



# CITY COUNCIL

## MEETING AGENDA

July 16, 2019

Marc D. Tall, Mayor  
Ronald J. Beauchamp, Mayor Pro Tem  
Ralph B. Blasier, Council Member  
Michael R. Sattem, Council Member  
Peggy O'Connell, 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

Tuesday, July 16, 2019, at 7:00 p.m.

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL/CORRECTION(S) TO MINUTES – Regular Meetings – June 20, 2019 and July 1, 2019

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION(S)

BRIEF PUBLIC COMMENT(S)

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

**1. Approval – Engineering for Design & Construction of SRF Project.**

**Explanation:** Administration is seeking Council approval to retain the engineering services of C2AE teamed with Black & Veatch to oversee and complete the upcoming SRF project at the Wastewater Treatment Plant.

**2. Approval – Bonifas Arts Center matching grant to support the Music Monday's Summer Concert Series.**

**Explanation:** Bonifas Arts Executive Director Sue Roll is seeking Council approval of a Resolution of support for a matching grant to support Music Mondays Summer Concert Series.

**3. Approval – MERS Signatory Authorization Form.**

**Explanation:** Administration is seeking Council approval of a resolution establishing authorized signatories for MERS contracts and service credit purchase approvals. This form will allow employees in the HR Director and Controller position to sign MERS documents. Currently, employees are named on the document. This must be completed to remove Bob Valentine from the current form.

**4. Approval – Delta County Historical Society Agreement.**

**Explanation:** Administration is seeking Council approval of the annual service agreement with the Delta County Historical Society. All terms of the agreement remain the same as in the past. The funds for this agreement are in the 2019/20 budget.

**5. Professional Services -- Cross Connection Inspections @ Commercial Accounts**

**Explanation:** Administration is seeking Council approval for authorization to hire and retain the services of HydroCorp, of Troy MI, to perform work as outlined in the attached proposal in a sum not to exceed \$35,496.00. All but ~\$500.00 of this requested money is available and allotted for this type of work within the current budget.


**6. City Manager's Evaluation.**

**Explanation:** The City Council will conduct a performance evaluation on the City Manager. The purpose of the evaluation is to provide feedback about job performance.

Agenda –June 20, 2019

APPOINTMENTS  
BOARD, COMMISSION, AND COMMITTEE REPORTS  
GENERAL PUBLIC COMMENT  
ANNOUNCEMENTS  
ADJOURNMENT

Respectfully Submitted

  
Patrick S. Jordan  
City Manager

**OFFICIAL PROCEEDINGS  
CITY COUNCIL  
CITY OF ESCANABA, MICHIGAN  
Regular Council Meeting  
Thursday, June 20, 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 Deputy Clerk Tammy Weissert, Department Heads, media, and members of the public.

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

Sattem moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve Special Meeting minutes from June 3, 2019, and Regular Meeting minutes from June 6, 2019, as submitted.

**ADJUSTMENTS TO THE AGENDA**

Blasier moved to add New Business #3 – Changing the DDA Boundaries.

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

**CONFLICT OF INTEREST DECLARATION** – None

**BRIEF PUBLIC COMMENT** – None

**PUBLIC HEARINGS**

**PH-1 Approval - Ordinance No. 1211 - Appropriations Ordinance Amendment.**

A public hearing was conducted on an amendment to the current Appropriations Ordinance for the fiscal year ending June 30, 2019. An amendment was needed to balance out over and under expenditures within various departmental budgets for the 2018-19 fiscal years. This action was mandated by State law and adjusts budget accounts to help ensure that no individual line items are overrun.

City Controller Melissa Becotte briefly reviewed adjustments to the 2018/19 Appropriations Ordinance.

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** “By Council Member Blasier, seconded by Council Member Schumann;

**Resolved,** That Ordinance No. 1211, the Appropriations Ordinance Amendment, given its public hearing at this meeting, be and is hereby adopted and that it be published in accordance with the requirements of the City Charter.”

Herewith Ordinance No. 1211 adopted by title:

**"AN ORDINANCE TO AMEND ORDINANCE NO. 1192, ENTITLED AN ORDINANCE TO MAKE APPROPRIATIONS AND CORRESPONDING REVENUES FOR THE YEAR ENDED JUNE 30, 2019."**

Full text in Ordinance Record “K”.

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

Ayes: Blaiser, Schumann, Sattem, Beauchamp, Tall  
Nays: None

**RESOLUTION DECLARED ADOPTED.”**

## **UNFINISHED BUSINESS**

### **UB-1 Approval – Service Contract.**

Administration sought council approval of an amended service contract with the Sault Ste. Marie Tribe of Chippewa Indians. The Tribe pays the City \$150 per dwelling on their development site. The current contract lists a specific number of units. The amendment would allow the Tribe to add additional units without making further amendments to the contract. All other aspects of the contract remain the same.

**UB-1** After further discussion, Schumann moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve to table the service contract with the Sault Ste. Marie Tribe of Chippewa Indians until administration and the tribe can come up with a number of additional units they are both comfortable with.

## **NEW BUSINESS**

### **NB-1 Approval – 2019/20 Property and Liability Insurance Renewal.**

Administration sought council approval to purchase property and liability insurance coverage from Michigan Municipal Risk Management Authority

(MMRMA) in the amount of \$219,247. This item is in the 2019/20 budget.

**NB-1** Schumann moved, Blasier seconded, to approve to purchase property and liability insurance coverage from Michigan Municipal Risk Management Authority (MMRMA) in the amount of \$219,247.

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

Ayes: Schumann, Blasier, Sattlem, Beauchamp, Tall

Nays: None

**MOTION CARRIED.**

**NB-2 Approval – Code Enforcement, Planning & Zoning Reorganization / Treasurer Retirement.**

Administration sought council approval to reorganize the Code Enforcement, Planning and Zoning functions, and with the impending retirement of Treasurer Bob Valentine, would also like to gain approval to appoint his replacement.

Manager Jordan stated he was looking for approval of the new job descriptions.

After further discussion, Mayor Tall, with Council, agreed that this item does not need to come to Council for approval, as this is the Manager's job.

No Action taken.

**NB-3 Changing the Boundaries of the DDA.**

Blasier stated, by a process, the city can adjust the boundaries of the area from which the DDA gets its free taxes. There is a possibility of a large development occurring where the old jail used to be, which falls within the DDA district. Only the DDA would benefit from the property taxes. By moving the old jail site from the DDA boundaries it would allow all other local entities to collect taxes.

**NB-3** Blasier moved, Schumann seconded, to approve to instruct City Manager Patrick Jordan to prepare the necessary documents and set a timetable for the steps of redistricting the DDA.

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

Ayes: Blasier, Schumann, Beauchamp, Sattlem, Tall

Nays: None

**MOTION CARRIED.**

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

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

Appointed Roy Webber to the Board of Library Trustees, term expiring June 1, 2021.

### **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 A. Gasman, Escanaba resident, expressed his concerns on selling and commercializing recreational marijuana.

Helene Tebear, Escanaba resident, expressed her concerns on why Family Video can advertise selling CDB and she can't. The only ones losing out is the medical side of it.

Rayno Keith Tulppo, Escanaba resident, questioned what the dangers were of having someone extremely high in public. Hears about impairment but believes it is due to alcohol.

### **ANNOUNCEMENTS**

- Go Cubs!
- Bike and Classic Car Night raised \$919 for the Women Shelter;
- July 27, 2019, Sidewalk Sales and Char Show;
- Pull for the Honor Flight, to raise money for the Honor Flight;
- June 22, 2019, Pump of the Park;
- Judge Parks Drug Court, 4 Graduates, took place on June 17, 2019.

Hearing no further public comment, the Council adjourned at 7:33 p.m.

Respectfully submitted

Tammy Weissert, CMC  
Deputy City Clerk

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

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

Absent: Peggy O'Connell

Blasier moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to excuse Council Member O'Connell.

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.

Beauchamp moved, Sattem seconded, **CARRIED UNANIMOUSLY**, to postpone the Regular Meeting minutes from June 20, 2019, until the language can be clarified. Council members would like to receive a transcript of June 20, 2019, Regular Council Meeting for verification.

**ADJUSTMENTS TO THE AGENDA**

Blasier moved, Sattem seconded, **CARRIED UNANIMOUSLY**, to approve to postpone **NB-4** Approval Engineering for Design & Construction of SRF Project to July 16, 2019 Regular City Council Meeting so it will allow more time for public awareness .

Blasier moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to approve to add a discussion to revisit changing the boundaries of the DDA to **NB-4**.

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

**CONFLICT OF INTEREST DECLARATION** – None

**PROCLAMATION PRESENTATION -**

Mayor Tall presented a Proclamation in Honor of Tim Gorenchan, World Champion Taxidermist!

**BRIEF PUBLIC COMMENT –**

David Letourneau – wanted to publicly thank Police Chief LaMarche and his officers, City Manager, and the City Council for their prompt action in regard to the current Animal Control Ordinance.

Michael Segorski – discussed the animal control agenda item. Mr. Segorski encouraged the Traffic Safety board to change a speed limit sign on Lake Shore Drive by Veterans Park.

**PUBLIC HEARINGS - None**

**UNFINISHED BUSINESS**

**UB-1 Approval- Service Contract.**

Administration sought Council approval of an amended service contract with the Sault Tribe of Chippewa Indians. The tribe proposed to add up to 5 additional dwellings on the property. This was the only change to the agreement.

**UB-1** Blasier moved, Beauchamp seconded, to approve of an amended service contract with the Sault Tribe of Chippewa Indians to a maximum of 30 units and if they require more we can revisit this contract.

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

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

**MOTION CARRIED.**

**UB-2 Report from Committee - Discussion of Animal Ordinance.**

Ad Hoc Committee report including City Manager and Department Heads concerning the animal/dog control ordinance.

City Manager Patrick Jordan discussed his meeting with Public Safety, Public Works, City Controller, and City Attorney in regards of the current animal control ordinance. The City Manager discussed the proposed changes suggested by the Delta County Prosecuting Attorney Brett Gardner.

**UB-2** Beauchamp moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to hold a first reading to review the proposed changes to the Animal Control Ordinance at the August 1, 2019, Regular City Council Meeting.



## **NEW BUSINESS**

### **NB-1 Approval- Ludington Street – Downtown Sidewalk Sales.**

The Downtown Partners in Business requested the City Council approve the closure of Ludington Street on July 27, 2019 from 9:00 a.m. to 5:00 p.m. for the annual “Downtown Sidewalk Day’s” event.

**NB-1** Sattem moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve a request from The Downtown Partners in Business for the closure of Ludington Street on July 27, 2019 from 9:00 a.m. to 5:00 p.m. for the annual “Downtown Sidewalk Day’s” event.

### **NB-2 Approval – Electrical Work in Council Chambers.**

Three quotes were received for over the floor raceway and installation of 110 volt duplex outlets. The over the floor raceway will allow us to run our wiring for data and power to Council Chamber desks. Administration sought Council approval to accept the quote from Kobas Electric Co. for the cost of \$3,141.

**NB-2** Beauchamp moved, Sattem seconded, to approve to accept the quote from Kobas Electric Co. for the cost of \$3,141, for over the floor raceway and installation of 110 volt duplex outlets in the Council Chambers.

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

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

**MOTION CARRIED.**

### **NB-3 Approval – Rescheduling of July 18, 2019 City Council Meeting to July 16, 2019.**

Mayor Tall asked City Council to reschedule the regular scheduled July 18, 2019 City Council Meeting to July 16, 2019, to accommodate members of City Council.

**NB-3** Blasier moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to reschedule the regular scheduled July 18, 2019 City Council Meeting to July 16, 2019, to accommodate members of City Council.

### **NB-4 A Discussion to Revisit Changing the Boundaries of the DDA**

City Council members revisited the discussion of the redistricting of DDA that took place at the June 20, 2019, Regular City Council Meeting.

**NB-4** Blasier moved, Mayor Tall seconded, to approve to the city stops moving forward with the DDA redistricting.

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

Ayes: Blasier, Mayor Tall, Sattem, Beauchamp

Nays: None

**MOTION CARRIED.**

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

Appointed David Letourneau to the Housing Commission, term expiring June 1, 2024

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

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

### **MERITORIOUS SERVICE AWARD**

Mayor Tall presented Bob Valentine a Certificate of Meritorious Service for the outstanding 28 years of service to the City of Escanaba. Designated July 12, 2019, as “Bob Valentine Day” in the City of Escanaba!

### **GENERAL PUBLIC COMMENT**

Ed Legault – Thanked the council for reconsidering the redistricting of the DDA. Mr. Legault said “we have some great opportunities over the next four or five years that are really going to change what downtown looks like, and looks forward to working with council in the future.”

### **ANNOUNCEMENTS**

- Fireworks are Saturday July 6, 2019!
- Activities in Ludington Park on the 4<sup>TH</sup> of July, along with Friday (5<sup>th</sup>) and Saturday (6<sup>th</sup>) concerts and food vendors.
- Rock the Dock July 12<sup>th</sup> and 13<sup>th</sup>!

Hearing no further public comment, the Council adjourned at 7:42 p.m.

Respectfully submitted

Phil DeMay  
City Clerk

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

Agenda Item: NB-1  
Date: 7/16/19

## City Council Agenda Item Request

Date: 6-28-19

Name: Jeff Lampi

Department: Wastewater

Item: Engining for Design & Construction of SRF Project

Meeting date requested: 7-1-19

Explanation for request:

I would like council authorization to retain the engineering services of C2AE teamed with Black & Veatch to oversee and complete the upcoming SRF project at the wastewater treatment plant.

These services shall be deemed all-inclusive to include all aspects and phases of design and construction including the additional engineering. (Soil Boring, SRF parts I, II, & III, Permits, Survey, Compaction Testing, Storm water Monitoring, O&M, & Start-up.) Attached you find a project cost breakdown explaining where these costs and fees are to be applied.

Because this project is planned to be conducted over several years; consideration has given to annual inflationary increases, and have been included and calculated in this fee schedule.

Total costs for these engineering services are projected to be \$1,625,000.00, for the projected \$10,361,000.00 cost expected for construction. Using these numbers engineering will account for around 15.6% of the over project costs. Using Black & Veatch contributes to this slightly higher than average cost. However; I feel very strongly that the benefits we receive as a result of B&K's involvement on this project will be more then worth the additional costs.

I'm requesting authorization to retain the services of the engineering firm of C2AE at the estimated cost of \$1,625,000.00, pending the results of our legal review of the Professional Services agreement presented to us. The cost of these Engineering Services will be reimbursable to the City as part of the SRF loan.

This is Appendix 3 to EXHIBIT C, consisting of 1 pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated \_\_\_\_\_.

### Project Cost Breakdown

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Basis of Design	\$293,000	
Preliminary Design	\$567,000	
Final Design	\$117,000	
Bidding	\$20,000	
Construction Engineering		
General Engineering	\$200,000	
Post Engineering	\$10,000	
Total		\$1,207,000
Resident Project Representative		\$300,000
<hr/>		
Additional Engineering		
Soil Boring	\$10,000	
Assist Owner Part I and II of SRF Application	\$10,000	
Assist Owner Part III of SRF Application	\$8,500	
Environmental Permits	\$4,000	
Construction Layout Survey	\$15,000	
Construction Compaction Testing	\$15,000	
Construction Stormwater Monitoring	\$20,000	
O&M Manual	\$19,600	
Start Up Service	\$15,900	
Total Additional Services		\$118,000
Total Project		\$1,625,000

Agenda Item: NB-2  
Date: 7/16/19

## City Council Agenda Item Request

Date: July 3, 2019

Name: Patrick Jordan

Department: Administration

Item: Resolution of Support, Bonifas Music Monday

Meeting date requested: July 16, 2019

Explanation for request:

Bonifas Arts Center Executive Director Sue Roll is asking the Escanaba City Council to pass a Resolution of support for a matching grant to support the Music Mondays Summer Concert Series. Administration recommends affirming our support for Music Mondays by passing this resolution.

**Resolution in Support of a Grant Application to the  
Michigan Council for Arts and Cultural Affairs**

AT A MEETING OF THE CITY COUNCIL OF THE CITY OF ESCANABA, MICHIGAN,  
HELD ON AUGUST 1, 2019

RESOLUTION - SUPPORTING THE GRANT APPLICATION TO THE MICHIGAN  
COUNCIL FOR ARTS AND CULTURAL AFFAIRS SEEKING MATCHING FUNDS FOR  
THE "MUSIC MONDAYS" SUMMER CONCERT SERIES.

WHEREAS, the City Council of the City of Escanaba, Michigan, does hereby  
find as follows:

WHEREAS, the City desires to support the cultural lives of area residents  
through opportunities to be exposed to new art and music;

WHEREAS, the City has an excellent partner in the Bonifas Arts Center to  
successfully organize and promote community events, and promote cultural  
tourism and sponsor area musicians through public concerts;

WHEREAS, the City will administer the grant funds, if awarded, as set forth in  
the application;

WHEREAS, the City has a policy detailing equal opportunity provisions for  
job applicants and public accommodations and agrees to conform to the  
Assurances and Guidelines set forth in the application;

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council of the City of  
Escanaba, Michigan, that the grant application should be made to the Michigan  
Council for Arts and Cultural Affairs for the August 3, 2019 deadline.

City Council, Escanaba, MI

Dated: \_\_\_\_\_

Attest

\_\_\_\_\_  
Clerk, City Council  
City of Escanaba, Delta County, State of Michigan

Dated: \_\_\_\_\_

thebonifas  
arts center



July 3, 2019

Escanaba City Council and City Manager, Patrick Jordan  
c/o: Phil DeMay, City Clerk

Dear City Council and City Manager, Patrick Jordan:

The Bonifas Arts Center requests that the Council adopt the attached Resolution in support of a grant application to the Michigan Council for the Arts and Cultural Affairs seeking matching funds for the Music Mondays Summer Concert Series. Would you please put this request on the August 1, 2019, City Council agenda?

The grant proposes a collaborative effort between the City and the Bonifas Arts Center to enrich the cultural lives of area residents and visitors through free concerts featuring area musicians. The Bonifas is requesting that the City serve as lead applicant for this grant application since the Bonifas has already received grant monies in this funding cycle and cannot receive a Mini Grant in 2019. The Resolution is a required component of the grant to confirm the City's approval to seek the grant and to comply with administering the grant (if awarded).

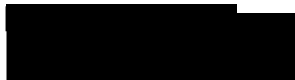
The grant proposes six "Music Mondays" in the evenings throughout June, July and August in the Karas Memorial band shell in Ludington Park. The 2020 schedule will begin on the last Monday in June and continue through the first Monday in August. The Bonifas will coordinate the musicians and promote the events across the region.

The grant recipient's obligation under the grant is to serve as administrator of the funds which would entail; tracking and reporting on the grant funds received/expended from MCACA, documenting the City's in-kind contribution of facility use and staff time, compensating artists for their services and the Bonifas for organizing and promoting the events. The Bonifas would be happy to perform these tasks on behalf of the city.

I plan on attending the <sup>July 16</sup> ~~August 1~~ City Council meeting to support this request. If there are any questions regarding this request please contact me.

Sincerely,

Sue Roll  
Executive Director



Agenda Item: NB-3  
Date: 7/16/19

## City Council Agenda Item Request

Date: 7/8/19

Name: Melissa Becotte

Department: Controller

Item: MERS Signatory Authorization Form

Meeting date requested: 7/16/19

Explanation for request:

Administration is seeking council approval of a resolution establishing authorized signatories for MERS contracts and service credit purchase approvals. This form will allow employees in the HR Director and Controller position to sign MERS documents. Currently, employees are named on the document. This must be completed to remove Bob Valentine from the current form.



**Resolution Establishing Authorized Signatories for MERS  
Contracts and Service Credit Purchase Approvals**



www.mersomich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution applies to reporting unit(s) # 2101 of the participating municipality listed below.

**WHEREAS**, City of Escanaba ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

**WHEREAS**, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

**WHEREAS**, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

**WHEREAS**, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. HR Director

Optional additional job positions:

2. City Controller
3. \_\_\_\_\_

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on \_\_\_\_\_, 20\_\_\_\_.

Authorized signature (must be currently in a position named above): \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Witness name: \_\_\_\_\_

Witness title: \_\_\_\_\_

Agenda Item: NB-4  
Date: 7/16/19

## City Council Agenda Item Request

Date: 7/8/19

Name: Melissa Becotte

Department: Controller

Item: Delta County Historical Society Agreement

Meeting date requested: 7/16/19

Explanation for request:

Administration is seeking council approval of the annual service agreement with the Delta County Historical Society. All terms of the agreement remain the same as in the past. The funds for this agreement are in the 2019/20 budget.

**AGREEMENT**  
**THE CITY OF ESCANABA**  
**AND**  
**THE DELTA COUNTY HISTORICAL SOCIETY**

It is agreed the Delta County Historical Society will provide the following services for the citizens of the City of Escanaba. Reasonable charges can be made for those activities designated with City Approval. In 1985, the Delta County Historical Society began restoration work on the Escanaba Lighthouse, formerly occupied by the U. S. Coast Guard. It is agreed the Delta County Historical Society will provide a Lighthouse Museum and Nautical Display and other exhibits that will be open to the public.

In consideration for these services, the City of Escanaba will pay to the Delta County Historical Society an amount not to exceed **Two Thousand Dollars (\$2,000)** during the fiscal year **July 1, 2019, through June 30, 2020**, for continued work and new exhibits at the museum and lighthouse. The Delta County Historical Society will furnish to the City, through the City Manager, sufficient notice of all activities to be held at the Escanaba Lighthouse. Sufficient copies should be forwarded to the City for distribution to the City Council, City Clerk, and City Manager. Sufficient notices of all activities will be sent to the local media well in advance of the date of the actual activity to be held. The City of Escanaba will be acknowledged as a participant in this project.

This agreement is effective **July 1, 2019**, and will terminate on **June 30, 2020**.

**CITY OF ESCANABA**

**DELTA COUNTY HISTORICAL SOCIETY**


\_\_\_\_\_  
Patrick S. Jordan  
City Manager

\_\_\_\_\_

Its President

\_\_\_\_\_  
Phil DeMay, CMC  
City Clerk

**Mission Statement:**

 Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.  
The City of Escanaba is an equal opportunity employer and provider.

Agenda Item: NB-5  
Date: 7/16/19

## City Council Agenda Item Request

Date: 7-9-2019

Name: Jeff Lampi

Department: Water Department

Item: Professional Services -- Cross Connection Inspections @ Commercial Accounts

Meeting date requested: 7-16-2019

Explanation for request:

Please considerer this as a request for authorization from Council to hire and retain the services of HydroCorp, of Troy MI, to preform work as outlined in the attached proposal in a sum not to exceed \$35,496.00.

All but ~\$500.00 of this requested money is available and alloted for this type of work within the current budget.

# PROPOSAL

DEVELOPED FOR

Jeff Lampi

Water & Wastewater Superintendent

City of Escanaba

P.O. Box 948

Escanaba, MI 49829

June 27, 2019

## KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.

CROSS-CONNECTION  
CONTROL / BACKFLOW  
PREVENTION

WATER SYSTEM  
SURVEYS / AUDITS

PIPE SYSTEM MAPPING  
AND LABELING

WATER SAMPLING  
AND ANALYSIS / RISK  
ASSESSMENTS

PROGRAM  
AND PROJECT  
MANAGEMENT

COMPLIANCE  
ASSISTANCE /  
DOCUMENTATION

MICHIGAN CORPORATE OFFICE  
5700 Crooks Road, Suite 100  
Troy, MI 48098





SCOPE OF WORK .....3

SIGNATURE PAGE .....4

QUALIFICATIONS .....5





## SCOPE OF WORK

Based on our recent meeting, HydroCorp™ will provide the following services to the City of Escanaba. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the City with the necessary data and information to maintain compliance with the Michigan Department of Environment, Great Lakes and Energy (EGLE) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the City and HydroCorp, you may expect completion of the following elements within a one (1) year period. The components of the project include:

1. Annually, perform a minimum of **260** initial inspections, compliance inspections, and re-inspections at individual non-residential properties within the City served by the public water supply for cross-connections. Inspections will be conducted in accordance with guidelines set forth by the State of Michigan EGLE requirements.
2. Generate all backflow prevention assembly test notices, non-compliance notices and coordinate/monitor backflow prevention assembly testing compliance for all backflow prevention assemblies.
3. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of backflow prevention assembly tester credentials & proper testing results and general customer service and program education inquiries.
4. Generate and document the required program data for the facilities using the HydroCorp Software Data Management Program.
5. Submit comprehensive management reports on a quarterly basis.
6. Conduct an annual review meeting to discuss overall program status and recommendations.
7. Provide up to six- (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers, (i.e. combination) per facility as required, in order to place a facility into immediate compliance at the time of inspection.
8. Prepare the annual State of Michigan, EGLE Water Bureau Cross Connection Report.
9. Assist the City with a community wide public relations program including general awareness brochures and customized web site cross connection control program overview content and resources.
10. Create and manage additional database for the City's in-house residential inspection program.
11. Provide up to 12 hours of web-based training for City inspectors on entering data, printing notices, and general navigation of the HydroCorp Software Data Management System.
12. Provide ongoing support via phone, fax, internet, text or email.

The above services will be provided for:

**Monthly Amount: \$ 2,958.00**

**Contract Total: \$35,496.00**

Contract Amount is based upon a 12-month period. HydroCorp will invoice in 12 equal amounts of \$ 2,958.00.



**COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

**NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HydroCorp:

HydroCorp



If to Utility:

City of Escanaba  
c/o Jeff Lampi  
P.O. Box 948  
Escanaba, MI 49829



**RENEWAL.** Upon the expiration of this Agreement the utility will have the option to renew this contract for two (2) consecutive one (1) year periods.

**SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

## SIGNATURES

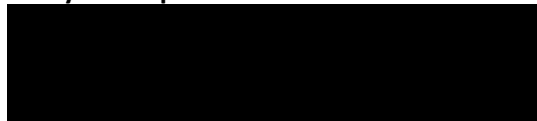
IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

### City of Escanaba

\_\_\_\_\_  
By:

Title:

### HydroCorp



Its: Vice President







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## Appendix

### Specific Qualifications & Experience

**HydroCorp™** is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost effective and professionally managed cross connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 30,000 Cross Connection Control Inspections *annually*.
- HydroCorp tracks and manages over 35,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely and courtesy manner. Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross connection control training classes.
- HydroCorp currently serves over 200 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.

Agenda Item: NB-6  
Date: 7/16/19

## City Council Agenda Item Request

Date: 7/8/19

Name: Phil DeMay

Department: City Clerks Office

Item: City Managers Evaluation

Meeting date requested: 7/16/19

Explanation for request:

The City Council will conduct a performance evaluation on the City Manager. The purpose of the evaluation is to provide feedback about job performance.