



CITY COUNCIL MEETING AGENDA

Marc D. Tall, Mayor
Ronald J. Beauchamp, Mayor Pro-Tem
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 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, May 19, 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 – May 5, 2016

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

RETIREMENT PROCLAMATION(S)

Ken Vanderlinden, Director, Department of Public Safety

Murray Pearce, Officer, Department of Public Safety

BRIEF PUBLIC COMMENT

PUBLIC HEARINGS

1. Public Hearing and Adoption – FY 2016-17 Operating Budget.

Explanation: The Council has conducted five (5) public hearings and two (2) budget work sessions to set a proposed FY2016-17 operating budget. This is the final public hearing on the FY 2016-17 City operating budget and will establish a City millage rate of 17.00 mills. Administration is recommending Council approval of the FY 2016-17 Operating Budget and approval of the FY 2016-17 Master Fee Schedule.

2. Public Hearing - Notice of Improvements (Special Assessment Project) – North 26th Street from 3rd Avenue North to 6th Avenue North.

Explanation: The City of Escanaba received a petition from property owners requesting the City construct a 30 foot wide hot mix asphalt paved street with concrete curb and gutter, sanitary sewer, storm sewer, and water main on North 26th Street from 3rd Avenue North to 6th Avenue North. As part of the project, the City of Escanaba is required to conduct a public hearing on the proposed special assessed improvement project so that citizen comments and objections to proposed improvements can be heard. After the Public Hearing, Administration is recommending the Council schedule a Public Hearing date for June 2, 2016, on the proposed special assessments.

3. Public Hearing - Notice of Improvement (Special Assessment Project) – 20th Avenue South from Lakeshore Drive to 746.84 feet West.

Explanation: The City of Escanaba received a petition from property owners requesting the City install a 20 foot wide chip-seal paved street surface without curb and gutter on 20th Avenue South from Lakeshore Drive to 746.84 feet West. As part of the project, the City of Escanaba is required to conduct a public hearing on the proposed special assessed improvement project so that citizen comments and objections to proposed improvements can be heard. After the Public Hearing, Administration is recommending the Council schedule a Public Hearing date for June 2, 2016, on the proposed special assessments.

4. **Public Hearing - Notice of Improvement (Special Assessment Project) – South 22nd Street from 18th Avenue South to 494.81 feet South.**

Explanation: The City of Escanaba received a petition from property owners requesting the City install a 22 foot wide chip-seal paved street surface without curbing and gutter on South 22nd Street from 18th Avenue South to 494.81 feet South. As part of the project, the City of Escanaba is required to conduct a public hearing on the proposed special assessed improvement project so that citizen comments and objections to proposed improvements can be heard. After the Public Hearing, Administration is recommending the Council schedule a Public Hearing date for June 2, 2016, on the proposed special assessments.

UNFINISHED BUSINESS – None

NEW BUSINESS

1. **First Reading of Ordinance No. 1167, the Appropriations Ordinance, Including the Millage Rate of 17.00 Mills and Setting the Date of Wednesday, May 25, 2016, for the Second Reading, Public Hearing, and Adoption.**

Explanation: Once the City Council approves the budget, the Council must approve a tax levy and authorize appropriations to implement the budget. Administration is recommending a special meeting for Wednesday, May 25, 2016, at 8:00 a.m. be scheduled for the second reading, public hearing, and adoption of Appropriations Ordinance No. 1167.

2. **First Reading of Ordinance No. 1168, the Tax Levy Ordinance, and Setting the Date of Wednesday, May 25, 2016, for the Second Reading, Public Hearing and Adoption.**

Explanation: Section 9, Chapter VIII, of the City Charter requires the City, by Ordinance, to levy taxes that may be necessary to meet the appropriations' needs. Administration is recommending a special meeting for Wednesday, May 25, 2016, at 8:00 a.m. be scheduled for the second reading, public hearing, and adoption of Tax Levy Ordinance No. 1168.

3. **First Reading of Ordinance No. 1169, the Electric Rate Ordinance, and Setting the Date of Monday, June 6, 2016, for Second Reading, Public Hearing, and Adoption.**

Explanation: Annually, the City Council sets electric utility rates for the next fiscal year. Council is asked to consider this the first reading of Ordinance No. 1169 and to schedule the second reading and public hearing for June 6, 2016, at 8:00 a.m.

4. **First Reading of Ordinance No. 1170, the Wastewater Rate Ordinance, and Setting the Date of Monday, June 6, 2016, for the Second Reading, Public Hearing, and Adoption.**

Explanation: Annually, the City Council sets wastewater utility rates for the next fiscal year. Council is asked to consider this the first reading of Ordinance No. 1170 and to schedule the second reading and public hearing for June 6, 2016, at 8:00 a.m.

5. **First Reading of Ordinance No. 1171, the Water Rate Ordinance, and Setting the Date of Monday, June 6, 2016, for Second Reading, Public Hearing, and Adoption.**

Explanation: Annually, the City Council sets water utility rates for the next fiscal year. Council is asked to consider this the first reading of Ordinance No. 1171 and to schedule the second reading and public hearing for June 6, 2016, at 8:00 a.m.

6. **First Reading of Ordinance No. 1172, the Solid Waste Ordinance, and Setting the Date of Monday, June 6, 2016, for the Second Reading, Public Hearing, and Adoption.**

Explanation: Annually, the City Council sets solid waste rates for the next fiscal year. Council is asked to consider this the first reading of Ordinance No. 1172 and to schedule the second reading and public hearing for June 6, 2016, at 8:00 a.m.

7. **Approval – Use of Public Space – Cat-Man-Do’s Bar and Grill – 1223 Ludington Street**

Explanation: Mr. Curt Spaulding, owner of Cat-Man-Do’s Bar and Grill, 1223 Ludington Street, is seeking Council approval to use the public sidewalk and South 13th Street from Ludington Street to the Alley for their annual fundraisers and special events throughout the summer months. Administration is recommending approval of the request contingent upon the following: 1) Proper insurance is provided naming the City of Escanaba as an additional insured, and 2) The event sponsors provide all labor and material to clean up at the conclusion of each event. The events are as follows:

- a. **Kruisin Klassic Fun Run Parade** - June 3, 2016 – Use of Public Sidewalk.
- b. **Bike Night and Classic Car Rally** - June 8, July 13, August 10, & September 14, 2016 - Use of South 13th Street From Ludington Street to Alley.
- c. **Cats Grats** - July 1, 2016 – Use of South 13th Street from Ludington Street to Alley.
- d. **Wheelin Sportsman Fundraiser** - August 13, 2016 – Use of South 13th Street from Ludington Street to Alley.

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, May 5, 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: Council Members, Patricia A. Baribeau, Mayor Pro Tem Ronald J. Beauchamp, Ralph B. Blasier, and Michael R. Sattem.

Absent: Mayor Marc D. Tall.

Blasier moved, Sattem seconded, **CARRIED UNANIMOUSLY**, to excuse Mayor Marc Tall who was out of the community.

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

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

Blasier moved, Sattem seconded, **CARRIED UNANIMOUSLY**, to approve Regular Meeting Minutes from April 21, 2016, as submitted.

ADJUSTMENTS TO THE AGENDA

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

RETIREMENT PROCLAMATION

Mayor Pro Tem Beauchamp read into the record a Proclamation declaring Friday April 8th as "John T. Dault Day", and further directed Administration to forward City Electric Department employee John T. Dault, upon his retirement, a Certificate of Meritorious Service Award.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT

Pasque Warstler, Bonifas Art Center Director, spoke in support of their request for Music Mondays in Ludington Park.

PUBLIC HEARINGS

Public Hearing - Proposed 2016-17 Fiscal Year Budget and Setting the Final

Public Hearing and Adoption for May 19, 2016.

Council conducted the fourth Public Hearing and scheduled the final public hearing and approval of the 2016-17 City budget for May 19, 2016.

This being a public hearing, Mayor Pro Tem Beauchamp asked if there was any public comment.

Hearing no further public comment, Mayor Pro Tem Beauchamp closed the public hearing.

PH-1 Blasier moved, Baribeau seconded, **CARRIED UNANIMOUSLY**, to set May 19, 2016, as the final public hearing and approval of the 2016-17 City Fiscal Year Budget.

NEW BUSINESS

Approval – Michigan Department of Transportation (MDOT) Contract #16-5135 – Hot Mix Asphalt Pavement Cold Milling and Resurfacing Work on Ludington Street from 9th Street Easterly to 3rd Street.

Administration sought Council approval of MDOT Contract #16-5135, for hot mix asphalt pavement cold milling and resurfacing work on Ludington Street from 9th Street easterly to 3rd Street; including concrete curb and gutter, concrete sidewalk, and pavement marking work; and including all necessary related work. Additionally, Administration requested Council authorize the City Manager and City Clerk to sign the necessary contracts.

Public Works Superintendent/Engineer Bill Farrell briefly reviewed the contract and the project scope of work.

NB-1 By Council Member Baribeau, seconded by Council Member Sattem:

RESOLVED, to approve MDOT Contract #16-5135, Control Section STUL 21422, Job Number 126254A, Project STP 1621(008), Federal Item No. HK 0903, CFDA No. 20.205, for hot mix asphalt pavement cold milling and resurfacing work on Ludington Street from 9th Street easterly to 3rd Street; including concrete curb and gutter, concrete sidewalk, and pavement marking work; and including all necessary related work;

Be it Further Resolved, that Council authorizes the City Manager and City Clerk to sign the necessary contracts.

The vote was as follows:

Ayes: Baribeau, Sattem, Blasier, Beauchamp

Nays: None

MOTION CARRIED.

Approval – Use of Public Space – Karas Memorial Band Shell – Music Mondays.

The William Bonifas Fine Arts Center sought Council approval to use the Karas Memorial Band Shell for Blues for a Cause Music Mondays on June 27, July 11, July 18, July 25, August 1, and August 8, 2016. Administration recommended approval of the request contingent upon the following: 1) Proper insurance was provided naming the City of Escanaba as an additional insured, and 2) The event sponsors provide all labor and material to clean up at the conclusion of each event.

NB-2 Blasier moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to approve a request from the William Bonifas Fine Arts Center to use the Karas Memorial Band Shell for Blues for a Cause Music Mondays on June 27, July 11, July 18, July 25, August 1, and August 8, 2016, contingent upon the following: 1) Proper insurance was provided naming the City of Escanaba as an additional insured, and 2) The event sponsors provide all labor and material to clean up at the conclusion of each event.

Setting a Public Hearing – Notice of Improvements (Special Assessment Project) – North 26th Street from 3rd Avenue North to 6th Avenue North.

The City of Escanaba received a petition from property owners requesting the City to construct a 30 foot wide hot mix asphalt paved street with concrete curb and gutter, sanitary sewer, storm sewer, and water main on North 26th Street from 3rd Avenue North to 6th Avenue North. As part of the project, the City of Escanaba was required to conduct a public hearing on the proposed special assessed improvement project. Administration requested Council schedule a public hearing for May 19, 2016, so that any comments or objections can be heard.

NB-3 Blasier moved, Baribeau seconded, **CARRIED UNANIMOUSLY**, to schedule a public hearing for May 19, 2016, to hear objections to the improvement of a petition for the construction of a 30 foot wide hot mix asphalt paved street with concrete curb and gutter, sanitary sewer, storm sewer, and water main on North 26th Street from 3rd Avenue North to 6th Avenue North.

Setting a Public Hearing – Notice of Improvement (Special Assessment Project) – 20th Avenue South from Lakeshore Drive to 746.84 feet West.

The City of Escanaba received a petition from property owners to have the City install a 20 foot wide chip-seal paved street surface without curb and gutter on 20th Avenue South from Lakeshore Drive to 746.84 feet West. As part of the project, the City of Escanaba was required to conduct a public hearing on the proposed special assessed improvement project. Administration requested Council schedule a public hearing for May 19, 2016, so that any comments or objections can be heard.

NB-4 Sattem moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to schedule a public hearing for May 19, 2016, to hear objections to the improvement of a petition to install a 20 foot wide chip-seal paved street surface without curb and gutter on 20th Avenue South from Lakeshore Drive to 746.84 feet West.

Setting a Public Hearing – Notice of Improvement (Special Assessment Project) – South 22nd Street from 18th Avenue South to 494.81 feet South.

The City of Escanaba received a petition from property owners to have the City install a 24 foot wide chip-seal paved street surface without curbing and gutter on South 22nd Street from 18th Avenue South to 494.81 feet South. As part of the project, the City of Escanaba was required to conduct a public hearing on the proposed special assessed improvement project. Administration requested Council schedule a public hearing for May 19, 2016, so that any comments or objections can be heard.

NB-5 Blasier moved, Sattem seconded, **CARRIED UNANIMOUSLY**, to schedule a public hearing for May 19, 2016, to hear objections to the improvement of a petition to install a 24 foot wide chip-seal paved street surface without curbing and gutter on South 22nd Street from 18th Avenue South to 494.81 feet South.

Approval – Use of Public Space/Street Closure - Mugshots Masters.

Mr. Bill Multhaupt requested authorization to close off the 100 block of North 9th Street from the alleyway to 1st Avenue North Saturday, June 11, 2016, from 10:00 a.m. to 11:30 p.m. so they can use the space for their annual “Mugshots Masters” fundraising event. Administration recommended approval of the request provided: 1) The City of Escanaba was named as an additional insured on their insurance policy, 2) All rules and regulations of the Michigan Liquor Control Commission and the Department of Public Safety are followed, and 3) Event sponsors provide all labor and material to clean-up at the conclusion of the event.

NB-6 Baribeau moved, Sattem seconded, **CARRIED UNANIMOUSLY**, to approve a request from Mr. Bill Multhaupt to close off the 100 block of North 9th Street from the alleyway to 1st Avenue North Saturday, June 11, 2016, from 10:00 a.m. to 11:30 p.m. so they can use the space for their annual “Mugshots Masters” fundraising event, provided: 1) The City of Escanaba was named as an additional insured on their insurance policy, 2) All rules and regulations of the Michigan Liquor Control Commission and the Department of Public Safety are followed, and 3) Event sponsors provide all labor and material to clean-up at the conclusion of the event.

Approval – Use of Public Space - Ludington Park and Ludington Street – Krusin Klassic Car Club.

The Krusin Klassic Car Club requested authorization to use Ludington Park and Ludington Street on June 3, 2016, for their annual “Krusin Klassics Fun Run”.

Administration recommended approval of the request contingent upon the following: 1) Proper insurance was provided naming the City of Escanaba as an additional insured, and 2) event sponsors provide all labor material and clean up at the conclusion of the event.

NB-7 Blasier moved, Sattem seconded, **CARRIED UNANIMOUSLY**, to approve a request from The Krusin Klassic Car Club to use Ludington Park and Ludington Street on June 3, 2016, for their annual “Krusin Klassics Fun Run”, contingent upon the following: 1) Proper insurance was provided naming the City of Escanaba as an additional insured, and 2) event sponsors provide all labor material and clean up at the conclusion of the event.

Approval – Headworks Building Roof Replacement – Wastewater Plant.

Administration sought Council approval of a contract with the Bell Roofing Company of Marquette, MI in an amount not to exceed \$42,331 for all materials and labor to replace the roof on the Headworks building located at the Wastewater Treatment Plant. This item was included in the current fiscal year budget.

Water/Wastewater Superintendent Lampi briefly reviewed the scope of work.

NB-8 Blasier moved, Baribeau seconded, to approve of a contract with the Bell Roofing Company of Marquette, MI in an amount not to exceed \$42,331 for all materials and labor to replace the roof on the Headworks building located at the Wastewater Treatment Plant.

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

Ayes: Blasier, Baribeau, Sattem, Beauchamp

Nays: None

MOTION CARRIED.

Approval - Electrical Transfer Switch Equipment – Wastewater Treatment Plant.

Administration sought Council approval of a contract with Master Electric, Inc., of Escanaba, MI in an amount not to exceed \$24,903 for all materials and labor to replace an existing electrical transfer switch, including back power for the duration of the project at the Escanaba Wastewater Treatment Plan. This item was included in the current fiscal year budget and the upcoming 2016-17 fiscal year budget.

Water/Wastewater Superintendent Lampi briefly reviewed the scope of work.

NB-9 Sattem moved, Blasier seconded, to approve of a contract with Master Electric, Inc., of Escanaba, MI in an amount not to exceed \$24,903 for all materials and labor to replace an existing electrical transfer switch, including back power for the duration of the project at the Escanaba Wastewater Treatment Plan.

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

Ayes: Sattem, Blasier, Baribeau, Beauchamp

Nays: None

MOTION CARRIED.

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 7:24 p.m.

Respectfully submitted

Robert S. Richards, CMC
City Clerk

Approved: _____
Marc D. Tall, Mayor

James V. O'Toole
City Manager



PH. # 1
CC 5/19/16
410 Ludington Street
Escanaba, Michigan 49829
Phone (906)786-0240

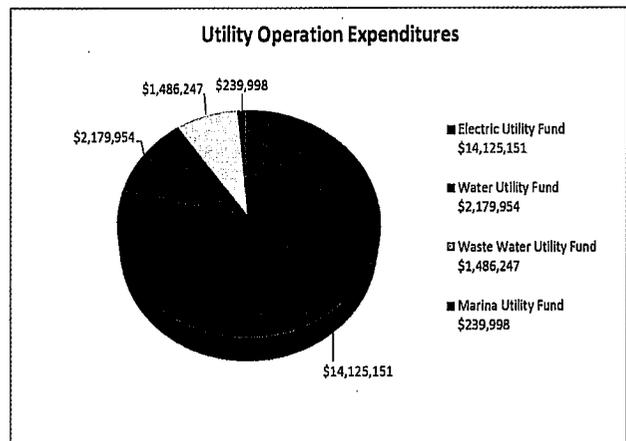
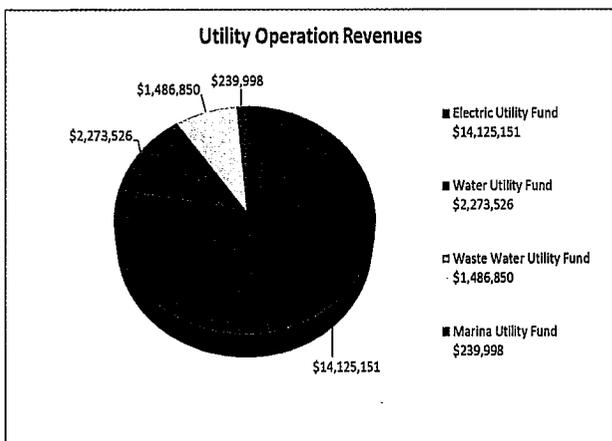
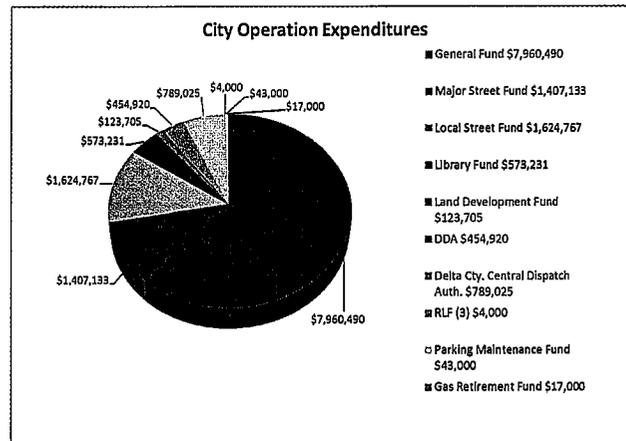
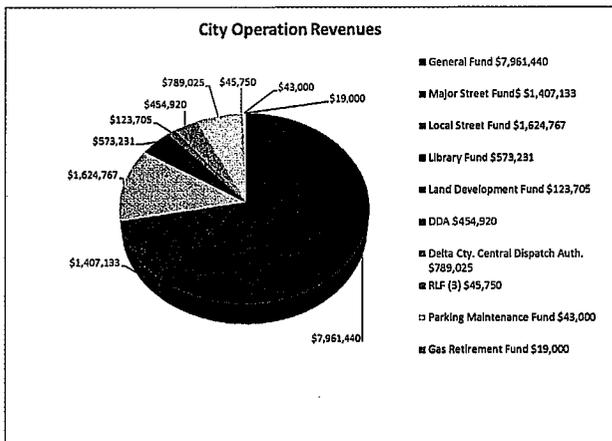
To the Honorable Mayor and City Council
City of Escanaba
Escanaba, Michigan

April 22, 2016

CITY MANAGER'S FINAL BUDGET OVERVIEW – FY 2016-17

Pursuant to the Escanaba City Charter and relevant state laws, I hereby submit for City Council and community review the final FY 2016-17 Budget. A copy of this document has been placed on file with the City Clerk and at the Escanaba Public Library, where the public may review it during normal hours of operation. An electronic version is also available on the City's website, www.escanaba.org, and on the City of Escanaba's Facebook page. This document serves as a daily guide for City Administration in receiving and allocating resources in the most effective way for the good of the community.

This budget, with over \$31 million in expenditures, reflects our commitment in providing core services to our community and was developed using the best available information and most current revenue projections.



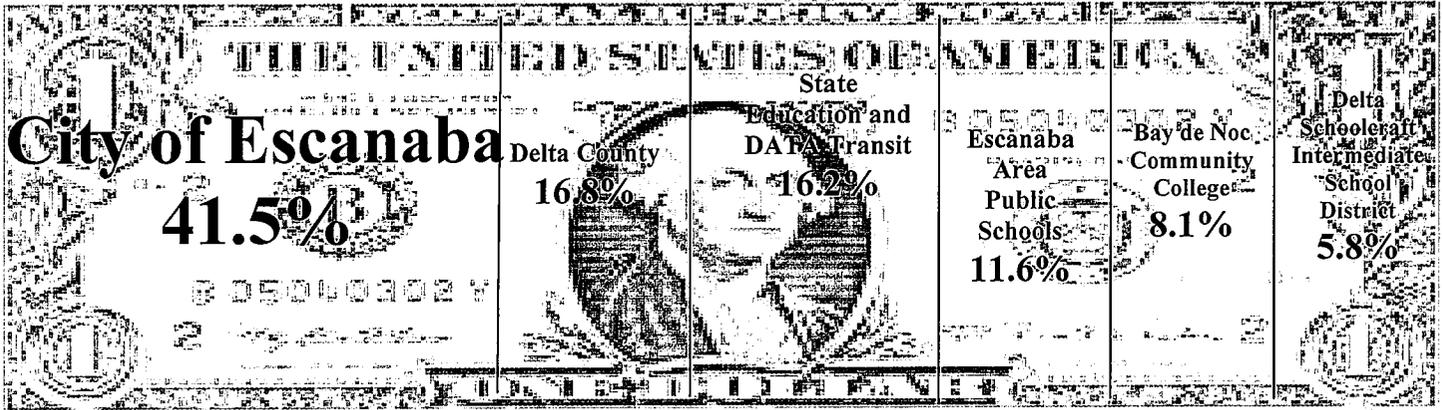
Mission Statement:

Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.

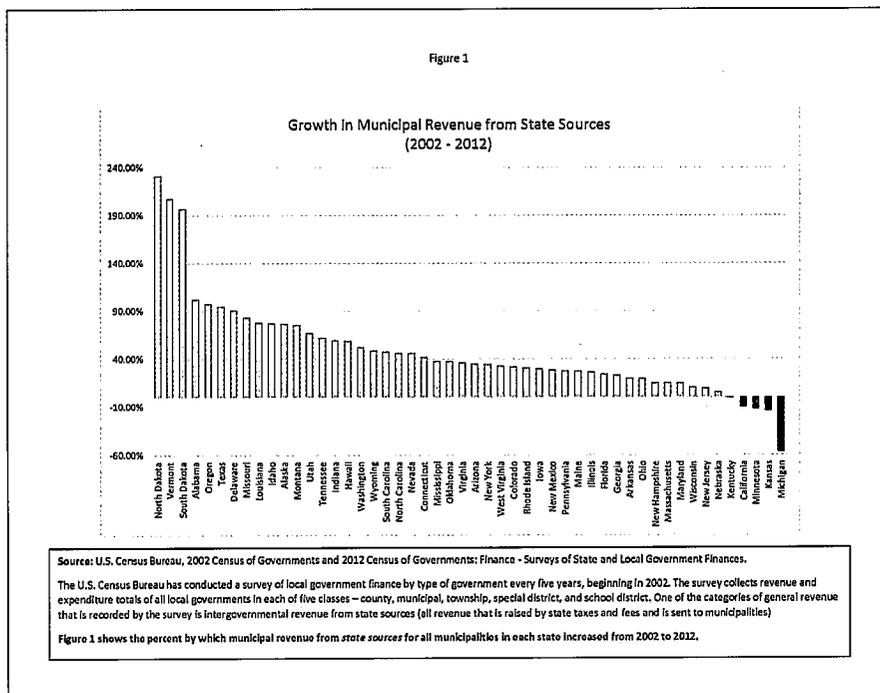
City Millage Rate/Tax Rate and Tax Roll. The final budget is based on a property tax rate of 17 mills, which will not require any tax increase in the upcoming fiscal year.

For homeowners in the City, 41.5% of the total property tax bill is kept by the City of Escanaba to pay for all General Fund services provided. The remaining 58.5% of a homeowner's tax bill is remitted to Delta County, the State of Michigan, the Escanaba School District, the Delta Schoolcraft Intermediate School District, the Delta County Sheriff Department, 911 Operations, the Delta Area Transit Authority and Community Action Agency.

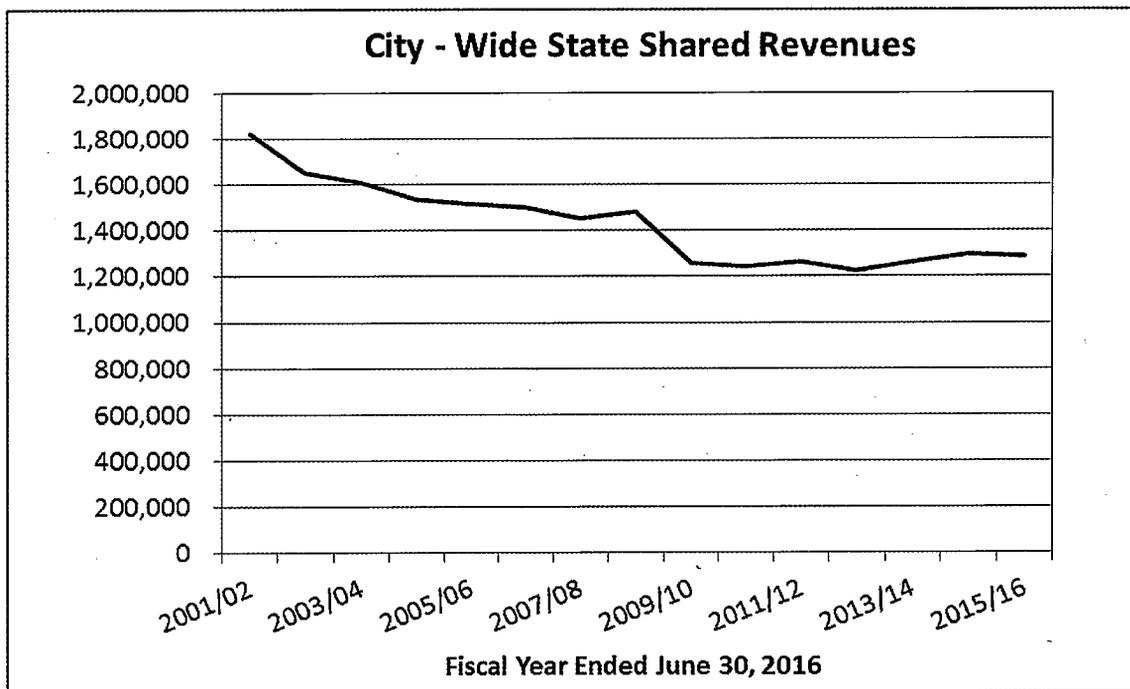
WHERE YOU'RE TAX DOLLAR GOES AS A HOMEOWNER



General Fund. The General Fund budget, which supports many of the day-to-day activities of the City, is \$7,960,490 (including transfers in from other funds), representing an increase of .61% from the previous year's budget. At the end of FY 2014-15, the General Fund balance was \$3,876,457, with a long-term debt obligation of \$1,125,000. At the end of FY 2015-16, projections show an estimated fund balance of \$3,815,142, with a long-term debt obligation of \$1,000,000. In the FY 2016-17 Budget, a projected fund balance of \$3,502,791, with a long-term debt obligation of \$875,000, is being proposed. The budget also includes a specific electric utility transfer of \$765,796 (up from \$463,624). Similar to most public utilities, this contribution, likened to property-like taxes or payments of lieu of taxes and the like have been made on an annual basis in Escanaba since 1956 so as to provide a direct benefit to the community including those properties that are exempt from paying property taxes. Using the latest available American Public Power Association data (2014) public power utilities contributed 5.6% of electric operating revenue back to the communities they serve.

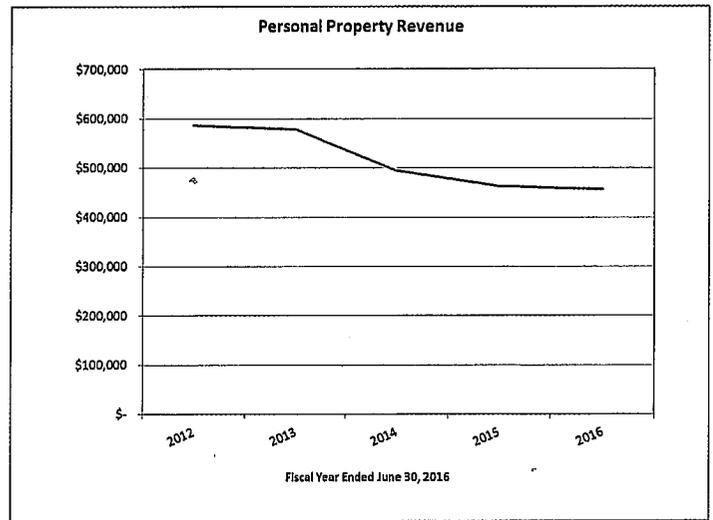
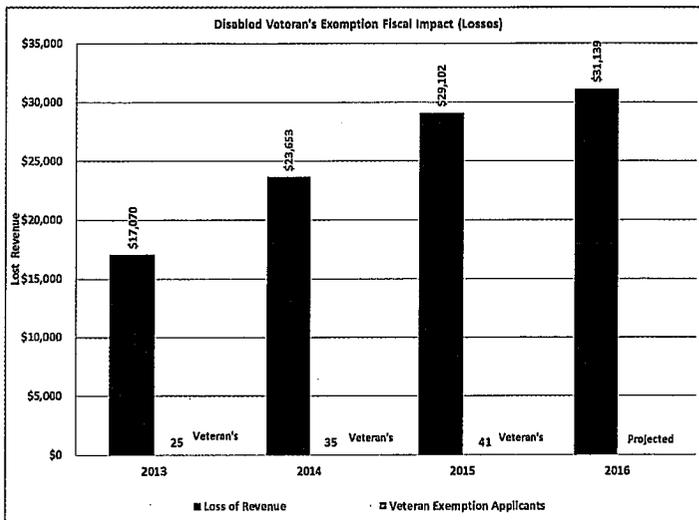


As detailed and outlined in the proposed FY 2016-17 budget message published on March 24, 2016, and as discussed in the City Council Budget Work Sessions on April 11-12, 2016 I, as do others, believe we do not have what is considered to be a reliable, stable and sufficient system of municipal finance in how the State of Michigan provides revenue sharing to local units of government. Also, I am of the opinion that further cuts in our operation cannot be made without severely impacting the services the residents have come to expect. If you recall, one of our major sources of revenue to the General Fund is through the State Revenue Sharing System. Historically, the State Revenue Sharing distribution formula was designed to appropriately compensate communities such as ours for the costs we bear in providing service to our residents. Recently, a former State House Fiscal Agency Director and Lansing Economist, using information from the U.S. Census Bureau, reported that municipal revenue from State of Michigan sources has declined 56.9% from 2002 to 2012, the worst by far in the Country. To put that into perspective, the State of Kansas had the next largest decline at 14.3%. That same report further points out that State funding to local units of government in 45 other states increased by an average of 48.1%. Since the 2001-02 fiscal year, the City of Escanaba's General Fund has had State Revenue Shares reduced by an average of \$397,475 annually, which translates to a commutative loss of revenue to the City of approximately \$5,962,123. To make matters worse, Governor Rick Snyder is recommending in his FY 2017 Budget to further cut State Revenue Sharing payments to local units of government by an additional \$5.8m. Unless this trend is reversed by the State Legislative and Executive branches, the severity of the continued cuts in State Shared Revenues will continue to have a direct negative impact on the basic community services we are able to provide.



In addition to the loss of State Shared Revenue, the City has also incurred and continues to incur expenses related to Tax Tribunal "Big Box" cases for such things as attorney and appraisal fees (\$64,618.94 +/- to date) and refunds to property owners (\$170,064.07) including interest payments. Our current liability of the Michigan Tax Tribunal docket for 2015 and older tax revenues is a projected loss of approximately \$188,000+/. This figure represents possible refunds that we will have to make should we lose any of the other cases currently under appeal before the Michigan Tax Tribunal and the Michigan Court of Appeals. This figure does not include interest payments or attorney/appraiser fees.

Additionally, we are experiencing revenue cuts on an annual basis at the hands of the State which are attributed to the Disabled Veteran Property Tax exemptions (projected to be \$31,000 +/- in the upcoming fiscal year) and decreases in revenue as a result of the Michigan Personal Property Tax Reform initiative which was signed into law in 2012. The projected PPT losses are estimated to be \$122,000 +/- in the upcoming fiscal year (with the promise of partial reimbursement by the State in the future). Clearly, this too negatively impacts the basic community services that we can support.



Since 2002, the City has made deep cuts which included the elimination of 36 full-time City employee positions, the consolidation of departments and their management team, early retirements, major changes to the City pension system and major changes to City/employee cost sharing in how medical insurance is paid for with the employee now paying 20% of the policy costs. Additionally, a change was negotiated in the Collective Bargaining Agreements that changed the way vacation, personal days, sick leave and funeral leave are earned for newly hired employees.

Major/Local Street Funds. Street improvement funding continues to be a major concern. Administration remains proactive in identifying funds to address shortfalls such as applying for competitive grants. The City of Escanaba maintains 28.22 miles of major streets. Major Street Fund expenditures, which support the day-to-day activities such as maintenance and snow plowing, are proposed to be \$1,407,133. At the end of FY 2015-16, projections show an estimated fund balance of \$1,860,054.

Additionally, the City of Escanaba maintains 55.05 miles of local streets. Local Street Fund expenditures, which support the day-to-day activities such as maintenance and snow plowing, are proposed to be \$1,624,767. At the end of FY 2015-16, projections show an estimated fund balance of \$946,161.

Each spring, the City Engineering Department conducts "Pavement Surface Evaluation and Rating (PASER)" inspections of all paved City streets. Using the PASER system, each street is scored a rating of 1 through 10 to evaluate the pavement surface condition. Each street is then entered into a condition category (failed, poor, fair, good and excellent) and is assigned a treatment option. From that list, street projects are prioritized and selected based on surface condition, curbing condition, traffic volume, opinion of cost to repair and funds availability. Currently, approximately 65% of our street surfaces are considered to be substandard and in need of repair and upgrade.

Late in 2015, the Governor signed into law nine (9) bills as part of his new transportation revenue package. It is unknown what impact, if any, this package will have on any new road revenue in that it all appears to be in a state of flux. Administration will continue to monitor the actions of the Michigan Legislature and Governor Rick Snyder on road funding initiatives to determine how street funding projections will be impacted either positively or negatively.

