

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

A Regular Meeting of the St. Ignace City Council was held on Monday, February 21, 2022, 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 Williford gave the invocation.

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

ABSENT: Councilmembers Cronan (absence was approved at a prior meeting) and Councilmember Clapperton.

It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem St. Louis, to excuse Councilmember Clapperton due to health reasons. Motion carried unanimously.

STAFF PRESENT: Darcy Long, City Manager; Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager; Tony Brown, Police Chief; Charles Palmer, City Attorney.

ADDITIONS TO THE AGENDA – None.

LIMITED PUBLIC COMMENT (*2-min limit*)

Public comment was received regarding the proposed Rules of Procedure document.

CONSIDERATION OF MINUTES OF THE FEBRUARY 7, 2022 REGULAR COUNCIL MEETING:

It was moved by Councilmember Pelter, seconded by Councilmember Fullerton, to approve the minutes from February 7, 2022, as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

OLD BUSINESS

A. ADOPT RULES OF PROCEDURE

City Manager Long reviewed the proposed Rules of Procedure document with Council. After some discussion regarding the public comments, it was the consensus of Council to have the City Manager make the corrections that were identified and verify some of the information regarding the Open Meetings Act (OMA). City Manager Long agreed and will bring an updated version to Council for consideration.

B. PROPOSED ZONING CODE AMENDMENTS

Betsy Dayrell-Hart, Planning Commission Chairperson, presented Council with the proposed Zoning Code Chapter 38 Amendments (four pages) that have processed through the required

Public Hearing and a Zoning Board work session. Ms. Dayrell-Hart also noted a correction to the document on page two, under DIVISION 6 (16), paragraph two to remove the words “leave ‘shall comply with the single state construction code’, or” and the words “the wording”. It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to adopt the Zoning Code Amendments with the noted correction.

Roll Call Vote

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

No: Councilmember Fullerton

Motion carried four to one.

C. OTHER EMPLOYEE COVID PREMIUM PAY

RESOLUTION

**A RESOLUTION TO DIRECT ADMINISTRATION TO ESTABLISH ESSENTIAL
WORKER PREMIUM PAY UNDER AMERICAN RESCUE PLAN ACT**

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

WHEREAS, on March 11, 2021, President Biden signed the U.S. Senate amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act “ARPA”; and

WHEREAS, on May 10, 2021, the U.S. Treasury issued the Interim Final Rule to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations (“CFR”); and

WHEREAS, under the Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds “CSLFRF” to provide premium pay to eligible employees who performed essential work during the COVID-19 public health emergency. See CSLFRF Frequently Asked Questions No. 5.3; and

WHEREAS, City Council will provide premium pay to two part-time staff in the Recreation Department, City Hall’s cleaning personnel, Museum Director, DDA Director, recently retired Chief Plant Operator, and recently retired Water/Wastewater Foreman who performed essential work as permitted by the Final Rule, in accordance with City Charter, Ordinances, and other applicable agreements; and

WHEREAS, the City has identified personnel who serve on the during the pandemic encountered the risks associated with exposure to COVID-19 first-hand when providing public services to the community on a regular basis, during the pandemic; and

WHEREAS, those personnel are employees of the City in the aforementioned departments, respectively; and

WHEREAS, Premium Pay, one-time payment that will not have retirement accounted for in this payment, will be paid in March 2022 in one or two separate payroll checks. Employees will have the choice to split the payroll into two distributions. The amount of premium pay is as follows:

- Two-Part-Time Recreation Staff as identified by the City Manager who worked an average of 20 hours or more during this time frame. Will receive \$500 each.
- City Hall Cleaning Personnel. Will receive \$500.
- Museum Director. Will receive \$500.
- DDA Director. Will receive \$1,750 with no retirement be paid on the payroll.
- Brian Peterson, CHIEF PLANT OPERATOR (Retired). Will receive \$1,750 with no retirement to be paid on the payroll.
- Dennis Brown, WATER LINE/WASTEWATER FOREMAN (Retired). Will receive \$1,750 with no retirement to be paid on the payroll.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby direct the City Manager's Office to Budget in the 2022 Budget this Authorized COVID Premium Pay in the appropriate budget for each employee.

Roll Call Vote:

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

No: None.

Absent: Councilmembers Clapperton and Cronan.

Resolution declared Adopted.

D. POLICE CHIEF CONTRACT AMENDMENT

City Manager Long informed Council that the Police Chief's employment contract needed an amendment to the Life & Disability benefit approved at \$60,000 for Life Insurance. The City's maximum benefit allowed under the current Standard Life & Disability Plan is \$50,000.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Fullerton, to approve the amendment to the Police Chief contract for the Life & Disability benefit to be set at the maximum \$50,000.

Roll Call Vote

Yes: Councilmembers Williford, Fullerton, Mayor LaLonde and Mayor Pro-Tem St. Louis.

No: Councilmember Pelter.

Motion carried four to one.

NEW BUSINESS

A. SPECIAL EVENT RESOLUTION ARTS DOCKSIDE 2022

Upon noting that no resolution was included in the packet, it was the consensus of Council to bring this item back for the next regular meeting.

B. SPECIAL EVENT RESOLUTION CAR SHOW

Upon noting that no resolution was included in the packet, it was the consensus of Council to bring this item back for the next regular meeting.

C. ZONING FEES RESOLUTION

RESOLUTION

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

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Act 207 of the Public Acts of the State of Michigan for 1921, as amended, and known as the City or Village Zoning act, and

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Section 9 of Act 230 of the Public Acts of the State of Michigan for 1972, as amended, and known as the State Construction Code Act, and

WHEREAS, the City of St. Ignace has adopted the "Code of Ordinances, City of St. Ignace" Chapter 38, Zoning Chapter 6, Article II, "Single State Construction Code", enabling the City of St. Ignace to enforce the provisions of the Public Acts, and

WHEREAS, the City of St. Ignace, by its adoption of the local ordinances, has the authority to establish the zoning permit fees in order to enforce the provisions of the Public Acts.

THEREFORE, BE IT RESOLVED that the Zoning permit fees for the City of St. Ignace be established as follows:

Residential:

House – Plan Review, Zoning and Administration fee, \$95
Additions and enclosed porch - \$75
Carports - \$65
Decks and covered porches - \$65
Demolition - \$100
Fences - \$40
Garages - \$95
Misc. Construction - \$50
New Construction - \$100
Storage Building/sheds under 200 sq. feet - \$25
Storage Building/sheds over 200 sq. feet - \$35
Change of use without alterations - \$50
Change of use with alterations - \$60

Penalty for Building without a Permit: \$250.00 plus cost of Permit (New)

Commercial:

House – Plan Review, Zoning and Administration fee, \$100
Additions - \$100
Carports - \$75
Decks and covered porches - \$95

Demolition - \$200
Fences - \$50
Garages - \$100
Misc. Construction - \$75
New Construction - \$120
Storage Building/sheds under 200 sq. feet - \$30
Storage Building/sheds over 200 sq. feet – \$50
Change of Use, without alterations - \$75
Change of Use with alterations - \$8
Permanent signs/billboards - \$150
Wall Mounted signs under 50 SF - \$55
Off Premise Sign - \$200

Radio, TV towers, wind powered generator towers, commercial - \$350

Penalty for Building without a Permit \$250 plus cost of Permit (New)
Contractor Penalty for Building without a Permit \$250 plus cost of Permit (New)

Board Review Fees:

Planning Commission Review - \$200
Zoning Board of Appeals - \$300

THEREFORE, BE IT FURTHER RESOLVED that non-compliance will result in a Civil Infraction Citation.

Roll Call Vote:

Yes: Mayor Pro-Tem St. Louis, Councilmembers Williford, Fullerton and Mayor LaLonde.

No: Councilmember Pelter.

Absent: Councilmembers Cronan and Clapperton.

Resolution declared Adopted.

D. 2022 FEE SCHEDULE

City Manager Long informed Council that the City has been compiling a list of fees into one document for various departments. It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to approve the Fee Schedule as presented.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

E. CITY MANAGER FUNERAL LEAVE

City Manager Long requested Council's approval to use three days of Funeral Leave for time he took to attend a family funeral in January.

It was moved by Councilmember Pelter, seconded by Councilmember Fullerton, to approve the three days of Funeral Leave. It was also discussed that this benefit will be addressed in the proposed Employee Manual Policy.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

F. FINANCIALS

City Manager Long reviewed the January 2022 financials with Council, stating there are a few budget amendments that will be coming up.

CONSIDERATION OF BILLS

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Williford, to approve paying the bills in the amount of \$24,177.17.

Ace Hardware	January 2022 Statement	\$1,142.82
Airgas	DPW-Rental Gas	\$162.35
Amazon	January 2022 Statement	\$2,043.08
Anthony Brown	Travel Reimbursement	\$314.31
Arrow Signs-Mike Lamb	Little Bear Cheer Banner	\$20.00
B.C. Pizza	Little Bear Concessions	\$88.32
BAM Tools	WTR Plant Supplies	\$160.80
Belonga Excavating LLC	Sewer Repair Parts-N. State Street	\$190.86
Belonga Excavating LLC	Water Main Break-S. State and Marley Streets	\$455.00
Darcy Long	Travel Reimbursement	\$58.15
Days Inn by Wyndham Imlay City	SIPD-Lodging Training-J. Rogers	\$424.95
Ellen's Equipment	DPW-Toolcat Valve/Harness	\$989.20
ETNA	Parts for Water Main Break	\$155.00
Galls	SIPD-Trousers 2 Pair	\$136.19
HD Supply Facilities/USA Bluebook	Water Plant Supplies	\$560.12
Hot Shot Drain Cleaning LLC	Sewer Repair Service-N. State Street	\$2,250.00
Kimball Midwest	DPW Shop Supplies	\$528.12
Lynn Auto Parts	January 2022 Statement	\$2,583.17
Mackinac Plumbing and Heating	Little Bear Heater Repair	\$962.57
Mackinac Plumbing and Heating	City Hall Bathroom Fan	\$145.29
Michigan Municipal League	2022 Membership-Due/Legal Defense Fund	\$1,874.00
NCL	Refrigerator Thermometer	\$61.31
Paragon Laboratories	Water Plant Testing	\$89.35

Pomasl	SIFD-Flame Fighters	\$625.40
	SIFD - Quarterly Equipment	
R&R Fire Truck Repair Inc	Maintenance	\$230.45
	SIFD-2004 Pierce SAB/Rescue	
R&R Fire Truck Repair Inc	Repair	\$3,038.93
Spartan Nash	January 2022 Statement	\$281.64
St. Ignace True Value	January 2022 Statement	\$571.86
Stephanie Baar	Travel Reimbursement	\$202.93
	Course-Interdiction Mastermind-B.	
Street Cop Training	Brothers	\$249.00
Whiskey River Inc.	DPW Garage Door Installation	\$3,582.00
GRAND TOTAL:		\$24,177.17

Roll Call Vote

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

No: None.

Motion carried unanimously.

PUBLIC COMMENT

Public comment was received from Jonathan Scheel of Petoskey, candidate for State Representative for the 107th District. Further comment was received regarding City staff/administration, Pond Hockey event volunteers and Police Chief Brown's employment contract.

CITY MANAGER'S REPORT

City Manager Long discussed the upcoming MML Capital Conference, RV's on private property, Short-Term Rental/Granicus process and variance procedures with the Zoning Board of Appeals.

COMMITTEE REPORT

The St. Ignace-Area EMS Council (unofficial) minutes from the February 15th meeting were presented.

COUNCILMEMBER COMMENTS

Councilmembers commended the St. Ignace Visitors Bureau on the successful Pond Hockey weekend event, thanked the public for their input and addressed some of the recent social media comments regarding utility billing and the Ski Hill. The co-meeting between the Planning Commission and Zoning Board was also appreciated by Council.

There being no further business, the meeting adjourned at 8:10 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer