

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

A Regular Meeting of the St. Ignace City Council was held on Monday, January 9, 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:** Councilmembers Cronan, Fullerton, Gustafson, Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis and Councilmember Williford.

**ABSENT:** None.

**STAFF PRESENT:** Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager; Charles Palmer, City Attorney; Allen Mitchell, Interim-Police Chief; Scott Marshall, DDA Director; Maggie Mieske, Recreation Director.

**ADDITIONS TO THE AGENDA**

Mayor LaLonde – Excuse Councilmember Cronan from Council meetings.

**PUBLIC COMMENT – AGENDA ITEMS** *(2-min limit)*

No public comment was received on agenda items.

**CONSIDERATION OF MINUTES OF THE DECEMBER 19, 2022 REGULAR COUNCIL MEETING:**

It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to approve the minutes of the December 19, 2022 Regular Council meeting as presented. Motion carried unanimously.

It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve the minutes of the December 19, 2022, Closed Session meeting as presented. Motion carried unanimously.

**OLD BUSINESS**

**A. POLICE CHIEF HIRING UPDATE**

Assistant Baar announced that the Police Chief second interviews are scheduled for Wednesday, January 11, 2023, beginning at 6:00 p.m. Councilmember Pelter discussed the status of the interview process with members of the Hiring Committee that were present at the Council meeting: namely, Lora Brown (St. Ignace Visitors Bureau) and Ron Umbarger (Mackinac County Sheriff's Department). The importance of background checks and reference follow-up were noted, however, Assistant Baar stated that backgrounds should be performed by a qualified service or individual and that the City has only verified information submitted by the candidates.

**B. BLIGHT REMEDIATION UPDATE**

Assistant Baar reviewed the blight process and updated Council of the 2022 activity. Overall, there were no outstanding issues.

### **C. SHORT-TERM RENTAL APPLICATION**

Assistant Baar introduced an updated application for Short-Term Rentals (STR) which included a \$60 fee assessed to those in Category 2, Not Owner-occupied. Councilmember Gustafson also requested to add the wording “a neighboring property has applied and been approved for” on the notification form.

It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve the updated application, notification letter with the suggested changes and the \$60 fee applied to those in Category 2, effective as of January 9, 2023.

#### **Roll Call Vote**

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

No: Councilmember Fullerton.

Motion carried six to one.

### **D. FIRE TRUCK FINANCING AGREEMENT**

Assistant Baar informed Council a purchase option was allowed in the updated payment schedule, allowing the City to refinance the loan after the truck is delivered and first payment is made. Assistant Baar also noted that Council will be given draft letters to review seeking assistance for the truck expense from other entities.

#### **RESOLUTION 23-03: Government Obligation Contract as of December 27, 2022 Between Leasing 2, Inc. (Obligee) and City of St. Ignace (Obligor)**

At a duly called meeting of the City of St. Ignace City Council on January 9, 2023, the following resolution was offered by Councilmember Fullerton, seconded by Mayor Pro-Tem St. Louis:

BE IT RESOLVED by the City of St. Ignace City Council as follows:

1. Determination of Need. The City of St. Ignace City Council has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Government Obligation Contract dated as of December 27, 2022, between the City of St. Ignace, Michigan and Leasing 2, Inc.

2. Approval and Authorization. The City of St. Ignace City Council has determined that the Contract, substantially in the form presented to this meeting, is in the best interests of the City of St. Ignace for the acquisition of such Equipment, and the City Council hereby approves the entering into of the Contract by the City of St. Ignace and hereby designates and authorizes the following persons to execute and deliver the Contract on the City of St. Ignace’s behalf with such changes thereto as such persons deem appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Contract.

Authorized Individuals: William LaLonde, Mayor, and Andrea Insley, City Clerk/Treasurer

#### **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.

## **NEW BUSINESS**

### **A. GYM 906 PRESENTATION**

Mayor LaLonde introduced Philip Woolcocks, owner of Up North Nutrition & Gym 906, to offer a presentation of a proposal to lease the Little Bear East Fitness Center. The presentation was only to offer information of interest.

### **B. RESOLUTION 23-01 ST. IGNACE HOCKEY ASSOCIATION (SIHA) CHARITABLE GAMING LICENSE (MCL.432.103(k)(ii))**

At a Regular meeting of the St. Ignace City Council called to order by Mayor LaLonde on January 9, 2023, at 7:00 p.m. the following resolution was offered:

Moved by Councilmember Gustafson, supported by Councilmember Cronan, that the request from St. Ignace Hockey Association of St. Ignace, County of Mackinac, asking that they be recognized as a nonprofit organization operating in the community, for the purpose of obtaining charitable gaming licenses, be considered for approval.

#### **Roll Call Vote**

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

No: None.

Absent: None.

Resolution declared Adopted.

### **C. RESOLUTION 23-02 FIRE TRUCK ARPA FUNDS**

#### **A RESOLUTION TO DIRECT ADMINISTRATION TO UTILIZE AMERICAN RESCUE PLAN ACT FUNDING FOR FIRE TRUCK PURCHASE**

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

**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 “maintain vital public services, even amid declines in revenue”; 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 Fire Protection Services to the health and safety of St. Ignace residents; and

**WHEREAS:** the City has entered into a purchase agreement for a new Sutphen fire truck; now therefore

**BE IT RESOLVED:** That the St. Ignace City Council does hereby approve the use of \$60,000.00 of ARPA Funds towards the down payment on the approved Sutphen fire truck.

**Roll Call Vote:**

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

No: None.

Absent: None.

Resolution declared Adopted.

**D. INTERIM CITY MANAGER**

Assistant Baar informed Council that the information included in the meeting packets was for review of the previous ads and postings used for the City Manager position, as well as examples of other communities' information. Council discussed the need to update the position description, salary range and process.

Mayor LaLonde proposed utilizing a City Management 'team', comprised of Assistant to the City Manager Baar, DPW Director Fraser and City Clerk/Treasurer Insley, to fulfill the daily duties of the City Manager position. It was the consensus of Council, to agree with the arrangement for the first 90 days, per the City Charter directive, but if a City Manager is not hired then an Interim-City Manager will be named. Councilmembers Pelter and Cronan plan to review the City Manager job description and submit a draft for review.

It was moved by Councilmember Fullerton, seconded by Councilmember Gustafson, to approve the Interim-City Management team comprised of the the Assistant to the City Manager, DPW Director and City Clerk/Treasurer for the 90-day period given by the City Charter.

**Roll Call Vote**

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

No: Councilmember Pelter.

Motion carried six to one.

**E. DDA DIRECTOR RETIREMENT DIVISION**

Assistant Baar presented the proposal to re-assign DDA Director Marshall to the MERS Division 10, the division he participated in when he left employment in October 2021. The discussion was an agenda item at the Finance Committee meeting on January 5<sup>th</sup>, and the Committee recommended the re-assignment for the reason that not doing so unintentionally affected DDA Director Marshall's pension benefit greatly.

It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to approve DDA Director Marshall be re-assigned into MERS Division 10.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**F. DDA DIRECTOR CONTRACT**

Assistant Baar verified a change to the DDA Director's contract language to reflect the terms of MERS Division 10 and the participation in the MERS 457 plan with no allowable contribution from the City. It was noted that the contract was already approved by DDA Board in December 2022.

It was moved by Councilmember Gustafson, seconded by Williford, to approve DDA Director Marshall's contract language with the stated updates, contingent upon MERS approval of DDA Director Marshall into Division 10, effective as of January 1, 2023.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**G. STRAITS AREA FIRE AUTHORITY (SAFA) APPOINTMENT**

Mayor LaLonde requested Council's approval to appoint Councilmember Gustafson to the Straits Area Fire Authority replacing Mayor Pro-Tem St. Louis effective immediately.

It was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve appointing Councilmember Gustafson to the SAFA.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**H. EUP PLANNING APPOINTMENT**

Mayor LaLonde informed Council that Councilmember Cronan is willing to represent the City on the Eastern Upper Peninsula Planning board.

It was moved by Councilmember Pelter, seconded by Councilmember Gustafson, to approve Councilmember Cronan representing the City on the EUP Planning board

Motion carried unanimously.

**ADDITIONS TO THE AGENDA**

**Mayor LaLonde – Excuse Councilmember Cronan from four Council meetings.**

Councilmember Cronan requested Council's approval to be excused from Regular Council meetings on February 20, March 6, March 20 and April 1, 2023, due to being out of town.

It was moved by Councilmember Gustafson, seconded by Councilmember Williford, to excuse Councilmember Cronan from the Regular Council meetings on the dates provided.  
Motion carried unanimously.

## **CONSIDERATION OF BILLS**

City Clerk/Treasurer Insley noted that there was a miscalculation in the list of bills presented in the Council packets. The amount was different by \$420.41 less.

It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to approve paying the bills in the correct amount of \$432,221.79.

|                                |                                     |             |
|--------------------------------|-------------------------------------|-------------|
| Bam Tools                      | Water Plant Supplies                | \$127.04    |
| Charles J. Palmer P.C.         | December 2022 Attorney Fees         | \$5,210.00  |
| CivicPlus                      | Website Annual Payment              | \$2,100.00  |
| Crane Engineering              | WISA Air Pump                       | \$626.20    |
| Culture Code                   | Hosting & Maintenance 2023          | \$600.00    |
| Dinges Fire Company            | SIFD-SCBA Bottles                   | \$10,164.00 |
| George's Body Shop, Inc.       | Backhoe Front Tires                 | \$630.00    |
| GME Supply Co.                 | SIFD-SUPPLIES                       | \$3,645.36  |
| GoDaddy.com                    | Domain Renewals                     | \$79.96     |
| Hawkins                        | Water Plant Chemicals               | \$2,393.21  |
| Kimball Midwest                | DPW-Supplies                        | \$343.15    |
| Mackinac County Clerk          | November 2022 Election Costs        | \$351.71    |
| Meyer Ace Hardware             | December 2022 Statement             | \$1,679.64  |
| MI Municipal Risk Mgmt.        | Insurance Retention - January 2023  | \$3,500.00  |
| MI Municipal Risk Mgmt.        | Insurance General - January 2023    | \$55,094.00 |
| Michigan State Firemen's Assoc | SIFD-2023 Firemen's Association     | \$75.00     |
| Michigan State Police          | Token Fee from 10/1/2022-12/31/2022 | \$33.00     |
| Michigan Steam                 | Street Broom/Detail Brushes         | \$342.39    |
| National Office Products       | December 2022 Statement             | \$1,832.05  |
| NCL                            | WTR/WWTR Plant Supplies             | \$2,419.37  |

|                              |  |                     |
|------------------------------|--|---------------------|
| Oscar W. Larson CO.          | Marina Seasonal Shutdown                       | \$798.76            |
| OTIS                         | WTR Plant Yearly Maintenance Service           | \$1,511.16          |
| Pro-Tech Sales               | SIPD-Uniform Order Sept. 2022                  | \$1,317.00          |
| Quill                        | Central Office Supplies                        | \$286.52            |
| R&R Fire Truck Repair        | SIFD-Maintenance and Pump Testing              | \$7,052.28          |
| Safety-Kleen Systems Inc.    | Washer Solution                                | \$179.74            |
| Seewald's Towing             | SIPD-Tow                                       | \$150.00            |
| St. Ignace Auto              | December 2022 Statement                        | \$370.14            |
| State of Michigan-Boiler Div | Boiler Inspection Invoice                      | \$745.00            |
| Steven H. Schwartz & Assoc.  | D. Long Attorney Fees Per Separation Agreement | \$1,000.00          |
| Sutphen Corporation          | SIFD Fire Truck Deposit                        | \$320,000.00        |
| The St. Ignace News          | December 2022 Statement                        | \$826.65            |
| United Laboratories          | Cold-Bac Bio Sewer Line                        | \$391.44            |
| USA Bluebook                 | Wastewater Plant Supplies                      | \$452.71            |
| USGA                         | 2023 Membership                                | \$150.00            |
| Van Sloten Enterprises, Inc. | Golf Sand                                      | \$1,343.75          |
| Witmer Public Safety         | SIFD-Rescue Supplies/Petzel Helmets/           | \$4,400.56          |
|                              |  | <b>\$432,221.79</b> |

### **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 - NON-AGENDA ITEMS** *(3 min limit)*

Public comment was received regarding the Little Bear Fitness Center and the outdoor equipment in the LBE Sports Park.

### **CITY MANAGER'S REPORT**

Assistant Baar updated Council with the upcoming Street Committee and Zoning Board meetings and that the Police Department is seeking a full-time Officer.

### **COMMITTEE REPORTS**

Planning Commission Annual Report – Betsy Dayrell-Hart, Planning Chairperson, reviewed the Annual Report with Council.

DDA Boardwalk Update – DDA Director Marshal updated Council on the progress with the Boardwalk replacement project.

Finance Committee – Council was given the minutes from January 5<sup>th</sup> Finance Committee meeting for review.

#### **COUNCILMEMBER COMMENTS**

Councilmember comments were received.

There being no further business, the meeting adjourned at 9:09 p.m.

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**William LaLonde, Mayor**

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**Andrea Insley, City Clerk/Treasurer**