



CITY COUNCIL MEETING AGENDA

March 3, 2016

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

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

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

The Council has adopted a policy to use a Consent Agenda, when appropriate. All items 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, March 3, 2016, at 7:00 p.m.

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE -

Pastor Erik Heskin of Bethany Lutheran Church

APPROVAL/CORRECTION(S) TO MINUTES -

Regular Meeting – February 18, 2016

Special Meetings – February 2, 2016, February 10, 2016

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION(S)

BRIEF PUBLIC COMMENT(S)

PUBLIC HEARING(S)

1. Public Hearing – Second Reading – Payment in Lieu of Taxes Ordinance No. 1166 – Excel Realty Group, Deal 24 LDHA LP.

Explanation: Mr. Peter Jobson, President of Excel Realty Group, Deal 24 LDHA LP, is requesting City Council reauthorize a Payment in Lieu of Taxes Ordinance which would allow Excel Realty Group, Deal 24 LDHA LP, to seek funding from the State of Michigan Tax Credit Program for the renovation and upgrading of property located at 223 Ludington Street and 216 1st Avenue South.

NEW BUSINESS

1. Approval - Community Participation Plan - Redevelopment Ready Communities Program – City Manager's Office.

Explanation: Administration is seeking Council approval of a revised Community Participation Plan. The plan is an essential tool for outlining how the City of Escanaba will engage the public throughout a planning and development process. On February 11, 2016, the Escanaba Planning Commission conducted a public hearing on the proposed plan and is recommending Council approval of the plan as part of the community master plan update and as required by the Redevelopment Ready Communities Program certification process.

2. Approval - Electrical Distribution Line Tree Trimming – Electric Department.

Explanation: Administration is seeking Council approval to retain Bugle Contracting of Cornell, MI in an amount not to exceed \$25,000 to complete needed tree trimming near power lines in various locations on our electrical distribution system. This request is included in the current fiscal year budget.

3. Approval - Geographic Information System (GIS) Data Base Creation – Water Department.

Explanation: Administration is seeking Council approval to retain Davis-Wanic Land Survey of Escanaba, MI in an amount not to exceed \$30,000 to complete the Global Positioning System (GPS) portion of the Geographic Information System (GIS) Data Base to be completed in conjunction with work done during the Storm Water Asset Management and Waste Water (SAW) grant.

Agenda – March 3, 2016

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

Respectfully Submitted

A handwritten signature in black ink, appearing to read "James V. O'Toole", with a long horizontal flourish extending to the right.

James V. O'Toole
City Manager

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Special Council Meeting
Tuesday, February 2, 2016**

Pursuant to a meeting notice posted on January 28, 2016, the meeting was called to order by the Honorable Mayor Marc D. Tall at 9:00 a.m. in the Council Chambers of City Hall located at 410 Ludington Street.

Present: Mayor Marc D. Tall, Council Members, Ronald J. Beauchamp, and Michael R. Sattem.

Absent: Council Members Patricia A. Baribeau and Ralph B. Blasier

Also Present: City Manager James V. O'Toole, Jon Liss of Dun Yet Enterprises, LLC, City Clerk Robert S. Richards, Deputy Clerk Tammy Weissert, City Department Heads Mike Furmanski, City Controller Melissa Becotte, Electrical Advisory Committee Members Tim Wilson, Glendon Brown, and Jack Mellinger, media, and members of the public.

NEW BUSINESS

Real Estate Transaction – Sale of Power Plant and Property.

A real estate closing took place on the sale of the Power Plant and Property being sold to Jon Liss of Dun Yet Enterprises, LLC, a Michigan limited liability company of, Escanaba, Michigan. Mayor Marc Tall and Jon Liss each signed the Purchase and Sale Agreement. Mr. Liss then presented funds in the amount of \$500,000 to Mayor Tall, and Mayor Marc Tall presented the keys to the Power Plant property. After well wishes, and no public comment, the meeting was concluded to sign the remaining property closing paperwork.

GENERAL PUBLIC COMMENT – None

ANNOUNCEMENTS – None

Hearing no further public comment, the Council adjourned at 9:04 p.m.

Respectfully submitted

Robert S. Richards, CMC
City Clerk

Approved: _____
Marc D. Tall, Mayor

OFFICIAL PROCEEDINGS
CITY COUNCIL
ELECTRICAL ADVISORY COMMITTEE
CITY OF ESCANABA, MICHIGAN
Special Joint Meeting
Wednesday, February 10, 2016

Pursuit to a meeting notice posted February 5, 2016, the meeting was called to order by the Mayor Marc D. Tall at 6:00 p.m. in the Council Chambers of City Hall located at 410 Ludington Street.

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

Absent: None.

Present: Electrical Advisory Committee (EAC) Members: Chairperson Tim Wilson, John Anthony, and John Mellinger.

Absent: Electrical Advisory Committee (EAC) Members: Larry Arkens, Ann Bissell, Glendon Brown, One vacancy and Power Plant Liaison.

Also Present: City Manager James V. O'Toole, Electric Superintendent Mike Furmanski, members of the public and media.

ADJUSTMENTS TO THE AGENDA

Beauchamp moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve the Joint City Council & Electrical Advisory Committee Agenda as amended.

CONFLICT OF INTEREST – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Discussion – Decommissioning of the Electrical Advisory Committee.

Administration discussed with Council and members of the Electrical Advisory Committee on decommissioning of the Electrical Advisory Committee which was created by City Council Resolution on July 16, 1992.

- Reviewed original role of the committee which included power needs for the City, and the needs of the Power Plant. The question now was since the Power Plant was sold, should the EAC be decommissioned;
- Discussed keeping committee with new scope of duties and revised Rules of Procedure; (See Attachment – A)
- During discussion, if it was agreed to keep the EAC, it was suggested reducing the committee to 5 members, with a quorum of three, with a Council Liaison and Ex-

Officio, and would meet quarterly without the City Council present.

EAC Members Anthony, Mellinger and Wilson were in favor of the new Rules of Procedure, as well as Committee Member Brown who was out of the community. The members present, as well as Committee Member Brown, all further advised they would be willing to continue to serve on the new proposed Electrical Advisory Committee.

After further discussion, Council Members requested Rules of Procedure 1.2 MEMBERSHIP be edited to state “The Electrical Advisory Committee shall consist of five (5) City resident members.”

By Council Member Blasier, seconded by Council Member Satter, the following Resolution was made:

Resolved, keeping the Electrical Advisory Committee with the approved new Rules of Procedures, as amended, to include the scope of duties as follows:

1. The community solar gardening project;
2. System reliability including distribution reliability both coming into the community and within the community;
3. Capacity and transmission costs analysis and studies; and
4. Energy policy and needs that are of mutual concern to the committee and City Council. The Committee through the City Administration will be responsible for reporting their findings and recommendations to the City Council.

And further to allow the Mayor to make new staggered appointments or reappointments to the Electrical Advisory Committee at the next regular City Council Meeting.

The vote was as follows:

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

RESOLUTION DECLARED ADOPTED.

GENERAL PUBLIC COMMENT – None

COUNCIL/COMMITTEE, STAFF REPORTS

EAC Member Mellinger talked about the Federal Carbon Tax and suggested it was an item the City should be watching.

Electrical Superintendent Furmanski reviewed status of the new substation and future planning.

ADJOURNMENT

Hearing no further public comment, or further reports from the Electrical Advisory Committee or Council, the meeting adjourned at 6:17 p.m.

Respectfully submitted,

Robert S. Richards
City Clerk

Approved: _____
Marc D. Tall, Mayor

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Regular Council Meeting
Thursday, February 18, 2016**

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

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

Absent: None

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

Pastor Al Schubert of Our Savior Lutheran Church, gave the invocation and led Council in the Pledge of Allegiance.

Sattem moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve Regular Meeting Minutes from February 4, 2016, as submitted.

ADJUSTMENTS TO THE AGENDA

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

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

PUBLIC HEARINGS

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

Each year Council holds public hearings to facilitate input from its citizens for the City's next fiscal year budget. This was the second of five (5) scheduled public hearings.

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

Sue Roll, from the Bonifas Art Center, thanked Council for their past support, briefly reviewed past year accomplishments, and asked for Council's continued support in the next fiscal year budget.

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

NEW BUSINESS

First Reading – Payment in Lieu of Taxes Ordinance No. 1166 – Excel Realty Group Deal 24, LDHA LP.

Mr. Peter Jobson, President of Excel Realty Group, Deal 24, LDHA LP requested the City Council re-authorize a Payment in Lieu of Taxes Ordinance, which would allow Excel Realty Group, Deal 24, LDHA LP to seek funding from the State of Michigan Tax Credit Program for the renovation and upgrading of property located at 223 Ludington Street and 216 1st Avenue South. Administration recommended the City Council set March 3, 2016 as the second reading, public hearing and approval date.

NB-1 Blasier moved, Beauchamp seconded, to set March 3, 2016 as the second reading, public hearing and approval date of Ordinance No. 1166.

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

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

MOTION CARRIED.

Approval – Three Year Auditing Services Agreement – The Rehmann Group.

Administration sought Council approval to retain the Rehmann Group of Traverse City, Michigan, in an amount not to exceed \$22,500 per year for mandated audit services through 2019. This item was included in the current fiscal year budget.

City Controller Melissa Becotte reviewed the proposals received and how each one was rated.

NB-2 After further discussion, Sattem moved, Blasier seconded, to retain the Rehmann Group of Traverse City, Michigan, in an amount not to exceed an average of \$22,500 per year for mandated audit services through 2019.

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

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

MOTION CARRIED.

Approval – Resolution to Terminate the City of Escanaba Economic Development Administration (EDA) Revolving Loan Fund (RLF).

Administration sought Council approval of a resolution to voluntarily terminate the City EDA RLF with the federal Economic Development Administration.

City Treasurer/Human Resources Director briefly review the RLF and its history. He advised the original local match of \$375,000 would stay in the community, and would be unrestricted funds City could use.

NB-3 By Council Member Beauchamp, seconded by Council Member Baribeau;

**A RESOLUTION
AUTHORIZING THE CITY MAYOR TO TAKE CERTAIN ACTIONS CONCERNING
THE EDA TITLE IX REVOLVING LOAN FUND GRANT NO. 06-19-02071**

WHEREAS: In April 1989, the City of Escanaba received a grant, number 06-19-02071, in the amount of \$504,806 from the Economic Development Administration for the purpose of establishing a Revolving Loan Fund (RLF) to promote business development, and

WHEREAS: The grant was 75% Federal Funds and 25% was local funds, and

WHEREAS: The City's RLF is currently out of compliance with EDA guidelines, and

WHEREAS: The City Council voluntarily requests that the grant be terminated for convenience, and

WHEREAS: the City Council voluntarily agrees to return 75% of the funds in the Revolving Loan Fund bank accounts to the Economic Development Administration.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL THAT: The City Council hereby authorizes its Mayor to execute and submit to EDA an offer to Terminate Grant Agreement Number 06-19-02071 for Convenience, and

BE IT FURTHER RESOLVED THAT: The City of Escanaba will voluntarily return 75% of the Revolving Loan Funds to the Economic Development Administration as per the date of termination.

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

Ayes: Beauchamp, Baribeau, Sattem, Blasier, Tall

Nays: None

RESOLUTION DECLARED ADOPTED.

Approval – Electrical Distribution Replacement Poles – Electric Department.

Administration sought Council approval to retain MJ Electric of Greenville, WI to provide labor and equipment to install forty-five (45) new electrical distribution poles in an amount not to exceed \$86,000. This item was included in the current fiscal year budget.

Electric Superintendent Mike Furmanski briefly reviewed the annual testing pole program. He advised this was the fifth year of a 10 year cycle for the whole City.

NB-4 Blasier moved, Sattem seconded, to approve to retain MJ Electric of Greenville, WI to provide labor and equipment to install forty-five (45) new electrical distribution poles in an amount not to exceed \$86,000.

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

Ayes: Blasier, Sattem, Baribeau, Beauchamp, Tall

Nays: None

MOTION CARRIED.

Approval – North Substation Re-closer(s) Purchase – Electric Department.

Administration sought Council approval to purchase four (4) substation re-closers from RESCO, of Middleton, WI in an amount not to exceed \$103,500. This item was included in the current fiscal year budget.

Electric Superintendent Mike Furmanski briefly reviewed the four (4) substation re-closers and they would be located within the City, and how they were operated.

NB-5 Blasier moved, Beauchamp seconded, to approve to purchase four (4) substation re-closers from RESCO, of Middleton, WI in an amount not to exceed \$103,500.

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

Ayes: Blasier, Beauchamp, Baribeau, Sattem, Tall

Nays: None

MOTION CARRIED.

Approval – ATC Project Commitment Agreement – Electric Department.

Administration sought Council approval of a project commitment agreement between the City of Escanaba and the American Transmission Company which commits both parties in the construction of the new North substation to be located on City-owned property.

NB-6 Sattem moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to approve a project commitment agreement between the City of Escanaba and the American Transmission Company which commits both parties in the construction of the new North substation to be located on City-owned property.

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

Mayor Tall, with Council consensus made the following appointments:

The Electrical Advisory Committee was hereby reorganized with the following individuals appointed to staggered terms:

Glendon Brown and Tim Wilson, terms ending January 1, 2019;
Jack Mellinger and John Anthony, terms ending January 1, 2018;
Ann Bissell , term ending January 1, 2017.

Tim Kobasic to the Loan Administration Board, term extended for one year, June 1, 2017.

BOARD, COMMISSION, AND COMMITTEE REPORTS

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

GENERAL PUBLIC COMMENT – None

ANNOUNCEMENTS

- Encouraged the public to attend the opening ceremonies of the Special Olympics games at the Escanaba Area High School;
- Angel Program Public Relations Announcement Tuesday, February 23rd.

Hearing no further public comment, the Council adjourned at 7:25 p.m.

Respectfully submitted

Robert S. Richards, CMC
City Clerk

Approved: _____
Marc D. Tall, Mayor

James V. O'Toole
City Manager



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

P.A. # 1
CC 3-3-16

February 23, 2016

MEMORANDUM

TO: Escanaba City Council Members

COPY: Melissa Becotte, City Controller
Daina Norden, City Assessor

FROM: James V. O'Toole, City Manager

SUBJECT: Payment in Lieu of Taxes Request – 223 Ludington Street

The Excel – Deal 24 LDHA LP is requesting the City of Escanaba re-authorize a Payment in Lieu of Taxes Ordinance, which would allow them to seek funding for renovation and upgrading of the building located at 223 Ludington Street and 126 1st Avenue South.

According to the developer, the Michigan Economic Development Corporation is requiring changes to the following sections of the previously approved Ordinance No. 1164 for the reasons stated:

- Section 26-63: The “existence of a mortgage loan requirement” is used when there is direct MSHDA lending involved. Not the case here. This would be financed with 9% tax credits.
- Section 26-67: The termination potential is not acceptable to MSHDA as they believe it to be too subjective.
- Section 26-67: Duration: mortgage related language eliminated. Also, PILOT duration linked to development’s service of low-mod income households under Section 42 program. Finances are underwritten for this purpose.

Under conditions as set forth in a revised Ordinance (Ordinance No. 1166), the concept of the proposed PILT Ordinance and proposed Municipal Services Agreement, the Developer, instead of paying a millage rate based on the property’s assessed value, would pay the City and the other taxing entities 4% of the annual shelter rents actually collected. For the City, this is estimated to be \$2,316.97. This coupled with a Municipal Services fee of \$1,708.16 would require the developer to pay a total of \$4,025.13 to the City of Escanaba for municipal services. This was equal to what the City portion would be under the original tax bill without a Payment

Mission Statement:

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

In Lieu of Taxes Agreement. In simple terms, the City would be made financially whole under the terms of the proposed PILT and Municipal Services Agreement. However, other taxing entities would collectively lose approximately \$3,600 annually in revenue. Additionally, under the terms of the proposed Municipal Services Agreement, the Developer would pay the City of Escanaba an annual increase of 3% as part of the Municipal Services Agreement for the life of the PILT as long as the project continues to serve low to moderate income elderly persons.

Attached, please find the PILT – Property Tax Analysis spreadsheet.

received
2/5/16

JPO

Excel-Deal 24 LDHA LP
3690 Orange Place #517
Beachwood, OH 44122
Office: 216.440-378-9610 | Fax: 216.378.9611

City Of Escanaba
410 Ludington St
Escanaba, MI 49829

2/4/16

To Whom It May Concern:

RE: Revised Pilot - Ludington

This letter is a request for the City of Escanaba to consider the revised pilot for the Ludington redevelopment. Please place this matter on the City Council agenda.

Please do not hesitate to contact me if you have any questions.

Thank You

Excel-Deal 24 LDHA LP
3690 Orange Pl #517, Beachwood, OH 44122
BY: Excel-Deal 24 LLC, General Partner



Peter Jobson, Manager

COMMENT
REQUEST

1166

ORDINANCE NO.

**AN ORDINANCE TO AMEND CHAPTER 26 - TAXATION
OF THE CODE OF ORDINANCES OF THE CITY OF ESCANABA**

THE CITY OF ESCANABA ORDAINS:

CHAPTER I

Chapter 26 - Taxation of the Escanaba Code of Ordinances is hereby amended by adding Division 5, House of Ludington Downtown Residence, to read as follows:

CHAPTER 26 - TAXATION

**ARTICLE III, SERVICE CHARGE IN LIEU OF PROPERTY TAXES
FOR HOUSING DEVELOPMENT**

DIVISION 5, HOUSE OF LUDINGTON DOWNTOWN RESIDENCE

Sec. 26-60. Preamble.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide elderly/senior affordable housing for its citizens of low income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Authority Act of 1966 (1966 PA 346, as amended, MCLA Section 125.1401 et seq, MSA Section 116.114(l) et seq.). The City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such elderly/senior housing for persons of low income is a public necessity, and as the city will be benefitted and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuation of the provisions of this article for tax exemption and the service charge in lieu of taxes during the period contemplated in this article are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance on such tax exemption.

The City acknowledges that EXCEL-DEAL 24 LDHA LP has offered subject to receipt of the allocation under the LIHTC Program by the Michigan State Housing Development Authority to construct, own and operate an elderly/senior housing project known as the House of Ludington Downtown Residence on certain property located at:

Land situated in the City of Escanaba, County of Delta, State of Michigan, described as follows: Lots 8 thru 14 and the West 1/2 of Lot 7 of Block 4 of the Original Plat

Consisting of up to 34 units and associated parking and grounds in the city to serve as affordable elderly/senior housing, and that the sponsor has offered to pay the City on account of this housing development an annual service charge for public service in lieu of taxes.

Sec. 26-61. Definitions.

All terms not herein defined shall have the meanings given them in the State Housing Development Authority Act of 1966, being Public Act of 1966, of the State of Michigan, as amended.

1. *Act* means the State Housing Development Authority Act, being Michigan Public Act of 1966, as amended.
2. *Annual shelter rent* means the total collections, including rental subsidy, during an agreed annual period from all occupants of a housing development representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, late fees, or other utilities furnished to the occupants.
3. *Authority* means the Michigan State Housing Development Authority.
4. *Elderly/Senior housing* means a household consisting of one (1) single person who is fifty-five (55) years of age or older or a household which at least one (1) member is 55 years of age and all other members are at least fifty (50) years of age.
5. *Housing development* means a development which contains a significant element of housing for persons of low income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the authority determines improve the quality of the development as it relates to housing for persons of low income.
6. *Low Income or Moderate Income Persons* means families and persons at or below 60% of the area median income adjusted for family size.

7. *Federally-Aided Mortgage* means a mortgage insured, purchased, or held by the Secretary of the Department of Housing and Urban Development (HUD) or United States Department of Agriculture – Rural Development (USDA-RD); a mortgage receiving interest credit reduction payments provided by the HUD or USDA-RD; a Housing Development to which the Authority allocates low income housing tax credits under Section 42b of the Act; or a mortgage receiving special benefits under other federal law designated specifically to develop low and moderate-income housing, consistent with the Act.
8. *Sponsor* means person(s) or entities which have applied to the authority for a mortgage loan or for an allocation under the Low Income Housing Tax Credit Program to finance an elderly/senior housing development.
9. *Utilities* mean fuel, water, sanitary sewer service and/or electrical service which are paid by the elderly/senior housing development.

Section 26-62, Class of housing development.

It is determined that the class of housing development to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing developments which are financed or assisted pursuant to the act. It is further determined that the elderly/senior development is of this class.

Section 26-63. Establishment of annual service charge.

The housing development known as the House of Ludington Downtown Residence and the property on which it is constructed shall be exempt from all property taxes as of or effective on the December 31st of the year the certified notification of exemption was filed with the City Assessor prior to November 1st. The city acknowledging that the sponsor and the authority have established the economic feasibility of the elderly/senior housing development in reliance upon the enactment and continuing effect of this article and the qualification of the housing development for the exemption from all property taxes and a payment in lieu of taxes as established in this article, and in consideration of the sponsor's offer, subject to existence of a mortgage loan and proper certificate of exemption filed, to own and operate the apartment complex, agrees to accept payment of an annual service charge for public services in lieu of all property taxes. The annual service charge shall be equal to four (4) percent of the difference between the annual shelter rents actually collected and utilities.

Section 26-64. Limitation on the payment of the annual service charge.

Notwithstanding Section 26-63, the service charge to be paid each year in lieu of taxes for the part of the housing development which is tax exempt and which is occupied by other than low income elderly persons or families shall be equal to the full amount of the taxes which shall be paid on that portion of the elderly/senior housing development if the housing development were not tax exempt.

Section 26-65. Contractual effect of this article.

Notwithstanding the provisions of (Section 15(a)(5)) of the act to the contrary, a contract between the city and the sponsor, with the authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this article.

Section 26-66. Payment of service charge.

The service charge in lieu of taxes as determined under the article shall be payable in the same manner as general property taxes are payable to the city except that the annual payment shall be paid on or before May 31 of each year.

Section 26-67. Duration.

This article shall remain in effect and shall not terminate so long as the authority has any interest in the property; or the elderly/senior housing development remains subject to income and rent restrictions pursuant to Section 42 of the Internal Revenue Code of 1986, as amended. Notwithstanding the foregoing, this Ordinance shall terminate if this Project ceases to serve low to moderate income elderly persons; or the Sponsor does not acquire the Project and begin rehabilitation on or before November 1, 2018.

CHAPTER II
SAVINGS CLAUSE

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

CHAPTER III
REPEALING CHAPTER

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

CHAPTER IV
EFFECTIVE DATE

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

APPROVED:

APPROVED:

Ralph B.K. Peterson, City Attorney

Marc D. Tall, Mayor

ATTEST:

Robert S. Richards, CMC/City Clerk

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

Robert S. Richards, CMC/City Clerk

PREVIOUS ORD.

No. 1164
w/ MINUTES.

MEDC
- RED LINED
VERSION

ORDINANCE NO. 1164

AN ORDINANCE TO AMEND CHAPTER 26 - TAXATION
OF THE CODE OF ORDINANCES OF THE CITY OF ESCANABA

THE CITY OF ESCANABA ORDAINS:

CHAPTER I.

Chapter 26 - Taxation of the Escanaba Code of Ordinances is hereby amended by adding Division 5, House of Ludington Downtown Residence, to read as follows:

CHAPTER 26 - TAXATION

ARTICLE III, SERVICE CHARGE IN LIEU OF PROPERTY TAXES FOR HOUSING DEVELOPMENT

DIVISION 5, HOUSE OF LUDINGTON DOWNTOWN RESIDENCE

Sec. 26-60. Preamble.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide elderly/senior affordable housing for its citizens of low income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Authority Act of 1966 (1966 PA 346, as amended, MCLA Section 125.1401 et seq, MSA Section 116.114(1) et seq.). The City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such elderly/senior housing for persons of low income is a public necessity, and as the city will be benefitted and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuation of the provisions of this article for tax exemption and the service charge in lieu of taxes during the period contemplated in this article are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance on such tax exemption.

The City acknowledges that EXCEL-DEAL 24 LDHA LP has offered subject to receipt of the allocation under the LIHTC Program by the Michigan State Housing Development Authority to construct, own and operate an elderly/senior housing project known as the House of Ludington Downtown Residence on certain property located at

Land situated in the City of Escanaba, County of Delta, State of Michigan, described as follows: Lots 8 thru 14 and the West 1/2 of Lot 7 of Block 4 of the Original Plat

Consisting of up to 34 units and associated parking and grounds in the city to serve as affordable elderly/senior housing, and that the sponsor has offered to pay the City on account of this housing development an annual service charge for public service in lieu of taxes.

Sec. 26-61. Definitions.

All terms not herein defined shall have the meanings given them in the State Housing Development Authority Act of 1966, being Public Act of 1966, of the State of Michigan, as amended.

1. Act means the State Housing Development Authority Act, being Michigan Public Act of 1966, as amended.

2. *Annual shelter rent* means the total collections, including rental subsidy, during an agreed annual period from all occupants of a housing development representing rent or occupancy charges exclusive of charges for gas, electricity, heat, late fees or other utilities furnished to the occupants.
3. *Authority* means the Michigan State Housing Development Authority.
4. *Elderly/Senior housing* means a household consisting of one single person who is fifty-five (55) years of age or older or a household which at least one (1) member is 55 years of age and all other members are at least fifty (50) years of age.
5. *Housing development* means a development which contains a significant element of housing for persons of low income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the authority determines improve the quality of the development as it relates to housing for persons of low income.
6. *Low Income or Moderate Income Persons* means families and persons at or below 60% of the area median income adjusted for family size.
7. *Federally-Aided Mortgage* means a mortgage insured, purchased, or held by the Secretary of the Department of Housing and Urban Development (HUD) or United States Department of Agriculture - Rural Development (USDA-RD); a mortgage receiving interest credit reduction payments provided by the HUD or USDA-RD; a Housing Development to which the Authority allocates low income housing tax credits under Section 42b of the Act; or a mortgage receiving special benefits under other federal law designated specifically to develop low and moderate-income housing, consistent with the Act.
8. *Sponsor* means person(s) or entities which have applied to the authority for a mortgage loan or for an allocation under the Low Income Housing Tax Credit Program to finance an elderly/senior housing development.
9. *Utilities* mean fuel, water, sanitary sewer service and/or electrical service which are paid by the elderly/senior housing development.

Section 26-62, Class of housing development.

It is determined that the class of housing development to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing developments which are financed or assisted pursuant to the act. It is further determined that the elderly/senior development is of this class.

Section 26-63. Establishment of annual service charge.

The housing development known as the House of Ludington Downtown Residence and the property on which it is constructed shall be exempt from all property taxes as of or effective on the December 31st of the year the certified notification of exemption was filed with the City Assessor prior to November 1st. The city acknowledging that the sponsor and the authority have established the economic feasibility of the elderly/senior housing development in reliance upon the enactment and continuing effect of this article and the qualification of the housing development for the exemption from all property taxes and a payment in lieu of taxes as established in this and in consideration of the sponsor's offer, subject to ~~existence of a mortgage~~

Ordinance No. 1164 -cont.

loan and proper certificate of exemption filed, to own and operate the apartment complex, agrees to accept payment of an annual service charge for public services in lieu of all property taxes. The annual service charge shall be equal to four (4) percent of the difference between the annual shelter rents actually collected and utilities.

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Section 26-64. Limitation on the payment of the annual service charge.

Notwithstanding Section 26-63, the service charge to be paid each year in lieu of taxes for the part of the housing development which is tax exempt and which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which shall be paid on that portion of the elderly/senior housing development if the housing development were not tax exempt.

Notwithstanding Section 26-63, The service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

Section 26-65. Contractual effect of this article.

Notwithstanding the provisions of (Section 15(a)(5)) of the act to the contrary, a contract between the city, and the sponsor, with the authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this article.

Section 26-66. Payment of service charge.

The service charge in lieu of taxes as determined under the article shall be payable in the same manner as general property taxes are payable to the City except that the annual payment shall be paid on or before May 31 of each year.

Section 26-67. Duration.

This article shall remain in effect and shall not terminate so long as ~~the authority's mortgage loan remains outstanding and unpaid or the authority has any interest in the property; or the elderly/senior housing development remains subject to income and rent restrictions pursuant to Section 42 of the Internal Revenue Code of 1986, as amended. Notwithstanding the foregoing, this Ordinance shall terminate if (i) the owner fails to rehabilitate the existing Project as presented to the City of Escanaba, Michigan - Economic - Development - Corporation and Michigan State Housing Development Authority, (ii) this Project ceases to serve low to moderate income elderly persons, or that the Sponsor does not acquire the Project and begin rehabilitation on or before November 1, 2018. The service charge in lieu of taxes as determined under this Ordinance, shall remain in effect as long as the Federally-aided or Authority-aided mortgage is outstanding, but no more than thirty-five (35) years.~~

**CHAPTER II
SAVINGS CLAUSE**

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

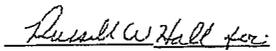
**CHAPTER III
REPEALING CHAPTER**

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

CHAPTER IV
EFFECTIVE DATE

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

APPROVED:



Ralph B.K. Peterson, City Attorney

APPROVED:



Marc

ATTEST:



Robert S. Richards, CMC/City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the City Council of the City of Escanaba, County of Delta, Michigan, at a Special Meeting held on the 24th day of September, 2015, and was published in the Daily Press, a newspaper of general circulation in the City of Escanaba on September 30, 2015, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Robert S. Richards, CMC/City Clerk

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Special Council Meeting
Thursday, September 24, 2015**

Pursuant to a meeting notice posted on September 18, 2015, the meeting was called to order by the Honorable Mayor Marc D. Tall at 6:00 p.m. in the Council Chambers of City Hall located at 410 Ludington Street.

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

Absent: None

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

APPROVAL OF AGENDA

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

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

PUBLIC HEARINGS

Second Reading – Payment in Lieu of Taxes Ordinance No. 1164 – Excel Realty Group Deal 24, LDHA LP.

Mr. Peter Jobson, President of Excel Realty Group, Deal 24, LDHA LP requested the City Council authorize a payment in lieu of taxes Ordinance No. 1164 which would allow them to seek funding from the State of Michigan Tax Credit Program for the renovation and upgrading of property located at 223 Ludington Street and 216 1st Avenue South.

City Manager stated the PILT was designed to provide an incentive for a developer to invest in a community by assisting in making the project financially feasible. Under the terms and conditions of the proposed project at 223 Ludington Street, approval of a PILT was needed in order for the Developer to apply for and receive any funding consideration being applied for through the State or through the Low Income Housing Tax Credit program. It was Manager O'Toole's understanding that without a PILT in place, the application for funding would not be looked upon favorably by the various funding authorities.

Under the concept of the proposed PILT Ordinance and proposed Municipal Services Agreement, the Developer, instead of paying a millage rate based on the

City Council Minutes
September 24, 2015 – cont.

property's assessed value, would pay the City and the other taxing entities 4% of the annual shelter rents actually collected. For the City, this is estimated to be \$2,316.97. This coupled with a Municipal Services fee of \$1,708.16 would require the developer to pay a total of \$4,025.13 to the City of Escanaba for municipal services. This was equal to what the City portion would be under the original tax bill without a Payment In Lieu of Taxes Agreement. In simple terms, the City would be made financially whole under the terms of the proposed PILT and Municipal Services Agreement. However, other taxing entities would collectively lose approximately \$3,600 annually in revenue. Additionally, under the terms of the proposed Municipal Services Agreement, the Developer would pay the City of Escanaba an annual increase of 3% as part of the Municipal Services Agreement for the life of the PILT as long as there is a federally-aided or MSHDA aided mortgage with an outstanding balance, but no more than 35 years.

Inasmuch as this was a public hearing, Mayor Tall asked for comments from the Council and audience relative to the setting of the Payment in Lieu of Taxes Ordinance No. 1164, first from any taxing entities, City residents, and then from Non-City residents.

No comments were heard from other taxing Authorities.

Kevin Chown, who advised spent most of the time in California, and kept his voting registration current in the City of Escanaba, felt the House of Ludington was a historic monument and should be preserved. Mr. Chown understood the reality of the proposed development, but he and others wished it could be developed historically to attract business into the community, not just what was being proposed. If approved, the proposed development would change other future development in the downtown.

Marquette Lawyer Steve Pence, who was presenting the Eisenbergs, advised the property has been for sale quietly for years, but a buyer could not be found. They believed the proposed development from Excel Realty Group Deal 24, LDHA LP, fits the City Master Plan would preserve the building, and bring individuals to the community. In the end, the proposed project was good for the community and neighborhood.

City resident, Lisa Anderson, 218 Lake Shore Drive, stated there was always a fear of change, but the proposed project would be good for the community. The property was in need of rehabilitation, and you do not get buyers like this every day. The project was a great opportunity for the City of Escanaba.

Hearing no further comment, Mayor Tall closed the Public Hearing.

PH-1 "By Council Member Beauchamp, seconded, by Council Member Blasier;

Resolved, That Ordinance No. 1164, an Ordinance to Amend Chapter 26 – Taxation of the Code of Ordinance of the City of Escanaba, given its second reading and public hearing at this meeting, be and it is hereby adopted, and that it be published in accordance with the requirements of State law and the City Charter."

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

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

RESOLUTION DECLARED ADOPTED.

Herewith Ordinance No. 1164, adopted by title:

AN ORDINANCE TO AMEND CHAPTER 26 – TAXATION OF THE CODE OF ORDINANCES OF THE CITY OF ESCANABA.

Full text in Ordinance Record "K."

NEW BUSINESS

Approval – "Cured in Place" Sanitary Pipe Relining Project(s).

Administration sought Council approval of a contract with Visu-Sewer, Inc. of Pewaukee, WI to furnish and install all labor and material to reline a portion of sanitary pipe from the 23rd Avenue South Lift Station to Lakeshore Drive and a portion of sanitary pipe on South 19th Street, 200 feet +/- north of 8th Avenue South to 10th Avenue South in an amount not to exceed \$104,025. These projects were budgeted items in the current fiscal year budget.

Water/WasteWater Superintendent Jeff Lampi briefly reviewed the proposal. The proposed Asset Management program would determine the age of the pipe, and stated repairs could last 50 years.

NB-1 Blasier moved, Sattem seconded, to approve of a contract with Visu-Sewer, Inc. of Pewaukee, WI to furnish and install all labor and material to reline a portion of sanitary pipe from the 23rd Avenue South Lift Station to Lakeshore Drive and a portion of sanitary pipe on South 19th Street, 200 feet +/- north of 8th Avenue South to 10th Avenue South in an amount not to exceed \$104,025.

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

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

MOTION CARRIED.

Approval – Centrex Contract Renewal – Telephone Services.

Administration sought Council approval of a one year contract with AT&T Centrex Service, Michigan, in an amount not to exceed \$11,000 for continued telephone services.

City Council Minutes
September 24, 2015 – cont.

City Controller Melissa Becotte briefly reviewed the contract.

NB-2 Sattem moved, Baribeau seconded, to approve of a one year contract with AT&T Centrex Service, Michigan, in an amount not to exceed \$11,000 for continued telephone services.

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

Ayes: Sattem, Baribeau, Beauchamp, Blaiser, Tall

Nays: None

MOTION CARRIED.

GENERAL PUBLIC COMMENT – None

ANNOUNCEMENTS – None

Hearing no further public comment, the Council adjourned at 6:26 p.m.

Respectfully submitted

Robert S. Richards, CMC
City Clerk

Approved: _____

Marc D. Tall, Mayor

Excel - Deal 24 LDHA LP

3690 Orange Place, Suite 517 Beachwood, OH 44122
Ph. 216-378-9610 Fax 216-378-9611

9-9-2015

City Council of Escanaba
Mr. Jim O'Toole, City Manager
410 Ludington Street
Escanaba, MI 49829

Dear Council,

Excel- Deal 24 LDHA LP hereby requests a Payment in Lieu of Taxes (PILOT) Ordinance and Municipal Services Agreement for the House of Ludington re-development.

The reason for this request is that 1) it is necessary for the economic feasibility of the re-development and 2) without the passage of such ordinances the re-development will not score competitively enough to obtain the tax credit.

From an economic standpoint, residents living in "tax credit" communities are provided with a newly constructed or rehabilitated rental home and they pay less than the rental rate typically charged in the area. This restricted income level of the property makes it infeasible for a tax credit property to pay normal property taxes.

Therefore, the PILOT approach was developed and is used throughout the State of Michigan for affordable housing properties.

We appreciate the Council's consideration of our request and look forward to the re-development of one of Michigan's most historic buildings.

Sincerely,

Peter Jobson

Peter Jobson
Excel-Deal 24 LLC
General Partner

CITY OF ESCANABA

BILT Analysis - House of Ludington (Excel Realty)

Assumptions: Tax revenue is from 2014 (Summer & Winter) Tax Bills
 Includes one parcel
 Annual Rent Receipts ~~\$190,176~~
 MSA Amount reimburses 100% of City taxes and PTAF

	<u>2014 Taxes</u>	<u>4% of Rents</u>	
		<u>Revenue</u>	<u>Loss</u>
DC Central Dispatch	\$68.77	\$40.89	(27.88)
Bay De Noc CC Debt	229.24	136.29	(92.95)
Bay De Noc CC Operating	529.00	314.50	(214.50)
Community Action Agency	137.54	81.77	(55.77)
DATA	137.54	81.77	(55.77)
ISD	546.75	325.06	(221.69)
EAPS Debt	1,088.92	647.39	(441.53)
EAPS Operating	3,424.95	2,036.21	(1,388.74)
DC Road Patrol	206.32	122.66	(83.66)
SET (State)	1,375.48	817.75	(557.73)
Ita County	1,153.50	685.78	(467.72)
City of Escanaba	<u>3,897.19</u>	<u>2,316.97</u>	<u>(1,580.22)</u>
Total Taxes	12,795.20	\$7,607.04	(5,188.16)
PTAF (City)	<u>127.94</u>	<u>0.00</u>	(127.94)
Totals	<u>\$12,923.14</u>	\$7,607.04	(5,316.10)
Municipal Services Agreement		<u>1,708.16</u>	<u>1,708.16</u>
Total Cost to PK Housing		<u>\$9,315.20</u>	
Total Savings to PK Housing		<u>\$3,607.94</u>	<u>\$3,607.94</u>

STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (EXCERPT)

Act 346 of 1966

125.1415a Exemption of housing project from taxes; filing certified notification of exemption with local assessing authority; annual service charge; amount; duration of exemption; distribution of payments for public services; exceptions; payment of service charge equal to full amount of taxes; reduced housing charges; "low income persons and families" defined; rules; reimbursement prohibited.

Sec. 15a. (1) If a housing project owned by a nonprofit housing corporation, consumer housing cooperative, limited dividend housing corporation, mobile home park corporation, or mobile home park association is financed with a federally-aided or authority-aided mortgage or advance or grant from the authority, then, except as provided in this section, the housing project is exempt from all ad valorem property taxes imposed by this state or by any political subdivision, public body, or taxing district in which the project is located. The owner of a housing project eligible for the exemption shall file with the local assessing officer a notification of the exemption, which shall be in an affidavit form as provided by the authority. The completed affidavit form first shall be submitted to the authority for certification by the authority that the project is eligible for the exemption. The owner then shall file the certified notification of the exemption with the local assessing officer before November 1 of the year preceding the tax year in which the exemption is to begin.

(2) The owner of a housing project exempt from taxation under this section shall pay to the municipality in which the project is located an annual service charge for public services in lieu of all taxes. Subject to subsection (6), the amount to be paid as a service charge in lieu of taxes shall be for new construction projects the greater of, and for rehabilitation projects the lesser of, the tax on the property on which the project is located for the tax year before the date when construction or rehabilitation of the project was commenced or 10% of the annual shelter rents obtained from the project. A municipality, by ordinance, may establish or change, by any amount it chooses, the service charge to be paid in lieu of taxes by all or any class of housing projects exempt from taxation under this act. However, the service charge shall not exceed the taxes that would be paid but for this act.

(3) The exemption from taxation granted by this section shall remain in effect for as long as the federally-aided or authority-aided mortgage or advance or grant from the authority is outstanding, but not more than 50 years. The municipality may establish by ordinance a different period of time for the exemption to remain in effect.

(4) Except as otherwise provided in this subsection, any payments for public services received by a municipality in lieu of taxes under this section shall be distributed by the municipality to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. For payments in lieu of taxes collected after June 30, 1994, the distribution to the several units shall be made as if the number of mills levied for local school district operating purposes were equal to the number of mills levied for those purposes in 1993 minus the number of mills levied under the state education tax act, Act No. 331 of the Public Acts of 1993, being sections 211.901 to 211.906 of the Michigan Compiled Laws, for the year for which the distribution is calculated. For tax years after 1993, the amount of payments in lieu of taxes to be distributed to a local school district for operating purposes under this subsection shall not be distributed to the local school district but instead shall be paid to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.

(5) Notwithstanding subsection (1), a municipality may provide by ordinance that the tax exemption established in subsection (1) shall not apply to all or any class of housing projects within its boundaries to which subsection (1) applies. If the municipality makes that provision, the tax exemption established in subsection (1) shall not apply to the class of housing projects designated in the ordinance. If the ordinance so provides, the ordinance shall be effective with respect to housing projects for which an exemption has already been granted on December 31 of the year in which the ordinance is adopted, but not before. A municipality that has adopted an ordinance described in this subsection may repeal that ordinance, and the repeal shall become effective on the date designated in the repealing ordinance.

(6) Notwithstanding subsection (2), the service charge to be paid each year in lieu of taxes for that part of a housing project that is tax exempt under subsection (1) and that is occupied by other than low income persons or families shall be equal to the full amount of the taxes that would be paid on that portion of the project if the project

were not tax exempt. The benefits of any tax exemption granted under this section shall be allocated by the owner of the housing project exclusively to low income persons or families in the form of reduced housing charges.

(7) For purposes of this section only, "low income persons and families" means, with respect to any housing project that is tax exempt, persons and families eligible to move into that project. For purposes of this subsection, the authority may promulgate rules to redefine low income persons or families for each municipality on the basis of conditions existing in that municipality.

(8) This state shall not reimburse any unit of government for a tax exemption granted to any housing project under this section.

History: Add. 1968, Act 334, Imd. Eff. July 14, 1968;—Am. 1969, Act 109, Imd. Eff. July 24, 1969;—Am. 1979, Act 49, Imd. Eff. July 7, 1979;—Am. 1982, Act 534, Imd. Eff. Dec. 31, 1982;—Am. 1983, Act 217, Imd. Eff. Nov. 16, 1983;—Am. 1994, Act 363, Imd. Eff. Dec. 27, 1994.

Compiler's note: Section 2 of Act No. 363 of the Public Acts of 1994 provides:

"The provisions of this amendatory act, providing that the exemption from taxes provided in section 15a of this act be limited to ad valorem property taxes, are curative expressing the original intent of the legislature that the exemption extends only to ad valorem property taxes and does not apply to the other taxes levied under Michigan law."

Administrative rules: R 125.101 et seq. of the Michigan Administrative Code.

Table Of Contents

125.1415a

Exemption of housing project from taxes; filing certified notification of exemption with local assessing authority; annual service charge; amount; duration of exemption; distribution of payments for public services; exceptions; payment of service charge equal to full amount of taxes; reduced housing charges; "low income persons and families" defined; rules; reimbursement prohibited.

2

CITY OF ESCANABA
 PILT Analysis - House of Ludington (Excel Realty)

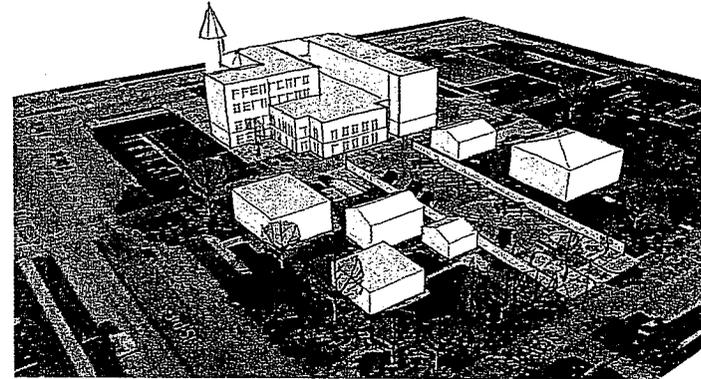
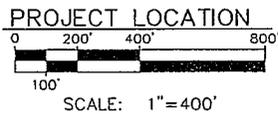
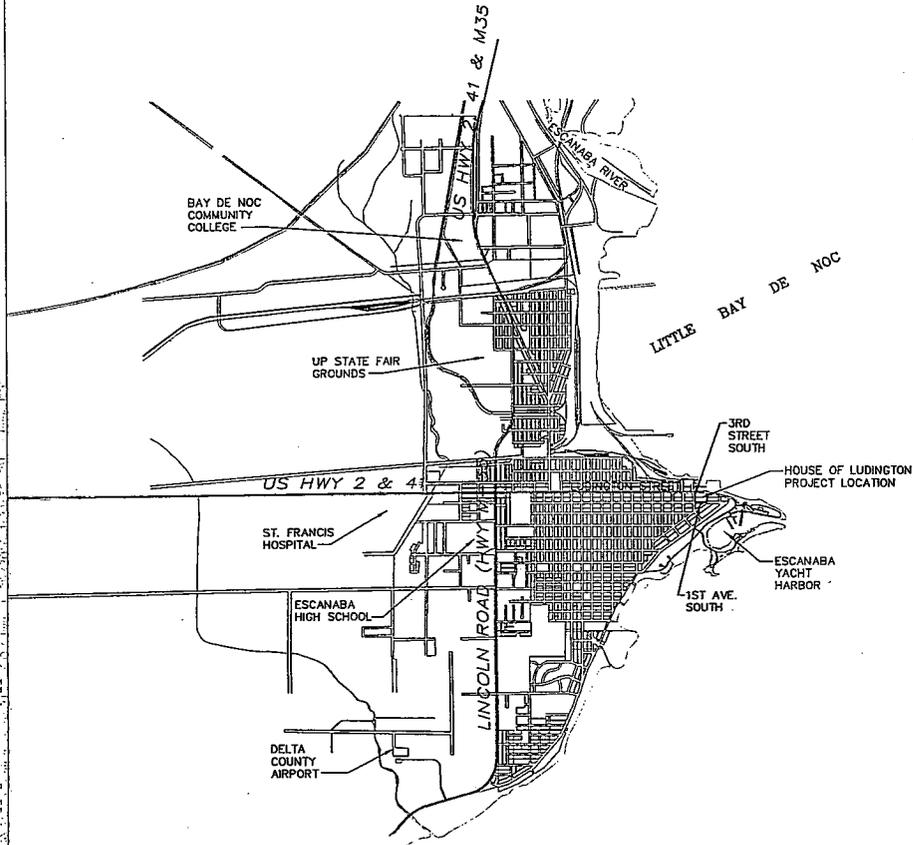
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~~\$4,025.13~~ = City share of original tax bill without PILOT
~~\$2,316.97~~ = Amount the City will receive in taxes
~~\$1,708.16~~ = Amount of Municipal Services Agreement
 \$0.00 = Loss to the City

REVISED AND APPROVED SITE PLAN.

HOUSE OF LUDINGTON PROPOSED SITE IMPROVEMENTS CITY OF ESCANABA, MICHIGAN

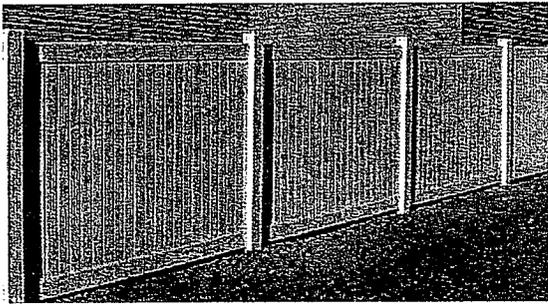


PROPOSED HOUSE OF LUDINGTON REMODEL

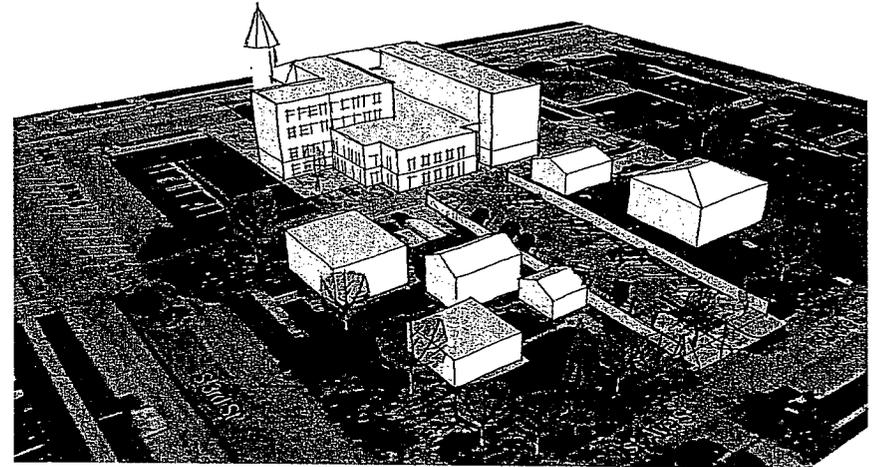
DRAWING INDEX

- C-1 PROPOSED SITE PLAN
- PR-1 PARKING LOT DETAILS

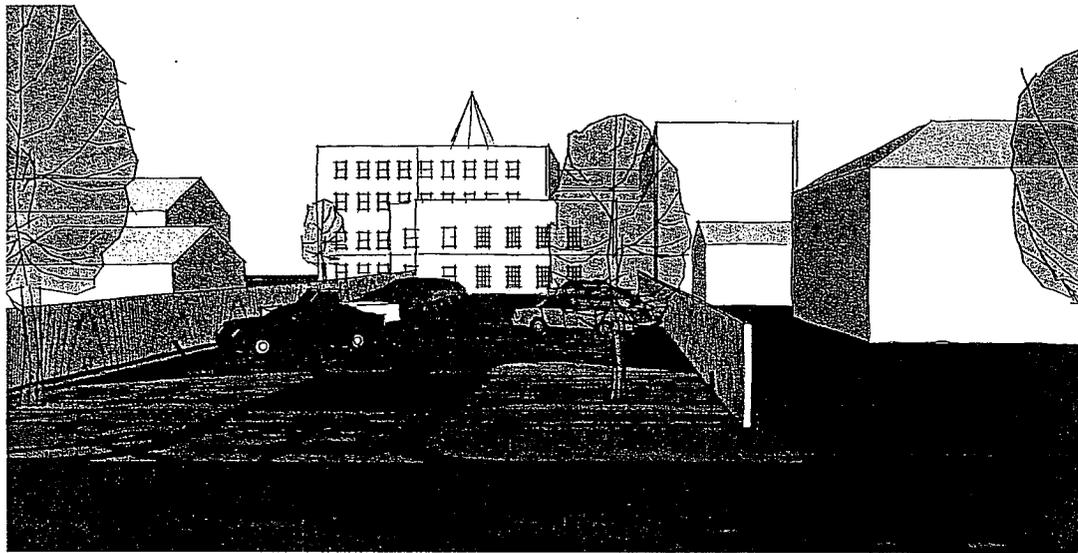
 **BITNER ENGINEERING, INC.**
113 SOUTH 10th STREET
ESCANABA, MICHIGAN 49829
Phone: 906-789-1511
Email: bitlnerengineering@bitlnerengineering.com



PROPOSED FENCE PRODUCT



BIRD'S EYE VIEW



6' HIGH VINYL FENCE

VIEW FROM 1ST AVE

DRAFT

PRELIMINARY
NOT FOR
CONSTRUCTION

PARKING LOT DETAILS
EXCEL REALTY
HOUSE OF LUDINGTON
223 Ludington St, Escanaba, MI 49829

PR-1

Project #: P11556
Date: 1/26/2016

James V. O'Toole
City Manager

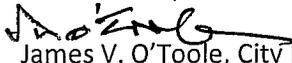


NB # 1
410 Ludington Street
Escanaba, Michigan 49829
Phone (906)786-0240

cc 3/3/16

MEMORANDUM

February 22, 2016

TO: Escanaba City Council
FROM: 
James V. O'Toole, City Manager
SUBJECT: MEDC Redevelopment Ready Communities – Public Participation Plan

As you know the City of Escanaba is one of 22+/- communities in Michigan enrolled in the MEDC Redevelopment Ready Communities (RRC) Program, which is a certification program, which supports community revitalization by attracting and retaining businesses, entrepreneurs and talent throughout Michigan.

As part of being enrolled into the RRC program, the City of Escanaba development process underwent a rigorous review of our existing planning and public engagement procedures to ensure we have designed and created a development process which is streamlined, predictable and user-friendly for investors, businesses and residents desiring to develop in the community.

While the review found Escanaba's public participation efforts to be exceptional, a more formal participation plan is needed to obtain input and acknowledge that public input in planning and policy development processes is crucial to building consensus and obtaining buy-in from community stakeholders.

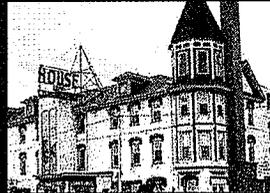
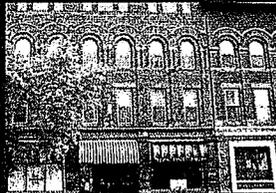
At the regularly scheduled meeting of the Planning Commission on January 14, 2016 planning commission members and the public were asked for their input on the DRAFT policy. On February 5, 2016, a review of the proposed plan was conducted by the MEDC. The MEDC had no additional comments on the plan and in fact stated "Great job with the public participation plan...we'll be using this as an example to share with other communities!" On February 11, 2016, a public hearing on the final plan was conducted. At the completion of the public hearing, the Planning Commission recommended Council approval of the plan as presented.

Administration is recommending approval of the plan as submitted so that it can be activated for immediate implementation.

Attachments: Excerpts of RRC Review Email from MEDC and Revised Public Participation Plan.

redevelopment ready
communities

Redevelopment Ready Communities®
Report of Findings



City of Escanaba
March 2015

Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

In January 2014, the Michigan Economic Development Corporation (MEDC) announced the second open application round for communities interested in achieving RRC certification. MEDC received submissions from over forty communities across the state. Escanaba's application scored in the top tier and was selected to receive a full RRC assessment. We applaud the city's efforts in working to achieve RRC certification. The foundation of the evaluation is the RRC best practices. Developed by experts in the public and private sector, the best practices are the standard to achieve certification and designed to create a predictable experience for investors, businesses and residents working within a community. Communities must demonstrate that all best practice evaluation criteria have been met to receive RRC certification. The report of findings outlines

recommended actions to meet each best practice criteria and each community must demonstrate how the required criteria is being accomplished.

Escanaba is the 19th community to be evaluated under the statewide RRC program and is on its way to becoming redevelopment ready. With a history of proactive planning and a strong community vision outlined in various planning documents, the city has positioned itself to strengthen local quality of life. Despite solid support for redevelopment projects, proactive planning efforts and community engagement, our evaluation found Escanaba still has work to do in order to receive RRC certification. In a time when businesses can locate anywhere in the world, a community that is dedicated to a proactive approach for redevelopment and straightforward procedures will stand out. While a spirit for redevelopment exists, a public participation plan formalizing the community engagement process must be finalized, available redevelopment sites need to be packaged and marketed and a unified marketing strategy must be established. The RRC certification is a statement to the private sector that Escanaba's development process is streamlined, predictable and user-friendly and these steps will help ensure the city's competitiveness and secure RRC certification.

Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle. Stakeholders are frequently engaged in the planning process and Escanaba demonstrates that public participation efforts are proactive. The city is currently updating the master plan and the planning process is intended to encourage citizen participation to ensure that consensus on the direction of the plan is achieved. The city has used traditional and proactive methods to engage stakeholders including council announcements, newsletters, bimonthly televised manager’s calls, individual mailings, cable notification, newspaper advertising, online postings, social media, focus groups, community workshops and charrettes. Escanaba’s city manager hosts a monthly “Java with

Jim” gathering to receive feedback from community stakeholders. Results and outcomes are shared through social media posts, meetings, minutes posted online and within planning documents. Escanaba has achieved broad community participation during planning processes, leading to the creation of plans that define the community’s vision and elicit widespread support.

While Escanaba demonstrates exceptional public engagement efforts, the city must draft a public participation plan, identifying interested and affected stakeholders and their unique communication needs. The public participation plan should serve as the city’s best practices for obtaining input and acknowledge that public input in planning and policy development processes is crucial to building consensus and obtaining buy in from community stakeholders.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a public participation plan for engaging a diverse set of community stakeholders.	<input type="checkbox"/> Draft a public participation plan as outlined in Best Practice 1.2	6 months
GREEN	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
GREEN	The community shares outcomes of public participation processes.	✓	

*RED - NEEDS TO BE COMPLETED.
GREEN - GOOD TO GOOD.*

COMMUNITY PARTICIPATION PLAN

ESCANABA MI

A GENERAL OUTLINE FOR HOW THE COMMUNITY CAN PARTICIPATE IN THE PLANNING PROCESS FOR THE CREATION OF THE MASTER PLAN

WEBSITE INFORMATION

The following detailed information can be found online:

- ◆ Property Tax Information
- ◆ Escanaba GIS Information
- ◆ Webcast of Live Meetings
- ◆ City Council Meeting Agendas and Minutes
- ◆ City Newsletters
- ◆ News Releases
- ◆ City Codes and Charter
- ◆ City Department E-mail Access
- ◆ Budget Process Explanation
- ◆ 2015-16 City Budget
- ◆ 2010/11, 2011/12, 2012/13 and 2013/2014 Audits
- ◆ All Board, Commission and Committee Meeting Agendas and Minutes
- ◆ Calendar
- ◆ EVIP - 2015 Dollars and Sense

www.escanaba.org

INTRODUCTION

Imagine Escanaba in the year 2036 and how different it will be. Then ask yourself these questions, "What kind of City do we want the City of Escanaba to become by 2036 as residents? What do we have to do to become the City we envision? What steps will get us there?"

During 2016 the City of Escanaba will continue updating its Community Master Plan, along with other planning and development processes. Wide reaching representative community involvement is needed so that everyone is included in the various planning processes. It's our roadmap to the future!

As part of the planning process of designing and developing our community, a Public Participation Plan is also being developed. This Plan is an essential tool for outlining how Elected Officials, Appointed Officials, and Boards and Commissions engage the public throughout the planning and development process. The Plan also acts as a tool for accountability and transparency requiring a municipality to seek public input as well as record the results to the people.

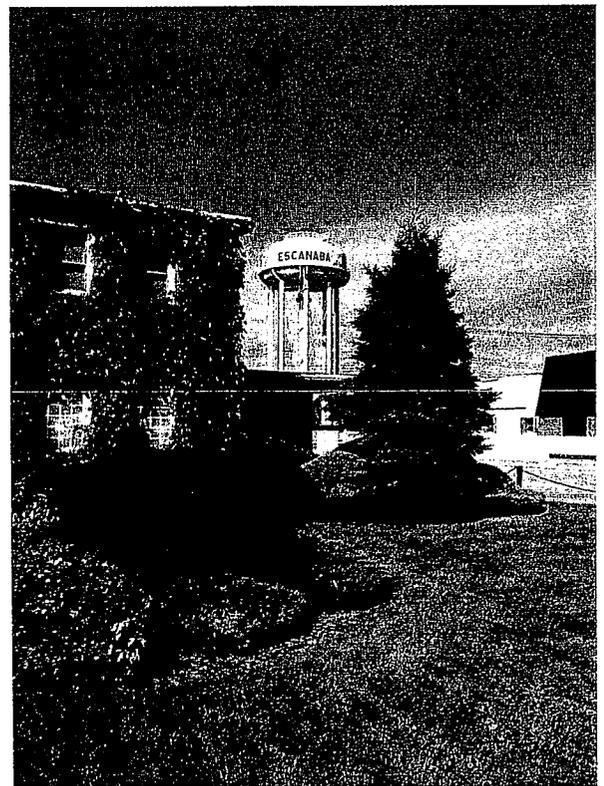
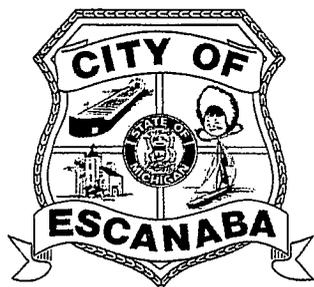


INTRODUCTION (Cont.)

In preparing a Community Master Plan, it is important to work with Citizens to identify the issues and challenges unique to the community. As part of the Community Public Participation Plan, we as a community, must evaluate our current strengths and needs followed by a vision for the future. The City of Escanaba's Public Participation Plan strategy is to encourage community members to take part in the planning process in an effort to gain support for the collective community vision and produce a plan that best reflects the overall vision of the community. In short, the Community Master Plan will express the City's vision short- and long-term, both to make this great city even better over the next 20 years.

PUBLIC PARTICIPATION GUIDING GOALS AND OBJECTIVES

- The City of Escanaba shall oversee all aspects of citizen/public participation in an open manner, by making the participation process accessible to anyone interested in taking part.
- The City of Escanaba shall seek out public participation in each phase of the master planning process.
- The City of Escanaba shall strive to have a diverse group of stakeholders in planning, land use, and development decisions.
- The City of Escanaba shall encourage the involvement of residents most affected by the proposed planning, land use, or development project(s).
- The City of Escanaba shall make all efforts to ensure involvement of citizens throughout all stages of the planning and review process.
- The City of Escanaba shall use all forms of communication possible for distributing information and receiving comments and feedback.
- The City of Escanaba shall support and encourage participation by making information available in a timely manner, allowing the citizens/public to take part in important decisions at various stages of the review and approval processes.
- The City of Escanaba shall record results of public participation, and report all results of records to the citizens/public.
- The City of Escanaba shall seek broad identification and representative involvement of all residents of the community. The diverse characteristics and needs of residents require different communication and outreach techniques.
- The City of Escanaba shall support and encourage continuous improvement in the methods used to meet the public need for information and involvement. Public information and involvement methods are continually evolving. The municipality is committed to seek new and innovative ways to engage and keep the public involved throughout the process.



PUBLIC PARTICIPATION HISTORY

Over the last decade, The City of Escanaba has had an extensive history with on-going public participation in all of their planning work. The public has been actively involved in such things as the City's Downtown Federal Historic Designation Report, the Northshore Master Plan, and the Downtown 2020 Vision Plan to name a few. The City realizes and understands public participation and support is critical in having a good Plan.

PUBLIC ACCESS TO INFORMATION

As required by law, the City of Escanaba will provide the public reasonable and timely access to information and records relating to the Community Master Plan, Public Participation Plan, and Amendments to any of the plans.

Interested stakeholders are encouraged to check the City's website at www.escanaba.org, or social media pages such as Facebook (<https://www.facebook.com/cityofescanaba>) in order to be kept informed of any meeting/hearing changes or cancellations. All meetings/hearings that take place in the Escanaba City Hall Council Chambers are live streamed through the City's website. In addition, all regularly scheduled Escanaba City Council meetings are televised on Charter Public Channel 191. Meeting/hearing agendas and packets are available ahead of time either on the City's website, or through City Clerk's Office. Meeting/hearing minutes are posted on the City's website following approval.

The Escanaba City Council and all other regularly scheduled Boards and Commissions meetings are streamed live. Meeting agendas and packets of the City Council, Planning Commission, and other Boards and Commissions shall be made available on the City's website in advance of the meeting.

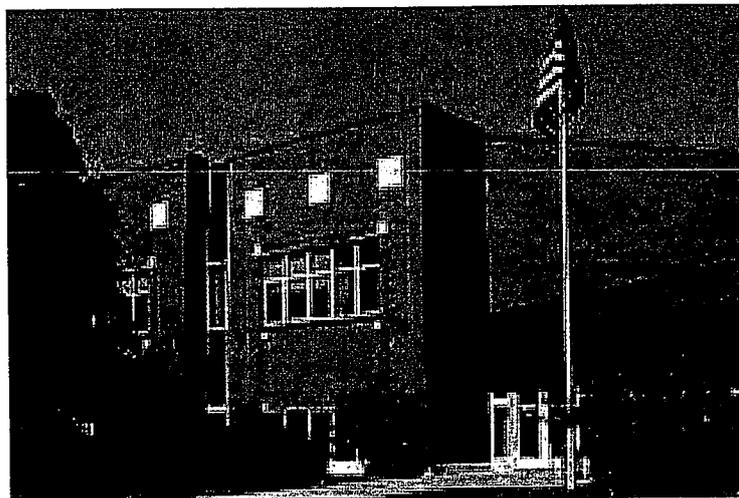
Copies of the documents will be available at the following locations:

- Escanaba City Hall - 410 Ludington Street, Escanaba, MI 49829
- Escanaba Library - 410 Ludington Street, Escanaba, MI 49829
- Catherine Bonifas Civic Center - 225 North 21st Street, Escanaba, MI 49829
- On The City's website - www.escanaba.org

Please Note: Documents will be made available in a format accessible to persons with disabilities upon request



<https://www.facebook.com/cityofescanaba>



KEY STAKEHOLDERS

- City Council
- City's Boards and Commissions
- City Residents
- Escanaba Area Public Schools
- Bay de Noc Community College
- Delta County Chamber of Commerce
- Central U.P. Planning and Development Regional Commission
- Delta County Economic Development Alliance
- Next Michigan Superior Trade Zone
- U.P. Economic Development Alliance
- Escanaba Downtown Development Authority
- Escanaba Downtown Partners in Business
- Commercial Business Owners
- Commercial Brokers and Real Estate Professionals
- Potential Investors and Developers
- Senior Citizens
- Public Employees
- Major Local Employers
- Civic and Social Organizations
- Students and Student Groups
- Environmental Groups
- Delta Area Transport Authority
- Relevant State Agencies
- Neighborhood Groups
- Religious Groups
- William Bonifas Fine Arts Center
- Any Other Relevant Stakeholders

PUBLIC INVOLVEMENT STRATEGIES

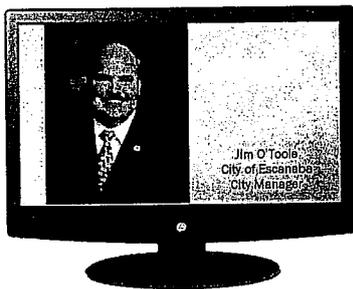
The following traditional public involvement strategies will be used by the City of Escanaba as part of public outreach:

- Public Meetings
- Community Town Hall Meetings
- Community Task Force Meetings
- Newspaper Postings
- Person to Person Communications
- Website Posting and Apps
- Public Announcements
- Utility Bill Notices
- City Cable Television Notices
- Surveys and Public Event Outreach

In addition to the traditional methods used by the City of Escanaba to get citizens involved in the decision making process that will shape the future of the community, the following non-traditional methods will also be used to reach out to the citizens of the community:

Java with Jim

Each month the City Manager will conduct an informal public gathering at a local restaurant. The program is called "Java with Jim", and is scheduled for every third Wednesday of each month from 8:30 a.m. to 9:30 a.m.



Manager's Call

On the first and third Thursday of each month at 6:00 p.m. the City Manager will conduct "Manager's Call", which is broadcast live on the City cable television channel (Charter Community Channel 191) and webcast live through the City website located at www.escanaba.org. The purpose of this program is to disseminate information to the citizens of Escanaba concerning the day-to-day activities in the city, as well as update on upcoming meetings, programs, events, and celebrations.

PUBLIC INVOLVEMENT STRATEGIES (Cont.)

Radio Shows

On the first and third Friday of each month, in the morning, the City Manager will be a guest on two (2) local radio station talk shows to talk about "All Things City".



Joint Governmental Roundtable Meeting

On the second Wednesday of each month, the City Manager along with representatives from the various local units of the government, schools, and federal agencies in Delta County will meet at 12:00 p.m. The purpose of these informal sessions is designed so that all local units of government schools, and other public agencies can collaborate on items, situations, and projects of a community wide interest. Another purpose of this regularly scheduled meeting is to review forth-coming programs of various entities, receive progress reports on current programs and initiatives, and receive other similar information from various community leaders and citizens.

Social Media

These social media sites will be routinely used to update the citizens of the community as part of the public involvement strategy:

- Facebook (<https://www.facebook.com/cityofescanaba/>)
- Twitter (<https://twitter.com/cityofescanaba>)
- The City of Escanaba's Website (www.escanaba.org)

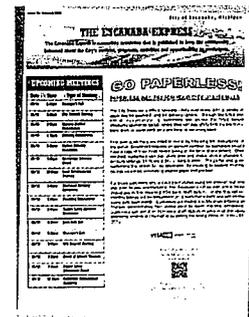


Internet Access

The City of Escanaba webpage (www.escanaba.org) will be continually updated throughout the planning process. All documents distributed at meetings and community events will be included on the webpage, including such items as draft maps, the planning process, schedules, frequently asked questions, related links and an interactive page where the public would have an opportunity to provide comments and make suggestions.

Monthly Newsletter

The City of Escanaba issues a monthly newsletter which contains information about upcoming community meetings, and other public involvement / informational opportunities and schedules.



PUBLIC INVOLVEMENT STRATEGIES (Cont.)

Cottage Meetings

The City of Escanaba will also encourage cottage meetings to give the public an opportunity to gather in a comfortable space in the community to share information about the community.

By implementing these programs the overall quality of our plan and the development of our community should result in a partnership which defines the values of the community and a spirit to work together to accomplish our goals.

GOVERNING LOCAL AND STATE REGULATIONS

The City of Escanaba follows the Local and State regulations listed below. This includes a list for the public review process, public participation, and public meetings/hearings.

- Home Rule City Act (P.A. 279 of 1909 as amended)
- The Plant Rehabilitation and Industrial Development Districts Act
(known as the Industrial Facilities Exemption) (P.A. 198 of 1974 as amended)
- Michigan Zoning Enabling Act (P.A. 110 of 2006 as amended)
- Downtown Development Authority Act (P.A. 197 of 1975 as amended)
- The Michigan Open Meeting Act (P.A. 267 of 1976 as amended)
- Brownfield Redevelopment Financing Act (P.A. 381 of 1996 as amended)
- The New Personal Property Exception Act (P.A. 328 of 1998 as amended)
- The Corridor Improvement Act (P.A. 280 of 2005 as amended)
- The Michigan Planning Enabling Act (P.A. 33 of 2008 as amended)
- The City of Escanaba's City Charter (Adopted August 29, 1921 as amended)
- The City of Escanaba's Code of Ordinances (Adopted August 29, 1921 as amended)
- Any Other Local and State Legislations



DEVELOPMENT REVIEW BODIES / PUBLIC MEETINGS AND HEARING

Escanaba City Council

The City Council is comprised of five elected at large citizens to serve four-year terms. City Council elections are held on the first Tuesday following the first Monday in November each odd-numbered year. Candidates must be U.S. citizens and a City of Escanaba resident. They are nominated at large by petitions, signed by not less than 50 qualified electors, and shall be filed with the City Clerk. The Council constitutes the legislative and governing body of the City, possessing all powers and authority to pass ordinances and adopt resolutions as they shall deem proper in order to exercise any or all powers held by the City.

After receiving a recommendation on the Master Plan by the Planning Commission, the Master Plan shall be forwarded to the City Council at the next regular meeting to be introduced and set for public hearing. Furthermore, the City Council shall, on receipt of the report of the Planning Commission, set a date for a public hearing for consideration of any proposed Zoning Code amendment, supplement or change (rezoning). The City Council shall hold public hearings as required for the review of business tax or financial assistance applications, following the notice requirements set in the local and state legislation.

Meeting Dates for 2016: Jan. 7 & 21, Feb. 4 & 18, March 3 & 17, April 7 & 21, May 5 & 19, June 2 & 16, July 7 & 21, Aug. 4 & 18, Sept. 1 & 15, Oct. 6 & 20, Nov. 3 & 17, Dec. 1 & 15

The City of Escanaba Planning Commission

It has been the ongoing practice of the Planning Commission to hold public hearings for all land use and development applications (site plan, special use permit, rezoning, Master Plan updates, etc.) that come before them, as required by the Escanaba Zoning Ordinance, and other applicable regulations. Another primary objective is to develop and oversee a master plan for the physical development of the City. The Commission recommends action to the City Council on preliminary plat applications, reviews and makes recommendations concerning proposed, rezoning, or amendments to the Zoning Ordinance. Nine members are appointed for three-year terms.

The Planning Commission and City Staff schedules and publishes the notification of a public hearing before the Planning Commission in a newspaper of general distribution in the City not less than 15 days prior to the hearing on a site plan application as mandated by the commission's bylaws and the City of Escanaba Zoning Ordinance. Additionally, land use and development application notifications shall be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

The Planning Commission meeting agenda and meeting packet shall be made available on the City's website (www.escanaba.org), and on the City's Facebook Page (<https://www.facebook.com/cityofescanaba>) in advance of the meeting, usually the Friday the week before the scheduled meeting.

Meeting Dates for 2016: Jan. 14, Feb. 11, March 10, April 14, May 12, June 9, July 14, Aug. 11, Sept. 8, Oct. 13, Nov. 10, Dec. 8

DEVELOPMENT REVIEW BODIES / PUBLIC MEETINGS AND HEARING (Cont.)

The City of Escanaba Planning Commission (Cont.)

Annually, at the regularly scheduled January meeting of the Planning Commission, the Administration will update the Planning Commission on planning issues and matters brought before the Planning Commission in the previous calendar year. Additionally, on an annual basis, at the second regularly scheduled January meeting of the City Council, the Planning Commission Chairperson will present the Planning Commission Year-End Report for review and consideration. This year-end report can be access on the City of Escanaba Website by clicking the following link - [Planning Commission Year-End Report](#).

OTHER BOARDS AND COMMISSIONS

The City encourages participation in local government planning and policy decisions. Therefore, all citizens are invited to apply for appointments to City Boards and Commissions. Through these opportunities, civic minded citizens become involved in their local government, these groups provide recommendations to the City Council on a variety of topics and issues. The members of the Boards and Commissions help to analyze options and influence important decisions on behalf of the community. As a result, the City benefits from the vast knowledge, experience and expertise of its citizens.

In general, depending on the nature and location of the project, many of the Boards and Commissions may review a proposed plan or specific aspect of a land use project. These Boards and Commissions function in two distinct capacities in the public policy process in the City of Escanaba - advisory and administrative. Some will serve in both capacities.

Each advisory Board or Commission makes recommendations to the City Council based on the scope of its particular service area. Typically, advisory Boards and Commissions have a work agenda in place for a calendar year during which it undertakes projects, deliberates on issues, and hosts special events. The City Council is responsible for making the final decisions on most issues or topics, but it will look to these groups for advice, background information, and analysis. As the elected body, the City Council has discretion to accept advice in full, in part, or not at all. Certain Boards and Commissions have an additional administrative role. This means that they are permitted or required by charter, statute or ordinance to conduct formal reviews and issue administrative decisions. These decisions are then sent to the City Council as official recommendations.

Board and Commission Member positions are all voluntary and are appointed by the Mayor, with the consensus of City Council. Once appointed, the time commitment for each Board and Commission varies, some meet on a regular schedule, others on an as needed basis. Preparation for some meetings may require additional time obligations. Once committed, attendance at all regularly scheduled meetings is critical.



OTHER BOARDS AND COMMISSIONS (Cont.)

How to Apply for Boards and Commissions

1. Review the list of preferences and areas of interest and determine your top choices. Every effort will be made to accommodate your first preference, but vacancies vary and demand for some boards may be higher than others.
2. Complete the required Boards and Commissions Application Form online or mail/fax it, along with your resume to: Office of the City Clerk, P. O. Box 948, 410 Ludington Street, Escanaba, MI 49829 or fax (906) 786-4755 or e-mail to clerk@escanaba.org.
3. As vacancies occur, applications are reviewed.
4. All members of Boards and Commissions must be residents of the City of Escanaba, unless directed by the Escanaba City Council to waive the requirement or as specified in the bylaws of the Board or Commission or as mandated by State Law. Members may not serve more than two full, consecutive terms and are expected to attend all regular and special meetings.
5. Applications will remain on file for one calendar year. A new application is required each year.
6. The Application may be access on the City of Escanaba Website by clicking the following link - [Board and Commissions Application](#).

Board of Appeals

The Board of Appeals has the power to hear and decide appeals on matters where the Zoning Ordinance provides for review of an administrative interpretation, exception, or special approval permit. The Board can also authorize a variance from the strict application of the Zoning Ordinance. Six members are appointed for three-year terms.

Meetings: Are called when needed.

Board of Equalization and Review

The Board of Equalization and Review hears appeals from all property owners who feel their property has been inaccurately assessed and has the power to make appropriate corrections in the tax roll. Consists of the Mayor and four members, two-thirds (2/3) which shall be tax-paying electors of the City. Board Members have indefinite terms and are reappointed every two years.

Meeting Date for 2016: March 8

Brownfield Redevelopment Authority

The Brownfield Redevelopment Authority facilitates the implementation of brownfield plans relating to the designation and treatment of brownfield redevelopment zones and to promote the revitalization of environmentally distressed areas in the community served by the City of Escanaba pursuant to Act 381. Five members are appointed for three-year terms.

Meetings: Are called when needed.



OTHER BOARDS AND COMMISSIONS (Cont.)

Citizens' Environmental Advisory Committee

The Citizens' Environmental Advisory Committee accumulates and coordinates citizen concerns as they pertain to environmental impacts within the City of Escanaba. Five members are appointed for three-year terms.

Meetings: Are called when needed.

Downtown Development Authority (DDA)

The Downtown Development Authority (DDA) established under P. A. 197, 1975, is made up of the Mayor and 7 members to be appointed by the Mayor with Council concurrence. Not less than a majority of the members shall be persons having an interest in property located in the downtown district. Not less than one of the members shall be a resident of the downtown district, as the Escanaba area has over 100 people residing within the area. The establishment of the DDA is to correct and prevent deterioration in the business district, as described in P. A. No. 197, 1975. The Mayor and City Manager will serve for an indefinite period. The seven members meeting the criteria set forth serve for a four-year period.

Meeting Dates for 2016: Jan. 6, Feb. 3, March 2, April 6, May 4, June 1, July 6, Aug. 3, Sept. 7, Oct. 5, Nov. 2, Dec. 7

Electrical Advisory Committee

The Electrical Advisory Committee was created to provide continuous information and recommendations to the Escanaba City Council on current electrical trends, operations, and needs in our community. Seven members are appointed for three-year terms.

Meeting Dates for 2016: Jan. 13, Feb. 10, March 9, April 13, May 11, June 8, July 13, Aug. 10, Sept. 14, Oct. 12, Nov. 9, Dec. 14

Harbor Advisory Committee

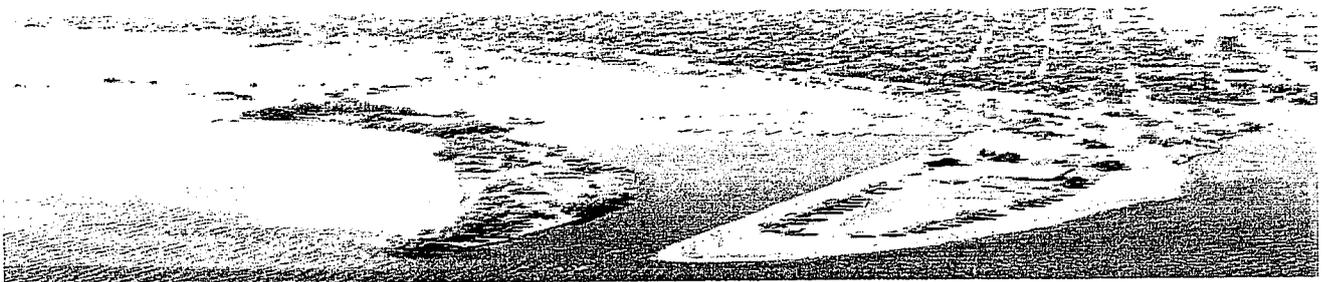
The Harbor Advisory Committee was created for the purpose to advise Administration concerning the operation and development of the Municipal Marina. Five members are appointed for three-year terms.

Meeting Dates for 2016: Jan. 12, Feb. 9, March 1, April 12, May 10, June 14, July 12, Aug. 9, Sept. 13, Oct. 11, Nov. 1, Dec. 13

Historical District Commission

The Historical District Commission was created to regulate the construction, addition, alteration, repair, moving, excavation and demolition of potentially historic resources in historic district within the City limits. Seven members are appointed for three-year terms.

Meeting Dates for 2016: Jan. 18, Feb. 8, March 21, April 18, May 16, June 20, July 18, Aug. 15, Sept. 19, Oct. 17, Nov. 21, Dec. 19



OTHER BOARDS AND COMMISSIONS (Cont.)

Loan Administration Board (LAB)

The Loan Administration Board (LAB) is the City's approval body for economic development loans. Loan requests that meet federal, state, and local requirements are presented to the Loan Administration Board for approval, modification, or denial. Five members are appointed for six-year terms.

Meeting Dates for 2016: Jan. 21, April 21, July 21, Oct. 20

Recreation Advisory Board

The Recreation Advisory Board advises the City Council and Administration about all phases of recreation in the City, including current operations, long-term planning, and expenditures. Five members are appointed for three-year terms.

Meeting Dates for 2016: Jan. 12, Feb. 9, March 1, April 12, May 10, June 14, July 12, Aug. 9, Sept. 13, Oct. 11, Nov. 1, Dec. 13

Traffic Safety Advisory Committee

The Traffic Safety Advisory Committee serves the City Council and Administration in an advisory capacity, particularly for concerns related to vehicular traffic in the City. This includes traffic flow, parking restrictions, street cuts, and sidewalk planning. Five members serve three-year terms.

Meeting Dates for 2016: Feb. 16, April 19, June 21, Aug. 16, Oct. 18, Dec. 20

PUBLIC ACCESS TO CITY MEETINGS

(Number indicates how many times the specific Board or Committee met)

	2013	2014	2015
Regular City Council	24	24	24
Special / Joint City Council	27	25	23
Regular Planning Commission	8	9	11
Special / Joint Planning Commission	2	2	2
Regular Recreation Advisory Committee	6	6	6
Special / Joint Recreation Advisory Committee	1	0	3
Regular Electrical Advisory Committee	0	0	0
Special / Joint Electrical Advisory Committee	13	12	11
Regular Citizen's Environmental Advisory Committee	0	0	0
Special / Joint Citizen's Environmental Advisory Committee	0	0	2
Regular Downtown Development Authority	12	11	12
Special / Joint Downtown Development Authority	4	3	2
Regular Loan Administration Board	2	3	1
Special / Joint Loan Administration Board	1	0	3
Regular Board of Appeals	0	1	0
Special / Joint Board Appeals	0	0	4

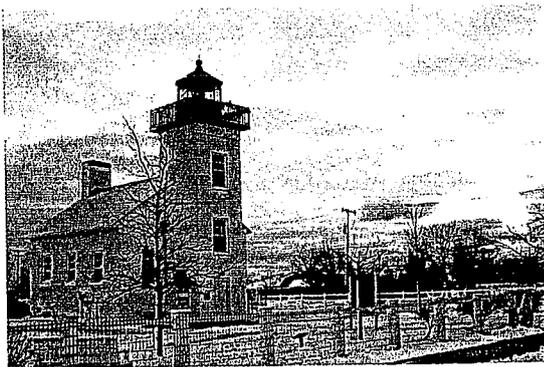
OTHER BOARDS AND COMMISSIONS (Cont.)

PUBLIC ACCESS TO CITY MEETINGS (Cont.)			
(Number indicates how many times the specific Board or Committee met)			
	2013	2014	2015
Regular Traffic Safety Advisory	2	3	0
Special / Joint Traffic Safety Advisory	0	1	2
Regular Harbor Advisory Committee	5	6	4
Special / Joint Harbor Advisory Committee	0	0	2
Regular Public Safety Retirement Board	11	9	7
Special / Joint Public Safety Retirement Board	0	0	2
Regular Board of Equalization and Review	6	5	5
Special / Joint Board of Equalization and Review	0	0	2
Regular Board of Library Trustees	10	10	8
Special / Joint Board of Library Trustees	0	0	2
Regular Brownfield Redevelopment Authority	2	3	0
Special / Joint Brownfield Redevelopment Authority	1	0	2
Regular Historic District Commission	2	6	3
Special / Joint Historic District Commission	1	2	4
Regular Liquor Review Board	2	1	0
Special / Joint Liquor License Review Board	0	0	2

PERTINENT STATE REGULATIONS

Michigan Open Meetings Act

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the City of Escanaba will hold meetings in the City Hall located at 410 Ludington Street, which is accessible to the general public. The public will be notified within 10 days of the first meeting of the public body in each calendar or fiscal year; the body will publicly post a list stating the dates, times, and places of all its regular meeting at its principle office. If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times, and places of regular meetings. For special and irregular meetings, public bodies will post a notice indicating the date, time, and place at least 18 hours before the meeting. Note: A regular meeting of a public body which is



recessed for more than 36 hours, can only be convened if a notice is posted 18 hours in advance. Public bodies will hold emergency sessions without a written notice or time constraints if the public health, safety, or welfare is severely threatened and if two-thirds of the body's members vote to hold the emergency meeting. Any citizen can request that public bodies put them on a mailing list so that they are notified in advance of all meetings by contacting the City Clerk's Office at P.O. Box 948, 410 Ludington Street, Escanaba, MI 49829, by phone (906) 786-9402, or e-mail to clerk@escanaba.org.

PERTINENT STATE REGULATIONS (Cont.)

Michigan Planning Enabling Act

In Michigan, the Michigan Planning Enabling Act determines the rules and regulations local governments must follow when preparing the Master Plan. In accordance with the Michigan Planning Enabling Act (PA 33 of 2008) the following parties will be notified via first class mail, personal delivery, or electronic mail by the Planning Commission of the intent to plan and request the recipient's cooperation and comment:

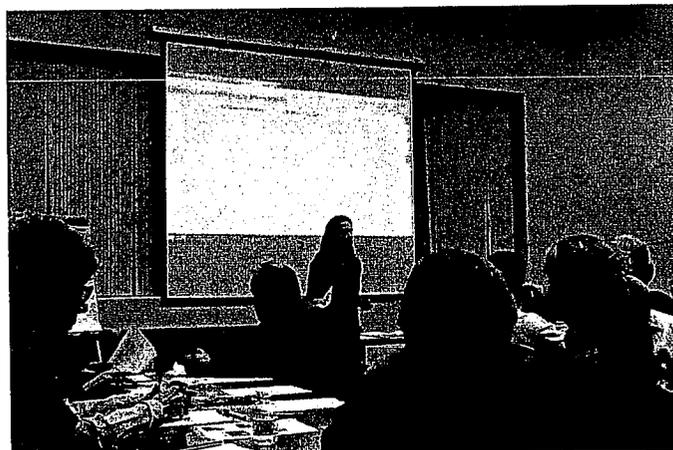
- The county in which the municipality is located.
- The regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that municipality is located. If there is a county planning commission, the municipal planning commission may consult with the regional planning commission but is not required to do so.
- The county planning commission, or if there is no county planning commission, the county board of commissioners for the county in which that municipality is located.
- Each public utility company, railroad company, and public transportation agency owning and operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for the purpose with the planning commission.
- If the master plan will include a master street plan, the county road commission and the state transportation department.

MASTER PLAN ADOPTION PROCESS

The City of Escanaba will follow, at a minimum, the provisions of Michigan Public Act 33 of 2008, as amended (the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.) for the adoption of a new Master Plan or of an update to the existing Master Plan.

The Planning Commission will send a notice to all stakeholders as listed in the State enabling legislation; the notice will explain that the Planning Commission intends to prepare a plan and request cooperation and comment on the plan now and when the plan is drafted.

The Planning Commission and the City will then begin work on drafting or updating the plan. They shall involve the public through many of the methods listed in the section 'Public Involvement Strategies,' including, but not limited to, steering committees, open houses, community meetings, community walks and tours, website updates, social media, and surveys. The City shall encourage the involvement and participation of all stakeholders, including any marginalized groups that may be typically less involved in the planning process. Stakeholder involvement is encouraged from the beginning and the results of such public participation are made available to the community and participants and incorporated as much as is reasonably possible in the drafted plan or plan amendment.



MASTER PLAN ADOPTION PROCESS (Cont.)

In preparation, studies of existing conditions and probable growth should be done for the basis of the plan. The Planning Commission may make use of expert advice and information from Federal, State, County, and Municipal officials, departments, and agencies having information, maps, and data pertinent to the City. The City may consult with representatives of adjacent local units of government with respect to their planning so that conflicts in master plans and zoning may be avoided. The City may cooperate with all departments of the State and Federal governments, public transportation agencies, and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

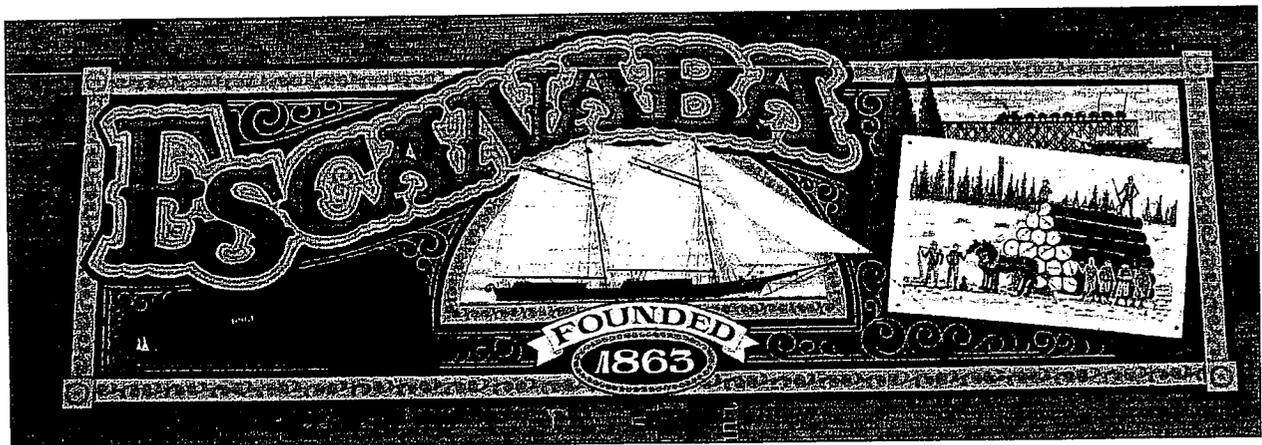
The City shall encourage and track the public participation through a variety of means, including minutes, public recording of meetings, comment cards, sign-up sheets, and input received verbally, through written correspondence or through website comments, and other means as appropriate.

The Planning Commission will act to submit the proposed plan to the City Council for review and comment. The process of adopting the Comprehensive Plan shall not proceed further unless the City Council approves the distribution of the proposed plan.

The City Council shall act on the proposed plan during a public meeting held in accordance with the Open Meetings Act. The City Council shall decide on the approval of the distribution of the proposed plan to local governments and agencies for review and comments.

If the City Council approves the distribution of the proposed plan, it shall notify the Planning Commission, in the manner provided by the State enabling law a copy of the proposed plan, for review and comment, to all of the units listed in the State enabling law. These entities may submit comments on the proposed plan to the Planning Commission within 63 days after the proposed plan was submitted to that entity.

Before approving the proposed Master Plan, the Planning Commission shall hold not less than one public hearing on the proposed plan. The hearing shall be held after the expiration of the deadline for comment. The Planning Commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within Escanaba. The Planning Commission shall also submit notice of the public hearing to the entities that received initial communication.



MASTER PLAN ADOPTION PROCESS (Cont.)

The proposed plan must be approved by resolution of the Planning Commission carried by the affirmative votes of not less than 2/3 of the members. A statement recording the Planning Commission's approval of the plan, signed by the chairperson or secretary of the Planning Commission, shall be included on the inside of the front or back cover of the Master Plan. Following approval of the proposed Master Plan, the secretary of the Planning Commission shall submit a copy of the plan to the City Council.

Approval of the proposed plan by the Planning Commission is the final step for adoption of the plan, unless the City Council by resolution has asserted the right to approve or reject the plan. In that case, after approval of the proposed plan by the Planning Commission, the City Council shall approve or reject the proposed plan. A statement recording the City Council's approval of the Master Plan, signed by the City Clerk, shall be included on the inside of the front or back cover of the Master Plan if the City Council takes action on the Plan. After the adoption of the Master Plan, the City of Escanaba may publish and distribute copies of the Master Plan, any supporting reports, and employ means of publicity and education.

UPDATE TO THE ZONING CODE

The City Council may of its own motion, or shall upon petition signed by the owners of a majority of the property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or district regulations. In most cases, applications are due 21 days before the next meeting of the Planning Commission in order to meet the public hearing notice requirements.

The ordinance shall be introduced by City Council and then referred to the Planning Commission for review and recommendation. It may be necessary for the Planning Commission and/or the City Council to defer action on the application to one or more subsequent meetings to gather further information or to accommodate additional review and debate. The owner, applicant, or their representative will be advised in advance of any change in the review schedule. If the application involves property which falls within a wetland, historic district, floodplain, or downtown boundaries, review by one or more other boards or commissions will likely be required and may affect the overall review schedule.

Prior to submitting its recommendation to the City Council, the Planning Commission will hold a public hearing. The City Council will, on receipt of the report of the Planning Commission, set a date for a second public hearing for consideration of the proposed amendment, supplement or change. After the public hearing, the City Council may act upon the adoption thereof, with or without amendment. Whenever a written protest against such proposed amendment, supplement or change, signed by the owners of 20 percent or more of the area of land proposed to be altered or by the owners of 20 percent of the area of land within 100 feet of any part of the boundary of the land proposed to be altered, excluding any publicly-owned land from either calculation, shall be filed with the City Council, the rezoning ordinance shall not be passed except by at least a two-thirds vote of all members of the City Council.

The ordinance will be noticed in a newspaper of general distribution in the City at least 15 days prior to the hearing. The notification will also be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

UPDATE TO THE ZONING CODE (Cont.)

Following adoption of the ordinance to amend, supplement or change the district boundaries or the district regulations, the ordinance will be filed with the City Clerk, and a notice of the ordinance adoption will be published in a newspaper of general circulation in the City of Escanaba within 15 days after adoption. The ordinance will take effect upon the expiration of seven days after its publication, unless a later effective date is specified by the City Council, or unless a notice of intent to file a petition seeking to submit the ordinance to the electors of the City for action is filed with the City Clerk within seven days after publication of the zoning ordinance.

Copies of the proposed plan will be made available for viewing at the City of Escanaba Library, the City Manager's Office, City Clerk's Office and on the City's website (www.escanaba.org), at the time the public hearing notice is published. Any duplication costs will be incurred by the person requesting such duplication.

After the notice of this hearing has been published, written comments on the Plan may be forwarded to the City Manager's Office. Written comments will be accepted up to one week prior of the public hearing and will be address at the hearing.

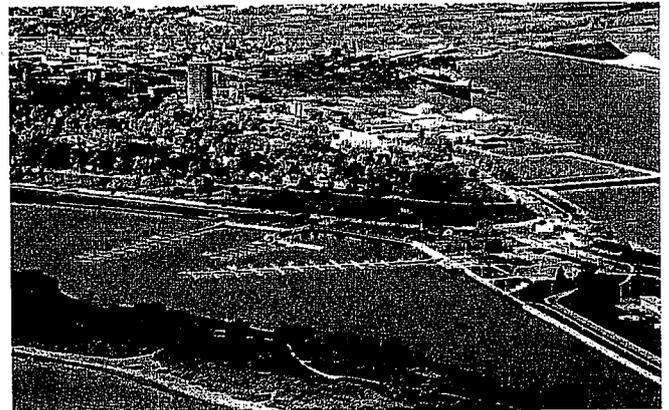
Any proposed revisions after the Plan has been presented to the Planning Commission hearing or at the first City Council hearing will be held in the meeting minutes and posted on the internet site prior to the final public hearing.

CONCLUSION

The City of Escanaba strives to follow a transparent planning and development review process and share relevant information with community members and any other stakeholders, including the following:

- Published meeting schedules, minutes, and agendas are posted on the City's website.
- Meeting agenda packets are mailed to applicants, in the case of public hearing notices.
- Public hearing notices are sent to applicants and affected stakeholders.
- The City's website includes a variety of topics and information pertaining to the development review process, including the City Charter, the City Code of Ordinances, resolutions, strategies and planning documents, applications and fee information, maps, and much more.
- Individual webpages will be created for significant projects; these webpages will include related information and documents about the proposed projects.

In conclusion, the Public Participation Plan effort is intended to provide opportunities for the citizens of the City of Escanaba to participate meaningfully in the development of the updated Community Master Plan as well as other community driven initiatives. As the process unfolds, the process will be reviewed periodically and revisions may be made to assure that this intent is realized.

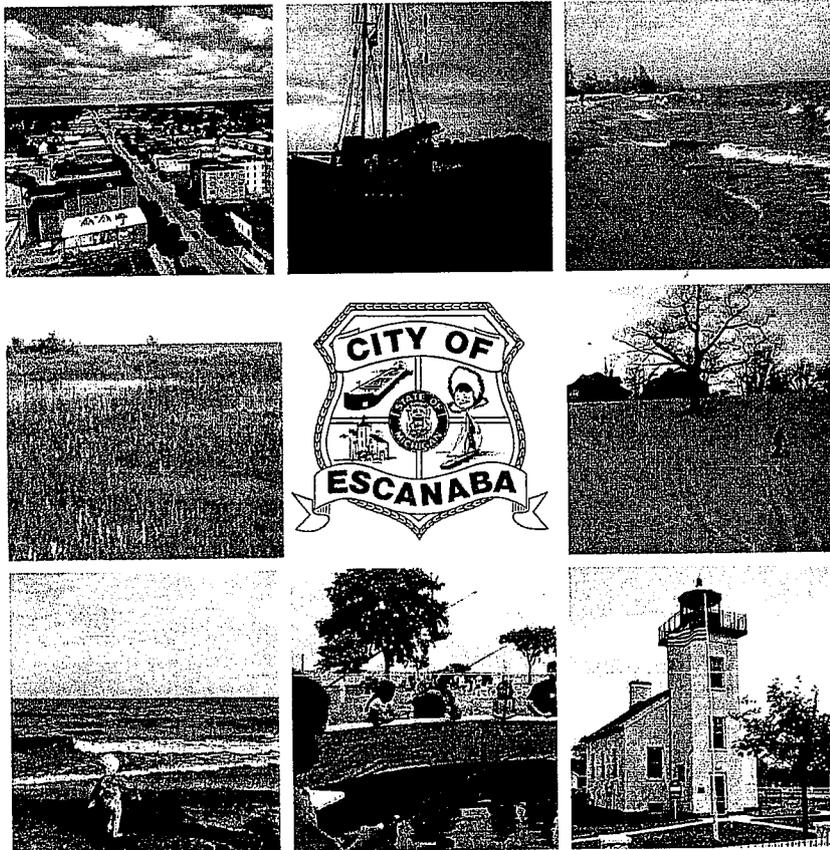


PUBLIC FEEDBACK

In order to serve the citizens of the City of Escanaba better, we require feedback/input regarding how the City's citizens would like us to communicate information, this information will also be used to help develop the Public Involvement Strategies for the upcoming Master Plan.

This program will be updated as conditions change or additional resources to support outreach activities become available. The City of Escanaba is committed to providing feedback to our citizens by using such tools as personal e-mail, telephone calls, exit surveys and such. To provide feedback on any City program or planning initiative, citizens are encouraged to complete an Internal Public Participation Evaluation form or Community Event Satisfaction Survey form located on our website, or by clicking the links.

City of Escanaba 2016 Master Plan



Zimbra

jotoole@escanaba.org

Fwd: Revised and Edited Public Participation Survey

From : Jim O'Toole - City Manager <jotoole@escanaba.org> Fri, Feb 05, 2016 07:45 AM
Subject : Fwd: Revised and Edited Public Participation Survey
To : Jim O'Toole - City Manager <jotoole@escanaba.org>

From: "Michelle Parkkonen (MEDC)"
To: "Lisa Glish" <lglisch@escanaba.org>, "Jim O'Toole - City Manager" <jotoole@escanaba.org>
Cc: "DDA Edward" <edwarddda@att.net>, "Blaine Degrave" <bdegrave@escanaba.org>
Sent: Thursday, February 4, 2016 4:18:02 PM
Subject: Revised and Edited Public Participation Survey

Good afternoon all,
Thanks for the opportunity to review the plan after the updates, I don't have any additional comments.

Great job with the public participation plan...we'll be using this as an example to share with other communities!

Michelle Parkkonen
RRC Planner, Redevelopment Ready Communities®
Collaborative Community Development
Michigan Economic Development Corporation
300 N. Washington Square | Lansing, MI 48913
Mobile: 517.599.8796
parkkonenm@michigan.org

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City Manager Jim O'Toole stated the Planning Commission 2015 year-end report details (attached). Chairman Connor will present the year-end report to the City Council on January 21, 2016.

A motion was made by Secretary Webber, seconded by Commissioner Black, to approve the 2015 Planning Commission Year End report as submitted. Ayes were unanimous.

2. Community Visioning Session – Community Master Plan Update

City Manager Jim O'Toole stated the Community Participation Plan details (attached). This public participation plan is a plan in writing on what the City is doing and how the City will accomplish their goals. The State of Michigan reviewed the participation plan with positive feedback, such as the City's plan being used as an example. Mr. O'Toole stated this report will be updated annually.

3. Project Updates:

- A. Zoning Board of Appeals Hearings/Decisions – No new updates.
- B. Delta County Planning Commission Update – No new updates.
- C. Zoning/Land Use Permit Update – No new updates.
- D. Various – No new updates.

GENERAL PUBLIC COMMENT

Blaine DeGrave commented on his property located at 1900 South Lincoln Road, which is currently zoned as residential property, if it can be re-zoned as commercial property. Mr. O'Toole stated Mr. DeGrave needs to submit in writing his request for a zoning amendment.

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

None.

ADJOURNMENT

A motion was made by Commissioner Warstler, seconded by Secretary Webber, to adjourn the meeting. The meeting adjourned at 8:23 p.m. Ayes were unanimous.

Patrick Connor, Vice Chairperson
Escanaba Planning Commission

James V. O'Toole, City Manager
City of Escanaba

Roy Webber, Secretary
Escanaba Planning Commission

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

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

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

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

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

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

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

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

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

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

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

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

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

planning and development process such as updating the Community Master Plan. Attached is a copy of the draft Community Participation Plan.

A motion was made by Commissioner Hellerman, seconded by Vice-Chairperson Smyth, to recommend the City Council adopt the Community Participation Plan as submitted. Ayes were unanimous.

3. Update – Community Master Plan:

City Manager Jim O’Toole stated the Master Plan process. CUPPAD Community Planner Anne Milne is compiling all the information with only a few components that have to be addressed, such as future land use, maps, and implementation strategies.

CUPPAD Community Planner Anne Milne stated the draft Community Master Plan background information has been updated. Anne Milne stated the Master Plan Survey, the Master Plan workshop, and public engagement meeting information is posted on the City of Escanaba website. She has received feedback from the community. Anne Milne questioned the Board on their feedback regarding the draft Community Master Plan as presented.

Commissioner Williams stated it is a good Community Master Plan, she would like to share the draft to get additional feedback, and she would like to share the survey information with Bay College for future planning perspective purposes.

Anne Milne stated she received over 500 survey responses about the drug/crime concerns. She received interest in walk-ability, activity, and recreation. She will continue to apply the responses and make improvements/amendments to the Community Master Plan.

Chairperson Connor stated this is a good plan.

4. Project Updates:

- A. Zoning Board of Appeals Hearings/Decisions – No meeting held in January.
- B. Delta County Planning Commission Update – Commissioner Williams stated there was a meeting held on February 1st with one (1) request presented to approve an application for for a conditional use permit, which the Board did approve.
- C. Zoning/Land Use Permit Update – See below.

ZONING PERMITS REPORT
January 1, 2016 thru February 11, 2016

1	NEW RESIDENTIAL HOME	\$125,000
0	RESIDENTIAL REMODELS	\$0
0	NEW COMMERCIAL	\$0
1	COMMERCIAL REMODELS	\$1,200
0	CHANGE OF USE	\$0
0	HOME OCCUPATION	\$0
0	LAND USE PERMIT	\$0
0	DEMOLITION PERMIT	\$0
2	TOTAL	\$126,200

NB# 2
CC 3-3-16.

MEMORANDUM

To: Jim O'Toole

From: Mike Furmanski MF

Date: 23FEB16

Re: Tree Trimming Bid Recommendation

On February 16, 2016, the Electric Department received bids for tree trimming near our power lines in various locations on our system. The bid request included some defined areas that were to be bid on a lump-sum basis and hourly rates for various crew sizes. Bids were sent to 4 tree trimming contractors and 1 bid was received. The Bidder that submitted a bid is qualified to do this type of work.

The lump-sum bid and hourly rates submitted by the bidding contractor were as follows:

Bidder	Bugle Contracting
Defined locations	\$11,064
Hourly - 2 man crew	\$96
Hourly - 3 man crew	\$131
Hourly - 4 man crew	\$166

I am recommending accepting the bid from Bugle Contracting of Cornell, MI for a not to exceed amount of \$25,000. There is \$25,000 in the current budget for a tree trimming contractor.

1/27/2016

Official Bidder's Proposal

Date 2-15-16

City of Escanaba
Escanaba, MI 49829

We, the undersigned, agree to furnish all labor, materials, and construction equipment necessary for completion of contracted Work in accordance with the attached minimum specifications, which are part of this proposal, at the following price(s):

Hourly Rates for Trimming

Two (2) man crew with 55' working height bucket truck, chipper, pickup truck, and all necessary equipment on the job, including, but not limited to: signage, ropes, climbing equipment, saws, fuels, lube, etc.

\$ 96.00 / hour

Three (3) man crew with 55' working height bucket truck, chipper, pickup truck, and all necessary equipment on the job, including, but not limited to: signage, ropes, climbing equipment, saws, fuels, lube, etc.

\$ 131.00 / hour

Four (4) man crew with 55' working height bucket truck, chipper, pickup truck, and all necessary equipment on the job, including, but not limited to: signage, ropes, climbing equipment, saws, fuels, lube, etc.

\$ 166.00 / hour

Total Cost for Specific Locations

Additionally, provide total prices to complete trimming of primary and secondary lines to specifications for the areas listed below:

Portage Point Rd. (including service crossings)

\$ 4520.00

10th Ave S. from S. 15th St to S. 19th St

\$ 1636.00

S 15th St between 8th & 9th Ave S. (north/south alley)

\$ 868.00

M-35/12th Rd intersection to end of service at 5303 12th Rd.

\$ 2020.00

Lakeshore Drive from 7th Ave S. to 11th Ave S.

\$ 2020.00

Soonest Available Start Date: 2-22-16

CERTIFIED CHECK, CASHIER'S CHECK, OR BIDDER'S BOND ENCLOSED IN THE AMOUNT OF:

\$ 1000.00

(Must be included to qualify)

1/26/2016

SUBMITTED BY:

FIRM: Bugle Contracting

ADDRESS: 11880 County 426 E Road
Cornell MI 49818

NAME (PRINT): Ronald Sawille

SIGNED: Ronald Sawille

TITLE: Supervisor

NB #3

CC 3-3-16

Memo

To: Jim O'Toole, City Manager

From: Jeff Lampi, W / WWTP Supt.

CC: Bill Farrell, City Engineer

Date: 2/25/16

Re: GIS of Water System in conjunction of work done for the SAW Grant

Early this spring there are plans to begin work on collecting data for the SAW Grant. Collecting the information to build the Geographic Information System (GIS) data base, will require precisely locating each item of interest. Examples of items of interest in the SAW Grant are both Sanitary and Storm sewer manholes. Locating these will be done using a Global Positioning System (GPS) to provide accurate locations of each item required to build this pool of information.

Davis-Wanic Land Surveyors will be conducting the Global Positioning System (GPS) portion of this work. They have provided an additional cost proposal of \$30,000.00 to take the (GPS) shots of the water system at the same time. Items located will include all the Curb Stops for each water service, Fire Hydrants, and Main Line Water Valves.

Please consider this a request for approval to retain the services of Davis- Wanic Land Surveys of Escanaba Michigan not to exceed \$30,000.00. Money has not been budgeted for this activity in this current budget year, but it is included in the next fiscal year's request. This work will take several months to conduct, so a completion date is not expected until late this summer or fall.



February 11, 2016

REVISED COST PROPOSAL

CITY OF ESCANABA – ENGINEERING/WATER DEPARTMENT
% TERRY FLOWER & JEFF LAMPI

RE: LOCATION OF WATER SERVICES, VALVES, HYDRANTS

DEAR MR. FLOWER & MR. LAMPI,

AFTER REVIEWING THE MAPPING YOU PROVIDED AND BASED ON OUR DISCUSSION
RELATIVE TO THE PROJECT, I HEREBY SUBMIT A COST ESTIMATE TO LOCATE THE ABOVE
MENTIONED ITEMS:

I WILL COMPLETE THE ABOVE MENTIONED WORK FOR A NOT TO EXCEED OF \$30,000.00 THE
WORK WILL BE COMPLETED OVER THE COARSE OF THE SUMMER IN CONJUNCTION WITH THE
SAW GRANT PROJECT AND IS EXPECTED TO TAKE A 4-5 MONTHS. PLEASE CONTACT ME IF
YOU APPROVE THIS ESTIMATE SO THAT FIELD CREWS CAN BE SCHEDULED.

SHOULD YOU HAVE ANY QUESTIONS, FEEL FREE TO CONTACT ME AT ANY TIME.

RESPECTFULLY SUBMITTED,

TERENCE S. WANIC
P.S. #44296