CITY COUNCIL MEETING

St. Ignace, Michigan Monday, September 3, 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 19, 2019 meeting
VI.	Public Comment
VII.	Additions to the Agenda (Council and Staff Only)
VIII.	Business
1.	RESOLUTION SUPPORTING A BROWNFIELD PLAN
2.	RESOLUTION FALL FESTIVAL & GREAT PUMPKIN ROLL
3.	FIRST STREET BID RECOMMENDATION
4.	RENEWAL OF SUPPLEMENT TO LEASE AGREEMENT USCG BISCAYNE BAY DOCK 3
5.	REQUEST TO COMBINE TWO FUNDS AND RESTRUCTURE MULTIPLE FUNDS
6.	REQUEST TO FILL POLICE VACANCY

ΙX

X.

Public Comment

Consideration of Bill

City of St. Ignace Council Proceedings (Unofficial)

A Regular Meeting of the St. Ignace City Council was held on Monday, August 19, 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; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer.

Consideration of minutes from August 5, 2019 Council meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes of August 5, 2019. Motion carried unanimously.

Limited Public Comment:

Public Comment was received announcing the Planning Commission has completed the final draft for the City Master Plan 2019 – 2039.

Additions to the Agenda:

City Manager Stelmaszek - Bid Opening Approval for LBE Park Project.

City Manager Stelmaszek - Department of Treasury Letter.

1. REQUEST TO OPEN PAVING BIDS FOR A SECTION OF FIRST STREET:

City Manager Stelmaszek informed Council that Bill Fraser, DPW Director, will be bidding out a paving project for First Street and would like to schedule the bid opening for Friday, August 30, 2019 at 2 p.m. Brian Olsen, R S Scott Engineer, and DPW Director Fraser plan to be present during the bid opening. It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve scheduling the First Street paving project bid opening for August 30, 2019 at 2 p.m. Motion carried unanimously.

2. RECREATION DIRECTOR RESIGNATION:

City Manager Stelmaszek announced to Council that Teryn Williams, Recreation Director, has submitted her resignation effective October 4, 2019. A proposal, being considered by the Recreation Board, updating the job description for the Recreation Director was included in Council packets for review.

3. PERMISSION FOR POLICE OFFICER TRAINING IN MARQUETTE:

City Manager Stelmaszek requested Council's approval for a Police training in Marquette for two officers with a one-night stay.

It was moved by Councilmember Pelter, seconded by Councilmember Fullerton, to approve the training with a one night stay. Motion carried unanimously.

4. PROFESSIONAL SERVICES AGREEMENT WATERWAYS PROJECT-MARINA GRANT:

City Manager Stelmaszek requested Council's authorization of an agreement for professional services provided by R S Scott Associates Inc as the Engineer/Architect for the Marina's Waterways Grant Project.

It was moved by Councilmember St. Louis, seconded by Councilmember Tremble, to authorize R S Scott Associates Inc to be named as the Engineer/Architect for the Marina's Waterways Grant Project and accept the terms and provisions of the Professional Services Agreement presented. Motion carried unanimously.

ADDITIONS TO THE AGENDA:

City Manager Stelmaszek - Bid Opening Request.

City Manager Stelmaszek requested Council's approval, per the City Procurement Policy, to schedule a bid opening for the Little Bear East Park Project for Thursday, August 22, 2019, at 2 p.m. It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve scheduling the bid opening for Thursday, August 22, 2019. Motion carried unanimously.

City Manager Stelmaszek - MI Dept of Treasury Letter.

City Manager Stelmaszek presented Council with a letter from the Michigan Department of Treasury announcing that the State Tax Commission will consider to certify and return the 2017 and 2018 assessment rolls to the City of St. Ignace in their regular meeting Tuesday, August 20, 2019.

5. FINANCIALS:

City Manager Stelmaszek reviewed the July 2019 financials with Council.

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

Public Comment:

Public comment was received regarding the Police Chief's employment contract.

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 \$51,459.28. Motion carried unanimously.

The following bills were presented to Council for payment:

ACE HARDWARE	943.19
AIRGAS USA LLC	145.61
AMERICAN TEST CENTER	450.00
ARCTIC GLACIER USA INC	618.30
BELONGA EXCAVATING, LLC	1,310.00
BELONGA'S PLUMBING AND HEATING	132.00
CHARLES J. PALMER, P.C.	2,573.16
CHEBOYGAN CEMENT PRODUCTS INC	889.00
CHRISTOPHER WILLIAM BOUCHA	1,515.00
CRANE ENGINEERING SALES INC	24,993.06
GEORGES AUTO PARTS	25.00
JUDITH WYSE	10.00

LYNN AUTO PARTS		2,515.20
MACKINAC COUNTY EQUALIZATION DEPT		857.00
MICROBIOLOGICS INC		228.70
NATIONAL OFFICE PRODUCTS		388.15
QUILL CORPORATION		420.90
R & R FIRE TRUCK REPAIR		662.21
R.N.O.W. INC		85.12
RUDYARD ELECTRICAL SERVICE INC		245.00
SILVERSMITH INC		1,215.00
SPARTAN STORES		85.75
ST IGNACE AUTOMOTIVE		20.00
ST IGNACE TRUE VALUE		1,853.89
STANDARD ELECTRIC COMPANY		2,863.16
STATE INDUSTRIAL PRODUCTS		648.37
STRAITS BUILDING CENTER		3,116.63
TELE-RAD INC		146.77
TROJAN TECHNOLOGIES		2,182.75
WESLEY H MAURER JR		320.36
	Grand Total:	\$ 51,459.28

There being no further business, the meeting adjourned at 7:22 p.m.

Connie Litzner, Mayor Andrea Insley, City Clerk/Treasurer

CITY COUNCIL MEETING

City Council Chambers
Monday, September 3rd, 2019
****MANAGERS REPORT****

RESOLUTION SUPPORTING A BROWNFIELD PLAN

The Mackinac County Brownfield Redevelopment Authority approved The Shepler Island Ferry Brownfield Plan at their August 20th meeting. The last step before they can move forward is for the effected jurisdiction to give their final approval. I am requesting your support for the attached Resolution of Support for this plan.

RESOLUTION FALL FESTIVAL AND THE GREAT PUMPKIN ROLL

The Business Association is requesting to have their annual Fall Festival and Pumpkin Roll on October 5th. They have insurance and have completed an events application. They are adding a petting zoo this year. Chief Brown and Bill Fraser have reviewed their application and Hey Ride route. I am requesting your support for the attached Resolution.

FIRST STREET BID RECOMMENDATION

To be presented by Bill Fraser.

RENEWAL OF SUPPLEMENT TO LEASE AGREEMENT WITH THE COAST GUARD

This is regarding their use of the most North Pier at Dock #3. A close examination of the agreement shows they will have the right to use of this pier for the moorage of the Biscayne Bay for the next five years. I am recommending the renewal of this supplemental agreement.

REQUEST TO COMBINE TWO FUNDS AND RESTRUCTURE MULTIPLE FUNDS

Thank you for your service Greg Cheeseman. The Recreation Committee has reviewed the proposed plan and is in support of combining the two departments into one. As a structure of the proposal, they would like one position that is focusing on programs and events. In light of the recent decision of Mr. Cheeseman, I must also address the future budgeting process and management of the Golf Course. I see value in one person overseeing the management and budgetary responsibilities of Recreation, the Golf Course, and the Little Bear East facility. I am requesting to combine the Recreation fund (508) with the Community Center Operations fund (509) and restructure the division of duties in these two combined funds and the Golf Course fund (584) under one comprehensive Recreation Director Position.

REQUEST TO FILL POLICE VACANCY

Thank you for your service Caleb Dean. I am requesting to fill this vacancy at the Police Department

OTHER MATTERS

Russell Rickley is again coordinating the 3rd annual Recovery Walk event on Thursday, September 26, 2019 from 4:30ppm to 8:00pm. The walk is an event to support individual and families in recovery and recognize the positive effects recovery from substance use disorders can have on a community. It starts at the Tribal Elder Center on McCann Street and ends at the St. Ignace Museum of Ojibwa Culture.

Kevin Campbell came to me with an estimate for \$1,331 to replace a condensing unit in a refrigerator at LBE. He said that he had tried to get estimates from a total of four different local service providers and could only get the one from Arnolds Refrigeration. He further explained that he had six upcoming reservations for LBE that would require this refrigerator and the next one was this weekend (past weekend now). I authorized the expenditure to be done right away before the weekend and advised him to write up his attempt to get three estimates (see attached documents). Arnold refrigeration will also be buying the old antifreeze that is being switched out of the coolant system for the Ice Arena. This revenue will pay for cost of fixing the refrigerator.

CITY OF ST. IGNACE RESOLUTION SUPPORTING A BROWNFIELD PLAN

BY THE CITY COUNCIL OF ST. IGNACE
PURSUANT TO AND IN ACCORDANCE WITH
THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS
OF THE STATE OF MICHIGAN OF 1996, AS AMENDED

At a regular meeting of the St. Ignace City Council, held in City Hall, located at 396 N. State Street, St. Ignace, Michigan, on the 3rd day of September, 2019, at 7 p.m.

ABSENT:		
MOTION BY: SUPPORTED BY:		

WHEREAS, the City Council of St. Ignace, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), have formally resolved to participate in the Brownfield Redevelopment Authority (BRA) of Mackinac County (the "Authority") and have designated that all related activities shall proceed through the BRA; and

WHEREAS, the Authority, pursuant to and in accordance with Section 13 of the Act, has reviewed, adopted and recommended for approval by the Mackinac County Board of Commissioners, the Brownfield Plan (the "Plan") attached hereto, to be carried out within the City, relating to the redevelopment by Shepler's Mackinac Island Ferry of the property located on North State St., St. Ignace, Michigan, (the Site formally Don Lawson property), as more particularly described and shown in Figure 1A contained within the attached Plan; and

WHEREAS, the City Council of the City of St. Ignace has reviewed the Plan, and has been provided a reasonable opportunity to express their views and recommendations regarding the Plan and in accordance with Sections 13(13) of the Act; and

WHEREAS, as a result of it's review of the Plan, the City Council of the City of St. Ignace concurs with approval of the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. Plan Support. Pursuant to the authority vested in the City Council of the City of St. Ignace, by the Act, the Plan is hereby supported in the form attached to this Resolution.
- 2. **Severability**. Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
- 3. Repeals. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

AYES:

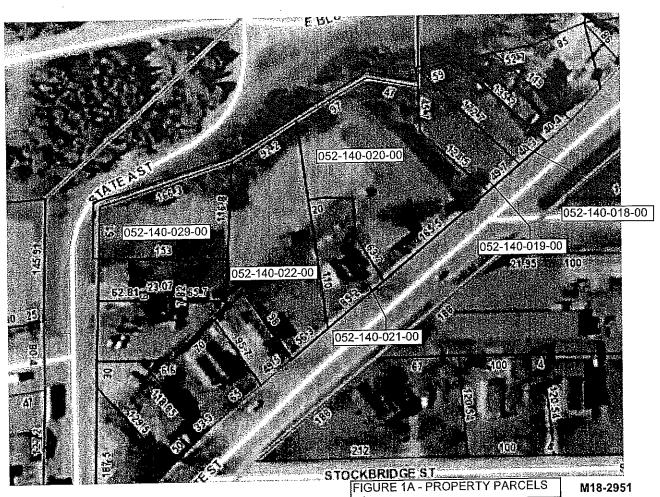
PRESENT:

NAYES	:
ABSTA	INED:
ABSEN	IT:
RESOL	UTION DECLARED ADOPTED.
STATE OF MICHIGAN)
) ss:
City of St. Ignace)	

I, the undersigned, the fully qualified and acting Clerk of the City of St. Ignace, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of St. Ignace at a regular meeting held on the 3rd. day of September, 2019, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this 3rd. day of September, 2019.

Andrea Insley
St. Ignace City Clerk



DON LAWSON'S SIX PARCELS NORTH STATE STREET ST. IGNACE, MICHIGAN August 26, 2019





Dear Mr. Stelmazek:

On behalf of the St. Ignace Business Association, please accept our request to hold the Fall Festival & Great Pumpkin Roll on Saturday, October 5, 2019.

Fall Festival activities are scheduled to take place downtown between 1:00 pm & 4:00 pm. We are planning to use the Star Line Dock #2 for a variety of activities including games, fire trucks, a petting zoo, kid's games, bounce house, barrel train rides and a small concession provided by Gros Cap PTO. Hay Rides will be provided by Precision Edge Outdoor Services (see attached route map).

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 5. 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.

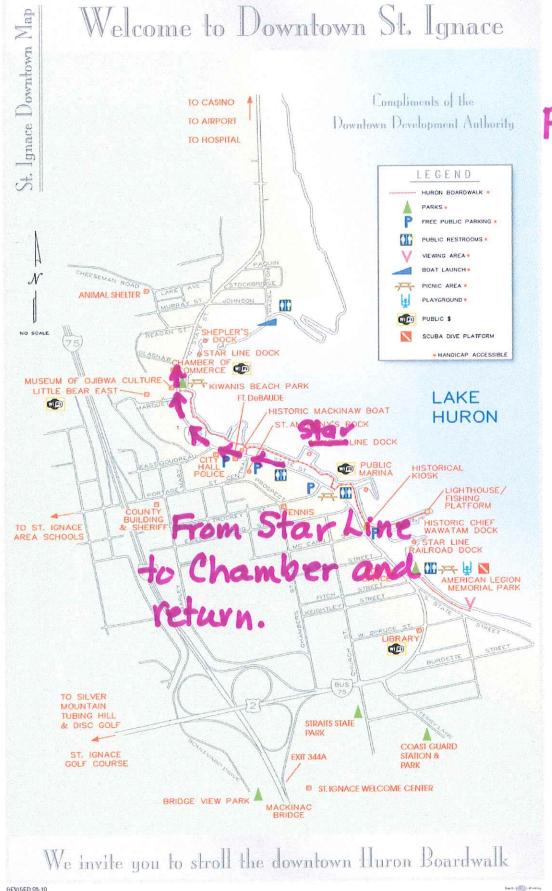
Sincerely, Janel Petersen

Janet Peterson SIBA Coordinator

Enclosures

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 Goudreau, Ellsworth, Marquette 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 Goudreau, Ellsworth and North State Streets for this event held on the following date:
Saturday, October 5, 2019 1p.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 5, 2019, from 3:00 p.m. to 6:00 p.m.
Roll Call Vote:
Yes:
No:
Absent:
Resolution declared:
I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, September 3, 2019 at 7:00 p.m.
Andrea Insley, City Clerk



Fall Festival Hay Rides

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Commanding Officer Civil Engineering UnitProvidence

Address: 475 Kilvert Street, Suite 100
Warwick, RI 02886
Phone: (401)736-1739
Fax: (401)736-1703
Email: Robert.B.O'Malley@uscg.mil

11011 August 15, 2019

City of St. Ignace 396 N State Street St. Ignace, MI 49781

To Whom It May Concern:

We've enclosed Supplemental Agreement #27 to Lease DTCG84-95-L-C34002, Biscayne Bay Mooring/Pier Space, which renews our agreement for period 01 October 2019 through 30 September 2020. Your signature is being requested. Please take a moment to review the renewal and sign. Please return a copy to me either by email or post-mail (both addresses listed in top-right corner).

Please ensure all your information is correct and current in https://www.sam.gov. This will help to ensure timely payment.

If you have any questions, please contact me at 401-736-1739 or by e-mail at robert.b.o'malley@uscg.mil.

Sincerely

Robert O'Malley, RPS

Enclosure: Lease DTCG84-95-L-C34002 - Supplemental Agreement: 27

SUPPLEMENTAL LEASE AGREEMENT

SUPPLEMENTAL AGREEMENT NO. 27

DATE 15 Aug 2019

To Lease No. DTCG84-95-L-C34002

Site Name: BISCAYNE BAY MOORING/PIER SPACE

USCG RPUID: 47484

LOA: 2/C/001/109/30/0/34/71109/2329

PREMISES ADDRESS: St. Ignace, MI

THIS AGREEMENT, made and entered into this date by and between

City of St. Ignace

Whose address is 396 N State Street St. Ignace, MI 49781

Hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective **01 OCT 19** as follows:

The Government does hereby adopt the said agreement and all conditions thereof, for the period **01 OCT 2019 to 30 SEP 2020.** The Government's obligation hereunder is contingent upon the availability of appropriated funds from which payment for the contract purposes can be made. No legal liability on the part of the Government for payment of any money shall arise unless and until funds are made available to the realty specialist for this procurement. You will be notified immediately if funds do not become available for this procurement.

- 1) The Government shall pay annual consideration of \$1.00, paid in arrears.
- 2) The parties agree to an OPTION clause to be added to the agreement, for the annual renewal for four (4) one-year terms following this renewal, through Sept 30, 2024. Each OPTION shall include an annual rent of \$1.00, paid in arrears. Although the lessor need not sign the Supplemental Agreement, the Lessor is still responsible to update their account on www.SAM.gov annually so as not to interrupt annual payments.

All other terms and conditions of the lease and supplemental lease agreements shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the above date.

LESSOR	
BYSignature	Print Name and Title
UNITED STATES OF AMERICA	
BYSignature	Robert O'Malley, Real Property Contracting Officer Print Name and Title

Gregory R. Cheeseman

CERTIFIED PUBLIC ACCOUNTANT 470 N. STATE STREET ST. IGNACE, MICHIGAN 49781 (906) 643-7944

August 29, 2019

Dear Mike,

Please be advised that I will be resigning from my position as Chairman of the St. Ignace Golf Course as of the end of the year. This will release me from any responsibilities in regards to the accounting or the budgetary process.

As we have discussed it appears to be the appropriate time for the management of the Golf course to be assumed by the Recreation department. I will be glad to assist in the transition in any way possible for as long as needed.

It has been a privilege and honor to have been the chairman for the last 25 years. The autonomy the City granted to our committee has been instrumental in accomplishing our goals. I hope the City will continue to be dedicated to the preservation of the facility and the sport in our community.

Sincerely,

Gregory R Cheeseman

Dear Chief Brown,

Please accept this as my formal letter of resignation as I have taken a full-time position with the Otsego County Sheriff's Office. My last day will be September 11th, 2019.

Thank you for the opportunity to serve my community and Department. I appreciate the opportunity that I have been given and the skills and knowledge I have acquired during my time with the Department. It has been a pleasure working for the City of St. Ignace Police Department. I truly wish you and the Department the best.

Respectfully

Caleb Dean

Russel Rickley Chairperson, 2017 Recovery Walk St. Ignace PO Box 853 St. Ignace, MI 49781 906-440-5696

RussRickley@yahoo.com

July 24, 2019

Dear Community Business Supporter:

This year St. Ignace will celebrate National Recovery Month sponsored by the Substance Abuse and Mental Health Services Administration (SAMSHA) with a Recovery Walk event. This will be the 3rd annual Recovery Walk in St. Ignace and it will occur on Thursday September 26, 2019 from 4:30pm to 8pm. The walk is an event to support individual & families in recovery and recognize the positive effects recovery from substance use disorders can have on community.

The public is invited and the gathering for the walk begins 4:30pm at the Tribal Elder Center in St. Ignace and at 5:15pm participants walk to the St. Ignace Museum of Ojibwa Cultural. At the Museum there will be a feast, as well as activities to celebrate and encourage recovery, including Native Crafts, a Spirit Fire, and Traditional teaching for both children and Adults. We are expecting up to 200 people for this important event for our community. We could not hold the event without the help of our local business community.

We have enclosed a flyer advertising this event. Please do post a copy in your business, and support this effort any way that you choose. Please contact me with any questions you may have.

Sincerely,

Russ Rickley

Chairperson 2019 St. Ignace Recovery Walk

(906) 440-5696

Attachment

St. Ignace 3rd Annual Recovery Walk Thursday September 26, 2019

the St. Ignace Museum of Ojibwa Cultural. The Annual Recovery walk in St. Ignace effects recovery can have on community. The public is invited to make the walk or Gathering between 4:30pm-5:15pm at The Elder Center at McCann and walking to s a walk to support individuals & families in recovery & to recognize the positive following the walk. For more information contact Chairperson Russ Rickley 906traditional teachings for children and adults at the Museum of Ojibwa Culture ust celebrate recovery and encourage treatment with activities, food and



National Recovery Month is an annual celebration sponsored each September by the Substance Abuse and Mental Health Services Administration (SAMSHA), which is a part of the U.S. Department of Health and Human Services.



Little Bear East & Community Center

275 Marquette ST. Saint Ignace, MI 49781

Phone: 906-643-6081 E-mail: Director@cityofstignace.net

To: All City Council Members

Fm: Kevin Campbell

Little Bear East Facility Director

I am requesting Emergency funding for a condensing unit in our two-door refrigerator due to the immediate need to have it replaced so that the many

Events scheduled will not be canceled or choose to be held other places.

The refrigerator at this time is unusable as the refrigeration system is down until the condensing unit is replaced. This refrigerator is over 15 years old and replacing the condensing unit is far cheaper than buying a new one and will satisfy our needs for years to come.

The cost with labor is \$1331. I have searched out many companies including Mackinac Plumbing, Belonga Plumbing, Mark & Sons Plumbing, as well as Johnson Controls and Arnolds Refrigeration is the only company that has knowledge of taking care of this problem.

Thank you for your consideration.

Kevin L. Campbell

Facility Director

Little Bear East Arena & Community Center



5527 Reynolds Road Cheboygan, MI 49721 Phone: 231-625-2020 Fax: 231-625-2892 arnoldscheb@hotmail.com

July 24, 2019

City of St. Ignace 396 N. State Street St. Ignace, MI 49781-1487

Re: Little Bear East Condensing Unit Replacement

Dear Council Members,

Please find below a proposal to replace the condensing unit on your Manitowac 2-door cooler located at the Little Bear East Arena. The existing compressor runs on R-22 and there is no exact replacement available. Therefore, we recommend updating the unit to R-134A which will be more efficient and cost effective.

The proposal includes the recovering of R-22 gas, the removal and disposal of the existing condensing unit, the installation of a new R-134A condensing unit, replacement of the capillary tube, a triple evacuation of the system and recharge. We will leak check and test operation of the unit.

Description	Price
AE4450 Condensing Unit	\$ 894.00
Refrigerant R-134A	\$ 20.00
C-032S Drier	\$ 27.00
Miscellaneous hardware and electrical	\$ 30.00
Subtotal Mechanical Parts	\$ 971.00
Estimated labor	\$ 320.00
Estimated freight	\$ 20.00
Environmental Fee	\$ 20.00
Subtotal Estimated Labor and Freight	\$ 360.00
Proposed Total for Mechanical Components, Labor, and Freight	\$ 1,331.00

Commercial & Industrial Sales • Service • Engineering • Ice Systems Please be advised the above prices are in effect for 30 days due to the volatile nature of pricing in our industry.

Please call if you have any questions,

Brendon Griewahn

Brendon Griewahn Arnold's Refrigeration, Inc.

Accepted By:		
	Signature	Print Name
Date:		