CITY COUNCIL
SPECIAL MEETING AGENDA
August 28, 2018

Patrick S. Jordan, City Manager
Lisa M. Glish, City Clerk
Ralph B. K. Peterson, City Attorney

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

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.

Special Meeting
Tuesday, August 28, 2018, at 10:00 a.m.

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

1. Discussion – Update on the FOIA Request from United Impact Group, LLC – Clerk.
   Explanation: Administration will give a status update concerning the FOIA Request from United Impact Group, LLC.

2. 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.

PUBLIC HEARINGS
NEW BUSINESS

   Explanation: Administration will give an update concerning current and upcoming I.T. projects for the City.

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 Tuesday, August 28, 2018; 10:00 a.m. City Hall, Room C101, 410 Ludington Street, Escanaba, Michigan. The purpose of said meeting is to discuss the FOIA Request from United Impact Group, LLC, receive an I.T. Update from I.T. Administrator, and a discussion concerning the City Clerk’s Office, Assessor’s Office, and I.T. Department.

Tuesday, August 28, 2018 at 10:00 a.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 8/24/2018 9:59 AM
August 13, 2018

VIA EMAIL

Delta County, Escanaba City
Attn: Lisa M Glish, Clerk
410 Ludington Street
PO Box 948
Escanaba, MI 49829
clerk@escanaba.org


Dear Clerk Glish:

Pursuant to the Michigan Freedom of Information Act, Mich. Comp. Laws §§ 15.231 et seq., and Michigan Compiled Laws Chapter 168 governing elections, I request the following records in connection with the November 8, 2016, election for President of the United States.

For all requests, please provide responsive records organized by precinct for all precincts in your jurisdiction.

Election Day Ballots and Related Materials

1) Copies of all ballots cast and counted on election day.

2) Copies of all ballots cast on election day but not counted, along with the reason the ballot was not counted.

3) Any and all records containing information regarding rejected or spoiled ballots, including copies of such ballots, to the extent not included in one of the above requests.

Absentee Ballots and Related Materials

4) Copies of all absentee ballots returned that were deemed to be eligible for counting.

5) Copies of all absentee ballots returned that were deemed to be ineligible for counting, along with any records indicating the reason the ballot was deemed ineligible.

6) Copies of all absentee ballot envelopes (e.g., the envelope containing the voter's signature received by the relevant official). The copy should include a visible image of the space for the voter's signature.

7) Any and all records containing the following information: the names of all individuals (and all data associated with each individual): (a) who requested absentee ballots, including
those individuals on any permanent absentee voter list; (b) who were mailed an absentee ballot; (c) who returned an absentee ballot; and/or (d) whose absentee ballot has been deemed to be eligible for counting. Please specify which of the absentee ballots enumerated above are for military and overseas voters.

8) Any and all records containing names of all individuals (and all data associated with each individual) who returned an absentee ballot and whose absentee ballot was deemed to be ineligible for counting.

Provisional Ballots and Related Materials

9) Copies of all provisional ballots that were deemed to be eligible for counting.

10) Copies of all provisional ballots that were deemed to be ineligible for counting, along with any records indicating the reason why the provisional ballot was not counted.

11) Any and all records containing names of all individuals (and all data associated with each individual) who cast a provisional ballot, including the reason why the voter was not allowed to cast a regular ballot.

Please note that the Michigan Attorney General has concluded that cast ballots are public records, and a person must be allowed to receive copies of cast ballots upon request. See Michigan Attorney General Opinion No. 7247 (May 13, 2010).

Instructions for Delivery of Responsive Records

If you have any questions about this request, please do not hesitate to email me at mifolia2018@gmail.com or call at (734) 489-9487.

Please send all correspondence, including any notices regarding required deposits or fees, to mifolia2018@gmail.com.

Please send copies of responsive records to:

United Impact Group, LLC
PO BOX #5765
2268 31st Street
Astoria, NY 11105

Thank you very much for your attention to this request.

Sincerely,

Emily
August 21, 2018

United Impact Group, LLC
Attn: Emily
P.O. Box 5765
2268 31st Street
Astoria, NY 11105

Re: 10-Day Extension to Respond to your FOIA Request

Dear Emily,

Please be advised that your FOIA request received by the City of Escanaba on August 20, 2018 will require extra time to search and respond to.

Pursuant to MCL 15.23(2)(d), I am extending the time to respond to your request. Accordingly, the City of Escanaba will respond to your request on or before September 10, 2018.

Sincerely,

Lisa M. Glish
City Clerk / I.T. Administrator / FOIA Coordinator
## NOVEMBER 2016 BALLOT FOIA TOTALS - QUOTE

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<tr>
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<th>1840 Ballots Cast through AVCB</th>
<th>5522 Totals by Precinct</th>
<th>1879 AV Applications Returned</th>
<th>102 AV List Pages</th>
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<td>3682 Ballots Cast at Polls on 11/8/16</td>
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### ESTIMATED LABOR CALCULATIONS

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<tr>
<td>Time per AV Application for Scan / Copy / Print</td>
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**FOIA Coordinator Rate (Hourly + Benefits Rate):** \( \$ 29.24 \)

### ESTIMATED POSTAGE CALCULATIONS

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### ESTIMATED TOTAL FOIA COST:

- Total Amount of Ballots Cast x .15 per copy: \( \$ 828.30 \)
- Total Amount of AV Applications x .10 per copy: \( \$ 187.90 \)
- Total Amount of AV Envelopes x .10 per copy: \( \$ 184.00 \)
- Total Amount of AV List x .10 for copy: \( \$ 10.20 \)
- Total Labor Cost Est. for AV Applications: \( \$ 119.04 \)
- Total Labor Cost Est. for AV Envelopes: \( \$ 228.92 \)
- Total Labor Cost Est. for Ballots: \( \$ 1,345.53 \)
- Total Labor Cost Est. for AV List: \( \$ 6.46 \)
- Total Labor Cost Est. for Retrieval and Set-up of Materials / Securing Election Materials Each Day / Other Misc. Items: \( \$ 233.92 \)
- Estimated Postage (from UPS.com): \( \$ 150.00 \)
August 24, 2018

United Impact Group, LLC  
Attn: Emily  
P.O. Box 5765  
2268 31st Street  
Astoria, NY 11105

Re: Records Request for November 8, 2016 Election Materials

Dear Emily,

This notice is issued in response to your request received on August 20, 2018, asking for information under the Freedom of Information Act (FOIA), MCL 15.231, et seq.

Your request is granted as to existing, non-exempt records in the possession of the City of Escanaba that fall within the scope of your request. To process your request, the City of Escanaba estimates a FOIA processing fee of $3,294.28.

The City of Escanaba is requesting a deposit amount of $1,647.14 be submitted via check payable to the City of Escanaba, mailed to 410 Ludington Street, Escanaba, MI 49829.

Upon receipt of your deposit, the City of Escanaba will complete the processing of your request. You will be notified of the balance due once request is complete. Payment-in-Full must be received before the mailing of the records will occur. The City of Escanaba estimates the completion and delivery of the project to be Friday, September 28, 2018 if payment is received prior to Friday, August 31, 2018.

Sincerely,

Lisa M. Glish  
City Clerk / I.T. Administrator / FOIA Coordinator

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.
MEMORANDUM

TO: City Council
FROM: City Manager Patrick Jordan
DATE: August 27, 2018
RE: Personnel Needs in Clerk/Information Technology and Assessing

BACKGROUND in Clerk’s Office

With personnel retirements come the opportunity to assess our current and future needs. The City Clerk took on I.T. duties, with a stipend, around the same time that other positions’ duties were merged: Treasurer/Human Resources, Water/Wastewater, Public Works Director/City Engineer and Planning/Zoning Enforcement. These duties were merged partly, or greatly, due to financial pressure stemming from reductions in State Revenue Sharing accompanied by the real estate value crash.

