

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

7:00 PM

March 03, 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: 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
  - VII. President's Report
  - VIII. Committee Reports:
    - Public Safety Subcommittee Report-Trustee Rodriguez, Chair
    - Ordinance and Policy Subcommittee Report- Trustee Michalak, Chair
  - XI. Old Business:
    - A. SAW Grant Update-Larry Fox, C2AE
  - X. New Business:
    - A. Special Event Application 2016-SE-034
    - B. Special Event Application 2016-SE-035
    - C. Special Event Application 2016-SE-036
    - D. Ordinance No. 138, Amendment- Time Limit for Submission of Appeals to ZBA  
Reading and Adoption
    - E. Receive Engineer Recommendation /Acceptance for SAW Sanitary and  
Storm Sewer CCTV
    - F. Downtown Development Authority Board Appointment
  - XII. Scheduling of Committee Meetings
  - XIII. Accounts Payable
  - X. Adjourn
- FINANCE AND HUMAN RESOURCE SUBCOMMITTEE:  
REVIEW BILLS @ 6:45 PM**

**UNAPPROVED**  
**MINUTES PUBLIC HEARING**  
**Proposed 2016-2017 Fiscal Year Budget/Tax Millage Rate**  
**MACKINAW CITY**

7:00 P.M.

February 18, 2016

**President Robert R. Heilman called the meeting to order with the following Trustees present - Belinda Mollen, Scott Newman, Mario Rodriquez, Tom Chastain, Robert Glenn, Paul Michalak. Also present- David White- Manager, and Lana Jaggi- Clerk**

**Visitors List attached.**

**Pres. Heilman handed the meeting over to Finance and Human Resource Council Sub Committee Chair Trustee Newman and Mr. White. Mr. White reviewed the budget, gave summaries on each fund, capital improvements and tax millage levy. The millage levy would remain the same as the 2015 levy as follows General Fund 10.6215 mills, Streets Fund 4.2485 mills, Cemetery 0.8495 mills, Advertising 0.5225 and Library 0.8495 mills. The General Fund budget totals at \$2,633,671.00**

**President Heilman opened the floor for public question or comments regarding the budget or millage levy.**

**Public Comments:**

**Eric Doerr-Reporter, St Ignace News**

**Pres. Heilman closed public hearing at 7:12 PM**

**Respectfully Submitted;**

**Robert R. Heilman; President**

**Lana Jaggi; Clerk**

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

7:13 PM

February 18, 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, Robert Glenn, Tom Chastain, and Paul Michalak. Also present- David White-Village Manager, Patricia B. Pepler-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 Michalak seconded Chastain to approve amending the agenda as presented. Voice vote, motion carried unanimously.
- IV. Public Comment: None**
- V. Consent Agenda**  
Motion Michalak seconded Chastain to approve consent agenda as presented excluding Closed Session minutes of 02 04 2016. Voice vote, motion carried unanimously.
- Council Regular Meeting of February 04, 2016 /Closed Session Minutes of February 04, 2016  
Department Reports, Communication Letters 1. Representative Lee Chatfield 2. Straits Area Concerned Citizens for Peace, Justice and the Environment  
Proclamation-April 2016 Social Host Responsibility Month  
Special Event Application 2016-SE 031 MAVB*
- VI. Communication/Petitions:**  
**Representative Lee Chatfield**  
**Straits Area Concerned Citizens for Peace, Justice and the Environment**
- VII. Managers Report as presented and submitted for file.**  
**Additions:**  
-Wages, unless Council objects, will be put into effect on March 1, 2016  
-SAW Grant Update Report by Larry Fox, Engineer, C2AE is attached  
-Meeting scheduled on West Central Street Project
- VIII. President's Report/Department Head Reports submitted, placed on file**

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

7:20 PM

February 18, 2016

Page 2

- IX. Committee Reports were presented and submitted for file.**  
**Finance and Human Resource Subcommittee Report-Trustee Newman, Chair**  
**Park and Recreation Subcommittee Report-Trustee Newman, Chair**  
**Facilities and Streets Subcommittee Report-Trustee Mollen, Chair**
- X. Old Business: None**
- XI. New Business:**
- A. Resolution 2016-02 Adoption Budget 2016-2017 Gen. Appropriations and Ad Valorem Mill Levy**  
**Motion Newman seconded Glenn to adopt Resolution 2016-02 Budget 2016-20107 General Appropriations and Ad Valorem Mill Levy as presented. Roll Call: Yeas-Mollen, Newman, Rodriquez, Heilman, Glenn, Chastain, Michalak. Motion carried.**
- B. Resolution 2016-03 Property Tax Admin Fee and Penalty**  
**Motion Glenn seconded Chastain to adopt Resolution 2016-03 Property Tax Administration Fee and Penalty as presented. Roll Call: Yeas- Newman, Rodriquez, Heilman, Glenn, Chastain, Michalak, Mollen. Motion carried.**
- C. Resolution 2016-04 Delinquent Taxes to County Treasurers**  
**Motion Neman seconded Glenn to adopt Resolution 2016-04 Delinquent Taxes to County Treasures as presented. Roll Call: Yeas- Rodriquez, Heilman, Glenn, Chastain, Michalak, Mollen, Newman. Motion carried.**
- D. Fire Board Appointments**  
**Pres. Heilman recommended appointment of Trustee Glenn to the Fire Advisory Board.**  
**Motion Chastain seconded Newman to appoint Trustee Glenn to the Fire Advisory Board**  
**Voice vote, motion carried unanimously.**
- XII Scheduling of Subcommittee meetings:**  
**Monday Feb 21**  
**-Ordinance and Policy @ 8:30 AM- Ferry Ordinance, Zoning Ord. amendment, Water Sewer Ord. amendments**  
**-Public Safety @ 9:00 AM- Fire Advisory Board policy**
- Monday Feb 29**  
**Marina @ 3:00 PM- Marina Grant**
- Committee of Whole-Work Session, Round Table with Rep. Chatfield TBD**
- III. Accounts Payable**  
**Motion Newman seconded Glenn to pay accounts payable for February 18, 2016 in the amount of \$32,557.69 Roll call: Yeas- Heilman, Glenn, Chastain, Michalak, Mollen, Newman, Rodriquez. Motion carried.**

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

**7:20 PM**

**February 18, 2016**

**Page 3**

**IX. Adjournment: 7:48 PM**

**Respectfully submitted,**

**Robert R. Heilman; President**

**Lana Jaggi; Clerk**



107TH DISTRICT  
STATE CAPITOL  
P.O. BOX 30014  
LANSING, MI 48909-7514  
PHONE: (517) 373-2629  
FAX: (517) 373-8429  
E-MAIL: leechatfield@house.mi.gov

MICHIGAN HOUSE OF REPRESENTATIVES  
**REPRESENTATIVE LEE CHATFIELD**  
107TH DISTRICT

**COMMITTEES:**  
LOCAL GOVERNMENT, CHAIR  
EDUCATION  
HEALTH POLICY  
TAX POLICY

February 12, 2016

Robert Heilman  
102 South Huron Ave.  
Mackinaw City, MI 49701

Robert,

Thank you very much for contacting me regarding Public Act 269, which modified the Michigan Campaign Finance Act.

I want to assure you that I will never support anything that would suppress the First Amendment rights of elected officials or private citizens.

Unfortunately, some local governments have taken advantage of an exception in the law to spend taxpayer dollars to campaign for more taxpayer dollars. Public Act 269 closes that loophole and protects Michigan's hard-working taxpayers.

There has been some misinformation about what this legislation does or does not do.

The law also does not restrict a public official from answering constituent questions by mail, telephone or email, but only applies to mass campaign communications targeted to a particular electorate.

It does not affect the ability of local governments or schools to serve their constituents or to be accountable to their community.

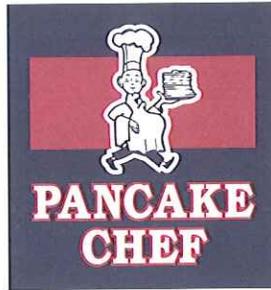
Thank you again for reaching out, and please don't hesitate to do so at any time.

Sincerely,

Lee Chatfield

ROBERT,  
WE'RE CLARIFYING  
THE LANGUAGE CURRENTLY.  
STAY IN TOUCH.  
—LEE

P.O. Box 476  
327 Central Avenue  
Mackinaw City, MI 49701



Phone (231) 436-5578  
Fax (231) 436-5579  
www.pancakechef.com

---

The Village Crew  
C/o Village Hall  
102 S, Huron  
Mackinaw City, MI 49701

Members of the Street Maintenance. Crew;

15 February 14, 2016

You fellows have always done a good job with regard to our street upkeep and it's very much appreciated.

My message today though, deals with a particular project that only happens in the winter.

Your efforts to keep our streets and sidewalks free of snow are nothing short of terrific.

I, on several mornings have arrived early to Main St. and was impressed that the street *and* sidewalks are already cleared .

You do a great job and I just thought somebody ought to let you know that it does not go without notice.

Thank you all,

  
R.J. Fisher

  
Top of Michigan  
Trails Council  
connecting Northern Michigan by trail

COPY

Board of Directors

February 17, 2016

Steve Biggs, President  
Petoskey

Luther Kurtz, Vice  
President  
Charlevoix

Jim Conboy, Treasurer  
Cheboygan

Porath, Secretary  
Charlevoix

Dawn Bodnar  
Topinabee

John Gravlin  
Cheboygan

Christian Janssens  
Petoskey

Karen Langs  
Petoskey

Bill Prall  
Harbor Springs

Max Putters  
Petoskey

Steve Schnell  
Cheboygan

Mike Sheean  
Boyne City

Jim Schroeder  
Petoskey

Susan Irish Stewart  
Harbor Springs

Connie Vorenkamp  
Alanson

Jeff Winegard  
Executive Director

Sue Bouwense  
Administrative Assistant

Ms Lana Jaggi, Clerk  
Village of Mackinaw City  
PO Box 580  
Mackinaw City, MI 49701

Dear Ms Jaggi,

I am writing to give you an update on the status of the North Western State Trail project. As executive director of the Trails Council, I have assumed some of the responsibilities that Emily Meyerson, our former Trailways Coordinator, handled in the past. As many of you are aware, Emily is now with the Department of Natural Resources as the Northern Lower Peninsula Trail Coordinator. She will still be actively involved with trails in our area, but I will be the point person for this project.

I am pleased to report that in 2015, the portion of former rail corridor between Alanson and Mackinaw City was resurfaced with packed crushed limestone, a half-mile asphalt trail was built in Pellston, and the Maple River Bridge was replaced.

As the project nears completion, there are a few items to finish in 2016:

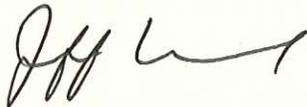
- Maple River Bridge was replaced in the fall. That is substantially complete with only final restoration to be done in the spring.
- Carp Lake River Bridge will be replaced in the spring starting at the end of April and will be complete by June 30<sup>th</sup>. Both bridges are being built by John Henry Excavating.
- Way-finding signs will be installed in the spring to match the existing way-finding signs between Petoskey and Alanson.

We are also working with the Village of Alanson, the Little Traverse Conservancy and Michigan Department of Transportation (MDOT) to effectively connect the trail through the Village.

Planning has begun for the Grand Opening of the trail scheduled for August. We will be in contact with you as the plan for that event develops.

Please feel free to contact me if you have any questions.

Sincerely,



Jeff Winegard, Executive Director

RECEIVED  
2/19/16  


**Please note our new address: 1687 M 119, Petoskey, MI 49770**

Special Events for Council  
March 3, 2016

*Consent  
Agency*

1. 2016-SE-032 Great Lakes Endurance-Waugoshance Trail Marathon to be held on July 9, 2016 at the Pavilion behind the school. This is the fifth year for this event and all department heads have signed off. A site map is included, along with Ins Certificate and they have paid the rental fee.

*Consent  
Agency*

2. 2016-SE-033 Mackinaw Woman's Club -Antique Show and Sale on August 2, 2016 at the school. This application is for signage throughout the Village. Included is a list of sign locations and the Ins Certificate. There are no fees and all department heads have signed off.

3. 2016-SE-034 Starline Ferry-Chicago Yacht Race for the week of July 21 thru July 27, 2016. This application is for signage only. There are no fees, Ins is included and all department heads have signed off.

4. 2016-SE-035-Starline Ferry-Zoo-De-Mac May 20 thru May 22, 2016. This application is for signage only. There are no fees, Ins is included and all department heads have signed off.

5. 2016-SE-036-Shepler Development-Luggage Tent-April 21, 2016 thru October 31, 2016. At this time they are requesting just the tent highlighted in yellow to be considered. There are no fees and we have Ins on file.

2016-SE-032

To Admin. Staff: 2-23-16  
To Council: 3-3-16  
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: Great Lakes Endurance, LLC TELEPHONE: 715-701-0360  
MAILING ADDRESS: 28 West Street, Clintonville, WI 54929  
CONTACT NAME: Jeff Crumbaugh TELEPHONE: 715-701-0360  
E-MAIL ADDRESS: info@greatlakesendurance.com CELL PHONE: 715-701-0360

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: Jeff Crumbaugh TELEPHONE: 715-701-0360  
E-MAIL ADDRESS: info@greatlakesendurance.com CELL PHONE: 715-701-0360

**EVENT INFORMATION**

NAME OF EVENT: Waugoshance Trail Marathon  
PURPOSE OF EVENT: Fundraiser for the Mackinaw City School

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

DATE(S): July 09, 2016 FROM 7:00  A.M.  P.M. TO 1:30  A.M.  P.M.  
\_\_\_\_\_ FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.  
\_\_\_\_\_ FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.  
\_\_\_\_\_ FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.

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

EVENT LOCATION: Shelter behind Mackinaw City School

ESTIMATED NUMBER OF ATTENDEES: 300

WILL YOU UTILIZE SHOWERS:       Yes       No

ESTIMATED NUMBER OF VOLUNTEERS: 25

ESTIMATE DATE/TIME FOR SET-UP: 30 minutes      7:00  A.M.  P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: 30 minutes      1:30  A.M.  P.M.

*Proof of Ins - included*  
*Rental Fee \$300 2-22-16*  
*# 12733*



**PARADE PERMIT**

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

POLICE ESCORT NEEDED:  Yes  No

PARADE ROUTE PROVIDED WITH APPLICATION:  Yes  No

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

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

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

**EVENT DETAILS**

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

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

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

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

**FOOD VENDORS/CONCESSIONS:** (Contact Emmet or Cheboygan County Health Department)

Yes  No  Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No

Provide Copy of Liquor Liability Insurance

See page 4 for required language naming the Village as an additional insured

Provide Copy of Michigan Liquor Control License

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

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION:  Yes  No

Date insurance binder provided: \_\_\_\_\_

See page 4 for required language naming the Village as an additional insured

WILL FIREWORKS BE APART OF EVENT:  Yes  No

Provide Copy of Liability Insurance

Provide Copy of Fireworks Permit

See page 4 for required language naming the Village as an additional insured

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

- "YARD" SIGNS** - Number requested: \_\_\_\_ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE** -Location(s): Finish line banner & sponsor banners on grassy area near press box

Description of signs: 7 ft high banner with "Finish", Hammer Nutrition & Merrell Footwear Sponsor banners  
(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? Not applicable

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

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

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

- BOOTHS – QUANTITY** \_\_\_\_\_  
Size \_\_\_\_\_
- TENTS – QUANTITY** \_\_\_\_\_
- AWNINGS – 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: 6 Number of ADA accessible portable toilets: \_\_\_\_\_  
If no, explain: \_\_\_\_\_

Restroom Company Name: K & J Septic Service

Address Street: River Road

City: Petoskey State: MI Zip: 49770

Telephone Day: 231-347-3996 Evening: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Equipment set up: Date: July 8 Time: afternoon

Equipment pick up: Date: July 11 Time: morning

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? This is the 5th Annual

  
\_\_\_\_\_  
Applicant Signature  
Print name of applicant: Jeff Crumbaugh

February 16, 2015  
\_\_\_\_\_  
Date

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

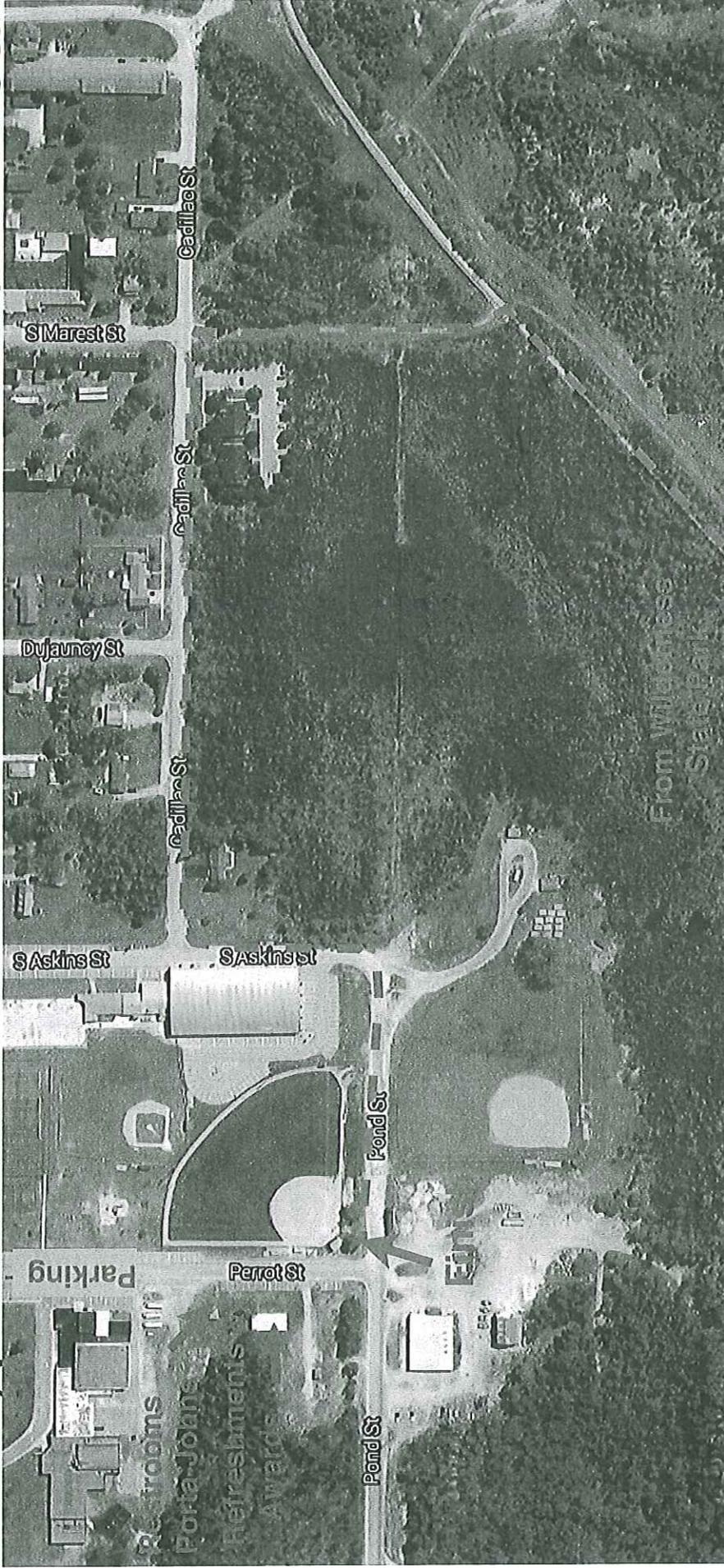
[ *MC* ] DPW    [ *CV* ] FACILITY SERVICES  
[ *PCW* ] POLICE    [ *FW* ] FIRE    [    ] AMBULANCE  
[    ] RECREATION

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

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

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

# Waugoshance Trail Marathon Finish Area



## Notes:

- 1) Porta Johns will be placed in front of the existing restrooms
- 2) Wired flags (3"x4") will mark route from paved North Country Trail to Grassy area by Press Box



# ADDITIONAL INTEREST SCHEDULE

DATE (MM/DD/YYYY)  
02/17/2016

AGENCY		CARRIER United States Fire Insurance Company		NAIC CODE 21113
POLICY NUMBER SRPGP-101-0715/USP203543		EFFECTIVE DATE 02/06/2016	NAMED INSURED(S) Great Lakes Endurance, LLC	

### ADDITIONAL INTEREST (Not all fields apply to all scenarios – provide only the necessary data)

INTEREST	<input checked="" type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> BEACH OF WARRANTY <input type="checkbox"/> CO-OWNER <input type="checkbox"/> EMPLOYEE AS LESSOR <input type="checkbox"/> LEASEBACK OWNER <input type="checkbox"/> LIENHOLDER	<input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> OWNER <input type="checkbox"/> REGISTRANT <input type="checkbox"/> TRUSTEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
			Village of Mackinaw City, Village Council Board of Commissions, Citizens, Employees, & Agents		102 South Huron Avenue Mackinaw City, MI 49701		LOCATION:	BUILDING:	VEHICLE:	BOAT:
REASON FOR INTEREST:			REFERENCE / LOAN #:	INTEREST END DATE:		PHONE (A/C, No, Ex):		FAX (A/C, No):		
			LIEN AMOUNT:	E-MAIL ADDRESS:						

INTEREST	<input checked="" type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> BEACH OF WARRANTY <input type="checkbox"/> CO-OWNER <input type="checkbox"/> EMPLOYEE AS LESSOR <input type="checkbox"/> LEASEBACK OWNER <input type="checkbox"/> LIENHOLDER	<input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> OWNER <input type="checkbox"/> REGISTRANT <input type="checkbox"/> TRUSTEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
			US Forest Service Grand Island National Recreation Area		400 E Munising Ave Munising, MI 49862		LOCATION:	BUILDING:	VEHICLE:	BOAT:
REASON FOR INTEREST:			REFERENCE / LOAN #:	INTEREST END DATE:		PHONE (A/C, No, Ex):		FAX (A/C, No):		
			LIEN AMOUNT:	E-MAIL ADDRESS:						

INTEREST	<input checked="" type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> BEACH OF WARRANTY <input type="checkbox"/> CO-OWNER <input type="checkbox"/> EMPLOYEE AS LESSOR <input type="checkbox"/> LEASEBACK OWNER <input type="checkbox"/> LIENHOLDER	<input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> OWNER <input type="checkbox"/> REGISTRANT <input type="checkbox"/> TRUSTEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
			Treetops Resort		3962 Wilkinson Road Gaylord, MI 49735		LOCATION:	BUILDING:	VEHICLE:	BOAT:
REASON FOR INTEREST:			REFERENCE / LOAN #:	INTEREST END DATE:		PHONE (A/C, No, Ex):		FAX (A/C, No):		
			LIEN AMOUNT:	E-MAIL ADDRESS:						

INTEREST	<input checked="" type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> BEACH OF WARRANTY <input type="checkbox"/> CO-OWNER <input type="checkbox"/> EMPLOYEE AS LESSOR <input type="checkbox"/> LEASEBACK OWNER <input type="checkbox"/> LIENHOLDER	<input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> OWNER <input type="checkbox"/> REGISTRANT <input type="checkbox"/> TRUSTEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
			HeadWaters Land Conservancy		110 S Elm Avenue Gaylord, MI 49735		LOCATION:	BUILDING:	VEHICLE:	BOAT:
REASON FOR INTEREST:			REFERENCE / LOAN #:	INTEREST END DATE:		PHONE (A/C, No, Ex):		FAX (A/C, No):		
			LIEN AMOUNT:	E-MAIL ADDRESS:						

INTEREST	<input checked="" type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> BEACH OF WARRANTY <input type="checkbox"/> CO-OWNER <input type="checkbox"/> EMPLOYEE AS LESSOR <input type="checkbox"/> LEASEBACK OWNER <input type="checkbox"/> LIENHOLDER	<input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> OWNER <input type="checkbox"/> REGISTRANT <input type="checkbox"/> TRUSTEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
							LOCATION:	BUILDING:	VEHICLE:	BOAT:
REASON FOR INTEREST:			REFERENCE / LOAN #:	INTEREST END DATE:		PHONE (A/C, No, Ex):		FAX (A/C, No):		
			LIEN AMOUNT:	E-MAIL ADDRESS:						

The above are added as additional insured but only with respect to liability arising out of operations of the named insured during the policy period.



# ADDITIONAL INTEREST SCHEDULE

DATE (MM/DD/YYYY)  
02/17/2016

AGENCY		CARRIER United States Fire Insurance Company		NAIC CODE 21113
POLICY NUMBER SRPGP-101-0715/USP203543		EFFECTIVE DATE 02/06/2016	NAMED INSURED(S) Great Lakes Endurance, LLC	

## ADDITIONAL INTEREST (Not all fields apply to all scenarios – provide only the necessary data)

INTEREST	<input checked="" type="checkbox"/> ADDITIONAL INSURED	<input type="checkbox"/> LOSS PAYEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
	<input type="checkbox"/> BEACH OF WARRANTY	<input type="checkbox"/> MORTGAGEE	Iola Winter Sports Park						LOCATION:	BUILDING:
<input type="checkbox"/> CO-OWNER	<input type="checkbox"/> OWNER	E398 County Road MM						VEHICLE:	BOAT:	
<input type="checkbox"/> EMPLOYEE AS LESSOR	<input type="checkbox"/> REGISTRANT	Iola, WI 54945						AIRPORT:	AIRCRAFT:	
<input type="checkbox"/> LEASEBACK OWNER	<input type="checkbox"/> TRUSTEE	REFERENCE / LOAN #:						ITEM CLASS:	ITEM:	
<input type="checkbox"/> LIENHOLDER		LIEN AMOUNT:						ITEM DESCRIPTION		
REASON FOR INTEREST:						E-MAIL ADDRESS:				
INTEREST						E-MAIL ADDRESS:				

INTEREST	<input checked="" type="checkbox"/> ADDITIONAL INSURED	<input type="checkbox"/> LOSS PAYEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
	<input type="checkbox"/> BEACH OF WARRANTY	<input type="checkbox"/> MORTGAGEE	Tahquamenon Falls State Park						LOCATION:	BUILDING:
<input type="checkbox"/> CO-OWNER	<input type="checkbox"/> OWNER	41382 West M123						VEHICLE:	BOAT:	
<input type="checkbox"/> EMPLOYEE AS LESSOR	<input type="checkbox"/> REGISTRANT	Paradise, MI 49768						AIRPORT:	AIRCRAFT:	
<input type="checkbox"/> LEASEBACK OWNER	<input type="checkbox"/> TRUSTEE	REFERENCE / LOAN #:						ITEM CLASS:	ITEM:	
<input type="checkbox"/> LIENHOLDER		LIEN AMOUNT:						ITEM DESCRIPTION		
REASON FOR INTEREST:						E-MAIL ADDRESS:				
INTEREST						E-MAIL ADDRESS:				

INTEREST	<input checked="" type="checkbox"/> ADDITIONAL INSURED	<input type="checkbox"/> LOSS PAYEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
	<input type="checkbox"/> BEACH OF WARRANTY	<input type="checkbox"/> MORTGAGEE	Conserve School						LOCATION:	BUILDING:
<input type="checkbox"/> CO-OWNER	<input type="checkbox"/> OWNER	5400 N Black Oak Lake Road						VEHICLE:	BOAT:	
<input type="checkbox"/> EMPLOYEE AS LESSOR	<input type="checkbox"/> REGISTRANT	Land O'Lakes, WI 54540						AIRPORT:	AIRCRAFT:	
<input type="checkbox"/> LEASEBACK OWNER	<input type="checkbox"/> TRUSTEE	REFERENCE / LOAN #:						ITEM CLASS:	ITEM:	
<input type="checkbox"/> LIENHOLDER		LIEN AMOUNT:						ITEM DESCRIPTION		
REASON FOR INTEREST:						E-MAIL ADDRESS:				
INTEREST						E-MAIL ADDRESS:				

INTEREST	<input checked="" type="checkbox"/> ADDITIONAL INSURED	<input type="checkbox"/> LOSS PAYEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
	<input type="checkbox"/> BEACH OF WARRANTY	<input type="checkbox"/> MORTGAGEE	Muskallonge State Park						LOCATION:	BUILDING:
<input type="checkbox"/> CO-OWNER	<input type="checkbox"/> OWNER	30042 County Road 407						VEHICLE:	BOAT:	
<input type="checkbox"/> EMPLOYEE AS LESSOR	<input type="checkbox"/> REGISTRANT	Newberry, MI 49868						AIRPORT:	AIRCRAFT:	
<input type="checkbox"/> LEASEBACK OWNER	<input type="checkbox"/> TRUSTEE	REFERENCE / LOAN #:						ITEM CLASS:	ITEM:	
<input type="checkbox"/> LIENHOLDER		LIEN AMOUNT:						ITEM DESCRIPTION		
REASON FOR INTEREST:						E-MAIL ADDRESS:				
INTEREST						E-MAIL ADDRESS:				

INTEREST	<input checked="" type="checkbox"/> ADDITIONAL INSURED	<input type="checkbox"/> LOSS PAYEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
	<input type="checkbox"/> BEACH OF WARRANTY	<input type="checkbox"/> MORTGAGEE	Wilderness State Park						LOCATION:	BUILDING:
<input type="checkbox"/> CO-OWNER	<input type="checkbox"/> OWNER	903 Wilderness Park Drive						VEHICLE:	BOAT:	
<input type="checkbox"/> EMPLOYEE AS LESSOR	<input type="checkbox"/> REGISTRANT	Carp Lake, MI 49718						AIRPORT:	AIRCRAFT:	
<input type="checkbox"/> LEASEBACK OWNER	<input type="checkbox"/> TRUSTEE	REFERENCE / LOAN #:						ITEM CLASS:	ITEM:	
<input type="checkbox"/> LIENHOLDER		LIEN AMOUNT:						ITEM DESCRIPTION		
REASON FOR INTEREST:						E-MAIL ADDRESS:				
INTEREST						E-MAIL ADDRESS:				

The above are added as additional insured but only with respect to liability arising out of operations of the named insured during the policy period.



2016-SE-033

To Admin. Staff: \_\_\_\_\_

To Council: 3-8-2016

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 WOMAN'S CLUB TELEPHONE: 231-436-5626

MAILING ADDRESS: P.O. BOX 356

CONTACT NAME: JOANN P LEAL TELEPHONE: 231-436-5626

E-MAIL ADDRESS: joannpleal@gmail.com CELL PHONE: 443-603-5366

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: JOANN P LEAL TELEPHONE: 231-436-5626

E-MAIL ADDRESS: joannpleal@gmail.com CELL PHONE: 443-603-5366

**EVENT INFORMATION**

NAME OF EVENT: 47th ANNUAL ANTIQUE SHOW AND SALE

PURPOSE OF EVENT: PRIMARY FUNDRAISER FOR MACKINAW WOMAN'S CLUB

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

DATE(S): Tues., Aug 2, 2016 FROM 10:00  A.M.  P.M. TO 4:00  A.M.  P.M.

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

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

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

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

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

EVENT LOCATION: MACKINAW CITY PUBLIC SCHOOLS

ESTIMATED NUMBER OF ATTENDEES: 500 plus 30 ANTIQUE DEALERS

WILL YOU UTILIZE SHOWERS:  Yes  No

ESTIMATED NUMBER OF VOLUNTEERS: 10 per 2.5 hour shift

ESTIMATE DATE/TIME FOR SET-UP: Mon., Aug 1 Noon  A.M.  P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: Tues., Aug 2 4:00  A.M.  P.M.

*Proof of Ins. - attached  
For signage only for 1  
areas throughout Village*



**PARADE PERMIT**

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

POLICE ESCORT NEEDED:  Yes  No

PARADE ROUTE PROVIDED WITH APPLICATION:  Yes  No

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

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

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

**EVENT DETAILS**

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

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

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

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

**FOOD VENDORS/CONCESSIONS:** (Contact Emmet or Cheboygan County Health Department)

Yes  No  Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No

- Provide Copy of Liquor Liability Insurance  
See page 4 for required language naming the Village as an additional insured
- Provide Copy of Michigan Liquor Control License

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

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION:  Yes  No

Date insurance binder provided: 02/11/2016  
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: 20 (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): MACKINAW CITY PUBLIC SCHOOLS

---

Description of signs: DIRECTIONAL SIGNS FROM DOWNTOWN TO SITE; ENTRANCE SIGNS AT SCHOOL  
(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? BEHIND SCHOOL BUILDING

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

If yes, from date Aug. 1, 2016 to ending date: Aug 2, 2016

Long term parking identified on the site map?  Yes  No

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

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

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

Camp sites identified on the site map?  Yes  No

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

**BOOTHS – QUANTITY** \_\_\_\_\_

Size \_\_\_\_\_

**TENTS – QUANTITY** \_\_\_\_\_

**CHAIRS – QUANTITY** \_\_\_\_\_

**AWNINGS – QUANTITY** \_\_\_\_\_

**TABLES – QUANTITY** \_\_\_\_\_

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

**PORTABLE RESTROOMS/TOILETS**

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

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

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

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

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

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

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

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

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

Portable restrooms identified on the site map?  Yes  No

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? 47 years

Joann P Leal, for MACKINAW WOMAN'S CLUB  
Applicant Signature  
Print name of applicant: JOANN P LEAL for Mackinaw Woman's Club

02/11, 2016  
Date

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

[ mm ] DPW    [ EL ] FACILITY SERVICES  
[ plw ] POLICE    [ hr ] FIRE    [    ] AMBULANCE  
[ ca ] RECREATION

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

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

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



*Mackinaw Woman's Club  
310 East Junet  
P.O. Box 356  
Mackinaw City, MI 49701*

February 11, 2016

David White, Village Manager  
Village of Mackinaw City  
P.O. Box 580  
Mackinaw City, MI 49701

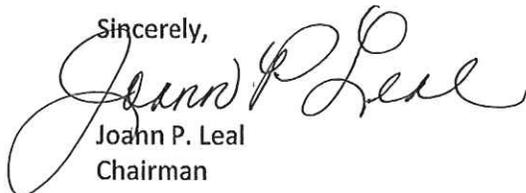
Dear David,

Attached herewith are our applications for Special Events and Permit to Use Public Right of Way, submitted by the Mackinaw Woman's Club, for permission to place our signage in various locations within the community. These signs will be promoting our 47<sup>th</sup> Annual Antique Show, to be held at the Mackinaw City Public School facility on Tuesday, August 2, 2016.

I have also enclosed a list of where we generally place our signs. Paul Wallin will be the person responsible for placing the signs early in the morning of the event and then retrieving them when the event closes on the same day.

Thank you for your consideration of this request. The Antique Show is our primary fundraiser and over 75% of funds raised by the Woman's Club go back into the community in some form, both tangible and intangible. The remainder goes into the upkeep and maintenance of our Clubhouse.

Sincerely,

  
Joann P. Leal  
Chairman

RECEIVED  
2-12-16

LOCATION OF ANTIQUE SHOW SIGNS:

Front Lawn of Mackinaw Schools

Nicolet Street & Central Avenue Intersection

Nicolet & Jamet Streets Intersection

Front Lawn of Mackinaw Woman's Club

North Huron Blvd near the Fort

Central Ave. & Sinclair Street

Central Ave. & Huron Blvd (across from Clock Tower)

Nicolet St. (across from Next Door/Marathon Station)

Additional "Yard" signs for South Huron, Nicolet, and West Central (Approx. 20 – 2' x 2')  
All signs will go up morning of the event and removed same day following the event

2-12-16



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/11/2016

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).

<b>PRODUCER</b> Barnich Kavanaugh & Cooper Inc P.O. Box 326, 220 Water Street Cheboygan, MI 49721-0326 Catherine A. McCready	<b>CONTACT NAME:</b> Joseph Breed <b>PHONE (A/C, No. Ext):</b> 231-627-4381 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> jbreed@bkcinurance.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Frankenmuth Mutual Ins Co.</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Frankenmuth Mutual Ins Co.		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A: Frankenmuth Mutual Ins Co.														
INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
<b>INSURED</b> Mackinaw Woman's Club, Inc P.O. Box 356 Mackinaw City, MI 49701														

**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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	CPP0764346	09/29/2015	09/29/2016	EACH OCCURRENCE	\$ 600,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 500,000
						GENERAL AGGREGATE	\$ 1,000,000
						PRODUCTS - COMP/OP AGG	\$ not applic
							\$
	AUTOMOBILE LIABILITY  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

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

### CERTIFICATE HOLDER

### CANCELLATION

<b>VILLA-0</b>  Village of Mackinaw City, its Village Council, Boards & Comms., Citizens, Employees & Agents 102 S Huron Mackinaw City, MI 49701	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 Catherine A. McCready 
--	--

To: Mackinaw City Council  
From: David M. White, Village Manager  
Date: February 25, 2016  
Re: Manager Report for March 3, 2016, Council Meeting

## **XI. Old Business:**

- A. SAW Grant Update-Larry Fox, C2AE-** Larry Fox from C2AE will be in attendance to provide an update on the multi-year SAW Grant. There has been a lot of work completed last year and 2016 is also scheduled to be very busy. The data we have received from the SAW Grant to this point is giving us a much clearer picture of our Storm and Sanitary sewer systems.

## **X. New Business**

- A. Special Event Application 2016-SE-034-** This application is for two banners only, one at the Star Line entrance on South Huron and the second on their dock by the ticket booth. The event is the Starline Ferry-Chicago Yacht Race the week of July 21 thru July 27, 2016. The request for signage has been approved in prior years and staff has no issues with the request.
- B. Special Event Application 2016-SE-035-** This application is also for two banners for the Zoo-De-Mac Race May 20 thru May 22, 2016. This request has been approved in past years and staff has no issues with the request.
- C. Special Event Application 2016-SE-036-**In this application Shepler Ferry is requesting approval to place a tent from April 21,2016 to October 31,2016. The tent last year covered their new Ferry as it was being fitted out. The tent unlike past tents which were approved is 32 feet in height. The height is allowed under our Zoning I am just bringing the height to the Council's attention. We do have insurance on file and staff has no issues with this application.
- D. Ordinance No. 138, Amendment- Time Limit for Submission of Appeals to ZBA, Reading and Adoption-** Should Ordinance No. 138 be adopted it

would add a section that sets 21 days that an appeal can be filed after a decision of the Zoning Administrator. Currently there is no time limit for which an appeal can be filed.

- E. Receive Engineer Recommendation and Acceptance for SAW Sanitary and Storm Sewer CCTV-** For Council consideration is the acceptance of the bid from Tunnel Vision for CCTV work as part of the Village's SAW grant. Included in your Council agenda is a recommendation from Larry Fox, who is with C2AE, regarding the bids which were opened February 25<sup>th</sup>. Mr. Fox will be at the meeting to give a SAW Grant update and answer any questions you may have regarding the CCTV work that is proposed.

**Items Not on the Agenda:**

- A.** I have met with representatives from the DNR regarding a new lease for the Fishing Pier and other issues regarding the area around the State Ferry dock. One item that was discussed was the grant funds used to build the Pier and the Village's ongoing responsibilities. I have just received a copy of the grant agreement and will be reviewing for a future meeting with the DNR. I will keep the Council up to date as any new items are brought forward.
- B.** We feeling some Spring fever in the Village, as we start to ramp up for the summer. Currently we are starting to look for summer help and schedule work in various parks and other Village facilities to be ready to welcome our summer guests.

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

COMMITTEE: Public Safety DATE 2-22-16

AGENDA ITEMS: Policy to App. to Fire Board

PRESENT: P. Michalak - Robt Glenn - M. Rodriguez - Dave White

ABSENT: \_\_\_\_\_

REPORT: discussed who should app and length of term.

COMMITTEE DATA BASE SUMMARY INFORMATION

ITEM	STATUS/RECOMMENDATION
	<u>recommend President should app and council should affirm for term NOT to exceed five contract or three year which ever is least Turn over staff for language and forward to council for approval</u>

## COMMITTEE REPORT

COMMITTEE: Ordinance and Policy

DATE: February 22, 2016

AGENDA ITEMS: 1.) Draft Ferry Ordinance  
2.) Amendment to Ordinance No. 138 - Submission of Appeal to ZBA  
3.) Amendment to Ords. 127 and 128 - Delinquent Payment Charge

PRESENT: Rodriguez, Newman, Michalak, White ABSENT: \_\_\_\_\_

PUBLIC ATTENDEES: Doerr

### REPORT:

- 1.) Reviewed Previously Identified Revisions Provided by Legal Relative to the Proposed Draft Ferry Ordinance.
- 2.) Reviewed Language Associated With Revisions Proposed to Ordinance 138 to Provide a Time Limit for the Submission of Appeals to the Zoning Board of Appeals.
- 3.) Introduced Amendments to Ordinances Nos. 127 and 128 - Late Charges for Delinquent Water and Sewer Payment.

### COMMITTEE DATABASE SUMMARY INFORMATION

- | <u>ITEM</u> | <u>STATUS/RECOMMENDATION</u>   |
|-------------|--|
| 1.)         | <u>Draft Ferry Ordinance Referred to Legal to Update with Committee Recommendations.</u>                                       |
| 2.)         | <u>Committee Recommends Forwarding Amended Ordinance 138 to Council for Consideration Following Updates Provided by Legal.</u> |
| 3.)         | <u>Referred Proposed Amendments to Ordinances Nos. 127 and 128 to Staff for Review.</u>  |

2016-SE-034

To Admin. Staff: 2-23-16  
To Council: 3-3-16  
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: Star Line Ferry TELEPHONE: 800.638.7872  
MAILING ADDRESS: 587 N. State St.  
CONTACT NAME: Lora Brown TELEPHONE: Same  
E-MAIL ADDRESS: lorab@mackinacferry.com CELL PHONE: \_\_\_\_\_

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: Lora Brown TELEPHONE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**EVENT INFORMATION**

NAME OF EVENT: Chiligo Yacht Club  
PURPOSE OF EVENT: Race to Mackinac

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

DATE(S): 7/21 FROM \_\_\_\_\_  A.M.  P.M. TO 7/27  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 Island & Mackinaw City/Isack

