

**CITY COUNCIL MEETING**  
St. Ignace, Michigan  
Monday, October 21, 2019 – 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 October 21, 2019 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business
  1. **RECREATION DIRECTOR POSITION RECOMMENDATION**
  2. **BOILER BID RECOMMENDATION**
  3. **APPOVAL OF PAYMENT #3 ON WASTEWATER POJECT 16-0072 AND CHANGE ORDER #2**
  4. **RESOLUTION STATE TRUNKLINE MAINTENANCE**
  5. **RESOLUTION HOMETOWN CHRISTMAS PARADE, TREE LIGHTING AND SANTA LAND**
  6. **REQUEST FOR SPECIAL EVENTS STATUS FOR HOLIDAY MARKET EVENT**
- IX. Public Comment
- X. Consideration of Bills

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

A Regular Meeting of the St. Ignace City Council was held on Monday, October 21, 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 St. Louis and Tremble.

**Absent:** Councilmember Pelter. It was moved by Mayor Litzner, seconded by Mayor Pro-Tem Paquin, to excuse Councilmember Pelter from the meeting due to being delayed at work. Motion carried unanimously.

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

**Consideration of minutes from October 7, 2019 Council meeting:**

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes of October 7, 2019. Motion carried unanimously.

**Limited Public Comment:** None.

**Additions to the Agenda:** None.

**1. PUBLIC HEARING TO INTRODUCE ORDINANCE 649 (ESTABLISHING A MORATORIUM OF TAX EXEMPT USES IN CENTRAL, GENERAL AND TOURIST BUSINESS DISTRICTS:**

It was moved by Councilmember Tremble, seconded by Mayor Pro-Tem Paquin, to open the Public Hearing to introduce establishing a moratorium of tax exempt uses in the CBD, GBD and TBD. Motion carried unanimously.

Public comment was received with discussion.

It was moved by Councilmember Tremble, seconded by Councilmember Clapperton, to close the Public Hearing. Motion carried unanimously.

**2. ADOPTION OF ORDINANCE 649 (ESTABLISHING A MORATORIUM OF TAX EXEMPT USES IN CENTRAL, GENERAL AND TOURIST BUSINESS DISTRICTS:**

It was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to approve the adoption of Ordinance 649. Motion carried unanimously.

**3. BID OPENING FOR WATER PLANT BOILER:**

City Manager Stelmaszek presented Council with five bids for the Water Plant boiler replacement. Bids from Mackinac Plumbing, Mark & Sons, Sheren, Ballard's and Albert Heating & Cooling were opened. The bid award is scheduled for the next regular Council meeting.

#### 4. RECOMMENDATION OF DPW SAND PURCHASE:

Bids for the annual sand purchase were received from Darrow Bros. for \$10.50/ton and Norris Contracting Inc. for \$13/ ton.

It was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to approve the recommended bid from Darrow Bros. for \$ 10.50/ton. Motion carried unanimously.

#### 5. AMENDED DEBT SERVICE AGREEMENT FIRE HALL:

City Manager Stelmaszek informed Council that the Straits Area Fire Authority (S.A.F.A.) requested to make an amendment to the original Debt Service Agreement stating deposits will be directly submitted to the St. Ignace Building Authority's debt service bank account for the Fire Hall project.

It was moved by Councilmember St. Louis, seconded by Councilmember Clapperton, to approve the Amended Debt Service Agreement for the Fire Hall project. Motion carried unanimously.

#### 6. MARINA DIRECTOR TRAINING:

City Manager Stelmaszek requested Council's approval for Lauren Yoder to attend the Michigan Boaters' Industry Association's training overnight in Lansing December 4<sup>th</sup> and 5<sup>th</sup>.

It was moved by Councilmember Tremble, seconded by Mayor Pro-Tem Paquin, to approve the training in Lansing for Lauren Yoder in December. Motion carried unanimously.

#### 7. FINANCIALS:

City Manager Stelmaszek reviewed the September 2019 financials and budget process with Council. It was moved by Councilmember Tremble, seconded by Councilmember St. Louis, to accept the September 2019 financials. Motion carried unanimously.

**Public Comment:** None.

#### Consideration of Bills:

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Fullerton, to approve payment of the bills in the amount of \$41,709.01. Motion carried unanimously.

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

ACE HARDWARE	191.65
AIRGAS USA LLC	141.80
ARNOLD'S REFRIGERATION	3,200.90
BELNICK RETAIL LLC	2,401.62
BELONGA EXCAVATING, LLC	7,207.47
BELONGA'S PLUMBING AND HEATING	249.23
CHARLES J. PALMER, P.C.	2,870.00
COUNTRYSIDE ELECTRIC INC	2,069.09
ETNA SUPPLY COMPANY	1,510.00
FERGUSON WATERWORKS #3386	282.09
GBS Inc	121.84
GREAT LAKES COCA-COLA DISTRIBUTION	230.93
HAWKINS	2,370.50
HD SUPPLY FACILITIES MAINTENANCE LT	392.77
INTERSTATE BATTERIES	209.95

KELLY J CHAMPION	418.00
KIMBALL-MIDWEST	101.85
KSS ENTERPRISES	413.03
LYNN AUTO PARTS	1,357.13
MACKINAC SALES	699.99
MARK WILK	1,290.00
NATIONAL OFFICE PRODUCTS	913.40
NCL OF WISCONSIN INC	1,357.27
NORRIS CONTRACTING	2,450.00
NORTHERN BALANCE AND SCALE	167.50
OFFICE DEPOT	129.99
OSCAR W LARSON	243.75
R S SCOTT ASSOCIATES	694.81
RUDYARD ELECTRICAL SERVICE INC	5,181.00
SPARTAN STORES	25.13
ST IGNACE TRUE VALUE	655.06
STATE OF MICHIGAN	333.34
STRAITS BUILDING CENTER	150.88
TELE-RAD INC	456.52
THE FEED STATION	93.90
THE HARTFORD	75.00
TITAN MANUFACTURING & DISTRIB, INC.	652.37
YAYA CREATIONS INC.	399.25

Grand Total: \$ 41,709.01

There being no further business, the meeting adjourned at 7:20 p.m.

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**Connie Litzner, Mayor**

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**Andrea Insley, City Clerk/Treasurer**

CITY COUNCIL MEETING  
City Council Chambers  
MONDAY, NOVEMBER 4<sup>th</sup>, 2019 AT 7:00PM  
\*\*\*\*MANAGERS REPORT\*\*\*\*

**REQUEST TO HIRE MORGAN MILLS FOR THE RECREATION DIRECTOR POSITION**

The Committee has recommended Morgan Mills. I have spoken to Morgan and she has agreed to work for us at a starting wage of \$40,000 a year with standard entry level benefits. Her “resume” was in your packet.

**WATER PLANT BOILER BID RECOMMENDATION**

The low bid was from “Mark and Sons” Bill Fraser would like to go with their option #2.

**PAY REQUEST AND CHANGE ORDER REQUEST WASTEWATER PROJ. 16-0072**

The total for this request is \$243,040.99. Included in this request is a Change Order for \$8,800 to come out of the contingency fund. They had an additional \$14450 in costs mostly due to more rock and then mud, and some cost savings that added up to \$5,650. The difference comes to the \$8,800 in the change order.

**RESOLUTION FOR STATE TRUNKLINE MAINTENANCE**

Our term is up. This resolution is required by the state to continue with Bill Fraser as our Maintenance Superintendent for the trunk line and allow the Mayor or City Manager to sign the maintenance contracts for the next 5 years.

**RESOLUTION HOMETOWN CHRISTMAS PARADE, TREE LIGHTING, & SANTA LAND**

This is a request from the Business Association (SIBA) for an event on December 6<sup>th</sup> as it was done last year. They have insurance and have completed an events application.

**REQUEST FOR SPECIAL EVENTS STATUS FOR HOLIDAY MARKET EVENT**

This is a request from the Business Association (SIBA) for an event on December 14<sup>th</sup>. They have insurance and have completed an events application.

## **OTHER MATTERS**

Elmer's is finishing up on the wastewater project for this construction season. They will be starting up again in the spring to finish the project on Bertrand Street. They will be replacing the sewer main from South State Street to Hombach Street.

Our grant extension for the LBE Recreation Project has been approved.

I forwarded the easement request from Varsity Catering (for the area behind the Mackinac Grill) to our City attorney with a copy of our deed to the property. He feels the proposal falls within the deed restrictions provided that the Kayak Launch is ADA Accessible, open to the public, and any agreement is no longer than five years. He recommends a lease with these stipulations and the Cities approval of the design, construction, and maintenance of the dock that will be insured for any liability issues by Varsity Catering. I have forwarded these stipulations to the Varsity Catering for their review.

# Morgan R. Mills

Email: morganrenee11@gmail.com

Phone: (231) 818-3889

## Education:

### Central Michigan University

Bachelor of Applied Arts in Recreation and Event Management  
Focus on Community Recreation  
Communication Minor

Mount Pleasant, MI  
May 2018

## Employment:

### Traverse City Pit Spitters

*Box Office and Ticket Sales Coordinator*

Traverse City, MI  
March 2019-Present

- Hired, supervised, and scheduled box office staff and ticket operations interns as they worked on customer service, sales calls, reporting, money handling, and detailed documentation
- Managed box office operations in the Northwoods League ticketing system and File Maker
- Sold group and season ticket packages
- Was in charge of game day ticket sales reporting
- Was a part of a small full-time staff that worked hard together (often overlapping in roles) to create an enjoyable atmosphere for customers during a championship winning inaugural baseball season

### The DeltaPlex Arena

*Assistant Event Coordinator Intern*

Grand Rapids, MI  
Aug. 2017-Dec. 2018

- Collected payments for exhibitor service and freight handling order forms
- Completed office secretarial tasks including filing, answering phones, ordering office supplies, customer service needs and taking ticket orders

*Box Office & Event Supervisor*

- Advised and oversaw the production of various successful events such as concerts, expos, Grand Rapids Drive basketball games, MMA fights, music festivals, Saladin Shrine Circus, quinceañeras, and conferences
- Documented event numbers analyses as well as staff and settlement invoices in Excel
- Balanced box office finances

*Event Coordinator and Box Office Manager*

- Managed and scheduled box office staff and event interns
- Sold and processed ticket requests, ticket consignment forms, and programmed events on Etix

### SpringHill

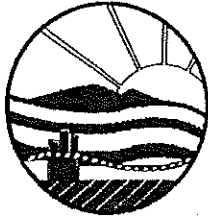
*Boat Driver & High Adventure Instructor*

Evart, MI  
Summers of 2015 and 2016

- Participated in boater safety training
- Taught water sports activities and took students tubing, waterskiing, and wakeboarding
- Directed high adventure activities from rock climbing to ziplining and high ropes courses
- Fulfilled equipment safety checks
- Oversaw and advised youth ages 5 to 18

## Recreation Field Experience:

His Kids Sunday School Program, Dance Lead and Choreographer, Carving for a Cause (Event for Alzheimer's Disease), Thanksgiving Thank You (Event for Families of Sunday School Kids)



## City of St. Ignace

396 North Street,

St. Ignace, Michigan 49781

Phone: (906) 643-7451 Fax: (906) 643-9393

e-mail: [bfraser@lighthouse.net](mailto:bfraser@lighthouse.net)

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Date: 10/30/19

RE: Boiler Decision

To: City Council/City Manager

I recommend that we go with option #2 which is the 95% plus high efficiency boiler. This option is \$6,705.24 more than option #1 which is 82% efficient. The higher efficiency boiler will pay for the difference in approx. 3-4 years. Mark & Sons are still the low bidder with this option. Another advantage is option #2 boiler is vented through the side of the building eliminating the vent protruding through the roof. Option #2 boiler compared to the lesser one operates from fresh outside air. This is good because, the boiler is located in the filter building which is a corrosive environment because of the chlorine that is added to the water. By using fresh air from outside it will extend the life of the new boiler.

Bill Fraser

DPW Director

[bfraser@lighthouse.net](mailto:bfraser@lighthouse.net)

(906) 430-0090



Mark & Sons Plumbing & Heating

St. Ignace, MI 49781  
 PO Box 181

# Estimate

Date	Estimate #
10/10/2019	1241

Name / Address
City of St. Ignace Water Department Church St St. Ignace, MI 49781

*Option #1*

			Project
Description	Qty	Cost	Total
Option 1			
Weil Mclain 480 cast iron boiler	1	5,440.40	5,440.40T
expansion tank	1	200.00	200.00T
boiler feed and backflow preventer	1	175.00	175.00T
gas pipe	1	75.00	75.00T
exhaust	1	100.00	100.00T
pipe and fittings	1	450.00	450.00T
elect. (includes emergency shutoff at door per code)	1	650.00	650.00T
labor	80	60.00	4,800.00
permit	1	100.00	100.00
CSD-1 reports (by Dean Boiler)	1	450.00	450.00T
uses building air for combustion			
uses existing chimney			
this option replaces boiler with comparable boiler 82% eff.			
		<b>Subtotal</b>	\$12,440.40
		<b>Sales Tax (6.0%)</b>	\$452.42
		<b>Total</b>	\$12,892.82

Phone #
906-643-9597

E-mail
mullins@sault.com

Mark & Sons Plumbing & Heating

St. Ignace, MI 49781  
 PO Box 181

# Estimate

Date	Estimate #
10/10/2019	1244

Name / Address
City of St. Ignace Water Department Church St St. Ignace, MI 49781

*Option #2*

			Project
Description	Qty	Cost	Total
Option 4 Recommended by our company			
Evg 399,000 BTU boiler 95+ eff	1	11,327.40	11,327.40T
heat exchanger	1	650.00	650.00T
pipe and fittings	1	800.00	800.00T
expansion tank	1	350.00	350.00T
boiler feed and back flow	1	175.00	175.00T
circ pump	1	350.00	350.00T
CSD-1 reports (by Dean boiler)	1	450.00	450.00T
high limit	1	200.00	200.00T
exhaust	1	75.00	75.00T
condensate	1	50.00	50.00T
elect.(includes emergency shut off @ door)	1	850.00	850.00T
gas	1	400.00	400.00T
permit	1	100.00	100.00
labor	48	60.00	2,880.00
this option uses 95+ boiler vents thru side wall and gets combustion air from outside (sealed combustion) able to eliminate one penetration thru roof also, by using heat exchangers, boiler is isolated from existing system contaminates			
		<b>Subtotal</b>	\$18,657.40
		<b>Sales Tax (6.0%)</b>	\$940.64
		<b>Total</b>	\$19,598.04

Phone #
906-643-9597

E-mail
mullins@sault.com

**CITY OF ST. IGNACE, MI**  
**WASTEWATER SYSTEM IMPROVEMENTS**

PROJECT: 16-0072

USDA-RD

**APPROVAL OF PAYMENTS (#03)**

Meeting Date: November 4, 2019

It was moved by: \_\_\_\_\_

and seconded by: \_\_\_\_\_

that the following invoices be approved for payment:

Invoice	Dated	From	Contract	Category	Amount
68865	10/30/19	C2AE	16-0072	Basic Engineering	\$4,732.00
				Inspection	\$27,513.57
				Additional Engineering	\$10,000.00
				<b>\$42,245.57</b>	
PPE #2	11/04/19	Elmer's Crane & Dozer	16-0072	Development	\$200,795.42
				<b>TOTAL</b>	<b>\$243,040.99</b>

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

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

Motion: Passed / Failed

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ESTIMATE OF FUNDS NEEDED  
FOR  
30-Day Period Commencing  
Nov. 04, 2019

Name of Borrower City of St. Ignace, MI, Wastewater System Improvements, Project 16-0072

Items	Amount of Funds
Development .....	\$ 200,795.42
Contract or Job No. <u>PPE #2</u>	
Contract or Job No. _____	
Contract or Job No. _____	
Land and Rights-of-Way .....	
Legal Services .....	
Engineering Fees .....	42,245.57
Interest .....	
Equipment .....	
Contingencies .....	
Refinancing .....	
Initial O & M .....	
Other .....	
<b>TOTAL</b> .....	<b>\$ 243,040.99</b>

Prepared by City of St. Ignace, MI

*Name of Borrower*

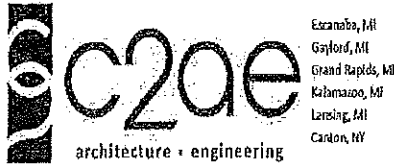
By \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*



Please Remit Payment To:  
106 West Allegan Street Suite 500  
Lansing, MI 48933  
1-866-454-3923

October 30, 2019  
Project No: 16-0072  
Invoice No: 68865

Michael Stelmaszek  
City of Saint Ignace  
396 N. State Street  
St. Ignace, MI 49781

Project 16-0072 St. Ignace USDA South State Street Area Wastewater

Professional Services for the period ending October 20, 2019

Phase 02 Design

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Preliminary Design	27,500.00	100.00	27,500.00	27,500.00	0.00
Final Design	11,000.00	100.00	11,000.00	11,000.00	0.00
Bidding	12,000.00	100.00	12,000.00	12,000.00	0.00
<b>Total Fee</b>	<b>50,500.00</b>		<b>50,500.00</b>	<b>50,500.00</b>	<b>0.00</b>
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 03 Construction

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Construction	28,000.00	51.20	14,336.00	9,604.00	4,732.00
Post-Construction	1,000.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>29,000.00</b>		<b>14,336.00</b>	<b>9,604.00</b>	<b>4,732.00</b>
<b>Total Fee</b>					<b>4,732.00</b>
<b>Total this Phase</b>					<b>\$4,732.00</b>

Phase 04 Resident Project Representative

	299.50				
	299.50				
<b>Total Labor</b>					<b>24,397.72</b>

Project	16-0072	St. Ignace USDA South State Street Area	Invoice	68865
Reimbursable Mileage, Parking, and Tolls				
9/24/2019	Lawson, Charles	Project Travel	174.00	
10/8/2019	Lawson, Charles	Project Travel	174.00	
Reimbursable Meals				
9/27/2019	Heidbrier, Kelly	Breakfast	7.41	
9/27/2019	Heidbrier, Kelly	Lunch	8.68	
Reimbursable Per Diem Costs				
9/22/2019	Holmgren, Michael	Lodging and Meals	325.00	
9/29/2019	Holmgren, Michael	Lodging and Meals	250.00	
10/6/2019	Holmgren, Michael	Lodging and Meals	325.00	
10/12/2019	Holmgren, Michael	Lodging and Meals	325.00	
10/20/2019	Holmgren, Michael	Lodging and Meals	325.00	
	<b>Total Reimbursables</b>		<b>1,914.09</b>	<b>1,914.09</b>
Fleet Vehicle 13 RAM				
			92.22	
			11.02	
			11.02	
			11.02	
			92.22	
			88.16	
			6.96	
			6.96	
			88.16	
			93.38	
			12.76	
			12.76	
			12.76	
			93.38	
			164.14	
			92.80	
			11.02	
			11.02	
			11.02	
			92.80	
			52.20	
			13.34	
			13.34	
			13.34	
			93.96	
	<b>Total Units</b>		<b>1,201.76</b>	<b>1,201.76</b>

Project	16-0072	St. Ignace USDA South State Street Area	Invoice	68865
Contract Recap			To-Date	
		Current Billing Amount	Previous Billed Amount	
Total Billings		27,513.57	11,136.88	38,650.45
Contract Amount				100,000.00
Contract Balance				61,349.55
Total this Phase				\$27,513.57

Phase	05	Additional Services
Task	0054	Construction Archeological Monitoring

**Consultants**

University of Illinois

10/20/2019	University of Illinois	10,000.00	
Total Consultants		10,000.00	10,000.00

Contract Recap		Current Billing Amount	Previous Billed Amount	To-Date
Total Billings		10,000.00	15,000.00	25,000.00
Contract Amount				80,000.00
Contract Balance				55,000.00
Total this Task				\$10,000.00
Total this Phase				\$10,000.00
Total this Invoice				<u>\$42,245.57</u>

**Outstanding Invoices**

Number	Date	Balance
68150	5/31/2019	6,083.19
68278	6/27/2019	1,339.85
68415	7/29/2019	839.00
68579	8/23/2019	3,012.25
68710	9/20/2019	27,949.78
Total		39,224.07

# Contractor's Application for Payment No. 2

Application Period: 9/30/19 to 10/27/19	Application Date: 11/4/2019	2
To (Owner): City of St. Ignace City Hall, 396 North State St., St. Ignace, MI 49781	From (Contractor): Ebner's Crane & Dozer 3600 Rennie School Road, Traverse City, MI 49685	Via (Engineer): C2AE 1211 Ludington St., Escanaba, MI 49829
Project: Wastewater System Improvements	Contract: St. Ignace Wastewater System Improvements	
Owner's Contract No.: 16-0072	Contractor's Project No.: 16-0072	

### Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions
	CO#1	\$11,610.00	
<b>TOTALS</b>			
NET CHANGE BY		\$11,610.00	
CHANGE ORDERS			

1. ORIGINAL CONTRACT PRICE..... \$ 1,038,503.50
2. Net change by Change Orders..... \$
3. Current Contract Prices (Line 1 + 2)..... \$ 1,038,503.50
4. TOTAL COMPLETED AND STORED TO DATE  
(Column F on Progress Estimate)..... \$ 495,162.60
5. RETAINAGE:
  - a. 5% X \$495,162.60 Work Completed..... \$ 247,581.33
  - b. 5% X Stored Material..... \$
  - c. Total Retainage (Line 5a + Line 5b)..... \$ 247,581.33
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 470,404.47
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 269,609.05
8. AMOUNT DUE THIS APPLICATION..... \$ 200,795.42
9. BALANCE TO FINISH, PLUS RETAINAGE  
(Column G on Progress Estimate + Line 5 above)..... \$ 568,099.03

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under this Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment, (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of: \$	\$200,795.42	
(Line 8 or other - attach explanation of the other amount)		
is recommended by:	(Engineer)	(Date)
Payment of: \$	\$200,795.42	
(Line 8 or other - attach explanation of the other amount)		
is approved by:	(Owner)	(Date)
Approved by:	Funding Agency (if applicable)	(Date)





# Construction Pay Estimate Amount Balance Report

Estimate: 2

10/30/2018 10:48 AM  
FieldManager 5.3c

C2AE-Escanaba

## Contract: \_16-0072, St. Ignace - WW System Improvements

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
Allow Gas Main Relocate	_16-72-110101	16-0072	10	2,000.000	0.000					1.00000	
Allow Phone Line Relocate	_16-72-110102	16-0072	10	2,000.000	0.000					1.00000	
Allow Buried Elec Line Relocate	_16-72-110103	16-0072	10	2,000.000	0.000					1.00000	
Allow Utility Pole Relocation	_16-72-110104	16-0072	10	2,000.000	0.000					1.00000	
Allow for Contaminated Soils	_16-72-110105	16-0072	10	2,000.000	0.000					1.00000	
Bypass Pumping Sewer Replaceme	_16-72-110106	16-0072	10	7,500.000	1,700.000	3,425.000	3,425.000	46%		1.00000	\$3,425.00
Allow for Contaminated Water	_16-72-110107	16-0072	10	2,000.000	0.000					1.00000	
Allow Tree & Shrub Replacement	_16-72-110108	16-0072	10	2,000.000	0.000					1.00000	
General Cond Bonds, Ins & Mob	_16-72-110109	16-0072	10	51,000.000	25,500.000	25,500.000	25,500.000	50%		1.00000	\$25,500.00
Precon Audiovisual Coverage	_16-72-110110	16-0072	10	2,000.000	0.000					1.00000	
Public Relations Program	_16-72-110111	16-0072	10	1,000.000	220.000	450.000	450.000	45%		1.00000	\$450.00
Env Mit, Erosion & Dust Control	_16-72-110112	16-0072	10	11,930.000	2,600.000	5,350.000	5,350.000	45%		1.00000	\$5,350.00
Engineer's Temp Field Office	_16-72-110113	16-0072	10	0.000	0.000	0.000	0.000			1.00000	
Traffic Control	_16-72-110114	16-0072	10	75,000.000	16,500.000	33,750.000	33,750.000	45%		1.00000	\$33,750.00
Project Sign	_16-72-110115	16-0072	10	2,500.000	2,500.000	2,500.000	2,500.000	100%		1.00000	\$2,500.00
Added Cost Hydrocarbon Impact	_16-72-110116	16-0072	10	100.000	0.000	0.000	0.000			13.00000	
12" to 24" Trees/Stump Removal	_16-72-110117	16-0072	10	6.000	0.000	0.000	0.000			540.00000	
Remove Salv or Replace Sign	_16-72-110118	16-0072	10	4.000	0.000	0.000	0.000			150.00000	
Remove Salv or Replace Mailbox	_16-72-110119	16-0072	10	4.000	0.000	0.000	0.000			90.00000	
Rock or Boulder Excavation	_16-72-110120	16-0072	10	259.600	139.600	259.600	388.100	149%		100.00000	\$25,960.00
Quantity Withheld: 128.500											
Rock Excavation, No Blasting	_16-72-110121	16-0072	10	40.000	0.000	0.000	0.000			100.00000	
Utility Location Investigation	_16-72-110122	16-0072	10	60.000	0.000	0.000	0.000			290.00000	
12" Undercut/Stone Refill	_16-72-110123	16-0072	10	1,550.000	0.000	0.000	0.000			30.00000	
Granular Fill	_16-72-110124	16-0072	10	350.000	0.000	0.000	0.000			25.00000	
1' Gravel Shoulder, 12"Depth	_16-72-110125	16-0072	10	1,915.000	0.000	0.000	0.000			4.70000	

Contract: \_16-0072

Estimate: 2



# Construction Pay Estimate Amount Balance Report

Estimate: 2

10/30/2019 10:48 AM  
FieldManager 5.3c

C2AE-Escanaba

Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
Excess Cut		16-0072	10	100.000		0.000			15.00000	
4" Concrete Sidewalk		16-0072	10	5,540.000	4,001.000	4,001.000	4,001.000	72%	6.60000	\$26,406.60
6" Concrete Sidewalk or Ramp		16-0072	10	1,150.000	425.000	425.000	425.000	37%	8.50000	\$3,612.50
ADA Truncated Dome Ramp Casting		16-0072	10	40.000	40.000	40.000	60.000	150%	80.00000	\$3,200.00
Quantity Withheld: 20.000										
Adjust Existing Casting		16-0072	10	10.000		0.000			420.00000	
Adjust Existing Valve Box		16-0072	10	10.000		0.000			200.00000	
6" Gravel Road Surface		16-0072	10	1,745.000		0.000			12.00000	
12" Base, Type 'A' & 'B' Areas		16-0072	10	3,375.000		0.000			17.00000	
3" Type 'A' Pavement Replace		16-0072	10	3,125.000		0.000			21.00000	
3" Type 'B' Pavement Replace		16-0072	10	250.000		0.000			35.00000	
8" Type 'C' Pavement Replace		16-0072	10	65.000	64.700	64.700	64.700	99%	175.00000	\$11,322.50
6" Conc Drive, w/4" Sand Base		16-0072	10	43.000		0.000			190.00000	
3" HMA Drive, w/6" Gravel Base		16-0072	10	388.000		0.000			45.00000	
6" Gravel Driveway Replacement		16-0072	10	141.000		0.000			16.00000	
6" Water Main		16-0072	10	40.000		\$2.500	32.500	81%	80.00000	\$2,600.00
Hydrant Assembly w/6" Valve		16-0072	10	2.000		2.000	2.000	100%	4,500.00000	\$9,000.00
Remove Ex Hydrant/Return Owner		16-0072	10	2.000		2.000	2.000	100%	865.00000	\$1,730.00
Connect to Ex 6" Water Main		16-0072	10	2.000		2.000	2.000	100%	3,500.00000	\$7,000.00
Additional Fittings, 6"		16-0072	10	1.000		0.000			550.00000	
8" Sanitary Sewer		16-0072	10	3,770.000	977.500	2,607.000	2,607.000	69%	91.00000	\$237,237.00
4"-6" Sewer Lateral		16-0072	10	1,385.000	249.500	436.000	436.000	31%	21.00000	\$9,156.00
8" x 6" Wye Branch		16-0072	10	52.000	17.000	39.000	39.000	75%	304.00000	\$11,856.00
Connect to Ex 4" to 6" Lateral		16-0072	10	52.000	16.000	37.000	37.000	71%	125.00000	\$4,625.00
Cap and Mark New Lateral		16-0072	10	2.000	1.000	2.000	2.000	100%	150.00000	\$300.00
4" Insulation		16-0072	10	20.000		0.000			12.00000	

Contract: \_16-0072

Estimate: 2



# Construction Pay Estimate Amount Balance Report

Estimate: 2

10/30/2019 10:48 AM

C2AE-Escanaba

FieldManager 5.3c

Item Code	Prop. Line	Item Description	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
18" Storm	16-72-1-0151	Sewer Replacement	16-0072	10	20.000	9.000	9.000	9.000	45%	68.00000	\$612.00
15" Storm	16-72-1-0152	Sewer Replacement	16-0072	10	40.000	19.000	19.000	19.000	48%	55.00000	\$1,045.00
12" Storm	16-72-1-0153	Sewer Replacement	16-0072	10	40.000	9.000	9.000	9.000	23%	50.00000	\$450.00
8" to 15" Ex Sewer	16-72-1-0154	Bulkhead	16-0072	10	10.000	0.000	0.000	0.000		70.00000	
4" to 6" Ex Sewer	16-72-1-0155	Bulkhead	16-0072	10	6.000	0.000	0.000	0.000		70.00000	
Abandon Ex 8" to 15" Sewer	16-72-1-0156		16-0072	10	635.000	0.000	0.000	0.000		14.00000	
8" to 10" Connect to Ex Sewer	16-72-1-0157		16-0072	10	11.000	3.000	5.000	5.000	45%	175.00000	\$875.00
12" to 15" Connect to Ex Sewer	16-72-1-0158		16-0072	10	6.000	0.000	0.000	0.000		280.00000	
48" Pre-cast MH, 10' Less	16-72-1-0160		16-0072	10	18.000	6.000	16.000	16.000	89%	4,200.00000	\$67,200.00
Added 48" MH Depth Over 10'	16-72-1-0161		16-0072	10	13.000	0.000	0.000	0.000		275.00000	
Abandon Existing 48" MH	16-72-1-0163		16-0072	10	1.000	0.000	0.000	0.000		3,000.00000	
Culvert Replacement, 15"	16-72-1-0164		16-0072	10	20.000	0.000	0.000	0.000		35.00000	

Percentage of Contract Completed (curr): 47%  
 (total paid to date / total of all authorized work)

Total Amount Paid This Estimate: \$211,363.60  
 Total Amount Paid To Date: \$495,162.60



Date of Issuance: 11/4/19	Effective Date: On Funding Agency Approval
Owner: City of St. Ignace	Owner's Contract No.: 16-0072
Contractor: Elmer's Crane & Dozer	Contractor's Project No.:
Engineer: C2AE	Engineer's Project No.: 16-0072
Project: Wastewater System Improvements	Contract Name:

The Contract is modified as follows upon execution of this Change Order: Additional work as requested by the Owner through the Engineer. This change includes work required based on field conditions encountered to date on the project. This is a partial balancing change order. All work in this CO is within the limits of the current R.O.W. map and included in the PER. No other project related costs are associated with the items included herein. The Substantial Completion date and Final Completion date are unchanged.

Attachments: Partial Balancing Tab

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price:  <b>\$ 1,038,503.50</b>	Original Contract Times: Substantial Completion: <u>October 15, 2019</u> Ready for Final Payment: <u>June 30, 2020</u> days or dates
[Increase] [ <del>Decrease</del> ] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> :  <b>\$ 11,610.00</b>	[Increase] [ <del>Decrease</del> ] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days
Contract Price prior to this Change Order:  <b>\$ 1,050,113.50</b>	Contract Times prior to this Change Order: Substantial Completion: <u>October 15, 2019</u> Ready for Final Payment: <u>June 30, 2020</u> days or dates
[Increase] [ <del>Decrease</del> ] of this Change Order:  <b>\$ 8,800.00</b>	[Increase] [ <del>Decrease</del> ] of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days or dates
Contract Price incorporating this Change Order:  <b>\$ 1,058,913.50</b>	Contract Times with all approved Change Orders: Substantial Completion: <u>October 15, 2019</u> Ready for Final Payment: : <u>June 30, 2020</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: _____	Title _____	Title _____
Date: _____	Date _____	Date _____

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

**Incorporate the following changes into the contract:**

1. Adjust the project quantities to reflect conditions encountered in the field and requested by owner:

Net Change This Item: \$ 8,800.00

Total Changes this Change Order: \$ 8,800.00



## Contract Modification

10/30/2019 10:48 AM  
FieldManager 5.3c

Contract: \_16-0072, St. Ignace - WW System Improvements

Cont. Mod. Number 2	Revision Number	Cont. Mod. Date 10/30/2019	Electronic File Created No	Net Change \$8,800.00	Awarded Contract Amount \$1,038,503.50
Route		Managing Office Escanaba		District 0	Entered By Kelly R Heidbrier
Contract Location St. Ignace, MI					

### Short Description

CO#2 - Partial Balancing

### Description of Changes

#### Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Allow Gas Main Relocate	_16-72-1(	0101	0005	16-0072	10	Original	-1,000.000	DLR	1.00000	\$-1,000.00
Allow Burled Elec Line Relocate	_16-72-1(	0103	0015	16-0072	10	Original	-1,000.000	DLR	1.00000	\$-1,000.00
Allow Utility Pole Relocation	_16-72-1(	0104	0020	16-0072	10	Original	-1,000.000	DLR	1.00000	\$-1,000.00
Allow for Contaminated Soils	_16-72-1(	0105	0025	16-0072	10	Original	-1,000.000	DLR	1.00000	\$-1,000.00
Allow for Contaminated Water	_16-72-1(	0107	0035	16-0072	10	Original	-1,000.000	DLR	1.00000	\$-1,000.00
Added Cost Hydrocarbon Impact	_16-72-1(	0116	0080	16-0072	10	Original	-50.000	LF	13.00000	\$-650.00



## Contract Modification

10/30/2019 10:48 AM

FieldManager 5.3c

### Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Rock or Boulder Excavation	_16-72-11	0120	0100	16-0072	10	Original	128.500	CY	100.00000	\$12,850.00
ADA Truncated Dome Ramp Casting	_16-72-11	0129	0145	16-0072	10	Original	20.000	SF	80.00000	\$1,600.00

**Total Dollar Value: \$8,800.00**

### Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
16-0072	St. Ignace - WW Improvements Total Project	0	CNST			
10	Total Project					\$8,800.00
<b>Total:</b>						<b>\$8,800.00</b>

**Total Net Change Amount: \$8,800.00**

<p>If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated. Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.</p>	
<p>Prime Contractor: Elmer's Crane and Dozer, Inc.</p> <hr/> <p>Signature _____ Date _____</p>	<p>Recommended by Construction Engineer: Michael Holmgren</p> <hr/> <p>Signature _____ Date _____</p>
<p>Prepared by Project Engineer: Charles Lawson</p> <hr/> <p>Signature _____ Date _____</p>	<p>Approved By City of St. Ignace</p> <hr/> <p>Signature _____ Date _____</p>



**RESOLUTION**

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

BE IT RESOLVED THAT the State Trunk Line Maintenance contract between the Michigan Department of Transportation and the City of St. Ignace for the Period of 10/1/2019 to 9/30/2024, is hereby accepted and William Fraser is designated as Maintenance Superintendent on sections of State Trunkline Highways as shown on the Municipal Route Section Map and Budget Sheets.

BE IT FURTHER RESOLVED THAT the City Mayor and City Manager, are authorized to sign the said maintenance contract.

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 Monday, November 4, 2019, at 7:00 p.m.

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

AI/ht

October 31, 2019

Mr. Mike Stelmazek, City Manager  
City of St. Ignace  
396 N. State Street  
St. Ignace, MI 49781

Dear Mr. Stelmazek:

On behalf of the St. Ignace Business Association/Christmas Committee, please accept our request to hold the Hometown Christmas Parade, Christmas Tree Lighting and Santa Land on Friday, December 6, 2019, beginning at 6:00 pm.

The schedule will be as follows:

- Hometown Christmas Parade
  - Johnson Street to McCann Street – street closure required
- Christmas Tree Lighting
  - Tree located at the St. Ignace Marina
- Santa Land
  - Following the tree lighting at the Straits Cultural Center

If you have any questions, please contact me at 906-630-1477. Thank you for your support of our downtown activities.

Sincerely,



Merv Wyse  
Committee Chair



**RESOLUTION**

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

**WHEREAS**, the City of St. Ignace, in conjunction with the St. Ignace DDA, St. Ignace Chamber of Commerce and the St. Ignace Business Association request permission to hold the Hometown Christmas Parade, Christmas Tree Lighting, and Holiday Open House, and

**WHEREAS**, this event requires the usage of St. Ignace public sidewalks, and 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, and

**WHEREAS**, the St. Ignace City Council has determined that the requesting organization, St. Ignace Business Association, does meet the criteria established in the various sections of the Ordinance No. 413.

**NOW THEREFORE BE IT RESOLVED**, that the City Council does approve the usage of the public sidewalks and streets on Friday December 6, 2019 from 4:30 - 9:00p.m. for the Hometown Christmas Parade, Christmas Tree Lighting and Holiday Open House.

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 Monday, November 4, 2019 at 7:00 p.m.

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

October 31, 2019

Mr. Mike Stelmazek, City Manager  
City of St. Ignace  
396 N. State Street  
St. Ignace, MI 49781



Dear Mr. Stelmazek:

On behalf of the St. Ignace Business Association, please accept our request to hold the Holiday Market in downtown St. Ignace on Saturday, December 14, 2019, from 10:00 am – 3:00 pm.

Music will begin downtown at 10:00, and activities will take place throughout the downtown businesses.

If you have any questions, please contact me at 906-298-0217. Thank you for your support of our downtown activities.

Sincerely,



Janet Peterson  
SIBA Coordinator