



CITY COUNCIL MEETING AGENDA

September 9, 2024 – 6:30 pm

This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.

The meeting will also be available live, virtually on Zoom.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (Additions/Deletions)**
- 7. Guest Speakers**
- 8. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 9. Consent Agenda: (Roll Call) Pg.3**
 - A.** Regular Meeting Minutes- August 26, 2024.
 - B.** Agreement with Bendzinski & Co. for Water and Sewer Agreement Consulting Services
 - C.** Designation of Luke Thompson as Zoning Administrator and Historic District Administrator
 - D.** Third Year of Holiday Lighting Agreement with Chips Groundcover
 - E.** Special Event - SHS Homecoming Parade
 - F.** Special Event - Family & Pet Halloween Parade
 - G.** Special Event - Christmas Tree Lighting & Holiday Kick Off
 - H.** Special Event - Christmas Parade
 - I.** Banner Request - Ugly Sweater Christmas Pub Crawl
- 10. Staff Reports, Boards, Commissions & Committees: Pg.49**
 - A. Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning and Zoning
 5. Department of Public Works
 6. Police

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.

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

11. Request for Payment: None.

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

- A. Accounts Payable in the amount of \$68,748.78

13. Introduction of Ordinances: None.

14. Unfinished Business: None.

15. New Business:

- A. Historic Markers at Village Square Park and West Chain Ferry Dock *(Voice Vote) Pg.74*
B. Creation of a Tri-Community Wildlife Committee *(Roll Call) Pg.78*
C. Regular Meeting Date Changes *(Roll Call) Pg.83*

16. Public Comment *(Limit 3 minutes)*

17. Correspondence

18. Council Comments

19. Adjourn *(Voice Vote)*



CITY COUNCIL MEETING MINUTES - *Proposed*
August 26, 2024

The City Council met for Regular Council Meeting at 6:30 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Stanton at 6:30 p.m.

Pledge of Allegiance.

Attendance:

Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Gardner, Muncey, White.

Absent: None.

Others Present: City Manager Cummins, Attorney Jake Witte and Deputy Clerk/DPW Admin Williams.

Mayor's Comments: Mayor Stanton noted that on September 16th at 7 p.m. there will be a ceremony honoring the amazing humas who jumped into action to save a man's life, who had a medical emergency and whose truck ended up in the Kalamazoo River. Two of them were Mayor Stanton's employees and two were very good friends of hers. The Labor Day Walk has been cancelled this year and hope to have it again next year. State Representative Rachel Hood and State Representative Joey Andrews chose Oval Beach to introduce two pieces of legislation aimed at protecting our state's critical dunes. Many businesses in town are short staffed with all the high school and college kids returning to school so please have patience when visiting local businesses.

City Manager Comments: City Manager Cummins informed everyone that the staff is sending communication to all the water customers in the city by mail and email. The lead service line verification project that the city received grant dollars from EGLE, one piece is trying to determine the material that enters each home. The letter going out is asking the resident of the community to assist us with determining the material that enters their home. Reminded everyone that signage around the city should be on private property and not in the city right of way. He thanked Lisa Mize and Ashley Siebelink from the CVB for re-painting the rainbow sidewalk by the SCA. City Manager Cummins has been in discussion with the Douglas City Manager and the Township Manager on creating a wildlife management committee that would compose representatives from each of the tri-communities and some other interested individuals.

Agenda Changes:

Councilmember Garnder requested that item 9e Parks and Public Works Committee be taken out of the consent agenda and moved to New Business for discussion.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Ethan Barde, 584 Lake Street: commented on the short-term rentals.

Chris Peterson, 742 Pleasant: commented on the short-term rentals.

John Thomas, 141 West: commented on the short-term rentals.

Tim Straker, 333 Culver: commented on the short-term rentals.

Glenna DeJong, Saugatuck Township: commented on the short-term rentals.

Bobbie Guant, 341 Mason: commented on the short-term rentals.

Nancy Kimble, 550 Spear: commented on the short-term rentals.

Laura Godfrey, 550 Francis: commented on the short-term rentals.

Sherry Tedaldi, North: commented on a councilmember's actions.

Jane Underwood, 130 Perryman: commented on short-term rentals.

Keith Charak, 541 Main: commented on short-term rentals.

Consent Agenda:

- A. Regular Meeting Minutes- August 12, 2024.
- B. Resolution 240826-A - Authorizing Qualified Institutions to Provide Investment Services for the City and Authorizing City Officers to Act as Signatories on Behalf of the City.
- C. 2024 Road Resurfacing Project – Award to Michigan Paving & Materials Co.
- D. TMF Water Service Material Verification Agreement.
- E. Banner Request for New Event.

Motion by Dean, second by Baldwin to approve the consent agenda. Via roll call vote, motion carried unanimously.

Staff Reports:

City Manager/Director of Planning & Zoning, City Clerk, Police and Engineer submitted status reports of current activities since the last Council meeting on August 12, 2024, for their respective departments.

Boards, Commissions & Committees:

Fire District Administration Board, Dan Fox:

Recap from the August 19th meeting:

- He provided statistical charts that were included in the packet.
- The number of incident calls continues to increase.
- Explained the response times for Life EMS and STFD.
- Life EMS is situated at the fire house for eight hours a day for five days a week.
- He provided a map of all response calls for Life EMS.
- The fire department is working on a formal request for fire hydrants to be tagged to identify the different levels of flow.
- The school approached the fire district to use their antenna at the fire station and the fire board approved it.
- The fire department assisted in changing the roadblocks at Ferry Street that are easier to move in case of emergency and they need to move across the closure.

Interurban Board, Councilmember Muncey:

- Shuttle service is open until 11pm on Friday and Saturdays.
- Assisted in various special events shuttling people.
- Ridership increase of 3.5% for July.
- They found a contractor to start on their building expansion.
- The new director is doing a wonderful job and is receiving many compliments.
- They are working with the fire department to possibly have an employee shuttle service.

KLSWA, Mark Bekken:

Recap from the August 19th meeting:

- They approved a proposal from Eagle services in the amount of \$11,500 to clean the ferric chloride feed system.
- They accepted a proposal from Dixon Engineering for the inspection of the water systems reservoir.
- A sewer lift station in Douglas is starting to settle and sink, they are getting recommendations from engineers on how to correct that.
- They approved an agreement with the Township on how they charge their rates.
- Abby Bigford is now Vice Chairman for the board.
- Greg Freeman is the new Secretary Treasurer.
- The ongoing generator project is about 90% complete.
- The annual water sampling has been submitted to EGLE.
- They are working on a project to upgrade their SCADA water monitoring system.
- The board acknowledged the manager and staff for their response to the recent power outage due to the truck that crashed into a power pole.
- They put together four drafts for the water system agreement to present to the communities. Barry Johnson and himself are available to assist with any questions.

Kalamazoo Lake Harbor Authority, Councilmember White:

- Next meeting is next month.

Zoning Board of Appeals, City Manager Ryan Cummins:

- They meet next month.

Historic District Commission, Councilmember Gardner:

- They meet on Thursday September 5th at 6 p.m.

Planning Commission, Councilmember Anderson:

- Next meeting is September 19th.

Parks and Public Works Committee, Mayor Pro-Tem Baldwin:

- Next meeting is tomorrow morning at 10 a.m.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Dean:

- Nothing to report.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of \$602,485.62.

Motion by Gardner, second by Baldwin to approve the accounts payable in the amount of \$602,485.62. Via roll call vote, motion carried unanimously.

Introduction of Ordinances: None.

Unfinished Business: None.

New Business:

Community Street & Boulevard Tree Planting Grant:

Motion by Muncey, second by Baldwin to approve the Consumers Energy Tree Planting Agreement and to authorize the Clerk and Mayor to sign the agreement. Via roll call, motion carried unanimously.

Metro Wireless WiFi Proposal for Oval Beach:

Motion by Baldwin, second by Muncey to approve the Metro Wireless proposal, terms, and conditions for Wi-Fi at Oval Beach. Via roll call vote, motion carried unanimously.

Ordinance No. 240826-A - Zoning Ordinance Amendment to Impose Maximum Limits on the Number of Short-Term Rentals in Specific Zoning Districts, Establish the Effect of Such Limits on Existing Licenses, and Establish how Available Licenses will be Issued, to Protect the Public Health, Safety, and Welfare:

Motion by Dean, second by Baldwin to approve Ordinance No. 240826-A to amend the City of Saugatuck's Zoning Ordinance to impose maximum limits on the number of short-term rental licenses in specific zoning districts, establish the effect of such limits on existing licenses, and establish how available licenses will be issued, to protect the public health, safety, and welfare. Via roll call vote, motion carried 4-2. Yes – Anderson, Baldwin, Dean, Stanton. No – Garnder, Muncey. Abstain – White.

Ordinance No.240826-B - Short-Term Rental Licensing Ordinance Amendment to Impose Maximum Limits on the Number of Short-Term Rentals in Specific Zoning Districts, Establish the Effect of Such Limits on Existing Licenses, and Establish how Available Licenses will be Issued, to Protect the Public Health, Safety, and Welfare:

Motion to approve Ordinance No. 240826-B to amend the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, to impose maximum limits on the number of short-term rental licenses in specific zoning districts, establish the effect of such limits on existing licenses, and establish how available licenses will be issued, to protect the public health, safety, and welfare. Via roll call vote, motion carried 4-2. Yes – Anderson, Baldwin, Dean, Stanton. No – Garnder, Muncey. Abstain – White.

Short-Term Rental License Notification and Issuance Policy:

Motion to approve the Short-Term Rental License Notification and Issuance Policy. Via roll call vote, motion carried 4-2. Yes – Anderson, Baldwin, Dean, Stanton. No – Garnder, Muncey. Abstain – White.

Appointment of Judy Thiel to Parks and Public Works Committee:

Motion by Dean, second by Anderson to appoint Judy Thiel to the Parks and Public Works Committee with a term ending August 1, 2026. Via roll call vote, motion carried unanimously.

Public Comment:

Ethan Barder, 584 Lake Street: commented on the results of the short-term rental decision.

Laura Godfrey, 550 Francis: commented on the results of the short-term rental decision.

Bobbie Gaunt, 341 Mason: commented on the results of the short-term rental decision and the state representative event at Oval Beach.

Severyn Nowicki, 841 Holland: commented on the results of the short-term rental decision and Councilmember's reason for not discussing/voting on the topic.

Joe Leonatti, 712 Allegan: commented on the cell service communication and documentation.

Brad Lubbers, Manilus Township: Introduced himself as he is running to fill the vacant seat of County Commissioner.

Glenna DeJong, Saugatuck Township: commented on election procedures.

Chris Peterson, 742 Pleasant: commented on boards/committee applications.

Gary Medler, 461 Vine: commented on Ferry Street closure regarding emergency services.

Cathy Brockington, 989 Singapore Drive: commented on the results of the short-term rental decision.

Joe Coelho, 764 Mason: commented on the short-term rental decision.

Correspondence:**Council Comments:**

- Councilmember Anderson: Thanked everyone that has participated in the short-term rentals. It was challenging and sometimes a difficult discussion, it was healthy for the most part. She appreciates people who she does not agree with and who she does agree with. She thanked staff and attorney Jake Witte. She thanked Lisa Mize, director of the CVB for her work on the sidewalk recently and for the donation to support wireless at Oval Beach.
- Mayor Pro-Tem Baldwin: She appreciates the staff, legal counsel and Planning Commission for their efforts. Everybody who's participated in public comments both ways. She is a big fan of democracy. Not everyone will like the outcome, sometimes some need to compromise. They have made compromises on the Ordinances and it's a birthing process. She was happy to participate and glad for all efforts on both sides.
- Councilmember Gardner: Thanked the community. The community survived the Human Rights Ordinance dilemma back in the late 90's when he was Mayor and short-term rentals is far less contentious than that issue was. Those with experience have lived through worse. For the next workshop he would like an agenda item of alternatives to installing the antennas inside the radome. He would also like as an agenda item the discussion about the City Manager's goals and objectives. He has also requested multiple times the need for and update to the current ethics policy that hasn't been updated in 14 years.
- Councilmember Dean: In less than two weeks is the Mt. Baldhead Challenge, which is a multi-terrain long distance endurance event. He thanked everyone that have participated with the

short-term issues during the last 18 months. He thanked the Council and Planning Commission as well.

- Councilmember Muncey: Noted that everyone disagrees a lot, but it does not stop him from still visiting all the businesses in town regardless of their view points. Anyone that tries to make this more divisive or tries to separate the community is not doing anything to help the cause of the community. He does not approve of any kind of bullying or wrongdoing against any of the councilmembers. He will continue to collaborate and work in the community, because there is a difference of opinion and those that continue to try to make this a divisive subject are doing nothing to help it.
- Councilmember White: The third annual Saugatuck Film Festival is coming up on September 14th. They are picking up a ton of momentum as their submissions has more than doubled. The quality of the content that they are showing is that much better. They moved the event to September this year to increase the ability for people to walk around, because it used to be in November. Tickets just went on sale, if you are into art and would like to support the arts, come out as it will fun.

Adjournment:

Motion by Dean, second by Muncey to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 7:51 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 4, 2024

SUBJECT: Agreement with Bendzinski & Co. for Water and Sewer Agreement Consulting Services

DESCRIPTION:

Andy Campbell, who was previously with Baker Tilly, and has been working with the City of Saugatuck, City of Douglas, and Saugatuck Township, on water and sewer agreement negotiations with Kalamazoo Lake Sewer & Water Authority (KLSWA). Mr. Campbell recently started in a new position with Bendzinski & Co. Municipal Finance Advisors. Baker Tilly has allowed each municipality to end the agreement with them, without any cost or billings, understanding that Mr. Campbell brings a wealth of knowledge and experience to the table as it pertains to these negotiations.

The attached agreement outlines the work that will be necessary to complete the negotiations. The proposed fees are the same as they were with Baker Tilly, which is \$13,500.00 for the City of Saugatuck.

I am requesting Council's approval to re-engage Andy Campbell, by approving the attached agreement with Bendzinski & Co. Municipal Finance Advisors, so that we can continue the work necessary to complete the water and sewer agreement with the KLSWA.

Recommended Motion: Motion to approve a contract with Bendzinski & Company Municipal Advisors in the amount of \$13,500.00 to assist with ongoing contract negotiations with the KLSWA with \$6750.00 coming from the water account and \$6750.00 coming from the sewer account.

BUDGET ACTION:

The contractual service will exceed the line item and need to be adjusted, but sufficient dollars are appropriated in the water department fund.

LEGAL REVIEW: N/A at this time.

SAMPLE MOTION:

Motion to approve an agreement with Bendzinski & Company Municipal Finance Advisors in the amount of \$13,500.00 to assist with ongoing water and sewer agreement negotiations with the KLSWA.

August 20, 2024

RE: Kalamazoo Lake Water & Sewer Authority governance and contract negotiations with the
City of the Village of Douglas, City of Saugatuck and Saugatuck Township

Dear All,

Bendzinski & Co. Municipal Finance Advisors would like to thank you for the opportunity to serve as advisor for the above referenced governance engagement. This below will confirm the scope and terms of our engagement:

- Review and analyze historical agreements between the entities.
 - Understand past responsibilities and facilitate discussion about future responsibilities.
 - Analyze current issues in the way the systems operate, discuss possible solutions and facilitate discussion around solutions to gain consensus.
- Discussions between entities regarding the following:
 - Operations, maintenance, repair and replacement of assets.
 - Asset responsibilities between entities.
 - Capacity allocations between entities.
 - Budgeting changes based on asset responsibilities.
 - Capital improvement planning changes based on asset responsibilities.
- Review and commenting on legal documents (no drafting included).
 - Comments and facilitation of discussion regarding contract details based on past knowledge and entity desires.
 - Suggest solutions based on discussions with the entities and past experience.
- Meetings
 - In-person attendance of meetings is included.
 - Virtual attendance of Teams meetings and/or calls is included.
- Memos and Presentations
 - Detailing governance recommendations, who should be responsible for what, contract scenarios and other important aspects of utility contracts

Bendzinski & Co.

August 20, 2024

Bendzinski & Co. proposes a fee of \$45,000. The typical billing method for this service is quarterly bills until completion, but this can be negotiated with the Client. To recognize the efforts, time and processes completed thus far, Bendzinski will be billing half of the fees after the September 4, 2024 meeting. The rest of the fees will be billed quarterly over the rest of the engagement period. The above fee shall be split in the following way:

Douglas City - \$13,500

Saugatuck City - \$13,500

Saugatuck Township - \$13,500

Kalamazoo Lake Sewer & Water Authority - \$4,500

It should be noted that the above fee and scope does not include rate studies or drafting of legal documents. This engagement is intended to serve purely as a governance engagement to reach consensus and agreement on the water and sewer agreements between the entities.

Bendzinski & Co. is registered as a “municipal advisor” pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the MSRB. As part of this registration Bendzinski & Co. is required to disclose to the SEC information regarding any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Bendzinski & Co. Pursuant to MSRB Rule G-42, Bendzinski & Co. is required to disclose any legal or disciplinary event that is material to the Issuer’s evaluation of Bendzinski & Co. or the integrity of its management or advisory personnel. Bendzinski & Co. has determined that no such event exists as there are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving Bendzinski & Co. that were required to be reported to the SEC.

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Copies of Bendzinski & Co.’s filings with the SEC can currently be found by accessing the SEC’s EDGAR system Company Search Page, which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Bendzinski & Co. or for our CIK number which is 1614475.

It is understood and agreed that either party to this contract of employment may terminate the contract for any reason upon thirty (30) days prior written notice to the other party. If our employment on this basis is agreeable to you, please endorse your acceptance hereof on this letter which will constitute our contract of employment.

Bendzinski & Co.

August 20, 2024

Should you have any questions or require any additional information, please do not hesitate to call.

Sincerely,

BENDZINSKI & CO.
Municipal Finance Advisors



Andy Campbell, CPA
Registered Municipal Advisor

CITY OF THE VILLAGE OF DOUGLAS, STATE OF MICHIGAN

Accepted: _____, 20__

By: _____

Title: _____

Signature: _____

CITY OF SAUGATUCK, STATE OF MICHIGAN

Accepted: _____, 20__

By: _____

Title: _____

Signature: _____

SAUGATUCK TOWNSHIP, STATE OF MICHIGAN

Accepted: _____, 20__

By: _____

Title: _____

Signature: _____

Bendzinski & Co.

August 20, 2024

KALAMAZOO LAKE SEWER & WATER AUTHORITY, STATE OF MICHIGAN

Accepted: _____, 20__

By:_____

Title:_____

Signature:_____



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 9, 2024

SUBJECT: Designation of Luke Thompson as Zoning Administrator and Historic District Administrator

DESCRIPTION:

Luke Thompson is the City's new Director of Planning and Zoning.

Currently, I am the designated Zoning Administrator. I am requesting that the City Council designate Mr. Thompson as the Zoning Administrator and Historic District Administrator:

154.170 ENFORCEMENT BY ZONING ADMINISTRATOR.

This chapter shall be administered by the Zoning Administrator designated and appointed by the City Council.

BUDGET ACTION:

None at this time.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to designate and appoint Luke Thompson as the City of Saugatuck Zoning Administrator and Historic District Administrator.



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 9, 2024

SUBJECT: Third Year of Holiday Lighting Agreement with Chips Groundcover

DESCRIPTION:

For many years, Chips Groundcover has installed the holiday light display. In 2022, Chips Groundcover provided pricing for a three-year agreement to install holiday lighting downtown and in Wicks Park:

- Downtown - \$ 21,145
- Wicks Park - \$2,800
- Total: \$23,945

Staff has received very positive feedback about the display over the last two years. One of the most frequent comments is that the display looks like a “scene out of a Hallmark movie”.

Staff is requesting approval of the agreement for year 3. The pricing remains the same as the previous two years.

Staff is also engaging the Convention and Visitors Bureau to explore a possible grant or donation towards the cost.

BUDGET ACTION:

None. This is a budgeted line item for the fiscal year.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve the third year of the Holiday Lighting Agreement with Chips Groundcover in the amount of \$23,945.



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax - 616.546.9210

Christmascap Renewal. Prepared For:

Bill To:	City of Saugatuck			Date:	09-04-24 Year 3 of 3
Job Name (if different):	Downtown Areas		Primary Contact (if commercial):	Ryan Cummins	
Phone:	269-857-2603	Email:	rcummins@saugatuckcity.com		
Billing Address, City, State, Zip:	102 Butler St. PO Box 86 Saugatuck MI 49453				
Jobsite Address:	Various Downtown Areas; Butler St & Culver St.				

Thank you for your interest in our services! We take pride in the displays we create (we call them "Christmascapes!") for your enjoyment and we hope to work with you soon.

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

Item #:	CUSTOMER INITIAL	Description:	Annual Price:
1		Renewal of Previous year Display 3 year agreement. (2022, 2023, 2024 seasons) 2019 DISPLAY: Wrap (25) tree trunks and select branches to 10-12 foot height, using 5 mm warm white LED lights with green wire (bulb spacing @ 6"). Each "wrap / strand" approx 6" apart. (Extension cord cost allocated at \$250 per year, or \$750 total. Pricing does not include sale of material at end of 3-year agreement. Cost of lighting installation, takedown, service, and storage per year: \$6,600) Butler St from Culver to Mason: 5 trees, Butler St from Mason to Hoffman: 5 trees, Butler St from Hoffman to Main: 5 trees, Butler St from Main to Mary: 6 trees, Culver Street from Butler to Griffith St: 4 trees Additional Trees: Up to 10 additional trees (2 per block, or as desired) with similar shape and size (adequate power required prior to installation). Lighting installation to be consistent as described from bid requirements as listed in Item 1. (Cost of extension cords allocated at \$100 per year, or \$300 total. Pricing does not include sale of material at end of 3-year agreement. Cost of lighting installation, takedown, service, and storage per year: \$2760) 10 Trees as discussed along Culver St. (7 trees between Butler St. and Griffith. 3 Trees between along Culver St from Griffith to Near Scooter Pizza). Lighting to be installed consistent with Trees on Butler St. 5 additional trees (location to be determined) due to increasing spacing of tree wraps from 3" to approximately 6". 15 trees total. (2019: \$2950. 2020 cost: \$1450) 2020 ADDITION: Add estimated 20,000 lights (400 strands) to trees as possible. See proposed map & cover letter for detail. Pricing does not include sale of material. Installation and Takedown requires use of rented lifts (included in pricing) and will require traffic closures. Fees may apply if rented equipment is needed for service.	\$21,145

Scheduling: (Based on prior year info if marked)

INSTALLATION: Providing adequate power prior to installation is client's responsibility. Weather (rain, frost, snow, ice) effects installation scheduling. We start installing as early as September to ensure your Christmascape can be complete by your desired "power on" date. There is no charge for items that cannot be installed safely. Christmascares are installed in 2 steps. Step 1 is installation of Roofline and Tree lighting, beginning in September or earlier. Step 2 is installation of Garland, Wreaths, and leaving your system on or "plug-in ready" typically completed late November or Early December. (Sometimes we're able to combine steps).

When would you like your display powered on? **(Mark below if other timeframe is desired)**
per client request

_____ The week BEFORE Thanksgiving. _____ The week OF Thanksgiving. _____ The week AFTER Thanksgiving.

Other (Please Specify): _____

TAKEDOWN: Wreath and Garland Takedown is typically completed first. Remaining takedown completed as weather and timing allows. Sometimes we're able to combine steps. Unplug timers if you'd like your display off before we're able to complete takedown. Pricing includes takedown within 1 year of installation. Takedowns requested to be completed 1 year or more after installation billed at service rates.

When would you like your display powered off? per client request **(Mark below if other timeframe is desired)**

Month:	January	February	March
Choose time of month:	Beginning	Middle	End

Other (Please Specify): _____

Notes:

Signature:

Date:

Your (the client) signature, verbal agreement, or agreement via email to this contract acknowledges that you personally guarantee payment for services rendered. The client agrees to pay all costs associated with the collection process, if necessary. Payment may be required prior to beginning work otherwise payment is due 30 days after invoice date. \$25 returned check fee, 24% annual finance charge on past due invoices. Proposals valid for thirty days. Prices based on product availability. Client required to supply adequate electric power prior to installation date. Alterations from plans are to be added or subtracted from the sum quoted in this contract. Chips Groundcover, LLC agrees to carry worker's compensation and general liability insurance, and to pay all taxes on material and labor furnished under this contract as required by federal laws and the laws of the state of Michigan.

SERVICE / MATERIAL WARRANTY AND REPLACEMENT: You receive 3 free service calls per season (3 months) upon proposal / renewal acceptance (unless noted otherwise). Service calls are typically completed within 3 days of notice of nearest business day; and are weather and safety dependent. Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. New material covered for 1 season (3 months) under manufacturer's warranty. At re-installation: defective and non-working material may be billed additional, if unable to be fixed by us. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. Client is responsible for providing adequate power. No Sunday or Holiday call-outs. No service fee will be assessed for items which are unserviceable due to safety concerns. (Material not supplied by us excluded from service & material warranty policy) **Need Service? Don't hesitate to call- we might be working in your area and might be able to waive service charges.**

STORAGE: Unless noted, you are purchasing material upon initial installation. Type and number of Timers and Extension cords may change annually based on installation method. Prices include 11 months of off-season storage (when installed for seasonal use). Additional storage billed \$8 per month per \$1,000 of job total, \$8/month minimum, billed annually at beginning of storage period. Your material is stored off site and insured during the off-season.

Office Use: Date Rcvd: _____ Date Cnfm'd _____ By: _____ WG/WM Complete: Y | N _____
Rqstd PO: _____ TmrType: _____ TmrPr: _____ RqTD: _____ rv 01/20



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax - 616.546.9210

Christmascap Renewal. Prepared For:

Bill To:	City of Saugatuck		Date:	09-04-24 Year 3 of 3
Job Name (if different):	Wicks Park	Primary Contact (if commercial):	Ryan Cummins	
Phone:	269-857-2603	Email:	rcummins@saugatuckcity.com	
Billing Address, City, State, Zip:	102 Butler St. PO Box 86 Saugatuck MI 49453			
Jobsite Address:	Wicks Park Area, Saugatuck Mi.			

Thank you for your interest in our services! We take pride in the displays we create (we call them "Christmascapes!") for your enjoyment and we hope to work with you soon.

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

Item #:	CUSTOMER INITIAL	Description:	Current Year:
1		Renewal of Previous year Display. 3 year agreement (2022, 2023, 2024 seasons) Tree Lighting. (7) Trees as identified (by city) on overhead map using 5mm mini style Christmas lights (warm white). Trunk wraps and tree canopies up to approximately 20' height, Trunk wraps approx 6" spacing. Canopy wraps approx 12-24" spacing. (Pricing does not include sale of material) Service: To be included within Downtown Area Service (not additional to). Downtown Area Service: Includes up to 20 free service calls per season upon renewal acceptance. Service calls are typically completed within 4 business days of notice of the closest business day, weather and safety depending (Saturday and Sunday calls will be processed Monday). Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. No Sunday or Holiday call-outs.	\$2800

Scheduling: (Based on prior year info if marked)

INSTALLATION: Providing adequate power prior to installation is client's responsibility. Weather (rain, frost, snow, ice) effects installation scheduling. We start installing as early as September to ensure your Christmascape can be complete by your desired "power on" date. There is no charge for items that cannot be installed safely. Christmascares are installed in 2 steps. Step 1 is installation of Roofline and Tree lighting, beginning in September or earlier. Step 2 is installation of Garland, Wreaths, and leaving your system on or "plug-in ready" typically completed late November or Early December. (Sometimes we're able to combine steps).

When would you like your display powered on? **(Mark below if other timeframe is desired)**
per client request

_____ The week BEFORE Thanksgiving. _____ The week OF Thanksgiving. _____ The week AFTER Thanksgiving.

Other (Please Specify): _____

TAKEDOWN: Wreath and Garland Takedown is typically completed first. Remaining takedown completed as weather and timing allows. Sometimes we're able to combine steps. Unplug timers if you'd like your display off before we're able to complete takedown. Pricing includes takedown within 1 year of installation. Takedowns requested to be completed 1 year or more after installation billed at service rates.

When would you like your display powered off? per client request **(Mark below if other timeframe is desired)**

Month:	January	February	March
Choose time of month:	Beginning	Middle	End

Other (Please Specify): _____

Notes:

Signature:

Date:

Your (the client) signature, verbal agreement, or agreement via email to this contract acknowledges that you personally guarantee payment for services rendered. The client agrees to pay all costs associated with the collection process, if necessary. Payment may be required prior to beginning work otherwise payment is due 30 days after invoice date. \$25 returned check fee, 24% annual finance charge on past due invoices. Proposals valid for thirty days. Prices based on product availability. Client required to supply adequate electric power prior to installation date. Alterations from plans are to be added or subtracted from the sum quoted in this contract. Chips Groundcover, LLC agrees to carry worker's compensation and general liability insurance, and to pay all taxes on material and labor furnished under this contract as required by federal laws and the laws of the state of Michigan.

SERVICE / MATERIAL WARRANTY AND REPLACEMENT: You receive 3 free service calls per season (3 months) upon proposal / renewal acceptance (unless noted otherwise). Service calls are typically completed within 3 days of notice of nearest business day; and are weather and safety dependent. Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. New material covered for 1 season (3 months) under manufacturer's warranty. At re-installation: defective and non-working material may be billed additional, if unable to be fixed by us. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. Client is responsible for providing adequate power. No Sunday or Holiday call-outs. No service fee will be assessed for items which are unserviceable due to safety concerns. (Material not supplied by us excluded from service & material warranty policy) **Need Service? Don't hesitate to call- we might be working in your area and might be able to waive service charges.**

STORAGE: Unless noted, you are purchasing material upon initial installation. Type and number of Timers and Extension cords may change annually based on installation method. Prices include 11 months of off-season storage (when installed for seasonal use). Additional storage billed \$8 per month per \$1,000 of job total, \$8/month minimum, billed annually at beginning of storage period. Your material is stored off site and insured during the off-season.

Office Use: Date Rcvd: _____ Date Cnfm'd _____ By: _____ WG/WM Complete: Y | N _____
Rqstd PO: _____ TmrType: _____ TmrPr: _____ RqTD: _____ rv 01/20



City Council Agenda Item Report

FROM: Jamie, Wolters

MEETING DATE: September 9, 2024

SUBJECT: Special Event Application- Saugatuck High School Parade

DESCRIPTION:

Attached is the special event form for Ride for the SHS Homecoming Parade sponsored by SHS.

Special Event: SHS Homecoming Parade
Date: 9/27/24
Location: From SHS > Francis > Butler > Culver > Allegan > SHS
Event Hours: 4:00pm - 5:00pm
Estimated Attendees: 300
Estimated Volunteers: None
Banner Palette Sign: No
Barricades: tbd
No Music, No Fireworks, No Liquor

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application Saugatuck High School Homecoming Parade to be held on September 27th, 2024, contingent on Fire, Police and DPW safety meeting and approval.

**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 INFORMATIONLEGAL BUSINESS NAME: Saugatuck High SchoolTELEPHONE: 269-857-2133MAILING ADDRESS: 401 Elizabeth StreetCONTACT NAME: Christina LewisTELEPHONE: 616-218-9593E-MAIL ADDRESS: clewis@saugatuckps.com

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENTCONTACT NAME: Christina Lewis

TELEPHONE: _____

E-MAIL ADDRESS: clewis@saugatuckps.comCELL PHONE: 616-218-9593**EVENT INFORMATION**NAME OF EVENT: SHS Homecoming ParadeDATE(S) OF EVENT: Friday, 9/27PURPOSE OF EVENT: HomecomingRAIN DATE: NA

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

EVENT LOCATION: Downtown SaugatuckEVENT HOURS: 4PM-5PMESTIMATED NUMBER OF ATTENDEES: 300

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE / TIME FOR SET-UP: n/a _____ ☐ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: n/a _____ ☐ A.M. ☐ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ☒ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

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

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

☐ **SIGNAGE AT EVENT SITE** - Location(s): none
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

☐ **BOOTHS – QUANTITY** _____

☐ **TENTS – QUANTITY** _____

☐ **AWNINGS – QUANTITY** _____

☐ **TABLES – QUANTITY** _____

☐ **PORTABLE TOILETS – QUANTITY** _____

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

If yes, where do you propose your vendors park? _____

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

☐ TRASH RECEPTACLES – QUANTITY _____

☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING ☐ WATER ☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

Street closure date/time: _____ ☐ A.M. ☐ P.M.

Street re-open date/time: _____ ☐ A.M. ☐ P.M.

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

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

Parking Lot Location: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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



Applicant Signature



Date

$$- \log_{10}(k_s) \times 10^4$$


August 27, 2024

Dear Students, Parents and Guardians,

I am thrilled to welcome you to the 2024-2025 school year! As part of my aim to nurture and increase student engagement and create high-leverage learning tasks, I do not allow cell phone use in the classroom. I understand the importance of having the whole student present, and that is only possible when we leave our cell phones behind.

Students will be asked to silence their cell phones and place them in the provided wall-hanging caddy when they enter the classroom. This policy will still allow access to phones in the case of an emergency. If a student is found to have a cell phone visible during class, the phone will be confiscated and turned into the office. Smart watches and airpods should be silenced and stored in backpacks/purses.

According to the Bok Center for Education at Harvard University, cell phones in the classroom impede academic performance (e.g. Glass and Kang, 2019). Studies have compared students who texted during a lecture versus those who did not. Those who texted typically took lower quality notes, retained less information, and did worse on tests covering the material (e.g. Kuznekoff and Titsworth, 2013, and Rosen et al, 2011; Lee et al, 2017).

Students themselves are aware that in-class multitasking does not promote learning; in one survey, 80% of students agreed that multitasking in class decreases their ability to pay attention (Sana et al, 2013). In addition, studies have shown that texting is distracting to nearby students (Tindell and Bohlander, 2011).

I am looking forward to a year of discovery, collaboration, success and growth. I appreciate your partnership on this cell phone policy. **Please sign below and have your student return to me. This signature/sheet is equivalent to a 10 point assignment.** Though it may be challenging for students at first, ultimately it will be to everyone's benefit.

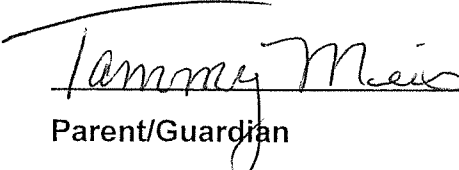
Please do not hesitate to reach out to me with any questions.

Sincerely,

Christina Lewis

English 9, 10, and Senior Seminar

I have read and understand the cell phone policy outlined above:

		
Parent/Guardian	Student	Date



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: September 9, 2024

SUBJECT: Special Event Application- Family & Pet Halloween Parade & Party

DESCRIPTION:

Attached is the special event form for the Family & Pet Halloween Parade & Party sponsored by the Saugatuck Douglas CVB.

Special Event:	Family & Pet Halloween Parade & Party
Date:	10/26/24
Location:	Wicks Park
Event Hours:	10:00am – 2:00pm
Estimated Attendees:	200-400
Estimated Volunteers:	15-20
Banner Palette Sign:	Yes
Barricades:	Yes
Music:	11:00am – 2:00pm
Alcohol:	No

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application for the Family & Pet Halloween Parade & Party event sponsored by the Saugatuck Douglas CVB to be held on October 26th, 2024, contingent on safety approval by Police, Fire and City Staff.

**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 INFORMATIONLEGAL BUSINESS NAME: Saugatuck Douglas CVBTELEPHONE: 269-857-1701MAILING ADDRESS: 95 Blue Star Hwy Saugatuck MI 49453CONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.comCELL PHONE: 231-878-8566**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.comCELL PHONE: **EVENT INFORMATION**NAME OF EVENT: Family & Pet Halloween Parade & PartyDATE(S) OF EVENT: 10/26/2024PURPOSE OF EVENT: Community EnrichmentRAIN DATE: NONE

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

EVENT LOCATION: Wicks ParkEVENT HOURS: 10:00-2:00ESTIMATED NUMBER OF ATTENDEES: 200-400 Parade @ 11:00 party to follow until 1:00ESTIMATED NUMBER OF VOLUNTEERS: 15-20ESTIMATE DATE / TIME FOR SET-UP: 10/26/24 10:00 ☒ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 10/26/24 2:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☒ Yes ☐ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☒ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 11:00 am END: 2:00pm

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: 2 (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** _____ ☐ **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? N /A

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.

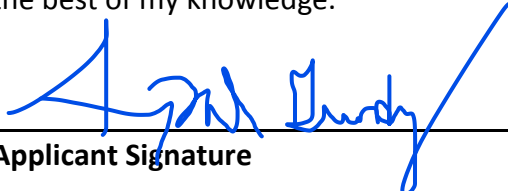
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

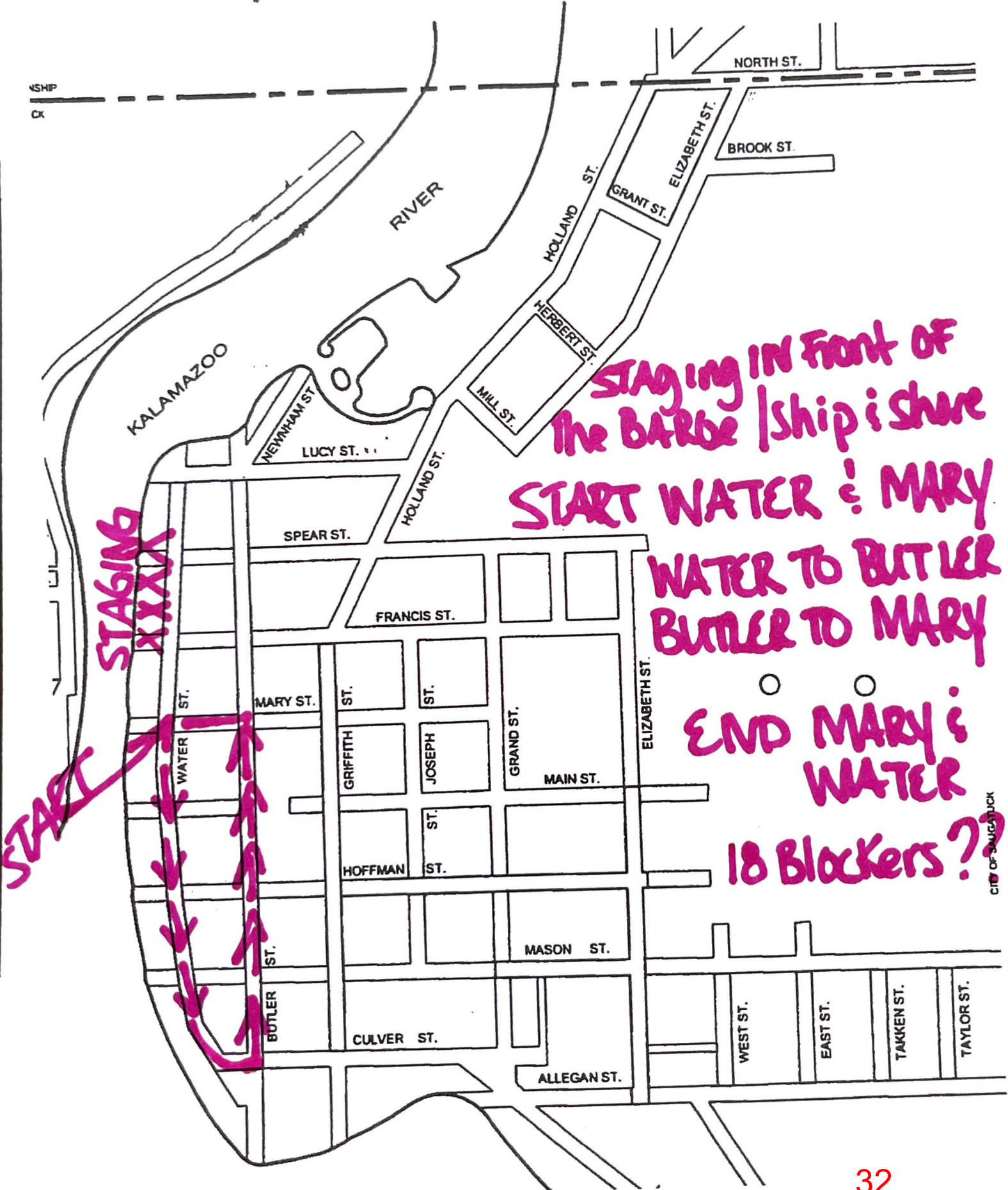


Applicant Signature

07/31/2024

Date

Downtown Street / Sidewalk Closure(s)





City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: September 9, 2024

SUBJECT: Special Event Application- Tree Lighting

DESCRIPTION:

Attached is the special event form for the Tree Lighting sponsored by the Saugatuck Douglas CVB.

Special Event:	Christmas Tree Lighting & Holiday Kick Off
Date:	11/29/24
Location:	Wicks Park Gazebo
Event Hours:	6:00pm – 8:00pm
Estimated Attendees:	150-200
Estimated Volunteers:	4-6
Banner Palette Sign:	Yes
Barricades:	No
Music:	5:45pm – 8:00pm
Alcohol:	No
Road Closure:	No

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application for the Christmas Tree Lighting & Holiday Kick Off event sponsored by the Saugatuck Douglas CVB to be held on November 29th, 2024, contingent on safety approval by Police, Fire and City Staff.

**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 INFORMATIONLEGAL BUSINESS NAME: Saugatuck Douglas CVBTELEPHONE: 269-857-1701MAILING ADDRESS: 95 Blue Star Hwy Saugatuck MI 49453CONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.comCELL PHONE: 231-878-8566**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.comCELL PHONE: 231-878-8566**EVENT INFORMATION**NAME OF EVENT: Christmas Tree Lighting & Holiday Kick OffDATE(S) OF EVENT: 11/29/2024PURPOSE OF EVENT: Community EnrichmentRAIN DATE: None

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

EVENT LOCATION: Wicks Park GazeboEVENT HOURS: 6:00 -8:00 pmESTIMATED NUMBER OF ATTENDEES: 150-200ESTIMATED NUMBER OF VOLUNTEERS: 4-6ESTIMATE DATE / TIME FOR SET-UP: 11/29/20245:30 ☐ A.M. ☒ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 11/29/20248:30 ☐ 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: 5:45 PM END: 8:00 PM

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

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

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

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

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

- ☐ **"YARD" SIGNS** - Number requested: ____ (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

1/12/2024

Date



City Council Agenda Item Report

FROM: Jamie, Wolters

MEETING DATE: September 9, 2024

SUBJECT: Special Event Application- Annual Christmas Parade

DESCRIPTION:

Attached is the special event form for the Annual Christmas Parade sponsored by the Saugatuck Douglas CVB.

Special Event: Annual Christmas Parade
Date: 12/07/2024
Location: Corner of Water Street/Mary Street to start and finish, map included.
Event Hours: 11:00am-11:45am
Estimated Attendees: 150-200
Estimated Volunteers: 10-12
Banner Palette Sign: Yes

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application Annual Christmas Parade sponsored by the Saugatuck Douglas CVB to be held on December 7th, 2024, contingent on a safety meeting and approval from Fire, Police and DPW.

**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 INFORMATIONLEGAL BUSINESS NAME: Saugatuck Douglas CVBTELEPHONE: 269-857-1701MAILING ADDRESS: 95 Blue Star Hwy Saugatuck MI 49453CONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.comCELL PHONE: 231-878-8566**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.comCELL PHONE: 231-878-8566**EVENT INFORMATION**NAME OF EVENT: Christmas ParadeDATE(S) OF EVENT: 12/07/2024PURPOSE OF EVENT: Community EnrichmentRAIN DATE: None☐ Non-Profit☐ For-Profit☒ City Operated/Sponsored☐ Co-Sponsored☐ Marathon/Race☐ Festival/Fair☐ Video/Film Production☒ Other _____EVENT LOCATION: Downtown Saugatuck - staging Water StEVENT HOURS: 11:00 am -11:45amESTIMATED NUMBER OF ATTENDEES: 150-200ESTIMATED NUMBER OF VOLUNTEERS: 10-12ESTIMATE DATE / TIME FOR SET-UP: 12/07/202410:15 ☒ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 12/07/202412:00 ☐ 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: ____ (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.

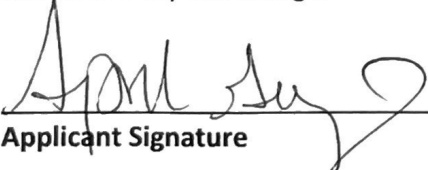
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

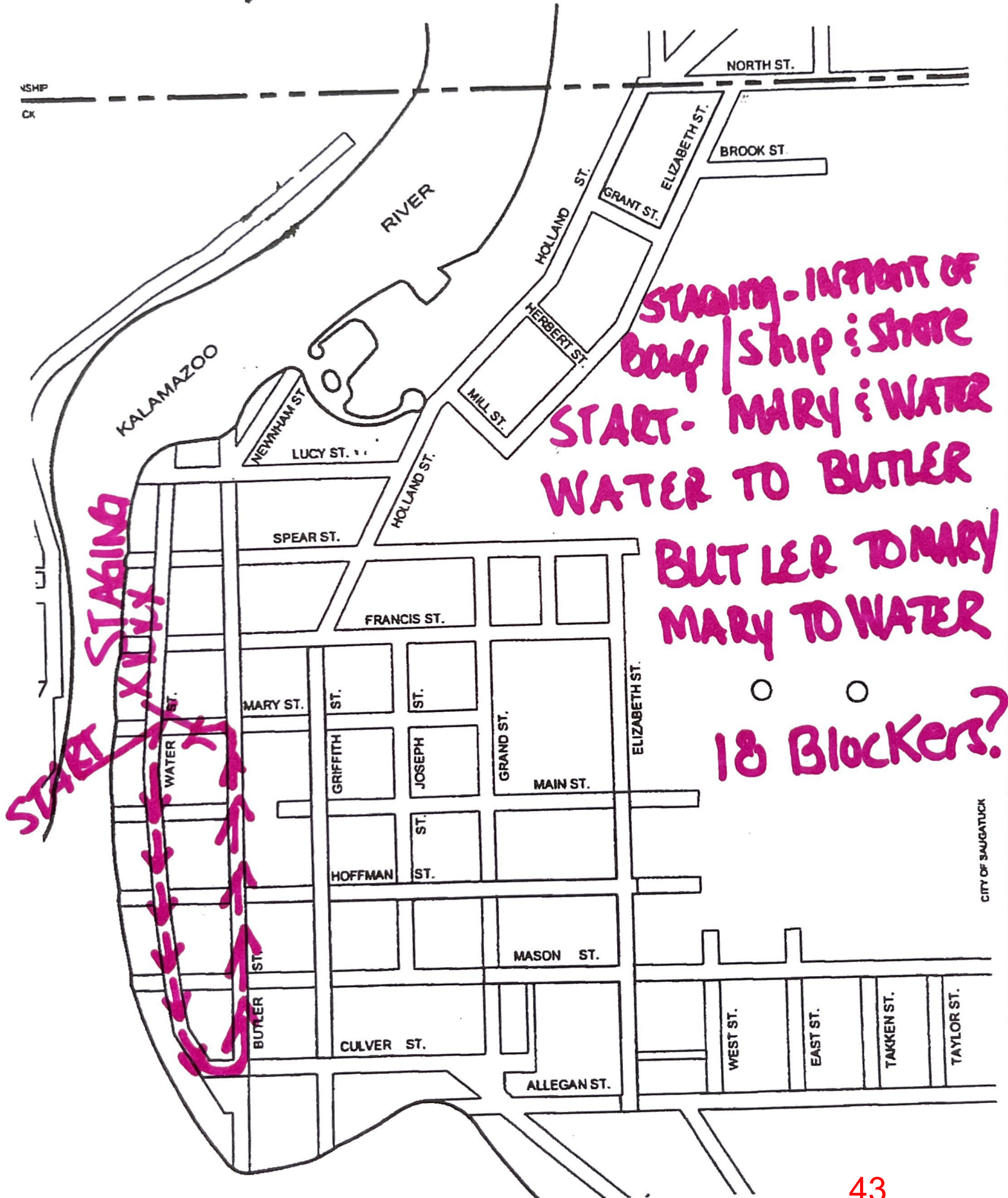
1/12/2024

Date

CHRISTMAS PARADE

Downtown Street / Sidewalk Closure(s)

VSHP
CK





City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: September 9, 2024

SUBJECT: Banner Request – Ugly Sweater Pub Crawl

DESCRIPTION:

Operation Hope for Allegan Youth has submitted a special event form requesting a banner to be hung on the Saugatuck Palette sign to promote the Ugly Sweater Pub Crawl to be held on December 7th, 2024.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the banner request for Operation Hope for Allegan Youth promoting the Ugly Sweater Pub Crawl that will take place on December 7th, 2024.

**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 INFORMATIONLEGAL BUSINESS NAME: Operation Hope For Allegan YouthTELEPHONE: 231-878-8566MAILING ADDRESS: 2805 62nd Street Fennville MICONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.comCELL PHONE: 231-878-8566**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.comCELL PHONE: 231-878-8566**EVENT INFORMATION**NAME OF EVENT: Ugly Sweater Christmas PUb CrawlDATE(S) OF EVENT: 12/07/2024PURPOSE OF EVENT: Community EnrichmentRAIN DATE: None

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

EVENT LOCATION: Downtown SaugatuckEVENT HOURS: 12:00 pm-6:00 pmESTIMATED NUMBER OF ATTENDEES: 150-200ESTIMATED NUMBER OF VOLUNTEERS: 10-12ESTIMATE DATE / TIME FOR SET-UP: NA _____ ☐ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: NA _____ ☐ A.M. ☐ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes

☒ No

TYPE OF MUSIC PROPOSED: ☐ Live

☐ Amplification

☐ Recorded

☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____

END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes

☒ No

☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes

☒ No

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

☐ Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: ☐ Yes

☐ No

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

☐ Provide Copy of Fireworks Permit

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

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

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

☐ **SIGNAGE AT EVENT SITE** - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

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

☐ **BOOTHS – QUANTITY** _____

☐ **TENTS – QUANTITY** _____

☐ **AWNINGS – QUANTITY** _____

☐ **TABLES – QUANTITY** _____

☐ **PORTABLE TOILETS – QUANTITY** _____

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

If yes, where do you propose your vendors park? _____

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment:

☐ Yes

☐ No

☐ TRASH RECEPTACLES – QUANTITY _____

☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING

☐ WATER

☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes

☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

STREET CLOSURES: ☐ Yes

☐ No (use attached map to outline proposed closures)

Street closure date/time: _____ ☐ A.M. ☐ P.M.

Street re-open date/time: _____ ☐ A.M. ☐ P.M.

SIDEWALK CLOSURES: ☐ Yes

☐ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

PARKING LOT CLOSURES: ☐ Yes

☐ No (use attached map to outline proposed closures)

Parking Lot Location: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

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.

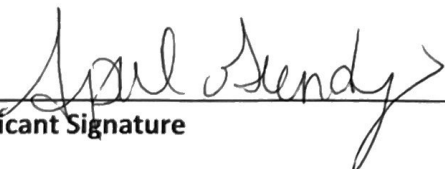
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

1/12/2024

Date



City Manager Report

September 9, 2024

Maple Street Open House

- We continue to plan for improvements on Maple Street between Blue Star Highway and the 2023 work at North Street. The improvements currently being evaluated include:
 - Road resurfacing or reconstruction
 - Water main replacement (including replacement of services, some to inside the home/building)
 - Drainage and stormwater management improvements
 - Non-motorized improvements (widened shoulders, sidewalk or similar)
- Fleis & VandenBrink (F&V), has obtained topographic survey information for the corridor and is beginning to evaluate the various elements listed above.
- Notice went out that we are seeking input to help guide the planning and design processes. **The City is holding an open house on:**
 - **Tuesday, September 17 from 3:00pm-5:30pm and 7:00pm-8:30p**
 - **Location: City Hall, 102 Butler Street, Saugatuck, MI 49453**
- F&V staff will have displays with the survey and other information to be able to review any concerns and get input on the future of Maple Street. If folks are unable to attend, please feel free to reach out to Jon Moxey of Fleis & VandenBrink at jmoxey@fveng.com or 616-977-1000.

Water Service Material Verification

- Notice has gone out that the City is requesting help with verifying water service material going into each home and business.
- The contractor will begin verifications of other water service sections starting next week. This project is expected to be substantially completed by October 11, with final completion October 25.
 - Starting next week, they will be putting door hangers on properties identified for verification. The contractor, Compton Inc., will be wearing clothing identifying themselves.
 - Goal will be to do 15-20 curb stops a day. There will be 2 workers potholing at the curb stops, and 2 workers filling the holes behind them. No holes at the curb stops will be left overnight. Disturbed areas will be restored with concrete, asphalt, or grass seed.

- Work will begin on the outer sections of the City and work towards downtown. Downtown will be done at the end of the project.

Blue Star Trail

- C2AE continues their design work and is working through the necessary MDOT approvals. Review by consulting party tribes is expected by the end of October. C2AE is indicating a spring 2025 construction start date is still on schedule.
- C2AE is scheduling a meeting with the state grant coordinators so we can understand how to properly account for grant dollars, matches, and reimbursement requests.

AT&T Cellular

- State Historic Preservation Office (SHPO) approvals remain pending.
- AT&T continues to work on the latest SHPO and tribal consulting party concerns.
- AT&T updated the plans to attach the conduit under the stairs and upper platform to minimize ground disturbance concerns raised in the SHPO review. This was reviewed with Council at the August 21 workshop meeting.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Wi-Fi at Oval Beach

- Metro Wireless has signed the three-year agreement to utilize Star Link to provide Wi-Fi at Oval Beach.
- Installation and testing dates will be scheduled soon.

Telecommunication Improvements

- I met with the Allegan County Broadband Project Manager, Jill Dunham, to find out more about the County's current fiber installation work and advice for improvements in Saugatuck. Jill provided excellent insights and has been very helpful in making connections. She will be at your next workshop meeting to update the Council and help answer any questions you may have.
- I also met with Frontier to discuss their current services in the area and desire for fiber.
 - If anyone would like fiber to their address, Frontier encouraged all customers to make a direct request through the following website so they know there is a desire: www.frontier.com/myfiber
 - Some fiber is available to business customers. Businesses can reach out to Frontier to discuss a direct Fiber connection and costs.
 - Frontier mapping does show some copper running along the Oval Beach parking lot, which may be able to be used for 911 phone towers if Council wishes to explore that.
- I have a meeting scheduled with Comcast to discuss fiber.
- SurfInternet is a fiber provider who previously engaged the City about the possibility of fiber installation. They recently obtained rights of way to install in Grand Haven and

have done the same in many other communities. SurfInternet has requested a meeting which is being scheduled to learn more.

Water Operations Agreement

- Council recently appointed Mayor Pro Tem Baldwin and Council Member Gardner to serve on an advisory committee to staff on the draft of the water operations agreement with KLSWA and other constituent municipalities.
- A lengthy meeting was held on September 4 with the consultant, constituent municipalities, and their respective advisory committee members. There was a lot to digest and consider. I will be reviewing next steps with the managers and consultant.

Airport Property

- Dave Nyitray at the ODC advised “the field work for the survey has been completed and I should be getting a draft of the easement in the next two weeks. We are preparing a concept site plan for preliminary presentation to the Township to see what requirements might come from them.”
 - As a reminder, the conservation easement itself will be reviewed by the Council before any final decisions on it. The area that is proposed for a conservation easement has a steep grade and portions are wetlands and in a floodplain. All studies and maps can be viewed on the City website here:
<https://www.saugatuckcity.com/parks-and-public-works-committee.html>
- Kelly Roche and Saugatuck Schools have organized a youth volunteer day. Some students will be assisting with invasive vegetation removal on September 20. A huge thank you to the youth of our community for their help!

Ferry Street Culvert and Closure

- Douglas has placed steel plates over the damaged culvert area so public safety personnel can still get through. The road remains closed to the public.
- Douglas provided the following update on September 4:
 - Our engineering team is currently hard at work finalizing the plans necessary for the full closure and subsequent repair of the culvert. These plans are essential for ensuring that the project is completed safely and efficiently. Once the plans are in place, we will be able to move forward with the next steps, including the scheduling of the full closure and the commencement of the repair work.
 - We are also pleased to report that Allegan County has been actively assisting us in expediting the permit process with the State of Michigan. Their support has been invaluable in helping us navigate the regulatory requirements, and they are doing everything within their power to ensure that we receive the necessary approvals as quickly as possible. This collaboration with the county is a key factor in keeping the project on track. The city will be meeting with the City Engineers, Prien and Newhof and EGLE next week as a first step in the permitting process.
 - In addition, we are currently working on identifying and securing the funding needed to expedite this process. We understand the urgency of this project and

are exploring all available options to ensure that the necessary resources are in place to move forward without delay.

Miscellaneous

- Spent time working with Luke and Nikki as they continue to get up to speed in their positions. They both are doing a great job!
- Met with CVB and placemaking consultant to hear strategy proposal.
- Attended meeting with Saugatuck Township and City Attorney to discuss landfill property due diligence.
- Met with Republic to discuss rate and services proposal.
- Held Department Head team meeting. New staff were also able to tour DPW and learn more about their work.
- Held monthly one on one meeting with Scott.
- Met with Luke and Planning Commission Chair.
- Attended Mount Baldhead Challenge safety meeting.
- Prepared for and attended Parks and Public Works Committee meeting.
- Prepared for and attended Historic District Commission meeting.
- Prepared for Zoning Board of Appeals meeting.

Treasurer Report

September 9, 2024



- A significant amount of time is spent simply receiving tax payments and answering tax questions
- Working through receiving monies (**though I give huge kudos to Jamie and Sara for taking a majority of the burden of that from me while I'm learning the intricacies of the job**)
- Setting up access to a variety of portals, services, accounts, vendors, etc.
- Applied for membership with the Michigan Government Finance Officers Association and attended my first Chart Chat presentation (on the audit process and things to watch out for)
- Met with Mark Reen (our Huntington Bank representative) to review their services and do the meet-and-greet
- Worked through my first payables process
- Worked through my first end-of-month payroll processes and second payroll



City Clerk Staff Report

September 9, 2024

Completed Tasks:

- Assisting Treasurer with on-boarding.
- Attended department head meeting.
- Attended safety meeting for Mt. Baldhead Challenge.
- Completed 4 FOIA requests and have 2 in queue.
- November Election:
 - Thank you to the 4 new election inspectors that have applied to work elections!
 - 9-days early voting and election day staffing schedules are complete.
 - We will host election inspector training at City Hall on October 8th, the Allegan County Clerk will facilitate.

Ongoing Tasks:

- Assisting residents via in-person, via email and telephone with questions/concerns.
- Accepting Tax payments.
- Updating social media.
- Updating the City website.
- Meetings and minutes.



Planning, Zoning and Project Report

September 9, 2024

Planning and Zoning

- Prepared for and attended Historic District Commission Meeting.
- Met with Representatives of local Bed and Breakfast for potential text amendment application.
- Met with Planning Commission Chair to discuss future agenda topics.
- Met with Zoning Board of Appeals Chair to discuss general topics.
- Created Site Plan for proposed benches in Village Square Park.
- Studied code of ordinances and other applicable regulations.
- Attended Wellhead protection team meeting.
- Went onsite to approve final Zoning Inspection of projects.
- Signed up for 2024 Michigan association of Planning Conference.
- Emailed owners and representatives of STR's to explain changes and provide information.
- Met with Realtors and other STR Representatives to discuss Regulations.
- Continued follow-up on complaints of code violations throughout the City.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Advised residents on Zoning Board of Appeals Procedures.
- Completed planning and zoning casework as outlined in the chart below.

Planning and Zoning Casework

129 Griffith	Final Zoning inspection complete.	Zoning
209 Elizabeth	Questions about sewer lateral replacement. Answered questions and provided resources.	Zoning
246 Culver	Observed clothing racks on sidewalk. Explained ordinance to manager who agreed to remove racks.	Enforcement
421 Water St	Met with owner to discuss potential addition and misc grievances. Provided resources.	Zoning
558 Mason St	Spoke with owner regarding setback concerns and upcoming project. Agreed to meet at later date.	Zoning
901 Allegan	Final Zoning inspection complete.	Zoning
890 Simonson	Final Zoning inspection complete.	Zoning
1165 Bridge	Final Zoning inspection complete.	Zoning
	Spoke with Local agent regarding cap concerns. Provided information.	STR
Village Square Park	Took measurements at park for site plan for benches.	Zoning
244 Brook	Answered questions on STR requirements.	STR
Village Square Park	Created site plan for Village Square Park for benches.	Zoning
404 Griffith	Spoke with resident about installing fence and potential HDC meeting	HDC
220 Brook St	Answered questions on STR requirements.	STR
840 Lake ST	Answered questions on STR requirements.	STR
244 Brook	Had meeting in regards to ADU Rental	STR
141 North	Requested further information on STR Regulations	STR
555 Lake	Removed sign from ROW	Enforcement
546 Butler	Sign application received. Permit issued	Zoning
443 Park	Complaint of signage in right of way without permits. Confirmed no permits. Legal reviewed. Sent letter to remove. Owner advised they would remove when property manager gets over COVID.	Enforcement
1035 Park	Sent notification of EGLE permit and pier construction regulations.	Zoning
309 Grand	Answered questions in regard to acc structure area and dimensional requirements. Provided resources.	Zoning
813 Allegan	Answered STR questions. Waterfront construction questions.	STR
155 Brandy St	Answered STR questions.	STR
132 Mason	Answered HDC questions. Answered Water line questions. Provided resources on both.	HDC
3467 Blue Star	Provided resources for Water Sewer Replacement.	Water Sewer

Planning and Zoning Casework

989 Maple Woods	Deck application received. Item needed. Item received. Zoning Permit issued sent to MTS.	Zoning
129 Griffith #11	Answered STR questions.	STR
879 Holland	Notified resident of STR expiration. Provided resources.	STR
133 Mason	Observed feather flag in ROW. Manager agreed to remove.	Enforcement
Spear St	Spoke to resident in regards to parking boat and boat trailer on Spear St.	Enforcement
1022 Holland	Answered STR questions.	STR
231 Butler	Observed clothing racks on sidewalk. Explained ordinance to employee who agreed to remove rack.	Enforcement
580 Mason	Answered STR questions. Provided Resources.	STR
	Emailed all STR local agents and property owners	STR
888 Holland	Answered STR questions. Provided Resources.	STR
156 Park	Answered STR questions. Provided Resources.	STR
448 Frederick	Answered STR questions. Provided Resources.	STR
338 Park	Answered STR questions. Provided Resources.	STR
256 Spear	Spoke about replacing garage in Historic District. Provided resources.	HDC
	Wellhead protection team meeting	Water Sewer
1010 Holland St	Answered STR questions. Provided Resources.	STR
126 Park	Contacted owner to notify of expiration. Provided resources.	STR
648 Francis	Answered STR questions.	STR
998 Holland	Answered STR questions. Provided Resources.	STR
129 Griffith #6	Observed feather flag. Explained ordinance to owner who agreed to remove.	Enforcement
810 Allegan	Answered questions relating to variances.	Zoning
836 Park	Answered STR Questions.	STR
Maple St	Answered STR Questions.	STR
132 Mason	Answered Outdoor Seating questions	Outdoor Seating
540 Francis	Answered STR Questions.	STR
592 Maple	Spoke about potential garage.	Zoning
540 Mason	Answered STR Questions.	STR
777 Manchester	Answered STR Questions.	STR
991 Ridgeview	Spoke about SLU for ADU STR. Provided resources.	STR
135 Taylor St	Answered STR Questions.	STR

Planning and Zoning Casework

602 Francis St	Changed of Local Agent	STR
229 Francis St	Spoke about Historic District requirements, decks, patios. Provided resources.	HDC
405 Park	Provided setback information	Zoning
Blue Star Hwy	Discussed Douglas wayfinding sign replacement. Sent resources.	Zoning
888 Holland	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection.	STR
842 Lake # 12	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection.	STR
574 Campbell	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection.	STR
842 Lake # 1	STR License app. Existing STR. Item needed. items received. Sent to Fire Department for inspection.	STR
720 Butler #9	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection.	STR
840 Lake	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection.	STR
141 North	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection.	STR
244 Brook	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection.	STR
244 Brook ACC	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection.	STR
1021 Holland	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection.	STR
120 Elizabeth St #3	STR License app. Existing STR. Items needed. Items Received. Sent to Fire Department for inspection.	STR
651 Holland St	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection.	STR
1026 Holland St	ROW Permit received. Waiting on payment	ROW
879 Holland St	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection.	STR
120 Mary	Zoning App. Addition.	Zoning
662 Spear St	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection.	STR
1010 Holland St	New STR. Items needed. Due 09-13-2024	STR

Planning and Zoning Casework

110 120 Park	Lot Line Adjustment. Email send to applicant for additional info.	Zoning
569 Hoffman	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection.	STR



Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 8/26/2024:

Oval Beach:

After a very busy Labor Day weekend, the Oval Beach is no longer charging entry fees. The park is still open but will not be staffed. The restrooms will remain open until temperatures start to dip into the 30's at night. Recognition goes to Noah Aramendi for successfully completing his first summer as the City's Oval Beach Manager. Thank you to Noah and the entire Oval Beach team.

Permanent No Parking Signs:

Staff is near completion on the installation of permanent "No Parking" signs that were approved by council to improve access to residential areas by emergency services. All signs are installed except for a small span on St. Joseph Street. For quick reference, the specific locations are listed below:

- Mason Street between Grand Street and Elizabeth Street – South Side
- Hoffman Street between Grand Street and Elizabeth Street – South Side
- Main Street between Griffith Street and Elizabeth Street – South Side
- Mary Street between Griffith Street and Grand Street – South Side
- Grand Street between Hoffman Street and Spear Street – West Side
- St. Joseph Street between Hoffman Street and Francis Street – West Side
- Newnham Street between Lucy Street and the North End – East Side
- Francis Street between Holland Street and Elizabeth Street – South Side
- Pleasant Street from Allegan Street to State Street – Both Sides

Equipment Operator/Maintenance Worker Position:

Interviews were conducted to fill a vacant Equipment Operator/Maintenance Worker position. Public Works was fortunate to have a robust candidate pool this time which made the decision difficult. The position was proudly offered to and enthusiastically accepted by Mr. Scott Morrow. Scott's first day will be Monday September 30th.

Special Event Assistance:

- **9/7/2024** – Mt. Baldhead Challenge

Meetings:

- **8/26/2024** – DPW Weekly Goals Meeting
- **8/26/2024** – City Council Meeting
- **8/27/2024** – Parks and Public Works Committee Meeting
- **8/28/2024** – Department Head Team Meeting/DPW Tour
- **8/29/2024** – Oval Beach Management Meeting
- **8/29/2024** – Mt. Baldhead Challenge Safety Meeting
- **8/30/2024** – DPW Weekly Goals Follow Up Meeting
- **9/03/2024** – DPW Weekly Goals Meeting
- **9/03/2024** – One-on-One Meeting with City Manager
- **9/03/2024** – TMF Pre-Con Meeting
- **9/06/2024** – DPW Weekly Goals Follow Up Meeting



Sheriff Month Report

August 2024 STATS

143 Total Calls

911 welfare – 1

Abandoned vehicle – 1

Traffic accidents – 8

Alarms – 3

Medical – 8

Animal – 5

Assault – 1

BOL – 4

Marine – 3

Welfare check – 4

Civil – 2

Conservation – 2

CSC – 1

DWLS – 1

Found Property – 4

Fraud – 4

General assist – 43

Harassment – 1

Loud noise – 7

Open Door - 2

OWI – 2

Parking violation – 26

PPO violation – 1

Private property impound – 1

Probation violation – 1

Mental health – 1

Road Hazard – 1

Suspicious – 3

Trespassing – 2

School contacts – 11

Traffic stops – 63

**City of Saugatuck
Status Report of Engineering Activities
September 5, 2024**

General Consultation

- 2024 Asphalt Repairs: Sent the Notice of Award to Michigan Paving & Materials Co. and are awaiting their submittals to prepare the contract for signatures. Paving work is scheduled for this fall, to be coordinated with the TMF project (separate update below).
- Sea Wall and Concrete Repairs: Prepared a proposal for design and bidding of a project with several repair sites along the sea wall and elsewhere. The various components can be addressed as a single project, as contemplated in the proposal, or individually.
- Village Square Court Renovation: Working on a proposal for design and bidding of surface improvements to the tennis and basketball courts and related improvements. We are working to finalize the project scope and anticipate discussing the proposal at the September

EGLE Drinking Water State Revolving Fund

- Draft scoring has been released. The City's project received 70 points (out of 100), which is essentially all of the points the City is eligible for (some of the points are only applicable to systems with violations to be addressed, disadvantaged economic status and other factors beyond the City's control). The cutoff for funding will be determined this fall, but we anticipate it will be 80+ points, based on the applications received and funds available.

Water System Asset Management Plan

- The AMP has been submitted to EGLE. City Council will be considering user cost options to support the plan soon.

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). This will provide funding to help the City complete its final Distribution System Materials Inventory, which is due in October 16, 2024.
- Assisted City staff with communications to water customers and we have received a number of responses with the information requested.
- Held a preconstruction meeting with Compton, Inc. on September 3. Potholing work is anticipated to begin the week of September 8 and be completed in October.
- Once the potholing work is complete, we will assist the City with submitting the final Distribution System Materials Inventory to EGLE.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Reviewed the current AT&T proposal for attaching conduits to the stair structure. Met with the AT&T team August 7 to review and discuss the current plans, which were also presented at the August 21 Council Workshop.
- Restroom Building Replacement
 - Design work is nearly 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. Based on the scope of the project, vegetation disturbance is anticipated to be minimal. The Critical Dunes permit application will be submitted soon.
 - We are evaluating options for electrical service to the building that may involve improvements to the overall electric infrastructure at the site.
 - Depending on timeframes for Critical Dunes permitting and coordination with stakeholders, we are anticipating spring or fall 2025 construction.
- 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.
 - Anticipating design to be completed in fall/winter 2024/2025, permitting in spring 2025 for construction in fall of 2025 or spring of 2026, depending on permitting timeframe and coordination with stakeholders.

Maple Street Improvements – Study Phase

- Topographic survey is complete.
- An open house has been scheduled for the afternoon/evening of September 17 to present the survey and solicit input from adjacent property owners and other stakeholders.
- Submitted the MDOT Category B grant application to meet the June 12 deadline. Results should be available soon. If selected, this program would fund \$250,000 of the road restoration costs on the project. Maple Street was also included in the DWSRF application.

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. 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.

Vendor Name	Description	Amount
1. COMMERCIAL RECORD		
	DISPLAY LEGALS	105.00
2. DUNESVIEW KWIK SHOP INC		
	JUL '24 GAS AND DIESEL	1,819.96
	AUG '24 GAS AND DIESEL	2,193.22
	TOTAL	4,013.18
3. FAHEY SCHULTZ BURZYCH RHODES		
	GENERAL LEGAL	1,940.50
	ZONING	1,925.00
	CITY COUNCIL	4,447.50
	EMPLOYMENT	502.50
	MANAGER	2,421.00
	DUNE RIDGE V (ORIGINAL ACTION)	648.30
	MAPLEWOOD HOTEL LITIGATION	1,604.50
	2023 STR LEGAL ISSUES/TASK FORCE	2,688.00
	DUNE RIDGE V (ELECTRICAL)	1,560.00
	TOTAL	17,737.30
4. FIRST BANK CARD		
	ARAMENDI CREDIT CARD CHARGES	1,736.70
	CUMMINS CARD TRANSACTIONS	822.62
	WOLTERS CREDIT CARD TRANSACTIONS	2,343.10
	HERBERT CC TRANSACTIONS	2,796.04
	TOTAL	7,698.46
5. FLEIS & VANDENBRINK ENGINEERING INC		
	ENGINEERING FEES - GEN CONSULT	571.40
	ENGINEERING FEES - MAPLE ST IMPS 2021	2,957.00
	ENGINEERING FEES - EGLE TMF PROJECT 2024	4,100.00
	TOTAL	7,628.40
6. FRONTIER		
	07/20 - 08/19 SERVICE	93.03
	07/20 - 08/19 SERVICE	300.85
	09/03 - 10/02 SERVICE	200.06
	TOTAL	593.94
7. GIL- ROY'S HARDWARE		
	STRAW	33.99
8. GORDON FOOD SERVICE		
	CONCESSION SUPPLIES	2,766.20
	CONCESSION SUPPLIES	63.31
	TOTAL	2,829.51
9. HOLLAND P.T.		
	SWEEPER PARTS	40.58
10. JONKER'S GARDEN		
	PLANTS	216.13
11. KALAMAZOO LAKE SEWER & WATER		
	JUN '24 SERVICE	2,832.92
	JUL '24 SERVICE	3,616.61
	TOTAL	6,449.53
12. MICHIGAN ELECTRO FREEZE INC		
	MACHINE CLEANING/BRUSH/HANDLE	290.08
	MACHINE CLEANING	200.00
	MACHINE CLEANING	200.00
	MACHINE CLEANING	200.00

09/06/2024 03:14 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
INVOICE ENTRY DATES 08/28/2024 - 09/10/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/2

Vendor Name	Description	Amount
	TOTAL	890.08
13. MICHIGAN GAS UTILITIES		
	07/24 08/25 SERVICE - 345 BUTLER	64.44
	07/24 - 08/25 SERVICE - 102 BUTLER	41.93
	07/25 - 0826 SERVICE - 338 BLUE STAR	43.08
	TOTAL	149.45
14. PLANTE MORAN	PROFESSIONAL SERVICES THROUGH 08/23	4,892.50
15. PRIORITY HEALTH	SEP '24 HEALTH INSURANCE COVERAGE	9,528.13
16. PURITY CYLINDER GASES INC	CONCESSION	20.22
17. REPUBLIC SERVICES	08/23 DISPOSAL AND PICKUP SERVICE	1,879.31
	SEP '24 SERVICE	206.08
	TOTAL	2,085.39
18. SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	525.00
19. SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM - OVAL BEACH	670.00
	PORTABLE RESTROOM - CULVER ST	325.00
	TOTAL	995.00
20. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,767.60
21. STANDARD INSURANCE COMPANY	INSURANCE	419.27
22. VALLEY CITY LINEN INC	SHOP TOWELS	130.12
TOTAL - ALL VENDORS		68,748.78
FUND TOTALS:		
Fund 101 - GENERAL FUND		59,932.93
Fund 202 - MAJOR STREETS		3,263.12
Fund 203 - LOCAL STREETS		391.85
Fund 661 - MOTOR POOL FUND		5,160.88

09/06/2024		CHECK REGISTER FOR CITY OF SAUGATUCK				
		CHECK DATE FROM 08/01/2024 - 08/31/2024				
Check Date	Check	Vendor Name	Description	Amount		
Bank GEN GENERAL POOLED CASH						
08/02/2024	DD6879(A)	ARAMENDI, NOAH	Payroll	2,016.25		
08/02/2024	DD6880(A)	BLACQUIERE, BRADYN	Payroll	671.19		
08/02/2024	DD6881(A)	BOUWMAN, CHAD	Payroll	1,486.07		
08/02/2024	DD6882(A)	BRIGGS, FALLON	Payroll	211.44		
08/02/2024	DD6883(A)	BRINK, CHASE	Payroll	858.24		
08/02/2024	DD6884(A)	BURGE, SHELBY	Payroll	204.84		
08/02/2024	DD6885(A)	CHRISTENSON, JUDE	Payroll	723.90		
08/02/2024	DD6886(A)	CUMMINS, RYAN	Payroll	2,867.21		
08/02/2024	DD6887(A)	DEJAEGHER, JOHN	Payroll	1,387.39		
08/02/2024	DD6888(A)	DEYOUNG, CHARLES	Payroll	955.26		
08/02/2024	DD6889(A)	FLANAGAN, HANNAH	Payroll	871.42		
08/02/2024	DD6890(A)	GARCIA, AMAYA	Payroll	852.53		
08/02/2024	DD6891(A)	GARCIA, MARIELA	Payroll	548.17		
08/02/2024	DD6892(A)	GRIGG-MARTINEZ, DAYTON	Payroll	1,091.77		
08/02/2024	DD6893(A)	HERBERT, SCOTT	Payroll	2,237.53		
08/02/2024	DD6894(A)	KERRIDGE, ADAM	Payroll	1,650.25		
08/02/2024	DD6895(A)	LARSEN, SAGE	Payroll	619.05		
08/02/2024	DD6896(A)	LAUER, ANNA	Payroll	79.28		
08/02/2024	DD6897(A)	LOKKER, LILY	Payroll	66.07		
08/02/2024	DD6898(A)	MACK, ELLIS	Payroll	1,393.41		
08/02/2024	DD6899(A)	MARTIN, DANNY	Payroll	1,721.21		
08/02/2024	DD6900(A)	MITCHELL, JACE	Payroll	549.75		
08/02/2024	DD6901(A)	PETERS, ADDISON	Payroll	520.06		
08/02/2024	DD6902(A)	PETERS, AVERY	Payroll	1,111.27		
08/02/2024	DD6903(A)	PETERSON, BENJAMIN	Payroll	1,231.50		
08/02/2024	DD6904(A)	RUSSELL, JUSTIN	Payroll	647.76		
08/02/2024	DD6905(A)	SAMUELS, ROBERT	Payroll	318.26		
08/02/2024	DD6906(A)	SANCHEZ, ADAN	Payroll	475.74		
08/02/2024	DD6907(A)	STEZOWSKI, BRAYDEN	Payroll	577.47		
08/02/2024	DD6908(A)	STEZOWSKI, LOGAN	Payroll	830.91		
08/02/2024	DD6909(A)	VAN HOWE, AINSLEY	Payroll	960.97		
08/02/2024	DD6910(A)	WILLIAMS, SARA	Payroll	2,131.44		
08/02/2024	DD6911(A)	WOLTERS, JAMIE	Payroll	2,384.97		

09/06/2024					CHECK REGISTER FOR CITY OF SAUGATUCK			
					CHECK DATE FROM 08/01/2024 - 08/31/2024			
Check Date	Check	Vendor Name	Description			Amount		
08/02/2024	EFT1842(E)	ALERUS	Payroll			2,351.80		
08/02/2024	EFT1843(E)	MERS HYBRID	Payroll			1,466.04		
08/02/2024	EFT1844(E)	FEDERAL TAX DEPOSIT	Payroll			10,091.36		
08/09/2024	5457(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT			6,657.05		
08/12/2024	5434(A)	ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES			1,980.36		
08/12/2024	5435(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES			242,200.00		
08/12/2024	5436(A)	AQUATIC DOCTORS LAKE INC	MILFOIL TREATMENT			34,375.00		
08/12/2024	5437(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES			2,934.00		
08/12/2024	5438(A)	BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT			6,595.00		
08/12/2024	5439(A)	BURNETT & KASTRAN PC	LEGAL FEES SHERIFFS			372.00		
08/12/2024	5440(A)	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL			4,122.29		
08/12/2024	5441(A)	FASTENAL	DPW SUPPLIES			13.71		
08/12/2024	5442(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES			24,292.91		
08/12/2024	5443(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE			9,911.00		
08/12/2024	5444(A)	K&R TRUCK SALES INC	MOTORPOOL SUPPLIES			230.85		
08/12/2024	5445(A)	MICHIGAN ELECTRO FREEZE INC	OVAL BEACH CONTRACTUAL SERVICE			400.00		
08/12/2024	5446(A)	OTTAWA AREA INTERMEDIATE SCHOOL DI	PROPERTY TAXES			132,300.00		
08/12/2024	5447(A)	PIVOT POINT PARTNERS LLC	ASSESSING SOFTWARE			403.20		
08/12/2024	5448(A)	POMP'S TIRE SERVICE INC	TIRES & REPAIRS			587.55		
08/12/2024	5449(A)	PURITY CYLINDER GASES INC	CONCESSION			20.22		
08/12/2024	5450(A)	REPCOLITE	ROAD MAINTENANCE SUPPLIES			543.15		
08/12/2024	5451(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS			1,050.00		
08/12/2024	5452(A)	SEPTIC TANK SYSTEMS CO INC	OVAL BEACH PORTAJOHNS			2,105.00		
08/12/2024	5453(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES			1,701.20		
08/12/2024	5454(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS			100.00		
08/12/2024	5455(A)	STANDARD INSURANCE COMPANY	INSURANCE			419.27		
08/12/2024	5456(A)	STINGERS PEST CONTROL	PEST CONTROL			65.00		
08/12/2024	20132	AAA TURF	PARK TURF			4,558.55		
08/12/2024	20133	AMANDA MELWIKI	GAZEBO DEPOSIT REFUND			500.00		
08/12/2024	20134	ATOM ENTERPRISES, INC - WALLYS	ESCROW DEPOSIT REFUND			1,595.00		
08/12/2024	20135	CHARLIES ROUND THE CORNER ICE CREA	ESCROW REFUND			677.50		
08/12/2024	20136	CLIMATE GUYS.COM	HEATING & COOLING SERVICE			593.32		
08/12/2024	20137	COMMERCIAL RECORD	COMMERCIAL PAPER NOTICES			378.00		
08/12/2024	20138	HORIZON BANK	PLANNING AND ZONING CONTRACTUAL SERVICE			6,657.05	V	

09/06/2024		CHECK REGISTER FOR CITY OF SAUGATUCK			
		CHECK DATE FROM 08/01/2024 - 08/31/2024			
Check Date	Check	Vendor Name	Description	Amount	
08/12/2024	20139	HUNTREE NURSERY	LANDSCAPING MATERIALS	1,011.25	
08/12/2024	20140	IHLE AUTO PARTS	MOTORPOOL SUPPLIES	113.97	
08/12/2024	20141	MADDIE SMITH	GAZEBO DEPOSIT REFUND	500.00	
08/12/2024	20142	OVERISEL LUMBER COMPANY	OVAL, PARKS, MOTORPOOL SUPPLIES	347.50	
08/12/2024	20143	PLANTE MORAN	PLANTE MORAN	4,940.00	
08/12/2024	20144	RAHMBERG STOVER	COMPENSATION STUDY	1,825.00	
08/12/2024	20145	RATHCO SAFETY SUPPLY CO	NO PARKING SIGNS	4,091.44	
08/12/2024	20146	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	176,250.00	
08/12/2024	20147	SHORELINE SPRINKLING	IT SUPPORT	699.00	V
08/12/2024	20148	TIMOTHY R VAN DER KOLK	ESCROW DEPOSIT REFUND	2,097.91	
08/12/2024	20149	WYOMING ASPHALT PAVING CO	ASPHALT	138.69	
08/13/2024	5426(E)	CAPITAL ONE	CAPITAL ONE CREDIT CARD	64.95	
08/13/2024	5427(E)	COMCAST	COMCAST	233.40	
08/13/2024	5428(E)	FIRST BANK CARD	FIRST BANK CARD	2,885.58	
08/13/2024	5429(E)	GORDON FOOD SERVICE	OVAL BEACH CONCESSION	7,044.50	
08/13/2024	5430(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	3,116.23	V
08/13/2024	5431(E)	MICHIGAN DEPARTMENT OF TREASURY	CONCESSION SUPPLIES TAX	781.24	
08/13/2024	5432(E)	PRIORITY HEALTH	HEALTH INSURANCE	10,590.81	
08/13/2024	5433(E)	VALLEY CITY LINEN INC	SHOP TOWELS	130.24	
08/13/2024	5486(E)	KALAMAZOO LAKE SEWER & WATER	JUN '24 SERVICE	2,832.92	
08/16/2024	DD6912(A)	ANDERSON, HOLLY	Payroll	348.88	
08/16/2024	DD6913(A)	ARAMENDI, NOAH	Payroll	1,825.97	
08/16/2024	DD6914(A)	BALDWIN, HELEN	Payroll	52.29	
08/16/2024	DD6915(A)	BLACQUIERE, BRADYN	Payroll	530.60	
08/16/2024	DD6916(A)	BLOSE, LAURENCE	Payroll	494.23	
08/16/2024	DD6917(A)	BOUWMAN, CHAD	Payroll	40.00	
08/16/2024	DD6918(A)	BRIGGS, FALLON	Payroll	779.55	
08/16/2024	DD6919(A)	BRINK, CHASE	Payroll	802.99	
08/16/2024	DD6920(A)	BROCKINGTON, CATHERINE	Payroll	881.88	
08/16/2024	DD6921(A)	BURGE, SHELBY	Payroll	597.98	
08/16/2024	DD6922(A)	CARRILLO, DONNA	Payroll	622.58	
08/16/2024	DD6923(A)	CHRISTENSON, JUDE	Payroll	650.70	
08/16/2024	DD6924(A)	CUMMINS, RYAN	Payroll	3,125.01	
08/16/2024	DD6925(A)	DEJAEGHER, JOHN	Payroll	1,260.87	

09/06/2024		CHECK REGISTER FOR CITY OF SAUGATUCK			
CHECK DATE FROM 08/01/2024 - 08/31/2024					
Check Date	Check	Vendor Name	Description	Amount	
08/16/2024	DD6926(A)	DEYOUNG, CHARLES	Payroll	909.61	
08/16/2024	DD6927(A)	FLANAGAN, HANNAH	Payroll	721.94	
08/16/2024	DD6928(A)	GARCIA, AMAYA	Payroll	921.02	
08/16/2024	DD6929(A)	GARCIA, DANIELA	Payroll	588.78	
08/16/2024	DD6930(A)	GARCIA, MARIELA	Payroll	300.64	
08/16/2024	DD6931(A)	GAUNT, BOBBIE	Payroll	329.50	
08/16/2024	DD6932(A)	GRIGG-MARTINEZ, DAYTON	Payroll	1,001.87	
08/16/2024	DD6933(A)	HANSON, PETER	Payroll	546.22	
08/16/2024	DD6934(A)	HERBERT, SCOTT	Payroll	2,377.37	
08/16/2024	DD6935(A)	KERRIDGE, ADAM	Payroll	2,099.24	
08/16/2024	DD6936(A)	LARSEN, SAGE	Payroll	628.15	
08/16/2024	DD6937(A)	LOKKER, LILY	Payroll	132.15	
08/16/2024	DD6938(A)	MACK, ELLIS	Payroll	1,419.89	
08/16/2024	DD6939(A)	MARTIN, DANNY	Payroll	1,461.71	
08/16/2024	DD6940(A)	MATTERN, MICHAEL	Payroll	349.52	
08/16/2024	DD6941(A)	MITCHELL, JACE	Payroll	1,035.45	
08/16/2024	DD6942(A)	MUIR, BETSY	Payroll	140.96	
08/16/2024	DD6943(A)	MUIR, JAMES	Payroll	183.24	
08/16/2024	DD6944(A)	PETERS, ADDISON	Payroll	784.24	
08/16/2024	DD6945(A)	PETERS, AVERY	Payroll	949.55	
08/16/2024	DD6946(A)	PETERSON, BENJAMIN	Payroll	1,058.86	
08/16/2024	DD6947(A)	RUSSELL, JUSTIN	Payroll	621.40	
08/16/2024	DD6948(A)	SAMUELS, ROBERT	Payroll	471.78	
08/16/2024	DD6949(A)	SANCHEZ, ADAN	Payroll	287.43	
08/16/2024	DD6950(A)	STEZOWSKI, BRAYDEN	Payroll	518.89	
08/16/2024	DD6951(A)	STEZOWSKI, LOGAN	Payroll	907.89	
08/16/2024	DD6952(A)	VAN HOWE, AINSLEY	Payroll	723.71	
08/16/2024	DD6953(A)	WILLIAMS, SARA	Payroll	2,131.43	
08/16/2024	DD6954(A)	WOLTERS, JAMIE	Payroll	2,384.96	
08/16/2024	DD6955(A)	BOUWMAN, CHAD	Payroll	1,447.50	
08/16/2024	EFT1845(E)	ALERUS	Payroll	2,205.02	
08/16/2024	EFT1846(E)	MERS HYBRID	Payroll	1,358.15	
08/16/2024	EFT1847(E)	FEDERAL TAX DEPOSIT	Payroll	10,615.69	
08/16/2024	EFT1848(E)	MI DEPT OF TREASURY	Payroll	4,346.99	

09/06/2024					CHECK REGISTER FOR CITY OF SAUGATUCK			
					CHECK DATE FROM 08/01/2024 - 08/31/2024			
Check Date	Check	Vendor Name	Description	Amount				
08/16/2024	EFT1849(E)	ALERUS	Payroll	150.78				
08/16/2024	EFT1850(E)	MERS HYBRID	Payroll	113.09				
08/16/2024	EFT1851(E)	FEDERAL TAX DEPOSIT	Payroll	429.20				
08/26/2024	5468(A)	A1 ASPHALT INC	PATCH VINE AND PARK	9,960.00				
08/26/2024	5469(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	170.39				
08/26/2024	5470(A)	ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	3,188.00				
08/26/2024	5471(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAX DISTRIBUTION-DRAIN ASSESSME	207,600.00				
08/26/2024	5472(A)	FAHEY SCHULTZ BURZYCH RHODES	WATER AND SEWER LEGAL FEES	21,169.06				
08/26/2024	5473(A)	FLEIS & VANDENBRINK ENGINEERING INC	BRIDGE INSPECTION ENGINEERING FEES	21,908.54				
08/26/2024	5474(A)	GROUNDS MANAGEMENT SOLUTIONS	FERTILIZER - VARIOUS PARKS	754.40				
08/26/2024	5475(A)	HORIZON COMMUNITY PLANNER	PLANNING AND ZONING	5,457.05				
08/26/2024	5476(A)	LAKESHORE OUTDOORS LLC	DIRT	419.76				
08/26/2024	5477(A)	OTTAWA AREA INTERMEDIATE SCHOOL DI	PROPERTY TAX DISTRIBUTION-OAISD	113,000.00				
08/26/2024	5478(A)	PURITY CYLINDER GASES INC	OXYGEN	32.70				
08/26/2024	5479(A)	RAF ELECTRIC	ADD OUTLET FOR SPRINKLING SYSTEM	661.85				
08/26/2024	5480(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	1,750.00				
08/26/2024	5481(A)	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM	3,470.00				
08/26/2024	5482(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	699.00				
08/26/2024	5483(A)	STREAMLINE DESIGN.COM LLC	ALLUMINUM SIGN-OVAL	118.00				
08/26/2024	5484(A)	TAYLOR TRUE VALUE RENTAL	EQUIP RENT	280.00				
08/26/2024	5485(A)	ABSOPURE WATER COMPANY	WATER	658.95				
08/26/2024	20150	C2AE	BLUE STAR TRAIL	17,067.12				
08/26/2024	20151	CITY OF WAYLAND	PUBLIC ACCURACY TEST NOTICE	12.50				
08/26/2024	20152	GIVE 'EM A BRAKE	VARIOUS PARKING SIGNS	1,340.00				
08/26/2024	20153	HUNTREE NURSERY	SHRUBBERY	118.00				
08/26/2024	20154	MCKELLIPS PLUMBING INC	OVAL BEACH REPAIR	95.00				
08/26/2024	20155	MINER SUPPLY CO	BATH TISSUE	2,318.40				
08/26/2024	20156	OVERISEL LUMBER COMPANY	PARKS REPAIRS AND MAINTENANCE	435.94				
08/26/2024	20157	PLANTE MORAN	PMGAP UNIVERSITY	1,500.00				
08/26/2024	20158	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAX DISTRIBUTION-PILOT	169,700.00				
08/26/2024	20159	STATE OF MICHIGAN	ELEVATOR LICENSE	180.00				
08/27/2024	5458(E)	COMCAST	INTERNET	263.40				
08/27/2024	5459(E)	FRONTIER	PHONE BILLS	591.63				
08/27/2024	5460(E)	GORDON FOOD SERVICE	CONCESSION SUPPLIES	3,589.55				

09/06/2024		CHECK REGISTER FOR CITY OF SAUGATUCK			
CHECK DATE FROM 08/01/2024 - 08/31/2024					
Check Date	Check	Vendor Name	Description	Amount	
08/27/2024	5461(E)	MERCHANTS BANCARD NETWORK	CC PROCESSING - CONCESSIONS AND OFFICE	6,829.23	
08/27/2024	5462(E)	MICHIGAN DEPARTMENT OF TREASURY	SALES TAX	2,522.34	
08/27/2024	5463(E)	NET2PHONE INC	TELEPHONES	215.65	
08/27/2024	5464(E)	REPUBLIC SERVICES	TRASH 07/31	1,655.09	
08/27/2024	5465(E)	REPUBLIC SERVICES	TRASH 08/15	2,083.42	
08/27/2024	5466(E)	RICOH USA INC	COPIER LEASE	540.53	
08/27/2024	5467(E)	VALLEY CITY LINEN INC	SHOP TOWELS	130.12	
08/30/2024	DD6956(A)	ARAMENDI, NOAH	Payroll	1,785.97	
08/30/2024	DD6957(A)	BLACQUIERE, BRADYN	Payroll	469.14	
08/30/2024	DD6958(A)	BOUWMAN, CHAD	Payroll	1,603.50	
08/30/2024	DD6959(A)	BREDEWEG, NICOLE	Payroll	2,126.28	
08/30/2024	DD6960(A)	BRIGGS, FALLON	Payroll	718.05	
08/30/2024	DD6961(A)	BRINK, CHASE	Payroll	832.28	
08/30/2024	DD6962(A)	BURGE, SHELBY	Payroll	198.23	
08/30/2024	DD6963(A)	CHRISTENSON, JUDE	Payroll	820.55	
08/30/2024	DD6964(A)	CUMMINS, RYAN	Payroll	2,849.20	
08/30/2024	DD6965(A)	DEJAEGHER, JOHN	Payroll	1,104.38	
08/30/2024	DD6966(A)	DEYOUNG, CHARLES	Payroll	688.75	
08/30/2024	DD6967(A)	FLANAGAN, HANNAH	Payroll	718.57	
08/30/2024	DD6968(A)	GARCIA, AMAYA	Payroll	586.25	
08/30/2024	DD6969(A)	GARCIA, MARIELA	Payroll	224.65	
08/30/2024	DD6970(A)	GRIGG-MARTINEZ, DAYTON	Payroll	777.13	
08/30/2024	DD6971(A)	HERBERT, SCOTT	Payroll	2,237.54	
08/30/2024	DD6972(A)	KERRIDGE, ADAM	Payroll	1,504.34	
08/30/2024	DD6973(A)	LARSEN, SAGE	Payroll	327.73	
08/30/2024	DD6974(A)	LOKKER, LILY	Payroll	330.37	
08/30/2024	DD6975(A)	MACK, ELLIS	Payroll	1,357.38	
08/30/2024	DD6976(A)	MARTIN, DANNY	Payroll	1,352.90	
08/30/2024	DD6977(A)	MITCHELL, JACE	Payroll	676.65	
08/30/2024	DD6978(A)	PETERS, ADDISON	Payroll	261.67	
08/30/2024	DD6979(A)	PETERS, AVERY	Payroll	998.08	
08/30/2024	DD6980(A)	PETERSON, BENJAMIN	Payroll	930.15	
08/30/2024	DD6981(A)	RUSSELL, JUSTIN	Payroll	208.14	
08/30/2024	DD6982(A)	SAMUELS, ROBERT	Payroll	89.85	

09/06/2024		CHECK REGISTER FOR CITY OF SAUGATUCK			
CHECK DATE FROM 08/01/2024 - 08/31/2024					
Check Date	Check	Vendor Name	Description	Amount	
08/30/2024	DD6983(A)	SANCHEZ, ADAN	Payroll	218.04	
08/30/2024	DD6984(A)	STEZOWSKI, BRAYDEN	Payroll	247.80	
08/30/2024	DD6985(A)	STEZOWSKI, LOGAN	Payroll	728.01	
08/30/2024	DD6986(A)	THOMPSON, LUKE	Payroll	1,149.65	
08/30/2024	DD6987(A)	VAN HOWE, AINSLEY	Payroll	643.27	
08/30/2024	DD6988(A)	WILLIAMS, SARA	Payroll	1,945.13	
08/30/2024	DD6989(A)	WOLTERS, JAMIE	Payroll	2,195.51	
08/30/2024	EFT1852(E)	ALERUS	Payroll	2,723.53	
08/30/2024	EFT1853(E)	MERS HYBRID	Payroll	1,712.77	
08/30/2024	EFT1854(E)	FEDERAL TAX DEPOSIT	Payroll	9,705.87	
08/30/2024	EFT1855(E)	MERS	Payroll	5,654.45	
Total of 214 Checks:				1,470,049.32	
Less 3 Void Checks:				10,472.28	
Total of 211 Disbursements:				1,459,577.04	



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 9, 2024

SUBJECT: Historic Markers at Village Square Park and West Chain Ferry Dock

DESCRIPTION:

For the last two years, the Saugatuck Douglas History Center (SDHC) has been working on a Historical Marker Project. The historical markers have been a huge success with high quality historical information being provided at various sites throughout the Tri-Community.

For year three, the SDHC is requesting approval to install historical markers at Village Square Park and the west Chain Ferry dock. The markers will be the same design, size, and material as previous markers. Attached are detailed provided by the SDHC.

The DPW Superintendent reviewed and has no concerns with the locations. Staff has reached out to the SDHC to discuss the Historic District Commission's location concerns noted below.

BOARD/COMMISSION REVIEW:

The Parks and Public Works Committee reviewed at their August meeting and had no concerns.

The Historic District Commission reviewed the Village Square marker at their September meeting. The Commissioners noted some concern with the location of the marker and that it may cause pedestrian traffic congestion if placed too close to the sidewalk. They approved the marker contingent upon Department of Public Works approval of location.

BUDGET ACTION:

None. The History Center covers the cost of the project.

LEGAL REVIEW: N/A at this time.

SAMPLE MOTION:

Motion to approve the historic marker installation at Village Square Park and west Chain Ferry dock, contingent upon final location details being approved by staff.



HISTORY LIVES HERE HISTORICAL MARKER PROJECT

The Saugatuck-Douglas History Center is launching a new historical marker program, placing permanent interpretive markers across Saugatuck-Douglas in the spring of 2022.

From logging to ship building to the Big Pavilion, each seven-foot tall steel marker will be erected on the spot where history happened. Rich in images and interpretive content, the markers will engage residents and visitors alike.

- V-shape design to minimize footprint, maximize area site lines, withstand wind, and allow ease of clean out by grounds crew.*
- Concrete base with bolt-on structure for easy ground crew mowing/trimming, and ease of replacement in future years.
- Two affixed history graphic panels on the two outer walls, 24" wide by 48" high, 35" off the ground for ease of reading.

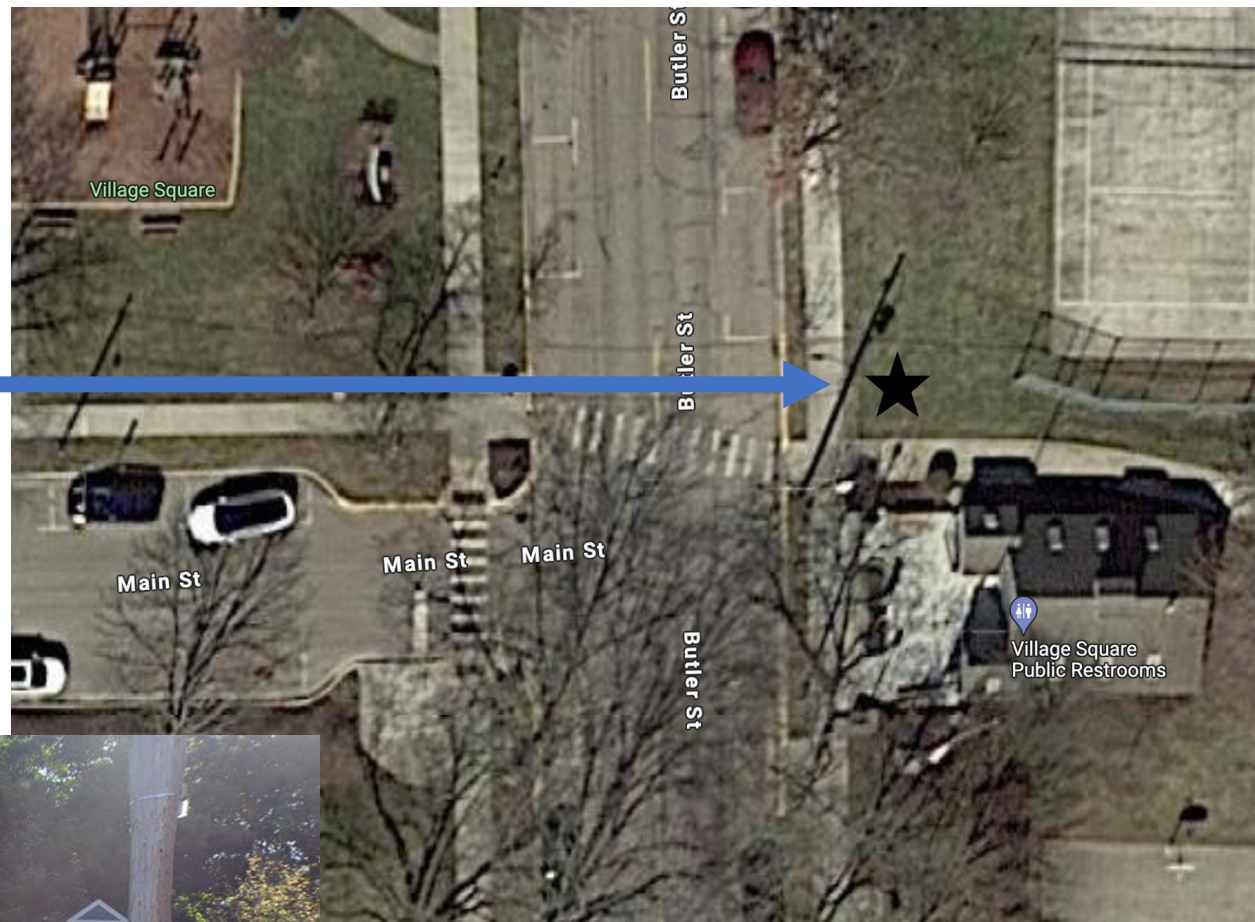
*design and placement input provided by City Manager and DPS/DPW

This report presents details on the placement and form of the two permanent interpretive markers planned for September of 2024 installation.

The project team selected sites for the third year of this program and now seeks input from the City of Saugatuck Department of Public Works staff and the City Manager.

Each sheet in this packet illustrates proposed marker locations on a satellite photograph as well as providing a site photograph.

Village Square marker site



Ferry Landing marker site





City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 9, 2024

SUBJECT: Tri-Community Wildlife Committee

DESCRIPTION:

Staff has been receiving complaints regarding the urban deer population within the community. Concerns have been expressed about the negative impact of deer on vegetation, including the noticeable lack of understory in Tallmadge Woods. The City of Douglas and Saugatuck Township have received similar concerns.

To address these concerns and develop effective wildlife management strategies, the City of Douglas has proposed the creation of a Tri-Community Wildlife Management Committee. This committee would involve representatives from Douglas, Saugatuck Township, and Saugatuck City, working together to develop comprehensive solutions.

Attached is a draft of proposed by-laws for the Tri-Community Wildlife Management Committee. These by-laws outline the committee's purpose, structure, and operational guidelines. Key components include:

- **Purpose:** To manage deer and other wildlife populations within the tri-community area and make recommendations for potential culling during hunting seasons.
- **Membership:** Representatives from each community and citizen members with relevant expertise.
- **Meetings:** Regular and special meetings to discuss wildlife management issues.
- **Responsibilities:** Evaluating wildlife populations, developing management strategies, and making recommendations to the respective councils and boards.
- **Powers:** Requesting data, collaborating with wildlife authorities, and making recommendations.

Staff believes this committee will provide a valuable platform for collaboration and effective wildlife management within our region. By working together, we can address the concerns and protect our natural resources.

Work Session

At the worksession, Council consensus was to appoint Council Member Dean to the committee. Council also desired a sunset date for the committee to remain in effect, unless there is a need to extend.

I reached out to our Tri-Community partners who were open to a sunset date. It will take some time to get potential committee members to apply and approved by each Council/Board, so the committee will not likely start meeting until mid-October. It may take several meetings to form a set of recommendations. I am recommending a sunset for the end of 2025.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve partnering with the City of the Village of Douglas and Saugatuck Township to create a Tri-Community Wildlife Management Committee with a sunset date of December 31, 2025 unless an extension is approved, and to appoint Council Member Dean to serve on the committee.

Suggested by-laws for a tri-community wildlife committee involve outlining the purpose, structure, and operational guidelines for the group.

DRAFT FROM CITY OF DOUGLAS

BY-LAWS OF THE TRI-COMMUNITY WILDLIFE COMMITTEE

ARTICLE I: NAME AND PURPOSE

Section 1: Name

The name of the organization shall be the "Tri-Community Wildlife Committee" (hereafter referred to as "the Committee"), created by the City Councils of Douglas and Saugatuck and the board of trustees for Saugatuck Township.

Section 2: Purpose

The purpose of the Committee is to seek options and make recommendations to manage the overgrowth of deer and other wildlife within the jurisdictions of the City of Douglas, Saugatuck Township, and the City of Saugatuck. The Authority will discuss wildlife management strategies, particularly focusing on the hunting season time frames set by the State of Michigan for culling purposes and make recommendations to the respective councils and boards of each community.

ARTICLE II: MEMBERSHIP

Section 1: Composition

The Committee shall consist of:

- Three (3) representatives, one from each of the City of Douglas, Saugatuck Township, and the City of Saugatuck. These representatives shall be selected by their respective councils or boards.
- Three (3) to four (4) citizens, selected based on their knowledge, interest, or expertise in wildlife management or related fields. These citizens shall be appointed by mutual agreement of the councils and boards of the three communities.

Section 2: Term of Office

- Representatives from the councils or boards shall serve a term of two (2) years, renewable upon the discretion of their respective councils or boards.
- Citizen members shall serve a term of two (2) years, with the possibility of reappointment.

Section 3: Vacancies

In the event of a vacancy, the respective council, board, or community shall appoint a new representative or citizen member to serve for the remainder of the term.

ARTICLE III: OFFICERS

Section 1: Officers

The officers of the Committee shall include a Chairperson, Vice-Chairperson, and Secretary.

Section 2: Election and Term of Officers

Officers shall be elected by the members of the Committee at the first meeting of each calendar year. Officers shall serve a one-year term and may be re-elected for successive terms.

Section 3: Duties of Officers

- **Chairperson:** Presides over all meetings, sets agendas, and represents the Committee in official communications.
- **Vice-Chairperson:** Assists the Chairperson and presides over meetings in the absence of the Chairperson.
- **Secretary:** Records and maintains minutes of all meetings, handles correspondence, and keeps records of the Committee's activities.

ARTICLE IV: MEETINGS

Section 1: Regular Meetings

The Committee shall hold regular meetings once a month (or as needed) at a time and place determined by the members.

Section 2: Special Meetings

Special meetings may be called by the Chairperson or by a majority of the members as needed.

Section 3: Quorum

A quorum for conducting business shall consist of a simple majority of the total members of the Committee.

Section 4: Voting

Each member of the Committee shall have one vote. Decisions shall be made by a simple majority of those present and voting.

ARTICLE V: RESPONSIBILITIES AND POWERS

Section 1: Responsibilities

The Committee shall:

- Discuss and evaluate the overgrowth of deer and other wildlife within the tri-community area.
- Develop and recommend wildlife management strategies, including potential culling's during hunting seasons as permitted by the State of Michigan.
- Engage with community members to gather input and provide education on wildlife management issues.

- Present recommendations to the councils and boards of the City of Douglas, Saugatuck Township, and the City of Saugatuck.

Section 2: Powers

The Committee shall have the power to:

- Request and review data and reports related to wildlife populations and management.
- Collaborate with state and local wildlife management authorities.
- Make recommendations, but not enforce policies or regulations. Final decisions rest with the respective councils and boards of the participating communities.

ARTICLE VI: AMENDMENTS

Section 1: Amendments

These by-laws may be amended by a two-thirds majority vote of the Committee members, if notice of the proposed amendment(s) has been given at least one meeting prior to the vote.

ARTICLE VII: ADOPTION

These by-laws shall become effective upon adoption by a majority vote of the Committee members and approval by the councils and boards of the City of Douglas, Saugatuck Township, and the City of Saugatuck.

This draft provides a structure for the Committee's operations and decision-making processes, ensuring that the group functions effectively in managing local wildlife concerns.



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 9, 2024

SUBJECT: Regular Meeting Date Changes

DESCRIPTION:

Indigenous Peoples' Day and Veterans Day were recently added as paid holidays for staff and City Hall will be closed. The Council has regular meetings that conflict with the holidays.

City Council is asked to consider rescheduling your October 14 and November 11 regular meetings to another day for those respective weeks.

BOARD/COMMISSION REVIEW:

None.

BUDGET ACTION:

None.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to reschedule the October 14 regular meeting to October ____, 2024, and reschedule the November 11 regular meeting to November ____, 2024.