



**CITY COUNCIL  
MEETING AGENDA**  
1<sup>st</sup> and 3<sup>rd</sup> Thursday of the Month

Marc D. Tall, Mayor  
Ronald J. Beauchamp, Mayor Pro-Tem  
Patricia A. Baribeau, Council Member  
Ralph B. Blasier, Council Member  
Michael R. Sattlem, Council Member

James V. O'Toole, City Manager  
Robert S. Richards, CMC City Clerk  
Ralph B. K. Peterson, City

City Council Chambers located at: City Hall – 410 Ludington Street – Room C101 – Escanaba MI 49829

The Council has adopted a policy to use a Consent Agenda, when appropriate. All items with an asterisk (\*) are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event, the item will be removed from the General Order of Business and considered in its normal sequence on the Agenda.

Regular Meeting

Thursday, January 5, 2017, at 7:00 p.m.

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGIANCE - City Clerk Robert S. Richards

APPROVAL/CORRECTION(S) TO MINUTES - Regular Meeting - December 15, 2016, Special Meeting December 13, 2016

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

BEIRF PUBLIC COMMENT

PUBLIC HEARINGS - None

NEW BUSINESS

**1. Approval – Scheduling of Public Hearings - 2017/18 Fiscal Year Budget Preparation – Citizen Participation.**

**Explanation:** Each year, the City Council holds public hearings to facilitate input from citizens for the upcoming fiscal year budget. Administration is seeking Council approval to schedule the first of three (3) public hearings for January 19, 2017. Additionally, Administration is seeking City Council approval to schedule additional public hearings for February 16, 2017, and March 16, 2017.

**2. Update – City Manager Position Posting.**

**Explanation:** Administration will update the City Council on the position posting for the upcoming City Manager opening.

APPOINTMENTS

BOARD, COMMISSION, AND COMMITTEE REPORTS

GENERAL PUBLIC COMMENT

ANNOUNCEMENTS

ADJOURNMENT

Respectfully Submitted

James V. O'Toole  
City Manager

**OFFICIAL PROCEEDINGS  
CITY COUNCIL  
CITY OF ESCANABA, MICHIGAN  
Study Session Meeting  
Tuesday, December 13, 2016**

Pursuit to a special meeting notice posted November 29, 2016, the meeting was called to order by the Honorable Mayor Marc D. Tall at 8:00 a.m. in the Council Chambers of City Hall located at 410 Ludington Street.

Present: Mayor Marc D. Tall, Council Members, Patricia A. Baribeau, Ronald J. Beauchamp, and Ralph B. Blasier.

Absent: Council Member Michael R. Sattem

Also Present: City Manager James V. O'Toole, City Department Heads, media, and members of the public.

**ADJUSTMENTS TO THE AGENDA**

Manager O'Toole asked for a discussion on the City Manager Search Advertisement costs.

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

**CONFLICT OF INTEREST DECLARATION** – None

**NEW BUSINESS**

**Discussion – Fire Pumper Truck Replacement.**

The City Council discussed with Administration the facts and circumstances on the need to replace the 1988 Pierce Pumper Truck which was currently in use in the City of Escanaba and Wells Township. The existing truck was purchased by Wells Township as part of a public safety mutual service contract.

- Manager O'Toole briefly reviewed the age and history of the 1988 Pumper Truck unit, efforts towards raising funds for a new unit, and the additional \$260,000 needed for the new purchase;
- Public Safety Director LaMarche and Captain Jamie Segorski reviewed Wells Township funds committed towards the new Fire Pumper Truck replacement, and advised the 1988 Pumper Truck needed to be replaced due to its age and required maintenance;
- Reviewed costs of the new pumper truck and new features it would provide, and other cost cutting efforts;
- Public Works Director/City Engineer Bill Farrell briefly reviewed equipment purchased through the Motor Vehicle Fund, monthly costs and its depreciation;
- Manager O'Toole reviewed various General Fund reductions and options to fund

the additional \$260,000, from General Fund Balance, Internal and External fund loans, use of recent surplus funds received from the State of Michigan, or do nothing. Manager O'Toole suggested the State funds should be used to pay down the Unfunded Pension Liabilities;

- Controller Becotte briefly reviewed Pension Fund unfunded liabilities, Internal loan financing, and funds available from the Farmers Home Loan fund.

After further discussion, Council directed Administration to split the costs for the new Pumper Truck from General Fund savings, \$130,000, and from a \$130,000 Internal Loan. Council also directed Administration to place new Pumper Truck for approval on the December 15, 2016, regular Council Meeting Agenda.

### **Discussion – Water and Wastewater Department Project Updates.**

City Manager O'Toole and Water/Wastewater Superintendent Lampi updated the City Council on several items pertaining to water and wastewater operations within the City. Subjects include 1.) An update on the Water Distribution Leak Detection and Repair Program; 2.) An update on lead services and lead protocols that the State of Michigan has mandated or will be implementing; 3.) An Operational Evaluation Report that must be filed with the Michigan Department of Environmental Quality pertaining to the treatment of potable water; 4.) Review of the Water System Sanitary Survey which is required by the Michigan Department of Environmental Quality; 5.) The "Eco Matt" Solid Waste Pilot Project; and 6.) An update on outstanding capital improvements slated to be made in the current fiscal year.

- Reviewed efforts to repairs of known leaks from Water Distribution Leak Detection and Repair Program. Of the 33 leaks found, 17 were repaired, and the leaks completed by June 2017;
- Provided an update on lead services and lead protocols, that the State of Michigan/Federal Government mandated or implementing. 40-50 percent of City services contained partial lead goose-necks that would now need to be replaced;
- Reviewed mandated Operational Evaluation Report filed with the Michigan Department of Environmental Quality pertaining to the treatment of potable water. Disinfection byproducts protection could be done by adding chemicals that would cost an additional \$30,000 per year;
- Reviewed Water System Sanitary Survey required by the Michigan Department of Environmental Quality. Two must do items where Distribution cross connections, and ACT 399 part 16 rules, and reviewed 13 other recommendations which would be done through Capital Improvements;
- Reviewed the "Eco Matt" Solid Waste Pilot Project. Mr. Lampi advised the program could provide great financial gains, but there were many unknowns at this time;
- Mr. Lampi also provided an update on outstanding capital improvements projects:
  - Mixers in the Water Towers and clear wells. Looking for third party evaluations;
  - New Water Meters had incorrect reading units, sent back for

City Council Minutes  
December 13, 2016 – cont.

- modifications;
- New injectors and chlorinators;
- Various Wastewater capital improvements projects and needs;
- Total costs would be hundreds of thousands of dollars for all the projects.

**City Manager Search Advertisement**

Manager O’Toole reviewed costs to place ads in various Wisconsin newspapers. Mr. O’Toole asked for direction on which placement of ads to use, and briefly reviewed City Manager responses received to date.

After discussion, Blasier moved, Beauchamp seconded, to advertise in the Green Bay Press Gazette for a new City Manager at a cost of \$2,610.07 for two weeks.

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

Ayes: Blasier, Beauchamp, Baribeau  
Nays: Tall

**MOTION CARRIED.**

**GENERAL PUBLIC COMMENT – None**

Hearing no further public comment, the Council adjourned at 9:30: a.m.

Respectfully submitted,

Robert S. Richards  
City Clerk

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

**OFFICIAL PROCEEDINGS  
CITY COUNCIL  
CITY OF ESCANABA, MICHIGAN  
Regular Council Meeting  
Thursday, December 15, 2016**

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, Patricia A. Baribeau, Ralph B. Blasier, Ronald J. Beauchamp, and Michael R. Sattem.

Absent: None

Also Present: City Manager James V. O'Toole, City Department Heads, media, and members of the public.

City Clerk Robert S. Richards gave the invocation and led Council in the Pledge of Allegiance.

Sattem moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to approve Regular Meeting minutes from December 1, 2016, and Special Meeting minutes from November 29, 2016, as submitted.

**ADJUSTMENTS TO THE AGENDA**

Council Member Baribeau asked to add an item regarding correcting a clerical error.

Baribeau moved, Tall seconded, to approve the agenda as amended.

Ayes: Baribeau, Tall, Beauchamp, Sattem  
Nay: Blasier

**MOTION CARRIED.**

**CONFLICT OF INTEREST DECLARATION** – None

**BRIEF PUBLIC COMMENT** – None

**UNFINISHED BUSINESS** – None

**PUBLIC HEARINGS** – None

**NEW BUSINESS**

**Approval – Annual Service Agreement – Delta County Historical Society.**

The Delta County Historical Society sought Council approval of their annual

2016-17 Service Agreement in the amount of \$2,000. Under the terms of the Service Agreement, the Delta County Historical Society would provide tours and activities at the Museum and Lighthouse facilities, available to the citizens of the City of Escanaba. Administration recommended approval of the Service Agreement and disbursement of budgeted funds.

**NB-1** Blasier moved, Sattem seconded, **CARRIED UNANIMOUSLY**, to approve the annual Delta County Historical Society 2016-17 Service Agreement in the amount of \$2,000, with disbursement of funds.

### **Approval – VMWare Network Server – Clerk’s Office.**

Administration sought Council approval to purchase a new VMWare Network Server from DStech, of Escanaba MI., in the approximate amount of \$12,572.58. The new server would replace the existing file server and an obsolete geographic information system (GIS) server on the City Network. This purchase was included in the current fiscal year budget; however, the cost of the server would exceed the budgeted amount by approximately \$2,072.58, and if approved, would require a future budget amendment.

Clerk Richards and DStech representative Josh Marenger provided a brief synopsis of the project with the recommendation to disburse extra funds to include the additional hard drive storage.

**NB-2** After discussion, Beauchamp moved, Sattem seconded, to approve a proposal from DStech for a new VMWare Network Server in the approximate amount of \$12,572.58

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

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

**MOTION CARRIED.**

### **Fire Pumper Truck Replacement Purchase and Wells Township Mutual Aid and Financing Agreement – Department of Public Safety.**

Administration sought Council approval to purchase a new Pierce Pumper truck in the amount of \$395,000 from Pierce Manufacturing, Inc. of Appleton, WI. The new fire truck would replace the existing 1988 Pierce Pumper Truck purchased by Well’s Township as part of a public safety service contract. Under the terms of the purchase, funds will be used from the following sources to purchase the truck; 1) \$130,000 will be provided from the City General Fund reserve (which will require a future budget amendment), 2) A \$130,000 internal City loan will require the Department of Public Safety to repay the principal and interest over a 15 year amortization period, 3) Wells Township will provide \$110,000 towards the purchase of the equipment as part of the

continued public safety service contract and 4) A \$25,000 Hannahville Indian Community Grant will provide \$25,000 towards the purchase of the truck. Additionally, Administration sought Council approval of a Mutual Aid and Financing Agreement between the City of Escanaba and Wells Township.

**NB-3a** Blasier moved, Beauchamp seconded, to approve the purchase of a new Pumper Truck in the amount of \$395,000 from Pierce Manufacturing, Inc. of Appleton, WI. under the following terms:

- 1) \$130,000 will be provided from the City General Fund reserve (which will require a future budget amendment);
- 2) A \$130,000 internal City loan will require the Department of Public Safety to repay the principal and interest over a 15 year amortization period;
- 3) Wells Township will provide \$110,000 towards the purchase of the equipment as part of the continued public safety service contract;
- 4) A Hannahville Indian Community Grant will provide \$25,000 towards the purchase of the truck.

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

**NB-3b** Sattem moved, Baribeau seconded, to approve a Mutual Aid and Financing Agreement between the City of Escanaba and Wells Township.

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

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

**MOTION CARRIED.**

### **Clerical error**

Manager O'Toole reviewed a clerical error that occurred regarding his City medical insurance. In 2011, he explained he stopped the opt out insurance fee and participated in a City family policy which included himself, wife and one child. Due to a clerical error, the City Insurance provider advised Manager O'Toole the granddaughter was an ineligible dependent and the City Insurance Company billed Mr. O'Toole for \$6,920.88 fee he needed to repay the insurance company. Mr. O'Toole asked the Council to waive the fee.

After discussion, Blasier moved, Beauchamp seconded, because of past employment performance with the City, provided Manager O'Toole with a non-refundable past performance bonus of \$10,000 that would be paid before Jan 1, 2017, if Manager O'Toole would commit staying employed through July 3, 2017, or if he would be relieved of his duties prior to July 3, 2017.

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

Ayes: Blasier, Beauchamp, Sattem, Tall  
Nays: Baribeau

**MOTION CARRIED.**

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

Mayor Tall, with Council consensus, appointed Gary Lark to the Traffic Safety Advisory Committee Term ending June 1, 2018.

**BOARD, COMMISSION, AND COMMITTEE REPORTS**

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

**GENERAL PUBLIC COMMENT** – None

**ANNOUNCEMENTS**

Council Members wished everyone a very Merry Christmas and Happy New Year.

Hearing no further public comment, the Council adjourned at 7:35 p.m.

Respectfully submitted

Robert S. Richards, CMC  
City Clerk

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



NB # 2  
cc 1/5/17

**CITY OF ESCANABA  
JOB OPENING  
CITY MANAGER POSITION**

The City of Escanaba, Michigan, population 12,529 is looking for a city manager to serve as its Chief Administrative Officer and oversee a \$31 million operating budget in a 12 square-mile community, located in the Upper Peninsula of Michigan.

This position is responsible to the Escanaba City Council for the administration of all city affairs and operations placed in the City Manager's charge. The city is looking for a replacement for long-time City Manager James V. O'Toole, who is scheduled to retire in March 2017. Mr. O'Toole has been the City Manager for the past 10 years.

The City Manager is responsible for assuring that critical services are provided in an effective and efficient manner providing the highest value possible. This includes a responsibility to citizens, business owners and employees in the city that infrastructure is maintained, that capital assets required for operation are in safe condition, and that personnel policies are abided by. A Bachelor's degree in public administration, business management, political science, finance or related fields and five to 10 years of relevant experience, or an equivalent combination of experience and education is desired. The successful candidate must possess a broad base of skills in municipal operations, be a highly skilled communicator and collaborator, and able to listen and integrate criticism, while working to resolve conflict. The city seeks an individual with proven success in keeping up with current trends and bringing innovative ideas forward, as well as a demonstrated commitment to diversity, equity and inclusion.

The city will offer a competitive salary and benefit package depending on qualifications, experience, and negotiations. City residency is strongly desired by the City Council.

The application period is now open and the deadline to apply is January 6, 2017. Applicants must submit a resume and letter of interest via e-mail to [hr@escanaba.org](mailto:hr@escanaba.org), or by postal mail, Attn: Human Resources Office, P.O. Box 948, Escanaba, MI.

Before applying, applicants are required to review the complete job description at <http://www.escanaba.org/jobopenings>.

For additional information about the community please visit our website at [www.escanaba.org](http://www.escanaba.org).