

AGENDA REPORT

TO: Mayor & City Commission
FROM: Ken Hibl, City Manager
DATE: June 16, 2016
RE: Special Event Permit – CanAm Air Tour

For the Agenda of June 20, 2016

Background. The City of Clare and Dick Acker & Gary Todd, our current and previous airport managers, respectively, are co-hosting a Canadian-American Air Tour at the Clare Municipal Airport on July 15-17, 2016 (*see copy of att'd event itinerary*). Mr. Dick Acker, the primary event organizer, is sponsoring the preponderance of the airport activities for this Tour in his private hangar at the airport, but the City's campfire ring area will also be used for a portion of the night activities (see itinerary) of July 15th. Alcoholic beverages are planned to be served socially in the hangar and potentially consumed at the campfire ring; consequently, a Special Event Permit has been requested (*copy of application att'd*) to preclude violation of the City's codes in the event alcohol is brought to the fire ring area. The City Commission is asked to approve the application. The City Staff recommends approval of the request.

Issues & Questions Specified. Should the City Commission approve a Special Event Permit for the CanAm Air Tour?

Alternatives.

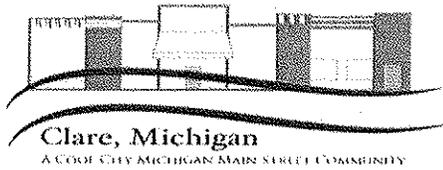
1. Approve the Permit.
2. Deny the Permit.
3. Defer decision regarding the matter to a subsequently scheduled meeting.

Financial Impact. There is no direct fiscal impact (other than the \$50 permit application fee, which has been paid by Mr. Acker) related to this permit. The primary purpose of the event is to promote Canadian-American relations, socialization between members of the aviation community of both countries, and to showcase the Clare area.

Recommendation. I recommend that the City Commission approve the Special Event Permit by adoption of Resolution 2016-066 (*copy att'd*).

Attachments.

1. Permit Application.
2. Resolution 2016-066.



CITY OF CLARE
202 WEST FIFTH STREET
CLARE, MI 48617
989/386-7541 (Ext. 201 or 202)

SPECIAL EVENT PERMIT APPLICATION

Together with any supplementary information as may be required by the City of Clare and fees as set forth by the City Commission, this form should be filed with the City Clerk's office, thirty (30) days prior to the event date but not less than (15) days, to ensure proper processing. For events involving alcohol, this form along with supplementary paperwork must be submitted to the City Manager not less than thirty (30) days prior to the event date to ensure proper processing.

The permit shall not be issued until each affected department has signed off on the event:

PLEASE TYPE OR PRINT ALL INFORMATION. THANK YOU.

1. NAME OF EVENT:

CAN-AM WEEKENDS

Type of event/function (check all that apply):

Family Reunion

Wedding

Wedding Reception

Anniversary Party

Class reunion

Birthday Party

Meeting

Training/seminar

Other (please explain)

INVITATION FOR CANADIAN PILOTS TO VISIT AND ENJOY THE CLARE AREA.

2. EVENT COORDINATOR:

Name: RICHARD ACKER & GARY TODD

Title: FLIGHT INSTRUCTOR & AIRPORT MGR.

Mailing Address: 9015 E. COLEMAN RD, COLEMAN MI 48618

Telephone Number: 989-339-1009

3. ORGANIZATION SPONSORING THE EVENT:

Organization Name: CITY OF CLARE

Mailing Address: 202 W. 5TH ST.

Telephone Number: 989-386-7541

Principal Contact: GARY TODD

Relationship of Applicant to Sponsor: AIRPORT MGR.

4. PERSON IN CHARGE THE DAY OF THE EVENT:

Name: RICHARD ACKER

Title: PILOT

Mailing Address: 9015 E. COLEMAN RD. COLEMAN MI 48618

Telephone Number: 989-339-1009

5. EVENT DETAIL INFORMATION: (Tear down must be complete within 24 hours of the end time of the event).

**SEE ADDITIONAL REQUIREMENTS NOTED IN SECTION 10

Event Date(s): JULY 15-17, 2016

Setup Date & Time: JUL 15 Start Time: 8:00 AM End Time: 11:00 P.M.

Location/Streets Intended to be used: CLARE MUNICIPAL AIRPORT

What portion of the streets traversed will be occupied by the event? N/A

6. ESTIMATED NUMBER OF ATTENDEES: 40

7. WILL ALCOHOL BE SERVED AT THIS EVENT: YES

**SEE ADDITIONAL REQUIREMENTS NOTED IN SECTION 10.

Application for events involving alcohol must be approved by the City Manager.

8. WILL THERE BE MUSIC AT THIS EVENT: NO

8. ARRANGEMENTS FOR DISPOSAL OF COMBUSTIBLE MATERIAL: LOCAL TRASH PICKUP - WASTE MANAGEMENT

9. VERIFICATION STATEMENT

I verify that I am an authorized representative of the organization specified in Item #3 and that, as such, I have the power to execute this application on their behalf.*** All of the above statements are true to the best of my knowledge, information, and belief. All questions have been answered completely and, if any change in fact or method occurs subsequent to the date of this application, or the issuance of the event permit, the applicant will notify the City of Clare in writing within twenty-four (24) hours of said change.

Application Prepared By: RICHARD ACKER Date: 6-17-16

Signature: Richard Acker Phone: 989-339-1009

Mailing Address: 9015 E. COLEMAN RD COLEMAN, MI 48618

10. ATTACHMENTS:

- YES NO Proof of applicant's authority to act on behalf of the sponsor.
- YES NO Written Permission for Assembly from property owner if on private property.
- YES NO Signed Indemnification Agreement .
- YES NO **Proof of Insurance is required if the event is on public property. The applicant must obtain liquor liability (if applicable) and general commercial liability insurance coverage of at least \$1,000,000 which names the City (including its officers and employees) as an insured or additional insured and certificate holder. A Certificate of Insurance must be submitted to the City Clerk prior to the event.
- YES NO *** Written Authorization from the person/organization the event is being held on behalf of a person or organization other than the organization specified in Item #3.

This Box for City Use Only

Department representative should initial by their department and make a copy of any documentation they require.

[] POLICE [] FIRE [] DPW/TRAFFIC [] CITY MANAGER

[] CITY CLERK [] PARKS & REC [] CODE ENFORCEMENT

Authorized By: _____ Date: _____
City Designee

Authorized By: _____ Date: _____
City Manager

Credit/Debit Card Check Cash Receipt No. _____ By _____ Date _____

City of Clare - Special Event Permit Form 6/21/2011 City of Clare Code of Ordinances Section 41

RESOLUTION 2016-066

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING A SPECIAL EVENT PERMIT.

WHEREAS, the City of Clare and the current and previous Clare Airport Managers are co-hosting a CanAm Air Tour July 15 – July17, 2016, a portion of the activities planned for said Air Tour being held at the Clare Municipal Airport; and

WHEREAS, the two airport managers, who are the primary organizers of said event, have applied for a Special Event Permit to allow the controlled sharing of social alcoholic beverages at the airport during the course of said event; and

WHEREAS, the City Staff has recommended approval of said Permit; and

WHEREAS, the City Commission has discussed and considered said Special Event Permit Application and the recommendations of the City Staff and deems it prudent and in the best interests of international relations to approve said Permit.

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby approves a Special Event Permit for the CanAm Air Tour for the period July 15, 2016 – July 17, 2016.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

ABSTAIN:

Resolution approved for adoption on this 20th day of June 2016.

Diane Lyon, Clare City Clerk