

CITY COUNCIL MEETING
St. Ignace, Michigan
Monday, July 16, 2018 – 7:00 p.m.
City Council Chambers

******A G E N D A******

- I. Call to Order
- II. Pledge of allegiance
- III. Invocation
- IV. Roll call
- V. Consideration of minutes of the July 2, 2018 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business:
 - 1.) RRC DEVELOPMENT READY
 - 2.) APPROVAL OF ELECTION OFFICIALS
 - 3.) RECREATION DIRECTOR/FACILITY MANAGER POSITION
 - 4.) PUBLIC COMMENT PROCEDURE
 - 5.) FINANCIALS
- IX. Public Comment
- X. Consideration of Bills

**Council
Proceedings
(Unofficial)**

A Regular Meeting of the St. Ignace City Council was held on Monday, July 2, 2018, in the Council Chambers at City Hall.

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

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

Absent: None.

Staff Present: Mike Stelmaszek, City Manager; Mark Wilk, Police Chief; Andrea Insley, City Clerk/Treasurer and Scott Marshall, Recreation Director.

Consideration of minutes from June 18, 2018 Council meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember Pelter, to approve the minutes of June 18, 2018. Motion carried unanimously.

Limited Public Comment: None.

Additions to the Agenda:

Councilmember Pelter – Proposal of Procedure to Council.
Police Chief Wilk – Police Department Update.

1. USDA-RD CERTIFICATION FOR R.O.W. MAP:

City Manager Stelmaszek presented Council with the USDA Right-Of-Way Certificate for the upcoming Wastewater Project, noting the North State Street portion of the project has been placed on hold due to lack of one relevant property owner not approving a right-of-way for the project.

It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to approve the USDA Right-Of-Way Certificate. Motion carried unanimously.

2. RESOLUTION OF ABANDONMENT CORRECTION:

Correction made to property description as stated in original resolution dated September 18, 2017.

RESOLUTION OF ABANDONMENT

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

WHEREAS, a petition has been received requesting the City Council to vacate, discontinue or abandon the following:

A 20-foot wide alley located East of Lot 5 and West of Lots 2, 3 and 4 of Block 2 of Hombach's and Edison Moore & Co.'s plat, according to the recorded plat thereof, recorded in Liber 1 of Plats, page 43, Mackinac County records, City of St. Ignace, Mackinac County, MI.

WHEREAS, Chapter VII, Section 7.6a of the City Charter requires such action to be done by resolution of the Council, with the resolution first introduced and thereafter, before final adoption, to hold a Public Hearing with at least one week prior notice published thereof.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Ignace, Michigan is hereby considering to vacate, discontinue or abolish the above described property, subject to a reservation of City sewer and utilities, and

BE IT FURTHER RESOLVED, that notice be published in The St. Ignace News calling for a Public Hearing on the resolution, said meeting to be held on October 2, 2017 at 7:00 p.m. in the City Council Chambers of the St. Ignace Municipal Building.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

3. RECREATION AGREEMENT:

City Manager Stelmaszek informed Council that Moran Township requests to change the due date listed in the Recreation Agreement from March 1st to April 30th.

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember St. Louis, to allow the change in the due date listed in the Recreation Agreement. Motion carried unanimously.

4. CITY OF ST. IGNACE YELLOW BIKE WAIVER:

City Manager Stelmaszek proposed to Council the "City of" be added to the current St. Ignace Yellow Bike Waiver, recognizing the City would then officially administer the Yellow Bike Program through the Marina with the stipulation that any other costs for the program will not be the responsibility of the City.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Paquin, to approve the City to administer the St. Ignace Yellow Bike Program and be named on waiver. Motion carried unanimously.

5. AMERICAN TOWER LEASE:

City Manager Stelmaszek presented to Council that American Tower Corporation has proposed a 50- year antenna easement for up to \$272, 232 be considered to replace the current 2015 lease agreement with the City. City Manager Stelmaszek noted the current lease agreement includes monthly lease payments with three percent incremental annual increases, as well as fifteen percent revenue from any profits the lessee receives with any third-party leasing.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Paquin, to remain under the conditions of the original 2015 Lease Agreement and to not accept the long-term antenna easement proposal. Motion carried unanimously.

6. PROPOSED LAND PURCHASE FOR GOLF COURSE:

City Manager Stelmaszek informed Council that the St. Ignace Golf Course Committee has recommended purchasing ½ acre of land, positioned northeast of the Golf Course, with funds from the City of St. Ignace 2008 CD.

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve the purchase of the ½ acre of land with the funds from the City of St. Ignace 2008 CD. Motion carried unanimously.

7. RECREATION INTERIM POSITION:

City Manager Stelmaszek announced to Council that the DDA Board is requesting Scott Marshall begin training as DDA Director July 9th. City Manager Stelmaszek noted that the DDA agrees to compensate Mr. Marshall with 50% of his DDA salary while the other 50% of his compensation be paid from his current Recreation salary from July 9th through August 6th, allowing his working hours to be split between the two departments.

It was moved by Mayor Litzner, seconded by Mayor Pro-Tem Paquin, to approve Scott Marshall be compensated by 50% of his DDA salary and 50% of his current Recreation Director salary from July 9th through August 6th, 2018, while splitting his working hours between each department during this time. Motion carried unanimously.

City Manager Stelmaszek also requested Council approve that Scott Marshall and he appoint a temporary Interim-Recreation Director to begin August 6th until the position is officially filled.

After some discussion, it was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to allow City Manager Stelmaszek and Scott Marshall to appoint a current employee of Little Bear East as a temporary Interim-Recreation Director at a rate of \$15 per hour beginning August 6th until the position has been officially filled. Motion carried six to one.

Additions to the Agenda:

Councilmember Pelter – Proposal of Procedure to Council.

Councilmember Pelter presented Council with a proposal of procedure to respond to Public Comment during regular Council meetings, noting she would like Council to review and consider implementing the process as a standard of proceedings.

Police Chief Wilk – Police Department Update.

Police Chief Wilk informed Council there have been six applications submitted to date for the openings in the Police Department, and Officer Paul is scheduled to depart from the City two days prior to his original notice.

Public Comment:

Public comment was received regarding the Yellow Bike program and the speaker system implemented in the City Hall Council Chambers.

Consideration of Bills:

Mayor Litzner recommended the EUP Regional Planning invoice payment be excluded and reviewed. It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Fullerton, to approve payment of the bills in the amount of \$25,459.82. Motion carried unanimously.

The following bills were presented to Council for payment for June 18, 2018:

A & I MIDWEST PRINTING CO	234.00
ACE HARDWARE	167.90
ALFRED FELEPPA	194.25
ANDERSON TACKMAN & COMPANY	6,788.75
ARCTIC GLACIER USA INC	255.20
BELONGA'S PLUMBING AND HEATING	488.05
BLUE BOOK	27.95
BSN/PASSON'S/US GAMES	514.97
CHARLES J. PALMER, P.C.	723.12
ENTERPRISE VENDING, INC	16.80
ENVIRONMENTAL SYSTEMS RESEARCH INST	700.00
EUP REGIONAL PLANNING	1,750.00
FITNESS THINGS	1,998.00
GEORGES AUTO PARTS	145.00
GIFTS GALORE	220.00

KIMBALL-MIDWEST	255.05
LYNN AUTO PARTS	1,181.52
MICHAEL RICHARD LAMB	397.00
MUNICIPAL CODE CORPORATION	250.00
OSCAR W LARSON	170.00
PARAGON LABS	2,513.50
PATRICIA SANDERS	113.00
POWER PLAN	705.92
R S TECHNICAL SERVICES INC	115.33
SAULT PRINTING COMPANY	131.76
SCHWARTZ BOILER SHOP INC	337.50
SILVERSMITH INC	1,215.00
SPARTAN STORES	141.03
ST IGNACE AUTOMOTIVE	769.35
STRAITS BUILDING CENTER	1,175.13
TAYLOR RENTAL	2,669.00
WATCH DOG GOOSE PATROL	240.27
WESLEY H MAURER JR	605.47

Grand Total: \$27,209.82

Consideration of Bills:

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Fullerton, to approve payment of the bills in the amount \$ 42,830.31. Motion carried unanimously.

The following bills were presented to Council for payment for July 2, 2018:

A & I MIDWEST PRINTING CO	86.50
AIRGAS USA LLC	263.72
BACCO CONSTRUCTION CO	1,933.72
BELONGA'S PLUMBING AND HEATING	240.50
CHEBOYGAN LIFE SUPPORT SYSTEMS INC	18,000.00
CRANE ENGINEERING SALES INC	4,087.00
EUP REGIONAL PLANNING	1,750.00
FIRE PROS, INC.	120.00
GIFTS GALORE	30.00
GORDON FOOD SERVICE	255.38
GREAT LAKES COCA-COLA DISTRIBUTION	450.86
HACH COMPANY	1,500.76
HYDRITE CHEMICAL CO	1,534.76
INTERSTATE BATTERIES	267.30
KELLY J CHAMPION	578.50
KSS ENTERPRISES	2,665.63
MACKINAC SALES	1,487.33
MICHAEL RICHARD LAMB	130.00

MICHIGAN RURAL WATER ASSOCIATION	690.00
NATIONAL OFFICE PRODUCTS	1,839.93
NCL OF WISCONSIN INC	669.47
PARAGON LABS	850.00
ST IGNACE IN BLOOM	156.13
ST IGNACE TRUE VALUE	2,738.62
WESLEY H MAURER JR	504.20
Grand Total:	\$ 42,830.31

There being no further business, the meeting adjourned at 7:48 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

CITY COUNCIL MEETING
City Council Chambers
Monday, July 16th, 2018
******MANAGERS REPORT******

REVIEW OF RRC PROGRESS REPORT AND CERTIFICATION PROCESS

To be presented by Dr. Betsy Darrel-Heart.

APPROVAL OF ELECTION OFFICIALS

These are for the election site personnel that work at precinct #1 (LBE).

REQUEST TO FILL THE VACANCY CREATED BY SCOTT MARSHALLS ACCEPTANCE OF A NEW POSITION

There is the alternative of splitting the position into two administrative operational positions (refer to attached fact sheet). This alternative has the support of the Recreation Committee. One option in implementing this is to work with the current staffing levels at a cost savings of about \$20,000. The logistics of implementing this option would require filling one of the positions at a time.

The second option is to add another staff position splitting the current vacant position into two, creating an additional position (from 3 people to 4) in the process. Implementing this option would be at the additional cost to the City of about \$7,731. The logistics of implementing this option would allow both positions to be filled at the same time.

If one of the current positions became vacant in the implementation of this option, this vacant position could be reviewed at that time to decide if it needed to be filled or eliminated. Eliminating a vacant position in this circumstance would result in the same approximate cost savings stated in the first option.

REVIEW OF PROPOSED PUBLIC COMMENT PROCEDURE

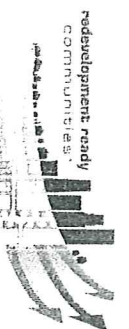
Council discussion.

FINANCIALS Presented by City Manager.

Report on other Matters

The purchase of the parcel of property adjacent the Golf Course went through last Wednesday.

During discussions regarding the renewal of the Recreation Agreement, the discussion also came up about Moran Township subsidizing the Golf course similarly to how it helps LBE. As a result Moran Twp voted at a recent meeting to contribute \$6,000 to the Golf course budget (this year) in exchange for 10% off (and limited free golfing for kids) a membership for Moran Twp Residence. After the 10% discount is factored in, it should increase their net revenues by about \$5,000.



RRC[®] - Quarterly Progress Report 1

This document is designed to inform the RRC Team of progress your community has made in terms of implementing the necessary steps to meet the RRC Best Practices.

Community Name: CITY OF ST. IGNACE

Name of Staff Member Completing Report: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

Instructions

Please describe the progress your community has made toward implementing the RRC Best Practices. Complete the table below by describing the progress your community has made and estimating a date each task will be completed. Please be as thorough as possible in your comments and attach documentation to your email response or provide hyperlinks as appropriate.

- The “**BP**” and “**Evaluation Criteria**” columns identify which Best Practice and Evaluation Criteria are being addressed.
- The “**Recommended Action for Certification**” column was taken directly from the RRC Report of Findings and describes the actions your community could take to fulfill the expectations of each Best Practice. While the RRC Report of Findings outlined these recommended actions for your community, your community may choose alternative methods as long as all of the best practice criteria are met.
- The “**Progress Made**” column is for you to explain what steps have been taken toward meeting this specific recommendation.
- Finally, the “**Estimated Date of Completion**” column asks you to estimate a time frame for when a particular recommended action will be completed.

**Note: See questions on page three of this document.*

BP	Evaluation Criteria	Recommended Action for	Progress Made	Estimated Date of
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		Certification	Completion
1.1.1	Governing body has adopted a master plan in the past five years.	Complete the master plan process currently underway.	
1.1.2	Governing body has adopted a capital improvements plan.	Create a capital improvements plan.	
1.2.1	Community has a public participation strategy for engaging a diverse set of community stakeholders.	Create a documented public participation plan.	
1.2.3	The community shares outcomes of public participation processes.	In the participation plan, identify how the community will track and evaluate success. In the participation plan, clearly identify avenues for communicating results.	
2.1.2	Zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	Remove the extra review steps for mixed-use development. Adopt provisions to support historic and environmental preservation in the downtown. Adopt place-making provisions for the downtown. Review the tenants of formed-based code and determine whether it would be a good fit for downtown.	
2.1.3	Zoning ordinance includes flexible tools to encourage	Identify special land uses for each district.	

	development and redevelopment.	Clarify the special land use process. Conduct a review of all permitted uses and establish a more comprehensive list.		
2.1.5	The zoning ordinance includes standards to improve non-motorized transportation.	Adopt provisions to complete non-motorized connectivity throughout the community. Adopt provisions to support non-motorized amenities at least in the downtown.		
2.1.6	The zoning ordinance includes flexible parking standards.	Adopt at least one additional parking tool. Make the planning commission the final approver of parking waivers.		
2.1.7	Zoning ordinance includes standards for green infrastructure.	Adopt at least one additional provision to support green infrastructure.		
2.1.8	Zoning ordinance is user-friendly.	Convert the ordinance to a PDF or online version. Include additional graphics, tables and/or hyperlinks to improve navigation.		
2.1.9	The zoning ordinance articulates a thorough site plan review process. Community defines and offers conceptual site plan	Establish a clear site plan review process in the ordinance. Establish pre-application meetings for site plans.		

	review meetings for applicants.	Set expectations and a checklist to guide outcomes. Advertise meeting availability online.		
3.1.4	The appropriate departments engage in a joint site plan reviews.	Formalize a joint site plan review team.		
	The community has a clearly documented internal staff review policy.	Clearly document the internal review process including roles, responsibilities and timelines.		
3.1.6	Community acts promptly on development requests	Clarify which site plans receive administrative versus planning commission approval. Develop flowcharts to document the site plan review processes.		
	Community has a method to track development projects.	Create a system to track development projects from application to occupancy.		
	Community annually reviews successes and challenges with the development review process.	Develop a method to obtain feedback from development review customers at least annually. Review the feedback with the joint site plan review team and planning commission.		
3.2.1	Community maintains a guide to development that explains policies, procedures and steps to obtain approvals.	Create a Guide to Development which includes all the information requested in this best practice.		

3.2.2	Community annually reviews the fee schedule.	Annually review the fee schedule.		
4.1.1	Community sets expectations for board and commission positions.	Explore ways to accept credit cards to pay fees. Make the application for boards and commissions available online. Define expectations and desired skill sets for at least the planning commission, DDA and zoning board of appeals.		
4.1.2	Community provides orientation packets to all members of development-related boards/commissions.	Create orientation packets for the ZBA, DDA and City Council.		
4.2.2	Community identifies training needs and tracks attendance for elected and appointed officials and staff.	Identify training priorities on an annual basis		
4.2.4	Community shares information between elected and appointed officials and staff	Share minutes between council, boards and commissions. Hold an annual joint meeting between the city council, planning commission and DDA.		
	The community identified and prioritizes redevelopment sites.	Identify and prioritize at least three redevelopment sites.		
	The community gathers basic information for at least three priority sites.	Gather basic information for at least three priority sites.		

5.1.3	The community has developed a vision for at least three priority sites.	Develop a vision/desired outcome for at least three priority sites.		
5.1.4	The community identified potential resources and incentives for at least three priority sites.	Identify incentives or tools for at least three priority sites.		
5.1.5	The community prepares a property information package for at least one priority site.	Create a full property information package for at least one site.		
5.1.6	Prioritized redevelopment sites are actively marketed.	Actively market at least the property information package in accordance with the city's marketing strategy.		
6.1.1	Community has an approved economic development strategy.	Develop an economic development strategy.		
6.1.2	Community annually reviews the economic development strategy.	Annually review the strategy.		
6.2.1	Community has developed a marketing strategy.	Work with partners to establish a consistent message. Develop a marketing strategy using the RRC marketing strategy guide.		
6.2.2	Community has an updated, user-friendly municipal website.	Update the city website to create a centralized location for planning, zoning and development information.		

Additional Questions/Feedback

1. Does your community have funds available to complete the recommended actions? If not, please describe the technical assistance you think would be the most helpful in achieving RRC Certification.

2. Has your community used any of the RRC Resource Guides or the Online Library of Resources? Are there additional guides you think would be helpful?

3. Please describe any new activities on the following redevelopment ready sites (e.g. revised vision, new financial tool, design work, change in ownership, construction activity, etc.):

Project Name and Address	Project Status	Explanation of New Activity
Project name/address	Insert text here	Insert text here
Project name/address	Insert text here	Insert text here
Project name/address	Insert text here	Insert text here
Project name/address	Insert text here	Insert text here
Project name/address	Insert text here	Insert text here

4. Please list any additional redevelopment ready sites your community has identified since the last progress report was submitted.

5. Please describe any community successes, lessons learned or redevelopment challenges your community has encountered.

[Click here to enter text.](#)

Current Director and Assistant Wages and Benefits

Account #	2017 Director Cost	Current Annual Assist. Cost
752-706 Wages	\$48,733*	\$24,544**
752-715 Social Security	\$ 3,678* (7.5%)	1,852**(7.5%)
752-716 Health Benefits	\$ 14,010* (yearly Fam)	Nothing
752-716 Add. Health Premium	\$ 1,156*	Nothing
752-717 Life Insurance	\$ 276*	Nothing
752-718 Retirement	\$ 23,069* (47%)	Nothing
752-721 MESC	\$ 311*	\$ 1,210**(3.7%)
752-725 Workman's Comp.	\$ 251*	126**
	Totals: \$ 91,484*	\$27,732**

Combined Total: \$119,216

*Half out of fund #508-Recreation, and half out of fund #509-LBE.

**40% out of fund #508-Recreation, and 60% out of fund #509-LBE

New Recreation Dir. Position	New Facility MGR Position	
752-706 Wages	\$34,000	\$34,000
752-715 Social Security	\$ 2,550 (7.5%)	\$ 2,550 (7.5%)
752-716 Health Benefit	\$ 8,304***	\$ 8,304***
752-716 Add. Health Prem.	\$ 1,156	\$ 1,156
752-717 Life Insurance	\$ 276	\$ 276
752-718 Retirement	\$ 1,258 (3.7%)	\$ 1,258 (3.7%)
752-721 MESC	\$ 1,676 (4.93%)	\$ 1,676(4.93%)
752-725 Workman's Comp	\$ 180	\$ 180
	Totals: \$ 49,400	\$ 49,400

Combined Total: \$98,800

***Median Single Subscriber rate (age 42)

PROCEDURE FOR RESPONDING TO QUESTIONS POSED
DURING PUBLIC COMMENT

1. Speakers shall be asked to state whether they have a comment or a question.
2. Questions shall be written out within two business days following the council meeting by the meeting secretary or a member of city council previously designated.
3. All questions should be given immediately to the city manager to be distributed to the appropriate department head, committee, commission, mayor, or council person. Responses should be drafted by the appropriate department head or chair person or designee, or the appropriate elected official. Elected officials may not delegate the responsibility to reply.
4. The city manager shall only respond to questions that directly relate to his or her responsibilities, authority, or scope of employment. The city manager shall not draft or edit a response on behalf of any other party, department, committee, or commission.
5. Responses shall be returned to the mayor within two weeks for inclusion on the next council meeting agenda. Answers shall not be placed on work session agendas. The responding party shall determine if it is necessary to directly contact the speaker who asked the question.
6. If the question is deemed to be an issue for a party or organization which is not appointed, created, or supervised by the city council or the mayor (such as the DDA, a private organization, committee, or commission, or a matter which involves a contractor working for the city but does not relate the to the work being performed,) then the manager shall notify the mayor prior to the city council meeting immediately following the one in which the question was posed and the mayor shall include that notification on the agenda. Neither the city manager nor the mayor is responsible for identifying to which agency the question should have been directed.
7. If the city manager is unavailable for more than one business day on the day that the written questions are prepared, the questions shall be given to the mayor to distribute, if both the city manager and the mayor are unavailable, the question shall be given to the mayor pro tem to distribute.