

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

A Regular Meeting of the St. Ignace City Council was held on Monday, October 4, 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 Pro-Tem St. Louis, followed by the Pledge of Allegiance. Councilmember Clapperton gave the invocation.

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

**ABSENT:** Mayor Litzner. It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember LaLonde, to excuse Mayor Litzner from the meeting due to illness.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**STAFF PRESENT:** Darcy Long, City Manager; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager; Bill Fraser, DPW Director; Tony Brown, Police Chief.

**ADDITIONS TO THE AGENDA**

Mayor Pro-Tem St. Louis – Employee Policy manual.

**LIMITED PUBLIC COMMENT**

Public comment was received regarding the Employee Policy Manual and ordinance enforcement for camper trailers on vacant residential property.

**CONSIDERATION OF MINUTES OF THE SEPTEMBER 20, 2021 REGULAR COUNCIL MEETING:**

It was moved by Councilmember LaLonde, seconded by Councilmember Clapperton, to approve the minutes from September 20, 2021, as presented.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**OLD BUSINESS**

**ADDITIONS TO THE AGENDA:**

**Employee Policy Manual Update – Mayor Pro-Tem St. Louis**

Assistant to the City Manager Baar updated Council on the progress of the new Employee Policy Manual explaining changes/corrections are being processed to present another review to the Policy Committee.

#### **A. SALE OF CITY PROPERTY VIA REALTOR - PROPOSALS**

City Manager Long informed Council that two proposals were submitted in response to the City's RFP, one from Mackinac Properties of St. Ignace and a second proposal from Century21 from Sault Ste. Marie. After some discussion, it was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Fullerton, to postpone consideration of the proposals until after the Real Estate Committee has met to research the available City properties.

#### **Roll Call Vote**

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

No: None.

Abstain: Councilmember Clapperton.

Motion carried five to zero, with one vote to abstain.

#### **NEW BUSINESS**

#### **A. STRAITS AREA FIRE AUTHORITY (S.A.F.A.) REQUESTS**

Mayor Pro-Tem St. Louis shared a letter addressed to City Council from Sue Dionne, S.A.F.A. Chairperson, recommending that the Authority's Treasurer be paid \$800 annually on December 1. It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Tremble, to approve the S.A.F.A. Treasurer's annual salary.

#### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

The letter from S.A.F.A. to Council also requested that the Authority's expenses for the year be charged to the Fire Department's operating budget in the City's General Fund. In turn, the expenses would then be considered in the Fire Agreement for reimbursement by each participating entity.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Tremble, to approve the S.A.F.A. expenses to be charged to the Fire Department's operating budget for 2021, with the reimbursement processed through the Fire Agreement.

#### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

#### **B. WATER TANK INSPECTION PROPOSAL**

DPW Director Fraser presented Council with a proposal from Dixon Engineering to inspect and clean the City's elevated water tanks for \$17,300. DPW Director Fraser recommends this service and verified that Dixon Engineering has worked with the City successfully the past several years.

It was moved by Councilmember Fullerton, seconded by Councilmember LaLonde, to approve the proposal from Dixon Engineering for \$17,300 to inspect and clean the City's operating water tanks.

#### **Roll Call Vote**

Yes: Councilmembers Tremble, Clapperton, Fullerton, LaLonde, Pelter and Mayor Pro-Tem St. Louis.  
No: None.  
Motion carried unanimously.

### **C. PROCLAMATION – RETIREMENT BRIAN PETERSON**

#### ***PROCLAMATION***

**WHEREAS**, Brian Peterson, has been an employee of the City of St. Ignace from 1991 to 2021;  
and

**WHEREAS**, in his 30 years of employment, Brian held several positions as a Heavy Equipment Operator, Water Line Maintenance, Wastewater Plant Operator, Chief Operator of Water and Wastewater and will retire as the Certified Operator in Charge; and

**WHEREAS**, Brian has continued his education by achieving L1 and L2 certifications for wastewater, and the water certifications S3, S4, F2, F3 and F-4; and

**WHEREAS**, Brian received recognition for completing programs through the Michigan Rural Water Association; and

**WHEREAS**, Brian has assisted in training new employees in the Water and Wastewater Plants' operations and procedures while keeping things running smoothly and safely concerning all public health regulations; and

**THEREFORE, BE IT PROCLAIMED**, that the City of St. Ignace and its employees recognize Brian Peterson for his selfless dedication for working long hours and many Holidays.

**NOW THEREFORE BE IT PROCLAIMED**, that the City of St. Ignace honor Brian Peterson, on this 4th Day of October, 2021, for his dedicated service to the City of St. Ignace and wish him well upon his retirement.

### **D. MAYOR'S LETTER – SCOTT MARSHALL**

Mayor Pro-Tem St. Louis read aloud Mayor Litzner's letter recognizing Scott Marshall's many years of service as a City employee, as he resigns to take another position. The DDA Board accepted Mr. Marshall's resignation letter on September 9, 2021, with his last day of employment to be October 1, 2021.

### **E. RESCHEDULE NOVEMBER 15<sup>TH</sup> COUNCIL MEETING**

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember LaLonde, to reschedule the Regular Council meeting from November 15<sup>th</sup> to November 22<sup>nd</sup>.

#### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

## CONSIDERATION OF BILLS

Councilmember LaLonde inquired about the Summit Fire Protection invoice and any contractual agreement.

It was moved by Councilmember LaLonde, seconded by Councilmember Clapperton, to approve paying the bills as presented.

ANDERSON TACKMAN & COMPANY	2,009.74
ANTHONY BROWN	24.00
ARCTIC GLACIER USA INC	705.62
BELONGA EXCAVATING, LLC	2,982.50
CITY OF ST IGNACE	4,523.78
GOOGLE	311.80
GRAINGER INC	92.23
HARRELL'S INC	800.00
ICMA	600.00
IDEXX DISTRIBUTION CORP	957.23
JOE STEARNS	135.00
LEVERING SPORTS INC	49.35
MACKINAC STRAITS HEALTH SYSTEM	152.00
MICHAEL RICHARD LAMB	160.00
POWER PLAN	2,698.46
PRO-VISION VIDEO SYSTEMS	4,968.00
SPARTAN DISTRIBUTORS, INC	559.41
STATE INDUSTRIAL PRODUCTS	320.00
SUMMIT FIRE PROTECTION	1,080.94
BELONGA EXCAVATING	420.00
CHEBOYGAN CEMENT	945.00
UP CONCRETE PIPE	1238.00
Grand Total:	\$25,733.06

### Roll Call Vote:

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

No: None.

Motion carried unanimously.

## PUBLIC COMMENT

Public comment was received regarding City budget deficits and the LBE Park Project management.

## CITY MANAGER'S REPORT

City Manager Long presented the City's 2022 budget draft to Council and reviewed some economic factors the City may be facing. City Manager Long also announced a Budget Work Session scheduled for Monday, October 11<sup>th</sup> at 6:00 p.m. and updated Council on the progress plan for the LBE Park Project now that former DDA Director Scott Marshall has resigned. He stated both the Recreation Director and DPW Director will work together to accomplish the final tasks.

## COMMITTEE REPORTS

Capital Improvement Project Committee met Wednesday, September 29<sup>th</sup> to review another project application.

**COUNCILMEMBER COMMENTS**

Councilmembers commended both Scott Marshall and Brian Peterson for their many years of employment with the City and recognized current staff on their work with the Employee Policy Manual.

There being no further business, the meeting adjourned at 7:44 p.m.

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**Robert St. Louis, Mayor Pro-Tem**

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**Andrea Insley, City Clerk/Treasurer**

