

**CITY COUNCIL MEETING**  
St. Ignace, Michigan  
Monday, April 6, 2020 – 7:00 p.m.  
Remote Attendance Meeting

**\*\*\*\*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 March 23, 2020 meeting
- VI. Business
  1. **CEDAM AGREEMENT 2020**
  2. **APPROVAL OF RAP GRANT TO ASSIST IN FUNDING SECURITY SYSTEM AT MARINA**
  3. **REQUEST FOR ADDITIONAL FUNDING TO MERS PENSION LIABILITY**
  4. **APPROVAL OF ACTION PLAN TO FUND MERS PENSION LIABILITY**
  5. **CITY EMPLOYEE WORK FROM HOME DURING STATE OF EMERGENCY**
  6. **CITY EMPLOYEE ON CALL DURING STATE OF EMERGENCY**
- VII. Public Comment
- VIII. Consideration of Bills

**Council  
Proceedings  
(Unofficial)**

A Special Meeting of the St. Ignace City Council was held on Monday, March 23, 2020, remotely via Zoom video conference.  
The meeting was called to order at 5:00 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 (connected at 5:08 p.m.).

**Absent:** None.

**Staff Present:** Michael Stelmaszek, City Manager; Charles Palmer, City Attorney; Tony Brown, Chief of Police; Kyle Mulka, City Assessor; Andrea Insley, City Clerk/Treasurer; Alycia McKowen, Library Director; Morgan Mills, Recreation Director.

**Consideration of minutes from March 2, 2020 Council meeting:**

It was moved by Councilmember Clapperton, seconded by Councilmember Pelter, to approve the minutes from March 2, 2020.

**Roll Call Vote:** (5:03 p.m.)

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

No: None.

Absent: Councilmember Tremble not connected at this time.

Motion carried unanimously.

**1. ADOPT INTER-LOCAL AMBULANCE AGREEMENT 2020:**

City Manager Stelmaszek informed Council that the Inter-Local Ambulance Agreement will allow the St. Ignace Area Emergency Medical Services Council to operate as a separate entity. The Agreement includes the Townships of Moran, St. Ignace, Brevort, Hendricks and Trout Lake as well. Mark Wilk confirmed the Cheboygan Life Support Systems will continue as a managing unit with this Agreement.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Paquin, to approve the adoption of the 2020 Inter-Local Ambulance Agreement.

**Roll call vote:**

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

No: None.

Motion carried unanimously.

**2. ADOPT AGREEMENT TO TERMINATE AMBULANCE MANAGEMENT CONTRACT:**

City Manager Stelmaszek requested Council's consideration of terminating the existing Ambulance Management Contract, as it would be a direct conflict with the new Inter-Local Ambulance Agreement 2020.

It was moved by Councilmember Tremble, seconded by Councilmember Pelter, to approve terminating the current Ambulance Management Contract.

**Roll call vote:**

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

No: None.

Motion carried unanimously.

**3. APPROVAL TO ALLOW CITY MANAGER TO PAY BILLS DURING STATE OF EMERGENCY:**

City Manager Stelmaszek requested Council's approval authorizing the City's bills be paid if the amount is within the budget and under \$10,000 for each invoice. In addition, all paid bills will be posted on the City website periodically until they are presented at a Regular City Council meeting.

It was moved by Councilmember Tremble, seconded by Councilmember Fullerton, to authorize the City Manager to pay City bills within the current budget and under \$10,000 each, prior to the next Regular Council meeting

**Roll call vote:**

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

No: None.

Motion carried unanimously.

**Public Comment:**

Public comment was received regarding essential services of the City, altered employee schedules and recent Executive Orders from Governor Whitmer in response to the recent COVID-19 pandemic.

**Consideration of Bills:**

It was moved by Councilmember Tremble, seconded by Councilmember Pelter, to approve payment of the bills in the amount of \$21,288.36.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

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

ACE HARDWARE	192.43
AMERICAN GLASS AND MIRROR, INC	340.00
B C PIZZA	69.00

BELONGA'S PLUMBING AND HEATING	117.81
ELIZABETH MARIE O'BOYLE	348.00
GEORGES AUTO PARTS	30.00
GEORGE'S BODY SHOP, INC	155.00
GREAT LAKES COCA-COLA DISTRIBUTION	243.50
HD SUPPLY FACILITIES MAINTENANCE LT	414.37
INTERSTATE BATTERIES	17.93
JOHNSON CONTROLS INC.	3,765.51
KIMBALL-MIDWEST	141.68
KSS ENTERPRISES	340.94
LYNN AUTO PARTS	4,152.88
MACKINAC COUNTY TREASURER	94.00
MELISSA HESS	144.05
MICHIGAN STATE POLICE	33.00
NATIONAL OFFICE PRODUCTS	368.24
NCL OF WISCONSIN INC	315.42
PARAGON LABORATORIES, INC	279.00
PITNEY BOWES INC	470.22
POWER PLAN	941.75
QUARTZ LAMPS INC	932.76
QUILL CORPORATION	452.05
R & R FIRE TRUCK REPAIR	219.48
SAFELITE FULFILLMENT, INC	134.99
SAFETY-KLEEN SYSTEMS INC	158.00
SAULT PRINTING COMPANY	173.33
SHARE CORPORATION	282.71
SPARTAN STORES	89.97
ST IGNACE AUTOMOTIVE	626.63
ST IGNACE TRUE VALUE	409.45
STATE OF MICHIGAN	125.00
STATE OF MICHIGAN-DEQ	2,812.02
STICKER MULE	134.00
STRAITS BUILDING CENTER	99.98
THE HARTFORD	633.36
WESLEY H MAURER JR	891.71
WEX	138.19
Grand Total:	\$21,288.36

There being no further business the meeting adjourned at 5:34 p.m.

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**Mayor, Connie Litzner**

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**Andrea Insley, Assistant Clerk/Treasurer**

**CITY COUNCIL MEETING  
BY REMOTE ATTENDANCE  
MONDAY, APRIL 6th, 2020 at 7:00PM  
\*\*\*\*MANAGERS REPORT\*\*\*\***

**COMMUNITY ECONOMIC DEVELOPMENT ASSOCIATION OF MICHIGAN  
(CEDAM) GRANT**

The planning Commission has applied for and received a grant to fund all wages for a person to work full time on grants for the City for a period of 15 month at a cost to the City of only \$6,000. Acceptance of the grant is passed due and needs to be decided. This year the Planning Commission has a budget of \$5,000. None of it has been used as of 3/31/20. They are willing be pledge their entire 2020 budget toward the Cities portion of this grant. Mayor Litzner has offered to appropriate the remaining \$1,000 out of the City Council Budget.

