

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

A Regular Meeting of the St. Ignace City Council was held on Monday, January 22, 2024, 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., and the Pledge of Allegiance followed. Mayor Pro-Tem Gustafson led the invocation.

PRESENT FROM CITY COUNCIL: Councilmember Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard and Williford.

ABSENT: None.

STAFF PRESENT: Scott Marshall, City Manager; Andrea Insley, City Clerk/Treasurer; Kevin James, Police Chief; Cathy Lamb, Recreation Facility Manager; Charles Palmer, City Attorney.

PUBLIC COMMENT *(3-min limit)*

No public comment was received.

CONSIDERATION OF THE MINUTES OF THE JANUARY 8, 2024 COUNCIL MEETING:

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Litzner, to approve the minutes of the January 8, 2024 Regular Council meeting as presented.
Motion carried unanimously.

BUSINESS

A. DRAFT 2024 FEE SCHEDULE – LBE, MARINA & GOLF COURSE PROPOSED

City Manager Marshall reviewed the proposed updates to the City's Fee Schedule with Council. The fees discussed were only for Little Bear East, the Marina and the Golf Course.

B. 2024 VOLUNTEER FIRE CAPACITY GRANT PROGRAM

City Manager Marshall informed Council that the Fire Department was awarded matching funds up to \$3,900 with the 2024 Volunteer Fire Capacity Grant Program through the State of Michigan DNR.. The grant proceeds are a 50/50 match to purchase a 2,000-gallon self-supported water tank and a turbo-draft fire eductor. Three different vendor quotes were provided for each piece of equipment. Witmer quoted the most cost-effective water tank at \$1,751, and Water Supply Innovations LLC submitted the lowest quote for the turbo-draft fire eductor at \$3,870.

It was moved by Councilmember Shepard, seconded by Councilmember Eyre, to approve purchasing the water tank from Witmer, and the turbo-draft fire eductor from Water Supply Innovations LLC with the matching grant proceeds.

Roll Call Vote:

Yes: Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard, Williford and Eyre.

No: None.

Motion carried unanimously.

C. COMMITTEE APPOINTMENTS

Mayor LaLonde requested Council approval for the following committee appointments:

- Tom Cronan as an alternate for the Board of Review;
- Kharizma Labinski to the Cemetery Committee through 12/25;
- Steven Paquin, Rick Marshall, Ken Brown and Larry Belonga to the Construction Board of Appeals through 12/25;
- Mayor LaLonde to the Dock #3 Committee through 12/25;
- City Clerk/Treasurer Insley and Sherry Cece, Asst City Clerk, to the Policy Committee through 12/25.
- It was noted that Deana Draze was appointed to the Library Board. Library Board positions are a five-year term.

It was moved by Councilmember Litzner, seconded by Councilmember Pelter, to approve appointing the committee members as presented.

Motion carried unanimously.

Mayor Lalonde informed Council that the Building Authority no longer needs to be active with the construction of the Fire Hall now complete.

It was moved by Councilmember Eyre, seconded by Mayor Pro-Tem Gustafson, to approve disbanding the Building Authority. Motion carried unanimously.

At this time, Councilmember Eyre retracted her original vote, requesting it be recorded that she voted against disbanding the Building Authority. Motion carried six to one.

Mayor LaLonde requested Council's approval to also disband the Golf Course committee, as it is no longer utilized. It was moved by Councilmember Williford, seconded by Councilmember Litzner, to approve disbanding the Golf Course Committee.

Roll Call Vote:

Yes: Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard, Williford, Eyre and Mayor Pro-Tem Gustafson.

No: None.

Motion carried unanimously.

D. CITY MANAGER MME TRAINING

City Manager Marshall requested Council's approval to attend the Michigan Municipal Executives (MME) 2024 Winter Institute in Lansing Jan 29 – Feb 1.

It was moved by Councilmember Shepard, seconded by Councilmember Pelter, to approve the City Manager attending the MME Winter Institute in Lansing on January 30 and 31st.

Roll Call Vote:

Yes: Councilmembers Litzner, Pelter, Shepard, Williford, Eyre, Mayor Pro-Tem Gustafson and Mayor LaLonde.

No: None.

Motion carried unanimously.

E. CLERK TRAINING INSTITUTE – UB DEPUTY CLERK

City Clerk/Treasurer Insley requested Council's approval for the Utility Billing-Deputy Clerk, Kharizma Labinski, to attend the Michigan Association of Municipal Clerks (MAMC) Institute in

Mt. Pleasant March 17th – 22nd. The training is a three-year institute and this year would be considered year one.

It was moved by Councilmember Shepard, seconded by Councilmember Pelter, to approve the MAMC training for the UB Deputy Clerk, Kharizma Labinski in Mt. Pleasant from March 17th to March 22nd.

Roll Call Vote:

Yes: Councilmembers Pelter, Shepard, Williford, Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde and Councilmember Litzner.

No: None.

Motion carried unanimously.

F. RESOLUTION 24-01 POND HOCKEY 2024

RESOLUTION

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

WHEREAS: The St. Ignace Visitors Bureau, in association with Labatt Blue and the St. Ignace Hockey Association, request permission to conduct the Labatt Blue U.P. Adult Pond Hockey Championship; and

WHEREAS: This event requires the use of Kiwanis Beach, Moran Bay on Lake Huron, and public streets; 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: 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 the Labatt Blue U.P. Adult Pond Hockey Championship on February 15-18, 2024; now further

BE IT RESOLVED: The St. Ignace City Council does approve usage of Kiwanis Beach, Moran Bay on Lake Huron.

Roll Call Vote:

Yes: Councilmembers Shepard, Williford, Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde and Councilmember Litzner.

No: None.

Absent: None.

Resolution declared Adopted.

G. RESOLUTION 24-03 NON-UNION PAY 2024

RESOLUTION

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

WHEREAS: The City Council of the City of St. Ignace desires to establish certain conditions of employment for personnel; and

WHEREAS: It is the desire of the City Council to secure and retain the services of certain employees and to provide inducement for them to remain in such employment, and make possible full work productivity by assuring adequate compensation for certain employees; now therefore

BE IT RESOLVED: That the St. Ignace City Council does hereby approve the following employees' annual wage increases, effective January 1, 2024, as indicated below:

Clerk/Treasurer, Andrea Insley	\$51,415	\$54,535
Golf Course Manager, Kurt Ney	\$36,500	\$38,500
Marina Director, Joe Stearns	\$40,000	\$42,500
DPW Director, William Fraser	\$63,533	\$66,653

FURTHER BE IT RESOLVED: That the City Council does hereby agree to the terms and conditions as set forth in the "Contract Agreements" dated January 1, 2024 between the respective parties.

Roll Call Vote:

Yes: Councilmembers Williford, Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner, Pelter and Shepard.

No: None.

Absent: None.

Resolution declared Adopted.

H. ELECTION BOARD APPROVAL FOR FEBRUARY 27TH PRESIDENTIAL PRIMARY ELECTION

The City of St. Ignace Election Commission recommends the following Election Board for the Presidential Primary Election on Tuesday, February 27, 2024:

ELECTION BOARD

Laurie Steiner, Chairperson (R)
Renee Vonderwerth (R)
Sherry Cece (D)
Donna LaLonde (D)
Debra Ferguson (R)
Mary Kay Tamlyn (R)
Betsy Turf (D)
Martha Sjogren (R)

Helen Thibault (D)

RECEIVING BOARD

Renee Vonderwerth (R) and Donna LaLonde (D)

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Shepard, to approve Mayor LaLonde abstaining from the vote for the Election Board due to conflict of interest. Motion approved six to zero.

It was moved by Councilmember Shepard, seconded by Councilmember Williford, to approve the Election Boards for the Presidential Primary Election on Tuesday, February 27, 2024 as presented.

Roll Call Vote:

Yes: Councilmember Eyre, Mayor Pro-Tem Gustafson, Councilmembers Litzner, Pelter, Shepard and Williford.

No: None.

Abstain: Mayor LaLonde.

Motion carried six to zero, with one abstaining.

I. FINANCING FOR PURCHASE OF WATER DEPARTMENT PICK-UP TRUCK

City Manager Marshall informed Council that there were two bids received for the financing of the 2024 Ford F-150 for three years, one from First National Bank for 5.875% and one from Central Savings Bank for 6.97%.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Shepard, to approve financing \$60,309 with the First National Bank at 5.875% for three years.

Roll Call Vote:

Yes: Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard, Williford and Eyre.

No: None.

Motion carried unanimously.

J. JULY 4TH FIREWORKS

City Manager Marshall presented Council with an updated agreement between the City and the St. Ignace Visitors Bureau (SIVB) for the July 4th Fireworks Agreement, using Small Town Saturday Night Fireworks (STSNF). The agreement includes the July 4th fireworks show for \$9,000 with the City contributing \$5,000, as originally budgeted, and the SIVB contributing \$4,000. In addition, the SIVB will be contracting directly with STSNF for the Saturday night fireworks for the 2024 season.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Litzner, to approve the agreement for the City's July 4th fireworks with the SIVB.

Roll Call Vote:

Yes: Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard, Williford, Eyre and Mayor Pro-Tem Gustafson.

No: None.

Motion carried unanimously.

K. TREASURER'S SUPPORT AGREEMENT 2024

City Clerk/Treasurer Insley requested Council's approval for the Treasurer's Support Agreement for assistance in the City Clerk's office from the former City Clerk, Renee Vonderwerth, with project-related tasks planned for 2024. It was recommended by Council to remove the third paragraph in the agreement presented.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Eyre, to approve the Treasurer's Support Agreement 2024 with the update.

Roll Call Vote:

Yes: Councilmembers Litzner, Pelter, Shepard, Williford, Eyre, Mayor Pro-Tem Gustafson and Mayor LaLonde.

No: None.

Motion carried unanimously.

L. FINANCIALS – DECEMBER 2023

City Manager Marshall reviewed the monthly financial report for December 2023 with Council. In addition, the General Fund 101 Revenue-Expense report was included in the review.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Litzner, to approve the December 2023 financials as presented.

Roll Call Vote:

Yes: Councilmembers Pelter, Shepard, Williford, Eyre, Mayor LaLonde, Councilmember Litzner and Mayor Pro-Tem Gustafson.

No: None.

Motion carried unanimously.

CONSIDERATION OF BILLS

Airgas USA LLC	DPW Rental Gas	\$35.45
Arrow Signs	LBE Hockey Banner/Water Plant Exit Signs	\$487.50
Beckett & Raeder	Zoning Ordinance-Planning Services	\$1,015.32
Belonga Plumbing and Heating	Water Plant Heating System Repair	\$3,787.16
Blarney Castle Oil Company	Wastewater Generator Fuel	\$487.93
BS&A Software	Assessing System Annual Service	\$1,004.00
Comfort Inn & Suites	K. Labinski-Clerk's Institute Hotel Stay	\$504.00 *
George's Body Shop	2014 F-350/2014 Police Interceptor Repair	\$2,784.12
Grainger	WWTR/WWTR RRI/Line Items/Uniforms/Safety Equip	\$1,825.73

Harris Forms	2023 W-2/W-3 Forms and Correction forms	\$458.50
Hawkins	Water Plant Supplies	\$60.00
Kimball Midwest	DPW/WTR Supplies	\$592.90
Mackinac Ford Sales	2014 Ford F-350 Tires	\$726.00
Mackinac Straits Health System	SIPD-Pre-Employment Medical Exam	\$96.00
Mark Wilk	New Water Truck Lights	\$211.60
McKinley Design	New Water Truck Bedliner	\$720.00
Michigan Assoc. Municipal Clerks	K. Labinski-Clerk's Institute	\$700.00
Michigan Association of Fire Chiefs	2024 Membership	\$40.00
Michigan Municipal Executives	S. Marshall-Winter Institute	\$425.00
Michigan Municipal Treasurers Assoc	A. Insley Treasurer to Treasurer 2024 Bundle	\$99.00
Michigan State Firemen's Association	2024 Membership	\$75.00
MSU Extension	MI Planning Guidebook/Zoning Guidebook	\$120.00
Napa Auto Parts	December 2023 Statement	\$854.60
Neal's Truck Parts	DPW Truck Parts	\$101.57
It	Water Lab Supplies	\$3,309.96
OMS Compliance	SIPD-Pre-Employment Medical Test	\$88.00
Trojan Technologies	RRI-WWTR Supplies Large Order	\$22,044.66
UIS Scada	Repair/Install Backwash Totalizer	\$3,229.32
UP State Credit Union	December 2023 Statement	\$1,461.36
USA Bluebook	WWTR Lab Supplies	\$748.71

Wolverine Power Systems	Fire Hall Generator Yearly Maintenance	\$675.00
		<hr/> \$48,768.39

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Williford, to approve paying the bills in the amount of \$48,768.39.

Roll Call Vote:

Yes: Councilmembers Shepard, Williford, Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner and Pelter.

No: None.

Motion carried unanimously.

PUBLIC COMMENT (3 min limit)

No public comment was received.

MANAGEMENT REPORT

City Manager Marshall provided a written report to Council, as well as discussed the following:

- The health insurance presentations;
- Meeting with MMRMA representative to discuss grants and risk management;
- Asset Management training program;
- Dock #3 update and scheduled committee meeting for February 2nd.

COMMITTEE REPORTS

A. Planning Commission – 2023 Annual Report

Planning Commission Chairperson, Betsy Dayrell-Hart, presented the annual report to Council and announced the next update meeting for the Zoning Code with Beckett & Raeder is scheduled on Tuesday, February 13th. The Master Plan's five-year update and the RRC program were also noted as tasks to complete for the upcoming year.

COUNCILMEMBER COMMENTS

Councilmember comments were received.

CLOSED SESSION PER MCL 15.268(A), *To consider a periodic personnel evaluation of a public employee if the named individual requests a closed hearing.*

At this time, Mayor LaLonde stated that, per the request of the City Manager, Council would be entering into Closed Session, per MCL 15.268(a). It was moved by Councilmember Eyre, seconded by Mayor Pro-Tem Gustafson, to enter into Closed Session at 9:09 p.m. Motion carried unanimously.

Council returned from Closed Session at 9:53 p.m.

There being no further business, the meeting adjourned at 9:54 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer