

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

A Regular Meeting of the St. Ignace City Council was held on Monday, August 21, 2023, in City Hall Council Chambers as a hybrid attendance meeting with Zoom video conference available. Mayor LaLonde called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance led by Girls Scout Troop 5072. Councilmember Gustafson led the invocation.

**PRESENT FROM CITY COUNCIL:** Councilmembers Cronan, Fullerton, Gustafson, Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis, and Councilmember Williford.

**ABSENT:** None.

**STAFF PRESENT:** Scott Marshall, City Manager; Andrea Insley, City Clerk/Treasurer; Charles Palmer, City Attorney; Bill Fraser, DPW Director; Cathy Lamb, Recreation & Facility Manager; Nick Montie, Fire Chief.

**ADDITIONS TO THE AGENDA**

DPW Director Fraser – Alpha Enterprise Hut Location.  
Mayor LaLonde – Resolution 23-22 Liquor License Update.

**PUBLIC COMMENT** *(3-min limit)*

Public comment was received regarding Dock #3.

**CONSIDERATION OF THE MINUTES OF THE AUGUST 7, 2023, REGULAR COUNCIL MEETING:**

It was moved by Councilmember Cronan, seconded by Mayor Pro-Tem St. Louis, to approve the minutes of the August 7, 2023, Regular Council meeting as presented.  
Motion carried unanimously.

**OLD BUSINESS**

No old business was discussed.

**NEW BUSINESS**

**A. GIRL SCOUT TROOP 5072**

City Manager Marshall introduced Kristina Underwood with Girl Scout Troop 5072 to give an update on their current activities.

**B. AUDIT 2022 PRESENTATION**

Ken Talsma and Tori Kruise with Anderson Tackman presented the Council with an overview of the 2022 Financial Audit. After some discussion, it was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to accept the 2022 Financial Audit as presented and place it on file.

**Roll Call Vote**

Yes: Councilmembers Fullerton, Gustafson, Mayor LaLonde, Councilmember Pelter, Mayor

Pro-Tem St. Louis, Councilmembers Williford and Cronan.  
No: None.  
Motion carried unanimously.

### **C. RESOLUTION 23-30 FALL FEST & PUMPKIN ROLL 2023**

#### **A RESOLUTION TO APPROVE FALL FEST & PUMPKIN ROLL 2023**

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

- WHEREAS:** The St. Ignace Chamber of Commerce requests permission to conduct the 2023 Fall Fest & Pumpkin Roll; and
- WHEREAS:** This event requires the use of a portion of Goudreau Street and the Little Bear East Community Center parking lots; and
- WHEREAS:** Chapter 22 of the City of St. Ignace Code of Ordinances, "The Peddler's Ordinance", requires certain criteria be met for the event to be held; 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 Chamber of Commerce 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 Fall Fest & Pumpkin Roll 2023 on September 30, 2023; now further
- BE IT RESOLVED:** The St. Ignace City Council does approve the use of Goudreau Street and the Little Bear East Community Center parking lots for this event on Saturday, September 30<sup>th</sup> from 12:00 p.m. to 5:00 p.m.

#### **Roll Call Vote:**

Yes: Councilmember Gustafson, Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Williford, Cronan and Fullerton.

No: None.

Absent: None.

Resolution declared Adopted.

### **D. LBE DEPARTMENT UPDATE**

Recreation & Facility Manager Lamb updated the Council on the status of the Community Center and reported on the summer programs. Manager Lamb also reviewed upcoming programs for the fall and winter seasons.

### **E. DPW STORAGE BARN ROOF REPLACEMENT**

DPW Director Fraser informed Council that the cold-storage pole barn roof needs to be replaced due to leaking issues. Director Fraser presented three bids he collected for materials from

Straits Building Center, Home Depot and Lowes, with Straits Building bidding the lowest amount at \$7,000. It was noted that this project was not budgeted for and the DPW department would perform the labor.

It was moved by Councilmember Gustafson, seconded by Councilmember Fullerton, to approve the purchase of materials for the DPW garage roof replacement for \$7,000 from Straits Building Center.

**Roll Call Vote**

Yes: Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Williford, Cronan, Fullerton and Gustafson.

No: None.

Motion carried unanimously.

**F. WATER PLANT CHLORINE EQUIPMENT**

DPW Director Fraser requested Council's approval to replace the chlorine equipment used for preventative maintenance at the Water Plant. Director Fraser explained that RS Technical Services, Inc is the only service in the area that provides the product to perform the necessary maintenance, and submitted a quote for \$4,900. Director Fraser also requested Council's approval to purchase a chlorine gas sensor from RS Technical for \$2,100. Both items are essential pieces and have not been budgeted in this fiscal year, but will be recorded from the RR&I account in the 591 Fund.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to approve purchasing the chlorine equipment and gas sensor for the Water Plant from RS Technical for a total of \$7,000.

**Roll Call Vote**

Yes: Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Williford, Cronan, Fullerton, Gustafson and Mayor LaLonde.

No: None.

Motion carried unanimously.

**ADDITION TO THE AGENDA (1)**

**DPW Director Fraser – Alpha Enterprise Hut Location.**

Director Fraser informed Council that Alpha Enterprises has requested to construct a series of huts for their fiber optic cable network on areas of City-owned property along Cheeseman Road. The hut locations will require a temporary construction easement area of 75' x 75' which will then become a land acquisition area of 40' x 40'.

After some discussion, it was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve the concept of the process and to revisit once a survey is completed and appropriate agreements have been written to present.

**Roll Call Vote**

Yes: Mayor Pro-Tem St. Louis, Councilmembers Williford, Cronan, Fullerton, Gustafson, Mayor LaLonde and Councilmember Pelter.

No: None.

Motion carried unanimously.

**G. CITY CLERK/TREASURER TRAINING SEPTEMBER**

City Clerk/Treasurer Insley requested Council's approval to attend the Michigan Municipal Treasurer Association's (MMTA) fall conference at the Grand Traverse Resort from September 24<sup>th</sup> through September 27<sup>th</sup>. It was noted the expenses for training and travel were budgeted sufficiently.

It was moved by Councilmember Cronan, seconded by Councilmember Williford, to approve the MMTA conference attendance for the City Clerk/Treasurer in September.

**Roll Call Vote**

Yes: Councilmembers Williford, Cronan, Fullerton, Gustafson, Mayor LaLonde, Councilmember Pelter and Mayor Pro-Tem St. Louis.

No: None.

Motion carried unanimously.

**H. COMMITTEE APPOINTMENTS**

Mayor LaLonde proposed to appoint Councilmember Cronan to the Dock #3 Committee to add to the committee members. In addition, Mayor LaLonde also proposed the appointment of Charlotte Doud to the Planning Commission to replace Tharan Suvarna.

It was moved by Councilmember Gustafson, seconded by Councilmember Williford, to approve each of the appointments to the respective committee.

Motion carried unanimously.

**ADDITION TO THE AGENDA (2)**

**Mayor LaLonde – Liquor License Update.**

Mayor LaLonde informed Council that the liquor license Resolution 23-22 for 1141 N State, LLC approved in May needed to be updated from a correction to exclude the banquet facility permit. It was moved by Councilmember Pelter, seconded by Councilmember Gustafson, to approve Resolution 23-22 with the removal of the banquet facility permit.

**Roll Call Vote**

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

No: None.

Absent: None.

Abstain: Councilmember Williford, due to his spouse working for 1141 N State, LLC.

Motion carried six to zero, with one abstaining.

**I. FINANCIALS**

City Clerk/Treasurer Insley reviewed the July 2023 financial report with Council.

It was moved by Councilmember Gustafson, seconded by Councilmember Pelter, to approve the July 2023 financial report as presented.

**Roll Call Vote**

Yes: Councilmembers Fullerton, Gustafson, Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Williford and Cronan.

No: None.

Motion carried unanimously.

## **CONSIDERATION OF BILLS**

City Clerk/Treasurer Insley noted two updates to the list of bills from the Council packet information. The Napa Auto Parts statement amount had increased due to miscalculation, and the Grand Traverse Resort invoice was removed because the amount was already considered under the UPSCU Visa credit card. The updated total amount of the bills considered increased to \$99,278.68.

It was moved by Councilmember Cronan, seconded by Mayor Pro-Tem St. Louis, to approve paying the bills in the amount of \$99,278.68.

## **Roll Call Vote**

Yes: Councilmember Gustafson, Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Williford, Cronan and Fullerton.

No: None.

Motion carried unanimously.

## **PUBLIC COMMENT** *(3 min limit)*

No public comment was received.

## **MANAGEMENT REPORT**

City Manager Marshall discussed the following:

- Dock #3 meeting on August 18<sup>th</sup> and plans to come to an agreement with the use of the City property.
- A summary of the recent training City Manager Marshall attended.
- The deadline and job description for the Administrative Assistant position in the City Manager's office.
- Police department update.
- Summary of the first staff meeting with City Manager Marshall.
- Renewal of the F.O.P. contract with the Police Department due for 2024.
- City Manager Marshall's office hours and communication methods.

## **COMMITTEE REPORTS**

Dock #3 Committee minutes were provided in the packet.

SAEMS Authority minutes were provided in the packet.

## **COUNCILMEMBER COMMENTS**

Councilmember comments were received.

There being no further business, the meeting adjourned at 9:05 p.m.

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**William LaLonde, Mayor**

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**Andrea Insley, City Clerk/Treasurer**