



CITY COUNCIL MEETING AGENDA September 7, 2023

Mark Ammel, Mayor
Karen Moore, Mayor Pro Tem
Ronald J. Beauchamp, Council Member
Tyler DuBord, Council Member
Todd Flath, Council Member

James R. McNeil, City Manager
Phil DeMay, City Clerk
Laura J. Genovich, City Attorney

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

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

Regular Meeting

Thursday, September 7, 2023, at 7:00 p.m.

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL/CORRECTION(S) TO MINUTES – Regular Meeting – August 17, 2023

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION(S)

BRIEF PUBLIC COMMENT(S)

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

1. Approval – Service Agreement with DSTech – IT/City Clerk

Explanation: Administration is requesting City Council approval of the Service Agreement with DSTech.

2. Approval – Resolution No. 23-18 – Players de Noc – Nonprofit Organization – Manager.

Explanation: Jesse Traub, President of Players de Noc is seeking City Council approval of Resolution No. 23-18 that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a Charitable Gaming License from the State of Michigan.

3. Approval – Use of Public Space – Ludington Street – Escanaba High School Homecoming Parade – Manager.

Explanation: The Escanaba School District is seeking approval to use Ludington Street on Friday, September 29, 2023, from 5:00 p.m. to 6:00 p.m., for their annual Homecoming Parade. Administration recommended approval provided the following conditions are met: 1) Proper insurance was provided naming the City of Escanaba as an additional insured, 2) The event sponsors provide all labor and material to clean up at the conclusion of the event.

4. Approval – Resolution No. 23-19 – Designated Street Administrator – Manager.

Explanation: Administration is seeking City Council approval of Resolution No. 23-19 naming the City Manager, James McNeil, as the designated street administrator.

5. Approval – Setting of Public Hearing – Industrial Facility Exemption Certificate (IFE) – Transfer Application – Manager.

Explanation: Administration is requesting City Council set a public hearing for the regular meeting of September 21, 2023, to consider of an application to transfer IFE certificate 2014-198 from Bell's Brewery Inc. to New Belgium Brewing Company, Inc.

6. Approval – Setting of Public Hearing – Industrial Facility Exemption Certificate (IFE) – Transfer Application – Manager.

Explanation: Administration is requesting City Council set a public hearing for the regular meeting of September 21, 2023, to consider of an application to transfer IFE certificate 2015-142 from Bell's Brewery Inc. to New Belgium Brewing Company, Inc.

7. Approval – Amended Fiscal Year 2023-2024 Master Fee Schedule – Manager.

Explanation: Administration is requesting City Council approval of an amended FY 2023-2024 Master Fee Schedule.

8. Approval – Westside Substation Improvements – Electric.

Explanation: Administration is seeking City Council approval to hire EPS Engineering to provide engineering design services & provide relay panels for the Westside Substation Improvement project for the amount of \$644,700. This is a budgeted project for the 2023/24 fiscal year.

9. Approval – SCADA Upgrade – Electric.

Explanation: Administration is seeking City Council approval to hire EPS Engineering to provide hardware, software, and programming services for the SCADA Upgrade project for the amount of \$230,090. This is a budgeted item for the 2023/24 fiscal year.

APPOINTMENTS

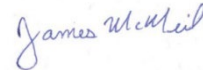
BOARD, COMMISSION, AND COMMITTEE REPORTS

GENERAL PUBLIC COMMENT

ANNOUNCEMENTS

ADJOURNMENT

Respectfully Submitted,



**James R. McNeil
City Manager**

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Regular Council Meeting
Thursday, August 17, 2023**

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

Present: Mayor Mark Ammel, Council Members, Ronald J. Beauchamp, Tyler DuBord, Todd Flath, and Karen Moore

Absent: None

Also Present: City Controller Melissa Becotte, Deputy City Clerk Tammy Weissert, Department Heads, media, and members of the public.

Deputy City Clerk Weissert led Council in the Pledge of Allegiance.

Flath moved, DuBord seconded, **CARRIED UNANIMOUSLY**, to approve Regular Meeting minutes from August 3, 2023, as submitted.

ADJUSTMENTS TO THE AGENDA

Flath moved, DuBord seconded, **CARRIED UNANIMOUSLY**, to approve the City Council Agenda as submitted.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

NB-1 Approval – Resolution 23-17 – Local Support Without Financial Commitment - Recreation.

Recreation Director Kim Peterson sought a grant from the MI Community Center for upgrades to the Catherine Bonifas Civic Center, to include construction of eight outdoor pickleball courts.

NB-1 “By Council Member DuBord, seconded by Council Member Flath:

RESOLUTION 23-17

LOCAL SUPPORT WITHOUT FINANCIAL COMMITMENT

WHEREAS, The City of Escanaba supports the Catherine Bonifas Civic Center/Recreation Department submission of an application titled, “Catherine Bonifas Civic Center Upgrade and Construction of Eight Pickleball Courts” to the MI Community Center Grant Program for flooring/lighting/window/heating/cooling upgrades (geo thermal) and construction of eight pickleball courts at the Catherine Bonifas Civic Center, 225 North 21st Street, Escanaba, MI 49829; and,

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

WHEREAS, the proposed project, if completed, will be a benefit to the community; and

WHEREAS, with this Resolution of support, it is acknowledged that the City of Escanaba is not committing to any obligation; financial or otherwise.

NOW THEREFORE, BE IT RESOLVED that the City of Escanaba and the Escanaba City Council hereby supports submission of a MI Community Center Grant Application for the Catherine Bonifas Civic Center.

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

AYES: DuBord, Flath, Moore, Beauchamp, Mayor Ammel
NAYES: None
ABSENT: None

RESOLUTION DECLARED ADOPTED.”

NB-2 Approval – Stephenson Avenue Material Testing Services Bid – Public Works.

Administration sought City Council approval to award the Stephenson Avenue Material Testing Services Bid to Coleman Engineering Company, Escanaba, MI for an estimated cost of \$5,700. The scope of the testing would include Earthwork and Bituminous Aggregate Base, Field and Laboratory of Hot Mix Asphalt, and HMA Mixture Testing.

NB-2 Moore moved, Beauchamp seconded, to approve to award the Stephenson Avenue Material Testing Services Bid to Coleman Engineering Company, Escanaba, MI for an estimated cost of \$5,700.

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

Ayes: Moore, Beauchamp, DuBord, Flath, Mayor Ammel
Nays: None

MOTION CARRIED.

NB-3 Approval – Stephenson Avenue Project MDOT Letting – Public Works/Engineering.

Two bids were received for the Paving of Stephenson Avenue Project. Administration sought City Council approval to award Payne and Dolan, of Escanaba, MI in the amount of \$695,065.

NB-3 Moore moved, Flath seconded, to approve to award the Paving of Stephenson Avenue Project Bid to Payne and Dolan, of Escanaba, MI in the amount of \$695,065.

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

Ayes: Moore, Flath, Beauchamp, DuBord, Mayor Ammel
Nays: None

MOTION CARRIED.

NB-4 Approval – Street Sweeper Bid – Public Works.

Public Works received (5) bids for a new 2023 Street Sweeper. Administration sought City Council approval for a 2023 Freightliner Chassis Bucher 65VT Street Sweeper from MTech, of Cleveland, OH in the amount of \$325,000. This was a budgeted item.

NB-4 DuBord moved, Moore seconded, to approve a 2023 Freightliner Chassis Bucher 65VT Street Sweeper from MTech, of Cleveland, OH in the amount of \$325,000.

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

Ayes: DuBord, Moore, Beauchamp, Flath, Mayor Ammel
Nays: None

MOTION CARRIED.

NB-5 Approval – Contract for Cleaning at EPSD – Public Safety.

Administration sought City Council approval to enter into a contract with InfiniClean cleaning services for cleaning EPSD.

NB-5 DuBord moved, Beauchamp seconded, to approve to enter into a contract with InfiniClean cleaning services for cleaning EPSD.

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

Ayes: DuBord, Beauchamp, Moore, Flath, Mayor Ammel
Nays: None

MOTION CARRIED.

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

Council made the following appointment:

Kasja Nelson appointed to the Planning Commission, expiring June 1, 2024.

BOARD, COMMISSION, AND COMMITTEE REPORTS

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

GENERAL PUBLIC COMMENT

- Mark Sadowski discussed the new pickup truck for the Recreation Department. Also, thanked whoever was in charge of keeping our city parks and green areas cut and trimmed.

ANNOUNCEMENTS

- Council Member DuBord discussed the new pickup truck for the Recreation Department;
- Enjoy the U.P. State Fair!

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

Respectfully submitted,

Tammy Weissert
Deputy City Clerk, CMC/MiPMC

Approved: _____
Mark Ammel, Mayor

Agenda Item: NB-1
Date: 09-07-2023

City Council Agenda Item Request

Date: 08/31/2023

Name: Phil DeMay

Department: IT/ City Clerk

Item: Service Agreement with DsTech

Meeting date requested: 09/07/2023

Explanation for request:

Administration is requesting approval of the Service Agreement with DsTech.

Agenda Item: NB-2
Date: 09-07-2023

City Council Agenda Item Request

Date: 8/23/2023

Name: James McNeil

Department: City Manager

Item: Players de Noc- Nonprofit Organization

Meeting date requested: 9/7/2023

Explanation for request:

Jesse Traub, President of Players de Noc is requesting City Council to review the attached qualification form indicating that Players de Noc is a nonprofit organization operating in Escanaba.

QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name			
Organization Physical Street Address			
City	State	Zip Code	County
Organization Mailing Address			<input type="checkbox"/> Same as Physical Address
City	State	Zip Code	County
Organization Telephone Number			

2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization.
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3. LICENSE APPLICATION

Enclosed is a completed application and fee for a <input type="checkbox"/> Bingo <input type="checkbox"/> Raffle <input type="checkbox"/> Charity Game Ticket license Make checks payable to STATE OF MICHIGAN.
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4. AUTHORIZED CONTACT PERSON

First Name		Last Name		Position/Role with Organization
Mailing Address				City
State	Zip Code	Telephone Number (Day)	Telephone Number (Evening)	
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.				
Authorized Contact Person Signature				Date
Print Authorized Contact Name and Title				

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.
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LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert to the benefit of the local government or another nonprofit organization.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Act 382 of the Public Acts of 1972, as amended, defines "A local civic organization in this state that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property must revert to the benefit of the local governmental subdivision that granted the resolution or another nonprofit organization on dissolution of the organization."



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

Resolution 23-18

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(K)(ii))

At a regular meeting of the City of Escanaba
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Mark Ammel on 09/07/2023
DATE

at 7:00 p.m. a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Players de Noc of Escanaba,
NAME OF ORGANIZATION CITY

county of Delta, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
adopted by the City of Escanaba at a regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on 09/07/2023.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Phil DeMay, City Clerk

PRINTED NAME AND TITLE

410 Ludington Street, Escanaba, MI 49829

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)

Agenda Item: NB-3
Date: 09-07-2023

City Council Agenda Item Request

Date: 08/25/2023

Name: James McNeil

Department: City Manager

Item: Special Event Application - Homecoming Parade

Meeting date requested: 09/07/2023

Explanation for request:

The Escanaba School District is seeking approval to use Ludington Street on Friday, September 29, 2023, from 5:00 p.m. to 6:00 p.m., for their annual Homecoming Parade. Administration recommended approval provided the following conditions are met: 1) Proper insurance was provided naming the City of Escanaba as an additional insured, 2) The event sponsors provide all labor and material to clean up at the conclusion of the event.

DATE(S) OF EVENT: Friday, September 29, 2023
Day of Week, Month, Day, Year (Example: Saturday, October 29, 2016)

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

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: # 500+

Wheelchair Accessible: ☒ Yes ☐ No

Bands: # 1

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

Vehicles/Floats: # 9

Admission: ☐ Yes ☒ No

Volunteers: # 50

Parking: ☐ Yes ☒ No

General Public: # Open to Public

This event is: ☒ 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): _____

Amusement Rides: ☐ Yes ☒ No

Provider: _____

Inflatables: ☐ Yes ☒ No

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)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Bandshell (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Ludington Park – Bandshell (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Ludington Park – Gazebo (2 Hour Block)	<input type="checkbox"/> \$50 (Resident)	<input type="checkbox"/> \$75 (Non-Resident)
Other Picnic or Gathering Area (Full Day)	<input type="checkbox"/> \$35	
John D. Besse Park – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
John D. Besse Park – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Pavilion (1/2 Day)	<input type="checkbox"/> \$75 (Resident)	<input type="checkbox"/> \$100 (Non-Resident)
Lemerand Field – Pavilion (Full Day)	<input type="checkbox"/> \$100 (Resident)	<input type="checkbox"/> \$125 (Non-Resident)
Lemerand Field – Entire Complex (Full Day)	<input type="checkbox"/> \$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

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

Lisa M. Glish
Print Name

08/22/2023
Date

Homecoming Route

Homecoming Parade Route

Line-up - No later than 4:30 PM: North 4th Street

Route: Ludington Street —> South 14th Street

* Floats continue to travel down South 14th Street to the Athletic Field at the end of the parade

Floats at Athletic Field:

- Before Game
 - Enter the East Gates of the Practice Field and line-up along the South fence line until Half-Time directions
- Half-Time
 - Floats to be driven around the track during halftime, after the crowning of the King and Queen. The order of the Halftime Float Presentation is based on ranking for Class Competition.

Parade Order:

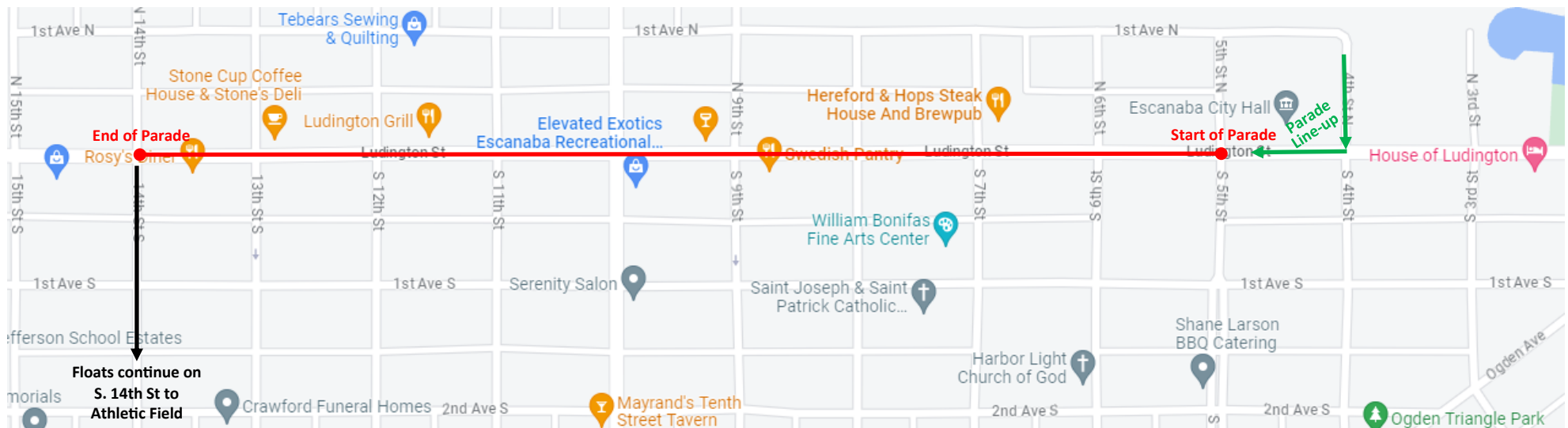
(First) "MO"
Esky Staff
Marching Band
JH Spirit Group

Last Year's King & Queen
9th Court
9th Float
9th Spirit Group

10th Court
10th Float
10th Spirit Group

11th Court
11th Float
11th Spirit Group

12th Court
12th Float
12th Spirit Group
(Last)



Agenda Item: NB-4
Date: 09-07-2023

City Council Agenda Item Request

Date: 8/30/2023

Name: James McNeil

Department: Manager

Item: Resolution - Designated Street Administrator

Meeting date requested: 9/7/2023

Explanation for request:

Administration is requesting City Council approval of a resolution naming the City Manager, James McNeil, as the designated street administrator.

Michigan Department
of Transportation
2012 (08/19)

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: (517) 335-1828

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____

offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate James McNeil

_____ as the single Street Administrator for the City or Village of

City of Escanaba in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting
of the governing body of this municipality on the 7th day of
September, 2023

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS pdemay@escanaba.org	DATE
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS jmcneil@escanaba.org	DATE
ADDRESS OF CITY OR VILLAGE OFFICE 410 Ludington Street		P.O.BOX 948
CITY OR VILLAGE Escanaba	ZIP CODE 49829	PHONE NUMBER (906) 786-9402

Agenda Item: NB-5
Date: 09-07-2023

City Council Agenda Item Request

Date: 8/30/2023

Name: James McNeil

Department: Manager

Item: Industrial Facility Exemption Certificate (IFE) - Transfer Application

Meeting date requested: 9/7/2023

Explanation for request:

Administration is requesting City Council set a public hearing for the regular meeting of September 21, 2023 to consider of an application to transfer IFE certificate 2014-198 from Bell's Brewery Inc. to New Belgium Brewing Company, Inc.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

R. KEVIN CLINTON
STATE TREASURER

October 17, 2014

Larry J. Bell
Bell's Brewery, Inc.
8690 Krum Avenue
Galesburg, MI 49053

Dear Sir/Madam:

Pursuant to the requirements of Public Act 198 of 1974, as amended, the State Tax Commission (Commission) has issued an Industrial Facility Exemption Certificate numbered 2014-198, to Bell's Brewery, Inc. located in City of Escanaba, Delta County. This certificate was issued at the October 13, 2014 meeting of the Commission and the investment amounts approved are as follows:

Real Property: \$1,770,000

Personal Property: \$1,800,000

The State Education Tax to be levied for this certificate is 6 mills.

In accordance with MCL 24.304, the local unit of government or applicant has sixty days from the date of this letter to request a hearing to correct an error contained in the enclosed certificate.

Notification of completion of this project shall be filed with the Commission within 30 days of project completion. Within 90 days of project completion, a report of final costs shall be filed with the assessing officer of the local unit and the Commission.

If you have further questions regarding the issuance of this industrial facility exemption certificate, please call 517-373-3302.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kelli Sobel".

Kelli Sobel, Executive Director
State Tax Commission

Enclosure
cc: Daina Norden, Assessor, City of Escanaba



Industrial Facilities Exemption Certificate

New Certificate No. **2014-198**

Pursuant to the provisions of Public Act 198 of 1974, as amended, the State Tax Commission hereby finds that the industrial property, as described in the approved application, hereafter referred to as the industrial facility, owned or leased by Bell's Brewery, Inc., and located at 3525 Airport Road, City of Escanaba, County of Delta, Michigan, within a Plant Rehabilitation or Industrial Development District, is intended for the construction or installation of new industrial property, and complies with Section 9 and other provisions of the act.

Therefore, as provided by MCL 207.551 to 207.572, inclusive, the State Tax Commission hereby certifies the industrial facility as a **new industrial facility**.

This certificate provides the authority for the assessor to exempt the industrial facility for which this Industrial Facilities Exemption Certificate is in effect, but not the land on which the facility is located, from ad valorem taxation. This certificate further provides the authority to levy a specific tax known as the Industrial Facilities Tax.

This certificate, unless revoked by order of the State Tax Commission as provided by Public Act 198 of 1974, as amended, shall remain in force for a period of **12 year(s)** for real property and **12 year(s)** for personal property;

Real property component:

Beginning December 31, 2014, and ending December 30, 2026.

The State Education Tax to be levied for the real property component of this certificate is 6 mills.

Personal property component:

Beginning December 31, 2014, and ending December 30, 2026.

The State Education Tax to be levied for the personal property component of this certificate is 6 mills, unless exempted by MCL 207.564(4) which was enacted with the creation of the Michigan Business Tax.*

This Industrial Facilities Exemption Certificate is issued on **October 13, 2014**.

A TRUE COPY
ATTEST:

Heather S. Burris

Heather S. Burris
Michigan Department of Treasury



Douglas B. Roberts

Douglas B. Roberts, Chairperson
State Tax Commission

*Contact the local assessor for further clarification regarding the classification and tax applied to the personal property component of this certificate.

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	▶ Date Received by Local Unit

STC Use Only	
▶ Application Number	▶ Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

