

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

A Regular Meeting of the St. Ignace City Council was held on Monday, June 21, 2021, 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 Litzner, followed by the Pledge of Allegiance. Councilmember Clapperton gave the invocation.

**PRESENT FROM CITY COUNCIL:** Councilmembers Clapperton, Fullerton, LaLonde, Mayor Litzner, Councilmember Pelter, Mayor Pro-Tem St. Louis and Councilmember Tremble.

**ABSENT:** None.

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

**PRESENT VIA ZOOM:** Charles Palmer, City Attorney and Kurt Ney, Golf Manager.

**LIMITED PUBLIC COMMENT** – None.

**CONSIDERATION OF MINUTES OF THE JUNE 7, 2021 REGULAR COUNCIL MEETING:**

City Clerk/Treasurer Insley noted a correction in the Resolution Adopting a Final Project Plan for Water System Improvements, which was changed from “(Alternative 1)” to “(Alternative 2)”. Also, a correction in Agenda Item C listed the source of the quote presented was Kurt Ney, Golf Manager, instead of Spartan Distributors Inc.

It was moved by Councilmember LaLonde, seconded by Councilmember Tremble, to approve the minutes from June 7, 2021, with the corrections.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**CONSIDERATION OF BILLS**

It was moved by Councilmember Tremble, seconded by Councilmember Clapperton, to approve payment of the bills in the amount of \$46,530.66.

|                               |                                    |            |
|-------------------------------|------------------------------------|------------|
| AirGas                        | DPW Cylinder Rental                | \$159.44   |
| Anderson, Tackman & Company   | Audit Assistance                   | \$285.00   |
| Arctic Glacier                | Marina Ice                         | \$89.68    |
| Biological Research Solutions | Water Plant Tests                  | \$325.00   |
| Bit Mat Products              | AMZ Machine Emulsion for Inventory | \$8,685.27 |
| Blarney Castle Oil Company    | Golf Course Mower Fuel             | \$352.88   |
| C2AE                          | Project 21-0085                    | \$815.52   |

|                                         |                                           |            |
|-----------------------------------------|-------------------------------------------|------------|
| C2AE                                    | Project 21-0084                           | \$863.58   |
| C2AE                                    | Project 21-0076 & Project 20-0156         | \$3,266.13 |
| CivicPlus                               | Payment 2 of 2 for Website Contract 2021  | \$4,600.00 |
| Crane Engineering                       | Heritage Lift Station                     | \$2,932.00 |
| ETNA                                    | Water Line Supplies                       | \$97.00    |
| Galls                                   | SIPD 5 Uniform Shirts                     | \$262.27   |
| Hawkins Chemical                        | Water Plant Supplies                      | \$4,665.80 |
| Iowa American Rescue                    | SI Fire Hall Forcible Entry Door Prop Kit | \$2,700.00 |
| Joe Stearns                             | Marina Supplies Reimbursement             | \$43.26    |
| Kelly A. Moran                          | DWSRF Public Hearing Reporting            | \$67.00    |
| Kelly's Splash of Colors                | City Sign and Water Plant Flower Beds     | \$604.00   |
| Kimball Midwest                         | DPW Shop Supplies                         | \$217.60   |
| KSS                                     | Parks Can Liners                          | \$1,495.20 |
| Mackinac County Equalization            | 2021 GIS Support Fee                      | \$858.00   |
| Mackinac Plumbing                       | Thermo Plug                               | \$11.50    |
| McVeigh's Truck Springs Inc             | Rear Leaf Sprint Upgrade T-41             | \$610.34   |
| Microbiologics                          | Water Plant Chemicals                     | \$220.19   |
| Milan Supply                            | Dock 3 Lift Station Pump                  | \$485.00   |
| Miller, Canfield, Paddock and Stone PLC | May 2021 Statement                        | \$1,888.00 |
| Municode                                | Admin Support Fee 6/1/21 to 5/31/22       | \$250.00   |
| NCL                                     | WWTR and WTR Plant Supplies               | \$669.49   |
| Paragon Laboratories                    | Water Plant Testing                       | \$94.00    |
| Pomasl                                  | SI Fire Hoses                             | \$2,936.73 |
| Quill                                   | Envelops and Binder Clips                 | \$108.00   |
| Rudyard Electric                        | Coast Guard Lift Station                  | \$844.26   |
| Sault Printing Company                  | May 2021 Statement                        | \$648.64   |
| St. Ignace Chamber of Commerce          | July 4th 2021 Agreement                   | \$2,000.00 |
| State Chemical                          | Root Killer, High Solvent, Cherry Float   | \$1,400.00 |
| USA Bluebook                            | WWTR and WTR Plant Supplies               | \$704.88   |

Velvet Green Creations

1/4 Year Domain Hosting

\$275.00

**TOTAL**

**\$46,530.66**

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**OLD BUSINESS**

**A. GOLF COURSE MOWER PURCHASE**

Golf Course Manager, Kurt Ney, informed Council that he collected quotes from two vendors for a new mower. The first quote of \$55,064 from Spartan Distributors was termed a 60-month lease with an option to buy for \$1 at end of lease and included a TORO Groundmaster mower and a Turfco 1550 Top Dresser. The second quote, from John Deere, was for \$44,039 for a John Deere 7400A mower with a 60-month lease and up to 600 hours of use. It was recommended by Golf Manager Ney to accept the 60-month lease with Spartan Distributors for \$1,049 per month for both pieces of equipment at a 5.59% interest rate with the option to buy equipment at the end of the lease for \$1.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**NEW BUSINESS**

**A. PLANNING COMMISSION APPOINTMENT**

Mayor Litzner requested Council's consideration in appointing Jim Drazo to the Planning Commission to replace John Kling.

It was moved by Councilmember Pelter, seconded by Councilmember Tremble, to approve the appointment of Jim Drazo to the Planning Commission.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**B. RESOLUTION ST IGNACE 350<sup>TH</sup> BIRTHDAY CELEBRATION**

**RESOLUTION**

The following resolution was offered for adoption by Councilmember LaLonde, supported by Councilmember Tremble:

WHEREAS, St. Ignace Visitors Bureau is requesting permission to conduct the “St. Ignace 350<sup>th</sup> Birthday Celebration”; 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 Event 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 days of Thursday, August 19, 2021 through Sunday, August 22, 2021, 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 the “St. Ignace 350<sup>th</sup> Birthday Celebration”; and

FURTHER BE IT RESOLVED that the City does approve street closures, subject to compliance with the City and MDOT rules and regulations, and the use of the following areas and dates:  
St. Ignace 350<sup>th</sup> Birthday Celebration – August 19, 20, 21, 22, 2021 at the American Legion Park, Kiwanis Beach, Dock 3/Coast Guard Park, Little Bear East Community Center and parking lot and other public properties along State Street located between Stockbridge Street and Church Street.

The Grand Parade on Saturday, August 21, 2021, will close State Street from Stockbridge Street to Church Street at 3:30 p.m. to 6:00 p.m., subject to MDOT approval.

**Roll Call Vote**

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

No: None.

Absent: None.

Resolution declared Adopted.

**C. RESOLUTION FIREWORKS DATES 2021**

**RESOLUTION**

The following resolution was offered for adoption by Councilmember Pelter, supported by Councilmember LaLonde:

WHEREAS, St. Ignace Visitors Bureau requests permission to sponsor and hold Sensational Saturday, and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", 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 Event 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 grants to them the authority to host fireworks on the following dates in 2021: June 26, July 4, July 10, July 17, July 24, July 31, August 7, August 14, August 21, August 28, September 4, 25 and October 2 at dusk; and to schedule an alternate date(s) for fireworks in the event of weather cancellation; and

FURTHER BE IT RESOLVED, that the City Council grants St. Ignace Visitors Bureau, the authority to control the vending on the above dates, during the fireworks, beginning at dusk, so as to protect our local businesses.

**Roll Call Vote**

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

No: None.

Absent: None.

Resolution declared Adopted.

**D. RESOLUTION ST IGNACE VISITORS BUREAU 2021 WEEKLY EVENTS**

**RESOLUTION**

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

WHEREAS, St. Ignace Visitors Bureau is requesting to sponsor the 2021 Weekly Events, and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", 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 provided the City Council with all of the information required by Ordinance No. 413, and

THEREFORE, BE IT RESOLVED, that the City Council has determined that St. Ignace Visitors Bureau has met the criteria established in the various sections of Ordinance No. 413, and

FURTHER BE IT RESOLVED, that the City Council does approve St. Ignace Visitors Bureau to be a "Special Events Organization", and approves the Weekly Events be held from July thru September 2021. The vending for this event will be handled exclusively by St. Ignace Visitors Bureau. The City does not financially participate in this event, and

FURTHER BE IT RESOLVED, that the City does approve, subject to compliance with City rules and regulations, for the 2021 Weekly Events usage of downtown properties which would include the St. Ignace Marina and American Legion Park for the following events and dates:

Movies by the Bay  
American Legion Park  
July 11 – September 5  
Sundays at dusk

Cultural Historical Teachings  
Museum of Ojibwa Culture  
July 5 - August 31  
Mondays and Tuesdays, 6:30 p.m. – 7:30 p.m.

Friday Night at the Museum  
Museum of Ojibwa Culture  
July 2 - August 27  
Friday, 7:00 p.m. – 9:00 p.m.

Sensational Saturday Fireworks  
Downtown St. Ignace  
June - October  
Saturdays at dusk

Bayside Farmer's Market  
St. Ignace Public Marina  
July 1 – September 30  
Thursdays 4:00 p.m. – 7:00 p.m.

Music By The Bay  
American Legion Park  
July 1-September 5  
7:00 p.m.-8:30p.m.

#### **Roll Call Vote**

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

No: None.

Absent: None.

Resolution declared Adopted.

#### **E. RESOLUTION AMENDED POVERTY EXEMPTION**

#### **RESOLUTION**

The following resolution was offered for adoption by Councilmember Tremble, supported by Councilmember LaLonde:

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Saint Ignace City Council; and

WHEREAS, the principal residence of persons, who the City Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Saint Ignace, Mackinac County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the City Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the **2021** federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

**Federal Poverty Guidelines Used in the Determination of Poverty**

| Size of Family Unit | Poverty Guideline |
|---------------------|-------------------|
|---------------------|-------------------|

|                                   |                |
|-----------------------------------|----------------|
| 1                                 | \$12,880       |
| 2                                 | \$17,420       |
| 3                                 | \$21,960       |
| 4                                 | \$26,500       |
| 5                                 | \$31,040       |
| 6                                 | \$35,580       |
| 7                                 | \$40,120       |
| 8                                 | \$44,660       |
| <b>For each additional person</b> | <b>\$4,540</b> |

WHEREAS, pursuant to PA 253 of 2020, if a person claiming an exemption qualified under the eligibility requirements, the board of review shall grant the exemption in whole or in part, as follows:

(a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.

(b) A partial exemption equal to 1 of the following:

(i) A 50% or 25% reduction in taxable value for the tax year in which the exemption is granted.

(ii) As approved by the state tax commission, any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the state tax commission.

WHEREAS, the council resolves to permit a principal residence exempt from the collection of taxes under this section in tax year 2019 or 2020, or both, to remain exempt under this section in tax years 2021, 2022, and 2023 without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption and to permit a principal residence exempt for the first time from the collection of taxes under this section in tax year 2021, 2022, or 2023 to remain exempt under this section for up to 3 additional years after its initial year of exempt status without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption and if the person who establishes initial eligibility receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.

WHEREAS, both of the following apply to a person who obtains an extended exemption:



(a) The person shall file with the local assessing unit, in a form and manner prescribed by the state tax commission, an affidavit rescinding the exemption as extended under this subsection within 45 days after either of the following, if applicable:

(i) The person ceases to own or occupy the principal residence for which the exemption was extended.

(ii) The person experiences a change in household assets or income that defeats eligibility for the exemption.

(b) If the person fails to file a rescission as required and the property is later determined to be ineligible for the exemption, the person is subject to repayment of any additional taxes with interest.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting, extending or denying an exemption.

**Roll Call Vote**

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

No: None.

Absent: None.

Resolution declared Adopted.

**F. CITY HALL OPEN HALF-DAY FRIDAY, JUNE 25, 2021**

Mayor Litzner announced City Hall will be closing at 12:00 p.m. on Friday, June 25, 2021, due to the downtown events.

**G. FINANCIALS**

City Manager Long announced that there is a scheduled Council Work Session for Monday, June 28, 2021, in the City Hall Council Chambers beginning at 6:00 p.m.

**ADDITIONS TO THE AGENDA:**

Police Chief Brown presented two Police Department Activity Reports and gave an update on the Department's lease vehicles.

**PUBLIC COMMENT**

Public comment was received regarding the financing and comparisons for the Golf Course mower quotes.

**CITY MANAGER'S REPORT**

City Manager Long announced the next Regular Council meeting will be Tuesday, July 6<sup>th</sup> at 7:00 p.m. in the City Hall Council Chambers, due to the July 4<sup>th</sup> holiday. City Manager Long also informed Council that City Hall is now open to the public, describing each entrance capacity.

**COMMITTEE REPORTS – None.**

**COUNCILMEMBER COMMENTS**

Councilmembers commented on the need to address dumpsters at Dock #3 and that they are looking forward to the summer events and being back open for business.

There being no further business, the meeting adjourned at 7:35 p.m.

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**Connie Litzner, Mayor**

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**Andrea Insley, City Clerk/Treasurer**