Major and Local Street Projects in the budget include:

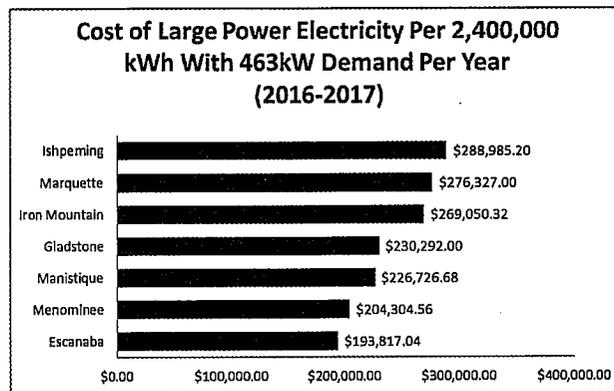
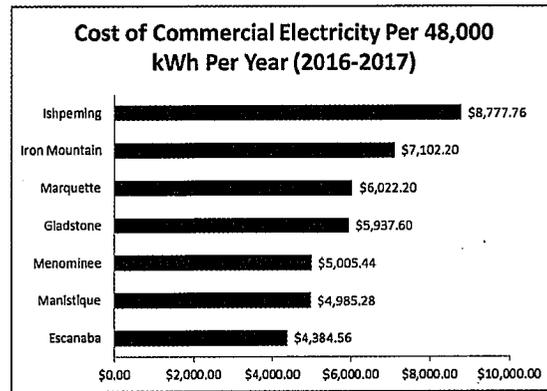
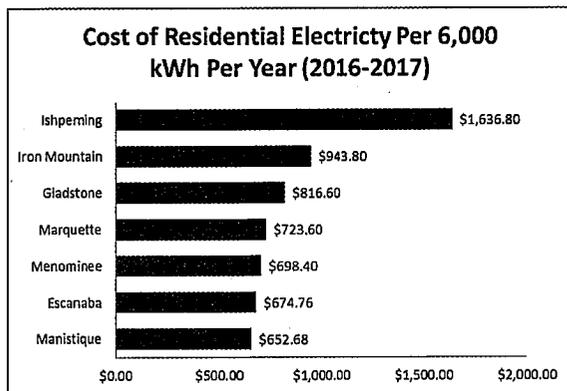
<u>Activity</u>	<u>Amount</u>
Installation of North 26 th Street between 3 rd Avenue North and 6 th Avenue North	\$1,200,000
Ludington Street Resurfacing, Ramps and Curb Repair – 3 rd to 9 th Street	\$ 475,000
Ludington Street Driving Lane Resurfacing – 9 th to Stephenson Avenue	\$ 305,000
General Street Paving – Major Streets	\$ 80,000
North 30 th Street Turn Lane Installation at 3 rd Avenue North	\$ 70,000
20 th Avenue South at Lakeshore Drive Chip Seal	\$ 21,400

Electric Fund. The Electric Fund budget, which supports the day-to-day activities of the electrical operation, is \$14,125,151, representing an increase of 2.8% from the previous year's budget. As of June 30, 2015, the overall City Electric Fund net assets exceed \$15.7 million. The current cash balance is approximately \$11.8 million.

Of notable interest, the Electric Fund budget includes funding for:

<u>Activity</u>	<u>Amount</u>
Substation Improvement – New Substation (20 th Avenue North)	\$2,500,000
Electrical Meter Replacement and Upgrade	\$1,000,000
Purchase of Electrical Line Truck	\$ 250,000
Distribution System – Power Pole Replacement	\$ 250,000
Substation Improvement – Power Plant	\$ 200,000
Substation Improvement – West Side Substation	\$ 150,000
Street Light Replacement	\$ 100,000
Purchase of Mini-Excavator	\$ 60,000
Distribution System Maintenance – System Wide Tree Trimming	\$ 25,000

No (0%) electrical rate increases are included in the upcoming FY 2016-17 Budget.

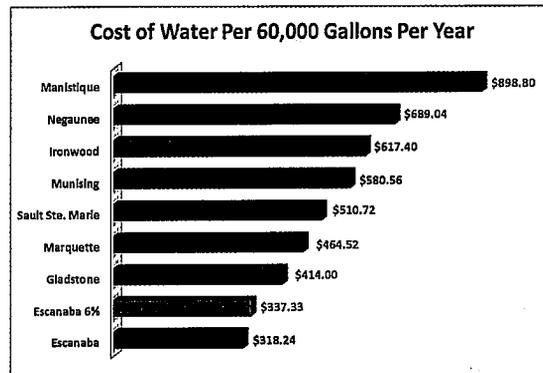


Water Fund. The Water Fund budget, which supports the day-to-day activities of the Water Treatment Plant, is \$2,179,954, representing an increase of 4.1% from the previous year's budget. As of June 30, 2015, the overall City Water Fund net assets exceed \$5.96 million. The current cash balance is approximately \$786,000.

Of notable interest, the Water Fund budget includes funding for:

<u>Activity</u>	<u>Amount</u>
Replacement, Repair and Improvement Fund ((\$151,000 from fund balance/\$121,000 from rate increase)	\$ 272,000
Distribution System – Water Service Meter Replacement	\$ 150,000
Installation of two (2) Water Tower Mixer Systems	\$ 80,000
Distribution System – Water Service Line Replacement	\$ 35,000
Leak Detection Testing	\$ 30,000
Facility Improvement	\$ 15,000

Due to the need to upgrade such things as our water meters as part of a water loss reduction initiative and an upcoming State requirement that the City of Escanaba create and fund a “Replacement, Repair and Improvement Fund” for future system upgrades, a water rate increase of six percent (6%) is included in the budget. With this increase, a typical residential customer using 60,000 gallons of water annually would experience a \$19.09 increase in their annual billing beginning July 1, 2016.

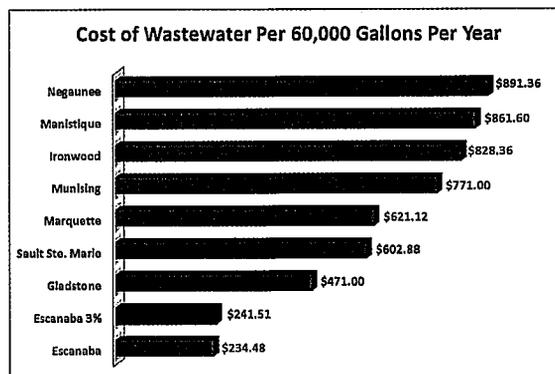


Wastewater Fund. The Wastewater Fund budget, which supports the day-to-day activities of the Wastewater Treatment Plant, is \$1,486,247, representing an increase of 3.6% from the previous year’s budget. As of June 30, 2015, the overall City Wastewater Fund net assets exceed \$7.05 million. The current cash balance is approximately \$3 million.

Of notable interest, the Wastewater Fund budget includes funding for:

<u>Activity</u>	<u>Amount</u>
Facility Blower and Motor Replacement	\$60,000
Raw Sewage Pump and Motor Replacement	\$37,000
Collection System Infiltration Study	\$30,000
Lift Station Upgrades	\$30,000

Due to increases in operating costs, a wastewater rate increase of three percent (3%) is included in the budget. With this increase, a typical residential customer using 60,000 gallons of water annually would experience a \$7.03 increase in their annual billing beginning July 1, 2016.



Solid Waste Collection. No (0%) garbage/recycling collection rate increases are proposed in the upcoming FY 2016-17 Budget. However, landfill and recycling operations and the funding of those operations remain a concern of the Administration given the recent news related to increased operations cost within the Delta County Solid Waste Management Authority Landfill and Recycling Center.

Motor Vehicle/Motorized Equipment. Within the budget is a Motor Vehicle/Motorized Equipment Fund. The purpose of the fund is to pay for salaries, wages and operations required for the repair and replacement, purchase and operation of motor vehicle equipment and motorized equipment, and for the purchase of equipment, materials and supplies to be used in the administration and operation of the fund. This fund is primarily funded by each department under a rental and replacement fee schedule. Like most funds being funded with General Fund dollars, this fund is also one that is being closely monitored by the Administration so that it is adequately funded for future needs.

The Motor Vehicle/Motorized Equipment budget is \$1,001,916, representing a decrease of 6% over the current fiscal year. At the end of FY 2015-16, the Motor Vehicle/ Motorized Equipment net asset balance was \$292,323. At the end of FY 2015-16, projections show an estimated net asset balance of \$263,651. In the FY 2016-17 Budget a projected net asset balance of \$262,381 is being proposed.

The budget includes the purchase or upgrade of the following pieces of equipment:

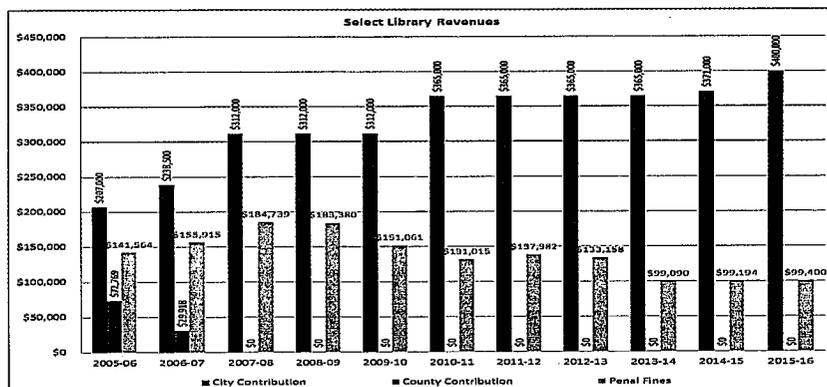
<u>Activity</u>	<u>Amount</u>
Department of Public Safety – 1 Patrol Car	\$30,000
Department of Public Works – Leaf Vacuum	\$30,000
Department of Public Works – Slide In Tank/Spreader Bar – Brining	\$10,000
Department of Engineering – HVAC Replacement	\$ 6,000
Department of Public Works – Brine Storage Tanks	\$ 5,000
Department of Public Works – Copy Machine	\$ 5,000
Department of Public Works – Computer Updates, Tablets and Misc. Tools	\$ 4,500

Library Fund.

The Library Fund budget, which supports the day-to-day activities of the Library, is \$573,231. As of June 30, 2016, the Library Fund balance is projected to equal \$81,834. The Escanaba Public Library is a community hub, offering essential early literacy programs for children and families, cultural enrichment and lifelong learning opportunities for all and the resources and expertise our citizens need to stay current in a digital world.

For FY 2016-17, the library will continue progress on implementing the partnerships and initiatives outlined in its strategic plan, with renewed emphasis on identifying alternative means of sustainable funding.

The City’s General Fund appropriation for FY 2016-17 is proposed to remain at \$400,000. General Fund support continues to be the primary funding source for the Escanaba Public Library and could be impacted unless and until the State of Michigan adopts a more stable and sufficient system of municipal finance or amends current laws related to how penal fines are distributed amongst public libraries.



Department of Public Safety. As reported in the proposed budget which was published on March 25, 2016 and discussed during the City Council Budget Work sessions on April 11-12, 2016, the Escanaba Department of Public Safety was created in the mid-1970's, at which time the police and fire departments were merged. In the budget, the Department of Public Safety represents 55% of the City's General Fund appropriation. In dollars, this translates to \$4.4m in the upcoming fiscal year. This figure does not include the costs associated with Dispatching Operations. In the 2007-08 fiscal year budget, the department had 34 sworn officers including Officers, Command Staff, Detectives, a Captain and the Director. At that time our sworn officer (all ranks) to citizen ratio was approximately 1 to 362. In this budget, the sworn officer head count is 31 including Officers, Command Staff, Detectives, a Captain and the Director. Currently our sworn officer (all ranks) to citizen ratio is approximately 1 to 405.

The current Director of the Department of Public Safety will be retiring in June 2016. With this vacancy, there will be an opportunity to have the new Director complete a fresh departmental assessment to determine if there is a potential and/or opportunity to restructure the department in effort to reduce overall departmental costs. In addition to completing a restructuring evaluation, the new Director will also be charged with the task of creating formal internal purchasing and expenditure controls and establishing specific minimum performance training standards for departmental personnel that meet appropriate national, state, and local standards and certifications in the most cost effective way. Lastly, the new Director will be charged with the task of developing an overtime reduction plan in an effort to reduce those costs.

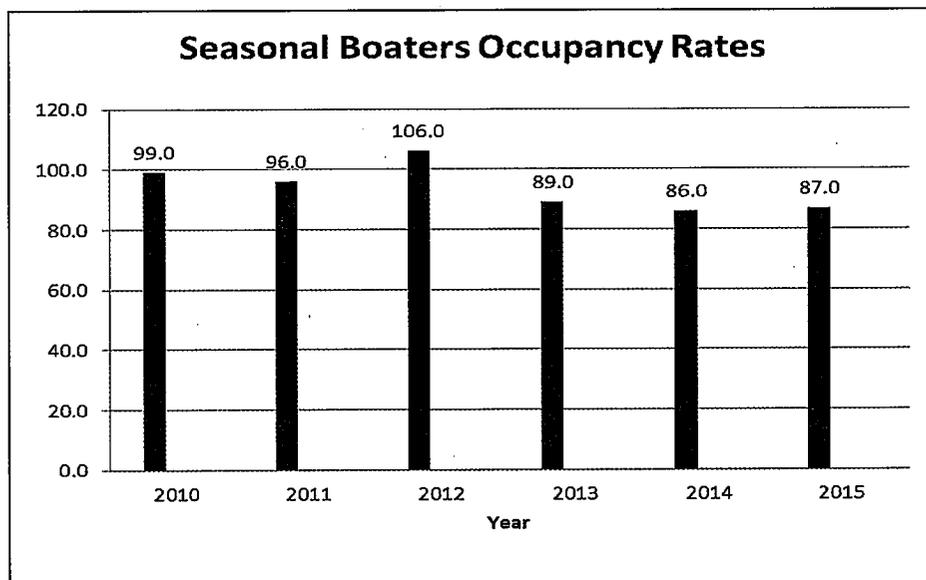
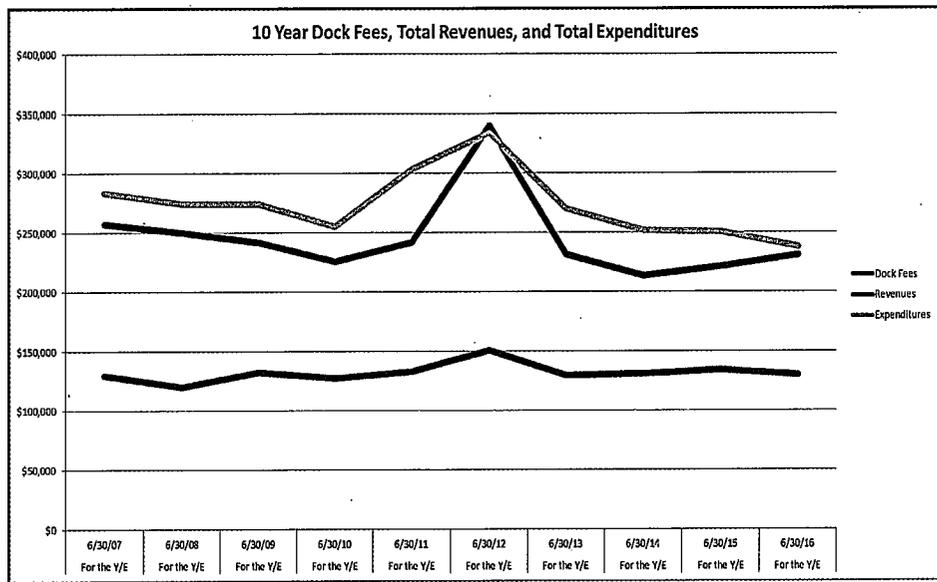
PERFORMANCE MATTERS			
PUBLIC SAFETY - CRIME, TRAFFIC, AND FIRE			
	2013	2014	2015
Violent Crimes Per 1,000	2.06	2.9	2.47
Property Crimes Per 1,000	50.4	41.7	35.3
Traffic Injuries / Fatalities	65	73	64
Traffic Tickets - City Infraction	593	773	783
Traffic Tickets - Misdemeanor	324	185	160
Call Volume - Incident	7,600	7,512	8,455
Call Volume - Quick Call	13,803	14,557	15,527
Fire Calls	145	99	140
Escanaba Public Safety Case Clearance Rate	48%	52%	56%
Statewide Case Clearance Rate (Averages)	34.1%	36%	36%

Additionally, as in any emergency response profession, there are critical needs that should be addressed for the sake of public safety. One of those needs exists within the Department of Public Safety with regards to their 1992 Pierce fire truck. As defined by industry standards, this critical piece of equipment is rated to have a normal service life of 20 years. The current fire truck has been in service since 1992. Equipment such as the fire truck will continue to become aged and in need of replacement. The concern is that the existing fire truck will become increasingly unreliable and costly to repair. In an effort to address the replacement of this specialized piece of equipment, departmental personnel have been successful in securing a financial commitment from Wells Township in the amount of \$108,000 towards the replacement of the unit as part of our mutual aid agreement. The department has also been successful in obtaining \$25,000 in grants and donations towards the replacement of the unit. This however leaves a funding gap of approximately \$280,000. Because of that gap, the department has been pursuing a grant through the Department of Homeland Security (FEMA) Assistance to Firefighters Grant Program over the last several funding cycles. This program is in place to provide financial assistance for critically needed resources, such as a new fire truck, which will enhance operations efficiencies, foster interoperability, and support community resilience. Needless to say, there is more demand for the funds from around the country than there are funds available. Although not included in the budget, the City of Escanaba does have an application submitted to the Department of Homeland Security (FEMA) for the current funding cycle. If the application is not approved or approved in part, we will likely be looking for ways to finance our portion of the replacement truck. Options could include taking funds from the General Fund reserves, an inter-fund City loan, or a possible loan from the U.S. Department of Agriculture under their Community Facilities Guaranteed Loan Program.

Municipal Marina Operations. The Marina Fund accounts for the activities of the Escanaba Municipal Marina. The publicly-owned Marina has 165 slips, including areas used to broadside tie against the basin seawall. The Municipal Marina offers a full array of services, including seasonal slip rental, transient slip rental, fuel, pump out services, bath facilities, water and electric hook up and laundry equipment.

The Marina Fund budget is \$239,998, representing a decrease of 1.4% over the current fiscal year. At the end of FY 2014-15, the Marina Fund balance was \$124,217, with a long-term debt obligation of \$279,794. At the end of FY 2015-16, projections show an estimated fund balance of \$144,027, with a long-term debt obligation of \$260,314. In the FY 2016-17 budget, a projected fund balance of \$130,029, with a long term debt obligation of \$239,649 is being proposed.

No rate increases are included in the budget. However, the docks located within the Marina are reaching or have exceeded their recommended normal service life. To address these types of concerns, the Harbormaster has been tasked with completing a debt restructuring plan and putting together a replacement, repair and improvement plan for future upgrades. The implementation of this plan will likely result in the necessity to increase future rates.



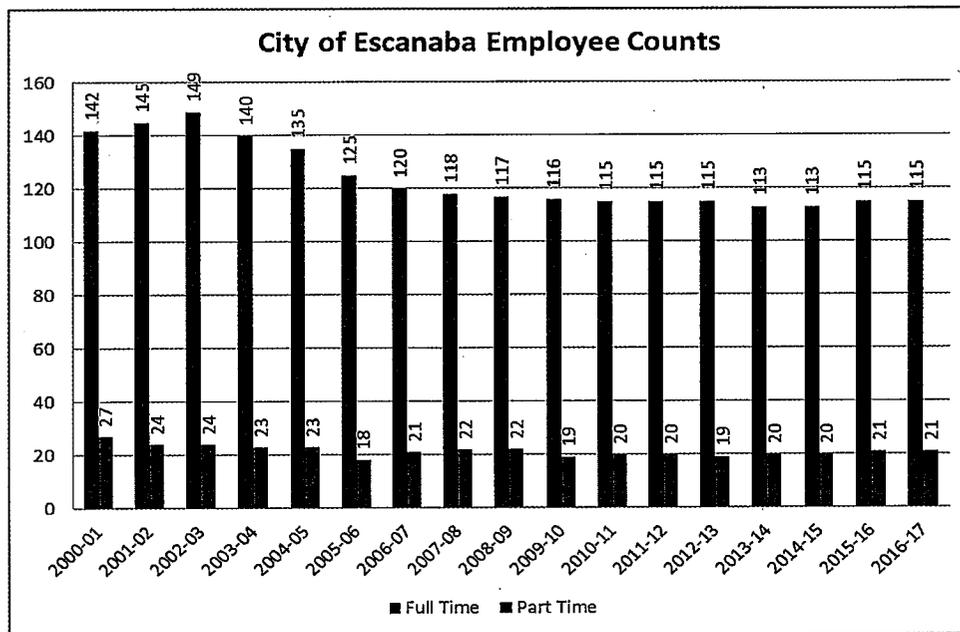
Downtown Development Authority Fund. The Downtown Development Authority Fund budget, which supports the day-to-day activities of the Downtown Development Authority, is \$454,920, representing a decrease of 68.6% from the previous year's budget. The current cash balance is approximately \$376,000.

Of notable interest, the Downtown Development Authority budget includes funding for:

<u>Activity</u>	<u>Amount</u>
Resurface Ludington Street driving lanes 14 th Street to Stephenson Avenue	\$160,000
Downtown Event Promotion and Marketing	\$ 25,500
Downtown Façade Engineering Services	\$ 25,000
Downtown Police Patrol	\$ 20,000
Ludington Street Christmas Garland	\$ 11,000
DDA Center Court Facility Repairs	\$ 2,000

Escanaba Building Authority Fund. The Escanaba Building Authority Fund budget, which supports the day-to-day activities and maintenance cost associated with the City Hall/Library Complex, is \$309,898, representing a decrease of .93% from the previous year's budget. The current cash balance is approximately \$350,000.

Personnel and Staffing. Full-time staffing levels in the budget include 115 employees. Part-time staffing levels are at 21 employees. Seasonal employee levels will fluctuate throughout the year, depending on the operational needs of the various departments. Routinely, City Administration examines all job vacancies closely to ensure that our human resources are aligned with our operational needs and our financial means. All five (5) Collective Bargaining Units have agreements in place through June 30, 2017. Retirements of key personnel in the current fiscal year and into the next fiscal year are of concern. Any further loss of employees without replacement will most likely disrupt City operations and adversely affect current service levels.



Health Insurance. The budget takes into account a health premium increase of 4.4% to 9.6% up from 3.7% - 4.7% in the current fiscal year budget, depending on coverage, as a result of a contractual price increase from the Michigan Conference of Teamsters. In the budget, employee health insurance premium contributions will continue to be 20% of premium costs.

Pension Obligations. Employees of the City of Escanaba are in one of four retirement systems. Department of Public Safety Officers, Command Staff, Chief(s) and Captain(s) hired before July 1, 2014, are enrolled in the Act 345 Defined Benefit Plan. Officers, Command Staff, Chief(s) and Captain(s) hired on or after July 1, 2014, are enrolled in a 457

Defined Contribution Retirement Plan. In 2005, the City began transitioning its new hire non-Public Safety staff to a 401 (a) Defined Contribution Retire Plan. The transition was complete in 2007, and all such employees now participate in that plan. Employees hired before the transition remain in the MERS Defined Benefit Retirement Plan. Additionally, the City does not carry any retiree health care benefit obligations. It should also be noted that Defined Benefit Plan funding levels continue to be impacted by fluctuating conditions in the financial markets. There is significant diversity of opinion with respect to actuarial assumptions used to calculate those funding levels. Future changes in assumptions are likely to have a material impact on calculated funding levels and on required contributions. This is something that is being monitored very closely.

Master Fee Schedule. Included with the budget is a “Master Fee Schedule” for services that are provided to City of Escanaba residents and non-residents alike. The intent is to have the fees reviewed annually by the City Council and adopted by resolution (unless otherwise mandated by State or Federal law) as part of the budget approval process. While the primary mission of government is to satisfy community needs, many City services solely benefit specific individuals or businesses and are subject to separate fees. As a matter of practice, the City will continue the policy of not subsidizing activities of private interest through general tax and utility rate revenues. Fees that do not recover the cost of providing the service result in a subsidy, which shifts away from other critical and high priority programs that may not have similar cost recovery options.

Other Notable Recommended Improvements

Annually, the Escanaba Planning Commission is required by state law to prepare a recommended Capital Improvement Plan (included with budget) with public input and to submit that plan to the City Council. A capital improvement is any improvement and direct engineering cost which involves the construction, purchase, and/or renovation of a public way, space, building, structure or utility. Other than some of the improvements already stated, these notable improvements are also included in the upcoming fiscal year’s Capital Improvement Plan and budget include:

<u>Activity</u>	<u>Amount</u>
Downtown Market Place Neighborhood Playground (Ludington Street and South 15 th Street)	\$46,000
Downtown Parking Lot Improvements	\$27,500
Stephenson Park Tennis Court Resurfacing	\$10,000
Rose Park Tennis Court Resurfacing	\$10,000
Sidewalk Replacement	\$ 5,000
West Side Cross Country, Snow Shoeing and Recreational Trail Upgrades	\$ 5,000

Budget Schedule. The budget has been developed with input from the City employees, City Council, City Boards, Commissions, and Committees and the public. This input is invaluable in terms of identifying the needs and desires of the community. The following schedule of reviews/actions has or will take place:

March 25, 2016		Proposed Budget released to the City Council and to the public.
April 11, 2016	8:00 a.m.	Council Budget work sessions begin City Hall.
April 12, 2016	8:00 a.m.	Council Budget work sessions continue City Hall.
April 13, 2016	8:00 a.m.	Council Budget work sessions continue City Hall (If needed).
April 21, 2016	7:00 p.m.	(Regular Council Meeting) The Council will be asked to pass resolution setting May 5, 2016, as the fourth Public Hearing on the FY 2016-17 City Budget.
May 5, 2016	7:00 p.m.	(Regular Council Meeting) Public Hearing on FY 2016-17 City Budgets before the City Council.
May 19, 2016	7:00 p.m.	(Regular Council Meeting) Final Public Hearing and adoption on the FY 2016-17 City Budget.
May 25, 2016	8:00 a.m.	(Special Council Meeting) Second reading and adoption of the Tax Levy Ordinance and the Appropriations Ordinance will take place.
June 6, 2016	8:00 a.m.	(Special Council Meeting) Second reading and adoption of the Utility Ordinances will take place.

While it is my privilege to author this budget message, thanks must be given to the City Council, Department Heads, City employees, City Boards, Commission and Committee Members, and community members who committed themselves to assisting in this budget process. Collectively, as a team, I remain confident that we will continue to utilize our combined knowledge and experience in meeting the challenges that lay ahead in providing more efficient City services and growing the community economically. As City Manager, I appreciate and am fortunate to have a Council, community and dedicated employee support in providing the residents with the necessary resources, flexibility and funding which allows us all to live in a community that we can be proud of.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. O'Toole", written in a cursive style.

James V. O'Toole
City Manager



Final: May 19, 2016

P.O. Box 948 • Escanaba, MI 49829-0948 • (906) 786-0240 • fax (906) 786-4755

City of Escanaba
Master Fee Schedule
Fiscal Year 2016-17

TDD (800) 649-3777

The Master Fee schedule is a summary of fees for services that are provided to City of Escanaba residents and non-residents alike.

While the primary mission of government is to satisfy community needs, many City services solely benefit specific individuals or businesses. It is the City's policy that the public at large should not subsidize activities of private interest through general tax and utility rate revenues. Fees that do not recover the full cost of providing the service result in subsidy which shifts funds away from other critical and high priority programs that may not have similar cost recovery options.

Fees are reviewed annually by the City Council and adopted by resolution (*) as part of the budget preparation process

(* Unless otherwise stated in state or federal law, policy or procedure).

<u>LAND USE/REVIEW FEES</u>	<u>Current</u>	<u>Proposed</u>
Basic Zoning Land Use Application Review	\$25	\$30
Sketch Plan Review	\$25	\$30
Tentative Preliminary Plat Review	\$0	\$50
Preliminary Condominium Review	\$0	\$50
Final Plat Review	\$200	\$250
Final Condominium Review	\$200	\$250
Planning Commission Site Plan Review	\$200	\$250
Planned Unit Development	\$200	\$250
Rezoning Requests	\$200	\$250
Special Land Use Requests	\$200	\$250
General Rezoning Requests	\$200	\$250
Historic District Site Plan Review	\$0	\$250
Fence Permit Application	\$25	\$30
Sign Permit Application	\$25	\$30
Resubmissions to Planning Commission:	\$0	\$250

Mission Statement:



Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.
The City of Escanaba is an equal opportunity employer and provider.

LIBRARY SERVICE FEES

	<u>Current</u>	<u>Proposed</u>
Computer Print Outs	\$.10	\$.10
Barcode	\$1	\$1
Book Cover	\$3	\$3
Media Cover Art	\$2	\$2
Media Case	\$2 - \$12	\$2 - \$12
Fax Service	\$1/1 st page \$.50 subsequent page	\$1/1 st page \$.50 subsequent page
Internet Guest Cards	\$1	\$1
Lost Library Cards	\$1	\$1
Lost or Damaged Items	Current list price, plus \$5 Processing Fee	
Microfilm Printouts	\$.20	\$.20
Non-Resident Library Card	\$35	\$35
Overdue Fines	\$.10/day	\$.10/day
Photocopies	\$.10	\$.10

CODE ENFORCEMENT FEES

	<u>Current</u>	<u>Proposed</u>
Call Back Inspections (Return)	\$17.50	\$25
Duplex Inspection	\$35	\$45
Three Unit Inspection	\$60	\$65
Four Unit Inspection	\$65	\$70
Five Unit Inspection	\$70	\$75
Six Unit Inspection	\$88	\$93
Seven Unit Inspection	\$91	\$96
Eight Unit Inspection	\$94	\$99
Nine Unit Inspection	\$97	\$102
Ten Unit Inspection	\$100	\$105
Eleven Unit Inspection	\$107	\$110
Twelve Unit Inspection	\$109	\$113

Thirteen Unit Inspection	\$111	\$116
Fourteen Unit Inspection	\$113	\$119
Fifteen Unit Inspection	\$115	\$122

(Note: Buildings with more than 15 units are to add \$3 increments for each unit)

Duplicate Certificate of Occupancy	\$10	\$12.50
Bed and Breakfast Inspection/License	\$100	\$125
Change of Rental Owner Registry	No Charge	No Charge

CITY CLERK OFFICE FEES

	<u>Current</u>	<u>Proposed</u>
Precious Metals/Second Hand Goods	\$50	\$50
Going Out of Business	\$50	\$50
Transient Merchant	\$15/7 days \$60/year \$10/background\$	\$50/7 days \$100/year 10/background
Peddler	\$15/day \$50/year \$10/background	\$50/day \$100/year \$10/background
Taxi Driver	\$30	\$50
Taxi Owners	\$25/year \$5/each add. cab	\$50/year \$15/each add. cab
Sign Installer License	\$10/year	\$25/year
Automatic Amusement (Pin Ball Machines)	\$25/year	\$50/year
Pawn Brokers	\$50	\$50
FOIA	\$.25 for first four Pages; \$.10 each add.	\$.10/page + actual labor
Notary	No Charge	\$10
Voter Information	\$10	\$.10/page + actual labor
Assessment Roll Purchase	\$50	\$50
Tax Roll Purchase	\$50	\$50
Audio/DVD Discs Copy	No Charge	Actual Cost of DVD/CD + actual labor cost

City Band Performance (if available) \$300 \$400

ESCANABA DEPARTMENT OF PUBLIC SAFETY FEES

Records Bureau

	<u>Current</u>	<u>Proposed</u>
Incident Reports (10 page maximum)	\$3.00/each	\$.10/page + actual labor
Incident Reports (per page, over 10)	No Charge	\$.10/page + actual labor
Audio-Visual Discs	Varies	Actual cost of DVD + actual labor
Photographs on CD	Varies	Actual cost of CD + actual labor
Records Check (gov.)	No Charge	No Charge
Notary Service	No Charge	\$10

Patrol Division

Preliminary Breath Test	\$5	\$5
Taxi Cab Inspection	No Charge	\$10
Fingerprints	No Charge	\$10
SOR Registry	\$50	\$50
Non-Winter Parking Violation Citation	\$15	\$15
Winter Parking Violation Citation	\$30	\$30

RECREATION DEPARTMENT FEES

Summer Programs

	<u>Resident and Non-Resident</u>	<u>Resident and Non-Resident</u>
Soccer Ages 4 & 5	\$30/first \$15/second	No change
Soccer Ages 6 & 7	\$30/first \$15/second	No change
Tennis Lessons	\$30/first \$15/second	No change
Swim Lessons @ Beach	\$30/first \$15/second	No change
Swim Lessons @ Pool	\$30/first \$15/second	No change

Basketball Programs

5 th & 6 th Grade Boys & Girls	\$10/Game Gym Fee	Funds depend on PTO
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Civic Center

	<u>Resident</u>	<u>Non-Resident</u>	<u>Proposed</u>
Adult Membership	\$35/year	\$40/year	No change
Daily Use Fee	\$5/day	\$5/day	No change
College Use Daily Fee	\$3/day	\$3/day	No change

(The above fees cover basketball, pickleball, walking, volleyball, game room, archery, and pistol range)

Gym Rental	\$40/hr; \$25 ½ gym	\$50/hr; \$30/hr ½ gym	No change
Room Rentals	\$15/hr	\$20/hr	No change
Room with carpet (Main)	\$20/hr	\$25/hr	No change
Birthday Parties 5 th -12 th	\$40/3hr	\$50/3hr	No change
Birthday Parties			
Younger 5 th grade	\$15/hr	\$20/hr	No change
Winter/Fall/Spring Aerobics	\$8.50/wk	\$8.50/wk	No change
Aerobics Drop-in Fee	\$5.00	\$5.00	No change

Recreational Facilities

Ludington Park Pavilion			
½ day cut off 4 p.m.	\$75	\$100	No change
Ludington Park Pavilion			
Full day	\$100	\$125	No change
Ludington Park Gazebo	\$50/2hr	\$75/2hr	No change
Ludington Park Band Shell ½ day			
Cut off 4 p.m.	\$75	\$100	No change
Ludington Park Band Shell			
Full day	\$100	\$125	No change
Besse Park Pavilion			
½ day cut off 4 p.m.	\$75	\$100	No change
Besse Park Pavilion			
Full day	\$100	\$125	No change

SEWER AND WATER FEE SCHEDULE

Current

Proposed

Water Meter Charges (See Note 2)

5/8" Hershey	\$109.25	\$109.25
5/8" Neptune	\$118.45	\$118.45
5/8" Iperl	\$143.75	\$143.75
3/4" Hershey	\$97.75	\$97.75
3/4" Iperl	\$172.50	\$172.50
1" Hershey	\$224.25	\$224.25
1" Iperl	\$224.25	\$224.25
1.5" Omni	\$954.50	\$954.50
2" Omni	\$1,144.25	\$1,144.25

Itron ERT's Radio Read Meter (See Note 2)

60 W	\$74.75	\$74.75
100 W	\$109.25	\$109.25

Flange Charges (See Note 2)

1.5"	\$86.25	\$86.25
2"	\$92.00	\$92.00

Notes:

1. Customers requiring a larger meter will be required to pay actual special order pricing.
2. All meter and flange prices are subject to market condition changes.

Water Service Abandonment Deposit	\$375	\$375
Wastewater Service Abandonment Deposit	\$350	\$350
Hydrant Rental Deposit (Includes 1st 33k Gallons)	\$180.53	\$202.24

1" Water Service Tap Deposit (Actual cost check zoning)	\$750	\$750
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Wastewater Analysis - Lab Fees

Biochemical Oxygen Demand (BOD) Test	\$15	\$15
Suspended Solids (S.S.) Test	\$10	\$10
Total Phosphorous Test	\$15	\$15
pH Test	\$3	\$3
Dissolved Oxygen (D.O.) Test	\$3	\$3
Ammonia Nitrogen Test	\$15	\$15
Fecal Coliform Test	\$15	\$15

Water Analysis - Labs Fees

Current

Proposed

Turbidity Test	\$7	\$7
Color Test	\$7	\$7
Alkalinity Test	\$7	\$7
Temperature Test	\$5	\$5
pH Test	\$5	\$5
Total Organic Carbon (TOC) Test	\$45	\$45
Outside Bacti Test Fee	\$16	\$16
Lead and Copper Test* (*Adopted 4/11/16)	\$0	\$50

**ENGINEERING/DEPARTMENT OF
PUBLIC WORKS FEES**

Current

Proposed

Street Occupancy Permit	\$10	\$20
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1998 Aero-Metric Information

9"x9" Color Photographs: 1"=420', Copy	\$2	\$2
1"=100' Drawing File, Copy to CD	\$350	\$350
1"=100' Aerial Photo, Copy to CD	\$350	\$350

Utility Sheets (CAD)

E-mail basic sheet	\$75	\$100
E-mail with Aero-Metric Backdrop	\$150	\$150

Miscellaneous Fees

65 Gallon Garbage/Recycle Cart	\$60	\$60
95 Gallon Garbage/Recycle Cart	\$65	\$65

ELECTRIC DEPARTMENT FEES

	<u>Current</u>	<u>Proposed</u>
Temporary Electric Meters	\$95	\$104
New Electric Meter	\$29.15	\$30
Electric – Radio Read Meter	\$75.35	\$76

MUNICIPAL MARINA FEES

	<u>Current</u>	<u>Proposed</u>
<u>Annual Seasonal Boat Slip Rates By Class</u>		
60'	\$3,300	\$3,300
44'	\$2,376	\$2,376
38'	\$1,862	\$1,862
35'	\$1,680	\$1,680
30'	\$1,440	\$1,440
24' (up to 24')	\$922	\$922
24' (up to 25')	\$960	\$960
24' (up to 26')	\$998	\$998
Broadside Dockage	\$55 per foot	\$55 per foot

Annual Seasonal Boat Mooring Basin Rates**By Class**

24' and less	\$553	\$553
25'	\$576	\$576
26'	\$599	\$599
27-30'	\$864	\$864
31-35'	\$1,008	\$1,008

Transient Slip Day Rates By Class

Under 25'	\$24	\$24
25'	\$30	\$30
26'	\$31	\$31
27'	\$33	\$33
28'	\$34	\$34
29'	\$35	\$35
30'	\$37	\$37
31'	\$38	\$38
32'	\$40	\$40
33'	\$41	\$41
34'	\$42	\$42
35'	\$43	\$43
36'	\$45	\$45
37'	\$46	\$46
38'	\$47	\$47
39'	\$51	\$51
40'	\$53	\$53

41'	\$54	\$54
42'	\$55	\$55
43'	\$57	\$57
44'	\$58	\$58
45'	\$60	\$60
46'	\$63	\$63
47'	\$64	\$64
48'	\$65	\$65
49'	\$67	\$67
50'	\$68	\$68
51'	\$69	\$69
52'	\$71	\$71
53'	\$72	\$72
54'	\$73	\$73
55'	\$75	\$75
56'	\$76	\$76
57'	\$78	\$78
58'	\$79	\$79
59'	\$80	\$80
60' and over	\$1.36/Ft	\$1.36/Ft

Miscellaneous Marina Fees

	<u>Current</u>	<u>Proposed</u>
Dinghy Storage	\$167	\$167
Follansbee Dock Box Rental	\$125	\$125
Annual Boat Launch Permit	\$45	\$45
Daily Boat Launch Permit	\$4	\$4
Laundry Service	\$1.50	\$1.50
Sanitary Pump Out	\$5	\$5
Ice	\$1.50	\$1.50
Gas	Market Rate	Market Rate

Note: Transient/visiting vessels may anchor in areas *south* of Pier III or *east* of Pier I *at the discretion and direction of the Harbor Master*. Transient vessels anchored in the designated areas are not subject to transient fees. \$10.00 per vessel/per day rate assessed if shower facilities or other services rendered. Anchorage permitted a maximum of seven (7) days per vessel per season.

MEMORANDUM

TO: Jim O'Toole, City Manager

FROM: Bill Farrell, City Engineer

DATE: 4/29/2016

RE: Special Assessment for North 26th Street from 3rd Avenue to 6th Avenue North

The City of Escanaba was approached by a property owner along the ROW of proposed North 26th Street for the construction of North 26th Street from 3rd Avenue to 6th Avenue North along with water, sewer, storm, etc. This project is in conjunction with the proposed Meijer Store. There are two property owners along the project. Both property owners signed the petition for the improvement. The project was also included in the proposed FY1617 budget. Following the City of Escanaba Special Assessment Policy, the project was brought before the Planning Commission for approval. The Planning Commission recommended approval on February 11, 2016.

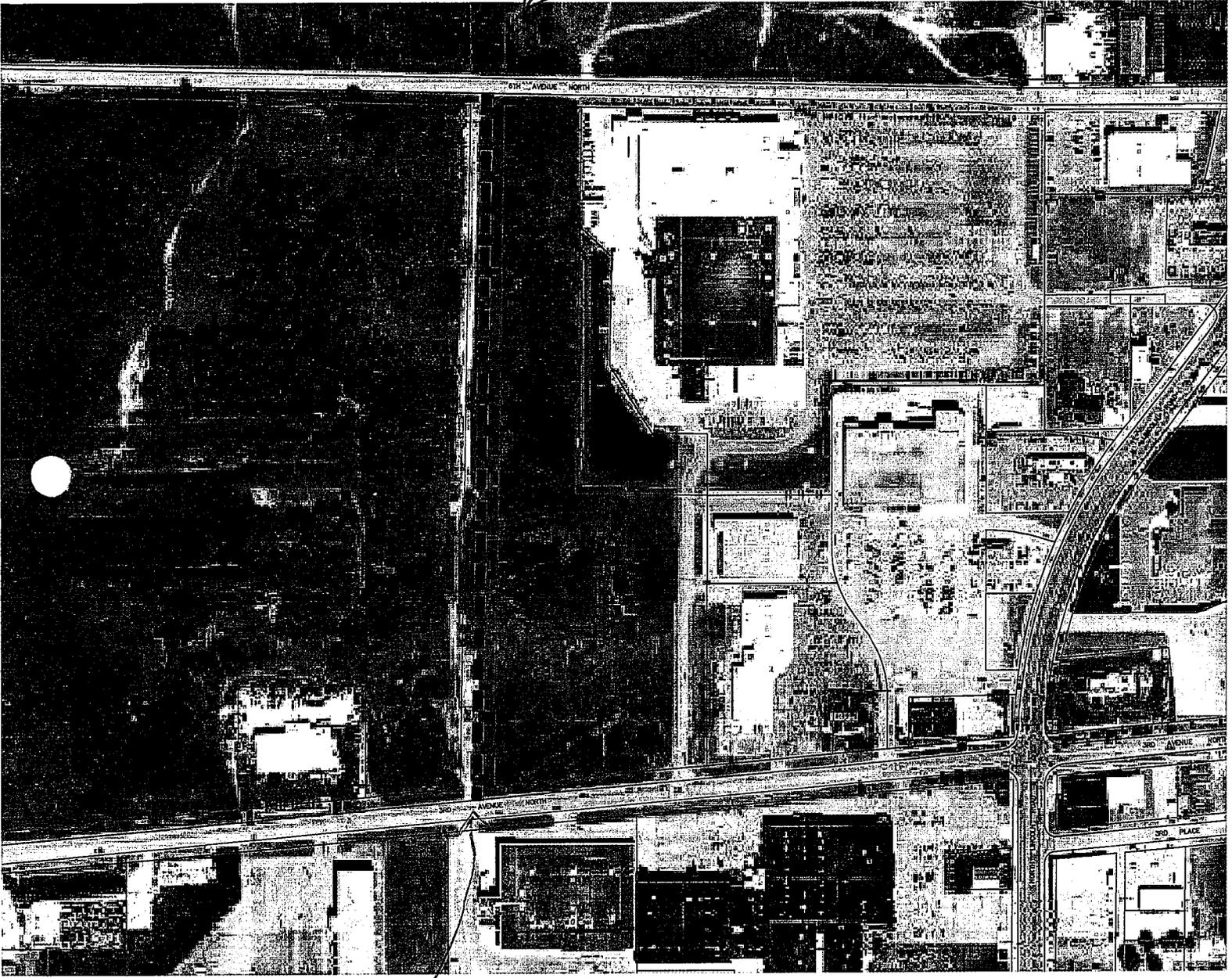
The City Special Assessment Policy States: "Once included in the budget, but prior to the commencement of any petitioned improvements, a public hearing on the proposed improvements will be conducted before the City Council. Should the City Council recommend the proposed improvement move forward at the public hearing, a second public hearing will take place on the proposed special assessments. If the City Council approves both the proposed improvements and the special assessments, the work shall commence within the budgeted year."

Therefore, I'm requesting the City Council set a public hearing on the proposed improvement for May 19, 2016. Also, if the improvement is approved at that hearing, I'm requesting the City Council set a public hearing on the proposed special assessment for June 2, 2016.

The City portion of the project by linear frontage is approximately \$38,500. The plans, specifications and bidding documents were put together with the City's wants and needs by the Petitioner's consultant. The consultant will also do the inspection and testing of the project with City oversight throughout.

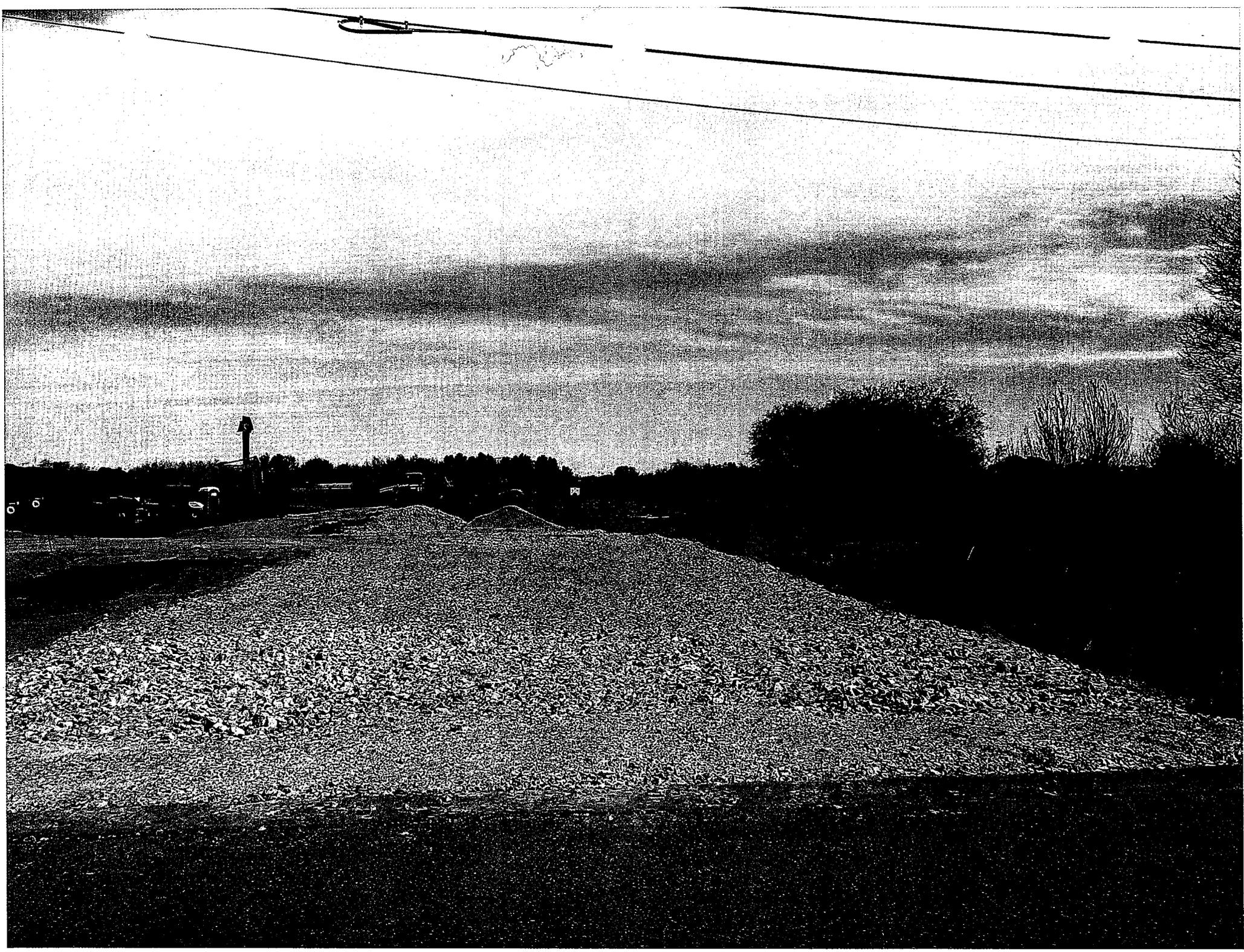
PH #2
CC
5/19/16

ROAD
LOCATION



ROAD LOCATION





SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

North 26th Street from 3rd Avenue to 6th Avenue North

30 foot wide Hot Mix Asphalt paved street with Curb and Gutter, Sanitary Sewer, Storm and Water Main

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT	
DAGENAIS REAL ESTATE INC 1505 N LINCOLN RD ESCANABA, MI 49829-1834 051-420-2825-200-002	2510 3RD AVENUE NORTH	1624.98	\$350.00	\$568,743.00	
				\$568,743.00	TOTAL

SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

North 26th Street from 3rd Avenue to 6th Avenue North

30 foot wide Hot Mix Asphalt paved street with Curb and Gutter, Sanitary Sewer, Storm and Water Main

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT	
GOOD WILL CO INC 2929 WALKER AVE NW GRAND RAPIDS, MI 49544-6402 051-420-2825-200-001	505 NORTH 26TH STREET	1634.41	\$350.00	\$572,043.50	
				\$572,043.50	TOTAL

NIB # 3

CC 5/5/16

PETITIONER: Good Will Co., Inc. (Meijer)
Michael Kinstle
Vice President - Real Estate
2929 Walker Avenue NW
Grand Rapids, MI 49544

Date Received From Clerk

Date Presented to Clerk

SPECIAL ASSESSMENT PETITION
FOR STREET IMPROVEMENTS

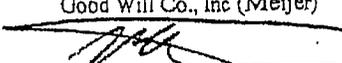
To: The Escanaba City Council

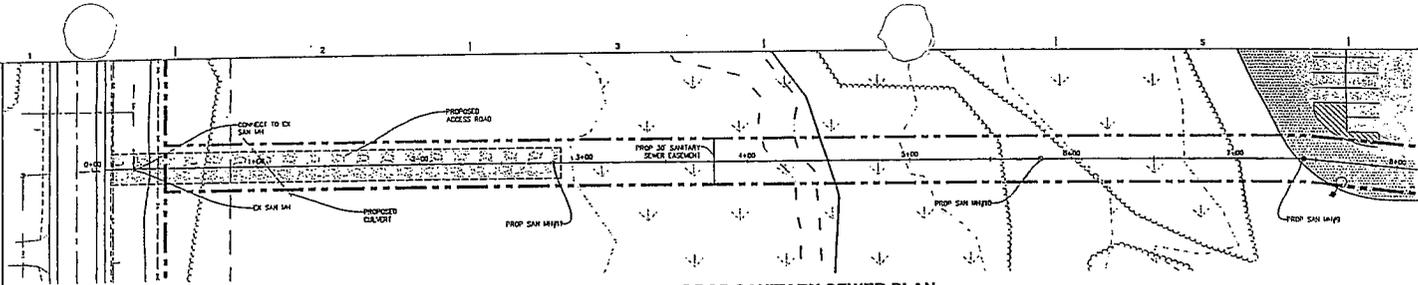
Council Members:

We, the undersigned property owners, hereby petition your honorable body for the construction of a 30 foot wide Hot Mix Asphalt paved street with concrete curb and gutter, sanitary sewer, storm sewer and water main on North 26th Street from 3rd Avenue North to 6th Avenue North.

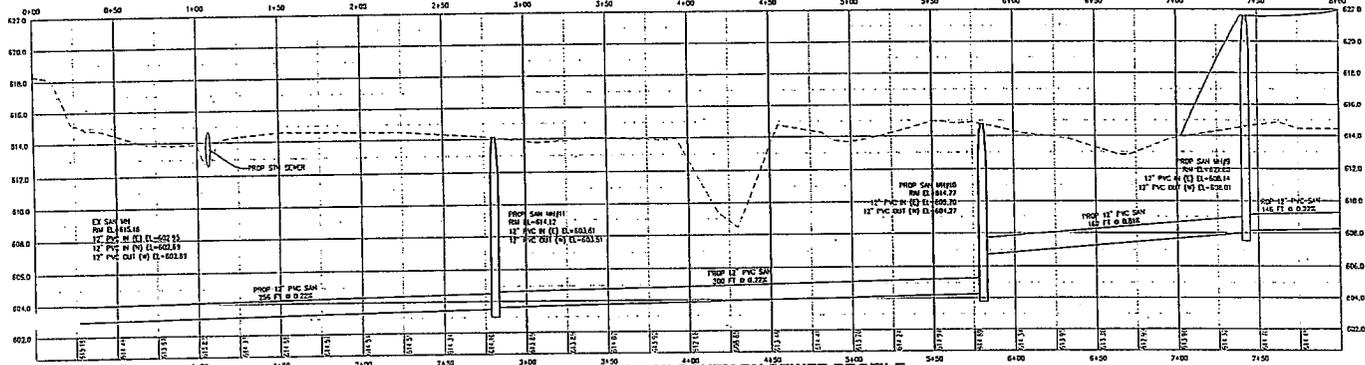
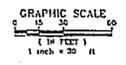
We understand the charges for this work will be based on a special assessment rate applicable at the time the City of Escanaba budget is prepared and three (3) public hearings are held, including a public hearing at the Planning Commission. We further understand the current rate of \$350 per front foot for the specified type improvements is advisory and subject to change prior to the public hearings on the assessment and that the special assessment may be payable in annual installments as shown, plus interest at six percent (6%) per year on the unpaid balance:

<u>Amount of Assessment</u>	<u>Year</u>
Less than \$100	1
\$101 to \$200	2
\$201 to \$300	3
\$301 to \$400	4
\$401 and over	5

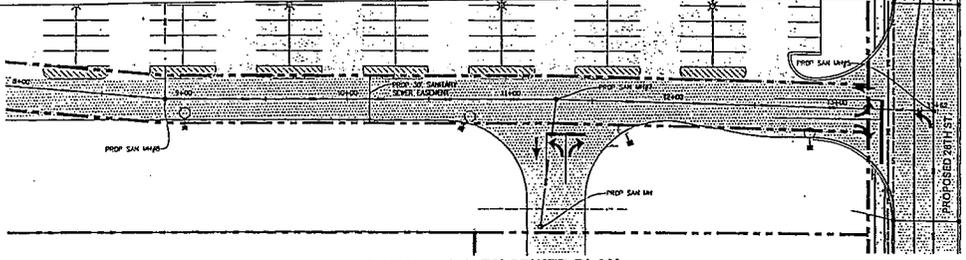
<u>PROPERTY ADDRESS</u>	<u>FRONTAGE</u>	<u>ASSESSMENT</u>	<u>OWNER (Signature)</u>
1. 2510 3 rd Avenue North	(1,624.98 ft)	\$568,743.00	Dagenais Real Estate, Inc.  TIMOTHY DAGENAIS 11-2-15
2. 400 North 30 th Street	(1,634.41 ft)	\$572,043.50	Good Will Co., Inc (Meijer)  Michael Kinstle



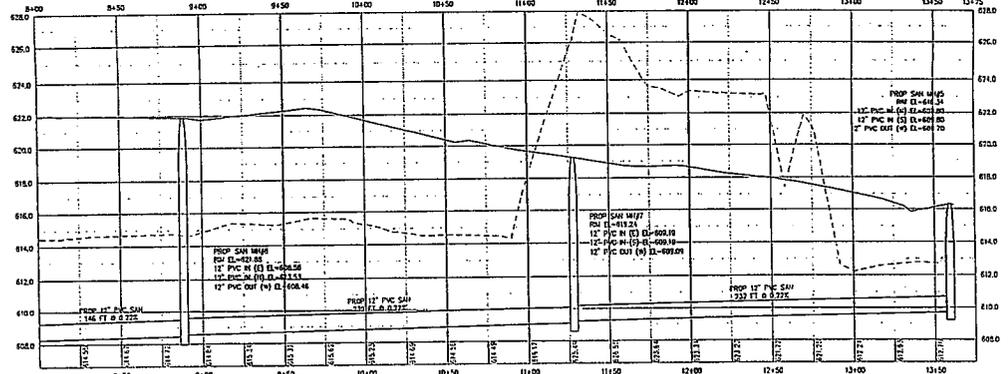
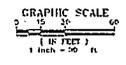
E3 PROP SANITARY SEWER PLAN
SCALE: 1"=30'



C3 PROP SANITARY SEWER PROFILE
HORIZONTAL SCALE: 1"=30'
VERTICAL SCALE: 1"=3'



B3 PROP SANITARY SEWER PLAN
SCALE: 1"=30'



A3 PROP SANITARY SEWER PROFILE
HORIZONTAL SCALE: 1"=30'
VERTICAL SCALE: 1"=3'

LEGEND

	12" PVC PIPE		18" PVC PIPE
	24" PVC PIPE		30" PVC PIPE
	36" PVC PIPE		42" PVC PIPE
	48" PVC PIPE		54" PVC PIPE
	60" PVC PIPE		66" PVC PIPE
	72" PVC PIPE		78" PVC PIPE
	84" PVC PIPE		90" PVC PIPE
	96" PVC PIPE		102" PVC PIPE
	108" PVC PIPE		114" PVC PIPE
	120" PVC PIPE		126" PVC PIPE
	132" PVC PIPE		138" PVC PIPE
	144" PVC PIPE		150" PVC PIPE
	156" PVC PIPE		162" PVC PIPE
	168" PVC PIPE		174" PVC PIPE
	180" PVC PIPE		186" PVC PIPE
	192" PVC PIPE		198" PVC PIPE
	204" PVC PIPE		210" PVC PIPE
	216" PVC PIPE		222" PVC PIPE
	228" PVC PIPE		234" PVC PIPE
	240" PVC PIPE		246" PVC PIPE
	252" PVC PIPE		258" PVC PIPE
	264" PVC PIPE		270" PVC PIPE
	276" PVC PIPE		282" PVC PIPE
	288" PVC PIPE		294" PVC PIPE
	300" PVC PIPE		306" PVC PIPE
	312" PVC PIPE		318" PVC PIPE
	324" PVC PIPE		330" PVC PIPE
	336" PVC PIPE		342" PVC PIPE
	348" PVC PIPE		354" PVC PIPE
	360" PVC PIPE		366" PVC PIPE
	372" PVC PIPE		378" PVC PIPE
	384" PVC PIPE		390" PVC PIPE
	396" PVC PIPE		402" PVC PIPE
	408" PVC PIPE		414" PVC PIPE
	420" PVC PIPE		426" PVC PIPE
	432" PVC PIPE		438" PVC PIPE
	444" PVC PIPE		450" PVC PIPE
	456" PVC PIPE		462" PVC PIPE
	468" PVC PIPE		474" PVC PIPE
	480" PVC PIPE		486" PVC PIPE
	492" PVC PIPE		498" PVC PIPE
	504" PVC PIPE		510" PVC PIPE
	516" PVC PIPE		522" PVC PIPE
	528" PVC PIPE		534" PVC PIPE
	540" PVC PIPE		546" PVC PIPE
	552" PVC PIPE		558" PVC PIPE
	564" PVC PIPE		570" PVC PIPE
	576" PVC PIPE		582" PVC PIPE
	588" PVC PIPE		594" PVC PIPE
	600" PVC PIPE		606" PVC PIPE
	612" PVC PIPE		618" PVC PIPE
	624" PVC PIPE		630" PVC PIPE
	636" PVC PIPE		642" PVC PIPE
	648" PVC PIPE		654" PVC PIPE
	660" PVC PIPE		666" PVC PIPE
	672" PVC PIPE		678" PVC PIPE
	684" PVC PIPE		690" PVC PIPE
	696" PVC PIPE		702" PVC PIPE
	708" PVC PIPE		714" PVC PIPE
	720" PVC PIPE		726" PVC PIPE
	732" PVC PIPE		738" PVC PIPE
	744" PVC PIPE		750" PVC PIPE
	756" PVC PIPE		762" PVC PIPE
	768" PVC PIPE		774" PVC PIPE
	780" PVC PIPE		786" PVC PIPE
	792" PVC PIPE		798" PVC PIPE
	804" PVC PIPE		810" PVC PIPE
	816" PVC PIPE		822" PVC PIPE
	828" PVC PIPE		834" PVC PIPE
	840" PVC PIPE		846" PVC PIPE
	852" PVC PIPE		858" PVC PIPE
	864" PVC PIPE		870" PVC PIPE
	876" PVC PIPE		882" PVC PIPE
	888" PVC PIPE		894" PVC PIPE
	900" PVC PIPE		906" PVC PIPE
	912" PVC PIPE		918" PVC PIPE
	924" PVC PIPE		930" PVC PIPE
	936" PVC PIPE		942" PVC PIPE
	948" PVC PIPE		954" PVC PIPE
	960" PVC PIPE		966" PVC PIPE
	972" PVC PIPE		978" PVC PIPE
	984" PVC PIPE		990" PVC PIPE
	996" PVC PIPE		1002" PVC PIPE
	1008" PVC PIPE		1014" PVC PIPE
	1020" PVC PIPE		1026" PVC PIPE
	1032" PVC PIPE		1038" PVC PIPE
	1044" PVC PIPE		1050" PVC PIPE
	1056" PVC PIPE		1062" PVC PIPE
	1068" PVC PIPE		1074" PVC PIPE
	1080" PVC PIPE		1086" PVC PIPE
	1092" PVC PIPE		1098" PVC PIPE
	1104" PVC PIPE		1110" PVC PIPE
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	1152" PVC PIPE		1158" PVC PIPE
	1164" PVC PIPE		1170" PVC PIPE
	1176" PVC PIPE		1182" PVC PIPE
	1188" PVC PIPE		1194" PVC PIPE
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	1236" PVC PIPE		1242" PVC PIPE
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	1284" PVC PIPE		1290" PVC PIPE
	1296" PVC PIPE		1302" PVC PIPE
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	1404" PVC PIPE		1410" PVC PIPE
	1416" PVC PIPE		1422" PVC PIPE
	1428" PVC PIPE		1434" PVC PIPE
	1440" PVC PIPE		1446" PVC PIPE
	1452" PVC PIPE		1458" PVC PIPE
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	1608" PVC PIPE		1614" PVC PIPE
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	1692" PVC PIPE		1698" PVC PIPE
	1704" PVC PIPE		1710" PVC PIPE
	1716" PVC PIPE		1722" PVC PIPE
	1728" PVC PIPE		1734" PVC PIPE
	1740" PVC PIPE		1746" PVC PIPE
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	1764" PVC PIPE		1770" PVC PIPE
	1776" PVC PIPE		1782" PVC PIPE
	1788" PVC PIPE		1794" PVC PIPE
	1800" PVC PIPE		1806" PVC PIPE
	1812" PVC PIPE		1818" PVC PIPE
	1824" PVC PIPE		1830" PVC PIPE
	1836" PVC PIPE		1842" PVC PIPE
	1848" PVC PIPE		1854" PVC PIPE
	1860" PVC PIPE		1866" PVC PIPE
	1872" PVC PIPE		1878" PVC PIPE
	1884" PVC PIPE		1890" PVC PIPE
	1896" PVC PIPE		1902" PVC PIPE
	1908" PVC PIPE		1914" PVC PIPE
	1920" PVC PIPE		



January 25, 2016

ESCANABA PLANNING COMMISSION
ESCANABA MICHIGAN 49829

RE: Review – North 26th Street Infrastructure and Street Design and Installation between 3rd Avenue North and 6th Avenue North.

Dear Property Owner/Occupant:

A regular scheduled meeting of the Escanaba Planning Commission has been scheduled for February 11, 2016, at 6:00 p.m. at the Escanaba City Hall, 410 Ludington Street. The following item will be on the agenda:

**Review – North 26th Street Infrastructure and Street Design and Timeline
Between 3rd Avenue North and 6th Avenue North**

The Planning Commission will review the infrastructure and street design and timeline for the newly proposed North 26th Street to be located between 3rd Avenue North and 6th Avenue North. The purpose of the review is to allow the properties that are being assessed for the project and opportunity to review the proposed plans so that there is an understanding of the project, timeline, and process moving forward.

You are cordially invited to attend this meeting should you have any interest in this project, questions, or comments. If you have comments, but are unable to attend this meeting, please submit your written comments to the City of Escanaba Planning Commission prior to February 11, 2016. All written and signed comments will be read into the public record.

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the City of Escanaba at (906) 786-9402. A copy of the various referenced plans can be viewed at City Hall, Second Floor, 410 Ludington Street, Escanaba, MI, Monday through Friday, 7:30 a.m. to 4:00 p.m.

Sincerely,

Patrick Connor, Chairperson
Escanaba Planning Commission

PROOF OF SERVICE – MAILING

This document was enclosed in sealed envelope, first class postage fully prepaid, and deposited in the U.S. Government Mail.

Addressee(s): Assessed Property Owner/Occupant
Impacted By Special Assessment

Mailing Date: January 25, 2016

Mission Statement:



Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.
The City of Escanaba is an equal opportunity employer and provider.

Parcel Number: 50-20-2825-200-002

Jurisdiction: City of Escanaba

County: Delta

Printed on 10/2016

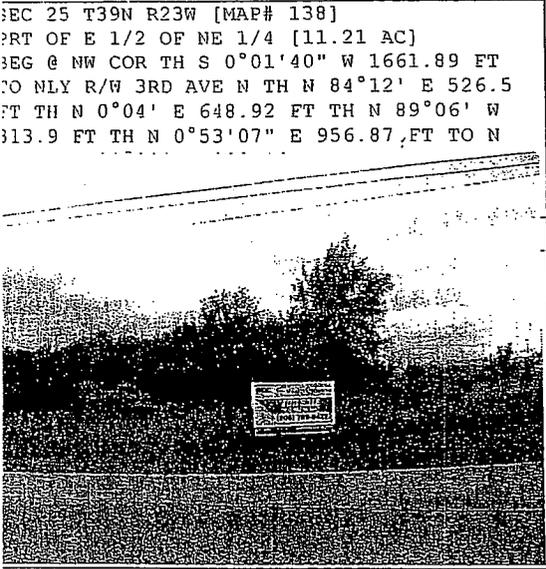
38

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
	DAGENAIS	395,000	08/30/1993	WD	WD	407/345		0.0

Property Address	Class: Commercial Vacant	Zoning: E Com	Building Permit(s)	Date	Number	Status
510 3RD AVENUE NORTH	School: Escanaba Schools 21010					
Owner's Name/Address	P.R.E. 0%					
DAGENAIS REAL ESTATE INC 505 NORTH LINCOLN ROAD ESCANABA MI 49829	Map #: 138					
	2016 Est TCV Tentative					

Taxpayer's Name/Address	Improved		X	Vacant	Land Value Estimates for Land Table 10.ACREAGE						
	Public	Improvements			* Factors *		486 X 649 & 182 X 917		Value		
DAGENAIS ENTERPRISES 505 NORTH LINCOLN ROAD ESCANABA MI 49829	X	Dirt Road			Description	Frontage	Depth	Rate	%Adj.	Reason	Value
	X	Gravel Road			ACREAGE PA COM 1	25000/AC	11.21 Acres	25000	100		280,250
	X	Paved Road			11.21 Total Acres		Total Est. Land Value =				280,250
	X	Storm Sewer									
	X	Sidewalk									
	X	Water									
	X	Sewer									
	X	Electric									
	X	Gas									
	X	Curb									
		Street Lights									
		Standard Utilities									
		Underground Utils.									

Tax Description
 SEC 25 T39N R23W [MAP# 138]
 PART OF E 1/2 OF NE 1/4 [11.21 AC]
 BEG @ NW COR TH S 0°01'40" W 1661.89 FT
 TO NLY R/W 3RD AVE N TH N 84°12' E 526.5
 FT TH N 0°04' E 648.92 FT TH N 89°06' W
 313.9 FT TH N 0°53'07" E 956.87 FT TO N

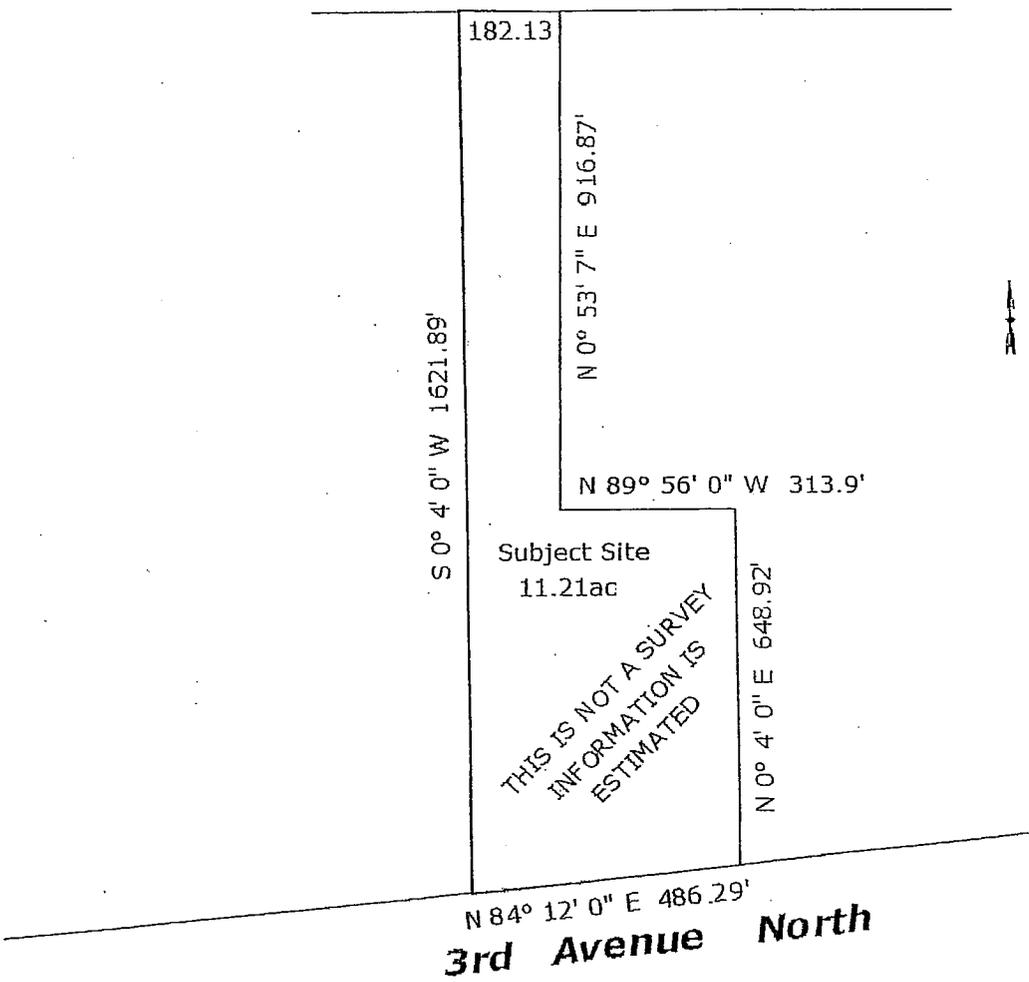


Topography of Site				Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
X	Level			2016	Tentative	Tentative	Tentative			Tentative
	Rolling									
	Low									
X	High			2015	116,501	0	116,501			111,630C
	Landscaped			2014	120,104	0	120,104			109,873C
	Swamp			KD 09/19/2011 Inspected	2013	120,104	0	120,104		108,143C
	Wooded									
	Pond									
	Waterfront									
	Ravine									
	Wetland									
	Flood Plain									

The Equalizer. Copyright (c) 1999 - 2009.
 Licensed To: City of Escanaba, County of Delta, Michigan

*** Information herein deemed reliable but not guaranteed***

6th Avenue North



Sketch by Apex Sketch

*** Information herein deemed reliable but not guaranteed***

Parcel Number: 020-2825-200-001

Jurisdiction: City of Escanaba

County: Delta #139

Printed on

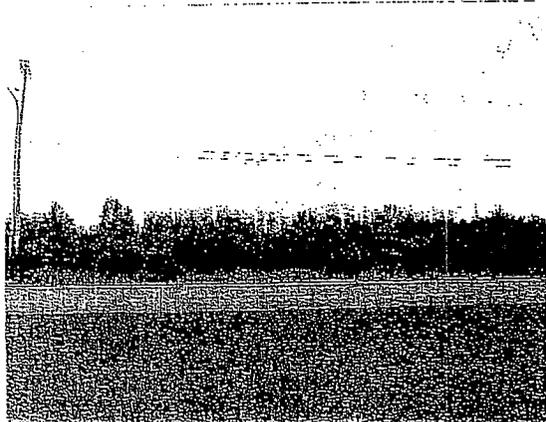
3/2015

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
GULIOT MARVIN R & STROPI	GOOD WILL CO INC	3,500,000	10/14/2015	WD	ARMS-LENGTH	1143/531 & 114	DAINA NORDEN	100.0
TROPICH FRANK J	STROPICH FRANK J REV LIVI	0	10/29/2007	WD	FAMILY	923/543	DAINA NORDEN	0.0

Property Address	Class: Commercial Vacant	Zoning: E Com	Building Permit(s)	Date	Number	Status
05 NORTH 26TH STREET	School: Escanaba Schools 21010					
Owner's Name/Address	P.R.E. 0%					
GOOD WILL CO INC 929 WALKER AVENUE NW RAND RAPIDS MI 49544	Map #: 139					
	2016 Est TCX Tentative					

Improved	Vacant	Land Value Estimates for Land Table 10.ACREAGE	
X		Public Improvements	
		* Factors * E1315' X E1740'	
		Description	Value
		1740.001315.00 1.0000 0.0000 0 100*	0
		ACREAGE PA COM 1 25000/AC 47.86 Acres 25000 100	1,196,500
		* denotes lines that do not contribute to the total acreage calculation.	
		1740 Actual Front Feet, 47.86 Total Acres	Total Est. Land Value = 1,196,500

Tax Description
 SEC 25 T39N R23W [MAP# 139]
 RT OF NW1/4 OF NE1/4 [47.86 AC]
 COM @ NW1/4 COR SEC 25 TH S 0°37'15" W
 10.01 FT TO S R/W LN 6TH AVE NORTH & POB
 TH S 88°26'31" E 1,275.45 FT TH S
 0°39'25" W 1,627.35 FT TO N R/W 3RD AVE N
 TH S 84°49'21" W 242.83 FT TH N 0°39'23"E
 169.49 FT TH N 89°20'39" W 299.97 FT TH S
 0°40'01"W 300 FT TO N R/W 3RD AVE N TH S
 0°48'21" W 736.40 FT TH N 0°37'15" E 1
 177.68 FT TO POB.

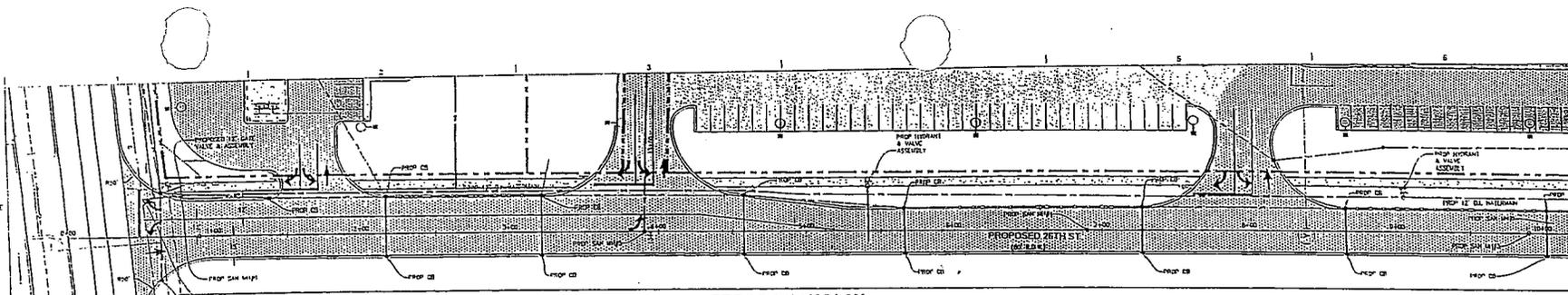


- X Paved Road
 - X Storm Sewer
 - X Sidewalk
 - X Water
 - X Sewer
 - X Electric
 - X Gas
 - X Curb
 - X Street Lights
 - X Standard Utilities
 - X Underground Utils.
- Topography of Site
- X Level
 - X Rolling
 - X Low
 - X High
 - Landscaped
 - Swamp
 - Wooded
 - Pond
 - Waterfront
 - Ravine
 - Wetland
 - Flood Plain

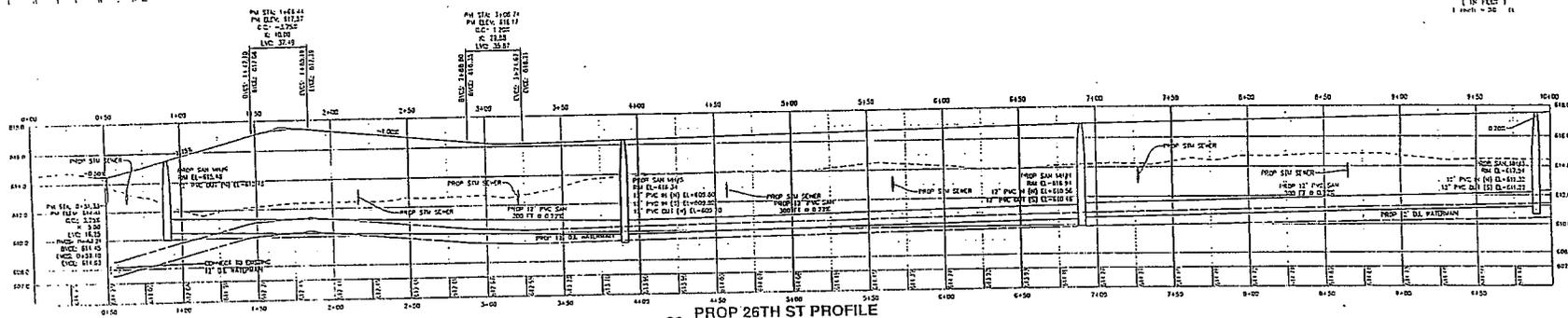
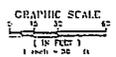
Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
2016	Tentative	Tentative	Tentative			Tentative
2015	296,783	0	296,783			127,704C
2014	305,962	0	305,962			125,693C
2013	305,962	0	305,962			123,714C

The Equalizer. Copyright (c) 1999 - 2009.
 Licensed To: City of Escanaba, County of Delta, Michigan

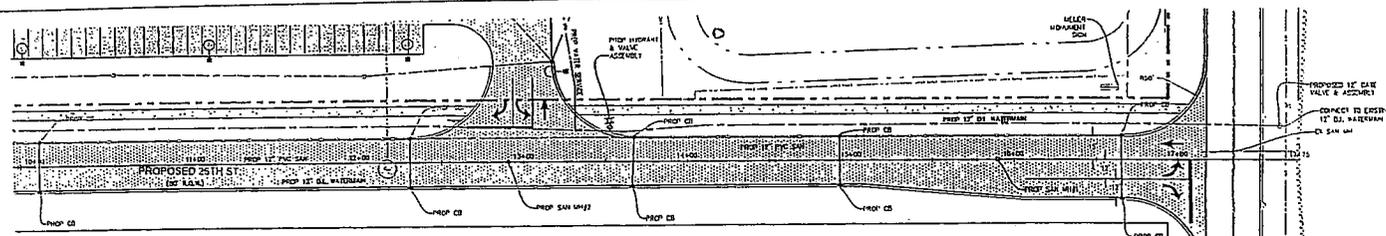
*** Information herein deemed reliable but not guaranteed***



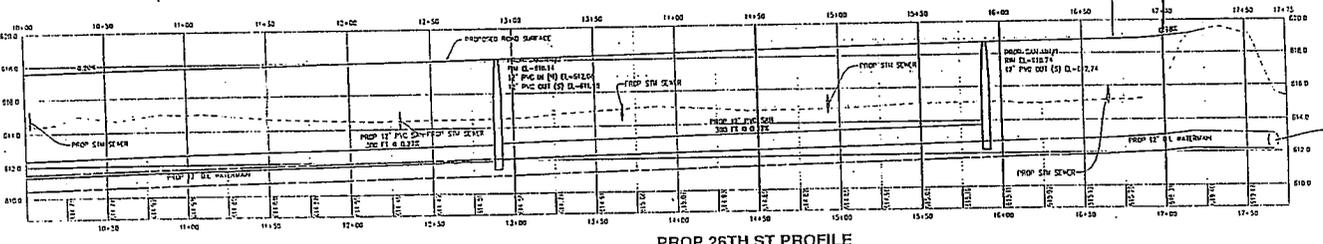
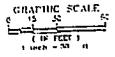
E3 PROP 26TH ST PLAN
SCALE: 1"=30'



C3 PROP 26TH ST PROFILE
HORIZONTAL SCALE: 1"=30'



B3 PROP 26TH ST PLAN
SCALE: 1"=30'



A3 PROP 26TH ST PROFILE
HORIZONTAL SCALE: 1"=30'

UTILITY NOTES:

- 1) EXISTING UTILITIES AND STREET INFORMATION BASED UPON SURVEYS PERFORMED BY D.P. ENGINEERS AND ARCHITECTS INC. IN 2011. EXISTING UTILITY INFORMATION BASED UPON CONVEYANCE PLAN AND CONVEYANCE RECORD. CONTRACTOR SHALL VERIFY LOCATION AND DEPTHS OF ALL UTILITIES.
- 2) WATER DISTRIBUTION SYSTEM MATERIALS SHALL CONFORM TO THE CITY OF ESCAMBA, STANDARD SPECIFICATIONS FOR WATER SYSTEM MATERIALS. CONTRACTOR SHALL VERIFY LOCATION AND DEPTHS OF ALL UTILITIES.
- 3) SANITARY SEWER MATERIALS AND CONSTRUCTION SHALL CONFORM TO THE CITY OF ESCAMBA, STANDARD SPECIFICATIONS FOR WASTE-WATER COLLECTION SYSTEM.
- 4) STREET LIGHT MATERIALS AND CONSTRUCTION SHALL CONFORM TO THE CITY OF ESCAMBA, STANDARD SPECIFICATIONS FOR SIGNIFICATION COLLECTION SYSTEM.
- 5) SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL CONFORM TO THE CITY OF ESCAMBA, STANDARD SPECIFICATIONS FOR SOIL EROSION AND SEDIMENTATION CONTROL PROCEDURES. THE CONTRACTOR IS RESPONSIBLE FOR IMPLEMENTING, INSTALLING, CLEANING, MAINTAINING, AND REMOVING ALL EROSION CONTROL MEASURES NECESSARY DURING CONSTRUCTION AND RECONSTRUCTION WORK.
- 6) CONTRACTOR TO PRESERVE/PROTECT ALL SURVIVING TREES/PLANTS. CONTRACTOR SHALL REPLACE/REPAIR ALL DESTROYED TREES/PLANTS AT THEIR OWN EXPENSE.

Very Rushing



LEGEND

Symbol	Description
(Circle with cross)	Manhole
(Circle with dot)	Valve
(Circle with horizontal lines)	Water Main
(Circle with vertical lines)	Sewer
(Circle with diagonal lines)	Storm Sewer
(Circle with wavy lines)	Gas
(Circle with horizontal wavy lines)	Electric
(Circle with vertical wavy lines)	Telephone
(Circle with diagonal wavy lines)	Cable TV
(Circle with horizontal dashed lines)	Proposed Water Main
(Circle with vertical dashed lines)	Proposed Sewer
(Circle with diagonal dashed lines)	Proposed Storm Sewer
(Circle with horizontal dotted lines)	Proposed Gas
(Circle with vertical dotted lines)	Proposed Electric
(Circle with diagonal dotted lines)	Proposed Telephone
(Circle with horizontal dash-dot lines)	Proposed Cable TV

meijer

MEIJER DS1.9 ECB

3229 WALKER AVENUE
GRAND RAPIDS, MI 49508
(616) 455-6711

ECB 26TH & 3RD AVENUE
ESCAMBA, MI 49829

Rev	Description	Date
1	SUBMIT	02/24/14
2	AS-BUILT	10/27/14
3	REVIEW	02/19/15

D.P. ENGINEERS & ARCHITECTS, P.C.
26TH ST. CITY UTILITY PLAN & PROFILE
LGH 02/19/15 C900
CAG/BJL 02/25/14/26

1. - Power; installments.

The Council shall have power to provide for the payment of all or any part of the cost of construction, reconstruction, repairs, operation or maintenance of any structure or work in the nature of public improvements, by levying and collecting special assessments upon property specially benefited. Such special assessment may be payable in yearly installments for a period not exceeding five years.

State law reference— Permissible that Charter provide for assessing costs of public improvements, MCL 117.4d, MSA 5.2077.

Sec. 2. - Petition by majority of landowners.

When the owners of the majority of the frontage of land liable to be assessed in any special assessment district, or part of the city which may be constituted a special assessment a district, shall petition the Council for any public improvement, the Council shall order such improvements to be made. In other cases, public improvements shall be made in the discretion of the Council.

Sec. 3. - Declaration of assessment.

When a Council shall determine to make any public improvement or repairs and defray the whole or part of the cost and expenses thereof by special assessment, they shall so declare by resolution, stating the nature of the improvements and what part or proportion of the expenses thereof shall be paid by special assessment and what part, if any, shall be paid by the general funds of the city, and shall designate district or lands and premises upon which the special assessment shall be levied.

Sec. 4. - Estimates of expenses; plat and diagram; notice of meeting, etc.

Before ordering any public improvements or repairs, any part of the expenses of which is to be defrayed by special assessment, the Council shall cause estimates of the expense thereof to be made, and also plat and diagram, when practicable, of the work and of the locality to be improved, and deposit the same with the Clerk for public examination, and they shall give notice thereof, and of the proposed improvements, and of the district to be assessed, and of the time and place when the Council will meet and consider any objections thereto, by publication at least once five days prior to such meeting, in a newspaper published and circulating in the city.

Editor's note—

MCL 211.741 et seq., MSA 5.3534(1) et seq., provide for notice of special assessment hearings in addition to all other laws requiring notice by publication or posting.

Sec. 5. - Resolution directing pro rata assessment.

When any special assessment is to be made pro rata upon the lots and premises in any special assessment district, according to frontage or benefits, the Council shall by resolution, direct the same to be made by the Assessor, and shall state therein the amount to be assessed and whether according to frontage or benefits, and describe or designate an assessment district comprising the lands to be assessed.

Sec. 6. - Preparation of assessment roll.

Upon receiving such orders and directions the Assessor shall make out an assessment a roll, entering and describing therein all the lots, premises and parcels of land to be assessed, with the names of the owners, if known, chargeable with the assessment thereon, and shall levy thereon and against such property the amount to be assessed, in the manner directed by the Council and provisions of this Charter applicable to the assessment. In all cases where the ownership of any description is unknown to the Assessor, he shall, in lieu of the name of the owner, insert the word "Unknown" and if by mistake or otherwise any person shall be improperly designated as the owner of any lot or parcel of land or premises, or if the same shall be assessed without the name of the owner, or the name of a person other than the owner, such assessment shall not for any such cause be vitated, but shall in all respects be as valid upon and against such lot, parcel of land or premises, as though assessed in the name of the proper owner, and when the assessment shall have been confirmed it shall be a lien on such a lots parcel of land or premises, and collected as in this Charter provided.

Sec. 7. - Report of assessment roll.

If the assessment is required to be according to frontage the Assessor shall assess to each lot or parcel of land such relative portion of the whole amount to be levied as the length or front of such premises abutting upon the improvement bears to the whole frontage of all lots to be assessed, unless on account of the shape or size of any lot, an assessment for a different number of feet would be more equitable. If the assessment is directed to be according to benefits they shall assess upon each lot such relative portion of the whole sum to be levied as shall be proportionate to the estimated benefits resulting to such lot from the improvement. When he shall have completed the assessment roll he shall report the same to the Council. Such report shall be signed by the Assessor and may be in the form of a certificate, endorsed on the assessment roll, as follows:

"State of Michigan

ss

City of Escanaba,

TO THE COUNCIL OF THE CITY OF ESCANABA:

I hereby certify and report that the foregoing is a special assessment roll and the assessment made by me, pursuant to a resolution of the Council of the said city, adopted on the ;#rule; day of ;daterule; A.D. 19_____, for the purpose of paying that part of the cost which the Council decided should be paid and borne by special assessment for the (insert here object of the assessment) and in making such assessment I have, as near as may be according to my best judgment, conformed in all things to the direction contained in the resolution of the Council hereinbefore referred to, and the Charter of the city, relating to such assessment.

Dated,

Assessor".

8. - Single lot assessment.

When any expense shall be incurred by the city upon or in respect to any separate or single lot, parcel of land or premises which, by the provisions of this Charter, the Council is authorized to charge and collect as a special assessment against the same, and not being that class of special assessments required to be made pro rata upon several lots or parcels of land in a special assessment district, on account of the labor,

material or services, for which such expense was incurred, verified by the Manager, with a description of the lot or premises upon or in respect to which the expense was incurred, and the name of the owner or person, if known, chargeable therewith, shall be reported to the Council in such manner as they shall prescribe. The provisions of the preceding section of this chapter with reference to special assessments generally, and the proceedings necessary to be had before making the improvements, shall not apply to assessments to cover the expenses incurred, in respect to that class of improvements contemplated in this section.

Sec. 9. - Council determination as to expenses charged.

The Council shall determine what amount or part of every such expense shall be charged, and the person, if known, against whom, and the premises upon which the same shall be levied as a special assessment, and as often as the Council shall deem it expedient they shall require all of the several amounts so reported and determined, and the several lots or premises, and the persons chargeable therewith, respectively, to be reported by the Clerk to the Assessor, for assessment.

Sec. 10. - Levy on each lot.

Upon receiving the report mentioned in the preceding section, the Assessor shall make a special roll and levy as a special assessment therein, upon each lot or parcel of land so reported to him and against the person chargeable therewith, if known, the whole amount or amounts of all the charges so directed as aforesaid, to be levied upon each of such lots or premises respectively, and when completed he shall report the assessment to the Council, and all the several assessments shall be kept separated.

11. - Filing of assessment in clerk's office; notice of meeting.

When any special assessment roll shall be reported by the Assessor to the Council, as in this Charter directed, the same shall be filed in the office of the Clerk and numbered consecutively. Before adopting such assessment roll, the Council shall cause five days notice to be published in some newspaper of the city, of the filing of the same with the Clerk, and appointing a time when the Council and the Assessor will meet to review said assessment. Any person objecting to the assessment may file his objections thereto in writing with the Clerk. The notice provided for in this section may be addressed to the persons whose names appear upon the special assessment roll and to all others interested therein, and may be in the following form:

"NOTICE OF SPECIAL ASSESSMENT

To (insert the names of the persons against whom the assessment appears) and to all other persons interested:

TAKE NOTICE, That the roll of the special assessment heretofore made by the Assessor for the purpose of defraying that part of the cost which the Council decided should be paid and borne by special assessment for the (insert the object of the assessment and the locality of the proposed improvement in general terms) is now on file in my office for public inspection. Notice is also given that the Council and the Assessor of the city of Escanaba will meet at the City Hall in said city on ;daterule; to review said assessment, at which time and place opportunity will be given all persons interested to be heard.

Date _____

assessment district where the same are made, that it shall be lawful, and the Council is hereby directed and authorized to cause to be made a reassessment upon all the property in said local assessment district for such improvements and to continue requiring such reassessments until a valid and sufficient assessment shall have been made.

Sec. 18. - Nothing shall impair lien.

No judgment or decree, nor any act of the Council vacating a special assessment, shall destroy or impair the lien of the city upon the premises assessed, for such amount of the assessments as may be equitably charged against the same, or, as by a regular mode of proceeding might have been lawfully assessed thereon:

Sec. 19. - Levy; tax roll.

Whenever any special assessment shall be confirmed and be payable, the Council may direct the Clerk to report to the Assessor a description of such lots and premises as are contained in said roll, with the amount of the assessment levied upon each and the name of the owner or occupant against whom the assessment was made, and direct said Assessor to levy the several sums so assessed respectively. The Assessor shall levy the sum therein mentioned upon the respective lots and premises to which they are specially assessed, and against the persons chargeable therewith, as a tax, in the general tax roll next thereafter to be made, in a column for special assessments, and thereupon the amount so levied in said tax roll shall be enforced and collected with the other taxes in the tax roll and in the same manner, and shall continue to be a lien upon the premises assessed until paid, and when collected, shall be paid into the City Treasury.

Sec. 20. - Collection directly:

Whenever any special assessment shall be confirmed and be payable as hereinbefore provided, the Council, instead of requiring assessments to be reported to the Assessor, as provided in the preceding section, may direct the assessment so made in the special assessment roll to be collected directly therefrom, and thereupon the Clerk shall attach his warrant to a certified copy of said special assessment roll, therein commanding the Treasurer to collect from each of the persons assessed in said roll the amount of money assessed to and set opposite his name therein, and in case any person named in said roll shall neglect or refuse to pay his assessment, upon demand, then to levy and collect the same by distress and sale of the goods and chattels of such person and return said roll and warrant, together with his doing thereon, within sixty days from the date of such warrant.

Sec. 21: - Seizure and levy upon personal property for failure to pay.

Upon receiving said special assessment roll and warrant, the Treasurer shall proceed to collect the amount assessed therein. If any person shall neglect or refuse to pay his assessment upon demand, the Treasurer shall seize and levy upon any personal property found within the city or elsewhere within the state of Michigan, belonging to such person and sell the same at public auction, first giving six days notice of the time and place of such sale, by posting such notice in three public places in the city or township where such property may be found. The proceeds of such sale, or so much thereof as may be necessary for that purpose, shall be applied to the payment of the assessment, the costs and expenses of seizure and sale, and the surplus, if any, shall be paid to the person entitled thereto.

Sec. 22. - Return of assessment roll with list of delinquent persons.

The Treasurer shall make return of said assessment roll and warrant to the Clerk, according to the requirements of the warrant, and if any of the assessments in said roll shall be returned unpaid, the Treasurer shall attach to his return a statement, verified by affidavit, containing a list of the persons delinquent and a description of the lots and premises upon which the assessment remains unpaid, and the amount unpaid by each.

Sec. 23. - Removal of warrants; certification of unpaid assessments for tax roll.

Said warrant may be renewed from time to time by the Clerk, if the Council shall so direct, and for such time as they shall determine, and during the time of such renewals the warrant shall have the same force and the Treasurer shall perform the same duties and make the like returns as above provided. In case any assessment shall be finally returned by the Treasurer unpaid, as aforesaid, the name shall be certified to the Assessor in the manner provided in Section 19 of this chapter, and shall then be levied, together with the penalty of ten percent of the amount of said assessment, in the next tax roll, and be collected and paid in all respects as provided in Section 19 of this chapter.

Sec. 24. - Collection by suit.

At any time after a special assessment has become payable, the same may be collected by suit, in the name of the city, against the person assessed, in an action of assumpsit in any court having jurisdiction of the amount. In every such action a declaration upon the common counts for money paid shall be sufficient. The special assessment roll and a certified order or resolution confirming the same shall be prima facie evidence of the regularity of all the proceedings in making the assessment, of the whole amount due, and of the right of the city to recover judgment therefor.

Sec. 25. - Expenses charged despite improper assessment.

If in any such action it shall appear that by reason of any irregularities or informalities, the assessment has not been properly made against the defendant, or upon the lot or premises a sought to be charged, the court may nevertheless, on satisfactory proof that expenses have been incurred by the city which are a proper charge against the defendant or the lot or premises in question, render judgment for the amount properly chargeable against such defendant, or upon such lots or premises.

Sec. 26. - Assessments for cleaning sidewalks.

If the owner or occupant of any lot or premises shall fail to remove the snow, ice and filth from the sidewalk upon which such property abuts, or to remove and keep the same from obstruction, encroachments, incumbrances or other nuisances, or fail to perform any other duties required by the city in respect to such sidewalks or the premises of any person, within such time and in such manner as the city shall require, the city may cause the same to be done, and the expenses or such part thereof as the city shall have determined, together with a penalty of ten per centum, may be charged and collected as a special assessment against such property as in this Charter provided.

Sec. 27. - Credit to separate funds; refunds.

Revenues and moneys raised by taxation in every special assessment district in the city, shall be credited to separate special assessment funds, and money so raised shall be used solely for the purpose specified. Provided, if there be a surplus after paying for the specified improvements, such surplus shall be refunded pro rata, as follows: By refund where the tax has been paid in full; and by credit on the assessment roll where the tax has not been fully paid.

City clerk"

○or's note—

MCL 211.741, MSA 5.3534(1), supersedes any Charter requirements for mailing notice of special assessment hearings.

Sec. 12. - Review of assessment roll; confirmation.

At the time and place appointed for the purpose as aforesaid, the Council and Assessor, shall meet and there, or at some adjourned meeting, review the assessment roll, and shall hear any objections to any assessments which may be made by any person deeming himself aggrieved thereby, and the Council may correct said roll as to any assessment, or description of premises appearing therein, and may confirm it as reported, or as corrected, or they may refer the assessment back to the Assessor for revisions, or annul it and direct a new assessment, in which case the same proceeding shall be held as in respect to the previous assessment. When a special assessment shall be confirmed the Clerk shall make an endorsement upon the roll, showing the date of confirmation.

Editor's note—

MCL 211.741, MSA 5.3534(1), supersedes any Charter requirements for mailing notice of special assessment hearings.

Sec. 13. - Confirmation of assessment roll is final.

○ When any special assessment roll shall be confirmed by the Council it shall be final and conclusive.

Sec. 14. - Lien on land assessed.

All special assessments shall, from the date of confirmation thereof, constitute a lien upon the respective lots or parcels of land assessed, and shall be a charge against the respective owners of the several parcels as assessed until paid.

Sec. 15. - Installments; interest.

Upon the confirmation of any special assessment, the amount thereof may be divided into not more than five installments, one of which shall be collected each year, at such times as the Council shall determine, with annual interest at a rate not exceeding six percent per annum, but the whole assessment after confirmation may be paid to the City Treasurer at any time in full, with the accrued interest thereon, provided that no interest shall be charged until twenty days after confirmation.

Sec. 16. - Due upon confirmation.

All special assessments, except such installments thereof as the Council shall make payable at a future time, as provided in the preceding section, shall be due and payable upon confirmation.

Sec. 17. - Reassessments.

○ In all cases of special assessments of any kind against any property where such assessments have failed to be valid in whole or in part, the Council shall be and they are hereby authorized to cause to be reassessed such special taxes or assessments, and to enforce their collection, and it is further provided that whenever for any cause, mistake or inadvertence, the amount assessed shall not be sufficient to pay the cost of such improvements made and enjoined on the property, or on the owners of property in the local

No. 26th St

PLANNING COMMISSION MEETING
ESCANABA, MICHIGAN
February 11, 2016

A meeting of the Escanaba Planning Commission was held on Thursday, February 11, 2016, at 6:00 p.m. in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

PRESENT: Chairperson Patrick Connor, Vice-Chairperson Kel Smyth, Secretary Roy Webber, Commissioner James Hellerman, Commissioner Christine Williams, Commissioner Morley Diment, and Commissioner Paul Caswell.

ALSO PRESENT: City Manager Jim O'Toole, City Council Liaison Ron Beauchamp, Executive Assistant Buffy L. Smith, City Engineer Bill Farrell, and CUPPAD Community Planner Anne Milne.

ABSENT: Commissioner Brian Black and Commissioner Tom Warstler

Chairperson Connor called the meeting to order at 6:00 p.m.

ROLL CALL

Executive Assistant Buffy L. Smith conducted the roll call.

APPROVAL/CORRECTION OF THE JANUARY 14, 2016 PLANNING COMMISSION MEETING MINUTES

A motion was made by Vice-Chairperson Kel Smyth, seconded by Commissioner Hellerman, to approve the January 14, 2016 Planning Commission meeting minutes as submitted. Ayes were unanimous.

APPROVAL/ADJUSTMENTS TO THE AGENDA

A motion was made by Commissioner Hellerman, seconded by Commissioner Diment, to approve the February 11, 2016 Planning Commission agenda as submitted. Ayes were unanimous.

CONFLICT OF INTEREST DECLARATIONS

None.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

None.

NEW BUSINESS

1. Review – Special Assessment Petition Process for Street Construction – North 26th Street Between 3rd Avenue North and 6th Avenue North:

X

City Manager Jim O'Toole stated administration will review the special assessment petition process being utilized for the construction of North 26th Street, which is being installed between 3rd Avenue North and 6th Avenue North. The purpose of the review is to advise the petitioning property owners of the process that is used in the City.

City Manager Jim O'Toole stated a copy of the Good Will Co., Inc. (Meijer Store) petition, which was signed by 100% of the property owners, is presented for review (see attached).

City Engineer Bill Farrell explained an overview of the project, which includes water, sewer, storm sewer, a gutter, thirty (30) feet of asphalt road, and a flare for an entrance, left turn and right turn. He is working with the designing engineer to meet City specifications for utilities, roadways, and access points. Bill Farrell commented that the \$350 per foot rate stated in the petition is a number that was based off the engineers estimate and will probably fluctuate with construction.

City Manager Jim O'Toole questioned Bill Farrell regarding the special assessment. Once the assessment is complete, who will build it and what will their role be in the City.

City Engineer Bill Farrell stated the Meijer's Store will be responsible for the construction. He stated the work for road, water, and sewer will be publicly bid separate from the Meijer's Store project. The City will have oversight, receiving daily reports and testing results, with the road and utilities when it's being done.

Commissioner Paul Caswell questioned if on North 26th Street there will be an opening to the East. Bill Farrell replied currently there are no planned curb cuts.

Commissioner Patrick Connor questioned if the Meijer's Store will build the road to the City's specifications. Bill Farrell replied they will. Jim O'Toole added that the Meijer's Store is using the special assessment process to pay for their work.

Commissioner Hellerman questioned what expense the City is responsible for. City Manager Jim O'Toole stated there is an upfront expense for the City. Money from the Urban Development Action Grant (UDAG) will be transferred into the street fund to pay for this project. The City will do a special assessment and the Urban Development Action Grant (UDAG) will be re-paid in full during a five (5) year period by the property owners.

City Engineer Bill Farrell stated the City owns from the curb line to 3rd Avenue North and the curb line to 6th Avenue North and is responsible for the work in this section based on the same \$350/foot estimate.

City Manager Jim O'Toole stated the road will be considered a City street, will be enrolled into the City system for funding, and be included in the Master Plan.

City Manager Jim O'Toole stated this project will be included in the Capital Improvement Plan and will be presented before the Planning Commission in March.

2. **Approval – Community Participation Plan – Redevelopment Ready Communities Program:**

City Manager Jim O'Toole stated administration will review a draft Community Participation Plan with the Planning Commission and public. The plan is an essential tool for outlining how elected officials, appointed officials, and boards and commissions engage the public throughout a

P.H #3

CC 5/19/16

MEMORANDUM

TO: Jim O'Toole, City Manager
FROM: Bill Farrell, City Engineer
DATE: 4/29/2016
RE: Special Assessment for 20 foot wide chip – seal paved street without curb and gutter on 20th Avenue South from Lakeshore Drive to 746.84 feet West

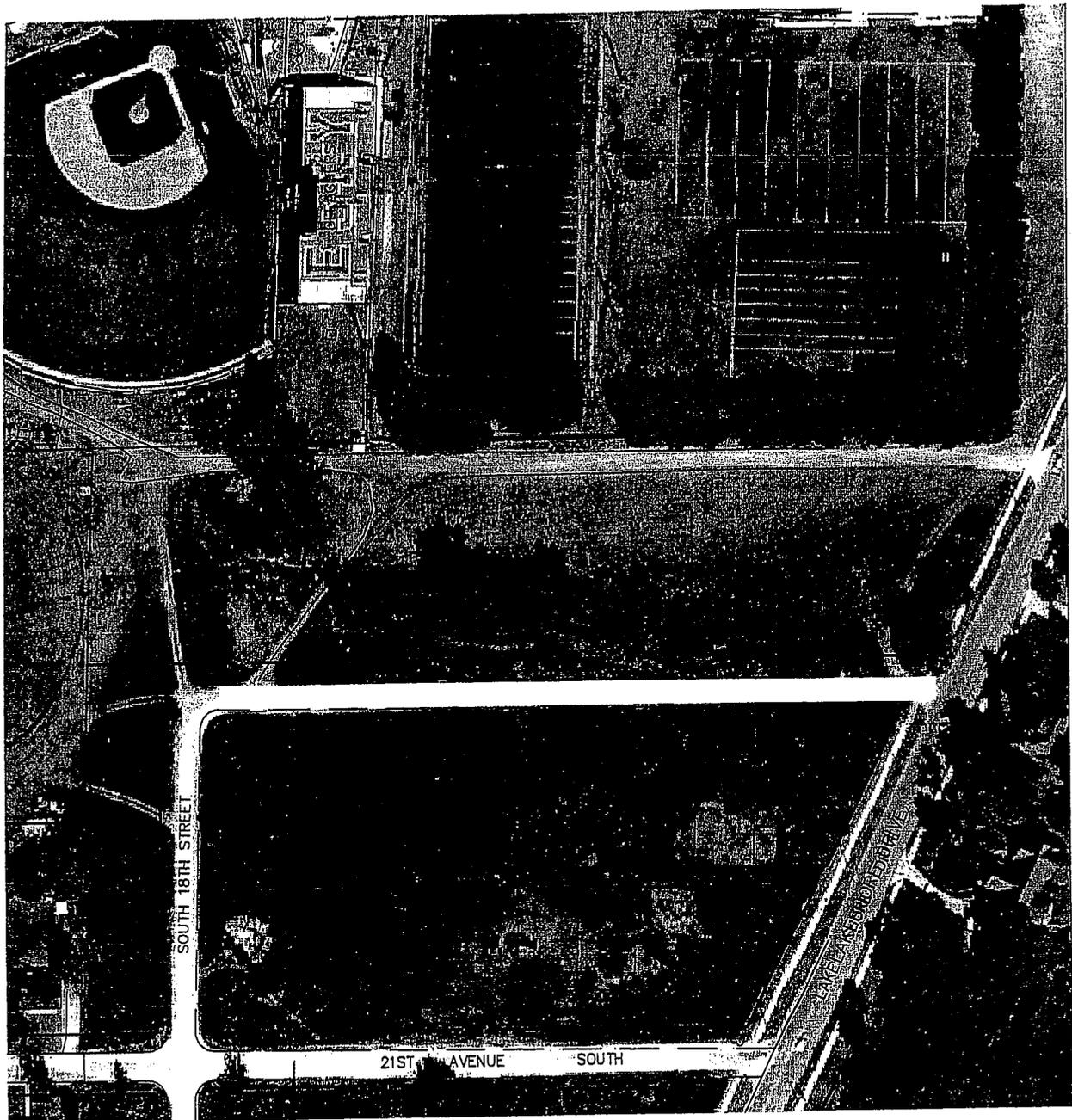
The City of Escanaba was approached by a property owner along the ROW of 20th Avenue South. There are five (5) property owners along the project. Of the five (5) property owners three (3) signed the petition, which equates to 51.1% of the property owners by linear feet of frontage. The project was also included in the proposed FY1617 budget. Following the City of Escanaba Special Assessment Policy, the project was brought before the Planning Commission for approval. The Planning Commission recommended approval on March 10, 2016.

The City Special Assessment Policy States: "Once included in the budget, but prior to the commencement of any petitioned improvements, a public hearing on the proposed improvements will be conducted before the City Council. Should the City Council recommend the proposed improvement move forward at the public hearing, a second public hearing will take place on the proposed special assessments. If the City Council approves both the proposed improvements and the special assessments, the work shall commence within the budgeted year."

Therefore, I'm requesting the City Council set a public hearing on the proposed improvement for May 19, 2016. Also, if the improvement is approved at that hearing, I'm requesting the City Council set a public hearing on the proposed special assessment for June 2, 2016.

The City portion of the project by linear frontage is approximately \$3,250. The City of Escanaba DPW would do the prep and grading work with chip-seal contracted with the Delta County Road Commission. We would address the drainage issues at the corner of 18th and berm the end to try and stop traffic from using 20th Ave to access the athletic field complex. Also proposed would be blocking of 18th Street and Making 20th Ave. a dead end.

NBE 4 CC 5/15/16



Scale: NA

20th Avenue South Chipseal Limits
Lakeshore Drive west to South 18th Street

CITY OF ESCANABA

410 LUDINGTON ST. ESCANABA, MICH. 49829 (906) 786-9402



DATE:	02/18/2016
SCALE:	NA
DRWG. NO.:	NA





SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

20th Avenue South from Lakeshore Drive to 746.84 West

20 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT	
KAMERSCHEN ANTHONY & SARA 2100 LAKE SHORE DR ESCANABA, MI 49829-1964 051-250-3606-126-001	2100 LAKE SHORE DRIVE	234.7	\$26.50	\$6,219.55	
				\$6,219.55	TOTAL

SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

20th Avenue South from Lakeshore Drive to 746.84 West

20 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT	
BAXTER JAMES M & SHANNON L 1615 20TH AVE S ESCANABA, MI 49829-1966 051-250-3606-126-003	1615 20TH AVENUE SOUTH	150	\$26.50	\$3,975.00	
				\$3,975.00	TOTAL

SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

20th Avenue South from Lakeshore Drive to 746.84 West

20 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT	
HASLOW MARY M 1701 20TH AVE S ESCANABA, MI 49829-1967 051-250-3606-126-006	1701 20TH AVENUE SOUTH	100	\$26.50	\$2,650.00	
				\$2,650.00	TOTAL

SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

20th Avenue South from Lakeshore Drive to 746.84 West

20 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT	
LACHANCE PAUL & JENNIFER 1705 20TH AVE S ESCANABA, MI 49829-1967 051-250-3606-126-008	1705 20TH AVENUE SOUTH	100	\$26.50	\$2,650.00	
				\$2,650.00	TOTAL

SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

20th Avenue South from Lakeshore Drive to 746.84 West

20 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT	
PHALEN DANIEL J & MARGO A & 1720 21ST AVE S ESCANABA, MI 49829-1900 051-250-3606-126-010	1719 20TH AVENUE SOUTH	100	\$26.50	\$2,650.00	
				\$2,650.00	TOTAL

Jim O'Toole stated a pre-site meeting with City administration and MDOT for the Library addition was conducted on March 2nd. There will not be any additional impacts on parking, traffic, or access on/off the property.

2074 Ave So.

Bay College representative Christine Williams explained the location of the Library addition, which will be built into the current courtyard area (Section A on the attached). The previous Library (Sections B and C) will be repurposed for academic support to reunite all services in one central area instead of being split between several locations on campus.

A motion was made by Vice-Chairperson Smyth, seconded by Secretary Webber, to approve the Bay College Library addition site plan as submitted. Ayes were unanimous with Commissioner Warstler and Commissioner Williams abstaining from the record.

2. Special Assessment Project Review – South 22nd Street from 18th Avenue South to 494.81 Feet South – 22 Foot Wide Chip and Seal Paved Street Without Curb and Gutter:

Jim O'Toole stated administration will review the special assessment petition process being utilized to improve South 22nd Street from 18th Avenue South to 494.81 feet south. The purpose of the review is to advise the impacted property owners of the process that will be used by the City to special assess the costs associated with the project.

Jim O'Toole stated this project was presented on a special assessment request. More than 50% of the property owners petitioned the City of Escanaba to make this improvement. Currently the road is gravel. The improvement has been included in the upcoming budget. Impacted property owners will be assessed over five (5) years to pay for this project. Work will be completed after July 1st. This project will also advance to two (2) other hearings before City Council.

Bill Farrell said the drainage at the end of the street is poor. A lot of water pools at the end of the road during the Spring. The road is low from being graded numerous in the past and will be raised. A double chip and seal will be applied on top eliminating dust and the need for road maintenance.

Cyndi Veaser, 2001 South 22nd Street, stated she is in favor of this project. The level of the road is low from being graded numerous times and there are a lot of potholes on the road. Driving on this road will be much better once the project is complete. She supports the project.

3. Special Assessment Project Review – 20th Avenue South From Lakeshore Drive to 746.84 Feet West – 20 Foot Wide Chip and Seal Paved Street Without Curb and Gutter:

Jim O'Toole stated administration will review the special assessment petition process being utilized to improve 20th Avenue South from Lakeshore Drive to 746.84 feet west. The purpose of the review is to advise the impacted property owners of the process that will be used by the City to special assess the costs associated with the project.

Jim O'Toole stated this project was presented on a special assessment request. More than 50% of the property owners (the majority of ownership of linear feet) petitioned the City of Escanaba to make this improvement. Currently the road is gravel. The improvement has been included in the upcoming budget. Impacted property owners will be assessed over five (5) years to pay for this project. Work will be completed after July 1st. This project will also advance to two (2) other hearings before City Council.

Bill Farrell stated the road will be raised due to the low level from grading. A double chip and seal will be applied on top eliminating dust and the need for road maintenance. Additionally with this project, 18th Avenue South will be eliminated because of the traffic in the area. This change has been discussed with the surrounding property owners. Also, there is a short cut heading to the Athletic Field which will be eliminated so future driving on this cut across will not be possible.

4. 2016-2021 Planning Commission Capital Improvement Plan:

Jim O'Toole stated that annually the Planning Commission prepares a Capital Improvement Plan (CIP) for the evaluation and identification of capital infrastructure projects in need of renovation, repair, and/or constructions for the upcoming fiscal year. A public hearing on the proposed plan will take place.

Jim O'Toole stated the Capital Improvement Plan (CIP) is a requirement of the budget process. The CIP helps put future projects in place should funds become available. He stated the budget will be released to City Council on March 25, 2016 12:00 p.m. Noon.

Jim O'Toole discussed the Capital Improvement Plan recommended projects (attached) with the opinion of cost, the fund the projects apply to, and the requested budgeted amount as of this evening (subject to change). All 2016-2017 project items discussed will be completed after July 1st. All CIP projects are accurate as listed with a few revisions as noted below:

- Item #1 – General Resurfacing and Curb Repair City Wide – Major Streets: Revision of the requested budgeted amount of \$100,000. Currently targeted at \$80,000.
- Item #3 – Ludington Street Resurfacing, Ramps and Curb Repair – 14th Street to Stephenson Avenue: The requested budgeted amount of \$275,000 is reduced to \$160,000. The DDA is funding this project. Driving lanes will be re-done only.
- Item #6 – General Resurfacing and Curb Repair City Wide – Local Streets: Removal of this item. It is a duplicate.
- Item #7 – Construct North 26th Street Connecting 3rd Avenue North With 6th Avenue North: A breakdown of costs is needed to show the City match. Construction is being completed with the building of the new Meijer Store. The City will pay for this project under the UDAG fund and the property owners will be special assessed for the costs with the money being returned back to the UDAG fund at 6%.

Bill Farrell updated the Planning Commission board members on the Meijer's Store. Recently a meeting was conducted on March 2nd with Meijer's. Discussion included the special assessment, the next two (2) hearings scheduled in May, when they would be able to bid out the project with the hopes of having a contractor ready for July 1st, testing, permitting, insurance, bonding of the contractor, daily reports, bidding requirements, labor rates, retainage, certified payrolls, and as-builts plans. In April, Meijer's will be clearing trees, a construction trailer will be set up the end of April, road work is targeted to start July 1st, and the fall of 2016/early Summer of 2017 is the targeted road paving timeframe. The main goal is to get the outside structure/frame built by November so the interior can be worked on throughout the winter months. Opening date is targeted for some-time in 2017.

Jim O'Toole added once the project is complete, the funds will roll into the Street Act 51 fund. He also stated Meijer's obtained their foundation building permit from Delta County.

Jim O'Toole continued discussion on the list of Capital Improvement Plan projects with no changes to items #8 to #16.

PETITIONER: James Baxter
 1615 20th Avenue South
 Escanaba, MI 49829

 Date Received From Clerk

 Date Presented to Clerk

SPECIAL ASSESSMENT PETITION
 FOR STREET IMPROVEMENTS

To: The Escanaba City Council

Council Members:

We, the undersigned property owners, hereby petition your honorable body for the construction of a 20 foot wide chip - seal paved street without curb and gutter on 20th Avenue South from Lakeshore Drive to 746.84 feet West.

We understand the charges for this work will be based on a special assessment rate applicable at the time the City of Escanaba budget is prepared and the public hearings held. We further understand the current rate of \$26.50 per front foot for the specified type improvements is advisory and subject to change prior to the public hearings on the assessment and that the special assessment may be payable in annual installments as shown, plus interest at six percent (6%) per year on the unpaid balance:

<u>Amount of Assessment</u>	<u>Year</u>
Less than \$100	1
\$101 to \$200	2
\$201 to \$300	3
\$301 to \$400	4
\$401 and over	5

	<u>PROPERTY ADDRESS</u>	<u>FRONTAGE (FT)</u>	<u>TOTAL COST</u>	<u>OWNER</u>	<u>SIGNATURE</u>
1	2100 Lakeshore Drive	234.7	\$6,219.55	Anthony Kamerschen	_____
2	1615 20th Avenue South	150	\$3,975.00	James Baxter	_____
3	1701 20th Avenue South	100	\$2,650.00	Greg Haslow	_____
4	1705 20th Avenue South	100	\$2,650.00	Paul LaChance	_____
5	1719 20th Avenue South	100	\$2,650.00	Daniel Phalen	_____

Improvement will be based on input and recommendation of the Planning Commission for their Capital Improvement Plan and subject to City Council review and inclusion in the 2016-2017 budget.

✓ 684.7 Total Ft.
 (\$1.18) 350 Signed
 334.7 Did not Sign

TUF
 02/05/16



February 19, 2016

ESCANABA PLANNING COMMISSION
ESCANABA MICHIGAN 49829

RE: Proposed Special Assessment Street Improvement Project Review – 20th Avenue South
from Lakeshore Drive West.

Dear Property Owner/Occupant:

A regular scheduled meeting of the Escanaba Planning Commission has been scheduled for March 10, 2016, at 6:00 p.m. at the Escanaba City Hall, 410 Ludington Street. The following item will be on the agenda:

**Review – Proposed Special Assessment Street Improvement Project Review –
20 foot wide chip/seal street without curb and gutter. 20th Avenue South
from Lakeshore Drive to 746.84 feet West.**

You are cordially invited to attend this meeting should you have any interest in this project, questions, or comments. If you have comments, but are unable to attend this meeting, please submit your written comments to the City of Escanaba Planning Commission prior to March 10, 2016. All written and signed comments will be read into the public record.

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the City of Escanaba at (906) 786-9402. A copy of the various referenced plans can be viewed at City Hall, Second Floor, 410 Ludington Street, Escanaba, MI, Monday through Friday, 7:30 a.m. to 4:00 p.m.

Sincerely,

Patrick Connor, Chairperson
Escanaba Planning Commission

PROOF OF SERVICE – MAILING

This document was enclosed in sealed envelope, first class postage fully prepaid, and deposited in the U.S. Government Mail.

Addressee(s): Assessed Property Owner/Occupant
Impacted By Special Assessment

Mailing Date: February 19, 2016

Mission Statement:



Anthony Kamerschen
2100 Lakeshore Drive
Escanaba, MI 49829

James Baxter
1615 20th Avenue South
Escanaba, MI 49829

Greg & Mary Haslow
1701 20th Avenue South
Escanaba, MI 49829

Paul LaChance
1705 20th Avenue South
Escanaba, MI 49829

Daniel Phalen
1719 20th Avenue South
Escanaba, MI 49829

All
Addresses
Confirmed

✕
Envelopes w/
labels are
ready for mailing
w/ tomorrow

MEMORANDUM

TO: Jim O'Toole, City Manager

FROM: Bill Farrell, City Engineer

DATE: 4/29/2016

RE: Special Assessment for 22 foot wide chip – seal paved street without curb and gutter on South 22nd Street from 18th Avenue South to 494.81 feet South

PH #4
CC
5/19/16.

The City of Escanaba was approached by a property owner along the ROW of South 22nd Street. There are eight (8) property owners along the project. Of the eight (8) property owners six (6) signed the petition, which equates to 52.98% of the property owners by linear feet of frontage. The project was also included in the proposed FY1617 budget. Following the City of Escanaba Special Assessment Policy, the project was brought before the Planning Commission for approval. The Planning Commission recommended approval on March 10, 2016.

The City Special Assessment Policy States: "Once included in the budget, but prior to the commencement of any petitioned improvements, a public hearing on the proposed improvements will be conducted before the City Council. Should the City Council recommend the proposed improvement move forward at the public hearing, a second public hearing will take place on the proposed special assessments. If the City Council approves both the proposed improvements and the special assessments, the work shall commence within the budgeted year."

Therefore, I'm requesting the City Council set a public hearing on the proposed improvement for May 19, 2016. Also, if the improvement is approved at that hearing, I'm requesting the City Council set a public hearing on the proposed special assessment for June 2, 2016.

The City portion of the project by linear frontage is approximately \$645. The City of Escanaba DPW would do the prep and grading work with chip-seal contracted with the Delta County Road Commission. We would address the drainage issues at the south end of South 22nd Street by lifting the road up and creating infiltration areas possibly including a pair of dry wells.

Handwritten notes at the top of the page, possibly including a date or project reference.

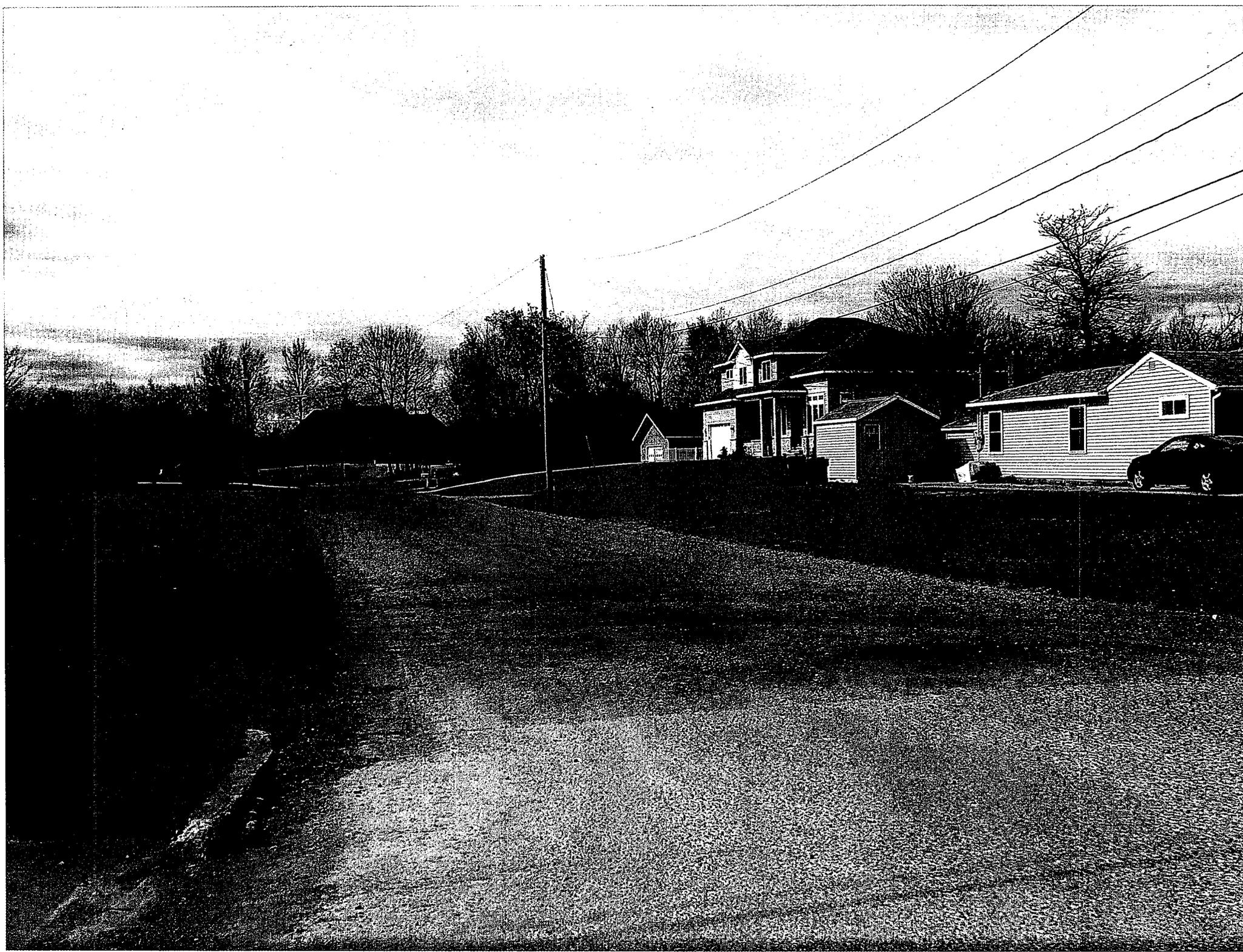


South 22nd Street Chip Seal Limits
18th Avenue South Southerly

CITY OF ESCANABA
410 LUDINGTON ST. ESCANABA, MICH. 49829 (906) 786-9402



DATE:	02/18/2016
SCALE:	NA
DRWG. NO.:	NA



SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

South 22nd Street from 18th Avenue South to 494.81 feet South

22 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT	
SCHROEDER CASEY S & VICTORIA C 2241 18TH AVE S ESCANABA, MI 49829-2013 051-420-3606-100-002	2237 18TH AVENUE SOUTH	140	\$15.50	\$2,170.00	
				\$2,170.00	TOTAL

SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

South 22nd Street from 18th Avenue South to 494.81 feet South

22 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT	
HURLEY TODD R & MARY L 1125 LAKE SHORE DR ESCANABA, MI 49829-3017 051-420-3606-100-048	1910 SOUTH 22ND STREET	59	\$15.50	\$914.50	
				\$914.50	TOTAL

SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

South 22nd Street from 18th Avenue South to 494.81 feet South

22 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT
LANCOUR MOLLY K 1916 S 22ND ST ESCANABA, MI 49829-1962 051-420-3606-100-049	1916 SOUTH 22ND STREET	75	\$15.50	\$1,162.50
				\$1,162.50

TOTAL

SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

South 22nd Street from 18th Avenue South to 494.81 feet South

22 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT
ROGERS WILLIAM & ROSE 1920 S 22ND ST ESCANABA, MI 49829-1962 051-420-3606-100-050	1920 SOUTH 22ND STREET	100	\$15.50	\$1,550.00
				\$1,550.00

TOTAL

SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

South 22nd Street from 18th Avenue South to 494.81 feet South

22 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT
ECONOMOPOULAS JOHN & CHRISTINA 2022 13TH AVE S ESCANABA, MI 49829-2169 051-420-3606-100-006	1930 SOUTH 22ND STREET	100	\$15.50	\$1,550.00
				\$1,550.00

TOTAL

SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS -

South 22nd Street from 18th Avenue South to 494.81 feet South

22 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT
SEYMOUR CLARENCE & JACQUELINE 2135 18TH AVE S ESCANABA, MI 49829-2011 051-420-3606-100-008	2135 18TH AVENUE SOUTH	316	\$15.50	\$4,898.00

				\$4,898.00	TOTAL
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SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS - South 22nd Street from 18th Avenue South to 494.81 feet South
22 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT	
VEESER WADE D & CYNTHIA 2001 S 22ND ST ESCANABA, MI 49829-1963 051-420-3606-100-051	2001 SOUTH 22ND STREET	158	\$15.50	\$2,449.00	
				\$2,449.00	TOTAL

SPECIAL ASSESSMENT FOR STREET IMPROVEMENTS - South 22nd Street from 18th Avenue South to 494.81 feet South
22 FOOT WIDE CHIP-SEALED PAVED STREET WITHOUT CURB AND GUTTER

TAX CODE PROPERTY OWNER	LOCATION OF WORK	ASSESSABLE LINEAR FEET	UNIT PRICE/FT	OWNER ASSESSMENT	
LAMARCH BRYAN J & LINDSEY A 1808 22ND AVE S ESCANABA, MI 49829-1927 051-420-3606-100-053	2005 SOUTH 22ND STREET	22	\$15.50	\$341.00	
				\$341.00	TOTAL

Jim O'Toole stated a pre-site meeting with City administration and MDOT for the Library addition was conducted on March 2nd. There will not be any additional impacts on parking, traffic, or access on/off the property.

South 22nd St

Bay College representative Christine Williams explained the location of the Library addition, which will be built into the current courtyard area (Section A on the attached). The previous Library (Sections B and C) will be repurposed for academic support to reunite all services in one central area instead of being split between several locations on campus.

A motion was made by Vice-Chairperson Smyth, seconded by Secretary Webber, to approve the Bay College Library addition site plan as submitted. Ayes were unanimous with Commissioner Warstler and Commissioner Williams abstaining from the record.

2. Special Assessment Project Review – South 22nd Street from 18th Avenue South to 494.81 Feet South – 22 Foot Wide Chip and Seal Paved Street Without Curb and Gutter:

Jim O'Toole stated administration will review the special assessment petition process being utilized to improve South 22nd Street from 18th Avenue South to 494.81 feet south. The purpose of the review is to advise the impacted property owners of the process that will be used by the City to special assess the costs associated with the project.

Jim O'Toole stated this project was presented on a special assessment request. More than 50% of the property owners petitioned the City of Escanaba to make this improvement. Currently the road is gravel. The improvement has been included in the upcoming budget. Impacted property owners will be assessed over five (5) years to pay for this project. Work will be completed after July 1st. This project will also advance to two (2) other hearings before City Council.

Bill Farrell said the drainage at the end of the street is poor. A lot of water pools at the end of the road during the Spring. The road is low from being graded numerous in the past and will be raised. A double chip and seal will be applied on top eliminating dust and the need for road maintenance.

Cyndi Veaser, 2001 South 22nd Street, stated she is in favor of this project. The level of the road is low from being graded numerous times and there are a lot of potholes on the road. Driving on this road will be much better once the project is complete. She supports the project.

3. Special Assessment Project Review – 20th Avenue South From Lakeshore Drive to 746.84 Feet West – 20 Foot Wide Chip and Seal Paved Street Without Curb and Gutter:

Jim O'Toole stated administration will review the special assessment petition process being utilized to improve 20th Avenue South from Lakeshore Drive to 746.84 feet west. The purpose of the review is to advise the impacted property owners of the process that will be used by the City to special assess the costs associated with the project.

Jim O'Toole stated this project was presented on a special assessment request. More than 50% of the property owners (the majority of ownership of linear feet) petitioned the City of Escanaba to make this improvement. Currently the road is gravel. The improvement has been included in the upcoming budget. Impacted property owners will be assessed over five (5) years to pay for this project. Work will be completed after July 1st. This project will also advance to two (2) other hearings before City Council.



PETITIONER: Molly Lancour
 1916 South 22nd Street
 Escanaba, MI 49829

 Date Received From Clerk

 Date Presented to Clerk

**SPECIAL ASSESSMENT PETITION
 FOR STREET IMPROVEMENTS**

To: The Escanaba City Council

Council Members:

We, the undersigned property owners, hereby petition your honorable body for the construction of a 22 foot wide chip - seal paved street without curb and gutter on South 22nd Street from 18th Avenue South to 494.81 feet South.

We understand the charges for this work will be based on a special assessment rate applicable at the time the City of Escanaba budget is prepared and the public hearings held. We further understand the current rate of \$15.50 per front foot for the specified type improvements is advisory and subject to change prior to the public hearings on the assessment and that the special assessment may be payable in annual installments as shown, plus interest at six percent (6%) per year on the unpaid balance:

<u>Amount of Assessment</u>	<u>Year</u>
Less than \$100	1
\$101 to \$200	2
\$201 to \$300	3
\$301 to \$400	4
\$401 and over	5

PROPERTY ADDRESS	FRONTAGE (FT)	TOTAL COST	OWNER	SIGNATURE
1 2237 18th Avenue South	140	\$2,170.00	Casey Schroeder	_____
2 1910 South 22nd Street	59	\$914.50	Nelson Smith	_____
3 1916 South 22nd Street	75	\$1,162.50	Molly Lancour	<i>Molly Lancour</i>
4 1920 South 22nd Street	100	\$1,550.00	William Rogers	_____
5 1930 South 22nd Street	100	\$1,550.00	John Economopoulos	_____
6 2135 South 22nd Street	316	\$4,898.00	Clarence Seymour	_____
7 2001 South 22nd Street	158	\$2,449.00	Wade Veesser	_____
8 2005 South 22nd Street	22	\$341.00	Bryan Lamarch	_____

Improvement will be based on input and recommendation of the Planning Commission for their Capital Improvement Plan and subject to City Council review and inclusion in the 2015-2016 budget.

2

PETITIONER: Molly Lancour
1916 South 22nd Street
Escanaba, MI 49829

Date Received From Clerk

Date Presented to Clerk

SPECIAL ASSESSMENT PETITION
FOR STREET IMPROVEMENTS

To: The Escanaba City Council

Council Members:

We, the undersigned property owners, hereby petition your honorable body for the construction of a 22 foot wide chip - seal paved street without curb and gutter on South 22nd Street from 18th Avenue South to 494.81 feet South.

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PROPERTY ADDRESS	FRONT FOOTAGE	ASSESSMENT	OWNER
1 2237 18th Avenue South	140		
2 1910 South 22nd Street	59 ✓		
3 1916 South 22nd Street	75 ✓		
4 1920 South 22nd Street	100 ✓		
5 1930 South 22nd Street	100 ✓		
6 2135 South 22nd Street	316		
7 2001 South 22nd Street	158 ✓		
8 2005 South 22nd Street	22 ✓		
	<u>970</u>		

Total Signed

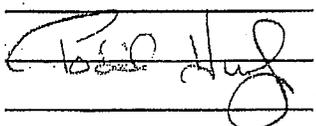
514

Not Signed

456

9 = 52.98%

SIGNATURE



(4)

PETITIONER: Molly Lancour
1916 South 22nd Street
Escanaba, MI 49829

Date Received From Clerk

Date Presented to Clerk

SPECIAL ASSESSMENT PETITION
FOR STREET IMPROVEMENTS

To: The Escanaba City Council

Council Members:

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<u>Amount of Assessment</u>	<u>Year</u>
Less than \$100	1
\$101 to \$200	2
\$201 to \$300	3
\$301 to \$400	4
\$401 and over	5

PROPERTY ADDRESS	FRONTAGE (FT)	TOTAL COST	OWNER	SIGNATURE
1 2237 18th Avenue South	140	\$2,170.00	Casey Schroeder	_____
✓ 2 1910 South 22nd Street	59	\$914.50	Nelson Smith	_____
✓ 3 1916 South 22nd Street	75	\$1,162.50	Molly Lancour	_____
✓ 4 1920 South 22nd Street	100	\$1,550.00	Rose Rogers William Rogers	<u>Rose Rogers</u>
✓ 5 1930 South 22nd Street	100	\$1,550.00	John Economopoulos	_____
6 2135 South 22nd Street	316	\$4,898.00	Clarence Seymour	_____
✓ 7 2001 South 22nd Street	158	\$2,449.00	Wade Veaser	_____
✓ 8 2005 South 22nd Street	22	\$341.00	Bryan Lamarch	_____

920

PETITIONER: Molly Lancour
1916 South 22nd Street
Escanaba, MI 49829

Date Received From Clerk

Date Presented to Clerk

SPECIAL ASSESSMENT PETITION
FOR STREET IMPROVEMENTS

To: The Escanaba City Council

Council Members:

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<u>Amount of Assessment</u>	<u>Year</u>
Less than \$100	1
\$101 to \$200	2
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\$301 to \$400	4
\$401 and over	5

PROPERTY ADDRESS	FRONTAGE (FT)	TOTAL COST	OWNER	SIGNATURE
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2 1910 South 22nd Street	59	\$914.50	Nelson Smith	_____
3 1916 South 22nd Street	75	\$1,162.50	Molly Lancour	_____
4 1920 South 22nd Street	100	\$1,550.00	William Rogers	_____
5 1930 South 22nd Street	100	\$1,550.00	John Economopoulos	
6 2135 South 22nd Street	316	\$4,898.00	Clarence Seymour	_____
7 2001 South 22nd Street	158	\$2,449.00	Wade Veesser	_____
8 2005 South 22nd Street	22	\$341.00	Bryan Lamarch	_____

(7)

PETITIONER: Molly Lancour
1916 South 22nd Street
Escanaba, MI 49829

Date Received From Clerk

Date Presented to Clerk

SPECIAL ASSESSMENT PETITION
FOR STREET IMPROVEMENTS

To: The Escanaba City Council

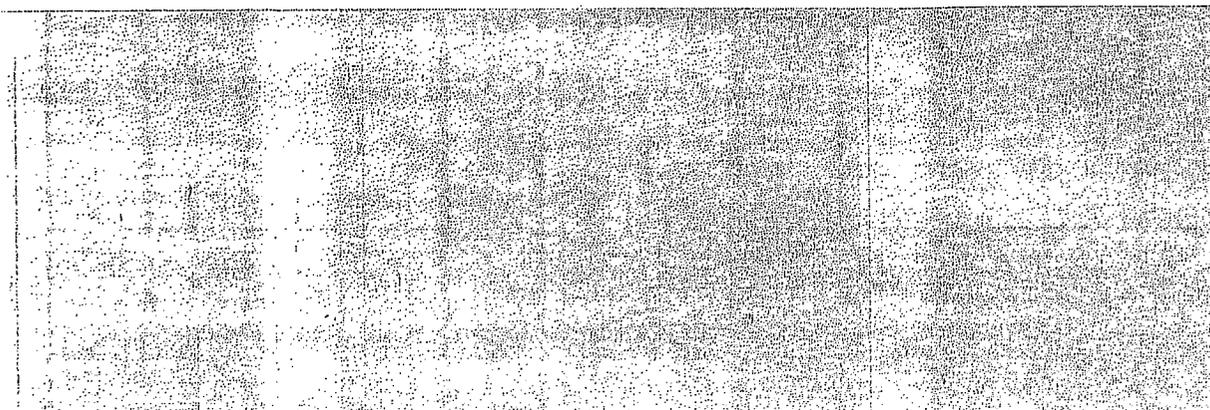
Council Members:

We, the undersigned property owners, hereby petition your honorable body for the construction of a 22 foot wide chip - seal paved street without curb and gutter on South 22nd Street from 18th Avenue South to 494.81 feet South.

We understand the charges for this work will be based on a special assessment rate applicable at the time the City of Escanaba budget is prepared and the public hearings held. We further understand the current rate of \$15.50 per front foot for the specified type improvements is advisory and subject to change prior to the public hearings on the assessment and that the special assessment may be payable in annual installments as shown, plus interest at six percent (6%) per year on the unpaid balance:

Amount of Assessment	Year
Less than \$100	1
\$101 to \$200	2
\$201 to \$300	3
\$301 to \$400	4
\$401 and over	5

PROPERTY ADDRESS	FRONTAGE (FT)	TOTAL COST	OWNER	SIGNATURE
1 2237 18th Avenue South	140	\$2,170.00	Casey Schroeder	_____
2 1910 South 22nd Street	59	\$914.50	Nelson Smith	_____
3 1916 South 22nd Street	75	\$1,162.50	Molly Lancour	_____
4 1920 South 22nd Street	100	\$1,550.00	William Rogers	_____
5 1930 South 22nd Street	100	\$1,550.00	John Economopoulos	_____
6 2135 South 22nd Street	316	\$4,898.00	Clarence Seymour	_____
7 2001 South 22nd Street	158	\$2,449.00	Wade Veaser	<u>Wade D Veaser</u>
8 2005 South 22nd Street	22	\$341.00	Bryan Lamarch	_____



8

PETITIONER: Molly Lancour
1916 South 22nd Street
Escanaba, MI 49829

Date Received From Clerk

Date Presented to Clerk

SPECIAL ASSESSMENT PETITION
FOR STREET IMPROVEMENTS

To: The Escanaba City Council

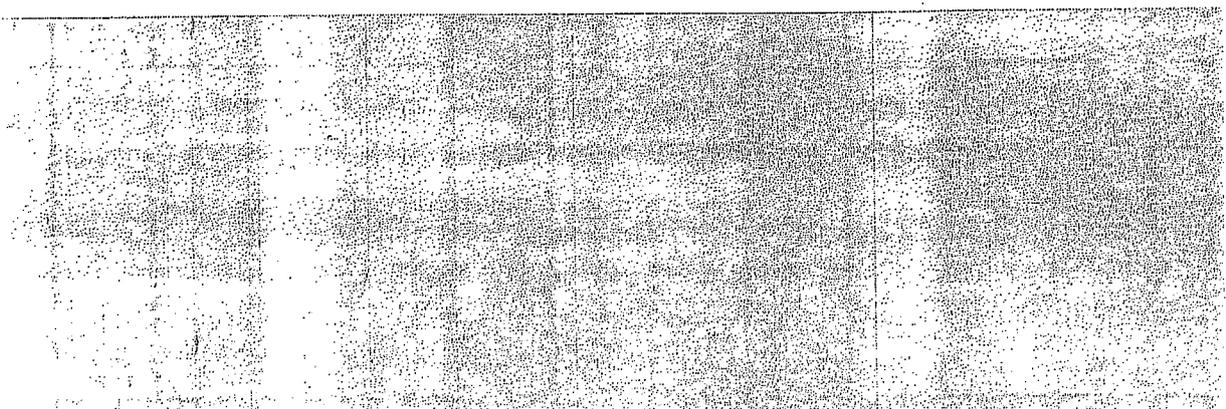
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7 2001 South 22nd Street	158	\$2,449.00	Wade Veesser	_____
8 2005 South 22nd Street	22	\$341.00	Bryan Lamarch	_____





CITY OF

P.O. Box 948 • Escanaba, MI 49829-0948 • (906) 786-0240 • fax (906) 786-4755

TDD (800) 649-3777

February 19, 2016

ESCANABA PLANNING COMMISSION
ESCANABA MICHIGAN 49829

RE: Proposed Special Assessment Street Improvement Project Review – South 22nd Street from 18th Avenue South to 494.81 feet South.

Dear Property Owner/Occupant:

A regular scheduled meeting of the Escanaba Planning Commission has been scheduled for March 10, 2016, at 6:00 p.m. at the Escanaba City Hall, 410 Ludington Street. The following item will be on the agenda:

Review – Proposed Special Assessment Street Improvement Project Review – 22 foot wide chip/seal street without curb and gutter. South 22nd Street from 18th Avenue South to 494.81 feet South.

You are cordially invited to attend this meeting should you have any interest in this project, questions, or comments. If you have comments, but are unable to attend this meeting, please submit your written comments to the City of Escanaba Planning Commission prior to March 10, 2016. All written and signed comments will be read into the public record.

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the City of Escanaba at (906) 786-9402. A copy of the various referenced plans can be viewed at City Hall, Second Floor, 410 Ludington Street, Escanaba, MI, Monday through Friday, 7:30 a.m. to 4:00 p.m.

Sincerely,

Patrick Connor, Chairperson
Escanaba Planning Commission

PROOF OF SERVICE – MAILING

This document was enclosed in sealed envelope, first class postage fully prepaid, and deposited in the U.S. Government Mail.

Addressee(s): Assessed Property Owner/Occupant
Impacted By Special Assessment

Mailing Date: February 19, 2016

Mission Statement:



Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.

The City of Escanaba is an equal opportunity employer and provider.



Casey Schroeder
2237 18th Avenue South
Escanaba, MI 49829

Todd Hurley
1910 South 22nd Street
Escanaba, MI 49829

Molly Lancour
1916 South 22nd Street
Escanaba, MI 49829

William Rogers
1920 South 22nd Street
Escanaba, MI 49829

John Economopoulos
1930 South 22nd Street
Escanaba, MI 49829



Clarence Seymour
2135 South 22nd Street
Escanaba, MI 49829

Wade Veaser
2001 South 22nd Street
Escanaba, MI 49829

Bryan Lamarch
2005 South 22nd Street
Escanaba, MI 49829



James V. O'Toole
City Manager



410 Ludington Street
Escanaba, Michigan 49829
Phone (906)786-0240

NB # 1
CC 5/19/16.

TO: Escanaba City Council
FROM: James V. O'Toole, City Manager
INFO: Melissa Becotte, City Controller
Bob Richards, City Clerk
SUBJECT: Ordinance No. 1167 – Appropriations Ordinance

In accordance with the City Charter, the City Council must adopt an Appropriations Ordinance to fund the various departments and provide funds for specific purposes to be expended in accordance with the budget as approved and adopted by the City Council. The appropriations and revenues are set for the Ordinance No. 1167 and are for the fiscal year ending June 30, 2017.

Administration is requesting the City Council conduct a special City Council meeting for May 25, 2016, at 8:00 a.m. for the second reading and adoption of Ordinance No. 1167.

Mission Statement:

Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.

NB-1

ORDINANCE NO. 1167

"AN ORDINANCE TO MAKE APPROPRIATIONS AND CORRESPONDING REVENUES FOR THE YEAR ENDED JUNE 30, 2017."

THE CITY OF ESCANABA ORDAINS:

The total number of mills of ad valorem property taxes to be levied for fiscal year 2016/2017 is 17.00.

CHAPTER I

Section 101. That there is hereby appropriated by the City of Escanaba to various departments and funds for specific purposes, the several amounts set forth in the following tabulation, to be expended in accordance with the budget as approved, except that the City Manager is hereby empowered to transfer appropriations between activities and objects of expenditures, subject to the limitation imposed by Chapter VIII, Section 8, of the City Charter. The appropriations and revenues set forth are for the fiscal year ending June 30, 2017.

GENERAL FUND

Revenues:

Taxes	\$4,994,500
Licenses and Permits	2,000
Intergovernmental	1,409,000
Charges for Services/Fines	309,750
Electric Utility Fund Contribution	765,790
Transfer from Land Development Fund	60,000
Transfer from DDA Fund	5,000
Transfer from Office Equipment Fund	39,200
Transfer from Sanitary Landfill Fund	220,500
Miscellaneous Revenues	155,700
Subtotal	\$7,961,440
Transfer from Fund Balance	0
Total General Fund Revenues	<u>\$7,961,440</u>

Expenditures:

City Council	\$30,020
City Manager	201,179
Elections	21,498
City Controller	276,649
Auditors	13,150
Assessors	259,561
Attorneys	51,500
City Clerk	142,134
Human Resources	120,524
Bd. of Review	2,550
City Treasurer	256,367
Billing	334,913
City Hall and Grounds	81,252
Civic Center	63,904
Community Promotional	5,773
Celebration Flags	2,471
Fourth of July	18,852
Public Safety	4,364,838
Community Preservation	75,250
Crossing Guards	26,000
Crosswalks	5,000
Planning Commission	7,500
Care of Trees and Shrubs	89,756
Sidewalks	7,000
Engineers	254,657
Street Lighting	162,500
Sanitary Landfill	222,000
Solid Waste Collection	424,056
Composting Activities	62,672
Snow Plowing for Garbage Collection	19,191
Community Services	16,148
Recreation	461,484
Parks	201,306
Band	40,670
Historical Museum	250
Tourism Promotion	11,300
Boat Launches	12,979
Alley Maintenance	7,110
Transfer to Parking Maintenance Fund	18,000
Transfer to Library Fund	400,000
Transfer to Escanaba Building Authority Fund	149,000
Insurance/Bonds	3,000
Sub-total	<u>\$8,923,964</u>

Ordinance No 1167 - cont.

Less: Overhead to Utilities 963,474
Total General Fund Expenditures \$7,960,490

MAJOR STREET FUND

Revenues:
State Shared Revenues \$855,000
State Grants 375,000
Interest Earnings 31,000
Sub-total \$1,261,000
Transfer from DDA Fund 160,000
Transfer from Fund Balance 146,133
Total Major Street Fund Revenues \$1,567,133

Expenditures:
Operating Expenses \$627,133
Street Construction 940,000
Total Major Street Fund Expenditures \$1,567,133

LOCAL STREET FUND

Revenues:
State Shared Revenues \$303,250
Interest Earnings 14,000
Transfer from UDAG Fund 1,100,000
Transfer from Land Development Fund 33,205
Transfer from Gas Retirement Fund 17,000
Sub-total \$1,467,455
Transfer from Fund Balance 157,312
Total Local Street Fund Revenues \$1,624,767

Expenditures:
Operating Expenses \$387,667
Street Construction 1,237,100
Total Local Street Fund Expenditures \$1,624,767

LIBRARY FUND

Revenues:
State Funding \$15,500
Penal Fines Allocation 100,000
Fines and Fees 18,000
Interest Earnings 1,750
Transfer from General Fund 400,000
Sub-Total \$535,250
Transfer from Fund Balance 37,981
Total Library Fund Revenues \$573,231

Expenditures:
Operating Expenditures \$573,231
Total Library Fund Expenditures \$573,231

BEZOLD TRUST FUND

Revenues:
Interest Earnings \$4,400
Transfer from Fund Balance 5,600
Total Bezold Trust Fund Revenues \$10,000

Expenditures:
Qualifying Expenditures \$10,000
Total Bezold Trust Fund Expenditures \$10,000

GAS RETIREMENT FUND

Revenues:
Interest Earnings \$19,000
Total Gas Retirement Fund Revenues \$19,000

Expenditures:
Transfer to Local Street Fund \$17,000
Total Gas Retirement Fund Expenditures \$17,000

SANITARY LANDFILL FUND

Revenues:
Revenue from Sales \$220,000
Penalties on Collections 1,000
Interest Earnings 1,500
Sub-total \$222,500
Transfer from Fund Balance 3,250

Ordinance No 1167 – cont.

Total Sanitary Landfill Fund Revenues \$225,750

Expenditures:

Transfer to General Fund \$220,500
 Bad Debt Expense 100
 Administrative Expense 150
 City-Wide Cleanup 5,000
 Total Sanitary Landfill Fund Expenditures \$225,750

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) FUND

Revenues:

TIF Tax Collections \$260,000
 State Reimbursement of Lost PPT 20,000
 Interest Earnings 5,500
 Miscellaneous Income 2,000
 Sub-Total \$287,500
 Transfer from Fund Balance 167,420
 Total DDA Fund Revenues \$454,920

Expenditures:

Operating Expenditures \$289,920
 Transfer to Major Street Fund 160,000
 Transfer to Marina Fund 5,000
 Total DDA Fund Expenditures \$454,920

HOUSING REHABILITATION FUND

Revenues:

Interest Earnings \$3,500
 Total Housing Rehabilitation Fund Revenues \$3,500

Expenditures:

Administrative Expense \$1,000
 Total Housing Rehabilitation Fund Expenditures \$1,000

DELTA COUNTY CENTRAL DISPATCH AUTHORITY (DCCDA) FUND

Revenues:

DC Central Dispatch Authority Contract \$789,025
 Total DCCDA Fund Revenues \$789,025

Expenditures:

Dispatching Operations \$789,025
 Total DCCDA Fund Expenditures \$789,025

LAND DEVELOPMENT FUND

Revenues:

Property Owner's Share of Special Assessments \$6,600
 Interest Earnings 36,400
 Sub-Total \$43,000
 Transfer from Fund Balance 85,705
 Total Land Development Fund Revenues \$128,705

Expenditures:

Property Improvements \$17,500
 Administrative Costs 1,500
 Professional Services 10,000
 Property Taxes 6,500
 Transfer to General Fund 60,000
 Transfer to Local Streets (Special Assessments) 33,205
 Total Land Development Fund Expenditures \$128,705

PARKING MAINTENANCE FUND

Revenues:

D.D.A. Fund Contractual \$18,000
 Transfer from General Fund 18,000
 Total Parking Maintenance Fund Revenues \$36,000

Expenditures:

D.D.A. Lot Expenditures \$18,000
 City Lot Expenditures 18,000
 Total Parking Maintenance Fund Expenditures \$36,000

E.D.A. REVOLVING LOAN FUND

Revenues:

Interest Earnings \$3,250
 Total E.D.A.R.L.F. Revenues \$3,250

Ordinance No 1167 - cont.

Expenditures:
Administrative Costs \$1,500
Total E.D.A.R.L.F. Expenditures \$1,500

M.S.C REVOLVING LOAN FUND

Revenues:
Interest Earnings \$2,500
Total M.S.C.R.L.F. Revenues \$2,500

Expenditures:
Administrative Costs \$1,000
Total M.S.C.R.L.F. Expenditures \$1,000

U.D.A.G. REVOLVING LOAN FUND

Revenues:
Interest Earnings \$40,000
Property Owner's Share of Special Assessments 1,100,000
Total U.D.A.G.R.L.F. Revenues \$1,140,000

Expenditures:
Administrative Costs \$1,500
Transfer to Local Street Fund 1,100,000
Total U.D.A.G.R.L.F. Expenditures \$1,101,500

FARMERS HOME GRANT FUND

Revenues:
Interest Earnings \$800
Transfer from Fund Balance 45,300
Total Farmers Home Grant Fund Revenues \$46,100

Expenditures:
Administrative Costs \$100
Downtown Marketplace Neighborhood Playground 46,000
Total Farmers Home Grant Fund Expenditures \$46,100

DRUG LAW ENFORCEMENT FUND

Revenues:
Local Forfeiture Proceeds \$1,750
Interest Earnings 200
Sub-Total \$1,950
Transfer from Fund Balance 50
Total Drug Law Enforcement Fund Revenues \$2,000

Expenditures:
City Expenditures \$2,000
Total Drug Law Enforcement Fund Expenditures \$2,000

BROWNFIELD REDEVELOPMENT FUND

Revenues:
TIF Tax Collections \$52,000
Interest Earnings 150
Total Brownfield Redevelopment Fund Revenues \$52,150

Expenditures:
Administrative Expenses \$150
Developer Reimbursements 40,500
Total Brownfield Redevelopment Fund Expenditures \$40,650

The following is provided for informational purposes only, as provided by Michigan P.A. 2 of 1968

ELECTRIC UTILITY FUND

Revenues:
Revenue from Sales \$13,463,000
Rents 49,350
Miscellaneous 69,500
Interest Earnings 240,000
Total Electric Fund Revenues \$13,821,850

Expenses:
Operating Expenses \$12,370,858
Depreciation 404,000
Overhead to General Fund 584,503
Contribution to General Fund 765,790
Total Electric Fund Expenses \$14,125,151

WATER UTILITY FUND

Revenues:

Revenue from Sales	\$2,140,776
Federal Subsidy-Capital Improvement Bond Interest	62,650
Miscellaneous	59,100
Interest Earnings	11,000
Total Water Fund Revenues	<u>\$2,273,526</u>

Expenses:

Operating Expenses	\$1,362,019
Depreciation	400,319
Overhead to General Fund	194,116
Bond Interest Expense	223,500
Total Water Fund Expenses	<u>\$2,179,954</u>

WASTEWATER UTILITY FUND

Revenues:

Revenue from Sales	\$1,417,850
Miscellaneous	11,500
Interest Earnings	47,500
Total Wastewater Fund Revenues	<u>\$1,476,850</u>

Expenses:

Operating Expenses	\$1,045,740
Depreciation	251,250
Overhead to General Fund	184,857
Bond Interest Expense	4,400
Total Wastewater Fund Expenses	<u>\$1,486,247</u>

ESCANABA BUILDING AUTHORITY FUND

Revenues:

Lease Payments-Transfer from General Fund	\$149,000
Rent Income-City Hall/Library	133,248
Interest Earnings	5,500
Total Escanaba Building Authority Fund Revenues	<u>\$287,748</u>

Expenses:

Operating Expenses	\$162,898
Interest Expense	24,000
Depreciation Expense	147,000
Total Escanaba Building Authority Fund Expenses	<u>\$333,898</u>

MARINA FUND

Revenues:

Fees and Concessions	\$226,000
Transfers from Other Funds	0
Interest Earnings	800
Total Marina Fund Revenues	<u>\$226,800</u>

Expenses:

Operating Expenses	\$183,998
Interest Expense	12,600
Depreciation	56,000
Total Marina Fund Expenses	<u>\$252,598</u>

APPROVED:

APPROVED:

Ralph B. K. Peterson
City Attorney

Marc D. Tall
Mayor

Date Approved: May XX, 2016
Date Published: June XX, 2016

ATTEST:

Robert S. Richards, CMC
City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the City Council of the City of Escanaba, County of Delta, Michigan, at a Special Meeting held on the XXth day of May, 2016, and was published in the Daily Press, a newspaper of general circulation in the City of Escanaba on June XX, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, 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

James V. O'Toole
City Manager



410 Ludington Street
Escanaba, Michigan 49829
Phone (906)786-0240

NB # 2

CC 5/19/16

TO: Escanaba City Council

FROM: James V. O'Toole, City Manager

INFO: Melissa Becotte, City Controller
Bob Richards, City Clerk

SUBJECT: Ordinance No. 1168 – Tax Levy Ordinance

In accordance with the City Charter, the City Council must adopt an ordinance to levy taxes as may be necessary to meet appropriations made and all sums required by law to be raised to defray the debts, expenditures, and liabilities of the City for the fiscal year ending on the 30th day of June 2017, and requiring an authorized levy on the July, 2016, City tax roll of returned and unpaid special assessments, together with such penalties thereon as is provided by the City Charter.

Administration is requesting the City Council conduct a special City Council meeting for May 25, 2016, at 8:00 a.m. for the second reading and adoption of Ordinance No. 1168.

Mission Statement:

Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.

NB-2

ORDINANCE NO. 1168

AN ORDINANCE TO LEVY SUCH TAXES AS MAY BE NECESSARY TO MEET APPROPRIATIONS MADE AND ALL SUMS REQUIRED BY LAW TO BE RAISED TO DEFRAY THE DEBTS, EXPENDITURES, AND LIABILITIES OF SAID CITY FOR THE FISCAL YEAR ENDING ON THE 30TH DAY OF JUNE, 2017, AND REQUIRING AN AUTHORIZED LEVY ON THE JULY, 2016, CITY TAX ROLL OF RETURNED UNPAID SPECIAL ASSESSMENTS, TOGETHER WITH SUCH PENALTIES THEREON AS IS PROVIDED BY THE CITY CHARTER.

THE CITY OF ESCANABA ORDAINS:

CHAPTER I

Section 101. That there shall be raised by levying 17.000 mills upon all of the ad valorem taxable property in the City of Escanaba at the next general City or July, 2016, tax levy, the sum of Five Million, Seventeen Thousand, Seven Hundred Seventy-one Dollars and Forty-Four cents (\$5,017,771.44) for the purpose of defraying debts, expenditures, and liabilities of said City of Escanaba for the fiscal year ending on the 30th day of June, 2017, in accordance with the 2016 - 2017 Budget of said City as submitted by the Manager, as amended by the Council, and approved.

Section 102. That said sum of Five Million, Seventeen Thousand, Seven Hundred Seventy-one Dollars and Forty-Four cents (\$5,017,771.44) for the payment of all of the foregoing debts, expenditures, and liabilities herein before mentioned be appropriated for the several funds of the City of Escanaba for the fiscal year ending June 30, 2017, and that the same be forthwith certified by the Clerk of said City of Escanaba to the City Assessor of said City, and the same shall be levied and collected upon the taxable valuation of all taxable property within the said City of Escanaba in accordance with the provisions of the City Charter and the laws of the State of Michigan, for the levying and collection of taxes.

Section 103. That the Clerk of the City shall report on June 21, 2016, to the City Assessor the amounts of all the several delinquent special tax assessments becoming due prior to January 1, 2016, and returned unpaid by the City Treasurer on said date of June 21, 2016, for all public improvements hereto before levied upon each, together with the name of the owner or occupant against whom such assessment was made, as contained in the special roll prepared therefore, and on file in the Office of the City Treasurer, and the City Assessor is hereby authorized and directed to levy and spread said sums so assessed, together with the penalties fixed by law, in the July, 2016, tax levy against persons and property charged therewith in such special assessment roll in accordance with the provisions of the City Charter of the City of Escanaba.

CHAPTER II

Section 201. If any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases thereof be declared unconstitutional.

Section 202. This ordinance shall be duly published as required by the Charter and shall be in full force and effect ten (10) days after the date of its publication.

APPROVED:

APPROVED:

Ralph B. K. Peterson
City Attorney

Marc D. Tall
Mayor

Date Approved: May 26, 2016
Date Published: June XX, 2016

ATTEST:

Robert S. Richards, CMC
City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the City Council of the City of Escanaba, County of Delta, Michigan, at a Special Meeting held on the 26th day of May, 2016, and was published in the Daily Press, a newspaper of general circulation in the City of Escanaba on June XX, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, 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



TO: Escanaba City Council

FROM: James V. O'Toole, City Manager

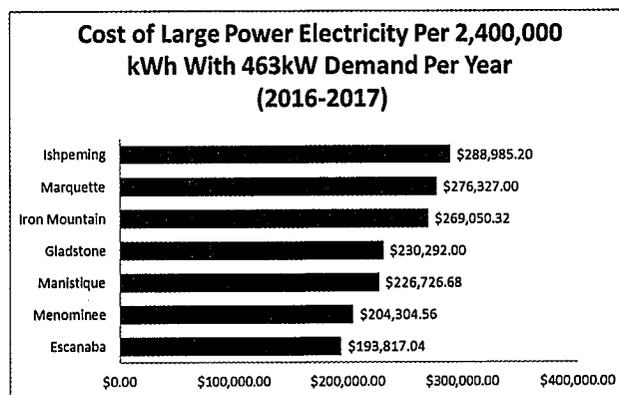
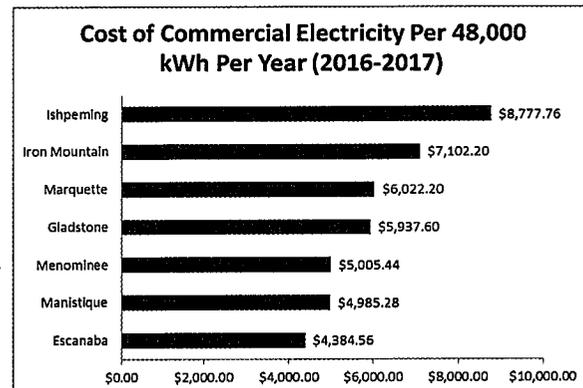
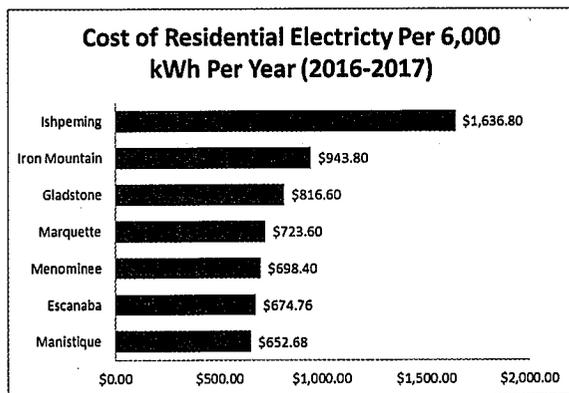
INFO: Mike Furmanski, Electrical Department Superintendent
Melissa Becotte, City Controller
Bob Richards, City Clerk

SUBJ: Ordinance No. 1169 – Electric Rates

NB #3
CC 5/19/16

In accordance with the City Charter, the City Council must adopt an ordinance which fixes the rates to be charged by the City of Escanaba for Electric Energy demand and availability of service. The ordinance must be in full force and effect on the billings processed after June 30, 2016.

In the upcoming fiscal year, no (0%) electrical rate increases are included in the upcoming fiscal year budget.



Administration is requesting the City Council conduct a special City Council meeting for June 6, 2016, at 8:00 a.m. for the second reading and adoption of Ordinance No. 1169.

NB-3

ORDINANCE NO. 1169 4469
ELECTRIC RATES

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AN ORDINANCE FIXING THE RATES TO BE CHARGED BY THE CITY OF ESCANABA FOR ELECTRIC ENERGY DEMAND AND AVAILABILITY OF SERVICE, TO BE IN FULL FORCE AND EFFECT ON THE BILLINGS PROCESSED AFTER JUNE 30, 2016 2046, AND ALL BILLINGS THEREAFTER UNTIL FURTHER AMENDED BY THE COUNCIL.

THE CITY OF ESCANABA ORDAINS:

CHAPTER I
RATES

Section 50.01. General Purpose - Rate Classification:

(A) Residential Energy Rate:

Applicable: To residential customers for all purposes except those otherwise specially rated.

\$.09570 net per KWH used per meter per month

(B) Commercial Energy Rate:

Applicable: To commercial customers for all purposes except those otherwise specially rated.

\$.08925 net per KWH used per meter per month

(C) Water Heating Energy Rate:

Applicable: To any customer for separately metered controlled water heating, subject to such wiring rules and regulations as are established by the utility.

\$0.09320 net per KWH used per meter per month.

(D) Electric Heat Rate:

Applicable: To all customers for such service when separately metered upon application and approval of permanently installed equipment; subject to such rules and regulations as are established by the utility. When air conditioning is installed in an electrically heated area, it may be connected to the same meter for space conditioning purposes.

\$0.0932 net per KWH per meter per month.

Upon application, the total annual charge for this energy may be paid in the following manner:

The estimated annual cost shall be divided into twelve (12) equal payments. Starting in July of each year, these payments shall become due and payable on the date indicated on the monthly bill. The payment for June of each year shall include an adjustment to correct the estimated annual cost to the actual annual cost. A three percent (3%) penalty charge will be made on all payments delinquent after date indicated on the bill.

(E) Special Municipal Energy Rates:

Applicable: For all use by Lake State Industries, Escanaba Public Schools, Parochial Schools, Bay de Noc College, and the City of Escanaba. If a customer who qualifies for this rate class also qualifies for the large power rate, they will fall under the same criteria found in section 50.06 (Large Power Rates).

\$0.11456 net per KWH for City street lighting.

\$0.09303 net per kWh used per meter per month.

- (F) Temporary Service-Single Phase 120 or 240 volt: Temporary service will be supplied to a customer upon written application and advance payment of \$101.28. Equipment for such installation will be supplied by the City in consideration of this charge. Other temporary services will be supplied on a private, work order basis.

Energy used for such installations will be metered and billed under the commercial rate schedule. The City reserves the right to determine the necessity for the type of installation and duration of temporary service.

In no event will said temporary service be allowed to remain after such time as it is practical to install permanent service. The City reserves the right to terminate said temporary service when, in their judgment, any provision herein is violated.

- (G) Multiple Use: In the event that a single customer uses energy for more than one of the above uses with a different rate for each, the higher rate will be charged unless the wiring is separated for metering purposes to the satisfaction of the City.

Section 50.02. Availability of Service Charge

- (A) To be added to the monthly billings for energy in Section 50.01. The following availability of service charge which will also constitute a minimum billing if no energy is utilized. This charge will be computed as follows:

RESIDENTIAL

City: Intra-City \$8.38 per meter per month.

Suburban: Out-City \$10.53 per meter per month.

WATER HEATING

City: Intra-City, \$2.10 per meter per month.

Suburban: Out-City, \$3.11 per meter per month.

ELECTRIC HEAT

City: Intra-City, \$2.10 per meter per month.

Suburban: Out-City, \$3.11 per meter per month.

SMALL COMMERCIAL

City: Intra-City \$8.38 per meter per month for a single phase meter, \$16.75 per meter per month for a three phase service.

Suburban: Out-City \$10.53 per meter per month for a single phase service, \$21.05 per meter per month for a three phase service.

MUNICIPAL

\$8.38 per meter per month.

LARGE POWER

\$63.11 per meter per month.

Section 50.022. State of Michigan P.A. 295, of Public Acts 2008, commonly referred to as the Clean, Renewable and Efficient Energy Act mandates the electric utility collect the following charges from each electric utility customer:

(A) Energy Optimization Plan.

Residential \$0.00211/kWh

Commercial \$0.00178/kWh

Large Power \$0.00160/kWh

(B) Renewable Energy Plan.

Residential \$0.00/mo

Commercial \$0.00/mo

Large Power \$0.00/mo

Streetlight \$0.00/mo

Unmetered \$0.00/mo

Section 50.025. Meter Charges:

(A) A customer who installs a new electric service or upgrades an existing service that requires new transformer metering must pay a meter charge prior to receipt of services. Meter charges and specifications shall be established by the City Electric Superintendent and shall be adjusted as the cost of labor and material change. Customers are not permitted to remove meters at the end of their service contract.

Section 50.03. Special Standby Service Rates:

(A) A standby or breakdown 60 cycle A. C. electric service will be furnished under this classification to any customer qualifying for the large power rate who desires to self-produce all or part of the energy used in his operation.

The City will install transformers, meters, and service connections at the customer's expense to deliver energy to the customer during periods when his generating equipment is wholly or partially out of use at the following rates and conditions.

(B) Transformer KVA capacity, as used in these rates, shall be the sizes of the nearest standard rated transformers that will serve the customer's greatest use of electric energy, measured over a 15-minute period and called the yearly kilowatt peak demand for standby rate purposes.

Section 50.04. Standby Equipment Rate.

(A) The charge for equipment installed for standby or breakdown service and not used shall be \$3.00 per month for each KVA of transformer capacity determined by subtracting the monthly measured kilowatt peak demand of the partial energy used in any month from the KVA capacity as determined in Section 50.03 (B).

All energy supplied to the customer shall be charged at the regular rates applicable to the service rendered.

(B) The minimum charge shall be the demand charge created by his use, if such use is applicable to the large power rate, plus a kilowatt hour charge determined by multiplying the month peak demand by 200 hours, the result being kilowatt hours at the regular rate.

Ordinance No. 1169 4459 – continued
Electric Rate Ordinance

- (C) The customer must agree to isolate the self-produced energy from the City's electrical distribution system. Change-over to City distribution energy shall be accomplished through City approved double-throw switches furnished by the customer. The Electrical Department shall have the authority and access to inspect and seal or padlock the double-throw switch or switches to insure correct operation of the same.
- (D) Where the City has previously installed transformers, meters, and service connections, and where said equipment is not used, the charge for such equipment installed for standby or breakdown service shall be \$2.67 per month for each KVA of transformer capacity determined by subtracting the monthly measured kilowatt peak demand of the partial energy used in any month from the KVA capacity as determined in Section 50.03 (B) of this ordinance.

Section 50.05. Dusk to Dawn Rate:

- (A) Applicable: It is understood that the service request will be for a period of not less than one (1) year, and that said service will be installed only on existing utility facilities. If a new pole is required, the customer will furnish the pole, and the City will install the pole. The monthly charges for dusk to dawn lighting service will be:

Urban or Rural

\$11.80 per small lamp

\$17.69 per large lamp

(B) Use and Reservations

The City will provide the necessary fixtures and apparatus and will replace lamps and keep this fixture properly maintained. The City does, however, reserve the right to discontinue service to any location which shows an excessive amount of damage resulting from vandalism or neglect.

Section 50.06. Large Power Rates:

Applicable: To any customer desiring power and incidental lighting service for large power use who has a monthly demand of 100 KW or more, for at least six (6) months out of any rolling twelve (12) month period. Services meeting those conditions will be billed under the Large Power Rate. The nature of such service is alternating current, 60 Hertz, three-phase 208, 240 or 480 volts, and is metered on the primary side of the transformer. The City reserves the right to meter power on the secondary side of the transformer and in doing so will add two percent (2%) to the total energy and demand so used. For the purposes of computing rates under this section, each individual meter will be calculated separately, and under no circumstances will meter readings be combined.

\$.05996 net per KWH for all KWH used per meter per month

Plus Demand Charges of:

\$8.97 net per KW used per meter per month

Monthly maximum KW demand measured over an interval of fifteen (15) minutes.

Section 50.08. Connection Charge:

For every new meter set at the customer's request, there shall be a charge of \$10. Any customers who receive shut-off notices which are not paid by the due date and require final notification will be billed a \$10.00 notification fee. Reconnections for nonpay which do not require the Electric

Department service truck and a two-man service crew, will be \$30. Reconnections for non-pay which do require the Electric Department service truck and a two-man service crew, will be \$101.28 per hour for each hour the truck and crew are required.

This charge shall not apply when meters are reset for rotation, for meters reset for high bill complaints unless said meters are found to be accurate within two percent (2%) of registration, and for meters reset for the convenience of the City (landlords, lessors, etc.).

The maximum charge for reconnections or transfers for multiple metering such as domestic use, house heating, water heating, or commercial use, shall be \$10.

Section 50.09. Reconnection Charge:

The reconnection charge for seasonal service requested by any customer, such as summer cottages, seasonal businesses, or seasonal industries, shall be \$15 if the meter is reconnected at the same premises by the same user within one (1) year of disconnection.

The maximum charge per service for multiple metering, such as domestic service, house heating, water heating or commercial, shall be \$15. Nonpay reconnections outside of normal business hours, which require a service truck and crew, shall be billed at \$297. Nonpay reconnects outside of normal business hours, which require one person, shall be billed at \$120.

Section 50.10. Service Extensions

For all new services, the customer, his agent, representative, contractor or developer shall pay for all materials including wire, conduit, meters, etc required to install such service in compliance with all applicable codes. Said materials will be charged at actual cost. The property owner at the time of the request shall bear responsibility for all such charges.

Underground services or line extensions will only be done between May 1st and November 1st. If a customer desires services or line extensions outside of this time frame, the customer will be responsible for providing a trench for such services or line extensions.

Section 50.11. Special Services

In the event that a customer requires special services from the department, i.e. temporary relocation or metering or other components of a service, the standard charge shall be \$101.28. Whenever the actual cost of such services exceeds \$101.28, the City reserves the right to charge the actual cost.

CHAPTER II
CONDITIONS OF SERVICE

Section 50.20. Late Payment Penalty:

Meters of all customers shall be read or estimated monthly and a three percent (3%) penalty charge will be made on all bills unpaid after the date indicated on bill. The penalty charge will be computed as of date of payment and will be computed on the amount of payment applied to the delinquent balance. The penalty charges may be waived at the discretion of the City for good reason, when the interest of the City would be best served by waiving said penalty, or if the customer proves that extraordinary circumstances intervened to prevent payment of the bill on the due date; in all cases, it will be the exclusive right of the City to

determine the facts and judge the validity of the request to waive penalty payments.

Section 50.21. Enforcement:

In addition to all other lawful enforcement methods, the City agrees and covenants to enforce all charges for electric energy supplied to any premises, if any such charges shall remain unpaid past the due date.

(A) Utility Liens

Charges for electric services applied by the system shall constitute a lien on the premises served and if not paid within six (6) months, shall be certified by the official in charge of the collection thereof to the tax assessing officer and shall then be entered upon the next tax roll as a charge against such premises and shall be collected and the lien thereof enforced in the same manner as general City taxes against such premises are collected and the lien thereof enforced. All provisions of the laws of Michigan and the City Charter applicable to the time and manner of certification and collection of delinquent City taxes levied against real estate in the City shall be observed in the certification and collection of such charges.

(B) Landlord Not Responsible

In all cases where a tenant is responsible for the payment of any such charge and the Utility Billing Office is so notified in writing, which notification shall include a true copy of the lease of the affected premises, if there be one, then no such charge shall become a lien against such premises from and after the date of such notice. In the event of the filing of such notice and after the date of such notice, the City shall render no further service to such premises until a cash deposit in an amount of the projected billing for not less than a one-month period and not more than a three-month period is received, said determination of deposit to be solely at the discretion of the City.

Section 50.22. Restrictions:

(A) Power Factor:

The City shall not be obligated to furnish service to a customer using equipment having a power factor lower than eighty-five percent (85%), which equipment can be improved by reasonable changes to a minimum of eighty-five percent (85%) lagging. Improvement of the power factor shall be at the customer's expense. The City reserves the right to measure power factor at any time by means of test or permanently installed metering equipment, and if the customer's power factor is found to be less than eighty-five percent (85%) lagging, the billing demand will be increased by the ratio that eighty-five percent (85%) bears to the customer's actual power factor.

(B) Discontinuation of Service:

The City may discontinue service following written notice in case the meter or wiring on the customer's premises is tampered with in any manner to allow unmetered current to be used. The customer shall pay the City the estimated cost of the unmetered energy used as determined by the City, and shall, at his own expense, place the wiring in such condition and meter box in such place as is approved by the City. The unauthorized connection to a utility power source or the bypassing of an electric meter will be construed as a theft of electricity and will be appropriately prosecuted. The City may also discontinue service when an account remains unpaid past the due date. The customer shall pay the full amount of arrears, plus a reconnect fee in order to restore service.

Customers or Electrical Contractors shall not cut a meter seal to perform work without calling Escanaba Electric Department prior to beginning such work. Meter seals shall not be cut without prior approval except in the case of danger to life or property. In any case, permission will be given only to qualified persons to cut meter seals. Anyone not adhering to the meter seal-cutting paragraph in this ordinance shall be subject to a \$75.00 seal-cutting fee.

(C) Meter Location:

All meters must be located in such manner as to provide safe, reasonable access by City personnel for reading, inspection and maintenance, without the need for advance notice during regular City business hours. Conditions which can prevent access by City personnel include, but are not limited to, dogs, fences, locked gates, shrubbery, ice, snow, vehicles and debris in the way of the meter. Any customer who refuses to remedy a condition which prevents access shall have his or her services disconnected until said condition is corrected to the satisfaction of the utility.

New services: The meter must be located on the side of the house that the service will be fed from, or on one of the adjoining sides. The meter must not be located inside of a fenced area. All new residential underground services must have a meter pedestal. Meter bases for underground services will not be allowed.

(D) Safety and Code Compliance:

All wiring and electrical equipment must be installed, maintained, and operated in a safe manner so that it is not a hazard to life, health, or property. Wiring must be done in accordance with the latest edition of the National Electric Code and the rules and regulations of the City Electric Utility.

(E) Owner Delinquency

If a property owner has an account in his or her name and said account is delinquent or in arrears, then any transfers or name changes shall be prohibited until such time as the owner's account is brought current and is otherwise in good standing. This provision shall also apply to accounts held in the name of an owner's agent or property manager.

Section 50.23. Experience - Good Faith Deposit Requirement:

(A) Deposit Terms

If a customer of the City of Escanaba, whether he be a tenant, owner, or an owner by land contract, has a history of delinquent payments, or if the City has no history of customer's payments, or if owner or tenant customer service is located outside the corporate limits of the City of Escanaba, or if, in the judgment of the City, the existing deposit is insufficient based on current billings, the City may require a sum not to exceed the projected billing in an average four-month period as a good faith deposit. Projected billing for water sewer and electricity are combined for purposes of determining a customer's total deposit requirement. In no case will a customer's total deposit requirement be less than two hundred dollars (\$200). The minimum deposit will not be discounted for customers who do not have water service. This deposit will be held for twelve (12) consecutive months of payments without delinquency.

Deposits for commercial accounts will be estimated on an individual basis. Commercial accounts will pay a deposit of an estimate of four (4) months' utility bills based on the estimated usage for the type of business.

(B) Deposit Interest

Interest will be paid on deposits at the rate of 1.0% per annum effective July 1, ~~2016~~ 2045. The deposit rate is based on the market rate the City receives on its deposit accounts on that date.

(C) Escrow and Letter of Credit

If a deposit of over \$500 is demanded from a commercial or large power customer, this deposit may be held in a special escrow account at the bank of the customer's choice, and interest will accrue to the benefit of the customer. Alternately, said customer may furnish an irrevocable bank letter of credit in lieu of a cash deposit.

Section 50.24. Qualification for Rate:

A customer, once placed in a rate classification, will remain in this rate classification unless, in the City's opinion, another rate classification becomes more appropriate. Customers desiring to change from one classification to another must notify the City in writing. It shall not be the City's responsibility to determine the most economical rate classification unless and until said written notice is received. In the event a change in rate classification results in reduced charges, there will be no retroactive adjustments beyond afore-referenced date of application.

In placing a customer in a rate classification, it is understood that such rate classification will remain in effect for said customer until, in the City's judgment, the rate classification is not applicable. Short duration transfers between rate classifications by customers will not be permitted. The City reserves the right of final determination as to when and whom a rate classification may be assigned or changed.

New classifications may be authorized by the City Manager if, in the opinion of the City, these new classifications provide a benefit to both the City and its customers. Customers will be placed in these classifications only at the request of the customer. These classifications will cease to exist at such time as a new rate ordinance is adopted, unless they are specifically included as a permanent rate classification under Section 50.01 and 50.02.

Section 50.25. Non Sufficient Funds Charges (NSF)

Whenever a customer presents a check or draft instrument for which funds are not immediately available upon presentation for deposit at the City's bank, a charge of \$20 will be placed upon the account for which payment was intended. The NSF charge shall also apply to agreements for ACH account debits.

Section 50.27. Billing Recapture and Customer Credits

Whenever it becomes necessary for the billing department to recapture unbilled charges, the billing department shall use a "look-back" of two years. If it is determined that unbilled charges are the result of customer fraud, the billing department shall recover all unbilled charges.

If a billing error on the part of the City results in over-billed charges, the City will refund all such over-billings, to the extent that the amount can be reasonably determined.

If an over-billing is not the result of a City error, the billing department shall employ a two year look-back period in determining the amount of credit.

CHAPTER III

Section 50.30. Liability:

In case the supply of electricity shall be interrupted or fail, the City shall not be liable for damages by reason of such failure.

CHAPTER IV

Section 50.40. Other Ordinances:

All rules, regulations, and provisions which have heretofore been enacted by ordinance or otherwise, shall continue to be in full force and effect until modified or amended.

CHAPTER V

Section 50.50. Savings Clause:

If any section, subsection, sentence, clause, or phrase of this ordinance, is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

CHAPTER VI

Section 50.60. Effective Date:

In compliance with Section 4 of Chapter XVI of the City Charter, this ordinance shall be in full force and effect on bills for electric energy processed beginning July 1, ~~2016~~2015.

APPROVED:

APPROVED:

Ralph B. K. Peterson
City Attorney

Marc D. Tall
Mayor

Date Approved: June ~~6-4, 2016~~ 2015
Date Published: June ~~(XX)-4, 2016~~ 2015

Attest:

Robert S. Richards, CMC
City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the City Council of the City of Escanaba, County of Delta, Michigan, at a Special Meeting held on Monday June ~~6-4, 2016~~ 2015, and was published in the Daily Press, a newspaper of general circulation in the City of Escanaba on ~~(Day) Thursday,~~ June ~~6-4, 2016~~ 2015, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, 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

James V. O'Toole
City Manager



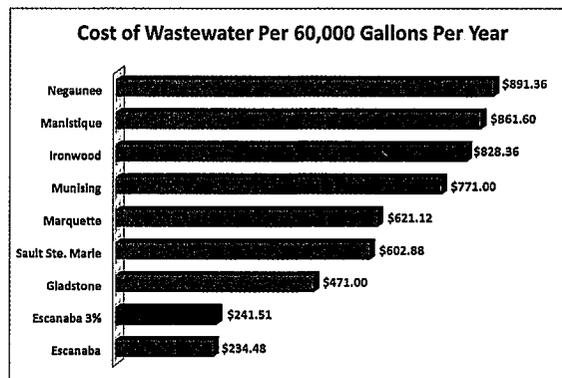
410 Ludington Street
Escanaba, Michigan 49829
Phone (906)786-0240

NB # 4
CC 5/19/16

TO: Escanaba City Council
FROM: James V. O'Toole, City Manager
INFO: Jeff Lampi, Water/Waste Water Superintendent
Melissa Becotte, City Controller
Bob Richards, City Clerk
SUBJ: Ordinance No. 1170 – Wastewater Rates

In accordance with the City Charter, the City Council must adopt an ordinance which fixes the rates to be charged by the City of Escanaba for wastewater collection and treatment and the availability of service. The ordinance must be in full force and effect on the billings processed after June 30, 2016.

In the upcoming fiscal year, a three percent (3%) wastewater rate increase is included in the upcoming fiscal year budget. With this increase, a typical residential customer using 60,000 gallons of water annually would experience a \$7.03 increase in their annual billing beginning July 1, 2016.



Administration is requesting the City Council conduct a special City Council meeting for June 6, 2016, at 8:00 a.m. for the second reading and adoption of Ordinance No. 1170.

Mission Statement:

Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.

