



**CITY COUNCIL**  
**MEETING AGENDA**  
December 15, 2022

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

Jim McNeil, Interim City Manager  
Phil DeMay, City Clerk

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 15, 2022, at 7:00 p.m.**

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL/CORRECTION(S) TO MINUTES – Regular Meeting – December 1, 2022

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION(S)

BRIEF PUBLIC COMMENT(S)

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

**1. Approval – 2023 Employee Assistance Program Contract – HR Director/Treasurer.**

**Explanation:** Administration is requesting City Council approval of the 2023 EAP services contract, and that it can automatically renew unless there is a price increase for services.

**2. Approval – Resolution 22-12 – Resolution of Authorization City of Escanaba Match with Donated Funds – Recreation.**

**Explanation:** Administration is seeking City Council approval of Resolution 22-12, a Resolution authorizing submission of a Spark Grant for Dedicated Outdoor Pickleball and Surrounding Play Area at Royce Park.

**3. Approval – Resolution 22-13 – Resolution of Authorization City of Escanaba Match Without Donated Funds – Recreation.**

**Explanation:** Administration is seeking City Council approval of Resolution 22-13, a Resolution authorizing submission of a Spark Grant for Rose Park Updated Playground Equipment.

**4. Approval – Set a Public Hearing Date for Condemnation Located at 1620 9<sup>th</sup> Avenue South – Public Safety.**

**Explanation:** Administration is seeking City Council approval to set a Public Hearing date for the possible condemnation of the home at 1620 9th Avenue South due to lack of maintenance and repair and is unfit for human habitation. If the City Council decides to proceed with the condemnation, it must set a date and time for a public hearing on the matter NOT LESS than four (4) weeks after the date of the meeting which it decides to proceed.

**5. Discussion – City Manager Position – Council/Manager**

APPOINTMENTS

BOARD, COMMISSION, AND COMMITTEE REPORTS

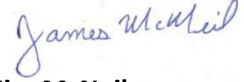
GENERAL PUBLIC COMMENT

ANNOUNCEMENTS

ADJOURNMENT

Agenda – December 15, 2022

**Respectfully Submitted**



**Jim McNeil**

**Interim City Manager**

**OFFICIAL PROCEEDINGS  
CITY COUNCIL  
CITY OF ESCANABA, MICHIGAN  
Regular Council Meeting  
Thursday, December 1, 2022**

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

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

Absent: None

Also Present: Interim City Manager Jim McNeil, Deputy City Clerk Tammy Weissert, Department Heads, media, and members of the public.

Deputy City Clerk Weissert led Council in the Pledge of Allegiance.

Flath moved, DuBord seconded, **CARRIED UNANIMOUSLY**, to approve Regular Meeting minutes from November 17, 2022, as submitted.

**ADJUSTMENTS TO THE AGENDA**

Council Member DuBord asked to add New Business Item #3 – Approve North Shore Flats Purchase Agreement.

DuBord moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to approve the City Council Agenda as amended.

**CONFLICT OF INTEREST DECLARATION** – None

**BRIEF PUBLIC COMMENT**

- Ed LeGault – Discussed the sale and development of the Jail and Chamber properties.
- Rebecca Bender – Introduced herself and would like to be considered as a possible board member for the Downtown Development Authority.

**PUBLIC HEARINGS** – None

**UNFINISHED BUSINESS**

**UB-1 Discussion – Progress Regarding Sale and Development of Jail and Chamber Sites – Administration.**

Administration updated City Council on the progress regarding the sale and development of the Jail and Chamber properties.

*Interim City Manager Jim McNeil updated council on the progress of the development of the Jail and Chamber properties.*

### **UB-2 Approval –Stump Grinding Bid– Public Works.**

Administration sought approval to contract with Dombrowski Tree Service at the proposed unit prices for stump grinding.

**UB-2** Moore moved, Mayor Ammel seconded, to approve to contract with Dombrowski Tree Service at the proposed unit prices for stump grinding.

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

Ayes: Moore, Mayor Ammel, DuBord, Flath

Nays: Beauchamp

**MOTION CARRIED.**

### **NEW BUSINESS**

#### **NB-1 Approval - 2023 City Council Meeting Dates.**

Administration sought Council approval of the 2023 regular Annual Council Meeting schedule.

**NB-1** Flath moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to approve of the 2023 regular Annual Council Meeting schedule.

#### **NB-2 First Reading of Ordinance No. 1272, An Ordinance to Amend Section 401.4 of the Zoning Ordinance as Codified Under Appendix A of the Code of Ordinances, and Setting the Date of Thursday, January 05, 2023, for the Second Reading, Public Hearing, and Adoption - Planning & Zoning.**

The Planning Commission requested the City Council to consider this the first reading of Ordinance No. 1272, An Ordinance to Amend Section 401.4 of the Zoning Ordinance as Codified under Appendix A of the Code of Ordinances - Rezoning parcels adjacent to the North 30th Street corridor from “F-Light Manufacturing District” to “E-Commercial District.” Administration requested that the City Council set January 05, 2023, for the second reading, public hearing, and adoption of Ordinance No. 1272.

**NB-2** DuBord moved, Flath seconded, to consider this the first reading of Ordinance No. 1272, An Ordinance to Amend Section 401.4 of the Zoning Ordinance as Codified under the Code of Ordinances – Rezoning parcels adjacent to the North 30th Street corridor from “F-Light Manufacturing District” to “E-Commercial District” and to set January 05, 2023, for the second reading, public hearing, and adoption of Ordinance

No. 1272.

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

Ayes: DuBord, Flath, Moore, Mayor Ammel

Nays: Beauchamp

**MOTION CARRIED.**

**NB-3 Approval – Purchase Agreement between the City of Escanaba and North Shore Flats Development, LLC.**

Administration sought City Council approval of a Purchase Agreement between the City of Escanaba and North Shore Flats Development, LLC, contingent the insertion of the legal description of the easement.

**NB-1** Moore moved, DuBord seconded, to approve of a Purchase Agreement between the City of Escanaba and North Shore Flats Development, LLC, contingent the insertion of the legal description of the easement.

Ayes: Moore, DuBord, Beauchamp, Flath, Mayor Ammel

Nays: None

**MOTION CARRIED.**

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

*Interim City Manager James McNeil with Council Consensus made the following appointment:*

Rebecca Bender appointed to the Downtown Development Authority, expiring April 21, 2026.

*Council Consensus made the following appointment:*

Kelli Van Ginhoven appointed to the Planning Commission, expiring June 1, 2025.

**BOARD, COMMISSION, AND COMMITTEE REPORTS**

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

**GENERAL PUBLIC COMMENT** – None

**ANNOUNCEMENTS**

- December 2<sup>nd</sup> Christmas Parade in Escanaba at 7:00 p.m.
- Players de Noc is putting on a children's production – A Charlie Brown Christmas and It's a Wonderful Never Land.

Hearing no further public comment Flath moved, the Council adjourned at 7:27 p.m.

Respectfully submitted

Tammy Weissert, CMC/MiPMC  
Deputy City Clerk

Approved: \_\_\_\_\_  
Mark Ammel, Mayor

Agenda Item: NB-1  
Date: 12-15-2022

## City Council Agenda Item Request

Date: December 5, 2022

Name: Kim G.

Department: HR Director/Treasurer

Item: Approval of 2023 Employee Assistance Program Contract

Meeting date requested: December 15, 2022

Explanation for request:

Administration is requesting City Council approval of the 2023 EAP services contract, and that it can automatically renew unless there is a price increase for services.



## 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.

$$\begin{array}{rcl} \text{Fee Summary:} & & \\ \underline{140} & \times \$40 = & \underline{\$5,600} \\ \text{Average \# of employees} & & \text{Total annual fee} \end{array}$$

*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, 2023 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*

\_\_\_\_\_  
James McNeil, Interim 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 of the effective date of this contract and at the frequency noted on the first page of this contract. Payments are due on the 20<sup>th</sup> 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-2  
Date: 12-15-2022

## City Council Agenda Item Request

Date: 12/05/22

Name: Kim Peterson

Department: Recreation

Item: Approval of Spark Grant Resolution and Public Input

Meeting date requested: 12/15/22

Explanation for request:

Administration is seeking approval of a Resolution authorizing submission of a Spark Grant for Dedicated Outdoor Pickleball and Surrounding Play Area at Royce Park.

## RESOLUTION 22-12

### RESOLUTION OF AUTHORIZATION CITY OF ESCANABA MATCH WITH DONATED FUNDS

**WHEREAS**, the City of Escanaba and the Escanaba City Council supports the submission of an application titled, "Dedicated Outdoor Pickleball and Surrounding Play Areas" to the Spark Grant Program for Construction of Eight Dedicated Pickleball Courts, Updating Playground Equipment, Resurfaced Basketball Court and Resurfaced Two Tennis Courts at Royce Park"; and,

**WHEREAS**, the City of Escanaba is hereby making a financial commitment to the project in the amount of \$40,000 matching funds, in cash and/or force account; and,

**WHEREAS**, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

City of Escanaba	\$40,000
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Total	\$40,000
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**NOW THEREFORE, BE IT RESOLVED** that the City of Escanaba City Council hereby authorizes submission of a Spark Grant Application for \$600,000 and further resolves to make available a local match through financial commitment and donation(s) of \$40,000 (15%) of a total \$640,000 project cost, during the 2023-2024 fiscal year.

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

Ayes:

Nays:

#### **RESOLUTION DECLARED ADOPTED."**

I the undersigned, being duly qualified and acting City Clerk of the City of Escanaba, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Escanaba City Council and the City of Escanaba, County of Delta, Michigan, at a regular City Council Meeting held on Thursday, December 15, 2022, and that said meeting was conducted and public notice was given pursuant to and in full compliance with the Open Meeting Act, Act 267, Public Acts of Michigan, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Phil DeMay  
City Clerk

Agenda Item: NB-3  
Date: 12-15-2022

## City Council Agenda Item Request

Date: 12/05/22

Name: Kim Peterson

Department: Recreation

Item: Approval of Spark Grant Resolution and Public Input

Meeting date requested: 12/15/22

Explanation for request:

Administration is seeking approval of a Resolution authorizing submission of a Spark Grant for Rose Park Updated Playground Equipment.

**RESOLUTION 22-13**

**RESOLUTION OF AUTHORIZATION  
CITY OF ESCANABA MATCH WITHOUT DONATED FUNDS**

**WHEREAS**, the City of Escanaba and the Escanaba City Council supports the submission of an application titled, "Rose Park Updated Playground Equipment" to the Spark Grant Program for updated playground equipment at Rose Park; and,

**NOW THEREFORE, BE IT RESOLVED** that the Escanaba City Council hereby authorizes submission of a Spark Application for \$400,000.

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

Ayes:

Nays:

**RESOLUTION DECLARED ADOPTED."**

I the undersigned, being duly qualified and acting City Clerk of the City of Escanaba, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Escanaba City Council and the City of Escanaba, County of Delta, Michigan, at a regular City Council Meeting held on Thursday, December 15, 2022, and that said meeting was conducted and public notice was given pursuant to and in full compliance with the Open Meeting Act, Act 267, Public Acts of Michigan, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Phil DeMay  
City Clerk

Agenda Item: NB-4  
Date: 12-15-2022

## City Council Agenda Item Request

Date: 12/08/22

Name: Blaine DeGrave

Department: Public Safety

Item: Public Hearing request

Meeting date requested: 12/15/22

Explanation for request:

Requesting the Council to set a Public Hearing date for the possible condemnation of the home at 1620 9th Avenue South due to lack of maintenance and repair and is unfit for human habitation. If the City Council decides to proceed with the condemnation it must set a date and time for a public hearing on the matter NOT LESS than four (4) weeks after the date of the meeting which it decides to proceed.

Agenda Item: NB-5  
Date: 12-15-2022

## City Council Agenda Item Request

Date: 12/9/2022

Name:

Department: Council/Manager

Item: Discussion - City Manager Position

Meeting date requested: 12/15/2022

Explanation for request: