CITY COUNCIL
MEETING AGENDA
1st and 3rd Thursday of the Month
Marc D. Tall, Mayor
Ronald J. Beauchamp, Mayor Pro-Tem
Patricia A. Baribeau, Council Member
Ralph B. Blasier, Council Member
Michael R. Sattem, Council Member
James V. O'Toole, City Manager
Robert S. Richards, CMC City Clerk
Ralph B. K. Peterson, City

City Council Chambers located at: City Hall – 410 Ludington Street – Room C101 – Escanaba MI 49829
The Council has adopted a policy to use a Consent Agenda, when appropriate. All items with an asterisk (*) are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event, the item will be removed from the General Order of Business and considered in its normal sequence on the Agenda.

Regular Meeting
Thursday, February 2, 2017 at 7:00 p.m.

CALL TO ORDER
ROLL CALL
INVOCATION/PLEDGE OF ALLEGIANCE - Pastor Jason Janich of New Life Assembly of God.
APPROVAL/CORRECTION(S) TO MINUTES - Regular Meeting - January 19, 2017, Special Meeting - January 24, 2017.
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION
BRIEF PUBLIC COMMENT
PUBLIC HEARINGS - None
NEW BUSINESS

   Explanation: In accordance with the Municipal Planning Enabling Act, P.A. 33 of 2008, Section 125.3819, the 2016 Planning Commission End-of-Year Report along with 2017 Plan of Work will be presented to the City Council.

   Explanation: In accordance with the Downtown Development Authority Rules of Procedure, the 2016 Downtown Development Authority End-of-Year Report and the 2017 Plan of Work will be presented to the City Council.

3. Approval – Primary Clarifier Tank Repairs at the Water Plant – Water Department.
   Explanation: Administration is seeking Council approval to retain the services of Terrazzo Creations & Renewal of Iron Mountain, MI to make needed repairs to the Primary Clarifier tank in an amount not to exceed $14,000. Funds for this repair are included in the current fiscal year budget.

   Explanation: Administration is seeking Council approval to purchase new water meters with complete 100-W Itron ERT's from United Systems & Software, Inc. of Benton, KY in an amount not to exceed $48,000. Funding for the meters/ERT's are included in the current fiscal year budget.

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

Respectfully Submitted

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

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

Absent: None

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

Pastor Erik Heskin of the Bethany 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 January 5, 2017, as submitted.

ADJUSTMENTS TO THE AGENDA

Sattem moved, Beauchamp seconded, CARRIED UNANIMOUSLY, to approve the agenda as distributed.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

UNFINISHED BUSINESS – None

PUBLIC HEARINGS

Public Hearing – Citizen Participation – 2017/18 Fiscal Year Budget Preparation.

Each year, Council holds public hearings to facilitate input from its citizens for the upcoming FY2017/18 fiscal year budget. This was the first of five (5) scheduled public hearings.

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

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

Approval – Marina Basin Weed Treatment and MDEQ Permits – Marina.

Administration sought Council approval of a multi-year professional services weed treatment contract with PLM Lake & Land Management Corporation of Milford, Michigan, for the following years in the following amounts: 1) FY2017/18 Not to Exceed $13,750; 2) FY2018/19 Not To Exceed $14,162; 3) FY2019/20 Not to Exceed $14,587; 4) FY2020/21 Not to Exceed $15,024 and FY2021/2022 Not to Exceed $15,475. Under the terms and conditions of the contract PLM will continue to oversee, treat and eradicate weeds in the marina basin. Additionally, Administration sought Council approval to submit permit applications to the State of Michigan for the required MDEQ Spring 2017 permit and the Fall 2017 MDEQ plant survey.

Manager O’Toole briefly reviewed the proposed plan and expenditures. Mr. O’Toole stated PLM treatment of the Escanaba Marina was a success and recommended the further treatment.

NB-1 Blasier moved, Baribeau seconded, to approve of a multi-year professional services weed treatment contract with PLM Lake & Land Management Corporation of Milford, Michigan, for the following years in the following amounts: 1) FY2017/18 Not to Exceed $13,750; 2) FY2018/19 Not To Exceed $14,162; 3) FY2019/20 Not to Exceed $14,587; 4) FY2020/21 Not to Exceed $15,024 and FY2021/2022 Not to Exceed $15,475, and further to submit permit applications to the State of Michigan for the required MDEQ Spring 2017 permit and the Fall 2017 MDEQ plant survey.

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

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

MOTION CARRIED.

Approval – Deficit Elimination Resolution – Delta County Dispatch Operations – Controller’s Office.

In accordance with the terms and conditions of the Central Dispatch Agreement between the City of Escanaba and the Delta County Central Dispatch Authority, Delta County reimburses the City of Escanaba for all expenses charged to manage and oversee the program by making fixed monthly payments. At the end of each fiscal year, the City deferred excess funds to the next fiscal year. As of June 30, 2016, the City deferred $74 more than what should have been deferred, so the City Administration sought Council approval of a deficit elimination resolution as required by the Michigan Department of Treasury.
NB-2  Resolved by, Council Member Beauchamp, seconded by Council Member Sattem:

RESOLUTION
DEFICIT ELIMINATION PLAN
FOR THE DELTA COUNTY CENTRAL DISPATCH FUND

Whereas,  The Delta County Central Dispatch Fund is for the operations of the police, fire and ambulance dispatch services for Delta County which is housed at the Escanaba Public Safety Department, and;

Whereas,  The Delta County Central Dispatch Authority reimburses the City of Escanaba for all expenses charged to this Fund via fixed monthly payments, and;

Whereas,  At the end of each fiscal year, the City defers any excess money in the Fund to the next year and adjusts the monthly payment amount if necessary, and;

Whereas,  On June 30, 2016, the City deferred $74.00 more than it should have, and left a deficit balance in the Fund.

Now therefore be it Resolved, The City of Escanaba hereby ensures that in the future, the Delta County Central Dispatch Fund will not have a deficit balance by deferring the correct amount at the fiscal year end.

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

RESOLUTION DECLARED ADOPTED.

Approval – Patrol Car Purchase – Department of Public Safety.

Administration sought Council approval to purchase a 2017 Ford Sedan Police Interceptor from Riverside Ford of Escanaba, MI at a cost of $25,309. Additionally, Administration sought Council approval to purchase additional equipment that is needed to localize the patrol car in the amount of $2,409. The purchase of this vehicle was included in the current fiscal year budget.

NB-3  Blasier moved, Beauchamp seconded, to purchase a 2017 Ford Sedan Police Interceptor from Riverside Ford of Escanaba, MI at a cost of $25,309, also to approve to purchase additional equipment that is needed to localize the patrol car in the amount of $2,409.

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

Ayes: Blasier, Beauchamp, Baribeau, Sattem, Tall
Nays: None
MOTION CARRIED.

Approval – Professional Services Contract – Phase 1 – Water/Wastewater Department.

Administration sought Council approval to retain the professional services of C2ae Architecture and Engineering of Escanaba, MI in the amount of $23,500. Under the terms and conditions of the contract, C2ae will assist in identifying procedures and/or improvements that will be needed to reduce Disinfection Byproducts (DBP) in the water system. Additionally, C2ae will provide assistance in evaluating and recommending improvements that will be required by the State as a result of the recently completed MDEQ Sanitary Survey.

Wastewater Superintendent Jeff Lampi and C2ae representative Chuck Lawson briefly reviewed Phase 1 which was required by the State of Michigan. C2ae would be reviewing procedures and/or improvements that would be needed to reduce Disinfection Byproducts (DBP) in the water system, and would provide assistance in evaluating and recommending improvements.

NB-4 Sattem moved, Blasier seconded, to retain the professional services of C2ae Architecture and Engineering of Escanaba, MI, in the amount of $23,500, to assist in identifying procedures and/or improvements that would be needed to reduce Disinfection Byproducts (DBP) in the water system, and additionally, C2ae would provide assistance in evaluating and recommending improvements that would be required by the State as a result of the recently completed MDEQ Sanitary Survey.

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

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

MOTION CARRIED.

Approval – Professional Services Contract – Phase 2 – Water/Wastewater Department.

