



CITY COUNCIL

MEETING AGENDA

December 1, 2016

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

[City Council Chambers located at: City Hall – 410 Ludington Street – Room C101 – Escanaba MI 49829](#)

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

Regular Meeting

Thursday, December 1, 2016, at 7:00 p.m.

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE –

APPROVAL/CORRECTION(S) TO MINUTES -

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION(S)

BRIEF PUBLIC COMMENT(S)

UNFINISHED BUSINESS - None

PUBLIC HEARING(S) - None

NEW BUSINESS

Pastor Chris Johnson of the Christ the King Lutheran Church

Regular Meeting – November 17, 2016

1. **Approval – Traffic Control Orders (TCO) No. 991, 992, & 993 - Department of Public Safety.**

Explanation: Administration is seeking Council approval of TCO's No. 991, 992, & 993. Traffic Control Orders expire 90 days from the filing date unless approved by Council. On October 18, 2016 the Traffic Safety Advisory Committee met and has recommended City Council approval of TCO No. 991-993. The Traffic Control Orders call for the following:

No. 991 - Placement of a temporary local traffic only barricade at the intersection of 21st Avenue South/Lake Shore Drive and 21st Avenue South/South 18th Street. Its purpose is to reduce the dust on the unpaved portion of 21st Avenue South. Barricades will be in place until the unpaved portion of 21st Avenue is paved or sealed.

No. 992 - Installation of an additional handicap space in front of the Community Action Agency located at on the 500 block of 1st Avenue North. An additional space is needed to accommodate the needs of their customers.

No. 993 - Installation of speed zone signs throughout the City as a result of traffic investigations and traffic conditions in the following locations:

- 35 mph signs be placed on 14th Avenue North and 16th Avenue North as a result of a speed study;
- One 35 mph sign on 14th Avenue North west of North 23rd Street;
- One 35 mph sign on 16th Avenue North, East of North 30th Street;
- One 15 mph warning sign to be placed on 14th Avenue North as you turn north onto North 26th Street;
- One 15 mph warning sign to be placed on 16th Avenue North as you turn north onto North 26th Street.

2. **Approval – Use of Public Space/Commitment and Expenditure of Funds - 2017 Rock the Dock Community Events.**

Explanation: Administration is seeking Council approval to use the Municipal Dock on July 3 and August 5, 2017, from 12:00 noon to 11:00 p.m. for the 2017 Rock the Dock Community events and enter into contracts and commitments with the various vendors and entertainers. This item is included in the current fiscal year budget.

3. **Approval – 2017 City Council Meeting Dates.**

Explanation: Administration is seeking Council approval of the 2017 Annual Council Meeting schedule.

Agenda – December 1, 2016

4. Approval - North Substation Relay Panel Purchase – Electric Department.

Explanation: Administration is seeking Council approval to award Energis High Voltage Resources, Inc. of Green Bay, WI, the contract to purchase relay panels for the North Substation in an amount not to exceed \$33,429.57. This purchase is included in the current fiscal year budget.

5. Approval – North Substation Control Building – Electric Department.

Explanation: Administration is seeking Council approval of an award to Trachte, LLC of Oregon, WI, in the amount \$120,676 for the construction of the North Substation Control Building. This purchase is included in the current fiscal year budget.

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, November 17, 2016**

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

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

Absent: None

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

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

Sattem moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve Special Meeting Minutes from October 26, 2016, and Regular Meeting Minutes from November 3, 2016, as submitted.

ADJUSTMENTS TO THE AGENDA

Beauchamp moved, Baribeau seconded, **CARRIED UNANIMOUSLY**, to approve the agenda as submitted.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

PROCLAMATION(S)

Mayor Tall congratulated Jerry J. Plourde, Department of Public Safety, with a Certificate of Meritorious Service Award and Proclaimed Tuesday November 13th as Jerry J. Plourde Day in the City of Escanaba upon his retirement. Mayor Tall directed Administration to present Mr. Plourde with his Certificate of Merit and Proclamation upon his retirement.

Mayor Tall congratulated Kenneth J. LaMarche, Water Department, with a Certificate of Meritorious Service Award and Proclaimed Wednesday November 30th as Kenneth J. LaMarche Day in the City of Escanaba upon his retirement. Mayor Tall directed Administration to present Mr. LaMarche with his Certificate of Merit and Proclamation upon his retirement.

UNFINISHED BUSINESS – None

PUBLIC HEARINGS

Second Reading and Adoption – Ordinance No. 1175 – An Ordinance to Amend Chapter 17 – Parking and Circulation Requirements and Chapter 21 Central Retail District Permitted Uses By Right – Escanaba Zoning Ordinance.

Administration requested the City Council conduct a public hearing, second reading and adoption of Ordinance No. 1175, an Ordinance to amend Chapter 17., Parking and Circulation Requirements and Chapter 21., Central Retail District permitted uses by right of the Escanaba Zoning Ordinance.

City Manager O'Toole briefly reviewed the changes to the proposed ordinance.

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

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

PH-1 By Council Member Beauchamp, seconded by Council Member Sattem;

Resolved, That Ordinance No. 1175, an Ordinance to Amend Chapter 17., Parking and Circulation Requirements and Chapter 21., Central Retail District permitted uses by right of the Escanaba Zoning Ordinance of the City of Escanaba, given its public hearing at this meeting, be and is hereby adopted and that it be published in accordance with the requirements of the City Charter."

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

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

RESOLUTION DECLARED ADOPTED.

Herewith Ordinance No. 1175 adopted by title:

"AN ORDINANCE TO AMEND CHAPTER 17 – PARKING AND CIRCULATION REQUIREMENTS AND CHAPTER 21 CENTRAL RETAIL COMMERCIAL DISTRICT ("E-3") OF THE ESCANABA ZONING CODE."

Full text in Ordinance Record "K".

Public Hearing and Approval – Industrial Facilities Exemption Certificate - Engineered Machined Products, Inc., 2701 North 30th Street.

Administration requested City Council conduct a public hearing on a request from Engineered Machined Products, Inc. for a 12 year P.A. 198 Industrial Facilities Tax exemption for real property located at 2701 North 30th Street. The total estimated construction amount of this project was \$1,717,200 over a twelve (12) year period and

once completed would result in the addition of approximately 25 new jobs.

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

Ralph Bedogne, EMP representative, briefly reviewed the scope of their project.

Mayor Tall advised, the Delta County Commerce Center, provided written communication in support of the EMP 12-year P.A. 198 Industrial Facilities Tax Exemption.

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

PH-2 By Council Member Sattem, seconded by Council Member Blasier;

**CITY OF ESCANABA RESOLUTION
APPROVING
THE APPLICATION
OF ENGINEERED MACHINED PRODUCTS MICHIGAN 49829.
FOR A NEW FACILITY EXEMPTION**

WHEREAS, Pursuant to Public Act No. 198 of 1974, MCL 207.551 et seq., after a duly noticed public hearing held on July 16, 1998, this City Council, by resolution, established Engineered Machined Products Industrial Development District; and

WHEREAS, Engineered Machined Products, has filed an application for an Industrial Facilities Tax Exemption Certificate with respect to a new facility to be acquired and installed within the Engineered Machined Products Industrial Development District; and

WHEREAS, Before acting on said application, the City of Escanaba held a hearing on November 17, 2016, at the City Hall, 410 Ludington Street, in Escanaba at 7:00 p.m., at which hearing the applicant, assessor, and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, Construction of the facility and/or installation of new machinery and equipment had not begun earlier than six (6) months before October ##, 2016, the date of the acceptance of the application for the Industrial Facilities Exemption Certificate; and

WHEREAS, Completion of the facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create, or prevent the loss of employment in the City of Escanaba; and

WHEREAS, The aggregate State Equalized Valuation (SEV) of real and personal property exempt from ad valorem taxes within the City of Escanaba, after granting this certificate, will not exceed five percent (5%) of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property exempted.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Escanaba that:

1. The City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate considered, together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 shall not have the effect of substantially impeding the operation of the City of Escanaba or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Escanaba.

2. The application of Engineered Machined Products, for an Industrial Facilities Exemption Certificate with respect to a new facility to be acquired and installed on the following described parcel of real property situated within the Bell's Industrial Development District to wit:

Parcel Number: 21-051-420-2813-100-006 - Comm @ N ¼ Cor Sec 13 T39n R23W th N 89D 42M W alg N In sd sec 80 ft th S 0D 04M 45S W 80 ft to POB th S 0D 04M 45S W alg W ROW N 30th St 963.65 ft to pt 280 ft N of S In sd NE ¼ NW ¼ th S 89D 27M 04 S W 640 ft th N 0D 04M 45S E 973.13 ft to pt 80 ft S of N In sd sec the S 89D 42m E 640 ft to POB 14.22 ac M/L Ac #78-16

Be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate, when issued, shall be and remain in force and effect for a period of twelve (12) years.

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

RESOLUTION DECLARED ADOPTED.

NEW BUSINESS

Approval – Northern Michigan University (NMU) Educational Network Agreement.

Administration sought Council approval of an agreement with Northern Michigan University which would allow NMU access to the City's Water Tower located at the Catherine Bonifas Civic Center for the installation of their equipment to enable their "Educational Access Network" a broadband wireless internet connection accessible by area educational units of government to include the Escanaba School District and Bay de Noc Community College.

David Maki, NMU representative, briefly reviewed the scope of the project and its benefits to the community.

NB-1 After discussion, Baribeau moved, Blasier seconded, to approve an agreement with Northern Michigan University which would allow NMU access to the City's Water Tower located at the Catherine Bonifas Civic Center for the installation of their equipment to enable their "Educational Access Network."

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

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

MOTION CARRIED.

Approval – City Hall Elevator Maintenance Agreement – Otis Elevator Company.

Administration sought Council approval of an agreement with the Otis Elevator Company with the annual base amount of \$2,220 and price adjustment not to exceed 3% for material and labor. The funds for this purchase were included in the current fiscal year budget.

NB-2 Blasier moved, Sattlem seconded, to approve an agreement with the Otis Elevator Company with the annual base amount of \$2,220 and price adjustment not to exceed 3% for material and labor.

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

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

MOTION CARRIED.

Approval – City of Escanaba Emergency Management Plan – Department of Public Safety.

Administration sought Council approval of the City of Escanaba Emergency Management Plan as required under the Michigan Emergency Act, P.A. 390 of 1976 which governs the response in a disaster. (See Attachment – A)

Public Safety Director Robert LaMarche and Robert Berbohm Delta County Emergency Manager briefly reviewed the plan.

NB-3 After discussion, Sattlem moved, Beauchamp seconded, to approve the City of Escanaba Emergency Management Plan as required under the Michigan Emergency Act, P.A. 390 of 1976.

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

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

MOTION CARRIED.

Approval – Acceptance of Grant and Award of Library Wiring Project.

Administration sought Council acceptance of a grant from the Universal Service Fund in the amount of \$11,198, for a library wiring project. Additionally, administration sought Council approval of a contract to retain Solutions, Inc. of Escanaba in the amount of \$15,997 to furnish and install all material and labor to upgrade the internal wiring, data ports and CAT 6 network drops throughout the Escanaba Public Library.

NB-4 Blasier moved, Sattem seconded, to approve acceptance of a grant from the Universal Service Fund in the amount of \$11,198, for a library wiring project and further contract to retain Solutions, Inc. of Escanaba in the amount of \$15,997 to furnish and install all material and labor to upgrade the internal wiring, data ports and CAT 6 network drops throughout the Escanaba Public Library.

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

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

MOTION CARRIED.

Approval – Sale of Defective Surplus Combustion Turbine.

Recently the City of Escanaba solicited bids from interested parties for the purchase of the defective surplus combustion turbine located near the former power plant. On November 1, 2016 a bid opening was conducted with only one bid being received. Administration sought Council approval to sell the defective surplus combustion turbine to Northern Machining and Repair, Inc. of Escanaba, MI, Dun Yet Enterprises, LLC, in the amount of \$12,840.

NB-5 Blasier moved, Beauchamp seconded, to sell the defective surplus combustion turbine to Northern Machining and Repair, Inc., Dun Yet Enterprises, LLC of Escanaba, MI in the amount of \$12,840.

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

Ayes: Blasier, Beauchamp, Baribeau, Sattem, Tall
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

CITY OF ESCANABA

EMERGENCY OPERATIONS PLAN

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I. SCOPE

- A. To provide a single comprehensive plan for the City of Escanaba's government to perform the emergency management activities of mitigation, preparedness, response, and recovery, and to describe how the city relates with local, county, state, and federal levels of government during emergency or disaster situations.
- B. To organize and coordinate the actions and resources of the City of Escanaba's emergency management forces and to facilitate emergency operations in the event of an emergency situation or disaster.
- C. To save lives, reduce casualties, and minimize damage to property.
- D. To maintain the continuity of government. The city will take every effort to follow the guidelines established by the National Incident Management System (NIMS).
- E. To provide procedures and policies whereby the normal day-to-day operation of local government is organized into an effective emergency management organization.
- F. To identify various departmental responsibilities and tasks for emergency situations and disaster response operations.

II. AUTHORITY

A. Disaster Situations

The potential exists in the City of Escanaba for many types of disasters and emergency situations to occur. The policy and procedures contained in this Emergency Operations Plan (EOP) are used to respond to all of these situations. This Emergency Operations Plan contains guidelines for each functional area of response that may be required.

B. Legal Authority

The legal authority and basis for this Emergency Operations Plan is Act 390, P.A. 1976, as amended; referred to as the Michigan Emergency Management Act of 1990. Numerous local ordinances and community resolutions, included in this plan, may apply as well.

C. Emergency Management System

The emergency management forces of the City of Escanaba included in this Plan are coordinated by the Mayor. The Mayor coordinates response actions to save lives and protect property and recommends population protective

actions for the public to the Emergency Operations staff. All available resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this priority framework.

The Director of the Department of Public Safety is responsible for the emergency planning and operational coordination within the Emergency Operation Center (EOC).

At the county level, the County Executive oversees the Delta County Emergency Manager. At the state level, the Director of the Department of Michigan State Police is the State Director of Emergency Management and Homeland Security Division (EMHSD-MSP). Emergency Management, within the Department of State Police, coordinates all mitigation, preparedness, response, and recovery activities within the state. Coordination between local emergency management programs and EMHSD-MSP is accomplished through the County City Manager for Delta County. At the federal level, the Federal Emergency Management Agency (FEMA) coordinates all mitigation, preparedness, response, and recovery activities. FEMA coordinates through EMHSD-MSP for the delivery of assistance.

Comprehensive emergency management activities are accomplished through these recognized single points of contact channels. (See Addendum 1 - The Emergency Management System).

D. Powers and duties of the Mayor

1. In the event of actual or threatened disaster, the Mayor, or in his/her absence or inability to serve, the Mayor Pro Tem, as conservator of the peace, shall:

a. Declare a State of Emergency within the city thereby placing in effect the Emergency Operations Plan.

b. As soon as may be possible thereafter, convene the City Council to perform its legislative and administrative functions as the situation may demand. The Council shall have the power to terminate the State of Emergency.

c. Request the local, county, state, federal, tribal agencies or political subdivisions to send aid if the situation is beyond the control of the regular and disaster relief forces.

d. Have the power to command services and the use of equipment and facilities for such work and duties as the city may require to aid the regular city forces in time of emergency.

e. Promulgate such emergency regulations as may be deemed necessary to protect life and property and conserve critical resources,

and such regulations may be invoked when necessary for tests of the Emergency Operations Plan. All such regulations shall be subject to approval of the council as soon as practicable subsequent to promulgation.

2. The Mayor, or in his/her absence or inability to serve, the Mayor Pro Tem, shall have power to request disaster relief forces to the aid of the state or political subdivisions thereof subject to Council review as soon as practicable.

E. Powers and Duties of the City Manager

1. The powers and duties of the City Manager shall consist of the following:

a. The City Manager, with the Delta County Emergency Manager, shall maintain general supervision over the planning and administration for the disaster relief forces and the execution of the Emergency Operations Plan.

b. The City Manager may take all necessary action to conduct tests of the Emergency Operations Plan.

c. When a State of Emergency has been declared, the Emergency Manager shall assemble and utilize disaster relief forces and prescribe the manner and conditions of their use.

d. The City Manager shall designate a line of succession among his department heads to carry out the powers and duties of this subsection in the event of his absence or inability to serve, and shall advise the council in writing of such line of succession.

2. The City Manager is hereby authorized to exercise the powers granted to the Mayor in Section II Paragraph E, either in the absence or inability of the Mayor Pro Tem to serve or where delay in the exercise of such powers would be contrary to public interest.

F. Powers and duties of the Delta County Emergency Manager.

1. The Delta County Emergency Manager shall have responsibility for the organization, administration and operation of the disaster relief forces subject to the direction and control of the City Manager.

2. The Delta County Emergency Manager shall be responsible for public relations information and education regarding all phases of the disaster/emergency.

3. The Delta County Emergency Manager shall be responsible for the oversight of the Emergency Operations Plan, and upon adoption, shall be responsible for such implementation and revision of the plan as to maintain it on a current state of readiness at all times subject to the direction and control of the city.
4. The Delta County Emergency Manager shall coordinate all activities for civil defense and disaster control, and shall maintain liaison and cooperate with all other interested and affected agencies, public and private.
5. The Delta County Emergency Manager shall coordinate the recruitment and training of volunteer personnel and agencies to augment the personnel and facilities of the city for disaster/emergency purposes.

G. Activation of Plan

1. The primary responsibility for response and recovery to an emergency/disaster situation rests with the governing body of the local political subdivision in which the emergency/disaster occurs.
2. When it has been determined by the local political subdivision that the emergency/disaster is beyond their capability or where special equipment or resources are necessary to help alleviate the effects of the emergency/disaster, assistance from the county may be requested. At this time the Mayor should declare a local State of Emergency for the municipality and complete the appropriate declaration form(s).
3. Activation of this Plan may be initiated by the declaration of a State of Emergency by the Mayor through the City Manager. (See Addendum 2 - Emergency Response Flow Chart).
4. The Mayor may exercise emergency power and authority as specified. Whenever a situation requires, or is likely to require, the Mayor to invoke such power and authority, he/she shall, as soon as reasonably expedient, convene the City Council to perform its legislative and administrative duties as the situations demands, and shall report to that body relative to emergency activities.
5. Whenever the Mayor deems a disaster is beyond the control of the city, public or private agencies and that county, state, federal, or military assistance may be required, he/she may request the Governor to declare a State of Disaster, via the Delta County Emergency Manager and the County Executive. Such requests will be submitted by the City Manager to the Delta County Emergency Manager. Such requests will then be forwarded to the Homeland Security Division of

the Michigan State Police. In all such cases, the Mayor shall convene the council as soon as practical for their affirmative action.

6. Upon the declaration of a State of Disaster by the Governor of Michigan or President of The United States, this Plan will be automatically activated, if not activated previously by the Mayor and approved by the City Council.
7. The City of Escanaba's Emergency Operations Center (EOC), located at 410 Ludington Street, has three different levels of activation based on the severity of the emergency or disaster:
 - a. Standby:
Begins with the first indication of a potential problem. The City Manager, or designee, will monitor the situation and may respond to the EOC. Examples of conditions that may require activation at this level are tornado watches, severe thunderstorm warnings, or an intelligence report indicating possible civil unrest. The City Manager is positioned in the EOC to closely monitor activity and is prepared to call a partial activation at a moment's notice.
 - b. Partial Activation:
Is called for when a situation is present, or is imminent, that will require a coordinated response on the part of local government. Examples of conditions that may require activation at this level are tornado touchdowns, winter storms, widespread power outages, or civil disturbances. During this time, local government agencies, utilities and social service organizations will be asked to send personnel to the EOC to coordinate activities. This level of activation indicates that local government has the capability to effectively respond to the situation without, or with little state or federal assistance.
 - c. Full Activation:
Involves every department of local government, all utilities and social service organizations. The incident causing a full activation will be catastrophic in nature and will require significant assistance from county, state and federal governments (See Addendum 3 - EOC Organizational Chart).

H. Deactivation of Plan

When the emergency/disaster has diminished to the point where normal day-to day resources and organization of the local government can cope with the situation, the Mayor may terminate the State of Emergency, thereby deactivating the Emergency Operations Plan, and the Emergency Operations Center. If the Governor or President has declared a State of Disaster, it shall

remain in effect until terminated by them.

I. **Disaster Assignment**

The normal functions and organization of the City of Escanaba is the primary resource around which disaster operations are developed. Maximum use is made of all government, private, and volunteer agencies. Existing mutual aid agreements/memorandums of understanding may be invoked or additional workers may be recruited and trained as necessary. Appropriate emergency functions as re-assigned to the various government departments in-line with normal day-to-day responsibilities.

J. **Execution of Assignments**

Each Emergency Operations Center staff member shall represent a specific function and coordinate the actions of the agency(s) performing that function from the EOC. The EOC staff maintains direct contact with emergency management forces using available means of communications. Each EOC agency manages its own operations according to normal procedures within the overall response effort. Agencies are responsible for reporting to and informing the EOC of: information on the disaster situation; response activities completed, underway, or planned; equipment and personnel resources used, needed or planned for use.

K. **Emergency Operations Center**

Upon activation of the Emergency Operations Plan, the primary City of Escanaba Emergency Operations Center may be activated by the Mayor. EOC staff from various departments will meet at this site to conduct response/coordination activities and short-term recovery operations.

In the event that the primary City EOC, located at 410 Ludington Street, cannot be utilized an alternate EOC is available. The alternate location for the EOC is located at 1900 3rd Avenue North.

An "on-scene" command post may also be established by the public safety department personnel near the disaster site to provide immediate coordination of emergency management forces and Incident Command/Incident Management Team. The City Manager is responsible for operational coordination within the EOC and reports directly to the Mayor and City Council.

III. **RESPONSIBILITIES**

A. **Plan Preparation and Update**

The City Manager, under the direction of the Mayor and City Council, is responsible for emergency planning and preparedness in Escanaba. He/she

shall request a review of the Plan by each department or individual assigned responsibilities. The Mayor with the consensus of the City Council will certify the Plan to be current, no less than every four years. The City Manager shall make revisions to the Plan based on the results of reviews, lessons learned, training and exercises, and actual response. Revised pages will be dated and marked to show where changes have been made, and be distributed to all parties holding control copies of the Plan.

B. **Training Requirements**

It is the responsibility of each department or individual committed to disaster or emergency response and recover, to initially train and maintain the capability of its staff. Other agencies that would become involved through assistance requests or mutual aid agreements may, also receive training. In addition, drills and exercises are also held. Drills may test the effectiveness of communications, fire response, search & rescue, notification, police services, mass casualty, etc. Lessons learned support plan updates and mitigation efforts.

C. **Supporting Documentation**

Each Emergency Operations Center department or individual assigned responsibilities in the Emergency Operations Plan is responsible for developing standard operating procedures necessary for implementing these tasks.

D. **General Task Assignments**

Each organization included in this Emergency Operations Plan shall:

1. Participate in the development of this Plan.
2. Maintain a capability to carry out emergency assignments, including assigning auxiliary personnel as needed.
3. Provide for the delivery of emergency services including staff, equipment, and facilities.
4. Develop and maintain internal procedures to safeguard vital records, relocate essential personnel and equipment, carry out assigned tasks, alert personnel and maintain resource inventory.
5. Ensure that the designated department liaison promptly reports to the Emergency Operations Center or other emergency coordination facility.
6. Participate in drills and exercises to test the Emergency Operations Plan and related procedures.

7. Coordinate and work with the Delta County Emergency Manager to ensure that properly trained personnel are assigned to emergency tasks.
8. Provide information to the Emergency Operations Center for use in damage assessment.
9. Establish a staging area, as necessary, to provide for the operational, logistical, and administrative support needs of response personnel at the scene.

E. **Assignments and Responsibilities**

The Emergency Operations Plan establishes the following emergency action guidelines (EAG). The emergency assignments and the responsibility for each area's development and implementation are outlined below. Detailed EAG's exist to supplement this Basic Plan.

IV. **EMERGENCY ACTION GUIDELINES**

A. **Direction and Control**

The City Manager is responsible for preparations and implementation of Direction and Control. The Mayor and the City Manager are responsible for the tasks assigned therein.

1. Declare a local State of Emergency.
2. Activate emergency personnel and resources; discuss and conduct a Threat Assessment. Advise the City Council of the situation at the earliest possible moment.
3. Organize, develop and maintain EOC.
4. Formulate, review, and approve policy and operational guidelines.
5. Provide overall organization and coordination of disaster response and recovery, including priority allocation of resources and expenditures.
6. Maintain liaison and coordination with the County Emergency Management Manager.
7. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster.
8. Recommend protective actions based on knowledge and advice of

emergency response forces, EOC operations group representatives, and recommendations of other government agencies.

9. Request additional disaster assistance, if necessary.

B. Warning/Communications

The City Manager and Escanaba Department of Public Safety Director are responsible for preparation and implementation of these guidelines. The tasks assigned are as follows:

1. Function as the 24-hour warning entry point, assessing information, and relaying it to key decision-makers.
2. Provide immediate public warning on a 24-hour basis, via PIO.
3. Activate the Emergency Alert System (EAS), through the Delta County Emergency Manager, to provide warning information to the public.
4. Provide warning and notification to key officials and entities.
5. Establish emergency communications procedures and coordinate communications for EOC staff personnel and their emergency service forces.
6. Establish and maintain communications between the EOC and county government.
7. Capture, collect and distribute emergency data to responders.
8. Coordinate communications with local political subdivisions, private industry, commercial systems, utilities, and other parties via all possible channels of communications.
9. Establish communications at an on-scene command post, if activated.
10. Establish messengers and coordinate message flow, recording, and distribution procedures in the EOC.
11. Provide pre-incident and post-incident public awareness and education.

C. **Public Information Officer/Media and Communications**

The Escanaba Clerk's Office representative is responsible for preparation and implementation of this guideline. The tasks assigned therein are as follows:

1. Establish and supervise public information for the dissemination of news releases to the media so they are coordinated and timely.
2. Work with the Delta County Emergency Manager to develop and maintain a file of emergency public information releases to cover possible disaster contingencies.
3. Hold press briefings, issue news releases and publish news releases based on information provided by EOC staff and other sources so they are accurate and complete.
4. Provide coordination between the news media and agencies having emergency functions.
5. Establish a system for handling public inquiry.
6. Participate in/cooperate with joint-information center activities.

D. **Damage Assessment**

The City Manager and local government officials/and the Delta County Building and Zoning Department officials are responsible for preparation and implementation of this guideline. The tasks assigned are as follows:

1. Provide a systematic process of determining and appraising the nature and extent of loss, suffering, or harm resulting from a disaster.
2. Provide disaster intelligence to operational and executive heads in the EOC upon which decisions can be made in support of emergency operations.
3. Coordinate with local communities, county departments and the state concerning development of public assistance requests.
4. Work with the Delta County Emergency Management Manager in Compiling and preparing information for county and state reporting requirements (i.e. incident reports, situation reports, after action reports, local declarations, etc.).

E. **Law Enforcement/ Fire Services**

The Escanaba Department of Public Safety is responsible for preparation and implementation of this guideline. The tasks assigned are as follows:

1. Assist in the notification of other law enforcement agencies and key officials via relative means (Law Enforcement Information Network (LEIN), radio frequency broadcast, Mobile Data Computer (MDC), phone or computer).
2. Support the emergency communications system.
3. Coordinate with local law enforcement agencies to provide police services.
4. Assist in coordination of evacuation procedures; provide ingress and egress control to disaster areas with perimeters as manpower becomes available.
5. Account for safety of population.
6. Enforce curfew restrictions, security and traffic control.
7. Perform supplemental rescue and first aid.
8. Assist the Medical Examiner with mortuary services and temporary morgue security.
9. Coordinate with other emergency services operations as necessary.
10. Provide aviation support and surveillance to assist responding agencies with size-up and assessment.
11. Provide other technical and equipment support for command/control search operations and incident support.
12. Provide protective action recommendations.
13. Perform rescue, first aid, and fire services, along with decontamination.
14. Publicize and enforce fire prevention and safety measures.

F. **Roadways**

The Department of Public Works representative is responsible for preparation and implementation of this guideline. The tasks assigned are as follows.

1. Coordinate the use of public and private engineering facilities, equipment and supplies.
2. Perform heavy rescue operations, in coordination with the Department of Public Safety or other emergency aid agencies when present.
3. Clear and remove debris.
4. Maintain transportation routes.
5. Provide for the emergency warehousing, distribution, and transportation of supplies, equipment, and personnel.
6. Provide traffic control materials to aid traffic movement and control ingress and egress.
7. Provide portable emergency power, if available.
8. Coordinate with utility companies.
9. Coordinate with the Delta County Emergency Manager on engineering/safety inspections.

G. **Water/Waste Water**

The Department of Water/Waste Water is responsible for preparation and implementation of this guideline. The tasks assigned are as follows:

1. Determine and make recommendations on damages to water and waste water infrastructure.
2. Provide expertise regarding on water distribution and sanitary sewer systems.
3. Coordinate the use of public and private engineering facilities, equipment, and supplies; in conjunction with Public Works and Engineering Department.
4. Maintain or restore critical water and wastewater services.

H. **Electric Department**

1. Determine and make recommendations on damages to the Electrical infrastructure.
2. Provide expertise on the electrical infrastructure.
3. Coordinate with other emergency services as necessary.

GLOSSARY OF TERMS AND ACRONYMS

Agency: A division of government with specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating county, federal, state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the Incident Command Post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

City Manager: The person appointed by the Mayor to coordinate emergency planning and services within The City of Escanaba.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster: An occurrence or imminent threat of widespread property damage, severe injury, or loss of life which requires resources beyond what is available through the local municipality. Disasters may include fire, flood, snow, ice, windstorm, wave action, oil spill, water contamination requiring emergency action to avert danger or damage, utility failure, hazardous peacetime radiological incident, major transportation accident, terrorist incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military or paramilitary action. Riots and other civil disorders are not within the meaning of this term unless they directly result from, and are an aggravating element of the disaster.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incidents(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Action Guideline (EAG): A portion of the emergency operations plan which deals with a department or service; e.g., fire, police, assessment, etc.

Emergency Alert System (EAS): A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state or public peril or disaster, or other national emergencies as provided by the Emergency Alert System Plan.

Emergency Jurisdiction: The basic emergency planning and operational entity at the local government level established by state statute. Such jurisdictions consist of each county, plus those municipalities of 10,000 or more in population that have created separate jurisdictions from the county in which they are located by local charter or ordinance. All municipalities in a county other than those of 10,000 or more in population creating separate jurisdictions are components of the county emergency jurisdiction.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP): The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. Also, the plan developed and maintained by an emergency jurisdiction as a counterpart plan to the Michigan Emergency Preparedness Plan for the purpose of organizing and coordinating the emergency services forces and disaster operations of the jurisdiction. It usually consists of a basic plan with various supporting Emergency Action Guidelines or checklists for each service or function and may be called Emergency Preparedness Plan, Disaster Plan, or any similar title or description.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response and Preparedness Forces: All agencies of the city, private and volunteer personnel, public officers and employees; and all other persons or groups of persons having duties or responsibilities under the City Emergency Operations Plan, or pursuant to lawful order or directive.

Emergency Response Provider: Includes federal, state, county, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity, ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involve, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes,

tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the

information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska regional Native Corporation; a rural community, unincorporated Town or village, or other public entity. See Section 2(10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States. Which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant disaster

assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mayor: The highest ranking elected official or his/her designee.

Michigan Emergency Preparedness Plan (MEPP): The plan developed and continuously maintained by the Director of the Department of State Police pursuant to Act 390, of the Public Acts of 1976, for the purposes of prevention, mitigation, relief of, or recovery from disasters. This plan consists of a basic plan, a direction and control annex, a communications annex, and an annex for each of the nineteen state departments.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often altered by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resources allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that

each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan.

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and non-governmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing

with the public and media or with other agencies with incident-related information requirements. Often referred to as the PIO. This position is traditionally filled by the Clerk's office.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Radiological Defense (RADEF): The organized effort, through warning, detection, and preventative and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Reception Area: This refers to location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a state, local, or tribal jurisdiction with assistance from responding federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special federal, state, county, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs.

Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 to 1:7).

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State of Disaster: A declaration by executive order or proclamation by the Governor under the provisions of Act 390. P.A. 1976, which activates the emergency operations plans and authorizes deployment and use of any forces to which the plan or plans apply.

State of Emergency: A declaration by a Mayor pursuant to the local resolution which activates the disaster response and recovery aspects of the Emergency Operations Plan and authorizes the deployment and use of any emergency services forces to which the Plan applies.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote

automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to state, county, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2(15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command).

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

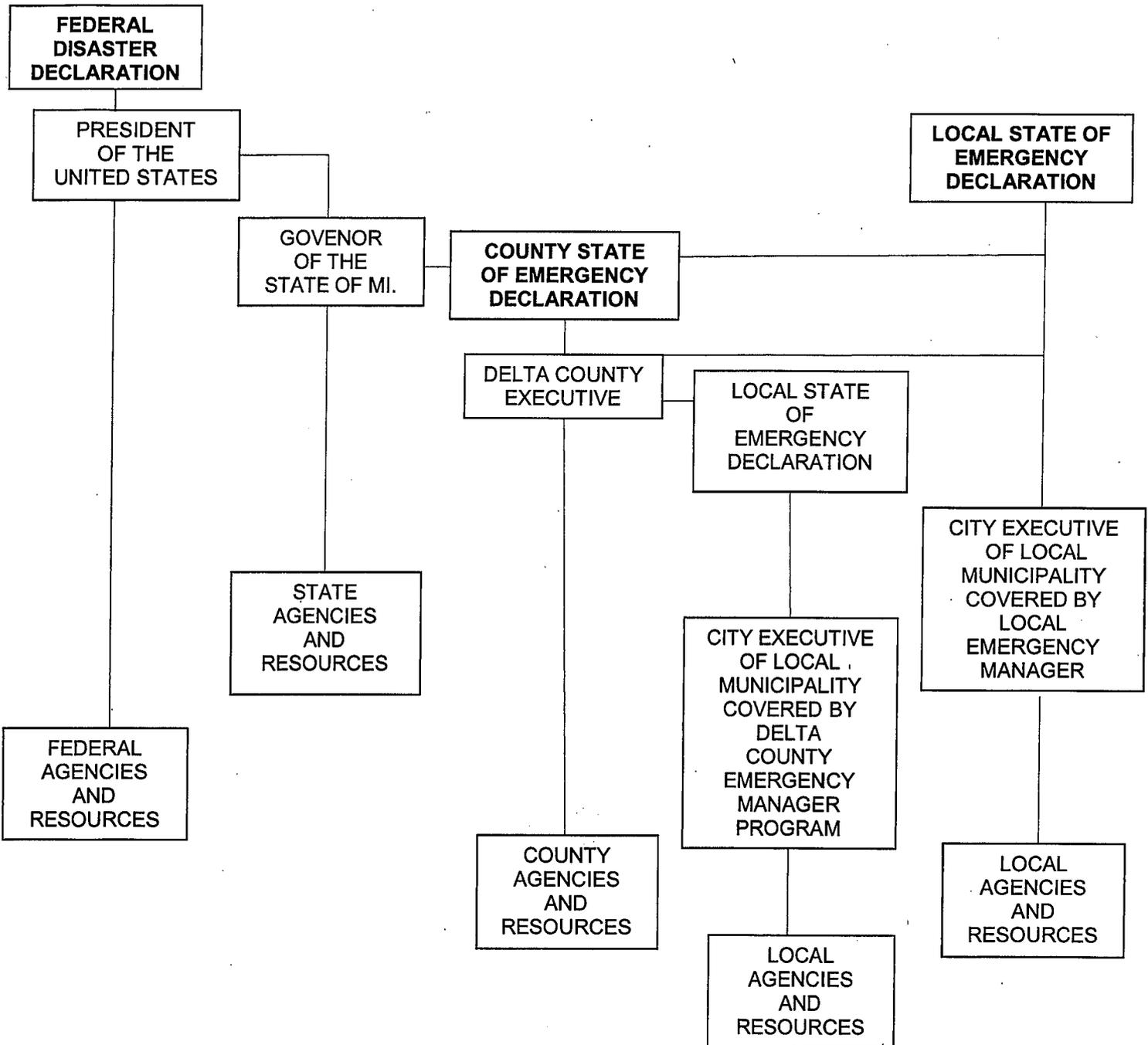
Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Weapon of Mass Destruction: A destructive device designed, intended or deployed to cause death or serious bodily harm through release, dissemination or impact of biological agents or weapons involving a disease organism, toxins, poisonous chemicals, high explosives, dangerous radiation or radioactivity at a level dangerous to human life.

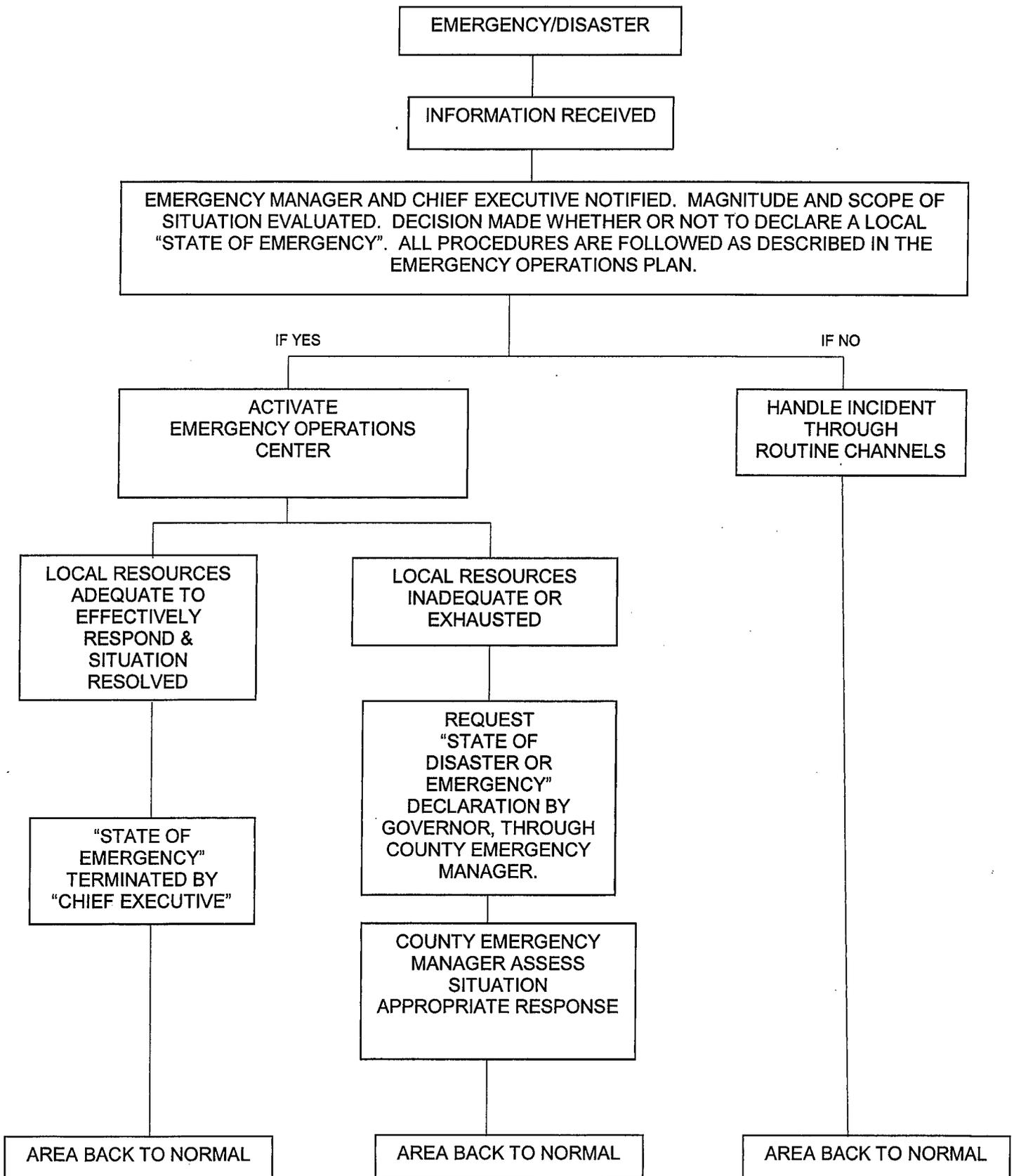
ACRONYMS

ALS	Advanced Life Support
CBRNE	Chemical Biological Radiological Nuclear and Explosive
CISM	Critical Incident Stress Management
CIMS	Critical Incident Management System
CLEMIS	Courts & Law Enforcement Management Information System
COG	Continuity of Government
DOC	Department Operations Center
EAG	Emergency Action Guideline
EAS	Emergency Alert System
EMAC	Emergency Management Assistant Compact
EMHSD-MSP	Emergency Management & Homeland Security Division of the Michigan State Police
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
HAZMAT	Hazardous Material
HSPD-5	Homeland Security Presidential Directive-5
IAP	Incident Action Plan IC Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IC or UC	Incident Command or Unified Command
IMT	Incident Management Team
JIS	Joint Information System
JIC	Joint Information Center
LEIN	Law Enforcement Information Network
LEPC	Local Emergency Planning Committee
LO	Liaison Officer
MOOT	Michigan Department of Transportation
MEPP	Michigan Emergency Preparedness Plan
MDC	Mobile Data Computer
MDEQ	Michigan Department of Environmental Quality
MOU	Memorandum of Understanding
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRP	National Response Plan
POLREP	Pollution Report
PIO	Public Information Officer
PVO	Private Voluntary Organizations
R&D	Research and Development
RADEF	Radiological Defense
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
SDO	Standards Development Organizations
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
TAT	Threat Assessment Team
UC	Unified Command
US&R	Urban Search and Rescue

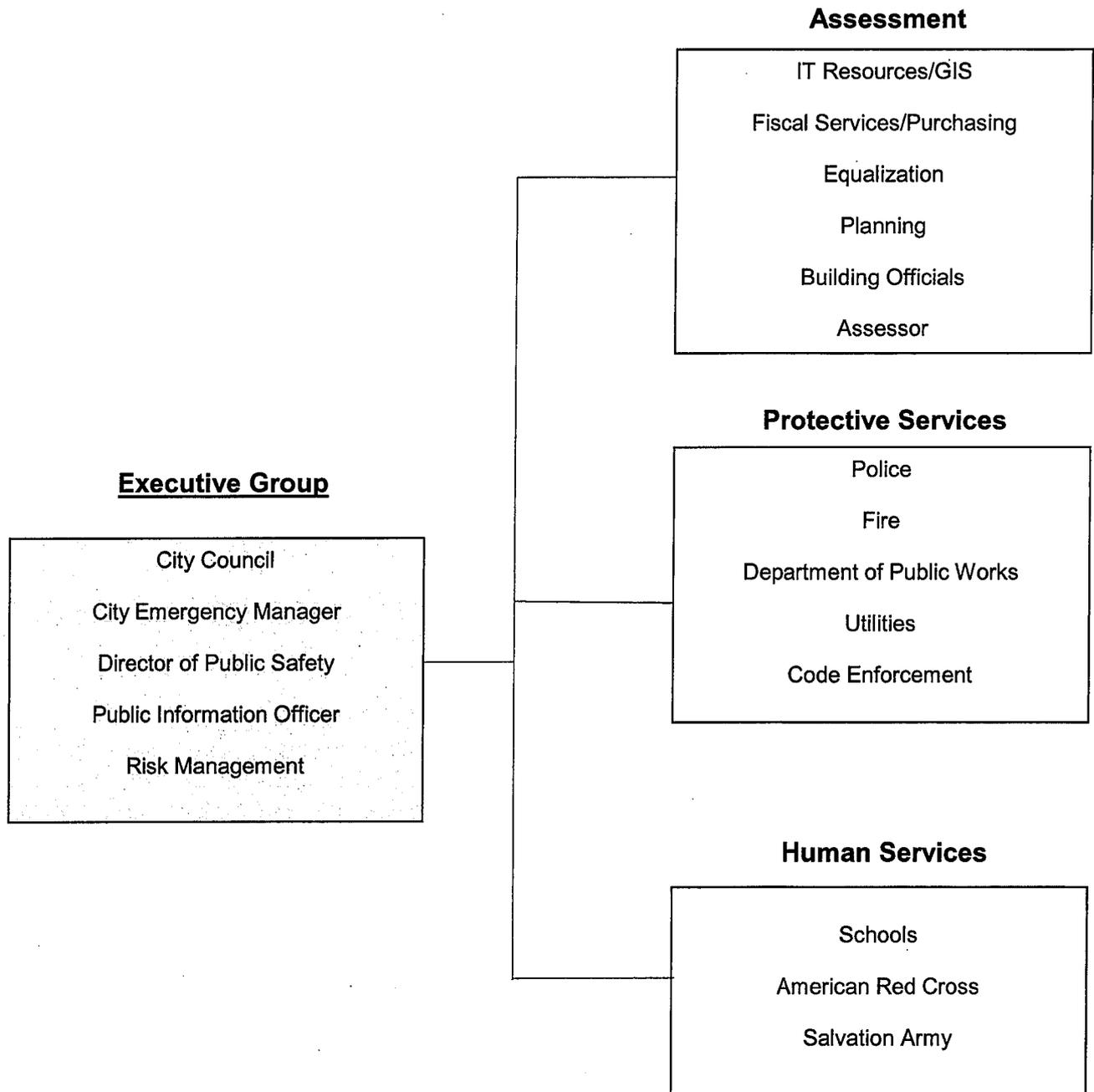
EMERGENCY MANAGEMENT SYSTEM



EMERGENCY RESPONSE FLOW CHART



EMERGENCY OPERATIONS CENTER ORGANIZATIONAL CHART



City of Escanaba, Michigan

NB# 1
cc 12/1/16

Distribution:

Traffic Control Order

- City Manager
- City Engineer
- City Clerk
- Public Works
- Public Safety

Traffic Control Order Number: 991

Date of Filing: October 31, 2016

In accordance with Chapter 27 of the Escanaba Code of Ordinances as amended, we have made an investigation of the traffic conditions on:

at or near the intersection of: **Lake Shore Drive and South 18th Street**

And as a result of said investigation, do hereby direct that:

Place a temporary thru traffic only barricade at the intersections of 21st Avenue South / Lake Shore Drive and 21st Avenue South/South 18th Street. This is an effort to reduce the dust on the unpaved portion of 21st Avenue South. These barricades will be in effect until the unpaved portion of 21st Avenue is paved or sealed.

Further that the following controls be placed at the following locations:

Sign Direction (Facing): **1) Lake Shore Drive and 21st Avenue South – sign facing east
2) 21st Avenue South and South 18th Street - sign facing west**

Sign(s) Location:

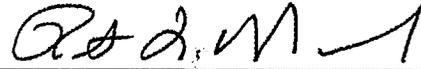
The following Traffic Control Order(s) are hereby rescinded: _____

This order shall expire 90 days from date of filing except that upon its approval by the Escanaba City Council, it shall not so expire.

October 31, 2016

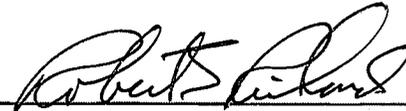
Date of Filing with City Clerk

Signed: _____



October 31, 2016
Received for filing (date)

By: _____



Approved by the City of Escanaba Council on _____
Date

The Traffic Control Order is effective upon posting of the required street signs.

City of Escanaba, Michigan

Distribution:

Traffic Control Order

- City Manager
- City Engineer
- City Clerk
- Public Works
- Public Safety

Traffic Control Order Number: 992

Date of Filing: October 31, 2016

In accordance with Chapter 27 of the Escanaba Code of Ordinances as amended, we have made an investigation of the traffic Conditions on 1st Avenue North

at or near the intersection of: 500 Block

And as a result of said investigation, do hereby direct that:

An additional handicap space be created in front of the Community Action Agency on the 500 block of 1st Avenue North to facilitate the needs of their customers.

Further that the following controls be placed at the following locations: To the west of the current handicap space provided.

Sign Direction (Facing):

Sign(s) Location: 507 1st Avenue North

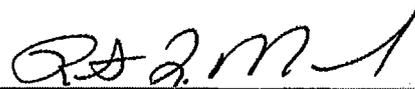
The following Traffic Control Oder(s) are hereby rescinded: _____

This order shall expire 90 days from date of filing except that upon its approval by the Escanaba City Council, it shall not so expire.

October 31, 2016

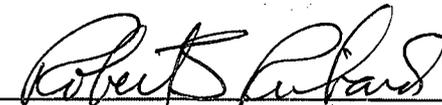
Date of Filing with City Clerk

Signed: _____



October 31, 2016
Received for filing (date)

By: _____



Approved by the City of Escanaba Council on _____

Date

The Traffic Control Order is effective upon posting of the required street signs.

TRAFFIC SAFETY ADVISORY COMMITTEE MINUTES

Tuesday: October 18, 2016 -- 6:00 p.m.

City Hall - Room 102

1. CALL TO ORDER 6:00 p.m.

2. ROLL CALL:

Jean-Paul Rudell

Joseph Crispigna

Wayne Hardwick

Dir. Robert LaMarche, Escanaba Public Safety

Council Liaison Pat Baribeau

Dan Phalen

3. APPROVAL AND/OR CORRECTION TO MINUTES:

Motion to approve: August 16, 2016, 2016 minutes

MOTION: Dan Phalen

SECOND: Joe Crispigna

SUPPORT: All

4. APPROVAL AND/OR CORRECTION TO AGENDA: October 18, 2016

Motion to approve October 18, 2016 agenda

MOTION: Dan Phalen

SECOND: Joe Crispigna

SUPPORT: All

5. CONFLICT OF INTEREST DECLARATIONS:

Dan Phalen found that he would discuss on the topic of paving S 21st Ave S., but not vote

6. UNFINISHED BUSINESS:

A. Citizen concern with cars parking in restricted areas, fire lanes, sidewalks, tow away zones, etc. –

Director Robert LaMarche drafted a letter and mailed it on October 10, 2016 to businesses in question about the concerns of citizens with disabilities. The letter is attached to the minutes.

B. Speed Limit Sign 14th Ave & 16th Ave N. -

Michigan State Police Sgt. John Bruno did a speed study as requested in the August meeting.

A 35 mph speed sign was recommended.

Motion to accept the speed study of 35mph

MOTION: Wayne Hardwick

SECOND: Joe Crispigna

SUPPORT: All

7. PUBLIC HEARINGS: NONE

8. NEW BUSINESS:

A. Handicapped parking space in front of Community Action Agency

Rick Rudden submitted request and stated that there has been one handicapped spot for yours. For the past few years – one spot is not enough for the clientele.

Rudell - Add two?? - Rudden - one is sufficient at this time and if needed revisit the issue
LaMarche - East or West of current one? Rudden - East

Motion to create one handicapped parking spot in front of Community Action to the East of the current one

MOTION: Joe Crispigna
SECOND: Director Robert LaMarche
SUPPORT: All

It was also presented that some handicapped parking spaces by the court house did not have the handicapped emblem painted on the street. – Director Robert LaMarche was going to check on this with City Engineer Bill Farrell.

B. Revisit Dust Issue S 18th Ave & Lake Shore Drive & 21st Ave S

Barrier was recommended for a temporary fix to the dust problem - "Closed to thru traffic" on S 18th Ave and Lake Shore Dr., S 20th Ave and Lake Shore Dr., and S 21st Ave and Lake Shore Dr. Until dry pavement or chip/seal is put on the avenues.

Motion for road barriers for thru traffic only

MOTION: Wayne Hardwick
SECOND: Joe Crispigna
SUPPORT: All

There was also discussion on when establishing a subdivision, a zoning ordinance should be created to avoid this from happening again. Added to new business in the December meeting.

9. PUBLIC COMMENT: NONE

10. COMMITTEE/ADMINISTRATION COMMENT OR ANNOUNCEMENTS:

11. ANNOUNCEMENTS: Next Meeting Date: Tuesday December 20, 2016

Will be a small Christmas Party, Pizza, Soda Beverage, Dessert

12. ADJOURNMENT:

MOTION: Dan Phalen

SECOND: Wayne Hardwick

SUPPORT: All

NEXT MEETING:

December 20, 2016 - 6:00 p.m.

City Hall

MEMORANDUM

November 21, 2016

NB # 2
CC 12/1/16

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

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Agenda of Thursday, December 1, 2016

APPROVAL OF A REQUEST TO RESERVE THE MUNICIPAL DOCK FOR 2017 ROCK THE DOCK EVENTS

The City of Escanaba Recreation Department requests use of the Municipal Dock for Rock the Dock 2017 to take place on Monday, July 3, 2017, and Saturday, August 5, 2017, from 12:00 noon – 11:00 p.m.

There is approximately \$11,100 currently available to cover both events which was provided by the City of Escanaba and the Escanaba Downtown Development Authority. Additional funding will be sought for the upcoming budget year 2017-18.

Donations Received to Date for the 2017 Rock the Dock Events

Escanaba Public Safety \$ 500
Convention Visitors Bureau – 2 hotel rooms for Doug Church

Anticipated 2017-18 City Budget

City of Escanaba \$5,000
Escanaba Downtown Development Authority \$5,000

Estimated Breakdown of Costs

Monday, July 3, 2017

Doug Church "Voice of Elvis" and Full Band \$4,000
Local Band "Say What" \$1,000
Portable Restrooms \$ 400
Stage Set-up \$ 125
Trampoline/Bungee and Obstacle Course \$1,200
DJ and Sound System \$ 600
Red Bard – Back up for bad weather \$ 350

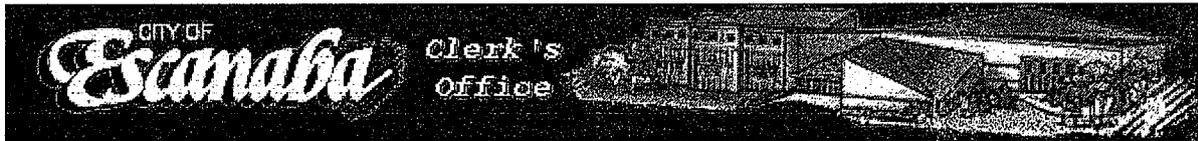
Estimated Total for Event \$7,675

Saturday, August 5, 2017

Band - TBD \$1,000
Portable Restrooms \$ 400
Stage Set-up \$ 125
Rock Wall and Obstacle Course \$1,200
DJ \$ 300
Red Barn – Back up for bad weather \$ 350

Estimated Total for Event \$3,375

NB # 3
CC 12/1/16



COUNTY OF DELTA

STATE OF MICHIGAN

Notice Regular Public Meetings City Council

PLEASE TAKE NOTICE that the regular meetings of the City Council of the City of Escanaba, County of Delta, State of Michigan, are scheduled at 7:00 p.m. in Room C101, the Council Chambers of the City Hall, 410 Ludington Street, in the City of Escanaba, MI, the first and third Thursday of every month as listed below:

2017 Dates	2018 Dates	2019 Dates
January 5 & 19, 2017	January 4 & 18, 2018	January 3 & 17, 2019
February 2 & 16, 2017	February 1 & 15, 2018	February 7 & 21, 2019
March 2 & 16, 2017	March 1 & 15, 2018	March 7 & 21, 2019
April 6 & 20, 2017	April 5 & 19, 2018	April 4 & 18, 2019
May 4 & 18, 2017	May 3 & 17, 2018	May 2 & 16, 2019
June 1 & 15, 2017	June 7 & 21, 2018	June 6 & 20, 2019
July 6 & 20, 2017	July 5 & 19, 2018	July 4 & 18, 2019
August 3 & 17, 2017	August 2 & 16, 2018	August 1 & 15, 2019
September 7 & 21, 2017	September 6 & 20, 2018	September 5 & 19, 2019
October 5 & 19, 2017	October 4 & 18, 2018	October 3 & 17, 2019
November 2 & 16, 2017	November 1 & 15, 2018	November 7 & 21, 2019
December 7 & 21, 2017	December 6 & 20, 2018	December 5 & 19, 2019

Notice is given in accordance with Act 267 of the 1976 Public Acts of the State of Michigan and Chapter II, Section 5, of the Escanaba City Charter. The City of Escanaba will provide necessary, reasonable auxiliary 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 below named City Clerk. Public notice will be given regarding any changes in the above meeting dates. Minutes of all Council Meetings are available at the City Clerk's Office, City Hall, 410 Ludington Street. Phone (906) 786-1194.

Robert S. Richards, CMC
City Clerk



NB#4
cc 12/1/16
Krause Power Engineering, LLC
2029 County Highway I, Suite 1
Chippewa Falls, WI 54729
TEL 715 577 1369 FAX 715 861 3916
WEB www.krausepowerengineering.com

November 22, 2016

Mr. Mike Furmanski
City of Escanaba
P.O. Box 948
410 Ludington Street
Escanaba, MI 49829

SUBJECT: Recommendation for North Substation Relay Panels
Project # ESC-16-051.

Dear Mr. Furmanski:

I have reviewed and evaluated the responses received for your Relay Panels bids as part of your New Escanaba North Substation project. These bids were received during the bid opening held at City of Escanaba – City Electric Department at 11:00 a.m. on November 21, 2016. There were seven (7) vendors who requested copies of the Specifications and Bidding Documents. Not all vendors elected to bid this project. Please see the attached Bidder's Tabulation Form for bidding details.

At the bid opening, stated prices ranged from \$33,429.57 to \$47,452.00. Upon evaluation of each vendor's bid, I recommend that Energis High Voltage Resources, Inc. of Green Bay, Wisconsin, be awarded the North Substation Relay Panels contract. Energis High Voltage Resources, Inc. submitted the lowest purchase price at \$33,429.57. Previous experience with Energis High Voltage Resources, Inc. has shown that they are able and qualified to provide the bid item as submitted.

After you approve a vendor, we will assemble and send contract documents to the successful bidder for this purchase. Once the vendor reviews, bonds and signs the contract documents we will review their submittals and forward the contracts to you for final signatures.

If you have any questions regarding these recommendations, I can be contacted by telephone at 715-577-1369 or by email at dkrause@krausepowerengineering.com.

Sincerely,

Dave Krause, P.E.

Enclosure

BIDDER'S TABULATION FORM – 00 43 99

Client's Name: City of Escanaba – City Electric Department
Project Number: ESC-16-05.1
Project Name: North Substation Relay Panels
Bid Opening Date/Time: November 21, 2016, at 11:00 a.m. EST

Bidder's Name	Bid Bond (Y/N)	Base Bid
Becker Global America		No Bid
Keltour Controls		No Bid
Energis High Voltage Resources, Inc.	Y	\$33,429.57
Keystone Electrical Manufacturing Co.	Y	\$34,461.19
KVA Inc.	Y	\$47,452.00
Builders Exchange of NW Michigan		No Bid
Construction Market Data Group LLC		No Bid



NB#5
CC 12/1/16
Krause Power Engineering, LLC
2029 County Highway I, Suite 1
Chippewa Falls, WI 54729
TEL 715 577 1369 FAX 715 861 3916
WEB www.krausepowerengineering.com

November 22, 2016

Mr. Mike Furmanski
City of Escanaba
P.O. Box 948
410 Ludington Street
Escanaba, MI 49829

SUBJECT: Recommendation for North Substation Control Building
Project # ESC-16-06.1

Dear Mr. Furmanski:

I have reviewed and evaluated the responses received for your Control Building bids as part of your New Escanaba North Substation project. These bids were received during the bid opening held at City of Escanaba – City Electric Department at 11:00 a.m. on November 21, 2016. There were six (6) contractors who requested copies of the Specifications and Bidding Documents. Not all contractors elected to bid this project. Please see the attached Bidder's Tabulation Form for bidding details.

At the bid opening, the stated price was \$120,676.00. Upon evaluation of this contractor's bid, I recommend that Trachte, LLC of Oregon, Wisconsin, be awarded the North Substation Control Building contract. Previous experience with Trachte, LLC has shown that they are able and qualified to provide the bid item as submitted.

After you approve a contractor, we will assemble and send contract documents to the successful bidder for this purchase. Once the contractor reviews, bonds and signs the contract documents we will review their submittals and forward the contracts to you for final signatures.

If you have any questions regarding these recommendations, I can be contacted by telephone at 715-577-1369 or by email at dkrause@krausepowerengineering.com.

Sincerely,

Dave Krause, P.E.

Enclosure

BIDDER'S TABULATION FORM – 00 43 99

Client's Name: City of Escanaba – City Electric Department
Project Number: ESC-16-06.1
Project Name: North Substation Control Building
Bid Opening Date/Time: November 21, 2016, at 11:00 a.m. EST

Bidder's Name	Bid Bond (Y/N)	Base Bid
Keystone Electrical Manufacturing Co.		No Bid
KVA Inc.		No Bid
Builders Exchange of NW Michigan		No Bid
Trachte, LLC	Y	\$120,676.00
Keltour Controls		No Bid
Becker Global American		No Bid