

**CITY COUNCIL MEETING**  
St. Ignace, Michigan  
Monday, November 5, 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 October 15, 2018 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business:

- 1.) **RESOLUTION HOMETOWN CHRISTMAS PARADE ,CHRISTMAS TREE LIGHTING AND HOLIDAY OPEN HOUSE**
- 2.) **RESOLUTION NOTICE OF INTENT CAPITAL IMPROVEMENT BONDS FOR SANITARY SEWER PROJECT**
- 3.) **ANNOUNCEMENT OF POLICE CHIEF WILK RETIREMENT AND PERMISSION TO FILL POSITION UPON VACANCY**
- 4.) **NEGOTIATION COMMITTEE RECOMMENDATION ON EMPLOYEE CREDITED HOURS OF MERS RETIREMENT**

- IX. Public Comment
- X. Consideration of Bills

**Council  
Proceedings  
(Unofficial)**

A Regular Meeting of the St. Ignace City Council was held on Monday, October 15, 2018, 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; Mark Wilk, Police Chief; Andrea Insley, City Clerk/Treasurer.

**Consideration of minutes from October 1, 2018 Council meeting:**

It was moved by Councilmember Clapperton, seconded by Mayor Pro-tem Paquin, to approve the minutes of October 1, 2018. Motion carried unanimously.

**Limited Public Comment:** None.

**Additions to the Agenda:**

Police Chief Wilk – Department participation announcement.

Mayor Litzner - City Christmas tree location .

- Planning Commission resignation and appointment.

**1. RESOLUTION GREAT PUMPKIN ROLL:**

**RESOLUTION**

The following Resolution was offered for adoption by Councilmember Fullerton, supported by Mayor Pro-Tem Paquin:

**WHEREAS**, the St. Ignace Business Association requests permission to conduct the Great Pumpkin Roll; and

**WHEREAS**, the event requires the usage of Goudreau, Ellsworth and Marquette 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 St. Ignace Business Association 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 Goudreau, Ellsworth and Marquette Streets for this event held on the following date:

Saturday, October 27, 2018 3p.m. – 6p.m. (weather permitting) or  
Sunday October 28, 2018 2p.m. – 6p.m. (alternate date)

**FURTHER BE IT RESOLVED**, that the City Council approves the closure of Goudreau Street, from Ellsworth to N. State Street on Saturday, October 27, 2018, from 3p.m. to 6p.m. and, if necessary, Sunday October 28, 2018 from 2p.m. to 6p.m.

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.

## **2. APPROVAL OF ELECTION INSPECTORS:**

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Paquin, to approve the Election Commission's list of Election Inspectors and Receiving Board. Motion carried unanimously.

## **3. AMBULANCE FINANCING UPDATE:**

Police Chief Wilk informed Council that Cheboygan Life Support Systems has agreed to make the final payment for the 2016 Ambulance loan from the surplus funds for this year. The payoff is scheduled for November 7<sup>th</sup> for \$23,169.08 to the First National Bank.

## **4. FINANCIALS:**

City Manager Stelmaszek reviewed the September 2018 financials with Council, announcing that 2019 budgets and 2018 budget amendments continue to be considered.

**Additions to the Agenda:**

**Police Chief Wilk – Department Participation Notice.**

Police Chief Wilk announced the City Police Officers will once again participate in the “No Shave November” event with contributions benefitting the Kiwanis Club Scholarship Fund.

**Mayor Litzner – City Christmas Tree Location.**

Mayor Litzner informed Council that she met with representatives from the DDA, Chamber of Commerce, St. Ignace Business Association and members of the Planning Commission, to discuss the City Christmas tree placement at the north end of the Marina for this year’s holiday. It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to approve the City Christmas tree to be placed at the Marina for this year’s tree lighting. Motion carried unanimously.

**Mayor Litzner – Planning Commission Resignation and Appointment.**

Mayor Litzner accepted a letter of resignation from Mike Lilliquist for the Planning Commission. Mayor Litzner then announced the appointment of John Kling to the Planning Commission. It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Fullerton, to approve the appointment. Motion carried unanimously.

**Public Comment:** None.

**Consideration of Bills:**

Councilmember Pelter questioned the process of signing the purchase orders and requested City Manager Stelmaszek to reflect the current practice in a City policy.

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember St. Louis, to approve payment of the bills in the amount of \$31,272.07. Motion carried unanimously.

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

ACE HARDWARE	690.10
BELONGA EXCAVATING, LLC	260.40
CHARLES J. PALMER, P.C.	1,666.24
CHEBOYGAN CEMENT PRODUCTS INC	1,331.00
CONNIE SWEET	150.00
CRAIG KAMMERS	318.00
EJ USA INC	564.16
FIRE CATT LLC	2,540.40
GALLS, AN ARAMARK CO	13.04
HACH COMPANY	5,465.05
IDEXX DISTRIBUTION CORP	1,101.22

INTERSTATE BATTERIES	463.80
KSS ENTERPRISES	1,685.01
MACKINAC PLUMBING AND HEATING CO	2,900.00
MAXWELL MEDALS & AWARDS	520.00
MCDONALD EQUIPMENT COMPANY	1,835.87
MICHAEL D PIEHL	165.50
MICHAEL RICHARD LAMB	795.00
NATIONAL OFFICE PRODUCTS	803.88
NCL OF WISCONSIN INC	1,342.58
NYE UNIFORM COMPANY	92.67
OFFICE DEPOT	127.96
OK INDUSTRIAL SUPPLY	45.48
OMS COMPLIANCE SERVICES	76.25
PARAGON LABS	746.00
PITNEY BOWES INC	56.52
SAULT PRINTING COMPANY	71.35
SENSUS USA INC	1,715.95
SPARTAN STORES	10.00
ST IGNACE AUTOMOTIVE	71.81
ST IGNACE TRUE VALUE	1,776.66
TAYLOR AUTO SUPPLY LLC	52.90
TRUCK AND TRAILER SPECIALTIES	502.98
UNITEX DIRECT	877.60
WASTE MGMT OF WI-MN	86.87
WESLEY H MAURER JR	349.82
Grand Total:	\$31,272.07

There being no further business, the meeting adjourned at 7:18 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 5th, 2018  
**\*\*\*MANAGERS REPORT\*\*\***

**RESOLUTION FOR HOLIDAY OPEN HOUSE, CHRISTMAS TREE LIGHTING, AND PARADE**

This year, the parade will start at Johnson Street and end at the tree lighting location between the Marina and Ace Hardware.

**RESOLUTION NOTICE OF INTENT FOR CAPITAL IMPROVEMENT BONDS FOR SANITARY SEWER PROJECT**

This resolution is required to start the process to issue bonds to pay the costs to acquire, construct, furnish and equip the pending sanitary sewer system project.

**ANNOUNCEMENT OF POLICE CHIEF WILK RETIREMENT AND REQUEST TO FILL HIS POSITION**

Congratulations to Mark for 31 years of service to our community. His retirement date has been set for 2/2/19. Requesting approval to fill his position as of 1/21/19 to allow a little time for overlap

**NEGOTIATION COMMITTEE RECOMMENDATION ON HELEN THIBAUT'S RETIREMENT BENEFIT REQUEST**

After a review of the known facts in this request, it is the recommendation of the Negotiation Committee to bring it before the Council for their review. Six months of the 4.5 years requested is when Helen was under contract and started in her current position. The other four years is prior to this time but after she had become a full time employee. MERS has stated that it is during this time that, by their rules, Helen is eligible to receive retirement benefits. Anything approved can be paid from the 729 fund that exists for "Other Post-Employment Benefits" (OPEB).

## Other Matters

Enclosed is the list for our latest 2% funding awards. \$44,078 of the \$52,400 requested was awarded by the tribe.

The negotiation committee completed their review of both Mark Wilk and Scott Marshall regarding their Compensatory time issue. Both have agreed to accept a payout (at time and a half) of their accrued time over 240 hours per MCL 408.414a. This will be 170 hours for Scott and 180 hours for Mark. Marks accrual was higher and he felt it would be too much to be paid what he has accrued. Mark has voluntarily lowered this amount to 180 hours.

Update on our Blight efforts: we have a new complaint from last month's report (refer to attached report). All have been given letters. Two have gone to Court and are scheduled to go again on 11/13/18 to be reviewed again by the judge regarding their progress. Mark and I are meeting weekly to review the status of current properties on the list and to add new properties that come to our attention.



October 31, 2018

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 Hometown Christmas Parade, Christmas Tree Lighting, and Holiday Open House on Friday, November 30, 2018.

Music will begin downtown at 4:30 pm; the Hometown Christmas Parade begins at 6:00 pm, followed by Holiday Open House activities throughout 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



**RESOLUTION**

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

**WHEREAS**, on behalf of the St. Ignace Business Association requests 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 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 November 30, 2018 from 4:30 - 8:00p.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 5, 2018 at 7:00 p.m.

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

Founded in 1852  
by Sidney Davy Miller

# MILLER CANFIELD

PATRICK F. MCGOW  
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FAX (313) 496-8450  
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October 31, 2018

Mr. Michael Stelmaszek  
City Manager  
City of St. Ignace  
396 N. State Street  
St. Ignace MI 49781-1487

Re: City of St. Ignace Capital Improvement Bonds  
Sanitary Sewer Project

Dear Michael:

As requested, I have enclosed a Notice of Intent Resolution for consideration for approval by the City Council at its meeting on November 5th. The Resolution is required to start the process to issue bonds to pay the costs to acquire, construct, furnish and equip sanitary sewer system improvements, including sanitary sewer line replacements, together with all related appurtenances and attachments (the "Project"), by authorizing the publication of a Notice of Intent indicating the City's intent to issue bonds to finance the Project in an amount not to exceed \$1,700,000.

The City had previously filed an application with the Rural Development office of the United States Department of Agriculture to finance the Project in the amount of \$1,411,000. Beginning in 2010, Rural Development has told the City that they will not be willing to finance the Project solely through revenue bonds issued by the City. They now require that the City of St. Ignace pledge all of its resources for payment of the Bonds, and make the Bonds a limited tax general obligation of the City. That is why this is being issued as a Capital Improvement Bond as the City did in 2010 and 2014.

The Resolution authorizes the City Clerk to publish a notice of intent to issue Bonds in the *St. Ignace News* indicating the City's intent to issue bonds for the Project in an amount not to exceed \$1,700,000. Rural Development has issued closing instructions obligating funds for a loan for the Project of \$1,411,000 at a rate of 2.625% for 40 years. The actual size of the Bond issue may change once bids are received, which is why we have provided for a larger amount than the approved amount. The size of the Bonds can be reduced at the time of issuance to whatever amount is required based on the bids and final costs. The City can reduce the amount of the Bonds for this project from the amount indicated in the notice, but the City would not be

Mr. Michael Stelmaszek

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October 31, 2018

able to increase the size of the Bonds for this project over the amount in the notice without republishing a new notice for the increased amount.

The proceeds of the Bonds may be used to pay for the construction of the Project as well as pay for or reimburse the City for the engineering, design and other preliminary costs related to the Project. The Bonds will also be used to pay issuance costs and legal fees related to the Bonds.

The Revised Municipal Finance Act requires the City to notify the electors of the City of its intent to issue the bonds by publishing a notice which gives the voters a referendum right on the issuance of the bonds. The bonds can be issued without a vote of the City electors unless a petition is filed with the City Clerk within 45 days of publication of the notice signed by at least 10% of the registered electors of the City. The form of Notice of Intent is included in the Resolution on page 2. **The Notice of Intent must be published as a display advertisement at least one-quarter (1/4) page in size in a newspaper of general circulation in the City.** The notice (and not the entire resolution) is required to be published in a newspaper of general circulation in the City.

Paragraph 4 of the Resolution contains language required by the Internal Revenue Code which authorizes the City to reimburse itself from bond proceeds for certain costs relating to the project incurred prior to issuance of the bonds, including costs for engineering and design. The language of the Resolution is taken from the IRS regulations and, not surprisingly, it therefore reads as tax jargon. This is intended to provide the City with flexibility relating to the use of the bond proceeds if the City spends money on project costs before the bond closing.

If the Notice of Intent Resolution is approved by the City Council and the Notice of Intent is published shortly thereafter, the 45 day referendum periods will expire in late December. After construction bids for the Project are received, the City Council would then need to adopt a resolution to authorize the issuance of the Bonds.

We would appreciate receiving four (4) certified copies of the Resolution upon adoption by the City Council as well as four (4) Affidavits of Publication from the newspaper in which the Notice of Intent is published.

If you have any questions about the enclosed Resolution or the publication of the Notice, please give me a call.

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Michael Stelmaszek

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October 31, 2018

If you have any questions, please do not hesitate to contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: 

Patrick F. McGow

Enclosure

cc: Andrea Insley  
Randy Scott  
Chuck Lawson

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**NOTICE OF INTENT RESOLUTION  
CAPITAL IMPROVEMENT BONDS  
FOR SANITARY SEWER PROJECT**

**CITY OF ST. IGNACE  
County of Mackinac, State of Michigan**

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Minutes of a regular meeting of the City Council of the City of St. Ignace, County of Mackinac, State of Michigan, held on the 5th day of November, 2018, at 8:00 o'clock p.m. prevailing Eastern Time.

PRESENT: Members \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Members \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

WHEREAS, the City of St. Ignace, County of Mackinac, State of Michigan (the "City"), intends to authorize the issuance and sale of one or more series of general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), to pay all or part of the cost to acquire, construct, furnish and equip sanitary sewer system improvements, including sanitary sewer line replacements, together with all related appurtenances and attachments (the "Project"); and

WHEREAS, the total amount of bonds to be issued to finance the acquisition and construction of the Project shall not exceed One Million Seven Hundred Thousand Dollars (\$1,700,000); and

WHEREAS, a notice of intent to issue bonds must be published before the issuance of the aforesaid bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, the City intends at this time to state its intention to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the City for the Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Clerk is hereby authorized and directed to publish a notice of intent to issue the Bonds in the *St. Ignace News*, a newspaper of general circulation in the City.

2. The notice of intent shall be published as a **display advertisement not less than one-quarter (1/4) page in size** in substantially the form attached to this Resolution as Exhibit A.

3. The City Council does hereby determine that the foregoing form of Notice of Intent to Issue Bonds, and the manner of publication directed, is adequate notice to the taxpayers and electors of the City, and is the method best calculated to give them notice of the City's intent to issue the Bonds, the purpose of the Bonds, the security for the Bonds, and the right of referendum of the electors with respect thereto, and that the provision of forty-five (45) days within which to file a referendum petition is adequate to insure that the City's electors may exercise their legal rights of referendum, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

4. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

(a) The City reasonably expects to reimburse itself with proceeds of the Bonds for certain costs of the Project which were paid or will be paid from funds of the City subsequent to sixty (60) days prior to today.

(b) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$1,700,000.

(c) A reimbursement allocation of the capital expenditures described above with the proceeds of the Bonds will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the City's use of the proceeds of the Bonds to reimburse the City for a capital expenditure made pursuant to this resolution.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

AYES: Members \_\_\_\_\_  
\_\_\_\_\_

NAYS: Members \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

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

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of St. Ignace, County of Mackinac, State of Michigan, at a regular meeting held on November 5, 2018, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of the meeting were kept and will be or have been made available as required by the Open Meetings Act.

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Andrea Insley  
City Clerk

## EXHIBIT A

### NOTICE TO ELECTORS OF THE CITY OF ST. IGNACE OF INTENT TO ISSUE BONDS SECURED BY THE TAXING POWER OF THE CITY AND OF RIGHT OF REFERENDUM THEREON

PLEASE TAKE NOTICE that the City Council of the City of St. Ignace, County of Mackinac, intends to authorize the issuance and sale of general obligation capital improvement bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in one or more series in a total principal amount of not to exceed One Million Seven Hundred Thousand Dollars (\$1,700,000), for the purpose of paying all or part of the cost to acquire, construct, furnish and equip sanitary sewer system improvements, including sanitary sewer line replacements, together with all related appurtenances and attachments.

#### BOND DETAILS

The bonds will mature in annual installments not to exceed forty (40) in number, and will bear interest at the rate or rates to be determined at a private sale to the U.S. Government but in no event to exceed four percent (4.00%) per annum on the balance of the bonds from time to time remaining unpaid

#### SOURCE OF PAYMENT OF BONDS

THE PRINCIPAL OF AND INTEREST ON SAID BONDS shall be payable from the general funds of the City lawfully available for such purposes including property taxes levied within applicable constitutional, statutory and charter tax rate limitations. The City anticipates making debt service payments on the bonds from the revenues received by the City from the operation of its sanitary sewage disposal system.

#### RIGHT OF REFERENDUM

THE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS OF THE CITY IS FILED WITH THE CITY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS OF THE CITY VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 517, Act 34, Public Acts of Michigan, 2001, as amended.

Andrea Insley  
Clerk, City of St. Ignace

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## 2% FUNDING AWARD REQUEST REPORT

Museum of Ojibwa Culture Museum –Anishinaabe Festival, Sobriety Walk, Bandolier Bag Workshop, Hoop Dancing Workshop, Clan mitts Workshop, Creative Kids Art Academy, American Indian Veteran Exhibit and Operational Expenses.

PROJECT COST \$27,000.00 AMT. REQUESTED \$18,800.00 MF \$9,000.00

AWARDED AMOUNT RECEIVED \$15,739.11

Michilimackinac Historical Society- Fort de Buade Museum Educational Programming and Operations

PROJECT COST \$30,000.00 AMT. REQUESTED \$15,000.00 MF \$15,000.00

AWARDED AMOUNT RECEIVED \$12,739.12

City of St. Ignace Police Department – Technology Update

PROJECT COST \$4,500.00 AMT. REQUESTED \$4,000.00 MF \$500.00

AWARDED AMOUNT RECEIVED \$4,000.00

Little Bear East Arena & Community Center – Free Community Open Skate

PROJECT COST \$10,000.00 AMT. REQUESTED \$10,000.00 MF \$0.00

AWARDED AMOUNT RECEIVED \$10,000.00

City of St. Ignace DDA-St. Ignace Community Welcome Sign

PROJECT COST \$6,000.00 AMT. REQUESTED \$3,000.00 MF \$3000.00

AWARDED AMOUNT RECEIVED \$0.00

City of St. Ignace Marina-LED Lighting St. Ignace Marina

PROJECT COST \$1,800.00 AMT. REQUESTED \$1,600.00 MF \$200.00

AWARDED AMOUNT RECEIVED \$1600.00

TOTAL AMT REQUESTED \$52,400.00

TOTAL AWARD RECEIVED \$44,078.24

MS/ht

Enclosure

