

**REGULAR MEETING
CITY OF ST. IGNACE, MICHIGAN
REMOTE MEETING
September 21, 2020
7:00 PM
AGENDA**

- 1). **Call to Order**
 - A. Pledge of allegiance
 - B. Invocation
 - C. Roll call
 - D. Public Comment

- 2). Consideration of minutes of the September 8, 2020 meetings
- 3). Consideration of Bills
- 4). Financials
- 5). Old Business
- 6). New Business
 - A. **AUDIT PRESENTATION**
 - B. **APPROVAL OF ST. IGNACE-AREA EMERGENCY MEDICAL SERVICES COUNCIL BYLAWS**
 - C. **STORM DRAIN REPAIR-PAVING BID**
 - D. **WATER PLANT ROOF RESHINGLING BID BILL FRASER**
 - E. **RESOLUTION FOR ASSET MANAGEMENT**
 - F. **RESOLUTION FOR FALL FESTIVAL AND GREAT PUMPKIN ROLL**
 - G. **CITY MANAGER CONTRACT AMENDMENTS**

- 7). City Manager's Report
- 8). Committee Reports
- 9). Council Member Comments
- 10). Adjourn

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

A Regular Meeting of the St. Ignace City Council was held on Tuesday, September 8, 2020, remotely via Zoom video conference.

The meeting was called to order at 7:00 p.m. by Mayor Litzner, followed by 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: Kyle Mulka, City Assessor; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer; Lauren Yoder, Marina Director; Al Mitchell, Police Sergeant.

Consideration of minutes from August 17, 2020 Council meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes from August 17, 2020.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

1. RESOLUTION FINAL PAYMENT ON WASTEWATER PROJECT 16-0072:

CITY OF ST IGNACE, MI

WASTEWATER SYSTEM IMPROVEMENTS

PROJECT: 16-0072

USDA-RD

APPROVAL OF PAYMENTS (#06)

Meeting Date: September 8, 2020

It was moved by: Councilmember Fullerton

and seconded by: Councilmember Clapperton

that the following invoices be approved for payment:

<u>Invoice</u>	<u>Dated</u>	<u>From</u>	<u>Contract</u>	<u>Category</u>	<u>Amount</u>
70610	7/31/20	C2AE	16-0072		\$ 18,619.81

70276	8/26/20	C2AE	16-0072		\$ 12,529.62
				Basic Engineering	\$ 3,800.00
				Inspection	\$ 18,467.65
				Additional Engineering	\$ 8,881.78
				Total:	\$ 31,149.43
PPE #6	9/08/20	Elmer's Crane & Dozer	16-0072	Development	\$ 65,502.95
				TOTAL:	\$ 96,652.38

Note: We are requesting the remaining loan funds to be ordered and applied as an extra payment on our loan after the above expenses are covered, since the project is complete. We understand these funds will be deposited into our construction account and Rural Development will provide more directions on how to make the extra payment.

Ayes: 7

Nays: 0

Absent: 0

Motion passed.

In discussion, Council was informed by Kelly Heidbrier, with C2AE, that an estimated \$170,000 will be returned to USDA to be considered as payment on the loan after this pay request is satisfied. Mr. Heidbrier also confirmed that no retainage funds are being withheld, but noted that the contractor is bonded in this project for one year after the date of substantial completion and held responsible to complete all remaining tasks on the project punchlist.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

2. RESOLUTION TREK THE MIGHTY MAC 2020:

RESOLUTION

The following Resolution was offered for adoption by Councilmember St. Louis, supported by Councilmember Pelter:

WHEREAS, the St. Ignace Visitors Bureau request permission to conduct the Trek the Mighty Mac 2020, 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 September 26, 2020.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

3. REQUEST FOR SUPPORT OF PURPLE DAY FROM MACKINAC STRAITS EVERGREEN LIVING CENTER:

Mayor Litzner informed Council that the Evergreen Living Center has requested Council's support to recognize Tuesday, September 29th as "Purple Day" to raise awareness for Alzheimer's and dementia. Evergreen Living Center will be fundraising that day, as well as displaying purple pinwheels and ribbons downtown.

It was moved by Councilmember Pelter, seconded by Councilmember Fullerton, to support the Evergreen Living Center in designating September 29th as "Purple Day."

Roll Call Vote:

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

No: None.

Motion carried unanimously.

4. UPDATE ON THE CITY MANAGER:

Mayor Litzner presented Council with the employment contract for Darcy Long, stating City Attorney Palmer and an attorney for Mr. Long have reviewed the document for verification.

Mayor Litzner requested City Clerk/Treasurer Insley to include the accurate description of the retirement benefit for Mr. Long as stated in the City's current MERS plan.

It was moved by Councilmember St. Louis, seconded by Councilmember Fullerton, to approve ratifying the employment contract for City Manager Darcy Long, with the addition of the relative retirement plan description.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

5. UPDATE ON CHIEF OF POLICE:

Mayor Litzner informed Council that she has received no further updates from the State Police regarding the investigation of Chief Brown and that the information has been submitted to the Attorney General's office awaiting an official opinion.

It was moved by Councilmember Pelter, seconded by Councilmember St. Louis, to approve Police Chief Brown's return to active duty immediately.

Roll Call Vote:

Yes: Councilmembers Tremble, Clapperton, Mayor Litzner, Councilmembers Pelter and St. Louis.

No: Councilmember Fullerton and Mayor Pro-Tem Paquin.

Motion carried five to two.

Public Comment:

Public comment was received regarding Chief Brown, welcoming the new City Manager and to welcome the return of the Biscayne Bay to St. Ignace.

Consideration of Bills:

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve payment of the bills in the amount of \$ 34,433.08.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

ARCTIC GLACIER USA INC	220.10
ASCAP	232.77
BELONGA EXCAVATING, LLC	3,930.00
BELONGA'S PLUMBING AND HEATING	43.70
ETNA SUPPLY COMPANY	4,669.25
FERGUSON WATERWORKS #3386	47.95
FIRE SUPPRESSION PRODUCTS	520.00
FLOTATION DOCKING SYSTEMS INC	2,168.70
HAWKINS	5,323.16
HD SUPPLY FACILITIES MAINTENANCE LT	569.75
INTERSTATE BATTERIES	421.90
KIMBALL-MIDWEST	158.21
KSS ENTERPRISES	501.61
MACKINAC PLUMBING AND HEATING CO	145.75
MARK WILK	312.00
MICROBIOLOGICS INC	215.47
MILLER CONSULTATIONS&ELECTIONS,INC	350.00
NATIONAL OFFICE PRODUCTS	306.35
NCL OF WISCONSIN INC	919.52
OSCAR W LARSON	276.25
PARAGON LABORATORIES, INC	271.00
POMASL FIRE EQUIPMENT	1,281.41
QUILL CORPORATION	186.43

SAFETY-KLEEN SYSTEMS INC	158.00
SKINNER'S GARAGE INC	138.74
STRAITS BUILDING CENTER	1,085.33
SYNCB/AMAZON	855.77
WASTE MGMT OF WI-MN	9,123.96
Grand Total:	\$34,433.08

There being no further business, the meeting adjourned at 7:24 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

Invoices for Approval

Monday, September 21, 2020

Ace Hardware	August 2020 Statement	\$446.36
Ace Hardware	Golf Course August 2020 Statement	\$91.84
AirGas	Cylinder Rental	\$154.42
Amazon	SIPD Disk & Covers / CHALL Masks	\$174.51
B&B Snowplowing	August 2020 LBE Mowing	\$2,130.00
Blarney Castle Oil	August 2020 Golf Course Fuel	\$416.09
Charles J. Palmer, PC	August 2020 Attorney Fees	\$1,821.05
Cheboygan Cement	Prospect and Mary Street	\$1,483.50
ETNA	Restocking/Repair Lids/Storm Drain	\$1,214.07
Fred Feleppa/Law Office of Alfred Feleppa	August 2020 Attorney Fees	\$210.00
Global Water Xylem, Inc	Sampler for Wastewater Plant	\$299.00
Harrells	Golf Course Turf Supplies	\$647.50
Hydrite	Wastewater Bulk Ferric	\$9,133.08
Kimball Midwest	DPW Supplies	\$269.17
KSS	Marina/Parks	\$597.06
Larry Pavlat	Water Line Part Repair	\$100.00
Lynn Auto Parts	August 2020 Statement	\$2,355.93
Mackinac Sales	Aug 2020 - T-42/Water 2/Golf Cart Tire	\$1,027.24
Mark's Tire Inc	City Manager Car 4 Tires, Install/Balance	\$530.00
McKinley Design	Line-X Bedliner	\$1,025.00
McVeigh's Truck & Spring Inc	T-38 Front Axle Rebuild/Parts	\$1,058.35
Michigan Steam	DPW Gloves/Brooms	\$534.81
Mike Lamb-Arrow Signs	City Manager Car Decals/LBE Vendor Banner	\$105.00
National Office Products	Golf Course Printer Ink	\$49.42
NCL	Water Plant Supplies	\$906.75
OK Industrial	DPW Gloves	\$68.60
Paragon Laboratories	Water Testing	\$1,112.00
Pitney Bowes	Postage Meter Rental	\$470.22
PowerPlan	AIS - DPW Loader Parts	\$4,220.48
Sault Printing	Copier/Printer Monthly Contract	\$44.78
Spartan Distributors	Golf Course Switch	\$67.50
Spartan Nash	DPW Water	\$27.92
St. Ignace Auto	August 2020 Statement	\$96.20
St. Ignace True Value	July/August 2020 statements	\$2,628.35
The St. Ignace News/Wesley Maurer	Minutes/Fire Authority Budget	\$308.23
	Water Plant - Roof Bids/ Help Wanted	
The Trophy Case	Golf Course Plaques	\$82.00
Whiskey River Inc	DPW Garage Door Repair	\$265.96
	Total	\$36,172.39

*Invoices and Purchase Orders Available for Inspection in the Clerk's Office

* Fund Number Breakdown Can be Requested by Emailing dclerk@lighthouse.net

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH	YTD BALANCE 08/31/2020	AMENDED BUDGET	2020 % BDCI USED
Fund 101 - GENERAL FUND					
Revenues					
TAXES		181,633.86	346,320.44	1,207,066.00	28.69
LICENSES AND PERMITS		0.00	700.00	800.00	87.50
CHG SERV		5,492.39	14,837.16	19,700.00	75.32
UNCLASSIFIED		56,741.89	79,467.77	201,410.00	39.46
CONT FM LOCAL UNITS		0.00	11,320.00	8,500.00	133.18
O/REV		3,288.83	103,153.30	143,868.00	71.70
ST REV		0.00	114,915.00	225,000.00	51.07
FIN/FOR		0.00	186.85	800.00	23.36
INT		0.00	3,161.95	3,500.00	90.34
TOTAL REVENUES		247,156.97	674,062.47	1,810,644.00	37.23
Expenditures					
101 CITY COUNCIL		3,504.45	16,069.82	24,860.00	64.64
172 CITY MANAGER		11,932.82	126,856.72	176,140.00	72.02
191 ACCOUNTING DEPT		15,954.86	21,443.76	29,000.00	73.94
201 ADMINISTRATION		0.00	6,000.00	0.00	100.00
215 CLERK		20,126.76	165,627.86	247,405.00	66.95
234 CENTRAL SUPPLIES		324.16	1,249.66	3,500.00	35.70
247 BOARD OF REVIEW		48.43	1,469.41	2,090.00	70.31
257 ASSESSOR		3,874.15	54,308.61	78,150.00	69.49
262 ELECTIONS		1,233.76	2,699.81	3,975.00	67.92
265 BLDG & GROUNDS		1,808.92	19,326.76	31,300.00	61.75
266 ATTORNEY		2,382.72	18,467.82	20,000.00	92.34
301 POLICE		35,310.72	329,566.57	478,565.00	68.87
335 SAFETY & HEALTH		0.00	386.00	500.00	77.20
336 FIRE DEPARTMENT		3,740.74	41,771.69	97,825.00	42.70
441 PUBLIC WORKS		6,517.77	84,347.77	125,595.00	67.16
444 SIDEWALKS		190.22	235.81	2,510.00	9.39
447 ENGINEERING		0.00	0.00	2,000.00	0.00
448 STREET LIGHTING		3,014.29	25,110.67	41,000.00	61.25
528 GARBAGE COLLECTION		0.00	1,039.32	2,000.00	51.97
701 PLANNING		0.00	5,000.00	5,000.00	100.00
703 ZONING BD OF APPEALS		0.00	32.39	650.00	4.98
704 COMMUNITY DEVELOPMENT		33,000.00	46,699.00	74,100.00	63.02
770 PARK MAINT		15,423.39	61,688.27	49,000.00	125.89
773 BOAT LAUNCH		130.77	908.18	5,300.00	17.14
953 FRINGE BENEFITS		7,330.69	61,880.76	94,350.00	65.59
954 INSURANCE & BONDS		0.00	6,719.44	26,500.00	25.36
965 TRANS TO OTHER FUNDS		0.00	0.00	188,913.00	0.00
TOTAL EXPENDITURES		165,849.62	1,098,906.10	1,810,228.00	60.71
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		247,156.97	674,062.47	1,810,644.00	37.23
TOTAL EXPENDITURES		165,849.62	1,098,906.10	1,810,228.00	60.71
NET OF REVENUES & EXPENDITURES		81,307.35	(424,843.63)	416.00	12,125.87

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	AMENDED BUDGET	2020 BUDGET	% USED
Fund 202 - MAJOR STREETS						
Revenues						
TAXES		7,404.61	14,726.23	57,880.00	25.44	
UNCLASSIFIED		407.97	3,263.87	3,900.00	83.69	
CONT	FM LOCAL UNITS	0.00	3,250.00	3,250.00	100.00	
O/REV	OTHER REVENUE	247.23	43,405.65	75,000.00	57.87	
ST REV	STATE REVENUE	19,168.58	191,034.04	210,651.00	90.69	
INT	INTEREST AND RENTALS	0.00	2,096.40	1,531.00	136.93	
TOTAL REVENUES		27,228.39	257,776.19	352,212.00	73.19	
Expenditures						
444	SIDEWALKS	0.00	157.56	2,291.00	6.88	
451	ROAD CONSTRUCTION	7.48	7.48	11,200.00	0.07	
463	ROUTINE MAINT	608.08	17,478.17	89,599.00	19.51	
474	TRAFFIC CONTROL	0.00	384.23	2,990.00	12.85	
479	SNOW & ICE CONTROL	0.00	70,803.12	154,470.00	45.84	
483	ADM & RECORDS	345.60	2,700.88	6,571.00	41.10	
486	SURFACE MAINT TRUNKLINE	0.00	0.00	5,361.00	0.00	
488	SWEEPING & FLUSHING TRUNKLINE	2,049.10	10,046.93	9,810.00	102.42	
489	SHOULDER MAINT TRUNKLINE	0.00	66.85	0.00	100.00	
491	DRAINAGE & BACKSLOPES TRUNKLIN	598.63	1,957.83	4,070.00	48.10	
493	GRASS & WEED CONT TRUNKLINE	0.00	0.00	1,275.00	0.00	
494	TRAFFIC CONTROL TRUNKLINE	0.00	0.00	1,041.00	0.00	
497	WINTER MAINT TRUNKLINE	0.00	22,385.53	50,820.00	44.05	
965	TRANS TO OTHER FUNDS	0.00	0.00	12,660.00	0.00	
TOTAL EXPENDITURES		3,608.89	125,988.58	352,158.00	35.78	

Fund 202 - MAJOR STREETS:						
TOTAL REVENUES		27,228.39	257,776.19	352,212.00	73.19	
TOTAL EXPENDITURES		3,608.89	125,988.58	352,158.00	35.78	
NET OF REVENUES & EXPENDITURES		23,619.50	131,787.61	54.00	14,051.13	

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	2020 AMENDED BUDGET	% BDT USED
Fund 203 - LOCAL STREET					
Revenues					
	TAXES	7,404.59	14,726.16	57,427.00	25.64
	CHG SERV	0.00	0.00	300.00	0.00
	UNCLASSIFIED	184.91	13,861.77	12,707.00	109.09
	CONT FM LOCAL UNITS	0.00	3,250.00	3,250.00	100.00
	O/REV	0.00	0.00	5,100.00	0.00
	ST REV	8,687.78	69,375.97	85,331.00	81.30
	INT	0.00	524.66	370.00	141.80
	TOTAL REVENUES	16,277.28	101,738.56	164,485.00	61.85
Expenditures					
	SIDEWALKS	6,880.03	6,880.03	6,970.00	98.71
	ROAD CONSTRUCTION	0.00	0.00	19,069.00	0.00
	ROUTINE MAINT	12,849.90	98,826.60	70,110.00	140.96
	TRAFFIC CONTROL	0.00	330.88	2,659.00	12.44
	SNOW & ICE CONTROL	0.00	32,616.86	55,800.00	58.45
	ADM & RECORDS	0.00	616.00	3,180.00	19.37
	TRANS TO OTHER FUNDS	0.00	0.00	6,500.00	0.00
	TOTAL EXPENDITURES	19,729.93	139,270.37	164,288.00	84.77
Fund 203 - LOCAL STREET:					
	TOTAL REVENUES	16,277.28	101,738.56	164,485.00	61.85
	TOTAL EXPENDITURES	19,729.93	139,270.37	164,288.00	84.77
	NET OF REVENUES & EXPENDITURES	(3,452.65)	(37,531.81)	197.00	9,051.68

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	2020 AMENDED BUDGET	% BDC USED
Fund 271 - LIBRARY FUND					
Revenues					
TAXES		15,394.51	27,839.19	73,000.00	38.14
CHG SERV	CHARGE FOR SERVICES	0.00	50.00	350.00	14.29
UNCLASSIFIED	Unclassified	67,339.88	121,342.00	96,130.00	126.23
INT	INTEREST AND RENTALS	0.00	1,424.92	500.00	284.98
TRANS	TRANSFERS-INTERNAL ACTIV	0.00	935.69	5,500.00	17.01
TOTAL REVENUES		82,734.39	151,591.80	175,480.00	86.39
Expenditures					
790	LIBRARY	9,058.81	87,903.66	172,130.00	51.07
965	TRANS TO OTHER FUNDS	0.00	0.00	2,000.00	0.00
TOTAL EXPENDITURES		9,058.81	87,903.66	174,130.00	50.48
Fund 271 - LIBRARY FUND:					
TOTAL REVENUES		82,734.39	151,591.80	175,480.00	86.39
TOTAL EXPENDITURES		9,058.81	87,903.66	174,130.00	50.48
NET OF REVENUES & EXPENDITURES		73,675.58	63,688.14	1,350.00	4,717.64

User: ANDREA
DB: St Ignace

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 08/31/2020	2020 AMENDED BUDGET	% BDC USED
		MONTH 08/31/2020				
Fund 273 - DOCK NO. 3 IMPROVEMENTS						
Revenues						
UNCLASSIFIED	Unclassified	4,500.00		20,500.00	28,500.00	71.93
TOTAL REVENUES		4,500.00		20,500.00	28,500.00	71.93
Expenditures						
598	DOCK #3 IMPROVEMENTS	691.92		21,212.02	20,675.00	102.60
TOTAL EXPENDITURES		691.92		21,212.02	20,675.00	102.60
Fund 273 - DOCK NO. 3 IMPROVEMENTS:						
TOTAL REVENUES		4,500.00		20,500.00	28,500.00	71.93
TOTAL EXPENDITURES		691.92		21,212.02	20,675.00	102.60
NET OF REVENUES & EXPENDITURES		3,808.08		(712.02)	7,825.00	9.10

User: ANDREA
DB: St Ignace

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 08/31/2020	2020		% BDC USED
		MONTH 08/31/2020			AMENDED BUDGET	BUDGET	
Fund 584 - GOLF COURSE FUND							
Revenues							
	CHG SERV		0.00	6,000.00	16,000.00		37.50
	UNCLASSIFIED	22,911.50		78,308.00	99,150.00		78.98
	O/REV	0.00		5,607.50	4,000.00		140.19
	FIN/FOR	0.00		125.00	100.00		125.00
	INT	0.00		138.19	800.00		17.27
TOTAL REVENUES			22,911.50	90,178.69	120,050.00		75.12
Expenditures							
797	GOLF COURSE OPERATIONS		19,957.85	71,805.38	119,900.00		59.89
TOTAL EXPENDITURES			19,957.85	71,805.38	119,900.00		59.89
Fund 584 - GOLF COURSE FUND:							
TOTAL REVENUES			22,911.50	90,178.69	120,050.00		75.12
TOTAL EXPENDITURES			19,957.85	71,805.38	119,900.00		59.89
NET OF REVENUES & EXPENDITURES			2,953.65	18,373.31	150.00		2,248.87

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH	YTD BALANCE 08/31/2020	AMENDED BUDGET	2020 BUDGET	% USED
Fund 590 - SEWER FUND						
Revenues						
TAXES		38,405.28	306,694.48	463,850.00	66.12	
LICENSES AND PERMITS		704.02	3,806.26	9,575.00	39.75	
CHG SERV		42,566.13	87,594.43	80,893.00	108.28	
UNCLASSIFIED		86,955.95	367,477.67	580,467.00	63.31	
O/REV		11,402.02	33,564.51	69,380.00	48.38	
INT		0.00	1,810.97	2,544.00	71.19	
TOTAL REVENUES		180,033.40	800,948.32	1,206,709.00	66.37	
Expenditures						
SWR ADMIN		5,052.80	44,910.61	62,780.00	71.54	
SWR PLANT OPERATIONS		21,700.75	244,617.27	397,260.00	61.58	
SWR LN MAINT		2,681.17	53,415.55	80,230.00	66.58	
2000 SANITARY SWR RR&I		0.00	0.00	10,000.00	0.00	
2010 USDA SWR IMP RR&I		0.00	5,139.79	10,000.00	51.40	
DEBT SERVICE		0.00	111,903.37	497,346.00	22.50	
SFR/ 5593 01		0.00	82,751.35	101,300.00	81.69	
TRANS TO OTHER FUNDS		0.00	0.00	37,450.00	0.00	
TOTAL EXPENDITURES		29,434.72	542,737.94	1,196,366.00	45.37	
Fund 590 - SEWER FUND:						
TOTAL REVENUES		180,033.40	800,948.32	1,206,709.00	66.37	
TOTAL EXPENDITURES		29,434.72	542,737.94	1,196,366.00	45.37	
NET OF REVENUES & EXPENDITURES		150,598.68	258,210.38	10,343.00	2,496.47	

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH	YTD BALANCE 08/31/2020	2020 AMENDED BUDGET	% BDCGT USED
Fund 591 - WATER FUND					
Revenues					
TAXES		34,330.26	272,333.61	414,524.00	65.70
CHG SERV	CHARGE FOR SERVICES	70,623.08	295,082.17	500,512.00	58.96
UNCLASSIFIED	Unclassified	35,716.75	202,652.11	303,208.00	66.84
O/REV	OTHER REVENUE	33,424.62	72,039.50	91,771.00	78.50
INT	INTEREST AND RENTALS	0.00	1,394.74	2,128.00	65.54
O/FINAN	OTHER FINANCING SOURCES	3,340.47	17,897.23	26,342.00	67.94
TOTAL REVENUES		177,435.18	861,399.36	1,338,485.00	64.36
Expenditures					
550	WTR ADMIN	6,360.41	46,064.54	66,830.00	68.93
551	WTR PLANT OPERATIONS	27,119.68	279,577.76	462,895.00	60.40
552	WTR LINE MAINT	14,470.04	112,484.22	243,140.00	46.26
553	2000 WTR RR&I	0.00	7,838.12	55,000.00	14.25
905	DEBT SERVICE	0.00	159,977.97	430,289.00	37.18
965	TRANS TO OTHER FUNDS	0.00	0.00	67,800.00	0.00
TOTAL EXPENDITURES		47,950.13	605,942.61	1,325,954.00	45.70
Fund 591 - WATER FUND:					
TOTAL REVENUES		177,435.18	861,399.36	1,338,485.00	64.36
TOTAL EXPENDITURES		47,950.13	605,942.61	1,325,954.00	45.70
NET OF REVENUES & EXPENDITURES		129,485.05	255,456.75	12,531.00	2,038.60

User: ANDREA
DB: St Ignace

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 08/31/2020	2020 AMENDED BUDGET	% BDCG USED
		MONTH 08/31/2020				
Fund 594 - MARINA FUND						
	Revenues					
	TAXES					
	Unclassified	1,080.00		2,235.00	3,400.00	65.74
	O/REV	11,597.11		196,179.03	215,000.00	91.25
	INT	31,380.45		70,613.90	75,000.00	94.15
	TRANS	0.00		935.07	1,000.00	93.51
	TRANSFERS-INTERNAL ACTIV	19,887.59		42,893.91	130,000.00	33.00
	TOTAL REVENUES	63,945.15		312,856.91	424,400.00	73.72
	Expenditures					
	590	3,244.99		26,619.19	36,150.00	73.64
	597	11,293.36		80,681.18	252,015.00	32.01
	851	0.00		5,043.28	11,200.00	45.03
	965	0.00		0.00	89,580.00	0.00
	TOTAL EXPENDITURES	14,538.35		112,343.65	388,945.00	28.88
	Fund 594 - MARINA FUND:					
	TOTAL REVENUES	63,945.15		312,856.91	424,400.00	73.72
	TOTAL EXPENDITURES	14,538.35		112,343.65	388,945.00	28.88
	NET OF REVENUES & EXPENDITURES	49,406.80		200,513.26	35,455.00	565.54

User: ANDREA
DB: St Ignace

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	2020 AMENDED BUDGET	% BDC USED
Fund 596 - GARBAGE COLLECTION					
Revenues					
LIC/PERM	LICENSES AND PERMITS	102.70	559.24	0.00	100.00
UNCLASSIFIED	Unclassified	10,339.40	82,535.60	122,256.00	67.51
TOTAL REVENUES		10,442.10	83,094.84	122,256.00	67.97
Expenditures					
528	GARBAGE COLLECTION	9,732.40	71,007.88	119,667.00	59.34
965	TRANS TO OTHER FUNDS	0.00	0.00	2,500.00	0.00
TOTAL EXPENDITURES		9,732.40	71,007.88	122,167.00	58.12
Fund 596 - GARBAGE COLLECTION:					
TOTAL REVENUES		10,442.10	83,094.84	122,256.00	67.97
TOTAL EXPENDITURES		9,732.40	71,007.88	122,167.00	58.12
NET OF REVENUES & EXPENDITURES		709.70	12,086.96	89.00	3,580.85

User: ANDREA
DB: St Ignace

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH		YTD BALANCE 08/31/2020	2020 AMENDED BUDGET	% BDT USED
		08/31/2020				
Fund 641 - EQUIPMENT FUND						
Revenues						
CHG SERV	CHARGE FOR SERVICES	1,234.15		9,736.27	7,000.00	139.09
UNCLASSIFIED	Unclassified	20,856.71		124,459.18	119,500.00	104.15
O/REV	OTHER REVENUE	650.84		4,816.99	9,000.00	53.52
TRANS	TRANSFERS-INTERNAL ACTIV	4,594.13		71,247.95	147,000.00	48.47
O/FINAN	OTHER FINANCING SOURCES	0.00		1,002.71	1,060.00	94.60
TOTAL REVENUES		27,335.83		211,263.10	283,560.00	74.50
Expenditures						
580	DPW ADMIN	78.09		1,115.49	400.00	278.87
581	GARAGE MAINT	288.17		13,983.83	45,370.00	30.82
582	EQUIPMENT MAINT	17,635.35		125,517.16	178,050.00	70.50
905	DEBT SERVICE	26,406.97		26,406.97	26,414.00	99.97
965	TRANS TO OTHER FUNDS	0.00		0.00	21,977.00	0.00
TOTAL EXPENDITURES		44,408.58		167,023.45	272,211.00	61.36
Fund 641 - EQUIPMENT FUND:						
TOTAL REVENUES		27,335.83		211,263.10	283,560.00	74.50
TOTAL EXPENDITURES		44,408.58		167,023.45	272,211.00	61.36
NET OF REVENUES & EXPENDITURES		(17,072.75)		44,239.65	11,349.00	389.81

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	2020 AMENDED BUDGET	% BDC USED
Fund 664 - OFFICE EQUIPMENT POOL					
Revenues					
UNCLASSIFIED	Unclassified	0.00	0.00	29,900.00	0.00
TOTAL REVENUES		0.00	0.00	29,900.00	0.00
Expenditures					
233	CENTRAL EQUIP	5,152.92	14,990.90	29,500.00	50.82
TOTAL EXPENDITURES		5,152.92	14,990.90	29,500.00	50.82
Fund 664 - OFFICE EQUIPMENT POOL:					
TOTAL REVENUES		0.00	0.00	29,900.00	0.00
TOTAL EXPENDITURES		5,152.92	14,990.90	29,500.00	50.82
NET OF REVENUES & EXPENDITURES		(5,152.92)	(14,990.90)	400.00	3,747.73

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	AMENDED BUDGET	2020 BUDGET	% BDT USED
Fund 729 - OTHER EMPLOYEE BENEFITS TRUST						
Revenues						
UNCLASSIFIED	Unclassified	0.00	0.00	74,140.00		0.00
INT	INTEREST AND RENTALS	0.00	735.21	600.00		122.54
TOTAL REVENUES		0.00	735.21	74,740.00		0.98
Expenditures						
201	ADMINISTRATION	0.00	0.00	23,500.00		0.00
965	TRANS TO OTHER FUNDS	0.00	6,000.00	0.00		100.00
TOTAL EXPENDITURES		0.00	6,000.00	23,500.00		25.53
Fund 729 - OTHER EMPLOYEE BENEFITS TRUST:						
TOTAL REVENUES		0.00	735.21	74,740.00		0.98
TOTAL EXPENDITURES		0.00	6,000.00	23,500.00		25.53
NET OF REVENUES & EXPENDITURES		0.00	(5,264.79)	51,240.00		10.27
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		860,000.19	3,566,145.45	6,131,421.00		58.16
NET OF REVENUES & EXPENDITURES		370,114.12	3,065,132.54	6,000,022.00		51.09
		489,886.07	501,012.91	131,399.00		381.29

D R A F T

ST. IGNACE-AREA EMERGENCY MEDICAL SERVICES COUNCIL BYLAWS

ARTICLE 1 NAME, PURPOSE AND DEFINITIONS

Section 1. Name – This organization shall be known as the St. Ignace-Area Emergency Medical Services Council, hereinafter referred to as the “Council”, which has been established by an Interlocal Agreement (“Agreement”), with its principle place of business at 220 Burdette St., St. Ignace, Michigan 49781.

Section 2. Purpose – The purpose of the Council is to contract with one or more emergency-medical services providers to provide uninterrupted EMS service and related support services, EMS facilities, vehicles, equipment, and supplies to residents of and visitors to the governmental units that are members of the Council and to pay for same.

Section 3. Definitions – To the extent and of the words and expressions defined in the Agreement are used in these Bylaws, they shall have the meanings ascribed to them in the Agreement.

ARTICLE II MEMBERSHIP

Section 1. Council Membership – The City of St. Ignace, a Michigan municipal corporation, the Township of Moran, a Michigan general law township, the Township of St. Ignace, a Michigan general law township, the Township of Brevort, a Michigan general law township, the Township of Trout Lake, a Michigan general law township, and the Township of Hendricks, a Michigan general law township, shall constitute the sole initial members of the Council (“Member”)

Section 2. Request for Membership – After the Effective Date, additional governmental units may become a party to the Agreement with the approval by resolution adopted by that governmental unit’s legislative body and upon a unanimous vote of the Council Board of Directors (“Board”). Requests for membership shall be made by the Chief Executive or Administrative Officer of the governmental unit wishing to join the Council. The request shall be made in writing to the Secretary of the Board stating the governmental unit’s ability to meet all requirements as set forth in the Agreement and these Bylaws. Governmental units wishing to join the Council and benefit from its services may be required to pay a fee, determined by the Board at the time of the request. Membership in the Council shall be effective upon approval of the Board and filing of the Agreement as set forth in the Act.

Section 3. Approval of New Member – The Board shall not be obligated to accept any new members to the Council. Approval of membership requires a unanimous vote of the full Board.

D R A F T

Section 4. Removal of member – Removal from membership requires a two-thirds (2/3rds) vote of the full Board. In all cases of the removal of a Member, except where removal is due to the failure to pay pursuant to Article V, Section 6 of these Bylaws, the Member shall receive a refund from the Council for capital expenditure assessments paid by the Member as follows: the Member's pro-rata share of the value of the remaining useful life of the capital asset less any unpaid amount owed by the Member for the capital asset. The value of the remaining useful life of a capital asset shall be deemed to be actual cost of the capital asset divided by the number of years remaining is the useful life of the asset as reasonably determined by the Board.

Section 5. Representation – Each Member shall be represented on the Board by an individual appointed by the governing body of the Member, and in the absence of such an appointment, by the Chief Executive or Administrative Officer of the Member ("Board Member"). Each Member may also appoint an alternate representative who shall be authorized to represent the Member on the Board in the event the primary representative is absent or unavailable ("Alternate Board Member").

Section 6. Voting – Each Board Member present at a meeting of the Board shall have one (1) vote on all issues brought before the Board. Only a Member's appointed representative, or the alternate representative if the appointed representative is absent, may cast a vote on behalf of the Member. Presence in person at the meeting shall be required for voting. Unless otherwise specified in the Agreement or these Bylaws, a simple majority vote of those present at a duly constituted meeting of the Board shall be necessary for the transaction of business.

Section 7. Voting Limitation – A Board Member shall not vote to approve any capital expenditure that is reasonably anticipated to result in an assessment levied upon the Members unless such action has been approved by the governing body of that Member.

Section 8. Compensation – No Board Member, including its elected officers, shall receive compensation from the Council for the performance of their duties on the Board. Board Members may be compensated for their service on the Board by their respective governing body and may be reimbursed by the Council, as the Board deems appropriate, for reasonable expenses incurred in carrying out their duties.

ARTICLE III OFFICERS

Section 1. Officers – The officers of the Council shall consist of Chairperson, Vice-Chairperson, Secretary and Treasurer.

Section 2. Term of Office – The term of office for each officer of the Council shall be for a period of two (2) years beginning on January 1st of each odd number year and ending on December 31st of the following year or until a successor is elected if a successor has not been elected by December 31st.

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Section 3. Removal or Resignation of Officer – Any Board Member may make a motion to remove an officer from office at any regular meeting of the Board. Upon such a motion, the officer shall be removed from office only upon a two-thirds (2/3rds) vote of the full Board. An officer may resign his or her office at any time upon written notice to the Secretary of the Board, who shall communicate such resignation as soon as practicable to the other Board Members. In the event of the resignation of the Secretary, the Secretary shall make such written notice to the Chairperson of the Board. Upon the removal or resignation of an officer, the Board shall immediately elect another Board Member to complete the remaining term of such office.

Section 4. Election of Officers – The election of officers shall be conducted at the first regularly scheduled meeting where a quorum is present after October 31st of each even numbered year. Officers shall be elected by a simple majority vote of those present and voting at a duly constituted meeting.

Section 5. Duties of Officers

1. Chairperson:
 - a. Shall be the Chief Executive Officer of the Council
 - b. Shall preside at all meetings of the Council
 - c. Shall call meetings as necessary or as requested by a majority of the Board
 - d. Shall develop the agenda for each regularly scheduled and special meeting of the Council
 - e. Upon approval of the Board, shall sign all Council contracts and legal documents involved in the exercise of a power permitted by the Agreement or these Bylaws
 - f. Shall develop and present to the Board for review and ratification an annual budget for the following fiscal year no later than November 1st
 - g. Shall sign all financial instruments along with the Treasurer
 - h. Shall deliver in a timely manner all records and information maintained by the Chairperson's office to the successor in office
2. Vice-Chairperson: Shall assume the duties of the Chairperson in the absence of unavailability of the Chairperson
3. Secretary:
 - a. Shall assume the duties of the Chairperson in the absence or unavailability of both the Chairperson and Vice-Chairperson
 - b. Shall keep the records and minutes of the Council
 - c. If the Secretary will be absent from any meeting of the Council, the Secretary shall make arrangements for the minutes to be taken by someone else
 - d. Shall maintain the roster of Members of the Council, the Agreement, Bylaws, and other Council documents

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- e. Shall keep all certificates of oaths and other papers required to be filed
- f. Shall receive and acknowledge all communications to the Council
- g. Shall be responsible for ensuring the Council complies with all provisions of the Michigan Open Meetings Act (MCL 15.261 *et. seq.*), including all required public postings
- h. Shall respond to all requests made pursuant to the Michigan Freedom of Information Act (MCL 15.231 *et. seq.*).
- i. Shall deliver in a timely manner all records maintained by the Secretary's office to the successor in office

4. Treasurer:

- a. Shall be custodian and sole depositor of the funds of the Council and shall disburse such funds by check as herein authorized or upon approval of the Board
- b. Shall render a complete summary of all income, disbursements and balances whenever requested by the Board
- c. Shall invoice and collect all assessments and fees of from the membership
- d. Shall arrange for an annual independent audit at the end of each fiscal year and when directed by two-thirds (2.3rds) vote of the Board
- e. With Board approval, together with the Chairperson, shall sign all Council contracts and legal documents involved in the exercise of power specified in the Agreement that involves the expenditure or commitment of Council funds.
- f. Shall sign all financial instruments along with the Chairperson, or Vice-Chairperson in the event of the unavailability of the Chairperson
- g. Shall deliver in a timely manner all records and information maintained by the Treasurer's office to the successor in office

ARTICLE IV MEETINGS

Section 1. Regular Meetings – The Board shall meet at least once per quarter. At the first regularly scheduled meeting of each calendar year, the Board shall determine the dates, times and locations for all regular meetings for the year.

Section 2. Special Meetings – Special meetings of the Council may be called by the Chairperson or by a majority of the Board Members who petition the Chairperson. The Chairperson shall determine the place and time of all special meetings.

Section 3. Open Meetings Act – All meetings of the Council shall be subject to and comply with the Michigan Open Meeting Act (Public Act 267 of 1976, MCL 15.261 *et. seq.*).

Section 4. Motions Requiring Special Procedures – All motions for the termination of the Council, removal of a Member, or the addition of a new member must be made at a meeting at least one month prior to the meeting where the vote on the motion is taken.

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Section 5. Quorum – A quorum shall be required for the conduct of any business at regular and special meetings. A quorum shall be a majority of the Board at the time of the meeting. A quorum for admission or removal of a Member, to remove an officer from office, or for a waiver or change in assessments shall be the full Board at the time of the meeting.

Section 6. Attendance – The Secretary shall notify in writing any Member whose Board representative fails to attend three regular meetings of the Council within one calendar year. Such notification shall be sent to the Chief Executive or Administrative Officers of such Member.

Section 7. Fiduciary Duties – Board Members are under a fiduciary duty to conduct the activities and affairs of the Council in the best interest of the Council. Board Members shall discharge this duty in good faith. In the event that any Board Member is faced with a conflict of interest between their fiduciary duty to the Council and any other interest, including, but not limited to, personal and professional interests, such Board Member shall promptly notify the Chairperson and refrain from voting on the issue presenting the conflict of interest.

ARTICLE V ASSESSMENTS

Section 1. Annual Operations Assessment – The Board shall levy an annual operations assessment on all Members. No later than November 1st, the Chairperson shall notify the Board of the total amount of the annual operations assessment for the next fiscal year beginning on January 1st. Upon approval by the Board, the Treasurer shall invoice each Member for its pro-rata share of this assessment no later than thirty (30) days after approval by the Board.

Section 2. Operating Deficit Assessments – The Board may levy an assessment from time to time on all Members to cover some or all of any operating deficit. Any Board Member may make a motion at any regular meeting to levy an operating deficit assessment on the Members. In the event a motion is made to levy an operating deficit assessment, such motion shall not be voted on until the next regularly scheduled meeting.

Section 3. Capital Expenditure Assessment – Pursuant to the Agreement and the limitations contained therein as well as these Bylaws, the Board may levy an assessment on Members to cover approved capital expenditures. In the event a motion is made to levy a capital expenditure assessment, such motion shall not be voted on until the next regularly scheduled meeting.

Section 4. Method of Levying Assessments – All assessments levied upon Members by the Board shall be done pro-rata pursuant to Section 10 of the Agreement.

D R A F T

Section 5. Timeliness of Payments – Assessments shall be paid by Members as provided in Section 10 of the Agreement.

Section 6. Failure to Pay – The failure to pay all assessments within forty-five (45) days of the deadline for payment shall automatically result in the suspension of voting and membership rights in the Council and may be cause for removal from the Council. Reinstatement is conditioned on approval of the Board and payment of all arrears.

Section 7. Effect of Withdrawal or Removal – Any Member electing to withdraw from the Council pursuant to the provisions of the Agreement, shall remain liable to the Council for any and all unpaid annual operating assessments and capital expenditure assessments approved by the Board while the Member was still a Member of the Council as well as any operating deficit assessment levied on Members for the fiscal year in which the Member withdraws. Likewise, any Member removed from the Council pursuant to Article II, Section 4 of these Bylaws for failure to pay assessments approved by the Board, shall remain liable to the Council for any and all unpaid annual operating assessments and capital expenditure assessments approved by the Board while the Member was still a Member of the Council as well as any operating deficit assessment levied on Members for the fiscal year in which the Member is removed. A Member removed from the Council pursuant to Article II, Section 4 of these Bylaws for any reason other than failure to pay, shall not be liable to the Council for any unpaid assessments.

Section 8. Prorating of Assessments – When new members are accepted for membership in the Council, the annual operations assessment and any operating deficit assessment levied in that fiscal year shall be prorated in accordance with the Council's fiscal year or other period covered by the charges. At the discretion of the Board, new members may be charged capital expenditure assessments for previously incurred capital expenditures where at least twenty-five percent (25%) of the useful life of the capital expenditure remains.

Section 9. Deposits and Investments – The Council shall deposit and invest all funds of the Council not otherwise employed in carrying out the purposes of the Council, in accordance with an investment policy established by the Board and consistent with laws regarding investment of public funds.

ARTICLE VI COMMITTEES

Section 1. Special Committees – The Board may establish special committees from time to time to advise the Board on matters of interest to the Board. All properly established committees shall consist of at least three (3) members, appointed by the Board. Meetings of any such committee shall not be conducted with less than a quorum, which shall consist of at least 50% of the membership of the committee and all members of any such committee shall have an equal voice in committee deliberations and recommendations.

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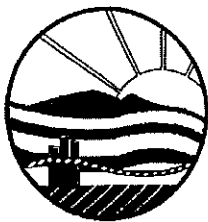
ARTICLE VII MISCELLANEOUS

Section 1. Method of Amending Bylaws – Except for amendments that would conflict with a provision or requirement of the Agreement, these Bylaws may be amended at any regular or special meeting of the Board by a two-thirds (2/3rds) vote of the Board Members in attendance in the following manner:

1. Any Board Member may propose an amendment, alteration, revision or addition to the Bylaws
2. A written copy of the proposed amendment, alteration, revision or addition shall be filed with the Secretary
3. The Secretary shall publish the proposed amendment, alteration, revision or addition in the minutes and read the proposal aloud at the next regular or special meeting, after which it shall be voted upon by the Board.

Amendments to the Bylaws shall be effective thirty (30) days after the vote, unless a longer period of time is designated by a two-thirds (2/3rds) vote of the Board Members in attendance at the meeting.

Section 2. Severability – If any provision of these Bylaws is held to be partially or wholly invalid or unenforceable for any reason, that holding shall not affect, alter, or impair any of the other provisions of these Bylaws or the remaining part of any provision that is held to be partially invalid or unenforceable. In such an event, these Bylaws shall be construed as if the invalid or unenforceable provisions were omitted.



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: 9/16/20

RE: Accepting Bids

To: City Manager/Council Members

I am asking council to accept bids from Rieth-Riley Construction and Musick Builders.

Project #1 – Paving

Paving of 1019 Medora due to the replacement of 120 ft of pipe. One Bid was submitted by Reith Riley for this project. The cost to do the paving is \$8,865.00 I feel this is a fair price because they were hired to pave the parking lot at the new Fire Station in October. The Local Street fund will pay for the paving.

Project #2 – Water Plant Filtration Building Roof Replacement

Musick Builders and Bonacci Contracting each submitted bids to replace the shingles on the roof at the Water Filtration Building at the Water Plant. We advertised in the local newspaper and by word of mouth, Bonacci Construction gave us a bid of \$42,800 and Musick Builders gave us a bid of \$27,300. I would like to go with the low bid from Musick Builders. The RR&I fund will pay for the project as it was budgeted for this year.

Bill Fraser

DPW Director

bfraser@lighthouse.net

906) 430-0090



RIETH-RILEY CONSTRUCTION Co., Inc.

100% Quality • 100% Employee Owned • Over 100 Years

Proposal

06795 US 31 North Charlevoix, MI 49720 Phone: (231) 439-5757 Fax: (231) 347-8862 www.rieth-riley.com

Submitted To: City of St. Ignace (Misc repair) **Date:** September 14, 2020
Attn: Bill Fraser **Job Name:** City of St. Ignace (Misc repair)
Location: Saint Ignace, MI 49781

Rieth-Riley Construction Co., Inc ("Contractor") submits to Owner/ General Contractor ("Customer") this Proposal based on plans and specifications prepared by n/a and dated n/a and the following addenda, if any: n/a

Included

Yes/No	Item of Work	Quantity	Unit	Description of Items
No	Permits			
No	Excavation			
No	Remove Trees / Stumps			
No	Place Gravel			
Yes	Fine Grade and Compact	2300	Sft	Prepare the gravel for paving
Yes	Asphalt Paving	2300	Sft	2.0 Inch average compacted thickness
No	Sawcutting asphalt			
No	Pavement Markings			

- Notes:** Proposal is based on Medora St. Repair (driveway & patch). Drive: Fine grade and Pave @ 2" thickness
Patch: 2.5"-3" Thickness.
- Gravel base to be an average 6" compacted thickness.
 - Restoration or landscaping to asphalt edges is not included.
 - Due to weather &/or scheduling, completion of this project during 2020 season may not be possible. Contracts signed within 15 days will be honored for 2021 season.

Work will be scheduled with other work in the area.

Medora street Bid Price (Driveway & Front Patch): \$8,865.00
Additional work Unit Patch Price (Up to 3 work locations): \$375 per ton

THIS PROPOSAL SHALL REMAIN VALID ONLY FOR 15 DAYS FROM THE ABOVE PROPOSAL DATE.

THIS PROPOSAL INCLUDES ALL OF THE STANDARD TERMS & CONDITIONS SET FORTH ON THE REVERSE SIDE OF THIS DOCUMENT.

Rieth Riley Construction Co., Inc.

By: Jacques Henning
 Jacques Henning
 jhenning@rieth-riley.com



ACCEPTANCE OF PROPOSAL

I (we) have read the above Proposal, including the standard terms & conditions on the reverse side, and hereby accept this Proposal. You are hereby authorized to begin the work as proposed.

City of St. Ignace (Misc repair)

By: _____
 (Authorized Signature)

(Date Signed)

(Printed Name & Title)

STANDARD TERMS & CONDITIONS OF THIS PROPOSAL

The following terms and conditions are part of this Proposal:

1. This Proposal's prices are based on the current average posted price for asphalt cement as listed in the "Asphalt Weekly Monitor" published by Potent & Partners, Inc. If this average posted price increases at the time Contractor commences performance of the work covered by this Proposal, we reserve the right to adjust the Proposal prices consistent with the increase in the price of the asphalt cement.
2. All material is warranted to be as specified. All work is to be completed according to this Proposal and in a workmanlike manner. Unless otherwise provided in this Proposal, Customer, at its expense, shall provide a properly compacted and stable subgrade or subbase (proof rolling or other testing satisfactory to Contractor) upon which any material is to be placed.
3. Other than as expressly provided for in this Proposal, Contractor makes no express or implied warranties, including warranties of merchantability or fitness for a particular purpose. Customer's sole remedy for breach of warranty is limited exclusively to removal and replacement of the defective work. Other than removal and replacement, Rieth-Riley has no other liability for any type of damage, whether incidental, consequential or otherwise.
4. Any express performance warranty provided in this Proposal shall be waived in the event Customer, either verbally or in writing, directs Contractor to place its paving materials over a subgrade or a subbase the condition of which Rieth-Riley has advised Customer is unacceptable.
5. Contractor will not be liable for delays caused by labor disturbances, weather conditions, acts of God, acts of governmental agencies, accidents, shortages of necessary materials and supplies, or any other cause beyond our control.
6. Any damage to or caused by appurtenances, including but not limited to stumps, buried concrete slabs or footing, septic tanks, sprinkler systems or utilities not specifically described on the plans or accurately marked on the jobsite so as to make us aware of their exact location and depth, will be the Customer's responsibility; and any extra work involved will become an extra charge over the quoted price.
7. Extra work not included in this Proposal will be performed at the direction of the Customer or his authorized representative. Customer shall promptly issue an appropriate written change order to cover the authorized work.
8. Sales tax is included in this Proposal. Customer is required to provide a valid sales tax exemption certificate if no sales tax is to be included.
9. Contractor will not proceed with the work as specified in this Proposal until satisfied of the Customer's ability and intent to pay according to the terms outlined herein.
10. Payment is due upon customer's receipt of invoices issued, unless stated otherwise, whether progress or final, for work completed to date. If prompt payment is not received, Contractor will suspend work in progress.
11. Nothing herein contained shall be construed as a waiver or modification of Contractor's statutory lien rights, which lien rights Contractor will exercise if payment by Customer is not promptly made.
12. A service charge of 1½% per month, which is an annual percentage rate of 18% per annum, will be made on all account balances not paid as provided for herein, together with costs of collection and reasonable attorney fees and expenses.
13. Customer represents and warrants that there are no hazardous substances or hazardous wastes located on or within the jobsite. Customer agrees to defend, indemnify, and hold harmless Contractor, its officers and employees from any type of loss and/or liability, including reasonable attorney fees and expenses, arising from a breach of this representation or warranty or Customer's violation of environmental law, regulation or policy.
14. The following sentence only applies if the parties intend that their contractual relationship will be governed by a written contract other than this Proposal. This Proposal is submitted subject to entering into a written contract, the terms and conditions of which are acceptable to both parties.

"LICENSE NO. 2106176414 A residential builder or a residential maintenance and alteration contractor is required to be licensed under Article 24 of the occupational code, 1980 PA 299, MCL 339.2401 to 339.2412. An electrician is required to be licensed under the electrical administrative act, 1956 PA 217, MCL 338.881 to MCL 338.3511 to 338.3569. A mechanical contractor is required to be licensed under the Forbes mechanical contractor act, 1984 PA 192, MCL 338.971 to 338.988.

399 2nd Street
St Ignace Michigan
49781
P: 9062 9806 29

Musick builders

For: City Of Saint Ignace

Estimate No: 116
Date: 09/10/2020

Description	Quantity	Rate	Amount
tear off and replace approximately 52 square of shingles price to include the following: materials labor tear off existing shingles install new ice and water per Michigan code install new synthetic felt install new roof boots install new architectural shingles disposal of all debris	1	\$27,300.00	\$27,300.00
		Parts Subtotal	\$27,300.00
		Subtotal	\$27,300.00
		Total	\$27,300.00
		Total	\$27,300.00

Notes

quote is based on 50% down and 50% upon completion!!

2020

GL NUMBER	DESCRIPTION	ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 08/31/19	PROJECTED ACTIVITY	REQUESTED BUDGET
Dept 552 - WTR LINE MAINT						
591-552-706.000	WAGES	82,902	86,000	56,277	75,036	86,000
591-552-707.000	WAGES, TEMPORARY		2,500	254	339	2,500
591-552-715.000	SOCIAL SECURITY	6,291	6,730	4,289	5,719	6,730
591-552-716.000	HEALTH FRINGES	3,986	15,500	2,223	2,964	15,500
591-552-716.001	SELF FUNDING HEALTH PREMIUM	734	4,500		0	4,500
591-552-717.000	LIFE INS	311	310	198	264	310
591-552-718.000	RETIREMENT	25,982	23,000	16,080	21,440	23,000
591-552-719.000	MERS 457	247	205	306	408	400
591-552-721.000	MESC	828	950	804	1,072	1,000
591-552-725.000	WORKMAN'S COMP	2,973	4,500	1,990	2,653	4,500
591-552-750.000	OPERATING SUPPLIES	7,018	5,000	4,923	6,564	6,000
591-552-755.000	UNIFORMS	154	700		0	700
591-552-759.000	GAS & OIL	12,341	10,500	6,182	8,243	10,500
591-552-778.000	EQUIP MAINT SUPP	5,425	5,000	834	1,112	5,000
591-552-782.000	MATERIALS/DPW/ROADS	2,238	2,000	1,768	2,357	2,000
591-552-818.000	CONTRACTED SERV	2,573	2,500	530	707	8,000
591-552-943.000	EQUIPMENT RENTAL	26,578	25,000	17,585	23,447	25,000
591-552-956.000	SUNDRY	30	100		0	100
Totals for dept 552 - WTR LINE MAINT		180,611	194,995	114,243	152,325	201,740

Dept 553 - 2000 WTR RR&I

591-553-778.000	EQUIP MAINT SUPPLIES	1,443	30,000			
591-553-818.000	CONTRACTED SERV	12,154	25,000	1,236		55,000
591-553-977.000	CAPITAL OUTLAY EQUIP	25,345		2,288		
Totals for dept 553 - 2000 WTR RR&I		38,942	55,000	3,524		55,000

RESOLUTION

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

WHEREAS, the St. Ignace City Council adopts the Level of Service done by Rural Water; and

WHEREAS, the St. Ignace City Council recognizes the need for this service for Water Asset Management; and

NOW THEREFORE BE IT RESOLVED, that the St. Ignace City Council acknowledges that the Level of Service has made the Water Asset Management compliant with EGLE; and

BE IT FURTHER RESOLVED, that the St. Ignace City Council approves of the Level of Service done by Rural Water.

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 21, 2020, at 7:00 p.m.

Andrea Insley, City Clerk

AI/ht

AMENDED RESOLUTION

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

WHEREAS, the St. Ignace Business Association requests permission to conduct the Fall Festival & Great Pumpkin Roll; and

WHEREAS, event requires the usage of Star Line Event Lot, Goudreau, Ellsworth and North State Streets; 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 Business Association 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 Star Line Event Lot, Goudreau, Ellsworth and North State Streets for this event held on the following date:

Saturday, October 3, 2020 12p.m. – 6p.m.

FURTHER BE IT RESOLVED, that the City Council approves the closure of Goudreau Street, from Ellsworth to N. State Street on Saturday, October 3, 2020, from 3:00 p.m. to 6:00 p.m.

Roll Call Vote:

Yes: _____

No: _____

Absent: _____

Resolution declared: _____

I hereby certify that the above Amended Resolution is a true copy of the Amended Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, September 21, 2020 at 7:00 p.m.

Andrea Insley, City Clerk

September 17, 2020



PO Box 43
St. Ignace, MI 49781
saintignaceba85@gmail.com

Mr. Darcy Long, City Manager
City of St. Ignace
396 N. State Street
St. Ignace, MI 49781

Dear Mr. Long:

On behalf of the St. Ignace Business Association, please accept our request to hold the Fall Festival & Great Pumpkin Roll on Saturday, October 3, 2020.

Fall Festival activities are scheduled to take place downtown between Noon & 4:00 pm. We are planning to use the Star Line (Ace) parking lot for a variety of activities including ambulance tours, a petting zoo, kid's games, barrel train rides and a small concession. Hay Rides will be provided by Precision Edge Outdoor Services.

The Pumpkin Roll will require that Goudreau Street be barricaded from Ellsworth Street to State Street from approximately 3:00 p.m. to 6:00 p.m. on Saturday, October 3. We request that the DPW provide barricades and barrels for the road closure as in past years (see attached list).

If you have any questions, please contact me at 906-298-0217. Thank you for your support of our downtown activities.

Sincerely,

A handwritten signature in black ink that reads "Janet Peterson".

Janet Peterson
SIBA Coordinator

Enclosures

St. Ignace DPW - for Saturday, October 3, 2020:

Pumpkin Roll:

Barricades – two at bottom
two by railroad

5 - Barrels

3 empty for pumpkins

Garbage barrels – one at top & one at bottom

Snow Fence – snow fence and sand bags to cross Goudreau Street.

Cones – about 12

How to Use a Consent Agenda to Save Time and Focus on Critical Matters

Written by Jennifer A. Hines

As a municipal clerk, your enemy is the clock. You have a slate full of responsibilities and live in a deadline-driven environment where you are perpetually working to pull documents, content, agendas, minutes, and other vital materials together before the next meeting, or respond to citizen requests expeditiously. One way that municipal clerks can expedite the agenda creation process and help to ensure well organized and efficient meetings is through the use of a consent agenda. This time-saving tool streamlines routine meeting item approvals and frees up meeting time for the discussion of matters that require the greatest amount of attention and deliberation.

What Are Consent Agendas?

A consent agenda (also known by Roberts Rules of Order as a “consent calendar”) groups routine meeting discussion points into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions.

How Consent Agendas Will Save You Time

Think about the amount of time that is spent at each meeting reviewing and approving routine, recurring items that do not require debate or discussion. Now imagine if you could group all those topics and approve them with one action. Depending on the length of your agendas, you could save as many as 30 minutes at each meeting that are typically spent filing motions for routine items, and reallocate them to discussing more critical topics that require debate and team planning. That is the time-saving power of the consent agenda. With such improved productivity, your local government meetings will be optimized for their real purpose: discussing how to move forward on initiatives that will impact the lives of your citizens and constituents.

How to Implement a Consent Agenda

Before using a consent agenda for your next meeting, your administration must adopt a rule of order that allows the use of the consent agenda process. This one-time logistical step will save you countless hours throughout the year once you begin using consent agendas to streamline meeting discussions and item approvals.

The Rules for Using a Consent Agenda

If you believe a consent agenda may enable more efficient administrative meetings in your local government, you will need to follow these essential use rules:

- All documentation associated with consent items must be provided to meeting participants in advance so that they can still make an informed vote on all grouped items. Team members *must* review the documentation before the meeting to ensure that they are informed of the issues that are to be passed as part of the consent group.
- Meeting members must be given an opportunity to ask associated questions—and have them answered—before the vote. Questions and answers should be shared with all meeting participants. Simple questions, clarifications, or short amounts of dialogue relative to a consent item may be discussed after the motion, but before approval. What is important is not to remove consent items entirely from the consent agenda for the sole purpose of answering a simple question, as this would undermine the efficiency of the consent agenda process.
- On meeting day, include the consent agenda as part of the meeting agenda, or as a separate agenda document.
- At the start of the meeting, the meeting chair should ask meeting attendees if anyone wants to discuss any of the items listed on the consent agenda.
- If it is determined that an item on the consent agenda requires discussion it must be removed from the consent portion and addressed individually. For future meetings in which there is no question or concern over the item, it may be placed back into the consent portion of the agenda.
- An item from the consent agenda must be moved at the request of any team member if the individual wants to vote against the specific item—as the item no longer has the consolidated approval of the team. This discussion step is critical, as consent agendas may not be used to force the approval of items through the use of a process that eliminates their individual review.
- The meeting chair must read aloud the remaining consent items and may move to adopt the consent agenda as a whole. It is not necessary for a vote to be taken on the consent agenda. Instead, the items may be approved, pending the absence of any objections.
- The clerk must include in the meeting minutes the full text of all resolutions and reports that were approved as part of the consent group, even though they were not reviewed at the meeting, but instead, before it by individual

What Types of Items Should be Included in the Consent Portion of the Agenda?

For greatest efficiency, include the following types of items in the consent portion of your meeting agendas:

- Topics of a routine/recurring nature
- Procedural decisions
- Non-controversial issues that do not require debate or deliberation
- Items previously discussed for which the team has come to a consensus, but that still need an official vote

The following items are typically best suited as consent items:

- The previous meetings' minutes
- Financial reports or any other reports that are informational only and that do not require debate
- The mayor/county executive's report
- Individual program/department reports
- Committee appointments
- Staff appointments that require confirmation

Conclusion

It is important for all team members to bear in mind that local governments should not sacrifice transparency and accountability for the sake of expeditious time management. With the use of a consent agenda, it is imperative that members still review all corresponding documents, ask clarifying questions before the meeting, request discussion when necessary, and pull items that one feels he cannot approve. There are efficiencies to be gained from consent agendas as they can be used as a tool to free up meeting time for discussion on valuable, impactful topics, but only when used correctly and when proper attention is still paid to each included item.