Administration sought Council approval to retain the professional services of C2ae Architecture and Engineering of Escanaba, MI in the amount of $79,300. Under the terms and conditions of the contract, C2ae will provide professional services for the development and implementation of an Asset Management Plan for the Escanaba Water System, revise the Capital Improvement Plan, update the Escanaba Water/Wastewater General Plan and Water Model, and update and upload data into the City GIS system.
Wastewater Superintendent Jeff Lampi and C2ae representative Chuck Lawson briefly reviewed Phase 2 which was required by the State of Michigan. C2ae would provide professional services for the development and implementation of an Asset Management Plan for the Escanaba Water System, revise the Capital Improvement Plan, update the Escanaba Water/Wastewater General Plan and Water Model, and update and upload data into the City GIS system.

**NB-5** Blasier moved, Sattem seconded, to approve to retain the professional services of C2ae Architecture and Engineering of Escanaba, MI, in the amount of $79,300, to provide professional services for the development and implementation of an Asset Management Plan for the Escanaba Water System, revise the Capital Improvement Plan, update the Escanaba Water/Wastewater General Plan and Water Model, and update and upload data into the City GIS system.

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

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

**MOTION CARRIED.**

**Approval – Capacity Purchases – Electric Department.**

Administration sought Council approval to purchase capacity from NextEra Energy Power Marketing, LLC of Juno Beach, FL for the period of June 2019 through May 2024 at a price not to exceed $3.85/kW-mo. Capacity is the maximum electric output an electricity generator can produce under specific conditions. This capacity would be used to meet our MISO capacity requirements. On January 11, 2017, the Electrical Advisory Committee met and recommended Council Approval.

Electric Superintendent briefly reviewed the proposed contract which was needed to meet MISO requirements.

**NB-6** Beauchamp moved, Sattem seconded, to approve to purchase capacity from NextEra Energy Power Marketing, LLC of Juno Beach, FL for the period of June 2019 through May 2024 at a price not to exceed $3.85/kW-mo.

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

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

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

Mayor Tall, with Council consensus, appointed Richard Clark to the Planning Commission, term ending June 1, 2019.

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

- Delta Animal Shelter saved 1,100 animals last year;
- City Manager applications were still being accepted until February 3, 2017.

Hearing no further public comment, the Council adjourned at 7:33 p.m.

Respectfully submitted

Robert S. Richards, CMC
City Clerk

Approved: ________________

Marc D. Tall, Mayor
Pursuit to a special meeting notice posted January 3, 2017, the meeting was called to order by the Honorable Mayor Marc D. Tall at 8:00 a.m. in the Council Chambers of City Hall located at 410 Ludington Street.

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

Absent: None

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

CONFLICT OF INTEREST DECLARATION – None

NEW BUSINESS

Discussion – 2017-18 Operating Budget Preparation.

Administration led a discussion concerning the upcoming 2017-18 operating budget and sought Council input on items the Council as a whole would like to see considered for inclusion in the budget. Additionally, the following departments updated the Council on budgetary opportunities and challenges for the upcoming year:

- Reviewed proposed budget schedules with departments and Council;
- City Controller Melissa Becotte provided a general review of funds. City was not anticipating an increase in the State Revenue or revenue as a whole. State PPT refund was suggested to be used to pay down the Pension Fund;
- City Manager Budget was anticipated to see a salary increase;
- As of this date, no applications were received for City Assessor position;
- The Capital Improvement Budget was being developed and possible projects were reviewed;
- City Recreation Director Kimberly Peterson reviewed Recreation budgets which included Webster wading pool, Ludington Park Tennis Court lighting, Civic Center Projects, ball fields and the development of the Non-Motorized trails;
- City Engineer/Public Works Department Bill Farrell reviewed Street Brining Project, proposed street resurfacing projects, special assessments for streets, and reviewed budgets that included Major Street projects, Motor Vehicle Fund and condition of the fleet, including aging graders and garbage trucks. After ten years of the garbage program, there was also a need to purchase additional garbage carts;
- Public Safety Director Rob LaMarche reviewed the Public Safety proposed budgets which included upkeep of the Public Safety building, Officer training, and Proposed Grants being sought;
City Council Minutes
January 24, 2017 – cont.

- City Clerk Richards updated Council on the proposed Clerk’s Office budget, Election budget which included proposed capital expenditures for new State mandated voting machines, and proposed expenditures for network services which included a new email provider;
- City Library Director Carolyn Stacey advised the proposed 2017/18 Library Budget would request that the City maintain support at its current level and that the Library was making progress in building capacity through our Friends of the Library, and funds for new carpeting in the Library;
- Downtown Development Authority Director Edward Legault discussed the continued signage and maintenance and repairs to parking lots, downtown curb repair, and continuing the Downtown Facade Program;
- Water/Wastewater Superintendent Jeff Lampi reviewed State Water mandated Programs, Proposed SKADA Program Servers, Miscellaneous Tools, service line replacement program, Tablets for workers to access GIS in the field, Water Meters, State mandated programs, Pilot programs for the Wastewater Plant, Digester repairs, Project to continue lining the sanitary sewers, and continued SAW Grant Phase I;
- Electric Superintendent Mike Furmanski reviewed proposed Electric Budget items which included update on the new substation, solar project, new electrical run to the Delta County Airport, proposed portable generator for emergencies, AMI system project, and discussed electric rates;
- Council Members raised concerns on continued State Mandates, the Dark Store issues and legal fees, and funds to continue road reconstruction.

GENERAL PUBLIC COMMENT – None

Hearing no further public comment, the Council adjourned at 9:58 a.m.

Respectfully submitted,

Robert S. Richards
City Clerk

Approved: ________________________

Marc D. Tall, Mayor
January 3, 2017

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

It is with pleasure that the Escanaba Planning Commission submits to you this 2016 Year-End Report on issues and matters brought before the Planning Commission in Calendar Year 2016.

In carrying out the duties and responsibilities of the Planning Commission conveyed under the Municipal Planning Act, Act 285 of 1931, as amended, the City and Village Zoning Act, Act 207 of 1921, as amended and Chapter 21 of the Escanaba Code of Ordinances, the Planning Commission hereby submits the 2016 Planning Commission Year-End Report for your review and consideration.

ROLE OF THE PLANNING COMMISSION

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

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

Respectfully Submitted,
Kel Smyth
Planning Commission Vice-Chairperson
Redevelopment Ready Community Certification

In 2016, the Planning Commission will continue working on becoming a "State of Michigan Redevelopment Ready Community". As a Redevelopment Ready Community, the City of Escanaba will become state certified for supporting community revitalization and the attraction and retention of business, entrepreneurs and talent throughout Michigan. The City of Escanaba is the 19th community in Michigan to be evaluated under the statewide program and on its way to becoming redevelopment ready. With a strong history of proactive planning and strong community vision outlined in our already existing planning documents, the city has positioned itself to strengthen local quality of life and built a reputation for being proactive and business friendly. In 2016, the following activities were completed as part of the RRC Program:

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

2. **Community Master Plan**. On September 8, 2016 the City Council along with the Planning Commission adopted the 2016 Community Master Plan for the City of Escanaba. The Community Master Plan provides a long-range vision for the built environment of a community. It guides the appropriate use of lands within the City of Escanaba in order to protect the public health and safety and to promote general welfare. Among other issues, the Master Plan identifies:

- Suitable locations for commercial, housing, and mixed-use development
- Locations where the City should increase density, use redevelopment, or intervene in other ways
- Opportunities to extend and/or improve open space, recreational areas, and civic facilities
- Strategies from increasing economic development
- Environmental, historic, and cultural resources that need conservation
- Strategies for solving congestion and improving transit services
3. **Website Updates.** The City of Escanaba website, www.escanaba.org, received many improvements and updates throughout 2016, some notable items are:

- Addition of the quick launch toolbar that heads the Home Page of the website. This toolbar gives the user fast access to items such as event calendars for organizations throughout the area, useful information for business development, building project developments, and much more.
- Creation of the “Land Development Toolbox”, this icon is also part of the quick launch toolbar. The Land Development Toolbox includes information that helps the City keep the Community updated on reports, special projects going on in the City, along with access to City guidelines, ordinances, forms, development/redevelopment sites, fee schedule, etc.
- Addition of hyperlinks to the Zoning Ordinance document for easier navigation through the document. (An item also found under the Land Development Toolbox).

