

You are invited to a scheduled Zoom meeting.

Topic: City Council

Time: September 8, 2020 7:00 PM Eastern Time (US and Canada)

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CITY COUNCIL MEETING
St. Ignace, Michigan
Monday, September 8, 2020 – 7:00 p.m.
Remote Attendance Meeting

******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 17, 2020 meetings
- VI. Business
 1. RESOLUTION FINAL PAYMENT ON WASTEWATER PROJECT 16-0072
 2. RESOLUTION TREK THE MIGHTY MAC 2020
 3. REQUEST FOR SUPPORT OF PURPLE DAY FROM MACKINAC STRAITS
EVERGREEN LIVING CENTER
 4. UPDATE ON CITY MANAGER
 5. UPDATE ON CHIEF OF POLICE
- VII. Public Comment
- VIII. Consideration of Bills

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

A Regular Meeting of the St. Ignace City Council was held on Monday, August 17, 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; Bill Fraser, Interim City Manager; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer; Lauren Yoder, Marina Director; Scott Marshall, DDA Director; Al Mitchell, Police Sergeant.

Consideration of minutes from August 3, 2020 Council meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes from August 3, 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. UPDATE ON CITY MANAGER INTERVIEWS:

Mayor Litzner announced that the Hiring Committee has recommended making an offer to Darcy Long for the position of City Manager. A background check will be conducted, and a Negotiations Committee meeting is scheduled for Thursday, August 20th in the City Council Chambers at 9 a.m. to discuss the offer.

2. UPDATE ON LBE PARK PROJECT BY SCOTT MARSHALL:

DDA Director Marshall updated Council on the progress of the Little Bear East Park Project to-date.

3. COMMITTEE APPOINTMENTS:

Mayor Litzner informed Council that Diggy Clement will be stepping down from the Planning Commission and Cindy Snyder will be appointed as her replacement. Also, Bill Fraser will be replacing Mike Stelmaszek on the Straits Area Fire Authority (SAFA) and Councilmember St. Louis will be replacing Mike Stelmaszek on the St. Ignace Building Authority (SBA).

It was moved by Mayor Litzner, seconded by Councilmember Fullerton, to approve the appointments to the Planning Commission, SAFA and SBA.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

Council commended Mrs. Clement on her many years of service to the Planning Commission. Mayor Litzner requested Council's consideration scheduling a vote on the Planning Commission's recommended Short Term Rental Ordinance to be on a later date, once open meetings are held in person.

It was moved by Councilmember Pelter, seconded by Councilmember St. Louis, to plan a date in the future to discuss the Short Term Rental Ordinance, once open meetings can be attended in person.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

4. FINANCIALS:

Council reviewed the July 2020 financials..

It was moved by Councilmember Clapperton, seconded by Councilmember Fullerton, to approve the financials as presented.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

Public Comment:

Public comment was received regarding the candidate for the City Manager position, Darcy Long.

Consideration of Bills:

It was moved by Councilmember Pelter, seconded by Councilmember Clapperton, to approve payment of the bills in the amount of \$ 47,178.14.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

ACE HARDWARE	531.54
AIRGAS USA LLC	154.42
ANDERSON TACKMAN & COMPANY	15,954.86
ARCTIC GLACIER USA INC	251.10
BELONGA'S PLUMBING AND HEATING	4.80
BLARNEY CASTLE OIL CO	404.57
CAROL BELL	323.25
CHARLES J. PALMER, P.C.	2,382.72
CHRISTOPHER WILLIAM BOUCHA	2,840.00
FUSION CLOUD SERVICE, LLC	364.37
GOLF ASSOCIATION OF MICHIGAN	100.00
HARRELL'S INC	2,302.40
INTERSTATE BATTERIES	239.90

KSS ENTERPRISES	734.58
LYNN AUTO PARTS	6,944.15
MCG WEB DEVELOPMENT INC	135.00
MICHAEL RICHARD LAMB	67.50
MICHIGAN RURAL WATER ASSOCIATION	735.00
NATIONAL OFFICE PRODUCTS	7,029.48
OK INDUSTRIAL SUPPLY	271.68
QUILL CORPORATION	16.15
SAULT PRINTING COMPANY	61.89
SPARTAN DISTRIBUTORS, INC	387.23
SPARTAN STORES	51.56
ST IGNACE AUTOMOTIVE	50.76
STRAITS BUILDING CENTER	175.31
WESLEY H MAURER JR	300.37
ZAREMBA EQUIPMENT	363.55
Grand Total:	\$47,178.14

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

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

**CITY OF ST. IGNACE, MI
WASTEWATER SYSTEM IMPROVEMENTS**

PROJECT: 16-0072

USDA-RD

APPROVAL OF PAYMENTS (#07)

Meeting Date: September 8, 2020

It was moved by: _____

and seconded by: _____

that the following invoices be approved for payment:

Invoice	Dated	From	Contract	Category	Amount
70610	07/31/20	C2AE	16-0072		\$18,619.81
70276	08/28/20	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	09/08/20	Elmer's Crane & Dozer	16-0072	Development	\$65,502.95
				TOTAL	\$96,652.38

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 RD will provide more directions on how to make extra payment.

Ayes: _____

Nays: _____

Absent: _____

Motion: Passed / Failed

By: _____

Title: _____



July 30, 2020

Ms. Brenda Stevenson-USDA-RD

The City of St. Ignace is requesting the remaining loan funds to be ordered since the project is complete then applied as an extra payment on our loan after the above expenses are covered. We understand these funds will be deposited into our construction account and RD will provide direction on how to make the extra payment.

Bill Fraser, Interim City Manager

A handwritten signature in cursive script, appearing to read "Bill Fraser".

BF/ht

AFFIDAVIT OF COMPLETION / CONSENT OF SURETY

491003

Elmer's Crane and Dozer, Inc.

Name of Contractor

P.O. Box 6150, Traverse City, Michigan 49696 - 6150

Address of Contractor

being duly sworn, deposes and says that they entered into a contract with:

City of St. Ignace on the 19th day of April, 2019 for the City of St. Ignace Wastewater System Improvements Project.

Contractor further says that the said contract has been completed and all indebtedness incurred by him to subcontractors, suppliers, and laborers in their employ has been paid in full.

Contractor further says that there are no outstanding or pending claims, liens or actions in law involving this contract.

Contractor further says this affidavit is furnished as an inducement to the Owner to confirm Final Payment / Release Retainage on said contract.

WITNESSES:

SIGNED: Elmer's Crane and Dozer, Inc.

Kirsten L. Bott Kirsten L. Bott

Max A. Bott

Subscribed and sworn to before me this

17th day of July, 2020

My commission expires: 02/04/23

Marynell Ripmester, Notary Public

CONSENT OF SURETY

We, as Surety on the above-described contract, hereby give our consent to the payment to the Contractor as indicated.

NAME OF SURETY COMPANY: The Cincinnati Insurance Company

PERFORMANCE AND PAYMENT BOND NO.: B3238829

FINAL CONTRACT PRICE: \$ 974,697.55

Date: July 21, 2020

Signed: Marcia J. Miller

Name: Marcia J Miller, Attorney-in-Fact

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

David G. Chapman; Robert G. Chapman; Nathan G. Chapman; Marcia J. Miller and/or Cloyd W. Barnes

of Lansing, Michigan its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows: Any such obligations in the United States, up to

Twenty Five Million and No/100 Dollars (\$25,000,000.00)

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 10th day of May, 2012.



THE CINCINNATI INSURANCE COMPANY

Signature of Stephen A. Jantke

Vice President

STATE OF OHIO) ss:
COUNTY OF BUTLER)

On this 10th day of May, 2012, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.



Signature of Mark J. Muller

MARK J. MULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.
this 21st day of July 2020



Signature of Scott R. Bolen

Assistant Secretary

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
July 10, 2020

Name of Borrower City of St. Ignace, MI, Wastewater System Improvements, Project 16-0072

Items	Amount of Funds
Development	\$ 65,502.95
Contract or Job No. <u>PPE #6</u>	
Contract or Job No. _____	
Contract or Job No. _____	
Land and Rights-of-Way	
Legal Services	
Engineering Fees	31,149.43
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O & M	
Other	
TOTAL	\$ 96,652.38

Prepared by City of St. Ignace, MI

Name of Borrower

By _____

Date _____

Approved by _____

Date _____

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



Please Remit Payment To:
106 West Allegan Street Suite 500
Lansing, MI 48933
1-866-454-3923

July 31, 2020
Project No: 16-0072
Invoice No: 70160

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

Project 16-0072 St. Ignace USDA South State Street Area Wastewater
Professional Services for the period ending July 19, 2020

Phase 02 Design		Fee				
Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing	
Preliminary Design	27,500.00	100.00	27,500.00	27,500.00	0.00	
Final Design	11,000.00	100.00	11,000.00	11,000.00	0.00	
Bidding	12,000.00	100.00	12,000.00	12,000.00	0.00	
Total Fee	50,500.00		50,500.00	50,500.00	0.00	
Total Fee					0.00	
Total this Phase					0.00	

Phase 03 Construction		Fee				
Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing	
Construction	28,000.00	90.00	25,200.00	25,200.00	0.00	
Post-Construction	1,000.00	15.00	150.00	0.00	150.00	
Total Fee	29,000.00		25,350.00	25,200.00	150.00	
Total Fee					150.00	
Total this Phase					\$150.00	

Phase 04 Resident Project Representative		Fee			
		104.00			
		104.00			
Total Labor					8,717.28

Invoices are due upon receipt.

Project	16-0072	St. Ignace USDA South State Street Area	Invoice	70160
Reimbursable Mileage, Parking, and Tolls				
6/25/2020	Lawson, Charles	Return from St Ignace client meetings	86.25	
Reimbursable Lodging and Airfare				
7/5/2020	Holmgren, Michael	Lodging	161.28	
Reimbursable Per Diem Costs				
6/28/2020	Holmgren, Michael	Lodging Meals	125.00	
7/5/2020	Holmgren, Michael	Meals	75.00	
	Total Reimbursables		447.53	447.53

Fleet Vehicle 13 RAM

98.33
12.08
98.33
97.18
10.35
96.60
10.35
423.22
423.22

Contract Recap	Current Billing Amount	Previous Billed Amount	To-Date	
Total Billings	9,588.03	79,713.74	89,301.77	
Contract Amount			100,000.00	
Contract Balance			10,698.23	
		Total this Phase		\$9,588.03

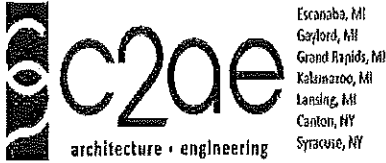
Phase	05	Additional Services
Task	0054	Construction Archeological Monitoring

Heidbrier, Kelly	1.00	
Kurncz, Michael	7.75	
Lawson, Charles	7.00	
Pionk, Darren	8.00	
Watson, Matthew	.25	
	24.00	
Total Labor		3,392.08

Consultants

University of Illinois				
8/5/2020	University of Illinois		5,392.00	
	Total Consultants		5,392.00	5,392.00

Project	16-0072	St. Ignace USDA South State Street Area		Invoice	70160
Reimbursable Mileage, Parking, and Tolls					
7/1/2020	Kurncz, Michael	bridge fare		8.00	
Total Reimbursables				8.00	8.00
Fleet Vehicle 21 Ram					
asbult topo				89.70	
Total Units				89.70	89.70
Contract Recap					
		Current Billing Amount	Previous Billed Amount	To-Date	
Total Billings		8,881.78	25,000.00	33,881.78	
Contract Amount				80,000.00	
Contract Balance				46,118.22	
				Total this Task	\$8,881.78
				Total this Phase	\$8,881.78
				Total this Invoice	<u>\$18,619.81</u>



Please Remit Payment To:
106 West Allegan Street Suite 500
Lansing, MI 48933
1-866-454-3923

