

**CITY COUNCIL MEETING**  
St. Ignace, Michigan  
Monday, August 19, 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 August 5, 2019 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business
  - 1. **REQUEST TO OPEN PAVING BIDS FOR A SECTION OF FIRST STREET**
  - 2. **RECREATION DIRECTOR RESIGNATION**
  - 3. **PERMISSION FOR OFFICER TRAINING IN MARQUETTE**
  - 4. **PROFESSIONAL SERVICES AGREEMENT WATERWAYS PROJECT  
MARINA GRANT**
  - 5. **FINANCIALS**
- 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, August 5, 2019, in the Council Chambers at City Hall.

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

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

**Absent:** None.

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

**Consideration of minutes from July 15, 2019 Council meeting:**

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Paquin, to approve the minutes of July 15, 2019. Motion carried unanimously.

**Limited Public Comment:**

Public comment was received regarding the City Charter and Police matters.

**Additions to the Agenda:** None.

**1. RESOLUTION RICHARD CRANE MEMORIAL TRUCK SHOW:**

**RESOLUTION**

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

WHEREAS, St. Ignace Visitors Bureau annually sponsors the "Richard Crane Memorial Truck Show" and

WHEREAS, the event requires the use of public property located within the City limits of the City of St. Ignace; and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", as amended, requires certain criteria be met by St. Ignace Visitors Bureau to comply with the "Special Events" requirements of the City; and

WHEREAS, St. Ignace Visitors Bureau must provide the City Council with all of the information required by Ordinance No. 413, and

FURTHER BE IT RESOLVED, that the City Council does approve St. Ignace Visitors Bureau, to be a "Special Events Organization", and approves the use of the public properties within the City limits for this event on the days of September 13, 14, 15, 2019 and further grants St. Ignace Visitors Bureau, to have vending during the event that is approved by the City. Further, neither the City nor the St. Ignace Downtown Development Authority financially participates in the "Richard Crane Memorial Truck Show", and

FURTHER BE IT RESOLVED, that the City does approve, subject to compliance with City rules and regulations, the use of the St. Ignace Little Bear East Community Center and parking lot and State Street closure between Marquette and Truckey Streets.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

**2. RESOLUTION TREK THE MIGHTY MACK:**

**RESOLUTION**

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

**WHEREAS**, the St. Ignace Visitors Bureau request permission to conduct the Trek the Mighty Mac, and

**WHEREAS**, this event requires the usage of I-75NB and I-75BL and the St. Ignace 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 Visitors Bureau 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 I-75NB, I-75BL and the St. Ignace Little Bear East Arena parking lot for this event on Saturday, September 21, 2019.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

**Public Comment:**

Public comment was received regarding ordinance enforcement.

**Consideration of Bills:**

It was moved by Mayor Litzner, seconded by Councilmember Clapperton, to approve payment of the bills in the amount of \$77,276.70. Motion carried unanimously.

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

ALFRED FELEPPA	47.25
ANDERSON TACKMAN & COMPANY	22,616.93
BELONGA'S PLUMBING AND HEATING	46.84
BENDZINSKI & CO	1,000.00
BRIANNA ALLEN	640.00
BS & A SOFTWARE	279.00
CHARLES J. PALMER, P.C.	3,120.23
CLOVERLAND ELECTRIC CO-OP	6,865.84
EJ USA INC	339.40
ETNA SUPPLY COMPANY	210.00
FIRE SUPPRESSION PRODUCTS	650.00
GRAND TRAVERSE DIESEL SERVICE, INC.	477.72
HACH COMPANY	1,598.12
HAKOLA PORTA JOHN SERVICE & RENTALS	130.00
HD SUPPLY FACILITIES MAINTENANCE LT	681.03
KSS ENTERPRISES	2,063.44
MACKINAC PLUMBING AND HEATING CO	154.01
MACKINAC SALES	229.20
MACKINAC STARTER & ALTERNATOR	235.00
MICHAEL RICHARD LAMB	190.00
MICHIGAN WATER ENVIRONMENT ASSOC	150.00
NORRIS CONTRACTING	2,500.00
NORTHERN SHIRT COMPANY, LLC	6.00
OSCAR W LARSON	1,720.11
PARAGON LABS	389.00
R & R FIRE TRUCK REPAIR	6,694.01
RUDYARD ELECTRICAL SERVICE INC	20,315.00
SAFELITE FULFILLMENT, INC	417.97
SAMANTHA RADECKI	15.00
SCHWARTZ BOILER SHOP INC	438.75
SENSUS USA INC	1,715.95
SOLUTIONS TELECOMMUNICATIONS INC.	245.00
ST IGNACE TRUE VALUE	718.09
SYNCB/AMAZON	51.99
TELE-RAD INC	124.77
TERYN WILLIAMS	163.80
WESLEY H MAURER JR	37.25
Grand Total:	\$77,276.70

There being no further business, the meeting adjourned at 7:13 p.m.

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Connie Litzner, Mayor

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Andrea Insley, City Clerk/Treasurer

**CITY COUNCIL MEETING**  
City Council Chambers  
Monday, August 19th, 2019  
**\*\*\*\*MANAGERS REPORT\*\*\*\***

**BID OPENING REQUEST**

Bill Fraser will be bidding out the paving project for a section of First Street. For the purpose of being able to provide you with a recommendation at our next meeting, we are asking for approval to set the ending of the bid period and opening time for 2:00pm on August 30<sup>th</sup>, 2019.

**RESIGNATION LETTER FROM TERYN WILLIAMS**

Our Recreation Director Teryn Williams has submitted a letter of resignation for the purpose of pursuing other opportunities in Texas (see attached letter). Her last day will be October 4<sup>th</sup>, 2019. These circumstances have provided an opportunity to review the current structure of our Recreation Department (508 Fund) and Community Center Operations (509 Fund). Attached is a proposal (prepared by Teryn Williams) currently being considered by our Recreation Committee. I will brief you of the outcome of their review when I receive their recommendation on this proposal.

**TRAINING REQUEST**

Chief Brown is requesting approval to send two officers (Officer Paul and Sgt. Mitchell) to an overnight training in Marquette. It is good training designed to reinforce Leadership Skills and influence positive and clear methodologies to work related issues (see attached training brief). The training is free and the other expenses are in their budget.

**SPECIAL SERVICES AGREEMENT FOR MARINA WATERWAYS PROJECT**

This agreement is required for the project and is in the grant budget. The agreement provisions require Council approval to proceed.

## **OTHER MATTERS**

Bill Fraser has been working with C2ae and Elmer's regarding logistical issues in preparation for the upcoming sewer project. Tentatively the project will get underway later this month.

The sale is now complete for the small piece of property located at 199 Ferry Lane (to be part of property #052-006-013-10), the City sold it to John Basel.

There are two additional upcoming project bid openings in the next month. The first one is for the Recreation Project adjacent LBE at 2pm in the offices of RS Scott. The second bid opening is for our new Fire Station. This will occur at the Building Authority meeting scheduled on September 4<sup>th</sup> at 9:30am in Council Chambers. Both events are open to everyone.

I was briefed at last week's Golf Committee meeting about their plan to add nine new alternate tee sites; one for each existing hole. This would be at a cost of \$12,000 to \$15,000 and could be paid for out of a CD the City has that is restricted to be used for expansion of the Golf Course. Completion of this initiative would result in an eighteen hole alternative to our nine hole course. There is an article about it in last week's paper.



## 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: August 14, 2019

Re: North First Street Paving Bids

To: Council Members/City Manager

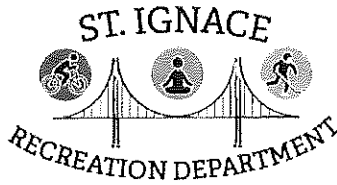
I am requesting permission for myself and the City Engineer Brian Olsen to open paving bids for North First Street on Friday, August 30, 2019 at 2 p.m. This will give me time to review the bids and report my recommendation to Council at the Tuesday, September 3 meeting.

Bill Fraser

DPW Director

[bfraser@lighthouse.net](mailto:bfraser@lighthouse.net)

(906) 430-0090



City of St. Ignace Recreation Department  
275 Marquette St, City of St. Ignace  
Telephone: (906) 643-8676  
[www.stignacerec.net](http://www.stignacerec.net) [Recreation@cityofstignace.net](mailto:Recreation@cityofstignace.net)

Dear Council,

Please accept this letter as formal notification that I am resigning from my position as Recreation Director. My last day will be October 4<sup>th</sup>.

Thank you so much for the opportunity to work in this position this year. I have greatly enjoyed and appreciated the opportunities I have had to grow.

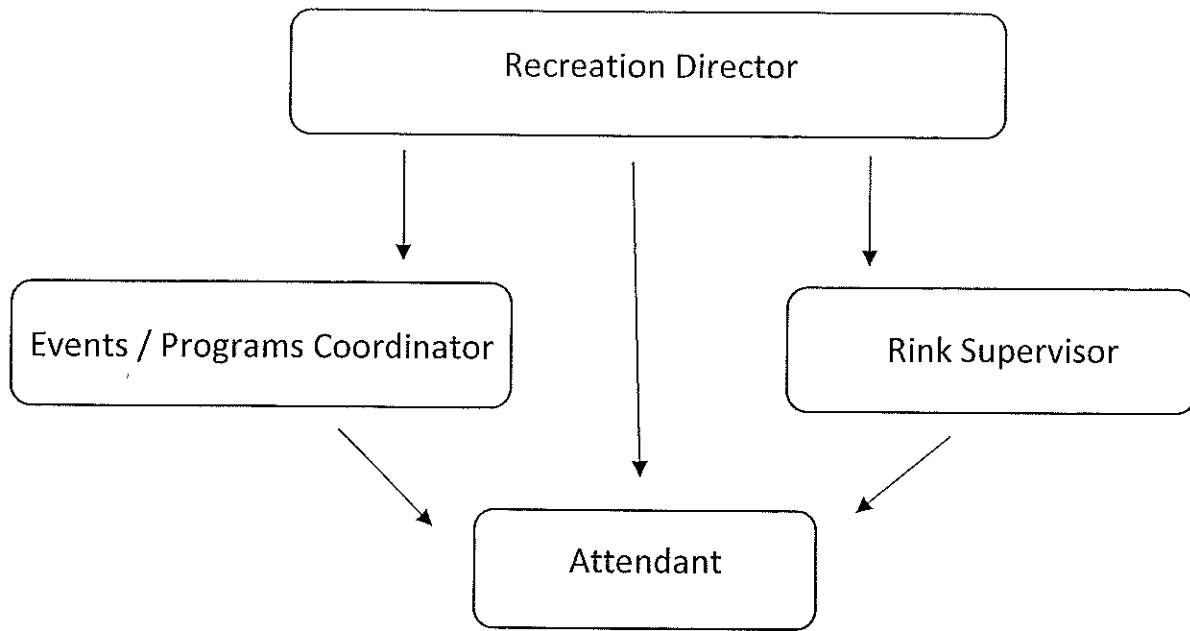
I will do everything possible to wrap up my duties and help in any way I can before I leave. Please let me know if there is anything else I can do to help during this transition.

I wish the department continued success.

Sincerely,  
Teryn Williams



# St. Ignace Recreation Department



Recreation Director (\$45,000)

Events and Programs Coordinator (\$30,000 or \$15 an hour)

Rink Supervisor (Seasonal)

Building Attendant

Fitness Center Attendant (part time)

The way the department was being run in the past did not work due to the budget concerns as well as one person was doing everything. The current situation does not work at all as well, it is very confusing and overall does not make sense. I have put together a portfolio of the way I see the departments working in a way that is best for the city as well as best for the departments. It helps eliminate much of the current issues we have. A big issue has been what is recreation and what is not, and realistically everything being done by both myself and Kevin is all recreation. It needs to be an overall one department. The issue at the beginning was that recreation money was being used for Little Bear and back and forth, but at the end of the day the city is providing the recreation department with the money there is no millage currently. I have put together this portfolio and you can see by the budget it helps everyone. We were able to eliminate costs that were being spent by both departments, as well as eliminate line items that had money allocated to it that was unnecessary. Money is being used where it needs to be, there is money for programs, there is money for events, tournaments, and so forth. The way we have this split up is there is one recreation director, they oversee everything, handling the final decisions on everything. Below them there is an events/programs coordinator, they are essentially what I was doing, scheduling programs, ensuring things are set up, handling all the programs and now also the conference room. However, we then have employees below that are the ones that will then be setting up for programs, being there, taking money, whatever it may be. We also will have a rink supervisor, they will be seasonal, someone to help run the hockey tournaments, someone who understands the ice, zamboni and all of that. We will then have general workers below that to help with day to day maintenance and events. The big issue currently is the fitness center as well, with this new budget we have enough money to place someone in the fitness center part time, they will handle all the cleaning, data entry of all the members, taking money and ensuring people follow the rules. I believe this way would help alleviate many of the issues we currently face. I hope in my absence you will take this into consideration.

#### Issues with the current department structure

- The community members do not understand which department does what, it is very confusing for an outsider
- With the recreation department only having one person, when the director is out of the office there is nobody there to answer questions, take registrations, etc.
- Relying important information back and forth to departments gets lost
- There is a problem of organization and communication, it is difficult for each of us to do our job as we share a space and can be difficult when scheduling events and programs
- If the rec department has a program in the rink or conference room, and employee needs to be present to either simply collect money or be there to ensure it runs smoothly. There is already a Little Bear employee in the building doing nothing, however, since this is a rec program a rec employee needs to be present, so we are essentially paying two employees to do nothing.

## St. Ignace Recreation Director

### General Purpose

Perform administrative, supervisory, and professional work in the planning, development and operations of comprehensive public recreation program for the community. Promote and manage facility and community business.

### Duties

- Manages the St. Ignace Recreation Department along with programs therein; including staffing, maintenance, and marketing.
- Trains, supervises and evaluates work performance of full-time and seasonal personnel; Hires and terminates employees, schedules and assigns recreation personnel.
- Provides risk management practices; ensure safety rules, regulations and procedures are followed; make sure employees are trained in safety procedures.
- Prepares and manages annual budget for recreation functions. Prepares board packets and attends recreation board meetings.
- Approves purchases of supplies and operating inventory for recreation programs and facility.
- Performs public relations duties, responds to complaints; handles all league suspensions and rule enforcement; prepares news releases, information and marketing bulletins or other publicity on recreation activities.
- Assists with Event and Program Coordinator to identify and meet the recreational needs of the community
- Develop long- and short-range planning for a comprehensive city wide recreation program; propose long range capital improvement and development of facilities, equipment and programs.
- Grant writing, work with area organizations (SIHA, Visitors Bureau, Sault Tribe, Chamber of Commerce, and Local Government.
- Responsible for the marketing and promoting of the recreation programs and facilities, including web pages and social media.
- Give recreation board updates and future plans to ensure they have input on activities.

### Minimum Qualification

Education and Experience: High school graduate or equivalent. Bachelor's degree in related field or can be supplemented with 3 years related experience.

## Events and Program Coordinator

### General Purpose

Under the direction of the Director, the Events and Program Coordinator is responsible for the supervision, coordination, planning, implementation, and evaluation of year-round community programs and events.

### Duties

- Work with recreation director to develop, implement and evaluate comprehensive community recreation programs and events for youth, adults, and seniors in the areas of art, sports, leisure, fitness, and enrichment.
- In the absence of the recreation director, provides supervision for day to day operations.
- Coordinates schedules and supervises use of athletic fields, conference rooms, and other recreational facilities for program and event use.
- Provides information and assistance to program instructors, leaders, participants and general public regarding programs and events
- Responsible for marketing and promoting recreation programs and events including web page and social media.
- Data entry for programs / fitness center
- Maintains budget for recreational programs
- Works independently and is responsible for overseeing activities at designated locations
- Assists and directs maintenance staff with breakdown and set up of events. Creates and provides a detailed set up/take down sheet prior to every event.
- Responsible for the scheduling of ice time and events in the building
- Develop, manage, and promote tournament and events
- Promote facility rentals and fitness center
- Prioritize job tasks and complete them within specified time frames meeting strict deadlines
- Ability to interact and maintain good relations with the community and staff
- Assists in supervising staff, instructors, and volunteers.
- Give recreation board updates and future plans to ensure they have input on activities.

### Minimum Qualifications

Education and Experience: High school diploma or equivalent.

## **Rink Supervisor (Seasonal)**

### **General Purpose**

The Rink Supervisor is responsible for the overall maintenance and treatment of the ice rink. The Rink Supervisor is also responsible for delegating and teaching tasks to other members of the maintenance staff as well as coordinating with the Events and Program Coordinator.

### **Duties**

- Provides risk management practices; ensure all safety rules, regulations and procedures are followed; make sure that employees are trained in safety procedures.
- Building, equipment, and grounds maintenance and improvements, to include snow removal. Responsibilities include LBE and other recreation department facilities.
- Installs and maintains ice and refrigeration equipment
- Trains and supervises maintenance staff
- Assists with general maintenance and cleaning
- Assists with game day operations for all hockey tournaments
- Assists with set up and tear down for all events

### **Minimum Qualification**

Education and Experience: High school diploma or equivalent. Experience with or familiar with ice maintenance.

## **Building Attendant**

### **General Purpose**

The Rink Attendant must be able to operate and perform maintenance on the ice equipment as well as other general maintenance work around the arena when needed.

- Operate ice resurfacing equipment.
- Light mechanical maintenance.
- Assist with game day operations for hockey tournaments
- Clean the facility
- Set up/tear down for events
- Able to use a plow truck and shovel snow.
- Light maintenance work

### **Minimum Qualifications**

Education and Experience: High school diploma or equivalent.

## **Fitness Center Attendant (Part time)**

### **General Purpose**

The Fitness Center Attendant must be present in the Fitness Center and be able to answer resident questions and concerns as well as wipe down the equipment, manage the registration system, and enforce Fitness Center rules.

### **Duties**

- Manage filing and registration systems.
- Handles requests/questions from Fitness Center users.
- Enforce Fitness Center rules and expectations.
- Be able to assess the status of Fitness Center equipment.
- Clean Fitness Center daily (Ex. machines, floor, restrooms).

### **Minimum Qualifications**

Education and Experience: High school diploma or equivalent.



BUDGET REPORT FOR CITY OF ST. IGNACE RECREATION DEPARTMENT

Calculations as of 7/30/2019

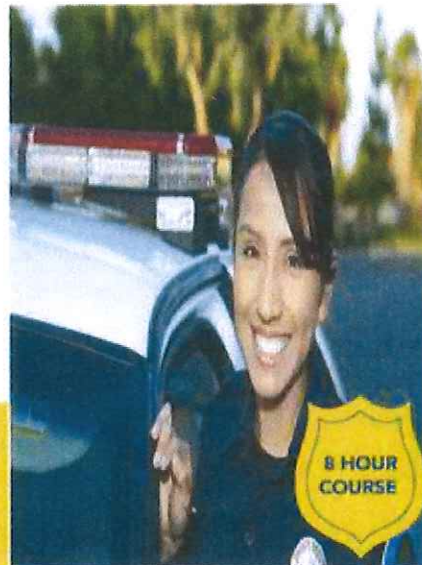
GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	2019 REQUESTED BUDGET	2020 Requested Budget
ESTIMATED REVENUES				
Dept 000 - REVENUE				
509-000-543.000	SAULT TRIBE/ CITY ALLOCATIONS	\$ 5,000	\$ -	\$ -
509-000-584.000	COMMUNITY FOUNDATION		\$ -	\$ -
509-000-586.000	SVB CONTRIBUTION	\$ 35,000	\$ 35,000	\$ 35,000
509-000-630.000	CONFERENCE RENTALS	\$ 36,000	\$ 30,000	\$ 20,000
509-000-631.000	ADVERTISING RENTALS	\$ 12,000	\$ 13,000	\$ 10,000
509-000-634.000	SKATE RENTAL / SHARPENING	\$ 200	\$ 200	\$ 800
509-000-636.000	CABLE TV FRANCHISE FEES	\$ 17,000	\$ 16,000	\$ 16,000
509-000-638.000	EVENTS	\$ 750	\$ -	\$ 10,000
509-000-640.000	RINK RENTALS	\$ 4,000	\$ 4,000	\$ 2,000
509-000-642.000	ARENA CONCESSIONS	\$ 6,000	\$ 2,000	\$ -
509-000-648.000	HOCKEY ASSOCIATION	\$ 45,000	\$ 40,000	\$ 40,000
509-000-652.000	MEMBERSHIPS, FITNESS CENTER	\$ 25,000	\$ 25,000	\$ 28,000
509-000-653.000	DAILY, FITNESS CENTER	\$ 2,000	\$ 2,000	\$ 2,000
509-000-655.000	AEROBIC CLASSES	\$ 600	\$ 600	\$ 600
509-000-657.000	VENDING/VIDEO	\$ 800	\$ 800	\$ 500
509-000-659.000	HOCKEY TOURNAMENTS	\$ 36,000	\$ 20,000	\$ 20,000
509-000-664.000	INTEREST EARNINGS	\$ 200	\$ 200	\$ 200
509-000-695.000	MISC. INCOME	\$ 4,000	\$ 3,000	\$ -
509-000-699.000	TRANS IN FM 101	\$ 20,000	\$ 20,000	\$ 20,000
509-000-699.005	TRANS IN FM 248	\$ 5,000	\$ 5,000	\$ 5,000
508-000-403.000	CURRENT PROPERTY TAX	\$ 67,478	\$ 82,526	\$ 80,000
508-000-403.001	TAX REIMB MI TAX TRIBUNAL	\$ (47)		\$ -
508-000-404.000	MORAN TWP.	\$ 18,028	\$ 18,000	\$ 18,000
508-000-407.000	DELINQ. PERS. PROP TAXES	\$ 336	\$ 200	\$ 200
508-000-664.000	INTEREST EARNINGS	\$ 28	\$ 20	\$ 40
508-000-651	PROGRAM EQUIPMENT RENTALS	-	\$ 100	\$ 500
508-000-645	PROGRAM REGISTRATION	-	\$ 1,500	\$ 8,000
508-000-590	DONATIONS	-	\$ -	\$ -
508-000-631	SPONSORSHIPS	-	\$ -	\$ 2,000
Totals for dept 000 - REVENUE		\$ 284,050	\$ 216,800	\$ 318,840

<b>Dept 752 - ADMINISTRATION</b>				
509-752-706.000	WAGES	\$ 30,000	\$ 37,000	\$ 47,000
509-752-715.000	SOCIAL SECURITY	\$ 1,800	\$ 1,900	\$ 1,500
509-752-716.000	HEALTH FRINGES	\$ 6,000	\$ 6,000	\$ 800
509-752-716.001	SELF FUNDING HEALTH PREMIUM	\$ 2,000	\$ 1,500	\$ 200
509-752-717.000	LIFE INS	\$ 125	\$ 125	\$ 200
509-752-718.000	RETIREMENT	\$ 10,500	\$ 1,200	\$ 600
509-752-721.000	MESC	\$ 200	\$ 275	\$ 600
509-752-725.000	WORKMAN'S COMP	\$ 150	\$ 225	\$ 300
509-752-935	PROPERTY LIABILITY INS			\$ 8,000
509-752-755.000	UNIFORMS	\$ 750	\$ 400	\$ 800
<b>Totals for dept 752 - ADMINISTRATION</b>		<b>\$ 51,525</b>	<b>\$ 48,225</b>	<b>\$ 60,000</b>
<b>Dept 762 - REC OPERATIONS</b>				
509-762-707.000	WAGES, TEMPORARY	\$ 20,000	\$ 15,000	\$ 65,000
509-762-715.000	SOCIAL SECURITY	\$ 1,250	\$ 1,500	\$ 2,000
509-762-721.000	MESC	\$ 450	\$ 700	\$ 1,000
509-762-725.000	WORKMAN'S COMP	\$ 500	\$ 500	\$ 500
509-761-959	HOCKEY TOURNAMENTS	\$ 15,000	\$ 9,000	\$ 10,000
509-762-728.000	OFFICE SUPP	\$ 3,000	\$ 2,000	\$ 3,000
509-762-750.000	OPERATING SUPPLIES	\$ 3,000	\$ 1,500	\$ 6,000
509-762-759.000	GAS & OIL	\$ 1,000	\$ 250	\$ 600
509-762-776.000	BLDG. MAINT SUPPLIES	\$ 2,500	\$ 2,000	\$ 5,000
509-762-778.000	EQUIP MAINT SUPP	\$ 1,000	\$ 1,200	\$ 3,000
509-762-783.000	CONCESSIONS	\$ 1,000	\$ 1,000	\$ 2,000
509-762-818.000	CONTRACTED SERV	\$ 4,000	\$ 4,000	\$ 5,000
509-762-818.003	CATERING	\$ 750	\$ 500	\$ 500
509-762-853.000	COMMUNICATIONS	\$ 1,200	\$ 1,200	\$ 1,000
509-762-856.001	EVENTS EXP	\$ 5,000	\$ 4,000	\$ 5,000
509-762-900.000	PRINT & PUBLISH	\$ 750	\$ 750	\$ 1,500
509-762-918.000	UTILITIES, WATER	\$ 1,400	\$ 1,500	\$ 5,000
509-762-920.000	UTILITIES,ELECTRIC	\$ 9,000	\$ 12,000	\$ 45,000
509-762-921.000	UTILITIES, NATURAL GAS	\$ 10,000	\$ 6,000	\$ 19,500
509-762-943.000	EQUIPMENT RENTAL	\$ 1,300	\$ 1,500	\$ 1,000
509-762-956.000	SUNDRY	\$ 250	\$ 250	\$ 500
509-762-977.000	CAPITAL OUTLAY EQUIP	\$ 3,000	\$ 1,500	\$ 1,500
<b>Totals for dept 762 - REC OPERATIONS</b>		<b>\$ 75,910</b>	<b>\$ 67,850</b>	<b>\$ 183,600</b>

Dept 763 - FITNESS CENTER				
509-763-707.000	WAGES, TEMPORARY	\$ 10,000	\$ 12,000	\$ 10,000
509-763-715.000	SOCIAL SECURITY	\$ 750	\$ 1,000	\$ 300
509-763-721.000	MESC	\$ 225	\$ 540	\$ 300
509-763-725.000	WORKMAN'S COMP	\$ 225	\$ 375	\$ 300
509-763-854.000	CABLE TV	\$ 1,500	\$ 1,500	\$ 1,500
509-763-977.000	SUPPLIES/EQUIP	\$ 5,000	\$ 1,000	\$ 4,000
Totals for dept 763 - FITNESS CENTER		\$ 42,325	\$ 16,415	\$ 16,400
Dept 753 - PROGRAM FIELD				
508-753-707.000	WAGES	\$ 23,705	\$ 13,500	\$ 32,000
508-753-715.000	SOCIAL SECURITY	\$ 1,864	\$ 1,650	\$ 1,500
508-753-721.000	MESC	\$ 961	\$ 300	\$ 300
508-753-725.000	WORKMAN'S COMP	\$ 581	\$ 200	\$ 200
508-752-831.000	CONTRACTED SERV	\$ 1,750	\$ 5,500	\$ 7,500
508-753-855	WEBSITE		\$ 350	\$ 400
508-753-752	PROGRAM EQUIPMENT	-	\$ 2,000	\$ 7,000
Totals for dept 753 - RECREATION FIELDS		\$ 35,189	\$ 27,800	\$ 48,900
Dept 905 - DEBT SERVICE				
509-905-991.509	PRIN CENTRAL SAVINGS /LIGHTING	\$ 4,464	\$ 4,469	\$ 4,500
509-905-992.509	INT CENTRAL SAVINGS/LIGHTING	\$ 1,213	\$ 1,307	\$ 1,400
Totals for dept 905 - DEBT SERVICE		\$ 5,677	\$ 5,776	\$ 5,900
Dept 965 - TRANS TO OTHER FUNDS				
	TRANS TO 729		\$ 2,500	\$ 2,500
Totals for dept 965 - TRANS TO OTHER FUNDS		\$ -	\$ 15,000	\$ 2,500
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 289,637</b>	<b>\$ 234,761</b>	<b>\$ 317,300</b>
NET OF REVENUES/APPROPRIATIONS - FUND 509		\$ (5,587)	\$ 389	\$ 1,540



**COMMAND  
PRESENCE**  
TRANSFORMING GOOD OFFICERS INTO GREAT ONES



## Leading Without Rank: Leadership for Line Officers

### Leading Yourself, So You Can Lead Others

The belief that officers must have rank to be considered leaders is a myth that has hindered our profession for too long. Traditional leadership programs have focused on those who have already been promoted, but what about those who haven't? Some of the most effective leaders don't have brass on their collars or stripes on their sleeves. Leading Without Rank was designed to inspire officers to seek out leadership opportunities within organizations and provide the skills and motivation to influence behaviors of those around them. We will focus on:

**Authority and Influence**

**Building, Maintaining, and Fixing Relationships**

**Personal and Professional Development**

**Leading Yourself and "Ownership"**

**Unconditional Respect**

Host: Northern Michigan University

Date: August 28, 2019

Time: 8:00am - 5:00pm

Location: Northern Michigan University  
Jacobetti Complex - Room 132  
2296 Sugar Loaf Ave  
Marquette, MI 49855

Cost: This no cost training is provided with funding support from the Bureau of Justice Assistance National Training and Technical Assistance Center.

Registration: Email [dkyto@nmu.edu](mailto:dkyto@nmu.edu) or call (906)227-1408



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PROFESSIONAL SERVICES AGREEMENT  
WATERWAYS PROJECT

THIS AGREEMENT, entered into the 19th day of August, 2019, by and between the City of St. Ignace, hereinafter referred to as the "OWNER", and R.S. Scott Associates, Inc, hereafter referred to as the "ENGINEER/ARCHITECT."

WITNESSETH:

WHEREAS, the Owner is desirous of constructing certain recreational boating facilities to be developed on or adjacent to certain properties of Owner located at 13 South State; and

WHEREAS, the Owner desires that a complete preliminary study be made to determine the feasibility and the most desirable means of constructing said recreational boating facilities; and

WHEREAS, Engineer/Architect engages in the business of furnishing professional engineering/architectural services within the State of Michigan; and

WHEREAS, the Owner desires to engage the Engineer/Architect to make and to complete such a preliminary study including, but not limited to, conducting the necessary surveys and to prepare the necessary reports, sketches, drawings, designs, outline specifications, preliminary cost estimates; and

WHEREAS, the Owner, at its meeting held the 19th day of August, 2019, authorized the execution of this professional services agreement.

NOW THEREFORE, the parties hereto do mutually agree as follows:

1. The Engineer/Architect agrees to conduct a preliminary study which shall conform with professional standards and shall be conducted towards determining the economic and physical

feasibility of accomplishing the construction of certain recreational boating facilities to be developed on or adjacent to certain properties of Owner located at 13 South State St.

All plans, reports and other documents shall be prepared under the direct supervision of and signed and sealed by a registered professional Engineer/Architect duly registered as such in the State of Michigan. The said study shall contain, in addition to the usual content of such study, such additional data as is set forth hereinafter.

2. The Engineer/Architect agrees to perform the following services:

a. To make such topographic and hydrographic surveys as shall be necessary to:

(1) Locate all structures, pipelines, electrical lines, telephone lines, and sewers, physical features, ground elevations, and like information.

(2) Determine underwater navigational hazards and limits of areas to be dredged.

(3) Make reasonably accurate estimates of the volume of material to be dredged, excavated, and/or required for fill.

(4) Ascertain whether a property survey is necessary and advise the Owner in writing of the necessity of making the same, the reason why such survey is necessary, and the estimated cost thereof. The Engineer/Architect shall not conduct or have conducted a property survey unless specifically authorized to do so in writing by the Owner. In the event the Owner shall so authorize the Engineer/Architect, the cost of said property survey shall be considered an additional item above and beyond the compensation hereinafter provided. A property survey shall consist of locating and staking corners of the property and providing the Owner with a legal description and sketch signed and sealed by a registered land surveyor. In the event the Engineer/Architect shall perform or have performed a property survey without the express written

consent of the Owner, the Owner shall in no manner be obligated to pay any additional sum to the Engineer/Architect as a result of his making or having caused to be made such unauthorized property survey.

b. To make such studies of soil conditions as are necessary to design building foundations, foundation piles, spring piles, pavements, ramps, embankments, bulkheads, and to determine possible difficulties which may be encountered in dredging, excavating, and/or filling. Such studies shall include but shall not be limited to the following:

(1) Obtaining all the available data regarding soil conditions including, but not limited to, reports prepared by the U.S. Army Corps of Engineers, reports prepared by or for the Owner or others in the area, reports prepared by or for the Department of Transportation, discussions with persons who may be familiar with soil conditions in the area, and the gathering of all other like information which may be reasonably available.

(2) Making such probings and shallow-auger borings that are usually included within the scope of preliminary studies, but excluding the taking of test borings.

(3) Determining the necessity for making test borings and/or like investigations. If the Engineer/Architect determines such investigations and explorations are necessary, he/she shall set forth in writing the reasons why he/she deems such test or tests are necessary, and advise the Owner of the estimated cost of making the same. The Engineer/Architect shall not make or cause to be made such investigations or explorations without the express written consent of the Owner. In the event the Owner authorizes the making of such investigations and explorations, the actual cost of making the same shall be an additional cost above and beyond the hereinafter provided compensation. In the event the Engineer/Architect



shall make or cause to be made such explorations and investigations without first obtaining written permission from the Owner, the Owner shall not be liable for the cost of making the same.

c. To prepare preliminary designs and complete preliminary cost estimates necessary to determine the feasibility and cost of     \$3000.00    .

d. To prepare and provide to the Owner and to the Department of Natural Resources, Parks and Recreation Division, 5 copies each of the following items and materials:

(1) A written report describing the procedures and methods used in accomplishing the preliminary study required by this Agreement.

(2) A plan of the site of the work showing base lines, bench marks, proposed or actual boring and/or probing locations, logs of all subsurface investigations, and all pertinent topography including soundings referred to International Great Lakes Datum.

(3) A preliminary plan of the recommended work plus informative sections and elevations.

(4) A preliminary cost estimate for the recommended project subdivided into quantities and unit prices, and additional preliminary cost estimates and descriptions of other methods of providing the recreational boating facilities considered in arriving at the recommended project. Such cost estimate shall include an item for contingencies and an item for engineering.

e. To make such other studies and investigations and to prepare such other plans, reports, and documents that are generally included within the scope of a preliminary study.

3. The Owner agrees to pay and the Engineer/Architect agrees to accept:

a. A fee of     \$3000.00     Dollars, (    \$ Three thousand dollars    ), as compensation for the preliminary study. All charges incurred by the Engineer/Architect in carrying out this contract including, but not limited to travel expense, phone calls, telegrams,



employee payroll for both office and field work, Engineer/Architect time and materials furnished, subsurface explorations not otherwise excepted, and all other work and services necessary for the completion of the said preliminary study shall be regarded as being compensated for in full at the time of payment to the Engineer/Architect of the fee set forth in this Agreement.

The Engineer/Architect shall complete the said preliminary study no later than 45 calendar days following execution of this contract and subsequent written notice to proceed with the preliminary study by the Owner.

