

CITY COUNCIL MEETING
St. Ignace, Michigan
Tuesday, September 4, 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 August 20, 2018 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business:
 - 1.) REQUEST TO REPLACE HALF OF THE REFRIGERANT IN THE CHILLER SYSTEM FOR LBE ARENA
 - 2.) CITY MANAGER TRAINING REQUEST
 - 3.) POLICE DEPARTMENT TRAINING REQUEST
 - 4.) UPDATE ON POLICY COMMITTEE RECOMMENDATIONS
- IX. Public Comment
- X. Consideration of Bills

**Council
Proceedings
(Unofficial)**

A Regular Meeting of the St. Ignace City Council was held on Monday, August 20, 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; Bill Fraser, DPW Director.

Consideration of minutes from August 6, 2018 Council meeting:

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Clapperton, to approve the minutes of August 6, 2018. Motion carried unanimously.

Limited Public Comment: None.

Additions to the Agenda:

Mayor Litzner – Library Board.

Police Chief Wilk – New patrol officer.

1. DPW HOLDER DISCUSSION:

DPW Director Fraser informed Council the DPW holder is no longer operable and is requesting approval to purchase or lease a new Bobcat Tool Cat to replace it. DPW Director Fraser explained he would like to pay off the current holder one year in advance and auction it off to alleviate some of that expense. The new Bobcat purchase or lease payment would then be scheduled to replace that debt payment schedule. DPW Director Fraser announced the cost for the Bobcat to be \$ 61,398.03, which includes attachments and would take three months to be delivered. After some discussion, it was moved by Councilmember St. Louis, seconded by Councilmember Fullerton, to approve the purchase or lease of the new Bobcat Tool Cat and to approve financing through the bid process with results being presented to Council at the next meeting. Motion carried unanimously.

2. DISCUSSION ON FILTER BUILDING SHINGLE REPLACEMENT:

City Manager Stelmaszek informed Council that after discussion with DPW Director Fraser, they have concluded to schedule for a roof replacement on the filter building in the 2019 budget. DPW Director Fraser also distributed a summary of expected expenses for 2019 for the Water Department, Wastewater Department and the DPW Department prioritizing the projects and equipment needs.

3. C2AE BILL BALANCE:

City Manager Stelmaszek presented an outstanding invoice from C2AE from the 2016 CDBG project. Reimbursement was received by the City thru project funding in 2017, but payment was held until project was closed. It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to approve the payment of the outstanding invoice. Motion carried unanimously.

4. REQUEST TO HOLD 2ND ANNUAL RECOVERY WALK:

Mayor Litzner presented to Council the request for the 2nd Annual Recovery Walk and verified with Police Chief Wilk that the same route from last year will be followed from McCann to the Ojibwa Museum. It was moved by Councilmember Tremble, seconded by Mayor Pro-Tem Paquin, to approve the request to hold the 2nd Annual Recovery Walk. Motion carried unanimously.

5. REQUEST FOR ACCOUNTING ASSISTANCE:

City Manager Stelmaszek informed Council that City Clerk/Treasurer Insley has made a formal request for accounting assistance from former City Clerk Renee Vonderwerth for the remainder of the fiscal year. After lengthy discussion, it was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to approve the City Clerk/Treasurer's request for accounting assistance thru 2018. Motion carried six to one.

6. FINANCIALS:

City Manager Stelmaszek reviewed the July 2018 financials with Council and announced he will continue his budget review at the next Council Work Session scheduled for Monday, August 27, 2018 at 6 p.m. It was moved by Mayor Litzner, seconded by Mayor Pro-tem Paquin, to accept the July 2018 financials. Motion carried unanimously.

Additions to the Agenda:

Mayor Litzner – Library Board.

Mayor Litzner informed Council of the resignation of Tarry Stowitts from the Library Board and announced the appointment Eliska Grogan as her replacement. It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Fullerton, to approve the appointment to the Library Board. Motion carried unanimously.

Police Chief Wilk – New Patrol Officer.

Police Chief Wilk introduced Joshua Jezewski as the recently hired patrol officer for the St. Ignace Police Department.

Public Comment: None.

Consideration of Bills:

Councilmember Pelter questioned the invoice from City Attorney, Charles Palmer, with noted concerns of extensive charges for follow-up emails. Mayor Litzner suggested City Manager Stelmaszek verify review of these charges before submitting payment for the invoice. It was moved by Mayor Litzner, seconded by Mayor Pro-Tem Paquin, to approve payment of the bills in the amount of \$29,611.74. Motion carried unanimously.