4. **Addition of Flexible Parking Standards.** The City of Escanaba Parking Ordinances (Chapter 17 of the City’s Zoning Ordinance) were revised and implemented to allow for more flexible parking standards, the changes are as follows:

- **1702.3 Shared Parking, Off-Site Parking and Lot Location.** The Planning Commission can approve shared parking, off-site parking and alternative lot locations for all uses other than single-family and two-family dwellings provided:
  
a. A shared parking and/or off-site parking study is conducted by a qualified traffic engineer based upon shared parking principles and methodologies found in the latest edition of “Shared Parking”, by the Urban Land Institute.
  
b. The parking study demonstrates that shared parking or off-site parking will be beneficial rather than detrimental to the proposed use, surrounding area and the community.
  
c. The shared parking and/or off-site parking arrangement increases the availability of spaces from the existing parking supply, reduces demand for parking, or creates a more cost-effective and environmentally sensitive parking lot.
  
d. That a shared parking/off-site parking arrangement has a written lease or written shared parking agreement which includes a provision that requires notification to the zoning official of any change in terms or expiration of a lease or written agreement.
  
e. The required amount of off street parking spaces are not reduced to an amount less than required for a new building or new use.
  
f. All off-street parking required to meet the standards of the Section are provided within the same zoning district as the principal use and are within a convenient walking distance of the building entrances, but no more than 300 feet from the property lot line, except that valet parking may be provided elsewhere.
  
g. Any proposed shared parking and/or off-site parking approvals do not represent a waiver of requirements and meet or exceed the “spirit” of the law.
4. **Addition of Flexible Parking Standards. (Continuation)**
   - **Table 1702 Off-Street Parking Schedule**

<table>
<thead>
<tr>
<th>Use</th>
<th>Number of Parking Spaces Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dwelling units</td>
<td>2/dwelling unit</td>
</tr>
<tr>
<td>Bed and Breakfast</td>
<td>2/operated use and 1/bed and breakfast sleeping room</td>
</tr>
<tr>
<td>Library, Museum, Post Office</td>
<td>1/150 s.f. of usable floor area</td>
</tr>
<tr>
<td>Bowling alley</td>
<td>5/for each one bowling lane</td>
</tr>
<tr>
<td>Adult foster care home</td>
<td>1/3 residents</td>
</tr>
<tr>
<td>Child care center</td>
<td>1/10 children</td>
</tr>
<tr>
<td>Residential care and treatment facilities</td>
<td>1/3 beds</td>
</tr>
<tr>
<td>Independent living</td>
<td>1/unit</td>
</tr>
<tr>
<td>High school</td>
<td>8/each classroom - 1/each employee</td>
</tr>
<tr>
<td>Colleges</td>
<td>7/10 students (maximum of 22 spaces for each class)</td>
</tr>
<tr>
<td>All other schools</td>
<td>1.5/classroom</td>
</tr>
<tr>
<td>Places of worship</td>
<td>1/3 seats in main area of worship</td>
</tr>
<tr>
<td>Hospitals</td>
<td>1/bed plus 1/employee on a major shift</td>
</tr>
<tr>
<td>Grocery and all other uses</td>
<td>1/300 s.f. of usable floor area</td>
</tr>
<tr>
<td>Office</td>
<td>1/300 s.f. of usable floor area</td>
</tr>
<tr>
<td>Retail</td>
<td>1/200 s.f. of usable floor area</td>
</tr>
<tr>
<td>Marinas</td>
<td>1/boat slip</td>
</tr>
<tr>
<td>Restaurant</td>
<td>1/100 s.f. of usable floor area</td>
</tr>
<tr>
<td>Health club</td>
<td>1/100 s.f. of usable floor area</td>
</tr>
<tr>
<td>Warehouse</td>
<td>1/1500 gross s.f.</td>
</tr>
<tr>
<td>Assembly</td>
<td>1/300 s.f. of usable floor area</td>
</tr>
<tr>
<td>Medical Office</td>
<td>1/300 s.f. of usable floor area (maximum 1/150 s.f.)</td>
</tr>
<tr>
<td>Theaters/Auditoriums</td>
<td>1/3 seats</td>
</tr>
<tr>
<td>Hotels/Motels</td>
<td>1/guest room plus 1/500 s.f. of common area</td>
</tr>
<tr>
<td>Industrial</td>
<td>1/500 s.f. of usable floor area</td>
</tr>
<tr>
<td>Downtown Development District Residential Parking</td>
<td></td>
</tr>
<tr>
<td>- Single = Family Detached</td>
<td>2/per dwelling/parking space</td>
</tr>
<tr>
<td>- Multiple Unit Dwelling; One-bedroom or studio unit</td>
<td>1/per dwelling/room unit</td>
</tr>
<tr>
<td>- Two Bedroom Unit</td>
<td>1.25/per dwelling unit</td>
</tr>
<tr>
<td>- Three Bedroom Unit or More</td>
<td>1.5/per dwelling unit</td>
</tr>
<tr>
<td>- Senior Citizen - Residential</td>
<td>1/per dwelling/room unit</td>
</tr>
<tr>
<td>- Senior Citizen Residential – Employee</td>
<td>1/per employee</td>
</tr>
</tbody>
</table>
4. **Addition of Flexible Parking Standards. (Continuation)**
   - **1703.1.** Width. A minimum width of nine (9) feet shall be provided for each parking stall.
     
     **Exceptions:**
     
     A. The width of a parking stall shall be increased twelve (12) inches for obstructions located on either side of the stall within fourteen (14) feet of the access aisle.
   
   - **1703.2.** Length. A minimum length of twenty (20) feet shall be provided for each parking stall.
   
   - **1706.1.** Driveway width. Every parking facility shall be provided with one or more access driveways, the width of which shall be the following:
     
     1706.1.1. Private driveways at least 12 feet with a maximum of 30 feet at the curb.
     
     1706.1.2. Commercial driveways:
     
     1706.1.2.1. At least 12 feet but no more than 36 feet for one-way enter/exit.
     
     1706.1.2.2. Twenty-four feet for two-way enter/exit.
   
   - **1706.2.** Driveway and ramp slopes. The maximum slope of any drive or ramp shall not exceed twenty percent (20%). Transition slopes in driveways and ramps shall be provided in accordance with the standards set by the Michigan Department of Transportation (MDOT) specifications.
   
   - **1711.2.** Private Sidewalks. A sidewalk a minimum of six (6) feet wide free from obstructions shall be constructed from the public walk to main entries of buildings. On lots where there are multiple principal buildings or entries, sidewalks meeting the requirements above shall be provided.
     
     Exception: One and two-family dwellings. (Amended: Ordinance 1175 as of November 17, 2016)
   
   - **1711.2.1.** One and Two Family Dwelling Private Sidewalks. A sidewalk a minimum of three (3) feet wide free from obstructions shall be constructed form the public sidewalk to main entries of all newly constructed one and two-family dwellings.

5. **Additions to the Uses by Right in the Central Retail Commercial District.** Updates and additions were made to the City of Escanaba Central Retail Commercial District Uses by Rights listing (Chapter 21 of the City's Zoning Ordinance), the changes are as follows identified in red:

   - **2102.1.** General. In a Central Retail Commercial District, a building, structure, or premises, may be erected or used for one or more of the following specified purposes:
     
     A. Retail stores supplying commodities for residents such as bakeries, ice cream, grocery and liquor stores, newsstands, furniture, home decorating, floor covering, hardware and appliance stores, department stores, stationery stores, sporting goods stores, pet shops, retail nurseries, florist shops, automobile accessory stores and similar retail uses.
     
     B. Civic and cultural facilities, indoor theaters, conference center.
     
     C. Eating and drinking places to include banquet facilities, not including drive-in service places.
     
     D. Banks and other financial institutions, not including drive-in service places.
     
     E. Shops for custom work or the making of articles to be sold at retail on the premises when the making is conducted inside the building. Photographic, dance, music, art, martial arts studios and related sales.
     
     F. Hotels, Motels, Inns.
     
     G. Government buildings, essential services.
     
     H. Copy services but not including printing press or newspaper.
5. **Additions to the Uses by Right in the Central Retail Commercial District.** (Continuation)

I. Bakery and convenience stores, without gasoline service.
J. Art gallery.
K. Liquor store.
L. Travel Agency.
M. Dwelling units above the first floor of commercial uses.
N. Business, professional, medical administrative or corporate offices above the first floor of the commercial space.
O. Fraternal organizations above the first floor of the commercial uses.
P. Churches above the first floor of the commercial uses.
Q. Accessory buildings and uses customarily incidental to the permitted uses when located on the same lot or parcel of land.
R. Commercial amusement – inside arcades, pool halls.
S. Office business – general, such as professional administrative or clerical service operations, such as attorneys, financial advisors, insurance, travel, and real estate.
T. Personal services, limited to barber shops, beauty shops, nail salons, therapeutic massage, spas, health clubs, tattooing, tailoring or alterations, taxidermist, touring/guide service.
U. Recreational business – indoor.
V. Decorating services, event planning services and photography studios.
W. Repair services, limited to clock, jewelry, electronic, appliance repair, shoe, upholstery, or locksmith.
X. On-site service businesses, limited to tailoring, dry cleaners, self-service laundry, and copy centers.
Y. Music, art, decorating, photography, and dance studios.
Z. Artisan shops.
AA. Data centers, schools/training centers, research and development.
BB. Pet shops, indoor kennels with enclosed yards.
CC. Second hand stores/pawn shops.

6. **Outline and Begin Development of a unified Marketing and Branding Plan.** On December 6, 2016 the City of Escanaba held a Marketing and Branding Workshop that was open to the public. At the workshop City Employees and Citizens came together to brainstorm on the development of a Marketing and Branding strategy for the City.
Bay de Noc Community College - Library Addition

The Planning Commission conducted a Public Hearing and approved a Site Plan for the construct of an 8,650 square foot addition to the Bay de Noc Community College Academic Library on the school’s Main Campus, located at 2001 North Lincoln Road during the March 10, 2016 meeting.

OSF St. Francis Hospital - Helipad

The Planning Commission conducted a Public Hearing and approved a Site Plan for the construction of a 6,600 square foot hanger/office facility with medical flight helipad on the west side of the OSF St. Francis property, located at 3401 Ludington Street during the July 14, 2016 meeting.
The Planning Commission conducted a Public Hearing and approved a Site Plan for the construction of a 19,861 square foot ALDI Inc. grocery store to be located at 2510 3rd Avenue North during the November 10, 2016 meeting.
January 1, 2016 to December 31, 2016
4 New Residential Zoning Permits Were Issued

New Residential Homes - Value $721,844

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Residential Zoning Permits</td>
<td>3</td>
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<tr>
<td>New Residential Value</td>
<td>$881,960</td>
<td>$721,844</td>
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<table>
<thead>
<tr>
<th>1102 8th Avenue South</th>
<th>1700 21st Avenue South</th>
</tr>
</thead>
<tbody>
<tr>
<td>1902 12th Avenue South</td>
<td>1200 South 20th Street</td>
</tr>
</tbody>
</table>

**1102 8th Avenue South**

**1902 12th Avenue South**

**1700 21st Avenue South**

**1200 South 20th Street**
January 1, 2016 to December 31, 2016
31 Residential Remodel Zoning Permits Were Issued

Residential Remodels - Value $725,115

<table>
<thead>
<tr>
<th>Residential Remodel Zoning Permits</th>
<th>2015</th>
<th>2016</th>
<th>Increase</th>
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<tbody>
<tr>
<td>Residential Remodel Value:</td>
<td>$346,524</td>
<td>$725,115</td>
<td>$378,591</td>
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**Residential Remodels**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>2015 Description</th>
<th>2016 Description</th>
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<tbody>
<tr>
<td>1801 Ludington Street -</td>
<td>Handicap Ramp</td>
<td>2315 Lake Shore Drive -</td>
</tr>
<tr>
<td>1900 23rd Avenue South -</td>
<td>Storage Building and Workshop</td>
<td>1606 18th Avenue South -</td>
</tr>
<tr>
<td>2315 8th Avenue South -</td>
<td>Living Room Addition</td>
<td>912 7th Avenue South -</td>
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<tr>
<td>201 North 16th Street -</td>
<td>Porch Addition</td>
<td>1106 Washington Avenue -</td>
</tr>
<tr>
<td>110 North 19th Street -</td>
<td>Roof Remodel</td>
<td>1720 21st Avenue South -</td>
</tr>
<tr>
<td>1115 7th Avenue South -</td>
<td>New Garage</td>
<td>1216 Sheridan Road -</td>
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<tr>
<td>424 South 18th Street -</td>
<td>New Garage</td>
<td>2211 Lake Shore Drive -</td>
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<tr>
<td>2211 26th Avenue South -</td>
<td>Shed</td>
<td>409 South 15th Street -</td>
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<tr>
<td>1410 South 13th Street -</td>
<td>Building Addition</td>
<td>1612 South 14th Street -</td>
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<tr>
<td>305 North 18th Street -</td>
<td>Covered Porch</td>
<td>217 South 22nd Street -</td>
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<tr>
<td>1510 11th Avenue North -</td>
<td>Storage Shed</td>
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<td>2107 8th Avenue South</td>
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<tr>
<td>1900 23rd Avenue South</td>
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</table>
**January 1, 2016 to December 31, 2016**

5 New Commercial Zoning Permits Were Issued

New Commercial - Value $2,047,600

<table>
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<table>
<thead>
<tr>
<th>2905 North Lincoln Road - Hilltop RV (New Building)</th>
<th>2812 North 30th Street (North Half) - K-Enterprise Rentals, LLC</th>
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<tbody>
<tr>
<td>1600 3rd Avenue North - Guindon Moving and Storage</td>
<td>2812 North 30th Street (South Half) - K-Enterprise Rentals, LLC</td>
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</table>

2510 3rd Avenue North
- ALDI Inc.

---

2812 North 30th Street (North Half) - K-Enterprise Rentals, LLC

2812 North 30th Street (South Half) - K-Enterprise Rentals, LLC

1600 3rd Avenue North - Guindon Moving and Storage
January 1, 2016 to December 31, 2016
20 Commercial Remodel Zoning Permits Were Issued

Commercial Remodels - Value $7,989,700

<table>
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<th>COMMERCIAL REMODELS</th>
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<tr>
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| 1823 7th Avenue North - Pomp's Tire | 3401 Ludington Street - OSF St. Francis |
| 2001 N Lincoln Road - Bay College - Library Addition | 2401 12th Avenue North - UP State Fairgrounds - Jilbert's Milkhouse |
| 400 Stephenson Avenue - Jim Hyde | 2401 12th Avenue North - UP State Fairgrounds - Steam and Gas Village |
| 825 South 26th Street - Les Cheneaux Apts | 817 South Lincoln Road - St. Anne's Church |
| 415 Lincoln Road - Michigan Pizza Hut, Inc. | 705-711 Stephenson Avenue - Gene's Towing |
| 1620 Ludington Street - Peggy O'Connell | 602 1st Avenue South - David and Joanne Pinozek |
| 2229 9th Avenue North - Lincoln Fair Storage | 1323/1325 Washington Avenue - Stropich Oil Company |
| 3300 Airport Road - Delta County Airport | 2701 North 30th Street - Engineered Machine Products |
| 2401 12th Avenue North - UP State Fair Authority | 613-615 Ludington Street - 2 Lane Properties, LLC |
| 2525 3rd Avenue South - Delta Schoolcraft ISD | 3101 North Lincoln Road - Wards Auto Body |

2701 North 30th Street - Engineered Machine Products

705-711 Stephenson Avenue - Gene's Towing
January 1, 2016 to December 31, 2016
11 Demolition Permits Were Issued

Demolition - Value $85,220

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- 415 Lincoln Road - Demolition of Current Restaurant
- Parcel #051-420-2822-200-001 - Demolition of Tower
- 625 North 20th Street - Demolition of Building
- 217 South 22nd Street - Demolition of 2 Sheds
- 2318 Ludington Street - Demolition of Residential Home
- 905 Lake Shore Drive - Demo of Residential Home
- 602 1st Avenue South - Demolition of House
- 322 South 14th Street - Demolition of Garage
- 815 South 14th Street - Demolition of Existing Shed/Garage
- 912 Lake Shore Drive - Demolition of Detached Garage/Addition
- 915 8th Avenue South - Demolition of Garage

2 Change of Use Permits Were Issued / 2 Home Occupation Permits Were Issued

Change of Use - Value $0 / Home Occupation Value - $0.00

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- 117 Stephenson Avenue - Change of Use - Office Space to Church
- 904 Sheridan Road - Change of Use - Assembly to Residential
- 228 North 21st Street - Home Occupation—Federal Firearm Dealer
- 1223 South 12th Street - Home Occupation - Federal Firearm Dealer
PLANNING COMMISSION MEETINGS

<table>
<thead>
<tr>
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<th>2015</th>
<th>2016</th>
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<tr>
<td>Special / Joint Planning Commission Meetings</td>
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HISTORICAL PERMITS AND DECLARED VALUES

City of Escanaba
Zoning Permits and Declared Values

Delta County for the City of Escanaba
Building Permits and Declared Values
January 1, 2016 to December 31, 2016
23 Sign Permits Were Issued

<table>
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<th>SIGN PERMITS</th>
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<td>2205 Ludington Street - H &amp; R Block</td>
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<td>2325 Ludington Street - Huntington Bank</td>
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<tr>
<td>601 North Lincoln Road - Walmart</td>
<td></td>
<td>701 North Lincoln Road - Drifter's Restaurant</td>
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<tr>
<td>1323 Ludington Street - Spine Pain Diagnostics Assoc.</td>
<td></td>
<td>505 North 26th Street - Meijer</td>
</tr>
<tr>
<td>1202 Ludington Street - Creation Station</td>
<td></td>
<td>229 Stephenson Avenue - Oven King Pizza</td>
</tr>
<tr>
<td>2120 Ludington Street - Victorian Gift House</td>
<td></td>
<td>117 Stephenson Avenue - Family Life Center</td>
</tr>
<tr>
<td>1212 Ludington Street - Positively</td>
<td></td>
<td>2635 Ludington Street - Best Western Pioneer Inn</td>
</tr>
<tr>
<td>1620 Ludington Street - Success Virtual Center</td>
<td></td>
<td>2703 14th Avenue North - Beauchamp Self Storage</td>
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<tr>
<td>700 North Lincoln Road - Holiday Station</td>
<td></td>
<td>2950 College Avenue - Michigan Works</td>
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<tr>
<td>2223 Ludington Street - Stonehouse Restaurant</td>
<td></td>
<td>112 North Lincoln Road - Wendys</td>
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<td>2525 5th Avenue South - OSF ENT Clinic</td>
<td></td>
<td>1109 Ludington Street - Lift Nutrition</td>
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<td>1323 Ludington Street - Superior Chiropractic and &amp; Rehab</td>
<td></td>
<td>2500 7th Avenue South - Pathways</td>
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</table>

415 North Lincoln Road - Northland Centers

![Meijer Sign](image1)

![Stonehouse Restaurant Sign](image2)
January 1, 2016 to December 31, 2016
74 Fence Permits Were Issued

<table>
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<tr>
<th>Fence Permits</th>
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<td>1408-1410 North 23rd Street</td>
<td>1900 14th Avenue North</td>
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<tr>
<td>420 Lakeshore Drive</td>
<td>2211 12th Avenue South</td>
<td>1411 Stephenson Avenue</td>
</tr>
<tr>
<td>825 North 18th Street</td>
<td>2502 North 30th Street</td>
<td>311 North 13th Street</td>
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<tr>
<td>2633 Lake Shore Drive</td>
<td>1511 3rd Avenue South</td>
<td>3210 14th Avenue South</td>
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<tr>
<td>1725 5th Avenue South</td>
<td>714 Bay Street</td>
<td>2721 Lake Shore Drive</td>
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<tr>
<td>815 North 20th Street</td>
<td>429 South 16th Street</td>
<td>1428 North 16th Street</td>
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<tr>
<td>1218 North 18th Street</td>
<td>1415 1st Avenue South</td>
<td>619 South 8th Street</td>
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<tr>
<td>513 South 17th Street</td>
<td>502 South 10th Street</td>
<td>516 South 12th Street</td>
</tr>
<tr>
<td>217 North 19th Street</td>
<td>208-1/2 North 10th Street</td>
<td>2117 25th Avenue South</td>
</tr>
<tr>
<td>309 Stephenson Avenue</td>
<td>1216 Sheridan Road</td>
<td>924 7th Avenue South</td>
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<td>1425 South 13th Street</td>
<td>600 South Lincoln Road</td>
<td>125 North 22nd Street</td>
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<tr>
<td>1210 8th Avenue South</td>
<td>1822 24th Avenue South</td>
<td>509 South 14th Street</td>
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<tr>
<td>2010 5th Avenue South</td>
<td>917 South 14th Street</td>
<td>3214 Lakeshore Drive</td>
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<td>248 Lake Shore Drive</td>
<td>1524 North 19th Street</td>
<td>1514 North 16th Street</td>
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<tr>
<td>605 South 19th Street</td>
<td>600 South 19th Street</td>
<td>712 South 15th Street</td>
</tr>
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<td>510 South 11th Street</td>
<td>611 South 15th Street</td>
<td>411 1st Avenue South</td>
</tr>
<tr>
<td>1427 North 22nd Street</td>
<td>716 3rd Avenue South</td>
<td>913 6th Avenue South</td>
</tr>
<tr>
<td>809 Lake Shore Drive</td>
<td>1721 3rd Avenue North</td>
<td>1400 2nd Avenue South</td>
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<tr>
<td>1405 Lake Shore Drive</td>
<td>1615 16th Avenue South</td>
<td>1229 North 22nd Street</td>
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<tr>
<td>1416 Stephenson Avenue</td>
<td>805 South 15th Street</td>
<td>3401 Ludington Street</td>
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<td>1217 8th Avenue South</td>
<td>1600 3rd Avenue North</td>
<td>3601 8th Avenue South</td>
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<tr>
<td>1718 10th Avenue South</td>
<td>1211 South 15th Street</td>
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<td>524 South 15th Street</td>
<td>515 South 12th Street</td>
<td>906 7th Avenue South</td>
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<tr>
<td>2425 1st Avenue South</td>
<td>715 South 10th Street</td>
<td>327 North 16th Street</td>
</tr>
<tr>
<td>3110 4th Avenue South</td>
<td>1900 23rd Avenue South</td>
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</tr>
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</table>
2016 NOTABLE CAPITAL IMPROVEMENTS

Ludington Street Resurfacing

Ludington Street received $780,000 worth of improvements this year, which included:
- Resurfacing, ramps and curb repair between 3rd Street and 9th Street
- Driving Lane resurfacing between 14th Street and Stephenson Avenue
- Driving Lane resurfacing between 9th Street to 14th Street

Downtown Development Authority Parking Lots

In 2016, four (4) out of ten (10) Downtown Development Authority (DDA) parking lots took part in Phase II of the parking lot upgrades which was re-sealing and re-stripping. The parking lots included: 701 1st Avenue South, 714 1st Avenue South, 806 1st Avenue South, and 1010 1st Avenue North. This project totaled $27,500.
2016 NOTABLE CAPITAL IMPROVEMENTS

Construction of North 26th Street

Due to the City of Escanaba’s commercial area growing to the west, a new street (North 26th Street) was constructed to accommodate for economic growth. This new street connects 3rd Avenue North with 6th Avenue North. Construction of the road cost $1.2 Million.

Center Turn Lane Added to North 30th Street

North 30th Street received two major updates in 2016, one included the widening of the North 30th Street before the 3rd Avenue North intersection to accommodate a center turn lane, and the second included the reconfiguration and painting of a center turn lane between 3rd Avenue North and Ludington Street. The total cost of this project totaled $70,000.
2016 NOTABLE CAPITAL IMPROVEMENTS

Rose Park and Stephenson Park

Resurfacing projects were completed to the Rose Park Tennis Court and the Stephenson Park Basketball Court. The cost of this project totaled $10,500.

Downtown Market Place

Construction has begun on the Downtown Escanaba Market Place and should be complete sometime in the Spring of 2017. This project is for a 8,046 square foot Market Place building, and estimated to cost $1,062,300.
2016 NOTABLE CAPITAL IMPROVEMENTS

Sewer Pipes - Replacements or Repairs

Three major replacement/repair projects were completed to the City’s Sanitary Sewer System. The cost of this project totaled $365,000.

Project Locations Included:

- The Alley between 22nd Avenue South and 23rd Avenue South extending from Lake Shore Drive to the 23rd Avenue South Lift Station.
- The Delta Plaza Mall Parking Lot extending from or around 2300 Ludington Street North to the 2500 Block of 3rd Avenue North.
- The Alley West of South 19th Street extending from 8th Avenue South to 10th

UPCOMING CAPITAL IMPROVEMENTS FOR SPRING 2017

Downtown Market Place Neighborhood Playground

As part of the Market Place project, a neighborhood playground will be installed on the rear area of the project parcel. This project is estimated to cost $46,000.
UPCOMING CAPITAL IMPROVEMENTS FOR SPRING 2017

Chip Coat and Seal Projects

Two Chip Coat and Seal Projects will take place in the Spring of 2017, project locations include: South 22nd Street from 18th Avenue South to 494.81' South and 20th Avenue South from Lake Shore Drive to 746.84' West. For both projects 51% or more of the impacted Property Owners have requested the area be paved with a surface ship coat and seal through the special assessment process. These projects are estimated to cost $37,100.

South 22nd Street

20th Avenue South

Escanaba North Side Substation

An additional Substation is under construction in Escanaba’s North Side. This project will get the City of Escanaba back to a three transformer system. This project is estimated to cost $2,500,000.
Façade Update - 613-615 Ludington Street

Before

DURING

Remove plaster from side of the building clean and seal brick - Reconstruct parapet, Heal Roof, and provide new cap

Clean and Repoint Front Façade as needed

Stained Glass to be Restored

New Windows at Second Floor

Re-paint Decorative Cast Iron Header and Columns

New Aluminum Storefront with opaque transoms and Knee Wall below

Remove ramp (Accessible Entrance at Rear)
Create new steps of poured concrete

Conceptual - Artist Rendition
2016 NOTABLE DOWNTOWN IMPROVEMENTS

Façade Update - 812-814 Ludington Street

BFORE

DURING

New Roof
Restore Cornice

Restore Window Hoods

New Second Story Windows

New Insulated Aluminum Store Front System, Transom to be opaque on Eye Care Side

Signage - Letter on glass

Remove Metal Patch and Repair Brick and Cornices

Sign Panel Below Transom

New Canvas Awning

Restore Stone Columns

CONCEPTUAL - ARTIST RENDITION
2016 NOTABLE DOWNTOWN IMPROVEMENTS

Façade Update - 922 Ludington Street

BEFORE

PROGRESS

AFTER
2016 NOTABLE DOWNTOWN IMPROVEMENTS

Façade Update - 1206 Ludington Street

BEFORE

DURING

New Cornice

Remove Wood and Stone Siding
New Smart Side Siding and Trim and
New Windows at the Existing Hidden Openings

Fixed Awning with Signage
New Aluminum Storefront—Bringing Door back to upstairs and transoms above with Smart Side Siding over a new Knee Wall below
Paint remaining brick columns at each side of the facade

New Door and Transom
Wood framed plaster

CONCEPTUAL - ARTIST RENDITION
2016 BOARD OF APPEALS

3086 Lake Shore Drive

On June 14, 2016 the Board of Appeals held a Public Hearing for a Use Variance requested by Claude and Beverly Kobasic for the property located at 3086 Lake Shore Drive. The request was for a use variance from the zoning requirements which would allow them to install a detached garage without having a primary permitted use such as a single-family dwelling on the premises which is zoned as a Residential “A” Single Family District. The request for the Use Variance was subsequently denied by the Board.

316 South 3rd Street

On November 2, 2016 the Board of Appeals held a Public Hearing for a Dimensional Variance requested by Edward and Crystal Dwyer for the property located at 316 South 3rd Street. The request was for a dimensional variance of the rear and side yard setbacks, which would allow the enlargement of the existing garage by 110 square feet. The request for the Dimensional Variance was approved by the Board.

<table>
<thead>
<tr>
<th>BOARD OF APPEALS MEETINGS</th>
<th>2015</th>
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</tr>
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<tbody>
<tr>
<td>Regular Board of Appeals Meetings</td>
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2017 PLANNING COMMISSION GOALS AND OBJECTIVES

Complete the Redevelopment Ready Community Certification Process

In 2017, Administration is recommending that the Planning Commission complete the final steps necessary in becoming a State of Michigan Redevelopment Ready Community. As a Redevelopment Ready Community, the City of Escanaba will become State certified for supporting community revitalization, for the attraction and retention of business for entrepreneurs and talent.

Update Chapter 18 of the Zoning Ordinance

In 2017, Administration is recommending that the Planning Commission review and revise Chapter 18 Site Plan and Sketch Plan Standards of the Zoning Ordinance. The purpose of Site Plan and Sketch Plan Standards is intended to ensure developments or designed to integrate well with adjacent developments, minimize nuisance impacts on adjoining parcels, ensure safe and functional traffic access and parking, and minimize impacts on sensitive environmental resources.

Update Chapter 19 of the Zoning Ordinance

In 2017, Administration is recommending that the Planning Commission review and revise Chapter 19 Development Standards of the Zoning Ordinance. The purpose of Development Standards is to maintain an attractive environment which will ensure development, compliment the existing character of the City, and promote desirable economic development within all zoning districts of the City.

Training Recommendations

In 2017, Administration is recommending that the Planning Commission Members work with the Central Upper Peninsula Planning and Development (CUPPAD) Regional Center to complete training on:

1. Site Plan Review / Best Practices
2. Introduction to Zoning - Overview
## Attendance Records

<table>
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<th>Appt. Date</th>
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<th>10/13/16</th>
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* Currently two (2) vacancies exist on the Commission
** Commissioner Morley Diment resigned from the Commission in that he left the State.

## Training Records

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** Commissioner Morley Diment resigned from the Commission in that he left the State.
Escanaba DDA 2016 Year End Report

City Council Members and Residents of the City of Escanaba:

The Escanaba Downtown Development Authority respectfully submits our 2016 Year End Report for your review.

PURPOSE OF REPORT:

The DDA Rule of Procedure 2.7 requires the DDA Board to review its 2016 year's performance against its 2016 goals & objectives and report its progress to the City Council. The rule also requires the DDA Board to set goals and objectives for 2017. The purpose of this report is to advise the City Council of the DDA’s 2016 performance and 2017 goals & objectives.

ESCANABA DDA MISSION STATEMENT:

“To create and execute development plans that encourage economic growth, promote the identity of downtown, provide physical improvements that enhance the quality of life for both residents and visitors. To preserve and revitalize important buildings through tax increment revenues, establishing a downtown that is healthy, viable, economically sound and prepared for the future.”

Revised Report Format for 2016

The DDA is very excited about the progress we are seeing in the Escanaba Downtown Area. We have many projects and events we couldn’t do justice to by words only. In the following pages we will review our goals and objectives, as well as show our results with pictures. Escanaba is showing the signs of everyone’s hard work and effort to make the Downtown Area a great place to shop, work, visit & live. The projects we will review are just the start of many exciting opportunities for our future.

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All Meetings are held at 8:00 am in the Council Chambers
Restatement of the DDA’s 2016 Goals

**Goals & Objectives for 2016**

**Downtown Building Façade Improvement Program** – We expect to start the construction phase of the 2015 Façade projects at the start of the construction season for 2016. Bids will be posted for the projects in March 2016. The DDA will enroll a 2016 class of Façade projects in March of 2016.

**Escanaba Market Place Project** – The DDA has reviewed architectural drawings completed by Barry Polzin for a pavilion type structure and grounds to be located on Ludington & 15th Streets. We anticipate a late spring construction start for the project with a projected completion date of July 15th to August 15th 2016.

**Streetscape Activities** – The DDA & City will move forward on plans for Ludington Street repairs in 2016. The City will use a MDOT grant to fund repairs from 3rd to 9th streets. The DDA will support repairs from 14th to Stevenson with a financial contribution. The contribution will be based on repair strategy and budget availability not to exceed $275,000. A repair plan for 9th to 14th streets will be completed after a Water Study and plan is complete. The plan will highlight problem areas that will need construction. Other activities would possibly include planning for parklets in the downtown area, based on vacant lots or blighted buildings.

**Downtown Communication Plan** – The DDA Director will be making visits to all of the downtown businesses throughout the year a priority. It has been difficult to meet everyone through sessions in meetings. The director will also be attending as many civic & networking events as possible to meet more of the business owners.

**Priority Development Projects** – The DDA will assist the City on identifying priority development projects in the downtown area. The information will be able to be marketed by the RRC. The DDA website will also carry this content. The info would include picture, building information and any zoning information that would assist a developer.

**Downtown Parking Improvements** – The DDA will be completing the final phase of the improvements which will consist of sealing and restriping the lots. Based on budget we will complete as many as possible in 2016, with the remaining lots completed in 2017.

**Center Court Improvements & Repairs** – during 2016, final repairs to the interior of the building and improvement to the grounds will take place. We will be installing handicap accessible picnic tables on the grounds and remove the “Military Heroes” sign based on the years of malicious destruction to the sign. A military appreciation sign will be installed at Veteran’s Park in the future.

**Zoning Changes for Downtown** – The DDA conducted public hearings regarding: 1) permitted use in the central retail district, 2) possibly extending the central retail district, 3) Parking requirements for mixed use projects downtown. The information will be reviewed by the DDA Board and any changes will be presented to the City Council in 2016.

**Blighted Property Plan** – The DDA will be pulling together a list of blighted properties and will work with the MEDC to see what funds are available to fight blight in the downtown. The DDA will create a priority work plan based on budget to be implemented in the 2017/2018 fiscal year.

**Educational Opportunities** – The DDA Director will be looking for educational courses to enhance grant opportunities as well as planning for downtown during 2016.

**DDA Master Plan & Vision** – while the City is revising the Master Plan the DDA will also have a Master Plan Revision based on feedback from the City’s process. The DDA will also update the 2020 Vision document based on future enhancements to downtown.

**Business Incubator Strategy** – The DDA will promote a process for fledgling start-up businesses that will provide mentoring from DDA Board Members and other volunteer business owners, referrals to Michigan Works for a business plan review session, and possible promotion of their product. The mentoring strategy has worked out well and we had several discussions with prospective business owners.
2015 Façade Projects are moving forward!

There are currently 6 active Façade projects that have been approved by the Michigan Economic Development Corporation. 2 projects are almost 100% completed. The new Happy Days Ice Cream Parlor at 922 Ludington St. (Pictured to the right) and the Beautiful Beginnings building at 1206 Ludington St. Projects at 613/615 Ludington St., 812/814 Ludington St. & 1513 Ludington St. are in the construction phase and will be completed in the spring. The last project with this group is at 1110 Ludington St. This project will start the design phase shortly. All of the projects have a two year window to complete based on the grant agreement, but should be completed within 12 months of the grant start date. The total project costs of the 6 projects is approximately $1.3 million dollars with grant funds of $870,000. The remaining monies are match investment from the building owners.

2016 Façade Projects have been selected!

The MEDC has given us permission to submit new projects! There are 7 new projects in the new group. Spindler Financial at 413 Ludington St., Brian Mulmsten's building at 909/911/915 Ludington St., Davis - Wanic Surveying at 1410 Ludington St., Hereford & Hops at 624 Ludington St., Gus Asp at 616 Ludington St., Bobaloon's Café at 1700 Ludington St. and Ludington Post Suites at 524 Ludington St. (Pictured at the Right)

The DDA will support the upfront project drawings and cost estimates that are needed for the grant application process with the MEDC. The grants for the project will require matching amounts from the building owners. We hope to submit the facade application in the April 2017 timeframe.

Ludington Street Repairs are completed!

The repairs to Ludington Street have been completed during the August and September months. The DDA was able to assist the City of Escanaba project. The project was a great success and was completed with minor inconvenience to businesses on Ludington Street. The City did an outstanding job communicating timeframes so everyone could plan. The repairs make the Downtown look great!
The Escanaba Market Place is nearing completion!

The Market Place project has been stopped for the winter. There remain about 60 days of work left to complete the project. Industrial Maintenance Services will re-start the project once spring has arrived to Escanaba. The completed project will include the 8000 sq. ft. pavilion structure, enclosed restrooms, a caterer’s kitchen, storage space, a sound stage, a permanent gas fire pit, a grilling area, picnic table seating, a large public gather area, a handicap accessible play ground area and a large parking lot.

The Escanaba Market Place will be the new home of the Escanaba Farmer’s Market, but will also be available for many other events downtown. It will also be available to rent for business or public gatherings. The DDA is in the process of finalizing the details to rent the Market Place and its uses.

Improved Communications with Downtown Businesses

The DDA Executive Director made a conscious effort to broaden the DDA’s message, while improving the communication channels. The DDA held public information meetings during the year on zoning changes regarding parking and permitted uses of buildings downtown, as well as for the Ludington Street Repair timeline and impacts. The DDA Director, in an effort to meet as many of the business owners as possible, went store by store to share the timeframe and any impacts to the individual businesses based on the repair schedule.

The Director has also taken advantage of other communication platforms. During the year he has spoken to several civic groups, participates monthly on the “Newsmakers” radio show, participates on the Delta Chamber Board, attends many business networking events and has an open door policy to anyone. The DDA message is shared frequently on all of the local and U.P. media on a regular basis.
RRC will help market our historic gems

The City of Escanaba’s participation in the MEDC’s Redevelopment Ready Communities program allows us to add a selected property to actively market on sites used by developers looking for properties that would be ideal projects. The DDA has worked closely with the City Administration on this program. Escanaba will have the opportunity to add 3 sites to this developmental property database after we achieve our full certification in early 2017.

DDA Managed Parking Lots get needed repairs

All of the DDA owned lots received the new historical signage. Phase II calls for the lots to be sealed and striped. Four DDA Parking Lots went through Phase II during 2016. The five other DDA lots will be repaired in 2017. The completed lots provide a new look and provide easy to find parking close to Ludington.

DDA Center Court Enhancements

During 2016 we were able to improve some of the problems at Center Court. The “Wall of Honor” sign was able to be given a new facelift and was salvaged. The trees in the court yard were trimmed and pruned. We were able to paint the interior of the building to a more attractive and professional color scheme. Based on budget constraints we will be moving other initiatives into 2017.
Completed Zoning Changes that promote development

The DDA conducted public feedback sessions regarding zoning changes that would promote development opportunities in the downtown area. Based on feedback & research we made recommendations to update zoning codes pertaining to parking requirements downtown, as well as permitted business uses. The zoning changes were adopted and approved by the City Council. The changes enhance the opportunity to create mixed use development downtown, while also supporting our RRC goals for certification.

Director’s Continued Education

The DDA Executive Director attended several seminars during 2016 geared toward developing downtowns, public communication plans, grant availability, blight elimination, master planning, economic development and place making. The Director has learned many of the tasks associated with grant administration while supporting the Market Place project.

The Director also has attended seminars with administrators from other towns in the U. P. to understand other best practices utilized across the state.

DDA Master Plan & Vision for the Future

During 2016, DDA Administration was an active participant in activities associated with the City’s Master Planning Process, Redevelopment Ready Communities initiatives and the City’s Marketing Activities. During 2017, DDA Administration will prioritize activities highlighted in the new City Master Plan that pertain to downtown. The DDA will also review and update the current 2020 Vision document to ensure we are planning for a successful future for our downtown, creating a vision everyone will be proud to support.

DDA’s Support of New Business Visions

The DDA has continued to have meaningful discussions with prospective business entrepreneurs. Listening to their thoughts about prospective business ventures and offering guidance to them. Reviewing what activities they have already accomplished or reminding them of activities they will need to schedule. We also help them by pointing out resources that are available to help them with their business plan. The feedback of our interaction has been positive.
DDA’s 2017 Goals & Objectives

Downtown Building Facade Improvement Program – The DDA will continue to offer this program on an annual basis. We will look to close out the 2015/2016 active façade projects during 2017. We will also look to fast track 2017 Façade Projects through our process. This would include assistance with all activities needed in the grant application process. The goal would be to get MEDC grant approval during the construction season to enable construction during the 2017 calendar year.

Escanaba Market Place Project – We look to complete the construction process 60 days after the restart of the project this spring. The DDA will look to move all of the Farmer’s Market Activities to the site when it is ready. The DDA will also need to create a scheduling process, fee schedule and rules supporting permitted uses of the Market Place by the public.

Events Sponsored by the DDA – The DDA will look to continue to support meaningful events that support our initiatives and goals. These would include Downtown Clean Up, Ribfest, Sidewalk Sales, Rock the Dock, the City Christmas Tree Lighting, The Christmas Parade and the Pasty Drop. We will also financially support other events in the downtown area that support our goals and vision. These will be reviewed and approved by the DDA Board based on the organizer’s timely and complete request form. The DDA will also look to add targeted events utilizing the Escanaba Market Place in 2017.

Downtown Communication Plan – The DDA Director will look to continue making visits to all of the downtown businesses throughout the year a priority. The Director will also be attending as many civic & networking events as possible to meet more of the business owners. The Director will continue to speak at functions to share the DDA’s vision. The DDA will also look to improve our communication with better utilization of our website and social media. The Director will also continue to work closely with all our media partners to promote our events and share information on our projects.

Priority Development Projects – The DDA will assist the City to identify priority development projects in the downtown area. This would include exploratory work on lake front development. Lake front projects should be made a high priority in our planning. The information will be able to be marketed by the RRC. The DDA website will also carry this content. The info would include a picture, building information and any zoning information that would assist a developer.

Downtown Parking Improvements – The DDA will be planning to completing the final phase of the improvements which will consist of surface repair, sealing and restriping the lots. Based on budget we will complete as many as of the remaining five parking lots as possible in 2017, with the remaining lots to be completed in 2018.

Center Court Improvements & Repairs – The DDA will look to complete building repairs to the Center Court structure’s roof and drainage system during 2017. Based on budget and possible grants we will also look to enhance the court yard.

Grant Opportunities – The DDA will be searching out all grant opportunities through the different agencies. We will also explore grants based on our certification in the Certified Local Government & Redevelopment Ready Communities programs. This would include technical assistance, professional services and training.

Blighted Property Plan – The DDA has reviewed blighted properties and will work with the MEDC & other agencies to see what funds are available to fight blight in the downtown area. Based on grant opportunities, we will look to implement a priority action plan of activities to help move us toward blight elimination in our downtown.

DDA Master Plan & Vision – Based on the new City Master Plan the DDA will look to document a plan of initiatives and goals that support the feedback in the Master Plan. We will also review and adjust our vision statement to ensure it supports the community vision of the future as well.

Business Support – The DDA will create a deferred loan program to support smaller building projects in the DDA footprint that might not be eligible for grant support. The budget and processes of the program will need to be created and approved by the Board.
Memo

To: Jim O'Toole, City Manager
From: Jeff Lampi, W & WWTP Supt.
Date: 1/25/17
Re: Repair of Leaks on Primary Clarifier

Jim,

The Escanaba Water Plant has been experiencing a number of small leaks on the South and South-East side of the plant. We do not have an estimate of water loss, but these leaks will create more damage if left in their current state. The cause of these leaks is suspected to be same as repairs made in 2014. During past renovations roof drains were removed from the interior of the basin. The pipe penetrations though the wall were plugged with a "softer" grout. This grout has since eroded and has created a means of travel for the water to escape.

In addition to the old pipe penetrations, several cracks have formed in the concrete. Repair and restoration of these cracks will prevent further failure in the years to come. Terrazzo Creations & Renewal out of Iron Mountain conducted the repairs in 2014 without and issues. They feel they can complete the repairs to the south half of the basin for nearly the same amount of money today; provided nothing else is found during the inspection process. (See attachment of price estimate)

To date, I have not been able to find another company in the surrounding area which has the same background and experience to conduct these repairs. The nearest company that I'm aware of is located in Milwaukee, and I have been waiting for a reply from them. These repairs are required to be conducted using approved materials and procedures that comply with current Federal and State regulations regarding public water systems.

This is intended to be a permanent repair, but there is a certain degree of uncertainty to the extent of any restoration until we do a physical inspection. Therefore I'm requesting additional funds beyond the estimated costs be made available, in the event the unexpected arises.

Other additional costs will also be incurred during this repair. We will need to extend the operations of the Water Plant to twenty four (24) hours a day. At least eight (8) of these hours will be covered via of overtime.

With your approval I will start the process to retain the services of Terrazzo Creations & Renewal, of Iron Mountain, MI., at a cost not to exceed $14,000. All of this requested money is budgeted for and available for this repair in the Operations & Maintenance section of the current budget year.

PC. Melissa Becotte, City Controller
## Price Estimation

**01-011723-1**

**PLEASE INDICATE THIS NUMBER WHEN ORDERING**

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**Terrazzo Creations & Renewal, LLC. is pleased to offer the following estimation:**

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*work to be completed on a T&M basis*

1. Setup necessary confined space equipment and scaffolding for safe work area access
2. Address any structural concrete repairs that may have led to leaks in tank wall
3. Use various applicable methods to complete repairs and stop leaks throughout structure; ANSI 61 certified materials to be used

**Project is to be completed on a T&M basis, based on the schedule of rates listed below. Approximate T&M costs per day for our crews are around $3,500.00 (based on amount of labor, equipment and material required).**

**Schedule of Rates:**

1. Leadman Labor Rate per man, per hour: $68/hr
2. Tradesman Labor Rate per man, per hour: $62/hr
3. Expenses per man, per day (4 hr minimum work day): $75/day
4. All materials at cost plus 15% (shipping/freight included)
5. All additional rental equipment at cost plus 10%
6. Fuel for equipment/vehicles at cost plus 10%
7. Sandblasting charge: $120/day
8. Confined Space Entry charge, per crew: $200/day
9. Pressure Washing charge: $120/day
10. 9hp Gas Compressor: $70/day
11. 3000 Watt Generator: $32/day
12. Trailer Charge per trailer: $26/day

- Any and all equipment charges are subject to item availability; rental items to be used as necessary throughout project; only equipment required to complete the project is to be allocated to total invoice.

**Conditions:** Prices and delivery are based on costs and conditions existing on the date of quotation and are subject to change. Typographical and typographic errors subject to correction. Purchaser assumes liability for patent and copyright infringements when goods are made to Purchaser’s specifications. Conditions are specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser’s formal order will not be binding on the Seller.

**Quote Valid Until:** February 22, 2017

**Signed:**

**P.O. #**

**Date Accepted:**

**Approved By:**
Memo

To: Jim O'Toole, City Manager
From: Jeff Lampi, W & WWTP Supt.
Date: 1/25/17
Re: Small Water Meter Purchase

Jim:

During the purchasing of water meters last July, I made a mistake of not requesting the purchase of a larger amount of meters. During the previous budgeting process you and I went back on forth on the amount of money requested for purchasing meters. As a result I only purchased $80,000 worth of meters; which was the lesser of all the values we discussed at this time. As you know the final amount budgeted for purchasing small meters is $130,000.00, leaving an additional $50,000 in the budget.

I feel there is a great need for purchasing additional meters. Therefore, I’m seeking approval to purchase them at this time, in an amount not to exceed currently budgeted funds.

I’m requesting to complete this purchase based on the same bids we received for the meter purchasing approval last July. United Systems & Software, Inc was the low bid that time, so I am also recommending purchasing from this vendor again.

United Systems & Software, Inc; Benton, KY

~250 5/8 x 1/2 Zenner MJ water meters  
Complete with ~250 Itron 100W ERTS  

$40,000.00

~60 Itron 100W ERT’s as needed for other meters  

$5,100.00

Total purchase of additional small water meters  

$45,100.00

With council approval; I am recommending we purchase water meters complete with 100-W Itron ERT’s from United Systems & Software, Inc; of Benton KY at a cost not to exceed $48,000.00. Money has been budgeted for this activity.

Pc: Melissa Becotte, City Controller
United Systems & Software, Inc. (USS) is a software development firm that specializes in serving the information technology needs of utilities and local government. Founded in 1977, USS now serves over 400 customers within a nine-state region. Since 1999, United Systems has been recognized as a direct distributor of Itron Automatic Meter Reading (AMR) technology. We offer complete AMR systems, radio transmitters & receivers, encoded meters, handheld & mobile computers, software, installation, training and on-going support. We appreciate this opportunity to propose an AMR solution.

**Itron**

**Date:** July 26, 2016  
**PO:**  
**Pricing valid for 30 days**

**Proposal For:**
Jeff Lampi  
Escanaba Water Department  
One Water Plant Rd  
Escanaba, MI 49829  
Phone: 906-786-1301

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<td>3/4&quot; Zener Multi-Jet Bronze Body USG w/ 5&quot; ILC</td>
<td>$112.00</td>
<td>$1,344.00</td>
</tr>
<tr>
<td>24</td>
<td>PMN07</td>
<td>1&quot; Zener Multi-Jet Bronze Body USG w/ 5&quot; ILC</td>
<td>$137.00</td>
<td>$3,288.00</td>
</tr>
</tbody>
</table>

Total with Freight not to exceed $80,000

**General:** Prices do not include shipping and/or sales tax. This quotation shall remain firm for thirty (30) days from the quotation date, unless modified in writing by USS prior to USS acceptance. If services are required, prevailing hourly or project rates and a service delivery window of 8AM-630PM, Monday thru Friday, excluding USS Holidays will apply. If ordered other than in box quantities, a $25 Itron broken box fee will apply. All related invoices shall be paid on a Net 10 Day basis.

**Purchase Authorization:** Client agrees this is a complete and exclusive statement of Agreement between the parties, which supersedes all implied, oral, and written communications between the parties relating to this Agreement. This Agreement shall be effective as of this ___ day of ______, 2016.

Client Name & Title:  
Purchase Order Number: