

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

A Regular Meeting of the St. Ignace City Council was held on Monday, March 6, 2023 in the City Hall Council Chambers as a hybrid attendance meeting with Zoom video conference available.

The meeting was called to order at 7:00 p.m. by Mayor LaLonde, followed by the Pledge of Allegiance. Councilmember Gustafson led the invocation.

PRESENT FROM CITY COUNCIL: Councilmember Gustafson, Mayor LaLonde, Councilmember Pelter and Mayor Pro-Tem St. Louis.

ABSENT: Councilmembers Cronan, Fullerton and Williford. Council excused Councilmember Cronan from this meeting during the Regular Council meeting January 9, 2023. It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Gustafson, to excuse Councilmembers Fullerton and Williford due to being out of town. Motion carried unanimously.

STAFF PRESENT: Stephanie Baar, Assistant to the City Manager; Andrea Insley, City Clerk-Treasurer; Bill Fraser, DPW Director; Charles Palmer, City Attorney; Scott Marshall, DDA Director; Al Mitchell, Interim-Police Chief.

ADDITIONS TO THE AGENDA

Councilmember Pelter – Council Communication.

PUBLIC HEARING – PROPERTY SALE 052-620-064-05

It was moved by Councilmember Gustafson, seconded by Mayor Pro-Tem St. Louis, to approve opening the Public Hearing regarding the property sale of parcel 052-620-064-05 on Graham Avenue. Motion carried unanimously.

Assistant Baar reviewed the history and sale information of the parcel with Council. After brief discussion, it was moved by Councilmember Gustafson, seconded by Mayor Pro-Tem St. Louis, to approve closing the open meeting. Motion carried unanimously.

PUBLIC COMMENT – AGENDA ITEMS (2-min limit)

Comment was received regarding the Little Bear East facility conditions and expenses.

CONSIDERATION OF MINUTES OF THE FEBRUARY 20, 2023, REGULAR COUNCIL MEETING & MINUTES OF THE FEBRUARY 27, 2023, SPECIAL COUNCIL MEETING:

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Gustafson, to approve the minutes of the February 20, 2023, Regular Council meeting and the minutes of the February 27, 2023, Special Council meeting as presented. Motion carried unanimously.

OLD BUSINESS

A. PROPERTY SALE – CITY SHARE OF PARCEL 052-620-064-05

Council discussed a survey between the parcel being sold and the upper lot of the Lakeside Cemetery, lying north of Graham Ave., recognizing the need for specific boundaries not previously marked.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to approve the property sale of the City's 1/7 interest in parcel 052-620-064-05 with a survey of where the property meets the Lakeside Cemetery north of Graham Avenue.

Roll Call Vote:

Yes: Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis and Councilmember Gustafson.

No: None.

Motion carried unanimously.

NEW BUSINESS

A. RESOLUTION 23-10 CHARITABLE GAMING LICENSE YOOPER DO-GOODERS

Members of the Yooper Do-Gooders' organization presented Council with information of how they came to be and the goals they have within the community.

It was moved by Councilmember Gustafson, seconded by Mayor Pro-Tem St. Louis, to approve the request from the Yooper Do-Gooders to recognize the organization as a non-profit operating in the local community.

Roll Call Vote:

Yes: Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmember Gustafson and Mayor LaLonde.

No: None.

Absent: Councilmember Cronan, Fullerton and Williford.

Resolution declared Adopted.