4. In the event that the Engineer/Architect shall be retained to accomplish the work of preparing final construction drawings, specifications and final estimates; advertising for bids and awarding of contracts; supervising construction, including, but not limited to, consultation and periodic inspection, preparing estimates for progress payments to the contractors, assisting in interpretation of drawings and specifications, checking of shop drawings, reviewing changes required, preparing change orders, checking estimates of any additional work, and assisting in the final inspection and approval of performance, said Engineer/Architect shall be paid pursuant to the schedule hereinafter set forth. In addition to the above and as a part of the services described herein, the Engineer/Architect shall:

a. Prepare the necessary forms and apply for all permits. This includes, but is not limited to, permits required by the following agencies:

- (1) U.S. Army Corps of Engineers.
- (2) Michigan Department of Environmental Quality, Land and Water Management Division, and
- (3) The agency administering the Soil Erosion and Sedimentation Act.

b. Furnish the Owner, upon completion of all construction work, one complete set of reproducible "As Built" drawings both in hard copy and on CD which shall incorporate all changes which occurred after the construction contracts were awarded.

For preparation of final construction drawings, specifications and estimates, applications for permits, and advertising, opening and tabulating bids, 75% of the total applicable fee as hereinafter set forth shall be paid to the Engineer/Architect. For awarding of contracts, supervising construction and related work, and preparing "As Built" drawings, 25% of said total applicable fee shall be paid to the Engineer/Architect. In addition to the above, the Engineer/Architect shall furnish, at the site, competent field supervision. The Engineer/Architect shall also lay out a baseline and establish a bench mark for the Contractor's use. The consultant shall perform the work under this Agreement at a cost of \_\_\_\$500.00\_\_\_\_\_ and does not include the fee paid for the preliminary study.

5. Nothing herein contained shall be construed as an agreement or promise of any kind or nature that the Engineer/Architect shall be engaged for any work relating to the project other than that specified in paragraphs 1 and 2 hereof. Nothing herein contained shall be construed as an agreement or promise of any kind that the Engineer/Architect shall receive any compensation other than is specifically set forth in the agreement. The Owner specifically reserves the right to engage any other Engineer/Architect at any time in relation to the project.

6. The Engineer/Architect agrees that in the event the Owner desires to proceed with the project using the Engineer/Architect's services for the design and supervision of construction, the Engineer/Architect will perform such services and accept as compensation an amount determined pursuant to the schedule contained in paragraph 4 hereof. The Engineer/Architect shall not be obligated to perform said design services and construction supervision unless he/she shall be so

notified by the Owner in writing within three years after the date of final payment for the preliminary study. Assuming the Engineer/Architect is retained to proceed with the project, the Engineer/Architect shall meet with the Owner and develop a progress schedule mutually agreeable to both parties. At that time, this schedule shall be marked Exhibit "A" and included as part of this Agreement.

7. The Engineer/Architect shall purchase and maintain such insurance as will protect him/her from claims set forth below, which may arise out of or result from the Engineer/Architect's service under the Contract, whether such service be by himself/herself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

(a) Worker's Compensation Insurance for claims under Michigan's Worker's Compensation Act or other similar employee benefit act of any other state applicable to an employee.

(b) Employer's Liability Insurance, in conjunction with Worker's Compensation Insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when worker's compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each accident.

(c) Automobile Insurance required by law for claims arising from ownership, maintenance or use of a motor vehicle.

(d) General Liability Insurance for claims for damages because of bodily injury or death of any person, other than the Engineer/Architect's employees, or damage to tangible property of others, including loss of use resulting by other specific liability insurance and are ordinarily insurable under general liability insurance, subject to bodily injury limits of not less than \$500,000

each occurrence and \$1,000,000 annual aggregate and property damage limits of not less than \$500,000 each occurrence, or combined bodily injury/property damage limits of not less than \$750,000 each occurrence, and \$1,000,000 annual aggregate.

Insurance requirements shall be in force until acceptance by the Owner of the entire completed work, and shall be written for not less than any limits of liability specified above. The Engineer/Architect has the responsibility of having any subcontractor comply with these insurance requirements. Certificates of Insurance, acceptable to the Owner, shall be filed with the Owner prior to commencement of the professional service. These certificates shall contain a provision that coverage afforded under the policies will not be modified or canceled without prior written notice to the Owner.

8. The Engineer/Architect agrees to be responsible for any loss or damage to property or injury, damage or death to persons due to the negligent performance of the services of this contract, and further agrees to protect and defend the Owner against all claims or demands of every kind involving allegations of such negligent performance, and to hold the Owner harmless from any loss of damage resulting from any errors, omissions or negligent acts in the performance of the services of the contract. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of the Owner, its agent other than the Engineer/Architect, or its employees.

9. The Owner shall have the right to assign all or any part of this Agreement.

10. This Agreement is to engage the Engineer/Architect specified herein and no other. This Agreement may not be assigned or subcontracted by the Engineer/Architect and the inability of the Engineer/Architect to complete this agreement for any reason whatsoever shall be considered a material breach of the Agreement and entitle the Owner to damages.

11. The parties hereto agree that damages in the event of breach shall be the actual costs resulting from the breach including, but not limited to, damages resulting from delay of the project, the additional costs incurred by the Owner as a result of the breach of this Agreement, and like damages which flow from said breach.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, the day and date first above written.

\_\_\_\_\_ Owner

In presence of:

\_\_\_\_\_

By:

\_\_\_\_\_

Title:

Engineer/Architect

\_\_\_\_\_

By:

\_\_\_\_\_

Title: