NOTICE OF PUBLIC MEETING
COUNCIL CHAMBERS-VILLAGE HALL
102 South Huron Avenue
Phone: 231-436-5351

7:00 PM **July 16, 2015**

AGENDA-REGULAR MEETING
MACKINAW CITY VILLAGE COUNCIL

I. Roll Call

II. Pledge of Allegiance

III. Agenda Approval

IV. Correction and Approval of Minutes: Special Meeting Minutes of July 02, 2015, Closed Session of July 02, 2015, Regular Meeting Minutes of July 02, 2015, Special Meeting Minutes of July 08, 2015

V. Public Comments

VI. Communication/Petitions:

VII. Manager Report

VIII. President's Report/Department Reports

IX. Committee Reports:
Ordinance Subcommittee-Trustee Michalak Chair
Special Casino Committee-Pres. Heilman Chair

X. Old Business:
A. Ordinance to Repeal the Historic District Commission Ordinance
B. Amendment to Section 4-117 of the Zoning Ordinance No 138
C. Amendment to Section 4-118 of the Zoning Ordinance No 138
D. Right of Way Policy Ordinance
E. Reconsideration of Vote-American Legion, Charter Claim

XI. New Business:
A. Ordinance No 105, Manager-Residency Amendment, Attorney Recommendation
B. Village Manager Employment Agreement
C. MML Workers Compensation Board Election
D. Special Event Application SE-2015-055 Mackinaw Area Arts Council
E. Special Event Application SE-2015LSE-002 Veteran's Team Red White and Blue
F. Iron Worker Festival Request

XII. Scheduling of Committee Meetings

XIII. Accounts Payable
X. Adjourn

FINANCE AND HUMAN RESOURCE SUBCOMMITTEE:
REVIEW BILLS @ 6:45 PM

UNAPPROVED
MINUTES SPECIAL COUNCIL MEETING
MACKINAW CITY

6:00 P.M. **July 02, 2015**

I. ROLL CALL
President Robert R. Heilman called the meeting to order and with the following Trustees present –Belinda Mollen, Tom Chastain, Richard Perlick and Paul Michalak. Absent- Trustees Scott Newman and Robert Glenn. Also present were David White-Interim, Kenneth Lane-Attorney and Lana Jaggi-Clerk

II. Due to the Regular meeting following the Special Meeting Pres. Heilman delayed Pledge of Allegiance until that time.

III. PUBLIC COMMENTS-None

IV. A. CLOSED SESSION
1. Discussion with Attorney Regarding Litigation

Motion Mollen seconded Chastain to go into closed session to review a confidential legal opinion with the Village Attorney pursuant to Section 8(h) of the Open Meetings Act relating to continued due diligence concerning the Village Manager candidate. Voice vote, Motion carried unanimously.

Motion Chastain seconded Michalak to go back into the Special meeting. Voice vote, Motion carried unanimously.

V. ADJOURNMENT-7:30 P.M.

Respectfully submitted,

Robert R. Heilman; President

Lana Jaggi; Clerk

UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M. July 02, 2015

I. Roll Call
President Robert R. Heilman called the meeting to order and with the following Trustees present –Belinda Mollen, Scott Newman, Tom Chastain, Robert Glenn, Richard Perlick and Paul Michalak. Also present, David White-Interim Manager, Kenneth Lane-Attorney, and Lana Jaggi-Clerk,

II. Pledge of Allegiance

III. Agenda Approval
Motion Mollen seconded Chastain to approve the agenda as presented with addition, Public Comments. Voice vote motion carried unanimously.

IV. Correction and Approval of Minutes
Motion Chastain seconded Glenn to approve the minutes of the regular meeting of June 18, 2015 with corrections as presented. Voice vote, motion carried unanimously.

V. Public Comments: None

VI. Communication/Petitions
Mackinaw Memorial Parade Committee request letter.
As appointed by council consensus, Pres. Heilman will be Village representative to organize and attend a joint meeting with the Chamber of Commerce and Parade committee to discuss future of parade.

VII. Managers Report as presented and submitted.

VIII. President's Report/Department Head Reports
Pres. Heilman submitted letters of thanks to Betty Teysen and Nancy Campbell for their many years of service as Tree Board members.

IX. Committee Reports-None

X. Old Business:
A. Update-Casino Proposal
Council consented to reactivated Special Village Council Casino Committee of Pres. Heilman and Trustees Mollen and Perlick. The committee along with Manager White will request a meeting with tribal officials to answer questions on the Five Year Plan Resolution that was emailed from tribe to council on July 1, 2015. Resolution was placed on file. Council requested Attorney Lane be present at the meeting also.

B. Fire Service Contracts
Council requested Manager White present a draft fire service contact for review at a Special Meeting to be held Wednesday July 8, 2015 prior to the Public Hearing of July 9, 2015.

XI. New Business:

A. American Legion/Charter Communication Claim
Motion Chastain seconded Perlick to reimburse the American Legion Post 159 $9009.81 for repairs made from Charter Communication claim with monies from the Sewer Fund. Roll call: Yeas-Newman, Chastain, Heilman, Michalak. Nays-Glenn, Perlick. Abstain - Mollen. Motion carried.

B. Discussion to Resolve the Special Committee for Economical Development
Motion Mollen seconded Glenn to approve the Resolution to dissolve the Special Committee for Economical Development. Roll call: Yeas- Chastain, Heilman, Michalak, Glenn, Perlick, Mollen, Newman. Motion carried.

C. Special Event Application-2015-SE-053 Mackinaw Crossings
Motion Heilman seconded Mollen to approve the Special Event Application 2015-SE-053, Mackinaw Crossings as presented. Voice vote, motion carried unanimously.

D. Special Event Application-2015-SE-054 Salvation Army
Motion Newman seconded Chastain to approve the Special Event Application 2015-SE-054, Salvation Army as presented. Voice vote, motion carried unanimously.

E. Traffic Control Order
Motion Michalak seconded Newman to approve Traffic Control TCO-15 as presented. Voice vote, motion carried unanimously.

F. Village and Chamber Agreement
Motion Michalak seconded Glenn to approve service agreement between Village of Mackinaw City and the Mackinaw City Chamber of Commerce for $4000.00 Yeas- Heilman, Michalak, Glenn, Perlick, Mollen, Newman, Chastain. Motion carried.

G. Labor Day Policy
Motion Newman seconded Glenn to approve the Village Labor Day Non Profit Activity Policy a amended. Voice vote, motion carried unanimously. ***Attorney Lane will review ordinance language and dissever between "and"/"or" regarding the number allowed.***

H. Planning Commission Appointment
Motion Chastain seconded Glenn to appointment Mitch Montgomery to fill the Planning Commission board vacancy until 2016. Voice vote, motion carried unanimously.

XII Scheduling of Subcommittee meetings:
Special Meeting
Wednesday July 8, 8:00 AM Fire Service Contract

Special Casino Subcommittee
Thursday July 9, 8:00 AM Casino Discussion

Finance and Human Resource Subcommittee
July 13, 8:00 AM Budget 15-16 First Quarter

III. Accounts Payable
Motion Newman seconded Glenn to pay accounts payable for July 02, 2015 in the amount of $$265,089.85. Yeas- Glenn, Perlick, Michalak, Mollen, Newman, Chastain, Heilman. Motion carried.

IX. Adjournment: 8:15 PM

Respectfully submitted,

Robert R. Heilman; President

Lana Jaggi; Clerk

UNAPPROVED

MINUTES SPECIAL COUNCIL MEETING
MACKINAW CITY

8:00 A.M. **July 08, 2015**

I. ROLL CALL

President Robert R. Heilman called the meeting to order and with the following Trustees present –Belinda Mollen, Scott Chastain, Tom Chastain, Robert Glenn, Richard Perlick, Paul Michalak. Also present David White-Interim and Lana Jaggi-Clerk

II. Pledge of Allegiance

III. Public Comments-None

IV. A. Fire Service Contracts

Manager White presented a proposed draft intergovernmental fire service agreement.
Discussion was had and corrections were made to draft.

Motion Mollen seconded Perlick to set calculation of service at .5 mills of taxable value, township wide, for Mackinaw and Wawatam Townships.
Roll Call: Yeas-Mollen, Newman, Chastain, Heilman, Glenn, Perlick, Michalak.
Motion carried.

Motion Glenn seconded Chastain to approve the proposed draft intergovernmental fire service agreement with the changes discussed. Roll Call: Yeas- Newman, Chastain, Heilman, Glenn, Perlick, Michalak, Mollen. Motion carried

Motion Mollen seconded Michalak to rescind the July 31, 2015 fire contract deadline.
Voice vote, motion carried unanimously.

V. ADJOURNMENT-8:55 A.M.

Respectfully submitted,

Robert R. Heilman; President

Lana Jaggi; Clerk

To: Mackinaw City Council
From: David M. White, Interim Village Manager
Date: July 9, 2015
Re: Manager Report for July 16, 2015, Council Meeting

X Old Business:

A. **Ordinance to Repeal the Historic District Commission Ordinance-** At a prior Council meeting the Historic Commission was dissolved. The Ordinance for your consideration removes the Historic Commission from the Village code of Ordinances.

B. **Amendment to Section 4-117 of the Zoning Ordinance No 138-** This Amendment addresses some issues in regard to Limited Exception which will allow for administrative review under certain situations. The amendment also addresses some variance issues. Any questions you may have Mr. Lane or I can address.

C. **Amendment to Section 4-118 of the Zoning Ordinance No 138-** The Ordinance amendment for your consideration addresses when and how Special use permits are needed. The procedures for consideration and approval of Special use permits, the appeal process and how a Special use can be revoked. Mr. Lane or I would be happy to address any questions Trustee's may have.

D. **Right of Way Policy Ordinance-** The Right-of-Way Ordinance was adopted earlier this summer, the Policy for your consideration outlines the intent of the ordinance, dates and times the ordinance will be enforced and hours when work can occur. The policy also sets out the application procedure and the bonds required for the various types of activities that will take place in the Right of Way. There is a section that addresses existing uses in the Right of Way as well as sections that addresses permit conditions, Right-of-width and exemptions. Mr. Lane, I, and staff will be available at the meeting to address any questions Trustee's may have.

XI New Business:

A. **Ordinance No 105, Manager-Residency Amendment, Attorney Recommendation-** the Village Attorney will be in attendance at the meeting to discuss this Ordinance with the Council.

B. **Village Manager Employment Agreement-** I defer to the Village Attorney regarding this item.

C. **MML Workers Compensation Board Election-** For Council consideration is the annual ballot for the MML Workers Compensation Board there are 6 people running for 6 seats. A motion would be needed to authorize that votes be cast for the names on the submitted ballot.

D. **Special Event Application SE-2015-055 Mackinaw Area Arts Council-** This request from the Arts Council is for the placement of a sign only at the entrance to the Crossings. This has been reviewed by Staff and they have no issues with the request. I would recommend approval of this application.

E. **Special Event Application SE-2015LSE-02 Veteran's Team Red White and Blue**- Attached is a note from Janelle regarding this request, I would be happy to address any questions or concerns regarding this issue from Council.

F. **Iron Worker Festival Request- Mr**. Bill Miller from the Ironworkers Festival is requesting an amendment to 2015-SE-042 to allow Ten campers instead of the 5 approved by the Council. Mr. Miller's request, my letter to him regarding the approval and the backup information that was given to the Council with the request are attached. Staff did have some concerns regarding the number of campers and Chief Wyman will be at the Council meeting to answer any Council questions.

TREASURER REPORT
3/1/15 to 7/10/15

	REVENUE	EXPENSE	CASH BALANCE
GENERAL	$173,091.55	$519,326.56	$339,898.34
ADVERTISING/PROMOTION	$3,959.37	$20,724.68	PART OF GF
STREETS	$80,857.99	$380,174.37	$333,948.80
RECREATION CENTER	$9,241.00	$13,361.51	-$12,485.93
CEMETERY	$8,127.58	$18,274.73	$119,893.82
DDA	$8,058.77	$9,100.02	$99,374.04
AMBULANCE	$0.00	$4,932.56	$117,888.47
RECREATION COMPLEX	$975.00	$5,091.78	$7,182.43
SEWER FUND	$103,456.29	$209,234.35	$468,744.29
WATER FUND	$53,338.40	$143,292.83	$152,095.25
MARINA FUND	$114,201.28	$72,814.12	$200,629.07

THE CASH BALANCE IS WHAT IS ON HAND AT THE MOMENT. THIS BALANCE CHANGES CONSTANTLY.
06/13/15 TO 7/10/15 CHECKS WRITTEN #32692-#32783 IN THE AMOUNT OF $478,772.08

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

CRIME TYPE	2010	2011	2012	2013	2014	2015
CRIMES AGAINST PERSON	4	5	6	2	11	8
PROPERTY CRIMES	12	10	7	7	10	4
MORALS/DECENCY CRIMES	7	11	3	7	9	12
PUBLIC ORDER CRIMES	54	38	45	58	24	58
TOTAL	**77**	**64**	**61**	**74**	**54**	**82**

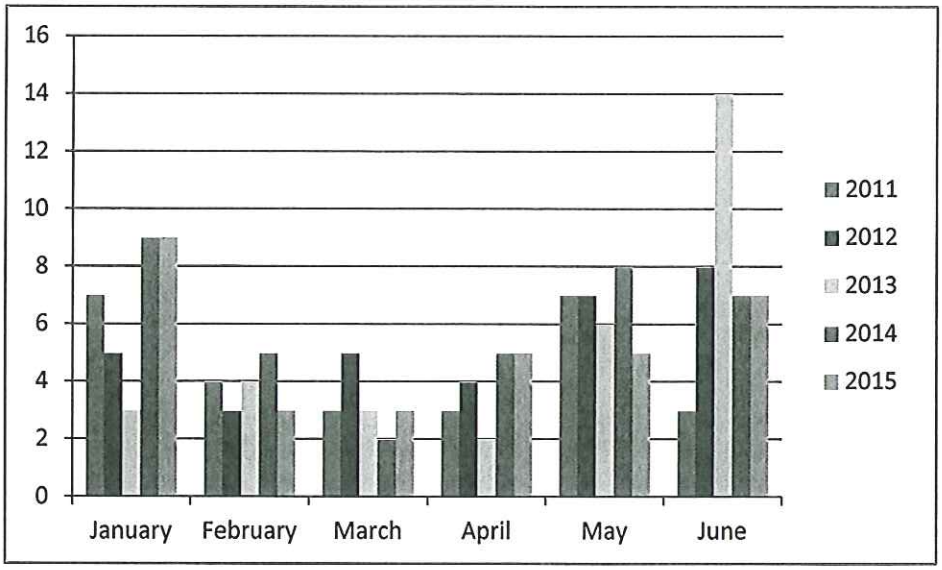
Citations Issued Year To Date 2015:	**125**
Citations Issued Year To Date 2014:	**81**
Citations Issued Year To Date 2013:	**84**

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

	2010	2011	2012	2013	2014	2015
Traffic Crash:						
Public Roadway	13	22	13	13	22	19
Private Property	14	7	20	15	20	14
Personal Injury Crash:	0	1	1	1	1	0
TOTAL	**27**	**30**	**34**	**29**	**43**	**33**
Breaking and Entering:						
Business	1	0	0	0	0	1
Residence	0	2	0	1	1	0
Other	1	1	0	0	0	0
TOTAL	**2**	**3**	**0**	**1**	**1**	**1**
Larceny:						
From Bldg./Veh./Pub. Place	23	15	16	11	6	4
Fail to Pay for Services	4	0	2	6	5	2
Bad Check/Fraud	2	0	1	2	0	0
TOTAL	**29**	**15**	**19**	**19**	**11**	**6**
Malicious Destruction of Property:	3	5	6	1	8	2
Domestic/Civil:	21	22	37	20	17	17
Assault:	9	9	15	3	5	6
Stolen Vehicle:	0	0	0	0	1	0
Reports Taken to Date:	412	422	523	428	460	463

MACKINAW CITY FIRE DEPARTMENT
Activity Report

	2011	2012	2013	2014	2015	2016
January	7	5	3	9	9	
February	4	3	4	5	3	
March	3	5	3	2	3	
April	3	4	2	5	5	
May	7	7	6	8	5	
June	3	8	14	7	7	
July	9	10	8	5		
August	12	10	11	5		
September	9	9	7	6		
October	11	3	9	7		
November	7	6	5	6		
December	4	2	2	5		
TOTAL RUNS FOR YEAR	**79**	**72**	**74**	**70**	**32**	**0**
Training						
January	2	1	2	2	2	
February	3	2	2	2	2	
March	2	2	2	4	2	
April	1	2	2	2	2	
May	2	2	2	2	2	
June	2	2	2	2	2	
July	2	3	2	2		
August	2	3	2	2		
September	1	1	2	1		
October	3	2	4	2		
November	2	2	2	2		
December	1	0	1	3		
TOTAL TRAININGS FOR YEAR	**23**	**22**	**25**	**26**	**12**	**0**



Village of Mackinaw City
Monthly Report – Water & Wastewater For JUNE 2015

Routine Maintenance and Usage

WATER FLOW	2015	2014	WASTEWATER FLOW	2015	2014
MAXIMUM	.685 MG	.606 MG	MAXIMUM	.599 MG	.525 MG
AVERAGE	.410 MG	.430 MG	AVERAGE	.424 MG	.406 MG
TOTAL	12.312 MG	12.900 MG	TOTAL	12.730 MG	12.179 MG

- Number of water shutoffs during the month: 1
- Number of water turn-ons during the month: 18
- Number of new water service connections during the month: 0
- Number of new sewer service connections during the month: 0
- Continue to maintain plant operation to efficiently treat wastewater
- Submit wastewater report to the state of Michigan DEQ & EPA
- Continue to conduct operation to meet the village's national pollution discharge permit
- Continue lab operations that efficiently and accurately measure wastewater operation parameters
- Conduct daily monitoring of the village's eight wastewater lift stations to maintain efficiency and reliable pumping operations
- Continue to operate our water system to meet state and federal drinking water standards
- Perform daily monitoring of the village's four municipal water wells
- Coordinate and perform water analysis for quality and to maintain safety of drinking water
- Conduct routine maintenance to our water system
- Continue performing monthly checks and required testing of necessary safety equipment
- Exercise emergency backup equipment to ensure reliability

New and Continued Projects:

- The village water department currently has all four wells back online. All maintenance and scheduled work for this year has been completed.
- The water department has completed installing new warning aviation night lights on top of our water tower.
- Pat Rivera and John Martin completed a MDEQ work shop session for the MIWater. MiWater is a state of the art, comprehensive, Web-based, permitting and compliance database for several permitting programs.
- Received notice from MDEQ and instructions for completing a reissuance of our current National Pollutant Discharge Elimination System permit.
- Collected and sent out more information to John Holland with MRWA. John is helping with our water/sewer rate study.
- C2AE and the village have been working on our SAW program, including locating our sewer manholes and storm drains. C2AE is also in progress of GPS mapping and conducting manhole evaluations.
- Mi Spot (Agri-Valley Communications Company) removed most of their equipment from the base area of the water tower. There are still antennae and coaxial cables that need to be removed.
- The water and sewer department has completed the scheduled yearly maintenance on our lift station and pumps for this season.
- With help from Janelle Bancroft, the water and sewer department developed new permit applications for well, water and sewer.
- Crane Engineering has completed installing two new ABS submersible pumps at our Shores of Mackinaw lift station.
- The water and sewer department completed the ordering process for a new 3/4 ton plow truck as per the 2015-16 budget.
- The water & sewer department has completed updating our Village Of Mackinaw City Emergency Response Plan.
- RTI Laboratories, with assistance from the sewer department, has completed the sampling for our monitoring wells located at the treatment plant.
- The water department assisted John Shipmen from the ISO in evaluating our community for fire protection. The last inspection was conducted in 2006.

Notable Events Affecting Water & Wastewater Department:

The water and sewer department experienced 5 system alarm call outs during the month.

DPW/Facilities Progress for June 2015

The DPW has been working on many things over the month of June. The work completed is as follows but not limited to.

Roads

- Patching of roads has been done as needed using the new hot patch trailer. The crew is still in the learning phase with the new equipment but the results of the patches are a great improvement to the previous method.
- Street sweeping of curb lines and grading of shoulders and gravel roads.
- The south Huron road project is completed.
- Pond Street was paved between Askins and Perot.
- Discussions have begun about the W. Central road project due to begin in 2016.

Equipment

- Routine maintenance continues to be done on vehicles and equipment.
- The Hot patch trailer was delivered and the crew received training.
- Leaf Vac trailer was pushed back in production but should arrive after the 4th of July.
- Older trucks/equipment are being evaluated to determine which can be sold. A list has been put together to post for sale in a sealed bid format. Reserve prices are being assigned to items for sale.

Water/Sewer

- Miss Dig locating has been done as locate tickets come in for work being done in the area.
- SAW grant work continues. Manhole inventories and inspections are nearly completed.
- Sewer lines known to have periodic issues were cleaned prior to the week leading up to the 4th of July.

Parks

- Restrooms have been cleaned and trash emptied.
- Irrigation is being turned on and repairs are being done as needed.
- Trees have been trimmed and some dead or dying bushes have been removed.
- Some new trees were planted around the Recreation Complex and also one at Old School Park.

Cemetery

- Regular routine maintenance has been ongoing.

Mackinaw City Marina Report
7/9/2015

The marina had a very good June. We have a total of 35 full time seasonals, 2 partial seasonals and a couple more have shown interest in partial seasonal slips. The 4th of July went well and all boaters seemed to be very happy with their stays. Below are items and projects accomplished.

- Created a TripAdvisor page and have 4, 5 star reviews
- Face book page has nearly 500 likes
- Purchased materials to install shade sails
- Maintenance pilings on finger piers
- Reinstated recycling program at marina
- Training for oil/gas spills
- Finished landscaping and removing dead shrubbery
- Finished re staining decks
- Received quotes for the following upgrades to the marina
  -Addition of 60 ft floating docks
  -Upgrading bubbler system
  -Re-planking entire marina
  -Upgrading 100 outdated power pedestals
  -(Village manager has pricing on quotes)

If you have any questions or would like to see the improvements so far feel free to stop by any time.

Your Friendly Local Harbor Manager

COMMITTEE REPORT

COMMITTEE: Ordinance and Policy **DATE:** July 1, 2015

AGENDA ITEMS: Repeal of Historic District Commission Ordinance; Amendment to Section 4-117 of the Zoning Ordinance; Amendment to Section 4-118 of the Zoning Ordinance; Draft Right-of-Way Public Policy; Amendment to Section 23-102 of the Zoning Ordinance

PRESENT: Perlick, Newman, Michalak, White **ABSENT:**

PUBLIC ATTENDEES: R. Mann

REPORT:

1.) Reviewed the Repeal of the Historic Commission Ordinance (Ordinance No. 142, Part 12, Sections 12.551 Through 12.558)

2.) Reviewed Amendment to Section 4-117 of the Zoning Ordinance to Include Legal Analysis As Part of Site Plan Professional Review.

3.) Reviewed Two Versions of an Amendment to Section 4-118 of the Zoning Ordinance to Provide for the Review, Approval, and Revocation of Special Use Permit.

4.) Reviewed Updated Draft of Public Policy "Work Conducted in Public Rights-of-Way" Associated with Ordinance No. 20, Sections 34.001 Through 34.008 Regulating Work Conducted in the Public Rights-of-Way.

5.) Received the First Draft of the Amendment to Ordinance No. 138, Section 23-102 of the Zoning Ordinance for the Review and Approval of Planned Unit Developments.

COMMITTEE DATABASE SUMMARY INFORMATION

ITEM	STATUS/RECOMMENDATION
1.)	As the Full Council Has Previously Passed a Resolution to Disband the Historic Commission, the Committee Unanimously Recommends Adoption of the Repeal of the Historic Commission Ordinance As Presented.

2.) Committee Recommends, With Noted Language Revisions, Submission of Amended Section 4-117 of the Zoning Ordinance to Include Legal Analysis As Part of Site Plan Professional Review to the Village Council for Consideration.

3.) Committee Recommends, With Noted Language Revisions, Submission of Version Two of Amended Section 4-118 of the Zoning Ordinance to Provide for the Review, Approval, and Revocation of Special Use Permits to the Village Council for Consideration.

4.) Committee Recommends, With Noted Language Revisions, Submission to the Village Council for Consideration of the Public Policy "Work Conducted in Public Rights-of-Way".

5.) Committee to Review at Next Ordinance Committee Meeting the Amendment to the Zoning Ordinance Associated With the Review and Approval of Planned Unit Developments

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

Trustee _____ supported by Trustee _____, moved the adoption of the following Ordinance:

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE VILLAGE OF MACKINAW CITY BY REPEALING THE HISTORIC COMMISSION ORDINANCE, ORDINANCE #142, PART 12, SECTIONS 12.551 THROUGH 12.558.

The Village of Mackinaw City ordains:

Section 1. Amendment. Part 12, "Historic Commission Ordinance" (Ord. #142, August 19, 2004), Sections 12.551 through 12.558, is repealed as follows:

Sec. 12.551. Creation of a Village Historic Commission.

Sec. 12.552. Membership of the Village Historic Commission.

Sec. 12.553. Chairman, Meetings, Rules and Records.

Sec. 12.554. Purpose.

Sec. 12.555. Appropriations.

Sec. 12.556. Severability.

Sec. 12.557. Repeal.

Sec. 12.558. Effective Date.

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

Yeas: Trustees _____

Nays: Trustees_____

Abstain: Trustees _____

Absent: Trustees _____

Ordinance declared adopted.

_____ _____
Robert Heilman, Village President 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 _____, 2015, with notice provided as required by law.

_____, 2015

_____
Lana Jaggi, Clerk

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

Trustee _____ supported by Trustee _____, 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 INCLUDE LEGAL ANALYSIS AS PART OF SITE PLAN PROFESSIONAL REVIEW

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. Approved plans shall regulate the development on the premises, unless modified as specified within this section.

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.

Limited Exception: the expansion of existing structures less than three hundred (300) sq. ft. and/or parking areas less than ten (10) spaces shall be subject to administrative review 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.

Notwithstanding the foregoing, the 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 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 each 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 the Zoning Board of Appeals with the decision made by the Zoning Board of Appeals. Professional review, including, but not limited to, review by an approved architect, engineer or attorney, may be required by the Zoning Administrator to assist the Zoning Board of Appeals in its deliberation. The cost of such professional review will be passed along to the variance applicant and must be paid prior to a decision being rendered by the Zoning Board of Appeals.

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

a. Professional review, including, but not limited to, review by an approved architect, engineer or attorney, as may be required by the Zoning Administrator or the Planning Commission. The cost of review will be passed along to the applicant. No zoning permit will be issued until these costs are 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 a subsequent meeting if the Site Plan is determined to be incomplete.

c. After its review, 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. Sidewalks 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 applicant or 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.** Except for incidental or minor variations, 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 approved Site Plans, as determined by the Zoning Administrator in accordance with state law, may be approved in writing by the Zoning Administrator. Notwithstanding the foregoing, any modification to an approved Site Plan requested more than one year after its initial approval by the Village Council shall not be considered incidental or minor.

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: Trustees _____

Nays: Trustees_____

Abstain: Trustees _____

Absent: Trustees _____

Ordinance declared adopted.

_____ _____

Robert Heilman, Village President 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 _____, 2015, with notice provided as required by law.

_____, 2015 _____

Lana Jaggi, Clerk

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

Trustee _____ supported by Trustee _____, moved the adoption of the following Ordinance:

ORDINANCE NO. 138

AN ORDINANCE TO AMEND SECTION 4-118 OF THE VILLAGE OF MACKINAW CITY ZONING ORDINANCE TO PROVIDE FOR THE REVIEW, APPROVAL AND REVOCATION OF SPECIAL USE PERMITS

The Village of Mackinaw City ordains:

Sec. 1. Amendment of Compiled Code. Section 4-118 of the Village of Mackinaw City Zoning Ordinance (Zoning Ordinance #138) is amended to read as follows:

A. Purpose. Special use permits are required for proposed activities which are essentially compatible with other uses, signs, or activities permitted in a zoning district, but which possess characteristics or location qualities, which require individual review. The purpose of this individual review is to ensure compatibility with the character of the surrounding area, with public services and facilities, with adjacent properties, and to ensure conformance with the standards set forth in this Ordinance.

A site plan in accordance with Section 4-117 is required for submission and approval of all special use permit applications. Only those uses or activities specifically identified in the special use standards (Article XXIII) of this Ordinance require special use permits.

B. Procedures. The following steps shall be taken when considering a proposed special use:

1. A special use permit application shall be filed by the applicant with the Zoning Administrator along with the required site plan, nonrefundable fee, statement with supporting evidence demonstrating how the proposed activity meets the criteria found within the corresponding special use standards, and any other pertinent information upon which the applicant intends to rely for approval.

2. The Zoning Administrator shall review the application for completeness and forward the application, with his/her recommendations, to the Planning Commission for their review and consideration.

3. Section 24-105 shall dictate the public notice procedure for the Planning Commission's public hearing for each special use permit application.

4. After review of the application and public hearing or written comments, if any, the Planning Commission shall approve, approve with conditions, or deny the permit based upon the standards of the special use as set forth in the special use requirements. The Planning Commission's decision on a special use permit application shall be incorporated in a statement of conclusion relative to the special use under consideration. The statement shall specify the basis for the decision and any conditions imposed.

C. Appeal. The decision of the Planning Commission may be appealed according to the procedures outlined in Section 24-104.

D. Permit Revocation. The Village Council may revoke a permit issued under this section if any action or inaction violates a permit condition or a provision of this zoning ordinance, or if factual inaccuracies are discovered in a permit application or any supporting documents.

1. Notification of revocation. The Village Council shall notify the permittee in writing of a permit revocation. Such notice shall be sent by regular first class mail to the address listed on the permit application and shall be deemed received five (5) business days after mailing.

2. Appeal. Within 10 days of the receipt of a notice of revocation under subsection D (1) above, an aggrieved party may appeal a revocation to the Village Zoning Board of Appeals. The Village Zoning Board of Appeals shall hold a public hearing on timely submitted appeals. Notice of said hearing shall be provided in accordance with Section 24-104. After said hearing, the decision and order of the Village Zoning Board of Appeals shall be final and conclusive.

E. Permit Expiration. Permits issued under this section for which any required work has not started within one year following the date of issue, and permits for which work has been abandoned for a period of six (6) months or more, shall be subject to revocation in accordance with subsection D above.

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

Yeas: Trustees _____

Nays: Trustees _____

Abstain: Trustees _____

Absent: Trustees _____

Ordinance declared adopted.

_____ _____

Robert Heilman, Village President 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 _____, 2015, with notice provided as required by law.

_____, 2015 _____

Lana Jaggi, Clerk

VILLAGE OF MACKINAW CITY

Public Policy

Ordinance No. _____ "Work Conducted in Public Rights-of-Way"

I. Purpose

To establish enforcement parameters relating to the Compiled Code of the Village of Mackinaw City Ordinance No. _____, Sections 34.001 through 34.008, entitled "Permits for Work Conducted in Public Rights-of-Way" (the "ROW Ordinance").

II. Intent of Ordinance

To mitigate potential hazards associated with Construction, Development, Landscaping and the provision of Utility Services within the Public Rights-of-Way, as such terms are defined by the ROW Ordinance.

III. Dates and Times

Construction or Landscaping work within the Public Right-of-Way that consists entirely of periodic or routine maintenance or repair, as determined by the Village department of public works, shall be exempt from the requirements of the ROW Ordinance from November 1 through the second Sunday in May each calendar year. Notwithstanding the foregoing, such periodic maintenance or repair shall:

1. Occur between the hours of 7:00 am and 12:00 pm, except with the written permission of the Village department of public works;

2. Not impede or interfere with vehicular or pedestrian traffic;

3. Not create a hazard or adversely affect the public health, safety or welfare as determined by the Village department of public works.

Although such periodic maintenance or repair may be exempt from the requirements of the ROW Ordinance from November 1 through the second Sunday in May each calendar year, such exemption shall not be construed to relieve a person of any duties and obligations imposed under any local, state or federal ordinances, laws, rules, regulations, license or permit requirements.

IV. Permit Application Procedure

In its sole discretion, the Village department of public works may adhere to the following procedures when processing an application under the ROW Ordinance:

1. Plans, specifications, drawings, diagrams or similar documents will not be required for Construction or Landscaping work within the Public Right-of-Way that consists entirely of periodic or routine maintenance or repair.

2. Payment/performance bonds or cash deposits will be required as follows:

- On Construction, Development or Landscaping projects that exceed $1,000.00 in estimated project cost, a bond will be required in an amount equal to 50% of such estimated project cost.

- On Utility Service projects that are estimated between $1,000.00 and $4,000.00 in project cost, a bond will be required in an amount equal to 50% of such estimated project cost.

- On Utility Service projects that exceed $4,000.00 in estimated project cost, a bond will be required in an amount equal to 100% of such estimated project cost.

- On Construction, Development, Landscaping or Utility Service projects that are less than $1,000.00 in estimated project cost, a $500.00 cash deposit will be required. Such cash deposit will be held by the Village in an escrow account and will be refunded upon successful completion of the underlying project as determined by the Village department of public works.

- No bond or cash deposit will be required for Construction or Landscaping work within the Public Right-of-Way that consists entirely of periodic maintenance or repair, excluding painting or other work that has the potential to impact the Public Right-of-Way on a permanent basis.

3. Complete applications (submitted with a nonrefundable application fee) will be processed within 5 business days of receipt by the Village department of public works except under circumstances where the applicant is notified by the department of public works that a reasonable extension is required.

4. Permits may be approved for a single parcel or building, as determined by the Village department of public works, on a seasonal basis not to exceed 120 days. Such seasonal approval shall render the permit valid for multiple Construction or Landscaping projects, including, but not limited to, painting, cleaning, awning repair, and paver restoration, conducted by, or on behalf of, the same owner at the same building or property.

5. The term of an approved permit shall be reasonably set by the Village department of public works.

V. Existing Occupation of Public Rights-of-Way

Occupation of the Public Rights-of-Way with buildings, structures (including fences), decorative landscaping, dumpsters, trailers or similar items, which are existing as of the date of this Policy and that do not: (1) impede or interfere with Village operations; (2) impede or interfere with vehicular or pedestrian traffic; (3) create a hazard or adversely affect the public health, safety or welfare; and (4) violate any Village ordinance or state or federal law, require a permit issued under the ROW Ordinance subject to the following:

- Complete applications submitted within 30 days after the publication of the 2015 Village Fall Newsletter will not be required to pay the associated application fee (*i.e.*, fee waiver for early submission);

- Approved permits shall require reasonable maintenance and repair (including trimming, weeding and pruning if applicable) as a condition of issuance and continued validity;

- Plans, specifications, drawings, diagrams or similar documents will not be required.

VI. Permit Conditions

In its sole discretion, the Village department of public works may adhere to the following procedures when enforcing permit conditions under the ROW Ordinance:

1. "As built" drawings or similar documents will not be required for Construction or Landscaping work within the Public Right-of-Way that consists entirely of periodic or routine maintenance or repair.

VII. Public Right-of-Way Width

Consistent with state law (*See*, 1909 PA 283, as amended, MCL 229.6), the width of all roadways within the Village that are not otherwise specifically set or defined by map, plat, plan or ordinance, shall be 66 feet in total width, inclusive of the corresponding right-of-way, as reasonably measured from the centerline of such roadway (33 feet on each side of such centerline). Similarly, for purposes of this Policy and enforcement of the ROW Ordinance, the width of all alleys within the Village that are not otherwise specifically set or defined by map, plat, plan or ordinance, shall be 30 feet in total width, inclusive of the corresponding right-of-way, as reasonably measured from the centerline of such alley (15 feet on each side of such centerline).

VIII. Exemptions

1. In addition to such exemptions listed within the ROW Ordinance, periodic Landscaping maintenance, including, grass cutting, leaf and snow removal, shall be exempt from the requirements of the ROW Ordinance.

2. If an exigent or emergency situation arises, as determined by the Village department of public works, Construction, Landscaping and/or the provision of Utility Services within the Public Rights-of-Way may occur without the application for or issuance of a permit under the ROW Ordinance. However, the Village department of public works shall be notified of such exigent or emergency situation and all other requirements of the ROW Ordinance shall be complied with to the extent practicable.

3. The provisions of the ROW Ordinance shall not apply to the parking or storage of motor vehicles or the location of private mailboxes and similar newspaper receptacles.

Policy Adopted: _____, 2015

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

Trustee _____ supported by Trustee _____, moved the adoption of the following Ordinance:

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 12.003 OF THE COMPILED CODE OF THE VILLAGE OF MACKINAW CITY TO PROVIDE FOR THE RESIDENCY OF THE VILLAGE MANAGER

The Village of Mackinaw City ordains:

Section 1. Amendment. Section 12.003 of Part 12 (Village Manager, Ordinance #105 of 1983) of the Compiled Code of the Village of Mackinaw, is amended to read as follows:

12.003. Qualifications.

(a) The Manager shall be selected on the basis of administrative, executive, and other special abilities, as well as his or her training and experience.

(b) The Manager need not be a resident of the Village at the time of appointment, but shall reside within a 20-mile radius of the corporate limits within six (6) months thereafter with extensions permitted upon approval of the Council. The Manager shall reside within the 20-mile radius of the Village thereafter during the term of his or her office.

(c) The requirement described in subsection (b) above does not apply to a person if the person is married and both of the following conditions are met and remain met during the term of employment with the Village:

(1) The person's spouse is employed by another public employer as defined in 1999 PA 2012, as amended, MCL 15.601 *et seq*.

(2) The person's spouse is subject to a condition of employment or promotion that requires him or her to reside a distance of less than 20 miles from the nearest boundary of his or her public employer.

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

Yeas: Trustees _____

Nays: Trustees_____

Abstain: Trustees _____

Absent: Trustees _____

Ordinance declared adopted.

_____ _____
Robert Heilman, Village President Lana Jaggi, Clerk

EMPLOYMENT AGREEMENT

This Employment Agreement is made as of _____, 2015, between the Village of Mackinaw City, a Michigan municipal corporation, the principal business address of which is 102 South Huron Avenue, Mackinaw City, MI 49701 (the "Village"), and David M. White, whose address is 2572 Hunters Ridge, Petoskey, MI 49770 ("Mr. White").

RECITALS

A. The Village searched for a new village manager and Mr. White responded to that search submitting information about himself, engaging in interviews and otherwise participating in the search process.

B. The Village Council has selected Mr. White as the successful candidate and now wishes to enter into this employment agreement setting forth the terms of employment for Mr. White.

TERMS AND CONDITIONS

NOW THEREFORE, for the consideration in and referred to by this Agreement, the parties agree as follows:

1. Employment.

A. The Village employs Mr. White as its Village Manager to perform the functions and duties specified by the "General Law Village Act," 1893 PA 3, as amended, MCL 61.1 *et seq.*, by Village ordinances, especially Ordinance No. 105, as amended, and by other applicable state and federal laws, rules and regulations, and other legally permissible and proper duties and functions of the office as the Village Council shall assign. The Village President or Village Council may appoint Mr. White to serve or, as a result of Mr. White's employment as Village Manager, Mr. White may serve, in other offices or on other boards, commissions and other bodies. Mr. White's term of office in those positions shall be co-terminus with his employment as Village Manager, so that the termination of Mr. White's employment as Village Manager, whether by his resignation or by Village Council action, shall serve as his resignation from such other offices and bodies.

B. Without limiting the generality of subparagraph A, Mr. White's duties shall, except to the extent otherwise provided in this Agreement, by applicable law, or with the consent of the Village Council, include the following:

(1) To see that all applicable laws and ordinances are enforced;

(2) To manage and supervise all public improvements, works and undertakings;

(3) To be in charge of construction, repair, maintenance, lighting and cleaning of streets, sidewalks, pavements, sewers and public buildings and other assets belonging to the Village;

(4) To manage and supervise the operation of Village utilities;

(5) To manage and supervise the operation of the Village Marina and Recreation Complex;

(6) To be responsible for preservation of Village property, tools and appliances;

(7) To see that all terms and conditions imposed in favor of the Village or its inhabitants in any public utility franchise, or any contract, are faithfully kept and performed;

(8) To attend all meetings of the Village Council, with the right to discuss, but without the right to vote;

(9) To be a member, *ex-officio*, of all committees and the Village Planning Commission, DDA, EDC and Building Authority;

(10) To prepare, recommend to the Village Council, and administer the annual budget under policies formulated by Village Council and keep the Village Council advised at all times as to financial conditions and needs of the Village, which budget shall include salary and wage recommendations for employees subordinate to him;

(11) To recommend to the Village Council for adoption such measures as may be deemed necessary or expedient;

(12) To be responsible to the Village Council for the efficient administration of all Village departments and to generally hold office hours at Village Hall during normal business hours; Monday through Friday 8:00 am to 4:30 pm, excluding holidays and absences relating to Village business;

(13) To act as purchasing agent, or under his responsibility, delegate such duties to some other officer or employee;

(14) To serve as personnel director of all employees, or delegate such duties to some other officer or employee; and

(15) To perform such other duties as may be prescribed by the Village Council or required of him by ordinance, resolution, or by direction of Village Council, or which are not assigned to some other Village official.

C. Mr. White shall commence his employment by the Village on July 20, 2015, at which time the Village's obligations to compensate him with the indicated salary and benefits shall begin.

2. Term. This Agreement shall remain in effect from the date of its execution until July 20, 2018, unless terminated earlier by one or both of the parties.

A. Mr. White is an at-will employee, serving at the pleasure of the Village Council. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Village Council to terminate the employment of Mr. White at any time, with or without cause. The generality of this section shall not alter any other obligations of the Village under section 6 of this Agreement.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Mr. White to resign at any time from his employment by the Village.

C. Except for the management of family real estate and related assets, Mr. White's employment by the Village shall be Mr. White's exclusive employment, and he shall devote his full energies and efforts to the performance of his duties under this Agreement. Except as otherwise mentioned above, Mr. White shall not engage in any other activity for compensation (other than investments of funds that require no duties of him) without the Village's prior consent by resolution of the Village Council.

3. Salary. The Village shall pay Mr. White an initial base salary of $73,000.00 payable in installments at the same time as other Village employees are paid and subject to such withholding as is required by applicable federal and state laws, rules and regulations or by lawful Village policies and practices. The Village may increase that base salary and/or other benefits for Mr. White in such amounts and to such extent as the Village Council may determine that it is desirable to do so on an annual basis based upon an annual performance review of Mr. White. Any increase in salary shall take effect on March 1 of the succeeding year or on such other date as the Village Council and Mr. White may agree in writing.

4. Life Insurance. The Village agrees to purchase and maintain a $25,000.00 term life insurance policy insuring the life of the Mr. White during the term of employment. He shall have the option to specify a beneficiary of said life insurance.

5. Retirement Benefits. The Village shall contribute an amount equal to 10% of Mr. White's annual salary into a defined contribution retirement plan of the Village's choosing.

6. Termination and Severance Pay. This Agreement and Mr. White's employment pursuant to it may be terminated as follows:

A. By Mr. White's written resignation. Mr. White shall give written notice of his resignation at least 30 days prior to its effective date. If he fails to do so, then, regardless of any other provision of this Agreement, the Village shall have no obligation to pay him for accumulated vacation, the amount of which the Village shall be entitled to retain as liquidated damages for the costs it shall incur as a result of such sudden resignation.

B. By action of the Village Council for any of the following reasons.

(1) Conviction or a plea of no contest to a misdemeanor or felony;

(2) Gross misconduct, repeated documented incidents of misconduct, whether during or outside the course of employment, which substantially impairs Mr. White's ability to function effectively as Village Manager or which brings disrepute to the office of Village Manager;

(3) Gross negligence in the performance of duties;

(4) Fraud or embezzlement;

(5) Taking or using Village property for personal purposes without permission, intentional falsification of records or documents, financial improprieties, misuse of position for personal gain, or deliberate misrepresentation of material facts to the Village Council;

(6) Willful neglect or abandonment of his duties;

(7) A drug test confirming the use of illegal substances, or intoxication while working;

(8) Violations or breaches of federal or state laws; Village ordinances, resolutions, policies or procedures; or contracts applicable to the Village, which would expose the Village to civil liability and/or affect the validity and enforceability of Village actions;

(9) A material breach of this Agreement.

In such circumstances, the Village shall pay to Mr. White the amounts due him for earned and unused vacation, but no other severance amounts.

C. By action of the Village Council for no reason or for any reason other than as provided in subparagraph B of this paragraph. If such action is taken, then the Village shall pay to Mr. White, an amount equal to three months of his salary. Such severance pay shall be paid to him over the three months beginning on the date of his employment termination, by checks issued on regular Village paydays. The Village shall withhold what it deems to be appropriate amounts for withholding taxes, etc. subject to subparagraph (2) below. Subject to subparagraph (2) below, Mr. White shall also receive three months of continuing health insurance coverage, and retirement benefits, after which he may take advantage of any available COBRA rights. All other fringe benefits, including but not limited to those set forth in paragraphs 8, 9 and 10 of this Agreement, shall cease as of the effective date of Mr. White's employment termination.

(1) The Village's obligation to pay three months of his salary as specified above shall end when Mr. White begins other employment at a compensation level at least equal to his salary under this Agreement. The Village's obligation to pay three months of his salary as specified above shall be reduced when the Mr. White begins other employment at a compensation level less than his salary under the Agreement, such that the Village shall pay the difference between the lower compensation and the salary provided under this paragraph.

(2) The Village's obligation for health insurance coverage under this paragraph shall end on the date Mr. White becomes eligible for health insurance coverage from another employer or source, including through his spouse.

D. By Mr. White's death, in which case no severance amount shall be paid.

7. Performance Evaluations. The Village Council shall review and evaluate the performance of Mr. White at six-months during the first year and once annually before the end of each calendar year. This review and evaluation shall be in accordance with specific performance goals and similar criteria developed jointly by the Village Council and Mr. White. These criteria may be added to or deleted from as the Village Council may from time to time determine in consultation with Mr. White.

8. Travel and Transportation. The Village shall reimburse Mr. White for the use of his vehicle on Village business at the rate allowed under the regulations of the Internal Revenue Service. Alternatively, if the Village does not reimburse Mr. White for the use of his vehicle on Village business, the Village shall allow Mr. White to use a Village-owned vehicle in which case Mr. White shall account for any personal use of that vehicle in accordance with the regulations of the Internal Revenue Service. For purposes of this Agreement, "Village business" shall not include any travel or commute between Mr. White's residence and the Village.

9. Computer and Cell Phone. Mr. White's duties require that he may find it necessary to work at home after normal working hours, so the Village shall provide him with a reasonably up-to-date laptop computer and software to be maintained and repaired by Village. He shall use that computer only for Village business and in accordance with Village policies and shall adhere to generally accepted standards for the care of such equipment. During the term of this Agreement, the Village shall pay Mr. White $60.00 per month for operating charges associated with the periodic use of Mr. White's personal cell phone for Village business. At the termination of his employment for any reason, Mr. White shall return that computer and any other Village property to the Village without removing any items from the memory of such device.

10. Benefits. Mr. White shall be entitled to employment benefits as follows:

A. Mr. White shall be credited with 20 days of vacation on the date he starts working for the Village which may be used at any time in the fiscal year. On March 1 each year thereafter, Mr. White shall be credited with 20 days of vacation leave to be used at any time during the fiscal year. A maximum of 5 accrued and unused days may be carried over from one fiscal year into the next fiscal year (beginning March 1). Mr. White shall inform the Village Council of his vacation plans reasonably in advance of his absence from the Village and shall also notify the Village Council of other Village staff who will be attending to some or all of his duties during his absence. While Mr. White may use the credited 20 vacation days at any time, vacation time is accrued at a rate of 1 2/3 days per month. Therefore, if a payout occurs at the termination of Mr. White's employment as provided in Section 6.B. above, any final payments shall be based on the amount of vacation time actually accrued since March 1, and not the 20 vacation days credited, and paid on the basis of 1 2/3 days per month. Similarly, if Mr. White has used credited but unaccrued vacation time at the termination of his employment, any final payment of severance, salary or other amounts shall be reduced according to vacation time used yet unaccrued.

Notwithstanding the foregoing, Mr. White shall not take vacation over Memorial Day weekend (including the holiday), Labor Day weekend (including the holiday) or on the Fourth of July, during the term of this Agreement.

B. Mr. White shall accrue sick days at the rate of one day per month. The maximum accumulation of accrued and unused sick days shall be 100 days. Sick leave is a benefit to be used in case of a *bona fide* illness so the Village reserves the right to seek verification of illness from a physician or other medical/mental health professional reasonably acceptable to the Village Council. Upon Mr. White's death, 100% of his payout accumulated accrued and unused sick days will be paid to his spouse or designated beneficiary. Upon leaving employment, Mr. White shall be paid up to 504 hours of accumulated accrued and unused sick leave at his regular rate of pay. Health insurance coverage, life insurance, and vacation accrual shall continue during paid sick leaves of absence. The Village reserves the right to transition to a disability policy.

C. Mr. White will be entitled to three paid personal days at time of hire. Thereafter he shall be entitled to three paid personal days per year beginning March 1, 2016. Personal days are in addition to the vacation days referred to in subparagraph B and may be used for purposes of attending to personal or family needs. Personal days must be used by February 28 or 29 of each year and may not be accumulated or carried over into a subsequent year.

D. Mr. White shall receive up to three working days off with pay for a death in his immediate family or in his wife's immediate family. If any additional days are needed, they may be taken as sick days. For purposes of this subparagraph D, "immediate family" means spouse, children, parents, brother, sister or grandparents.

E. The Village Council will annually appropriate $2,000 for use for membership and participation in one or more professional organizations, including but not limited to the International City/County Management Association, and the Michigan Local Government Management Association, and for attendance at other managerial conferences or for a public administration or engineering related college course. Mr. White may seek reimbursement or payment for attending in accordance with Village policies for travel related to Village business. Mr. White shall arrange any absence from the Village to attend such conferences in the same manner as a vacation absence. Within the budgeted amount, the Village will pay for memberships, conferences, and travel expenses for those activities directly related to conducting Village business.

F. The Village will provide health insurance for Mr. White and his dependents in the same manner and to the same benefit level as provided Village department heads. Coverages, premiums, premium participation, co-pays, deductibles, opt-out options, proof of other primary insurance, and other plan details shall be the same as for Village department heads and may be changed by the Village Council from time-to-time in the same manner as for Village department heads.

11. Compliance. Mr. White, in the performance of his duties, shall comply with all applicable laws, rules, regulations, orders, directives and resolutions of any agency or entity of competent jurisdiction. Mr. White shall also comply with any Village ethics policies and with the ICMA Code of Ethics.

12. Qualifications. The Village's employment of Mr. White is, at least in part, due to the experience, education and other qualifications he indicated he has in documents submitted to the Village as part of his application for the position of Village Manager. The parties agree that inaccuracies in such information written by Mr. White (however, rounded numbers, transposed digits, typographical errors, and similar minor errors will not be viewed as inaccuracies) would constitute cause for termination of Mr. White's employment under subparagraph 6.B of this Agreement.

13. Liability.

A. The Village shall hold Mr. White harmless from, indemnify him for and defend him against any threatened, pending or completed claim, demand, suit, settlement, judgment, award or civil, criminal, administrative or investigative proceeding or action which results from his performance of his duties under this Agreement. However, the Village shall have no such obligation if Mr. White did not act in good faith; acted outside the scope of his employment; or knowingly violated applicable laws, rules, regulations, guidelines, orders, directives or policies.

B. The Village shall obtain and maintain liability insurance which provides reasonable coverage for Mr. White for his good faith acts in the performance of his duties under this Agreement.

C. The limits of the Village's obligations under this section this Agreement are to provide coverage or indemnification for liability up to $1,000,000. While the Village may provide additional coverage or indemnification, it is not obligated to do so.

14. Miscellaneous.

A. This Agreement is written pursuant to the laws of the State of Michigan and was made in Cheboygan County, Michigan. This is the entire agreement between the parties regarding its subject matter. This Agreement may not be modified or amended except in writing, signed by both parties. It shall not be affected by any course of dealing. The captions are for reference only and shall not affect its interpretation. More than one copy of this Agreement may be signed, but all constitute but one Agreement.

B. To the extent not prohibited by law, the parties agree that the jurisdiction and venue of any action brought pursuant to or to enforce this Agreement shall be solely in the state courts in Cheboygan County, Michigan.

The parties have caused this Agreement to be signed as of the date first written above.

VILLAGE OF MACKINAW CITY

By: _____
Robert Heilman, President

By: _____
Lana Jaggi, Clerk

Date signed: _____, 2015

DAVID M. WHITE

_____

Date signed: _____, 2015

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 _____, 2015, with notice provided as required by law.

_____, 2015

_____
Lana Jaggi, Clerk

michigan municipal league

Workers' Compensation Fund

1675 Green Road
Ann Arbor, MI 48105

TEL 734.662.3246 800.653.2483
FAX 734.662.8083
WEB www.mml.org

to	Members of the MML Workers' Compensation Fund	from	Michael J. Forster
		date	June 22, 2015
		subject	2015 Fund Trustee Election

Dear Fund Member:

Enclosed is your ballot for this year's Board of Trustees election. Six (6) incumbent Trustees have agreed to seek re-election. You also may write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than August 10. You may also submit your ballot online by going to www.mml.org. Click on *Insurance*, then *Workers' Compensation Fund;* the official ballot is located in the left navigation bar under *Online Forms*.

Thank you for your membership in the Worker's Compensation Fund, and for participating in the election of your governing board.

Sincerely,

Michael J. Forster

Fund Administrator

THE CANDIDATES
Four-year terms beginning October 1, 2015

Frank Brock, Jr., Mayor, City of Lathrup Village

Frank has more than 21 years experience as a municipal official, serving as the mayor of Lathrup Village for the last 17. He is a member of the Michigan Municipal League Legislative Governance Committee. Frank is a past chairman and current board member of the Southfield Area Chamber of Commerce and current board member of both the Lathrup Village DDA and Lathrup Village Community Foundation. Frank is seeking re-election to his second term as Trustee.

Larry Nielsen, Manager, Village of Paw Paw

Larry has more than nineteen years experience as a municipal official. Larry has been village manager in Paw Paw since August 2007 and was Bangor's city manager for the previous 9 years. He is currently chairman of the local chapter of the Michigan Local Government Management Association, has received Michigan Rural Water Association's Manager of the Year award and has been involved with community theatre for more than twenty-five years. Larry is seeking re-election to his third term as Trustee.

Daniel Reszka, President, Village of Elk Rapids

Dan has more than 12 years experience as a municipal official, serving as village president of Elk Rapids for the last 6 years. He is a current member of the Michigan Municipal League Governance Committee and past member of the Legislative and Urban Affairs Committee. Dan is a past chairman of Land Use and Planning Fund Grand Traverse Regional Community Foundation, past chairman and current board member of both Antrim County Habitat for Humanity and Lions Club. Dan is seeking re-election to his second term as Trustee.

Amy Roddy, Manager, City of Durand

Amy has more than 25 years experience as a municipal official, serving as city manager of Durand for the last 4 years. She was part of the organizing team for the Elected Officials Academy in 1996, served as an EOA Board member from 1997 – 1999 and was on both the Legislative Affairs Committee and Governance Committee for 2009 – 2010. Amy is a member of MLGMA, MAMC, MEDA and MI Downtown Association. She serves on the board of directors for the Durand Area Chamber of Commerce, Durand Union Station, Inc. and the Durand Downtown Development Authority. Amy is seeking re-election to her second term as Trustee.

THE CANDIDATES
Four-year terms beginning October 1, 2015

Adam Smith, City Administrator, City of Grand Ledge

Adam has more than nine years experience as a municipal official, currently serving as the administrator in Grand Ledge. Prior to that he was manager in the Village of Mackinaw City. He is a member of the Michigan Local Government Management Association and currently serves on the MLGMA Board of Directors. Adam serves on MML's Elected Official Academy Board of Directors and is a member of the International City/County Management Association. He is also active in several local civic organizations. Adam is seeking election to his first term as Trustee.

Tom Winarski, Mayor, City of Gladwin

Tom has more than 37 years experience as a municipal official, serving as mayor of Gladwin for the last 11 years. He has previously served as councilman and planning commission chairman. Tom was an MML Region 6 officer and serves on various local and regional civic organizations. Tom is seeking re-election to his second term as Trustee.

Special Events for July 16, 2015

1. 2015-SE-055 Mackinaw City Area Arts Council

   The Arts Council was given the use of a vacant store in the Mackinaw Crossings. Their intent is to hold a variety of events throughout the season at this location. They will be working with the Crossings to promote these activities. This application is to allow them to place their sign at the entrance of the Crossings to announce activities. I have attached information concerning their sign. Certificate of Insurance is on file and there is no fee-activities are held on private property.

2. 2015-LSE-002 Team Red, White and Blue-Gaylord Chapter-Labor Day Booth

   I have attached the e-mail from Mr. Sorenson detailing this organization. This is a non-resident, non-profit group. According to our Labor Day Nonprofit Activity Policy, their location at the foot of the Bridge will be determined by the number of applications received. A copy of their insurance and 501(c) (3) is attached. The fee for this group will be $150.00.

2015-SE-055

To Admin. Staff: ____
To Council: 7-16-15
Decision: ☐ Approved ☐ Denied
Minutes to Applicant: ____

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

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Mackinaw City Area Arts Council TELEPHONE: 627-7243

MAILING ADDRESS: PO Box 113 Mackinaw City, Mi

CONTACT NAME: Gerry Lou Kania TELEPHONE: 627-7243

E-MAIL ADDRESS: gerrylouKania CELL PHONE: ____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Gerry Lou Kania TELEPHONE: ____

E-MAIL ADDRESS: ____ CELL PHONE: ____

EVENT INFORMATION

NAME OF EVENT: We are seeking permission to host a variety of activities at our Cultural Center in The Crossings They Include: Art demonstrations music demonstration Kids Crafts Paint Fla Crafts etc.

PURPOSE OF EVENT: To Promote Family Activities & The Fine Arts in M.C.

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

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

DATE(S): July 2 FROM Usually 4 ☐ A.M. ☒ P.M. TO 6 ☐ A.M. ☒ P.M.

Until FROM ____ ☐ A.M. ☐ P.M. TO ____ ☐ A.M. ☐ P.M.

End of Oct. 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: The Crossings in Our Cultural Center (Former Up North + More

ESTIMATED NUMBER OF ATTENDEES: ____

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.

Ins - on File

No Fee - Signage

RECEIVED 6-26-15

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: On file
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): We would like permission to place our sign out by the building or on sidewalk at Crossing Gulmee on Event Days.

Description of signs: (Sandwich Board - See picture)

(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:_____

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? _____

_____ _____
Applicant Signature **Date**
Print name of applicant:_____

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

[MM] **DPW** [GV] **FACILITY SERVICES**
[RW] **POLICE** [EW] **FIRE** [ ] **AMBULANCE**
[CW] **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:_____

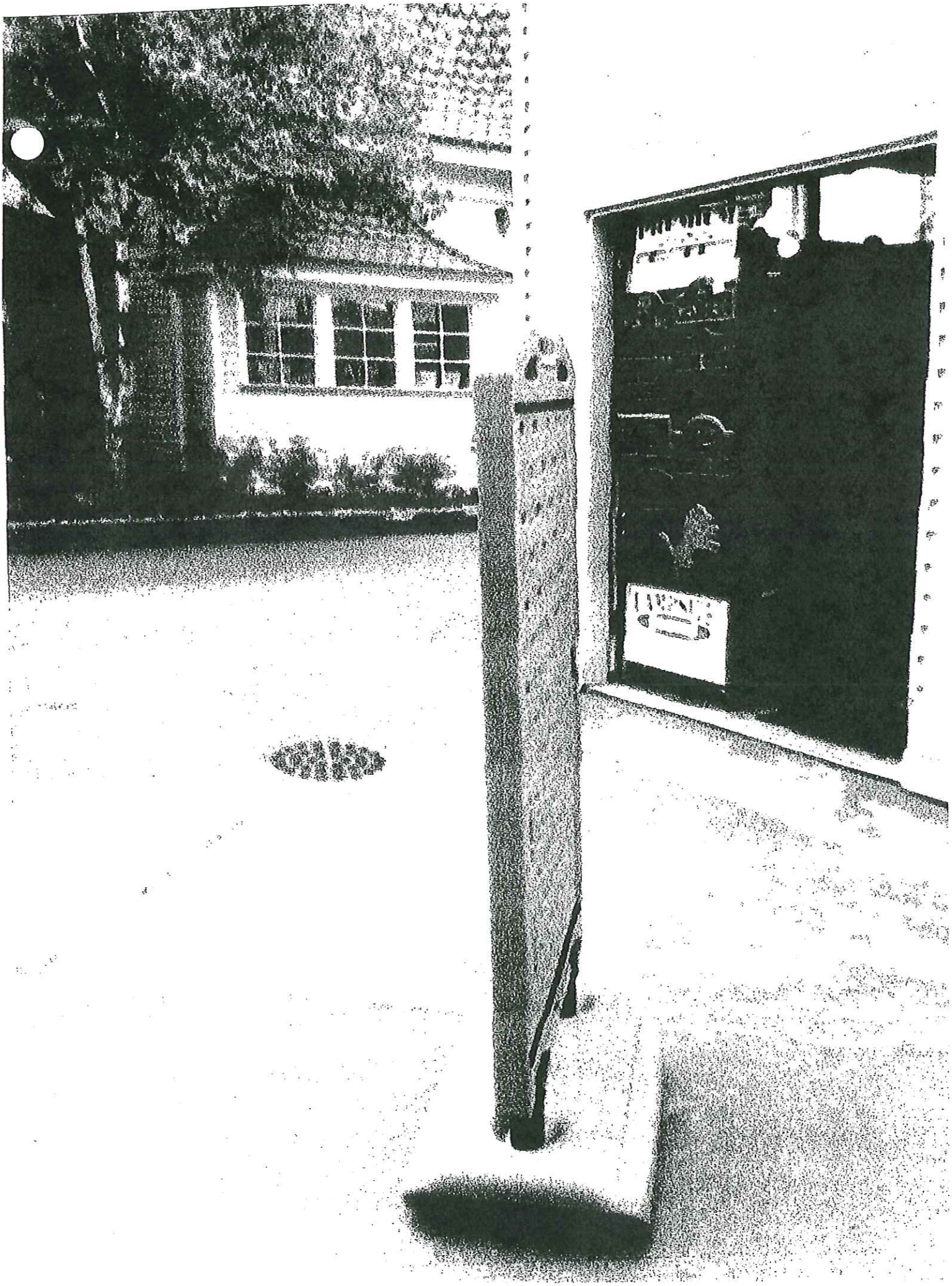
CHAIRS: ☐ Yes ☐ No Quantity:_____

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



Mackinaw
ART&SIGN
P.O. Box 694
Mackinaw City, MI 49701
Ph. (231) 436-7500
Fax (231) 436-7559

WORK ORDER INVOICE

PER:

TO:

ADDRESS:

CITY & STATE

PHONE

JOB NO.

QUOTE DATE

APPROVED DATE

COMPLETED ON

SPECIFICATIONS

TYPE:

SIZE:

QTY.:

BACKGROUND:

COPY:

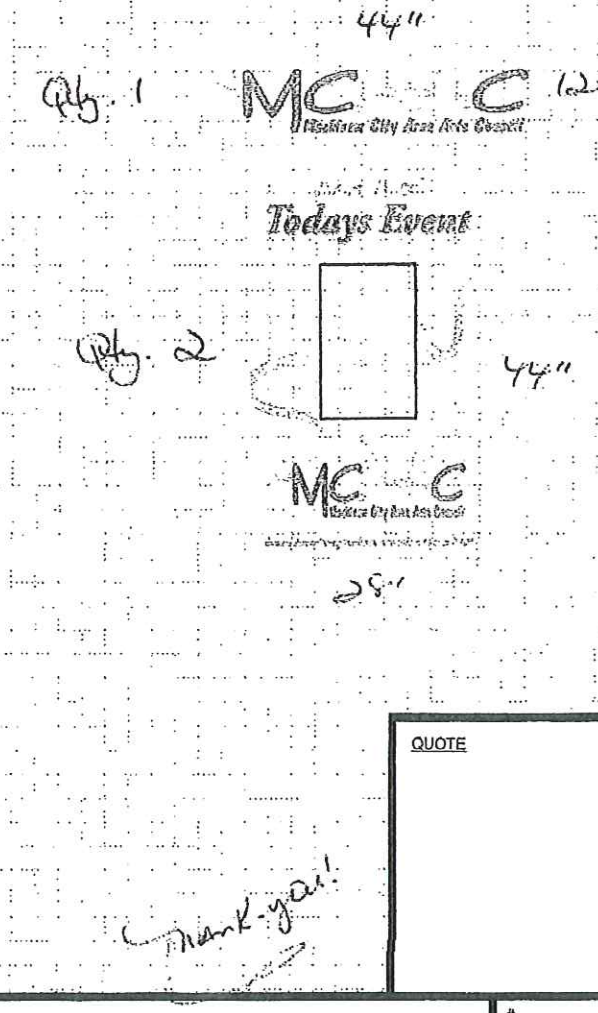
COLOR:

☐ SINGLE OR DOUBLE SIDED

☐ INSTALLATION

SPECIAL INSTRUCTIONS

DESCRIPTION:



Thank you!

QUOTE

CPC 1110
7/9/14

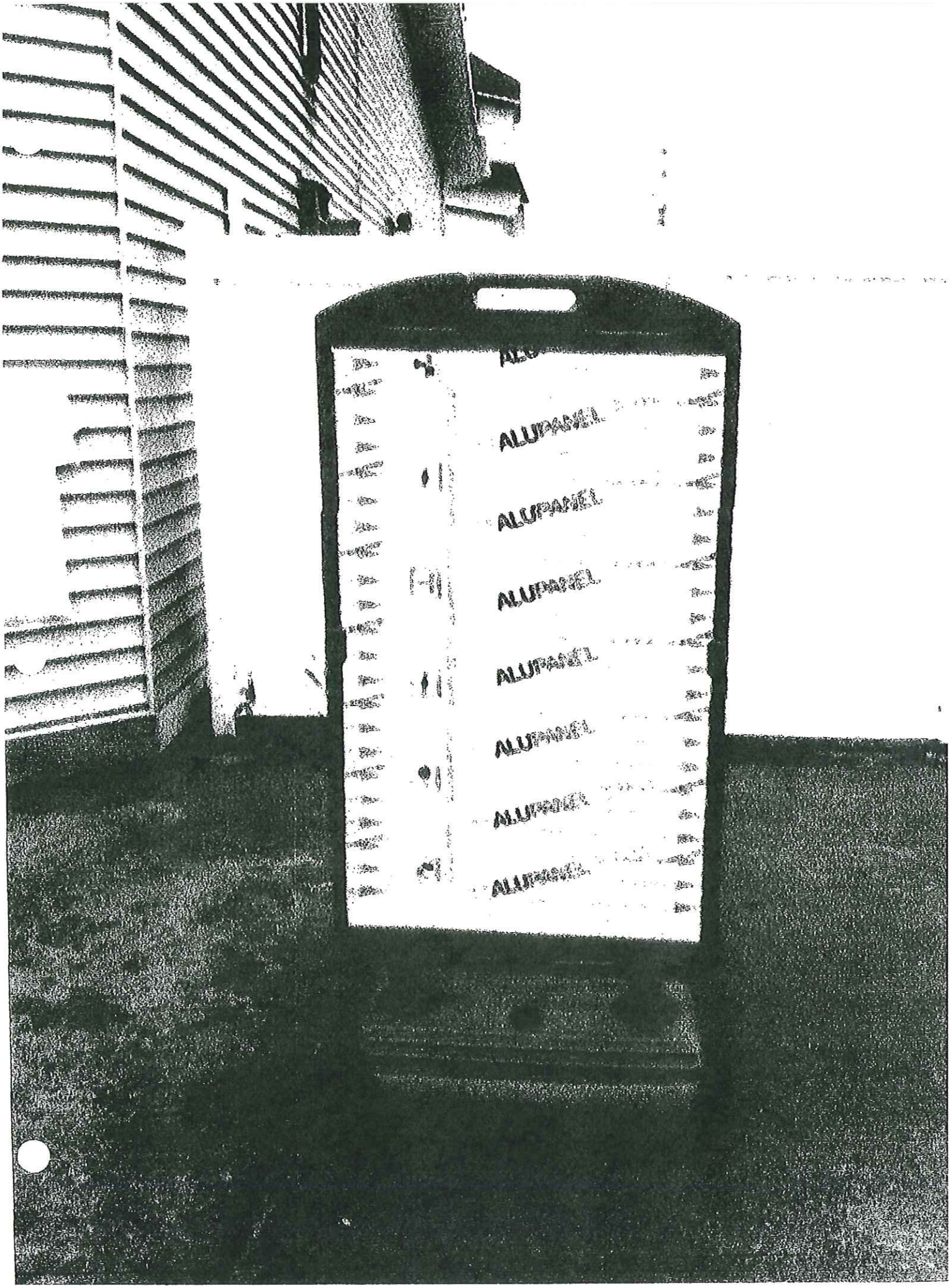
SUB TOTAL

TERMS:

Approved By: Date:

#	
ZONE / LBS	
DATE / CHECK #	
DATE / CHECK #	

TAX	
INSTALL	
TOTAL	
DEPOSIT	
BALANCE	
PAYMENT	
BALANCE	


ALUPANEL
ALUPANEL
ALUPANEL
ALUPANEL

Wind Sign II & Wind Sign Deluxe

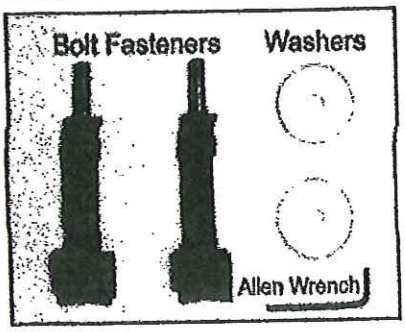
PLASTICADE®

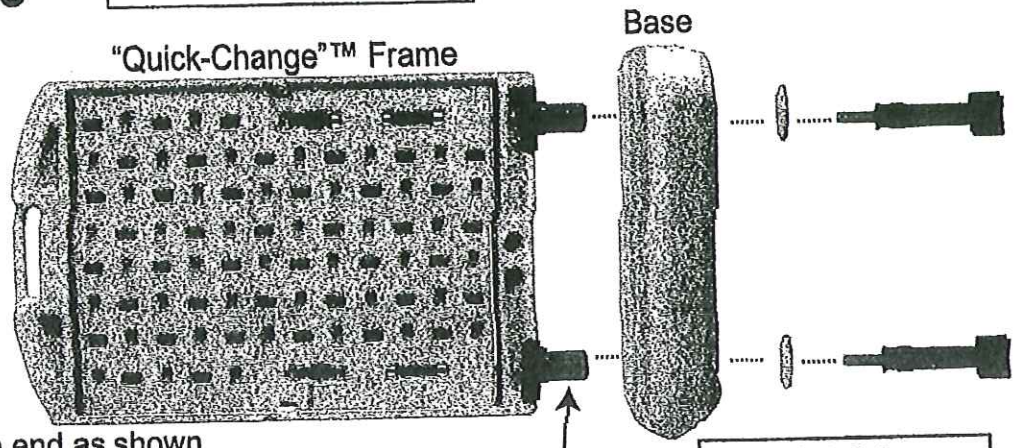
www.plasticade.com

Quick-Change"™ Frame Assembly Instructions

See Reverse Side for Snap Frame Instructions

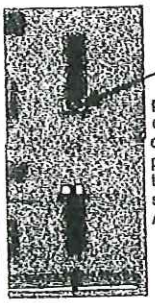
Hardware Provided





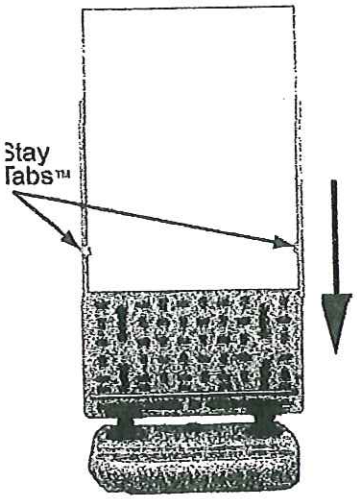
1. Lay frame on its side and base on end as shown
2. Place washer on bolt fastener
3. Insert bolt fastener through hole in bottom of base
4. Align spring assembly with bolt fastener
5. Screw bolt fastener into bottom of corresponding spring assembly, tighten
6. Repeat for second bolt fastener, washer, and spring assembly
7. Turn sign frame upright, with base flat on the ground
8. Take Allen wrench and tighten set screw inside silver collar on spring shaft, *silver collar should be placed at the lowest possible position on the spring shaft at the bottom of the opening*
9. Repeat for second set screw in silver collar

STEPS 8 & 9

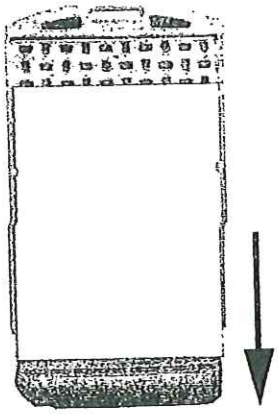


Sign Insertion Instructions

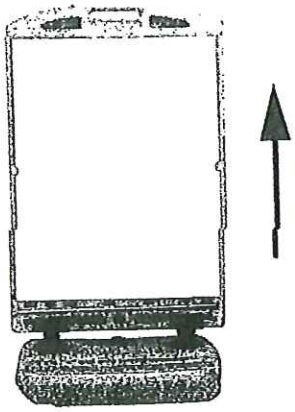
CAUTION: Sign Substrate should weigh no more than 5 lbs. per side.



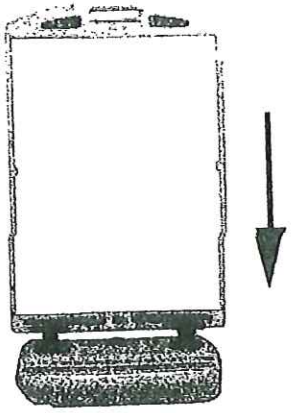
1. Slide sign down through the stay tabs™



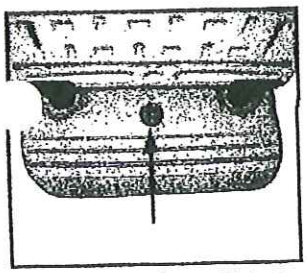
2. *Slide through, pulling* sign in front of bottom slot until sign hits the base



3. Push sign up into top slot



4. Slide sign down into bottom slot



Unscrew cap from fill hole and pour dry sand into base.

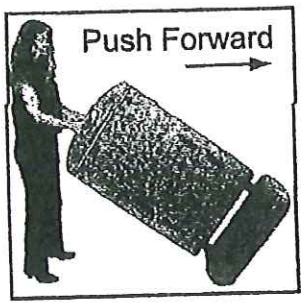
Fill with up to 115 lbs. of sand to achieve desired wind resistance. Sand should be level inside of base to maintain optimum *balance. Shake gently to level sand.*

Wind Sign Deluxe "Quick-Change" Frame

Pounds of Ballast	Head-on Wind Resistance
70 lbs.	40 mph
100 lbs.	45 mph
[illegible]	[illegible]

Wind Sign II "Quick-Change" Frame

Pounds of Ballast	Head-on Wind Resistance
70 lbs.	40 mph
100 lbs.	55 mph
115 lbs.	60 mph



To move sign stand from place to place - grab handle tilt stand back on wheels, and push sign to move it

VILLAGE OF MACKINAW CITY
LABOR DAY NONPROFIT ACTIVITY POLICY

1. Statement of Policy.

The Village Council of the Village of Mackinaw City establishes the following policy to provide reasonable rules and procedures for nonprofit activities within Indian Pathways Park during Labor Day each calendar year.

For purposes of this Policy, "nonprofit activity" shall mean an individual or nonprofit entity engaging in the hawking, peddling, soliciting or vending of any goods, wares, merchandise, politics, policies, beliefs, views, opinions or philosophies.

2. Location.

Nonprofit activity shall be permitted on Labor Day each calendar year exclusively within a designated portion of Indian Pathways Park located from Central Avenue to Jamet Street on the west side of the public roadway. Use of the designated area shall be divided as follows: (1) 75% of the area shall be allocated for use by individuals or nonprofit entities located within the Village of Mackinaw City (*i.e.*, permanent residence or principal business address located within the Village limits) ("Local Nonprofits"); and (2) 25% of the area shall be allocated for use by individuals or nonprofit entities that are not located within the Village of Mackinaw City ("External Nonprofits"). This allocation is designed to promote opportunities for Local Nonprofits. In the event that there is available space in the 75% area designated for Local Nonprofits, as determined on August 1 of each year, those spaces may be offered to External Nonprofits on a first come first serve basis.

3. Application Procedure.

Requests to conduct a nonprofit activity under this Policy shall be made in writing to the Village Clerk, on a form provided for that purpose, on or before the last day in July each calendar year. All such applications shall include the following information:

(a) Name, address and cellular telephone number of the applicant;
(b) If an entity, verification of IRS nonprofit designation;
(c) An accurate description of the proposed nonprofit activity;
(d) A drawing depicting the location of a proposed nonprofit activity.

Upon receipt of a complete application, and the payment of a nonrefundable fee set from time to time by resolution of the Village Council, the Village Clerk shall forward it to the Village Manager who shall initiate a review by the Village Police Chief and Fire Chief.

4. Approval/Denial.

In accordance with the review required by section three above, the Village Manager may approve, deny or approve with conditions an application, which conditions may be imposed to further the purposes of this Policy.

An application submitted under this Policy may be denied by the Village Manager for any of the following reasons:

(a) Noncompliance with any of the conditions or requirements of this Policy.
(b) An incomplete application (including failure to pay nonrefundable fee) and/or false information or a false statement in the application.
(c) Noncompliance with the Village Code of Ordinances.
(d) An applicant's prior poor performance in conducting a nonprofit activity.

Written notice of a denial, stating the reason(s), shall be mailed to the applicant's address as shown in the application.

5. Conditions/Requirements.

Any nonprofit activity under this Policy shall comply with the following conditions and requirements:

(a) A nonprofit activity shall not encroach upon any roadway or sidewalk or otherwise impede vehicular or pedestrian traffic.
(b) A nonprofit activity shall comply with applicable sections of the Village Code of Ordinances, including, but not limited to, the Village noise control and disorderly conduct ordinances.
(c) After coordination with the Village Facilities Manager, set-up of approved nonprofit activities may occur on the afternoon of the Sunday immediately preceding Labor Day up until 6:15 a.m. on Labor Day. Any vehicle used in conjunction with set-up must be removed from the designated area prior to 6:15 a.m. on Labor Day. Removal shall occur only after 2 p.m. on Labor Day.
(d) No tents, tables, signs or stakes are permitted in the southern end of the designated area.
(e) A nonprofit activity shall not occur within two feet of any person solicited, unless that person has indicated that he/she wishes to be solicited.
(f) No more than 5 Local Nonprofits and 5 External Nonprofits will be permitted to conduct nonprofit activities under this Policy each Labor Day.

Nothing contained within this Policy, or within any approval issued by the Village, shall be construed to relieve a person of any duties and obligations imposed under any Village ordinance, or any state or federal law or regulation.

6. Revocation.

Approval granted under this Policy may be revoked by the Village Manager for any of the following reasons:

(a) A violation of any of the conditions or requirements set forth in this Policy.
(b) A violation of any applicable provision of the Village Code of Ordinances and/or applicable state or federal laws or regulations.

Upon revocation, a nonprofit activity shall immediately cease.

7. Exemption.

Activity conducted by or on behalf of the Village shall be exempt from the requirements of this Policy.

Policy adopted: July 2, 2015

2015-LSE-002

To Admin. Staff: 6-26-15
To Council: 7-18-15
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: Team RWB-Gaylord Chapter TELEPHONE: 989-619-0060

MAILING ADDRESS: _____

CONTACT NAME: Mark Sorenson TELEPHONE: 989-619-0060

E-MAIL ADDRESS: Mark.Sorenson@teamrwb.org CELL PHONE: 989-619-0060

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Mark Sorenson TELEPHONE: 989-619-0060

E-MAIL ADDRESS: Mark.Sorenson@teamrwb.org CELL PHONE: 989-619-0060

EVENT INFORMATION

NAME OF EVENT: Labor Day Bridge Walk

PURPOSE OF EVENT: _____

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

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

DATE(S): 9-7-15 FROM 5 or 6 ☐ A.M. ☐ P.M. TO 2 ☐ 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 City

ESTIMATED NUMBER OF ATTENDEES: _____

WILL YOU UTILIZE SHOWERS: ☐ Yes ■ No

ESTIMATED NUMBER OF VOLUNTEERS: 3-5

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

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

Ins - yes 501c3 - yes

Fee = $150

Non resident / non profit

RECEIVED 6-24-15

RWB = Red, White, Blue Veterans Organization

reception

From: Sorenson, Mark (DHS) [SorensonM@michigan.gov]
Sent: Wednesday, June 24, 2015 1:15 PM
To: reception
Subject: Team RWB info.
Attachments: Team RWB info.pdf

Team RWB is a Nationwide organization. The mission is "to enrich the lives of America's veterans by connecting them to their community through physical and social activity". The Team RWB Gaylord Chapter was started in March of 2014 and has about 60 members now, containing 30 veterans and 30 civilians. We would like to reach more of Northern Michigan and assist in getting some groups going in other areas to assist veterans in Northern Michigan altogether. While we realize that everyone won't be coming to Gaylord for a weekly activity, we would like to get some weekly activities going in other communities. The purpose of the tent at the Bridge walk would be to provide information on Team RWB and hopefully gain some interest in other communities across Northern Michigan.

I've attached the brochure that we have (scanned copy, so you have to work with it a little). The following link is a great 6 minute video that shows the impact of Team RWB.

https://www.youtube.com/watch?v=XUIEk_6-lU0

Mark Sorenson
Children's Services Supervisor
Crawford County DHS
230 Huron St.
Grayling, MI 49738

"who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat."-Theodore Roosevelt

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
- ☐ 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): Team RWB has a flag we will set up on the side of a table.

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** three to five chairs

■ **TABLES – QUANTITY** one table

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: Restrooms already provided, just looking to set up a table at the Bridge Walk/Swim
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: $_____ TO BE SUBMITTED UPON APPROVAL.
☐	☐	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: DOCUMENTS DEEMED NOT APPLICABLE FOR WHAT IS BEING REQUESTED

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 D Sorenson _____ 6/19/15 _____
Applicant Signature **Date**
Print name of applicant: MARK D Sorenson

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

[ ] **DPW** [GV] **FACILITY SERVICES**
[PW] **POLICE** [ ] **FIRE** [ ] **AMBULANCE**
[GW] **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

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY
RECEIVED JUL 19 2010

Date: JUL 16 2010

TEAM RED WHITE & BLUE INC
C/O THOMAS D LUCZAK
350 S MAIN STE 400
ANN ARBOR, MI 48104

Employer Identification Number:
27-2196347
DLN:
17053104302040
Contact Person:
CHITRA MAMLATDARNA ID# 52471
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 23, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

TEAM RED WHITE & BLUE INC

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

Client#: 8998 TEAMRED

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/10/2015

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
Schwartz Brothers Insurance
500 West Madison Street
Suite 2700
Chicago, IL 60661

CONTACT NAME: Tim Shellberg
PHONE (A/C, No, Ext): 312 630-0817 FAX (A/C, No): 312-759-4417
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Indemnity Insuranc	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Team Red, White and Blue
30 N. Michigan Ave.
#1515
Chicago, IL 60602

COVERAGES CERTIFICATE NUMBER: 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		PHPK1326159	06/10/2015	06/10/2016	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: POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
								$
	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)	$
								$
A	X UMBRELLA LIAB X OCCUR			PHUB497383	06/10/2015	06/10/2016	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $10000							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	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)

Re: Labor Day Bridge Walk

The Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701, are named as Additional Insured where required by written contract.

CERTIFICATE HOLDER

Village of Mackinaw City
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

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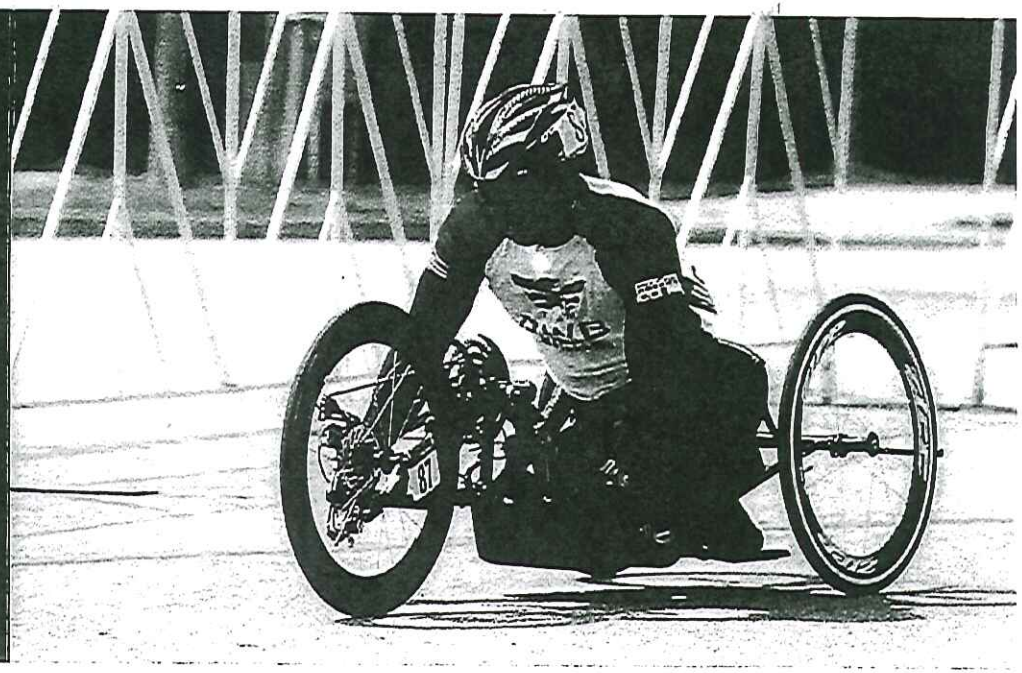
OUR APPROACH

We are creating communities of veterans, their families, and American citizens that enjoy authentic interaction through physical and social activities. Physical fitness and sports are proven ways to bring people together and set the conditions to build meaningful relationships. In our case, they provide veterans with renewed camaraderie, a sense of purpose, and shared accomplishment. In addition to being an excellent way to connect on a social level, physical activity is proven to be therapeutic and healthy for both the body and mind.



TEAM RWB CHAPTERS AND COMMUNITIES

Our chapters and communities deliver consistent, local opportunities for veterans and the community to connect through physical activity and community involvement. They host fitness activities, social events, and volunteer opportunities, providing a variety of ways to get involved. These programs are at the core of Team RWB's mission.

VETERAN AMBASSADOR PROGRAM

Our Veteran Ambassador Program provides any veteran, regardless of their location, an opportunity to be a part of the TEAM. The program ensures that they have the resources and information to stay connected to their local chapter, as well as the regional and national communities. This is the national movement we are building, that encourages veterans to stay active and inspire others to do the same.

VETERAN ATHLETIC CAMPS

Our Veteran Athletic Camps are tremendous opportunities for veterans to learn a new sport/activity that they can take home to their local chapter in a leadership capacity or as a highly active community member. They are led and coached by world-class athletes and renowned experts, and are built to inspire veterans to commit to their own health and fitness. To attend the camps veterans are nominated/recruited by their local leadership team. In addition to athletic skills, our camps deliver 3 hours of leadership development training.

OUR VETERAN ATHLETICS CAMPS ARE FOCUSED ON THESE SPORTS:

- Triathlon
- Functional Fitness
- Rock Climbing
- Yoga
- Trail Running

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ENRICHING THE LIVES OF AMERICA'S VETERANS

GET INVOLVED AND JOIN THE TEAM

At Team RWB, we believe in the power of community. You can be involved with Team RWB in many ways, but the first step is to join. Whether it is a weekly running group, hike, ball game, or post-race gathering these communities and their events create a positive environment for veterans to meet each other as well as members of their local community.

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Join us by going online and connecting with your local chapter/community.

TEAMRWB.ORG/GET-INVOLVED/JOIN-THE-TEAM

Be sure to check out our national events page, which can also guide you to specific TRWB events in your area.

Team Red, White & Blue is a registered 501c3 nonprofit organization with headquarters in Chicago, IL. Team RWB's federal ID number for donations is 27-2196347.

TEAMRWB.ORG

TEAM RWB™

IT'S OUR TURN™

Team Red, White & Blue's mission is to enrich the lives of America's veterans by connecting them to their community through physical and social activity.

Team RWB is transforming the way that America supports its veterans as they transition from service member to civilian.

RECEIVED 7/7/15

7/7/15

MACKINAW Village Council —

my NAME IS Bill miller WITH THE IRONWORKERS Festival. It WAS Brought To our Att: (Bill miller & Tim Roman) THAT THE Village WANTS To Limit THE Number of Campers To 5. WHEN myself AND Dallas Compeau Became Heavily INVOLVED IN THE Festival IN 2000 15 yrs Ago. A Big COMPLAINT From THE Village WAS, THE wall AND Fence sometimes DIDN't Come DOWN UNTILL OCT or NOV. myself AND Dallas WANTED To CHANGE THAT aspect of THE Festival AND we DID. ON MONDAY After THE Festival Dave Paquette AND Greg View walk THE Site There Happy AND THEN I Leave. we HAVE APROXIMITLY 10 Campers ON Site. These are THE Guys WHO Help set Judge THE EVENTS AND ON SUNDAY TAKE EVERYTHING DOWN. So I guess WHAT we're ASKING IS A VARIANCE So we eAN ~~Ele~~ ERect AND Dismantle THE EVENT. we usualy Have AT LEAST 2 VENDORS AND They Don't Like NOT Being By There goods. THANKS BILL Miller

Tim Roman

May 12, 2015

Mr. Bill Miller
Mr. Tim Roman
International Ironworkers Festival Inc.
2430 Buhl Road
Mikado, MI 48745

Dear Mr. Miller and Mr. Roman:

We are pleased to inform you that your Special Event Application for the International Ironworkers Festival, August 6, 2015 thru August 10, 2015, has been approved by the Village Council. Your fee for this event is $450.00 and due 45 days before the event. Please provide your liquor license certificate as soon as it is available.

Please remember to have vendors purchase a Transient Vendor License at least 7 days before the event and campers are to be limited to five for security purposes only.

Please feel free to call if you have any questions or concerns. Thank you.

Sincerely,

David White
Interim Village Manager

May 7, 2015

1. 2015-SE-017-Mackinaw City Area Arts Council: This is an addition to their already approved Special Event Application. In previous years these addendums have been approved.
2. 2015-SE-036-Mackinaw Woman's Club: For signage and table rental only.
3. 2015-SE-037-Woman's Club Strawberry Social: This is an annual event. This year the Sports Boosters will also be holding an event on the Marina Lawn on July 4th, previously approved by the Council. The locations of these two events will be at the discretion of the Harbor Manager, Chris West.
4. 2015-SE-039-American Legion Post: This is an annual event on these dates.
5. 2015-SE-040-The Salvation Army: The Salvation Army is trying to raise more funds by Bell Ringing more often.
6. 2015-SE-041-Michigan Land Use Institute/Oil and Water Don't Mix: This application requests the use of the Marina Lawn and Conkling Park/ Band Shell. Please refer to the site map attached to the application. This group had a booth at the Bridge last Labor Day and presented some difficulties for the Police Department. Please refer to the attached report and photographs. The Department Heads did not sign off on this application. They did offer some alternatives to the original requests:
   a. offer the use of Conkling Park only, for the fee of $150.00
   b. No staking of tents or booths, concrete weights only will be allowed
   c. No portable stage allowed
   d. If a sound system is needed, they must arrange for that on their own by either providing their own or contacting Mike Fornes themselves
7. 2015-SE-042-International Ironworkers Festival, Inc: This is a popular, ongoing event with Department Heads offering a couple of suggestions/requests-
   a. Limit campers to five for security purposes only
   b. Request that Mr. Miller or Mr. Roman have any vendors contact Village Hall **at least seven** days before the event to purchase a Transient Vendor License for the event. I have attached a Transient Merchant License Application for informational purposes.
8. 2015-SE-043-Taylor University Staff Bike Trip: This is an FYI only-they are renting 2 locker rooms and 2 shower rooms at the Rec Center on August 8, 2015 from 4 PM to 9 PM. This application is not included in your packet.
9. 2015-SE-044-American Legion Post: This application is for six dates that the Legion would like to post two signs on their building advertising that they are open to the public.
10. 2015-LSE-002-Michigan Association Suicide Prevention: This application is for a booth at the Bridge for Labor Day. This group presented difficulties for the Police Department last year, please refer to the attached report and photographs. The Department Heads did not sign off on this application.