

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

A Regular Meeting of the St. Ignace City Council was held on Monday, December 20, 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 LaLonde, followed by the Pledge of Allegiance. Councilmember Clapperton gave the invocation.

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

ABSENT: Councilmember Pelter.

It was moved by Mayor LaLonde, seconded by Councilmember Fullerton, to excuse Councilmember Pelter from the meeting, due to being out of town. 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; Shirley Sorrels, Museum Director; Morgan Mills, Recreation Director; Tony Brown, Police Chief; Joe Rogers, Patrol Officer; Scott Marshall, DDA Director.

PUBLIC HEARING – ORDINANCE 653 ANNUAL APPROPRIATIONS BILL 2022

City Manager Long reviewed and presented updated Ordinance 653 Annual Appropriations Bill 2022 to Council. It was moved by Councilmember Clapperton, seconded by Councilmember Cronan, to open the Public Hearing.

Roll Call Vote

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

No: None.

Motion carried unanimously.

After some discussion, it was moved by Councilmember Clapperton, seconded by Mayor Pro Tem St. Louis, to close the Public Hearing.

Roll Call Vote

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

No: None.

Motion carried unanimously.

ADDITIONS TO THE AGENDA

City Manager Long – Budget Amendment request.

LIMITED PUBLIC COMMENT

Mayor LaLonde announced that future City Council meetings will return to following rules of procedure that were put in place by City Council in 1970. The rules allow for one public comment period to be held at the beginning of the meeting, limiting comment to two minutes,

regarding agenda items only. A second public comment period will be held during the last part of the meeting with comments limited to three minutes regarding non-agenda items. At this time, public comment was received regarding the following: the proposed Employee Handbook Policy, ARPA funds as premium pay for employees, definition of essential staff, the Little Bear East Recreation Advisory Board role, employee contracts and the public comment policy.

CONSIDERATION OF MINUTES OF THE DECEMBER 6, 2021 REGULAR COUNCIL MEETING:

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve the minutes from December 6, 2021, as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

OLD BUSINESS

A. RESOLUTION NON-UNION PAY 2022

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

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:

1. Secure and retain the services of certain employees and to provide inducement for them to remain in such employment;
2. To make possible full work productivity by assuring adequate compensation for certain employees; and

THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of St. Ignace does hereby approve the following employees' annual wage increases as indicated below:

City Manager.....Darcy D. Long	\$1,875	\$76,875
Effective date of January 1, 2022		
Assistant to the City Manager		\$38,000
Effective date of January 1, 2022		
Clerk/Treasurer.....Andrea Insley	\$1,194.32	\$48,967.04
Effective date of January 1, 2022		
Police Chief.....Anthony Brown	\$1,350	\$ 55,350.00
Effective date of January 1, 2022		

Marina Director.....Joe Stearns Effective date of January 1, 2022		\$30,000.00
Golf Course Manager.....Kurt Ney Effective date of January 1, 2022		\$28,500.00
Recreation Director...Morgan Mills Effective date of January 1, 2022	\$1,020	\$41,820.00
Events/Program Coordinator...Hannah Tropiano Effective date of January 1, 2022		\$32,000.00
DPW Director.....William Fraser Effective date of January 1, 2022	\$1,475.81	\$60, 508.07
Fire Chief.....Nicolas Montie Effective date of January 1, 2022	\$ 800	\$18,800
Assistant Fire Chief.....Matt Bowlby Effective date of January 1, 2022	\$ 75.02	\$3,075.48

AND 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, 2022 between the respective parties.

After some discussion, Councilmember Fullerton asked City Manager Long if he had performed evaluations on Department Heads and City Manager Long replied he had not done evaluations in the last year. It was the consensus of Council that evaluations should be performed, and also recognized that employee evaluations had not been considered to support this resolution.

Roll Call Vote

Yes: Mayor Pro-Tem St. Louis and Councilmember Clapperton.

No: Councilmembers Williford, Cronan, Fullerton and Mayor LaLonde.

Absent: Councilmember Pelter.

Motion declared Not Approved, four to two.

B. RESOLUTION NON-UNION COVID PAY 2022

A RESOLUTION TO DIRECT ADMINISTRATION TO ESTABLISH ESSENTIAL WORKER PREMIUM PAY UNDER AMERICAN RESCUE PLAN ACT

The following Resolution was offered for adoption by Councilmember Williford, supported by Councilmember Cronan:

WHEREAS, on March 11, 2021, President Biden signed the U.S. Senate amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act “ARPA”; and

WHEREAS, on May 10, 2021, the U.S. Treasury issued the Interim Final Rule to implement

ARPA in Title 31, Part 35 of the Code of Federal Regulations (“CFR”); and

WHEREAS, under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds “CSLFRF” to provide premium pay to eligible employees who performed essential work during the COVID-19 public health emergency. See CSLFRF Frequently Asked Questions No. 5.3; and

WHEREAS, City Council will provide premium pay to the Clerk-Treasurer, Public Works Director, Police Chief, Recreation Director, and City Manager who performed essential work as permitted by the Interim Final Rule, in accordance with City Charter, Ordinances, and other applicable agreements; and

WHEREAS, the City has identified personnel who serve on the frontlines and encountered the risks associated with exposure to COVID-19 first-hand when providing critical health and public safety services to the citizens in our community on a regular basis, during the pandemic; and

WHEREAS, these employees were employed full-time prior to March 3, 2021, respectively; and

WHEREAS, Premium Pay of \$1,750, a one-time payment that will not have retirement accounted for in this payment, will be paid in January 2022 in one or two separate payroll checks. Employees will have the choice to split the payroll into two distributions.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby direct the City Manager’s office to budget, in the 2022 Budget, this authorized COVID Premium Pay in the appropriate budget for each employee.

Roll Call Vote

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

No: None.

Absent: Councilmember Pelter

Motion declared Adopted.

C. RESOLUTION AFSCME COVID PAY 2022

**A RESOLUTION TO DIRECT ADMINISTRATION TO ESTABLISH ESSENTIAL
WORKER PREMIUM PAY UNDER AMERICAN RESCUE PLAN ACT**

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

WHEREAS, on March 11, 2021, President Biden signed the U.S. Senate amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act “ARPA”; and

WHEREAS, on May 10, 2021, the U.S. Treasury issued the Interim Final Rule to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations (“CFR”); and

WHEREAS, under the Interim Final Rule, recipients may use Coronavirus State and Local

Fiscal Recovery Funds “CSLFRF” to provide premium pay to eligible employees who performed essential work during the COVID-19 public health emergency. See CSLFRF Frequently Asked Questions No. 5.3; and

WHEREAS, City Council will provide Premium Pay to members of AFSCME Local #388 employees who performed essential work as permitted by the Interim Final Rule, in accordance with City Charter, Ordinances, and other applicable agreements; and

WHEREAS, the City has identified personnel who serve on the frontlines and encountered the risks associated with exposure to COVID-19 first-hand when providing critical health and public safety services to the citizens in our community on a regular basis, during the pandemic; and

WHEREAS, those personnel are employees of the City in the Department of Public Works, Water and Wastewater Department, Clerk Clerical Staff, respectively; and

WHEREAS, Premium Pay of \$1,750, a one-time payment that will not have retirement accounted for in this payment, will be paid in January 2022 in one or two separate payroll checks. Employees will have the choice to split the payroll into two distributions.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby direct the City Manager’s office to Budget, in the 2022 Budget, this authorized COVID Premium Pay in the appropriate budget for each employee.

Roll Call Vote

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

No: None.

Absent: Councilmember Pelter.

Motion declared Adopted.

D. EMPLOYEE CONTRACTS

The following contracts were presented to Council as a recommendation by the Negotiations Committee, who last met on December 17, 2021:

1. DDA Director – City Manager Long informed Council of the updates to the DDA Director employment contract for Scott Marshall.

It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem St. Louis, to approve the DDA Director’s updated employment contract as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

2. Police Chief – City Manager Long requested Council’s approval for a Status Quo Agreement with Police Chief Anthony Brown, extending his current employment contract until negotiations can be completed.

After some discussion about the Negotiation Committee's proceedings, it was moved by Councilmember Cronan, seconded by Mayor Pro-Tem St. Louis, to approve the Status Quo Agreement with Police Chief Brown, as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

3. Recreation Director – Director Morgan Mills informed Council that the Closed Session to discuss her employment contract was intended to further discuss the changes to her original contract that were implemented from one Negotiations Committee meeting to the next. It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve the Recreation Director's employment contract for three years, as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

E. SHORT-TERM RENTAL ORDINANCE ADMINISTRATION

Planning Commission Chairperson Betsy Dayrell-Hart informed Council that the Planning Commission is recommending a permit fee of \$250 for Category One Short-Term Rentals and \$350 for Category Two Short-Term Rentals, to allow the permit process to move forward for those Short-Term Rentals who do not need a variance.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve the permit fees recommended by the Planning Commission.

Roll Call Vote

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

No: None.

Abstain: Councilmembers Williford and Fullerton.

