

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: 4/24/2023

AGENDA ITEM # 22

ITEM: Special Event Request: AL Post 217 Park Dedication

PRESENTER: Heather A. Thiede-Champlin, Special Events Coordinator

INDIVIDUALS IN ATTENDANCE: Heather A. Thiede-Champlin, Special Events Coordinator

BACKGROUND: Attached please find the Special Event Application from the American Legion Post 217 here in Wyandotte for a park dedication to take place April 29th from 2-4 pm at the public park at 20th and Vinewood Street.

This park will be dedicated to the American Legion Post 217 and they would like to have refreshments and other entertainment for patrons and the public. This request has been reviewed and approved by the Chief of Police, Recreation and DPS Superintendent and Fire Chief with the recommendation the organization signs a hold harmless agreement as well as add the City of Wyandotte as additional insured. (Please see the attached application).

STRATEGIC PLAN/GOALS: The City of Wyandotte hosts several quality of life events throughout the year. These events serve to purpose the goals of the City of Wyandotte by bringing our community together with citizen participation and supporting the local businesses and non-profit organizations.

ACTION REQUESTED: It is requested the City Council concur with the support of the Chief of Police, Fire Chief, and Recreation Superintendent and support the use of City property for the event on April 29th 2023 from 2-4 pm.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: The resolutions and all necessary documents will be forwarded to the Chief of Police, Department of Public Service, Recreation, Fire Department and Special Events Coordinator. It is requested the City Council concur with the support of the Chief of Police, Fire Chief, and Recreation Superintendent and support the use of City sidewalks, the use of the city property for the event on April 29th 2023 from 2-4 pm.

LIST OF ATTACHMENTS:

1. American Legion 217 Park Dedication Event Application

RESOLUTION

Item Number: #22
Date: April 24, 2023

RESOLUTION by Councilperson _____

BE IT RESOLVED that Council Concurs with the recommendation of the Special Event Coordinator, Fire Chief, Police Chief and Recreation Superintendent to approve the use of city property at 20th and Vinewood on April 29th, 2023, from 2-4 pm for the American Legion Post 217 for a park dedication.

BE IT FURTHER RESOLVED that the organization shall sign a hold harmless agreement, as prepared by the Department of Legal Affairs, as well as add the City of Wyandotte as additional insured.

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Alderman	_____
_____	Calvin	_____
_____	Crayne	_____
_____	Hanna	_____
_____	Shuryan	_____
_____	Stec	_____

14 April 19, 2023

Heather,

The current plan is to hold a ceremony dedicating the park followed by the Legion providing refreshments, hotdogs or ice cream instead of hotdogs . we will also have a couple clowns and facepainting. This will be a public event and free of charge

Respectfully

Mark Holthus

Commander

Post 217

Application for Special Event

Special Events Office, City of Wyandotte * 3200 Biddle Avenue Wyandotte, Michigan 48192

P: 734-324-4502 F: 734-324-7283 * hthiede@wyandotte.mi.gov

Date of proposed event: 29 Apr 23 Times: 2pm - 4pm

Name of Applicant: MARK Holthuis Name of Business or Organization: American Legion Post 217

Type of legal entity of your business/organization: Edward C. Newman American Legion Post 217

If a Corporation or LLC, a certificate of good standing and a corporate resolution indicating who is authorized to sign the application, hold harmless and all other city documents on behalf of the entity is required. Note: The applicant may receive this from the State of Michigan for \$10. If the LLC does not provide a resolution, the city must receive a copy of their "Operating Agreement" which must identify who can act on behalf of the LLC.

Name of individual authorized to sign documents on behalf of your business/organization: MARK Holthuis

Address: _____ Email: alcommander217@gmail.com Cell Phone: _____

Please attach a detailed description and site map (please see details for proper site map on page 3 of this document) of the proposed event to this application for review by the Special Events Office.

Site of proposed event: 20th Vineyard

Estimated maximum number of persons expected at the event for each day: 100

Is Alcohol going to be served or provided at this event: NO Do you have a license: _____

Do you need water hook up for this event? NO Where? _____ Used for: _____

Electrical needs: Please list on the attached electrical sheet your electrical needs for your event. This document must be returned to the Special Event(SE)Office along with this application if you require power at your event. If your event is approved by the City Departments and Mayor and City Council, you will must submit detailed power needs to the SE Office no later than 20 days prior to your event set up. After this information is given to the SE Office, it will be sent to the Municipal Service Department for processing. You will be contacted as to when and where you can pick up your power boxes before the event. Any other process other than what is noted above is void and power will not be supplied at your event.

Application fee: Please check off the city services that you require for your event below. The application fee will be determined by the amount of city needs. (This does not include the fees for city services or over time costs before/during/after your event)

No city services requested: (\$50 fee made payable to the City of Wyandotte)

Department of Public Service needs: fencing, road closures

Electrical Hook Up Water Hook Up

Wyandotte Police Department assistance: Security, patrol, etc.

Wyandotte Fire Department assistance: Site inspection, EMS on site, etc.

City Department Meeting prior to event for review of event details, planning on site needs, etc.

Total items check: _____

No city services required: \$50 application fee

One box: \$100 application fee Two or more boxes: Please add \$50 for each item checked - If all boxes are checked- \$300 application fee

Please note: By filling out this application, you are applying to have an event in Wyandotte. This application is subject to review and potential approval and denial. If your application is approved by City Departments and Mayor and City Council, the below steps are taken:

Information of approval is sent to applicant: hold harmless agreement, resolution for your files. Event details are requested from applicant: Exact amount of power needed and locations, insurance documents, copy of liquor license, additional city needs, etc.

Date filing this application: 29 Apr 23 If submitting this application past the listed deadlines please include a late fee of \$50 with application fee.