

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

A Regular Meeting of the St. Ignace City Council was held on Monday, March 20, 2023 in the Little Bear East Conference Center 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 Fullerton, Gustafson, Mayor LaLonde, Councilmember Pelter and Councilmember Williford.

**ABSENT:** Councilmembers Cronan and Mayor Pro-Tem St. Louis. Council excused Councilmember Cronan from this meeting during the Regular Council meeting January 9, 2023. It was moved by Councilmember Gustafson, seconded by Councilmember Fullerton, to approve excusing Mayor Pro-Tem St. Louis due to illness. Motion carried unanimously.

**STAFF PRESENT:** Stephanie Baar, Assistant to the City Manager; Andrea Insley, City Clerk-Treasurer; Bill Fraser, DPW Director; Charles Palmer, City Attorney; Scott Marshall, DDA Director.

**ADDITIONS TO THE AGENDA**

Councilmember Pelter – Update on status of new Police Chief.

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

No public comment was received.

**CONSIDERATION OF MINUTES OF THE MARCH 6, 2023, REGULAR COUNCIL MEETING:**

City Clerk/Treasurer Insley noted a minor correction to the minutes which listed Councilmember Gustafson as absent, but should have identified Councilmember Williford as absent under New Business, agenda item 'A'.

It was moved by Councilmember Fullerton, seconded by Councilmember Gustafson, to approve the minutes of the March 6, 2023, Regular Council meeting with the noted correction.

Motion carried unanimously.

**OLD BUSINESS**

**A. INTERIM CITY MANAGER**

Assistant Baar informed Council that the 90-day period to appoint a City Manager, per the Charter, expires March 23<sup>rd</sup>. Mayor LaLonde referred to City Charter Section 4.8 in requesting Council's approval to allow DPW Director Fraser and City Clerk/Treasurer Insley to continue performing as Interim City Co-Managers for another month. Mayor LaLonde noted the resignation of Assistant Baar effective March 24<sup>th</sup> and the timeline of the second interviews for City Manager candidates through April 17<sup>th</sup> as a basis to allow the Interim City Co-Managers to continue. City Attorney Palmer also agreed this to be compliant with the City Charter's guidance upon Council's approval.

It was moved by Councilmember Gustafson, seconded by Councilmember Fullerton, to approve DPW Director Fraser and City Clerk/Treasurer Insley continue as Interim City Co-Managers for another month.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**NEW BUSINESS**

**A. RESOLUTION 23-16 CAR SHOW 2023**

**A RESOLUTION TO APPROVE THE 2023 CAR SHOW**

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

**WHEREAS:** The St. Ignace Visitor's Bureau requests permission to sponsor and conduct the "2023 St. Ignace Car Show Weekend"; and

**WHEREAS:** This event requires the usage of the St. Ignace Public Marina, Little Bear East, and various public streets, and requires an 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 the 2023 Car Show on June 22-25, 2023; now further

**BE IT RESOLVED:** The St. Ignace City Council does approve usage of the following areas:

47<sup>th</sup> Annual St. Ignace Cruise Weekend—June 22, 23, 24, 25, 2023 at the Little Bear East Arena, St. Ignace Public Marina lawn, and State Street from Stockbridge Street to Church Street,

The Down Memory Lane Parade on Friday, June 23, 2023, closing State Street from Stockbridge Street to Church Street from 6:30 p.m. to 8:30 p.m., subject to MDOT approval.

The Car Show on Saturday, June 24, 2023, closing State Street from Church Street to Marquette Street from 5:00 a.m. to 5:00 p.m., subject to MDOT approval.

**Roll Call Vote:**

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

No: None.

Absent: Councilmember Cronan and Mayor Pro-Tem St. Louis.

Resolution declared Adopted.

**B. RESOLUTION 23-17 MINIS ON THE MAC & STRAITS BREW BASH 2023**

**A RESOLUTION TO APPROVE THE 2023 MINIS ON THE MAC & STRAITS BREW BASH**

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

**WHEREAS:** The St. Ignace Visitor's Bureau requests permission to sponsor and conduct the "Minis on the Mac + Straits Brew Bash"; and

**WHEREAS:** This event requires the usage of the St. Ignace Public Marina, Little Bear East Arena, public streets, and an 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 the 2023 Minis on the Mac & Straits Brew Bash on August 4-5, 2023; now further

**BE IT RESOLVED:** The St. Ignace City Council does approve usage of the St. Ignace Public Marina area, Little Bear East Arena, State Street, and Ojibwa Trail for this event on Friday, August 4, 2023 through Saturday, August 5, 2023. Ojibwa Trail will be closed from 4:00 a.m. to 10:00 a.m. on Saturday, August 5, 2023.

**Roll Call Vote:**

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

No: None.

Absent: Councilmembers Cronan and Mayor Pro-Tem St. Louis.

Resolution declared Adopted.

**C. RESOLUTION 23-18 CREDIT CARD MANAGEMENT**

**A RESOLUTION FOR AUTHORIZING OPENING & MANAGEMENT OF CITY CREDIT CARD ACCOUNTS WITH U.P. STATE CREDIT UNION**

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

**WHEREAS:** From time to time it is necessary for members of the Administration (department heads) to make City/government related purchases for their respective departments; and

**WHEREAS:** often times the use of cash or check is not practical and it is necessary to use a bank credit card; and

**WHEREAS:** the St. Ignace City Council approved and adopted the Credit Card Policy & Procedures on September 8, 2021 to ensure that all charges to credit cards are for pre-appropriated expenditures by the appropriate departmental supervisor; and

**WHEREAS:** the City has authorized the opening of a credit card account for use by various departments of the City; and

**WHEREAS:** the City Council finds it to be in the best interest of the health, safety, and welfare of the citizens of St. Ignace that the City Clerk-Treasurer be authorized to apply for and open a credit card account with the U.P. State Credit Union; and

**WHEREAS:** the U.P. State Credit Union requires the signatures of authorized representatives of the City of St. Ignace to manage applications and assign credit cards on behalf of the City and its employees; now therefore

**BE IT RESOLVED:** that the St. Ignace City Council does hereby authorize the City Clerk/Treasurer, Andrea Insley, to apply for and open a credit card account with the U.P. State Credit Union; and therefore

**BE IT FURTHER** the St. Ignace City Council does hereby approve City Clerk/Treasurer,

**RESOLVED:** Andrea Insley, and Assistant City Clerk, Sherry Cece, be authorized signatories on the account.

**Roll Call Vote:**

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

No: Councilmember Gustafson.

Absent: Councilmembers Cronan and Mayor Pro-Tem St. Louis.

Resolution declared Adopted.

**D. FIRE AGREEMENT RENEWAL**

Assistant Baar informed Council that the current Fire Agreement will expire in June 2023 and representatives from Moran Township, St. Ignace Township and the City met at the Fire Hall on February 28<sup>th</sup> to consider two changes for the Agreement renewal. The term of the Agreement will change from a four-year Agreement to a two-year Agreement, and the base payment contributed to the Equipment Reserve will change from \$15,000 to \$50,000, increased annually by the C.P.I. Councilmember Gustafson requested to remove the reference "beginning in 2012" under section 3 in the agreement, which referenced the year the Agreement included increases by the C.P.I.

After some discussion, it was moved by Councilmember Gustafson, seconded by Councilmember Williford, to approve the Fire Agreement for the term June 1, 2023 to June 1, 2025 with the increase in the contribution to the Equipment Reserve to \$50,000 and to remove the phrase "beginning in 2012".

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**E. CITY HALL ELEVATOR PACKING REPLACEMENT**

Assistant Baar presented a proposal to Council from OTIS Elevator Company to repair the elevator in City Hall. The State of Michigan charged the City with non-compliance in an annual inspection of the elevator, noting the hydraulic plunger packing needs to be replaced. OTIS carries a maintenance agreement with the City for all elevators in City buildings and is considered a sole-source vendor.

It was moved by Councilmember Gustafson, seconded by Councilmember Pelter, to approve the proposal from OTIS for the elevator repair for \$5,946.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**F. WATER PLANT PROGRAMMABLE LOGIC CONTROLLER (PLC) REPLACEMENT PURCHASE**

DPW Director Fraser informed Council that the PLC is a part of the Water Plant's day-to-day operations and needs to be updated, as it is failing and parts are not available for repair. The \$28,175 expense is not budgeted and would be charged to the RR&I activity per Council

approval. UIS is the sole-source vendor for this item, as it is their system that is used by the Water Plant.

It was moved by Councilmember Pelter, seconded by Councilmember Fullerton, to approve the purchase of a new PLC for the Water Plant from the reserved RR&I funds.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**G. LBE DRINKING FOUNTAIN PURCHASE**

DDA Director Marshall requested Council's approval to replace the drinking fountain in the lobby of Little Bear East Conference Center. It has been out of order since June 2022. Director Marshall presented four proposals ranging from \$1,342 to \$3,500, recommending the Mark & Sons Plumbing for \$2,096 with no in-kind labor from DPW.

It was moved by Councilmember Fullerton, seconded by Councilmember Gustafson, to approve the replacement of the drinking fountain with Mark & Sons Plumbing for \$2,096.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**H. ESCHEATMENT PROCEDURE & POLICY**

Assistant Baar presented a Policy and Procedure to report unclaimed property per Michigan's Uniform Unclaimed Property Act, PA29 of 1995. The requirement includes an annual report the City must remit to the Department of Treasury.

It was moved by Councilmember Pelter, seconded by Mayor LaLonde, to approve adopting the Escheating Checks to State Procedure and Policy.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**I. CITY COUNCIL BYLAWS ANNUAL REVIEW**

Assistant Baar presented Council with a copy of the current Bylaws for City Council to review. After some discussion, it was the consensus of Council to consider some changes proposed in discussion at the next Regular Council meeting Monday, April 3rd.

**J. COMMITTEE APPOINTMENTS**

Mayor LaLonde appointed members to five committees in a list presented to Council: Tammy Shepard to the Board of Review; Christine Bawol to the Compensation Committee; Jim Drazo to the Planning Commission; Paul Fullerton, Robert St. Louis, Steven Paquin, Brian Olsen, Scott

Marshall and Bryce Tracy to the Street Committee; Steven DuFresne, Jon Arnold, Tom Cronan and Clyde Hart to the Zoning Board of Appeals.  
It was moved by Councilmember Williford, seconded by Councilmember Fullerton, to approve the committee appointments as presented.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**K. FINANCIALS**

Assistant Baar reviewed the revenue-expense reports for February 2023 in funds 101, 202/203, 206, 248, 509, 590, 591 and 641 with Council.

It was moved by Councilmember Gustafson, seconded by Mayor LaLonde, to approve the financial report for February 2023 as presented.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**ADDITION TO THE AGENDA**

**Councilmember Pelter – Update on New Police Chief**

Assistant Baar informed Council of the status of the newly hired Police Chief, Kevin James, stating that we are on schedule according to his approved employment contract.

**CONSIDERATION OF BILLS**

It was moved by Councilmember Gustafson, seconded by Councilmember Williford, to approve paying the bills in the amount of \$24,384.24.

|                                  |          |
|----------------------------------|----------|
| AIRGAS USA LLC                   | 163.67   |
| ANDERSON TACKMAN & COMPANY       | 60.00    |
| B C PIZZA                        | 103.50   |
| BAM TOOLS                        | 455.50   |
| BELONGA EXCAVATING, LLC          | 3,086.25 |
| BELONGA'S PLUMBING AND HEATING   | 3,610.51 |
| ETNA SUPPLY COMPANY              | 1,398.38 |
| HACH COMPANY                     | 2,993.04 |
| HAWKINS                          | 70.00    |
| HD SUPPLY INC/USA BLUEBOOK       | 2,154.54 |
| JOHN E. GREEN COMPANY            | 558.00   |
| KIMBALL-MIDWEST                  | 790.03   |
| M32 ENTERPRISES LLC              | 991.58   |
| MACKINAC ISLAND FERRY COMPANY    | 278.24   |
| MACKINAC PLUMBING AND HEATING CO | 652.60   |
| MOTOR PARTS AND EQUIPMENT CORP   | 1,889.62 |
| NCL OF WISCONSIN INC             | 203.23   |

|                      |          |
|----------------------|----------|
| OSCAR W LARSON       | 1,423.25 |
| PITNEY BOWES INC     | 407.94   |
| QUILL CORPORATION    | 640.30   |
| SPARTAN STORES       | 143.36   |
| ST IGNACE TRUE VALUE | 1,055.57 |
| STICKER MULE         | 145.00   |
| TED FESTERLING LLC   | 101.16   |
| VALLEY TRUCK PARTS   | 770.07   |
| VINCENT SEEWALD      | 85.00    |
| WESLEY H MAURER JR   | 153.90   |

Grand Total: \$ 24,384.24

### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

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

Public comment was received regarding Zoom video conference and former Police Chief Brown.

### **MANAGEMENT REPORT**

Assistant Baar discussed the following points as part of the Management report:

- Recapped the status of the Police Chief and his potential start date.
- Recognized her last working day of March 24th as Assistant to the City Manager and welcomed Helen Thibault as the temporary employee assisting with duties of the position.
- Announced the Recreation Facility Manager title, job description and salary set by the Recreation Advisory Committee. The position is posted until filled.
- Announced that affidavits of identity and nominating petitions are due April 25<sup>th</sup> for Council and Mayor seats in the August/November elections.
- City Manager interviews scheduled for March 21<sup>st</sup> and March 22<sup>nd</sup>.

### **COMMITTEE REPORTS**

LBE Report – Scott Marshall, Interim-Recreation Director/DDA Director informed Council of the status of the facility improvements, staff updates and the focus on restoring the revenue for Little Bear East events and Recreation Department. Director Marshall also emphasized that the organizational relationship between the Little Bear East Conference Center and Arena and the Recreation Department is very beneficial to each component's sustainability.

### **COUNCILMEMBER COMMENTS**

Councilmember comments were received.

There being no further business, the meeting adjourned at 8:38 p.m.

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**William LaLonde, Mayor**

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**Andrea Insley, City Clerk/Treasurer**