CALL TO ORDER
ROLL CALL
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION(S)
BRIEF PUBLIC COMMENT(S)
UNFINISHED BUSINESS
PUBLIC HEARINGS
NEW BUSINESS

1. Approval – Engineering of the Pier 2 Replacement Project – Marina.
   Explanation: Administration is requesting to award the Engineering of the Pier 2 Replacement Project to Bittner Engineering of Escanaba, MI at a cost not to exceed $17,500.

   Explanation: Administration is seeking Council approval of a Resolution supporting the completion of MDOT Contract 21022-11377 (a.k.a. the Escanaba River Bridge Project located on Highway US-2 in Delta County).

3. Approval – Amendment to the City of Escanaba’s Master Fee Schedule.
   Explanation: Administration is seeking Council approval of an amendment to the Fiscal Year 2018-2019 City of Escanaba Master Fee Schedule as it pertains to FOIA copies per page for paper larger than 8 1/2” x 11”.

4. Discussion – City Clerk’s Office, City Assessor’s Office, and I.T. Department.
   Explanation: A discussion will take place concerning the City Clerk’s Office, City Assessor’s Office, and I.T. Department.

APPOINTMENTS
GENERAL PUBLIC COMMENT
ANNOUNCEMENTS
ADJOURNMENT

Respectfully Submitted

Patrick S. Jordan
City Manager
NOTICE OF SPECIAL MEETING OF THE CITY COUNCIL

PLEASE TAKE NOTICE that a Special Meeting will be conducted by the Escanaba City Council on Thursday, August 23, 2018; 1:00 p.m., City Hall, Room C101, 410 Ludington Street, Escanaba, Michigan. The purpose of said meeting is to discuss the Contract Award for the Engineering of the Pier 2 Replacement Project at the Marina, Resolution of Support for the Escanaba Bridge Project, Amendment to the Master Fee Schedule, and Discussion concerning the City Clerk's Office, Assessor's Office, and I.T. Department.

Thursday, August 23, 2018 at 1:00 p.m., City Hall, Room C101

This notice is given in accordance with Act 267 of the 1976 Public Acts of 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 of the above meeting.

Patrick S. Jordan, City Manager
(906) 786-9402

or

Lisa M. Glish, City Clerk
(906) 786-1194
410 Ludington Street
Escanaba, MI 49829

LMG

Posted 8/21/2018 8:26 AM
From: "Patrick Jordan" <pjordan@escanaba.org>
To: "Lisa Glish" <lglish@escanaba.org>
Date: 08/17/2018 11:04 AM
Subject: Record of Bids for Engineering of Pier 2 Replacement - 08.13.18

Lisa,
Please make this #1 on the Special Meeting agenda on the 23rd. Thanks

-----Original Message-----
From: "Larry Gravatt" <lgravatt@escanaba.org>
To: "Patrick Jordan" <pjordan@escanaba.org>
Date: Tue, 14 Aug 2018 13:15:24 -0400
Subject: Fwd: Record of Bids for Engineering of Pier 2 Replacement - 08.13.18

Attached is the bids for the dock project. I would like to accept Bittner Engineering at $17,500. I have worked with them before and have discussed the project with them. I feel we will make up the difference of his bid and more by using them. I know it might be tuff to get it on this weeks agenda, but the sooner we get on this the better.

-----Original Message-----
From: "Lisa Glish" <lglish@escanaba.org>
To: "Larry Gravatt" <lgravatt@escanaba.org>
Date: Tue, 14 Aug 2018 08:24:33 -0400
Subject: Record of Bids for Engineering of Pier 2 Replacement - 08.13.18

Larry -

Attached is the Record of Bids just in case someone calls you for a copy of it, you will already have an electronic version of it.

Thanks,
Lisa

Lisa M. Glish
City of Escanaba
City Clerk / I.T. Administrator / FOIA Coordinator
410 Ludington Street
Escanaba, MI 49829
(906) 786-1194 Phone

Attachments:
File: Record of Bids - Engineering Pier 2 Replacement - 08.13.18.pdf  Size: 59k  Content Type: application/pdf
CITY OF ESCANABA
RECORD OF BIDS

DATE BIDS OPENED: Monday, August 13, 2018
DESCRIPTION OF ITEM: Replacement of Pier 2 Dock - Engineering

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>TOTAL</th>
<th>START DATE</th>
<th>RECEIVED DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEI Consultants</td>
<td>$10,800.00</td>
<td>—</td>
<td>— N/A —</td>
</tr>
<tr>
<td>AECOM</td>
<td>$81,000.00</td>
<td>—</td>
<td>— N/A —</td>
</tr>
<tr>
<td>Bithur Engineering, Inc.</td>
<td>$17,600.00</td>
<td>—</td>
<td>— N/A —</td>
</tr>
<tr>
<td>USPEA</td>
<td>$45,000.00</td>
<td>—</td>
<td>— N/A —</td>
</tr>
<tr>
<td>Coleman Engineering Co.</td>
<td>$36,000.00</td>
<td>—</td>
<td>— N/A —</td>
</tr>
<tr>
<td>Payne &amp; Dolan Inc.</td>
<td>$15,850.00</td>
<td>—</td>
<td>— N/A —</td>
</tr>
</tbody>
</table>

PRESENT: Just Meekin
Larry Gravatt
City of Escanaba
Delta County, Michigan

RESOLUTION SUPPORTING THE COMPLETION OF MDOT CONTRACT 21022-11377

WHEREAS, the Michigan Department of Transportation (MDOT) entered into a contract with Zenith Tech, Inc., to perform bridge work on the Escanaba River Bridge located at Highway US-2 in Delta County; and

WHEREAS, the economic vitality and public health in Delta County rely on the local roadways especially highway US-2; and

WHEREAS, MDOT reports payments exceeding $14 million dollars since 1/17/2017 for this construction project; and

WHEREAS, the safety of local residents and individuals commuting through Delta County depends on the quick and safe completion of this project at the Escanaba River Bridge; and

WHEREAS, the local governments agree that the communities in Delta County will suffer harm if the bridge project at the Escanaba River Bridge is not completed as scheduled; and

WHEREAS, the contract and public information call for a completion date of 09/21/2018; and

WHEREAS, construction on this project has been delayed and non-existent for at least one month; and

WHEREAS, the Delta County Road Commission has provided additional written concerns with the delay in completing the construction of the bridge project at the Escanaba River Bridge.

THEREFORE, BE IT RESOLVED that the City of Escanaba demands the timely completion of the bridge project at the Escanaba River Bridge which is described in more detail by contract 21022-113777 with MDOT.
I, ____________, Escanaba City Clerk do hereby certify this to be a true and exact copy from the minutes of a Special Meeting of the City Council of the City of Escanaba, MI held on August 23, 2018.

I, ____________, Escanaba City Clerk do hereby set my hand and seal 23rd day of August, 2018.

________________________________________
Lisa M. Glish, Escanaba City Clerk
The Master Fee schedule is a summary of fees for services that are provided to City of Escanaba residents and non-residents alike.

While the primary mission of government is to satisfy community needs, many City services solely benefit specific individuals or businesses. It is the City’s policy that the public at large should not subsidize activities of private interest through general tax and utility rate revenues. Fees that do not recover the full cost of providing the service result in subsidy which shifts funds away from other critical and high priority programs that may not have similar cost recovery options.

Fees are reviewed annually by the City Council and adopted by resolution (*) as part of the budget preparation process (*) Unless otherwise stated in state or federal law, policy or procedure.