Our Information Technology needs are growing. Having a staff I.T. person available at all times is a growing need and would be beneficial to our organization. A Clerk that sees I.T. as a “hobby” is no longer sufficient or efficient. The bills for outsourced I.T. services amounts to about $10,000 for the last 2 years combined, which seems low, but many budgeted projects to the Clerk/I.T. were deferred and kicked down the road, so it can be assumed that much more could have and should have been spent on meeting our Information Technology needs. These I.T. needs are being presented by Clerk Lisa Glish.

The former Clerk, in my opinion, saw his job as Clerk as just that, Clerk. I.T. came secondarily. I believe that if we separated Clerk from I.T., a full-time Clerk would not be needed. We could convert the existing part-time position of Deputy Clerk to full-time so the office would remain open for the public as often as possible.

However, the Clerk’s position as is, if it had remained staffed by someone as adept as the current Clerk, could handle the I.T. needs the City has, conduct the typical Clerk’s duties, and work with department heads on grant writing, which is what I envisioned for Lisa. Lisa Glish has shown us that the CMC certification is not necessary to run the Clerk’s office or execute a successful election. The benefit to the residents of Escanaba would have been great. Please be aware that there is only 1 election next year.

OPTIONS

- Separate I.T. duties from the Clerk’s position. Hire a full-time I.T. professional and a full-time Clerk.
- Separate I.T. duties from the Clerk’s position. Hire a full-time I.T. professional and a part-time Clerk.
- Leave the position as-is and focus 60/40 I.T. to Clerk duties, with I.T. being 60% of the position’s responsibilities.
• Separate I.T. duties from Clerk's position. Outsource all I.T. needs. Hire a full-time Clerk or change to a part-time clerk.
• Assign I.T. elsewhere in the City.

My recommendation is the 3rd bullet above, to leave the position as-is and build the job description/duties around a 60/40 split, I.T./Clerk. To do otherwise would require us to question the other positions mentioned above that have combined duties, and that are in great need of splitting duties and adding professional staff in order to better serve the residents of Escanaba.

BACKGROUND in Assessing and Assessment of Future Needs

As you know, we've been without a Level 3 Assessor for about 3 years. We've attempted, and failed, to attract a Level 3 Assessor. They do seem to be hard to come by. We continue to contract with the County for an Assessor. There is currently one full-time employee (non-union) and one half-time employee (union) in the Assessing office. The half-time employee being a full-time, fully benefitted union position split with the Clerk's office. The full-time employee has indicated that he plans to retire February 1, 2019.

OPTIONS

• Post a position in November for a January 1 hire date for a Level 2 Assessor, preferably with substantial work toward a Level 3 certification. Not an additional staff position, but with a one month overlap to work with outgoing Assessing staff on the January tax bill cycle.

• Change the existing half-time position in Assessing to full-time (union), leaving a standalone part-time position in the Clerk's office. Position in Assessing would be subject to seniority bid, therefore the only new hire would be the part-time position in the Clerk's office.

My recommendation is both options above. Historically, in recent times, the assessor's office has been staffed 2.5 FTEs. Long ago, more than 10 years ago, the office was staffed at 2.0 FTEs. 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. The addition of .5 FTEs to the office brings staffing closer to historical levels, but not above. Current Assessing staff 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 him to perform assessing duties. Assessing Minimum Requirements are a concern and we are behind. Treasury/Tax Commission will be performing a 5-year audit in 2021. Assessing dept. is required to physically assess 20% of our parcels every year and has not been able to do so.

***Any new positions must have a funding source. Assessing budget was reduced this year showing only the contracted amount for our Assessor with the County. Also, a standalone I.T. position needs funding.
Memo

TO: City Manager Patrick Jordan

FROM: Director Robert LaMarche

DATE: August 27, 2018

SUBJECT: Information Technology

As requested, here are the areas in which I believe an IT position could benefit our department. As you know D/Sgt Tony LaPlant recently retired to pursue another career. Fortunately for us, he happened to be very knowledgeable with computers and was able to fix most of our minor issues that came up. Over the years, Tony was able to save our department countless dollars with his self-taught knowledge of computers. With Tony gone, we are now without a person to address our computer concerns. Although he was good with computers, Tony was limited to small fixes and could not address the larger IT needs of the department. Over the last year Tony had approached me expressing his concern about the security of our network and its vulnerabilities. He also advised me this was beyond his capabilities to address these concerns.

With the growing complexity and expansion of information technology it’s been difficult to keep up, let alone advance. I believe there are several benefits to having a person dedicated to this job which would improve the service and quality of ALL the departments in the city. The technology demands have only been increasing each year and I don’t see that changing in the near future. After speaking with Tony and listening to his concerns, here are some areas in which our department would be served by an IT position.

1) Help control and maintain the security of our network.
2) Set up wireless capabilities throughout our department.
3) Install and maintain the security cameras for all departments city wide. Our detective spent several days installing our system and currently maintains it.
4) Update our website and create an EDPS app for our department. This would allow the public access to department forms, create online reporting and allow us to send out real time alerts to the public.

5) Set up and maintain another server dedicated to our department to increase the efficiency of our department. Examples of this would be our digital picture evidence, interview room recordings and evidence storage from our in car camera system. A system like this would allow an officer to pull into the parking lot at which time the video would automatically be downloaded into the server. The prosecutor would now have instant access to the in car video via a password. As it stands now the supervisor needs to pull the hard drive from the car, find the video, download it, record it to a disk, attach it to the report and then send to the prosecutor’s office. With the proper system, several of these steps would be eliminated increasing the efficiency of our department.

These are just some of the areas in which I believe an IT person would increase the efficiency and add security to our department. Although I cannot speak for the other departments, I think it’s safe to say the entire city as a whole would benefit from a dedicated IT position.

Thank you,
Director Robert LaMarche
Memorandum

March 6, 2018

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 gauge 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
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<th>Posting Location</th>
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<td>Holly Statham</td>
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<td>4/9/2018</td>
<td>Long</td>
</tr>
</tbody>
</table>
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 Glish" <lglish@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
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 applicants for the position of City Clerk and I.T. Administrator. This is a full-time, Department Head Level position overseeing the City's Clerk's office and information technology functions. The Clerk is responsible for conducting all City elections and for cataloging and archiving all City records and documents. In addition, the Clerk is responsible for providing workstations, applications and network support to employees located in the City Hall Building.

Before applying, applicants are required to review the complete job description at www.escanaba.org/jobopenings. Applications must be submitted along with a letter of interest, including salary requirements, to the City of Escanaba, City Clerk, Office of Personnel Director, P.O. Box 948, Escanaba, MI 49829. Applications will be accepted until the position is filled. 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 Glish
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

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

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

-----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 8:01 AM
To: Ashley Maher <ashley@michigantownships.org>
Subject: City Clerk and I.T. Administrator Posting - City of Escanaba
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 Weisert" <tweisert@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
CITY OF ESCANABA  
JOB OPENING  
CITY CLERK AND I.T. ADMINISTRATOR

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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.

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"Open Until Filled"  

"Created 3/09/18"  

"Posted on Facebook March 02"  

"Posted on Website 03/20/18"
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 website, 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

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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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. The City of Escanaba is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. The City of Escanaba does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.

Modified to have end date 3/4/18 on 4/10/18.
CITY OF ESCANABA
JOB DESCRIPTION
CITY CLERK AND I.T. ADMINISTRATOR

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**********************************************************************************************
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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.

Looks great... approved.

