

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Study Session Meeting
Wednesday, June 29, 2016**

Pursuit to a special meeting notice posted June 8, 2016, the meeting was called to order by the Honorable Mayor Marc D. Tall at 12:00 p.m. in the Main Meeting Room of the Catherine Bonifas Civic Center located at 225 North 21st Street.

Present: Mayor Marc D. Tall, Council Members, Patricia A. Baribeau, Ronald J. Beauchamp, Ralph B. Blasier (arrived at 12:10 p.m.) and Michael R. Sattem.

Absent: None

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

ADJUSTMENTS TO THE AGENDA

Sattem moved, Baribeau seconded, **CARRIED UNANIMOUSLY**, to approve the City Council Agenda as submitted.

CONFLICT OF INTEREST DECLARATION – None

NEW BUSINESS

Review/Discussion – Revised Purchasing Policy and Procedures Manual.

City Administration led a review and discussion concerning a revised Purchasing Policy and Procedure Manual. The following was discussed:

- All Departments do their own purchasing;
- Spending limit of \$6,000 was now an issue in today's economy;
- Former Controller Dewar and Manager O'Toole briefly reviewed the draft policy;
- Code of conduct discussion regarding Department Head resignation. Would seek legal opinion;
- Reviewed commodity purchases under exempt transitions. Discussed revising exemption commodity definition regarding other unknown future purchases;
- Reviewed Open Meetings Act regarding Council Emergency Meetings in time of Natural Disasters;
- Discussion on Bid and Performance Bonds;
- Council and Administration reviewed the new \$24,999 purchasing limit. Discussed whether this spending limit was too high or not high enough. After discussion, Manager O'Toole stated the Purchasing Policy would have an annual review.

After further discussion, Manager O'Toole stated he would make necessary

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revisions, as recommend, to the proposed purchasing policy, and forward to Council to be put on a future Council Agenda for approval at a future Council Meeting.

GENERAL PUBLIC COMMENT – None

Hearing no further public comment, the Council adjourned at 12:56 p.m.

Respectfully submitted,

Robert S. Richards
City Clerk

Approved: _____
Marc D. Tall, Mayor