



CITY COUNCIL

MEETING AGENDA

December 6, 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
Tammy A. Weissert, CMC Interim City Clerk
Ralph B. K. Peterson, City Attorney

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

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

Regular Meeting

Thursday, December 6, 2018, at 7:00 p.m.

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE - Pastor Erik Heskin of Bethany Lutheran Church

APPROVAL/CORRECTION(S) TO MINUTES – Regular Meeting – November 12, 2018

Special Meeting – November 19, 2018

Special Meeting – November 29, 2018

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION(S)

BRIEF PUBLIC COMMENT(S)

PUBLIC HEARINGS

1. Public Hearing - Obsolete Properties Rehabilitation District No. 27 – 1204 Ludington Street.

Explanation: The Obsolete Properties Rehabilitation Act (PA 146 of 2000) allows partial exemption of property taxes for a specified period for certain types of property improvements within a specified area. The intent of the legislation is to encourage rehabilitation of underutilized or decaying commercial or commercial/residential properties in certain designated communities such as Escanaba. The first step in the OPRA process was the establishment of a district consisting of one or more eligible properties. In accordance with program requirements, the owner of 1204 Ludington Street has submitted a request that the City establish an OPRA District, which if approved, would allow for an Obsolete Property Rehabilitation exemption in the future.

UNFINISHED BUSINESS

NEW BUSINESS

1. City Clerk Appointment.

Explanation: Having interviewed four candidates for the City Clerk position on November 29, 2018, Council will make a decision on an appointment.

2. Approval – Intent to Apply for State Revolving Loan Funds (SRF) – Wastewater Department.

Explanation: Administration is seeking Council approval to submit the Intent to Apply Form as drafted to the Revolving Loan Section. There is no cost with submitting this form.

3. Approval – Professional Services for State Revolving Loan Funds (SRF) Project Plan & Sewer System Evaluation Survey (SSES) – Wastewater Department.

Explanation: Administration is seeking Council approval to conduct the SRF Project Plan as required from the State, at a cost not to exceed \$48,000, and to also approve to conduct the work associated with the SSES if required by the DEQ, at a cost not to exceed \$50,000.

4. Approval – Planning Commission Term Re-Alignment.

Explanation: Administration is seeking approval to have the Planning Commission terms be re-aligned to conform to the schedule outlined in the ordinance and based on the original appointment dates.

Agenda – December 6, 2018

5. Approval – 2019 City Council Meeting Dates.

Explanation: Administration is seeking Council approval of the 2019 regular Annual Council Meeting schedule.

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

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Patrick S. Jordan', written in a cursive style.

Patrick S. Jordan
City Manager

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Regular Council Meeting
Monday, November 12, 2018**

The meeting was called to order by the Honorable Mayor Marc D. Tall at 6:00 p.m. in the Council Chambers of City Hall located at 410 Ludington Street.

Present: Mayor Marc D. Tall, Council Members, Ronald J. Beauchamp, Ralph B. Blasier, Michael R. Sattem, and Peggy O'Connell Schumann.

Absent: None

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

Interim Clerk Weissert led Council in the Pledge of Allegiance.

Sattem moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to approve Special Meeting minutes from October 30, 2018 and Regular Meeting minutes from November 1, 2018, as submitted.

ADJUSTMENTS TO THE AGENDA

Schumann moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to approve the Agenda as submitted.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Approval - Use of Public Space - Ludington Street - Annual Christmas Parade.

Administration sought Council approval of a request to use Ludington Street for the Annual Christmas Parade scheduled for December 7, 2018, at 7:00 p.m.

NB-1 Schumann moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve a request to use Ludington Street for the Annual Christmas Parade scheduled for December 7, 2018, at 7:00 p.m.

Approval – Correction to Delta Plaza Mall Brownfield 381 Plan.

Administration sought Council approval of a correction made to allowable expenses on the Delta Plaza Brownfield 381 Plan, which was originally approved at the November 1, 2018, City Council meeting.

NB-2 Sattem moved, Schumann seconded, to approve of a correction made to allowable expenses on the Delta Plaza Brownfield 381 Plan, which was originally approved at the November 1, 2018, City Council meeting.

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

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

MOTION CARRIED.

Discussion – City Clerk / I.T. Administration Replacement Process.

The City Council discussed how to proceed with the City Clerk / I.T. Administrator replacement process.

Blasier moved, to have each Council Member compile a list of seven people to consider which will then be given to the City Manager to rank in order, then at the next Council meeting discuss how many to interview out of that list.

Motion Failed, for lack of a second.

NB-3a Schumann moved, Blasier seconded, to approve to have each City Council Member make a list of a maximum of four applicants for the City Clerk / I.T. Administrator position without ranking.

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

Ayes: Schumann, Blasier, Tall
Nays: Sattem, Beauchamp

MOTION CARRIED.

NB-3b Blasier moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to set a Special Meeting on November 19, 2018, at 6:00 p.m. to discuss the City Clerk / I.T. administration replacement process.

Setting of Public Hearing - Obsolete Property Rehabilitation District (OPRA) No. 27 – 1204 Ludington Street.

The Obsolete Properties Rehabilitation Act (PA 146 of 2000) allows partial exemption of property taxes for a specified period for certain types of property improvements within a specified area. The intent of the legislation is to encourage rehabilitation of underutilized or decaying commercial or commercial/residential properties in certain designated communities such as Escanaba. In accordance with program requirements, the owner of 1204 Ludington Street, has submitted a request that the City establish an OPRA District, which if approved would allow for an Obsolete Property Rehabilitation exemption in the future. Administration requested Council schedule a public hearing for December 6, 2018, for the consideration of establishing Obsolete Rehabilitation District No. 27, in accordance with the requirements of PA 146 of 2000.

NB-4 Beauchamp moved, Schumann seconded, to schedule a public hearing for December 6, 2018, for the consideration of establishing Obsolete Rehabilitation District No. 27, in accordance with the requirements of PA 146 of 2000.

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

Ayes: Beauchamp, Schumann, Blasier, Sattlem, Tall

Nays: None

MOTION CARRIED.

APPOINTMENT(S) TO CITY BOARDS, COMMISSIONS, AND COMMITTEES – None

BOARD, COMMISSION, AND COMMITTEE REPORTS

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

GENERAL PUBLIC COMMENT

Bonnie Hakkola, Escanaba resident, briefly talked about the communication tower and the letter from former Airport Manager TJ Reid.

ANNOUNCEMENTS

- Black Friday will be held on Tuesday, November 20, 2018, downtown.

Hearing no further public comment, the Council adjourned at 6:34 p.m.

City Council Minutes
November 12, 2018 – cont.

Respectfully submitted

Tammy A. Weissert, CMC
Interim City Clerk

Approved:

Marc D. Tall, Mayor

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Special Council Meeting
Monday, November 19, 2018**

Pursuant to a meeting notice posted on November 13, 2018, the meeting was called to order by the Honorable Mayor Marc D. Tall at 6:00 p.m. in the Council Chambers of City Hall located at 410 Ludington Street.

Present: Mayor Marc D. Tall, Council Members, Ronald J. Beauchamp, Ralph B. Blasier, Michael R. Sattem, and Peggy O'Connell Schumann.

Absent: None

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

APPROVAL OF AGENDA

Blaiser moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to approve the City Council Agenda as amended.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Approval – Easement for an Emergency Exit on the South Side of Hobby Lobby.

Administration sought approval of an easement to allow a state-required emergency exit on the south side of Hobby Lobby.

NB-2 Blasier moved, Schumann seconded, to approve of an easement to allow a state-required emergency exit on the south side of Hobby Lobby.

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

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

MOTION CARRIED.

Discussion – City Clerk / I.T. Administrator Replacement Process.

The City Council discussed how to proceed with the City Clerk / I.T. Administrator replacement process. City Council submitted their selections to the City Manager for those they wish to interview. Out of the compiled list of 9 applicants, 2 applicants had received three votes and 3 applicants have received two votes. Discussion took place on those 5 applicants to be invited to the interview process.

NB-1 After further discussion, Sattem moved, Beauchamp seconded, to strike 4 of the 9 applicants from having an interview due to them receiving only one vote and to interview the 5 remaining applicants due to them having more than one vote.

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

Ayes: Sattem, Beauchamp, Tall
Nays: Blasier, Schumann

MOTION CARRIED.

Blaiser moved, Sattem seconded, to hold a Special City Council Meeting for Thursday, November 29, 2018, at 6:00 p.m. to hold interviews for the City Clerk / I.T. Administrator position.

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

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

MOTION CARRIED.

APPOINTMENTS

Mayor Tall, with Council Consensus, appointed Christine Williams to the Delta County Planning Commission.

GENERAL PUBLIC COMMENT – None

ANNOUNCEMENTS

- Black Friday will be held on Tuesday, November 20, 2018, downtown.

Hearing no further public comment, the Council adjourned at 6:19 p.m.

Respectfully submitted

Tammy A. Weissert, CMC
Interim City Clerk

Approved: _____
Marc D. Tall, Mayor

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Special Council Meeting
Thursday, November 29, 2018**

Pursuant to a meeting notice posted on November 26, 2018, the meeting was called to order by the Honorable Mayor Marc D. Tall at 6:00 p.m. in the Council Chambers of City Hall located at 410 Ludington Street.

Present: Mayor Marc D. Tall, Council Members, Ronald J. Beauchamp, Ralph B. Blasier, Michael R. Sattem, and Peggy O'Connell Schumann.

Absent: None

Also Present: City Manager Patrick S. Jordan, HR Director Bob Valentine, Executive Assistant Kim Gustafson, media, and members of the public.

APPROVAL OF AGENDA

Sattem moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to approve the City Council agenda as submitted.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

UNFINISHED BUSINESS – None

PUBLIC HEARINGS – None

NEW BUSINESS

1. Interviews – City Clerk / I.T. Administrator Position

After discussion, Blasier moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to turn off the streaming sound until the interviews were completed.

After discussion, Blasier moved, Schumann seconded, to allow Administration to conduct a grammar/I.T. assessment to each of the candidates, if they so choose, immediately following their interview, which would be administered by HR Director Bob Valentine.

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

Ayes: Blasier, Schumann, Tall

Nays: Beauchamp, Sattem

MOTION PASSED.

Council Members interviewed City Clerk candidates Phil DeMay, Tammy Weissert, Steven Krupski, and Nick Reynolds for the upcoming City Clerk / I.T. Administrator position vacancy.

After the interviews were concluded, Blasier moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to hold off on any decision until Thursday, December 6, 2018.

Council Members directed Executive Assistant Kim Gustafson to have a new business item added to the December 6, 2018, City Council agenda regarding the City Clerk/I.T. Administrator appointment.

GENERAL PUBLIC COMMENT – None

ANNOUNCEMENTS – None

- Administration informed the Council of an interview held with TV6 News regarding the retail sales of marijuana within the City of Escanaba. Blasier moved to add discussion of retail sales of marijuana within the City of Escanaba to the December 20, 2018, City Council agenda.

Upon hearing no second: **MOTION FAILED**

- Schumann noted the Christmas Parade will be held Friday, December 7th, beginning at 7:00 PM.

ADJOURNMENT

Hearing no further public comment, the Council adjourned at 8:01 p.m.

Respectfully submitted,

Kim Gustafson
Executive Assistant

Approved:

Marc D. Tall, Mayor

MEMORANDUM

Date: November 8, 2018
To: Patrick S. Jordan, Manager
Tammy A. Weissert, Interim City Clerk
From: Kevin Dubord, Assessing Office *KD*
Subject: Agenda Item Request
November 12, 2018 Meeting

Please place the following on the November 12, 2018 council agenda:

Request to set December 6, 2018 as a public hearing date to:

1. Establish Obsolete Properties Rehabilitation District No. 27 for property at 1204 Ludington Street, which includes office/retail space on the ground floor and apartment space on the second and third floors, as well as the basement. The building was built in 1912 and is currently unoccupied. The owner has requested the district and plans to update the facility to house five mid-upscale apartments, one office/retail/event rental space, and storage, with a central outdoor courtyard.

The public hearing will allow the establishment of District 27 and it will allow the property owner to apply for an OPRA exemption later. Attached are copies of background information for this property. Once the district is established, the property owner may begin the rehabilitation process.

Excerpt of the minutes of a regular meeting of the Escanaba City Council held on December 6, 2018, at the Council Chambers of City Hall, 410 Ludington Street, Escanaba, Michigan, at 7:00 p.m.

Present: Mayor Marc D. Tall, Council Members, Ronald J. Beauchamp, Ralph B. Blasier, Michael R. Sattem, and Peggy O'Connell Schumann.

Absent: None

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

**CITY OF ESCANABA, DELTA COUNTY, MICHIGAN
RESOLUTION TO ESTABLISH
OBSOLETE PROPERTY REHABILITATION DISTRICT NO. 27**

Whereas, Pursuant to P.A. 146 of 2000, the City of Escanaba has the authority to establish "Obsolete Property Rehabilitation Districts" within the City of Escanaba; and

Whereas, Krysta Starz, has filed a written request with the clerk of the City of Escanaba requesting the establishment of the Obsolete Property Rehabilitation District for an area in the vicinity of 1204 Ludington Street located in the City of Escanaba hereafter described; and

Whereas, The City Council of the City of Escanaba determined that the district meets the requirements set forth in section 3(1) of PA 146 of 2000; and

Whereas, Written notice has been given by mail to all owners of real property located within the district and to the public by newspaper advertisement in the Daily Press and/or public posting of the hearing on the establishment of the proposed district; and

Whereas, On December 6, 2018, a public hearing was held and all residents and taxpayers of the City of Escanaba were afforded an opportunity to be heard thereon; and

Whereas, The City Council deems it to be in the public interest of the City of Escanaba to establish the Obsolete Property District Rehabilitation as proposed.

Now, Therefore, Be It Resolved by the City Council of the City of Escanaba that the following described parcel(s) of land situated in the City of Escanaba, Delta County, and State of Michigan, to wit:

- Parcel #051-320-2930-404-017; E ½ of Lot 2 of Blk 80 of the Proprietors 1st Addition, City of Escanaba, Delta County, Michigan

Be and hereby is established an Obsolete Property Rehabilitation District pursuant to the provisions of P.A. 146 of 2000 to be known as Obsolete Property Rehabilitation District No. 27.

The vote was as follows:

Ayes:
Nays:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
 ss)
COUNTY OF DELTA)

I the undersigned, being duly qualified and acting Interim City Clerk of the City of Escanaba, do hereby certify that the foregoing constitutes a true and complete excerpt of the Escanaba City Council Minutes of the City of Escanaba, County of Delta, Michigan, at a regular City Council Meeting held on December 6, 2018, and that said meeting was conducted and public notice was given pursuant to and in full compliance with the Open Meetings Act, Act 267, Public Acts of Michigan, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Tammy A. Weissert, CMC, Interim City Clerk



Ms. Krysta Starz

August 21st, 2018

1615 Ludington St Suite B

Escanaba, MI 49829

RE: 1204 Ludington Street

Parcel No. 051-320-2930-404-017

Dear Ms. Starz,

On August 17th, 2018 I inspected your property at 1204 Ludington Street. Built in 1912 with 3,500 sq. feet of office/retail space on the ground floor and 3,000 sq. feet apartment space on the second and third floors, as well as the basement. The last business to occupy this building was nearly twenty years ago, they only used the ground floor and the building has been unoccupied since then.

This property is at least 90% functionally obsolete and inhabitable in its present condition. There is no plumbing, HVAC, or electrical systems in most of the building and all have to be replaced. Water damage from a leaky roof and windows is apparent, as well as pigeon droppings on both upper floors. There is evidence of mold and mildew and most of the building retains its original partitions and finish.

The buildings foundation appears to be sound and this site is salvageable . Because of possible mold, mildew and asbestos and the many other problems you should be eligible form a OPRA exemption.

I have enclosed a copy of the property record card and photo of the front of the building from the mid 1930's for your convenience.

Yours Truly,

Kevin Dubord

Asst. Assessor

Mission Statement:



Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.
The City of Escanaba is an equal opportunity employer and provider.

1204 Ludington Street, Escanaba

Constructed between 1906 and 1911, the three-story, flat-roofed, brick building was originally The Main Hotel & Saloon. The second and third floors remained an operating hotel into the 1960's, and possibly beyond. Many of the original hotel rooms and shared restrooms remain minimally intact. The first floor has been an array of shops and, most recently, office space. The building has unique half bay windows along the east and west walls of the second and third stories to allow light access into the original hotel rooms, regardless of the adjacent buildings height.

The property sits on a 25' x 140' parcel. The original building is 25'x120' which equates to 3,000 square feet per floor or 9,000 square feet above ground and 3,000 below ground for a total of 12,000 square feet.

Once rehabilitated, the building would house five mid-upscale apartments, one office/retail/event rental space, and storage, with a central outdoor courtyard.

Renovation

This will be an extensive renovation, as the building is currently functionally obsolete. The second the third floors have been occupied only by pigeons since the hotel closed. There is also no operating heating system or plumbing and very little operating electrical (none of which is to code).

Complete demo of interior of building.

Lead and asbestos abatement throughout.

Complete demo of single story addition to the back 20' of the building.

Demo of center portion of building to form central outdoor courtyard.

Repair foundation issues, particularly in the central portion of the building on the west side.

Replace missing and repair deteriorating brick facade and brick throughout the building.

Replace missing cornice on facade. To be rebuilt as near historically accurate as possible.

Repair or replace concrete pad at back 20' of building for exterior parking.

Replace all windows to be historically accurate.

Replace all doors to be historically accurate on the exterior and throughout on the interior.

Roof repair to include 80% replacement.

Replace pyramid style skylight.

Reframe entire building. To include new outdoor courtyard area in the center of the building.

Rebuild and relocate staircases.

New HVAC systems throughout.

New electrical throughout.

New plumbing and plumbing fixtures (sinks, faucets, toilets, showers, bathtubs) throughout.

New fire suppression system installed throughout to code.

Repair and reuse first floor original tile flooring.

Repair and reuse second floor original wood flooring.

Replace third floor flooring.

Repair and reuse first floor metal ceiling.
New drywall throughout.
New paint throughout - inside and out.
New light fixtures throughout - inside and out.
Appliances in apartments.
Cabinetry in apartments.
Countertops in apartments.
Window treatments in apartments.

Reuse & Salvage of Fixed Equipment

Unfortunately, none of the existing fixed equipment can be reused or salvaged for use in the rehabilitated facility.

Time Schedule for Rehab

This project has been in the planning stages for about two years to-date. MEDC grant funding will be utilized for the rehabilitation of this project, which can take an undetermined amount of time.

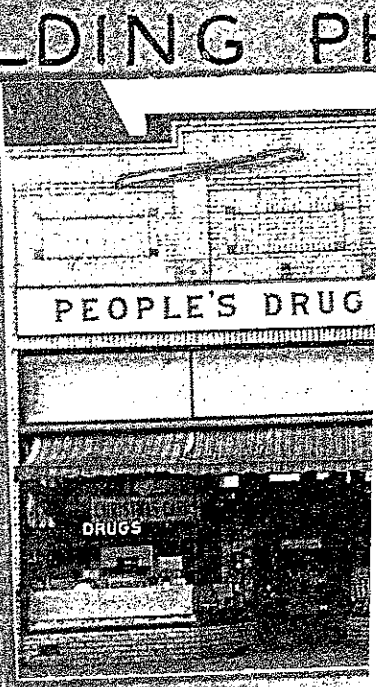
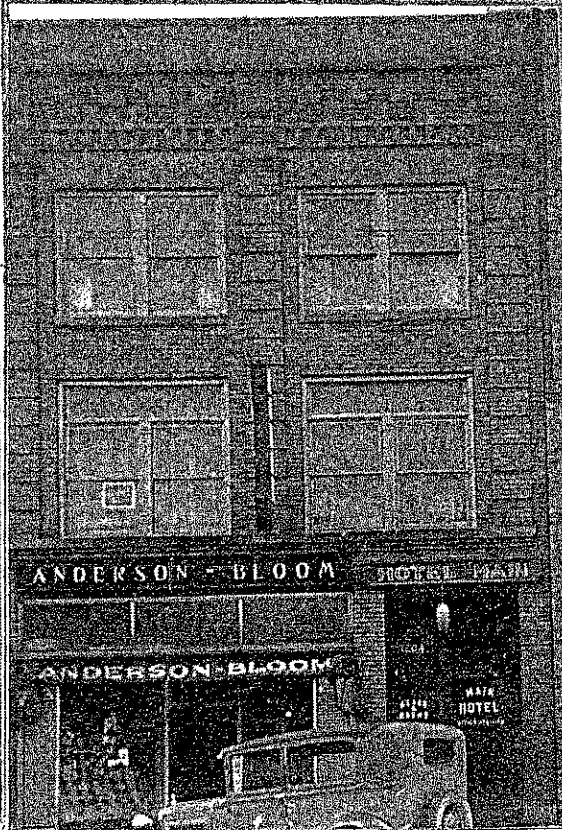
Once construction begins, the project is expected to take 9-12 months.

Expected Economic Advantages from Exemption

The economic advantages from exemption are almost endless in this case. As the building sits it currently brings no value to Escanaba's downtown and, in fact, brings the value of the entire neighborhood down.

Not only will the exemption assist in the feasibility from a financial perspective to allow this project to be financially viable, once the building is complete it will have a major impact on Escanaba's historic district and downtown. This building is currently one of the most obscene eye sores on Ludington Street. It sits on one of the busiest blocks and is centrally located within the nationally registered historic district of Escanaba's Ludington Street. The visual impact alone that the rehabilitation of this building will accomplish for local residents and visitors to the area and their appreciation community redevelopment cannot be quantified.

Beyond the visual, is the fact that the rehabilitation of this building will include five apartments which will bring more patrons to the area to support the local business. It will also allow a business to occupy the currently unused glass storefront, bringing jobs to the area. Both of which will boost the entire downtown community and surrounding businesses.

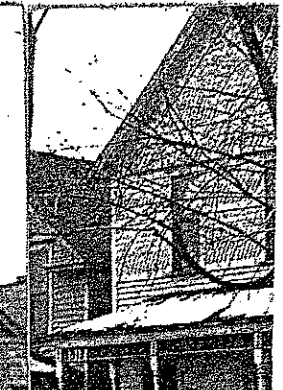
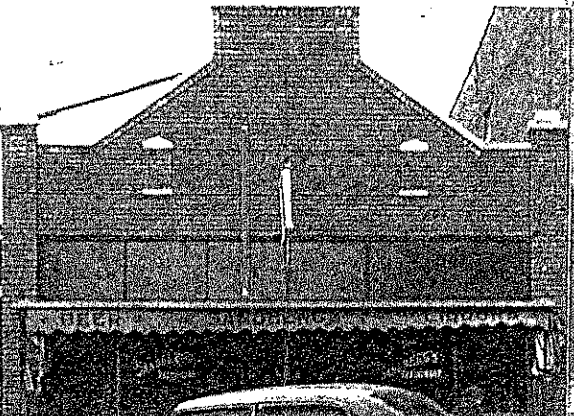


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ASSESSMENT CARD

2250

COUNTY Delta CITY Escanaba WARD _____ BOOK _____ PAGE _____ ITEM 2230 SHEET NO. _____

PROPERTY ADDRESS North SIDE Ludington STREET, NO. 1204 OCCUPIED BY Tenant

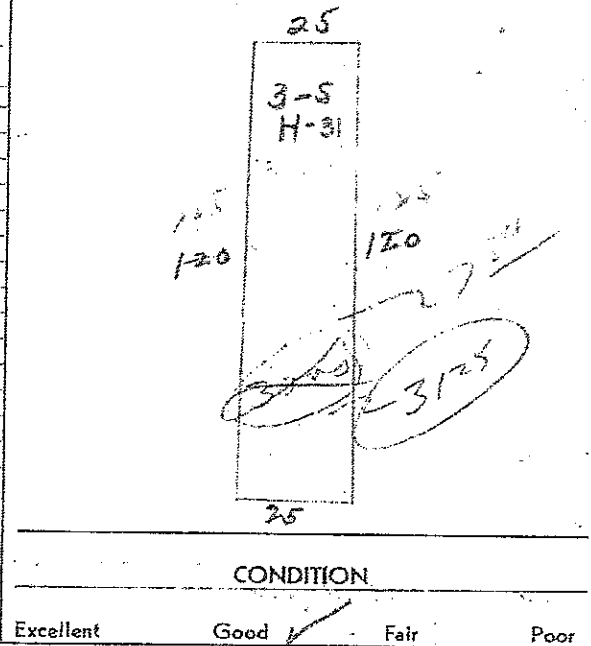
OWNER'S NAME Mrs. Emily Magnuson ADDRESS 210 Stephenson Ave. City _____

LOT E 1/2 of 2 BLOCK 80 PLAT Proprietor's First Addition

METES AND BOUNDS E 1/2 of 2

BUILDING DESCRIPTION

USE	FOUNDATION	ROOFING	INTERIOR FINISH	MISCELLANEOUS	GARAGE
<input type="checkbox"/> BUNGALOW <input type="checkbox"/> SINGLE HOUSE <input type="checkbox"/> DOUBLE HOUSE <input type="checkbox"/> APARTMENT <input checked="" type="checkbox"/> STORE <input type="checkbox"/> STORE AND FLAT <input type="checkbox"/> OFFICE BUILDING <input checked="" type="checkbox"/> HOTEL <input type="checkbox"/> THEATRE <input type="checkbox"/> FACTORY <input type="checkbox"/> GARAGE <input type="checkbox"/> GAS STATION <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> _____	<input type="checkbox"/> POST <input type="checkbox"/> CONCRETE <input type="checkbox"/> BRICK <input checked="" type="checkbox"/> STONE <input type="checkbox"/> PILES <input type="checkbox"/> CAISSONS <input type="checkbox"/> EXT. WALLS <input type="checkbox"/> METAL <input type="checkbox"/> WIDE SIDING <input type="checkbox"/> STUCCO <input checked="" type="checkbox"/> BRICK <input type="checkbox"/> TER. GOT. <input type="checkbox"/> STONE	<input type="checkbox"/> ROLL <input type="checkbox"/> SHINGLE <input checked="" type="checkbox"/> TAR AND GRAV. <input type="checkbox"/> COMPOSITION <input type="checkbox"/> SLATE <input type="checkbox"/> TILE <input type="checkbox"/> NONE <input type="checkbox"/> PART <input checked="" type="checkbox"/> FULL <input type="checkbox"/> DIRT FLOOR <input checked="" type="checkbox"/> CEMENT FLOOR <input type="checkbox"/> FINISHED	<input checked="" type="checkbox"/> PLASTER <input checked="" type="checkbox"/> DECORATED <input checked="" type="checkbox"/> PINE <input type="checkbox"/> HARDWOOD <input checked="" type="checkbox"/> METAL Ceiling <input type="checkbox"/> MAR. AND TILE <input type="checkbox"/> STOVES <input type="checkbox"/> PIPELESS <input type="checkbox"/> HOT AIR <input checked="" type="checkbox"/> STEAM <input type="checkbox"/> VAPOR <input type="checkbox"/> HOT WATER <input type="checkbox"/> NONE <input checked="" type="checkbox"/> FIXTURES <input type="checkbox"/> TOILET <input checked="" type="checkbox"/> BATH RMS. 5 <input checked="" type="checkbox"/> TILE FLOOR 3 <input type="checkbox"/> TILE WALLS	<input checked="" type="checkbox"/> P. G. STO. FR. 1 <input type="checkbox"/> SPRINKLER <input type="checkbox"/> PASS. ELEV. <input type="checkbox"/> FRT. ELEV. <input checked="" type="checkbox"/> FIRE ESC. <input type="checkbox"/> REFRIGERATOR <input type="checkbox"/> VAC. CL. SYS. <input checked="" type="checkbox"/> CABINETS <input type="checkbox"/> FIRE PLACE <input type="checkbox"/> INGIN. <input type="checkbox"/> OIL BURNER <input type="checkbox"/> GAS HEAT <input type="checkbox"/> ELEG. HEAT <input type="checkbox"/> CENT. HEAT <input type="checkbox"/> ROOMS <input type="checkbox"/> APTS. <input type="checkbox"/> RMS. APT. <input type="checkbox"/> FIN. ATT. RM. <input type="checkbox"/> FIN. BAS. RM. <input checked="" type="checkbox"/> STOKER	COND. <u>Poor</u> CONST. <u>Metal</u> FLOOR <u>Dirt</u> SIZE <u>11 x 11</u> UNIT <u>one</u> PORCHES FRONT SIDE REAR SLEEP OTHER TOTAL MISC. GR. TOTAL
<input type="checkbox"/> WOOD FRAME <input type="checkbox"/> VENEER <input checked="" type="checkbox"/> BRICK <input type="checkbox"/> ST. FRAME <input type="checkbox"/> MILL <input type="checkbox"/> RE CONC.	<input type="checkbox"/> GABLE <input type="checkbox"/> HIP <input checked="" type="checkbox"/> FLAT <input type="checkbox"/> GAMBREL <input type="checkbox"/> MANSARD	<input type="checkbox"/> DIRT <input type="checkbox"/> PINE <input checked="" type="checkbox"/> HARDWOOD 26 <input type="checkbox"/> OAK <input type="checkbox"/> CEMENT <input checked="" type="checkbox"/> TILE 2	<input type="checkbox"/> NONE <input checked="" type="checkbox"/> FIXTURES <input type="checkbox"/> TOILET <input checked="" type="checkbox"/> BATH RMS. 5 <input checked="" type="checkbox"/> TILE FLOOR 3 <input type="checkbox"/> TILE WALLS	30 ROOMS <input type="checkbox"/> APTS. <input type="checkbox"/> RMS. APT. <input type="checkbox"/> FIN. ATT. RM. <input type="checkbox"/> FIN. BAS. RM. <input checked="" type="checkbox"/> STOKER	OTHER TOTAL MISC. GR. TOTAL



BUILDING VALUE COMPUTATIONS

YEAR	NO.	LENGTH	WIDTH	HEIGHT	SQ. F. AREA OR CU. F. CONT.	COST UNIT	COST REP. NEW	DEPRECIATION		COST NEW LESS DEPRECIATION OR SOUND VAL.	SOUND VALUE LESS OBsolescence	EXTRAS TO ADD	TOTAL MARKET VALUE
								YEAR BUILT OR REM.	%				
		170	75	31	93,000			1912					
								1932	Rem.				

Legal Description of 1204 Ludington St., Escanaba, MI 49837

The East ½ of Lot 2 of Block 80 of Proprietor's First Addition to the City of Escanaba, according to the plat thereof, as recorded in Liber A of Plats, Page 3, Delta County Records

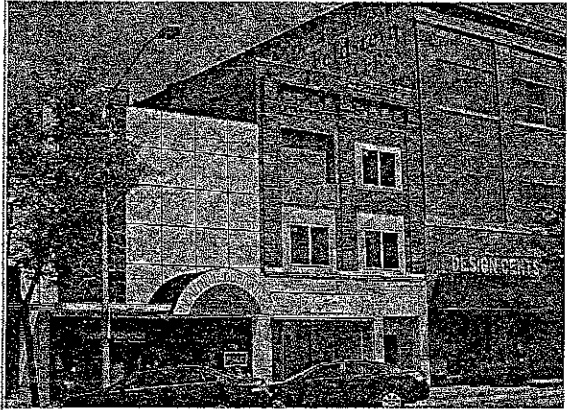
Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
SUMMERS DOUGLAS D & ROXAN	STARZ KRISTA NESS	30,000	12/20/2016	WD	ARMS-LENGTH	1177/695	KEVIN DUBORD	100.0
4 D RENTALS LLC	SUMMERS DOUGLAS DUANE	40,000	11/10/2004	LC	LAND CONTRACT	497/490		0.0
4D RENTALS	4D RENTALS LLC	0	01/01/1997	QCD	AFFILIATED GROUPS	497/490	DAINA NORDEN	0.0
DAGENAIS REAL ESTATE INC	4D RENTALS	1	03/15/1994	QCD	QCD	470/924	DAINA NORDEN	0.0

Property Address	Class: COMMERCIAL, 201	Zoning:	Building Permit(s)	Date	Number	Status			
1204 LUDINGTON ST	School: Escanaba Schools 21010								
Owner's Name/Address	P.R.E. 0%								
STARZ KRISTA NESS 1615 LUDINGTON ST STE B ESCANABA MI 49829-2854	Map #:								
	2019 Est TCV Tentative								
Tax Description	X Improved	Vacant	Land Value Estimates for Land Table 20.COM 1						
E 1/2 OF LOT 2 OF BLK 80 OF THE PROPRIETORS 1ST ADDITION	Public Improvements		* Factors * 25 X 140						
Comments/Influences	Dirt Road		Description	Frontage	Depth	Front Depth	Rate %Adj.	Reason	Value
	X Gravel Road		E LUDINGTON	25.00	140.00	1.0000	1.0000	600 100	15,000
	X Paved Road		25 Actual Front Feet, 0.08 Total Acres				Total Est. Land Value =	15,000	
	X Storm Sewer								
	X Sidewalk								
	X Water								
	X Sewer								
	X Electric								
	X Gas								
	X Curb								
	X Street Lights								
	Standard Utilities								
	Underground Utils.								
	Topography of Site								
	X Level								
	Rolling								
	Low								
	X High								
	Landscaped								
	Swamp								
	Wooded								
	Pond								
	Waterfront								
	Ravine								
	Wetland								
	Flood Plain								

Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
2019	Tentative	Tentative	Tentative			Tentative
2018	6,400	19,300	25,700			25,667C
2017	6,438	18,702	25,140			25,140S
2016	6,438	19,127	25,565			24,926C

Who	When	What
KD	08/21/2018	Data Enter
KD	08/21/2018	Inspected
TW	02/06/2017	Data Enter

The Equalizer. Copyright (c) 1999 - 2009. Licensed To: City of Escanaba, County of Delta, Michigan

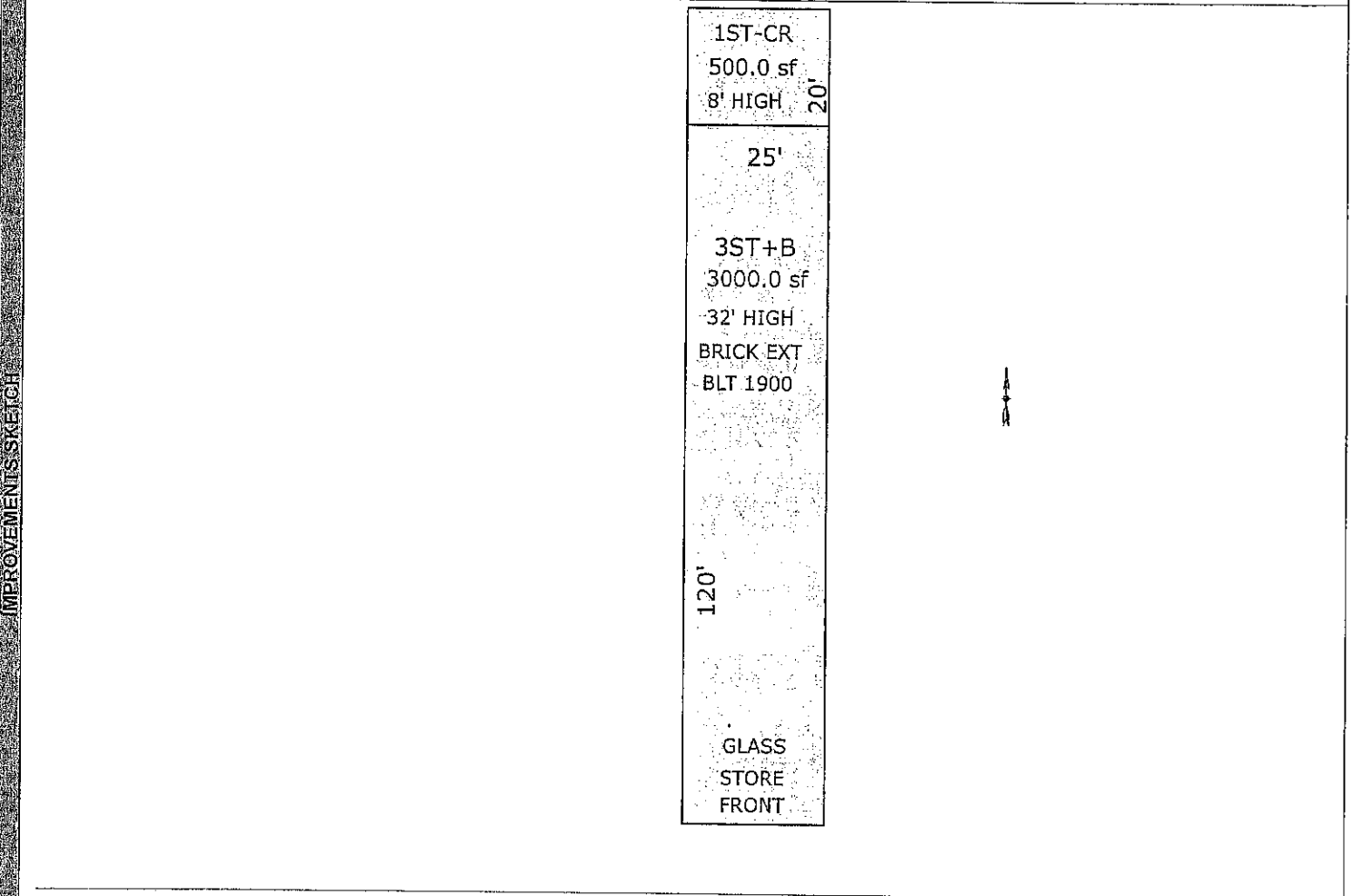


*** Information herein deemed reliable but not guaranteed***

SKETCH/AREA TABLE ADDENDUM

Parcel No 051-320-2930-404-017

SUBJECT	Property Address 1204 LUDINGTON STREET			
	City ESCANABA	County Delta	State MI	Zip 49829
	Owner SUMMERS DOUGLAS D			
	Client		Client Address 1204LUDS	
	Appraiser Name KEVIN DUBORD		Inspection Date DRAWN 8-15-11	



1204 LUDINGTON STREET

Scale: 1" = 12'

AREA CALCULATIONS SUMMARY						Comment Table 1	
Code	Description	Factor	Net Size	Perimeter	Net Totals		
GLA1	3ST+B	1.00	3000.00	290.0	3500.00		
	1ST-CR	1.00	500.00	90.0			
Net LIVABLE Area (rounded w/ factors)					3500	Comment Table 2 Comment Table 3	

Obsolete Property Rehabilitation Act Exemption

P.A. 146 of 2000, as amended

Overview

A means to encourage the rehabilitation of obsolete property and to increase commercial/residential housing available in downtowns or other areas characterized by underused or functionally obsolete properties.

OPRA provides property tax exemptions for commercial and commercial housing properties that are rehabilitated and meet the requirements of the Act. The property must be located in a qualified local unit, such as the City of Escanaba and be located in an established Obsolete Property Rehabilitation District. Properties must meet eligibility requirements including a statement of obsolescence by the local assessor. Exemptions are approved for a term of 1-12 years as determined by the local unit of government. The property taxes for the rehabilitated property are based on the previous year's (prior to rehabilitation) taxable value. The taxable value is frozen for the duration of the exemption. Additionally, the State Treasurer may approve reductions of half of the school operating and state education taxes for a period not to exceed 6 years for 25 applications annually. Applications are filed, reviewed and approved by the local unit of government, but are also subject to review at the State level by the Property Services Division. **Exemptions are not effective until approved by the State.**

Functional obsolescence as defined by the state includes inadequate electrical, heating and plumbing. Oversized or undersized rooms, poor layouts and traffic flow problems, etc.

Functionally Obsolete: means that the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or super adequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property.

Antiquated plumbing, heating, and electrical fixtures and connections or spaces that are not conducive to the use of modern equipment and technologies or spaces broken up by poorly planned wall dividers that may have been functional 50 or 100 years ago are examples of deficiencies which could qualify a building. Super adequacies include excessive ceiling height, excessive size, etc. The OPRA legislation requires a statement of obsolescence from a Level III or Level IV certified assessor using this criteria.

Once in the program there will now be three tax bills for the same property. 1) the tax bill on the land taxed at full millage, 2) the taxable value on the building is frozen at the pre-improvement level at full millage, and 3) the tax bill on the improvement which only taxes the School Operating (18 mills) and State Education Tax (6 mills) which could be reduced by ½ by the State Treasurer.

Obsolete Property Rehabilitation Act Exemption

P.A. 146 of 2000, as amended

An example of how the OPRA affects property taxes for property with an exemption. Using the 2013 millage rates for the City of Escanaba, the annual rates would be as follows:

The taxable value of the parcel prior to the exemption is \$70,000. Of the total taxable value, assume that \$20,000 is the portion attributable to the land. Assume also that rehabilitation and remodeling result in a total taxable value of \$1,200,000 for the rehabbed property. The tax breakdown would be as follows:

School Oper.	= 18.0000 mills
State Ed Tax	= 6.0000 mills
TOTAL Millage	= 59.8744 mills

Annual Tax Bill	Taxable Value		Millage		Annual Tax Dollars
1) Land	20,000	X	59.8744	=	\$ 1,197
2) Frozen Building TV	50,000	X	59.8744	=	\$ 2,943
3) Non-frozen TV	1,130,000	X	*18.0000	=	\$ 27,120
	1,130,000	X	*6.0000	=	
Total Annual Tax					= \$ 31,260

<i>Annual Tax Without Exemption</i>	\$ 71,849
<i>Annual Savings</i>	\$ 40,589
<i>Savings Over 12-year term</i>	\$ 487,071

* The State Treasurer can exempt up to 50% of the State Education Tax and the school operating tax for a period of up to 6 years, which would result in additional annual savings of \$13,560 or \$81,360 for the term of the exemption.

The OPRA exemption applies only to existing buildings. Taxable value attributable to increased building size, whether vertical or horizontal, is taxed at the full millage rate.

Additionally, if the rehabbed property is commercial/residential, any portion which qualifies as primary residence would be exempted from the 18 mills of school operating tax, in the same manner as any other homestead.

The entire process is set by statute.

Unlike other exemptions, OPRA exemptions can be transferred to new property owners. The exemption can be transferred to a new owner during or after rehabilitation with the approval of the city council. The process starts at the local assessor's office.

Obsolete Property Rehabilitation Act Exemption

P.A. 146 of 2000, as amended

Definitions Contained In or Referenced In Pubic Act 146 of 2000

"Commercial housing property" means that portion of real property not occupied by an owner of that real property that is classified as residential real property under section 34c of the general property tax act, 1893 PA 206, MCL 211.34c, is a multiple-unit dwelling, or is a dwelling unit in a multiple-purpose structure, used for residential purposes. Commercial housing property also includes a building or group of contiguous buildings previously used for industrial purposes that will be converted to a multiple-unit dwelling or dwelling unit in a multiple-purpose structure, used for residential purposes.

"Commercial property" means land improvements classified by law for general ad valorem tax purposes as real property including real property assessable as personal property pursuant to sections 8(d) and 14(6) of the general property tax act, 1893 PA 206, MCL 211.8 and MCL 211.14, the primary purpose and use of which is the operation of a commercial business enterprise. Commercial property shall also include facilities related to a commercial business enterprise under the same ownership at that location, including, but not limited to, office, engineering, research and development, warehousing, parts distribution, retail sales, and other commercial activities. Commercial property also includes a building or group of contiguous buildings previously used for industrial purposes that will be converted to the operation of a commercial business enterprise or a multiple-unit dwelling or a dwelling unit in a multiple-purpose structure, used for residential purposes. Commercial property does not include any of the following: Land, Property of a utility

"Facility", except as otherwise provided in this act, means a building or group of contiguous buildings.

"Functionally obsolete" means that the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or superadequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property. (See MCL 125.2652)

Note: The STC offers the following as examples of functional obsolescence:

- 1) A floor plan which is inappropriate for the highest and best use of the property.
- 2) A heating system which is inadequate for the highest and best use of the property.
- 3) Excessively high or low ceilings for the highest and best use of the property.
- 4) Partition walls which restrict the highest and best use of the property.
- 5) Mechanical systems (e.g. electrical, plumbing, etc) which are inadequate for the highest and best use of the property.

"Obsolete property" means commercial property or commercial housing property, that is 1 or more of the following:

- (i) "Blighted property". Blighted property means property that meets 1 or more of the following criteria:
 - a. Has been declared a nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance.
 - b. Is an attractive nuisance to children because of physical condition, use, or occupancy.

Obsolete Property Rehabilitation Act Exemption

P.A. 146 of 2000, as amended

- c. iii. Is a fire hazard or is otherwise dangerous to the safety of persons or property.
 - d. iv. Has had the utilities, plumbing, heating, or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.
 - e. v. Is tax reverted property owned by a qualified local governmental unit, by a county, or by this state. The sale, lease, or transfer of tax reverted property by a qualified local governmental unit, county, or this state after the property's inclusion in a brownfield plan shall not result in the loss to the property of the status as blighted property for purposes of PA 145 of 2000. (MCL 125.2652)
- (ii) A facility as that term is defined below:
"Facility" as defined in PA 451 of 1994 means any area, place, or property where a hazardous substance in excess of the concentrations which satisfy the requirements of section 20120a(1)(a) or (17) or the cleanup criteria for unrestricted residential use under part 213 has been released, deposited, disposed of, or otherwise comes to be located. Facility does not include any area, place, or property at which response activities have been completed which satisfy the cleanup criteria for the residential category provided for in section 20120a(1)(a) and (17) or at which corrective action has been completed under part 213 which satisfies the cleanup criteria for unrestricted residential use. (See MCL 324.20101)
- (iii) Functionally obsolete. Please see the definition of "functionally obsolete".

"Obsolete property rehabilitation district" means an area of a qualified local governmental unit established as provided in section 3. Only those properties within the district meeting the definition of "obsolete property" are eligible for an exemption certificate issued pursuant to section 6 of PA 146 of 2000.

"Rehabilitation" means changes to obsolete property OTHER THAN REPLACEMENT that are required to restore or modify the property, together with all appurtenances, to an economically efficient condition. Rehabilitation includes major renovation and modification including, but not necessarily limited to, the improvement of floor loads, correction of deficient or excessive height, new or improved fixed building equipment, including heating, ventilation, and lighting, reducing multistory facilities to 1 or 2 stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes required to restore or change the obsolete property to an economically efficient condition. **Rehabilitation shall not include improvements aggregating less than 10% of the true cash value of the property at commencement of the rehabilitation of the obsolete property.**

"Rehabilitated facility" means a commercial property or commercial housing property that has undergone rehabilitation or is in the process of being rehabilitated, including rehabilitation that changes the intended use of the building. A rehabilitated facility does not include property that is to be used as a professional sports stadium. A rehabilitated facility does not include property that is to be used as a casino. As used in this subdivision, "casino" means a casino or a parking lot, hotel, motel, or retail store owned or operated by a casino, an affiliate, or an affiliated company, regulated by this state pursuant to the Michigan gaming control and revenue act, the Initiated Law of 1996, MCL 432.201 to 432.226.

Obsolete Property Rehabilitation Act Exemption

P.A. 146 of 2000, as amended

City of Escanaba Application Process

These are the steps to follow if you wish to apply for an Obsolete Properties Rehabilitation Exemption (OPRA exemption):

1. **Request in writing** to the city assessor that an Obsolete Properties Rehabilitation District be established for your property. City Council will approve this by resolution. Do not begin structural or cosmetic improvements to the building until after the district is established by City Council. This process may take four to six weeks.
2. **Request that the city assessor inspect** your building to determine if the property qualifies as obsolete property under the legislation. This can be done before council acts on your request for an OPRA district.
3. **Complete the application form and addendum** provided by the city assessor. You must include a letter stating that the rehabilitation project could not be completed without the assistance of the exemption (required by statute). Also include cost estimates of your planned projects and approximate completion schedules. Be as specific as possible. The assessor will bring this before Escanaba City Council and a public hearing will be held to consider your exemption. This process will take an additional four to six weeks.
4. **If approved by City Council the assessor will then send** required documents to the State of Michigan for review and approval/disapproval by the State Tax Commission. Please note that the STC must receive the application by October 1st to consider the exemption for the next year's taxes. In order to maintain the necessary timetable, your district request should be started by the end of June with the completed exemption application submitted by the first (1st) Thursday of September. An OPRA exemption granted by the state on or before December 31st of any year will take effect in the following tax year.

NOTE:

An OPRA exemption will result in three separate tax bills for the exempt parcel: 1) land is assessed and taxed normally, 2) the frozen taxable value for all levies 3) "Non-frozen taxable value" means that the increased taxable value resulting from project improvements will be taxed only the School Operating (18 mills) and State Education Tax (6 mills) which may be reduced by ½ by the State Treasurer for up to 6 years:

You must pay property taxes timely. Failure to pay taxes before they become delinquent on March 1st of each year may constitute a reason for revoking the exemption.

A Principal Residence Exemption may apply If you rehabilitate the upper floor(s) of your property into your primary residence.

City of Escanaba
Phone: (906) 786-9402
Email: dnorden@escanaba.org

NB-#2
C.C. 12-6-18

Wastewater Department Memo

To: Patrick Jordan, City Manager

From: Jeff Lampi, W & WW Supt. 

Date: 11/27/18

Re: Intent to Apply for SRF

Patrick,

Attached to this memo you find an Intent to Apply Form. This is an outline of our projected project plans.

At this time the Intent to Apply Form is not required, but by doing so, we will insure that the revolving loan section has reserved funds for our activity. C2AE has assisted us in filling out this form and providing the project narrative description. The staff at C2AE feels very strongly that this needs to be submitted to insure that the state knows our intentions.

Please consider this a request for council authorization to submit the attached form as drafted to the revolving loan section. There is no cost with submitting this form.



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
 DRINKING WATER AND MUNICIPAL ASSISTANCE DIVISION
 CLEAN WATER STATE REVOLVING FUND/STRATEGIC WATER QUALITY INITIATIVES FUND

INTENT TO APPLY FORM

This Intent to Apply (ITA) form is REQUIRED of applicants who intend to apply for funding through the Clean Water State Revolving Fund (SRF) or Strategic Water Quality Initiatives Fund (SWQIF).

Deadlines: This form may be submitted at any time. This form must be submitted on or before December 31, for consideration for funding the following fiscal year (final project plan due July 1). The ITA expires in one year and must be resubmitted each year by December 31 if the project(s) did not get ranked on the previous Project Priority List (PPL), or did not proceed with funding. If changes (scope, cost, etc.) are made to project(s) submitted with the Initial ITA (including projects listed as future on the PPL), an updated form is required by the following December 31 to remain on the PPL.

Pre-Application Meeting: The Applicant Contact will be contacted by the assigned Revolving Loan Section (RLS) project manager within 14 days of receipt of this ITA to discuss scheduling a pre-application meeting. This meeting is mandatory in most cases and may be held in person (preferred) or via conference call. Required attendees will include the RLS project manager, MDEQ district engineer, and applicant representative(s). Optional attendees may include the consulting engineer, public works staff and/or certified operator, RLS technical support staff, MDEQ enforcement staff (if applicable) and/or district compliance staff, other funding agencies, or other interested parties.

Questions: Please visit our website at www.michigan.gov/cleanwaterrevolvingfund or call 517-284-5433.

DEQ Use Only: RLS Project Manager _____

District Engineer _____ Project Number _____

CONTACT INFORMATION

Applicant Legal Name: City of Escanaba

Mailing Address (street, city, state, zip+4): City Hall, 410 Ludington Street, Escanaba, MI 49829

Applicant Contact Name: Patrick Jordan Title: City Manager

Mailing Address (street, city, state, zip+4): P.O. Box 948, Escanaba, MI 49829

Phone No.: 906-786-0240

Email: pjordan@escanaba.org

Consulting Engineer Name* (if applicable): Charles Lawson Firm: C2AE

Mailing Address (street, city, state, zip+4): 1211 Ludington Street, Escanaba, MI 49829

Phone: 906-233-9360

Email: Charles.lawson@c2ae.com

*Qualifications-Based Selection (QBS) Process Disclaimer – The SRF requires a community to use a QBS process for selecting an architectural/engineering consultant for those costs to be included in an SRF loan. This applies to all planning, design, and construction activities, including costs related to a pre-application meeting and preparation of project planning documents. Please refer to the QBS guidance documents for further information.

PROJECT INFORMATION

Project Need (check all that apply): Public Health Issue Water Quality Issue Discharge Permit Violations Capacity Structural Integrity CSO Separation Infiltration/Inflow Removal Enforcement Action Total Maximum Daily Load Other: Click here to enter text.

Project Description (Please attach planning area map): The project is planned to include both wastewater treatment facility and wastewater collection system improvements – see attached narrative summary & location maps (2).

Project Location (street address or nearest cross streets): WWTP site at South End of Willow Creek Road and Ludington St., 1st Ave. South, & 2nd Ave. South, between South 1st and South 10th Streets

City/Village/Township: City of Escanaba

County: Delta County

Borrower Population: 12,616

Population Served by Project: 12,616

Treatment Facility Name (if applicable): Escanaba

NPDES or Groundwater Discharge Permit No. (if applicable): MI 0025381

Name of Watershed Management Plan (if applicable): na

Estimated Total Project Cost: \$12,598,100 Estimated SRF Loan Amount: \$12,598,100

Other Funding Sources (check all that apply): None Cash Bond MDOT MEDC
USDA Rural Development Other: Click here to enter text.

Proposed Construction Start Date (mm/yyyy): 07/2020 Proposed Construction End Date (mm/yyyy): 11/2021

In which fiscal year do you intend to apply? 2019 for a 2020 project

Is this a multi-segmented project (multiple loans or projects)? Yes No If yes, describe: Click here to enter text.

Existing Planning Documents (check all that apply; do not need to submit at this time): None Capital Improvements Plan Asset Management Plan Preliminary Engineering Report Environmental Report Project Plan Infiltration & Inflow Study Sanitary Sewer Evaluation Study NASSCO Report Watershed Management Plan Master Plan Other: Click here to enter text.

Will this project be combined with other projects? Yes No If yes, describe: Only to the extent of replacing deficient water distribution or storm drainage facilities where needed in same construction areas – undefined until project design takes place.

ADDITIONAL INFORMATION

Disadvantaged Community? ** Yes No Unknown

**For a preliminary determination from the MDEQ, complete and attach Form EQP 3530.

Does the proposed project include any green infrastructure, water or energy efficiency improvements, or other environmentally innovative activities that may qualify for Green Project Reserve (GPR) funding? Yes No Unknown

If yes, please describe: Pump replacements involved with WWTP improvements will, where possible, incorporate higher efficiency pumping units and controls to conserve energy. Any chemical feed or process improvements will include improving efficiency to conserve chemicals and power.

Additional Information: Click here to enter text.

Form Completed By: Jeff Lampi

Title: Water & Wastewater Superintendent

Date: _____

Please submit the form and any applicable attachments by email to DEQ-DWMAD-Revolving LoanSection@michigan.gov or by mail to:

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
DRINKING WATER AND MUNICIPAL ASSISTANCE DIVISION

REVOLVING LOAN SECTION

Mailing Address:

PO BOX 30817
LANSING MI 48909-8311

Delivery Address:

CONSTITUTION HALL 4TH FLOOR SOUTH
525 W ALLEGAN STREET
LANSING MI 48933

Escanaba, MI

SRF Program – 2018/2019 Intent To Apply

Project Narrative Description

Introduction

Over the past several years, the Escanaba Wastewater Department has targeted an important Wastewater Treatment Facility (WWTF) project to upgrade primary treatment because the existing structures were deteriorating at a very rapid rate and major plant equipment was at the end of its useful life. In 2014 and again 2017, high flows and secondary treatment bypasses have accentuated the need for system improvements to avoid violations of State law.

I/I Evaluation

System Description

The City of Escanaba owns and operates its water and wastewater utilities serving slightly under 13,000 residents in 2018. The wastewater system consists of the following:

- 76 miles of 8" to 36" collector sewer.
- 8 pump (lift) stations ranging from 95 gpm to 1,100 gpm firm capacities.
- The wastewater treatment plant is a 2 MGD conventional activated sludge facility including influent screening and flow measurement, aerated grit removal, primary settling, chlorine disinfection, and anaerobic digestion for biosolids stabilization.

Overall System Flows Review

3-1/2 years of WWTF influent flow and precipitation records were compiled and evaluated in April 2018. Total system flow during high groundwater periods (infiltration impacted) routinely topped the 120 gpcd infiltration guidance figure, however gpd/in-mi data which considered sewer size and length was very reasonable (all under 2,400 gpd/in-mi).

Flow during the largest precipitation periods (inflow impacted) exceeded the 275 gpcd guideline once (in June 2017).

Secondary treatment by-pass was necessary once in 2014 and once in 2017. Both occurrences were during severe precipitation events. This meets the third item in the MDEQ I/I criteria. The mid-June rain in 2017 has been used to develop 25 year 24 hour storm flow estimates

2017 Flow Monitoring

As part of the City's SAW Asset Management Plan (AMP) development, four flow monitors were installed in the wastewater collection system from Aug 14 to Nov 10, 2017.

Dry weather infiltration produced the higher per capita flows in Tributary Area #3 and to a slightly lesser extent in Areas #4 and #2. Area #3 is the oldest area (75-100 year sewers) of the City (downtown business district and residential) and many of the sewers are also downstream/deeper with greater groundwater impact potential. Area #3 is much of the Ludington Street Pump Station Tributary Area. Areas #4 and #2 are a mixture of approximately 25% older (75-100 year) made up of primarily residential customers and 75% of moderate age (50 year) with a mix of commercial and residential. "Older" also typically means short length clay pipe with often inadequate or less reliable joints.

Wet weather flows pointed toward area #3 again, the only area/events exceeding the 275 gpcd guideline.

2018 Flow Monitoring

As part of this I/I evaluation, six flow monitors were installed in the wastewater collection system from Mar 14 to Jun 20, 2018.

Dry weather infiltration produced the higher per capita flows in Tributary Area #03 and to a slightly lesser extent in Area #04.

Wet weather flows pointed toward area #02

Cost Effective Analysis

Treatment

The Escanaba WWTP was upgraded in 1972 to treat a peak hydraulic flow of 10 mgd through a preliminary treatment and a maximum sustained rate through secondary treatment of 5.0 mgd.

Evaluations under the SAW program proposed a future peak Secondary Treatment design flow of 7.25 Mgd to include growth in the Escanaba service district plus a flow allowance for Wells Township north of the Escanaba River.

To upgrade the existing WWTP to accept a treatable design flow of 7.25 mgd the following unit process improvements are recommended.

1. Primary Settling, Incremental Costs from 5 mgd to 7.25 mgd
2. Grit Removal, Incremental Cost From 5 mgd to 10 mgd
3. Secondary Treatment, 1 new Aeration Tank and 1 new Final Clarifier
4. Disinfection capacity increase, Allowance
5. Outfall Capacity increase, Outfall Booster Pump Station

WWTP upgrade costs included in the evaluation are those required to allow treatment of the flow increase from 5.0 to 7.25 mgd. Costs **do not** include improvements desired to improve efficiency or reduce operating labor.

The 25 Year, 24 Hour peak flow computed for the Escanaba WWTP was 17 MGD. This was computed based on EPA criteria and utilized a 2017 maximum rainfall event of approximately 1.0 inch in one day. Historic records show a maximum flow of 7.0 MGD in June of 2017. Twenty five (25) Years of staff experience suggest that basement flooding has not occurred over that period. An estimate of equalization potential in the existing interceptor was made for the volume above a steady state flow of 5.0 MGD. The available volume may be adequate to buffer peak Raw Sewage rates to 7.25 MGD given the very short duration of the 25 Year flow. It is expected that this analysis would be checked against the sanitary flow model when calibrated in the near future.

Equalization

Although conventional thinking has leaned toward infiltration as the leading component of clean water entering the sanitation station, 2017 and 2018 flow monitoring suggested a shorter duration to major events than had been considered previously. This led to considering whether equalization of peak flows could be a cost effective option. For this evaluation it is proposed that a covered round fused glass lined equalization tank be constructed downstream of grit removal, before secondary treatment. This would receive raw sewage flows above 5.0 mgd by gravity and return flow by means of pumping during periods when income sewage flow was reduced.

Based on flow monitoring conducted in 2017 and 2018 a hydrograph of flow to the WWTP associated with the 25 Year, 24 Hour runoff event has been developed following EPA criteria. This work has computed a peak 25 year hydraulic flow of 17 MGD. The computed equalization volume required to limit flow through primary and secondary treatment to 5.0 MGD is 0.30 MG. A cost effectiveness analysis was developed assuming an Equalization Tank volume of 1.0 MG.

I/I Removal

Sewer separation experience in other UP communities has shown that I/I removal via a public infrastructure project can likely be successful in removing less than 50% and closer to 30% of the I/I when it is predominantly caused by infiltration and rain enhanced infiltration such as in Escanaba. Storm and sanitary sewers are already separated with remaining inflow coming from leaks (ponding over castings, cracked or leaking sewers influenced by rainfall/snowmelt, etc.) and private sources (footing drains, yard drains, roof leaders, etc.).

I/I removal estimates and related costs target the older, deeper portions of the collection system where 2017 and 2018 flow monitoring along with pump station pumping rate reviews indicate I/I potential problem areas are concentrated.

Recommendations

Escanaba must undertake major WWTP improvements to replace failing structures, incorporated cost savings technology, and maintain facility integrity.

WWTP Improvements which have been proposed for the near future are detailed in the SAW Process and Facility Evaluation report. Proposed improvements to be implemented with SRF funding include:

<u>Unit Process</u>	<u>Description of Improvement</u>	<u>Opinion of Capital Cost to Implement (Estimated 2020)</u>
Raw Sewage Screening	Refurbish Newer Coarse Screen, Replace Older W/Fine Screen	\$787,580
Raw Sewage Pumping	Refurbish Existing 3 Pumps, Install new Pump No. 4	\$234,260
Grit System	Replace Existing with Vortex type.	\$903,120
Primary Settling	New Primary Treatment Facility	\$7,166,660
Secondary Treatment	Secondary Treatment, Aeration, and Final Settling	\$1,124,660
Chlorination System	Complete Chlorine Feed Equipment Upgrade	\$82,680
Buildings	Brick Veneer, Headworks, and Secondary Building	\$204,580
Instrumentation	SCADA Upgrade	\$145,220
Admin. Building	Administration Building Upgrades	\$228,960
Final Effluent Pumping	New Booster Pump Station on Outfall Sewer	\$412,400
Garage	Maintenance Garage	\$1,094,980
Miscellaneous	Miscellaneous Facility Upgrades	\$212,000
	Total	\$12,598,100

In addition to WWTP improvements the City realized that collection system renovation must be an ongoing process. To that end the following collection work is recommended by the report with a suggested timeline. These recommendations are based on information available as of this date.

Planned Schedule

Planning/Studies	2016-2019
SRF Application	2019
Design	2019-2020
Construction	2020-2021



DATE: 10/20/2010
 PROJECT: WASTEWATER TREATMENT PLANT IMPROVEMENTS
 SHEET: 1

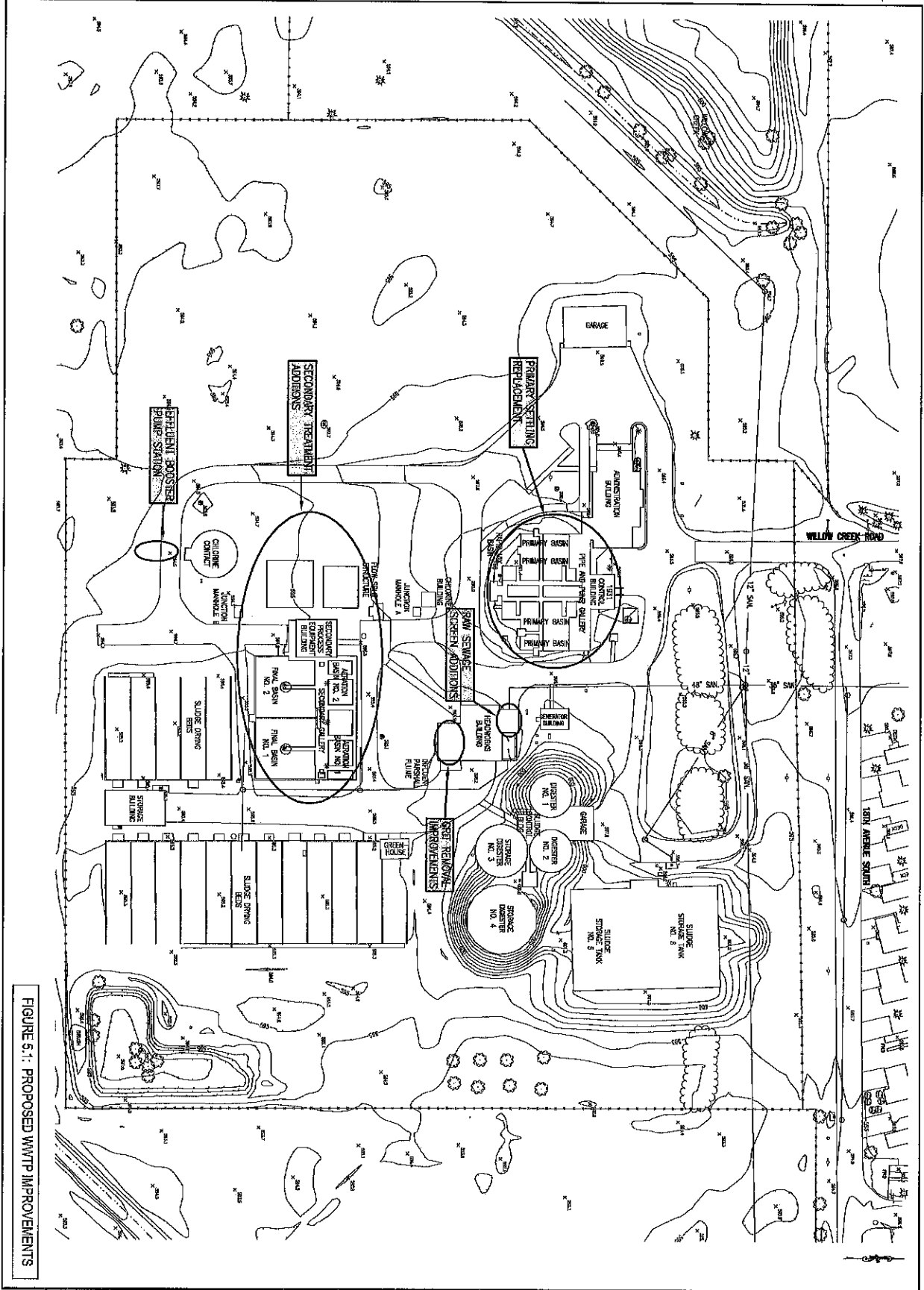


FIGURE 6.1: PROPOSED WWTTP IMPROVEMENTS

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WASTEWATER TREATMENT PLANT SITE PLAN


CITY OF ESCANABA, MICHIGAN
 WASTEWATER ASSET MANAGEMENT PLAN
 SIXTA COUNTY, MI



NB-#3
C.C. 12-6-18

Wastewater Department Memo

To: Patrick Jordan, City Manager

From: Jeff Lampi, W & WW Supt. 

Date: 11/27/18

Re: Professional Services for SRF Project Plan & SSES

Patrick,

To enable us to begin the renovations and rehabilitation project at the Wastewater Plant, using State Revolving Loan Funds (SRF), we need to begin this process with a Project Plan. Attached you will find a proposal from C2AE to conduct this work and get us started.

The SRF Project Plan as quoted will cost \$48,000.00. This will only cover costs up to the line labeled "Submittal of Final Project Plan" and dated June 20th 2019, on page 6 of the attachment.

Precursors involved in getting SRF funds required cost effect comparisons of other options. We needed to provide proof that an increase in plant capacity is more effective than installing equalization tanks or Collection System repairs. We have found that the additional costs for a slight increase in capacity is more effective than the other options.

The second part of this request concerns the Sewer System Evaluation Survey (SSES). There is a slight chance that we may have persuaded the DEQ that this survey should not be required of us. Currently, I have received communication that they may feel this process could be omitted from the SRF process. Should this stance from the DEQ remain, the costs (\$50,000.00) of a SSES will not be needed. However, any information complied as per the SSES will be very beneficial to us in future decisions regarding collection system repairs and improvements.

Because we are attempting a very tight and aggressive timeline to get SRF funding commitments next year; I'm requesting the funds to conduct the SSES be made available now, should this work be required by the DEQ.

Please consider this as a two part request to hire C2AE; of Escanaba MI:

- To conduct the SRF Project Plan as required from the State, at a cost not to exceed \$48,000.00;
- To conduct the work associated with the SSES if required by the DEQ, at a cost not to exceed \$50,000.00

Money for Professional Services is available within the current budget year because the intended use of this money will not be conducted as planned.

Pc: Melissa Becotte, City Controller



1211 Ludington St.
Escanaba, MI 49829
O: 906.233.9360
www.c2ae.com

November 27, 2018

Mr. Jeff Lampi
Wastewater Superintendent
City of Escanaba
410 Ludington St.
Escanaba, MI 49829

Re: Proposal for Professional Services: SSES and SRF Project Plan

Dear Mr. Lampi,

We have reached the conclusion of the first phase of the February 20, 2018 project; you and Dave Holmgren have met with MDEQ. The next phase of that letter needs to be implemented if the City desires to stay on the schedule we have discussed.

PROJECT UNDERSTANDING

Since 2013, Escanaba Wastewater managers have targeted an important Wastewater Treatment Plant (WWTP) project to upgrade primary treatment. Existing structures were deteriorating at a very rapid rate and major plant equipment was at the end of its useful life. In 2015, the SAW project was imminent, and it was decided to delay pursuit of a major WWTP project until SAW data was available. In 2014 and again 2017 high flows and secondary treatment, bypasses accentuated the need for system improvements to avoid further violations of State law. Between 2015 and 2018, Escanaba completed a Michigan DEQ SAW Asset Management Plan, which has contributed valuable knowledge of the entire wastewater system. In recently in 2018 an Infiltration and Inflow Study was completed to quantify clean water contributions. Also in 2018 additional sanitary sewer flow monitoring was conducted at six locations to improve the confidence in the I/I Study results.

For Escanaba the most viable funding assistance for a wastewater project comes from the State Revolving Fund (SRF), which has been a successful partner for both Water and Wastewater upgrades in the past. MDEQ requires that clean water, Infiltration and Inflow (I/I), must be managed within established limits, by the most cost effective means, before SRF funding for WWTP improvements could be approved. The 2018 I/I Study has shown that the Escanaba service district is outside of SRF I/I guidance limits. The I/I Study concluded that exceedance of inflow limits was less frequent than exceedances of infiltration limits.

Manhole inspections, sewer televising, hydraulic modeling, and flow monitoring were conducted on the Escanaba sanitary sewer system under the SAW program. This contributed important information regarding the condition of the system and potential for clean water entrance. Additional flow monitoring was completed in 2018. This was valuable support information for the I/I study process. The following summarizes the current Escanaba Wastewater situation:

- The amount of collection system I/I is slightly above normal guidance limits.
- An Infiltration and Inflow study was required to enable SRF funding to move forward. The I/I study assessed available information and compared the cost for the primary overriding options to handle peak flows:
 - Collection system work to reduce I/I.
 - WWTP improvements and the associated O&M cost to treat excess clean water.
 - Equalization facilities to store peak flow until treatment is possible.
- To access State SRF funding it will be necessary to demonstrate that the most cost effective strategy is proposed. Pending final discussions with and the approval of MDEQ, the I/I study suggests that the most cost

effective strategy to manage excess flow is to upgrade of the WWTP system capacity. However, collection improvements in the very worst areas should be planned and continued as long-term asset management strategy and to maintain the overall integrity of the sanitary sewer asset.

- We are told by MDEQ that an SSES Study is required to better focus the expenditure of resources on Escanaba collection system.

SCOPE

Following is the proposed Workplan for the SSES Study for Escanaba. This has been submitted to MDEQ and is awaiting final input, but initial meeting discussions were felt to support the attached scope.

SSES SCOPE AND METHODS

MDEQ has clarified that a Sewer System Evaluation Survey (SSES) is very important but will be voluntary to move forward with SRF funding for wastewater improvement. Flow monitoring over 6 months in two separate years, hydraulic modeling, system manhole inspection, and an Infiltration and Inflow Study have been conducted prior. The infiltration and Inflow Study has been submitted to MDEQ at the time of this writing.

The SSES scope is proposed to be a simplified effort to help focus future Phase II collection improvements aimed at improved sanitary sewer condition and reduction of cost effective I/I. The SSES is proposed to include.

1. Partial smoke testing of priority areas contributing excessive I/I
2. Assembly of manhole infiltration data from the wastewater SAW/GIS system
3. Assembly of manhole perforated cover information from the SAW/GIS system
4. City inspection to assign a discharge location to roof drains which have not been assigned a discharge location.
5. Sewer televising as may be necessary to quantify benefits of underground construction in priority sanitary sewer locations. Television by City crews is acceptable as the SSES is no longer mandatory.

Smoke Testing

Smoke testing is proposed in three priority groupings representing the older portions of City. These are Meter Basin 2 and 3 in the I/I Report and MSA 2017 Flow Monitoring Report.

- Priority 1 Smoke Test Area: The highest priority smoke testing will be the Ludington Street area from 17th Street East to 1st Street, which includes approximately 16 square city blocks. This is in the older part of the collection system and is Area 3 in the 2017 MSA Flow Monitoring. Physical smoke testing has been completed. Documentation and estimation of inflow quantities is yet needed.
- Priority 2 Smoke Test Area: Also, a high priority area to be completed in 2018 is Southeast corner problem area south of 20th Avenue South and East of East of Lincoln Road. This also is part of the Meter 2 Basin and includes approximately 8 to 10 square blocks.
- Priority 3 Smoke Test Area: This is proposed for future consideration and is the older part of the Escanaba sanitary system. Although a large area is highlighted red it is likely if smoke testing were to be extend to Priority 3 that only a sampling would be smoke tested.

Smoke testing will be done by City crews with guidance from Michigan Rural Water. It is estimated that the required time to smoke test 25 to 30 square city blocks assuming four days per week and 10 blocks per day may be in the neighborhood of one weeks. Some confined space entry will be needed MWRA may recommend that a three man team plus the coordinator/documenter be used.

Assembly of Manhole Infiltration Data

The SAW wastewater GIS system will be searched for manholes with the highest infiltration rates as quantified during the SAW inspections. This effort will highlight and locate the highest infiltrating 20% of sanitary manholes. Estimates of the total infiltration will be made based on the NASCO inspection. Results will be plotted in a system map.

Perforated Manhole Covers

The SAW wastewater GIS system will be searched for sanitary manholes with perforated castings as identified during the SAW NASCO inspections. Estimates of inflow will be made. Results will be plotted in a system map.

Downtown Roof Drain Inspections

The City inspected Ludington Street roof drains in 2005 and during the 2018 I/I Study a drive-by observation of roof drain surface discharges was noted along with a tabulation of tributary roof areas. The I/I Study summarized 231 Ludington Street buildings with 983,000 sf of collection area. Nine (9) buildings with an area of 66,000 sf were known to be connected to the sanitary sewer. 719,000 sf of roof area was reported as connected to the storm sewer. 198,000 sf of roof area was noted as unknown in terms of the location to which it discharged.

The remaining "Unknown" roof drains will be re-investigate by the City in an effort to verify the point of discharge.

Sewer Televising

Televising of the sewer pipe interior is the most valuable information available, but is costly for a given length of sewer. Roughly, 40 blocks of sewer was televised under SAW and this TV work was in random local problem areas. It may not be advisable to consider this TV work as representative or "a sample" of the larger Flow Monitor area. It is recommended to budget additional televising under the SSES to define encountered problems in specialized areas. Recommendations for sewer television will be made based on all information available.

We note that televising with City crews is an acceptable option with the recent clarification that the SSES is not required.

We would propose to utilize this TV allowance in 2017 Flow Areas 2 and 3. Initially, we propose approximately 3000 lineal feet of sewer televising.

A SSES report will be provided to summarize the results. The report will include:

1. Writing summary of finding with recommendation for priority improvements and budgetary costs.
2. Map of highest manhole infiltration problems
3. Map of manholes with perforated covers
4. Results of sewer televising.

SRF Project Plan

Scheduling mechanisms for the State MDEQ SRF program are undergoing changes now. Final rules are not known. It is assumed that SRF funding will be the means of financing SAW Capital Improvements as selected by the City. A Project Plan report is required and this can be done concurrently with the I/I and SSES efforts as approved by MDEQ. Our proposed scope of services to complete and submit a SRF Project Plan are as listed below. The Project Plan will comply with the latest addition of Michigan's "Clean Water Revolving Funds-Project Plan Preparation Guidance." There are seven distinct elements that must be included in a project plan:

- Project Background
- Need for the Project

- Analysis of Alternatives
- The Selected Alternative
- Evaluation of Environmental Impacts
- Mitigation of Environmental Impacts
- Public Participation

It is also noted that the exact complete scope of the project plan is not final until the I/I and SSES Studies are completed.

Because of the strong need for WWTP improvements, the City will focus on a Phase 1 project targeted at the Wastewater Treatment Plant. The SAW Asset Management results identify sanitary sewer needs into the future. The infiltration/Inflow Study and SSES will provide additional valuable information on sewer condition. Collection improvements as focused by SAW, the I/I Study and the SSES will be recommended as a Phase 2 project in the future. Decisions by the City as to project scope and the need for phasing will be made during the Project Plan development. The following is the basic scope of the Project Plan.

1. Evaluation of Infiltration and Inflow Impacts: I/I impacts will be summarized from the I/I Study and available SSES information as these components move ahead concurrently. A summary will be provided in the MDEQ SRF format to develop an argument for the proposed project. The I/I study is completed and submitted to MDEQ at this time.
2. Sanitary Sewer improvements: Collection improvements will be defined under the SSES. The City, with input from MDEQ, will decide which Collection System improvements are most beneficial under a Phase II sewer upgrade.
3. WWTP Improvements: Technical Evaluations of the Wastewater Treatment Plant were completed under the SAW program and are summarized in the 2017 Overall Process and Facilities Evaluation Report. Overriding wastewater management alternatives are compared under the I/I study. Additional information is contributed by the SSES. This work must be summarized in a final comparison of alternatives. We propose to compare the major options for combining WWTP and Collection improvements to accomplish City and MDEQ long term goals.

The WWTP was constructed in 1931, 1972, 1993, and 1998. A large share of the plant is over 50 years old including short-lived mechanical and electrical systems. Improvements are needed immediately. The highest priority WWTP improvements include:

- a. Replacement of primary treatment system
- b. Upgrade of the grit removal system
- c. Elimination of Secondary Treatment Bypasses (Additional secondary treatment capacity and effluent booster pumping)
- d. Upgrade of the SCADA system
- e. Increased Raw Sewage pumping capacity
- f. Addition of fine screening
- g. Replacement of brick veneer on building faces
- h. Upgrade of support systems

At this early time it is estimated that the scope of WWTP improvements needed may be in the \$13 Million to \$14 Million range depending upon Project Plan evaluations. Selected Alternative: We will detail under a MDEQ format the plan selected to move forward.

4. Environmental Evaluation: This must comply with NREPA (Natural Resources Environmental Protection Act). An analysis of direct and indirect environmental impacts is needed. In addition:
 - a. Input from numerous Native American tribes must be sought.
 - b. A State Historical Preservation Office (SHPO) analysis must be obtained.
5. Mitigation: This section will describe actions and means to reduce environmental impacts.
6. Public Participation: Requires a precisely documented public hearing. Public information meetings can be undertaken but are not felt highly necessary with this project because it is upgrade to an existing system.

The process is exacting and must be followed to the finest detail. A Plan submittal, Hearing Advertisement, Public Hearing, and Hearing Transcription, and final plan of action are needed. This currently must be done by specific annual dates; however, the timeline may be modified by MDEQ in the near future.

ASSUMPTIONS

- C2AE proposes to rely upon the 2017 SAW Program Summary and WWTP Process Evaluation to form the basis for treatment system related *Need for the Project, Analysis of Alternatives and The Selected Alternatives* Project Plan elements.
- This proposal is based on the concept that Collection system work (I/I elimination) to meet MDEQ criteria can be limited to high benefit to cost I/I reductions such as roof drain removal & would be included in a future phase project.
- Private property inspections such as for sump pumps will be by City personnel.
- Smoke testing methods and personnel will be finalized following completion of the I/I Study.
- The City of Escanaba will be responsible for all public hearing costs, including but not limited to publishing the Notice of Hearing publication and a court recorder to provide a verbatim transcript (a summary transcript is not acceptable to MDEQ).
- Part I, Part II, and Part III SRF Applications will be led by C2AE. Each has components which will require help from the City.

DELIVERABLES

Prior Phase Deliverables Completed:

- I/I Study w/limited additional flow monitoring
- Revised SSES Scope

General Deliverables under this scope will include draft and final versions of:

- SRF format Project Plan

Future Phases:

- Part I SRF Application
- Part II SRF Application
- Part III SRF Application
- Basis of Design
- Preliminary Design
- Opinion of Cost
- Final Bidding Documents

The above information shall be compiled to a State Revolving Fund (SRF) Project Plan for submittal to MDEQ for approval. Recommended phases of work shall be identified with the intent of seeking funding for the first phase through the SRF process and placement on the 2020 Priority List.

SCHEDULE

The driving force for this schedule is to accomplish WWTP improvements at the earliest possible date and to comply with MDEQ SRF Program planning and scheduling criteria.

- | | |
|--|--------------------|
| • Complete the SSES, if required. | May 1, 2019 |
| • Initiated Project Plan Development | December 6, 2018 |
| • Submit Notice of Intent | December 20, 2018 |
| • Complete Quality Based Selection of Engineer | January, 2019 |
| • Submit Project Plan Draft | March 15, 2019 |
| • Public Hearings | May, 1, 2019 |
| • Submit Final Project Plan | June 20, 2019 |
| • Design Begins | July 1, 2019 |
| • Priority List Announced | September 30, 2019 |
| • Rate Methodology | January 31, 2020 |
| • EAS Published | February 6, 2010 |
| • Part I & II Submitted | February 14, 2020 |
| • FSNI Clearance | March 7, 2020 |
| • Design Complete | March 7, 2020 |
| • Bid Advertisement Published | March 7, 2020 |
| • Part II Submitted | April 17, 2010 |
| • Council Awards Construction Contract | May 7, 2020 |
| • MDEQ Order of Approval | May 16, 2020 |
| • Pre-closing | May 30, 2020 |
| • Bonds Sold | June 10, 2020 |
| • Construction Begins | July 1, 2020 |
| • Construction Complete | November 15, 2021 |

FEE

We propose to provide the services, as outlined herein, for time-and-material, not-to-exceed fees as noted below:

SSES Evaluation and Report (Does not include additional aerial mapping that will be necessary for project design or smoke testing performed by City Staff)	\$ 40,000
Television (Subcontracted)	\$10,000 (based on 3000 LF)
Project Plan Creation and Submittal	\$48,000

Invoices will be forwarded on a monthly basis reflecting the level of work completed.

We have included our Standard Contract Provisions for the Project Plan Studies as part of our proposal. If the terms and conditions as stated are acceptable, please countersign and return one (1) copy to our office. Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.

Sincerely,
C2AE



Charles Lawson
Project Manager

Accepted by:

City of Escanaba

Date

The parties to this agreement, Capital Consultants, Inc., a Michigan Corporation doing business as C2AE in the State of Michigan, hereinafter called the A|E CONSULTANT and the City of Escanaba, Michigan, hereinafter called the OWNER, hereby agree to the following conditions:

- A. Limit of Scope: The services provided by the A|E CONSULTANT shall be limited to those described in the Scope of Services.
- B. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the A|E CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the A|E CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The A|E CONSULTANT shall notify the OWNER of the changed conditions necessitating renegotiation, and the A|E CONSULTANT and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- C. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.
- D. Standard of Care: In providing services under this Agreement, the A|E CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to the A|E CONSULTANT and by mutual agreement between the parties, the A|E CONSULTANT will without additional compensation, correct those services not meeting such a standard.
- E. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the A|E CONSULTANT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the A|E CONSULTANT's opinions of probable construction costs are made on the basis of the A|E CONSULTANT's professional judgment and experience. The A|E CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the A|E CONSULTANT's opinion of probable construction cost.
- F. Schedule for Rendering Services: The A|E CONSULTANT shall prepare and submit for OWNER approval a schedule for the performance of the A|E CONSULTANT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the A|E CONSULTANT's reasonable control.
- G. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the A|E CONSULTANT in the course of and for the purpose of meeting this contract are the property of the A|E CONSULTANT, and shall remain in the possession of the A|E CONSULTANT. The OWNER shall have access to the above named material during normal business hours of the A|E CONSULTANT during and after completion of this contract. The OWNER may obtain copies of any of the above named material. Copies of electronic media may be obtained by the OWNER via execution of this Agreement. (See Alteration and Reuse of CAD Information provision of this Agreement.)
- H. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the A|E CONSULTANT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the A|E CONSULTANT in CAD form. Copies shall be for information and used by the OWNER for the specific purpose for which the A|E CONSULTANT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the A|E

CONSULTANT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the A|E CONSULTANT harmless, from all claims, injuries, damages, losses, expenses, and attorneys fees arising out of the unauthorized modification of these materials.

- I. Payment Terms: Invoices will be submitted by the A|E CONSULTANT monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date.
- J. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the A|E CONSULTANT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the A|E CONSULTANT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
- K. Abandonment of Work: If any work is abandoned or suspended, the A|E CONSULTANT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
- L. Errors and Omissions Insurance: The A|E CONSULTANT maintains an errors and omissions insurance policy as part of normal business practice. The OWNER agrees to limit the A|E CONSULTANT's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the A|E CONSULTANT's negligent acts, errors, or omissions, such that the total aggregate liability of the A|E CONSULTANT to all those named shall not exceed \$120,000.
- M. Indemnification: The A|E CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of the A|E CONSULTANT in the performance of professional services under this Agreement, to the extent that the A|E CONSULTANT is responsible for such damages, liabilities and costs on a comparative basis of fault and responsibility between the A|E CONSULTANT and the OWNER. The A|E CONSULTANT shall not be obligated to indemnify the OWNER for the OWNER's own negligence.
- N. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the A|E CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the A|E CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
- O. Dispute Resolution: The OWNER agrees that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing per State law and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto.
- P. If mediation fails to resolve the claim or dispute, the matter shall be submitted to a court of competent jurisdiction.

NB-#4
C.C. 12-6-18

MEMO

TO: Patrick Jordan, City Manager
FROM: Blaine DeGrave, Planning & Zoning Administrator
DATE: November 14, 2018
RE: Planning Commission Term Re-Alignment

In the course of preparing the Planning Commission's Annual Report, it was discovered that, for unknown reasons, the re-appointment terms were simply extended for a year at a time, instead of in 3-year increments as outlined in the Planning Commission ordinance. Eventually, continuing with 1-year extensions would mean that every PC member would have to be brought back before the City Council for reappointment every year, instead of only 3 every year (on three-year cycles).

Additionally, it appears that somewhere along the way, one of the seats was slated for an incorrect term expiration, causing 4 of the terms to be up in 2019 (and only 2 in 2021).

The Planning Commission discussed the issue at their November 13, 2018 meeting and made the following motion:

Benetti made a motion, seconded by Davis, to recommend to City Council to realign the Planning Commission terms according to 3-year increments and to extend Hellerman's term expiration to 2021. Motion passed with unanimous ayes.

Please see the attached documents that show what the re-alignment would look like.

It is requested that these matters be added to the next possible City Council agenda.

PLANNING COMMISSION TERMS

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Seat 1	Kelvin Smyth (start 8/6/12)			Kelvin Smyth			Kelvin Smyth		
Seat 2	Brian Black (start 2/7/13)			Brian Black			Brian Black		
Seat 3		James Hellerman (start 1/13/14)			James Hellerman				
Seat 4	Williams (start 2/21/13)	Christine Williams			Christine Williams				
Seat 5					Richard Clark (start 1/19/17)				
Seat 6					Craig Gierke (start 6/5/17)				
Seat 7			Paul Caswell (start 4/16/15)			Paul Caswell			
Seat 8						Dominic Benetti (start 2/1/18)			
Seat 9						Stephen Davis (start 8/23/18)			

PROPOSED PLANNING COMMISSION TERMS AFTER RE-ALIGNMENT

Term Length: 3 Years (Starts June 1)

Status	First	Last	Initial Appt. Date	Term 1	Term 2	Term 3	Term 4	Current Term Expires
Active	Christine	Williams	2/21/2013	Partial Term 2012-2013	2013-2016	2016-2019		6/1/2019
Active	Richard	Clark	1/19/2017	Partial Term 2017-2019				6/1/2019
Active	Craig	Gierke	5/5/2017	Partial Term 2017-2019				6/1/2019
Active	Paul	Caswell	4/16/2015	Partial Term 2015-2017	2017-2020			6/1/2020
Active	Dominic	Benetti	2/1/2018	Partial Term 2018-2020				6/1/2020
Active	Stephen	Davis	8/23/2018	Partial Term 2018-2020				6/1/2020
Active	Kelvin	Smyth	8/16/2012	2012-2015	2015-2018	2018-2021		6/1/2021
Active	Brian	Black	2/7/2013	Partial Term 2013-2015	2015-2018	2018-2021		6/1/2021
Active	James	Helferman	1/16/2014	Partial Term 2014-2016	2016-2021			6/1/2021

GUIDELINES FOR CITY OF ESCANABA BOARDS, COMMISSIONS, & COMMITTEES

City of Escanaba Boards, Commissions and Committees provide a way that residents can participate in their government. According to the Code of Ordinances, the City Council creates, regulates, sets terms of offices and establishes the duties for Boards, Commissions and Committees as needed. City Boards, Commissions and Committees can best serve the City when they are fully aware of the missions and priorities of the City Council.

MEMBERSHIP: The Mayor traditionally appoints Members with concurrence of the City Council. Announcement of vacancies will be made at the Council meeting preceding that at which the appointment will be made. This allows interested citizens to submit their name and qualifications for consideration. The manager may appoint Ex-Officio representatives of City Administration to serve as advisors and provide liaison.

CONFLICT OF INTEREST: A member of a City Board, Commission and Committee serves the people and shall not receive personal or business benefit as a result of serving. A member who has a financial interest in the outcome of a particular matter before the Board, Commission and Committee should be excused from deliberations. If the member does not announce her/his own conflict of interest, another member may request that the involved person not participate in discussion nor vote on the issue over which there is a conflict of interest.

LENGTH OF TERM: Length of term varies with the particular Board or Commission. The term of most Boards and Commissions is three years. A member may be reappointed for a second term. Consult the City Clerk regarding length of term of a specific Board, Commission and Committee that are advisory in nature unless otherwise specified.

POWERS: The powers of such Boards and Commissions are delegated to them by Council resolution, Charter, ordinance or state law. City Boards, Commissions and Committees are advisory in nature unless otherwise specified.

REMOVAL FROM OFFICE: Members may be removed because of poor attendance, malfeasance, conflict of interest or conduct that might damage the reputation of the City or the individual on the respective Board, Commission, or Committee.

MEETINGS OF THE BOARD, COMMISSION OR COMMITTEE: Notices of the meetings for calendar year are posted and provided to the City Manager's Office in early January. The notice shall include, date, place, time and handicapped accessibility information. Any deviations from these posted notices are to be reported at least 18 hours before the meeting. For committees who meet "at the call of the chair", the notices shall be posted and forwarded to the City Manager's Office no later than 18 hours before the meeting.

RESPONSIBILITIES OF BOARDS, COMMISSIONS AND COMMITTEES

1. A person often seeks appointment to a City Board, Commission or Committee because of her or his involvement with a particular activity, or because she or he has a specific interest or expertise in the focus of that Board, Commission or Committee. For example, the Harbor Advisory Committee includes some boaters and bankers serve on the Loan Administration Board. However, it must be remembered that the member represents all people and the entire City and not that special interest when serving on that Board, Commission or Committee.

2. Minutes of every meeting held by a City Board, Commission or Committee are to be furnished to the City Manager and signed by the chair of that Board, Commission or Committee. The Manager, in turn, will circulate these minutes to the City Council. It is helpful if the date, time and place of the next meeting appear in the minutes in case anyone wishes to provide input or to attend.

3. Boards, Commissions or Committees shall consult with the City Manager or his designated representative (such as department head) before taking action which will be legally binding on the City or obligate the City financially.

4. The respective Department Head should be kept informed about actions being considered by the Board, Commission or Committee.

5. Press releases from a Board, Commission or Committee shall be released through the City Manager for review by the City Council in advance of the release to the public. The City Manager may determine that some releases are routine and do not need advance notice. For example library hours and the opening date of the beach.

Policy for Appointments to Board and Commissions

1. No person will be appointed to serve more than two (2) successive full terms on any City Board or Commission.

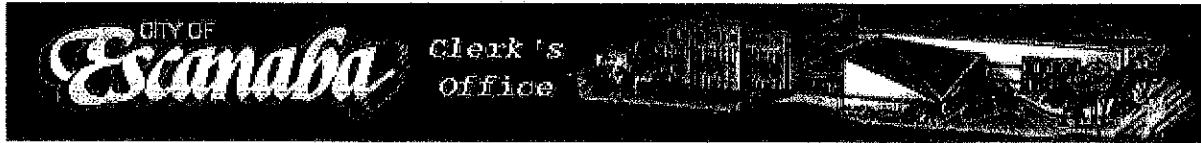
2. Unless otherwise specified by law, a full term will be construed as a three-year period.

3. Any person appointed to fill an unexpired term will be eligible for reappointment at the end of the unexpired term. If the unexpired term which has been filled by said person was less than two-thirds (2/3) of a board term, it shall be not construed as a "full term." If the interim appointment exceeded two-thirds (2/3) of a term, it will be considered a "full term, and the citizen will be eligible for appointment to only one other full term. (Revised June 2, 1994)

4. Pursuant to a resolution adopted by the City Council on July 7 2014: Across the Board, if statutorily allowed, and if an individual members 2nd term was set to expire, the Mayor with Council consensus, could extend an individual members term one year, up to three times;

If statutorily allowable, allow individual members to also serve on two Boards or Commissions.

NB #5
CC. 12-6-18



COUNTY OF DELTA

STATE OF MICHIGAN

Notice Regular Public Meetings City Council

PLEASE TAKE NOTICE that the regular meetings of the City Council of the City of Escanaba, County of Delta, State of Michigan, are scheduled at 7:00 p.m. in Room C101, the Council Chambers of the City Hall, 410 Ludington Street, in the City of Escanaba, MI, the first and third Thursday of every month as listed below:

2019 Dates	2020 Dates	2021
January 3 & 17, 2019	January 2 & 16, 2020	January 7 & 21, 2021
February 7 & 21, 2019	February 6 & 20, 2020	February 4 & 18, 2021
March 7 & 21, 2019	March 5 & 19, 2020	March 4 & 18, 2021
April 4 & 18, 2019	April 2 & 16, 2020	April 1 & 15, 2021
May 2 & 16, 2019	May 7 & 21, 2020	May 6 & 20, 2021
June 6 & 20, 2019	June 4 & 18, 2020	June 3 & 17, 2021
July 4 & 18, 2019	July 2 & 16, 2020	July 1 & 15, 2021
August 1 & 15, 2019	August 6 & 20, 2020	August 5 & 19, 2021
September 5 & 19, 2019	September 3 & 17, 2020	September 2 & 16, 2021
October 3 & 17, 2019	October 1 & 15, 2020	October 7 & 21, 2021
November 7 & 21, 2019	November 5 & 19, 2020	November 4 & 18, 2021
December 5 & 19, 2019	December 3 & 17, 2020	December 2 & 16, 2021

Notice is given in accordance with Act 267 of the 1976 Public Acts of the State of Michigan and Chapter II, Section 5, of the Escanaba City Charter. The City of Escanaba will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the below named City Clerk. Public notice will be given regarding any changes in the above meeting dates. Minutes of all Council Meetings are available at the City Clerk's Office, City Hall, 410 Ludington Street. Phone (906) 786-1194.

Tammy A. Weissert, CMC
Interim City Clerk