

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

7:00 P.M.

August 01, 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 July 18, 2013
  - B. Bills
    - 1. Accounts Payable for August 01, 2013-\$77,923.58
  - C. Communications-None
- V. Manager Report/President Report/ Treasure, Department Head Reports
- VI. Public Comments-Agenda/Non Agenda Items
- VII. Old Business:
  - A. Proposed Class III Casino Update [Informational Item]
- VIII. New Business:
  - A. Great Up North Marketing Alliance Presentation-Mr. Tom O'Hare
  - B. Special Event Application-American Legion Post 159
  - C. Special Event Application-Krol/Boswell Wedding
  - D. Special Event Application-Forgotten Eagles Chapter 6
- 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 August 01, 2013 -6:45 PM  
FINANCE COMMITTEE-REVIEW BILLS**

**UNAPPROVED**  
**MINUTES REGULAR COUNCIL MEETING**  
**MACKINAW CITY**

7:00 P.M.

July 18, 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.**

**Visitors – List Attached.**

**II. Pledge of Allegiance**

**III. Motion Yoder seconded Glenn to approve the agenda. Voice vote – motion carried unanimously.**

**IV. Clerks Report**

**A. Approval of Minutes:**

**1. Motion Perlick seconded Glenn to approve the regular meeting minutes of July 02, 2013 as presented. Voice vote-motion carried unanimously. No discussion.**

**B. Bills:**

**1. Motion Mollen seconded Perlick to pay the bills in the amount of \$94,399.55. Voice vote-motion carried unanimously. No discussion.**

**C. Communications:**

**1. Annual Clean Up Day Report**

**V. Manager Report was submitted and placed on file.**

**Manager Smith added maintenance work on water tower concerning exterior mildew removal has been completed.**

**President's Report- Pres. Hingston reported donations collected for McLott Property are \$2500.00 from pledge goal.**

**VI. Public Comments, Agenda/Non Agenda: None**

**VII. Old Business: None**

**VIII. New Business**

**A. Manager Smith introduced Jennifer Michelin Benefit Specialist from Employee Benefits Agency. Ms. Michelin gave a Third Party Benefit Administration presentation which was submitted and placed of file. Manager Smith noted this will be an ongoing regarding benefits and compliance.**

**B. Motion Hingston seconded Perlick to approve the 2013 Jaws of Life Service Agreement between the Village of Mackinaw City and Emmet County. Voice vote-motion carried unanimously. No discussion.**

**C. Motion Hingston seconded Mollen to submit the revised Michigan Department of Treasure L-4029 Forms to Emmet and Cheboygan Counties for the 2013 Village Tax Bill. Voice vote-motion carried unanimously. No discussion.**

**UNAPPROVED**

**MINUTES REGULAR COUNCIL MEETING**

**7:00 P.M.**

**MACKINAW CITY**

**July 18, 2013**

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**D. Motion Planisek seconded Mollen to approve the MML Workers Compensation Fund Ballot of seven (7) incumbent members as presented. Voice vote-motion carried unanimously. No discussion.**

**E. Motion Hingston seconded Glenn to approve the public transportation application from Enzo Leighio, Mackinaw Old Time Trolley, with the following conditions the application will expire on July 31, 2013 unless documentation is presented showing actual construction on the vehicle is taking place or the vehicle itself is presented with inspection verification to the police department. Voice vote-motion carried unanimously. No discussion.**

**F. Motion Yoder seconded Glenn to approve the special event application from the LeoMyoSarcoma Foundation for a Non Profit Labor Day (September 02, 2013) booth space. Voice vote-motion carried unanimously. No discussion.**

**G. Motion Planisek seconded Mollen to approve the Resolution to Extend Moratorium for New Wells as presented. Voice vote-motion carried unanimously. No discussion.**

**H. Motion Mollen seconded Glenn to acquire Property ID # 15-03-24-200-020 and submit payment to Emmet County Treasurer in the amount of \$515.79 Voice vote-motion carried unanimously. No discussion.**

**7:40 PM**

**I. Motion Glenn seconded Perlick to adjourn to managers office for Closed Session for Real Estate Purchase Discussion. Ayes- Glenn, Yoder, Mollen, Hingston, Planisek, Perlick, Michalak. Motion carried unanimously. No discussion.**

**7:57 PM**

**Returned to Regular Meeting Session**

**IX. Reports/Committees/Village Commissions:**

**Ordinance Comm. Report submitted and placed on file by Trustee Paul Michalak**

**1. Reviewed updated General Well Ordinance draft from legal counsel.**

**2. Reviewed recently adopted Emmet Co. Rules regarding parks and digging up artifacts.**

**X Closing Public Comments: None**

**XI. Scheduling of Council Sub Committee Reports:**

**XII. Adjournment: 8:03 PM**

**Respectfully submitted;**

**Jeff Hingston; President**

**Lana Jaggi; Clerk**

User: LANA

DB: Mackinaw City

EXP CHECK RUN DATES 07/31/2013 - 07/31/2013  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
FINAL	ARCHAMBO ELECTRIC, IN	CONKLING PARK PROJECT	6,027.40
887319811	ARCTIC GLACIER U.S.A.	MARINA ICE	90.72
885320505	ARCTIC GLACIER U.S.A.	MARINA ICE	164.72
883319911	ARCTIC GLACIER U.S.A.	MARINA ICE	77.92
231436709807	AT&T	MARINA FAX/INTERNET	49.39
231436535107 2013	AT&T	AT&T MONTHLY	2,321.30
12846	ATCHISON PAPER & SUPP	JUMBO BATH TISSUE	576.00
0479351	BLARNEY CASTLE OIL CO	DIESEL #2	812.23
127210	BLASKOWSKI FEED & SEE	NITRATE	306.80
56482	C2AE	BARBARA ST PROJECT	373.62
109859	C2AE	FEYEN ZYLSTRA WORK ORDER 7 22 13 BARB.	11,154.00
JULY 22 2013	CHARTER COMMUNICATION	MARINA CABLE	469.59
7/26/2013	CHEBOYGAN CARQUEST	SUPPLIES	36.39
498303	CLARK HILL P.L.C.	ATTORNEY FEES	943.50
7/08/2013	CONSUMERS ENERGY	CONSUMERS ELECTRIC	23,322.14
015-75972	CUMMINS BRIDGEWAY, LL	FINAL PAYMENT	16,684.15
2064764 7076456	DEPT. 32 - 2009216544	PAINT ELECTRICAL W/S	488.53
FINAL	DOC'S PLUMBING & HEAT	CONKLING PARK	4,496.60
INV12234	DORNBOS SIGN & SAFETY	BOAT LAUNCH/NO BOAT LAUNCH SIGN	110.17
12083	DORNBOS SIGN & SAFETY	GREEN U CHANNEL POST	364.50
12029	DORNBOS SIGN & SAFETY	HANDICAP SIGNS 4	173.91
7/11/2013	DTE ENERGY	DTE HEAT	1,267.54
3640	EMMET CO ROAD COMMISS	COLD PATCH	375.00
34938/35010	FERNELIUS TOYOTA-CHRY	FACILITIES TRUCK PART	152.30
9192885029	GRAINGER	RESTROOM FAN MOTOR	97.30
REIMBURSEMENT	JEFF HINGSTON	REIMBURSED FOR POSTAGE "LIGHTS OUT" PRO	153.92
TF12-022	JEFFRESS-DRYER, INC	GARY WILLIAMS PARK EXTENSION APPRAISAL	1,500.00
65266999	JOHN DEERE LANDSCAPES	IRRIGATION PARTS	262.45
65408347	JOHN DEERE LANDSCAPES	POP UP ROTOR	419.50
65408379	JOHN DEERE LANDSCAPES	IRRIGATION PVC FEMALE MALE INSERT	27.61
236918	KSS ENTERPRISES-PETOS	CLEANING SUPPLIES MARINA	96.21
82131230379765	LOWES BUSINESS ACCT/G	SUPPLIES	104.88
7/15/2013	MACKINAW TOWNSHIP TRE	1/3 PAY FOR CLEAN UP DAY 2013	1,239.63
103440	MEADOWBROOK INSURANCE	MARINA UNDERGROUND TANK INSURANCE	675.25
110148	MICHAEL ZYNEWICZ	PARAMEDIC UNIFORM REIMBURSEMENT	116.97
22797	MONTAGE ENTERPRISES	HOLDER MOWER PARTS	263.58
51898	OTEC RADIO COMM. EQUI	RADIO LICENSE	30.00
7/23/2013	PATRICIA PEPLER	MILEAGE REIMBURSEMENT TAX ROLL PICK UP	58.76
1466549	PRESTON FEATHER BUILD	NON CCA TREATED	162.00
4122703	QUILL CORPORATION	OFFICE SUPPLIES	112.74
4123608	QUILL CORPORATION	LABELMAKER TAPE	77.96
7952191	RIETH-RILEY CONSTRUCT	COLD PATCH	468.00
2231960001	SCIENTIFIC BRAKE & EQ	STOBE LIGHT	167.30
22363840	SPARTAN DISTRIBUTORS	SUPPLIES	143.10
96346549	STATE CHEMICAL MANUFA	CLEANING CHEMICALS	334.40
104699	USA BLUE BOOK	SUPPLIES	573.60
			77,923.58



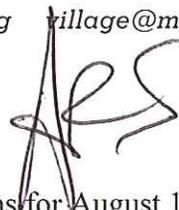
# Village of Mackinaw City

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

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

[www.mackinawcity.org](http://www.mackinawcity.org) [village@mackinawcity.org](mailto:village@mackinawcity.org)

To: Mackinaw City Council  
From: Adam R. Smith, Village Manager  
Date: July 30, 2013  
Re: Manager Report & Recommendations for August 1, 2013 Council Meeting



## First and Second Beach Permit Status

[Informational Item]

Federal ordinary high water mark stakes were placed at both beaches on Wednesday July 24, 2013. Work below the ordinary high water mark requires DEQ & U.S. Army Corps of Engineers permit approval; work above the ordinary high water mark does not require said permit. U.S. Army Corps of Engineers and State of Michigan Department of Natural Resources staff was on site July 16, 2013 to discuss the proposed amendment to the lease with the Village of Mackinaw City to allow beach grooming on Second Beach in the future. Also discussed with Army Corps of Engineers field staff was permit clarification for first beach grooming activities. Municipal staff will begin beach grooming activities as permitted by DEQ and Army Corps of Engineers this week in an effort to provide an ideal recreational beach environment.

## VII. A. Proposed Class III Casino Update

[Informational Item]

Item reserved for ongoing discussion regarding proposed Class III casino. Potential revenue calculations for ad valorem tax reimbursement to be presented based on general scenario information and application of assessing formula. The preliminary estimated ad valorem tax revenue is based on a potential investment of \$27 million for a Class III gaming facility. The information is to be used as an example equation based on estimated investment. The ad valorem tax revenue estimates are subject to change based on amount of investment and/or tax formula and should be considered only as an estimated example. *Please refer to attached ad valorem tax reimbursement examples.*

## VIII. A. Great Up North Marketing Alliance

[Informational Item]

Mr. Tom O'Hare will provide a brief presentation regarding the Communities of Cheboygan County Great Up North Marketing Alliance. Additional information available at [www.greatupnorth.com](http://www.greatupnorth.com)

## VIII. C. Special Event Application Krol/Boswell Wedding

[Action Item]

Administration is seeking Council policy direction regarding large wedding events at Conkling Park per attached Special Event Application Krol/Boswell. Pending Council policy direction, staff will address detailed implementation items such as: alcohol, noise, parking, clean-up, etc.



"Crossroads of the Great Lakes."

Equal Employment Opportunity and Service Provider



TREASURER'S REPORT  
VILLAGE OF MACKINAW CITY  
7/30/13

General Fund	\$301,711.12
Employees Sick & Vacation Fund	\$77,478.11
Majors Street	\$67,679.84
Local Streets	\$40,309.80
Municipal Streets	\$121,535.94
Cemetery	\$52,259.62
Ambulance	\$175,097.07
DDA	\$70,063.27
Fire Capital Imp	\$45,219.38
Ambulance Capital Imp	\$20,582.89
Recreation	(\$7,511.97)
Recreation Center	(\$32,491.54)
Waterfront Dev	\$74,676.57
Performance Shell	\$13,422.14
Planning Commission	\$10,798.50
EDC Fund	\$17,257.17
Sewer	\$642,829.14
Water	(\$55,362.47)
Marina	\$118,469.69
Equipment	\$205,281.79
Tax Collection	\$21,707.80
MARCH CK #29838-29920	\$256,095.38
APRIL CK #29921-30014	\$264,715.46
MAY CK#30015-30135	\$454,043.59
JUNE CK#30136-30301	\$467,175.05
JULY 1 TO JULY 25 CK #30302-30386	\$280,840.56



**ARRESTS MADE BY THE MACKINAW CITY POLICE DEPARTMENT  
YEAR TO DATE THROUGH JULY 31**

<b>CRIME TYPE</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>Thru 7/28/13</b>
CRIMES AGAINST PERSON	9	7	5	6	6	3
PROPERTY CRIMES	8	6	13	13	7	8
MORALS/DECENCY CRIMES	9	18	21	18	5	8
PUBLIC ORDER CRIMES	36	54	69	47	54	73
JUVENILE/MINOR	0	0	0	0	0	0
<b>TOTAL</b>	<b>62</b>	<b>85</b>	<b>108</b>	<b>84</b>	<b>72</b>	<b>92</b>

Citations Issued Year To Date 2013: 107

Citations Issued Year To Date 2012: 129

Citations Issued Year To Date 2011: 143

**COMPLAINTS RECEIVED BY THE MACKINAW CITY POLICE DEPARTMENT  
YEAR TO DATE THROUGH JULY 31**

	<u><b>2008</b></u>	<u><b>2009</b></u>	<u><b>2010</b></u>	<u><b>2011</b></u>	<u><b>2012</b></u>	<u><b>Thru 7/28/13</b></u>
<b>Traffic Crash:</b>						
Public Roadway	31	32	23	31	22	25
Private Property	31	28	20	17	36	20
<b>Personal Injury Crash:</b>	2	1	0	4	1	3
<b>TOTAL</b>	<b>64</b>	<b>61</b>	<b>43</b>	<b>52</b>	<b>59</b>	<b>48</b>
<b>Breaking and Entering:</b>						
Business	1	3	1	0	0	0
Residence	0	0	0	2	0	1
Other	0	0	1	1	0	0
<b>TOTAL</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>1</b>
<b>Larceny:</b>						
From Bldg./Veh./Pub. Place	15	28	31	24	22	16
Fail to Pay for Services	17	9	4	1	3	9
Bad Check/Fraud	1	2	2	0	1	3
<b>TOTAL</b>	<b>33</b>	<b>39</b>	<b>37</b>	<b>25</b>	<b>26</b>	<b>28</b>
<b>Malicious Destruction of Property:</b>	5	6	3	6	8	3
<b>Domestic/Civil:</b>	14	29	27	34	52	39
<b>Assault:</b>	11	11	12	13	18	5
<b>Stolen Vehicle:</b>	0	2	0	0	0	0
<b>Reports Taken to Date:</b>	<b>513</b>	<b>577</b>	<b>578</b>	<b>583</b>	<b>716</b>	<b>586</b>

**MACKINAW CITY EMERGENCY MEDICAL SERVICE  
MACKINAW CITY FIRE DEPARTMENT  
Activity Report**

<b>EMS</b>		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
	<b>Runs</b>			Thru 7/28/13			
	January	29	21	17			
	February	18	26	26			
	March	28	18	22			
	April	28	33	26			
	May	31	36	40			
	June	28	51	43			
	July	66	50	60			
	August	66	69				
	September	42	37				
	October	25	23				
	November	24	23				
	December	25	19				
	<b>TOTAL RUNS FOR YEAR</b>	<b>410</b>	<b>406</b>	<b>234</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>MCFD</b>		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
	<b>Runs</b>			Thru 7/28/13			
	January	7	5	3			
	February	4	3	4			
	March	3	5	3			
	April	3	4	2			
	May	7	7	6			
	June	3	8	14			
	July	9	10	7			
	August	12	10				
	September	9	9				
	October	11	3				
	November	7	6				
	December	4	2				
	<b>TOTAL RUNS FOR YEAR</b>	<b>79</b>	<b>72</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>

		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
	<b>Training</b>						
	January	2	1	2			
	February	3	2	2			
	March	2	2	2			
	April	1	2	2			
	May	2	2	2			
	June	2	2	2			
	July	2	3	2			
	August	2	3				
	September	1	1				
	October	3	2				
	November	2	2				
	December	1	0				
	<b>TOTAL TRAININGS FOR YEAR</b>	<b>23</b>	<b>22</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>

**DPW MONTHLY REPORT  
JULY 2013**

**MAJOR and LOCAL STREETS** -Mowed streets shoulders and some parks, painted street lights, spread chloride on gravel streets, bladed gravel streets, cold patch streets, installed handicap pointing signs, picked up cold patch in Vanderbilt, cleaned out beaver damns behind Embers.

**PARKS**- Installed handicap water pumps at Conkling Park, moved greeting booth at Historic Village, repaired power outlet at Recreation Complex.

**VILLAGE HALL**-Caulked windows and building cracks, replaced exhaust fan in outside restroom.

**WATER**- Installed new water line at 800 Lakeside Drive, did several Miss Dig markings.

**EQUIPMENT**-General maintenance of equipment

**SIDEWALKS**-Repaired brick pavers to curbs on S. Huron and Central Ave. sidewalks.

**OTHER VILLAGE PROPERTY**- Bulldozed stump dump and sand pitt.

Many other small jobs.

**Ken Newsome  
DPW Superintendent**

# Village of Mackinaw City

## Monthly Report – Water & Wastewater For July 2013

### Routine Maintenance and Usage: Date Submitted 7-30-13

- Number of gallons pumped by water department during the month: 17.554MG
- Number of gallons discharged by wastewater treatment plant during the month: 14.806 MG
- Number of water shutoffs during the month: 2
- Number of water turn-ons during the month: 1
- Number of new water service connections during the month: 1
- Number of new sewer service connections during the month: 3
- Continue to maintain plant operation to efficiently treat wastewater
- Submit wastewater report to the state of Michigan DEQ & EPA
- Continue to conduct operation to meet the village's national pollution discharge permit
- Continue lab operations that efficiently and accurately measure wastewater operation parameters
- Conduct daily monitoring of the village's eight wastewater lift stations to maintain efficiency and reliable pumping operations
- Continue to operate our water system to meet state and federal drinking water standards
- Perform daily monitoring of the village's four municipal water wells
- Coordinate and perform water analysis for quality and to maintain safety of drinking water
- Conduct routine maintenance to our water system
- Continue performing monthly checks and required testing of necessary safety equipment
- Exercise emergency backup equipment to ensure reliability

### New and Continued Projects:

- Sprint continued working on equipment updates at the water tower and completed the installation of the new A/C unit for the meter/cell phone equipment room
- Water department had an inspection by our district engineer from the DEQ (inspection went well)
- Continue performing maintenance on pumps, aerators, valves, and also calibrations of our equipment for the summer season
- The water department is conducting a few water turn-ons as well as turn-offs for both commercial and residential customers
- The water department continued to work on the safety program, which includes a variety of safety checks in both the water and wastewater departments
- The water department has completed maintenance to the Barbara Street lift station, including painting the exterior of the building as well as raising the height of the manhole to make it more accessible
- Continue to work with our sub-committee on private well and geothermal well ordinances
- The water department had its yearly inspection by the National Rural Water Association (inspection went well)
- Continue to work on our well head protection program with the DEQ
- Completed cleaning process of the exterior of our 200,000 gallon elevated water tank through power-washing using rented equipment to reach the surface
- Otec Radio Communication will complete our radio frequency licensing for our SCADA system (Supervisory Control And Data Acquisition)

- UIS Programmable Services is in the process of completing the SCADA upgrades to the Barbara lift station, as well as upgrading and calibrating some of our existing equipment at our master control location and at the main pumping station. This includes the installation of a manual transfer switch, which will allow for generator hookup to utilize in case of emergency.

**Notable events Affecting Water & Wastewater Department:**

The village experienced two power outages during the month of July. The first outage affected the Cedar Street and Wenniway lift stations. The second outage affected the DuJuanay lift station, requiring the use of a generator for approximately 3-4 hours. The water department was called out for two other minor emergencies during the month, including a brief interruption of power at the Mackinaw Shores condominiums as well as a water emergency at a seasonal residence.

**Facilities**  
**July 2013 report**

The Facilities Department has been keeping busy in various ways. Jobs include, but are not limited to, the following tasks.

Regular Maintenance:

1. Daily cleaning of restrooms and facilities.
  - a. City hall
  - b. Trail Head Restrooms
  - c. Wawatam Park Restrooms
  - d. Ducharme St. Restrooms
  - e. Ice Rink complex
2. Trash removal in the downtown area.
3. Sidewalk maintenance (trash/paper removal).

Maintenance Projects:

1. Streets:
  - a. General cleaning
  - b. Flower maintenance
  - c. Irrigation repairs
  - d. Tree light repairs
  - e. Grass cutting
  - f. Bush/tree trimming
2. Parks:
  - a. General cleaning and trash removal
  - b. Flower maintenance
  - c. Irrigation startup and repairs
  - d. Special event setup of parks
  - e. Grass Cutting and trimming
  - f. Bush/tree trimming.
3. Ice Rink Complex:
  - a. General cleaning (mostly on rainy days or as needed)
  - b. Repairs to basketball equipment
4. Special Events
  - a. Marking irrigation in parks
  - b. Meeting with special event coordinators
  - c. Cleanup and preparation of event areas

In the upcoming month, Facilities Crew duties will include regular daily duties as well as the cleanup of the fishing pier will continue with painting. The Historic Village Summer Celebration and 1800s Rendezvous at Conkling Park will kick off August's special events and will be followed by the Iron Workers Fest, Corvette Crossroads, Arts and Crafts show, Weddings, and small special events in the following weeks.

*Personal Property*

**PROPERTY TAX INFORMATION**  
**Millage based on Tax year 2012**  
**Township of Wawatam**

**DRAFT**

\$\$\$\$\$	Mills	Abbreviation	Use of the millage
\$ 19,158.00	4.85000	County Alloc	Operation Millage
\$ 1,659.00	0.42000	Senior Citizens	Senior Citizens Center/Activities
\$ 1,893.00	0.47920	Med. Care Facility	Facility in Harbor Springs
\$ 7,680.00	1.94420	Township Alloc	Township Operating
\$ 1,067.00	0.27000	Twp Vote fire/Amb	Township Fire Ex-Voted
\$ 988.00	0.25000	Ambul & EMS	Ambulance & EMS
\$ 4,388.00	1.11100	College Oper	Northern Michigan College Operating
\$ 3,942.00	0.99810	College Ex Voted	Northern Michigan College Extra Voted
\$ 1,058.00	0.26790	College Sp Oper	Northern Michigan College Special Operating
\$ 23,700.00	6.00000	State Tax	State Education Tax
\$ 6,892.00	1.74730	Intrmdte COP	Intermediate School District
\$ -	17.76340	School Oper	School Operating (Mackinaw Schools)
\$ 2,983.00	0.75000	School Debt	Mackinaw City Schools
\$ -			
\$ 41,627.00	10.53860	City Tax	General Fund
\$ 15,718.00	3.97920	"	Streets
\$ 1,755.00	0.44430	"	Advertising Tax
\$ 1,004.00	0.25410	"	Cemetery
\$ 3,356.00	0.84950	"	Library
	??	"	DDA Only
\$ 138,868.00	Total		
	36.85110		Total Mackinaw City School District (Non-PRE)
	19.08770		Total Mackinaw City School District (PRE)
	16.06570		Total Village of Mackinaw City
	16.59040		Total Pellston School District (Non-PRE)
	#REF!		Total Pellston School District (PRE)

**EXAMPLE ONLY**

**DRAFT**

**DRAFT**

*Real  
Property*

PROPERTY TAX INFORMATION  
Millage based on Tax year 2012  
Township of Wawatam

**DRAFT**

\$\$\$\$\$	Mills	Abbreviation	Use of the millage
\$ 41,225.00	4.85000	County Alloc	Operation Millage
\$ 3,570.00	0.42000	Senior Citizens	Senior Citizens Center/Activities
\$ 4,073.00	0.47920	Med. Care Facility	Facility in Harbor Springs
\$ 16,526.00	1.94420	Township Alloc	Township Operating
\$ 2,295.00	0.27000	Twp Vote fire/Amb	Township Fire Ex-Voted
\$ 2,125.00	0.25000	Ambl & EMS	Ambulance & EMS
\$ 9,444.00	1.11100	College Oper	Northern Michigan College Operating
\$ 8,484.00	0.99810	College Ex Voted	Northern Michigan College Extra Voted
\$ 2,277.00	0.26790	College Sp Oper	Northern Michigan College Special Operating
\$ 51,000.00	6.00000	State Tax	State Education Tax
\$ 14,852.00	1.74730	Intrmdte COP	Intermediate School District
\$ 150,980.00	17.76340	School Oper	School Operating (Mackinaw Schools)
\$ 6,375.00	0.75000	School Debt	Mackinaw City Schools
\$ 89,578.00	10.53860	City Tax	General Fund
\$ 33,823.00	3.97920	"	Streets
\$ 3,777.00	0.44430	"	Advertising Tax
\$ 2,160.00	0.25410	"	Cemetery
\$ 7,221.00	0.84950	"	Library
	??	"	DDA Only
\$ 449,785.00	Total		
	36.85110		Total Mackinaw City School District (Non-PRE)
	19.08770		Total Mackinaw City School District (PRE)
	16.06570		Total Village of Mackinaw City
	16.59040		Total Pellston School District (Non-PRE)
	#REF!		Total Pellston School District (PRE)

EXAMPLE ONLY

**DRAFT**

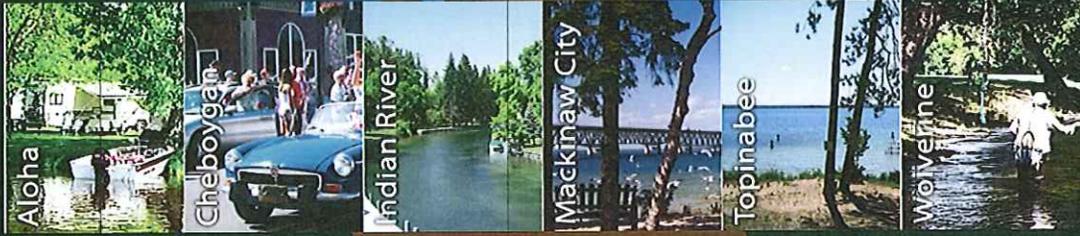
**DRAFT**

Michigan's

# GREAT UP NORTH



The Communities of Cheboygan County



## Mackinaw City

Mackinaw City is one of the top visitor destinations in America.

You can get all the information you need for an historic visit for you and your family at the following links. Enjoy your stay in Mackinaw City!



[www.mackinawcity.com](http://www.mackinawcity.com)



MACKINAW CITY  
CHAMBER OF COMMERCE  
MACKINAWCHAMBER.COM

[www.mackinawchamber.com](http://www.mackinawchamber.com)

## PURE MICHIGAN

### The Great Up North

- Events & Festivals
- Winter in the Great Up North Presentation
- Fishing and Hunting
- Arts and Entertainment
- History and Mystery
- Incredible Trail System
- Famous Inland Lakes
- Find Your Way Around
- Along the Straits of Mackinac
- The Wonder of the Inland Waterway
- About The Great Up North

### Videos & Photos

- Videos
- Recreation
- Seasonal Images
- Historical

### Local Weather

desktop

2013-SE-059

To Admin. Staff: 7-19-13  
To Council: 8-1-13  
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: AMERICAN LEGION POST 159 TELEPHONE: 231-436-7421  
MAILING ADDRESS: P.O. BOX 940 MACKINAW CITY, MI 49701  
CONTACT NAME: MIKE POUNOVICH TELEPHONE: 906-430-5626  
E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: MIKE POUNOVICH TELEPHONE: 231-436-7421  
E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: 906-430-5626

**EVENT INFORMATION**

NAME OF EVENT: LABOR DAY HOT DOG ROAST  
PURPOSE OF EVENT: RAISE MONEY FOR THE CLUB

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

DATE(S): SEPT 2ND FROM 8:00  A.M.  P.M. TO 4:00  A.M.  P.M.  
\_\_\_\_\_  
FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.  
\_\_\_\_\_  
FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.  
\_\_\_\_\_  
FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  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: 106 S. HURON STREET MACKINAW CITY, MI 49701

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

WILL YOU UTILIZE SHOWERS:       Yes       No

ESTIMATED NUMBER OF VOLUNTEERS: 10

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

ESTIMATE DATE/TIME FOR CLEAN-UP: SEPT 2ND 4:00  A.M.  P.M.

**PARADE PERMIT**

Includes runs, walks, and other uses of the Village public right-of-way.

POLICE ESCORT NEEDED:  Yes  No

PARADE ROUTE PROVIDED WITH APPLICATION:  Yes  No

PROPOSED ROUTE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and time Parade will start: \_\_\_\_\_  A.M.  P.M.

Date and time Parade will end: \_\_\_\_\_  A.M.  P.M.

**EVENT DETAILS**

**SITE MAP:** All applicants must provide a drawing of the event area and are due at application. Site map must be legible, be pre approved by Village Staff, and include and/or identify the following, if applicable:

- Lot lines
- Fire Hydrants
- Tents
- Table and chair diagram
- Bicycle Routes (including route into and out of town)
- All bicycle events will utilize the Village's Hike and Bike Trail
- Label roads and closest cross roads
- Locate and label buildings
- Portable Restrooms
- Placement of food vendors
- Sidewalks
- Parking lots
- Ingress and egress points
- Parade Route
- All proposed modifications

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_  
(NO LATER THAN 10 P.M.)

**FOOD VENDORS/CONCESSIONS:** (Contact Emmet or Cheboygan 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

See page 4 for required language naming the Village as an additional insured

Provide Copy of Michigan Liquor Control License

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

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION:  Yes  No

Date insurance binder provided: \_\_\_\_\_

See page 4 for required language naming the Village as an additional insured

WILL FIREWORKS BE APART OF EVENT:  Yes  No

Provide Copy of Liability Insurance

Provide Copy of Fireworks Permit

See page 4 for required language naming the Village as an additional insured

## 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 _____<br>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. _____<br>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.

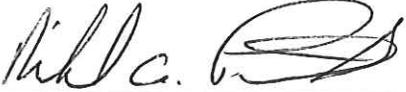
Applicant further agrees to defend, indemnify and hold harmless the Village of Mackinaw City, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury 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? 10 +

  
Applicant Signature  
Print name of applicant: MICHAEL ROUDOVICH

7-19-13  
Date

**VILLAGE USE ONLY – Department representative please initial if approved**

[ MR ] DPW      [ GR ] FACILITY SERVICES  
[ PR ] POLICE      [ FR ] FIRE      [ FR ] AMBULANCE  
[ AP ] 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): \_\_\_\_\_

PARADE ROUTE RECEIVED AND APPROVED:  Yes  No

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

Fax

6325 S. First St  
Kalamazoo, MI 49009  
(616) 441-1592  
boswellm@gmail.com

TO: Janale  
Fax Number: 123.456.7892  
Date: 6/21/13

From: Bill Boswell  
Number of pages including cover: 9  
Regarding: Boswell/Kraol Wedding

Dear Janale,  
Please find our application for use of Corkling Heritage Park in this fax. Thank you  
for your time.  
Sincerely yours,  
Bill Boswell

Would like music  
until 11 PM, if possible.  
It will be in a tent.

6325 S. 1st St.  
Kalamazoo, MI 49009

June 21, 2013

Mackinaw City Village Council  
102 South Huron  
PO Box 580  
Mackinaw City, MI 49701

Dear Village Council of Mackinaw City:

My fiancé and I are writing to you, in addition to sending our application for park use, to request permission to use Conkling Heritage Park in downtown Mackinaw City, MI. We would like to use the park for our wedding on July 12, 2014, and look forward to bringing 300 of our friends and family to Mackinaw City to join in our celebration.

As a child, I grew up south of Mackinaw City, in Higgins Lake, and spent countless days camping, exploring, and spending time with my family in Mackinaw City. As a youth, we started a family tradition of vacationing on Mackinaw's beaches and spending time exploring the local history in downtown and at the fort. When choosing a location for our wedding, my first thought was to celebrate at a location that meant a great deal to me growing up and would offer our guests a unique look into the beauty of up north. Mackinaw City combines both of these elements.

While there may be concerns about the size of the wedding, I would ask you to consider the benefits associated with having our nuptials in downtown. Though some aspects of the wedding cannot be decided until we know if we can use the park, such as florists, lodging, and insurance for the event and catering, these details would certainly provide commerce for local businesses. In addition, the location provides our 300 wedding guests with the ability to see parts of the city that traditional indoor ceremony may hide. Before the ceremony and during the weekend, guests will have the opportunity to explore downtown Mackinaw City, giving us the chance to share our favorite aspects of Mackinaw with our friends and family. Many of my fiancé's family are from out of the state, and have not been to Mackinaw City before. Having our wedding here provides the occasion to build memories and traditions with those close to us that will be sure to bring them back to the Straits for years to come.

As teachers, my fiancé and I look forward to spending our summers hiking and exploring northern Michigan's beautiful outdoors together; we always make sure to include Mackinaw City in our adventures regularly. It would mean a lot to us to be able to celebrate the most important day of our lives in our favorite place in Michigan.

We would appreciate speaking with you more about hosting our special day at Conkling Heritage Park in downtown Mackinaw City. We can also be reached through email at [krolkm@gmail.com](mailto:krolkm@gmail.com) or [boswellw@gmail.com](mailto:boswellw@gmail.com) if you have any additional questions.

Sincerely,

Ms. Kyle Marie Krol  
Mr. William Jay Boswell

Enclosed

**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: Kyle Krol and Bill Boswell TELEPHONE: (810) 441-1592  
 MAILING ADDRESS: 6325 S. 1st St. Kalamazoo, MI 49009  
 CONTACT NAME: Bill Boswell TELEPHONE: (810) 441-1592  
 E-MAIL ADDRESS: boswellw@gmail.com CELL PHONE: (810) 441-1592

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**EVENT INFORMATION**

NAME OF EVENT: Ms. Kyle Krol and Mr. Bill Boswell Wedding  
 PURPOSE OF EVENT: We will be celebrating our wedding.

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

DATE(S): July 12 2014 FROM 5:00 TO 11:00  Other \_\_\_\_\_  
 FROM \_\_\_\_\_ TO \_\_\_\_\_  A.M.  P.M.  
 FROM \_\_\_\_\_ TO \_\_\_\_\_  A.M.  P.M.

EVENT LOCATION: Conkling Heritage Park

ESTIMATED NUMBER OF ATTENDEES: 300

WILL YOU UTILIZE SHOWERS:     Yes     No

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE/TIME FOR SET-UP: July 12, 2014 12:00  A.M.  P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: July 12, 2014 11pm-12am  A.M.  P.M.

*New date  
Friday July 11, 2014*

**PARADE PERMIT**

Includes runs, walks, and other uses of the Village public right-of-way.

POLICE ESCORT NEEDED:  Yes  No

PARADE ROUTE PROVIDED WITH APPLICATION:  Yes  No

PROPOSED ROUTE: We will not be having a parade.

Date and time Parade will start: \_\_\_\_\_  A.M.  P.M.

Date and time Parade will end: \_\_\_\_\_  A.M.  P.M.

**EVENT DETAILS**

**SITE MAP:** All applicants must provide a drawing of the event area and are due at application. Site map must be legible, be pre approved by Village Staff, and include and/or identify the following, if applicable:

- Lot lines  Label roads and closest cross roads  Sidewalks
- Fire Hydrants  Locate and label buildings  Parking lots
- Tents  Portable Restrooms  Ingress and egress points
- Table and chair diagram  Placement of food vendors  Parade Route
- Bicycle Routes (including route into and out of town)  All proposed modifications
- All bicycle events will utilize the Village's Hike and Bike Trail

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ Spm \_\_\_\_\_ END: 10pm \_\_\_\_\_  
(NO LATER THAN 10 P.M.)

**FOOD VENDORS/CONCESSIONS:** (Contact Emmet or Cheboygan 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

See page 4 for required language naming the Village as an additional Insured

Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_ There will be no sales. Bartenders will card. This is a private event that does not require a license.

**COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION:**  Yes  No

Date Insurance binder provided: Pending Approval

See page 4 for required language naming the Village as an additional Insured

WILL FIREWORKS BE APART OF EVENT:  Yes  No

Provide Copy of Liability Insurance

Provide Copy of Fireworks Permit

See page 4 for required language naming the Village as an additional Insured

**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: 2 (Maximum size is 2' x2'. 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): 1 sign each direction along Huron Ave indicating entrances.

Description of signs: "Kyle and Bill's Wedding"  
 (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? 1 food truck will be parked in the parking lot.

**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/CANOPES/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 1
- Size \_\_\_\_\_  CHAIRS - QUANTITY 300
- AWNINGS - QUANTITY \_\_\_\_\_  TABLES - QUANTITY 30

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: \_\_\_\_\_ Number of ADA accessible portable toilets: \_\_\_\_\_  
 If no, explain: Arrangements pending approval.

Restroom Company Name: \_\_\_\_\_  
 Address Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
 Equipment set up: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Equipment pick up: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Portable restrooms identified on the site map?  Yes  No



Including death, sustained by any person whatsoever 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?        This is the first  No

Bill Rossell  
Applicant Signature

6/21/13  
Date

Print name of applicant: Bill Rossell

VILLAGE USE ONLY - Department representative please initial if approved

HWY DEPT     FACILITY SERVICES  
 POLICE     FIRE     AMBULANCE  
 RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE: \_\_\_\_\_

CONDITIONS, IF ANY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ VILLAGE MANAGER

DATE: \_\_\_\_\_

FORM 302A 01 2012

*Please Note any  
Comments or Concerns  
You have -  
Sandell*

*clear up AFTER  
parking*

**TO:** Mr. Adam Smith, Village Manager  
**FROM:** Patrick C. Wyman, Chief of Police  
**DATE:** July 30, 2013  
**RE:** KROL/BOSWELL NUPTIALS FRIDAY, JULY 11, 2014

---

In response to your request for comments/concerns in regards to the Special Application Request for a wedding in Conkling Park on Friday, July 11, 2014, I have come up with a few:

1. There is the obvious parking issue in this area for the proposed crowd of 300 people; and
2. The possible date conflict with the Saturday music has been resolved; and
3. The precedent being established allowing this type of gathering.

The above are just considerations we had discussed in the past of which the PD is willing to work with and we can adapt and overcome. **My main concern is certainly the alcohol** that will be served for this occasion in a tent. I am always a bit hesitant and cautious when the Village allows these activities on public property.

I had taken the liberty of contacting an acquaintance of mine who is the area MLCC Investigator. I posed to him several different scenarios that I could think of that we might face with this request. I have attached the answers to those scenarios.

Respectfully Submitted,



Patrick C. Wyman  
Chief of Police

Dear Ted:

Mackinaw City has received a request to allow a 300+ person wedding in one of our parks. The request entails alcohol being served in a tent. Of course several questions come to mind with this request. I was wondering if you would be able to answer some questions I have proposed. We have a council meeting Thursday night and I can see some of these being asked of me by them.

**SCENARIOS:**

1. The wedding party sets up a tent to provide alcohol from. They do not charge for drinks from a bar being run by "Uncle Joe". The tent is for family only and not the public.

**Do they need a LCC license? If so, what is it called? What about security in this scenario?** "Uncle Joe" does not need a license as it is a private event where no consideration is paid by the guests. Security would be whatever the city requires.

---

2. They now have a cash bar again in the tent and run by Uncle Joe and it is still only for family.

**Do they need a LCC license? If so, what is it called? What about security in this scenario?** To sell alcohol in Michigan you need to have a license but "Uncle Joe" does not qualify for a one day license as only a "non-profit entity" would qualify for the one day license, ie; VFW, FOE, etc. Security same as above.

---

3. They want to have a caterer run an open bar inside the tent. Still not open to the public.

**Do they need a LCC license? If so, what is it called? What about security in this scenario?** No license available to "Uncle Joe" or the caterer, but "Uncle Joe" could have the caterer run the open (free) bar for him if he chose, but local/state laws and local ordinances would apply to him and if he were to ask LCC, they would also have him contact the prosecutor for any issues.

Now a public on premises, SDM, and/or SDD liquor license holder that also holds a "catering permit" may sell, deliver, and serve beer, wine, and spirits in the original containers at private events. The catering permit holder **MUST** serve the beer, wine, or spirits. A private event is an event where **NO** consideration what so ever is paid by the guests. The employee serving the alcohol must have successfully completed server training approved by MLCC. "Uncle Joe" would need to contact the liquor license holders in the area to see if they have a "Catering Permit". Also the alcohol that "Uncle Joe" purchased from the "Catering Permit" holder **CANNOT** be returned for a refund. It is "Uncle Joes" even if it happens to be 20 cases of beer left over. Security same as above.

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4. They want to have a caterer run a cash bar inside the tent. Still not open to the public.

**Do they need a LCC license? If so, what is it called? What about security in this scenario?** "Uncle Joe" cannot get a license therefore he could not get a caterer to run a cash bar. The "Catering Permit" CANNOT be applied to this scenario because the "Catering Permit" is for a private event where NO consideration is paid by the guests, which includes, but not limited to, any fee, cover charge, ticket purchase, storage of alcoholic liquor, sale of food, ice mixers, or other liquids used with alcoholic liquor drinks, or furnishing of glassware or other containers for use in the consumption of alcoholic liquor. Security same as above.

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5. Finally, cash bar open to the public.

**Do they need a LCC license? If so, what is it called? What about security in this scenario?** "Uncle Joe" would need a license to sell alcohol to the public for which he does NOT qualify. There is no license that "Uncle Joe" could get through LCC. Security same as above.

Thanks for your time Ted.

Pat

231-436-7861

[pwyman@mackinawcity.org](mailto:pwyman@mackinawcity.org)

#4

To Admin. Staff: 7-19-13

To Council: 8-1-13

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: Forgotten Eagles Chapel #6 TELEPHONE: 231-258-5985

MAILING ADDRESS: 2573 Hagni Rd NE

CITY: Kalkaska STATE: mi ZIP: 49644

CONTACT NAME: Kevin or Kelly Park TELEPHONE: 231-258-5985

E-MAIL ADDRESS: None CELL PHONE: 231-633-2815

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: Kevin Park TELEPHONE: 231-258-5985

E-MAIL ADDRESS: None CELL PHONE: 231-633-2815

**EVENT INFORMATION**

NAME OF EVENT: Labor Day Bridge Walk

PURPOSE OF EVENT: Raise money for local Veterans in need

Non-Profit  For-Profit  Village Operated/Sponsored  Co-Sponsored

Marathon/Race  Festival/Fair  Arts & Crafts Show  Other \_\_\_\_\_

DATE(S): 9/2/13 FROM 7:00  A.M.  P.M. TO 4-5  A.M.  P.M.

FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.

FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.

FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.

RAIN DATE(S): None FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.

FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.

EVENT LOCATION: Mackinaw City - Near the Bridge

ESTIMATED NUMBER OF ATTENDEES: 10

WILL YOU UTILIZE SHOWERS:  Yes  No

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE/TIME FOR SET-UP: 7:00 8:00  A.M.  P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: 3:00 4:00  A.M.  P.M.

rw-mcpd

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.

Is this an annual event?  Yes  No  
Is this event expected to occur next year?  Yes  No  
How many years has this event occurred? 3 year

Kelly J Park  
Applicant Signature  
Print name of applicant: Kelly J Park

07/15/13  
Date

VILLAGE USE ONLY - Department representative please initial if approved

DPW     FACILITY SERVICES  
 POLICE     FIRE     AMBULANCE  
 RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE:

CONDITIONS IF ANY:

AUTHORIZED BY: DON BEAVERS VILLAGE MANAGER      DATE: