

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

A Regular Meeting of the St. Ignace City Council was held on Monday, December 19, 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 Gustafson led the invocation.

**PRESENT FROM CITY COUNCIL:** Councilmembers Cronan, Fullerton, Gustafson, Mayor LaLonde, Councilmembers Pelter and Williford.

**ABSENT:** Mayor Pro-Tem St. Louis. It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to approve excusing Mayor Pro-Tem St. Louis from the meeting due to illness. Motion carried unanimously.

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

**PUBLIC HEARING – ORDINANCE 654 ANNUAL APPROPRIATIONS BILL 2023**

It was moved by Councilmember Cronan, seconded by Councilmember Fullerton, to enter into the Public Hearing for Ordinance 654 Annual Appropriations Bill 2023 at 7:02 p.m. Motion carried.

At this time, Mayor LaLonde welcomed public comment from both the audience in the room and via Zoom video conference. No public comment was received.

It was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve returning to the open meeting at 7:04 p.m. Motion carried unanimously.

**ADDITIONS TO THE AGENDA**

Mayor LaLonde – DDA Board appointment.

Mayor LaLonde – Pool demolition agreement between the City and St. Ignace Area Schools.

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

Public comment was received regarding the plans for the pool and the non-union employees' pay for 2023.

**CONSIDERATION OF MINUTES OF THE DECEMBER 5, 2022 REGULAR COUNCIL MEETING & DECEMBER 13, 2022 SPECIAL COUNCIL MEETING:**

It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to approve the minutes of the December 5, 2022 Regular Council meeting and the minutes of the December 13, 2022 Special Council meeting as presented. Motion carried unanimously.

**OLD BUSINESS**

**A. RESOLUTION NON-UNION PAY 2023**

After some discussion, it was the consensus of Council to remove the City Manager and the Marina Director positions from the Resolution being presented. Council requested that the

contracts for these positions be reviewed by the Negotiations Committee and that the employees remain at their current salary.

## **RESOLUTION**

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

- 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, 2023, as indicated below:

<b>EMPLOYEE</b>	<b>CURRENT WAGE</b>	<b>2023 WAGE</b>
Assistant to the City Manager, S. Baar	\$ 41,000	\$ 43,000
City Clerk/Treasurer, A. Insley	\$ 48,967	\$ 51,415
Golf Course Manager, K. Ney	\$ 33,500	\$ 36,500
Recreation Director, M. Mieske	(New Hire)	\$ 40,000
DPW Director, W. Fraser	\$ 60,508	\$ 63,533
Fire Chief, N. Montie	\$ 18,800	\$ 19,750
Assistant Fire Chief, M. Bowlby	\$ 3,075	\$ 3,229

- 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, 2023, between the respective parties.

### **Roll Call Vote**

Yes: Councilmembers Fullerton, Gustafson, Mayor LaLonde, Councilmembers Pelter, Williford and Cronan.

No: None.

Absent: Mayor Pro-Tem St. Louis

Resolution declared Adopted.

## **B. SHORT-TERM RENTAL ORDINANCE AMENDMENT**

Assistant Baar informed Council that the Short-Term Rental (STR) Ordinance Amendment would correct the approval process for Category 2 rentals to operate in residential districts by removing the requirement of a variance received from the Zoning Board of Appeals. The practice of the zoning variances for this purpose is deemed inappropriate by the Department of Justice and is a repetitive process for City staff.

After some discussion about concerns raised in the Public Hearing held October 17<sup>th</sup>, Assistant Baar recommended that Council consider strengthening the STR application process to include requirements that would help the City better manage the approved STR's and communicate information to neighboring residents.

It was moved by Councilmember Pelter, seconded by Councilmember Gustafson, to approve enacting the Short-Term Rental Ordinance Amendment for 60 days, with the understanding that an updated STR application process be formulated in that time to include notification of the operating STR to neighboring residents as a requirement.

#### **Roll Call Vote**

Yes: Councilmember Gustafson, Mayor LaLonde, Councilmembers Pelter, Cronan and Fullerton.

No: None.

Abstain: Councilmember Williford, due to conflict of interest as a landlord.

Motion carried five to zero.

### **NEW BUSINESS**

#### **A. SCBA AIR BOTTLES REPLACEMENT**

Fire Chief Montie informed Council that the Fire Department received a contribution from the Sault Ste. Marie Tribe of Chippewa Indians Fall 2% distributions of \$8,500 to purchase new SCBA air bottles. Chief Montie presented the following three bids for the purchase of 12 bottles: Dinges Fire Company for \$10,164; Municipal Emergency Services for \$12,360; and West Shore Fire Inc. for \$11,700. The Fire Department will match the remaining funds from their operating budget to replace expired bottles on hand.

It was moved by Councilmember Cronan, seconded by Councilmember Williford, to approve the purchase from Dinges Fire Company for \$10,164.

#### **Roll Call Vote**

Yes: Mayor LaLonde, Councilmembers Pelter, Williford, Cronan, Fullerton and Gustafson.

No: None.

Motion carried unanimously.

#### **B. BUDGET AMENDMENTS**

City Manager Long reviewed the budget amendments 12-19-22 version with Council as presented for the 2022 budget. City Clerk/Treasurer Insley discussed the pension expenses and informed Council the financial recording is a work-in-progress that will improve to more accurately reflect the origin of the expense in the 2023 budget.

It was moved by Councilmember Pelter, seconded by Councilmember Gustafson, to approve the budget amendments for the 2022 budget as presented.

#### **Roll Call Vote**

Yes: Councilmembers Pelter, Williford, Cronan, Fullerton, Gustafson and Mayor LaLonde.

No: None.

Motion carried unanimously.

### **C. ADOPT 2023 FEE SCHEDULE**

Assistant Baar informed Council that the Fee Schedule for 2023 is an update from the 2022 Master Fee Schedule and considered a requirement of the Redevelopment Ready Communities (RRC) plan. After some discussion, it was noted in the document that the Solid Waste rates are set by a service provider through a contract with the City and not by Public Works. It was moved by Councilmember Williford, seconded by Councilmember Gustafson, to approve the amendment of the 2023 Fee Schedule/Solid Waste Rates to state they are set by the service provider.

#### **Roll Call Vote**

Yes: Councilmembers Williford, Cronan, Fullerton, Gustafson, Mayor LaLonde and Councilmember Pelter.

No: None.

Motion carried unanimously.

It was also moved by Councilmember Williford, seconded by Councilmember Gustafson, to approve the 2023 Fee Schedule document.

#### **Roll Call Vote**

Yes: Councilmembers Cronan, Fullerton, Gustafson, Mayor LaLonde, Councilmembers Pelter and Williford.

No: None.

Motion carried unanimously.

### **D. ADOPT 2023 BUDGET & CAPITAL IMPROVEMENT PROJECT**

City Manager Long reviewed the Capital Improvement Project (C.I.P.) presented in the 2023 Budget Book with Council discussing recommendations from staff and the Planning Commission through a rating process.

It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to approve adopting the 2023 Budget and C.I.P. as presented by City Manager Long.

#### **Roll Call Vote**

Yes: Councilmembers Fullerton, Gustafson, Mayor LaLonde, Councilmembers Pelter, Williford and Cronan.

No: None.

Motion carried unanimously.

### **E. ADOPT ORDINANCE 654 – ANNUAL APPROPRIATIONS BILL 2023**

The Ordinance 654 – Annual Appropriations Bill 2023 was offered for adoption by Councilmember Pelter, seconded by Councilmember Cronan.

#### **Roll Call Vote**

Yes: Councilmember Gustafson, Mayor LaLonde, Councilmembers Pelter, Williford, Cronan and Fullerton.

No: None.

Motion carried unanimously.

## **ADDITIONS TO THE AGENDA**

### **Mayor LaLonde – DDA Board Appointment.**

Mayor LaLonde requested Council's consideration to appoint Julie Hicks, business owner of Horizon Real Estate, to replace Jim North on the DDA Board.

It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve appointing Julie Hicks to the DDA Board. Motion carried unanimously.

### **Mayor LaLonde - Pool demolition agreement between the City and St. Ignace Area Schools.**

After a lengthy discussion regarding the history of the pool at LaSalle High School, it was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve the draft Pool Demolition Cost Share Agreement between the City and St. Ignace Area Schools to contribute half of the cost of demolition.

*(At this time, the Zoom video conference was interrupted and did not resume.)*

### **Roll Call Vote**

Yes: Mayor LaLonde, Councilmembers Pelter, Williford, Cronan and Gustafson.

No: Councilmember Fullerton.

Motion carried five to one.

## **CONSIDERATION OF BILLS**

City Manager Long informed Council that DDA Director Marshall submitted an invoice from Arnold Freight that exceeded a previously approved quote of \$6,200. Director Marshall explained that there was unexpected removal of additional cement material that was not considered in the original bid amount which added \$1,000. City Clerk/Insley also noted a few other added invoices marked with an \* near the amount. Councilmember Gustafson requested only invoices presented in Council packets be considered for payment in future meetings, unless an emergency to pay arises.

It was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve paying the bills in the amount of \$53,604.60.

2x4 Construction	Boardwalk Repair-McGregor Lot	\$2,160.00
2x4 Construction	Boardwalk Repair-Replace Deck Boards	\$2,430.00
Airgas	DPW Rental Gas	\$106.63
Andy's Feed Station	DPW-Winter Boot Allowance	\$179.95
Apex Software	Assessor Software Renewal	\$235.00
Arnold Freight	Boardwalk Removal	\$7,200.00*
Arrow Signs	Council Plaque/LBE Overflow Lot Signage	\$105.00

ASCAP	LBE/DDA Music License	\$411.35
BC Pizza	LBE Catering	\$34.50
Belonga Excavating	Boardwalk-Topsoil	\$44.00
Belonga Excavating	WTR Line Repair-Huron Street	\$2,309.02
Boulder Blimp Company	SIFD-Inflatable Playhouse	\$7,125.00
Cedarville Marine	SIFD-Repair/Maintenance	\$511.59
Charles J. Palmer, P.C.	November 2022 Statement	\$3,120.91
Cheboygan Cement	Bricks-Museum Garden/Boardwalk Repair	\$4,497.00
KSS	LBE Cleaning Supplies	\$352.64*
Lynn Auto Parts	November 2022 Statement	\$3,449.27
Mackinac County Treasurer	Winter 2022 Tax Folding/Envelopes	\$56.56
Mackinac Ford Sales	November 2022 Statement	\$703.73
Margaret Mieske	LBE-Reimbursement	\$120.88
Michigan Wedding Guide	LBE-Advertisement	\$695.00
MMTA	A.Insley-Virtual Winter Workshop/Treasurer	\$298.00
Paragon Laboratories	WTR Testing	\$550.00
Pitney Bowes	Postage Machine Lease	\$407.94
Pomasl Fire Equip	SIFD-Fire Hose	\$3,317.00
Pomasl Fire Equip	SIFD Equipment	\$1,176.00*
Sault Printing Co. Inc.	November 2022 Statement	\$133.08
Spartan Nash-Family Fare	November 2022 Statement	\$47.41
St. Ignace Auto	November 2022 Statement	\$91.09
St. Ignace True Value	November 2022 Statement	\$651.50
State of Michigan	WWTR-NPDES Annual Permit Fee	\$5,500.00
State of Michigan	WTR-NPDES Annual Permit Fee	\$150.00

Straits Building Center	November 2022 Statement	\$603.79
The St. Ignace News	DDA-Boardwalk Contractor Ad	\$37.25
The St. Ignace News	November 2022 Statement	\$193.71
VarCo	DPW-Rubber Gloves/Shop Gloves/Sewer Shovel	\$176.74
Witmer	SIPD Ropes/Bags	\$2,711.06*
Witmer	SIFD Vests	\$1,352.05*
Witmer	SIFD-Petzl Rescue System	\$359.95
		<b>\$53,604.60</b>

*\*Invoices added after Council packets were distributed.*

#### **Roll Call Vote**

Yes: Councilmembers Pelter, Williford, Cronan, Fullerton, Gustafson and Mayor LaLonde.

No: None.

Motion carried unanimously.

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

No public comment was received.

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

City Manager Long presented the Manager's report to Council discussing the deposit planned for the new Sutphen fire truck and the financing of the remaining \$337,000 once the truck is delivered.

#### **COMMITTEE REPORTS**

Finance Committee – minutes of the Finance Committee meeting from Monday, December 19<sup>th</sup> were provided to Council.

#### **COUNCILMEMBER COMMENTS**

Councilmember comments were received regarding the Zoom interference and the Police Chief interviews.

#### **CLOSED SESSION PER MCL 15.268(a) SECT 8(a):**

Mayor LaLonde announced that per MCL 15.268(a) Sect 8(a) City Manager Long has requested a closed session of the City Council to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of the City Manager.

It was moved by Councilmember Cronan, seconded by Councilmember Gustafson, to enter into Closed Session 9:17 p.m. Motion carried unanimously.  
(Councilmember Gustafson to record the minutes)

Council returned from Closed Session at 10:39 p.m. At this time, City Attorney Palmer read aloud the terms of the proposed agreement for Mr. Long's resignation as City Manager.

It was moved by Councilmember Cronan, seconded by Councilmember Williford, to approve the proposed agreement terms for Mr. Long's resignation as City Manager effective December 24, 2022.

**Roll Call Vote:**

Yes: Councilmembers Williford, Cronan, Fullerton, Gustafson, Mayor LaLonde and Councilmember Pelter.

No: None.

Motion carried unanimously.

It was then moved by Councilmember Gustafson, seconded by Councilmember Fullerton, to authorize Mayor LaLonde to sign the agreement document once the final draft is prepared and submitted by City Attorney Palmer.

**Roll Call Vote:**

Yes: Councilmembers Cronan, Fullerton, Gustafson, Mayor LaLonde, Councilmembers Pelter and Williford.

No: None.

Motion carried unanimously.

There being no further business, the meeting adjourned at 10:46 p.m.

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**William LaLonde, Mayor**

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**Andrea Insley, City Clerk/Treasurer**