

AGENDA

REGULAR MEETING OF THE COMMON COUNCIL FOR THE CITY OF BESSEMER TO BE HELD
IN THE COUNCIL CHAMBERS, CITY HALL, ON TUESDAY, JANUARY 17, 2017, AT 5:30 P.M.

CALL TO ORDER

COUNCIL MEMBERS: Whitburn, Frello, Nelson, Coleman, Gaiss

PLEDGE OF ALLEGIANCE – ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENT ON AGENDA ITEMS

CONSENT AGENDA

- 1) Approval of Minutes – Regular Meeting of January 3, 2017

CLAIMS

- 1) General Fund
- 2) Major Street Fund
- 3) Local Street Fund
- 4) Water Utility Fund
- 5) Sewer Utility Fund

DOCUMENTS AND CORRESPONDENCE

- 1) Bessemer Chamber of Commerce – 2017 Annual Awards Banquet
- 2) December 31, 2016 – Financial Statements
- 3) Bessemer Public Library – Circulation and Activity Report

OLD BUSINESS

- 1) Keating Building Update
- 2) Mechanic's Position - Recommendation
- 3) Internet at Water Plant
- 4) Water Operator Position
- 5) Employee Handbook

NEW BUSINESS

- 1) March 6, 2017 Meeting – Change Date
- 2) Medical Marijuana Facilities Act Training Opportunity

REPORTS

- 1) City Manager Report
- 2) Department of Public Works Report
- 3) Chamber Report

PUBLIC COMMENT

ADJOURN

NOTE: All matters listed under the heading **CONSENT AGENDA** are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the **CONSENT AGENDA** and considered separately under **NEW BUSINESS**.

**A REGULAR MEETING OF THE COMMON COUNCIL FOR THE CITY OF BESSEMER
WAS HELD IN THE CITY HALL COUNCIL CHAMBERS
ON TUESDAY, JANUARY 3, 2017 AT 5:30 P.M.**

Mayor Whitburn called the meeting to order.

ROLL CALL: Present – Whitburn, Frello, Nelson, Gaiss, Coleman.

THESE MEMBERS CONSTITUTE A QUORUM.

AGENDA It was moved by Nelson, supported by Gaiss and **CARRIED** to approve the agenda as amended:

Documents and Correspondence – Add Marijuana Facility Correspondence
Add to Old Business: #4 Keating Building Update

PUBLIC HEARING ORDINANCE 346

FAIR HOUSING ORDINANCE It was moved by Frello, supported by Nelson and **CARRIED** to open a public hearing for the reading of Ordinance 346, Fair Housing Ordinance.

The floor was opened to the public to receive comments regarding the Fair Housing Ordinance, Ordinance No. 346. No member of the public offered any comment. No comments either written or verbal were received by the Clerk.

It was moved by Frello, supported by Gaiss and **CARRIED** to close the CDBG Grant Close Out public hearing.

**PUBLIC COMMENT
ON AGENDA ITEMS**

None.

CONSENT AGENDA

It was moved by Nelson and supported by Coleman that the consent agenda listed below be approved and that the correspondence be received and placed on file.

1) Approval of minutes – Regular Meeting of December 19, 2016

A roll call vote was then taken: AYES – Nelson, Gaiss, Whitburn, Coleman, Frello. NAYS – None. **MOTION CARRIED.**

CLAIMS

The following claims were presented for consideration and payment.

GENERAL FUND

BAKER & TAYLOR BOOKS	\$ 133.11
BAKER & TAYLOR ENTERTAINMENT	87.78
CENTER POINT LARGE PRINT	163.59
COUNTRYSIDE	45.00
POMASL FIRE EQUIPMENT	384.96
STEMPIHAR, INC.	1,753.25
TASTE OF HOME	17.98
THE WALL STREET JOURNAL	197.94
TRI-STATE BUSINESS SYSTEMS	90.00
TOTAL GENERAL FUND	\$ 2,873.61

MAJOR STREET FUND

RUKKILA, NEGRO, & ASSOC., CPA'S	\$ 750.00
TOTAL MAJOR STREET FUND	\$ 750.00

LOCAL STREET FUND	RUKKILA, NEGRO & ASSOCIATES, CPA'S	\$ 750.00
	TOTAL LOCAL STREET FUND	\$750.00
SEWER UTILITY FUND	RUKKILA, NEGRO & ASSOCIATES, CPA'S	\$ 860.00
	TOTAL SEWER UTILITY FUND	\$ 860.00
WATER UTILITY FUND	MIDLAND SERVICES	\$ 178.54
	RUKKILA, NEGRO & ASSOCIATES, CPA'S	860.00
	STEMPIHAR, INC.	54.20
	WHITE WATER ASSOCIATES	68.00
	TOTAL WATER UTILITY FUND	\$ 1,160.74
DDA FUND		
	TOTAL DDA FUND	\$ 0.00

It was moved by Gaiss and supported by Coleman that the claims, as presented, be approved for payment as funds become available.

A roll call vote was then taken: AYES – Gaiss, Whitburn, Coleman, Nelson, Frello. NAYS – None. **MOTION CARRIED.**

**MARIJUANA FACILITY
CORRESPONDENCE**

It was moved by Nelson, supported by Frello and **CARRIED** to authorize City Manager Loper to send out letters to inquiring parties as to what decision the Council arrives at regarding the new medical marijuana law and what restrictions the City imposes, if any.

**UPDATE GRWA/CITY-WATER
AND SEWER PROJECT**

The Council was informed that USDA has approved the bid awarded to Snow Country Contracting to do the water/sewer project and the project can proceed. No formal action was taken.

**SECOND READING AND ADOPTION OF
ORDINANCE NO. 346**

It was moved by Gaiss and supported by Coleman to recognize this meeting as the second reading of Ordinance 346, adopt Ordinance No. 346, Fair Housing Ordinance and authorize the City Clerk to publish the Ordinance.

A roll call vote was then taken: AYES – Frello, Gaiss, Whitburn, Nelson, Coleman. NAYS – None. **MOTION CARRIED.**

**NONMOTORIZED TRAIL – STEIGER PROPERTY
CITY PURCHASE REQUEST**

It was moved by Nelson and supported by Coleman to authorize the City to appropriate \$8,125 to be used as a local match by the City of Bessemer for the purchase of approximately 5 acres of land from Mr. Pat Steiger so the Iron Belle Trail, phase III can proceed through said property. Also, it was noted that the cost to the City will be reduced by a \$625 donation received from Mr. James Maccani, a thank you letter to be sent to Mr. Maccani and thank you letter be sent to Mr. Pat Steiger.

A roll call vote was then taken: AYES – Frello, Gaiss, Whitburn, Nelson, Coleman. NAYS – None. **MOTION CARRIED.**

UPDATE: KEATING BUILDING It was moved by Coleman and supported by Gaiss to move forward with the demolition of 206 S. Sophie Street and have a title search done to identify any restrictions on the property's deed.

A roll call vote was then taken: AYES – Frello, Gaiss, Whitburn, Nelson, Coleman. NAYS – None. **MOTION CARRIED.**

RESOLUTION NO. 2015-15 MDOT STREET ADMINISTRATOR APPOINTMENT-CHARLY LOPER It was moved by Gaiss, supported by Nelson and **CARRIED** to adopt Resolution No. 2015-15, MDOT Street Administrator Appointment which appoints City Manager Charly Loper as the street administrator for the City of Bessemer with regards to MDOT.

RESOLUTION NO. 2015-16 PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES It was moved by Coleman, supported by Nelson and **CARRIED** to adopt Resolution No. 2015-16, Performance Resolution for Governmental Agencies. This resolution is required by MDOT for the purpose of issuing permits when the City does any work in the trunkline right of way.

CITY MANAGER REPORT It was moved by Nelson, supported by Coleman and **CARRIED** to approve the City Manager report and place on file.

DPW REPORT It was moved by Whitburn, supported by Gaiss and **CARRIED** to approve the DPW report and place on file.

CHAMBER REPORT Mayor Whitburn reminded everyone of the annual chamber banquet in January and a regional round table event to be held January 19th.

PUBLIC COMMENT There was no public comment.

CLOSED SESSION It was moved by Frello, supported by Nelson and **CARRIED** to go into closed session for a strategy session for Collective Bargaining.

OPEN SESSION It was moved by Frello, supported by Gaiss and **CARRIED** to go back into open session.

WATER OPERATOR RECOMMENDATION It was moved by Whitburn and supported by Gaiss to approach the Union to open the contract in order to increase the hourly wage of the Water Operator position from \$21.07 to 21.70 per hour.

A roll call vote was then taken: AYES: Whitburn, Gaiss, Frello, Nelson, Coleman; NAYS: None. **MOTION CARRIED.**

ADJOURN – 6:46 P.M. It was moved by Nelson, supported by Coleman and **CARRIED** that the regular meeting be adjourned.

Kathleen Whitburn, Mayor

James K. Trudgeon, City Clerk

INVOICE REGISTER REPORT FOR CITY OF BESSEMER
 EXP CHECK RUN DATES 01/18/2017 - 01/18/2017
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnld
14854	ROVELSKY & COMPANY	01/09/2017	01/18/2017	163.30	163.30	Open	Y
14855	U.P. OFFICE EQUIPMENT SYSTEMS	01/09/2017	01/18/2017	48.49	48.49	Open	Y
14856	CITY OF BESSEMER GENERAL FUND	01/10/2017	01/18/2017	29,390.67	29,390.67	Open	Y
14857	CITY OF BESSEMER WATER UTILITY	01/01/2017	01/18/2017	329.56	329.56	Open	Y
14858	KORPELA & KAUPPI LAW OFFICE	01/10/2017	01/18/2017	728.00	728.00	Open	Y
14859	ASSOCIATED TITLE	01/09/2017	01/18/2017	100.00	100.00	Open	Y
14860	IRONWOOD DAILY GLOBE	12/31/2016	01/18/2017	81.50	81.50	Open	Y
14861	INDUSTRIAL MARKETING & CONSULTING	12/31/2016	01/18/2017	57.90	57.90	Open	Y
14862	ROVELSKY & COMPANY	12/13/2016	01/18/2017	23.50	23.50	Open	Y
4863	THE COMPUTER DOCTORS	01/03/2017	01/18/2017	157.00	157.00	Open	Y
4864	THE COMPUTER DOCTORS	12/30/2016	01/18/2017	347.50	347.50	Open	Y
4865	GOGEBIC CO EQUALIZATION DEPT	01/05/2017	01/18/2017	3,530.75	3,530.75	Open	Y
4866	GOGEBIC CO EQUALIZATION DEPT	01/05/2017	01/18/2017	455.00	455.00	Open	Y
4867	EAGLE WASTE - ASHLAND	12/30/2016	01/18/2017	228.96	228.96	Open	Y
4868	EAGLE WASTE - ASHLAND	12/30/2016	01/18/2017	12,172.32	12,172.32	Open	Y
4869	EAGLE WASTE - ASHLAND	12/30/2016	01/18/2017	13.98	13.98	Open	Y
4870	PNC BANK	12/30/2016	01/18/2017	194.60	194.60	Open	Y
4871	AmeriPride	12/29/2016	01/18/2017	37.26	37.26	Open	Y
4872	FOOD NETWORK MAGAZINE	12/15/2016	01/18/2017	48.00	48.00	Open	Y
4873	BAKER & TAYLOR BOOKS	12/16/2016	01/18/2017	21.25	21.25	Open	Y
4874	BAKER & TAYLOR BOOKS	12/16/2016	01/18/2017	24.52	24.52	Open	Y
4875	BAKER & TAYLOR BOOKS	12/19/2016	01/18/2017	8.70	8.70	Open	Y
4876	BAKER & TAYLOR BOOKS	12/16/2016	01/18/2017	10.89	10.89	Open	Y
4877	BAKER & TAYLOR BOOKS	12/16/2016	01/18/2017	79.15	79.15	Open	Y
4878	BAKER & TAYLOR BOOKS	12/16/2016	01/18/2017	31.29	31.29	Open	Y
4879	C & M OIL COMPANY	12/30/2016	01/18/2017	366.85	366.85	Open	Y
4880	C & M OIL COMPANY	12/02/2016	01/18/2017	14.45	14.45	Open	Y
4881	G T C AUTO PARTS INC	12/16/2016	01/18/2017	62.13	62.13	Open	Y
4882	G T C AUTO PARTS INC	12/05/2016	01/18/2017	16.17	16.17	Open	Y
4883	G T C AUTO PARTS INC	12/12/2016	01/18/2017	53.25	53.25	Open	Y
4884	G T C AUTO PARTS INC	12/12/2016	01/18/2017	61.09	61.09	Open	Y
4885	G T C AUTO PARTS INC	12/12/2016	01/18/2017	34.38	34.38	Open	Y
4886	G T C AUTO PARTS INC	12/13/2016	01/18/2017	9.79	9.79	Open	Y
4887	G T C AUTO PARTS INC	12/19/2016	01/18/2017	67.40	67.40	Open	Y
4888	G T C AUTO PARTS INC	12/21/2016	01/18/2017	131.13	131.13	Open	Y
4889	G T C AUTO PARTS INC	12/27/2016	01/18/2017	10.11	10.11	Open	Y
4890	G T C AUTO PARTS INC	12/27/2016	01/18/2017	72.99	72.99	Open	Y
4891	G T C AUTO PARTS INC	12/27/2016	01/18/2017	67.39	67.39	Open	Y
4892	STEIGERS HOME CENTER	12/27/2016	01/18/2017	7.96	7.96	Open	Y
4893	STEIGERS HOME CENTER	12/02/2016	01/18/2017	10.74	10.74	Open	Y
4894	STEIGERS HOME CENTER	12/02/2016	01/18/2017	13.58	13.58	Open	Y
4895	STEIGERS HOME CENTER	12/02/2016	01/18/2017	17.57	17.57	Open	Y
4896	STEIGERS HOME CENTER	12/08/2016	01/18/2017	21.57	21.57	Open	Y
4897	STEIGERS HOME CENTER	12/16/2016	01/18/2017	9.99	9.99	Open	Y
4898	STEIGERS HOME CENTER	12/28/2016	01/18/2017	27.63	27.63	Open	Y
4899	STEIGERS HOME CENTER	12/28/2016	01/18/2017	19.99	19.99	Open	Y
4900	STEIGERS HOME CENTER	12/29/2016	01/18/2017	21.98	21.98	Open	Y
4901	STEIGERS HOME CENTER	12/29/2016	01/18/2017	18.99	18.99	Open	Y
4902	STEIGERS HOME CENTER	12/29/2016	01/18/2017	3.99	3.99	Open	Y
4903	STEIGERS HOME CENTER	12/29/2016	01/18/2017	15.00	15.00	Open	Y
4904	STEIGERS HOME CENTER	12/06/2016	01/18/2017	11.89	11.89	Open	Y
4905	STEIGERS HOME CENTER	12/06/2016	01/18/2017	17.38	17.38	Open	Y
4906	STEIGERS HOME CENTER	12/06/2016	01/18/2017	61.23	61.23	Open	Y

INVOICE REGISTER REPORT FOR CITY OF BESSEMER
 EXP CHECK RUN DATES 01/18/2017 - 01/18/2017
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
4907	RUKKILA, NEGRO & ASSOC.	12/31/2016	01/18/2017	3,015.00	3,015.00	Open	Y
4908	COLEMAN ENGINEERING CO	01/11/2017	01/18/2017	2,312.80	2,312.80	Open	Y
	# of Invoices:	55	# Due:	55	54,858.51		
	# of Credit Memos:	0	# Due:	0	0.00		
Total of Invoices and Credit Memos:					54,858.51		

--- TOTALS BY FUND ---

101 - General Fund	22,263.94	22,263.94
202 - Major Street Fund	16,887.39	16,887.39
203 - Local Street Fund	11,934.39	11,934.39
590 - Sewer Fund	1,040.00	1,040.00
591 - Water Fund	2,732.79	2,732.79
Totals:		54,858.51

--- TOTALS BY DEPT/ACTIVITY ---

172 - City Manager	194.60	194.60
173 - General Administration	3,789.49	3,789.49
253 - City Treasurer	3,530.75	3,530.75
257 - Assessor	455.00	455.00
265 - Buildings & Grounds	164.36	164.36
266 - City Attorney	728.00	728.00
276 - Cemetery	113.25	113.25
336 - Fire Department	14.45	14.45
372 - Blight Remediation Project	2,412.80	2,412.80
442 - Snow & Ice	28,681.78	28,681.78
446 - Highways & Streets	1,532.82	1,532.82
528 - Refuse Collection/Disposal	12,172.32	12,172.32
570 - Production & Pumping	188.90	188.90
573 - Distribution	568.89	568.89
751 - Parks & Recreation	87.30	87.30
790 - Library	223.80	223.80



PO Box 243
Bessemer, MI 49911

December 31, 2016

Dear Bessemer Chamber of Commerce Member,

Our chamber membership has provided many opportunities designed to assist our businesses with local support and our area with community activities that engaged our youth and our young at heart. We all understand the challenges that our local chambers face. Our resources are limited not only financially but also in our volunteer base and the time commitments needed. Somehow, we have always managed to get by, however, sometimes accepting "getting by" inhibits our ability to grow and move forward.

Over the past couple of years, Governor Snyder has initiated the Regions of Prosperity. This initiative is richly worked on with our team at WUPPDR (Western Upper Peninsular Planning & Development Region). One directive pursued was the development of the Western UP Chamber Alliance which envelopes our western most six U.P. counties. We all accepted active roles to continue the efforts of this alliance within our chamber of commerce and instilling the CORE Value Propositions as noted by the State of Michigan Chamber of Commerce:

- ✿ OUR MISSION: We promote conditions favorable to job creation and business success in Michigan.
- ✿ OUR VISION: To make Michigan the best state in the country to live, work, raise a family or build a business by strengthening communities and improving our quality of life.
- ✿ OUR CORE PURPOSE: To help our members solve their business problems and prosper.

We have successfully co-partnered with our neighboring Chambers of Commerce on many projects and outreach programs to enhance our community and provide value to our local businesses. These efforts demonstrate the benefit of collaboration to our businesses; and, also, our commitment to driving success for our entire community. Based on the current status of our chamber of commerce and lack of future leadership, we have reached out to our neighboring chamber of commerce's to start the conversation for charter development of a unified chamber of commerce to launch us and sustain us for years to come.

We invite you to learn more about this endeavor at our Joint Annual Award Banquet with the Ironwood Chamber of Commerce, on Wednesday, January 18, 2017 at the Bessemer VFW. Please find enclosed your invitation containing all the details. We look forward to seeing you there!

It has been our pleasure to serve you and our community. Please email us at bessemermi.chamber@yahoo.com with any questions.

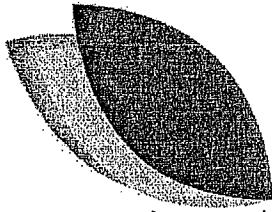
Sincerely,
Bessemer Chamber of Commerce

KATHY WHITBURN
President

Melissa Whitburn
Vice-President

Mary Waino
Secretary

Donna Frello
Treasurer



Ironwood

Chamber of Commerce



Ironwood & Bessemer Chambers of Commerce

Present

2017 Annual Awards Banquet

You and Your Team are Cordially Invited to Join Us as
We Come Together to Celebrate and Honor Our Community!

Wednesday, January 18, 2017

Bessemer VFW Post 3673

Highway: US 2, Bessemer MI

5-6pm Social Hour • 6pm Dinner

6:45pm Program • Guest Speaker:

Jerry Wuorenmaa, Executive Director

Western U.P. Planning & Development Region (WUPPDR)

Your Chamber Membership Includes One Free Ticket

Additional Tickets available for \$20 per person

Dinner Reservations, Pre-Registration & Payment appreciated

by Wed, January 11, 2017 (or at the door)

Business Name: _____ Phone #: _____

Chamber Member: Yes, Please include my 1 Free Ticket & Include the following additional guests. No, I'm sorry I'm unable to attend.

Individual Names Attending: _____

Add'l Ticket(s): _____ @ \$20 TOTAL AMOUNT ENCLOSED: \$ _____

Bessemer Chamber of Commerce, PO Box 243, Bessemer MI 49911

Highlights from the Annual Report for the State of Michigan for the Bessemer Public Library

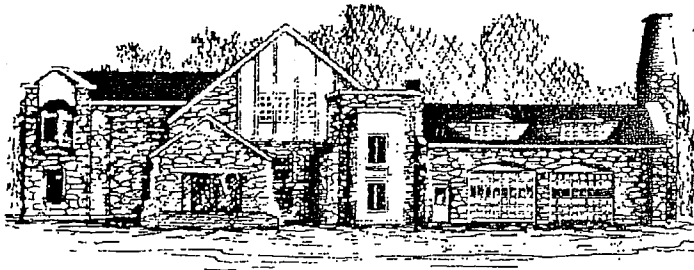
This year's report covers July 1, 2015 – June 30, 2016

The Annual Report collects statistics from all public libraries in the state and is required to receive state funding (\$1770 for the year).

The biggest surprise in our reporting this year was that the reported square footage of the library (for an untold number of years) was wrong. Instead of 1770 square feet, the library is actually 2400 square feet!

Some of the details from the report:

- We serve a population of 5414, including the residents of the City of Bessemer, Bessemer Township, and Ironwood Township
- We received \$39820.92 in penal fines from Gogebic County
- Open to the public 1803 actual hours for the year
- There were 12343 visitors to the library
- 573 attended library programs, including the Summer Reading Program events, the Library Picnic, storytimes, and the Gingerbread House Event
- The library houses 12972 books, 718 books on CD, 863 DVDs, and 50 magazine subscriptions. We share access to 2477 downloadable audiobooks and 5850 e-books in the Great Lakes Digital Library
- 22221 items checked out
- 1219 active library cardholders
- There were 2248 sessions used on our public computers and 528 Wi-Fi log-ins
- 2193 reference questions were answered
- The library is part of a loan program between libraries in our cooperative, covering the Upper Peninsula and part of the northern Lower Peninsula, where we loaned out 1078 items and borrowed 826 items



**CITY OF BESSEMER
CITY HALL
411 S. Sophie Street
Bessemer, Michigan 49911**

City Clerk (906) 667-0333 City Treasurer (906) 663-4101 City Manager (906) 663-4311

FAX: (906) 667-0467
Michigan Relay TDD: 1-800-649-3777

**Kathleen Whitburn
Mayor**

Manager's report

January 12th, 2017

Keating Building: The title search didn't show any easements for the porch on the current deed. I spoke with Randi Jackson about the porch. She doesn't have any issue with us knocking down the porch when we tear down the building however, she is not sure she has the legal ability to okay this as the business has declared bankruptcy and is going back to Gogebic Range Bank. I have spoken with the bank and am waiting to hear back from them. We received the lead and asbestos testing back and there is asbestos at 206 S Sophie and one of the garages west of Yale. There is also lead paint on the city's trailer and garage. We will include this asbestos in the RFP for 206 S. Sophie and I will be in touch with the state regarding the city buildings.

Mechanics Position: We are currently interviewing candidates and will have our recommendation on Monday for your approval.

Iron Belle Trail: I have drafted an intent to purchase the land from Pat Steiger and am waiting on Mike Korpela's approval. James Maccani was right on top of things and as soon as he received our thank you note, he mailed the check. We will put this money aside for incase we don't receive the grant.

Internet at Water Plant: We can purchase internet from Hughes Network for the Water Plant. It is satellite internet so it is going to be slow (5Mbps download, 1 Mbps upload). It's about the speed of a phone using data. I spoke with Dave Simon with Energenics, our software guru, and he thinks this should be fast enough, hopefully. The cost is \$80/month for 10 gigabytes/ month. \$80/ month *12 months = \$960/ year. The cost for Energenics to drive up and fix our software in an emergency is over \$1,400. If it's not an emergency he tries to split his transportation costs between several communities but is still expensive. If Dave Simon can remotely connect to the internet to fix our software during an emergency just once a year, we are saving over \$400 by having internet. We can also save time by using the internet to remotely switch pumps and make other minor corrections which can save the crew time. The internet can also provide Mike a quiet place to study for the water operator exams. I recommend we purchase internet from Hughes.

Blighted Structures: I sent the first letter to the owners of 204 Division to start the condemnation process. I also sent a letter to 109 1st Ave. This is a house that has been deemed unsafe and the owners were notified in the past. This winter has put a hole in the roof. I sent them a similar letter as for 204 Division asking them to address the concern. At a later date I may ask for permission to begin the condemnation proceedings.

Water Operator Position: I have spoken with the Union and they don't feel comfortable opening the contract at this time. They have the right to do this and we can discuss the hourly increase once we begin contract negotiations.

They would also feel more comfortable if we don't repost the Water Operator position until after Mike has secured the licenses. He will continue to perform the water plant operator duties and be paid water plant operator wages when working with water. For other duties he will be paid as a common laborer. I recommend we follow their request.

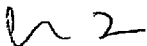
Another concern is the tests. The tests are hard to pass. We will provide space for Mike to study while on the clock. We have some study guides and we will purchase newer ones if needed. Neal said he will help Mike study and I can help with any math questions. I strongly recommend we also pay for him to attend a training in Gull Lake or Kettunen Center in the spring. This is customary for us to do, but I will need your approval. In the past, when the former water plant operator failed the first tests, the city hired a tutor. We may consider this if he fails his first tests.

Mike will need to take two tests, a D-3 and an S-3. I recommend the City pay for the first two tries on both tests as they are difficult to pass. The tests are \$70 plus transportation and accommodations for one night since the test will be from 8:30 to 4 in either Escanaba or Marquette. Furthermore, I recommend if he doesn't pass on the first two tries, we give him the opportunity to retake the tests one more time on his own dime. The tests are available two times a year and he qualifies to take the D-3 currently. He has to work at the plant for 1 year before he can take the S-3 test. I recommend he take the D-3 May 3rd which will give him over 3 months to study and the S-3 November 1st. If he fails any of the tests, he should take the next available test.

The final concern is if he doesn't pass the tests. The union would like a guarantee that he won't be laid off. Threatening layoffs hurts morale and will decrease the productivity of the crew as well as put an undue amount of stress on Mike to pass the already stressful test. Mike has worked for the City of Bessemer for over 14 years and is a wonderful asset. I feel it would not be in the city's best interest to threaten to lay him off if he doesn't pass the test. The union would like a clause to be included in their contract saying the city will not conduct any layoffs. I would be hesitant to include this because we cannot foresee the future. I can say that as long as I am city manager I will do my best to avoid layoffs, but I don't want to guarantee this won't happen. Hopefully, we don't see any losses to our budget and it starts to accelerate in growth, but I don't feel comfortable including such a clause in our contract. If he does fail the tests I would recommend we look at other avenues than layoffs. We could look into having another person on the crew taking the role or if someone is retiring around that time look at shifting roles and hiring a water plant operator. I know Mike would like something in writing guaranteeing he won't be laid off if he doesn't pass the test and I would feel comfortable, with your permission, giving him something along the lines of the previous sentence. With your permission I will draft up such a letter for Mike Korpela's review and your final approval. This issue will come up again during contract negotiations.

As always, my door is open. Feel free to stop in.

Respectfully,



Charly Loper
City Manager

User: ANN

EXP CHECK RUN DATES 01/18/2017 - 01/18/2017

DB: Bessemer

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. AmeriPride	37.26		
2. ASSOCIATED TITLE	100.00		
3. BAKER & TAYLOR BOOKS	175.80		
4. C & M OIL COMPANY	381.30		
5. CITY OF BESSEMER GENERAL FUND	29,390.67		
6. CITY OF BESSEMER WATER UTILITY	329.56		
7. COLEMAN ENGINEERING CO	2,312.80		
8. EAGLE WASTE - ASHLAND	12,415.26		
9. FOOD NETWORK MAGAZINE	48.00		
10. G T C AUTO PARTS INC	585.83		
11. GOGEBIC CO EQUALIZATION DEPT	3,985.75		
12. INDUSTRIAL MARKETING & CONSULTING	57.90		
13. IRONWOOD DAILY GLOBE	81.50		
14. KORPELA & KAUPPI LAW OFFICE	728.00		
15. PNC BANK	194.60		
16. ROVELSKY & COMPANY	186.80		
17. RUKKILA, NEGRO & ASSOC. , CPAS PC	3,015.00		
18. STEIGERS HOME CENTER	279.49		
19. THE COMPUTER DOCTORS	504.50		
20. U.P. OFFICE EQUIPMENT SYSTEMS	48.49		
TOTAL ALL CLAIMS	54,858.51		

To: Charly Loper: City Manager

From: Neal Nelson: DPW Leadman

Re: Progress Report

Work Completed 12/29-1/12

Streets: The DPW has plowed, sanded and scraped streets as needed cleared sidewalks on S Sophie Street, and removed snow Mary Street, 300 block E Sellar Street City Hall and alleys.

Buildings: The DPW has cleared snow from parking areas and building entry ways, repairs to outlets, lights and janitorial work.

Water: The DPW repaired meters, assisted customers with freezing problems (seven to date), repaired 6" main on 1st Ave and general water plant operations.

Shop: The DPW has been maintaining the snow removal fleet along with preventive maintenance of equipment, picked up Christmas trees, and removed Christmas lights.

The DPW will be doing building maintenance, water system maintenance, equipment repairs, and winter street maintenance.