



# CITY COUNCIL MEETING AGENDA

January 21, 2016

**Marc D. Tall, Mayor**  
**Ronald J. Beauchamp, Mayor Pro-Temp**  
**Patricia A. Baribeau, Council Member**  
**Ralph B. Blasier, Council Member**  
**Michael R. Sattem, Council Member**

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

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 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, January 21, 2016, at 7:00 p.m.**

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE - Pastor Erik Heskin of Bethany Lutheran Church

APPROVAL/CORRECTION(S) TO MINUTES - Regular Meeting – January 7, 2015

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION(S)

BEIRF PUBLIC COMMENT(S)

PUBLIC HEARING(S)

**1. Public Hearing – Citizen Participation – 2016/17 Fiscal Year Budget Preparation.**

**Explanation:** Each year, Council holds public hearings to facilitate input from its citizens for the City's next fiscal year budget. This is the first of five (5) scheduled public hearings.

## NEW BUSINESS

**1. Presentation – 2015 Planning Commission Performance and 2016 Plan of Work Report.**

**Explanation:** The Escanaba Planning Commission Chairman will present to the City Council and people of Escanaba their annual 2015 Planning Commission Performance Report and 2016 Plan of Work.

**2. Approval – Parking Lot Lease Renewal Agreement – 1812 Ludington Street.**

**Explanation:** Administration is seeking Council approval to renew a five (5) year parking lot lease agreement with Ricky and Lisa Benoit, 1812 Ludington Street, for public parking on private property adjacent to the alley. In exchange for the lease, the City will continue to maintain the parking lot and pay an annual lease fee of \$1.00.

**3. Approval – Contract to Advertise Legal Notices - Escanaba Daily Press.**

**Explanation:** Administration is seeking Council approval of a three (3) year contract with the Escanaba Daily Press for advertising legal notices and other advertisement needs of the City. The need for advertising in a local newspaper of general circulation is mandated by the City Charter. The proposed contracted rates being recommended for approval are \$11.52 for a classified advertisement, and \$15.53 for public notices. This contract reflects an increase of 3 percent over the previous year's rate. This item is included in the current fiscal year budget.

**4. Approval – Use of Public Space – Escanaba Municipal Harbor - Big Brothers Big Sisters of the Bay Area.**

**Explanation:** Big Brothers Big Sisters of the Bay Area is requesting approval to use the Escanaba Municipal Harbor for their annual Jig It Ice Fishing Fundraising Event on Saturday, January 23, 2016. Additionally, the group is requesting the City provide refuse containers, road barricades, and road cones for the event. Administration is recommending approval of the request(s) provided: 1) proper liability insurance is filed with the City naming the City as an additional insured, and 2) event staff clean up after the event.

Agenda – January 21, 2016

APPOINTMENTS  
BOARD, COMMISSION, AND COMMITTEE REPORTS  
GENERAL PUBLIC COMMENT  
ANNOUNCEMENTS  
ADJOURNMENT

Respectfully Submitted



James V. O'Toole  
City Manager

**OFFICIAL PROCEEDINGS  
CITY COUNCIL  
CITY OF ESCANABA, MICHIGAN  
Regular Council Meeting  
Thursday, January 7, 2016**

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 Michael R. Sattem.

Absent: None

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

City Clerk Robert S. Richards gave the invocation and led Council in the Pledge of Allegiance.

Sattem moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve Regular Meeting Minutes from December 17, 2015, as submitted.

**ADJUSTMENTS TO THE AGENDA**

Beauchamp moved, Baribeau seconded, **CARRIED UNANIMOUSLY**, to approve the City Council Agenda as submitted.

**CONFLICT OF INTEREST DECLARATION** – None

**BRIEF PUBLIC COMMENT** – None

**PUBLIC HEARINGS** – None

**NEW BUSINESS**

**Approval – CCTV Sewer Camera Purchase – Wastewater Department.**

Administration sought Council approval to purchase a closed circuit televising system from Aries Industries, Inc. of Waukesha, WI in an amount not to exceed \$49,251. This purchase was included in the current fiscal year budget.

Water/Wastewater Superintendent Jeff Lampi provided a synopsis of the proposed closed circuit televising system and its use at the Water and Wastewater Departments.

**NB-1** Blasier moved, Sattem seconded, to approve to purchase a closed circuit televising system from Aries Industries, Inc. of Waukesha, WI in an amount not to exceed \$49,251.

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

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

**MOTION CARRIED.**

**Approval - 2016 Concrete Projects - Ludington Park, Civic Center and Marina.**

Twenty eight bids were sent on November 19, 2015, with five being received. Bid opening took place on December 21, 2015. Administration sought Council approval to retain U.P. Concrete Company of Escanaba, Michigan, in an amount not to exceed \$24,495 for the installation of nine (9) concrete disc golf tee boxes at Ludington Park, two (2) concrete pads at the Catherine Bonifas Civic Center and a concrete walkway/sidewalk at the Marina. Funds for these projects were included in the current fiscal year budget and being funded with grants.

Recreation Director Kimberly Peterson provided a brief summary of the proposed projects.

**NB-2** Beauchamp moved, Sattem seconded, to approve to retain U.P. Concrete Company of Escanaba, Michigan, in an amount not to exceed \$24,495 for the installation of nine (9) concrete disc golf tee boxes at Ludington Park, two (2) concrete pads at the Catherine Bonifas Civic Center and a concrete walkway/sidewalk at the Marina.

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

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

**MOTION CARRIED.**

**Approval – MERS Health Care Savings Program Resolution to Terminate Program.**

Administration sought Council approval of a resolution to terminate the City of Escanaba's participation in the MERS Health Care Savings Program due to program conflicts.

City Treasurer/Human Resources Director Robert Valentine provided a summary of the MERS Health Care Savings Program, and the recommendation for its termination.

**NB-3** By Council Member Sattem, seconded by Council Member Blasier;

**A CITY COUNCIL RESOLUTION TO  
TERMINATE THE MERS HEALTH CARE SAVINGS PLAN (HCSP)  
CITY OF ESCANABA  
JANUARY 7, 2016**

**WHEREAS:** On April 5, 2012, the City Council authorized participation in the MERS Health Care Savings Plan for retiring City employees; and

**WHEREAS:** Participation was previously understood to be available to employees on a voluntary basis with flexibility as to the amount of contributions; and

**WHEREAS:** MERS now requires a mandatory contribution of 100% of terminal leave pay for all retiring employees; and

**WHEREAS:** Such mandatory participation is not deemed by City Administration to be in the best interest of all employees and retirees; and

**NOW THEREFORE BE IT RESOLVED,** that the Escanaba City Council hereby terminates its participation in the MERS Health Care Savings Plan (HCSP) effective this 7th day of January, 2016; and

**BE IT FURTHER RESOLVED,** that the City Treasurer shall have authority to execute all documents which may be deemed necessary to effectuate termination of the Plan.

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

Ayes: Satterm, Blasier, Baribeau, Beauchamp, Tall

Nays: None

**RESOLUTION DECLARED ADOPTED.**

**APPOINTMENT(S) TO CITY BOARDS, COMMISSIONS, AND COMMITTEES**

Mayor Tall, with Council consensus, made the following appointments:

- Morley Diment to fill a vacancy on the City Planning Commission, term ending, June 1, 2016;
- Daniel Phalen to fill a vacancy on the City Traffic Safety Advisory Committee, term ending, June 1, 2018.

**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 7:21 p.m.

Respectfully submitted

Robert S. Richards, CMC  
City Clerk

Approved: \_\_\_\_\_  
Marc D. Tall, Mayor

NB# 1  
CC 1/21/16

# 2015 PLANNING COMMISSION YEAR END REPORT



## 2016 Meeting Schedule

All meetings are held at 6:00 p.m. in the Council Chambers

- ◆ *January 14, 2016*
- ◆ *February 11, 2016*
- ◆ *March 10, 2016*
- ◆ *April 14, 2016*
- ◆ *May 12, 2016*
- ◆ *June 9, 2016*
- ◆ *July 14, 2016*
- ◆ *August 11, 2016*
- ◆ *September 8, 2016*
- ◆ *October 13, 2016*
- ◆ *November 10, 2016*
- ◆ *December 8, 2016*

January 5, 2016

Dear City Council Members and Residents of the City of Escanaba:

It is with pleasure that the Escanaba Planning Commission submits to you this 2015 Year-End Report on issues and matters brought before the Planning Commission in Calendar Year 2015.

In carrying out the duties and responsibilities of the Planning Commission conveyed under the Municipal Planning Act, Act 285 of 1931, as amended, the City and Village Zoning Act, Act 207 of 1921, as amended and Chapter 21 of the Escanaba Code of Ordinances, the Planning Commission hereby submits the 2015 Planning Commission Year-End Report for your review and consideration.

## **ROLE OF THE PLANNING COMMISSION**

The roles of the Planning Commission include some functions in addition to the statutory duties and responsibilities. The role of the Planning Commission includes the social or cultural expectation that citizens have of the service that the Planning Commission provides in helping to set and implement local land use and development policy. There are eight (8) key roles of the Planning Commission:

- A. Educate the public about local planning issues, the master plan and land use regulations.
- B. Cooperate and coordinate with other units of government on planning matters.
- C. Prepare, adopt and maintain a master plan.
- D. Review other community's draft master plans when submitted for that purpose, and provide coordination of planning and zoning in other units of government.
- E. Draft and present to the City Council a zoning ordinance and amendments and advise on various zoning actions.
- F. Review and comment on proposed public works projects.
- G. Prepare and annually adopt a capital improvement program.
- H. Prepare subdivision regulations and advise on proposed plats.

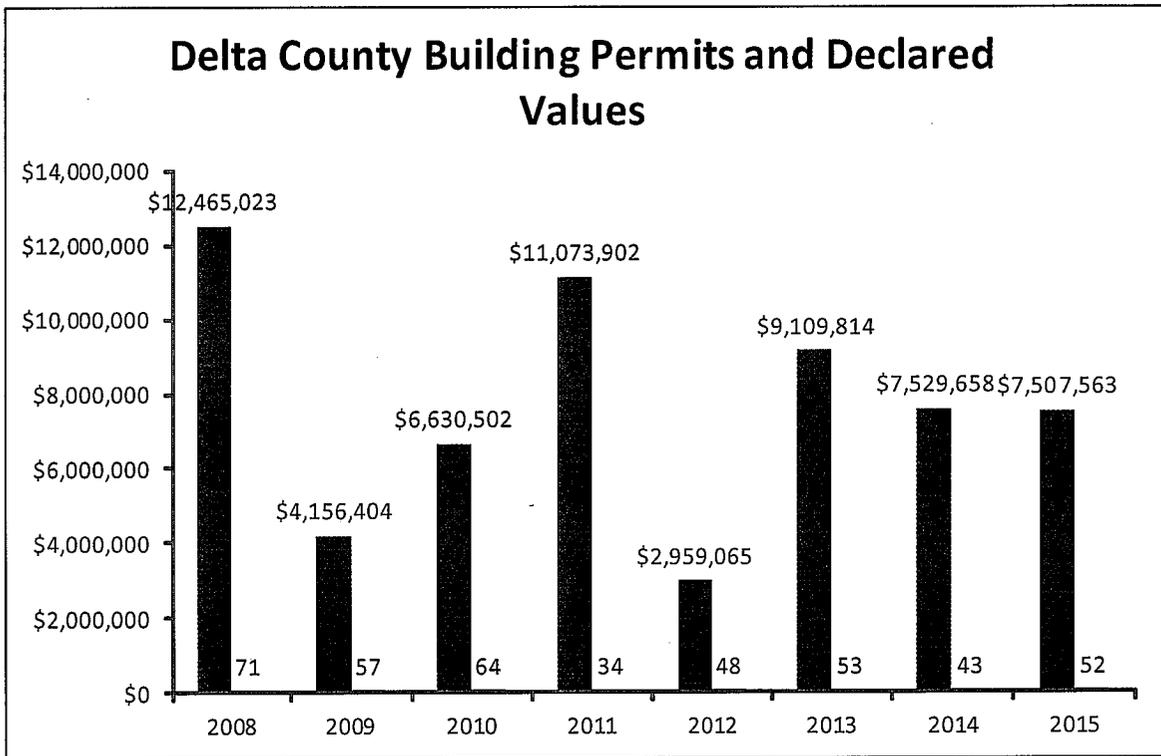
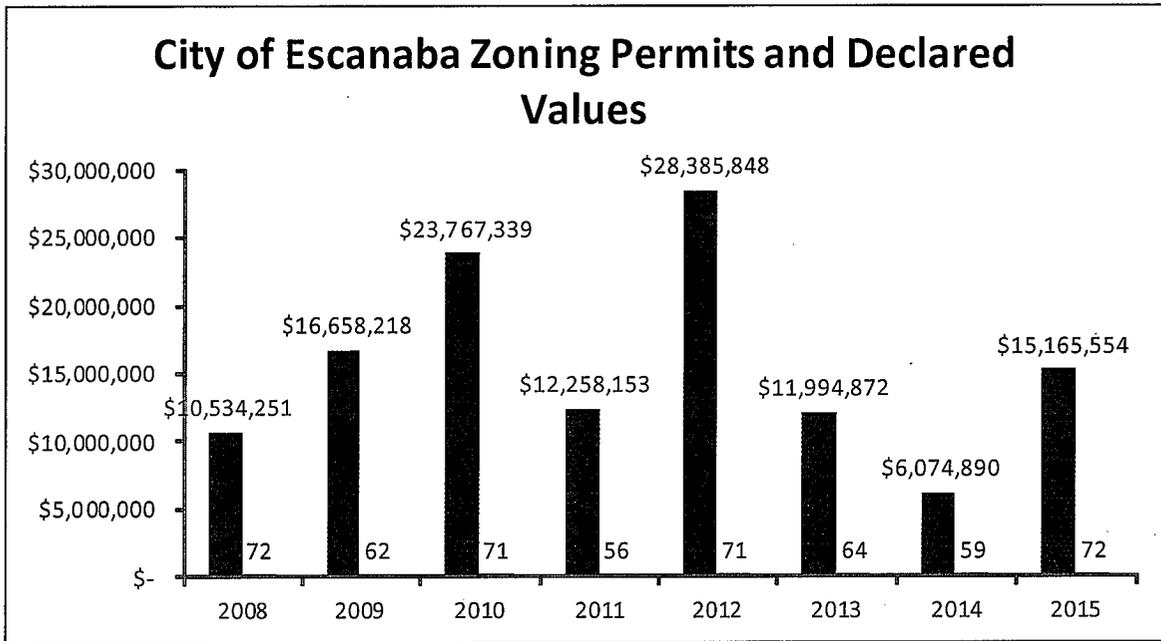
Respectfully Submitted,  
Patrick Connor  
Planning Commission Chairman

## PERFORMANCE MATTERS—INDICATOR KEY:

↑ INCREASING

↔ STAYING ABOUT THE SAME

↓ DECLINING



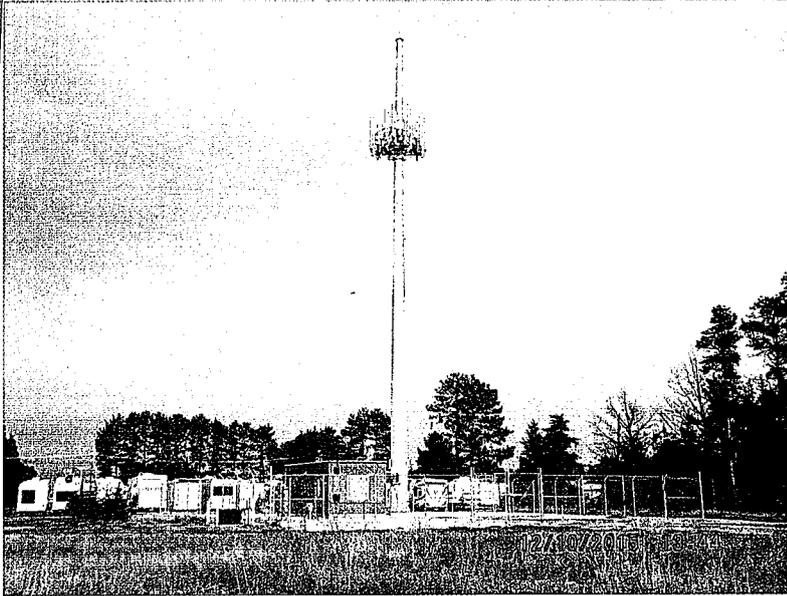
**NOTE:** The figures on the bottom of both charts reflect how many Zoning Land Use Permits were issued for each year.

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## SITE PLAN REVIEW/SPECIAL LAND USE PERMITS

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### Patrick Barron Properties, LLC Communication Tower and Equipment Shelter



Special Land Use Permit located at 2808 North 28th Street. The Planning Commission conducted a Public Hearing and approved a Special Land Use permit for a 115' monopole communication tower and equipment shelter at 2808 North 28th Street.

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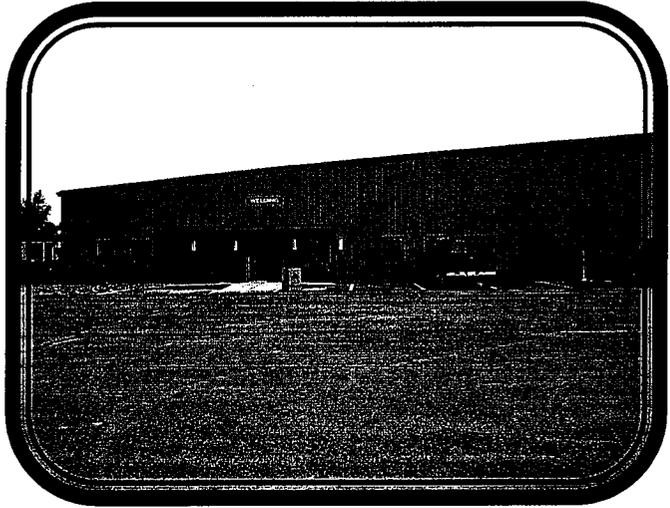
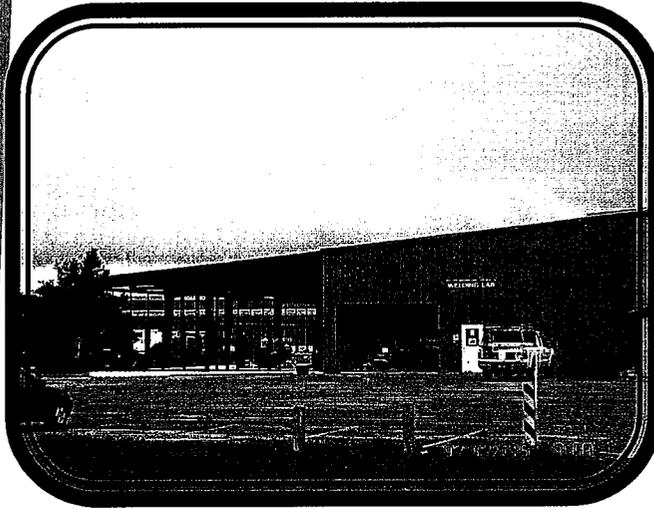
### Delta County U.P. State Fair Authority



Special Land Use Permit on or around 9th Avenue North (undeveloped). The Planning Commission conducted a Public Hearing and approved a Special Land Use permit to the Delta County U.P. State Fair Authority on or around 9th Avenue North (undeveloped) for ATC's Bay Lake transmission line construction to have a temporary storage facility.

### Bay De Noc Community College

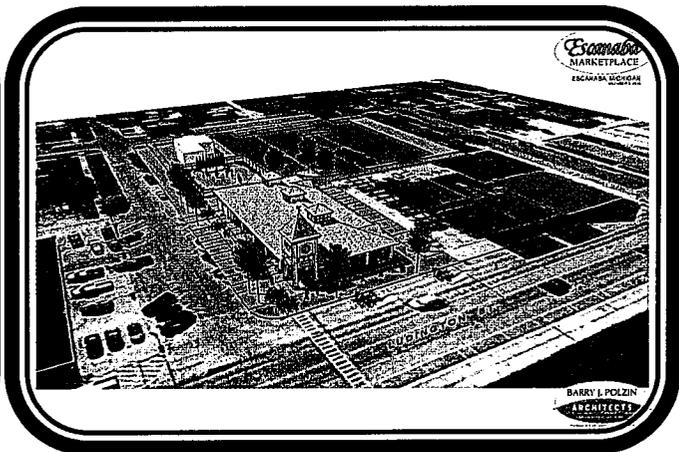
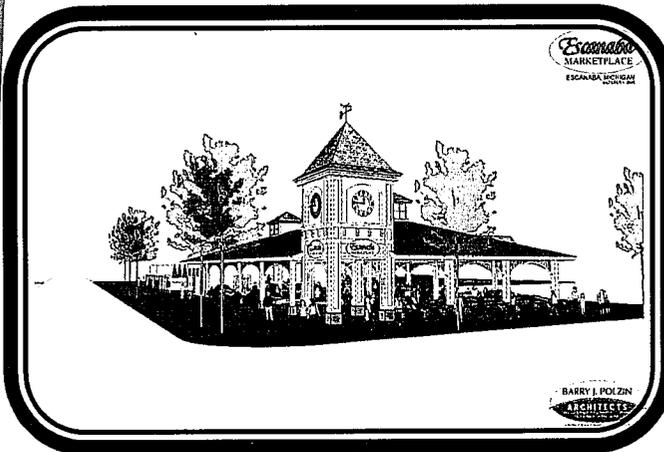
Site Plan Review located at 2001 North Lincoln Road. The Planning Commission conducted a Public Hearing and approved the Bay de Noc Community College site plan for a 6,413 square foot addition to the welding classroom, office, and shop area.



### Downtown Development Authority Market Place Project

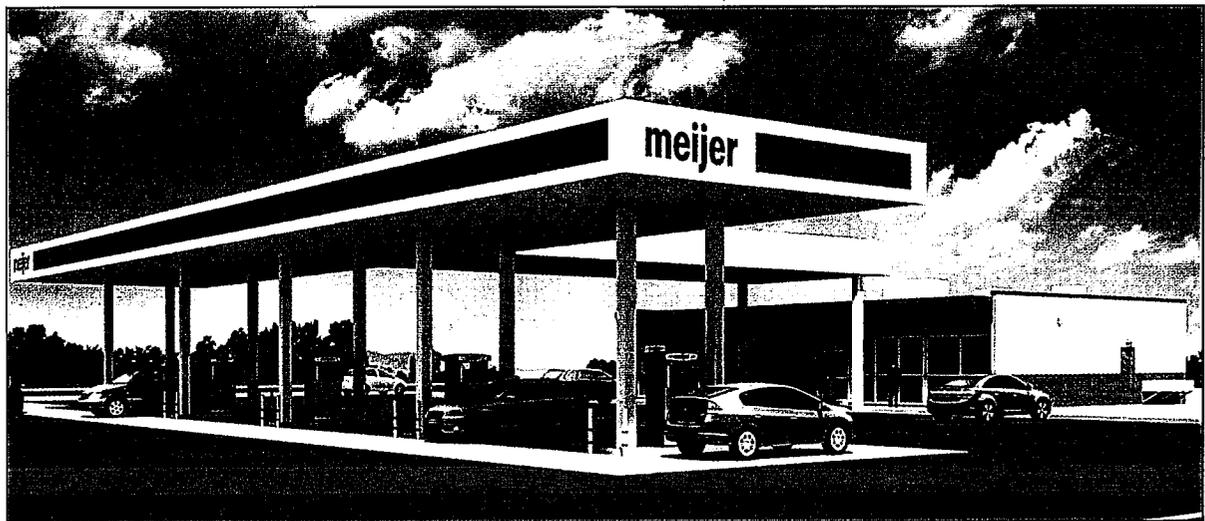
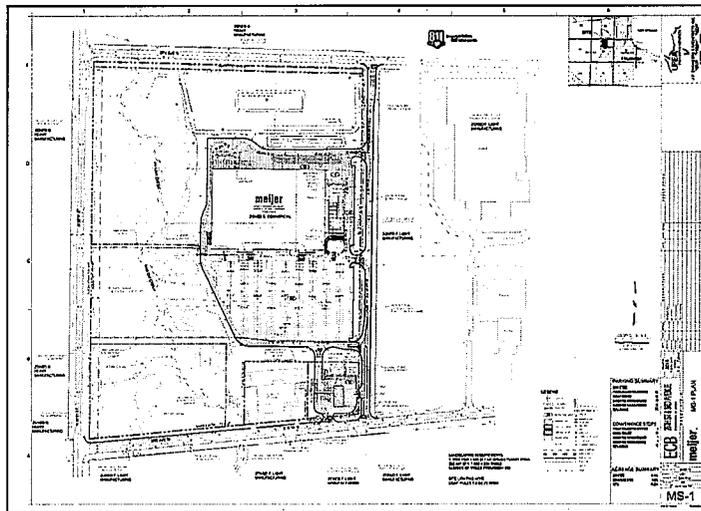
Site Plan Review located at Ludington Street, South 15th Street, and 1st Avenue South.

The Planning Commission conducted a Public Hearing and approved the site plan for the Market Place project to be located at Ludington Street, South 15th Street, and 1st Avenue South.



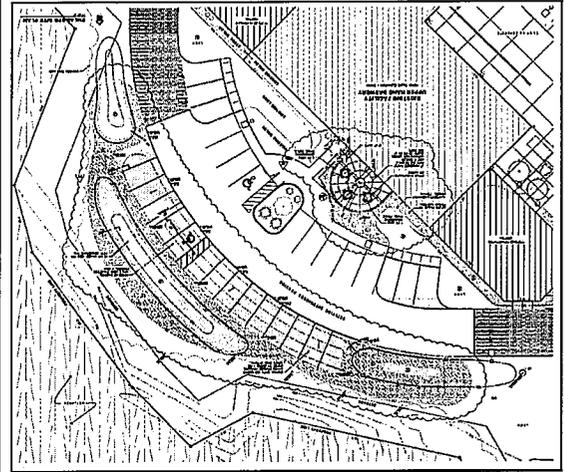
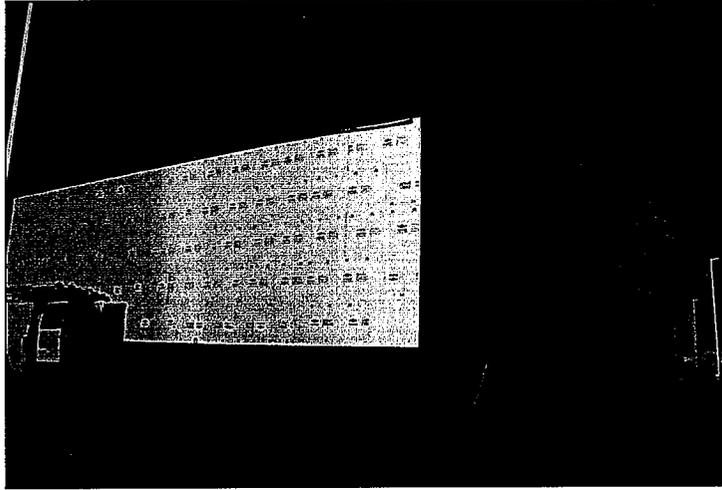
## Meijer Store

**Site Plan Review for 505 North 26th Street, between 3rd Avenue North and 6th Avenue North.**  
The Planning Commission conducted a Public Hearing and approved the site plan for Meijer Store to construct a 205,308 square foot retail, grocery facility along with a 2,509 square foot gas station.



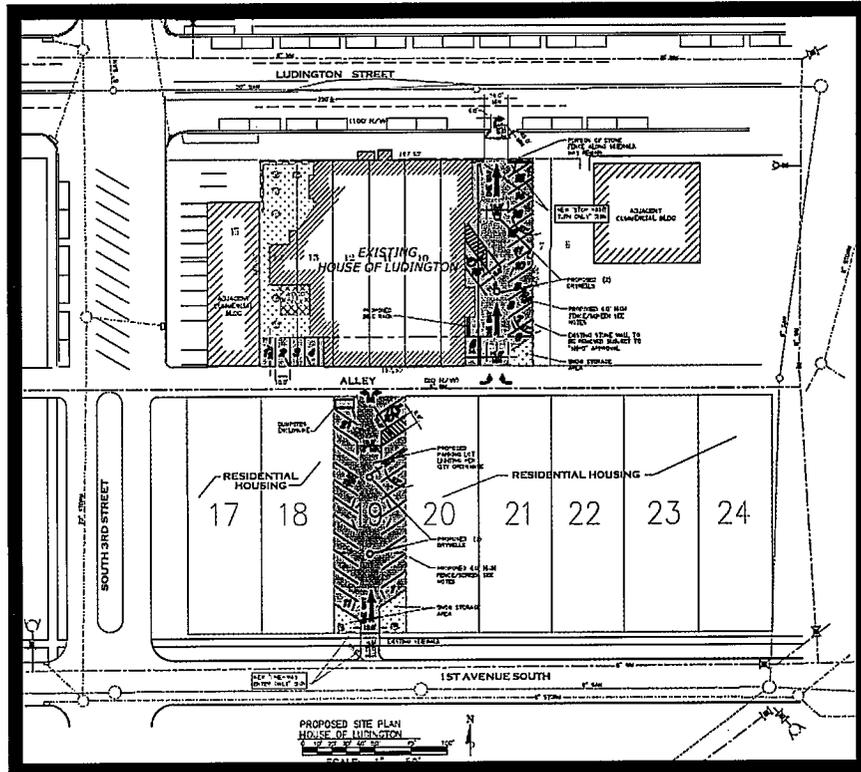
### Upper Hand Brewery, Inc.

Site Plan Review located at 3525 Airport Road. The Planning Commission conducted a Public Hearing and approved a site plan for their 6,000 square foot expansion at the Upper Hand Brewery, 3525 Airport Road.



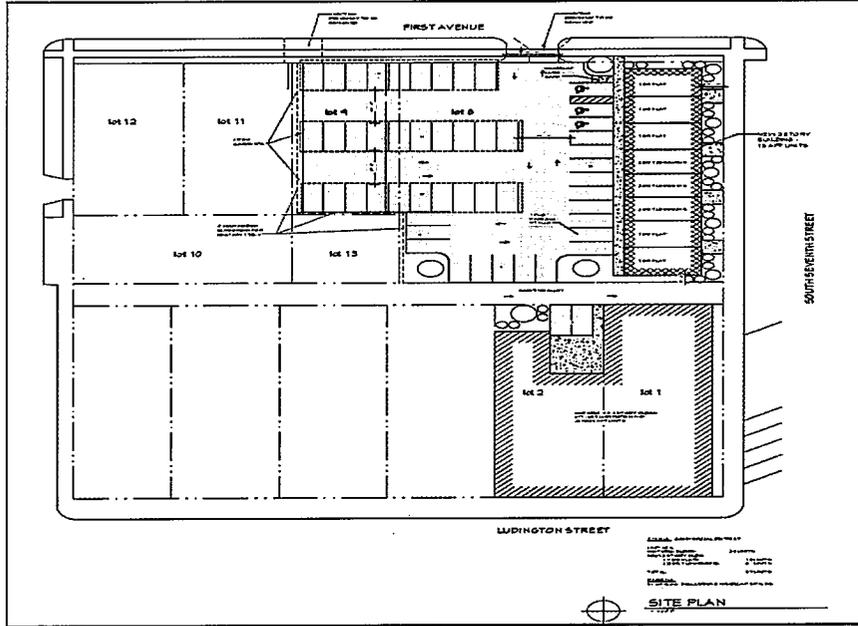
### House of Ludington

Public Hearing for a Site Plan Review/Special Land Use at 223 Ludington Street. The Planning Commission conducted a Public Hearing and approved a site plan and a Special Land Use permit for a proposed 34 unit elderly/senior affordable housing project.



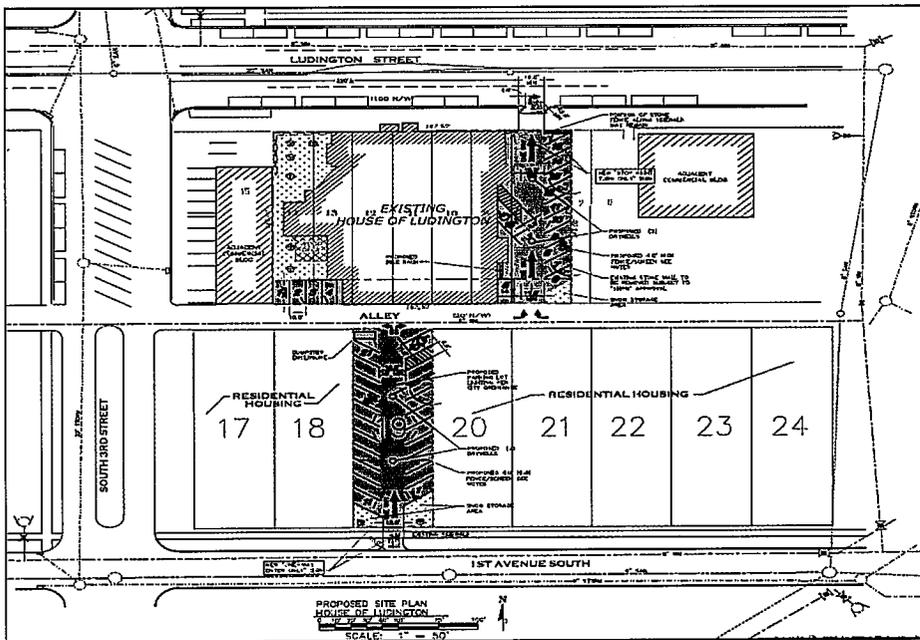
# ZONING BOARD OF APPEALS

## PK Development Group



**Public Hearing for a parking variance request at 617 and 623 Ludington Street/608 and 630 1st Avenue South.** The Zoning Board of Appeals conducted a Public Hearing and denied the parking variance request for a dimensional variance to Section 1702 parking space requirements and Table 1702 of the Escanaba Zoning Ordinance, which would allow them to reduce the number of required and combined off street parking spaces from 74 to 51 spaces for a proposed mixed use commercial and 37 unit affordable housing project.

## House of Ludington



**Public Hearing for a parking variance request at 223 Ludington Street.** The Zoning Board of Appeals conducted a Public Hearing and accepted the parking variance request for a dimensional variance to Section 1702 parking space requirements and Table 1702 of the Escanaba Zoning Ordinance, allowing them to reduce the number of required and combined off street parking spaces from 68 to 34 spaces for a proposed use for a 34 unit affordable elderly/senior housing project.

# January 1, 2015, to December 31, 2015

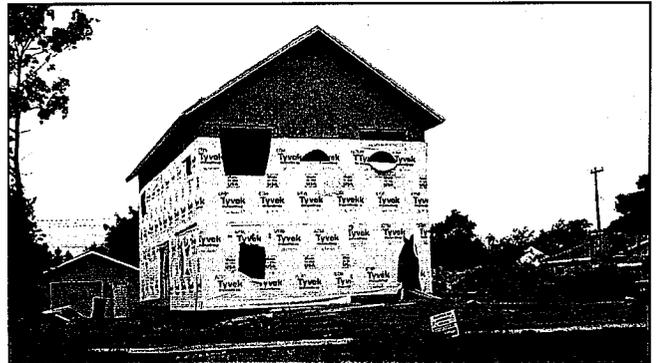
## 3 New Residential Zoning Permits Were Issued

### New Residential Homes - Value \$881,960

NEW RESIDENTIAL HOMES			
	2014	2015	
New Residential Zoning Permits	3	3	↔
New Residential Value	\$735,000	\$881,960	↑



2005 South 22nd Street



1812 Lake Shore Drive



1710 21st Avenue South

# January 1, 2015, to December 31, 2015

## 29 Residential Remodel Zoning Permits Were Issued

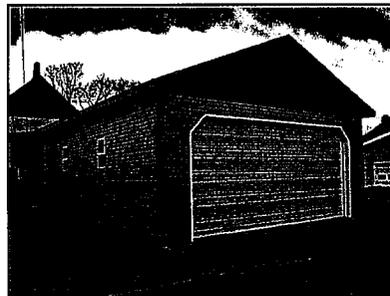
Residential Remodel - Value \$346,524

RESIDENTIAL REMODEL			
	2014	2015	
Residential Remodel Zoning Permits	36	29	↓
Residential Remodel Value	\$624,140	\$346,524	↓

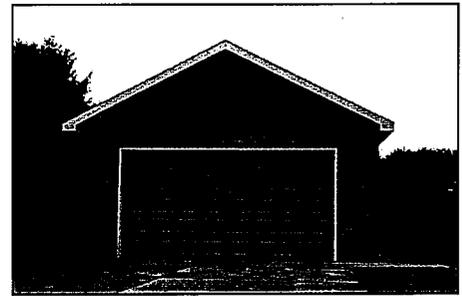
614 South 20th Street (Garage)	1702 9th Avenue North (Addition)	302 South 18th Street (Window)
1921 8 <sup>th</sup> Avenue North (Deck)	306 2nd Avenue South (Porch/Deck)	1122 10th Avenue South (Handicap Ramp)
1712 Lake Shore Drive (Addition)	1510 South 13th Street (Garage)	429 South 14th Street (2 Porches)
712 Lake Shore Drive (Porch with Roof)	1002 South 14th Street (Shed)	2520 3rd Avenue South (Deck)
1500 Lake Shore Drive (Shed)	1202 South 21st Street (Shed)	1313 11th Avenue South (Porch)
1407 Sheridan Road (Garage)	925 6th Avenue South (Pergola)	
816 Ludington Street (Handicap Ramp)	901 N 19th Street (Garage)	
1644 South 16 <sup>th</sup> Street (Shed)	1315 10th Avenue South (Garage)	
509 South 22 <sup>nd</sup> Street (Garage/Addition)	2404 3rd Avenue South (Windows/Doors)	
620 South 19th Street (Garage Addition)	421 South 8th Street (Garage)	
2100 Lake Shore Drive (Deck)	326 South 6th Street (Garage)	
815 South 20th Street (Storage Building)	1534 South 14th Street (Addition/Garage)	



1712 Lake Shore Drive



421 South 8th Street



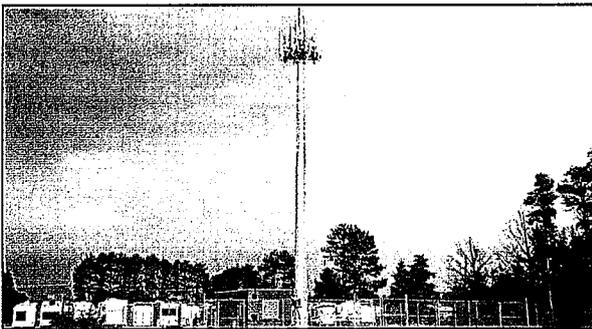
614 South 20th Street

# January 1, 2015, to December 31, 2015

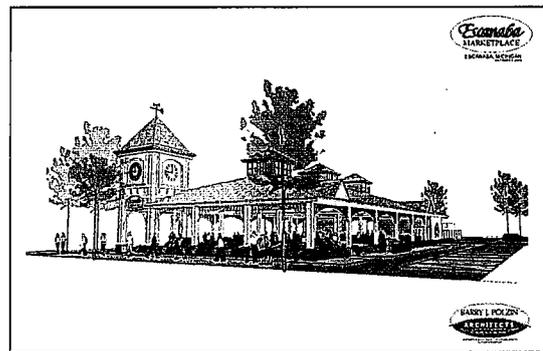
## 4 New Commercial Zoning Permits Were Issued

New Commercial - Value \$8,252,000

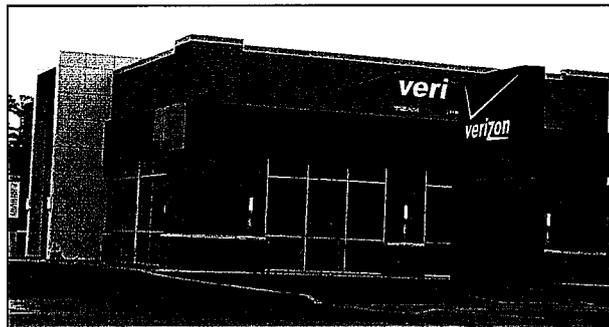
NEW COMMERCIAL			
	2014	2015	
New Commercial Zoning Permits	5	4	↓
New Commercial Value	\$1,140,000	\$8,252,000	↑



Tower 2808 N. 28th Street



DDA Market Place



609 North Lincoln Road



Meijers Store

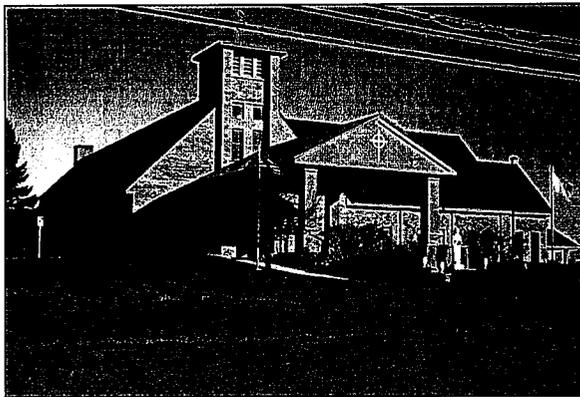
# January 1, 2015, to December 31, 2015

## 25 Commercial Remodel Zoning Permits Were Issued

**Commercial Remodel - Value \$5,392,120**

COMMERCIAL REMODEL			
	2014	2015	
Commercial Remodel Zoning Permits	4	25	↑
Commercial Remodel Value	\$2,835,000	\$5,392,120	↑

1700 Sheridan Road (Storage)	701 North Lincoln Road (Office Addition)
202 North 30 <sup>th</sup> Street (Wireless Cell Site)	2601 North 30 <sup>th</sup> Street (Building Addition)
825 South 26 <sup>th</sup> Street (Community Building)	2001 North Lincoln Road (Office Addition/Storage)
202 North 30 <sup>th</sup> Street (Upgrade Cell Site)	2001 North Lincoln Road (Welding Addition)
114 North 25 <sup>th</sup> Street (Storage Shed)	503 North Lincoln Road (Remodel Menu Board/Drive Thru)
2900 3 <sup>rd</sup> Avenue North (Adult Day Care)	3525 Airport Road (Building Addition)
2701 North Lincoln Road (Storage)	1123 1st Avenue North (Deck)
409 South 22 <sup>nd</sup> Street (Garage)	536 North Lincoln Road (Addition of AT&T to Building)
624 Ludington Street (Antenna Update)	801 Stephenson Avenue (Add Office/Storage)
2007 South 21 <sup>st</sup> Street (Press Box)	817 South Lincoln Road (Canopy Addition)
3001 Danforth Road (Storage Building)	330 South 10th Street (Covered Deck)
2900 3 <sup>rd</sup> Avenue North (Garage/Storage)	2502 North 30th Street (Addition)
408 North Lincoln Road (Building Remodel)	



St. Anne's Parish



Bishop Noa Home

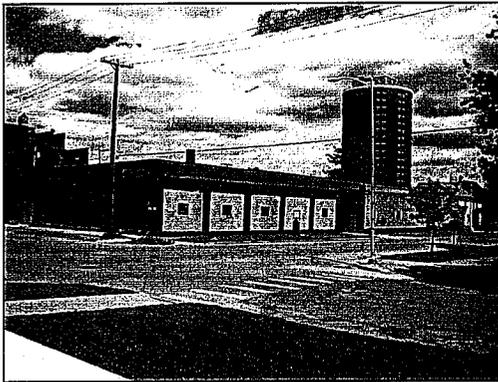
# January 1, 2015, to December 31, 2015

## 10 Demolition Permits Were Issued

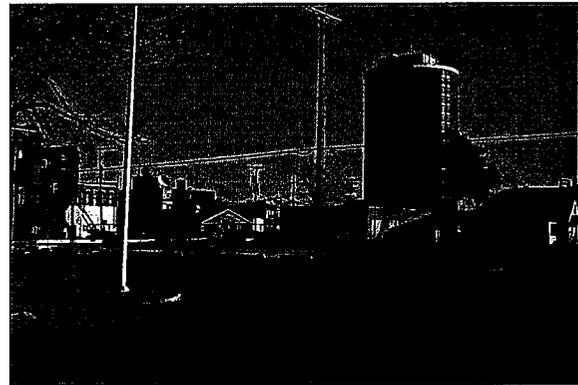
**Demolition - Value \$292,950**

DEMOLITION			
	2014	2015	
Demolition Permits	8	10	↑
Demolition Value	\$40,500	\$292,950	↑

609 North Lincoln Road (Restaurant)	2501 1st Avenue South (Building)
630 1 <sup>st</sup> Avenue South (Commercial)	2101 8th Avenue South (Residential)
624 North 19 <sup>th</sup> Street (Garage)	212 North 12th Street (Residential)
1328 North 16 <sup>th</sup> Street (Garage)	1704 Ludington Street (Building)
117 North 22nd Street (Building)	1102 8th Avenue South (Residential)



630 1st Avenue South Before



630 1st Avenue South After

# January 1, 2015, to December 31, 2015

## 1 Change of Use Permit Was Issued

**Change of Use - Value \$0**

CHANGE OF USE			
	2014	2015	
Change of Use Permits	2	1	↓
Change of Use Value	\$250	\$0	↓

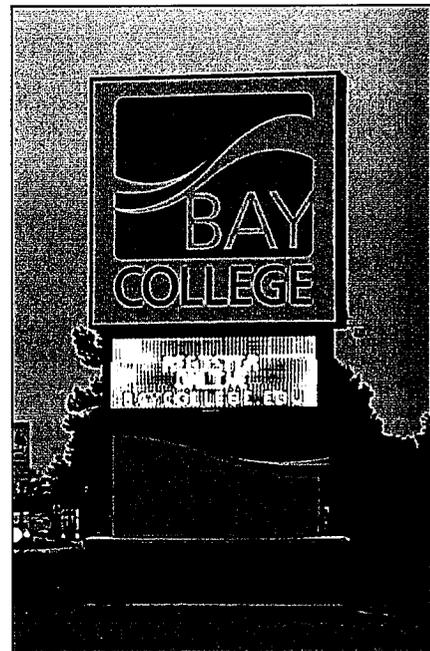
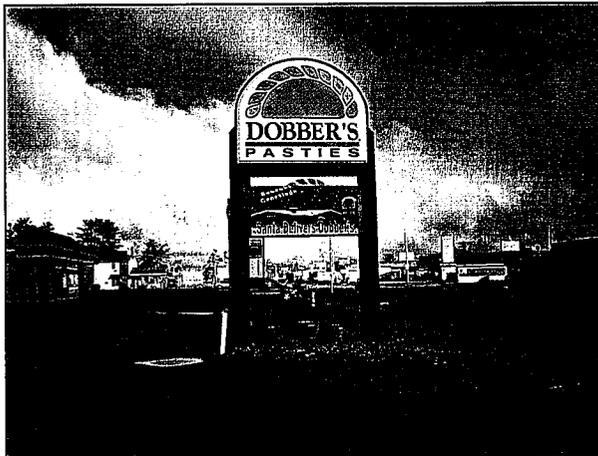
1517 Ludington Street

# January 1, 2015, to December 31, 2015

## 23 Sign Permits Were Issued

SIGN PERMITS			
	2014	2015	
Sign Permits	19	23	↑

218 South 10th Street (Beauchamp Chiropractor)	1013 1st Avenue North (Social Security Administration)
110 North 14th Street (Dinello's Gourmet Deli & Subs)	828 Sheridan Road (UP Health Rampart EMS)
710 South Lincoln Road (UP Health System)	301 North Lincoln Road (Maurices)
1126 North Lincoln Road (GFS Marketplace)	1818 North Lincoln Road (Nortrax)
811 North Lincoln Road (Jimmy John's)	503 North Lincoln Road (McDonald's)
501 Stephenson Avenue (Race Driven)	536 North Lincoln Road (AT & T)
2313 Ludington Street (Dominos)	843 North Lincoln Road (Edward Jones)
516 North Lincoln Road (Wells Fargo)	827 North Lincoln Road (Dobber's Pasties)
1205 Ludington Street (Wells Fargo)	317 North Lincoln Road (Saykllly's)
2511 Ludington Street (Riverside Auto Sales—Chrysler)	805 Stephenson Avenue (Rent-A-Maid)
408 North Lincoln Road (Burger King)	2001 North Lincoln Road (Bay College)
609 North Lincoln Road (Team Wireless)	



# January 1, 2015, to December 31, 2015

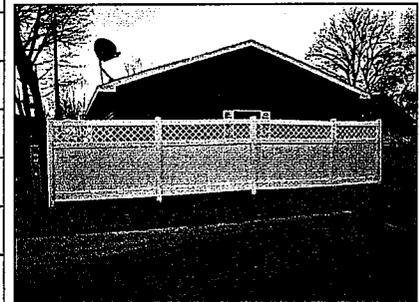
## 71 Fence Permits Were Issued

FENCE PERMITS			
	2014	2015	
Fence Permits	50	71	↑

218 South 5th Street	306 2nd Avenue South	208 South 4th Street
711 South Lincoln Road	409 South 15th Street	901 South Lincoln Road
1031 Stephenson Avenue	1501 16th Avenue South	1216 North 19th Street
608 South 8th Street	212 Lakeshore Drive	910 South 10th Street
721 South 10th Street	1310 12th Avenue South	3120 7th Avenue South
2114 6th Avenue South	602 North 18th Street	1501 11th Avenue South
1810 3rd Avenue South	1112 South 15th Street	1606 North 19th Street
201 North 16th Street	1409 5th Avenue South	314 South 8th Street
700 South 20th Street	1107 South 20th Street	320 South 11th Street
1700 Ludington Street	1202 North 19th Street	1411 North 19th Street
911 South 11th Street	518 South 10th Street	403 South 12th Street
1720 21st Avenue South	610 South 13th Street	1311 North 18th Street
1306 North 16th Street	708 South 11th Street	1123 1st Avenue North
419 South 15th Street	912 1st Avenue North	2315 Lake Shore Drive
709 South 16th Street	522 South 19th Street	602 South 16th Street
804 South 17th Street	1921 3rd Avenue North	2005 8th Avenue South
1710 1st Avenue South	1115 Washington Avenue	1818 22nd Avenue South
221 North 16th St. - 217 North 16th St.	1008 2nd Avenue North	205 North 20th Street
500 South 29th Street	319 South 10th Street	2209 12th Avenue South
309 South 14th Street	804 South 18th Street	1900 3rd Avenue North
317 South 15th Street	1401 Lake Shore Drive	320 South 18th Street
314 South 6th Street	1421 9th Avenue South	511 South 19th Street
405 South 15th Street	626 South 13th Street	1901 9th Avenue North
914 2nd Avenue South	1610 1st Avenue North	



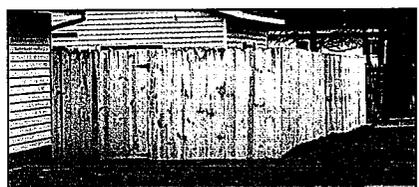
2315 Lake Shore Drive



212 Lake Shore Drive



626 South 13th Street



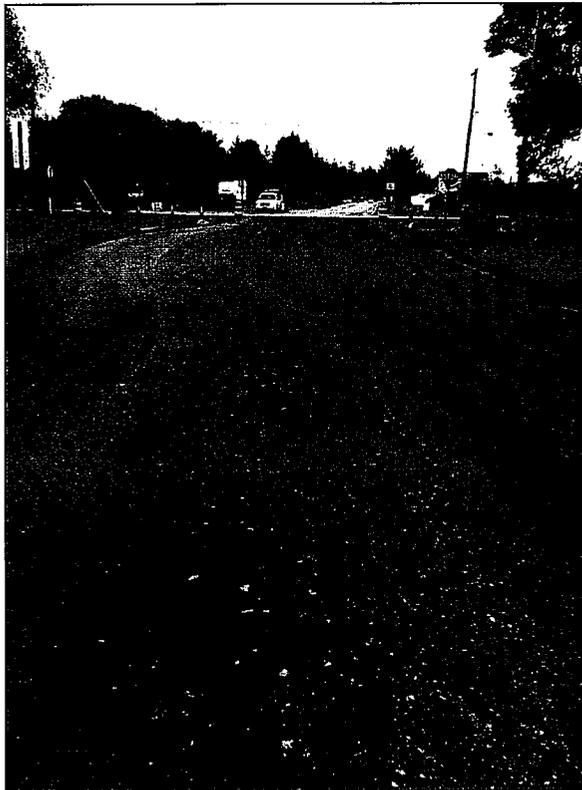
1818 22nd Avenue South

## NOTABLE CAPITAL IMPROVEMENTS MADE IN 2015

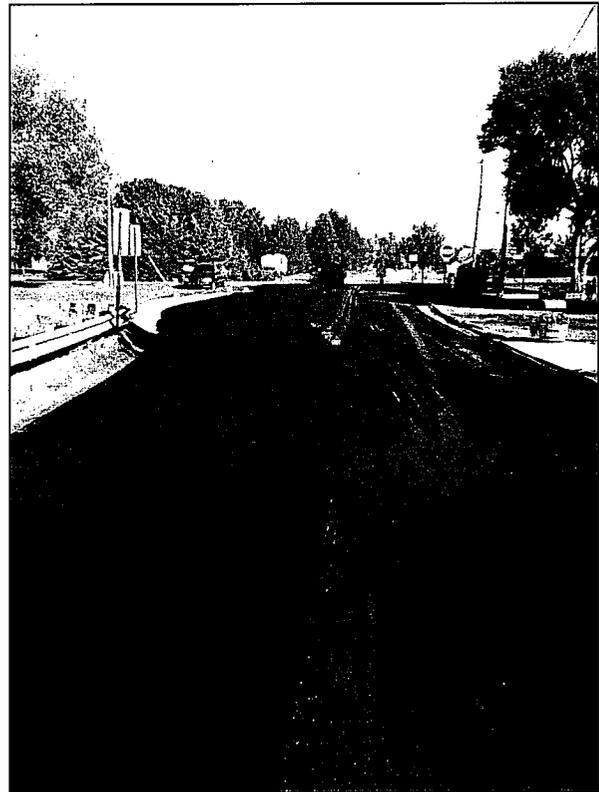
### Willow Creek Road Improvement Project.

Willow Creek Road between 8th Avenue South to the waste water facility.

The existing roadway was pulverized with approximately 350 tons of pulverized material salvaged. The remaining material was used to strengthen the base as the road was re-shaped, re-graded, and paved. Approximately 1518 tons of new asphalt was laid to provide a 3" asphalt surface which ran 3700 lineal feet. New shoulders were also installed on the roadway. The estimated project costs were \$165,000.



Willow Creek Road, 8th Avenue  
Before



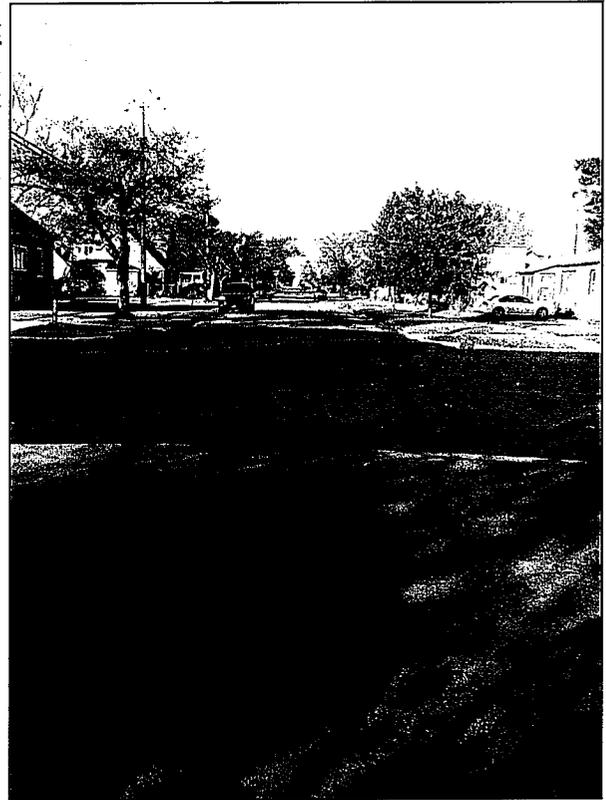
Willow Creek Road, 8th Avenue  
After

### Whitetail Industrial Park High Speed Network Infrastructure Construction.

New infrastructure to provide a fiber connectivity back-bone to the current and future businesses in the Whitetail Industrial Park was installed. The estimated cost of the project was \$74,287.62.



**2nd Avenue North and North 12th Street Intersection.** The intersection of 2nd Avenue North and North 12th Street was resurfaced with 2" asphalt or approximately 45.95 tons. Along with the road resurfacing 8 cross walks were brought up to ADA standards. The estimated project cost was \$27,000.

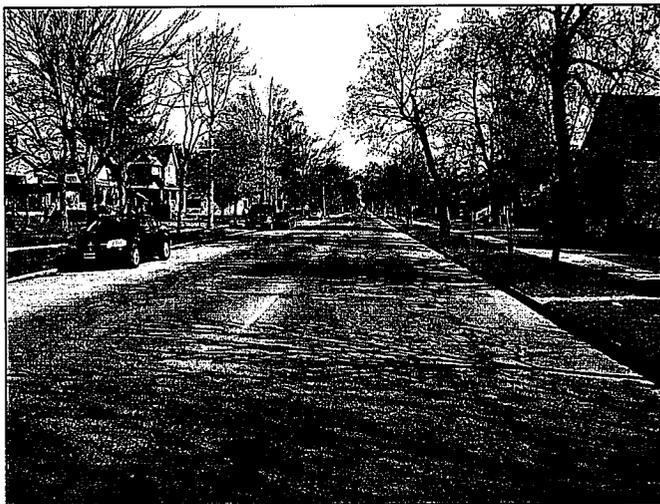


After

**South 14th Street Improvement Project.**

South 14th Street from 3rd Avenue South to 6th Avenue South.

The existing roadway surface was milled 2" and resurfaced with 2" of asphalt for 1450 linear feet. Approximately 760 tons of new asphalt was laid. Along with the road resurfacing, 28 crosswalks were brought up to ADA standards. Estimated project cost was \$135,000.



Before

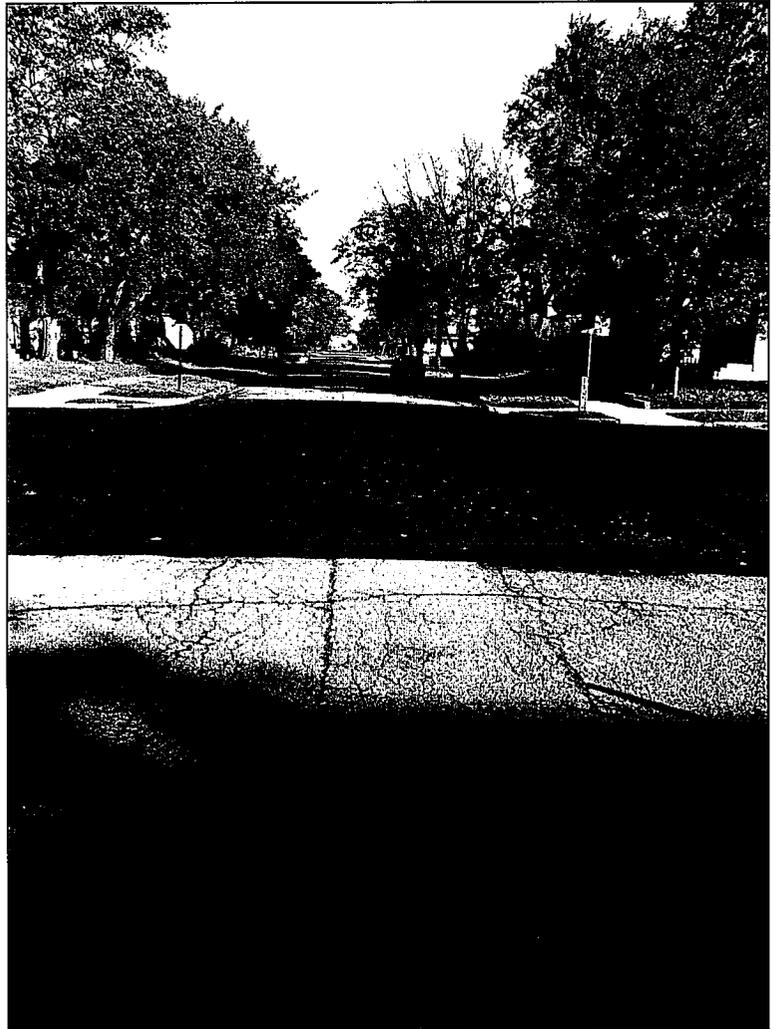


After

**15th Avenue North and North 16th Street Intersection.** The intersection of 15th Avenue North and North 16th Street was resurfaced with 2" of asphalt or approximately 45.81 tons. Along with the road resurfacing 8 cross walks were brought up to ADA standards. The estimated project cost was \$20,000.



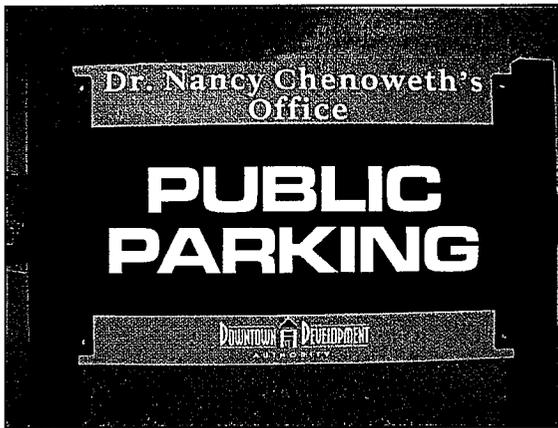
Before



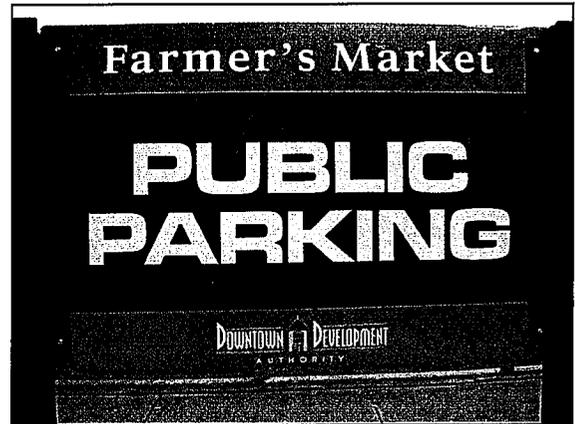
After

**Parking Lot Improvements – All DDA Parking Lots.**

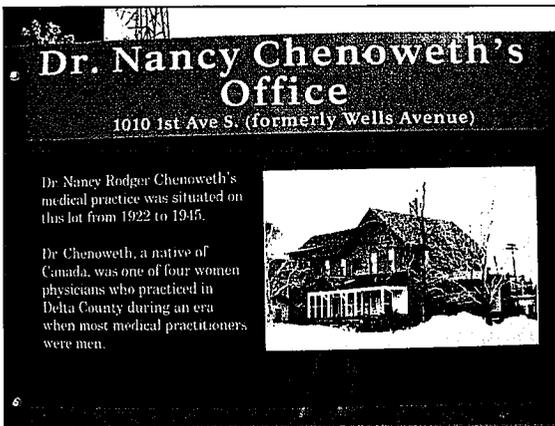
The DDA controlled parking facilities located at 100 block of 1<sup>st</sup> Avenue South, 1100 block of 1<sup>st</sup> Avenue North, North 14<sup>th</sup> Street and 1<sup>st</sup> Avenue North, South 10<sup>th</sup> Street and 1<sup>st</sup> Avenue South, North 9<sup>th</sup> Street and 1<sup>st</sup> Avenue North, South 8<sup>th</sup> Street and 1<sup>st</sup> Avenue South, 1<sup>st</sup> Avenue South and South 7<sup>th</sup> Street, 700 block 1<sup>st</sup> Avenue North and 600 block and 1<sup>st</sup> Avenue North have new historically themed signage that would raise the awareness of the public parking lots with the use of new directional signs on Ludington Street and parking lot signs at the public parking lots. The individual sites of the public parking lots all had significant historical events or structures that were at the original lot locations. Signs for Ludington Street directing public to the off Ludington Street parking area will also be included. General maintenance, seal coating, and stripping of lots will take place in the Spring 2016.



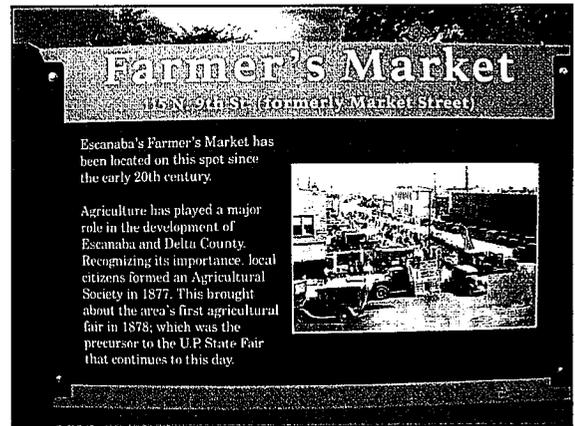
Front of Sign



Front of Sign



Back of Sign



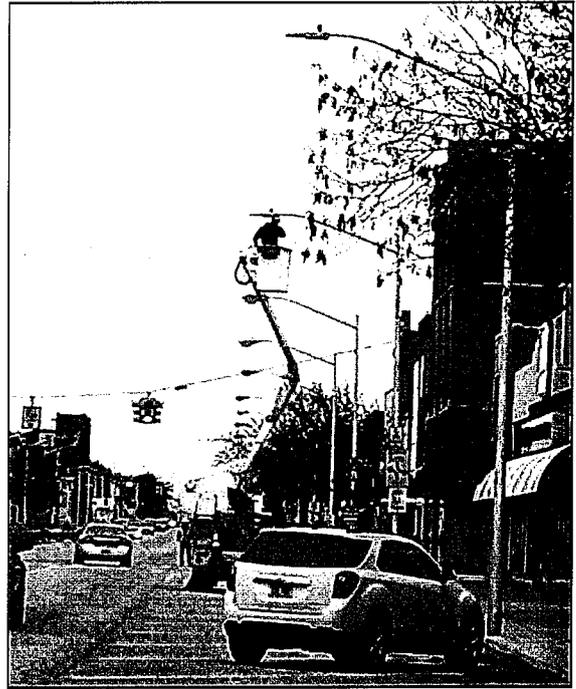
Back of Sign

**Power Pole Replacement.**

Within the Escanaba distribution system, many poles are approaching or have exceeded their expected life. Pole inspectors have identified poles within our system that need to be replaced. The total number of distribution poles tested in 2015 was 321. The number of distribution poles replaced in 2015 was 80.

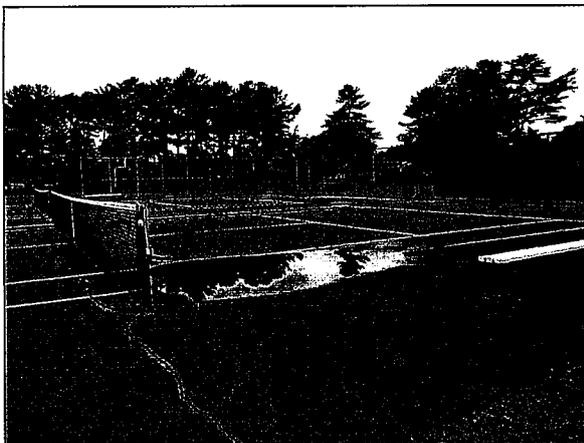
**Street Light Replacement.**

There have been great advancements made in LED street lighting over the past few years. These advancements resulted in better products and more affordable fixtures. Replacement of the existing HID street lights and dusk-to-dawn lights with LED equivalents continued. The City has approximately 1,550 street lights and 300 dusk-to-dawn lights on the distribution system. The number of street lights replaced with new LED lights in 2015 was 96.

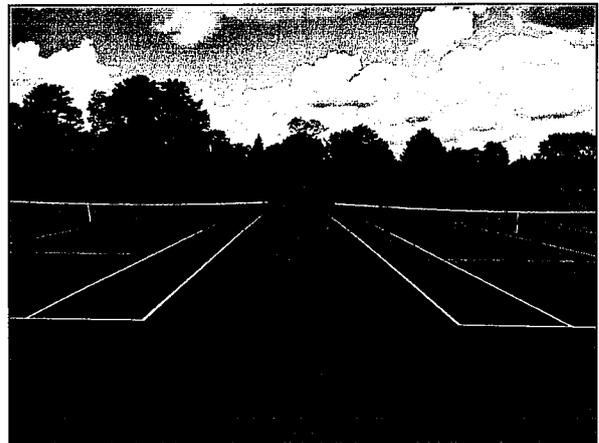


**Veteran's Park Tennis Courts Resurfacing.**

American Systems of Wisconsin, Inc. of Suamico, WI, provided all labor and materials, filing, resurfacing, and related work to restore the Veteran's Tennis courts. Work included power wash, crack filling, patching, fixing a 6' X 9' bird bath on the South court, two (2) coats dark green acrylic re-surfacer, and two (2) coats dark green acrylic color and 2" wide white playing lines painted. The court dimensions are 120' long X 110' wide. Total project cost was \$9,700.



Before



After

# ANTICIPATED CAPITAL IMPROVEMENTS FOR SPRING 2016

## Sanitary Sewer Main Replacement or Repair – Alley Between 22<sup>nd</sup> Avenue South and 23<sup>rd</sup> Avenue South Extending From Lake Shore Drive to 23<sup>rd</sup> Avenue South Lift Station.

The current sanitary sewer main is scheduled to be relined.

## Sanitary Sewer Main Replacement or Repair – Mall Parking Lot Extending From or Around 2300 Ludington Street North to the 2500 Block 3<sup>rd</sup> Avenue North.

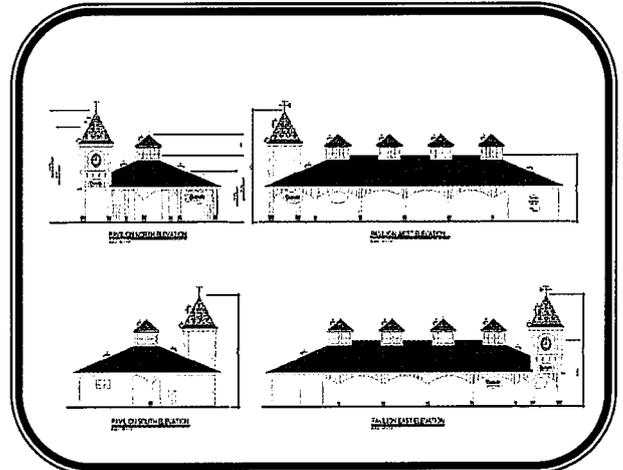
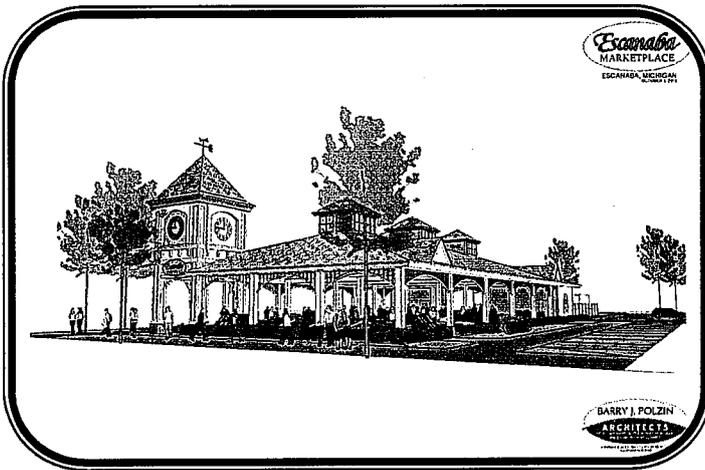
The current sanitary sewer main is scheduled to be relined.

## Sanitary Sewer Main Replacement or Repair – Alley West of South 19<sup>th</sup> Street Extending From 8<sup>th</sup> Avenue South to 10<sup>th</sup> Avenue South.

The current sanitary sewer main is scheduled to be relined.

## Downtown Market Place Construction Documents — Ludington Street, South 15th Street, and 1st Avenue South.

The DDA has retained the professional services of Mr. Barry Polzin, of Barry J. Polzin Architects, Marquette Michigan, to complete construction drawings for a proposed 8,046 square foot Market Place project with parking to be located on Ludington Street and South 15th Street. The project is expected to be let out for bid by February 15, 2016, with work commencing on or around April 15, 2016. The estimated cost of the project is \$1,062,300.

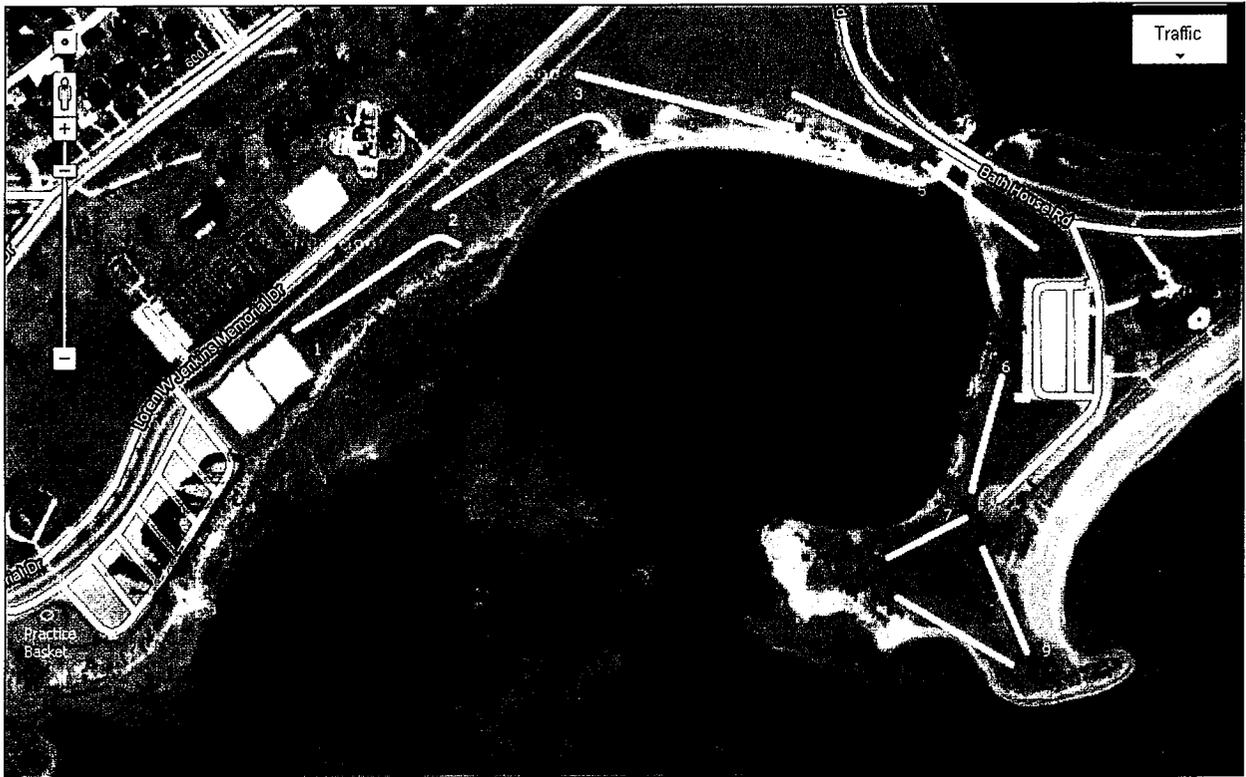


## Marina Sidewalk Replacement.

Replacement sidewalk of approximately 430 feet by 8 feet wide will be installed at the Marina West seawall between docks one and two due to the settling and cracking of the existing sidewalk.

**Ludington Park Nine Hole Disc Golf Concrete Tee Boxes.**

Nine (9) 4" thick concrete "Tee Box" disc golf pads of various sizes will be installed in Ludington Park. Concrete tee boxes will be flat and level with the ground as to not interfere with mowing or other maintenance operations. The concrete color will be green.

**Electrical Substation.**

Work will continue on a new substation. The substation will be built in the area of the old compost site off of 20<sup>th</sup> Avenue North. The substation will consist of one main transformer, which will feed up to four circuits.

**Electrical Distribution System Repair – Ford River (along South M35).**

The City of Escanaba provides electricity to parts of Ford River along South M-35. A 2,000' section of underground distribution cable located on the Breezy Point curve will be replaced with new 1/0 15kV cable.

## RECOMMENDED 2016 PLANNING COMMISSION GOALS/OBJECTIVES

In 2016, the Planning Commission will continue working on becoming a "State of Michigan Redevelopment Ready Community". As a Redevelopment Ready Community, the City of Escanaba would become state certified for supporting community revitalization and the attraction and retention of business, entrepreneurs and talent throughout Michigan. The City of Escanaba is the 19th community in Michigan to be evaluated under the statewide program and on its way to becoming redevelopment ready. With a strong history of proactive planning and strong community vision outlined in our already existing planning documents, the city has positioned itself to strengthen local quality of life and built a reputation for being proactive and business friendly. Despite solid support for redevelopment projects, Escanaba still has work to do in order to receive certification from the state. To that end, the following activities will be worked on through the Planning Commission in 2016:

1. **Community Participation Plan Creation.** The Planning Commission will create a Community Participation Plan, as part of the Community Master Planning Update process which will highlight and feature how local residents, elected officials, appointed officials, and boards and commissions engage each other throughout a planning and development process. The purpose of the plan is to make it easier for the public to get involved with planning the future of the City. This plan will take the community one step further by setting out exactly how the city will involve the community both in the way it plans for the future of the city and in how it puts those plans into action.

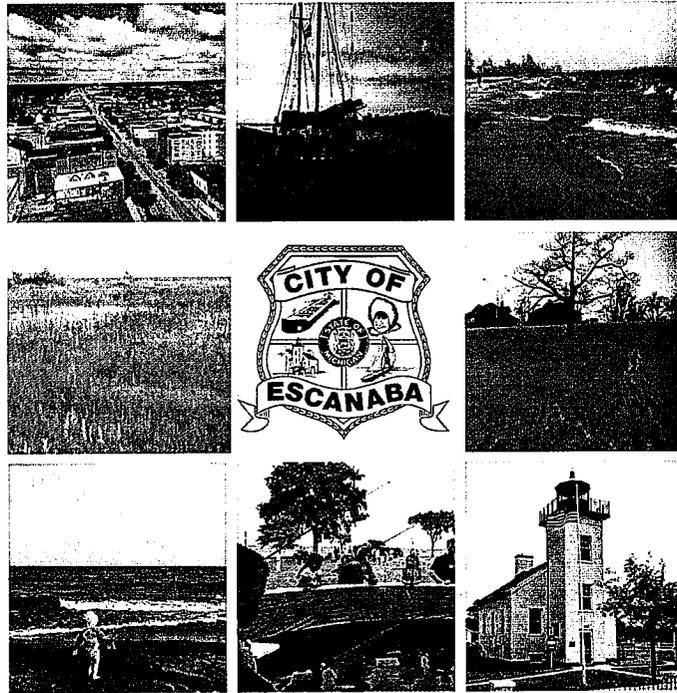
<b>Redevelopment Ready Communities</b>							
<b>Tasks To Be Completed</b>							
	Objective	Evaluation Criteria	Recommended Actions for Certification	Primary Responsible Party			
				City Council	Planning Commission	Down-town Development Authority	Historic Community
1	Plan review	The governing body has adopted a master plan in the past five years	Adopt an updated master plan in compliance with MPEA and Best Practice 1.1	✓	✓		
2	Zoning regulations	The governing body has adopted a zoning ordinance that align with the goals of the master plan	Review master plan goals and zoning regulations to ensure zoning ordinance regulates for the master plan vision		✓	✓	✓
3	Zoning regulations	The zoning ordinance is user-friendly and accessible online	Add a use matrix or other element and streamline text to improve user-friendliness		✓		
4	Zoning regulations	The zoning ordinance includes flexible parking requirements	Add flexible parking standards		✓	✓	

5	Zoning regulations	The zoning ordinance includes standards for green infrastructure	Incorporate green infrastructure standards into the zoning ordinance		✓	✓	
6	Development review policy and procedures	The community has a method to track development projects	Develop a simple tracking mechanism for development projects		✓		
7	Development review policy and procedures	The community annually reviews the successes and challenges with the site plan review and approval procedures	Develop a customer feedback mechanism		✓		
8	Guide to Development	The community annually reviews the fee schedule	Review the fee schedule annually	✓			
9	Education and training	The community identifies needs and tracks attendance of the governing body, boards, commissions and staff	Develop a mechanism to track training needs and attendance	✓	✓	✓	✓
10	Redevelopment Ready Sites	The community gathers preliminary development research for prioritized redevelopment sites	Gather background information for specific priority sites	✓	✓	✓	✓
11	Redevelopment Ready Sites	The community identifies available resources and incentives for prioritized redevelopment sites	Identify available resources and incentives for priority redevelopment site		✓	✓	✓
12	Marketing and promotion	The community has an updated, user-friendly municipal website	Reorganize municipal website to improve the user experience	✓	✓	✓	✓
13	Public participation	The community has a public participation plan for engaging a diverse set of community stakeholders	Draft a public participation plan as outlined in Best Practice 1.2	✓	✓	✓	✓
14	Redevelopment Ready Sites	The community identifies and prioritizes redevelopment sites	Identify and prioritize redevelopment sites	✓	✓		✓
15	Redevelopment Ready Sites	A property information package for the prioritized redevelopment site(s) is assembled	Complete property information package for priority redevelopment site		✓	✓	✓
16	Redevelopment Ready Sites	Prioritized redevelopment sites are actively marketed	Post property information package on city's website		✓	✓	✓
17	Marketing and promotion	The community has developed a marketing strategy	Develop a unified marketing strategy as outlined in Best Practice 6.2	✓	✓	✓	✓

**Community Master Plan Update.** The Planning Commission will continue working on the Community Master Plan update. The Community Master Plan provides a long-range vision for the built environment of a community. It guides the appropriate use of lands within the City of Escanaba in order to protect the public health and safety and to promote general welfare. Among other issues, the Master Plan will identify:

- Suitable locations for commercial, housing, and mixed-use development
- Locations where the City should increase density, use redevelopment, or intervene in other ways
- Opportunities to extend and/or improve open space, recreational areas, and civic facilities
- Strategies from increasing economic development
- Environmental, historic, and cultural resources that need conservation
- Strategies for solving congestion and improving transit services

## City of Escanaba 2016 Master Plan



PLANNING COMMISSION MEETINGS			
	2014	2015	
Regular Planning Commission Meetings	8	10	↑
Special/Joint Planning Commission Meetings	2	3	↑

NB # 2  
cc 1/21/16

MEMORANDUM

January 8, 2015

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

FROM: Melissa Becotte, City Controller

Subject: Lease

In 1999, the City entered into a 15 year lease agreement with Ricky and Lisa Benoit to provide a public parking lot on their property on the west end of Ludington Street. The Benoit's offered their property and in exchange, the City paved and maintained a public parking lot and paid a \$1 lease fee.

This lease expired 12/31/15. Ricky and Lisa Benoit have agreed to renew the lease for a 5 year term with all other terms of the lease remaining the same. The City will continue to maintain the lot (plow and stripe) and pay a lease fee of \$1.

I am recommending approval of the attached lease renewal with Ricky and Lisa Benoit. If there are any questions, please feel free to contact me. Thank you!

## LEASE OF PARKING LOT

This Lease is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2016, between **RICKY BENOIT and LISA BENOIT**, 6865 M.5 Lane, Escanaba, Michigan 49829 ("Lessor"), and the **CITY OF ESCANABA**, a municipal corporation, P.O. Box 948, Escanaba, Michigan 49829 ("Lessee").

Lessor, in consideration of the rent to be paid by Lessee and the covenants and agreements herein contained as let unto the Lessee those certain premises in the City of Escanaba, State of Michigan, described as follows:

**That part of Block 9 of S. H. Selden Addition to the City of Escanaba described as the West 180 feet of Lot 14 of Block 9 and the 40' adjacent vacated portion of Birch Street as recorded in Liber C of miscellaneous page 189 of Delta County records, in the Northeast Quarter of Section 30, Town 39 North, Range 22 West, Delta County, Michigan.**

The Lessor and Lessee agree as follows:

1. **Term.** The term of this Lease shall be from the date of execution of this agreement and ending on **December 31, 2020**.
2. **Rental.** Lessee agrees to pay to Lessor as rent for the premises the sum of **One (\$1.00) Dollar**.

Lessor agrees that the following described property may be used by the City of Escanaba and its invitees for the purposes of ingress and egress to the parking lot which is the subject matter of the within Lease:

**That part of S. H. Selden Addition to the City of Escanaba in the Northeast 1/4 of the Southwest 1/4 of Section 30, Township 39 North, Range 22 West, Delta County, Michigan, described as follows:**

The North 23.7 feet of the West 15.7 feet of Lot 9,  
The North 23.7 feet of Lots 10 and 11,  
The North 23.7 feet of the East 27.7 feet of Lot 12,  
All in Block 9 of said S. H. Selden Addition,

**AND** The West 8.3 feet of Lot 12 and  
The East 11.7 feet of Lot 13,  
All in Block 9 of said S. H. Selden Addition.

3. **Purpose.** The premises shall be used for parking facilities, and for no other purpose without the written consent of Lessor being first obtained.

4. **Indemnification.** Lessee shall indemnify Lessor from all loss, costs and expense arising out of any liability, or claim of liability, for injury or damage to persons or property sustained, or claimed to have been sustained, by anyone by reason of the operation, use or occupation of the said real property described above by Lessee, whether such use is authorized or not, or by any act or omission of Lessee, of any of its officers, agents, employees, guests, patrons or invitees.
  
5. **Insurance.** Lessee agrees to deliver to Lessor upon the execution of this Lease a copy of a continuing public liability and property damage insurance policy satisfactory to Lessor indemnifying and holding Lessor harmless against any and all claims in the amount of \$500,000 for injury to any one person, and \$50,000 for property damage and shall keep the same in force during the term of this Lease. Said insurance policy shall provide that Lessor is named as an additional insured and that the Lessor shall receive 20 days' notice from the insurance carrier prior to the cancellation of such policy.
  
6. **Repairs and Maintenance.** Lessee agrees that it will maintain said parking lot and curb stops and that the parking spaces in said parking lot shall be striped at least once per year. Lessee agrees that it shall maintain such parking facility clean and clear of all debris and brush. Lessee agrees that it will be responsible for all snow removal and plowing required by said parking facility. Said snow plowing shall include the responsibility for the removal of any and all snow from the premises. Lessee agrees that it will be responsible for occasional sweeping of said parking facility to remove dirt, broken glass and debris. Lessee agrees that it will be responsible for occasional salting of such facility if ice requires the same.  
  
Upon expiration of this Lease, or any sooner termination, the Lessee will quit and surrender possession of the premises peaceably and in good order and condition. Lessee further agrees to leave the premises free from all nuisance and dangerous and defective conditions.
  
7. **Assignment and Mortgage.** Neither the demise premises nor any portion of them shall be sublet, nor shall this Lease nor any interest in it be assigned, hypothecated or mortgaged by Lessee, and any attempted assignment, subletting, hypothecation or mortgaging of this Lease shall be of no force and effect and shall confer no rights upon any assignee, sublessee, mortgagee or pledgee.
  
8. **Default.** In the event that Lessee shall be in default in the performance of any of the terms or conditions agreed to be kept and performed by Lessee, then in that event, Lessor may terminate and end this Lease immediately, and Lessor may enter upon the premises and remove all persons and property; in the event Lessor shall bring legal action to enforce any of the terms of this Lease or to obtain possession of the premises by reason of any default of Lessee, Lessee agrees to pay Lessor all costs of such legal action.

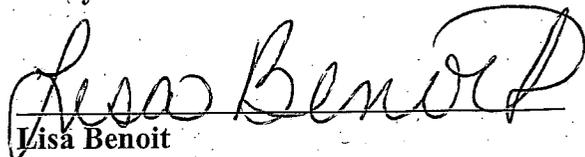
9. **Waiver.** Waiver by Lessor of any default in performance by the Lessee of any of the terms, covenants or conditions contained herein shall not be deemed to be a continuing waiver of default or of any subsequent default.
10. **Compliance With Laws.** Lessee agrees to comply with all laws, ordinances, rules and regulations that may pertain or apply to the demise premises and their use.
11. **Successors and Interests.** All of the terms, covenants and conditions contained herein shall continue and bind all successors and interests of Lessee.

IN WITNESS WHEREOF, **Ricky Benoit and Lisa Benoit** and the **City of Escanaba**,  
have caused their respective parties to sign this instrument the day and year first above written.

Signed:



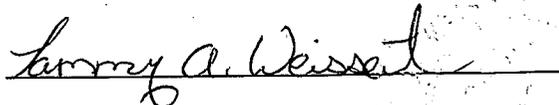
**Ricky Benoit**



**Lisa Benoit**

STATE OF MICHIGAN    )  
                                  ) ss  
COUNTY OF DELTA    )

The foregoing instrument was acknowledged before me this 5<sup>th</sup> day of January,  
2016 by **Ricky Benoit and Lisa Benoit**.



