

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

A Regular Meeting of the St. Ignace City Council was held on Monday, February 6, 2023 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, Councilmember Pelter, Mayor Pro-Tem St. Louis and Councilmember Williford.

ABSENT: None.

STAFF PRESENT: Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager; Charles Palmer, City Attorney; Nick Couture, City Assessor; Bennett Paul, Police Officer; Joe Stearns, Marina Director; Scott Marshall, DDA Director.

ADDITIONS TO THE AGENDA – None.

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

Public comment was received regarding the amount of the street millage renewal.

CONSIDERATION OF MINUTES OF THE JANUARY 23, 2023, REGULAR COUNCIL MEETING:

It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to approve the minutes of the January 23, 2023 Regular Council meeting as presented. Motion carried unanimously.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

A. 2023 POVERTY EXEMPTION POLICY & GUIDELINES

City Assessor, Nick Couture with UP North Assessing, informed Council that the updated poverty exemption and guidelines for the City will be set for 20% over the Federal poverty income level for 2023. As of 2022, the Board of Review (B.O.R.) is required to strictly follow the approved guidelines, per MCL Section 211.7u, allowing for little discretion if someone applies and is just out of the income range. Assessor Couture explained that with the extra 20% allowance, the B.O.R. will have the ability to allow residents exemption who really need it. It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve the 2023 Poverty Exemption Policy & Guidelines for the City as presented.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

B. POLICE CHIEF CONTRACT

Assistant Baar reviewed with Council the most recent updates to the proposed employment contract for Kevin James recommended by the Negotiations Committee. The negotiated items in the contract for Mr. James included an increase in the starting salary to \$60,000, \$62,000 in the following year and full family health insurance effective upon start date.

Mr. James informed the Council that he accepts the contract with the listed updates. After some discussion, it was agreed by Council that the employment contract will begin on April 1st, after Mr. James has completed testing for the Michigan Commission on Law Enforcement Standards (MCOLES) certification.

It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve the Police Chief employment contract with Kevin James, as presented, to begin April 1, 2023.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

C. MARINA TEMPORARY SUPPORT STAFF

Joe Stearns, Marina Director, presented an update to Council on the ice maintenance involved around the Marina docks, stating leaks in the bubbler system and noise from the pumps have been the two major contributors. At the Finance & Negotiations Committee meeting February 1st, Director Stearns requested that Tim Matelski, former Marina Director, be approved to work part-time at 10 hours per week for the remaining winter months to assist with repair of the system and other ice maintenance.

At the recommendation of the Finance & Negotiations Committee, it was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve the request for Tim Matelski to assist Director Stearns with winter maintenance for 10 hours per week at \$25/h for a 90-day period.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

D. RESOLUTION 23-06 JEEP THE MAC 2023

A RESOLUTION TO APPROVE THE 2023 JEEP THE MAC

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

WHEREAS: The St. Ignace Visitors Bureau requests permission to conduct Jeep the Mac; and

WHEREAS: This event requires the usage of I-75NB, I-75BL, and the St. Ignace Little Bear East Arena parking lot and overflow lot; and

WHEREAS: This event requires a parade escort from City of St. Ignace Police; and

WHEREAS: Chapter 22 of the City of St. Ignace Code, “The Peddler’s Ordinance”, requires certain criteria be met for the event to be held; and

WHEREAS: This event will be required to follow all COVID Federal, State, and Local regulations in place at that time to qualify for Special Event status; and

WHEREAS: It is understood that there may be fees for certain services if provided by the City; and

WHEREAS: The St. Ignace City Council has determined that the St. Ignace Visitors Bureau does meet the criteria established in the various sections of Chapter 22; now therefore

BE IT RESOLVED: The St. Ignace City Council does approve Special Events status for Jeep the Mac on May 12-14, 2023; now further

BE IT RESOLVED: The St. Ignace City Council does approve usage of I-75NB, I-75BL, and the St. Ignace Little Bear East Arena parking lot and overflow lot for this event, and a parade escort from City of St. Ignace Police.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

Discussion continued regarding the permit process for mobile vendors within a special event. It was the consensus of Council to request a draft blanket permit be developed and presented to Council for consideration at the next meeting.

E. RESOLUTION 23-07 ARTS DOCKSIDE 2023

A RESOLUTION TO APPROVE THE 2023 ARTS DOCKSIDE

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

WHEREAS: The St. Ignace Business Association and the Arts Dockside Committee request permission to sponsor and conduct the “Arts Dockside 2023”; and

- WHEREAS:** This event requires the usage of the City Marina parking lot and lawns and public streets; and
- WHEREAS:** Chapter 22 of the City of St. Ignace Code, "The Peddler's Ordinance", requires certain criteria be met for the event to be held; and
- WHEREAS:** This event will be required to follow all COVID Federal, State, and Local regulations in place at that time to qualify for Special Event status; and
- WHEREAS:** It is understood that there may be fees for certain services if provided by the City; and
- WHEREAS:** The St. Ignace City Council has determined that the St. Ignace Business Association does meet the criteria established in the various sections of Chapter 22; now therefore
- BE IT RESOLVED:** The St. Ignace City Council does approve Special Events status for Arts Dockside on September 1-3, 2023; now further
- BE IT RESOLVED:** The St. Ignace City Council does approve usage of the City Marina area and the easterly northbound lane of South State Street, between McCann Street to the South and Truckey Street to the North for this event on Friday, September 1, 2023 through Sunday, September 3, 2023.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

F. 2023 STREET PAVING BIDS

Assistant Baar reviewed with Council the bids received in response to the paving request for the 2023 spring season, as well as the Engineer's Opinion of Costs. Of the four bids received, Payne & Dolan was the lowest amount at \$391,220 for the paving of eight different street portions. Other bids received ranged up to \$504,740.

It was moved by Councilmember Gustafson, seconded by Mayor Pro-Tem St. Louis, to approve the bid from Payne & Dolan for the paving projects.

Also noted from DDA Director Marshall, the DDA will be contributing \$75,000 towards the paving planned for this spring.

Roll Call Vote

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

No: None.

Motion carried unanimously.

G. RESOLUTION 23-08 STREET MILLAGE RENEWAL

A RESOLUTION TO AUTHORIZE BALLOT PROPOSAL TO RENEW MILLAGE FOR STREET RECONSTRUCTION

At a Regular Meeting of the City Council of the City of St. Ignace, County of Mackinac, Michigan (the "City"), held on Monday, February 6, 2023, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Councilmember Cronan, Fullerton, Gustafson, Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis and Councilmember Williford.

ABSENT: None.

The following preamble and resolution were offered for adoption by Mayor Pro-Tem St. Louis, supported by Councilmember Cronan:

WHEREAS: The residents of the City of St. Ignace deserve streets that are maintained in optimal condition; and

WHEREAS: The City has the duty to maintain and re-construct necessary City public roadways; and

WHEREAS: The City is responsible for the cost of local roadway repairs and reconstruction; and

WHEREAS: The City's current, voted Street Millage expires on December 31st, 2023; and

WHEREAS: The City must continue to raise the revenues that would sustain the proper repair and reconstruction of streets and roadways; and

WHEREAS: The City desires to renew its existing millage at the same rate and duration of 1.50 mills for ten (10) years; and

WHEREAS: The City has determined this renewal is in the best interest of the public health, safety, and welfare of the City and its residents; now therefore

BE IT RESOLVED: The St. Ignace City Council does hereby approve the ballot language attached hereto as Exhibit A to be submitted to the qualified electors of the City of St. Ignace at the August 8, 2023 election; now further

BE IT RESOLVED: The St. Ignace City Clerk is hereby directed to take the steps necessary and perform all tasks to provide for the election specified in this Resolution, which election shall be conducted in the same manner as elections are required to be conducted in the City under the provisions of Michigan Election Law; now further

BE IT RESOLVED: The St. Ignace City Clerk is hereby authorized and directed to submit this resolution and ballot language to the Mackinac County Clerk so that the ballot proposition may be approved and included at the August 8, 2023 election; now further

BE IT RESOLVED: All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, are hereby repealed.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

H. INTERIM POLICE CHIEF PAY

Assistant Baar informed Council that the Finance and Negotiation Committee met and discussed the Interim-Police Chief, Al Mitchell, receiving additional pay for serving as Interim-Chief since October 20th. It was the recommendation of the Committee to increase the hourly pay rate of Interim-Police Chief Mitchell to equal that of the former Police Chief's salary, from \$25.65/h to \$28/h to be paid retroactively from October 20, 2022 until the new Chief has started. It was moved by Councilmember Williford, seconded by Councilmember Cronan, to approve the pay rate of \$28/h for Interim-Police Chief Mitchell while he performs the duties as the Police Chief from October 20, 2022, until the new Chief starts.

Roll Call Vote

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

No: None.

Motion carried unanimously.

I. INTERIM MANAGEMENT TEAM PAY

Assistant Baar requested Council's approval of the recommendation of the Finance & Negotiations Committee to increase the pay rates for the City Management Team members: Stephanie Baar, Bill Fraser and Andrea Insley. Each will receive an additional \$125/week retroactively from January 9th through the date the next City Manager is appointed. It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve the increased salary amount of \$125/week retroactively for each member of the Management Team from January 9th until the position is filled.

Roll Call Vote

Yes: Councilmember Gustafson, Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem

St. Louis, Councilmembers Williford, Cronan and Fullerton.
 No: None.
 Motion carried unanimously.

CONSIDERATION OF BILLS

2x4 Construction	Boardwalk Construction	\$4,980.00
2x4 Construction	Boardwalk-Connor Park Section	\$5,010.00
Arrow Signs	Boardwalk Brochure Artwork	\$45.00
BAM Tools	DPW-Wrench Extender	\$50.00
Belonga Plumbing & Heating	WTR/WWTR Parts	\$20.16
Charles J. Palmer, P.C.	January 2023 Statement	\$5,649.50
ETNA	Water Meters	\$2,670.00
George's Auto Parts	DPW-Big Trailer New Tires	\$215.00
George's Body Shop Inc.	Vehicle Damage Repair	\$502.18
Grainger	Uniform Boots (3) per Contract	\$562.63
ICMA	City Manager Job Posting	\$450.00
Mackinac County Treasurer	SAFA Deposit Slips	\$55.31
Mackinac Sales	DPW-Plow Pin and Frame	\$253.86
Mark & Sons Plumbing & Heating	WTR Plant Boiler Repair	\$342.07
Meyer Ace Hardware	January 2023 Statement	\$1,306.80
MI Assoc of Municipal Clerks	2023 Membership A Insley/S Cece/K Labinski	\$225.00
MI Municipal League	City Manager Job Posting	\$150.00
MISSDIG 811	2023 Membership Fee/Annual Maintenance	\$1,355.26
NetExpress	Plant Key Card System Repair	\$112.50
NMCOA	B. Olsen Annual Membership Slip w/Moran Twp	\$50.00
Paragon Laboratories	WTR Plant Lab Testing	\$223.40

Quill	CHALL-Tape/Copy Paper	\$210.87
St. Ignace Auto	January 2023 Statement	\$766.56
The St. Ignace News	January 2023 Statement	\$208.60
WM LampTracker	WTR Plant - Mercury-1 Gallon Bucket	\$109.00
Wonderland Tire Company	T-38 Tires	\$1,574.44
Xylem	WWTR Sampler Repair	\$297.03

\$27,395.17

Assistant Baar noted that there had been a credit calculated in from George's Body Shop after packet information had already been distributed, making the total less then the original amount reported.

It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve paying the bills in the corrected amount of \$27,395.17.

Roll Call Vote

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

No: None.

Motion carried unanimously.

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

No public comment was received.

MANAGEMENT REPORT

Assistant Baar updated Council on the applications received for the City Manager position and noted the concern of waiting to fill her position after she leaves in March.

COMMITTEE REPORTS

Planning Commission – Betsy Dayrell-Hart informed Council that the next meeting will involve discussion of the definitions to be utilized in the Zoning Maps update/project.

Finance & Negotiations Committee – Council was given the minutes from February 1st Finance-Negotiations Committee meeting for review.

Streets Committee – Council was provided with the minutes from the January 25th meeting for review.

DDA Director Marshall announced that House Representative Neil Friske will be attending the DDA meeting scheduled for Friday, February 10th at 8:00 a.m. Also, Senator John Damoose has been invited to attend the March 10th DDA meeting.

COUNCILMEMBER COMMENTS

Councilmember comments were received.

There being no further business, the meeting adjourned at 8:16 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer