CITY COUNCIL
MEETING AGENDA
March 16, 2017

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 16, 2017, 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 - March 2, 2017
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION(S)
RETIRED PROCLAMATION Mr. David Nelson, Water Department
BRIEF PUBLIC COMMENT(S)
PUBLIC HEARING(S)

1. Second Reading and Adoption – Ordinance No. 1176 - An Ordinance to Amend the City Zoning Map – 1900 South Lincoln Road - Escanaba Zoning Ordinance.
   Explanation: Administration is requesting the City Council consider this the second reading of Ordinance No. 1176, an ordinance to amend the City Zoning Map which would rezone 2.30 +/- acres located at 1900 South Lincoln Road from a Single-Family Residence “A” District land use to a Local Business “D” District land use.

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

NEW BUSINESS

1. (*)Consent Agenda- Approval – Use of Public Spaces – Community Events.
   Explanation: Administration recommend Council approval of the following community events utilizing public space with the following conditions: 1) Proper insurance is provided naming the City of Escanaba and 2) The event sponsors provide all labor and material to clean up at the conclusion of the event.

   a) Request from Paul Mitchell The School – Escanaba to use the Ludington Park Pavilion on Saturday, April 15, 2017, from 8:00 a.m. to 1:00 p.m. for a cut, color and SK run.
   b) Request from Escanaba Public Schools to use Ludington Park on Saturday, May 20, 2017, from 9:00 a.m. to 12:00 p.m. for a 5K run/walk.
   c) Request from the Bay de Noc Great Lakes Sportsfishermen, Inc. to use the Karas Bandshell on Saturday, June 17, 2017, from 6:00 a.m. to 8:00 p.m. for the Angler Young Angler (AYA) fishing tournament.
   d) Request from the Delta County Amateur Radio Society to use Aronson Island on Saturday, June 24, 2017, and Sunday, June 25, 2017, from Saturday, June 24, 2017, at 9:00 a.m. until Sunday, June 25, 2017, at 4:00 p.m.
   e) Request from the William Bonifas Fine Arts Center to use the Karas Bandshell on the following Mondays from 6:00 p.m. to 9:30 p.m. for the Music Monday Series: June 26, 2017; July 10, 2017; July 17, 2017; July 24, 2017; July 31, 2017; and August 7, 2017.
f) Request from the Bay de Noc Great Lakes Sportsfishermen, Inc. to use the area near the marina within Ludington Park on Saturday, July 15, 2017, and Sunday, July 16, 2017, from Saturday, July 15, 2017, at 6:00 a.m. until Sunday, July 16, 2017, at 5:00 p.m. for a salmon fishing tournament.

g) Request from the William Bonifas Fine Arts Center to use the marina area on Saturday, August 5, 2017, from 4:00 p.m. to 5:00 p.m. for a waterfront regatta.

h) Request from the William Bonifas Fine Arts Center to use the Karas Bandshell along with Ludington Park on Saturday, August 5, 2017, from Friday, August 4, 2017, at 4:00 p.m. until Saturday, August 5, 2017, at 6:00 p.m. for the Waterfront Art Festival.

i) Request from Ken Bucchoit to use the marina area on Saturday, August 5, 2017, from 8:00 a.m. to 5:00 p.m. for Recreating in the Great Outdoors.

j) Request from the Bay de Noc Great Lakes Sportsfishermen, Inc. to use an area near the marina within Ludington Park on Saturday August 5, 2017, from 7:00 a.m. to 5:00 p.m. for a walleye fishing tournament and use the same area on Saturday, August 12, 2017, from 10:00 a.m. to 2:00 p.m. for a kid’s fishing derby.

k) Request from Cindy Bintner to use the Ludington Park Pavilion on Saturday, September 9, 2017, from 8:00 a.m. to 3:00 p.m. for the End the Silence Walk by the Delta County Suicide Prevention Task Force.

l) Request from Bay de Noc Brewers to use the Municipal Dock on Saturday, October 14, 2017, from Friday, October 13, 2017, at noon to Sunday, October 15, 2017, at noon for Uptoberfest.

2. Approval - Sanitation Bid - Recreation Department.
   **Explanation:** Administration is seeking Council approval to retain Stenberg Brother's, Inc. of Bark River, Michigan, for sanitation services/portable restrooms for City parks, ball fields, and special events at their quoted prices through March 31, 2018.

3. Approval - 2017 Summer Season - Concession Bid - Recreation Department.
   **Explanation:** Administration is seeking Council approval to award Territory #1 concession area at the Escanaba Municipal Marina and Municipal Beach and Territory #2 concession area in Ludington Park to Sticky Fingers Confections.

4. Approval - Independence Day Fireworks Bid - Recreation Department.
   **Explanation:** Administration is seeking Council approval to retain Wolverine Fireworks of Kawkawlin, Michigan, in the amount of $8,000 for the annual 4th of July fireworks display. It is further requested Council authorize the contract amount to increase equal to community donations received for the fireworks display.

5. Approval - Development Project Agreement for the Michigan Department of Natural Resources Passport Grant - Recreation Department.
   **Explanation:** Administration is seeking Council approval for acceptance of the Development Project Agreement for the Michigan Department of Natural Resources Recreation Passport Grant to construct the marketplace park and play structure as part of the downtown Market Place project. Under the terms of the $45,000 grant the City Council must also authorize by certified resolution that City Manager James V. O'Toole will be the grantee signature for the grant.

6. Approval - City Email Services and Archiving Services - Clerk's Office.
   **Explanation:** Administration is seeking Council approval to retain DSTECH, Inc. of Escanaba, MI for a 2 year email and archiving service contract beginning July 1, 2017 at a price not to exceed $6,000 annually. Funds for this purchase will be included in the upcoming FY 2017-18 budget.
Agenda – March 16, 2017

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

Respectfully Submitted

[Signature]

James V. O'Toole
City Manager
PROCLAMATION

In Honor of David P. Nelson
Upon the Occasion of His Retirement

WHEREAS, David P. Nelson has been an invaluable member of the City team since December 16, 1980, when he accepted a position as Seasonal Supervisor for the Recreation Department; and

WHEREAS, David P. Nelson was promoted to Full-Time Laborer for the Water Department on October 26, 1981; and

WHEREAS, David P. Nelson was promoted to Skilled Laborer for the Water Department on July 1, 1983; and

WHEREAS, David P. Nelson was promoted to Operator S-4 for the Water Department on July 1, 2000; and

WHEREAS, The people of Escanaba wish to thank David P. Nelson for his thirty-six years of service to the people of Escanaba and congratulate him upon the momentous occasion of his retirement and wish him continued success in his future endeavors.

NOW, THEREFORE, BE IT PROCLAIMED, that I, Marc D. Tall, Mayor for the City of Escanaba, on behalf of the City Council and all Escanaba employees and citizens, do designate March 31, 2017, as,

“David P. Nelson Day”

In the City of Escanaba, and wish him the best in his retirement.

Marc D. Tall, Mayor
February 24, 2017

TO: Escanaba City Council

FROM: James V. O'Toole, City Manager

SUBJ: Zoning Ordinance Amendment – Zoning District Change

1900 South Lincoln Road.

Mr. and Mrs. Blaine DeGrave are owners of a parcel of property located at 1900 South Lincoln Road. As the property owners they are requesting the property be rezoned from a Single-Family Residential “A” District use to a Local Business “D” District Use. The DeGrave’s are of the opinion that the property is not well suited for a single-family residential dwelling use due to highway traffic and associated noise. The DeGrave’s have attempted to sell the property for over 10 years and have received little to no interest from any prospective buyers. As a means of full disclosure, Mr. Blaine DeGrave is an employee of the City of Escanaba.

On February 9, 2017, the Escanaba Planning Commission conducted a public hearing on the DeGrave’s request for a zoning district change. I have included the minutes in the background information package. Upon completion of the public hearing, the Planning Commission recommended the City Council approve the request for rezoning based upon:

1. The proposed request to change from a Single-Family Residential “A” District use to a Local Business “D” District Use is consistent with the adopted Future Land Use Map of the 2016 Community Master Plan.
2. The use of the property if rezoned should accommodate a wide range of retail goods and neighborhood services available to the neighborhood and the community.

Additionally, if the rezoning is approved by the City Council, the Planning Commission placed a condition of approval on the property that no additional driveway and/or access points from South Lincoln Road be allowed.

Administration is requesting the City Council set the matter for second reading and adoption of Ordinance No. 1176 for March 16, 2017.

Mission Statement:
Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.
ORDINANCE NO. 1176

AN ORDINANCE TO AMEND SECTION 401.4, ZONING MAP OF ORDINANCE NO. 1028, CITY ZONING MAP ORDINANCE, AS CODIFIED UNDER THE CODE OF ORDINANCES

THE CITY OF ESCANABA ORDAINS:

Chapter I

Section 101. The zoning map referred to in section 401.4 of Ordinance No. 1028 is hereby amended as follows:

101.1 From Residential "A" District to Local Business "D" District, as follows:

Part of the NE ¼ of the NE ¼ of Section 1, Township 38 North, Range 23 West, described as follows: Commencing at the Northeast corner of said NE 1/4; thence South 50 feet on the East line of said NE ¼ of the NE ¼; thence West and parallel with the North line of said NE ¼ of the NE ¼ a distance of 50 feet to the point of beginning; thence South and parallel with the East line 669.02 feet; thence West 160 feet; thence North 669.02 feet; thence East 160 feet to the point of beginning. EXCEPT that part, if any, lying within the right-of-way of Highway M-35.

Chapter II

SAVINGS CLAUSE

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

Chapter III

CONFLICTING ORDINANCES

Section 301. All ordinances or parts of ordinances or resolutions heretofore passed or adopted, which may conflict or be inconsistent with the provisions of this ordinance are hereby repealed.

Chapter IV

EFFECTIVE DATE

Section 401. This ordinance shall become effective ten (10) days after the passage and publication.

APPROVED:                                        APPROVED:

Ralph B.K. Peterson, City Attorney               Marc D. Tall, Mayor
ATTEST:

Robert S. Richards, CMC/City Clerk
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 XXXX day of , 2017, and was published in the Daily Press, a newspaper of general circulation in the City of Escanaba on XXXXXXX, 2017, 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
A meeting of the Escanaba Planning Commission was held on Thursday, February 9, 2017, at 6:00 p.m. in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

PRESENT: Chairperson Kel Smyth, Secretary Roy Webber, Deputy Secretary Brian Black, Commissioners Tom Warstler, James Hellerman, Paul Caswell, and Richard Clark

ALSO PRESENT: City Manager Jim O’Toole, Executive Assistant Lisa Glish, City Council Liaison Ronald Beauchamp, Owners of 1900 South Lincoln Road: Blaine and Charlene DeGrave, and Richard Smith from CUPPAD

ABSENT: Vice-Chairperson Christine Williams

Vice-Chairperson Kel Smyth called the meeting to order at 6:00 p.m.

ROLL CALL

Executive Assistant Lisa Glish conducted roll call.

APPROVAL/CORRECTION OF THE JANUARY 12, 2017 PLANNING COMMISSION MEETING MINUTES

A motion was made by Commissioner Warstler, seconded by Secretary Webber, to approve the January 12, 2017 Planning Commission meeting minutes as submitted. Ayes were unanimous.

APPROVAL/ADJUSTMENTS TO THE FEBRUARY 9, 2017 PLANNING COMMISSION MEETING AGENDA

A motion was made by Commissioner Warstler, seconded by Commissioner Hellerman, to approve the January 12, 2017 Planning Commission meeting minutes as submitted. Ayes were unanimous.

CONFLICT OF INTEREST DECLARATIONS

Commissioner Caswell stated that Mr. Blaine DeGrave’s family’s business built a home for him twenty (20) years prior, though he did not feel as though this was a conflict of interest.

City Manager Jim O’Toole stated that Mr. Blaine DeGrave is an employee of the City of Escanaba, and that Mr. DeGrave owned the property located at 1900 South Lincoln Road prior to when his employment began.

UNFINISHED BUSINESS

None.
PUBLIC HEARING


City Manager Jim O’Toole stated that Mr. and Mrs. Blaine R. DeGrave, owners of 2.30 +/- acres located at 1900 South Lincoln Road is requesting the Planning Commission consider an amendment of the zoning ordinance to rezone the 2.30 +/- acres from a Residence “A” Single-family Dwelling Use to a Local Business “D” District Use.

City Manager O’Toole read the Staff Position Paper into record as follows:

CITY OF ESCANABA
REQUEST OF ZONING DISTRICT
CHANGE/AMENDMENT
CASE NO. PC-020917-01

REFERENCE: 1900 South Lincoln Road, Escanaba, Michigan.

DATE: February 9, 2017

PROPERTY OWNER/APPLICANT ADDRESS:

Blaine and Charlene DeGrave
8176 30th Road
Rapid River, MI 49878

TYPE/DESCRIPTION OF REQUEST:

In accordance with Section 103 Changes and Amendments of Escanaba’s Zoning Ordinance, the applicant is requesting the property consisting of 2.30 +/- acres located at 1900 South Lincoln Road be rezoned from a Single-Family Residence “A” District land use to a Local Business “D” District Use.

LEGAL DESCRIPTION:

SEC. 1 T38N R23W E 200 FT NE 1/4 NE 1/4 EXC S 600 FT & EXC PAR 50 FT WIDE ON & E SIDES FOR R/W 18TH AVENUE SOUTH & M-35 AC #1.

CURRENT ZONING:

Single-Family Residence “A” District.

ORDINANCE:

Ordinance No.1028 Escanaba Zoning Ordinance

COMPLIANCE WITH CHANGE AND AMENDMENT REQUIREMENTS:

1. Section 103.2. Procedure. Mr. and Mrs. Blaine DeGrave are the owners of the property under consideration for rezoning. As the property owners, they are requesting the property located at 1900 South Lincoln Road be rezone from a Single-family Residential “A” District Use to a Local Business “D” District Use. The DeGrave’s are of the
opinion that the property is not well suited for a single-family residential dwelling due to highway traffic and associated noise. The DeGrave's have also stated that they have marketed the property "For Sale" as residential property for over ten (10) years and have received little to no interest from perspective buyers. As a means of full disclosure, Mr. Blaine DeGrave is an employee of the City of Escanaba.

2. Section 103.3. Public Hearing. As required by the City Zoning Ordinance the planning Commission must conduct a public hearing on any proposed changes to the Zoning Map.


4. Section 103.3.2. Notice Applicability. All persons to whom real property is assessed within 300 feet of the property and at least one (1) occupant of each dwelling unit or spatial area owned or leased by different persons within 300 feet of the property were sent notice of the proposed change and public hearing on January 23, 2017.

5. Section 103.4. Notice. Within the written notice there was a description of the proposed zoning, a description of the subject property, the time and location of the public hearing and when and where written comments will be received.

6. Section 103.5. Protest. If a protest of the proposed amendment is presented to the City Council at or before final action is taken on the amendment and it is properly signed by the owners of at least 20% of the area of land included in the proposed change, excluding publicly owned land, or by the owners of at least 20% of the area of and included within an area extending out at least 100 feet from any point on the boundary of land included in the proposed change, excluding publicly owned land, then such amendment shall be passed only upon four (4) affirmative votes of the City Council.

STAFF FINDINGS, COMMENT, GENERAL PLAN GOALS AND CONDITIONS OF APPROVAL:

1. Staff is recommending approval of the rezoning for the following reasons:

   A. The proposed request to change from a Single-family Residential "A" District Use to a Local Business "D" District Use is consistent with the adopted Future Land Use Map of the 2016 Community Master Plan. In the 2016 Plan the property has been recommended to support rezoning to a "General Business District".

   B. The use of the property if rezoned should accommodate a wide range of retail goods and neighborhood services available to the community.

   C. Staff is recommending, if rezoned, a condition of approval be placed on the property which would not allow any additional driveway and/or access points from South Lincoln Road.

ENFORCEMENT HISTORY:

None.
OTHER CONSIDERATIONS:

None.

BACK-UP INFORMATION:

1. Application for Zoning Land Use Approval
2. Site Plan Diagram
3. Assessor’s Property Information Card
4. 300’ radius property owner/tenant notification letter
5. 300’ radius labels

City Manager O’Toole then reviewed the type of uses allowed in a Local Business “D” District as:

1. Professional office, studio, barber shop or beauty shop, provided that no mechanical or electrical equipment is used which will create a nuisance to the adjacent neighborhood.
2. Grocery store.
3. Bakeries, retail, including manufacturing of goods on premises.
4. Barber and beauty shops.
5. Clinics, medical, dental and optical.
7. Dry cleaning and laundry establishments, up to 4,500 square feet on a lot.
8. Florists, retail.
10. Locksmiths and gunsmiths.
11. Studios for artists, designers, photographers, musicians, sculptors, gymnasts, potters, wood and leather craftsmen, glass blowers, weavers, silversmiths, and designers of ornamental and precious jewelry.
12. Real estate office.

City Manager O’Toole then reviewed the history of the property’s use which was 20-25 years prior it was used by DeGrave Quality Homes to sell Wausau Manufactured Homes, which was considered Retail Office Use. He then noted that that use was allowed under a Zoning Board of Appeals process due to the Zoning Ordinance did not list anything for this use at that time.

Chairman Kel Smyth invited Mr. Blaine DeGrave to approach the podium.

Mr. Blaine DeGrave introduced himself and his wife, Charlene, as the owners of the property located at 1900 South Lincoln Road. Mr. DeGrave stated for the record that he is employed by the City of Escanaba as the City Code Compliance Inspector. He also stated that he, and his family, owned the property prior to his employment with the City. Mr. DeGrave went onto state that they were there to ask for the property to be rezoned from a Residential “A” District to a Local Business “D” District, in which they feel would assist them in being able to sell the property.

Mr. DeGrave went onto explain that they have had the property For Sale for the past ten (10) years, using two different realtors (State Wide and Premier). He stated that the only two interests that they have received on the property have been from business owners (one wanted to develop it as a maid service Main Office and the other for a retail florist location).
He stated the he feels that due to the high volume of traffic noise and safety concerns along the highway (M-35) this property is not suitable for a single-family residence. He noted that 660 feet of this property is directly along the highway.

Mr. DeGrave went onto state that he feels this property would benefit being zoned in a transitional way due to the Zoning District directly north being Mixed Use Residential/Commercial and the Zoning District directly south being Light Manufacturing.

Commissioner Hellerman questioned why the Residential Property that is west of the proposed property is not also being looked at to be rezoned. City Manager O'Toole replied that those properties could be looked at for rezoning at the request of the Property Owner(s).

City Manager O'Toole commented that he feels the proposed property would benefit from being "Formed Based" which means that the Developer would have to present the project in its entirety for approval in general terms.

Secretary Webber questioned Mr. DeGrave if he had been in previous contact about the letter that was sent to the Commission concerning this property. Mr. DeGrave stated that he had not.

Chairperson Smyth opened the floor for Public Comment.

Mitchell Hahn, owner of 2313 18th Avenue South and 2323 18th Avenue South, addressed the Planning Commission. He explained that his properties are the two biggest properties behind the property proposed for rezoning. He stated that he does not have any concern with the proposed property changing zoning types as long as his property remains the same and his taxes do not increase.

City Manager O'Toole read the following letter into record that was submitted by Todd and Tonya LaFave, owners of 1919 South Lincoln Road:

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January 8, 2017

Todd and Tonya LaFave
2393 14th Road
Escanaba MI 49829

Escanaba Planning Commission
Escanaba, MI 49829

Re: Comments regarding Request of Zoning District Change-Residence "A"
Single-Family Dwelling Use to a Local Business "D" District Use- 1900 South Lincoln Road

To Whom It May Concern:

Please read and include this correspondence at your Feb. 9, 2017 public hearing regarding the above mentioned request.

We own a residence located at 1919 South Lincoln Road. We ARE NOT in favor, nor do we support the re-zoning of the property at 1800 S. Lincoln Road, Escanaba, Michigan, to a Local Business "D" District Use. We feel this would directly jeopardize the quality and safety of our residential property and its occupants.

Sincerely,

[Signature]

Todd and Tonya LaFave
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Chairperson Smyth closed the floor, and welcomed comment from Commissioners.

Secretary Webber commented that he is in the favor of the request and agrees that it would be beneficial to make the property a transitional zoning area. Commissioner Hellerman stated that he agreed with Secretary Webber.

Deputy Secretary Black questioned the location of the LaFave’s property compared to the DeGrave’s property. City Manager O’Toole replied that it is across the highway on the end of the block. Deputy Secretary Black then asked if it is known if that property is a rental property. City Manager O’Toole and Mr. DeGrave both commented that that property is a rental property.

Commissioner Warstler stated he would make a motion to approve this project due to the support in the Staff recommendation, the consistency with the Future Land Use Map, the consistency with good planning practices, and the belief that there will be minimal impact to adjoining properties.

A motion was made by Commissioner Warstler, seconded by Secretary Webber, to recommend Council approval to rezone the property from a Single-Family Residential “A” District to a Local Business “D” District based upon 1.) The proposed request to change from a Single-Family Residential “A” District use to a Local Business “D” District Use is consistent with the adopted Future Land Use Map of the 2016 Community Master Plan. and 2.) The use of the property if rezoned should accommodate a wide range of retail goods and neighborhood services available to the neighborhood and the community. Additionally, if the rezoning is approved by the City Council, the Planning Commission places a condition of approval on the property that no additional driveway and/or access points from South Lincoln Road be allowed. Ayes were unanimous.

NEW BUSINESS


City Manager O’Toole stated in accordance with the best practice standards of the MEDC Redevelopment Ready Program, the Planning Commission will review and discuss the recently completed review of Escanaba’s Zoning Ordinance by the Central Upper Peninsula Planning and Development Regional Commission (CUPPAD). CUPPAD’s review of the Ordinance was completed so as to determine that the Escanaba Zoning Ordinance aligns with the goals of the Master Plan and to determine if the community has a zoning plan that may need changes with respect to the Future Land Use Map and any ordinance text to implement the Master Plan.

City Manager O’Toole introduced Richard Smith from CUPPAD. Jim went onto explain that Mr. Smith has done a review of the City’s Zoning Ordinance and has made some comments and recommendations. Jim stated that Mr. Smith was there to review his findings, and that he would then suggest that some of the findings be added to the Planning Commission 2017 Work Plan. Mr. O’Toole noted that this is one of the final steps that the City needs to take to receive its Redevelopment Ready Community Certification.

Richard Smith explained that he is an employee for CUPPAD as a Community Planner. He went onto state that he was asked to review the City of Escanaba’s Zoning Ordinance, in which he reported in his findings through a letter in which he reviewed with the Planning Commission. The letter reads as such (see next page):
CITY OF ESCANABA  
REQUEST OF ZONING DISTRICT  
CHANGE/AMENDMENT  
CASE NO. PC-020917-01  

REFERENCE: 1900 South Lincoln Road, Escanaba, Michigan.  

DATE: February 9, 2017  

PROPERTY OWNER/APPLICANT ADDRESS:  

Blaine and Charlene DeGrave  
8176 30th Road  
Rapid River, MI 49878  

TYPE/DISCIRIPTION OF REQUEST:  

In accordance with Section 103 Changes and Amendments of Escanaba’s Zoning Ordinance, the applicant is requesting the property consisting of 2.30 +/- acres located at 1900 South Lincoln Road be rezoned from a Single-Family Residence “A” District land use to a Local Business “D” District Use.  

LEGAL DESCRIPTION:  

SEC 1 T38N R23W E 200 FT NE 1/4 NE 1/4 EXC S 600 FT & EXC PAR 50 FT WIDE ON & E SIDES FOR R/W 18TH AVENUE SOUTH & M-35 AC #1  

CURRENT ZONING:  

Single-Family Residence “A” District.  

ORDINANCE:  

Ordinance No.1028 Escanaba Zoning Ordinance  

COMPLIANCE WITH CHANGE AND AMENDMENT REQUIREMENTS:  

1. Section 103.2. Procedure. Mr. and Mrs. Blaine DeGrave are the owners of the property under consideration for rezoning. As the property owners, they are requesting the property located at 1900 South Lincoln Road be rezone from a Single-family Residential “A” District Use to a Local Business “D” District Use. The DeGrave’s are of the opinion that the property is not well suited for a single-family residential dwelling due to highway traffic and associated noise. The DeGrave’s have also stated that they have marketed the property “For Sale” as residential property for over ten (10) years and have received little to no interest from perspective buyers. As a means of full disclosure, Mr. Blaine DeGrave is an employee of the City of Escanaba.  

2. Section 103.3. Public Hearing. As required by the City Zoning Ordinance the planning Commission must conduct a public hearing on any proposed changes to the Zoning Map.  


4. Section 103.3.2. Notice Applicability. All persons to whom real property is assessed within 300 feet of the property and at least one (1) occupant of each dwelling unit or spatial area owned or
leased by different persons within 300 feet of the property were sent notice of the proposed change and public hearing on January 23, 2017.

5. Section 103.4. Notice. Within the written notice there was a description of the proposed zoning, a description of the subject property, the time and location of the public hearing and when and where written comments will be received.

6. Section 103.5. Protest. If a protest of the proposed amendment is presented to the City Council at or before final action is taken on the amendment and it is properly signed by the owners of at least 20% of the area of land included in the proposed change, excluding publicly owned land, or by the owners of at least 20% of the area of and included within an area extending out at least 100 feet from any point on the boundary of land included in the proposed change, excluding publicly owned land, then such amendment shall be passed only upon four (4) affirmative votes of the City Council.

STAFF FINDINGS, COMMENT, GENERAL PLAN GOALS AND CONDITIONS OF APPROVAL:

1. Staff is recommending approval of the rezoning for the following reasons:

   A. The proposed request to change from a Single-family Residential “A” District Use to a Local Business “D” District Use is consistent with the adopted Future Land Use Map of the 2016 Community Master Plan. In the 2016 Plan the property has been recommended to support rezoning to a “General Business District”.

   B. The use of the property if rezoned should accommodate a wide range of retail goods and neighborhood services available to the community.

   C. Staff is recommending, if rezoned, a condition of approval be placed on the property which would not allow any additional driveway and/or access points from South Lincoln Road.

ENFORCEMENT HISTORY:

None.

OTHER CONSIDERATIONS:

None.

BACK-UP INFORMATION:

1. Application for Zoning Land Use Approval
2. Site Plan Diagram
3. Assessor’s Property Information Card
4. 300' radius property owner/tenant notification letter
5. 300' radius labels
January 17, 2017

Dear Sir/Madam:

Below is a brief description of the history of the land located at 1900 South Lincoln Road, Escanaba, MI hereafter known as “the property”, and its ownership.

My name is Blaine R. DeGrave and along with my wife, Charlene M. DeGrave, we are the current owners of the property which is listed above. I am employed as the City of Escanaba’s Code Compliance Official and work in the Community Preservation and Development office located in City Hall. I have been employed in this capacity since 2006.

The property was purchased by my family in 1994 and was zoned Residential “A” which is designated for the purpose of residential homes. At the time of the purchase a variance was requested and subsequently granted to allow for the use as a site to establish an office and model home in which my family ran our construction business. Prior to working for the City and after the passing of my father in June 2005, I was the part owner of the family run business, DeGrave Quality Homes, which my father had started in 1973. We designed sold and constructed panelized and modular homes through Wausau Homes Inc. and successfully ran this business on this property until the downturn of the housing industry and recession of 2006-2007. It was at this time in which the business was dissolved and I took the position I currently hold with the City of Escanaba.

Since the closing of our family business, the property has been for sale through several local real estate agents. In those 10’ years the inquiries I have received for the property have been for business/commercial uses only. I firmly believe that the use of this property as a residential lot for the construction of a residential home is not the best use. The property parallels M-35 and due to traffic noise and vehicle traffic it makes this area unsuitable and undesirable as residential property.

Sincerely,

Blaine R. DeGrave
Property Owner
Attachment 2

**Zoning Amendment Purpose:** The Zoning Amendment is requested for the purpose of (describe in detail):

To have zoning in place for potential business entities such as professional offices, medical clinics, real estate offices or such.

**Explanation:** The property parallels 660 ft. of Hwy. M-35 (South Lincoln Rd). The noise levels and speeds from vehicles along this path do not make this property favorable for residential housing which is the classification it is under. (Zoning District “A” Residential) The property has been for sale for the last 10 years since the closing of our family construction business and the only inquires for the property have been commercial in nature. I am requesting that the property be reclassified as Zoning District “D” Local Business. This is in line with the Master plans future classification for this property.
CITY OF ESCANABA
CHANGE OF ZONING DISTRICT/
COMPREHENSIVE PLAN AMENDMENT APPLICATION

PROPERTY OWNER:* Name: Blaine R DeGraaf
* If contract purchase, please provide copy of contract
Address: 8176 302nd Rd
City: Rapid River State: MI Zip: 49828
Phone: (906) 280-1818 Cell: Same

OWNER REPRESENTATIVE:
Name: ____________
Address: ____________
City: ____________ State: __ Zip: __
Phone: ____________ Cell: ____________

DESCRIPTION OF PROPERTY:
Address: 1900 South Lincoln Rd
Sheet: 22 Block: Map #1 Lot: 1
Existing Zoning Classification: Residential "A"
Proposed Zoning District: General Business District
Existing Comp. Plan Designation: ____________
Total land area to be rezoned: ____________ See Attachment 1

ZONING AMENDMENT PURPOSE:
The Zoning Amendment is being requested for the purpose of (describe in detail)

See Attachment 2

NAMES AND ADDRESSES OF ADJACENT PROPERTY OWNERS: (Use separate sheet for additional names)
North: Dagena's Real Estate
South: Delta County Airport
East: 1735
West: Mitchell Hahn 906 So 16th St

CERTIFICATION: I certify that the information contained herein is true and accurate.

Signed: Blaine R DeGraaf
Property Owner

Signed: ____________________________
Applicant, if different from Property Owner

FOR STAFF USE
Checklist
☑ Adjacent Property Owners
☑ Completed Application 12/3/16
☑ Fees Paid 12/11/16
☑ Survey of Property
☑ Property Located on Tax Map 12/11/16

NOTIFICATION OF PLANNING COMMISSION HEARING DATE
Application of _________ to rezone property from _________ to _________ located at _________ will be heard by the Planning Commission on _________ in the City Council Chambers, 410 Ludington Street, Escanaba, MI 49829, at 6:00pm. The Applicant or their representative must be present at the meeting. A staff report on the application will be available at this office five days prior to the meeting.

Signature of Person Accepting Application: ____________________________ Date: ____________
CHANGE OF ZONING DISTRICT/ COMPREHENSIVE PLAN AMENDMENT APPLICATION PROCEDURE
(Cross-Reference: Zoning Ordinance – Section 103 Changes and Amendments)

The City of Escanaba Community Preservation Department uses a three (3) step application process, which must be followed in order for a zoning amendment to be acted upon by the City.

STEP 1. Initial Contacts with City Offices
The zoning amendment must be reviewed with the city staff (by appointment) prior to submission of materials for Planning Commission review. This initial discussion is to ensure both the applicant and the City staff have a proper understanding of what is being requested by the applicant and to review the steps and approvals that are necessary to make the change.

