



CITY COUNCIL MEETING AGENDA

January 4, 2024

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

James R. McNeil, City Manager
Phil DeMay, City Clerk
Laura J. Genovich, 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, January 4, 2024, at 7:00 p.m.

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL/CORRECTION(S) TO MINUTES – Regular Meeting – December 21, 2023

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION(S)

BRIEF PUBLIC COMMENT(S)

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

1. Approval – Scheduling of Public Hearings – 2024-25 Fiscal Year Budget Preparation – Citizen Participation – Administration.

Explanation: Each year, the City Council holds public hearings to facilitate input from citizens for the upcoming fiscal year budget. Administration is seeking City Council approval to schedule the first of three (3) public hearings for January 18, 2024. Additionally, Administration is seeking City Council approval to schedule additional public hearings for February 15, 2024, and March 21, 2024.

2. Approval – Garbage Cans – Public Works.

Explanation: Public Works is requesting City Council approval to purchase 832 cans from Cascade Engineering in the amount of \$45,246.

APPOINTMENTS

BOARD, COMMISSION, AND COMMITTEE REPORTS

GENERAL PUBLIC COMMENT

ANNOUNCEMENTS

ADJOURNMENT

Respectfully Submitted

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

James R. McNeil

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Regular Council Meeting
Thursday, December 21, 2023**

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: City Manager James R. McNeil, City Clerk Phil DeMay, Department Heads, media, and members of the public.

City Clerk DeMay led Council in the Pledge of Allegiance.

Flath moved, DuBord seconded, **CARRIED UNANIMOUSLY**, to approve Regular Meeting minutes from December 7, 2023, as submitted.

ADJUSTMENTS TO THE AGENDA

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

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT

- Craig Woerpel – discussed NB-2.

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

NB-1 Informational Presentation - DDA.

The Escanaba Downtown Development Authority gave an informational presentation as required by Public Act 57 of 2018 to the council, DDA board, Taxing jurisdictions and the public on its activities during the past year and goals for the coming year.

NB-2 Professional Services Agreement – RAP 2.0 Streetscape and Restrooms – City Manager.

Administration requested City Council approval of a professional services agreement with C2AE in an amount not to exceed \$65,000. This project would be administered concurrent with the CWSRF project.

NB-2 DuBord moved, Flath seconded, to approve of a professional services agreement with C2AE in an amount not to exceed \$65,000.

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

Ayes: DuBord, Flath, Moore, Beauchamp, 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

- Rebeca Bender – Thanked the City Council and many City employees.

ANNOUNCEMENTS

- The City Clerk announced that they were selected by the State for an audit of the November 7th, 2023, Election. Happy to report that everything came back 100 % accurate.
- Council thanked all the homeowners that had fantastic Christmas light displays for many to enjoy throughout the City. Also, thanked Public Safety for the safe transportation of Santa around town.
- Council wished everyone a Merry Christmas and a Happy New Year! Enjoy the holidays with their family and friends.

Hearing no further public comment, Flath moved, DuBord seconded, the Council adjourned at 7:26 p.m.

Respectfully submitted,

Phil DeMay
City Clerk

Approved: _____
Mark Ammel, Mayor

Agenda Item: NB-1
Date: 01/04/2024

City Council Agenda Item Request

Date: 12/27/2023

Name:

Department: Administration

Item: 2024-25 Fiscal Year Budget Preparation - Citizen Participation

Meeting date requested: 01/04/2024

Explanation for request:

Administration is seeking City Council approval to schedule the first of three (3) public hearings for January 18, 2024. Additionally, Administration is seeking City Council approval to schedule additional public hearings for February 15, 2024, and March 21, 2024.

CITY OF ESCANABA
2024-25 Budget/Capital Improvement Plan Calendar

<u>December 28th (Thur)-</u>	Budget papers to department heads; operating budgets due 1/22/24.
<u>January 2nd (Tues)-</u>	Publish notice of first Public Hearing for the 2024-25 City budgets at the 1/18/24 regular Council meeting.
<u>January 5th (Fri):</u>	CIP instructions and forms sent to department heads.
<u>January 9th (Tues)-</u>	City Council Budget Work Session 3:00 p.m.
<u>January 18th (Thur)-</u>	(Regular Council Meeting) First Public Hearing for citizen input into the 2024-25 City budgets.
<u>January 22nd (Mon)-</u>	Departmental operating budgets and CIP due.
<u>February 2nd (Fri)-</u>	Publish notice of second Public Hearing for the 2024-25 City budgets at the 2/15/24 regular Council meeting.
<u>February 5th (Mon)-</u>	First draft of budget requests to City Manager.
<u>February 15th (Thur)-</u>	(Regular Council Meeting) Second Public Hearing for citizen input into the 2024-25 City budgets.
<u>March 1st (Fri)-</u>	Publish notice of third Public Hearing for the 2024-25 City budgets at the 3/21/24 regular Council meeting.
<u>March 14th (Thur):</u>	Planning Commission reviews CIP at regular meeting. Will request further information for 4/4/24 meeting or will recommend approval to City Council on 4/18/24.
<u>March 21st (Thur)-</u>	(Regular Council Meeting) Third Public Hearing for citizen input into the 2024-25 City budgets.
<u>March 22nd (Fri)-</u>	Council receives tentative copy of the City budgets.
<u>April 8th (Mon)-</u>	Budget work session open to the public.
<u>April 9th (Tues)-</u>	Budget work session open to the public.
<u>April 10th (Wed)-</u>	Budget work session, if required, open to the public.
<u>April 11th (Thurs):</u>	Planning Commission reviews and recommends CIP approval to City Council 4/18/24 (if necessary).

<u>April 18th (Thur)-</u>	(Regular Council Meeting) Council to set May 2 nd as the fourth Public Hearing on the 2024-25 City budgets.
<u>April 19th (Fri)-</u>	Budgets are revised, based on the work sessions, and are made available to the public.
<u>April 19th (Fri)-</u>	Publish notice of Public Hearings on budgets.
<u>May 2nd (Thur)-</u>	(Regular Council Meeting) Public Hearing on 2024-25 City budgets.
<u>May 6th (Mon)-</u>	Publish notice of final hearing and adoption of 2024-25 City budgets. This notice must be at least 10 days prior to the budget adoption and 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.
<u>May 16th (Thur)-</u>	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 23 rd special meeting. First reading of Utility Ordinances, with second reading and adoption set for the Monday, June 3 rd special meeting.
<u>May 23rd (Thur)-</u>	(Special Council Meeting) Second reading and adoption of the Tax Levy Ordinance and the Appropriations Ordinance.
<u>June 3rd (Mon)-</u>	(Special Council Meeting) Second reading and adoption of the Utility Ordinances.

Agenda Item: NB-2
Date: 01/04/2024

City Council Agenda Item Request

Date: 12-26-23

Name: Kent Dubord

Department: Public Works

Item: Garbage Cans

Meeting date requested: 1-4-24

Explanation for request:

Public Works is requesting to purchase 832 cans from Cascade Engineering for \$45,246. A larger order of cans is being requested to save on freight. Cans also won't have to be budgeted for in the upcoming budget year. The cans are the lowest priced quote at \$53 each. This is an unbudgeted item. The style of cans are comparable to the previous two orders of Cascade cans. The current inventory of cans is getting low and needs to restocked. Attached are quotes from other vendors.



QUOTE

4950 37th Street SE, Grand Rapids, MI 49512

Date: December 11, 2023

QUOTE PREPARED FOR:	SHIP TO:
Kent Dubord City of Escanaba 410 Ludington St Escanaba, MI 49829	Escanaba, MI

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
96-Gallon Evoution Series Trash Containers (9695450) -Black with City of Escanaba hot stamp	832	\$53.00	\$44,096.00
Subtotal			\$44,096.00
Freight	1	\$1,150.00	\$1,150.00
Sales Tax (if applicable)	TBD		\$0.00
Total			\$45,246.00

ADDITIONAL INFORMATION
Freight Info: 1 truckloads @ \$1,150 per truckload
Wheel Size: 10"
Leadtime: 4 weeks
Payment Terms: NET45
Warranty: 10 year non-prorated
Quote Valid Until: 1/01/24
Taxes: All applicable taxes to be paid by buyer unless tax exemption certificate is provided

PRESENTED BY:	ACCEPTED BY:
Brian Miller, Regional Sales Manager Cascade Engineering, Inc. 4950 37th Street SE Grand Rapids, MI 49512 Phone: [REDACTED] Fax: [REDACTED] Email: [REDACTED]	Sign and Print Name Date Title Phone

Please return signed acceptance to Brian Miller at the email or fax number above.



QUOTE

4950 37th Street SE, Grand Rapids, MI 49512

Date: December 11, 2023

QUOTE PREPARED FOR:	SHIP TO:
Kent Dubord City of Escanaba 410 Ludington St Escanaba, MI 49829	Escanaba, MI

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
96-Gallon Sterling Series Trash Containers (9695450) -Black with City of Escanaba hot stamp	580	\$53.00	\$30,740.00
Subtotal			\$30,740.00
Freight	1	\$1,150.00	\$1,150.00
Sales Tax (if applicable)	TBD		\$0.00
Total			\$31,890.00

ADDITIONAL INFORMATION
Freight Info: 1 truckloads @ \$1,150 per truckload
Wheel Size: 10"
Leadtime: 4 weeks
Payment Terms: NET45
Warranty: 10 year non-prorated
Quote Valid Until: 1/01/24
Taxes: All applicable taxes to be paid by buyer unless tax exemption certificate is provided

PRESENTED BY:	ACCEPTED BY:
Brian Miller, Regional Sales Manager Cascade Engineering, Inc. 4950 37th Street SE Grand Rapids, MI 49512 Phone: [REDACTED] Fax: [REDACTED] Email: [REDACTED]	Sign and Print Name Date Title Phone

Please return signed acceptance to Brian Miller at the email or fax number above.



MACQUEEN
EQUIPMENT



MACQUEEN
EMERGENCY

MacQueen Equipment
N60 W15835 Kohler Lane
Menomonee Falls, WI 53051

Ship To: CITY OF ESCANABA
1719 SHERIDAN RD
ESCANABA MI 49829

Invoice To: CITY OF ESCANABA
Po Box 948
1719 Sheridan Rd
Escanaba MI 49829

Branch 02 - MENOM FALLS WI		
Date 12/12/2023	Time 9:04:58 (O)	Page 1
Account No ESCAN001	Phone No [REDACTED]	Est No 01 Q01296
Ship Via		Purchase Order CARTS
Tax ID No 38-6004679		
GRANT WEGNER		Salesperson 173

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 01/10/2024 Amount

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL

THANK YOU FOR THE OPPORTUNITY TO QUOTE!
GRANT WEGNER - TERRITORY MANAGER
MACQUEEN EQUIPMENT - WI

[REDACTED]

SCHAEFER CART USD95B, 95 Gallon, 12" Wheels 32648.00

Quantity: 427 @ \$70.00 EA

Color: BLACK

Hot-stamping: "CITY OF ESCANABA"

FREIGHT CHARGE - FULL TRUCKLOAD.....\$2,758

Sale # 01 Subtotal: 32648.00
Total: 32648.00

Subtotal: 32648.00
Quote Total: 32648.00

Authorization: _____



Date	Estimate #
12/14/2023	C755552

Name / Address
City of Escanaba Kent Dubord 1715 Sheridan Rd. Escanaba, MI 49829

Ship To
City of Escanaba Kent Dubord [REDACTED] 1715 Sheridan Rd. Escanaba, MI 49829

Description	Qty	U/M	Cost	Total
96G CART-Black w/Company Logo	580	ea	58.50	33,930.00T
Freight/Shipping Charges (Customers Freight/Shipping Costs- (Additional Charges may occur for: Liftgate Use, Notify before Delivery, Residential/Non-Commercial Fees, Delivery Appointment, etc.)	1	ea	1,180.00	1,180.00T
For Accurate Payment Process, Please include the Invoice Number on Check.			Subtotal	\$35,110.00

Customer Signature: _____ Date: _____

Acceptable Payment Options: ACH, Bank Wire, Cash, Check or Credit Card.

Reminder: B&G Sales of Grand Rapids, Inc., will NEVER change long standing payment methods nor the method of payment without personally speaking with you. If you have any questions, concerns or need to verify, please contact us immediately @ [REDACTED]

We appreciate your prompt payment and value you as a customer. By accepting, you agree that you are responsible for all costs that incur while collecting this debt allowed by State Law. Credit Card Fees: 3% surcharge

www.bgwastesystems.com