

**NOTICE OF PUBLIC MEETING
VILLAGE OF MACKINAW CITY
COUNCIL CHAMBERS – VILLAGE HALL
102 South Huron Avenue
Phone: 436-5351**

7:00 P.M.

December 19, 2013

**AGENDA-REGULAR MEETING
MACKINAW CITY VILLAGE COUNCIL**

- I. Call to Order/Taking of Roll
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Clerks Report
 - A. Approval of Minutes
 - 1. Regular Meeting of December 04, 2013
 - B. Bills
 - 1. Accounts Payable for December 19, 2013-\$33,114.07
 - C. Communications
- V. Manager Report/President Report
- VI. Public Comments-Agenda/Non Agenda Items
- VII. Old Business
- VIII. New Business:
 - A. Additional Consideration Special Event Application-Mackinaw Mustang Stampede [Action Item]
 - B. Village Council Rules and Procedures Update [Action Item]
- IX. Reports/Committees/Village Committees
- X. Closing Public Comments
- XI. Scheduling of Council Sub Committee Meetings
- XIII. Adjournment

All communication, petitions, etc. must be in the office of the Village Clerk by 12 o'clock noon on the Tuesday proceeding the first and third Thursday of every month to be on the
**THURSDAY December 19, 2013 -6:45 PM
FINANCE COMMITTEE-REVIEW BILLS**

UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

December 04, 2013

I. President Hingston called the meeting to order and with the following Trustees present – Robert Glenn, Matt Yoder, Belinda Mollen, Sandy Planisek, Richard Perlick and Paul Michalak. Also present Manager Adam Smith and Clerk Lana Jaggi.

Department Heads Present:

Chief Pat Wyman-Police

Ken Newsome-DPW

Pat Rivera-Water/Sewer

Dave Paquet-Rec/Marina

Fred Thompson, Jr.-Ambulance/Fire/Zoning Administrator

Visitors – List Attached.

II. Pledge of Allegiance

III. Motion Planisek seconded Mollen to approve the agenda as presented. Voice vote – motion carried unanimously.

IV. Clerks Report

A. Approval of Minutes:

1. Motion Planisek seconded Perlick to approve the regular meeting minutes of November 21, 2013 as presented. Voice vote-motion carried unanimously.

B. Bills:

1. Motion Planisek seconded Michalak to pay the bills for 12/04/2013 in the amount of \$283,354.24 Voice vote- motion carried unanimously.

C. Communications-

1. Mackinaw City Skating Association (2)

Motion Michalak seconded Mollen for temporary placement (end of 13-14 MCSA Season) of memorial plaque at ice rink until Village Memorial Donation Procedures are in place, in which time formal action will take place for permanent placement directed by Recreation Director. Voice vote, Ayes- 6 Nays- 1. Motion carried.

V. Manager Report, Treasures Report and Department Head Reports were all submitted and placed on file.

VI. Public Comments, Agenda/Non Agenda Items

VII. Old Business-None

VIII. New Business

A. Motion Hingston seconded Planisek that council execute the Utility Service Company Inc. Water Tank Maintenance Contract as presented subject to final legal review. Voice vote- motion carried unanimously.

UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

December 04, 2013

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B. Motion Hingston seconded Glenn to accept the annual Resolution for Changing MERS Benefits as presented. Roll Call, Ayes-Glenn, Yoder, Mollen, Hingston, Planisek, Perlick, Michalak. Motion carried.

C. Motion Hingston seconded Mollen to authorize final project payment adjusted for contract change order #1 in the amount of \$27,763.15 to Maverick Construction Inc. for completed work on the Barbara Street Sewer Project. Voice vote- motion carried unanimously.

D. Motion Mollen seconded Glenn to approve special event application 2014-SE-014 addition from Mackinaw City Chamber of Commerce, Music In Mackinaw. Voice vote- motion carried unanimously.

Motion Hingston seconded Planisek to hold the date of July 17-21, 2014 at Conkling Park for special event application 2014-SE-022 from Mackinaw Area Visitors Bureau, Mustang Stampede, for thirty days pending the submission of more information regarding event. Voice vote- motion carried unanimously.

Motion Yoder seconded Michalak to approve special event application 2014-SE-023 from the MAVB for Memorial Weekend Fireworks 5/26/2014. Voice vote- motion carried unanimously.