B. RESOLUTION 23-11 STRAITS AREA EMS (SAEMS) FUNDING SUPPORT

A RESOLUTION IN SUPPORT OF STRAITS AREA EMS AUTHORITY CDS REQUEST

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

WHEREAS: The Straits Area EMS Authority, a Michigan public governmental entity, provides Advanced Life Support ambulance service to residents and visitors in six communities in the Eastern Upper Peninsula of Michigan including the City of St. Ignace; and

WHEREAS: Reimbursement rates from Medicare, Medicaid and commercial insurance companies for medically necessary ambulance services is insufficient to cover the costs of operating a rural ambulance service; and

WHEREAS: Residents of the City of St. Ignace therefore provide direct financial support to Straits Area EMS Authority through an annual tax on real and personal property in order to ensure the continued availability of ambulance service in the City of St. Ignace; and

WHEREAS: Funds obtained by Straits Area EMS Authority from other sources reduces the financial burden on residents of the City of St. Ignace; and

WHEREAS: Straits Area EMS Authority needs to purchase two new ambulances and on-board equipment in 2024 in order to continue providing high-quality and timely Advanced Life Support ambulance service, and; and

WHEREAS: The cost of new ambulances and on-board equipment has risen by more than 40% in the last three years, putting a significant financial strain on Straits Area EMS Authority; and

WHEREAS: There may be an opportunity to obtain federal funding through Congressional Directed Spending to aid in the purchase and equipping of these new ambulances; now therefore

BE IT RESOLVED: That the St. Ignace City Council, as elected representatives of the people of the City of St. Ignace, fully supports the Straits Area EMS Authority's request for Congressionally Directed Spending to aid in the purchase and equipping of two new ambulances.

Roll Call Vote:

Yes: Mayor Pro-Tem St. Louis, Councilmember Gustafson, Mayor LaLonde and Councilmember Pelter.

No: None.

Absent: Councilmembers Cronan, Fullerton and Williford.

Resolution declared Adopted.

C. RESOLUTION 23-12 WEEKLY EVENTS 2023

A RESOLUTION TO APPROVE THE 2023 VISITORS BUREAU WEEKLY EVENTS

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

WHEREAS: The St. Ignace Visitor's Bureau requests permission to sponsor and conduct the "2023 Weekly Events"; and

WHEREAS: This event requires the usage of downtown properties which would include the St. Ignace Marina, American Legion Park, and Kiwanis Beach; and

WHEREAS: Chapter 22 of the City of St. Ignace Code, "The Peddler's Ordinance", requires certain criteria be met for the event to be held; and

WHEREAS: This event will be required to follow all COVID Federal, State, and Local regulations in place at that time to qualify for Special Event status; and

WHEREAS: It is understood that there may be fees for certain services if provided by the City; and

WHEREAS: The St. Ignace City Council has determined that the St. Ignace Visitors Bureau does meet the criteria established in the various sections of Chapter 22; now therefore

BE IT RESOLVED: The St. Ignace City Council does approve Special Events status for Weekly Events to be held from May through September, 2023; now further

BE IT RESOLVED: The St. Ignace City Council does approve, subject to compliance with City rules and regulations, for the 2023 Weekly Events usage of downtown properties which would include the St. Ignace Marina, American Legion Park, and Kiwanis Beach for the following events and dates:

Bayside Farmer's Market

St. Ignace Public Marina
July 6-September 28
Thursdays, 2:00 p.m.-7:00 p.m.

Native American Cultural Teachings

Museum of Ojibwa Culture
July 3-August 29
Mondays & Tuesdays, 6:30 p.m.-7:30 p.m.

Friday Night at the Museum

Museum of Ojibwa Culture
July 7-August 25
Fridays, 6:30 p.m.-8:30 p.m.

Wacky Wednesdays

Downtown St. Ignace
July 5-August 30
Wednesdays, 6:00 p.m.

Fireworks

Downtown St. Ignace
May 27-September 2
Saturdays, Dusk

Sundays Beach Bash

Kiwanis Beach
July 2-August 27
Sundays, 4:00 p.m.-7:00 p.m.

Live Music

American Legion Park
July 1-August 31
Daily, 7:00 p.m.-8:30 p.m.

Swingin' Iggy

Downtown St. Ignace
July 1-September 3
Saturdays. 7:00 p.m.-10:00 p.m.

Roll Call Vote:

Yes: Councilmember Gustafson, Mayor LaLonde, Councilmember Pelter and Mayor Pro-Tem St. Louis.