ESTIMATED NUMBER OF ATTENDEES: 2000

WILL YOU UTILIZE SHOWERS:  Yes  No

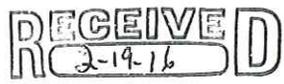
ESTIMATED NUMBER OF VOLUNTEERS: \_\_\_\_\_

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

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

*Signage Request*

*Proof of Ins 2-22-16*



**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): Entrance of 711 S. Hudson Street and by ticket office on deck

Description of signs: 4 x 8' banners  
(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

**VENDOR PARKING:** Have you made arrangement for vendor parking?  Yes  No  
If yes, where do you propose your vendors park? \_\_\_\_\_

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

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

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

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

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

**PORTABLE RESTROOMS/TOILETS**

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

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

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

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

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

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

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

Portable restrooms identified on the site map?  Yes  No



2016-SE-035

To Admin. Staff: 2-23-16  
To Council: 3-3-16  
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: Star Line Ferry TELEPHONE: 507 238 7872  
MAILING ADDRESS: 587 N State St St. Ignace 49781  
CONTACT NAME: Lora Brown TELEPHONE: \_\_\_\_\_  
E-MAIL ADDRESS: Lora@mackinacerry.com CELL PHONE: \_\_\_\_\_

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: Lora Brown TELEPHONE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**EVENT INFORMATION**

NAME OF EVENT: Zoo-De-Mackinac  
PURPOSE OF EVENT: Bike Tour  
 Non-Profit  For-Profit  Village Operated/Sponsored  Co-Sponsored  
 Marathon/Race  Festival/Fair  Arts & Crafts Show  Other \_\_\_\_\_  
DATE(S): 5/20/16 FROM \_\_\_\_\_  A.M.  P.M. TO 5/22/16  A.M.  P.M.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
RAIN DATE(S): \_\_\_\_\_ FROM \_\_\_\_\_  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.  
\_\_\_\_\_  
\_\_\_\_\_  
EVENT LOCATION: Mackinaw City Dock  
ESTIMATED NUMBER OF ATTENDEES: 4000  
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.

✓ Signage Request  
Proof of Ins 2-22-16

RECEIVED  
2-19-16

**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): Entrance of 711 S. Huron St. and by ticket office  
Description of signs: 4 x 8 banners  
(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

**VENDOR PARKING:** Have you made arrangement for vendor parking?  Yes  No  
If yes, where do you propose your vendors park? \_\_\_\_\_

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

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

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

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

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

**PORTABLE RESTROOMS/TOILETS**

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

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

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



2016-SF-036

To Admin. Staff: 2-23-16

To Council: 3-3-16

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: 231-436-5023

MAILING ADDRESS: 556 EAST CENTRAL AVE

CONTACT NAME: CHRIS SHEPLER TELEPHONE: \_\_\_\_\_

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: LUGGAGE TENTS

PURPOSE OF EVENT: PASSAGER LUGGAGE PICK UP

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

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

DATE(S): APRIL 21, 2016 FROM DAILY  A.M.  P.M. TO \_\_\_\_\_  A.M.  P.M.

OCT 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: \_\_\_\_\_

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

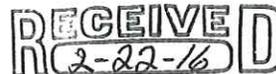
WILL YOU UTILIZE SHOWERS:  Yes  No

ESTIMATED NUMBER OF VOLUNTEERS: 0

ESTIMATE DATE/TIME FOR SET-UP: APRIL 15 8:00  A.M.  P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: NOVEMBER 15 5:00  A.M.  P.M.

*Ins - on file ✓*



**PARADE PERMIT**

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

POLICE ESCORT NEEDED:  Yes  No

PARADE ROUTE PROVIDED WITH APPLICATION:  Yes  No

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

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

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

**EVENT DETAILS**

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

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

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

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

**FOOD VENDORS/CONCESSIONS:** (Contact Emmet or Cheboygan County Health Department)

Yes  No  Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No

Provide Copy of Liquor Liability Insurance

See page 4 for required language naming the Village as an additional insured

Provide Copy of Michigan Liquor Control License

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

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION:  Yes  No

Date insurance binder provided: \_\_\_\_\_

See page 4 for required language naming the Village as an additional insured

WILL FIREWORKS BE APART OF EVENT:  Yes  No

Provide Copy of Liability Insurance

Provide Copy of Fireworks Permit

See page 4 for required language naming the Village as an additional insured

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

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

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

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 \_\_\_\_\_

**TENTS – QUANTITY**<sup>2</sup> \_\_\_\_\_

**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? \_\_\_\_\_

*Christopher B. Stepler*

*2-22-16*

Applicant Signature

Date

Print name of applicant: Christopher B. Stepler

VILLAGE USE ONLY – Department representative please initial if approved

[ *MM* ] DPW      [ *GV* ] FACILITY SERVICES  
[ *pw* ] POLICE    [ *KW* ] FIRE    [    ] AMBULANCE  
[    ] RECREATION

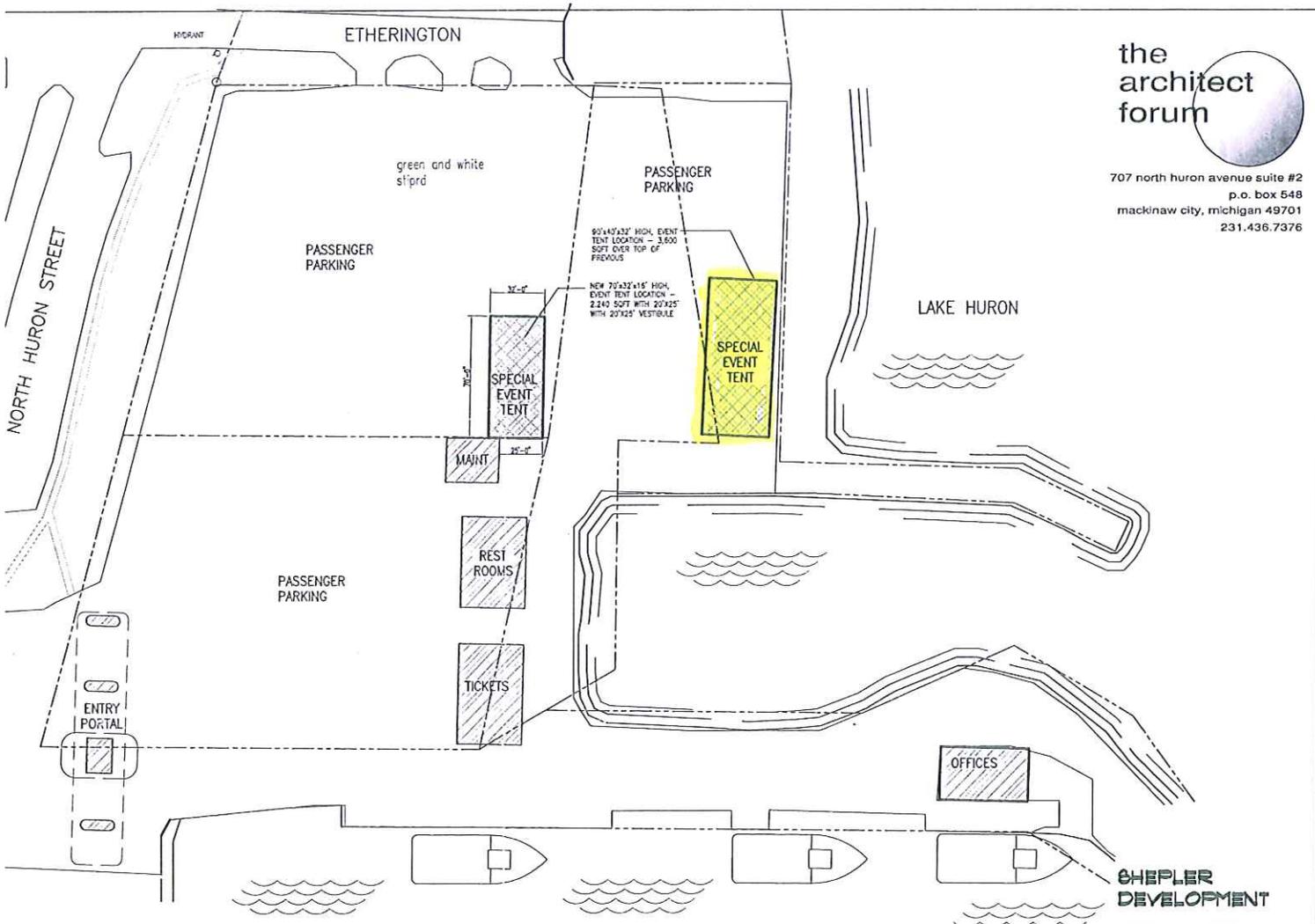
VILLAGE COUNCIL COUNCIL APPROVAL DATE: \_\_\_\_\_

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

AUTHORIZED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

VILLAGE MANAGER



the architect  
forum

707 north huron avenue suite #2  
p.o. box 548  
mackinaw city, michigan 49701  
231.436.7376

**SHEPLER  
DEVELOPMENT**

**SPECIAL EVENT**  
CENTRAL AVENUE  
MACKINAW CITY, MI  
date 22 FEB 16  
job 1609  
sheet C1.0

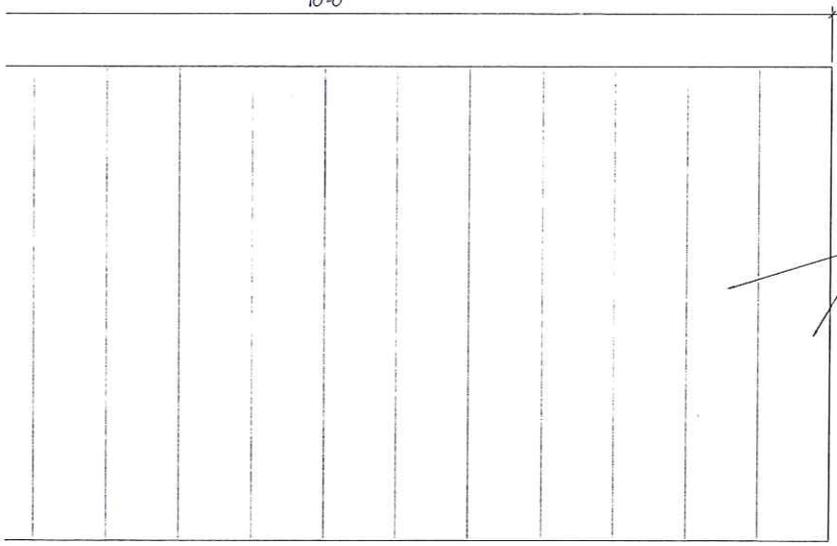
SCALE 1"=60'





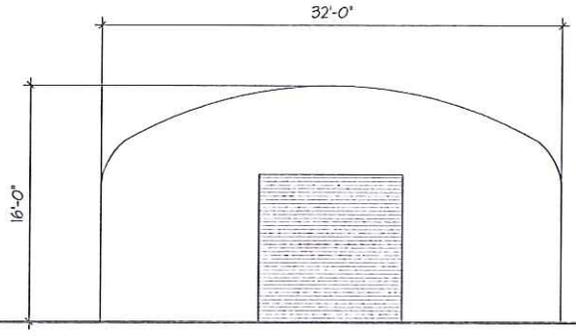
707 north huron avenue suite #2  
p.o. box 548  
mackinaw city, michigan 49701  
231.436.7376

10'-0"



STRIPING TO BE WHITE AND GREEN - EACH PANEL 15 5' WIDE

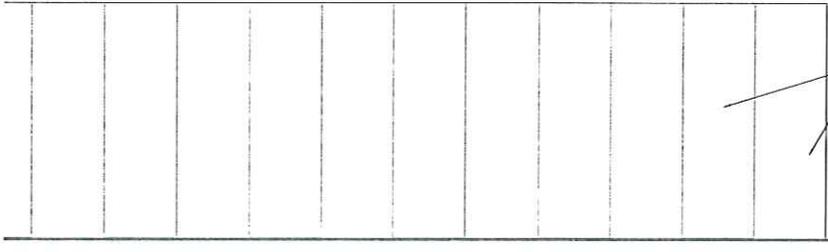
SCALE 1/8"=1'-0"



END ELEVATION

SCALE 1/8"=1'-0"

STRIPING TO BE WHITE AND GREEN - EACH PANEL 15 5' WIDE



SCALE 1/8"=1'-0"

**SHEPLER DEVELOPMENT**  
SPECIAL EVENT  
CENTRAL AVENUE  
MACKINAW CITY, MI  
date 22 FEB 16  
job 1609  
sheet A1.0

**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 24-104 OF THE VILLAGE OF  
MACKINAW CITY ZONING ORDINANCE TO PROVIDE A TIME LIMIT FOR  
THE SUBMISSION OF APPEALS TO THE ZONING BOARD OF APPEALS**

The Village of Mackinaw City ordains:

Sec. 1. Amendment of Compiled Code. Section 24-104 of the Village of Mackinaw City Zoning Ordinance (Zoning Ordinance #138) is amended to read as follows:

**Sec. 24-104. Variances and Appeals.**

A. A demand for a zoning appeal shall be received by the zoning administrator on a form provided by the Village Clerk. Appeals can be filed by a person or entity aggrieved by a zoning decision or determination as specified in this section.

B. The Appeals Board shall have the authority to hear appeals concerning:

1. All questions that arise in the administration of the zoning ordinance, including interpretation of the zoning map.
2. All administrative orders, requirements, decision or determination made by an administrative official or body charged with enforcement of the zoning ordinance.
3. All decisions of the zoning administrator.
4. All decisions concerning site plan review.
5. All decisions of the planning commission concerning special use permits.

C. Upon receipt of a demand for appeal, and payment of the nonrefundable application fee which shall be set from time to time by resolution of the Village Council, the zoning administrator will review the demand for appeal to insure it is complete and the fee is paid.

1. If the application is not complete, the administrator will return the application to the applicant with a letter that specifies the additional material required.
2. If the application is complete, the administrator and chairman of the appeals board shall establish a date to hold a hearing on the appeal.

D. An appeal shall be filed with the zoning administrator within 21 days after the date of the decision being appealed. Failure to adhere to this time limit shall constitute a waiver of the right to appeal under this section.

E. The appeal stays all proceedings in furtherance of the action appealed, unless the body or officer from whom the appeal is taken certifies to the zoning board of appeals that by reason of facts stated in the certificate, a stay would in the opinion of the body or officer cause imminent peril of life or property, in which case proceedings may be stayed by a restraining order issued by the zoning board of appeals or a circuit court.

E. The notices shall be given according to Section 24-105 Public Notice.

F. The appeals board shall hold a hearing on a timely and properly submitted demand for appeal.

1. Representation at Hearing: Upon the hearing, any party or parties may appear in person or by agent or by attorney.

2. Standards for Variance decisions by the appeals board: The appeals board shall base its decision on variances from the strict requirements of this Ordinance so that the spirit of the Ordinance is observed, public safety secured, and substantial justice done based on the following standards:

a. For non-use variances: a non-use variance may be granted by the appeals board in cases where the applicant demonstrates in the official record of the public hearing that practical difficulty exists by showing all of the following:

1. That the need for the requested variance is due to unique circumstances or physical conditions of the property involved, such as narrowness, shallowness, shape, water, or topography and is not due to the applicant's personal or economic difficulty.
2. That the need for the requested variance is not the result of actions of the property owner or previous property owners (self-created).
3. That strict compliance with regulations governing area, setback, frontage, height, bulk, density or other non-use requirements will unreasonably prevent the property owner from using the property for a permitted purpose, or will render conformity with those regulations unnecessarily burdensome.
4. That the requested variance is the minimum variance necessary to do substantial justice to the applicant as well as to other property owners in the district.
5. That the requested variance will not cause an adverse impact on surrounding property, property values, or the use and enjoyment of property in the neighborhood or zoning district.

b. For use variances: Under no circumstances shall the appeals board grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.

G. If the demand for appeal is for a variance the appeals board shall either grant, grant with conditions, or deny the application. The appeals board may reverse or affirm, wholly or partly, or modify the order, requirement, decision or determination and may issue or direct the issuance of a permit. A majority vote of the membership of the appeals board is necessary to grant a non-use variance and rule on an interpretation of the Ordinance. A decision of the appeals board shall be in writing and reflect the reasons for the decision:

1. At a minimum the record of the decision shall include:

- a. Formal determination of the facts,
- b. The conclusions derived from the facts (reasons for the decision),
- c. The decision.

2. Within 8 days of the decision the record of the decision shall be certified and a copy delivered by first class mail to the person demanding the appeal and the administrator.

H. Any person having an interest affected by such decision shall have a right to appeal to the circuit court within 30 days of the certified decision of the appeals board, as provided by law.

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 \_\_\_\_\_, 2016, with notice provided as required by law.

\_\_\_\_\_, 2016

\_\_\_\_\_  
Lana Jaggi, Clerk



123 W. Main St., Suite 200, Gaylord, MI 49735  
989.732.8131 office  
989.732.2714 fax  
www.c2ae.com

February 25, 2016

Mr. David White, Manager  
Village of Mackinaw City  
102 S. Huron Avenue  
Mackinaw City, MI 49701

Re: SAW Sanitary and Storm Sewer CCTV

Dear Dave and Village Council Members,

Four (4) bids for the above project were opened on February 25, 2016; attached is a tabulation of the bids for your information. The low bid was submitted by Tunnel Vision Pipeline Services of Escanaba in the amount of \$109,864.70. The second low bid was by Terra Contracting Services of Kalamazoo in the corrected amount of \$113,033.34, the third low was by Thornton Bros Sewer Inc. of Bay City in the amount of \$168,003.90 and the final bid, from United Resources, LLC was \$179,039.20.

The low bid is well within the allotted SAW program CCTV budget of \$200,000, and was just 2.9% below the second low bidder.

We have previously worked with Tunnel Vision on several projects, including a recent sewer cleaning and televising contract in St. Ignace. Based on our previous experience we believe Tunnel Vision is qualified and capable of completing this project.

Based on the bid price and contractor's qualifications in completing the work, we recommend the award of this project to Tunnel Vision Pipeline Services, the low responsive, responsible bidder, in the amount of \$109,864.70. I will plan to attend your March 3, 2016 Village Council meeting to answer any questions.

Please call if you have any questions.

Very Truly Yours,

C2AE

Larry M. Fox, P.E.

Principal Owner | Project Manager

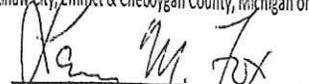
LMF/kb

Sanitary Sewer & Storm Sewer CCTV  
 Village of Mackinaw City  
 Emmet & Cheboygan County, Michigan

Item	Description	Quantity	Unit	Tunnel Vision Pipeline Services		Terra Contracting Services LLC		Thorton Bros Sewer Inc		United Resources, LLC	
				Escanaba, MI		Kalamazoo, MI		Bay City, MI		Livonia, MI	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization	1	LS	\$2,500.00	\$2,500.00	\$5,908.60	\$5,908.60	\$4,000.00	\$4,000.00	\$8,000.00	\$8,000.00
2	Clean and Televis 8 inch Storm - PACP	580	Ft	\$1.50	\$870.00	\$1.62	\$939.60	\$2.63	\$1,525.40	\$2.59	\$1,502.20
3	Heavy Cleaning 8 inch Storm - PACP	60	Ft	\$0.70	\$42.00	\$1.11	\$66.60	\$1.00	\$60.00	\$1.52	\$91.20
4	Clean and Televis 12 inch Storm - PACP	2,000	Ft	\$1.55	\$3,100.00	\$1.64	\$3,280.00	\$2.63	\$5,260.00	\$2.59	\$5,180.00
5	Heavy Cleaning 12 inch Storm - PACP	200	Ft	\$1.00	\$200.00	\$1.23	\$246.00	\$1.00	\$200.00	\$1.52	\$304.00
6	Clean and Televis 15 inch Storm - PACP	3,050	Ft	\$1.60	\$4,880.00	\$1.67	\$5,093.50	\$2.63	\$8,021.50	\$3.27	\$9,973.50
7	Heavy Cleaning 15 inch Storm - PACP	310	Ft	\$2.00	\$620.00	\$1.38	\$427.80	\$1.00	\$310.00	\$1.59	\$492.90
8	Clean and Televis 18 inch Storm - PACP	2,860	Ft	\$1.65	\$4,719.00	\$1.87	\$5,348.20	\$2.63	\$7,521.80	\$3.27	\$9,352.20
9	Heavy Cleaning 18 inch Storm - PACP	290	Ft	\$3.00	\$870.00	\$1.55	\$449.50	\$1.00	\$290.00	\$1.59	\$461.10
10	Clean and Televis 24 inch Storm - PACP	1,820	Ft	\$1.70	\$3,094.00	\$2.17	\$3,949.40	\$2.63	\$4,786.60	\$3.88	\$7,061.60
11	Heavy Cleaning 24 inch Storm - PACP	190	Ft	\$4.50	\$855.00	\$1.86	\$353.40	\$1.00	\$190.00	\$2.49	\$473.10
12	Clean and Televis 36 inch Storm - PACP	2,310	Ft	\$1.80	\$4,158.00	\$2.67	\$6,167.70	\$2.63	\$6,075.30	\$3.88	\$8,962.80
13	Heavy Cleaning 36 inch Storm - PACP	240	Ft	\$5.50	\$1,320.00	\$2.57	\$616.80	\$1.00	\$240.00	\$2.49	\$597.60
14	Clean and Televis 72x48 inch Storm - PACP	650	Ft	\$3.00	\$1,950.00	\$3.53	\$2,294.50	\$2.63	\$1,709.50	\$7.96	\$5,174.00
15	Heavy Cleaning 72x48 inch Storm - PACP	70	Ft	\$12.00	\$840.00	\$4.58	\$320.60	\$1.00	\$70.00	\$5.27	\$368.90
16	Clean and Televis 6 inch Sanitary - PACP	840	Ft	\$1.20	\$1,008.00	\$1.29	\$1,083.60	\$2.63	\$2,209.20	\$2.07	\$1,738.80
17	Heavy Cleaning 6 inch Sanitary - PACP	90	Ft	\$0.60	\$54.00	\$0.82	\$73.80	\$0.50	\$45.00	\$1.21	\$108.90
18	Clean and Televis 8 inch Sanitary - PACP	15,010	Ft	\$1.30	\$19,513.00	\$1.20	\$18,012.00	\$2.63	\$39,476.30	\$2.07	\$31,070.70
19	Heavy Cleaning 8 inch Sanitary - PACP	1,510	Ft	\$0.60	\$906.00	\$0.90	\$1,359.00	\$0.50	\$755.00	\$1.21	\$1,827.10
20	Clean and Televis 10 inch Sanitary - PACP	14,890	Ft	\$1.35	\$20,101.50	\$1.21	\$18,016.90	\$2.63	\$39,160.70	\$2.07	\$30,822.30
21	Heavy Cleaning 10 inch Sanitary - PACP	1,490	Ft	\$0.60	\$894.00	\$0.93	\$1,385.70	\$0.50	\$745.00	\$1.21	\$1,802.90
22	Clean and Televis 12 inch Sanitary - PACP	5,460	Ft	\$1.39	\$7,589.40	\$1.23	\$6,715.80	\$2.63	\$14,359.80	\$2.07	\$11,302.20
23	Heavy Cleaning 12 inch Sanitary - PACP	550	Ft	\$0.70	\$385.00	\$0.86	\$473.00	\$0.50	\$275.00	\$1.21	\$665.50
24	Clean and Televis 15 inch Sanitary - PACP	570	Ft	\$1.39	\$792.30	\$1.25	\$712.50	\$2.63	\$1,499.10	\$2.61	\$1,487.70
25	Heavy Cleaning 15 inch Sanitary - PACP	60	Ft	\$1.70	\$102.00	\$0.99	\$59.40	\$0.50	\$30.00	\$1.28	\$76.80
26	Clean and Televis 18 inch Sanitary - PACP	9,240	Ft	\$1.60	\$14,784.00	\$2.11	\$19,496.40	\$2.63	\$24,301.20	\$2.61	\$24,116.40
27	Heavy Cleaning 18 inch Sanitary - PACP	930	Ft	\$3.00	\$2,790.00	\$1.39	\$1,292.70	\$0.50	\$465.00	\$1.28	\$1,190.40
28	Clean and Televis 24 inch Sanitary - PACP	250	Ft	\$1.75	\$437.50	\$1.95	\$487.50	\$2.63	\$657.50	\$3.10	\$775.00
29	Heavy Cleaning 24 inch Sanitary - PACP	30	Ft	\$8.00	\$240.00	\$1.50	\$45.00	\$0.50	\$15.00	\$1.98	\$59.40
30	Catch Basin Cleaning	50	EA	\$175.00	\$8,750.00	\$47.55	\$2,377.50	\$35.00	\$1,750.00	\$80.00	\$4,000.00
31	Maintaining Traffic	1	LS	\$1,500.00	\$1,500.00	\$5,980.34	\$5,980.34	\$2,000.00	\$2,000.00	\$10,000.00	\$10,000.00
<b>TOTAL BID AMOUNT</b>					\$109,864.70	\$113,033.34		\$168,003.90		\$179,039.20	
(Add Items 1 through 31)											

Highlighted area indicates a correction in addition from original bid received.

I certify that this is a true and correct tabulation of the bids received by Village of Mackinaw City, Emmet & Cheboygan County, Michigan on February 25, 2016.

  
 Larry M. Fox, PE

2/15/16  
 Date