

CITY COUNCIL MEETING
St. Ignace, Michigan
Tuesday, September 17, 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 September 4, 2018 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business:
 - 1.) RESOLUTION TO LEASE SPACE IN CITY HALL
 - 2.) NEGOTIATION COMMITTEE RECOMMENDATION ON EMPLOYEE CREDITED HOURS OF MERS RETIREMENT
 - 3.) REQUEST TO PURCHASE A SPECTOPHOTOMETER FOR WATER QUALITY TESTING
 - 4.) REQUEST TO UPGRADE CLIMATE CONTROL SYSTEM AT LBE
 - 5.) CITY COUNCIL APPOINTMENTS
 - 6.) COMMITTEE RECOMMENDATION TO HIRE RECREATION DIRECTOR AND FACILITIES DIRECTOR
 - 7.) FINANCIALS
- IX. Public Comment
- X. Consideration of Bills

**Council
Proceedings
(Unofficial)**

A Regular Meeting of the St. Ignace City Council was held on Tuesday, September 4, 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.

Consideration of minutes from August 20, 2018 Council meeting:

Councilmember Pelter requested a minor change in the Consideration of Bills. It was moved by Councilmember Tremble, seconded by Mayor Pro-Tem Paquin, to approve the minutes of August 20, 2018 with the requested change. Motion carried unanimously.

Limited Public Comment: None.

Additions to the Agenda:

Police Chief Wilk – new officer introduction.

Councilmember Clapperton – zoning and blight update.

1. REQUEST TO REPLACE HALF OF THE REFRIGERANT IN THE CHILLER SYSTEM FOR LBE ARENA:

City Manager Stelmaszek informed Council that Scott Marshall, Acting Recreation Director, is requesting to replace half of the refrigerant in Little Bear East Arena's chiller system due to environmental concerns regarding the type of coolant that is currently used. City Manager Stelmaszek described the cost of the coolant used currently, together with the environmental risk if a leak occurs, is reason enough to be proactive with a plan to make the change. City Manager Stelmaszek assured Council the request is within the Arena budget for this year and will plan the second half be changed as part of next year's budget. After some discussion, it was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to approve the

replacement of half of the refrigerant in the chiller system this year. Motion carried unanimously.

2. CITY MANAGER TRAINING REQUEST:

City Manager Stelmaszek presented Council with a request to attend the U.P. City Managers Conference in Norway on October 18th and 19th.

It was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem Paquin, to approve the City Manager's training request. Motion carried unanimously.

3. POLICE DEPARTMENT TRAINING REQUEST:

City Manager Stelmaszek announced Police Chief Wilk will be sending the department's two new officers to Certified Radar Training in Marquette as a requirement of the position. The cost of training has been budgeted, as well as the lodging and travel expenses.

It was moved by Councilmember Fullerton, seconded by Councilmember Pelter, to approve the necessary training for the new officers. Motion carried unanimously.

4. UPDATE ON POLICY COMMITTEE RECOMMENDATIONS:

Mayor Litzner presented Council with a recommendation from the Policy Committee for procedures to follow when updating or creating City policies. It was moved by Councilmember Pelter, seconded by Councilmember St. Louis, to support the procedures recommended by the Policy Committee. Motion carried unanimously.

Mayor Litzner informed Council the Policy Committee discussed a rate for the Rental Policy regarding office space in City Hall and recommends the rate of \$1.25 per square foot. It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to accept the recommended rate for the City's Rental Policy for City Hall office space. Motion carried unanimously.

Additions to the Agenda:

Police Chief Wilk – Introduction of Officer Caleb Dean.

Police Chief Wilk introduced Caleb Dean as a newly hired City Police Officer to the Council.

Councilmember Clapperton – Update on Zoning and Blight Issues.

Councilmember Clapperton inquired about the status of past zoning and blight issues. City Manager Stelmaszek called upon Police Chief Wilk who informed Council that there are a couple citations going out this week, as well as a pending court case on another offense.

Public Comment: None.

