

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

**7:00 PM**

**April 07, 2016**

**AGENDA-REGULAR MEETING  
MACKINAW CITY VILLAGE COUNCIL**

- I. Roll Call**
  - II. Pledge of Allegiance**
  - III. Agenda Approval**
  - IV. Public Comments**
  - V. Consent Agenda:**
    - A. Correction and Approval of Minutes: Regular Meeting March 17, 2016**
    - B. Special Event Applications 2016-SE-005 and 2016-SE-043**
    - C. Arbor Day -2015 Tree City Recognition**
  - VI. Managers Report:**
  - VII. President's Report:**
  - VIII. Committee Reports:**
    - Finance and Human Resources Subcommittee Report-Trustee Newman, Chair**
    - Facilities and Streets Subcommittee Report- Trustee Mollen, Chair**
  - XI. Old Business: None**
  - X. New Business:**
    - A. Special Event Application 2016-SE-LDSE-00 1-VA Labor Day**
    - B. Special Event Application 2016-SE-042 Shepler's Auto Valet**
    - C. DDA Reappointments**
    - D. Closed Session**
      - 1. Pursuant to Section 8(e) of the Open Meetings Act council will consult with its attorney regarding trial strategy in connection with specific pending litigation.**
  - XII. Scheduling of Committee Meetings**
  - XIII. Accounts Payable**
  - X. Adjourn**
- FINANCE AND HUMAN RESOURCE SUBCOMMITTEE:  
REVIEW BILLS @ 6:45 PM**

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

7:00 PM

March 17, 2016

**I. Roll Call:**

President Robert R. Heilman called the meeting to order and with the following Trustees present—Belinda Mollen, Scott Newman, Mario Rodriguez, and Paul Michalak. Absent excused—Trustees Robert Glenn and Tom Chastain. Also present— David White-Village Manager, Patricia B. Peppler-Treasurer and Lana Jaggi- Clerk.

**DEPARTMENT HEADS PRESENT**

**Patrick Wyman-Chief of Police**

**Fred Thompson-Fire Chief/Zoning Administrator**

**Mike Karll-Superintendent, DPW**

Visitors List Attached

**II Pledge of Allegiance**

**III. Agenda Approval**

Motion Newman seconded Michalak to approve amending the agenda as presented with the addition -Old Business A. Budget Amendment FY 15-16. Voice vote, motion carried unanimously.

**IV. Public Comment:**

**Rosada Mann-Resident**

**Patty Peppler-Resident**

**V. Consent Agenda**

Motion Michalak seconded Newman to approve consent agenda as presented. Voice vote, motion carried unanimously.

*A. Correction and Approval of Minutes: Council Public Hearing/ Regular Meeting of February 18, 2016 Closed Session Minutes of February 04, 2016*

*B. Communication Letters*

*1. Rep. Lee Chatfield*

*2. Thank You to DPW Crew-Pancake Chef*

*3. Top of Michigan Trail Council*

*C. Special Event Applications 2016-SE-032 and 2016-SE-033*

**VI. Managers Report as presented and submitted for file.**

**Additions:**

**Request to amend FY 15-16 Budget Municipal Streets as presented.**

**VII. President's Report/Department Head Reports submitted, placed on file**

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

7:00 PM

March 17, 2016

Page 2

- VIII. Committee Reports were presented and submitted for file.**  
**Finance and Human Resource Subcommittee Report-Trustee Newman, Chair**  
**Ordinance and Policy Report-Trustee Michalak, Chair**  
**Facilities and Streets Subcommittee Report-Trustee Mollen, Chair**  
Motion Mollen seconded Michalak to store old Fire Truck and other necessary materials in Ducharme Building garage (from other departments). Voice vote, motion carried unanimously.
- IX. Old Business:**  
**A. Amendment FY Budget 15-16**  
Motion Mollen seconded Newman to transfer \$230,886 from the Municipal Street Fund Balance to the Major Street Fund. Roll Call: Mollen, Newman, Rodriguez, Heilman, Michalak. Absent- Glenn, Chastain. Motion carried.
- X. New Business:**  
**A. Special Event Application-2016-SE-041-Jeeps on the Mac**  
Motion Newman seconded Mollen to approve special event application 2016-SE-041, Jeeps on the Mac starting at 3:15 PM. Voice vote, motion carried unanimously.
- B. Etherington Street -Shepler's Mackinac Island Ferry Co. Request**  
Council consented to accept the letter from Shepler's as a formal request to begin process.
- C. MERS Defined Benefit Plan Adoption Agreement**  
Motion Mollen seconded Newman to approve the MERS Defined Benefit Plan Adoption Agreement as presented. Roll Call: Newman, Rodriguez, Heilman, Michalak, Mollen. Absent- Glenn, Chastain. Motion carried.
- D. Ord. No 116 Merchant Outdoor Sales and Displays - Article II-Amendment**  
Motion Michalak seconded Newman to waive the reading of the amendment to Ordinance No. 116 as presented. Voice vote, motion carried unanimously.  
Motion Michalak seconded Newman to approve the adoption of the amendment to Ordinance No. 116, Merchandise Outdoor Sales and Display, Section 20.762 to regulate customized product sales in the Village. Roll Call: Rodriguez, Heilman, Michalak, Mollen, Newman. Absent- Glenn, Chastain. Motion carried.
- XI. Scheduling of Subcommittee meetings:**  
April 5, 2016 @ 9:00AM  
Facilities and Streets
- Council of Whole of Work Session TBD  
Surplus Prop Sales
- Finance and Human Resource TBD  
Fee Schedule

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

7:00 PM

March 17, 2016

Page 3

**Ordinance and Policy TBD**

**XII. Accounts Payable**

**Motion Newman seconded Glenn to pay accounts payable for February 18, 2016 in the amount of 77,904.36 Roll call: Yeas- Heilman, Michalak, Mollen, Newman, Rodriguez. Absent - Glenn, Chastain. Motion carried.**

**XIII. Adjournment: 7:45 PM**

Respectfully submitted,

Robert R. Heilman; President

Lana Jaggi; Clerk

## Special Events for April 7, 2016

C1. 2016-SE-005-Mackinaw Rendezvous and Trade Fair-This event was approved on August 20, 2015. At that time they requested to have the looting and skirmish on Saturday, August 6, 2016 from 1-1:30 pm. On March 15, 2016 they requested to have the looting on Friday night instead of Saturday. They would not need the road closed for this; they will only be in and out of stores. The skirmish will still take place on Saturday, August 6, 2016 with the road closed for thirty minutes. Insurance is on file. No fee, Village co-sponsored.

C2. 2016-SE-043-Shepler's Inc –Signage for Win-Some Women Conference to be held May 16-20, 2016 and October 17-21, 2016. This the fifth year for this event and all department heads have signed off. Insurance is on file. No fee.

3. 2016-LDSE-001-VA-Veterans Crisis Line-informational booth at the Jamet St exit for Labor Day. They are not 501(c)(3) certified but are a free service provided by the VA. All department heads have signed off. The fee is \$150.00, Insurance is on file and this is the second year for this group.

4. 2016-SE-042 Shepler's Auto Valet-for the filming of valet parked vehicles. It is a tent that will be in place from April 21, 2016 until October 31, 2016. Please refer to site plans for location. All department heads have signed off, there is no fee and a certificate of insurance is on file.

2016-SE-005

To Admin. Staff: 8-14-15  
To Council: 8/20/15  
Decision:  Approved  Denied  
Minutes to Applicant: 9-4-15

Trade Fair  
2016

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

Waiting on Approval  
of 004

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

**SPONSORING ORGANIZATION INFORMATION**

LEGAL BUSINESS NAME: Fort Michilimackinaw Reenactment TELEPHONE: 231-537-4851  
MAILING ADDRESS: PO Box 95 Levering MI 49755  
CONTACT NAME: Cindy Snider TELEPHONE: 231-537-4851  
E-MAIL ADDRESS: Sniderconst@centurylink.net CELL PHONE: 231-420-8897  
Work 231-487-1278

**CONTACT PERSON ON DAY OF EVENT**

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

**EVENT INFORMATION**

NAME OF EVENT: Mackinaw Reenactment<sup>2</sup> & trade fair  
PURPOSE OF EVENT: Living history Reenactment

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

DATE(S): Aug 3 FROM 9  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.  
Aug 8 FROM 10  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: Conkling Heritage Park the whole park including Band shell.  
ESTIMATED NUMBER OF ATTENDEES: 250

WILL YOU UTILIZE SHOWERS:  Yes  No  
ESTIMATED NUMBER OF VOLUNTEERS: 30

ESTIMATE DATE/TIME FOR SET-UP: Aug 3, 2016 9  A.M.  P.M.  
ESTIMATE DATE/TIME FOR CLEAN-UP: Aug 8, 2016 10  A.M.  P.M.

Irrigation Deposit of \$500<sup>00</sup>

Ins Cert -  
Parking approval - Alice - 8-11-15  
Bell's  
State Dock

RECEIVED  
8-6-15

**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

No parade

PROPOSED ROUTE: For Skrimish & looting w.a. need  
Central Ave. Shut down from 1:00-1:30 Saturday Aug 6th

Date and time Parade will start: 8-6-16 1  A.M.  P.M.

Date and time Parade will end: 8-6-16 2  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 100
- 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: 11:00 Am END: 9:00 pm  
throughout the day (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

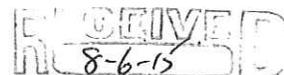
If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

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): Banner at the Park (2)  
"Rendezvous in Mackinaw first weekend in Aug"

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? Bells Fishery, Behind Alice Kandy a State Dock!

**EVENT LONG TERM PARKING:** Will there be long term parking?  Yes  No  
If yes, from date \_\_\_\_\_ to ending date: \_\_\_\_\_  
Long term parking identified on the site map?  Yes  No

**OVERNIGHT CAMPING:** Will there be camping over night?  Yes  No  
Name of Facility where camping: \_\_\_\_\_  
If yes, from date: \_\_\_\_\_ to ending date: \_\_\_\_\_  
Camp sites identified on the site map?  Yes  No

**TENTS/CANOPIES/MISC:** The Village of Mackinaw City does have tables and/or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?:

**BOOTHS - QUANTITY** \_\_\_\_\_  **TENTS - QUANTITY** \_\_\_\_\_  
Size \_\_\_\_\_  **CHAIRS - QUANTITY** \_\_\_\_\_  
 **AWNINGS - QUANTITY** \_\_\_\_\_  **TABLES - QUANTITY** \_\_\_\_\_

Seating diagram for booths, awnings, tables and chairs provided with application:  Yes  No

**PORTABLE RESTROOMS/TOILETS**

Have you made arrangements to provide portable restroom facilities at your event?  Yes  No  
If yes, total number of portable toilets: 4 Number of ADA accessible portable toilets: \_\_\_\_\_  
If no, explain: \_\_\_\_\_

Restroom Company Name: Rose's Port-a-pot

Address Street: \_\_\_\_\_

City: Cheboygan State: MI Zip: 49712

Telephone Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Equipment set up: Date: Aug 3 Time: 9

Equipment pick up: Date: Aug 8 Time: Noon

Portable restrooms identified on the site map?  Yes  No

RECEIVED  
8-6-15

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

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

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

Is this an annual event?  Yes  No  
Is this event expected to occur next year?  Yes  No  
How many years has this event occurred? 20 years

Cindy M Snider  
Applicant Signature  
Print name of applicant: Cindy M Snider

8-6-15  
Date

VILLAGE USE ONLY - Department representative please initial if approved

[MS] DPW    [CW] FACILITY SERVICES  
[PCW] POLICE    [FW] FIRE    [ ] AMBULANCE  
[CW] RECREATION

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

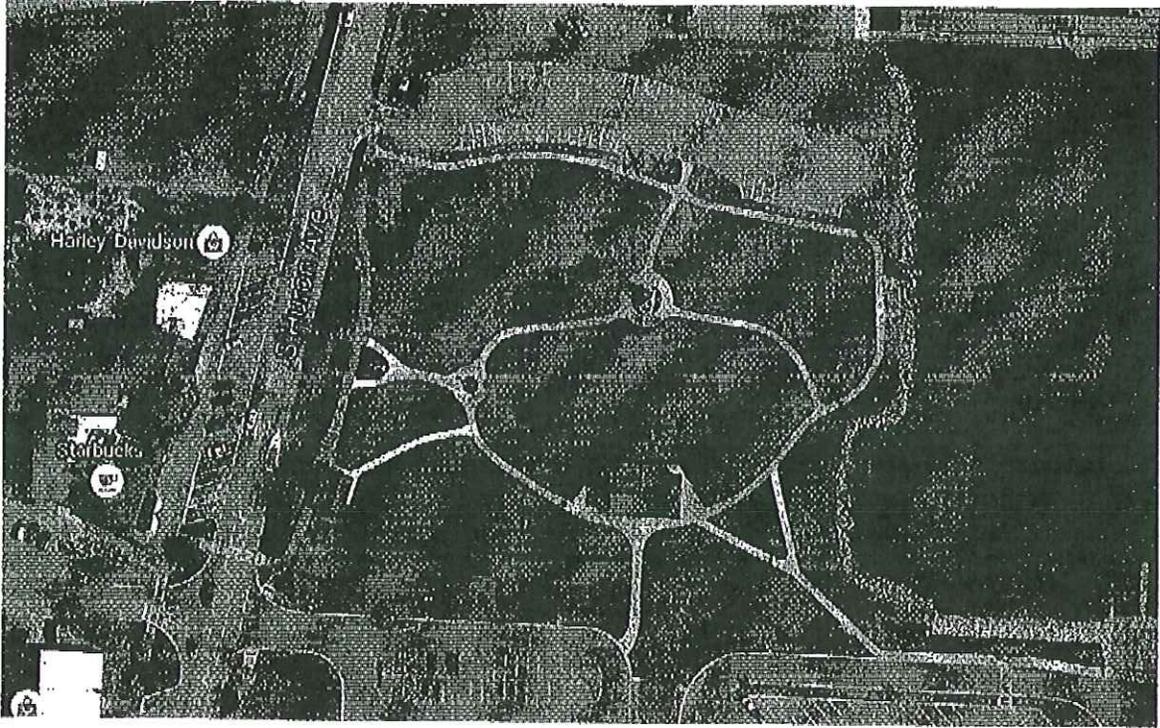
CONDITIONS, IF ANY:  
Deposit for irrigation damage  
PCW-3/21/16 - OK w/ LOOTING ON FRIDAY  
MM 3/22/16 GV-3-28-16

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

Google Maps

Page 1 of 1

Google Google 



X = port a pots

H Banners

RECEIVED  
8-6-15



Alices Kandy & Korn grants permission to the Pageant Committee the use of our back lot to park trailers for the Rendezvous In Mackinaw City for the first weekend of August 2016.

Charles J. Brew

President

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CVK Inc | PO Box 787, 512 S Huron, Mackinaw City, MI 49701  
aliceskandyandkorn@gmail.com | aliceskandykorn.com | 231-436-6054

2016-SE-043

rec'd 3/11/16

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

To Admin. Staff: 3-29-16  
To Council: 4-7-16  
Decision:  Approved  Denied  
Minutes to Applicant: \_\_\_\_\_

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: Shepler's, Inc. TELEPHONE: 436-5023  
MAILING ADDRESS: PO BOX 250  
CITY: Mackinaw City STATE: MI ZIP: 49701  
CONTACT NAME: Chris Shepler TELEPHONE: 436-5023  
E-MAIL ADDRESS: chris@sheplersferry.com CELL PHONE: \_\_\_\_\_

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: Chris Shepler TELEPHONE: 436-5023  
E-MAIL ADDRESS: same as above CELL PHONE: \_\_\_\_\_

**EVENT INFORMATION**

NAME OF EVENT: Win-some Women conference  
PURPOSE OF EVENT: Parking & wggage for Winsome Women conferece

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

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

DATE(S) May 16-20, 2016 FROM 7:00  A.M.  P.M. TO 5:00  A.M.  P.M.

2016 FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.

Oct. 17-21, 2016 FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.

2016 FROM 7:00  A.M.  P.M. TO 5:00  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: "Depot Lot" corner of Nicolet & Mackinaw Crossings Dr

ESTIMATED NUMBER OF ATTENDEES: 3,000

WILL YOU UTILIZE SHOWERS:  Yes  No

ESTIMATED NUMBER OF VOLUNTEERS: 0

ESTIMATE DATE/TIME FOR SET-UP: 5/16/16 2:00  A.M.  P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: 10/21/16 8:00  A.M.  P.M.

No Fee - Signage only 1  
Ins on file  
This is for May  
and October.

RECEIVED  
3-11-16

**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: MA

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 A PART 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

→ Banner on Gateway Entrance - Welcoming Winsome Women @ Dock (size 2' x 12')

**EVENT SIGNAGE:** Village Council approval is required for any temporary signing in the public right-of-way, across a street or on Village property. Which of the following signs are requested for this event:

"YARD" SIGNS - Number requested: \_\_\_ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

**SIGNAGE AT EVENT SITE** - Location(s): Huron @ Mackinaw Crossings Dr. & Nicolet @ Mackinaw Crossings Dr. (from 5/16-5/20 & 10/17-10/21)

Description of signs: 2'x4' A-Frame Signs "Winsome Women parking" & wggag  
(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

Nicolet St. right across from Exit 338: 4' x 5' banner attached to current billboard

**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?:

**BOOTHES** - QUANTITY \_\_\_\_\_  
Size \_\_\_\_\_  
 **TENTS** - QUANTITY 1 - 40' x 80'  
 **CHAIRS** - QUANTITY \_\_\_\_\_  
 **AWNINGS** - QUANTITY \_\_\_\_\_  
 **TABLES** - QUANTITY \_\_\_\_\_

Seating diagram for booths, awnings, tables and chairs provided with application:  Yes  No

**PORTABLE RESTROOMS/TOILETS**  
Have you made arrangements to provide portable restroom facilities at your event?  Yes  No  
If yes, total number of portable toilets: \_\_\_\_\_ Number of ADA accessible portable toilets: \_\_\_\_\_  
If no, explain: \_\_\_\_\_

Restroom Company Name: \_\_\_\_\_  
Address Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

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

Is this an annual event?  Yes  No May & October  
Is this event expected to occur next year?  Yes  No  
How many years has this event occurred? 5

Christopher B. Shepler  
Applicant Signature Christopher B. Shepler Date 3/19/11  
Print name of applicant:

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

[ mm ] DPW [ GU ] FACILITY SERVICES  
[ pew ] POLICE [ kw ] FIRE [ ] AMBULANCE  
[ cu ] RECREATION

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

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

\_\_\_\_\_

AUTHORIZED BY: DON BEAVERS, VILLAGE MANAGER DATE: \_\_\_\_\_

Village President Robert Heilman  
102 S Huron, PO Box 580  
Mackinaw City, MI 49701

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Mackinaw City on earning recognition as a 2015 Tree City USA. Residents of Mackinaw City should be proud to live in a community that makes the planting and care of trees a priority.

Mackinaw City is one of more than 3,400 Tree City USAs, with a combined population of 140 million. Started in 1976, The Tree City USA program, sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters, is celebrating its 40th Anniversary this year. In honor of this milestone a national public awareness campaign is being executed across the country including a strong emphasis on media relations and a social media contest which are referenced in the tool kit received by your state coordinators.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Mackinaw City and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe  
President

cc: Michael Karl

enclosure

For more information, contact:  
Danny Cohn, 402-473-9563  
dcohn@arborday.org



FOR IMMEDIATE RELEASE:

### **Arbor Day Foundation Names Mackinaw City Tree City USA**

Mackinaw City, MI was named a 2015 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Started in 1976, the Tree City USA program, sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters is celebrating its 40th Anniversary this year.

Mackinaw City achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

"Tree City USA communities see the impact an urban forest has in a community first hand," said Dan Lambe, President of the Arbor Day Foundation. "Additionally, recognition brings residents together and creates a sense of community pride, whether it's through volunteer engagement or public education."

Trees provide multiple benefits to a community when properly planted and maintained. They help to improve the visual appeal of a neighborhood, increase property values, reduce home cooling costs, remove air pollutants and provide wildlife habitat, among many other benefits.

More information on the program is available at [arborday.org/TreeCityUSA](http://arborday.org/TreeCityUSA).

**About the Arbor Day Foundation:** The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at [arborday.org](http://arborday.org).

To: Mackinaw City Council  
From: David M. White, Village Manager  
Date: April 1, 2016  
Re: Manager Report for April 7, 2016, Council Meeting

**X. New Business:**

- A. Special Event Application 2016-SE-LDSE-001-VA Labor Day-** This Special Event application is for VA- Veterans Crisis line to have an informational booth at the Labor Day bridge walk. Last year was the first time that the VA Veterans Crisis line participated at the Bridge Walk and there were no issues with their participation. Staff recommends approval of this request.
- B. Special Event Application 2016-SE-042 Shepler's Auto Valet-** In this Special Event application Shepler's is requesting the approval of the placement of a tent at their Car Care center on 2<sup>nd</sup> street. The tent would be used to film cars that are being parked at the Car Care center as they arrive. Along with this application Shepler's are requesting a Right of Way permit which at the time of the writing of this report was being reviewed by Mr. Karll. Staff has reviewed this application and has no issues other than what will be in the Right of Way which will be addressed in the Right of Way application. A representative of Shepler's will be in attendance to answer any questions the Council may have.

**Items not on the Agenda:**

- A. A grant to help fund needed dock and finger pier upgrades as well as new Power pods on Dock B our main dock has been submitted. The grant is submitted to the Waterways section of the DNR who has received reduced funding again this year. After having many discussions with the Waterways section I feel our grant will be very looked at very favorably even with the reduced funding for this year.

- B. While in Lansing for the Legislative Conference I met with Representatives from the Michigan Department of Transportation regarding North Huron Street. MDOT has a grant program call TAP (Transportation Alternatives Program) and in preliminary discussion with MDOT it was felt that North Huron Street would be a good candidate for possible TAP funding. I was asked to submit a preliminary application so that we can continue our discussions. There is no deadline for submitting a grant application, and I have invited MDOT representatives to come to Mackinaw City to see the road first hand. The Village will soon need to engage an Engineer who has TAP experience to help answer some of the technical project questions on the application. I have contacted one firm who I have used on other MDOT grant projects and they are sending me a cost proposal. The current TAP grant is an 80/20 cost split and MDOT will work with the Village's time schedule as the local match is being secured. I will keep the Council up to date as my discussions with MDOT continue on this very important project.
- C. On April 15<sup>th</sup> Chris West, myself, and the Recreation Committee will be meeting with representatives of Emmet County to discuss all aspects of the Recreation Center and how to revitalize it. While the Village continues to reawaken the Recreation Center partnering with Emmet County were we can, will be an invaluable asset. As we move forward we will be involving all Community organizations who can help us get the word out what a great place the Recreation Center is for their events.



2016 - L DSE - 001

To Admin. Staff: 3-29-16  
To Council: 4-7-16  
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: VA - Veterans Crisis Line TELEPHONE: (202) 540-8823  
MAILING ADDRESS: 433 East Monroe Avenue, Alexandria, VA 22301  
CONTACT NAME: DIANA Do TELEPHONE: \_\_\_\_\_  
E-MAIL ADDRESS: ddo@reingold.com CELL PHONE: \_\_\_\_\_

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: Sharleen Gray TELEPHONE: \_\_\_\_\_  
E-MAIL ADDRESS: Sharleen.Gray@va.gov CELL PHONE: \_\_\_\_\_

**EVENT INFORMATION**

NAME OF EVENT: 2016 Annual Mackinac Bridge Walk

PURPOSE OF EVENT: \_\_\_\_\_

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

DATE(S): September 5, 2016 FROM \_\_\_\_\_  A.M.  P.M. TO September 5, 2016  A.M.  P.M.  
\_\_\_\_\_ FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.  
\_\_\_\_\_ FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.  
\_\_\_\_\_ FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.

RAIN DATE(S): \_\_\_\_\_ FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.  
\_\_\_\_\_ FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.

EVENT LOCATION: Mackinac Bridge / Mackinaw City

ESTIMATED NUMBER OF ATTENDEES: 30,000

WILL YOU UTILIZE SHOWERS:     Yes     No

ESTIMATED NUMBER OF VOLUNTEERS: \_\_\_\_\_

ESTIMATE DATE/TIME FOR SET-UP: 9/5/2016 \_\_\_\_\_  A.M.  P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: 9/5/2016 \_\_\_\_\_  A.M.  P.M.

*Ins attached -*

*They were approved for a spot in 2015.*

*Fee - \$150.00*

1

**RECEIVED**  
**3-25-16**

*They are not 501(c)(3) certified - but they are a free service provided by the VA.*

**PARADE PERMIT** N/A

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

POLICE ESCORT NEEDED:  Yes  No

PARADE ROUTE PROVIDED WITH APPLICATION:  Yes  No

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

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

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

**EVENT DETAILS**

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

- Lot lines
- 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
- N/A

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

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION:  Yes  No

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

WILL FIREWORKS BE APART OF EVENT:  Yes  No

- Provide Copy of Liability Insurance
- Provide Copy of Fireworks Permit
- See page 4 for required language naming the Village as an additional insured

**EVENT SIGNAGE:** Village Council approval is required for any temporary signing in the public right-of-way, across a street or on Village property. Which of the following signs are requested for this event:

**"YARD" SIGNS** - Number requested: \_\_\_ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

**SIGNAGE AT EVENT SITE** - Location(s): \_\_\_\_\_

Description of signs: \_\_\_\_\_  
(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 1  
Size 10'x10'

**TENTS** - QUANTITY \_\_\_\_\_

**CHAIRS** - QUANTITY 2

**AWNINGS** - QUANTITY \_\_\_\_\_

**TABLES** - QUANTITY 1

Seating diagram for booths, awnings, tables and chairs provided with application:  Yes  No

**PORTABLE RESTROOMS/TOILETS**

Have you made arrangements to provide portable restroom facilities at your event?  Yes  No

If yes, total number of portable toilets: \_\_\_\_\_ Number of ADA accessible portable toilets: \_\_\_\_\_

If no, explain: \_\_\_\_\_

Restroom Company Name: \_\_\_\_\_

Address Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Equipment set up: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment pick up: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Portable restrooms identified on the site map?  Yes  No

# APPLICATION CHECK LIST

A = Applicant      V = Village

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

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

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

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

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

Diana Do  
Applicant Signature  
Print name of applicant: DIANA DO

3/25/2016  
Date

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

[ MM ] DPW      [ BeV ] FACILITY SERVICES  
[ PCW ] POLICE      [ fox ] FIRE      [    ] AMBULANCE  
[ CU ] RECREATION

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

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

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



## reception

---

**From:** Diana Do [ddo@reingold.com]  
**Sent:** Tuesday, March 22, 2016 12:03 PM  
**To:** reception  
**Subject:** Mackinac Bride Walk - Exhibitor Space?

Hello!

I hope this email finds you well. My name is Diana, and I am reaching out on behalf of the VA Suicide Prevention outreach program which includes resources like the [Veterans Crisis Line](#). As some background, the Veterans Crisis Line is a free, confidential resource that connects Veterans in crisis, their family members and friends with qualified, caring Department of Veterans Affairs responders through a confidential toll-free hotline, online chat, or text.

At conferences and events around the country, we typically send local Suicide Prevention Coordinators to staff tables, where they distribute a variety of free outreach materials and spread the word about the crisis line and VA suicide prevention. These materials include wallet cards, coasters, bracelets, magnets, brochures, kickstand pads, tote bags, and more. We are interested in securing exhibitor space at the Mackinac Bridge Walk this year. Please let me know if exhibitor space is available, and if so, the cost to secure the space in addition to any forms that we need to fill out.

Thanks!  
Diana

---

**Diana Do**  
*Communications Intern*

**Reingold, Inc.**  
433 East Monroe Avenue  
Alexandria, VA 22301  
Main: 202.333.0400  
Direct: 202.540.8823  
Fax: 703.299.2424  
Email: [ddo@reingold.com](mailto:ddo@reingold.com)  
[www.reingold.com](http://www.reingold.com)

***We're on a mission. Yours.***

2016-SE-042

To Admin. Staff: 3-28-16  
To Council: 4-7-16  
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: SHEPLER DEVELOPMENT TELEPHONE: \_\_\_\_\_  
MAILING ADDRESS: 556 EAST CENTRAL AVE, MACKINAW CITY  
CONTACT NAME: CHRIS SHEPLER TELEPHONE: 231-436-5023  
E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: CHRIS SHEPLER TELEPHONE: 231-436-5023  
E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**EVENT INFORMATION**

NAME OF EVENT: AUTO VALET  
PURPOSE OF EVENT: FILMING OF VALET PARKED VEHICLES

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

DATE(S): 4/21/2016 FROM DAILY  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.  
10/31/2016 FROM DAILY  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: LOTS 18, 19 & 20, BLK 2. SEC 18 - NO ADDRESS ON FILE

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

WILL YOU UTILIZE SHOWERS:     Yes     No

ESTIMATED NUMBER OF VOLUNTEERS: 0

ESTIMATE DATE/TIME FOR SET-UP: 4/21/2016    8:00  A.M.  P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: 10/31/2016    5:00  A.M.  P.M.

*Ins on File -  
waiting on better plans! 3-21-16  
Revised 3-22-16*



**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): \_\_\_\_\_

Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

**VENDOR PARKING:** Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? \_\_\_\_\_

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

If yes, from date \_\_\_\_\_ to ending date: \_\_\_\_\_

Long term parking identified on the site map?  Yes  No

**OVERNIGHT CAMPING:** Will there be camping over night?  Yes  No

Name of Facility where camping: \_\_\_\_\_

If yes, from date: \_\_\_\_\_ to ending date: \_\_\_\_\_

Camp sites identified on the site map?  Yes  No

**TENTS/CANOPIES/MISC:** The Village of Mackinaw City does have tables and/or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?:

**BOOTHS – QUANTITY** \_\_\_\_\_  **TENTS – QUANTITY** <sup>1</sup> \_\_\_\_\_

Size \_\_\_\_\_  **CHAIRS – QUANTITY** \_\_\_\_\_

**AWNINGS – QUANTITY** \_\_\_\_\_  **TABLES – QUANTITY** \_\_\_\_\_

Seating diagram for booths, awnings, tables and chairs provided with application:  Yes  No

**PORTABLE RESTROOMS/TOILETS**

Have you made arrangements to provide portable restroom facilities at your event?  Yes  No

If yes, total number of portable toilets: \_\_\_\_\_ Number of ADA accessible portable toilets: \_\_\_\_\_

If no, explain: \_\_\_\_\_

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

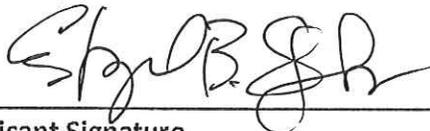


including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the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

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

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

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

x   
Applicant Signature \_\_\_\_\_  
Print name of applicant: CHRIS SHEPLER

\_\_\_\_\_  
Date

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

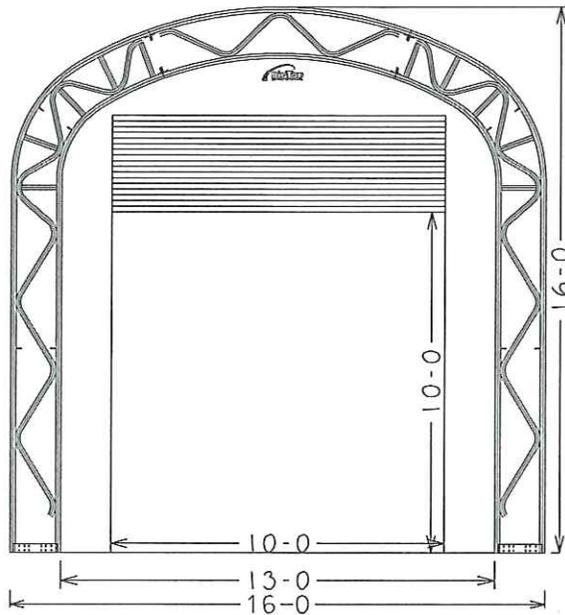
DPW     FACILITY SERVICES  
 POLICE     FIRE    [ ] AMBULANCE  
 RECREATION

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

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

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

**RECEIVED**  
3-10-2016

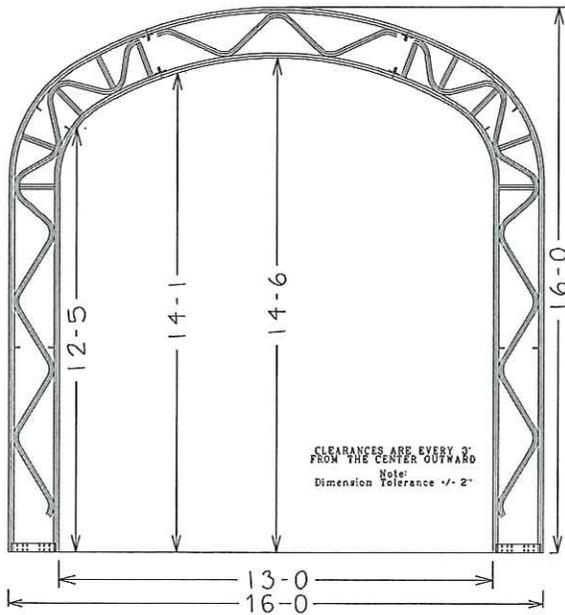


DRAWN BY: DUSTIN MCCORMICK  
 DATE: 3/20/16  
 VIEW:  
 REQUESTED BY: C. SHEPLER  
 PROPOSED BY: DUSTIN MCCORMICK  
 CAD FILE:

SHEPLERS INC  
 16 X 30 X 16  
 ALL INFORMATION IS PROPERTY OF BIG TOP MANUFACTURING



3255 N. US 19  
 PERRY, FLORIDA 32347  
 PHONE 1-800-277-8677  
 FAX (850)684-7713  
 E-MAIL: sales@bigtopshelters.com



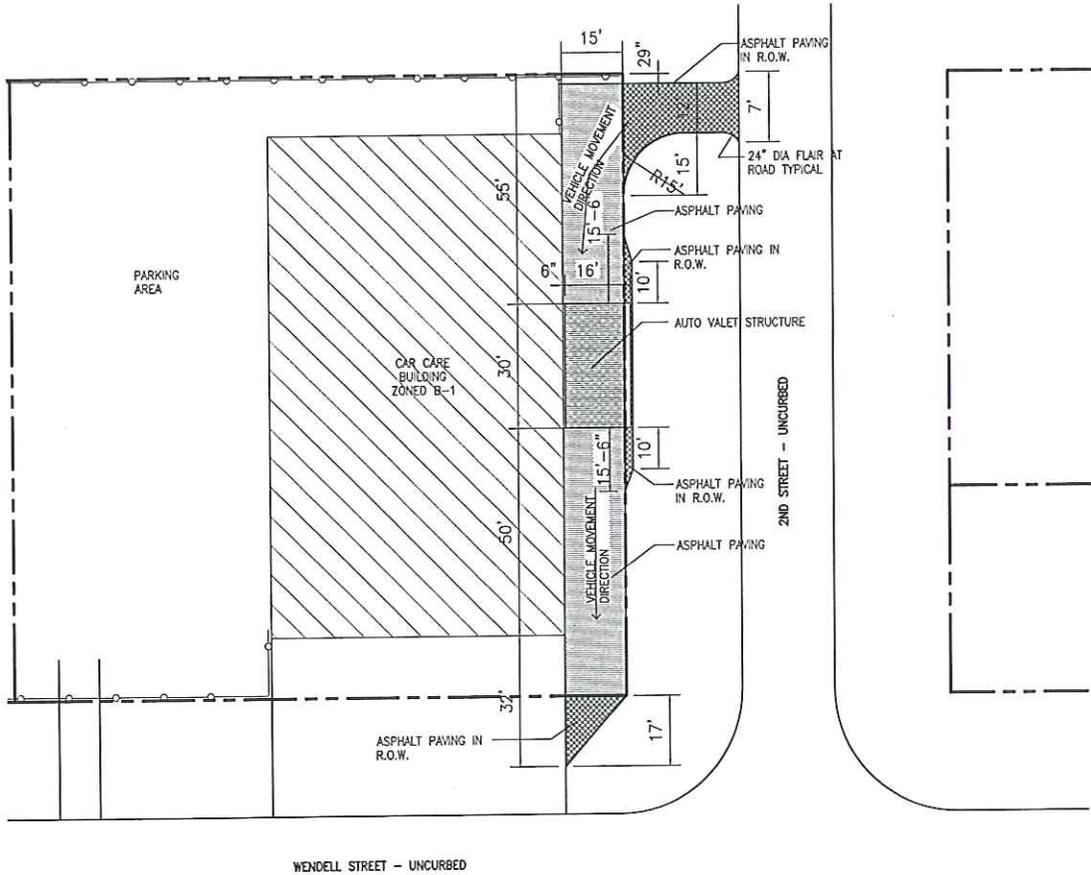
CLEARANCES ARE EVERY 3"  
 FROM THE CENTER OUTWARD  
 Note:  
 Dimension Tolerance +/- .2"

DRAWN BY: DUSTIN MCCORMICK  
 DATE: 3/20/16  
 VIEW:  
 REQUESTED BY: C. SHEPLER  
 PROPOSED BY: DUSTIN MCCORMICK  
 CAD FILE:

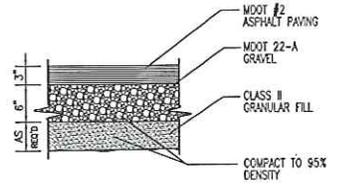
SHEPLERS INC  
 16 X 30 X 16  
 ALL INFORMATION IS PROPERTY OF BIG TOP MANUFACTURING



3255 N. US 19  
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SPECIAL EVENT - CAMERA  
VALET DRIVE THOUGH TENT



PAVING DETAIL

WENDELL STREET - UNCURBED

SCALE 1"=20'



**SHEPLERS DEVELOPMENT  
AUTO VALET**

2ND STREET  
MACKINAW CITY, MICHIGAN

for SUBMITTAL  
date 31 MAR 16  
project 1803  
SKETCH 1