Motion carried four to two.

NEW BUSINESS

A. 2021 BUDGET AMENDMENTS & TRANSFERS

City Manager Long reviewed the amendments and transfers proposed for the projected year-end 2021 Budget.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve the 2021 year-end budget transfers and amendments as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

ADDITION TO THE AGENDA:

1. BUDGET AMENDMENT & TRANSFER FOR OTHER POST EMPLOYMENT BENEFITS (OPEB) – CITY MANAGER LONG

City Manager Long requested Council's approval to transfer \$25,000 from Fund 729 Other Employee Benefits Trust to the City's Retirement Health Funding Vehicle (RHFV) with MERS. It was moved by Councilmember Cronan, seconded by Councilmember Clapperton, to approve the budget amendment and transfer of \$25,000 for OPEB requirements.

Roll Call Vote

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

No: None.

Motion carried unanimously.

B. CEMETERY FEES INCREASE

City Manager Long reviewed proposed increases to the sales and services in the Lakeside Cemetery with Council.

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve a 5% increase to sales and 5.5% increase to services in the Lakeside Cemetery for 2022.

Roll Call Vote

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

No: None.

Motion carried unanimously.

C. READINESS TO SERVE INCREASE - WASTEWATER

City Manager Long informed Council that the City has been advised by USDA to increase the readiness-to-serve (RTS) rates for Wastewater to reach a satisfactory debt ratio.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve a 14% increase to the Wastewater's RTS beginning January 2022.

Roll Call Vote

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

No: None.

Motion carried unanimously.

D. RESOLUTION ARPA FUNDS FOR AMBULANCE PURCHASE

A RESOLUTION TO DIRECT ADMINISTRATION TO UTILIZE UNDER AMERICAN RESCUE PLAN ACT FUNDING FOR AMBULANCE PURCHASE

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

WHEREAS, on March 11, 2021, President Biden signed the U.S. Senate amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act “ARPA”; and

WHEREAS, on May 10, 2021, the U.S. Treasury issued the Interim Final Rule to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations (“CFR”); and

WHEREAS, under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds “CSLFRF” to improve EMS Services in response to the public health emergency caused by COVID-19.

WHEREAS, City Council authorizes the use of ARPA Funds to assist with the City cost share of the ambulance purchase with the St. Ignace Area EMS; and

WHEREAS, the City understands the importance of EMS Service to the health and safety of St. Ignace Residents and;

WHEREAS, the City was provided the need to replace an aging ambulance in the St. Ignace Area EMS fleet with a new unit; and

WHEREAS, the City Council authorizes the use of \$62,566.70 of ARPA Funds to pay the City of St. Ignace’s portion of the new ambulance cost.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby direct the City Manager and Clerk-Treasurer to pay St. Ignace Area EMS Council a portion of the new ambulance amount in December of 2021.

Roll Call Vote

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

No: None.

Absent: Councilmember Pelter.

Motion declared Adopted.

E. ADOPT 2022 BUDGET & CAPITAL IMPROVEMENT PLAN (CIP)

City Manager Long reviewed the 2022 Budget with Council, stating the Capital Improvement Plan is a new addition to the budget document this year.

It was moved by Councilmember Cronan, seconded by Councilmember Clapperton, to approve the 2022 Budget document as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

In recognizing the CIP specifically, it was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem St. Louis, to approve the City’s CIP for 2022.

Roll Call Vote

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

No: None.

Motion carried unanimously.

F. ADOPT ORDINANCE 653 – ANNUAL APPROPRIATIONS BILL 2022

It was moved by Councilmember Cronan, seconded by Mayor Pro-Tem St. Louis, to adopt Ordinance 653 Annual Appropriations Bill 2022.

Roll Call Vote

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

No: None.

Motion carried unanimously.

G. AFSCME CONTRACT AGREEMENT

City Manager Long reviewed the approved list of negotiated items to be implemented in the renewed contract. Concerns of the COVID Premium Pay being discussed in negotiations were discussed.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve the AFSCME Contract Agreement

Roll Call Vote

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

No: Councilmember Cronan.

Motion carried five to one.

H. POLICE UNION STATUS QUO AGREEMENT

City Manager Long requested Council's approval to extend the current Police Union contract for thirty days until the Police Department officers can negotiate a contract under their new representation, the Michigan Fraternal Order of Police Labor Council.

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve the Status Quo Agreement with the Michigan Fraternal Order of Police Labor Council for thirty days beyond December 31, 2021.

Roll Call Vote

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

No: None.

Motion carried unanimously.

I. EMPLOYEE CONTRACTS

1. Clerk-Treasurer – City Manager Long reviewed items in the contract with Council. City Clerk-Treasurer Insley also shared concerns regarding the amount of responsibilities that were added in the past year due to the absence of a Deputy Treasurer.

It was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve the Clerk-Treasurer contract as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

2. DPW Director – City Manager Long reviewed DPW Director Fraser's proposed contract with Council. It was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve the DPW Director contract as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

J. SCHEDULE SPECIAL MEETING – JANUARY 18TH CLOSED SESSION TO DISCUSS PENDING LITIGATION

It was moved by Councilmember Clapperton, seconded by Mayor LaLonde, to schedule a Special Meeting on January 18th at 6 p.m. with a Closed Session planned to discuss pending litigation with the City Attorney. [Section 8(e), MCL 15.268(e)]

Roll Call Vote

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

No: None.

Motion carried unanimously.

CONSIDERATION OF BILLS

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve paying the bills as presented.

45th Parallell Digital Designs/Trish Sanders	Marina Host Fee Website/Domain Name Renewal	\$150.00
Ace Hardware	November Statement-Golf	\$26.51
Ace Hardware	November Statement	\$218.47
Airgas	DPW Rental Gases	\$158.25
All-Phase Electric	Marina Electrical Parts	\$132.52
Apex Software	Annual Maintenance Renewal	\$235.00
Arrow Signs	Council Nameplate-T. Cronan	\$15.00

B.C. Pizza	Little Bear Concession/Catering	\$610.90
Belonga Plumbing and Heating	SIFD Parts	\$141.36
Charles J. Palmer, P.C.	November 2021 Attorney Fees	\$3,120.00
Graham/Standard Electric	Marina Bubbler Motor Repair	\$198.41
Grainger	Shovels	\$122.28
Lynn Auto Parts	November Statement	\$2,743.54
Mark Wilk	Marina Lighthouse Relay Repair	\$50.00
Michigan State Firemen's Association	SIFD Training Books	\$360.11
Michigan Muncipal Treasurer's Assoc.	Winter Workshop Virtual-A. Insley	\$149.00
Michigan Muncipal Treasurer's Assoc.	2022 Treasurer-To-Treasurer Classes Online-8	\$100.00
North Central Laboratories	Water Plant Supplies	\$324.46
Ok Industrial Supply	Safety Vests	\$160.56
Pomasl	Fire Hooks and Hydrant Tool Bag	\$688.52
Pomasl	SIFD Equipment	\$2,562.98
R&R Fire Truck Repair Inc.	Fire Truck Repair	\$12,029.57
Sault Printing Company	Copier/City Mgr Office Printer Service Agreement	\$153.11
St. Ignace True Value	November Statement	\$1,138.50
State of Michigan EGLE	WTR/WWTR Annual NPDES	\$150.00
Straits Area Glass Company	Door Repair	\$165.00
SYNCB/Amazon	Uniforms/DPW Ofc /CMGR Voice Recorder/SIPD Case	\$805.73
T-Time Designs, Inc.	Tee Sheet Books - Golf	\$315.18
USA Bluebook	Water/Wastewater Plant Supplies	\$1,007.68
Yamaha Golf Cars Plus	Golf Carts Work Order	\$260.55
TOTAL		\$28,293.19

Roll Call Vote

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

No: None.

Motion carried unanimously.

PUBLIC COMMENT

Public comment was received regarding the Open Meetings Act, Negotiations Committee proceedings, employee contracts and public questions to the Council.

CITY MANAGER'S REPORT

City Manager Long commended staff for work on budget preparation and Department Heads for filling in for absent staff members.

COMMITTEE REPORTS

No committee reports were discussed.

COUNCILMEMBER COMMENTS

Councilmembers commended City crews for clean-up after recent storm, citizen involvement with City business and processes, and City staff for all the budget preparation.

K. ENTER CLOSED SESSION – REVIEW LEGAL OPINION WITH CITY ATTORNEY **[Section 8(e), MCL 15.268(e)]**

At this time, it was moved by Mayor LaLonde, seconded by Councilmember Cronan, to enter into Closed Session to discuss a legal opinion with the City Attorney, Charles Palmer, regarding pending litigation.

Roll Call Vote

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

No: None.

Motion carried unanimously.

After Council returned from Closed Session at 10:20 p.m., it was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve City Attorney Palmer send a letter of response stating the City disagrees with the legal conclusions of the pending litigation matter. Motion carried unanimously.

There being no further business, the meeting adjourned at 10:23 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer