

CITY COUNCIL MEETING
St. Ignace, Michigan
Monday, May 6, 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 April 15, 2019 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business
 1. **RECREATION GRASS CUTTING BID OPENING**
 2. **AERATION SYSTEM MAINTENANCE REQUEST**
 3. **DOCK #3 LIGHTING APPROVAL**
 4. **RESOLUTION ZONING PERMIT FEES**
 5. **RESOLUTION BUILDING PERMIT FEES**
 6. **RENTAL HOUSING PAVILION & SITE RENTAL FEES**
 7. **FIRE DEPARTMENT BUDGET REQUEST**
 8. **RESOLUTION FOR ANTIQUE TRACTOR SHOW**
- IX. Public Comment
- X. Consideration of Bill

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

A Regular Meeting of the St. Ignace City Council was held on Monday, April 15, 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, Fullerton, Mayor Pro-Tem Paquin, Councilmembers Pelter, St. Louis and Tremble.

Absent: It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Fullerton, to excuse Mayor Litzner from the meeting due to being out of town. Motion carried unanimously.

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

Consideration of minutes from April 1, 2019 Council meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes of April 1, 2019. Motion carried unanimously.

Limited Public Comment:

Public comment was received regarding Great Lakes Air service, funding for the construction of the new fire hall, residential trash contract cost and blight/abandonment near 4th Street.

Additions to the Agenda:

City Manager Stelmaszek – correction to 2019 Capital Improvement Bond Resolution.
Mayor Pro-Tem Paquin – Mayor Litzner request.

1. COUNCIL APPROVAL OF DISTRIBUTION OF MASTER PLAN:

Betsy Dayrell-Hart from the Planning Commission informed Council that a draft of the City's 2019-2039 Master Plan is ready for review and will be available at City Hall, the public Library and on-line at the City's website and the EUP Regional Planning website. It was moved by Councilmember Pelter, seconded by Councilmember St. Louis, to authorize the Planning Commission's moving forward with the review process and distribution of the City's Master Plan draft. Motion carried unanimously.

2. TAX REVERTED LANDS OFFERED FOR PURCHASE:

City Manager Stelmaszek presented Council with a parcel of property being reverted for purchase from Mackinac County that has one-seventh interest of a trust on Graham Avenue, adding the potential for growth of the Lakeside Cemetery. After some discussion, it was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to approve the purchase of parcel 052-620-064-05 from Mackinac County. Motion carried with a vote of five to one (Pelter).

3. RECOMMENDATION OF RESIDENTIAL WASTE BID:

City Manager Stelmaszek reviewed the bids from Waste Management and Green For Life (GFL) with Council and made the recommendation to accept the bid from GFL for the next five-year contract, with

the stipulation that the City will not authorize any annual increases over two percent. After some deliberation, it was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to approve the bid from GFL. Motion carried unanimously.

4. OPEB ACTUARIAL VALUATION SERVICES:

City Manager Stelmaszek informed Council that three firms had responded to the City's request for services to compile the Other Post-Employment Benefits (OPEB) actuarial valuation required by the State of Michigan for the 2018 audit. The three proposals included Jefferson Solutions Inc. with a proposal of \$3950, Watkins Ross with a proposal of \$5300 and Gabriel, Roeder, Smith & Co (GRS) with a proposal of \$10,750. It was moved by Councilmember St. Louis, seconded by Councilmember Clapperton, to approve the proposal from Jefferson Solutions Inc. for \$3950. Motion carried unanimously.

5. SPECIAL EVENTS POLICY:

City Manager Stelmaszek presented the special event application and policy, for Council's consideration as the process to approve special events in the City. It was moved by Councilmember Tremble, seconded by Councilmember St. Louis, to approve the special event application and policy to be utilized as the approval process. Motion carried unanimously.

6. MARINA DIRECTOR POSITION:

City Manager Stelmaszek informed Council that Craig Lehrke has rejected the offer for Marina Director, at which time Mayor Pro-Tem Paquin announced that Lauren Yoder was the runner-up to the position after initial interviews. City Manager Stelmaszek informed Council that while the Marina Director position is called upon year-round, the City will consider some additional technical assistance with the winter maintenance, specifically the bubbler system. It was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to approve to hire Lauren Yoder as the City's Marina Director. Motion carried unanimously.

7. DDA REQUEST TO LOWER RENTAL RESERVATION FEE AT CHIEF WAWATAM PARK:

City Manager Stelmaszek reviewed the current park pavilion rental with Council and presented a request from Scott Marshall, DDA Director, to reconsider the Chief Wawatam Park/Lighthouse Pier fee of \$300. After some Council deliberation, it was moved by Councilmember Fullerton, seconded by Councilmember Pelter, to approve the fees for the Chief Wawatam Park/Lighthouse Pier to be \$50 for residents of the City and \$150 for non-residents. Motion carried five to one (Mayor Pro-Tem Paquin).

8. FINANCIALS:

City Manager Stelmaszek reviewed March 2019 financials with Council.

Additions to the Agenda:

Mayor Pro-Tem Paquin – Mayor Litzner Request.

Mayor Pro-Tem Paquin informed Council that Mayor Litzner requested to instate a Special Events Committee appointing the following people: City Manager Stelmaszek, Police Chief Brown, DPW Director Fraser, Mayor Litzner and Mayor Pro-Tem Paquin. It was the consensus of Council that the Committee's purpose will be to facilitate the special event requests and needs to bring before Council for approval.

City Manager Stelmaszek – Correction in 2019 Capital Improvement Bond Resolution.

City Manager Stelmaszek informed Council of a typo in the 2019 Capital Improvement Bond Resolution. In the listing of the annual deposit for RRI in paragraph four it read \$82,687 in parenthesis, but should be corrected to \$82,627. Council noted the correction.

Public Comment:

Public comment was received regarding the park/pavilion rental reservation fees.

Consideration of Bills:

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve payment of the bills in the amount of \$18,026.46. Motion carried unanimously.

The following bills were presented to Council for payment:

ACE HARDWARE	230.08
BLACK DIAMOND BROADCASTHOLDINGS LLC	1,374.00
CHARLES J. PALMER, P.C.	1,000.00
ELLEN'S EQUIPMENT INC.	971.31
FERGUSON WATERWORKS #3386	1,572.31
GRAND TRAVERSE DIESEL SERVICE, INC.	230.89
INTERSTATE BATTERIES	255.85
KIMBALL-MIDWEST	105.96
LYNN AUTO PARTS	2,452.64
MACKINAC PLUMBING AND HEATING CO	120.94
MACKINAC SALES	450.18
MICHAEL RICHARD LAMB	153.13
NATIONAL OFFICE PRODUCTS	666.30
NCL OF WISCONSIN INC	1,527.70
NSI LAB SOLUTIONS	524.00
PARAGON LABS	1,456.00
POWER PLAN	387.00
SAULT PRINTING COMPANY	146.14
SPARTAN STORES	23.12
SPAULDING MFG INC	150.50
ST IGNACE AUTOMOTIVE	903.42
ST IGNACE TRUE VALUE	198.28
STRAITS BUILDING CENTER	71.26
TAYLOR RENTAL	2,448.50
THE FEED STATION	199.95
WESLEY H MAURER JR	407.00

Grand Total: \$18,026.46

There being no further business, the meeting adjourned at 7:50 p.m.

Luke Paquin, Mayor Pro-Tem

Andrea Insley, City Clerk/Treasurer

CITY COUNCIL MEETING

City Council Chambers

Monday, May 6th, 2019

*****MANAGERS REPORT*****

RECREATION GRASS CUTTING BID OPENING

Open and discuss the results, Manager to request approval of one of the bids.

AERATION SYSTEM MAINTENCE REQUEST

The estimate is for \$50,866 and is still valid. There is enough in this year's budget if we use most of what we have budgeted for RR &I in both the 590 funds 543 and 544 account. Only about \$3,000 will be left for any other expense.

DOCK #3 LIGHTING APPROVAL REQUEST

As discussed at the Work Session, I am requesting approval to go with Rudyard Electric's bid at a rate of \$1,398 for seventeen new light for Dock #3 (\$23,966 Total). We have \$25,000 budgeted for this purpose in fund #273-598-972 (Dock #3 improvements).

CITY BUILDING,ZONING, AND RENTAL FEE SCHEDULE UPDATE

I am requesting approval of the two resolutions for fee changes as discussed at the work session, and approval for the other fee changes discussed that are paid at City Hall.

FIRE DEPARTMENT BUDGET REQUEST

I am requesting approval to pay any needed insurance premiums for injured St. Ignace fire fighter Matt Bowlby and his immediate Family until he returns to work and again receives this coverage from his employer. This request would be paid for from the Fire Department budget (Line \$101-336-939 and 101-336-977 equally) and are not to exceed \$11,000. This is at the request of the Fire Chief and has been reviewed by our City Attorney. He has confirmed it is legal to use City funds for this purpose.

RESOLUTION FOR ANTIQUE TRACTOR SHOW

They are requesting a partial road closer this year. Our office will apply for the M-Dot permit upon your approval. Traffic control has been Coordinated with the Police Chief. An events application has been completed by Quincy Randville from the Visitors Bureau.

OTHER MATTERS

I received the attached letter from Waste Management. My response is also attached. This letter was followed up with a verbal request from Jeremy Nelson to be added to the City Council agenda to discuss their issues. As an outcome of process to set the agenda, it was decided to allow the current bid winner to first have the chance to honor their bid before considering alternatives. Mr. Nelson was advised that he could participate in the public comment portions of the meeting.

We have picked May 10th for the bond closing date. Our Mayor, Clerk/Treasurer, City Attorney, and myself will be meeting with our bond council, engineers, and Rural Development in their office in Gladstone to finalize the project.

ADVERTISEMENT FOR BIDS

City of St. Ignace

The City of St. Ignace is accepting bids for **GRASS CUTTING for the Recreation Department**. Grass cutting will be done on an "as needed" basis. There will be certain requirements of when the grass has to be cut for special dates.

There are **FOUR AREAS** to be cut:

(1) High School Ball Fields, (2) Truckey St. Tennis Courts, (3) Lake St. Basketball Courts and (4) McCann T-ball Field.

**For more accurate maps of areas, contact
recreation@cityofstignace.net**

Bids for cutting can be brought to the City Manager's Office at 396 N. State Street, St. Ignace by **April 12, 2019 at 5:00p.m.**

The City reserves the right to accept or reject any bid.

WWTP Aeration Repair

The City Has tried Matts Underground. A Kalkaska Mi. based company to repair the aeration in the Lagoons. There were two laterals that came apart at the seam. They were able to fuse them back together. However they were unable and ill equipped to handle the rest of the repairs needed. A work stoppage was ordered. I, Brian Peterson Operator in Charge, also talked with the Michigan DEQ Waste Water Division to see if they knew of any other companies besides Aeration Work a division of Environmental Dynamics. The company that installed our original equipment. They were unable to find anyone equipped to handle this scope of work other than Aeration Works. When the subject was brought up, EDI and Aeration Work was every ones recommendation. Les Therrian and I discussed this subject a length before he retired. We were to go ahead with repairs when weather broke in the spring of 2018. He stated that money was available for the repairs in the waste waters RR&I account.

Thanks,

Brian D. Peterson



5601 Paris Rd. Columbia, MO. 65202-9399
TELEPHONE (573) 474-9456 FAX (573) 474-6988

AERATION WORKS PROPOSAL #2017-159

TO: Mr. Brian Peterson
RE: St. Ignace, MI WWTP
System Maintenance
EDI Floating Lateral Aeration Mixing System

Dear Mr. Peterson

EDI Aeration Works is pleased to offer the following budgetary maintenance proposal for the EDI Aeration Equipment currently in service at the St. Ignace Wastewater Treatment Plant. Scope of supply is for system inspection, membrane replacement and miscellaneous general maintenance.

