

City Clerk

From: Mayor's Assistant
Sent: Tuesday, November 11, 2025 9:04 AM
To: City Clerk
Cc: Erin Evashevski (erinevashevskilaw@gmail.com)
Subject: FW: approval of small play structure for townhome
Attachments: IMG_1386.PNG; location.jpg; Screenshot 2025-10-06 at 9.01.15AM.jpeg; Insurance information on hold.pdf

Good morning Danielle,

Please see the attached for an Agenda item. We are having a building and grounds committee, before the council meeting on Wednesday.

The insurance endorsement is on HOLD, as the council needs to either approve or deny. This was just for insurance purposes to talk to the council. Emma will be at the Committee meeting and online for Council.

Thank you,

Trista L. Franco

Mayor's Assistant
City of Mackinac Island
7358 Market Street
P.O. Box 455
Mackinac Island, MI 49757
assistant@cityofmi.org
(906) 847-6556 (office)
(906) 847-6430 (fax)

From: Emma Motz <emma.motz@kmgprestige.com>
Sent: Monday, October 13, 2025 11:39 AM
To: Mayor's Assistant <assistant@cityofmi.org>
Cc: Marsha Woodworth <marsha.woodworth@kmgprestige.com>; Kristin Ward <kristin.ward@kmgprestige.com>
Subject: approval of small play structure for townhome

Dear members of the Mackinac Island City Council,

I'm writing to request ownership approval for the installation of a small play structure on the Forest Way Townhomes property.

The management company has approved the installation, pending ownership consent. We want to ensure all appropriate permissions are in place before proceeding.

The structure is not anchored or affixed to the ground and complies with all local building codes. Attached are photos of the proposed structure for your review. It includes:

- One slide
- Space for three swings
- A platform approximately 3 ½ feet off the ground, measured from the base of the structure
- Donated (only cost would be to sand, stain, and possibly some hardware)

Please let me know if you need any additional details or documentation. We appreciate your consideration and look forward to your response

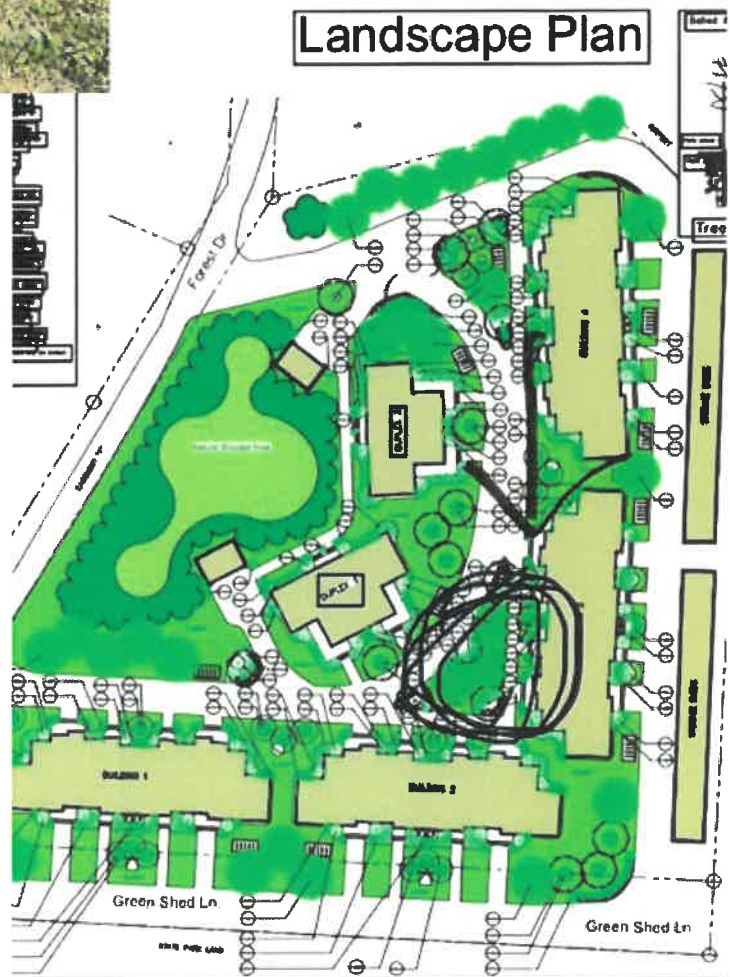
Emma Motz
Community Manager
Forest Way Townhomes
P.O. Box 1248
Mackinac Island, MI
PH: 906-748-0512

emma.motz@kmgprestige.com
forestway@kmgprestige.com





Landscape Plan



MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL
Property Endorsement Schedule for the City of Mackinac Island
as of 10/17/2025

City Of Mackinac Island
7358 Market St., P.O. Box 455
Mackinac Island, MI 49757

Michigan Municipal League Liability
and Property Pool
PO Box 2054
Southfield, MI 48037-2054

Policy #: MML001214340
Effective From: 9/12/2025 to 9/12/2026

STATUS	LIMITS	DEDUCTIBLE	VALUATION
<u>Location #39: 3840 Forest Dr., Mackinac Island, MI 49757</u>			
	Building 3 - Play Structure		
Add	Property In The Open	\$1,800	\$500 Replacement Cost
			N/A

This Endorsement Changes your Total Policy Property Limit to: \$70,045,293

This is a Non-Premium Bearing Endorsement.

All other Terms and Conditions remain the same.

Trista France

From: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>
Sent: Monday, October 20, 2025 11:29 AM
To: Mayor's Assistant
Subject: Mackinac Island - approval of small play structure for townhome

Good question. No, you pay a yearly premium and this had no effect.

JulieAnn Lovelace, CAWC
Account Executive
Cell (657) 323 - 2858
Fax (248) 648 - 7714



michigan
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league

liability &
property
pool

workers'
compensation
fund

From: Mayor's Assistant <assistant@cityofmi.org>
Sent: Monday, October 20, 2025 11:08 AM
To: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>
Subject: External Email: RE: Mackinac Island - approval of small play structure for townhome

EXTERNAL EMAIL!

One more question that the council will ask is whether this increase our monthly payment for our insurance, and by how much?

Thank you, and sorry if I missed that information somewhere.

From: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>
Sent: Monday, October 20, 2025 11:05 AM
To: Mayor's Assistant <assistant@cityofmi.org>
Subject: Mackinac Island - approval of small play structure for townhome

Good morning Trista,

Yes, I'm sorry Katelyn didn't copy you on it!

JulieAnn Lovelace, CAWC
Account Executive
Cell (657) 323 - 2858
Fax (248) 648 - 7714



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From: Mayor's Assistant <assistant@cityofmi.org>
Sent: Monday, October 20, 2025 10:50 AM
To: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>
Subject: External Email: RE: Mackinac Island - approval of small play structure for townhome

EXTERNAL EMAIL!

Hi Julie, can you send me the attachment please and thank you ☺

From: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>
Sent: Monday, October 20, 2025 10:25 AM
To: Emma Motz <emma.motz@kmgprestige.com>
Cc: Mayor's Assistant <assistant@cityofmi.org>
Subject: Mackinac Island - approval of small play structure for townhome

Good morning Emma and Trista,

Loss Control followed up regarding the play equipment. They said they don't really differentiate where you purchase the equipment. Just regularly inspect and repair when necessary.

Happy Monday!

JulieAnn Lovelace, CAWC
Account Executive
Cell (657) 323 - 2858
Fax (248) 648 - 7714



From: Emma Motz <emma.motz@kmgprestige.com>
Sent: Friday, October 17, 2025 5:26 PM
To: Katelyn Petracca <Katelyn.Petracca@Meadowbrook.com>
Cc: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>; Kim Newberry <Kimberly.Newberry@Meadowbrook.com>
Subject: External Email: Re: Mackinac Island - approval of small play structure for townhome

EXTERNAL EMAIL!

Yay!

Emma Motz
Community Manager
Forest Way Townhomes
P.O. Box 1248
Mackinac Island, MI
PH: 906-748-0512

emma.motz@kmgprestige.com
forestway@kmgprestige.com

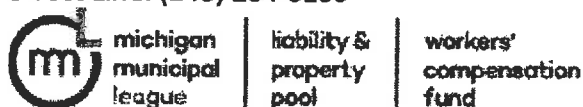
From: Katelyn Petracca <Katelyn.Petracca@Meadowbrook.com>
Sent: Friday, October 17, 2025 5:10:18 PM
To: Emma Motz <emma.motz@kmgprestige.com>
Cc: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>; Kim Newberry <Kimberly.Newberry@Meadowbrook.com>
Subject: RE: Mackinac Island - approval of small play structure for townhome

Good Afternoon Emma,

Please see attached Property Endorsement issued to add this Play Structure to Location #39.

Have a wonderful weekend! ☺

Katelyn Petracca, CAWC
Customer Service Representative
Michigan Municipal League Liability & Property Pool
Email: katelyn.petracca@meadowbrook.com
Direct Line: (248) 204-6160



From: Kim Newberry <Kimberly.Newberry@Meadowbrook.com>
Sent: Friday, October 17, 2025 2:38 PM
To: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>; Katelyn Petracca <Katelyn.Petracca@Meadowbrook.com>
Subject: RE: Mackinac Island - approval of small play structure for townhome

Please endorse.

Kim

From: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>
Sent: Friday, October 17, 2025 2:25 PM
To: Kim Newberry <Kimberly.Newberry@Meadowbrook.com>; Katelyn Petracca <Katelyn.Petracca@Meadowbrook.com>
Subject: Mackinac Island - approval of small play structure for townhome

Ladies,

Please see below.

Thanks!

JulieAnn Lovelace, CAWC
Account Executive
Cell (657) 323 - 2858
Fax (248) 648 - 7714



From: Emma Motz <emma.motz@kmgprestige.com>
Sent: Friday, October 17, 2025 1:58 PM
To: Mayor's Assistant <assistant@cityofmi.org>; Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>
Subject: External Email: Re: Mackinac Island - approval of small play structure for townhome

EXTERNAL EMAIL!

Yes I can.

value (donated but looking online it seems about \$1800)
location (3840 Forest Dr, Mackinac Island, MI 49757),
effective date (November 1st)

Thank you!

Emma Motz
Community Manager
Forest Way Townhomes
P.O. Box 1248
Mackinac Island, MI
PH: 906-748-0512

emma.motz@kmgprestige.com
forestway@kmgprestige.com

From: Mayor's Assistant <assistant@cityofmi.org>
Sent: Friday, October 17, 2025 1:44 PM
To: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>
Cc: Emma Motz <emma.motz@kmgprestige.com>
Subject: Re: Mackinac Island - approval of small play structure for townhome

Emma can you please answer those questions for us?

Get [Outlook for iOS](#)

From: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>
Sent: Friday, October 17, 2025 1:40:32 PM
To: Trista France (assistant@cityofmi.org) <assistant@cityofmi.org>
Cc: emma.motz@kmgprestige.com <emma.motz@kmgprestige.com>
Subject: Mackinac Island - approval of small play structure for townhome

Hi Trista,

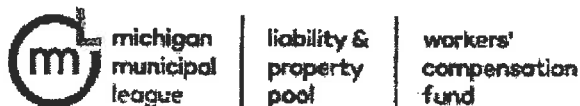
We can add the equipment by endorsement. I will need the value, location (address or parcel number), and effective date.

Also, please see the attached PDF. If Loss Control has anything to add beyond that, I will let you know.

Thanks,

JulieAnn Lovelace, CAWC

Account Executive
Cell (657) 323 - 2858
Fax (248) 648 - 7714



From: Mayor's Assistant <assistant@cityofmi.org>
Sent: Thursday, October 16, 2025 10:32 AM
To: Lovelace, JulieAnn <JulieAnn.Lovelace@meadowbrook.com>
Cc: Emma Motz <emma.motz@kmgprestige.com>
Subject: External Email: FW: approval of small play structure for townhome

EXTERNAL EMAIL!

Good morning,

Please let me know if small non-commercial play structures, such as swing sets, playhouses, enclosed or non-enclosed, and climbing cabins (see attached), etc., would be covered liability-wise at our Forest Way townhomes property (City build townhomes) in case of an accident involving a child and or any accompanying person.

They are looking to create a safe place for the neighborhood children to play.

Would the area they create need to be inspected by a playground inspector?

Please let me know if you have any questions.

Trista L. France

Mayor's Assistant
City of Mackinac Island
7358 Market Street
P.O. Box 455
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Emma Motz
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