

**CITY COUNCIL MEETING**  
St. Ignace, Michigan  
Monday January 3, 2018 – 7:00 p.m.  
City Council Chambers

**\*\*\*\*A G E N D A\*\*\*\***

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll call
- V. Consideration of minutes of the December 18, 2017 meeting
- VI. Limited Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business
  - 1. **ED REAVIE PRESENTATION**
  - 2. **REQUEST FOR APPROVAL OF RESOLUTION FOR ROCK AND RUN BY MACKINAC STRAITS HEALTH FOUNDATION**
  - 3. **RS SCOTT RECOMMENDATION ON WALL REPAIR**
  - 4. **SET DATE FOR PUBLIC HEARING ON MDOT LANE REDUCTION**
  - 5. **UPDATE AND APPROVAL TO MOVE FORWARD ON ADA EXCESSIBLE PADDLING LAUNCH AT MARINA**
- IX. Public Comment
- X. Consideration of Bills

**Council  
Proceedings  
(Unofficial)**

A Regular Meeting of the St. Ignace City Council was held on Monday, December 18, 2017, 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 Pro-Tem Paquin, Councilmembers Pelter, St. Louis, Tremble and Mayor Litzner.

**Absent:** None.

**Staff Present:** Mike Stelmaszek, City Manager; Les Therrian, City Manager; Renee' Vonderwerth, City Clerk/ Treasurer; Andrea Insley, Assistant City Clerk; Mark Wilk, Police Chief; Deb Evashevski, DDA Director; Renee Kosor, incoming DDA Director; Skip Schmidt, Library Director.

**Consideration of minutes from December 4, 2017 Council meeting:**

It was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem Paquin, to approve the minutes of December 4, 2017. Motion carried unanimously.

**Limited Public Comment:** None.

**Additions to the Agenda:**

Assistant City Clerk – 2017 invoices to pay.

**1. C2AE WATER ASSET MANAGEMENT PROGRAM:**

Randy Scott, C2AE, informed Council of recent requirements in the Water Asset Management Plan thru the MDEQ. Within a year, the City will be responsible for submitting the Water Asset Management inventory to the MDEQ to comply. The following year, the City must also transfer and submit the information thru the GIS system built with the SAW Program. C2AE will present a cost proposal to assist the City in meeting both requirements.

**2. USDA ENGINEER AGREEMENT:**

Randy Scott, C2AE, reported to Council that, in this agreement, the City agrees to only utilize steel and iron components in projects funded by the Rural Development and add the required

language to the document in order to comply. It was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to approve the addition of the language to comply with the USDA requirements. Motion carried unanimously.

**3. WAGE RESOLUTION 2018:**

**RESOLUTION**

The following Resolution was offered for adoption by Councilmember Pelter, supported by Councilmember Tremble:

**WHEREAS**, the City Council of the City of St. Ignace desires to establish certain conditions of employment for personnel, and

**WHEREAS**, it is the desire of the City Council to:

1. Secure and retain the services of certain employees and to provide inducement for them to remain in such employment;
2. To make possible full work productivity by assuring adequate compensation for certain employees; and

**THEREFORE, IT IS HEREBY RESOLVED** that the City Council of the City of St. Ignace does hereby approve the following employee's annual salary based on 2% pay wage increase as follows:

<b>City Manager.....Michael Stelmaszek</b>	<b>(per contract)</b>	<b>\$ 65,000.00</b>
<b>Effective date of October 16, 2017</b>		
<b>Executive Secretary/Deputy Treas.....Helen M. Thibault</b>	<b>(2%)</b>	<b>\$18.36/per hr.</b>
<b>Effective date of January 1, 2018</b>		
<b>Clerk/Treasurer.....Andrea Insley</b>	<b>(per contract)</b>	<b>\$ 45,000.00</b>
<b>Effective date of January 1, 2018</b>		
<b>Police Chief.....Mark Wilk</b>	<b>(2%)</b>	<b>\$ 54,499.00</b>

Effective date of January 1, 2018

Recreation Director/LBE Manager...Scott Marshall	(2%)	\$ 42,791.23
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Effective date of January 1, 2018

Fire Chief.....Gary Sorenson	(2%)	\$ 15,387.67
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Effective date of January 1, 2018

Assistant Fire Chief.....Steven Paquin	(2%)	\$ 2,771.97
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Effective date of January 1, 2018

**AND FURTHER BE IT RESOLVED**, that the City Council does hereby agree to the terms and conditions as set forth in the "Contract Agreements" dated January 1, 2018 between the respective parties.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

#### **4. PROCLAMATION OF RECOGNITION LES THERRIAN:**

Mayor Pro-Tem Paquin presented Les Therrian with a proclamation of recognition upon his retirement as City Manager.

### *Proclamation*

*Whereas*, Les Therrian has been an employee of the City of St. Ignace from 1979 to 2017; and

*Whereas*, in his 38 years of employment he held positions as Plant Operator, Chief Operator, Superintendent of Utilities, Director of Public Works, and City Manager; and

*Whereas*, during Mr. Therrian's career he received the following certifications F-2, S-2, D-1, B-Sewage and Firefighter 1 & 2; and

*Whereas*, Mr. Therrian received Awards from Michigan Environment Association, for the City Waste Water Plant in 2000 and Service Recognition Award from MWEA in 2017; and

*Whereas*, Mr. Therrian has been a guiding force through many City projects and brought common sense and fiscal responsibility to the City; and

*Whereas*, Mr. Therrian's dedication and knowledge of the City of St. Ignace and its operations with the support of his co-workers as a team has spearheaded over \$20,000,000 in Capital Improvement Projects and has written and received \$5,500,000 in Grants; and

*Whereas*, Mr. Therrian has served on the City Fire Department as a Firefighter, Auxiliary Police Officer and has always been willing to give his time volunteering for various city, youth and sporting events.

*Therefore be it resolved*, that Connie Litzner Mayor of the City of St. Ignace and the St. Ignace City Council honor Les Therrian on this the 18<sup>th</sup> day of December 2017 and be it further to wish him well upon his retirement.

## 5. PROCLAMATION OF RECOGNITION RENEE VONDERWERTH:

Mayor Pro-Tem Paquin presented Renee Vonderwerth with a proclamation of recognition upon her retirement as City Clerk/Treasurer.

### *Proclamation*

*Whereas*, Renee' Vonderwerth has been an employee of the City of St. Ignace from 1983 to 2017; and

*Whereas*, in her 34 years of employment she held the positions of Deputy Clerk, City Clerk, City Treasurer/Finance Officer and Assistant City Manager;

*Whereas*, during Renee's career she received certifications from the MI Assoc. of Municipal Clerks and Master Academy Classes; MI Municipal Treasurer's Assoc., MI Certified Professional Treasurer; MI Government Finance Officer's Assoc.; MI State University; MI Municipal League Continuing Education; and Fire Fighter Certification 1 & 2; and

*Whereas*, Renee' was recognized by the National Business Women for Excellence in the Workplace in 1997 and has received an Award from Michigan Rural Water Association, for the Clerk of the Year in 2007 and;

*Whereas*, Renee' Vonderwerth has served on the Library Board, the Planning Commission, City Fire Department as a Fire Fighter, auxiliary City Police Officer and was Honorary City of Boyne City Clerk on Mayor's Exchange Day 2005; and

*Whereas*, Renee' has assisted in the details in the processing of \$20,000,000 in Capital Improvement Projects; and

*Whereas*, Renee' has always been willing to give her time volunteering for various City Events, and obtaining certifications as a Personal Trainer and Fitness

Instructor to hold fitness classes for all ages throughout the community and at Little Bear East Fitness Center.

*Therefore be it resolved,* that Connie Litzner Mayor of the City of St. Ignace and the St. Ignace City Council honor Renee' Vonderwerth on this the 18<sup>th</sup> day of December 2017 and be it further to wish her well upon her retirement.

Mayor Pro-Tem Paquin presented Renee Vonderwerth with a proclamation of recognition upon her retirement as City Clerk/Treasurer.

#### **6. PROCLAMATION OF RECOGNITION DEB EVASHEVSKI:**

Mayor Litzner presented Deb Evashevski with a proclamation of recognition upon her retirement as DDA Director.

### *Proclamation*

*Whereas,* Debra Evashevski has been an employee of the City of St. Ignace Downtown Development Authority from 1995 to 2017; and

*Whereas,* in her 22 ½ years of employment she held the position of Director of the Downtown Development Authority; and

*Whereas,* Deb was recognized by the Chamber of Commerce as the 2003 St. Ignace Ambassador of the Year for tireless and unselfish service to help build a better community; and

*Whereas,* she has served on the St. Ignace Zoning Board of Appeals, St. Ignace Planning Commission, St. Ignace Community Events Committee, Mackinac Economic Alliance Committee, Eastern Upper Peninsula Regional Economic Development Advisory Committee; and

*Whereas*, Deb has brought millions of dollars in grants and contributions into the City of St. Ignace to bring out the true beauty of the downtown district through numerous projects; to name a few, Kiwanis Beach Park, the American Legion Memorial Park, Chief Wawatam Park, Huron Boardwalk additions and replacements; and

*Whereas*, Deb is most proud of the fact that she worked closely with the team of City employees, DDA Board Members, various governmental boards and multiple community agencies in making this community a better place to live, visit and do business.

*Therefore be it resolved*, that Mayor Connie Litzner and the St. Ignace City Council honor Debra Evashevski on this the 18<sup>th</sup> day of December, 2017, and be it further to wish her well upon her retirement.

#### **7. PROCLAMATION OF RECOGNITION JANET PETERSON:**

Mayor Litzner presented Janet Peterson with a proclamation of recognition upon her retirement as Executive Director of the Chamber of Commerce.

### *Proclamation*

*Whereas*, Janet Peterson has been an employee of the St. Ignace Chamber of Commerce from 1985 to 2017; and

*Whereas*, in her 32 1/2 years of employment she held the position of Executive Director of the Chamber of Commerce; and

*Whereas*, Mrs. Peterson has helped grow the Chamber of Commerce from a small, seasonal organization to a year-round organization with over 240 members; and



*Whereas*, Mrs. Peterson has served on, and been recognized by various state and local tourism organizations and committees; Straits Underwater Preserve Council, Michigan Underwater Preserve Council, Northern Michigan Chamber Alliance; Michigan Outdoor Writers Association, US Forest Service Mackinac County Water Safety Review Team, Chapter G – Michigan Gold Wing Road Riders Association, Michigan Works!, Michigan State University Extension, St. Ignace Events Committee, and

*Whereas*, Mrs. Peterson has been actively involved in the community through the St. Ignace Kiwanis Club and various outreaches at Glen Memorial Baptist Church and volunteering at various community events,

*Therefore be it resolved*, that Connie Litzner Mayor of the City of St. Ignace and the St. Ignace City Council honor Janet Peterson on this the 18<sup>th</sup> day of December 2017 and be it further to wish her well upon her retirement.

#### **8. TROLLEY UPDATE:**

Renee Kosor, DDA Director, informed Council that St. Ignace Events Committee has plans to purchase four trolleys and is working to accomplish 25 stops along the trolley route from McDonald's to the Kewadin Casino. DDA Director Kosor added that MDOT still must permit use of some of the route for this purpose. It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Fullerton, to fully support the effort to establish this service for the community. Motion carried unanimously.

#### **9. PUBLIC HEARING/APPROPRIATIONS BILL 2018:**

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Tremble, to open the Public Hearing. Motion carried unanimously.

It was moved by Mayor Litzner, seconded by Mayor Pro-Tem Paquin, to close the Public Hearing. Motion carried unanimously.

2018 ANNUAL APPROPRIATION BILL  
ORDINANCE #646

THE CITY OF ST. IGNACE ORDAINS:

SECTION I: The Budget of the City of St. Ignace for the fiscal year beginning Jan. 1, 2018, and ending Dec. 31, 2018, as reviewed and amended by the City Council, is hereby adopted; and the following amounts are hereby appropriated for the purposes stated herein;

GENERAL FUND (G/F or 101 fund)

GENERAL GOV'T:

City Council:	24,820.00
City Manager's Ofc:	170,490.00
Profsnl Srvcs (Audit)	28,500.00
City Clerk's Ofc:	206,090.00
Central Supplies:	2,850.00
Board of Review:	2,090.00
Assr's/Treas's Ofc:	46,090.00
Clerk Elections:	3,320.00
City Hall and Grounds:	36,030.00
City atty's Ofc:	27,000.00

Total General Gov't: 547,280.00

PUBLIC SAFETY:

Police Department:	483,695.00
Parking Law Enforcement:	1,900.00
Sfty/Hlth/Education:	350.00
Fire Department:	103,300.00

Total Public Safety: 589,245.00

PUBLIC WORKS DIVISION:

Public Works Dept:	128,750.00
Sidewalk:	3,570.00
City Engineer:	8,000.00
Street Lighting:	40,000.00

Refuse Coll/Recycling:	2,500.00	
Total Public Works:		182,820.00
OTHER DIVISION:		
Planning Commission:	5,000.00	
Zoning Board of Review	580.00	
Community Development:	78,150.00	
Park Maintenance:	63,670.00	
Boat Launch	6,950.00	
Fringe Benefits:	90,300.00	
Insurance and Bonds:	10,580.00	
Cont. to Other Funds:	241,440.00	
Total Other Division:		496,670.00
TOTAL G/F APPROP'S		1,816,015.00

NON G/F FUND APPROP'S                      Fund #

Special Revenue Funds (200 series)

Major St.'s and Trnkln Fd:	202	313,770.00
Local Street Fund Approp:	203	138,480.00
Cemetery Fund:	209	12,730.00
DDA General Approp:	248	188,490.00
Zoning/Building Inspector	249	5,190.00
Library Fund Approp:	271	187,680.00
Dock # 3 Improvements:	273	23,680.00

Debt Service Funds (300 series)

Marina Debt	306	81,390
Ambulance Debt	310	31,550
City Hall/DPW Improvements	370	53,010

Capital Projects funds (400 series)

Bldg. Imp. Fund:	471	25,000.00
Park Projects/DDA Project	494	403,938.00

Proprietary Funds (500 series)

Recreation/General:	508	95,135.00
Comm. Ctr Oprtns	509	289,637.00
DDA Museum Approp:	570	120,460.00
Museum store:	571	99,193.00
Golf Course:	584	117,700.00
Sewer Fund Approp:	590	1,105,346.00
Water Fund Approp:	591	1,183,630.00
Marina:	594	335,295.00
Garbage collection:	596	114,000.00

Internal Funds (600 series)

Equip Fund Approp:	641	256,260.00
Office Equip Pool:	664	20,760.00

Pension & Other Employee Benefits-OPEB (700 series)

Vac & Sick Leave:	729	20,000.00
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TOTAL OTHER FUND: 5,222,324.00

TOTAL ALL FUND APPROPRIATION: 7,038,339.00

SECTION II: The amount necessary to be raised by ad valorem taxation on all taxable property by the City of St. Ignace is to be \$1,598,632.00 or 19.6082 mills based on \$81,514,984.00 Taxable Value (based on a 1.021 CPI factor) which is hereby authorized to be levied in accordance with provisions of the City Charter and Act 5 of 1982. Of this amount, approximately \$1,173,197.00 of the levy shall be credited to the General Fund and through capture, \$170,523.00 credited to the DDA Fund, subject to the final captured Taxable Value of the DDA. The amount of \$72,832.00 credited to the Recreation Program and same amount (\$72,832) credited to the Library. The Major and Local Streets will receive \$109,248.00 credited equally.

SECTION III: The Ordinance shall take effect on January 1, 2018

It was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to adopt Ordinance No. 646, with the correction to reduce the Recreation Department fund by \$5,000. Motion carried unanimously.

**10. BUDGET AMENDMENTS:**

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Clapperton, to approve the proposed budget amendments. Motion carried unanimously.

**11. FINANCIALS:**

City Manager Stelmaszek reviewed the November financials with Council.

**Additions to the agenda:**

**Assistant City Clerk Insley – 2017 Invoices to pay:**

It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to approve payment of all 2017 invoices still outstanding.

**Mayor Litzner – City Manager Evaluation:**

Mayor Litzner announced City Manager Stelmaszek had signed his employment contract and will begin a 90-day probationary period as of December 18, 2017. On March 18, 2018, the City Council will submit and review completed evaluations for City Manager Stelmaszek.

**Public Comment:** None.

**Consideration of Bills:**

It was moved by Mayor Litzner, seconded by Councilmember Tremble, to approve payment of the bills. Motion carried unanimously.

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

AARON WINBERG MASONRY, INC.	5,313.47
ACE HARDWARE	369.65
AIRGAS USA LLC	118.20
ANDERSON TACKMAN & COMPANY	424.95
BECKER ARENA PRODUCTS INC	196.55
BELONGA EXCAVATING, LLC	22,490.30
BELONGA'S PLUMBING AND HEATING	2,522.53

BSN/PASSON'S/US GAMES	525.28
C2AE	5,742.66
DUANE L BENTLEY	1,087.00
ELCOM SYSTEMS	439.03
ENTERPRISE VENDING	63.60
ETNA SUPPLY COMPANY	1,068.19
FERGUSON WATERWORKS #3386	714.26
FIRST DUE FIRE SUPPLY	38,986.20
GEORGES AUTO PARTS	275.00
HYDRITE CHEMICAL CO	4,340.96
LYNN AUTO PARTS	2,326.85
MACKINAC COUNTY ROAD COMMISSION	2,170.45
MACKINAC SALES	212.99
MACKINAC STRAITS HEALTH SYSTEM	96.00
MAXWELL MEDALS & AWARDS	78.02
MI GOVT FINANCE OFFICER ASSOCIATION	125.00
MICHAEL RICHARD LAMB	10.00
NATIONAL OFFICE PRODUCTS	754.06
NCL OF WISCONSIN INC	46.79
PAYNE & DOLAN INC	7,504.36
POMASL FIRE EQUIPMENT	2,336.38
R S SCOTT ASSOÇIATES	176.00
RTI LABORATORIES INC.	88.00
RUDYARD ELECTRICAL SERVICE INC	563.48
SAULT PRINTING COMPANY	80.36
SPARTAN STORES	56.10
SPIES AUTO PARTS & TIRE	1,003.90
ST IGNACE AUTOMOTIVE	1,476.02
ST IGNACE TRUE VALUE	1,006.38
STARCAP MARKETING LLC	235.00
STRAITS BUILDING CENTER	442.92
TOM H EVASHEVSKI P L L C	4,575.34
WESLEY H MAURER JR	1,119.48
Grand Total:	\$111,161.71

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

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**Connie Litzner, Mayor**

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**Andrea Insley, Assistant City Clerk**

**CITY COUNCIL MEETING**  
City Council Chambers  
Wednesday, January 3<sup>rd</sup>, 2018

**\*\*\*\*MANAGERS REPORT\*\*\*\***

**ED REAVIE PRESENTATION**

To be introduced by the Mayor.

**REQUEST FOR APPROVAL OF RESOLUTION FOR ROCK & RUN BY MACKINAC STRAITS HEALTH FOUNDATION**

The Mackinac Straits Health Foundation is looking for approval for the annual "Rock & Run" half-marathon and 5-K run/walk on Saturday, May 19 at 8:00am.

**RS SCOTT RECOMMENDATION ON WALL REPAIR AT GOUDREAU & ELLSWORTH**

There is no record of who put the wall up. The wall is on the property line. The original complaint was that the trees could fall on the house. In addition to the option of having the DPW cut down the trees and put up a guard rail in front of the stumps, RS Scott has prepared four alternatives for your consideration. The cost of their analysis and implementation of any of these alternatives will have to come out of the general fund.

**SET DATE FOR PUBLIC HEARING ON LANE REDUCTION DURING MDOT PROJECT**

The issue was previously tabled until January. In order to post it properly for the January 15<sup>th</sup> meeting, the Mayor was consulted and the announcement was put in the paper for this Wednesday. Please consider approving the same time and date (7:00pm on 1/15/18).

**over**

**UPDATE AND APPROVAL REQUEST TO MOVE FORWARD ON ADA EXCESSIBLE  
PADDLE LAUNCH SITE AT THE MARINA**

Clyde Hart has obtained a grant (\$3,000) and sought three engineering bids to design this boat launch. UP Engineering is the cheapest at \$3,500 and would like a letter of support for the project from the City before moving forward. Clyde stated he could get the remaining funds donated. Because there has been no prior approval given for this project, I have prepared the enclosed letter, map, and bid for your consideration.

**Updated on Other Matters**

Our ATT phone system is in place through two different contracts. One expired in October and the second expires next October. I extended the agreement that had just expired to coincide with the other one so we can consider how to move forward next October when both agreements expire.

Steve Paquin set up an agreement with Shepard's Forestry to come in and clear cut the property site for the new Fire Station. Doing this now will allow for other time needed to prepare the site for the building and grounds. Mike Shepard came in with a stumpage sales agreement. After confirming that a Deed was in place showing the City as the current owner, I signed the agreement. There is no cost to do this and some money will be made from the agreement while the land is prepared for the new fire hall.

The "Holder" tractor the DPW uses to snow blow the sidewalks has broke down again and will cost more to repair it then it is worth. Bill Fraser is currently plowing the sidewalks with his four wheeler (a Pickup and plow is two wide) while exploring alternatives.

Chief Wilk has hired Darrin Wilcox to fill the vacancy in the Police Department. He is MCOLES certified and has been working in Coldwater, Michigan. Although a specific start date has not been set, Mark is hoping to get him started by the middle of January.





**MACKINAC STRAITS  
HEALTH FOUNDATION**  

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*BRIDGING DREAMS TO REALITY*

**1140 N. State Street . St. Ignace, MI 49781 . 906.643.0443**

November 28, 2017

St. Ignace City Council  
396 N. State Street  
St. Ignace, MI 49781

RE: Request to Hold a Running Event in St. Ignace

Dear St. Ignace City Council:

The Mackinac Straits Health Foundation is looking to bring back the Annual "Rock & Run" Half-Marathon and 5-K Run/Walk on Saturday May 19, 2018, in Saint Ignace, beginning at 8:00 a.m. In addition to being a fundraising event for the Foundation, the event will encourage a healthy activity for local citizens of all ages as well as providing a fun, family event.

For both the Half Marathon and 5-K race routes, we would like to utilize city owned streets, as shown on the attached route map which is similar to what was utilized in previous years with this event.

Along the route there will be music being played by local musicians and DJ's. We also intend to use volunteers along the route to provide direction for the runners, monitor for safety, as well as to provide water and aid stations.

We have been advised to discuss our plans with the City Police Chief Wilk, and we intend to do so. In the meantime, we are seeking the approval of the St. Ignace City Council for this event. If you can advise us when this request will be decided, we will gladly have a representative present to answer any questions.

Thank you in advance for your consideration and presentation of this request.

Sincerely,

Mike Grisdale  
Marketing/Foundation Director

**RESOLUTION**

The following Resolution was offered for adoption by Councilmember \_\_\_\_\_,  
supported by Councilmember \_\_\_\_\_:

**WHEREAS**, the Mackinac Straits Health Foundation request permission to conduct the Rock and Run, Half-Marathon and 5-K Run/Walk; and

**WHEREAS**, this event requires the usage of North State, Graham, Hombach, Paro, Church and Bertrand Streets; and

**WHEREAS**, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", requires certain criteria be met in order for the event to be held.

**NOW THEREFORE BE IT RESOLVED**, that the St. Ignace City Council has determined that the Mackinac Straits Health Foundation does meet the criteria established in the various sections of the Ordinance No. 413, and

**FURTHER BE IT RESOLVED**, that the City Council does approve the usage of North State, Graham, Hombach, Paro, Church and Bertrand Streets for this event on:

Saturday, May 19, 2018 @ 8:00a.m.

Roll Call Vote:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

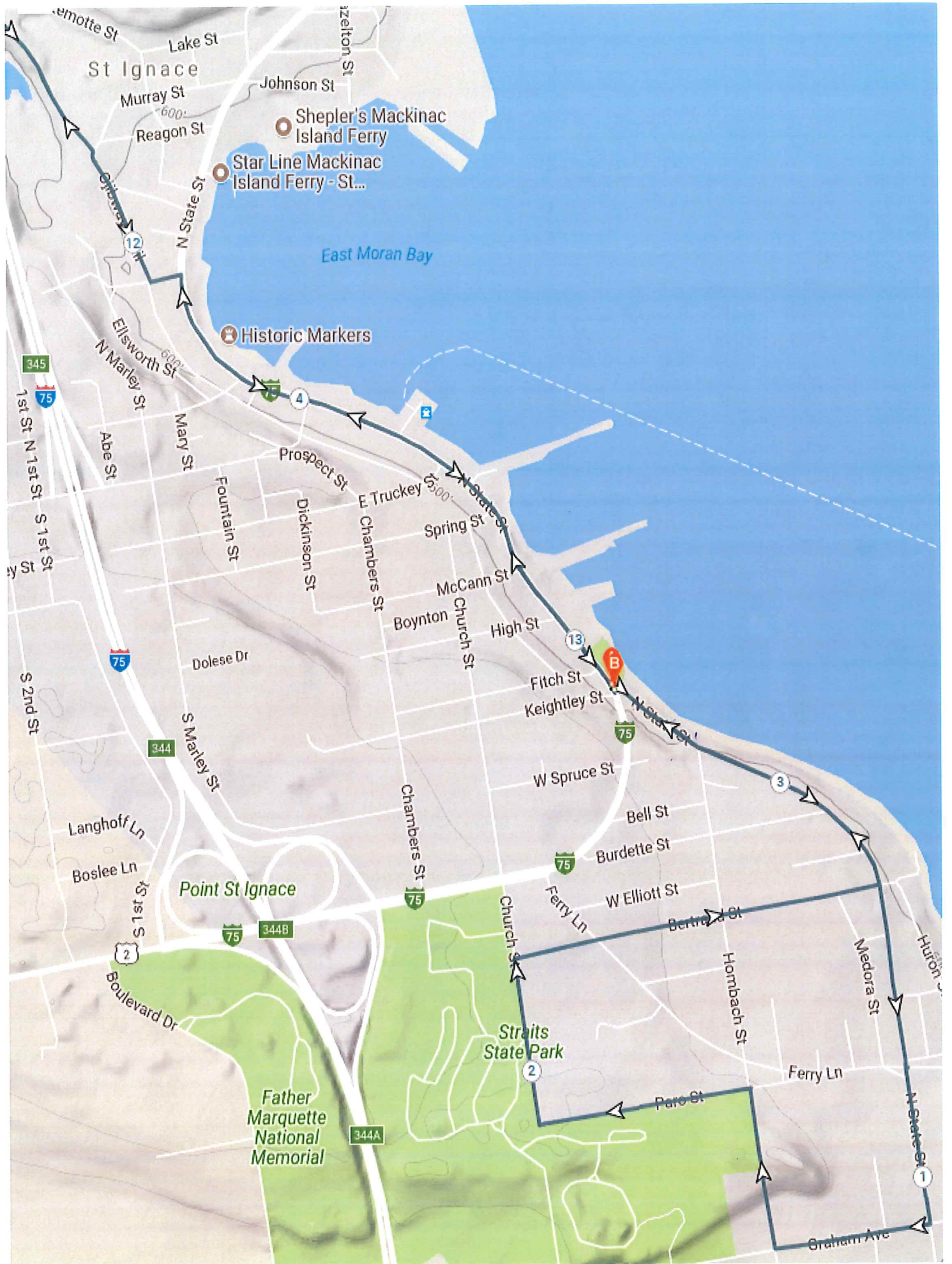
Absent: \_\_\_\_\_

Resolution declared: \_\_\_\_\_

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Wednesday, January 3, 2018 at 7:00 p.m.

\_\_\_\_\_  
Andrea Insley, City Clerk

hmt



This document addresses the concrete retaining wall located between Goudreau St and 404 Ellsworth St. The top of the wall has begun to shift outward and is actively failing. The concrete is in poor condition, spalling and severe degradation can be witnessed along its entire length. Under its current condition, our recommended fixes will neglect its structural capacity.

Below are four options to address the failing retaining wall. Each option is accompanied by a sketch and a construction estimate. Actual construction costs may vary from our estimates due to a variety of factors unknowable at this time.

**Option 1** consists of backfilling material in front of the wall on a 1 on 1 slope. This would continue the existing earth slope and eliminate the need for a retaining wall. This option will need an easement from the property owner, which was not included in its estimate.

Pros:

1. Least cost (\$16,383)
2. No excavation into Goudreau St.
3. Longest life expectancy
4. Very short construction time frame
5. Can be completed in inclement weather
6. City crew can construct

Cons:

1. Encroaches onto private property, reducing parking space
2. Vegetation will have to be maintained
3. Private shed will have to be relocated

**Option 2** consists of steel sheet piling driven in front of the existing concrete wall. The subgrade material does not allow the sheeting to be driven deep enough to stand on its own so soil nails are needed to tie back the wall system into the retained earth. This option will need an easement from the property owner, which was not included in its estimate.

Pros:

1. Maintenance free
2. No excavation into Goudreau St.
3. Existing structure can remain in place

Cons:

1. Cost can vary significantly due to specialized equipment needed to install soil nails (\$64,210)
2. Drilling through existing concrete can have unforeseen problems
3. Low aesthetic appeal
4. Steel sheeting is subject to corrosion
5. Encroaches slightly onto private property

6. Driving sheets can be inconsistent and potentially need heavy equipment to meet design specifications

**Option 3** consists of removing the existing wall and replacing it with a concrete cantilever wall. This option requires excavation into Goudreau St.

Pros:

1. Maintenance free
2. High life expectancy
3. No need for a permanent easement

Cons:

1. Highest Cost (\$126,362)
2. Excavation limits extend into the Goudreau St. roadway
3. Construction is weather dependent

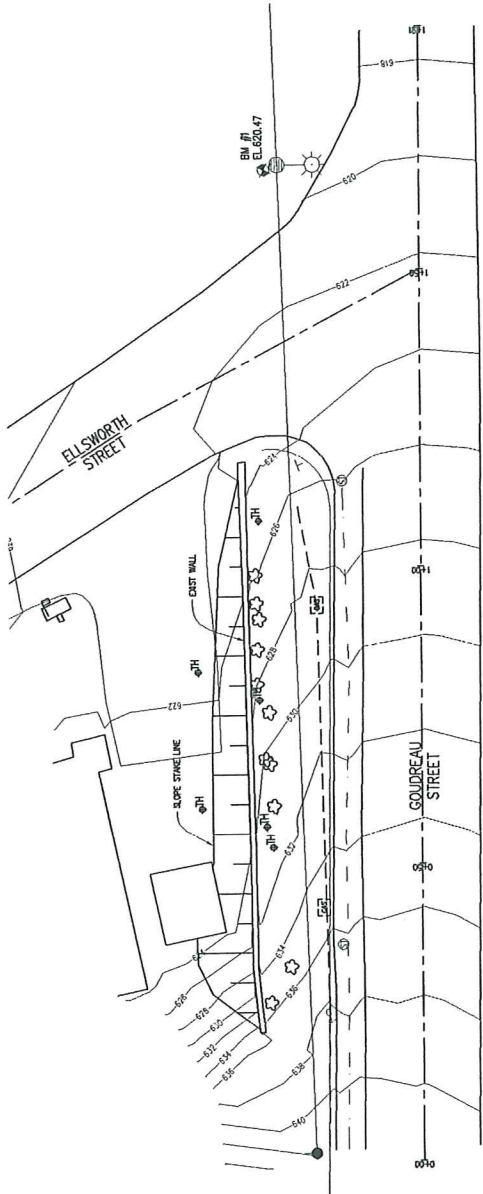
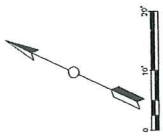
**Option 4** consists of removing the existing wall and replacing it with a mechanically stabilized earth (MSE) wall. The retained earth is stabilized with layers of geotextile fabric and is faced with a concrete masonry unit (CMU) wall.

Pros:

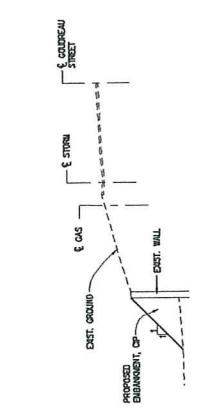
1. Maintenance free
2. High life expectancy
3. No need for an easement
4. Large capacity in case of changes to currently retained earth
5. City crew can construct

Cons:

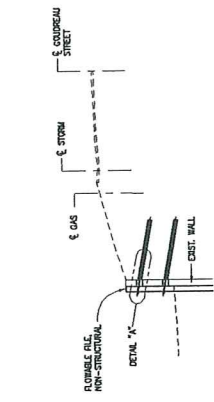
1. Excavation limits extend into the Goudreau St. roadway
2. Construction is weather dependent



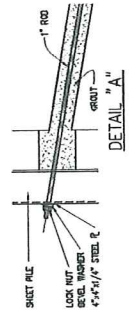
PLAN OF SITE



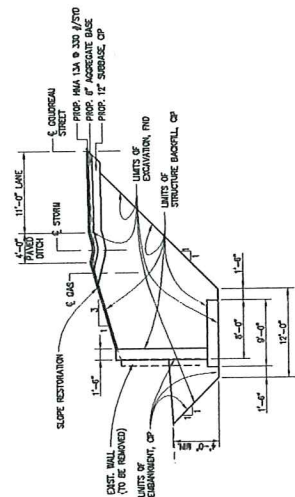
OPTION 1



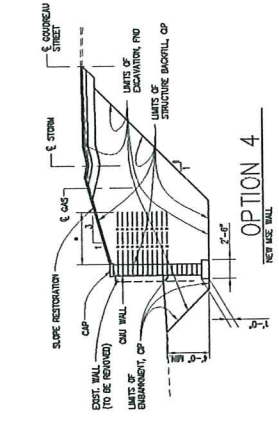
OPTION 2



DETAIL "A"



OPTION 3



OPTION 4

<p><b>R.S. SCOTT ASSOCIATES, INC.</b> ENGINEERING • ARCHITECTURE • SURVEYING 405 RIVER STREET, ALPENA, MICHIGAN 49707 PHONE: (989) 354-3178 FAX: (989) 354-3191</p>	<p>CITY OF ST. IGNACE 404 ELLSWORTH STREET SECTION 23 KRAKOW TOWNSHIP T34N - R7E</p>		<p>BY: TAS DATE: 11/17</p>	<p>SHEET NO. 1 OF 1</p>
	<p><b>PLAN OF SITE</b></p>		<p>CHK: SJP DATE: 11/17</p>	<p>W.O. NO. 49-631</p>

R.S. Scott Associates, Inc.  
 405 River Street  
 Alpena, MI 49707  
 (989) 354-3178

City of St. Ignace (Les Therrian, Manager)  
 Retaining Wall at 404 Ellsworth St.  
 Case Township, Section 15, T34N-R3E

W.O. #49-631

Engineer's Estimate (Embankment)

Page 1 of 1

December 4, 2017

Code	Item	Quantity	Unit	Unit Price	Amount
<b>Approach Quantities:</b>					
1000001	Mobilization, Max \$8,000.00	1	LS	\$3,000.00	\$3,000.00
2017002	Clearing, Modified	1	Sta	\$750.00	\$750.00
2050010	Embankment, CIP	50	Cyd	\$13.00	\$650.00
2080025	Erosion Control, Silt Fence	150	Ft	\$2.50	\$375.00
8070000	Guardrail, Type B	65	Ft	\$17.00	\$1,105.00
8070010	Guardrail, Curved, Type B	20	Ft	\$20.00	\$400.00
8070042	Guardrail Approach Terminal, Type 2B	1	Ea	\$2,400.00	\$2,400.00
8070050	Guardrail Departing Terminal, Type B	1	Ea	\$700.00	\$700.00
8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	6	Ea	\$75.00	\$450.00
8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	6	Ea	\$5.00	\$30.00
8120350	Sign, Type B, Temp, Prismatic, Furn	63	Sft	\$5.00	\$315.00
8120351	Sign, Type B, Temp, Prismatic, Oper	63	Sft	\$1.00	\$63.00
8120170	Minor Traf Devices	1	LS	\$500.00	\$500.00
8120370	Traf Regulator Control	1	LS	\$1,000.00	\$1,000.00
8160050	Slope Restoration	215	Syd	\$3.00	\$645.00
	Shed Relocation or Replacement	1	Ea	\$3,000.00	\$3,000.00
TOTAL CONSTRUCTION =					\$15,383.00

R.S. Scott Associates, Inc.  
 405 River Street  
 Alpena, MI 49707  
 (989) 354-3178

City of St. Ignace (Les Therrian, Manager)  
 Retaining Wall at 404 Ellsworth St.  
 Case Township, Section 15, T34N-R3E

W.O. #49-631

Engineer's Estimate (Sheetwall with soil nails)

Page 1 of 1

December 4, 2017

Code	Item	Quantity	Unit	Unit Price	Amount
<b>Approach Quantities:</b>					
1000001	Mobilization, Max \$6,000.00	1	LS	\$6,000.00	\$6,000.00
2017002	Clearing, Modified	1	Sta	\$750.00	\$750.00
2080025	Erosion Control, Silt Fence	30	Ft	\$2.50	\$75.00
7040001	Steel Sheet Piling, Permanent	1394	Sft	\$35.00	\$48,790.00
7070013	Structural Steel, Mixed, Furn and Fab	150	Lb	\$4.00	\$600.00
7070014	Structural Steel, Mixed, Erect	150	Lb	\$2.00	\$300.00
8070000	Guardrail, Type B	65	Ft	\$17.00	\$1,105.00
8070010	Guardrail, Curved, Type B	20	Ft	\$20.00	\$400.00
8070042	Guardrail Approach Terminal, Type 2B	1	Ea	\$2,400.00	\$2,400.00
8070050	Guardrail Departing Terminal, Type B	1	Ea	\$700.00	\$700.00
8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Fl	6	Ea	\$75.00	\$450.00
8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, O	6	Ea	\$5.00	\$30.00
8120350	Sign, Type B, Temp, Prismatic, Furn	360	Sft	\$5.00	\$1,800.00
8120351	Sign, Type B, Temp, Prismatic, Oper	360	Sft	\$1.00	\$360.00
8160050	Slope Restoration	150	Syd	\$3.00	\$450.00
8260148	Flowable Fill, Non-Structural	16	Cyd	\$200.00	\$3,200.00
	Soil Nail	320	Ft	\$60.00	\$19,200.00
	Core through wall	40	Ea	\$20.00	\$800.00
	Shed Relocation or Replacement	1	Ea	\$3,000.00	\$3,000.00
TOTAL CONSTRUCTION =					\$64,210.00



R.S. Scott Associates, Inc.  
 405 River Street  
 Alpena, MI 49707  
 (989) 354-3178

City of St. Ignace (Les Therrian, Manager)  
 Retaining Wall at 404 Ellsworth St.  
 Case Township, Section 15, T34N-R3E

W.O. #49-631

Engineer's Estimate (New Concrete Wall)

Page 1 of 1

December 4, 2017

Code	Item	Quantity	Unit	Unit Price	Amount
<b>Approach Quantities:</b>					
1000001	Mobilization, Max \$11,000.00	1	LS	\$11,000.00	\$11,000.00
2017002	Clearing, Modified	1	Sta	\$750.00	\$750.00
2030011	Dr Structure, Rem	2	Ea	\$300.00	\$600.00
2050016	Excavation, Earth	1000	Cyd	\$10.00	\$10,000.00
2080025	Erosion Control, Silt Fence	150	Ft	\$2.50	\$375.00
2040020	Structures, Rem	1	LS	\$5,000.00	\$5,000.00
2060002	Backfill, Structure, CIP	800	Cyd	\$18.00	\$14,400.00
3010002	Subbase, CIP	60	Cyd	\$15.00	\$900.00
3020001	Aggregate Base	60	Ton	\$20.00	\$1,200.00
4020033	Sewer, CI A, 12 inch, Tr Det B	82	Ft	\$50.00	\$4,100.00
4030050	Dr Structure Cover, Type K	2	Ea	\$800.00	\$1,600.00
4030200	Dr Structure, 24 inch dia	2	Ea	\$1,300.00	\$2,600.00
5010005	HMA Surface, Rem	180	Syd	\$4.00	\$720.00
5010033	HMA, 13A	23	Ton	\$100.00	\$2,300.00
7060092	Reinforcement, Steel, Epoxy Coated	10575	Lb	\$1.50	\$15,862.50
7060100	Substructure Conc	100	Cyd	\$420.00	\$42,000.00
7100001	Joint Waterproofing	67	Sft	\$7.00	\$469.00
8020036	Curb and Gutter, Conc, Det F2	78	Ft	\$25.00	\$1,950.00
8070000	Guardrail, Type B	65	Ft	\$17.00	\$1,105.00
8070010	Guardrail, Curved, Type B	20	Ft	\$20.00	\$400.00
8070042	Guardrail Approach Terminal, Type 2B	1	Ea	\$2,400.00	\$2,400.00
8070050	Guardrail Departing Terminal, Type B	1	Ea	\$700.00	\$700.00
8100371	Post, Steel, 3 lb	60	Ft	\$6.00	\$360.00
8100403	Sign, Type III, Rem	1	Ea	\$40.00	\$40.00
8100404	Sign, Type IIIA	26	Sft	\$16.00	\$416.00
8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	6	Ea	\$75.00	\$450.00
8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	6	Ea	\$5.00	\$30.00
8120350	Sign, Type B, Temp, Prismatic, Furn	360	Sft	\$5.00	\$1,800.00
8120351	Sign, Type B, Temp, Prismatic, Oper	360	Sft	\$1.00	\$360.00
8140010	Paved Ditch, HMA	45	Syd	\$35.00	\$1,575.00
8160050	Slope Restoration	300	Syd	\$3.00	\$900.00

TOTAL CONSTRUCTION = \$126,362.50

R.S. Scott Associates, Inc.  
 405 River Street  
 Alpena, MI 49707  
 (989) 354-3178

City of St. Ignace (Les Therrian, Manager)  
 Retaining Wall at 404 Ellsworth St.  
 Case Township, Section 15, T34N-R3E

W.O. #49-631

Engineer's Estimate (New MSE Wall)

Page 1 of 1

December 4, 2017

Code	Item	Quantity	Unit	Unit Price	Amount
<b>Approach Quantities:</b>					
1000001	Mobilization, Max \$6,000.00	1	LS	\$6,000.00	\$6,000.00
2017002	Clearing, Modified	1	Sta	\$750.00	\$750.00
2030011	Dr Structure, Rem	2	Ea	\$300.00	\$600.00
2040020	Structures, Rem	1	LS	\$5,000.00	\$5,000.00
2050016	Excavation, Earth	600	Cyd	\$10.00	\$6,000.00
2060002	Backfill, Structure, CIP	500	Cyd	\$18.00	\$9,000.00
2080025	Erosion Control, Silt Fence	150	Ft	\$2.50	\$375.00
3010002	Subbase, CIP	35	Cyd	\$15.00	\$525.00
3020001	Aggregate Base	30	Ton	\$20.00	\$600.00
3080010	Geotextile, Stabilization	800	Syd	\$2.50	\$2,000.00
4020033	Sewer, CI A, 12 inch, Tr Det B	82	Ft	\$50.00	\$4,100.00
4030050	Dr Structure Cover, Type K	2	Ea	\$800.00	\$1,600.00
4030200	Dr Structure, 24 inch dia	2	Ea	\$1,300.00	\$2,600.00
5010005	HMA Surface, Rem	35	Syd	\$4.00	\$140.00
5010033	HMA, 13A	8	Ton	\$100.00	\$800.00
7067001	Leveling Pad, Concrete	100	Ft	\$20.00	\$2,000.00
7067010	CMU Wall	950	Sft	\$12.50	\$11,875.00
8020036	Curb and Gutter, Conc, Det F2	78	Ft	\$25.00	\$1,950.00
8070000	Guardrail, Type B	65	Ft	\$17.00	\$1,105.00
8070010	Guardrail, Curved, Type B	20	Ft	\$20.00	\$400.00
8070042	Guardrail Approach Terminal, Type 2B	1	Ea	\$2,400.00	\$2,400.00
8070050	Guardrail Departing Terminal, Type B	1	Ea	\$700.00	\$700.00
8100371	Post, Steel, 3 lb	60	Ft	\$6.00	\$360.00
8100403	Sign, Type III, Rem	1	Ea	\$40.00	\$40.00
8100404	Sign, Type IIIA	26	Sft	\$16.00	\$416.00
8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	6	Ea	\$75.00	\$450.00
8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	6	Ea	\$5.00	\$30.00
8120350	Sign, Type B, Temp, Prismatic, Furn	360	Sft	\$5.00	\$1,800.00
8120351	Sign, Type B, Temp, Prismatic, Oper	360	Sft	\$1.00	\$360.00
8140010	Paved Ditch, HMA	45	Syd	\$35.00	\$1,575.00
8160050	Slope Restoration	300	Syd	\$3.00	\$900.00
TOTAL CONSTRUCTION =					\$66,451.00



396 N. State Street  
(906) 643-9671

To: Jeremy Gagnon  
UP Engineer & Architects, Inc.  
707 Ashman Street  
Sault Ste. Marie, MI 49783

1/3/17

Dear Mr. Gagnon;

This letter is confirmation that the City of St. Ignace authorizes the design and Implementation of an ADA compliant ramp and paddle launch site within the City Marina at the location approved by our City Engineer (Brian Olsen) as shown in the attached photograph. This approval is given with the understanding that no City funds will be used to complete this project.

Sincerely

Michael Stelmaszek  
St. Ignace City Manager

# Untitled Map

Write a description for your map.

## Legend

- A & I Midwest Printing
- Feature 1
- Feature 2
- Masonic Lodge
- St Ignace Visitors Bureau
- St Ignatius Loyola Church
- Wawatam Lighthouse in 2006, St Ignace

Proposed Kayak Launch Site



200 ft

60 years  
1957-2017

Celebrating 60 years of serving  
the Great Lakes Region



707 Ashmun Street Sault Ste. Marie, MI 49783  
906-635-0511 • 800-867-0511 • Fax: 906-635-0612

## AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

Client: St. Ignace Marina Date: August 31, 2017  
13 S. State Street Project No: \_\_\_\_\_  
St. Ignace, MI 49781

Firm: U.P. Engineers & Architects, Inc.

Project Name/Location: St. Ignace Marina - Accessible Ramp and Landing

Scope/Intent and Extent of Services: A/E Services for Accessible Ramp and Landing per  
Proposal Dated July 17, 2017

Fee Arrangement: Fee shall be invoiced in a lump sum amount of \$3,500.00 billed on a  
percentage complete basis. (Three Thousand Five Hundred Dollars).

Retainer Amount: \$1,225.00

Special Conditions: \_\_\_\_\_

### TERMS AND CONDITIONS

The Firm shall perform the services outlined in this Agreement for the stated fee arrangement.

#### ACCESS TO SITE:

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

#### FEE:

The total fee shall not be exceeded without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.

#### BILLINGS/PAYMENTS:

Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

**LATE PAYMENTS:**

Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance (18% true annual rate). In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

**INDEMNIFICATION:**

The Client shall indemnify and hold harmless the Firm and all of its personnel from any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from their performance of the services, provided that any such claim, damage, loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except the Firm), or anyone for whose acts any of them may be liable. The Firm shall have the right to rely on information furnished by the Client.

**RISK ALLOCATION:**

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement from any cause or causes, shall not exceed our fee. Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

**TERMINATION OF SERVICES:**

This Agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses and reimbursable termination expenses.

**OWNERSHIP OF DOCUMENTS:**

All documents produced by the Firm under this Agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

**APPLICABLE LAWS:**

Unless otherwise specified, the Agreement shall be governed by the laws of the State of Michigan.

*Offered by:*

**U.P. Engineers & Architects, Inc.**

Timothy S. Purdy 9/15/2017  
(signature) (date)  
Timothy S. Purdy, Principal  
(printed name/title)

*Accepted by:*

**St. Ignace Marina**

Michael B. Singleton 9-6-17  
(signature) (date)  
MICHAEL B. SINGLETON  
(printed name/title)

Continuation Sheet(s) attached ( \_\_\_\_\_ pages)