

CITY COUNCIL MEETING
St. Ignace, Michigan
Monday, December 2, 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 November 18, 2019 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business
 - 1. **INTRODUCE ORDINANCE 650 APPROPRIATIONS BILL**
 - 2. **REQUEST APPROVAL OF SEWER RATE INCREASE**
 - 3. **RESOLUTION TO WAIVE PENALTIES FOR LATE FILING OF PTA'S**
 - 4. **PERMISSION TO ATTEND ZONING CERTIFICATION PROGRAM**
 - 5. **BID OPENING FOR DPW EQUIPMENT SALE**
 - 6. **PERMISSION TO PURCHASE ELECTRONIC HANDHELD METER READER**
- 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, November 18, 2019, in the Council Chambers at City Hall.

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

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

Absent: Mayor Litzner and Councilmember Fullerton.

It was moved by Councilmember Pelter, seconded by Councilmember Clapperton, to excuse Councilmember Fullerton from the meeting due to being out of town. Motion carried unanimously.

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to excuse Mayor Litzner from the meeting due to a prior commitment. Motion carried unanimously.

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

Consideration of minutes from November 4, 2019 Council meeting:

It was moved by Councilmember Pelter, seconded by Councilmember St. Louis, to approve the minutes from November 4, 2019. Motion carried unanimously.

Consideration of minutes from November 11, 2019 Special Council meeting:

It was moved by Councilmember Pelter, seconded by Councilmember St. Louis, to approve the minutes from November 11, 2019 with the correction to add Councilmember Pelter to the "Present" list. Motion carried unanimously.

Limited Public Comment: None.

Additions to the Agenda: None.

1. COMMITTEE APPOINTMENTS:

Mayor Pro-Tem Paquin announced that Committee appointments are scheduled for the next Regular Council meeting Monday, December 2, 2019.

2. POLICE POLICIES AND PROCEDURES:

City Manager Stelmaszek informed Council that the Policy Committee is recommending the updates to policies in the Police Department operations put together by the Michigan Municipal Risk Management Division and Police Chief Brown.

It was moved by Councilmember St. Louis, seconded by Councilmember Clapperton, to approve the updates to the Police Department operations recommended by the Policy Committee. Motion carried unanimously.

3. RFP REVIEW AND SELECT CONTRACT:

City Manager Stelmaszek presented Council with three responses to the Request For Proposals (RFP) for audit services from Anderson, Tackman & Company PLC; Rehmann; and Dennis, Gartland & Niergarth (DGN). City Clerk/Treasurer Insley announced the tabulation of each proposal over a five year period with Anderson, Tackman and Company, PLC proposing an estimate of \$116,500; Rehmann with an estimate of \$119,750; and DGN proposing an estimate of \$150,000. After some discussion, it was moved by Councilmember Tremble, seconded by Councilmember Clapperton, to approve hiring Anderson, Tackman & Company PLC to provide audit services for 2019 thru 2024 to the City. Motion carried unanimously.

4. FINANCIALS:

City Manager Stelmaszek reviewed the October 2019 financials with Council.

Public Comment:

Comment was received regarding the vote on agenda item three.

Consideration of Bills:

It was moved by Councilmember St. Louis, seconded by Councilmember Clapperton, to approve payment of the bills in the amount of \$84,376.78. Motion carried unanimously.

The following bills were presented to Council for payment:

ACE HARDWARE	393.88
AIRGAS USA LLC	202.91
BELONGA'S PLUMBING AND HEATING	198.86
CAROL BELL	41.25
CHARLES J. PALMER, P.C.	1,020.64
CHEBOYGAN CEMENT PRODUCTS INC	282.25
COMPASS MINERALS AMERICA	66,592.12
CRANE ENGINEERING SALES INC	4,373.20
CUT RIVER SMALL ENGINE REPAIR	40.90
EAST COAST FLAG & BANNER	111.67
INTERNATIONAL CODE COUNCIL	115.00
JUDITH WYSE	20.00
KIMBALL-MIDWEST	396.28
LAUREN YODER	268.84
LYNN AUTO PARTS	2,650.81
MACKINAC SALES	795.68
MELISSA HESS	78.58
MUNICIPAL CODE CORPORATION	747.00
POMASL FIRE EQUIPMENT	1,244.65
QUILL CORPORATION	348.29
SAULT PRINTING COMPANY	211.62
SPARTAN STORES	53.86
ST IGNACE AUTOMOTIVE	28.38
ST IGNACE BUSINESS ASSOCIATION	300.00
ST IGNACE TRUE VALUE	756.82
STATE OF MICHIGAN-DEQ	1,339.40
STRAITS BUILDING CENTER	703.01
TELE-RAD INC	109.35
WESLEY H MAURER JR	835.53

WISCONSIN STATE LABORATORY OF HYGIE

116.00

Grand Total:

\$84,376.78

There being no further business, the meeting adjourned at 7:16 p.m.

Luke Paquin, Mayor Pro-Tem

Andrea Insley, City Clerk/Treasurer

CITY COUNCIL MEETING
City Council Chambers
MONDAY, NOVEMBER 18th, 2019 AT 7:00PM
******MANAGERS REPORT******

INTRODUCE ORDINANCE 650 APPROPRIATIONS BILL

To be presented by the City Manager.

REQUEST APPROVAL OF SEWER CONSUMPTION RATE INCREASE IN MARCH, 2020

Our South State Street Project debt payment has increased our expenditures in the 2020 Wastewater budget by \$57,515. There is an approved increase of 1.5% in March. This will increase revenues by about \$7,000, however to service this new debt and meet the needs of the department, I am requesting an additional 1.5% increase for a total increase of 3% in March. This request has been review and approved by the Finance/Utility Committee.

RESOLUTION TO WAIVE PENALTIES FOR LATE FILING OF P.T.A.'S

To be presented by our Assessor Kyle Mulka.

PERMISSION FOR ASSESSOR TO ATTEND ZONING CERTIFICATION TRAINING

This is for Michigan's only Zoning Administrator certification program. It is being offer in Bay Harbor on February 6th and 7th. Kyle is willing to go drive down early on the 6th and only require a hotel stay for that night. The fee is \$700 due by the 20th. 75% is subject to reimbursement through a MMRMA RAP Grant. This is important and needed training for Kyle. I am requesting your approval.

OPEN SEALED BIDS FOR THE SALE OF CITY EQUIPMENT

To be opened by the City Manager and reviewed by Council.

REQUEST TO PURCHASE ELECTRONIC HANDHELD METER READER

This is an emergency situation (see attached equipment purchase request). We need to replace these meter readers with the same brand as the meters ("Sensus" brand). The cost will be \$7,800 (See attached quote) to be split between the Water and Sewer RRI accounts.

OTHER MATTERS

We are scheduled to close on the Fire Hall Project on December 4th.

I recently submitted our City, Village, Township Revenue Sharing (CVTRS) request to the State Department of Treasury. It was due by December 1st. We are eligible to receive \$225,000 in Revenue Sharing for our General Fund.

Resolution

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

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

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 do 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: _____

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 2, 2019, at 7:00 p.m.

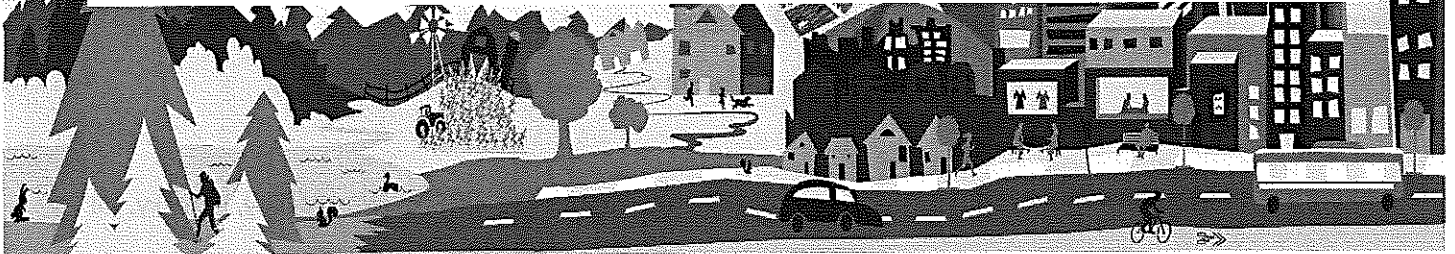
Andrea Insley, City Clerk

AI/ht



Zoning Administrator Certificate Program

The ONLY Michigan Zoning Administrator Certificate Program



DATE: February 6-7, 2020

The 2020 ZAC Program includes the delivery of two of the eight modules via Zoom video conference, January 14 from 9am to 11:30am and January 22 from 1:30pm to 4pm Eastern time. Participation in both modules is required prior to the February 6-7 program. The webinars will be recorded and viewing the recordings will be permitted as an exception upon request.

LOCATION:

Bay Harbor Village Hotel & Conference Center
4000 Main Street
Bay Harbor, MI 49770
231-439-2541

FEE:

\$700 due by 12/20/2019

Payment must be received by December 20.

Lodging is not included.

REGISTRATION:

Online registration. Payment can be made by check or credit card. Confirmation invoice by email.

<https://events.anr.msu.edu/ZAC20>

REIMBURSEMENT SCHOLARSHIP:

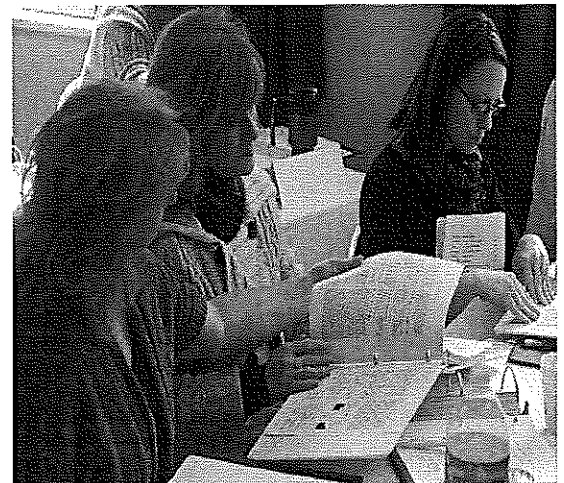
Several entities believe the education of zoning administrators is so important that they are willing to offer scholarships for completion of the course. For contact information and availability visit,

<https://www.camr.msu.edu/zac>

ZONING ADMINISTRATOR CERTIFICATE PROGRAM

Zoning Administrators are among the most important local officials. They are the front line for new development and redevelopment in a community. How well they do, or do not do, their job has a great impact on the future of their community.

Often Zoning Administrators have had no formal training. They learned on the job and may not have uniform skills, but courts expect them to know the rudiments of law as it relates to zoning administration. The MSU Extension Zoning Administrator Certificate (ZAC) Program teaches zoning administrators how to prevent mistakes that lead to expensive lawsuits, while improving their day-to-day effectiveness.



WHO SHOULD ATTEND: The certificate-based training is recommended for all new and current Zoning Administrators; along with private consultants, state agency field staff, and county planners who consult with local Zoning Administrators.

TOPICS COVERED: Job Description, Responsibilities and Basic Ethics • Legal Issues • Reviewing Applications: Common Procedures & Use of Forms • Reviewing Plot Plans and Site Plans • Inspections and Violations • Preparing Files • Reports & Record Keeping • Interactions with other Professionals and Agencies, and Department Duties • Customer Service and Counter Behavior

PREREQUISITES: To establish a common starting point in local planning and zoning knowledge, all registrants must complete the **MSUE Michigan Citizen Planner Program**.

SEEKING SEALED BIDS

City of St. Ignace

The City of St. Ignace is seeking sealed bids for the following equipment.

1979 Ford F800 Fire Truck

477 CI gas Engine, automatic transmission, 18057 miles, 312 hours. Runs, drives and stops, pump did not pass certification.
Minimum Bid: \$1,000

1967 John Deere 210 tractor

PTO shaft is broken internally. Runs and drives.
Minimum Bid: \$750

1997 Ford F-350 4x4

460 CI gas engine, automatic transmission, 100,000+ miles, standard cab, 8' box. Runs, drives, shifts and stops
Minimum Bid: \$1,000

2006 Holder 4.74

Duetz 4 cylinder turbo diesel, many new parts, 1364 hours. Includes dump box, angle plow, PTO driven 5' 2 stage snow blower, 5' power boom, and 5' flail mower.
Minimum Bid: \$10,000

Equipment will be sold AS IS and can be viewed at the St. Ignace, DPW garage located at 397 Graham Ave., St. Ignace.

Deadline for bid submission is 5:00 p.m. local time, Wednesday, November 27, 2019.

The City of St. Ignace reserves the right to reject any and all bids.

Bids may be mailed or delivered to:

City of St. Ignace, Equipment Bid
398 North State Street
St. Ignace, Michigan 49781



City of St. Ignace

396 North Street,

St. Ignace, Michigan 49781

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

e-mail: bfraser@lighthouse.net

Date: 11/26/19

RE: Replace Meter reading equipment

To: Council Members & City Manager

I am requesting permission to replace our Sensus AR 5502 Handheld, Communication Stand and two reading guns. This equipment is used to read our water meters, it is 20+ years old and finally just quit.

We have been using Sensus Meters and reading equipment for more than 30 years. To try to get other prices for other reading devices would not be feasible because we would have to switch to their specific brand of meter. Converting brands at this time would be very costly as 95% of our water meters are Sensus meters and the Sensus equipment will read the other 5% of meters in our system.

Mike and I discussed that we would split the cost of our RR&I accounts of Water & Wastewater, because wastewater is also billed through this same equipment.

Bill Fraser

DPW Director

(906) 430-0090



ETNA SUPPLY - GRAND RAPIDS
 4901 CLAY AVENUE SW
 GRAND RAPIDS, MI 49548-3038
 616 241 5414
 Fax 616 241 4786



Quotation

QUOTE DATE	QUOTE NUMBER
11/26/2019	S103332589
ETNA SUPPLY PO Box 772107 DETROIT, MI 48277-2023 P-616 248 9182 F-616 245 9940	
PAGE NO.	
1 of 1	

QUOTE TO:

SHIP TO:

CITY OF ST IGNACE
 396 N STATE ST
 ST IGNACE, MI 49781-1466

CITY OF ST IGNACE
 999 CHURCH STREET
 ST IGNACE, MI 49781

CUSTOMER NUMBER	JOB NAME / PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
12327	QUOTE		Tony Wawiernia	
WRITER	SHIP VIA	TERMS	EXPIRE DATE	FREIGHT EXEMPT
Al Weber	BID	NET 25TH	12/26/2019	No
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
1ea	SENSUS FL6502-GB HHD TR/RR/M2 W/INTEGRATED GPS, BAR CODE SCANNER & CAMERA *Nonstock - Restock Policy Applies* Pn: 365579		7800.000/ea	7800.00
1ea	SENSUS FL6001 COMMUNICATION STAND *Nonstock - Restock Policy Applies* Pn: 365581		0.000/ea	0.00
1ea	SENSUS FLEXNET COMMAND LINK SMART POINT COMMAND LINK *****5396353704404***** Pn: 17367		0.000/ea	0.00

This Quotation is controlled by ETNA's standard terms and conditions ("ETNA's Standard Terms") found at <https://www.etnasupply.com/TermsandConditionsofQuotation>. Any other terms are expressly rejected. To the extent there is a conflict between any of the terms appearing on the face of this Quotation and ETNA's Standard Terms, the terms appearing on the face of the Quotation control. TAXES ARE NOT INCLUDED ON THIS QUOTE!

Subtotal	7800.00
S&H Charges	0.00
Amount Due	7800.00

Prices are firm for 30 days. Price subject to change after 30 days.