

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

A Regular Meeting of the St. Ignace City Council was held on Monday, June 15, 2020, in the Little Bear East Conference Center.

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

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

**Absent:** None.

**Staff Present:** Kyle Mulka, City Assessor; Bill Fraser, Interim City Manager; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer; Lauren Yoder, Marina Director; Morgan Mills, Recreation Director; Megan Lamb, Program Coordinator; Al Mitchell, Police Sergeant; Scott Marshall, DDA Director.

**Consideration of minutes from June 1, 2020 Council meeting:**

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Clapperton, to approve the minutes from June 1, 2020, with the correction to add Councilmember Pelter's comment regarding a concern of a City employee discussing Police Chief Brown's investigation. Motion carried unanimously.

**Limited Public Comment:**

Public comment was received regarding support for Police Chief Brown.

**Additions to the Agenda:**

Mayor Litzner – Recreation Department programs.

Mayor Litzner – Little Bear Park Project update and approval of contractors.

Mayor Litzner – City Manager Stelmaszek's approval of benefits paid.

Councilmember Pelter – Police Chief update.

**1. APPROVAL OF FAVORITE DOCK PARKING PERMIT FEES:**

Mayor Litzner requested Council's approval to issue parking permits for the Favorite Parking Lot for \$150 per permit to follow the fee schedule already in place by Arnold Freight Company. A signed liability waiver will also be required on the permit application.

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Fullerton, to approve the \$150 permit fee and application. Motion carried unanimously.

**2. UPDATE ON ORD 651 SHORT TERM RENTAL AND SET PUBLIC HEARING:**

Mayor Litzner informed Council that a Public Hearing will be scheduled for July 6, 2020 at 6:00 p.m. for Ordinance 651 Short Term Rental.

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve scheduling a Public Hearing for Ordinance 651 on July 6, 2020 at 6:00 p.m. Motion carried unanimously.

**3. CITY RE-OPENING PLAN:**

Mayor Litzner presented several City Departments' re-opening plans to Council, with the understanding that there may be further changes to follow the State of Michigan progressive guidelines. It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Pelter, to approve the plans presented by each department for re-opening. Motion carried unanimously.

#### **4. UPDATE ON CITY MANAGER POSITION:**

Mayor Litzner informed Council that advertisements have been placed in the St. Ignace News and on the Michigan Municipal League (MML) website seeking a new City Manager. Mayor requested Council's approval to place further ads in area publications. It was moved by Councilmember Fullerton, seconded by Councilmember Pelter, to advertise for a City Manager in several area publications. Motion carried unanimously.

Mayor Litzner requested Council's consideration to pay Bill Fraser a \$500/month stipend during his time serving as Interim City Manager, which began June 1, 2020. It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve paying Bill Fraser \$500/month in addition to his regular pay to serve as the Interim City Manager. Motion carried unanimously.

#### **5. BUDGET AMENDMENTS:**

Mayor Litzner presented recommended budget amendments from the June 3rd Finance Committee meeting for Council's approval. After review with City Clerk/Treasurer Insley, it was moved by Mayor Pro-Tem Paquin, seconded by Councilmember St. Louis, to approve the four budget amendments as presented. Motion carried unanimously.

#### **ADDITIONS TO THE AGENDA:**

##### **Mayor Litzner – Recreation Department Programs:**

Program Coordinator Megan Lamb informed Council that Little Bear Recreation plans to host outdoor sporting events in a casual format three days a week, while following necessary health parameters, beginning July 6<sup>th</sup> at the high school fields.

##### **Mayor Litzner - Little Bear Park Project update and approval of contractors:**

DDA Director Scott Marshall updated Council on the status of the Little Bear Park Project and requested Council's approval for the following contractors already approved by the DNR: Robinson Fence, R. E. Carroll, Rudyard Electric and Mark & Sons.

After some discussion, it was moved by Mayor Pro-Tem Paquin, seconded by Councilmember St. Louis, to approve the contractors presented. Motion carried unanimously.

##### **Mayor Litzner - City Manager Stelmaszek's approval of benefits paid:**

Mayor Litzner requested Council's consideration to continue Michael Stelmaszek's health benefit be paid through the month of July 2020, beyond his exit date of July 3<sup>rd</sup>.

It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to approve paying health insurance benefits to Michael Stelmaszek through July 31, 2020. Motion carried unanimously.

##### **Councilmember Pelter – Update on Police Chief:**

Councilmember Pelter requested Council's consideration to discuss a plan for the Police Department until Police Chief Brown's investigation is resolved. It was the consensus of Council to wait a little longer to receive a determination from authorities of the status of Police Chief Brown.

#### **6. FINANCIALS:**

Council reviewed the May 2020 financials presented. It was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem Paquin, to approve the May 2020 financials. Motion carried unanimously.

**Public Comment:**

Public comment was received by Michael Stelmaszek thanking Council for their support.

**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 \$38,184.11.

|                                     |          |
|-------------------------------------|----------|
| ACE HARDWARE                        | 862.78   |
| AIRGAS USA LLC                      | 154.42   |
| ANDERSON TACKMAN & COMPANY          | 2,475.00 |
| ARCTIC GLACIER USA INC              | 345.65   |
| BAY UP NORTH LLC                    | 291.90   |
| BELONGA'S PLUMBING AND HEATING      | 770.23   |
| BLARNEY CASTLE OIL CO               | 222.74   |
| CHARLES J. PALMER, P.C.             | 3,369.36 |
| CHRISTOPHER WILLIAM BOUCHA          | 535.00   |
| CONNIE LITZNER                      | 85.00    |
| CRANE ENGINEERING SALES INC         | 2,100.00 |
| ETNA SUPPLY COMPANY                 | 1,224.00 |
| GFL ENVIRONMENTAL USA, INC.         | 250.01   |
| HARRELL'S INC                       | 654.50   |
| KELLY SIMMONS                       | 547.00   |
| KIMBALL-MIDWEST                     | 307.74   |
| KSS ENTERPRISES                     | 2,302.55 |
| LYNN AUTO PARTS                     | 1,493.73 |
| MACKINAC PLUMBING AND HEATING CO    | 428.00   |
| MACKINAC SALES                      | 219.22   |
| MARK WILK                           | 215.00   |
| MICHAEL RICHARD LAMB                | 127.00   |
| MICHIGAN ASSOC MUNICIPAL CEMETERIES | 40.00    |
| MICHIGAN STATE POLICE               | 33.00    |
| NORTHERN SHIRT COMPANY, LLC         | 376.00   |
| OSCAR W LARSON                      | 2,491.17 |
| POMASL FIRE EQUIPMENT               | 8,299.40 |
| SAFETY-KLEEN SYSTEMS INC            | 158.00   |
| SAULT PRINTING COMPANY              | 16.39    |
| SCIENTIFIC BRAKE AND EQUIPMENT CO   | 156.11   |
| SPARTAN DISTRIBUTORS, INC           | 96.97    |
| SPARTAN STORES                      | 29.83    |
| SPALDING MFG INC                    | 98.45    |
| ST IGNACE AUTOMOTIVE                | 196.78   |
| ST IGNACE TRUE VALUE                | 1,278.45 |
| STANDARD ELECTRIC COMPANY           | 1,885.00 |
| STICKER MULE                        | 134.50   |
| STRAITS BUILDING CENTER             | 262.31   |
| UIS SCADA                           | 3,164.19 |
| WESLEY H MAURER JR                  | 486.73   |

Grand Total: \$38,184.11

There being no further business, the meeting adjourned at 7:53 p.m.

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**Connie Litzner, Mayor**

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**Andrea Insley, City Clerk/Treasurer**

