

**City of St. Ignace
Council Proceedings
(Official)**

A Regular Meeting of the St. Ignace City Council was held on Monday, June 7, 2021, in the Little Bear East Community Center as a hybrid attendance meeting, with Zoom video conference available. The meeting was called to order at 7:00 p.m. by Mayor Litzner, followed by the Pledge of Allegiance. Councilmember Clapperton gave the invocation.

PRESENT FROM CITY COUNCIL: Councilmembers Clapperton, Fullerton, LaLonde, Mayor Litzner, Councilmember Pelter, Mayor Pro-Tem St. Louis and Councilmember Tremble.

ABSENT: None.

STAFF PRESENT/ZOOM: Darcy Long, City Manager; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer; Bill Fraser, DPW Director; Tony Brown, Police Chief; Stephanie Baar, Assistant to the City Manager.

PUBLIC HEARING DWSRF

MAYOR LITZNER: At this time, we open for a Public Hearing on DWRF. If you speak from the Zoom or from the platform, please state your name and address. Thank you.

Bill, are you going to open this or...okay.

CLERK INSLEY: Kelly.

MR. KELLY HEIDBRIER: My name is Kelly Heidbrier. I am with C2AE. I'm assisting the City of St. Ignace with the application for the State of Michigan Drinking Water State Revolving Fund application. I'm going to describe the Project Plan and some of the major power points of the Project Plan that's being submitted on their behalf.

MAYOR LITZNER: Can you stop for one second? Can you guys hear him?

AUDIENCE MEMBER: No.

MANAGER LONG: Can you turn the mic. Okay. Try that.

MR. KELLY HEIDBRIER: Everybody hear me now?

MR. TOM DELLA-MORETTA: That's better.

MAYOR LITZNER: Thank you.

MR. KELLY HEIDBRIER: So I will start with the project background. This study or Project Plan was authorized by the City of St. Ignace via execution of a letter proposal on January 20th, 2021. The purpose of the Project Plan is to evaluate needs and recommend alternatives for improvements to the City's water system.

The City of St. Ignace is the responsible entity for the municipal water treatment plant serving the City and the adjacent areas of Moran and St. Ignace Townships. The entire service district lies within Mackinac County in Michigan's Upper Peninsula.

The City's facilities include a 500,000-gallon in-ground concrete treated water storage tank at the water treatment plant, one 300,000-gallon steel standpipe with booster pumping at Marley Street, a 100,000-gallon elevated storage tank on Second Street, and a 100,000-gallon elevated storage tank in Evergreen Shores. These facilities and the distribution system are currently owned, operated, and maintained by the City. The distribution system includes about 200,000 feet of water main, includes hydrants, valves, and services. The City water source is Lake Huron near the Straits of Mackinac. The primary goal of the water treatment plant and distribution system is to protect the quality of the water supply 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 water supply to the service area.

Reliable operation of the water distribution system within the City of St. Ignace's utility systems are imperative to protect the health and safety of the City's citizens and visitors. The City has been operating and maintaining the water treatment facility effectively, but there are areas of escalating deterioration and obsolescence that require a larger preventative replacement and rehabilitation effort. Operators, consultants, and regulators have collaborated on the proposed solutions for these areas of work.

Now we're going to describe the alternatives that were analyzed and how we selected the chosen selective alternatives.

The principal alternatives that were considered were Alternative Number 1, and that was no action.

The water treatment plant may continue to maintain operations, but escalating deterioration of existing equipment and structures risk inefficiency, additional hazards, and control failures.

Second alternative was upgrade existing facilities. The rehabilitation of existing treatment systems can be done with relatively minor additions, modifications, and replacements.

The selective alternative to upgrade of existing facilities is considered the preferred alternative. The fundamental effectiveness of existing treatment plant systems is not in need of major changes, but minor improvements can prevent decline and improve efficiency of current operations.

The recommended treatment option for St. Ignace is to upgrade facilities or rehabilitate unit processes, which include the following:

Replacement of the shorewell isolation valve with improvements to the pump station itself.

Upgrade low service pumps with various frequency drive controllers.

Rehabilitation of flocculation cells and drive replacement.

Rehabilitation of Filter Bed Number 2, including filter media.

Upgrade high service pumps with VFD controllers.

Coating of the existing treated water storage tank at the water treatment plant and elevated storage tanks throughout the City.

Soda ash feed improvements, ensuring distribution system corrosion control efforts are maintained.

Sludge lagoon rehabilitation.

General water treatment plant improvements and equipment upgrades to promote reliability, sustainability, and energy efficiency.

Replacement of existing lighting fixtures for more energy efficient fixtures.

And now I'm going to discuss the project costs. So the estimated construction costs for this project was \$1,596,000.

Administration, legal, bonding, permits, and miscellaneous costs were \$24,000.

Engineering total was \$292,000. Contingencies, \$115,000.

The total project costs estimated right now is \$2,027,000.

The City of St. Ignace qualified as a disadvantaged community, which allowed the City to extend the loan from 20 years to 30 years. So with that estimated project costs in a 30-year term and an annual debt service amount of \$92,068, the estimated user rate impact per EDU is \$3 per month. And this is covered under your existing rate structure with your current debt retirement.

An environmental evaluation was done. The anticipated environmental impacts resulting from implementation of the selected alternative are relatively minor. There is no increase in the extent of the water system and no major changes in terms of residuals or other material effects. There's a full detail that can be found in the Project Plan under the appendix titled "Environmental Evaluation."

Mitigation measures were also considered. Where adverse impacts due to installation of the recommended improvements cannot be avoided, mitigation measures will be implemented. Costs for mitigation measures will be considered where applicable in project opinions of probable cost and included in construction contract documents. A full discussion of the mitigation measures can also be found inside the Project Plan under the section titled "Mitigation Measures."

At this time, I don't have anything else to cover here today.

You can open up the hearing for questions. And if there are none, we may close the hearing.

MAYOR LITZNER: Okay. We're going to start with questions of everybody in the room, and then we'll go to Zoom.

COUNCILMEMBER PELTER: I didn't understand the statement you said that it would cost the user rate of \$3 per month, but that was covered in our existing rate structure.

Does that mean there will be no rate increase?

MR. KELLY HEIDBRIER: Correct.

COUNCILMEMBER PELTER: So we take it out of the current payment. Thank you.

COUNCILMEMBER FULLERTON: I only have the contingency. The project seems pretty straightforward, and it just seems a little high for this project, but it may not be. If we don't use it all, we don't pay it.

MR. KELLY HEIDBRIER: Correct.

COUNCILMEMBER FULLERTON: I thought so. You put that in there. So if you need it, you have it. I understand. Thank you.

MAYOR LITZNER: Mr. Della-Moretta.

MR. TOM DELLA-MORETTA: To follow up on Councilperson Pelter's question, if there is no need to raise the rates, based upon what is being collected today, is that based upon the upcoming debt retirement that we're anticipating? Because there's a lot of projects that the debt is going to be paid off in the near future. Right?

MR. BILL FRASER: We have a debt paid off already.

MR. TOM DELLA-MORETTA: That's why it's not needed.

MR. BILL FRASER: That's correct. We just paid one last year of almost two hundred and ...yeah, \$240,000 or \$250,000 a year payment, and this is only going to be like 92 so.

MR. TOM DELLA-MORETTA: Okay. Cool.

MAYOR LITZNER: Thank you. Any other questions in the room?

COUNCILMEMBER PELTER: I just have a really general one. Bill, is this what you think is the best of the plans that were selected? Like, were you on board a hundred percent here?

MR. BILL FRASER: Yeah. This is all water plant upgrades. Not upgrades, but to rebuild what is existing there.

COUNCILMEMBER PELTER: Instead of trying to, like you said, the other option is to overhaul everything. I just want to make sure you got to have your opinions expressed.

MR. BILL FRASER: oh, yeah. Kelly and I worked together for over a year on this, so yep.

COUNCILMEMBER PELTER: If you work with me for a year on something, you will never get your opinion so.

MR. BILL FRASER: Yeah.

MAYOR LITZNER: Mr. Della-Moretta.

MR. TOM DELLA-MORETTA: I'm sorry, but this may be an unfair question. Is there an understood life expectancy of the water plant?

MR. KELLY HEIDBRIER: That's a complicated answer. Different components have different expected life. So I couldn't say a life expectancy of the plant itself. The City has done a great job maintaining different components of the facility. It's just time for a larger capital improvement project to keep up on the rest of it, I guess.

MR. BILL FRASER: Tom, we have already done a lot of upgrades on our own.

MR. TOM DELLA-MORETTA: Sure.

MR. BILL FRASER: Like rebuilding pumps. Now it's to the point where there is funding there that we want to do a little bit more maybe at one given time. Like the buildings, the bricks are deteriorating a little bit. We want to upgrade that maybe and just that there's help there that we want to take advantage of.

MR. TOM DELLA-MORETTA: Sure.

MR. BILL FRASER: I guess it's the best guess thing.

MAYOR LITZNER: Okay. And I'm sorry, I forgot. You got Tom? Do you need Tom's address?

CLERK INSLEY: (Nods yes).

MAYOR LITZNER: Okay, so, Eric, you have to stand up and state your name and address.
 MR. ERIC DOERR: Eric Doerr, 620 West Spring Street, St. Ignace News.
 Do you have any timeline for when work would begin?
 MR. KELLY HEIDBRIER: We're hoping winter of this coming year.
 MR. ERIC DOERR: Thank you.
 MAYOR LITZNER: Okay, is there anybody on Zoom that would like to ask a question or make a statement. Please remember your name and address. Okay, is there anybody else in the room? Okay, we're going to close this portion of the Public Hearing. Thank you.

LIMITED PUBLIC COMMENT - None.

CONSIDERATION OF MINUTES OF THE MAY 17, 2021 REGULAR COUNCIL MEETING:

It was moved by Councilmember Clapperton, seconded by Councilmember LaLonde, to approve the minutes from May 17, 2021.

Roll Call Vote:

Yes: Councilmembers Fullerton, LaLonde, Mayor Litzner, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Tremble and Clapperton.

No: None.

Motion carried unanimously.

CONSIDERATION OF BILLS

It was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to approve payment of the bills in the amount of \$37,280.96.

Roll Call Vote:

Yes: Councilmember LaLonde, Mayor Litzner, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Tremble, Clapperton and Fullerton.

No: None.

Motion carried unanimously.

Ace Hardware	May 2021 Statement	\$1,165.62
Ace Hardware	Golf - May 2021 Statement	\$642.28
Amazon	SIPD: Holster, Patches. Marina: Computer, Printer CMGR: Monitor, Router, Office Supplies	\$1,802.22
Andy's Feed Station	Grass Seed and Straw	\$77.00
Arctic Glacier	Marina Ice	\$384.10
Arrow Signs	Playground Parking Sign/Golf Sign	\$449.50
Belonga Excavating	Parks/WWTR/Golf/Major St. Top Soil, Gravel	\$600.00
Belonga Plumbing	Marina/Parks/DPW Parts	\$156.30
Charles Palmer, PC	Attorney	\$1,348.50
Cheboygan Cement	Limestone	\$350.00

Core Technology	SIPD - Annual Technology Maintenance	\$6,241.00
ETNA	Waterline 8 Smartpoint	\$1,280.00
Galls	SIPD Uniforms Shirts	\$250.59
Grainger	Uniform Boots-C. McCall	\$139.90
Harrell's	Golf Course Supplies	\$2,080.45
Indian Trails	Bus Station	\$364.66
Interstate Battery	Golf Mower Batteries	\$342.85
Jefferson Solution, Inc.	2020-2021 GASB 75 Valuation Report	\$3,950.00
KSS	Marina Supplies	\$472.18
Mackinac Plumbing & Heating Co.	Golf Course Parts/Park Bathroom Parts	\$536.75
Mackinac Sales	May 2021 Statement	\$142.08
Mackinac Straits Shooters Assoc	Annual Dues	\$56.00
Mark Wilk	DPW-Mobile Radio Set Up	\$70.00
Michigan Steam	DPW-Broom and Brush	\$416.82
MMTA	Treasurer Virtual Training-A. Insley	\$15.00
National Office Products	May 2021 Statement	\$4,077.02
National Safety Compliance	Federal and Michigan Law Posters	\$279.00
NCL	Wastewater Plant Supplies	\$673.86
Oscar W. Larson Co.	Marina UST B Inspection/Maintenance Performed	\$147.91
Paragon Laboratories	Wastewater Plant Testing	\$13.00
Pitney Bowes	Postage Machine Lease Payment	\$470.22
Quill	Annual Renewal	\$69.99
Spartan Distributors	Golf Course Supplies	\$307.55
Spartan Nash	May 2021 Statement	\$199.69
St. Ignace In Bloom	Marina Flowers	\$105.00
St. Ignace True Value	May 2021 Statement	\$1,002.29
Straits Area Glass Inc.	City Hall Entry Hall Doors	\$185.00
Straits Building Center	May 2021 Statement	\$1,146.99

Taylor Auto Supply LLC	DPW-Tire Repair Supplies	\$65.40
The St. Ignace News	May 2021 Statement	\$718.83
UIS Scada	Water Plant Maintenance	\$2,871.73
UP North Flag Poles	Marina Flags	\$131.70
Yamaha Motor Finance Corp	Golf Cart Monthly Lease Payment	\$1,481.98
Total		\$37,280.96

NEW BUSINESS

A. RESOLUTION

RESOLUTION ADOPTING A FINAL PROJECT PLAN FOR WATER SYSTEM IMPROVEMENTS & DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE

The following resolution was offered for adoption by Councilmember Fullerton, seconded by Councilmember Tremble:

WHEREAS, the City of St. Ignace recognizes the need to make improvements to its existing water treatment and distribution system; and

WHEREAS, the City of St. Ignace authorized C2AE to prepare a Project Plan, which recommends the construction of: Project shall consist of improvements to the City's water distribution facilities. Scope of work will include, but not limited to: pump rehabilitation at the low service pump station; valve replacement at the raw water intake; pump replacement, general rehabilitation, and equipment upgrades at the water treatment plant; and recoating and resurfacing of the Evergreen Shores Elevated Tank, Second Street Elevated Tank, and Marley Standpipe; and

WHEREAS, said Project Plan was presented at a Public Hearing held on June 7, 2021 at 7:00 pm EST and all public comments have been considered and addressed;

NOW THEREFORE BE IT RESOLVED, that the City of St. Ignace formally adopts said Project Plan and agrees to implement the selected alternative (Alternative 2).

BE IT FURTHER RESOLVED, that the City Manager, a position currently held by Mr. Darcy Long, 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 Drinking Water Revolving Fund Loan to assist in the implementation of the selected alternative.

Roll Call Vote

Yes: Mayor Litzner, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Tremble, Clapperton, Fullerton and LaLonde.

No: None.

Absent: None.
Resolution declared Adopted.

B. RESOLUTION TRUCK SHOW 2021

RESOLUTION

The following resolution was offered for adoption by Councilmember Pelter, supported by Councilmember LaLonde:

WHEREAS, St. Ignace Visitors Bureau requests permission to conduct the “25^h Annual Richard Crane Memorial Truck Show” and;

WHEREAS, Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, requires certain criteria be met by St. Ignace Visitors Bureau, to comply with the “Special Events” requirements of the City, and;

WHEREAS, St. Ignace Visitors Bureau has agreed to provide the City Council with all of the information required by Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, and

WHEREAS, it is understood that there may be fees for certain services provided by the City; and

WHEREAS, this event will be required to follow all COVID Federal, State and Local regulations in place at that time to qualify for Special Events status; and

THEREFORE, BE IT RESOLVED that the City Council has determined that St. Ignace Visitors Bureau, has agreed to meet the criteria established in the various sections of Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, within the time frame established in said Chapter 22, and

FURTHER BE IT RESOLVED that the City Council does approve St. Ignace Visitors Bureau to be a “Special Events Organization”, and approves the use of the various public properties within the City limits for this event on the days of Thursday, September 16 through Sunday, September 19, 2021, and further grants St. Ignace Visitors Bureau the authority to control vending approved by the City during the event. The City of St. Ignace does not financially participate in the “Annual Richard Crane Memorial Truck Show”, and

FURTHER BE IT RESOLVED that the City does approve street closures, subject to compliance with the City and MDOT rules and regulations, and the use of the following areas and dates:

25th Annual Richard Crane Memorial Truck Show– September 16, 17, 18, 19, 2021 at Little Bear East Community Center and parking lot all days.

Music provided on Friday, September 17, and Saturday, September 18, from 12 p.m. to 6 p.m. at Little Bear East Community Center, Connors Park and various private businesses downtown.

The Truck Show will close Ojibwa Trail from Thursday, September 16, at 12 p.m. to Saturday, September 18, at dusk (not including Museum parking area); and Marquette Street to High Street from Friday, September 17, at 4 p.m. to Saturday, September 18, at dusk.

Roll Call Vote:

Yes: Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Tremble, Clapperton, Fullerton, LaLonde and Mayor Litzner.

No: None.

Absent: None.

Resolution declared Adopted.

C. GOLF COURSE MOWER & TOP DRESSER LEASES

City Manager Long informed Council that the Golf Course is seeking to acquire a new mower and provided a quote to lease a Toro Groundsmaster 3500-D Mower with a Turfco1550 Broadcast Top Dresser attachment. A quote was presented from Golf Course Manager Kurt Ney for both pieces under a 60-month lease, with 4.5% interest, for \$989.69 per month.

After some discussion, it was moved by Councilmember Pelter, seconded by Councilmember Fullerton, to postpone this decision and ask the Golf Course Manager, Kurt Ney, to provide more information and other options.

Roll Call Vote:

Yes: Mayor Pro-Tem St. Louis, Councilmembers Tremble, Clapperton, Fullerton, LaLonde, Mayor Litzner and Councilmember Pelter.

No: None.

Motion carried unanimously.

D. CORE TECHNOLOGY INVOICE

Police Chief Brown clarified for Council the invoice from Core Technology for support and maintenance to the Police Department. It was noted that the expense was not budgeted appropriately in Capital Outlay.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to approve payment of the service.

Roll Call Vote:

Yes: Councilmembers Tremble, Clapperton, Fullerton, LaLonde, Mayor Litzner, Councilmember Pelter and Mayor Pro-Tem St. Louis.

No: None.

Motion carried unanimously.

E. WATER & TRASH RATE INCREASES

DPW Director Fraser informed Council that fees for the following have not been considered in over ten years and a raise to each is proposed:

Seasonal water turn-on/offers \$10 to \$30; water utility shut-offs \$40 to \$60; water test samples \$25 to \$27.50; residential trash rates-monthly: \$6.40 to \$7 for Senior rate; \$13.50 to \$14.10 regular rate.

It was moved by Councilmember Pelter, seconded by Councilmember LaLonde, to approve the increases to each of the rates presented.

Roll Call Vote:

Yes: Councilmembers Clapperton, Fullerton, LaLonde, Mayor Litzner, Councilmember Pelter, Mayor Pro-Tem St. Louis and Councilmember Tremble.

No: None.

Motion carried unanimously.

F. LBE MOWING BIDS

City Manager Long requested Council's consideration for the bids received for the Recreation Department's lawn service request. One proposal was received from Chris Boucha, B & B Snowplowing, for \$675 per mowing occasion, and a second proposal was received from Kyle Brow, Precision Edge Outdoor Services, for \$9,300 for the season. City Manager Long recommended the bid from Kyle Brow.

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to award Kyle Brown the Recreation Department's lawn service bid for \$9,300 for the season.

Roll Call Vote:

Yes: Councilmembers Fullerton, LaLonde, Mayor Litzner, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Tremble and Clapperton.

No: None.

Motion carried unanimously.

G. INTERIM AGREEMENT FOR ASSESSING SERVICES

City Manager Long informed Council that the City has put out a request for services (RFP) to fill the vacancy in the City Assessor position. During this time of transition, City Manager Long is requesting Council's approval to seek assistance from Up North Assessing, Inc with a temporary agreement through July 8th to manage the work until an Assessor can be hired.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve the Interim Agreement for assessing services with Up North Assessing, Inc until July 8th for \$3,000.

Roll Call Vote:

Yes: Councilmember LaLonde, Mayor Litzner, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Tremble, Clapperton and Fullerton.

No: None.

Motion carried unanimously.

H. CHAMBER OF COMMERCE AGREEMENT FOR JULY 4TH EVENTS

Mayor Litzner announced that the St. Ignace Chamber of Commerce has agreed to organize the July 4th parade and community events this year for \$2,000 with insurance coverage by the City.

It was moved by Councilmember Pelter, seconded by Councilmember Tremble, to approve the agreement with the Chamber of Commerce for the July 4th parade and events.

Roll Call Vote:

Yes: Mayor Litzner, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Tremble, Clapperton, Fullerton and LaLonde.

No: None.

Motion carried unanimously.

PUBLIC COMMENT

Public comment was received regarding the GFL Transfer transfer station, lighthouse inspection, trash rate increase, bid approval processes and the dumpsters located near the City's boat launch at Dock #3.

CITY MANAGER'S REPORT

City Manager Long informed Council of the following: the Assessor RFP is circulating in the St. Ignace News; details on the American Rescue Plan (ARP) and spending parameters are beginning to be

announced; and hosting hybrid meetings will continue with City meetings. City Manager Long announced the Council Work Session for Monday, June 28th at Little Bear East, as well as, discussed some other City concerns.

COMMITTEE REPORTS

Mayor Litzner announced the Finance Committee met Wednesday, June 2nd at 8:30 a.m. and discussed some of the agenda items listed for this meeting.

COUNCILMEMBER COMMENTS

Council commended the mutual aid provided by the City's Fire Department to Mackinac Island during a recent fire call and offered condolences to a local family for a recent death.

There being no further business, the meeting adjourned at 8:05 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

