

CITY COUNCIL MEETING
St. Ignace, Michigan
Monday, December 16, 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 December 2, 2019 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business
 1. **PUBLIC HEARING ON ORD 650**
 2. **ADOPT ORD 650**
 3. **INTRODUCE KIM NOWACK MACKINAC BRIDGE AUTHORITY**
 4. **RESOLUTION OF COUNCIL MEETING DATES 2020**
 5. **RESOLUTION OF CITY CONTRACTED EMPLOYEE WAGES 2020**
 6. **MERS 457 LANGUAGE UPDATE/CORRECTION**
 7. **APPROPRIATION REQUEST TO ADDRESS MERS PENSION LIABILITY**
 8. **APPROPRIATION REQUEST TO TRANSFER FUNDS FROM 471 FUND TO 101 FUND**
 9. **BUDGET AMENDMENTS**
 10. **FINANCIALS**
- 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, December 2, 2019, in the Council Chambers at City Hall.

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

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

Absent: None.

Staff Present: Mike Stelmaszek, City Manager; Bill Fraser, DPW Director; Kyle Mulka, City Assessor; Andrea Insley, City Clerk/Treasurer.

Consideration of minutes from November 18, 2019 Council meeting:

It was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem Paquin, to approve the minutes from November 18, 2019. Motion carried unanimously.

Limited Public Comment:

Public comment was received regarding the hiring of the Little Bear East Events Programmer.

Additions to the Agenda:

Mayor Litzner – Committee appointments.

1. INTRODUCTION OF ORDINANCE 650 “2019 ANNUAL APPROPRIATION BILL:

City Manager Stelmaszek presented Ordinance No. 650, “2019 Annual Appropriation Bill” for Council’s consideration.

It was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem Paquin, to introduce Ordinance No. 650. Motion carried unanimously.

At this time, it was moved by Councilmember Fullerton, seconded by Councilmember St. Louis, to schedule a Public Hearing for the next Regular City Council meeting on Monday, December 16, 2019 at 7:00 p.m. for Ordinance No. 650. Motion carried unanimously.

2. REQUEST APPROVAL OF SEWER RATE INCREASE:

City Manager Stelmaszek informed Council that after reviewing the increases already planned for the sewer rates in 2020 and the added debt to the system, another one and a half percent increase should be implemented. After some discussion, it was moved by Councilmember Tremble, seconded by Councilmember St. Louis, to approve the sewer rate increase of three percent effective January 1, 2020. Motion carried six to one.

3. RESOLUTION TO WAIVE PENALTIES FOR LATE FILINGS OF PTA’S:

RESOLUTION

To Waive Penalties for Non-Filing of Property Transfer Affidavits under MCL 211.27b

The following Resolution was offered for adoption by Councilmember Fullerton, seconded by

Mayor Pro-Tem Paquin:

WHEREAS, MCL 211.27a(10) requires the buyer, grantee, or other transferee of the property shall notify the appropriate assessing office in the local unit of government in which the property is located of the transfer of ownership of the property within 45 days of the transfer of ownership, on a form prescribed by the State Tax Commission that states the parties to the transfer, the date of the transfer, the actual consideration for the transfer, and the property's parcel identification number or legal description and

WHEREAS, MCL 211.27b(1) requires that if the buyer, grantee, or other transferee in the immediately preceding transfer of ownership of property does not notify the appropriate assessing office of the transfer, then penalties as described in MCL 211.27b(1)(c) or (d) are levied and

WHEREAS, MCL 211.27b (5) provides that the governing body of a local tax collecting unit may waive, by resolution, the penalty levied under MCL 211.27b (1)(c) or (d).

THEREFORE BE IT RESOLVED that the City of St. Ignace waives the penalty for failure to file the Property Transfer Affidavit following a transfer of ownership pursuant to the local unit's authority contained in MCL 211.27b.

Roll Call Vote:

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

No: Councilmember Pelter.

Absent: None.

Resolution declared Adopted.

4. REQUEST TO ATTEND ZONING CERTIFICATION PROGRAM:

City Manager Stelmaszek requested Council's permission for Kyle Mulka, City Assessor, to attend the Zoning Administrator Certificate Program in Bay Harbor, Michigan February 6 – 7th. It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Paquin, to approve the City Assessor's attendance the program, as well as an overnight stay, if needed, due to inclement weather. Motion carried unanimously.

5. BID OPENING FOR DPW EQUIPMENT SALE:

City Manager Stelmaszek presented Council with one bid received by Wayne Davis for the following equipment:

1979 Ford F800 Fire Truck for \$1,100; 1967 John Deere 210 tractor for \$ 850; 2006 Holder 4.74 for \$11,500.

It was moved by Councilmember St. Louis, seconded by Councilmember Pelter, to award the sale bid to Wayne Davis for all three pieces of equipment. Motion carried unanimously.

6. REQUEST TO PURCHASE ELECTRONIC HANDHELD METER READER:

Bill Fraser, DPW Director, requested Council's approval to purchase a replacement electronic, handheld meter reader for the Water Department's broken one.
 It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to approve the purchase of the electronic handheld meter reader for \$7,800. Motion carried unanimously.

Additions to the Agenda:

Mayor Litzner – Committee Appointments:

Mayor Litzner announced the appointments to the Dock #3 Committee to be Councilmember Fullerton, Mayor Pro-Tem Paquin and Mayor Litzner.

Mayor Litzner also announced the appointments to the Finance/Utility Committee to be Councilmember Tremble, Mayor Pro-Tem Paquin, Councilmember St. Louis and Mayor Litzner.

It was moved by Councilmember Fullerton, seconded by Councilmember Pelter, to approve the appointments to both committees. Motion carried unanimously.

Public Comment:

Public comment was received regarding Council Work Sessions, the Lighthouse and potential dangers of the lakeshore erosion and tax base revenues.

Consideration of Bills:

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Clapperton, to approve payment of the bills in the amount of \$14,315.37. Motion carried unanimously.

The following bills were presented to Council for payment:

ADVANCED VOIP DATA LLC	3,655.50
ASCOM NORTH INC.	465.00
BELONGA EXCAVATING, LLC	720.00
BODYBUILDER'S DISCOUNT OUTLET, INC	3,310.35
CITY OF ST IGNACE	30.52
ELIZABETH MARIE O'BOYLE	260.00
GBS Inc	1,348.93
HD SUPPLY FACILITIES MAINTENANCE LT	762.35
KSS ENTERPRISES	380.70
MACKINAC PLUMBING AND HEATING CO	176.50
NATIONAL OFFICE PRODUCTS	702.57
NCL OF WISCONSIN INC	1,017.61
OK INDUSTRIAL SUPPLY	38.85
PARAGON LABORATORIES, INC	169.00
POMASL FIRE EQUIPMENT	116.30
STATE OF MICHIGAN	25.00
SYNCB/AMAZON	26.13
THE FEED STATION	267.70
WHISKEY RIVER INC	503.41
WIX.COM	338.95
Grand Total:	\$ 14,315.37

There being no further business, the meeting adjourned at 7:45 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

**CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, DECEMBER 16th, 2019 AT 7:00PM
****MANAGERS REPORT******

PUBLIC HEARING ON ORDINANCE 650

Council Meeting to follow Hearing.

REQUEST APPROVAL OF ORDINANCE 650

Respectfully submitted for your approval by the City Manager.

INTRODUCTION OF NEW BRIDGE AUTHORITY CEO KIM KOWACK

To be introduced by the Mayor.

RESOLUTION OF 2020 CITY COUNCIL MEETING DATES

Prepared per provision of the City Charter. Adjustments made for holidays on January 20st (Martin Luther King Jr Day) and September 7th (Labor Day).

RESOLUTION OF 2020 CONTRACTED EMPLOYEE WAGES

These wage increases are consistent with the COLA increase for the DPW of \$.45 an hour (\$936 a year based on a 40 hour work week) and have been budgeted for in the 2020 budget. They have been reviewed and approved by the Negotiation Committee (see attached minutes).

MERS 457 LANGUAGE UPDATE/CORRECTION

A language correction is needed in the MERS 457 Plan to appropriately reflect the City's Employer contribution as a "Non-matching Contribution." MERS requires Council Action.

APPROPRIATION REQUEST TO ADDRESS MERS PENSION LIABILITY

Having been notified of our underfunded status, we have been trying to set up a meeting with MERS representatives and our Finance Committee. We know part of the solution will involve a payment from our 729 Fund to MERS to bring up our funding level. To show good faith in our responsibility to address this issue in 2019, I am requesting approval to appropriate and pay \$35,000 to MERS from our 729 Fund as a start to addressing this issue. This matter was brought before the Finance Committed and does have their support.

APPROPRIATION REQUEST TO TRANSFER FUNDS FROM 471 FUND TO 101 FUND

To offset unbudgeted costs in the General Fund (101) for 2019 caused by our Bitter cold Winter with excessive snow accumulations, increases in Health Care and Pension costs, and the \$25,000 expense of the State Tax Commission, I am requesting approval to appropriate and transfer \$10,000 from our Building improvement Fund (471) to the 2019 budget of the General Fund (101). This action has the support of the Finance Committee.

REQUEST TO APPROVE 2020 BUDGET AMENDMENTS

These amendments have been reviewed by the finance Committee (see attached minutes). I am respectfully submitting these amendments for your approval.

OTHER MATTERS

The United States Census Bureau (Marquette office) has requested to use space in City Hall for two hours a week starting on December 20th for the purpose of recruiting employees. An accurate count of people and demographic information will only help our City with future assistance from both the State and Federal Government. It is for this reason I have approved their request through the month of January. They are asking to do this at City Hall in addition to their use of other recruiting methods at other locations.

Chief Brown hired Joseph Rogers for his full time vacancy. He started on Friday.

It was suggested at our last meeting that we should ask the State for more funding for the maintenance we do on their trunk line. Bill Fraser and I met with Kevin Gouza from MDOT on Thursday, he went over our reimbursement thus far for 2019 (see attached reports) and I was able to confirm we have received complete reimbursement for the maintenance of the Trunk line. Our cost overruns have occurred because of the extra costs of winter maintenance of all our other streets.

On December 4th, the Building Authority closed on the Financing of our new Fire Hall. Roy Ness Construction now has the approval to start working on the project. The Building Authority closed on two loans totaling \$2,450,000 at an interest rate of 3% to be paid off in 29 years or less. Funding was secured by the Straits Area Fire Authority through a 30 year .5 Mill referendum of the City of St. Ignace, and the Townships of Moran and St. Ignace.

The Closing event was followed by a preconstruction meeting of all the Stake Holders (RE, BA, C2ae, and Roy Ness Construction). The responsibilities and schedule of the construction process were reviewed. It was decided that once construction was underway there will be monthly progress meetings on the 3rd Wednesday (at 11am) for project logistics and to prepare pay draws to be approved by the Building Authority on the First Wednesday of the following month. Roy Ness hopes to do some site preparation this month and then break ground and start construction as soon as possible in early spring. I will be updating you more as we proceed.

2020 ANNUAL APPROPRIATION BILL
ORDINANCE #650

THE CITY OF ST. IGNACE ORDAINS:

SECTION I: The Budget of the City of St. Ignace for the fiscal year beginning Jan. 1, 2020, and ending Dec. 31, 2020, 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:	24,860.00
City Manager's Ofc:	176,140.00
Profsnl Srvcs (Audit)	29,000.00
City Clerk's Ofc:	247,405.00
Central Supplies:	3,500.00
Board of Review:	2,090.00
Assessor's Office:	78,150.00
Clerk Elections:	3,975.00
City Hall and Grounds:	31,300.00
City atty's Ofc:	20,000.00

Total General Gov't: 616,420.00

PUBLIC SAFETY:

Police Department:	478,565.00
Sfty/Hlth/Education:	500.00
Fire Department:	97,825.00

Total Public Safety: 576,890.00

PUBLIC WORKS DIVISION:

Public Works Dept:	125,595.00
Sidewalk:	2,510.00
City Engineer:	2,000.00
Street Lighting:	41,000.00
Refuse Coll/Recycling:	2,000.00

Total Public Works: 173,105.00

OTHER DIVISION:		
Planning Commission:		5,000.00
Zoning Board of Review		650.00
Community Development:		74,100.00
Park Maintenance:		49,000.00
Boat Launch		5,300.00
Fringe Benefits:		94,350.00
Insurance and Bonds:		26,500.00
Cont. to Other Funds:		188,913.00
Total Other Division:		443,813.00
TOTAL G/F APPROP'S		1,810,228.00

NON G/F FUND APPROP'S Fund #

Special Revenue Funds (200 series)		
Major St.'s and Trnkln Fd:	202	352,158.00
Local Street Fund Approp:	203	164,288.00
Cemetery Fund:	209	12,030.00
DDA General Approp:	248	249,220.00
Zoning/Building Inspector:	249	5,600.00
Library Fund Approp:	271	174,130.00
Dock # 3 Improvements:	273	20,675.00
Debt Service Funds (300 series)		
Marina Debt:	306	81,875.00
Ambulance Debt:	310	29,617.00
City Hall/DPW Improvements:	370	57,207.00
Capital Projects funds (400 series)		
Wastewater Project	490	509,410.00
Park Project:	408	350,500.00
Proprietary Funds (500 series)		
Comm. Ctr Oprtns	509	336,025.00
DDA Museum Approp:	570	131,765.00
Museum Store:	571	103,825.00
Golf Course:	584	119,900.00
Sewer Fund Approp:	590	1,196,366.00
Water Fund Approp:	591	1,325,954.00
Marina:	594	388,945.00
Garbage Collection:	596	122,167.00

Internal Funds (600 series)		
Equip Fund Approp:	641	272,211.00
Office Equip Pool:	664	29,500.00

Pension & Other Employee Benefits-OPEB (700 series)		
Vac & Sick Leave:	729	23,500.00

TOTAL OTHER FUND: 6,056,868.00

TOTAL ALL FUND APPROPRIATION: 7,,867,096.00

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 \$1,637,015.00 or 19.6082 mills based on \$83,486,276.00 Taxable Value (based on a 1.019 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 \$1,161,766.00 of the levy shall be credited to the General Fund and through capture, \$193,534.00 credited to the DDA Fund, subject to the final captured Taxable Value of the DDA. The amount of \$83,486.00 credited for Community Center Operations (not to include DDA portion of one mill) and same amount (\$83,486) credited to the Library. The Major and Local Streets will receive \$125,229.00 credited equally.

SECTION III: The Ordinance shall take effect on January 1, 2020.

Andrea Insley, City Clerk/Treasurer

INTRODUCED: 12/02/19

ADOPTED:

PUBLISHED:

EFFECTIVE:

RESOLUTION

The following Amended Resolution was offered for adoption by supported by Councilmember

WHEREAS, per the City of St. Ignace Charter, the City Council shall provide by resolution for the time and place of its regular meetings; and

WHEREAS, in accordance with the City of St. Ignace Charter following are the dates, times and places of the regular meetings:

- January 6, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- January 21, 2020, TUESDAY @ 7:00 p.m. @ City Hall Council Chambers**
- February 3, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- February 17, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- March 2, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- March 16, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- April 6, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- April 20, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- May 4, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- May 18, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- June 1, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- June 15, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- July 6, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- July 20, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- August 3, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- August 17, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- September 8, 2020, TUESDAY @ 7:00 p.m. @ City Hall Council Chambers**
- September 21, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- October 5, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- October 19, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- November 2, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- November 16, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- December 7, 2020 @ 7:00 p.m. @ City Hall Council Chambers
- December 21, 2020 @ 7:00 p.m. @ City Hall Council Chambers

NOW THEREFORE BE IT RESOLVED, that the St. Ignace City Council approves the herein stated regular meeting dates, times and places.

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, December 16, 2019, at 7:00 p.m.

Andrea Insley, City Clerk

RESOLUTION

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

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% cost of living adjustment (cola) or .45 per hour as follows:

City Manager.....Michael Stelmaszek Effective date of January 1, 2020		\$ 66,300.00
Executive Sec/Deputy Treas..Helen Thibault Effective date of January 1, 2020	(.45)	\$ 19.17/per hr.
Clerk/Treasurer.....Andrea Insley Effective date of January 1, 2020	(936.00)	\$ 46,836.00
Assessor.....Kyle Mulka Effective date of January 1, 2020	(936.00)	\$ 40,936.00
Police Chief.....Anthony Brown Effective date of February 21, 2020	(per contract)	\$ 50,000.00
Marina Director.....Lauren Yoder Effective date of January 1,2020	(936.00)	\$ 30,936.00
Recreation Director...Morgan Mills	(per contract)	\$ 40,000.00
Events/Program Coordinator ..Megan Lamb	(per contract)	\$ 32,000.00
Ice Arena Supervisor..Kevin Cambell	(per contract)	\$ 32,000.00
DPW Director.....William Fraser Effective date of January 1, 2020	(936.00)	\$ 57,036.00
Fire Chief.....Gary Sorenson Effective date of January 1, 2020	(2%)	\$ 16,009.33
Assistant Fire Chief.....Matt Bowlby Effective date of January 1, 2020	(2%)	\$ 2,941.63

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, 2020 between the respective parties.

Roll Call Vote:

Yes:

No:

Absent: None.

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, December 16, 2019, at 7:00p.m.

Andrea Insley, City Clerk/Treasurer

AI/ht

NEGOTIATION COMMITTEE MEETING AND MINUTES
Wednesday, November 27th 2019 from 10:00am to 11:10am
Council Chambers

Members Present: Connie Litzner, Jay Tremble, Luke Paquin, and Michael Stelmaszek

AGENDA

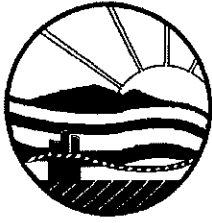
REVIEW TENTATIVE NEW AND TENTATIVE EXPIRED CONTRACTS

Reviewed new contract for Morgan Mills and Magan Lamb, and expired contracts for Michael Stelmaszek, Helen Thibault, and Andrea Insley. The consensus was to support the new contracts with pay and benefits approved by Council and renewal of expired contracts with no changes in benefits.

REVIEW COST OF LIVING ADJUSTMENTS (COLA) FOR CONTRACTED EMPLOYEES

The consensus was to support a \$.45 per hour increase in the per hour rate (\$936 per year) for contracted employees.

MA 11/27/19



City of St. Ignace

Andrea Insley, City Clerk/Treasurer

396 North Street

St. Ignace, Michigan 49781

Phone: (906) 643-8545 Fax: (906) 643-9393

e-mail: siclerk@lighthouse.net

DATE: December 11, 2019

TO: City Council

RE: MERS 457 Plan language update/correction

In October, we met with MERS to review language in our retirement plan in comparison with our Union agreements and practices. A language correction is needed in the MERS 457 Plan to appropriately reflect the City's Employer contribution as a "Non-matching Contribution," see attached form. Each of the Union agreements have this item listed in detail correctly, it is only the Plan language that needs correcting. MERS requires formal Council action, please consider.

Thank you,

Andrea Insley *AI*
City Clerk/Treasurer

MERS 457 Employer Contribution Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This is an Addendum to the Participation Agreement completed by City of St. Ignace Name of Employer
for All Employees hired after 1/1/2013 * of 400124
Employee Group Division Number

The Addendum modifies the Participation Agreement by providing for employer matching and/or non-matching contributions to the Program.

* Match begins after 1 year of employment

I. Employer Contributions

The Participating Employer may make matching contributions and/or non-matching contributions.

The Participating Employer elects to make contributions as follows (check *Matching*, *Non-Matching*, or both as applicable):

A. **Matching Contributions**

Employer Contributions shall be made to match all or a portion of a participant's compensation deferred into this Program. The Employer elects the following matching contribution formula (check and complete **Percentage or Flat Dollar and Employer Cap**, if applicable, below):

Percentage: For each payroll period in which the participant deferred compensation into the Program, the Employer will contribute _____% of the deferral amount.

For example, if an Employer elects a 50% match, then for every \$10 the participant defers to the Program, the Employer will contribute \$5 to the Program.

Flat Dollar: For each payroll period in which the participant deferred at least \$ _____ to the Program, the Participating Employer will contribute \$ _____ per payroll period.

Employer Cap: The Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Employer elects the following cap on its matching contribution:

Flat Dollar Cap: In no event will matching contributions made on behalf of a participant exceed a flat dollar amount equal to \$ _____ per _____ (pay period / year / etc.).

Cap Equal to Percentage of Total Compensation: In no event will matching contributions made on behalf of a participant exceed _____% of the participant's IRS Section 457(e)(5) includable compensation (gross income from the Employer).

B. **Non-Matching Contributions**

The Employer hereby elects to make contributions to the Program without regard to a participant's contribution to the Program. The Employer elects the following contribution formula (check one):

Annual Contributions: A one-time annual contribution of \$ _____ or _____% of compensation per participant.

\$ _____ or 1-3*% of compensation per participant for each payroll period.

*Employer will contribute 1, 2, or 3% (max) based on the Defined Benefit employer rate

FINANCE COMMITTEE MEETING AGENDA & MINUTES
WEDNESDAY, DECEMBER 11TH 1:00PM to 3:30pm
IN THE COUNCIL CHAMBERS

Members Present: Connie Litzner and Luke Paquin.

Staff Present: Michael Stelmaszek and Bill Fraser.

1) Budget Amendments

A) Funds: 202,203, 590, 591, and 641

Staff present answered questions and identified the reason for the proposed amendments. Notable was the “Contracted Services” amendment in the Road Construction Department (451) of the Local Streets Fund (203). The City Manager explained that the \$42,743 change was approved on 9/3/19 (For a section of First Street) with the understanding it was to be taken from the 203 Fund Balance. When this is taken into account, amended revenues for this fund exceed amended expenditures. Bill Fraser was excused at the conclusion of the review of these Funds.

B) Funds: 471,508,509,594,596 and 729

In discussing these funds the City Manager explained his goal of the amendment process is to have a budget at the end of the year that closely reflects what was spent during the year. It is what the Auditors want to see and is valuable in the preparation and management of subsequent budgets. The Marina Fund (594) is a good example; both revenues and expenditures are over stated and amending both clearly shows more concisely what occurred in 2019.

