



CITY COUNCIL MEETING AGENDA

1st and 3rd Thursday of the Month

Marc D. Tall, Mayor
Vacancy
Patricia A. Baribeau, Council Member
Ronald J. Beauchamp, Council Member
Ralph B. Blasier, Council Member

James V. O'Toole, City Manager
Robert S. Richards, CMC, City Clerk
Ralph B.K. Peterson, City Attorney

City Council Chambers located at: City Hall - 410 Ludington Street - Room C101 - Escanaba, MI 49829

The Council has adopted a policy to use a Consent Agenda, when appropriate. All items listed with an asterisk (*) are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the Agenda.

Regular Meeting

Thursday, April 3, 2014, at 7:00 p.m.

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE -
APPROVAL/CORRECTION(S) TO MINUTES -

Pastor Robert Derheim - New Life Assembly of God
Regular Meeting - March 20, 2014
Special Meeting March 12, 2014
Council Study Session March 24, 2014

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

BRIEF PUBLIC COMMENT

UNFINISHED BUSINESS - NONE

PUBLIC HEARINGS - NONE

NEW BUSINESS

1(*). Consent Agenda - Use of Public Spaces - Community Events.

Explanation: Administration is recommending Council approval of the following community events utilizing public space with the following conditions: 1) Proper insurance is provided naming the City of Escanaba and 2) The event sponsors provide all labor and material to clean up at the conclusion of the event.

- a. A request from the Paul Mitchell School to reserve the Ludington Park Pavilion for Cut, Color, and 5K Run Saturday, April 19, 2014;
- b. A request from the Escanaba Schools to use Ludington Park on Saturday, May 10, 2014, for the annual Eskymo 5K Run/Walk;
- c. A request from Jacklyn Dault to reserve Ludington Park for the National Eating Disorders Association Walk Fundraiser Saturday, May 17, 2014;
- d. A request from Bobbie Stacey to reserve the Municipal Dock and open space to the Chamber of Commerce for the Bay de Noc Home Run 10K.5K/Kids Run Saturday, May 24, 2014;
- e. A request from the Bay de Noc Great Lakes Sports Fisherman to reserve space near Marina/Yacht Club for two Walleye tournaments Saturday, May 24, 2014, and Saturday, September 13, 2014;
- f. A request from Mary Blasier to reserve the Ludington Park Pavilion for "Bark in the Park" Sunday, June 1, 2014;
- g. A request from the Bay de Noc Great Lakes Sports Fisherman to reserve the Ludington Park Band Shell for the Angler Young Angler Walleye Tournament Saturday, June 14, 2014;
- h. A request from the William Bonifas Fine Arts Center to reserve the Ludington Park Band Shell for Summer Concert Series Mondays July 7th, July 14th, July 21st, and July 28th.
- i. A request from Escanaba Harbor Master Larry Gravatt to use of the Marina green space for the 3rd Annual Marina Fest Saturday, July 12, 2014;

- j. A request from Anne Erickson to reserve the Ludington Park Pavilion for the Walk in the Park Fundraiser for brain tumor research Saturday, July 19, 2014;
 - k. A request from Bay de Noc Great Lakes Sports Fisherman to a host Kid's Fishing Derby In Ludington Park Saturday, July 19, 2014;
 - l. A request from the William Bonifas Fine Arts Center to reserve the Ludington Park Band Shell and open green space for the annual Waterfront Arts Festival Saturday, August 2, 2014;
 - m. A request from the Bay de Noc Great Lakes Sports Fisherman to reserve the North Shore Boat Launch for a walleye tournament on Saturday, August 9, 2014;
 - n. A request from the Delta RICC/Wild Turkey Federation and Bays de Noc Gobblers Association to utilize Marina for "Recreating in the Great Outdoors" August 9, 2014;
 - o. A request from the Marquette Care Clinic Crisis Pregnancy Center to reserve the Municipal Dock for the Marquette Care Clinic Walk for Life Saturday, September 6, 2014;
 - p. A request from Cindy Bittner to reserve the Ludington Park Pavilion for the End the Silence Walk Saturday, September 13, 2014;
 - q. A request from Joy McKnight to reserve the Ludington Park Pavilion for Pink Pumpkins Breast Cancer Awareness 5K Fundraiser Saturday, October 4, 2014;
2. **Discussion - Mayor Pro-Tem Leo Evans Resignation and Appointment of Mayor Pro-Tem.**
Explanation: The City Council will discuss the resignation of Mayor Pro-Tem Leo Evans and the process of filling the vacated Council seat as a result of the resignation. Additionally, Council will discuss naming a new Mayor Pro-Tem.
 3. **Approval - Resolution - MDNR Recreation Passport Grant.**
Explanation: Administration is seeking Council approval of a Resolution of Support for a \$14,000 grant application to the MDNR Recreation Passport Grant Program which will be used to renovate the Ludington Park tennis/basketball courts and improve accessibility to the pavilion and bathroom facilities.
 4. **Approval - City of Escanaba Street System Resolutions - Act 51 Street System Map.**
Explanation: Administration is seeking Council approval of four (4) resolutions to amend the City of Escanaba Street System Map for the purpose of obtaining funds under Act 51, P.A. 1951, as amended.
 5. **Update - Sale of the Power Plant/Referendum - City Manager's Office.**
Explanation: Administration will update the Council and public on the latest developments related to the sale of the Escanaba generating facility and the upcoming May 6, 2014, referendum.

APPOINTMENTS

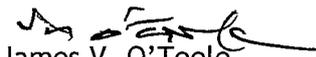
BOARD, COMMISSION, AND COMMITTEE REPORTS

GENERAL PUBLIC COMMENT

ANNOUNCEMENTS - Proclamation- Arbor Day, April 25, 2014

ADJOURNMENT

Respectfully Submitted


James V. O'Toole
City Manager

OFFICIAL PROCEEDINGS
CITY COUNCIL
ELECTRICAL ADVISORY COMMITTEE
CITY OF ESCANABA, MICHIGAN
Special Joint Meeting
Wednesday, March 12, 2014

Pursuit to a meeting notice posted March 6, 2014, the meeting was called to order by the Mayor Marc D. Tall at 6:00 p.m. in the Council Chambers of City Hall located at 410 Ludington Street.

Present: Mayor Marc D. Tall, Council Members, Patricia A. Baribeau, Ronald J. Beauchamp, Ralph B. Blasier, and Leo J. Evans

Absent: None

Present: Electrical Advisory Committee (EAC) Members: Chairperson Tim Wilson, Jon Anthony, Larry Arkens, and Ann Bissell.

Absent: Glendon Brown, Two vacancies, and Power Plant Liaison.

Also Present: Electric Superintendent Mike Furmanski, Jack Scott of Pro Energy Services, Inc., Cheryl DeTiege of Escanaba Green Energy (EGE), members of the public and media.

Evans moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve the agenda as submitted.

UNFINISHED BUSINESS – None

CONFLICT OF INTEREST – None

PUBLIC HEARING – None

NEW BUSINESS

Update - Electric Department –General Operations.

Electrical Superintendent Mike Furmanski updated the City Council, Electrical Advisory Committee and Citizens of Escanaba on the current departmental activities.

- Crews working on frozen water lines;
- Discussions ongoing regarding the Interconnection Agreement;
- Briefly reviewed cause of last month's outage;
- Pursuing cost of a thermo imaging camera and how it would be used;

Update– Operation and Maintenance of Power Plant – Pro Energy Services, Inc.

Jack Scott of Pro Energy Services, Inc. updated the City Council, Electrical Advisory Committee and Citizens of Escanaba on the status of the operation and maintenance of the

power plant. The following was discussed:

- Unit #1 operated 3 days, #2 unit ran two days during March;
- Discussed emergency coal purchase, and unusable coal sitting on the dock;
- Miscellaneous boiler repairs;
- Combustion Turbine ran for one day last month;
- No accidents or outages during the month.

Update – American Transmission Company.

Brett French from the American Transmission Company, LLC (ATC) provided an update on the transmission system in the area. (See Attachment – A)

Approval – Geosyntec Consultants.

Administration sought Council approval of a Geosyntec proposal to do further environmental work as requested by the Michigan Department of Environmental Quality (MDEQ).

Administration advised the MDEQ required additional site investigation to fully characterize the groundwater discharge of arsenic and to submit a mixing zone of de minimis discharge determination to close the site. Administration additionally reviewed the scope of work required and the need for the installation and survey of two new permanent monitoring wells.

NB-4 After further discussion, Blasier moved, Evans seconded, to approve a proposal from Geosyntec Consultants, for an amount not to exceed \$74,800, to do further environmental work at the Escanaba Generating Station as requested by the MDEQ.

Upon a call of the roll, the vote was as follows:

Ayes: Blasier, Evans, Beauchamp, Baribeau, Tall

Nays: None

MOTION CARRIED.

Approval – Coal Purchase.

Administration reviewed the need to purchase coal from Robindale Energy Services due to the quality of coal currently on the dock. After discussion, the following motion was made:

NB-5 Evans moved, Blasier seconded, to approve to purchase coal from Robindale Energy Services coal at \$123 per ton up to 5,800 tons.

Upon a call of the roll, the vote was as follows:

Ayes: Evans, Blasier, Baribeau, Beauchamp, Tall
Nays: None

MOTION CARRIED.

Update – Power Plant Purchase Agreement/Sale.

An update on the sale of the power plant was provided by Cheryl Detiege. (See Attachment – B)

- The moving of funds were contemplated to occur shortly;
- All closing documents needed in Spain was completed;
- When confirmation of the moving of funds was received, a closing date would be provided.

Discussion – Power Plant Referendum.

The City Clerk provided an update on the referendum for the May 6, 2014, special election, which if approved, would grant authority to the City Council to not only sell the Power Plant for continued plant operations, but allow the City Council to dispose of the Power Plant equipment and assets including up to the 40 acres of real property where said assets are located.

GENERAL PUBLIC COMMENT – None

COUNCIL/COMMITTEE, STAFF REPORTS – None

ADJOURNMENT

Hearing no further public comment, or further reports from the Electrical Advisory Committee or Council, the meeting adjourned at 6:47 p.m.

Respectfully submitted,

Robert S. Richards, CMC
City Clerk

Approved: _____

Marc D. Tall, Mayor

Contact information

Brett French

External Relations Manager

(906) 779-7902 Office

(906) 396-1148 Cell

bfrench@atcllc.com



North Appleton – Morgan Benson Lake SVC

- Approved by MISO under MTEP 2012
- New 345-kV and 138-kV transmission lines and related transmission line and substation upgrades
- Static var compensation at Benson Lake Substation
- Routing & siting completed
- CPCN application under development
 - Submission to PSCW planned for March 2014
 - Anticipate PSCW Order in Spring of 2015
- Construction to commence 2017
- Targeted in-service date 2019



Holmes – Old Mead Road

- Approved by MISO under MTEP 2012
- Routing & siting completed
- CPCN Approved by MPSC
 - “Proposed Route” was Ordered
- Construction to commence Q4 2014
- Targeted in-service date Q3 2016



Arnold Substation

- Addition of a new 345/138-kV transformer and related substation upgrades
- Provides additional source to Delta County
- Increases operational flexibility
- Increases ability to perform maintenance
- Requires HVDC to manage increased west - east flows
- Targeted in-service date of Q4 2014/Q2 2015



Chandler – Old Mead Road

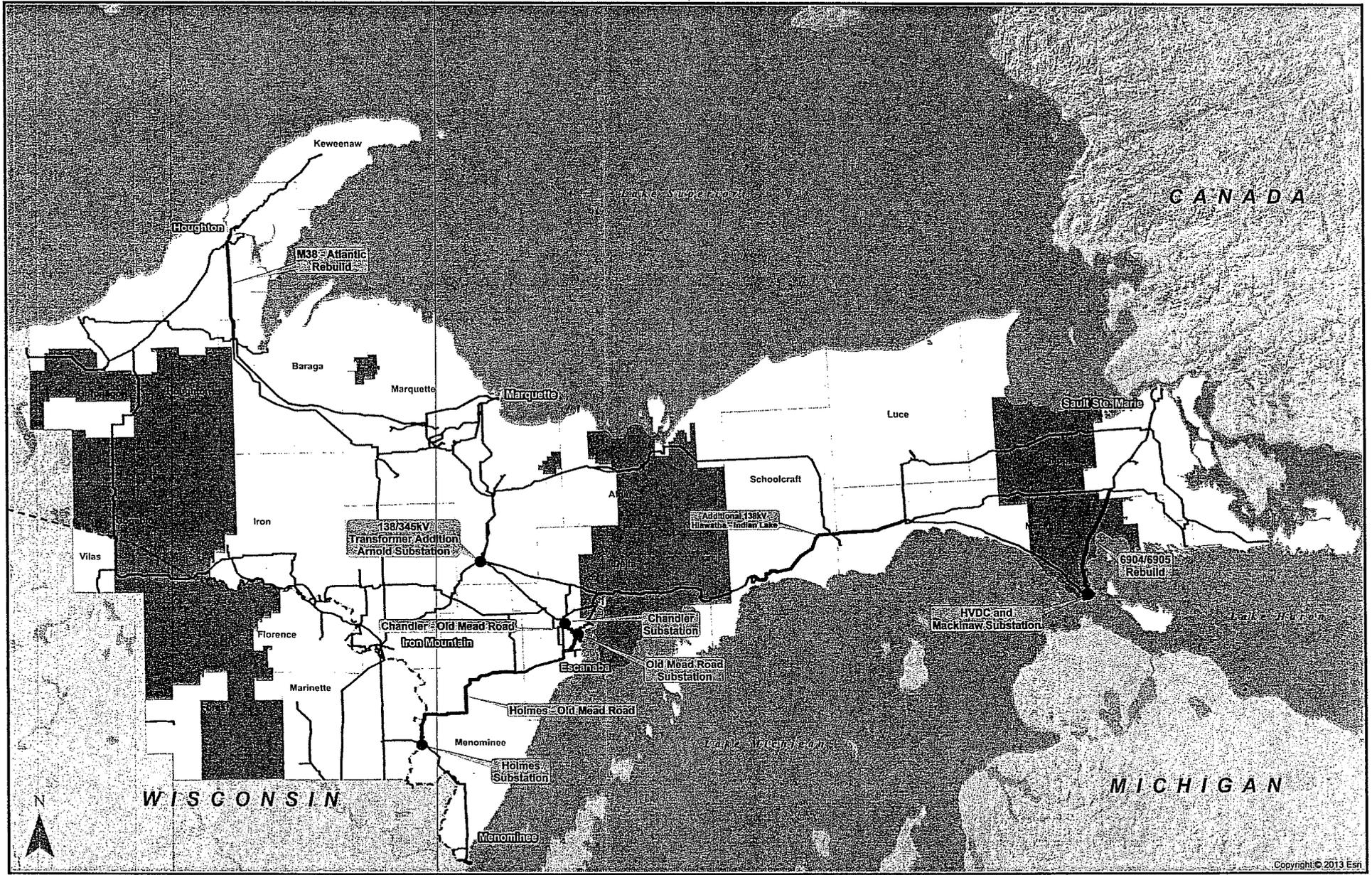
- Construction of a new 138/69-kV “Old Mead Road” substation near the NewPage Paper Mill
- Construction of ~6 miles of new 138/69-kV transmission line between Chandler and Old Mead Road substations
- Construction started Q3 2013
- Targeted in-service date of Q3 2014



HVDC Flow Control

- Installation of high-voltage, direct-current (HVDC) flow control device and related substation equipment
- Necessary to manage excessive system flows
- MISO Board approval conferred June 2011
- Construction started Q2 2012
- Targeted in-service date of July 2014





Project Updates

- Michigan projects:
 - HVDC Flow Control
 - Chandler – Old Mead Road
 - Arnold Substation Expansion
 - Holmes – Old Mead Road
- Wisconsin projects:
 - North Appleton – Morgan
 - New 345-kV and 138-kV transmission lines and related transmission line and substation upgrades
 - Benson Lake Static var compensator





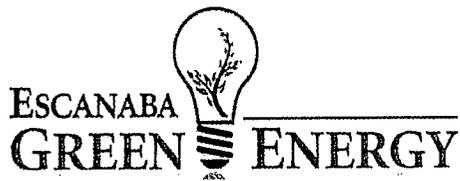
Helping to keep the lights on,
businesses running
and communities strong®

ATC Project Update

March 2014

Brett French, External Relations Manager

atcllc.com



March 6, 2014

Dear Jim:

Here is EGE's latest update.

As you know representatives of Corban/Realty Financial Group went to Spain over the weekend to meet with both the Spanish law firm and the funding banks. These meetings were completed successfully as any last closing conditions and obstacles to having funds sent to the US were checked off. The moving of the funds should take place this week or Monday.

As you also know EGE has received all documents related to the closing and they are now being reviewed by EGE and its counsel. The documents are in large part acceptable so finishing this piece of the closing appears to be able to be accomplished very quickly.

Instructions for Delta Title and the title insurance policy have been outlined. Final arrangements for the lender's compliance engineer - firm responsible for approving work being done on the project and draws - are being completed. EGE has selected two possible compliance firms and Corban RFG will select one. This scope and process have already been established.

Corban and the law firm have suggested that a call is not necessary since EGE has received a letter confirming the funds and will receive a closing date when the funds are in a US account. EGE is able to share the letter with you but it is not a document that can be put on the public record for confidentiality reasons.

RFG anticipates that it will be ready to close in the next two weeks.

As always, if you have questions or concerns, please call me.

Regards.

(original signed)

Charles Detiege

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Regular Council Meeting
Thursday, March 20, 2014**

The meeting was called to order by the Honorable Mayor Marc D. Tall at 7:00 p.m. in the Council Chambers of City Hall located at 410 Ludington Street.

Present: Mayor Marc D. Tall, Council Members, Patricia A. Baribeau, Ronald J. Beauchamp, Ralph B. Blasier, and Leo J. Evans

Absent: None

Also Present: City Manager James V. O'Toole, City Department Heads, media, and members of the public.

Pastor Jacob Comer, of New Life Assembly of God Church, gave the invocation and led Council in the Pledge of Allegiance.

Evans moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to approve Regular Meeting Minutes from March 6, 2014, as submitted.

ADJUSTMENTS TO THE AGENDA

Blasier moved, Evans seconded, **CARRIED UNANIMOUSLY**, to approve the City Council Agenda as submitted.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT

Paul Neumeier of Independent Roofing commented on the Public Safety Roof Bid. He believed his company submitted a better quality Bid and asked Council to approve their bid.

Nathan Neumeier of Independent Roofing commented on the Public Safety Roof Bid. He stated Markell Company bid should have been thrown out because Markell Company did not follow the instructions on what was supposed to be included on the initial bid. He asked that the bid be redone or to approve the better quality bid from Independent Roofing.

UNFINISHED BUSINESS – None

PUBLIC HEARINGS

Public Hearing – Citizen Participation – 2014-15 Fiscal Year Budget Preparation.

Each year, Council holds public hearings to facilitate input from its citizens for the City's next fiscal year budget. This was the third of five scheduled public hearings. The next Council public hearing will be held on May 1, 2014.

This being a public hearing, Mayor Tall asked if there was any public comment.

Charles Lindquist, President of the Delta County Historical Society, thanked Council for all the prior years of Historical Society appropriations in the City Budgets. On behalf of the Historical Society, they asked for the same appropriated amount as last year, \$2,000, to be included in the 2014-2015 Fiscal Year Budget.

Hearing no further public comment, Mayor Tall closed the public hearing.

NEW BUSINESS

First Reading - Ordinance No. 1145 - An Ordinance to amend the City Zoning Map – Planning Commission.

On March 13, 2014, the Escanaba Planning Commission recommended Council amend the City Zoning Ordinance, Chapter 4 Districts, Boundaries and Zoning Map for property located in Block 2 of the Hessel & Hentschel Addition, lots 23 and 24, by having the properties rezoned from a Two-family Residence "B" District land use to a Light Manufacturing "F" District land use. Council was requested to consider this the first reading of Ordinance #1145, and to set the second reading and public hearing for April 17, 2014.

NB-1 Evans moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to consider this the first reading of Ordinance #1145, and to set the second reading and public hearing for April 17, 2014.

Contract Approval – Digester Bio-Solids Removal and Hauling Bid – Wastewater Department.

Administration sought Council approval of a bid from U.P. Environmental Service Inc., Bark River, MI, in the amount of \$36,750 to complete the work required to clean-out, haul and pump out the bio-solids from the Wastewater Treatment Plant Digester.

Water/Wasterwater Superintendent Jeff Lampi briefly described the scope of the project.

NB-2 Beauchamp moved, Blasier seconded, to approve of a bid from U.P. Environmental Service Inc., Bark River, MI, in the amount of \$36,750 to complete the work required to clean-out, haul and pump out the bio-solids from the Wastewater Treatment Plant Digester.

Upon a call of the roll, the vote was as follows:

City Council Minutes
March 20, 2014 – cont.

Ayes: Beauchamp, Blasier, Baribeau, Evans, Tall
Nays: None

MOTION CARRIED.

Contract Approval – Digester Cleaning, Sealing and Restoration Bid – Wastewater Department.

Administration sought Council approval of a bid from Terrazzo Creations & Renewal, LLC, Iron Mountain, MI, to complete the work required to clean, seal and restore the Wastewater Treatment Plant Digester at their stated proposal unit prices.

Water/Wasterwater Superintendent Jeff Lampi stated there were unknown variables which complicated the bid. No more then \$40,000 gets inspection and seal the Digester back up. May need a report from a structural engineer or an assessment from Terrazzo before work was started. Mr. Lampi advised the City saved funds over the years, but it was now time to do the maintenance on the unit.

NB-3 After discussion, Blasier moved, Baribeau seconded, to approve of a bid from Terrazzo Creations & Renewal, LLC, Iron Mountain, MI, to complete the work required to clean, seal and restore the Wastewater Treatment Plant Digester at their stated proposal unit prices, for an amount of \$40,000, but not to exceed \$100,000.

Upon a call of the roll, the vote was as follows:

Ayes: Blasier, Baribeau, Evans, Beauchamp, Tall
Nays: None

MOTION CARRIED.

Contract Approval – Roof Replacement – Department of Public Safety.

Administration sought Council approval of a bid from the Markell Company, Iron Mountain, MI, in the amount of \$77,970 to complete the work required to replace the roof on the Public Safety Building as stated in their proposal as modified. Manager O'Toole and Director Vanderlinden reviewed the bids and how the bids were revised. Meetings were held with the vendors to try and obtain the best quality bid for the City. A 20 year warranty for labor and material, cost of the drains, used rock and metal.

- No policy for local bidders;
- Discussed whether to use current rock or new rock;
- Nathan Neumier advised with new rock and faca, his firm would include a 20 year warranty with labor included.

NB-4 Blasier moved, Evans seconded, to approve the bid from Independent Roofing, of Escanaba, Michigan, for an amount up to \$80,373, which included a 20 year warranty that included labor, new roof rock and metal fascia, and \$2 per sqft beyond 200 sqft.

Upon a call of the roll, the vote was as follows:

Ayes: Blasier, Evans, Beauchamp, Tall
Nays: Baribeau

MOTION CARRIED.

Update – Sale of the Power Plant/Referendum – City Manager’s Office.

Manager O’Toole read a letter from Escanaba Green Energy into the minutes, (See Attachment – A), and Clerk Richards provided an update on the referendum for the May 6, 2014, special election, which if approved, would grant authority to the City Council to not only sell the Power Plant for continued plant operations, but allow the City Council to dispose of the Power Plant equipment and assets including up to the 40 acres of real property where said assets are located.

APPOINTMENT(S) TO CITY BOARDS, COMMISSIONS, AND COMMITTEES - None

BOARD, COMMISSION, AND COMMITTEE REPORTS

Council Members reviewed City Board and Commission meetings each attended since the last City Council Meeting.

GENERAL PUBLIC COMMENT – None

ANNOUNCEMENTS - None

Hearing no further public comment, the Council adjourned at 8:05 p.m.

Respectfully submitted,

Robert S. Richards, CMC
City Clerk

Approved: _____
Marc D. Tall, Mayor



March 20, 2014

Dear Jim:

Here is EGE's latest update.

On a conference call today with the lender representative, EGE was told all of the funds for the EGE loan have been sourced and accounted for. EGE will be getting written confirmation of the funds from Realty Financial Group. EGE was also told that final closing documents for signing should be given by the middle of next week. The signing of the closing documents will kick off the close. Look forward to keeping the City updated through next week as those documents come in and a closing date is set.

As always, if you have questions or concerns, please call me.

Regards.

(original signed)

Charles Detiege

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Study Session Meeting
Monday, March 24, 2014**

Pursuit to a special meeting notice posted March 13, 2014, the meeting was called to order by the Honorable Mayor Marc D. Tall at 8:02 a.m. in the Council Chambers of City Hall located at 410 Ludington Street.

Present: Mayor Marc D. Tall, Council Members, Patricia A. Baribeau, Ronald J. Beauchamp, and Ralph B. Blasier.

Absent: Council Member Leo J. Evans

Also Present: City Manager James V. O'Toole, City Clerk Richards, Librarian Carolyn Stacey, and media.

ADJUSTMENTS TO THE AGENDA – None

CONFLICT OF INTEREST DECLARATION – None

NEW BUSINESS

Discussion – Escanaba Public Library Strategic Plan 2014 - 2019.

The Escanaba Public Library Strategic Plan (See Attached) was reviewed and discussed. The plan defined the library's mission, goals and priorities for the next five years.

- There were no contributions and a continued decrease in penal funds from the County;
- The Strategic Plan better defined the Library;
- Specific issues addressed Community Awareness and Connection, Quality of Library collections, Maximize Staff Potential, Access to the Library, Opportunity, and Sustainability;
- After formal approval from the Library Board of Trustees, will come back to Council for adoption;
- Discussed service levels to residents and County.

After discussion, the motions were made:

Blasier moved, Beauchamp seconded, to request from the Delta County Commissioners worksheets and other calculations of penal fines paid to the Escanaba City Library.

Upon a call of the roll, the vote was as follows:

Ayes: Blasier, Beauchamp, Baribeau, Tall
Nays: None

MOTION CARRIED.

Baribeau moved, Beauchamp seconded, to request from the Delta County Commissioners a \$50,000 allocation to the City of Escanaba for Library Services on behalf of the Townships they serve.

Upon a call of the roll, the vote was as follows:

Ayes: Baribeau, Beauchamp, Tall
Nays: Blasier

MOTION CARRIED.

GENERAL PUBLIC COMMENT – None

ANNOUNCEMENTS – None

Hearing no further public comment, the Council adjourned at 8:47 a.m.

Respectfully submitted,

Robert S. Richards, CMC
City Clerk

Approved: _____
Marc D. Tall, Mayor

**ESCANABA PUBLIC LIBRARY
STRATEGIC PLAN 2014 – 2019**

Introduction

The Escanaba Public Library and the Library Board of Trustees are pleased to present the Library Strategic Plan, 2014-2019. The plan features a refreshed mission, new vision and carefully considered strategic directions, informed by public feedback, which will guide the library's priorities and projects in the years ahead.

Public libraries in the digital age are challenged to find the right blend of traditional resources and emerging technologies that are most suited to their community's needs. The expansion of digital services in a rapidly evolving environment requires that libraries assess and adjust priorities continuously. Planning has never been more essential.

The process for creating the library's strategic plan was implemented in stages. First, the library conducted a public survey to gather input on library services. The survey was made available online through a link on the library's home page and was open for four months. Invitations to participate in the survey were posted on Facebook and emailed to each library cardholder with an email address on file. Print copies were made available in the library.

Next, the library held a series of facilitated public forums to gather input on library services. Meetings were open to everyone in Delta County and were held at three locations throughout the County. During these meetings, attendees were asked to discuss the library's strengths, weaknesses, opportunities and threats, as well as to comment on what services they would like the library to provide over the next five years.

Finally, a planning team was formed consisting of three library staff members, a member of the Library Board of Trustees, a representative from the Friends of the Library, a City Council Liaison and two citizen volunteers. Data from the survey was compiled with information gathered at the public forums and provided to the library planning team in advance. The planning team worked with a consultant from the Six Rivers Employment Alliance in two full-day sessions to create a strategic plan. The plan was revised in additional sessions with library staff and the library board.

The plan is subject to annual review by the Library Board of Trustees. Goals and directions will be adjusted as warranted to ensure that the plan remains relevant through changing circumstances.

Special thanks to the members of the planning team, as well as the Library Board of Trustees, Consultants Susan Roll and Denise Hansen and the Escanaba City Council. Thanks to members of the public who took time to complete a survey or talk with staff at the public forums.

Library Strategic Planning Team
Patricia Baribeau, Escanaba City Council Liaison
Elizabeth Keller, Escanaba Public Library Board of Trustees

City Council Minutes
March 24, 2014 – cont.

Darryl Shann, Citizen Representative & Friends of the Library
Freda St. John, Citizen Representative
Carolyn Stacey, Library Director
Monique Ciofu, Adult Services Librarian
Patricia Fittante, Children's Librarian

Library Board of Trustees
Philip Lynch, Chair
Priscilla Green
Janice Hallett
Elizabeth Keller

**ESCANABA PUBLIC LIBRARY
STRATEGIC PLAN 2014 – 2019
SUMMARY**

MISSION

The Escanaba Public Library connects people through information, opportunities and ideas to inspire lifelong enrichment and enjoyment.

STRATEGIC ISSUE: COMMUNITY AWARENESS & CONNECTION

Goal: Increase public awareness of library programs and services and promote the library as a civic focal point

1. Develop comprehensive marketing plan
2. Increase use and effectiveness of social media marketing tools
3. Contract the design of an updated library logo
4. Revise and re-design library informational brochures
5. Plan and implement an annual open house in conjunction with Friends of the Library
6. Strengthen alliances with school, governmental agencies and community organizations
7. Increase the library's presence at community events and outreach locations

Goal: Increase opportunities for citizen involvement and strengthen connections with local government jurisdictions

1. Formalize volunteer recruitment, training and retention program
2. Support the City of Escanaba's strategic initiatives
3. Make annual presentations to governing boards within library service area
4. Investigate establishment of a township advisory board

STRATEGIC ISSUE: QUALITY

Goal: Develop quality collections that meet evolving community needs

1. Increase funding for new books and materials to peer library standard
2. Adopt annual calendar for collection evaluation and maintenance
3. Identify and phase out underutilized or outdated print and media formats
4. Increase the quantity of library materials in new and emerging formats
5. Prioritize and process local history document scanning and digitization

Goal: Maximize Staff Potential

1. Create and support an environment where staff is encouraged to continually learn and grow
2. Develop and implement an annual performance appraisal process and regular coaching sessions
3. Design staff technology competencies and corresponding training plan
4. Increase the number of staff members who are cross-trained
5. Pursue technological solutions that limit the need for staff to carry out routine tasks

6. Develop plan for continual assessment and improvement in customer service practices and strategies
7. Create new opportunities for strengthening work relationships and staff morale

STRATEGIC ISSUE: ACCESS

Goal: Adapt spaces to be more inviting, accessible and responsive to use

1. Assess and improve space utilization in staff work areas
2. Facilitate library inclusion in the City of Escanaba's Capital Improvement Plan and the Escanaba Building Authority budget.
3. Develop and implement a routine maintenance calendar in conjunction with City staff
4. Reconfigure mobile reference shelves to accommodate other public uses, including more comfortable seating
5. Refinish original Carnegie tables in reading area
6. Identify alternative space to designate for teen services
7. Fund the creation of a Facility Master Plan for long-term building needs and improvements

Goal: Explore avenues for taking library services to people

1. Coordinate volunteer effort to deliver books to nursing homes and assisted living facilities
2. Investigate mechanisms for delivery and pick up of materials to outlying locations in service area
3. Evaluate feasibility of "Books by Mail" prototype through Upper Peninsula Region of Library Cooperation

Goal: Improve public access to library services by increasing open hours to meet community demand.

1. Evaluate survey and forum responses to develop schedule of additional hours
2. Develop a staffing plan to support proposed additional hours

STRATEGIC ISSUE: OPPORTUNITY

Goal: Support current and emerging technologies to increase access to information, improve efficiency and enhance patron use of the library.

1. Evaluate current technology services and identify areas for improvement using national benchmarks
2. Adopt the strategies and activities outlined in the library's Technology Plan for 2014-2019 in conjunction with regional libraries
3. Create opportunities for intergenerational connections through technology
4. Increase availability and reach of computer instructional classes
5. Adopt "Book a Librarian" model for scheduling individual assistance with technology and technological devices
6. Evaluate model programs for circulating e-reader devices
7. Investigate services that can be provided to/with mobile devices

Goal: Offer a unique and engaging calendar of cultural and educational opportunities for adults

1. Create and maintain programming plan that includes an annual events calendar
2. Collaborate with a variety of community partners to enhance programs and displays
3. Seek grant opportunities that support cultural programs for adults
4. Provide web-based program opportunities, such as author talks, lectures, concerts and other cultural events through interactive videoconferencing
5. Initiate rotating art displays

STRATEGIC ISSUE: SUSTAINABILITY

Goal: Explore and develop sustainable funding strategies

1. Evaluate alternative structure and governance models for public libraries
2. Explore supplemental means of securing revenue (grants, fundraising, etc...)
3. Work with the Friends of the Library to establish a Library Foundation
4. Re-negotiate contracts for library services in cooperation with township boards.

Goal: Strengthen Organizational Capacity of Library and Support Organizations

1. Implement board development training for the Library Board of Trustees
2. Ensure the library is included in the City of Escanaba's Master Plan revision for 2014
3. Provide orientation to advocacy skills for Board of Trustees and Friends
4. Improve connections between library and other City departments
5. Collect and distribute data that demonstrates measurable impact of online library services and remote use of electronic resources
6. Review and adjust goals and strategies contained in Strategic Plan annually with the Library Board of Trustees

NB#1
cc 4/3/14

**APPROVAL OF A REQUEST TO RESERVE LUDINGTON PARK PAVILION
FOR CUT, COLOR, AND 5K RUN BY PAUL MITCHELL THE SCHOOL -
ESCANABA**

Ms. Wendy Eckert of Paul Mitchell the School – Escanaba requests use of the Ludington Park Pavilion on Saturday, April 19, 2014 from 7:30am to 1:00pm for a cut, color, and 5k Run. Access to power is requested. One Hundred (100) participants are anticipated. Organizers have agreed to clean up following conclusion of the event and have already provided the necessary insurance. Council approval is recommended.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday, April 19, 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: Cut, Color 5k Run

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: Paul Mitchell the School - Escanaba
 Contact Person: Mary Deyes Phone (day): [REDACTED]
 Address: 1225 Sheridan Road Phone (evening): [REDACTED]
 City: Escanaba, MI E-mail: MaryD@escanaba.edu
 Postal Code: 49829 Website: Paul Mitchell.edu
 Charitable Org #: _____ Event Phone: _____
(If applicable) Fax: _____
 Alternate Contact: Wendy Eckert [REDACTED] - [REDACTED]
(It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public? Yes No

LOCATION

City Park Name: Chudington Park
 Building/Facility Name/Area: Parish Area
 Road (s) Road Closure Required?: Partial Full

DATE/TIME

EVENT TIME <small>This is the time your event would be ready to accept participants or general public.</small> <u>9:00 am</u>	Event Begins DATE: <u>Sat. 4/19/14</u> TIME: <u>10:00 am</u>	Event Ends DATE: <u>Sat. 4/19/14</u> TIME: <u>12:00 pm</u>
	SET UP TIME <small>When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.</small> DATE: <u>Sat. 4/19/14</u> TIME: <u>7:30 am</u>	Tear Down End DATE: <u>Sat. 4/19/14</u> TIME: <u>1:00 pm</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) _____

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # <u>100</u> ↑	Wheelchair Accessible Yes <input type="checkbox"/> No <input type="checkbox"/>
Bands # _____	For events on City Property are you seeking approval to charge:
Vehicles/Floats # _____	Admission Yes <input type="checkbox"/> No <input type="checkbox"/>
Volunteers # _____	Parking Yes <input type="checkbox"/> No <input type="checkbox"/>
General Public # _____	Is this event: <input type="checkbox"/> Open to the Public <input type="checkbox"/> For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Fireworks Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sound Amplification Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Alcohol Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Access to power if possible Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Live Music Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Tents/Temp. Structures Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Size of tent(s): _____
Amusement Rides Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Provider: _____
Inflatables Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Chicken/seafood | <input type="checkbox"/> Soups/chilli | <input type="checkbox"/> Other foods (please list) |
| <input type="checkbox"/> Rice/pasta dishes | <input type="checkbox"/> Salad | _____ |
| <input type="checkbox"/> Pop, chips, candy | <input type="checkbox"/> Other meats | _____ |
| <input type="checkbox"/> Hotdogs/hamburgers | <input type="checkbox"/> Baked goods | _____ |

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

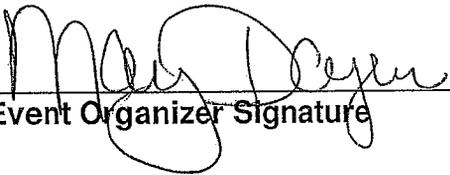
A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).



Event Organizer Signature

Mary Deyen 1/20/14

Print Name & Date

**APPROVAL OF A REQUEST TO RESERVE LUDINGTON PARK FOR THE
ESKYMO 5K RUN/WALK**

Ms. Paula Morrison of the Escanaba Schools requests use of Ludington Park on Saturday, May 10, 2014 from 8:00 am to 12:00 noon for the Eskymo 5k run/walk. One Hundred Fifty (150) participants are anticipated. Organizers have agreed to clean up following the conclusion of the event and have already provided the necessary insurance. Council approval is recommended.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday May 10, 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: ESKIMO SK Run/walk

CONTACT INFORMATION (Please Print Clearly - Incomplete applications may be delayed)

Organization: Escanaba Schools

Contact Person: Paula Morrison Phone (day) [REDACTED]

Address: 700 S. 20th ST Phone (evening): [REDACTED]

City: Escanaba E-mail: pmorrison@esky mos.com

Postal Code 49829 Website: _____

Charitable Org #: _____ Event Phone: [REDACTED]
(If applicable) Fax: [REDACTED]

Alternate Contact: Nancy LaFave [REDACTED] ext [REDACTED]
(It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public? Yes No

LOCATION

City Park Name: Run/walk - starting at Band Shell (sidewalk) to end of Aronson Island to Yacht Club and back.

Building/Facility Name/Area: _____

Road (s) Road Closure Required?: Partial Full None

DATE/TIME

EVENT TIME <small>This is the time your event would be ready to accept participants or general public.</small>	Event Begins DATE: <u>5/10/2014</u> <u>9:00 A.m.</u>	Event Ends DATE: <u>5/10/2014</u> <u>11:00 A.m.</u>
	SET UP TIME <small>When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.</small>	Set Up Start DATE: <u>5/10/2014</u> <u>8:00 A.m.</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) _____

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # <u>150</u>	Wheelchair Accessible Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Bands # <u>0</u>	For events on City Property are you seeking approval to charge:
Vehicles/Floats # <u>0</u>	Admission Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Volunteers # <u>20</u>	Parking Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
General Public # _____	Is this event: <input checked="" type="checkbox"/> Open to the Public <input type="checkbox"/> For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fireworks Yes <input type="checkbox"/> No <input type="checkbox"/>
Sound Amplification Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Alcohol Yes <input type="checkbox"/> No <input type="checkbox"/>
Access to power if possible Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Live Music Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Tents/Temp. Structures Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Size of tent(s): <u>Small Registration Tent</u>
Amusement Rides Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Provider: _____
Inflatables Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Chicken/seafood | <input type="checkbox"/> Soups/chilli | <input type="checkbox"/> Other foods (please list) |
| <input type="checkbox"/> Rice/pasta dishes | <input type="checkbox"/> Salad | <u>apples and</u> |
| <input type="checkbox"/> Pop, chips, candy | <input type="checkbox"/> Other meats | <u>water are</u> |
| <input type="checkbox"/> Hotdogs/hamburgers | <input type="checkbox"/> Baked goods | <u>given out.</u> |

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any **SPECIAL REQUESTS** that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

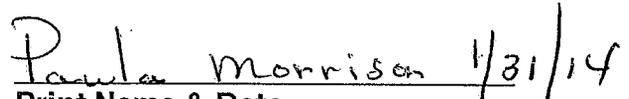
I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).



Event Organizer Signature



Print Name & Date

**APPROVAL OF A REQUEST TO RESERVE LUDINGTON PARK FOR THE
NATIONAL EATING DISORDERS ASSOCIATION WALK FUNDRAISER**

Ms. Jacklyn Dault requests use of Ludington Park on Saturday, May 17, 2014 from 10:00am to 2:00 pm for the first time walk event. Organizers have agreed to clean up following the conclusion of the event and provide liability insurance. Council approval is recommended.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday, May 17th, 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: Escanaba MI NEDA Walk

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: National Eating Disorders Association - NEDA
 Contact Person: Jacklyn Dault Phone (day) ~~906-334-3333~~ 3
 Address: 2111 18th Ave. South Phone (evening): "
 City: Escanaba E-mail: jackdault@nmu.edu
 Postal Code 49829 Website: _____
 Charitable Org #: _____ Event Phone: ~~906-334-3333~~
 (If applicable) Fax: _____
 Alternate Contact: Kelsie Rose ~~906-334-3333~~
 (It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public
 Yes No

LOCATION

- City Park Name: Ludington Park
 Building/Facility Name/Area: _____
 Road (s) Road Closure Required?: Partial Full

DATE / TIME

EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins	Event Ends
	DATE: <u>May 17th, 2014</u> TIME: <u>11:00 a.m.</u>	DATE: <u>May 17th, 2014</u> TIME: <u>1:00 p.m.</u>
SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.	Set Up Start	Tear Down End
	DATE: <u>May 17th, 2014</u> TIME: <u>10:00 a.m.</u>	DATE: <u>May 17th, 2014</u> TIME: <u>2:00 p.m.</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) _____

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # unknown
Bands # 0
Vehicles/Floats # 0
Volunteers # 6-10
General Public # unknown

Wheelchair Accessible Yes No
For events on City Property are you seeking approval to charge:
Admission Yes No
Parking Yes No
Is this event: Open to the Public
 For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes No Fireworks Yes No
Sound Amplification Yes No Alcohol Yes No
Access to power if possible Yes No
Live Music Yes No
Tents/Temp. Structures Yes No Size of tent(s): _____
Amusement Rides Yes No Provider: _____
Inflatables Yes No Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)
Food stand locations Indoor Outdoor (most likely) Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- Chicken/seafood Soups/chilli Other foods (please list)
 Rice/pasta dishes Salad
 Pop, chips, candy Other meats
 Hotdogs/hamburgers Baked goods

*for fundraising money towards NEDA.

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any **SPECIAL REQUESTS** that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Jacklyn Dawlt

Event Organizer Signature

Jacklyn Dawlt 2-12-14

Print Name & Date

**APPROVAL OF A REQUEST TO RESERVE THE MUNICIPAL DOCK AND
OPEN SPACE TO CHAMBER OF COMMERCE FOR BAY DE NOC HOME
RUN 10K/5K/KIDS RUN**

Ms. Bobbie Stacey request use of the Municipal Dock and open space to Chamber of Commerce for the Bay de Noc Home Run 10K/5K/Kids Run on Saturday, May 24, 2014 from 7:00 am to 12:30 pm. Four Hundred (400) participants are anticipated. The group requests permission to set up a 60 person capacity ten and inflatable arcade jumps. The City is requested to provide access to power, trash barrels, and partial street closure on race course while runners are present. The group has agreed to clean up following conclusion of the event and provide liability insurance. Council approval is recommended.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday, May 24, 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: _____

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: Bay de Noc Home Run 10k/5k/Kids Run (thru Child & Family Services of the U.P.)

Contact Person: Bobbie Stacey Phone (day) ~~(906) 760-1477~~

Address: 1509 Lake Shore Dr. Phone (evening): ~~(906) 760-1477~~

City: Escanaba E-mail: bobbiestacey@gmail.com

Postal Code 49829 Website: baydenochomerun.org

Charitable Org #: 38-2171575 Event Phone: ~~(906) 760-1477~~
 (If applicable)

Fax: n/a

Alternate Contact: _____
(It is recommended that an alternate name & telephone number be provided)

**** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public?** Yes No

LOCATION

City Park Name: Ludington Park

Building/Facility Name/Area: Municipal Dock & area between dock and Chamber

Road (s) Road Closure Required?: Partial Full

DATE/TIME

EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins	Event Ends
	DATE: <u>05/24/2014</u> TIME: <u>07:00 AM</u>	DATE: <u>05/24/2014</u> TIME: <u>11:00 AM</u>
SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.	Set Up Start	Tear Down End
	DATE: <u>05/22/2014 (tents only)</u> TIME: <u>04:00 PM</u>	DATE: <u>05/24/2014</u> TIME: <u>12:30 PM</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) _____

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # 400
Bands # 0
Vehicles/Floats # 0
Volunteers # 60-80
General Public # 100

Wheelchair Accessible Yes No
For events on City Property are you seeking approval to charge:
Admission Yes No
Parking Yes No
Is this event: Open to the Public
 For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes No Fireworks Yes No
Sound Amplification Yes No Alcohol Yes No
Access to power if possible Yes No
Live Music Yes No
Tents/Temp. Structures Yes No Size of tent(s): 60 person capacity
Amusement Rides Yes No Provider: _____
Inflatables Yes No Provider: Abacadabra Arcade Jumps

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- Chicken/seafood Soups/chilli Other foods (please list)
 Rice/pasta dishes Salad
 Pop, chips, candy Other meats
 Hotdogs/hamburgers Baked goods
- Food is complementary to participants and volunteers & is prepared and served according to health dept. guidelines.

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).



Event Organizer Signature

Roberta A. Stacey 01/28/2014

Print Name & Date



Street Closure Request & Request for Use of Municipal Dock

To: City of Escanaba

From: The Bay de Noc Home Run 10k/5k
(formerly The Salvation Army Home Run)

- For Ludington Street closure and permission to stop/slow traffic (in compliance with State of Michigan, Public Safety and City of Escanaba department requirements) on race courses while runners are present during the Bay de Noc Home Run 10k/5k event to be held on Saturday, May 24, 2014. Event insurance will be provided with City of Escanaba named "secondary insured" and submitted to Mr. Dewar's office at least 2 weeks prior to the event.
- Race course intersections and streets will be affected during the approximate times listed on Attachment A. Street closure and traffic monitoring are required to assure participant safety and for continuing USA Track & Field course certifications (view USAT&F certified maps at www.usatf.org or through the race website at www.baydenochomerun.org)
- Use of the Municipal Dock is requested for Friday evening, May 23, 2014 (for set-up) and Saturday morning, May 24, 2014, from 7am to 11am (registration, race event, brunch and awards).
- Predicted participation for the 2014 race/walk event is approximately 400 persons. An additional 80 persons will volunteer services on race morning. See Attachment B for a schedule of events.

Sincerely yours,

Bobbie Stacey
Event Coordinator
(906) 786-1477 Mobile
bobbiestacey@gmail.com

Bay de Noc Home Run - Streets Closure Request

Event Date: Saturday, May 24, 2014 (Memorial Day Weekend)

Start Time: 9:00 am EDT

Anticipated Participants 400

Streets Affected* (Please see Attached Maps)

Streets Affected* (Please see Attached Maps)	Closure/Monitoring Time Period	Total Minutes
Ludington Street (all lanes) from Lake Shore Dr. to east corners of 2nd Street	7:00 am to 11:00 am (Full Closure Request)	240
Ludington Street (all lanes) from 3rd Street to 22nd Street	8:50 am to 9:15 am	25
8th Street from Ludington to 1st Ave. South	8:50 am to 9:15 am	25
South 22nd Street (east lane) from Ludington to 3rd Ave. South	9:00 am to 9:35 am	35
3rd Avenue South (north lane) from 22nd Street to 17th Street	9:00 am to 9:40 am	40
17th Street from 3rd Ave. South to 2nd Avenue South	9:00 am to 9:45 am	45
2nd Avenue South from 17th St. back to 19th St.	9:00 am to 9:45 am	45
19th St. to 1st Avenue South	9:00 am to 9:45 am	45
1st Avenue South from 19th Street to 5th Street	9:00 am to 9:50 am	60
5th Street (left of boulevard) from 1st Ave. South to Ogden Ave.	8:50 am to 9:50 am	60
5th Street from Ogden Ave. to Lake Shore Dr.	8:50 am to 9:20 am	30
Ogden Ave. from 5th Street to 1st Ave. South	9:00 am to 10:00 am	60
1st Ave. South (south lane) from Ogden (& Second St.) to Lake Shore Dr.	9:00 am to 10:10 am	70
Lake Shore Dr. (SE lane) from 1st Ave. S. to Jenkins Dr. above Bandshell	9:00 am to 10:10 am	70
West Jenkins Memorial Dr. (inside lane) to Bandshell Pkg lot.	9:00 am to 10:10 am	70
Water Plant Rd. (all lanes)	9:00 am to 10:20 am	80
Jenkins Memorial Dr. (NE lane) from Water Plant Rd. to Ludington Street	9:00 am to 10:20 am	80
	Average Period	64

*End times anticipate the slowest participants. Most streets will be free of traffic marshalls sooner than stated end time as the last runner passes the turn points. Cross traffic will be directed through when runners are not present on all streets except for Ludington St. between Sand Point Lighthouse and 2nd Street.

Maximum Closure/Traffic Interruption Time Frame

4 hours

MEMORANDUM

March 5, 2014

TO: Jim O'Toole, City Manager
Robert Richards, City Clerk

FROM: Thomas Penegor, Recreation Director

SUBJECT: City Council Agenda of Thursday, March 20, 2014

APPROVAL OF A REQUEST BY BAY DE NOC GREAT LAKES SPORTS FISHERMEN TO RESERVE SPACE NEAR MARINA/YACHT CLUB

Mr. Larry Johnson of the Bay de Noc Great Lakes Sports Fishermen requests use of space near the marina/yacht club for two walleye tournaments to be held on Saturday, May 24, 2014 and Saturday, September 13, 2014 from 6:00 am to 5:00 pm. The City is requested to provide access to restrooms, trash barrels, and fifteen (15) cones to block off an area for boats to park when off-loading their catch. Twenty (20) teams are anticipated. The group has agreed to provide insurance and clean up following conclusion. Council approval is recommended.

2014 – SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: 5/24/14 + 9/13/14 Saturday
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: GLSF Walleye Tournament

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: Bay de Noc Great Lakes Sport Fishermen
 Contact Person: Larry Johnson Phone (day) [REDACTED]
 Address: P.O. Box [REDACTED] Phone (evening): [REDACTED]
 City: Escanaba E-mail: _____
 Postal Code 49829 Website: _____
 Charitable Org #: _____ Event Phone: _____
(If applicable) Fax: _____
 Alternate Contact: Kim Peterson [REDACTED]
(It is recommended that an alternate name & telephone number be provided)

****Do you grant the City of Escanaba City Manager's Office permission to give your telephone number to the general public?** Yes No

LOCATION

City Park Name: Ludington Park marina Area
 Building/Facility Name/Area: _____
 Road (s) Road Closure Required?: Partial Full

DATE/TIME		
EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins DATE: <u>5/24/14</u> <u>9/13/14</u> TIME: <u>6:00 a.m.</u>	Event Ends DATE: <u>5/24/14</u> <u>9/13/14</u> TIME: <u>5:00 p.m.</u>
	Set Up Start DATE: <u>5/24/14</u> <u>9/13/14</u> TIME: <u>5:30 a.m.</u>	Tear Down End DATE: <u>5/24/14</u> <u>9/13/14</u> TIME: <u>5:00 p.m.</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

TYPE-OF EVENT

- Parade Cycling Festival/Event
- Run Walkathon Other (specify) fishing tournament

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # 100
 Bands # -
 Vehicles/Floats # -
 Volunteers # 10
 General Public # 20

Wheelchair Accessible Yes No
 For events on City Property are you seeking approval to charge:
 Admission Yes No
 Parking Yes No
 Is this event: Open to the Public
 For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes No Fireworks Yes No
 Sound Amplification Yes No Alcohol Yes No
 Access to power if possible Yes No
 Live Music Yes No
 Tents/Temp. Structures Yes No Size of tent(s): enclosed trailer 12'
 Amusement Rides Yes No Provider: _____
 Inflatables Yes No Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- Chicken/seafood Soups/chilli Other foods (please list)
- Rice/pasta dishes Salad
- Pop, chips, candy Other meats
- Hotdogs/hamburgers Baked goods

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Larry Johnson (RP)
Event Organizer Signature

Larry Johnson
Print Name & Date
1/20/14

**APPROVAL OF A REQUEST TO RESERVE LUDINGTON PARK PAVILION
FOR DELTA ANIMAL SHELTER FUNDRAISER**

Mrs. Mary Blasier requests use of the Ludington Park Pavilion for the Bark in the Park fundraiser on Sunday, June 1, 2014 from 12:00 noon to 5:00 pm. Fifty (50) participants are anticipated. Access to power is requested and permission is requested to set up an inflatable bounce house. The group has agreed to clean up following conclusion of the event and provide liability insurance. Council approval is recommended.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Sunday, June 1, 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: Bark in the Park

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: Delta Animal Shelter
 Contact Person: Mary Blasie Phone (day) ~~906-786-2326~~
 Address: 700 Lake Shore Dr. Phone (evening): ~~906-786-6493~~
 City: Escanaba E-mail: mary.blasie@gmail.com
 Postal Code 49829 Website: deltaanimals.org
 Charitable Org #: _____ Event Phone: ~~906-786-2326~~
 (If applicable) Fax: - _____
 Alternate Contact: Susan Gartland, 789-0230
 (It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public? Yes No

LOCATION

City Park Name: Ludington Park
 Building/Facility Name/Area: Pavilion
 Road (s) Road Closure Required?: Partial Full

DATE/TIME

EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins	Event Ends
	DATE: <u>6/1/2014</u> TIME: <u>1pm</u>	DATE: <u>6/1/2014</u> TIME: <u>4pm</u>
SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.	Set Up Start	Tear Down End
	DATE: <u>6/1/2014</u> TIME: <u>12u</u>	DATE: <u>6/1/2014</u> TIME: <u>5pm</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) Dog walk, costume contest
kids activities, food vendors

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # 50
Bands # -
Vehicles/Floats # -
Volunteers # 70
General Public # 250

Wheelchair Accessible Yes No
For events on City Property are you seeking approval to charge:
Admission Yes No
Parking Yes No
Is this event: Open to the Public
 For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes No Fireworks Yes No
Sound Amplification Yes No Alcohol Yes No
Access to power if possible Yes No
Live Music Yes No
Tents/Temp. Structures Yes No Size of tent(s): Bounce House
Amusement Rides Yes No Provider: _____
Inflatables Yes No Provider: Bounce House

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Chicken/seafood | <input type="checkbox"/> Soups/chilli | <input checked="" type="checkbox"/> Other foods (please list)
<u>Possibly tacos</u>
<u>" subs</u> |
| <input type="checkbox"/> Rice/pasta dishes | <input type="checkbox"/> Salad | |
| <input type="checkbox"/> Pop, chips, candy | <input type="checkbox"/> Other meats | |
| <input checked="" type="checkbox"/> Hotdogs/hamburgers | <input checked="" type="checkbox"/> Baked goods | |
| | | |

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Mary L. Blasier
Event Organizer Signature

Mary Blasier 2/21/14
Print Name & Date

APPROVAL OF A REQUEST BY BAY DE NOC GREAT LAKES SPORTS FISHERMEN TO RESERVE LUDINGTON PARK BAND SHELL

Mr. Jerry Plourde, Angler Young Angler Director, requests use of the Ludington Park Band Shell and surrounding soccer field area to hold the annual Angler Young Angler Walleye Tournament on Saturday, June 14, 2014 from 6:00am-7:00pm. The City is requested to provide use of the band shell, access to restrooms, and trash barrels. The group has agreed to provide insurance and clean up following conclusion. Council approval is recommended.

2014 – SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: 6/14/14 Saturday
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: AYA Walleye Tournament

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: Bay de Noc Great Lakes Sports Fishermen
 Contact Person: Jerry Plouffe Phone (day) [REDACTED]
 Address: P.O. Box [REDACTED] Phone (evening): [REDACTED]
 City: Escanaba E-mail: _____
 Postal Code 49829 Website: _____
 Charitable Org #: _____ (If applicable) Event Phone: _____
 Fax: _____
 Alternate Contact: Kim Peterson [REDACTED]
(It is recommended that an alternate name & telephone number be provided)

Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public? Yes No

LOCATION

City Park Name: _____
 Building/Facility Name/Area: Band Shell - Soccer Field
 Road (s) Road Closure Required?: Partial Full

DATE/TIME

EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins DATE: <u>6/14/14</u> TIME: <u>6:00 a.m.</u>	Event Ends DATE: <u>6/14/14</u> TIME: <u>7:00 p.m.</u>
	Set Up Start DATE: <u>6/14/14</u> TIME: <u>6:00 a.m.</u>	Tear Down End DATE: <u>6/14/14</u> TIME: <u>7:00 p.m.</u>
SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.		

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) fishing tournament

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants #	<u>100</u>	Wheelchair Accessible	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Bands #	<u>-</u>	For events on City Property are you seeking approval to charge:		
Vehicles/Floats #	<u>-</u>	Admission	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Volunteers #	<u>10</u>	Parking	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
General Public #	<u>50</u>	Is this event:	<input checked="" type="checkbox"/> Open to the Public	
			<input type="checkbox"/> For Invited Guests only	

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements*	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Fireworks	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sound Amplification	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Alcohol	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Access to power if possible	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Size of tent(s):	<u>enclosed trailer 12'</u>	
Live Music	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Provider:	_____	
Tents/Temp. Structures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Provider:	_____	
Amusement Rides	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Provider:	_____	
Inflatables	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Provider:	_____	

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Chicken/seafood | <input type="checkbox"/> Soups/chilli | <input type="checkbox"/> Other foods (please list) |
| <input type="checkbox"/> Rice/pasta dishes | <input type="checkbox"/> Salad | _____ |
| <input type="checkbox"/> Pop, chips, candy | <input type="checkbox"/> Other meats | _____ |
| <input type="checkbox"/> Hotdogs/hamburgers | <input type="checkbox"/> Baked goods | _____ |

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Larry Johnson (kp)
Event Organizer Signature

Larry Johnson
Print Name & Date
1/20/14

APPROVAL OF A REQUEST TO RESERVE LUDINGTON PARK BAND SHELL FOR SUMMER CONCERTS

Ms. Cindy Bender of the William Bonifas Fine Arts Center requests use of the Ludington Park Band Shell for a series of summer concerts on Mondays, July 7th, July 14th, July 21st and July 28th from 6:00pm to 9:30pm. Organizers have agreed to clean up following the conclusion of the event and provide liability insurance. Council approval is recommended.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Mon, July 7, 14, 21, 28 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: Summer Concerts in the Park

CONTACT INFORMATION (Please Print Clearly - Incomplete applications may be delayed)

Organization: William Bonifas Fine Arts Center
 Contact Person: Cindy A. Bender Phone (day) ~~906 766 3232~~
 Address: 700 1st. Ave. So. Phone (evening): _____
 City: Escanaba E-mail: ~~without~~ cindy@bonifasarts.org
 Postal Code 49829 Website: www.bonifasarts.org
 Charitable Org #: _____ Event Phone: _____
 (If applicable) Fax: ~~906 766 7673~~
 Alternate Contact: Paquita Worstler ~~906 766 3232~~
 (It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public
 Yes No the center # only

LOCATION

City Park Name: Ludington Park
 Building/Facility Name/Area: Kara Band Shell
 Road (s) Road Closure Required?: Partial Full

DATE / TIME

	Event Begins	Event Ends
EVENT TIME <small>This is the time your event would be ready to accept participants or general public.</small>	DATE: <u>7-7, 7-14, 7-21, 7-28</u> TIME: <u>7:00 pm</u>	DATE: <u>7-7, 7-14, 7-21, 7-28</u> TIME: <u>9:00 pm</u>
SET UP TIME <small>When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.</small>	DATE: <u>see above</u> TIME: <u>6 pm</u>	DATE: <u>see above</u> TIME: <u>9:30 pm</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) Concert

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # <u>200 1-6</u>	Wheelchair Accessible Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Bands # <u>1</u>	For events on City Property are you seeking approval to charge:
Vehicles/Floats # <u>-</u>	Admission Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Volunteers # <u>5</u>	Parking Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
General Public # <u>100</u>	Is this event: <input checked="" type="checkbox"/> Open to the Public <input type="checkbox"/> For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Fireworks Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sound Amplification Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Alcohol Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Access to power if possible Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Live Music Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Tents/Temp. Structures Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Size of tent(s): _____
Amusement Rides Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Provider: _____
Inflatables Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Chicken/seafood | <input type="checkbox"/> Soups/chilli | <input checked="" type="checkbox"/> Other foods (please list) |
| <input type="checkbox"/> Rice/pasta dishes | <input type="checkbox"/> Salad | <u>chocolate</u> |
| <input type="checkbox"/> Pop, chips, candy | <input type="checkbox"/> Other meats | <u>popcorn</u> |
| <input type="checkbox"/> Hotdogs/hamburgers | <input type="checkbox"/> Baked goods | <u>Lobster</u> |

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any **SPECIAL REQUESTS** that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

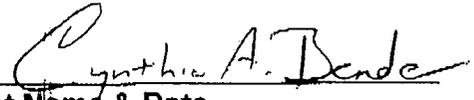
I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).



Event Organizer Signature



Print Name & Date

**APPROVAL OF A REQUEST TO RESERVE MARINA AREA FOR 3RD
ANNUAL MARINA FEST**

Mr. Larry Gravatt requests use of the Marina and green space areas for the 3rd Annual Marina Fest on Saturday, July 12, 2014 from 10:00 am to 11:00 pm. Two Hundred (200) are anticipated to attend. The event will include live music, food vendors, temporary tent structures, and alcohol to be vended in accordance with City Ordinance requirements. Mr. Gravatt, marina staff, and volunteers will clean up following conclusion of the event. Council approval is recommended.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday July 12 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: Marina Fest

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: Marina
 Contact Person: Larry Gravatt Phone (day) ~~789-0111~~
 Address: 2914 17.75 Ln Phone (evening): _____
 City: Escanaba E-mail: Lgravatt@Escanaba.org
 Postal Code 49829 Website: _____
 Charitable Org #: _____ (If applicable) Event Phone: ~~789-0111~~
 Fax: _____
 Alternate Contact: Cheryl 786-4141
(It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public
 Yes No

LOCATION

City Park Name: Marina
 Building/Facility Name/Area: _____
 Road (s) Road Closure Required?: Partial Full

DATE/TIME

EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins	Event Ends
	DATE: <u>7/12/14</u> TIME: <u>10:00AM</u>	DATE: <u>7/12/14</u> TIME: <u>11:00pm</u>
SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.	Set Up Start	Tear Down End
	DATE: _____ TIME: _____	DATE: _____ TIME: _____

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade
- Cycling
- Festival/Event
- Run
- Walkathon
- Other (specify) _____

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # <u>200</u>	Wheelchair Accessible Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Bands # <u>4</u>	For events on City Property are you seeking approval to charge:
Vehicles/Floats # <u>—</u>	Admission Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Volunteers # <u>10</u>	Parking Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
General Public # <u>200</u>	Is this event: <input checked="" type="checkbox"/> Open to the Public
	<input type="checkbox"/> For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fireworks Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sound Amplification Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Alcohol Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Access to power if possible Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Live Music Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Tents/Temp. Structures Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Size of tent(s): <u>16'x20'; 12'x12'</u>
Amusement Rides Yes <input type="checkbox"/> No <input type="checkbox"/>	Provider: _____
Inflatables Yes <input type="checkbox"/> No <input type="checkbox"/>	Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- Chicken/seafood
 - Rice/pasta dishes
 - Pop, chips, candy
 - Hotdogs/hamburgers
 - Soups/chilli
 - Salad
 - Other meats
 - Baked goods
 - Other foods (please list)
- _____
- _____
- _____

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Larry Gravatt
Event Organizer Signature

Larry Gravatt 2/27/14
Print Name & Date

**APPROVAL OF A REQUEST TO RESERVE LUDINGTON PARK PAVILION
FOR THE WALK IN THE PARK FUNDRAISER**

Ms. Anne Erickson requests use of the Ludington Park Pavilion for the Walk in the Park fundraiser for brain tumor research on Saturday, July 19, 2014 from 7:00 am to 1:00 pm. One Hundred (100) participants are anticipated. Access to power is requested. The group has agreed to clean up following conclusion of the event and provide liability insurance. Council approval is recommended.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday, July 19, 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: Walk in the Park

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: Walk in the Park
 Contact Person: Anne Erickson Phone (day) ~~734-229-0771~~
 Address: 1603 Barrington Place Phone (evening): same
 City: Ann Arbor E-mail: ~~mcinnis.anna@cityofescanaba.com~~
 Postal Code 48103 Website: www.eskwalkinthepark.com
 Charitable Org #: _____ Event Phone: ~~734-229-0771~~
 (If applicable) Fax: _____
 Alternate Contact: Amy Norkus ~~734-229-0771~~
 (It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public Yes No

LOCATION

City Park Name: Ludington Park
 Building/Facility Name/Area: Pavilion
 Road (s) Road Closure Required?: Partial Full

DATE/TIME

EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins	Event Ends
	DATE: <u>7-19-14</u> TIME: <u>9:00 a.m.</u>	DATE: <u>7-19-14</u> TIME: <u>12:00 p.m.</u>
SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.	Set Up Start	Tear Down End
	DATE: <u>7-19-14</u> TIME: <u>7:00 a.m.</u>	DATE: <u>7-19-14</u> TIME: <u>1:00 p.m.</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) _____

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants #	<u>100</u>	Wheelchair Accessible	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Bands #	<u>0</u>	For events on City Property are you seeking approval to charge:				
Vehicles/Floats #	<u>0</u>	Admission	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Volunteers #	<u>5</u>	Parking	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
General Public #	<u>95</u>	Is this event:	<input checked="" type="checkbox"/>	Open to the Public	<input type="checkbox"/>	For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements*	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fireworks	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Sound Amplification	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Alcohol	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Access to power if possible	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>					
Live Music	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>					
Tents/Temp. Structures	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Size of tent(s):	_____			
Amusement Rides	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Provider:	_____			
Inflatables	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Provider:	_____			

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Chicken/seafood | <input type="checkbox"/> Soups/chilli | <input type="checkbox"/> Other foods (please list) |
| <input type="checkbox"/> Rice/pasta dishes | <input type="checkbox"/> Salad | _____ |
| <input type="checkbox"/> Pop, chips, candy | <input type="checkbox"/> Other meats | _____ |
| <input type="checkbox"/> Hotdogs/hamburgers | <input checked="" type="checkbox"/> Baked goods | _____ |

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).



Event Organizer Signature

Anne M. Erickson 2-6-14
Print Name & Date

APPROVAL OF A REQUEST BY BAY DE NOC GREAT LAKES SPORTS FISHERMEN TO HOST KID'S DERBY IN LUDINGTON PARK

Mr. Larry Johnson of the Bay de Noc Great Lakes Sport Fishermen requests use of an area in Ludington Park to host a kid's derby on Saturday, July 19, 2014 from 10:00am to 3:00pm. Approximately one hundred (100) are anticipated to participate. The City is requested to provide access to restrooms and trash barrels. The group has agreed to provide insurance and clean up following conclusion. Council approval is recommended.

2014 – SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: 7/19/14 Saturday
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: Kid's Derby

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: Ray de Noc Great Lakes Sports Fishermen
 Contact Person: Larry Johnson Phone (day) [REDACTED]
 Address: P.O. Box 1322 Phone (evening): [REDACTED]
 City: Escanaba E-mail: _____
 Postal Code 49829 Website: _____
 Charitable Org #: _____ (If applicable) Event Phone: _____
 Fax: _____
 Alternate Contact: Kim Peterson [REDACTED]
(It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public? Yes No

LOCATION

City Park Name: Ludington Park
 Building/Facility Name/Area: _____
 Road (s) Road Closure Required?: Partial Full

DATE/TIME

EVENT TIME <small>This is the time your event would be ready to accept participants or general public.</small>	Event Begins	Event Ends
	DATE: <u>7/19/14</u> TIME: <u>10:00 a.m.</u>	DATE: <u>7/19/14</u> TIME: <u>3:00 p.m.</u>
SET UP TIME <small>When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.</small>	Set Up Start	Tear Down End
	DATE: <u>7/19/14</u> TIME: <u>9:30 a.m.</u>	DATE: <u>7/19/14</u> TIME: <u>3:00 p.m.</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade
- Cycling
- Festival/Event
- Run
- Walkathon
- Other (specify)

Kid's fishing Derby

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # 50
 Bands # -
 Vehicles/Floats # -
 Volunteers # 10
 General Public # 20

Wheelchair Accessible Yes No

For events on City Property are you seeking approval to charge:

Admission Yes No

Parking Yes No

Is this event: Open to the Public
 For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes No Fireworks Yes No
 Sound Amplification Yes No Alcohol Yes No
 Access to power if possible Yes No
 Live Music Yes No
 Tents/Temp. Structures Yes No Size of tent(s): enclosed trailer 12'
 Amusement Rides Yes No Provider: _____
 Inflatables Yes No Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- Chicken/seafood
 - Rice/pasta dishes
 - Pop, chips, candy
 - Hotdogs/hamburgers
 - Soups/chilli
 - Salad
 - Other meats
 - Baked goods
 - Other foods (please list)
- _____

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any **SPECIAL REQUESTS** that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Larry Johnson (KS)
Event Organizer Signature

Larry Johnson
Print Name & Date

11/20/14

**APPROVAL OF A REQUEST BY THE WILLIAM BONIFAS FINE ARTS
CENTER TO RESERVE LUDINGTON PARK BAND SHELL AND OPEN
GREEN SPACE**

Ms. Cindy Bender of the William Bonifas Fine Arts Center requests use of the Ludington Park Band Shell and surrounding green space to hold the Waterfront Arts Festival on Saturday, August 2, 2014 from 8:00 am to 7:00 pm. City support services include sanitation and clean-up assistance, as well as a dumpster. These remain the same from year to year. Approval is recommended contingent upon the Arts Center providing the necessary insurance, food licenses and volunteers to aid with clean-up.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday, August 2, 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: Waterfront Art Festival

CONTACT INFORMATION (Please Print Clearly - Incomplete applications may be delayed)

Organization: William Bonifas Fine Arts Center
 Contact Person: Cindy A. Bender ^{Events} ~~Coordinator~~ Phone (day) ~~906 786 3833~~
 Address: 700 1st. Ave Phone (evening): ~~906 786 3833~~
 City: Escanaba E-mail: www.bonifasarts.org
 Postal Code 49829 Website: bonifasarts.org
 Charitable Org #: _____ Event Phone: ~~906 786 3833~~
 (If applicable) Fax: ~~906 786 3833~~
 Alternate Contact: Peggy L. Warbler ~~906 786 3833~~
 (It is recommended that an alternate name & telephone number be provided)

Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public
 Yes No only the center # 786 3833

LOCATION

City Park Name: Ludington Park
 Building/Facility Name/Area: Karas Road Shell area
 Road (s) Road Closure Required?: Partial Full

DATE / TIME

	Event Begins	Event Ends
EVENT TIME This is the time your event would be ready to accept participants or general public.	DATE: <u>August 2 2014</u> TIME: <u>10:00 am</u>	DATE: <u>Aug 2 2014</u> TIME: <u>4:00 pm</u>
SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.	DATE: <u>Aug 1 2014</u> TIME: <u>8:00 am</u>	DATE: <u>Aug 2 2014</u> TIME: <u>7:00 pm</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) _____

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # 60
Bands # 3
Vehicles/Floats # _____
Volunteers # 15
General Public # 200

Wheelchair Accessible Yes No
For events on City Property are you seeking approval to charge:
Admission Yes No
Parking Yes No
Is this event: Open to the Public
 For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes No Fireworks Yes No
Sound Amplification Yes No Alcohol Yes No
Access to power if possible Yes No
Live Music Yes No
Tents/Temp. Structures Yes No Size of tent(s): 2. 25 x 30
Amusement Rides Yes No Provider: Benitas Arts Center
Inflatables Yes No Provider: 1

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the stands be selling? (check all that apply)

- Chicken/seafood Soups/chilli Other foods (please list)
 Rice/pasta dishes Salad French fries
 Pop, chips, candy Other meats
 Hotdogs/hamburgers Baked goods

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any **SPECIAL REQUESTS** that you would like City to consider, please outline them on a separate paper and attach

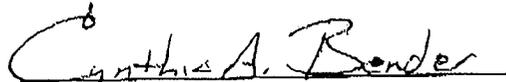
DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).


Event Organizer Signature


Print Name & Date Feb 10, 2014

APPROVAL OF A REQUEST BY BAY DE NOC GREAT LAKES SPORTS FISHERMEN TO RESERVE NORTH SHORE BOAT LAUNCH

Mr. Larry Johnson of the Bay de Noc Great Lakes Sports Fishermen requests use of the North Shore Boat Launch for a walleye tournament on Saturday, August 9, 2014 from 6:00 am to 7:30 am. Approximately twenty (20) teams are anticipated to participate. The City is requested to provide access to restrooms and trash barrels. The group has agreed to provide insurance and clean up following conclusion. Council approval is recommended.

2014 - SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: 8/9/14 Saturday
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: GLSF Walleye Tournament

CONTACT INFORMATION (Please Print Clearly - Incomplete applications may be delayed)

Organization: Bay de Noc Great Lakes Sports Fishermen
 Contact Person: Larry Johnson Phone (day) [REDACTED]
 Address: P.O. Box 1322 Phone (evening): [REDACTED]
 City: Escanaba E-mail: _____
 Postal Code 49829 Website: _____
 Charitable Org #: _____ (If applicable) Event Phone: _____
 Fax: _____
 Alternate Contact: Kim Peterson [REDACTED]
(It is recommended that an alternate name & telephone number be provided)

Do you grant the City of Escanaba City Manager's Office permission to give your telephone number to the general public? Yes No

LOCATION

City Park Name: _____
 Building/Facility Name/Area: North Shore Boat Launch
 Road (s) Road Closure Required?: Partial Full

DATE/TIME

EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins DATE: <u>8/9/14</u> TIME: <u>6:00 a.m.</u>	Event Ends DATE: <u>8/9/14</u> TIME: <u>7:30 a.m.</u>
	SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.	Set Up Start DATE: <u>8/9/14</u> TIME: <u>6:00 a.m.</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade
- Cycling
- Festival/Event
- Run
- Walkathon
- Other (specify) fishing tournament

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # <u>100</u>	Wheelchair Accessible Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Bands # <u>-</u>	For events on City Property are you seeking approval to charge:
Vehicles/Floats # <u>-</u>	Admission Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Volunteers # <u>10</u>	Parking Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
General Public # <u>-</u>	Is this event: <input checked="" type="checkbox"/> Open to the Public <input type="checkbox"/> For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fireworks Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sound Amplification Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Alcohol Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Access to power if possible Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Live Music Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Tents/Temp. Structures Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Size of tent(s): _____
Amusement Rides Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Provider: _____
Inflatables Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- Chicken/seafood
- Rice/pasta dishes
- Pop, chips, candy
- Hotdogs/hamburgers
- Soups/chilli
- Salad
- Other meats
- Baked goods
- Other foods (please list)

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Larry Johnson (EP)
Event Organizer Signature

Larry Johnson
Print Name & Date
1/20/14

**APPROVAL OF A REQUEST TO UTILIZE MARINA FOR RECREATING IN
THE GREAT OUTDOORS**

Ms. Brenda Crowe of the Delta RICC/Wild Turkey Federation and Bays de Noc Gobblers Associations requests access to the docking area for boat rides on Saturday, August 9, 2014 from 9:00 am to 5:00 pm. One Hundred (100) participants are anticipated. The Association has agreed to provide insurance and will provide all necessary volunteers, staff, and boats for this event.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday, August 9, 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: Re Creating In The Great Outdoors

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: Delta REC / Wild Turkey Federation / Bay Side Noe Gobblers
 Contact Person: Brenda Crow Phone (day) ~~(906) 338-1111~~
 Address: PO Box 124 Phone (evening): same
 City: Escanaba E-mail: ~~hs@delta-rec.net~~
 Postal Code 49829 Website: _____
 Charitable Org #: 58-2276564 Event Phone: ~~(906) 338-1111~~
 (If applicable) Fax: _____
 Alternate Contact: *Ken Buchholtz ~~(906) 338-1111~~
 (It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public
 Yes No

LOCATION

City Park Name: _____
 Building/Facility Name/Area: Marina /
 Road (s) Road Closure Required?: Partial Full

DATE/TIME

EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins	Event Ends
	DATE: <u>Aug 9, 2014</u> TIME: <u>10:00 am</u>	DATE: <u>Aug 9, 2014</u> TIME: <u>5:00 pm</u>
SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.	Set Up Start	Tear Down End
	DATE: <u>Aug 9, 2014</u> TIME: <u>9:00 am</u>	DATE: <u>Aug 9, 2014</u> TIME: <u>5:00 pm</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade
- Cycling
- Festival/Event
- Run
- Walkathon
- Other (specify) Boat Rides

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # <u>100</u>	Wheelchair Accessible Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Bands # _____	For events on City Property are you seeking approval to charge:
Vehicles/Floats # _____	Admission Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Volunteers # <u>30</u>	Parking Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
General Public # <u>50</u>	Is this event: <input checked="" type="checkbox"/> Open to the Public
	<input type="checkbox"/> For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fireworks Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sound Amplification Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Alcohol Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Access to power if possible Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Live Music Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Tents/Temp. Structures Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Size of tent(s): _____
Amusement Rides Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Provider: _____
Inflatables Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- Chicken/seafood
 - Rice/pasta dishes
 - Pop, chips, candy
 - Hotdogs/hamburgers
 - Soups/chilli
 - Salad
 - Other meats
 - Baked goods
 - Other foods (please list)
- _____
- _____
- _____

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).


Event Organizer Signature

Brenda Crow 3/4/14
Print Name & Date

**APPROVAL OF A REQUEST TO RESERVE MUNICIPAL DOCK FOR
MARQUETTE CARE CLINIC WALK FOR LIFE**

Ms. Audra Buchmiller of the Marquette Care Clinic Crisis Pregnancy Center requests use of the Municipal Dock for a walk for life fundraiser on Saturday, September 6, 2014 from 8:00 am to 4:00 pm. Fifty (50) participants are anticipated. The group requests permission to set up a 20'x10' tent. Organizers have agreed to clean up and provide liability insurance for the event. Council approval is recommended.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday Sept 6 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: Escanaba Walk for Life

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: Our Marquette Care Clinic (Crisis Pregnancy Center)
 Contact Person: Audra Buchmiller Phone (day) ~~(701) 333-1111~~
 Address: 304 S. 17th St. Phone (evening): same as above
 City: Escanaba MI 49829 E-mail: audra.buchmiller@baycollege.edu
 Postal Code _____ Website: www.careclinicmgt.org
 Charitable Org #: 38-2160326 Event Phone: same as above
 (If applicable) Fax: _____
 Alternate Contact: Cindy Asher or Linda Johnson ~~(701) 333-1111~~ ^{Mgt. Care Clinic} phone #
 (It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public. Yes No

LOCATION

City Park Name: Ludington Park
 Building/Facility Name/Area: Municipal Dock
 Road (s) Road Closure Required?: Partial Full

DATE/TIME

	Event Begins	Event Ends
EVENT TIME <small>This is the time your event would be ready to accept participants or general public.</small>	DATE: <u>Sept. 6 2014</u> TIME: <u>10:00 AM</u>	DATE: <u>Sep 6 2014</u> TIME: <u>2:00pm</u>
SET UP TIME <small>When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.</small>	Set Up Start DATE: <u>Sept 6 2014</u> TIME: <u>8:00 AM</u>	Tear Down End DATE: <u>Sep 6 2014</u> TIME: <u>4:00 pm</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) _____

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # <u>50</u>	Wheelchair Accessible Yes <input type="checkbox"/> No <input type="checkbox"/>
Bands # _____	For events on City Property are you seeking approval to charge:
Vehicles/Floats # _____	Admission Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Volunteers # _____	Parking Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
General Public # _____	Is this event: <input checked="" type="checkbox"/> Open to the Public <input type="checkbox"/> For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fireworks Yes <input type="checkbox"/> No <input type="checkbox"/>
Sound Amplification Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Alcohol Yes <input type="checkbox"/> No <input type="checkbox"/>
Access to power if possible Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Live Music Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Tents/Temp. Structures Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Size of tent(s): <u>20x10'</u>
Amusement Rides Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Provider: <u>Private Party</u>
Inflatables Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Chicken/seafood | <input type="checkbox"/> Soups/chilli | <input type="checkbox"/> Other foods (please list) |
| <input type="checkbox"/> Rice/pasta dishes | <input type="checkbox"/> Salad | _____ |
| <input type="checkbox"/> Pop, chips, candy | <input type="checkbox"/> Other meats | _____ |
| <input type="checkbox"/> Hotdogs/hamburgers | <input type="checkbox"/> Baked goods | _____ |

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any **SPECIAL REQUESTS** that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).



Event Organizer Signature

 Feb. 10th, 2014

Print Name & Date

**APPROVAL OF A REQUEST TO RESERVE LUDINGTON PARK PAVILION
FOR END THE SILENCE WALK**

Ms. Cindy Bintner requests use of the Ludington Park Pavilion on Saturday, September 13, 2014 for the End the Silence Walk from 7:00am to 3:00pm. Four hundred (400) participants are anticipated. The City is requested to provide access to power and extra trash barrels. The group requests permission to set up two 20' x 40' tents. Organizers have agreed to clean up following the conclusion of the event and provide liability insurance. Council approval is recommended.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday Sept. 13 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: End the Silence Walk

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: End the Silence
 Contact Person: Cindy Birtner Phone (day) ~~734 0003~~
 Address: 1215 No. 18th St. Phone (evening): ~~734 0003~~
 City: EScanaba E-mail: ~~Cbirtner@Hotmail~~
 Postal Code 49829 Website: EndtheSilencewalk.com
 Charitable Org #: non profit Event Phone: ~~734 0003~~
 (If applicable) Fax: _____
 Alternate Contact: Nicole Potokar ~~920 257-5555~~
 (It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public Yes No

LOCATION

City Park Name: Ludington Park
 Building/Facility Name/Area: Pavillion
 Road (s) Road Closure Required?: Partial Full

DATE/TIME

EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins	Event Ends
	DATE: <u>9/13/14</u> TIME: <u>8:00 am</u>	DATE: <u>9/13/14</u> TIME: <u>3:00 p.m.</u>
SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.	Set Up Start	Tear Down End
	DATE: <u>9/13/14</u> TIME: <u>7:00 am</u>	DATE: <u>9/13/14</u> TIME: <u>3:00 p.m.</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) _____

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # 400 Wheelchair Accessible Yes No
 Bands # _____ For events on City Property are you seeking
 Vehicles/Floats # _____ approval to charge:
 Volunteers # _____ Admission Yes No
 General Public # 400 Parking Yes No
 Is this event: Open to the Public
 For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes No Fireworks Yes No
 Sound Amplification Yes No Alcohol Yes No
 Access to power if possible Yes No
 Live Music Yes No
 Tents/Temp. Structures Yes No Size of tent(s): 2 - 20x40 Tents
 Amusement Rides Yes No Provider: Stenberg Bros.
 Inflatables Yes No Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- Chicken/seafood Soups/chilli Other foods (please list)
 Rice/pasta dishes Salad
 Pop, chips, candy Other meats
 Hotdogs/hamburgers Baked goods

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Cindy Birtner
Event Organizer Signature

Cindy Birtner 1-31-14
Print Name & Date

**APPROVAL OF A REQUEST TO RESERVE LUDINGTON PARK PAVILION
FOR PINK PUMPKINS BREAST CANCER AWARENESS 5K**

Ms. Joy McKnight requests use of the Ludington Park Pavilion on Saturday, October 4, 2014 from 8:00 am to 5:00 pm for the Pink Pumpkins Breast Cancer Awareness 5k fundraiser. Two Hundred Fifty (250) participants are anticipated. The City is requested to provide access to power. Organizers have agreed to provide insurance and clean up following conclusion of the event. Council approval is recommended.

SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday, October 4, 2014
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: Pink Pumpkins Breast Cancer Awareness 5K

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: Pink Pumpkins
 Contact Person: Joy McKnight Phone (day) ~~906-235-4167~~
 Address: 8777 O.S Lane Phone (evening): " "
 City: Gladstone E-mail: ~~jcmcknight160@johs.com~~
 Postal Code 49837 Website: X
 Charitable Org #: 38 324 16 96 proceeds to go to Delta Co. Cancer Alliance Event Phone: ~~906-235-4167~~
 (If applicable) Fax: X
 Alternate Contact: Steven McKnight ~~906-235-0420~~
 (It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public? Yes No

LOCATION

City Park Name: Ludington Park & Pavilion
 Building/Facility Name/Area: _____
 Road (s) Road Closure Required?: Partial Full

DATE / TIME

EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins	Event Ends
	DATE: <u>10-4-14</u> TIME: <u>10 A.M.</u>	DATE: <u>10-4-14</u> TIME: <u>4 P.M.</u>
SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.	Set Up Start	Tear Down End
	DATE: <u>10-4-14</u> TIME: <u>8 A.M.</u>	DATE: <u>10-4-14</u> TIME: <u>5 P.M.</u>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run/walk Walkathon Other (specify) _____

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # 250

Bands # _____

Vehicles/Floats # _____

Volunteers # _____

General Public # _____

Wheelchair Accessible Yes No

For events on City Property are you seeking approval to charge:

Admission Yes No

Parking Yes No

Is this event: Open to the Public
 For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

- Power Requirements* Yes No Fireworks Yes No
 Sound Amplification Yes No Alcohol Yes No
 Access to power if possible Yes No
 Live Music Yes No
 Tents/Temp. Structures Yes No Size of tent(s): _____
 Amusement Rides Yes No Provider: _____
 Inflatables Yes No Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- Chicken/seafood Soups/chilli Other foods (please list)
 Rice/pasta dishes Salad
 Pop, chips, candy Other meats
 Hotdogs/hamburgers Baked goods

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

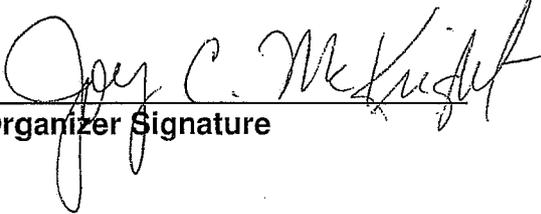
A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).



Event Organizer Signature

Joy C. McKnight 2-28-14

Print Name & Date

NB # 2
CC 4/3/14

Zimbra

jotoole@escanaba.org

Resignation

From : Leo Evans - Escanaba Mayor Pro Tem
<levans@escanaba.org>

Sun, Mar 23, 2014 08:03 PM

Subject : Resignation

To : Marc D. Tall - Escanaba Mayor
<mtall@escanaba.org>

Cc : Jim O'Toole - City Manager
<jotoole@escanaba.org>

Mayor Marc Tall

It is with deep regret that I resign my position on the city council. Due to a upcoming issue I will not be able to serve on city council. I'm sorry for this whole situation and wish you luck with the power plant. It's been a pleasure working with the whole city council and serving the public these 18 years.

Sincerely

Leo Evans

NB# 3
CC 4/3/14



**RESOLUTION FOR THE LUDINGTON PARK
TENNIS COURTS RENOVATION**

Upon motion made by _____, seconded by _____,
the following Resolution was adopted:

“RESOLVED, that the City of Escanaba, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City of Escanaba does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project period and to provide Fourteen Thousand (\$14,000.00) to match the grant authorized by the Department.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the Department for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

Upon a call of the roll, the vote was as follows:

Ayes:
Nays:

RESOLUTION DECLARED ADOPTED.”

I, the undersigned, being duly qualified and acting City Clerk of the City of Escanaba, do hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Escanaba City Council of the City of Escanaba, County of Delta, Michigan, at a regular City Council Meeting held on _____, and that said meeting was conducted and public notice was given pursuant to and in full compliance with the Open Meetings Act, Act 267, Public Acts of Michigan, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Robert S. Richards, CMC, City Clerk



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAUGH
DIRECTOR

February 19, 2014

Mr. Thomas J. Penegor
Parks and Recreation Director
City of Escanaba
410 Ludington Street, P.O. Box 948
Escanaba, MI 49829

Dear Mr. Penegor:

SUBJECT: RP13-481, Ludington Park Tennis Courts Renovation

I am pleased to offer you a project agreement for your Recreation Passport Grant Program (RPGP) development project. We are looking forward to assisting you in the successful completion of this important public recreation project. Before you execute the attached agreement, I would like to remind you of certain obligations that come with a RPGP grant.

Receiving a grant from the RPGP requires an agreement between the Department of Natural Resources (DNR) and your local government. As the grantee, you are responsible for taking all actions necessary to complete the project. All communication on this project must occur between the local government representative and DNR Grants Management as directed in the agreement. A Grant Coordinator has been assigned to your region of the state, and is prepared to assist you in the completion of this project.

The enclosed project agreement describes the purpose and scope of the development project, as well as the responsibilities you are committing to undertake by accepting this grant, including the long-term obligation to commit the project area to public recreation for the anticipated life of your project.

Enclosed with this letter you will find the following:

- Two copies of the Project Agreement (PR1956-4)
- *Checklist for Submission of Plans, Specifications, and Bid Documents for Recreation Grant Development Projects Form* (PR1911)
- Sample Boundary Map for reference only
- "Final Compliance Onsite Inspection Report" form (PR1956-5)

The "Development Project Procedures" booklet (IC1956-1, Rev. 12/27/12) is available on our website: www.michigan.gov/dnr-grants. Under "Available Grants" click on "Recreation Passport Grants". Under "Grantee Information" arrow down to "Development Project Procedures Booklet" and click "GO".

In order to execute the agreement, please follow the steps listed below.

Step 1: Please complete all the SHADED PORTIONS OF THE AGREEMENT.

- **Section 3(b), GRANTEE'S representative:** Please provide the name and contact information for the person with the day-to-day authority for the project and who will routinely interact with the DNR Grant Coordinator. It does not need to be the same person who signs the agreement; however, this person should be authorized to sign all routine correspondence pertaining to the project.

- **Section 36:** Complete the information regarding your governing body resolution and sign and witness the agreement. **Please do not make and sign photocopies.** If you require additional originals or alterations to the signature page (based on the need for more than one local signature), please contact your Grant Coordinator.

Step 2: Please include the following attachments with your agreement:

- ✓ Legal description of the project area, placed in the Agreement as Appendix A in each copy of the agreement; and
- ✓ Boundary map of the project area, **OUTLINED IN RED**, signed and dated and placed in the Agreement as Appendix B in each copy of the agreement; and
- ✓ Certified resolution of your local governing body accepting the grant.

A Legal Description of the Project Area: The legal description defines the park or geographic area to be developed with grant assistance. The legal description can be an excerpt from the original deed to purchase the property or a formal survey, but in either case should match the boundary map. If any areas of the project area are to be excluded due to non-recreation uses or otherwise, the legal description must reflect these deletions and describe only the actual project boundary.

Boundary Map of the Project Area-signed and dated: The boundary map should be a visual representation of the park or geographic area defined in the legal description and **outlined in red**. The boundary should be clearly defined and include all of the items shown on the attached sample map. Be sure to include and label the scope items listed in Section 5 of the project agreement along with existing development on site. **Please remember, by way of this project agreement, the area included in the project boundary map will be committed to public recreation for the anticipated life of your project.**

Certified resolution of your local governing body accepting the grant: Sample language for the resolution is provided with the agreement. We **strongly** encourage you to use the sample resolution. If you choose to use a different format, be sure to include all statements included in the sample resolution.

IMPORTANT REMINDERS:

- Project agreements **must** be executed by the DNR prior to incurring project costs, including expenditures of matching funds, with the exception of engineering costs as described in the "Development Project Procedures" booklet.
- Detailed guidance on the steps you must take in completing your project is provided in the "Development Project Procedures" booklet. In reviewing the booklet and the agreement, it is particularly important to pay attention to issues of timing. Certain steps must be completed prior to others, and most steps must be completed within specific timeframes or the overall project will fall behind schedule.

Survey compliant

Mr. Thomas J. Penegor
Page 3
February 19, 2014

- Enclosed is a copy of the *Checklist for Submission of Plans, Specifications, and Bid Documents for Recreation Grant Development Projects* (form PR1911). Please complete this form and submit to our office each time you submit a plans and specifications package for your project. A complete list of the items that are to be submitted with your plans and specifications package is listed on the form. Be sure to include all these items.
- Upon completion of your project, the "Final Compliance Onsite Inspection Report" (PR1956-5) must be completed and returned to Grants Management. The form must include the signature of your Prime Professional. If you have multiple Prime Professionals involved in the completion of your project, please note that each one will need to complete a form for the scope items they were responsible for.
- Your Agreement commits you to complete your development project in three years -- no later than **March 31, 2017**.
- Please review Section 5, which lists the project facilities to be constructed with grant assistance. If you believe the list to be incorrect, contact your DNR Grant Coordinator.

Return both copies of the signed project agreement, with original signatures and all the required attachments, to the DNR no later than April 11, 2014, sooner if possible. We will return one executed original of the agreement and attachments to you.

We are looking forward to working with you on completion of your project and know it will be a valuable addition to Michigan's recreation estate. If you need any assistance or have any questions, please do not hesitate to contact us. Questions and correspondence should be directed to your Grant Coordinator, Ms. Christie Bayus, by telephone at 517-284-5923, or email bayusc@michigan.gov. Our mailing address is: Michigan Department of Natural Resources, P.O. Box 30425, Lansing, MI 48909-7925.

Sincerely



Steven J. DeBrabander, Manager
Grants Management
517-284-5930
debrabanders@michigan.gov

SJD:lh
Enclosures
cc: Ms. Christie Bayus, DNR

SAMPLE RESOLUTION
(Development)

Upon motion made by _____, seconded by _____, the following Resolution was adopted:

"RESOLVED, that the _____, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the _____ does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide _____ (\$ _____) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

The following aye votes were recorded: _____

The following nay votes were recorded: _____

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

I, _____, Clerk of the _____, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the _____ at a meeting held _____.

Signature

Title

Date



Michigan Department of Natural Resources – Grants Management

**RECREATION PASSPORT GRANT PROGRAM
2013 GRANT APPLICATION**

*This information is requested by authority of Act 451 of 1994, as amended.
This application must be completed in full to apply for a grant from the Recreation Passport Grant Program.*

DNR USE ONLY	
Application Number	
Region Number	

A large print version of this application is available upon request.

Section A: Applicant, Site, Project Identification

Name of Applicant (Government Unit) City of Escanaba		Federal ID Number [REDACTED]	County Delta
Name of Authorized Representative (responsible for application day-to-day) Tom Penegor		Title Recreation Director	
Address P.O. Box 948		Telephone (906) 786-4141	
City Escanaba	State ZIP MI 49829	E-mail tpenegor@escanaba.org	
State House District 108	State Senate District 38	U.S. Congressional District 1	
Address of site East Jenkins Drive		City, Village or Township of site Escanaba, MI 49829	
County in which site is located Delta	Town, Range and Section Numbers of site location T39N, R22W, Section 29 & 32	Latitude/Longitude at park entrance 45°-44'-21.3"N/87°-03'-17.2"W	
Park Name Ludington Park		Proposal Title (not to exceed 40 characters) Ludington Park Tennis Courts Renovation	
Proposal Description Renovation of four tennis and one basketball courts, development of ADA access to the courts, bathrooms, and pavilion, and new ADA drink fountain, picnic table			

Section B: Project Funding

See the 2013 Recreation Passport Grant Program Application Guidelines booklet (IC1956) for guidance.

SOURCES OF MATCHING FUNDS	PROJECT COST AMOUNTS
a. General Funds or Local Restricted Funds (Applicant's own cash)	\$ _____ .00
b. Force Account Labor/Materials (Applicant's own paid labor or materials)	\$ 11,000 .00
c. Federal or State Funds	\$ _____ .00
d. Cash Donations	\$ 3,000 .00
e. Donated Labor and/or Materials	\$ _____ .00
f. Value of any Land Repurposed to Recreation as Part of the Project (2xSEV)	\$ _____ .00
g. Total Match (Must be at least 25% of total project cost)	\$ 14,000 .00
h. Grant Amount Requested (Round to the nearest 100 dollars)	\$ 42,000 .00
i. Total Project Cost (Must equal the total estimated cost in Section D1)	\$ 56,000 .00

PLEASE ROUND ALL AMOUNTS TO THE NEAREST \$100



Excerpt of the minutes of a regular meeting of the Escanaba City Council held on March 21, 2013, at the City Hall, 410 Ludington Street, Escanaba, Michigan, at 7:00 p.m.

Present: Mayor Leo J. Evans, Council Members, Walter A. Baker, Patricia A. Baribeau, Ronald J. Beauchamp, and Brady L. Nelson.

Absent: None

By Council Member Nelson, seconded by Council Member Baribeau:

RESOLUTION OF SUPPORT ENDORSING THE CITY OF ESCANABA'S APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FUNDING UNDER THE RECREATION PASSPORT GRANT PROGRAM

WHEREAS, the City of Escanaba is seeking grant funding in the amount of \$42,000 (75% of the total cost) for improvements and renovation of the Ludington Park courts and providing better accessibility to the courts; pavilion, and bathroom facilities; and

WHEREAS, the City of Escanaba is committed to improving their recreation facilities for the use and enjoyment of residents, tourists and visitors; and

NOW, THEREFORE, be it resolved that the City of Escanaba strongly supports the Michigan Recreation Passport Grant Program application for the improvement and renovation of the Ludington Park courts and accessibility to the facilities.

Upon a call of the roll, the vote was as follows:

Ayes: Nelson, Baribeau, Baker, Beauchamp, Evans

Nays: None

RESOLUTION DECALRED ADOPTED."

I the undersigned, being duly qualified and acting City Clerk of the City of Escanaba, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Escanaba City Council of the City of Escanaba, County of Delta, Michigan, at a regular City Council Meeting held on Thursday, March 21, 2013, and that said meeting was conducted and public notice was given pursuant to and in full compliance with the Open Meetings Act, Act 267, Public Acts of Michigan, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Robert S. Richards, CMC, City Clerk

NB# ~~1~~
CC 4/3/14

MEMORANDUM

TO: James V. O'Toole, City Manager
FROM: William Farrell, City Engineer 
CC: Robert Richards, City Clerk
DATE: March 26, 2014
RE: Act 51 Certified Street Map Resolutions

Please find the attached street resolutions for the April 3, 2014 Council Meeting. I have four (4) resolutions with a map for each one that is attached. Annually, the City receives a certified street map from MDOT to review and make changes as needed. On this year's version of the map the following items need to be addressed as a matter of housekeeping.

The street resolutions are for the following:

1. To decertify South 1st Street from the Act 51 Street System. South 1st Street at some point in time ran from 1st Avenue South to Ludington. It doesn't and hasn't done this for many years. There is an alley currently in half of this former street. The resolution will remove 1st Street from the Act 51 Map.
2. To decertify South 25th Street west of South Lincoln Road from the Act 51 Street System. South 25th Street used to run from South Lincoln Road, westerly approximately 650 feet. This stretch is no longer there and we do not control the property. The resolution will remove South 25th Street from the Act 51 Map.
3. To add a small portion of 9th Avenue South to the Act 51 Street System. On the current Act 51 certification map 9th Avenue South is not shown to run all the way to Lake Shore Drive. This resolution is will add 25 feet to 9th Avenue South, connecting it with Lake Shore Drive on the Act 51 Street Map.
4. To add South 21st Street from 10th Avenue South to 12th Avenue South to the Act 51 Street System. The recent chip seal of this former gravel road allows us to add it to the Act 51 Street System. The resolution will add South 21st Street to the Act 51 Street Map.

At a regular meeting of the City Council of Escanaba, Michigan, held at the city hall on April 3, 2014, the following resolution was offered by member _____, and supported by member _____.

Whereas the City of Escanaba did on 8/10/1881 acquire title to 9th Avenue South between South 10th Street and Lakeshore Drive. And whereas it is necessary to furnish certain Information to the State of Michigan to place this street within the City of Escanaba Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW THEREFORE IT IS RESOLVED:

1. That the center line of said 9th Avenue South is described as :

Commencing at the southwest corner of Lot 5, Block 13 of Campbell's Addition to the City of Escanaba, thence south 40 feet to the Point of Beginning of said centerline, thence east 25 feet to the westerly Right-of-Way line of Lakeshore Drive and end of said centerline.
2. That said street is located within a City of Escanaba right-of-way and is under control of the City of Escanaba.
3. That said street is a public street and is for public street purposes.
4. That said street is accepted into the City of Escanaba Local Street System and was open to the Public on 8/10/1881.

Resolution duly adopted.

Date _____

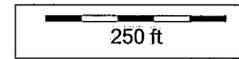
City Clerk _____

Certified to be a true copy, _____

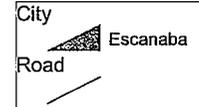
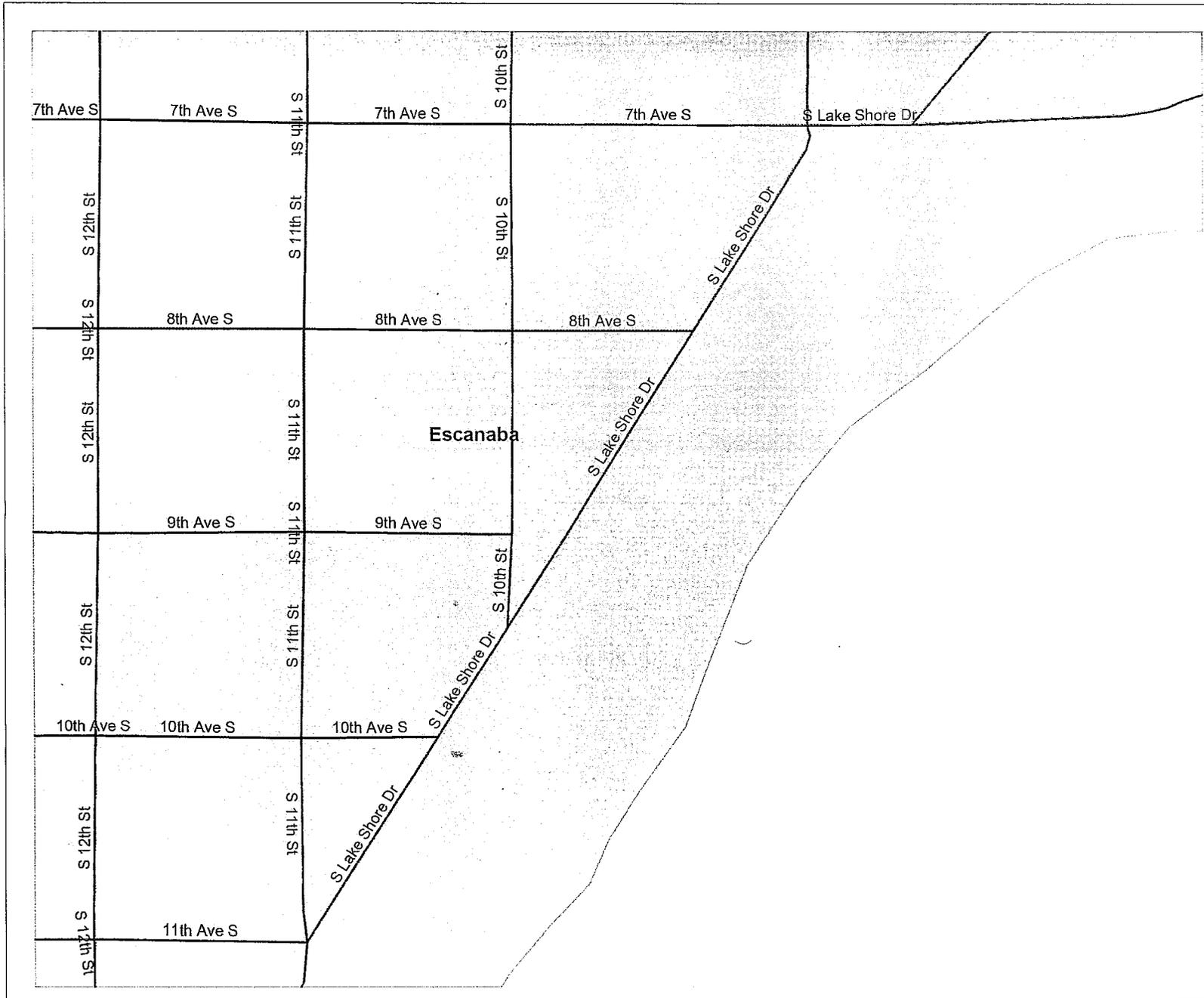
Date _____

City Clerk _____

Escanaba (City)



Missing 9th Ave So segment



At a regular meeting of the City Council of Escanaba, Michigan, held at the city hall on April 3, 2014, the following resolution was offered by member _____, and supported by member _____.

Whereas the City of Escanaba does wish to decertify South 1st Street. This decertification of South 1st Street is located between Ludington Street and 1st Avenue South for a total decertification length of 160 feet.

The centerline of said street is described as :

Commencing at the Southeast corner of Lot 1, Block 2 of the Original Plat of Escanaba, thence East 40 feet to the Point of Beginning of said centerline, thence North 160 feet to the north end of said centerline.

Resolution duly adopted.

Date _____

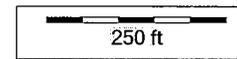
City Clerk _____

Certified to be a true copy, _____

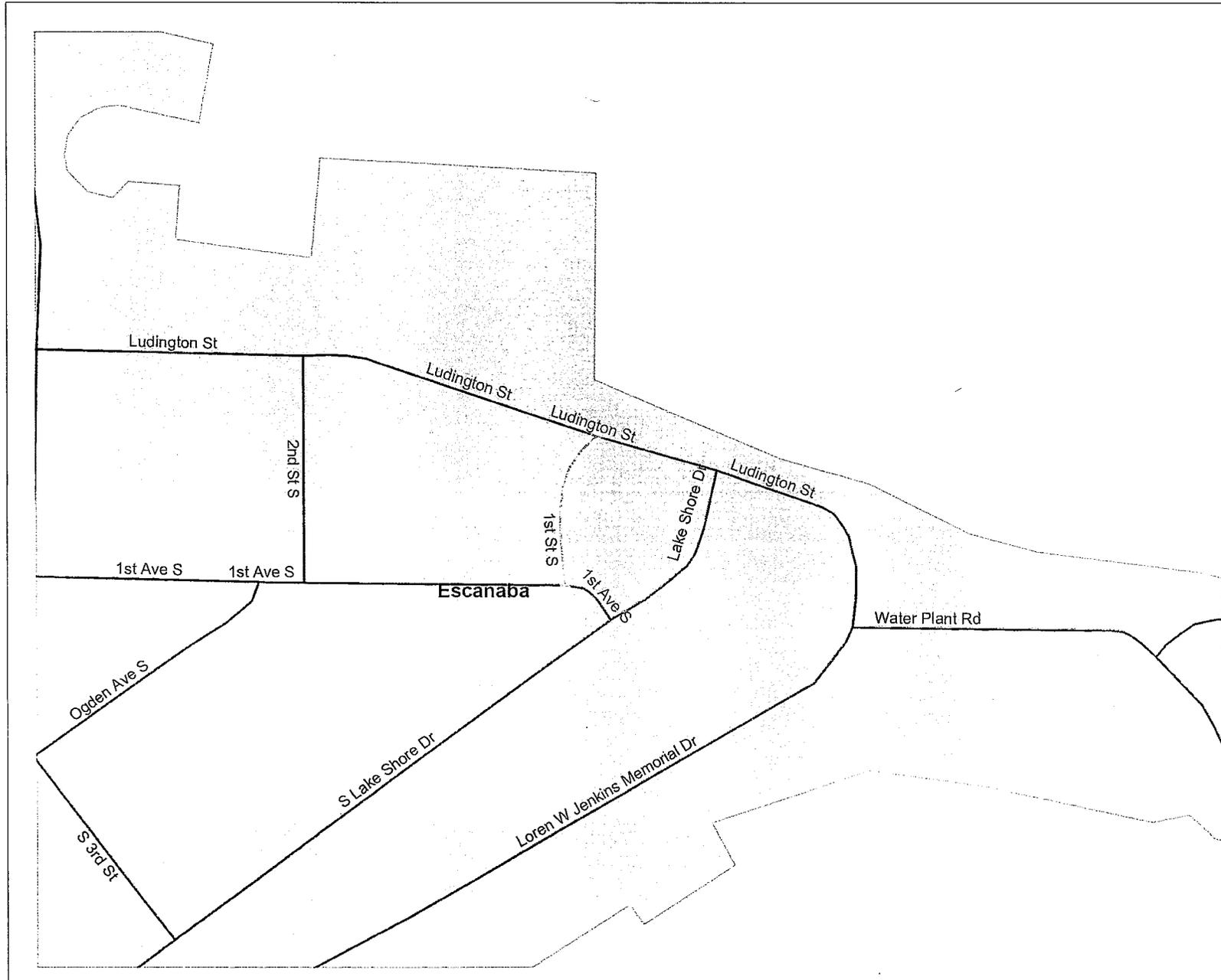
Date _____

City Clerk _____

Escanaba (City)



South 1st Street Removal from System



City  Escanaba
Road 

At a regular meeting of the City Council of Escanaba, Michigan, held at the city hall on April 3, 2014, the following resolution was offered by member _____, and supported by member_____.

Whereas the City of Escanaba does wish to decertify a portion of 25th Avenue South. This decertification of 25th Avenue South is located west of South Lincoln Road. for a total decertification length of 650 feet.

The centerline of said avenue is described as:

Commencing at the East ¼ Corner of Section 1, Township 38 North, Range 23 West, thence North 01° 19' 43" East 10 feet, thence South 89° 48' 48" West 24.83 feet to the Point of Beginning of said centerline , thence South 89° 48' 48" West 650 feet to the west end of said centerline.

Resolution duly adopted.

Date_____

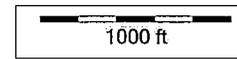
City Clerk_____

Certified to be a true copy,_____

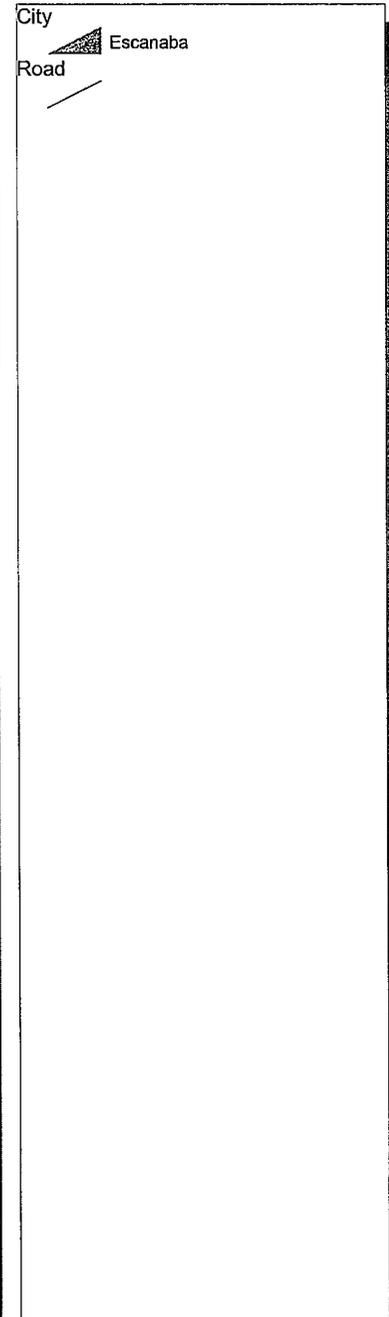
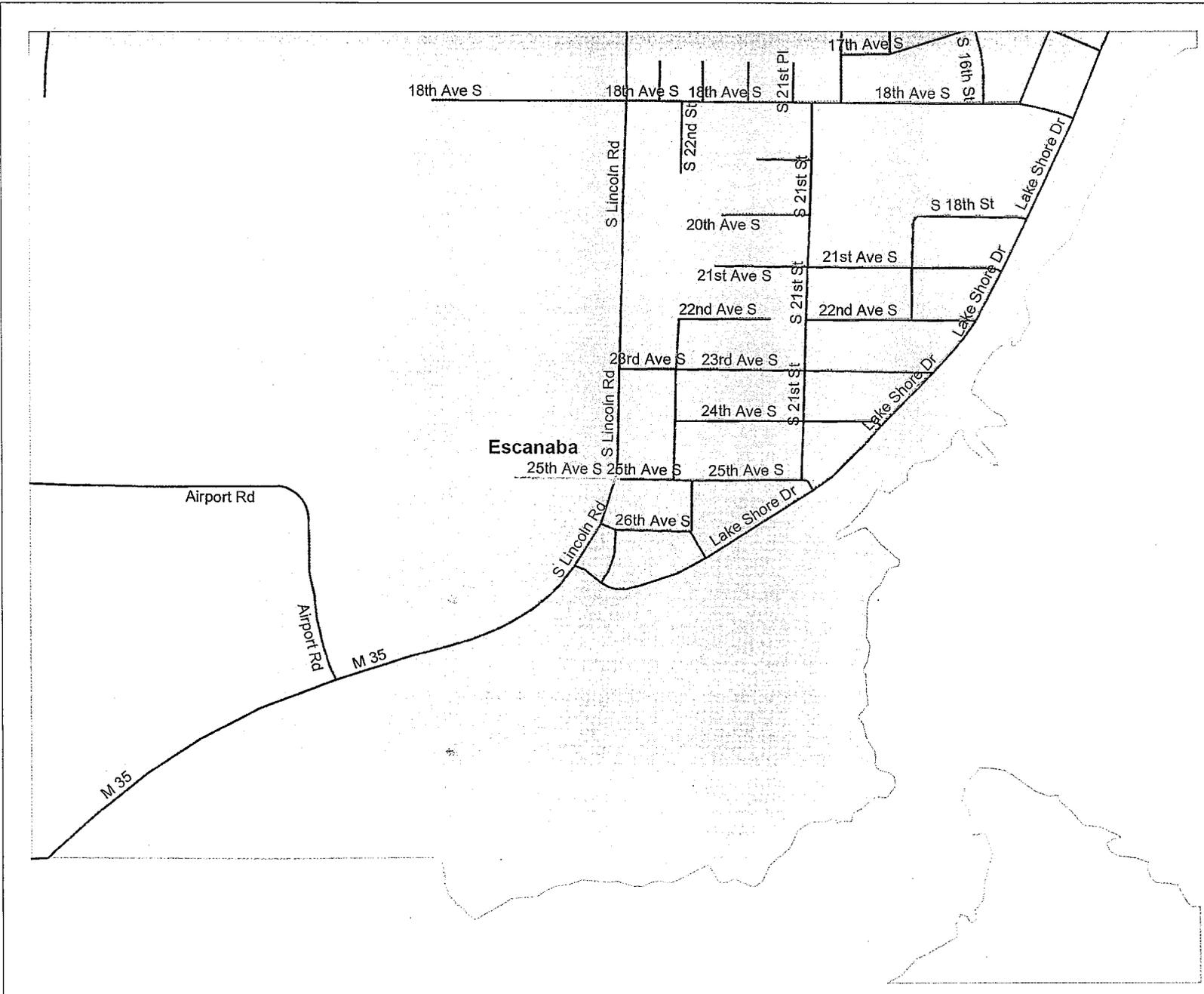
Date_____

City Clerk_____

Escanaba (City)



Street Changes 2013 (2)



At a regular meeting of the City Council of Escanaba, Michigan, held at the city hall on April 3, 2014, the following resolution was offered by member _____, and supported by member _____.

Whereas the City of Escanaba did on 3/16/06 acquire title to South 21st Street between 10th Avenue South and 12th Avenue South. And whereas it is necessary to furnish certain Information to the State of Michigan to place this street within the City of Escanaba Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW THEREFORE IT IS RESOLVED:

1. That the centerline of said South 21st Street is described as :
Commencing at the Northwest corner of the East ½ of the Southwest ¼ of the Northwest ¼ of Section 31, Township 39 North, Range 22 West , thence South 00° 40' 22" West 560.03 feet to the south Right-of-Way line of 10th Avenue South, thence North 89° 09' 20" East 30 feet along the said south Right-of-Way line to the Point of Beginning of said centerline, thence South 00° 40' 22" West 760.62 feet along the centerline to the north Right-of-Way line of 12th Avenue South and the end of said centerline.
2. That said street is located within a City of Escanaba right-of-way and is under control of the City of Escanaba.
3. That said street is a public street and is for public street purposes.
4. That said street is accepted into the City of Escanaba Local Street System and was open to the Public on 3/16/06.

Resolution duly adopted.

Date _____

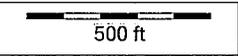
City Clerk _____

Certified to be a true copy, _____

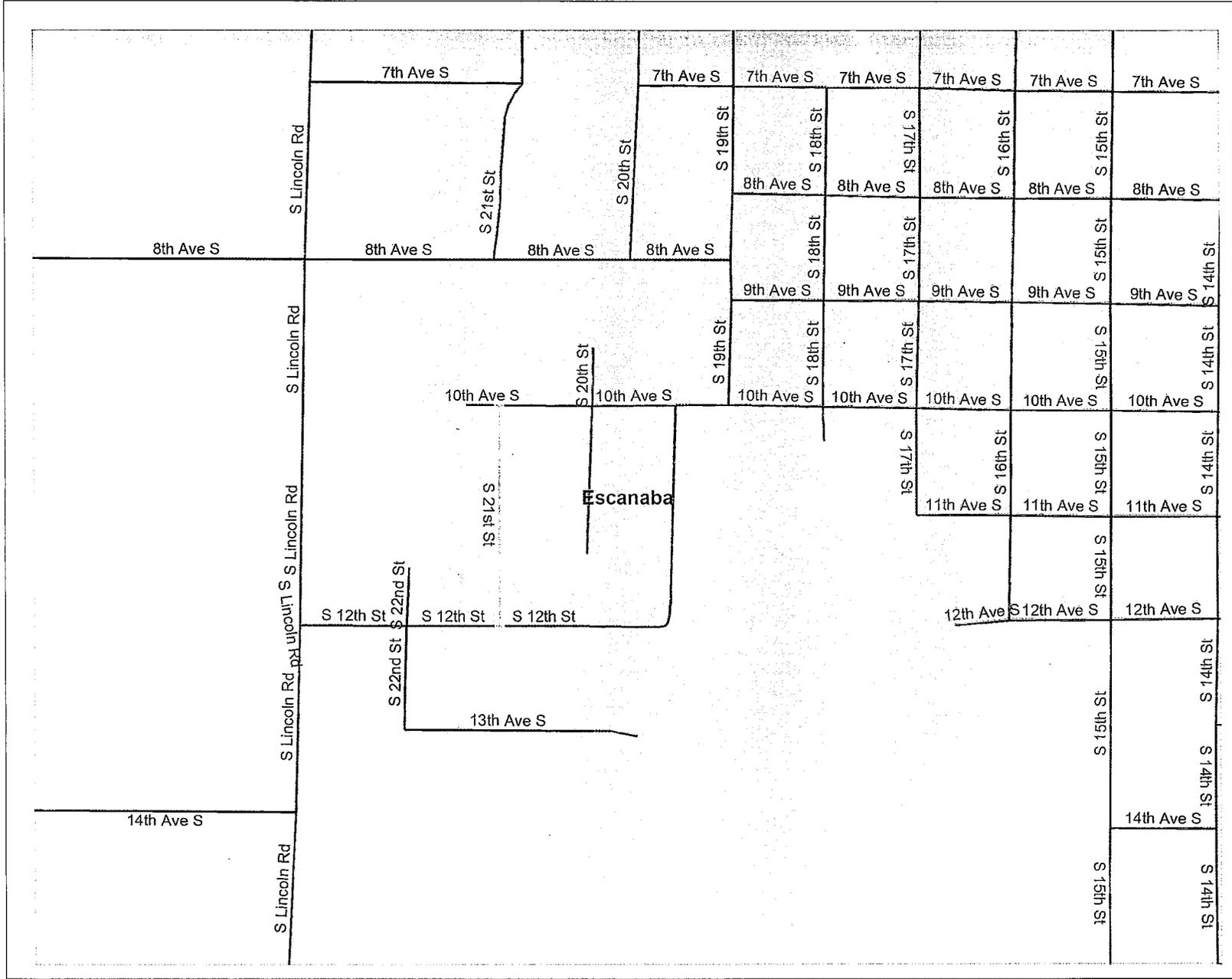
Date _____

City Clerk _____

Escanaba (City)

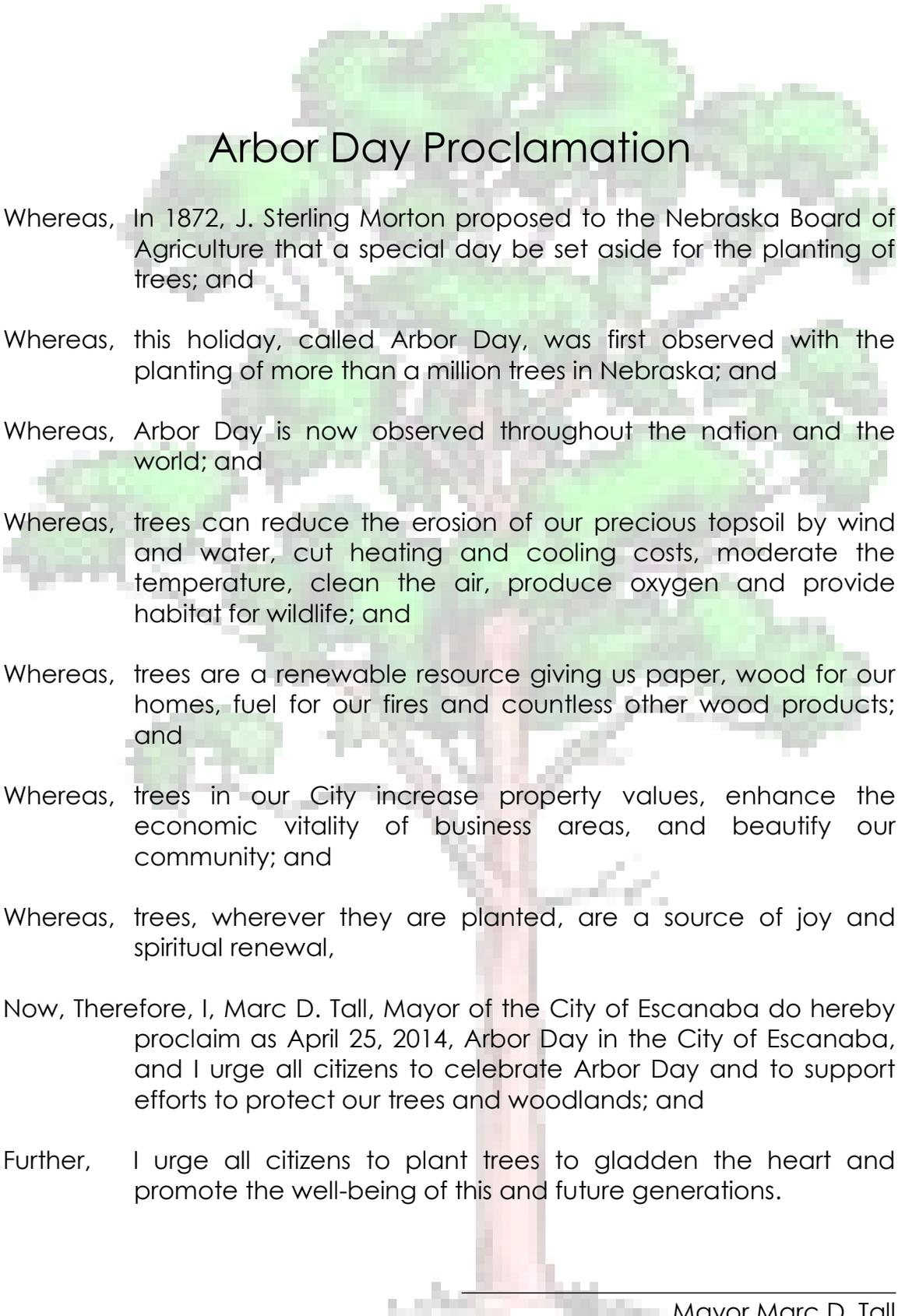


South 21st Street - Add to Act 51 System



City
Escanaba

Road



Arbor Day Proclamation

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

Whereas, Arbor Day is now observed throughout the nation and the world; and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

Whereas, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal,

Now, Therefore, I, Marc D. Tall, Mayor of the City of Escanaba do hereby proclaim as April 25, 2014, Arbor Day in the City of Escanaba, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Mayor Marc D. Tall