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
AUGUST 21, 2014 - 7:00 P.M.
VILLAGE HALL

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

II. PRESENTATIONS AND RECOGNITIONS

III. APPROVAL OF AGENDA

IV. COUNCIL MINUTES

A. Approval of the regular minutes for August 7, 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. Fiscal Year 2014 Audit Presentation – Rehmann Group **[Action Item]**
B. Site Plan Review – 2014-SP-007 Shepler Development **[Action Item]**
C. Special Event Application Amendment - MAHS **[Action Item]**
D. Special Event Applications (4) **[Action Item]**
E. Emmet County Solicitation Notice Regarding Recreation Facilities **[Action Item]**

VIII. ACCOUNTS PAYABLE

A. Accounts Payable for August 21, 2014 $40,181.64 **[Action Item]**

IX. COMMITTEE/DEPARTMENT REPORTS

A. Council Committees

X. CLOSED SESSION AND SUBSEQUENT COUNCIL ACTION

XI. ADJOURNMENT

UNAPPROVED

MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M. **August 07, 2014**

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

President Jeff 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, Villager Manager Adam Smith and Clerk Lana Jaggi.

Department Heads Present:
Chief Patrick Wyman- Chief of Police
Patrick Rivera-Water Sewer Superintendent
Dave Paquet- Rec/Marina
Fred Thompson, Jr.-Ambulance Director/Fire Chief/Zoning Administrator
Absent:
Mike Karll- DPW Superintendent-Excused

Visitors – List Attached.

Pledge of Allegiance

II PRESENTATIONS AND RECOGNITIONS

III. APPROVAL OF AGENDA

Motion Mollen seconded Glenn to approve the agenda with addition of VII. K. Schedule Committee of the Whole Work Session and withdrawal of one special event application. Voice vote – motion carried unanimously.

IV. COUNCIL MINUTES

A. Motion Yoder seconded Glenn to approve the regular meeting minutes of July 17, 2014 as presented. Voice vote-motion carried unanimously.

V. PUBLIC COMMENTS Agenda or Non Agenda

Joanne Leal- Village Resident
Rosada Mann- Village Resident
Ron Wallin-Village Resident
Deb Downing- Village Resident

Pres. Hingston stated he will refer the 312 N. Huron Ave property encroachment to subcommittee.

VI. PUBLIC HEARING AND SUBSEQUENT ACTION

VII. BUSINESS REPORTS AND RECOMMENDATIONS

A. Site Plan Review-2014-SP-001 Mackinaw Lakeshore Development
Motion Hingston seconded Glenn to recommend approval of the Planning Commission recommendation subject to compliance with the professional services identified inconsistencies between the site plan and zoning ordinance. All site plan inconsistencies to be addressed and corrected on a final site plan document and all payment in full of all professional services fees is made prior to issuance of an approved zoning permit. Voice vote-motion carried unanimously.

B. Site Plan Review- 2014-SP-005 ENJO Properties Inc.
Motion Hingston seconded Yoder to recommend approval of the Planning Commission recommendation subject to compliance with the professional services identified inconsistencies between the site plan and zoning ordinance. All site plan inconsistencies to be addressed and corrected on a final site plan document and all payment in full of all professional services fees is made prior to issuance of an approved zoning permit and must be completed by June 15, 2015. Voice vote-motion carried unanimously.

C. Temporary Use Request-2014-SP-005 ENJO Properties Inc.
Motion Hingston seconded Perlick to approve a temporary political office work use request at 706 S. Huron Ave. subject to full compliance with all applicable ordinances including but not limited to the Schedule of Regulations for Temporary Signs and Zoning Ordinance. Voice vote-motion carried unanimously.

D. MDOT Performance Resolution for Governmental Agencies
Motion Perlick seconded Mollen to approve the MDOT Performance Resolution for Governmental Agencies authorizing Mike Karll, Patrick Wyman and Fredrick W. Thompson, Jr. to apply for necessary permit work within the State Highway Right of Way. Voice vote-motion carried unanimously.

Motion Perlick seconded Glenn to approve and apply for on behalf of the Mackinaw City Lions Club an individual permit to use property to hold annual fundraiser by parking cars for the Labor Day Bridge Walk to be held September 1, 2014 within the State Highway Right of Way. Voice vote-motion carried unanimously.

E. Christmas in Mackinaw Special Event
Motion Glenn seconded Michalak to co-sponsor Christmas in Mackinaw Special Event, waving permit fees, not service fees. Voice vote, Yeas-6 Nays-1 motion carried.

Motion Glenn seconded Michalak to waive service fee costs associated with the Christmas in Mackinaw Special Event. Roll Call: Yeas-Glenn, Perlick. Nays-Yoder, Mollen, Hingston, Planisek, Michalak. Motion failed.

F. Winterfest Special Event
Motion Yoder seconded Mollen to not co-sponsor the Winterfest Special Event. Roll Call: Yeas-Yoder, Mollen, Hingston, Planisek, Perlick, Michalak, Glenn. Motion carried.

Motion Perlick seconded Yoder to not waive the service fees cost associated the Winterfest Special Event. Roll Call: Yeas-Mollen, Hingston, Planisek, Perlick, Michalak, Glenn, Yoder. Motion carried.

G. Special Event Applications (3)
Motion Michalak seconded Glenn to approve special event application 2014-SE-059, Charlevoix/Emmet DHS, Labor Day 2014 as presented. Voice vote-motion carried unanimously.
Motion Michalak seconded Glenn to postpone special event application 2014-SE-060 Michigan Land Use Institute until the August 21, 2014 regular council meeting. Voice vote-motion carried unanimously.
Motion Michalak seconded Mollen to approve special event application 2014-SE-061 St. Ignace Visitors Bureau-Mighty Mac Bridge Race.
Voice vote-motion carried unanimously.
-Fort Michilimackinac Pageant Committee-Rendezvous and Trade Fair withdrew Application 2015-SE-001

H. MML Workers' Compensation Fund Board of Trustees Election
Motion Planisek seconded Mollen to approve the MML Workers' Compensation Fund Board incumbent Trustees (3) for re-election. Voice vote-motion carried unanimously.

I. Ordinance No. 33-Emergency Response Services Cost Recovery
Motion Glenn seconded Yoder to approve the Council's Public Safety Committee Recommendation to add Ordinance 33, sections 40.200 through 40.205 to the Complied Code of the Village of Mackinaw City to provide for fees and recovery costs associated with certain emergency response services. Voice vote-motion carried unanimously.

J. Liquor License Inspection Agreement-Mackinaw Township
Motion Michalak seconded Mollen to approve Resolution 08/07/2014 adopting Agreement for Liquor License Inspection Agreement between the Village of Mackinaw City and Mackinaw Township. Voice vote-motion carried unanimously.

K. Schedule Council Committee of Whole Work Session
Council Committee of Whole-Work Session, Monday, August 11, 2014 @ 5:00 PM Agenda-Budget Discussions related to Operating Deficit.

Marina Subcommittee-Monday, August 11, 2014 @ 4:00 PM
Agenda-Marina Operations.

VII. Motion Planisek seconded Glenn to approve the accounts payable for August 07, 2014 in the amount of $67,784.04 Voice vote-motion carried unanimously.

IX. COMMITTEE/DEPARTMENT REPORTS
Public Safety Subcommittee Report was submitted and placed on file.
Finance/Human Resource Subcommittee Report was submitted and placed on file.
Special Projects Subcommittee Report was submitted and placed on file.
Department Head Reports were received and placed of file.

X. CLOSED SESSION AND SUBSEQUENT COUNCIL ACTION

XI. ADJOURNMENT: 8:45 PM

Respectfully Submitted;

Jeff Hingston, President

Lana Jaggi, Clerk

Village of Mackinaw City

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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: August 14, 2014
Re: Manager Report & Recommendations for August 21, 2014 Council Meeting

VII. A. Fiscal Year 2014 Audit Presentation – Rehmann Group [Action Item]
Item reserved for presentation of Fiscal Year 2014 Audit (March 1, 2013-February 28, 2014). A motion is necessary to receive the FY14 Audit and place it on file. The audit document itself will be made available on Monday August 18, 2014 for review.

VII. B. Site Plan Review – 2014-SP-007 Shepler Development [Action Item]
Attached are the Planning Commission minutes of July 24, 2014 which were approved on August 14, 2014 that represent an approved motion to recommend approval of site plan 2014-SP-007, parcel #012-08-100-004-04, for seasonal unpaved ferry boat parking as presented with the addition of bollards along the narrow section of the proposed parking lot to protect the bike trail and the planting of trees every 50 feet per ordinance requirement. Please note that professional services review of the documentation is underway but not complete at the time of this report.

Per Village of Mackinaw City Zoning Ordinance 138, Sec. 4-117, as amended, Site Plan Review and Approval, B. Submission Requirements, 2. a. Professional review by approved architect or engineer as required by the Zoning Administrator. The cost of review will be passed along to the applicant. No zoning permit will be issued until this fee is paid.

I recommend approval of the Planning Commission recommendation subject to compliance with all professional services identified inconsistencies between the site plan and zoning ordinance. All site plan inconsistencies to be addressed and corrected on a final site plan document and payment in full of all professional service fees is made prior to issuance of an approved zoning permit.

Alternative action would be to deny, approve as presented without or with alternative conditions, or postpone for further information or clarification.

Please refer to attached Planning Commission minutes of July 24, 2014, background documentation as previously provided to the Planning Commission and Ordinance No. 138, Section 4-117, as amended.

VII. C. Special Event Application Amendment - MAHS **[Action Item]**

The Mackinaw Area Historical Society has requested a location change for their event application (2014-SE-011, approved 11-7-13, amended 7-1-14) for Bridge Tour Raffle Ticket sales from the Marina lawn to Conkling Park on Labor Day (6:00 a.m.-2:00 p.m.). I would recommend that approval be subject to the Mackinac Bridge Authority determining location of raffle set up within Conkling Park. *Please refer to attached 2014-SE-011 cover page.*

VII. D. Special Event Applications (4) **[Action Items]**

1. 2014-SE-060 Michigan Land Use Institute (Labor Day #4) –POSTPONED 8/7/14
2. 2014-SE-062 Mark Rumble, Earthcache – Turbine Pines Disk Course
3. 2014-SE-063 Lakeshore Habitat for Humanity, Event Marketing (Labor Day #5)
4. 2014-SE-064 Salvation Army, Red Kettle Campaign/Bell Ringing

VII. E. Emmet County Solicitation Notice Regarding Recreation Facilities **[Action Item]**

Per Council direction at the Committee of the Whole discussion on August 11, 2014, item reserved for action on engaging in discussion with Emmet County regarding any potential interest in proprietorship of Village of Mackinaw City recreational facilities to include but not limited to: Heritage Village, the Indoor Ice/Recreation Facility, and surface lease beaches.

2014-SP-007

SITE PLAN REVIEW APPLICATION
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701

Project: THIRD STREETSOUTH SEASONAL PARKING

Property Owned by:

Name: SHEPLER DEVELOPMENT - WILLIAM SHEPLER

Address: 556 EAST CENTRAL

City: MACKINAW CITY State: MI Zip: 49701

Telephone Home: 231-436-5023 Cell: _____

Fax No.: _____ Email: _____

Plan Prepared by:

Company: THE ARCHITECT FORUM

Contact Person: DAVID MCFARLAND

City: MACKINAW CITY State: MI Zip: 49701

Telephone Home: 231-436-7376 Cell: _____

Fax No.: _____ Email: _____

IS APPLICANT SAME AS PROPERTY OWNER? ☑ Yes ☐ No

If No, provide name, address, phone of applicant: _____

Site Characteristics:

General site location: WEST SIDE OF THIRD ST BETWEEN WENDELL AND LAKE

Property address: NOT YET ASSIGNED

Current Zoning District: BC

Proposed Use of Property: SEASONAL FERRY BOAT PARKING

Site Size (square feet/acres): 182,347 SQFT

Proposed building square footage: N/A

Number of dwelling units: N/A

Estimated construction cost (include parking and utilities): $10,000

Notes:

- Village processing fee of $200 due upon submittal of this application.
- Applicant required to pay all additional fees necessary for site plan review.

Rect. # 7469
Ck # 3692

SITE PLAN REVIEW CHECKLIST

Project: THIRD STREET SOUTH SEASONAL PARKING

Listed below is the Site Plan Review Checklist in accordance with Article IV, Sec. 4.6 of the Village of Mackinaw City Zoning Ordinance. Indicate N/A if item does not apply, check each item.

X 1. Appropriate Scale

X 2. Date, North Point, Street Names (existing and proposed right of way).

X 3. Name of person preparing plan.

X 4. Proposed site location map.

X 5. Property line dimensions.

X 6. Zoning setback lines, distance between buildings (nearest point to nearest point)

NA 7. Location of new buildings.

X 8. All existing structures (labeled for use and zoning) within 100 feet of perimeter property lines.

X 9. Access drives, internal roads (note public or private, identify right of way) service roads.

X 10. Parking areas (numbered spaces, dimensioned typical parking space, maneuvering lanes). Handicap parking location and number.

X 11. Table of parking spaces required, parking spaces provided.

NA 12. Multiple housing units-number of units, composition (efficiency, one bedroom, two, three).

X 13. Existing easements (utility access) within site limits. If none, state this on the plan.

NA 14. Loading/unloading, service areas.

NA 15. Sidewalks (internal and public within road right of way).

X 16. Site grading and drainage plan (on-site elevations, current and proposed, for pavements, drives, roads, parking lots, curbs, sidewalks and finished grades at building facades).

SITE PLAN REVIEW CHECKLIST

X 17. Existing natural features (trees, lakes, ponds, streams, rock out-croppings, severe topography, wetlands, etc.).

X 18. An engineered and sealed Drainage Plan (one copy) shall accompany all Site Plans. Require 10 Year Storm Calculations.

X 19. Proposed retention/sedimentation ponds.

NA 20. Snow storage/snow management plan.

NA 21. Dumpster location, screening indication.

X 22. Proposed landscaping (required greenbelts, plan materials/size and type, fences, retaining walls, earth berms, etc.).

NA 23. Location of outdoor lights, poles, bollards, building attached, luminary shielding techniques, height of fixture.

NA 24. Fire hydrants.

NA 25. Acceleration/deceleration lanes.

NA 26. Site amenities (play area, pools, beaches, tennis courts, etc.).

X 27. Types of surfacing (paving, turfing or grated) to be used.

NA 28. Standard MDOT or AASHTO cross sections for pavement, curbing, catch basins, drive entrances, or other standard facilities.

NA 29. Proposed building elevations (to scale, identifying maximum building height, average curb elevation, finish floor elevation, highest point of building).

NA 30. General floor plan indicating internal function.

NA 31. Numbered hotel rooms/residential units on floor plan.

NA 32. Identify water main on floor plan.

Applicant's Signature: D [illegible] for William Shepler Date: 7.3.14

Print Applicant Name: WILLIAM SHEPLER

Project Name: THIRD STREET SEASONAL PARKING

SITE PLAN REVIEW PROCEDURE
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701

1. Request estimated water and sewer connection fees from Village Staff.

2. The following items must be submitted to the Village by the 1st day of the month in which you would like to be on the Planning Commission agenda:
   - One copy of Site Plan (drawn by a registered Architect, Landscape Architect, Engineer or Professional Community Planner) in CAD or compatible format.
   - Application Sheet for Site Plan Review
   - Site Plan Review Checklist
   - Site Plan Review Fee

3. Site Plan to be reviewed by Village Staff.

4. Plan preparer will be notified of any necessary modifications.

5. One copy of revised site plan may be required to be sent to: C2AE, Attn: Larry Fox, at 123 West Main Street, Suite 200, Gaylord, MI 49735. This is at Village Staff's direction and will be at the expense of the applicant.

6. Plan preparer will be notified of additional modifications.

7. Applicant shall provide 9 printed copies (one set sealed) of modified site plan no later than 7 days prior to the next regularly scheduled Planning Commission meeting.

8. Site Plan review by Planning Commission with approval, and/or required plan modifications, or denial recommendation to Village Council.

9. Plan prepared will be notified of Planning Commission's required modifications.

10. Applicant shall provide a computer file in an AutoCAD (.dwg) or compatible format of final plan to the Village Hall by 9:00 a.m. the Monday following the regularly scheduled Planning Commission meeting. If plans are not submitted on time, they will not be heard by the Village Council at their next regularly scheduled meeting.

11. Site Plan Review by Village Council. Applicant will provide 7 printed copies of the modified site plan before noon on the Tuesday before the next Council meeting.

12. Any professional plan review costs, i.e. engineer, attorney, etc. to be paid by applicant.

13. If approved, apply for Zoning Permit.

14. Development EUF fees will be invoiced when the Zoning Permit is pulled.

Village of Mackinaw City
Shepler Development
Seasonal Parking-Lake Street
Analysis
July 24, 2014

Shepler Development has submitted a Special Use Permit and Site Plan Review to construct Temporary and Seasonal Unpaved Boat Line Parking on Lake Street, East of Nicolet St. and West of Third St., Mackinaw City, MI 49701.

SPECIAL USE PERMIT: 2014-SUP-003

Requirements: Section 23-134 and Section 4-111 of Village Zoning Ordinance No. 138 outlines the procedures for the review of a Special Use Permit. Section 23-134 identifies the criteria that a development must address to obtain a Special Use Permit for the construction of temporary and seasonal unpaved boat line parking.

Requested Action: The applicant has requested the approval of a Special Use Permit based on the requirements listed in Ordinance 138.

Findings of Fact: Staff offers the following findings for consideration:

- Property is located in the BC Zoning District
- Plan identifies fifty percent of all transportation corridors as landscaped with a Berm and landscaping as required by Section 23-134 part C, please see Site Plan tree requirement
- Parking lot does not exceed one acre in size

SITE PLAN REVIEW: 2014-SP-007

Requested Action: Applicant is requesting approval of a site plan for seasonal unpaved boat line parking on Lake Street, parcel ID # 012-08-100-004-04

District Evaluation: Proposed development is permitted in the BC District .

Applicable Parking: The proposed Site Plan identifies an area that can accommodate parking of vehicles.

Site Drainage: The Site Plan identifies drainage will remain on site and the lot and landscaping consists of pervious material.

Green Space: The Plan conforms to the Village's green space requirements.

Findings of Fact: Staff offers the following findings for consideration:

The Site Plan submitted by Shepler Development is an existing parking lot with additional parking area.

- The property has a variance as seen on the Site Plan.
- The landscape plan is acceptable as shown on the Site Plan.
- Drainage is as noted on Site Plan.

CONCLUSION: Based on the plans submitted and the findings of fact, the proposed Site Plan meets the requirements of the Village's Zoning Ordinance.

2014-SUP-003

SPECIAL USE PERMIT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701

This application is necessary for your intended use in the zoning district your property is located in. This does not mean that your use is not permitted. Rather, it means that the general use you propose is acceptable, but that the nature of such development is one that the Village should take certain precautions within its review process.

Applicant Name: SHEPLER DEVELOPMENT - WILLIAM SHEPLER

Mailing address: 556 EAST CENTRAL

City MACKINAW CITY State MI Zip 49701

Phone no: 231-436-5023 Cell: _____

Address of Development: NOT YET ASSIGNED

Property Tax Id No.: 012-08-100-004-04

Special Use: SEASONAL FERRY BOAT PARKING

Description of Development:
UNDEVELOPED AREA TO BE DEVELOPED FOR USE FOR SEASONAL FERRY BOAT PARKING AS PERMITTED IN ORDINACE 138, SEC. 23-134.

A notice of this application will be published. A public hearing will be held pursuant to the Zoning Ordinance.

Date: _____

_____
Signature

_____
Print Name

Forms/Special Use.10

Rect. # 7409
CK # 3692

RECEIVED

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
PLANNING COMMISSION

NOTICE OF PUBLIC HEARING ON SPECIAL USE PERMIT

PLEASE TAKE NOTICE that an application has been made by Shepler Development, INC. for a **SPECIAL USE PERMIT**. This Special Use Permit is required of the applicant under Section 23-134 of Mackinaw City Zoning Ordinance No. 138 to develop a currently undeveloped area to be used for seasonal Ferry Boat Parking. The property has not been assigned an address yet, it is located on Lake Street, east of Nicolet St. and north of Third St., Mackinaw City, MI 49701. The case number for this Special Use Permit is 2014-SUP-003. The property identification number for this property is 012-08-100-004-04.

A Public Hearing regarding the Special Use Permit will be held at a regular meeting of the Mackinaw City Planning Commission on Thursday, July 24, 2014, at 7:00 p.m. within the Village Council Chambers located at 102 S. Huron Ave., Mackinaw City, MI 49701.

Written comments will be received at the Village Hall or by mail at the Village of Mackinaw City, PO Box 580, Mackinaw City, MI 49701, or by phone at (231) 436-5351.

Additional information regarding this application can be viewed at the Village Hall at the above address.

Please be prepared to present your case in detail and with all evidence at this hearing.

Rosada Mann
Planning Commission Chair

VILLAGE COUNCIL
VILLAGE OF MACKINAW CITY
Cheboygan and Emmet Counties, Michigan

Trustee Janelle Bancroft supported by Trustee Belinda Mollen, moved the adoption of the following Ordinance:

ORDINANCE NO. 138

AN ORDINANCE TO AMEND SECTION 4-117 OF THE VILLAGE OF MACKINAW CITY ZONING ORDINANCE TO PROVIDE TIME LIMITATIONS FOR APPROVED SITE PLANS

The Village of Mackinaw City ordains:

Sec. 1. Amendment of Compiled Code. Section 4-117 of the Village of Mackinaw City Zoning Ordinance (Zoning Ordinance #138) is amended to read as follows:

Sec. 4-117 Site Plan Review and Approval.

A. **Purpose.** A site plan review procedure is hereby established for the Village of Mackinaw City. The purpose of a site plan review is to determine compliance with the provisions set forth herein and to promote the orderly development of the Village, the stability of land values and investments in the general welfare, and to help prevent impairment or depreciation of land values and development by the erection of structures or additions or alterations thereto without proper attention to placement and appearance.

The following provisions in this section shall apply to all uses requiring site plan review by this Ordinance, including multiple family developments, mobile home parks, commercial developments, industrial developments, institutional developments, and all uses requiring a special use permit and variances. Approved plans shall regulate the development on the premises, unless modified in the same manner as the plans were originally approved. Variance requests shall be accompanied by three (3) copies of a clearly dimensioned and scaled drawing detailing the nature of the variance request. Variance requests for non-commercial uses need not comply with Sections 4-117C and 4-117D. Expansion of existing structures less than three hundred (300) sq. ft. and/or parking areas less than ten (10) spaces shall be reviewed as follows:

1. Applicant shall apply for a zoning permit as outlined within Article XXIV, Section 109 of this Ordinance.

2. Plan review shall be conducted by the Zoning Administrator or Community Development Director.

3. Approval or denial shall be based on the provisions as set forth within this Ordinance and all amendments.

Expansion of existing structures less than three hundred (300) sq. feet and parking areas less than ten (10) spaces taking place less than five (5) years apart on the same parcel shall be subject to formal Site Plan approval as based on the provisions set forth herein.

B. **Submission Requirements.** All Site Plans, as required by this Ordinance, shall be submitted to the Village with enough copies for each Planning Commissioner and Village Trustee. The Village Zoning Administrator shall adhere to the following procedures in the review of the Site Plan:

1. For variance requests, the site plan shall be reviewed by both the Planning Commission and Zoning Board of Appeals with the decision made by the Zoning Board of Appeals.

2. All other site plan reviews shall use the following procedures:

a. Professional review by approved architect or engineer as required by the Zoning Administrator. The cost of review will be passed along to the applicant. No zoning permit will be issued until this fee is paid.

b. The Planning Commission shall review the Site Plan at its next regularly scheduled meeting. One (1) copy of the initial draft of the site plan and a property survey by a registered surveyor must be submitted to the Village by the first day of the month in order to be on the Planning Commission's agenda for that regular monthly meeting. If the first day of the month falls on a weekend or holiday, the site plan shall be submitted the next regular business day. The Planning Commission may elect to postpone a decision on a pending Site Plan to the next regularly scheduled meeting if the Site Plan is determined to be incomplete.

c. The Planning Commission shall recommend to Village Council for their final decision, with specified changes and/or conditions, or disapprove the applicant's request, using the standards described in Section 4-117E of this Ordinance.

d. Conditions or changes stipulated by the Planning Commission shall be recorded in the minutes of the meeting and made available to the applicant in writing. The sealed copy of the approved site plan shall contain the approval date and signature of the Zoning Administrator.

e. Of the copies submitted, one (1) shall be retained by the Zoning Administrator's office and one (1) returned to the applicant.

C. The following information shall accompany all Site Plans submitted for review:

1. A legal description of the property under consideration, including the Property Tax Identification number.

2. A map indicating the gross land area of the development, the present zoning classification thereof and the zoning classification and land use of the area surrounding the proposed development, including the location of structures and other improvements.

3. The names and addresses of the architect, planner, designer, or engineer responsible for the preparation of the Site Plan.

4. Drawings or sketches of the exterior and elevations, and/or perspective drawings of the building or structures under consideration.

D. The following information shall be included on the Site Plan:

1. A scale of not less than one inch equaling forty feet (1" = 40'), if the subject property is less than three (3) acres; and, one inch equaling one hundred feet (1" = 100'), if it is three (3) acres or more.

2. Date, north point and scale.

3. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.

4. The placement of all structures on the subject property and abutting properties.

5. The location of each proposed structure in the development area, the use or uses to be contained therein, the number of stories, gross building areas, distances between structures and lot lines, setback lines, and approximate location of vehicular entrances and loading points.

6. Location and descriptions of all exterior luminaries, including aiming angles. Descriptions should include the glare reduction/control devices and drawings of luminaries and its mounting devices.

7. The location of all existing and proposed drives and parking areas with the number of parking and/or loading spaces provided.

8. All pedestrian walks, malls and open areas.

9. Location and height of all walls, fences and screen planting, including a general plan for the landscaping of the development and the method by which landscaping is to be accomplished and maintained. (Plant materials shall be chosen and installed in accordance with standards recommended by the County Cooperative Extension Service or American Nursery Association). Landscaping plans are not required in Site Plan reviews of businesses in the B4 district.

10. The location and right-of-way widths of all abutting streets.

11. A site construction and improvement timeline that includes specific development benchmarks from the commencement of construction through completion.

12. Types of surfacing, such as paving, turfing or gravel to be used at the various locations.

13. A ten (10) year storm event study shall be provided for each development based on Michigan Department of Transportation and American Association of State Highway Transportation Officials Standards (MDOT and AASHTO). A grading plan with topographic elevations of the area shall also be provided.

14. Size and location of proposed sewer and water lines and connections.

15. The number of proposed units (or multiple family developments).

16. Significant environmental features such as wetlands, shoreline, streams, wood lots, existing trees and vegetation.

17. Information as may be required by the Planning Commission and Village Council to assist in the consideration of the proposed development.

18. Site Plans must contain the registered seal of a professional architect, planner, landscape architect or engineer responsible for the certification of the Site Plan.

E. In order that building, open space and landscaping will be in harmony with other structures and improvements in the area, and to assure that no undesirable health, safety, noise and traffic conditions will result from the development, the Planning Commission shall determine whether the Site Plan meets the following criteria, unless the Planning Commission determines that one (1) or more of such criteria are inapplicable:

1. The vehicular transportation system shall provide for circulation throughout the site and for efficient ingress and egress to all parts of the site by fire and safety equipment.

2. Pedestrian walkways shall be provided as deemed necessary by the Planning Commission for separating pedestrian and vehicular traffic.

3. Recreation and open space areas shall be provided in all multiple family residential developments.

4. The Site Plan shall indicate compliance with the district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements,

including applicable special use requirements, as set forth in the Village of Mackinaw City Zoning Ordinance, unless otherwise provided.

5. The requirements for fencing, walks, and other protective barriers shall be complied with as provided in the Zoning Ordinance of the Village of Mackinaw City and as deemed appropriate by the Planning Commission.

6. Adequate storage space shall be provided for the use therein.

7. Security measures shall be provided as deemed necessary by the Police Chief for resident protection in all multiple family residential developments.

8. Fire protection measures shall be provided as deemed necessary by the Fire Chief in conformance with all applicable laws of the State of Michigan for the protection of residents and/or occupants of the structures.

F. The Site Plan and the site construction and improvement timeline shall be reviewed by the Planning Commission and other appropriate bodies as heretofore designated with a recommendation for its approval or disapproval and any conditions the Planning Commission or other appropriate bodies feel should be imposed.

G. The Village Council shall have the function and power to approve or disapprove the Site Plan and/or site construction and improvement timeline subject to compliance with such modifications and conditions as may be deemed necessary to carry out the purpose of these regulations and other Ordinances or resolutions of the Village.

H. The Village Council shall have the function and power to request additional professional review from the Village Attorney, Engineering Consultant and/or Planning Consultant, and the permittee shall be responsible for any and all charges incurred therefor.

I. The permittee shall be responsible for maintaining compliance with the requirements of this Section 4-117 and this Ordinance. The Zoning Permit may be revoked in any case where the conditions of such permit have not been or are not being complied with, in which case the Village Council shall give the permittee notice of intention to revoke such permit at least ten (10) days prior to review of the permit by the Village Council. After conclusion of such review the Village Council may revoke such permit if it feels that a violation in fact exists and has not been remedied prior to such hearing.

J. Except where an extension is granted by the Village Council after a recommendation from the Planning Commission due to an unforeseen circumstance which shall not include economic changes or financial hardships, all approved Site Plans not in compliance with the site construction and improvement timeline required by Section 4-117 D 11 above shall be valid no longer than one (1) year from the date that the Site Plan is approved by the Village Council. For those Site Plans approved prior to the adoption of the amendments to this Section 4-117 requiring the submission of a site construction and improvement timeline, such Site Plan approvals shall be valid no longer than one (1) year from the effective date of such amendment unless an extension is granted by the Village Council after a recommendation from the Planning Commission.

K. **Fee**. A fee for initial Site Plan review under this Section 4-117, and for any subsequent site changes and/or approval extension requests, may be imposed by the Village in an amount set from time to time by resolution of the Village Council.

L. **Site Change.** Any structure, use, or field change added subsequent to the initial Site Plan approval must be approved by the Village Council after recommendation from the Village Planning Commission. Incidental and minor variations of the approved Site Plan with the written approval of the Zoning Administrator shall not invalidate prior site plan approval.

M. **Phased Construction.** Where phases or staged construction is contemplated for the development of a project, the Site Plan submitted must show the inter-relationship of the proposed project to the future stages, including the following:

1. Relationship and identification of future structures, roadways, drainage, water, and sewer.

2. Pedestrian and vehicular circulation.

3. Time schedule for completion of the various phases of the proposed construction.

4. Temporary facilities or construction of same as required to facilitate the stated development.

Sec. 2. Effective Date. This ordinance shall take effect immediately upon its publication in a newspaper circulated within the Village.

Yeas: Pres.J. Hingston, Trustees J. Bancroft, M. Yoder, R. Glenn, B. Mollen, R. Perlick, P. Michalak____

Nays: None

Abstain: None

Absent: None

Ordinance declared adopted.

Jeff Hingston

Jeff Hingston, Village President

Lana Jaggi

Lana Jaggi, Clerk

CERTIFICATION

As the Clerk of the Village of Mackinaw City, Michigan, I certify this is a true and complete copy of an ordinance adopted at a meeting of the Village Council held on February 07, 2013, with notice provided as required by law.

February 07, 2013

Lana Jaggi

Lana Jaggi, Clerk

8. **Minimum Site Area.** The minimum eligible site area shall be twenty (20) acres, but a minimum of five (5) acres of site area is required for each WTG tower proposed within an eligible property.

Sec. 23-133 ASSISTED LIVING FACILITY

A. The facility shall provide a central dining room, central lounge, community activity areas, and laundry facilities for the benefit of the residents and their guests. The total area of the amenities (not including food preparation and storage areas) shall equal not less than fifty (50) square feet for each dwelling unit. Other services customarily accessory to and incidental to such a use shall be permitted.
B. Walkways shall be provided from the main building entrances to all parking areas and to any sidewalks along the adjacent public street. Sidewalks may be required along the public street(s) if not already constructed.
C. When located in a residential district the facility shall:
   1. Have a solid ornamental fence on any side which abuts a lot which is residentially zoned or is a residential use. This fence shall separate the buildings, parking and waste disposal from the surrounding property(ies).
   2. Provide a setback of at least 25 feet around all property boundaries, or the required setback in that residential district for a particular yard, whichever is the greater of the setbacks.
   (Amended 11/04)

Sec. 23-134 TEMPORARY AND SEASONAL UNPAVED BOAT LINE PARKING

A. As used in this Section "Seasonal" means beginning mid June through mid September, also Memorial Day weekend, Labor Day weekend and two other miscellaneous weekends in the spring or fall.
B. A Conditional Use Permit for temporary unpaved seasonal parking will be issued for a period of no more than three (3) years. A renewal may be requested by the property owner for two (2) additional periods for a total of nine (9) years. The intent is that the area will be developed into a permanent use or the lot will be developed in accordance with the provisions of Section 4-109 upon expiration of the Special Use Permit.
C. Parking areas shall be landscaped along fifty (50%) percent of all public transportation corridors, including roadways, alleys, and trails. Landscaping shall consist of a berm of not less than a height of three (3') feet and not more than a height of five (5') feet as measured from the elevation along the right of way line. Berms shall be landscaped with shrubs and other natural landscape material. The height of shrubbery shall not exceed a height of three (3') feet at maturity. One (1) deciduous tree shall be provided for every fifty (50') feet of lot frontage along the public transportation corridor. Landscaping shall be evenly distributed along the public transportation corridor. A landscape plan shall be provided as part of the site plan. Landscape requirements shall conform to all provisions identified under Section 4-111 Landscape Requirements for parking areas.
D. Unpaved parking area, not including landscaping, shall not exceed one (1) acre.
   (Amended 4/10)

ARTICLE XVIII. BC - BUSINESS CENTRAL DISTRICT

Sec. 18-101 PRINCIPAL PERMITTED USES.