▶ 1a. Company Name (Applicant must be the occupant/operator of the facility) New Belgium Brewing Company, Inc.		▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 2082 - Breweries										
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 3525 Airport Rd. Escanaba, MI 49829		▶ 1d. City/Township/Village (indicate which) City	▶ 1e. County Delta									
▶ 2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Research and Development (Sec. 2(10))		▶ 3a. School District where facility is located Escanaba Area Public Schools ▶ 3b. School Code 21010										
<input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Increase/Amendment		4. Amount of years requested for exemption (1-12 Years) Remaining Term										
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed. The description of the property remains the same. This application is for the transfer of both of the following certificates: #2014-198 and #2015-142 Background: Bell's Brewery, Inc., was consolidated, by way of an asset transfer, into New Belgium Brewing Company, Inc., on January 19, 2023. The function of the facility and equipment will remain the same and the merger/consolidation will not affect any of the jobs other than the employer will be the applicant.												
6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		▶ Please see original application Real Property Costs										
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total		▶ Please see original application Personal Property Costs										
6c. Total Project Costs * Round Costs to Nearest Dollar		▶ Please see original application Total of Real & Personal Costs										
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC. <table border="0"><thead><tr><th></th><th>Begin Date (M/D/Y)</th><th>End Date (M/D/Y)</th></tr></thead><tbody><tr><td>Real Property Improvements ▶</td><td>Please see original application and certificates</td><td><input type="checkbox"/> Owned <input type="checkbox"/> Leased</td></tr><tr><td>Personal Property Improvements ▶</td><td>Please see original application and certificates</td><td><input type="checkbox"/> Owned <input type="checkbox"/> Leased</td></tr></tbody></table>					Begin Date (M/D/Y)	End Date (M/D/Y)	Real Property Improvements ▶	Please see original application and certificates	<input type="checkbox"/> Owned <input type="checkbox"/> Leased	Personal Property Improvements ▶	Please see original application and certificates	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
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APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Grant Williams	13b. Telephone Number [REDACTED]	13c. Fax Number [REDACTED]	13d. E-mail Address [REDACTED]
14a. Name of Contact Person	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents)			
15b. Signature of Company Officer (No Authorized Agents)		15c. Fax Number	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code)		15f. Telephone Number	15g. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
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16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

**Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909**

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Instruction for Completing Form 1012, *Industrial Facilities Tax Exemption (IFT) Application*

The completed original application form 1012 and all required attachments, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government **within six months of commencement of project.**)

The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village). (Providing an accurate school district where the facility is located is vital.)

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, **beginning date of installation** or expected installation by **month/day/year**, and costs or expected costs (see sample). Detail listing of machinery and equipment **must match amount shown** on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation (see sample).
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.
4. Complete copy of lease agreement as executed, if applicable, verifying lessee (applicant) has direct ad

valorem real and/or personal property tax liability. The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government. Tax liability for leased property should be determined before sending to the STC.

The following information is required of the local unit of government: [Please note that only items 2, 4, 5, 6, & 7 below are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original is required by the STC. The remaining items are to be retained at the local unit of government for future reference. **(The local unit must verify that the school district listed on all IFT applications is correct.)**]

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. **Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district (see sample). If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the written request to establish the district.**
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. **Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the abatement and the statement "the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit – see sample).**
5. **Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993 (see sample)).**
6. **Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be**

incorporated into the Letter of Agreement (see sample).

7. Treasury Form 3222 (if applicable - *Fiscal Statement for Tax Abatement Request.*)

The following information is required for rehabilitation applications in addition to the above requirements:

1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property. Attach a statement from the assessor indicating the obsolescence of the property being rehabilitated.

The following information is required for speculative building applications in addition to the above requirements:

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor.

Please refer to the following Web site for P.A. 198 of 1974: **www.legislature.mi.gov/**. For more information and Frequently Asked Questions, visit **www.michigan.gov/propertytaxexemptions**.

Agenda Item: NB-6
Date: 09-07-2023

City Council Agenda Item Request

Date: 8/30/2023

Name: James McNeil

Department: Manager

Item: Industrial Facility Exemption Certificate (IFE) - Transfer Application

Meeting date requested: 9/7/2023

Explanation for request:

Administration is requesting City Council set a public hearing for the regular meeting of September 21, 2023 to consider of an application to transfer IFE certificate 2015-142 from Bell's Brewery Inc. to New Belgium Brewing Company, Inc.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

October 28, 2015

Larry J. Bell
Bell's Brewery, Inc.
8690 Krum Avenue
Galesburg, MI 49053

Dear Sir/Madam:

Pursuant to the requirements of Public Act 198 of 1974, as amended, the State Tax Commission (Commission) has issued an Industrial Facility Exemption Certificate numbered 2015-142, to Bell's Brewery, Inc., located in the City of Escanaba, Delta County. This certificate was issued at the October 12, 2015 meeting of the Commission and the investment amounts approved are as follows:

Real Property: \$1,000,000

Personal Property: \$850,000

The State Education Tax to be levied for this certificate is 6 mills.

In accordance with MCL 24.304, the local unit of government or applicant has sixty days from the date of this letter to request a hearing to correct an error contained in the enclosed certificate.

Notification of completion of this project shall be filed with the Commission within 30 days of project completion. Within 90 days of project completion, a report of final costs shall be filed with the assessing officer of the local unit and the Commission.

If you have further questions regarding the issuance of this industrial facility exemption certificate, please call 517-373-3302.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather S. Frick".

Heather S. Frick, Executive Director
State Tax Commission

Enclosure

cc: Daina Norden, Assessor, City of Escanaba



Industrial Facilities Exemption Certificate

Certificate No. 2015-142

Pursuant to the provisions of Public Act 198 of 1974, as amended, the State Tax Commission hereby finds that the industrial property, as described in the approved application, hereafter referred to as the industrial facility, owned or leased by **Bell's Brewery, Inc.** and located at **3525 Airport Road**, City of Escanaba, County of Delta, Michigan, within a Plant Rehabilitation or Industrial Development District, is intended for the construction/installation of new industrial property or for the purpose of restoration or replacement of obsolete industrial property, and complies with Section 9 and other provisions of the act.

Therefore, as provided by MCL 207.551 to 207.572, inclusive, the State Tax Commission hereby certifies this industrial facility as a **new facility**.

This certificate provides the authority for the assessor to exempt the industrial facility for which this Industrial Facilities Exemption Certificate is in effect, but not the land on which the facility is located, from ad valorem taxation. This certificate further provides the authority to levy a specific tax known as the Industrial Facilities Tax.

This certificate, unless revoked by order of the State Tax Commission as provided by Public Act 198 of 1974, as amended, shall remain in force for a period of **12 year(s)** for real property and **12 year(s)** for personal property;

Real property component:

Beginning December 31, 2015, and ending December 30, 2027.

The State Education Tax to be levied for the real property component of this certificate is **6 mills***.

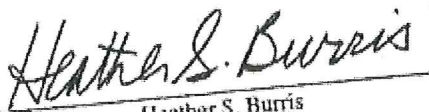
Personal Property Component:

Beginning December 31, 2015, and ending December 30, 2027.

The State Education Tax to be levied for the Personal Property Component of this certificate is **6 mills***.


This Industrial Facilities Exemption Certificate is issued on **October 12, 2015**.

A TRUE COPY
ATTEST:



Heather S. Burris
Michigan Department of Treasury





Douglas B. Roberts, Chairperson
State Tax Commission

*The State Education Tax is not exempted by MCL 207.564(4) which was enacted with the creation of the Michigan Business Tax.

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	▶ Date Received by Local Unit

STC Use Only	
▶ Application Number	▶ Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

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APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Grant Williams	13b. Telephone Number	13c. Fax Number	13d. E-mail Address
14a. Name of Contact Person	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents)			
15b. Signature of Company Officer (No Authorized Agents)		15c. Fax Number	15d. Date
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Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
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PO Box 30471
Lansing, MI 48909**

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Instruction for Completing Form 1012, *Industrial Facilities Tax Exemption (IFT) Application*

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4. **Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the abatement and the statement “the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit – see sample).**
5. **Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993 (see sample)).**
6. **Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be**

incorporated into the Letter of Agreement (see sample).

7. Treasury Form 3222 (if applicable - *Fiscal Statement for Tax Abatement Request.*)

The following information is required for rehabilitation applications in addition to the above requirements:

1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property. Attach a statement from the assessor indicating the obsolescence of the property being rehabilitated.

The following information is required for speculative building applications in addition to the above requirements:

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor.

Please refer to the following Web site for P.A. 198 of 1974: **www.legislature.mi.gov/**. For more information and Frequently Asked Questions, visit **www.michigan.gov/propertytaxexemptions**.

Agenda Item: NB-7
Date: 09-07-2023

City Council Agenda Item Request

Date: 8/30/2023

Name: James McNeil

Department: Manager

Item: Approval - Amended Fiscal Year 2023-2024 Master Fee Schedule

Meeting date requested: 9/7/2023

Explanation for request:

Administration is requesting City Council approval of an amended FY 2023-2024 Master Fee Schedule.

**MEMORANDUM****To:** James McNeil, City Manager**Date:** August 24, 2023**From:** Tyler Anthony,
Planning & Zoning Admin.**Subject:** Proposed Fee Schedule Amendment –
Planning & Zoning

While only a month and a half into using the new fee schedule at the time of this writing, it has been determined that calculating a permit fee based on a lot's acreage is impractical. Not only is this unrelated to the scale of a given project, but it also penalizes a permittee for building on larger lots. Neither of these outcomes are desirable, and a new direction should be established.

To take a page from our colleagues in the building departments, we now intend to use building valuations as the foundation of each zoning permit. These valuations are calculated by taking the gross floor area of a project, multiplying it by a given square foot construction cost, and then multiplying that product by a "permit fee multiplier". The square foot construction costs are taken from the International Code Council's biannual Building Valuation Data (BVD) table, and for our purposes, the February 2023 BVD table. The BVD table provides national average construction costs per square foot, categorized by use groups identified in the 2021 International Building Code. Since each project has a definite gross floor area, and each can be clearly identified as belonging to one of the IBC's use groups, the total valued construction cost can be easily estimated.

Regarding the permit fee multiplier, this is a number which is based on the total construction value which has occurred in Escanaba within the past calendar year, and this department's budget for this fiscal year. This is always combined with an expected percentage of a department's budget to be covered by fees. The equation is as follows:

$$\text{Permit Fee Multiplier} = \frac{\text{Department Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Last year, this department covered only 8.7% of its \$110,360 budget with permit fees, excluding right-of-way permits. This year, we hope to cover 15% of its \$118K budget, balancing the need for revenue against creating fair costs for permittees. Coupling that with a reported \$17M in construction value last year (according to Delta County's Building & Zoning Department), we now have all the information needed to determine a permit fee multiplier. Considering all of this, the permit fee multiplier has been found as follows:

$$\text{Permit Fee Multiplier} = \frac{\$117,775 \times 15\%}{\$16,981,380} = 0.0010$$

With the permit fee multiplier established, we can now turn to the permit fee itself. These fees shall be determined by the following equation:

**Mission Statement**

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

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Below is an example of this equation in practice:

Type of Construction: VB

Height: 2 stories

Area: 1st story = 750 sq. ft.

2nd story = 500 sq. ft.

Permit Fee Multiplier = 0.0010

Use Group: R-3

1. Gross area:

750 s.f. + 500 s.f. = 1,250 s.f.

2. Square foot construction cost:

R-3/VB = \$167.37/sq. ft.

