

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

A Regular Meeting of the St. Ignace City Council was held on Monday, August 19, 2019, 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:** Councilmembers Clapperton, Fullerton, Mayor Litzner, Mayor Pro-Tem Paquin, Councilmembers Pelter, St. Louis and Tremble.

**Absent:** None.

**Staff Present:** Mike Stelmaszek, City Manager; Anthony Brown, Police Chief; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer.

**Consideration of minutes from August 5, 2019 Council meeting:**

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes of August 5, 2019. Motion carried unanimously.

**Limited Public Comment:**

Public Comment was received announcing the Planning Commission has completed the final draft for the City Master Plan 2019 – 2039.

**Additions to the Agenda:**

City Manager Stelmaszek – Bid Opening Approval for LBE Park Project.  
City Manager Stelmaszek – Department of Treasury Letter.

**1. REQUEST TO OPEN PAVING BIDS FOR A SECTION OF FIRST STREET:**

City Manager Stelmaszek informed Council that Bill Fraser, DPW Director, will be bidding out a paving project for First Street and would like to schedule the bid opening for Friday, August 30, 2019 at 2 p.m. Brian Olsen, R S Scott Engineer, and DPW Director Fraser plan to be present during the bid opening. It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve scheduling the First Street paving project bid opening for August 30, 2019 at 2 p.m. Motion carried unanimously.

**2. RECREATION DIRECTOR RESIGNATION:**

City Manager Stelmaszek announced to Council that Teryn Williams, Recreation Director, has submitted her resignation effective October 4, 2019. A proposal, being considered by the Recreation

Board, updating the job description for the Recreation Director was included in Council packets for review.

**3. PERMISSION FOR POLICE OFFICER TRAINING IN MARQUETTE:**

City Manager Stelmaszek requested Council’s approval for a Police training in Marquette for two officers with a one-night stay.

It was moved by Councilmember Pelter, seconded by Councilmember Fullerton, to approve the training with a one night stay. Motion carried unanimously.

**4. PROFESSIONAL SERVICES AGREEMENT WATERWAYS PROJECT-MARINA GRANT:**

City Manager Stelmaszek requested Council’s authorization of an agreement for professional services provided by R S Scott Associates Inc as the Engineer/Architect for the Marina’s Waterways Grant Project.

It was moved by Councilmember St. Louis, seconded by Councilmember Tremble, to authorize R S Scott Associates Inc to be named as the Engineer/Architect for the Marina’s Waterways Grant Project and accept the terms and provisions of the Professional Services Agreement presented. Motion carried unanimously.

**ADDITIONS TO THE AGENDA:**

**City Manager Stelmaszek – Bid Opening Request.**

City Manager Stelmaszek requested Council’s approval, per the City Procurement Policy, to schedule a bid opening for the Little Bear East Park Project for Thursday, August 22, 2019, at 2 p.m.

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve scheduling the bid opening for Thursday, August 22, 2019. Motion carried unanimously.

**City Manager Stelmaszek – MI Dept of Treasury Letter.**

City Manager Stelmaszek presented Council with a letter from the Michigan Department of Treasury announcing that the State Tax Commission will consider to certify and return the 2017 and 2018 assessment rolls to the City of St. Ignace in their regular meeting Tuesday, August 20, 2019.

**5. FINANCIALS:**

City Manager Stelmaszek reviewed the July 2019 financials with Council.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Paquin, to approve to accept the July 2019 financials. Motion carried unanimously.

**Public Comment:**

Public comment was received regarding the Police Chief’s employment contract.

**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 \$51,459.28. Motion carried unanimously.

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

ACE HARDWARE	943.19
AIRGAS USA LLC	145.61
AMERICAN TEST CENTER	450.00
ARCTIC GLACIER USA INC	618.30
BELONGA EXCAVATING, LLC	1,310.00
BELONGA'S PLUMBING AND HEATING	132.00
CHARLES J. PALMER, P.C.	2,573.16
CHEBOYGAN CEMENT PRODUCTS INC	889.00
CHRISTOPHER WILLIAM BOUCHA	1,515.00
CRANE ENGINEERING SALES INC	24,993.06
GEORGES AUTO PARTS	25.00
JUDITH WYSE	10.00
LYNN AUTO PARTS	2,515.20
MACKINAC COUNTY EQUALIZATION DEPT	857.00
MICROBIOLOGICS INC	228.70
NATIONAL OFFICE PRODUCTS	388.15
QUILL CORPORATION	420.90
R & R FIRE TRUCK REPAIR	662.21
R.N.O.W. INC	85.12
RUDYARD ELECTRICAL SERVICE INC	245.00
SILVERSMITH INC	1,215.00
SPARTAN STORES	85.75
ST IGNACE AUTOMOTIVE	20.00
ST IGNACE TRUE VALUE	1,853.89
STANDARD ELECTRIC COMPANY	2,863.16
STATE INDUSTRIAL PRODUCTS	648.37
STRAITS BUILDING CENTER	3,116.63
TELE-RAD INC	146.77
TROJAN TECHNOLOGIES	2,182.75
WESLEY H MAURER JR	320.36
Grand Total:	\$ 51,459.28

There being no further business, the meeting adjourned at 7:22 p.m.

**Connie Litzner, Mayor**

**Andrea Insley, City Clerk/Treasurer**