Consideration of Bills:

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Paquin, to approve payment of the bills in the amount of \$23,431.97. Motion carried unanimously.

The following bills were presented to Council for payment:

ACE HARDWARE	705.43
AIRGAS USA LLC	195.62
AMERICAN WASTE INC	3,962.75
BELONGA EXCAVATING, LLC	480.00
BELONGA'S PLUMBING AND HEATING	132.50
CRANE ENGINEERING SALES INC	290.00
CUT RIVER SMALL ENGINE REPAIR	144.00
ETNA SUPPLY COMPANY	860.38
HYDRITE CHEMICAL CO	8,954.24
INTERSTATE BATTERIES	597.75
KSS ENTERPRISES	609.28
LIGHTHOUSE .NET	170.00
LYNN AUTO PARTS	1,184.39
MCDONALD EQUIPMENT COMPANY	173.56
MICHAEL RICHARD LAMB	393.00
NYE UNIFORM COMPANY	146.20
OI CORPORATION	167.73
PARAGON LABS	470.00
RUDYARD ELECTRICAL SERVICE INC	315.00
ST IGNACE TRUE VALUE	990.03
STRAITS BUILDING CENTER	2,096.36
THE FEED STATION	223.75
UIS SCADA	170.00
Grand Total:	\$23,431.97

There being no further business, the meeting adjourned at 7:20 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

CITY COUNCIL MEETING

City Council Chambers

Monday, September 17th, 2018

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

RESOLUTION TO LEASE SPACE IN CITY HALL

This resolution is the proper procedure for implementing the new policy and rental rate for renting space in City Hall.

NEGOTIATION COMMITTEE RECOMMENDATION ON HELEN THIBAULT'S RETIREMENT BENEFIT REQUEST

After a review of the known facts in this request, it is the recommendation of the Negotiation Committee that the City credit her with an additional 2.5 years of service time toward her current accrued years of service. This can be paid from the 729 fund that exists for "Other Post-Employment Benefits" (OPEB).

REQUEST TO PURCHASE A NEW SPECTROPHOTOMETER FOR SEWER PLANT

They are having problems with the accuracy of the current meter. It is not the proper meter for what it is being used for. A new meter would cost around \$6,000 (refer to attached request). There are funds for this in the Sanitary Sewer RR & I Dept. Fund (590-543). The old meter could be saved and repurposed at the water plant. This is a proper use of RR & I money. It is coming before you because of the amount of the purchase. I have already spoken to Brian about the proper procurement procedure (3 bids and document) if he is given your approval.

REQUEST TO UPGRADE TEMPERATURE CONTROL SYSTEM AT LBE

This was one of two systems at City facilities damaged in a thunder storm. The insurance has authorized payment on the lowest bid of \$8,195 (see the three attached bids). This bid would only fix what was damaged. The second higher bid of \$12,848 would fix what was damaged and update the system. This is what needed to be done before the damage occurred. Because of what happened, it can now be done at about one third of the cost or \$4,653. There is \$3,000 in the 509 fund under capital outlay (509-762-977) that could be used for this upgrade

and the overall fund budget is in good shape at 57% as of 8/31/18 (75% through the year). So the overall budget should be able to sustain this expense. If for some reason it cannot, there is sufficient funds in the 509 fund balance for this. That is how important I feel it is to take advantage of this situation and upgrade the temperature control system at LBE.

CITY COUNCIL APPOINTMENTS

To be presented by the Mayor.

COMMITTEE RECOMMENDATION TO HIRE RECREATION DIRECTOR AND FACILITIES MANAGER

After careful consideration of all the candidates who applied and interviewed for both positions; it is the committee's recommendation by consensus that the City hire Teryn Williams for the Recreation Director position and Kevin Campbell for the Facilities Director position.

FINANCIALS

There is nothing out of the ordinary to report. We will be reviewing the remainder of the budget (570 fund through the 729 fund) at the next work session.