**REQUEST TO ACCEPT GRANT AND MAKE FIRST PAYMENT FOR THE  
EQUIPMENT**

Our Marina Director (Lauren Yoder) has followed through on the MMRMA RAP Grant award (see attached award letter). Under the provisions of the Grant award, MMRMA will reimburse the Marina for one third (\$2,485.33) of the \$7,456 needed to complete this project (invoice is in your packet). A proper bid process has been completed and this camera system is important to have at the Marina. The final cost to the City will be \$4,971. Although this amount was not budgeted in this year's budget, sufficient funds do exist in the marinas cash reserves and this is a needed and important system to have in place at the Marina. I am requesting your approval to accept this grant offer.

## **REQUEST TO PAY AN EXTRA \$1,000 A MONTH FROM OUR 729 FUND TOWARD OUR MERS PENSION LIABILITY**

Using our most current MERS Actuarial, at our current premium rate we will reach a 60% funding level between 2027 and 2030. This will depend on the economic assumption that is applied (refer to attached actuarial chart at top of page #8) and be at a 100% funding level in 2038 (according to MERS). To meet this goal earlier and comply with what we are being asked to do in our action plan, I am requesting Council approval to appropriate and pay an extra \$1,000 a month toward this liability from the Other Employee Benefit Trust (729) Fund.

## **REQUEST FOR APPROVAL ON MERS PENSION LIABILITY ACTION PLAN**

(Contingent on approval of prior agenda Item) Paying our current premium rate while adding a monthly payment from our 729 fund, in combination with the extra \$35,000 payment as was done at the end of 2019 (directly toward our liability), are the three tenets of our Action Plan. This plan is due this month and requires your approval. I am respectfully requesting your support of this plan.

## **REIMBURSEMENT OF LEAVE BENEFITS FOR TIME SPENT COMPLYING WITH EXEC. ORDER**

One of my responsibilities right now is to manage the City in compliance with the Governor's Executive Order and also comply with a "wise use" practice of the taxpayer funds. I must do this while following all applicable laws, contracts, and the City Charter. Since the start of the Governors Executive Order, all employees who have been working at home have been required to keep and turn in a journal of their work activity when processing their pay request. Any work hours unaccounted

for in their log requires the use of their leave benefits. All work hours spent sheltering in compliance with the Order, to include those who are on call to provide essential services, have been required to use their benefits. As expressed in my Directive (attached), I am requesting reimbursement for up to 40 hours of leave time, for any employee who has had to use any of their leave benefits to comply with the Executive Order. I have consulted with the City Attorney on this request and he feels it is legal and proper.

### **REQUEST TO PAY FOR STANDBY TIME WHILE ON CALL TO PROVIDE ESSENTIAL SERVICES**

Some of our Sewer Plant and DPW workers had to be sent home last week to shelter in place and were forced to use their benefits for this purpose. These same employees are needed for call out to provide essential services in an emergency. Our staff is small, everyone is needed for sewer backups, water line breaks and other essential service issues (refer to Bill Frasers attached update).

After my review of this issue and consultation with our City Attorney, I am requesting the City pay the Water, Sewer, and DPW employees' full pay during their normal work hours for any time spent at home on Standby to provide essential services. During this time they would be required to maintain their sobriety, be immediately available for service, and also subject to work on projects or assignments. All efforts will be made to maintain the highest level of productivity, and provide essential services, while sheltering in place when ever possible to comply with the Executive Order and avoid unnecessary contact with people.

## Mike Stelmaszek

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**From:** Connie Litzner <litzner\_connie@yahoo.com>  
**Sent:** Monday, March 30, 2020 9:30 AM  
**To:** Mike Stelmaszek  
**Subject:** Fw: Community Development Fellowship Next Steps  
**Attachments:** Saint Ignace Invoice.pdf; Saint Ignace CD Fellowship MOU.pdf

Here's the agreement for the CEDAM position. I am going to ask that the signing date changed to April 6th, to see if it gets council approval. Also per our conversation, they have me down as the person who will oversee this. If this is still acceptable with you? If not let me know and you can designate someone. This fellow will be working with planning,

Thank you  
Connie

----- Forwarded Message -----

**From:** Sarah Teater <teater@cedamichigan.org>  
**To:** Betsy Dayrell-Hart <bdayrellhart@gmail.com>; Connie Litzner <litzner\_connie@yahoo.com>  
**Cc:** Rachel Diskin <diskin@cedamichigan.org>  
**Sent:** Friday, March 27, 2020, 05:16:31 PM EDT  
**Subject:** Community Development Fellowship Next Steps

Hello Betsy and Connie,

I hope that this email finds you doing well and staying healthy. I imagine there are many things you are taking care of in this stressful time.

I wanted to follow up with a few next steps for the fellowship program, but please let me know if you need any additional time or support on the follow up items.

First, I've attached the partnership MOU and invoice for the community financial contribution. I had them dated April 1st to give you some additional time. Please return both by April 30th. If you have any questions or concerns, please do not hesitate to contact me by email or phone. My cell phone number is 224-456-8593.

Second, as I finalize the fellow job description, I realized that it would be nice to include a sentence or two about each community and have the projects on a separate PDF that fellows could reference when deciding which communities to apply for. Could you send me an email with 1-3 sentences about Saint Ignace and relist your projects from the application for me by next Wednesday, April 1st? Let me know if you want me to send you what you had in your application so that you can just pull from that. I just wanted to give you the opportunity to make any changes you'd like to what language goes along with the fellow job description for Saint Ignace.

Lastly, I plan to have a brief webinar next Thursday, April 2nd at 11am with all of the selected communities to introduce myself and discuss what the process for recruiting and hiring a fellow will look like. Part of the webinar will be getting feedback from the communities about whether the timeline looks good or we need to adjust it given everything that is going on. If you cannot make it to the webinar, please let me know.

The other selected communities include: Charlevoix, Oscoda Township, Shelby, Frankenmuth, Cass City, Cassopolis, Ypsilanti, and Mount Clemens. Region 7 is still pending.

All the best,  
Sarah

--  
Sarah Teater  
Community Development Fellowship Coordinator  
Community Economic Development Association of Michigan (CEDAM)



Address: 1118 S. Washington Ave., Lansing, MI 48910  
517.485.3588 ext.1949 (phone) / 517.485.3043 (fax) / [teater@cedamichigan.org](mailto:teater@cedamichigan.org)  
*Female pronouns "She/Her/Hers"*



1118 S. Washington Ave.  
Lansing, MI 48910 US

# Invoice

BILL TO
City of Saint Ignace Attn: Mayor Connie Litzner 396 S State Street Saint Ignace, MI 49781

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
MEDC 0321	04/01/2020	\$6,000.00	05/01/2020	Net 30	

DATE	DESCRIPTION	AMOUNT
04/01/2020	2020 Fellow Host Site Fee	6,000.00

Please make checks payable to CEDAM. Thank you.

**BALANCE DUE**

**\$6,000.00**

# The Community Economic Development Association of Michigan (CEDAM)

## AGREEMENT FOR PROFESSIONAL SERVICES

For

Hosting a Community Development Fellow

### *Memorandum of Understanding*

THIS AGREEMENT, made and entered into as of the 1<sup>st</sup> day of April, 2020, by and between CEDAM, represented by Luke Forrest (hereinafter referred to as "CEDAM"); and the City of Saint Ignace, represented by Connie Litzner (hereinafter referred to as the "Community").

### WITNESSETH THAT

The aforementioned parties mutually agree as follows:

1. That the Community shall, in a satisfactory and proper manner as determined by CEDAM, perform any of the duties enumerated on the attached **Exhibit I**, with changes to be mutually agreed upon between CEDAM and the Community.
2. This Agreement shall cover work performed by the Community during the approximately fifteen month period: **June 1, 2020 – August 31, 2021**.
3. CEDAM, as represented by Luke Forrest, shall supervise the Community during the performance of this contract with respect to the managerial responsibilities, services and deliverables as defined herein and has authority to execute this contract and/or its written modifications or additions with pre-approval from all parties.
4. The Community shall maintain such records as are deemed necessary by CEDAM to assure proper account for all engagement costs. These records will be made available for audit purposes to CEDAM and the Auditor General of the State of Michigan, or any authorized representative, and will be retained for three years after the expiration of the Agreement unless permission to destroy them is granted by both CEDAM and the State of Michigan.
5. Nondiscrimination. In connection to this agreement, Community shall comply with the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Acts, 1976 PA 220, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment with respect to his or her hire, tenure, terms, conditions, privileges of employment, or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, gender, height, weight, marital status, or physical or mental disability unrelated to the individual's ability to perform the duties of a particular job or position. Community further agrees that every subcontract entered into in connection with this Agreement will contain a provision requiring nondiscrimination in employment, as required in this Agreement, binding upon each subcontractor.

Pursuant to 1980 PA 278 (the "Act"), MCL 423.321 *et seq.*, CEDAM shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled by the United States National Labor Relations Board. Community, in relation to this Agreement, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name appears on this register. Pursuant to section 4 of the Act, CEDAM may void this Agreement if, after the Starting Date, the name of the Community as an employer or the name of the subcontractor, manufacturer or supplier of the Community appears on the register.

A breach of this Paragraph constitutes a material breach of this Agreement.

6. In the event the Community fails to perform services pursuant to this agreement to the satisfaction of CEDAM, CEDAM shall notify the Community of specific concerns to be remedied by the Community within 10 business days from the date of notification. After the 10 days have expired, CEDAM may terminate the contract with written notification to the Community if the Community does not remedy the outlined concerns to the satisfaction of CEDAM, or CEDAM shall provide the Community with a letter stating that the items have been remedied to their satisfaction. Termination of this agreement is the only remedy that may be pursued if CEDAM is not fully satisfied with the work of the Community.

7. The Community hereby represents that the personnel it will assign to perform the services under this contract will be only Connie Litzner and that she possesses the requisite education, competence and experience to perform such services. The Community further acknowledges and agrees that such personnel may be subject to the evaluation and approval of CEDAM, which shall retain the right to determine the sufficiency of the education, competence and experience of the personnel assigned to perform the services identified in the attached exhibit of this contract. The Community is acting as an independent agent and is not an employee of CEDAM.

8. Host Community Financial Contribution. In order host a fellow through CEDAM's Community Development Fellowship, host communities must contribute an amount of \$6,000 due 30 days after the signing of the contract. If the payment is not paid by the stated deadline, CEDAM reserves the right to assign the allocated position to another host community. CEDAM will not refund host community payments for any reason.

9. Confidential Information. Each party hereto shall hold in trust for the other party hereto, and shall not disclose to any non-party to the Agreement, any confidential information of such other party. Confidential information is information which relates to Such Other Party's research, development, trade secrets or business affairs, but does not include information which is generally known or easily ascertainable by non-parties of ordinary skill in computer systems design and programming.

Community hereby acknowledges that during the performance of this contract, the Community may learn or receive confidential CEDAM information and therefore Community hereby confirms that all such information relating to CEDAM's business, or the business of CEDAM members, will be kept confidential by the Community, except to the extent that such information is required to be divulged to the Community's clerical or support staff or associates in order to enable Community to perform the Community's contact obligation.

10. Complete Agreement. This agreement contains the entire agreement between the parties hereto with respect to the matters covered herein. No other agreements, representations, warranties or other matters, oral or written, purportedly agreed to or represented by or on behalf of Community by any of its employees or agents, or contained in any sales materials or brochures, shall be deemed to bind the parties hereto with respect to the subject matter hereof. CEDAM acknowledges that it is entering into this Agreement solely on the basis of the representations contained herein.

11. Assignment. This Agreement may not be assigned by either party without prior written consent of the other party.

12. This Agreement may be terminated with 30 day written notice at any time either by the CEDAM, as represented by Luke Forrest or the Community, as represented by Connie Litzner. However, the Community shall be compensated hereunder for services satisfactorily performed prior to the date of termination.

13. The Community is required to show evidence of insurability and/or carrying coverage including general liability, business liability, worker's compensation, unemployment, and/or auto, as applicable.

**IN WITNESS WHEREOF**, CEDAM and the Community have executed this Agreement as of the date first above written.

COMMUNITY ECONOMIC DEVELOPMENT ASSOCIATION OF MICHIGAN

\_\_\_\_\_  
Luke Forrest, Executive Director

\_\_\_\_\_  
Date

CITY OF SAINT IGNACE

\_\_\_\_\_  
Connie Litzner, Mayor

\_\_\_\_\_  
Date

## EXHIBIT I

### Scope of Work

1. The Community Economic Development Association of Michigan will:
  - a. Work collaboratively with communities to:
    - i. Develop fellow recruitment materials and applications
    - ii. Ensure that appropriate and qualified candidates are placed in communities
    - iii. Oversee development of fellowship training materials
    - iv. Provide guidance and support to fellows, as well as address issues that may arise with fellow's own individual participation in the program
    - v. Implement an evaluation plan congruent with the objectives outlined in the grant
    - vi. Monitor systems for tracking outcomes and impact of fellow activities and ensure contract compliance
    - vii. Coordinate feedback process for both communities and fellows
  - b. Develop public relation strategies for highlighting fellowship successes.
  - c. Monitor program and grant budgets and ensure that fellows are meeting program goals.
  - d. Administer fellow compensation, including funding for travel and professional development required by CEDAM.
2. The host community will:
  - a. Identify a point person who will serve as a local supervisor and mentor for the fellow and as a liaison for CEDAM.
  - b. Recruit, screen and interview fellow candidates. Submit final candidate selection to CEDAM. CEDAM will assist with candidate recruitment, participate in final in-person interviews and approve the final selection.
  - c. Introduce the fellow to community stakeholders critical to advancing community development goals and fellow work plan.
  - d. If available, provide adequate working space in a local office.
  - e. Schedule bi-weekly meetings with the fellow to discuss progress towards work plan goals and offer guidance.
  - f. Document any performance or behavior issues and immediately report them to CEDAM.
3. Joint Responsibilities
  - a. Make every reasonable effort to ensure that the health and safety of the fellow is protected during the performance of their assigned duties. Neither the host community nor CEDAM shall assign or require fellows to perform duties which would jeopardize their safety or cause them to sustain injuries.
  - b. Ensure that person selected as fellow is not related by blood or marriage to host community staff, CEDAM staff, officers or members of CEDAM's board.
  - c. Contribute to a positive fellowship experience.
  - d. Utilize mediation for conflicts, if necessary.
4. Non-Discrimination & Sexual Harassment

- a. No person with responsibilities in the operation of the project shall discriminate against any fellow, member of the staff of or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, gender, height, weight, political affiliation, marital or parental status, military service, physical or mental disability unrelated to the individual's ability to perform the duties of a particular job or position.
- b. Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. CEDAM and the host community are responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:
  - i. Acts of "quid pro quo," sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether CEDAM or the host community, their agents or supervisory employees should have known of the acts.
  - ii. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature which have the purpose or effect of creating an intimidating, hostile or offensive work environment.
  - iii. Acts of sexual harassment toward the fellow or non-employees, where CEDAM or host community, their agents, or supervisory employees knew or should have known of the conduct, unless they took immediate and appropriate corrective action.

**RISK**

MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

March 5, 2020

Lauren Yoder  
City of St. Ignace  
13 S. State St  
St. Ignace, MI 49781

**RE: Grant Funding – Requirements for Reimbursement**

Dear Ms. Yoder,

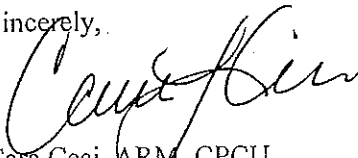
I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your Digital Cameras & Security project was approved. The Membership Committee authorized 1/3 funding up to a maximum of \$2,485.33 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from the City of St. Ignace of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon the City of St. Ignace remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 09/30/2020.**

Sincerely,



Cara Ceci, ARM, CPCU  
Manager of Risk Management Services

CC/sp

cc: Michael Stelmiaszek  
MMRMA Risk Manager



**RISK**

MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**RAP/CAP GRANT REIMBURSEMENT PROCEDURE**

Once RAP/CAP grant funding is approved, the following documents are required for submission to MMRMA in order to process your grant payment:

- Copies of all invoices associated with the project. Invoices should provide enough detail to allow for verification of purchases to the specific item(s) for which the grant funds were approved.
- Proof of payment associated with each invoice.
  - ACCEPTABLE PROOFS OF PAYMENT INCLUDE:
    - Check: Copy of Cancelled Check indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
    - ACH/EFT payment: Copy of processed ACH/EFT payment/receipt indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
    - Credit Card payment: Copy of credit card statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
    - PayPal payment: Copy of PayPal statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
    - Vendor Receipt: Receipt must indicate Payer, amount paid, and amount paid that can be cross-referenced to detailed invoices.
  - Proofs of payment must match invoice amounts. If multiple payments to a vendor are included in one check or other form of payment, a financial breakdown/reconciliation of individual amounts included with the payment must be provided.
  - INVOICES STAMPED "PAID," PURCHASE ORDERS, ACCOUNTING SOFTWARE PAYMENT PRINTSCREENS, OR SCREEN SHOTS OF JOURNAL ENTRIES DO NOT CONSTITUTE A PROOF OF PAYMENT.
- \*Projects Involving Training\*** In addition to invoices and proofs of payment regarding tuition expenses as indicated above, certificates of completion and test scores (when applicable) must also be submitted.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Please send documentation to:

Cara Ceci, Manager of Risk Management Services  
[cceci@mmrma.org](mailto:cceci@mmrma.org)  
FAX – 734-513-0318

CALVIN BURNSIDE  
2291 N. 3-Mile Rd  
Phone: 906-430-0233  
DBA #: H9176 CERT#: MI6762

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Customer: St. Ignace Marina  
ATTN: Lauren Yoder  
Marina Director

DATE: September 23, 2019

**JOB DESCRIPTION:**

On main marina building there shall be a total of five (5) cameras installed, one being a PTZ camera which will be activated by motion or to continually scan the boating slips and dock area. This will be a Lorex 2KHD camera with 12X optical zoom, with a 330-foot IR night vision, color night vision inferred detection. The remaining four cameras will be 4K ultra HD Dome Cameras to cover a perimeter of the building and parking area as well. These are the latest in technology to compress video files into manageable sizes. They are a motorized lens with zoom capability and facial recognition. The NVR will be the latest in technology with a 4KHD recording capability with up to eight (8) TB hard drive storage. All recording and playback can be viewed on your smartphone or CPU anywhere in the world as long as the NVR is hooked up to a router.

Concerning the boating launch building, this shall be a separate system once again using the same NVR as with the inland marina building. There will be a PTZ camera mounted on building there to scan the open waters and incoming or departing boats. There will be one (1) motorized dome camera fixed to view the boat fueling port. Two other motorized dome cameras will be focused on the security of the docked boats, for a total of four (4) cameras on boating launch building.

A video monitor will be installed at each site to view and play back stored video, suggested is a 24" Lorex HDM Monitor.

All the above equipment will have a two-year factory warranty with optional three to five-year warranty added at an additional cost, this covers replacement or repair backed up by Lorex factory.

**MATERIALS:**

Two (2) 4K Ultra HD IP NVR's with 4TB Storage Hard drive  
\$ 1,199.00 Each..... \$ 2,398

Two (2) 2KHD Outdoor PTZ IP Camera's  
\$ 529.00 Each ..... \$ 1,058

Seven (7) 4K Motorized Dome Camera's  
\$ 150.00 Each ..... \$ 1,050

Two (2) 24" HD Monitors  
\$ 450.00 Each ..... \$ 900

Wire & Hardware  
\$ 550.00

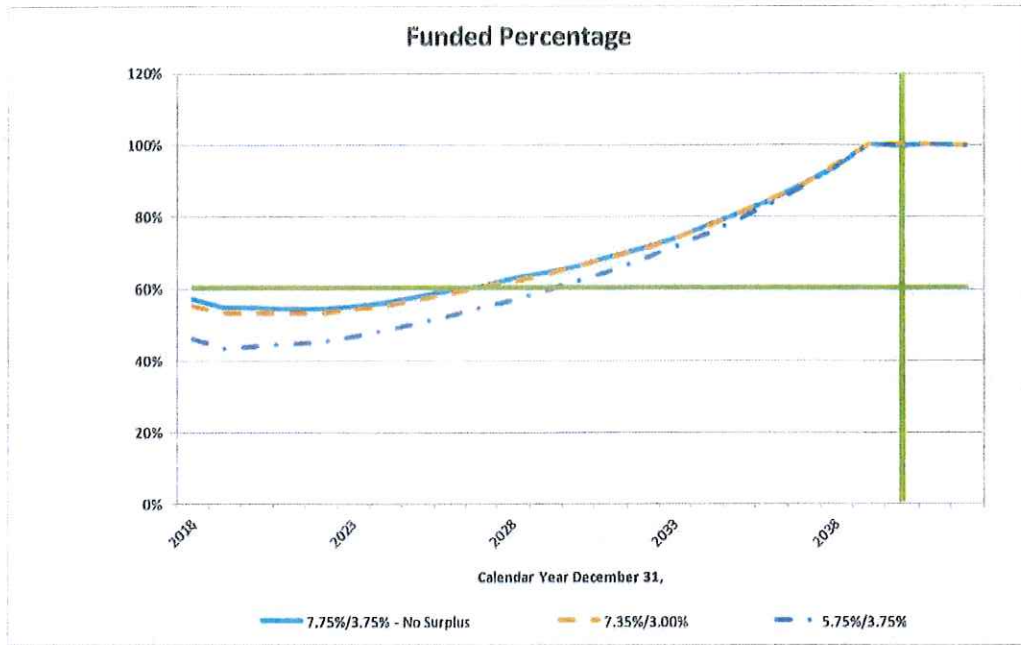
<b>Equipment</b>	<b>\$ 5,956.00</b>
<b>Labor</b>	<b>\$ 1,500.00</b>
<b>Total:</b>	<b>\$ 7,456.00</b>

P

**2 year replacement warranty included**

Thank you,

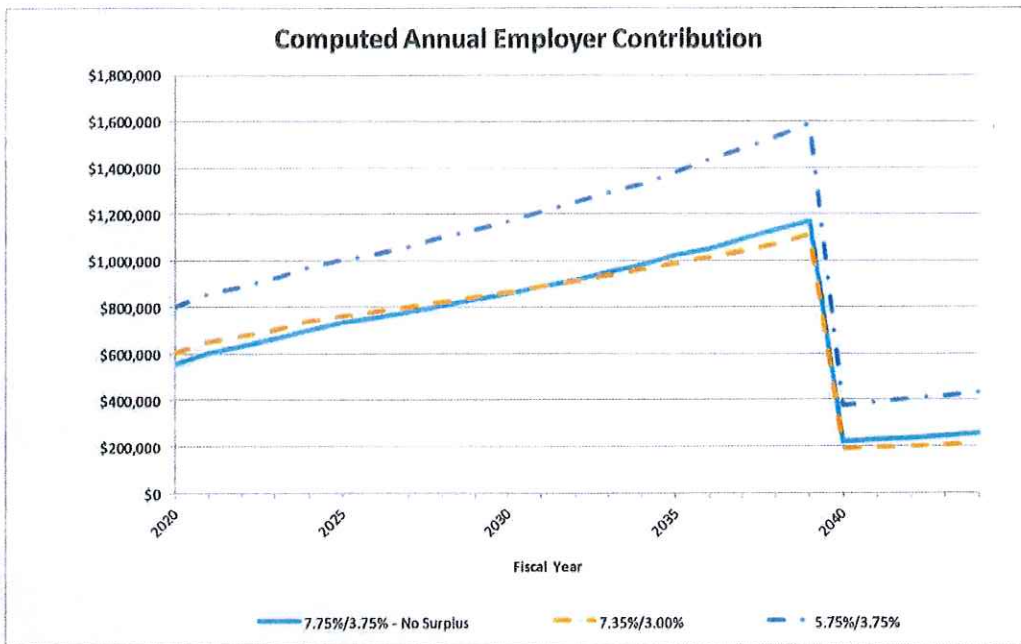
CALVIN BURNSIDE



**Notes:**

All projected funded percentages are shown with no phase-in.

The green indicator lines have been added at 60% funded and 22 years following the valuation date for PA 202 purposes.



**Notes:**

All projected contributions are shown with no phase-in.

## Protecting Local Government Retirement and Benefits Act Corrective Action Plan: Defined Benefit Pension Retirement Systems

Issued under authority of Public Act 202 of 2017.

### 1. MUNICIPALITY INFORMATION

Local Unit Name: City of St. Ignace Six-Digit Muni Code: 492020  
Defined Benefit Pension System Name: MERS  
Contact Name (Administrative Officer): Andrea Insley  
Title if not Administrative Officer: City Clerk/Treasurer  
Email: siclerk@lighthouse.net Telephone: (906) 643-8545

### 2. GENERAL INFORMATION

**Corrective Action Plan:** An underfunded local unit of government shall develop and submit for approval a corrective action plan for the local unit of government. The local unit of government shall determine the components of the corrective action plan. This Corrective Action Plan shall be submitted by any local unit of government with at least one defined benefit pension retirement system that has been determined to have an underfunded status. Underfunded status for a defined benefit pension system is defined as being less than 60% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annually required contribution (ARC) for all of the defined benefit pension retirement systems of the local unit of government is greater than 10% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

**Due Date:** The local unit of government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board (the Board). The Board may extend the 180-day deadline by up to an additional 45 days if the local unit of government submits a reasonable draft of a corrective action plan and requests an extension.

**Filing:** Per Sec. 10(1) of PA 202 of 2017 (the Act), this Corrective Action Plan must be approved by the local government's administrative officer and its governing body. ***You must provide proof of your governing body approving this Corrective Action Plan and attach the documentation as a separate PDF document.*** Per Sec. 10(4) of the Act, failure to provide documentation that demonstrates approval from your governing body will result in a determination of noncompliance by the Board.

The submitted plan must demonstrate through distinct supporting documentation how and when the local unit will reach the 60% funded ratio. Or, if the local unit is a city, village, township, or county, the submitted plan may demonstrate how and when the ARC for all of the defined benefit pension systems will be less than 10% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ARC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local unit must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at [LocalRetirementReporting@michigan.gov](mailto:LocalRetirementReporting@michigan.gov) for review by the Board. **If you have multiple underfunded retirement systems, you are required to complete separate plans and send a separate email for each underfunded system.** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System)

Pension Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

**Municipal Stability Board:** The Municipal Stability Board (the Board) shall review and vote on the approval of a corrective action plan submitted by a local unit of government. If a corrective action plan is approved, the Board will monitor the corrective action plan for the following two years, and the Board will report on the local unit of government's compliance with the Act not less than every two years.

**Review Process:** Following receipt of the email by Treasury, the Board will accept the corrective action plan submission at the next scheduled meeting of the Board. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

**Considerations for Approval:** A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status as well as the date prospective actions will be taken. A local unit of government may also include in its corrective action plan, a review of the local unit of government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local unit of government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

- (i) Closing the current defined benefit plan.
- (ii) Implementing a multiplier limit.
- (iii) Reducing or eliminating new accrued benefits.
- (iv) Implementing final average compensation standards.

**Implementation:** The local unit of government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local unit of government's compliance with this act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local unit of government is in substantial compliance with the Act. If the Board determines that an underfunded local unit of government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local unit of government detailing the reasons for the determination of noncompliance with the corrective action plan. The local unit of government has 60 days from the date of the notification to address the determination of noncompliance.

### 3. DESCRIPTIONS OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement **system** as a whole.

- **Please Note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

**Note:** Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

**Category of Prior Actions:**

- System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

**Sample Statement:** *The system's multiplier for current employees was lowered from 2.5X to 2X for the **General Employees' Retirement System** on **January 1, 2017**. On page 8 of the attached actuarial supplemental valuation, it shows our funded ratio will be **60%** by fiscal year **2020**.*

The City of St. Ignace has implemented many design changes to their MERS pensions, most notably in 2013, new Divisions with lowered Defined Benefits were adopted to better manage the UAL and control costs moving forward. Implemented a member contribution to cost share with the employee to decrease the amount of the required funding. Benefit Provision History pg 11, Table 2 and pg 33-35 (Attachment 2a), 2018 Annual Actuarial Valuation Report.

- Additional Funding** – Additional funding may include the following: Voluntary contributions above the actuarially determined contribution, bonding, millage increases, restricted funds, etc.

**Sample Statement:** *The local unit provided a lump sum payment of **\$1 million** to the **General Employees' Retirement System** on **January 1, 2017**. This lump sum payment was in addition to the actuarially determined contribution (ADC) of the system. The additional contribution will increase the retirement system's funded ratio to **61%** by **2025**. Please see page **10** of the attached enacted budget, which highlights this contribution of **\$1 million**.*

The City of St. Ignace made additional voluntary contributions to the Defined Benefit Plan in 2016, 2017 and most recently 2019, with efforts to decrease the City's UAL. Table 5, pg 15 in the 2018 AAV (Attachment 2a) shows contributions prior to 2018. A receipt of the most recent contribution in December 2019 to a Surplus Division is displayed in Attachment in 3a.

- Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

**Sample Statement:** *The information provided on the Form 5572 from the audit used actuarial data from **2015**. Attached is an updated actuarial valuation for **2017** that shows our funded ratio has improved to **62%** as indicated on page **13**.*

The City of St. Ignace's pension plan is administered by MERS, which provides a high level of effective plan administration. The City plans to continue to follow a fixed amortization period with a funding policy that also uses a level-percent-of-payroll amortization method for new divisions. On page 8 of 2018 AAV (Attachment 2a), it shows the City's funded ratio will continue to increase to 60% funded by approximately 2028 and 100% funded by 2039.

#### **4. DESCRIPTION OF PROSPECTIVE ACTIONS**

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the additional actions the local government is planning to implement to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement **system** as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local unit of government do to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

**Category of Prospective Actions:**

**System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

**Sample Statement:** Beginning with **summer 2018** contract negotiations, the local unit will seek to lower the system's multiplier for current employees from 2.5X to 2X for the **General Employees' Retirement System**. On page 8 of the attached actuarial supplemental valuation, it shows our funded ratio would be **60%** funded by **fiscal year 2020** if these changes were adopted and implemented by **fiscal year 2019**.

**Additional Funding** – Additional funding may include the following: voluntary contributions above the actuarially determined contribution, bonding, millage increases, restricted funds, etc.

**Sample Statement:** Beginning in **fiscal year 2019**, the local unit will provide a lump sum payment of **\$1 million** to the **General Employees' Retirement System**. This lump sum payment will be in addition to the actuarially determined contribution (ADC) of the system. The additional contribution will increase the retirement system's funded ratio to **61% by 2025**. Please see page 10 of the attached enacted budget, which highlights this contribution of **\$1 million**. Please see page 12 of the attached supplemental actuarial valuation showing the projected change to the system's funded ratio with this additional contribution.

The City of St Ignace is seeking options for decreasing the current OPEB liability to create additional dollars to apply to the pension UAL.

**Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

**Sample Statement:** Beginning in **fiscal year 2019**, the local unit will begin amortizing the unfunded portion of the pension liability using a **level-dollar amortization method over a closed period of 10 years**. This will allow the retirement system to reach a funded status of **62% by 2022** as shown in the attached actuarial analysis on page 13.

The City of St Ignace established a Surplus Division in 2019 (Attachmt 6a) to collect additional contributions to a Reserve account to be used toward any or all of the Divisions within the City's pension plan. The City will determine future voluntary contribution amounts periodically through the year, as the budget allows, to achieve a lower UAL.



## 5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for (insert local unit name) City of St. Ignace to make, at a minimum, the annual required contribution payment for the defined benefit pension system according to your long-term budget forecast?

- Yes  
 No  
If No, Explain

## 6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a .pdf to this Corrective Action Plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local unit of government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

**Naming convention:** when attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

### Naming Convention

- Attachment – 1  
 Attachment – 1a  
 Attachment – 2a  
 Attachment – 3a  
 Attachment – 4a  
 Attachment – 5a  
 Attachment – 6a

### Type of Document

**This Corrective Action Plan Form (Required)**

**Documentation from the governing body approving this Corrective Action Plan (Required)**

**An actuarial projection, an actuarial valuation, or an internally developed analysis, which illustrates how and when the local unit will reach the 60% funded ratio. Or, if the local unit is a city, village, township, or county, ARC will be less than 10% of governmental fund revenues, as defined by the Act. (Required)**

Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).

Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)

A separate corrective action plan that the local unit has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio

Other documentation not categorized above

## 7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the four corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the Corrective Action Plan Development: Best Practices and Strategies document.

Corrective Action Plan Criteria	Description
<input checked="" type="checkbox"/> Underfunded Status	Is there a description and adequate supporting documentation of how and when the retirement system will reach the 60% funded ratio? Or, if your local unit is a city, village, township, or county, how and when the ARC of all pension systems will be less than 10 percent of governmental fund revenues?
<input checked="" type="checkbox"/> Reasonable Timeframe	Do the corrective actions address the underfunded status in a reasonable timeframe (see CAP criteria issued by the Board)?
<input checked="" type="checkbox"/> Legal and Feasible	Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included? Are the actions listed feasible?
<input checked="" type="checkbox"/> Affordability	Do the corrective action(s) listed allow the local unit to make the annual required contribution payment for the pension system now and into the future without additional changes to this corrective action plan?

## 8. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I Michael Stelmaszek, as the government's administrative officer (*enter title*) City Manager (Ex: City/Township Manager, Executive director, and Chief Executive Officer, etc.) approve this Corrective Action Plan and will implement the prospective actions contained in this Corrective Action Plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

The MERS (**Insert Retirement Pension System Name**) will achieve a funded status of at least 60% by Fiscal Year 2027 as demonstrated by required supporting documentation listed in section 6.

**OR, if the local unit is a city, village, township, or county:**

The ARC for all of the defined benefit pension retirement systems of City of St. Ignace (**Insert local unit name**) will be less than 10% of the local unit of government's annual governmental fund revenues by Fiscal Year \_\_\_\_\_ as demonstrated by required supporting documentation listed in section 6.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attachment 3a

Municipal Employee Retirement System of Michigan  
Employer Reporting System

(4904) St Ignace, City of

RU01

Report Period: December 1, 2019 - December 31, 2019

Voluntary Contributions Report

Submitted On: December 30, 2019

Current Report Summary

Division	Additional Contributions
S1 - Surplus Unassociated	\$35,000.00
01 - Gnr/ Union	\$0.00
02 - Pol/Fire	\$0.00
10 - Gnr/ NonUn	\$0.00
11 - General non-union af 1/1/2012	\$0.00
12 - General Union after 01/01/13	\$0.00
20 - Police/Fire after 01/01/2013	\$0.00
Grand Totals	\$35,000.00



# Confirmation

**MERS**  
 1134 Municipal Way  
 Lansing , MI 48917

<b>Customer Number:</b>	490401	<b>Payment Number:</b>	WEBPMT0000096328
<b>Customer Name:</b>	City of St. Ignace	<b>Created Date:</b>	12/30/2019
		<b>Status:</b>	Processed
		<b>Process Date:</b>	12/30/2019
		<b>Amount:</b>	\$35,000.00

# Transaction Details

<b>Capture Amount:</b>	\$35,000.00	<b>Status:</b>	Approved
<b>Type:</b>	ECheck	<b>Origination ID:</b>	111748
<b>Card / Account</b>	XXX0405	<b>Authorization Code:</b>	B06GZU
<b>Number:</b>		<b>Billing Address:</b>	CITY OF ST IGNACE 396 N STATE ST ST IGNACE , MI 49781 USA

# Paid Invoice List

Core Invoice #	Division Number	Division Name	Reporting Period	Invoice #	Amount Applied
00102341-1	S1	Surplus Unassociated	201912	00102341-01	\$35,000.00
<b>Total:</b>					<b>\$35,000.00</b>

POWERED BY NODUS

Attachment 6a

# Defined Benefit Plan Surplus Division Adoption Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Municipal Employees' Retirement System of Michigan ("MERS")

and City of St. Ignace

(Municipality name)

, # 4904

(Municipality number)

entered into an Adoption Agreement effective December, 2019; and  
(Month, Year)

Employer may elect to remit Contributions to its reserve account with MERS in excess of the annual required Employer Contributions as determined by MERS' actuary, or in excess of the amount currently due from Employer, without such amounts being immediately attributable to the reserve of its employee divisions ("Surplus Contributions"). MERS has advised Employer that in order to accomplish this, MERS must establish a Surplus Division to account such Surplus Contributions.

To establish the Surplus Division(s) and memorialize the terms and conditions agreed to by MERS and Employer concerning their establishment, Employer and MERS hereby enter into this Surplus Contribution Addendum to Employer's Adoption Agreement ("Addendum"), to be effective as of the date set out above.

**I MERS Establishment of Surplus Division:** Commencing on the effective date of this Addendum, MERS shall establish the following Surplus Division(s) for Employer:

Associated Surplus Divisions:

- a) Surplus Division \_\_\_\_\_, to be associated with \_\_\_\_\_.
- b) Surplus Division \_\_\_\_\_, to be associated with \_\_\_\_\_.
- c) Surplus Division \_\_\_\_\_, to be associated with \_\_\_\_\_.

Unassociated Surplus Divisions:

- d) Surplus Division 61, to be unassociated with any Employee Division.
- e) Surplus Division \_\_\_\_\_, to be unassociated with any Employee Division.
- f) Surplus Division \_\_\_\_\_, to be unassociated with any Employee Division.

**II Employer Remittance of Surplus Contributions:** At Employer's sole and exclusive discretion (which shall include Employer's obligations under terms agreed to by Employer in the course of collective bargaining, if any), Employer may remit contributions to MERS that Employer expressly designates as Surplus Contributions, specifying the appropriate Surplus Division to which they are to be credited. It is understood by Employer that, once remitted to MERS, Surplus Contributions are not and shall never be refundable to Employer, nor used for any purpose other than the funding of its obligations for MERS benefits accrued by employees of Employer.

# Defined Benefit Plan Surplus Division Adoption Addendum

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- III MERS' Crediting of Surplus Contributions:** Upon receipt from Employer of Employer Contributions designated as Surplus Contributions, MERS shall credit such amounts to the Surplus Division designated by Employer.
- IV Treatment of Surplus Contributions for Actuarial Purposes:** Surplus Contributions reflected in one or more Surplus Division established by MERS as directed by Employer shall be treated as follows for actuarial purposes:
- a) They shall not be included in the determination of the annual Employer Contributions requirement for any Employee Division, and
  - b) They shall be included in the determination of the Employer's overall funded status.
- V Employer Use of Surplus Contributions:** At any time, upon 30 days' advance written notice to MERS, Employer may direct MERS to use the Surplus Contributions currently reflected in one or more established Surplus Division(s) be used by Employer as follows:
- a) Employer may transfer Surplus Contributions reflected in an Unassociated Surplus Division to one or more Employee Division(s).
  - b) Employer may transfer Surplus Contributions reflected in an Assigned Surplus Division to such Employee Division.
  - c) Employer may redesignate any Surplus Division (whether Associated or Unassociated) to either an Associated Surplus Division or to an Unassociated Surplus Division, as applicable.

Employer is solely responsible for any decision(s) it makes under Section V, and Employer agrees that by entering into this Addendum, it shall indemnify and hold MERS harmless from any claim, challenge, or litigation arising from its actions under Section V, including costs and attorneys' fees.

Once Surplus Contributions are transferred to an Employee Division, they may not thereafter be recharacterized as Surplus Contributions or transferred back to a Surplus Division.

- VI Recharacterization of Contributions:** By written notice to MERS, Employer may make a one-time election to transfer Employer Contributions it remitted prior to the effective date of this Addendum that were in excess of the amount then due from Employer from an Employer Division to one or more Surplus Division(s) established by this Addendum, and recharacterize those amounts as Surplus Contributions. Employer may make the election described herein only once.
- VII Rights of MERS:** At any time following the occurrence of any or all of the following, MERS reserves the right to transfer some or all of the Surplus Contributions reflected in an Employer's Reserves to one or more Employee Division(s) of such Employer:
- a) Employer has defaulted on some or all of its contribution obligations to MERS.
  - b) Employer has filed for or is otherwise subject to bankruptcy protection or receivership.
  - c) An emergency manager or similar oversight authority has been appointed to conduct Employer's financial affairs.

# Defined Benefit Plan Surplus Division Adoption Addendum

**VIII Continuation of Adoption Agreement:** Except for the terms and conditions of this Addendum, all other terms and conditions of the Adoption Agreement, as it may be or may have been amended from time to time, shall continue unchanged.

IN WITNESS WHEREOF, this Addendum is entered into by MERS and Employer by signature of the authorized parties below:

### Employer Approving Authority

Signature: Michael J. Stelmaszek on 12/23/2019  
(Name of approving representative) (Date)

Employer Printed Name: Michael Stelmaszek

Employer Title: City Manager

### MERS Approving Authority

Signature: Stephanie Kazmierski on 12/27/19  
(Date)

MERS Printed Name: Stephanie Kazmierski

MERS Title: Benefit Plan Coordinator



396 N. State Street  
(906) 643-9671

Going Strong since 1671!

3/26/20

To the Employees of the City of St. Ignace;

We are in unprecedented times resulting in unprecedented demands needed to remain safe, continue to provide essential services, and still be fair and proper in the treatment of ourselves and the community we serve.

With that having been said, while the Governor's order is in effect, all efforts must be made to comply. Anyone who can work remotely will be given the opportunity to do so. Employees authorized to work from home will be required to complete and submit a log of their work they are completing with each pay request.

All employees who must leave their homes to provide essential services are subject to working a revised schedule prepared by the City.

Department heads are directed to adjust employee's shifts to minimize any work activity that would cause employees to come in contact with anyone. All other established safety protocols must also be followed.

Employees working less than their current schedule will be required to utilize their leave benefits to receive full pay. I have been advised by our Legal Council that I can go no further than this without Council approval. To assist with this hardship, at the next Council Meeting (currently scheduled for April 6<sup>th</sup>, 2020) I am requesting the reimbursement of up to 40 hours of an employees used leave benefits once the Governors order has been lifted. If approved, reimbursement requests will need to be applied for in writing and **will be only authorized for time used to comply with the Governors Executive Order**. It is essential for the City to get through and recover from this crisis. This leave reimbursement request is what I can commit to seeking at this time. Many factors, opportunities and setbacks will come into play before we are through this crisis that will affect the management and ultimate sacrifices that will have to be made by the City and those that work for the City.

*City of St. Ignace is an Equal Opportunity Employer and Provider  
TDD (800) 649-3777*



We are in the process of obtaining supplies for possible needed eventualities. To assist in preparing for this potential need, I am authorizing every employee who has an equipment allowance to use it for any Health and Safety supplies they would like to purchase to follow proper Safety Protocols while working to provide essential services and get through this crisis.

The need for more face masks could occur before the arrival of additional supplies. For this reason I would like to recruit any employees able and willing to make needed masks. The City does not have any equipment for this task but could coordinate and provide for needed supplies. This is an authorized effort that could be done while working from your home. Completed masks will be gathered at City Hall and be made available for both the employees and the public. Volunteers are welcome to assist in this effort.

I will make every effort to be understanding of all needs or concerns that are brought before me while we are in this crisis.

A handwritten signature in black ink, reading "Michael L. Stelmaszek". The signature is written in a cursive style with a large initial "M".

Michael Stelmaszek  
St. Ignace City Manager



## 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: 4/1/20

RE: Corona Update/Essential Service

To: City Manager/Council Members

Our Water, Wastewater and D.P.W. Staff is taking every precaution to prevent the spread of this virus. Our Water Operators are pretty much business as usual they work alone in the water plant with two shifts 6am to 2pm and 2pm to 10pm seven days a week. Our Waterline Foreman, Wastewater Operators and Head Plant Operator are just doing essential projects seasonal turn ons, checking lift stations, taking wastewater samples, testing wastewater samples and whatever else comes up that is essential to keep our Water System and Wastewater System operating safe and efficient as possible. When our essential services are finished for that day they are being instructed to go home, but are available/on call until their normal quitting time of 3:30.

The D.P.W. is operating the same as the Water Dept. the essential services for them is mainly the safety of our community examples are checking gravity sewer mains, major potholes, sinking catch basins, manholes that have been hit by snow plows this past winter. Also keeping our equipment maintained so it is ready to go for a water main break, sewer line break and whatever emergency that might arise. Feel free to contact me with any concerns that you or the public may have.

Bill Fraser

DPW Director

906-430-0090

## **Council Meeting held via ZOOM**

### **Monday, April 6, 7:00p.m.**

Zoom is a video conference platform that simply installs as an add-in to your internet browser on your computer, tablet, or cell phone. Your device must be equipped with a microphone, speakers or headset. There is no need to download and install any specific software before-hand.

If you don't have a microphone or speakers there is a call-in option using a land line or cellphone for audio connection.

Join Zoom Meeting by clicking the link below:

<https://zoom.us/j/531620000>

Meeting ID: 531 620 000

To dial in audio for the Council meeting call the number below:

1-301-715-8592

You will be prompted to enter the meeting ID followed by #

Please join the meeting 10-15 minutes early to test your equipment and connection.