Maintenance Service:

The scope of installation services includes labor cost, travel and living expenses, and equipment required to complete the scope of work outlined below.

EDI Aeration Works is uniquely capable of installing EDI equipment. The crew that will be employed on site has many years of installing all types of EDI's aeration equipment, and have specialized equipment to perform the membrane changeout of this system.

Proposal:

- Retrieve (115) FlexAir Model 88S diffuser units onto the maintenance vessel.
- Inspect the diffuser assembly components (feeder airline, SS hose clamps, PE welded tee, and air distribution orifice assembly) for mechanical integrity. Advise owner of any deficiencies not covered within this proposal.
- Remove the existing PVC union assemblies and replace with a "one-piece" PVC hose adapter (FPT x Insert).
- Replace all diffuser membrane clamps, (920) total.
- Inspect all diffuser ballasts and maintain as required.
- Inspect the condition of the retrieval system and replace as required.
- Install (1) new cross restraint rope. Labor only. Rope to be provided by the plant. Inspect the 10 Flexhoses that connect the floating HDPE laterals to the main header and repair/replace as required.

This proposal has not been published and is the sole property of Environmental Dynamics Intl. It is lent to the borrower for his/her confidential use only. In consideration of this loan, the borrower promises to return it upon request and agrees that it shall not be reproduced, copied, shared, lent, or otherwise disposed of, directly or indirectly, nor used for any purpose other than that for which it is specifically furnished.

Proposal Notes:

- Bid assumes (1) onsite trip.
- Bid assumes area is ready for maintenance as detailed above.
- Bid **does not** include disposal container. Owner to provide dumpster and EDI Aeration Works will dispose of debris or stage in a nearby location
- Proposal assumes crews can work 10 hour days, seven days a week.
- Bid **does not** include Davis Bacon Wages for the crew.
- **Aeration Work's crew members have extensive safety training and will be** responsible for following our safety procedures and finishing the project accident free.
- Bid is for maintenance of the EDI "in-lagoon" aeration equipment only.
- Bid does not include any maintenance on existing PE piping.
- Damage noted during the membrane changeout procedure, that is not included in Aeration Works scope of services, will be handled under a negotiated contract change order or a separate purchase order. Repairs may also be made on an hourly crew charge.
- Once the work is completed; Aeration Works will offer a mechanical warranty for the system in this basin for one year after completion. As per Manufactures Limited Warranty Statement.

Price:

\$50,866.00 is the total price for the material and labor as detailed above.

The quoted price is plus all applicable taxes and is firm for 120 days. Aeration Works reserves the right to evaluate pricing after this time period and apply an appropriate inflation factor.

Installation Terms:

50% net 30 with Purchase Order or Contract.

50% net 30 of the remaining price at completion of the installation.

An interest charge at a rate no less than prime plus 2% will be assessed on all late payments.

Date: September 29, 2017

EDI Aeration Works

A handwritten signature in black ink, appearing to read "Michael J. Korman".

Michael J Korman
Director of Business Operations
Aeration Works

Environmental Dynamics International, hereinafter also referred to as **EDI** or the **Company**, offers this proposal to supply equipment. Any resulting contract between **EDI** and the **Purchaser** shall be subject to the following terms and conditions.

Services - Environmental Dynamics International is a manufacturer of water and wastewater treatment equipment and systems. EDI is not a consulting engineering firm and does not provide Professional Engineering services as part of our contracts to supply equipment hardware.

Process and Performance Warranties - Contracts for purchase of equipment accepted by EDI exclude any process or performance warranties related to system design. Additionally, no biological or process performance warranties are expressed or may be implied by the participation of EDI in this contract. Any biological or process performance warranty for systems supplied by the Company shall be specifically and independently detailed and signed as a separate contract by an authorized Officer of the Company.

Governing Law - Any proposal for equipment supply made by the Company as well as any contract between the Company and the Purchaser are deemed to be executed at Columbia, Missouri, USA, subject to correction for typographical or mathematical errors and governed by Missouri law.

Credit Approval - Performance of any contract by the Company is contingent upon Purchaser credit approval. Credit may be waived in lieu of a project materials payment bond. A materials payment bond supplied to the project Owner or Engineer by the Purchaser is acceptable. EDI reserves the right to hold shipment on delinquent accounts.

Force Majeure - Strikes, fires, accidents, war, reduced supply of fuel or raw materials or excessive cost thereof, or other restraints affecting shipments or curtailments in manufacturing or due to delays unavoidable by or beyond the control of the Company shall be governed by *force majeure*.

Costs and Damages - The Company shall in no instance be liable for indirect or special costs, consequential or liquidated damages or any penalties outside the written contract.

Special Hazards - Unusual conditions such as rock, poor foundation soils, excess water or other unusual site or safety conditions are not covered by this standard Company proposal. Extra costs emanating from unusual site or safety conditions shall be negotiated with written agreements developed at or subsequent to the time of discovery and prior to further work being completed by EDI.

Shipment & Delivery Times - Statements as to expected date of hardware shipment represent the Company's best judgment, but shipment on those dates is not guaranteed. The Purchaser hereby waives all claims to damages caused by delay in shipment or delivery of hardware.

Insurance - The Purchaser agrees to provide and maintain for the benefit of the Company adequate insurance for the equipment herein specified from the time of its shipment from EDI until paid for in full and the Purchaser agrees to assume all loss over and above that compensated for by such insurance. The Purchaser shall procure and pay for all public liability insurance during the installation of any EDI provided equipment.

Title of Ownership - All equipment and/or services ordered by Purchaser from the Company shall remain the property of the Company until fully paid for in cash.

Cancellation or Suspension - of any order will be accepted only upon terms that will indemnify the Company against loss. Additionally, the Company may invoice the Purchaser 15% of the agreed upon contract price.

Back Charges - must be approved by EDI, in writing, before they will be accepted. EDI will make every effort to offer prompt consideration and approval of legitimate back charges.

Invoicing - The Company may make partial billings of the contract price as various components of the equipment are shipped. When equipment is manufactured by EDI, but shipment is delayed by the Customer, EDI shall be paid in accordance with contract terms as though delivery had been accomplished.

Storage Charges - When EDI manufactures equipment to meet schedules established by the Purchaser, the Company reserves the right to invoice the Purchaser for storage charges on items held at EDI at the rate of 1% per month of the sale price.

Default for Non-Payment - Contracts in default of the payment terms may be subject to any or all of the following; should the Purchaser fail to pay the purchase price as agreed the Company may, a) retain as liquidated damages all partial payments made on account thereof to date without prejudice to any other claim for damages suffered by the Company for any cause, b) be allowed site access to recover hardware, c) obtain other balances due from arbitration or d) an interest charge on outstanding invoices billed at the rate of 1.5% per month, 18% per annum.

Attorney Fees - For any suits brought or retainage paid to attorneys to collect any part of the purchase price or to enforce any provision herein, the Purchaser will pay EDI attorney fees and related expenses including an administrative fee equal to the attorney fees.

Bankruptcy, Receivership or Insolvency Proceedings - Should bankruptcy, receivership or insolvency proceedings be instituted by or against the Purchaser or should the Purchaser make an assignment in favor of creditors, the unpaid balance of the purchase price shall immediately become due and payable at the option of the Company. Notwithstanding other arrangements to the contrary, the Company shall be free to enter premises where equipment for which the Company has not been fully paid may be located and remove said equipment as its property without prejudice to any further claims on amounts of damage which the Company may suffer from any cause.

Promissory Note - Acceptance of a promissory note or other evidence of debt for any part of price shall not be construed as payment.

Patent Infringement - Any interference with Purchaser's use of equipment supplied by the Company on the grounds that such use constitutes an infringement of any patent shall impose no liability on the Company.

Spare or Potential Warranty Parts - If spare parts or potential warranty parts are required immediately, EDI may ship those parts subject to the following limitations: a) Purchaser agrees to pay for additional components or spare components including special freight charges. Reimbursement will be issued as a credit to the Purchasers account in the event potential warranty parts are verified as actual warranty defects and b) Contract price adjustments or price adjustments on additional or spare components are subject to EDI approval and original contact terms.

Defective, damaged, improper material or shortage - Claims will not be allowed unless written notice specifying the nature and extent of the defect, damage or shortage is received in the Company's office within fourteen (14) days from unloading - unless the defect, damage or shortage is of such a nature that it would not be reasonably discovered until the material is assembled and/or erected as a finished product, then the fourteen (14) days will begin from the date of commencement of assembly and/or erection.

Mechanical Warranty - As per **Manufacturers Limited Mechanical Warranty Statement**

Accepted by Buyer:

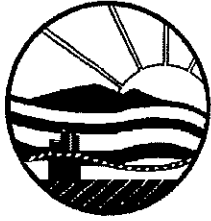
Date:

Accepted by Seller / Environmental Dynamics International Inc.

Date:

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 03/31/2019	ACTIVITY FOR MONTH 03/31/2019	AVAILABLE BALANCE	% BGET USED
Fund 590 - SEWER FUND						
Expenditures						
Total Dept 542 - SWR LN MAINT		77,730.00	11,675.44	4,438.77	66,054.56	15.02
Dept 543 - 2000 SANITARY SWR RR&I						
590-543-706.000	WAGES	0.00	0.00	0.00	0.00	0.00
590-543-778.000	EQUIP MAINT SUPP	15,000.00	0.00	0.00	15,000.00	0.00
590-543-818.000	CONTRACTED SERV	12,500.00	0.00	0.00	12,500.00	0.00
590-543-943.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00
590-543-977.000	CAPITAL OUTLAY EQUIP	0.00	0.00	0.00	0.00	0.00
Total Dept 543 - 2000 SANITARY SWR RR&I		27,500.00	0.00	0.00	27,500.00	0.00
Dept 544 - 2010 USDA SWR IMP RR&I						
590-544-706.000	WAGES	0.00	0.00	0.00	0.00	0.00
590-544-778.000	EQUIP MAINT SUPPLIES	15,000.00	0.00	0.00	15,000.00	0.00
590-544-818.000	CONTRACTED SERV	12,500.00	0.00	0.00	12,500.00	0.00
590-544-943.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00
590-544-977.000	CAPITAL OUTLAY EQUIP	0.00	0.00	0.00	0.00	0.00
Total Dept 544 - 2010 USDA SWR IMP RR&I		27,500.00	0.00	0.00	27,500.00	0.00
Dept 905 - DEBT SERVICE						
590-905-991.400	2010 BOND PRIN #92-06	49,000.00	0.00	0.00	49,000.00	0.00
590-905-991.401	2008 SRF PRIN 5320-01	0.00	0.00	0.00	0.00	0.00
590-905-991.402	2009 SRF PRIN 5292-01	35,000.00	35,000.00	35,000.00	0.00	100.00
590-905-991.403	1999A PRIN BOND 04 SWR DISP SYS	17,000.00	0.00	0.00	17,000.00	0.00
590-905-991.404	1999B BOND PRIN 05 DISPOSAL REV	3,000.00	0.00	0.00	3,000.00	0.00
590-905-992.400	2010 BOND INT #92-06	51,026.00	0.00	0.00	51,026.00	0.00
590-905-992.401	2008 SRF INT 5320-01	60,000.00	29,062.50	29,062.50	30,937.50	48.44
590-905-992.402	2009 SRF INTEREST 5292-01	11,000.00	5,383.89	5,383.89	5,616.11	48.94
590-905-992.403	1999A BOND INT 04 SWR DISP SYS	23,580.00	0.00	0.00	23,580.00	0.00
590-905-992.404	1999B BOND INT 05 DISPOSAL REV	3,380.00	0.00	0.00	3,380.00	0.00
590-905-993.000	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00
590-905-994.000	1993 ADV REFUND PRINC	0.00	0.00	0.00	0.00	0.00
Total Dept 905 - DEBT SERVICE		252,986.00	69,446.39	69,446.39	183,539.61	27.45
Dept 906 - SRF/ 5593 01						
590-906-801.000	CNT SRV/2015 N STATE SAN/SWR PROJ	0.00	0.00	0.00	0.00	0.00
590-906-801.001	ENG/2015 N STATE ST SAN/SWR PROJ	0.00	0.00	0.00	0.00	0.00
590-906-991.900	2015 N. STATE ST 5593-01 PRIN	65,000.00	65,000.00	65,000.00	0.00	100.00
590-906-992.900	2015 N. STATE ST. 5593-01 INT	36,300.00	18,561.30	18,561.30	17,738.70	51.13
Total Dept 906 - SRF/ 5593 01		101,300.00	83,561.30	83,561.30	17,738.70	82.49
Dept 907 - SAW GRANT PROJ #1061-01						
590-907-814.000	WASTEWTR ASSET MGNT PLAN	0.00	0.00	0.00	0.00	0.00
590-907-815.000	STWTR ASSET MGNT PLAN	0.00	0.00	0.00	0.00	0.00
Total Dept 907 - SAW GRANT PROJ #1061-01		0.00	0.00	0.00	0.00	0.00

*THIS IS WRONG
 THE FUNDS FOR
 THE ALTERNATIVE
 MAINTENANCE
 PROJECT WOULD
 COME FROM*



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: 4/25/19

Re: Dock 3 lighting

To: Council Members

The DDA had requested bids for our downtown street lights we also added 17 for Dock 3. We felt by going with the DDA bid process we would get a better price on light fixtures because of the higher number to be purchased. We decided to go with the same light fixture because of durability and parts availability, also felt the shape of the downtown street light will not catch as much wind out on the pier as the previous light fixtures did. We were also able to adapt to existing light poles thus eliminating the cost for new poles, DPW will be painting them before new fixtures are installed.

Bill Fraser

DPW Director

bfraser@lighthouse.net

(906) 430-0090

Rudyard Electrical Service, Inc.

RONALD HESSELINK
15552 S. TILSON RD.
RUDYARD, MICHIGAN
CELL: 906-440-4064

4-233-19

Dept. Of Public Works

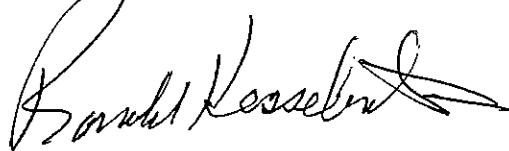
ATT Bill Fraser

Bill,

Our Quote to install 17 Fixture heads. (. same as City is installing)
Is \$23,966.00. or. \$1398.00 each.

Quote does not include Mounting Tenion which MAY be required for fixture
Head to fit your pole as per our conversation.

THANK YOU,



RONALD HESSELINK
Rudyard Electrical Service, Inc.


Downtown Development Authority
City of St Ignace
Bid Tabulation Street Light Project
Bid Opening Friday April 5th 2019 8:30AM

Street Light Project Bids

<u>Contractor</u>	<u>Amount</u>
Rudyard Electric	\$132,444
J. Ranck Electric	\$144,856.13
Masters Electric	\$145,851

Recommendation

Rudyard Electric is in good standing with the City of St. Ignace. I Recommend that Rudyard Electric be awarded the bid.

Signature: 

Brian Olsen

City of St. Ignace Engineer Date: 4/8/19

Fund 273 - DOCK NO. 3 IMPROVEMENTS
 PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 03/31/2019	ACTIVITY FOR MONTH 03/31/2019	AVAILABLE BALANCE	% BDDT USED
Revenues						
Dept 000 - REVENUE						
273-000-664.000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
273-000-668.000	RENT/LEASE	28,364.00	28,363.65	0.00	0.35	100.00
273-000-695.000	MISC. INCOME	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		28,364.00	28,363.65	0.00	0.35	100.00
TOTAL REVENUES						
		28,364.00	28,363.65	0.00	0.35	100.00
Expenditures						
Dept 598 - DOCK #3 IMPROVEMENTS						
273-598-706.000	WAGES	4,000.00	0.00	0.00	4,000.00	0.00
273-598-715.000	SOCIAL SECURITY	300.00	0.00	0.00	300.00	0.00
273-598-716.000	HEALTH FRINGES	100.00	0.00	0.00	100.00	0.00
273-598-717.000	LIFE INS	25.00	0.00	0.00	25.00	0.00
273-598-718.000	RETIREMENT	275.00	0.00	0.00	275.00	0.00
273-598-719.000	MERS 457	25.00	0.00	0.00	25.00	0.00
273-598-721.000	MISC	25.00	0.00	0.00	25.00	0.00
273-598-725.000	WORKMAN'S COMP	250.00	0.00	0.00	250.00	0.00
273-598-782.000	MATERIALS/DPW/ROADS	300.00	0.00	0.00	300.00	0.00
273-598-802.000	FEE'S	0.00	0.00	0.00	0.00	0.00
273-598-818.000	CONTRACTED SERV	0.00	0.00	0.00	0.00	0.00
273-598-943.000	EQUIPMENT RENTAL	5,000.00	0.00	0.00	5,000.00	0.00
273-598-972.000	CONSTRUCTION	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 598 - DOCK #3 IMPROVEMENTS		35,300.00	0.00	0.00	35,300.00	0.00
TOTAL EXPENDITURES						
		35,300.00	0.00	0.00	35,300.00	0.00
Fund 273 - DOCK NO. 3 IMPROVEMENTS:						
TOTAL REVENUES		28,364.00	28,363.65	0.00	0.35	100.00
TOTAL EXPENDITURES		35,300.00	0.00	0.00	35,300.00	0.00
NET OF REVENUES & EXPENDITURES		(6,936.00)	28,363.65	0.00	(35,299.65)	408.93

