

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

A Regular Meeting of the St. Ignace City Council was held on Monday, October 17, 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 led the invocation.

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

ABSENT: Councilmember Pelter. It was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve excusing Councilmember Pelter from the meeting due to illness.

STAFF PRESENT: Darcy Long, City Manager; Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager; Charles Palmer, City Attorney; Scott Marshall, DDA Director; Tony Brown, Police Chief; Allen Mitchell, Police Sergeant; Bill Fraser, DPW Director.

ADDITIONS TO THE AGENDA

Mayor LaLonde – Dock #3 Committee Appointment.

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

No public comment was received at this time.

CONSIDERATION OF MINUTES OF THE OCTOBER 3, REGULAR COUNCIL MEETING:

It was moved by Councilmember Cronan, seconded by Councilmember Williford, to approve the minutes of the October 3, Regular Council meeting as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

OLD BUSINESS

A. ADDITIONAL PAVING ON FIRST STREET PROJECT

DPW Director Fraser informed Council that during the paving on First Street with Norris Contracting Inc. he made the decision to add another 600 feet of paving work to continue onto Service Drive. Director Fraser explained that the total increased cost for the work was \$20,000 more than the quoted price approved, but the fund balance was available, and it benefitted the longevity of the road project. Director Fraser also stated that road patch was purchased to use on small portions of other roads, adding a cost of \$5,000.

It was the consensus of Council that Director Fraser's decisions were acceptable, considering the contractors were already onsite, and the value of the completed project was comparable to the additional expense.

NEW BUSINESS

A. MERIT FIBER NETWORK EASEMENT REQUEST

City Manager Long requested Council approval for an easement request from Merit Fiber Network to establish a broadband fiber network near Little Bear East. The area for the proposed development is approximately 600 square feet sitting north of the generator building on the west side of the Little Bear East facility.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve the easement request as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

B. ELECTION INSPECTOR APPROVAL

City Clerk/Treasurer Insley presented Council with the list of Election Inspectors for the November 8th General Election, which included the following:

Laurie Steiner (R), Renee Vonderwerth (R), Donna LaLonde (D), Sherry Cece (R), Helen Thibault (D), Mary Kay Tamlyn (R), Martha Sjogren (D), Tharan Suvana (D), Susan Justice (D) and Debra Ferguson (R). The Receiving Board Election Inspectors were Renee Vonderwerth (R) and Donna LaLonde (D).

It was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve the Election Inspectors as presented.

Roll Call Vote

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

No: None.

Abstain: Mayor LaLonde.

Motion carried four to zero, with one abstaining.

C. C2AE PROFESSIONAL ENGINEERING CONTRACT

DPW Director Fraser requested Council's approval of three proposals for professional services from C2AE. Each proposal would be \$2,500 annually and would consist of one agreement for General Engineering services, one agreement for the City Wastewater System and a third agreement for the City Water System effective as of September 26, 2022.

It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem St. Louis, to approve the General Engineering, Wastewater and Water System agreements for an annual cost of \$2,500 annually per agreement.

Roll Call Vote

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

No: None.

Motion passed unanimously.

D. SPECIAL EVENT RESOLUTION-SNOWMOBILE THE MAC

RESOLUTION

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

WHEREAS, St. Ignace Visitors Bureau requests permission to conduct “Antique Snowmobiles on the Mac”; and

WHEREAS, Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, requires certain criteria be met by St. Ignace Visitors Bureau, to comply with the “Special Events” requirements of the City; and

WHEREAS, St. Ignace Visitors Bureau has agreed to provide the City Council with all of the information required by Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, and

WHEREAS, it is understood that there may be fees for certain services provided by the City; 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 Events status; and

THEREFORE, BE IT RESOLVED that the City Council has determined that St. Ignace Visitors Bureau, has agreed to meet the criteria established in the various sections of Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, within the time frame established in said Chapter 22; and

FURTHER BE IT RESOLVED that the City Council does approve St. Ignace Visitors Bureau to be a “Special Events Organization”, and approves the use of the various public properties within the City limits for this event on the day of Saturday, December 10, and further grants St. Ignace Visitors Bureau the authority to control vending approved by the City during the event. The City of St. Ignace does not financially participate in “Antique Snowmobiles on the Mac”; and

FURTHER BE IT RESOLVED that the City does approve the use of the following areas and dates:

I-75 and I-75BL, a parade on Saturday, December 10 at 11:00 a.m. from the Mackinac Bridge Toll Booth to Little Bear East Arena.

Antique Snowmobiles on the Mac– December 10, 2022 at Little Bear East Community Center and parking lots.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

E. BUDGET AMENDMENTS

City Manager Long presented a list of budget amendments for Council's consideration that included the General Fund, Local Streets, Little Bear East/Community Center Fund, Golf Course Fund, Water Fund and Equipment Funds. Mayor LaLonde also tentatively scheduled Council's first Budget Work Session for Wednesday, November 2nd at 6:00 p.m.

After some discussion regarding removing a few of the original amendments that were listed in the Council packets, it was moved by Councilmember Williford, seconded by Mayor Pro-Tem St. Louis, to approve the updated list of budget amendments.

Roll Call Vote

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

No: None.

Motion passed unanimously.

F. OVERNIGHT STAY- ASSISTANT TO THE CITY MANAGER

Assistant Baar informed Council that her overnight stay is the last of two in-person trainings for the Women's Municipal Leadership Program in Lansing. The training subject-matter on November 4th will consist of Council – Manager relationships.

It was moved by Councilmember Cronan, seconded by Councilmember Fullerton, to approve the in-person, overnight training for Assistant Baar on November 4th.

Roll Call Vote

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

No: None.

Motion passed unanimously.

G. POLICE CHIEF RECRUITMENT

City Manager Long presented a recruitment brochure to Council that included a job description for the Police Chief position. City Manager Long recommended that an Interview Committee be appointed to assist with the process consisting of himself, Mayor LaLonde, Mayor Pro-Tem St. Louis, the Mackinac County Sheriff and the Head of the Visitors Bureau. Applications will be accepted through November 18th and include open interviews for qualified candidates.

After some discussion, it was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Fullerton, to approve the recruitment brochure for the City Police Chief position.

Roll Call Vote

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

No: None.

Motion passed unanimously.

H. POLICE CHIEF BROWN SEPARATION AGREEMENT

City Manager Long informed Council that the Separation Agreement for Chief Brown was reviewed by both City Attorney Palmer and Chief Brown's attorney. The Agreement listed

specific items that Chief Brown's employment contract did not include, but that were included in his original resignation letter. Chief Brown requested two corrections of the document presented: first, to strike the sentence "It will not include time spent defending his own interest in the Lawsuit."; and second, that the health insurance benefit stay active through October 31, 2022.

At this time, it was moved by Councilmember Fullerton, seconded by Councilmember Williford, to approve accepting the terms of the Separation Agreement with the requested adjustments. City Clerk/Treasurer Insley requested that City Attorney Palmer verify the manner in which Chief Brown will be reimbursed for required participation in the ongoing litigation, after his termination date of October 19, 2022. Council also verified that the payment of \$1,494.04 referencing a "1% retirement difference" listed in the agreement is interpreted to be a one-time cash stipend paid through payroll and not under provisions of the MERS plan.

Roll Call Vote

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

No: None.

Motion passed unanimously.

ADDITIONS TO THE AGENDA

Mayor LaLonde – Appointment to the Dock #3 Committee.

Mayor LaLonde informed Council that Barbara Brown will replace Connie Litzner as the citizen member on the Dock #3 Committee. It was moved by Councilmember Cronan, seconded by Councilmember Fullerton, to approve appointing Barbara Brown to the Dock #3 Committee.

Roll Call Vote

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

No: None.

Motion passed unanimously.

I. FINANCIALS

City Manager Long reviewed the September budget-to-actual report with Council, noting over-budgeted line items in Parks Maintenance. City Manager Long plans to further review budget shortfalls in upcoming budget work sessions.

It was moved by Mayor Pro-Tem St. Louis, seconded by Mayor LaLonde, to approve the September 2022 financial report as presented.

Roll Call Vote

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

No: None.

Motion passed unanimously.

CONSIDERATION OF BILLS

City Clerk/Treasurer Insley informed Council that there were a couple of adjustments to the list of bills for approval that included a credit and additional invoice. The updated amount for Council's consideration was then brought to \$211,159.03.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Williford, to approve paying the bills in the amount of \$211,159.03.

Airgas USA LLC	DPW Cylinder Rental Invoice	\$166.63
Arrow Signs	LBE-Field & Trail Signs	\$1,580.00
Belonga Excavating LLC	Major Streets Asphalt Hauling	\$1,030.00
Belonga Plumbing	Little Bear Park Plumbing	\$5.20
Blarney Castle Oil Co.	Golf Cart Fuel	\$785.76
Cheboygan Cement Products	DPW Sidewalk Form Stakes	\$151.50
City of St. Ignace	SIPD Training at LBE	\$300.00
Compass Minerals	Bulk Highway Salt Inventory	\$54,070.67
Crane Engineering	WWTR Lift Station Maintenance	\$11,635.71
EJ USA Inc	Riser Rings	\$411.60
ETNA Supply	Fountain Street Storm Drain/WTR LINE SUPPLIES	\$305.50
Great Lakes Coca-Cola	LBE-Concession	\$470.20
Judy Wyse	SIPD-Patches Affixed on Uniforms	\$60.00
Kelly's Splash of Colors	City Welcome Sign/Water Plant Flower Beds	\$660.00
KSS	City Hall Supplies	\$336.96
Lynn Auto Parts	September 2022 Statement	\$8,445.33
Mackinac Sales	LBE F-350 Repair	\$493.45
Mark Wilk	Dump Truck Radio Install	\$155.00
MI Assoc of Chiefs of Police	SIPD Chief Job Posting	\$100.00
MI Gov't Finance Officers Assoc	Annual Memberships-A Insley/S Cece	\$240.00
MI Municipal Treasurer's Assoc	A. Insley 2023 Membership Dues	\$99.00

Michigan Cat	Loader Repair	\$3,303.63
National Office Products	September 2022 Statement	\$2,984.96
Norris Contracting Inc.	1st/Spring Street Asphalt Paving	\$93,583.20
Northern Tree Service	Portage Street Tree Removal	\$750.00
Power Plan	Back Hoe Repair	\$2,451.09
Precision Edge Outdoor Services LLC	September 2022 Lawn Care	\$5,695.00
Rieth-Riley	Major Streets Routine Maintenance	\$1,581.15
Sault Printing Co. Inc.	City Call Copier/CMGR Printer	\$107.92
Spartan Nash	September 2022 Statement	\$67.35
Spring Hill Suites Lansing	S. Baar Stay November 2022	\$144.48
St. Ignace Auto	September 2022 Statement	\$287.91
St. Ignace True Value	September 2022 Statement	\$1,819.71
Straits Building Center	September 2022 Statement	\$2,847.92
Summit Fire Protection	Annual Inspection All City Owned Locations	\$3,720.58
Ted Festerling LLC	Hitch/Large Plow Half/Deep Vee Rocker	\$1,114.24
The St. Ignace News	Pavilion Project-Bid Posting	\$238.40
The St. Ignace News	SIPD-Public Auction Ad	\$37.20
The St. Ignace News	Hydrant Flushing Ad/ZBA Ad/STR AD/Minutes	\$383.69
The St. Ignace News	LBE-Fee Envelopes	\$72.00
Trojan UV	WWTR-UV Unit Bulbs	\$6,300.26
United Laboratories	WWTR-Oxy Blue Odor Eliminator	\$1,993.75
West Michigan Baseball Franchise LLC	Dippin Dots, Concession Stand	\$172.08
		\$211,159.03

Roll Call Vote

Yes: Mayor LaLonde, 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 maintenance of the US-2 cloverleaf, and Lester Livermore introduced himself as a candidate for the Mackinac County Road Commission race.

CITY MANAGER'S REPORT

City Manager Long presented his report to Council, discussing the Public Hearing for the Short-Term Rental Ordinance, a flood plan update that is required by FEMA, and several upcoming committee meetings.

COMMITTEE REPORTS

Finance Committee – Minutes were provided to Council from the October 17th meeting.

Planning Commission – Betsy Dayrell-Hart informed Council that the Planning Commission is considering updating language in the City Housing Ordinance to add more density to the residential neighborhoods. Consideration is also being given to the Master Plan projection and the development of the Dock #3 area.

COUNCILMEMBER COMMENTS

Councilmember comments were received.

There being no further business, the meeting adjourned at 8:01 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer