

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

7:00 P.M.

**TUESDAY
September 17, 2013**

**AGENDA- RESCHEDULED 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 September 05, 2013
 - 2. Closed Session of September 05, 2013
 - B. Bills
 - 1. Accounts Payable for September 17, 2013-\$ 34,985.04
 - C. Communications
 - 1. Northwest Michigan Council of Governments Grant Agreement
 - 2. Committee of the Whole Meeting Summary
- V. Manager Report/President Report
- VI. Public Comments-Agenda/Non Agenda Items
- VII. Old Business: None
- VIII. New Business:
 - A. Special Event Application 2013-SE-067 Top of Michigan Ultramarathon
- IX. Reports/Committees/Village Committees
 - A. Marina - Trustee Matt Yoder Chair
- X. Closing Public Comments
- XI. Scheduling of Council Sub Committee Meetings
 - A. All Sub-Committees (7) Week of October 6, 2013
- 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
TUESDAY, September 17, 2013 -6:45 PM
FINANCE COMMITTEE-REVIEW BILLS**

DRAFT
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

September 05, 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, Treasure Patricia Pepler, and Clerk Lana Jaggi.

Department Heads Present:

Chief Pat Wyman-Police

Ken Newsome-DPW-excused

Pat Rivera-Water/Sewer

Dave Paquet-Rec/Marina

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

Visitors – List Attached.

II. Pledge of Allegiance

III. Motion Yoder seconded Glenn to approve the agenda with addition and change, New Business G. NEMCOG Proposal moving Closed Session-Real Estate to I. Voice vote – motion carried unanimously.

IV. Clerks Report

A. Approval of Minutes:

1. Motion Glenn seconded Mollen to approve the regular meeting minutes of August 15, 2013 as presented. Voice vote-motion carried unanimously.

B. Bills:

1. Motion Mollen seconded Perlick to pay the bills for 9/05/2013 in the amount of \$116,409.34. Voice vote-motion carried unanimously.

C. Communications were submitted and placed on file

Thank You from Nelson Thompson Family

V. Manager Report was submitted and placed on file.

Addition- Manager Smith attended a historic tour of Mackinac Island, hosted by Mackinac State Historic Parks and presented by Bill Marvin

President's Report

Department Head Reports submitted and placed on file

VI. Public Comments, Agenda/Non Agenda

VII. Old Business-None

VIII. New Business

A. Charlevoix, Cheboygan, Emmet Central Dispatch Public Safety Radio Communication Tower Presentation by Emmet Co. Commissioner Jim Tamlyn and CCE Director Bob Bradley.

**MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY**

7:00 P.M.

September 05, 2013

Page 2

B. Motion Yoder seconded Glenn to accept the low bid of \$126,795.00 from Kokosing Constructions Company (Durocher Dock and Dredge) for emergency dredging at municipal marina. Ayes- Glenn, Yoder, Mollen, Hingston, Planisek, Perlick, Michalak. Motion carried.

C. Motion Hingston seconded Perlick to identify October 13, 2013 as the access date to the ice surface at the Mackinaw City Recreation Center pending the execution of a lease agreement. Voice vote-motion carried unanimously.

D. Motion Hingston seconded Mollen to schedule a Council of Whole work session for Monday, September 09, 2013 at 5:00 p.m., council chambers. Voice vote-motion carried unanimously.

E. Motion Hingston seconded Perlick to reschedule the regular council meeting for Thursday, September 19, 2013 at 7:00 p.m. to Tuesday, September 17, 2013 at 7:00 p.m., council chambers. Voice vote-motion carried unanimously.

F. Motion Michalak seconded Mollen to approve the traffic control order TCO-01-13 which resins no parking on south side of W. Jamet St. from corner if N. Louvigny St. to Marest St. Ayes-6 Nays-1. Motion carried.

G. Motion Hingston seconded Planisek to accept the NEMCOG Village of Mackinaw City Recreation Plan Proposal in the amount of \$3,958.00 Voice vote-motion carried unanimously.

H. Motion Hingston seconded Perlick to approve the special event application from Great Lakes Endurance LLC for July 12, 2014 subject to meeting porta-john number requirements. Voice vote-motion carried unanimously.

I. Motion Hingston seconded Glenn to go into closed session at 8:27 for real estate discussion. Ayes-Yoder, Mollen, Hingston, Planisek, Perlick, Michalak, Glenn. Motion carried.

Regular Meeting back in session at 8:27 P.M.

Staff will move forward with Property Acquisition Project

- IX. Reports/Committees/Village Commissions: None**
- X. Scheduling of Council Sub Committee Reports: None**
- XI. Closing Public Comments**
- XII. Adjournment: 9:02 PM**

Respectfully submitted;

Jeff Hingston; President

Lana Jaggi; Clerk

User: LANA

DB: Mackinaw City

EXP CHECK RUN DATES 09/13/2013 - 09/13/2013
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT	VENDOR NAME
08/25/2013	SUPPLIES	221.89	ALL-PHASE ELECTRIC SU
2132494	BUCKET TRUCK TEST	430.00	AMERICAN TEST CENTER
9X09042013	CELL PHONE AMB POL MARINA W/S	188.47	AT&T MOBILITY
90 01 2013	FIRE TRAINING	192.00	AUDIE'S RESTAURANT
IB1011234	BIOBUG	240.55	BIO-SYSTEMS CORPORATI
128181	BARLEY STRAW	234.20	BLASKOWSKI FEED & SEE
9/06/2013	CREDIT CARD	810.45	CHASE PLATINUM MASTER
8/31/2013	SUPPLIES	260.60	COFFMAN HARDWARE
8/01-8/31/2013	STREET LIGHTS	1,736.76	CONSUMERS ENERGY
REFUND	ZONING OVERCHARGE	267.00	DENNIS FLEMMING
14727	VALVES COUPLINGS	54.44	DOC'S PLUMBING & HEAT
42 SUM2013	TAX BILL PRINTING/MAIL	855.44	EMMET COUNTY TREASURE
44384	WEB HOST	49.00	GASLIGHT MEDIA
1019724873	DIPOSABLE GLOVES	288.65	GEMPLER'S
9232196015	1" NIPPLE	41.58	GRAINGER
1405380	LOADER PAYMENT	2,954.42	JOHN DEERE FINANCIAL
APP#4	FINAL PAY CONK. RESTOOMS	2,000.00	JORDAN CONSTRUCTION
9/03/2013	SERVICE	228.78	KRUEGERS SERVICE
237810	MARINA SUPPLIES	70.11	KSS ENTERPRISES-PETOS
238068	PARK REC SUPPLIES	628.70	KSS ENTERPRISES-PETOS
236549	CONKLING PARK REST SUPPLIES	484.78	KSS ENTERPRISES-PETOS
235830	REC CENTER SUPPLIES	104.34	KSS ENTERPRISES-PETOS
236549-1	BROOM WAREHOUSE	70.45	KSS ENTERPRISES-PETOS
9/03/2013	MARINA DUMPSTER	100.00	LITTLE TRAVERSE DISPO
09/03/2013	DUMPSTER	300.00	LITTLE TRAVERSE DISPO
823	W/S SPRING WATER	154.60	MACKINAW IGA
1946	AMB BILLING AUGUST 2013	780.00	MHR BILLING
520444	MOVE RADIO ANTENNA TO VILLAGE HALL	410.00	OTEC RADIO COMM. EQUI
52067	RADIO PART	49.50	OTEC RADIO COMM. EQUI
52045	RADIO COAX RESCUE BOAT	60.00	OTEC RADIO COMM. EQUI
9/12/2013 3/6 7/10	SEPTIC SERVICE PORTA JOHN	1,650.00	ROSE SEPTIC SERVICES
8/31/2013	KUBOTA MAINTENANCE CEMETERY	769.02	SKINNER'S GARAGE INC.
439496	TIRE MOUNT	36.95	SPIES AUTO PARTS
7/22-8/21/2013	MANAGER CELL PHONE	55.00	SPRINT
822817	WATER TESTS	790.00	STATE OF MICHIGAN
709	STIHL BLADES	228.09	TAYLOR POWER & SUPPLY
3116	WAFER	222.50	TED FESTERLING LLC
C61271	STROBE INDICATOR	158.52	TRUCK & TRAILER SPECI
530341790	MAIN LIFT STATION PROGRAMMING	4,893.00	UIS SCADA
39489	TUBING & VALVE	337.77	USA BLUE BOOK
144850	GRIPPER BYPASS PLUG	228.25	USA BLUE BOOK
SEPT 2013 BILL	VILLAGE WATER SEWER BILLS	4,683.52	VILLAGE OF MACKINAW C
90022013	MONTHLY GAS BILLS	6,615.13	VPS CONVENIENCE STORE
120995	MOWER BLADE	50.58	WORK 'N PLAY SHOP
		34,985.04	



**Northwest Michigan
Council of Governments**
GRANT AGREEMENT

GRANTEE: Village of Mackinaw City
Project: Historical Pathway interpretive sign improvements
Project Manager: Adam Smith, Manager
Grant Period: October 2013-September 2014
Grant Amount: \$2,000
Grant Manager: Michelle Foster

The Northwest Michigan Council of Governments (NWMCOG) is pleased to provide the above-referenced grant, subject to the following conditions:

GRANT AGREEMENT

1. **Purpose:** It is understood and agreed by and between NWMCOG and GRANTEE that the project to be accomplished by GRANTEE under this Agreement is the improvement of interpretive signs for the Historical Pathway in the Village of Mackinaw City and more fully specified in Appendix A.
2. **Timeline:** The grant period is from October 1, 2013 through September 30, 2014. Grant activities must be accomplished by the GRANTEE by September 30, 2014 (Grant Completion Date). The GRANTEE must obtain written approval from the NWMCOG for any extension of the Grant Completion Date. Failure to maintain the timeline, with exception of approved extensions, will cause a re-evaluation of the award that may result in repayment/termination as described in paragraph 8.
3. **Expenditures:** Grant funds shall be used solely for the purpose detailed by the GRANTEE in Appendix A. Only expenses directly attributable to the Grant are allowed. Expenses must be incurred during the Grant Period.
4. **Accounting:** GRANTEE must maintain a separate accounting for this project. GRANTEE is encouraged to use all interest earned on Grant funds to further the project; however, a formal accounting of such income is not required.
5. **Payment:**
 - A. Upon execution of this contract (signified by GRANTEE and NWMCOG signatures), a check in the amount of \$2,000 will be provided to the GRANTEE, along with an original copy of the executed contract.
 - B. Any unexpected Grant funds remaining at the close of the Grant Period must be immediately returned to NWMCOG, unless NWMCOG has approved, in writing, either an extension of the Grant Period and/or a modification of the grant expenditure allocation. Funds may not be transferred to any other grant.
 - C. Payment is subject to the availability of funds (see more under paragraph 8, Repayment/Termination of Grant Funds).

6. **Reporting:**

- A. Within 45 days following the end of the Grant Period, GRANTEE will furnish to NWMCOG a final report. The final report should contain (i) a brief narrative of what was accomplished by expenditure of the Grant funds and the project's success in advancing Placemaking efforts in the GRANTEE's community (ii) a statement of expenses on NWMCOG's Financial Report form.
- B. GRANTEE agrees to share information and a minimum of two (2) photographs regarding the Grant project on the NWMCOG Placemaking website www.createmiplace.org through utilization of the story upload web form and Appendix B.
- C. GRANTEE agrees to provide NWMCOG, upon request, all information relating to the results, findings, or methods developed under the Grant.

7. **Audit:**

- A. GRANTEE shall (i) maintain complete and accurate separate accounting, detailing receipts and expenditures made under the Grant and (ii) retain these records during the Grant Period and continuing at least five (5) years after receipt and approval of the final report. During this time, GRANTEE shall make such records available to NWMCOG (or its designated representatives) for inspection or audit at NWMCOG's expense and on reasonable notice to GRANTEE.
- B. NWMCOG may also, at its expense and on reasonable notice to GRANTEE, monitor and evaluate operations under this Grant, including on-site visits to observe GRANTEE's procedures and talk with GRANTEE's personnel.

8. **Repayment/Termination of Grant Funds:** If NWMCOG, in its sole discretion, determines that Grant funds are not being used in an effective and efficient manner to further the Grant's purpose or that GRANTEE has otherwise failed to comply with the terms of this Agreement, NWMCOG may direct GRANTEE to repay to NWMCOG any Grant funds not used in accordance with this Agreement. This grant is subject to the availability of funds; this grant award will be automatically terminated should the source of funding be terminated, cancelled, or otherwise reappropriated, and the grantee will be given notice and opportunity for cost recovery pursuant to the notice and opportunity of cost recovery that is given to NWMCOG from the funder.

9. **Right to Waiver:** The NWMCOG's waiver or failure to enforce the terms of this Agreement in one instance shall not constitute a waiver of its rights with respect to other terms or violations of this Agreement.

10. **Equal Opportunity:** NWMCOG gives high priority to the realization of equality of opportunity for all members of society and strongly encourages diversity by the GRANTEE in all aspects of the program covered by these Grant funds.

11. **Royalties:** Publications, instructional modules, or other products, materials, or information (including computer software) developed in connection with this project should come into the public domain and shall NOT provide royalties or otherwise inure to the personal benefit of individuals connected with this Grant.

12. **Indemnification:** The work performed by the GRANTEE shall be at the risk of the GRANTEE exclusively. To the fullest extent permitted by law, the GRANTEE shall indemnify, defend (at GRANTEE'S sole expense) and hold harmless the NWMCOG (including its officers, employees and agents) from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) which arise or are in any way connected with the work performed, materials furnished, or services provided under this Agreement by the GRANTEE or its agents. These indemnity and defense obligations shall apply to any acts or omissions, negligent or willful misconduct of GRANTEE, its employees or agents, whether active or passive. Said indemnity and defense obligations shall further apply, whether or not said claims arise out of the concurrent act, omission, or negligence of the NWMCOG (its officers, employees and agents), whether active or passive. GRANTEE shall not be obligated to

indemnify and defend the NWMCOG for claims found to be due to the sole negligence or willful misconduct of the NWMCOG (including its officers, employees and agents). GRANTEE shall carry liability insurance covering its operations. GRANTEE shall deliver evidence of that insurance to NWMCOG within 30 days of execution of this contract.

GRANTEE'S indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against the NWMCOG (including its officers, employees and agents) for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

13. Tax Requirements:

- A. Grant funds (including any income earned thereon) may be expended only for charitable, educational, literary, or scientific purposes in accordance with the document(s) listed in paragraph 1 and within the terms of this Agreement. Grant funds may be used to inform the public or influence public policy consistent with the document(s) listed in paragraph 1, subject to paragraph 11B below.
- B. Under the U.S. Internal Revenue Code ("Code"), GRANTEE may not use Grant funds or any income earned thereon:
 - (a) to carry on propaganda or otherwise to attempt to influence legislation (within the meaning of Section 4945 (d) (1) of the Code),
 - (b) to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4945(d)(2) of the Code).
 - (c) to make grants to individuals or to other organizations that do not comply with the requirements of Section 4945(d)(3) or (4) of the Code, or
 - (d) to undertake any activity other than for a charitable, educational, literary, or scientific purpose specified in Section 170(c)(2)(B) of the Code.
- C. GRANTEE represents that it is a governmental unit or an organization described in Section 501(c)(3) of the Code and is not a "private foundation" within the meaning of Section 509(a) of the Code. GRANTEE will notify NWMCOG immediately of any change in its tax status, including any substantial change in its sources of support for any taxable year affected by this Grant.

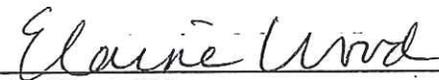
14. Compliance with Laws: GRANTEE will comply with all applicable local, state, and federal laws and regulations.



Village of Mackinaw City (designated signee)

9/11/13

Date



Elaine Wood, CEO
Northwest Michigan Council of Governments

8-26-13

Date

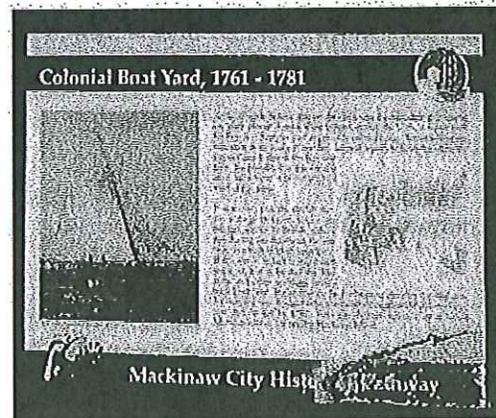
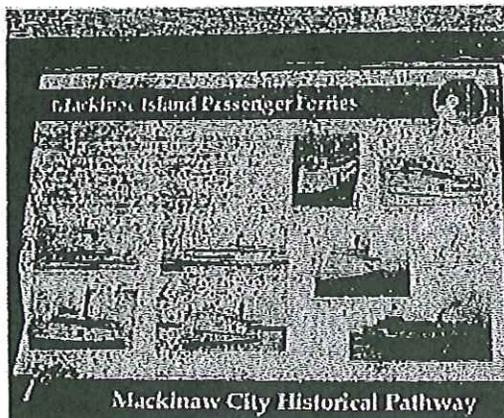
Placemaking Micro-Grants Program

Purpose

More than 20 years ago the Village of Mackinaw City created a Historical Pathway with interpretive signs that celebrate the rich history of the region. Over the decades the signs have deteriorated significantly and Mackinaw would like to overhaul the interpretive sign experience and incorporate 21st Century technology components which would include quick response (QR) codes and audio recordings accessible via cellular phone.

Background and need

These signs have exceeded their projected life by many years and various problems have become blatantly evident. In 2010 a survey of the signs was conducted and each sign's condition was rated. The survey noted that some were no longer legible, some physically damaged, some contained obsolete information, and we needed to incorporate new technology to enhance the historical pathway experience. The conclusion was that all of the signs need to be reinvented. Of the 46 signs rated, five were marked for immediate repair or removal, 19 were marked for poor condition, and the remainder were marked as fair. The recent economic distress restricted the Village's budget and enhancing the interpretive sign experience continued to be omitted from funding. We are asking for a grant of \$1,980 to be matched by \$1,980 from the Village.



These two were from the set identified for immediate removal, one is illegible and the other has a broken corner.

Project Goals and Activities

A local historian will review and edit the content of each sign. A graphic artist will layout each sign's content. Then the content will be turned over to a professional sign shop for production and installation. Only the faces will be replaced, the components of the sign base remain structurally sound.

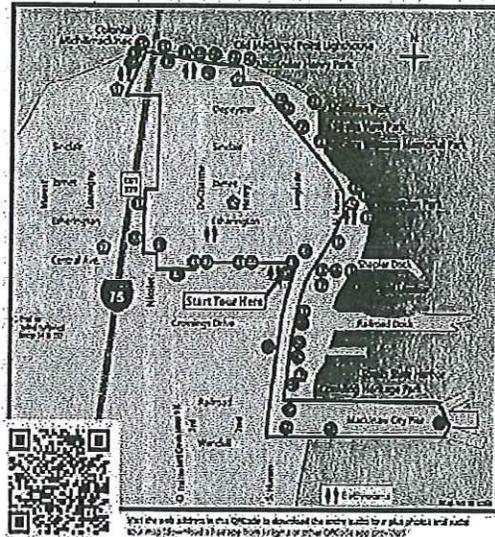
Participant Information

Local historian Sandy Planisek, 2013 recipient of the Association of State and Local Government's Leadership Award, will manage this project on a volunteer basis for the Village. She has a long history of sign making, having managed many projects for Mackinaw City and Emmet County.

Project Area

The Historic Pathway Trail encircles downtown Mackinaw City and is shown below on a printed map.

Mackinaw City Historical Pathway



Historical Markers - 44 Locations in Mackinaw City

- 11 Mackinac, Mackinaw, or Mackinac Island
- 12 Colonial Fort Mackinac 1715-1719
- 13 Fort Perlee O
- 14 Mackinac State Canals and Ferry System
- 15 Mackinac Island Ferry
- 16 Mackinac Island Ferry
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- 44 Mackinac Island Ferry

Project Commitment

This project has been a village council concern since 2010 but lack of funding has kept it a low priority. With this grant and a volunteer manager this project can happen. The historic review and graphic artwork will be donated. The estimated cost of sign production will be \$165 per sign, allowing us to re-do 24 signs, all of those marked as being in very bad and poor condition.

Innovation

The audio content for each sign is retained at a private service company, OnCell. The Village cannot afford this service. By moving the audio to the Village's web server and generating a unique QR code for each audio segment the public will have access to the audio content and there will be no annual service cost to the Village. This portion of the project will entail no cash outlay and will be done by Village staff prior to printing the new sign faces.

Community Impact

Tens of thousands of visitors come to walk in Mackinaw City. These signs enrich their visit with stories of local history and explanations of the Straits' landscape. The existing signs fail to provide a sense of place experience. Reinventing the historical pathway will make the information available to visitors in today's media methods and will enhance our community, both of which are vital to a tourist-based economy.

Appendix B:

Create MI Place Narrative

Please submit 3-5 paragraphs that explaining your project. Below is a rough outline to follow. Examples can be found on www.createmiplace.org.

Story Title

What is the story/project?

- What it is
- Location
- How did it originate?
- Why is it a good placemaking project?
- How is it helping the community?

How did it come to be?

- Who
- When
- How

Results

- What's happening now?
- What has the effect been?

Partners and Funding

Contact for further information

**VILLAGE OF MACKINAW CITY
COUNCIL OF THE WHOLE - WORK SESSION SUMMARY**

5:00 P.M.

September 09, 2013

President Hingston called the work session to order with the following trustee's present- Robert Glenn, Matt Yoder, Belinda Mollen, Sandy Planisek, Richard Perlick and Paul Michalak. Also present Village Manager Adam Smith.

Visitors - J. Leal, R. Walling and R. Mann

The following agenda items were discussed:

Building a better community through continuous improvement

Realigning sub-committee structure

Identification and prioritization of sub-committee objectives

Village Council Rules and Procedures Document

Meeting adjourned at 7:58 P.M.

Respectfully submitted;

Jeff Hingston, President

Village Council, Sub-Committees Procedures

September 9, 2013

Realigning sub-committee structure as necessary to streamline processes and procedures in a comprehensive manner

Identifying sub-committee priorities

Determining Council priorities to establish Fiscal Year 2015 Budget foundation

WHAT? WHY? HOW? WHEN?

FACILITIES & STREETS

(Currently Facilities)

Provides policy guidance on issues related to municipal facilities, streets, and other non-assigned capital assets

FACILITIES & STREETS

Finance & Human Resources

(Currently Finance)

Provides policy guidance on issues related to municipal finance, budget, bonding, audit, and personnel

FINANCE & HUMAN RESOURCES

MARINA
(Currently Marina/Recreation)

Provides policy guidance on issues related to municipal marina operations and infrastructure

MARINA

ORDINANCE & POLICY
(Currently Ordinance)

Provides policy guidance on issues related to municipal ordinances, zoning, and policies

ORDINANCE & POLICY

PUBLIC SAFETY

(Currently Safety)

Provides policy guidance on issues related to police, fire, ambulance, fireworks, immigration, traffic, and transit

PUBLIC SAFETY

UTILITIES
(Currently Utilities)

Provides policy guidance on issues related to water, sewer, lighting, fiber optics, telecommunications, cable, energy, gas, solid waste, and recycling

UTILITIES

PARKS & RECREATION
(Currently Tree Board)

Provides policy guidance on issues related to parks, arts, culture, trails, trees, beautification, and recreation

PARKS & RECREATION

Sub-Committee Priorities

Five 2 Three = 21

2013-SE-067

To Admin. Staff: 9-6-13
To Council: 9-19-13 - 9-17-1
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: Top of Michigan Trails Council TELEPHONE: 231.348.8280
MAILING ADDRESS: 445 East Mitchell, Petoskey, MI 49770
CONTACT NAME: Jeff Winegard TELEPHONE: 231.348.8280
E-MAIL ADDRESS: ed@trailsCouncil.org CELL PHONE: 231.838.8273

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Jeff Winegard TELEPHONE: 231.348.8280
E-MAIL ADDRESS: ed@trailsCouncil.org CELL PHONE: 231.838.8273

EVENT INFORMATION

NAME OF EVENT: Top of Michigan 100K Ultramarathon
PURPOSE OF EVENT: Fundraiser for Top of Michigan Trails Council

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

DATE(S): October 5, 2013 FROM 2 pm A.M. P.M. TO 9 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: North Central State Trail and Trailhead at Mackinaw Crossings

ESTIMATED NUMBER OF ATTENDEES: 50

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 15

ESTIMATE DATE/TIME FOR SET-UP: October 5, 2013 10 am A.M. P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: October 5, 2013 10 A.M. P.M.

Jeff R Winegard, TOMTC.
9/3/2013

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

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 - Marathon/Race Festival/Fair Arts & Crafts Show Other _____
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- _____ 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.

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WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 15

ESTIMATE DATE/TIME FOR SET-UP: October 5, 2013 10 am A.M. P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: October 5, 2013 10 A.M. P.M.

1
Jeff R Winegard TOMTC.
9/3/2013

PARADE PERMIT

N/A

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: ~~6/10~~ 9/10, 2013
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: ___ (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): TOP OF MICHIGAN TRAILS COUNCIL
BANNER AT TRAILHEAD

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: _____ Number of ADA accessible portable toilets: _____
If no, explain: Will USE BATHROOM AT TRAILHEAD

Restroom Company Name: _____

Address Street: _____

City: _____ State: _____ Zip: _____

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

Equipment set up: Date: _____ Time: _____

Equipment pick up: Date: _____ Time: _____

Portable restrooms identified on the site map? Yes No

APPLICATION CHECK LIST

A = Applicant V = Village

- | | |
|-------------------------------------|--|
| <u>A</u> | <u>V</u> |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> Bicycle Route Map (use of the Mackinaw City Bike Trail is required) |
| <input checked="" 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? 2

TOP OF MICHIGAN TRAILS COUNCIL by Jeffrey R. Waveland 9/10/2013
Applicant Signature Date
Print name of applicant: JEFFREY R. WAVELAND

VILLAGE USE ONLY – Department representative please initial if approved Greg - barrels on us 23?

[JRW] DPW [GV] FACILITY SERVICES
 [PCW] POLICE [FW] FIRE [AW] AMBULANCE
 [AD] 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 _____
- PICK UP TRUCKS _____ TOTAL MEN _____
- OTHER EQUIPMENT _____ TOTAL MEN _____

- TOTAL MAN HOURS _____
- TOTAL MAN HOURS _____
- 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 _____
- TRAFFIC CONES – QUANTITY _____
- FENCING WATER ELECTRIC
- OTHER _____

- BARRICADES – QUANTITY _____
- PARKING SIGNS – QUANTITY _____
- RESTROOM CLEANING

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

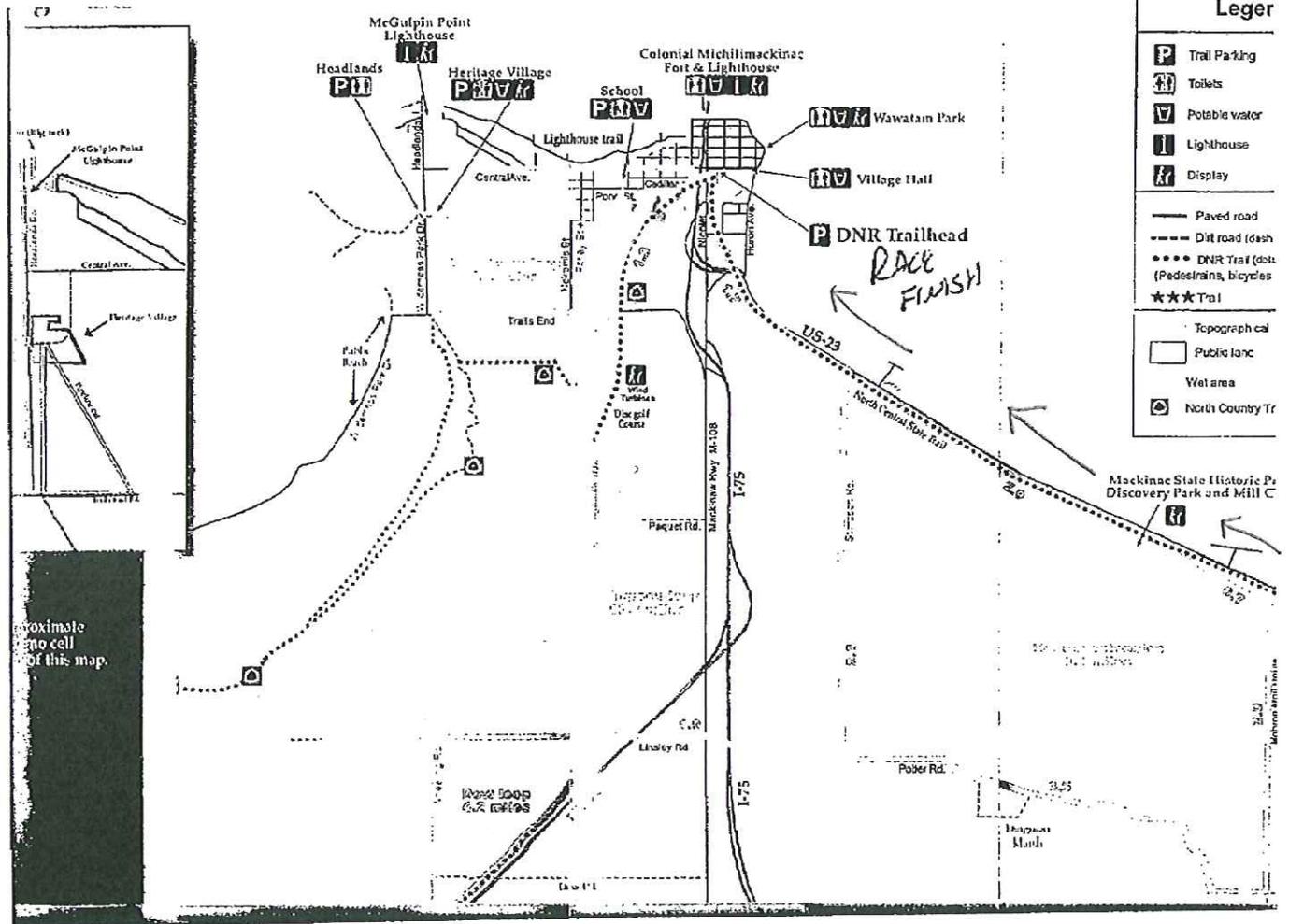
APPROVED

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

ROUTE IS SHOWN BY ARROWS.
LOCATION IS ENTIRELY ON
THE NORTH CENTRAL STATE TRAIL



Closest Loop 6.2 miles

RACE FINISH

Legend

	Trail Parking
	Toilets
	Potable water
	Lighthouse
	Display
	Paved road
	Dirt road (dash)
	DNR Trail (dot) (Pedestrians, bicycles)
	Trail
	Topographical
	Public land
	Wet area
	North Country Tr

COMMITTEE REPORT

COMMITTEE: Marina DATE: 9/10/13

AGENDA ITEMS: Presentation of Long Range Plan from UDA

PRESENT: Yoder, Mollen, Plunick, Smith ABSENT: NONE

REPORT: Paguet

United Design Associates presented Preliminary Long Range Plan for Marina

- DEQ / Army Corps ~~with~~ review is Underway
- UDA to provide "Phase" options per DNR for ~~plan~~
- Preliminary estimate for dock replacements \$3.03 million

COMMITTEE DATA BASE SUMMARY INFORMATION

ITEM	STATUS / RECOMMENDATION
------	-------------------------

- | | |
|--|---|
| | - Project Ongoing - currently under DNR, DEQ, + Army Corps Review |
| | - Financial Analysis of Marina is Needed |
| | including state collaboration options |