Notary Public  
Delta County, Michigan  
My commission expires:

4-14-20

Signed:

**CITY OF ESCANABA,  
a municipal corporation**

\_\_\_\_\_  
By:  
Its: Mayor

\_\_\_\_\_  
By:  
Its: City Clerk

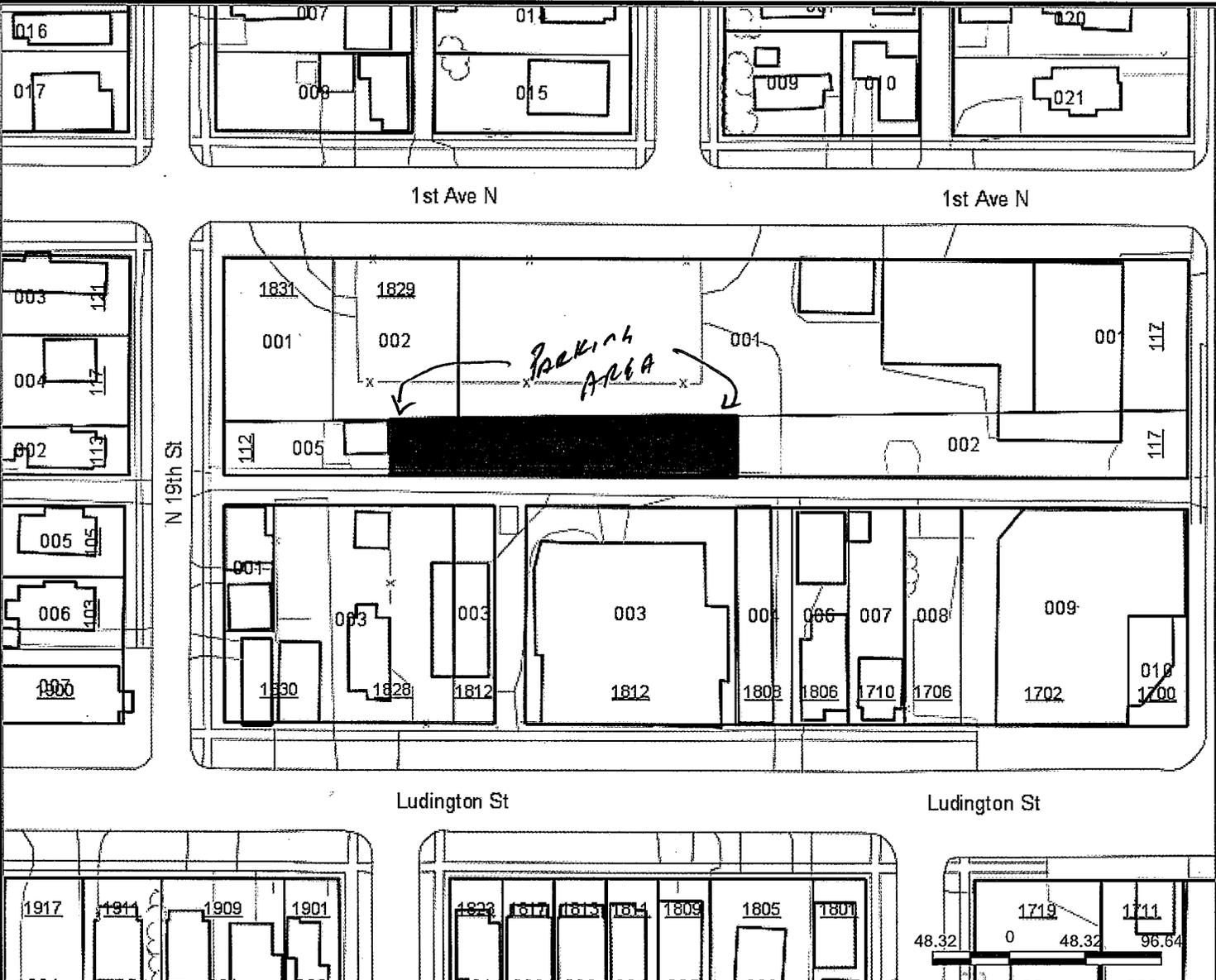
STATE OF MICHIGAN    )  
                                  ) ss.  
COUNTY OF DELTA    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by \_\_\_\_\_, and \_\_\_\_\_, the Mayor and City Clerk of the **City of Escanaba**, a municipal corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public  
Delta County, Michigan  
My commission expires:

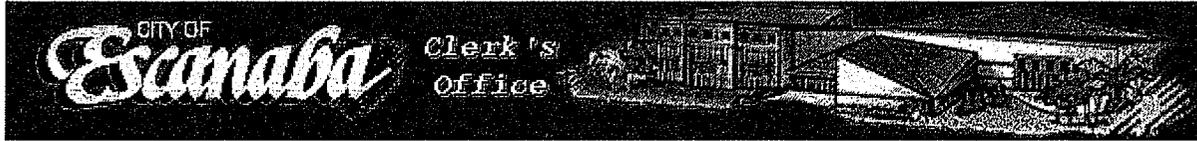
# Print

-  Parcel Mapping System
-  Right-of-Way
-  Escanaba Street System
-  Aerial Photos and Drawings
-  1998 Aerial Drawing
-  1998 Aerial Drawing
-  1998 Aerial Drawing
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This map was compiled using data believed to be accurate; however, a degree of error is inherent in all maps. This map was distributed "AS-IS" without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability to a particular purpose or use. No attempt has been made in either the design or production of the maps to define the limits or jurisdiction of any federal, state, or local government. Detailed on-the-ground surveys and historical analyses of sites may differ from the maps.

NB# 3  
CC 1/21/16



January 13, 2016

**MEMORANDUM**

**TO:** City Council,  
James V. O'Toole, City Manager

**FROM:** Robert S. Richards, CMC *RSR*  
City Clerk

**SUBJECT:** January 21<sup>st</sup>, Agenda Item – Council Regular Meeting Schedule

Administration seeks renewal of a three (3) year contract for advertising legal notices and other advertisement needs of the City in the Escanaba Daily Press. The City Charter requires advertising in a local newspaper of general circulation. The advertising rates, \$11.52 for Classified, and \$15.53 for public notices, reflect an increase of 3 percent. This is a budgeted item.

# Advertising Agreement for 2016 - 2019

**ACCOUNT INFORMATION:**

Advertiser Name <u>City of Escanaba</u>	Phone <u>906-786-1194</u>
Mailing Address <u>410 Ludington Street</u>	Email <u>clerk@escanaba.org</u>
City, State, Zip <u>ESCANABA, MI, 49829</u>	Acct. No. <u>DC0285</u>
Proof/Tearsheet Email <u>clerk@escanaba.org</u>	Contact <u>Bob Richards</u>

City of Escanaba ("Advertiser") hereby agrees to purchase and The Daily Press ("Newspaper") agrees to publish advertising or insert preprints in accordance with the terms and conditions hereinafter set forth in this agreement and in the current rate card (or rate card supplements). The term of this agreement shall begin on FEB 01, 2016 and end on JAN 31<sup>ST</sup> 2019. This agreement will not automatically renew.

Inch Volume/Preprint Quantity during term of Agreement N/A Rate per Column Inch/Cost per Thousand Classified: \$11.52

**TERMS AND CONDITIONS**

public notice: \$15.53 per i

An up-to-date credit application must be approved and on file before credit can be extended.

Advertiser agrees to pay all outstanding balances by the due date shown on the invoice/statement. Any disputed rates or quantities must be brought to Newspaper's attention within 60 days of receipt of the invoice/statement.

Contracts are not valid until signed by the Advertising Manager, Publisher or General Manager.

This agreement cannot be invalidated by wrong insertions or omissions on the part of Newspaper. Newspaper shall not be liable for slight changes or typographical errors that do not lessen the value of an advertisement. Newspaper's liability for other errors is strictly limited to publication of the advertisement in any subsequent issue or the refund of any monies paid for the advertisement. In case there is an error in a published price, the advertising department will furnish a letter to Advertiser stating the correct price but will assume no liability if goods are sold at an incorrect price. Claims for errors in advertisements will be allowed for the first insertion only. Advertisers agree to bear the responsibility to promptly check the first published advertisement and notify Newspaper of any inaccuracies or other problems within published materials.

Newspaper reserves the right to reject or cancel any advertisement at any time.

Advertiser agrees to furnish advertising copy by established deadlines.

Advertiser and/or advertising agency agrees to defend and indemnify Newspaper against any and all liability, loss or expenses arising from claims of libel, unfair competition, unfair trade practices, infringement of trademarks, copyrights, trade names, patents or proprietary rights or violation of rights of privacy resulting from the publication of the advertisement.

Newspaper does not accept brokered advertising.

Newspaper will not extend credit for advertising orders or space reservations that claim sequential liability.

All advertising credit balances must be taken in-kind (i.e. through additional advertising) and must be taken within one year.

Any disputes, other than non-payment of amounts due for advertising, will be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association.

Preprint advertisers agree to provide for insertion sufficient preprints for full run distribution for Sunday products and other days throughout the year when zoning of preprints is not offered. Newspaper will require sufficient preprints for total paid circulation, sufficient preprints for single copy sales and for industry acceptable percentages of returned single copy papers for both dealers and vending machines. Advertiser will also be asked to provide a 2% overage for damage that can occur during the mechanical insertion process. The requested number of preprints will be determined by using current average distribution numbers adjusted seasonally. New requested distribution numbers will be provided quarterly in writing to the agency or Advertiser. In no case will Newspaper be responsible for overages provided by the agency or Advertiser. Newspaper has the right to refuse preprints that cannot be efficiently mechanically inserted. If Newspaper fails to insert a preprint on the correct day, it will insert the preprint in the next available publication.

Newspaper shall not be liable for failure to print, publish or circulate all or any portion of any issue in which an advertisement accepted by Newspaper is contained if the failure is due to acts of God or government, strikes, accidents, lack of newsprint, mechanical failure or other circumstances beyond the control of Newspaper.

In the event that any federal, state or local taxes are imposed on the printing of advertising materials, insertion of preprints or on the sale of advertising space, such taxes shall be assumed and paid for by the Advertiser.

	<u>1-12-16</u>	<u>Ann Brucniak, Daily Press</u>	<u>1-12-16</u>
Authorized Representative of Advertiser (print name)	Date	Account Executive/Newspaper	Date
		<u>[Signature]</u>	<u>1-12-16</u>
Authorized Representative of Advertiser (signature)	Date	Newspaper Title Manager	Date

NB # 4 CC 1/21/16

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

No fee Applies

DATE(S) OF EVENT: Saturday, January 23<sup>rd</sup> 2016  
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2010)

NAME OF EVENT: Jig it Ice Fishing

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

Organization: Big Brothers Big Sisters

Contact Person: Tanya Ellenhofer Phone (day) 906- [REDACTED]

Address: 100 Livingston St. Ste 302 Phone (evening): 906- [REDACTED]

City: Escanaba E-mail: tschuster01@ [REDACTED].com

Postal Code 49829 Website: bbbsbayarea.org

Charitable Org #: 38-23 [REDACTED] Event Phone: \_\_\_\_\_

(If applicable)

Fax: 906-789- [REDACTED]

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: Harbor Area
- Building/Facility Name/Area: \_\_\_\_\_
- Road (s) Road Closure Required?: Partial  Full

**DATE/TIME**

<b>EVENT TIME</b> <small>This is the time your event would be ready to accept participants or general public.</small>	<b>Event Begins</b> DATE: <u>1/23/2016</u> TIME: <u>8:00am</u>	<b>Event Ends</b> DATE: <u>1/23/2016</u> TIME: <u>3 P.M.</u>
	<b>SET UP TIME</b> <small>When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.</small>	<b>Set Up Start</b> DATE: <u>1/22/2016</u> TIME: <u>before dark</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.

1/11/2016 - Committee decided to have the event. (Due to uncertain ice conditions). - Sorry for short notice. Tanya

**EVENT DETAILS**

**TYPE OF EVENT**

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

**ESTIMATED ATTENDANCE (please estimate all that apply)**

Participants # <u>400-500</u>	Wheelchair Accessible Yes <input type="checkbox"/> No <input checked="" 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 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"/>	<u>Generators used.</u>
Live Music Yes <input type="checkbox"/> No <input type="checkbox"/>	
Tents/Temp. Structures Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Size of tent(s): <u>40x40 -</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
- Soups/chilli (Wendys)
- Rice/pasta dishes
- Salad
- Pop, chips, candy
- Other meats
- Hotdogs/hamburgers
- Baked goods

Pre Packaged.

**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.

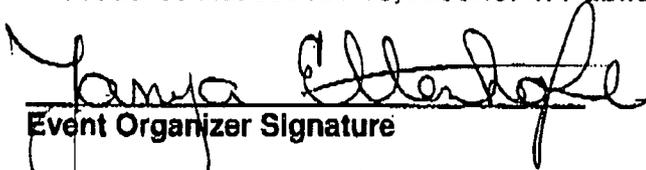
A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please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