August 28, 2020
Project No: 16-0072
Invoice No: 70276

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

Project 16-0072 St. Ignace USDA South State Street Area Wastewater

Professional Services for the period ending August 23, 2020

Phase 02 Design
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Preliminary Design	27,500.00	100.00	27,500.00	27,500.00	0.00
Final Design	11,000.00	100.00	11,000.00	11,000.00	0.00
Bidding	12,000.00	100.00	12,000.00	12,000.00	0.00
Total Fee	50,500.00		50,500.00	50,500.00	0.00
Total Fee					0.00
Total this Phase					0.00

Phase 03 Construction
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Construction	28,000.00	100.00	28,000.00	25,200.00	2,800.00
Post-Construction	1,000.00	100.00	1,000.00	150.00	850.00
Total Fee	29,000.00		29,000.00	25,350.00	3,650.00
Total Fee					3,650.00
Total this Phase					\$3,650.00

Phase 04 Resident Project Representative

	85.25				
	85.25				
Total Labor					8,543.37

Invoices are due upon receipt.

Project	16-0072	St. Ignace USDA South State Street Area		Invoice	70276
Reimbursable Miscellaneous Expenses					
8/27/2020	Reimbursable Expenses			250.00	
Reimbursable Mileage, Parking, and Tolls					
7/22/2020	Lawson, Charles	Project Travel		86.25	
Total Reimbursables				336.25	336.25
Contract Recap		Current Billing Amount	Previous Billed Amount	To-Date	
Total Billings		8,879.62	89,301.77	98,181.39	
Contract Amount				100,000.00	
Contract Balance				1,818.61	
				Total this Phase	\$8,879.62
				Total this Invoice	<u>\$12,529.62</u>

Contractor's Application for Payment No. 4

Application Period 7/1/20 to 9/30/20	Application Date 9/8/2020
To (County) City of St. Louis City Hall 365 North State St., St. Louis, MO 63101	Yes (Employed) <input checked="" type="checkbox"/> NO City of St. Louis, MO 63101
Project Workman System Improvements	Contractor's Project No. Contractor's Project No. 154072
Owner's Contract No. 154072	Employer's Project No. 154072

Application for Payment Change Order Summary

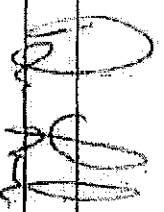
Itemized Change Order Number	Amount	Volunteers
CO#1	\$11,610.00	
CO#2	\$8,390.00	
CO#3	\$7,185.50	
CO#4	\$2.00	
CO#5	\$89,404.85	
TOTALS	\$125,592.35	\$89,404.85
NET CHANGE BY CHANGE ORDERS	-\$42,985.95	

1. ORIGINAL CONTRACT PRICE \$ 11,658,582.50
2. Net change by Change Order \$ -42,985.95
3. Current Contract Price (Item 1 + 2) \$ 11,615,596.55
4. TOTAL COMPLETED AND STORED TO DATE (Column 1 and 2) \$ 11,615,596.55
5. RETAINAGE:
 - a. 5% \$ 580,779.83
 - b. 10% \$ 1,161,559.66
6. AMOUNT DUE THIS APPLICATION \$ 11,034,816.72
7. BALANCE TO FINISH THIS RETAINAGE (Column 5 and 6) \$ 580,779.83

Contractor's Certification


The undersigned Contractor certifies, to the best of his knowledge, the following:

(1) All work and progress payments received from Owner are in accordance with the Contract and have been applied to account for the work performed by the Contractor's employees and subcontractors who have been approved in writing by the Engineer. (2) The work shown on all bills, materials and equipment invoices is used, stored, or otherwise held in or covered by the Application for Payment, and will pass to Owner in full at the time of final payment. (3) All bills, materials, and equipment invoices are true and correct copies of the original invoices. (4) All bills, materials, and equipment invoices are supported by a valid invoice or receipt. (5) All bills, materials, and equipment invoices are supported by a valid invoice or receipt. (6) All bills, materials, and equipment invoices are supported by a valid invoice or receipt. (7) All bills, materials, and equipment invoices are supported by a valid invoice or receipt. (8) All bills, materials, and equipment invoices are supported by a valid invoice or receipt. (9) All bills, materials, and equipment invoices are supported by a valid invoice or receipt. (10) All bills, materials, and equipment invoices are supported by a valid invoice or receipt.

By: 

Date: 8-28-2020

Payment of \$ 865,502.95 (Cash or other - attach explanation of the other amount)

is recommended by:  9-1-2020 (Date)

Payment of \$ 865,502.95 (Cash or other - attach explanation of the other amount)

is approved by: _____ (Date)

Approved by: _____ (Date)

Financing Agency (if applicable): _____ (Date)



Construction Pay Estimate Amount Balance Report

Estimate: 6

C2AE-Escanaba

8/1/2020 9:52 AM
FieldManager 5.3c

Contract: _16-0072, St. Ignace - WW System Improvements

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
Allow Gas Main Relocate	_16-72-1(0101		16-0072	10	0.000		0.000			1.00000	
Allow Phone Line Relocate	_16-72-1(0102		16-0072	10	2,000.000		2,000.000	2,000.000	100%	1.00000	\$2,000.00
Allow Buried Elec Line Relocate	_16-72-1(0103		16-0072	10	0.000		0.000			1.00000	
Allow Utility Pole Relocation	_16-72-1(0104		16-0072	10	0.000		0.000			1.00000	
Allow for Contaminated Soils	_16-72-1(0105		16-0072	10	0.000		0.000			1.00000	
Bypass Pumping Sewer	_16-72-1(0106		16-0072	10	7,500.000		7,500.000	7,500.000	100%	1.00000	\$7,500.00
Replaceme											
Allow for Contaminated Water	_16-72-1(0107		16-0072	10	0.000		0.000			1.00000	
Allow Tree & Shrub Replacement	_16-72-1(0108		16-0072	10	0.000		0.000			1.00000	
General Cond Bonds, Ins & Mob	_16-72-1(0109		16-0072	10	51,000.000		51,000.000	51,000.000	100%	1.00000	\$51,000.00
Precon Audiovisual Coverage	_16-72-1(0110		16-0072	10	0.000		0.000			1.00000	
Public Relations Program	_16-72-1(0111		16-0072	10	1,000.000		1,000.000	1,000.000	100%	1.00000	\$1,000.00
ENV Mit, Erosion & Dust Control	_16-72-1(0112		16-0072	10	11,930.000		11,930.000	11,930.000	100%	1.00000	\$11,930.00
Engineer's Temp Field Office	_16-72-1(0113		16-0072	10	0.000		0.000			1.00000	
Traffic Control	_16-72-1(0114		16-0072	10	75,000.000		75,000.000	75,000.000	100%	1.00000	\$75,000.00
Project Sign	_16-72-1(0115		16-0072	10	2,500.000		2,500.000	2,500.000	100%	1.00000	\$2,500.00
Added Cost Hydrocarbon Impact	_16-72-1(0116		16-0072	10	0.000		0.000			13.00000	
12" to 24" Trees/Stump Removal	_16-72-1(0117		16-0072	10	5.500		5.500	5.500	100%	540.00000	\$2,970.00
Remove Salv or Replace Sign	_16-72-1(0118		16-0072	10	3.000		3.000	3.000	100%	150.00000	\$450.00
Remove Salv or Replace Mailbox	_16-72-1(0119		16-0072	10	9.000		9.000	9.000	100%	90.00000	\$810.00
Rock or Boulder Excavation	_16-72-1(0120		16-0072	10	500.600	5.000	500.600	500.600	100%	100.00000	\$50,060.00
Rock Excavation, No Blasting	_16-72-1(0121		16-0072	10	0.000		0.000			100.00000	
Utility Location Investigation	_16-72-1(0122		16-0072	10	2.000		2.000	2.000	100%	290.00000	\$580.00
12" Undercut/Stone Refill	_16-72-1(0123		16-0072	10	100.000		100.000	100.000	100%	30.00000	\$3,000.00
Granular Fill	_16-72-1(0124		16-0072	10	497.000	147.000	497.000	497.000	100%	26.00000	\$12,922.00
1' Gravel Shoulder, 12"Depth	_16-72-1(0125		16-0072	10	2,948.500	533.500	2,948.500	2,948.500	100%	4.70000	\$13,857.95
Excess Cut	_16-72-1(0126		16-0072	10	0.000		0.000			15.00000	

Contract: _16-0072

Estimate: 6



Construction Pay Estimate Amount Balance Report

Estimate: 6

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9/1/2020 9:52 AM
FieldManager 5.3c

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
4" Concrete Sidewalk	_16-72-1:0127		16-0072	10	4,059,000		4,059,000	4,059,000	100%	6.60000	\$26,789.40
6" Concrete Sidewalk or Ramp	_16-72-1:0128		16-0072	10	425,000		425,000	425,000	100%	8.50000	\$3,612.50
ADA Truncated Dome Ramp Casting	_16-72-1:0129		16-0072	10	60,000		60,000	60,000	100%	80.00000	\$4,800.00
Adjust Existing Casting	_16-72-1:0130		16-0072	10	2,000		2,000	2,000	100%	420.00000	\$840.00
Adjust Existing Valve Box	_16-72-1:0131		16-0072	10	4,000		4,000	4,000	100%	200.00000	\$800.00
6" Gravel Road Surface	_16-72-1:0132		16-0072	10	138,000		138,000	138,000	100%	12.00000	\$1,656.00
12" Base, Type 'A' & 'B' Areas	_16-72-1:0133		16-0072	10	1,607,000		1,607,000	1,607,000	100%	17.00000	\$27,319.00
3" Type 'A' Pavement Replace	_16-72-1:0134		16-0072	10	3,114,000		3,114,000	3,114,000	100%	21.00000	\$65,394.00
3" Type 'B' Pavement Replace	_16-72-1:0135		16-0072	10	745,000	495,000	745,000	745,000	100%	35.00000	\$26,075.00
8" Type 'C' Pavement Replace	_16-72-1:0136		16-0072	10	152,700		152,700	152,700	100%	175.00000	\$26,722.50
6" Conc Drive, w/4" Sand Base	_16-72-1:0137		16-0072	10	34,600		34,600	34,600	100%	190.00000	\$6,574.00
3" HMA Drive, w/6" Gravel Base	_16-72-1:0138		16-0072	10	1,251,300	553,500	1,251,300	1,251,300	100%	45.00000	\$55,308.50
6" Gravel Driveway Replacement	_16-72-1:0139		16-0072	10	88,700		88,700	88,700	100%	16.00000	\$1,419.20
6" Water Main	_16-72-1:0140		16-0072	10	32,500		32,500	32,500	100%	80.00000	\$2,600.00
Hydrant Assembly w/6" Valve	_16-72-1:0141		16-0072	10	2,000		2,000	2,000	100%	4,500.00000	\$9,000.00
Remove Ex Hydrant/Return Owner	_16-72-1:0142		16-0072	10	2,000		2,000	2,000	100%	865.00000	\$1,730.00
Connect to Ex 6" Water Main	_16-72-1:0143		16-0072	10	2,000		2,000	2,000	100%	3,500.00000	\$7,000.00
Additional Fittings, 6"	_16-72-1:0144		16-0072	10	2,000		2,000	2,000	100%	550.00000	\$1,100.00
8" Sanitary Sewer	_16-72-1:0145		16-0072	10	3,614,000		3,614,000	3,614,000	100%	91.00000	\$328,874.00
4" 6" Sewer Lateral	_16-72-1:0146		16-0072	10	695,500		695,500	695,500	100%	21.00000	\$14,605.50
8" x 6" Wye Branch	_16-72-1:0147		16-0072	10	56,000	4,000	56,000	56,000	100%	304.00000	\$17,024.00
Connect to Ex 4" to 6" Lateral	_16-72-1:0148		16-0072	10	53,000	1,000	53,000	53,000	100%	125.00000	\$6,625.00
Cap and Mark New Lateral	_16-72-1:0149		16-0072	10	3,000		3,000	3,000	100%	150.00000	\$450.00
4" Insulation	_16-72-1:0150		16-0072	10	0,000		0,000	0,000		12.00000	
18" Storm Sewer Replacement	_16-72-1:0151		16-0072	10	9,000		9,000	9,000	100%	68.00000	\$612.00
15" Storm Sewer Replacement	_16-72-1:0152		16-0072	10	19,000		19,000	19,000	100%	55.00000	\$1,045.00

Contract: _16-0072

Estimate: 6



Construction Pay Estimate Amount Balance Report

Estimate: 6

C2AE-Escanaba

9/1/2020 9:52 AM
FieldManager 5.3c

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
12" Storm Sewer Replacement	_16-72-1:0153		16-0072	10	28.000		28.000	28.000	100%	50.00000	\$1,400.00
8" to 15" Ex Sewer Bulkhead	_16-72-1:0154		16-0072	10	0.000		0.000	0.000		70.00000	
4" to 6" Ex Sewer Bulkhead	_16-72-1:0155		16-0072	10	0.000		0.000	0.000		70.00000	
Abandon Ex 8" to 15" Sewer	_16-72-1:0156		16-0072	10	100.000		100.000	100.000	100%	14.00000	\$1,400.00
8" to 10" Connect to Ex Sewer	_16-72-1:0157		16-0072	10	5.000		5.000	5.000	100%	175.00000	\$875.00
12" to 15" Connect to Ex Sewer	_16-72-1:0158		16-0072	10	11.000		11.000	11.000	100%	280.00000	\$3,080.00
48" Pre-cast MH, 10' Less	_16-72-1:0160		16-0072	10	21.000		21.000	21.000	100%	4,200.00000	\$88,200.00
Added 48" MH Depth Over 10'	_16-72-1:0161		16-0072	10	12.880		12.880	12.880	100%	275.00000	\$3,542.00
Abandon Existing 48" MH	_16-72-1:0163		16-0072	10	0.000		0.000	0.000		3,000.00000	
Culvert Replacement, 15"	_16-72-1:0164		16-0072	10	47.000		47.000	47.000	100%	35.00000	\$1,645.00
Percentage of Contract Completed(curr): 100% Total Amount Paid This Estimate: \$50,502.95 Total Amount Paid To Date: \$974,697.55											

Contract: _16-0072

Estimate: 6

Page 3 of 3



7/27/2020

Dear Council Members,

Please consider this letter as a request from the St. Ignace Visitors Bureau to adjust our previously approved Special Event Status for the 6th Annual Trek the Mighty Mac event taking place September 25 and 26, 2020.

As in past years, registrants will travel to Darrow's Gravel Pit in Mackinaw City on Friday, September 25th to stage machines, pick up registration packets, and go through tech inspection. Registration and Tech Inspection will be open from 12 noon to 10 PM on Friday. There will be overnight security but no overnight parking for anything other than ATVs and staff.

On Saturday, busses will bring registrants from their hotels back to the staging area. At 11 AM, the machines will leave Darrow's Gravel Pit with Mackinaw City police escort to the Mackinac Bridge where Bridge Authority vehicles will take over the procession. In St. Ignace, we request that St. Ignace City Police assist by taking over the escort from the toll both to the adjusted route which is exit 344A to head northbound on US2, which changes to State St. and continue to Little Bear East Arena located at 275 Marquette St. We will have all streets partially coned off for traffic control and machines will stay to the far right of the road/shoulder to minimize traffic concerns.

To go lunch and activities will take place at Little Bear East arena followed by trail riding.

Thank you very much for your consideration; please let me know if you have any additional questions or concerns.

Best,

A handwritten signature in black ink that reads "Jimmy A. Raville". The signature is written in a cursive style with a large, looping initial "J".

RESOLUTION

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

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

WHEREAS, this event requires the usage of I-75NB and I-75BL and the St. Ignace Little Bear East Arena parking lot, and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", requires certain criteria be met in order for the event to be held.

NOW THEREFORE BE IT RESOLVED, that the St. Ignace City Council has determined that the St. Ignace Visitors Bureau does meet the criteria established in the various sections of the Ordinance No. 413, and

FURTHER BE IT RESOLVED, that the City Council does approve the usage of I-75NB, I-75BL and the St. Ignace Little Bear East Arena parking lot for this event on September 26, 2020.

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 8, 2020 at 7:00 p.m.

Andrea Insley, City Clerk

hmt



September 2, 2020

St. Ignace City Council Members:

As we are all certainly well aware, our lives and planned events are changing daily due to Covid-19. Our local Long Term Care facility, Evergreen Living Center, has had to cancel both our Annual Community Carnival and our Walk to End Alzheimer's due to the pandemic. Our biggest awareness and fundraiser event is coming up quickly, our Purple Volleyball game against Cedarville. Because high school sports and their attendance are not going to look like they have in the past, both volleyball teams are working together with our Planning Committee on how we can still spread awareness for Alzheimer's and dementia.

The day of the scheduled game (Tuesday, September 29), we would like to designate "Purple Day." We are going to be selling special purple shirts to students, school staff, hospital staff, and community members to show their support on this designated day, which happens to fall in World Alzheimer's Awareness Month. Both schools are going to hold "Serve-a-Thons" to raise money, some community members will be doing walks/runs for pledges, as well as raffle auctions at Mackinac Straits Health System, among other small fundraisers and awareness opportunities. All money that is raised goes directly to the Evergreen Living Center and Cedar Cove (Cedarville) Activities Departments.

We would like to ask your permission to help celebrate Purple Day in our community to show our support for those living with dementia and their caregivers. Our committee would like to place small purple pinwheels through downtown for the week of the event and/or place purple ribbons on the downtown lampposts. Our committee would be responsible for putting them up (Sunday, Sept 27) as well as taking them down no later than Friday, October 2.

Thank you for taking the time to listen to our cause. While this current situation has been difficult for all of us, unfortunately I have seen first-hand how detrimental it has been for our elderly, especially those with dementia. On behalf of the St. Ignace and Cedarville volleyball programs and our Planning Committee, we all feel it is vital that we take this opportunity to show our community members our support.

Sincerely,

Lani N. Fettig, CTRS/CDP
Certified Therapeutic Recreation Specialist/Certified Dementia Practitioner
Evergreen Living Center
906.643.0478
lfettig@mshosp.org

"The Healthcare Jewel of the Straits"

1140 N. State St.; Bldg 2 / St. Ignace, MI 49781

Phone Numbers: *Director of Nursing*- 906.643.0475 *Social Services*- 906.643.0427 *Activities*- 906.643.0478

Fax Number: 906.643.8047

**City of St. Ignace
Negotiation Committee of the Whole Minutes
Wednesday, August 19, 2020 7pm**

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

Absent: Councilmember Clapperton

Staff Present: Tony Brown, Police Chief and Rich Cullen.

Others Present: Michele Brown, Fred Paquin, Mary Cullen, Tim Matelski.

AGENDA

I. CITY MANAGER POSITION DISCUSSION

Mayor Litzner informed the Committee she had called references for Darcy Long and received mostly positive feedback, such as reaching second interviews with other entities. Councilmember Pelter also contacted some of Mr. Long's references receiving supportive feedback, such as he is thorough, has positive input, knowledgeable and professional. Some negative comments that were made were Mr. Long doesn't listen well and has experienced conflicts with prior Council.

It was the consensus of the Committee to recommend hiring Mr. Darcy Long for the position of City Manager.

Public Comment:

Public comment was received regarding the Council's failure to inform residents of City matters.

Meeting adjourned at 7:37 p.m.

Minutes by Councilmember Tremble.

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 _____.

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 Mackinac, 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 Hecks, a Michigan general law township, shall constitute the sole initial members of the Council (“Members”).

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.

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

Section 8. Compensation – Each 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.

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 December 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 ratification an annual budget no later than the first regularly scheduled meeting in each calendar year
- 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 or 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

- 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 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 involve 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.

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, any 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. At the next regular meeting in each calendar year, the Chairperson shall notify the Board of the total amount of the annual operations assessment. 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.

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. Prorating of Assessments – When new members are accepted for membership, 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 8. 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.

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.

Draft