The Manager further explained that as his understanding of the complexity of the overall budget increases, so too has his understanding of the amendment process. The Manager amended the budget twice in 2018 and is doing it three times in 2019. Next year the goal is to work with department heads throughout the year to be more comprehensive in their review of their budgets regarding needed amendments with the goal of comprehensively amending each fund during each amendment cycle. Meaning that as we go through a year you would not be asking to amend the budget for issues that occurred before it was last amended. This will help the City Manager, Department Heads, and the City Council to have a clearer understanding of each budget as we progress through the year.

C) Fund: 101

The City Manager explain how the amendments increase in expenditures for Health Care (716), Retirement (718), and winter maintenance costs (multiple identification class's) in addition to the needed amendment for Tax Commission Debt (832) when offset by the amended increases in revenues are significant and will result in a deficit budget for 2019. The Manager further explained that the restructuring and change in appropriations of the General Fund for the 2020 budget (reflected in the Appropriations Bill) has addressed each of the issues that have caused the problems for the 2019 budget.

The Manager further explained that to offset the amended increases in expenditures, he would like to appropriate and transfer \$10,000 from the Building Improvement Fund (471) into the 2019 Revenues for the 101 Fund. After discussion of this matter there was a consensus to support this action.

2) 2019 MERS Pension Fund Contribution

The Manager explained that having been notified of our underfunded status that we have been trying to set up a meeting with MERS representatives and the Finance Committee. We know that part of the solution will involve a payment from our 729 Fund to MERS to bring up our funding level. To show good faith in our responsibility to address this issue in 2019, The Manager requested the Committee's support to appropriate and pay \$35,000 from the 729 Fund to MERS as a start to addressing this matter. After discussion on this issue, there was a consensus for support of this appropriation and payment to MERS.

Meeting ended at 3:30pm.

*MA #402
12/13/19*

1

2019 END OF YEAR BUDGET AMENDMENTS

101 REVENUES	BUDGET	AMENDED TO	CHANGE
GENERAL FUND			
101-000-452 Liq. Lic. fees	1,000	5,000	+4,000
101-000-543 Sault Tribe Alloc.	8,500	15,000	+6,500
101-000-573 Com. Shr. Approp.	0	12,500	+12,500
101-000-608 Admin. Fees	26,000	31,500	+5,500
101-000-650 Sales of Labor/Mat.	7,000	17,500	+7,500
101-000-652 FD Service Calls	0	900	+ 900
101-000-662 Dist. Ct. Fines	350	950	+ 600
101-000-664 Interest Earnings	1,800	5,300	+3,500
101-000-668 Rent/Lease	21,000	24,500	+3,500
101-000-673 MMRMA Reimb.	54,200	63,200	+9,000
101-000-677 Salary Reimb.	0	5,500	+5,500
101-000-684 Golf C. Reimb. MMRMA	0	3,000	+3,000
101-000-693 Land Sale	0	7,500	+7,500
101-000-695 Misc. Income	1,000	2,000	+1,000
		TOTAL:	+70,500

101 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
GENERAL FUND			
Dept. 172 City Manager			
101-172-716 Health Fringes	16,900	18,900	+2,000
101-172-718 Retirement	30,500	44,500	+14,000
101-172-719 MERS 457	0	1,000	+1,000
Dept. 191 Accounting Dept.			
101-191-808 GASB 75 Valuation	0	1,000	+1,000
Dept. 215 Clerk			
101-215-718 Retirement	40,000	56,200	+16,200
101-215-719 MERS 457	0	500	+500
Dept. 257 Assessor			
101-257-832 Tax Comm/Mack Cty	0	25,000	+25,000

101 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
GENERAL FUND			

Dept. 301 Police

101-301-716 Health Fringes	16,386	20,686	+4,300
101-301-716.001 Self-Funded HP	0	3,000	+3,000
101-301-718 Retirement	69,850	90,350	+20,500
101-301-935 Prop Liab. Ins.	8,000	13,500	+5,500

Dept. 441 Public Works

101-441-709 Airport P-Lot	700	1,200	+500
101-441-716 Health Fringes	4,000	5,000	+1,000
101-441-716.001 S-Fund HP	3,500	4,500	+1,000
101-441-724 Vac/Sick/Hol.	23,000	28,000	+5,000
101-441-782 Mat/DPW/Roads	0	1,500	+1,500
101-441-818 Contracted Ser.	1,500	7,000	+5,500
101-441-943 Equip. Rental	5,200	7,700	+2,500
101-441-945 Airport P-Lot	2,500	4,000	+1,500

Dept. 447 Engineering

101-447-802 Engineering fees	4,000	1,000	-3,000
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Dept. 701 Planning

101-701-818 Contracted Ser.	4,300	800	-3,500
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Dept. 704 Community Development

101-704-901 Nagpra Services	0	3,500	+3,500
101-704-957.001 Ft. Debuade	500	3,200	+2,700

Dept. 770 Park Maintenance

101-770-706 Wages	13,000	33,000	+20,000
101-770-716 Health Fringes	843	2,843	+2,000
101-770-718 Retirement	2,500	12,500	+10,000
101-770-725 Workman's Cmp.	1,000	2,500	+1,500
101-770-932 Equip R&M	15,000	0	-15,000
101-770-943 Equip. Rental	0	25,000	+25,000

Dept. 773 Boat Launch

101-773-718 Retirement	430	130	-300
101-773-750 Operating Sup.	800	100	-700
101-773-943 Equip. Rentals	700	500	-200
101-773-956 Sundry	400	100	-300

TOTAL: +153,200

Amended Revenues: +70,500

Amended Revenue / Amended Expenditures: -82,700

FUND 202 REVENUES	BUDGET	AMENDED TO	CHANGE
MAJOR STREETS FUND			
202-000-543 St. Tribe Con	3,250	6,500	3,250
202-000-569 Gas & W Tax	160,000	201,650	41,650
202-000-664 Interest Income	1,000	2,260	1,260
		TOTAL:	+46,160

202 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
MAJOR STREETS FUND			
Dept. 463 Routine Maintenance			
202-463-818 Contracted Ser.	1,000	3,000	+2,000
Dept. 474 Traffic Control			
202-474-782 Mat./DPW/RD	1,000	2,000	+1,000
Dept. 479 Snow and Ice Control			
202-479-706 Wages	23,935	28,935	+5,000
202-479-716 Health Fringes	2,795	3,729	+1,000
202-479-718 Retirement	6,300	8,300	+2,000
202-479-943 Equip. Rental	56,340	90,340	+34,000
Dept. 497 Winter Maintenance Trunkline			
202-497-942 Equip. Rental	20,000	21,000	+1,000
		TOTAL:	+46,000
		Amended Revenues:	+46,160
		Amended Revenues / Amended Expenditures:	+160

*+46,000
ALL FROM
COLD SNOWY
WINTER*

203 REVENUES	BUDGET	AMENDED TO	CHANGE
LOCAL STREETS FUND			
203-000-543 St. Tribe Con.	3,250	6,500	+3,250
203-000-569 Gas & W Tax	60,000	91,300	+31,300
203-000-664 Interest Income	370	1,070	+700
		TOTAL:	+35,250

4

203 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
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LOCAL STREETS FUND

Dept. 451 Road Construction

203-451-706 Wages	0	3,764	+3,764
203-451-715 Soc. Security	0	285	+285
203-451-716 Health Fringes	0	323	+323
203-451-717 Life Insurance	0	9	+9
203-451-718 Retirement	0	292	+292
203-451-719 MERS 457	0	34	+34
203-451-721 MESC	0	9	+9
203-451-725 Workman's Comp.	0	234	+234
203-451-782 Mat./DPW/Roads	0	108	+108
203-451-807 Contract/Serv.	20,000	62,743	+42,743*
203-451-943 Equip. Rental	0	9,924	+9,924

FOR NEW ROAD CONSTRUCTION ON FIRST ST.

*Council agreed to pay \$47,560 from Fund Balance (9/3/19). SUBTOTAL: +57,725

Dept. 463 Routine Maintenance

203-463-706 Wages	15,900	23,900	+8,000
203-463-716 Health Fringes	2,000	3,000	+1,000
203-463-718 Retirement	5,000	6,000	+1,000
203-463-943 Equip. Rental	25,000	30,000	+5,000

Dept. 479 Snow & Ice Removal

203-479-943 Equip. Rental	28,000	33,000	+5,000
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TOTAL: +77,725

Amended Expenditures after subtracting \$47,560: +30,165

Amended Revenues: +35,250

Amended Revenues / Amended Expenditures: +5,085

471 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
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BUILDING IMPROVEMENT FUND

Dept. 999 Building Improvement

471-999-977 Capital Outlay	10,000	0	-10,000
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TOTAL: -10,000

5

508 REVENUES	BUDGET	AMENDED TO	CHANGE
RECREATION FUND			
508-000-644 Flag Football	0	1,295	+1,295
508-000-645 Prog. Reg.	5,365	12,790	+7,425
		TOTAL:	+8,720

508 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
RECREATION FUND			
Dept. 752 Administration			
508-752-706 Wages	37,200	39,500	+2,300
508-752-718 Retirement	1,500	1,800	+300
508-752-725 Work/Comp.	275	1,050	+775
508-752-831 Contract Ser.	5,500	14,220	+9,220
508-752-853 Communications	0	450	+450
Dept. 753 Recreation Prog.			
508-753-751 Office Supplies	900	1,200	+300
508-753-752 Program Equip.	10,000	11,700	+1,700
Dept. 965 Trans Other Funds			
508-965-995.011 To 509	12,500	6,175	-6,325
		TOTAL:	+8,720
		Amended Revenues:	+8,720
		Amended Revenues / Amended Expenditures:	0

509 REVENUES	BUDGET	AMENDED TO	CHANGE
COMMUNITY CENTER FUND			
509-000-543 St. Tribe	0	11,200	+11,200
509-000-630 Confer. Rent.	30,000	32,400	+2,400
509-000-636 C TV F Fees	10,000	16,205	+6,205
509-000-638 Special Events	0	5,770	+5,770
509-000-640 O Arena Rent	4,000	9,935	+5,935
509-000-655 Mem/FC	25,000	30,500	+5,500
509-000-659 Hockey Tourn.	20,000	26,275	+6,275
509-000-699.003 From 508	12,500	6,175	-6,325
		TOTAL:	+36,960

509 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
COMMUNITY CENTER FUND			
Dept. 752 Administration			
509-752-706 Wages	37,000	38,000	+1,000
509-752-715 Soc Sec	1,900	2,500	+600
509-752-716 Health Fringes	6,000	8,000	+2,000
509-752-717 Life Ins.	125	225	+100
509-752-718 Retirement	1,200	2,200	+1,000
509-752-719 MERS 457	0	100	+100
509-752-721 MESC	275	475	+200
509-752-725 Workman's Comp.	225	525	+300
Dept. 761 Ice Arena			
509-761-707 Wages	24,000	35,000	+11,000
509-761-715 Soc Sec	1,700	2,700	+1,000
509-761-778 Equip. M/Supp.	1,000	3,500	+2,500
509-761-818 Contracted Serv.	4,000	2,000	-2,000
509-761-918 U/Water	0	2,500	+2,500
509-761-921 U/N.Gas	8,000	11,500	+3,500
509-761-959 Hockey Tourn.	9,000	13,000	+4,000
Dept. 762 LBE Operations			
509-762-707 Wages/T	15,000	22,000	+7,000
509-762-818 Contracted Serv.	11,116	9,119	-2,000
509-762-977 Capital Outlay	1,500	2,500	+1,000
Dept. 763 Fitness Center			
509-763-977 CO/Equip	3,000	5,500	+2,500
Dept. 905 Debt Service			
509-905-991.509 Principle	4,469	5,139	+660
TOTAL:			+36,960
Amended Revenues:			+36,960
Amended Revenues / Amended Expenditures:			0

7

590 REVENUES	BUDGET	AMENDED TO	CHANGE
SEWER FUND			
590-000-613 M/T Swr RTS	34,000	36,050	+2,050
590-000-624 M/T Comm.	50,000	51,700	+1,700
590-000-664 Interest	100	2,050	+1,950
590-000-695 Misc. Income	0	23,025	+23,025
		TOTAL:	+28,725

590 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
SEWER FUND			
Dept. 540 Sewer Administration			
590-540-706 Wages	28,000	29,500	+1,500
590-540-716 Health Fringes	6,000	7,500	+1,500
590-540-716.000 SF Health P	740	1,440	+700
590-540-718 Retirement	12,000	20,000	+8,000
Dept. 541 Sewer Plant Operations			
590-541-706 Wages	81,500	68,000	-13,500
590-541-716 Health Fringes	15,000	12,000	-3,000
590-541-716 SF Health P	7,500	4,500	-3000
590-541-750 Operating Supp.	26,000	39,500	+13,500
Dept. 542 Sewer Line Maintenance			
590-542-706 Wages	26,000	32,000	+6,000
590-542-782 Mat/DPW/Roads	0	3,000	+3,000
590-542-818 Contracted Ser.	24,000	13,000	-11,000
590-542-943 Equipment Rent.	10,000	12,000	+2,000
Dept. 543 2,000 Sanitary Sewer RR&I			
590-543-778 Equip. M&S	15,000	0	-15,000
590-543-818 Contracted Ser.	12,500	25,500	+13,000
Dept. 544 2010 USDA SWR IMP RR&I			
590-544-778 Equip. M&S	15,000	0	-15,000
590-544-818 Contracted Ser.	12,500	29,500	+17,000
Dept. 905 Debt Service			
590-905-991.405 2019 Prin #92-10	0	20,000	+20,000
590-905-992.405 2019 Int #92-10	0	2,585	+2,585
		TOTAL:	+28,285

7 AIRATION PROJECT AT SEWER PLANT

Amended Revenues: +28,725

Amended Revenues / Amended Expenditures: +440

8

591 REVENUES	BUDGET	AMENDED TO	CHANGE
WATER FUND			
591-000-612 M/T WTR RTS	80,000	87,600	+7,600
591-000-623 M/T Comm	95,000	97,900	+2,900
591-000-642 Chrgs. For Serv.	6,000	13,300	+7,300
591-000-664 Interest	700	1,700	+1,000
591-000-678 Tower Rent	21,800	24,000	+2,200
		TOTAL:	+21,000

591 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
WATER FUND			
Dept. 550 Water Administration			
591-550-706 Wages	28,500	30,000	+1,500
591-550-716 Health Fringes	6,000	7,000	+1,000
591-550-716.001 SF Health P	750	2,250	+1,500
591-550-718 Retirement	12,000	19,000	+7,000
591-550-725 Workman's Comp.	900	1,000	+100
591-550-900 Print & Publishing	1,000	1,400	+400
Dept. 551 Water Plant Operations			
591-551-716 Health Fringes	15,970	17,970	+2,000
591-551-725 Workman's Comp	8,420	6,420	-2,000
Dept. 552 Water Line Maintenance			
591-552-716 Health Fringes	15,500	10,000	-5,500
591-552-750 Operating Supp.	5,000	9,500	+4,500
591-552-818 Contracted Ser.	2,500	3,600	+1,100
591-552-977 Cap. Outlay Equip.	0	2,100	+2,100
Dept. 553 2000 Water RR&I			
591-553-977 Cap. Outlay Equip.	0	2,300	+2,300
Dept. 905 Debt Service			
591-905-991.503 Prins. SIB Ln.	6,266	6,566	+300
591-905-992.501 Int. 91-02	85,410	89,310	+3,900
591-905-992.502 Int. 2018 PU	70	670	+600
		TOTAL:	20,800

PUMP PURCHASE

Amended Revenues: 21,000

Amended Revenues / Amended Expenditures: 200

594 REVENUES	BUDGET	AMENDED TO	CHANGE
MARINA FUND			
594-000-669 Moorage/Tran.	70,000	77,700	+7,700
594-000-670 Moorage/Seas.	130,000	110,000	-20,000
594-000-693 Misc Income	500	15,500	+15000
594-000-695 Gasoline	90,000	73,000	-17,000
594-000-698 Sewage Pump-Out	2,200	3,400	+1,200
		TOTAL:	-13,100

594 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
MARINA FUND			
Dept. 597 Marina Operations			
594-597-707 Wages/Temp	43,500	35,000	-8,500
594-597-750 Operating Supp.	2,000	4,100	+2,100
594-597-758 Diesel Fuel	120,000	90,000	-30,000
594-597-759 Gas&Oil	85,000	55,000	-30,000
594-597-818 Contracted Serv.	4,200	11,800	+7,600
594-597-894 Credit Card Fees	0	7,100	+7,100
594-597-920 Utilities/Electric	13,000	16,000	+3,000
594-597-977 Capital Outlay	8,000	1,000	-7000
Dept. 851 Insurance			
594-851-935 Prop. Liability Ins.	11,000	12,000	+1,000
		TOTAL:	-54,700
		Amended Revenues:	-13,100

596 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
GARBAGE COLLECTION			
Dept. 528 Garbage Collection			
596-528-818 Contracted Serv.	117,500	124,500	+7,000
		TOTAL:	+7000

641 REVENUES	BUDGET	AMENDED TO	CHANGE
EQUIPMENT FUND			
641-000-650 Sales/Equip/Labor	7,000	11,500	+4,500
641-000-665 Equipment Rentals	0	22,000	+22,000
641-000-669 Gen Fund Rentals	35,000	43,000	+8,000
641-000-670 Local St. Rentals	50,000	61,300	+11,300
641-000-671 Swr Fund Rentals	7,000	11,200	+4,200
641-000-673 Sale of Fixed Assets	0	13,450	+13,450
641-000-677 DDA Rentals	3,000	5,100	+2,100
641-000-691 Major St. Rentals	102,000	152,450	+50,450
		TOTAL:	+116,000

641 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
EQUIPMENT FUND			
Dept. 582 Equipment Maintenance			
641-582-706 Wages	44,000	51,000	+7,000
641-582-718 Retirement	16,000	20,500	+4,500
641-582-719 MERS 457	100	200	+100
641-582-750 Operating Supp.	8,000	8,900	+900
641-582-759 Gas & Oil	32,000	35,000	+3,000
641-582-778 Equip. Maint. Supp.	27,000	40,000	+13,000
641-582-977 Capital Outlay	4,000	21,500	+17,500
		TOTAL:	+46,000

Amended Revenues: +116,000
 Amended Revenues / Amended Expenditures: +70,000

BECAUSE OF COLD SNOWY WINTER

729 EXPENDITURES	BUDGET	AMENDED TO	CHANGE
OTHER EMPLOYEE BENEFIT TRUST			
Dept. 201 Administration			
729-201-718 Retirement	0	12,000	+12,000
		TOTAL:	+12,000

Local Agency Payment System MAINTENANCE BUDGET REPORT

2019

Date: 12/09/2019 Page: 1/1

St. Ignace-City

Act	Description	Budget	Ret Budget	November	December	January	February	March	April	May	June	August	September	October	YTD
1090	Surface Maintenance	\$1,500	\$1,228	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$272	\$272	\$272
1280	Culvert/Underdrain Maint	\$9,800	\$6,164	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,217	\$926	\$494	\$3,636	\$3,636
1320	Sweeping & Flushing	\$808	\$808	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1410	Winter Operations	\$47,533	\$0	\$4,885	\$7,086	\$14,852	\$12,522	\$7,382	\$806	\$0	\$0	\$0	\$0	\$0	\$47,533
1490	Other winter maintenance	\$2,264	\$0	\$0	\$0	\$394	\$0	\$0	\$1,870	\$0	\$0	\$0	\$0	\$0	\$2,264
1600	Sign Maintenance	\$0	\$-131	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$-131
1810	Overhead	\$6,018	\$727	\$464	\$666	\$1,522	\$1,228	\$703	\$262	\$242	\$113	\$92	\$92	\$92	\$5,291
1870	Leave Benefit/Insurance	\$7,289	\$658	\$418	\$520	\$2,144	\$1,514	\$648	\$320	\$553	\$234	\$234	\$284	\$284	\$6,634
		\$75,212	\$9,450	\$5,766	\$8,271	\$18,912	\$15,264	\$6,732	\$3,258	\$3,012	\$1,405	\$1,441	\$1,441	\$1,441	\$65,762

2018
14,037
2019
-14,037
=51,725

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BUDGET REPORT FOR CITY OF ST. IGNACE
Fund: 202 MAJOR STREETS
Calculations as of 11/30/2019
Page: 9/50

GL NUMBER	DESCRIPTION	ACTIVITY	2018	2019	2020
			ACTIVITY	AMENDED BUDGET	REQUESTED BUDGET
			THRU 11/30/19		
ESTIMATED REVENUES					
Dept 000 - REVENUE					
202-000-403.000	CURRENT PROPERTY TAX	55,358	(35)	56,000	49,098
202-000-403.001	TAX RETMB MI TAX TRIBUNAL	252	200	200	(200)
202-000-407.000	DELINQ. PERS. PROP TAXES	6,500	3,250	3,250	135
202-000-543.000	SALUT TRIBE CONTRIBUTION	11,483	11,483	11,483	3,250
202-000-545.000	LOCAL AGENCY DISB. MDOF	4,892	3,900	3,900	3,250
202-000-546.000	BUID MICH PROG	19,684	9,840	9,840	3,900
202-000-556.000	OTHER STATE GRANTS	216,446	160,000	160,000	9,842
202-000-569.000	GAS & WEIGHT TAX	29,862	29,325	29,325	9,842
202-000-570.000	ANNUAL SNOW REMOVAL	1,458	1,000	1,000	160,000
202-000-664.000	INTEREST INCOME	5,000	5,000	5,000	29,326
202-000-675.000	MACC CO.	47,336	73,595	70,000	1,531
202-000-692.000	TRUNKLINE MAINT	398,236	353,593	326,072	5,000
Totals: for dept 000 - REVENUE					
		398,236	353,593	326,072	70,000
TOTAL ESTIMATED REVENUES					
		398,236	353,593	326,072	352,212

APPROPRIATIONS
Dept 444 - SIDEWALKS
202-444-706.000 WAGES 500
202-444-715.000 SOCIAL SECURITY 40
202-444-716.000 PRAIRIE PRIMERS 00