



CITY OF ROCKFORD

Edward R. Ross, Mayor
Thad M. Beard, City Manager

7 S. Monroe St. Rockford, Michigan 49341 T 616-866-1537 F 616-866-6406 www.rockford.mi.us

THE HONORABLE MAYOR AND COUNCIL MEMBERS, DEPARTMENT HEADS AND OTHER INTERESTED PARTIES

This shall serve as your formal and official notification of a Regular City Council meeting to be held on **Monday, June 14, 2021, at 7:00 p.m.**, in the Council Chambers of Rockford City Hall, located at 7 South Monroe Street, Rockford, Michigan.

- I. Meeting called to order
- II. Roll Call
- III. Pledge of Allegiance
- IV. City Manager's Report
- V. Approval of the Agenda
- VI. Public Comments and Presentations
- VII. Mayoral Appointments and Proclamations
 - A. Consideration of making the following appointments/reappointments:
 - Board of Review:** Reappointment of Steve Christopher for a two-year term
 - Krause Library Board:** Reappointment of Lois Lamb and appointment of Barbara (Bobby) Bunbury both for a three-year term
 - Planning Commission:** Reappointment of Jim Scales and Jeff Lipe both for a three-year term
 - B. Consideration of approving a Proclamation for the Sustainability Committee with respect to Carbon Neutrality
- VIII. Consent Agenda
 - A. Approval of the May 3, 2021 Work Session, May 10, 2021 Regular and May 17, 2021 Special meeting minutes and May 17 Closed meeting minutes
 - B. Approval of the bills and transfers for May 2021

- C. Consideration of a Special Events Permit Application for a Fall Garden Club Plant Sale
- D. Consideration of a Special Events Permit Application for Barre Class on the Dam Rail
- E. Consideration of a Special Events Permit Application for Hot Air Balloon Flight
- IX. Public Hearing and Associated Resolution
 - A. To hold a Public Hearing on the Single Lot Assessment Roll
 - B. Consideration of Resolution 21-12 approving the Single Lot Assessment Roll
- X. Old Business
- XI. New Business
 - A. Consideration of approving an Amendment to Service Agreement for the North Kent Sewage Collection System
 - B. Consideration of Resolution 21-13 approving a budget amendment for FY 2020-21
 - C. Consideration of Resolution 21-14 approving Settlement Term Sheet and approving and authorizing Execution of an Amendment to Amended and Restated Development Agreement related to the Promenade
 - D. Consideration of Resolution 21-15 approving the Rates and Fees pertaining to various applications and services
- XII. Board and Commission Activities
 - A. Planning Commission
 - B. Downtown Development Authority
 - C. Board of Zoning Appeals
 - D. Economic Development Corporation
 - E. Rockford Area Community Endowment
 - F. Historical Society/Museum Update
 - G. Sustainability Committee
 - H. CAG Update
- XIII. Miscellaneous Items
- XIV. Council Member Comments
- XV. Adjournment



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MEMORANDUM

TO: Mayor Ross and the Rockford City Council
FROM: Thad Beard, City Manager
SUBJECT: Agenda Comments
DATE: June 11, 2021

Item I-III. Routine, no comment.

Item IV. **City Manager's Report.** Oral report to be presented at meeting.

Item V. **Approval of the Agenda**

Item VI. **Public Comments and Presentations**

Item VII. **Mayoral Appointments and Proclamations**

A. Consideration of making the following appointments/reappointments:

Board of Review: Reappointment of Steve Christopher for a two-year term

Krause Library Board: Reappointment of Lois Lamb and appointment of Barbara (Bobby) Bunbury both for a three-year term

Planning Commission: Reappointment of Jim Scales and Jeff Lipe both for a three-year term

B. Consideration of approving a Proclamation for the Sustainability Committee with respect to Carbon Neutrality

Item VIII. **Consent Agenda.** The items listed represent the Consent Agenda for the June 14, 2021 meeting, which may be considered under one (1) motion. Any Council Member wishing to discuss and consider an individual item contained within the Consent Agenda can do so at any time.

Item IX. **Public Hearing and Associated Resolutions**

- A. **To hold a Public Hearing on the Single Lot Assessment Roll.** Notices were mailed to those property owners who became part of the Single Lot Assessment Roll. The Single Lot Assessment Roll are fees and charges that are considered to be uncollectable. As you can see from the roll, we have three (3) homes that owe money for either a past due utility bill or sidewalk installation. Council must first hold a Public Hearing on the Single Lot Assessment Roll prior to adoption. If the roll is approved, it will go on the tax roll as part of the summer bill.

RECOMMENDATION: To hold a Public Hearing on the Single Lot Assessment Roll.

- B. **Consideration of Resolution 21-12 approving the Single Lot Assessment Roll.** Now that the Public Hearing has been held, Council should adopt the Single Lot Assessment Roll as part of the 2021 Summer Tax Roll.

RECOMMENDATION: To approve Resolution 21-12 approving the Single Lot Assessment Roll.

Item X. **Old Business.** There is no Old Business.

Item XI. **New Business**

- A. **Consideration of approving an Amendment to Service Agreement for the North Kent Sewage Collection System.** Please find enclosed with your packet, a letter from Jim Scales, attorney for the North Kent Sewer Authority, explaining the details for the Amendment to the Service Agreement for the North Kent Sewer Collection System for the Orchard View Sewer Main.

RECOMMENDATION: To approve the Amendment to Service Agreement for North Kent Sewage Collection System (Orchard View Sewer Main) and authorize and direct the Mayor and City Clerk to execute the Agreement on behalf of the City.

- B. **Consideration of Resolution 21-13 approving a budget amendment for FY 2020-21.** Please find enclosed a memo from Finance Director Linda Lehman, with respect to a budget amendment needed for the body and in-car cameras for the Public Safety Department. The purchase of the cameras was approved by Council last month and this is an amendment that is required by the auditors for this particular purchase since it was approved as a 5-year purchase plan.

RECOMMENDATION: To approve Resolution 21-13 approving a budget amendment.

- C. **Consideration of Resolution 21-14 approving Settlement Term Sheet and approving and authorizing Execution of an Amendment to Amended and Restated Development Agreement related to the Promenade.** Please find enclosed Resolution 21-14, as prepared by City Attorney Dick Wendt for the Promenade Settlement Agreement. The Resolution approves the Settlement Term Sheet and authorizes and directs the Mayor and City Clerk to execute the amendment to the Amended and Restated Development Agreement related to the Promenade. City Attorney Dick Wendt will be at the meeting Monday evening to answer any questions you may have.

RECOMMENDATION: To approve Resolution 21-14 approving Settlement Term Sheet and approving and authorizing Execution of an Amendment to Amended and Restated Development Agreement related to the Promenade.

- D. **Consideration of Resolution 21-15 approving the Rates and Fees pertaining to various applications and services.** Please find enclosed a Resolution that increases the rental fee for the Community Cabin from \$275 to \$400. As you are aware, we have evaluated what the costs are for the City to operate the cabin, which well exceeds the current rental price. We will continue to evaluate the cabin costs throughout the 2021-22 year to see if we need to revisit the rental rate in the future.

RECOMMENDATION: To approve Resolution 21-15 approving an increase in the Community Cabin rental fee from \$275 to \$400.

XII. Board and Commission Activities

- A. **Planning Commission**
- B. **Downtown Development Authority**
- C. **Board of Zoning Appeals**
- D. **Economic Development Corporation**
- E. **Rockford Area Community Endowment**
- F. **Sustainability Committee**
- G. **Rockford Historical Society/Museum**
- H. **CAG Update**

Item XIII. Council Member Comments

Item XIV. Adjournment



PROCLAMATION OF SUPPORT FOR STATE AND FEDERAL CARBON NEUTRALITY ACTION GOALS

- WHEREAS, the City of Rockford believes in promoting the public health and safety of its residents, including access to clean air, clean water and a livable environment; and
- WHEREAS, there is scientific consensus regarding climate change and the connection between human activity, especially the combustion of fossil fuels that create greenhouse gases, and warming of the planet; and
- WHEREAS, climate change, if unchecked, may have mounting impacts on human health, natural systems, and infrastructure which may create new costs for individuals, businesses and governments; and
- WHEREAS, the transition to a carbon-neutral community reliant on the efficient use of renewable energy resources and electrified heating, cooling, and transportation may provide a range of benefits including improved air quality, enhanced public health, increased national and energy security, local green jobs, reduced reliance on finite resources and other potential positive outcomes; and
- WHEREAS, the State of Michigan and the federal government have set carbon reduction goals to become carbon neutral by 2050; and
- WHEREAS, the city of Rockford is a municipal government in support of the State and federal goals to become carbon neutral by 2050.
- NOW THEREFORE BE IT RESOLVED, the City Council approves the citywide goal of carbon neutrality by 2050, in support of our state and federal governments; and
- BE IT FURTHER RESOLVED, the City Council directs the City Manager, in collaboration with staff and other essential stakeholders, to create a climate action plan to guide in achieving those goals; and
- BE IT FURTHER RESOLVED, the City Council directs the City Manager, in collaboration with staff and other essential stakeholders, to begin the creation of said plan by the end of the 2021-22 fiscal year, and
- BE IT FURTHER RESOLVED that said plan, upon completion, will be considered for adoption by City Council and reviewed and updated as appropriate at three-year intervals.

A virtual Work Session Meeting of the Rockford City Council, of 7 South Monroe Street, Rockford, MI, was held Monday, May 3, 2021, at 5:00 p.m.

Call to order. The meeting was called to order by Mayor Ross at approximately 5:00 p.m.

II. Roll call. Present: Mayor Ed Ross, Mayor Pro-tem Tammy Bergstrom and Council Members Cheryl Scales, Terry Konkle and Dale Dalman.

II. Approval of the Agenda. The Agenda was approved as submitted.

III. Public Comments. There were no Public Comments.

IV. Old Business. There was no Old Business.

V. New Business

A. Consideration of receiving a PowerPoint presentation on the proposed 2021-22 fiscal year budget. City Manager Beard reviewed the proposed 2021-22 fiscal year budget.

VI. Miscellaneous Items. There were no Miscellaneous Items.

VII. Adjournment. On a motion by Council Member Konkle, with support by Council Member Scales, and carried by all, the meeting adjourned at 7:10 p.m.

Christine M. Bedford, City Clerk

A regular hybrid meeting of the Rockford City Council was held Monday, May 10, 2021, at 7:00 p.m., in the Council Chambers of City Hall, 7 South Monroe Street, Rockford, MI 49341.

- I. **Meeting called to order.** The meeting of the Rockford City Council was called to order by Mayor Ross at approximately 7:00 p.m.
- II. **Roll Call.** Present: Mayor Ed Ross, Mayor Pro-tem Tammy Bergstrom and Council Members Cheryl Scales, Terry Konkle, and Dale Dalman.
- III. **City Manager's Report.** City Manager Beard thanked Wolverine World Wide for presenting their plan for the Tannery site water interceptor project. He also thanked Tricia Anderson and Ashley Anvik for their consideration of being appointed to a City board.
- IV. **Approval of the Agenda.** On a motion by Mayor Pro-tem Bergstrom, with support by Council Member Konkle, and carried by all, Council approved the agenda as submitted.
- V. **Public Comments and Presentations**
 - A. **To receive a presentation by Wolverine World Wide.** Dave Latchana, representing Wolverine World Wide, and Mark Westra and Leslie Nelson, representing GZA, provided a presentation on the proposed water interceptor project at the Tannery site.
 - B. **To receive a 2021-22 Budget presentation.** City Manager Beard provided a presentation on the 2021-22 Budget.

Linda Southwick, Executive Director of the Rockford Area Chamber of Commerce provided an explanation of the Start of Summer plans. Linda also stated that they are receiving inquiries as to when the Community Cabin will be open again.
- VI. **Mayoral Appointments and Proclamations.** On a motion by Council Member Dalman, with support by Council Member Scales, and carried by all, Council appointed Tricia Anderson to the Planning Commission for a three-year term and Ashley Anvik to the DDA for a four-year term.
- VII. **Consent Agenda.** On a motion by Council Member Konkle, with support by Mayor Pro-tem Bergstrom, and carried by all, the following items were approved as part of the Consent Agenda: A) the April 12, 2021 Regular and April 19, 2021 meeting minutes; B) bills and transfers for April 2021; and C) the Special Events Permit Applications for Art in the Park 2021, VFW Memorial Day Service and Mitchell's Run.

VIII. Public Hearing and Associated Resolution

- A. Consideration of holding a Public Hearing on the 2021-22 General Appropriations Act and Millage Rate.** On a motion by Mayor Pro-tem Bergstrom, with support by Council Member Scales, and carried by all, the Public Hearing opened at 8:02 pm.

There was no public comment.

On a motion by Mayor Pro-tem Bergstrom, with support by Council Member Scales, and carried by all, the Public Hearing closed at 8:03 pm.

IX. Old Business. There was no Old Business.

X. New Business

- A. Consideration of approving the replacement of the second high service pump at the Water Plant.** On a motion by Council Member Dalman, with support by Mayor Pro-tem Bergstrom, and carried by all, Council approved the replacement of the second high service pump at the Water Plant.
- B. Consideration of approving a contract to conduct a Water Valve Assessment Program.** On a motion by Mayor Pro-tem Bergstrom, with support by Council Member Dalman, and carried by all, Council awarded a contract to Wachs Water Service in the amount of \$29,030.
- C. Consideration of approving a Memorandum of Understanding with the Lions and Rotary Clubs of Rockford.** On a motion by Council Member Scales, with support by Council member Konkle, and carried by all, Council approved a Memorandum of Understanding with the Lions and Rotary Clubs of Rockford.
- D. Consideration of approving a contract for Highlander Storm Drainage Improvements.** On a motion by Council Member Dalman, with support by Council Member Konkle, and carried by all, Council approved a contract with Terry Afton and Sons Excavating not to exceed \$60,000.
- E. Consideration of approving a Uniform Video Service Local Franchise Agreement.** On a motion by Mayor Pro-tem Bergstrom, with support by Council Member Konkle, and carried by all, Council approved a Uniform Video Service Local Franchise Agreement with Comcast.
- F. Consideration of approving a contract for replacement of City Hall HVAC pumps.** On a motion by Council Member Scales, with support by

Council Member Dalman, and carried by all, Council approved a contract with Hurst Mechanical in the amount of \$21,481.

- G. Consideration of approving a contract for Public Safety In-Car Video and Body Cameras.** On a motion by Council Member Dalman, with support by Mayor Pro-tem Bergstrom, and carried by all, Council approved a contract with Motorola for \$13,555.20, with an additional fee of \$9,405.20 being charged each year for the next four years.

XI. Board and Commission Activities

- A. Planning Commission.** The Planning Commission reviewed and chose Williams and Works as the firm to assist the City in updating the Master Plan.
- B. Downtown Development Authority.** The DDA met and approved their budget.
- C. Board of Zoning Appeals.** The BZA did not meet.
- D. Economic Development Corporation.** The EDC met and Deputy Clerk Kris Murphy presented her marketing activities.
- E. Rockford Area Community Endowment.** Race met and has cancelled the banquet but will have a 5K run in the fall.
- F. Historical Society/Museum Update.** After discussions with the Museum Director, the Board is working with him and a new employee with respect to assignments. We have also hired a person to clean the museum.
- G. Sustainability Committee.** The Sustainability Committee submitted to staff for review and approval, their carbon neutral proclamation; sponsored tree planting for Arbor Day; their next meeting is May 18th, and they will be working on a project with LGROW on June 19th.
- H. CAG Update.** Cag met April 15th; WWW presented their plan for House Street, which CAG has determined the plan to be inadequate.

XI. Miscellaneous Items. There were no Miscellaneous Items.

XII. Council Member Comments

Council Member Scales stated that North Kent Connect is holding their open house May 26th from 3 to 6 pm.

Council Member Dalman stated he attended the EDC meeting and Deputy Clerk Kris Murphy is doing a great job. She presented her marketing survey and strategies; thanked Thad for writing the article for the *Squire*; he has participated

in the weekender workshops with the MML; and believes Council/Planning Commission and Board of Appeals should meet once a year.

Council Member Konkle thanked Council Member Scales and the others who planted trees; thanked Mr. Latchana for his presentation and also thanked the new appointees; thanked Thad and staff for the budget and Linda Southwick for all of her work with the Chamber. Council Member Konkle also stated that the only complaint he heard at the Farmers Market was about the wind.

Mayor Pro-tem Bergstrom thanked Dave Latchana for his presentation, Thad and staff for the budget and it was nice to see an article in the *Squire*.

Mayor Ross thanked Mr. Latchana for his presentation as well as the new appointees.

XIII. Adjournment. On a motion by Mayor Pro-tem Bergstrom, with support by Council Member Scales, and carried by all, the meeting adjourned at 8:41 p.m.

Christine Bedford, City Clerk

A Special meeting of the Rockford City Council, of 7 South Monroe Street, Rockford, Michigan, was held May 17, 2021, at 5:00 p.m.

- I. **Call to order.** The meeting was called to order by Mayor Scales at approximately 5:05 p.m.
- II. **Roll call.** Present: Mayor Ed Ross, Mayor Pro-tem Tammy Bergstrom and Council Members Cheryl Scales, Terry Konkle, and Dale Dalman.
- III. **City Manager's Report.** There was no City Manager report.
- IV. **Approval of the Agenda.** On a motion by Mayor Pro-tem Bergstrom, with support by Council Member Dalman, and carried by all, the Agenda was approved as submitted.
- V. **Public Comments.** There was no Public Comment.
- VI. **Old Business**
 - A. **Consideration of Resolution 21-9 adopting the FY 2021-22 General Appropriations Act.** On a motion by Council Member Scales, with support by Mayor Pro-tem Bergstrom, and carried by all, Council approved Resolution 21-9 adopting the FY 2021-22 General Appropriations Act.
- VII. **New Business**
 - A. **Consideration of Resolution 21-10 setting the rates, fees and charges pertaining to water utility service.** On a motion by Council Member Konkle, with support by Mayor Pro-tem Bergstrom, and carried by all, Resolution 21-10 was approved setting the rates, fees and charges pertaining to the water utility service.
 - B. **Consideration of Resolution 21-11 setting the rates, fees and charges pertaining to sewer utility services.** On a motion by Council Member Scales, with support by Council Member Dalman, and carried by all, Resolution 21-11 was approved setting the rates, fees and charges pertaining to sewer utility services.
 - C. **To move into Executive Session for the purpose of discussing matters which are exempt from disclosure.** On a motion by Council Member Dalman, with support by Council Member Konkle, and carried by all, Council went into Executive Session at 5:34 p.m., for the purpose of discussing the City Manager's evaluation.

- D. To move back into Open Session.** On a motion by Council Member Dalman, with support by Council Member Konkle, and carried by all, Council moved back into Open Session at 7:25 pm.
- F. Consideration of evaluating the City Manager.** On a motion by Council Member Konkle, with support by Mayor Pro-tem Bergstrom, and carried by all, City Manager Beard will receive a 2.5% increase in pay, in line with staff and Council will set goals for themselves and the City Manager and the City Manager will set goals for himself.
- IX. Council Member Comments.** There were no Council Comments.
- X. Miscellaneous Items.** There were no Miscellaneous Items.
- XI. Adjournment.** On a motion by Council Member Dalmam, with support by Mayor Pro-tem Bergstrom, and carried by all, the meeting adjourned at 7:27 p.m.

Christine Bedford, City Clerk

City of Rockford
Bills & Transfers Summary
For the Month of May 2021

	Claimant	Amount Claimed	Amount Rejected
1.	202 North Monroe, LLC	1,499.18	
2.	Aaron Sawyer	568.72	
3.	Action Chemical	18.25	
4.	Alma Bolt Company	155.22	
5.	Amazon Capital Services	18.92	
6.	AnLaan Corporation	7,637.69	
7.	Arrowaste, Inc.	1,880.91	
8.	AT&T Mobility	92.46	
9.	Bank of America	18,232.64	
10.	BASIC	27.00	
11.	Bluestone Psych	465.00	
12.	Bow Wow Waste	707.90	
13.	Brandon Boelema	417.32	
14.	Buist Electric Inc	350.00	
15.	Cannonsburg Wood Products	3,910.00	
16.	Car Care Unlimited	166.13	
17.	Carleton Equipment	150.00	
18.	Carrier & Gable Inc.	1,336.25	
19.	Charter Communications	2,073.10	
20.	Cintas Co - The Uniform People	385.16	
21.	Consumers Energy	18,278.61	
22.	Cordes Trenching Inc	463.75	
23.	Deborah Paver Photo & Design	270.00	
24.	Denny's Cement Work	4,290.00	
25.	Dickinson Wright PLLC	19,385.94	
26.	DTE	1,655.88	
27.	Elhorn Engineering Co	1,320.00	
28.	Engineered Protection Systems Inc	1,212.20	
29.	Enviro Pure Water Solutions	35.00	
30.	Enviro-Master of West Michigan	1,039.00	
31.	Evoqua Water Technologies LLC	5,159.50	
32.	Graham, Ian	20.49	
33.	GRCC	17.46	
34.	Great Lakes Ace Hardware	160.36	
35.	Great Lakes Lubricants	253.57	
36.	Hach Company	358.17	
37.	Hammersmith Equipment Co	293.50	
38.	Herman's Boy Inc	48.00	
39.	Hurst Mechanical	5,139.78	
40.	Hutchings, Jeff	107.90	
41.	HydroCorp	689.00	
42.	I. T. Right	3,188.40	
43.	Image Builders Marketing Inc	1,156.00	
44.	Integrity Business Solutions LLC	54.68	
45.	Katerberg Verhage Inc.	2,014.38	

	Claimant	Amount Claimed	Amount Rejected
46.	Kent Communications	1,009.62	
47.	Kent County Administration Off	340.27	
48.	Kent County Emergency Med Serv	259.01	
49.	Kent County Road Commission	134.43	
50.	Kent County	123.99	
51.	Kent District Library	15.82	
52.	Kent Intermediate School Dist	55.73	
53.	Kiesler's Police Supply Inc	7,882.76	
54.	Kleyn Mobile Repair, LLC	499.18	
55.	Law Enforcement Supply, Inc.	80.44	
56.	Meekhof Tire Sales & Svcs	656.00	
57.	Metro Honor Guard	150.00	
58.	Michigan State Police	173.00	
59.	Midwest Asphalt Maintenance In	5,127.00	
60.	MML Worker's Comp Fund	9,346.00	
61.	Model Coverall Service	55.80	
62.	Municipal Code Corporation	296.00	
63.	North Kent Sewer Authority	29,112.70	
64.	Northwest Kent Mechanical CO	3,357.00	
65.	Nye Uniform Company	131.00	
66.	PLB Planning	37.50	
67.	Plummer's Environmental Serv.	929.55	
68.	Prein & Newhof	9,631.78	
69.	Ragsdale Design Center	100.00	
70.	River Valley Auto Group	1,048.29	
71.	Rockford Sch Tax	163.17	
72.	Rockford Squire	650.00	
73.	Ryan's Towing Service	306.00	
74.	Sabo PR	637.00	
75.	Schreiber's Small Engine Repair LLC	75.99	
76.	Sheldon Cleaners	293.29	
77.	Signs Handicap Sign Inc.	460.50	
78.	Smitter Pest Control	68.00	
79.	Spectrum Occupational Services	107.46	
80.	Superior Groundcover	3,540.00	
81.	TDS	911.85	
82.	Teter Orthotics and Prosthetics	97.00	
83.	Total Fire and Security	264.00	
84.	Trugreen Processing Ctr	329.65	
85.	ULINE	336.85	
86.	Verizon Wireless	2,139.56	
87.	Weingartz Supply Co Inc	300.74	
88.	West Michigan Criminal Justice Trai	213.83	
89.	Wex Bank	4,311.09	
90.	Wheeler's Tree Service	3,600.00	

TOTAL ALL CLAIMS

196,062.27

INSURANCE REQUIREMENTS

At the time of the application, the applicant must include a certificate of insurance for the event in the following amounts, as required by the City;

- Automobile public liability and property damage for owner and non-owner vehicles in the amount of \$300,000 per occurrence for personal injury and \$500,000 per occurrence for property damage.
- Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage (\$1,000,000).
- All insurance must name the **City of Rockford** as an "Additional Insured".

SECTION I – EVENT INFORMATION

Event Details: The Rockford Garden Club requests the use of the Rotary Pavilion for our Fall plant sale fundraiser.

Event Name/Title:

Rockford Garden Club Fall Plant Sale

Event Start Date: Friday, 9/10/21 (set-up)

Event End Date: Saturday, 9/11/21 (sale)

Type of Event: ☐ 5k or 10k runs ☐ Bike Races ☐ Block Party ☐ Celebration
☐ Ceremony ☐ Concert ☐ Festival ☒ Fundraiser
☐ Street Fair ☐ Marathon ☐ Parade ☐ Procession
☐ Walkathons ☒ Other: Plant Sale

Event Description:

Is this an annual event? ☒ Yes ☐ No

Is this a multi-day event? ☒ Yes ☐ No If so, how many days? 2

Is there an admission fee? Yes ☒ No ☐ *If so, please include admission fee details in the event description above.

What is the anticipated attendance? Overall: 80 Daily: 40/80

Previous year's attendance (if applicable)? Overall: 50 Daily: 15/50

Event Set-Up & Tear Down

If you will be utilizing street closures please refer to the next section to provide all street closure information.

Set-Up Date: 9/10/21 Set-Up Time: 3:00 pm to 7:00 pm
Start Time: 9:00 am AM/PM
End Date: 9/11/21 End Time: 12:00 pm AM/PM
Tear-Down Date: 9/11/21 Tear-Down Time: 12:00 pm to 1:00 pm

SECTION II – CONTACT INFORMATION

Host Organization

Organization Name:
Rockford Garden Club

Type of Organization: ☐ Corporation ☐ LLC ☒ Non-Profit

Mailing Address:
200 E. Division St., Rockford, MI 49341
(Street Address) (City, State and Zip)

Physical Address
RGC does not have an office
(Street Address) (City, State and Zip)

Phone Number: 616-866-4089

Fax Number: none

Website Address:
none - Facebook page is Rockford Garden Clubs, Inc. of Michigan

Event Organizer

Name & Title:
Ron Osgood, Plant Sale Co-Chair

Mailing Address:
1850 Forland Ct., NE, Grand Rapids, MI 49505
(Street Address) (City, State and Zip)

Phone Number: 616-334-7712

Cell Number: same as above

Fax Number: none

Email address: rs.osgood@gmail.com

Secondary Organizer

(It is recommended that Event Organizer supply contact information for a support person)

Name & Title:

Grace Smith, Plant Sale Co-Chair Mailing

Address:

200 E. Division St., Rockford, MI 49341

(Street Address)

(City, State and Zip)

Phone Number: 616-866-4089

Cell Number: 616-951-2756

Fax Number: none

Email Address: designsmiths@hotmail.com

On-Site Contact

(Contact information for the person who will be on-site and will be the primary contact on the day of the event.)

Name & Title:

Ron Osgood, Plant Sale Co-Chair

Mailing Address:

1850 Forland Ct., NE, Grand Rapids, MI 49505

(Street Address)

(City, State and Zip)

Phone Number: 616-334-7712

Cell Number: same as above

Fax Number: none

Email Address: rs.osgood@gmail.com

SECTION III – TEMPORARY STREET CLOSURE/BLOCK PARTY EVENT

Petition for Temporary Street Closure/Block Party Event

The City of Rockford requires signatures from all affected residents/businesses both on and adjacent to a proposed street closure. Signatures and addresses will be cross-checked with the completed map, prior to final approval. If any affected residents/businesses have not signed this petition, indicate the address and reason(s) below (i.e. resident on vacation, unable to connect with resident, disapproves of street closure, etc.)

A temporary street closure has been requested for the following date(s)/time(s) for the streets listed.

Closure Start Date: NA Closure Start Time: NA AM/PM

Closure End Date: NA Closure End Time: NA AM/PM

Street Name(s): NA

The purpose of the proposed street closure is (Event Description):

NA

By signature of this "Petition for Temporary Street Closure," the undersigned hereby agrees to defend, indemnify and hold harmless the City of Rockford, its officers, employees and agents from any and all losses, damages, claims for damages, liability, expense or cost arising from any accident or occurrence causing any injury or damage of any person or property arising out of or attributed to the closure of the above-noted street(s) or the authorization therefore.

1.

Name	Address	Phone
------	---------	-------
2.
3.
4.
5.

(Please use flip side of paper if needed for more signatures.)

Host Organization Name:

Contact Name:

Mailing Address:

(St, Zip) (Street Address) (City)

SECTION IV – EVENT SPECIFICS

Please check all that apply

- ☐ Will amplification of music or speakers be used?
- ☒ Will you provide volunteer staff for safety, security and maintenance?
- ☒ Will Food/Beverages/Merchandise be sold?
- ☐ Will you require Public Safety Personnel?
- ☒ Will there be signage in the area for the event? Please attach example and location of signage to application.
(Sign permits may be required. No signs allowed that are not approved.)
- ☐ Do you request to ban dogs from your event? Yes _____ No _____
- ☐ Will the following be constructed or located in the area of the event?
- ☐ Booths, Tents (no staked) ☐ Displays
- ☐ Awnings, Canopies ☐ Rides
- ☐ Port-a-johns ☐ Fencing
- ☐ Other _____
- ☐ Will you require additional trash containers?
- ☐ Will the event require the use of any of the following municipal equipment?
- ☐ Barricades ☐ Traffic cones
- ☐ Other _____

—
How will the following utilities be provided?

Electrical
JUST FOR LIGHTS WITHIN THE PAVILION

Water
NONE

Potable Water
NONE

Other

Describe type of emergency medical facilities you will provide (required for all runs, races or similar events)

SITE PLAN/MAP INSTRUCTIONS

All site plans/maps must be submitted using 8 1/2" x 11" or 8 1/2" x 14" white paper. All applicants are required to submit a detailed site plan/map. Site plans/maps must include a directional sign showing N, S, E and W. Site plans/maps must also include a key showing the use of symbols for people, vehicle's, electrical generators, tents, first aid station(s), cooking station(s), food tables, barricades, etc.

INDEMNIFICATION AGREEMENT

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, liquor licenses, tent and fireworks permits, and other necessary licenses and permits are in addition to any fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

Host Organization and/or the Event Organizer(s) agree to defend, indemnify and hold harmless the City of Rockford, and the City of Rockford's employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and costs(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Host Organization and/or Event Organizer(s) agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms and ratings required by the City's insurance provider or City Attorney or their designee.

Print Name:
Grace A.M. Smith

Title:
Plant Sale Co-Chair

Signature: 

Date: June 2, 2021

Office Use Only

Date Submitted: _____

Council Approved: _____

Rockford Garden Club**Plant Sale Schedule – September 10-11, 2021:****Friday, September 10**

Table set up and covering	3:00 - 3:30 p.m.
Plant delivery	3:45 - 5:00 p.m.
Plant pricing	5:00 – 7:00 p.m.

Saturday, September 11

Volunteers arrive	8:15 – 8:30 a.m.
Sale	9:00 -11:30 a.m.
Tear down	11:30 a.m. – 12:00 p.m.

If possible, we would like to use the existing picnic tables in the pavilion and five (5) additional City tables. We cover these with tarps and/or table coverings to prevent damage and soiling. We provide 12-15 of our own tables.

We will need to be able to lock the plants in the building on Friday night. The side panels and overhead doors will need to be closed as well. On Saturday, we will open the doors on either end of the building. We will lock the building after use so that the City's tables are not taken. Someone from the club will pick up a key on the Thursday before the sale and will drop it back off again on Saturday after the sale.

Grace A.M. Smith
Plant Sale Co-Chairperson
Rockford Garden Club
616-866-4089
designsmiths@hotmail.com

Ron Osgood
Plant Sale Co-Chairperson
Rockford Garden Club
616-334-7712
rs.osgood@gmail.com

Rockford Garden Club Fall Plant Sale September 11, 2021

Our plant sale signs will be installed in our member's yards around the city. That's about 9 houses, although we may not have signs at all of them. Addresses listed below. Sign is 24" wide x 18" high on "political" sign wire stand. We typically put these out on the Sunday prior to the sale, so September 5, 2021. In the past, we've filled out a sign permit and asked for other public locations in prominent locations. However, those signs tend to disappear, so we've limited where we locate them. Our committee will meet to discuss exact locations, procure property owner permission, and submit the sign permit form.

Here is a photo of our signs:



Addresses: 43 River Street, 200 E. Division St., 100 Northland Dr., 71 River St., 43 W. Division St., 361 Glencarin Dr., 56 W. Bridge St., 89 Rockview Drive, and 88 Riverchase Drive.

Grace A.M. Smith, Plant Sale Committee Co-Chairperson
616-866-4089
designsmiths@hotmail.com

INSURANCE REQUIREMENTS

At the time of the application, the applicant must include a certificate of insurance for the event in the following amounts, as required by the City;

- Automobile public liability and property damage for owner and non-owner vehicles in the amount of \$300,000 per occurrence for personal injury and \$500,000 per occurrence for property damage.
- Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage (\$1,000,000).
- All insurance must name the City of Rockford as an "Additional Insured".

SECTION I - EVENT INFORMATION

Event Details:

Event Name/Title:

Barre Class on the Dam Rail

Event Start Date:

July 17th, August 21st

Event End Date:

Event to be held for 30 minutes each of the days above.

Type of Event:

- ☐ 5k or 10k runs ☐ Bike Races ☐ Block Party ☐ Celebration
☐ Ceremony ☐ Concert ☐ Festival ☐ Fundraiser
☐ Street Fair ☐ Marathon ☐ Parade ☐ Procession
☐ Walkathons ☒ Other: 30 minute Barre class (fitness)

Event Description:

On the Bar (Rail) overlooking the Rogue River

Is this an annual event?

Yes

☒ No

→ but is a monthly event

Is this a multi-day event?

Yes

☒ No

If so, how many days? _____

Is there an admission fee?

Yes

☒ No

*If so, please

include admission fee details in the event description above.

What is the anticipated attendance?

Overall: 20 people maximum per session

Previous year's attendance (if applicable)?

Overall: _____ Daily: _____

Event Set-Up & Tear Down

If you will be utilizing street closures please refer to the next section to provide all street closure information.

none

Set-Up Date: Each day event is held Set-Up Time: 1:30 to 2:00pm

Start Time: 2 AM PM

End Date: _____ End Time: 2:30 AM PM

Tear-Down Date: _____ Tear-Down Time: _____ to _____

no set up r tear down
needed

SECTION II - CONTACT INFORMATION

Host Organization

Organization Name: Paperdoll Boutique - Evolve Fitness Studio

Type of Organization: ☒ Corporation ☒ LLC ☐ Non-Profit

Mailing Address: Paperdoll-
10 E Bridge St. Rockford, MI 49341

Physical Address Evolve- 5163 Northland Dr. GR, MI 49525

Phone Number: 6164460389 616840-3697

Fax Number: _____

Website Address: Paperdollboutique.com
evolvefitnessstudios.com

Event Organizer

Name & Title: same as above Paperdoll Boutique

Mailing Address: 10 E Bridge St. Rockford MI 49341

Phone Number: 6168661634

Erika
Morgan

Cell Number: 6164460389

Fax Number: _____

Email address: erika.jean.morgan@gmail.com

Secondary Organizer

(It is recommended that Event Organizer supply contact information for a support person.)

Name & Title: Evolve Fitness Studio/Tara Shuple Mailing

Address: 5163 Northland Dr. GR, MI 49525
(Street Address) (City, State and Zip)

Phone Number: _____

Cell Number: _____

Fax Number: _____

Email Address: _____

On-Site Contact

(Contact information for the person who will be on-site and will be the primary contact on the day of the event.)

Name & Title: Tara Schuple + Erika Morgan

Mailing Address: _____

(Street Address) (City, State and Zip) Same as above

Phone Number: _____

Cell Number: _____

Fax Number: _____

Email Address: _____

SECTION III - TEMPORARY STREET CLOSURE/BLOCK PARTY EVENT

Petition for Temporary Street Closure/Block Party Event

The City of Rockford requires signatures from all affected residents/businesses both on and adjacent to a proposed street closure. Signatures and addresses will be cross-checked with the completed map, prior to final approval. If any affected residents/businesses have not signed this petition, indicate the address and reason(s) below (i.e. resident on vacation, unable to connect with resident, disapproves of street closure, etc.)

A temporary street closure has been requested for the following date(s)/time(s) for the streets listed.

Closure Start Date: _____ Closure Start Time: _____ AM/PM

Closure End Date: _____ Closure End Time: _____ AM/PM

Street Name(s): _____

The purpose of the proposed street closure is (Event Description):

By signature of this "Petition for Temporary Street Closure," the undersigned hereby agrees to defend, indemnify and hold harmless the City of Rockford, its officers, employees and agents from any and all losses, damages, claims for damages, liability, expense or cost arising from any accident or occurrence causing any injury or damage of any person or property arising out of or attributed to the closure of the above-noted street(s) or the authorization therefore.

1. _____
Name Address Phone
2. _____
3. _____
4. _____
5. _____

(Please use flip side of paper if needed for more signatures.)

Host Organization Name:

Contact Name: _____

Mailing Address: _____

(St, Zip)

(Street Address)

(City)

SECTION IV - EVENT SPECIFICS

Please check all that apply

- ☒ Will amplification of music or speakers be used?
- ☒ Will you provide volunteer staff for safety, security and maintenance?
- ☐ Will Food/Beverages/Merchandise be sold?
- ☐ Will you require Public Safety Personnel?
- ☒ Will there be signage in the area for the event? Please attach example and location of signage to application.
(Sign permits may be required. No signs allowed that are not approved.)

☐ Do you request to ban dogs from your event? Yes _____ No _____

☐ Will the following be constructed or located in the area of the event?

- ☐ Booths, Tents (no staked) ☐ Displays
☐ Awnings, Canopies ☐ Rides
☐ Port-a-johns ☐ Fencing
☐ Other _____

☐ Will you require additional trash containers?

☐ Will the event require the use of any of the following municipal equipment?

- ☐ Barricades ☐ Traffic cones
☐ Other _____

How will the following utilities be provided?

Electrical

not needed

small
sandwich
board,
that explains
what event
is
how to sign
up for
future
classes

Water

Potable Water

Other

Describe type of emergency medical facilities you will provide (required for all runs, races or similar events)

SITE PLAN/MAP INSTRUCTIONS

All site plans/maps must be submitted using 8 1/2" x 11" or 8 1/2" x 14" white paper. All applicants are required to submit a detailed site plan/map. Site plans/maps must include a directional sign showing N, S, E and W. Site plans/maps must also include a key showing the use of symbols for people, vehicle's, electrical generators, tents, first aid station(s), cooking station(s), food tables, barricades, etc.

* We are looking to host a barre class on the Boardwalk Rail directly behind Paperdoll Boutique. The class will last 30 minutes and will not block walking traffic from getting/going on the Boardwalk

INDEMNIFICATION AGREEMENT

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, liquor licenses, tent and fireworks permits, and other necessary licenses and permits are in addition to any fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

Host Organization and/or the Event Organizer(s) agree to defend, indemnify and hold harmless the City of Rockford, and the City of Rockford's employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and costs(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Host Organization and/or Event Organizer(s) agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms and ratings required by the City's insurance provider or City Attorney or their designee.


Print Name:

Erika Morgan

Title:

owner/member

Signature:



Date:

4/19/21

Office Use Only

Date Submitted: _____

Council Approved: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/05/2021

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 have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: KELLY OBENAUF
OBENAUF AGENCY INC.	PHONE (A/C, No., Ext): 616-874-4000
FARM BUREAU INSURANCE	FAX (A/C, No): 616-874-4040
6207 BREWER AVE NE	E-MAIL: kobenauf@fbinsmi.com
ROCKFORD, MI 49341	INSURER(S) AFFORDING COVERAGE
	INSURER A: USLI
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

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	Y	N	CP 1739167	10/22/2020	10/22/2021
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					
	GEN'L AGGREGATE LIMIT APPLIES PER					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	OTHER					
	AUTOMOBILE LIABILITY					
	ANY AUTO					
	OWNED AUTOS ONLY					
	HIRED AUTOS ONLY					
	SCHEDULED AUTOS					
	NON-OWNED AUTOS ONLY					
	UMBRELLA LIAB					
	EXCESS LIAB					
	DED					
	RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					
	If yes, describe under DESCRIPTION OF OPERATIONS below					

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

CERTIFICATE HOLDER

CANCELLATION

CITY OF ROCKFORD
7 S. MONROE STREET
ROCKFORD, MI 49341

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

KELLY OBENAUF

INSURANCE REQUIREMENTS

At the time of the application, the applicant must include a certificate of insurance for the event in the following amounts, as required by the City;

- Automobile public liability and property damage for owner and non-owner vehicles in the amount of \$300,000 per occurrence for personal injury and \$500,000 per occurrence for property damage.
- Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage (\$1,000,000).
- All insurance must name the **City of Rockford** as an "Additional Insured".

SECTION I - EVENT INFORMATION

Event Details:

Event Name/Title: Hot Air Balloon flight take off

Event Start Date: 8/20

Event End Date: 1c

Type of Event: ☐ 5k or 10k runs ☐ Bike Races ☐ Block Party ☐ Celebration

☐ Ceremony ☐ Concert ☐ Festival ☐ Fundraiser

☐ Street Fair ☐ Marathon ☐ Parade ☐ Procession

☐ Walkathons ☒ Other: Balloon take off

Event Description:

Is this an annual event? Yes ☒ No ☒

Is this a multi-day event? Yes ☒ No ☒ If so, how many days? _____

Is there an admission fee? Yes ☒ No ☒ If so, please include admission fee details in the event description above.

private event

What is the anticipated attendance? Overall: 5 Daily: X

Previous year's attendance (if applicable)? Overall: X Daily: X

Event Set-Up & Tear Down

If you will be utilizing street closures please refer to the next section to provide all street closure information.

Set-Up Date: 5:30pm Set-Up Time: _____ to _____

Start Time: _____ AM/PM

End Date: _____ End Time: _____ AM/PM

Tear-Down Date: _____ Tear-Down Time: _____ to _____

SECTION II - CONTACT INFORMATION

Host Organization

Organization Name: RE/MAX United

Type of Organization: ☐ Corporation ☐ LLC ☐ Non-Profit

Mailing Address: 28 N Monroe Rockford MT 49341
(Street Address) (City, State and Zip)

Physical Address 11 11
(Street Address) (City, State and Zip)

Phone Number: 616.866.5800 → 616.884.2096

Fax Number: X

Website Address: X

Event Organizer

Name & Title: Aarika Beerthuis - Management Coordinator

Mailing Address: 28 N Monroe St. Rockford MT 49341
(Street Address) (City, State and Zip)

Phone Number: 616.460.4782 (cell)

Cell Number: _____

Fax Number: _____

Email address: aarika.beerthuis@remax.net

Secondary Organizer

(It is recommended that Event Organizer supply contact information for a support person)

Name & Title: _____ Mailing

Address: _____

(Street Address) (City, State and Zip)

Phone Number: _____

Cell Number: _____

Fax Number: _____

Email Address: _____

On-Site Contact

(Contact information for the person who will be on-site and will be the primary contact on the day of the event.)

Name & Title: Aarika Beerthuis

Mailing Address: _____

(Street Address) (City, State and Zip)

Phone Number: _____

Cell Number: 616.460.4782

Fax Number: _____

Email Address: _____

N/A

SECTION III - TEMPORARY STREET CLOSURE/BLOCK PARTY EVENT

Petition for Temporary Street Closure/Block Party Event

The City of Rockford requires signatures from all affected residents/businesses both on and adjacent to a proposed street closure. Signatures and addresses will be cross-checked with the completed map, prior to final approval. If any affected residents/businesses have not signed this petition, indicate the address and reason(s) below (i.e. resident on vacation, unable to connect with resident, disapproves of street closure, etc.)

A temporary street closure has been requested for the following date(s)/time(s) for the streets listed.

Closure Start Date: _____ Closure Start Time: _____ AM/PM

Closure End Date: _____ Closure End Time: _____ AM/PM

Street Name(s): _____

The purpose of the proposed street closure is (Event Description):

By signature of this "Petition for Temporary Street Closure," the undersigned hereby agrees to defend, indemnify and hold harmless the City of Rockford, its officers, employees and agents from any and all losses, damages, claims for damages, liability, expense or cost arising from any accident or occurrence causing any injury or damage of any person or property arising out of or attributed to the closure of the above-noted street(s) or the authorization therefore.

- | | Name | Address | Phone |
|----|-------|---------|-------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |

(Please use flip side of paper if needed for more signatures.)

Host Organization Name: _____

Contact Name: _____

Mailing Address: _____

(St, Zip)

(Street Address)

(City)

SECTION IV – EVENT SPECIFICS

Please check all that apply

- ☐ Will amplification of music or speakers be used?
- ☐ Will you provide volunteer staff for safety, security and maintenance?
- ☐ Will Food/Beverages/Merchandise be sold?
- ☐ Will you require Public Safety Personnel?
- ☐ Will there be signage in the area for the event? Please attach example and location of signage to application.
(Sign permits may be required. No signs allowed that are not approved.)
- ☐ Do you request to ban dogs from your event? Yes _____ No _____
- ☐ Will the following be constructed or located in the area of the event?
 - ☐ Booths, Tents (no staked) ☐ Displays
 - ☐ Awnings, Canopies ☐ Rides
 - ☐ Port-a-johns ☐ Fencing
 - ☐ Other _____
- ☐ Will you require additional trash containers?
- ☐ Will the event require the use of any of the following municipal equipment?
 - ☐ Barricades ☐ Traffic cones
 - ☐ Other _____

How will the following utilities be provided?

Electrical

Water	
Potable Water	
Other	

Describe type of emergency medical facilities you will provide (required for all runs, races or similar events)

SITE PLAN/MAP INSTRUCTIONS

All site plans/maps must be submitted using 8 1/2" x 11" or 8 1/2" x 14" white paper. All applicants are required to submit a detailed site plan/map. Site plans/maps must include a directional sign showing N, S, E and W. Site plans/maps must also include a key showing the use of symbols for people, vehicle's, electrical generators, tents, first aid station(s), cooking station(s), food tables, barricades, etc.

(see attached - quick 30 min takeoff)

INDEMNIFICATION AGREEMENT

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, liquor licenses, tent and fireworks permits, and other necessary licenses and permits are in addition to any fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

Host Organization and/or the Event Organizer(s) agree to defend, indemnify and hold harmless the City of Rockford, and the City of Rockford's employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and costs(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Host Organization and/or Event Organizer(s) agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms and ratings required by the City's insurance provider or City Attorney or their designee.

Print Name: Aarika Beerthuis Title: _____
 Signature: [Signature] Date: _____

Office Use Only

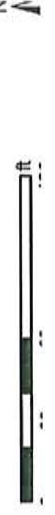
Date Submitted: _____

Council Approved: _____



Viewer Map

August 08, 201



CITY COUNCIL
CITY OF ROCKFORD
RESOLUTION 21-12

A RESOLUTION APPROVING THE SINGLE LOT
ASSESSMENT ROLL FOR PLACEMENT OF THE
ROLL ON THE JULY 2021 TAXES

The following resolution was offered by Council Member _____, and supported by Council Member _____:

WHEREAS, as required by the Rockford City Code in accordance with Section 1.1. L, any expense that has been incurred by the City upon or in respect to any single premises, which has not been paid in full shall be collected through a special assessment roll; and

WHEREAS, on May 10, 2021, the City mailed a letter by first class mail notifying the property owners of the expense directly attributable to their property and explaining that Council will hold a public hearing June 14, 2021, to receive public comment on the special assessment roll; and

WHEREAS, the City Clerk has prepared or caused to be prepared such a special assessment roll described in Exhibit A, and has filed the same with the City Council; and

WHEREAS, the City Clerk has posted the special assessment roll notice in accordance with the Code requirements, and the City Deputy Treasurer has mailed by first class mail letters notifying property owners of the expense directly attributable to their property.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That a public hearing was held on June 14, 2021, at approximately 7:00 p.m., in the Council Chambers of City Hall, 7 South Monroe Street, Rockford, Michigan, to receive public comment on the single lot special assessment roll.
2. That Council confirms the roll and the roll shall be added by the City Treasurer to the July, 2021, ad valorem property tax roll, and shall thereafter be collected and returned in the same manner as ad valorem property taxes.
3. That all resolution or parts of resolutions in conflict herewith shall be and the same hereby are rescinded.

AYES:

NAYS:

ABSENT:

I, the undersigned duly qualified Clerk of the City of Rockford (the "City"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at the regular meeting held on Monday, June 14, 2021, and public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: June 14, 2021

Christine M. Bedford, City Clerk

SINGLE LOT ASSESSMENT ROLL

2021

<u>Parcel Number</u>	<u>Address</u>	<u>Amount/Description</u>
41-06-36-283-002	252 Lewis	\$300.00/Sidewalk
41-06-36-453-005	164 Courtland	\$636.55/Utility Bill
41-07-30-102-011	1437 Hollow Ridge	\$123.05/Utility Bill

Amendment to Service Agreement for The North Kent Sewage Collection System

(Orchard View Sewer Main)

This amendment, dated for reference purposes as of July 1, 2021 (the “Amendment”), is between the **NORTH KENT SEWER AUTHORITY**, established pursuant to Act 233 of the Public Acts of Michigan of 1955, as amended, (the “NKSA”), 7 S. Monroe, Rockford, Michigan 49341, **ALPINE TOWNSHIP** (“Alpine”), 5255 Alpine Avenue, N.W., Comstock Park, Michigan 49321; **CANNON TOWNSHIP** (“Cannon”), 6878 Belding Road, NE, Rockford, Michigan 49341; **COURTLAND TOWNSHIP** (“Courtland”), 7450 – 14 Mile Road, Rockford, Michigan 49341; **PLAINFIELD CHARTER TOWNSHIP** (“Plainfield”), 6161 Belmont Avenue, NE, Belmont, Michigan 49306; and the **CITY OF ROCKFORD** (“Rockford”), 7 S. Monroe, Rockford, Michigan 49341 (Alpine, Cannon, Courtland, Plainfield and Rockford are individually sometimes referred to as a “Municipality” and collectively as the “Municipalities”).

This Amendment is made in consideration of the following:

A. NKSA and the Municipalities entered into the “Service Agreement for the North Kent Sewage Collection System” dated for reference purposes as of October 1, 2012 (the “Service Agreement”), providing for the operation and maintenance by the NKSA of components of the North Kent Sewage Collection System which are shared by all Municipalities, certain components shared by two or more but not all of the Municipalities, and certain components used only by Plainfield, Alpine or Cannon Townships.

B. Cannon and Plainfield have agreed that an approximately 1,400-foot length of sewer main, formerly utilized only by Plainfield, could be used by Cannon to provide sanitary

sewer service to a development known as "Orchard View" located at the southeast intersection of Belding Road (M-44) and Courtland Drive.

C. For consistency and convenience in cost sharing and arrangements for maintenance and repair, Cannon and Plainfield desire that this section of sewer be added as a shared local component of Cannon and Plainfield by amendment to the Service Agreement.

D. Although the cost of maintenance and repair of this component will be the responsibility of Cannon and Plainfield only, any amendment to the Service Agreement requires the consent of the NKSA and all of the Municipalities.

NOW THEREFORE, it is agreed as follows:

1. **ORCHARD VIEW SEWER MAIN.** The list of shared local components in Exhibit A to the Service Agreement is hereby amended by the addition of the following as a shared local component of Cannon and Plainfield only:

The Orchard View sewer main, extending approximately 1,400 feet from PL-3020 located in Courtland Drive, to its connection with the Plainfield/Courtland/Plainfield trunk sewer. (Plainfield/Cannon)

2. **EFFECTIVE DATE.** This Amendment shall be effective as of July 1, 2021, and the Orchard View sewer main shall thereafter be treated as a shared local component utilized by Cannon and Plainfield.

3. **REMAINDER OF AGREEMENT UNCHANGED.** In all other respects, the Service Agreement shall be unchanged.

4. **COUNTERPARTS.** This Amendment may be executed in multiple counterparts, all of which together shall be deemed to be one instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed and delivered by their respective duly authorized officers, all as of the day and year first written above.

[Signatures on following page]

ALPINE TOWNSHIP

By _____
Greg Madura
Its Supervisor

By _____
Jean Wahlfield
Its Clerk

Dated: _____

COURTLAND TOWNSHIP

By _____
Matt McConnon
Its Supervisor

By _____
Susan Hartman
Its Clerk

Dated: _____

CITY OF ROCKFORD

By _____
Edward Ross
Its Mayor

By _____
Chris Bedford
Its Clerk

Dated: _____

CANNON TOWNSHIP

By _____
Stephen Grimm
Its Supervisor

By _____
Deb Diepenhorst
Its Clerk

Dated: _____

PLAINFIELD CHARTER TOWNSHIP

By _____
Tom Coleman
Its Supervisor

By _____
Cathleen Postmus
Its Clerk

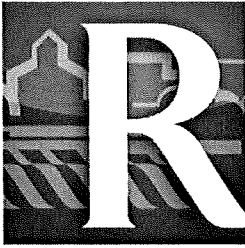
Dated: _____

NORTH KENT SEWER AUTHORITY

By _____
Stephen Grimm
Its Chair

By _____
Jean Wahlfield
Its Secretary

Dated: _____



CITY OF ROCKFORD

Cheryl C. Scales, Mayor

Thad M. Beard, City Manager

7 S. Monroe St. Rockford, Michigan 49341 T 616-866-1537 F 616-866-6406 www.rockford.mi.us

MEMORANDUM

TO: Thad Beard, City Manager

FROM: Linda Lehman, Finance Director/Treasurer

SUBJECT: Budget Amendments

DATE: June 8, 2021

I am requesting the attached budget amendment for the current fiscal year. This amendment is a housekeeping item related to the body and in-car cameras that the Public Safety Department was authorized to purchase last month. Since the city is agreeing to a 5-year purchasing plan we are required to make an entry in the books for the balance that will be paid over the next four years. Because the entry is a debit and credit for the same amount it is essentially a wash to the bottom line but it acknowledges the commitment.

CITY OF ROCKFORD
RESOLUTION 21-13

RESOLUTION AMENDING FY 2020-21 GENERAL APPROPRIATIONS ACT

The following resolution was offered by Council member _____, and supported by Council Member _____:

WHEREAS, from time to time it is necessary to amend the appropriations of the City's budget by making the proper adjustments and transfers where necessary; and

WHEREAS, it is anticipated that various departments will require additional funds due to unanticipated costs incurred; and

WHEREAS, the City Manager and Finance Director have reviewed the City's budget accounts and are recommending that adjustments be made and to be absorbed by the fund balances.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rockford that the budget be amended as follows:

Fund	Dept	Current Budget	Amendment	Amended Budget
Capital Imp	Revenues	468,900	40,000	508,900
	Capital Exp.	616,250	40,000	656,250

AYES:

NAYS:

ABSENT:

I, Christine M. Bedford, hereby certify the foregoing constitutes a true and complete copy of a resolution duly adopted by the City Council of the City of Rockford, Michigan, at a Regular Meeting held the 14th day of June 2021.

Christine M. Bedford
City Clerk

**CITY COUNCIL
CITY OF ROCKFORD
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 21-14

**RESOLUTION APPROVING SETTLEMENT TERM SHEET
WITH DJT PROPERTIES, LLC AND AUTHORIZING AND
APPROVING EXECUTION OF AN AMENDMENT TO
AMENDED AND RESTATED DEVELOPMENT
AGREEMENT RELATED TO THE PROMENADE
BUILDING**

Councilmember _____, supported by Councilmember _____,
moved the adoption of the following resolution:

WHEREAS, DJT Properties, LLC ("DJT") and Nature View Properties, LLC ("NVP") each own a portion of the Promenade building (the "Promenade") located at 8 East Bridge Street in the City of Rockford (the "City"); and

WHEREAS, DJT, NVP and the City entered into an Amended and Restated Development Agreement dated November 8, 2010 (the "Development Agreement") which in part addressed permitted uses within the Promenade; and

WHEREAS, DJT and the City disagreed with respect to the uses permitted pursuant to the Development Agreement within that portion of the Promenade owned by DJT; and

WHEREAS, DJT filed a lawsuit against the City relative to the permitted uses in the Development Agreement and related zoning issues (the "Lawsuit"); and

WHEREAS, DJT and the City conducted a court-ordered mediation on June 4, 2021, in an effort to resolve the Lawsuit; and

WHEREAS, the mediation resulted in a Settlement Term Sheet (the "Settlement") which upon approval by the City, DJT and NVP resolves the issues raised in the Lawsuit.

RESOLVED,

1. That the Settlement in the form presented at this meeting is approved.
2. That in accordance with the terms of the Settlement, the City Manager shall cause the preparation of an amendment to the Development Agreement incorporating the terms of the Settlement (the "Amendment").
3. That the Mayor and City Clerk are authorized and directed to execute the Amendment approved as to content by the City Manager and as to form by the City Attorney.

4. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded to the extent of such conflict.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: June 14, 2021

Christine M. Bedford, City Clerk

CERTIFICATION

I, the undersigned duly qualified and acting Clerk of the City of Rockford (the "City"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on June 14, 2021, and that public notice of said meeting was given pursuant to Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: June 14, 2021

Christine M. Bedford, City Clerk

SETTLEMENT TERM SHEET

THIS SETTLEMENT TERM SHEET is made as of June 4, 2021, between the **CITY OF ROCKFORD**, a Michigan municipal corporation (the "City") of 7 South Monroe Street, P.O. Box 561, Rockford, Michigan 49341, and **DJT PROPERTIES, LLC**, a Michigan limited liability company ("DJT"), of 262 South Fremont, Rockford, Michigan 49341.

RECITALS

A. DJT and **NATURE VIEW PROPERTIES, LLC**, a Michigan limited liability company ("NVP"), of PO Box 667, Greenville, Michigan 48838, each own a portion of the Promenade Building located at 8 East Bridge Street in the City (the "Promenade").

B. DJT and NVP entered in an Amended and Restated Development Agreement dated November 8, 2010 (the "2010 Agreement") with the City related to the Promenade which includes certain permitted uses within the Promenade.

C. DJT sued the City relative to the 2010 Agreement and related zoning issues currently pending in the U.S. District Court for the Western District of Michigan as Case No. 1:21-cv-00182 (the "Lawsuit").

NOW, THEREFORE, the City and DJT agree as follows:

1. The 2010 Agreement including, without limitation, the provisions in Section 1(b), is amended to add as permitted uses the following:

a) The permitted uses of the first floor of the Promenade may include specialty retail whose primary business is the sale of gourmet and/or ethnic food and beverages including beer, wine and spirits primarily for consideration off-premises, provided that such specialty retail (a) shall not exceed a gross floor area of 10,000 square feet, (b) shall devote at least 60% of its retail floor space to the sale of non-alcoholic products, (c) may include facilities for the production or preparation of food products including, but not limited to baked goods, candy, pasta, meats and delicatessen items (d) may include holding on-premises cooking

classes, tastings, lectures and similar events including the serving of beer, wine and spirits, (e) may include the preparation of food and beverages for off-premises catering, and (f) may provide for indoor and/or outdoor seating for the consumption of food and alcoholic beverages provided outdoor seating shall comply with Section 16.6(s) of the City's Zoning Ordinance. For purpose of this paragraph "retail floor space" shall mean that portion of the business' space accessible to customers or potential customers of the business.

b) The permitted uses of the second floor of the Promenade may include residential, high end salon (including but not limited to hair, nail, brows), high end spa (including but not limited to medical spa, waxing), and high end studio (including but not limited to health, fitness, yoga, pilates).

c) The permitted uses of Suite 102 (shown on attached Exhibit A and including the associated patio) in the first floor of the Promenade may include retail medical use defined as medical services typically provided without insurance coverage, including but not limited to orthodontists, dentists, chiropractors, physical therapy, optometrists, dermatologists, plastic surgery consults ("Retail Medical Use").

d) The permitted uses of Suite 102 may include non-medical professional office use (including but not limited to real estate, accounting, law, interior design, wealth management, architecture, engineering, insurance) ("Non-Medical Professional Use").

e) The permitted uses of the "Riverside" space (shown on attached Exhibit A and including the associated patio) in the first floor of the Promenade may include any restaurant other than fast food. For purposes of clarity, "fast food" does not include "fast casual", which is permitted. Fast casual includes but is not limited to Chipotle, Qdoba, Potbelly, Five Guys, Noodles and Company, Panda Express, Panera, Mod Pizza. DJT may reserve and mark two designated, short-term parking spaces adjacent to the Riverside space in the adjacent public parking lot provided that the Riverside space is utilized for any restaurant.

f) Any of Suite 102 and/or the Riverside space may be used for a brewery, winery, or distillery.

g) Provided the primary portion of the Riverside space is used for any restaurant, brewery, winery or distillery or any other purpose allowed by the 2010 Agreement, the remaining portion of the Riverside space of up to 1,500 square feet (the "Split Tenant Space") may be used for any permitted use of Suite 102.

2. DJT shall dismiss the Lawsuit without prejudice but agrees not to renew the claims raised in the lawsuit until July 1, 2031, unless there has been an intervening material change in circumstances.

3. This term sheet is subject to the approval of the City Council of the City, which approval the persons negotiating this term sheet on behalf of the City shall recommend and which they shall use their best efforts to secure by June 15, 2021.

4. This term sheet is subject to the approval of the trustee of the trust that owns DJT, which approval the person negotiating this term sheet on behalf of DJT shall recommend and which he shall use his best efforts to secure by June 15, 2021.


5. This term sheet is subject to the approval of NVP, which approval DJT shall request be given no later than June 15, 2021.

6. Once the contingencies have been satisfied or waived, DJT, the City and NVP shall promptly draft, execute and record an amendment to the 2010 Agreement memorializing this term sheet.

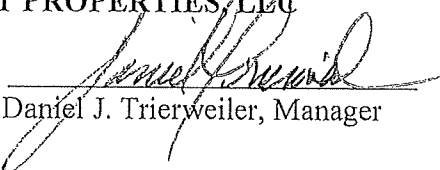
7. The City waives all fees currently billed to DJT relating to the Promenade and agrees that no further fees shall be billed to DJT relating to the Lawsuit or otherwise related to the matter resolved by this term sheet.

8. DJT shall dismiss the pending 2021 property tax appeal it filed relative to the portion of the Promenade that it owns.

CITY OF ROCKFORD

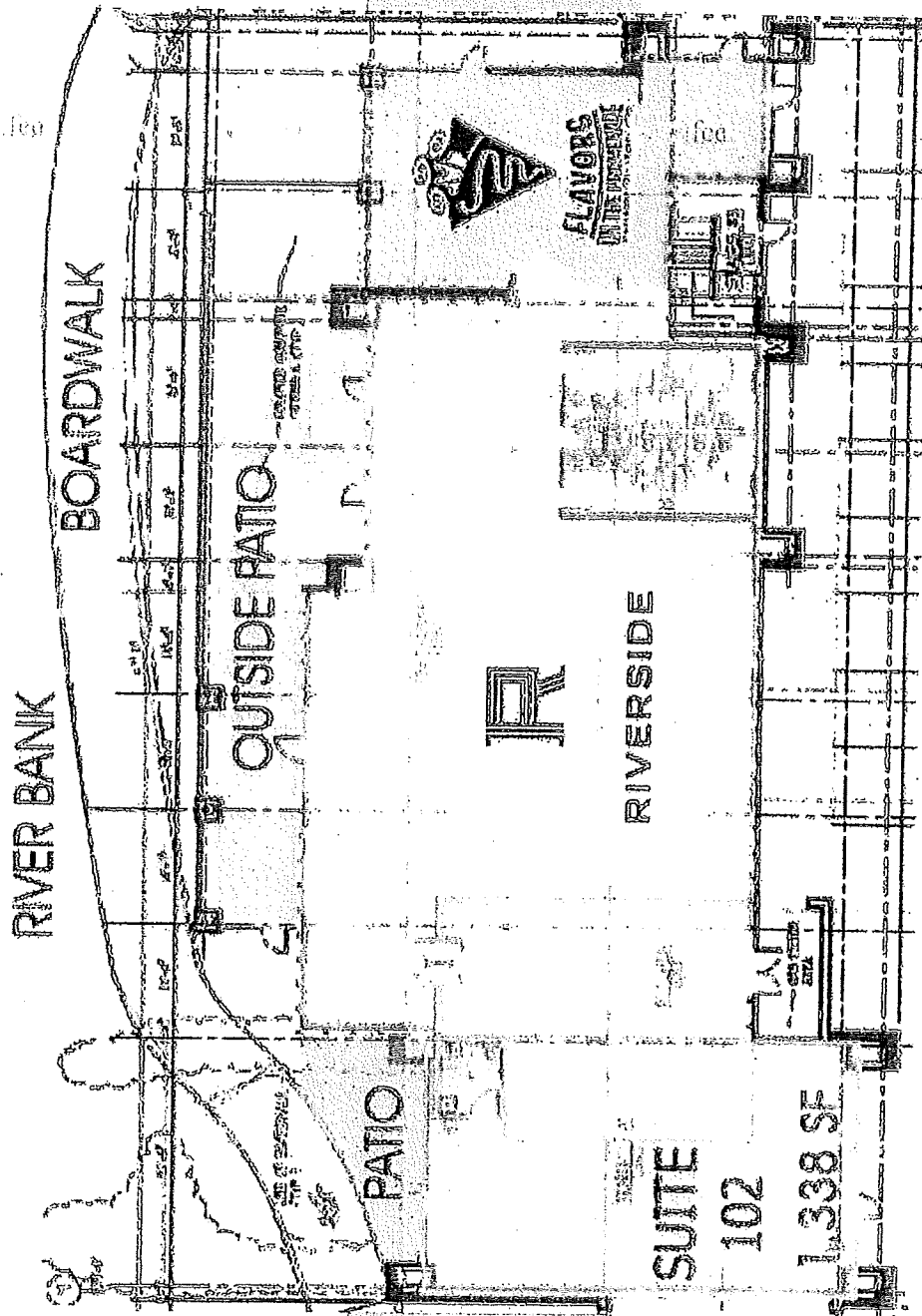
By: 
Edward Ross, Mayor

DJT PROPERTIES LLC

By: 
Daniel J. Trierweiler, Manager

218228849v1

Layout of First Floor of Building



CITY OF ROCKFORD

RESOLUTION 21 - 15

**RESOLUTION SETTING THE RATES AND FEES
PERTAINING TO VARIOUS APPLICATIONS AND SERVICES**

The following resolution was offered by Council Member _____, and supported by Council Member _____:

WHEREAS, the City Council by its Resolution No. 81-18 of September 14, 1981, established a City Schedule of Rates, Fees and Charges; and

WHEREAS, regular reviews take place of fees adopted by the City to help defray operating and administrative costs; and

WHEREAS, City staff has completed an evaluation of the uses and the fees charged in conjunction with the various applications used by the City; and

WHEREAS, the City has determined that it is necessary to amend the fees charged for the various applications found in Attachment A.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rockford that Resolution 81-18, as amended, be further amended as itemized on Attachment A.

BE IT FURTHER RESOLVED that the fees cited in Attachment A shall become effective immediately.

BE IT FURTHER RESOLVED that all other City rates, fees, and charges as previously adopted by Resolution 81-18, and amendment thereto shall remain in effect.

AYES:

NAYS:

ABSENT:

I, Christine M. Bedford, hereby certify the foregoing constitutes a true and complete copy of a resolution duly adopted by the City Council of the City of Rockford, Michigan at a Regular meeting held the 14th day of June 2021.

Christine M. Bedford, City Clerk

Attachment A

Community Cabin Rental Fee

\$400