In the BC Business Central District, no uses shall be permitted unless otherwise provided in this Ordinance except the following:

A. Grocery store, including beer, wine and liquor, fruit, vegetable, meat, dairy products and baked goods.
B. Confectioneries, delicatessens, restaurants and taverns.
C. Museums.
D. Financial Institutions.
E. Laundromat.
F. Offices for plumbing, roofing, heating contractors, decorators, upholsterers, and similar establishments.
G. Funeral parlors and mortuaries.
H. Shoe repair shop.
I. Watch, television and radio repair shops.
J. Barber and beauty shop.
K. Professional office, except medical or dental clinics.
L. Retail shops.
M. Theaters, assembly halls, concert halls and similar places of assembly.
N. Public utilities.
O. Single and two-family dwellings.
P. Mixed uses i.e., commercial and residential uses combined in one (1) building.
Q. New and used car sales including outdoor displays of vehicles.
R. Indoor tennis, paddleball, racquet ball courts and health clubs.
S. Publicly owned buildings.
T. Arcades and similar indoor entertainment.
U. Accessory buildings and uses customarily incidental to the above Permitted Principal Uses.
V. Off-street parking in accordance with the requirements of Section 4-109.

Sec. 18-102 PERMITTED USES SUBJECT TO SPECIAL USE PERMIT.

A. Hotels, motels and motor court in accordance with Section 23-105.
B. Medical or dental clinics in accordance with Section 23-114.
C. Office developments in accordance with Section 23-115.
D. Hospitals in accordance with Section 23-124.
E. Bowling alleys, skating rinks and indoor recreation facilities subject to 23-108.
F. Gasoline filling stations as defined in Section 2-102 and subject to Section 23-125.
G. Open Air Business Recreational Equipment Sales/Rental, Recreation/Amusement, Vehicle Sales/Rental, Landscape only in accordance with Section 23-109. (Amended 6/16/11)
H. Marine/boat storage and repair facilities and in accordance with Section 23-126.
I. Employee/Boarding Housing in accordance with Section 23-130.
J. Temporary and Seasonal Unpaved Boat Line Parking (Amended 4/10)

Sec. 18-103 SITE PLAN APPROVAL.

For permitted uses and uses subject to a special use permit, a site plan shall be submitted in accordance with Section 4-117.

Sec. 18-104 AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS.

A. Lot Dimensions

1. Minimum Lot width:	50 ft.	
2. Minimum. Lot Area:	6,500 sq. ft.	
3. Maximum Lot Coverage:	50%	

B. Maximum Building Height

1. Stories:	4	
2. Height:	45 ft.	

C. Yard Setbacks

1. Front:	10 ft.	(See Sec. 22-102E)
2. Sides:	10 ft.	(See Sec. 22-102G)
a. Total of 2:	20 ft.	
3. Rear:	10 ft.	(See Sec. 22-102F)

D. Minimum Building Dimensions

1. 1st Floor Area (single family):	800 sq. ft.	
2. 2nd Floor Area (two family):	1,200 sq. ft.	
3. Principle Use 1st Floor Area:	500 sq. ft.	(Amended 6/03)

E. Accessory Buildings, Detached Garages

1. Maximum height:	30 ft.	
2. Side Yard setback:	10 ft.	(See Sec. 22-102G)
3. Rear Yard setback	10 ft.	(See Sec. 22-102F)
4. Front Yard setback:	10 ft.	(See Sec. 22-102E)
5. Maximum floor area:	-	
6. Minimum distance from main bldg.:	6 ft.	

APPROVED
MACKINAW CITY PLANNING COMMISSION MINUTES
COUNCIL CHAMBERS-VILLAGE HALL
102 S Huron Mackinaw City, MI 49701
PUBLIC HEARING
July 24, 2014

1. Call to Order:
Chairperson Mann called the meeting to order at 7:00 p.m.

2. Roll Call:
Heilman, Clark, Gustafson, Mann, Cooley, and Dye were present. Taylor was absent.

I. Special Use and Site Plan Review for parcel #012-08-100-004-04 for seasonal Ferry Boat parking requested by Shepler Development.

A. Public Comment:

- Ron Wallin spoke against more parking in the village. He feels that it should be on the other side of I-75, or outside of the village limits.
- Bill Shepler commented on the need for additional parking of some 1,200 to 1,500 vehicles per day. He also reminded that purchased this property when

no one else wanted it, cleaned it up, etc. Mr. Shepler then reminded that if they don't have enough parking in Mackinaw City people will be sent to St. Ignace.

3. Adjournment:

The meeting was adjourned at 7:10 p.m.

Approved Mackinaw City Planning Commission
Minutes Council Chambers-Village Hall
102 S. Huron Ave. Mackinaw City, MI 49701
Agenda Regular Meeting
July 24, 2014

I. Call to order:

Chairperson Mann called the meeting to order at 7:11 p.m.

II. Roll Call:

Chairperson Mann, Commissioners Heilman, Clark, Gustafson, Cooley, and Dye were present. Commissioner Taylor was absent.

III. Pledge of Allegiance.

IV. Approval of minutes:

- A motion was made by Heilman, seconded by Gustafson to approve minutes for the Public Hearing held on 6-26-2014, Voice vote- motion carried.

- A motion was made by Dye, seconded by Clark, to approve amended and corrected minutes for the regular meeting held on 6-26-2014. Voice vote- motion carried.

V. Public Comment:

Ron Wallin spoke out against the proposed parking for Shepler Development.

VI. New Business:

1. Special Use Permit for parcel #012-08-100-004-04, case # 2014-sup-003 for seasonal Ferry Boat parking.

- Chairperson Mann made a motion to recommend approval of Special Use Permit 2014-SUP-003, for temporary and seasonal unpaved boat line parking as provided for in the Village of Mackinaw City's Zoning Ordinance # 138, Section 23-134, as requested by Shepler Development for parcel # 012-08-100-004-04 for a period of three (3) years, seconded by Heilman. A roll call vote was taken, all were in favor, motion passed.

2. Site Plan Review for parcel #012-08-100-004-04, case #2014-sp-007 for seasonal Ferry Boat parking.

- Vice Chairperson Heilman made a motion to approve site plan #012-08-100-004-04, case #-SP-007 for seasonal unpaved Ferry Boat parking as presented with the addition of Ballards along the narrow section of the proposed parking lot to

protect the Bike Trail from vehicles parking too close and endangering Cyclists, and the planting of indigenous Trees every 50 feet as per the ordinance already in place. Seconded by Gustafson, a roll call vote was taken, all were in favor, motion carried.

3. Recording Secretary Discussion/Action

- Heilman made a motion to hire a Recording Secretary for Planning Commission meetings as it is very difficult for the commissioner assigned to this job to fully participate in the meeting while trying to do the duties of secretary. Seconded by Clark, a roll call vote was taken, all were in favor, motion carried.

VII. Old Business: None

VIII. Commissioners Comments:

IX. Commissioners Calendar:
August 28, 2014

X. Adjournment:

- A motion was made by Heilman and seconded by Clark to adjourn the meeting, a Voice Vote was unanimous. Meeting was adjourned at 8:30p.m.

by Taylor, all were in favor, motion carried.

B. Site Plan Review:

A motion was made by Mann to send site plan #012-W10-008-002-02 to engeneering consultants for further review over designated parking spaces that are in the right of way of garbage dumpsters. A roll call vote was taken, 2 votes yes, 5 votes no, the motion did not carry.

A motion was made by Dye seconded by Gustafson to approve an amended site plan for parcel #012-W10-008-002-02 to accurately show the parking spaces in question as a designated dumpster area before it goes to Council. A roll call vote was taken, 2 votes no, 5 votes yes. Motion carried.

8. Old Business:

9. Commissioners Comments:

10. Commissioners Calendar:

11. Adjournment:

Motion was made by Cooley to adjourn this meeting seconded by Gustafson. Meeting was adjourned at 8:21.

M.J. Cooley, Secretary

Rosada Mann, Chairperson

2014-SE-015

To Admin. Staff: 10-11-13
To Council: 11-7-13
Decision: ☒ Approved ☐ Denied
~~Minutes to~~ Applicant: 11-12-13 letter

Called with Council date on 10/29/13

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 Historical Society TELEPHONE: _____

MAILING ADDRESS: PO Box 999 Mackinaw City, MI 49701

CONTACT NAME: Susie Safford TELEPHONE: _____

E-MAIL ADDRESS: susiesafford@gmail.com CELL PHONE: 231 373 9793

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Susie Safford TELEPHONE: _____

E-MAIL ADDRESS: susiesafford@gmail.com CELL PHONE: 231 373 9793

EVENT INFORMATION

NAME OF EVENT: Bridge Tour Raffle Ticket sales

PURPOSE OF EVENT: sell raffle tickets to benefit MAHS

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

☐ Marathon/Race ☐ Festival/Fair ☐ Arts & Crafts Show ☐ Other _____

~~5-24-14~~ Saturday 5-24-14

DATE(S): Memorial Day FROM 7:00 ■ A.M. ☐ P.M. TO 9:00 ☐ A.M. ■ P.M.

Independence Day FROM 7:00 ■ A.M. ☐ P.M. TO 9:00 ☐ A.M. ■ P.M.

Labor Day FROM 6:00 ■ A.M. ☐ P.M. TO 2:00 ☐ 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: ~~Conkling Park~~, McGulpin Lighthouse ~~Mackinaw Park~~ Conkling for Labor Day

~~ESTIMATED NUMBER OF ATTENDEES~~: _____

WILL YOU UTILIZE SHOWERS: ☐ Yes ■ No

ESTIMATED NUMBER OF VOLUNTEERS: 2 volunteers at each table on each date

ESTIMATE DATE/TIME FOR SET-UP: same day 6 & 7:00 ■ A.M. ☐ P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: same day 9 & 2:00 ☐ A.M. ■ P.M.

Amended 6-12-14 by Ceal - to Council on ~~July 3, 2014~~ July 1, 201

" " 8-13-14 by Ceal

2014-SE-060
Labor Day #4

Postponed

To Admin. Staff: 7-29-14
To Council: 8-7-14
Decision: ☐ Approved ☐ Denied
Minutes to Applicant: for more info

SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI
(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: Michigan Land Use Institute TELEPHONE: 231-941-6584
MAILING ADDRESS: 148 E. Front St, Traverse City, MI 49684
CONTACT NAME: Jim Lively TELEPHONE: 231-360-7222
E-MAIL ADDRESS: jim@mlui.org CELL PHONE:

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Jim Lively TELEPHONE: —
E-MAIL ADDRESS: jim@mlui.org CELL PHONE: 231-360-7222

EVENT INFORMATION

NAME OF EVENT: Labor Day Bridge Walk
PURPOSE OF EVENT: Promote Oil + Water Dont Mix

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

☐ Marathon/Race ☐ Festival/Fair ☐ Arts & Crafts Show ☐ Other _____

DATE(S): Sept. 1st FROM 5:30 ☒ A.M. ☐ P.M. TO 2:30 ☐ 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: Mackinac Bridge
ESTIMATED NUMBER OF ATTENDEES: 50,000 ?
WILL YOU UTILIZE SHOWERS: ☐ Yes ☒ No
ESTIMATED NUMBER OF VOLUNTEERS: 25
ESTIMATE DATE/TIME FOR SET-UP: 6:00 _____ ☒ A.M. ☐ P.M.
ESTIMATE DATE/TIME FOR CLEAN-UP: 2:00 _____ ☐ A.M. ☒ P.M.

$150 paid 7-24-14
Rec't #7686
CK # 20939

Need - C-5013
- Cert of Liability Ins

RECEIVED 7-24-14

PARADE PERMIT

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

POLICE ESCORT NEEDED: ☐ Yes ☐ No

PARADE ROUTE PROVIDED WITH APPLICATION: ☐ Yes ☐ No

PROPOSED ROUTE:_____

_____

_____

Date and time Parade will start:_____ _____ ☐ **A.M.** ☐ **P.M.**

Date and time Parade will end:_____ _____ ☐ **A.M.** ☐ **P.M.**

EVENT DETAILS

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

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

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ☐ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

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

FOOD VENDORS/CONCESSIONS: (Contact Emmet or Cheboygan County Health Department)
☐ Yes ☐ No ☐ *Provide Copy of Health Department Food Service License*

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☐ No

☐ *Provide Copy of Liquor Liability Insurance*
See page 4 for required language naming the Village as an additional insured

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

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

Date insurance binder provided:_____
See page 4 for required language naming the Village as an additional insured

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☐ No

☐ *Provide Copy of Liability Insurance*

☐ *Provide Copy of Fireworks Permit*
See page 4 for required language naming the Village as an additional insured

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): _____

1 Banner at approx. 2½' x 6'

Description of signs: See 'oilandwaterdontmix.org' web site

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

Keep Oil Out of The Great Lakes; Oil and Water Dont Mix

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** ~~2~~ 1

☑ **CHAIRS – QUANTITY** ~~4~~ 2

☑ **TABLES – QUANTITY** ~~2~~ 1

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 of 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? _____

_____ 7-22-14
Applicant Signature **Date**
Print name of applicant: Jim Lively

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

[MK] **DPW** [GV] **FACILITY SERVICES**
[PW] **POLICE** [KW] **FIRE** [KW] **AMBULANCE**
[DP] **RECREATION**

VILLAGE COUNCIL COUNCIL APPROVAL DATE:_____

CONDITIONS, IF ANY:_____

_____

_____

AUTHORIZED BY:_____ **DATE:**_____
VILLAGE MANAGER

Forms/SEA 02 20 12

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

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND MICROPRINTING

THE MICHIGAN LAND USE INSTITUTE
TELEPHONE 231-941-6584
148 E. FRONT ST., SUITE 301
TRAVERSE CITY, MI 49684

FIFTH THIRD BANK
TRAVERSE CITY, MICHIGAN
74-140/724

020939

7/22/2014

PAY TO THE ORDER OF Village of Mackinaw City

$ **150.00

One Hundred Fifty and 00/100**********

DOLLARS

Village of Mackinaw City
102 S. Huron Avenue
Mackinaw City, MI 49701

MEMO Special Event Application for Sept. 1, 2014

AUTHORIZED SIGNATURE

⑈020939⑈ ⑆072401404⑆ 7540986036⑈

THE MICHIGAN LAND USE INSTITUTE

Village of Mackinaw City

020939

Date	Type	Reference	Original Amt.	Balance Due		Payment
7/22/2014	Bill	9/1/14 event	150.00	150.00	7/22/2014 Discount	150.00
					Check Amount	150.00

Fifth Third Bank Chec Special Event Application for Sept. 1, 2014 150.00

reception

From:	Jim Lively [jim@mlui.org]
Sent:	Sunday, July 27, 2014 9:53 PM
To:	reception
Cc:	JR Russell
Subject:	Michigan Land Use Institute special event application for bridge walk

Janelle:

I'm hoping you've received our application and check for a space for our non-profit at the Labor Day Bridge Walk.

To clarify our signage, we are planning to order a vinyl "banner" that we could hang from the front of a table, or from a pop-up tent (if that is allowed), that would be approximately 2' high x 5' long. It would say "**Keep Oil Out of the Great Lakes**", and have our logo, which can best be seen at the website: http://oilandwaterdontmix.org

We also expect to have two poster/ pictures that would sit on a table and be approx. 2' x 3' on foam core; one photo would say:
AGING OIL PIPELINES THREATEN THE PRISTINE WATERS OF THE STRAITS OF MACKINAC, over a photo of the Straits and bridge. The other would say

EVERY DAY 61-YEAR-OLD PIPELINES PUSH NEARLY 23 MILLION GALLONS OF OIL THROUGH THE HEART OF THE GREAT LAKES. WHAT IF THEY RUPTURED?

Ideally, we would bring our own pop-up shade tent that is approximately 8' x 8', and bring our own table that is approximately 5' long. Probably no chairs….

Please let me know if you need any further information. As I explained on the phone, we have not yet ordered these materials, pending approval from the Village, and could make modifications if necessary. Thanks.

-jim

Jim Lively, Program Director
Michigan Land Use Institute
231.360.7222 (cell)
231.941.6584 ext. 13

Follow us on Facebook and Twitter

Internal Revenue Service
District Director

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: AUG 3 1 1995

Michigan Land Use Institute

Person to Contact:
Brett Siereveld
Telephone Number:
513-684-3957
Refer Reply to:
EP/EO
Federal Identification Number:
38-2314954

Dear Sir or Madam:

This letter is in response to the documents you sent us concerning your organization's new name and address.

Our records indicate that a determination letter issued on April 16, 1981, granted your organization exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because you are an organization described in sections 509(a)(2) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your sources of support, or your purposes, character, or method of operations have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than $25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more paid to each employee during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Michigan Land Use Institute
38-2314954

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it with your permanent records

Please direct any questions to the person identified in the letterhead above.

This letter affirms your exempt status.

Sincerely,

C. Ashley Bullard
District Director

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/31/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Webber Insurance Agency

1450 US 31
Benzonia MI 49616

CONTACT NAME: Brenda Webber
PHONE (A/C, No, Ext): (231) 882-9655 FAX (A/C, No): (231) 882-4736
E-MAIL ADDRESS: Sue@webberinsurance.us

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Home-Owners Ins Co	26638
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Michigan Land Use Institute
148 E Front St Ste 301

Traverse City MI 49684-5726

COVERAGES CERTIFICATE NUMBER: CL1473100858 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC	X		33659233	7/26/2014	7/26/2015	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Information Booth at Bridge Walk, Village of Mackinaw City, MI Spetember 1, 2014.

CERTIFICATE HOLDER

Village of Mackinaw City, it's Village Co
Boards & Commisions, Citizens, Employees
102 S Huron Avenue
Mackinaw City, MI 49701

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Brenda Webber

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COMMENTS/REMARKS

Information Booth at Bridge Walk, Village of Mackinaw City, MI Spetember 1, 2014.

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MLUI / ABOUT / FINANCES

FINANCES

Michigan Land Use Institute is a not-for-profit, tax-exempt membership organization incorporated under the laws of the State of Michigan in 1995.

To obtain a copy of MLUI's most recent audited financial statement or IRS Form 990, contact us. You can also view MLUI's 990 through the Guidestar website.

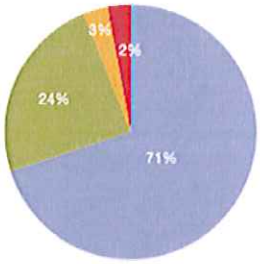
FINANCIAL SUMMARY

TREASURER'S STATEMENT

The Michigan Land Use Institute concluded 2011 in sound financial position. The Institute continues to effectively generate revenues from multiple sources to achieve the organizational objectives. These results are taken from the independent audit that is performed on the financial statements and systems of Michigan Land Use Institute annually.
-Mark Eckhoff is Commercial Realtor and Business Consultant with Three West Commercial Real Estate and Business

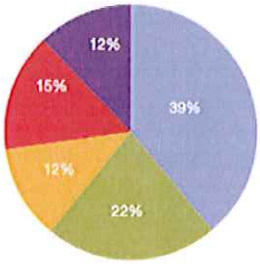
WHERE OUR FUNDING COMES FROM

- Grants: 71%
- Members & Individual Donations: 24%
- Corporate Sponsors: 3%
- Consulting & Events: 2%



HOW FUNDS ARE DISTRIBUTED

- Thriving Communities Program: 39%
- Food & Farming Program: 22%
- Energy Program: 12%
- Administration: 15%
- Development: 12%



REVENUES

- Grants: $1,071,020
- Members & Individual Donations: $366,365
- Corporate Sponsors: $42,661
- Consulting & Events: $22,835

Total: $1,502,881

EXPENSES

- Payroll: $944,960
- Professional Fees: $284,037
- Administrative Expenses: $163,360
- Publications & Mailings: $71,322
- Events: $32,583
- Travel: $12,588

Total: $1,508,850

MICHIGAN LAND USE INSTITUTE

ENVIRONMENT. ECONOMY. COMMUNITY. 148 East Front St. Suite 301, Traverse City, MI 49684 | 231-941-6584 | mlui.org

2014-SE-063

#5 Labor Day?

To Admin. Staff: 8-12-14
To Council: 8-21-14
Decision: ☐ Approved ☐ Denied
Minutes to Applicant: _____

20' Layout

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Event Marketing Enterprises, Inc. TELEPHONE: (616) 878-1650

MAILING ADDRESS: 7671 Wilson Ave. SW, Byron Center, MI 49315

CONTACT NAME: Jim Dreyer TELEPHONE: (616) 878-1650

E-MAIL ADDRESS: eventmarketing@comcast.net CELL PHONE: (616) 307-7531

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Katrina Murphy TELEPHONE: N/A

E-MAIL ADDRESS: katmurph1979@gmail.com CELL PHONE: (616) 307-7531

EVENT INFORMATION

NAME OF EVENT: N/A

PURPOSE OF EVENT: Promoting 2015 Mighty Mac Swim & car raffle

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

☐ Marathon/Race ☐ Festival/Fair ☐ Arts & Crafts Show ☐ Other _____

DATE(S): 9-1-14 FROM 5:00 ■ A.M. ☐ P.M. TO 2:00 ☐ A.M. ■ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

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

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

EVENT LOCATION: Finish line for bridge walkers near Jamet Street approach

ESTIMATED NUMBER OF ATTENDEES: 2-3 (staff)

WILL YOU UTILIZE SHOWERS: ☐ Yes ■ No

ESTIMATED NUMBER OF VOLUNTEERS: 0

ESTIMATE DATE/TIME FOR SET-UP: 9-1-14 5:00 ■ A.M. ☐ P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: 9-1-14 2:00 ☐ A.M. ■ P.M.

RECEIVED 8-15-14

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: N/A

Date and time Parade will start:_____ _____ ☐ **A.M.** ☐ **P.M.**

Date and time Parade will end:_____ _____ ☐ **A.M.** ☐ **P.M.**

EVENT DETAILS

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

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

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ■ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN:_____ **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: Before 8-21-14
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): At the location of our kiosk

Description of signs: 8'x4' sign for car being raffled & 4'x4" sign announcing 2015 Mighty Mac Swim
(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: _____
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** 2-3

☐ **AWNINGS – QUANTITY** _____ ■ **TABLES – QUANTITY** 1

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: Please see accompanying e-mail letter for explanation

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 of 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? Once - 2007

James J Dreyer

Applicant Signature
Print name of applicant: James J. Dreyer

August 5, 2014
Date

I Have concerns About Where The Car + Table will Be set up.
Greg

Forms/SEA 02 20 12

PCW / PD
MM / DPW
DP / Rec
Fat / Fire
Fut / Amb
GV facilities

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

reception

From: Jim Dreyer [eventmarketing@comcast.net]
Sent: Tuesday, August 05, 2014 11:54 AM
To: reception
Cc: Jim Dreyer; Bev Crandall-Rice
Subject: Re: Mighty Mac Swim
Attachments: Special Event App '14.pdf; Kiosk Sketch '14.pdf; 501(c)3.pdf

Hello again Janelle,

Attached please find ...

- A Special Event Application for 2014 (separate from the 2015 application)
- A rough sketch of our intended kiosk set-up
- Proof of 501 (c) 3 status

Please note ...

- Lakeshore Habitat for Humanity will list Mackinaw City as "additional insured" for the event date on their liability insurance policy. They are working on it, and I will get that information to you as soon as it is available (prior to your Council Meeting on August 21st).
- When I am in Mackinaw City on August 15th, per our discussion, I would like to see where we will be set up near the finish line for the Bridge Walk. At that time, I can cut you a check for the $150 fee plus the rental of a table and 2-3 chairs.
- Our intention is to begin selling raffle tickets for the 2015 car giveaway from our kiosk this Labor Day.
- As stated in our 2015 application, a site map is not provided at this time, as we are looking for your direction as to where we are going to set up. This should be determined during my visit on August 15th.
- As stated in our 2015 application, having an ambulance on stand--by in both Mackinaw City and St. Ignace is standard procedure during the swim. For what we are doing in 2014, I wouldn't think having an ambulance on stand-by would be necessary. Please advise.

Thank you, Janelle ... and thank you Mr. Smith! Please keep me posted, and let me know if there is anything else you need.

All the best,

Jim Dreyer

(616) 878-1650

----- Original Message -----

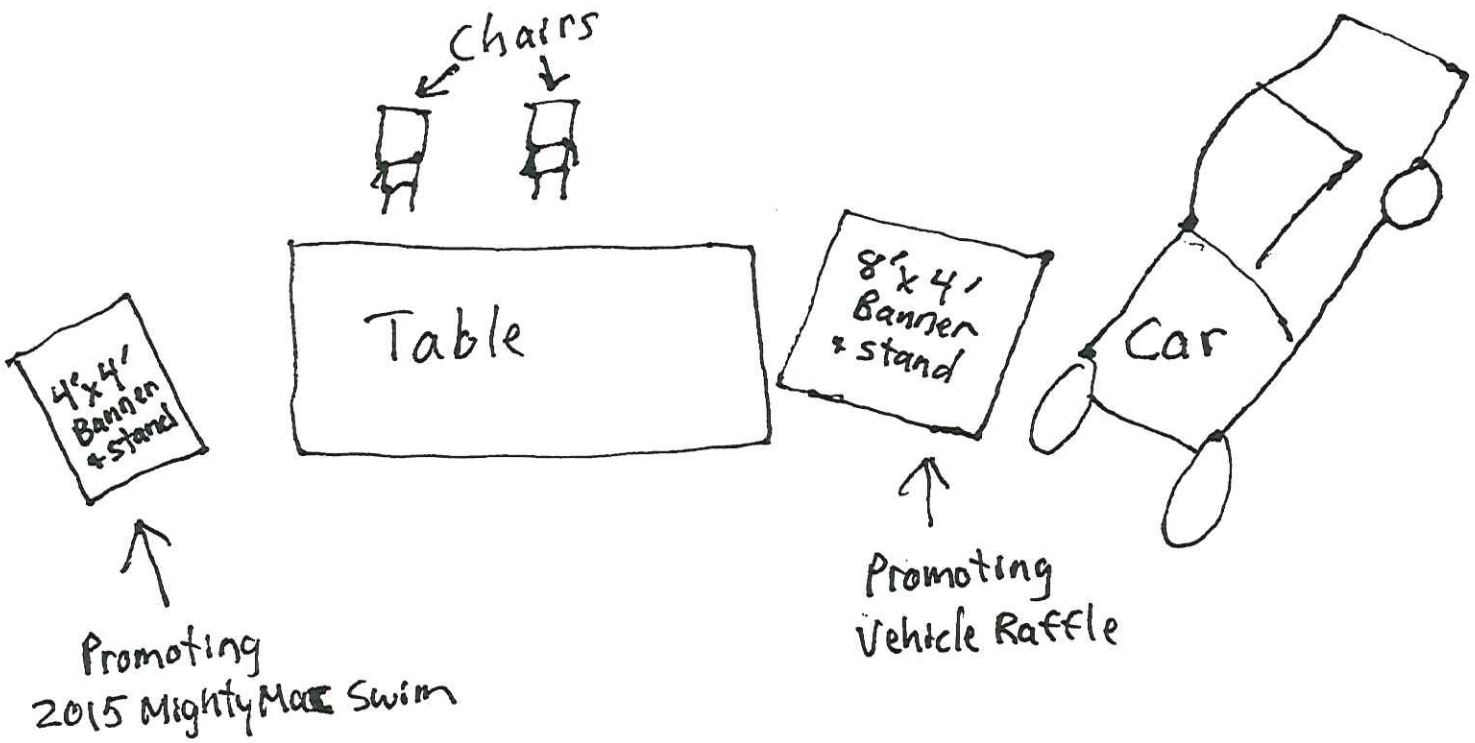
From: Jim Dreyer
To: reception@mackinawcity.org
Cc: Jim Dreyer
Sent: Tuesday, August 05, 2014 9:49 AM
Subject: Re: Mighty Mac Swim

Good morning Janelle,

I just wanted to send you a brief note to say that "we are all in for this Labor Day!" I will get everything together that you asked for in yesterday's phone conversaton, and send it to you ASAP.

Kiosk Sketch

2014 Bridge Walk - Promotion of 2015 Mighty Mac Swim



Internal Revenue Service

Date: June 1, 2006

HABITAT FOR HUMANITY INTERNATIONAL INC
LAKESHORE HABITAT FOR HUMANITY
% NILA LADUKE
341 W 16TH ST
HOLLAND MI 49423-3417 418

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Ms Jackson 31-07417
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
38-2893355
Group Exemption Number:
8545

Dear Sir or Madam:

This is in response to your request of June 1, 2006, regarding your organization's tax-exempt status.

Your organization is exempt under section 501(c)(3) of the Code because it is included in a group ruling issued to Habitat for Humanity International, Inc., located in Americus, Georgia.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/13/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Hamman Miller Beauchamp Deeble, Inc.
3633 East Broadway Suite 200
Long Beach, CA 90803

Phone No. (562) 439-9731 Fax No. (562) 493-4453

CONTACT NAME: Holly Markwood
PHONE (A/C, No, Ext): (562) 439-9731 FAX (A/C, No): (562) 493-4453
E-MAIL ADDRESS: HMarkwood@hmbd.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : NAS - North American Specialty Insurance Company	29874
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Event Marketing Enterprises, Inc.
7671 Wilson Ave. SW
Byron Center, MI 49315

Phone No. (616) 878-1650 Fax No.

COVERAGES **CERTIFICATE NUMBER:** 522238 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
NAS	GENERAL LIABILITY			EKG8006655-00	09/01/2014	09/02/2014	EACH OCCURRENCE	$ 1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 1,000,000
	POLICY PRO-JECT LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N	N/A					E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Coverage Location: United States

Trade Show The 57th annual Mackinac Bridge Walk

Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents are named as Additional Insured

All coverages expire at 12:01 a.m. Standard Time.

* The actual event dates may be limited. Please review the Scheduled Events form attached to this certificate.

CERTIFICATE HOLDER

Village of Mackinaw City
102 S. Huron Avenue
Mackinaw City, MI 49701
United States Of America

Phone No. Fax No.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

This certificate of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

Scheduled Events

Certificate Number: 522238

Event Type	Venue	Dates	Attendees
The 57th annual Mackinac Bridge Walk Other	Mackinac Bridge Macinac Bridge Mackinaw City, MI 49701 Village of Mackinaw City 102 S. Huron Avenue Mackinaw City, MI 49701	09/01/2014 - 09/02/2014 at 12:01 am	5,000 Spectators

Habitat for Humanity

Official Charity of the Mighty Mac Swim & Neighborhood Revitalization Tour

Independent Contractor Agreement

This contract details the agreement between *Lakeshore Habitat for Humanity* (Charity), the fiduciary for an intended coalition of *Habitat for Humanity of Michigan* affiliate partners, collectively hereby named the Official Charity of the *Mighty Mac Swim & Neighborhood Revitalization Tour* (Event), and Jim Dreyer of *Event Marketing Enterprises (EME)*, the event organizer (Organizer) working as an independent contractor for the Charity to produce the Event. This contract details the agreement between *Lakeshore Habitat for Humanity* (Lakeshore HFH) and the Organizer only.

Timeline for the Mighty Mac Swim & Neighborhood Revitalization Tour

All of the duties to carry out this timeline are the responsibilities of the Organizer.

- **Labor Day 2014:**
  - Press release goes out announcing 2015 *Mighty Mac Swim (including Tough as Nails Swim)* & 2016 *Neighborhood Revitalization Tour.*
  - Website & social media pages open for public view.
  - On-site promotional presence at the 2014 Labor Day *Bridge Walk.*
  - *Mighty Mac Swim* registration opens for swimmers
  - Raffle opens (we are targeting a 2015 model truck to give away)

- **July 4, 2015:** Jim Dreyer performs his *Tough as Nails Swim*, pulling a vehicle on a barge across the Straits of Mackinac. The vehicle will be delivered to the finish line of the *Mighty Mac Swim*, where it will be displayed, and the sale of raffle tickets for its giveaway on Labor Day will be promoted. Press release will go out prior to event.

- **August 31, 2015:** Raffle ends. Deadline for swimmers to turn in all remaining raffle tickets they have sold and the funds to the fiduciary, *Lakeshore HFH.*

- **Labor Day 2015:** First annual *Mighty Mac Swim.* Raffle prize will be awarded. Press release goes out prior to the event and a photo of the raffle prize winner with caption goes out to the media following the event.

- **Summer 2016:** First annual *Neighborhood Revitalization Tour*
  NOTE: Each *Habitat for Humanity* affiliate on the Tour may include a Jim Dreyer quote in a press release they send out.

LINCOLN

Dear Mackinaw City Officials:

I am writing you to verify that I am donating a 2-year lease on a new Lincoln for a raffle to benefit *Habitat for Humanity*.

Jim Dreyer is contracted with *Habitat for Humanity* to organize the *Mighty Mac Swim* and to conduct the raffle.

If you should have any questions, please call me at (616) 949-7800.

Thank you!

Dan Pfeiffer
Pfeiffer Lincoln

Pfeiffer Lincoln
2424 28th St S.E.
Grand Rapids, MI 49512
616.949.7800

2014- SE-062

To Admin. Staff: 8-12-14
To Council: 9-4-14
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: Mark Rumble TELEPHONE: 586-945-5361

MAILING ADDRESS: 2354 Bellingham Troy,MI 48083

CONTACT NAME: Mark Rumble TELEPHONE: same

E-MAIL ADDRESS: mlrumble@yahoo.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Mark Rumble TELEPHONE: 586-945-5361

E-MAIL ADDRESS: mlrumble@yahoo.com CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Earthcache located at Turbine Pines Disk Course

PURPOSE OF EVENT: To bring geocachers to see the twin wind turbines

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

☐ Marathon/Race ☐ Festival/Fair ☐ Arts & Crafts Show ☐ Other _____

DATE(S): _____ 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.

_____ 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: Turbine Pines Disk Course

ESTIMATED NUMBER OF ATTENDEES: will vary, sometimes a couple people per week

WILL YOU UTILIZE SHOWERS: ☐ Yes ■ No

ESTIMATED NUMBER OF VOLUNTEERS: _____

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

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

PARADE PERMIT

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

POLICE ESCORT NEEDED: ☐ Yes ☐ No

PARADE ROUTE PROVIDED WITH APPLICATION: ☐ Yes ☐ No

PROPOSED ROUTE:_____

_____

_____

Date and time Parade will start:_____ _____ ☐ **A.M.** ☐ **P.M.**

Date and time Parade will end:_____ _____ ☐ **A.M.** ☐ **P.M.**

EVENT DETAILS

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

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

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ☐ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN:_____ **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): no signage as the geocacher will have coordinates to get them to the site

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**_____

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:_____ Number of ADA accessible portable toilets:_____
If no, explain: the geocachers will only be on site for approximately 15 minutes or less per visit
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 of 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? _____

Mark Rumble
Applicant Signature

7/31/14
Date

Print name of applicant: MARK Rumble

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

[ ] **DPW** [GV] **FACILITY SERVICES**
[ ] **POLICE** [ ] **FIRE** [ ] **AMBULANCE**
[ ] **RECREATION**

VILLAGE COUNCIL COUNCIL APPROVAL DATE:_____

CONDITIONS, IF ANY:_____

_____

_____

AUTHORIZED BY:_____ **DATE:**_____
VILLAGE MANAGER

Forms/SEA 02 20 12

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

Greetings,

I am a geocacher. I am not sure if you are familiar with geocaching. There are different types of geocache hides. Most where you hide a container, record coordinates and post them online and other geocachers go try to find the container and sign the log sheet placed inside of it. You can visit www.geocaching.com. There are many geocaches hidden up in the Mackinaw area.

The other type is called an Earthcache. An EarthCache is a special geological location people can visit to learnabout a unique feature of the Earth. EarthCache pages include a set of educational notes along with coordinates. Visitors to EarthCaches can see how our planet has been shaped by geological processes, how we manage its resources and how scientists gather evidence. Typically, to log an EarthCache, you will have to provide answers to questions by observing the geological location. For more information about EarthCaches visit http://www.earthcache.org/.

I would like to setup an earthcache up at the Mackinaw Wind Farm area. I would take the geocacher to the area of the disk golf course. As you can read on my geocache page, it instructs them not to cross the gate. There is no need to do so. All observations and calculations can be done from the posted coordinates. It is not an actual event, but an ongoing earth lesson. There will potentially be geocachers arriving randomly throughout the year. There is no set time to have it completed. When they are up in the Mackinaw City area for vacation or just traveling through, it would be a stop to learn about wind power in Michigan.

I am not sure that anyone will followup with you, but earthcache guidelines require that I have a name and number and title of the person granting permission to allow geocachers to enter the property. I see that the current area is setup as a disk golf site. The geocachers **would not** disturb the disk golfers. The geocacher would not need to leave the dirt road there. Earthcaching motto is to take only pictures and only footsteps.

Thank for considering this earthcache placement

Mark Rumble
586-945-5361

GEOCACHING.COM

GC58MR7

Mackinaw Winds Earthcache

Placed by: Team Rumble

Placed Date: 07/11/2014

N 45° 45.679 W 084° 44.572

UTM: 16T E 675523 N 5070006

Difficulty: ★☆☆☆☆
Terrain: ★★☆☆☆

Size: ? (Other)

Cache Note

2 = hilltop
3 = 1.8 x 300 = 540
4 = sand, silt, clay and boulders. you can clearly see sand and boulders here.
5 = hilltop and it has water surrounding to the west, north and east of this location
6 = 436-7961
Hide/Show Image(s)

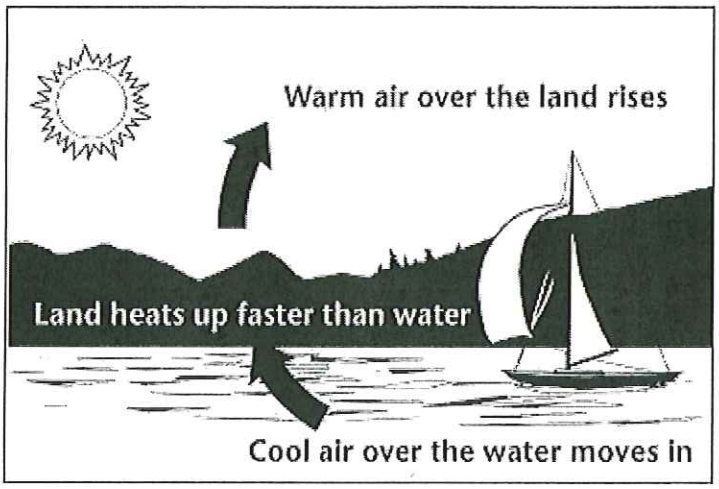
Long Description

The site of this Earthcache is located in Mackinaw City, Michigan. The required tasks can be done without crossing the gate. This is one of the smallest wind farms in the state. This part of northern Michigan sits on the south side of the Niagara Escarpment. It is a limestone rock layer . The elevation of the Niagara Escarpment makes it a very desirable location for wind generators, cellular towers, television and radio towers. The exposed edge of the escarpment is now being used by several wind farms. This is due to the wind speeds of an average 10 mph along this stretch.

According to the Global Wind Energy Council, by 2035, renewables will be generating more than 25% of the worlds electricity, with a quarter of this coming from wind. In 2013, the United States had more than 12,000 MW under construction.
In Michigan over 680 wind turbines(Michigan currently ranks 16th in the US), many taller than

the Statue of Liberty, are doing their part to help the state reach its renewable portfolio standard (RPS) of ten percent renewable energy by 2015. They are also turning into a must-see stop for visitors to the Great Lakes. In 2013, 2.4% of Michigan's electricity was provided by wind.
An average U.S. household uses about 10,655 kilowatt-hours (kWh) of electricity each year. One megawatt of wind energy can generate between 2.4 to 3 million kWh annually. Therefore, a megawatt of wind generates about as much electricity as 225 to 300 households use. But because the wind does not blow all of the time, it cannot be the only power source.

Science of Wind Energy: Let's talk about wind. What is wind and what causes it? Wind is air in motion. Believe it or not, the sun helps cause wind. The sun heats up the earth, although it heats up the land and water at different rates. The air above the land heats up quite a bit faster. The hot air flows up into the sky and begins to cool. The cooler air begins to flow out over the water. The cooler air begins to settle downward exerting pressure on the air. This pressure creates wind.



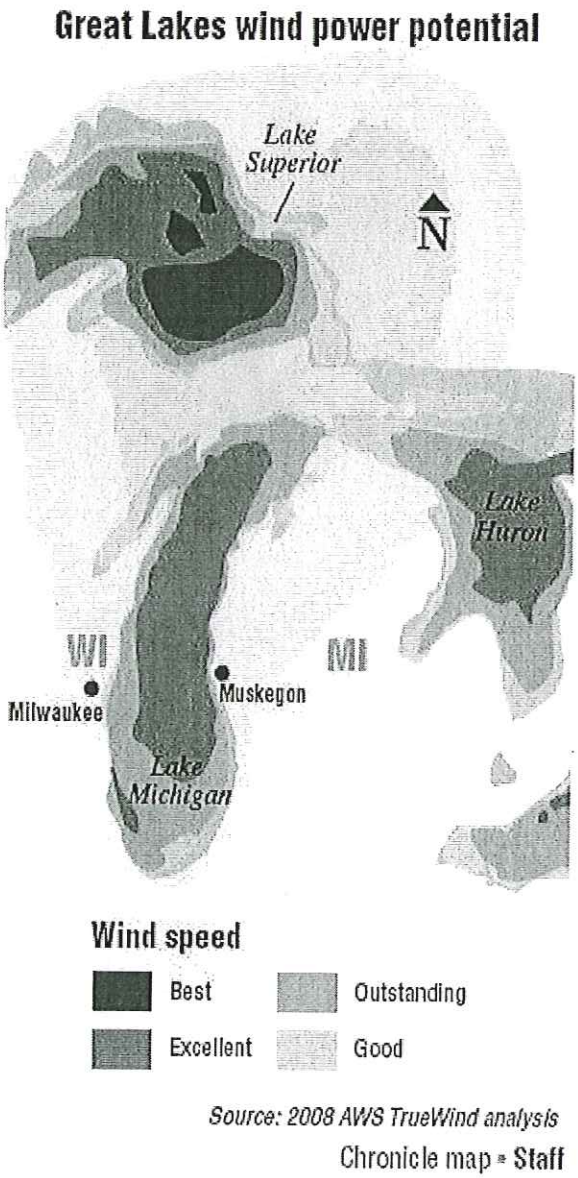
Geology of Wind Energy: Wind energy requires wind. The ideal place for wind is open plains and hilltops. Mackinaw City's landscape elevation on the edge of the Niagara Escarpment makes it a very desirable location for wind farming. It is a high elevation with flat to gently rolling terrain. Glacial action was responsible for the outstanding topographic feature. What is needed geologically for wind energy to be successful? As already mentioned above, you need the sun's energy heating both the water and the land (both of which are ideally close together).

Landscape of wind: You need a geologic landscape largely devoid of trees and other "wind obstructions." The open plains need to be 93% or more clear to provide the necessary open space for wind energy, while hilltops need to be only 10% "clear" to provide that necessary wind space, and passes or ravines need to only be 40% clear to provide the necessary wind tunnel. Of course, no one would even think of creating a wind farm in an enclosed valley or forest.
The landscape in front of you is what remains from when the Laurentide ice sheet moved through this area approximately 95,000 to 20,000 years ago. It created much of the surface geology of southern Canada and the northern United States, leaving behind glacially scoured valleys, moraines, eskers and glacial till. It also caused many changes to the shape, size, and drainage of the Great Lakes. During its cycle of growth and melting, it moved sediment. The deposits it left behind on the Limestone rock layers were called till. Till is a mixture of sand, silt,

clay and boulders. The till leveled the terrain out in these parts and left behind a flat and gently rolling terrain.

Wind Turbines: Windmills are not something new. People have been milling corn and watering crops in Persia since the 1st century with the use of wind mills. They were built in France, England, and Asia in the 12th Century. The first electricity generating windmill was actually built in the late 19th Century. Ironically fossil fuel technology caused wind power to fall by the wayside in the 19th and 20th centuries. But now with the price of oil, environmental concerns, and wind turbines becoming more efficient, wind power is making a comeback.
The wind turbine is essentially made up of 5 main parts: foundation, tower, nacelle, rotors, and the transformer. The wind turns the rotor (or blades), which turns a generator (basically copper wire and magnets) inside of the nacelle, which creates electricity. The nacelle sits on top of the tower. The tower is the long pole that gets the rotors up into the wind currents. The tower sits on top of a foundation full of rebar and over 300 cubic yards of concrete. The transformer sits next to the tower and helps convert the wind into energy.

These wind turbines are 233 feet tall. Each of the blades measure 75 feet long. These turbines began producing energy in 2001. Each of these turbines can produce 1 MW of energy. An important factor in selecting a wind farm location is the land or terrain itself. Wind maps help in selecting a site, but the actual terrain has a lot to do with it.



Logging Requirements:
Now to get credit for this earthcache you will need to answer some questions. Answers need to be e-mailed to the owner of the cache, DO NOT post your answers on the cache page.

1.First, list the name of this earthcache in the first line of your email. Also, list the number of people in your group.
2. Looking to the east towards the turbines, what type of GEOLOGY is present? That is, is the area where you see the turbines working a plain, a pass, or a hilltop?
3. Count the number of turbines (windmills) visible from GZ. Based on your count, how many HOMES can be powered by these visible turbines?
4. What makes up "till"?
5. Look at how the earth's formation is around here. Tell me what about the land here either does

or does not make this a good location for a wind farm.
6. Finally, to prove you were at the coordinates, what is the number to call for an appointment ?
7. OPTIONAL- Per current gc.com guidelines, photos are no longer allowed to be required. HOWEVER they are encouraged, since they can help clarify that you have visited the location if your other logging requirement answers are vague. Take a picture of yourself and your GPSr with the windfarm visible behind you. Post the picture with your log

KOA Campground
Mackinaw Hwy
75
Trails End Rd
N 45° 45.679 W 084° 44.572
© 2014 Google
843 ft
1994
Imagery Date: 5/12/2012 45° 45.847' N 84° 44.291' W elev 629 ft

2014-SE-065

SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351 Fax 231-436-4166

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: The S... 7-9003
MAILING ADD... 721
CONTACT NAM... 3-5344
E-MAIL ADDRES... -9003

insert Post office approval letter

CONTACT PE...

CONTACT NAME: -9003
E-MAIL ADDRESS: 5344

EVENT INFORM...

NAME OF EVENT:
PURPOSE OF EVENT:

☒ Non-Profit ☐ Village Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☐ Festival/Fair ☐ Arts & Crafts Show ☐ Other _____

DATE(S): 9/5 FROM 9:00 ☒ A.M. ☐ P.M. TO 5:00 ☐ A.M. ☒ P.M.
9/6 FROM 9:00 ☒ A.M. ☐ P.M. TO 5:00 ☐ A.M. ☒ P.M.
9/12 FROM 9:00 ☒ A.M. ☐ P.M. TO 5:00 ☐ A.M. ☒ P.M.
9/13 FROM 9:00 ☒ A.M. ☐ P.M. TO 5:00 ☐ A.M. ☒ P.M.

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

EVENT LOCATION: Post office - American Legion
ESTIMATED NUMBER OF ATTENDEES: N/A
WILL YOU UTILIZE SHOWERS: ☐ Yes ☒ No
ESTIMATED NUMBER OF VOLUNTEERS: 16
ESTIMATE DATE/TIME FOR SET-UP: 9/5-9/6+9/12-9/13 8:30 ☒ A.M. ☐ P.M.
ESTIMATE DATE/TIME FOR CLEAN-UP: 9/5-9/6+9/12-9/13 5:30 ☐ A.M. ☒ P.M.
will put up & tear down daily

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: N/A

Date and time Parade will start: N/A ☐ A.M. ☐ P.M.

Date and time Parade will end: N/A ☐ 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

Post Office

Kettle Stand or Volunteer

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): 1 Kettle Stand with volunteer to Ring bell

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** N/A

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:_____ 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 of employees arising out of cancellation of the user's event.

Is this an annual event? ☐ Yes ☒ No - would consider for future years if successful
Is this event expected to occur next year? ☐ Yes ☒ No
How many years has this event occurred? Ø

Tammy Kauffman
Applicant Signature

8/11/14
Date

Print name of applicant: Tammy Kauffman

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

[ ] DPW [ ] FACILITY SERVICES
[ ] POLICE [ ] FIRE [ ] AMBULANCE
[ ] RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE:_____

CONDITIONS, IF ANY:_____

AUTHORIZED BY:_____ **DATE:**_____
VILLAGE MANAGER

Forms/SEA 02 20 12

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

The American Legion

CLAYTON MURRAY POST NO. 159

Mackinaw City, Michigan

TO THE CITY COUNCIL OF MACKINAW CITY,

THE SALVATION ARMY HAS ASKED THE LEGION. IF IT WOULD BE OK TO HAVE A RINGER AND BUCKET SETUP ON THE WEEKENDS OF SEPT 12-13 AND SEPT 5-6 - FOR IT'S CHARITY, AND WE HAVE SAID YES!

COMMANDER

8-13-14

2014-SE-065

To Admin. Staff: 8-13-14
To Council: 8-21-14
Decision: ☐Approved ☐ Denied
Minutes to Applicant: _____

DOING THE MOST GOOD

André Cox
General

Paul R. Seiler
Territorial Commander

Dennis L. R. Strissel
Divisional Commander

George Olson
Business Manager

Cheboygan Service Center
444 South Main St.
Cheboygan, MI 49721
Phone: (231) 627-9003
Fax: (231) 627-3961
www.salvationarmy

The Salvation Army
Founded in 1865 by
William and Catherine Booth.

"There is no reward equal to that of DOING THE MOST GOOD to the people in the most need."

-Evangeline Booth

Fax Cover Sheet

Date: 8/13/14

To: Lana

Fax Nr: 231-436-4166

From: Tammy

Fax Nr: 1-231-627-3961

Comments:

Special event permit applications

EXP CHECK RUN DATES 08/14/2014 - 08/14/2014
JOURNALIZED
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT	VENDOR NAME	DATE PAID
9920487937	AMBULANCE OXYGEN	203.20	AIRGAS USA, LLC	
1026533711	RELAY	139.72	ALL-PHASE ELECTRIC SUP	
893421909	MARINA ICE	66.60	ARCTIC GLACIER U.S.A.,	
893422300	MARINA ICE	197.40	ARCTIC GLACIER U.S.A.,	
0578199	MARINA GAS	10,827.39	BLARNEY CASTLE OIL CO.	
0579988	MARINA GAS	10,202.81	BLARNEY CASTLE OIL CO.	
133371	CAL-NITE	393.53	BLASKOWSKI FEED & SEED	
8/7-9/6/14	PHONE/ INTERNET	646.42	CHARTER COMMUNICATIONS	
7/7-8/6/14	SUPPLY, MARINA CABLE,	969.08	CHASE PLATINUM MASTER (	
8/03/2014	PUBLIC NOTICE P.C.	126.50	CHEBOYGAN DAILY TRIBUNI	
729671091	SUPPLIES	108.64	CINTAS CORPORATION LOC	
7/31/2014	HARDWARE SUPPLIES	208.11	COFFMAN HARDWARE	
7/1-7/31/14	ELECTRIC	1,772.51	CONSUMERS ENERGY	
08/09/14	100 YD SUNSCREENED BEACH SAND	850.00	DARROW BROS. EXCAVATIN	
15716	GALVANIZED NIPPLE	7.27	DOC'S PLUMBING & HEATI	
15710	BACKFLOW PREVENTER TESTS	400.00	DOC'S PLUMBING & HEATI	
15711	BACKFLOW PREVENTER TESTS	400.00	DOC'S PLUMBING & HEATI	
257145	CHLORINE	2,001.00	ELHORN ENGINEERING COM	
4429	BENEFIT ADMIN FEES	232.30	EMPLOYEE BENEFITS AGEN	
30052	POLICE CHARGER RADIO TOUCHSCREEN	1,487.27	FERNELIUS TOYOTA-CHRYS	
AP33408 AP	CROSS KIT	36.95	GINOP SALES INC.	
AP34117	LOCK BOLT	38.48	GINOP SALES INC.	
9496582736	SOCKET PINS	106.10	GRAINGER	
9502309009	HOUR METER QUARTZ	128.10	GRAINGER	
9506043281	VENTILATOR MOTOR	126.75	GRAINGER	
3699949	PARTS	165.25	KIMBALL MIDWEST	
882143-1	MOP	25.76	KSS ENTERPRISES-PETOSKI	
STATEMENT	DUMPSTERS	432.00	LITTLE TRAVERSE DISPOS	
7/19/20014	SPRING WATER	154.80	MACKINAW IGA	
2171	AMB BILLING C.SERVICE	840.00	MHR BILLING	
00245252	ORDS ON WEB N.O.W. SERVICE	125.00	MUNICIPAL CODE CORPORA	
12/14-11/15	7 COPIES OF PLANNING & ZONING NEWS	330.00	PLANNING & ZONING CENT	
36400493	COPY PAPER	132.97	QUILL CORPORATION	
3779025	STAPLES W/S	30.72	QUILL CORPORATION	
5011400	OFFICE SUPPLIES	116.93	QUILL CORPORATION	
4998712	SHEET PROTECTORS	123.96	QUILL CORPORATION	
ASI-001794	ELECTRIC GRIP AND COUPLINGS	643.03	RWL WATER - USA	
ASI-001781	2 FLOAT KITS	1,937.40	RWL WATER - USA	
43450	SWITCH	31.68	SKINNER'S GARAGE INC.	
AUGUST 2014	MANAGER CELL	60.00	SPRINT	
857587	UNIFORMS	1,056.20	TELE-RAD	
22779	ATTORNEY FEE	322.00	TOM H. EVASHEVSKI, P.L	
JULY 2014	MONTHLY GAS BILLS PARTIAL JULY 2014	1,977.81	VPS CONVENIENCE STORES	
		40,181.64		

COMMITTEE REPORT
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701

COMMITTEE: Marina DATE 8/11/14

AGENDA ITEMS: Financial Status of Operations

PRESENT: Yoder, Planisek, Mollen

ABSENT:

REPORT: Discussed the financial status and operations for 2014 Season to date.

COMMITTEE DATA BASE SUMMARY INFORMATION

ITEM	STATUS/RECOMMENDATION
	Staff is going to review seasonal contracts and forward to legal for revisions prior to sending out for 2015 season and ~~add~~ note seasonal payments will be recorded in same fiscal year in future years

forms/committee report.10