



**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN**

**AGENDA FOR  
SPECIAL CITY COUNCIL WORK SESSION**

**GRAND HAVEN CITY HALL\*  
COUNCIL CHAMBERS  
519 WASHINGTON AVE**

**MARCH 18, 2024  
7:00 PM**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PRESENTATIONS**

- A. 2024 Coast Guard Presentation  
Tracy Riley, Executive Director

**4. ADJOURNMENT**


City of Grand Haven  
Department of Public Works  
616-847-3493



**MEMORANDUM**

TO: Ashley Latsch, City Manager

CC: Derek Gajdos, Director of Public Works

FROM: Dana Kolleywehr, Special Events and Project Manager 

DATE: March 7, 2024

SUBJECT: Grand Haven Coast Guard Festival Presentation

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The Grand Haven Coast Guard Festival staff have submitted a special event application for the annual Coast Guard Festival. Festival representatives will be providing a presentation regarding their request for the use of City space, facilities, and services.

The 100<sup>th</sup> annual Coast Guard Festival is slated to take place Friday, July 26<sup>th</sup> through Saturday, August 3<sup>rd</sup>. Festival representatives will provide updates, outline any requested changes, and be available to answer questions and gather any feedback prior to formal City Council action. The schedule of events and requested public services will be provided prior to formal approval in April.



The Grand Haven Coast Guard Festival Inc. respectfully requests the following dates and venues for the 2024 Coast Guard Festival.

Lighthouse Quilt Guild – July 26 & 27, held at St. Patrick's Catholic church. Members showcase 150+ quilts, offer demonstrations and share stories about their antique quilts. Organized by the Lighthouse Quilt Guild of Grand Haven.

Tri-Cities Family YMCA Coast Guard City USA Run – July 27.  
Registration is through the “Y” website, a link is also provided via the Festival's website. Organized by the staff of the Tri-Cities “Y”.

## **Lynne Sherwood Waterfront Stadium**

\*Permission to use the Waterfront Stadium for entertainment events Friday, July 26 through Saturday, August 3, 2024.

\*Permission to place a 10x10 tent on top of a 12x12 carpet mat on the Brass River area to be used by Waterfront Entertainment Sponsors for information as well as to hand out "give aways". This same request was in the 2023 Festival information approved by Council.

\* Permission to place a WIFI pod in front of the depot as in years past. This WIFI is used to run the food vendors, some Carnival food trucks, and waterfront activities. Most of the service is provided for the public free of charge.

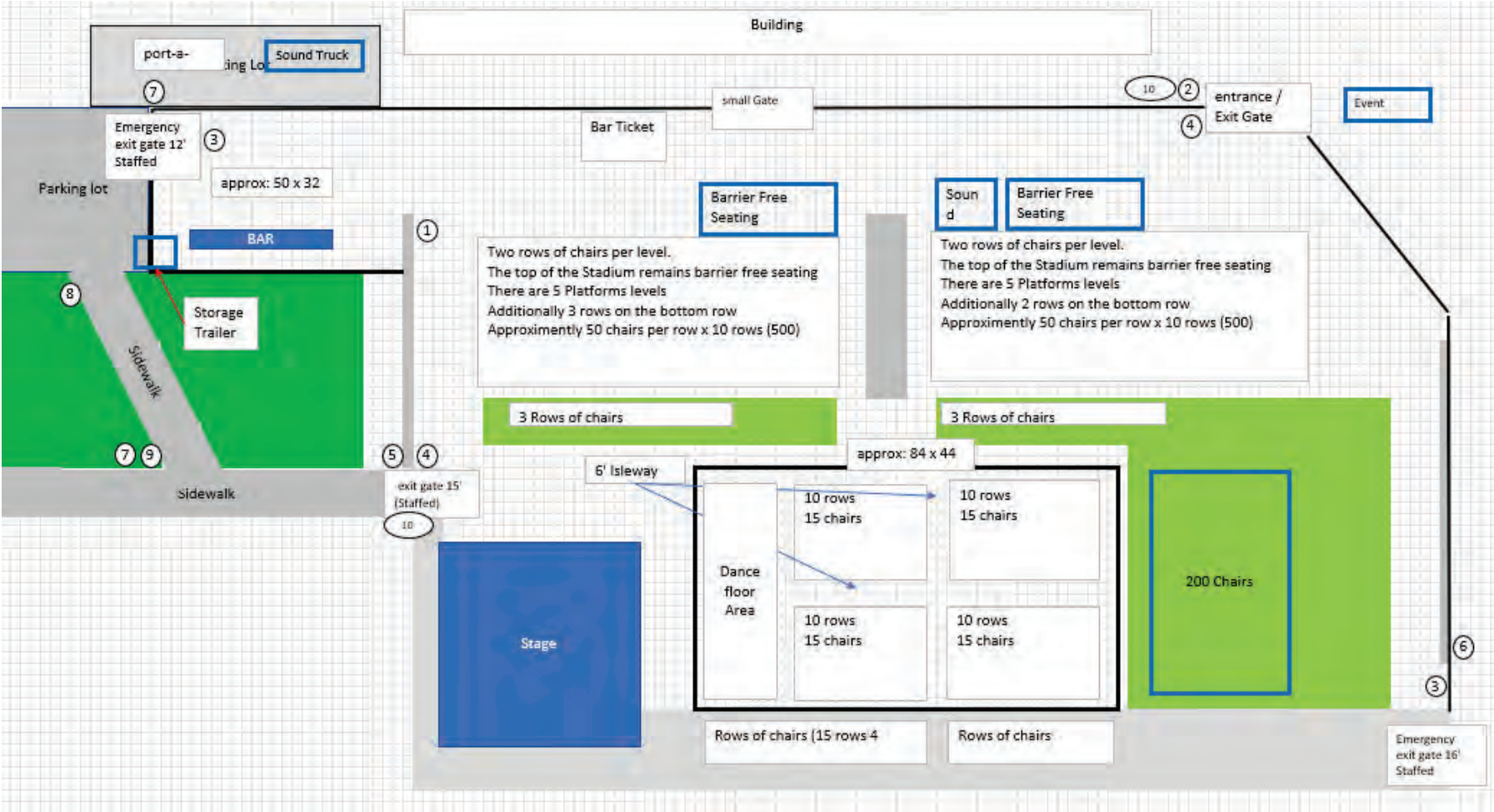
\*Permission to include a beverage area on all nights of waterfront entertainment. Beverage area would include beer, wine, water, and soda.

\*Permission to use the Green Room in the Depot for staging the entertainment each evening.

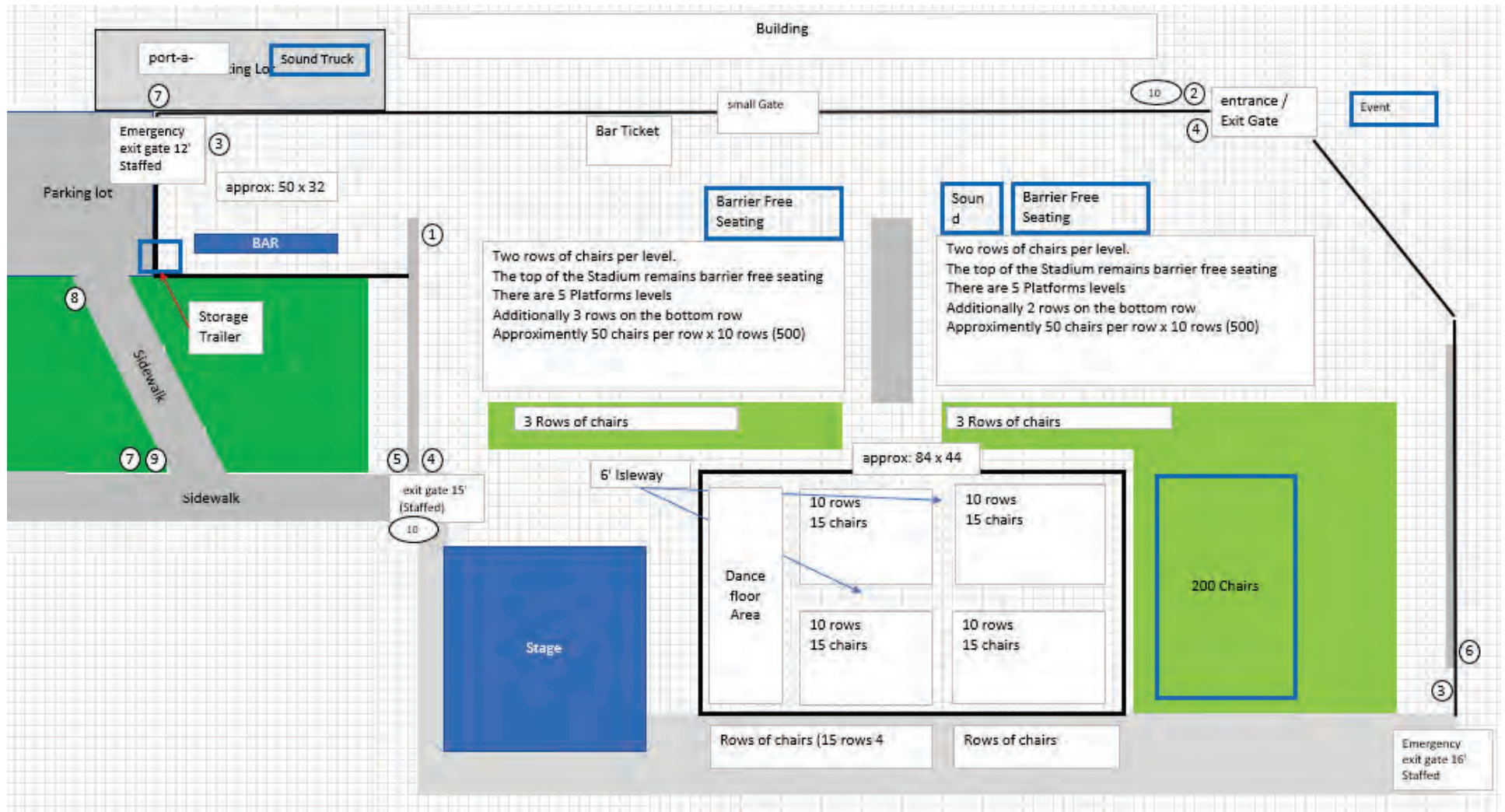
### **Waterfront Stadium Schedule of Events**

Friday	6:00 p.m.	July 26	Big Cadillac/21 Gun Salute
Saturday	1:30 p.m.	July 27	Cardboard Boat Race
Saturday	6:00 p.m.	July 27	Velvet Mushroom Syndicate/Simply Queen
Monday	6:00 p.m.	July 29	Carl Webb Band/Silver Stallion
Tuesday	6:00 p.m.	July 30	Two Dudes in Flip Flops/Parrots of the Caribbean
Wednesday	6:00 p.m.	July 31	Dan Shafer/Barracuda – Heart Tribute
Thursday	6:00 p.m.	August 1	Dank Hill/The Van Halen Invasion
Friday	6:00 p.m.	August 2	Project 90/Modern Gentlemen/Drone Show
Saturday	6:30 p.m.	August 3	Nautic Bound/Yachtley Crew
Saturday	Dark	August 3	Fireworks Extravaganza/Drone Show

Permission to use all the parking spots south in the south end of the Municipal Marina Parking Lot Friday, July 26 thru Saturday, August 3 for the purpose of placing portable restrooms, load in and chair storage trailers. We ask again this year that the handicapped parking spaces in this area be redirected to the north end of the parking lot during this time frame as well.







## Mulligan's Hollow Schedule of Events

Permission to use Mulligan's Hollow on the following dates:

**Tuesday, July 30** for **Kids Day**; time of event is from 9:00 a.m. - 2:00 p.m. with set-up beginning early the afternoon of Monday, July 29. Ski Lodge access and electric

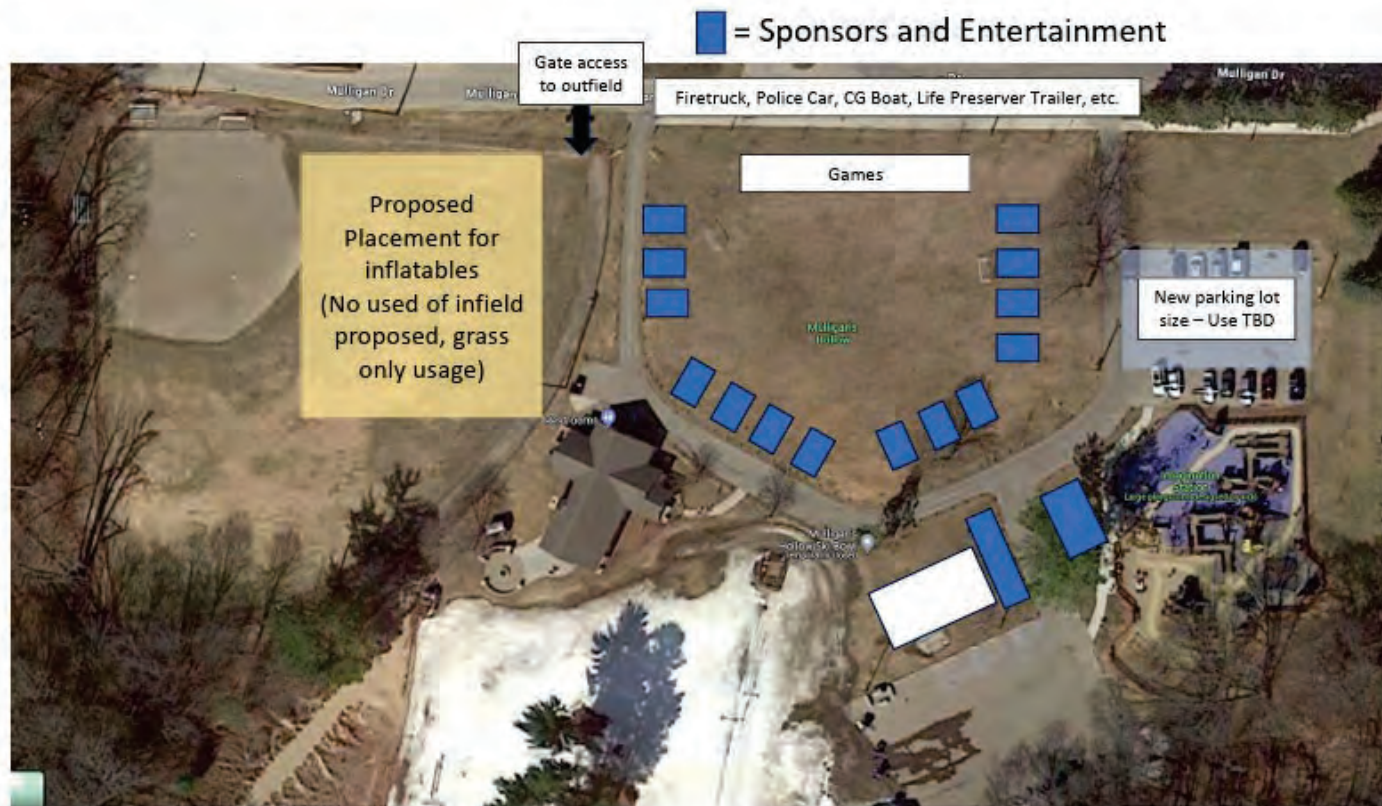
**Wednesday, July 31** for **Senior Day**; time of event is from 8 a.m. to 2 p.m.  
Request that the Mulligan's Hollow bathroom facilities be open during **Senior Day** events. Ski Lodge access and electric.

A 40' x 120' tent and an ice machine will need to be placed just north of the ski bowl's new garage, on the grassy area (same as last year), to remain there from **Saturday, July 27 through Wednesday, July 31**.

**Sunday, July 28** for the **Community Picnic**, time of the event to be 2pm to 5pm, setup beginning in the am. Tent may possibly need to go up on Saturday, July 27<sup>th</sup>.



# Kids Day Proposed Layout



## **Municipal Marina Boat Slips**

Permission to use twenty-one (21) **boat slips**, #1-20 & 22, at the Municipal Marina from **12:00 p.m., Sunday, July 28, through 12:00 noon, Sunday, August 4, 2024.**

Again, we would request that these slips be granted to CGFI at the going rate per slip and a contract drawn up. If anything has changed in the past year and slips 21 & 23 are available, we would request those slips as well.

## **SKERBECK Carnival**

Permission for a permit to operate a Carnival in the first two sections of parking of the Pump House/Harborfront Place/City Parking The Covenant Life Church Lot on Harbor Drive and Chinook Pier. Sunday, July 28 through Saturday, August 3. Set-up of the carnival would begin at 5:00p.m. on Sunday, July 28 with the carnival to begin operations at approximately 4:00p.m. on Tuesday, July 30 and will be dismantled and gone by 4:00 a.m. Sunday, August 4.

The CGFI has hired carnival company, Skerbeck Family Carnival of Escanaba, Michigan, as in 2023 and prior.

Daily operations of the carnival would be as follows:

Tuesday	July 30	4:00 p.m. - 11:00 p.m.
Wednesday	July 31	12:00 p.m. – 11:00 p.m.
Thursday	August 1	12:00 p.m. – 11:00 p.m.
Friday	August 2	12:00 p.m. – 11:00 p.m.
Saturday	August 3	12:00 p.m. - until the conclusion of the fireworks

\*To create a safe crosswalk between Carnival locations from Tuesday, July 30, 11:00 a.m. – Sunday, August 6, 4 a.m. Request “Closed to Thru Traffic” sign be placed at Columbus & 1st during this time.

\*Request that 16 spots for the Charter Fishermen be reserved in the Farmers Market Lot. In addition to one for the Paddle Pub. Total is 17.





Harborfront Place Lot



Chinook Pier

Covenant Life Lot



Covenant Life Lot Continued



## **Harbor Island**

Permission requested for a temporary campsite permit on Harbor Island for the carnival operators, from Saturday, July 27 through Sunday, August 4 (**Exception requested from No Camping Ordinance**) Port-o-Jons and trash removal will be provided. A camping permit from the Ottawa County Health Department will be secured. All current State Covid-19 guidelines will be followed.

\*NOTE: CGFI is asking that the City schedule one of their routine maintenance runs on Coho Drive the week prior to festival.



## Lighthouse Kiosk Placement

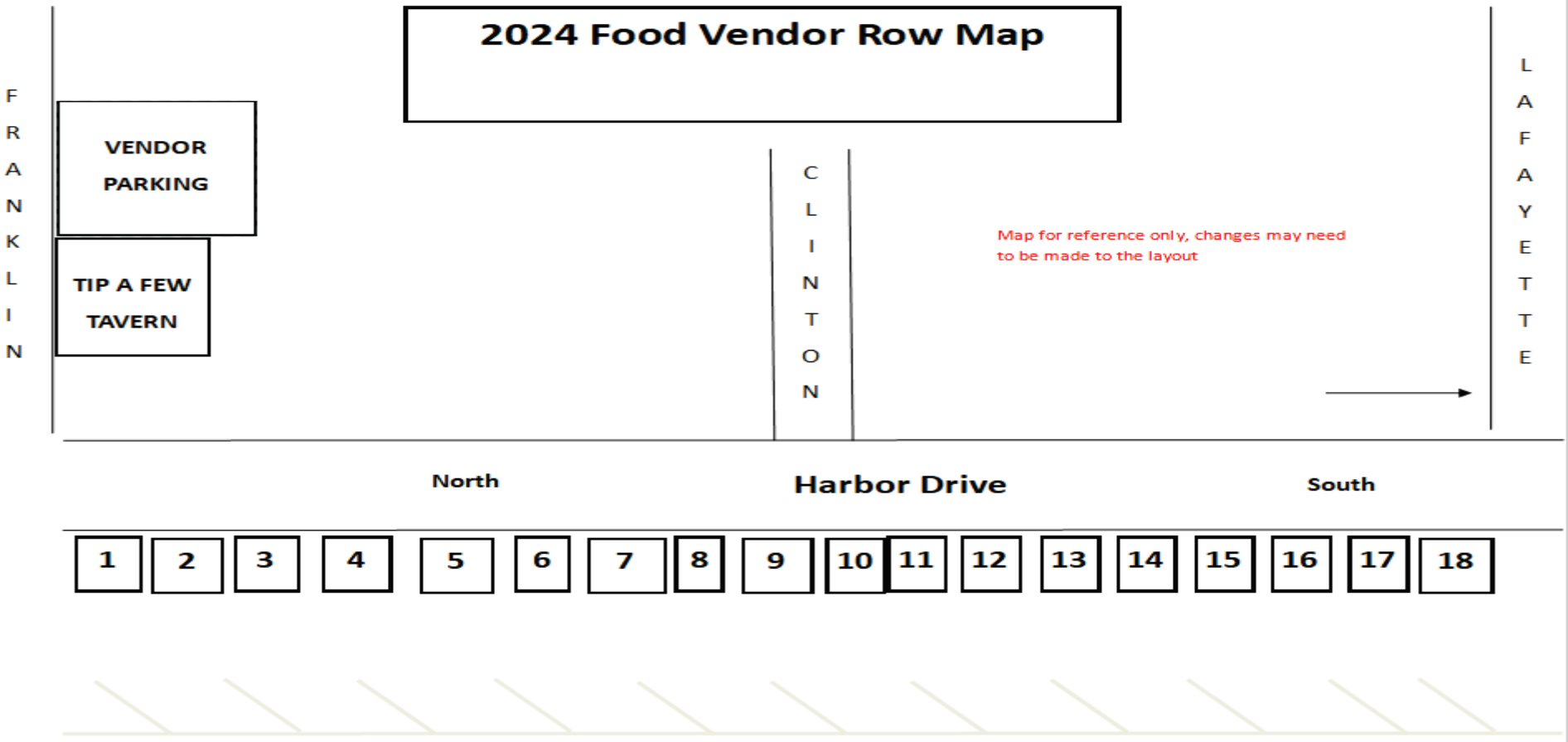
Permission for the placement of informational signs or other directional signs (Lighthouses) within the City of Grand Haven. These have been used for several years now and have been very well received by the public.



# Food Vendor Locations

Permission to use the angle parking lot along Bicentennial Park for the purpose of placing up to Eighteen (18) vendors between the dates of Tuesday, July 30 through Saturday, August 3 with set-up to begin at 6:00 a.m., Tuesday, July 30.

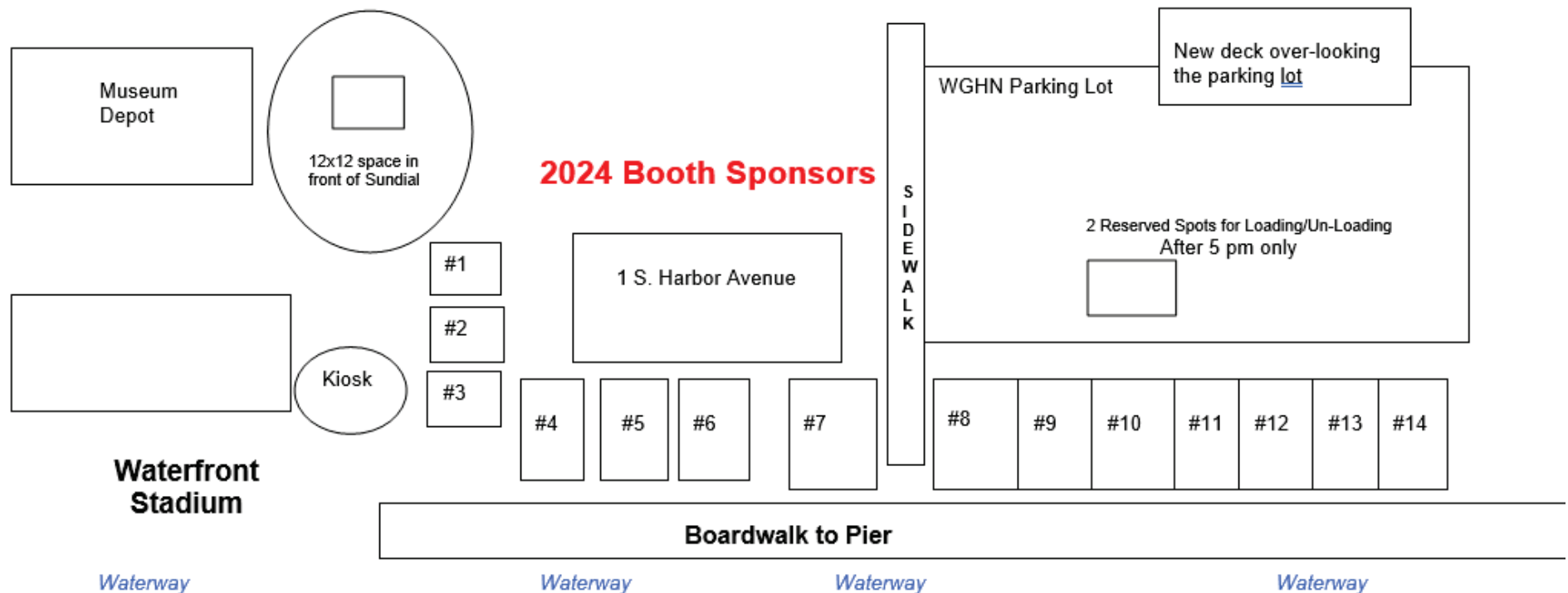
Permission to use eighteen (18) parking spaces at the southeast end of the City Parking Lot located to the east of the Tip-A-Few Restaurant on Franklin St. for the purpose of parking vendors' stock trucks between the dates of Tuesday, July 30 through Saturday, August 3 . "No parking" signs to be posted twenty-four (24) hours in advance.



## Vendor/Sponsor Booths

Permission from July 26 through August 3 to use the following areas for the placement of vendor/sponsor displays/tents: the grassy area along the waterfront behind One South Harbor, Escanaba Park, and WGHN new deck area. No stakes will be placed in the ground . Will stay on city property along waterfront. Also requesting the parking in front of the 1 South Harbor Building for vendor parking and sponsors vending.

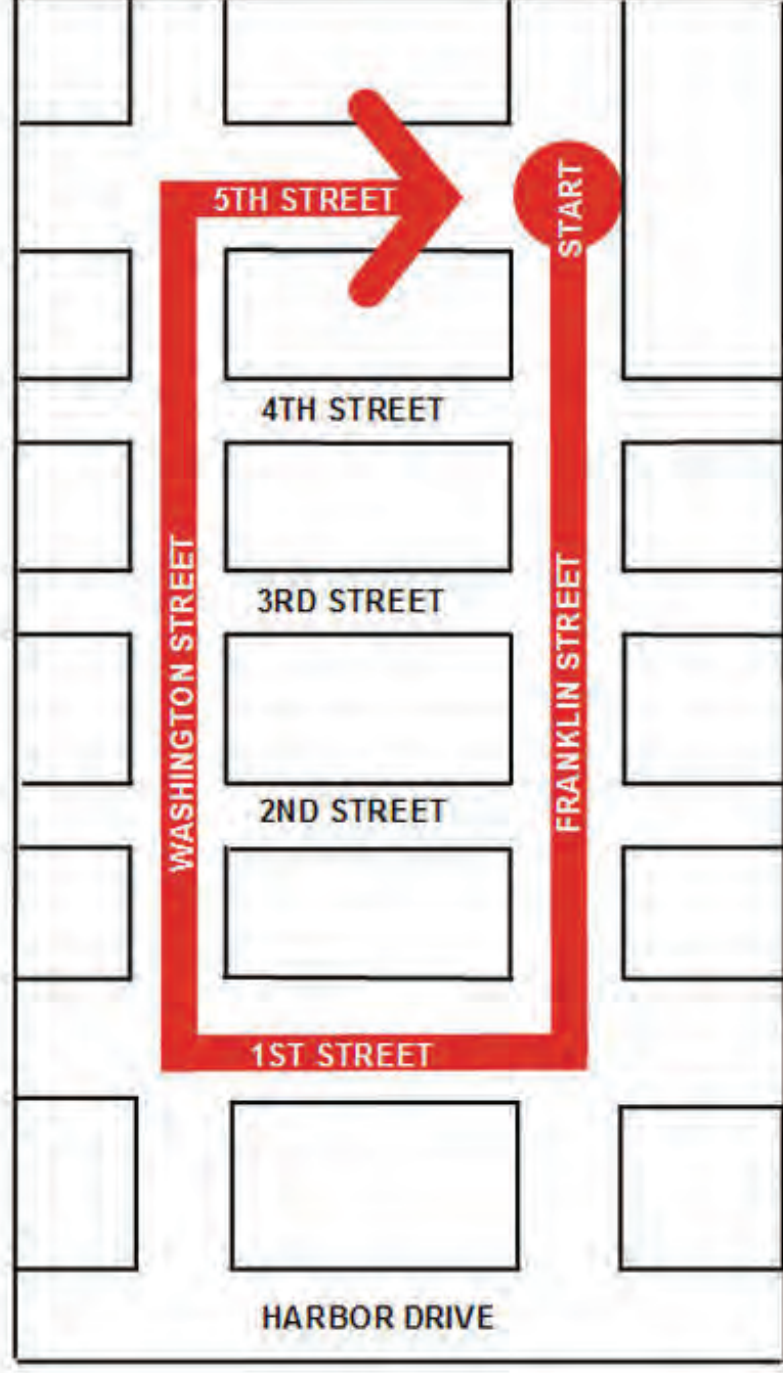
Parking in front of 1 South Harbor Washington to Franklin for vendor parking and sponsor vending.



## **Kid's Parade**

Permission for a permit to hold the Kid's Parade on Saturday, July 27, 2024 .

Time: 10:30 a.m. – 12:30 p.m. with NO PARKING signs on Washington Street and Franklin Street from Fifth Street to First Street, and First Street between Franklin and Washington, and closing off cross streets during the parade.



## **Grand Parade**

Permission for a permit to hold the Grand Parade on Saturday, August 3 from 11:30 a.m.–2:00 p.m. The parade route will be the same as 2023.

Permission to mark off the grass area along the street in front of City Hall on Saturday, August 3 for additional bleachers.

Permission to mark off City Hall parkway east of sidewalk for show mobile for dignitaries to view Grand Parade.

Permission to use the show mobile on Saturday, August 3 for seating the dignitaries during the Grand Parade, in front of city hall – same location as 2023..

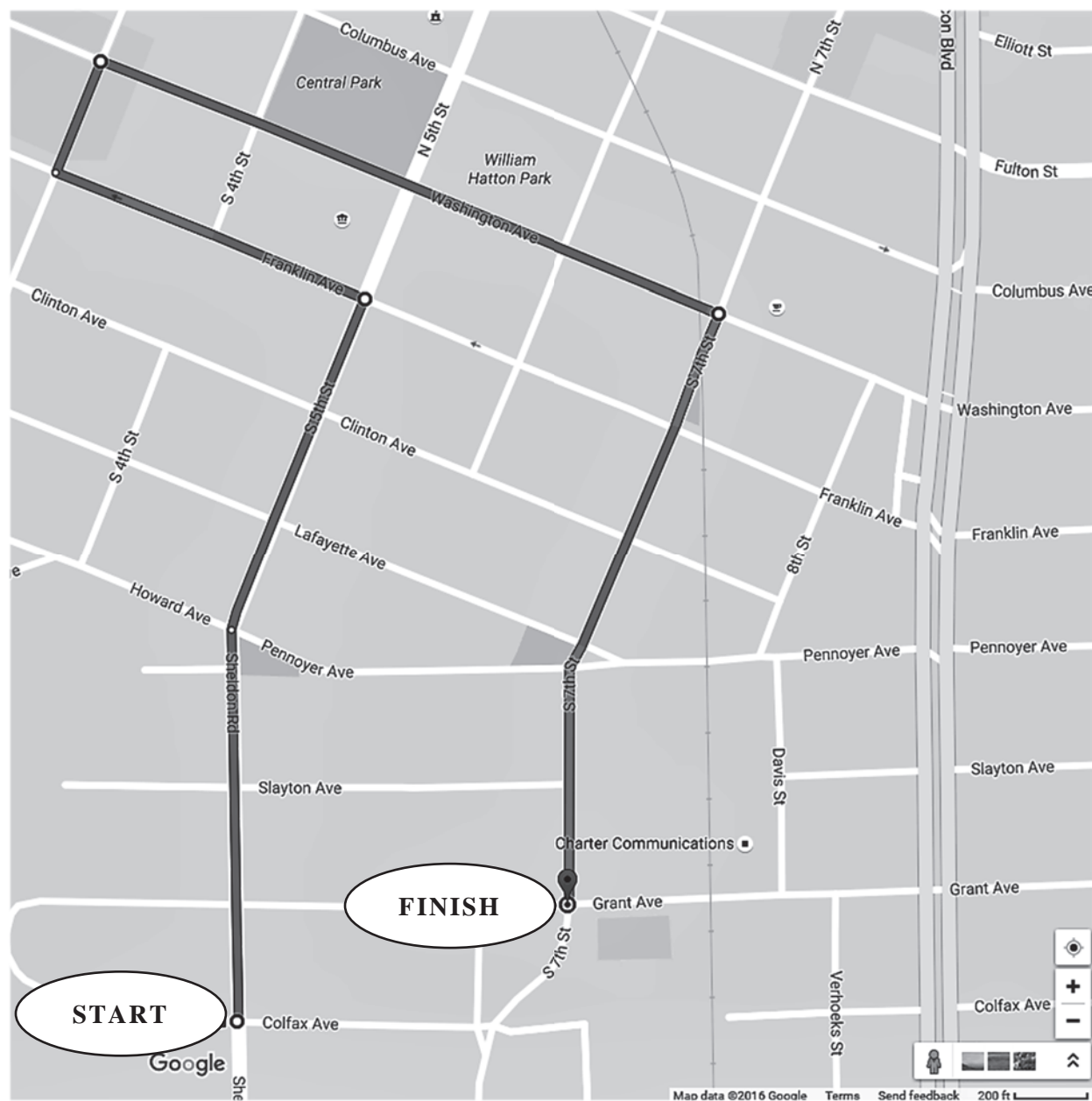
Permission to close 6<sup>th</sup> Street between Columbus and Franklin on August 3 at 10:30 a.m. until after the Grand Parade finishes. This closing time frame will allow for line-up of dignitary trolleys to pick up the dignitaries after the parade.

Permission to close streets adjacent to GH Lakeshore Middle School and the parade route similar to (2023) request 10 a.m. until 2:30 p.m..

Permission to park convertible and parade entries on Grant St from 7<sup>th</sup> to Sheldon 10:30 a.m. until 2:30 p.m..



## Same Route as past years



## **Cardboard Boat Race**

Permission to hold a cardboard boat race on Saturday, July 27, 2024 at 1:30 p.m.. The race-course runs out towards Dewey Hill and back in front of the Lynne Sherwood Waterfront Stadium.

Rescue swimmers from GH Dept of Public Safety will be present in case of emergency

- Floating dock to be delivered morning of the race
- U.S. Coast Guard approved personal flotation devices to be worn by all participants

## **Cruise-In Car Show**

Permission to close Washington St. from Harbor Dr. to 4<sup>th</sup> St. A portion of the Harbor front Parking Lot—excluding the north section that runs between The Pump House and Porto Bello—for the purpose of holding the Festival's 30<sup>th</sup> Annual "Cruise-In" Car Show on Sunday, July 28, 2024, from 7:30a.m. until 2:30 p.m. The Car Show is free to the public and \$10.00 for the entrants. DJ music will be playing from 9:00 a.m. to 1:30 p.m.

## **Street Dance**

Request permission to close Washington Street between Third Street and Fifth Street and close off Fourth from Columbus to Franklin on Tuesday, July 30, 2024 for the purpose of holding a Street Dance. The dance will be free of charge and will feature a band that plays music for all ages. The band will play only between the hours of 8:30 p.m. and 10:30 p.m. We request that the showmobile be placed on Washington St. facing west, at the Fourth Street intersection at 5:00 p.m. and to be removed at 11:00 p.m. Third St. and Fifth St. will remain open. Request to have the city bleachers placed for the street dance and then moved to city hall for the Walk of Coast Guard History and the Grand Parade.

## **Walk of Coast Guard History**

Permission to host a dedication ceremony at noon on Friday, August 2nd at City Hall for the purpose of dedicating the next two points of Coast Guard History. Location of points to be determined. Permission for city to post “No Parking” for street parking directly in front of the dedication site where the ceremony will take place. Temporary closing of Washington Street between Fifth and Sixth Street also requested from 11:30 a.m. to 12:45 p.m..

## **Memorial Service**

Permission to close Harbor Drive at Escanaba Park West to Butch’s Burrito parking lot during the National Coast Guard Memorial Service on Friday, August 2 from 3:45 p.m. to 5:15 p.m.

## **Fireworks**

Permission for a permit to display fireworks on Saturday, August 3 on Dewey Hill. CGFI will again be contracting with PYROTECHNICO of New Castle, Pennsylvania, to provide our Grand Finale aerial display. Set up will begin on Friday, August 5 with final clean up on Sunday, August 7. A copy of the fireworks contract will be made available, along with the authorized Marine Event permit, to the City Manager’s Office upon completion of the permitting from the Department of Public Safety. Additionally, we would like to have a drone show on Friday and Saturday evening. It will be launched from Dewey Hill so we would ask for access on those evenings and on Thursday for set up.

## Drone Show Friday Aug 2 and Saturday Aug 3



### ✓ Lines & Polygons

✓ Drone Launch Area

✓ Drone Show Flight Area

✓ FD Ingress & Egress Route

- They would be working within the pyrotechnics parameters
- They would be launching near the fountain
- Flying would be over the hill, not people
- The drones have safety features that allow them to “fall” slower if malfunctions
- Access would need to be Thursday afternoon/evening for set-up for the Friday show
- Access would need to be Friday for set-up for Saturday and Friday night show
- Access would need to be Saturday for Saturday show

## **Waterball**

This event is being requested for Wednesday, July 31<sup>st</sup> beginning at 6 PM on Washington between Third and Fourth Street. The request is to close off the street at 5 PM on that date, and the competition would remain within the street limits in front of the Church, the Post Office and Huntington Bank. Competing Public Safety and Fire Departments of local municipalities plus at least two teams of U.S. Coast Guard personnel from local commands and possibly visiting ships. Prizes would be awarded. Power needed for local announcements from a portable podium set up. Estimated duration to be no longer than two hours. Event is put on the GHDPs.

## **Central Park**

Permission to use Central Park from 5:00 p.m. Thursday, August 1<sup>st</sup> (for set up) through Saturday, August 3<sup>rd</sup> until 8:00 p.m. for the purpose of holding the Coast Guard Crafts Fair which will be managed by The Chamber of Commerce.



## Flea Market

Vintage Green Antiques will be responsible for appropriate applications and approvals to host the Flea Market on 7<sup>th</sup> on Sunday, July 28 beginning at 10:00 a.m..



*Listed below are the requests for Traffic Cones and Signs for the  
2024 Coast Guard Festival.*

**NO PARKING SIGNS**

(All “No Parking Tow Away” signs must be posted 24 hours before the event)

**Carnival Campsites on Harbor Island**

*\*\*\*Please have them posted **one week** in advance of Sunday, July 28th , 2024\*\*\**

**Harbourfront, Tip a Few, and Kirby Grill Lots**

RV Parking Prohibited

July 26th through August 3rd , 2024

**18 Parking spaces in the SE portion of the Tip a Few lot (For Food Vendors)**

“Coast Guard Festival Food Vendors Only, Tow Away”

*Listed below are the requests for Traffic Cones and Signs for the  
2024 Coast Guard Festival, continued.*

**Carnival, Car Show & Kids Parade**

“No Parking Tow Away”

To be posted on morning of July 26, 2024: 7:00am to 12:00pm (Kid’s Parade on Sat July 27)

(These can be on one sign) July 27, 2024: 5:00am to 5:00pm (Cruise-In on Sun July 28)

**Carnival**

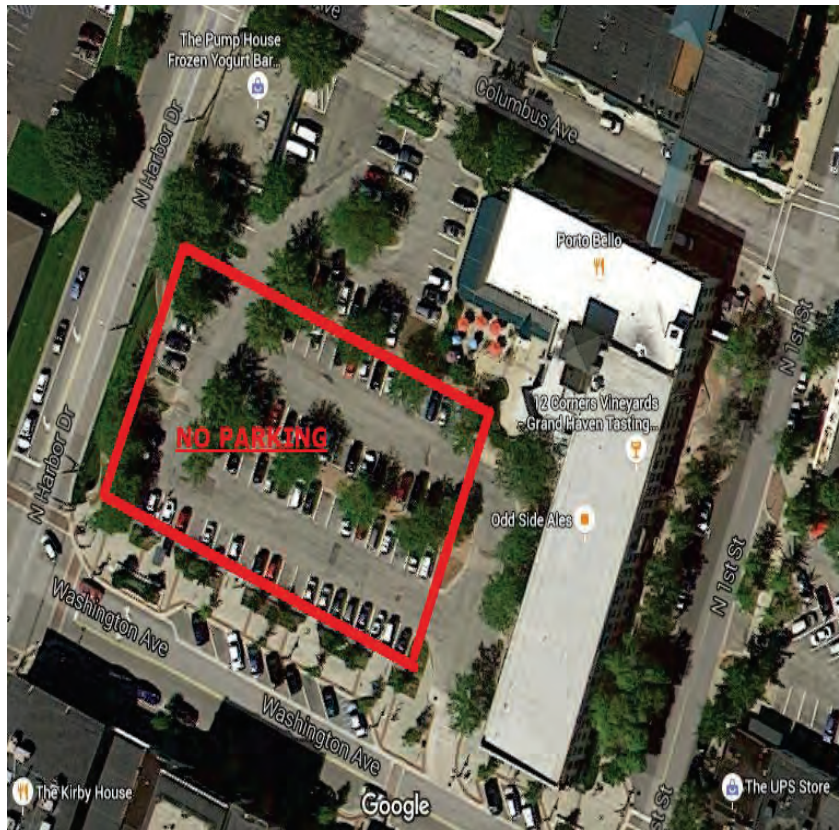
“Road Closed to Thru Traffic”

To be posted Tuesday, July 30 – Sunday, August 4 (4 a.m.) at Columbus and 1<sup>st</sup> streets

# Carnival

“No Parking 4:00pm Sunday, July 28 through 4:00am Sunday, August 4 ”

To be posted by 4:00pm on Saturday, July 27 in the Harbor front Parking Lot excluding the north section that runs between The Pump House and Porto Bello and Chinook Pier.



## CHINOOK LOT BELOW

south 17 spots to be signed for boat slip sponsor parking

Balance of lot to be signed for Skerbeck Carnival



## **Food Vendor Row**

“No Parking Tow Away”

To be posted angled parking on Harbor Drive 5:00am Tuesday, July 30, 2024 through August 3, 2024

## **City Marina Parking Lots**

“No Parking Tow Away” for all parking spots south of the driveway

July 26 through August 4, 2024

Move the Handicap parking spots to the NE side

## **Vendors Row**

(Bicentennial Park)

“No Parking Tow Away July 30 through August 3, 2024”

Harbor from Franklin west to just in front of Dairy Treat

## **Street Dance/Waterball**

“No Parking Tow Away July 30, 2024 from 6pm until 11pm”

“No Parking Tow Away July 31, 2024 from 6pm until 8pm”

To be posted on Monday, July 29, 2024 on **Washington Street**, Third to Fourth streets



## **Arts and Crafts**

“No Parking Tow Away Loading and Unloading Only”

To be posted Thursday, August 1 until Sunday, August 4, 2024 at 10 block N Fifth Ave, 400 block Washington, and Columbus

## **Flea on 7<sup>th</sup>**

No Parking Tow Away in City lot #12 and #13

No Parking Tow Away for 7<sup>th</sup> between Columbus and Washington

## **Vendors**

No Parking on Harbor from Washington to Franklin for Vendors.

## **Emergency Routes**

To be posted on Friday, August 2, 2024

### **“No Parking Tow Away”**

<b>Lake Ave</b>	Harbor to Howard	<b>Woodlawn</b>	Sheldon to Lake
<b>Second St</b>	Harbor to Washington	<b>Leggat</b>	(One side) Howard to Williams
<b>Sherman</b>	Harbor to Howard	<b>Harbor</b>	(West side) Washington to Franklin
<b>Howard</b>	Harbor to Sheldon		

## **Parade Route (8AM – 5PM)**

To be posted on Friday morning August 2, 2024

### **“No Parking Tow Away August 3, 2023 8:00am until 2:00pm”**

<b>Sheldon</b>	Taylor to Howard	<b>Grant</b>	Davis to Sheldon
<b>5<sup>th</sup></b>	Howard to Franklin	<b>5<sup>th</sup></b>	(East side) Washington to Columbus
<b>Franklin</b>	3 <sup>rd</sup> to 5 <sup>th</sup>	<b>Cutler</b>	Grant to Park
<b>Park</b>	Beacon to Sheldon	<b>7<sup>th</sup></b>	Grant to Washington
<b>Woodlawn</b>	Cutler to Sheldon	<b>Washington</b>	3 <sup>rd</sup> to 7 <sup>th</sup>
<b>Waverly</b>	Cutler to Sheldon	<b>3<sup>rd</sup></b>	Washington to Franklin
<b>Colfax</b>	Cutler to Sheldon		

### **Coast Guard Memorial Service Escanaba Park**

Angle Parking on Harbor                      “No Parking Tow Away August 2, 2024 3pm to 5pm”

Barricade near State Park                      “Road Closed to Thru Traffic”

Barricade at Harbor and Sherman              “Road Closed”

We will also need **20 Traffic Cones** dropped off to the Police garage on Friday, August 2, 2024

### **Kid’s Day: Mulligan’s Hollow (No Parking)**

East Hollow Lot                                      “No Parking Tow Away July 30, 2024 7am to 2pm”  
(Next to Imagination Station)                      To be posted on Monday, July 29

## **Special Requests**

Request that the flexibility again this year be given on the start time for the Musical Fountain each night. The Festival is still planning on the Waterfront Stadium concerts to go on rain or shine; however, any one concert could be delayed due to lightning.

Request permission to place port-a-jons on City properties during the ten (10) days of the festival. Placement is flexible given the changing schedule of activities. Location map will be provided to city.

Request for a permit to place temporary banners and portable signs on various properties of sponsoring companies/businesses and at Waterfront Stadium during festival time throughout the City (this also includes any banners specifically supporting the Coast Guard Festival at different businesses). This would be pending property owner's approval.

Request for temporary banners to be placed at Harbor and Washington on the metal poles between The Chamber and The Train Depot July 26 – August 3. All spaces are requested.

Request that the City of Grand Haven provides an additional trash truck necessary for City cleanup on Sunday morning, August 4.

Request that a 100 yr. banner to placed in front of the CG Utility Boat on Beacon once the threat of snow is over.

Request to place a banner at Coho Dr for the entire festival

Request to have the ability to put up an additional over the street banner after at the car show – street dance banner location for the balance of the festival.

## **Special Requests Continued**

\*Request Permission to use Chinook Pier Parking Lot for the Carnival – Kids Rides from July 27 – August 4.



## Coast Guard City USA

Permission to display “Coast Guard City USA” on Dewey Hill from July 25 – August 5, 2024

