



**CITY COUNCIL
MEETING AGENDA
December 2, 2021**

**Mark Ammel, Mayor
Karen Moore, Mayor Pro Tem
Ronald J. Beauchamp, Council Member
Tyler DuBord, Council Member
Todd Flath, Council Member**

**Patrick S. Jordan, City Manager
Phil DeMay, City Clerk
John Bergman, City Attorney**

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

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

Regular Meeting

Thursday, December 2, 2021, at 7:00 p.m.

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL/CORRECTION(S) TO MINUTES – Regular Meeting – November 18, 2021

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION(S)

BRIEF PUBLIC COMMENT(S)

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

1. Approval - 2022 City Council Meeting Dates.

Explanation: Administration is seeking Council approval of the 2022 regular Annual Council Meeting schedule.

2. Approval – Employee Assistance Program (EAP) – HR Director/Treasurer.

Explanation: Administration is requesting Council to review and approve the annual EAP services in the amount of \$5,400.

3. Closed Session – Foreclosure Property – HR Director/Treasurer.

Explanation: Administration is requesting Council go into a closed session, at the recommendation of the City Attorney, to update the new Council on the pending foreclosures on two properties.

4. Closed Session – Boards, Commission and Committee Appointments – Administration.

Explanation: Administration is requesting Council go into a closed session, at the recommendation of the City Attorney, to discuss Boards, Commissions and Committee appointments.

APPOINTMENTS

BOARD, COMMISSION, AND COMMITTEE REPORTS

GENERAL PUBLIC COMMENT

ANNOUNCEMENTS

ADJOURNMENT

Respectfully Submitted

A handwritten signature in blue ink that reads "Patrick S. Jordan".

**Patrick S. Jordan
City Manager**

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Regular Council Meeting
Thursday, November 18, 2021**

The meeting was called to order by the Honorable Mayor Pro Tem Karen Moore at 7:00 p.m. in the Council Chambers of City Hall located at 410 Ludington Street.

Present: Mayor Pro Tem Karen Moore, Council Members, Ronald J. Beauchamp, Tyler DuBord, and Todd Flath

Absent: Mayor Mark Ammel

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.

DuBord moved, Moore seconded, **CARRIED UNANIMOUSLY**, to excuse Mark Ammel.

DuBord moved, Moore seconded, **CARRIED UNANIMOUSLY**, to approve Regular Meeting minutes from November 4, 2021, and Special Meeting minutes from November 8, 2021, as submitted.

ADJUSTMENTS TO THE AGENDA

Mayor Pro Tem Moore added New Business Item #3 for a discussion of a letter of support for the Enhance City of Escanaba grant application.

Moore moved, Flath seconded, **CARRIED UNANIMOUSLY**, to approve the City Council Agenda as amended.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

NB-1 Approval - Resolution - City Election from the Delta County Board of Canvassers - Clerk.

Administration sought Council approval of a resolution to approve the election outcomes as certified by the Delta County Board of Canvassers. This resolution is a

requirement stated in the City Charter, Chapter III, Section 12 that the City Clerk must give notice of the November 2, 2021, City Council Election results.

NB-1 “By Council Member Flath, seconded by Council Member DuBord;

RESOLUTION NO. 21-16

CITY ELECTION FROM THE DELTA COUNTY BOARD OF CANVASSERS

Whereas, In accordance with the provisions of section 12 of Chapter III of the City Charter and Section 168.30a of Michigan Election Law, the Delta County Board of Canvassers, herewith certify that at a session of the Delta County Board of Canvassers held on Wednesday, November 3, 2021, at the County Courthouse at 1:00 p.m., the returns of the inspectors of the four (4) voting precincts and the Absent Voter Counting Boards of the City of Escanaba for the regular City Council Election held on November 2, 2021, were carefully examined and tabulated, and find that the returns were as follows:

**STATEMENT OF VOTES CAST IN THE REGULAR CITY ELECTION HELD ON
TUESDAY, NOVEMBER 2, 2021
FOR THE NAMED PERSONS LISTED HEREWITH, AS FOLLOWS:**

CITY COUNCIL ELECTION OFFICIAL RESULTS						
PRECINCTS	Ammel	Beauchamp	Blasier	Flath	Sattem	Tall
CITY HALL - 1	164	104	49	97	95	71
EARLY CHILDHOOD CENTER - 2	199	118	47	135	119	46
CATHERING BONIFAS CIVIC CENTER - 3	134	92	29	103	67	35
CHRIST THE KING LUTHERAN CHURCH - 4	61	39	14	50	40	17
AV COUNTING BD - 1 & 3	421	275	150	285	259	202
AV COUNTING BD - 2 & 4	512	312	180	356	255	240
TOTAL	1,491	940	469	1,026	835	611

Whereas, That Mark D. Ammel, Ronald J. Beauchamp, and Todd Flath, having received a sufficient number of votes, were elected to the office of Escanaba City Council.

NOW THEREFOR BE IT RESOLVED, that the Escanaba City Council accepts the Delta County Board of Canvassers certification of the November 2, 2021, City Council Election results.

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

Ayes: Flath, DuBord, Beauchamp, Moore
Nays: None
Absent: Mayor Ammel

RESOLUTION DELARED ADOPTED.”

NB-2 Approval – Acceptance of LSTA American Rescue Act Grant Funds - Library.

The Library sought City Council approval to accept a grant award from the Library Services and Technology Act, American Rescue Act Grant Fund, in the amount of \$208,087 to implement a mobile outreach project for the time period of November 1, 2021 – September 30, 2022.

NB-2 DuBord moved, Flath seconded, to approve to accept a grant award from the Library Services and Technology Act, American Rescue Act Grant Fund, in the amount of \$208,087 to implement a mobile outreach project for the time period of November 1, 2021 – September 30, 2022.

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

Ayes: DuBord, Flath, Moore, Beauchamp
Nays: None
Absent: Mayor Ammel

MOTION CARRIED.

NB-3 Approval – Letter of Support for Enhance Escanaba Grant Letter.

City Council and Administration discussed the Enhance Escanaba Grant Application.

NB-3 Flath moved, DuBord seconded, **CARRIED UNANIMOUSLY**, to approve a letter of support to submit for this grant along with in-kind contribution from the City of Escanaba.

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

BOARD, COMMISSION, AND COMMITTEE REPORTS

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

GENERAL PUBLIC COMMENT

- Phil Lynch – discussed the library grant and praised the hard work of Library Director Carolyn Stacey to obtain this grant.

ANNOUNCEMENTS – None

Hearing no further public comment DuBord moved, Beauchamp seconded, the Council adjourned at 7:37 p.m.

Respectfully submitted

Phil DeMay
City Clerk

Approved: _____
Karen Moore, Mayor Pro Tem

Agenda Item: NB-1
Date: 12-02-2021

City Council Agenda Item Request

Date: 11/22/2021

Name: Phil DeMay

Department: Clerk

Item: 2022 City Council Meeting Dates

Meeting date requested: 12/02/2021

Explanation for request:

Administration is seeking Council approval of the 2022 regular Annual Council Meeting Schedule.



COUNTY OF DELTA

STATE OF MICHIGAN

Notice Regular Public Meetings City Council

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

2022	2023	2024
January 6 & 20, 2022	January 5 & 19, 2023	January 4 & 18, 2024
February 3 & 17, 2022	February 2 & 16, 2023	February 1 & 15, 2024
March 3 & 17, 2022	March 2 & 16, 2023	March 7 & 21, 2024
April 7 & 21, 2022	April 6 & 20, 2023	April 4 & 18, 2024
May 5 & 19, 2022	May 4 & 18, 2023	May 2 & 16, 2024
June 2 & 16, 2022	June 1 & 15, 2023	June 6 & 20, 2024
July 7 & 21, 2022	July 6 & 20, 2023	July 4 & 18, 2024
August 4 & 18, 2022	August 3 & 17, 2023	August 1 & 15, 2024
September 1 & 15, 2022	September 7 & 21, 2023	September 5 & 19, 2024
October 6 & 20, 2022	October 5 & 19, 2023	October 3 & 17, 2024
November 3 & 17, 2022	November 2 & 16, 2023	November 7 & 21, 2024
December 1 & 15, 2022	December 7 & 21, 2023	December 5 & 19, 2024

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

Phil DeMay
City Clerk

Agenda Item: NB-2
Date: 12-02-2021

City Council Agenda Item Request

Date: November 19, 2021

Name: Kim G.

Department: HR Director/Treasurer

Item: Employee Assistance Program (EAP)

Meeting date requested: December 2, 2021

Explanation for request:

Administration is requesting Council review and approve the annual EAP services in the amount of \$5,400.



**Contract for Employee Assistance Program (EAP) Services for
*City of Escanaba***

Hallfrisch Counseling & EAP Services, PLLC agrees to provide services to *City of Escanaba* and their employees according to the terms set forth on the back of this agreement. In return for the EAP services, *City of Escanaba* agrees to pay *Hallfrisch Counseling & EAP Services, PLLC* a fee of \$40 times the average number of employees. This fee may be paid as indicated below; please see the back of this contract for details regarding billing.

Fee Summary:

$$\begin{array}{rcccl} \underline{\quad 135 \quad} & & \text{X } \$40 = & & \underline{\quad \$5,400 \quad} \\ \text{Average \# of employees} & & & & \text{Total annual fee} \end{array}$$

City of Escanaba fee payment preference (please check one):

- Monthly installments
- Quarterly installments
- Single annual payment

This agreement shall go into effect on January 1, 2022 and remain in effect for a period of one year at which time it will automatically be renewed for successive one year terms. At that time the annual fee may be adjusted to reflect a change in the number of covered employees or a fee rate change. *Hallfrisch Counseling & EAP Services, PLLC* agrees to give *City of Escanaba* 60 days written notice of any such annual fee rate change. Either *Hallfrisch Counseling & EAP Services, PLLC* or *City of Escanaba* may choose to terminate this agreement with or without cause by giving the other party 60 days written notice. However, if *City of Escanaba* becomes delinquent in paying for services by more than 60 days, *Hallfrisch Counseling & EAP Services, PLLC* may terminate the agreement immediately.

Hallfrisch Counseling & EAP Services, PLLC agrees to provide professional liability insurance in the amount of \$1,000,000/\$3,000,000 for services it renders herein for the term of this agreement.

Signed,

Mark E. Hallfrisch, MSW, LMSW, CEAP
Hallfrisch Counseling & EAP Services, PLLC

Patrick Jordan, City Manager
City of Escanaba

Date

Date

Hallfrisch Counseling & EAP Services, PLLC

Services provided:

1. Traditional direct Employee Assistance services including crisis intervention will be provided. This includes pre-paid non-medical counseling for employees and their immediate family members (up to eight sessions per problem area). Referrals to the Employee Assistance Program (EAP) may be done as a self-referral or be made by the company leadership or supervision.
2. Referrals to other community preferred providers may be recommended if longer term or specialty treatment is needed.
3. Critical Incident Stress Management (CISM) will be provided when requested by the company for situations that may affect the employees such as an accident or the death of an employee. Human Resources personnel will be given contact information to be able to access the EAP after hours in the event of a crisis within the company.
4. Consultation with an EAP committee will be provided in order to better promote the usage of the EAP within the company.
5. Consultation will be provided to supervisors or company leadership regarding troubled employees and how to best handle a particular situation or intervention.
6. Supervisor training will be provided as needed to inform them of EAP services offered and on how to make effective referrals to the EAP.
7. Employee education and orientation will be provided to inform the employees of the EAP and how to access it. Education may also be provided to teach them how to better handle different situations in the workplace.
8. Utilization documentation will be kept and presented to the company on a quarterly and annual basis. Such documentation will include reports on EAP usage for the company and their employees; no names or identifying information will be given in order to maintain confidentiality.

Company expectations:

1. The company will be billed for services on the first day of the month beginning on the effective date of this contract. Payments are due on the 20th of the month.
2. Accounts that are past due by 30 days will be charged a 2% late fee per month.
3. A list of eligible employees will be given to *Hallfrisch Counseling and EAP Services, PLLC* every 12 months or as requested.

Agenda Item: NB-3
Date: 12-02-2021

City Council Agenda Item Request

Date: November 19, 2021

Name: Kim G.

Department: HR Director/Treasurer

Item: Foreclosure Property

Meeting date requested: December 2, 2021

Explanation for request:

Administration is requesting Council go in to a closed session, at the recommendation of the City Attorney, to update the new Council on the pending foreclosures on two properties.

Agenda Item: _____

Date: _____

City Council Agenda Item Request

Date:

Name:

Department:

Item:

Meeting date requested:

Explanation for request: