



CITY COUNCIL MEETING AGENDA

June 20, 2019

Marc D. Tall, Mayor
Ronald I. Beauchamp, Mayor Pro Tem
Ralph B. Blasler, Council Member
Michael R. Sattem, Council Member
Peggy O. Schumann, Council Member

Patrick S. Jordan, City Manager
Phil DeMay, City Clerk
Ralph B.K. Peterson, 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, June 20, 2019, at 7:00 p.m.

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL/CORRECTION(S) TO MINUTES – Special Meeting – June 3, 2019
Regular Meeting – June 6, 2019

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION(S)

BRIEF PUBLIC COMMENT(S)

PUBLIC HEARINGS

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

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

UNFINISHED BUSINESS

1. Approval – Service Contract.

Explanation: Administration is seeking 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 will allow the Tribe to add additional units without making further amendments to the contract. All other aspects of the contract remain the same.

NEW BUSINESS

1. Approval – 2019/20 Property and Liability Insurance Renewal.

Explanation: Administration is seeking 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.

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

Explanation: Administration is seeking 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.

Agenda –June 20, 2019

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

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Patrick S. Jordan", written in a cursive style.

Patrick S. Jordan
City Manager

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Special Council Meeting
Monday, June 3, 2019**

Pursuant to a meeting notice posted on May 10, 2019, the meeting was called to order by the Honorable Mayor Marc D. Tall at 9:00 a.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 Department Heads, media, and members of the public.

APPROVAL OF AGENDA

Beauchamp moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve the City Council Agenda as submitted.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

UNFINISHED BUSINESS – None

PUBLIC HEARINGS

Escanaba City Charter required the Council to pass electric, wastewater, water and solid waste utility rate ordinances on the first Monday of June, for the upcoming fiscal year 2019-20.

PH-1a Second reading, public hearing and adoption of Ordinance No. 1207, the Electric Rate Ordinance. A 1.75 percent rate increase was being recommended.

Annually, the City Council set electric utility rates for the next fiscal year. Administration recommended approval of the electric rates as provided. Council was asked to consider this the second reading, public hearing, and adoption of Ordinance No. 1207.

Inasmuch as this was a public hearing, Mayor Tall asked for comments from the Council and audience relative to the setting of the Electric Rate Ordinance No. 1207.

No comments were heard.

PH-1a “By Council Member Beauchamp, seconded by Council Member Sattem;

Resolved, That Ordinance No. 1207, the Electric Rate Ordinance, given its second reading and public hearing at this meeting, be and it is hereby adopted, and that it be published in accordance with the requirements of State law and the City Charter.”

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

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

RESOLUTION DECLARED ADOPTED.

Herewith Ordinance No. 1207, adopted by title:

AN ORDINANCE FIXING THE RATES TO BE CHARGED BY THE CITY OF ESCANABA FOR ELECTRIC ENERGY DEMAND AND AVAILABILITY OF SERVICE, TO BE IN FULL FORCE AND EFFECT ON THE BILLINGS PROCESSED AFTER JUNE 30, 2019 , AND ALL BILLINGS THEREAFTER UNTIL FURTHER AMENDED BY THE COUNCIL.

Full text in Ordinance Record “K.”

PH-1b Second reading, public hearing and adoption of Ordinance No. 1208, the Wastewater Rate Ordinance. A 20 percent rate increase was being recommended.

Annually, the City Council set wastewater utility rates for the next fiscal year. Council was asked to consider this the second reading, public hearing, and adoption of Ordinance No. 1208.

Inasmuch as this was a public hearing, Mayor Tall asked for comments from the Council and audience relative to the setting of the Wastewater Rate Ordinance No. 1208.

No comments were heard.

PH-1b “By Council Member Schumann, seconded by Council Member Blasier;

Resolved, That Ordinance No. 1208, the Wastewater Rate Ordinance, given its second reading and public hearing at this meeting, be and it is hereby adopted, and that it be published in accordance with the requirements of State law and the City Charter.”

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

Ayes: Schumann, Blasier, Beauchamp, Sattlem, Mayor Tall
Nays: None

RESOLUTION DECLARED ADOPTED.

Herewith Ordinance No. 1208, adopted by title:

AN ORDINANCE FIXING THE CHARGES TO BE ASSESSED BY THE CITY OF ESCANABA FOR WASTEWATER COLLECTION AND TREATMENT AND THE AVAILABILITY OF SERVICE TO BE IN FULL FORCE AND EFFECT ON THE BILLINGS PROCESSED AFTER JUNE 30, 2019 , AND ALL BILLINGS THEREAFTER UNTIL FURTHER AMENDED BY THE CITY COUNCIL.

Full text in Ordinance Record "K."

PH-1c Second reading, public hearing and adoption of Ordinance No. 1209, the Water Rate Ordinance. A 45 percent rate increase was being recommended.

Annually, the City Council set water utility rates for the next fiscal year. Council was asked to consider this the second reading, public hearing, and adoption of Ordinance No. 1209.

Inasmuch as this was a public hearing, Mayor Tall asked for comments from the Council and audience relative to the setting of the Water Rate Ordinance No. 1209.

No comments were heard.

PH-1c "By Council Member Blasier, seconded by Council Member Beauchamp;

Resolved, That Ordinance No. 1209, the Water Rate Ordinance, given its second reading and public hearing at this meeting, be and it is hereby adopted, and that it be published in accordance with the requirements of State law and the City Charter."

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

Ayes: Blasier, Beauchamp, Schumann, Sattlem, Mayor Tall
Nays: None

RESOLUTION DECLARED ADOPTED.

Herewith Ordinance No. 1209, adopted by title:

THE ORDINANCE FIXING THE RATES TO BE CHARGED BY THE CITY OF ESCANABA FOR WATER DISTRIBUTION, TREATMENT, AND AVAILABILITY TO BE IN FULL FORCE AND EFFECT ON THE BILLINGS PROCESSED

AFTER JUNE 30, 2019, AND ALL BILLINGS THEREAFTER UNTIL FURTHER AMENDED BY THE COUNCIL.

Full text in Ordinance Record “K.”

PH-1d Second reading, public hearing and adoption of Ordinance No. 1210, the Solid Waste, Recycling, Yard Waste and Litter Ordinance.

Annually, the City Council set solid waste rates for the next fiscal year. Council was asked to consider this the second reading, public hearing, and adoption of Ordinance No. 1210.

Inasmuch as this was a public hearing, Mayor Tall asked for comments from the Council and audience relative to the setting of the Solid Waste, Recycling, Yard Waste and Littering Ordinance No. 1210.

No comments were heard.

PH-1d “By Council Member Blasier, seconded by Council Member Sattem;

Resolved, That Ordinance No. 1210, the Solid Waste, Recycling, Yard Waste and Littering Ordinance, given its second reading and public hearing at this meeting, be and it is hereby adopted, and that it be published in accordance with the requirements of State law and the City Charter.”

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

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

RESOLUTION DECLARED ADOPTED.

Herewith Ordinance No. 1210, adopted by title:

AN ORDINANCE TO AMEND CHAPTER 14, FIXING THE CHARGES TO BE ASSESSED BY THE CITY OF ESCANABA FOR SOLID WASTE, RECYCLING, YARD WASTE AND LITTERING, TO BE IN FULL FORCE AND EFFECT ON THE BILLINGS PROCESSED AFTER JUNE 30, 2019 AND ALL BILLINGS THEREAFTER UNTIL FURTHER AMENDED BY THE CITY COUNCIL OF THE CODE OF ORDINANCES OF THE CITY OF ESCANABA.

Full text in Ordinance Record “K.”

NEW BUSINESS

NB-1 Approval – Public Act 365 of 2018 (the Small Wireless Communications Facilities Deployment Act).

Administration sought Council approval to hire McLean Engineering of Moultrie, GA to assist us with the requirements of Public Act 365 for not-to-exceed cost of \$5,000.

NB-1 Schumann moved, Blasier seconded, to approve to hire McLean Engineering of Moultrie, GA to assist us with the requirements of Public Act 365 for not-to-exceed cost of \$5,000.

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

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

MOTION CARRIED.

NB-2 Discussion – Water & Paving Work.

Administration requested a brief discussion regarding Water/Wastewater work prior to paving projects this summer.

Water / Wastewater Superintendent Jeff Lampi discussed the direction he was seeking from council. He laid out three different scenarios he was asking Council to consider for the next plan of action on the June 6, 2019, regular City Council Meeting.

- Scenario #1: Not to be concerned with underground infrastructure;
- Scenario #2: Ask DPW to slow down;
- Scenario #3: Do the work at all costs and any means necessary.

NB-3 Evaluation and Review of City Clerk and Assistant Assessor.

City Council reviewed the evaluation of the City Clerk and Assistant Assessor submitted by the City Manager Patrick Jordan.

Blasier moved, Schumann seconded, the evaluation and review for City Clerk and Assistant Assessor to be tabled until the June 6, 2019 City Council Meeting.

GENERAL PUBLIC COMMENT – None

City Council Minutes
June 3, 2019 – cont.

ANNOUNCEMENTS – None

Hearing no further public comment, the Council adjourned at 9:28 a.m.

Respectfully submitted

Phil DeMay
City Clerk

Approved: _____
Marc D. Tall, Mayor

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Regular Council Meeting
Thursday, June 6, 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 Clerk Phil DeMay, Department Heads, media, and members of the public.

City Clerk DeMay led Council in the Pledge of Allegiance.

Sattem moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to approve Special Meeting minutes from May 9, 2019, Special Meeting minutes from May 16, 2019, Regular Meeting minutes from May 16, 2019, and Special Meeting minutes from May 23, 2019 as submitted.

ADJUSTMENTS TO THE AGENDA

Mayor Tall moved to add further discussion on the City Manager evaluation forms after **NB-7**.

Mayor Tall requested to move Unfinished Business after Announcements and before Adjournment.

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

CONFLICT OF INTEREST DECLARATION –

Council Member Sattem advised he had a conflict of interest on Agenda **NB-1** (Approval of outdoor seating at Hereford and Hops.)

Mayor Tall advised he had a conflict of interest on Agenda **NB-2**. (Approval of partial street closure on August 7th, for Business After Hours – Open House for RRN.)

BRIEF PUBLIC COMMENT – None

PUBLIC HEARINGS

PH-1 Public Hearing - Notice of Street Improvement - South 32nd Street from 3rd Avenue South right-of-way to the existing pavement approximately 510.12 feet southeast on South 32nd Street.

The following street has been petitioned for curbing and paving and is included in the 2019-2020 budget: South 32nd Street from 3rd Avenue South to 4th Avenue South. All five property owners have signed this petition with the remaining five lots owned by the city. This improvement was approved by the Planning Commission on April 11, 2019, and the City Council on May 16, 2019, after a public hearing. Per the Special Assessment Policy, a public hearing is now required on the objection to assessments. Administration recommended approval of the special assessments.

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 Schumann moved, Blasier seconded, to approve the special assessment for construction of a 30 foot wide back to back paved street with curb and gutter on South 32nd Street from 3rd Avenue South right-of-way to the existing pavement approximately 510.12 feet southeast on South 32nd Street.

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

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

MOTION CARRIED.

PH-2 Public Hearing – Wastewater Treatment Plant (WWTP) Improvements.

A public hearing was required for the City to be able to qualify for the State Revolving Loan Money to be allocated to the planned upgrades at the Wastewater Plant. Following the Public Hearing the City must pass a resolution adopting a final project plan.

Charles Lawson, Project Engineer, of C2AE discussed the “Escanaba SRF Project Plan.” (See Attachment - A)

This being a public hearing, Mayor Tall asked if there was any public comment.

Helene Tebear, discussed her experience while touring the wastewater treatment plant. Tebear felt that aesthetics shouldn't be a priority.

Hearing no further public comment, Mayor Tall moved, Blasier seconded, to close the public hearing and close public comment.

PH-2 “By Council Member Sattem, seconded by Council Member Schumann;

RESOLUTION NO. 19-12

**A RESOLUTION ADOPTING A FINAL PROJECT PLAN
FOR WASTEWATER SYSTEM IMPROVEMENTS or
NPS POLLUTION CONTROL/STORMWATER IMPROVEMENTS AND
DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE**

WHEREAS, the City of Escanaba recognizes the need to make improvements to its existing wastewater treatment and collection system or its existing NPS pollution control/stormwater treatment system; and

WHEREAS, the City of Escanaba authorized Capital Consultants, Inc. dba C2AE to prepare a Project Plan, which recommends the construction of Headworks Improvements & Fine Screen; New Raw Sewage Pump; Grit removal replacement; Replace primary treatment; Upgrade Secondary Treatment, SCADA, Veneers, Admin, & Storage; and

WHEREAS, said Project Plan was presented at a Public Hearing held on June 6, 2019 and all public comments have been considered and addressed;

NOW THEREFORE BE IT RESOLVED, that the City of Escanaba formally adopts said Project Plan and agrees to implement the principal and recommended alternative.

BE IT FURTHER RESOLVED, that the Escanaba City Manager, a position currently held by Patrick S. Jordan, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan as the first step in applying to the State of Michigan for a revolving fund loan to assist in the implementation of the selected alternative.

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

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

RESOLUTION DECLARED ADOPTED.”

UNFINISHED BUSINESS

UB-1 Evaluation and Review of City Clerk and Assistant Assessor.

City Council reviewed the evaluation of the City Clerk and Assistant Assessor submitted by the City Manager Patrick Jordan.

Mayor Tall requested to move Unfinished Business after Announcements and before Adjournment.

NEW BUSINESS

NB-1 Approval – Outdoor Seating – 624 Ludington Street (a.k.a. Hereford and Hops).

Rebecca and Donald Moody, Owners of Hereford and Hops, requested approval of an Outdoor Seating Application.

NB-1 Schumann moved, Blasier seconded, to approve a request from Rebecca and Donald Moody, Owners of Hereford and Hops, of an Outdoor Seating Application.

Ayes: Schumann, Blasier, Beauchamp, Mayor Tall

Abstain: Satterm

Nays: None

MOTION CARRIED.

NB-2 Approval – Special Events Application.

RRN requested the City Council approve a partial street closure on August 7th, for Business After Hours – Open House. The application has been approved by the necessary Department Heads.

NB-2 Satterm moved, Blasier seconded, to approve a request from RRN for a partial street closure on August 7th, for Business After Hours – Open House.

Ayes: Satterm, Blasier, Schumann, Beauchamp

Abstain: Mayor Tall

Nays: None

MOTION CARRIED.

NB-3 Discussion – Ordinance No. 1142 – Owner Responsibility Regarding Animals.

A discussion took place on Ordinance No. 1142, as there have been public complaints regarding dogs running off-leash at Ludington Park as well as on city streets.

Blasier moved, Schumann seconded, to create public awareness on Ordinance No. 1142 with Facebook, public services announcements, and newspaper advertisement.

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

Ayes: Blasier, Schumann, Beauchamp, Sattlem, Mayor Tall

Nays: None

MOTION CARRIED.

Schumann moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to defer the public concern of Ordinance No. 1142 to the Traffic Safety Advisory Committee for their recommendation.

Mayor Tall advised that this was a special circumstance and opened **NB-3** into an impromptu Public Comment.

- Mary Harrington – The response from Public Safety about dogs not leashed has been very good. The problem is it's not just dogs in the park running loose. It's all dogs within the city limits not being properly restrained. The ordinance needs to be enforced.
- Dave Letourneau – Mr. Letourneau said "it's not just vicious dogs!" He feels that all dogs need to be restrained by a leash. There needs to be clarification on the ordinance.
- Helene Tebear – said she keeps her dog on a leash. She has a "big dog" and has witness "little dogs" not on a leash running at her dog many times.
- Dan Zeller – he has two little dogs that are always kept on leashes. He said "there seems to be juxtaposition between control of the dog, size of the dog, and people's rights to enjoy public places with their animals."
- William Gasman – The dog issue is important. Sometimes ordinances need to change as time goes on. Suggests signage at the park would help.
- Darin Hunter (Detective of Escanaba Public Safety) – discussed the amount of animal complaint calls they received. Detective Hunter said that we (Public Safety) are here to enforce the ordinances.

NB-4 Approval – Lead Service Line Replacement Work – 2019.

Administration sought Council approval of the following items (a-d) separately:

- a. Administration sought authorization and Council approval to retain Bradfield Excavating of Gladstone MI, at the rate of \$2,800.00 per site or address, completing this work as written according to the LSL Replacement bid to utilize all of the remaining available money (~\$126,000.00) allotted for the construction aspect of this Grant.

NB-4a Beauchamp moved, Schumann seconded, to approve to retain Bradfield Excavating of Gladstone MI, at the rate of \$2,800.00 per site or address, completing this work as written according to the LSL Replacement bid to utilize all of the remaining available money (~\$126,000.00) allotted for the construction aspect of this Grant.

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

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

MOTION CARRIED.

- b. Administration sought authorization and Council approval to retain & hire any contractor who is licensed and insured to conduct this type of work, at the rate of \$2,800.00 per site or address, to do the private side of each water service which is deemed necessary by the Water Department. Additional costs may be incurred for concrete restoration. Money was provided for this type of work in the upcoming budget.

NB-4b Blasier moved, Sattem seconded, to approve to retain & hire any contractor who is licensed and insured to conduct this type of work, at the rate of \$2,800.00 per site or address, to do the private side of each water service which is deemed necessary by the Water Department.

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

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

MOTION CARRIED.

- c. Administration sought authorization and Council approval to retain & hire any contractor who is licensed and insured to conduct this type of work of replacing the some 21 water services on the Sheridan road paving project, at the rate of \$2,800.00 per site or address.

NB-4c Schumann moved, Blasier seconded, to approve to retain & hire any contractor who is licensed and insured to conduct this type of work of replacing

the some 21 water services on the Sheridan road paving project, at the rate of \$2,800.00 per site or address.

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

Ayes: Schumann, Blasier, Sattem, Beauchamp, Mayor Tall

Nays: None

MOTION CARRIED.

- d. Administration sought authorization and Council approval to retain & hire any contractor who is licensed and insured to conduct this type of work of replacing the some 26 water services on the 5th Ave South road paving project, at the rate of \$2,800.00 per site or address. Additional cost will be incurred for water main extensions and the abandonment of the existing 2" line.

NB-4d Blasier moved, Sattem seconded, to approve to retain & hire any contractor who is licensed and insured to conduct this type of work of replacing the some 26 water services on the 5th Ave South road paving project, at the rate of \$2,800.00 per site or address.

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

Ayes: Blasier, Sattem, Beauchamp, Schumann, Mayor Tall

Nays: None

MOTION CARRIED.

NB-5 Approval – Additional Funds for the Catherine Bonifas Civic Center Basement.

Administration sought an additional \$7,500 for the basement at the Catherine Bonifas Civic Center. Administration would like to enter into a contract with Northland Basement Systems from Escanaba, Michigan, in the amount of \$17,449. The 2018-19 FY Budget has \$10,000.

Recreation Director, Kim Peterson, discussed current status of the basement at the Catherine Bonifas Civic Center.

NB-5 Schumann moved, Blasier seconded, to approve an additional \$7,500 for the basement at the Catherine Bonifas Civic Center and to enter into a contract with Northland Basement Systems from Escanaba, Michigan, in the amount of \$17,449.

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

Ayes: Schumann, Blasier, Beauchamp, Sattem, Mayor Tall
Nays: None
MOTION CARRIED.

NB-6 Approval – North City Limits Non-Motorized Pathway.

Administration sought approval of a Michigan Natural Resources Trust Fund Project Agreement and Resolution for the North City Limits Non-Motorized Pathway.

NB-6 "By Council Member Schumann, seconded by Council Member Sattem;

RESOLUTION NO. 19-13

**RESOLUTION OF GRANT ACCEPTANCE AND COMMITTED DEFINED
MATCH MICHIGAN NATURAL
RESOURCES TRUST FUND GRANT DEVELOPMENT PROJECT
AGREEMENT #TF18-0214
NORTH CITY LIMITS NON-MOTORIZED PATHWAY**

"RESOLVED, that the City of Escanaba, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City of Escanaba does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide Four Hundred Eighty Seven Thousand Three Hundred Dollars and no Cents (\$487,300) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

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

Ayes: Schumann, Sattlem, Beauchamp, Blasier, Mayor Tall
Nays: None

RESOLUTION DECLARED ADOPTED.”

NB-7 Approval – Special Events Application.

Mr. Curt Spaulding, owner of Cat-Man-Do’s, 1223 Ludington Street requested the City Council approve the partial closure starting from the corner of South 13th Street and Ludington Street to the alley of South 13th Street; the area of the closure would be approximately 80’ x 130’ located directly adjacent to licensed premises. This closure would be in effect from approximately 3:30 p.m. to 9:30 p.m. (Event Time: 5:00 p.m. to 9:00 p.m.) on Thursday, August 15, 2019, for Iron Bike Night.

NB-7 Blasier moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to approve a request from Mr. Curt Spaulding, owner of Cat-Man-Do’s, 1223 Ludington Street for a partial closure starting from the corner of South 13th Street and Ludington Street to the alley of South 13th Street; from approximately 3:30 p.m. to 9:30 p.m. (Event Time: 5:00 p.m. to 9:00 p.m.) on Thursday, August 15, 2019, for Iron Bike Night.

NB-8 Discussion on the review process for the City Manager.

City Council discussed which form and evaluation process that they would like to use to evaluate the City Manager.

Blasier moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to approve (Attachment B) as the evaluation form for the City Manager.

Schumann moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to approve the City Manager’s evaluation to be added to the July 18th Regular City Council Meeting.

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

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

Appointed Steve Miller to the Traffic Safety Advisory Board, filling vacancy, term expiring June 1, 2020;

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 Gasman – discussed the selling and commercializing recreational marihuana. Mr. Gasman spoke about “when we (Citizens and Council members) communicate with each other we can all remember these three questions:”

1. Is it true?
2. Is it necessary?
3. Is it kind?

Helene Tebear – feels like medical marihuana has many benefits and has seen the amazing results when used medicinally. She does not support the sale of recreational marihuana and would not like to see it sold commercially in the City of Escanaba.

Kelli Van Ginhoven – discussed her repeated denial of a vacant seat on the DDA board in April 2019. She would like an explanation for her denial of the position. Kelli would like to know what guidelines are used when choosing a candidate. She would like to see a discussion about the selection process of a candidate for Boards, Commissions put on the agenda.

ANNOUNCEMENTS

- Mayor Tall proclaimed June 6, 2019, as “Ralph B. K Peterson Day.” Mr. Peterson served as the City’s Attorney for over 49 years!

RECESS

Mayor Tall recessed at 8:35 p.m.
Mayor Tall moved back in session at 8:48 p.m.

City Council reviewed the evaluation of the City Clerk and Assistant Assessor submitted by the City Manager Patrick Jordan.

The City Clerk (Phil DeMay) elected to go into Closed Session for his evaluation;
Blasier moved, Schumann seconded, to go into Closed Session.

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

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

MOTION CARRIED.

The time was 8:49 p.m.

Beauchamp moved, Schumann seconded, to come back into open session.

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

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

MOTION CARRIED.

The time was 8:56 p.m.

Blasier moved, Schumann seconded, **CARRIED UNANIMOUSLY**, to approve the evaluation performed by the City Manager (Patrick Jordan) of the City Clerk (Phil DeMay).

The Assistant Assessor (James McNeil) elected to go into Open Session for his evaluation;

- Council members discussed the evaluation of the Assistant Assessor and gave positive feedback on his job performance.
- Mr. McNeil updated council on his Level 3 education and timeline of completion.

Blasier moved, Schumann seconded, to approve the evaluation performed by the City Manager (Patrick Jordan) of the Assistant Assessor (James McNeil).

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

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

MOTION CARRIED.

Hearing no further public comment, the Council adjourned at 9:03 p.m.

Respectfully submitted

Phil DeMay
City Clerk

Approved:

Marc D. Tall, Mayor

ESCANABA SRF PROJECT PLAN
PUBLIC HEARING PROJECT SUMMARY

Project Background

This study (Project Plan) was authorized by the City of Escanaba, Michigan, on December 6, 2018. The purpose of the Project Plan is to evaluate needs and recommend alternatives for improvements to the Escanaba Wastewater Treatment Plant (WWTP).

Construction of the original WWTP was completed in 1932 with a significant upgrade in 1974 and minor upgrade in 1993 and 1999. The current treatment process includes coarse screening and flow measurement, raw sewage pumping, aerated grit removal, primary clarification, activated sludge secondary treatment, secondary clarification, chlorine disinfection, and anaerobic digestion for biosolids stabilization. The treated effluent is discharged to Little Bay de Noc. The design average flow is 2.2 MGD and design peak flow is 7.25 MGD.

Existing Wastewater Service District

The existing wastewater service district includes the entire City. The area and location of the service district segments is shown in the plan and summarized below.

The City of Escanaba covers 12.9 Square Miles in Land Area, with 979.5 People per Square Mile. The WWTP is located in the N ½ of the NW ¼ of Section 1, T38N, and R23W.

Most active portions of the WWTP are between 50 and 90 years old and have in many cases, fully depreciated. A major upgrade is needed in the very near future to avoid structural and process failures, maintain the reliability of the treatment process, incorporate newer technologies to save annual operating costs, increase energy efficiencies, and to protect the previous capital investments made by ratepayers.

Need for the Project

Compliance Issues

A copy of Escanaba's current NPDES permit can be found in Appendix C. Escanaba's WWTP operates in compliance with its NPDES permit. There are currently no Court, Enforcement, or Administrative Consent Orders active against the Escanaba system.

Environmental Protection, Preservation of Resources, and Sustainability

Many of the facilities at the WWTP are nearing the point of failure and maintenance costs will rise rapidly if these deficiencies are not addressed in the near future.

The WWTP is in dire need of physical improvements to renew the useful service life of plant machinery and maintain the reliability of the treatment process. These improvements are important to protect the quality of the WWTP effluent and preserve the integrity of the existing physical facilities. Additionally,

these improvements will incorporate modern cost effective and energy efficient technologies within the WWTP.

Water Quality

The primary goal of wastewater treatment is to protect the quality of the waters of the State of Michigan and to protect public health. Ultimately, the driving force for this study and the potential construction of the recommended improvements is the protection and enhancement of the quality of the WWTP effluent discharged to Little Bay de Noc.

Projected Needs

Projected needs concentrates more on reliability and continued future efficient processes rather than major changes in either residential or commercial flows. Future flows are based on approximately 100 gpcd base residential sewage flow (which includes unavoidable infiltration) confirmed by flow monitoring in 2017 and 2018.

Analysis of Alternatives

Principal Alternative

The principal and recommended alternative is the upgrade of the existing Escanaba WWTP and continued use of the existing facility and treatment processes.

Other Considered Alternatives

Additional evaluated alternatives include:

- No Action
 - Optimization of existing facilities
 - Regional alternatives
- or
- Construction of new wastewater treatment facility

Description of Recommended Alternative

The recommended alternative is the upgrade of the existing facilities and processes. This alternative is discussed in detail beginning in the Plan, and includes the following capital improvements to the Escanaba WWTP.

1. Headworks improvements to incorporate automatic fine screening
2. Install a new fourth Raw Sewage Pump
3. Replacement of the existing aerated grit process with a new Vortex Grit removal system.
4. Entirely new primary treatment unit process to replace a failing 1932 process.
5. Upgrade the existing Activated Sludge Secondary Treatment process including one new aeration tank and one new final settling tank. This is to manage higher peak hydraulic flows, ease maintenance efforts, and increase reliability of the process.
6. Upgrade the existing digital SCADA system.
7. Increase the hydraulic capacity of the outfall sewer with booster pumping. This also is aimed at management of the 25 year, 24-hour peak flow event.
8. Repair/resurfacing of existing decaying masonry building veneer.
9. Improvement to existing administration building to support staff work activities.
10. Construction of a new storage and maintenance garage.
11. Structural, safety, and aesthetic upgrades

Table 34: Phase 1 - Project Cost Summary

Category Proposed SRF Project

Construction	\$10,361,000
Mitigation Measures (included above)	\$0
Construction Total	\$10,361,000
Admin/Legal/Bonding	\$117,000
Engineering	<u>\$1,954,800</u>
Subtotal	\$12,433,000
Approx. 10% Construction Contingency	<u>\$1,037,000</u>
Project Total	\$13,470,000

User Cost Impacts

The Phase 1, proposed SRF project, as presented & in Table 34 of the plan to demonstrate the impact on user rates that may be possible with a project of this size. This breakdown assumes a 20-year debt service on the bond at an interest rate of 2.5%.

The 2018 Escanaba SAW grant program dictated a rate analysis for the Wastewater Utility Fund based on a \$13,000,000 SRF loan at 2.0% applied for 2019 with repayment beginning in the 2021 to 2022 budget year. The analysis indicated a 13.15% rate increase on both the availability and commodity charges be implemented in the 2019 to 2020 budget year. The cash flow calculations are presented in Appendix M.

This 13.15% increase is to be applied annually in the budget years 2019 to 2020 to 2023 to 2024. That being the case the average homeowner sewer rate would increase from \$20.48 in the 2018 to 2019 year to \$37.98 in the 2023 to 2024 year. At that point, a 2.25% annual rate increase would be implemented permanently.

Evaluation of Environmental Impacts

The anticipated environmental impacts resulting from implementation of the selected alternative can include beneficial and detrimental, short and long term, and irreversible or irretrievable impacts. Full detail may be found on page 73 of the plan. The proposed project is confined to the current WWTP site, minimizing community wide impacts.

Mitigation

Where adverse impacts due to installation of the recommended improvements cannot be avoided, mitigation measures will be implemented. Costs for mitigation measures were considered and included where applicable in project opinions of probable cost. Mitigation measures needed during construction will be included in construction contract documents. A full discussion of mitigation measures is included in this SRF Plan.

Public Participation

A public hearing for this SRF Project Plan is being held today to allow for public participation. Copies of Public Hearing advertising and a transcript of this hearing will be included in Appendix I of the adopted final version of this SRF Project Plan.

CITY MANAGER EVALUATION FORM

Please rate the City Manager on each of the following criteria using this scale:

- 4=Very Effective
- 3=Effective
- 2=Needs Work
- 1=Ineffective
- NA=Not Applicable

MANAGER -- COUNCIL RELATIONS

1. Informs and advises the Council about the programs, practices, and issues facing the city and keeps the Council informed of the activities operating under the Council's authority.
Score: _____
2. Offers professional advice to the Council on items requiring Council action, with appropriate recommendations based on thorough study, analysis, and expertise.
Score: _____
3. Prepares and submits to the Council recommendations relative to all matters requiring Council action, placing before the Council such necessary and helpful facts, information, and reports as are needed to assist in making informed decisions.
Score: _____
4. Administers the policies established by Council, either personally or through delegation to appropriate staff.
Score: _____
5. Supports all policies of the Council regardless of personal beliefs.
Score: _____
6. Studies concerns and complaints and reports to the Council if action by the Board is necessary.
Score: _____
7. Seeks to implement the Goals and Objectives established by City Council.
Score: _____

8. Accepts responsibility for maintaining liaison between the Council and city staff, working toward a high degree of understanding and respect between staff and the Council.
Score: _____
9. Remains impartial toward the Council, treating all Board members fairly, equally, and with respect.
Score: _____
10. Seeks resolution for the City Council when an honest, objective difference of opinion exists between the City Manager and any or all members of the Council in an earnest effort to resolve such differences.
Score: _____
11. Carries out instructions for the Council without distortion or misinterpretation.
Score: _____
12. Advises, counsels, and assists the Council in timely development of realistic annual community goals.
Score: _____

Comments on Manager Council Relations:

COMMUNITY RELATIONS

1. Cooperates with other community agencies while representing the best interests of the city.
Score: _____
2. Establishes a good working relationship with the news media.
Score: _____
3. Solicits and gives attention to problems and opinions of all groups and individuals.
Score: _____
4. Functions in a manner which leads to mutual respect and support.
Score: _____
5. Participates in city-sponsored community activities and affairs.
Score: _____

6. Is open and sensitive to community concerns and desires about issues facing the city.
Score: _____
7. Strives to build a strong, positive community attitude toward city government.
Score: _____

Comments on Community Relations:

MANAGER-STAFF RELATIONS

1. Develops and executes consistent, fair and fiscally sound personnel procedures and practices.
Score: _____
2. Periodically reviews and reorganizes staffing levels, staff duties, and/or staff responsibilities to take full advantage of the staff's special competencies.
Score: _____
3. Recognizes, develops, and utilizes the leadership abilities of staff.
Score: _____
4. Delegates authority as well as responsibility to staff members appropriate to the position each holds.
Score: _____
5. Provides a program for continuing growth and professional development of department directors that encourages professional improvement.
Score: _____
6. Treats all personnel fairly, without favoritism or discrimination, while insisting on adequate performance of duties.
Score: _____

Comments on Manager Staff Relations:

BUSINESS AND FINANCIAL MATTERS

1. Prepares the detailed annual city budget, interprets the budget, and presents the budget to the City Council for review, modification, and adoption.

Score: _____

2. Administers the budget, once adopted, and keeps expenditures within appropriation limits approved by Council.
Score: _____
3. Analyzes current financial condition of the city and proposes to the Council short-range and long-range financial needs and proposals.
Score: _____
4. Supervises the purchasing and delivery of supplies in a manner which promotes efficiency and provides materials and supplies in a timely fashion.
Score: _____
5. Keeps informed on needs of the city, including plant, facilities, equipment, and supplies.
Score: _____
6. Keeps Council informed of the financial affairs of the city.
Score: _____
7. Supervises overall operations of the city and insists on competent and efficient performance.
Score: _____

Comments on Business and Financial Matters:

PROFESSIONAL AND LEADERSHIP DEVELOPMENT

1. Administers the city in accordance with Michigan statutes and the ordinances, rules, regulations, and policies adopted by the City Council.
Score: _____
2. Reports to the City Council about the status of programs, personnel, and operations of the city.
Score: _____
3. Recommends actions to the City Council.
Score: _____
4. Communicates as liaison between the City Council and city staff.
Score: _____

5. Informs the Council about federal and state laws and current trends and developments in the city management and municipal government.
Score: _____
6. Maintains a current knowledge of developments in city management and municipal government.
Score: _____
7. Promotes positive community relations.
Score: _____
8. Communicates as liaison between the city and community agencies.
Score: _____
9. Articulates city project, program, and operations needs to the City Council and community.
Score: _____
10. Responds to concerns expressed in the community.
Score: _____
11. Involves the community and staff in planning and problem solving for the city.
Score: _____
12. Communicates vision/mission and goals to staff and citizens.
Score: _____
13. Advises the Council on the need for new or revised policies.
Score: _____

Comments on Professional and Leadership Development:

SYSTEM MANAGEMENT

1. Maintains a staff recruitment plan and organizes recruitment of personnel.
Score: _____
2. Insures that personnel policies and collective bargaining agreements are followed.
Score: _____

- 3. Maintains up-to-date job descriptions for all personnel.
Score: _____
- 4. Supervises and evaluates department directors.
Score: _____
- 5. Insures the maintenance of city property and the safety of personnel and property.
Score: _____
- 6. Monitors any construction, renovation, and demolition of city facilities.
Score: _____
- 7. Implements policies and programs relating to behaviors and discipline of employees.
Score: _____

Comments on System Management:

GENERAL COMMENTS

STRENGTHS: _____

AREAS OF CONCERN: _____

ADDITIONAL COMMENTS: _____

GOALS FOR NEXT PERIOD: _____

Agenda Item: PH-1
Date: 6/20/19

City Council Agenda Item Request

Date: 6/10/19

Name: Melissa Becotte

Department: Controller

Item: Approval - Ordinance No. 1211 - Appropriations Ordinance Amendment

Meeting date requested: 6/20/19

Explanation for request:

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

MEMORANDUM

June 10, 2019

TO: Patrick Jordan, Phil Demay

FROM: Melissa Becotte *MB*

SUBJECT: 2018/19 Budget Amendment

Each year, the City amends the Appropriations Ordinance; the amendment is prepared primarily to comply with State law. This represents the first, and final, amendment for fiscal year 2018/19.

In most cases, the proposed amendments are based either on expenditures to date or items specifically approved for the remainder of the fiscal year; these amendments are not designed to create additional expenditure opportunities. In some cases, the over expenditures will not occur - we request an amendment because our projections are close and it is prudent to amend the ordinance in order to avoid any over expenditure issues. Our amendment process concerns itself primarily with over expenditures; while it is understood that many activities will come in under budget, no attempt is made to amend or decrease those appropriations. In other words, the amendment process does not attempt to provide estimates of year-end results.

The majority of the amendment recommendations included below were discussed and/or included as part of the 2018/19 budget process; there are no major "surprises" in this document.

Attached please find an amendment worksheet, showing the Original Appropriations Ordinance, proposed additions and deletions and the Final Appropriations Ordinance, subject to the Council's approval. In the General Fund, the proposed changes are highlighted with a number in parenthesis; these numbers correspond to the explanations below.

Please contact me with any questions or concerns. I will be at the Council meeting to answer any questions.

GENERAL FUND

The 2018/19 General Fund budget was originally adopted with a use of roughly \$164,500 in fund balance. I am amending revenues by \$417,700 to reflect a much larger Small Taxpayer PPT Reimbursement than expected, additional revenue sharing, RAP Grant revenue, Hannahville grant revenue and an additional transfer from the Office Equipment Fund.

One common thread with the General Fund amendments this year is the need for additional overhead money. In December we made a \$2,500,000 payment to MERS. The allocation of that payment has created the need for additional budget in most funds.

While several activities are projected to be well below budget and many activities are projected to be slightly below budget, there are some activities which are projected to come in over the current budget.

It is recommended that the following changes be made in the General Fund appropriations:

- (1) Increase the City Council appropriation by \$2,500. The additional funds are requested to cover travel expenses for the MML conference.
- (2) Increase the City Manager appropriation by \$100,000. The additional funds are requested to cover the allocation of the lump sum MERS payment.
- (3) Increase the Elections appropriation by \$1,850. The additional funds are requested to cover wages and election supplies.
- (4) Increase the City Controller appropriation by \$135,000. The additional funds are requested to cover the allocation of the lump sum MERS payment as well as a retirement payout.
- (5) Increase the Assessor appropriation by \$430,000. The additional funds are requested to cover the allocation of the lump sum MERS payment, wages and professional services related to the MTT case.
- (6) Increase the City Clerk appropriation by \$37,400. The additional funds are requested to cover the allocation of the lump sum MERS payment, insurance, laptop and other equipment purchases, printing and publishing, and travel for Clerk training.
- (7) Increase the Human Resources appropriation by \$49,500. The additional funds are requested to cover the allocation of the lump sum MERS payment and employment costs.
- (8) Increase the City Treasurer appropriation by \$110,000. The additional funds are requested to cover the allocation of the lump sum MERS payment.
- (9) Increase the Utility Billing appropriation by \$55,000. The additional funds are requested to cover the allocation of the lump sum MERS payment.
- (10) Increase the Community Promotion appropriation by \$1,500. The additional funds are requested to cover the cost of additional community event advertising.
- (11) Increase the Special Celebrations-Flags appropriation by \$500. The additional funds are requested to cover the cost of new flags.
- (12) Increase the Fourth of July appropriation by \$4,200. The additional funds are requested to cover the cost of additional fireworks that were purchased with donated funds.
- (13) Increase the Community Preservation appropriation by \$10,500. The additional funds are requested to cover insurance and professional services for the demolition of 1608 North 19th Street.
- (14) Increase the Crossing Guard appropriation by \$20,000. The additional funds are requested to cover additional crossing guards hired by the schools.

- (15) Increase the Crosswalks appropriation by \$1,200. The additional funds are requested to cover the sidewalk replacement at the Marketplace. The total cost was split with the DDA.
- (16) Increase the Engineering appropriation by \$60,000. The additional funds are requested to cover the allocation of the lump sum MERS payment.
- (17) Increase the Solid Waste Collection appropriation by \$90,000. The additional funds are requested to cover the allocation of the lump sum MERS payment as well as wages.
- (18) Increase the Recreation appropriation by \$85,000. The additional funds are requested to cover the allocation of the lump sum MERS payment.
- (19) Increase the Parks appropriation by \$55,000. The additional funds are requested to cover the allocation of the lump sum MERS payment.
- (20) Increase the Tourism Promotion appropriation by \$12,500. The additional funds are requested to cover Rock the Dock costs as well as the addition of a June Event. There are donations to cover these additional funds.
- (21) Increase the Transfer to Parking Maintenance Fund appropriation by \$12,000. The additional funds are to cover added costs of plowing and snow removal.
- (22) Increase the Transfer to the Grant Fund appropriation by \$3,650. The additional funds are to cover the final costs of the SAW grant.

Due to the MERS payment, the Overhead to Utilities is being increased nearly \$237,000. In total, the above recommendations change the proposed use of fund balance from roughly \$164,500 to about \$915,000. As discussed previously, we anticipate that the final use of General Fund fund balance will be less than this amount because no attempt is made to balance those accounts which will be under-expended.

STREET FUNDS

We are amending the Major Street operating expenses by \$210,000. The additional funds are to cover higher than expected expenditures for potholes, hauling of snow from a severe winter, usage of substantially more salt than expected and to cover the allocation of the lump sum MERS payment.

We are amending the Local Street revenues by \$176,500. This is from a one-time allocation of additional revenue from the State. We are also amending the operating expenses by \$155,000 to cover higher costs for dealing with potholes as well as covering the allocation of the lump sum MERS payment.

LIBRARY FUND

We are amending the Library Fund revenues by \$15,000 for additional penal fine money. We are also amending the expenditures by \$70,000 to cover the allocation of the lump sum MERS payment.

DDA FUND

We are amending the DDA Fund by \$10,000 to cover the costs of snow plowing and removal.

DELTA COUNTY CENTRAL DISPATCH FUND

We are amending the DCCDA Fund in the amount of \$80,000 to cover the allocation of the lump sum MERS payment. Both revenues and expenditures are amended by this amount since the costs are covered by the County as part of our services agreement.

PARKING MAINTENANCE FUND

We are amending the Parking Maintenance Fund revenues by \$10,000 for DDA revenues and \$12,000 from the General Fund for expenses related to snow removal on parking lots. We are also amending expenditures by \$22,000 to cover additional costs for snow removal.

GRANTS FUND

The original Appropriations Ordinance did not contain any projects in this fund. The projects result in the following recommended amendments:

SAW Grant – Funded 90% through a State grant, this is a multi-year project that has a 10% match. For this final year, the recommended amendments are to recognize grant revenue in the amount of \$106,310, a transfer from the General Fund of \$5,750, a transfer from the Wastewater Fund of \$12,445 and the project expenditures in the amount of \$124,505. The grant has provided for the creation of Storm Water and Wastewater Asset Plans.

Lead Service Line Grant – Funded through a State grant and property owner contributions, this project is replacing lead service lines in the City. There is no cost to the City for this grant. For this year, the recommended amendments are to recognize the full grant revenue in the amount of \$389,000 and project expenditures in the amount of \$389,000.

Marketplace Playground Grant – Funded through a State grant, this project built a playground structure at the Marketplace. This grant required a 50% match which was budgeted to be paid from the Farm Home fund. We are amending for materials and installation costs of \$86,290 and revenue of \$44,880 from the State grant as well as a transfer of funds to cover from the Farm Home fund in the amount of \$41,410.

EDA REVOLVING LOAN FUND

Administration is requesting an amendment of \$81,500 in revenues which will be the result of a sale of property the City acquired through bankruptcy. We are also requesting to amend expenditures by \$20,600 to cover closing costs and other expenses related to the property.

BROWNFIELD REDEVELOPMENT FUND

Administration is requesting an amendment of \$3,750 to cover tax reimbursements that were paid to developers as well as some wages and printing & publishing costs.

SUMMARY

As indicated previously, the purpose of the amendment process is to help to eliminate any potential over expenditures.

Overall, we anticipate results in most of the funds to equal or exceed the projections that were provided in the 2018/19 budget document.

Please contact me with any questions on this information.

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ORDINANCE NO. 1211

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

THE CITY OF ESCANABA ORDAINS:

The total number of mills of ad valorem property taxes to be levied for fiscal year 2018/2019 is 17.00.

CHAPTER I

Section 101. That there is hereby appropriated by the City of Escanaba to various departments and funds for specific purposes, the several amounts set forth in the following tabulation, to be expended in accordance with the budget as approved, except that the City Manager is hereby empowered to transfer appropriations between activities and objects of expenditures, subject to the limitation imposed by Chapter VIII, Section 8, of the City Charter. The appropriations and revenues set forth are for the fiscal year ending June 30, 2019.

GENERAL FUND

Revenues:

Taxes	\$5,393,800
Licenses and Permits	2,000
Intergovernmental	1,457,000
Charges for Services/Fines	288,550
Electric Utility Fund Contribution	765,790
Transfer from Land Development Fund	60,000
Transfer from DDA Fund	2,500
Transfer from Office Equipment Fund	80,000
Transfer from Sanitary Landfill Fund	225,000
Miscellaneous Revenues	148,300
Subtotal	\$8,422,940
Transfer from Fund Balance	<u>\$915,028</u>
Total General Fund Revenues	<u>\$9,337,968</u>

Expenditures:

City Council	\$35,720
City Manager	324,046
Elections	27,857
City Controller	432,398
Auditors	14,800
Assessors	716,798
Attorneys	54,500
City Clerk	162,993
Human Resources	174,084
Bd. of Review	2,650
City Treasurer	366,087
Billing	388,792
City Hall and Grounds	81,252
Civic Center	74,318
Community Promotional	6,923
Celebration Flags	3,117
Fourth of July	25,022
Public Safety	4,480,767
Community Preservation	96,639
Crossing Guards	46,000
Crosswalks	6,200
Planning Commission	37,177
Care of Trees and Shrubs	97,284
Sidewalks	12,750
Engineers	404,100
Street Lighting	165,000
Sanitary Landfill	225,000
Solid Waste Collection	498,571
Composting Activities	67,399
Snow Plowing for Garbage Collection	19,464
Community Services	21,148
Recreation	587,964
Parks	282,263
Band	40,660
Tourism Promotion	33,925
Boat Launches	15,314
Alley Maintenance	7,151
Transfer to Parking Maintenance Fund	30,000
Transfer to Library Fund	400,000
Transfer to Escanaba Building Authority Fund	142,725
Transfer to Grants Fund	5,750
Insurance/Bonds	<u>5,500</u>

Ordinance No 1211 – cont.

Sub-total	\$10,620,108
Less: Overhead to Utilities	<u>1,282,140</u>
Total General Fund Expenditures	<u>\$9,337,968</u>

MAJOR STREET FUND

Revenues:	
State Shared Revenues	\$1,085,000
State Grants	217,500
Interest Earnings	30,000
Sub-total	<u>\$1,332,500</u>
Transfer from Fund Balance	<u>561,407</u>
Total Major Street Fund Revenues	<u>\$1,893,907</u>
Expenditures:	
Operating Expenses	\$867,907
Street Construction	<u>1,026,000</u>
Total Major Street Fund Expenditures	<u>\$1,893,907</u>

LOCAL STREET FUND

Revenues:	
State Shared Revenues	\$566,500
Interest Earnings	13,000
Property Owner's Share of SA	5,400
Transfer from Gas Retirement Fund	<u>17,000</u>
Sub-total	<u>\$596,500</u>
Transfer from Fund Balance	<u>315,111</u>
Total Local Street Fund Revenues	<u>\$911,611</u>
Expenditures:	
Operating Expenses	\$573,511
Street Construction	<u>322,000</u>
Total Local Street Fund Expenditures	<u>\$895,511</u>

LIBRARY FUND

Revenues:	
State Funding	\$17,000
Penal Fines Allocation	115,000
Fines and Fees	18,000
Interest Earnings	1,750
Transfer from General Fund	<u>400,000</u>
Sub-Total	<u>\$551,750</u>
Transfer from Fund Balance	<u>103,911</u>
Total Library Fund Revenues	<u>\$655,661</u>
Expenditures:	
Operating Expenditures	<u>\$655,661</u>
Total Library Fund Expenditures	<u>\$655,661</u>

BEZOLD TRUST FUND

Revenues:	
Interest Earnings	\$4,500
Transfer from Fund Balance	<u>5,500</u>
Total Bezold Trust Fund Revenues	<u>\$10,000</u>
Expenditures:	
Qualifying Expenditures	<u>\$10,000</u>
Total Bezold Trust Fund Expenditures	<u>\$10,000</u>

GAS RETIREMENT FUND

Revenues:	
Interest Earnings	<u>\$18,000</u>
Sub-total	<u>\$18,000</u>
Transfer from Fund Balance	<u>49,000</u>
Total Gas Retirement Fund Revenues	<u>\$67,000</u>
Expenditures:	
Transfer to Grants Fund	\$50,000
Transfer to Local Street Fund	<u>17,000</u>
Total Gas Retirement Fund Expenditures	<u>\$67,000</u>

SANITARY LANDFILL FUND

Revenues:	
Revenue from Sales	\$220,000
Penalties on Collections	1,200
Interest Earnings	<u>750</u>

Ordinance No 1211 – cont.

Sub-total	\$221,950
Transfer from Fund Balance	<u>8,200</u>
Total Sanitary Landfill Fund Revenues	<u>\$230,150</u>

Expenditures:

Transfer to General Fund	\$225,000
Administrative Expense	150
City Wide Clean-Up	<u>5,000</u>
Total Sanitary Landfill Fund Expenditures	<u>\$230,150</u>

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) FUND

Revenues:

TIF Tax Collections	\$275,000
State Reimbursement of Lost PPT	20,000
Interest Earnings	4,500
Miscellaneous Income	<u>7,000</u>
Sub-Total	\$306,500
Transfer from Fund Balance	<u>0</u>
Total DDA Fund Revenues	<u>\$306,500</u>

Expenditures:

Operating Expenditures	\$238,205
Transfer to General Fund	<u>2,500</u>
Total DDA Fund Expenditures	<u>\$240,705</u>

GRANTS FUND

Revenues:

State Funding	\$540,190
Transfer from General Fund	5,750
Transfer from Farm Home Fund	41,410
Transfer from Wastewater Fund	<u>12,445</u>
Total Grants Fund Revenues	<u>\$599,795</u>

Expenditures:

SAW Grant - Storm	\$56,380
SAW Grant - Sanitary	68,125
Lead Service Line Grant	\$389,000
Marketplace Playground	<u>86,290</u>
Total Grants Fund Expenditures	<u>\$599,795</u>

HOUSING REHABILITATION FUND

Revenues:

Interest Earnings	<u>\$4,000</u>
Total Housing Rehabilitation Fund Revenues	<u>\$4,000</u>

Expenditures:

Administrative Expense	\$750
Total Housing Rehabilitation Fund Expenditures	<u>\$750</u>

DELTA COUNTY CENTRAL DISPATCH AUTHORITY (DCCDA) FUND

Revenues:

DC Central Dispatch Authority Contract	\$923,395
Total DCCDA Fund Revenues	<u>\$823,395</u>

Expenditures:

Dispatching Operations	\$923,395
Total DCCDA Fund Expenditures	<u>\$923,395</u>

LAND DEVELOPMENT FUND

Revenues:

Property Owner's Share of Special Assessments	\$7,800
Interest Earnings	30,000
Sub-Total	<u>\$37,800</u>
Transfer from Fund Balance	<u>202,300</u>
Total Land Development Fund Revenues	<u>\$240,100</u>

Expenditures:

Property Improvements	\$14,000
Administrative Costs	1,000
Professional Services	10,000
Property Taxes	5,100
Transfer to General Fund	60,000
Transfer to Marina Fund	<u>150,000</u>
Total Land Development Fund Expenditures	<u>\$240,100</u>

PARKING MAINTENANCE FUND

Revenues:	
D.D.A. Fund Contractual	\$20,000
Transfer from General Fund	<u>30,000</u>
Total Parking Maintenance Fund Revenues	<u>\$50,000</u>

Expenditures:	
D.D.A. Lot Expenditures	\$20,000
City Lot Expenditures	<u>30,000</u>
Total Parking Maintenance Fund Expenditures	<u>\$50,000</u>

E.D.A. REVOLVING LOAN FUND

Revenues:	
Interest Earnings	\$85,500
Total E.D.A.R.L.F. Revenues	<u>\$85,500</u>

Expenditures:	
Administrative Costs	\$22,100
Total E.D.A.R.L.F. Expenditures	<u>\$22,100</u>

M.S.C REVOLVING LOAN FUND

Revenues:	
Interest Earnings	\$2,500
Total M.S.C.R.L.F. Revenues	<u>\$2,500</u>

Expenditures:	
Administrative Costs	\$500
Total M.S.C.R.L.F. Expenditures	<u>\$500</u>

U.D.A.G. REVOLVING LOAN FUND

Revenues:	
Interest Earnings	\$50,000
Total U.D.A.G.R.L.F. Revenues	<u>\$50,000</u>

Expenditures:	
Administrative Costs	\$1,650
Total U.D.A.G.R.L.F. Expenditures	<u>\$1,650</u>

FARMERS HOME GRANT FUND

Revenues:	
Interest Earnings	\$800
Total Farmers Home Grant Fund Revenues	<u>\$800</u>

Expenditures:	
Administrative Costs	\$100
Total Farmers Home Grant Fund Expenditures	<u>\$100</u>

DRUG LAW ENFORCEMENT FUND

Revenues:	
Local Forfeiture Proceeds	\$2,000
Interest Earnings	350
Total Drug Law Enforcement Fund Revenues	<u>\$2,350</u>

Expenditures:	
City Expenditures	\$2,000
Total Drug Law Enforcement Fund Expenditures	<u>\$2,000</u>

BROWNFIELD REDEVELOPMENT FUND

Revenues:	
TIF Tax Collections	\$47,500
Interest Earnings	500
Total Brownfield Redevelopment Fund Revenues	<u>\$48,000</u>

Expenditures:	
Developer Reimbursements	\$44,750
Total Brownfield Redevelopment Fund Expenditures	<u>\$44,750</u>

The following is provided for informational purposes only, as provided by Michigan P.A. 2 of 1968

ELECTRIC UTILITY FUND

Revenues:	
Revenue from Sales	\$12,843,820
Rents	52,000

Ordinance No 1211 – cont.

Miscellaneous	70,000
Interest Earnings	<u>200,000</u>
Total Electric Fund Revenues	<u>\$13,165,820</u>

Expenses:

Operating Expenses	\$12,226,851
Depreciation	490,000
Overhead to General Fund	605,138
Contribution to General Fund	<u>765,790</u>
Total Electric Fund Expenses	<u>\$14,087,779</u>

WATER UTILITY FUND

Revenues:

Revenue from Sales	\$2,354,000
Federal Subsidy-Capital Improvement Bond Interest	56,150
Miscellaneous	60,600
Interest Earnings	<u>12,000</u>
Total Water Fund Revenues	<u>\$2,482,750</u>

Expenses:

Operating Expenses	\$1,628,148
Depreciation	456,500
Overhead to General Fund	203,481
Bond Interest Expense	<u>189,120</u>
Total Water Fund Expenses	<u>\$2,477,249</u>

WASTEWATER UTILITY FUND

Revenues:

Revenue from Sales	\$1,680,000
Miscellaneous	11,500
Interest Earnings	<u>45,000</u>
Total Wastewater Fund Revenues	<u>\$1,736,500</u>

Expenses:

Operating Expenses	\$1,217,876
Depreciation	295,000
Overhead to General Fund	193,787
Bond Interest Expense	675
Total Wastewater Fund Expenses	<u>\$1,707,338</u>

ESCANABA BUILDING AUTHORITY FUND

Revenues:

Lease Payments-Transfer from General Fund	\$142,725
Rent Income-City Hall/Library	133,248
Interest Earnings	<u>5,000</u>
Total Escanaba Building Authority Fund Revenues	<u>\$280,973</u>

Expenses:

Operating Expenses	\$149,589
Interest Expense	17,725
Depreciation Expense	<u>148,750</u>
Total Escanaba Building Authority Fund Expenses	<u>\$316,064</u>

MARINA FUND

Revenues:

Fees and Concessions	\$235,150
State Grants	150,000
Interest Earnings	2,000
Transfer from Land Development Fund	<u>150,000</u>
Total Marina Fund Revenues	<u>\$537,150</u>

Expenses:

Operating Expenses	\$191,641
Interest Expense	7,000
Depreciation	65,000
Total Marina Fund Expenses	<u>\$263,641</u>

APPROVED:

Russell W. Hall
City Attorney

APPROVED:

Marc D. Tall
Mayor

Ordinance No 1211 – cont.

Date Approved: (Month) (date), 2019
Date Published: (Month) (date), 2019

ATTEST:

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), 2019, and was published in the Daily Press, a newspaper of general circulation in the City of Escanaba on (Month) (date), 2019, 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: UB-1
Date: 6/20/19

City Council Agenda Item Request

Date: 6/7/19

Name: Melissa Becotte

Department: Controller

Item: Service Contract

Meeting date requested: 6/20/19

Explanation for request:

Administration is seeking 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 will allow the Tribe to add additional units without making further amendments to the contract. All other aspects of the contract remain the same.

SERVICE CONTRACT

Between the

City of Escanaba, Michigan

And the

Sault Ste. Marie Tribe of Chippewa Indians Housing Authority

It is this _____ day of _____, 2019 by and between the Sault Ste. Marie Tribe of Chippewa Indians Housing Authority (hereinafter "Local Authority") and the City of Escanaba (hereinafter "Municipality") hereby agreed that the following terms and covenants will govern the provision of municipal services to housing units operated by Local Authority on trust land located with the Municipality.

The purpose of this Contract is to supersede and replace the prior contract between the parties, creating the flexibility for the Local Authority to locate additional units within the development and increasing the per-unit payments to the Municipality based on the increases as they occur.

In consideration of the mutual covenants hereinafter set forth the parties hereto do contract as follows:

1) Whenever used in this contract:

- a) The term "Government" shall mean the United States of America acting through the Secretary of Housing and Urban Development.
- b) The term "project" shall mean all low-rent housing hereafter developed or acquired by the Local Authority with financial assistance of the Government and located:

- (1) The North $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 36,
Township 39 North, Range 23 West.

A site plan describing said project is attached hereto and incorporated by reference.

- c) The term "Shelter Rent" shall mean the total of all charges to all tenants of the Project for dwelling rents and non-dwelling rents (excluding all other income of the Project), less the cost to the Local Authority of all dwelling and non-dwelling utilities.
- 2) The Local Authority shall endeavor (a) to secure a contract or contracts with the Government for loans and annual contributions covering one development of low- rent housing and (b) to develop or acquire and administer such Project located within the corporate limits of the Municipality. The obligations of the parties hereto shall apply to this project. As of the date of this Contract, the development is slated to grow to **29 units**. Further growth in the number of units shall be permitted under this Contract, without modification other than the increase in per-unit costs paid to the Municipality by the Local Authority.
- 3) (a) Under the constitution and the statutes of the State of Michigan, the project is exempt from all real and personal property taxes levied or imposed by the Municipality. With respect to the project, so long as either (i) such Project is owned by the Local Authority, a public body of governmental agency, and is used for low -rent housing purposes, or (ii) any contract between the Local Authority, and Government for loans or annual contributions, or both, in connection with such project or any monies due to the Government in connection with such Project remain unpaid, whichever period is the longest, the Municipality agrees that it will not levy or impose any real and personal property taxes upon such Project or upon the Local Authority with respect thereto. During such period, the Local Authority shall make annual payments for the public services and facilities furnished from time to time without cost or charge for or with respect to such Project.

(b) Each such annual payment shall be made at this time when real property taxes on such Project would be paid if it were subject to taxation, and shall be in an amount equal to either (i) One Hundred Fifty Dollars (\$150.00) per unit taken under management, or (ii) ten percent of the applicable Shelter Rent minus the utility allowance, whichever is greater for each rental housing unit.

(c) No payment for any year shall be made to the Municipality in excess of the amount of the real property taxes which would have been paid to the Municipality for such year if the Project were not exempt from taxation.

(d) Upon failure of the Local Authority to make any payment under paragraph 3, no lien against the Project or assets of the Local Authority shall attach, nor shall any penalties accrue or attach on account thereof, except for interest as provided in paragraph 4, hereof. In the event that payments are not made under paragraph 3, the Local Authority agrees that the Municipality has the right to bring legal action against the Local Authority for payment of amounts due plus interest and penalties as provided within.

4) During the period commencing with the date of the acquisition of any part of the site or sites of the project and continuing so long as either (i) such project is used for low-rent purposes, or (ii) any contract between the Local Authority and the Government for loans or annual contributions, or both, in connection with such Project remains in force and effect, or (iii) any bonds issued in connection with such Project remain unpaid, whichever period is the longest, the Municipality shall:

(a) Without cost or charge to the Local Authority or the tenants of the Project (other than the payments under paragraph 3):

(i) Furnish or cause to be furnished to the Local Authority and tenants of the Project Public services and facilities of the same character and to the same extent as are furnished from time to time without cost or charge to other dwellings and inhabitants in the Municipality;

(ii) Insofar as the Municipality may lawfully do so, (A) grant such deviations from the building code of the Municipality as are reasonable and necessary to promote economy and efficiency in the development and administration of such Project, and at the same

time safeguard health and safety, and (B) make such changes in any zoning of the site and surrounding territory of such Project as are reasonable and necessary for the development and protection of such Project and the surrounding territory;

(iii) It is understood by both parties hereto that the present zoning of the site is the proper zoning for said area and that the Local Authority will abide by the zoning code of the Municipality. The Local Authority will also abide by the City building codes and the Municipality recognizes that the National BOCA code is equivalent to the City building code.

(iv) Accept grants of easement necessary for the development of such Project; and

(v) Cooperate with the Local Authority by such other lawful action or ways as the Municipality and the Local Authority may find necessary in connection with the development and administration of such Project.

(b) At the same rates, fees, and assessments as are charged for similar services to other residential users with the Municipality, furnish or cause to be furnished to the Local Authority and the Tenants of the Project public services, including water and sewer, to the same extent as are elsewhere available to dwellings and inhabitants of the Municipality. The Municipality will furnish to the local authority a schedule setting forth standard fees for those municipal services for which fees are usually charged. The Local Authority agrees to pay fees which are normally paid by the landlord of comparable residential developments. The tenants shall be responsible for fees normally charged to tenants. The Local Authority is aware that Municipality customarily assesses interest on unpaid debts. The interest rate is currently one percent per month, and is subject to adjustment from time to time. The Local Authority agrees to pay interest on overdue and unpaid obligations to the Municipality at the rate currently in effect at the time. The Local Authority does hereby agree to comply with the City utility ordinances as they concern rates,

cross-connections, meter maintenance, and penalty and interest payments. The Local Authority recognizes the right of the Municipality to make meter inspections and to do discontinue service when cross-connections are found or in case of non-payment of utility bills.

5) In respect to the project the Municipality further agrees that within a reasonable time after receipt of a written request therefore from the Local Authority:

(a) It will accept the dedication of all interior streets, roads, alleys, and adjacent sidewalks within the area of such Project, together with all storm and sanitary sewer mains in such dedicated areas, after the Local Authority, at its own expense, has completed the grading, improvements, paving, and installation thereof in accordance with specifications acceptable to the Municipality (conformity with such specifications to be certified by the city engineer);

(b) It will accept necessary dedications of land for, and will grade, improve, pave, and provide sidewalks for, all streets bounding such Project or necessary to provide adequate access thereto (in consideration whereof the Local Authority shall pay to the Municipality such amount as would be assessed against the Project site for such work if such site were privately owned); and

(c) It will provide, or cause to be provided, water and sanitary sewer mains and storm drainage, leading to such Project and serving the bounding streets thereof (in consideration whereof The Local Authority shall pay to the Municipality such amount as would be assessed against the Project site for such work if such site were privately owned).

(d) It is further understood and agreed that the water and sewer mains and street lighting within said Project will be constructed to the standards of Municipality and will be accepted by the Municipality upon satisfactory completion.

6) If by reason of the Municipality's failure or refusal to furnish or cause to be furnished any public services or facilities which it has agreed hereunder to furnish or cause to be furnished to the Local

Authority or to the tenants of any Project, the Local Authority incurs any expense to obtain such services or facilities, then the Local Authority may deduct the amount of such expense from any payments due or incurred to become due to the Municipality in respect to the Project, except legal expenses in litigation against the Municipality.

7) No member of the governing body of the Municipality or any other public office of the Municipality who exercises any responsibilities or functions with respect to the project during his tenure or for one year thereafter shall have any interest, direct or indirect, in the Project or any property included or planned to be included in the Project, or any contracts in connection with such Project or property. If any such governing body member or such other public official of the Municipality involuntarily acquires or had acquired prior to the beginning of his tenure any such interest, he shall immediately disclose such interest to the Local Authority.

8) So long as any contract between the Local Authority and the Government for loans (including preliminary loans) or annual contributions, or both, in connection with the Project remains in force and effect, or so long as any bonds issued in connection with the Project or any monies due in the Government in connection with the Project remain unpaid, this Contract shall not be abrogated, changed, or modified without the consent of the Government. The privileges and obligations of the Municipality hereunder shall remain in full force and effect with respect to the Project so long as the legal title to the Project is held by the Government.

9) The Local Authority agrees to comply with all applicable civil regulations of the Municipality, including the BOCA building code and zoning as they may be reasonably modified pursuant to the terms of said ordinances. Provided, however, that the Municipality's remedies shall be limited, to enforcement of the within contract in a civil suit for breach of the within contract. The Municipality remedies, however, shall include civil injunctive relief.

IN WITNESS WHEREOF, the Municipality and the Local Authority have respectfully signed this contract and caused their seals to be affixed and attested as of the day and year first above written.

Attest

City of Escanaba, By: Mayor

Attest:

Sault Ste. Marie Tribe of Chippewa
Indians Housing Authority
By: Chairperson

Agenda Item: NB-1
Date: 6/20/19

City Council Agenda Item Request

Date: 6/7/19

Name: Melissa Becotte

Department: Controller

Item: 2019/20 Property and Liability Insurance Renewal

Meeting date requested: 6/20/19

Explanation for request:

Administration is seeking council approval to purchase property and liability insurance coverage from Michigan Municipal Risk Management Authority (MMRMA) in the amount of \$219,247.00. This item is in the 2019/20 budget.

MEMORANDUM

June 20, 2019

TO: Patrick Jordan, Phil Demay

FROM: Melissa Becotte *MB*

We are recently in receipt of the billing information for the City's 2019/20 property and liability insurance coverage. Based on the information provided below, I'm recommending City Council approval of MMRMA as the City's insurance carrier for the 2019/20 fiscal year, in the gross amount of \$219,247.

Insurance Coverage

MMRMA insurance coverage represents the City's main insurance protection. Included in the coverage are a \$5,000,000 limit on liability claims and a \$64.5 million limit on property claims, with various exclusions and exceptions. The City carries a "maximum out-of-pocket" of \$120,000 on claims (after deductibles) and smaller deductibles on auto claims and other property. The attached Coverage Proposal details some of these specifics.

There are no major changes in coverage for the 19/20 fiscal year.

Comparison

On the last page of this document, I've attached a Ten Year Premium History work paper. Across from the "TOTAL PAYMENTS" line, you will note our premium for 19/20 – at \$219,247 – is increased \$4,433 when compared to last year.

For the past ten years, MMRMA has had a policy of issuing "dividend" (refund) checks. The only way that we will receive our dividend check is to commit to another year of coverage. MMRMA has maintained that these checks represent earnings on their investments. Last year, we received a dividend check of \$110,733. This year's dividend check will amount to an estimated \$88,959, payable within one month of our renewal.

The impact of the dividend check is that it results in lower "net" premiums; these savings will be spread over all of the various funds and departments as a single charge to "Insurance and Bonds" for each applicable function. For the 19/20 budget process, net costs were estimated to be \$130,000 (because there's no way of knowing ahead of time, with any certainty, what our dividend check will be); with the net insurance cost of \$115,288, we will be under budget for this aspect of operations.

I will be at the City Council meeting to address any questions, but if there are any questions prior to then, please contact me.

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	City of Escanaba	Proposal No: Q000012013
Date of Original Membership:	July 1, 1995	
Proposal Effective Dates:	July 01, 2019 To July 01, 2020	
Member Representative:	Melissa Becotte	Telephone #: (906) 789-7300
Regional Risk Manager:	U.P. Insurance Agency, Inc.	Telephone #: (906) 475-5400

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **City of Escanaba** (hereinafter "Member") is eligible to be a Member of MMRMA. **City of Escanaba** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

City of Escanaba is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

City of Escanaba is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **City of Escanaba's** SIR and deductibles are as follows:

Table I
Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	\$100,000 Per Occurrence
Vehicle Physical Damage	\$1,000 Per Vehicle	\$15,000 Per Vehicle \$30,000 Per Occurrence
Fire/EMS Replacement Cost	\$1,000 Per Occurrence	N/A
Property and Crime	\$1,000 Per Occurrence	N/A
Sewage System Overflow	N/A	\$100,000 Per Occurrence

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

Member's Motor Vehicle Physical Damage deductible applies, unless the amount of the loss exceeds the deductible. If the amount of loss exceeds the deductible, the loss including deductible amount, will be paid by MMRMA, subject to the Member's SIR.

The **City of Escanaba** is afforded all coverages provided by MMRMA, except as listed below:

1. Specialized Emergency Response Expense Recovery Coverage
- 2.
- 3.
- 4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

City of Escanaba agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Liability	5,000,000	N/A	N/A	N/A
2 Judicial Tenure	N/A	N/A	N/A	N/A
3 Sewage System Overflows	500,000	N/A	500,000	N/A
4 Volunteer Medical Payments	25,000	N/A	N/A	N/A
5 First Aid	2,000	N/A	N/A	N/A
6 Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7 Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8 Michigan No-Fault	Per Statute	N/A	N/A	N/A
9 Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Buildings and Personal Property	45,583,548	350,000,000	N/A	N/A
2 Personal Property in Transit	2,000,000	N/A	N/A	N/A
3 Unreported Property	5,000,000	N/A	N/A	N/A
4 Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5 Fine Arts	2,000,000	N/A	N/A	N/A
6 Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7 Money and Securities	1,000,000	N/A	N/A	N/A
8 Accounts Receivable	2,000,000	N/A	N/A	N/A
9 Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10 Fire and Emergency Vehicle Rental (12 week limit)	1,000 per week	N/A	N/A	N/A
11 Structures Other Than a Building	16,600,000	N/A	N/A	N/A
12 Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
13 Marine Property	1,000,000	N/A	N/A	N/A
14 Other Covered Property	10,000	N/A	N/A	N/A
15 Income and Extra Expense	5,000,000	N/A	N/A	N/A
16 Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
17 Faithful Performance	Per Statute	N/A	N/A	N/A
18 Earthquake	5,000,000	N/A	5,000,000	100,000,000
19 Flood	5,000,000	N/A	5,000,000	100,000,000
20 Terrorism	50,000,000	50,000,000	N/A	N/A

Table III

Network and Information Security Liability, Media Injury Liability, Network Security Loss, Breach Mitigation Expense, PCI Assessments, Social Engineering Loss, Reward Coverage, Telecommunications Fraud Reimbursement.				
	Limits of Coverage Per Occurrence/Claim	Deductible Per Occurrence/Claim		Retroactive Date
	\$5,000,000			
Coverage A Network and Information Security Liability; Regulatory Fines:	Each Claim Included in limit above Each Claim Included in limit above	\$25,000	Each Claim	7/1/2013
Coverage B Media Injury Liability	Each Claim Included in limit above	\$25,000	Each Claim	7/1/2013
Coverage C Network Security Loss Network Security Business Interruption Loss:	Each Unauthorized Access Included in limit above Each Business Interruption Loss Included in limit above	\$25,000	Each Unauthorized Access Retention Period of 72 hours of Business Interruption Loss	Occurrence
Coverage D Breach Mitigation Expense:	Each Unintentional Data Compromise Included in limit above	\$25,000	Each Unintentional Data Compromise	Occurrence
Coverage E PCI Assessments:	Each Payment Card Breach \$1,000,000 Occ./\$1,000,000 Agg. Included in limit above	\$25,000	Each Payment Card Breach	Occurrence
Coverage F Social Engineering Loss:	Each Social Engineering Incident \$100,000 Occ./\$100,000 Agg. Included in limit above	\$25,000	Each Social Engineering Incident	Occurrence
Coverage G Reward Coverage	Maximum of 50% of the Covered Claim or Loss; up to \$25,000 Included in Limit above		Not Applicable	Occurrence
Coverage H Telecommunications Fraud Reimbursement	\$25,000 Included in limit above		Not Applicable	Occurrence

Annual Aggregate Limit of Liability

Member Aggregate	All Members Aggregate
\$5,000,000	\$25,000,000

The total liability of MMRMA shall not exceed \$5,000,000 per Member Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

The total Liability of MMRMA and MCCRMA shall not exceed \$25,000,000 for All Members Combined Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

It is the intent of MMRMA that the coverage afforded under the Subjects of Coverage be mutually exclusive. If however, it is determined that more than one Subject of Coverage applies to one coverage event ensuing from a common nexus of fact, circumstance, situation, event, transaction, or cause, then the largest of the applicable Deductibles for the Subjects of Coverage will apply.

Table IV

Specialized Emergency Response Expense Recovery Coverage

Limits of Coverage

Specialized Emergency Response Expense Recovery	Limits of Coverage per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
	N/A	N/A	N/A	N/A

Table V

Specialized Emergency Response Expense Recovery Coverage

Deductibles

Specialized Emergency Response Expense Recovery	Deductible per Occurrence
	Member
	N/A

D. Contribution for MMRMA Participation

City of Escanaba

Period: July 01, 2019 To July 01, 2020

Coverages per Member Coverage Overview:	\$198,501
Stop Loss Coverage:	\$5,746
Member Loss Fund Deposit:	\$15,000
TOTAL ANNUAL CONTRIBUTIONS:	\$219,247

E. List of Addenda

1. Stop Loss Program Participation Agreement

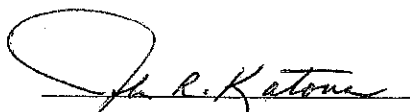
This document is for the purpose of quotation only and does not bind coverage in the Michigan Municipal Risk Management Authority, unless accepted and signed by both the authorized Member Representative and MMRMA Representative below.

Accepted By:
City of Escanaba

Proposal No:
Q000012013

MMRMA

Member Representative



MMRMA Representative

Date

5-31-19

Date

ADDENDUM

**STOP LOSS PROGRAM
PARTICIPATION AGREEMENT**

Optional

The Stop Loss Program limits the Member's cash payments during a July 1 - June 30 year for those costs falling within the Member's SIR. The Stop Loss Program responds only to cumulative Member SIR payments, including damages, indemnification, and allocated loss adjustment expenses, within a July 1 - June 30 calendar year. The paid costs include payments for any coverage provided to the Member by MMRMA provided that the costs are actually paid within the July 1 - June 30 period. On July 1 of each year, the Member's paid costs accumulate from zero.


If the Member has chosen to participate in the Stop Loss Program, and if the Member's paid costs exceed the member's entry point, the Stop Loss Program will pay, until July 1, all costs that would, in the absence of the Stop Loss Program, be paid from the Member's SIR. **City of Escanaba's** entry point is **\$175,000**. Withdrawing Members do not participate in the Stop Loss Program after the date of withdrawal.

The Member agrees to be bound by MMRMA rules relating to the Stop Loss Program.

Accepted by:

Member Representative

Date: _____

MMRMA


Authorized Representative

Date: 5-31-19

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

Member: City of Escanaba
 QUOTE NUMBER Q000012013
 QUOTE PROPERTY LIST REPORT
 EFFECTIVE DATES 7/1/2019 To 7/1/2020

Location Address		Location Description		
1.	410 Ludington Street, Escanaba, MI 49829	City Hall/Library		
	Building Description	Building Value	Contents Value	Total Value
	City Hall/Library	\$7,451,398	\$2,614,132	\$10,065,530
	Location Totals	\$7,451,398	\$2,614,132	\$10,065,530

Location Address		Location Description		
2.	1711 Sheridan Rd., Escanaba, MI 49829	Electric Building Offices		
	Building Description	Building Value	Contents Value	Total Value
	Electric Offices/Garage	\$1,578,191	\$456,192	\$2,034,383
	Electric Sub - Garage (Switch Station)	\$103,445	\$73,346	\$176,791
	Electric Sub - 1821 7th Ave. (Switch Station)	\$0	\$157,172	\$157,172
	Electric Sub - N 30th	\$31,033	\$157,172	\$188,205
	Electric Sub - North Shore	\$31,033	\$157,172	\$188,205
	Location Totals	\$1,743,702	\$1,001,054	\$2,744,756

Location Address		Location Description		
3.	1705 Sheridan Rd., Escanaba, MI 49829	Public Works Complex		
	Building Description	Building Value	Contents Value	Total Value
	Public Works Offices/Garage	\$4,091,054	\$897,006	\$4,988,060
	Salt Dome	\$203,346	\$0	\$203,346
	Electric Warehouse	\$751,969	\$307,545	\$1,059,514
	Water Storage Building	\$136,078	\$30,755	\$166,833
	Location Totals	\$5,182,447	\$1,235,306	\$6,417,753

Location Address		Location Description		
4.	313 Lakeshore Dr., Escanaba, MI 49829	Beach House		
	Building Description	Building Value	Contents Value	Total Value
	Beach House	\$533,116	\$25,629	\$558,745
	Location Totals	\$533,116	\$25,629	\$558,745

Location Address		Location Description		
5.	625 Lakeshore Dr., Escanaba, MI 49829	Ludington Park Restroom		
	Building Description	Building Value	Contents Value	Total Value
	Ludington Park Restroom	\$220,702	\$25,629	\$246,331
	Location Totals	\$220,702	\$25,629	\$246,331

Location Address		Location Description		
6.	735 Lakeshore Dr., Escanaba, MI 49829	Band Shell		
	Building Description	Building Value	Contents Value	Total Value
	Band Shell	\$175,309	\$25,629	\$200,938
	Location Totals	\$175,309	\$25,629	\$200,938
Location Address		Location Description		
7.	1 Water Plant Road, Escanaba, MI 49829	Water Plant		
	Building Description	Building Value	Contents Value	Total Value
	Main Plant/Offices/Lab	\$7,178,730	\$76,886	\$7,255,616
	Carbon Building	\$1,294,020	\$35,880	\$1,329,900
	Well House	\$8,872	\$0	\$8,872
	Location Totals	\$8,481,622	\$112,766	\$8,594,388
Location Address		Location Description		
8.	3501 18th Ave., Escanaba, MI 49829	Wastewater Treatment Plant		
	Building Description	Building Value	Contents Value	Total Value
	Administration/Lab	\$2,350,803	\$51,258	\$2,402,061
	Generator Shed	\$30,540	\$265,446	\$295,986
	Headworks Building	\$1,650,902	\$25,629	\$1,676,531
	New Garage	\$100,543	\$30,755	\$131,298
	Heat Exchanger Building	\$280,371	\$11,277	\$291,648
	Sewer Truck Storage	\$88,630	\$160,472	\$249,102
	Secondary Building	\$919,678	\$0	\$919,678
	Piping Control Building	\$10,782	\$0	\$10,782
	Garage	\$46,421	\$161,726	\$208,147
	Location Totals	\$5,478,670	\$706,563	\$6,185,233
Location Address		Location Description		
9.	211 N. 21st St., Escanaba, MI 49829	Civic Center		
	Building Description	Building Value	Contents Value	Total Value
	Civic Center	\$3,651,396	\$92,264	\$3,743,660
	Location Totals	\$3,651,396	\$92,264	\$3,743,660
Location Address		Location Description		
10.	7th Ave. S., Escanaba, MI 49829	Royce Park Shelter		
	Building Description	Building Value	Contents Value	Total Value
	Royce Park Shelter	\$147,683	\$1,025	\$148,708
	Location Totals	\$147,683	\$1,025	\$148,708
Location Address		Location Description		
11.	1900 3rd Ave. N., Escanaba, MI 49829	Public Safety		
	Building Description	Building Value	Contents Value	Total Value
	Public Safety	\$3,520,145	\$276,791	\$3,796,936
	Location Totals	\$3,520,145	\$276,791	\$3,796,936

Location Address		Location Description		
12.	17 Water Plant Rd., Escanaba, MI 49829	New Harbormaster		
	Building Description	Building Value	Contents Value	Total Value
	New Harbormaster	\$462,355	\$35,880	\$498,235
	Old Harbormaster	\$49,927	\$0	\$49,927
	Location Totals	\$512,282	\$35,880	\$548,162
Location Address		Location Description		
13.	1351 N. 19th St., Escanaba, MI 49829	Webster Park		
	Building Description	Building Value	Contents Value	Total Value
	Shelter House	\$136,488	\$0	\$136,488
	Location Totals	\$136,488	\$0	\$136,488
Location Address		Location Description		
14.	North Shore St., Escanaba, MI 49829	North Shore Utility Building		
	Building Description	Building Value	Contents Value	Total Value
	North Shore Utility Building	\$48,420	\$21,244	\$69,664
	Location Totals	\$48,420	\$21,244	\$69,664
Location Address		Location Description		
15.	1025 Ludington St., Escanaba, MI 49829	Center Court		
	Building Description	Building Value	Contents Value	Total Value
	DDA Building	\$194,206	\$5,126	\$199,332
	Location Totals	\$194,206	\$5,126	\$199,332
Location Address		Location Description		
16.	Athletic Field, Escanaba, MI 49829	Athletic Field Concession Stand		
	Building Description	Building Value	Contents Value	Total Value
	Athletic Field Concession Stand	\$382,660	\$20,503	\$403,163
	Location Totals	\$382,660	\$20,503	\$403,163
Location Address		Location Description		
17.	101 Ludington St., Escanaba, MI 49829	Ludington St. Pump Station/Restrooms		
	Building Description	Building Value	Contents Value	Total Value
	Booster Pump Station/Restrooms	\$251,615	\$0	\$251,615
	Generator Building	\$5,442	\$59,839	\$65,281
	Location Totals	\$257,057	\$59,839	\$316,896
Location Address		Location Description		
18.	Wading Pool, Escanaba, MI 49829	Wading Pool		
	Building Description	Building Value	Contents Value	Total Value
	Storage Shed	\$19,476	\$0	\$19,476
	Location Totals	\$19,476	\$0	\$19,476

Location Address		Location Description		
19.	1802 N. 19th Street, Escanaba, MI 49829--	North Substation		
	Building Description	Building Value	Contents Value	Total Value
	North Substation	\$30,217	\$157,172	\$187,389
Location Totals		\$30,217	\$157,172	\$187,389

Grand Totals		
Building Value	Contents Value	Total Value
\$38,166,996	\$6,416,552	\$44,583,548

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

**QUOTE NUMBER Q000012013
 QUOTE AUTO SCHEDULE REPORT
 EFFECTIVE DATES 7/1/2019 To 7/1/2020**

Scheduled Vehicles

Year	Make	Model	VIN	License Plate	Type	Department
2018	Pierce	Pumper	4P1BAAF1JA018288	108x610	Fire Vehicles Large	N/A
1992	Pierce	PumperTruck	4P1CT02DINA000425	011x597	Fire Vehicles Large	N/A
2003	Pierce/Kenwo	Tanker Truck	1NKDLB0X63R706535	011x543	Fire Vehicles Large	N/A
1991	Pierce	Ladder Truck	4P1CA02G5MA000314	011x548	Fire Vehicles Large	N/A
2005	Pierce/Kenwo	Rescue	2NKMHZ7XX5M080658	011x614	Fire Vehicles - Other	N/A
2018	Freightliner	Garbage Truck	1FVHCYFE5JHJX9171	108x607	Garbage Trucks	DPW
2008	Freightliner	Garbage Truck	1FVHCYBS18HZ04254	011x591	Garbage Trucks	DPW
2010	International	Garbage Truck	1HTWGAAR7AJ263769	011x612	Garbage Trucks	DPW
2000	Ford	LT-7500	2FZNAJBB1YAG51697	011x537	Garbage Trucks	DPW
1990	Ford	C8000	1FDYD80U9LVA34370	011x584	Garbage Trucks	DPW
2012	Chevy	Impala	2G1WG5E33C1293481	011x517	Police - All Other	Police
2012	Chevy	Impala	2G1WG5E33C1278270	011x607	Police - All Other	Police
2012	Chevy	Impala	2G1WF5E37C1299108	011x579	Police - All Other	Police
2012	Chevy	Impala	2G1WF5E3XC1233863	011x520	Police - All Other	Police
2014	Chevrolet	Impala	2G1WD5E3GE1179440	011x618	Police - All Other	Police
2017	Ford	Taurus	1FAHP2MK7HG115340	108x606	Police PPT	Police
2010	Chevy	Impala	2G1WD5EM0A1194907	022x526	Police PPT	Police
2011	Chevy	Impala	2G1WD5EM6B1151299	011x521	Police PPT	Police
2011	Chevy	Impala	2G1WD5EM3B1149834	011x585	Police PPT	Police
2012	Chevy	Impala	2G1WD5E32C1225102	011x617	Police PPT	Police
2013	Chevy	Impala	2G1WD5E33D1209105	011x524	Police PPT	Police
2013	Chevy	Tahoe	1GNSK2E06DR300416	011x522	Police PPT	Police
2015	Chevrolet	Impala	2G1WD5E34F1130822	011X619	Police PPT	Police
2015	Chevrolet	Impala	2G1WD5E32F118289	011X532	Police PPT	Police
2015	Chevrolet	Impala	2G1WD5E32F1128289	011x621	Police PPT	Police
2019	Ford	Explorer	1FM5K8AR7KGA29299	011X531	Police PPT	Police
2019	Ford	Explorer	1FM5K8AR5KGA29298	011X527	Police PPT	Police
2019	Jeep	CherokeeLatitude	1C4PJMCB2KD178083	108x608	Private Passenger	Administration
1999	Chevy	Suburban	1GN GK26R8XJ466216	011x610	Private Passenger	Administration
2010	Chevy	Van	1GC2GTBA4A1131469	011x560	Private Passenger	Water/Sewer
1998	Dodge	Minivan	2B4FP25B4WR512917	011x549	Private Passenger	Administration
2005	Ford	Taurus	1FAFP53UX5A202093	011x550	Private Passenger	Parks/Recs
2012	Chevy	Impala	2G1WG5E31C1281572	011x515	Private Passenger	Administration
2005	Chevy	Tahoe	1GNEK13Z65R164802	011x516	Private Passenger	Administration
2006	Freightliner	Semi Tractor	1FUJF0CV36DW25545	011x587	Service Trucks	DPW
2011	Ford	F350 Pickup	1FDRF3G62BEC03281	011x614	Service Trucks	DPW
2009	Ford	F150 Pickup	1FTRF12W19KB91040	011x572	Service Trucks	DPW
2003	Chevrolet	3/4 Ton Pkp	1GCGC24U63Z290226	011x565	Service Trucks	DPW
2015	Chevrolet	1 Ton Pkp	1GC3KYCGSFZ513716	011x552	Service Trucks	DPW
2015	Chevrolet	3/4 Ton Pkp	1GB1CUEG7FF545034	011x525	Service Trucks	Parks/Recs

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

**QUOTE NUMBER Q00012013
 QUOTE AUTO SCHEDULE REPORT
 EFFECTIVE DATES 7/1/2019 To 7/1/2020**

2005	GMC	Pickup	1GTEC14X05Z161011	011x568	Service Trucks	DPW
2000	Ford	F150	1FTZF1729YKA71586	011x569	Service Trucks	DPW
2000	Chevy	Ext Cab Pkp	1GCEC19W9YZ312030	011x570	Service Trucks	DPW
2015	Ford	Aerial Truck	1FDUF5HT9FEA66128	011x581	Service Trucks	DPW
2005	Ford	Electric Truck	1FDAF57P45EC24722	011x538	Service Trucks	DPW
1997	Ford	Aerial Truck	1FDYH81E4VVA38440	011x539	Service Trucks	DPW
2009	IHC	4300 Aerial	1HTMMAAR49H134150	011x541	Service Trucks	DPW
2002	Sterling	L7500 Derrick	2FZAATAK02AJ84420	011x540	Service Trucks	DPW
2007	Ford	F150	1FTRX14WX7KC16797	011x535	Service Trucks	DPW
2002	Chevy	3/4 Ton Pkp	1GCHK24U02Z216712	011x536	Service Trucks	DPW
1995	Ford	Aerial Truck	1FDWF70J7TVA06603	011x542	Service Trucks	DPW
2006	Chevy	2500 HD Pkp	1GBHC24U76E253173	011x537	Service Trucks	DPW
1990	Ford	C8000 Vacuum	1FDYD80U5LVA08946	011x586	Service Trucks	Streets Roads
1996	International	Dump Truck	1HTSDAAR7TH279553	011x588	Service Trucks	Streets Roads
1992	Ford	8000 Dump	1FDYK82A6NVA29221	011x589	Service Trucks	Streets Roads
2002	Sterling	Vac-All Street	49HABVAK02RJ51977	011x592	Service Trucks	Streets Roads
2012	International	Dump Truck	1HTWHAZT0CJ535224	011x615	Service Trucks	Streets Roads
2008	Sterling	Dump Truck	2FZAATDJ68AZ24550	011x596	Service Trucks	Streets Roads
2001	Sterling	Dump Truck	2FZAATAK51AJ31274	011x593	Service Trucks	Streets Roads
2001	Sterling	Dump Truck	2FZAATAKX2AJ55328	011x594	Service Trucks	Streets Roads
2000	Ford	L-8000 Dump	2FZHAJBB7YAG51698	011x595	Service Trucks	Streets Roads
1997	Ford	F250 Pkp	1FTHF26H0VEA64625	011x574	Service Trucks	DPW
2006	Ford	Pickup	1FTNF21506EB90422	011x553	Service Trucks	Water/Sewer
1995	Ford	Sludge Hauling	1FDYU82E9SVA83217	011x555	Service Trucks	Water/Sewer
2004	Freightliner	MZ-60 Sludge	1FVHCYDC64HM96219	011x556	Service Trucks	Water/Sewer
2006	Chevy	Pickup	1GBHC24U06E172435	011x659	Service Trucks	Water/Sewer
1996	Ford	1 Ton Pickup	1FDJX35GXTEA87478	011x575	Service Trucks	DPW
1999	Ford	F350 Pickup	1FDWX32L6XEA52269	011x576	Service Trucks	DPW
2006	Ford	F450 Pkp	1FDXF47Y66EC81812	011x561	Service Trucks	Water/Sewer
1999	Ford	F150 Pickup	1FTZF1723XKA62381	011x577	Service Trucks	DPW
2001	Ford	F250 Pkp	1FTNF21L61EB00357	011x579	Service Trucks	Parks/Recs
2003	Chevy	3/4 Ton Pkp	1GCHK24U93Z258474	011x580	Service Trucks	Parks/Recs
1992	Ford	8000 Dump	1FDZW82A6PVA00801	011x550	Service Trucks	DPW
1993	Ford	8000 Dump	1FDZW82A8PVA00802	011x508	Service Trucks	DPW
2016	Chevrolet	3500 HD	1GC0KYEG5GZ335775	011x613	Service Trucks	DPW
2007	Sterling	Sewer Cleaner	2FZAATDCX7AW65221	011x554	Service Trucks	Water/Sewer
2012	Chevrolet	Silverado	3GCUKUEJ8CG298043	011X519	Service Trucks	Fire
2019	International	Digger/Derrick	1HTMMMMRXXKH2276	011X611	Service Trucks	DPW

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

**QUOTE NUMBER Q000012013
QUOTE AUTO SCHEDULE REPORT
EFFECTIVE DATES 7/1/2019 To 7/1/2020**

Summary

Vehicle Group	Vehicles
All Other Vehicles	0 Vehicles
Buses	0 Vehicles
Commercial - Historical	0 Vehicles
EMS/Ambulance	0 Vehicles
Fire Vehicles Large	4 Vehicles
Fire Vehicles - Other	1 Vehicles
Garbage Trucks	5 Vehicles
Motorcycles	0 Vehicles
Motorcycles - Historical	0 Vehicles
Police - All Other	5 Vehicles
Police PPT	12 Vehicles
Private Passenger	7 Vehicles
Private Passenger - Historical	0 Vehicles
Service Trucks	44 Vehicles
Vans	0 Vehicles

Grand Totals

**Vehicles
78 Vehicles**

CITY OF ESCANABA

U:\Controller\INSURANCE\Renewals\PriceComparisons\1920CouncilPresentation

Analysis of Insurance Premiums

Ten Year Premium History

	<u>10/11</u>	<u>11/12</u>	<u>12/13</u>	<u>13/14</u>	<u>14/15</u>	<u>15/16</u>	<u>16/17</u>	<u>17/18</u>	<u>18/19</u>	<u>19/20</u>
Real Property	\$33,936	\$30,542	\$30,771	\$48,514	\$48,967	\$43,676	\$64,519	\$42,469	\$43,993	\$46,544
Contents	5,235	4,973	5,010	6,278	6,353	5,667	12,528	14,777	7,332	7,388
EDP	234	0	0	0	0	0	0	0	0	0
Extra Expense	28	0	0	0	0	0	0	0	0	0
Inland Marine	1,570	1,492	1,503	2,283	4,395	3,919	0	0	0	0
Structures Other Than a Building	0	0	0	0	0	0	0	20,073	14,347	19,947
Other	<u>497</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sub-Total	\$41,500	\$37,007	\$37,284	\$57,075	\$59,715	\$53,262	\$77,047	\$77,319	\$65,672	\$73,879
Police Professional	\$10,227	\$10,738	\$10,792	\$13,490	\$16,188	\$28,023	\$23,363	\$25,472	\$30,484	\$29,029
Streets	5,406	4,325	4,357	4,397	4,185	4,185	4,185	4,185	4,205	3,705
Water & Sewer	11,611	9,289	9,359	3,665	3,665	3,658	3,658	3,658	3,627	3,613
Electric	0	0	0	0	0	0	0	0	0	0
All Other	<u>46,028</u>	<u>36,606</u>	<u>37,215</u>	<u>38,881</u>	<u>44,994</u>	<u>56,244</u>	<u>49,581</u>	<u>51,604</u>	<u>54,430</u>	<u>53,123</u>
Sub-Total	\$73,272	\$60,958	\$61,723	\$60,433	\$69,032	\$92,110	\$80,787	\$84,919	\$92,746	\$89,470
Fleet	\$19,120	\$22,763	\$22,992	\$33,648	\$30,345	\$33,165	\$32,199	\$35,901	\$35,854	\$35,152
Electric Operations	\$86,694	\$66,931	\$67,433	\$52,748	\$52,748	\$48,106	\$0	\$0	\$0	\$0
Stop Loss	\$15,638	\$13,498	\$13,613	\$12,622	\$13,147	\$14,148	\$5,406	\$5,264	\$5,542	\$5,746
MMRMA Risk & Capitalization	\$20,000	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance Portion	\$256,224	\$221,157	\$223,045	\$216,526	\$224,987	\$240,791	\$195,439	\$203,403	\$199,814	\$204,247
Member Loss Fund	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
TOTAL PAYMENTS	<u>\$271,224</u>	<u>\$236,157</u>	<u>\$238,045</u>	<u>\$231,526</u>	<u>\$239,987</u>	<u>\$255,791</u>	<u>\$210,439</u>	<u>\$218,403</u>	<u>\$214,814</u>	<u>\$219,247</u>
Insurance Portion	\$256,224	\$221,157	\$223,045	\$216,526	\$224,987	\$240,791	\$195,439	\$203,403	\$199,814	\$204,247
Plus: MCCA Charges	0	0	0	0	0	0	0	0	0	0
Less: Dividends	<u>-43,454</u>	<u>-81,405</u>	<u>-196,903</u>	<u>-108,154</u>	<u>-194,653</u>	<u>-273,165</u>	<u>-206,413</u>	<u>-81,960</u>	<u>-110,733</u>	<u>-88,959</u>
Net Insurance Cost	<u>\$212,770</u>	<u>\$139,752</u>	<u>\$26,142</u>	<u>\$108,372</u>	<u>\$30,334</u>	<u>-\$32,374</u>	<u>-\$10,974</u>	<u>\$121,443</u>	<u>\$89,081</u>	<u>\$115,288</u>

NB-#2

CC. 6-20-19

MEMORANDUM

To: City Council
FROM: City Manager
DATE: June 20, 2019
RE: Code Enforcement, Planning & Zoning Reorganization/Treasurer Retirement

I would like to propose a reorganization of the Code Enforcement, Planning and Zoning functions, and with the impending retirement of Treasurer Bob Valentine, I would like to gain your approval to appoint his replacement. These changes are at least budget neutral and should be budget friendly.

CODE ENFORCEMENT

I believe, as I think we all do, that there is a need to step up code enforcement in our community, to ensure property owners comply with our ordinances and contribute to the property values in our city instead of detracting from them. Staff in the Community Preservation department has been spread thin between Code Enforcement, Rental Inspections and Planning and Zoning. With a review of the City's 2016 master plan looming next year along with the recertification of our Redevelopment Ready status, I would like to make the following changes:

--Relocate Blaine DeGrave to Public Safety, to serve under the direction of the DPS Chief or his designee. In doing so, I want to remove the Planning and Zoning responsibilities from his plate. Blane's budget will be transferred to Public Safety. Public Safety has the tools and system in place to enhance Blane's efforts. In addition, we believe an Ordinance Enforcement agent can undertake other duties that have been lacking, including parking enforcement and possibly Fire Inspections. With Blane's knowledge of Michigan Building Code, he would be a good fit for this need. With commercial marijuana now a reality, and not knowing what future Councils will do, or whether the voters will hold a referendum on the issue, we need a Fire Inspector so that we know what chemicals and ingredients are being used to process THC and its variations. Explosions and fire are too common in marijuana processing operations, especially in Colorado. I've seen enough to know we need to prepare.

In addition, it is possible and would be very beneficial to hire a part-time Code Enforcement agent to assist with enforcement.

PLANNING/ZONING

--Promote Roxanne Spencer to Planning and Zoning Administrator. I don't intend to call this position a Department Head, but it makes sense for the Planning/Zoning Administrator to be part of Department Head meetings and discussions. Roxanne is willing, and will be required, to undertake the MSU-E Citizen Planner (Level 1) and the advanced Zoning Administrator Certificate Program. The salary range for this position will be \$43,000 to \$53,000. Roxanne will start at or near the base wage and would receive salary bumps when these milestones are achieved. From Brad Neumann with MSUE:

Patrick,

I believe you are referring to the MSU Extension Citizen Planner Program - https://www.canr.msu.edu/michigan_citizen_planner/. Citizen Planner can be completed in a classroom setting or through our self-paced Citizen Planner Online. I just finished the six-session classroom program in L'Anse and could arrange another closer to you if we can find at least 15 interested individuals. Also, we just started advertising a 'summer special' for Citizen Planner Online with \$50 off for registrations June – August. Individuals that complete either version of the course and pass a basic competency exam can earn the Master Citizen Planner credential.

Or, perhaps you are referring to our Zoning Administrator Certificate Program - https://www.canr.msu.edu/zoning_administrator_certificate_program/. This is an intensive two-day training offered once a year. Citizen Planner is a prerequisite. Tentatively, we will be offering the program next February 6-7, 2020 in Bay Harbor. The ZAC program has a final exam to earn the coveted MSU Zoning Administrator Certificate.

Let me know if you have further questions.

Brad

Brad Neumann, AICP
Senior Extension Educator
Government & Community Vitality
Michigan State University Extension

This training and certification would be very beneficial to the City of Escanaba. Roxanne has been doing a great job getting her hands around the Planning/Zoning responsibilities, without any formal training in the field.

TREASURER/HR DIRECTOR

--Promote Kim Gustafson to the position of Treasurer/HR Director. Kim has a Bachelor of Business Administration and has excelled in the HR duties assigned to her by Bob Valentine. Kim will relocate to

Bob's office in the Utility Billing office and will supervise the department's six employees while handling the HR responsibilities. Treasurer duties centered around taxes, tax billing, collections and cash management will be part of her job description. A priority for the incoming Treasurer will be evaluation and replacement of the utility billing platform. Investment/Fund Management and possibly RLF lending and loan servicing will be stripped away and discussed at a Council meeting in the near future. (see budget attached)

ADMINISTRATION SUPPORT

The position of Confidential Secretary will be filled upstairs and shared between the City Manager and the Planner.

See Attached budget. This is not set in stone, but is very close. The Investment Manager number is an estimate. Also, if we brought in a part-time Code Enforcement officer, that would take up some of the savings. In my opinion, even if this is budget neutral, this is a positive change for our community.,

<u>Positions and Costs as Budgeted</u>	<u>Annual Wage</u>	<u>Fica/Medicare</u>	<u>Pension</u>	<u>Insurance</u>	<u>Total</u>
HR/Treasurer	\$ 83,174	\$ 6,363	\$ 40,647	\$ 21,372	\$ 151,556
Comm. Preservation	\$ 47,726	\$ 3,651	\$ 3,341	\$ 6,897	\$ 61,615
Admin. Assistant	\$ 34,156	\$ 2,613	\$ 2,391	\$ 21,372	\$ 60,532
Executive Asst.	\$ 44,875	\$ 3,433	\$ 3,141	\$ 14,573	\$ 66,022
Totals					\$ 339,725

Proposed Changes

HR/Treasurer	\$ 60,000	\$ 4,590	\$ 4,200	\$ 14,573	\$ 83,363
Comm. Preservation	\$ -	\$ -	\$ -	\$ -	\$ -
Confidential Secretary	\$ 31,852	\$ 2,437	\$ 2,230	\$ 21,372	\$ 57,891
Executive Assistant	\$ -	\$ -	\$ -	\$ -	\$ -
Code Enforcement Official	\$ 48,000	\$ 3,672	\$ 3,360	\$ 6,897	\$ 61,929
Zoning/Administration	\$ 44,000	\$ 3,366	\$ 3,080	\$ 21,372	\$ 71,818
Total					\$ 275,001
Savings					<u>\$ 64,724</u>
Estimated Cost of Investment Manager					\$ 30,000

**CITY OF ESCANABA
JOB DESCRIPTION
CODE ENFORCEMENT OFFICER**

Class Title: Code Enforcement Officer
Department: Public Safety
Classification: Full-Time, Non-Union, Hourly
Date: July 1, 2019

GENERAL PURPOSE

Perform specialized inspection work involving existing structures to insure compliance with established housing and building codes, electrical codes, plumbing codes and mechanical codes, state laws, rules and regulations. Perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Public Safety Director or his or her designee.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

- Inspect and re-inspect existing dwelling units on a routine basis or as complaints are received.
- Work with owners, contractors, builders and tenants regarding Property Maintenance and Zoning Ordinance.
- Respond to nuisance complaints and/or other reported violations and compel compliance in an effective and expedient manner.
- Prepare Civil Infraction citations when Ordinances are not complied with. Testify in court as needed.
- Prepare paperwork for pending building condemnations. If approved, coordinate actual building demolition.
- Assist with review and revision of Property Maintenance Code as needed.
- Prepare and maintain reports and records of activities as required.
- Other related work as assigned by the Public Safety Director or designated staff.

DESIRED QUALIFICATIONS

Graduation from high school and training in construction, blueprint reading and industrial arts. Employee must have working knowledge of computers including MS Office applications. Two years experience in construction or inspection is required. Must possess a Michigan Residential Builder's License and valid Michigan Driver's License.

DESIRED SKILLS AND ABILITIES

- Working knowledge of laws, ordinances and electrical code, mechanical code, plumbing code and building code.
- Working knowledge of the methods, materials and techniques used in building design and construction.
- Working knowledge of inspection methods, practices and techniques pertaining to existing

housing.

- Ability to detect structural and other flaws and to appraise the quality of construction and workmanship.
- Working knowledge of the law as it relates to “Rights of Entry”, “Search Warrants”, “Legal Considerations”, “Search and Seizure” and court procedures.

SELECTION GUIDELINES

Selection is based on level of education, experience, oral interview, and reference check. Job-related testing may be required.

PHYSICAL DEMANDS

An employee in this position is regularly required to see, hear, touch, feel, reach, stand, walk, sit and talk. The employee is occasionally required to climb, or balance, stoop, kneel, crouch, crawl, and smell. Visual requirements are close vision, distance vision, color vision, peripheral vision and the ability to focus.

WORK ENVIRONMENT

Most work is performed indoors. The employee occasionally works outdoors and occasionally works near moving mechanical parts, and is occasionally exposed to wet and/or humid conditions. The noise level is usually quiet but occasionally moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of certain duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description shall not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions identified herein.

The City of Escanaba is an Equal Opportunity Employer.

**CITY OF ESCANABA
JOB DESCRIPTION
PLANNING AND ZONING ADMINISTRATOR**

Class Title: Planning and Zoning Administrator

Department: City Administration

Classification: Full-Time, Non-Union, Overtime Exempt, Salary

Date: July 1, 2019

SUMMARY

The Planning and Zoning Administrator is the liaison to the Planning Commission and Zoning Board of Appeals. The position assists in the development of short and long range plans, including the Master Plan, and ensures compliance thereto. The Administrator also ensures compliance with Zoning ordinances and related regulations.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Manager.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

The Planning and Zoning Administrator may be required to perform any of the duties listed below. The below examples do not include all of the duties which the Administrator may be expected to perform.

- Provide input into the development of short and long-range plans
- Provide planning and land use advice to citizens, boards and other officials
- Make presentations to Council and boards on matters involving Planning and Zoning
- Recommend amendments to the Zoning Ordinance, Master Plan and related documents
- Review permit applications for compliance with Ordinances, Master Plan and other regulations
- Evaluate land use proposals to ensure compliance with City, State or Federal laws and regulations
- Keep accurate records of relating to licenses, permits, maps, drawings, programs and projects
- Liaison to the Planning Commission, Zoning Board of Appeals
- Assist the public in all matters involving the Planning and Zoning function
- Assist staff in interpretation and enforcement of codes and regulations
- Pursue grants and other forms of financial assistance to help fund new and existing programs

DESIRED QUALIFICATIONS

The Administrator should possess a four-year degree in land-use planning, landscape architecture or a related field, coupled with four years' experience working in a municipal planning environment. An equivalent combination of experience and other credentials may be considered in lieu of the above educational requirements.

DESIRED SKILLS AND ABILITIES

- Thorough knowledge of zoning laws
- Knowledge of the comprehensive planning process
- Ability to read interpret blueprints, drawings and written plans

**Planning and Zoning Administrator
Job Description Cont.**

- Ability to communicate effectively with architects, contractors, developers, property owners, and the public
- Proficiency with computers and software applications, including MS Office suite, GIS and CAD

SELECTION GUIDELINES

Selection is based on strength of resume, application and cover letter, education, experience, overall qualifications and personal interview. Performance on pre-employment aptitude tests may also be used in the selection process.

PHYSICAL DEMANDS

The Planning and Zoning Administrator is regularly required to ambulate, reach, walk, hear, sit, talk, converse with others, grasp, handle, feel, and operate office equipment. The job requires close vision, distance vision, color vision, peripheral vision, and the ability to focus. The employee is occasionally required to climb, balance, stoop, kneel and crouch. The employee regularly lifts/moves up to 30 pounds.

WORK ENVIRONMENT

Work is performed within a climate-controlled office environment, where the noise level is quiet to moderate. The Planning and Zoning Administrator works near and around a variety of common office equipment, including copiers, computers, monitors, fax machines and phones. As a result, the position is frequently exposed to the sounds, electromagnetic fields, fumes and/or chemicals commonly associated with such equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties or working conditions does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The City of Escanaba is an equal opportunity employer.

**CITY OF ESCANABA
JOB DESCRIPTION
CITY TREASURER AND
HUMAN RESOURCE MANAGER**

Title: City Treasurer and Human Resource Manager

Department: Administration

Classification: Department Head, Non-Union, Overtime Exempt

Employment Status: At Will

Effective Date: 7/1/2019

SUMMARY

The City Treasurer and Human Resource Manager is responsible for managing the activities relating to the City's revenue stream, and for safekeeping of the City's financial assets. The position is also responsible for the City's Human Resource function, economic development loan programs, and the Public Safety Retirement Plan administration.

SUPERVISION RECEIVED

The Treasurer and Human Resource Manager is appointed by the City Manager and works under the direct supervision of the City Manager.

SUPERVISION EXERCISED

The Treasurer and Human Resource Manager directly supervises two Utility Billing Clerks, two Cashiers, one Meter Reader, one Serviceman, and shares direct supervision of the Executive Assistant. The Treasurer and Human Resource Manager indirectly supervises other clerical personnel in Administrative Services.

ESSENTIAL FUNCTIONS

The following are examples of Essential Functions associated with the Treasurer and Human Resource Manager position. The list below does not include all duties which the position is expected to perform.

1. Manage the City's Utility Billing Department, which is responsible for rendering billings for Water, Wastewater, Electric and Garbage. Duties include management of meter reading, data collection, service work, shut offs, reconnects, delinquent accounts, technology and rate ordinance compliance.
2. Manage the City's Treasury Window, which receives all revenues payable to the City, including tax revenues, utility payments, fees, fines, electronic payments, and other revenues.
3. Identify and implement processes and procedures ACH and other electronic payments.
4. Monitor the City's cash position, and process investment draw-downs as needed to ensure adequate cash balances for municipal operations.
5. Render annual summer and winter property tax bills, which include levies for City taxes, County, School, ISD, DATA, Community Action Agency, Bay College, Central Dispatch, and Road Patrol.
6. Serve as Administrator and Board Secretary for the City's Public Safety defined benefit retirement plan. Responsibilities include record keeping, benefit estimates, benefit calculations, performance reporting, monthly benefit payments, withholding, regulatory

JOB DESCRIPTION – CITY TREASURER AND HUMAN RESOURCE MANAGER CONT.

compliance, monthly Board meetings, reports and presentations, oversight of audit and actuarial process, EDRO processing and serving as a resource to plan members and beneficiaries.

7. Provide decision making support and financial analysis for bond issues and capital project funding.
8. Manage all City banking and brokerage relationships.
9. Administer the City's economic development lending programs, and serve as the City's employee liaison to the Loan Administration Board. Duties include loan intake, credit analysis, loan structuring, work outs, collection, loan activity reports and presentations.
10. Attend City Council meetings and make presentations to the City Council when requested.
11. Prepare budgets for Utility Billing, Treasury and Human Resource departments and ensure compliance thereto.
12. Prepare revenue estimates and forecasts as needed for budgeting and planning purposes.
13. Assist the public with matters relating to utility billing and property taxation.
14. Oversee the City's Human Resource function which includes, union labor negotiations, benefits administration, workers compensation administration, regulatory compliance, employee recruiting, onboarding, policy formulation, discipline and discharge.
15. Special projects, assignments and analysis as directed.

QUALIFICATIONS

1. A Four-year degree in Business Administration, Finance or Accounting is required.
2. Business development, economic development, or commercial lending experience is beneficial.
3. The position requires a strong understanding of municipal operations, specifically in the areas of property taxation and utility operations.
4. Experience in a human resource role is beneficial.
5. The Position requires a strong understanding of the regulatory environment affecting employers.
6. Experience supervising employees and experience negotiating and administering union labor agreements is highly desirable.
7. Must be proficient with MS Office applications, and very proficient with Excel.
8. Must be bondable and able to pass a pre-employment background check, which includes an examination of one's personal credit report.

SELECTION GUIDELINES

Selection is based on strength of resume, application and cover letter; education; experience, qualifications and personal interview. Performance on pre-employment aptitude tests may also be used as a selection criteria.

PHYSICAL DEMANDS

The Treasurer and Human Resource Manager is regularly required to ambulate, reach, walk, hear, sit, talk, converse with others, grasp, handle, feel, and operate office equipment. The job requires close vision, distance vision, color vision, peripheral vision, and the ability to focus. The

JOB DESCRIPTION – CITY TREASURER AND HUMAN RESOURCE MANAGER CONT.

employee is occasionally required to climb, balance, stoop, kneel and crouch. The employee regularly lifts/moves up to 30 pounds.

WORK ENVIRONMENT

Work is performed within a climate-controlled office environment, where the noise level is quiet to moderate. The Treasurer and Human Resource Manager works near and around a variety of common office equipment, including copiers, computers, monitors, fax machines and phones. As a result, the position is frequently exposed to the sounds, electromagnetic fields, fumes and/or chemicals commonly associated with such equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties or working conditions does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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