

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

A Regular Meeting of the St. Ignace City Council was held on Monday, December 18, 2023, 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; Charles Palmer, City Attorney.

**PUBLIC HEARING – ORDINANCE #655 ANNUAL APPROPRIATIONS BILL 2024**

It was moved by Councilmember Shepard, seconded by Mayor Pro-Tem Gustafson, to approve opening the Public Hearing for Ordinance #655 Annual Appropriations Bill 2024 at 7:03 p.m.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

No comments were received during the Public Hearing.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Litzner, to approve closing the Public Hearing at 7:05 p.m.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**ADDITIONS TO THE AGENDA**

Mayor LaLonde – Approval of Retirement Fund 105.

**PUBLIC COMMENT** *(3-min limit)*

Public comment was received regarding EUP Connect Collaborative.

**CONSIDERATION OF THE MINUTES OF THE DECEMBER 4, 2023 COUNCIL MEETING:**

It was moved by Councilmember Litzner, seconded by Councilmember Eyre, to approve the minutes of the December 4, 2023 Regular Council meeting as presented.

Motion carried unanimously.

**BUSINESS**

**A. MICHIGAN BROADBAND PRESENTATION**

Dale Zuelch and Phil Truran, with Michigan Broadband Services (MBBS), presented Council with a plan to build a fiber network throughout the area of St. Ignace and beyond that would serve all residential homes, businesses and offices. Michigan Broadband is a dba of the Upper Peninsula (UP) Telephone Company and plans to provide television services, internet-wifi, and cellular services once they are established. MBBS would like to begin the building project in January with an expected end date in April 2024.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Pelter, to approve City Manager Marshall overseeing the UP Telephone Company/MBBS processes, as they work through the necessary permits and compliance with the Metro Act before beginning the building project.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**B. MHS – CULTURAL CENTER UPDATE & FORT DE BUADE LEASE EXTENSION**

City Manager Marshall recommended that Council postpone a decision for the request to extend the lease until the Fort de Buade Committee can meet to review the current contract and status of the arrangement.

Jim Drazé presented an update to Council on the development of the Michilimackinac Historical Society's (MHS) Straits Cultural Center.

**C. FIRE DEPARTMENT USED SUV PURCHASE REQUEST**

City Manager Marshall informed Council that Fire Chief Montie had collected verbal approvals from both Moran Township and St. Ignace Township to purchase a used SUV from the Mackinac County Sheriff's Department for \$4,000 using the funds from Fire Fund 206. The Fire Agreement states that the Fire Department has the authority to purchase equipment, including vehicles, with the Fire Fund. The current contract will expire in June 2025.

After some discussion about incomplete information about the vehicle, it was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Eyre, to approve the purchase of the used SUV for \$4,000 using funds from the Fire Fund 206.

**Roll Call Vote:**

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

No: Councilmembers Pelter, Williford and Councilmember Eyre.

Motion approved four to three.

**D. NEW LOADER DEPOSIT & FINANCING APPROVAL**

City Manager Marshall presented the financing bids that were submitted for the new loader that was approved for purchase in September 2023. The initial deposit planned consists of \$30,000 in City approved ARPA funds, approximately \$20,000 for trade-in of current loader, and \$50,000 from the Fund 641 fund balance. The amount to finance would be \$135,225 over six years.

The first bid was from Central Savings Bank for 6.48%, and the second bid from First National Bank was for 6.25%. It was the consensus of Council that there was not sufficient information about the bid documents provided to each bank.

At this time, it was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Williford, to postpone the decision about the financing bids until further information can be provided.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**E. F.O.P. UNION CONTRACT**

City Manager Marshall informed Council that the Fraternal Order of Police (FOP) has accepted the City's proposal for the wage increases of \$1/h for patrol officers and \$1.75/h for the Sergeant position.

It was moved by Councilmember Pelter, seconded by Councilmember Eyre, to approve accepting the letter of understanding from FOP for the wage increases of the patrol officers and the Sergeant.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**F. ADOPT 2024 BUDGET**

City Clerk/Treasurer Insley verified the 2024 Budget to be considered was listed as the Recommended Budget in the document provided. A quarterly review of the budget is planned for the 2024 fiscal year.

It was moved by Councilmember Litzner, seconded by Councilmember Shepard, to approve the 2024 Budget as presented.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**G. ADOPT ORDINANCE #655 ANNUAL APPROPRIATIONS BILL 2024**

It was moved by Councilmember Pelter, seconded by Councilmember Eyre, to approve the Annual Appropriations Bill 2024 Ordinance #655 as presented.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

## **ADDITION TO THE AGENDA**

### **Mayor LaLonde – Approve Retirement Fund 105**

Mayor LaLonde informed Council that the current fiscal year amendments will include the use of the Retirement Fund 105 to account separately for monthly contribution to the City's retiree pensions. Active employees in all MERS divisions will continue to record pension expenses in the 718 accounts for each respective department. Per the Brown Act of 2012, Mayor LaLonde stated that Council must consider this item under a state of emergency in order to vote at this particular meeting.

It was moved by Mayor Pro-Tem Gustafson, seconded to by Councilmember Williford, to approve constituting this matter as an emergency situation (per the Brown Act of 2012) due to the timing necessary to implement Fund 105 for the 2023 amendments.

#### **Roll Call Vote:**

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

No: None.

Motion carried unanimously.

At this time, it was moved by Councilmember Williford, seconded by Mayor Pro-Tem Gustafson, to approve implementing Retirement Fund 105 beginning in fiscal year 2023, per recommendation from the City's auditors.

#### **Roll Call Vote:**

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

No: None.

Motion carried unanimously.

## **H. BUDGET AMENDMENTS 2023**

City Clerk/Insley reviewed the 2023 budget amendments based on the recommendation from the Finance/Utility Committee.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Pelter, to approve the 2023 budget amendments as presented.

#### **Roll Call Vote:**

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

No: None.

Motion carried unanimously.

## **I. FINANCIALS NOVEMBER 2023**

It was moved by Councilmember Litzner, seconded by Councilmember Eyre, to approve the November 2023 financials as presented.

#### **Roll Call Vote:**

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

No: None.

Motion carried unanimously.

## **J. COMMITTEE APPOINTMENTS**

It was moved by Councilmember Litzner, seconded by Mayor Pro-Tem Gustafson, to approve appointing Mayor LaLonde to the St. Ignace Building Authority, replacing Robert St. Louis. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Shepard, to approve appointing Councilmember Eyre and Mayor LaLonde to the Cemetery Committee. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Pelter, to approve re-appointing Councilmember Williford to the Dock #3 Committee. Motion carried unanimously.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Gustafson, to approve appointing Councilmember Shepard to the Golf Course Committee, replacing Paul Fullerton. Motion carried unanimously.

It was moved by Councilmember Litzner, seconded by Mayor Pro-Tem Gustafson, to approve appointing Councilmember Eyre to the Policy Committee, replacing Robert St. Louis. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Williford, to approve appointing Mayor LaLonde and Councilmember Williford to the Events Review Committee. Motion carried unanimously.

It was moved by Councilmember Litzner, seconded by Councilmember Shepard, to approve re-appointing Mayor Pro-Tem Gustafson, Councilmember Williford and Mayor LaLonde to the Finance/Utility Committee. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Pelter, to approve appointing Erin Vanier, Keith Massaway, Councilmember Pelter and Mayor LaLonde to the Fort de Buade Committee. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Eyre, to approve appointing Brooklynn Schlehuber, Administrative Assistant, and Councilmember Pelter to the Policy Committee. Motion carried unanimously.

## **CONSIDERATION OF BILLS**

Advantage Fleet/Quickserve	DPW T-38 Repair	\$1,424.98
Airgas	LBE Concession CO2	\$25.16
All-Phase	City Hall Ceiling Lights/City Sign Lights	\$387.97
Amazon Business	November 2023 Statement	\$1,092.59
Apex Software	Assessor Annual Software Renewal	\$260.00

Arrow Signs	Street Signs/LBE Signs/City Hall, City Council Signs	\$1,009.00
Astrea	SIPD IT Services	\$104.99
B.C. Pizza	LBE-Hometown Holiday Event/Concession	\$290.00
Bam Tools	DPW/WTR Supplies	\$459.08
Belonga Excavating	Drain Stone/Topsoil/Gravel	\$171.00
Black Diamond Broadcasting	SIPD Recruitment Radio Ads	\$1,000.00
Charles Palmer, P.C.	November 2023 Statement	\$2,556.24
Cheboygan Cement	Boardwalk	\$3,795.16
Crane Engineering	Stockbridge Lift Station Repairs	\$2,888.85
ETNA	Water Plant/Line Supplies	\$2,233.62
Freightliner of Grand Rapids	DPW-Truck Part	\$506.08
GFS	LBE Concession	\$141.33
Grainger	WWTR/WTR Safety Items	\$134.50
Kimball Midwest	DPW Plow Bolt/Supplies	\$375.82
KSS	City Hall Supplies	\$206.84
Mackinac County Clerk	November 2023 Election	\$274.57
Mackinac County Treasurer	Winter Tax Prep	\$93.12
Mackinac Plumbing & Heating	Winterize Golf Course	\$332.00
Michigan State Firemen's Assoc	SIFD Books	\$386.69
Michigan State Police	SIPD-Token Fee October-December	\$33.00
Napa Auto Parts	November 2023 Statement	\$1,436.04
NCL	WTR Plant Lab	\$641.29
Paragon Labs	WTR Testing/Shipping	\$72.70
Pitney Bowes	City Hall Postage Machine Lease	\$407.94
Pomasl Fire Equipment	SIFD-Cutoff Saws (Grant Purchase)	\$4,624.00

Pomasl Fire Equipment	SIFD Forestry Fire Fighting Hose	\$472.00
Precision Edge Outdoor Services	September & October Lawn Care	\$3,792.50
Pro-Tech	SIPD Uniforms	\$359.00
R & R Fire Truck Repair	SIFD Annual Maintenance/Pump Test	\$11,085.45
RS Technical Services, Inc	Water Plant New Alum Pump	\$4,749.58
St Ignace Area Schools	Pool Demolition per Agreement	\$47,602.26
St. Ignace True Value	November 2023 Statement	\$953.24
Trace Analytical Labs, Inc.	WWTR Plant Sludge Results	\$2,323.40
UP State Credit Union	November 2023 Statement	\$1,544.36
USA Bluebook	WWTR Lab & Safety Equipment	\$829.31
		<hr/>
		<b>\$101,075.66</b>

Councilmember Pelter inquired about the expenses listed under the City's credit card with the U.P. State Credit Union. City Clerk/Treasurer Insley informed Council that Assistant City Clerk Cece will prepare a list of vendors paid with the credit card account to better understand where the funds are spent. Mayor LaLonde also inquired about the invoices from All Phase and BAM Tools. City Manager Marshall stated that the items from All Phase were not available in the local stores, and he will check with DPW regarding the BAM Tools invoice. It was moved by Councilmember Litzner, seconded by Councilmember Pelter, to approve paying the bills as presented.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**PUBLIC COMMENT** *(3 min limit)*

Public comment was received regarding the 2024 budget and the FOP contract.

**MANAGEMENT REPORT**

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

- Integration As a Service and Spectrum update for high-speed internet to Marina.
- Citizen Planner training for City Manager and Administrative Assistant.
- Employee holiday luncheon at LBE Friday, December 22<sup>nd</sup>.
- Emergency planning meetings.
- Compliance with the Water Department testing.
- AFSCME negotiations update.

## **COMMITTEE REPORTS**

No Committee reports were discussed.

## **COUNCILMEMBER COMMENTS**

Councilmember comments were received.

**CLOSED SESSION PER MCL 15.268(d)**, *To consider purchase or lease of real property up to the time an option to purchase or lease of that property is obtained.*

At this time, Mayor LaLonde stated that Council will be entering into Closed Session, per MCL 15.268(d). It was moved by Councilmember Pelter, seconded by Councilmember Williford, to enter into Closed Session at 9:20 p.m.

### **Roll Call Vote:**

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

No: None.

Motion carried unanimously.

Council returned from Closed Session at 10:23 p.m. It was the consensus of Council to allow City Manager Marshall to facilitate negotiations regarding the use of property at Dock #3 with each of the respective parties.

There being no further business, the meeting adjourned at 10:25 p.m.

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**William LaLonde, Mayor**

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**Andrea Insley, City Clerk/Treasurer**