



## CITY COUNCIL MEETING AGENDA

January 5, 2023

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, January 5, 2023, at 7:00 p.m.**

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL/CORRECTION(S) TO MINUTES – Regular Meeting – December 15, 2022

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION(S)

BRIEF PUBLIC COMMENT(S)

PUBLIC HEARINGS

**1. Second Reading, Public Hearing and Adoption 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.**

**Explanation:** Administration is requesting the City Council to consider approval and adoption 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."

### UNFINISHED BUSINESS

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

### NEW BUSINESS

**1. Approval – Scheduling of Public Hearings – 2023/24 Fiscal Year Budget Preparation – Citizen Participation.**

**Explanation:** Each year, the City Council holds public hearings to facilitate input from citizens for the upcoming fiscal year budget. Administration is seeking Council approval to schedule the first of three (3) public hearings for January 19, 2023. Additionally, Administration is seeking City Council approval to schedule additional public hearings for February 16, 2023, and March 16, 2023.

APPOINTMENTS

BOARD, COMMISSION, AND COMMITTEE REPORTS

GENERAL PUBLIC COMMENT

ANNOUNCEMENTS

ADJOURNMENT

**Respectfully Submitted**

A handwritten signature in blue ink that reads "James McNeil".

Agenda – January 5, 2023

**Jim McNeil**  
**Interim City Manager**

**OFFICIAL PROCEEDINGS  
CITY COUNCIL  
CITY OF ESCANABA, MICHIGAN  
Regular Council Meeting  
Thursday, December 15, 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, City Clerk Phil DeMay, Department Heads, media, and members of the public.

City Clerk DeMay led Council in the Pledge of Allegiance.

Moore moved, Flath seconded, **CARRIED UNANIMOUSLY**, to approve Regular Meeting minutes from December 1, 2022, as submitted.

**ADJUSTMENTS TO THE AGENDA**

DuBord moved, Flath seconded, to add grant writing assistance for Public Safety for body worn cameras to New Business Item #6.

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

**CONFLICT OF INTEREST DECLARATION** – None

**BRIEF PUBLIC COMMENT**

- Ed Legault – Discussed the City of Escanaba City Manager position.

**PUBLIC HEARINGS** – None

**UNFINISHED BUSINESS** – None

**NEW BUSINESS**

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

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

**NB-1** DuBord moved, Moore seconded, to approve of the 2023 EAP services contract, and that it can automatically renew unless there is a price increase for services.

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

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

Nays: None

**MOTION CARRIED.**

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

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

**NB-2** By Council Member Moore, seconded by Council Member Beauchamp:

**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: Moore, Beauchamp, DuBord, Flath, Mayor Ammel  
Nays: None

**RESOLUTION DECLARED ADOPTED.**

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

Administration sought City Council approval of a Resolution authorizing submission of a Spark Grant for Rose Park Updated Playground Equipment.

**NB-3** By Council Member Moore, seconded by Council Member Flath:

**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: Moore, Flath, Beauchamp, DuBord, Mayor Ammel  
Nays: None

**RESOLUTION DECLARED ADOPTED.**

**NB-4 Approval – Set a Public Hearing Date for Condemnation Located at 1620 9th Avenue South – Public Safety.**

Administration sought 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.

**NB-4** DuBord moved, Moore seconded, **CARRIED UNANIMOUSLY**, to set a Public Hearing date for January 19, 2023, to review the information for the possible condemnation of the home located at 1620 9<sup>th</sup> Avenue South.

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

City Council discussed how they would like to proceed with the search for a permanent City Manager.

**NB-6 Approval – Grant Writing Assistance – Public Safety.**

Escanaba Public Safety requested the approval of \$2,500 to hire Lexipol to write a grant for the Small Rural Tribal Body Worn Camera Program.

**NB-6** DuBord moved, Moore seconded, to approve of \$2,500 to hire Lexipol to write a grant for the Small Rural Tribal Body Worn Camera Program.

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

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

Nays: None

**MOTION CARRIED.**

**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** – None

**ANNOUNCEMENTS**

- All purchase agreements of the Jail property and Chamber property have been signed.
- Mayor Ammel wished the community a Merry Christmas!

Hearing no further public comment Flath moved, the Council adjourned at 7:36 p.m.

Respectfully submitted

Phil DeMay  
City Clerk

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

Agenda Item: PH-1  
Date: 01-05-2023

## City Council Agenda Item Request

Date: 12/02/2022

Name: Tyler Anthony

Department: Planning & Zoning

Item: Second Reading of Ordinance No. 1272, Zoning Map Amendent

Meeting date requested: 01/05/2023

Explanation for request:

Administration is requesting City Council approval and Adoption 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."

**ORDINANCE NO. 1272**

**AN ORDINANCE TO AMEND SECTION 401.4 OF THE ZONING ORDINANCE AS  
CODIFIED UNDER APPENDIX A OF THE CODE OF ORDINANCES.**

**THE CITY OF ESCANABA HEREBY ORDAINS:**

**CHAPTER I**

The zoning map referred to in section 401.4 of the Zoning Ordinance as codified under Appendix A of the Code of Ordinances is hereby amended to transfer an area from Light Manufacturing District “F” to Commercial District “E”. This area is composed of the following properties:

051-420-2825-300-005	101 N 30TH ST	051-420-2825-200-012	2701 3RD AVE N
051-420-2825-300-009	107 N 30TH ST	051-420-2825-200-010	2720 1ST AVE N
051-420-2825-200-005	200 N 30TH ST	051-420-2825-200-029	2800 1ST AVE N
051-420-2825-100-007	201 N 30TH ST	051-420-2825-200-020	2929 3RD AVE N
051-420-2825-200-016	220 N 30TH ST	051-420-2825-100-002	300 N 30TH ST
051-420-2825-200-002	2510 3RD AVE N	051-420-2825-100-008	301 N 30TH ST
051-420-2825-200-003	2520 3RD AVE N	051-420-2825-100-006	3300 LUDINGTON ST
051-120-2825-426-001	2525 1ST AVE N	051-420-2825-100-005	331 N 30TH ST
051-420-2825-200-022	2530 1ST AVE N	051-420-2825-300-007	3400 LUDINGTON ST
051-420-2825-400-045	2600 1ST AVE S	051-420-2825-300-003	3401 LUDINGTON ST
051-420-2825-200-019	2601 3RD AVE N	051-420-2825-300-008	3430 LUDINGTON ST
051-420-2825-400-005	2625 LUDINGTON ST	051-420-2825-300-012	3500 LUDINGTON ST
051-420-2825-400-005	2625 LUDINGTON ST	051-420-2825-300-029	3600 LUDINGTON ST
051-420-2825-400-004	2635 LUDINGTON ST	051-420-2825-300-028	3700 LUDINGTON ST
051-420-2825-200-014	2700 1ST AVE N		

**CHAPTER II**  
**SAVINGS CLAUSE**

If any section, subsection, sentence, clause, or phrase of this Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

The City Council hereby declares that it would have passed this Ordinance, section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional.

**CHAPTER III**  
**CONFLICTING ORDINANCES REPEALING CLAUSE**

All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**CHAPTER IV**  
**EFFECTIVE DATE**

This Ordinance shall be in full force and effect ten (10) days after its passage and publication.

APPROVED:

APPROVED:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Mark Ammel  
Mayor

Date Approved: (Month) (Date), 2023

Attest

Date Published: (Month) (Date), 2023

\_\_\_\_\_  
**Phil DeMay**  
City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of an ordinance duly adopted by the City Council of the City of Escanaba, County of Delta, Michigan at a Regular Meeting held on the (date) day of (Month), 2023 and was published in the Daily Press, a newspaper of general circulation in the City of Escanaba on (Day), (Month) (date), 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
**Phil DeMay**  
City Clerk

Agenda Item: NB-1  
Date: 01/05/2023

## City Council Agenda Item Request

Date: 12/21/2022

Name:

Department: Administration

Item: 2023/24 Fiscal Year Budget Preparation - Citizen Participation

Meeting date requested: 01/05/2023

Explanation for request:

Administration is seeking Council approval to schedule the first of three (3) public hearings for January 19, 2023. Additionally, Administration is seeking City Council approval to schedule additional public hearings for February 16, 2023, and March 16, 2023.

**CITY OF ESCANABA**  
**2023-24 Budget/Capital Improvement Plan Calendar**

<b><u>December 29<sup>th</sup> (Thur)-</u></b>	Budget papers to department heads; operating budgets due 1/23/23.
<b><u>January 3<sup>rd</sup> (Tues)-</u></b>	Publish notice of first Public Hearing for the 2023-24 City budgets at the 1/19/23 regular Council meeting.
<b><u>January 6<sup>th</sup> (Fri):</u></b>	CIP instructions and forms sent to department heads.
<b><u>January 10<sup>th</sup> (Tues)-</u></b>	City Council Budget Work Session 3:00 p.m.
<b><u>January 19<sup>th</sup> (Thur)-</u></b>	(Regular Council Meeting) First Public Hearing for citizen input into the 2023-24 City budgets.
<b><u>January 23<sup>rd</sup> (Mon)-</u></b>	Departmental operating budgets and CIP due.
<b><u>February 3<sup>rd</sup> (Fri)-</u></b>	Publish notice of second Public Hearing for the 2023-24 City budgets at the 2/16/23 regular Council meeting.
<b><u>February 6<sup>th</sup> (Mon)-</u></b>	First draft of budget requests to City Manager.
<b><u>February 16<sup>th</sup> (Thur)-</u></b>	(Regular Council Meeting) Second Public Hearing for citizen input into the 2023-24 City budgets.
<b><u>March 3<sup>rd</sup> (Fri)-</u></b>	Publish notice of third Public Hearing for the 2023-24 City budgets at the 3/16/23 regular Council meeting.
<b><u>March 9<sup>th</sup> (Thur):</u></b>	Planning Commission reviews CIP at regular meeting. Will request further information for 4/6/23 meeting or will recommend approval to City Council on 4/20/23.
<b><u>March 16<sup>th</sup> (Thur)-</u></b>	(Regular Council Meeting) Third Public Hearing for citizen input into the 2023-24 City budgets.
<b><u>March 17<sup>th</sup> (Fri)-</u></b>	Council receives tentative copy of the City budgets.
<b><u>April 3<sup>rd</sup> (Mon)-</u></b>	Budget work session open to the public.
<b><u>April 4<sup>th</sup> (Tues)-</u></b>	Budget work session open to the public.
<b><u>April 5<sup>th</sup> (Wed)-</u></b>	Budget work session, if required, open to the public.
<b><u>April 6<sup>th</sup> (Thurs):</u></b>	Planning Commission reviews and recommends CIP approval to City Council 4/20/23 (if necessary).

<b><u>April 20<sup>st</sup> (Thur)-</u></b>	(Regular Council Meeting) Council to set May 4 <sup>th</sup> as the fourth Public Hearing on the 2023-24 City budgets.
<b><u>April 21<sup>nd</sup> (Fri)-</u></b>	Budgets are revised, based on the work sessions, and are made available to the public.
<b><u>April 21<sup>nd</sup> (Fri)-</u></b>	Publish notice of Public Hearings on budgets.
<b><u>May 4<sup>th</sup> (Thur)-</u></b>	(Regular Council Meeting) Public Hearing on 2023-24 City budgets.
<b><u>May 8<sup>th</sup> (Mon)-</u></b>	Publish notice of final hearing and adoption of 2023-24 City budgets. This notice must be at least 10 days prior to the budget adoption and <b>must contain language to the effect that the tax rate will be a subject at this meeting, assuming that the City does <u>not</u> intend to roll back the millage by the base tax reduction fraction.</b>
<b><u>May 18<sup>th</sup> (Thur)-</u></b>	Public Hearing and adoption of City budgets. First reading of the Appropriations Ordinance, including the millage rate, and first reading of the Tax Levy Ordinance, with second reading and adoption set for the May 25 <sup>th</sup> special meeting. First reading of Utility Ordinances, with second reading and adoption set for the Monday, June 5 <sup>th</sup> special meeting.
<b><u>May 25<sup>th</sup> (Thur)-</u></b>	(Special Council Meeting) Second reading and adoption of the Tax Levy Ordinance and the Appropriations Ordinance.
<b><u>June 5<sup>th</sup> (Mon)-</u></b>	(Special Council Meeting) Second reading and adoption of the Utility Ordinances.