



CITY COUNCIL WORKSHOP AGENDA

September 17, 2025, 4:00 p.m.

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Changes (Additions/Deletions)**
- 4. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 5. Approval of Minutes: (Voice Vote)**
 - A.** Regular City Council Meeting Minutes – September 8, 2025. *Pg.2*
- 6. Discussion Items:**
 - A.** Elevator Repairs. *Pg.6*
 - B.** Special Event – Dark Sky Night at Oval Beach. *Pg.15*
- 7. Public Comments (Limit 3 minutes)**
- 8. Council Comments**
- 9. Adjourn**

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":

2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:

rcummins@saugatuckcity.com

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.



CITY COUNCIL REGULAR MEETING- *proposed*
September 8, 2025

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

Call to Order:

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

Attendance:

Present: Mayor Anderson, Mayor Pro-Tem Stanton and Councilmembers Clark, Dean, Gardner, Muncey and Peterson.

Absent: Muncey. *Motion by Stanton, second by Clark to excuse councilmember Muncey. Via voice vote, motion carried 6-0.*

Others Present: City Manager Cummins, Attorney Witte, Treasurer Bredeweg and Clerk Wolters.

Mayor's Comments:

Mayor Anderson began the meeting by sharing a personal update: her nephew and his wife visited Saugatuck for five days, during which she enjoyed showing them around town. They visited local attractions like Oval Beach and the Saugatuck Wilds, walked around town, and met city staff at City Hall. She also mentioned volunteering at the early morning race packet pickup for the Mt. Baldhead Challenge, enjoying the experience and the community spirit.

City Manager Comments:

City Manager Ryan Cummins shared that the city has kicked off the land use master plan process and is seeing strong community engagement, with 146 survey responses received so far—over half from full or part-time residents. He mentioned that the city is continuing outreach through e-news, social media, and an upcoming postcard mailing about both the survey and an open house event. Paper copies of the survey are also available at city hall. Ryan then updated the council on the Warnock drain assessment, explaining that the city will have a new review date with the drain commissioner to discuss any concerns and possible changes.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

- A. Approval of City Council Workshop Meeting Minutes for September 3, 2025.

- B. Designation and Appointment of Grayson Moore as Zoning Administrator and Historic District.
- C. Special Event – Community Night.
- D. Special Event – Vigil for Democracy.

Motion by Stanton, second by Peterson to approve tonight's consent agenda. Via roll call vote, motion carried 6-0.

Staff Reports, Boards, Commissions & Committees: Reports provided by city staff and board, commission & committee members.

Fire District Administration: None.

Interurban Board: None.

Kalamazoo Lake Sewer & Water Authority: None.

Kalamazoo Lake Harbor Authority:

Councilmember Peterson noted the next meeting is September 9 and Gregory Weykamp from Edgewater Resources will provide a report.

Zoning Board of Appeals: None.

Historic District Commission:

Russ Gardner reported that the Historic District Commission recently met to discuss revisions to the renovation plans for 142 Butler Street. The main change involved replacing a previously approved single-pane window with a four-pane aluminum frame, but the commission requested a return to the original single-pane style to maintain the historic character of the street, which the owner agreed to. The commission unanimously approved the revised plans. Russ also mentioned a proposal to spend \$880.04 on designing new historic district signage to replace outdated signs and add new ones at key entrances to the city, with the goal of better representing and promoting the historic district. This proposal will be brought to the council for further discussion.

Planning Commission: None.

Parks & Public Works Committee:

Mayor Pro-Tem Lauren Stanton reported on the recent Parks and Public Works meeting, highlighting a request to create a trail crossing on 63rd Street to connect two existing trails, which could benefit future use by the Saugatuck cross country team and the community. She also described an educational presentation by an ecological landscape designer, who discussed the benefits of establishing pocket prairies—areas planted with native grasses and wildflowers to support pollinators—at several city locations, as well as in residents' own yards. The next PPW meeting is scheduled for September 23.

Tri-Community Non-Motorized Trail Study Committee: None.

Water Systems Operations Contract Advisory Committee:

Councilmember Clark noted the next meeting is September 15.

Wildlife Management Committee: None.

Approval of Accounts Payable:

Motion by Stanton, second by Peterson to approve the accounts payable in the amount of \$764,515.22. Via roll call vote, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business: None.

Public Comment:

Jan Cohen commented on her non-profit organization.

Correspondance:

Dick Waskin submitted correspondence on the Kalamazoo Lake Harbor Authority.