### LAND USE/REVIEW FEES

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Zoning Land Use Application Review</td>
<td>$30</td>
</tr>
<tr>
<td>Sketch Plan Review</td>
<td>$30</td>
</tr>
<tr>
<td>Tentative Preliminary Plat Review</td>
<td>$50</td>
</tr>
<tr>
<td>Preliminary Condominium Review</td>
<td>$50</td>
</tr>
<tr>
<td>Final Plat Review</td>
<td>$250</td>
</tr>
<tr>
<td>Final Condominium Review</td>
<td>$250</td>
</tr>
<tr>
<td>Planning Commission Site Plan Review</td>
<td>$250</td>
</tr>
<tr>
<td>Planned Unit Development</td>
<td>$250</td>
</tr>
<tr>
<td>Rezoning Requests</td>
<td>$250</td>
</tr>
<tr>
<td>Special Land Use Requests</td>
<td>$250</td>
</tr>
<tr>
<td>General Rezoning Requests</td>
<td>$250</td>
</tr>
<tr>
<td>Historic District Site Plan Review</td>
<td>$250</td>
</tr>
<tr>
<td>Fence Permit Application</td>
<td>$30</td>
</tr>
<tr>
<td>Sign Permit Application</td>
<td>$30</td>
</tr>
<tr>
<td>Resubmissions to Planning Commission</td>
<td>$250</td>
</tr>
<tr>
<td>Demolition Permit Application</td>
<td>$30</td>
</tr>
<tr>
<td>Moving Permit Application</td>
<td>$30</td>
</tr>
</tbody>
</table>

### ELECTRIC DEPARTMENT FEES

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Electric Meters</td>
<td>$104</td>
</tr>
<tr>
<td>Electric -- Radio Meter Reader</td>
<td>$55</td>
</tr>
</tbody>
</table>
**LIBRARY SERVICE FEES**

<table>
<thead>
<tr>
<th>Service</th>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Print Outs</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Barcode</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Book Cover</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>Media Cover Art</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Media Case</td>
<td>$2.00 - $12.00</td>
<td>$2.00 - $12.00</td>
</tr>
<tr>
<td>Fax Service</td>
<td>$1.00 / 1st page, $0.50 subsequent pages</td>
<td>$1.00 / 1st page, $0.50 subsequent pages</td>
</tr>
<tr>
<td>Internet Guest Cards</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Lost Library Cards</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Lost or Damaged Items</td>
<td>Current list price, Plus $5 processing fee</td>
<td>Current list price, Plus $5 processing fee</td>
</tr>
<tr>
<td>Microfilm Printouts</td>
<td>$0.20</td>
<td>$0.20</td>
</tr>
<tr>
<td>Non-Resident Library Card</td>
<td>$3.50</td>
<td>$3.50</td>
</tr>
<tr>
<td>Overdue Fines</td>
<td>$0.10 / day</td>
<td>$0.10 / day</td>
</tr>
<tr>
<td>Photocopies</td>
<td>$0.10</td>
<td>$0.10</td>
</tr>
</tbody>
</table>

**CODE ENFORCEMENT FEES**

<table>
<thead>
<tr>
<th>Service</th>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Back Inspections (Return)</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Duplex Inspection</td>
<td>$45.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Three Unit Inspection</td>
<td>$65.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Four Unit Inspection</td>
<td>$70.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Five Unit Inspection</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Six Unit Inspection</td>
<td>$93.00</td>
<td>$93.00</td>
</tr>
<tr>
<td>Seven Unit Inspection</td>
<td>$96.00</td>
<td>$96.00</td>
</tr>
<tr>
<td>Eight Unit Inspection</td>
<td>$99.00</td>
<td>$99.00</td>
</tr>
<tr>
<td>Nine Unit Inspection</td>
<td>$102.00</td>
<td>$102.00</td>
</tr>
<tr>
<td>Ten Unit Inspection</td>
<td>$105.00</td>
<td>$105.00</td>
</tr>
<tr>
<td>Eleven Unit Inspection</td>
<td>$110.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Twelve Unit Inspection</td>
<td>$113.00</td>
<td>$113.00</td>
</tr>
<tr>
<td>Thirteen Unit Inspection</td>
<td>$116.00</td>
<td>$116.00</td>
</tr>
<tr>
<td>Fourteen Unit Inspection</td>
<td>$119.00</td>
<td>$119.00</td>
</tr>
<tr>
<td>Fifteen Unit Inspection</td>
<td>$122.00</td>
<td>$122.00</td>
</tr>
<tr>
<td>Buildings with more than 15 units</td>
<td>Add $3 increments for each unit</td>
<td>Add $3 increments for each unit</td>
</tr>
<tr>
<td>Duplicate Certificate of Occupancy</td>
<td>$12.50</td>
<td>$12.50</td>
</tr>
<tr>
<td>Bed and Breakfast Inspection/License</td>
<td>$125.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Change of Rental Owner Registry</td>
<td>No Change</td>
<td>No Change</td>
</tr>
</tbody>
</table>
### CITY CLERK FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precious Metals/Second Hand Goods</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Going Out of Business</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Transient Merchant</td>
<td>$50 / 7 days</td>
<td>$15 / park event</td>
</tr>
<tr>
<td></td>
<td>$100 / year</td>
<td>$60 / year</td>
</tr>
<tr>
<td></td>
<td>$10 / background</td>
<td>$10 / background</td>
</tr>
<tr>
<td>Peddler</td>
<td>$50 / 7 days</td>
<td>$50 / 7 days</td>
</tr>
<tr>
<td></td>
<td>$100 / year</td>
<td>$100 / year</td>
</tr>
<tr>
<td></td>
<td>$10 / background</td>
<td>$10 / background</td>
</tr>
<tr>
<td>Sign Installer License</td>
<td>$25 / year</td>
<td>$25 / year</td>
</tr>
<tr>
<td>Automatic Amusement (Pin Ball Machines)</td>
<td>$50 / year</td>
<td>$50 / year</td>
</tr>
<tr>
<td>Pawn Brokers</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>FOIA</td>
<td>$.10 / page + actual labor</td>
<td>8 ½” x 11”: $.10 / page + actual labor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Larger than 8 ½” x 11”: $.15 / page + actual labor</td>
</tr>
<tr>
<td>Notary</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Voter Information</td>
<td>$.10 / page + actual labor</td>
<td>$.10 / page + actual labor</td>
</tr>
<tr>
<td>Assessment Roll Purchase</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Tax Roll Purchase</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Audio/DVD Discs Copy</td>
<td>Actual Cost of DVD/CD + actual labor</td>
<td>Actual Cost of DVD/CD + actual labor</td>
</tr>
<tr>
<td>City Band Performance (if available)</td>
<td>$400</td>
<td>$400</td>
</tr>
</tbody>
</table>

### ESCANABA DEPARTMENT OF PUBLIC SAFETY FEES

#### RECORDS BUREAU

<table>
<thead>
<tr>
<th>Service</th>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Reports (10 page maximum)</td>
<td>$.10 / page + actual labor</td>
<td>$.10 / page + actual labor</td>
</tr>
<tr>
<td>Incident Reports (per page, over 10)</td>
<td>$.10 / page + actual labor</td>
<td>$.10 / page + actual labor</td>
</tr>
<tr>
<td>Audio-Visual Discs</td>
<td>Actual cost of DVD + actual labor</td>
<td>Actual cost of DVD + actual labor</td>
</tr>
<tr>
<td>Photographs on CD</td>
<td>Actual cost of DVD + actual labor</td>
<td>Actual cost of DVD + actual labor</td>
</tr>
<tr>
<td>Records Check (gov.)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Notary Service</td>
<td>$10</td>
<td>$10</td>
</tr>
</tbody>
</table>