*IN BUDGET
 FOR NEW
 LIGHTS*

Resolution

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Act 207 of the Public Acts of the State of Michigan for 1921, as amended, and known as the City or Village Zoning act, and

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Section 9 of Act 230 of the Public Acts of the State of Michigan for 1972, as amended, and known as the Sate Construction Code Act, and

WHEREAS, the City of St. Ignace has adopted the "Code of Ordinances, City of St. Ignace" Chapter 38, Zoning Chapter 6, Article II, "Single State Construction Code", enabling the City of St. Ignace to enforce the provisions of the Public Acts, and

WHEREAS, the City of St. Ignace, by its adoption of the local ordinances, has the authority to establish the zoning permit fees in order to enforce the provisions of the Public Acts.

THEREFORE BE IT RESOLVED, the Zoning permit fees for the City of St. Ignace be established as follows:

Residential:

House – Plan Review, Zoning and Administration fee, \$95

Additions and enclosed porch - \$75

Carports - \$65

Decks and covered porches - \$65

Demolition - \$10

Fences - \$40

Garages - \$95

Misc. Construction - \$50

New Construction - \$100

Storage Building/sheds under 200 sq. feet - \$25

Storage Building/sheds over 200 sq. feet - \$35

Change of use without alterations - \$50

Change of use with alterations - \$60

Penalty for Building without a Permit: \$250.00 plus cost of Permit (New)

Commercial:

House – Plan Review, Zoning and Administration fee, \$100

Additions - \$100

Carports - \$75

Decks and covered porches - \$95

Demolition - \$20

Fences - \$50

Garages - \$100

Misc. Construction - \$75

New Construction - \$120

Storage Building/sheds under 200 sq. feet - \$30

Storage Building/sheds over 200 sq. feet – \$50

Change of Use, without alterations - \$75

Change of Use with alterations - \$85

Permanent signs/billboards - \$150
Wall Mounted signs under 50 SF - \$55
Off Premise Sign - \$200

Radio, TV towers, wind powered generator towers, commercial - \$350

Public Hearing Fees:
Planning Commission Review - \$200
Zoning Board of Appeals - \$200

Penalty for Building without a Permit \$250 plus cost of Permit (New)
Contractor Penalty for Building without a Permit \$250 plus cost of Permit (New)

THEREFORE BE IT FURTHER RESOLVED, that non-compliance will result in a Civil Infraction Citation.

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, May 6, 2019, at 7:00 p.m.

Andrea Insley, City Clerk

ht

Resolution

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Section 9 of Act 230 of the Public Acts of the State of Michigan for 1972, as amended, and known as the State Construction Code Act, and

WHEREAS, the City of St. Ignace has adopted the “Code of Ordinances, City of St. Ignace” Chapter 6, Article II, “Single State Construction Code”, enabling the City of St. Ignace to enforce the provisions of the Public Acts, and

WHEREAS, the City of St. Ignace, by its adoption of the local ordinances, has the authority to establish the building permit fees in order to enforce the provisions of the Public Acts.

THEREFORE BE IT RESOLVED, the Building permit fees for the City of St. Ignace be established as follows:

Description	Building Fee
House (include attached garage)	.20 per SF + .05 per SF basement or crawl space
Remodel, addition, enclosed porch	.25 per SF
Garages	.25 per SF
Carports, covered porches	.25 per SF
Open deck commercial	.25 per SF
Open deck residential	.25 per SF
Commercial value of Project	
0 - \$1,000.00	\$50.00 + .15 per SF
\$1,001.00 - \$10,000.00	\$150.00 + .15 per SF
\$10,001.00 - \$100,000.00	\$200.00 + .10 per SF
Over \$100,000.00	\$300.00 + .10 per SF
Permanent signs/free standing	\$60
Billboards	\$60
Fences over 6ft	\$60
Misc. construction	\$60
Towers	\$90
Permit Extension	\$25.00
****MINIMUM FOR ANY PERMIT IS ****	\$60

NOTES

(1) Fees are based on normal inspections (5) if there are an excessive amount of inspections the fees could be doubled with the approval of the Zoning Administrator.

(2) Building permits are good for 12 months from the date of issue. Applicant is required to apply with the Zoning Administrator prior to the expiration date. This renewal is good for 1 year and can be done for up to 4 years.

PERMITS OR CHARGES	PRICE	EXTRAS
Special Use Permit		
a. < or equal to 1 acre	\$200.00	
b. > 1 acre < 3 acres	\$400.00	
c. > 3 acres < 10 acres	\$600.00	
d. 10 acres or more	\$1,000.00	
e. outdoor advertising structures		
1. small (usually equal to or less than 64 sq. ft.)	\$50.00	
2. large (greater than 64 sq. ft.)	\$200.00	
f. Modifications to original SUP or extend SUP	1/2 original fee	
subdivision Review	\$100.00	
Site Plan Review		
A. Multiple Family Housing		
a. Review of Site Plan	\$500.00	\$5.00 per dwelling unit
b. Major Redesign	Original fee	
c. Revised Site Plan Per Review Comments	1/2 original fee	
B. Cluster Housing/Performance Subdivision		
a. Review of Site Plan	\$500.00	\$5.00 per dwelling unit
b. Major Redesign		
c. Revised Site Plan Per Review Comments	1/2 original fee	
C. P.U.D.		
a. Preliminary Ste Plan	\$1,000.00	\$10.00 per dwelling unit
b. Final Site Plan	1/2 original fee	
D. Office, Commercial,Industrial,Institutional, etc.		
a. < or equal to 1 acre	\$200.00	
b. > 1 acre < 3 acres	\$400.00	
c. > 3 acres < 10 acres	\$600.00	
d. 10 acres or more	\$1,000.00	
e. Major Redesign	Original fee	
f. Request to extend SUP	1/2 original fee	
E. Conditional Rezoning		
a. < or equal to 1 acre	\$200.00	
b. > 1 acre < 3 acres	\$400.00	
c. > 3 acres < 10 acres	\$600.00	
d. 10 acres or more	\$1,000.00	
e. Major Redesign	Original fee	
f. Request to extend SUP	1/2 original fee	

Subdivision Review		
A. Conventional Subdivision		
a. Preliminary Plat	\$1,000.00	\$2.00 per lot
b. Final Plat	1/2 original fee	

THEREFORE BE IT FURTHER RESOLVED, the above fees will be doubled if permit is issued after construction begins.

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, May 6, 2019 at 7:00 p.m.

Andrea Insley, City Clerk

ht

St. Ignace Rental Registration Form and Applicable Ordinances

Owner or Responsible local agent for this rental property:

First and Last Name _____ Email address _____

Rental Property Address _____

Contact Telephone Number (_____) _____- _____

Zoning District of rental property if known (check one):

R1__ R2 ____ R3__ Central Business ____ General Business ____ Tourist Business ____

Type of rental (check one): Single family dwelling ____ Duplex ____

Apartment ____ Number of dwelling units per building ____ Total number of Apartments ____

Duration of rental: Year around ____ Seasonal ____

Other _____

For non-family rentals: expected number of tenants per dwelling (# per house, # per duplex, # per apartment, etc.)

I (Property Owner/authorized agent, print name) _____ certify that the rental property listed above is in compliance with State of Michigan and City of Saint Ignace laws, ordinances and codes. I agree to an inspection by the building and fire inspectors, or authorized agent(s) in the City of St. Ignace, at least one time per three year period and to more frequent inspection if the city has reason to believe there is non-compliance with any state or federal laws, ordinances or codes and I agree to register and certify this property yearly."

I further agree that I will make the rental premises accessible for any such inspection provided the city giving me not less than 14 days prior written notice of such inspection mailed to my address indicated herein.

Signed _____

Date Temporary Certificate of Compliance issued _____

Date Permanent Certificate of Compliance issued _____ Expires _____

St. Ignace Rental Registration Form and Applicable Ordinances

Associated Fees

Fees must be paid in advance of Temporary or Permanent Certificate

Application fee = \$25 per application. Expires yearly.

Initial Inspection Fee: House \$ 300 Duplex \$ 350 Apartment Building \$ 350 up to 3 apartments; additional \$ 100 per apartment in the same building
Includes up to two follow up inspections. Expires in 3 years

Documents included:

Table showing City of St. Ignace zoning ordinance requirements for family and non-family dwellings.

St. Ignace Rental Registration Form and Applicable Ordinances

CD 38:27 Article IV Supplementary Regulations

regarding Non-family Dwellings:

Sec. 38-359 Non-family dwellings, one or two units (houses or duplexes), boarding houses, shared houses, group houses

Any non-family single unit dwelling (house) or non-family two dwelling unit building (duplex) requires one full bath per four persons, kitchen facilities that include a minimum of one stove or range, one sink and one refrigerator per 8 persons, with a minimum 7 foot 6 inch ceiling height and must provide no less than 240 gross square feet within the building per occupant in R2, Central Business and General Business Districts and on R3 zoned property, and no less than 200 gross square feet per occupant in the Tourist Business District.

No non-family single unit (boarding house) or non-family duplex will be allowed within 900 feet on the same street, or on a lot contiguous with an existing boarding house or other non-family dwelling unit, including but not limited to employee housing, group houses, halfway houses and shelters in the R2 zoning district or on R3 zoned property without a zoning variance.

add Sec. 38-360. Non-family dwellings, 3 or more units (apartments)

Non-family dwellings of 3 or more units (apartments) must provide one bathroom per 4 persons, and kitchen facilities that include a minimum of one stove or range, one sink and one refrigerator per 8 persons, with a minimum 7 feet 6 inch ceiling height, and no less than 240 gross square feet per occupant in the R2, Central and General Business Districts and on R3 zoned property, and no less than 200 gross square feet per occupant in the Tourist Business District. No apartment may be placed within 300 feet of an existing rental dwelling or on a contiguous lot in the R2 zoning district or on R3 zoned property without a zoning variance.

Add Sec. 38-361. Appearance and Upkeep

Upkeep of Building and grounds is the responsibility of the owner of any non-family dwelling including but not limited to, employee housing, group houses, halfway houses, and shelters. Each non-family dwelling must be kept in good condition by the building owner, set forth in chapter 12, Article III, which includes but is not limited to these requirements:

- 1. rotting, soiled, or otherwise degraded siding, window and other exterior trim must be cleaned or replaced promptly, as warranted by the material used (e.g., wood or vinyl)*
- 2. exterior of the building must be repainted if greater than 30% of the exterior paint is peeling or damaged,*
- 3. roof, porches and stairs must be in good repair,*
- 4. interior window treatments (blinds, shades, curtains, drapes and other window treatments) that can be seen from the exterior of the building must be uniform and must be provided by the building owner, and flags, rugs, paper, cardboard or other material not intended for use as window treatments may not be placed over windows if visible from the exterior of the building,*
- 5. no towels, laundry, coats, rugs or other moveable items may be hung on window sills, railings, or on other surfaces visible from the exterior of the building,*
- 6. lawns must be kept in good condition and kept neat as set forth in Chapter 12, ENVIRONMENT, Article III.*
- 7. trash may only be placed within designated receptacles and may only be placed on the street as scheduled by the waste removal company.*

St. Ignace Rental Registration Form and Applicable Ordinances

Add **Sec. 38-362. Non-family rental dwellings existing prior to adoption of this ordinance.**

Following adoption of this ordinance, previously permitted non-family apartments that are within 300 feet on the same street or on contiguous lots, which were granted a Certificate of Occupancy showing that building codes and standards were met at the time of their opening may continue as rental dwellings, provided they are upgraded to meet the size and amenity standards required by this section.

Previously permitted non-family one and two unit buildings that are within 900 feet on the same street or on contiguous lots, which were granted a Certificate of Occupancy showing that building codes and standards were met at the time of their opening may continue as rental dwellings provided they are upgraded to meet the size and amenity standards required by this section.

add **Sec. 38-363. Registration, Certification, and Inspection for rental units.**

All rental dwellings in the City must be registered and certified by the owner to be in compliance with all City ordinances, all Michigan code regulations, including Chapter 6 BUILDINGS AND BUILDING REGULATIONS and Chapter 38 ZONING. Registration and Certification of a Rental Unit shall occur yearly. The property owner shall re-register and certify each rental dwelling with the City thirty calendar days prior to the expiration of the registration of the rental dwelling. Registration fees will be set and updated as needed by City Council.

Inspection. Inspection will assure compliance with City ordinances relating to Building Codes and Zoning Ordinances. All non-transient rental dwellings shall be inspected by the designated City official at least once every three years. Prior to conducting inspections of currently occupied rental dwellings the City may issue a temporary certificate of compliance. The inspection shall not, however, eliminate the owner's responsibility to register and certify such rental dwellings every year. Nothing in this section shall preclude the inspection of any rental dwelling more frequently than once every three years.

CD 38:36

ARTICLE VIII. PARKING AND LOADING AREAS

Sec. 38-492. Requirements

(1) Residential

add

e. Non-family Apartments and Houses, Boarding or Employee Housing: one space for each dwelling plus one space per bedroom (sleeping room) must be provided by the rental dwelling owner, either on the lot of the rental dwelling or at another location assigned to the occupants.



Pavilion and Site Rental Reservation Form

complete form and return to City Clerk's office with payment
396 N. State Street, St. Ignace, MI 49781 - 906-643-9671

Please Check One:

\$50 resident/\$75 for non-resident

- | | |
|---|--|
| <input type="checkbox"/> Kiwanis Beach Park Pavilion | <input type="checkbox"/> Coast Guard Park Pavilion |
| <input type="checkbox"/> American Legion Memorial Park Pavilion | <input type="checkbox"/> Lighthouse Pier |

A \$100 deposit is required with rental payment.

Date of Function _____ Times (including setting up and taking down) _____

Your Name _____ Your Address _____

Contact # _____ Email _____ Type of Function _____

Business/Organization Name (if applicable) _____

Terms & Conditions

Park Pavilions are available for free on a first come basis if they have not been rented. **Rental times must be between the hours of 9:00AM and 10:00PM.** The rental fee schedule is for a maximum of 5 hours; additional time is at a rate of \$20 per hour up to the entire day. Rental fee and \$100 deposit are due at the time the reservation and rental agreement is turned in. Renters and their group must abide by all Park rules. The Park area around each Pavilion remains open to the public. **Alcohol is prohibited on all City property except under the provisions of a State liquor license approved by the Police Department.** For the purpose of managing the type of function, all reservations and rental agreements are contingent of the approval of the City Manager.

Hold Harmless & Indemnification Agreement

I, the undersigned, understand and agree that by signing and dating this agreement I certify that I have read the rental "Terms and Conditions" and I agree to be bound by them. The undersigned also agrees to indemnify and hold free and harmless the City of St. Ignace from all claims or actions for damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, sickness or disease, including personal injury, if caused by the undersigned's acts or omissions, and the undersigned will pay any judgement decrees, costs, including attorney fees which may be rendered against the City of St. Ignace, its Council Members, agents, and employees, in any and all such actions or proceedings.

Total Cost _____ Payment Receipt # _____

Signed _____ Date _____

City Manager's Signature _____ Date _____

Deposit Returned _____ Staff Initials _____



March 28, 2019

Members of the City Council,

Please consider this letter as a request for special event status for the Antique Tractor Show and Crossing event taking place on September 6-7, 2019.

This event will be similar to past years. The tractors will stage at Darrow's Gravel Pit in Mackinaw City and will begin crossing at 8 AM on Friday, September 6. All tractors will be required to drive at least 10 MPH and slower tractors will be removed from the group. Tractors are capped at 1500.

This event requires partial street closure and police escort. Upon completion of the crossing, the show will commence at Little Bear East Arena Friday and Saturday with a smaller parade through town escorted and coordinated by Police Chief Tony Brown and Show Organizer Bob Baumgard, if Chief Brown finds this feasible.

Insurance policy forthcoming upon renewal for 2019.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Quincy Ranville".

Quincy Ranville
Director
St. Ignace Visitors Bureau
906-643-6950 - quincy@stignace.com

RESOLUTION

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

WHEREAS, the St. Ignace Events Committee request permission to conduct the Antique Tractor Show & Crossing, and

WHEREAS, this event requires the usage of Little Bear East Arena parking lot, and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", requires certain criteria be met in order for the event to be held.

NOW THEREFORE BE IT RESOLVED, that the St. Ignace City Council has determined that the St. Ignace Events Committee does meet the criteria established in the various sections of the Ordinance No. 413, and

FURTHER BE IT RESOLVED, that the City Council does approve the usage of the St. Ignace public marina and Little Bear East Arena parking lot for this event on:

Friday, September 6, 2019 at 9a.m. thru
Saturday, September 7, 2019 until 8p.m.

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, May 6, 2019 at 7:00 p.m.

Andrea Insley, City Clerk

hmt