No: None.

Absent: Councilmembers Cronan, Fullerton and Williford.

Resolution declared Adopted.

D. RESOLUTION 23-13 BRONCO THE MAC 2023

A RESOLUTION TO APPROVE THE 2023 BRONCO THE MAC

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

WHEREAS: The St. Ignace Visitors Bureau requests permission to sponsor and conduct the “Bronco the Mac 2023”; and

WHEREAS: This event requires the usage of I-75NB, I-75BL, and the St. Ignace Little Bear East Arena overflow lot; and

WHEREAS: This event requires a parade escort from City of St. Ignace Police; and

WHEREAS: Chapter 22 of the City of St. Ignace Code, “The Peddler’s Ordinance”, requires certain criteria be met for the event to be held; and

WHEREAS: This event will be required to follow all COVID Federal, State, and Local regulations in place at that time to qualify for Special Event status; and

WHEREAS: It is understood that there may be fees for certain services if provided by the City; and

WHEREAS: The St. Ignace City Council has determined that the St. Ignace Visitors Bureau does meet the criteria established in the various sections of Chapter 22; now therefore

BE IT RESOLVED: The St. Ignace City Council does approve Special Events status for Bronco the Mac 2023 on June 9-11, 2023; now further

BE IT RESOLVED: The St. Ignace City Council does approve usage of I-75NB, I-75BL, and the St. Ignace Little Bear East Arena overflow lot, and a parade escort from City of St. Ignace Police, for this event on Friday, June 9, 2023 through Sunday, June 11, 2023.

Roll Call Vote:

Yes: Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis and Councilmember Gustafson.

No: None.

Absent: Councilmembers Cronan, Fullerton and Williford.

Resolution declared Adopted.

E. RESOLUTION 23-14 BOARDWALK ARPA ALLOCATION

A RESOLUTION TO DIRECT ADMINISTRATION TO UTILIZE AMERICAN RESCUE PLAN ACT FUNDING FOR BOARDWALK REPAIRS AND IMPROVEMENTS

The following Resolution was offered for adoption by Councilmember Gustafson, supported by Mayor Pro-Tem St. Louis:

WHEREAS: the Federal Government passed the American Rescue Plan Act that appropriates \$350 billion dollars towards the Coronavirus State and Local Fiscal Recovery Funds (SLFRF); and

WHEREAS: one of the purposes of the SLFRF funds is to fund government services despite revenue losses, including “maintenance of existing equipment and facilities”; and

WHEREAS: the US Treasury Final Rule for the SLFRF provides a standard allowance of \$10 million that can be deemed revenue loss; and

WHEREAS: by electing the standard allowance, the City may use up to the full amount of its \$244,121.09 award for providing government services, with streamlined reporting requirements; and

WHEREAS: the City understands the importance of the boardwalk to our community and downtown vitality; and

WHEREAS: the boardwalk has many unsafe, deteriorated sections in need of repair; and

WHEREAS: the Downtown Development Authority is actively working to repair and better the boardwalk; now therefore

BE IT RESOLVED: That the St. Ignace City Council does hereby approve the use of \$5,000.00 of ARPA Funds towards the repair and improvement of the City boardwalk.

Roll Call Vote:

Yes: Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmember Gustafson and Mayor LaLonde.

No: None.

Absent: Councilmembers Cronan, Fullerton and Williford.

Resolution declared Adopted.

F. RESOLUTION 23-15 MDOT PERFORMANCE RESOLUTION

PERFORMANCE RESOLUTION FOR MUNICIPALITIES

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an “Individual Permit for Use of State Highway Right of Way” and/or an “Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way.”

RESOLVED WHEREAS, the City of St. Ignace hereinafter referred to as the “Municipality,” periodically applies to the Michigan Department of Transportation, hereinafter referred to as the “DEPARTMENT,” for permits, referred to as “PERMIT,” to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY: City Manager, Assistant to the City Manager/Administrative Assistant, DPW Director, City Clerk.

Roll Call Vote:

Yes: Mayor Pro-Tem St. Louis, Councilmember Gustafson, Mayor LaLonde and Councilmember Pelter.

No: None.

Absent: Councilmembers Cronan, Fullerton and Williford.

Resolution declared Adopted.

G. BUDGET AMENDMENTS

Assistant Baar presented budget amendments for funds 202 Major Streets, 203 Local Streets, 248 DDA, 285 ARPA, 499 Boardwalk Program, 509 LBE and 590 Sewer to Council.

A majority of the amendments were in fund 509 to adjust the revenue down to reflect more appropriate amounts based on last year's revenue and remove most of the expense for the Events/Program Coordinator position for 2023. The remaining \$4,000 was reallocated to the Capital Outlay-Fitness Center line 509-763-977.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Gustafson, to approve the budget amendments as presented.

Roll Call Vote:

Yes: Councilmember Gustafson, Mayor Pro-Tem St. Louis, Councilmember Pelter and Mayor LaLonde.

No: None.

Motion carried unanimously.

H. LITTLE BEAR EAST FITNESS CENTER TREADMILL PURCHASE

Assistant Baar reviewed the status of the Little Bear East Fitness Center equipment with Council and offered a recommendation by DDA Director Marshall to purchase a new treadmill from Perfect Fit, LLC for \$5,085. Five other bids were presented ranging from \$3,000 for a refurbished machine to \$16,374 for a new machine. Director Marshall indicated that, from his research, the Aspire machine from Perfect Fit met the current needs of the Fitness Center, and grants are available to help defer the full expense.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to approve purchasing the Aspire treadmill from Perfect Fit, LLC, for \$5,085.

Roll Call Vote:

Yes: Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis and Councilmember Gustafson.

No: None.

Motion carried unanimously.

I. LITTLE BEAR EAST FITNESS CENTER LOCK SYSTEM

Council reviewed a bid tabulation for automatic key lock systems appropriate for LBE's Fitness Center from Calvin Burnside at \$2,600; Access Locksmithing at \$6,470; and Allen Tool Supply at \$6,264, along with a written recommendation from DDA Director Marshall to select Calvin Burnside for the work as the lowest bid.

It was moved by Councilmember Gustafson, seconded by Mayor Pro-Tem St. Louis, to approve installing a lock system for the Fitness Center doors from Calvin Burnside for \$2,600.

Roll Call Vote:

Yes: Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmember Williford and Mayor LaLonde.

No: None.

Motion carried unanimously.

J. INTERIM-RECREATION DIRECTOR

Assistant Baar reviewed the proposal for Interim-Recreation Director with Council, naming DDA Director Marshall to work with staff to sustain operations until a new Director can be hired. Council discussed concerns about the budget and the interest in involving the Recreation Advisory Board to participate in the hiring process.

It was moved by Councilmember Gustafson, seconded by Mayor Pro-Tem St. Louis, to appoint Scott Marshall as Interim-Recreation Director for six weeks at \$500 per week. Mr. Marshall will be overseeing the daily operations of the facility and staff for 20 hours per week.

Assistant Baar also informed Council that there is a Recreation Advisory Committee meeting scheduled for March 8th to discuss the job description and criteria for the next Recreation Director.

Roll Call Vote

Yes: Mayor Pro-Tem St. Louis, Councilmember Gustafson, Mayor LaLonde and Councilmember Pelter.

No: None.

Motion carried unanimously.

K. ADMINISTRATIVE ASSISTANT JOB POSTING

Assistant Baar requested Council's consideration to begin the process of hiring for her position, noting a discussion at the Finance Committee meeting about a position title change to Administrative Assistant. The intention is to specify position duties suitable to other City departments as well as the City Manager. Council discussed concerns about reshaping the position, and it was the consensus of Council to wait to post the position until the new City Manager is actively working.

Assistant Baar also informed Council that the City Management Team will be working to maintain the duties of her position with the help of the Clerk's office and a part-time return employee.

ADDITION TO THE AGENDA

Councilmember Pelter – Council Communication

Councilmember Pelter stated concerns of Council not receiving notice of City business in a timely manner. Council discussed how City business is allowed to be delivered to members and what is appropriate and expected of City Council oversight versus the daily operations of the City and management-level employees.

CONSIDERATION OF BILLS

It was moved by Councilmember Pelter, seconded by Councilmember Gustafson, to approve paying the bills in the amount of \$74,779.39.

AMAZON CAPITAL SERVICES, INC.	975.72
BIOLOGICAL RESEARCH SOLUTIONS	325.00
BLARNEY CASTLE OIL CO	6,713.97
CHARLES J. PALMER, P.C.	6,200.00
ELECTIONSOURCE	95.41
ELLEN'S EQUIPMENT INC.	180.09
FERGUSON WATERWORKS #3386	158.99
GEORGE'S BODY SHOP, INC	29.95
GREAT LAKES COCA-COLA DISTRIBUTION	503.48
HAWKINS	3,512.33
HD SUPPLY INC/USA BLUEBOOK	521.12
HYDRITE CHEMICAL CO	13,824.34
INTERSTATE BATTERIES	280.95
KIMBALL-MIDWEST	459.00
KSS ENTERPRISES	193.62
M32 ENTERPRISES LLC	370.70
MACKINAC COUNTY TREASURER	76.12
MACKINAC SALES	283.12
MARK'S TIRE LLC	35.00
MC VEIGH'S TRUCK SPRINGS	1,176.10
MEYER ACE HARDWARE	2,985.67
MICHAEL RICHARD LAMB	180.00
MICHIGAN ASSOC MUNICIPAL CEMETERIES	45.00
NATIONAL OFFICE PRODUCTS	1,676.42
NATIONAL SAFETY COMPLIANCE INC	279.00
NCL OF WISCONSIN INC	2,004.16
PALMETTO STATE ARMORY LLC	344.00
PARAGON LABORATORIES, INC	639.35
PITNEY BOWES INC	132.79
R & R FIRE TRUCK REPAIR	604.39
ST IGNACE AUTOMOTIVE	1,805.10
STRAITS BUILDING CENTER	282.22
TED FESTERLING LLC	1,423.29
THE HARTFORD	698.32
TROJAN TECHNOLOGIES	23,412.60
ULINE	1,604.29
WESLEY H MAURER JR	497.10
WILK WIRING	250.68
Grand Total:	\$74,779.39

Roll Call Vote

Yes: Councilmember Gustafson, Mayor LaLonde, Councilmember Pelter and Mayor Pro-Tem St. Louis.

No: None.

Motion carried unanimously.

PUBLIC COMMENT - NON-AGENDA ITEMS *(3 min limit)*

Council comment was received through Zoom chat (due to some technical difficulty) regarding the Interim-Recreation Director appointment and Council communication.

MANAGEMENT REPORT

Assistant Baar discussed the following points as part of the Management report:

- Special Council Meeting scheduled March 21st and 22nd for City Manager interviews.
- Recreation Advisory Committee meeting scheduled March 8th at 6:30 p.m.
- DDA meeting for March 10th has been cancelled, and Senator DaMoose will be present at the May meeting.
- Fire Agreement renewal.
- Mackinac County is offering OMA training on March 20th at the St. Ignace Fire Hall.
- Election forms available in Clerk's office for office of City Mayor and three Council seats that will be on the August-November ballots.

COMMITTEE REPORTS

Finance/Negotiations Committee – Minutes were provided to Council from the Committee meeting held Monday, February 27, 2023, at 1:00 p.m.

COUNCILMEMBER COMMENTS

Councilmember comments were received.

There being no further business, the meeting adjourned at 8:58 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer