



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: June 23, 2025

SUBJECT: Special Event-Chili Cook-Off

DESCRIPTION:

The Cow Hill Yacht Club of Southwest Michigan is proposing the Chili Cook-Off to be held on October 12, 2025. See attached application and breakdown of event below. City Staff, Fire, Police, and event organizer had a safety meeting.

BREAKDOWN OF EVENT:

Name: Chili Cook-Off

Dates: 10/12/25

Time: 12:30pm-7:00pm (set up 10/11/25 9:00am & clean up 10/13/25 2:00pm)

Location: Wick's Park

Attendees: 1,500

Volunteers: 50

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Chili Cook-Off to be held on 10/12/25.

**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 APPLICATION

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

SPONSORING ORGANIZATION INFORMATIONLEGAL BUSINESS NAME: Cow Hill Yacht Club of Southwest MichTELEPHONE: 313-515-0321MAILING ADDRESS: Box 554CONTACT NAME: Ken Trester

TELEPHONE: _____

E-MAIL ADDRESS: ktrester@comcast.netCELL PHONE: 313-515-0321**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: Same as above

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

EVENT INFORMATIONNAME OF EVENT: Chili Cook OffDATE(S) OF EVENT: Oct.12, 2025PURPOSE OF EVENT: Raise money, have fun

RAIN DATE: _____

☒ Non-Profit☐ For-Profit☐ City Operated/Sponsored☐ Co-Sponsored☐ Marathon/Race☐ Festival/Fair☐ Video/Film Production☐ Other _____EVENT LOCATION: Wick's ParkEVENT HOURS: 12:30 to 7 p.m.ESTIMATED NUMBER OF ATTENDEES: 1,500ESTIMATED NUMBER OF VOLUNTEERS: 50ESTIMATE DATE / TIME FOR SET-UP: 10/11/259☒ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 10/13/252☐ 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: 1 p.m. END: 4:30 p.m.

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

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

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: Guests will have IDs checked
upon entry. Approved drinkers will be given wrist bands. Bartenders will monitor distribution.

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

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

- ☐ **“YARD” SIGNS** - Number requested: 10 (Maximum size is 2’ x 2’. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14’ x 4’). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **SIGNAGE AT EVENT SITE** - Location(s): Sign at Street entrance and inside the venue.
Description of signs: Entrance sign identifying the event,
(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** 2

☐ **AWNINGS – QUANTITY** _____ ☒ **TABLES – QUANTITY** 30

☒ **PORTABLE TOILETS – QUANTITY** 3

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

If yes, where do you propose your vendors park? Please block off 10 spaces adjacent to the park

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

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 – QUANTITY⁶ _____

■ BARRICADES – QUANTITY² _____

■ TRAFFIC CONES – QUANTITY 10

■ PARKING SIGNS – QUANTITY^{30?} _____

■ 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: Wicks Park. "No parking Saturday" signs should be in place Friday

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: Certificate of insurance and liquor license in process. Will

The applicant and sponsoring organization understand and agrees to: provide prior to the event

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.

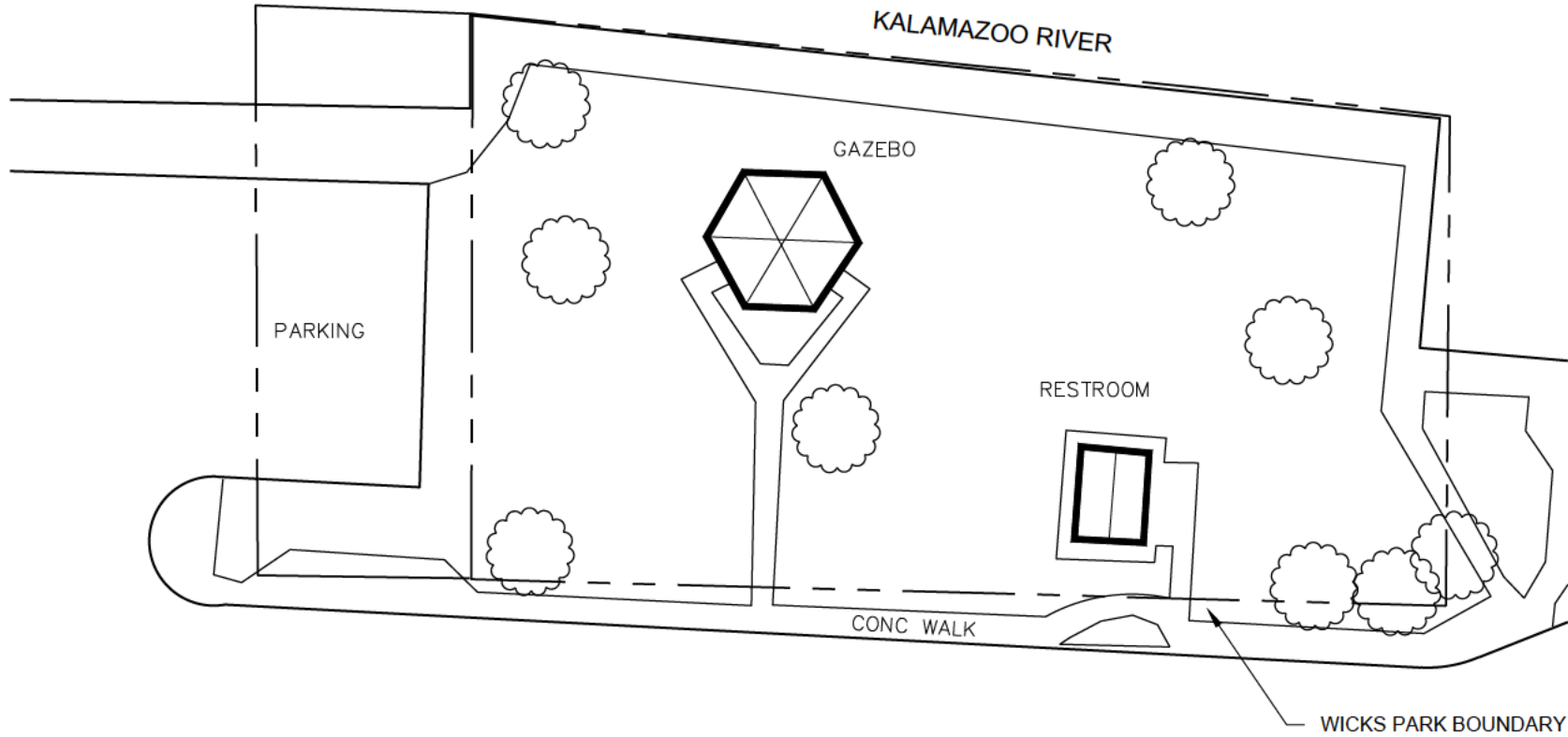
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

5/21/25
Date



MAIN STREET

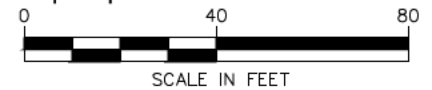
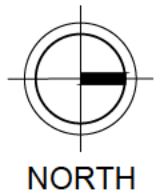
WATER STREET

GAZEBO

RESTROOM

CONC WALK

WICKS PARK BOUNDARY



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

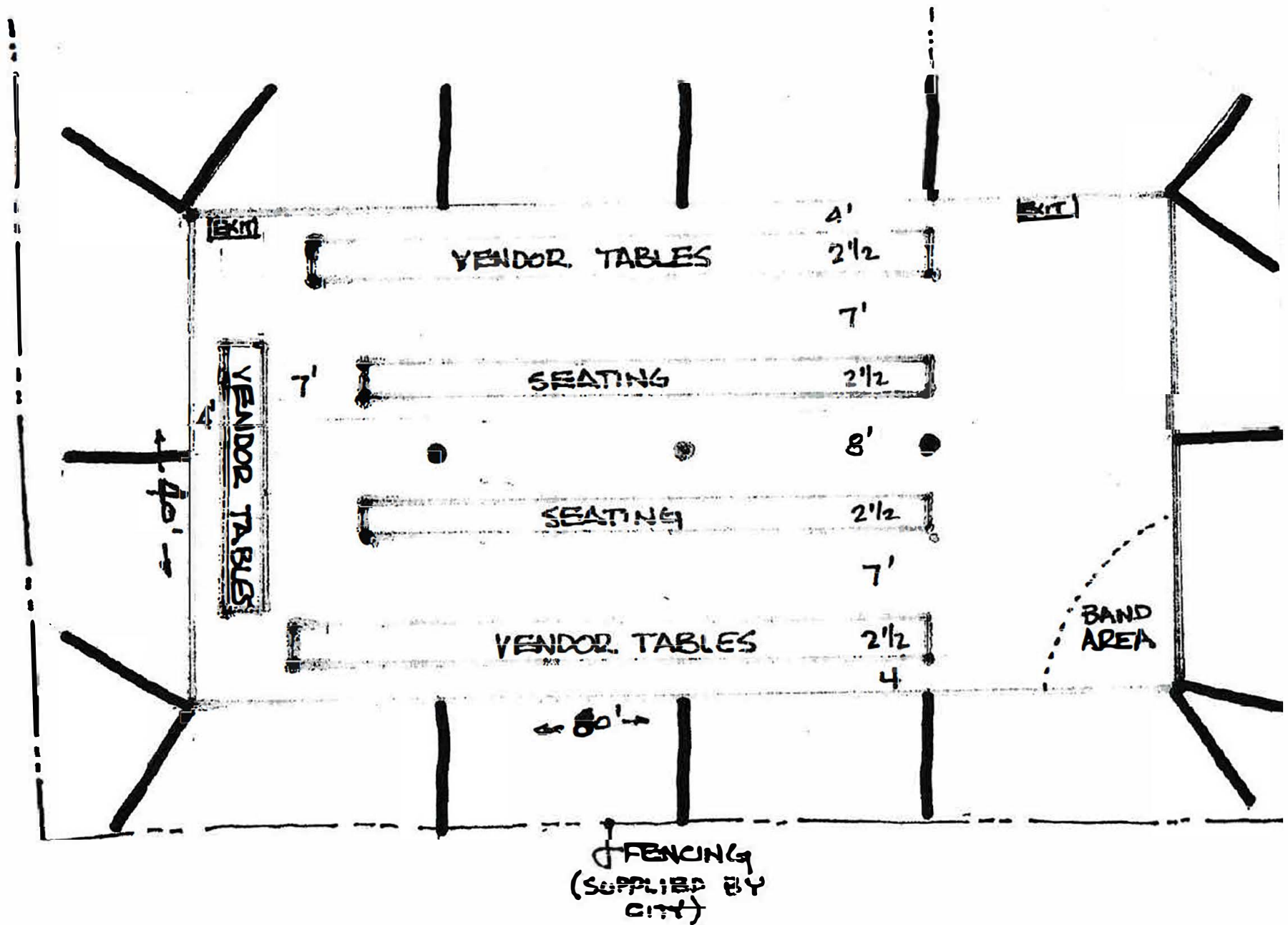
FLEIS & VANDENBRINK ENGINEERING, INC.

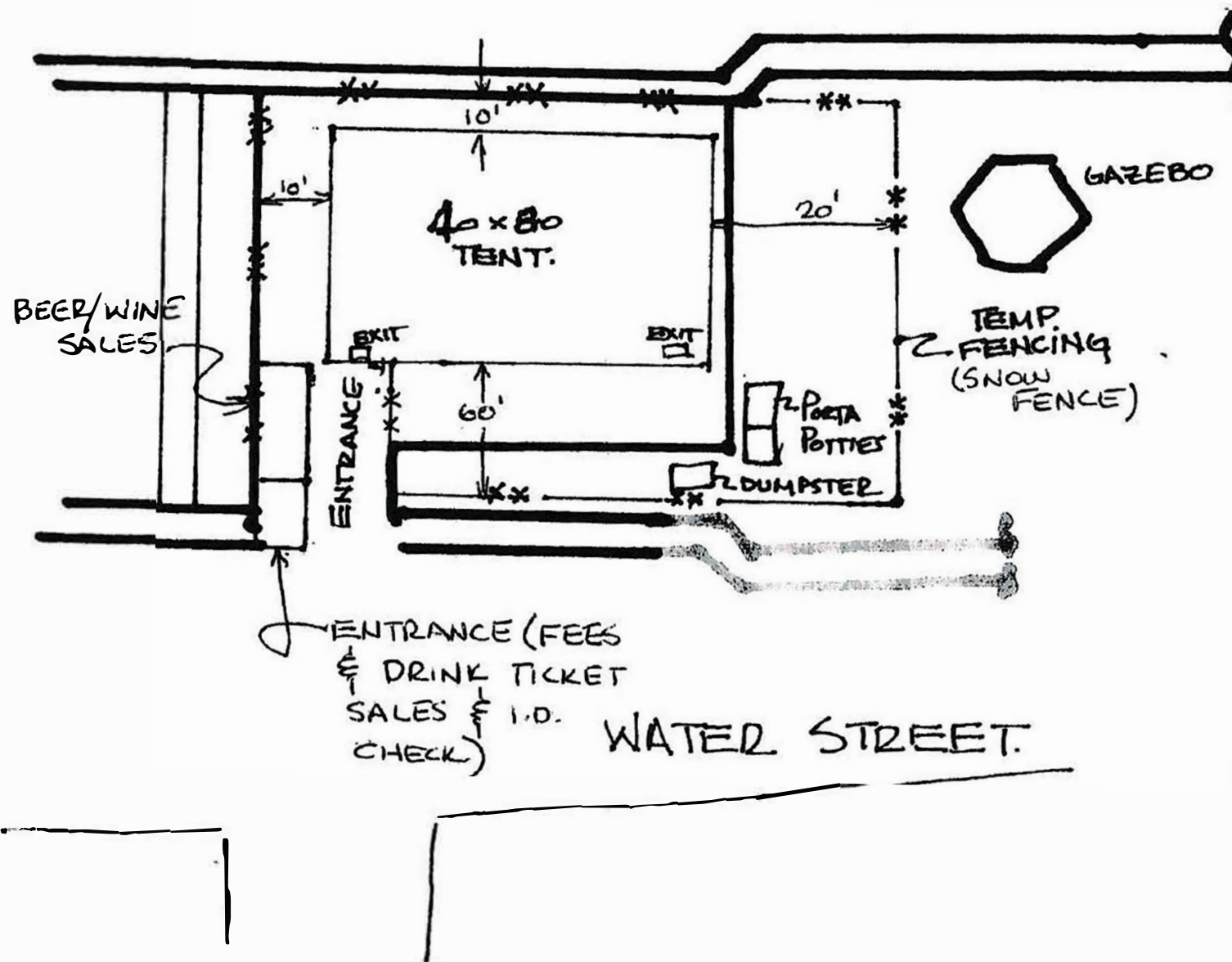
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

WICKS PARK
PARK USE PERMIT APPLICATION

2016

3187





SAUGATUCK TOWNSHIP FIRE DISTRICT

3342 Blue Star Highway
Saugatuck, MI 49453
269-857-3000 269-857-1228(Fax)
Greg Janik
Fire Chief/Fire Marshal

REQUIREMENTS FOR TENT STRUCTURES

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

Check off when complete:

- ☒ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details of the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment.
- ☒ Fire apparatus access roads shall be provided.
- ☒ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District.
- ☐ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. Unable to do this on the river side of the tent
- ☒ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC.
- ☒ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type.
- ☒ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. Same tent used in previous years.
- ☒ Combustible materials shall not be located within any tent structure.
- ☒ Participants will be so informed.
Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent.
- ☒ Portable fire extinguishers shall be provided at the exits. A minimum size of 2A 10BC. We hope to once again obtain them from STFD.

X The occupant load shall be stated.

 Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. We do not anticipate using side curtains

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

 X A minimum number of means of egress and means of egress widths are as follows:

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

 X Exits shall be clearly marked if the occupant load is 50 or more.

 Exit signs shall be approved self-luminous type or shall be internally or externally illuminated.

 X Means of egress shall be illuminated. Event takes place in daylight

 X Required width of exits, aisles and passageways shall be maintained at all times.

 X Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants.

 X "No Smoking" signs shall be posted in conspicuous locations.

 Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: _____



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: June 23, 2025

SUBJECT: Right of Way Signage Request

DESCRIPTION:

The Chamber Music Festival of Saugatuck has applied for a right of way signage to be displayed on the Saugatuck Pallete sign from July 6th - July 11th and July 28th - Aug 11th

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

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

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to approve/deny the right of way sign application from the Chamber Music Festival of Saugatuck.



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER

Name Vivian Boot Address / PO Box 6436 127th Ave
City Fennville State MI Zip 49408 Phone 616.836.5993
E-Mail vivianadelboot@gmail.com
Signature [Signature] Date 6/12/25

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 1 Number of Banners 1
Dates to be displayed July 1 - Aug 15 or earliest possible
Further Comments: The Chamber Music Festival of Saugatuck is in it's 38th Season - we run 12 concerts at the Woman's Club, and also make educational programs in local schools & in the community.

PLEASE INCLUDE THE FOLLOWING INFORMATION

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

Y N NA

- ☒ ☐ ☐ Dimensions and type of each proposed sign
☐ ☐ ☒ Map showing the location of each sign
☒ ☐ ☐ Explanation of how each sign will be attached and secured

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

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

- ① A FRAME SIDEWALK STAND: ~~18x28~~ 22"x28" - ^{At the} Woman's Club
② Banner 12' x 4' - on the corner of Blue Star & Water St
(w/ straps) - under the palette sign.



SAUGATUCK



*Chamber
Music
Festival
of
Saugatuck*

**THURSDAYS AND FRIDAYS
JULY AND AUGUST**

**Tickets and schedule:
www.SaugatuckMusic.org**

SAVE THE DATE FOR OUR Benefit Event

EVENT DETAILS

Thursday, June 19, 2025

7:00pm

Saugatuck Woman's Club

303 Butler St., Saugatuck, MI 49453

Join us for a fantastic evening of live chamber music, hors d'oeuvres, wine and good company in support of our summer festival and education outreach programming. Your support will also help set the stage for our 40th Season celebration in 2027! Invitations will be sent in May.



JOAN CONWAY YOUNG ARTIST PROGRAM

CMFS Internship Program

PROGRAM DETAILS

The Joan Conway Young Artist Program is a paid internship that provides real world experience in arts administration and concert production.

Are you a high school or college student interested in applying to be an intern at our 2025 Festival? Please let us know by emailing cmfs@saugatuckmusic.org! Applications will be made available in May.

Get Involved

In addition to our annual Summer Festival, CMFS brings free chamber music performances and classes to public venues and schools to enrich the lives of the people in our community. Our festival concerts and educational programming are made possible by generous contributions from individuals like you. Please contact us if you are able to support either financially or by volunteering.

CONTACT US

Phone	269-857-1424
Email	cmfs@saugatuckmusic.org
Mail	PO Box 1073 Saugatuck, MI 49453
Website	www.saugatuckmusic.org
Socials	@saugatuckmusic



2025 Festival

JULY 10 THROUGH AUGUST 15

Administrative Staff

Kimia Ghaderi, Artistic Director
Vivian Adel Boot, Operations Manager
Jenny Walvoord, Print & Website Design

Board Members

Joe O'Hara, President
Doug Walvoord, Vice President & Director of Fundraising
Jan Tripp, Secretary & Communications Director
Tim Chalus, Treasurer
Bill Klatt, Co-Director of Ticket Sales
Jim McHugh, Co-Director of Ticket Sales
Jane Dreyer, Print & Mailing Director
David Hoekema, Director at Large
Lynne Snyder, Director at Large

Artwork by
Alexandria Stoin
2025 Student Artwork
Contest Winner

Festival Season

Learn more at our website:
www.saugatuckmusic.org



All main festival concerts will take place on Thursday and Friday evenings, 7:00pm at the Saugatuck Woman's Club. (303 Butler St, Saugatuck, MI 49453). To order tickets, you may return our mail-in order form, call us at (269) 857-1424, or order online at our website.

BONDED WITH BRAHMS



JULY 10 & 11

DVOŘÁK String Sextet in A Major, Op. 48
JOACHIM Romance for Violin and Piano, Op. 2 No. 1
BRAHMS Piano Quartet No. 1 in G Minor, Op. 25

Grace Kim and Kimia Ghaderi violins
 Patrick Miller and Rebecca Boelzner violas
 Andrew Laven and Andrew Plaisier cellos
 Andrew Focks piano

RHAPSODIC COLORS



JULY 17 & 18

RACHMANINOFF *Trio élégiaque* No. 1 in G Minor
KRAUSE *Uv'Chein Variations* for Violin and Piano
HIGDON Piano Trio
DVOŘÁK Piano Trio No. 4 in E Minor, Op. 90 "Dumky"

Jesús Linárez violin
 Igor Cetkovic cello
 Christina Giuca Krause piano

AKROPOLIS REED QUINTET



The 2025 GRAMMY® Award-winning Akropolis Reed Quintet returns to CMFS! Currently celebrating their 16th season, they are "a sonically daring ensemble who specializes in performing new works with charisma and integrity" (BBC Music Magazine).

Festival Program to be announced soon!

Educational Opportunity

July 24 at 10:30am

Children's Concert at Saugatuck-Douglas District Library
 174 Center St, Douglas, MI 49406

This special children's concert for elementary age students will be a fast-paced, interactive experience that includes introductions to each performer and their instruments, plus a Q&A. Admission is free. Bring the whole family for an exciting introduction to chamber music!

Tim Gocklin Oboe
 Kari Landry Clarinet
 Matt Landry Saxophone

Ryan Reynolds Bassoon
 Andrew Koepp Bass Clarinet

SHAPIRO NEWMAN DUO: SONATA MASTERWORKS



JULY 31 & AUGUST 1

MOZART Sonata for Piano and Violin in G Major, K. 301
BEETHOVEN Sonata for Violin and Piano No. 7 in C Minor, Op. 30 No. 2
DEBUSSY Sonata for Violin and Piano in G Minor, L. 148
BRAHMS Sonata No. 1 for Violin and Piano in G Major, Op. 78

Mitchell Newman violin

Daniel Shapiro piano

LIGHT IN THE DARKNESS



AUGUST 7 & 8

MOZART Flute Quartet in D Major, K. 285
WEBER Trio for Piano, Flute, and Cello in G Minor, Op. 63
CONNESON Techno-Parade for Flute, Clarinet, and Piano
BRAHMS Trio in A Minor for Clarinet, Cello, and Piano, Op. 114

Dominique Kim flute
 Georgiy Borisov clarinet
 Clara Schubilske violin

Barbara Corbató viola
 Alicia Eppinga cello
 Sookkyung Cho piano

TELEGRAPH QUARTET



AUGUST 14 & 15

COWELL String Quartet No. 4 "United"
HAYDN String Quartet in C Major, Op. 54 No. 2
BEETHOVEN String Quartet in F Major, Op. 59 No. 1

Eric Chin and Joseph Maile violins
 Pei-Ling Lin viola
 Jeremiah Shaw cello

NATIONAL
 ENDOWMENT
 for the
ARTS
 arts.gov

MICHIGAN
ARTS & CULTURE COUNCIL