Council Comments:

Joe Clark reminded everyone about the importance of participating in the city survey. He encouraged both those present at the meeting and anyone watching the meeting online or later on video to take the survey as soon as possible, emphasizing its value to the community.

Scott Dean thanked all the city staff, volunteers, Rotarians and the community for their participation in the Mt. Baldhead Challenge. The 755 registrants was one of the biggest turnouts he has seen, bringing in over \$100,000 for the local Boys and Girls Club which serves around 200 families.

Lauren Stanton echoed appreciation for the Mount Baldhead Challenge event, thanking everyone who participated and volunteered. She mentioned how much she enjoyed volunteering, noted the positive energy and smiles among the runners, and described the after-party at Coghlin Park as a fun experience.

Russ Gardner thanked everyone who helped with the Mount Baldhead Challenge and suggested that the city consider operating the chain ferry during next year's event to improve convenience for participants and visitors. He also shared that he had received a call from the township commissioner regarding confusing speed limit changes on Blue Star Highway. Russ proposed that the city reach out to the township to discuss the possibility of requesting a speed study to address the issue and reduce driver confusion.

Chris Peterson expressed appreciation for the friendly atmosphere and bustling activity downtown, noting how pleased local shopkeepers were with the busy season. Chris also raised concerns about speeding on Allegan, especially now that school has started and there are more young drivers in the area, and suggested that it would be helpful to explore ways to address the issue.

Adjournment:

Motion by Stanton second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 6:51 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: September 17, 2025

SUBJECT: City Hall Elevator

DESCRIPTION:

Overview:

In July of 2025, the elevator at City Hall experienced a mechanical failure and is no longer operational at this time. This is an important piece of equipment to ensure accessibility to public meetings, so staff quickly began evaluating options so that we could provide a recommendation on how to best proceed with repairs and modernization of the unit.

The elevator's programmable logic controller (PLC) has failed and cannot be reset. The original controller is obsolete, and replacement parts are no longer available. Making a system upgrade is essential to maintain safety, state code compliance, operation, and accessibility to the council chamber.

Scope of Work:

Staff contacted three vendors and two have submitted proposals that include the following key upgrades:

- Replacement of the elevator controller (operating system)
- Installation of a new hydraulic power unit (motor and valve system)
- Replacement of traveling cable and internal wiring
- Installation of new door locks/interlocks for safety
- Final testing and inspection (included in McNally's scope)

***All components are non-proprietary, ensuring future service flexibility.**

Vendor Comparison:

<u>Vendor</u>	<u>Total Cost</u>	<u>Warranty</u>	<u>Payment Terms</u>	<u>State Inspection & Permit</u>	<u>Notes</u>
McNally Elevator	\$42,982	1 Year (Parts & Labor if McNally provides maintenance)	4 staged payments	Included	Original manufacturer of the elevator
Elevator Service LLC	\$67,230	1 Year (Parts only; labor extra)	50% upfront	Not clearly stated	Higher cost, less coverage

Timeline:

- Controller available for immediate shipment.
- Hydraulic pump lead time: 3–4 weeks.
- Installation: approximately 1.5 weeks after materials arrive.
- One-year warranty includes labor if McNally provides annual maintenance.

Additional Considerations:

- The City is grandfathered into Fire Service Phase I & II; no added fire system upgrades are required.
- McNally has agreed to honor its quote beyond the standard 45-day expiration, within reason.
- A full elevator replacement (LULA system) would cost approximately \$85,000 and require structural modifications, while forfeiting our current grandfathered status.

Recommendation:

Based on cost, warranty coverage, and familiarity with the existing equipment, **award the modernization project to McNally Elevator** and proceed with contract execution and scheduling.

BUDGET ACTION REQUIRED:

Non-Budgeted Item

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the work proposal submitted by McNally Elevator to repair and modernize the City Hall elevator in the amount of \$42,982.

July 25, 2025

Project: Saugatuck City Hall

We are pleased to provide you with our quote for one BFLD Modernization for the above listed project.

This lifting device will meet requirements per ASME A17.1 Safety Code for Elevators and Escalators and the State of Michigan Elevator Rules and Regulations.

This lifting device is to have the following features listed below.

Configuration:

Installation:	Modernization	Location:	Saugatuck, MI
Equipment Type:	BFLD	Travel:	12'-0"
Machine:	Hydraulic	Machine / Control Space:	Adjacent
Code – ASME A17.1:	2016	Pit Depth:	Retain
Capacity:	750 lbs.	Overhead:	Retain
Speed:	Retain	Landings:	2
Openings:	1	Openings Layout:	1 Front – 0 Rear
Power Supply:	220V-1Ph	FLA:	Per Approvals
Rail:	T – 8#	Car Safeties:	NA
Cab:	Steel / Laminate	Cab Finish:	Retain
Car Door Finish:	Retain	Hoistway Door Finish:	Retain
Car Door Operation:	Accordion/Manual	Hoistway Door Operation:	Swing/Manual
Battery Lowering:	Yes	Phone:	Line by GC
Hoistway Width:	Retain	Hoistway Depth:	Retain
Cab Flooring:	Retain	Cab Flooring Finish:	By GC – if replaced

Scope:**CONTROLLER & SELECTOR REPLACEMENT**

- 1) McNally will secure and pay for the necessary major alteration permit from the Elevator Safety Division.
- 2) The existing controller will be removed and replaced with a new system incorporating a tape selector. The new **Controller is designed as a Non-Proprietary** unit with soft start, two-way leveling, car top operation, automatic control operation.
- 3) We will replace the elevator traveling cable and hoist cable with new and wire them into the safety circuits, pushbuttons, alarm bell and stop switches.
- 4) Fire Service Phase I and II will not be included into the computer programming. A dedicated smoke sensor will not need to be installed at each landing and in the machine room to allow this system to function properly.
- 5) We will perform a final alteration inspection test in the presence of the State Elevator Inspector.

HYDRAULIC PUMP UNIT

- 1) McNally will secure and pay for the necessary major alteration permit from the Elevator Safety Division.
- 2) Our company will furnish and install one (1) complete hydraulic pump unit, with new motor, and valving, including pressure relief, leveling and speed control.
- 3) We will provide new hydraulic oil in the reservoir and adjust all floor stops and floor levels. Pump unit will be designed for current capacity and travel of the existing elevator.
- 4) Our company will perform a final full load pressure relief safety test and alteration test in the presence of the State Elevator Inspector.

SIGNAL FIXTURES (CAR AND HALL)

- 1) Existing Signal Fixtures shall be retained.
- 2) New wiring shall be supplied to signal fixtures as required for normal operation. New travel cable shall be provided.
- 3) Wiring shall be integrated in to travel cable and ran directly to new elevator controller. Old wiring shall be removed from circuits and properly disposed of.

HOISTWAY DOORS AND INTERLOCKS

- 1) McNally will secure and pay for the necessary major alteration permit from the Elevator Safety Division.
- 2) We will replace the existing hoistway door interlocks with new, if required. Our company will mount and wire the interlock to the elevator controller

Pricing:

Price for the above-described equipment installed is \$42,982.00

Forty-Two Thousand Nine Hundred Eighty-Two

Estimated Lead Times:

- 1) 1-2 week for engineering and abstracting.
- 2) 1-2 weeks for drawings based on standard clearances after the completion of booking and receipt of completed job information sheets.
- 3) 4-6 weeks for manufacturing from the time of release after completion of any required files and distribution drawings. Loads in the shop will impact lead times.
- 4) 2-3 weeks installation of new equipment, (contingent on work by others if applicable.)

Investment Number:	Approved:
Additional Investment Alt 1:	NA
Additional Investment Alt 2:	NA

Terms:

Quote is valid for 45 days then subject to review. See attached qualifications & work by others.

10% Invoiced at time of Order for Abstracting and Drawings

40% Invoiced after Completed Drawings to Enter into Final Production

45% Invoiced Upon Delivery of Material

5% Invoiced at Final Inspection

Proposed By:

McNally Elevator Company

Mike McCallister

Michael McCallister

July 25, 2025

Date

Accepted By:

Saugatuck City Hall

Print:

Date

Work by Others - Qualifications:

1. If required, construction or alterations of device hoistway, pit and machine space according to ASME A17.1 Safety Code for Elevators and Escalators – 2016 Edition, Michigan Elevator Rules and Regulations – 2016 Edition, and all codes as applicable of the authority having jurisdiction (AHJ) shall be by others.
2. Proposal does not include installation of telephone, if needed.
3. Pit must remain dry and free of water penetration, waterproofing or dewatering shall be by others.
4. All work to be performed during normal working hours of the elevator trade Monday through Friday 8:00 AM – 4:30 PM. Hours outside of this timeframe will be additional if required.
5. Machine and control space shall be kept at an ambient temperature and humidity levels per approval drawings. If venting, heating or cooling of machines space is required it shall be by others.
6. Pricing includes all freight, taxes, tools, materials, and labor for complete installation of equipment. Reinspection fees or temp cars shall be additional if required due to work by others.
7. Parking access required for trucks during installation, if paid parking is required it shall be additional.
8. Provide dedicated electrical disconnecting means, for main line power, to heavy duty disconnect with auxiliary contact kit for battery lowering in machine space, use time delay fuses per approvals (if required.)
9. Provide a separate dedicated 110V fused and lockable disconnect for elevator cab lighting (if required.)
10. Provide dedicated phone line to RJ11 jack adjected to the device controller, if one is not present. Phone lines shall be VoIP or POTS line, cell lines are not permitted.
11. Finished flooring inside the elevator cab shall be by others (if required.) Plywood subfloor shall be provided by elevator contractor.
12. Support means for door frames shall be by GC / owner.
13. If hoistway doors are being removed or replaced, provide barricades at each landing per OSHA requirements.
14. Equipment is finished product and shall be stored indoors with climate controlled secured storage. Storage fees shall apply if job site cannot accept delivery with agreed schedule.
15. Clear walking path and stairs to each landing must be provided prior to installation of equipment.
16. Provide storage area for elevator equipment adjacent to elevator shaft, within 50' if required.
17. McNally Elevator standard wage rates for technicians and insurance to apply.
18. For warranty to be valid on equipment, McNally Elevator shall be required to perform the code required, State of Michigan, preventive maintenance during the warranty period.
19. Pricing includes scope of work as outlined above. Shall change orders be requested for troubleshooting purposes with other trades or additional work it shall be at a rate of \$198.00 per technician hour.

End of Section:

Modernization Agreement

7/28/2025

Saugatuck City Hall
102 Butler St
Saugatuck, MI 49453 · 45 mi

Re: Saugatuck City Hall BFLD Modernization

Elevator Service LLC proposes to perform the following repairs as described below.

Equipment

BFLD (Barrier Free Lifting Device) State #025764

Scope of Work

Replace elevator controls, power unit, door locks, traveling cable and hoistway wiring.

Price: \$67,230.00 (Sixty-Seven Thousand Two Hundred Thirty and 00/100 Dollars)

50% due upon signing

All work to be performed during normal business hours Monday-Friday 8:00 a.m. to 4:30 p.m. Any work that is requested to be performed outside of these normal operating hours may incur additional overtime rates.

Warranty

Elevator Service will provide a one-year warranty on parts. The maintenance contract will become effective after reinstating the elevator to public use. **If warranty labor is needed please advise and we will advise the additional cost.** Service calls and/or labor performed during weeknights, weekends, and/or holidays, will become an additional charge. Warranty does not cover parts or labor due to lack of maintenance, improper or abnormal use, misuse, neglect, abuse or accident, failure to follow operating instructions or acts of God.

Work required by others

1. Any cutting and patching of building construction required to install signal fixtures, or other elevator apparatus, and any repairs, grouting, patching, or painting made necessary by same.
2. Barricades as may be required during construction.
3. A machine room properly lighted and ventilated per code requirements with temperature maintained between 45°-95° with relative humidity not exceeding 85%. Door of size to permit access for hydraulic machine, to be self closing and locking, but openable from inside without key
4. New LED machine room lighting with GFCI outlets and NEMA 4 GFCI outlets/associated piping and LED lighting in the pit. LED tube lights must be plastic coated or guarded. Light Switch accessible from the pit.

5. Light switch in elevator machine room, with switch located adjacent to access door.
6. Telephone instrument in elevator car, and dedicated wiring from building source to elevator control panel.
7. Analog type phone service/line will need to be brought to the elevator controller in the machine room.
8. Furnishing of any special intercom, paging, card readers, cameras, or television systems, including wiring from building source to elevator control panel.
9. Necessary power for installing, erecting, and testing, without charge.
10. A safe and dry space to store elevator equipment and tools before and during construction.
11. Furnish and install smoke detectors, modules and all associated wiring to comply with 2016 ASME A.17 Code requirements. Please consult with your Fire Protection Contractor to ensure you comply with NFPA requirements. A smoke detector will need to be installed at the top of the hoistway.
12. For hydraulic elevators, if sprinklers are located in the pit, a smoke detector will be required at the top of the hoistway. Also, an oil/water separator system based on the State of Michigan's Plumbing Division's list of choices will be required per section 1003.4. Oil-water separators must be completed and inspected with approval documentation on site. The oil separator reservoir must have a capacity of 110% of the oil in the hydraulic system.
13. For hydraulic elevators, if a sump pump is existing it needs to be upgraded to an oil/water separator system based on the State of Michigan's Plumbing Division's list of choices per section 1003.4. Oil-water separators must be completed and inspected with approval documentation on site. The oil separator reservoir must have a capacity of 110% of the oil in the hydraulic system.
14. Furnish and install a new fused and lockable disconnect (appropriate voltage), with 3-Phase 4-wire system and earth-ground. A 120V AC, 15 amp, fused and lockable disconnect, single-phase, earth-grounded for cab illumination/ventilation to the elevator controller.
15. The electrical feeder size may need to be increased to meet the new HP requirements of the system.
16. Provide a fire extinguisher in the elevator machine room.
17. If asbestos is found/related to our work it is the responsibility of the Owner to abate, contain or prepare the workplace for us to continue our work.
18. Supply a dumpster for removal of waste from jobsite.
19. If any contractors responsible for work required by others cause delay for any reason, there will be additional cost in the form of a change order to account for standby or extra time on the job due to the delay.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their authorized representatives on the day and year first above written.

Submitted by:

Mark Pierson
Manager Modernization and New Construction
Mark.pierson@esigr.com

Approvals:

Elevator Service, LLC

Customer

By: _____

By: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please include the email address invoices should be sent:_____

Terms and Conditions

Acceptance of the proposal by the Customer shall be acceptance of all terms and conditions recited herein or incorporated by reference. Allowing Elevator Service, LLC. To commence work or preparation for work will constitute acceptance of this Proposal and all its terms & conditions. Quotations herein, unless otherwise stated, are for immediate acceptance and subject to change.

The Customer or Customers herein agree that Elevator Service, Inc. shall retain title to all materials and equipment delivered and placed upon any real property owned by Customer until final payment is made; that Elevator Service, LLC. shall have a lien thereon for any sums remaining unpaid, either for materials or labor or both, furnished under the terms of this Agreement. All sums not paid when due shall bear interest at the rate of 1½ % per month from due date until paid or the maximum legal rate permitted by law whichever is less; and all costs of collection including reasonable attorneys' fees, shall be paid by Customer. If the Customer fails to make payment to Elevator Service, LLC. as herein provided, then Elevator Service, LLC. may stop work without prejudice to any other remedy it may have.

Customer is to prepare all work areas so as to be acceptable for Elevator Service, Inc. work under this Agreement. Elevator Service, Inc. will not be called upon to start work until sufficient areas are ready to insure continued work until job completion. After acceptance of this Proposal as provided, Elevator Service, LLC. shall be given a reasonable time in which to make delivery of materials and/or labor to commence and complete the performance of the contract. Elevator Service, LLC. shall not be responsible for delays or faults where occasioned by any causes of any kind and extent beyond its control, including but not limited to: delays caused by the government, owner, general contractor, architect and/or engineers, armed conflict or economic dislocation resulting therefrom; embargoes, shortages of labor, raw materials, production facilities or transportation; labor difficulties, civil disorders of any kind; action of civil or military authorities; vendor priorities and allocations, fires, floods and acts of God.

All workmanship is guaranteed against defects in workmanship for a period of one year from the date of installation. Elevator Service, LLC's. obligation under this warranty shall be limited to repairing, replacing, or issuing credits for- at Elevator Service, LLC. option- any products or services it finds to be defective in material or workmanship. In no event shall Elevator Service, LLC. be liable for incidental, consequential, or indirect damages of any kind. Elevator Service, LLC. shall not be responsible for damage to its work by other parties.

Any repair work necessitated by caused damage will be considered as an order for extra work. THIS WARRANTY SHALL BE IN LIEU OF ANY OTHER WARRANTY, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY FOR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. All materials shall be furnished in accordance with the respective industry tolerance of color variation, thickness, size, finish, texture and performance standards.

The Customer shall make no demand for liquidated damages for delays or actual damages for delays in any sum in excess of such amount as may be specifically named in this Proposal and no liquidated damages may be assessed against Elevator Service, LLC. for delays or causes attributed to other contractors or arising outside the scope of this Proposal.

From and after delivery to job site of the materials covered hereby, the Customer shall assume, pay for and indemnify Elevator Service, LLC. against any and all damages to or loss or destruction of such materials by any cause whatsoever, except causes directly attributable to the negligence of Elevator Service, LLC. employees or agent(s) irrespective of whether the same may then be in any wise and to any extent erected, completed or accepted, and whether any part of the purchase price hereunder shall have then accrued.

All claims or causes of action arising from this Contract shall be brought in the United States District Court for the Western District of Michigan or in the Kent County Michigan Circuit Court.



City Council Agenda Item Report

From: Jamie Wolters
Date: September 17, 2025
Subject: Special Event – Dark Sky Night at Oval Beach

Douglas UCC has applied requesting approval of a special event application. Dark Sky Night at Oval Beach is proposed for Tuesday October 21, 2025. Please see breakdown of event below.

Event Details

- **Event:** Dark Sky Night at Oval Beach
Date: October 21, 2025
Location: Oval Beach
Time: 8 p.m. – 10 p.m. *set up 7 p.m. – 8 p.m. clean up 10 p.m. – 11p.m.*
Estimated Attendance: 50 participants
Volunteers: 10-12
- Request to close all Parking lots North of the ticket gate during event and use of only South parking lot for vendor and public parking.
- Request for public rest rooms to be open.
- Information table with Dark Skies/Artificial Light Pollution information available for people to take with them.
- Shoreline Amateur Astronomical Association/ Saugatuck Township resident- Barry Schoenfelner (Vice President) will support the event with High powered telescopes and astronomy information to share with stargazers.
- Dark-sky friendly flashlights for a guided beach hike for those who are interested.

Budget Action Required:

N/A

Legal Review:

N/A

Sample Motion:

Discussion Only.

**Council Action**☐ Approved☐ Denied☐ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Douglas UCC (PPW, pending vote & approval) TELEPHONE: 574-276-2275
248-470-2050

MAILING ADDRESS: PO Box - 56 Wall St, Douglas

CONTACT NAME: Chris Clark, Judy Thiel

TELEPHONE: 248-470-2050
574-276-2275

E-MAIL ADDRESS: clark.96@nd.edu

CELL PHONE: Same

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Chris Clark
Judy Thiel

TELEPHONE: 574-276-2275
248-470-2050

E-MAIL ADDRESS: clark.96@nd.edu
jtimar@gmail.com

CELL PHONE: Same

EVENT INFORMATION

NAME OF EVENT: Dark Sky Night at Oval Beach

DATE(S) OF EVENT: 10/21/2025

PURPOSE OF EVENT: Light Pollution awareness
Stargazing with Pros
Red-light Beach hike

RAIN DATE: 10/22/2025

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

☒ Co-Sponsored Approved - PPW Committee + Douglas UCC
☐ Other

EVENT LOCATION: Oval Beach

EVENT HOURS: 8-10 pm

ESTIMATED NUMBER OF ATTENDEES: Anticipating around 50 at most

ESTIMATED NUMBER OF VOLUNTEERS: 10-12

ESTIMATE DATE / TIME FOR SET-UP: 7:00

8:00 ☐ A.M. ☒ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10:00

11:00 ☐ 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

☐ Provide Copy of Health Department Food Service License

☒ No

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 1 (small canopy)

☐ AWNINGS - QUANTITY _____

☒ TABLES - QUANTITY 1

☐ PORTABLE TOILETS - QUANTITY _____

(we will provide both)

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

If yes, where do you propose your vendors park? (we plan to use the beach parking lot to the left of the entrance Booth)

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 10-12☐ PARKING SIGNS – QUANTITY _____☐ FENCING ☐ WATER ☐ ELECTRIC☐ RESTROOM CLEANING☒ OTHER Can beach restrooms be open for event?**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.)

WA ☒ Road/Sidewalk/Parking Lot Closure Map

☐ Certificate of Insurance (listing the City of Saugatuck as additionally insured)

NA ☒ Fireworks Permit (if applicable)

WA ☒ Michigan Liquor Control Commission Special Event License (if applicable)

NA ☒ 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.

WA ☒ 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

9/9/25
Date



Night hike to the pier

Saugatuck

Telescopes



Oval Beach
Concession

Oval Drive

Mount Baldhead Trail

Information Booth



Lights-Out at Oval Beach

Oval Drive

- Cones

**Parking
here only**

John Woollam Trail

Perryman Street