Thank you,
Lisa

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

-----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. Glish
City of Escanaba
Executive Assistant
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone
-----Original Message-----
From: "Lisa Glish" <glish@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
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
City Mgr, HR, & Comm. Pres, Depts.
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
# Invoice

**Invoice Number:** m1423  
**Invoice Date:** 3/21/18

**Bill To:**  
Lisa Glish  
City of Escanaba  
410 Ludington Street  
Escanaba, MI 49829

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-day job posting on <a href="http://www.micounties.org">www.micounties.org</a> (city clerk and IT administrator)</td>
<td>75.00</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT DUE**  
75.00

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

www.micounties.org
From: "Howard, Jeremy" <jhoward@mt-pleasant.org>
To: "lglish@escanaba.org" <lglish@escanaba.org>
Date: 03/22/2018 11:09 AM
Subject: Re: City Clerk and I.T. Internal Posting - City of Escanaba

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
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

Good Afternoon, Jeremy -

Attaching 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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Executive Assistant
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402 Phone
City Clerk And I.T. Administrator
City of Escanaba - Escanaba, MI

Clicks

Your job

Clicks this week 0

Sponsor Job for More Clicks

Candidates

Awaiting Review 11

Total (excluding rejected) 11

1 Rejected

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 maintaining 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 #: 0002sG
Receipt #: 0000gf

Item Description | Price
--- | ---
Regular Post | $175.00
TAX (0%) | $0.00

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.

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.

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 an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. The City of Escanaba does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.

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

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<th>Job Type</th>
<th>Full-Time</th>
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<tr>
<td>Department</td>
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<tr>
<td>Location</td>
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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.

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History Log

- 06/21/2018 at 8:48PM System changed the field ExportedTimestamp.
- 04/11/2018 at 12:00AM System changed the field isExported.
- 04/11/2018 at 12:00AM System changed the field ExportedTimestamp.
- 04/10/2018 at 10:00AM System changed the field ExportedTimestamp.
- 04/10/2018 at 10:00AM Robert Valentine changed the field Removal Date.
- 03/22/2018 at 9:00AM System changed the field isExported.
- 03/22/2018 at 9:00AM System changed the field ExportedTimestamp.
- 02/22/2018 at 1:00AM Robert Valentine created this job post.
City of Escanaba

City Charter and City Attorney

Title: City Clerk and LL Administrator

1. Interpretation of City Charter, ordinances, and policies
   2. Preparation of minutes for City Council meetings

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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.
I.T. RESPONSIBILITIES

NEW – Since May 2018 Transition

- Full Administration of both the City’s and Public Safety’s Phone Systems (usernames, passwords, button provisioning, holiday scheduling, etc).
- Train/guide employees (and sometimes groups of employees) in the use of multiple software programs mostly including the Microsoft Office Suite, email system, electronic calendar, etc.
- Creation and upkeep of online meeting room calendars for the Council Chambers (C101) and Small Meeting Room (C102).
- Bring on at least (19) new computers into the City’s Network – Upgrade others due to Windows 7 Retiring January 2020 – ALL computers throughout City need to be upgraded or replaced to run with Windows 10.
- Create and keep an up-to-date inventory of all City technology equipment.
- Upload and maintain “Rave” Facility for the new Emergency 911 System.
- Coordinate the upcoming CAT 6 rewiring project, along with Security Camera System Upgrade.
- Resolve Sound System and Audio/Visual Issues in the City Council Chambers.

ON-GOING

- Loading / upgrading systems with Windows, Microsoft Office, and other misc. programs.
- Administration of all usernames and passwords for domain users (cannot see passwords, but have the ability to reset them).
- Administration of all usernames and passwords for email system users (cannot see passwords, but have the ability to reset them).
- General troubleshooting of computer hardware, software, etc.
- Installation of network printers.
- Administration of [3] WIFI Routers located throughout City Hall.
- Keep Channel 191 up and running (hardware side).
- Troubleshoot Council Chamber microphone issues when possible.