Motion Yoder seconded Glenn to approve special event application 2014-SE-024 from the MAVB for Memorial Day Bridge Run, Rec Center use and Ambulance standby. Voice vote- motion carried unanimously.

Motion Perlick seconded Yoder to approve special event application 2014-SE-025 from the MAVB for Mackinaw Arts & Crafts Show, June 28-29, 2014. Voice vote Ayes-6 Nays-1, motion carried.

Motion Mollen seconded Yoder to approve special event application 2014-SE-026 from the MAVB for Mackinaw Arts & Crafts Show, August 23-24, 2014. Voice vote- Ayes-6 Nays-1, motion carried.

Motion Glenn seconded Mollen to approve special event application 2014-SE-027 from the MAVB for Fall Color Fireworks October 11, 2014. Voice vote- motion carried unanimously.

Motion Mollen seconded Planisek to approve special event application 2014-SE-028 from the MAVB for Fall Color Tour, Rec Center Use, October 11, 2014. Voice vote- motion carried unanimously.

Motion Mollen seconded Michalak to approve special event application 2014-SE-029 from the MAVB for Hopps of Fun September 5-6, 2014. Voice vote- motion carried unanimously.

Motion Glenn seconded Michalak to approve special event application 2014-SE-30 from the Mackinaw Crossings for Sidewalk Sales, August 15-17, 2014. Voice vote- motion carried unanimously.

Motion Glenn seconded Mollen to approve special event application 2014-SE-31 from the Mackinaw Crossings for Zoo-De-Mack Finish Line Party May 17, 2014. Voice vote- motion carried unanimously.

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E. Motion Hingston seconded Glenn to approve the Fiscal Year 2015 Council Budget Workshops and Finance and Human Resources Sub-Committee Budget Workshops as follows:

Council-Committee of the Whole, Budget Workshops

January 07, 14, 21 and 28, 2014 @ 8:00 AM Village Hall Council Chambers

Finance and Human Resource Sub-Committee, Budget Workshops

January 08, 15, 23 and 24, 2014 @ 8:00 AM Village Hall Council Chambers

IX. Reports/Committees/Village Commissions:

Ordinance Sub Committee Report was submitted by Trustee Michalak and placed on file.

X. Scheduling of Council Sub Committee Reports: None

XI. Closing Public Comments

XII. Adjournment: 8:44 PM

Respectfully submitted;

Jeff Hingston; President

Lana Jaggi; Clerk

User: LANA

EXP CHECK RUN DATES 12/18/2013 - 12/18/2013

DB: Mackinaw City

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

INVOICE NUMBER	DESCRIPTION	AMOUNT	VENDOR NAME
9914521141	OXYGEN	163.02	AIRGAS USA, LLC
11/25/2013	ELECTRIC PARTS	173.16	ALL-PHASE ELECTRIC SU
287242628779120401	CELL PHONES	188.64	AT&T MOBILITY
12/7/2013	AMB/FIRE DEC TRAINING	450.00	AUDIE'S RESTAURANT
12/14/2013	SUPPPLIES, PARTS, TRAINING, DECALS	250.56	CHASE PLATINUM MASTER
3607	EQ TOWNSHIP BILLING	124.20	CHEBOYGAN COUNTY TRES
729627836	SUPPLIES	103.46	CINTAS CORPORATION LO
519800	ATTORNEY FEE	1,047.64	CLARK HILL P.L.C.
197125	HARDWARE PARTS	778.71	COFFMAN HARDWARE
11/01-11/30/13	STREET LIGHT ELECTRIC	1,739.66	CONSUMERS ENERGY
11142013	TRAILHEAD ELECTIC	371.83	CONSUMERS ENERGY
015-76237	BERKLEY PUMP	215.72	CUMMINS BRIDGEWAY, LL
1217	BOILER INSPECTION	75.00	DAILEY MECHANICAL, LL
12/16/2013	BARBARA ST ELECTRIC	35.28	DTE ENERGY
911713	HOOD FASTNER	26.10	DUBOIS-COOPER ASSOCIA
19947	1000 LASER UTILITY BILLS	716.98	DYNAMIC IMPRESSIONS
254389	CHLORINE	1,277.50	ELHORN ENGINEERING CO
2013	SUBSCRIPTION	29.00	FIRE ENGINEERING
9317583053	PARTS	32.50	GRAINGER
9316169086	MONITOR	73.85	GRAINGER
65912	GRANT REV/TANK	326.37	INDIAN RIVER SPORTS C
038784	LEFT SKID SHOE	120.86	INDUSTRIAL MARKETING
318928	PART FOR BUBBLER	89.70	KENT RUBBER SUPPLY CO
9821	TRAINING	456.20	KIRTLAND COMMUNITY CO
12/01/2013	TIRES	935.80	KRUEGERS SERVICE
12012013	TIRE REPAIR	20.00	KRUEGERS SERVICE
12042013	GARBAGE SERVICE	238.00	LITTLE TRAVERSE DISPO
15200	ACCOUNT 15200	50.00	MACKINAC BRIDGE AUTHO
12/04/2013	800 FEET OF ROAD WORK	8,200.00	MACKINAW AREA HISTORI
2006	AMBULANCE BILLING	240.00	MHR BILLING
1314-DUES0145	DUES	100.00	MICHIGAN DOWNTOWN ASS
FEB 7, 2013	ELECTED OFFICIAL ACADEMY-R. GLENN	150.00	MICHIGAN MUNICIPAL LE
2014	TRAINING W/S (2)	170.00	MWEA OFFICE
11/30/2013	OIL LUBE	477.15	NORTHERN ENERGY, INC
445944	T NECK	49.81	NYE UNIFORM COMPANY
12413	AMB-FIRE UNIFORMS	493.00	O'BRIEN'S WHOLESALE
52483	RADIO ELEMENT	62.47	OTEC RADIO COMM. EQUI
10/27-11/26/2013	PART	343.88	POWERPLAN
11/13-11/26/2013	ELECTRIC SEWER	70.28	PRESQUE ISLE ELECTRIC
2408	BALANCE KIOSK TRAILHEAD GRANT PROJECT	3,964.64	SEA REACH LTD
DEC 2013	LIFE INSURANCE EMPLOYEE	210.45	STANDARD INSURANCE CO
MIDEAL-501	JAN 1-DEC 31,2014 MEMBERSHIP	180.00	STATE OF MICHIGAN
222183	SUPPLIES	198.01	USA BLUE BOOK
12/02/2013	VILLAGE WATER SEWER BILLS DECEMBER 2013	4,484.16	VILLAGE OF MACKINAW C
NP39849105	BG2105326	35.08	VPS CONVENIENCE STORE
NOVEMBER 2013	MONTHLY GAS BILLS 11/2013	3,546.30	VPS CONVENIENCE STORE
0139385705	MED SUPPLIES W/S	29.10	ZEE MEDICAL
		33,114.07	



Village of Mackinaw City

102 South Huron Avenue, P.O. Box 580, Mackinaw City, Michigan 49701

Telephone: (231) 436-5351 Fax: (231) 436-4166

www.mackinawcity.org village@mackinawcity.org

To: Mackinaw City Council
From: Adam R. Smith, Village Manager
Date: December 17, 2013
Re: Manager Report & Recommendations for December 19, 2013 Council Meeting



VIII. A. Special Event Application **[Action Item]**

Additional consideration of 2014-SE-022 Mackinaw Area Visitors Bureau (Mackinaw Mustang Stampede) with supplementary application documentation as requested for parking and food.
Please refer to attached Special Events Application and additional supporting documentation.

VIII. B. Village Council Rules and Procedures Update **[Action Item]**

Per Committee of the Whole discussion on December 2, 2013, the following Council rules and procedures update is proposed for adoption:

An agenda for each regular Council meeting shall be prepared with the following order of business:

- I. Call to Order/Taking of Roll/Pledge of Allegiance
- II. Presentations and Recognitions
- III. Approval of Agenda
- IV. Council Minutes
- V. Public Comments
- VI. Public Hearing and Subsequent Council Action
- VII. Business Reports and Recommendations
- VIII. Accounts Payable
- IX. Committee/Department Reports
- X. Closed Session and Subsequent Council Action
- XI. Adjournment

Public Comments to be limited to Agenda Item V. Public Comments

Communication, petitions, etc., must be in the office of the Village Clerk by 12:00 p.m. on the Thursday prior to a Council meeting to be considered for the agenda.

Agenda packet distribution to generally be on the Friday prior to a scheduled Council meeting.

All rules and procedures in conflict with the provision of this update are hereby repealed insofar as the conflicting portions thereof are concerned.



The rules and procedures are reviewed and adopted by a majority; Council may alter or amend its rules at any time by a majority vote of its members after notice has been given of the proposed alteration or amendment (i.e. Agenda Item). A motion to adopt the Council Rules and Procedures update *as presented* is necessary to take action. Alternatively, the Council Rules and Procedures would remain as previously adopted.

Village of Mackinaw City Concern/Complaint Form

[Informational Item]

As you are aware, this past summer a Village Concern/Complain Form was developed and made available to the public in an effort to adequately address and follow up on citizen concerns and complaints. The document remains available and accessible on our municipal website and in paper copy at the municipal building.

Municipal Streetscape Tree Lighting

[Informational Item]

Please be advised that municipal streetscape tree lighting is being concentrated along Central Avenue and Nicolet Street during the winter season. Property owners within the Downtown Development Authority (DDA) District pay an additional two (2) mills above the general operations millage for streetscape services and amenities. As part of the Fiscal Year 2015 Budget process the financial feasibility of municipal streetscape tree lights outside of the DDA district will require evaluation.

Michigan Department of Environmental Quality Stormwater, Asset Management, and Wastewater (SAW) Program Grant

[Informational Item]

Please be advised that the Village of Mackinaw City's SAW Grant Application was completed and submitted on December 2, 2014 in contracted service with C2AE. The \$450 million funding available for the program will be allocated to the December 2, 2013 applicants.

Per the MDEQ website: 673 applications totaling \$541M were received on December 2, 2013. Any applications received after December 2 will not be reviewed until all previously received applications have been reviewed and follow-up contact made if necessary. Our office has 60 days to publish a notice of the application in the DEQ calendar and 120 days to review and notify the applicant whether the application was approved or rejected. Staff is diligently working on SAW; we expect to have an update on the application and lottery process in January 2014.



To: Adam Smith and Village Council

From: Deb Spence / Mackinaw Area Visitors Bureau

Re: Mustang Car Show

Mackinaw Mustang Car Show/ Golden Anniversary

The Mustang Car Show will include the display of cars and judging of those cars. A tent will be set up in Conkling Heritage Park, with a fence surrounding the whole area, to serve beer and wine with a Pig Roast. Music will be on the stage Friday and Saturday until 10p.m.

Possible Sign Locations

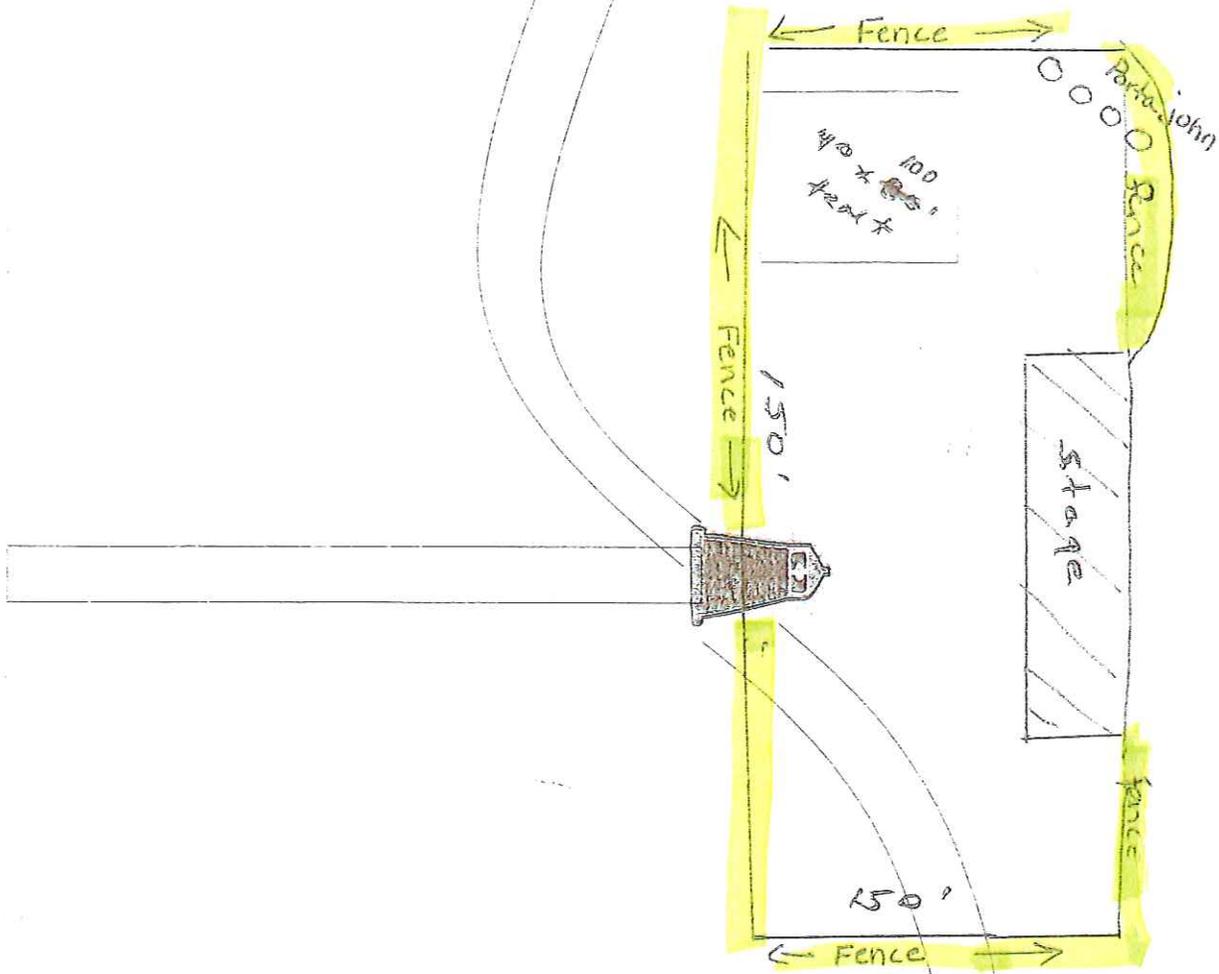
South and North Huron will have approximately 5 signs

1 sign at corner of Nicolet and Central Avenue

1 sign at Village Hall

All other signs will be located out of Village Limits.

Will have City mark for Sprinkler system.



PARKING

Vendor Tents

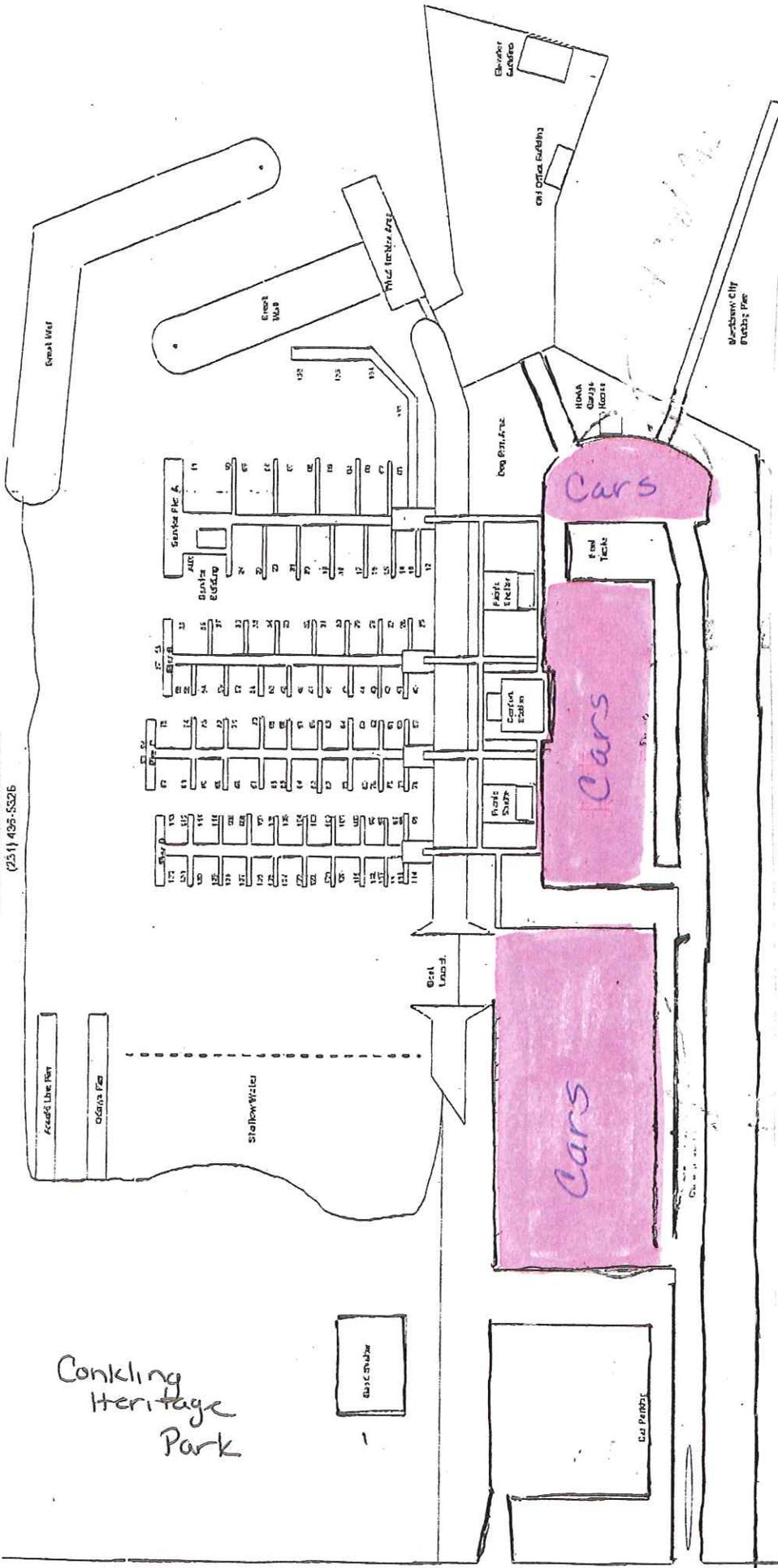
(Possible)

Vendor Tents

Bathroom

SOUTH HURON

Michigan Department of Natural Resources
Parks & Recreation Division
STRAITS STATE HARBOR
(231) 426-5326



Where cars
will be
parked
for
Mustang Car
show

Conkling
Heritage
Park



To: Janelle Bancroft &
Village Manager

As requested from Village Council Meeting on Dec. 4th

Dyana McVey

Mackinaw Area Visitors Bureau



December 16, 2013

To: Adam Smith, Village Manager

From: Deb Spence / Dyana McVey, Mackinaw Area Visitors Bureau

Re: Mustang Car Show

We are waiting for a letter from the DNR official, Mr. Stempky, about official verification of the use of the State Dock for parking the Mustangs for event. He is waiting to hear from Harbormaster of the Straits State Dock, on how many parking spaces there are for our use. We will provide that letter as soon as we get it. This is our first choice on where we would like to place them, but if for some reason this is not possible we have provided you with two letters from our other options. These letters give us permission to use their parking spaces for our event.

We have also included a letter that certifies that the Depot Restaurant will cater the event and use their license for it.

MACKINAW

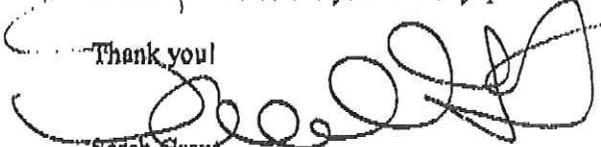
CROSSINGS

December 12, 2013

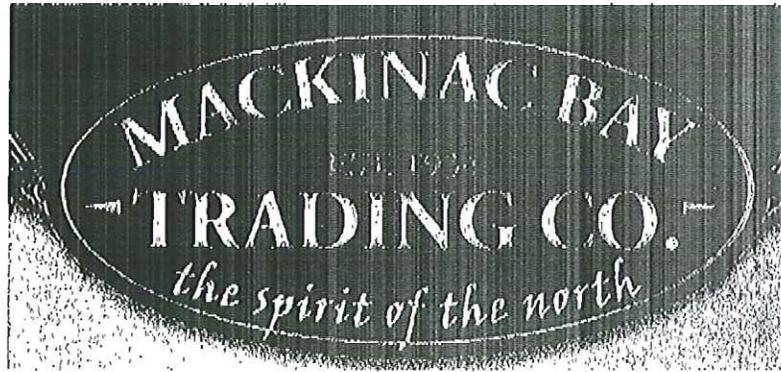
This letter is to certify that Mackinaw Crossings has extended the use of our parking lots, if needed, for the Mustang show that is being hosted by the Mackinaw Area Visitors Bureau on July 17, 18 and 19, 2014.

Please let me know if you have any questions.

Thank you!



Sarah Grant
Mackinaw Crossings Mall
(231) 436-5030

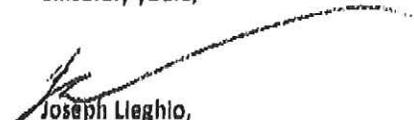


December 12, 2013

To the Village of Mackinaw City:

I, Joseph Lieghio, give permission to the Mackinaw Area Visitors Bureau to use the lot that is located behind Nonna Lisa's Restaurant, which has parked over 500 cars on Labor Day 2013 for the Mustang Car Show parking on July 17, 18, & 19 of 2014 at no charge. Should you have any questions, please do not hesitate to contact me at 231-420-7044 or at glusppalleghio@yahoo.com.

Sincerely yours,


Joseph Lieghio,
President,
Mackinaw Bay Trading Company, Inc.

MACKINAW

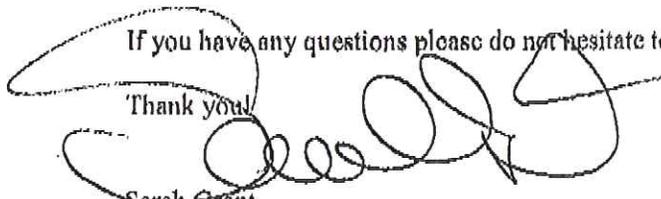
CROSSINGS

December 12, 2013

This letter is to certify that the Depot Restaurant will cater the Mustang show hosted by the Mackinaw Area Visitors Bureau on July 17-19 2014. We will use our existing food license and gain approval from Kyle Keller with the Cheboygan County Health Department.

If you have any questions please do not hesitate to call.

Thank you!



Sarah Grant
Mackinaw Crossings Mall
(231) 436-5030

2014 SE-022

To Admin. Staff: 11-6-13
To Council: 12-5-13
Decision: Approved Denied
Minutes to Applicant: _____

SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Mackinaw Area Visitors Bureau TELEPHONE: 231-436-5664
MAILING ADDRESS: 10800 US 23 Hwy Mackinaw City, MI 49701
CONTACT NAME: Dyana McVey/ Deb Spence TELEPHONE: 231-436-5664
E-MAIL ADDRESS: dyana@mackinawcity.com CELL PHONE: 231-420-8437

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Dyana McVey/Deb Spence TELEPHONE: 231-420-8437
E-MAIL ADDRESS: dyana@mackinawcity.com CELL PHONE: 231-420-8862

EVENT INFORMATION

NAME OF EVENT: Mackinaw Mustang Stampede - Golden Anniversary

PURPOSE OF EVENT: _____

- Non-Profit For-Profit Village Operated/Sponsored Co-Sponsored
 Marathon/Race Festival/Fair Arts & Crafts Show Other _____

DATE(S): 7/17/2014 FROM 2:00 A.M. P.M. TO 10:00 A.M. P.M.
7/18/2014 FROM 10:00 A.M. P.M. TO 10:00 A.M. P.M.
7/19/2014 FROM 10:00 A.M. P.M. TO 10:00 A.M. P.M.
7/20/2014 FROM 10:00 A.M. P.M. TO 3:00 A.M. P.M.

RAIN DATE(S): _____ FROM _____ A.M. P.M. TO _____ A.M. P.M.
_____ FROM _____ A.M. P.M. TO _____ A.M. P.M.

EVENT LOCATION: Conkling Heritage Park

ESTIMATED NUMBER OF ATTENDEES: _____

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 4

ESTIMATE DATE/TIME FOR SET-UP: 7/17/2014 2:00 A.M. P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: 7/20/2014 3:00 A.M. P.M.

*Ins Cert on File
Liquor Control*

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

- "YARD" SIGNS** - Number requested: 25 (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.)
- SIGNAGE AT EVENT SITE** - Location(s): Event and Sponsor Banners

Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

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

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

EVENT LONG TERM PARKING: Will there be long term parking? Yes No

If yes, from date _____ to ending date: _____

Long term parking identified on the site map? Yes No

OVERNIGHT CAMPING: Will there be camping over night? Yes No

Name of Facility where camping: _____

If yes, from date: _____ to ending date: _____

Camp sites identified on the site map? Yes No

TENTS/CANOPIES/MISC: The Village of Mackinaw City does have tables and/or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?:

BOOTHS – QUANTITY _____ **TENTS – QUANTITY** _____

Size _____

CHAIRS – QUANTITY _____

AWNINGS – QUANTITY _____

TABLES – QUANTITY _____

Seating diagram for booths, awnings, tables and chairs provided with application: Yes No

PORTABLE RESTROOMS/TOILETS

Have you made arrangements to provide portable restroom facilities at your event? Yes No

If yes, total number of portable toilets: 4 Number of ADA accessible portable toilets: _____

If no, explain: _____

Restroom Company Name: Rose Septic

Address Street: _____

City: Cheboygan State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Cell: _____

Equipment set up: Date: 7/17/2014 Time: _____

Equipment pick up: Date: 7/21/2014 Time: _____

Portable restrooms identified on the site map? Yes No

APPLICATION CHECK LIST

A = Applicant V = Village

- | | |
|--------------------------|--|
| <u>A</u> | <u>V</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Completed Application |
| <input type="checkbox"/> | <input type="checkbox"/> Special Event Fee received on _____, receipt no _____
amount: \$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> Event Map Received (includes detailed event layout for vendors, booths, portable restrooms, fire hydrants, parking, ingress, egress, roads, sidewalks, table and chair diagram, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> Bicycle Route Map (use of the Mackinaw City Bike Trail is required) |
| <input type="checkbox"/> | <input type="checkbox"/> Certificate of Insurance (listing the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701 as an additional insured) |
| <input type="checkbox"/> | <input type="checkbox"/> Ambulance Standby included with Application paid on _____, receipt no. _____
amount \$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> Fireworks Permit (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> Michigan Liquor Control Commission Special Event License (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> 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 coverage deemed necessary for the event, naming the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701, as an additional insured on all applicable policies and submit the certificate to the Village Clerk's Office no later than thirty (30) days prior to the event.

Comply with all Village Ordinances and Policies and applicable State laws, and acknowledges that the special event 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 Village's review of this application. The applicant and sponsoring organization understand that it may be necessary to meet with Village staff during, as well as after the event, for the review of this application and that Village Council approval is necessary.

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

Applicant further agrees to defend, indemnify and hold harmless the Village of Mackinaw City, 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 Village of Mackinaw City 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.

The Village of Mackinaw City expressly reserves the right in its sole discretion to cancel a private event for Village purposes and the Site user agrees, as a term of its use of a site, to release and waive all claims of any kind (including a claim for consequential damages), against the Village, its officers or employees arising out of cancellation of the user's event.

Is this an annual event? Yes No
Is this event expected to occur next year? Yes No
How many years has this event occurred? 0

Applicant Signature
Print name of applicant: _____

Date

VILLAGE USE ONLY – Department representative please initial if approved	
[<i>KN</i>] DPW	[<i>CV</i>] FACILITY SERVICES
[<i>pew</i>] POLICE	[<i>CV</i>] FIRE [<i>CV</i>] AMBULANCE
[<i>DP</i>] RECREATION	
VILLAGE COUNCIL COUNCIL APPROVAL DATE: _____	
CONDITIONS, IF ANY: _____	

AUTHORIZED BY: _____	DATE: _____
VILLAGE MANAGER	

FOR VILLAGE USE ONLY

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

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

Yes No

LOADER – MODEL _____ TOTAL MEN _____

TOTAL MAN HOURS _____

PICK UP TRUCKS _____ TOTAL MEN _____

TOTAL MAN HOURS _____

OTHER EQUIPMENT _____ TOTAL MEN _____

TOTAL MAN HOURS _____

OTHER SERVICES PROVIDED OR REQUIRED _____

SITE MAP APPROVED: Yes No

FACILITIES SERVICES DEPARTMENT

APPROVED

DENIED

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 _____

SITE MAP APPROVED: Yes No

MACKINAW CITY POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): — No ADDITIONAL OFFICERS NECESSARY UNLESS A PARADE IS INVOLVED

PARADE ROUTE RECEIVED AND APPROVED: Yes No WHICH IS NOT INDICATED

POLICE ESCORT NEEDED: Yes No LIQUOR APPLICATION RECEIVED AND REVIEWED: Yes No

SITE MAP APPROVED: Yes No

MACKINAW CITY FIRE DEPARTMENT

APPROVED

DENIED

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.

SITE MAP APPROVED: Yes No

RECREATION DEPARTMENT

APPROVED

DENIED

SHOWERS: Yes No

TABLES: Yes No Quantity: _____

CHAIRS: Yes No Quantity: _____

CAMPING: Yes No (identified on map)

LONG TERM PARKING: Yes No (identified on map)

PORTABLE RESTROOMS: Yes No (identified on map)

SITE MAP APPROVED: Yes No

JOINT UP + NOS

Music Festival
Dana Point

