prior to Notice of Award.
 - 9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
- B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

ARTICLE 8 - REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 *Contractor's Representations*

- A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
 - 1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
 - 2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, if any, with respect to the Technical Data in such reports and drawings.
5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution.
 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 Standard General Conditions

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C 700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or “track changes” (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____, 20____ (which is the Effective Date of the Contract).

Owner:

Contractor:

(typed or printed name of organization)

(typed or printed name of organization)

By: _____
(individual's signature)

By: _____
(individual's signature)

Date: _____
(date signed)

Date: _____
(date signed)

Name: _____
(typed or printed)

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Title: _____
(typed or printed)

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to

Attest: _____
(individual's signature)

Attest: _____
(individual's signature)

Title: _____
(typed or printed)

Title: _____
(typed or printed)

Address for giving notices:

Address for giving notices:

Designated Representative:

Designated Representative:

Name: _____
(typed or printed)

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Title: _____
(typed or printed)

Address:

Address:

Phone: _____
Email: _____

Phone: _____
Email: _____
License No.: _____
(where applicable)
State: _____

END OF SECTION

Jamie Wolters

From: Nicole Graves <
Sent: Tuesday, April 15, 2025 2:48 PM
To: Ryan Cummins; Jamie Wolters
Cc: Ryan Kimble
Subject: Gas Outage Communications

Some people who received this message don't often get email from nicole.r.graves@gmail.com. [Learn why this is important](#)

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Jamie and Ryan,
We wanted to thank you and your team for the clear and timely updates during the recent gas outage. The overview of steps being taken and the expected timeline was especially helpful.

We were traveling abroad at the time, and it gave us peace of mind to keep our house/pet sitter informed—and to know what to expect upon returning. I really appreciated not having to chase down information or rely on speculation on social media.

Thanks again for keeping the community informed!
Nicole Graves & Ryan Kimble
975 Ridgeview Lane