

**OFFICIAL PROCEEDINGS  
CITY COUNCIL  
CITY OF ESCANABA, MICHIGAN  
Regular Council Meeting  
Thursday, June 6, 2019**

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

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

Absent: None

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

City Clerk DeMay led Council in the Pledge of Allegiance.

Sattem moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to approve Special Meeting minutes from May 9, 2019, Special Meeting minutes from May 16, 2019, Regular Meeting minutes from May 16, 2019, and Special Meeting minutes from May 23, 2019 as submitted.

**ADJUSTMENTS TO THE AGENDA**

Mayor Tall moved to add further discussion on the City Manager evaluation forms after **NB-7**.

Mayor Tall requested to move Unfinished Business after Announcements and before Adjournment.

Tall moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve the Agenda as amended.

**CONFLICT OF INTEREST DECLARATION –**

Council Member Sattem advised he had a conflict of interest on Agenda **NB-1** (Approval of outdoor seating at Hereford and Hops.)

Mayor Tall advised he had a conflict of interest on Agenda **NB-2**. (Approval of partial street closure on August 7<sup>th</sup>, for Business After Hours – Open House for RRN.)

**BRIEF PUBLIC COMMENT** – None

## **PUBLIC HEARINGS**

### **PH-1 Public Hearing - Notice of Street Improvement - South 32nd Street from 3rd Avenue South right-of-way to the existing pavement approximately 510.12 feet southeast on South 32nd Street.**

The following street has been petitioned for curbing and paving and is included in the 2019-2020 budget: South 32nd Street from 3rd Avenue South to 4th Avenue South. All five property owners have signed this petition with the remaining five lots owned by the city. This improvement was approved by the Planning Commission on April 11, 2019, and the City Council on May 16, 2019, after a public hearing. Per the Special Assessment Policy, a public hearing is now required on the objection to assessments. Administration recommended approval of the special assessments.

This being a public hearing, Mayor Tall asked if there was any public comment.

Hearing no public comment, Mayor Tall closed the public hearing.

**PH-1** Schumann moved, Blasier seconded, to approve the special assessment for construction of a 30 foot wide back to back paved street with curb and gutter on South 32nd Street from 3rd Avenue South right-of-way to the existing pavement approximately 510.12 feet southeast on South 32nd Street.

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

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

Nays: None

**MOTION CARRIED.**

### **PH-2 Public Hearing – Wastewater Treatment Plant (WWTP) Improvements.**

A public hearing was required for the City to be able to qualify for the State Revolving Loan Money to be allocated to the planned upgrades at the Wastewater Plant. Following the Public Hearing the City must pass a resolution adopting a final project plan.

Charles Lawson, Project Engineer, of C2AE discussed the “Escanaba SRF Project Plan.” (See *Attachment - A*)

This being a public hearing, Mayor Tall asked if there was any public comment.

Helene Tebear, discussed her experience while touring the wastewater treatment plant. Tebear felt that aesthetics shouldn't be a priority.

Hearing no further public comment, Mayor Tall moved, Blasier seconded, to close the public hearing and close public comment.

**PH-2** “By Council Member Sattem, seconded by Council Member Schumann;

**RESOLUTION NO. 19-12**

**A RESOLUTION ADOPTING A FINAL PROJECT PLAN  
FOR WASTEWATER SYSTEM IMPROVEMENTS or  
NPS POLLUTION CONTROL/STORMWATER IMPROVEMENTS AND  
DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE**

**WHEREAS**, the City of Escanaba recognizes the need to make improvements to its existing wastewater treatment and collection system or its existing NPS pollution control/stormwater treatment system; and

**WHEREAS**, the City of Escanaba authorized Capital Consultants, Inc. dba C2AE to prepare a Project Plan, which recommends the construction of Headworks Improvements & Fine Screen; New Raw Sewage Pump; Grit removal replacement; Replace primary treatment; Upgrade Secondary Treatment, SCADA, Veneers, Admin, & Storage; and

**WHEREAS**, said Project Plan was presented at a Public Hearing held on June 6, 2019 and all public comments have been considered and addressed;

**NOW THEREFORE BE IT RESOLVED**, that the City of Escanaba formally adopts said Project Plan and agrees to implement the principal and recommended alternative.

**BE IT FURTHER RESOLVED**, that the Escanaba City Manager, a position currently held by Patrick S. Jordan, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan as the first step in applying to the State of Michigan for a revolving fund loan to assist in the implementation of the selected alternative.

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

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

Nays: None

**RESOLUTION DECLARED ADOPTED.”**

**UNFINISHED BUSINESS**

**UB-1 Evaluation and Review of City Clerk and Assistant Assessor.**

City Council reviewed the evaluation of the City Clerk and Assistant Assessor submitted by the City Manager Patrick Jordan.

Mayor Tall requested to move Unfinished Business after Announcements and before Adjournment.

## **NEW BUSINESS**

### **NB-1 Approval – Outdoor Seating – 624 Ludington Street (a.k.a. Hereford and Hops).**

Rebecca and Donald Moody, Owners of Hereford and Hops, requested approval of an Outdoor Seating Application.

**NB-1** Schumann moved, Blasier seconded, to approve a request from Rebecca and Donald Moody, Owners of Hereford and Hops, of an Outdoor Seating Application.

Ayes: Schumann, Blasier, Beauchamp, Mayor Tall

Abstain: Sattem

Nays: None

**MOTION CARRIED.**

### **NB-2 Approval – Special Events Application.**

RRN requested the City Council approve a partial street closure on August 7th, for Business After Hours – Open House. The application has been approved by the necessary Department Heads.

**NB-2** Sattem moved, Blasier seconded, to approve a request from RRN for a partial street closure on August 7th, for Business After Hours – Open House.

Ayes: Sattem, Blasier, Schumann, Beauchamp

Abstain: Mayor Tall

Nays: None

**MOTION CARRIED.**

### **NB-3 Discussion – Ordinance No. 1142 – Owner Responsibility Regarding Animals.**

A discussion took place on Ordinance No. 1142, as there have been public complaints regarding dogs running off-leash at Ludington Park as well as on city streets.

Blasier moved, Schumann seconded, to create public awareness on Ordinance No. 1142 with Facebook, public services announcements, and newspaper advertisement.

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

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

Nays: None

**MOTION CARRIED.**

Schumann moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to defer the public concern of Ordinance No. 1142 to the Traffic Safety Advisory Committee for their recommendation.

Mayor Tall advised that this was a special circumstance and opened **NB-3** into an impromptu Public Comment.

- Mary Harrington – The response from Public Safety about dogs not leashed has been very good. The problem is it's not just dogs in the park running loose. It's all dogs within the city limits not being properly restrained. The ordinance needs to be enforced.
- Dave Letourneau – Mr. Letourneau said "it's not just vicious dogs!" He feels that all dogs need to be restrained by a leash. There needs to be clarification on the ordinance.
- Helene Tebear – said she keeps her dog on a leash. She has a "big dog" and has witness "little dogs" not on a leash running at her dog many times.
- Dan Zeller – he has two little dogs that are always kept on leashes. He said "there seems to be juxtaposition between control of the dog, size of the dog, and people's rights to enjoy public places with their animals."
- William Gasman – The dog issue is important. Sometimes ordinances need to change as time goes on. Suggests signage at the park would help.
- Darin Hunter (Detective of Escanaba Public Safety) – discussed the amount of animal complaint calls they received. Detective Hunter said that we (Public Safety) are here to enforce the ordinances.

**NB-4 Approval – Lead Service Line Replacement Work – 2019.**

Administration sought Council approval of the following items (a-d) separately:

- a. Administration sought authorization and Council approval to retain Bradfield Excavating of Gladstone MI, at the rate of \$2,800.00 per site or address, completing this work as written according to the LSL Replacement bid to utilize all of the remaining available money (~\$126,000.00) allotted for the construction aspect of this Grant.

**NB-4a** Beauchamp moved, Schumann seconded, to approve to retain Bradfield Excavating of Gladstone MI, at the rate of \$2,800.00 per site or address, completing this work as written according to the LSL Replacement bid to utilize all of the remaining available money (~\$126,000.00) allotted for the construction aspect of this Grant.

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

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

**MOTION CARRIED.**

- b. Administration sought authorization and Council approval to retain & hire any contractor who is licensed and insured to conduct this type of work, at the rate of \$2,800.00 per site or address, to do the private side of each water service which is deemed necessary by the Water Department. Additional costs may be incurred for concrete restoration. Money was provided for this type of work in the upcoming budget.

**NB-4b** Blasier moved, Sattem seconded, to approve to retain & hire any contractor who is licensed and insured to conduct this type of work, at the rate of \$2,800.00 per site or address, to do the private side of each water service which is deemed necessary by the Water Department.

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

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

**MOTION CARRIED.**

- c. Administration sought authorization and Council approval to retain & hire any contractor who is licensed and insured to conduct this type of work of replacing the some 21 water services on the Sheridan road paving project, at the rate of \$2,800.00 per site or address.

**NB-4c** Schumann moved, Blasier seconded, to approve to retain & hire any contractor who is licensed and insured to conduct this type of work of replacing

the some 21 water services on the Sheridan road paving project, at the rate of \$2,800.00 per site or address.

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

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

Nays: None

**MOTION CARRIED.**

- d. Administration sought authorization and Council approval to retain & hire any contractor who is licensed and insured to conduct this type of work of replacing the some 26 water services on the 5th Ave South road paving project, at the rate of \$2,800.00 per site or address. Additional cost will be incurred for water main extensions and the abandonment of the existing 2” line.

**NB-4d** Blasier moved, Sattem seconded, to approve to retain & hire any contractor who is licensed and insured to conduct this type of work of replacing the some 26 water services on the 5th Ave South road paving project, at the rate of \$2,800.00 per site or address.

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

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

Nays: None

**MOTION CARRIED.**

**NB-5 Approval – Additional Funds for the Catherine Bonifas Civic Center Basement.**

Administration sought an additional \$7,500 for the basement at the Catherine Bonifas Civic Center. Administration would like to enter into a contract with Northland Basement Systems from Escanaba, Michigan, in the amount of \$17,449. The 2018-19 FY Budget has \$10,000.

Recreation Director, Kim Peterson, discussed current status of the basement at the Catherine Bonifas Civic Center.

**NB-5** Schumann moved, Blasier seconded, to approve an additional \$7,500 for the basement at the Catherine Bonifas Civic Center and to enter into a contract with Northland Basement Systems from Escanaba, Michigan, in the amount of \$17,449.

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

Ayes: Schumann, Blasier, Beauchamp, Sattlem, Mayor Tall  
Nays: None  
**MOTION CARRIED.**

**NB-6 Approval – North City Limits Non-Motorized Pathway.**

Administration sought approval of a Michigan Natural Resources Trust Fund Project Agreement and Resolution for the North City Limits Non-Motorized Pathway.

**NB-6** “By Council Member Schumann, seconded by Council Member Sattlem;

**RESOLUTION NO. 19-13**

**RESOLUTION OF GRANT ACCEPTANCE AND COMMITTED DEFINED  
MATCH MICHIGAN NATURAL  
RESOURCES TRUST FUND GRANT DEVELOPMENT PROJECT  
AGREEMENT #TF18-0214  
NORTH CITY LIMITS NON-MOTORIZED PATHWAY**

“**RESOLVED**, that the City of Escanaba, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City of Escanaba does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide Four Hundred Eighty Seven Thousand Three Hundred Dollars and no Cents (\$487,300) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

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

Ayes: Schumann, Satter, Beauchamp, Blasier, Mayor Tall  
Nays: None

**RESOLUTION DECLARED ADOPTED.”**

**NB-7 Approval – Special Events Application.**

Mr. Curt Spaulding, owner of Cat-Man-Do’s, 1223 Ludington Street requested the City Council approve the partial closure starting from the corner of South 13th Street and Ludington Street to the alley of South 13th Street; the area of the closure would be approximately 80’ x 130’ located directly adjacent to licensed premises. This closure would be in effect from approximately 3:30 p.m. to 9:30 p.m. (Event Time: 5:00 p.m. to 9:00 p.m.) on Thursday, August 15, 2019, for Iron Bike Night.