The following bills were presented to Council for payment:

A & I MIDWEST PRINTING CO	189.00
ACC PLANNED SERVICE INC	1,314.88
AED PRIME, LLC	1,293.26
ALFRED FELEPPA	73.50
ARCTIC GLACIER USA INC	612.00
BELONGA EXCAVATING, LLC	665.00
BELONGA'S PLUMBING AND HEATING	288.55
BS & A SOFTWARE	272.00
CHARLES J. PALMER, P.C.	863.12
CHEBOYGAN CEMENT PRODUCTS INC	744.00
ENTERPRISE VENDING, INC	78.65
FIRE PROS, INC.	88.40
HYDRITE CHEMICAL CO	6,191.80
INTERSTATE BATTERIES	463.80
KIMBALL-MIDWEST	143.29
MACKINAC PLUMBING AND HEATING CO	14.41
MC VEIGH'S TRUCK SPRINGS	468.54
NATIONAL OFFICE PRODUCTS	323.49
NCL OF WISCONSIN INC	2,120.59
OFFICE DEPOT	144.36
OSCAR W LARSON	2,087.76

PAYNE & DOLAN INC	7,678.30
SAFETY-KLEEN SYSTEMS INC	633.64
SAULT PRINTING COMPANY	87.54
SPARTAN STORES	86.63
ST IGNACE AUTOMOTIVE	396.50
VALLEY TRUCK PARTS	327.43
WESLEY H MAURER JR	436.30
WOLVERINE POWER SYSTEMS	1,525.00
Grand Total:	\$29,611.74

There being no further business, the meeting adjourned at 7:44 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

CITY COUNCIL MEETING

City Council Chambers

Tuesday, September 3rd, 2018

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

Request to Replace half of Refrigerant in Chiller System for LBE Arena

Scott does not feel we can wait until next year to get started on this. The cost will be around \$2,800 this year to do half. The old coolant can be saved in case they need more until the other side is replaced next year. He has \$3,000 in the Capital Outlay line Item that can be used for this (refer to attached request).

City Manager Training Request

There is a UP City Managers conference on October 18th and 19th in Norway that I would like to attend. Because of the issues inherent to the UP, I feel this is a good event to attend. It is on an off week where there is no meeting on the following Monday. A flyer is coming, but I have not received it yet.

Police Department Training Request

Mark needs to send the two new officers twice in October to Marquette for a full day of training to be Radar Certified. They can come back after the training, but need to stay there the night before. Mark is going to see if there is any on campus facilities available, but they may need to share a hotel room each time the night before the training.

Policy Review

To be discussed by Mayor Litzner.

Update on Other Matters

The Recreation Director and Facility Manager interviews will be happening on Wednesday. There are nine applicants for the Recreation Director position and three applicants for the Facility Manager position.

Our coding procedures for bills are changing slightly. The bills now go directly to the department heads who then code and initial them before giving them to Sherry. Sherry then fills out the purchase order, attaches it to the bills, and gives them to me for my review. This will be more efficient for our city procedures and the department heads will still be actively managing their budgets by coding the bills. Sherry will no longer have to track down department heads to get them to review a bill or sign a purchase order, and she can more easily add multiple bills from the same vender on the same purchase order and issue one check.

August 29, 2018

Attention: City Manager

Reference: Little Bear Ice Chiller Coolant

Dear Mike,

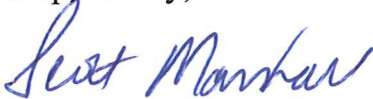
I just wanted to follow up with you regarding the Little Bear ice chiller refrigerant. At the May 9th, 2018 meeting I suggested replacing the refrigerant on (1) side of the chiller system and replacing the other side in 2019.

The refrigerant that is currently being used is R22. The United States under the Montreal Protocol is phasing R22 out due to environmental concerns with the ozone layer and greenhouse gases. By the year 2020, R22 will no longer be available. Dwindling supplies have raised prices. The cost per pound has almost tripled in the last 3 years. 407C is the suggested refrigerant to replace R22.

Leaks in ice chiller systems are common especially with older systems. The Little Bear chiller system has (2) sides. Each side roughly uses 175 pounds of refrigerant. At current prices, if the chiller system had a leak and lost all of its refrigerant one (1) side, it would cost over \$4,000 just in coolant to replace it.

I suggest changing out (1) side and keeping the R22 in the event of a leak on the other side. In 2019, I suggest changing out the other side and selling R22 back for recycle. I would estimate that we could get \$4 per pound by selling it for recycle. We budgeted to replace (1) side in 2018 and have an available balance in capital outlay of \$3,000.

Respectfully,



Scott Marshall

Downtown Development Director

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/18	YTD BALANCE 08/31/2018	AVAILABLE BALANCE	2018 AMENDED BUDGET	% BDGT USED	ACTIVITY FOR MONTH 08/31/17	YTD BALANCE 08/31/2017
Fund 509 - COMMUNITY CENTER OPERATIONS								
Expenditures								
509-761-719.000	MERS 457	0.00	0.70	(0.70)	0.00	100.00	0.00	0.00
509-761-721.000	MESC	0.00	506.21	693.79	1,200.00	42.18	0.00	680.54
509-761-725.000	WORKMAN'S COMP	0.00	304.31	1,095.69	1,400.00	21.74	0.00	965.45
509-761-750.000	OPERATING SUPPLIES	0.00	417.46	3,582.54	4,000.00	10.44	0.00	1,231.34
509-761-776.000	BUDG. MAINT SUPPLIES	0.00	5,327.99	(4,227.99)	1,100.00	484.36	0.00	713.05
509-761-778.000	EQUIP MAINT SUPP	0.00	674.31	325.69	1,000.00	67.43	0.00	608.52
509-761-783.000	CONCESSIONS	0.00	982.08	3,017.92	4,000.00	24.55	0.00	4,528.98
509-761-818.000	CONTRACTED SERV	0.00	0.00	4,000.00	4,000.00	0.00	0.00	2,553.53
509-761-918.000	UTILITIES, WATER	116.10	1,222.38	1,277.62	2,500.00	48.90	0.00	56.81
509-761-920.000	UTILITIES, ELECTRIC	356.11	11,838.28	16,161.72	28,000.00	42.28	323.98	15,852.99
509-761-921.000	UTILITIES, NATURAL GAS	54.90	5,782.23	3,217.77	9,000.00	64.25	55.65	6,308.12
509-761-959.000	HOCKEY TOURNAMENTS	0.00	4,572.80	10,427.20	15,000.00	30.49	0.00	4,904.65
Total Dept 761 - ICE ARENA		526.71	47,515.32	61,684.68	109,200.00	43.51	436.44	60,706.32

Dept 762 - IBE OPERATIONS								
509-762-707.000	WAGES, TEMPORARY	1,920.00	18,367.17	1,632.83	20,000.00	91.84	2,575.00	8,573.83
509-762-715.000	SOCIAL SECURITY	146.88	1,405.04	(155.04)	1,250.00	112.40	196.99	655.39
509-762-716.000	HEALTH FRINGES	0.00	5.23	119.77	125.00	4.18	0.00	76.28
509-762-717.000	LIFE INS	0.00	0.28	24.72	25.00	1.12	0.00	7.24
509-762-718.000	RETIREMENT	0.00	2.61	697.39	700.00	0.37	0.00	578.98
509-762-719.000	MERS 457	0.00	0.34	9.66	10.00	3.40	0.00	3.66
509-762-721.000	MESC	0.00	545.22	(95.22)	450.00	121.16	89.09	247.11
509-762-725.000	WORKMAN'S COMP	29.06	292.02	207.58	500.00	58.48	51.27	321.52
509-762-728.000	OFFICE SUPP	175.75	2,252.41	747.59	3,000.00	75.08	31.34	2,409.79
509-762-750.000	OPERATING SUPPLIES	0.00	1,226.01	1,773.99	3,000.00	40.87	0.00	1,145.75
509-762-759.000	GAS & OIL	46.71	46.71	953.29	1,000.00	4.67	38.88	627.32
509-762-775.000	REPAIR & MAINT SUPP	0.00	8.60	91.40	100.00	8.60	11.76	11.76
509-762-776.000	BLDG. MAINT SUPPLIES	220.04	1,940.19	559.81	2,500.00	77.61	262.18	1,416.44
509-762-778.000	EQUIP MAINT SUPP	0.00	1,620.59	(620.59)	1,000.00	162.06	179.86	465.54
509-762-781.000	MATERIALS	0.00	0.00	500.00	500.00	0.00	0.00	478.57
509-762-783.000	CONCESSIONS	0.00	1,935.47	(935.47)	1,000.00	193.55	11.35	799.44
509-762-818.000	CONTRACTED SERV	1,604.35	3,449.07	550.93	4,000.00	86.23	175.71	1,785.86
509-762-818.001	ADVERTISE RENTAL	0.00	1,405.00	(1,405.00)	0.00	100.00	0.00	0.00
509-762-818.002	LINEN CLEANING	0.00	187.35	412.65	600.00	31.23	84.00	231.90
509-762-818.003	CATERING	36.00	101.08	648.92	750.00	13.48	82.58	170.39
509-762-853.000	COMMUNICATIONS	5.60	766.12	433.88	1,200.00	63.84	125.99	907.75
509-762-856.000	SPECIAL EVENTS EXP	0.00	0.00	500.00	500.00	0.00	0.00	160.00
509-762-856.001	HOME SHOW EXP	0.00	5,197.58	(197.58)	5,000.00	103.95	0.00	5,561.72
509-762-900.000	PRINT & PUBLISH	91.00	580.33	169.67	750.00	77.38	84.58	223.58
509-762-918.000	UTILITIES, WATER	232.21	962.73	437.27	1,400.00	68.77	113.62	679.39
509-762-920.000	UTILITIES, ELECTRIC	743.33	7,832.28	1,167.72	9,000.00	87.03	0.00	8,236.07
509-762-921.000	UTILITIES, NATURAL GAS	108.96	3,697.08	6,302.92	10,000.00	36.97	791.94	3,526.41
509-762-932.000	EQUIPMENT REPAIRS & MAINT	0.00	256.38	2,743.62	3,000.00	8.55	211.00	1,989.58
509-762-943.000	EQUIPMENT RENTAL	276.96	1,648.28	(348.28)	1,300.00	126.79	0.00	1,267.65
509-762-956.000	SUNDRY	0.00	12.07	237.93	250.00	4.83	0.00	112.15
509-762-977.000	CAPITAL OUTLAY EQUIP	0.00	0.00	3,000.00	3,000.00	0.00	0.00	1,796.23
Total Dept 762 - IBE OPERATIONS		5,636.85	55,743.64	20,166.36	75,910.00	73.43	5,117.14	44,467.30

Dept 763 - FITNESS CENTER								
509-763-707.000	WAGES, TEMPORARY	722.94	8,082.66	1,917.34	10,000.00	80.83	443.44	4,364.82
509-763-715.000	SOCIAL SECURITY	55.30	618.31	131.69	750.00	82.44	33.92	333.90
509-763-721.000	MESC	35.64	359.72	(134.72)	225.00	159.88	8.42	134.24

Michigan Speed Measurement Enforcement Training (Basic Radar & LIDAR)

Instructor: Assistant Director Jeff Mincheff and Lt. Guy LaPlante, NMU Police Department.

Course Description: A two-day state certification program which includes instruction in the proper installation, set-up and operation of traffic radar, including procedures for the verification of the radar unit, target selection and identification as well as courtroom testimony. In addition, participants will be required to perform 24 hours of field exercises between the first and second sessions.

Time: 9:00 am to 5:00 pm (EST)

Locations: NMU Public Safety Institute (132 Jacobetti Complex, NMU Campus)

Meals & Lodging: Available at local restaurants. **NOT** included in Registration Fee.

MCOLES Certification: Approved

Specialized Equipment Required: Officers are required to bring a patrol vehicle and a radar unit to the second session. One patrol vehicle and radar unit for each three officers sent.

Note: LIDAR on Oct 25th – please indicate if attending only LIDAR.

Cost: Members: \$100.00 Non-Members: \$200.00

For information or reservations for this or any other program offered by the Public Safety Institute, contact the Institute at 906-227-1408 or fax the information to 906-227-1178.

Registration for Michigan Speed Measurement Enforcement Training

List Names and MCOLES Numbers below:

Name

MCOLES Number

Agency: _____

Return this portion to:
Northern Michigan University
Public Safety Institute
1401 Presque Isle Avenue
Marquette, MI 49855
Fax: (906) 227-1178
<http://nmu.edu/publicsafety>