CITY COUNCIL MEETING AGENDA
March 15, 2018

Marc D. Tall, Mayor
Ronald J. Beauchamp, Mayor Pro Tem
Ralph B. Blasier, Council Member
Michael R. Sattem, Council Member
Peggy O. Schumann, Council Member

Patrick S. Jordan, 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 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 15, 2018, at 7:00 p.m.

CALL TO ORDER
ROLL CALL
INVOCATION/PLEDGE OF ALLEGIANCE – Pastor Jason Janich of New Life Assembly of God Church
APPROVAL/CORRECTION(S) TO MINUTES –Regular Meeting – March 1, 2018
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION(S)
BRIEF PUBLIC COMMENT(S)
PUBLIC HEARING(S)

   Explanation: A public hearing will be conducted to facilitate input from citizens for the City’s next fiscal year budget. This is the third of five (5) scheduled public hearings.

OLD BUSINESS

1. Discussion – Road Funding.
   Explanation: Administration will update the Council on current and future fund balances for Local and Major Road Funds.

NEW BUSINESS

1. Approval – Use of Public Spaces – Community Events.
   Explanation: Administration recommends Council approval of the following community events utilizing public spaces 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. Street Closure Requests for 1200 Block of Ludington Street for Classic Car and Bike Night Events.
   1.) Mr. Curt Spaulding, owner of Cat-Man-Do’s, 1223 Ludington Street is requesting the City Council approve the closure of the 1200 Block of Ludington Street from approximately 3:00 p.m. to 10:30 p.m. (Event Time: 5:00 p.m. to 10:00 p.m.) on Wednesdays, June 13, July 11, August 8 and September 12, 2018 for a series of downtown “Bike & Classic Car Night” events.
      a.) Rain Dates would take place on the Thursday after the scheduled Wednesday (June 14, July 12, August 9, and September 13).

B. Street Closure Requests for 100 Block of South 13th Street to 1st Avenue South for Various Fundraising Events.
   1.) Mr. Curt Spaulding, owner of Cat-Man-Do’s, 1223 Ludington Street is requesting the City Council approve the closure of the 100 block of South 13th Street from Ludington Street to 1st Avenue South from approximately 10:00 a.m. to 10:30 p.m. (Event Time: 12:00 p.m. to 10:00 p.m.) on Saturday, July 28, 2018 – Car Show Fundraiser and Saturday, August 25, 2018 – Wheelin’ Sportsmen Fundraiser.
C. Partial Sidewalk Closure Requests for 1223 Ludington Street along South 13th Street.
   1.) Mr. Curt Spaulding, owner of Cat-Man-Do’s, 1223 Ludington Street is requesting the City Council approve the partial closure of the City Sidewalk at 1223 Ludington Street along South 13th Street; the area of the closure would be approximately 25’ x 50’ located directly next to the building. This closure would be in effect from approximately 5:00 p.m. to 10:30 p.m. (Event Time: 6:30 p.m. to 10:00 p.m.) on Friday, June 1, 2018 during the Annual Fun Run Parade.

D. Use of Karas Band Shell for Music Monday Events.
   1.) The Bonifas Art Center is requesting the use of the Karas Band Shell on June 25, July 2, July 9, July 16, July 23, July 30, and August 6, 2018 between the hours of 6:00 p.m. to 9:30 p.m. (Event Time: 6:30 p.m. to 9:00 p.m.) for a series of Music Monday events. Access to power will be needed.
      a.) Rain Dates would take place on the Tuesday after the scheduled Monday.

E. Use of North Shore Boat Launch and Ludington Park for Various Fishing Tournaments.
   1.) The Bay de Noc Great Lakes Sportfishermen, Inc. is requesting the use of the North Shore Boat Launch and Ludington Park on May 26, June 16, August 11 and September 8, 2018 for various Fishing Tournaments (times of events vary). Access to power will be needed.

F. Use of Municipal Dock for Rock the Dock Events.
   1.) The City of Escanaba’s Recreation Department is requesting the use of the Municipal Dock on July 6-July 8 and August 3-August 5, 2018 for Rock the Dock Events (times of events vary). Extra garbage receptacles and picnic tables will be needed. Clean up after the events will be done by City crews.

G. Use of Escanaba Marina for Marina Fest Event.
   1.) The City of Escanaba’s Marina Office (Harbor Master Larry Gravatt) is requesting the use of the Escanaba Marina on July 28, 2018 for the Marina Fest Event between the hours of 10:00 a.m. to 11:00 p.m. Extra garbage receptacles and picnic tables will be needed. Clean up after the event will be done by City crews and Marina staff.

H. Use of Karas Band Shell and Ludington Park for the Waterfront Art Festival.
   1.) The Bonifas Art Center is requesting the use of the Karas Band Shell and Ludington Park on August 4, 2018 between the hours of 10:00 a.m. to 4:00 p.m. (Set-up: August 3 – 4:00 p.m.- 8:00 p.m. / Tear-down: August 4 – 4:00 p.m.-6:00 p.m.) for the Waterfront Art Festival. Extra garbage receptacles and access to power will be needed.

I. Use of Ludington Park and Marina for the MWC World Walleye Tournament.
   1.) The Bays de No Convention and Visitors Bureau – Visit Escanaba is requesting the use of Ludington Park and the Marina from October 3-October 7, 2018 (Set-up: October 5 / Event Dates: October 5-6 / Tear-down: October 7) for the MWC World Walleye Tournament. Extra garbage receptacles and access to power will be needed.

   Explanation: Administration is seeking Council approval to retain Stenberg Brother’s, Inc. of Bark River, Michigan, for sanitation services/portable restrooms for City Recreation and Parks Facilities for the 2018-2019 season at their quoted prices through June 30, 2019. NOTE: The bid reflects no rate change from previous year.

3. Approval – 2018 Summer Season - Concession Bid.
   Explanation: Administration is seeking Council approval to award Territory #1 concession area at the Escanaba Municipal Marina and Municipal Beach/Aronson Island and Territory #2 concession area in Ludington Park to Sticky Fingers Confections.
Explanation: Administration is seeking Council approval to retain Wolverine Fireworks of Kawkawlin, Michigan, in the amount of $10,000 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.
NOTE: In 2017-2018, $10,000 was budgeted and the City Council approved an additional $2,000. In the proposed 2018-2019 budget, $12,000 is being requested. If the 2018-2019 budgeted amount of $12,000 is approved by the City Council at a later date, then the additional purchase of shells will take place from said funding.

Explanation: The Recreation Advisory Board is seeking Council approval and support of a resolution endorsing submission of an application to the Michigan Natural Resources Trust Fund for funding in the amount of $300,000 for development of a new non-motorized pathway system on the North City Limits.

6. Approval and Support – Michigan Department of Transportation Alternative Program Grant Application.
Explanation: The Recreation Advisory Board is seeking Council approval and support of an application to the Michigan Department of Transportation Alternatives Program Grant Application for funding the development of a new non-motorized pathway system on the North City Limits. Funding amount is contingent upon category selection approval, other grant opportunities, and coordination of such grant awards.

7. Approval and Support – Resolution Endorsing an Application to the Recreation Passport Grant Program.
Explanation: The Recreation Advisory Board is seeking Council approval and support of a resolution endorsing submission of an application to the Michigan Department of Natural Resources Recreation Passport Grant in the amount of $100,000 for removal and development/construction of four tennis courts within Ludington Park.

Explanation: Administration is seeking Council approval to retain Umbaugh and Associates of Okemos, MI to conduct the Financial Review for the Water Department as written in the proposal dated February 28, 2018; at a cost not to exceed $14,000. Funds for this project are allotted in the Professional Services section of the 2017/2018 FY Budget.

Explanation: Administration is seeking Council approval to allow the appointment of Patrick Jordan, City Manager along with Bob Valentine, City Treasurer or Marc Tall, Mayor as Authorized Representatives for the SAW Grant.

10. Approval – Third Avenue North Improvement Project Bid.
Explanation: Administration is seeking Council approval to retain Payne and Dolan of Gladstone, MI to complete the work. Administration is also asking approval be given for the unit prices of the work, not the total amount.

11. Approval – Third Avenue North Improvement Project Testing.
Explanation: Administration is seeking Council approval to retain U.P. Engineers and Architects, Inc. of Iron Mountain, MI to complete the required testing. The estimated level of effort is $5,225; because of the nature of the project, it is recommended to add a 15% contingency to their price, making the total cost not to exceed $6,000. This item of work is included in the 2017/2018 FY Budget at $15,000.

Respectfully Submitted

Patrick S. Jordan
City Manager
OFFICIAL PROCEEDINGS  
CITY COUNCIL  
CITY OF ESCANABA, MICHIGAN  
Regular Council Meeting  
Thursday, March 1, 2018

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, Ronald J. Beauchamp, Ralph B. Blasier, Michael R. Satter, and Peggy O'Connell Schumann.

Absent: None

Also Present: City Manager Patrick S. Jordan, City Department Heads, media, and members of the public.

Pastor Chris Johnson of Christ the King Lutheran Church, gave the invocation and led Council in the Pledge of Allegiance.

Blasier moved, Schumann seconded, CARRIED UNANIMOUSLY, to approve Special Meeting Minutes from February 13, 2018, and Regular Meeting minutes from February 15, 2018, as submitted.

ADJUSTMENTS TO THE AGENDA

Council Members moved Agenda item No. 3 to No. 1, and moved former Agenda item No. 1 to No. 3, and moved Electric contract discussion to Closed Session.

Schumann moved, Blasier seconded, CARRIED UNANIMOUSLY, to approve the Agenda as amended.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

PUBLIC HEARINGS

Condemnation Hearing – 910 Ludington Street.

Administration requested the condemnation of a building located at 910 Ludington Street, Escanaba, MI. Administration advised the 3,075 sq. ft. structure was deemed as unsafe, a public nuisance, and unfit for human occupancy.

Blaine DeGrave, Code Compliance Inspector, reviewed building history, and City Code violations. He stated the structure was deemed unsafe, a public nuisance, and unfit for human occupancy.
Mr. DeGrave also read a memo from Dan Block of Dynamic Design Engineering. Mr. Block inspected the building from the outside and provided his opinion regarding the building.

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

Jane Mackowiak, owned adjacent building to the west. Advised building appears to be leaning over her building. Reviewed discussions she had with her insurance adjuster. She advised the building was infested with rodents, and she had renters upstairs of her building. She also believed the structure was leaning more over the past few months. The structure needed to be removed immediately. She was also concerned with the demolishing. She was advised she and her tenants would not to be able to be in her building during the demolition. Tree in front of building needed to be removed due to roots which was causing problems. Once building was taken down, land should be a pocket park.

Roy Hivala, 908 Ludington Street, owned building immediately east. Mr. Hivala also reviewed building and its deteriorating condition. Building was filled with birds and rodents. Mr. Hivala also stated the tree in front of the building was causing problems. Over the years the building was costing them business.

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

PH-1 After discussion, Blasier moved, Beauchamp seconded, to condemn a building located at 910 Ludington Street, Escanaba, MI.

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

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

MOTION CARRIED.

Council directed Administration proceed to obtain bids, and what was necessary to remove the building.

NEW BUSINESS

Approval – Inflow and Intrusion (I/I) Study and Flow Monitoring – Wastewater Department.

Administration requested approval to retain C2AE of Escanaba, MI to conduct an Inflow and Intrusion (I/I) Study and oversee the Flow Monitoring as written in the proposal dated February 20, 2018, at a cost not to exceed $96,000.
Water/Wastewater Superintendent Jeff Lampi and C2AE Representative Chuck Lawson from C2AE reviewed the scope of the I&I Project, and the subsequent phases of the entire study and scope of the SSES project. Both needed to get funding from the State of Michigan.

NB-1 Beauchamp moved, Blasier seconded, to approve to retain C2AE of Escanaba, MI to conduct an Inflow and Intrusion (I&I) Study and oversee the Flow Monitoring as written in the proposal dated February 20, 2018, at a cost not to exceed $95,000.

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

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

MOTION CARRIED.

Public Meeting – Resolution for Road Repair, Maintenance and Improvements.

A public discussion was held to review a millage request for road repairs, maintenance and improvements that would include underground utilities.

Mayor Tall asked for public comment.

Thomas Woodaz, voiced his support for the millage. Suggested a fix term for the millage. The roads needed to be fixed. Mr. Woodaz stated, spend more than you planned, and less than you should.

Hearing no further public comment, Mayor Tall closed the public comment portion of the meeting.

After Council discussion, there would be no action this evening, but Council directed Administration for a report at the March 15, regular Council Meeting on: what was a responsible amount to keep in the Road Balance Fund, what funds were coming in from the State of Michigan for road repair, City projected road repair costs, and what mills should be asked for with a fix term.

APPROVAL: NORTH SHORE SUBSTATION TESTING/COMMISSIONING

Administration sought Council approval to hire Energis High Voltage Resources of Green Bay, WI to complete the needed testing and commissioning of the new North Shore Substation. This cost was in the budget as part of the North Shore Substation project.

Electric Superintendent Mike Furmanski reviewed the scope of the needed testing and commissioning of the new North Shore Substation.
City Council Minutes
March 1, 2018 – cont.

NB-3 Blasier moved, Schumann seconded, to hire Energis High Voltage Resources of Green Bay, WI to complete the needed testing and commissioning of the new North Shore Substation at a cost not to exceed $40,000.00.

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

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

MOTION CARRIED.

Approval – Tree Trimming Bid – Electric Department.

Administration sought Council approval to accept the Tree Trimming bid received from Bugle Contracting of Cornell, MI to conduct the tree trimming services required for the City as written in the RFP, at a cost not to exceed $25,000. Funds for this project were allotted in the 2017/2018 FY Budget.

NB-4 Sattem moved, Blasier seconded, to approve to accept the Tree Trimming bid received from Bugle Contracting of Cornell, MI to conduct the tree trimming services required for the City as written in the RFP, at a cost not to exceed $25,000.

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

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

MOTION CARRIED.

Approval – Digger / Derrick Bid – Electric Department.

Administration sought Council approval to accept the Digger / Derrick bid received from Utility Sales and Service of Appleton, WI for the purchase of a Versalift TMD-2045B on an International chassis with a fiberglass utility body for $242,899.94. Funds for this purchase were allotted in the 2017/2018 FY Budget.

NB-5 Schumann moved, Beauchamp seconded, to approve to accept the Digger/ Derrick bid received from Utility Sales and Service of Appleton, WI for the purchase of a Versalift TMD-2045B on an International chassis with a fiberglass utility body not to exceed $250,000.00.

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

Ayes: Schumann, Beauchamp, Sattem, Blasier, Tall
Nays: None
City Council Minutes  
March 1, 2018 – cont.

MOTION CARRIED.

Discussion – Criteria for Downtown Development Authority Board Appointments.

Administration requested a review of the criteria set forth when appointing new members to the Downtown Development Authority Board.

- The decision from last July decision was incorrect and City needed to accept employees in a business as having an interest in the DDA District, as the Statute dictates;
- Council Members discussed whether an employee really had an interest in the DDA District;
- Attorney reviewed State statute regarding employees of a business;
- It was stated the Mayor appoints applicants with Council consensus;
- Not less than a majority of the DDA Members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district;
- Could receive a DOJ opinion within a month;
- Board appointments would be made in two weeks.

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 Bob Romps introduced himself and stated that he was running for the State House Representative this fall.

ANNOUNCEMENTS – None


Administration wished to go into Closed Session to update the Council on the Menards vs. City of Escanaba case, and to review the collective bargaining agreement between the City of Escanaba and International Brotherhood of Electrical Workers Local 876, Electrical Department Group.
Schuman moved, Blasier seconded, to go into Closed Session to update the Council on the Menards vs. City of Escanaba case and collective bargaining agreement between the City of Escanaba and International Brotherhood of Electrical Workers Local 876, Electrical Department Group.

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

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

MOTION CARRIED.

The time was 8:18 p.m.

Blasier moved, Schumann seconded, to come back into open session.

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

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

MOTION CARRIED.

The time was 9:10 p.m.

No Council Action was made while in Closed Session.


Administration requested the Council to take action regarding a March 1, 2018 – June 30, 2020 collective bargaining agreement between the City of Escanaba and International Brotherhood of Electrical Workers Local 876, Electrical Department Group.

NB-7 Blasier moved, Schumann seconded, to approve the March 1, 2018 – June 30, 2020 collective bargaining agreement between the City of Escanaba and International Brotherhood of Electrical Workers Local 876, Electrical Department Group, subject to Administration working out the contract language.

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

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

MOTION CARRIED.
Hearing no further public comment, the Council adjourned at 9:12 p.m.

Respectfully submitted

Robert S. Richards, CMC
City Clerk

Approved: _______________________________

Marc D. Tall, Mayor
CITY OF ESCANABA
DELTA COUNTY, MICHIGAN

RESOLUTION OF THE CITY COUNCIL

WHEREAS, the City Council of the City of Escanaba wishes to provide Roads Maintenance, Equipment, Improvements and Repair, Underground Utility Improvements and Payment of Debt Service; and

WHEREAS, cities may impose and levy ad valorem property taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and other laws; and

WHEREAS, the City Council of the City of Escanaba wishes to levy _____ mills for the provision of Roads Maintenance, Equipment, Improvements and Repair, Underground Utility Improvements and Debt Service Payments.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Escanaba, Delta County, approves the following question as the appropriate ballot language and directs the Clerk to submit it to be placed on the ______________, 2018 election ballot:

ROADS MAINTENANCE, EQUIPMENT, IMPROVEMENTS and REPAIR, UNDERGROUND UTILITY IMPROVEMENTS and DEBT SERVICE PAYMENTS

Shall the City of Escanaba levy against all real and personal property a tax not to exceed _____ mills ($____ per $1,000 of taxable valuation) beginning 2019 and ending ______ for the purpose of Roads Maintenance, Equipment, Improvements and Repair, Underground Utility Improvements and Payment of Debt Service and such levy shall increase the tax limitation under Article IX, Section 6 of the Michigan Constitution; and if this millage is approved and levied in its entirety, the City would collect an estimated $_________ in the first year of such levy?

( ) YES ( ) NO

Motion made by ____________________ Seconded by ____________________
Upon roll call vote the following voted

“Aye”

“Nay”

Absent:

The (title) declared the resolution adopted.
CERTIFICATE

I, Robert Richards, the duly appointed and acting Clerk of the City of Escanaba, hereby certify that the foregoing resolution was adopted by the City Council by a roll call vote at a regular meeting of the Council held on ____________, at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

__________________________
Robert Richards, Clerk
Mayor Tall and Council,

Melissa, Bob V and I had a meeting this morning on Roads funding/fund balance, etc. Here we go:

**Current Fund Balance (Projected for beginning balance for 18/19 budget):**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance</th>
<th>18/19 Revenues</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Streets</td>
<td>$1,600,000</td>
<td>$1,146,000</td>
<td>$2,748,000</td>
</tr>
<tr>
<td>Local Streets</td>
<td>$940,000</td>
<td>$396,000</td>
<td>$1,336,000</td>
</tr>
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</table>

**Projected State Revenues**

<table>
<thead>
<tr>
<th></th>
<th>2018/19</th>
<th>2019/20</th>
<th>2020/21</th>
<th>Total (3 yr)</th>
</tr>
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<tbody>
<tr>
<td>Major</td>
<td>$1,048,000</td>
<td>$1,141,500</td>
<td>$1,251,000</td>
<td>$3,440,500</td>
</tr>
<tr>
<td>Local</td>
<td>$396,000</td>
<td>$431,600</td>
<td>$473,000</td>
<td>$1,300,600</td>
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</tbody>
</table>

We looked at what other U.P. cities hold in their fund balance, namely Menominee, Sault St. Marie, and Marquette. Its all over the place. Marquette spends theirs down to 0. The Sault keeps a few hundred thousand and Menominee has $1.1 million, but they also have a separate construction fund that may be separately held millage money (our guess). After discussion, there really is no standard for fund balance in road budgets. Our recommendation is to maintain $100,000 to $150,000 in Local and $200,000 in Major, both numbers representing about a 4-month reserve for the respective budgets.

The above numbers should take into account the budgets for road maintenance for the Major and Local roads. The "regular maintenance" of the street funds runs about $600,000 for Major Streets and $375,000 for Local Streets per year. These numbers fluctuate based on severity of the winter but are good averages over the last 3 years.
Pavement Condition Summary Report - All Roads

Surface Condition & RSL Summary on All Roads (Centerline Miles)
Jurisdiction: Escanaba (City\Village)
Jurisdiction: City

All Roads Surface Condition Summary

<table>
<thead>
<tr>
<th>Condition</th>
<th>Miles (Centerline)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good (Rating 8+)</td>
<td>2.224</td>
<td>2.19 %</td>
</tr>
<tr>
<td>Fair (Rating 5-7)</td>
<td>18.463</td>
<td>18.15 %</td>
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<tr>
<td>Poor (Rating 1-4)</td>
<td>70.004</td>
<td>68.80 %</td>
</tr>
<tr>
<td>Unrated</td>
<td>11.058</td>
<td>10.87 %</td>
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<tr>
<td>Total Miles</td>
<td>101.749</td>
<td></td>
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</table>

All Roads Remaining Service Life

- More than 10 years, 1.747 (1.72 %)
- 5 to 10 years, 9.215 (9.06 %)
- Less than 5 years, 80.174 (78.80 %)
- Unrated, 10.613 (10.43 %)

1/15/2018 2:22:03 PM
Rendsoft Version 2017.12
**LOCAL CITY STREET TOTAL RECONSTRUCTION COST per MILE**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pavement Removal</td>
<td>sqy</td>
<td>19,300</td>
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<td>Excavation</td>
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<td>684</td>
<td>$15.00</td>
<td>$10,260</td>
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<tr>
<td>Curb &amp; Gutters</td>
<td>linf</td>
<td>11,318</td>
<td>$5.00</td>
<td>$56,590</td>
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<td>Crushed Rock Base</td>
<td>cy</td>
<td>9,354</td>
<td>$25.00</td>
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<td>3&quot; Mortar Filler Pavement</td>
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<td>ADA Sidewalk Ramps</td>
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<td>$100.00</td>
<td>$800,000</td>
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<tr>
<td>Water Service - Short</td>
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<td>8</td>
<td>$300.00</td>
<td>$2,400</td>
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<tr>
<td>Water Service - Long</td>
<td>ea</td>
<td>8</td>
<td>$1,000.00</td>
<td>$8,000</td>
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<tr>
<td>Storm Sewer</td>
<td>if</td>
<td>8,600</td>
<td>$150.00</td>
<td>$1,290,000</td>
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<tr>
<td>Storm Sewer Leads</td>
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<td>7,500</td>
<td>$800.00</td>
<td>$600,000</td>
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<tr>
<td>Storm Sewer Catch Basins/Manholes</td>
<td>ea</td>
<td>76</td>
<td>$5,000.00</td>
<td>$380,000</td>
</tr>
</tbody>
</table>

**TOTAL:**                          |      |           |            | **$5,741,909.52** |

Total per Block $382,793.97

**Assumptions:**
- *30 foot wide pavement*
- *6 foot wide sidewalk*
- *1 City Block=350 feet in length*
- *1 Mile = 15 City Blocks*
- *Replace watermain and services*
  - Half of water services are long.
  - Half of water services are short.
- *Install 24" Storm Sewer*
- *4 Catch Basins/Block*
- *1 Manhole/Block*
- *8 ADA Ramps/Block*
**LOCAL CITY STREET PULVERIZE, SHAPE & PAVE per MILE**

(No Utility Work)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>F 3 A Base Crushing and Shaping</td>
<td>sqy</td>
<td>1,860</td>
<td>$19,800</td>
<td>$37,260.00</td>
</tr>
<tr>
<td>2 S 12 Inches Pavement</td>
<td>lin</td>
<td>2,703</td>
<td>$100.00</td>
<td>$270,300.00</td>
</tr>
<tr>
<td>ADA Sidewalk Ramps</td>
<td>ea</td>
<td>121</td>
<td>$500.00</td>
<td>$60,542.86</td>
</tr>
<tr>
<td>Sidewalk Removal</td>
<td>sy</td>
<td>5,310</td>
<td>$25.00</td>
<td>$132,750.00</td>
</tr>
<tr>
<td>Sidewalk Install</td>
<td>sf</td>
<td>4,345</td>
<td>$10.00</td>
<td>$43,446.86</td>
</tr>
<tr>
<td>Adjust Drainage Structure</td>
<td>ea</td>
<td>75</td>
<td>$850.00</td>
<td>$63,750.00</td>
</tr>
</tbody>
</table>

**TOTAL:** $613,490.57

Total per Block $40,899.37

**Assumptions:**

* 30 foot wide pavement
* 1 City Block = 350 feet in length
* 1 Mile = 15 City Blocks
* 4 Catch Basins/Block
* 1 Manhole/Block
* 8 ADA Ramps/Block
**LOCAL CITY STREET MILL & PAVE per MILE**

(No Utility Work)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cold Milling Pavement</td>
<td>SY</td>
<td>19,360</td>
<td>$52.50</td>
<td>$1,014,000</td>
</tr>
<tr>
<td>2.5 Lb Unag Plastered</td>
<td>T</td>
<td>2,722</td>
<td>$100.00</td>
<td>$272,200</td>
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<tr>
<td>ADA Sidewalk Ramps</td>
<td>ea</td>
<td>124</td>
<td>$500.00</td>
<td>$62,000</td>
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<tr>
<td>Sidewalk Removal</td>
<td>sy</td>
<td>5.310</td>
<td>$5.00</td>
<td>$26,550.86</td>
</tr>
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<td>sf</td>
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<td>$10.00</td>
<td>$43,446.86</td>
</tr>
<tr>
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<td>ea</td>
<td>79</td>
<td>$150.00</td>
<td>$11,850.00</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$468,290.57</strong></td>
</tr>
</tbody>
</table>

Total per Block: **$31,219.37**

**Assumptions:**

*Existing Concrete Base
*30 foot wide pavement
*1 City Block=350 feet in length
*1 Mile = 15 City Blocks
*4 Catch Basins/Block
*1 Manhole/Block
*8 ADA Ramps/Block
CITY OF ESCANABA - SPECIAL EVENT APPLICATION

Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Wednesday June 13, 2018
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2021)

NAME OF EVENT: Classic Car and Bike Night

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

Organization: Catmando's

Contact Person: Curt Spaulding

Address: 1223 Ludington St

City, State Zip: Escanaba, MI 49829

Website: 

Charitable Org #: 57-0564993

Daytime Phone: (906) 786-9757

Evening Phone: (906) 786-9757

E-mail: catmandos@yahoo.com

Event Phone: (906) 786-9757

Fax: (906) 786-9757

Alternate Contact: Kelly Spaulding 734-545-4561

(It is recommended that an alternative Name and Phone Number be provided)

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

LOCATION:

☐ City Park Name of Park: 

☐ Building/Facility Name/Area: All of 13th St. between Ludington & 1st Ave. So; All of Ludington St. between 13th St. to 12th St.

☐ Road(s) 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>June 13, 2018</td>
<td>June 13, 2018</td>
</tr>
<tr>
<td>TIME:</td>
<td>5:00 pm</td>
<td>10:00 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>June 13, 2018</td>
<td>June 13, 2018</td>
</tr>
<tr>
<td>TIME:</td>
<td>3:00 pm</td>
<td>10:30 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.
CITY OF ESCANABA - SPECIAL EVENT APPLICATION  
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: 
Alternate Rain Date: Thursday June 14, 2018  
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: Classic Car and Bike Night

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)
Organization: Catmando's
Contact Person: Curt Spaulding  
Daytime Phone: (906) 786-9757
Address: 1223 Ludington St  
Evening Phone: (906) 786-9757
City, State Zip: Escanaba, MI 49829  
E-mail: catmando@yahoo.com
Website: 
Event Phone: (906) 786-9757
Charitable Org #: 57-0564993  
Fax: (906) 786-9757
(If applicable)  
Alternate Contact: Kelly Spaulding 734-545-4561
(It is recommended that an alternative Name and Phone Number be provided)

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

LOCATION:
☐ City Park  
Name of Park: 
☐ Building/Facility  
Name/Area: All of 13th St between Ludington & 1st Ave. So.; All of Ludington St. between 12th St to 12th St.
☑ Road(s)  
Road Closure Required?  ☐ Partial  ☑ Full

DATE/TIME:

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<td>DATE: June 14, 2018</td>
</tr>
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EVENT DETAILS – TYPE OF EVENT:

☐ Parade ☐ Cycling ☐ Festival/Event
☐ Run ☐ Walkathon ☐ Other (specify): ________________________

ESTIMATED ATTENDANCE: (Please estimate all that apply)

Participants: #________ 12
Bands: # ______ 1
Vehicles/Floats: # ______ n/a
Volunteers: # ______ 10
General Public: # ______ 200

Wheelchair Accessible: ☐ Yes ☐ No

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

This event is: ☐ Open to the Public ☐ For Invited Guests Only

EVENT ELEMENTS: (Complete to ensure proper permits are processed)

Power Requirements: ☐ Yes ☐ No
Sound Amplification: ☐ Yes ☐ No
Access to power if possible: ☐ Yes ☐ No
Live Music: ☐ Yes ☐ No

Tents/Tentp. Structures: ☐ Yes ☐ No
Amusement Rides: ☐ Yes ☐ No
Inflatables: ☐ Yes ☐ No

Fireworks: ☐ Yes ☐ No
Alcohol: ☐ Yes ☐ No
Size of Tent(s): 12x10 20x10 10x10 canopies
Provider: ___________________________
Provider: Bosk Rental ___________________________

FOOD AND BEVERAGE:

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

Food Stand locations: ☐ Indoor ☐ Outdoor ☐ Indoor and Outdoor

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

☐ Chicken / Seafood ☐ Soups / Chili ☐ Other Foods (Please list)
☐ Rice / Pasta Dishes ☐ Salad
☐ Soda / Chips / Candy ☐ Other Meats
☐ Hotdogs / Hamburgers ☐ Baked Goods
RESERVATION FEES: (Check applicable box(es))

<table>
<thead>
<tr>
<th>Location</th>
<th>Resident</th>
<th>Non-Resident</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 (2 Hour Block)</td>
<td>$50</td>
<td>$75</td>
</tr>
<tr>
<td>Other Picnic or Gathering Area (Full Day)</td>
<td>$35</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>Lemmerand Field – Pavilion (1/2 Day)</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Lemmerand Field – Pavilion (Full Day)</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Lemmerand Field – Entire Complex (Full Day)</td>
<td>$250</td>
<td></td>
</tr>
</tbody>
</table>

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

EVENTS REQUESTING ROAD CLOSURE:

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

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

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

City to block off Ludington St. @ corner of Ludington & 13th St. and @ corner of Ludington & 13th St. Also, South 13th St. from Ludington & So 13th St. to 1st Ave So (with city barricades, see attached map) 5' high plastic snow fence will close off public from entering fenced in event areas as outlined in blue on map. There will be exits from outside enclosed areas which will be constantly monitored by event staff & owners. There will also be entrances to enclosed areas via Lemmerand’s front, side & back doors. These exits will constantly be monitored too by same people.

I have read and understood the Special Events Application.

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

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

[Signature]
Event Organizer Signature

[Signature]
Curt Spaulding
Print Name

02/28/2018
Date
February 28, 2018

To Whom It May Concern,

This is in regards to my request for temporary authorization for the outdoor sale, service and consumption of alcoholic liquor for Classic Car & Bike Nights (June 13/14, July 11/12, August 8/9 & September 12/13), other Fundraisers (car show July 28 & Wheelin’ Sportsmen August 25) and Fun Run Parade (June 1) in an area measuring up to 25' x 50', to be located directly adjacent to licensed premises (see attached map), and an area measuring up to 260' x 80' (for fundraisers, see attached map), and is to be well defined and clearly marked for events to be held on June 13, July 11, August 8, August 25 and September 12, 2018 only, in conjunction with 2017-2018 Class C license # 255247 and Specially Designated Merchant license # 255248 with Sunday Sales Permit (AM) (PM), Direct Connection - 1, Dance Permit, Entertainment Permit and Specific Purpose Permit (food), located at the above address in Delta County.

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

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

Sincerely,

Curt Spaulding, Owner

enclosure

cc: MLCC Escanaba District Office w/encl
    Escanaba Public Safety Department w/encl
    Escanaba City Council w/encl
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
Garcelou Insurance
823 Ludington Street
Escanaba MI 49829

CONTACT NAME: Sandra O'Connor
PHONE (606) 785-9757
FAX (606) 785-9757

INSURED
Spaulding Enterprises LLC
DBA Catmando's
1221 Ludington St
Escanaba MI 49829

INSURER A: Conifer Insurance Company
NAIC # 29734

COVERAGES
CERTIFICATE NUMBER: Cert ID 601

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.

<table>
<thead>
<tr>
<th>INSURED LIMIT TYPE OF INSURANCE</th>
<th>ADD'L SUBINSURER</th>
<th>INSURED LIMIT</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A X COMMERCIAL GENERAL LIABILITY</td>
<td></td>
<td></td>
<td>CICC011847</td>
<td>09/30/2021 09/30/2022</td>
<td>$1,000,000 $1,000,000</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>GEN L/AGGREGATE LIMIT APPLIES PER:</td>
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<td></td>
</tr>
<tr>
<td>X POLICY RETENTION $</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| AUTOMOBILE LIABILITY |          |          |          |          |          |
| ANY AUTO OWNED       |          |          |          |          |          |
| AUTOS ONLY SCHEDULED |          |          |          |          |          |
| AUTOS NON-OWNED      |          |          |          |          |          |
| EXCESS LIABILITY OCCUR CLAIMS-MADE |          |          |          |          |          |

| WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY |          |          |          |          |          |
| ANY PRO/DIRECTOR/EXECUTIVE OFFICER/EMPLOYEE/EXCLUDED/ (Mandatory in MI) |          |          |          |          |          |
| Y/N |          |          |          |          |          |

<table>
<thead>
<tr>
<th>CANCELLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</td>
</tr>
</tbody>
</table>

CERTIFICATE HOLDER
City of Escanaba
410 Ludington St
Escanaba MI 49829

AUTHORIZED REPRESENTATIVE
Sandra O'Connor

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Page 1 of 1
CITY OF ESCANABA - SPECIAL EVENT APPLICATION
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Wednesday July 11, 2018
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: Classic Car and Bike Night

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)
Organization: Catmando's
Contact Person: Curt Spaulding
Daytime Phone: (906) 786-9757
Address: 1223 Ludington St
Evening Phone: (906) 786-9757
City, State Zip: Escanaba, MI 49829
E-mail: catmandos@yahoo.com
Website: 
Event Phone: (906) 786-9757
Charitable Org #: 57-0564993
Fax: (906) 786-9757

(If applicable)
Alternate Contact: Kelly Spaulding 734-545-4561
(It is recommended that an alternative Name and Phone Number be provided)

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

LOCATION:
☐ City Park
☐ Building/Facility
☑ Road(s)  ☐ Partial  ☑ Full
Name of Park: 
Name/Area: All of 13th St. between Ludington & 1st Ave. So.; All of Ludington St. between 13th St. to 12th St.
Road Closure Required?

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>July 11, 2018</td>
<td>July 11, 2018</td>
</tr>
<tr>
<td>TIME:</td>
<td>5:00 pm</td>
<td>10:00 pm</td>
</tr>
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CITY OF ESCANABA - SPECIAL EVENT APPLICATION  
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: ________________________________  
Alternate Rain Date: Thursday July 12, 2018  
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: ________________________________  
Classic Car and Bike Night

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)
Organization: Calmando's
Contact Person: Curt Spaulding
Address: 1223 Ludington St  
City, State, Zip: Escanaba, MI 49829
Website: ________________________________  
Charitable Org #: 57-0504993
[If applicable]

Daytime Phone: (906) 786-9757  
Evening Phone: (906) 786-9757  
E-mail: catmandos@yahoo.com  
Event Phone: (906) 786-9757  
Fax: (906) 786-9757

Alternate Contact: Kelly Spaulding 734-545-4561  
(It is recommended that an alternative Name and Phone Number be provided)

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

LOCATION:
☐ City Park  
☐ Building/Facility  
☑ Road(s)  
Name of Park: ________________________________  
Name/Area: All of 13th St. between Ludington & 1st Ave. So.; All of Ludington St. between 13th St. to 12th St.
Road Closure Required?  ☐ Partial  ☑ Full

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EVENT DETAILS – TYPE OF EVENT:

☐ Parade      ☐ Cycling      ☐ Festival/Event
☐ Run         ☐ Walkathon    ☐ Other (specify): ______________________

ESTIMATED ATTENDANCE: (Please estimate all that apply)

Participants: #_____ 12 _____  
Bands: #_____ 1 _____  
Vehicles/Floats: #_____ n/a _____  
Volunteers: #_____ 10 _____  
General Public: #_____ 200 _____  

Wheelchair Accessible: ☐ Yes      ☐ No

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

Admission: ☐ Yes      ☐ No
Parking: ☐ Yes      ☐ No

This event is:
☐ Open to the Public
☐ For Invited Guests Only

EVENT ELEMENTS: (Complete to ensure proper permits are processed)

Power Requirements: ☐ Yes      ☐ No
Sound Amplification: ☐ Yes      ☐ No
Access to power if possible: ☐ Yes      ☐ No
Live Music: ☐ Yes      ☐ No
Tents/Temp. Structures: ☐ Yes      ☐ No
Amusement Rides: ☐ Yes      ☐ No
Inflatables: ☐ Yes      ☐ No

Fireworks: ☐ Yes      ☐ No
Alcohol: ☐ Yes      ☐ No

Size of Tent(s): 12x10 20x10 10x10 canopies

Provider: ________________________

FOOD AND BEVERAGE:

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

Food Stand locations: ☐ Indoor      ☐ Outdoor      ☐ Indoor and Outdoor

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

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

________________________

________________________
RESERVATION FEES: (Check applicable box(es))

Ludington Park – Pavilion (1/2 Day)  □ $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 (2 Hour Block)  □ $50 (Resident)  □ $75 (Non-Resident)
Other Picnic or Gathering Area (Full Day)  □ $35
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 Field – Pavilion (1/2 Day)  □ $75 (Resident)  □ $100 (Non-Resident)
Lemerand Field – Pavilion (Full Day)  □ $100 (Resident)  □ $125 (Non-Resident)
Lemerand Field – Entire Complex (Full Day)  □ $250

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

EVENTS REQUESTING ROAD CLOSURE:

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

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

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

City to block off Ludington St. @ corner of Ludington & 13th St. and @ corner of Ludington & 12th St. Also, South 13th St. from Ludington St. So 1 3/4 miles to 1st Ave So (with city barricades, see attached map) 5’ high plastic snow fence will close off public from entering fence in event areas as outlined in blue on map. There will be exits from outside enclosed areas which will be constantly monitored by event staff & owners. There will also be entrances to enclosed areas via catwalks from side & back doors. These exits will constantly be monitored too by some people.

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]
Event Organizer Signature

Curt Spaulding
Print Name

02/28/2018
Date
February 28, 2018

To Whom It May Concern,

This is in regards to my request for temporary authorization for the outdoor sale, service and consumption of alcoholic liquor for Classic Car & Bike Nights (June 13/14, July 11/12, August 8/9 & September 12/13), other Fundraisers (car show July 28 & Wheelin’ Sportsmen August 25) and Fun Run Parade (June 1) in an area measuring up to 25' x 50', to be located directly adjacent to licensed premises (see attached map), and an area measuring up to 260' x 80' (for fund raisers, see attached map), and is to be well defined and clearly marked for events to be held on June 13, July 11, August 8, August 25 and September 12, 2018 only, in conjunction with 2017-2018 Class C license # 255247 and Specially Designated Merchant license # 255248 with Sunday Sales Permit (AM) (PM), Direct Connection - 1, Dance Permit, Entertainment Permit and Specific Purpose Permit (food), located at the above address in Delta County. The fund raisers will be open to the public and all egresses will be constantly monitored by either a floor manager, event staff, employees and/or owners. All money raised will be donated to a local non-profit charity group to be determined at a later date. All proceeds raised will be via local businesses and personal donations of services and items to be raffled off or auctioned off on bids, entrance fee to the event, food sales, and generous cash donations from the public. Thank you for your time and consideration in this matter. If you have any questions, or, are in need of additional information, please contact me at (734) 502-5263.

Sincerely,

Curt Spaulding, Owner

enclosure

cc: MLCC Escanaba District Office w/encl
    Escanaba Public Safety Department w/encl
    Escanaba City Council w/encl
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
Gardeau Insurance
823 Ludington Street
Escanaba MI 49829

CONTACT
NAME: Sandra O'Connor
PHONE: (906) 786-9975
FAX:
E-MAIL:

INSURER(S) AFFORDING COVERAGE
NAIC #
Conifer Insurance Company 29734

INSURED
Spaulding Enterprises LLC
DBA Catmando's
1223 Ludington St
Escanaba MI 49829

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES
CERTIFICATE NUMBER: Cert ID 601
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 HEREBIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<th>POLICY NUMBER</th>
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<th>POLICY EXPIRY (MMD/DY/YYYY)</th>
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<td>CLAIMS-MADE</td>
<td>X OCCUR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GENERAL AGGREGATE LIMIT APPLIES PER:
- POLICY
- LOC

OTHERS:

AUTOMOBILE LIABILITY:
- ANY AUTO
- OWNER SCHEDULED
- NON-OWNED SCHEDULED
- AUTO ONLY
- NON-OWNED AUTO ONLY
- DRIVING RECORD
- OCCUR

EXCESS LIABILITY:
- CLAIMS-MADE

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY:
Y/N N/A

IF YES, describe under DESCRIPTION OF OPERATIONS below:

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

CERTIFICATE HOLDER
City of Escanaba
410 Ludington St
Escanaba MI 49829

CANCELLATION

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.
CITY OF ESCANABA - SPECIAL EVENT APPLICATION
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: ___________________________ Wednesday August 8, 2018
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: ___________________________ Classic Car and Bike Night

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)
Organization: ____________________________ Catmando's

Contact Person: ____________________________ Curt Spaulding
Daytime Phone: ____________________________ (906) 786-9757
Address: ____________________________ 1223 Ludington St
Evening Phone: ____________________________ (906) 786-9757
City, State Zip: ____________________________ Escanaba, MI 49829
E-mail: ____________________________ catmandos@yahoo.com
Website: ____________________________
Event Phone: ____________________________ (906) 786-9757
Charitable Org #: ____________________________ 57-0564933
Fax: ____________________________ (906) 786-9757

Alternate Contact: ____________________________ Kelly Spaulding 734-545-4561
(It is recommended that an alternative Name and Phone Number be provided)

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

LOCATION:
☐ City Park Name of Park: ____________________________
☐ Building/Facility Name/Area: ____________________________ All of 13th St. between Ludington & 1st Ave. So.; All of Ludington St. between 13th St. to 12th St.
☐ Road(s) Road Closure Required? ☐ Partial ☐ Full

DATE/TIME:

<table>
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<tr>
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<th>Event Begins</th>
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<tbody>
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<tbody>
<tr>
<td>DATE: August 8, 2018</td>
<td>DATE: August 8, 2018</td>
<td></td>
</tr>
<tr>
<td>TIME: 3:00 pm</td>
<td>TIME: 10:30 pm</td>
<td></td>
</tr>
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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.
CITY OF ESCANABA - SPECIAL EVENT APPLICATION
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: _________________________________
Alternate Rain Date: Thursday August 9, 2018
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: _________________________________
Classic Car and Bike Night

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)
Organization: Catmando’s
Contact Person: Curt Spaulding
Address: 1223 Ludington St
City, State Zip: Escanaba, MI 49829
Website: _________________________________
Charitable Org #: 57-0504933
(if applicable)
Daytime Phone: (906) 786-9757
Evening Phone: (906) 786-9757
E-mail: catmandos@yahoo.com
Event Phone: (906) 786-9757
Fax: (906) 786-9757
Alternate Contact: Kelly Spaulding 734-545-4561
(It is recommended that an alternative Name and Phone Number be provided)

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

LOCATION:
☐ City Park
☐ Building/Facility
☐ Road(s)
Name of Park:
Name/Area: All of 13th St. between Ludington & 1st Ave. So.; All of Ludington St. between 13th St. to 12th St.
Road Closure Required? ☐ Partial   ☑ Full

DATE/TIME:

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EVENT DETAILS – TYPE OF EVENT:

☐ Parade  ☐ Cycling  ☐ Festival/Event
☐ Run  ☐ Walkathon  ☐ Other (specify): _______________________

ESTIMATED ATTENDANCE: (Please estimate all that apply)

Participants:  # 12  
Bands:  # 1  
Vehicles/Floats:  # n/a  
Volunteers:  # 10  
General Public:  # 200  

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

This event is:  ☐ Open to the Public  ☐ For Invited Guests Only

EVENT ELEMENTS: (Complete to ensure proper permits are processed)

Power Requirements:  ☐ Yes  ☐ No
Sound Amplification:  ☐ Yes  ☐ No
Access to power if possible:  ☐ Yes  ☐ No
Live Music:  ☐ Yes  ☐ No
Tents/Temp. Structures:  ☐ Yes  ☐ No
Amusement Rides:  ☐ Yes  ☐ No
Inflatables:  ☐ Yes  ☐ No

Fireworks:  ☐ Yes  ☐ No
Alcohol:  ☐ Yes  ☐ No
Size of Tent(s):  12x10 20x10 10x10 canopies
Provider:  Bosk Rental

FOOD AND BEVERAGE:

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

Food Stand locations:  ☐ Indoor  ☐ Outdoor  ☐ Indoor and Outdoor

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

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

______________________________  
______________________________  
______________________________  
______________________________
RESERVATION FEES: (Check applicable box(es))

- Ludington Park – Pavilion (1/2 Day) □ $75 (Resident) □ $100 (Non-Resident)
- Ludington Park – Pavilion (Full Day) □ $100 (Resident) □ $125 (Non-Resident)
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*** Half-Day Reservations Cut-off Time is 4:00PM. Half-day reservations can be made before or after 4:00PM.

EVENTS REQUESTING ROAD CLOSURE:

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

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

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

- City to block off Ludington St. @ corner of Ludington & 13th St. and @ corner of Ludington & 13th St. Also, South 13th St. from Ludington & So 13th St. to 1st Ave So (with city barricades, see attached map) 6’ high plastic snow fence will close off public from entering fence in event areas as outlined in blue on map. There will be exits from outside enclosed areas which will be constantly monitored by event staff / owners. There will also be entrances to enclosed areas via Cutmanolo’s front side & back doors. These exits will constantly be monitored too by same people.

I have read and understood the Special Events Application.

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

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

[Signatures]

Event Organizer Signature: [Signature]
Print Name: Curt Spaulding
Date: 02/28/2018
February 28, 2018

To Whom It May Concern,

This is in regards to my request for temporary authorization for the outdoor sale, service and consumption of alcoholic liquor for Classic Car & Bike Nights (June 13/14, July 11/12, August 8/9 & September 12/13), other Fundraisers (car show July 28 & Wheelin’ Sportsmen August 25) and Fun Run Parade (June 1) in an area measuring up to 25’ x 50’, to be located directly adjacent to licensed premises (see attached map), and an area measuring up to 260’ x 80’ (for fund raisers, see attached map), and is to be well defined and clearly marked for events to be held on June 13, July 11, August 8, August 25 and September 12, 2018 only, in conjunction with 2017-2018 Class C license # 255247 and Specially Designated Merchant license # 255248 with Sunday Sales Permit (AM) (PM), Direct Connection - 1, Dance Permit, Entertainment Permit and Specific Purpose Permit (food), located at the above address in Delta County.

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

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

Sincerely,

Curt Spaulding, Owner

enclosure

cc: MLCC Escanaba District Office w/encl
     Escanaba Public Safety Department w/encl
     Escanaba City Council w/encl
CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers 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
Gavorsk Insurance
823 Ludington Street
Escanaba MI 49829

Co-Producer
Spaulding Enterprises LLC
DNR Commando's
1322 Ludington St
Escanaba MI 49829

INSURER AFFORDING COVERAGE
INSURER A: Confer Insurance Company
(N/A)

COVERAGE

COVERAGES

Date of Issue: 03/02/2018

Certificate Number: Cert ID 601
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.

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<th>POLICY EXPIRY (MM/DD/YYYY)</th>
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<td>WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY</td>
<td>Y/N</td>
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<td>N/A</td>
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</tbody>
</table>

Description of Operations / Locations / Vehicles (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder
City of Escanaba
410 Ludington St
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
Sandra O'Connor

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

DATE(S) OF EVENT: ___________________________  Wednesday September 12, 2018
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: ___________________________  Classic Car and Bike Night

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)
Organization:  Catmando's
Contact Person: Curt Spaulding
Daytime Phone: (906) 786-9757
Address: 1223 Ludington St
Evening Phone: (906) 786-9757
City, State Zip:  Escanaba, MI 49829
E-mail:  catmandos@yahoo.com
Website:  
Event Phone: (906) 786-9757
Charitable Org #: 57-0564993
Fax: (906) 786-9757
(if applicable)
Alternate Contact:  Kelly Spaulding  734-545-4581
(It is recommended that an alternative Name and Phone Number be provided)

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

LOCATION:
☐ City Park  Name of Park:  
☐ Building/Facility  Name/Area:  All of 13th St. between Ludington & 1st Ave. So.; All of Ludington St. between 13th St. to 12th St.
☐ Road(s)  Road Closure Required?  ☐ Partial  ☑ Full

DATE/TIME:

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

DATE(S) OF EVENT: ____________________________  Alternate Rain Date: Thursday September 13, 2018
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: ____________________________  Classic Car and Bike Night

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)
Organization: Catmando's
Contact Person: Curt Spaulding
Address: 1223 Ludington St
City, State, Zip: Escanaba, MI 49829
Website: ____________________________
Charitable Org #: 57-0564993
(if applicable)
Daytime Phone: (906) 786-9757
Evening Phone: (906) 786-9757
E-mail: catmandos@yahoo.com
Event Phone: (906) 786-9757
Fax: (906) 786-9757
Alternate Contact: Kelly Spaulding 734-545-4561
(It is recommended that an alternative Name and Phone Number be provided)

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

☐ Yes  ☑ No

LOCATION:

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

Name of Park: ____________________________
Name/Area: All of 13th St between Ludington & 1st Ave, So., All of Ludington St between 13th St to 12th St.
Road Closure Required? ☐ Partial  ☑ Full

DATE/TIME:

<table>
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to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the city or a City- contracted
third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining
feedback on services related to special events. Questions about this collection should be directed to the City Manager.
EVENT DETAILS – TYPE OF EVENT:

- ☐ Parade
- ☐ Cycling
- ☐ Festival/Event
- ☐ Run
- ☐ Walkathon
- ☐ Other (specify): __________________________

ESTIMATED ATTENDANCE: (Please estimate all that apply)

- Participants: # 12
- Bands: # 1
- Vehicles/Floats: # n/a
- Volunteers: # 10
- General Public: # 200

Wheelchair Accessible: ☐ Yes ☐ No

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

This event is:
- ☐ Open to the Public
- ☐ For Invited Guests Only

EVENT ELEMENTS: (Complete to ensure proper permits are processed)

- Power Requirements: ☐ Yes ☐ No
- Sound Amplification: ☐ Yes ☐ No
- Access to power if possible: ☐ Yes ☐ No
- Live Music: ☐ Yes ☐ No
- Tents/Temp. Structures: ☐ Yes ☐ No
- Amusement Rides: ☐ Yes ☐ No
- Inflatables: ☐ Yes ☐ No

Size of Tent(s): 12x10 20x10 10x10 canopies

Provider: __________________________

FOOD AND BEVERAGE:

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

Food Stand locations:
- ☐ Indoor
- ☐ Outdoor
- ☐ Indoor and Outdoor

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

- ☐ Chicken / Seafood
- ☐ Rice / Pasta Dishes
- ☐ Soda / Chips / Candy
- ☐ Hotdogs / Hamburgers
- ☐ Soups / Chili
- ☐ Salad
- ☐ Other Meats
- ☐ Baked Goods
- ☐ Other Foods (Please list) __________________________
RESERVATION FEES: (Check applicable box(es))

<table>
<thead>
<tr>
<th>Location</th>
<th>Resident</th>
<th>Non-Resident</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 (2 Hour Block)</td>
<td>$50</td>
<td>$75</td>
</tr>
<tr>
<td>Other Picnic or Gathering Area (Full Day)</td>
<td>$35</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 Field – Pavilion (1/2 Day)</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Lemerand Field – Pavilion (Full Day)</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Lemerand Field – Entire Complex (Full Day)</td>
<td>$250</td>
<td></td>
</tr>
</tbody>
</table>

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

EVENTS REQUESTING ROAD CLOSURE:

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

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

DEFINING THE CLOSURE LIMITS – ATTACH A DETAILED MAP

City to block off Ludington St. & corner of Ludington & 13th St. and @ corner of Ludington & 12th St. Also, Soudn 13th St. from Ludington & So 13th St. to 5th Ave S. (with City barricades, see attached map). 6’ high plastic snow fence will close off public from entering fenced in event areas as outlined in blue on map. There will be exits from outside enclosed areas which will be constantly monitored by event staff & owners. These exits will also have entrances to enclosed areas via Catmanub’s front, side & back doors. These exits will also be monitored by same people.

I have read and understood the Special Events Application.

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

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

Event Organizer Signature
Curt Spaulding
Print Name
02/28/2018
Date
February 28, 2018

To Whom It May Concern,

This is in regards to my request for temporary authorization for the outdoor sale, service and consumption of alcoholic liquor for Classic Car & Bike Nights (June 13/14, July 11/12, August 8/9 & September 12/13), other Fundraisers (car show July 28 & Wheelin’ Sportsmen August 25) and Fun Run Parade (June 1) in an area measuring up to 25' x 50', to be located directly adjacent to licensed premises (see attached map), and an area measuring up to 260' x 80' (for fund raisers, see attached map), and is to be well defined and clearly marked for events to be held on June 13, July 11, August 8, August 25 and September 12, 2018 only, in conjunction with 2017-2018 Class C license # 255247 and Specially Designated Merchant license # 255248 with Sunday Sales Permit (AM) (PM), Direct Connection - 1, Dance Permit, Entertainment Permit and Specific Purpose Permit (food), located at the above address in Delta County.

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

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

Sincerely,

Curt Spaulding, Owner

enclosure

c:  MLCC Escanaba District Office w/encl
    Escanaba Public Safety Department w/encl
    Escanaba City Council w/encl
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs 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
Gareau Insurance
823 Ludington Street
Escanaba MI 49829

INSURED
Spaulding Enterprises LLC
1223 Ludington St
Escanaba MI 49829

COVERAGES

CERTIFICATE NUMBER: Cert ID 601

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.

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CITCP31847</td>
<td>EACH OCCURRENCE $1,000,000, DAMAGE TO RENTED PREMISES (SITE OCCURRENCE) $50,000, MED EXP (Any one person) $5,000, PERSONAL &amp; ADJ INJURY $1,000,000, GENERAL AGGREGATE $1,000,000, PRODUCTS - COMP/PRO AGG $1,000,000</td>
</tr>
<tr>
<td>AUTOMOBILE LIABILITY</td>
<td></td>
<td>COMBINED SINGLE LIMIT (EA accident) $</td>
</tr>
<tr>
<td>UMBRELLA LIABILITY</td>
<td></td>
<td>PER OCCUR</td>
</tr>
<tr>
<td>EXCESS LIABILITY</td>
<td></td>
<td>AGGREGATE</td>
</tr>
</tbody>
</table>

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

| ANY PROPRIETOR/OWNER/EXECUTIVE OFFICER/MEMBER EXCLUDED (Mandatory in N/A) | Y/N |
| Description of Operations below |
| N/A |

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

CERTIFICATE HOLDER
City of Escanaba
413 Ludington St
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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CITY OF ESCANABA - SPECIAL EVENT APPLICATION
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: ________________________________  Saturday July 28, 2018  
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: ________________________________  Car Show Fundraiser

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed)
Organization: Catmando’s
Contact Person: Curt Spaulding  Daytime Phone: (906) 786-9757
Address: 1223 Ludington St  Evening Phone: (906) 786-9757
City, State Zip: Escanaba, MI 49829  E-mail: catmandoo@yahoo.com
Website: ________________________________  Event Phone: (906) 786-9757
Charitable Org #: 57-0564993  Fax: (906) 786-9757
(If applicable)

Alternate Contact: Kelly Spaulding  734-545-4561  
(It is recommended that an alternative Name and Phone Number be provided)

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

LOCATION:

☐ City Park
☐ Building/Facility  Name of Park: ________________________________
☐ Road(s)  Name/Area: All of So.13th Street between Ludington & 1st Ave South (Catmando’s)
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>July 28, 2018</td>
<td>DATE: July 28, 2018</td>
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<tr>
<td>TIME:</td>
<td>12:00 pm</td>
<td>TIME: 10:00 pm</td>
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</table>

<table>
<thead>
<tr>
<th>SET-UP TIME</th>
<th>Set-up Start</th>
<th>Tear-down End</th>
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<tbody>
<tr>
<td>DATE:</td>
<td>July 28, 2018</td>
<td>DATE: July 28, 2018</td>
</tr>
<tr>
<td>TIME:</td>
<td>10:00 am</td>
<td>TIME: 10:30 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): ______________________

ESTIMATED ATTENDANCE: (Please estimate all that apply)

Participants: # ______ 18
Bands: # ______ 1
Vehicles/Floats: # ______ approx 20 cars
Volunteers: # ______ 10
General Public: # ______ 225

Wheelchair Accessible: ☐ Yes    ☐ No
For events on City Property are you seeking approval to charge:
Admission: ☐ Yes    ☐ No
Parking: ☐ Yes    ☐ No
This event is: ☐ Open to the Public
☐ For Invited Guests Only

EVENT ELEMENTS: (Complete to ensure proper permits are processed)

Power Requirements: ☐ Yes    ☐ No
Sound Amplification: ☐ Yes    ☐ No
Access to power if possible: ☐ Yes    ☐ No
Live Music: ☐ Yes    ☐ No
Tents/Temp. Structures: ☐ Yes    ☐ No
Amusement Rides: ☐ Yes    ☐ No
Inflatables: ☐ Yes    ☐ No
Fireworks: ☐ Yes    ☐ No
Alcohol: ☐ Yes    ☐ No
Provider: ______________________
Size of Tent(s): 12x10 20x10 10x10 canopies

FOOD AND BEVERAGE:

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

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

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

Inside Calando’s (full menu available)

____________________________________
____________________________________
RESERVATION FEES: (Check applicable box(es))

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 (2 Hour Block) ☐ $50 (Resident) ☐ $75 (Non-Resident)
Other Picnic or Gathering Area (Full Day) ☐ $35
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 Field – Pavilion (1/2 Day) ☐ $75 (Resident) ☐ $100 (Non-Resident)
Lemerand Field – Pavilion (Full Day) ☐ $100 (Resident) ☐ $125 (Non-Resident)
Lemerand Field – Entire Complex (Full Day) ☐ $250

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

EVENTS REQUESTING ROAD CLOSURE:

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

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

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

City to block off South 13th St from Liquidam Park to 13th Ave. South. (with city barricades) 5' high plastic snow fence will close off public from entering fenced in area as outlined in blue on attached map. There will be an exit from outside enclosed area in rear which will be constantly monitored by event staff, employees, volunteers & owners. The two entrances to enclosed area will be utilized. These exits will constantly monitored to prevent same people.

I have read and understood the Special Events Application. I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 0601.01-10 – Alcohol in Public Places (if applicable).

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

[Signature]
Event Organizer Signature

Curt Spaulding
Print Name

02/28/2018
Date
Spaulding Enterprises, LLC
Cat-man-do's Bar & Grill
223 Ludington St.
Escanaba, MI 49829
(906) 786-9757

February 28, 2018

To Whom It May Concern,

This is in regards to my request for temporary authorization for the outdoor sale, service and consumption of alcoholic liquor for Classic Car & Bike Nights (June 13/14, July 11/12, August 8/9 & September 12/13), other Fundraisers (car show July 28 & Wheelin’ Sportsmen August 25) and Fun Run Parade (June 1) in an area measuring up to 25' x 50', to be located directly adjacent to licensed premises (see attached map), and an area measuring up to 260' x 80' (for fund raisers, see attached map), and is to be well defined and clearly marked for events to be held on June 13, July 11, August 8, August 25 and September 12, 2018 only, in conjunction with 2017-2018 Class C license # 255247 and Specially Designated Merchant license # 255248 with Sunday Sales Permit (AM) (PM), Direct Connection - 1, Dance Permit, Entertainment Permit and Specific Purpose Permit (food), located at the above address in Delta County.

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

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

Sincerely,

[Signature]
Curt Spaulding, Owner

enclosure

cc: MLCC Escanaba District Office w/encl
    Escanaba Public Safety Department w/encl
    Escanaba City Council w/encl
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
Garceau Insurance
823 Ludington Street
Escanaba MI 49829

INSURED
Speulding Enterprises LLC
DBA Catmando's
1223 Ludington St
Escanaba MI 49829

CONTACT
NAME: Sandra O'Connor
PHONE: (906) 786-0900
FAX: (906) 786-9757
E-MAIL: 
ACCOUNT:

INSURER(S) AFFORDING COVERAGE

NAIA: Conifer Insurance Company

CERTIFICATE NUMBER: Cert ID 601
REVISED NUMBER:

Covers:

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.

| BERN LTH | TYPE OF INSURANCE | AMT SUB | LIMIT
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>A X COMMERCIAL GENERAL LIABILITY</td>
<td>CLAIMS-MADE</td>
<td>OCCUR</td>
<td>Y</td>
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<table>
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<tr>
<th>AUTOMOBILE LIABILITY</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ANY AUTO</td>
<td>OWNED AUTORS ONLY</td>
<td>SCHEDULED AUTORS</td>
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</tr>
<tr>
<td>HIRED AUTORS ONLY</td>
<td>AUTORS ONLY</td>
<td>NON-OWNED AUTORS</td>
<td></td>
</tr>
</tbody>
</table>

| UMBRELLALIAB | EXCESS LIA | OCCUR | CLAIMS-MADE | |

| WORKERS' COMPENSATION AND EMPLOYEES' LIABILITY | | |
|------------------|------------------|---------|-------|
| ANY/PROPRIETOR/ PARTNER/EXECUTIVE OFFICER/EMPLOYEE/ (Mandatory in NH) | | |
| YES | | |

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

CERTIFICATE HOLDER
City of Escanaba
410 Ludington St
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
Sandra O'Connor

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

DATE(S) OF EVENT: __________________________________________________________________________

Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT: __________________________________________________________________________

Wheelin' Sportsmen

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

Organization: Catmando's

Contact Person: Curt Spaulding

Daytime Phone: (906) 786-9757

Address: 1223 Ludington St

Evening Phone: (906) 786-9757

City, State Zip: Escanaba, MI 49829

E-mail: catmandos@yahoo.com

Website: ________________________________

Event Phone: (906) 786-9757

Charitable Org #: 57-0564993

Fax: (906) 786-9757

(If applicable)

Alternate Contact: Kelly Spaulding 734-545-4561

(It is recommended that an alternative Name and Phone Number be provided)

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

LOCATION:

□ City Park

□ Building/Facility

☑ Road(s)

Name of Park: __________________________________________

Name/Area: All of So 13th Street between Ludington & 1st Ave South (Catmando's)

Road Closure Required? ☐ Partial  ☑ Full

DATE/TIME:

<table>
<thead>
<tr>
<th>EVENT TIME</th>
<th>Event Begins</th>
<th>Event Ends</th>
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<tbody>
<tr>
<td>DATE: May 25, 2018</td>
<td>TIME: 12:00 pm</td>
<td>DATE: August 25, 2018</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>SET-UP TIME</th>
<th>Set-up Start</th>
<th>Tear-down End</th>
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<tbody>
<tr>
<td>DATE: August 25, 2018</td>
<td>TIME: 10:00 am</td>
<td>DATE: August 25, 2018</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): ______________________

ESTIMATED ATTENDANCE: (Please estimate all that apply)

Participants: # ______ 50
Bands: # ______ 4
Vehicles/Floats: # ______ 1 stage
Volunteers: # ______ 50
General Public: # ______ 300

Wheelchair Accessible: ☐ Yes  ☐ No
For events on City Property are you seeking approval to charge:
  Admission: ☐ Yes  ☐ No
  Parking: ☐ Yes  ☐ No
This event is: ☐ Open to the Public  ☐ For Invited Guests Only

EVENT ELEMENTS: (Complete to ensure proper permits are processed)

Power Requirements: ☐ Yes  ☐ No
Sound Amplification: ☐ Yes  ☐ No
Access to power if possible: ☐ Yes  ☐ No
Live Music: ☐ Yes  ☐ No
Tents/Temp. Structures: ☐ Yes  ☐ No
Amusement Rides: ☐ Yes  ☐ No
Inflatables: ☐ Yes  ☐ No

Fireworks: ☐ Yes  ☐ No
Alcohol: ☐ Yes  ☐ No
Size of Tent(s): 12x10 20x10 10x10 canopies
Provider: ______________________
Provider: Bosk Rental

FOOD AND BEVERAGE:

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

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

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

________________________________________________________________________
________________________________________________________________________
RESERVATION FEES: (Check applicable box(es))

Ludington Park – Pavilion (1/2 Day)  ☐ $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 (2 Hour Block)  ☐ $50 (Resident)  ☐ $75 (Non-Resident)
Other Picnic or Gathering Area (Full Day)  ☐ $35
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 Field – Pavilion (1/2 Day)  ☐ $75 (Resident)  ☐ $100 (Non-Resident)
Lemerand Field – Pavilion (Full Day)  ☐ $100 (Resident)  ☐ $125 (Non-Resident)
Lemerand Field – Entire Complex (Full Day)  ☐ $250

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

EVENTS REQUESTING ROAD CLOSURE:

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

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

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP
City to block of South 13th St from Ludington St & So. 13th to 1st Ave So. (with city barricades) 5' high plastic snow fence will close off public from entering fenced in area as outlined in blue on attached map. There will be an exit from outside enclosed area in rear which will be constantly monitored by event staff, employees, volunteers & owners. The two entrances to enclosed area will be via.

I have read and understood the Special Events Application.

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

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

_________________________  ____________________________  ____________
Event Organizer Signature  Print Name  Date

Curt Spaulding  02/28/2018
February 28, 2018

To Whom It May Concern,

This is in regards to my request for temporary authorization for the outdoor sale, service and consumption of alcoholic liquor for **Classic Car & Bike Nights** (June 13/14, July 11/12, August 8/9 & September 12/13), **other Fundraisers** (car show July 28 & Wheelin' Sportsmen August 25) and **Fun Run Parade** (June 1) in an area measuring up to 25' x 50', to be located directly adjacent to licensed premises (see attached map), and an area measuring up to 260' x 80' (for fund raisers, see attached map), and is to be well defined and clearly marked for events to be held on June 13, July 11, August 8, August 25 and September 12, 2018 only, in conjunction with 2017-2018 Class C license # 255247 and Specially Designated Merchant license # 255248 with Sunday Sales Permit (AM) (PM), Direct Connection - 1, Dance Permit, Entertainment Permit and Specific Purpose Permit (food), located at the above address in Delta County.

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

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

Sincerely,

Curt Spaulding, Owner

enclosure

cc:  MLCC Escanaba District Office w/encl
     Escanaba Public Safety Department w/encl
     Escanaba City Council w/encl
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
Garcesu Insurance
823 Ludington Street
Escanaba MI 49829

CONTACT NAME: Sandra O'Connor
PHONE: (906) 786-0900
FAX: (906) 786-9757
E-MAIL:
ADDRESS:
INSURED
Spaulding Enterprises LLC
DBA Catsmando's
1223 Ludington St
Escanaba MI 49829

INSURER(S) AFFORDING COVERAGE
Conifer Insurance Company
NAIC # 29734

CERTIFICATE NUMBER: Cert ID 601
REVISION NUMBER:

COVERAGE

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.

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

CERTIFICATE HOLDER
City of Escanaba
410 Ludington St
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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ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD
CITY OF ESCANABA - SPECIAL EVENT APPLICATION  
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT:  
Friday June 1, 2018  
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

NAME OF EVENT:  
Kruissin Klassic Fun Run Parade

CONTACT INFORMATION: (Please print clearly – Incomplete applications may be delayed) 
Organization: Catmando's
Contact Person: Curt Spaulding  
Daytime Phone: (906) 786-9757
Address: 1223 Ludington St  
Evening Phone: (906) 786-9757
City, State Zip: Escanaba, MI 49829  
E-mail: catmandos@yahoo.com
Website:  
Event Phone: (906) 786-9757
Charitable Org #: 57-0664993  
Fax: (906) 786-9757

(If applicable)
Alternate Contact: Kelly Spaulding 734-645-4581  
(It is recommended that an alternative Name and Phone Number be provided)

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

LOCATION:
☐ City Park  
☐ Building/Facility  
☐ Road(s)  
Name of Park:  
Name/Area: Catmando’s 1223 Ludington Street  
Road Closure Required?  ☐ Partial  ☐ Full

DATE/TIME:

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<th>SET-UP TIME</th>
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<td>TIME: 5:00 pm</td>
<td>TIME: 10:30 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)

Participants: # 12
Bands: # 1
Vehicles/Floats: # n/a
Volunteers: # 10
General Public: # 200

Wheelchair Accessible: ☑ Yes ☐ No

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

This event is: ☑ Open to the Public
☐ For Invited Guests Only

EVENT ELEMENTS: (Complete to ensure proper permits are processed)

Power Requirements: ☑ Yes ☐ No
Sound Amplification: ☑ Yes ☐ No
Access to power if possible: ☑ Yes ☐ No
Live Music: ☑ Yes ☐ No
Tents/Temp. Structures: ☑ Yes ☐ No
Amusement Rides: ☑ Yes ☐ No
Inflatable: ☑ Yes ☐ No

Fireworks: ☑ Yes ☐ No
Alcohol: ☑ Yes ☐ No

Size of Tent(s): 12x10 20x10 10x10 canopies
Provider: ____________________________

FOOD AND BEVERAGE:

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

Food Stand locations: ☐ Indoor ☐ Outdoor ☐ Indoor and Outdoor

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

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

Inside Catmundo's (full menu available)

______________________________
RESERVATION FEES: (Check applicable box(es))

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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Lemeland Field – Pavilion (Full Day) ☐ $100 (Resident) ☐ $125 (Non-Resident)
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EVENTS REQUESTING ROAD CLOSURE:

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

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

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

Adjacent to Catmar's, a roughly 25' x 50' area will be enclosed by a 5' high snow fence. Only egress will be a side door exit to outdoor space. It will be a closed in area, constantly monitored by Hope Manager & Owners. (see 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]
Event Organizer Signature

[Signature]
Curt Spaulding
Print Name

02/28/2018
Date
February 28, 2018

To Whom It May Concern,

This is in regards to my request for temporary authorization for the outdoor sale, service and consumption of alcoholic liquor for Classic Car & Bike Nights (June 13/14, July 11/12, August 8/9 & September 12/13), other Fundraisers (car show July 28 & Wheelin' Sportsmen August 25) and Fun Run Parade (June 1) in an area measuring up to 25' x 50', to be located directly adjacent to licensed premises (see attached map), and an area measuring up to 260' x 80' (for fund raisers, see attached map), and is to be well defined and clearly marked for events to be held on June 13, July 11, August 8, August 25 and September 12, 2018 only, in conjunction with 2017-2018 Class C license # 255247 and Specially Designated Merchant license # 255248 with Sunday Sales Permit (AM) (PM), Direct Connection - 1, Dance Permit, Entertainment Permit and Specific Purpose Permit (food), located at the above address in Delta County.

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Sincerely,

Curt Spaulding, Owner

closure

cc: MLCC Escanaba District Office w/encl
     Escanaba Public Safety Department w/encl
     Escanaba City Council w/encl
CERTIFICATE OF LIABILITY INSURANCE

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PRODUCER
Garceau Insurance
823 Ludington Street
Escanaba MI 49829

CONTACT
NAME: Sandra O'Connor
PHONE: (906) 789-0900
E-MAIL: 

INSURED
Spaulding Enterprises LLC
1233 Ludington St
Escanaba MI 49829

INSURER A: Conifer Insurance Company
NAIC #: 22734

COVERAGE
CERTIFICATE NUMBER: Cert ID 601
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.

<table>
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<th>SBART LTR</th>
<th>TYPE OF INSURANCE</th>
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<td>A</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
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- EACH OCCURRENCE $1,000,000
- DAMAGE TO RENTED PREMISES (For occurrence) $50,000
- MED EXP (Any one person) $5,000
- PERSONAL & ADV INJURY $1,000,000
- GENERAL AGGREGATE $1,000,000
- PRODUCTS - COM/BP AGG $1,000,000

- AUTOMOBILE LIABILITY
  - ANY AUTO
  - OWNED AUTO
    - AUTO ONLY
    - SCHEDULED
    - NON-OWNED AUTO ONLY
  - UMBRELLA LIABILITY
    - OCCUR
    - CLAIMS-MADE
  - EXCESS LIABILITY

- CED RETENTION $1

- WORKERS COMPENSATION
  - ANY PREM/EMP/PROF/EXECUTIVE
  - OFFICER/OWNER/EXCLUDED (Mandatory for all)
  - If yes, describe under DESCRIPTION OF OPERATIONS below

- Y/N

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

CERTIFICATE HOLDER
City of Escanaba
410 Ludington St
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

©1988-2016 ACORD CORPORATION. All rights reserved.
MEMORANDUM
March 1, 2018

TO: Patrick Jordan, City Manager
    Robert Richards, City Clerk

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 15, 2018

APPROVAL OF SPECIAL EVENT APPLICATIONS

Music Mondays will be held at the Karas Band Shell on June 25, 2018; July 2, 2018; July 9, 2018; July 16, 2018; July 23, 2018; July 30, 2018; and August 6, 2018. Williams Bonifas Fine Arts Center is the organizer for such event. Proper insurance will be provided and clean up after event will take place. Access to power is needed. A rain date of Tuesdays has been reserved.

Fishing Tournaments will be held at the North Shore Boat Launch and Ludington Park on May 26, 2018; June 16, 2018; August 11, 2018; and September 8, 2018. Bay de Noc Great Lakes Sportsfishermen, Inc. is the organizer of such event. Proper insurance will be provided and clean up after event will take place. Access to power is needed.

Rock the Dock will be held July 6 – 8, 2018, and August 3 – 5, 2018, at the Escanaba Municipal Dock. The City of Escanaba is the organizer for such event. Extra garbage receptacles and picnic tables will be needed. Clean up by City crews will take place after the event.

Marian Fest will be held July 28, 2018, at the Escanaba Marina. The City of Escanaba is the organizer for such event. Extra garbage receptacles and picnic tables will be needed. Clean up by City crews and marina staff will take place after the event.

Waterfront Art Festival to be held at Ludington Park and the Karas Bandshell on August 4, 2018. Bonifas Arts Center is the organizer of such event. Proper insurance will be provided and clean up after event will take place. Extra garbage receptacles, access to power, dumpster and port-a-johns will be needed.

MWC World Walleye Tournament to be held in Ludington Park and the Escanaba Marina October 5-7, 2018. Bay de Noc Convention and Visitors Bureau – Visit Escanaba is the organizer of such event. Proper insurance will be provided and clean up after event will take place. Extra garbage receptacles will be needed and access to power.
**SPECIAL EVENT APPLICATION - CITY OF ESCANABA**
Festivals, Parades, Races, Walkathons, Temporary Road Closures

**DATE(S) OF EVENT:** 6/26/18, 7/9/18, 7/16/18, 7/23/18, 7/30/18, 8/6/2018

(Except 7/3 and add 7/2 Monday)

Day of Week, Month, Day, Year
(exg. Saturday, January 2, 2014)

**NAME OF EVENT:** Music Mondays (Tuesday - Rain Date)

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

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<tr>
<th>Organization:</th>
<th>William Bonifas Fine Arts Center</th>
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<tbody>
<tr>
<td>Contact Person:</td>
<td>Datti Brayak</td>
</tr>
<tr>
<td>Phone (day):</td>
<td>906-583-2019</td>
</tr>
<tr>
<td>Address:</td>
<td>700 1st Ave South</td>
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<tr>
<td>City:</td>
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<tr>
<td>Alternate Contact:</td>
<td>Sue Roll 906-786-3833</td>
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(It is recommended that an alternate name & telephone number be provided)

**LOCATION**
- [x] City Park
- [ ] Building/Facility
- [ ] Road (s)

Name: Ludington Park
Name/Area: Bandshell Area
Road Closure Required?: Partial [ ] Full [ ]

**DATE / TIME**

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<td></td>
</tr>
<tr>
<td>TIME: 6:00 P.M.</td>
<td>TIME: 9:30 P.M.</td>
<td></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
☐ Parade ☐ Cycling ☒ Festival/Event Concert
☐ Run ☐ Walkathon ☐ Other (specify) ________________________

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # 200-600
Bands # 1 Per Monday
Vehicles/Floats # ___________
Volunteers # 3-6
General Public # ___________
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): One 10x10
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
☐ Pop, chips, candy ☐ Other meats
☐ Hotdogs/hamburgers ☐ Baked goods
☐ Popcorn
☐ Water
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]
Event Organizer Signature

[Signature]
Print Name & Date
DATE(S) OF EVENT: 5/26/18 - 6/16/18, 8/11/18 - 9/16/18

NAME OF EVENT: Fishing Tournaments

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

| Organization: Bay de Noc Great Lakes Sportfishermen |
| Contact Person: Kim Peterson |
| Address: P.O. Box 1322 |
| City: Escanaba MI 49829 |
| Phone (day): 270-0067 |
| Phone (evening): 270-0067 |
| E-mail: kpeterson@escanaba.org |
| Website: __________________ |
| Charitable Org #: __________________ (If applicable) |
| Event Phone: __________________ |
| Fax: __________________ |
| Alternate Contact: Jerry Poirier 920-0022 |
| (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: Ludington Park & North Shore
   Name/Area: __________________
   Road Closure Required?: Partial ☐ Full ☐

DATE/TIME

| EVENT TIME |
| Event Begins |
| Event Ends |

   DATE: Various |
   TIME: All day |
   DATE: Various |
   TIME: All day |

| SET UP TIME |
| Event Begins |
| Event Ends |

   DATE: Day of |
   TIME: __________________ |
   DATE: Day of |
   TIME: __________________ |

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># 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 Yes ☐ No ☑</td>
<td></td>
</tr>
<tr>
<td>Volunteers</td>
<td># 5</td>
<td>Parking Yes ☐ No ☑</td>
<td></td>
</tr>
<tr>
<td>General Public</td>
<td># 100</td>
<td>Is this event: ☑ Open to the Public</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ 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): 70' x 80'</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
☐ 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: ____________________________ 1/8/18

Planning/cca/special event application
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: 7/6 - 7/8 + 8/3 - 8/5
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: Rock The Dock

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

<table>
<thead>
<tr>
<th>Organization:</th>
<th>City of Escanaba</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Kim Peterson</td>
</tr>
<tr>
<td>Phone (day):</td>
<td>786-4141</td>
</tr>
<tr>
<td>Address:</td>
<td>410 Ludington St.</td>
</tr>
<tr>
<td>Phone (evening):</td>
<td>786-4141</td>
</tr>
<tr>
<td>City:</td>
<td>Escanaba</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:recreation@escanaba.org">recreation@escanaba.org</a></td>
</tr>
<tr>
<td>Postal Code:</td>
<td>49029</td>
</tr>
<tr>
<td>Website:</td>
<td>escanaba.org</td>
</tr>
<tr>
<td>Charitable Org #:</td>
<td>N/A</td>
</tr>
<tr>
<td>Event Phone:</td>
<td>786-4141</td>
</tr>
<tr>
<td>(If applicable)</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td>789-3798</td>
</tr>
<tr>
<td>Alternate Contact:</td>
<td>Brooks Bougie</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
☐ Building/Facility
☐ Road (s)

Name/Area: Municipal Dock 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.

<table>
<thead>
<tr>
<th>Event Begins</th>
<th>Event Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>Various (7/7-8/4)</td>
</tr>
<tr>
<td>TIME:</td>
<td>All Day</td>
</tr>
<tr>
<td>DATE:</td>
<td>Various (7/7-8/4)</td>
</tr>
<tr>
<td>TIME:</td>
<td>All Day</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:</td>
<td>Day Before (7/6-8/3)</td>
</tr>
<tr>
<td>TIME:</td>
<td>All Day</td>
</tr>
<tr>
<td>DATE:</td>
<td>Day Before (7/6-8/3)</td>
</tr>
<tr>
<td>TIME:</td>
<td>All Day</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>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td># 1</td>
</tr>
<tr>
<td>Bands</td>
<td># 4</td>
</tr>
<tr>
<td>Vehicles/Floats</td>
<td>N/A</td>
</tr>
<tr>
<td>Volunteers</td>
<td># 5</td>
</tr>
<tr>
<td>General Public</td>
<td># 1,000</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>Element</th>
<th>Yes ☒ No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Requirements*</td>
<td></td>
</tr>
<tr>
<td>Sound Amplification</td>
<td></td>
</tr>
<tr>
<td>Access to power if possible</td>
<td></td>
</tr>
<tr>
<td>Live Music</td>
<td></td>
</tr>
<tr>
<td>Tents/Temp. Structures</td>
<td>☒ No □</td>
</tr>
<tr>
<td>Amusement Rides</td>
<td>☒ No □</td>
</tr>
<tr>
<td>Inflatables</td>
<td>☒ No □</td>
</tr>
</tbody>
</table>

- Size of tent(s): 8' x 8'
- 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)
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  N/C
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]
Event Organizer Signature

[Signature]
Print Name & Date
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday July 28th 2018

NAME OF EVENT: Mariona Fest

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

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Escanaba Mariona</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Larry Gravatt</td>
</tr>
<tr>
<td>Phone (day):</td>
<td>789-0441</td>
</tr>
<tr>
<td>Address:</td>
<td>2914 17.75 lb</td>
</tr>
<tr>
<td>Phone (evening):</td>
<td>789-0441</td>
</tr>
<tr>
<td>City:</td>
<td>Escanaba</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:lgravatt@escanaba.org">lgravatt@escanaba.org</a></td>
</tr>
<tr>
<td>Postal Code:</td>
<td>49829</td>
</tr>
<tr>
<td>Website:</td>
<td></td>
</tr>
<tr>
<td>Charitable Org #:</td>
<td>(If applicable)</td>
</tr>
<tr>
<td>Event Phone:</td>
<td>789-0441</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Alternate Contact:</td>
<td>Susan Gravatt 399 6229</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
☐ Building/Facility
☐ Road(s) Name/Area: Escanaba Mariona

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: 7/28/18</td>
<td>DATE: 7/28/18</td>
</tr>
<tr>
<td>TIME: 10:00 AM</td>
<td>TIME: 11:00 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: 7/26/18</td>
<td>DATE: 7/30/18</td>
</tr>
<tr>
<td>TIME:</td>
<td>TIME:</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>Wheelchair Accessible</th>
<th>Yes ☑</th>
<th>No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bands</td>
<td># 5</td>
<td>For events on City Property are you seeking approval to charge:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles/Floats #</td>
<td></td>
<td>Admission</td>
<td>Yes □</td>
<td>No ☑</td>
</tr>
<tr>
<td>Volunteers #</td>
<td></td>
<td>Parking</td>
<td>Yes □</td>
<td>No ☑</td>
</tr>
<tr>
<td>General Public</td>
<td># 1,000</td>
<td>Is this event:</td>
<td>☑ Open to the Public</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Power Requirements*</th>
<th>Yes ☑</th>
<th>No □</th>
<th>Fireworks</th>
<th>Yes ☑</th>
<th>No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound Amplification</td>
<td>Yes ☑</td>
<td>No □</td>
<td>Alcohol</td>
<td>Yes ☑</td>
<td>No □</td>
</tr>
<tr>
<td>Access to power if possible</td>
<td>Yes ☑</td>
<td>No □</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Music</td>
<td>Yes ☑</td>
<td>No □</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tents/Temp. Structures</td>
<td>Yes ☑</td>
<td>No □</td>
<td>Size of tent(s): 20 x 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amusement Rides</td>
<td>Yes ☑</td>
<td>No □</td>
<td>Provider: ________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inflatables</td>
<td>Yes ☑</td>
<td>No □</td>
<td>Provider: ________________</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 Outdoor ☑ | Indoor □ | 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).

[Signature]
Event Organizer Signature

[Signature]
Print Name & Date
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Saturday August 4, 2018
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: Waterfront Art Festival

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

Organization: Bonifas Arts Center

Contact Person: Staci Berg

Address: 700 1st Ave South

City: Escanaba

Postal Code 49829

Phone (day) 906-786-3833

Phone (evening): 906-420-4008

E-mail: staci@bonifasarts.org

Website: www.bonifasarts.org

Charitable Org #: 38-2292481

(If applicable)

Event Phone:

Fax:

Alternate Contact: Susan Roll 906-786-3833

(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
☐ Building/Facility
☐ Road (s)

Name: Ludington Park

Name/Area: Bandshell area

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.

DATE: 8/4/2018
TIME: 10 a.m.

Event Begins

DATE: 8/4/2018
TIME: 4 p.m.

Event Ends

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.

DATE: 8/3/2018
TIME: 4:8 P.M.

Set Up Start

DATE: 8/4/2018
TIME: 4-6 P.M.

Tear Down End

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>Category</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td>150</td>
</tr>
<tr>
<td>Bands</td>
<td>4</td>
</tr>
<tr>
<td>Vehicles/Floats</td>
<td>75−Participants</td>
</tr>
<tr>
<td>Volunteers</td>
<td>50</td>
</tr>
<tr>
<td>General Public</td>
<td>3,000</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>Category</th>
<th>Yes □ No □</th>
<th>Fireworks</th>
<th>Yes □ No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound Amplification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to power if possible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Music</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tents/Temp. Structures</td>
<td>Yes □ No □</td>
<td>Size of tent(s): 20' x 30' (2), 10' x 10'(60)</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
- □ Rice/pasta dishes
- □ Pop, chips, candy
- □ Hotdogs/hamburgers
- □ Soups/chilli
- □ Salad
- □ Other meats
- □ Baked goods
- □ Other foods (please list)
- French fries
- Sandwiches
- Kettle Corn
- Ice Cream
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).

Staci Berg 1/8/2018
Event Organizer Signature  Print Name & Date
SPECIAL EVENT APPLICATION - CITY OF ESCANABA
Festivals, Parades, Races, Walkathons, Temporary Road Closures

DATE(S) OF EVENT: Thursday, October 6 through Saturday, October 6, 2018
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: MWC World Walleye Tournament

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

Organization: Bays de Noc Convention and Visitors Bureau - Visit Escanaba

Contact Person: Robert Micheau
Phone (day): 906-786-2192
Address: 230 Ludington Street
Phone (evening):
City: Escanaba
E-mail: robert@visitescanaba.org
Postal Code: 49829
Website: visitescanaba.org
Charitable Org #: __________________________
(If applicable)
Fax: __________________________

Alternate Contact: Vickie Micheau 906-399-0674
(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 ☐

786-2192

LOCATION
☐ City Park
☐ Building/Facility
☐ Road(s)
Name/Area: Ludington Park and Marina
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: October 5</td>
<td>DATE: October 6</td>
</tr>
<tr>
<td>TIME: 6:00 am each of two days</td>
<td>TIME: 3:00 pm each of two days</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: October 3</td>
<td>DATE: October 7</td>
</tr>
<tr>
<td>TIME: 10:00 am</td>
<td>TIME: 7:00 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
- [ ] Run
- [ ] Walkathon
- [x] Other (specify) Professional fishing tournaments

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
<th>Wheelchair Accessible</th>
<th>Admission</th>
<th>Parking</th>
<th>Is this event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td>50</td>
<td>Yes □ No ☑</td>
<td>Yes □ No ❌</td>
<td>Yes □ No</td>
<td>Open to the Public</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>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Public</td>
<td>50</td>
<td></td>
<td></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 ☑
- Fireworks: 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): Organizers provide stage
- 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
- [ ] Rice/pasta dishes
- [ ] Pop, chips, candy
- [ ] Hotdogs/hamburgers
- [ ] Soups/chilli
- [ ] Salad
- [ ] Other foods (please list) ____________________________
- [ ] Other meats ____________________________
- [ ] 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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- 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

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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]

Robert Micheau – January 10, 2018
Print Name & Date
MEMORANDUM

March 1, 2018

TO: Patrick Jordan, City Manager
    Robert Richards, City Clerk

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 15, 2018

AWARD OF BID TO PROVIDE SANITATION SERVICES FOR CITY RECREATION AND PARK FACILITIES FOR THE 2018-19 SEASON

Proposals were received on February 22, 2018, for providing sanitation services/portable restrooms for the City Recreation and Park Facilities for the 2018-19 season. Two invitations to submit proposals were sent to contractors with one received. It is recommended the bid be awarded to Stenberg Brothers of Bark River, Michigan, for the period ending June 30, 2019. The bid reflects no rate change from last year.
DATE: January 22, 2018

BID: SANITATION SERVICES FOR CITY RECREATION & PARK FACILITIES FOR 2018-2019 SEASON

BID OPENING: Thursday, February 22, 2018, at 2:00 p.m.
Room 101 of City Hall

TO BIDDERS: January 22, 2018

ADVERTISED: January 23, 2018

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 Thursday, February 22, 2018, 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 2018-19"

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 10 units placed at 9 separate sites;

2. The duration each unit will be placed at each site during the 2018-2019 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 2018-2019 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>Tapani Field/Veteran’s Park</td>
<td>1</td>
</tr>
<tr>
<td>Dickson 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>*Ludington Park – Harbor Hideout</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 A</th>
<th>Statutory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage 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 2018.

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, 2018 - March 31, 2019

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 10 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.

[# of units available ________ ]

$___________ 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: ________________________________  
City/Zip: ________________________________

Address: ________________________________

Phone #: ________________________________  
Fax #: ________________________________

By: ________________________________  
Title: ________________________________
BIDDER'S PROPOSAL

SANITATION SERVICES FOR CITY PARK
AND RECREATION FACILITIES
for Period April 1, 2018 - March 31, 2019

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 10 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 #: 906-466-9906

City/Zip: Bark River, MI 49807

By: __________________________

Fax #: 906-466-2641

Title: President
MEMORANDUM

March 1, 2018

TO: Patrick Jordan, City Manager
    Robert Richards, City Clerk

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 15, 2018

AWARD OF CONTRACT FOR CONCESSION SERVICES IN LUDINGTON PARK FOR THE
2018 SUMMER SEASON

Proposals were received on February 22, 2018, for providing food/drink concessions in Ludington Park for the 2018 summer season. Fourteen invitations were submitted to concessionaires with one received. It is recommended the Ludington Park Territory #1 for Municipal Beach/Aronson Island and #2 All Other Areas of Ludington Park being awarded to Sticky Fingers Confections of Escanaba, Michigan.

Sticky Fingers will be conducting business at both territories since there were no other bids submitted.
TO CONCESSIONAIRES:

PROPOSAL:

LUDINGTON PARK
FOOD/DRINK CONCESSIONS
FOR 2018 SEASON

PROPOSALS DUE:

Thursday, February 22, 2018,
at 2:00 p.m.
Room 101 of City Hall

DATE TO BE ADVERTISED:

January 23, 2018

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 I Road
Bark River, MI 49807

Mr. Tom’s Dog House
s/o Tom Royer
6465 N. 1st Street
Wells, MI 49894

Stones Downtown Express
1222 Ludington Street
Escanaba, MI 49829

Sticky Fingers Confections
s/o Frank Destramppe
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
Schafer, MI 49807

Patty LeBeau
180 South Hwy 41
Carney, MI 49812

Boballoon’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 2018 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, 2018, 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 - 2018

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
2018 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 2018 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 2018 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 2018 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 2018. If a current certificate is not available, last year’s certification will suffice or evidence certification has been applied for. A valid 2018 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**

| Auto Liability | $1,000,000 Combined Single Limits (minimum) |

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 sub-leasing 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 2018 Summer Season:

Name of Concession Company
or Non-Profit Organization

Name of Concession Unit, If Applicable

Name of Concession Owner/
Responsible Individual

Address

City

Zip

Phone (Home) (Work) (Fax)

E-Mail

 Territory/area of Ludington Park I/We wish to be considered for food/drink vending rights during the 2018 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>
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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:

_____________________________________________________

_____________________________________________________

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 - 2018 Summer Season, and agree to all provisions contained within.

NAME OF COMPANY/ORGANIZATION

______________________________

NAME OF OWNER/REPRESENTATIVE

______________________________

SIGNATURE OF OWNER/REPRESENTATIVE

______________________________

DATE

______________________________

Concession Proposal Form Page 3
LUDINGTON PARK
FOOD/DRINK CONCESSIONAIRE
PROPOSAL FORM

We hereby submit the following proposal to provide food/drink concessions at Ludington Park, Escanaba, Michigan for the 2018 Summer Season:

Name of Concession Company
or Non-Profit Organization  
STICKY FINGERS
ROOT BEER BARRELS

Name of Concession Unit, If Applicable  
FRANK DESTROMPE

Name of Concession Owner/
Responsible Individual  

Address  
1800 N FISHER LAFFEY 0.5 Dr
Gladstone, zip 49837

City

Phone 906-420-0898 (Home) 906-420-0898 (Work) 906-420-0898 (Fax)

E-Mail JOE2-98765@HOTMAIL.COM

Territory/area of Ludington Park We wish to be considered for food/drink vending rights during the 2018 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:

Fountain Drinks, Bottled Water, Coffee, Hot Tea, Cola
Tea, Lemonade, Ice Cream Cones, Suckers, Kids Candies
Floats, Malts, Frozen Pizza, and/or Frozen Pies
Popcorn, Novelty Ice Cream Products, Frozen Fruit Bars, Cotton Candy, Potato Chips, Fresh Fruit

If there is no other orders
I would like to vend in both territories like I did in 2017

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:

UNIT IS MOBILE BY PULLING IT WITH VAN OR TRUCK. UNIT IS LONGBOW WOOD TRAILER WIDTH. UNIT BLends INTO HARBOR HIDEOUT BECAUSE OF THE RUSTIC BROWN WOOD 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 9 PM APPRX. (EVERY DAY)</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
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<tr>
<td>Thursday</td>
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<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 UP STATE FAIR THEN POSSIBLY A LITTLE BIT AFTER THE FAIR

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 - 2018 Summer Season, and agree to all provisions contained within.

NAME OF COMPANY/ORGANIZATION

STICKY FINGERS

NAME OF OWNER/REPRESENTATIVE

FRANK DESPRAME

SIGNATURE OF OWNER/REPRESENTATIVE

[

DATE

2-10-2018

IF GIVEN THE OPPORTUNITY TO VEND THIS YEAR WILL BE MY 15TH 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.

[Signature]

2-10-2018
MEMORANDUM

March 1, 2018

TO: Patrick Jordan, City Manager
    Robert Richards, City Clerk

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 15, 2018

AWARD OF BID TO PROVIDE LABOR, EQUIPMENT, MATERIALS AND INSURANCE FOR THE INDEPENDENCE DAY FIREWORKS DISPLAY AT ESCANABA, MICHIGAN

Proposals were due February 22, 2018, to provide labor, equipment, materials and insurance for the Independence Day fireworks display. Three invitations to submit proposals were sent to contractors. One proposal was received from Wolverine Fireworks of Kawkawlin, Michigan.

In comparing the proposed bid to the accepted bid of 2017, there is a slight decrease in the amount of shells for the 2018 fireworks display. However, additional contributions are being sought to purchase additional shells.

It is recommended the Fireworks Display contract be awarded to Wolverine Fireworks of Kawkawlin, Michigan, in the amount of $10,000. It is further requested, City Council authorize the contract amount to increase equal to community donations received for the fireworks display.

In 2017-18 $10,000 was budgeted and City Council approved an additional $2,000. In the proposed 2018-19 budget $12,000 is being requested. If the 2018-19 budgeted $12,000 is approved by City Council at a later date, then the additional purchase of shells will take place from said funding.
DATE: January 22, 2018

PROPOSAL: LABOR, EQUIPMENT, MATERIALS AND INSURANCE FOR THE INDEPENDENCE DAY FIREWORKS DISPLAY AT ESCANABA, MICHIGAN

PROPOSAL DUE: Thursday, February 22, 2018

TO FIREFWORKS CONTRACTORS: January 22, 2018

DATE TO BE ADVERTISED: January 23, 2018

INVITATIONS TO SUBMIT PROPOSALS SENT TO: Three (3)

BARTOLOTTA FIREFWORKS CO INC
ATTN BRUCE KELLERMAN
2117 MAYME COURT
GREEN BAY, WI 54311

SPIELBAUER FIREFWORKS CO INC
1976 LANE ROAD
GREEN BAY, WI 54311

WOLVERINE FIREFWORKS 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 Thursday, February 22, 2018, 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 Thursday, February 22, 2018, 2:00 p.m. (E.S.T.), to be considered. Proposals may be mailed to:

ESCANABA CITY CLERK’S OFFICE
FIREWORKS PROPOSAL 2018
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 2:00 p.m., E.S.T., on: Thursday, February 22, 2018, 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 2018"

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 2018 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 Thursday, February 22, 2018, 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 01/01/18. The Contractor’s proposal shall include all elements and costs involved with the program including labor, materials and insurance 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 2018 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.

-2-
SPECIFICATIONS

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 2017, 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>Aerial Display:</td>
<td></td>
</tr>
<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>
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<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>357 100%</td>
</tr>
</tbody>
</table>

| Finale:                    |                   |
| 2.5" Ass. Color & Report   | 60                |
| 3" Tiger Tail Salutes Chained | 60           |
| 3" Color & Report Chained  | 108               |
| 4" Brocade to Color        | 80                |
| 5" Assorted Color          | 6                 |
| 6" Assorted Color          | 4                 |
| 8" Lidu Speciality Shell   | 3                 |
| 10" Lidu 3 Time Brocade    |                   |
| Crossett                   | 1                 |
| Total Finale Shells        | 322               |

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 2017 display format. In 2017, the City received 711 shells for its aerial display. The Contractor may provide a 2018 proposal with any number of shells. However, the percent of aerial shell distribution MUST be similar to the 2017 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 2018 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 Wednesday, July 4, 2018, 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, Thursday, July 5, 2018, 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 Thursday, February 22, 2018:

- 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.

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.

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. 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. 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. 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.

VIII. FIRING SITE AND SPECTATOR CONTROL

A. Firing Site

The 2018 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, 2018, 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) 786-4141
(906) 789-3798 (fax)
(906) 280-0067 (cell)
e-mail: recreation@escanaba.org
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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</table>

*Ratings: * Single Break
* Two Break/Multiple
* Special/Fancy

<table>
<thead>
<tr>
<th>RATING SUMMARY/DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td># Single Break Shells</td>
</tr>
<tr>
<td># Two Break/Multiple Shells</td>
</tr>
<tr>
<td># Special/Fancy Shells</td>
</tr>
</tbody>
</table>

TOTALS
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. Pq.</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

RATING SUMMARY/DISTRIBUTION
# Single Break Shells
# Two Break/Multiple Shells
# Special/Fancy Shells
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>
</tr>
</thead>
</table>

**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>
</tr>
</thead>
</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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<thead>
<tr>
<th>*Ratings:</th>
<th>Single Break</th>
<th>Two Break/Multiple</th>
<th>Special/Fancy</th>
<th>RATING SUMMARY/DISTRIBUTION</th>
</tr>
</thead>
</table>

### TOTALS

# Single Break Shells
# Two Break/Multiple Shells
# Special/Fancy Shells
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>
<th>Amount</th>
<th>Origin</th>
</tr>
</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 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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</table>

**TOTALS**

*Ratings:  * Single Break  
* Two Break/Multiple  
* Special/Fancy

<table>
<thead>
<tr>
<th>RATING SUMMARY/DISTRIBUTION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># Single Break Shells</td>
<td>____</td>
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<tr>
<td># Two Break/Multiple Shells</td>
<td>____</td>
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<tr>
<td># Special/Fancy Shells</td>
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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. 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

**RATING SUMMARY/DISTRIBUTION**

# Single Break Shells  
# Two Break/Multiple Shells  
# Special/Fancy Shells
Worksheet H
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, Pg.</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
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</tr>
</tbody>
</table>

**TOTALS**

*Ratings:  
* Single Break  
* Two Break/Multiple  
* Special/Fancy
Worksheet 1
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>
<th>Amount</th>
<th>Origin</th>
</tr>
</thead>
</table>

**TOTALS**

*Ratings:*
- * Single Break
- * Two Break/Multiple
- * Special/Fancy
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>
</tr>
</thead>
<tbody>
<tr>
<td>Operator #1</td>
<td>__________________________</td>
<td>$</td>
</tr>
<tr>
<td>Opérateur #2</td>
<td>__________________________</td>
<td>$</td>
</tr>
<tr>
<td>Loader #1</td>
<td>__________________________</td>
<td>$</td>
</tr>
<tr>
<td>Loader #2</td>
<td>__________________________</td>
<td>$</td>
</tr>
<tr>
<td>Loader #3</td>
<td>__________________________</td>
<td>$</td>
</tr>
<tr>
<td>Loader #4</td>
<td>__________________________</td>
<td>$</td>
</tr>
<tr>
<td>Tube Cleaner #1</td>
<td>__________________________</td>
<td>$</td>
</tr>
<tr>
<td>Tube Cleaner #2</td>
<td>__________________________</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL LABOR</strong></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td></td>
<td></td>
</tr>
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<td></td>
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<tr>
<td></td>
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<td></td>
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<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Meals, lodging,</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>travel expenses</td>
<td></td>
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</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Other Expenses</strong> and <strong>Labor</strong></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Specify:</strong></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL - Labor/Expenses</strong></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
PROPOSAL FORM

Date: ____________________________

BID:  Labor, Equipment, Materials and Insurance for the 2018 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: ____________________________________________
1/29/2018

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 $10,000.00. We have restructured our pricing as you will notice in the bid. The prices you see listed in the catalog are “out-the-door pricing” you could say. We wanted to make our pricing easier for the customers to understand. I have still included a discount on the catalog pricing for your proposal.

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.

Thank you, once again, for allowing us the opportunity to be a part of your celebration. If you have any questions feel free to let me know.

Best Regards,

Jenny Campau,
Display Manager
S10,000.00 Proposal
Escanaba, Michigan
July 4, 2018
Includes Insurance & Labor

Main

36 3" Gala Star Assorted Shells

Total
36

48 4" Li Du Assorted Shells w/Tails
3 4" Brocade Crown w/Crackling Pistil

Total
51

18 5" Li Du Assorted W/Tails
18 5" Flower King Assorted
18 5" Yung Feng *Highest Quality* Special Effect Shells
*Includes Nishiki Kamuros, Crossettes, Willows, Cycas
Bloom, Cherry Blossoms, etc...
3 5" Crossette's

Total
57

10 6" Flower King Assorted Shells
10 6" Liu Yang Assorted Shells
$10,000.00 Proposal
Escanaba, Michigan
July 4, 2018
Includes Insurance & Labor

20 6" Hasu Pastel Color and Pattern Shells
   *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 & Magenta Umbrella, Lemon Criss-Cross, Blue Bowtie, etc...

9 6" T-Sky Assorted Shells

Total 49

4 8" Panda Assorted
8 8" Lidu Assorted W/Tails
4 8" US Designer Assorted Glittering Effects
4 8" Yung Feng Pastel Color, Highest Quality Special Effect Shells
   *Includes Aqua Peony in Pink Circle w/Brocade Waterfall Pistil; Rising Lemon Flowers to Bright Lemon Peony in Magenta Circle; Orange, Lemon & Magenta Color Mixed Peony w/Sptngle Crackle Pistil; Three Color Changing Peony Magenta to Aqua to Flash w/Small Variegated Flowers.

Total 20

2 10" 1/2 Purple/Silver w/1/2 Purple Silver Tail
2 10" Blue to Silver to Red Peony w/Silver Pistil
2 10" Gold Weeping Willow
4 10" Chrysanthemum w/Many Layer Pistil w/Tail
2 10" Crackling Nishiki Kamuro Niagara Falls

Total 12
$10,000.00 Proposal
Escanaba, Michigan
July 4, 2018
Includes Insurance & Labor

Finale

60 2.5" Assorted Color & Report
60 3" Tiger Tail Salutes Red White Blue Chained 12/1
108 3" Color & Report Chained 12/1
80 4" Brocade to Color 10/1
8 5" Assorted Color Chained 8/1
4 6" Assorted Color Chained 4/1
3 8" Lidu Specialty Shell
1 10" Lidu Three Time Brocade Crossest

Total
324

<table>
<thead>
<tr>
<th>Size</th>
<th>2.5&quot;</th>
<th>3&quot;</th>
<th>4&quot;</th>
<th>5&quot;</th>
<th>6&quot;</th>
<th>8&quot;</th>
<th>10&quot;</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>36</td>
<td>51</td>
<td>57</td>
<td>49</td>
<td>20</td>
<td>12</td>
<td>225</td>
<td></td>
</tr>
<tr>
<td>Percentage</td>
<td>16%</td>
<td>23%</td>
<td>25%</td>
<td>22%</td>
<td>9%</td>
<td>5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finale</td>
<td>60</td>
<td>168</td>
<td>80</td>
<td>8</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>264</td>
</tr>
</tbody>
</table>
INDEPENDENCE DAY DISPLAY
PROPOSAL FORM

1/29/2018

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:

3" shells from Worksheet A $145.80
4" shells from Worksheet B $364.50
5" shells from Worksheet C $1,059.75
6" shells from Worksheet D $1,119.60
8" shells from Worksheet E $1,080.00
10" shells from Worksheet F $1,265.40
Finale 3" & 4" shells, wicked and PROVIDE racks, from Worksheet G $2,128.95
Other Shells/Special Effects from Worksheet I $0.00

Subtotal Fireworks $7,164.00

Labor and Expenses

Fireworks Operator(s), tube cleaner(s), and loader(s)
salaries and wages from Worksheet J $1,200.00

Expenses, i.e., mileage, meals, etc.
from Worksheet J $436.00

Other labor charges or expenses from Worksheet H $0.00

Subtotal Labor and Expenses $1,636.00

Insurance

Worker's Comp. Included
Comprehensive General Liability $1,200.00
Auto Liability Subtotal Insurance Included

Other: (specify) -

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: Jennifer Campbell TITLE: Display Manager

SIGNATURE: Jennifer Campbell
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/Case/Page</th>
<th>Bid Price Per Shell</th>
<th># of Shells</th>
<th>Amount</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gala Star</td>
<td>Special/Fancy</td>
<td>$4.50</td>
<td>$4.05</td>
<td>36</td>
<td>$145.80</td>
<td>China</td>
</tr>
</tbody>
</table>

| Totals             | 36            | $145.80                     |

*Ratings: *Single Break
* Two Break/Multiple
* Special/Fancy

Ratings Summary/Distribution
# Special/Fancy Shells 26
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 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>Lidu</td>
<td>Single</td>
<td>$ 8.00</td>
<td>$ 7.20</td>
<td>48</td>
<td>$ 345.60</td>
<td>China</td>
</tr>
<tr>
<td>Flower Basket</td>
<td>Two Break</td>
<td>$ 7.00</td>
<td>$ 6.30</td>
<td>3</td>
<td>$ 18.90</td>
<td>China</td>
</tr>
</tbody>
</table>

*Totals: 51, $ 364.50

*Ratings: *Single Break  
* Two Break/Multiple  
* Special/Fancy

Ratings Summary/Distribution

# Single Break: 48  
# Two Break/Multiple Shells: 3
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>Li Du Asst. w/Tails</td>
<td>Single</td>
<td>15.00</td>
<td>13.50</td>
<td>18</td>
<td>243.00</td>
<td>China</td>
</tr>
<tr>
<td>Flower King</td>
<td>Single</td>
<td>14.00</td>
<td>12.60</td>
<td>18</td>
<td>226.80</td>
<td>China</td>
</tr>
<tr>
<td>Yung Feng</td>
<td>Special/Fancy</td>
<td>33.00</td>
<td>29.70</td>
<td>18</td>
<td>534.60</td>
<td>China</td>
</tr>
<tr>
<td>USD</td>
<td>Two Break</td>
<td>20.50</td>
<td>18.45</td>
<td>3</td>
<td>55.35</td>
<td>China</td>
</tr>
</tbody>
</table>

| Totals         |               |                            |                       | 57          | 1,059.75 |        |

*Ratings:  
* Single Break  
* Two Break/Multiple  
* Special/Fancy

Ratings Summary/Distribution

# Single Break 36  
# Two Break/Multiple Shells 3  
# Special/Fancy Shells 18
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>$23.50</td>
<td>$21.15</td>
<td>10</td>
<td>$211.50</td>
<td>China</td>
</tr>
<tr>
<td>Liu Yang</td>
<td>Single</td>
<td>$30.50</td>
<td>$27.45</td>
<td>10</td>
<td>$274.50</td>
<td>China</td>
</tr>
<tr>
<td>Hasu</td>
<td>Single/Special</td>
<td>$23.50</td>
<td>$21.15</td>
<td>20</td>
<td>$423.00</td>
<td>China</td>
</tr>
<tr>
<td>T-Sky</td>
<td>Single/Special</td>
<td>$26.00</td>
<td>$23.40</td>
<td>9</td>
<td>$210.60</td>
<td>China</td>
</tr>
</tbody>
</table>

*Totals* 49 $1,119.60

*Ratings:  
*Single Break  
*Two Break/Multiple  
*Special/Fancy

Ratings Summary/Distribution

# Single Break 20
# 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>$48.00</td>
<td>$43.20</td>
<td>4</td>
<td>$172.80</td>
<td>China</td>
</tr>
<tr>
<td>Lidu Asst. w/Tails</td>
<td>Single/Special</td>
<td>$50.00</td>
<td>$45.00</td>
<td>8</td>
<td>$360.00</td>
<td>China</td>
</tr>
<tr>
<td>USD</td>
<td>Single/Special</td>
<td>$61.50</td>
<td>$55.35</td>
<td>4</td>
<td>$221.40</td>
<td>China</td>
</tr>
<tr>
<td>Yung Feng</td>
<td>Special Fancy</td>
<td>$90.50</td>
<td>$81.45</td>
<td>4</td>
<td>$325.80</td>
<td>China</td>
</tr>
</tbody>
</table>

|          |                  |                           |                     |             |        |        |
| Totals  | 20               | $1,080.00                 |                     |             |        |        |

*Ratings: *Single Break
* Two Break/Multiple
* Special/Fancy

Ratings Summary/Distribution
# Single Break
# Two Break/Multiple Shells
# Special/Fancy Shells 20
Provide information on all 10" 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>Lidu Assi. w/Tails</td>
<td>Single/Special</td>
<td>$104.00</td>
<td>$93.60</td>
<td>10</td>
<td>$936.00</td>
<td>China</td>
</tr>
<tr>
<td>Yung Feng</td>
<td>Special/Fancy</td>
<td>$183.00</td>
<td>$164.70</td>
<td>2</td>
<td>$329.40</td>
<td>China</td>
</tr>
</tbody>
</table>

 Totals                              12  $1,265.40

*Ratings: *Single Break
  * Two Break/Multiple
  * Special/Fancy

Ratings Summary/Distribution
  # Single Break
  # Two Break/Multiple Shells
  # Special/Fancy Shells 12
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/Case/Pack</th>
<th>Bid Price Per Shell</th>
<th># of Sets/shells</th>
<th>Amount</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lidu</td>
<td>2.5'' Special</td>
<td>$34.50</td>
<td>$31.05</td>
<td>5</td>
<td>$155.25</td>
<td>China</td>
</tr>
<tr>
<td>USD</td>
<td>3'' Special</td>
<td>$74.00</td>
<td>$66.60</td>
<td>5</td>
<td>$333.00</td>
<td>China</td>
</tr>
<tr>
<td>USD</td>
<td>3'' Special</td>
<td>$58.00</td>
<td>$52.20</td>
<td>9</td>
<td>$469.80</td>
<td>China</td>
</tr>
<tr>
<td>USD</td>
<td>4'' Special</td>
<td>$111.00</td>
<td>$99.90</td>
<td>8</td>
<td>$799.20</td>
<td>China</td>
</tr>
<tr>
<td>Flower Basket</td>
<td>5'' Special</td>
<td>$96.00</td>
<td>$86.40</td>
<td>1</td>
<td>$86.40</td>
<td>China</td>
</tr>
<tr>
<td>Flower Basket</td>
<td>6'' Special</td>
<td>$78.00</td>
<td>$70.20</td>
<td>1</td>
<td>$70.20</td>
<td>China</td>
</tr>
<tr>
<td>Lidu</td>
<td>8'' Special</td>
<td>$45.00</td>
<td>$40.50</td>
<td>3</td>
<td>$121.50</td>
<td>China</td>
</tr>
<tr>
<td>Lidu</td>
<td>10'' Special</td>
<td>$104.00</td>
<td>$93.60</td>
<td>1</td>
<td>$93.60</td>
<td>China</td>
</tr>
</tbody>
</table>

Totals: 33 $2,128.95

*Ratings: *Single Break
   * Two Break/Multiple
   * Special/Fancy

Ratings Summary/Distribution
# Single Break
# Two Break/Multiple Shells
# Special/Fancy Shells 33
MEMORANDUM

March 1, 2018

TO: Patrick Jordan, City Manager
    Robert Richards, City Clerk

FROM: Kim Peterson, Recreation Director

SUBJECT: City Council Meeting Agenda for Thursday, March 15, 2018

APPROVAL AND SUPPORT OF A RESOLUTION ENDORSING AN APPLICATION TO THE
MICHIGAN NATURAL RESOURCES TRUST FUND

The Recreation Advisory Board is recommending City Council approval of a resolution endorsing submission of an application to the Michigan Natural Resources Trust Fund seeking funding in the amount of $300,000 for development of a new non-motorized pathway system on the North City Limits.

APPROVAL AND SUPPORT OF A MICHIGAN DEPARTMENT OF TRANSPORTATION
ALTERNATIVES PROGRAM GRANT APPLICATION

The Recreation Advisory Board is recommending City Council approval and support of an application to the Michigan Department of Transportation Alternatives Program Grant Application seeking funds for development of a new non-motorized pathway system on the North City Limits. Funding amount is contingent upon category selection approval, other grant opportunities and coordination of such grant awards.

APPROVAL AND SUPPORT OF A RESOLUTION ENDORSING AN APPLICATION TO THE
RECREATION PASSPORT GRANT PROGRAM

The Recreation Advisory Board is recommending City Council approval of a resolution endorsing submission of an application to the Michigan Department of Natural Resources Recreation Passport Grant in the amount of $100,000 for removal and development/construction of four tennis courts within Ludington Park.
RESOLUTION

LOCAL SUPPORT FOR DEPARTMENT OF NATURAL RESOURCES MICHIGAN RESOURCES TRUST FUND PROJECT

WHEREAS, The City of Escanaba Recreation Advisory Board supports the Natural Resources (DNR) submission of an application, titled, North City Limits Non-Motorized Pathway to the Michigan Natural Resources Trust Fund for development of a non-motorized pathway for the north City limits of the City of Escanaba; and

WHEREAS, The location of the proposed project is within the jurisdiction of the City of Escanaba; and

WHEREAS, The proposed application is supported by the City of Escanaba’s Five-Year Recreation Plan 2017-2021, City of Escanaba Master Plan and the Five-Year Capital Improvement Plan; and

WHEREAS, The proposed application will tie into a recently completely non-motorized pathway that starts in the City of Gladstone, goes through Escanaba Township and ends with Wells Township; and

WHEREAS, The proposed application will continue the non-motorized pathway from Wells Township to the City of Escanaba limits and continue to the north side of the City; and

WHEREAS, The City of Escanaba Recreation Advisory Board is committed to improving the recreation opportunities for its residents and visitors and this project will be a valuable asset for enjoyment by all; and

NOW THEREFORE, BE IT RESOLVED, that the City of Escanaba Recreation Advisory Board hereby supports submission of a Michigan Natural Resources Trust Fund Application for development of a non-motorized pathway for the north City limits of the City of Escanaba, and further recommends that the Escanaba City Council make available a financial obligation amount of $75,000 for the $300,000 grant request. Total project costs are $851,038 with construction for the 2018-19 fiscal year.

AYES:
NAYES:
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the City of Escanaba Recreation Advisory Board of the City of Escanaba at their regular meeting held on February 13, 2018, at 6:00 p.m., in the Council Chambers of the Escanaba City/Hall Library Complex, 410 Ludington Street, Escanaba, MI 49829, with a quorum present.
Karen Moore
Recreation Advisory Board Chairperson

Dated: 2/13/18
RESOLUTION OF AUTHORIZATION

CITY OF ESCANABA MATCH WITHOUT DONATED FUNDS

WHEREAS, The City of Escanaba supports the submission of an applicatic
Limits Non-Motorized Pathway to the Michigan Natural Reso
development of a non-motorized pathway for the north City
Escanaba; and

WHEREAS, The proposed application is supported by the City of Escanaba Five-Year
Recreation Plan 2017-2021, City of Escanaba Master Plan and the Five-Year
Capital Improvement Plan; and

WHEREAS, The City of Escanaba is hereby making a financial commitment to the project in
the amount of $75,000 matching funds in cash; and

WHEREAS, The proposed application will tie into a recently completed non-motorized
pathway that starts in the City of Gladstone, through Escanaba Township and
ends in Wells Township; and

WHEREAS, The proposed application will continue the non-motorized pathway from Wells
Township to the City of Escanaba limits and continue to the north side of the
City; and

WHEREAS, The City of Escanaba is committed to improving the recreation opportunities for
its residents and visitors and this project will be a valuable asset for enjoyment
by all; and

WHEREAS, The City of Escanaba agrees to construct the project and provide such funds,
services and materials as may be necessary to satisfy the terms of the grant
agreement; and

WHEREAS, The City of Escanaba agrees to maintain satisfactory financial accounts,
documents and records to make them available for auditing; and

NOW THEREFORE, BE IT RESOLVED, that the City of Escanaba hereby authorizes submission of
a Michigan Natural Resources Trust Fund Application for $300,000, and further
resolves to make available its financial obligation amount of $75,000 (25%) of a
$851,038 project cost during the 2018-19 fiscal year.

AYES:
NAYES:
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the Escanaba City
Council of the City of Escanaba at their regular meeting held on ________________________2018,
at 7:00 p.m., in the Council Chambers of the Escanaba City/Hall Library Complex, 410 Ludington Street, Escanaba, MI 49829, with a quorum present.

Robert S. Richards, City Clerk

Dated: ___________________________
WHEREAS, The City of Escanaba Recreation Advisory Board submitted an application titled, “Ludington Parks Courts” to the Recreation Passport Grant Program, development of four tennis courts at Ludington Park; and

WHEREAS, The proposed application is supported by the City of Escanaba Recreation Five-Year Plan 2017-2021, City of Escanaba Master Plan; and the Five-Year Capital Improvement Plan; and

WHEREAS, The City of Escanaba Recreation Advisory Board is committed to improving the recreation opportunities for its residents and visitors and this project will be a valuable asset for enjoyment by all; and

NOW THEREFORE, BE IT RESOLVED that the City of Escanaba Recreation Advisory Board supports the submission of a Recreation Passport Grant Program Application for $100,000, and further recommends that the City of Escanaba City Council make available its financial obligation amount of $25,000 (25%) of a total $125,000 project cost during the 2018-19 fiscal year.

AYES:
NAYES:
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, That the foregoing is a Resolution duly made and passed by the City of Escanaba Recreation Advisory Board at their regular meeting held on ____________, 2018, at 6:00 p.m. in the Council Chambers of the Escanaba City Hall/Library Complex, 410 Ludington Street, Escanaba, MI 49829, with a quorum present.

Karen Moore
Recreation Advisory Board Chairperson

Date: 3/15/18
RECREATION PASSPORT GRANT PROGRAM
RESOLUTION OF AUTHORIZATION

CITY OF ESCANABA MATCH WITHOUT DONATED FUNDS

WHEREAS, The City of Escanaba supports the submission of an application titled, “Ludington Park Tennis Courts” to the Recreation Passport Grant Program for the development of four tennis courts at Ludington Park; and

WHEREAS, The proposed application is supported by the City of Escanaba Recreation Five-Year Plan 2017-2021, the City of Escanaba Master Plan and the Five-Year Capital Improvement Plan; and

WHEREAS, The City of Escanaba is making a financial commitment to the project in the amount of $25,000 matching funds, in cash; and

WHEREAS, The City of Escanaba agrees to maintain satisfactory financial accounts, documents and records to make them available for auditing; and

WHEREAS, The City of Escanaba agrees to construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of the grant agreement; and

WHEREAS, The City of Escanaba is committed to improving the recreation opportunities for its residents and visitors and this project will be a valuable asset for enjoyment by all; and

NOW THEREFORE, BE IT RESOLVED that the City of Escanaba hereby authorizes submission of a Recreation Passport Grant Program Application for $100,000, and further resolves to make available its financial obligation amount of $25,000 (25%) of a total $125,000 project cost during the 2018-19 fiscal year.

AYES:
NAYES:
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, That the foregoing is a Resolution duly made and passed by the Escanaba City Council at their regular meeting held on ____________________, 2018, at 7:00 p.m. in the Council Chambers of the Escanaba City Hall/Library Complex, 410 Ludington Street, Escanaba, MI 49829, with a quorum present.

_________________________________ Date: ________________________________
Robert S. Richards, City Clerk
Memo -- Water Department

To: Patrick Jordan, City Manager
From: Jeff Lampl, W & WW Supt.
Date: 3/5/18
Re: Financial Review for Water Department

Patrick,

Tom Traciak of Umbaugh & Associates is currently conducting the financial review of the wastewater Department via the SAW grant. From past discussions; I feel we are on the same page, that conducting the same type of review for both of the Department's funds at the same time only makes. This should also be the most cost effect time to do so. This will allow a side by side comparison of the rate structure of both the water and wastewater departments fund balance. Doing so; should also insure there is a sense of equivalency to our methods to our future water and wastewater rates.

This study could not come at a better time. Having just completed an Asset Management Plan, and updating Capital Improvement Plan, this firm should have very useful data to provide great insight on how our rates will handle both the current and the long term needs for the Water Department.

Tom will also be able to provide us help and insight on moving from a declining rate structure to a uniform rate structure. (I'm told that very few cities in Michigan still use the declining rate structure) I will also ask that he takes time to investigate moving more emphases to billing our costumers according to our fixed costs. The fixed rate methodology will increase meter costs for each costumer, but will lower the cost of each gallon used. Doing so; should allow us to easily cover our known annually costs incurred, without financial losses due to times of less billable water usage.

Complete details for services from Umbaugh & Associates can be found in the proposal attached to this memo.

I would like your authorization along with Council Approval to retain Umbaugh & Associat's of Okemos, MI to conduct the Financial Review for the Water Department as written in the attached proposal dated Feb 28th, 2018; at a cost not to exceed $14,000.00. Money is available in the Professional Services section of the current budget.

P: Melissa Becotte, City Controller
To: City of Escanaba  
From: Tom Traciak, Principal  
Date: 2/28/18  
RE: Escanaba Water System Financial Review

H.J. Umbaugh & Associates, Certified Public Accountants, LLP ("Umbaugh") is providing the outline below describing the scope of service for a Water System financial review, i.e. Asset Management Financial Plan. The fee for this service will be $14,000.

Historical and Current Financials

Historical operating expenses are reviewed using audit and budget information.
- Three years audits and budgets.
- Current and proposed (if available) budget.

A "Test Year" is developed that reflects a baseline operating cost.
- Based on current budget with leveling for base operating cost.
- Determination of anticipated changes to operating cost.
- Inflation factors by budget line item.

Customer Base

The customer base is reviewed, including the number of billable customers and volumetric sales.
- The accuracy of this data is verified by applying it to the current rate structure and compared to current audit and budget revenue.
- Other operating and non-operating revenues evaluated.

Forecasting

Assumptions are made regarding the customer base through the forecasted period.
- Prediction of customer and volume counts (may include more than one scenario).
- Trending in system utilization, particularly for industry.
Projection of operating cost.
- Anticipated inflation by expense category.
- Determination of any additions or reductions based on changing operations.

Compilation of existing debt.
- Existing annual debt service by debt issue.
- Debt is separated by revenue support, in particular, debt that is paid from rates.
- Refinancing and/or restructuring possibilities are explored.

Asset Management Funding

The Asset Management System will identify the estimated asset investment cost by year for a selected forecast period of time.
- The annual investment cost is evaluated and scenarios developed for cash funding and debt financing.
- Funding asset investment from cash balances is weighed against potential efficiency of grouping certain cost together for purposes of debt financing.
- Financing options are considered including State and Federal agency funding sources as well as open market bonds. Open market options will be effected by the size of the borrowing as well as other aspects such as credit and security.

The projected cash flow is solved to a cash and investment balance.
- Actual cash and investments are analyzed including restricted assets.
- A cash balance policy is developed that identifies a targeted upper limit as well as a minimum balance as appropriate for the particular system. These balances encompass legal commitments and good business practices.
- The policy includes flexibility for temporary reductions below the minimum balance based on a plan to attain the level within a given period.
- Separate capital improvement funds are considered. If utilized, policy is developed as to whether they are to be restricted, and if so, whether by resolution or ordinance.

Rate management may be accomplished with more than one approach as to rate structuring and rate adjustment timing.
- The elements of a rate structure, including the proportion of revenue generated from ready to serve and commodity charge are determined by allocation of fixed and variable cost, and other customer base characteristics.
- Rate adjustment over time may be incremental or one time in nature.

H.J. Umbaugh & Associates
Certified Public Accountants, LLP

By: __________________________
Thomas Traciak, Principal
To: Patrick Jordan, City Manager
From: Jeff Lampi, W & WW Supt.
Date: 3/6/18
Re: Saw Grant – Signature Resolution

Patrick,

After seeing the internal posting for a new City Clerk; I felt it pressing to address an upcoming issue of who will sign off on all of the SAW items.

Currently the only two people that were approved to sign these documents were Jim O'Toole; as the City Manager, and Bob Richards, as the City Clerk. With Richards leaving, I feel it's urgent that we do what needs to be done to allow you to become our designated representative.

Please see the attached papers, outlining an email string Bill Farrell, Randy Scott, and I had discussing this topic a few months ago. Also attached you find the resolution that will be needed to allow for your signature to become valid with the State of Michigan.

We may want to consider adding a second person, such as Bob Valentine or Mark Tall, for peace of mind and added redundancy while we are at it. (I believe that adding a second person would require a second resolution.)

Please consider bringing this item to Council in the near future.

Pcc: Melissa Becotte, City Controller
cc: Wendy Taavola, Engineering Dept
From: "Scott, Randy" <randy.scott@C2AE.COM>
To: Jeff Lampi <jlampi@escanaba.org>
Date: 07/20/2017 02:20 PM
Subject: RE: FW: Signature

Ok

Randy M. Scott  P.E.
Professional Engineer

C2AE
architecture | engineering
1211 Ludington St.
Escanaba, MI 49829
O: 906.233.9360
C: 906.280.3400

www.c2ae.com – Infrastructure that enables, Architecture that empowers.

From: Jeff Lampi [mailto:jlampi@escanaba.org]
Sent: Thursday, July 20, 2017 11:44 AM
To: Scott, Randy
Subject: Re: FW: Signature

Randy,

In a meeting today, we decided that we would just use Richards as the designated person to sign our paperwork.

JL

Jeff Lampi, W-WW Supt
PO Box 948
Escanaba, MI 49829
906-786-1301

-----Original Message-----
From: "Scott, Randy" <randy.scott@C2AE.COM>
To: "jlampi@escanaba.org" <jlampi@escanaba.org>
Date: Mon, 10 Jul 2017 19:16:53 +0000
Subject: FW: Signature

Randy M. Scott  P.E.
Professional Engineer

C2AE
architecture | engineering
1211 Ludington St.
Escanaba, MI 49829
O: 906.233.9360
C: 906.280.3400

www.c2ae.com – Infrastructure that enables, Architecture that empowers.
From: Scott, Randy  
Sent: Monday, July 10, 2017 3:05 PM  
To: Bill Farrell  
Subject: RE: Signature  

Richards was also listed as a signee, resolution for new manager will have to be passed if you want him to sign. Passed 10/17/2013  

Randy M. Scott  P.E.  
Professional Engineer  

C2AE  
architecture | engineering  
1211 Ludington St.  
Escanaba, MI 49829  
O: 906.233.9360  
C: 906.280.3400  

www.c2ae.com – Infrastructure that enables, Architecture that empowers.

From: Bill Farrell [mailto:bfarrell@escanaba.org]  
Sent: Monday, July 10, 2017 2:55 PM  
To: Scott, Randy; jjampil@escanaba.org  
Subject: RE: Signature  

I’m hoping the authorization was for the City Manager, not Jim O specifically. Do you remember when that went to council.

From: Scott, Randy [mailto:randy.scott@C2AE.COM]  
Sent: Monday, July 10, 2017 2:35 PM  
To: jjampil@escanaba.org; Bill Farrell <bfarrell@escanaba.org>  
Subject: Signature  

Was Jim the only SAW submittal signer for the City if you want the new City Manager to do so see attached. Somebody has to be authorized to sign.

Randy M. Scott  P.E.  
Professional Engineer  

C2AE  
architecture | engineering  
1211 Ludington St.  
Escanaba, MI 49829  
O: 906.233.9360  
C: 906.280.3400  

www.c2ae.com – Infrastructure that enables, Architecture that empowers.

Attachments:  
File: ATT00002.txt  
Size: 3k  Content Type: text/plain  

File: ATT00003.html (Shown Inline)  
Size: 22k  Content Type: text/html
City of Escanaba  
County of Delta

Resolution Authorizing Changing the SAW Grant Agreement Authorized Representative

Minutes of the regular meeting of the Council of the City of Escanaba County of Delta, State of Michigan, (the “Municipality”) held on _____________________.

PRESENT: Members: __________________________________________
__________________________________________________________________________

ABSENT: Members: __________________________________________
__________________________________________________________________________

Member __________________ offered and moved the adoption of the following resolution, seconded by Member __________________. 

WHEREAS, the Municipality has entered into a SAW Grant Agreement with the Michigan Finance Authority (MFA) and the Michigan Department of Environmental Quality (DEQ); and

WHEREAS, the Municipality has previously named Jim O’Toole; City Manager as the Authorized Representative for the agreement.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Escanaba City Manager, a position currently held by ____________, is designated as the Authorized Representative for the purposes of the SAW Grant Agreement.

2. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.
RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Escanaba, County of Delta, 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.

Name

Council of Escanaba, Clerk
City of Escanaba County of Delta
MEMORANDUM

Date: March 2, 2018

To: Patrick Jordan, City Manager

From: Wendy Taavola, Interim City Engineer

cc: Lisa Glish, Melissa Becotte

RE: Approval of Third Avenue North Improvement Project Bid

On Wednesday, February 28th, 2018, the City of Escanaba opened sealed bids for the Third Avenue North Improvement Project. The notice appeared on our website and in the Daily Press. One (1) response was received. The Bid Tabulation is attached to this memorandum.

Payne and Dolan of Gladstone, Michigan is the lowest qualified bidder for this work. I recommend awarding the bid to Payne and Dolan and I would ask that council approval be given for the unit prices of the work and not the total amount.

Attachment
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<tr>
<td>Description:</td>
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<th>Wendy A. Taavola</th>
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## Bidder: Payne & Dolan Inc.

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Bid Total: $247,470.60
MEMORANDUM

Date: March 2, 2018
To: Patrick Jordan, City Manager
From: Wendy Taavola, Interim City Engineer
cc: Lisa Glish, Melissa Becotte
RE: Approval of Third Avenue North Improvement Project Testing

The City of Escanaba solicited quotes and advertised on the City’s website for material testing services for the upcoming Third Avenue North Improvement Project from Stephenson Avenue to point-of-ending (P.O.E.) of the MDOT Turning Lane project near the Burger King Driveway on Third Avenue North. Three (3) quotes where received and the tabulation is attached.

After careful review and consideration, I am recommending awarding the contract to the lowest qualified firm of U.P. Engineers & Architects, Inc. of Iron Mountain, MI. The estimated level of effort is $5,225. Because of the nature of the project I would add a 15% contingency to their price and make the total cost not to exceed $6,000. This item of work is included in the FY budget at $15,000.

Attachment
## 2018 3rd Avenue North Improvement Project "Testing Bids" Plan Holders List

**Engineer:** City of Escanaba  
**Bid Opening:** 02/13/2018

<table>
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<th>No</th>
<th>Name / Title</th>
<th>Company</th>
<th>Cell Phone</th>
<th>Office Phone</th>
<th>Address</th>
<th>City, State</th>
<th>Zip</th>
<th>E-Mail Address</th>
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<tr>
<td>1</td>
<td>Graham Dorshe</td>
<td>Coleman Engineering</td>
<td>906-221-6287</td>
<td>906-774-3440</td>
<td>615 Circle Drive</td>
<td>Iron Mountain, MI</td>
<td>49891</td>
<td><a href="mailto:gbdorshue@coleman-engineering.com">gbdorshue@coleman-engineering.com</a></td>
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<td>2</td>
<td>Isaac Roberts</td>
<td>GCI</td>
<td>906-360-3803</td>
<td>906-628-1377</td>
<td>109 West Baraga Avenue</td>
<td>Marquette, MI</td>
<td>49855</td>
<td><a href="mailto:lroberts@gsmeaufnlands.com">lroberts@gsmeaufnlands.com</a></td>
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<td>3</td>
<td>Anthony Beelak</td>
<td>UPEA</td>
<td>414-321-4729</td>
<td>906-773-0837</td>
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No charge for these testing documents. "This was not an official bid" only a request.