

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

A Regular Meeting of the St. Ignace City Council was held on Wednesday, September 8, 2021, in the Little Bear East Community Center 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; Charles Palmer, City Attorney (Zoom); Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager; Tony Brown, Police Chief.

**ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**LIMITED PUBLIC COMMENT**

Public comment was received regarding mobile trailers in residential areas and ordinance enforcement procedures.

**CONSIDERATION OF MINUTES OF THE AUGUST 16, 2021 REGULAR COUNCIL MEETING:**

It was moved by Councilmember LaLonde, seconded by Councilmember Clapperton, to approve the minutes from August 16, 2021, as presented.

**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.

**OLD BUSINESS**

**A. SHORT-TERM RENTAL ORDINANCE 38-364**

City Manager Long introduced the updated Short-Term Rental Ordinance 38-364 recommended by the Planning Commission for Council's consideration. After some discussion regarding the City's enforcement and the monitoring of inspections and applications, it was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Tremble, to adopt Ordinance 38-364.

Further discussion regarding Councilmember Fullerton's participation being a conflict of interest due to currently operating an Airbnb short-term rental raised Council concern. It was moved by Mayor Litzner, seconded by Mayor Pro-Tem St. Louis, to table the motion on Ordinance 38-364 until the determination was established of Councilmember Fullerton's allowable involvement.

**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.

After consultation with City Attorney Palmer via Zoom, it was moved by Councilmember Fullerton, seconded by Councilmember LaLonde, to approve Councilmember Fullerton abstaining from the vote for Ordinance 38-364 due to his current position of landlord to a short-term rental within the City.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

At this time, it was moved by Mayor Litzner, seconded by Councilmember Tremble, to reintroduce the agenda item Short-Term Rental Ordinance 38-364 for Council consideration.

**Roll Call Vote**

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

Abstain: Councilmember Fullerton.

No: None.

Motion carried unanimously with one abstaining.

The original motion by Mayor Pro-Tem St. Louis, seconded by Councilmember Tremble, to adopt the Short-Term Rental Ordinance 38-364 was before Council for consideration.

**Roll Call Vote**

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

Abstain: Councilmember Fullerton.

No: Councilmember LaLonde.

Motion carried five to one with one abstaining.

**B. AMBULANCE PURCHASE REQUEST**

Mark Wilk, Area Manager of St. Ignace - Area Emergency Medical Service (SI-AEMS), presented Council with the recommendation by the SI-AEMS Council to purchase a new ambulance with a Power Load and cot option. Within the agreement to purchase, the SI-AEMS Council plans to transfer a unit from St. Ignace to Hendricks Township to replace their unit, so it may be submitted for a trade-in value of \$5,000 off the purchase price of the new ambulance.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to approve the City of St. Ignace contribution of an estimated \$93,850 to purchase a new ambulance with the consideration for three-year financing.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**NEW BUSINESS**

**A. AMENDED CITY CREDIT CARD POLICY**

City Manager Long requested Council's approval to update the current City Credit Card Policy with authorizing three additional departments, the Fire Department, Marina and Golf Course, be approved to

utilize a City credit card for budgeted purchases. After some discussion, City Clerk/Treasurer Insley requested that the policy state these departments house their credit cards in City Hall in the Treasurer's office.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve the updated City Credit Card Policy approving the three departments and the stipulation of housing their cards in the Treasurer's office in City Hall.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**B. RESOLUTION SALE OF PROPERTY VIA REALTOR**

**RESOLUTION**

The following resolution was offered for adoption by Councilmember Pelter, seconded by Councilmember Fullerton:

WHEREAS the City of St. Ignace owns various parcels of real estate located both within and outside the City limits, and

WHEREAS the City would benefit financially from the sale of several of those parcels, and

WHEREAS there is no practical public use for the particular parcel, and

WHEREAS the City requires the assistance of a licensed Realtor to evaluate, market, and complete any sales of the proposed parcels, and

WHEREAS it is appropriate to receive proposals from Realtors prior to initiating the sale process

UPON MOTION MADE, seconded and approved unanimously,

BE IT HEREBY RESOLVED that the City Manager is hereby authorized to prepare a Request for Proposals and establish a procedure to hire a Realtor to assist in the sale process.

**Roll Call Vote**

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

No: Mayor Litzner.

Absent: None.

Resolution declared Adopted.

After some discussion, it was the consensus of Council to appoint a Real Estate Committee to review the City-owned property before putting it up for sale.

**C. PURPLE DAY**

Mayor Litzner introduced Lani Fetting, with Evergreen Living Center/Mackinac Straits Hospital, who requested Council's support for a fundraiser set for September 23, referred to as "Purple Day." The fundraiser raises awareness for Dementia and Alzheimers patients and proceeds will benefit the Evergreen Living Center Activities Department and Cedar Cove Assisted Living in Cedarville. It was moved by Mayor Litzner, seconded by Councilmember Tremble, to approve support of Purple Day on September 23, 2021

**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.

**D. EUP CONNECT**

Mayor Litzner introduced Angie McArthur, with the Eastern Upper Peninsula Intermediate School District (EUPISD) via Zoom and Jenny Hoffman, Moran Township volunteer, to present a request for City support for the EUPConnect Collaborative program. The program hopes to establish a collaboration of various area entities to accomplish access to broadband connectivity for all citizens in the Eastern Upper Peninsula through designated contributions from American Rescue Plan Act funds received by each area entity.

**E. MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) DIVISION ADDENDUM**

City Clerk/Treasurer Insley requested Council's approval for a Contribution Addendum for the MERS Health Care Savings Program (HCSP) in the City's Participation Agreement which adds Water Department employees hired before 1993 be included with Water Plant Operators hired before 2009 of Division 300479. The Addendum identifies mandatory leave conversion for sick and vacation of 100%, with the option for the employee to direct any/all of the leave conversion to an existing 457 program. It was moved by Councilmember Fullerton, seconded by Councilmember LaLonde, to approve the Contribution Addendum for MERS HCSP Division 300479, as presented.

**Roll Call Vote**

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

No: None.

Absent: None.

Motion carried unanimously.

**F. SCHEDULE BUDGET WORK SESSIONS**

It was the consensus of Council to schedule a Budget Work Session for Monday, October 11<sup>th</sup>, at 6:00 p.m. in the City Hall Council Chambers, while noting a draft of the 2022 Budget will be presented to Council at the Regular Council meeting October 4<sup>th</sup>, per the City Charter.

**CONSIDERATION OF BILLS**

After some review, Councilmember LaLonde questioned the catering expense paid to BC Pizza from Little Bear East, suggesting more detail be provided with the Purchase Order. It was moved by Councilmember Clapperton, seconded by Councilmember LaLonde, to approve paying the bills as presented.

B C PIZZA	949.00
BELONGA'S PLUMBING AND	169.30
BLARNEY CASTLE OIL CO	49,953.83
BRONCO OIL/NORTHERN	794.07
CLOVERLAND ELECTRIC CO-	2,937.00
CRANE ENGINEERING SALES	247.00
CUT RIVER SMALL ENGINE	270.00
DARCY D. LONG	139.95
HAWKINS	3,779.86
INTERSTATE BATTERIES	21.90
JOE ST LOUIS	1,525.00
KSS ENTERPRISES	242.33
LIVINGSTONMICROGRAPHICS,	3,045.24
MACKINAC PLUMBING AND	161.40
MICHAEL RICHARD LAMB	300.00
NCL OF WISCONSIN INC	269.65
OK INDUSTRIAL SUPPLY	473.59
OSCAR W LARSON	353.17
OTIS ELEVATOR CO	952.00
PARAGON LABORATORIES,	258.00
PITNEY BOWES INC	470.22
POMASL FIRE EQUIPMENT	295.49
POWER PLAN	286.02
R.N.O.W. INC	1,764.31
SPARTAN DISTRIBUTORS, INC	83.08
STRAITS BUILDING CENTER	1,860.19
SYNCB/AMAZON	693.61
Grant Total:	\$ 73,826.84

## **PUBLIC COMMENT**

Public comment was received regarding procedures for complying with the Short-Term Rental Ordinance, allowable expenditures for ARPA funds and Council meeting procedures.

## **CITY MANAGER'S REPORT**

City Manager Long described the new Staff Report forms he has implemented for City staff to present agenda items to Council. City Manager Long also updated Council on the City's code enforcement correspondence regarding blight and recent activity.

## **COMMITTEE REPORTS**

Cemetery Committee – City Clerk/Treasurer Insley provided Council with a follow-up summary from Deputy Clerk Simmons' attendance at the Michigan Association of Municipal Cemeteries Conference in August. Also attached was an Acknowledgement Form that will be utilized in routine records for the Lakeside Cemetery. A review of the current fees for Lakeside Cemetery was also recommended for the 2022 Budget.

## **COUNCILMEMBER COMMENTS**

Councilmembers commended the St. Ignace Visitors Bureau on their success of this summer's events and offered their appreciation for the new Staff Reports utilized in the Council packets. Councilmember Pelter also offered her gratitude for Council approving to hold this meeting a day later to recognize Rosh Hashanah.

There being no further business, the meeting adjourned at 8:37 p.m.

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**Connie Litzner, Mayor**

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**Andrea Insley, City Clerk/Treasurer**

