

CITY COUNCIL MEETING
St. Ignace, Michigan
Monday March 19, 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 March 5, 2018 meeting
- VI. Limited Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business
 - 1. **APPROVAL FOR UPCOMING MML TRAINING IN MAY**
 - 2. **APPROVAL OF COMP. TIME POLICY**
 - 3. **FINANCIALS**
- IX. Public Comment
- X. Consideration of Bills

**Council
Proceedings
(Official)**

A Regular Meeting of the St. Ignace City Council was held on Monday, March 5, 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, Pelter, St. Louis, Tremble and Mayor Litzner.

Absent: Mayor Pro-Tem Paquin. It was moved by Mayor Litzner, seconded by Councilmember Fullerton, to excuse Mayor Pro-Tem Paquin, as he was out of town. Motion carried unanimously.

Staff Present: Mike Stelmaszek, City Manager; Andrea Insley, City Clerk/Treasurer; Mark Wilk, Police Chief; Scott Marshall, Recreation Director.

Consideration of minutes from February 19, 2018 Council meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to approve the minutes of February 19, 2018. Motion carried unanimously.

Limited Public Comment: None.

Additions to the Agenda:

Councilmember Clapperton – Board of Review.

1. ANNUAL PLANNING COMMISSION REPORT:

Council commended Betsy Dayrell-Hart for her work with the Planning Commission and for providing the report summarizing their tasks and accomplishments.

2. ANNUAL RECREATION DEPARTMENT/LBE REPORT:

Scott Marshall, Recreation Director, presented Council with a 2017 annual report summarizing the financial status and achievements of the Little Bear East Community Center, ice arena, fitness center and recreation programs. Council commended Director Marshall on his report and his efforts in keeping Council informed of his department's activities and productivity.

3. APPROVAL FOR UPCOMING TRAINING IN MARCH:

City Manager Stelmaszek informed Council of City employees taking part in various trainings this month. It was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to approve the training events. Motion carried unanimously.

4. REQUEST TO FILL MARINA DIRECTOR POSITION:

City Manager Stelmaszek announced the resignation of Marina Director, Mike Singleton, and requested Council's approval to begin the process to hire a new Marina Director. After brief discussion, it was the consensus of Council to schedule a Negotiation Committee meeting to determine details of the job description and wage.

It was moved by Councilmember Fullerton, seconded by Councilmember St. Louis, to authorize City Manager Stelmaszek to begin advertising for a new Marina Director. Motion carried unanimously.

5. DECISION ON CITY ATTORNEY APPLICATIONS:

City Manager Stelmaszek informed Council that after reviewing the applications received for a City Attorney, he recommends hiring two of the applicants for separate responsibilities. City Manager Stelmaszek suggested one attorney be hired to process Code Ordinance matters, while the other will perform as an interim attorney for other legal needs of the City.

Council requested more information be collected on the applicants to discuss specifically what responsibilities they would be willing to take on and their availability to the City's needs.

It was moved by Councilmember Pelter, seconded by Councilmember Clapperton, to authorize personal interviews with the applicants. Motion carried.

Additions to the agenda:

Councilmember Clapperton – Board of Review.

Councilmember Clapperton requested City Manager Stelmaszek verify whether any issues exist for the Board of Review in their upcoming meetings in March regarding eligibility to consider the City's tax rolls. City Manager Stelmaszek informed Council he was not aware of any specific issues, but would investigate further and provide confirmation.

Public Comment

Clyde Hart requested confirmation that the seasonal contracts for the Marina clients are being processed for the upcoming season. City Manager Stelmaszek reported Marina Director Mike Singleton has offered to assist with the process until his departure March 13th.

Consideration of Bills:

It was moved by Councilmember Pelter, seconded by Councilmember Tremble, to approve payment of the bills in the amount of \$12,003.63. Motion carried unanimously.

The following bills were presented to Council for payment:

ENTERPRISE VENDING	123.00
ETNA SUPPLY COMPANY	1,239.00
GRAINGER INC	32.60
HACH COMPANY	1,681.81
HYDRITE CHEMICAL CO	2,398.19
KIMBALL-MIDWEST	239.60
KUSSMAUL ELECTRONICS	679.71
MACKINAC SALES	381.04
MICHIGAN KENWORTH LLC	254.97
MICHIGAN STEAM	336.63
NATIONAL OFFICE PRODUCTS	177.77
NCL OF WISCONSIN INC	553.77
PARAGON LABS	615.00
RICHARD M PERRY	50.00
RUDYARD ELECTRICAL SERVICE INC	678.09
SPAULDING MFG INC	176.37
TYLER LANE	554.00
WESLEY H MAURER JR	1,374.02
WINDEMULLER ELECTRIC INC	458.06
Grand Total:	\$12,003.63

There being no further business, the meeting adjourned at 7:35 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

CITY COUNCIL MEETING
City Council Chambers
Monday, March 19th, 2018

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

APPROVAL FOR UPCOMING MML TRAINING

This request is for Elected Official Core Training in Lansing on May 18th & 19th. It is presented by the MML and includes training in Financial Management, Planning, and Zoning. These are all issues our city is currently addressing. Mayor Litzner, Councilmember Pelter, and Council Member Paquin have signed up to attend. The cost is in our budget.

APPROVAL OF COMP TIME POLICY

This is the policy discussed and thought to have been approved at the May, 15th, 2017 Council meeting. I have reviewed this policy and it is consistent with our union contract and how it should work for Non-Union salaried employees. It was also reviewed at the Negotiation Committee and is now presented for your approval.

Update on Other Matters

We had a Fire Authority meeting on Wednesday, the 7th, establishing myself as the secretary and Sue Dionne as the Chairperson. I have also been in contact with Miller/Canfield on several matters. They will be sending us sample wording for a ballet proposal for funding a new Fire Hall for the Authority to consider at their next meeting (April 4th at 10:00AM).

Scott Marshal recently approached me about some training he would like to do in conjunction with another trip down state. The only cost would be for a hotel room for one night. There was no time to present this for your approval. After conferring with the Mayor, I granted him permission.

The Negotiation Committee met on Monday, the 12th. Among other issue, we set date for the Committee to interview the candidates for the Marina Director position starting at 4:14pm on Friday the 23rd. Due to scheduling conflicts the Candidates for the Assessor position will be scheduled for their interviews at the work session on March 26th, and the City Attorney Candidates will be interviewed starting at 4:15pm the next date on March,27th. All these interviews are in the Council Chambers to be conducted by the negotiation committee. The full Council is invited to participate and the interviews are open to the public to attend.

I met with the Auditor Thursday and he went over the results of our forensic Audit of our disbursement transactions and purchasing procedures. The results were grim. Under current standards, past procurement practices and management accountability has been unacceptable. Many examples were given just in the last year. However, because of the vague provisions our City charter (created in 1970), these practices do not rise to a level as to violate any criminal laws. I have instructed the Auditor to implement their findings into our upcoming annual audit to augment these findings and recommendations. We can then use the results in our "Best Practice" review of all our City policies and procedures we are conducting with our insurer. To this end, the Auditing firm will also be providing us with recommended policies for our accounting procedures. This process should also be accomplished with an effort to revise and adopt a new City Charter.

The audit was given to me on Friday and is presented to you for your review with an offer from the Auditing firm to go over it with the full board if they so request.



Training Seminars May 2018

michigan municipal league

Elected Officials Academy Core Weekender

Friday & Saturday, May 18 - 19, 2018

All elected municipal officials must have a basic foundation of knowledge upon which to build their effectiveness as community leaders. This weekend seminar offers the most critical information in four short courses—Legal Framework, Leadership Roles & Responsibilities, Financial Management, and Planning & Zoning—in a compact format that facilitates achievement of Level One of the Michigan Municipal League's Elected Officials Academy. The Elected Officials Academy (EOA) is a voluntary continuing education program established to encourage and recognize the efforts of local elected officials to become effective leaders. Learn more about the EOA at eoa.mml.org. Upon completion of this program attendees will be able to differentiate between the role of the councilmember and the role of the mayor/president, discuss the Uniform Budgeting and Accounting Act, identify where taxes and revenue sharing come from, use zoning checks and balances, and make effective zoning decisions.

About the Speakers

A panel of experienced speakers

Agenda

Friday, May 18, 2018

Check-in 5:30 pm; A light dinner; Begin 6:00 pm; Adjourn 9:00 pm

Saturday, May 19, 2018

Check-in 7:30 am; Begin 8:00 am; Lunch; Adjourn 3:00 pm

Cost Per Person

League Member communities, \$160
Nonmember communities, \$215

Location Information

Grand Haven-Spring Lake Waterfront Holiday Inn
940 W. Savidge, Spring Lake, MI 49456

For directions to this location, please visit www.mml.org.

Education Credits Approved For This Program

8 EOA

Elected Officials Academy Core Weekender

Friday & Saturday, May 18 - 19, 2018 - Waterfront Holiday Inn, Spring Lake

Cost: League Member communities, \$160; Nonmember communities, \$215

Name of Municipality or Firm: City of St Ignace

Billing Address/State/Zip: 396 N State St, St Ignace MI 49781

Phone #: 906-643-9671 Fax #: 906-643-9393

Name	Title	Email*
1. <u>Connie Litzner</u>	<u>Mayor</u>	<u>sisec@lighthouse.net</u>
2. <u>Kayla Pelter</u>	<u>Councilmember</u>	<u>sisec@lighthouse.net</u>
3. <u>Luke Paquin</u>	<u>Mayor Pro-Tem</u>	<u>sisec@lighthouse.net</u>

Payment Info: Cost \$ 160.00 x Quantity 3 = Total Due: \$ 480.00

Cancellation Policy

All cancellations must be submitted in writing either by fax, 734-669-4223 or email, registration@mml.org. No refunds will be given for cancellation requests received after 05/11/2018. For a full list of registration policies, please visit www.mml.org, then click on training/events.

To Register

1. If paying by credit card, register online by visiting www.mml.org. On the home page located on the right hand side under "My League," click on "View and Register for Events."
2. If paying by check, please mail this form along with a check payable to the Michigan Municipal League, P.O. Box 7409, Ann Arbor, MI 48107-7409.
3. If registering with no payment, please email form to registration@mml.org

Compensatory Time Policy

May 2017

Employees shall have the option of selecting either pay or compensatory time for overtime. Employees choosing compensatory time must state that in writing. Compensatory time shall be accrued at the rate at which it was earned: that is, time worked that would be paid at time and one half, shall be accrued at time and one-half. The maximum compensatory time which may be accrued by an employee shall be 40 hours. All accrued comp-time should be taken within a reasonable period not to exceed 180 days from the time of earning (not to exceed beyond current year) provided it does not unduly disrupt the operation of their respective departments.

All comp time not used by the second pay period of December, will be paid out, at the hourly rate it was accrued. This can never be more than the maximum allowed 40 hours. All comp time accrued, during each pay cycle, shall be turned in with payroll to the Assistant Clerk.

All St. Ignace City Non-Union (Salaried) employees are considered exempt salaried employees and are not eligible for overtime pay or compensatory time. Salaried employees are expected to work a minimum of 40 hours per week. But are expected to work as many hours as it takes to get their job done. Work week is a five day work week unless stated in their contract.

It is the responsibility of the employee to adjust his/her schedule accordingly if they will be working days not consistent with normal working days. For example, if an employee plans to work a Saturday or Sunday, then he would be expected to adjust his/her work week to reflect one other day off during that pay period. He/she would take a normal regularly scheduled work day off. This work must be consistent with the employee's standard operational responsibilities. Time off must be cleared by the City Manager.