**NB-7** Blasier moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to approve a request from Mr. Curt Spaulding, owner of Cat-Man-Do’s, 1223 Ludington Street for a partial closure starting from the corner of South 13th Street and Ludington Street to the alley of South 13th Street; from approximately 3:30 p.m. to 9:30 p.m. (Event Time: 5:00 p.m. to 9:00 p.m.) on Thursday, August 15, 2019, for Iron Bike Night.

**NB-8 Discussion on the review process for the City Manager.**

City Council discussed which form and evaluation process that they would like to use to evaluate the City Manager.

Blasier moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to approve (Attachment B) as the evaluation form for the City Manager.

Schumann moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to approve the City Manager’s evaluation to be added to the July 18<sup>th</sup> Regular City Council Meeting.

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

Mayor Tall, with Council consensus, made the following appointments:

Appointed Steve Miller to the Traffic Safety Advisory Board, filling vacancy, term expiring June 1, 2020;

## **BOARD, COMMISSION, AND COMMITTEE REPORTS**

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

## **GENERAL PUBLIC COMMENT –**

William Gasman – discussed the selling and commercializing recreational marihuana. Mr. Gasman spoke about “when we (Citizens and Council members) communicate with each other we can all remember these three questions:”

1. Is it true?
2. Is it necessary?
3. Is it kind?

Helene Tebear – feels like medical marihuana has many benefits and has seen the amazing results when used medicinally. She does not support the sale of recreational marihuana and would not like to see it sold commercially in the City of Escanaba.

Kelli Van Ginhoven – discussed her repeated denial of a vacant seat on the DDA board in April 2019. She would like an explanation for her denial of the position. Kelli would like to know what guidelines are used when choosing a candidate. She would like to see a discussion about the selection process of a candidate for Boards, Commissions put on the agenda.

## **ANNOUNCEMENTS**

- Mayor Tall proclaimed June 6, 2019, as “Ralph B. K Peterson Day.” Mr. Peterson served as the City’s Attorney for over 49 years!

## **RECESS**

Mayor Tall recessed at 8:35 p.m.  
Mayor Tall moved back in session at 8:48 p.m.

## **City Council reviewed the evaluation of the City Clerk and Assistant Assessor submitted by the City Manager Patrick Jordan.**

The City Clerk (Phil DeMay) elected to go into Closed Session for his evaluation;

Blasier moved, Schumann seconded, to go into Closed Session.

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

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

**MOTION CARRIED.**

The time was 8:49 p.m.

Beauchamp moved, Schumann seconded, to come back into open session.

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

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

**MOTION CARRIED.**

The time was 8:56 p.m.

Blasier moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to approve the evaluation performed by the City Manager (Patrick Jordan) of the City Clerk (Phil DeMay).

The Assistant Assessor (James McNeil) elected to go into Open Session for his evaluation;

- Council members discussed the evaluation of the Assistant Assessor and gave positive feedback on his job performance.
- Mr. McNeil updated council on his Level 3 education and timeline of completion.

Blasier moved, Schumann seconded, to approve the evaluation performed by the City Manager (Patrick Jordan) of the Assistant Assessor (James McNeil).

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

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

**MOTION CARRIED.**

Hearing no further public comment, the Council adjourned at 9:03 p.m.

Respectfully submitted

Phil DeMay  
City Clerk

Approved: \_\_\_\_\_  
Marc D. Tall, Mayor

**ESCANABA SRF PROJECT PLAN**

**PUBLIC HEARING PROJECT SUMMARY**

**Project Background**

This study (Project Plan) was authorized by the City of Escanaba, Michigan, on December 6, 2018. The purpose of the Project Plan is to evaluate needs and recommend alternatives for improvements to the Escanaba Wastewater Treatment Plant (WWTP).

Construction of the original WWTP was completed in 1932 with a significant upgrade in 1974 and minor upgrade in 1993 and 1999. The current treatment process includes coarse screening and flow measurement, raw sewage pumping, aerated grit removal, primary clarification, activated sludge secondary treatment, secondary clarification, chlorine disinfection, and anaerobic digestion for biosolids stabilization. The treated effluent is discharged to Little Bay de Noc. The design average flow is 2.2 MGD and design peak flow is 7.25 MGD.

**Existing Wastewater Service District**

The existing wastewater service district includes the entire City. The area and location of the service district segments is shown in the plan and summarized below.

The City of Escanaba covers 12.9 Square Miles in Land Area, with 979.5 People per Square Mile. The

WWTP is located in the N ½ of the NW ¼ of Section 1, T38N, and R23W.

Most active portions of the WWTP are between 50 and 90 years old and have in many cases, fully depreciated. A major upgrade is needed in the very near future to avoid structural and process failures, maintain the reliability of the treatment process, incorporate newer technologies to save annual operating costs, increase energy efficiencies, and to protect the previous capital investments made by ratepayers.

**Need for the Project**

**Compliance Issues**

A copy of Escanaba's current NPDES permit can be found in Appendix C. Escanaba's WWTP operates in compliance with its NPDES permit. There are currently no Court, Enforcement, or Administrative Consent Orders active against the Escanaba system.

**Environmental Protection, Preservation of Resources, and Sustainability**

Many of the facilities at the WWTP are nearing the point of failure and maintenance costs will rise rapidly if these deficiencies are not addressed in the near future.

The WWTP is in dire need of physical improvements to renew the useful service life of plant machinery and maintain the reliability of the treatment process. These improvements are important to protect the quality of the WWTP effluent and preserve the integrity of the existing physical facilities. Additionally,

these improvements will incorporate modern cost effective and energy efficient technologies within the WWTP.

### **Water Quality**

The primary goal of wastewater treatment is to protect the quality of the waters of the State of Michigan and to protect public health. Ultimately, the driving force for this study and the potential construction of the recommended improvements is the protection and enhancement of the quality of the WWTP effluent discharged to Little Bay de Noc.

### **Projected Needs**

Projected needs concentrates more on reliability and continued future efficient processes rather than major changes in either residential or commercial flows. Future flows are based on approximately 100 gpcd base residential sewage flow (which includes unavoidable infiltration) confirmed by flow monitoring in 2017 and 2018.

### **Analysis of Alternatives**

#### **Principal Alternative**

The principal and recommended alternative is the upgrade of the existing Escanaba WWTP and continued use of the existing facility and treatment processes.

#### **Other Considered Alternatives**

Additional evaluated alternatives include:

- No Action
  - Optimization of existing facilities
  - Regional alternatives
- or
- Construction of new wastewater treatment facility

### **Description of Recommended Alternative**

The recommended alternative is the upgrade of the existing facilities and processes. This alternative is discussed in detail beginning in the Plan, and includes the following capital improvements to the Escanaba WWTP.

1. Headworks improvements to incorporate automatic fine screening
2. Install a new fourth Raw Sewage Pump
3. Replacement of the existing aerated grit process with a new Vortex Grit removal system.
4. Entirely new primary treatment unit process to replace a failing 1932 process.
5. Upgrade the existing Activated Sludge Secondary Treatment process including one new aeration tank and one new final settling tank. This is to manage higher peak hydraulic flows, ease maintenance efforts, and increase reliability of the process.
6. Upgrade the existing digital SCADA system.
7. Increase the hydraulic capacity of the outfall sewer with booster pumping. This also is aimed at management of the 25 year, 24-hour peak flow event.
8. Repair/resurfacing of existing decaying masonry building veneer.
9. Improvement to existing administration building to support staff work activities.
10. Construction of a new storage and maintenance garage.
11. Structural, safety, and aesthetic upgrades

Table 34: Phase 1 - Project Cost Summary

## Category Proposed SRF Project

Construction	\$10,361,000
Mitigation Measures (included above)	\$0
Construction Total	\$10,361,000
Admin/Legal/Bonding	\$117,000
Engineering	<u>\$1,954,800</u>
Subtotal	\$12,433,000
Approx. 10% Construction Contingency	<u>\$1,037,000</u>
Project Total	\$13,470,000

**User Cost Impacts**

The Phase 1, proposed SRF project, as presented & in Table 34 of the plan to demonstrate the impact on user rates that may be possible with a project of this size. This breakdown assumes a 20-year debt service on the bond at an interest rate of 2.5%.

The 2018 Escanaba SAW grant program dictated a rate analysis for the Wastewater Utility Fund based on a \$13,000,000 SRF loan at 2.0% applied for 2019 with repayment beginning in the 2021 to 2022 budget year. The analysis indicated a 13.15% rate increase on both the availability and commodity charges be implemented in the 2019 to 2020 budget year. The cash flow calculations are presented in Appendix M.

This 13.15% increase is to be applied annually in the budget years 2019 to 2020 to 2023 to 2024. That being the case the average homeowner sewer rate would increase from \$20.48 in the 2018 to 2019 year to \$37.98 in the 2023 to 2024 year. At that point, a 2.25% annual rate increase would be implemented permanently.

#### **Evaluation of Environmental Impacts**

The anticipated environmental impacts resulting from implementation of the selected alternative can include beneficial and detrimental, short and long term, and irreversible or irretrievable impacts. Full detail may be found on page 73 of the plan. The proposed project is confined to the current WWTP site, minimizing community wide impacts.

#### **Mitigation**

Where adverse impacts due to installation of the recommended improvements cannot be avoided, mitigation measures will be implemented. Costs for mitigation measures were considered and included where applicable in project opinions of probable cost. Mitigation measures needed during construction will be included in construction contract documents. A full discussion of mitigation measures is included in this SRF Plan.

#### **Public Participation**

A public hearing for this SRF Project Plan is being held today to allow for public participation. Copies of Public Hearing advertising and a transcript of this hearing will be included in Appendix I of the adopted final version of this SRF Project Plan.

### CITY MANAGER EVALUATION FORM

Please rate the City Manager on each of the following criteria using this scale:

- 4=Very Effective
- 3=Effective
- 2=Needs Work
- 1=Ineffective
- NA=Not Applicable

#### MANAGER - COUNCIL RELATIONS

1. Informs and advises the Council about the programs, practices, and issues facing the city and keeps the Council informed of the activities operating under the Council's authority.  
Score: \_\_\_\_\_
2. Offers professional advice to the Council on items requiring Council action, with appropriate recommendations based on thorough study, analysis, and expertise.  
Score: \_\_\_\_\_
3. Prepares and submits to the Council recommendations relative to all matters requiring Council action, placing before the Council such necessary and helpful facts, information, and reports as are needed to assist in making informed decisions.  
Score: \_\_\_\_\_
4. Administers the policies established by Council, either personally or through delegation to appropriate staff.  
Score: \_\_\_\_\_
5. Supports all policies of the Council regardless of personal beliefs.  
Score: \_\_\_\_\_
6. Studies concerns and complaints and reports to the Council if action by the Board is necessary.  
Score: \_\_\_\_\_
7. Seeks to implement the Goals and Objectives established by City Council.  
Score: \_\_\_\_\_

- 8. Accepts responsibility for maintaining liaison between the Council and city staff, working toward a high degree of understanding and respect between staff and the Council.  
Score: \_\_\_\_\_
- 9. Remains impartial toward the Council, treating all Board members fairly, equally, and with respect.  
Score: \_\_\_\_\_
- 10. Seeks resolution for the City Council when an honest, objective difference of opinion exists between the City Manager and any or all members of the Council in an earnest effort to resolve such differences.  
Score: \_\_\_\_\_
- 11. Carries out instructions for the Council without distortion or misinterpretation.  
Score: \_\_\_\_\_
- 12. Advises, counsels, and assists the Council in timely development of realistic annual community goals.  
Score: \_\_\_\_\_

Comments on Manager Council Relations:

\_\_\_\_\_

COMMUNITY RELATIONS

- 1. Cooperates with other community agencies while representing the best interests of the city.  
Score: \_\_\_\_\_
- 2. Establishes a good working relationship with the news media.  
Score: \_\_\_\_\_
- 3. Solicits and gives attention to problems and opinions of all groups and individuals.  
Score: \_\_\_\_\_
- 4. Functions in a manner which leads to mutual respect and support.  
Score: \_\_\_\_\_
- 5. Participates in city-sponsored community activities and affairs.  
Score: \_\_\_\_\_

6. Is open and sensitive to community concerns and desires about issues facing the city.  
Score: \_\_\_\_\_
7. Strives to build a strong, positive community attitude toward city government.  
Score: \_\_\_\_\_

Comments on Community Relations:

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MANAGER-STAFF RELATIONS

1. Develops and executes consistent, fair and fiscally sound personnel procedures and practices.  
Score: \_\_\_\_\_
2. Periodically reviews and reorganizes staffing levels, staff duties, and/or staff responsibilities to take full advantage of the staff's special competencies.  
Score: \_\_\_\_\_
3. Recognizes, develops, and utilizes the leadership abilities of staff.  
Score: \_\_\_\_\_
4. Delegates authority as well as responsibility to staff members appropriate to the position each holds.  
Score: \_\_\_\_\_
5. Provides a program for continuing growth and professional development of department directors that encourages professional improvement.  
Score: \_\_\_\_\_
6. Treats all personnel fairly, without favoritism or discrimination, while insisting on adequate performance of duties.  
Score: \_\_\_\_\_

Comments on Manager Staff Relations:

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BUSINESS AND FINANCIAL MATTERS

1. Prepares the detailed annual city budget, interprets the budget, and presents the budget to the City Council for review, modification, and adoption.

Score: \_\_\_\_\_

2. Administers the budget, once adopted, and keeps expenditures within appropriation limits approved by Council.  
Score: \_\_\_\_\_
3. Analyzes current financial condition of the city and proposes to the Council short-range and long-range financial needs and proposals.  
Score: \_\_\_\_\_
4. Supervises the purchasing and delivery of supplies in a manner which promotes efficiency and provides materials and supplies in a timely fashion.  
Score: \_\_\_\_\_
5. Keeps informed on needs of the city, including plant, facilities, equipment, and supplies.  
Score: \_\_\_\_\_
6. Keeps Council informed of the financial affairs of the city.  
Score: \_\_\_\_\_
7. Supervises overall operations of the city and insists on competent and efficient performance.  
Score: \_\_\_\_\_

Comments on Business and Financial Matters:

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PROFESSIONAL AND LEADERSHIP DEVELOPMENT

1. Administers the city in accordance with Michigan statutes and the ordinances, rules, regulations, and policies adopted by the City Council.  
Score: \_\_\_\_\_
2. Reports to the City Council about the status of programs, personnel, and operations of the city.  
Score: \_\_\_\_\_
3. Recommends actions to the City Council.  
Score: \_\_\_\_\_
4. Communicates as liaison between the City Council and city staff.  
Score: \_\_\_\_\_

5. Informs the Council about federal and state laws and current trends and developments in the city management and municipal government.  
Score: \_\_\_\_\_
6. Maintains a current knowledge of developments in city management and municipal government.  
Score: \_\_\_\_\_
7. Promotes positive community relations.  
Score: \_\_\_\_\_
8. Communicates as liaison between the city and community agencies.  
Score: \_\_\_\_\_
9. Articulates city project, program, and operations needs to the City Council and community.  
Score: \_\_\_\_\_
10. Responds to concerns expressed in the community.  
Score: \_\_\_\_\_
11. Involves the community and staff in planning and problem solving for the city.  
Score: \_\_\_\_\_
12. Communicates vision/mission and goals to staff and citizens.  
Score: \_\_\_\_\_
13. Advises the Council on the need for new or revised policies.  
Score: \_\_\_\_\_

Comments on Professional and Leadership Development:

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**SYSTEM MANAGEMENT**

1. Maintains a staff recruitment plan and organizes recruitment of personnel.  
Score: \_\_\_\_\_
2. Insures that personnel policies and collective bargaining agreements are followed.  
Score: \_\_\_\_\_

- 3. Maintains up-to-date job descriptions for all personnel.  
Score: \_\_\_\_\_
- 4. Supervises and evaluates department directors.  
Score: \_\_\_\_\_
- 5. Insures the maintenance of city property and the safety of personnel and property.  
Score: \_\_\_\_\_
- 6. Monitors any construction, renovation, and demolition of city facilities.  
Score: \_\_\_\_\_
- 7. Implements policies and programs relating to behaviors and discipline of employees.  
Score: \_\_\_\_\_

Comments on System Management:

\_\_\_\_\_  
\_\_\_\_\_

**GENERAL COMMENTS**

**STRENGTHS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AREAS OF CONCERN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GOALS FOR NEXT PERIOD:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_