NB-4

ORDINANCE NO. 1170 4460
WASTEWATER RATES

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AN ORDINANCE FIXING THE CHARGES TO BE ASSESSED BY THE CITY OF ESCANABA FOR WASTEWATER COLLECTION AND TREATMENT AND THE AVAILABILITY OF SERVICE TO BE IN FULL FORCE AND EFFECT ON THE BILLINGS PROCESSED AFTER JUNE 30, 2016 2016, AND ALL BILLINGS THEREAFTER UNTIL FURTHER AMENDED BY THE CITY COUNCIL.

THE CITY OF ESCANABA ORDAINS:

Section 1.00 SEWER SERVICE CHARGES

1.01 Charges for operation, maintenance, and replacement shall be levied monthly on the basis of metered water consumption, according to the following:

~~\$2.73~~ ~~\$2.65~~ Net Per Thousand Gallons, plus monthly availability debt service charge based on the size of a customer's water service to be determined as follows:

5/8" & 3/4"	Meter	\$ 6.49 \$ 6.30 per month
1"	Meter	8.04 7.84 per month
1 1/4"	Meter	11.32 10.99 per month
1 1/2"	Meter	16.21 15.74 per month
2"	Meter	24.27 23.56 per month
3"	Meter	48.60 47.18 per month
4"	Meter	64.80 62.94 per month
6"	Meter	145.79 144.54 per month
8"	Meter	210.59 204.46 per month
10"	Meter	291.59 283.10 per month
12"	Meter	323.99 314.55 per month

The minimum monthly bill shall be the "availability" charge herein set forth.

1.02 Outside the City Wastewater Rates

The outside City wastewater charges shall equal the City charge for operation, maintenance, and replacement and shall be twice the inside City charge for availability.

1.025 The flat rate charge for unmetered residential wastewater services shall be ~~\$19.86~~ ~~\$49.28~~ per month.

1.03 In the event that a user introduces a substance into the wastewater system that results in extraordinary treatment, procedures, or costs, the City reserves the right to bill the user in accordance with the Michigan Department of Natural Resources (DNR) approved water charge system, or if the substance cannot be treated feasibly, the City reserves the right to terminate utility service to the user.

1.04 In the event that a user introduces a substance into the system that results in damages to property or environment, said user will be solely responsible for compensatory and/or punitive damages.

1.05 The City Manager will set the charge for any service not covered by this ordinance.

1.06 Non Sufficient Funds Charges (NSF)

Whenever a customer presents a check or draft instrument for which funds are not immediately available upon presentation for deposit at the City's bank, a charge of \$20 will be placed upon the account for which payment was intended. The NSF charge shall also apply to agreements for ACH account debits.

1.07 Billing Recapture and Customer Credits

Whenever it becomes necessary for the billing department to recapture unbilled

charges, the billing department shall use a "look-back" period of two years. If it is determined that unbilled charges are the result of customer fraud, the billing department shall recover all unbilled charges.

If a billing error on the part of the City results in over-billed charges, the City will refund all such over-billings, to the extent that the amount can be reasonably determined.

If an over-billing is not the result of a City error, the billing department shall employ a two year look-back period in determining the amount of credit.

Section 2.00 USER CHARGE SYSTEM

2.01 Established Basis for Computations

Rates and charges for the use of the wastewater system of the City shall be based upon the methodology in the user charge system approved by the Michigan DNR. Revisions to the rates for total sewer service charges are to be established by ordinances as necessary to ensure sufficiency of revenues in meeting operation, maintenance, and replacement costs, as well as debt service.

User charges for operation, maintenance and replacement shall be subject to the annual review of the user charge system. User charges shall be the same for all customers of the system regardless of geographical boundaries.

BOD (Biochemical Oxygen Demand) will be charged \$0.36/lb. above 300 mg/l.
SS (Suspended Solids) will be charged \$0.33/lb. above 300 mg/l.
Phosphorus will be charged \$6.25/lb. above 12 mg/l.

2.02 Amounts, Billings, Sewer Service Charges

The rates and charges for service furnished by such system shall be levied upon each lot or parcel of land, building or premises, having any sewer connection with such systems, on the basis of the equivalent residential units and shall be collected monthly, except in cases where the character of the sewage from a manufacturer is such that reasonable, additional burden is placed on the system.

2.03 Annual Audit

The rates hereby fixed are estimated to be sufficient to provide for the expenses of operation, maintenance, and replacement of the system as are necessary to preserve the same in good repair and working order.

Such rates shall be fixed and revised from time to time as may be necessary to produce these amounts. An annual audit shall be prepared. Based on said audit, rates for sewage services shall be revised as necessary by the City to meet system expenses and to ensure that all user classes pay their proportionate share of operation, maintenance, and equipment replacement costs.

2.04 Free Services

No free services shall be allowed for any user of the wastewater treatment works.

2.05 Late Payment Penalty

Meters of all customers shall be read or estimated monthly and a three percent (3%) penalty charge will be made on all bills unpaid after the due date indicated on bill. Penalty charges may be waived at the discretion of the City for good reason. In all cases, it will be the exclusive right of the City to determine the facts and judge the validity of the request to waive the penalty payments.

2.06 Enforcement:

In addition to all other lawful enforcement methods, the City agrees and

covenants to enforce all charges for wastewater services supplied to any premises, if any such charges shall remain unpaid past the due date.

2.07 Utility Liens

Charges for wastewater services applied by the system shall constitute a lien on the premises served and if not paid within six (6) months, shall be certified by the official in charge of the collection thereof to the tax assessing officer and shall then be entered upon the next tax roll as a charge against such premises and shall be collected and the lien thereof enforced in the same manner as general City taxes against such premises are collected and the lien thereof enforced. All provisions of the laws of Michigan and the City Charter applicable to the time and manner of certification and collection of delinquent City taxes levied against real estate in the City shall be observed in the certification and collection of such charges.

2.075 Landlord Not Responsible

In all cases where a tenant is responsible for the payment of any such charge and the Utility Billing Office is so notified in writing, which notification shall include a true copy of the lease of the affected premises, if there be one, then no such charge shall become a lien against such premises from and after the date of such notice. In the event of the filing of such notice and after the date of such notice, the City shall render no further service to such premises until a cash deposit in an amount of the projected billing for not less than a one-month period and not more than a three-month period is received, said determination of deposit to be solely at the discretion of the City.

2.08 Experience - Good Faith Deposit Requirement

(A) Deposit Terms

If a customer of the City of Escanaba, whether he be a tenant, owner, or an owner by land contract, has a history of delinquent payments, or if the City has no history of customer's payments, or if owner or tenant customer service is located outside the corporate limits of the City of Escanaba, or if, in the judgment of the City, the existing deposit is insufficient based on current billings, the City may require a sum not to exceed the projected billing in an average four-month period as a good faith deposit. Projected billing for water sewer and electricity are combined for purposes of determining a customer's total deposit requirement. In no case will a customer's total deposit requirement be less than two hundred dollars (\$200). In the case of an account which does not include electric service, the total deposit requirement shall not be less than one hundred dollars (\$100). This deposit will be held for twelve (12) consecutive months of payments without delinquency.

Deposits for commercial accounts will be estimated on an individual basis. Commercial accounts will pay a deposit of an estimate of four (4) months' utility bills based on the estimated usage for the type of business.

(B) Deposit Interest

Interest will be paid on deposits at the rate of 1.0 % per annum effective July 1, ~~2016~~ 2015. The deposit rate is based on the market rate the City receives on its deposit accounts on that date.

(C) Escrow and Letter of Credit

If a deposit of over \$500 is demanded from a commercial or large power customer, this deposit may be held in a special escrow account at the bank of the customer's choice, and interest will accrue to the benefit of the customer. Alternately, said customer may furnish an irrevocable bank letter of credit in lieu of a cash deposit.

- 2.09 No user shall introduce any substance, including toxic matter, chemicals, or flammable liquids, or water derived from other than metered City sources, into the City sewer system without first receiving specific approval from the Superintendent of Wastewater.
- 2.10 Water customers not introducing all of their usage into the sewer system may apply to the Utility Office for exemption from wastewater charges for the usage not introduced, by requesting the installation of a meter to determine, through the use of the meter, the purchased water that is not being introduced into the sewage system.
- 2.11 Exemptions.

Requests for special exemption from wastewater charges, due to extenuating circumstances, will be considered by the City Manager or her/his designated official. Each request will be assessed on the facts as determined by said official.

Section 3.00 VALIDITY, SEVERABILITY, CONFLICT, LIABILITY

- 3.01 The provisions of this article are severable, and if any of the provisions, words, phrases, clauses or terms, or the application thereof to any person, firm, or corporation, or to any circumstances, shall be held invalid, illegal, or unconstitutional by any court of competent jurisdiction, such decision or findings shall not in any way affect the validity, legality, or constitutionality of any other provisions, word phrase, clause or term, and they shall continue in full force and effect.
- 3.02 All rules, regulations, and provisions, which have heretofore been enacted by ordinance or otherwise, shall continue to be in full force and effect unless modified or amended by the terms of this ordinance.
- 3.03 All laws and parts of laws, all ordinances, codes and regulations which are inconsistent with or in conflict with or repugnant to any provisions of this ordinance, shall be deemed not to apply; provided that nothing herein contained shall be construed to prevent the adoption and enforcement of law, ordinance, or regulation which is more restrictive or establishes a higher standard than those provided in this article.

Section 4.0 EFFECTIVE DATE

This ordinance shall be in full force and effect for billings processed after June 30, 2016 2045, and after the passage of this Ordinance and publication.

APPROVED:

APPROVED:

Ralph B. K. Peterson
City Attorney

Marc D. Tall
Mayor

Date Approved: June 6-4, 2016 2045
Date Published: June (XX)-4, 2016 2045

Attest:

Robert S. Richards, CMC
City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the City Council of the City of Escanaba, County of Delta, Michigan, at a Special Meeting held on Monday, the 6th day of June, 2016 2045, and was published in the Daily Press, a newspaper of general circulation in the City of Escanaba on Thursday, June (XX)-4, 2016 2045, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Ordinance No. 1170-4460 - continued
Wastewater Rate Ordinance

Robert S. Richards, CMC
City Clerk

James V. O'Toole
City Manager



410 Ludington Street
Escanaba, Michigan 49829
Phone (906)786-0240

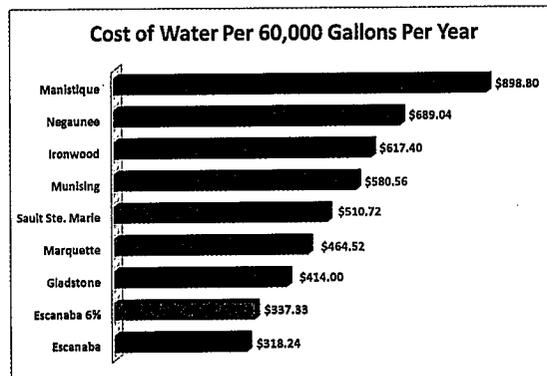
NB #5

CC 5/19/16

TO: Escanaba City Council
FROM: James V. O'Toole, City Manager
INFO: Jeff Lampi, Water/Waste Water Superintendent
Melissa Becotte, City Controller
Bob Richards, City Clerk
SUBJ: Ordinance No. 1171 – Water Rates

In accordance with the City Charter, the City Council must adopt an ordinance which fixes the rates to be charged by the City of Escanaba for water distribution, treatment, and availability of service. The ordinance must be in full force and effect on the billings processed after June 30, 2016.

In the upcoming fiscal year, a six percent (6%) wastewater rate increase is included in the upcoming fiscal year budget. With this increase, a typical residential customer using 60,000 gallons of water annually would experience a \$19.09 increase in their annual billing beginning July 1, 2016.



Administration is requesting the City Council conduct a special City Council meeting for June 6, 2016, at 8:00 a.m. for the second reading and adoption of Ordinance No. 1171.

Mission Statement:

Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.

118-5

ORDINANCE NO. ~~1171-1141~~
WATER RATES

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THE ORDINANCE FIXING THE RATES TO BE CHARGED BY THE CITY OF ESCANABA FOR WATER DISTRIBUTION, TREATMENT, AND AVAILABILITY TO BE IN FULL FORCE AND EFFECT ON THE BILLINGS PROCESSED AFTER JUNE 30, ~~2016~~ 2015, AND ALL BILLINGS THEREAFTER UNTIL FURTHER AMENDED BY THE COUNCIL.

THE CITY OF ESCANABA ORDAINS:

CHAPTER I
RATES

For water distribution and treatment, there shall be charged by the City of Escanaba the rates herewith set forth as follows:

Section 101. Metered Water Rates (Monthly):

~~\$2.98~~ ~~\$2.81~~ Net Per Thousand Gallons for the first 10,000 Gallons
~~\$ 2.40~~ ~~\$2.26~~ Net Per Thousand Gallons for the next 140,000 Gallons
~~\$2.09~~ ~~\$1.97~~ Net Per Thousand Gallons for the next 350,000 Gallons
~~\$ 1.89~~ ~~\$1.78~~ Net Per Thousand Gallons for all over 500,000 Gallons

Plus, a monthly availability charge based on the size of the customer's service to be determined as follows:

5/8" & 3/4" Meter	\$ 13.20 \$12.45 per month
1" Meter	16.49 15.56 per month
1 1/4" Meter	23.04 21.74 per month
1 1/2" Meter	32.97 31.40 per month
2" Meter	49.49 46.69 per month
3" Meter	98.92 93.32 per month
4" Meter	131.85 124.39 per month
6" Meter	296.73 279.93 per month
8" Meter	428.74 404.47 per month
10" Meter	593.42 559.83 per month
12" Meter	659.37 622.05 per month

Minimum Bill: The minimum monthly bill shall be the "availability" charge herein set forth.

Section 102. Outside City Metered Water Rates:

The outside City rates shall be twice the inside City rates.

Section 103. Construction Service:

103.1 Use of City Hydrants or Standpipes as a Source of Water.

The Connection charge is ~~\$108.37~~ ~~\$402.24~~. This charge includes the first 33,000 gallons used. Water used in excess of 33,000 gallons will be billed at ~~\$ 2.98~~ ~~\$2.84~~ per 1,000 gallons. The connection charge is good for up to one month, with additional months billed at ~~\$ 108.37~~ ~~\$402.24~~ per month. Any movement of the connection is considered a new connection, subject to the ~~\$ 108.37~~ ~~\$402.24~~ connection charge.

103.2 When a service line is installed at construction site and it is not feasible to set a meter, the flat rate charge for water used will be as follows:

1" Service Line . . . ~~\$ 30.18~~ ~~\$28.47~~ per month

103.3 Customers will be charged actual cost for construction of all services, regardless of size.

Section 104. Special Cases

The City Manager will set the charge for any service not included in this action, including charges for meters which are damaged or faulty. The City retains the right to discontinue service to a customer in order to bring the customer's installation up to City standards.

Section 105. Unmetered Water Sales

Unmetered water rates shall be charged at the rate of ~~\$2.98~~ ~~\$2.84~~ per thousand gallons on the estimated usage for each month, plus, a minimum monthly service charge based upon an estimated meter size requirement, if the consumer were metered, which shall be levied from the metered water rate service charge schedule.

The basis for estimating residential flat rate or unmetered water sales shall consist of a representative average residential usage for each month.

Section 106. Fire Protection Charges

Charge per fire hydrant will be computed at ~~\$302.23~~ ~~\$285.12~~ per year per hydrant. The annual availability charge for a special water line for a fire protection system shall be ~~\$302.23~~ ~~\$285.12~~ for a six-inch line, ~~\$536.28~~ ~~\$506.92~~ for an eight-inch line, ~~\$838.38~~ ~~\$790.92~~ for a ten-inch line, ~~\$1208.78~~ ~~\$1140.36~~ for a twelve-inch line, and ~~\$2147.90~~ ~~\$2026.32~~ for a sixteen-inch line. Rates for hydrant rental in Wells Township will be ~~\$291.28~~ ~~\$274.79~~ per year per hydrant.

Section 107. Connection Charges

For each service transfer request, there shall be a charge of \$10.00. The transfer fee is limited to those situations which require only a meter reading. For any service calls during regular working hours, including meter sets and valve turning, there shall be a charge of \$15.00. These charges are applicable only to requests for turning on a service. There are no charges for the shut-off of a service. Charges for turning on a service outside of regular hours will be \$120.00.

Section 108. Reconnection Charge

The reconnection charge for seasonal service requested by any customer, such as people going away for the winter, seasonal businesses, or seasonal industries, shall be \$30.00 if the meter is reconnected at the same premises by the same user within one year of disconnection. There shall be a reconnection charge of \$30.00 for shut offs due to nonpayment. Nonpay reconnects outside of normal business hours shall be billed at \$120.00.

Section 109. Meter Charges in New Construction

A customer who installs a new water service that is not a replacement for an existing service must pay a one time meter charge equal to the actual cost of the meter plus ~~15%~~ ~~40%~~ prior to receipt of services. Meter charges and specifications shall be established by the City Water Superintendent and shall be adjusted at his discretion. Customers are not permitted to remove meters at the end of their service contract.

A customer who requests replacement of an existing, properly functioning, meter shall be charged the actual cost of the new meter plus ~~15%~~ ~~40%~~, in addition, such customer shall pay ~~time and materials at actual cost~~ plus 15%.

Section 110. Non Sufficient Funds Charges (NSF)

Whenever a customer presents a check or draft instrument for which funds are not immediately available upon presentation for deposit at the

City's bank, a charge of \$20 will be placed upon the account for which payment was intended. The NSF charge shall also apply to agreements for ACH account debits.

Section 111. Billing Recapture and Customer Credits

Whenever it becomes necessary for the billing department to recapture unbilled charges, the billing department shall use a "look-back" period of two years. If it is determined that unbilled charges are the result of customer fraud, the billing department shall recover all unbilled charges.

If a billing error on the part of the City results in over-billed charges, the City will refund all such over-billings, to the extent that the amount can be reasonably determined.

If an over-billing is not the result of a City error, the billing department shall employ a two year look-back period in determining the amount of credit.

Section 113. Frozen Meter Charge

If a water meter freezes and becomes damaged as a result of freezing, the account holder shall be required to pay to the City, the actual replacement cost of the meter plus 15% installation cost.

CHAPTER II
CONDITIONS OF SERVICE

Section 201. Late Payment Penalty

Meters of all customers shall be read or estimated monthly and a three percent (3%) penalty charge will be made on all bills unpaid after the due date indicated on bill. Penalty charges may be waived at the discretion of the City for good reason in all cases, it will be the exclusive right of the City to determine the facts and judge the validity of the request to waive the penalty payments.

Section 202. Enforcement

In addition to all other lawful enforcement methods, the City agrees and covenants to enforce all charges for water supplied to any premises by discontinuing the water service to such premises if any such charges shall remain unpaid past the due date.

(A) Utility Liens

Charges for water services applied by the system shall constitute a lien on the premises served and if not paid within six (6) months, shall be certified by the official in charge of the collection thereof to the tax assessing officer and shall then be entered upon the next tax roll as a charge against such premises and shall be collected and the lien thereof enforced in the same manner as general City taxes against such premises are collected and the lien thereof enforced. All provisions of the laws of Michigan and the City Charter applicable to the time and manner of certification and collection of delinquent City taxes levied against real estate in the City shall be observed in the certification and collection of such charges.

(B) Landlord Not Responsible

In all cases where a tenant is responsible for the payment of any such charge and the Utility Billing Office is so notified in writing, which notification shall include a true copy of the lease of the affected premises, if there be one, then no such charge shall become a lien against such premises from and after the date of such notice. In the event of the filing of such notice and after the date of such notice, the City shall render no further service to such premises until a cash deposit in an amount of the projected billing for not less than a one-month period and not more than a

three-month period is received, said determination of deposit to be solely at the discretion of the City.

Section 203. Experience - Good Faith Deposit Requirement

(A) Deposit Terms

If a customer of the City of Escanaba, whether he be a tenant, owner, or an owner by land contract, has a history of delinquent payments, or if the City has no history of customer's payments, or if owner or tenant customer service is located outside the corporate limits of the City of Escanaba, or if, in the judgment of the City, the existing deposit is insufficient based on current billings, the City may require a sum not to exceed the projected billing in an average four-month period as a good faith deposit. Projected billing for water sewer and electricity are combined for purposes of determining a customer's total deposit requirement. In no case will a customer's total deposit requirement be less than two hundred dollars (\$200). In the case of an account which does not include electric service, the total deposit requirement shall not be less than one hundred dollars (\$100). This deposit will be held for twelve (12) consecutive months of payments without delinquency.

Deposits for commercial accounts will be estimated on an individual basis. Commercial accounts will pay a deposit of an estimate of four (4) months' utility bills based on the estimated usage for the type of business.

(B) Deposit Interest

Interest will be paid on deposits at the rate of 1.0% per annum effective July 1, 2016-2014. The deposit rate is based on the market rate the City receives on its deposit accounts on that date.

(C) Escrow and Letter of Credit

If a deposit of over \$500 is demanded from a commercial or large power customer, this deposit may be held in a special escrow account at the bank of the customer's choice, and interest will accrue to the benefit of the customer. Alternately, said customer may furnish an irrevocable bank letter of credit in lieu of a cash deposit.

Section 204. Discontinuation of Service

Water services may be discontinued if the wastewater charges are not paid.

Section 204.1 Tampering

The City may discontinue service following a written notice in the event that the user has tampered with the metering, bypassed said metering, or cross connected to the City system. Also, the unauthorized cross connection or tampering with the metering will result in the customer being billed for the estimated cost of the water used, as determined by the City, and the act of cross-connecting or bypassing the meter will be construed as a theft of utility water and appropriately prosecuted.

Section 204.2 Seal Cutting (note: broke out into new section)

Neither customers nor plumbing contractors shall cut a meter seal to perform work without calling the Escanaba Utility Billing Department prior to beginning such work. Permission will be given only to qualified persons to cut meter seals. Anyone not adhering to this provision shall be subject to a \$75.00 seal-cutting fee.

Section 205. Liability

In case the supply of water shall be interrupted or fail by reason of

accident or causes beyond the control of the City, the City shall not be liable for damages by reason of such failure.

Section 206. Location of Meters

All meters must be located in such manner as to provide safe, reasonable access by City personnel for reading, inspection and maintenance, without the need for advance notice during regular City business hours. Conditions which can prevent access by City personnel include, but are not limited to, dogs, fences, locked gates, shrubbery, ice, snow, vehicles and debris in the way of the meter. Any customer who refuses to remedy a condition which prevents access shall have his or her services disconnected until said condition is corrected to the satisfaction of the utility.

Section 207. Backflow Device Testing

Anyone performing a test of a backflow or cross connection device must forward a copy of the test results to the City Water Department within 30 days of having completed said test. A property owner shall have sole responsibility for compliance with this section. A property owner shall be responsible for all investigation costs if such investigation results in a finding of "non-compliance." Failure to comply with this section shall be grounds for discontinuation of water service.

CHAPTER III
OTHER ORDINANCES

All rules, regulations, and provisions, which have heretofore been enacted by ordinance or otherwise, shall continue to be in full force and effect unless modified or amended by the terms of this ordinance.

CHAPTER IV
SAVINGS CLAUSE

If any section, subsection, clause, or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

CHAPTER V
EFFECTIVE DATE

In compliance with Section 4 of Chapter XVI of the City Charter, this ordinance shall be in full force and effect for billings processed after June 30, ~~2016~~ 2045, and after passage of this ordinance and its publication.

APPROVED:

APPROVED:

Ralph B. K. Peterson
City Attorney

Marc D. Tall
Mayor

Date Approved: June 6 4, 2016 2045
Date Published: June (XX)-4, 2016 2045

Attest:

Robert S. Richards, CMC
City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the City Council of the City of Escanaba, County of Delta, Michigan, at a Special Meeting held on Monday the 6th day of June 2016, and was published in the Daily Press, a newspaper of general circulation in the City of Escanaba on (Day) Thursday, June 4, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Robert S. Richards, CMC
City Clerk

James V. O'Toole
City Manager



410 Ludington Street
Escanaba, Michigan 49829
Phone (906)786-0240

TO: Escanaba City Council

FROM: James V. O'Toole, City Manager

INFO: Bill Farrell, DPW/Engineering Superintendent
Melissa Becotte, City Controller
Bob Richards, City Clerk

SUBJECT: Ordinance No. 1172 – Solid Waste

NB # 6

CC 5/19/16

In accordance with the City Charter, the City Council must adopt an ordinance which fixes the rates to be charged by the City of Escanaba for solid waste, recycling, yard waste and littering. The ordinance must be in full force and effect on the billings processed after June 30, 2016.

In the upcoming fiscal year, no (0%) rate increases are included in the upcoming fiscal year budget.

Administration is requesting the City Council conduct a special City Council meeting for June 6, 2016, at 8:00 a.m. for the second reading and adoption of Ordinance No. 1172.

Mission Statement:

Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.

UB-6

**ORDINANCE NO. 1172 4462
SOLID WASTE RATES**

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AN ORDINANCE TO AMEND CHAPTER 14, FIXING THE CHARGES TO BE ASSESSED BY THE CITY OF ESCANABA FOR SOLID WASTE, RECYCLING, YARD WASTE AND LITTERING, TO BE IN FULL FORCE AND EFFECT ON THE BILLINGS PROCESSED AFTER JUNE 30, 2016 2015 AND ALL BILLINGS THEREAFTER UNTIL FURTHER AMENDED BY THE CITY COUNCIL OF THE CODE OF ORDINANCES OF THE CITY OF ESCANABA

THE CITY OF ESCANABA ORDAINS:

CHAPTER I

Chapter 14, Section 3, Collection of Charges; Liens, of the Code of Ordinances shall be amended as follows:

1. Each small garbage customer shall be charged the sum of Three Dollars (\$3.25) per month for the collection and disposal of up to three (3) solid waste carts of solid waste per week.

The City may, at its sole discretion, grant a small garbage exemption from solid waste charges if all of the following conditions exist: (a) a building or portion thereof must be unoccupied for the entire billing period in question; (b) a building or portion thereof must have either its electric or water service "shut off" for the entire billing period in question; and (c) no refuse may be placed for pickup at the occupancy in question during the billing period in question. Retroactive exemption will not be granted.

2. Each large garbage customer shall be charged the sum of Thirteen Dollars (\$13.00) per month for the collection and disposal of four (4) or five (5) solid waste carts of solid waste per week.

The City may, at its sole discretion, grant a large garbage exemption from solid waste charges if the customer in question furnishes the billing department with evidence of private collection. Retroactive exemptions will not be granted.

3. Any customer who exceeds five (5) solid waste carts of solid waste per week will be required to provide for the collection and disposal of their solid waste through other methods.

4. Should the State of Michigan or any other duly authorized governmental agency mandate any cost increases for the disposal of solid waste at the Delta Solid Waste Management Landfill, these additional costs will be added to the rates as previously described.

5. There is created and established a special fund to be known and designated as the "Solid Waste Fund" into which all sums collected under this chapter shall be deposited and kept by the City Treasurer and from which all expenses of the administration and operation of this chapter shall be paid.

6. All solid waste collection service charges shall be paid to the City Treasurer.

7. A three (3%) percent penalty charge will be made on all bills unpaid after the date indicated on the bill. The penalty charge will be computed as of the date of payment and will be computed on the amount of payment applied to the delinquent balance. The penalty charges may be waived at the discretion of the city for good reason when the interest of the city would be best served by waiving said penalty or if the customer proves extraordinary circumstances intervened to prevent payment of the bill on the due date. In all cases, it will be the exclusive right of the city to determine the facts and judge the validity of the request to waive the penalty payments.

8. In addition to all other remedies for the collection of delinquent charges or billing authorized by ordinances of the city pertaining to solid waste collection, the city shall have the right to such liens and procedures as may be established for the collection of solid waste utility charges as are now or hereafter authorized by the laws of the state.

Chapter 14, Section 4. Enforcement, of the Code of Ordinances shall be amended as follows:

Charges for solid waste disposal shall constitute a lien on the premises served and if not paid within six (6) months shall be certified by the official in charge of the collection thereof to the tax assessing officer, and shall then be entered upon the next tax roll as a charge against such premises and shall be collected and the lien thereof enforced in the same manner as general city taxes against such premises are collected and the lien thereof enforced. All provisions of the laws of the state and the city charter applicable to the time and manner of certification and collection of delinquent city taxes levied against real estate in the city shall be observed in the certification and collection of such charges, provided, however, that in all cases where a tenant is responsible for the payment of any such charge and the utility billing office is so notified in writing, which notification shall include a true copy of the lease of the affected premises, if there be one, then no such charge shall become a lien against such premises from and after the date of such notice.

CHAPTER II
SAVINGS CLAUSE

If any section, subsection, sentence, clause, or phrase of the within Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, section, subsection, sentence, clause, phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional.

CHAPTER III
REPEALING CHAPTER

All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

CHAPTER IV
EFFECTIVE DATE

This Ordinance shall be in full force and effect ten (10) days after its passage and publication.

APPROVED:

APPROVED:

Ralph B. K. Peterson
City Attorney

Marc D. Tall
Mayor

Attest:

Date Approved: June 6th, 2016-2015
Date Published: June (XX)-4, 2016-2015

Robert S. Richards, CMC
City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the City Council of the City of Escanaba, County of Delta, Michigan, at a Special Meeting held on Monday, the 6th day of June 2016-2015, and was published in the Daily Press, a newspaper of general circulation in the City of Escanaba on (Day) Thursday, June (XX)-4, 2016-2015, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Robert S. Richards, CMC
City Clerk



NB #7
CC 5/19/16

Escanaba Public Safety

Director Kenneth A. Vanderlinden

1900 Third Avenue North, Escanaba, MI 49829
Telephone: (906) 786-6810 Fax (906) 786-6030

TO: James V. O'Toole, Escanaba City Manager
FROM: Director K.A. Vanderlinden 
DATE: May 11, 2016
SUBJECT: Cat-Man-Do's Public Land Use

Spaulding Enterprises LLC, DBA Catmando's has requested the use of public land on the below listed dates;

1. June 3rd- Fun Run parade
2. June 8, July 13, August 10 and September 14-Bike Night and Classic Cars
3. July 1st- Fundraiser for high school scholarships (Cats Grats)
4. August 13th- Fundraiser for the Wheelin' Sportsmen Club

Items 2, 3 and 4: They have requested road closure in the 100 block of South 13th Street, from Ludington Street south to the alleyway (still allowing full use of the alley). This will allow for a larger area for them to set up displays, french fry tents, cooking areas and unobstructed flow of participants. Last year they had up to 30 persons in wheelchairs at the event (Item 4) and they simply didn't have the room. Seeing how items 3 and 4 are community based fundraisers, I don't have an issue with the street closure during the event. Item 2 is more of a gathering of motorcycles and classic cars, where said items can be displayed.

I support the request and I'm waiting on the Michigan Liquor Control Commissions permit application for review. Thank you for your time.

Spaulding Enterprises, LLC
Cat-man-do's Bar & Grill
1223 Ludington St.
Escanaba, MI 49829
(906) 786-9757



*Amended
5/3/16*

NB-7

April 22, 2016

To Whom It May Concern,

This is in regards to my request for temporary authorization for the outdoor sale, service and consumption of alcoholic liquor for **Fun Run Parade, Bike Night and Fundraisers** in an area measuring up to 25' x 50', to be located directly adjacent to licensed premises (see attached map), and is to be well defined and clearly marked for events to be held on June 3, June 8, July 1, July 13, August 10, August 13, and September 14, 2016 only, in conjunction with 2016-2017 Class C license and Specially Designated Merchant license with Sunday Sales Permit (AM) (PM), Direct Connection - 1, Dance Permit, Entertainment Permit and Specific Purpose Permit (food), located at the above address in Delta County .

The Fund raisers will be open to the public and all egresses will be constantly monitored by either floor manager, employees and/or owners. All money raised will be donated to a local non-profit charity group to be determined at a later date. All proceeds raised will be via local businesses and personal donations of services and items to be raffled off or auctioned off on bids, entrance fee to the event, food sales, and generous cash donations from the public.

Thank you for your time and consideration in this matter. If you have any questions, or, are in need of additional information, please contact me at (734) 502-5263.

Sincerely,

Curt Spaulding, Owner

enclosure

cc: MLCC Escanaba District Office w/encl
Escanaba Public Safety Department w/encl
Escanaba City Council w/encl

May 8, 2016

Dear Escanaba City Council,

We are requesting permits for June 8, July 13, August 3 and September 7 for Bike and Classic Car Nights sponsored by Garceau Insurance, Positively, and Cat-man-do's. The events will be held at Cat-man-do's.

There would be food, beverages, bucket raffles, silent auctions and door prizes with funds going to the following charities: Upper Peninsula Honor Flight, Tri-County Safe Harbor, YAP and Delta County Cancer Alliance.

We believe it will bring a great deal of traffic to downtown Escanaba to see what downtown has to offer and hopefully we can get some other businesses to stay open and do some promoting.

If you need a representative at the Council Meeting we would be happy to attend.

Thank You,

Michelle Oxford
Garceau Insurance

Peggy O'Connell
Positively



Curt Spaulding
Cat-Man-Do's

Bike Flight
Classic Cars

KRULSIN KRULSIC
Parade
June 3rd

~~Bank Section~~

June 1st
July 6th
Aug 3rd
Sept 7th

Fundraiser
June 1st
Fundraiser
Aug 13th

Ludington Street

Section

Sidewalk

City Block off

City Blockade

Exit front

Catmando's Building

(5' High snow fence)

SIDE EXIT

Floor manager at this entrance

Sidewalk

EXIT BACK

5ft High (snow fencing) fenced in Area

13th Street

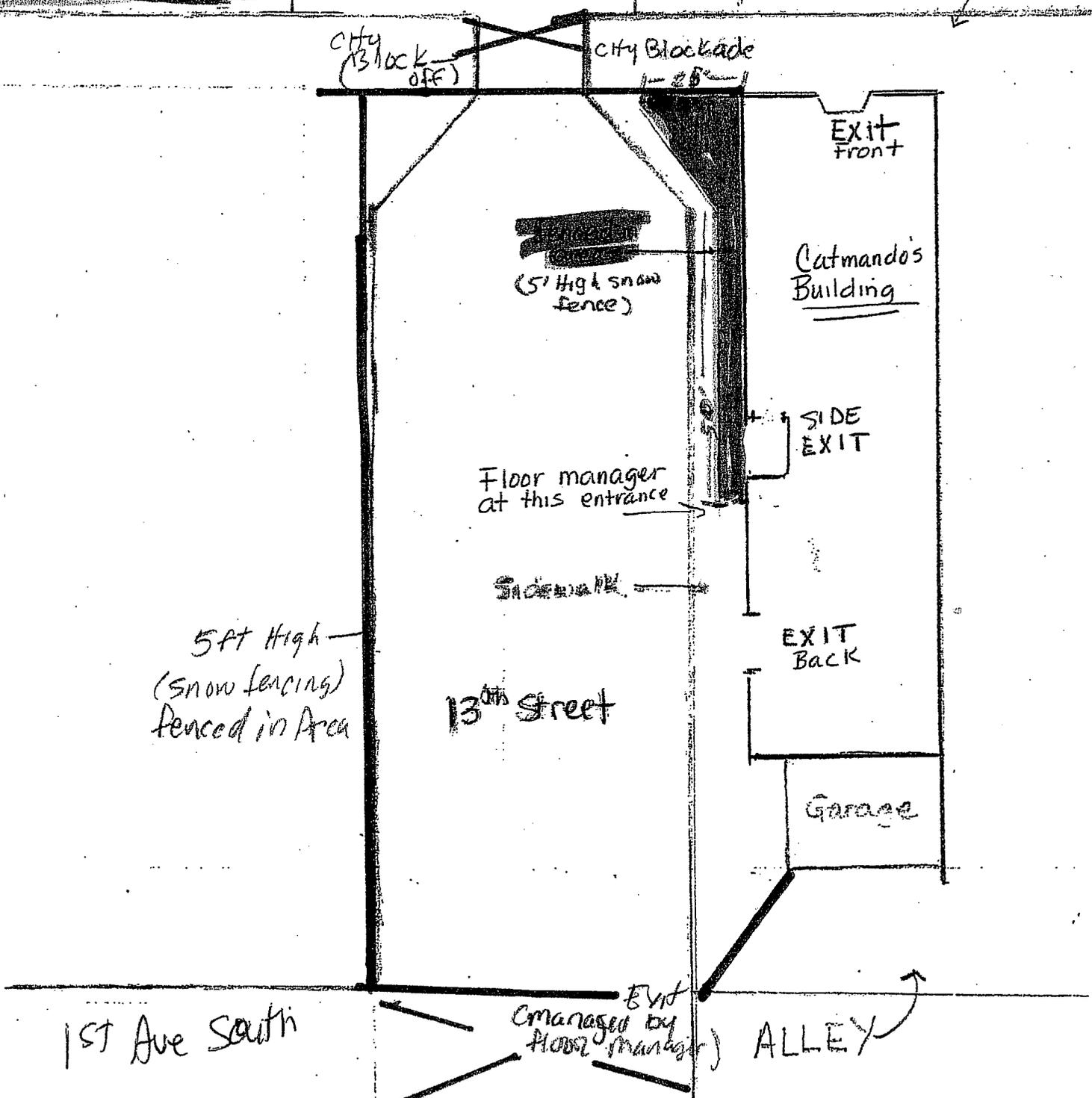
Garage

1st Ave South

Exit managed by floor manager

ALLEY

City Blockade



Part 3 Continued - Temporary Outdoor Service Information

8. Is the location of the proposed area owned, rented, or leased by the licensee? If No , submit a lease or written permission to use the proposed area, including permission from a city, township, or village if the proposed area is located on municipally owned-property.	<input checked="" type="radio"/> Yes <input type="radio"/> No
9. Is the proposed area located in the same local governmental unit as the licensed premises? If No , please explain:	<input type="radio"/> Yes <input checked="" type="radio"/> No
10. Does the licensee currently hold an Additional Bar Permit that will be utilized in the proposed area? If No , the licensee will be restricted to providing only table service in the proposed area unless a new Additional Bar Permit has been requested by the licensee and approved by the Commission.	<input type="radio"/> Yes <input checked="" type="radio"/> No

Part 4 - Temporary Dance Permit Information

<ul style="list-style-type: none">Licensees that currently hold a Dance Permit at the licensed premises <u>do not</u> need to request a Temporary Dance Permit for dancing in a Temporary Outdoor Service area.The dance floor must be at least 100 square feet, be clearly marked, and shall not have tables, chairs, or other obstacles on the dance floor while customers are dancing.
1. List the dates requested for a Temporary Dance Permit:

Part 5 - Temporary Entertainment Permit Information

<ul style="list-style-type: none">Licensees that currently hold a Entertainment Permit at the licensed premises <u>do not</u> need to request a Temporary Entertainment Permit for entertainment in a Temporary Outdoor Service area.A Temporary Entertainment Permit does not allow for topless activity on the licensed premises.	
1. List the dates requested for a Temporary Entertainment Permit:	
2. Describe the type of entertainment provided: <i>Bands</i>	
3. Will the entertainment provided under the Temporary Entertainment Permit include a contest with prizes totalling over \$250.00 in retail value? If Yes , the licensee must complete Form LCC-207 and submit with this application. <i>No alcoholic beverages may be used as part of any contest or as a prize for a contest. No licensee may provide anything of value from another licensee without prior Commission approval.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Part 6 - Temporary Extended Hours Permit Information

<ul style="list-style-type: none">Licensees that currently hold an Extended Hours Permit in conjunction with a Dance or Entertainment Permit at the licensed premises <u>do not</u> need to request a Temporary Extended Hours Permit for use with a Temporary Outdoor Service area.
1. Select the permit type that requires a Temporary Extended Hours Permit*: <input type="checkbox"/> Dance Permit <input type="checkbox"/> Entertainment Permit
2. List the dates and hours requested for a Temporary Extended Hours Permit:

Part 7 - Temporary Specific Purpose Permit Information

<ul style="list-style-type: none">Licensees that currently hold a Specific Purpose Permit for an approved purpose at the licensed premises <u>do not</u> need to request a Temporary Specific Purpose Permit for the same purpose for use with a Temporary Outdoor Service area.A Temporary Specific Purpose Permit requires a recommendation from the local law enforcement agency that has primary jurisdiction over the licensed premises. The local law enforcement agency must complete Part 8 of this application.
1. Indicate the activity that requires extended hours* (e.g. food service):
2. List the dates and hours requested for a Temporary Specific Permit:

*Hours of Operation

Weekdays and Saturdays - Beer, wine, and spirits may be sold from 7:00 a.m. to 2:00 a.m. of the next day, provided that the sale of spirits is legal in the governmental unit where the license is desired.

Sundays - Legal hours of sale on Sundays are from 7:00 a.m. until 2:00 a.m. of the next day, provided the sale of alcoholic beverages on Sunday is legal in the governmental unit and the appropriate permit has been approved by the Commission and the permit has been issued.

KRUISM CLASSICS
Parade

7a

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

Return to: City Manager's Office
410 Ludington Street, Escanaba, MI 49829
Phone : 906-786-9402 **Fax:** 906-786-4755
E-mail: citymanager@escanaba.org

PURPOSE of the Special Event Application

The Special Events Application must be completed in order to receive approvals to operate an event on City Property. The management of special events on municipal properties requires the coordinated efforts of municipal staff to ensure safe event operation and adherence to applicable by-laws, policies and procedures.

Applications must be received **45 Days** in advance of the event to insure all appropriate approvals are acquired. This application **does not guarantee** park space, road closure approvals, requests for funding etc.

Step One: Special Event Application

Complete and return to the City of Escanaba City Manager's Office at least forty-five (45) days prior to your event. *Please keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.* Throughout your review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with pending documents (e.g. certificate of insurance, secondary permits, etc.). We must receive these items before approving your Special Event Application. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner.

Step Two: Application Review

The City Manager's Office will distribute copies of your application to staff from various departments within the City affected by your event. Each department will review the application only if all forms are completed and all necessary information and supporting documents are included. There will be no exceptions. You will be contacted individually by these departments if they have specific questions or concerns about your event.

When a completed Special Event Application has been reviewed, the City Manager's Office *may* schedule your attendance at a Special Event meeting.

Step Three: Application Notification of Approval or Denial

Notice of action on application:

The City Manager's Office shall normally approve or disapprove a Special Event Application via an approval letter by e-mail or mail if the applicant has not supplied an email address.

Revocation of Event Approval (prior to event occurrence):

Event Approval may be revoked at the discretion of the City Manager's Office upon consultation with the appropriate staff members, when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that have arisen.

Revocation of Event Approval (during event occurrence):

Event Approval may be revoked during an event. If Event Approval is revoked, the event must be cancelled and activities must be terminated immediately. The City Manager's Office designee has the responsibility to revoke a permit for reasons of health, inclement weather, or public safety. This will be determined by the City Manager after consultation with staff members.

Insurance

Applicants **MUST** supply certificate of insurance, 14 days in advance of the event, meeting City requirements – naming the City of Escanaba as additional insured.

Alcohol

Alcohol requests must seek permission a minimum 45 days in advance. NO ALCOHOL is permitted in any City owned property (i.e. Facility, Park, Road) unless permission is granted by City Council.

Guidelines / By-laws

All applicable City Ordinances must be upheld by event organizers. Please ensure your application is complete so that staff can advise you on specifics.

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

DATE(S) OF EVENT: Friday June 3 2016
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: Krausin Klassic Parade

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)

Organization: Catmandos
 Contact Person: Curt Spaulding Daytime Phone: 734 502-5263
 Address: 1223 Ludington St. Evening Phone: 734 502 5263
 City, State Zip: Escanaba MI 49829 E-mail: Catmandos@yahoo.com
 Website: Catmandos Event Phone: 734 502 5263
 Charitable Org #: N/A Fax: 906 786-9757
(If applicable)

Alternate Contact: Belly Spaulding 734 545-4561
(It is recommended that an alternative Name and Phone 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 of Park: _____
 Building/Facility Name/Area: Catmandos 1223 Ludington St
 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 DATE: <u>6/3/16</u> TIME: <u>6:30 pm</u>	Event Ends DATE: <u>6/3/16</u> TIME: <u>10:00 pm</u>
	SET-UP TIME <small>When 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>6/3/16</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): _____

ESTIMATED ATTENDANCE: (Please estimate all that apply)

- Participants: # 10 Wheelchair Accessible: Yes No
- Bands: # 0 For events on City Property are you seeking approval to charge:
- Vehicles/Floats: # 0 Admission: Yes No
- Volunteers: # 10 Parking: Yes No
- General Public: # 150 This event is: 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): 20x10 canopy 10x12 & 10x10 canopy
- Amusement Rides: Yes No Provider: _____
- Inflatables: Yes No Provider: _____

FOOD AND BEVERAGE:

- Will there be Food and Non-Alcoholic Beverages sold? Yes No (Continue to next page)
- Food Stand locations: Indoor Outdoor Indoor and Outdoor

What types of food will the Food Stands be selling? (Check all that apply)

- Chicken / Seafood Soups / Chili Other Foods (Please list)
- Rice / Pasta Dishes Salad _____
- Soda / Chips / Candy Other Meats _____
- Hotdogs / Hamburgers Baked Goods _____

RESERVATION FEES: (Check applicable box(es))

- | | | |
|--|---|---|
| Ludington Park – Pavilion (1/2 Day) | <input type="checkbox"/> \$75 (Resident) | <input type="checkbox"/> \$100 (Non-Resident) |
| Ludington Park – Pavilion (Full Day) | <input type="checkbox"/> \$100 (Resident) | <input type="checkbox"/> \$125 (Non-Resident) |
| Ludington Park – Bandshell (1/2 Day) | <input type="checkbox"/> \$75 (Resident) | <input type="checkbox"/> \$100 (Non-Resident) |
| Ludington Park – Bandshell (Full Day) | <input type="checkbox"/> \$100 (Resident) | <input type="checkbox"/> \$125 (Non-Resident) |
| Ludington Park – Gazebo (2 Hour Block) | <input type="checkbox"/> \$50 (Resident) | <input type="checkbox"/> \$75 (Non-Resident) |
| Other Picnic or Gathering Area (Full Day) | <input type="checkbox"/> \$35 | |
| John D. Besse Park – Pavilion (1/2 Day) | <input type="checkbox"/> \$75 (Resident) | <input type="checkbox"/> \$100 (Non-Resident) |
| John D. Besse Park – Pavilion (Full Day) | <input type="checkbox"/> \$100 (Resident) | <input type="checkbox"/> \$125 (Non-Resident) |
| Lemerand Field – Pavilion (1/2 Day) | <input type="checkbox"/> \$75 (Resident) | <input type="checkbox"/> \$100 (Non-Resident) |
| Lemerand Field – Pavilion (Full Day) | <input type="checkbox"/> \$100 (Resident) | <input type="checkbox"/> \$125 (Non-Resident) |
| Lemerand Field – Entire Complex (Full Day) | <input type="checkbox"/> \$250 | |

*** Half-Day Reservations Cut-off Time is 4:00PM. Half-day reservations can be made before or after 4:00PM.

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 closures **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 the City to consider, please outline them on a separate piece of paper and attach.

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

Roughly 25x50 foot Area will be closed off by a 5 foot High fenced in Area (snow fence). Only egress will be the side bar exit to outdoor space; It will be enclosed in area

I have read and understood the Special Events Application. *and monitored constantly by owner and floor manager. (see map)*

I will notify the City Manager's Office of any changed 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

Curt Spaulding

Print Name

2/25/16

Date

BIKE WEEK

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

Return to: City Manager's Office
410 Ludington Street, Escanaba, MI 49829

Phone : 906-786-9402 **Fax:** 906-786-4755

E-mail: citymanager@escanaba.org

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PURPOSE of the Special Event Application

The Special Events Application must be completed in order to receive approvals to operate an event on City Property. The management of special events on municipal properties requires the coordinated efforts of municipal staff to ensure safe event operation and adherence to applicable by-laws, policies and procedures.

Applications must be received 45 Days in advance of the event to insure all appropriate approvals are acquired. This application **does not guarantee** park space, road closure approvals, requests for funding etc.

Step One: Special Event Application

Complete and return to the City of Escanaba City Manager's Office at least forty-five (45) days prior to your event. *Please keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.* Throughout your review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with pending documents (e.g. certificate of insurance, secondary permits, etc.). We must receive these items before approving your Special Event Application. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner.

Step Two: Application Review

The City Manager's Office will distribute copies of your application to staff from various departments within the City affected by your event. Each department will review the application only if all forms are completed and all necessary information and supporting documents are included. There will be no exceptions. You will be contacted individually by these departments if they have specific questions or concerns about your event.

When a completed Special Event Application has been reviewed, the City Manager's Office *may* schedule your attendance at a Special Event meeting.

Step Three: Application Notification of Approval or Denial

Notice of action on application:

The City Manager's Office shall normally approve or disapprove a Special Event Application via an approval letter by e-mail or mail if the applicant has not supplied an email address.

Revocation of Event Approval (prior to event occurrence):

Event Approval may be revoked at the discretion of the City Manager's Office upon consultation with the appropriate staff members, when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that have arisen.

Revocation of Event Approval (during event occurrence):

Event Approval may be revoked during an event. If Event Approval is revoked, the event must be cancelled and activities must be terminated immediately. The City Manager's Office designee has the responsibility to revoke a permit for reasons of health, inclement weather, or public safety. This will be determined by the City Manager after consultation with staff members.

Insurance

Applicants MUST supply certificate of insurance, 14 days in advance of the event, meeting City requirements – naming the City of Escanaba as additional insured.

Alcohol

Alcohol requests must seek permission a minimum 45 days in advance. NO ALCOHOL is permitted in any City owned property (i.e. Facility, Park, Road) unless permission is granted by City Council.

Guidelines / By-laws

All applicable City Ordinances must be upheld by event organizers. Please ensure your application is complete so that staff can advise you on specifics.

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

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DATE(S) OF EVENT: Wednesday June 8 2016
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: Bike Night

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)

Organization: Catmandos
 Contact Person: Curt Spaulding Daytime Phone: 734 502-5263
 Address: 1223 Ludington St. Evening Phone: 734 502 5263
 City, State Zip: Escanaba MI 49829 E-mail: catmandos@yahoo.com
 Website: catmandos Event Phone: 734 502-5263
 Charitable Org #: n/a Fax: 906 786-9757
(If applicable)

Alternate Contact: Kelly Spaulding 734 545-4561
(It is recommended that an alternative Name and Phone 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 of Park: _____
 Building/Facility Name/Area: Catmandos
 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 DATE: <u>June 8 2016</u> TIME: <u>5:00pm</u>	Event Ends DATE: <u>June 8 2016</u> TIME: <u>10:00pm</u>
	SET-UP TIME <small>When 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>June 8 2016</u> TIME: <u>3:00pm</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.

RESERVATION FEES: (Check applicable box(es))

Ludington Park – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Bandshell (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Bandshell (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Gazebo (2 Hour Block)	<input type="checkbox"/> \$50 (Resident)	<input type="checkbox"/> \$75 (Non-Resident)
Other Picnic or Gathering Area (Full Day)	<input type="checkbox"/> \$35	
John D. Besse Park – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
John D. Besse Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Lemerand Field – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Entire Complex (Full Day)	<input type="checkbox"/> \$250	

*** Half-Day Reservations Cut-off Time is 4:00PM. Half-day reservations can be made before or after 4:00PM.

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 closures **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 the City to consider, please outline them on a separate piece of paper and attach.

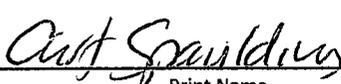
DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

N/A Roughly 25x50 ft Area along side of Catmando's closed off by 5' high Plastic (snowfence) fence. Only egress will be the side bar exit to outdoor space. It will enclosed in area & monitored constantly by Proor Manager & Owner (see attached map)

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changed 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

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

DATE(S) OF EVENT: Wednesday July 13th 2016
Day of Week, Month, Day, Year

NAME OF EVENT: Bike Night

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)

Organization: Catmando's
 Contact Person: Curt Spaulding Daytime Phone: 734 502-5263
 Address: 1223 Ludington St. Evening Phone: 734 502 5263
 City, State Zip: ESCANABA MI 49829 E-mail: catmandos@yahoo.com
 Website: catmandos Event Phone: 734 502-5263
 Charitable Org #: n/a Fax: 906 786-9757
(If applicable)

Alternate Contact: - Kelly Spaulding 734 545-4561
(It is recommended that an alternative Name and Phone 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 of Park: _____
 Building/Facility Name/Area: Catmando's
 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>7/13/16</u> TIME: <u>5:00pm</u>	DATE: <u>7/13/16</u> TIME: <u>10:00pm</u>
SET-UP TIME <small>When 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>7/13/16</u> TIME: <u>3:00pm</u>	DATE: <u>7/13/16</u> TIME: <u>10:30pm</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>20</u>	Wheelchair Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bands: # <u>1</u>	For events on City Property are you seeking approval to charge:	
Vehicles/Floats: # <u>N/A</u>	Admission: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Volunteers: # <u>10</u>	Parking: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
General Public: # <u>150</u>	This event is: <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: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Fireworks: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Sound Amplification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alcohol: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Access to power if possible: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Live Music: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Tents/Temp. Structures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Size of Tent(s): <u>10x20 Canopy 10x12 Canopy 10x10 Canopy</u>	
Amusement Rides: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Provider: _____	
Inflatables: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Provider: _____	

FOOD AND BEVERAGE:

Will there be Food and Non-Alcoholic Beverages sold? Yes No (Continue to next page)

Food Stand locations: Indoor Outdoor Indoor and Outdoor

What types of food will the Food Stands be selling? (Check all that apply)

<input checked="" type="checkbox"/> Chicken/ Seafood	<input type="checkbox"/> Soups / Chili	<input type="checkbox"/> Other Foods (Please list)
<input type="checkbox"/> Rice / Pasta Dishes	<input type="checkbox"/> Salad	_____
<input type="checkbox"/> Soda / Chips / Candy	<input type="checkbox"/> Other Meats	_____
<input checked="" type="checkbox"/> Hotdogs / Hamburgers	<input type="checkbox"/> Baked Goods	_____

RESERVATION FEES: (Check applicable box(es))

- | | | |
|--|---|---|
| Ludington Park – Pavilion (1/2 Day) | <input type="checkbox"/> \$75 (Resident) | <input type="checkbox"/> \$100 (Non-Resident) |
| Ludington Park – Pavilion (Full Day) | <input type="checkbox"/> \$100 (Resident) | <input type="checkbox"/> \$125 (Non-Resident) |
| Ludington Park – Bandshell (1/2 Day) | <input type="checkbox"/> \$75 (Resident) | <input type="checkbox"/> \$100 (Non-Resident) |
| Ludington Park – Bandshell (Full Day) | <input type="checkbox"/> \$100 (Resident) | <input type="checkbox"/> \$125 (Non-Resident) |
| Ludington Park – Gazebo (2 Hour Block) | <input type="checkbox"/> \$50 (Resident) | <input type="checkbox"/> \$75 (Non-Resident) |
| Other Picnic or Gathering Area (Full Day) | <input type="checkbox"/> \$35 | |
| John D. Besse Park – Pavilion (1/2 Day) | <input type="checkbox"/> \$75 (Resident) | <input type="checkbox"/> \$100 (Non-Resident) |
| John D. Besse Park – Pavilion (Full Day) | <input type="checkbox"/> \$100 (Resident) | <input type="checkbox"/> \$125 (Non-Resident) |
| Lemerand Field – Pavilion (1/2 Day) | <input type="checkbox"/> \$75 (Resident) | <input type="checkbox"/> \$100 (Non-Resident) |
| Lemerand Field – Pavilion (Full Day) | <input type="checkbox"/> \$100 (Resident) | <input type="checkbox"/> \$125 (Non-Resident) |
| Lemerand Field – Entire Complex (Full Day) | <input type="checkbox"/> \$250 | |

*** Half-Day Reservations Cut-off Time is 4:00PM. Half-day reservations can be made before or after 4:00PM.

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 closures **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 the City to consider, please outline them on a separate piece of paper and attach.

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

Roughly 25x50 ft Area along side of Catmando's (1223 Ludington St) closed off by 5' high plastic (snow fence) fencing. Only egress will be the side bar exit to outdoor space. It will be enclosed in area & monitored constantly by Owner & floor manager (see attached map)
I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changed 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

Carl Spaulding

Print Name

4/21/14

Date

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

DATE(S) OF EVENT: Wednesday 8/10/16 August 31, 2016
Day of Week, Month, Day, Y

NAME OF EVENT: Bike Night

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)

Organization: Catmando's
 Contact Person: Curt Spaulding Daytime Phone: 734 502-5263
 Address: 1223 Leighton St. Evening Phone: 734 502 5263
 City, State Zip: Escanaba MI 49829 E-mail: catmandos@yahoo.com
 Website: catmandos Event Phone: 734 502-5263
 Charitable Org #: n/a Fax: 906 286-9757
(If applicable)

Alternate Contact: - Kelby Spaulding 734 545-4561
(It is recommended that an alternative Name and Phone 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 of Park: _____
 Building/Facility Name/Area: Catmando's
 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>8/10/16</u> TIME: <u>5:00pm</u>	DATE: <u>8/10/16</u> TIME: <u>10:00pm</u>
SET-UP TIME <small>When 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>8/10/16</u> TIME: <u>3:00pm</u>	DATE: <u>8/10/16</u> TIME: <u>10:30pm</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: # 10 Wheelchair Accessible: Yes No

Bands: # 1 For events on City Property are you seeking approval to charge:

Vehicles/Floats: # N/A Admission: Yes No

Volunteers: # 10 Parking: Yes No

General Public: # 150 This event is: 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): 16x20 Canopy 16x12 Canopy 16x10 Canopy

Amusement Rides: Yes No Provider: _____

Inflatables: Yes No Provider: _____

FOOD AND BEVERAGE:

Will there be Food and Non-Alcoholic Beverages sold? Yes No (Continue to next page)

Food Stand locations: Indoor Outdoor Indoor and Outdoor

What types of food will the Food Stands be selling? (Check all that apply)

- Chicken/ Seafood
 - Rice / Pasta Dishes
 - Soda / Chips / Candy
 - Hotdogs / Hamburgers
 - Soups / Chili
 - Salad
 - Other Meats
 - Baked Goods
 - Other Foods (Please list)
- _____
- _____
- _____

RESERVATION FEES: (Check applicable box(es))

Ludington Park – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Bandshell (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Bandshell (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Gazebo (2 Hour Block)	<input type="checkbox"/> \$50 (Resident)	<input type="checkbox"/> \$75 (Non-Resident)
Other Picnic or Gathering Area (Full Day)	<input type="checkbox"/> \$35	
John D. Besse Park – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
John D. Besse Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Lemerand Field – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Entire Complex (Full Day)	<input type="checkbox"/> \$250	

*** Half-Day Reservations Cut-off Time is 4:00PM. Half-day reservations can be made before or after 4:00PM.

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 closures **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 the City to consider, please outline them on a separate piece of paper and attach.

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

Roughly 25x50' Area along side Catmando's (1223 Ludington St) closed off by 5' high plastic (snow fence) fencing. Only egress will be the side bar exit to outdoor space; It will be enclosed in area & monitored by owner & floor manager (see attached map).

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changed 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

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

DATE(S) OF EVENT: Wednesday September 14th 2016
Day of Week, Month, Day, Y

NAME OF EVENT: Bike Night

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)

Organization: Catmando's
 Contact Person: Curt Spaulding Daytime Phone: 734 502-5263
 Address: 1223 Ludington St. Evening Phone: 734 502 5263
 City, State Zip: Escanaba MI 49829 E-mail: catmandos@yahoo.com
 Website: catmandos Event Phone: 734 502-5263
 Charitable Org #: n/a Fax: 906 786-9757
(If applicable)

Alternate Contact: - Kelly Spaulding 734 545-4561
(It is recommended that an alternative Name and Phone 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 of Park: _____
 Building/Facility Name/Area: Catmando's
 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>9/14/16</u> TIME: <u>5:00pm</u>	Event Ends DATE: <u>9/14/16</u> TIME: <u>10:00pm</u>
	SET-UP TIME When 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>9/14/16</u> TIME: <u>3:00pm</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: # 20

Bands: # 1

Vehicles/Floats: # N/A

Volunteers: # 10

General Public: # 150

Wheelchair Accessible: Yes No

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

Admission: Yes No

Parking: Yes No

This event is: Open to the Public For Invited Guests Only

EVENT ELEMENTS: (Complete to ensure proper permits are processed)

Power Requirements: Yes No

Sound Amplification: Yes No

Access to power if possible: Yes No

Live Music: Yes No

Tents/Temp. Structures: Yes No

Amusement Rides: Yes No

Inflatables: Yes No

Fireworks: Yes No

Alcohol: Yes No

Size of Tent(s): 10x20 Canopy 10x12 Canopy 10x10 Canopy

Provider: _____

Provider: _____

FOOD AND BEVERAGE:

Will there be Food and Non-Alcoholic Beverages sold? Yes No (Continue to next page)

Food Stand locations: Indoor Outdoor Indoor and Outdoor

What types of food will the Food Stands be selling? (Check all that apply)

- Chicken / Seafood
 - Rice / Pasta Dishes
 - Soda / Chips / Candy
 - Hotdogs / Hamburgers
 - Soups / Chili
 - Salad
 - Other Meats
 - Baked Goods
 - Other Foods (Please list)
- _____
- _____
- _____

RESERVATION FEES: (Check applicable box(es))

Ludington Park – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Bandshell (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Bandshell (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Gazebo (2 Hour Block)	<input type="checkbox"/> \$50 (Resident)	<input type="checkbox"/> \$75 (Non-Resident)
Other Picnic or Gathering Area (Full Day)	<input type="checkbox"/> \$35	
John D. Besse Park – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
John D. Besse Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Lemerand Field – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Entire Complex (Full Day)	<input type="checkbox"/> \$250	

*** Half-Day Reservations Cut-off Time is 4:00PM. Half-day reservations can be made before or after 4:00PM.

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 closures **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 the City to consider, please outline them on a separate piece of paper and attach.

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

Roughly 25' x 50' area along side Catmando's (1223 Ludington St) closed off by 5' High plastic (snow fence) fencing. Only egress will be the side bar exit to outdoor space; It will be enclosed in area of monitored by owner & floor manager (see attached map).
 I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changed 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

 Curt Spaulding
 Print Name

 4/21/14
 Date

Wheeler Sportsman
Fundraiser
PC

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

Return to: City Manager's Office
410 Ludington Street, Escanaba, MI 49829
Phone : 906-786-9402 **Fax:** 906-786-4755
E-mail: citymanager@escanaba.org

PURPOSE of the Special Event Application

The Special Events Application must be completed in order to receive approvals to operate an event on City Property. The management of special events on municipal properties requires the coordinated efforts of municipal staff to ensure safe event operation and adherence to applicable by-laws, policies and procedures.

Applications must be received **45 Days** in advance of the event to insure all appropriate approvals are acquired. This application **does not guarantee** park space, road closure approvals, requests for funding etc.

Step One: Special Event Application

Complete and return to the City of Escanaba City Manager's Office at least forty-five (45) days prior to your event. *Please keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.* Throughout your review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with pending documents (e.g. certificate of insurance, secondary permits, etc.). We must receive these items before approving your Special Event Application. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner.

Step Two: Application Review

The City Manager's Office will distribute copies of your application to staff from various departments within the City affected by your event. Each department will review the application only if all forms are completed and all necessary information and supporting documents are included. There will be no exceptions. You will be contacted individually by these departments if they have specific questions or concerns about your event.

When a completed Special Event Application has been reviewed, the City Manager's Office *may* schedule your attendance at a Special Event meeting.

Step Three: Application Notification of Approval or Denial

Notice of action on application:

The City Manager's Office shall normally approve or disapprove a Special Event Application via an approval letter by e-mail or mail if the applicant has not supplied an email address.

Revocation of Event Approval (prior to event occurrence):

Event Approval may be revoked at the discretion of the City Manager's Office upon consultation with the appropriate staff members, when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that have arisen.

Revocation of Event Approval (during event occurrence):

Event Approval may be revoked during an event. If Event Approval is revoked, the event must be cancelled and activities must be terminated immediately. The City Manager's Office designee has the responsibility to revoke a permit for reasons of health, inclement weather, or public safety. This will be determined by the City Manager after consultation with staff members.

Insurance

Applicants **MUST** supply certificate of insurance, 14 days in advance of the event, meeting City requirements – naming the City of Escanaba as additional insured.

Alcohol

Alcohol requests must seek permission a minimum 45 days in advance. NO ALCOHOL is permitted in any City owned property (i.e. Facility, Park, Road) unless permission is granted by City Council.

Guidelines / By-laws

All applicable City Ordinances must be upheld by event organizers. Please ensure your application is complete so that staff can advise you on specifics.

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

DATE(S) OF EVENT: Saturday August 13 2016
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: Wheeler Sportsman Fundraiser

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)

Organization: Bay De Noc Gobblers / Catmando's
 Contact Person: Curt Spaulding Daytime Phone: 734 502-5263
 Address: 1223 Ludington St. Evening Phone: 734 502 5263
 City, State Zip: Escanaba MI 49829 E-mail: catmandos@yahoo.com
 Website: _____ Event Phone: 734 502-5263
 Charitable Org #: 57-0564993 Fax: 906 786-9757
(If applicable)

Alternate Contact: Kelly Spaulding 734 545-4561
(It is recommended that an alternative Name and Phone 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 of Park: _____
 Building/Facility Name/Area: (Between 1st Ave & Ludington St) 13th Street - Catmando's
 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 DATE: <u>Aug 13 2016</u> TIME: <u>12:00 pm</u>	Event Ends DATE: <u>Aug 13 2016</u> TIME: <u>10:00 pm</u>
	SET-UP TIME <small>When 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>Aug 13 2016</u> TIME: <u>10:00 am</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: # 50

Wheelchair Accessible: Yes No

Bands: # 4

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

Vehicles/Floats: # 1 Stage

Admission: Yes No

Volunteers: # 50

Parking: Yes No

General Public: # 300

This event is: 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): 12x10 20x10 & 10x10 canopies

Amusement Rides: Yes No

Provider: _____

Inflatables: Yes No

Provider: Back Rental

FOOD AND BEVERAGE:

Will there be Food and Non-Alcoholic Beverages sold? Yes No (Continue to next page)

Food Stand locations: Indoor Outdoor Indoor and Outdoor

What types of food will the Food Stands be selling? (Check all that apply)

Chicken / Seafood

Soups / Chili

Other Foods (Please list)

Rice / Pasta Dishes

Salad

Soda / Chips / Candy

Other Meats

Hotdogs / Hamburgers

Baked Goods

RESERVATION FEES: (Check applicable box(es))

Ludington Park – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Bandshell (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Bandshell (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Gazebo (2 Hour Block)	<input type="checkbox"/> \$50 (Resident)	<input type="checkbox"/> \$75 (Non-Resident)
Other Picnic or Gathering Area (Full Day)	<input type="checkbox"/> \$35	
John D. Besse Park – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
John D. Besse Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Lemerand Field – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Entire Complex (Full Day)	<input type="checkbox"/> \$250	

*** Half-Day Reservations Cut-off Time is 4:00PM. Half-day reservations can be made before or after 4:00PM.

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.

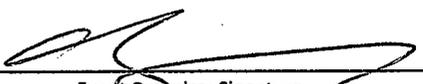
A detailed map of road closures **MUST** be included. Applicants must notify abutting properties of the closure at least 14 Days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like the City to consider,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

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

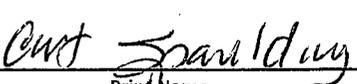
City to block off South 13th St from Ludington St. & So 13th St. to 1st Ave. So (with city blockades). 5' high plastic fence (snow fence) will close off the public from entering fenced off area as outlined in blue on attached map. There will be an exit from outside enclosed area in rear which will be constantly monitored by employees, volunteers, floor manager & Owners. The other two entrances to enclosed area will be via Catmandy's back & side exit doors. Those exits will be constantly monitored too by same people.

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.

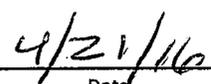
I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10 – Alcohol in Public Places (if applicable).



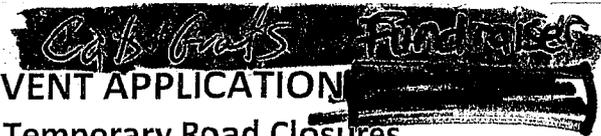
 Event Organizer Signature



 Print Name



 Date



CITY OF ESCANABA - SPECIAL EVENT APPLICATION

Festivals, Parades, Races, Walkathons, Temporary Road Closures

7d

Return to: City Manager's Office
410 Ludington Street, Escanaba, MI 49829
Phone : 906-786-9402 **Fax:** 906-786-4755
E-mail: citymanager@escanaba.org

PURPOSE of the Special Event Application

The Special Events Application must be completed in order to receive approvals to operate an event on City Property. The management of special events on municipal properties requires the coordinated efforts of municipal staff to ensure safe event operation and adherence to applicable by-laws, policies and procedures.

Applications must be received **45 Days** in advance of the event to insure all appropriate approvals are acquired. This application **does not guarantee** park space, road closure approvals, requests for funding etc.

Step One: Special Event Application

Complete and return to the City of Escanaba City Manager's Office at least forty-five (45) days prior to your event. *Please keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.* Throughout your review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with pending documents (e.g. certificate of insurance, secondary permits, etc.). We must receive these items before approving your Special Event Application. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner.

Step Two: Application Review

The City Manager's Office will distribute copies of your application to staff from various departments within the City affected by your event. Each department will review the application only if all forms are completed and all necessary information and supporting documents are included. There will be no exceptions. You will be contacted individually by these departments if they have specific questions or concerns about your event.

When a completed Special Event Application has been reviewed, the City Manager's Office *may* schedule your attendance at a Special Event meeting.

Step Three: Application Notification of Approval or Denial

Notice of action on application:

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Revocation of Event Approval (prior to event occurrence):

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Revocation of Event Approval (during event occurrence):

Event Approval may be revoked during an event. If Event Approval is revoked, the event must be cancelled and activities must be terminated immediately. The City Manager's Office designee has the responsibility to revoke a permit for reasons of health, inclement weather, or public safety. This will be determined by the City Manager after consultation with staff members.

Insurance

Applicants **MUST** supply certificate of insurance, 14 days in advance of the event, meeting City requirements – naming the City of Escanaba as additional insured.

Alcohol

Alcohol requests must seek permission a minimum 45 days in advance. NO ALCOHOL is permitted in any City owned property (i.e. Facility, Park, Road) unless permission is granted by City Council.

Guidelines / By-laws

All applicable City Ordinances must be upheld by event organizers. Please ensure your application is complete so that staff can advise you on specifics.

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

DATE(S) OF EVENT: July 1 2016 Friday
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: CATS GRATS Fundraiser

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)

Organization: Catmando's
 Contact Person: Curt Spaulding Daytime Phone: 734 502 5263
 Address: 1223 Ludington St. Evening Phone: 734 502 5263
 City, State Zip: Escanaba MI 49829 E-mail: catmandos@yahoo.com
 Website: Catmando's Event Phone: 734 502 5263
 Charitable Org #: n/a Fax: 906 786-9757
(If applicable)

Alternate Contact: Kelly Spaulding 734 545 4561
(It is recommended that an alternative Name and Phone 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 of Park: _____
 Building/Facility Name/Area: Catmando's 1223 Ludington - 13th Street.
 Road(s) Road Closure Required? Partial Full (between Ludington & 1st Ave S.)

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>July 1 2016</u> TIME: <u>4:00 pm</u>	DATE: <u>July 1 2016</u> TIME: <u>10:00 pm</u>
SET-UP TIME <small>When 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>July 1 2016</u> TIME: <u>7:00 pm</u>	DATE: <u>July 1 2016</u> TIME: <u>10:30 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: # 25 Wheelchair Accessible: Yes No
- Bands: # 2 For events on City Property are you seeking approval to charge:
- Vehicles/Floats: # 20 cars/motorcycles Admission: Yes No
- Volunteers: # 25 Parking: Yes No
- General Public: # 200 This event is: 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): 10x20 canopy 10x12 canopy 16x10 canopies
- Amusement Rides: Yes No Provider: _____
- Inflatables: Yes No Provider: _____

FOOD AND BEVERAGE:

- Will there be Food and Non-Alcoholic Beverages sold? Yes No (Continue to next page)
- Food Stand locations: Indoor Outdoor Indoor and Outdoor

What types of food will the Food Stands be selling? (Check all that apply)

- Chicken / Seafood
- Soups / Chili
- Other Foods (Please list)
- Rice / Pasta Dishes
- Salad
- Soda / Chips / Candy
- Other Meats
- Hotdogs / Hamburgers
- Baked Goods

RESERVATION FEES: (Check applicable box(es))

Ludington Park – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Bandshell (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Bandshell (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Gazebo (2 Hour Block)	<input type="checkbox"/> \$50 (Resident)	<input type="checkbox"/> \$75 (Non-Resident)
Other Picnic or Gathering Area (Full Day)	<input type="checkbox"/> \$35	
John D. Besse Park – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
John D. Besse Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Lemerand Field – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Entire Complex (Full Day)	<input type="checkbox"/> \$250	

*** Half-Day Reservations Cut-off Time is 4:00PM. Half-day reservations can be made before or after 4:00PM.

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 closures **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 the City to consider, please outline them on a separate piece of 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

Curt Spaulding

Print Name

4/25/16

Date