STEP 2. Official Submission
An official submission of a zoning amendment can only occur after the City Administration has determined Step 1 to be completed. All required material to be submitted for approval must be complete and accurate. The proposed zoning amendment submission materials will be checked for completeness and accuracy. Failure to provide all required material and fees in accordance with the submission procedures, or incomplete submitted material might cause the entire submission to be rejected, returned or delayed.

MATERIALS REQUIRED FOR THE SUBMISSION OF A ZONING AMENDMENT
- One completed “Zoning Amendment Application Packet”.
- The required submission fee (See the attached “Fee Schedule”).
- Two (2) copies of a proposed zoning map which must include an accurate legal description of all lands proposed to be rezoned and identification of the pertinent existing and proposed zoning districts and labels.

Upon notice from the City that the application materials are complete, the applicant may be requested to submit additional copies of the final zoning map prior to the Planning Commission meeting. Additional copies may also be required for the future City Council meeting.

Procedurally, the Community Preservation Department will publish a newspaper notice of Public Hearing at least fifteen (15) days prior to the Planning Commission meeting so that each public entity, public utility company and each railroad company owning or operating any public utility or railroad within the district has an opportunity to comment on the proposed application. For properties which are proposed for rezoning, notice of the proposed rezoning and hearing shall be given at least fifteen (15) days before the hearing to the owners of the property in questions; all persons to whom real property is assessed within three hundred (300) feet of the boundary of the property in question, and to at least one (1) occupant of each dwelling unit or spatial area owned or leased by different persons within three hundred (300) feet of the boundary of the property in question. After the Public Hearing, the Planning Commission will make a recommendation on the zoning amendment request to the City of Escanaba City Council. The City of Escanaba City Council will then consider the amendment at a future City Council Meeting.

STEP 3. City Council Review
After the Planning Commission has recommended a zoning district change, the Escanaba City Council shall hold a Public Hearing to review and amend the Escanaba Zoning Ordinance if approved by the council. Only the applicant and agents listed on the Application will receive a copy of the City Administration recommendations and a copy of the Planning Commission agenda before the Planning Commission meeting date. Any other party wishing to obtain a copy of the recommendation/agenda can obtain a copy from the City of Escanaba Website (www.escanaba.org) or through the City of Escanaba Clerk’s Office.

SPOT ZONING
The zoning of a small area of land, or one or more properties, for a use that is not in harmony with the normal zoning plan for the area, especially if a small area is rezoned in a way that does not conform to the surrounding neighborhood will not be considered by the City of Escanaba. Spot zoning is normally invalid if the permitted use is very different from the surrounding area; the area involved is small; or it can be shown that the City of Escanaba has favored one land owner to the unreasonable detriment of the surrounding area, or so as to prejudice the intention of the Comprehensive Plan.
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*** Information herein deemed reliable but not guaranteed***
CHAPTER 5
RESIDENCE "A" DISTRICTS

SECTION 501
GENERAL PROVISIONS

501.1. Purpose. The single-family dwelling district is for the purpose of primarily accommodating conventional single-family dwellings.

501.2. Cross References, as amended.

A. Zoning and planning in home rules cities - MCLA 117.4i
B. Regulation of location of trades, buildings and uses by local authorities - MCLA 125.581
C. Regulation of buildings; authority to zone - MCLA 125.582
D. Regulation of congested areas - MCLA 125.583
E. Uses of land or structures not conforming to ordinances; powers of legislative bodies; acquisition of property - MCLA 125.583a

SECTION 502
PRINCIPAL USES PERMITTED BY RIGHT

502.1. General. The following uses of land and buildings, together with accessory uses, are allowed in the one-family district:

B. Accessory buildings and uses, including swimming pools, customarily incident to any of the above permitted uses.
C. Gardens, arboretums, nursery, or greenhouses without sales facilities.
B. Park, playground, school or college stadium or athletic field, golf course.
C. Telephone exchange where no public business offices and no repair, storage or garage facilities are maintained.
D. Special Care Facilities subject to the following conditions:

1. A special use permit must be approved by the Planning Commission.
2. The allowable number of total occupants shall not exceed six (6) within any 1500 foot radius.
3. Required area and lot sizes shall be the same as for other residential occupancy requirements within the zoning district.
4. All applicants for special use permits must demonstrate that there will be adequately trained personnel to staff or manage the type of facility being proposed.
5. In Residence A Districts, not more than six (6) permitted within any 1500 foot radius.
E. Home Occupations. As used in this chapter, a home occupation is an accessory use of the main dwelling that shall constitute either entirely or partially the livelihood of a person living in the dwelling, provided it complies with all applicable performance standards set forth in this chapter. Home Occupations subject to the following conditions:

1. A home occupation shall be conducted within the dwelling unit which is the bona fide residence of the principal practitioner of the occupation.
2. All business activity and storage shall take place within the interior of the dwelling unit.
3. No alterations to the exterior of the residential dwelling or yard that alters the residential character of the exterior premises is permissible.
4. The home occupation shall not generate vehicular traffic beyond eight-trip-ends per day.
5. Only off-street parking facilities customary for a residential use and located on the premises may be used.
6. No vehicles used in the conduct of the occupation may be parked, kept or otherwise be present on the premises, other than such as are customarily used for domestic or household purposes.
7. Home occupations shall be conducted solely by persons residing at the residence, and not more than two such persons shall be employed in the home occupation.
8. One (1) sign identifying a home occupation may be used provided is wall mounted on the principal residence and is not more than three (3) square feet with no side dimension exceeding thirty-six (36) inches.
9. No sale or rental of goods is allowed on the premises, except as secondary and incidental to the furnishing of a service.
10. Instruction in crafts and fine arts are recognized as allowable home occupations if they meet the above conditions.
11. The use shall not generate noise, vibration or odors detectable beyond the property line.

(a) Permitted Home Occupations. The following are permitted home occupations provided they do not violate any of the provisions of the “A” District, and that they are consistent with State and local licensing requirements.

(1) Beauty/barbershop, single chair.
(2) Bed and breakfast operation.
(3) Catering, home cooking and preserving.
(4) Family day care home.
(5) Computer programming and services.
(6) Contractor or decorator.
(7) Direct sale product distribution, e.g. Amway, Avon, Mary-Kay.
(8) Taxidermy.
(9) Dressmaking, sewing and tailoring.
(10) Drafting and graphic services.
(11) Flower arranging.
(12) Gardening, landscaping maintenance.
(13) Home crafts such as model making, rug weaving, lapidary work, jewelry making, woodworking and upholstery.
(14) Individual musical instrument instruction, provided that no instrument is amplified.
(15) Interior designers.
(16) Janitorial and cleaning services.
(17) Laundry and ironing services.
(18) Locksmith.
(19) Mail order catalog services.
(20) Office of minister, rabbi, or priest.
(21) Offices such as an accountant, architect, bookkeeper, broker, consultant, counselor, dentist, engineer, investment and financial planner, land surveyor, lawyer, physician, psychologist, psychiatrist and real estate broker.
(22) Office of a sales representative or manufacturer’s representative.
(23) Painting, sculpturing, photography or writing.
(24) Repair service for small items.
(25) Secretarial services.
(26) Telephone answering or solicitation work.
(27) Tutoring or educational instruction.
(28) Similar types of businesses as approved by the Planning Commission.
(29) The above list is not exclusive.

(b) **Prohibited Home Occupations.** The following are prohibited as home occupations:

(1) Amusement or dance parlor.
(2) Funeral home or chapel.
(3) Health salons, gyms.
(4) Kennel or other boarding of animals.
(5) Medical or dental clinic, hospital.
(6) Motor vehicle repair, parts sales, upholstery.
(7) Motor vehicle sales.
(8) Motor vehicle fleet storage.
(9) Nursing home.
(10) Private club.
(11) Repair or testing of internal combustion engines.
(12) Restaurant.
(13) Tavern.
(14) Veterinary clinic or animal hospital.
(15) Similar types of businesses. The above list is not exclusive.

F. **Bed and Breakfast Establishment.** Bed and Breakfast Establishment subject to the following conditions:
1. The minimum size of a one-family residential dwelling for a Bed and Breakfast Establishment is two thousand (2,000) square feet of normal residential space, exclusive of garages and storage sheds.

2. All applicants for a bed and Breakfast Establishment license must demonstrate that the proposed establishment will comply with Escanaba's Bed and Breakfast Establishment ordinance.

I. Adult Foster Care Facilities. Adult Foster Care (state licensed residential facility as defined by MCLA 125.5836; MSA 5.2933(27)).

SECTION 503
USES ALLOWED BY SPECIAL LAND USE PERMIT

503.1. General. The following uses of land and buildings, together with accessory uses, are allowed in the Single-Family Districts if a special land use permit is issued according to the standards of this Chapter:

A. Clustered single-family dwellings.
B. Essential service building, publicly owned buildings.
C. Group day care homes.
D. Places of worship.
E. Schools.
F. Temporary dwelling units.
G. Churches, public or parochial schools, colleges, publicly owned and operated libraries, museum.
H. Community building or club, except where the principal activity thereof is a service customarily carried on as a business.
I. Nursery schools, child care centers, and similar institutions for children of pre-school age.
J. Fire and Police Stations.
K. Hospital, clinic, convent, home dormitory, or other buildings of like character, occupied, or to be occupied more or less permanently (but not including penal or correctional institutions).
L. Convenience Store.

SECTION 504
ACCESSORY USES PERMITTED IN A RESIDENCE A DISTRICT - WHEN LOCATED ON THE SAME LOT WITH THE PRINCIPAL USE

504.1. Allowed Uses. Uses customarily incident to any of the permitted uses and located on the same lot therewith, provided all area and yard requirements are met.

SECTION 505
SETBACKS

505.1. Front Yard Requirement. In a Residence A District there shall be a front yard on every lot.

505.1.1. Front Yard. Every front yard shall be at least twenty-five (25) feet or thirty-five percent (35%) of the depth of the lot (whichever is least restrictive) as measured at right angles from the front lot line to the nearest part of the principal building located on
the lot, provided however, that on lots located on the same side of the street and between the same consecutive intersecting streets as other lots of which at least fifty percent (50%) are occupied by uses wherein the depths of the front yard are other than that required above, the depth of the front yard shall be not less than the average depth of the front yards of such occupied lots. In no case are the provisions of this section to require a front yard depth in excess of 35 percent of the average depth of the lot nor less than 15 feet.

505.1.2. **Front Yard Setback.** The front yard setback shall not be used for off-street parking from April 2 to November 30, and shall remain as open space unoccupied and unobstructed from the ground upward except for landscaping, plant materials, or vehicle access drives.

505.2. **Side Yard Requirement.** In a Residence A District there shall be on each side of every lot a side yard.

505.2.1. **Minimum Side Yard.** The minimum side yard for residential structures shall be ten percent of the width of the lot with a total of twenty-five percent (25%) of the lot required for both side yards; provided, however, that no side yard shall have a width of less than four feet and this shall be increased by four (4) feet for each story by which a building erected on a lot exceeds 2 stories in height. And provided however that no minimum interior side yard shall be required to exceed fifteen (15) feet nor shall the total side yards be required to exceed forty-five (45) feet.

505.2.2. **Side Yard Width.** The width of a side yard abutting upon a street shall not be less than the minimum front yard depth required on an adjoining interior lot fronting upon such side street but this shall not reduce the buildable width of any lot of record at the time of passage of this ordinance to less than thirty (30) feet at the ground story level; provided, however, that in no case shall the width of said side yard be less than eight (8) feet.

505.2.3. **Other Buildings.** For any building other than a dwelling, in which persons congregate, or which is designed, arranged, remodeled, or normally used for the congregation of persons, in numbers in excess of fifty (50), or for any telephone exchange, police or fire station, the width of each side yard shall not be less than twelve (12) feet, and in addition thereto the width of each side yard shall be increased four (4) feet for each twenty-five (25) persons or major fraction thereof, in excess of fifty (50), for the accommodation of whom the building is designed, arranged, remodeled, or normally used, except that for portions of such building of fire resistant construction and entirely without movable windows or other openings, an increase of only two (2) feet for each twenty-five (25) persons or major fraction thereof in excess of fifty (50) shall be required.

505.3. **Rear Yard Requirement.** In a Residence A District there shall be a rear yard on every lot.

505.3.1. **Minimum Rear Yard.** The minimum rear yard shall be twenty (20) feet in depth as measured at right angles from the rear lot line to the nearest part of the principle building on each lot upon which a one (1) story principal building is located. On lots occupied by other than one story principal buildings, the minimum depth of the required rear yard shall be increased by four (4) feet for each additional story. The
depth of a rear yard abutting upon a street shall be not less than the depth of the front yard required for a building of the same size and kind on an adjoining lot fronting on such rear street.

505.3.2. Other Buildings. On a lot occupied by a building other than a dwelling, in which persons congregate, or which is designed, arranged, remodeled, or normally used for the congregation of persons in numbers in excess of fifty (50), the depth of the rear yard shall be increased by four (4) feet for each twenty-five (25) persons or major fraction thereof, in excess of fifty (50).

505.4. Through Lots and Corner Lot. Through lots and corners lots having a frontage on two streets shall provide the required setback on both streets.

505.5. Other Requirements.

505.5.1. Storage. Storage of a boat, motor home, camper, utility trailer or other recreational vehicle or equipment is limited to rear and side yard only. Storage shall mean parking the vehicle or equipment in an area unused for the purpose for which it was designed for a period of thirty (30) consecutive days or more.

505.5.2. Lots Along Railroad Right-of-Way or Property. Any lot created or recorded after October 1, 2003, that is adjacent to or along a railroad right-of-way, shall not be used for any residential purpose unless it has a depth of at least two hundred fifty (250) feet.

SECTION 506
ENCROACHMENTS INTO SETBACKS

506.1. Projections Into Required Yards. Outside stairways, fire escapes, fire towers, chimneys, platforms, enclosed balconies/porches, boiler/furnace flues, eaves, sills, belt courses, cornices and other projections shall be considered part of the building, subject to the setback requirements of the building.

Exceptions:

A. Terraces, patios, decks, uncovered and unenclosed porches which do not extend more than thirty (30) inches above grade at the nearest side property line may project into a required side setback provided these projections are no closer than two (2) feet from the subject side property line.

B. An unenclosed balcony, porch or deck may project into a rear setback for a distance not exceeding twenty (20) feet.

C. Unenclosed porches/balconies may not extend more than eight (8) feet into the front yard.

D. Awnings, arbors and trellises, flagpoles, window air conditioner units and fences.

E. Bay windows may project into the required side yard, front yard or rear yard not more than eighteen (18) inches.

506.2. Handicap Ramp Procedure/Other Encroachments. The Code Official shall have the authority to approve a handicapped ramp or other encroachment into a yard, if the encroachment is required by law and there is no other reasonable location.
506.2.1. Neighbor Notification. Before granting any administrative approval, the Code Official shall take reasonable steps to inform the owners of the property abutting on that side of the location of the requested approval or on all sides, if all sides would be affected. The Code Official shall inform the relevant abutting owner(s) that the owner is entitled to object. The abutting owner shall have three (3) working days to make comments to the Code Official. The Code Official shall take into consideration any comments received.

506.2.2. Variance. If the Code Official determines that there is not a basis for administrative approval, then the applicant must seek a variance.

506.2.3. Administrative Denial. If any person who is deemed to have the status of an aggrieved person objects to the administrative approval with a stated reason before the Code Official's written decision, then the Code Official shall deny the request for an administrative approval and the applicant must file for a variance.

SECTION 507
LOT DENSITY

507.1. Area. No newly established lot shall have a depth of less than one hundred (100) feet or a depth in excess of four (4) times its width. The minimum width of lots on which no permanent dwellings have been erected at the time of the passage of this ordinance shall be sixty (60) feet. With Planning Commission approval and in accordance with the subsections 507.2. Planning Commission Approval-Irregular Lot, 507.3. Public Hearing Process-Irregular Lot, 507.3.1. Newspaper Notice, 507.3.2. Public Notice, 507.3.3. Notice Applicability, 507.3.4. Public Hearing-Notice Content, 507.4. Approval Standards-Irregular Lot, 507.5. Protest-Irregular Lot Approval, and 507.6. Appeal-Irregular Lot, an irregular lot with less than 60 feet of street frontage may have a permanent dwelling erected upon same provided the building construction complies with all other yard, height and setback requirements for the district and the essential character of the locality is not altered. In Original Plat Proprietor's Addition Subdivision, Proprietor's First Addition Subdivision, Selden Subdivision, S.H. Selden Addition, Cleary's Subdivision, Ludington Addition, Proprietor's Second Addition, Glazer's Addition, Cadyland Company Third Addition, Campbell's Second Addition, Campbell's Third Addition, Wells Addition, Brandso's Addition, Moore and Matthews Addition, I. Stephenson Company Plat, I. Stephenson Company First Addition, I. Stephenson Company Second Addition, the minimum width of lots at the time of passage of this Ordinance shall be fifty (50) feet provided all other yard requirements are met.

507.1.1. Square Footage. In a Residence A District no building containing a single family dwelling shall be erected or used on any lot less than six thousand (6,000) square feet in area.

507.1.2. Area Percentage. No buildings or structures hereafter erected shall occupy more than thirty-five percent (35%) of the area of the lot. The required lot area for a lot of record is to be measured within one hundred forty (140) feet of the front line. The required lot area of an irregular lot is to be measured within one hundred forty (140) feet of the building lot line.

507.2 Planning Commission Approval-Irregular Lot. It shall be the duty of the Planning
Commission to review all use requests for irregular lots. The application shall be accompanied by maps, drawings or other documentation in support of the request. The granting of an irregular lot use shall not exempt the applicant from having to comply with other relevant provisions of related ordinances.

507.3. Public Hearing Process - Irregular Lot. A hearing before the Planning Commission shall be conducted on all proposed irregular lot uses. The procedure for the Planning Commission public hearing shall be as follows:

507.3.1. Newspaper Notice. At least fifteen (15) days notice of the public hearing shall be given in an official newspaper of general circulation in the City.

507.3.2. Public Notice. At least fifteen (15) days notice of the time and place of the public hearing shall be mailed to each public entity, public utility company and to each railroad company owning or operating any public utility or railroad within the districts affected that registers its name and mailing address with the City Clerk for the purpose of receiving the notice. An affidavit of mailing shall be maintained.

507.3.3. Notice Applicability. For properties which are proposed for irregular lot use, notice of the proposed use and hearing shall be given at least fifteen (15) days before the hearing to:

A. The owners of the property in question;
B. All persons to whom real property is assessed within three hundred (300) feet of the boundary of the property in question; and
C. At least one (1) occupant of each dwelling unit or spatial area owned or leased by different persons within three hundred (300) feet of the boundary of the property in question. Where a single structure contains more than four (4) dwelling units or distinct spatial areas, notice may be given to the manager or owner of the structure with a request to post the notice at the primary entrance to the structure. Where the names of the occupant is not known, the term “occupant” may be used in making notification.

507.3.4. Public Hearing - Notice Content: The notice shall contain the following:

A. A description of the proposed irregular land use;
B. A description of the subject property;
C. The time and location of the public hearing; and
D. Then and where written comments will be received.

507.4 Approval Standards - Irregular Lot. An irregular lot use may be granted by the Planning Commission provided the following standards are met:

A. The essential character of the locality is not altered.
B. The development of the property will be good for the general welfare of the neighborhood for the orderly development of the land in accordance with the goals and objectives as identified in the Community Comprehensive Plan.
C. There is a clear showing of an unnecessary hardship in that the property as a whole cannot reasonably be put to a use authorized by this Zoning Code.
D. The alleged difficulty is not solely economic, and is based on the reasonable use of the parcel of land.
E. The lot will have adequate accessibility, or an area available for public utilities and emergency and other vehicles.

507.5 Protest - Irregular Lot Approval. If a protest of a proposed irregular lot approval is presented to the Planning Commission at or before the public hearing date on the request and it is properly signed by the owners of at least twenty percent (20%) of the noticed area of land, included in the request, excluding publicly owned land then such request for irregular lot use approval shall be passed only by the affirmative vote of three-fourths of the members of the Planning Commission.

507.6. Appeal-Irregular Lot. Any person with standing, aggrieved, or affected by the decision of the Planning Commission concerning an irregular lot use approval/disapproval shall be permitted to appeal the decision to the Zoning Board of Appeals as outlined in Chapter 3 Board of Zoning Appeals.

SECTION 508
BUILDING HEIGHT

508.1. General. In a Residence A District, no dwelling shall exceed thirty-five (35) feet in height, and no building other than a dwelling shall exceed forty-five (45) feet in height.

Exceptions:

A. Steeples and Clock Towers may be erected to a height not exceeding twice the height of the attached building.

B. Parapet Walls may be used to screen existing equipment if the wall extends around the perimeter of the building and incorporates exterior building materials similar to those of the main building.

SECTION 509
ACCESSORY BUILDINGS/PRIVATE GARAGES

509.1. Distances. Accessory buildings other than private garages shall be at least ten (10) feet from any dwelling situated on the same lot and at least six (6) feet from any other building on adjacent lot or accessory building on the same lot.

509.2. Front Yard Space. Detached accessory buildings and/or private garages may not occupy front yard space.

509.3. Side Yard Space. Accessory buildings and/or private garages and portions thereof may occupy that portion of the side yard which is in excess of the said yard requirements.

509.4. Rear Yard Area. Accessory buildings and/or private garages and portions thereof may occupy up to fifty percent (50%) of the required rear yard space except, where a rear yard abuts for its full width upon a street, said buildings and portions thereof shall not occupy any of the required minimum rear yard space. On a corner lot, accessory buildings and/or private garages shall not occupy any part of that portion of the rear yard lying nearer to the street than the width of the side yard required for the same lot and abutting on such street.
509.5. **Side yard Requirement.** No portion of any accessory building and/or private garage shall approach nearer to a side lot line than three (3) feet except that on adjoining lots one story accessory buildings may be built up to the common lot line for a distance of not to exceed thirty (30) feet, provided, that such buildings on both sides of such common lot line are erected at the same time and are separated by a common or party wall of fire resistant construction. No portion of any private garage shall approach nearer to a rear lot line/alley right-of-way than five (5) feet.

509.6. **Accessory Height.** Accessory buildings other than a private garage shall not exceed twelve (12) feet in height from ground floor to mean height as defined in Chapter 1, General Provisions, Section 111. General Definitions. The height of a private garage shall not exceed eighteen (18) feet in height from ground floor to mean height as defined in Chapter 1, General Provisions, Section 111. General Definitions or the height of the principal building, whichever is less.

**SECTION 510**
**PARKING**

510.1. **General Space Requirements.** Parking space requirements for single-family dwellings are two (2) for each dwelling unit. All residential parking shall be located on the premises it is intended to serve.

510.1.1. Required parking spaces shall be in the dimension of ten (10) by twenty (20), shall be on a hard surface driveway or in a private garage and shall not be located in a required front yard.

510.2. **Elderly Housing Requirements.** Parking space requirements for elderly housing is one for each four (4) units, and one (1) for each employee. Should units revert to general occupancies, then two spaces per unit shall be provided.

510.3. **Bed and Breakfast Establishment Requirements.** Parking space requirements for bed and breakfast establishments are two parking spaces for use of the operator and family of the operator and one parking space per bed and breakfast sleepingroom.

510.4. **Surface of Parking Area.** Parking spaces and driveways shall be provided with a paved surface. The parking/driveway surface must be graded and drained so as to dispose of all surface water accumulation within the area. There must be a concrete curb at least four (4) inches above grade along the side or sides adjacent to the residential area up to a point two (2) feet from the sidewalk. A concrete or other suitable barrier must be placed parallel to the walk to prevent any parked vehicle from approaching closer than two (2) feet to the sidewalk.

**SECTION 511**
**REPAIR/STORAGE OF VEHICLES AND MERCHANDISE**

511.1 **General.** The repair of vehicles, and the storage of merchandise, motor vehicles or trucks is prohibited.
SECTION 512
CONVEYANCES WHICH CREATE NON-CONFORMING USE

512.1. General. No conveyance of land shall hereafter be made when, as a result of such conveyance, the land or structure of the grantor shall be caused thereby to become a non-conforming use or structure.

SECTION 513
LANDSCAPING REQUIREMENTS

513.1. General. Landscaping is required for all new buildings and additions over five hundred (500) square feet as defined in this Section. Said landscaping shall be completed within one year from the date of occupancy of the building.

513.2. Front Yards. Front yards required by this Ordinance shall be completely landscaped, except for those areas occupied by access driveways, walls and structures.

513.3. Street-Side Side Yards. All flanking street-side side yards shall be completely landscaped, except for those areas occupied by utilities, access driveways, paved walks, walls and structures.

513.4. Maintenance. All live landscaping required by this Ordinance shall be properly maintained. All dead or dying landscaping shall be replaced immediately and all sodded areas mowed, fertilized, and irrigated on a regular basis.

SECTION 514
FENCES AND WALLS

514.1. General. The following restriction shall apply to all fences and walls located within the zoned district, except for fences and walls surrounding public utility structures or radio, television, or microwave transmission or relay towers:

A. No person shall construct or cause to have constructed any fence or wall upon any property within the City without first having to obtain a permit.
B. Permit application shall contain all information required for the determination of whether the erection of such fence or wall will violate any Ordinance of the City.
C. No fence or wall located in the front yard shall be built to a height greater than four (4) feet above grade and six (6) feet above the grade in the side and rear yard area. On a corner lot fences and walls nearer the street than the established building line shall not exceed four (4) feet in height.
D. The capital of a fence post or column may extend up to two (2) feet above the maximum fence/wall height limit.
E. No partition fence or wall shall extend towards the street beyond two (2) feet from the established lot line, nor shall any fence or wall or portion thereof be erected in any area on or parallel to the front lot line except that it shall be located a minimum of two (2) feet behind the inside edge of the established sidewalk line.
F. No person being the owner, lessee, occupant or agent for the same, of any building in the City shall erect, cause to be erected, or maintain on or about
the walk or stairway to the entrance to such building, any railing, fence, guard or other projection on to which there shall be affixed or placed, or in any manner attached, any barbed wire construction, nor shall there be maintained, either partially or wholly, around any area adjacent to any street, alley, lane or public way, or in or along any street or sidewalk in front or adjacent to any public spaces or place, or nail or cause the same to be nailed or fastened, in any form, shape or manner, upon any partition form, any such barbed wire construction, nor shall any electrical current be charged through any fence whatsoever.

Any person within the corporate limits of the City erecting or maintaining any fence or hedge shall be fully responsible for the care and maintenance of the fence or hedge and shall assume full responsibility for any damaging arising due to the erection of such fence or hedge.

SECTION 515
SIGNS

515.1. General. All signs must be designed, installed, and maintained in accordance with the provisions of Chapter 3 Advertising Regulations; Signs., as amended, of the Code of Ordinances.
CHAPTER 9
LOCAL BUSINESS DISTRICT ("D")

SECTION 901
GENERAL

901.1. Purpose. The Local Business District is for the purpose of accommodating a wide range of retail goods and neighborhood services available to the community. These uses are intended to be developed compactly within a neighborhood and have coordinated access, preferably with limited driveways and shared parking facilities.

901.2. Cross References, as amended.

A. Zoning and planning in home rules cities MCLA 117.4I
B. Regulation of location of trades, buildings and uses by local authorities MCLA 125.581
C. Regulation of buildings; authority to zone MCLA 125.582
D. Regulation of congested areas MCLA 125.583
E. Uses of land or structures not conforming to ordinances; powers of legislative bodies; acquisition of property MCLA 125.583a

SECTION 902
USES PERMITTED IN A LOCAL BUSINESS DISTRICT

902.1. General. In a Local Business District a building, structure, or premises may be erected or used for one or more of the following specified purposes:

A. Professional office, studio, barber shop or beauty shop, provided that no mechanical or electrical equipment is used which will create a nuisance to the adjacent neighborhood.
B. Grocery store.
C. Bakeries, retail, including manufacturing of goods on premises.
D. Barber and beauty shops.
E. Clinics, medical, dental and optical.
F. Clinics, veterinary.
G. Dry cleaning and laundry establishments, up to 4500 square feet on a lot.
H. Florists, retail.
I. Funeral homes.
J. Locksmiths and gunsmiths.
K. Studios for artists, designers, photographers, musicians, sculptors, gymnasts, potters, wood and leather craftsman, glass blowers, weavers, silversmiths, and designers of ornamental and precious jewelry.
L. Real estate office.

SECTION 903
USES ALLOWED BY SPECIAL LAND USE PERMIT

903.1. General. The following uses of land and buildings, together with accessory uses, are allowed in the Local Business District if a special land use permit is issued according to the standards of this ordinance.
A. Public garages, repair shops, gasoline service stations, and other motor fueling filling stations.
B. The Planning Commission may authorize principle and other uses not stated in the district where the land is located, provided that such uses are consistent with the neighborhood, intent of this Chapter, and the standards set forth herein.

SECTION 904
ACCESSORY USES PERMITTED IN A LOCAL BUSINESS DISTRICT WHEN LOCATED ON THE SAME LOT WITH THE PRINCIPAL USE

904.1. Accessory Uses. The following uses are permitted in a Local Business District when located on the same lot with the principal use.

A. Living quarters of persons employed on the premises, and not rented or otherwise used as a separate dwelling.
B. Uses customarily incident to any of the permitted uses and located on the same lot therewith.
C. Private and community garages for the storage of vehicles only.

SECTION 905
SETBACKS

905.1. Front Yard Requirement. This front yard lot shall be at least twenty-five (25) feet or thirty-five percent (35%) of the depth of the lot (whichever is least restrictive) as measured at right angles from the front lot line to the nearest part of the principal building located on the lot, provided, however, that on lots located on the same side of the street and between the same consecutive intersecting streets as other lots of which at least fifty percent (50%) are occupied by uses wherein the depths of the front yard are other than that required above, the depth of the front yard shall not be less than the average depth of the front a yards of such occupied lots. In no case are the provisions of this section to require a front yard depth in excess of thirty-five percent (35%) of the average depth of the lot nor less than fifteen (15) feet.

905.1.1. Principal Use. When the non-conforming principal use is of a residential nature the requirements of the nearest Residential District shall apply.

905.2. Side Yard Requirement. In a Local Business District there shall be two side yards on each lot. The minimum side yard shall be at least ten percent (10%) of the width of the lot, with a total of twenty-five percent (25%) of the width of the lot required for both side yards, provided, however, that no side yard shall be less than four (4) feet in width and that the minimum width of each side lot shall be increased by four (4) feet for each story by which the building exceeds two (2) stories in height.

905.2.1. Side Yard Width. The width of a side yard abutting upon a street shall not be less than the minimum front yard depth required on an adjoining interior lot fronting upon such side street but this shall not reduce the buildable width of any lot of record at the time of the passage of this ordinance to less than thirty (30) feet at the ground story level; provided, however, that in no case shall the width of said side yard be less than eight (8) feet.
905.3. Rear Yard Requirement. The minimum rear yard shall be twenty (20) feet in depth as measured at right angles from the rear lot line to the nearest part of the principal building on each lot upon which a one story principal building is located. On lots occupied by other than one story principal buildings, the minimum depth of the required rear yard shall be increased by four (4) feet for each additional story.

905.3.1. Depth. The depth of a rear yard abutting upon a street shall not be less than the depth of the front yard required for a building of the same size and kind on an adjoining lot fronting on such rear street.

905.4. Through Lots and Corner Lot. Through lots and corner lots having a frontage on two streets shall provide the required setback on both streets.

SECTION 906
ENCROACHMENTS INTO SETBACKS

906.1. Projections Into Required Yards. Outside stairways, fire escapes, fire towers, chimneys, platforms, enclosed balconies/porches, boiler/furnace flues, eaves, sills, belt courses, cornices and other projections shall be considered part of the building, subject to the setback requirements of the building.

Exceptions:

A. Terraces, patios, decks, uncovered and unenclosed porches which do not extend more than thirty (30) inches above grade at the nearest side property line may project into a required side setback provided these projections are no closer than two (2) feet from the subject side property line.

B. Awnings, arbors and trellises, flagpoles, window air conditioner units and fences.

C. Bay windows may project into the required side yard, front yard or rear yard not more than eighteen (18) inches.

906.2. Handicap Ramp Procedure/Other Encroachments. The Code Official shall have the authority to approve a handicapped ramp or other encroachment into a yard, if the encroachment is required by law and there is no other reasonable location.

906.2.1. Neighbor Notification. Before granting any administrative approval, the Code Official shall take reasonable steps to inform the owners of the property abutting on that side of the location of the requested approval or on all sides, if all sides would be affected. The Code Official shall inform the relevant abutting owner(s) that the owner is entitled to object. The abutting owner shall have three working days to make comments to the Code Official. The Code Official shall take into consideration any comments received.

906.2.2. Variance. If the Code Official determines that there is not a basis for administrative approval, then the applicant must seek a variance.

906.2.3. Administrative Denial. If any person who is deemed to have the status of an aggrieved person objects to the administrative approval with a stated reason before the Code Official's written decision, then the Code Official shall deny the request for an administrative approval and the applicant must file for a variance.

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SECTION 907
LOT DENSITY

907.1. Area. The minimum width of lots on which no permanent dwellings have been erected at the time of the passage of this ordinance shall be sixty (60) feet. An irregular lot with less than sixty (60) feet of street frontage may not have a permanent dwelling erected upon same. In Original Plat Proprietor’s Addition Subdivision, Proprietor’s First Addition Subdivision, Selden Subdivision, S.H. Selden Addition, Cleary’s Subdivision, Ludington Addition, Campbell’s Second Addition, Proprietor’s Second Addition, Glazer’s Addition, Cadyland Company Third Addition, Campbell’s Second Addition, Campbell’s Third Addition, Wells Addition, Brandso’s Addition, Moore and Matthews Addition, I. Stephenson Company Plat, I. Stephenson Company First Addition, I. Stephenson Company Second Addition, the minimum width of lots at the time of passage of this Ordinance shall be fifty (50) feet provided all other yard requirements are met. No buildings or structures hereafter erected shall occupy more than seventy-five percent (75%) of the area of the lot required lot area for a lot of record is to be measured within one hundred forty (140) feet of the front line

SECTION 908
BUILDING HEIGHT

908.1. General. In a Local Business District, no building or structure shall exceed three (3) stories, nor shall exceed thirty-five (35) feet in height.

Exceptions:

A. Steeples and Clock Towers may be erected to a height not exceeding twice the height of the attached building.

B. Parapet Walls may be used to screen existing equipment may be erected if the wall extends around the perimeter of the building and incorporates exterior building materials similar to those of the main building.

SECTION 909
ACCESSORY BUILDINGS/PRIVATE GARAGES

909.1. General. The following is a list of Accessory Buildings/Private Garages requirement for a Local Business District:

A. Accessory buildings other than private garages shall be at least ten (10) feet from any dwelling situated on the same lot and at least six (6) feet from any other building on adjacent lot or accessory building on the same lot.

B. Accessory buildings and/or private garages may not occupy front yard space.

C. Accessory buildings and/or private garages and portions thereof may occupy that portion of the side yard which is in excess of the said yard requirements.

D. Accessory buildings and/or private garages and portions thereof may occupy up to fifty percent (50%) of the required rear yard space except, where a rear yard abuts for its full width upon a street, said buildings and portions thereof shall not occupy any of the required minimum rear yard space. On a corner lot, accessory buildings and/or private garages shall not occupy any part of that portion of the rear yard lying nearer to the street than the width of the side yard required for the same lot and abutting on such street.
E. No portion of any accessory building and/or private garage shall approach nearer to a side lot line than three (3) feet except that on adjoining lots one story accessory buildings may be built up to the common lot line for a distance of not to exceed thirty (30) feet, provided, that such buildings on both sides of such common lot line are erected at the same time and are separated by a common or party wall of fire resistant construction. No portion of any private garage shall approach nearer to a rear lot line/alley right-of-way than five (5) feet.

F. Accessory buildings other than a private garage shall not exceed twelve (12) feet in height from ground floor to mean height as defined in Chapter 1, General Provisions, Section 111, General Definitions. The height of a private garage shall not exceed 18 feet in height from ground floor to mean height as defined in Chapter 1, General Provisions, Section 111, General Definitions or the height of the principal building, whichever is less.

SECTION 910
PARKING

910.1. General. Requirements for parking, loading, and driveways are contained in Chapter 17, Parking and Circulation Requirements.

SECTION 911
REPAIR/STORAGE OF VEHICLES AND MERCHANDISE

911.1. General. The repair of vehicles, and the storage of merchandise, motor vehicles or trucks is prohibited unless a special land use permit is issued by the Planning Commission.

SECTION 912
LANDSCAPING REQUIREMENTS

912.1. General. Landscaping is required for all new buildings and additions over 500 square feet as defined in this Section. Said landscaping shall be completed within one year from the date of occupancy of the building.

912.2. Front Yards. Front yards required by this Ordinance shall be completely landscaped, except for those areas occupied by access driveways, walls and structures.

912.3. Street-Side Yards. All flanking street-side side yards shall be completely landscaped, except for those areas occupied by utilities, access driveways, paved walks, walls and structures.

912.4. Maintenance. All live landscaping required by this Ordinance shall be properly maintained. All dead or dying landscaping shall be replaced immediately and all sodded areas mowed, fertilized, and irrigated on a regular basis.

SECTION 913
FENCES AND WALLS

913.1. General. The following restriction shall apply to all fences and walls located within the zoned district, except for fences and walls surrounding public utility structures or radio, television, or microwave transmission or relay towers:
A. No person shall construct or cause to have constructed any fence or wall upon any property within the City without first having to obtain a permit.

B. Any person desiring to build or to cause to be built a fence or wall upon their property or property owned by the City shall first apply to the City for a permit. Such application shall contain any and all information required for the determination of whether the erection of such fence or wall will violate any Ordinance of the City.

C. No fence or wall located in the yard shall be built to a height greater than four (4) feet above grade in the front yard and six (6) feet in the side and rear yard area. On a corner lot fences and walls nearer the street than the established building line shall not exceed four (4) in height.

D. The capital of a fence post or column may extend up to two (2) feet above the maximum fence/wall height limit.

E. No partition fence or wall shall extend towards the street beyond two (2) feet from the established lot line, nor shall any fence or wall or portion thereof be erected in any area on or parallel to the front lot line except that it shall be located a minimum of two (2) feet behind the inside edge of the established sidewalk line.

F. No person being the owner, lessee, occupant or agent for the same, of any building in the City shall erect, cause to be erected, or maintain on or about the walk or stairway to the entrance to such building, any railing, fence, guard or other projection on which there shall be affixed or placed, or in any manner attached, any barbed wire construction, nor shall there be maintained, either partially or wholly, around any area adjacent to any street, alley, lane or public way, or in or along any street or sidewalk in front or adjacent to any public space or place, or nail or cause the same to be nailed or fastened, in any form, shape or manner, upon any partition form, any such barbed wire construction, nor shall any electrical current be charged through any fence whatsoever.

G. Any person within the corporate limits of the City erecting or maintaining any fence or wall between the edge of the established lot line and the inside edge of the sidewalk or where any sidewalk would normally be, shall be fully responsible for the care and maintenance of the fence or wall and shall assume full responsibility for any damaged arising due to the erection of such fence or wall.

SECTION 914
SIGNS

914.1. General. All signs must be designed, installed, and maintained in accordance with the provisions of Chapter 3 Advertising Regulations; Signs., as amended, of the Code of Ordinances.

SECTION 915
CONVEYANCES WHICH CREATE NON-CONFORMING USE

915.1. General. No conveyance of land shall hereafter be made when, as a result of such conveyance, the land or structure of the grantor shall be caused thereby to become a non-conforming use or structure.
The minutes of a rescheduled meeting of the Zoning Board of Appeals was held on September 28, 1993, in the Council Chambers of the Catherine Bonifas Civic Center, 225 North 21st Street, Escanaba, Michigan, at 5:10 p.m.

MEMBERS PRESENT: Chris Economos, Dennis Renken, Todd Hurley, Arlene Larson
Ex-officio Garth Rigg

MEMBERS ABSENT: None

**BUELL, PRISCILLA MAY REQUEST, 805 South 19th Street**

Brian LaCrosse, grandson of Priscilla May Buell, appeared on behalf of Mrs. Buell to present a request for a hearing on an appeal for a variance from the side yard requirements in a Residence "A" District to permit the erection of a carport up to the south lot line at 805 South 19th Street. Mr. LaCrosse pointed out that this property does not abut an alley and the requested carport would be up to a common lot line with Mrs. Buell and the property south of her.

There was some discussion of the relative inaccessibility and this use of the alley behind Mrs. Buell's house and some of the other peculiarities of the location.

Motion was entered by Chris Economócs, seconded by Dennis Renken, that a hearing be granted on this appeal at the next regular meeting of the Zoning Board of Appeals.

Ayes - unanimous

The Board asked that some kind of markers be put on the lot even, if necessary, painted on the concrete parking pad in this location so they could get a specific idea of where the proposed carport would be located.

**DEGRAVE QUALITY HOMES, 1900 South Lincoln Road**

W.H. DeGrave and Rick DeGrave appeared to present an appeal for a permit to set a temporary structure at approximately 1900 South Lincoln Road. Mr. DeGrave is asking for a permit to set model homes on temporary foundations for display purposes only at this location. Mr. DeGrave further explained that it was their intent to place at least one model home in this location and as future business developed, to increase this up to three display homes. He explained to the Board that these would be set on a concrete slab with temporary supports and skirting so that they could be shown for display. No utilities would be supplied to these structures other than electrical power to at least one of them to provide lighting in the display.
The Board asked if the lot would be landscaped and they stated that there would be grass planted around the buildings but there would not be a full scale landscaping of the parcel.

Chairman Hurley asked if there had been any communication on this and Mr. Rigg noted that James Christensen and Leonard Gerou, nearby property owners, had appeared on September 21 when the Board had failed to obtain a quorum to inquire more specifically into the plans for this property and to express their concern with the way it might be developed.

Motion was then entered by Chris Economos, seconded by Dennis Renken, to grant a permit to use the land at approximately 1900 South Lincoln Road for two years for one display model home provided that for any change of models on this property, that a maximum of one month would occur between the removal of one model and the placement of a new model home on the lot. With the understanding that if the DeGraves wished to place more model homes on this lot in the future, that they could return to the Board to request such permission.

Ayes - unanimous

MARENGER, NORMAN APPEAL, North 16th Street

Mr. & Mrs. Marenger appeared before the Board to present an appeal for a variance from the front/side yard requirements in a Light Manufacturing District on North 16th Street north of 7th Avenue North to permit the erection of a 30' x 50' residential storage building on this property with the building being set closer to the street lot line than allowed by the Zoning Ordinance.

Mr. Marenger presented sketches of his proposed layout and letters from neighbors indicating that they had no problem with the use.

After some discussion of the location of the structure, Chairman Hurley asked Mr. Rigg the exact nature of this appeal.

Mr. Rigg stated that the primary variance was from the front yard requirement facing the southeast but also noted that it needed to be clear that this would be approved for a residential-type storage building being placed on a lot without a principal structure on the lot.

Motion was then entered by Dennis Renken, seconded by Arlene Larson, to grant the variance from the front yard set-back to permit the erection of a building as indicated in the drawings presented by Mr. Marenger which would place it within ten feet of the lot line at North 16th Street.

Ayes - unanimous.
LAMARCH, WILLIAM APPEAL, 329 North 15th Street

Mr. LaMarch appeared before the Board to present an appeal for a variance from the maximum area of a lot which may be occupied to permit the erection of a 20' x 28' addition to his detached garage at 329 North 15th Street. This addition would cause the structures on this lot to exceed the allowable area by approximately 492 square feet. Mr. LaMarch showed some photos and the Board had in hand a sketch of the layout of the lot indicating that the addition would not approach any closer to either side line and would still be within at least 10 feet from the alley lot line.

Chairman Hurley asked Mr. Rigg if there had been any communications and Mr. Rigg stated that Elsie Roberts and Pat Brunette who live in this area had appeared on September 21 when the Board had failed to reach a quorum to inquire of Mr. LaMarch’s plans. Their concern appeared to be more that Mr. LaMarch might approach closer to a side lot line toward their property and did not appear to have a great problem with any addition to the rear of his garage.

Motion was then entered by Arlene Larson, seconded by Dennis Renken, to grant a variance to permit Mr. LaMarch to exceed the allowable area of his lot as proposed in his appeal.

Ayes - unanimous

DION, SANDRA APPEAL, 525 North 19th Street

Ms. Dion and Gerald Seymour appeared before the Board to appeal for a variance from the maximum area of a lot which may be occupied by structures on her lot at 525 North 19th Street. Ms. Dion has erected a detached garage on this lot which causes the structures on this lot to exceed the area allowed in the Zoning Ordinance. She is asking for a variance from the Zoning Ordinance so she will not have to remove the garage which has already been erected.

Ms. Dion and Mr. Seymour reviewed the action taken on this lot to begin the erection of a garage and explained some of the confusion over applying for a permit and assumptions that a permit had been approved upon the issuing of a receipt of payment toward a permit.

Mr. Rigg reviewed his action in the application process, noting that work had begun on the foundation before a permit was applied for, that he had understood from the contractor that no superstructure would probably be built until next year. Upon reviewing the permit and determining that the proposed building would exceed buildable area, a notice was sent out on July 20, 1993, notifying Ms. Dion that the proposed garage would exceed the allowable buildable area. Upon receipt of the notice, she had replied to Mr. Rigg that the garage had already been erected before she received the notice.

The Board asked Mr. Rigg whether he felt there had been a deliberate attempt to circumvent the zoning in this action. Mr. Rigg stated he felt there had no deliberate
attempt to circumvent the zoning. He felt it had been primarily a matter of miscommunication and misunderstanding.

Motion was then entered by Chris Economos, seconded by Arlene Larson, to allow the garage to remain and be occupied in excess of the allowable buildable area due to the ambiguities involved in the process of applying for the permit and due to the fact that there had not been any intentional attempt to circumvent the Zoning Ordinance.

Ayes - unanimous

Motion was then entered by Chris Economos, seconded by Dennis Renken, that the meeting be adjourned. The meeting was adjourned at 6:10 p.m.

Garth Rigg

Todd Hurley, Chairman
January 23, 2017

Escanaba Planning Commission
Escanaba, Michigan 49829


Dear Property Owner/Occupant of «Property_Address»:

A regular scheduled meeting of the Escanaba Planning Commission has been scheduled for February 9, at 6:00 p.m. at the Escanaba City Hall, 410 Ludington Street. The following item will be on the agenda:

Public Hearing – Request of Zoning District Change/Amendment

Mr. Blaine R.-DeGrave, owner of 2.30+/- acres located at 1900 South Lincoln Road is requesting the Planning Commission consider an amendment of the zoning ordinance to rezone the 2.30 +/- acres from a Residence “A” Single-Family Dwelling Use to a Local Business “D” District Use.

You are cordially invited to attend this meeting should you have any interest in this request, questions, or comments. If you have comments, but are unable to attend this meeting, please submit your written comments to the City of Escanaba Planning Commission prior to February 9, 2017. All written and signed comments will be read into the public record. After the public hearing, the Planning Commission could recommend the request to the City Council. If so, the City Council will then consider the amendment at a future City Council meeting.

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

Sincerely,

James V. O’Toole, City Manager on
Behalf of Escanaba Planning Commission

PROOF OF SERVICE – MAILING
This document was enclosed in sealed envelope, first class postage fully prepaid, and deposited in the U.S. Government Mail.
Addressee(s): Assessed Property Owner/Occupant
Mailing Date: January 23, 2017
Attested To By: Lisa Gish
City of Escanaba - City Hall

Mission Statement:
Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.
The City of Escanaba is an equal opportunity employer and provider.
<table>
<thead>
<tr>
<th>Property Address</th>
<th>Property Owner</th>
<th>First Name</th>
<th>Last Name</th>
<th>Owner Address</th>
<th>City, State Zip</th>
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CITY OF ESCANABA
PLANNING COMMISSION PUBLIC
HEARING NOTICE
At a regularly scheduled meeting of the Escanaba Planning
Commission on February 9, 2017, at 6:00 p.m. in the
Council Chambers of the Escanaba City Hall, 410
Ludington Street, Escanaba, MI 49829, the following
public hearing will be conducted:

Public Hearing - Request of Zoning District
Change/Amendment

Mr. Blaine R. DeGrave, owner of 2.30 +/- acres located at
1900 South Lincoln Road is requesting the Planning
Commission consider an amendment of the zoning
ordinance to rezone the 2.30 +/- acres from a
Residence "A" Single-family Dwelling Use to a Local
Business "D" District Use.

The public is cordially invited to attend this meeting
should you have any questions, comments or concerns on
any of the proposed amendments. If you have questions,
comments or concerns, but are unable to attend this
meeting, please submit your written concerns to the City
of Escanaba, City Manager's Office, P.O. Box 948, 410
Ludington Street, Escanaba, MI 49829 prior to February
9, 2017. All written correspondence will be read into the
public record. A copy of the application to rezone along
with proposed zoning ordinance amendments can be
viewed at City Hall, 410 Ludington Street, Escanaba, MI
49829 or at www.escanaba.org in the Land
Development Toolbox tab.

Escanaba Planning Commission

Escanaba Daily Press
Mon, Jan 23, 2017
OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Regular Council Meeting
Thursday, March 2, 2017

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.

City Deputy Clerk Tammy Weisert led Council in the Pledge of Allegiance.

Sattem moved, Blasier seconded, CARRIED UNANIMOUSLY, to approve Regular Meeting minutes from February 16, 2017, and Special Meeting minutes from February 22, 2017, as submitted.

ADJUSTMENTS TO THE AGENDA

Blasier moved, Beauchamp seconded, CARRIED UNANIMOUSLY, to approve the agenda as amended.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

UNFINISHED BUSINESS – None

PUBLIC HEARINGS – None

NEW BUSINESS

First Reading - Ordinance No. 1176 - An Ordinance to Amend the City Zoning Map – 1900 South Lincoln Road - Planning Commission.

Administration requested the City Council consider this the first reading of Ordinance No. 1176, an ordinance to amend the City Zoning Map which would rezone 2.30 +/- acres located at 1900 South Lincoln Road from a Single-Family Residence “A” District land use to a Local Business “D” District land use. Additionally, Administration requested the City Council set March 16, 2017 for the second reading, public hearing and adoption of Ordinance No. 1176.
City Council Minutes
March 2, 2017 – cont.

NB-1 Sattem moved, Beauchamp seconded, CARRIED UNANIMOUSLY, to consider this the first reading of Ordinance No. 1176, and to set March 16, 2017 for the second reading, public hearing and adoption of Ordinance No. 1176.

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

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

MOTION CARRIED.


Administration sought Council approval to retain Crane Engineering of Kimberly, WI to provide and install a new raw sewage pump at the Waste Water Treatment plant in an amount not to exceed $23,650. Funds for the pump replacement were budgeted in the current fiscal year budget.

NB-2 Blasier moved, Beauchamp seconded, to approve to retain Crane Engineering of Kimberly, WI to provide and install a new raw sewage pump at the Waste Water Treatment plant in an amount not to exceed $23,650.

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

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

MOTION CARRIED.

Approval – Ludington Lift Station Control Replacement – Waste Water Plant.

Administration sought Council approval to retain K&M Industrial LLC of Escanaba, MI to provide and install a set of new digi-gauge controls to the Ludington Street Lift Station in an amount not to exceed $20,932.88. Funds for the new controls were budgeted in the current fiscal year budget.

NB-3 Sattem moved, Blasier seconded, to approve to retain K&M Industrial LLC of Escanaba, MI to provide and install a set of new digi-gauge controls to the Ludington Street Lift Station in an amount not to exceed $20,932.88.

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

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

MOTION CARRIED.
Approval – Reduced Pressure Zone Assemblies – Waste Water Plant.

Administration sought Council approval to retain Johnson Controls of Appleton, WI to replace existing reduced pressure zone assemblies at the Waste Water Treatment Plant in an amount not to exceed $14,117.77. Funds for the new reduced pressure zone assemblies were not included in the current fiscal year budget. However, replacement of the assemblies were required by the Michigan Department of Environmental Quality.

NB-4 Beauchamp moved, Sattem seconded, to approve to retain Johnson Controls of Appleton, WI to replace existing reduced pressure zone assemblies at the Waste Water Treatment Plant in an amount not to exceed $14,117.77.

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

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

MOTION CARRIED.

Approval – North Substation Change Orders – Electric Department.

Administration sought Council approval of two (2) change orders for Energis High Voltage Resources, Inc. of Green Bay WI in an amount not to exceed $65,583. The change orders were needed to install panels in the control house and install and terminate all interior cables. Additionally, the change orders would allow for testing, commissioning, and start-up of the new North Substation. This expense was included in the current fiscal year budget.

NB-5 Blasier moved, Baribeau seconded, to approve of two (2) change orders for Energis High Voltage Resources, Inc. of Green Bay WI in an amount not to exceed $65,583.

Electric Superintendent Mike Furmanski gave a brief overview on the status of the substation.

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

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

MOTION CARRIED.

APPOINTMENT(S) TO CITY BOARDS, COMMISSIONS, AND COMMITTEES – None
BOARD, COMMISSION, AND COMMITTEE REPORTS

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

GENERAL PUBLIC COMMENT

City resident Karin Flynn stated she was injured coming out of a downtown store by an individual on a bicycle. Mrs. Flynn just wanted to make City Council aware of the problem with bicycles on downtown sidewalks.

ANNOUNCEMENTS – None

Hearing no further public comment, the Council adjourned at 7:19 p.m.

Respectfully submitted

Tammy Weissert  Approved:  Marc D. Tall, Mayor
City Deputy Clerk
MEMORANDUM

March 9, 2017

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

FROM:      Kim Peterson, Recreation Director

SUBJECT:   City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE LUDINGTON PARK PAVILION FOR CUT, COLOR, AND 5K RUN BY PAUL MITCHELL THE SCHOOL – ESCANABA

Mary Doyen of Paul Mitchell the School – Escanaba requests use of the Ludington Park Pavilion on Saturday, April 15, 2017, from 8:00 a.m. to 1:00 p.m. for a cut, color, and 5k Run. Access to power is requested. 140 participants are anticipated. Organizers have agreed to clean up following conclusion of the event and will provide the necessary insurance. Council approval is recommended.
# Special Event Application - City of Escanaba

**Festivals, Parades, Races, Walkathons, Temporary Road Closures**

## Date(s) of Event:
- **Saturday, April 15, 2017**
  - Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

## Name of Event:
- Paul Mitchell the School - Cut, Color 5K Run

### Contact Information (Please Print Clearly - Incomplete applications may be delayed)

- **Organization:** Paul Mitchell the School - Escanaba
- **Contact Person:** Mary Deyen
- **Address:** 1425 Sheridan Road
- **City:** Escanaba
- **Postal Code:** 49829
- **Charitable Org #:** Paul Mitchell
  - National & Local Charities

### Alternate Contact:

- **(It is recommended that an alternate name & telephone number be provided)**

**Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public?**
- Yes ☒ No ☐
  - **906.186.5750**

### Location

- **City Park**
  - Name: Ludington Park
  - Name/Area: Short near pavilion
- **Building/Facility**
- **Road(s)**
  - Road Closure Required?: Partial ☐ Full ☐

### Date / Time

#### Event Time

- **This is the time your event would be ready to accept participants or general public.**

<table>
<thead>
<tr>
<th>Event Begins</th>
<th>Event Ends</th>
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<tbody>
<tr>
<td><strong>DATE:</strong> Sat. April 15th</td>
<td><strong>DATE:</strong> Sat. April 15th</td>
</tr>
<tr>
<td><strong>TIME:</strong> 10:00 am</td>
<td><strong>TIME:</strong> 12:00 noon</td>
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#### Set Up Time

- **When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.**

<table>
<thead>
<tr>
<th>Set Up Start</th>
<th>Tear Down End</th>
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<tbody>
<tr>
<td><strong>DATE:</strong> Sat. April 15th</td>
<td><strong>DATE:</strong> Sat. April 15th</td>
</tr>
<tr>
<td><strong>TIME:</strong> 8:00</td>
<td><strong>TIME:</strong> by 1:00 pm</td>
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</tbody>
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The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.
**EVENT DETAILS**

**TYPE OF EVENT**
- □ Parade
- □ Cycling
- □ Festival/Event
- ☑ Run
- □ Walkathon
- □ Other (specify)  

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

<table>
<thead>
<tr>
<th>Participants</th>
<th># 125+</th>
<th>Wheelchair Accessible</th>
<th>Yes ☑ No □</th>
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<tbody>
<tr>
<td>Bands</td>
<td># 0</td>
<td>For events on City Property are you seeking approval to charge:</td>
<td></td>
</tr>
<tr>
<td>Vehicles/Floats</td>
<td># 0</td>
<td>Admission          Yes □ No ☑</td>
<td></td>
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<tr>
<td>Volunteers</td>
<td># 15</td>
<td>Parking             Yes □ No ☑</td>
<td></td>
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<tr>
<td>General Public</td>
<td>#</td>
<td>Is this event: Open to the Public ☑ For Invited Guests only □</td>
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**EVENT ELEMENTS** (complete to ensure proper permits are processed)

- Power Requirements* Yes ☑ No □ Fireworks Yes □ No ☑
- Sound Amplification Yes □ No ☑ Alcohol Yes □ No ☑
- Access to power if possible Yes ☑ No □
- Live Music Yes □ No ☑
- Tents/Temp. Structures Yes □ No ☑ Size of tent(s): 
- Amusement Rides Yes □ No ☑ Provider: 
- Inflatables Yes □ No ☑ Provider: 

**FOOD & BEVERAGE**

- Will there be food & non alcoholic beverages sold? Yes □ No (continue to next page) ☑
- Food stand locations Indoor □ Outdoor □ Inside & Outside □

- What kinds of food will the Stands be selling? (check all that apply)
  - ☑ Chicken/seafood □ Soups/chilli □ Other foods (please list) 
  - ☑ Rice/pasta dishes □ Salad □ Other meats 
  - ☑ Pop, chips, candy □ Other meats □ Baked goods 
  - ☑ Hotdogs/hamburgers □ Baked goods
Reservation Fees (check applicable box):

Ludington Park Pavilion 1/2 day  □ $75 (resident) □ $100 (non-resident)
Ludington Park Pavilion full day □ $100 (resident) □ $125 (non-resident)
Ludington Park Bandshell 1/2 day □ $75 (resident) □ $100 (non-resident)
Ludington Park Bandshell full day □ $100 (resident) □ $125 (non-resident)
Ludington Park Gazebo    □ $50 p/2 hour block (res) □ $75 p/2 hour block (non-resident)
Other Picnic or Gathering Areas □ $35 p/day
John D. Besse Park Pavilion 1/2 day □ $75 (resident) □ $100 (non-resident)
John D. Besse Park Pavilion full day □ $100 (resident) □ $125 (non-resident)
Lemerand Pavilion 1/2 day □ $75 (resident) □ $100 (non-resident)
Lemerand Pavilion full day □ $100 (resident) □ $125 (non-resident)
Lemerand Complex      □ $250 per day

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.
A detailed map of road closure MUST be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager’s Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager’s Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

[Signature]  [Print Name & Date]

Planning/dda/special event application
MEMORANDUM            March 9, 2017

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

FROM:      Kim Peterson, Recreation Director

SUBJECT:   City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE LUDINGTON PARK FOR THE ESKYMO 5K
RUN/WALK BY THE ESCANABA PUBLIC SCHOOLS

Paula Morrison of the Escanaba Public Schools requests use of Ludington Park on Saturday, May 20, 2017, from 9:00 a.m. to 12:00 p.m. for a 5K run/walk. 115 participants are anticipated. Organizers have agreed to clean up following conclusion of the event and will provide the necessary insurance. Council approval is recommended.
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday May 20, 2017
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: Eskymo 5K Run/Walk

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

Organization: Escanaba Public Schools

Contact Person: Paula Morrison

Address: 6500 Hedin Pond St

City: Escanaba

Postal Code: 49829

Charitable Org #: (If applicable)

Phone (day): 786-7462

Phone (evening): 789-0424

E-mail: pmorrison@eskmores.com

Website:

Event Phone:

Fax:

Alternate Contact: Jeff Wright 786-7462

(It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public

   Yes [x] No [ ] 786-7462

LOCATION

- City Park
- Building/Facility
- Road (s)

Name: Hedin Pond

Name/Area: 9th hole of golf course in the image of the map

Road Closure Required?: Partial [ ] Full [x]

DATE / TIME

EVENT TIME

This is the time your event would be ready to accept participants or general public.

<table>
<thead>
<tr>
<th>Event Begins</th>
<th>Event Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: May 20, 2017</td>
<td>DATE: May 20, 2017</td>
</tr>
<tr>
<td>TIME: 10:00 AM</td>
<td>TIME: 11:30 AM</td>
</tr>
</tbody>
</table>

SET UP TIME

When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.

