

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

A Regular Meeting of the St. Ignace City Council was held on Monday, February 3, 2020, in the Council Chambers at City Hall.

The meeting was called to order at 7:00 p.m. by Mayor Litzner, with the Pledge of Allegiance. Councilmember Clapperton gave the invocation.

**Present:** Councilmember Clapperton, Mayor Litzner, Mayor Pro-Tem Paquin, Councilmembers Pelter, St. Louis and Tremble.

**Absent:** Councilmember Fullerton. It was moved by Mayor Litzner, seconded by Councilmember Clapperton, to excuse Councilmember Fullerton from the meeting due to being out of town. Motion carried unanimously.

In addition, it was moved by Mayor Litzner, seconded by Councilmember Tremble, to excuse Councilmember Pelter from the January 21<sup>st</sup> Council meeting due to work commitments. Motion carried unanimously.

**Staff Present:** Mike Stelmaszek, City Manager; Bill Fraser, DPW Director; Anthony Brown, Police Chief; Lauren Yoder, Marina Director; Andrea Insley, City Clerk/Treasurer.

**Consideration of minutes from January 21, 2020 Council meeting:**

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes from January 21, 2020. Motion carried unanimously.

**Limited Public Comment:**

Public comment was received regarding the Little Bear East Park Project and stipulations regarding reimbursement of funds if the project is not completed.

**Additions to the Agenda:**

City Manager Stelmaszek introduced Brandon Brothers, the new part-time Police Officer.

**1. APPROVAL OF AMENDED PROCUREMENT/SELLING POLICY:**

City Manager Stelmaszek presented Council with a summary of the amendments to the Procurement/Selling Policy, which included omitting the stipulation to open bids at a Regular Council meeting, to adjust procurement amounts for categories identified in the original policy and the process for selling surplus equipment.

It was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to approve the new procedures and to confirm scheduled bid openings of a defined dollar amount will require the City Manager, a Department Head and a Councilmember be present, as well as the vendors placing bids. Motion carried unanimously.

**2. PERMISSION TO PURCHASE VEHICLES FOR DPW AND WATER DEPARTMENT:**

City Manager Stelmaszek requested Council's consideration to purchase two new pickup trucks, one to replace the Water Department's 2008 Ford pickup and another to replace DPW's 1998 Ford Explorer. DPW Director Bill Fraser informed Council he collected bids from the State of Michigan's MiDeal program, as well as Mackinac Ford Sales, based on specifications for a Ford F-350 with a plow. The

MiDeal program quoted \$36,390 and \$38,543, and Mackinac Sales submitted \$36,590 and \$38,660 with a total difference for only \$317 more in purchase price. City Manager Stelmaszek proposed the purchases to be charged to the 591 Water Fund and the 641 Equipment Fund. It was moved by Councilmember St. Louis, seconded by Councilmember Clapperton, to approve the purchase of both pickup trucks with plows from Mackinac Ford Sales. Motion carried unanimously.

**3. MARINA UPDATE:**

Marina Director, Lauren Yoder, reviewed the 2019 season with Council.

**4. PLANNING COMMISSION YEAR-END REPORT AND RRC UPDATE:**

Betsy Dayrell-Hart, Planning Commission Chairperson, reviewed the year-end report with Council, as well as provided an update on the City’s status with the RRC process.

**5. REQUEST TO APPROVE LEASE FOR KAYAK LAUNCH 2020:**

City Manager Stelmaszek informed Council that City Attorney Palmer prepared a lease between the City of St. Ignace and Varsity Catering to construct an ADA accessible kayak and canoe launch for public use on the property located south of the Chief Wawatam dock behind the Mackinac Grille Restaurant. The lease term is for a five-year period with three renewals permitted. After some discussion, it was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Pelter, to approve the lease agreement with Varsity Catering. Motion carried unanimously.

**Public Comment:**

Public comment was received regarding City policy to purchase locally and the Police Department’s plan to update vehicles.

**Consideration of Bills:**

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Paquin, to approve payment of the bills in the amount of \$10,851.86. Motion carried unanimously.

**The following bills were presented to Council for payment:**

ADVANCED VOIP DATA LLC	2,123.74
ALFRED FELEPPA	147.00
B C PIZZA	74.75
BS & A SOFTWARE	845.00
CITY OF ST IGNACE	516.00
ETNA SUPPLY COMPANY	936.00
GEORGES AUTO PARTS	35.00
KSS ENTERPRISES	773.83
MC VEIGH'S TRUCK SPRINGS	785.54
MICHAEL RICHARD LAMB	200.00
NORTHERN MI CODE OFFICIALS ASSOCIA	50.00
PAYNE & DOLAN INC	4,111.28
PITNEY BOWES INC	113.04
STATE OF MICHIGAN-DEQ	18.00
TRUCK AND TRAILER SPECIALTIES	122.68
Grand Total:	\$10,851.86

There being no further business, the meeting adjourned at 7:40 p.m.

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**Connie Litzner, Mayor**

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**Andrea Insley, City Clerk/Treasurer**

