

# VILLAGE OF DECATUR SPECIAL COUNCIL MEETING AGENDA

Monday,  
May 8, 2023



VILLAGE OF DECATUR  
SPECIAL COUNCIL MEETING  
Monday, May 8, 2023 – 6:00PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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6:00 PM Special Council Meeting (Action to be taken by Council on the following agenda items)

**Note: Please be courteous and turn cell phones off during the meeting.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL (Excused Absences if Any)**
4. **PUBLIC COMMENT**
5. **APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 - Approval of the Special Council Meeting Agenda for May 8, 2023.

6. **COMMUNICATIONS TO THE COUNCIL – PRESENTATIONS & GUEST**
7. **PUBLIC HEARING**
8. **UNFINISHED BUSINESS**
9. **NEW BUSINESS**

9A.1 – Request to approve the community events application for Final Gravity, Midwest Fest to be held July 29, 2023.

10. **DEPARTMENT REPORTS**
11. **PUBLIC COMMENTS – SECOND OPPORTUNITY**
12. **COUNCIL COMMENTS**
13. **ADJOURNMENT**

#### **PLEASE NOTE**

#### **AUDIENCE PARTICIPATION:**

In addition to addressing the Council during public hearings and under “Public Comment,” members of the audience may address the Council, please limit your comments to three minutes or less per item. Please step up to the Podium and state your name and address.

The proposed process for items listed under agenda items above shall be as follows:

1. Announcement of the agenda item by the President.
2. Verbal report provided by staff.
3. President asks councilmembers if they have any questions for staff to clarify the staff report.
4. Motion is made by a council member and seconded by another council member.
5. President then calls on councilmembers to discuss the motion if councilmembers wish to discuss.
6. President calls for a vote on the item after discussion has occurred.



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Megan Duncan, Clerk/Treasurer  
REVIEWED BY: Thomas VanDerWoude, Interim Village Manager  
DATE: May 8, 2023

SUBJECT: Request to approve the Community Events Application from Kevin Christensen, Final Gravity, for Midwest Festival July 29, 2023.

### Action Requested:

It is requested that Village Council approve the Community Events Application from Kevin Christensen, Final Gravity, for Midwest Festival July 29, 2023.

### Background:

Annually Final Gravity has requested approval from the Village Council to hold a community event, Midwest Festival. Midwest Festival has provided local and non-local residents from surrounding communities musical entertainment and additional vendors. The 100 Block of North Phelps is closed for this event.

### Attachment(s):

Community Events Application from Final Gravity



# VILLAGE OF DECATUR

## Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # \_\_\_\_\_

Date Received 5-2-23 8P

The Special Events & Festivals Information Application must be read before filling out this application. A non-refundable application fee of \$150 is required to submit this application.

A new application must be submitted each year.

I have read the Special Events & Festivals Information and will fill out this application completely. I agree to follow all policies and regulations set by the Village of Decatur.

Initial \_\_\_\_\_

Date \_\_\_\_\_

### CONTACT INFORMATION

Event Title: Midwest Festival

Sponsoring Organization: Final Gravity Brewing Co

Applicants Name: Kevin Christensen (Amber Chapp)

Telephone #: (269)674-9500 Phone # During Event: (269)674-9500

E-mail Address: Finalgravitybrewing@gmail.com / achapp@finalgravitybrew.co

### Other contacts for/during event

Name: Amber Chapp Telephone: (269)944-9638

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### EVENT SPECIFIC INFORMATION

Event Location: the 100 block N Phelps and Southern block of 200 W Phelps

Date(s) Requested: July 29, 2023 Alternative Date(s): none

Start Time: 4pm End Time: 11pm

**Any event that exceeds 10:00 P.M. must have to be approved by Village Council**

Number of people expected to attend: 2500

#### EVENT DESCRIPTION

Please give a description of the event (Please attach a separate sheet with details if there is not enough space below).

Music/beer fest, w-15 breweries, market Van Buren  
as non profit for alcohol, four bands including  
Kylreh Sees, Robert Fiddler, Kyle Jennings, and  
Austin Edwards (a runner up on Americas got talent)

#### MAPS/LOCATION – MARK EVENT ITEMS ON MAP(S)

Check items below that apply to your event. **All items checked below must be indicated on the MAP(S). Maps can be found on the Village's website.** Please note, **map(s) must be submitted with the Special Events & Festivals Application.**

☒ Village property or Village Park use. **Show locations of fencing, barriers, or barricades. Include streets and/or sidewalks to be closed or barricaded on map(s).** To ensure requested items, such as cones or barricades are reserved and available for the day of the event, please complete the **CONES AND BARRICADE REQUEST FORM** and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 8:00am and 3:00pm; the office is closed during lunch from 12:00pm to 1:00pm. Should you require an alternate time a **\$50 After Hour Charge** will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the Village of Decatur cannot guarantee the requested items will be available for the event. These items are on a **first come - first served basis and limited quantities are available.** *See Map Provided*

☒ Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Public Works Department will be charged \$100.00 per barricade. *"Will work with PD, Public works, and Village manager to work with any needs"*

☒ Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Public Works Department will be charged \$25.00 per cone. *"Same comment above"*

Explain closure: road closure July 28<sup>th</sup> at 9pm Friday until July 30<sup>th</sup> at 2am.

☒ Entertainment, dance, tent or stage. Mark locations on maps. Event Command Post.

☒ Dumpsters and/or trash containers. Mark location on maps.

☒ Portable toilet facilities. Mark locations on maps. How many? 16 The Village requires the use of portable facilities for events expecting over 100 attendants.

☐ Under part 117 of Act, 1994 PA 451, Waste servicers must dispose of their waste at a wastewater treatment plant with an approved receiving facility. The Village of Decatur Wastewater Treatment Plant is **NOT** an approved facility.

Approved facility being used Hired company will dispose of waste.

☐ Parade. Mark beginning area, the route (with arrows), and finish area on maps. NO parade

\*If Business Route M-51 needs to be closed for the Parade you will need to contact MDOT at 269-375-8900 to obtain a MDOT permit for road closure.

☐ Participants. Mark parking areas and bus locations on maps.

☐ Relay event. Indicate "hand-off" points and areas of participant equipment impact.

☐ Aircraft landing / hot air balloons. Mark location on maps. Fireworks/pyrotechnics site. Mark location on maps.

☒ Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)  
Multiple Vendors And will give names asap to Village staff

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Note: Number will be given for all vendor inquiries. It is suggested that the sponsoring organization issue a paper permit to be displayed by vendor to let Village and event staff know they are an approved vendor.

☒ First Aid facilities. Mark location on maps. List agency providing staff and equipment.  
Will provide Village staff first aid plan asap

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

☐ Live animal sites. Mark location on maps and describe: NONE

☐ \_\_\_\_\_  
Any other item(s) that should be included on maps. Explain: Will provide actual map used for prior events with everything included



## ADDITIONAL EVENT INFORMATION

☒ Liquor License

The sale and consumption of alcoholic beverages may occur on publicly owned property located within the approved area, The policy requires that an application be filed with the Village of Decatur and the Michigan Liquor Control Commission. These applications can be found here: Village [Michigan Liquor Control Commission Website](#)

**Liquor license application must be submitted before the Village will process this special event application.**

☒ Noise: Please describe i.e., music, sound, amplification and any other noise that impacts surrounding area. Provide dates and times noise will occur. **All noise must stay within the Village's noise ordinance. Noise Ordinance Sec. 22-53. Village Noise Ordinance will be enforced, unless waived by Village Council action.** If you have any questions about the noise ordinance, please contact the local police department 269-423-6114.

As in years past we will continue to work with Village staff on the noise level

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ Signage: Prior to the event a list of all signage (example: sandwich boards, banners, etc.) and placement of the signage needs to be turned in to the Village's Village Manager. Upon submission the signage requests will be reviewed by the Village Manager; additional approval may be required by Village Council. **\*Due to limited space for banners, they will be placed on a first come first served basis\*. Please refer to the Special Events & Festivals Information Application for further details regarding banners.**

☒ Street Marking: Marking on roads and sidewalks should be held to a minimum. Only spray landscape chalk, specifically designed to wear away in a short period of time, will be approved by the Village. Please contact the Village Manager for questions regarding street marking. Marked with Chalk

## VILLAGE SERVICES

Are you requesting any utility services to be provided: ☒ Yes ☐ No

If yes, explain: Electric from DDA park as has been done in the past

If electric utilities requested, name of festival person or electrician who will be responsible: Will provide to Village Sta as done in past.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Will vendors be using electric utilities: ☒ Yes ☐ No

If yes, the Village's Electrical Inspector will be making inspections of all vendors using electric during events. A charge of \$100.00 per vendor will be billed to the sponsoring organization (NOT the vendor) following the event.



Will you require additional police services:

☒ Yes

☐ No

If yes, the applicant is agreeable to be invoiced for administrative support services to cover the expenses of the departments, time, equipment and any additional expenses for providing police services to this event explain:

Will you require additional fire/ambulance services:

☒ Yes

☒ No

If yes, explain: Fire extinguishers will be available, QR/UR/BAU Additional fire information: Mark all that apply. will be contacted prior to event by final gravity staff.

☐

Tents

☐

Concessions

☐

Exits

☐

Compressed Gases

☐

Extinguishers

☐

Electrical

☐

Exposed Flames

☐

Other:

☐

If you checked any box in the "Additional fire information" section, you **MUST** obtain and abide by the "**FIRE & LIFE SAFETY REQUIREMENTS FOR VENDORS PARTICIPATING IN FESTIVALS, FAIRS, AND ALL OTHER OUTSIDE EVENTS/ACTIVITIES**" document You can find a link to this document on our web site. Please contact the Decatur Hamilton Emergency Services with any questions or concerns regarding this document.

**The primary concern during any event is public safety. In the event of inclement weather, the Village of Decatur or its designees have the right to cancel or postpone any special event.**

## INSURANCE

The Village requires proof of insurance (\$1,000,000) naming the Village of Decatur as "additionally insured". The Proof of Insurance Certification needs to be turned in with the Special Event application. Will provide insurance certificate as done in the past

Is the Proof of Insurance Certification Provided with Special Event Application? ☐ Yes ☒ No

## REMINDERS

Please make sure the following items are turned in with the Special Events & Festivals Application

☒ Map(s)


☐ Proof of Insurance Certification will provide

☐ Cones and Barricade Request Form (if applicable) will work with village staff

☐ Submitted liquor license application (if applicable) currently working with chief of police

## INDEMNIFICATION AGREEMENT

The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the Village of Decatur, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising out of resulting from or in connection with the use of said Public Property

 General Manager 5/2/23  
on behalf of  
Kevin Christensen

Applicants Signature

Date



# DEPARTMENT OF PUBLIC WORKS

• 114 N Phelps Street. • Decatur, Michigan 49045

Telephone (269) 423-6114

## CONES AND BARRICADES REQUEST FORM

**Requester's Name** Amber Chopp  
**Date Requested** 5/12/23  
**Organization/Committee** Final Gravity Brewing Co  
**Mailing Address** 103 N Phelps St. Decatur MI  
49045  
**Office/Main Phone** \_\_\_\_\_  
**Cell Phone** 269-944-9638  
**DATE of EVENT** 7/29/23

	Quantity	Who will pick up cones (Please Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
CONES	Will work with Village staff as it pertains to needed cones				
				AM	AM
				PM	PM

Please note: Street cones that are damaged or not returned to the Public Works Department will be charged \$25.00 per cone.

	Quantity	Drop Off Location (Please Print Legibly)	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
BARRICADES <i>and fencing</i>	Will continue to work with Village staff				
				AM	AM
				PM	PM

Please note: Barricades that are damaged or not returned to the Public Works Department will be charged \$100.00 per barricade.

ANY ADDITIONAL INFORMATION.

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PLEASE RETURN APPLICATION TO:

VILLAGE MANAGER  
VILLAGE OF DECATUR  
114 N PHELPS STREET  
DECATUR, MI 49045  
[ctapper@decaturmi.us](mailto:ctapper@decaturmi.us)



DOWNTOWN – N & S Phelps Street





MS1

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MS1