3. Permit fee:

1,250 s.f. x \$167.37/sq. ft. x 0.0010 = \$209.21

The following fees are added, removed, or modified:

- **ADD** Zoning Permit Fee:

$\text{Gross Floor Area} \times \text{Sq. Ft. Construction Cost} \times .0010 \geq \50 Minimum

For projects without a gross floor area, such as parking lots or a change of use, the minimum fee shall govern.

- **REMOVE** Sketch Plan Review Fee:

~~$(\text{Lot Area in Acres} \times \$300 + \$50 \text{ Base Fee}) \leq \250~~

- **MODIFY** Site Plan Review Fee:

~~$(\text{Lot Area in Acres} \times \$150 + \$400 \text{ Base Fee}) \leq \$2,000$~~ **\$200**

This fee shall be added to the Zoning Permit Fee when necessary, not as a separate fee.

- **MODIFY** Special Land Use Permit Fee:

~~$(\text{Lot Area in Acres} \times \$250 + \$500 \text{ Base Fee}) \leq \$2,000$~~ **\$200**

This fee shall be added to the Zoning Permit Fee when necessary, not as a separate fee.

Through this new approach, our fee schedule will be more like those of other communities, each fee will be based solely on the project at hand, and it will create stronger revenue than last year's to cover a better portion of our budget.

Enclosures: Square Foot Construction Costs table (Building Valuation Data table).

TA



Mission Statement

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

Square Foot Construction Costs ^{a, b, c}

Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	338.88	327.46	319.76	307.63	289.42	280.47	298.24	268.37	259.83
A-1 Assembly, theaters, without stage	310.12	298.70	291.00	278.87	260.66	251.71	269.48	239.62	231.07
A-2 Assembly, nightclubs	275.09	266.93	259.34	250.54	234.96	228.26	241.54	213.57	206.65
A-2 Assembly, restaurants, bars, banquet halls	274.09	265.93	257.34	249.54	232.96	227.26	240.54	211.57	205.65
A-3 Assembly, churches	314.65	303.24	295.53	283.41	265.65	256.70	274.02	244.61	236.06
A-3 Assembly, general, community halls, libraries, museums	268.44	257.02	248.32	237.19	218.26	210.31	227.80	197.22	189.68
A-4 Assembly, arenas	309.12	297.70	289.00	277.87	258.66	250.71	268.48	237.62	230.07
B Business	263.16	253.51	244.15	233.85	213.00	204.65	224.67	187.98	179.49
E Educational	280.42	270.83	263.70	252.34	235.54	223.64	243.64	205.87	199.45
F-1 Factory and industrial, moderate hazard	161.70	154.21	144.70	139.94	124.72	118.51	133.72	103.40	96.83
F-2 Factory and industrial, low hazard	160.70	153.21	144.70	138.94	124.72	117.51	132.72	103.40	95.83
H-1 High Hazard, explosives	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	N.P.
H234 High Hazard	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	86.28
H-5 HPM	263.16	253.51	244.15	233.85	213.00	204.65	224.67	187.98	179.49
I-1 Institutional, supervised environment	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
I-2 Institutional, hospitals	438.26	428.62	419.26	408.96	386.98	N.P.	399.78	361.97	N.P.
I-2 Institutional, nursing homes	304.86	295.22	285.86	275.55	256.23	N.P.	266.37	231.21	N.P.
I-3 Institutional, restrained	298.67	289.02	279.66	269.36	250.30	240.95	260.18	225.29	214.80
I-4 Institutional, day care facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
M Mercantile	205.22	197.06	188.47	180.67	164.83	159.13	171.67	143.44	137.53
R-1 Residential, hotels	267.42	258.06	249.33	240.60	220.62	214.60	240.64	198.79	192.64
R-2 Residential, multiple family	223.61	214.25	205.52	196.79	177.77	171.76	196.82	155.95	149.80
R-3 Residential, one- and two-family ^a	211.77	205.84	200.99	197.13	190.36	183.32	193.75	177.67	167.37
R-4 Residential, care/assisted living facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
S-1 Storage, moderate hazard	149.85	142.36	132.84	128.08	113.17	106.96	121.87	91.86	85.28
S-2 Storage, low hazard	148.85	141.36	132.84	127.08	113.17	105.96	120.87	91.86	84.28
U Utility, miscellaneous	115.48	108.95	102.64	98.13	88.49	81.89	93.86	69.76	66.48

- a. Private Garages use Utility, miscellaneous
b. For shell only buildings deduct 20 percent
c. N.P. = not permitted
d. Unfinished basements (Group R-3) = \$31.50 per sq. ft.

Agenda Item: NB-8
Date: 09-07-2023

City Council Agenda Item Request

Date: August 31, 2023

Name: Gerald Pirkola

Department: Electric Department

Item: Approval - Westside Substation Improvements

Meeting date requested: September 7, 2023

Explanation for request:

Administration is seeking approval to hire EPS Engineering to provide engineering design services & provide relay panels for the Westside Substation Improvement project for the amount of \$644,700. This is a budgeted project for the 2023/24 fiscal year.



June 12, 2023

Mr. Gerald Pirkola - Electric Utility Director
City of Escanaba Electric Department
1711 Sheridan Road
Escanaba, MI 49829

RE: Proposal for Professional Services - Electric Substation Upgrades and Utility SCADA

Dear Mr. Pirkola:

Per your request, EPS Engineering & Design, is pleased to provide you the following proposal for the engineering services associated with Upgrading your Westside Substation and providing your Electric Utility SCADA platform.


Our proposed Scope of Work includes the following:

Statement of Understanding:

EPS Engineering & Design understands this project to consist of engineering support to develop all engineering, plans, specifications for the Westside Substation Upgrades as well as the proposed SCADA System, communication network, hardware & software requirements, commissioning plan, and operating procedures.

Scope of Work- Westside Substation:

1. Overview includes:
 - Replacement of the existing control building with a new Trachte building like the North substations.
 - Design and provide New Relay Panels (like the North substations):
 - Transformer Panel
 - Bus Panel w/ SCADA Hardware
 - Feeder Panel with new SEL 351S rackmount relays
 - New 6' wide Termination Cabinet

- 
2. Upgrade the deadend structure including bus supports, lightning arresters and hookstick disconnects.
 3. Replace the circuit switcher with a gas circuit breaker (like the North substations).
 4. Upgrade the low-side bus structure adding metering instrument transformers and a main breaker.
 5. Add yard lighting.
 6. Provide plans and specifications for bidding the demolition and installation labor including contract management services.
 7. Procurement assistance for major equipment and materials.
 8. Relay settings, testing, commissioning, and startup services.

Assumptions & Clarifications:

1. Procurement of major equipment to match the North Substations (quote like equipment and buy, not specify and bid).
2. Use the existing Escanaba spare 15kV VCB for the new bus main breaker.
3. The only bid package will be for demolition/installation labor.

Scope of Work- SCADA System:

1. Detailed high-level architecture for the proposed SCADA implementation as follows:
 - The communication network diagram will be implemented.
 - The full SCADA package includes the following using the Ignition-Vision module:
 - Overall, a one-line page
 - Alarm page
 - Communication page
 - Each substation one-line page
 - Each protection relay page
 - Instant retrieve report page
 - Trend page
2. Develop the points list.
3. The communication network will integrate into the Substation system:
 - a. Configure and Enable DNP server Map and port parameters for twelve (12) feeders (SEL-351S), three (3) power transformer primary relays (SEL-387E), three (3) power transformer backup relays (SEL-501-1, SEL-501-2), three (3) bus relays (SEL-487B-1), two (2) LTC controls (assuming Beckwith M-2001C or equivalent), three (3) SEL-2440 I/O modules (for alarm points), three (3) transformer load monitoring meters (Shark200), one (1) SEL-3355 computer with software (Ignition), and three (3) SEL3350 (RTAC or equivalent).
4. Developing HMI SCADA monitoring, alarming, historian, report, and control screen using the Ignition software.
5. Developing Operational procedures for the SCADA system.

Assumptions & Clarifications:

1. Assume Ethernet ports are available in the LTC controllers.
2. Device procurement includes the following:
 - a. SEL-3355 (1)

- b. SEL-3350 (3)
- c. SEL-2730M (2)
- d. SEL-3622 (2)
- e. Ignition software license for 5 Client Vision Unlimited Tag Package
- f. Cables/connectors for relay-to-SCADA equipment installation as required
- g. No SEL relay firmware upgrades are included.
- h. Fiber/communications equipment between the Office/Shop and the Substations are not included.

Deliverables:

EPS Engineering & Design shall provide the owner with a fully functional SCADA system with the following detailed design documentation:

1. SCADA System Package
 - a. Complete SCADA system with hardware (SEL3355- Ignition and SEL3350-RTAC) and custom screens (Ignition-Vision) for three (3) Substation Control Buildings.
 - b. Operational procedures.
 - c. All IED Port parameters and Map.
2. Communication Network Diagram and Design Block Diagram.

Pricing Breakout:


Westside Substation Engineering Services T&M	\$365,000.00
SCADA Hardware/Software Procurement - fixed fee	\$ 94,500.00
SCADA Programming/Development - fixed fee	\$135,590.00
Relay Panels Provided and Delivered - fixed fee	\$279,700.00
Total	\$874,790.00

We can begin this **work** after receiving your written authorization to proceed and in accordance with the terms and conditions of our Miscellaneous Services Contract approved by you on June 24, 2010 and Assigned November 3, 2021, for fees as outlined above totaling \$874,790.00.

If our Proposal for Professional Services is acceptable, please sign and date in the space provided below and return to EPS Engineering & Design at 2029 County Highway I, Suite 1, Chippewa Falls, Wisconsin, 54729.

If you have any questions, I can be reached at 715-933-8033 or by email at d.krause@eps-ed.com. Thank you for the opportunity to work with you.

Sincerely,



Dave Krause, P.E.

Note: This proposal may be withdrawn or modified if not accepted within 30 days of the Proposal Date.

Authorized representative:

Signature

Date

Agenda Item: NB-9
Date: 09-07-2023

City Council Agenda Item Request

Date: August 31, 2023

Name: Gerald Pirkola

Department: Electric Department

Item: Approval - SCADA Upgrade

Meeting date requested: September 7, 2023

Explanation for request:

Administration is seeking approval to hire EPS Engineering to provide hardware, software, and programming services for the SCADA Upgrade project for the amount of \$230,090. This is a budgeted item for the 2023/24 fiscal year.



June 12, 2023

Mr. Gerald Pirkola - Electric Utility Director
City of Escanaba Electric Department
1711 Sheridan Road
Escanaba, MI 49829

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Note: This proposal may be withdrawn or modified if not accepted within 30 days of the Proposal Date.

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Signature

Date