<table>
<thead>
<tr>
<th>Set Up Start</th>
<th>Tear Down End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: May 20, 2017</td>
<td>DATE: May 20, 2017</td>
</tr>
<tr>
<td>TIME: 9:00 AM</td>
<td>TIME: 12:00 Noon</td>
</tr>
</tbody>
</table>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.
EVENT DETAILS

TYPE OF EVENT

- [x] Run/Walk
- [ ] Cycling
- [ ] Festival/Event
- [ ] Parade
- [ ] Other (specify) ____________________________

ESTIMATED ATTENDANCE (please estimate all that apply)

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
<th>Accessible or Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td>100</td>
<td>Yes ☑ No ☑</td>
</tr>
<tr>
<td>Bands</td>
<td></td>
<td>For events on City Property are you seeking approval to charge:</td>
</tr>
<tr>
<td>Vehicles/Floats</td>
<td></td>
<td>Admission Yes ☑ No ☑</td>
</tr>
<tr>
<td>Volunteers</td>
<td>15</td>
<td>Parking Yes ☑ No ☑</td>
</tr>
<tr>
<td>General Public</td>
<td></td>
<td>Is this event: ☑ Open to the Public ☑ For Invited Guests only</td>
</tr>
</tbody>
</table>

EVENT ELEMENTS (complete to ensure proper permits are processed)

- [x] Fireworks Yes ☑ No ☑
- [x] Alcohol Yes ☑ No ☑
- [x] Access to power if possible Yes ☑ No ☑
- [x] Live Music Yes ☑ No ☑
- Tents/Temp. Structures Yes ☑ No ☑ Size of tent(s): 12 x 12
- Amusement Rides Yes ☑ No ☑ Provider: _______________________
- Inflatables Yes ☑ No ☑ Provider: _______________________

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes ☑ No (continue to next page) ☑

Food stand locations Indoor ☑ Outdoor ☑ Inside & Outside ☑

What kinds of food will the Stands be selling? (check all that apply)

- [x] Chicken/seafood
- [x] Soups/chilli
- [x] Rice/pasta dishes
- [x] Salad
- [x] Pop, chips, candy
- [x] Other meats
- [x] Hotdogs/hamburgers
- [x] Baked goods
- Other foods (please list) ________________


Reservation Fees *(check applicable box):*

- Ludington Park Pavilion 1/2 day  □ $75 (resident) □ $100 (non-resident)
- Ludington Park Pavilion full day  □ $100 (resident) □ $125 (non-resident)
- Ludington Park Bandshell 1/2 day  □ $75 (resident) □ $100 (non-resident)
- Ludington Park Bandshell full day  □ $100 (resident) □ $125 (non-resident)
- Ludington Park Gazebo  □ $50 p/2 hour block (res) □ $75 p/2 hour block (non-resident)
- Other Picnic or Gathering Areas  □ $35 p/day
- John D. Besse Park Pavilion 1/2 day  □ $75 (resident) □ $100 (non-resident)
- John D. Besse Park Pavilion full day  □ $100 (resident) □ $125 (non-resident)
- Lemerand Pavilion 1/2 day  □ $75 (resident) □ $100 (non-resident)
- Lemerand Pavilion full day  □ $100 (resident) □ $125 (non-resident)
- Lemerand Complex  □ $250 per day

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

**EVENTS REQUESTING ROAD CLOSURE**

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought. A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager’s Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach.

**DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP**

I have read and understood the Special Events Application.

I will notify the City Manager’s Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

**Event Organizer Signature**  
**Print Name & Date**
MEMORANDUM March 9, 2017

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

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE THE KARAS BANDSHELL FOR THE ANGLER YOUNG ANGLER FISHING TOURNAMENT (AYA) BY THE BAY DE NOC GREAT LAKES SPORTSFISHERMEN, INC.

Jerry Plourde of the Bay de Noc Great Lakes Sportsfishermen, Inc. requests use of the Karas Bandshell on Saturday, June 17, 2017, from 6:00 a.m. to 8:00 p.m.

90 participants are anticipated. Access to power is requested. Organizers have agreed to clean up following conclusion of the event and will provide the necessary insurance. Council approval is recommended.
**SPECIAL EVENT APPLICATION - CITY OF ESCANABA**
Festivals, Parades, Races, Walkathons, Temporary Road Closures

**DATE(S) OF EVENT:** Saturday 6/17/17  
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

**NAME OF EVENT:** Angler Young Angler Tournament

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

Organization: AYA

Contact Person: Jerry Ploune  
Phone (day): 420-0022

Address: 9912 River J.S. Lane  
Phone (evening):

City: Corunna  
E-mail:

Postal Code: 49818  
Website:

Charitable Org #:  
Event Phone:

(If applicable)  
Fax:

Alternate Contact:  
(If recommended that an alternate name & telephone number be provided)  
Jeff Tuverson 280-4037

**Do you grant the City of Escanaba, City Manager’s Office permission to give your telephone number to the general public?**  
Yes ☒ No ☐

**LOCATION**

☒ City Park  
☐ Building/Facility  
☐ Road(s)  
Name/Area: Rand Shell  
Road Closure Required?: Partial ☐ Full ☐

**DATE/TIME**

**EVENT TIME**  
This is the time your event would be ready to accept participants or general public.

<table>
<thead>
<tr>
<th>Event Begins</th>
<th>Event Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: 6/17/17</td>
<td>DATE: 6/17/17</td>
</tr>
<tr>
<td>TIME: 6:00 a.m.</td>
<td>TIME: 8:00 p.m.</td>
</tr>
</tbody>
</table>

**SET UP TIME**  
When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.

<table>
<thead>
<tr>
<th>Set Up Start</th>
<th>Tear Down End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: 6/16/17</td>
<td>DATE: 6/17/17</td>
</tr>
<tr>
<td>TIME: 6:00 a.m.</td>
<td>TIME: 8:00 p.m.</td>
</tr>
</tbody>
</table>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.
EVENT DETAILS

TYPE OF EVENT
- □ Parade
- □ Cycling
- □ Festival/Event
- □ Run
- □ Walkathon
- □ Other (specify) Fishing Tournament

ESTIMATED ATTENDANCE (please estimate all that apply)

<table>
<thead>
<tr>
<th>Participants #</th>
<th>90</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bands #</td>
<td></td>
</tr>
<tr>
<td>Vehicles/Floats #</td>
<td></td>
</tr>
<tr>
<td>Volunteers #</td>
<td>10</td>
</tr>
<tr>
<td>General Public #</td>
<td>75</td>
</tr>
<tr>
<td>Wheelchair Accessible</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Is this event:</td>
<td>Open to the Public □ For Invited Guests only</td>
</tr>
</tbody>
</table>

EVENT ELEMENTS (complete to ensure proper permits are processed)

| Power Requirements* | Yes □ No □ |
| Sound Amplification | Yes □ No □ |
| Access to power if possible | Yes □ No □ |
| Live Music | Yes □ No □ |
| Fireworks | Yes □ No □ |
| Alcohol | Yes □ No □ |
| Tents/Temp. Structures | Yes □ No □ |
| Amusement Rides | Yes □ No □ |
| Inflatables | Yes □ No □ |
| Size of tent(s): | Trailer 20' |
| Provider: |

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes □ No □ (continue to next page) □

Food stand locations
- Indoor □
- Outdoor □
- Inside & Outside □

What kinds of food will the Stands be selling? (check all that apply)
- □ Chicken/seafood
- □ Soups/chilli
- □ Rice/pasta dishes
- □ Salad
- □ Pop, chips, candy
- □ Other meats
- □ Hotdogs/hamburgers
- □ Baked goods
- □ Other foods (please list) 

- □ Other foods (please list) 

- □ Other foods (please list) 

Reservation Fees (check applicable box):

<table>
<thead>
<tr>
<th>Location</th>
<th>Resident Fee</th>
<th>Non-Resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ludington Park Pavilion 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Ludington Park Pavilion full day</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Ludington Park Bandshell 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Ludington Park Bandshell full day</td>
<td></td>
<td>$125</td>
</tr>
<tr>
<td>Ludington Park Gazebo</td>
<td>$50 p/2 hour block</td>
<td>$75 p/2 hour block</td>
</tr>
<tr>
<td>Other Picnic or Gathering Areas</td>
<td>$35 p/day</td>
<td></td>
</tr>
<tr>
<td>John D. Besse Park Pavilion 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>John D. Besse Park Pavilion full day</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Lemerand Pavilion 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Lemerand Pavilion full day</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Lemerand Complex</td>
<td>$250 per day</td>
<td></td>
</tr>
</tbody>
</table>

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

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

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager’s Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Event Organizer Signature: [Signature]

Print Name & Date: [Signature] 2017

Planning/dda/special event application
MEMORANDUM  March 9, 2017

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

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE ARONSON ISLAND FOR A FIELD DAY BY THE DELTA COUNTY AMATEUR RADIO SOCIETY

Dave Palmgren of the Delta County Amateur Radio Society requests use of Aronson Island on Saturday, June 24, 2017, and Sunday, June 25, 2017, from Saturday, June 24, 2017, at 9:00 a.m. until Sunday, June 25, 2017, at 4:00 p.m. 20 participants are anticipated. Organizers have agreed to clean up following conclusion of the event and have provided the necessary insurance. Council approval is recommended.
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday June 24 & June 25 2017
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: Field Day

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

Organization: Delta County Amateur Radio Society
Contact Person: Dave Palmgren
Phone (day): 420-0073
Address: 6132 County Rd 321st Rd
City: Gladstone MI
Postal Code: 49837
Charitable Org #: (If applicable)
Alternate Contact: (it is recommended that an alternate name & telephone number be provided)
Phone (evening): 428-3371
E-mail: Dpalmgren@yaahoocom
Website: www.dcrs.org
Event Phone:
Fax:

** Do you grant the City of Escanaba, City Manager’s Office permission to give your telephone number to the general public
   Yes ☐ No ☐

LOCATION
☐ City Park
☐ Building/Facility
☐ Road(s)
Name: Arinson Island
Name/Area: North End
Road Closure Required?: Partial ☐ Full ☐ No ☐

DATE / TIME

EVENT TIME
This is the time your event would be ready to accept participants or general public.

<table>
<thead>
<tr>
<th>Event Begins</th>
<th>Event Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: June 24</td>
<td>DATE: June 25</td>
</tr>
<tr>
<td>TIME: 2 PM</td>
<td>TIME: 3 PM</td>
</tr>
</tbody>
</table>

SET UP TIME
When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.

<table>
<thead>
<tr>
<th>Set Up Start</th>
<th>Tear Down End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: June 24</td>
<td>DATE: June 25</td>
</tr>
<tr>
<td>TIME: 9 AM</td>
<td>TIME: 4 PM</td>
</tr>
</tbody>
</table>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.
## EVENT DETAILS

### TYPE OF EVENT
- □ Parade
- □ Cycling
- □ Festival/Event
- □ Run
- □ Walkathon
- ☑ Other (specify): Emergency Radiothon

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
<th>Wheelchair Accessible</th>
<th>Admission</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td></td>
<td>□ Yes</td>
<td>□ No</td>
<td>□</td>
</tr>
<tr>
<td>Bands</td>
<td></td>
<td>□ Yes</td>
<td>□ No</td>
<td>□</td>
</tr>
<tr>
<td>Vehicles/Floats</td>
<td></td>
<td>□ Yes</td>
<td>□ No</td>
<td>□</td>
</tr>
<tr>
<td>Volunteers</td>
<td></td>
<td>□ Yes</td>
<td>□ No</td>
<td>□</td>
</tr>
<tr>
<td>General Public</td>
<td></td>
<td>□ Yes</td>
<td>□ No</td>
<td>□</td>
</tr>
</tbody>
</table>

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

- Admission: □ Yes | □ No | □
- Parking: □ Yes | □ No | □

Is this event: □ Open to the Public | □ For Invited Guests only

### EVENT ELEMENTS (complete to ensure proper permits are processed)

<table>
<thead>
<tr>
<th>Element</th>
<th>Yes □ No □</th>
<th>Alcohol</th>
<th>Yes □ No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Requirements*</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound Amplification</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to power if possible</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Music</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tents/Temp. Structures</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amusement Rides</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inflatables</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Size of tent(s): 3 Trailers

Provider: ____________________________

### FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? □ Yes | □ No (continue to next page) □

- Food stand locations: □ Indoor | □ Outdoor | □ Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- □ Chicken/seafood
- □ Rice/pasta dishes
- □ Pop, chips, candy
- □ Hotdogs/hamburgers
- □ Soups/chilli
- □ Salad
- □ Other meats
- □ Baked goods
- □ Other foods (please list): ____________________________
Reservation Fees (check applicable box):

Ludington Park Pavilion 1/2 day  □ $75 (resident)  □ $100 (non-resident)
Ludington Park Pavilion full day  □ $100 (resident)  □ $125 (non-resident)
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Lemerand Pavilion 1/2 day  □ $75 (resident)  □ $100 (non-resident)
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Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

EVENTS REQUESTING ROAD CLOSURE

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DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

______________________________  ________________
Event Organizer Signature      Print Name & Date

Planning/dda/special event application
March 4th 2017

Hanover Insurance Group
IHC 9082246 02

Risk Strategies Company
333 W. Wacker Drive
Suite 1950
Chicago, IL 60606

RE: Delta County Amateur Radio Society Inc.
Policy RSC 5688, 3/1/2017 to 3/1/2018

Dear Sir:
In order for us to hold our annual ARRL sponsored "Field Day 2017", we must provide the City of Escanaba, Michigan with a certificate of Liability Insurance listing the City as "Additional Insured" for our scheduled event for June 24th and June 25th 2017.

Please show the following:

Certificate holder:

The City of Escanaba
Att: Recreation Director - Kimberly A. Peterson
Escanaba, Michigan 49829-9725

Please Fax copy of 2017 copy of Liability Insurance
to: Attention - City of Escanaba
Brooks Bougie, Recreation Office Assistant
Any Questions 906-786-4141
Fax number: 906-789-3798

Please forward email copy of Insurance Certificate to:

Les Elder, Treasurer
Delta County Amateur Radio Society Inc.
wa8les@gmail.com

Respectfully submitted,

Les Elder
Delta County Amateur Radio Society Inc.
CC: 1206 Wisconsin Avenue
Gladstone, Michigan 49837
MEMORANDUM OF CLUB LIABILITY INSURANCE

Coverage is provided in the: HANOVER INSURANCE COMPANY

<table>
<thead>
<tr>
<th>POLICY NUMBER</th>
<th>POLICY PERIOD</th>
<th>AGENCY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSC5688</td>
<td>3/1/2017 - 3/1/2018</td>
<td>AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN BELOW.</td>
</tr>
</tbody>
</table>

NAMED INSURED AND MAILING ADDRESS

Delta County Amateur Radio Society
1206 Wisconsin Ave
Gladstone, MI 49837

AGENT:

RISK STRATEGIES COMPANY
333 W. WACKER DRIVE
SUITE 1950
CHICAGO, IL 60606

Form of Business:
AMERICAN RADIO RELAY LEAGUE- RADIO CLUB LIABILITY

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY. THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S) FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

<table>
<thead>
<tr>
<th>PREMIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Property Coverage Part $200.00</td>
</tr>
<tr>
<td>Commercial General Liability Coverage Part $</td>
</tr>
<tr>
<td>Commercial Crime Coverage Part $</td>
</tr>
<tr>
<td>Commercial Inland Marine Coverage Part $</td>
</tr>
<tr>
<td>Boiler and Machinery Coverage Part $</td>
</tr>
<tr>
<td>Commercial Auto Coverage Part $</td>
</tr>
</tbody>
</table>

PREMIUM
The total premium of $200.00 is due at inception.

Form(s) and Endorsement(s) applicable to all Coverage Part(s) and are a part of this policy at time of issue:
401-1127 01/08, 401-1135 01/08, IL 0003 09/08, IL0017 11/98, IL0022 05/07, IL0140 11/05, IL0260 09/07, SIG1100 08/14

LIMITS OF INSURANCE

General Aggregate Limit (Other Than Products Completed Operations) $2,000,000
Products Completed Operations Aggregate Limit $2,000,000
Personal and Advertising Injury Limit $1,000,000
Each Occurrence Limit $1,000,000
Fire Damage Limit (Any One Fire) $100,000
Medical Expense Limit (Any One Person) $10,000

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.
MEMORANDUM  

March 9, 2017

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

FROM:  
Kim Peterson, Recreation Director

SUBJECT:  
City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE THE KARAS BANDSHELL FOR MUSIC MONDAYS BY THE WILLIAM BONIFAS FINE ARTS CENTER

Carla Meyer of the William Bonifas Fine Arts Center requests use of the Karas Bandshell on the following Mondays from 6:00 p.m. to 9:30 p.m. for the Music Monday series:

- Monday, June 26, 2017
- July 10, 2017
- July 17, 2017
- July 24, 2017
- July 31, 2017
- August 7, 2017

200-600 participants are anticipated. Access to power is requested. Organizers have agreed to clean up following conclusion of the event and will provide the necessary insurance. Council approval is recommended.
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: 6/26/17; 7/16/17; 7/17/17; 7/24/17; 7/31/17; 8/7/17
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: Music Mondays

CONTACT INFORMATION  (Please Print Clearly – Incomplete applications may be delayed)
Organization: William Bonifas Fine Arts Center

Contact Person: Carla Meyer Phone (day) (906) 786-3833 x 16
Address: 700 1st Avenue South Phone (evening): (906) 280-6110
City: Escanaba E-mail: events@bonifasarts.org
Postal Code: 49829 Website: www.bonifasarts.org
Charitable Org #: 38-2292481 (If applicable)
Event Phone: Fax:
Alternate Contact: Susan Roll, 786-3833 x 14
(It is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public Yes ☐ No ☐

LOCATION
☒ City Park Name: Ludington Park
☐ Building/Facility Name/Area:
☐ Road (s) Road Closure Required?: Partial ☐ Full ☐

DATE / TIME

EVENT TIME
This is the time your event would be ready to accept participants or general public.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>all dates</td>
<td>6:30 pm</td>
</tr>
</tbody>
</table>

Event Begins

<table>
<thead>
<tr>
<th>EVENT TIME</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>SET UP TIME</td>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td>Set Up Start</td>
<td>all dates</td>
<td>6:00 pm</td>
</tr>
</tbody>
</table>

Tear Down End

<table>
<thead>
<tr>
<th>EVENT TIME</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Ends</td>
<td>all dates</td>
<td>9:00 pm</td>
</tr>
</tbody>
</table>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.
EVENT DETAILS

TYPE OF EVENT
☐ Parade  ☐ Cycling  ☑ Festival/Event  - concert
☐ Run  ☐ Walkathon  ☐ Other (specify) ____________________________

ESTIMATED ATTENDANCE (please estimate all that apply)

<table>
<thead>
<tr>
<th>Participants #</th>
<th>200-600</th>
<th>Wheelchair Accessible</th>
<th>Yes ☑ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bands # per Monday</td>
<td>1</td>
<td>For events on City Property are you seeking approval to charge:</td>
<td></td>
</tr>
<tr>
<td>Vehicles/Floats #</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteers #</td>
<td>3-10</td>
<td>Admission Yes ☑ No ☐</td>
<td></td>
</tr>
<tr>
<td>General Public #</td>
<td></td>
<td>Parking Yes ☑ No ☐</td>
<td></td>
</tr>
<tr>
<td>Is this event:</td>
<td>☑ Open to the Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ For Invited Guests only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EVENT ELEMENTS (complete to ensure proper permits are processed)

| Power Requirements* | Yes ☑ No ☐ |
| Sound Amplification | Yes ☑ No ☐ |
| Access to power if possible | Yes ☑ No ☐ |
| Live Music | Yes ☑ No ☐ |
| Tents/Temp. Structures | Yes ☑ No ☐ Size of tent(s): ONE 10' X 10' |
| Amusement Rides | Yes ☑ No ☐ Provider: Bonifas Arts Center |
| Inflatables | Yes ☑ No ☐ Provider: |

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes ☑ No (continue to next page) ☐

Food stand locations  Indoor ☐  Outdoor ☑ Inside & Outside ☐

What kinds of food will the Stands be selling? (check all that apply)

☐ Chicken/seafood  ☐ Soups/chilli  ☑ Other foods (please list)
☐ Rice/pasta dishes  ☐ Salad  popcorn
☐ Pop, chips, candy  ☐ Other meats  water
☐ Hotdogs/hamburgers  ☐ Baked goods
Reservation Fees *(check applicable box):*

Ludington Park Pavilion 1/2 day  ☐ $75 (resident) ☐ $100 (non-resident)
Ludington Park Pavilion full day  ☐ $100 (resident) ☐ $125 (non-resident)
Ludington Park Bandshell 1/2 day  ☐ $75 (resident) ☑ $100 (non-resident)
Ludington Park Bandshell full day  ☐ $100 (resident) ☐ $125 (non-resident)
Ludington Park Gazebo  ☐ $50 p/2 hour block (res) ☐ $75 p/2 hour block (non-resident)
Other Picnic or Gathering Areas  ☐ $35 p/day
John D. Besse Park Pavilion 1/2 day  ☐ $75 (resident) ☐ $100 (non-resident)
John D. Besse Park Pavilion full day  ☐ $100 (resident) ☐ $125 (non-resident)
Lemerand Pavilion 1/2 day  ☐ $75 (resident) ☐ $100 (non-resident)
Lemerand Pavilion full day  ☐ $100 (resident) ☐ $125 (non-resident)
Lemerand Complex  ☐ $250 per day

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

**EVENTS REQUESTING ROAD CLOSURE**

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

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

**DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP**

I have read and understood the Special Events Application.

I will notify the City Manager’s Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).


Event Organizer Signature

Print Name & Date
MEMORANDUM    March 9, 2017

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

FROM:    Kim Peterson, Recreation Director

SUBJECT:    City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE AN AREA NEAR THE MARINA/LUDINGTON PARK FOR A SALMON TOURNAMENT BY THE BAY DE NOC GREAT LAKES SPORTSFISHERMEN, INC.

Kim Peterson of the Bay de Noc Great Lakes Sportsfishermen, Inc. requests use of an area near the marina within Ludington Park on Saturday, July 15, 2017, and Sunday, July 16, 2017, from Saturday, July 15, 2017, at 6:00 a.m. until Sunday, July 16, 2017, at 5:00 p.m.

75 participants are anticipated. Organizers have agreed to clean up following conclusion of the event and will provide the necessary insurance. Council approval is recommended.
**Special Event Application - City of Escanaba**

**Festivals, Parades, Races, Walkathons, Temporary Road Closures**

**Date(s) of Event:** Saturday/Sunday July 15-16

**Name of Event:** Great Lakes Sport Fishermen Salmon Tournament

**Contact Information** (Please Print Clearly – Incomplete applications may be delayed)

<table>
<thead>
<tr>
<th>Organization:</th>
<th>G-L-S-F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Kim Peterson</td>
</tr>
<tr>
<td>Address:</td>
<td>P.O. Box 1322</td>
</tr>
<tr>
<td>City:</td>
<td>Escanaba MI</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>49029</td>
</tr>
<tr>
<td>Charitable Org #:</td>
<td>(If applicable)</td>
</tr>
<tr>
<td>Phone (day):</td>
<td>280-0067</td>
</tr>
<tr>
<td>Phone (evening):</td>
<td>280-0067</td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Website:</td>
<td></td>
</tr>
<tr>
<td>Event Phone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Alternate Contact:</td>
<td>Neil Aresti</td>
</tr>
<tr>
<td>(It is recommended that an alternate name &amp; telephone number be provided)</td>
<td></td>
</tr>
</tbody>
</table>

**Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public?**

- [ ] Yes
- [ ] No

**Location**

- [ ] City Park, Name: Marina Area, Ludington Park
- [ ] Building/Facility, Name/Area:  
- [ ] Road(s), Road Closure Required?: Partial [ ] Full [ ]

**Date/Time**

**Event Time**

- **Event Begins**
  - Date: 7/15/17
  - Time: 6:00 a.m.
- **Event Ends**
  - Date: 7/16/17
  - Time: 5:00 p.m.

**Set Up Time**

- **Set Up Start**
  - Date: 7/15/17
  - Time: 6:00 a.m.
- **Tear Down End**
  - Date: 7/16/17
  - Time: 5:00 p.m.

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.
EVENT DETAILS

TYPE OF EVENT

☐ Parade   ☐ Cycling    ☐ Festival/Event   ☐ Other (specify) Salmon Tournament
☐ Run   ☐ Walkathon  

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants  # 75
Bands  # __________
Vehicles/Floats # __________________
Volunteers  # 10
General Public  # 50

Wheelchair Accessible   Yes   ☐ No  ☒

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

Admission   Yes   ☐ No  ☒
Parking   Yes   ☐ No  ☒

Is this event:
☐ Open to the Public
☐ For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements*   ☐ Yes  ☒ No
Fireworks   Yes   ☐ No  ☒
Sound Amplification   Yes   ☐ No  ☒
Alcohol   Yes   ☐ No  ☒
Access to power if possible   Yes   ☒ No  ☐
Live Music   Yes   ☐ No  ☒
Tents/Temp. Structures   Yes   ☐ No  ☒ Size of tent(s):  Trailer 15'
Amusement Rides   Yes   ☐ No  ☐ Provider: ____________________________
Inflatables   Yes   ☐ No  ☐ Provider: ____________________________

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold?   Yes   ☐ No  (continue to next page) ☒

Food stand locations   Indoor   ☐ Outdoor   ☐ Inside & Outside   ☐

What kinds of food will the Stands be selling? (check all that apply)

☐ Chicken/seafood   ☐ Soups/chilli
☐ Rice/pasta dishes   ☐ Salad
☐ Pop, chips, candy   ☐ Other meats
☐ Hotdogs/hamburgers   ☐ Baked goods
☐ Other foods (please list) ____________________________
____________________________________________________
Reservation Fees (check applicable box):

Ludington Park Pavilion 1/2 day  □ $75 (resident)  □ $100 (non-resident)
Ludington Park Pavilion full day □ $100 (resident)  □ $125 (non-resident)
Ludington Park Bandshell 1/2 day □ $75 (resident)  □ $100 (non-resident)
Ludington Park Bandshell full day □ $100 (resident)  □ $125 (non-resident)
Ludington Park Gazebo □ $50 p/2 hour block (res)  □ $75 p/2 hour block (non-resident)
Other Picnic or Gathering Areas □ $35 p/day
John D. Besse Park Pavilion 1/2 day □ $75 (resident)  □ $100 (non-resident)
John D. Besse Park Pavilion full day □ $100 (resident)  □ $125 (non-resident)
Lemerand Pavilion 1/2 day □ $75 (resident)  □ $100 (non-resident)
Lemerand Pavilion full day □ $100 (resident)  □ $125 (non-resident)
Lemerand Complex □ $250 per day

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.
A detailed map of road closure MUST be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager’s Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager’s Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Event Organizer Signature: [Signature]
Print Name & Date: [Date]

Planning/dda/special event application
MEMORANDUM March 9, 2017

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

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE THE MARINA AREA FOR A WATERFRONT REGATTA BY THE WILLIAM BONIFAS FINE ARTS CENTER

Pasqua Warstler of the William Bonifas Fine Arts Center requests the use of the Marina area on Saturday, August 5, 2017, from 4:00 p.m. to 5:00 p.m.

75 participants are anticipated. Organizers have agreed to clean up following conclusion of the event and will provide the necessary insurance. Council approval is recommended.
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: **Saturday, August 5, 2017**

NAME OF EVENT: **Waterfront Regatta**

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

<table>
<thead>
<tr>
<th>Organization:</th>
<th>William Bonifas Arts Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Pasqua Warstler</td>
</tr>
<tr>
<td>Address:</td>
<td>700 1st Ave South</td>
</tr>
<tr>
<td>City:</td>
<td>Escanaba</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>49829</td>
</tr>
<tr>
<td>Charitable Org #:</td>
<td>39-12292481</td>
</tr>
<tr>
<td>(If applicable)</td>
<td></td>
</tr>
<tr>
<td>Phone (day):</td>
<td>906-786-3833 ext 12</td>
</tr>
<tr>
<td>Phone (evening):</td>
<td>906-553-7673</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:pasqua@bonifasarts.org">pasqua@bonifasarts.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.bonifasarts.org">www.bonifasarts.org</a></td>
</tr>
<tr>
<td>Event Phone:</td>
<td>906-786-3833 ext 12</td>
</tr>
<tr>
<td>Fax:</td>
<td>906-786-3840</td>
</tr>
<tr>
<td>Alternate Contact:</td>
<td>Sue Rall, Business Director 786-3833 ext 14</td>
</tr>
</tbody>
</table>

**Do you grant the City of Escanaba, City Manager’s Office permission to give your telephone number to the general public?** □ Yes □ No X

LOCATION

☑ City Park  ☐ Building/Facility  ☐ Road (s)  Name: Escanaba Marina  Name/Area: Behind Pier #3

ROAD CLOSURE REQUIRED? Partial □ Full ☑ None

DATE / TIME

<table>
<thead>
<tr>
<th>EVENT TIME</th>
<th>Event Begins</th>
<th>Event Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>Aug 5, 2017</td>
<td>Aug 5, 2017</td>
</tr>
<tr>
<td>TIME:</td>
<td>4 pm</td>
<td>5 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SET UP TIME</th>
<th>Set Up Start</th>
<th>Tear Down End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>Aug 5, 2017</td>
<td>Aug 5, 2017</td>
</tr>
<tr>
<td>TIME:</td>
<td>4 pm</td>
<td>5 pm</td>
</tr>
</tbody>
</table>

Note: We are working with Jerry Bousquet who will provide assistance with Toby setting, timing & promo.

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.
EVENT DETAILS

TYPE OF EVENT
☐ Parade ☐ Cycling ☐ Festival/Event ☐ Other (specify) Regatta
(3 upper peninsula rowing clubs and wooden canoe heritage association)

ESTIMATED ATTENDANCE (please estimate all that apply)

<table>
<thead>
<tr>
<th>Category</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td>40</td>
</tr>
<tr>
<td>Bands</td>
<td></td>
</tr>
<tr>
<td>Vehicles/Floats</td>
<td>13-16</td>
</tr>
<tr>
<td>Volunteers</td>
<td>10</td>
</tr>
<tr>
<td>General Public</td>
<td>75</td>
</tr>
</tbody>
</table>

Wheelchair Accessible Yes ☐ No ☑
For events on City Property are you seeking approval to charge:
Admission Yes ☐ No ☑
Parking Yes ☐ No ☑

Is this event: ☑ Open to the Public ☐ For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes ☐ No ☑</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Requirements</td>
<td></td>
</tr>
<tr>
<td>Sound Amplification</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>Alcohol</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>Access to power if possible</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>Live Music</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>Tents/Temp. Structures</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>Size of tent(s)</td>
<td></td>
</tr>
<tr>
<td>Amusement Rides</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>Provider</td>
<td></td>
</tr>
<tr>
<td>Inflatables</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>Provider</td>
<td></td>
</tr>
</tbody>
</table>

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes ☐ No (continue to next page) ☑

Food stand locations Indoor ☐ Outdoor ☐ Inside & Outside ☑

What kinds of food will the Stands be selling? (check all that apply)
☐ Chicken/seafood ☐ Soups/chilli ☐ Other foods (please list) ________________________
☐ Rice/pasta dishes ☐ Salad ________________________
☐ Pop, chips, candy ☐ Other meats ________________________
☐ Hotdogs/hamburgers ☐ Baked goods ________________________
Reservation Fees (check applicable box):

- Ludington Park Pavilion 1/2 day  ☐ $75 (resident) ☐ $100 (non-resident)
- Ludington Park Pavilion full day  ☐ $100 (resident) ☐ $125 (non-resident)
- Ludington Park Bandshell 1/2 day  ☐ $75 (resident) ☐ $100 (non-resident)
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- John D. Besse Park Pavilion 1/2 day  ☐ $75 (resident) ☐ $100 (non-resident)
- John D. Besse Park Pavilion full day  ☐ $100 (resident) ☐ $125 (non-resident)
- Lemerand Pavilion 1/2 day  ☐ $75 (resident) ☐ $100 (non-resident)
- Lemerand Pavilion full day  ☐ $100 (resident) ☐ $125 (non-resident)
- Lemerand Complex  ☐ $250 per day

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

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

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager’s Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Pasqua Waterer  
Event Organizer Signature

Pasqua Waterer 1/8/17  
Print Name & Date

Planning/dda/special event application
MEMORANDUM  March 9, 2017

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

FROM:     Kim Peterson, Recreation Director

SUBJECT:  City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE THE KARAS BANDSHELL AREA AND LUDINGTON PARK FOR THE WATERFRONT ART FESTIVAL BY THE WILLIAM BONIFAS FINE ARTS CENTER

Carla Meyer of the William Bonifas Fine Arts Center requests use of the Karas Bandshell area, along with Ludington Park, on Saturday, August 5, 2017, from Friday, August 4, 2017, at 4:00 p.m. until Saturday, August 5, 2017, at 6:00 p.m.

3000 participants are anticipated. Access to power is requested. Organizers have agreed to clean up following conclusion of the event and will provide the necessary insurance. Council approval is recommended.
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday, August 5, 2017

NAME OF EVENT: Waterfront Art Festival

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

Organization: Bonifas Arts Center

Contact Person: Carla meyer

Address: 700 1st Avenue South

City: Escanaba

Postal Code: 49029

Charitable Org #: 38-2092481  (If applicable)

Phone (day) (906) 786-3833 ext 16

Phone (evening) (906) 380-6110

E-mail: events@bonifasarts.org

Website: www.bonifasarts.org

Fax:

Event Phone: 

Alternate Contact: Susan Roll, 786-3833 X14

(If it is recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public

Yes ❑ No ❑

day  evening

LOCATION

☒ City Park  Name: Ludington Park

☐ Building/Facility  Name/Area: Bandshell Area

☐ Road (s)  Road Closure Required?: Partial ☐ Full ☐ none ☒

DATE / TIME

EVENT TIME

This is the time your event would be ready to accept participants or general public.

<table>
<thead>
<tr>
<th>Event Begins</th>
<th>Event Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: 8/5/17</td>
<td>DATE: 8/5/17</td>
</tr>
<tr>
<td>TIME: 10 am</td>
<td>TIME: 4 pm</td>
</tr>
</tbody>
</table>

SET UP TIME

When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.

<table>
<thead>
<tr>
<th>Set Up Start</th>
<th>Tear Down End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: 8/4/17</td>
<td>DATE: 8/5/17</td>
</tr>
<tr>
<td>TIME: 4-8 pm</td>
<td>TIME: 4-6 pm</td>
</tr>
</tbody>
</table>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.
**Type of Event**
- Festival/Event

**Estimated Attendance** (please estimate all that apply)

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
<th>Accessible</th>
<th>Admission</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bands</td>
<td>4</td>
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<tr>
<td>Vehicles/Floats</td>
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<tr>
<td>Volunteers</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Public</td>
<td>3000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Wheelchair Accessible: Yes ☒ No ☐
- For events on City Property are you seeking approval to charge:
  - Admission: Yes ☐ No ☒
  - Parking: Yes ☒ No ☐
- Is this event: ☒ Open to the Public ☐ For Invited Guests only

**Event Elements** (complete to ensure proper permits are processed)

- Power Requirements*: Yes ☒ No ☐
- Fireworks: Yes ☐ No ☒
- Sound Amplification: Yes ☒ No ☐
- Alcohol: Yes ☒ No ☐
- Access to power if possible: Yes ☒ No ☐
- Live Music: Yes ☒ No ☐
- Tents/Temp. Structures: Yes ☒ No ☐
  - Size of tent(s): 20'x30' (2), 10'x10' (-60)
- Amusement Rides: Yes ☒ No ☐
  - Provider: ______________________
- Inflatables: Yes ☒ No ☐
  - Provider: ______________________

**Food & Beverage**

- Will there be food & non alcoholic beverages sold? Yes ☒ No (continue to next page) ☐

- Food stand locations: Indoor ☐ Outdoor ☒ Inside & Outside ☐

- What kinds of food will the Stands be selling? (check all that apply)
  - ☒ Chicken/seafood
  - ☐ Soups/chilli
  - ☐ Rice/pasta dishes
  - ☐ Salad
  - ☒ Pop, chips, candy
  - ☐ Other meats
  - ☒ Hotdogs/hamburgers
  - ☒ Baked goods
  - ☒ French Fries
  - ☐ Sandwiches
  - ☒ Kettle corn
  - ☒ Other foods (please list)
Reservation Fees *(check applicable box)*:

- **Ludington Park Pavilion 1/2 day**: [$75 (resident) □ $100 (non-resident)]
- **Ludington Park Pavilion full day**: [$100 (resident) □ $125 (non-resident)]
- **Ludington Park Bandshell 1/2 day**: [$75 (resident) □ $100 (non-resident)]
- **Ludington Park Bandshell full day**: [$100 (resident) □ $125 (non-resident)]
- **Ludington Park Gazebo**: [$50 p/2 hour block (res) □ $75 p/2 hour block (non-resident)]
- **Other Picnic or Gathering Areas**: [$35 p/day]
- **John D. Besse Park Pavilion 1/2 day**: [$75 (resident) □ $100 (non-resident)]
- **John D. Besse Park Pavilion full day**: [$100 (resident) □ $125 (non-resident)]
- **Lemerand Pavilion 1/2 day**: [$75 (resident) □ $100 (non-resident)]
- **Lemerand Pavilion full day**: [$100 (resident) □ $125 (non-resident)]
- **Lemerand Complex**: [$250 per day]

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

**EVENTS REQUESTING ROAD CLOSURE**

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

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

**DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP**

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

---

**Event Organizer Signature**: [Signature]

**Print Name & Date**: CARLA MEYER, 1/19/17

Planning/dda/special event application
MEMORANDUM

March 9, 2017

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

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE THE MARINA AREA FOR RECREATING IN THE GREAT OUTDOORS BY KEN BUCCHOLTZ

Ken Buccholtz requests use of the Marina area on Saturday, August 5, 2017, from 8:00 a.m. to 5:00 p.m. 110 participants are anticipated. Organizers have agreed to clean up following conclusion of the event and have provided the necessary insurance. Council approval is recommended.
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday, August 5, 2017
   Day of Week, Month, Day, Year   (eg: Saturday, January 2, 2014)

NAME OF EVENT: Recreating in the Great Outdoors

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

Organization: Recreating in the Great Outdoors
Contact Person: Ken Bocchicita
Address: 4912 12th Rd
City: Escanaba MI
Postal Code: 49829
Charitable Org #: (If applicable)
Alternate Contact: __________________________
   (It is recommended that an alternate name & telephone number be provided)

Phone (day) 553-2268
Phone (evening): 553-2268
E-mail: __________________________
Website: __________________________
Event Phone: __________________________
Fax: __________________________

** Do you grant the City of Escanaba, City Manager’s Office permission to give your telephone number to the general public  Yes    □   No    □

LOCATION
☑ City Park
☐ Building/Facility
☐ Road(s)
Name/Area: Marina Area
Road Closure Required?: Partial   □   Full   □

DATE/TIME

EVENT TIME
This is the time your event would be ready to accept participants or general public.

Event Begins
DATE: 8/5/17
TIME: __________________________

Event Ends
DATE: 8/5/17
TIME: __________________________

SET UP TIME
When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.

Set Up Start
DATE: 8/5/17
TIME: 8:00 am

Tear Down End
DATE: 8/5/17
TIME: 5:00 pm

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.
**EVENT DETAILS**

**TYPE OF EVENT**
- [ ] Parade
- [ ] Cycling
- [x] Festival/Event
- [ ] Run
- [ ] Walkathon
- [ ] Other (specify) __________

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
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<td>Bands</td>
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<td>Vehicles/Floats</td>
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<tr>
<td>Volunteers</td>
<td>10</td>
</tr>
<tr>
<td>General Public</td>
<td>30</td>
</tr>
</tbody>
</table>

- [x] Wheelchair Accessible Yes [ ] No [ ]
- [ ] For events on City Property are you seeking approval to charge:
  - [ ] Admission Yes [ ] No [x]
  - [ ] Parking Yes [ ] No [ ]

- [ ] Is this event: [ ] Open to the Public [ ] For Invited Guests only

**EVENT ELEMENTS** (complete to ensure proper permits are processed)

<table>
<thead>
<tr>
<th>Element</th>
<th>Yes [ ] No [x]</th>
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<td>Power Requirements</td>
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<td>Sound Amplification</td>
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<td>Access to power if possible</td>
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</tr>
<tr>
<td>Live Music</td>
<td></td>
</tr>
<tr>
<td>Tents/Temp. Structures</td>
<td></td>
</tr>
<tr>
<td>Amusement Rides</td>
<td></td>
</tr>
<tr>
<td>Inflatables</td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Size of tent(s): ______________________
- [ ] Provider: ______________________

**FOOD & BEVERAGE**

- [x] Will there be food & non alcoholic beverages sold? Yes [x] No (continue to next page) [ ]
- [ ] Food stand locations Indoor [ ] Outdoor [ ] Inside & Outside [ ]

- What kinds of food will the Stands be selling? (check all that apply)
  - [x] Chicken/seafood
  - [ ] Rice/pasta dishes
  - [x] Pop, chips, candy
  - [ ] Hotdogs/hamburgers
  - [ ] Soups/chilli
  - [x] Salad
  - [ ] Other meats
  - [ ] Other foods (please list) ______________________
  - [ ] Baked goods ______________________

**Subs** __________
Reservation Fees (check applicable box):

Ludington Park Pavilion 1/2 day  □ $75 (resident)  □ $100 (non-resident)
Ludington Park Pavilion full day  □ $100 (resident)  □ $125 (non-resident)
Ludington Park Bandshell 1/2 day  □ $75 (resident)  □ $100 (non-resident)
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Ludington Park Gazebo  □ $50 p/2 hour block (res)  □ $75 p/2 hour block (non-resident)
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John D. Besse Park Pavilion 1/2 day  □ $75 (resident)  □ $100 (non-resident)
John D. Besse Park Pavilion full day  □ $100 (resident)  □ $125 (non-resident)
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Lemerand Complex  □ $250 per day

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[Signature]
Event Organizer Signature

[Print Name & Date]

Planning/dda/special event application
Our Partners

Questions & Answers

ReCREATING in the Great Outdoors

August 5th 10:00am - 3:00pm

- $10.00 per person

Includes: Draw-string bag, lunch, and participation in the activities.

Do I have to have a physical disability to participate? No. Everyone is welcome to attend. However, there will be adaptive equipment for those with physical challenges.

Is there transportation available? We will provide transportation from the nearest nursing home and assisted living homes in the Gladstone and Escanaba areas. Transportation from the Great Lakes Sportsmen's Club and to the Picnic Park for boating rides.

Contact Information:
Ken Buchholz (906) 553-2268
or Brenda Crow (906) 233-1319

Great Lakes Sports and Rec Club
Richard's Boat Works
Pike Distributors
WDRC
WYXX
Location & Details

The registration for the events will be at The DNR Pocket Park which is located inside the U.P. State Fair Grounds starting at 10:00am. Lunch will be served from 11:30 to 12:30 at the Great Lakes Sportsman Club. The menu includes: sandwiches, summer salads, baked beans, chips, soda and desserts.

ReCREATING in the Great Outdoors mission is to provide an accessible outdoor opportunity for people with different abilities to participate through hands on demonstrations, education and exposure to outdoor and adaptive equipment. Activities include: fishing, archery, target practice, boating, kayaking, and relaxation!

General public and families welcome.

Activities Included

Target Practice and Shooting Sporting

Target Practice:
The Great Lakes Sports and Rec. Club, along with the Bays de Noc Gobblers Chapter of National Wild Turkey Federation and the Wheelin Sportsmen will be providing adaptive equipment for target shooting.

Fishing:
We will provide adaptive fishing equipment. The volunteers will be provided by the Bay de Noc Great Lakes Sports Fishermen. The bait will be provided by Witt's Crawlers & Holiday.

Kayaking/Paddling Boarding:
Mish Watersports will provide a demo kayaking or paddling boarding experience within the bay. Mish will provide an adaptive kayak and all necessary equipment. You must complete the pre-registration form in order to participate. If you have any questions regarding the kayaking/paddling boarding experience please call Brenda at 399-4471.

Boat Rides:
Escondaba Yacht Club will provide the opportunity to take a ride on a sailboat or to take a relaxing ride on a pontoon boat through the beautiful waters of Little Bay de Noc (weather permitting).

Registration Sign Up

Detach and return to: Delta County RICC PO Box #124 Escanaba, MI 49829

Name: ____________________________
Address: __________________________
City: ____________________ State: ______ Zip: ______
Phone: ____________________________
Email (if applicable): ____________________________

___ Check here if you are requesting a scholarship
*Please send payment with registration form.
Check or Cash only.

Check #________ Payable to: Delta County RICC

Please complete and mail the registration form prior to the event. This assists us to ensure we have enough resources so everyone has a positive experience.

Please inform us if you have any medical conditions that we should be aware of: ____________________________

Please indicate which events you are interested in: __ Target Practice, __ Fishing, __ Kayaking, __ Paddling Boarding __ Sailboat, __ Pontoon boat

*If you need assistance with personal care, please bring someone
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services South, Inc.
Charlotte NC Office
1111 Metropolitan Avenue, Suite 400
Charlotte NC 28204 USA

CONTACT NAME

PHONE
(866) 283-7122
FAX
(800) 363-0105

INSURER(S) AFFORDING COVERAGE
INSURER:
A.
Great Northern Insurance Co.
20303

B.
Pacific Indemnity Co.
20346

C.
Navigators Insurance Co
42307

E-MAIL
ADDRESS:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LIMITS SHOWN ARE AS REQUESTED

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>DED</th>
<th>OCCUR</th>
<th>EXCESS LIAB</th>
<th>輪留</th>
<th>OCCUR</th>
<th>EXCESS LIAB</th>
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<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
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<td>[X] OCCUR</td>
<td>POLICY</td>
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<td>AUTO/MOBILITY</td>
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<td>OWNED AUTOS</td>
<td>SCHEDULED AUTOS</td>
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<td></td>
</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Recreating the Great Outdoors Event sponsored by the Bays De Noc Chapter of the NMTF to be held on August 5, 2017 at the Ludington Park, Loren Jenkins Memorial Drive, Escanaba, MI 49829. City of Escanaba, MI and Ludington Park are included as Additional Insured in accordance with the policy provisions of the General Liability policy.

CERTIFICATE HOLDER

Ludington Park
Loren Jenkins Memorial Drive
Escanaba MI 49829

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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MEMORANDUM March 9, 2017

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

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE AN AREA NEAR THE MARINA/LUDINGTON PARK FOR A WALLEYE TOURNAMENT AND KID’S FISHING DERBY BY THE BAY DE NOC GREAT LAKES SPORTSFISHERMEN, INC.

Kim Peterson of the Bay de Noc Great Lakes Sportsfishermen, Inc. requests use of an area near the marina within Ludington Park on Saturday, August 5, 2017, from 7:00 a.m. to 5:00 p.m. and on Saturday, August 12, 2017, from 10:00 a.m. to 2:00 p.m.

50 participants are anticipated. Organizers have agreed to clean up following conclusion of the event and will provide the necessary insurance. Council approval is recommended.
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: 8/5/17 + 8/12/17 Saturdays

NAME OF EVENT: Great Lakes Sports Fishermen Derby

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

<table>
<thead>
<tr>
<th>Organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Kim Peterson</td>
</tr>
<tr>
<td>Phone (day):</td>
<td>280-0067</td>
</tr>
<tr>
<td>Address:</td>
<td>PO Box 1322</td>
</tr>
<tr>
<td>Phone (evening):</td>
<td>280-0067</td>
</tr>
<tr>
<td>City:</td>
<td>Escanaba MI</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>49629</td>
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<td>Charitable Org #:</td>
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<tr>
<td>Event Phone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Alternate Contact:</td>
<td>Jeff Iverson 280-4037</td>
</tr>
<tr>
<td>Website:</td>
<td></td>
</tr>
</tbody>
</table>

** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public

Yes [ ]  No [ ]

LOCATION

☑ City Park
☐ Building/Facility
☐ Road (s)

Name: Marina / Ludington Park

Name/Area:            

Road Closure Required?: Partial [ ] Full [ ]

DATE / TIME

<table>
<thead>
<tr>
<th>EVENT TIME</th>
<th>Event Begins</th>
<th>Event Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>8/5/17</td>
<td>8/12/17</td>
</tr>
<tr>
<td>TIME:</td>
<td>7:00am</td>
<td>2:00pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SET UP TIME</th>
<th>Set Up Start</th>
<th>Tear Down End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>8/5/17</td>
<td>8/12/17</td>
</tr>
<tr>
<td>TIME:</td>
<td>7:00am</td>
<td>2:00pm</td>
</tr>
</tbody>
</table>

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.
EVENT DETAILS

TYPE OF EVENT
☐ Parade ☐ Cycling ☐ Festival/Event ☑ Fishing
☐ Run ☐ Walkathon ☑ Other (specify)

ESTIMATED ATTENDANCE (please estimate all that apply)

<table>
<thead>
<tr>
<th>Participants</th>
<th># 50</th>
<th>Wheelchair Accessible</th>
<th>Yes ☑ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bands</td>
<td></td>
<td>For events on City Property are you seeking approval to charge:</td>
<td></td>
</tr>
<tr>
<td>Vehicles/Floats</td>
<td></td>
<td>Admission</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Volunteers</td>
<td># 10</td>
<td>Parking</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>General Public</td>
<td># 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Is this event: ☑ Open to the Public ☐ For Invited Guests only</td>
<td></td>
</tr>
</tbody>
</table>

EVENT ELEMENTS (complete to ensure proper permits are processed)

<table>
<thead>
<tr>
<th>Power Requirements*</th>
<th>Yes ☑ No ☐</th>
<th>Fireworks</th>
<th>Yes ☑ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound Amplification</td>
<td>Yes ☑ No ☐</td>
<td>Alcohol</td>
<td>Yes ☑ No ☐</td>
</tr>
<tr>
<td>Access to power if possible</td>
<td>Yes ☑ No ☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Music</td>
<td>Yes ☑ No ☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tents/Temp. Structures</td>
<td>Yes ☑ No ☐</td>
<td>Size of tent(s): Trailer 20’</td>
<td></td>
</tr>
<tr>
<td>Amusement Rides</td>
<td>Yes ☑ No ☐</td>
<td>Provider: ____________________</td>
<td></td>
</tr>
<tr>
<td>Inflatables</td>
<td>Yes ☑ No ☐</td>
<td>Provider: ____________________</td>
<td></td>
</tr>
</tbody>
</table>

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes ☑ No (continue to next page) ☐

Food stand locations Indoor ☐ Outdoor ☑ Inside & Outside ☐

What kinds of food will the Stands be selling? (check all that apply)

☐ Chicken/seafood ☐ Soups/chilli ☑ Other foods (please list)
☐ Rice/pasta dishes ☐ Salad
☐ Pop, chips, candy ☐ Other meats
☐ Hotdogs/hamburgers ☐ Baked goods


### Reservation Fees (check applicable box):

<table>
<thead>
<tr>
<th>Location</th>
<th>Resident Fee</th>
<th>Non-Resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ludington Park Pavilion 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Ludington Park Pavilion full day</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Ludington Park Bandshell 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Ludington Park Bandshell full day</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Ludington Park Gazebo</td>
<td>$50</td>
<td>$75</td>
</tr>
<tr>
<td>Other Picnic or Gathering Areas</td>
<td>$35/day</td>
<td>Waived</td>
</tr>
<tr>
<td>John D. Besse Park Pavilion 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>John D. Besse Park Pavilion full day</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Lemmerand Pavilion 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Lemmerand Pavilion full day</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Lemmerand Complex</td>
<td>$250</td>
<td></td>
</tr>
</tbody>
</table>

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

### EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

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

**DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP**

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

---

Event Organizer Signature [Signature]

Date: 1/20/13

Print Name & Date
MEMORANDUM  March 9, 2017

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

FROM:     Kim Peterson, Recreation Director

SUBJECT:  City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE THE LUDINGTON PARK PAVILION FOR END THE SILENCE WALK BY THE DELTA COUNTY SUICIDE PREVENTION TASK FORCE

Cindy Bintner of the Suicide Prevention Task Force requests use of the Ludington Park Pavilion on Saturday, September 9, 2017, from 8:00 a.m. to 3:00 p.m.

400 participants are anticipated. Access to power is requested. Organizers have agreed to clean up following conclusion of the event and will provide the necessary insurance. Council approval is recommended.
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday September 9, 2017
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: End the Silence Walk

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

Organization: Delta County Suicide Prevention Task Force
Contact Person: Cindy Bintner
Phone (day): 906-789-0003
Address: 1215 NO. 18 ST.
City: Escanaba
Postal Code: 49829
Charitable Org #: 26-4316084
(Eligible if applicable)
Event Phone: 906-789-0003
Fax: 

Alternate Contact: Nicole Potkac 906-254-5385
(Alternates are recommended that an alternate name & telephone number be provided)

** Do you grant the City of Escanaba, City Manager’s Office permission to give your telephone number to the general public?  Yes [ ]  No [x]

LOCATION
☐ City Park
☐ Building/Facility
☐ Road (s)
Name: Ludington Park
Name/Area: Park
Road Closure Required?: Partial [ ] Full [x]

DATE/TIME

EVENT TIME
This is the time your event would be ready to accept participants or general public.

<table>
<thead>
<tr>
<th>Event Begins</th>
<th>Event Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: 9-9-17</td>
<td>DATE: 9-9-17</td>
</tr>
<tr>
<td>TIME: 8:00</td>
<td>TIME: 3:00</td>
</tr>
</tbody>
</table>

SET UP TIME
When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.

<table>
<thead>
<tr>
<th>Set Up Start</th>
<th>Tear Down End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: 9-9-17</td>
<td>DATE: 9-9-17</td>
</tr>
<tr>
<td>TIME: 8:00</td>
<td>TIME: 3:00</td>
</tr>
</tbody>
</table>

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EVENT DETAILS

TYPE OF EVENT
☐ Parade ☐ Cycling ☒ Festival/Event
☒ Run ☒ Walkathon ☐ Other (specify) ____________________________

ESTIMATED ATTENDANCE (please estimate all that apply)

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
<th>Accessible</th>
<th>Charge for Events on City Property</th>
<th>Admission</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td># 400</td>
<td>Yes ☒ No ☐</td>
<td>☐</td>
<td>Yes ☒ No ☐</td>
<td>☐</td>
</tr>
<tr>
<td>Bands</td>
<td># _______</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles/Floats</td>
<td># _______</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteers</td>
<td># 20</td>
<td></td>
<td></td>
<td></td>
<td>☒</td>
</tr>
<tr>
<td>General Public</td>
<td># _______</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EVENT ELEMENTS (complete to ensure proper permits are processed)

<table>
<thead>
<tr>
<th>Element</th>
<th>Yes ☒ No ☐</th>
<th>Fireworks</th>
<th>Yes ☐ No ☐</th>
<th>Sound Amplification</th>
<th>Yes ☒ No ☐</th>
<th>Alcohol</th>
<th>Yes ☒ No ☐</th>
<th>Access to power if possible</th>
<th>Yes ☒ No ☐</th>
<th>Live Music</th>
<th>Yes ☐ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tents/Temp. Structures</td>
<td>Yes ☒ No ☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Amusement Rides</td>
<td>Yes ☐ No ☒</td>
<td>Provider:</td>
<td>☒ Stranberg's</td>
<td></td>
<td>☒</td>
<td>☐</td>
<td></td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Inflatables</td>
<td>Yes ☐ No ☒</td>
<td>Provider:</td>
<td></td>
<td></td>
<td>☒</td>
<td>☐</td>
<td></td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td></td>
</tr>
</tbody>
</table>

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes ☒ No (continue to next page) ☐

Food stand locations
☐ Indoor ☒ Outdoor ☐ Inside & Outside ☐

What kinds of food will the Stands be selling? (check all that apply)
☐ Chicken/seafood ☐ Soups/chilli ☐ Other foods (please list) Brats
☐ Rice/pasta dishes ☐ Salad
☒ Pop, chips, candy ☒ Other meats
☒ Hotdogs/hamburgers ☒ Baked goods
Reservation Fees *(check applicable box)*:

- Ludington Park Pavilion 1/2 day  
  - $75 (resident)  
  - $100 (non-resident)
- Ludington Park Pavilion full day  
  - $100 (resident)  
  - $125 (non-resident)
- Ludington Park Bandshell 1/2 day  
  - $75 (resident)  
  - $100 (non-resident)
- Ludington Park Bandshell full day  
  - $100 (resident)  
  - $125 (non-resident)
- Ludington Park Gazebo  
  - $50 p/2 hour block (res)  
  - $75 p/2 hour block (non-resident)
- Other Picnic or Gathering Areas  
  - $35 p/day
- John D. Besse Park Pavilion 1/2 day  
  - $75 (resident)  
  - $100 (non-resident)
- John D. Besse Park Pavilion full day  
  - $100 (resident)  
  - $125 (non-resident)
- Lemmerand Pavilion 1/2 day  
  - $75 (resident)  
  - $100 (non-resident)
- Lemmerand Pavilion full day  
  - $100 (resident)  
  - $125 (non-resident)
- Lemmerand Complex  
  - $250 per day

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

**EVENTS REQUESTING ROAD CLOSURE**

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

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

**DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP**

I have read and understood the Special Events Application.

I will notify the City Manager’s Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

**Event Organizer Signature**  
**Print Name & Date**

Planning/dda/special event application
MEMORANDUM  March 9, 2017

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

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL OF A REQUEST TO RESERVE THE MUNICIPAL DOCK FOR UPTOBERFEST
BY THE BAY DE NOC BREWERS

Josh Marenger of the Bay de Noc Brewers requests the use of the Municipal Dock on Saturday, October 14, 2017, from Friday, October 13, 2017, at noon to Sunday, October 15, 2017, at noon.

1000 participants are anticipated. Access to power, garbage cans, picnic tables and snow fencing is requested. Organizers have agreed to clean up following conclusion of the event and will provide the necessary insurance. Council approval is recommended.
### SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

**DATE(S) OF EVENT:** Saturday, October 14, 2017  
Day of Week, Month, Day, Year  (eg: Saturday, January 2, 2014)

**NAME OF EVENT:** Uproberfest 2017

#### CONTACT INFORMATION
(Please Print Clearly – Incomplete applications may be delayed)

- **Organization:** Bay de Noo Brewers  
- **Contact Person:** Sosh Maranger  
- **Phone (day):** 906-420-0779  
- **Address:** 15 N 20th St  
- **Phone (evening):** Same  
- **City:** Escanaba, MI  
- **E-mail:** marangerj@gmail.com  
- **Postal Code:** 49829  
- **Website:** Uproberfest.org  
- **Charitable Org #:**  
  *(If applicable)*  
- **Event Phone:**  
- **Fax:**

**Alternate Contact:** (It is recommended that an alternate name & telephone number be provided)

**Do you grant the City of Escanaba, City Manager’s Office permission to give your telephone number to the general public?**  
- Yes ☐  
- No ☐

#### LOCATION
- ☑ City Park  
- ☐ Building/Facility  
- ☐ Road(s)  

**Name:** Municipal Dock  
**Name/Area:**  
**Road Closure Required?**  
- Partial ☐  
- Full ☐

#### EVENT TIME

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Begins</th>
<th>Event Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE:</strong></td>
<td>10/14/17</td>
<td>10/14/17</td>
</tr>
<tr>
<td><strong>TIME:</strong></td>
<td>2:00 PM</td>
<td>7:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Set Up Start</th>
<th>Tear Down End</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE:</strong></td>
<td>10/13/17</td>
<td>10/15/17</td>
</tr>
<tr>
<td><strong>TIME:</strong></td>
<td>Noon</td>
<td>Noon</td>
</tr>
</tbody>
</table>

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EVENT DETAILS

TYPE OF EVENT
☐ Parade  ☐ Cycling  ☐ Festival/Event
☐ Run  ☐ Walkathon  ☐ Other (specify) ____________________________

ESTIMATED ATTENDANCE (please estimate all that apply)

<table>
<thead>
<tr>
<th>Participants</th>
<th>#</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bands</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Vehicles/Floats</td>
<td># 100</td>
<td></td>
</tr>
<tr>
<td>Volunteers</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>General Public</td>
<td># 900</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Access to power if possible</th>
<th>Yes ☐ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Music</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Tents/Temp. Structures</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Amusement Rides</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Inflatables</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

Wheelchair Accessible Yes ☐ No ☐
For events on City Property are you seeking approval to charge:

| Admission | Yes ☐ No ☐ |
| Parking   | Yes ☐ No ☐ |

| Is this event: | ☐ Open to the Public | ☐ For Invited Guests only |

EVENT ELEMENTS (complete to ensure proper permits are processed)

<table>
<thead>
<tr>
<th>Power Requirements*</th>
<th>Yes ☐ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fireworks</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Sound Amplification</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Alcohol</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

Access to power if possible Yes ☐ No ☐
Live Music Yes ☐ No ☐
Tents/Temp. Structures Yes ☐ No ☐
Amusement Rides Yes ☐ No ☐ Provider: ____________________________
Inflatables Yes ☐ No ☐ Provider: ____________________________

6 tents total ~ 100' x 120'  

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes ☐ No (continue to next page) ☐

Food stand locations Indoor ☐ Outdoor ☒ Inside & Outside ☐

What kinds of food will the Stands be selling? (check all that apply)

- Chicken/seafood
- Soups/chilli
- Rice/pasta dishes
- Salad
- Pop, chips, candy
- Other meats
- Hotdogs/hamburgers
- Baked goods
- Other foods (please list)
### Reservation Fees (check applicable box):

<table>
<thead>
<tr>
<th>Venue</th>
<th>Resident Fee</th>
<th>Non-Resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ludington Park Pavilion 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Ludington Park Pavilion full day</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Ludington Park Bandshell 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Ludington Park Bandshell full day</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Ludington Park Gazebo</td>
<td>$50 p/2 hour block (res)</td>
<td>$75 p/2 hour block (non-resident)</td>
</tr>
<tr>
<td>Other Picnic or Gathering Areas</td>
<td>$35 p/day</td>
<td></td>
</tr>
<tr>
<td>John D. Besse Park Pavilion 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>John D. Besse Park Pavilion full day</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Lemerand Pavilion 1/2 day</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Lemerand Pavilion full day</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Lemerand Complex</td>
<td>$250 per day</td>
<td></td>
</tr>
</tbody>
</table>

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

---

### EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

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

**DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP**

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I will notify the City Manager’s Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

---

**Event Organizer Signature**  
**Josh Marenzer 2/1/12**  
**Print Name & Date**

---

Planning/idee/special event application
Event Area Inside Tent

Portable restrooms

Monitored vendor entrance

Monitored main entrance

Single fence from water to water limits access to monitored gates
In addition to the use of the Municipal Dock and items outlined on the Special Event Application, Bay de Noc Brewers is requesting the use of the following items for UPtoberFest on Saturday, October 8, 2016.

- Snow fence and posts
- Garbage cans, including garbage pickup
- Picnic tables

Thank you for your consideration.

[Signature]

Josh Marenser
Vice President, Bay de Noc Brewers
MEMORANDUM
March 9, 2017

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

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Agenda of Thursday, March 16, 2017

AWARD OF BID TO PROVIDE SANITATION SERVICES FOR CITY RECREATION AND PARK FACILITIES FOR THE 2017-18 SEASON

Proposals were received on February 22, 2017, for providing sanitation services/portable restrooms for City Recreation and park facilities for the 2017-18 season. Two (2) invitations to submit proposals were sent to contractors with one (1) received. It is recommended the bid be awarded to Stenberg Brothers, Bark River, Michigan, for the period through June 30, 2018.

The increase in rates is broken down below:

<table>
<thead>
<tr>
<th>2016-17 Season</th>
<th>2017-18 Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Rate</td>
<td>$2.75</td>
</tr>
<tr>
<td>Extra Cleaning</td>
<td>$23.00</td>
</tr>
<tr>
<td>Barrier-free Daily Rate</td>
<td>$5.00</td>
</tr>
<tr>
<td>Barrier-free Extra Cleaning</td>
<td>$23.00</td>
</tr>
<tr>
<td>Special Event Daily Rate</td>
<td>$55.00</td>
</tr>
<tr>
<td>Special Event Handwashing</td>
<td></td>
</tr>
<tr>
<td>Unit Daily Rate</td>
<td>$85.00</td>
</tr>
<tr>
<td>Extra Cleaning Special Event</td>
<td>$25.00</td>
</tr>
<tr>
<td>Barrier-free Special Event</td>
<td></td>
</tr>
<tr>
<td>Daily Rate</td>
<td>$150.00</td>
</tr>
<tr>
<td>Winter Season Daily Rate</td>
<td>$4.50</td>
</tr>
<tr>
<td>Extra Cleaning Winter</td>
<td>$45.00</td>
</tr>
<tr>
<td>Daily Rate</td>
<td>$2.80</td>
</tr>
<tr>
<td>Extra Cleaning</td>
<td>$23.00</td>
</tr>
<tr>
<td>Barrier-free Daily Rate</td>
<td>$5.10</td>
</tr>
<tr>
<td>Barrier-free Extra Cleaning</td>
<td>$23.00</td>
</tr>
<tr>
<td>Special Event Daily Rate</td>
<td>$55.00</td>
</tr>
<tr>
<td>Special Event Handwashing</td>
<td></td>
</tr>
<tr>
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<td>$85.00</td>
</tr>
<tr>
<td>Extra Cleaning Special Event</td>
<td>$25.00</td>
</tr>
<tr>
<td>Barrier-free Special Event</td>
<td></td>
</tr>
<tr>
<td>Daily Rate</td>
<td>$155.00</td>
</tr>
<tr>
<td>Winter Season Daily Rate</td>
<td>$4.55</td>
</tr>
<tr>
<td>Extra Cleaning Winter</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

The increases would be approximately $350.
BIDDER'S PROPOSAL

SANITATION SERVICES FOR CITY PARK
AND RECREATION FACILITIES
for Period April 1, 2017 - March 31, 2018

City of Escanaba
Escanaba, MI 49829

We, the undersigned, do hereby agree to furnish sanitation services in conformance with the attached specifications for City Recreation and Park Facilities:

SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM UNITS, daily base rental charge, per unit, based upon the use of approximately 14 units, as per SECTION I of the specifications:

$2.80 per day

EXTRA CLEANINGS FOR SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM UNITS, charge per unit serviced, as per SECTION I of the specifications.

$23.00 per unit

BARRIER-FREE SUMMER SEASONAL PORTABLE RESTROOM UNITS, daily base rental charge, per unit, as per SECTION II of the specifications.

$5.10 per day

EXTRA CLEANINGS FOR BARRIER-FREE PORTABLE RESTROOM UNITS, charge per unit serviced, as per SECTION II of the specifications.

$23.00 per unit

SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM UNITS, daily rental charge per unit, as per SECTION III of the specifications.

$55.00 per day

(Regular units)

$155.00 per day

(BARRIER-FREE UNITS)

SPECIAL EVENT HANDWASHING FACILITIES, daily rental charge per unit, as per Section IV of the specifications.

$85.00 per day

EXTRA CLEANINGS FOR SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM UNITS, charge per unit serviced, as per SECTION III of the specifications.

$25.00 per unit

WINTER SEASONAL PORTABLE RESTROOM UNITS, daily base rental charge per unit, based upon use of approximately one (1) unit as per SECTION V of the specifications.

$4.55 per day

EXTRA CLEANINGS FOR WINTER SEASONAL PORTABLE RESTROOM UNITS, charge per unit serviced, as per SECTION V of the specifications.

$45.00 per unit

Submitted:

Firm: Stenberg Bros., Inc.

Address: P. O. Box 127

Phone #: 906-466-9908

City/Zip: Bark River, MI 49807

Fax #: 906-466-2641

By: [Signature]

Title: President
DATE: January 23, 2017

BID: SANITATION SERVICES FOR CITY RECREATION & PARK FACILITIES FOR 2017-2018 SEASON

BID OPENING: Wednesday, February 22, 2017, at 2:00 p.m.
Room 101 of City Hall

TO BIDDERS: January 25, 2017

ADVERTISED: January 23, 2017

INVITATIONS TO BID SENT TO: Two (2)

STENBERG BROTHERS
P O BOX 127
BARK RIVER, MI 49807

CLYDE’S SEPTIC TANK SERVICE
4700 DANFORTH ROAD
ESCANABA, MI 49829
NOTICE TO BIDDERS

Sealed bids will be received by the City of Escanaba at the Office of the City Clerk, on or before 2 p.m. E.S.T., on Wednesday, February 22, 2017, for:

SANITATION SERVICES FOR CITY RECREATION AND PARK FACILITIES

The bids will be publicly opened and read in Room 101 in the City Hall, located at 410 Ludington Street, Escanaba, Michigan, at said time and date.

Bidder's proposals and/or specifications may be obtained from the office of the City Clerk, located at 410 Ludington Street, Escanaba, Michigan 49829. No bids will be considered unless the proposal form and/or specifications (furnished by the City of Escanaba, Michigan), are properly completed and enclosed in a sealed envelope marked:

"SANITATION SERVICES BID OF 2017-18"

In addition, the City of Escanaba, Michigan, will not consider any proposal which has not been received prior to the published time, date and year of bid opening. (FAX and E-MAIL transmittals will not be accepted.)

The City of Escanaba, Michigan, reserves the right to reject any or all bids or any part thereof at its discretion, and to waive any irregularities in the bidding. The City of Escanaba, Michigan, may also split bids at its discretion. The City further reserves the right to negotiate directly with any and all bidders concerning any matter related to any bid.

All City of Escanaba, Michigan, bids are prepared so as to afford all vendors the equal opportunity for fair and equitable competition. The City of Escanaba, Michigan, assumes no liability or responsibility for any errors or oversights in the preparation and/or publication of bids.

Kim Peterson
Recreation/Purchasing Director
City of Escanaba
I. SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM SERVICES - REGULAR UNITS

A. The Contractor is to supply portable toilets for City Recreation and Park Facilities based upon the following estimations:

1. Up to 14 units placed at 10 separate sites;

2. The duration each unit will be placed at each site during the 2017-2018 spring, summer, fall and winter seasons will be based upon anticipated use determined by the City.

3. The majority of the units will be placed upon sites in May with most units withdrawn in late October.

4. Each unit may be at each site an average of 8 to 9 weeks approximately, with the shortest duration at 4 weeks and the longest at 52 weeks.

B. The City of Escanaba will reserve the right to determine when units will be placed upon sites and when they are to be removed from the sites.

C. Units will be placed upon the following sites for the 2017-2018 season based upon the following estimations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Approximate # of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay College Soccer Field Complex</td>
<td>2</td>
</tr>
<tr>
<td>Senior Little League Field</td>
<td>1</td>
</tr>
<tr>
<td>Little League Field</td>
<td>1</td>
</tr>
<tr>
<td>Stephenson Field</td>
<td>1</td>
</tr>
<tr>
<td>Royce Park</td>
<td>1</td>
</tr>
<tr>
<td>Ludington Park - at Aronson Island</td>
<td>1</td>
</tr>
<tr>
<td>&quot;Ludington Park – Harbor Hideout&quot;</td>
<td>1</td>
</tr>
<tr>
<td>Farmer’s Market</td>
<td>1</td>
</tr>
<tr>
<td>Rose Park</td>
<td>1</td>
</tr>
<tr>
<td>John D. Besse Park</td>
<td>1</td>
</tr>
</tbody>
</table>

*Placement in fall and spring of the year, only.
April/October/November with two (2) cleanings per week, if needed.

D. The Contractor is to provide the following services with the base rental charge of each unit.

1. One cleaning per week, which includes pump-out, cleaning, disinfecting of the interior of each unit and ample weekly supply of paper and chemicals;

2. Units will receive weekly cleanings, etc., on Monday of each week unless otherwise specified by the City or mutually agreed upon by the City and the Contractor;
3. Keep units in good repair, good physical appearance and units placed in multiples must match;

E. The City may also require the Contractor to provide additional cleanings over and above the weekly cleanings provided within the base rate. Extra cleaning requests will take place June through August.

F. The Contractor is to calculate base rental charges, with services outlined in paragraph "D" of this section on a daily fee rate. Monthly or half-month charges will not be acceptable.

II. SEASONAL PORTABLE RESTROOM SERVICES - BARRIER-FREE UNITS

In order for the City of Escanaba to comply with the provisions of the Americans with Disabilities Act (ADA), the City will make every attempt to provide sanitation services for the able-bodied and disabled users of our public park and recreation facilities.

A. The Contractor shall state the number of barrier-free toilet units available from his/her firm; and

B. Specifications in Section I of this document shall also apply to the barrier-free units.

III. SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM SERVICES

A. The Contractor shall provide additional portable toilet units for special event purposes upon request from the City for both winter and warm weather events.

B. The special event rate/emergency rate shall be based upon a daily fee scale.

C. Occasions where special portable unit requests will be made are:
   - band concerts
   - other unscheduled events
   - emergencies
   - other short-term occasions

D. The special event unit charges will also include one cleaning per day.

E. Special event/emergency units may also need extra cleanings, upon request from the City.

IV. SPECIAL EVENT HAND WASHING FACILITIES

A. The Contractor shall provide hand washing units for special event purposes upon request from the City.

B. The handwashing units rate shall be based upon a daily fee schedule.
C. Occasions where hand washing units will be requested include, but will not be limited to:

- band concerts
- large special events
- other unscheduled events
- other short-term occasions

D. Hand washing unit charges shall include one cleaning/refill per day.

V. WINTER SEASONAL PORTABLE RESTROOM SERVICES

A. The Contractor is to supply one (1) portable toilet/unit at Ludington Park's Aronson Island Boat Launch site during the months of December, January, February and March.

B. The unit shall be winterized for cold weather use during the months of December, January, February and March.

C. The Contractor is to provide the following services with the base rental charge of each unit:

1. One cleaning per week, which includes pump-out, cleaning, disinfecting of the interior, removal of graffiti and ample weekly supply of paper and chemicals;

2. Unit will receive weekly cleanings on Thursday or Friday of each week, unless otherwise specified by the City; and

3. Keep unit in good repair, good physical appearance and units placed in multiples must match.

D. The City may also request the Contractor to provide additional cleanings over and above the weekly cleanings provided within the base rate.

E. The Contractor is to calculate base rental charges with services outlined in paragraph "C" of this section on a daily fee rate. Monthly or half-monthly charges will not be acceptable.

VI. DAMAGE TO UNITS

In the event portable restroom units or other equipment owned by the Contractor is damaged or defaced, the Contractor will be responsible for the cost of replacement or repairs.

VII. INSURANCE

The City will require the Contractor to provide proof of personal injury liability, property damage liability, workmen's compensation and vehicle insurances to protect the City against claims arising from use of Contractor's equipment, employees or vehicles. The insurances shall be in the following minimum amounts:
A. Personal Injury and Property Damage Liability Insurance

1. Maintain liability insurance for personal injury in the amount of $300,000 per person combined single limits (minimum) and $1,000,000 aggregate.

2. Types of peril insured against are personal injury to individuals utilizing the Contractor's equipment or Contractors activities; and

3. Maintain property damage liability insurance for property damage in the amount of $250,000; 1,000,000 combined single limits (minimum).

B. Workmen's Compensation Insurance

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Statutory</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

C. Auto Insurance

Coverage must include bodily injury, property damage or bodily injury and property damage 1,000,000 combined.

D. The City of Escanaba shall be named as "additional insured" to all policies and certificates.

E. The Contractor shall deliver original certificate of insurance to the City prior to services commencing;

F. The insurance policies are to provide the City of Escanaba with a notice of fifteen (15) days prior to cancellation.

VIII. EFFECTIVE DATES OF AGREEMENT

The Contractor shall provide services, as outlined with these specifications for a one (1) year period commencing on the day of placement of the portable restrooms sometime in April/May 2017.

IX. PROJECT COORDINATOR

Kim Peterson  
Recreation Director  
City of Escanaba  
P.O. Box 948  
Escanaba, MI 49829  
Office: Civic Center, 225 North 21st Street  
Phone: (906) 786-4141  
Fax: (906) 789-3798  
e-mail: recreation@escanaba.org
BIDDER’S PROPOSAL

SANITATION SERVICES FOR CITY PARK
AND RECREATION FACILITIES
for Period April 1, 2017 - March 31, 2018

City of Escanaba
Escanaba, MI 49829

We, the undersigned, do hereby agree to furnish sanitation services in conformance with the attached specifications for City Recreation and Park Facilities:

SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM UNITS, daily base rental charge, per unit, based upon the use of approximately 14 units, as per SECTION I of the specifications;

$________________ per day

EXTRA CLEANINGS FOR SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM UNITS, charge per unit serviced, as per SECTION I of the specifications.

$________________ per unit

BARRIER-FREE SUMMER SEASONAL PORTABLE RESTROOM UNITS, daily base rental charge, per unit, as per SECTION II of the specifications.

$________________ per day

EXTRA CLEANINGS FOR BARRIER-FREE PORTABLE RESTROOM UNITS, charge per unit serviced, as per SECTION II of the specifications.

$________________ per unit

SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM UNITS, daily rental charge per unit, as per SECTION III of the specifications.

$________________ per day

(regular units)

$________________ per day

(barrier-free units)

SPECIAL EVENT HANDWASHING FACILITIES, daily rental charge per unit, as per Section IV of the specifications.

$________________ per day

EXTRA CLEANINGS FOR SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM UNITS, charge per unit serviced, as per SECTION III of the specifications.

$________________ per unit

WINTER SEASONAL PORTABLE RESTROOM UNITS, daily base rental charge per unit, based upon use of approximately one (1) unit as per SECTION V of the specifications.

$________________ per day

EXTRA CLEANINGS FOR WINTER SEASONAL PORTABLE RESTROOM UNITS, charge per unit serviced, as per SECTION V of the specifications.

$________________ per unit

Submitted:

Firm: ________________________________

Address: ________________________________

Phone #: ________________________________

By: ________________________________

City/Zip: ________________________________

Fax #: ________________________________

Title: ________________________________
MEMORANDUM

March 9, 2017

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

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Agenda of Thursday, March 16, 2017

AWARD OF CONTRACT FOR CONCESSION SERVICES IN LUDINGTON PARK FOR THE 2017 SUMMER SEASON

Proposals were received on February 22, 2017, for providing food/drink concessions in Ludington Park for the 2017 Summer Season. Fourteen (14) invitations were submitted to concessionaires with one (1) received. It is recommended the Ludington Park Food/Drink Concession, Territory #2, be awarded to Sticky Fingers Confections.

Sticky Fingers would like to include Territory #1 for the Municipal Beach and Aronson Island area since no others vendors submitted a proposal. Administration would recommend approval of Territory #1 area be included in this bid from Sticky Fingers and be included with his $250 fee.
**LUDINGTON PARK**
**FOOD/DRINK CONCESSIONAIRE PROPOSAL FORM**

I/We hereby submit the following proposal to provide food/drink concessions at Ludington Park, Escanaba, Michigan for the 2017 Summer Season:

<table>
<thead>
<tr>
<th>Name of Concession Company or Non-Profit Organization</th>
<th><strong>STICKY FINGERS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Concession Unit, If Applicable</td>
<td><strong>ROOT BEER BARREL</strong></td>
</tr>
<tr>
<td>Name of Concession Owner/Responsible Individual</td>
<td><strong>FRANK DESMARS</strong></td>
</tr>
<tr>
<td>Address</td>
<td><strong>7800 N LAKE AVE 0.5 DR</strong></td>
</tr>
<tr>
<td>City</td>
<td><strong>GLADSTONE</strong> Zip 49839</td>
</tr>
<tr>
<td>Phone</td>
<td>906-428-3591 (Home) 906-420-0898 (Work) 49839 (Fax)</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:Joel2-98765@hotmail.com">Joel2-98765@hotmail.com</a></td>
</tr>
</tbody>
</table>

**Territory/area of Ludington Park I/We wish to be considered for food/drink vending rights during the 2017 Summer Season (V one):**

- [ ] TERRITORY #1 - MUNICIPAL BEACH/ARONSON ISLAND
- [x] TERRITORY #2 - ALL OTHER AREAS OF LUDINGTON PARK, except Aronson Island

**CONCESSIONAIRE'S FOOD/DRINK/MENU SELECTION:** Provide a description of your food, drink and menu selection, including pre-packaged and prepared items:

- Fountain Drinks, Bottled Water, Coffee, Hot Tea, Cold Tea
- Seasonal Ice Cream Cones, Suckers, Kids Candies, Floats
- Frozen Pizza and/or Frozen Pasties, Popcorn
- Novelty Ice Cream Products, Frozen Fruit Bites, Cotton Candy, Potato Chips, Fresh Fruit
DESCRIPTION OF CONCESSIONAIRE'S VENDING UNIT: Provide a description of the vending unit, i.e.: physical size and appearance; facilities and equipment contained. Please include photo:


IS THE VENDING UNIT:

- CAPABLE OF GENERATING ITS OWN ELECTRIC POWER NEEDS? □ YES □ NO
- CURRENTLY CERTIFIED BY THE COUNTY HEALTH DEPARTMENT? □ YES □ NO

CONCESSIONAIRE'S DAYS/TIMES OF OPERATION: Provide a list of days/times your vending business is expected to operate in Ludington Park:

<table>
<thead>
<tr>
<th>DAY</th>
<th>HOURS OF OPERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
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<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
</tr>
</tbody>
</table>

Provide dates when your concession unit will not be available for service in Ludington Park, i.e.: previous commitments:


Concession Proposal Form Page 2
DESCRIPTION OF CONCESSIONAIRE'S VENDING UNIT: Provide a description of the vending unit, i.e.: physical size and appearance; facilities and equipment contained. Please include photo:

UNIT IS MOBILE BY PULLING IT WITH VAN OR TRUCK 12' LONG NORMAL TRAILER
WIDTH UNIT BLENDS INTO HARBOR HIDEOUT
BECAUSE OF THE RUSTIC BROWN WOOL SIDING
ON TRAILER

IS THE VENDING UNIT:

- CAPABLE OF GENERATING ITS OWN ELECTRIC POWER NEEDS? □ YES □ NO
- CURRENTLY CERTIFIED BY THE COUNTY HEALTH DEPARTMENT? □ YES □ NO

CONCESSIONAIRE'S DAYS/TIMES OF OPERATION: Provide a list of days/times your vending business is expected to operate in Ludington Park:

<table>
<thead>
<tr>
<th>DAY</th>
<th>HOURS OF OPERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>11AM-THRU 9PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
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<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
</tr>
</tbody>
</table>

Provide dates when your concession unit will not be available for service in Ludington Park, i.e.: previous commitments:

WILL OPEN END OF MAY INTO 1ST PART OF JUNE RUNNING UP TO THE UP STATE FAIR THEN POSSIBLY A LITTLE BIT: AFTER THE FAIR.
HEALTH INSPECTION CERTIFICATION:

☐ Current County Health Certificate (copy) attached;
☒ Do not have a current Health Certificate, but will obtain certification if selected.

INSURANCE POLICIES/CERTIFICATION:

☐ Current insurance certificates (copy) attached;
☒ Do not have current insurance certificate, but will obtain insurances, as per specifications.

CONCESSIONAIRE'S FEE: Provide a check, cashier's check or money order in the amount of $250.00. Make checks payable to the City of Escanaba. ☒ Check is enclosed.

I/We have read and understood the Specifications, Policies, and Guidelines for Ludington Park Food/Drink Concessions - 2017 Summer Season, and agree to all provisions contained within.

NAME OF COMPANY/ORGANIZATION

STICKY FINGERS

NAME OF OWNER/REPRESENTATIVE

FRANK DESTRAICHE

SIGNATURE OF OWNER/REPRESENTATIVE

FRANK DESTRAICHE

DATE

1-31-2017

IF GIVEN THE OPPORTUNITY TO VENT THIS YEAR WILL BE MY 14TH YEAR THAT I WILL SERVICE THE PUBLIC IN LUDINGTON PARK. I WILL AGAIN SERVICE THE CONCERTS IN THE PARK IF ALLOWED.

THANK YOU FOR YOUR CONSIDERATION.

FRANK DESTRAICHE
TO CONCESSIONAIRES:  

PROPOSAL:  
LUDINGTON PARK  
FOOD/DRINK CONCESSIONS  
FOR 2017 SEASON  

PROPOSALS DUE:  
Wednesday, February 22, 2017,  
at 2:00 p.m.  
Room 101 of City Hall  

DATE TO BE ADVERTISED:  
January 23, 2017  

INVITATIONS TO SUBMIT PROPOSALS SENT TO:  Fourteen (14)  

Red Barn Food Wagon  
c/o Darrell Derouin  
P.O. Box 30  
Escanaba, MI 49829  

Dinello's Gourmet Deli & Subs  
Kathryn Chouinard  
110 N. 14th Street  
Escanaba, MI 49829  

Norms Famous French Fries  
c/o Pam Marenger  
2985 Blacksmith 20.5 Lane  
Gladstone, MI 49837  

Sunz Up  
c/o Michelle O'Connor  
& Bobbie Jo Taylor  
5015 1 Road  
Bark River, MI 49807  

Mr. Tom’s Dog House  
c/o Tom Royer  
6465 N. 1st Street  
Wells, MI 49894  

Stones Downtown Express  
1222 Ludington Street  
Escanaba, MI 49829  

Sticky Fingers Confections  
c/o Frank Destramp  
7800 N. Lake Bluff 0.5 Drive  
Gladstone, MI 49837  

Michael Chapman  
712 S. 10th Street  
Escanaba, MI 49829  

Barron Fyvie  
1620 Willow Creek Road, Lot 144  
Escanaba, MI 49829  

Bob Moraski  
6066 F. Road  
Schaffer, MI 49807  

Patty LeBeau  
180 South Hwy 41  
Carney, MI 49812  

Bobaloon’s Cafe  
Mark Ammel  
1700 Ludington Street  
Escanaba, MI 49829  

Matilda’s Ears  
John Cox  
W3265 US Hwy 2  
Vulcan, MI 49892  

Backwood Concessions  
LeAnn Husted-Yates  
P. O. Box 535  
Rapid River, MI 49878
NOTICE TO PORTABLE FOOD/DRINK CONCESSIONAIRES

The City of Escanaba is seeking proposals from food/drink concessionaires for the purpose of providing concessions in Escanaba's Ludington Park during the 2017 summer season. Two successful vendors will be awarded exclusive food and drink concession rights during the summer season, except on designated special event days in Ludington Park.

Sealed proposals will be received by the City of Escanaba Clerk's Office in Room 101 of City Hall, 410 Ludington Street, Escanaba, Michigan, on or before 2:00 p.m. on February 22, 2017, for furnishing food/drink concessions at Ludington Park. The proposals will be publicly opened and read at said time and date. (FAX and E-MAIL transmittals will not be accepted.)

Concessionaire’s proposal forms and specifications are available at the City Clerk's Office or the Recreation Department Office, 225 North 21st Street. Proposals will not be considered unless the proposal form furnished by the City is properly completed and enclosed in a seal envelope marked:

LUDINGTON PARK CONCESSION PROPOSAL - 2017

The City of Escanaba reserves the right to reject all proposals, or any part of any proposal and to waive irregularities in the proposals received.

Robert S. Richards
City Clerk
SPECIFICATIONS, POLICIES AND GUIDELINES
FOR
LUDINGTON PARK FOOD/DRINK CONCESSIONS
2017 SUMMER SEASON

1. GENERAL INFORMATION: The City of Escanaba is soliciting proposals from food/drink vendors and concessionaires to provide food and soft drink services at Ludington Park during the entire 2017 summer season. Ludington Park is a 120 acre city/regional park containing a variety of prime recreation and picnic facilities. Ludington Park services a population of approximately 30,000 persons in Delta County and is utilized daily by several hundred to several thousand users.

The City of Escanaba intends to award two (2) seasonal concessionaires the right to vend food/drinks in Ludington Park for the duration of the summer season. Each vendor will be assigned a specific “territory” within the park. Proposals submitted by concessionaires will be evaluated upon several factors including menus/food/drink selection, anticipated days and hours the concessionaire proposes to operate his/her vending business in Ludington Park and/or past performance with the City of Escanaba.

2. PURPOSE/GOAL OF THIS CALL FOR PROPOSALS: The City of Escanaba’s purpose and goal of calling for food/drink concession proposals for the Ludington Park 2017 summer season is two-fold:

   • To serve the users of Ludington Park with food/drink concessions; and
   • To structure the Specifications, Goals and Policies for concessionaires, outlined in this document, with sufficient options and flexibility to permit vendors the opportunity to maximize their business and serve the public.

3. CONCESSION AREA: The City intends to designate two (2) concession areas “territories” of Ludington Park to two (2) commercial or non-profit food concessionaires who meet the minimum requirements as outlined within these specifications, policies and guidelines. The concession territories are:

TERRITORY #1 – MUNICIPAL BEACH: One (1) vendor/concessionaire shall be assigned the right to vend food/drink items at the Escanaba Municipal Beach/Aronson Island/Marina. During a typical summer season, the supervised waterfront and other areas of Aronson Island receives approximately 40,000 to 50,000 uses per season. One (1) vendor shall be assigned concessionaire rights to this area.
TERRITORY #2 – ALL OTHER AREAS OF LUDINGTON PARK: One (1) concessionaire shall be assigned the right to vend food/drink items within all other areas of Ludington Park, except Municipal Beach/Aronson Island/Marina. Due to the physical size of the area to be served and shifting activities by persons using the park, the concessionaire assigned this area will, at his/her option, select site that are most beneficial to the public and his/her vending business. The vending site options are:

- Bandshell;
- Harbor Hideout/Courts/Picnic Area; and
- Municipal Dock

The appointed concessionaire shall have the right to vend food/drink items in the area herein described during the 2017 summer season except on those days designated by the City as “Special Event Days”. On Special Event Days, other vendors will also be invited by the City.

4. CONCESSIONAIRE’S FEE: The prospective concessionaire shall submit a fee with the Proposal Form in the amount of $250.00 in order for the City of Escanaba to consider awarding concession rights within one of two territories within Ludington Park. The appointed concessionaire’s fees shall be retained by the City to offset costs involved, i.e.: trash collection, utilities, etc. Concessionaires not selected will have their $250.00 returned in ten (10) days.

5. CONCESSIONAIRE’S MENU/FOOD AND DRINK SELECTION: Concessionaire’s proposals will be evaluated on a number of factors. Food and drink selection offered by the Concessionaire to the public will be evaluated. Provide a complete list of foods, both prepared and/or pre-packaged, and drink selection within the proposal form.

6. CONCESSIONAIRE’S DAYS/TIMES OF OPERATION: Provide upon the proposal form, days of the week and daily times the vending operation is anticipated to be present and operational in Ludington Park. This will be a critical factor in the City’s evaluation of the concessionaire’s proposal as the City wishes the park/beach to be serviced with food and drink concessions at peak use times both during weekday evenings and on weekends. It is the intent of this paragraph to permit the vendor maximum flexibility to determine best days and times to vend in the park.

7. HEALTH INSPECTION CERTIFICATION: Provide, with this proposal, a current valid copy of the concessionaire’s County Health Certification for 2017. If a current certificate is not available, last year’s certification will suffice or evidence certification has been applied for. A valid 2017 County Health Certification is required prior to the placement of any vending unit in Ludington Park.
8. **INSURANCES:** The concessionaire shall provide, with this proposal, evidence of the following insurance policies/certification:

**Workers Compensation**

<table>
<thead>
<tr>
<th>Coverage A</th>
<th>Statutory – Michigan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage B</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

**Comprehensive General Liability**

<table>
<thead>
<tr>
<th>Bodily Injury</th>
<th>$1,000,000 Combined Single Limits (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Damage</td>
<td>$1,000,000 Combined Single Limits (minimum)</td>
</tr>
</tbody>
</table>

**Comprehensive Auto Liability**

<table>
<thead>
<tr>
<th>Auto Liability</th>
<th>$1,000,000 Combined Single Limits (minimum)</th>
</tr>
</thead>
</table>

Upon award of vending rights to the concessionaire, the concessionaire shall provide the City of Escanaba with a current and updated Certificate of Insurance providing the minimum coverages, as specified. The City of Escanaba shall be named as “additional insured” to all policies.

9. **CONCESSIONAIRE’S VENDING UNIT LOCATION:** The appointed concessionaire may vend food/drink concessions within the territory awarded. The vending unit must be portable. The concessionaire has the option to place and keep vending unit in Ludington Park for extended time periods for the duration of the agreement. It shall be the Concessionaire’s responsibility to secure the vending unit when not in use and the City of Escanaba shall not be responsible for damages, theft or vandalism to the unit. The vending unit may not be placed upon any roadway or other areas which may create a safety hazard nor interfere with customary park activities.

10. **CONCESSIONAIRE’S HOURS OF OPERATION:** As per Section 6 of the Specifications the vendor is to provide his/her anticipated hours of operation in Ludington Park within the territories granted. Ludington Park hours are 7:30 a.m. to 11:00 p.m. seven days a week. Vendors may not be open for business outside these hours.

11. **SUMMER SEASON TERM DEFINED:** The summer season is defined as May through Labor Day. The appointed concessionaire must vend during this time period as a minimum and may also vend, at his/her discretion before May or after Labor Day.

12. **TRANSIENT MERCHANT’S LICENSE:** The appointed concessionaire must obtain a Transient Merchant’s License from the City Clerk’s Office. The seasonal license fee is $60.00 with the concessionaire providing proof of Health
Certification, Insurances, and successfully pass a fire inspection by the Public Safety Department, if applicable.

13. **UTILITIES:** The City of Escanaba will provide electric and/or water service connections for the Concessionaire at locations listed below. The City, however, is not obligated nor responsible for service interruptions.

<table>
<thead>
<tr>
<th>SITE</th>
<th>ELECTRIC</th>
<th>WATER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Beach</td>
<td>110V</td>
<td>None</td>
</tr>
<tr>
<td>Bandshell</td>
<td>110/240V</td>
<td>Yes</td>
</tr>
<tr>
<td>Harbor Hideout</td>
<td>110/240V</td>
<td>Yes</td>
</tr>
<tr>
<td>Municipal Dock</td>
<td>110/240V</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Water utilities within Ludington Park, except for Aronson Island, are available at each drinking fountain location. Any alternative to utilities shall be completed at vendor’s expense pending approval from the City of Escanaba.

14. **TRASH AND LITTER:** The concessionaire must provide a minimum of two (2) trash receptacles to adequately handle trash and litter generated by the concession. Trash generated by vendors/customers must be bagged, tied, and disposed of daily by the vendor. The vendor is responsible for the proper disposing of all trash, litter and packaging.

15. **ALCOHOLIC BEVERAGES/OTHER LAWS:** The concessionaire may not dispense alcoholic beverages and agrees to adhere to all codes, ordinances, laws, policies and directives governing Ludington Park.

16. **SPECIAL EVENT DAYS:** The successful concessionaire/vendors awarded rights to vend in Ludington Park during the summer season will be the only food/drink vendors within the territories of Ludington Park so assigned by the City, except during those days/times designated as “Special Events”. On “Special Event” days, the City shall have the option to select the placement of other food/drink vendors in the park.

Certain special events shall also have concession rights for the event awarded to the event’s sponsoring organization. The Ludington Park concessionaires will be given the opportunity to participate in these activities, subject to the terms and conditions of the sponsoring organizations.

17. **SUB-LEASING:** The successful concessionaire shall be prohibited from subleasing or in any way transferring his/her right to vend in Ludington Park to any other party or individual.
18. **CONDITION OF PREMISES:** Taking possession of the premises by the concessionaire shall constitute acknowledgment that such premises are in good condition. Vendor shall accept concession premises in its existing condition and the City shall not be required to make any alteration.

19. **QUALITY OF SERVICE:** All items sold by the concessionaire shall be of first class quality and the services provided by the concessionaire shall be rendered courteously and efficiently. The City reserves the right to prohibit the sale of any item that it deems objectionable.

20. **APPEARANCE OF VENDING AREA:** The Concessionaire shall submit a photo of the vending unit with the proposal. The vending unit shall appear compatible with the surroundings in Ludington Park. The vending unit area shall also be kept in a neat and orderly fashion.

21. **INDEMNIFICATION:** The concessionaire shall hold the City of Escanaba harmless from and shall defend and indemnify the City of Escanaba from and against all liability for injuries or deaths of persons or damage to property arising from activities under this assignment, including loss predicated on active or passive negligence of the City of Escanaba.

22. **CITY COORDINATOR:**
   Kim Peterson, Recreation Director
   Catherine Bonifas Civic Center
   225 North 21st Street
   Escanaba, MI 49829

   Mail: P.O. Box 948
   Escanaba, MI 49829
   Phone: 786-4141
   Fax: 789-3798
   E-Mail: recreation@escanaba.org
LUDINGTON PARK
FOOD/DRINK CONCESSIONAIRE
PROPOSAL FORM

I/We hereby submit the following proposal to provide food/drink concessions at Ludington Park, Escanaba, Michigan for the 2017 Summer Season:

<table>
<thead>
<tr>
<th>Name of Concession Company or Non-Profit Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Name of Concession Unit, If Applicable</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Name of Concession Owner/ Responsible Individual</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Zip</td>
</tr>
<tr>
<td>Phone (Home)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Phone (Work)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Phone (Fax)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>E-Mail</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Territory/area of Ludington Park I/We wish to be considered for food/drink vending rights during the 2017 Summer Season (✓ one):

- [ ] TERRITORY #1 - MUNICIPAL BEACH/ARONSON ISLAND
- [ ] TERRITORY #2 - ALL OTHER AREAS OF LUDINGTON PARK, except Aronson Island

CONCESSIONAIRE’S FOOD/DRINK/MENU SELECTION: Provide a description of your food, drink and menu selection, including pre-packaged and prepared items:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Concession Proposal Form Page 1
DESCRIPTION OF CONCESSIONAIRE'S VENDING UNIT: Provide a description of the vending unit, i.e.: physical size and appearance; facilities and equipment contained. Please include photo:


IS THE VENDING UNIT:

- CAPABLE OF GENERATING ITS OWN ELECTRIC POWER NEEDS? □ YES □ NO

- CURRENTLY CERTIFIED BY THE COUNTY HEALTH DEPARTMENT? □ YES □ NO

CONCESSIONAIRE'S DAYS/TIMES OF OPERATION: Provide a list of days/times your vending business is expected to operate in Ludington Park:

<table>
<thead>
<tr>
<th>DAY</th>
<th>HOURS OF OPERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
</tr>
</tbody>
</table>

Provide dates when your concession unit will not be available for service in Ludington Park, i.e.: previous commitments:


Concession Proposal Form Page 2
HEALTH INSPECTION CERTIFICATION:

☐ Current County Health Certificate (copy) attached;

☐ Do not have a current Health Certificate, but will obtain certification if selected.

INSURANCE POLICIES/CERTIFICATION:

☐ Current insurance certificates (copy) attached;

☐ Do not have current insurance certificate, but will obtain insurances, as per specifications.

CONCESSIONAIRE'S FEE: Provide a check, cashier's check or money order in the amount of $250.00. Make checks payable to the City of Escanaba. ☐ Check is enclosed.

I/We have read and understood the Specifications, Policies, and Guidelines for Ludington Park Food/Drink Concessions - 2017 Summer Season, and agree to all provisions contained within.

NAME OF COMPANY/ORGANIZATION

______________________________

NAME OF OWNER/REPRESENTATIVE

______________________________

SIGNATURE OF OWNER/REPRESENTATIVE

______________________________

DATE

______________________________
MEMORANDUM  
March 9, 2017

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

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Agenda of Thursday, March 16, 2017

AWARD OF BID TO PROVIDE LABOR, EQUIPMENT, MATERIALS AND INSURANCE FOR THE INDEPENDENCE DAY FIREWORKS DISPLAY AT ESCANABA, MICHIGAN

Proposals were due February 22, 2017, to provide labor, equipment, materials and insurance for the Independence Day fireworks display at Escanaba, Michigan. Three (3) invitations to submit proposals were sent to contractors. One (1) proposal was received from Wolverine Fireworks of Kawkawlin, Michigan.

In comparing the proposed bid to the accepted bid of 2016, there is no change in shells or increase in costs.

It is recommended the Fireworks Display contract be awarded to Wolverine Fireworks of Kawkawlin, Michigan, in the amount of $8,000. It is further requested Council authorize the contract amount to increase equal to community donations received for the fireworks display.
2/13/2017

Escanaba City Clerk Office
Fireworks Proposal
P.O. Box 948
Escanaba, MI 49829

To Whom It May Concern:

Enclosed, please find our bid for your Independence Day Fireworks Display along with a check in the amount of $1,000.00 as requested in the bid form.

The total price of this show with insurance and labor comes to $16,818.45. With a discount of $6,818.45, the final price of each show would be $10,000.00. In these proposals I am assuming again that you will be providing sand to bury the 8” and 10” mortars and the heavy machinery for the show, as you have done in past years. The new crew will not need the additional help that has been provided in the past this year. They have enough crew members to take care of everything.

Thank you, once again, for allowing us the opportunity to be a part of your celebration. If you have any questions feel free to give me a call.

Best Regards,

Jenny Campau,
Display Manager
$10,000.00 Proposal
Escanaba, Michigan
July 4, 2017
Includes Insurance & Labor

Main

12 3" U.S. Designer Assorted Color Peony & Chrysanthemums
12 3" Flower Basket Assorted
24 3" An Ping
24 3" Flower Basket Salutes

Total
72

36 4" Flower King Assorted
36 4" Hasu Pastel Color Shells
3 4" Brocade Crown w/Crackling Pistil
3 4" White Glittering w/Blue Pistil
3 4" Fine Willow

Total
81

24 5" Lidu Assorted W/Tails
18 5" Flower King Assorted
24 5" Flower Basket Assorted
24 5" Yung Feng Highest Quality Special Effect Shells
*Includes Nishiki Kamuros, Crossettes, Willows, Cycas
   Blooms, Cherry Blossoms, etc...
3 5" Crossette’s

Total
93

20 6" Flower King Assorted Shells
20 .6" Liu Yang Assorted Shells
$10,000.00 Proposal
Escanaba, Michigan
July 4, 2017
Includes Insurance & Labor

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>6&quot;</td>
<td>Hasu Pastel Color and Pattern Shells</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Includes Purple Spiral, Smiley Face, Stained Glass, Red Heart, Red Star in Blue Ring, Lime Cube, White Lightning Bolt, Classic Lemon Shell of Shells, Twilight Glitter &amp; Magenta Umbrella, Lemon Criss-Cross, Blue Bowtie, etc...</td>
</tr>
<tr>
<td>9</td>
<td>6&quot;</td>
<td>An Ping Assorted Shells</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong> 69</td>
</tr>
<tr>
<td>4</td>
<td>8&quot;</td>
<td>Panda Assorted</td>
</tr>
<tr>
<td>12</td>
<td>8&quot;</td>
<td>Lidu Assorted W/Tails</td>
</tr>
<tr>
<td>6</td>
<td>8&quot;</td>
<td>US Designer Assorted Glittering Effects</td>
</tr>
<tr>
<td>4</td>
<td>8&quot;</td>
<td>Yung Feng Pastel Color, Highest Quality Special Effect Shells</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Includes Aqua Peony in Pink Circle w/Brocade Waterfall Pistil; Rising Lemon Flowers to Bright Lemon Peony in Magenta Circle; Orange, Lemon &amp; Magenta Color Mixed Peony w/Spangle Crackling Pistil; Three Color Changing Peony Magenta to Aqua to Flash w/Small Variegated Flowers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong> 26</td>
</tr>
<tr>
<td>2</td>
<td>10&quot;</td>
<td>1/2 Purple/Silver w/1/2 Purple Silver Tail</td>
</tr>
<tr>
<td>2</td>
<td>10&quot;</td>
<td>Blue to Silver to Red Peony w/Silver Pistil</td>
</tr>
<tr>
<td>4</td>
<td>10&quot;</td>
<td>Gold Weeping Willow</td>
</tr>
<tr>
<td>4</td>
<td>10&quot;</td>
<td>Chrysanthemum w/Many Layer Pistil w/Tail</td>
</tr>
<tr>
<td>4</td>
<td>10&quot;</td>
<td>Crackling Nishiki Kamuro Niagara Falls</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong> 16</td>
</tr>
</tbody>
</table>
$10,000.00 Proposal  
Escanaba, Michigan  
July 4, 2017  
Includes Insurance & Labor

**Finale**

<table>
<thead>
<tr>
<th>Item</th>
<th>Count</th>
<th>Size</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>Assorted Color &amp; Report</td>
<td>2.5&quot;</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Tiger Tail Salutes Red White Blue Chained 12/1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>Color &amp; Report Chained 12/1</td>
<td>3&quot;</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>Brocade to Color 10/1</td>
<td>4&quot;</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Assorted Color Chained 8/1</td>
<td>5&quot;</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Assorted Color Chained 4/1</td>
<td>6&quot;</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Lidu Specialty Shell</td>
<td>8&quot;</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Lidu Three Time Brocade Crossett</td>
<td>10&quot;</td>
<td></td>
</tr>
</tbody>
</table>

**Total**  
324

<table>
<thead>
<tr>
<th>Size</th>
<th>Main</th>
<th>Percentage</th>
<th>Finale</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5&quot;</td>
<td>72</td>
<td>20%</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>3&quot;</td>
<td>81</td>
<td>23%</td>
<td>168</td>
<td></td>
</tr>
<tr>
<td>4&quot;</td>
<td>93</td>
<td>26%</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>5&quot;</td>
<td>69</td>
<td>19%</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>6&quot;</td>
<td>26</td>
<td>7%</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>8&quot;</td>
<td>16</td>
<td>4%</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>10&quot;</td>
<td>357</td>
<td></td>
<td>264</td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**
INDEPENDENCE DAY DISPLAY
PROPOSAL FORM

2/13/2017

Labor, Equipment, Materials and Insurance for the 2017 Independence Day Fireworks Display at Escanaba, Michigan.

We the undersigned, do hereby agree to furnish all labor, equipment, materials and insurance for the Independence Day Fireworks Display at Ludington Park, Escanaba, Michigan, in conformance with attached specifications for the following amount:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3&quot; shells from Worksheet A</td>
<td>$392.04</td>
</tr>
<tr>
<td>4&quot; shells from Worksheet B</td>
<td>$980.10</td>
</tr>
<tr>
<td>5&quot; shells from Worksheet C</td>
<td>$2,030.74</td>
</tr>
<tr>
<td>6&quot; shells from Worksheet D</td>
<td>$2,049.30</td>
</tr>
<tr>
<td>8&quot; shells from Worksheet E</td>
<td>$1,742.40</td>
</tr>
<tr>
<td>10&quot; shells from Worksheet F</td>
<td>$2,237.40</td>
</tr>
<tr>
<td>Finale 3&quot; &amp; 4&quot; shells, wicked and provide racks, from Worksheet G</td>
<td>$2,626.47</td>
</tr>
<tr>
<td>Other Shells/Special Effects from Worksheet I</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Subtotal Fireworks</strong></td>
<td><strong>$12,058.45</strong></td>
</tr>
</tbody>
</table>

**Labor and Expenses**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fireworks Operator(s) , tube cleaner(s) , and loader(s) salaries and wages from Worksheet J</td>
<td>$1,680.00</td>
</tr>
<tr>
<td>Expenses; i.e., mileage, meals, etc. from Worksheet J</td>
<td>$1,880.00</td>
</tr>
<tr>
<td>Other labor charges or expenses from Worksheet H</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Subtotal Labor and Expenses</strong></td>
<td><strong>$3,560.00</strong></td>
</tr>
</tbody>
</table>

**Insurance**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker's Comp.</td>
<td>Included</td>
</tr>
<tr>
<td>Comprehensive General Liability</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Auto Liability Subtotal Insurance</td>
<td>Included</td>
</tr>
<tr>
<td>Other: (specify) -</td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td>$16,818.45</td>
</tr>
<tr>
<td>Discount</td>
<td>$6,818.45</td>
</tr>
</tbody>
</table>

**TOTAL PROPOSAL AMOUNT (fireworks, labor, insurance and other)** $10,000.00

Certified Check, Cashier's Check, or Bidder's Bond enclosed in the amount of: (10% of total proposal amount)

Submitted,

FIRM:  Wolverine Fireworks Display, Inc.

ADDRESS:  205 W. Seiders Rd.

CITY/STATE:  Kawkawlin, MI  ZIP:  48631

BY:  [Signature]

TITLE: Display Manager

SIGNATURE: [Signature]
INDEPENDENCE DAY DISPLAY
Worksheet A
Three Inch (3") Aerial Shells

Provide information on all 3” shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name of shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat Page</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD</td>
<td>Special/Fancy</td>
<td>$ 6.05</td>
<td>$ 5.45</td>
<td>12</td>
<td>$ 65.34</td>
<td>China</td>
</tr>
<tr>
<td>Flower Basket</td>
<td>Single</td>
<td>$ 6.05</td>
<td>$ 5.45</td>
<td>12</td>
<td>$ 65.34</td>
<td>China</td>
</tr>
<tr>
<td>Flower Basket</td>
<td>Single</td>
<td>$ 6.05</td>
<td>$ 5.45</td>
<td>24</td>
<td>$ 130.68</td>
<td>China</td>
</tr>
<tr>
<td>Salutes</td>
<td>Single</td>
<td>$ 6.05</td>
<td>$ 5.45</td>
<td>24</td>
<td>$ 130.68</td>
<td>China</td>
</tr>
<tr>
<td>An Ping</td>
<td>Special/Fancy</td>
<td>$ 6.05</td>
<td>$ 5.45</td>
<td>24</td>
<td>$ 130.68</td>
<td>China</td>
</tr>
</tbody>
</table>

 Totals | 72 | $ 392.04 |

*Ratings: *Single Break
* Two Break/Multiple
* Special/Fancy

Ratings Summary/Distribution
# Single Break 
# Two Break/Multiple Shells
# Special/Fancy Shells 36
INDEPENDENCE DAY DISPLAY
Worksheet B
Four Inch (4") Aerial Shells

Provide information on all 4" shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat.Page</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flower King Hasu</td>
<td>Single</td>
<td>$ 11.83</td>
<td>$ 10.64</td>
<td>36</td>
<td>$ 383.13</td>
<td>China</td>
</tr>
<tr>
<td></td>
<td>Single/Special</td>
<td>$ 11.83</td>
<td>$ 10.64</td>
<td>36</td>
<td>$ 383.13</td>
<td>China</td>
</tr>
<tr>
<td>Flower Basket</td>
<td>Two Break</td>
<td>$ 26.40</td>
<td>$ 23.76</td>
<td>3</td>
<td>$ 71.28</td>
<td>China</td>
</tr>
<tr>
<td>Flower Basket</td>
<td>Willow</td>
<td>$ 26.40</td>
<td>$ 23.76</td>
<td>3</td>
<td>$ 71.28</td>
<td>China</td>
</tr>
<tr>
<td>Flower Basket</td>
<td>Diadem</td>
<td>$ 26.40</td>
<td>$ 23.76</td>
<td>3</td>
<td>$ 71.28</td>
<td>China</td>
</tr>
</tbody>
</table>

Totals: 81 $ 980.10

*Ratings: *Single Break
   * Two Break/Multiple
   * Special/Fancy

Ratings Summary/Distribution
# Single Break: 36
# Two Break/Multiple Shells: 2
# Special/Fancy Shells: 36
INDEPENDENCE DAY DISPLAY  
Worksheet C  
Five Inch (5") Aerial Shells  

Provide information on all 5" shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat.Page</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lidu Asst. w/Tails</td>
<td>Single</td>
<td>$ 17.60</td>
<td>$ 15.84</td>
<td>24</td>
<td>$ 380.16</td>
<td>China</td>
</tr>
<tr>
<td>Flower King</td>
<td>Single</td>
<td>$ 17.60</td>
<td>$ 15.84</td>
<td>18</td>
<td>$ 285.12</td>
<td>China</td>
</tr>
<tr>
<td>Flower Basket</td>
<td>Single</td>
<td>$ 17.60</td>
<td>$ 15.84</td>
<td>24</td>
<td>$ 380.16</td>
<td>China</td>
</tr>
<tr>
<td>Yung Feng</td>
<td>Special/Fancy</td>
<td>$ 40.15</td>
<td>$ 36.14</td>
<td>24</td>
<td>$ 867.24</td>
<td>China</td>
</tr>
<tr>
<td>USD</td>
<td>Two Break</td>
<td>$ 43.73</td>
<td>$ 39.35</td>
<td>3</td>
<td>$ 118.06</td>
<td>China</td>
</tr>
</tbody>
</table>

| Totals              |               |                            |                     | 93          | $ 2,030.74|        |

*Ratings:  
* Single Break  
* Two Break/Multiple  
* Special/Fancy  

Ratings Summary/Distribution  
# Single Break  66  
# Two Break/Multiple Shells  3  
# Special/Fancy Shells  24
## INDEPENDENCE DAY DISPLAY
**Worksheet D**
**Six Inch (6") Aerial Shells**

Provide information on all 6" shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name of shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat/Page</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flower King</td>
<td>Single</td>
<td>$ 33.00</td>
<td>$ 29.70</td>
<td>20</td>
<td>$ 594.00</td>
<td>China</td>
</tr>
<tr>
<td>Liu Yang</td>
<td>Single</td>
<td>$ 33.00</td>
<td>$ 29.70</td>
<td>20</td>
<td>$ 594.00</td>
<td>China</td>
</tr>
<tr>
<td>Hasu</td>
<td>Single/Special</td>
<td>$ 33.00</td>
<td>$ 29.70</td>
<td>20</td>
<td>$ 594.00</td>
<td>China</td>
</tr>
<tr>
<td>An Ping</td>
<td>Single/Special</td>
<td>$ 33.00</td>
<td>$ 29.70</td>
<td>9</td>
<td>$ 267.30</td>
<td>China</td>
</tr>
</tbody>
</table>

| **Totals**         |               |                           |                     | 69          | **$ 2,049.30** |

*Ratings: *Single Break  
* Two Break/Multiple  
* Special/Fancy

Ratings Summary/Distribution  
# Single Break 40  
# Two Break/Multiple Shells  
# Special/Fancy Shells 29
INDEPENDENCE DAY DISPLAY
Worksheet E
Eight Inch (8") Aerial Shells

Provide information on all 8" shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat.Page</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panda</td>
<td>Single/Special</td>
<td>$ 66.00</td>
<td>$ 59.40</td>
<td>4</td>
<td>$ 237.60</td>
<td>China</td>
</tr>
<tr>
<td>Lidu Asst. w/Tails</td>
<td>Single/Special</td>
<td>$ 66.00</td>
<td>$ 59.40</td>
<td>12</td>
<td>$ 712.80</td>
<td>China</td>
</tr>
<tr>
<td>USD</td>
<td>Single/Special</td>
<td>$ 66.00</td>
<td>$ 59.40</td>
<td>6</td>
<td>$ 356.40</td>
<td>China</td>
</tr>
<tr>
<td>Yung Feng</td>
<td>Special Fancy</td>
<td>$ 121.00</td>
<td>$ 108.90</td>
<td>4</td>
<td>$ 435.60</td>
<td>China</td>
</tr>
</tbody>
</table>

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td>26</td>
<td>$ 1,742.40</td>
<td></td>
</tr>
</tbody>
</table>

*Ratings: *Single Break
* Two Break/Multiple
* Special/Fancy

Ratings Summary/Distribution
# Single Break
# Two Break/Multiple Shells
# Special/Fancy Shells 26
INDEPENDENCE DAY DISPLAY
Worksheet F
Ten Inch (10") Aerial Shells

Provide information on all 10" shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat.Page</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lidu Asst. w/Tails</td>
<td>Single/Special</td>
<td>$143.00</td>
<td>$128.70</td>
<td>14</td>
<td>$1,801.80</td>
<td>China</td>
</tr>
<tr>
<td>Yung Feng</td>
<td>Special/Fancy</td>
<td>$242.00</td>
<td>$217.80</td>
<td>2</td>
<td>$435.60</td>
<td>China</td>
</tr>
</tbody>
</table>

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>16</strong></td>
<td><strong>$2,237.40</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Ratings: *Single Break
* Two Break/Multiple
* Special/Fancy

Ratings Summary/Distribution

# Single Break
# Two Break/Multiple Shells
# Special/Fancy Shells

16
INDEPENDENCE DAY DISPLAY
Worksheet H (Independence Day)
Finale Shells

Provide information on all finale shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name of shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat/Page</th>
<th>Bid Price Per Shell</th>
<th># of Sets/shells</th>
<th>Amount</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lido 2.5&quot; Special</td>
<td>$ 38.50</td>
<td>$ 34.65</td>
<td>5</td>
<td>$173.25</td>
<td>China</td>
<td></td>
</tr>
<tr>
<td>USD 3&quot; Special</td>
<td>$ 88.00</td>
<td>$ 79.20</td>
<td>5</td>
<td>$396.00</td>
<td>China</td>
<td></td>
</tr>
<tr>
<td>USD 3&quot; Special</td>
<td>$ 88.00</td>
<td>$ 79.20</td>
<td>9</td>
<td>$712.80</td>
<td>China</td>
<td></td>
</tr>
<tr>
<td>USD 4&quot; Special</td>
<td>$ 121.00</td>
<td>$ 108.90</td>
<td>8</td>
<td>$871.20</td>
<td>China</td>
<td></td>
</tr>
<tr>
<td>Flower Basket 5&quot; Special</td>
<td>$ 74.80</td>
<td>$ 67.32</td>
<td>1</td>
<td>$67.32</td>
<td>China</td>
<td></td>
</tr>
<tr>
<td>Flower Basket 6&quot; Special</td>
<td>$ 110.00</td>
<td>$ 99.00</td>
<td>1</td>
<td>$99.00</td>
<td>China</td>
<td></td>
</tr>
<tr>
<td>Lido 8&quot; Special</td>
<td>$ 66.00</td>
<td>$ 59.40</td>
<td>3</td>
<td>$178.20</td>
<td>China</td>
<td></td>
</tr>
<tr>
<td>Lido 10&quot; Special</td>
<td>$ 143.00</td>
<td>$ 128.70</td>
<td>1</td>
<td>$128.70</td>
<td>China</td>
<td></td>
</tr>
</tbody>
</table>

Totals 33 $2,626.47

*Ratings: *Single Break  
  * Two Break/Multiple  
  * Special/Fancy

Ratings Summary/Distribution  
# Single Break  
# Two Break/Multiple Shells  
# Special/Fancy Shells 33
DATE: January 23, 2017

PROPOSAL: LABOR, EQUIPMENT, MATERIALS AND INSURANCE FOR THE INDEPENDENCE DAY FIREWORKS DISPLAY AT ESCANABA, MICHIGAN

PROPOSAL DUE: Wednesday, February 22, 2017

TO FIREWORKS CONTRACTORS: January 25, 2017

DATE TO BE ADVERTISED: January 23, 2017

INVITATIONS TO SUBMIT PROPOSALS SENT TO: Three (3)

BARTOLOTTA FIREWORKS CO INC
ATTN BRUCE KELLERMAN
2117 MAYME COURT
GREEN BAY, WI 54311

SPIELBAUER FIREWORKS CO INC
1976 LANE ROAD
GREEN BAY, WI 54311

WOLVERINE FIREWORKS DISPLAY INC
205 WEST SEIDLERS ROAD
KAWKAWLIN, MI 48631-9728
REQUEST FOR PROPOSALS
LABOR, MATERIALS AND INSURANCE
for the
INDEPENDENCE DAY FIREWORKS DISPLAY
at
ESCANABA, MICHIGAN

Proposals will be received by the City of Escanaba at the Office of the City Clerk, on or before 2:00 p.m. E.S.T., on Wednesday, February 22, 2017, for:

Labor, Materials, and Insurance for the Independence Day
Fireworks Display at Escanaba, Michigan

Proposal forms and specifications may be obtained at the Escanaba City Clerk's Office, 410 Ludington Street or at the Escanaba Recreation Department Office, located at the Catherine Bonifas Civic Center, 225 North 21st Street, Escanaba, Michigan 49829. Contractors may receive proposal forms/specifications by calling (906) 786-4141 or e-mail at recreation@escanaba.org.

All proposals must be received by Wednesday, February 22, 2017, 2:00 p.m. (E.S.T.), to be considered. Proposals may be mailed to:

ESCANABA CITY CLERK'S OFFICE
FIREWORKS PROPOSAL 2017
P.O. BOX 948
ESCANABA, MI 49829

or delivered in person at:

ESCANABA CITY CLERK'S OFFICE
CITY HALL
410 LUDINGTON STREET
ESCANABA, MI 49829

A certified check, cashier's check, or Bidder's Bond, drawn payable - without condition - to the City of Escanaba, Michigan, in an amount not less than 10% of the proposal will be submitted with each proposal as a guarantee that if the proposal is accepted, the contractor will furnish materials or services as stated in his proposal. On failure of the successful contractor to fulfill the conditions for his/her proposal, he/she shall forfeit said deposit to the City of Escanaba, Michigan, as liquidated damages. The acceptance of the proposal will be contingent upon the contractor's acceptance of this provision.

The City of Escanaba, Michigan, reserves the right to reject any or all proposals or any part thereof at its discretion. The City further reserves the right to negotiate directly with any and all contractors concerning any matter related to any proposal.
NOTICE TO BIDDERS

Sealed bids will be received by the City of Escanaba at the office of the City Clerk, on or before 2 p.m., E.S.T., on: Wednesday, February 22, 2017, for:

LABOR, MATERIALS AND INSURANCE FOR INDEPENDENCE DAY FIREWORKS DISPLAY AT ESCANABA, MICHIGAN

The bids will be publicly opened and read in Room 101 at City Hall, located at 410 Ludington Street, Escanaba, Michigan, at said time and date.

Bidder's proposals and/or specifications may be obtained from the office of the City Clerk, located at 410 Ludington Street, Escanaba, Michigan 49829. No bid will be considered unless the proposal form and/or specifications (furnished by the City of Escanaba, Michigan), are properly completed and enclosed in a sealed envelope, marked:

"INDEPENDENCE DAY FIREWORKS BID FOR 2017"

In addition, the City of Escanaba, Michigan, will not consider any proposal which has not been received prior to the published time, date and year of bid opening. (FAX and e-mail transmittals will not be accepted.)

A certified check, cashier's check, or Bidder's Bond, drawn payable – without condition – to the City of Escanaba, Michigan, in an amount not less than 10% of the bid will be submitted with each proposal as a guarantee that if the bid is accepted, the bidder will furnish materials or services as stated in his proposal. On failure of the successful bidder to fulfill the conditions for his/her proposal, he/she shall forfeit said deposit to the City of Escanaba, Michigan, as liquidated damages. The acceptance of the proposal will be contingent upon the bidder's acceptance of this provision.

The City of Escanaba, Michigan, reserves the right to reject any or all bids, or any part thereof at its discretion, and to waive any irregularities in the bidding. The City of Escanaba, Michigan, may also split bids at its discretion. The City further reserves the right to negotiate directly with any and all bidders concerning any matter related to any bid.

All City of Escanaba, Michigan, bids are prepared so as to afford all vendors the equal opportunity for fair and equitable competition. The City of Escanaba, Michigan, assumes no liability or responsibility for any errors or oversights in the preparation and/or publication of bids.

Kim Peterson
Recreation/Purchasing Director
City of Escanaba
SPECIFICATIONS

LABOR, EQUIPMENT, MATERIALS and INSURANCE
for the
INDEPENDENCE DAY FIREWORKS DISPLAY
at
ESCANABA, MICHIGAN

PREFACE

The following pages within this document outline the City of Escanaba, Michigan's, request for proposals for fireworks contractors and specifications for the 2017 Independence Day Fireworks Display. Contractors are to be aware:

- the City is soliciting proposals for fireworks contractors instead of bids. The proposal format gives the City greater flexibility in evaluating fireworks program proposals from Contractors;

- a certified check, cashier's check or bond in the amount of 10% of the proposal is required with the Contractor's proposal;

- the Contractor will be given the opportunity to provide any variety of fireworks program packages as long as the proposal falls within the program budget; and

- all Contractor's proposals must be received by the City of Escanaba Recreation Department no later than Wednesday, February 22, 2017, at 2:00 p.m. Instructions on mailing or delivering proposals in person is detailed on the cover page of this document.

CONTRACTOR SELECTION PROCESS

Proposals received from fireworks Contractors will be evaluated on:

- the quality of the program proposal;
- the quantity of the program proposal;
- the ability to provide a competent, experienced and qualified fireworks operator capable of firing 5", 6", 8", 10" and 12" aerial shells electronically and 3" and 4" aerial shells manually; and
- the City’s past experience with the Contractor, if any.

The Contractor shall demonstrate within the proposals they are ready to provide the highest quality fireworks falling within the program budget and prepared to provide a qualified and experienced operator capable of handling and firing the program within industry guidelines and time frames set forth within these specifications.

PROGRAM BUDGET

The complete Independence Day Fireworks Program budget is $10,000 as of 01/01/17. The Contractor's proposal shall include all elements and costs involved with the program including labor, materials and insurances as specified within this document. The City of Escanaba is currently conducting a community campaign to raise additional funds beyond the $10,000 budget. In as much as the City cannot confirm additional funding, the Contractor's proposal shall be limited to $10,000.
FIREWORKS QUALITY

The Specifications discuss the need to provide not only the minimum number of shells, but also the maximum number of high quality shells. The contractor shall also note the following:

- All shells shall properly fit the mortars;
- All shells shall be the freshest possible with the least exposure to moisture or humidity; and
- The three inch (3") diameter shells specified in the FINALE SHALL BE TRUE 3" SHELLS WICKED AND RACKED ACCORDINGLY. These aerial finale shells shall be of good quality and capable of reaching maximum height and break.

METHOD OF SET-UP AND FIRING OF AERIAL SHELLS

The City of Escanaba will require its 2017 Independence Day Fireworks Display to be fired primarily by electronic means.

→ All 3" and 4" diameter shells are to be pre-loaded in racks with the option of hand firing or firing by electronic means;

→ All 5", 6", 8", 10" and/or 12" diameter aerial shells are to be pre-loaded and fired by electronic means;

→ All aerial shells intended for electronic firing are to contain pre-wicked 3 meter electronic leads/squibs; and

→ The finale rack aerial shells are to contain primed finale fuses also capable of electronic firing.

FIREWORK OPERATORS

The Contractor has the option to select his/her own employees/operators/pyrotechnicians for the Escanaba program. The Lead Pyrotechnician shall be a certified operator by an accredited organization adhering to the industry and governmental standards governing the handling and firing of fireworks. Fireworks crew members shall also be trained by the Contractor in the latest safety standards.

→ The Lead Operator/Pyrotechnician shall be certified and all crew members trained formally by industry standards; and

→ The Operator/Pyrotechnician shall primarily fire the aerial display by electronic means.
I. FIREWORKS

A. Diameter of Aerial Shells
The Contractor shall provide the City of Escanaba with an all aerial display consisting of general aerial fireworks pieces. Aerial shells shall be 3", 4", 5" 6", 8", 10" and/or 12" in diameter. No ground displays.

B. Past Fireworks Programs and Shells provided:
In 2016, the City of Escanaba received the following quantity of fireworks materials:

<table>
<thead>
<tr>
<th>SHELL TYPES</th>
<th>% OF DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3&quot; Aerial Shells</td>
<td>72 (21%)</td>
</tr>
<tr>
<td>4&quot; Aerial Shells</td>
<td>81 (23%)</td>
</tr>
<tr>
<td>5&quot; Aerial Shells</td>
<td>93 (26%)</td>
</tr>
<tr>
<td>6&quot; Aerial Shells</td>
<td>69 (19%)</td>
</tr>
<tr>
<td>8&quot; Aerial Shells</td>
<td>26 (7%)</td>
</tr>
<tr>
<td>10&quot; Aerial Shells</td>
<td>16 (4%)</td>
</tr>
<tr>
<td>12&quot; Aerial Shells</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Total Aerial Shells</td>
<td>357</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finale:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5&quot; Ass. Color &amp; Report</td>
<td>60</td>
</tr>
<tr>
<td>3&quot; Tiger Tail Salutes Chained</td>
<td>60</td>
</tr>
<tr>
<td>3&quot; Color &amp; Report Chained</td>
<td>108</td>
</tr>
<tr>
<td>4&quot; Brocade to Color</td>
<td>80</td>
</tr>
<tr>
<td>5&quot; Assorted Color</td>
<td>6</td>
</tr>
<tr>
<td>6&quot; Assorted Color</td>
<td>4</td>
</tr>
<tr>
<td>8&quot; Lidu Speciality Shell</td>
<td>3</td>
</tr>
<tr>
<td>10&quot; Lidu 3 Time Brocade</td>
<td></td>
</tr>
<tr>
<td>Crossett</td>
<td>.1</td>
</tr>
<tr>
<td>Total Finale Shells</td>
<td>322</td>
</tr>
</tbody>
</table>

C. Contractor Proposal Options
The Contractor has the option to submit any one, or more, program options not to exceed total cost of $10,000.00, including labor and insurance costs:

- Option #1: Provide a program and materials similar to the 2016 display format. In 2016, the City received 711 shells for its aerial display. The Contractor may provide a 2017 proposal with any number of shells. However, the percent of aerial shell distribution MUST be similar to the 2016 display, i.e.: 18% of 3" shells, 25% of 4" shells, etc. The finale must consist of a minimum of 280 – 3" and 4" star shells and aerial salutes and any additional combination of 2 ½", 4", 5", 6", 8", 10" and/or 12" shells.

- Option #2: Provide a program and materials not to exceed $10,000 that may include:
  - an Opening Barrage;
  - the core aerial program consisting of 3", 4", 5", 6", 8", 10" and/or 12" aerial shells in quantity percentages, as previously illustrated;
  - the use of mines; and/or
  - a finale, in minimum quantities as stated in Option #1.
At minimum the Contractor's proposal must contain the core aerial display and a finale. All program proposals must not exceed the $10,000 budget encompassing all expenses.

D. Shell Selection

The Contractor may provide an assortment of domestic shells and import shells. Import shells may be from Japan, China, Taiwan, South America and/or Europe. The program shall consist of less expensive single-break shells, medium quality multiple-break shells/multicolor shells/multicolor report/flash report/salute shells and highest quality special/fancy shells.

E. Shell Information and Listing

In order for the City to evaluate the aerial fireworks proposal by the Contractor, the Contractor shall provide the following information on the Proposal Form:

1. Type/Name of Shell
2. Shell Rating: Single Break, Multiple Break or Special/Fancy
3. Open Stock Price/Catalogue Page
4. Bid Price per Shell
5. # of Shells
6. Amount
7. Origin of Shell (domestic, Japan, China, Taiwan, South America, Europe)

It is important for the Contractor to provide adequate information on Type/Name of Shell, Shell Rating, Open Stock Price per unit, Bid Price per unit, and quantities so the City is able to evaluate the proposed program. The Contractor is asked to provide the highest quality shells within the framework of the program's budget. Contractor shall also include an up-to-date company catalogue illustrating "open stock" prices.

F. Shell Quality Distribution

(1) Aerial Shells
   The Contractor shall be requested to identify the quality ranking of each aerial shell, i.e.: Single Break, Multiple Break, Special/Fancy, etc., on the worksheet forms.

(2) Finale
   The finale shall consist of 280 – 3" and 4" star shells and aerial salutes and any additional combination of 2 ½", 3", 4", 5", 6", 8", 10" and/or 12" aerial shells wicked and racked accordingly. The Finale should consist of a storied effect with low, medium height and maximum height breaks.

G. Electronic Leads/Squibs

All 5", 6", 8", 10" and 12" aerial shells shall be wicked by the Contractor, prior to delivering, with three (3) meter electric leads/squibs. The finale racks shall also be equipped with electronic leads to electronically fire the finale.

H. Pre-Display Set-Up

The Escanaba Display shall be completely set-up prior to the start of the program. 3" & 4" shells shall be racked and prepared for hand firing and the 5", 6", 8", 12" and finale shells pre-set for electronic firing.
II. FIREWORKS BUDGET

A. Budget Allocation

The City has allocated a total of approximately $8,000.00 for fireworks materials/shells for the 2017 Independence Day Fireworks Display. Cost of labor, insurance, etc., is tabulated separately and are costs in addition to materials/shells. The total budget is $10,000.

B. Purchase of Additional Fireworks

The City will be requesting additional fireworks pieces at a later date, most likely additional 8", 10" or 12" aerial shells. It is anticipated that $2,500 to $3,500 in extra fireworks will be purchased at a later date.

III. SUPPLIES, EQUIPMENT and TRAINING

The Contractor shall provide all necessary supplies and equipment to successfully and safely operate and fire the City display including, but not limited to:

3" and 4" mortars and racking to accommodate manual firing;
5", 6", 8", 10" and/or 12" mortars and racking to accommodate electronic firing;
Finale racks and mortar tubes to accommodate electronic firing;
[MORTAR COUNTS & SIZES MUST MATCH THE NUMBER OF SHELLS IN EACH CATEGORY]
Tarps and/or approved covering for all pre-set pieces;
Shovels and other tools;
Employee safety equipment including hard hats, ear and eye protection, first aid supplies, fire extinguishers and other safety equipment deemed necessary;
Approved vehicles to transport fireworks and equipment;
Other equipment deemed necessary; and
Proper Training/Certification of all fireworks operators.

IV. DATE OF DISPLAY AND RAIN DATE

The Independence Day Fireworks Display shall be conducted on Tuesday, July 4, 2017, beginning no earlier than 10:15 p.m. or when sufficient darkness sets in.

A. Rain Date

If the program cannot be fired because of rain, drizzle or adverse wind conditions, the program will be cancelled and fired the next day, Wednesday, July 5, 2017, under the same time conditions.

B. Cancellation Fees

The Contractor will not assess the City extra fees or charges if the display is cancelled and rain date is utilized due to adverse weather conditions.

V. FIREWORKS OPERATORS

The Contractor shall provide a knowledgeable, experienced and trained Lead Pyrotechnician to supervise the program set-up, firing, dismantling and post-display policing of the grounds. The Lead Pyrotechnician shall be trained and certified and familiar with all industrial, governmental codes regulating the safe handling and firing of fireworks.
Auxiliary staff shall also be trained by the Contractor prior to the display. The Contractor shall provide to the City the following employee information no later than \textit{Wednesday, February 22, 2017}:

- A complete listing of each employee hired by the Contractor;
- Experience and/or training received by each employee;
- Written verification that each of the Contractor's employees are covered under Workmen's Compensation Insurance, as per Michigan statutory requirements; and
- The above is to be submitted on Contractor's letterhead.

\textbf{VI. PROGRAM DISPLAY TIME CONDITIONS}

The Contractor shall fire the specified fireworks program in no less than twenty (20) minutes and no more than thirty (30) minutes.

\textbf{VII. DELIVERY, INSPECTION, STORAGE, SET-UP, DISMANTLING AND UNEXPLODED SHELLS}

A. Delivery of fireworks shall be made in vehicles in conformance with all local, state, and federal laws. \textit{Delivery shall be made by contractor no later than one (1) week prior to display date}, unless other approved arrangements are agreed to by contractor and City. \textit{Delivery should be coordinated with the Recreation Department and delivered during receiving hours of 7:30 a.m. – 2:30 p.m. E.S.T. Monday thru Friday.}

B. Upon delivery, the City retains the right to inspect fireworks shells to make certain that the material is in conformance with specifications. \textit{Detailed packing list must accompany order};

C. The delivery of the fireworks materials are made prior to the display date, and may only be stored at the Escanaba Public Works, 1715 Sheridan Road, Escanaba, Michigan. Fireworks may not be stored at any other site within the City. Storage at Escanaba Public Works Department is within an approved magazine for fireworks storage.

D. The Contractor may begin the set-up of mortars, finale racks, electronic rigging, etc., beginning at 8:00 a.m. on the display date and/or rain date or at a mutually agreed time/date.

E. The Contractor must remove all mortars, finale racks, boxes, paper and trash at the conclusion of the display. All mortar holes are to be filled and replaced as found; and

F. The Contractor shall be responsible for locating and disposing of all unexploded shells. The Contractor's employees shall search all areas around the firing site, including shallow water near the firing site for live shells. Two searches shall be conducted once immediately after the display and the second at day-break the following day. The Contractor is liable for damages associated with live shells left at the firing site.

\textbf{VIII. FIRING SITE AND SPECTATOR CONTROL}

A. Firing Site

The 2017 Independence Fireworks Display at Escanaba shall take place at Ludington Park. The Contractor shall fire the display on Aronson Island in Ludington Park. The City will determine the general area of firing. The Contractor shall select the exact locations, given wind conditions, etc., with approval from the City's representative.

B. Spectator Control by Police

After 8:30 p.m. on the display date, Aronson Island will be closed off to general and/or pedestrian traffic by the Escanaba Public Safety Department.
C. Spectator Control by Contractor

The nearest body of spectators to the firing site is approximately 1,200' away separated by both water and land. The Public Safety Department will do its best to stop and turn back pedestrians. The Contractor, however, must be especially vigilant of persons who may wander into the firing area.

IX. INSURANCE

A. Worker's Compensation Insurance

The Contractor shall purchase coverage and provide a Certificate of Insurance, naming the City of Escanaba as "additional insured" on all policies and related documents for the following Worker's Compensation Insurance:

Coverage A Statutory/Michigan
Coverage B $100,000

B. Comprehensive General Liability Insurance

The Contractor shall purchase and provide a Certificate of Insurance, naming the City of Escanaba as "additional insured" on all policies and related documents for the following Comprehensive General Liability Insurance:

Bodily Injury - Combined Single Limits (minimum) $1,000,000

Property Damage - Combined Single Limits (minimum) $1,000,000

Auto Liability - Combined Single Limits $1,000,000

C. Delivery of Certificates

The Contractor shall deliver Certificates of Insurance to the City no later than June 3, 2017, 31 days prior to the display day. The Certificates shall also indicate both the primary display date and the Rain Date policies are in effect. The City of Escanaba to be named "Additional Insured" upon all certificates.

D. Proposal Form

A section is provided on the Proposal Form reflecting costs involved with both Worker's Compensation and General Liability Insurance.

X. CITY REPRESENTATIVE AND PROJECT MANAGER

Kim Peterson
Recreation Director
410 Ludington Street
P.O. Box 948
Escanaba, MI 49829
(906) 280-0067 (cell)
(906) 789-3798 (fax)
e-mail: recreation@escanaba.org

(906) 786-4141
XI. EVALUATION OF PROPOSALS

The City of Escanaba will evaluate proposals based upon the quality of the program proposal, quantity of fireworks pieces provided, the quality of the fireworks, accuracy of the worksheets describing shell types, price of fireworks materials and ability to comply with insurance specifications. The Contractor's proposal will also be evaluated by specifically identifying the fireworks operator, loaders/tube cleaners, their experience and credentials. The Contractor should also provide references and contact persons from other Upper Peninsula communities where the Contractor has provided similar materials, insurance and operators.
Worksheet A
Three Inch (3") Aerial Shells

Provide information on all 3" aerial shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name of Shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat. Pg.</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
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</thead>
</table>

| TOTALS             |               |                           |                     |             |        |        |

*Ratings:  
* Single Break
* Two Break/Multiple
* Special/Fancy

RATING SUMMARY/DISTRIBUTION

# Single Break Shells
# Two Break/Multiple Shells
# Special/Fancy Shells
Worksheet B
Four Inch (4") Aerial Shells

Provide information on all 4" aerial shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name of Shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat. Pg.</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
</tr>
</thead>
</table>

**TOTALS**

*Ratings:  * Single Break  
* Two Break/Multiple  
* Special/Fancy

<table>
<thead>
<tr>
<th>RATING SUMMARY/DISTRIBUTION</th>
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<tbody>
<tr>
<td># Single Break Shells</td>
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<td># Two Break/Multiple Shells</td>
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<tr>
<td># Special/Fancy Shells</td>
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</tbody>
</table>
Worksheet C
Five Inch (5") Aerial Shells

Provide information on all 5" aerial shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name of Shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat. Pg.</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
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**Ratings:**
* Single Break
* Two Break/Multiple
* Special/Fancy

**RATING SUMMARY/DISTRIBUTION**

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<td># Single Break Shells</td>
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<td># Two Break/Multiple Shells</td>
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<td># Special/Fancy Shells</td>
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</table>
Worksheet D
Six Inch (6") Aerial Shells

Provide information on all 6" aerial shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name of Shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat. Pg.</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
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TOTALS

*Ratings: * Single Break
* Two Break/Multiple
* Special/Fancy

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<th>RATING SUMMARY/DISTRIBUTION</th>
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<td># Single Break Shells</td>
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<td># Two Break/Multiple Shells</td>
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<tr>
<td># Special/Fancy Shells</td>
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</table>
Worksheet E
Eight Inch (8") Aerial Shells

Provide information on all 8" aerial shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name of Shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat. Pg.</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
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**TOTALS**

- *Ratings:  
  - Single Break
  - Two Break/Multiple
  - Special/Fancy

**RATING SUMMARY/DISTRIBUTION**

- # Single Break Shells
- # Two Break/Multiple Shells
- # Special/Fancy Shells
Worksheet F
Ten Inch (10") Aerial Shells

Provide information on all 10" aerial shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name of Shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat. Pg.</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
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**TOTALS**

*Ratings:  
* Single Break  
* Two Break/Multiple  
* Special/Fancy  

**RATING SUMMARY/DISTRIBUTION**

<table>
<thead>
<tr>
<th># Single Break Shells</th>
<th># Two Break/Multiple Shells</th>
<th># Special/Fancy Shells</th>
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</table>
Worksheet G
Twelve Inch (12") Aerial Shells

Provide information on all 12" aerial shells you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name of Shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat. Pq.</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
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**TOTALS**

*Ratings:  
* Single Break  
* Two Break/Multiple  
* Special/Fancy

**RATING SUMMARY/DISTRIBUTION**

<table>
<thead>
<tr>
<th># Single Break Shells</th>
<th># Two Break/Multiple Shells</th>
<th># Special/Fancy Shells</th>
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</thead>
</table>
Worksheet H
Finale Shells

Provide information on all finale shells you intend to furnish in this proposal.

<table>
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<tr>
<th>Type/Name of Shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat. Pg.</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
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</table>

**TOTALS**

*Ratings:  
* Single Break  
* Two Break/Multiple  
* Special/Fancy
Worksheet I
Other Shells or Special Effects

Provide information on all other shells or special effects you intend to furnish in this proposal.

<table>
<thead>
<tr>
<th>Type/Name of Shell</th>
<th>*Shell Rating</th>
<th>Open Stock Price/Cat. Pg.</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
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</table>

**Ratings:**
* Single Break
* Two Break/Multiple
* Special/Fancy

TOTALS
Worksheet J
Labor and Expenses

(Complete labor items your firm intends to provide)

<table>
<thead>
<tr>
<th>Labor</th>
<th>Name</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Operator #1</td>
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<td>Tube Cleaner #1</td>
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<td>Expenses</td>
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<tr>
<td>GRAND TOTAL - Labor/Expenses</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
PROPOSAL FORM

Date: ______________________

BID: Labor, Equipment, Materials and Insurance for the 2017 Independence Day Fireworks Display at Escanaba, Michigan

We the undersigned, do hereby agree to furnish all labor, equipment, materials and insurance for the Independence Day Fireworks Display at Ludington Park, Escanaba, Michigan, in conformance with attached specifications for the following amount:

**Fireworks**
- 3" shells from Worksheet A $ __________________
- 4" shells from Worksheet B $ __________________
- 5" shells from Worksheet C $ __________________
- 6" shells from Worksheet D $ __________________
- 8" shells from Worksheet E $ __________________
- 10" shells from Worksheet F $ __________________
- 12" shells from Worksheet G $ __________________
- Finale 3" & 4" shells, wicked and provide racks, from Worksheet H $ __________________
- Other Shells/Special Effects from Worksheet I $ __________________

Subtotal Fireworks $ __________________

**Labor and Expenses**
- Fireworks Operator(s), tube cleaner(s), and loader(s) salaries and wages from Worksheet J $ __________________
- Expenses; i.e., mileage, meals, lodging, etc., from Worksheet J $ __________________
- Other labor charges or expenses from Worksheet J $ __________________

Subtotal Labor and Expenses $ __________________

**Insurance**
- Worker's Comp. $ __________________
- Comprehensive General Liability $ __________________
- Auto Liability $ __________________

Subtotal Insurance $ __________________

Other: (specify) $ __________________

TOTAL PROPOSAL AMOUNT (fireworks, labor, insurance and other) $ __________________

Certified Check, Cashier's Check, or Bidder's Bond enclosed in the amount of: (10% of total proposal amount) $ __________________

Submitted by: FIRM:

ADDRESS: ________________________________

CITY/STATE: ___________________________ ZIP: __________________

BY: ________________________________ TITLE: ________________________________

signature: ________________________________
MEMORANDUM

March 9, 2017

TO: James V. O'Toole, City Manager
    Robert Richards, City Clerk

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 16, 2017

APPROVAL AND ACCEPTANCE OF THE DEVELOPMENT PROJECT AGREEMENT FOR THE MICHIGAN
DEPARTMENT NATURAL RESOURCES RECREATION PASSPORT GRANT

Administration is seeking City Council approval for acceptance of the Development Project Agreement for the Michigan Department of Natural Resources Recreation Passport Grant. A $45,000 grant was awarded to construct the Marketplace Park and Play Structure. James V. O'Toole, City Manager, will be the grantee signatory on such document.

A certified resolution is needed upon approval and acceptance.
This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and the City of Escanaba IN THE COUNTY OF Delta County ("GRANTEE"). The DEPARTMENT has authority to issue grants to local units of government for the development of public recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended. The GRANTEE has been approved by the Director of the Department to receive a grant. In 268 of 2016, the Legislature appropriated funds from the Recreation Passport Grant Program (RPGP) to the DEPARTMENT for a grant-in-aid to the GRANTEE. As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the necessary attachments by 04/18/2017.

1. The legal description of the project area (APPENDIX A); boundary map of the project area (APPENDIX B); and Recreation Grant application bearing the number RP16-0133 (APPENDIX C) are by this reference made part of this Agreement. The Agreement together with the referenced appendices constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.

2. The time period allowed for project completion is 02/17/2017 through 03/31/2019, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.

3. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management. All reports, documents, or actions required of the GRANTEE shall be submitted through the MiRecGrants website unless otherwise instructed by the DEPARTMENT.

4. The words "project area" shall mean the land and area described in the attached legal description (APPENDIX A) and shown on the attached boundary map (APPENDIX B).

5. The words "project facilities" shall mean the following individual components, as further described in APPENDIX C.
   - Play Equipment (including surfacing)
   - Access Pathway 5' - 6' wide
   - Signage

6. The DEPARTMENT agrees as follows:
   a. To grant to the GRANTEE a sum of money equal to Fifty-Three (53%) percent of Eighty-Six Thousand ($86,000.00) dollars, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed Forty-Five Thousand ($45,000.00) dollars.
b. To grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:

i. Payments will be made on a reimbursement basis at Fifty-Three (53%) percent of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.

ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE on a form provided by the DEPARTMENT which includes an expenditure list supported by documentation as required by the DEPARTMENT, including but not limited to copies of invoices, cancelled checks, and/or list of force account time and attendance records.

iii. The DEPARTMENT shall conduct an audit of the project’s financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.

iv. Final payment will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected a RPGP sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE agrees as follows:

a. To immediately make available all funds needed to incur all necessary costs required to complete the project and to provide Forty-One Thousand ($41,000.00) dollars in local match. This sum represents Forty-Seven (47%) percent of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.

b. With the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before written DEPARTMENT approval of plans, specifications and bid documents.

c. To complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:

i. All projects with a total project cost of $15,000 or greater shall retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE’S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.

ii. Within 180 days following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs
associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional (Prime Professional is not required for grants less than $15,000).

iii. Upon written DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than $10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.

iv. Upon written DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between $2,500 and $10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.

v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.


vii. Bury all new telephone and electrical wiring within the project area.

viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.

d. To operate the project facilities for a minimum of 20 years (useful life of facilities anticipated), to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.

e. To provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
f. To adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.

g. To separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and recreation program.

h. To furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.

i. To maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.

j. To erect and maintain a sign on the property for the life of the facilities which designates this project as one having been constructed with the assistance of the RPGP. A sign will be provided by the DEPARTMENT. Any replacement sign(s) will be at the expense of the GRANTEE.

k. To conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony to the local media. The use of the program logo and a brief description of the program are strongly encouraged in brochures related to public recreation produced by the GRANTEE. Upon the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.

8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning January 1, 2017 and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.

9. To be eligible for reimbursement, the GRANTEE shall comply with the DEPARTMENT requirements. At a minimum, the GRANTEE shall:

a. Submit a written progress report every 180 days during the project period.

b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun. For grants $15,000 or less, reimbursement should be submitted for entire amount at completion of the project.
c. Submit a complete request for final reimbursement within 90 days of project completion and no later than 6/30/2019. If the GRANTEE fails to submit a complete final request for reimbursement by 6/30/2019, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.

10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, during the life of the facilities, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area.

11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in APPENDIX C and this Agreement.

12. The project area and all facilities provided thereon and the land and water access ways to the project facilities shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.

13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title acquired shall not be subject to: 1) any possibility of reverter or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) any reservations or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:

a. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and

b. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.

14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.

15. During the life of the facilities, none of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed, either in fee, easement
or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.

16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and commits the project area to Michigan's recreation estate for the useful life of the project facilities, therefore:

a. The GRANTEE agrees that, during the life of the facilities, the project area or any portion thereof will not be converted to other than public recreation use without prior written approval by the DEPARTMENT and implementation of mitigation approved by the DEPARTMENT, including but not limited to replacement with land and/or project facilities of similar recreation usefulness and fair market value.

b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.

c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.

17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with recreation lands and project facilities of equal or greater fair market value, and of reasonably equivalent usefulness and location. The DEPARTMENT shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other recreation properties and project facilities of equal or greater fair market value and of reasonably equivalent usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.

18. The GRANTEE acknowledges that:

a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and

b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and

c. The DEPARTMENT's involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing same.
19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.

20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.

21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:

   a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;

   or

   b. If any portion of the project area is a facility, documentation that Department of Environmental Quality-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public recreation use and/or the resource protection values of the project area.

22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.

23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the
DEPARTMENT at its request.

24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.

25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.

26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.

27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.

28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT may, in addition to any other remedy provided by law:

   a. Terminate this Agreement; and/or

   b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or

   c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the RPGP, Michigan Natural Resources Trust Fund, and Land and Water Conservation Fund; and/or

   d. Require repayment of grant funds already paid to GRANTEE.

   e. Require specific performance of the Agreement.

29. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and the net increase in the quality of public recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.
30. Prior to the completion of the project facilities, the GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.

31. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status or disability that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.

32. The DEPARTMENT shall terminate and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Labor and Economic Growth pursuant to Public Act No. 278 of 1980.

33. The GRANTEE agrees to assist DEPARTMENT personnel in promotion of the Recreation Passport Program by distributing marketing materials provided by the DEPARTMENT.

34. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.

35. The rights of the DEPARTMENT under this Agreement shall continue for the anticipated life of the project facilities as stated in Section 7(d).

36. The Agreement may be executed separately by the parties. This Agreement is not effective until:

a. The GRANTEE has signed the Agreement and returned both copies together with the necessary attachments within 60 days of the date the Agreement is issued by the DEPARTMENT, and
b. The DEPARTMENT has signed the Agreement. IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, on this date.

Approved by resolution (true copy attached) of the 

______________________________ (date)

______________________________ meeting of the 

(special or regular) 

______________________________ (name of approving body)

GRANTEE

SIGNED

By ____________________________

Print Name: ___________________

Title __________________________

______________________________ 

Date __________________________

Grantee's Federal ID# 

38-6004679

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED

By ____________________________

Title: Manager, Grants Management

Date __________________________
RESOLUTION OF ACCEPTANCE OF THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES RECREATION PASSPORT GRANT

Upon motion made by _______________________, seconded by _______________________, the following Resolution was adopted:

"RESOLVED, that the City of Escanaba, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City of Escanaba does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the proposed period and to provide up to Forty-six thousand dollars ($46,000) dollars to match the grant authorized by the Department of Natural Resources.
2. To maintain satisfactory financial accounts, documents and records to make them available to the Department of Natural Resources for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portion of this Resolution."

The following aye votes were recorded:

The following nay votes were recorded:

STATE OF MICHIGAN  )
) ss
COUNTY OF DELTA  )

I, Robert S. Richards, CMC, City Clerk of the City of Escanaba, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the Escanaba City Council.

________________________
Robert S. Richards, CMC, City Clerk
SAMPLE RESOLUTION
(Development)

Upon motion made by ________________________, seconded by ________________________, the following Resolution was adopted:

"RESOLVED, that the ________________________, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the ________________________ does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide ________________________ ($ ____________) dollars to match the grant authorized by the DEPARTMENT.

2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.

3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

The following aye votes were recorded: ____________
The following nay votes were recorded: ____________

STATE OF MICHIGAN )
   ) ss
COUNTY OF ____________ )

I, ________________________, Clerk of the ________________________, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the

____________________________
Signature

____________________________
Title

____________________________
Date
February 13, 2017

MEMORANDUM

TO:  
James V. O'Toole, City Manager  
Melissa Becotte, City Controller

FROM:  
Robert S. Richards, CMC  
City Clerk

SUBJECT:  
City Email Quotes

Here are the results of Email Quotes I received:

**Email Comparison:**

<table>
<thead>
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|                     |            |
| **Xmission:**       |            |
| Users               | Price/Month| Total/Monthly | Annual total |
| Zimbra Email Software | 100-300    | 2.95          | 295.00       | 3,540.00 |
| archive             | 100        | 3.00          | 300.00       | 3,600.00 |
|                     |            |               | 595.00       | **7,140.00** |
| Price/User          |            | $5.95         |             |          |
A Google email package starts at $5/month/user, and a Microsoft Office 365 email package starts at $8/month/user.

Based on pricing, and 8 hours of free email migration, Administration recommends transfer of City email to DSTECH MDaemon Email Services.
City Email
8 messages

Joe Knauf <jbknauf@dstech.net>  Thu, Feb 2, 2017 at 3:07 PM
To: Bob Richards <clerk@escanaba.org>
Cc: Josh Marenger <jmarenger@dstech.net>, Eric Wakkuri <ewakkuri@dstech.net>

Bob,

Josh, Eric and I discussed options for DSTECH to manage the City email. We have two different hosting options we priced out followed by detail:

Option 1. Email hosted on City-owned servers but managed by DSTECH. Price is $5100/year for 100 user accounts

Option 2. Email hosted on DSTECH-owned servers and managed by DSTECH. Price is $6300/year for 100 user accounts.

Prices above include the Alt-N Mdaemon email server, Security Gateway Anti-Spam server, MailStore Email Archive server (for eDiscovery) and Activesync licenses for cell phone access.

DSTECH will include 8 hours of migration assistance to move the user emails from the MERIT Zimbra system to the new Mdaemon platform. DSTECH will also include on-going support for system monitoring and maintenance. A City employee will be designated as a System Admin for basic adds and changes to City email accounts or DSTECH can perform this function.

An initial contract period of 2 years is required for the above pricing. After this period, renewal will be in 1 year increments.

In both Options above, the cost for email archiving is $2/user/month. You were going to get back to me with information on Archive requirements. These would be needed to confirm storage costs for archived data.

We would like to sit down with you to address any questions you have on this proposal. Thanks.

Joe B. Knauf
President at DS Tech
A 1431 N 26th St, Escanaba, MI 49829
D 906-786-3583 Ext. 116 E jbknauf@dstech.net
W http://www.dstech.net

Join Our Newsletter Top Tech News
ASK TODAY on how to save on your PHONE BILLS!

Eric Wakkuri <ewakkuri@dstech.net>  Thu, Feb 2, 2017 at 3:14 PM
To: Joe Knauf <jbknauf@dstech.net>
Cc: Josh Marenger <jmarenger@dstech.net>

Joe & Josh,

Remember the Windows Server License, unless they have an extra available, Josh?