Update on Other Matters

1) We have been getting several complaints about the pot holes on First and Second Street. The plan is to complete infrastructure projects before resurfacing these roads. This could be as far out as 2021 or 2022. Because of the severity of the poor condition of these roads, our DPW Superintendent (Bill Fraser) came up with the idea of using hot asphalt (not cold patch) on the worst areas of First and Second Street and rolling it out with a machine. This has been completed on these streets to improve the road condition until they can be properly done.

2) Since Labor Day, Josh at the Marina has started working on completing the Marina Deck Project. On 9/13/18 he reported that he had completed another six feet (300 Sq Ft) toward the shore side of the dock. Thank you Josh.

RESOLUTION TO LEASE SPACE IN CITY HALL

The following resolution was offered to adoption by Councilmember _____, supported by Councilmember _____:

WHEREAS, the City of St. Ignace has space in City Hall that can be utilized by third parties; and

WHEREAS, the City of St. Ignace (Landlord) Organization utilizing the space (Tenant) will follow the policy as stated; and

WHEREAS, the Tenant should meet one of the categories listed below to be eligible:

- (1) A third party with an ongoing association with City operations;
- (2) A Governmental entity;
- (3) A Non-Profit entity (tax exempt)

WHEREAS, the rental rate is set at \$1.25 per square foot for office space; and

WHEREAS, all Tenants must vacate the premises by 5:00p.m. each day unless permission has been granted by the City for special circumstances; and

THEREFORE BE IT RESOLVED, that the City Council does approve the conditions of the criteria established in the above policy for Tenants to utilize available space in the City Hall Building.

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, September 17, 2018, at 7:00 p.m.

Andrea Insley, City Clerk

AI/ht

Request for New Spectrophotometer

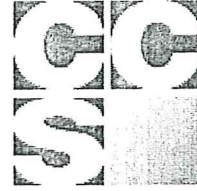
After a recent split sample with Mackinaw City WWTP it came to my attention that the accuracy of our phosphorus testing is lacking. I called The Hach Company for some technical assistance and discovered that the test we run for phosphorus can't be tested on the meter that we now have. We have been running this method of testing for many years and now it is outdated and no longer EPA compliant.

We are requesting a new meter. This meter is the same one that Mackinaw City has purchased and been using for almost a year now. It comes highly recommended for its simplicity, accuracy and time saving. During Mackinaw City's split sample with the DEQ their samples mirrored the ones obtained by the DEQ. We will also be able to run our ammonia test which is a very time consuming test in less than one quarter of the time. Time saving and simplicity are a factor in this purchase, but the most important reason is accuracy. The new meter is a DR3900 with a DRB200 heating block. The cost is approximately \$6000 for the set. I haven't been contacted by a Hach representative as of this time to nail down the exact cost. Online prices come to 6036.00. Actual cost should be somewhat less I am hoping.

Thank You,

Operator in Charge

Brian Peterson



established 1978

Commercial Control Systems, Inc.
3167 Enterprise Drive
Saginaw, MI 48603

Telephone: (989) 797-4644

Fax: (989) 797-4666

City of St. Ignace, Michigan

Attn: Scott Marshall

RE: Little Bear East Arena temperature control Head End replacement

PROPOSAL

Commercial Control Systems is proposing the replacement of the non functioning Barber Colman temperature controller head end at the Little Bear East Arena. CCS will remove the existing Barber Colman Head End controller and install a new Schneider Electric Automation Server as a replacement to the current controller. The Schneider Electric Automation Server will seamlessly connect to the existing Barber Colman temperature controls and is BACnet and LonWorks equipped for future expansion or component repair. The new Schneider Electric software uses HTLM-5, mitigating JAVA issues. The Schneider Electric Automation Server allows unrestricted access (username & password protected) for monitoring and local/remote control of the temperature control system with graphical user interface via the Little Bear East Arena's intranet/internet or dedicated user defined computer. Price includes all necessary hardware and software with (3) years warranty pursuant to all work performed under this proposal (labor and materials).

CCS supplies materials:

1. Schneider Electric Automation Server with 3 years of software upgrade and hardware service.

CCS supplied labor:

1. Electrical installation
2. Device commissioning
3. Programming
4. Warranty

SPECIAL CONDITIONS

Commercial Control Systems, Inc. (CCS, Inc.) is the exclusive territorial representative of Schneider Electric control systems. The term "Companies" as used in this text denotes joint and several rights and obligations.

1. This agreement applies only to equipment installed prior to effective date of this agreement and as described on attachment(s). Normal working hours (7a.m. to 4 p.m.) will apply to all services, unless otherwise stated, including major repairs performed under this agreement.
2. This agreement assumes the systems covered to be in maintainable condition. If repairs are found necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval. Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the agreement price adjusted accordingly.
3. It is agreed that the customer will provide reasonable means of access to all devices which are to be maintained. Companies shall be free to start and stop all primary equipment incidental to the operation of the mechanical system.
4. If the system is modified, changed or altered or if any equipment is added or if the system is removed within the premises or to other premises, this agreement may be immediately terminated at our option.
5. Companies shall not, under any circumstances, be liable for injury to persons or damage to property unless such injury or damage is abused by a negligent act of omission or commission by Companies agent, employees or subcontractors.
6. Companies and customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by Companies impractical: strikes, fires, war, late or non-delivery by suppliers of Companies, and all other contingencies beyond reasonable control of Companies. Under no circumstances shall Companies be liable for any special or consequential damages whether based upon list goodwill, lost

resale profits, work stoppage, impairment of other goods or otherwise and whether arising out of breach of warranty, breach of contract, negligence or otherwise, except only in the case of personal injury where applicable law requires such liability. But in no event shall Companies liability exceed the purchase price paid under this contract.

7. The customer shall pay Companies, in addition to the contract price, the amount of all present and future taxes of any other governmental charge now or hereafter imposed by existent or future laws with respect to the transfer, use, ownership or possession of equipment to which this agreement relates, exclusive of ordinary personal property taxes assessed against Companies.

8. It is agreed that the customer will assume responsibility and pay extra for all service and material required due to electrical power failure, low voltage, burned out main or branch fuses or low water pressure.

9. The customer is responsible for the addition of any items of equipment or performance of any safety test or corrections in design as recommended or required by insurance companies, government, state, municipalities or other authorities.

10. In the event Companies are required to make any repairs and/or replacement and/or emergency calls occasioned by improper operation or misuse of equipment covered by this agreement or any cause beyond Companies control, the customer shall reimburse Companies for expenses incurred in making repairs and/or replacements and/or emergency calls in accordance with the established rate for performing such service such as calls for thermostat setting, air balancing or equipment resetting.

Terms and Pricing

Commercial Control Systems agrees to completely warrant all components provided and installed by same under this contract and all workmanship over the course of this same contract duration of 3 continuous years

1. New Schneider Electric Automation Server:

A. Owner shall incur **no warranty expense** relating to new Schneider Electric Automation Server issues.

2. CCS will provide a list of control deficiencies. Any additional temperature control or electrical work shall receive written acceptance from an authorized Little Bear Arena representative prior to any work performed.

3. Work Schedule: All new work to be completed during the Fall/Winter of 2018 (assuming this offer is readily approved). CCS shall endeavor to avoid any interruption while striving to preserve comfortable space temperature conditions.

4. Pricing: \$8,195.00

Warranty:

1. Warranty: CCS shall **warranty for 3 years** from the date of installation completion all materials and labor pursuant to the terms of this proposal.

Little Bear East Arena obligations:

1. Provide access to existing Building Management System
2. Provide remote IP address and access to the Schneider Electric Automation Server during warranty period.

CCS assumes existing temperature controls and controlled devices are in proper working condition.

Thank you for the opportunity to propose a replacement temperature control to the Little Bear East Arena temperature control system. If you have any questions please do not hesitate to call us at 989-797-4644.

Offer expiration: In the absence of written acceptance, this offer to provide goods/services will expire 60 days from this proposal date.

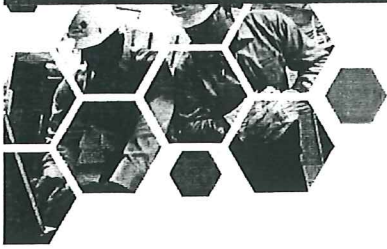
Proposed by: John Wagner
Service Coordinator

Accepted by: _____

Approved by: Ron Larson
Ron Larson
Contract Manager

Date: _____

Date: 08-28-2018



Proposal

JOHNSON CONTROLS APPLETON WI CB - 0N07
N961 TOWER VIEW DR
GREENVILLE WI 54942-8030
PH: (866) 854 - 4713
FAX: (866) 348 - 3796

TO: City of St. Ignace Little Bear Ice Arena

Date: 09/07/2018
Quote Ref: 1-YURO3H2
Project Name: Little Bear Ice Arena HVAC Controls Replacement
Site: CITY OF ST IGNACE - MUNICIPALITY
396 N STATE ST
SAINT IGNACE MI 49781-1466

ATTN: Scott Marshall

We propose to furnish the materials and/or perform the work below for the net price of: **\$12,848.53**

For the above price this proposal includes:

Replacing the existing Barber-Colman HVAC control system with Metasys controls. A new Metasys controller will be installed for each of the three air handling units and the boiler system along with monitoring information for AHU-4. A Metasys network controller will be installed in the existing AHU-1 control panel (to have system capable of connecting to the customer network for computer access and remote off-site viewing once connected by customer IT department). A portable local display is included to be plugged into each Metasys controller locally to view and adjust HVAC controls. New temperature sensors will be installed for space temperature, mixed air temperature and supply air temperature to make them compatible with the new control system. All existing wiring, damper actuators, valve actuators, control relays, and Carbon Dioxide sensor will be re-used.

This proposal DOES NOT include:

1. Labor or material not specifically described above is excluded from this proposal.
2. Unless otherwise stated, any and all overtime labor is excluded from this proposal.
3. Applicable taxes or special freight charges are excluded from this proposal.

Important: This proposal incorporates by reference the Terms and Conditions attached

This proposal is hereby accepted and Johnson Controls is authorized to proceed with the work, subject to credit approval by Johnson Controls, Inc. Milwaukee, WI.

This proposal is valid through: 10/15/2018

This quote was prepared for your review by: **Jesse Roberts**

Johnson Controls Inc.

Signature: _____
Name: _____
Title: _____
Date: _____

Signature: Jesse J Roberts
Name: Jesse Roberts
Title: Account Representative Owner Sales
Date: September 7, 2018



AUTOMATED COMFORT CONTROLS

HVAC Service, Sales, and Controls
Serving Wisconsin and Upper Michigan

2085 West Packard Street, Appleton, WI 54914
info@automatedcomfort.com | 920.997.0780

To: Little Bear Ice Arena

August 31, 2018

Subject: Temperature Controls replacement

Scope: Provide and install a Web Based **Delta DDC** Control System. This control system meets and/or exceeds the above subjects projects requirement for the HVAC systems control and monitoring as per M-Drawings/plans.

Includes Engineering, installation and controls for the following:

- AHU-1
- AHU-2
- AHU-3
- AHU-4
- Boiler control panel

Project Cost:.....\$23,300.00

Note:

- Cost is based upon reusing all damper actuators and valves/actuators. Any damper actuators or valves that are found to be failed during startup will be replaced at additional cost to be billed to Little Bear Ice Arena.
- Software will be installed on owners computer
- 1 year warranty on parts and labor
- Open (Free Air) installed control cable, J-hooks/Bridle rings where applicable.

Excludes:

- Power wiring of any voltage greater than 50VAC, unless specifically noted by plans or specification
- Variable Frequency Drives
- Control Dampers or actuators
- Valves or valve actuators
- Starters, disconnects, and or contactors
- Premium Labor for nights weekends, holidays, etc.
- Performance, labor or material payment bonds

If you have questions regarding this proposal, please call.

Paul Thomson
Building Automation Sales
(O) 920.997.0780 Ext. 3
(M) 920-915-8644

