

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Special Council Meeting
Tuesday, August 28, 2018**

The special meeting was called to order by the Honorable Mayor Marc D. Tall at 10:00 a.m. in the Council Chambers of City Hall located at 410 Ludington Street.

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

Also Present: City Manager Patrick Jordan, City Clerk Lisa M. Glish, City Attorney Ralph B.K. Peterson, City Department Heads, media, and members of the public.

ADJUSTMENTS TO THE AGENDA

Sattem moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to amend the proposed order of the agenda by moving New Business Item #1 - Update on Current and Future I.T. Projects for the City to take place after Unfinished Business #1 – Update on FOIA Request from United Impact Group, LLC.

CONFLICT OF INTEREST DECLARATION – None.

BRIEF PUBLIC COMMENT

Jim Berthiaume commented that Mayor Tall did not get Council consent to extend the Clerk's resignation, he went onto state that the Clerk at that point became Tall's employee which corrupted the system. He went onto then add that by doing this it was not leading by example it's leading by power.

Judi LaCosse made comment concerning the Clerk's hiring, stating that it should have been an easy transition but it has become an embarrassment to the community.

PUBLIC HEARINGS – None.

UNFINISHED BUSINESS

1. Discussion – Update on the FOIA Request from United Impact Group, LLC – Clerk.

Glish updated the Council on the FOIA request that came in from United Impact Group, LLC concerning the copying of Election materials used during the November 8, 2016 Election; she stated that a "half-letter" has been sent to the United Impact Group, and none of the work to fill the FOIA request will begin until a deposit of 50% of the quoted cost is received and clears the bank.

** Per the approved Agenda Adjustment, the next item will be "New Business #1 – Updated on Current and Future I.T. Projects for the City."

NEW BUSINESS

1. Discussion – Update on Current and Future I.T. Projects for the City – I.T. Administrator.

Glish updated the Council concerning current and future I.T. projects on the docket for the City to include:

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) Wi-Fi Routers located throughout City Hall.
- Keep Channel 191 up and running (hardware side).
- Troubleshoot Council Chamber microphone issues when possible.

UNFINISHED BUSINESS (Continued)

2. Discussion – City Clerk's Office, City Assessor's Office, and I.T. Department.

A discussion took place concerning the need to fill the full-time City Assessor position that is currently available; it was discussed that there may be someone interested in the position that is currently a Level Two Assessor, working towards their Level Three, which they hope to have completed by Summer 2019.

Discussions then took place concerning 1.) The possibility of splitting the City Clerk and I.T. Administrator position into a part-time City Clerk position and a full-time I.T. professional; 2.) The possibility of making one full-time position of City Clerk and City Assessor; and 3.) The possibility of transferring the I.T. duties to the Executive Assistant.

UB-2a After discussion, Beauchamp moved, Sattlem seconded, to make Deputy Clerk Tammy Weissert the full-time Clerk, with part of the duties taking part in the Assessor's Office.

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

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

MOTION FAILED.

UB-2b After discussion, Blasier moved, Sattlem seconded, to 1.) Offer Deputy Clerk Tammy Weissert an Interim position as City Clerk to begin part-time effective October 1, 2018; 2.) The Escanaba City Council will carefully compose and approve the necessary job descriptions, which may include City Clerk and City Assessor. Requirement for Information Technology skills may be included in these descriptions and/or the City Manager is authorized to open a separate Information Technology position; 3.) The City Clerk position will be posted internally and externally; 4.) No applicant will be permitted to see any other applicant's application; and 5.) During interviews, all City Councilpersons will be expected to ask thoughtful questions.

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

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

MOTION PASSED.

Tall went onto state that due to the passed motion, a careful and transparent process will begin. He went onto state that a job description will need to be created/updated with help from the Human Resource Director.

UB-2c After discussion, Blasier moved that the job description for the City Clerk is to be written as a part-time City Clerk position.

Upon hearing no second: **MOTION FAILED.**

UB-2d After discussion, Blasier moved, Schumann seconded, to have the Human Resource Director draft two job descriptions, one for a Full-Time City Clerk and one for a Part-Time City Clerk, then present both job descriptions to the City Council for discussion.

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

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

MOTION PASSED.

After discussion, a Special Council Meeting was set for Wednesday, August 29, 2018 at 7:00 PM to further discuss the draft job descriptions for City Clerk.

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

BOARD, COMMISSION, AND COMMITTEE REPORTS – None.

GENERAL PUBLIC COMMENT

Nancy Pearson stated that she believes the large FOIA request is a scam and questioned what the people receiving the information plan to do with it.

Karen Flynn stated that by filling this FOIA request we will be making the job of Scam Artists easier.

ANNOUNCEMENTS – None.

ADJOURNMENT

Hearing no further public comment, the Council adjourned at 11:09 a.m.

Respectfully submitted

Lisa M. Glish
City Clerk

Approved: _____
Marc D. Tall, Mayor