### PATROL DIVISION

<table>
<thead>
<tr>
<th>Service</th>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Breath Test</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td>Taxi Cab Inspection</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Fingerprints</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>SOR Registry</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Non-Winter Parking Violation Citation</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Winter Parking Violation Citation</td>
<td>$35</td>
<td>$35</td>
</tr>
</tbody>
</table>
### Engineering - Department of Public Works Fees

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Occupancy Permit</td>
<td>$20</td>
</tr>
<tr>
<td><strong>1998 Aero-Metric Information</strong></td>
<td></td>
</tr>
<tr>
<td>9&quot;x9&quot; Color Photographs: 1&quot;=420', Copy</td>
<td>$2</td>
</tr>
<tr>
<td>1&quot;=100' Drawing File, Copy to CD</td>
<td>$350</td>
</tr>
<tr>
<td>1&quot;=100' Aerial Photo, Copy to CD</td>
<td>$350</td>
</tr>
<tr>
<td><strong>Utility Sheets (CAD)</strong></td>
<td></td>
</tr>
<tr>
<td>E-mail basic sheet</td>
<td>$100</td>
</tr>
<tr>
<td>E-mail with Aero-Metric Backdrop</td>
<td>$150</td>
</tr>
<tr>
<td><strong>Miscellaneous Fees</strong></td>
<td></td>
</tr>
<tr>
<td>65 Gallon Garbage/Recycle Cart</td>
<td>$60</td>
</tr>
<tr>
<td>95 Gallon Garbage/Recycle Cart</td>
<td>$65</td>
</tr>
</tbody>
</table>

### Sewer and Water Fees

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Service Abandonment Deposit</td>
<td>$350</td>
</tr>
<tr>
<td>Wastewater Service Abandonment Deposit</td>
<td>$350</td>
</tr>
<tr>
<td>Hydrant Rental Deposit</td>
<td>$202.24 + $100 deposit</td>
</tr>
<tr>
<td>1&quot; Water Service Tap Deposit (Actual cost check zoning)</td>
<td>$750</td>
</tr>
</tbody>
</table>

### Water Meter Charges (See Note 2)

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot; Stocked Inventory Pricing</td>
<td>$109.25</td>
</tr>
<tr>
<td>3/4&quot; Stocked Inventory Pricing</td>
<td>$97.75</td>
</tr>
<tr>
<td>1&quot; Stocked Inventory Pricing</td>
<td>$224.25</td>
</tr>
<tr>
<td>1.5&quot; Stocked / Ordered Inventory Pricing</td>
<td>$954.50</td>
</tr>
<tr>
<td>2&quot; Stocked / Ordered Inventory Pricing</td>
<td>$1,144.25</td>
</tr>
</tbody>
</table>

### Lutron ERT's Radio Read Meter (See Note 2)

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 W</td>
<td>$86.25</td>
</tr>
</tbody>
</table>

### Flange Charges (See Note 2)

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5&quot;</td>
<td>$69</td>
</tr>
<tr>
<td>2&quot;</td>
<td>$74.75</td>
</tr>
</tbody>
</table>

**Note 1:** Customers requiring a larger meter will be required to pay actual special order pricing.

**Note 2:** All meter and flange prices are subject to market condition changes.

### Wastewater Analysis - Lab Fees

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biochemical Oxygen Demand (BOD) Test</td>
<td>$15</td>
</tr>
<tr>
<td>Suspended Solids (S.S.) Test</td>
<td>$10</td>
</tr>
<tr>
<td>Total Phosphorous Test</td>
<td>$15</td>
</tr>
<tr>
<td>pH Test</td>
<td>$3</td>
</tr>
<tr>
<td>Dissolved Oxygen (D.O.) Test</td>
<td>$3</td>
</tr>
<tr>
<td>Ammonia Nitrogen Test</td>
<td>$15</td>
</tr>
<tr>
<td>Fecal Coliform Test</td>
<td>$15</td>
</tr>
</tbody>
</table>
## Water Analysis - Lab Fees

<table>
<thead>
<tr>
<th>Test</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turbidity Test</td>
<td>$7</td>
<td>$7</td>
</tr>
<tr>
<td>Color Test</td>
<td>$7</td>
<td>$7</td>
</tr>
<tr>
<td>Alkalinity Test</td>
<td>$7</td>
<td>$7</td>
</tr>
<tr>
<td>Temperature Test</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td>pH Test</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td>Outside Bacti Test Fee</td>
<td>$16</td>
<td>$16</td>
</tr>
<tr>
<td>Lead and Copper Test Test</td>
<td>$50</td>
<td>$50</td>
</tr>
</tbody>
</table>

## Recreation Department Fees

### Summer Programs

#### Resident and Non-Resident

<table>
<thead>
<tr>
<th>Program</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer Ages 4 &amp; 5</td>
<td>$30/first $15/second</td>
<td>No Change</td>
</tr>
<tr>
<td>Soccer Ages 6 &amp; 7</td>
<td>$30/first $15/second</td>
<td>No Change</td>
</tr>
<tr>
<td>Tennis Lessons</td>
<td>$30/first $15/second</td>
<td>No Change</td>
</tr>
<tr>
<td>Swim Lessons @ Beach</td>
<td>$30/first $15/second</td>
<td>No Change</td>
</tr>
<tr>
<td>Swim Lessons @ Pool</td>
<td>$30/first $15/second</td>
<td>No Change</td>
</tr>
</tbody>
</table>

### Basketball Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th &amp; 6th Grade Boys &amp; Girls</td>
<td>$10/Game Gym Fee</td>
</tr>
<tr>
<td></td>
<td>Funds depend on PTO</td>
</tr>
</tbody>
</table>

## CIVIC CENTER

### Resident Non-Resident

<table>
<thead>
<tr>
<th>Program</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Membership</td>
<td>$35 / year</td>
<td>$40 / year</td>
</tr>
<tr>
<td>Daily Use Fee</td>
<td>$5 / day</td>
<td>$5 / day</td>
</tr>
<tr>
<td>College Use Daily Fee</td>
<td>$3 / day</td>
<td>$3 / day</td>
</tr>
<tr>
<td>(The above fees cover basketball, pickleball, walking, volleyball, game room, archery, and pistol range)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym Rental</td>
<td>$40 / hr</td>
</tr>
<tr>
<td></td>
<td>$25 / hr ½ gym</td>
</tr>
<tr>
<td>Room Rentals</td>
<td>$15 / hr</td>
</tr>
<tr>
<td>Room - Main</td>
<td>$20 / hr</td>
</tr>
<tr>
<td>Birthday Parties - 5th - 12th</td>
<td>$40 / 3hr</td>
</tr>
<tr>
<td>Birthday Parties - Younger 5th grade</td>
<td>$15 / hr</td>
</tr>
<tr>
<td>Winter/Fall/Spring Aerobics</td>
<td>$8.50 / wk</td>
</tr>
<tr>
<td>Aerobics Drop-in Fee</td>
<td>$5</td>
</tr>
<tr>
<td></td>
<td>$5</td>
</tr>
</tbody>
</table>
## Recreational Facilities

<table>
<thead>
<tr>
<th>Facility</th>
<th>Resident Current</th>
<th>Resident Proposed</th>
<th>Non-Resident Current</th>
<th>Non-Resident Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ludington Park Pavilion — ½ day (Cut off 4 pm)</td>
<td>$75</td>
<td>$75</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Ludington Park Pavilion — Full day</td>
<td>$100</td>
<td>$100</td>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>Ludington Park Gazebo</td>
<td>$50 / 2 hr</td>
<td>$75 / 2 hr</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>Ludington Park Band Shell — ½ day (Cut off 4 pm)</td>
<td>$75</td>
<td>$75</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Ludington Park Band Shell — Full day</td>
<td>$100</td>
<td>$100</td>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>Besse Park Pavilion — ½ day (Cut off 4 pm)</td>
<td>$75</td>
<td>$75</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Besse Park Pavilion — Full day</td>
<td>$100</td>
<td>$100</td>
<td>$125</td>
<td>$125</td>
</tr>
</tbody>
</table>

## Municipal Marina Fees

### Annual Seasonal Boat Slip Rates by Class

<table>
<thead>
<tr>
<th>Length (Feet)</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>60'</td>
<td>$3,300</td>
<td>$3,300</td>
</tr>
<tr>
<td>44'</td>
<td>$2,376</td>
<td>$2,376</td>
</tr>
<tr>
<td>38'</td>
<td>$1,862</td>
<td>$1,862</td>
</tr>
<tr>
<td>35'</td>
<td>$1,680</td>
<td>$1,680</td>
</tr>
<tr>
<td>30'</td>
<td>$1,440</td>
<td>$1,440</td>
</tr>
<tr>
<td>24' (up to 24')</td>
<td>$922</td>
<td>$922</td>
</tr>
<tr>
<td>24' (up to 25')</td>
<td>$960</td>
<td>$960</td>
</tr>
<tr>
<td>24' (up to 26')</td>
<td>$998</td>
<td>$998</td>
</tr>
<tr>
<td>Broadside Dockage</td>
<td>$55 per foot</td>
<td>$55 per foot</td>
</tr>
</tbody>
</table>

### Annual Seasonal Boat Mooring Basin Rates by Class

<table>
<thead>
<tr>
<th>Length (Feet)</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>24' and less</td>
<td>$553</td>
<td>$553</td>
</tr>
<tr>
<td>25'</td>
<td>$576</td>
<td>$576</td>
</tr>
<tr>
<td>26'</td>
<td>$599</td>
<td>$599</td>
</tr>
<tr>
<td>27-30'</td>
<td>$864</td>
<td>$864</td>
</tr>
<tr>
<td>31-35'</td>
<td>$1,008</td>
<td>$1,008</td>
</tr>
</tbody>
</table>

### Transient Slip Day Rates by Class

<table>
<thead>
<tr>
<th>Length (Feet)</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 25'</td>
<td>$24</td>
<td>$24</td>
</tr>
<tr>
<td>25'</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>26'</td>
<td>$31</td>
<td>$31</td>
</tr>
<tr>
<td>27'</td>
<td>$33</td>
<td>$33</td>
</tr>
<tr>
<td>28'</td>
<td>$34</td>
<td>$34</td>
</tr>
<tr>
<td>29'</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>30'</td>
<td>$37</td>
<td>$37</td>
</tr>
<tr>
<td>31'</td>
<td>$38</td>
<td>$38</td>
</tr>
<tr>
<td>32'</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>33'</td>
<td>$41</td>
<td>$41</td>
</tr>
<tr>
<td>Length</td>
<td>Fee 1</td>
<td>Fee 2</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>34'</td>
<td>$42</td>
<td>$42</td>
</tr>
<tr>
<td>35'</td>
<td>$43</td>
<td>$43</td>
</tr>
<tr>
<td>36'</td>
<td>$45</td>
<td>$45</td>
</tr>
<tr>
<td>37'</td>
<td>$46</td>
<td>$46</td>
</tr>
<tr>
<td>38'</td>
<td>$47</td>
<td>$47</td>
</tr>
<tr>
<td>39'</td>
<td>$51</td>
<td>$51</td>
</tr>
<tr>
<td>40'</td>
<td>$53</td>
<td>$53</td>
</tr>
<tr>
<td>41'</td>
<td>$54</td>
<td>$54</td>
</tr>
<tr>
<td>42'</td>
<td>$55</td>
<td>$55</td>
</tr>
<tr>
<td>43'</td>
<td>$57</td>
<td>$57</td>
</tr>
<tr>
<td>44'</td>
<td>$58</td>
<td>$58</td>
</tr>
<tr>
<td>45'</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td>46'</td>
<td>$63</td>
<td>$63</td>
</tr>
<tr>
<td>47'</td>
<td>$64</td>
<td>$64</td>
</tr>
<tr>
<td>48'</td>
<td>$65</td>
<td>$65</td>
</tr>
<tr>
<td>49'</td>
<td>$67</td>
<td>$67</td>
</tr>
<tr>
<td>50'</td>
<td>$68</td>
<td>$68</td>
</tr>
<tr>
<td>51'</td>
<td>$69</td>
<td>$69</td>
</tr>
<tr>
<td>52'</td>
<td>$71</td>
<td>$71</td>
</tr>
<tr>
<td>53'</td>
<td>$72</td>
<td>$72</td>
</tr>
<tr>
<td>54'</td>
<td>$73</td>
<td>$73</td>
</tr>
<tr>
<td>55'</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td>56'</td>
<td>$76</td>
<td>$76</td>
</tr>
<tr>
<td>57'</td>
<td>$78</td>
<td>$78</td>
</tr>
<tr>
<td>58'</td>
<td>$79</td>
<td>$79</td>
</tr>
<tr>
<td>59'</td>
<td>$80</td>
<td>$80</td>
</tr>
<tr>
<td>60' and over</td>
<td>$1.36/ft</td>
<td>$1.36/ft</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS MARINA FEES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee 1</th>
<th>Fee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinghy Storage</td>
<td>$167</td>
<td>$167</td>
</tr>
<tr>
<td>Follansbee Dock Box Rental</td>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>Annual Boat Launch Permit</td>
<td>$45</td>
<td>$45</td>
</tr>
<tr>
<td>Daily Boat Launch Permit</td>
<td>$4</td>
<td>$4</td>
</tr>
<tr>
<td>Laundry Service</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>Sanitary Pump Out</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td>Ice</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>Gas</td>
<td>Market Rate</td>
<td>Market Rate</td>
</tr>
</tbody>
</table>

**Note:** Transient/visiting vessels may anchor in areas south of Pier III or east of Pier I at the discretion and direction of the Harbor Master. Transient vessels anchored in the designated areas are not subject to transient fees. $10.00 per vessel/per day rate assessed if shower facilities or other services rendered. Anchorage permitted a maximum of seven (7) days per vessel per season.
PLEASE POST ON EMPLOYEE BULLETIN BOARD

MEMORANDUM

TO: All City Employees

FROM: Robert Valentine, Human Resource Director

SUBJECT: Promotional Opportunity
City Clerk and I.T. Administrator
Classification: Non-Union, Overtime Exempt
Rate of Pay: Dependent on Experience and Qualifications

Eligible employees are invited to submit applications for the full-time position of City Clerk and I.T. Administrator. See attached job description for duties and responsibilities associated with this position.

Applications are available at the Human Resources Department at City Hall or at www.escanaba.org. Applications will be accepted until 4:00 p.m. on Friday, March 16, 2018.

At present, the Clerk position is posted internally as a means to gage interest from our current employees. The City may elect to post this opening externally if there is not a sufficient number of qualified internal applicants.
CITY OF ESCANABA

JOB DESCRIPTION

CITY CLERK AND I.T. ADMINISTRATOR

Title: City Clerk and I.T. Administrator
Department: Administration
Classification: Non-Union, overtime exempt
Employment Status: At Will
Effective Date: March 1, 2018

SUMMARY
The Clerk is the official recordkeeper for all proceedings of the Escanaba City Council. The Clerk is also responsible for holding elections and cataloging and safekeeping of City documents and records. In addition, the Clerk serves as the City’s Information Technology (I.T.) Administrator, and is responsible for providing work station, application and network support to the employees in the City Hall Building.

SUPERVISION RECEIVED
The Clerk works under the direct supervision of the City Council and is indirectly supervised the City Manager.

SUPERVISION EXERCISED
The Clerk supervises one part-time clerical support person.

ESSENTIAL FUNCTIONS
The following are examples of Essential Functions associated with the Clerk position. The list below does not include all duties which the Clerk is expected to perform.
1. Take minutes at all regular and special meetings of the City Council.
2. Post notices and advertisements, in compliance with the Open Meetings Act, for all City Council meetings, and all meetings of City Boards and Commissions.
3. Schedule meeting rooms in the City Hall Building.
4. Maintain the City’s web site, and keep current all information contained on the site.
6. Administer and record oaths of office and affirmations.
7. Sign, countersign, seal and/or notarize official documents.
8. Respond to inquiries from citizens and serve as the City’s FOIA Coordinator.
9. Maintain, catalog, index, file and store official documents and records, including Council minutes, ordinances, deeds, contracts, legal agreements, leases and easements.
10. Prepare resolutions and proclamations.
11. Administer the City’s bidding process.
12. Record, codify and publish ordinances.
13. Conduct local elections, including issuance of nominating petitions.
14. Keep records of membership on City boards and commissions including board member terms.
15. Act as Secretary to local Board of Review.
16. Serve on the Board of Election Commissioners and Board of City Canvassers.
17. Call meetings of, and take minutes for, the Liquor License Review Board.
18. Coordinate all City media advertising and reconcile associated invoices.
MINIMUM QUALIFICATIONS
1. Minimum of a two year degree in business, office administration, public administration or related field, with five or more years of progressively increasing job responsibilities in roles involving office administration.
2. Must be a Notary or able to become a Notary.
3. Strong computer skills, including the ability to provide workstation, application, web site, and network support to employees within the City Hall building.
4. Must be accurate and organized with strong attention to detail.
5. Willingness and ability to work evenings and weekends.

SELECTION GUIDELINES
Selection is based on strength of resume/application, education, experience, and personal interview. Performance on pre-employment tests may also be used as a selection criteria.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is regularly required to ambulate, reach, walk, hear, sit, talk, converse with others, grasp, handle, feel, and operate objects. The job requires close vision, distance vision, color vision, peripheral vision, and the ability to focus. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. The employee regularly lifts/moves up to 30 pounds and occasionally moves objects up to 100 pounds.

WORK ENVIRONMENT
Work is performed within a climate-controlled office environment, where the noise level is quiet to moderate. The Clerk works near and around a variety of common office equipment, including copiers, computers, monitors, fax machines and phones. As a result, the Clerk is frequently exposed to the sounds, electromagnetic fields, fumes and/or chemicals commonly associated with such equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties or working conditions does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Escanaba is an equal opportunity employer
<table>
<thead>
<tr>
<th>Posting Location</th>
<th>Date Submitted</th>
<th>Duration of Run</th>
<th>Date Closed</th>
<th>Contact Name</th>
<th>Contact Number</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Press</td>
<td>3/7/2018</td>
<td>3 Days</td>
<td>3/10/2018</td>
<td>Kelly Varney</td>
<td>(661) 785-3021</td>
<td><a href="mailto:kelly.varney@dailyblonde.com">kelly.varney@dailyblonde.com</a></td>
</tr>
<tr>
<td>Daily Press</td>
<td>3/7/2018</td>
<td>4 Days</td>
<td>3/10/2018</td>
<td>Kent Smith</td>
<td>(517) 660-3126</td>
<td><a href="mailto:ksmith@dailyblonde.com">ksmith@dailyblonde.com</a></td>
</tr>
<tr>
<td>TV / Cable</td>
<td>3/7/2018</td>
<td>10 Days</td>
<td>3/7/2018</td>
<td>Jeff Roberts</td>
<td>(517) 311-6677</td>
<td><a href="mailto:jeff.roberts@tvchannel.com">jeff.roberts@tvchannel.com</a></td>
</tr>
<tr>
<td>Munic. Assoc.</td>
<td>3/7/2018</td>
<td>20 Days</td>
<td>3/22/2018</td>
<td>Sean McJord</td>
<td>(517) 379-3794</td>
<td><a href="mailto:sean.mcjord@municassoc.org">sean.mcjord@municassoc.org</a></td>
</tr>
<tr>
<td>Munic. Assoc.</td>
<td>3/7/2018</td>
<td>30 Days</td>
<td>3/22/2018</td>
<td>Lisa Gallego</td>
<td>(517) 379-3794</td>
<td><a href="mailto:lisa.gallego@municassoc.org">lisa.gallego@municassoc.org</a></td>
</tr>
<tr>
<td>Munic. Assoc.</td>
<td>3/7/2018</td>
<td>60 Days</td>
<td>3/22/2018</td>
<td>Lisa Gallego</td>
<td>(517) 379-3794</td>
<td><a href="mailto:lisa.gallego@municassoc.org">lisa.gallego@municassoc.org</a></td>
</tr>
<tr>
<td>City Website</td>
<td>3/7/2018</td>
<td>Unit Filled</td>
<td>3/7/2018</td>
<td>Lisa Gallego</td>
<td>(517) 379-3794</td>
<td><a href="mailto:lisa.gallego@municassoc.org">lisa.gallego@municassoc.org</a></td>
</tr>
<tr>
<td>City Facebook</td>
<td>3/7/2018</td>
<td>Unit Filled</td>
<td>3/7/2018</td>
<td>Lisa Gallego</td>
<td>(517) 379-3794</td>
<td><a href="mailto:lisa.gallego@municassoc.org">lisa.gallego@municassoc.org</a></td>
</tr>
</tbody>
</table>

**CITY CLERK AND I.T. ADMINISTRATOR POSITION**

**Budget:** $4,400.00
**Used:** $3,700
**Remaining:** $1,620.00

**Cost of Ad:** $1,626.70

**Version Used:**
- Short: 4/3/2018
- Long: 4/3/2018
- Long: 4/5/2018
- Long: 4/5/2018
CITY OF ESCANABA
JOB OPENING
CITY CLERK AND I.T. ADMINISTRATOR

The City of Escanaba is seeking applicants for the position of City Clerk and IT Administrator. This is a full time, Department Head level, position overseeing the Clerk’s Office and the City’s Information Technology (IT) function. The Clerk is responsible for conducting all City elections and for cataloging and safekeeping of City documents and records. In addition, the Clerk is responsible for providing work station, application and network support to employees located in the City Hall building.

Before applying, applicants are required to review the complete job description at http://www.escanaba.org/jobopenings. Applicants must submit a resume and letter of interest, including salary requirements, via e-mail to hr@escanaba.org, or by postal mail, Attn: Human Resource Director, P.O. Box 948, Escanaba, MI 49829. Applications will be accepted until the position is filled. The City of Escanaba is offering a competitive salary and benefits package including health insurance, paid time off, and retirement plan.

The City of Escanaba is an Equal Opportunity Employer
go ahead and post as is to MML...we have lots of money to spend for this.

-----Original Message-----
From: "Lisa Gilsh" <lgilsh@escanaba.org>
To: "Bob Valentine" <bvalentine@escanaba.org>
Date: Wed, 21 Mar 2018 15:51:03 -0400
Subject: Clerk External - Super Short Ad

Bob -

Attached is the shortened version of the ad that I am thinking of using for the Daily Press and MI Townships Assoc... please let me know if it is too short.

The MTA charges $1.50 per word - this version would cost $253.50; I do not have a price for the Daily Press yet.

Thanks,
Lisa

Lisa M. Gilsh
City of Escanaba
Executive Assistant
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone
I'll schedule it for March 27, 29, 31, approximately $93

Robert S. Richards
City Clerk/IT Administrator/FOIA Coordinator
City of Escanaba, 410 Ludington Street
Escanaba, MI 49829
906-786-1194 Office
906-789-7349 FAX

-----Original Message-----
From: "Lisa Glish" <lglish@escanaba.org>
To: "Bob Richards - City Clerk" <clerk@escanaba.org>, "Tammy Weissert" <tweissert@escanaba.org>
Cc: "Bob Valentine" <bvalentine@escanaba.org>
Date: Thu, 22 Mar 2018 07:55:57 -0400
Subject: Post in Daily Press - City Clerk and I.T. Admin

Please post the attached ad in the Daily Press for 3-days... please have one of the days be a Saturday.

I need a quoted price for this run, and the dates that it will be ran, please.

If you have any questions, please let Bob Valentine or myself know.

Thanks,
Lisa

Lisa M. Glish
City of Escanaba
Executive Assistant
City Mgr, HR, & Comm. Pres. Depts,
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone
CITY OF ESCANABA
JOB OPENING
CITY CLERK AND I.T. ADMINISTRATION

The City of Escanaba is seeking qualified applicants for the position of City Clerk and I.T. Administrator. This is a full-time, permanent, fixed-term position overseeing the Clerk's Office and the City's Information Technology (I.T.) function. The Clerk is responsible for conducting all City elections and for maintaining and updating City records and files. In addition, the Clerk is responsible for providing work station applications and network support to employees located in the City Hall building.

The City of Escanaba offers a competitive salary package and benefits package, including health insurance, paid time off, and retirement plan.

The City of Escanaba is an Equal Opportunity Employer.

CITY OF ESCANABA
JOB OPENING
CITY CLERK AND I.T. ADMINISTRATION

The City of Escanaba is seeking qualified applicants for the position of City Clerk and I.T. Administrator. This is a full-time, permanent, fixed-term position overseeing the Clerk's Office and the City's Information Technology (I.T.) function. The Clerk is responsible for conducting all City elections and for maintaining and updating City records and files. In addition, the Clerk is responsible for providing work station applications and network support to employees located in the City Hall building.

The City of Escanaba offers a competitive salary package and benefits package, including health insurance, paid time off, and retirement plan.

The City of Escanaba is an Equal Opportunity Employer.
Thank you for submitting a classified ad with the Michigan Municipal League. The details of your ad, as well as estimated costs are below:

Billing Information:
Name: Lisa Glush
Title: Executive Assistant
Municipality/Company: City of Escanaba
Address: 410 Ludington Street
City: Escanaba
State: MI
Zip: 49829
Phone: 906-789-7315

Estimated Ad Cost Per 4 Weeks:
Ads running beyond 4 weeks are billed at twice the rate of a 4 week ad.
Character Count: 1693
Member Rate: 169.30 + 0 files x $10 ea = $ 169.3
Non-Member Rate: 338.60 + 0 files x $15 ea = $ 338.6

Ad to be Posted:
Ad Heading: City Clerk and I.T. Administrator

Employer: City of Escanaba
Compensation: The City of Escanaba is offering a competitive salary and benefits package including health insurance, paid time off, and retirement plan

Start Immediately?: Yes OR Begin on this date: Mar-20-2018
End Date: Apr-17-2018
Posted Closing Date: Open Until Filled

To Apply: Before applying, applicants are required to review the complete job description at http://www.escanaba.org/jobopenings. Applicants must submit a resume and letter of interest, including salary requirements, via e-mail to hr@escanaba.org, or by postal mail, Attn: Human Resource Director, P.O. Box 948, Escanaba, MI 49829.

Ad Content: The City of Escanaba is seeking applicants for the position of City Clerk and IT Administrator. This is a full time, Department Head level, position overseeing the Clerk’s Office and the City’s Information Technology (IT) function. The Clerk is responsible for conducting all City elections and for cataloging and safekeeping of City documents and records. In addition, the Clerk is responsible for providing work station, application and network support to employees located in the City Hall Building. The ideal candidate will have a minimum of a two-year degree in a related field,
coupled with a strong understanding of municipal operations. Prior work experience in a Michigan municipal Clerk's office is highly desired, and the Certified Municipal Clerk designation, or progress toward certification, is also preferred. The Clerk must have exceptionally strong written and oral communication skills and must be a first rate provider of customer service. The Clerk must be an adept computer user, with network administration experience preferred. The successful candidate will have experience with filing systems, databases, automated records management software, and should be proficient in Microsoft Word, Excel and Outlook.

# of Attachments: 0

Payment
Ads are invoiced by the Michigan Municipal League the month following the submission.

Need to make changes or cancel this ad?
To make any changes or cancel this classified ad, please contact Mohamed Nuh at mnuh@mml.org, or phone 734-662-3246.
Hi Lisa,

Thank you! I can post this ad for 30 days for $225 with payment due in advance of posting. Feel free to give me a call and I would be happy to take payment and post the ad.

Ashley Maher, Communications Coordinator
Michigan Townships Association
P: 517.321.6467 F: 517.321.8908
www.michigantownships.org

---Original Message---
From: Ashley Maher <ashley@michigantownships.org>
To: Lisa Glish <lglish@escanaba.org>
Date: Thu, 22 Mar 2018 12:57:47 +0000
Subject: RE: City Clerk and I.T. Administrator Posting - City of Escanaba

Hi Lisa,

The ad was not attached. Please resend.

Ashley Maher, Communications Coordinator
Michigan Townships Association
P: 517.321.6467 F: 517.321.8908
www.michigantownships.org

From: Lisa Glish <lglish@escanaba.org>
Sent: Thursday, March 22, 2018 9:12 AM
To: Ashley Maher <ashley@michigantownships.org>
Subject: RE: City Clerk and I.T. Administrator Posting - City of Escanaba

Please see attached.

Lisa M. Glish
City of Escanaba
Executive Assistant
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone
Good Morning, Ashley -

Please find the ad attached that we would like ran on the MTA website.

It is 169 words, so I am assuming cost will be $253.50? The position will remain open until it is filled, how long would I expect this to run for?

Thank you,
Lisa

Lisa M. Gilsh
City of Escanaba
Executive Assistant
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone
From: "Lisa Glish" <lglish@escanaba.org>
To: "Tammy Weissert" <tweissert@escanaba.org>, "Bob Richards - City Clerk" <clerk@escanaba.org>
Cc: "Bob Valentine" <bvalentine@escanaba.org>
Date: 03/22/2018 09:36 AM
Subject: Please Post on Channel 191 - City Clerk and I.T. Admin

Please post the attached ad on Channel 191 until the position has been filled.

Thanks,
Lisa

Lisa M. Glish
City of Escanaba
Executive Assistant
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone

Attachments:

File: City Clerk and I.T. Administrator - External Job Posting - Open Until Filled (Press).docx
Size: 17k
Content Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document
The City of Escanaba is seeking applicants for the position of City Clerk and IT Administrator. This is a full time, Department Head level, position overseeing the Clerk’s Office and the City’s Information Technology (IT) function. The Clerk is responsible for conducting all City elections and for cataloging and safekeeping of City documents and records. In addition, the Clerk is responsible for providing work station, application and network support to employees located in the City Hall building.

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CITY OF ESCANABA
JOB DESCRIPTION
CITY CLERK AND I.T. ADMINISTRATOR

Title: City Clerk and I.T. Administrator
Department: Administration
Classification: Non-Union, overtime exempt
Employment Status: At Will
Effective Date: March 1, 2018

SUMMARY
The Clerk is the official recordkeeper for all proceedings of the Escanaba City Council. The Clerk is also responsible for holding elections and cataloging and safekeeping of City documents and records. In addition, the Clerk serves as the City’s Information Technology (I.T.) Administrator, and is responsible for providing work station, application and network support to the employees in the City Hall Building.

SUPERVISION RECEIVED
The Clerk works under the direct supervision of the City Council and is indirectly supervised the City Manager.

SUPERVISION EXERCISED
The Clerk supervises one part-time clerical support person.

ESSENTIAL FUNCTIONS
The following are examples of Essential Functions associated with the Clerk position. The list below does not include all duties which the Clerk is expected to perform.
1. Take minutes at all regular and special meetings of the City Council.
2. Post notices and advertisements, in compliance with the Open Meetings Act, for all City Council meetings, and all meetings of City Boards and Commissions.
3. Schedule meeting rooms in the City Hall Building.
4. Maintain the City’s web site, and keep current all information contained on the site.
6. Administer and record oaths of office and affirmations.
7. Sign, countersign, seal and/or notarize official documents.
8. Respond to inquiries from citizens and serve as the City’s FOIA Coordinator.
9. Maintain, catalog, index, file and store official documents and records, including Council minutes, ordinances, deeds, contracts, legal agreements, leases and easements.
10. Prepare resolutions and proclamations.
11. Administer the City’s bidding process.
12. Record, codify and publish ordinances.
13. Conduct local elections, including issuance of nominating petitions.
14. Keep records of membership on City boards and commissions including board member terms.
15. Act as Secretary to local Board of Review.
16. Serve on the Board of Election Commissioners and Board of City Canvassers.
17. Call meetings of, and take minutes for, the Liquor License Review Board.
18. Coordinate all City media advertising and reconcile associated invoices.
MINIMUM QUALIFICATIONS
1. Minimum of a two year degree in business, office administration, public administration or related field, with five or more years of progressively increasing job responsibilities in roles involving office administration.
2. Must be a Notary or able to become a Notary.
3. Strong computer skills, including the ability to provide workstation, application, web site, and network support to employees within the City Hall building.
4. Must be accurate and organized with strong attention to detail.
5. Willingness and ability to work evenings and weekends.

SELECTION GUIDELINES
Selection is based on strength of resume/application, education, experience, and personal interview. Performance on pre-employment tests may also be used as a selection criteria.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is regularly required to ambulate, reach, walk, hear, sit, talk, converse with others, grasp, handle, feel, and operate objects. The job requires close vision, distance vision, color vision, peripheral vision, and the ability to focus. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. The employee regularly lifts/moves up to 30 pounds and occasionally moves objects up to 100 pounds.

WORK ENVIRONMENT
Work is performed within a climate-controlled office environment, where the noise level is quiet to moderate. The Clerk works near and around a variety of common office equipment, including copiers, computers, monitors, fax machines and phones. As a result, the Clerk is frequently exposed to the sounds, electromagnetic fields, fumes and/or chemicals commonly associated with such equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties or working conditions does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Escanaba is an equal opportunity employer
CITY OF ESCANABA
JOB OPENING
CITY CLERK AND I.T. ADMINISTRATOR

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Escanaba is an equal opportunity employer
Great. Thank you for using MAC's Jobs Hub.

You should receive an invoice in the next couple of days.

---Original Message---
From: Derek Melot <melot@micounties.org>
To: Lisa Glish <lglish@escanaba.org>
Date: Tue, 20 Mar 2018 19:55:46 +0000
Subject: RE: JOB POSTING: City Clerk and I.T. Administrator for the City of Escanaba

Review draft ad here: https://www.micounties.org/~micounti/index.php/mac/job-postings

Advise on changes.

From: Lisa Glish <lglish@escanaba.org>
Sent: Tuesday, March 20, 2018 3:44 PM
To: Derek Melot <melot@micounties.org>
Subject: Re: JOB POSTING: City Clerk and I.T. Administrator for the City of Escanaba

I am sorry I forgot to add this information:

We would like this ad to start ASAP, and run for 30-Days.

Thank you,
Lisa

Lisa M. Gilsh
City of Escanaba
Executive Assistant
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone
-----Original Message-----
From: "Lisa Glish" <lGLISH@ESCANABA.ORG>
To: "melot@micounties.org" <melot@micounties.org>
Date: Tue, 20 Mar 2018 15:42:44 -0400
Subject: JOB POSTING: City Clerk and I.T. Administrator for the City of Escanaba

Derek -

Please find the attached job posting for City Clerk and I.T. Administrator.

If you need anything else, please let me know.

Thanks,
Lisa

Lisa M. Glish
City of Escanaba
Executive Assistant
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone
From: "Lisa Glish" <lglish@escanaba.org>
To: "melot@micounties.org" <melot@micounties.org>
Date: 03/20/2018 03:42 PM
Subject: JOB POSTING: City Clerk and I.T. Administrator for the City of Escanaba

Derek -

Please find the attached job posting for City Clerk and I.T. Administrator.

If you need anything else, please let me know.

Thanks,
Lisa

Lisa M. Glish
City of Escanaba
Executive Assistant
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone

Attachments:

File: City Clerk and I.T. Administrator - External Job Posting - Open Until Filled.docx
Size: 18k
Content Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document
Bill To:
Lisa Glish
City of Escanaba
410 Ludington Street
Escanaba, MI 49829

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<th>Description</th>
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<td>30-day job posting on <a href="http://www.micounties.org">www.micounties.org</a> (city clerk and IT administrator)</td>
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TOTAL AMOUNT DUE 75.00

An alliance of Michigan counties working to enhance county government through advocacy, shared services and education.

www.micounties.org
Lisa,

I just got your email. I am at a conference this week and just listened to your voicemail on a break. I then checked our spam filter and found your email had been blocked.

To answer your question, there is no charge to have me post your job posting on the MAMC website. We do it as a service to our members who may be looking for positions.

I will work to get it up before the weekend if I can. Side note: I find the posting very interesting. I served as City Clerk / IT Director for many years for Mt. Pleasant. I haven't ever seen another municipality combine the two.

If you have any other questions please let me know.

On Mar 22, 2018 10:48 AM, Lisa Glish <lglish@escanaba.org> wrote:

Good Afternoon, Jeremy -

Attached is the job posting we would like on the Clerk's Association page... I am sending the Word version so it will make copy and paste a lot easier on your end.

We would be looking to post this for 30 days.

If you have any questions, please let me know.

Thanks you for your help,
Lisa

Lisa M. Glish
City of Escanaba
Executive Assistant
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone
From: "Howard, Jeremy" <jhoward@mt-pleasant.org>
To: 'Lisa Glish' <lglish@escanaba.org>
Date: 03/22/2018 06:22 PM
Subject: RE: City Clerk and I.T. Internal Posting - City of Escanaba

This is now up on our website. I ended up linking it directly to your website ad. Let me know if this works for you and if you need anything else.

City of Escanaba - City Clerk and IT Administrator, Submission deadline: Open Until Filled.

Jeremy Howard, CMC, CMMC
City Clerk
City of Mt. Pleasant
Office: (989) 779-5374
Mobile: (989) 621-1688
Email: jhoward@mt-pleasant.org

From: Lisa Glish <lglish@escanaba.org>
Sent: Wednesday, March 21, 2018 3:25 PM
To: Howard, Jeremy <jhoward@mt-pleasant.org>
Subject: City Clerk and I.T. Internal Posting - City of Escanaba

Good Afternoon, Jeremy -

Attached is the job posting we would like on the Clerk's Association page... I am sending the Word version so it will make copy and paste a lot easier on your end.

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Thanks you for your help,
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Lisa M. Glish
City of Escanaba
Executive Assistant
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone
City Clerk and I.T. Administrator
City of Escanaba – Escanaba, MI

Job Description

The City of Escanaba is seeking applicants for the position of City Clerk and IT Administrator. This is a full-time, Department Head level position overseeing the Clerk’s Office and the City’s Information Technology (IT) function.

The Clerk is responsible for conducting all City elections and for cataloging and safekeeping of City documents and records. In addition, the Clerk is responsible for providing work station, application and network support to employees located in the City Hall building.

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Job Type: Full-Time
Application Questions

You have requested that Indeed ask candidates the following questions:

- Do you have the following license or certification: Certified Municipal Clerk (CMC) designation?
GovernmentJobs

GovernmentJobs.com
El Segundo, 90425 CA
United States

Billed to: Robert Valentine
City of Escanaba
Escanaba
MI, 49829
USA

Date: 03/22/2018
Payment: Visa ****10
Post #: 0002gG
Receipt #: 0000gf

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TOTAL PRICE: $175.00

Subtotal: $175.00
TAX (0%): $0
Payment: $175.00
Job Type
Full-Time

Salary
Not Displayed

Department
City Clerk

Location
410 Ludington St, Escanaba, MI 49829, USA

The City of Escanaba is seeking applicants for the position of City Clerk and IT Administrator. This is a full time, Department Head level, position overseeing the Clerk's Office and the City's Information Technology (IT) function. The Clerk is responsible for conducting all City elections and for cataloging and safekeeping of City documents and records. In addition, the Clerk is responsible for providing work station, application and network support to employees located in the City Hall building.

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Agency
City of Escanaba

Address
Escanaba, MI 49829, USA

How to Apply
Applications accepted at: hr@escanaba.org
City Clerk and I.T. Administrator

Job Details

Job Type: Full-Time
Salary: Not Displayed
Department: City Clerk
Location: 410 Ludington St, Escanaba, MI 49829, USA

Description:
The City of Escanaba is offering a competitive salary and benefits package including health, dental and vision insurance, paid time off, retirement plan and the possibility of relocation assistance.

Agency:
City of Escanaba

Address:
Escanaba, MI 49829, USA

How to Apply:
Applications accepted at hr@escanaba.org
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<thead>
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<th>Date</th>
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<tr>
<td></td>
<td>9:08AM</td>
<td>Robert Valentine created the job post.</td>
</tr>
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</table>
CITY OF ESCANABA

JOB DESCRIPTION

CITY CLERK AND LT. ADMINISTRATOR

Effect City Clerk and Lt. Administrator

Department: Administration

Classification: Municipal, non-civil service

Employment Status: Full Time

Effective Date: March 1, 2009

SUMMARY

The Clerk is the official staff member for all proceedings of the Escanaba City Council. The Clerk is also responsible for maintaining and controlling all legal and administrative records. In addition, the Clerk serves as the City Information Technology (IT) administrator, and is responsible for providing legal research, applications, and network support to the employees of the City Hall building.

SUPERVISION RECEIVED

The Clerk receives one-level supervision from the City Manager.

SUPERVISION RENDERED

The following are examples of managerial functions associated with the Clerk's position. The list does not include all duties within the Clerk is expected to perform:

1. coordinates all regular and special meetings of the City Council.
2. Prepare and distribute agendas, in compliance with the Open Meetings Act, for all City Council meetings, and all meetings of City Boards and Commissions.
3. Schedule meetings according to the City Hall Building.
4. Maintain the Clerk's guest list and keep a record of all members contacted on the site.
5. Maintain a database of all current members on the City's electronic network (e-mail).
6. Administrator and maintain all office equipment.
7. Adjust, maintain, and regulate all office equipment.
8. Respond to inquiries from citizens and serve as the City's liaison with the public.
9. Maintain, schedule, attend, and record all official documents and records, including General Minutes, Ordinance, Court, Documents, and Minutes.
10. Prepare ordinances, reports, and applications.
11. Administer all City building permits.
12. Record accurately public documents.
13. Conduct special elections, including issuance and distribution of ballots.
14. Tabulate results of special elections, including issuance and distribution of ballots.
15. Act as Secretary to the Board of Police and Firemen.
16. Serve as the Board of Police and Firemen's liaison to the City Council.
17. All meetings of the Board of Police and Firemen.
18. Coordinate all City media advertising and record collection.

Suggested Groups
From: "Patrick Jordan" <pjordan@escanaba.org>
To: "Lisa Glish" <lglish@escanaba.org>
Date: 08/21/2018 09:25 AM
Subject: Assessor Position

1. Historically, in recent times, the assessor's office has been staffed and budgeted at 2.5 FTEs. Long ago, more than 10 years ago, the office was staffed at 2.0 FTEs.
2. Currently, the office is staffed with 1.5 FTEs plus a contract assessor, which is less than .25 FTEs. Juli simply does not spend much time on our work, instead, she reviews and signs documents where a Level III is needed. Total FTEs at present are therefore less than 1.75 and not enough to cover the work load.
3. The addition of .5 FTEs to the office brings staffing closer to historical levels, but not above.
4. Kevin has repeatedly advised that there is more work that current levels can handle in the office and he lacks time for site visits. The proposal frees up time for Kevin to perform assessing duties.
JOB DESCRIPTION
OFFICE CLERK

Class Title: Office Clerk
Department: City Assessor’s Office
Union: Teamsters/Municipal Unit
Date: August 2006

GENERAL PURPOSE

The duties of this position include filing, data entry, answering phones, serving the public, maintaining departmental records, word processing, database and spreadsheet work. Position also serves as a backup to the Deputy City Clerk. Performs related work as required.

SUPERVISION RECEIVED

Works under supervision of the City Assessor.

REQUIRED MINIMUM QUALIFICATIONS

Minimum requirements are high school diploma and one year experience working in a professional office environment and/or one year experience working with the general public and/or equivalent educational background.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

Must be proficient in computer spreadsheet and database applications. Must be proficient in Microsoft Word. Must have strong written and verbal communication skills. Ability to type a minimum of 50 wpm is preferred.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check, job-related tests may be required.

TOOLS AND EQUIPMENT USED

Personal computer, printer, copier machine, phone system, and typewriter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this office work environment is moderate.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.