



Village of Mackinaw City

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

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

www.mackinawcity.org village@mackinawcity.org

VILLAGE OF MACKINAW CITY COUNCIL AGENDA MAY 1, 2014 - 7:00 P.M. VILLAGE HALL

- I. **CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE**
- II. **PRESENTATIONS AND RECOGNITIONS**
 - A. Proclamation – Mackinaw City Northern Avalanche JV
- III. **APPROVAL OF AGENDA**
- IV. **COUNCIL MINUTES**
 - A. Approval of the regular minutes for April 17, 2014
- V. **PUBLIC COMMENTS**

Citizens wanting to address the Council can do so at this time. Persons addressing the Council are requested to give their name and address for the record when called on by the President.
- VI. **PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION**
- VII. **BUSINESS REPORTS AND RECOMMENDATIONS**
 - A. Election Law Amendment Resolution [Action Item]
 - B. Special Event Application – Star Line Passenger [Action Item]
 - C. Special Event Application – Fort Michilimackinac Pageant, Inc. [Action Item]
 - D. Special Event Application – Mackinaw Area Arts Council [Action Item]
 - E. Mackinaw Crossings Carousel Temporary Siting [Action Item]
 - F. Village of Mackinaw City Fee Schedule [Action Item]
- VIII. **ACCOUNTS PAYABLE**
 - A. Accounts Payable for May 1, 2014 for \$20,219.17 [Action Item]
- IX. **COMMITTEE/DEPARTMENT REPORTS**
 - A. Department Reports
 - B. Council Committee(s)
- X. **CLOSED SESSION AND SUBSEQUENT COUNCIL ACTION**
 - A. Village Manager Performance Evaluation – Closed Session [Roll Call][Action Item]
- XI. **ADJOURNMENT**



VILLAGE OF MACKINAW CITY PROCLAMATION

WHEREAS, the Mackinaw City Northern Avalanche JV hockey team was very successful in the 2013-2014 season, and

WHEREAS, the 2013-2014 team participated in 41 games, winning 31, losing 7, tied 3, and

WHEREAS, due to their exceptional season, the team participated in the High School Prep, Division 1 State Champion tournament in Cedar Springs, MI., and

WHEREAS, the team won all five tournament games advancing them to the Championship game, and

WHEREAS, the team played the Soo Firehawks JV team beating them in double overtime, 2-1, and

WHEREAS, the Village of Mackinaw City strives to recognize local youth sport teams who have been exceptionally successful in their pursuit of outstanding athletic achievement, and

WHEREAS, the Village of Mackinaw City would like to congratulate the 2013-2014 Mackinaw City Northern Avalanche JV hockey team on their successful season and their State Championship win March 16, 2014

I NOW PROCLAIM that May 01, 2014 be officially the Northern Avalanche Day JV Hockey Team Day in the Village of Mackinaw City.



Jeff Hingston
Village President

Dated: May 01, 2014



UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

April 17, 2014

I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE

President Hingston called the meeting to order and with the following Trustees present – Robert Glenn, Matt Yoder, Sandy Planisek, Richard Perlick, Paul Michalak. Absent-Trustee Belinda Mollen. Also present, Manager Adam Smith, Zoning Administrator Fred Thompson, Jr. and Clerk Lana Jaggi

Visitors – List Attached.

Pledge of Allegiance

II PRESENTATIONS AND RECOGNITIONS

Music In Mackinaw Presentation-Ray Roth

III. APPROVAL OF AGENDA

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

IV. COUNCIL MINUTES

A. Motion Yoder seconded Planisek to approve the regular meeting minutes of April 03, 2014 as presented. Voice vote-motion carried unanimously.

V. PUBLIC COMMENTS Agenda or Non Agenda

Joanne Leal-111 Wenniway, submitted letter, placed on file.

Chris Brown-307 Steves Drive

Anna McGuire-Edgewater Beach, Carlin Estates

Ron Wallin-111 Wenniway

Nancy Dean-109 Henry St.

Dave McGuire-Edgewater Beach, Carlin Estates

Chris West-owner, Ugly Anne Charter Boat located at Hubbard Dock

VI. PUBLIC HEARING AND SUBSEQUENT ACTION

VII. BUSINESS REPORTS AND RECOMMENDATIONS

A. Motion Glenn seconded Perlick to approve the Fort Michilimackinac Pageant Facility rental request for the Recreation Center May 25, 2014 and to waive the rental fee due to the Village sponsorship of the Pageant Event. Voice vote – motion carried unanimously.

B. Motion Planisek seconded Yoder to approve the Police Department Application Submission to the Tribal Gaming Revenue District Board for grant funds.

Voice vote – motion carried unanimously.

UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

April 17, 2014

Page 2

C. Humbard Dock Development, Planned Unit Development, 201 S. Huron Ave. presentation by Dave McFarland, Architect Forum.

Motion Hingston seconded Perlick for Village to postpone the decision on this PUD request until the May 15, 2014 meeting or later to provide time for staff and legal counsel to provide council with more information on the legality of such a condition imposed upon a PUD and to be provided a site construction and improvement timeline that includes specific development benchmarks from the commencement of construction through completion. Should our due diligence not be completed for the May 15, 2014 meeting and a later meeting is necessary, both the applicant and public will be provided written notice of change. Voice vote – motion carried unanimously.

VIII. ACCOUNTS PAYABLE

Motion Planisek seconded Glenn to approve the accounts payable for 04, 17, 2014 in the amount of \$38,401.92 Voice vote-motion carried unanimously.

IX. COMMITTEE/DEPARTMENT REPORTS

A. Ordinance Sub Committee Trustee Michalak submitted and placed on file.

X. CLOSED SESSION AND SUBSEQUENT COUNCIL ACTION

XI. ADJOURNMENT: 8:15 PM

Respectfully submitted;

Jeff Hingston; President

Lana Jaggi; Clerk



Village of Mackinaw City

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

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

www.mackinawcity.org village@mackinawcity.org

To: Mackinaw City Council
From: Adam R. Smith, Village Manager
Date: April 25, 2014
Re: Manager Report & Recommendations for May 1, 2014 Council Meeting



II. A. Proclamation – Mackinaw City Northern Avalanche JV

Please refer to draft proclamation for the Mackinaw City Northern Avalanche JV hockey team.

VII. A. Election Law Amendment Resolution

[Action Item]

Election law amendments of PA 523 and PA 551 of 2012 regarding the elimination of September general elections for villages took effect on March 27, 2013. The law requires a village regular election be held at the general November election (even year only). All elected village officials terms begin on November 20 after the officer's election and qualification. In addition, a president pro tempore must be appointed by the council each November 20. The extension of terms of office of elected village officials occurs automatically by law. For villages with staggered terms, it is prudent to lay out the new terms of office [but not required]. *Please refer to attached draft Resolution, 2014 Michigan Election Dates excerpt, current registered voters summary, Michigan Municipal League One Pager Plus.*

VII. B., C., D. Special Event Applications

[Action Items]

1. 2014-SE-047 Star Line Passenger (Zoo-De-Mac luggage tent)
2. 2014-SE-048 Fort Michilimackinac Pageant Committee, Inc. (Pageant Re/enactment)
3. 2014-SE-046 Mackinaw Arts Council (Plane Air Institute Paint Out)

Please refer to the attached respective Special Event Applications.

VII. E. Mackinaw Crossings Carousel Temporary Siting

[Action Item]

Mackinaw Crossings has requested the temporary siting of an antique carousel for the 2014 Season as a result of the units collapse, partially due to the extreme winter weather. The Planning Commission has recommended approval of the request (4/24/14). I would recommend that consideration for approval of temporary siting be authorized as a result of the "natural disaster" circumstance and limited in time for no more than the 2014 Calendar Year. *Please refer to the attached Mackinaw Crossings request documents and Planning Commissions unofficial action.*

VII. F. Village of Mackinaw City Fee Schedule

[Action Item]

Item reserved for the adoption of the 2014 Village of Mackinaw City Fee Schedule following recommendation of Council's Finance Committee.



X. A. Village Manager Performance Evaluation – Closed Session [Roll Call][Action Item]

In accordance with the Open Meetings Act, closed sessions may be held by public bodies to consider a periodic personnel evaluation with a roll call vote (two-third majority is not required). Manager Smith is requesting a closed session for that purpose. Per Manager Smith's Employment Agreement, Council shall review and evaluate the performance of manager once annually. This review and evaluation shall be in accordance with specific performance goals and similar criteria developed jointly by the Council and Manager. The evaluation itself is a verbal dialogue between the Council and Manager. Following the closed session, a motion is necessary indicating the overall outcome of the manager's evaluation (i.e. exceeds expectations; meets expectations; needs improvement).

**RESOLUTION
OF THE VILLAGE OF MACKINAW CITY**

WHEREAS:

1. Public Acts 523 and 551 of 2012 have made comprehensive changes to Michigan Election Law.

2. The Acts provide that the election for village offices shall be held at the even-year November election date to be conducted by the township.

Section 1. Election of Trustees

Three village trustees shall be elected at the biennial general election for the term of four years until their successors are qualified

Section 2. Regular Election

The next regular election for the Village of Mackinaw City is November 04, 2014.

Section 3. Terms

The terms of the following incumbent trustee shall be extended as indicated:

Richard Perlick, term due to expire 9/30/2013, to be extended to November 04, 2014

Robert Glenn, term due to expire 9/30/2013, to be extended to November 04, 2014

Sandy Planisek, term due to expire 9/30/2013, to be extended to November 04, 2014

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Village of Mackinaw City will abide by the changes to Michigan Election Law as stated above.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I certify that this is a true and complete copy of a resolution adopted at a regular meeting of the Village Council of the Village of Mackinaw City held on May 01, 2014.

Date: May 01, 2014

Lana Jaggi, Clerk

Introduction

PA 523 and 551 of 2012, eliminating September general elections for villages, will take effect on March 27, 2013.

Key Provisions of PA 523

The law prohibits villages from holding a regular election in September and requires a village regular election be held at the general November election (even year only).

Filing for a village office shall be with the township clerk; if the village is located in more than one township, then filing shall be with the township in which the largest number of the registered electors of the village reside. Until December 31, 2013, nominating petitions for village offices shall be filed with the appropriate township clerk by 4 p.m. on the twelfth Tuesday before the general November election. Beginning January 1, 2014, nominating petitions for village offices shall be filed with the appropriate township clerk by 4 p.m. on the fifteenth Tuesday before the general November election.

The law states that people who register to vote in person as well as those who choose to apply for an absentee ballot must provide an official state identification card, an operator's or chauffeur's license, or other generally recognized picture identification. If they do not possess such information, they may sign an affidavit to the effect and be allowed to register or to receive their absentee ballot.

Key Provisions of PA 551

The law eliminates all references to a September village regular election in the General Law Village Act with regard to the beginning dates of village officials' term of office. This means that all elected village officials terms begin on November 20 after the officer's election and qualification. In addition, a president pro tempore must be appointed by the council each November 20.

The extension of terms of office of elected village officials occurs automatically by law when the September election is eliminated. However, for villages with staggered terms, it would be prudent to lay out the new terms of office in a public meeting, but it is not required. Officers elected to two year terms in September 2011 would have extended terms through November 2014; officers elected to four year terms in September 2011 would have extended terms through November 2016.

**CURRENT ELECTED OFFICIALS
VILLAGE OF MACKINAW CITY
Updated 5/19/2013**

Clerk-Lana Jaggi- Reelected September 2011 until 2013, (Nov 2014)

Treasurer-Patricia B. Peppler-Reelected September 2011 until 2013, (Nov 2014)

Village Council:

* **President-Jeff Hingston**--Reelected September 2011 until 2013, (Nov 2014)

***Trustee Belinda Mollen** -Reelected September 2011 until 2015, (Nov 2016)

***Trustee Matt Yoder** -Reelected September 2011 until 2015, (Nov 2016)

***Trustee-Paul Michalak**-Appointed October 2009 to fill remainder of Trustee J. Hingston's seat until September 2011-Elected September 2011 until 2015, (Nov 2016)

***Trustee-Richard Perlick** -Appointed November 5, 2009 to fill vacant seat of Trustee James Alford who passed away Oct, 2009. Mr. Alford had just been reelected in September 2009. Mr. Perlick must run in the next election (2011) as an appointed official cannot serve for more than two years. Mr. Perlick will run for a partial term ending 9/30/2013-Elected September 2011 until 2013, (Nov 2014)

***Trustee-Janelle Bancroft**-Appointed 5/03/05 to replace D. McFarland-Elected 2007-Reelected 2009 until 2013, (Nov 2014)
Trustee Bancroft resigned from council 5/02/2013 she was replaced by Sandy Planisek. Trustee Sandy Planisek was appointed 5/16/2013 to fill remainder of Trustee Bancroft's term until 2013, (Nov 2014)

***Trustee-Steven Celez**-Elected 2009 until 2013, (Nov 2014)
Mr. Celez resigned July 05, 2012 and was replaced by Robert Glenn.
Trustee Robert Glenn was appointed July 19, 2012 to fill remainder of Trustee Celez's term until 2013, (Nov 2014)

Updated 1/25/2013 Per State Law beginning in 2013 villages will no longer hold September elections. (see attachment) Those with September dates must hold their elections at the even-November election date.

NOVEMBER 2014 ELECTION - CURRENT ELECTED OFFICIALS WHO MUST RUN:

Clerk Lana Jaggi
Treasurer Patricia Peppler
President Jeff Hingston
Trustee Richard Perlick
Trustee Sandy Planisek
Trustee Robert Glenn

4/24/2014

Current Village Registered Voters

Wawatam Township 460

Mackinaw Township 274

2014

MICHIGAN ELECTION

DATES

Filing Requirements
for Federal, State and Local
Elective Offices Listed



Ruth Johnson
Secretary of State

www.Michigan.gov/elections

1

**By 4:00 p.m.,
July 22**

Village candidates who wish to seek office at the November general election file an Affidavit of Identity and a nonpartisan nominating petition. Withdrawal deadline elapses at 4:00 p.m. on July 25. (168.381)

By July 24

City and township clerks forward names and addresses of candidates without political party affiliation to county clerk. (168.321, 349)

By July 24

Challenges against qualifying petitions filed by candidates without political party affiliation submitted to filing official. (168.552)

By July 25

Pre-Primary Campaign Statements due. Books close July 20.

**By 4:00 p.m.,
July 25**

Write-in candidates other than write-in candidates who seek precinct delegate positions file Declaration of Intent forms for the August primary. (168.737a)

By July 26

County clerks deliver remainder of ballots and election supplies for August primary to local clerks. (168.714)

By July 29

Notice of August primary published. (168.653a)

By July 29

Petitions to place county and local questions on the November general election ballot filed with county and local clerks. (If governing law sets an earlier petition filing deadline, earlier deadline must be observed.) (168.646a)

By July 31

Public accuracy test must be conducted. (R 168.778) Notice of test must be published at least 48 hours before test. (168.798)

August 1

Last date a recall petition can be filed in order for recall question to appear on November general election ballot. (168.963)

**By 4:00 p.m.,
August 1**

Write-in candidates who seek precinct delegate positions file Declaration of Intent forms with the city or township clerk for the August primary. (As an alternative, candidates for precinct delegate may file form with appropriate precinct board on election day before the close of the polls.) (168.737a)

**By 2:00 p.m.,
August 2**

Electors who wish to receive an absent voter ballot for the August primary by mail submit absent voter ballot applications. (168.759)

**Up to 4:00 p.m.,
August 4**

Electors qualified to obtain an absent voter ballot for August primary may vote in person in clerk's office. (168.761)

By August 5

Minor parties hold county caucuses; notify county clerk of nominated candidates within one business day after caucus. (168.686a)

By August 5

Minor parties hold state conventions; notify Secretary of State of nominated candidates within one business day after convention. Pre-Convention Campaign Statements due 11 days before convention (books close 16 days before convention); Post-Convention Campaign Statements due 30 days after convention (books close 20 days after convention). (168.686a)

2014-SE-047

To Admin. Staff: 4-22-14
To Council: 5-1-14
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: Star Line Passenger TELEPHONE: 800-638-9899
MAILING ADDRESS: 711 S Huron Mackinaw City MI 49701
CONTACT NAME: Mike North TELEPHONE: 906-643-7635
E-MAIL ADDRESS: mlse@mackinac Ferry.com CELL PHONE: 906-298-0102

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Mike North TELEPHONE: 906-643-7635
E-MAIL ADDRESS: Mike@mackinac Ferry.com CELL PHONE: 906-298-0102

EVENT INFORMATION

NAME OF EVENT: Zoo - De- Mac

PURPOSE OF EVENT: _____

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

DATE(S): May 17 FROM 7 A.M. P.M. TO 10 A.M. P.M.
May 18 FROM 7 A.M. P.M. TO 10 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: 711 S. Huron Ave Mackinaw City, MI 49701

ESTIMATED NUMBER OF ATTENDEES: 4000

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE/TIME FOR SET-UP: May 17 _____ A.M. P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: May 19 _____ A.M. P.M.

Setup May 8i - 1wk advance =

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' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): At site 4' x 8'
At dock

Description of signs: ZOO - DE - MAC
(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 _____

Size: _____

AWNINGS - QUANTITY _____

TENTS - QUANTITY _____

CHAIRS - 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: 60 Number of ADA accessible portable toilets: N/A

If no, explain: _____

Restroom Company Name: K + V Septic Service LLC

Address Street: 23100 River Rd

City: Petoskey State: MI Zip: 49770

Telephone Day: 231-347-3990 Evening: _____ Fax: _____ Cell: _____

Equipment set up: Date: May 16 Time: _____

Equipment pick up: Date: May 19 Time: _____

Portable restrooms identified on the site map? Yes No

APPLICATION CHECK LIST

A = Applicant V = Village

- | <u>A</u> | <u>V</u> |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Completed Application |
| <input type="checkbox"/> | <input type="checkbox"/> Special Event Fee received on _____, receipt no _____
amount: \$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> Event Map Received (Includes detailed event layout for vendors, booths, portable restrooms, fire hydrants, parking, ingress, egress, roads, sidewalks, table and chair diagram, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> Bicycle Route Map (use of the Mackinaw City Bike Trail is required) |
| <input type="checkbox"/> | <input type="checkbox"/> Certificate of Insurance (listing the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701 as an additional insured) |
| <input type="checkbox"/> | <input type="checkbox"/> Ambulance Standby Included with Application paid on _____, receipt no. _____
amount \$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> Fireworks Permit (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> Michigan Liquor Control Commission Special Event License (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> Health Department Food Service License (if applicable) |

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverage deemed necessary for the event, naming the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701, as an additional insured on all applicable policies and submit the certificate to the Village Clerk's Office no later than thirty (30) days prior to the event.

Comply with all Village Ordinances and Policies and applicable State laws, and acknowledges that the special event permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the Village's review of this application. The applicant and sponsoring organization understand that it may be necessary to meet with Village staff during, as well as after the event, for the review of this application and that Village Council approval is necessary.

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

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

including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the Village of Mackinaw City or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

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

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

Lisa Winkelman
Applicant Signature
Print name of applicant: Lisa Winkelman

4/15/14
Date

VILLAGE USE ONLY - Department representative please initial if approved

[PT] DPW [GJK] FACILITY SERVICES
[PCW] POLICE [FJK] FIRE [RW] AMBULANCE
[AP] RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE: _____

CONDITIONS, IF ANY: _____

AUTHORIZED BY: _____ VILLAGE MANAGER DATE: _____

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.

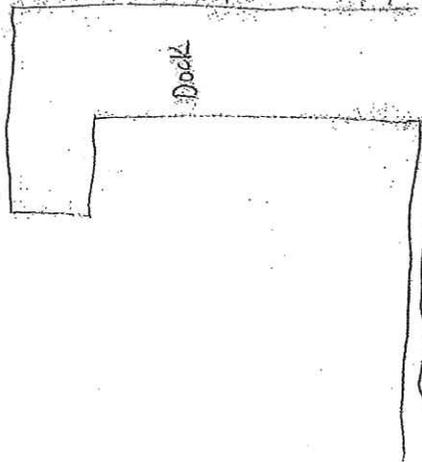
SITE MAP APPROVED: Yes No

RECREATION DEPARTMENT

APPROVED

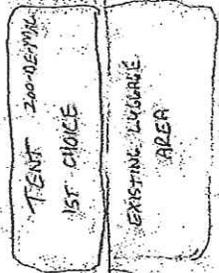
DENIED

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



Dock

TICKET BOOTH
WAITING ROOM

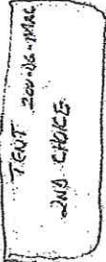


TENT 200-15-1000
1ST CHOICE

EXISTING LOUNGE
AREA

300-15-1000

300-15-1000



TENT 200-15-1000
1ST CHOICE

TENT 200-15-1000
2ND CHOICE

BEACH

PARKING LOT

2014-SE-048

To Admin. Staff: 4-22-14
To Council: 5-1-14
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: Fort Michilimackinac Pageant, Inc. TELEPHONE: _____
MAILING ADDRESS: P O Box 312
CONTACT NAME: Meghan Michalak TELEPHONE: 231.420.3221
E-MAIL ADDRESS: fortmichilimackinacpageant@gmail.com CELL PHONE: 231.420.3221

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Meghan Michalak TELEPHONE: 231.420.3221
E-MAIL ADDRESS: michalak.meghan@gmail.com CELL PHONE: 231.420.3221

EVENT INFORMATION

NAME OF EVENT: Fort Michilimackinac Pageant Re-enactment & Signage for Event

PURPOSE OF EVENT: _____

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

DATE(S): May 24, 2014 FROM 3:00 pm A.M. P.M. TO _____ A.M. P.M.
May 25 FROM 2:00 PM A.M. P.M. TO _____ A.M. P.M.
May 26 FROM 2:00 PM 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: Fort Michilimackinac

ESTIMATED NUMBER OF ATTENDEES: 1000's

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 700

ESTIMATE DATE/TIME FOR SET-UP: May 21, 2014 9:00 am A.M. P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: May 29, 2014 9:00 Am 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:

- | | | |
|--|--|---|
| <input type="checkbox"/> Lot lines | <input type="checkbox"/> Label roads and closest cross roads | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Fire Hydrants | <input type="checkbox"/> Locate and label buildings | <input type="checkbox"/> Parking lots |
| <input type="checkbox"/> Tents | <input type="checkbox"/> Portable Restrooms | <input type="checkbox"/> Ingress and egress points |
| <input type="checkbox"/> Table and chair diagram | <input type="checkbox"/> Placement of food vendors | <input type="checkbox"/> Parade Route |
| <input type="checkbox"/> Bicycle Routes (including route into and out of town) | | <input type="checkbox"/> All proposed modifications |
| <input type="checkbox"/> 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: _____ 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

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): _____

Description of signs: Please see attached documents
(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 _____

Size _____

TENTS – QUANTITY _____

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: _____

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

A

V

- Completed Application
- Special Event Fee received on _____, receipt no _____
amount: \$ _____
- Event Map Received (includes detailed event layout for vendors, booths, portable restrooms, fire hydrants, parking, ingress, egress, roads, sidewalks, table and chair diagram, etc.)
- Bicycle Route Map (use of the Mackinaw City Bike Trail is required)
- 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)
- Ambulance Standby included with Application paid on _____, receipt no. _____
amount \$ _____
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: _____

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? 52

Applicant Signature Date
Print name of applicant: Meghan Michalak

VILLAGE USE ONLY – Department representative please initial if approved

[] DPW [*GM*] FACILITY SERVICES
[*pw*] POLICE [*mt*] FIRE [*hst*] AMBULANCE
[*pp*] 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

Pageant Village Banners

No labels

- A. Huron Avenue & US 23
- B. S Nicolet & Old US 31
- C. Light @ IGA
- D. E Jamet Street Exit
- E. W Jamet Street Exit



**Memorial Day Weekend
Fort Michilimackinac Pageant Banners:**

MAP LOCATION	LOCATION	BANNER SIZE
A	Lawn near the corner of Huron Avenue and US 23	2' x 8'
B	Near the Village sign at the corner of S Nicolet and Old US 31 Highway	2' x 8'
C	Traffic light at the IGA (either in Indian Pathways Park or near the Village flower bed)	2' x 7'
D	At the East Jamet Street exit ramp	2' x 6'
E	At the West Jamet Street exit ramp	2' x 6'

- All banners read:

Fort Michilimackinac Pageant – Saturday, Sunday & Monday

- Banners will be displayed beginning Wednesday or Thursday, May 21 or 22
- Banners will be removed by Tuesday, May 29
- All banners are strung between snow fence poles inserted into the ground.
- The banner sizes were approved in 2012. The same banners were displayed in the above locations in 2012 and 2013.

2014 SE-046

To Admin. Staff: 4-15-14
To Council: 5-1-14
Decision: Approved Denied
Minutes to Applicant: _____

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

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Mackinaw Area Arts Council TELEPHONE: NA

MAILING ADDRESS: PO box 113

CONTACT NAME: Cidney Rotn TELEPHONE: 231-436-5572

E-MAIL ADDRESS: cidrayrotn@mstraiB.com CELL PHONE: 231-818-3070

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Lorie Aytell TELEPHONE: 231-436-8882 ^{work}

E-MAIL ADDRESS: mllove54@gmail.com CELL PHONE: 989-529-0752

EVENT INFORMATION

NAME OF EVENT: Plain Air Inst / Paint Out

PURPOSE OF EVENT: Painting outdoors

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

DATE(S): July 12 FROM 9 A.M. P.M. TO 5 A.M. P.M.

July 13 FROM 9 A.M. P.M. TO 5 A.M. P.M.

Aug 2nd FROM 8 A.M. P.M. TO 3 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 July 12+13 A.M. P.M. TO _____ A.M. P.M.

EVENT LOCATION: Womens Club / Heritage Village

ESTIMATED NUMBER OF ATTENDEES: unsure Aug 2nd-

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 4

ESTIMATE DATE/TIME FOR SET-UP: none _____ A.M. P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: none _____ A.M. P.M.

Meeting @ these locations then branching out

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): N/A

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? N/A

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

If yes, from date _____ to ending date: N/A

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: N/A

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 _____

Size N/A

TENTS - QUANTITY _____

CHAIRS - QUANTITY N/A

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: _____

Restroom Company Name: _____

Address Street: N/A

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

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? 1

Lorie Aytell
Applicant Signature
Print name of applicant: LORIE AYTELL

3/28/14
Date

VILLAGE USE ONLY – Department representative please initial if approved

[] DPW GA [] FACILITY SERVICES
[PCW] POLICE [hsk] FIRE [hsk] AMBULANCE
[AP] RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE: _____

CONDITIONS, IF ANY: _____

AUTHORIZED BY: _____
VILLAGE MANAGER

DATE: _____



April 14, 2014

Village of Mackinaw City

RE: Mackinaw Crossings

Dear Sir or Madam,

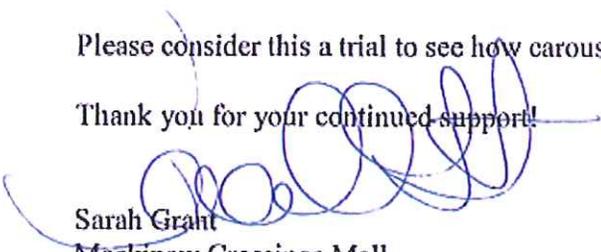
Mackinaw Crossings has had some unexpected challenges during the off season this year. As you are aware, a couple of units in the Mackinaw Crossings Development collapse, partially due to the extreme winter which we have had. This area had to be removed, and there is not enough time to rebuild for the 2014 tourist season.

Our plan is to rebuild this area in the Fall of 2014, but in the meantime we would like to install a temporary antique carousel in this location as indicated on the attached photo.

Mackinaw Crossings is asking for help from you! We are close to opening for the season and would desperately like to fill the temporary space that has left a blemish in the beauty of Mackinaw City. We are looking to make an unfortunate situation better.

Please consider this a trial to see how carousel would work in Mackinaw City!

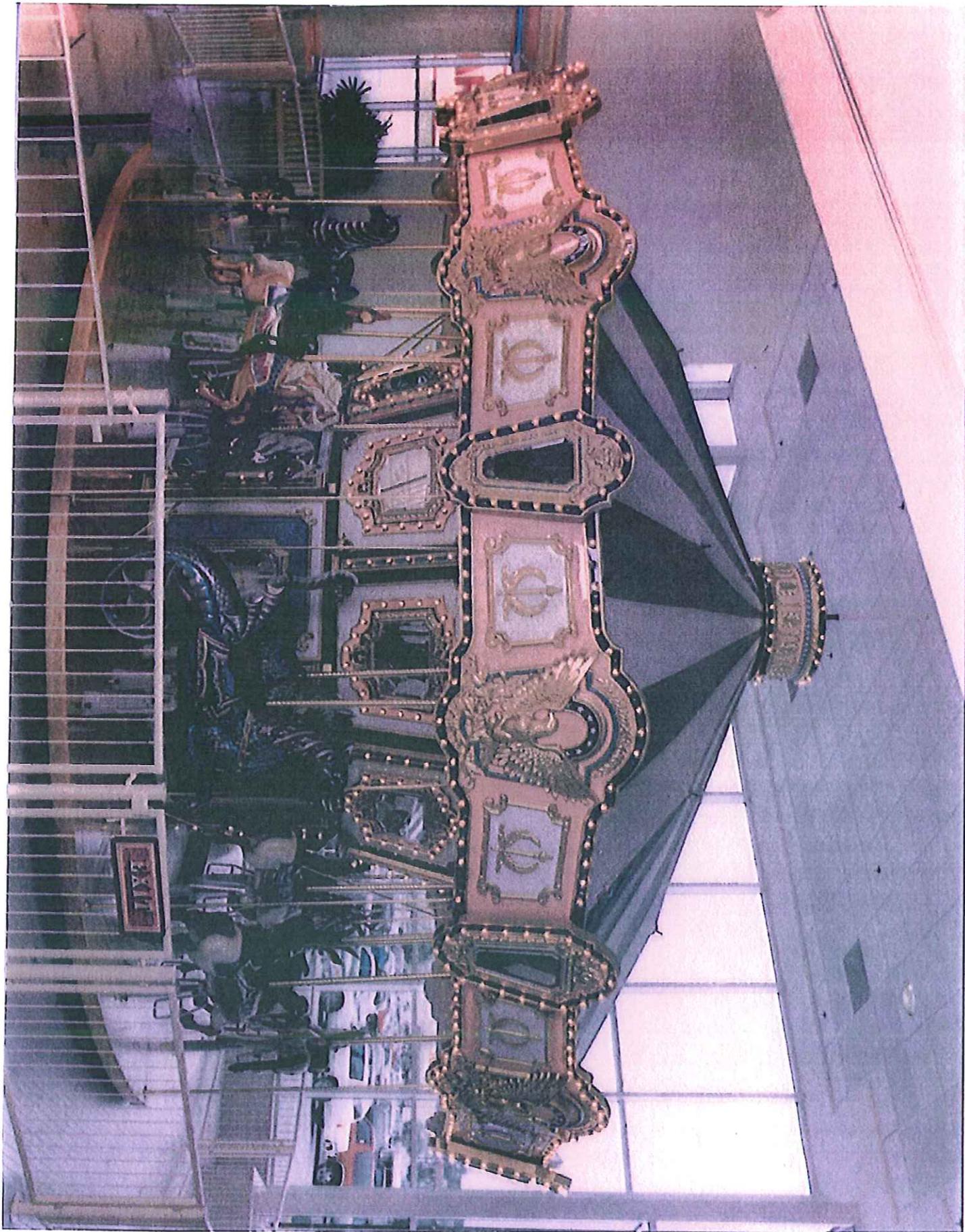
Thank you for your continued support!


Sarah Grant
Mackinaw Crossings Mall

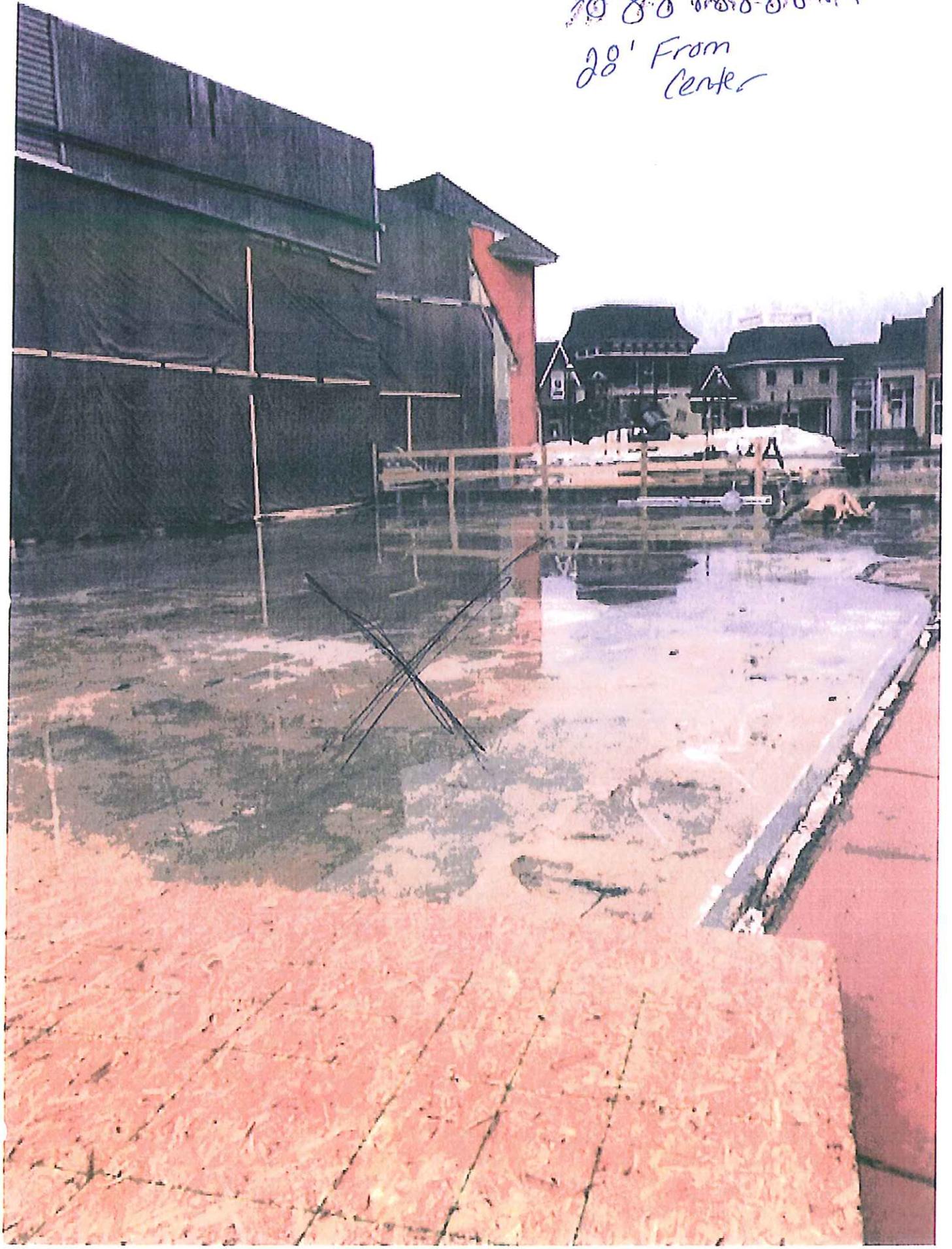
4/24/14 Planning Commission - Unapproved Motion

New Business:

1. Request from Mackinaw Crossings to install an antique Carousel for one season to fill a void left by the collapse of buildings due to the heavy snowfall amounts this past winter. They are planning to rebuild this section of the Mackinaw Crossings, however cannot begin construction until after this season. This will be a temporary fix for this season to somewhat hide the blemish left behind by this catastrophe. After discussion and questions regarding safety, drainage, etc. a motion was made by commissioner Heilman to allow the carousel to be installed for the upcoming season and seconded by commissioner Taylor. A roll call vote was taken, motion carried by a vote of 6 yes and 0 no.



20' From Center



User: LANA

EXP CHECK RUN DATES 04/18/2014 - 04/25/2014

DB: Mackinaw City

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT	VENDOR NAME
9917571984	OXYGEN	164.75	AIRGAS USA, LLC
7000803999	DUES	295.00	AMERICAN WATER WORKS
3/5-4/18/14	FINANCIAL CONTRACTED SERVICE	787.50	BECKY JACQUES
0100490	HOSE CONNECTOR	244.50	BELL EQUIPMENT COMPAN
0100524	BROOM MOTOR	519.10	BELL EQUIPMENT COMPAN
4/08/2014	INTERNET AMBULANCE	55.00	CHARTER COMMUNICATION
729654939	SUPPLIES	108.64	CINTAS CORPORATION LO
535514	ATTORNEY FEES	445.50	CLARK HILL P.L.C.
15246	PARTS	120.83	DOC'S PLUMBING & HEAT
4/23/2014	466725400025 466725400132	3,480.28	DTE ENERGY
3/19/2014	HEAT BILLS	1,337.59	DTE ENERGY
255664	CHEMICALS	2,354.50	ELHORN ENGINEERING CO
11260	POSTAGE	16.09	FORT FUDGE SHOP, INC.
001524833:01	FREIGHT CHARGE	142.72	FREIGHTLINER OF GRAND
240444	REPAIRS	334.05	GFG INSTRUMENTATION
9401640819	SHELVES	378.50	GRAINGER
4/22/2014	MILEAGE REIMBURSEMENT	50.40	JEFF HINGSTON
4/25/2014	HAZWOPER CERTIFICATION TERRIAN	75.00	LSSU ENVIROMENTAL
44/01/2014	W/S WATER	43.19	MACKINAW IGA
4/22/2014	2014 PARADE AGREEMENT	2,000.00	MACKINAW MEMORIAL PAR
9396	MEMBERSHIP W/S	62.00	MWEA OFFICE
55458	PAGER	425.00	OTEC RADIO COMM. EQUI
55460	BATTERY	15.00	OTEC RADIO COMM. EQUI
2124844	POLICE STAMP	5.49	QUILL CORPORATION
1912920	OFFICE SUPPLIES	145.93	QUILL CORPORATION
2124842	OFFICE SUPPLIES	32.49	QUILL CORPORATION
1-453818	SWEEPER PARTS	1,176.28	SPIES AUTO PARTS
014074	COPIER MAINTENANCE	251.48	VAN'S BUSINESS MACHIN
4 18 2014	MONTHLY GAS BILLS	5,152.36	VPS CONVENIENCE STORE
		20,219.17	

**ARRESTS MADE BY THE MACKINAW CITY POLICE DEPARTMENT
YEAR TO DATE THROUGH APRIL 30**

CRIME TYPE	2009	2010	2011	2012	2013	Thru 4/22
CRIMES AGAINST PERSON	2	2	3	1	1	11
PROPERTY CRIMES	1	1	8	2	3	7
MORALS/DECENCY CRIMES	7	3	1	2	5	7
PUBLIC ORDER CRIMES	20	22	19	17	35	13
TOTAL	30	28	31	22	44	38

Citations Issued Year To Date 2014: **28**

Citations Issued Year To Date 2013: **52**

Citations Issued Year To Date 2012: **46**

**COMPLAINTS RECEIVED BY THE MACKINAW CITY POLICE DEPARTMENT
YEAR TO DATE THROUGH APRIL 30**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Thru 4/22</u>
Traffic Crash:						
Public Roadway	9	4	11	7	4	8
Private Property	5	4	3	6	7	5
Personal Injury Crash:	1	0	1	0	0	1
TOTAL	15	8	15	13	11	14
Breaking and Entering:						
Business	0	1	0	0	0	0
Residence	0	0	0	0	0	1
Other	0	0	0	0	0	0
TOTAL	0	1	0	0	0	1
Larceny:						
From Bldg./Veh./Pub. Place	7	6	6	6	6	1
Fail to Pay for Services	2	1	0	0	0	2
Bad Check/Fraud	2	2	0	1	1	0
TOTAL	11	9	6	7	7	3
Malicious Destruction of Property:	2	0	3	2	0	5
Domestic/Civil:	11	9	12	19	12	7
Assault:	3	5	4	7	0	5
Stolen Vehicle:	1	0	0	0	0	0
Reports Taken to Date:	203	175	215	228	198	181

Village of Mackinaw City

Monthly Report – Water & Wastewater For April 2014

Routine Maintenance and Usage: Date Submitted 04-24-14

- | | |
|---|--------------------|
| • Number of gallons pumped by water department during the month to date: | Approx.
8.859MG |
| • Number of gallons pumped to the wastewater treatment plant during the month to date: | Approx.
9.178MG |
| • Number of water shutoffs during the month: | 1 |
| • Number of water turn-ons during the month: | 33 |
| • Number of new water service connections during the month: | 0 |
| • Number of new sewer service connections during the month: | 0 |
| • 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:

- The Village of Mackinaw City has continued to enact a LET WATER RUN ORDER for residential customers. We are hoping to end the order at the end of April.
- The water department has begun preparing its cross connection program for the upcoming season.
- DEQ employees visited the wastewater treatment plant. We now have a new district engineer/inspector for our area.
- The water department continued to work on the safety program, which includes testing and calibrating safety equipment
- The water and sewer department has begun yearly maintenance on our eight lift stations.
- During the month of April we had a sub-committee meeting regarding well ordinances.
- The water department has begun work on commercial and residential water services turn-ons for the upcoming season.
- The elevated water tank painting project has begun with Mackinaw City requesting the relocation of communication equipment, including antennas and coaxial cables
-

Notable Events Affecting Water & Wastewater Department:

The village experienced two residential emergency frozen water lines during the month of April. There was also two frozen fire protection system. There were two frozen water meters in the village during the month.

reception

From: Ken Newsome
Sent: Thursday, April 24, 2014 7:56 AM
To: reception
Subject: council report

D.P.W. REPORT

STREETS (LOCAL AND MAJOR)

Have started cleanup of roads from the winter season.
We are attempting to grade gravel rds.
Constant patching of potholes
We are utilizing road gravel on N. Huron Ave due to the severity and size of holes

EQUIPMENT

Getting equipment serviced and cleaned up after the winter use.

CEMETERY

Crew is back to work and busy cleaning up the area

MISC.

The paved bike trail has been broomed off.
Several posts on the trail are awaiting replacement as soon as ground thaws.

AS SUBMITTED

PERRY TERRIAN

MARINA MONTHLY REPORT

May 1, 2014

The marina sub-committee, the village manager, the mayor, and myself drove to Petoskey and talked with Al Hansen, Harbormaster and Chris marina operations manager about the Petoskey Marina. After meeting with them it was decided our main office should be moved to the gas dock to be more efficient. Cable television has been turned off on the docks, it will only be available in our chart and television rooms. In April more dock damage has occurred. Four marine companies have been contacted, to date only one has inspected the docks, one declined saying they were too busy, and two have not replied. More marine companies, as well as, a marine engineer are being contacted to evaluate our situation. As of April 24th there is still a foot and a half of ice in the marina.

RECREATION MONTHLY REPORT

The Roller Derby tournament held April 12th and 13th was by all accounts a success. The recreation basketball program had between 65-75 participants each day. Little League is starting the first Saturday in May and Mackinaw City has four teams. Two coach pitched teams, a minor girls fast-pitch softball team and a T-ball team, with all players being under the age of 12. A coach from the Sault little league is interested in having a girls 16 and under fast pitch tournament in late July or early August in Mackinaw City.

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

EMS		<u>2011</u>	<u>2013</u>	<u>2013</u>	<u>Thru 4/22</u>	<u>2015</u>	<u>2016</u>
	Runs						
	January	29	21	17	38		
	February	18	26	26	23		
	March	28	18	22	30		
	April	28	33	26	19		
	May	31	36	40			
	June	28	51	43			
	July	66	50	67			
	August	66	69	59			
	September	42	37	47			
	October	25	23	39			
	November	24	23	25			
	December	25	19	25			
	TOTAL RUNS FOR YEAR	410	406	436	110	0	0
MCFD		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Thru 4/22</u>	<u>2015</u>	<u>2016</u>
	Runs						
	January	7	5	3	9		
	February	4	3	4	5		
	March	3	5	3	2		
	April	3	4	2	4		
	May	7	7	6			
	June	3	8	14			
	July	9	10	8			
	August	12	10	11			
	September	9	9	7			
	October	11	3	9			
	November	7	6	5			
	December	4	2	2			
	TOTAL RUNS FOR YEAR	79	72	74	20	0	0
	Training						
	January	2	1	2	2		
	February	3	2	2	2		
	March	2	2	2	4		
	April	1	2	2	2		
	May	2	2	2			
	June	2	2	2			
	July	2	3	2			
	August	2	3	2			
	September	1	1	2			
	October	3	2	4			
	November	2	2	2			
	December	1	0	1			
	TOTAL TRAININGS FOR YEAR	23	22	25	10	0	0

CDD

May 1, 2014

For the month of April, five sign face change permits were issued and one new sign permit.

Fred Thompson Jr.
Interim CDD

Facilities
April 2014 Report

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

Regular Maintenance:

1. Daily cleaning of restrooms and facilities.
 - a. City hall
 - b. Trail Head Restrooms
2. Trash removal in the downtown area.
3. Facilities sidewalk maintenance (trash/paper removal).

Spring Maintenance Projects:

1. Streets:
 - a. General cleaning and trash removal
 - b. Bench replacement
 - c. Trash barrel replacement
 - d. Planter repairs
 - e. Rake/thatch village grass areas
2. Parks:
 - a. General cleaning and trash removal
 - b. Raking /brush removal
 - c. Thatching
 - d. Set-up of parks (picnic tables, trash cans, equipment repair, etc.)
3. Ice Rink Complex:
 - a. Repairs to sound baffle panels on ceiling
 - b. Repairs to basketball equipment

In the up-coming month, Facilities Crew duties will include regular daily duties as well as Village spring cleaning and setup will continue. Flower bed preparation will also continue and planting will begin within the first couple of weeks of the month. Special event preparation will be, the chamber 5k rainbow run, Zoo-De-Mack Bike Bash and Memorial Weekend events.

COMMITTEE REPORT

COMMITTEE: Finance DATE: April 22, 2014

PRESENT: Planisek, Michalak, Glenn

ABSENT: _____

AGENDA ITEMS: Budget items
Fee Schedule

REPORT:

1. A entry error in the budget was discussed. Correcting it will require a budget adjustment of \$9,120. This will be made when other budget changes are assimilated.
 2. A quick review of the marina budget noted that at this moment the marina has no cash.
 3. Staff is accumulating information to be included in a 3-county report on the extraordinary expenses for the winter. The report will be sent to the state in hopes that there can be some reimbursement from the State Office of Emergency Management.
 4. The deadline for converting the elected clerk and treasurer positions to appointed is fast approaching. The committee discussed:
 - a. leaving them as elected
 - b. developing a resolution to convert them to appointed
 - c. a hybrid of elected positions performing the statutory duties of the office coupled with paid professional staff persons
- ** The committee requested that Adam call the MML and see if they having any guiding documents, particularly regarding the timing of doing any one of these three.**
5. The committee began reviewing the fees schedule.

COMMITTEE DATA BASE SUMMARY INFORMATION

ITEM

STATUS / RECOMMENDATION

None at this time.