

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

A Regular Meeting of the St. Ignace City Council was held on Monday, July 18, 2022, 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 Williford led the invocation.

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

ABSENT: None.

STAFF PRESENT: Darcy Long, City Manager; Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager; Charles Palmer, City Attorney; Bill Fraser, DPW Director; Tony Brown, Police Chief; Nick Montie, Fire Chief; Sharon Crotser-Toy, Library Director.

ADDITIONS TO THE AGENDA

Councilmember Cronan –Off Property Signage;
-Dock 3 Meeting for Dumpster Issue;
-Marijuana Dispensaries.

Mayor LaLonde – Committee Appointments.

City Manager Long – Pay Resolution and Bayside Farmer's Market Resolution.

City Clerk/Treasurer Insley – Overnight Training for Deputy Clerk.

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

Public comment was received regarding fee updates.

CONSIDERATION OF MINUTES OF THE JULY 5, 2022, REGULAR COUNCIL MEETING:

Councilmember Williford requested a correction to the list of Election Inspectors, adding the political party affiliation for each inspector. The motion by the Election Commission was presented to Council in a separate document with such information.

It was moved by Councilmember Cronan, seconded by Councilmember Williford, to approve the minutes of the July 5, 2022, Regular Council meeting with the correction to include the party affiliation of the listed Election Inspectors.

Roll Call Vote

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

No: None.

Motion carried unanimously.

OLD BUSINESS

No Old Business was discussed.

NEW BUSINESS

A. LIBRARY DIRECTOR INTRODUCTION

Sharon Crotser-Toy was introduced as the new Library Director, replacing Alycia McKowen.

Director Crotser-Toy updated Council on recent activity in the Library operations and shared plans to bring more interest to Library services.

B. PROPOSED ZONING AMENDMENTS - RVs

City Manager Long informed Council that, after further review of the current Zoning Code Section 38-365 – Temporary Shelters, it has been determined there is useful need to amend the description of the allowable use of temporary shelters. Betsy Dayrell-Hart, Planning Commission Chairperson, provided the Committee's recommendation of more detailed compliance to include the use of recreational vehicles on private property under specific circumstances.

It was moved by Councilmember Cronan, seconded by Councilmember Pelter, to approve the Zoning Code amendments as listed by the Planning Commission for Section 38-365: Temporary Shelters.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

C. FEE UPDATES

City Manager Long presented Council with proposed fee increases for Little Bear East rentals and mobile vendor permits. Councilmember Pelter inquired about the effective dates of such increases, noting the concerns of the St. Ignace Visitors Bureau (SIVB) and the Recreation Board. After some discussion, it was the consensus of Council to only consider applicable fees to the mobile vending and mobile food vending for individual permit applications. Council then agreed that the Little Bear East fees be presented to the Recreation Board for consideration and further discussion to be held with the SIVB regarding mobile vendors with events.

It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve the individual mobile food vendor application and fee of \$300, and the mobile vendor application and fee of \$200.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

D. WATER-SEWER DEPARTMENT MOWER PURCHASE

DPW Director Fraser requested Council's approval to purchase a zero-turn, commercial grade Husqvarna mower for the Water Department. Bids were received from two different vendors for various types of mowers. Gaylord Thompson Sales & Service provided bids for three different mowers ranging from \$7,639 to \$14,000. Cut River Small Engine Repair/H&B Equipment also offered proposals for two mowers for \$8,803 and \$7,000.

It was moved by Councilmember Fullerton, seconded by Councilmember Pelter, to approve the purchase of the mower for the Water Department from Cut River Small Engine Repair for \$7,000.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

E. BUDGET AMENDMENTS

City Manager Long presented Council with a list of proposed budget amendments for the following funds: General Fund 101, Building Inspector Fund 249, Fire Hall Debt Fund 369, Fire Hall Construction Fund 401, LBE Park Construction Fund 408, DDA Capital Project Fund 494, Boardwalk Program Fund 499, LBE Recreation Fund 509 and Marina Fund 594.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Fullerton, to approve the budget amendments as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

F. OVERNIGHT STAY FOR STAFF TRAINING

City Manager Long requested approval for Assistant Baar to attend the Women's Municipal Leadership Program in Lansing on August 18th through August 19th.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve the overnight stay for Assistant Baar to attend training.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

G. FINANCIALS

City Manager Long informed Council that amendments to the budget will be presented each month during the second Council meeting of the month instead of quarterly, as needed.

Councilmembers were provided a budget-to-actual report for the General Fund 101 and a cash summary report to-date of all funds to review the financial activity through June 30th.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve the financial reports for June 2022.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

ADDITIONS TO THE AGENDA

City Manager Long – Amended 2022 Bayside Farmer’s Market Resolution.

RESOLUTION

The following resolution was offered for adoption by Councilmember Pelter, supported by Councilmember Cronan:

WHEREAS St. Ignace Visitors Bureau is requesting to sponsor the 2022 Bayside Farmer’s Market, and

WHEREAS Ordinance No. 413 of the City of St. Ignace, “The Peddler’s Ordinance”, as amended, requires certain criteria be met by St. Ignace Visitors Bureau to comply with the “Special Events” requirements of the City, and

WHEREAS St. Ignace Visitors Bureau has provided the City Council with all of the information required by Ordinance No. 413, and

THEREFORE, BE IT RESOLVED that the City Council has determined that St. Ignace Visitors Bureau has met the criteria established in the various sections of Ordinance No. 413, and

FURTHER BE IT RESOLVED that the City Council does approve St. Ignace Visitors Bureau to be a “Special Events Organization”, and approves the Bayside Farmer’s Market be held from June through September 2022. The vending for this event will be handled exclusively by St. Ignace Visitors Bureau. The City does not financially participate in this event, and

FURTHER BE IT RESOLVED that the City does approve, subject to compliance with City rules and regulations, for the 2022 Bayside Farmer’s Market usage of the St. Ignace Marina for the following dates and times:

Bayside Farmer’s Market

St. Ignace Public Marina

June 16 – September 29

Thursdays 3:00 p.m. – 7:00 p.m.

Wednesday 9/14/22

Roll Call Vote

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

No: None.

Absent: None.

Resolution declared Adopted.

Councilmember Cronan – Off Premise Signs.

Councilmember Cronan stated that he had requested City Manager Long follow up on his concerns about City Ordinance violation regarding advertisement signs located off premise from their original location of business without permits. City Manager Long stated he had contacted MDOT and the business owner in question, as well as consulted with City Attorney Palmer. After some discussion, it was determined that such signage is subject to review by the Planning Commission and should have MDOT approval. It was the consensus of Council to have the

City Manager reach out to the business owner to remove the vehicle from the downtown parking lot and obtain a permit from MDOT if they would like to return.

Councilmember Cronan – Dock 3 Dumpster Issue.

Councilmember Cronan requested scheduling a committee meeting to resolve the issue of the dumpsters being stored at Dock 3. City Manager Long stated he would arrange for the committee to meet with all interested parties after Labor Day.

Councilmember Cronan – Marijuana Dispensaries.

Councilmember Cronan requested Council's consideration to allow dispensaries in the City of St. Ignace. Mayor LaLonde suggested researching other communities that have allowed dispensaries and learn how it may affect the community and departments of the City.

City Manager Long – Pay Resolution 2022.

RESOLUTION

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

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 provide an 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 wage increases for the following employees as indicated below:

Asst to the City Manager.....Stephanie Baar Effective date of July 17, 2022	\$3,000	\$41,000.00
Marina Director.....Joe Stearns Effective date of July 17, 2022	\$5,000	\$35,000.00
Golf Course Manager.....Kurt Ney Effective date of July 17, 2022	\$5,000	\$33,500.00
Events/Program Coordinator...Hannah Tropiano Effective date of July 17, 2022	\$4,000	\$36,000.00

AND FURTHER BE IT RESOLVED, that the City Council does hereby agree to these salary increases for the listed staff this day, Monday, July 18, 2022.

Roll Call Vote

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

No: None.

Absent: None.
Resolution declared Adopted.

Mayor LaLonde – Committee Appointments.

Mayor LaLonde requested Council's approval for the following appointments:
Tharan Suvarna to the Zoning Board of Appeals and Erik Heffernan to DDA.
It was moved by Councilmember Fullerton, seconded by Councilmember Williford, to approve both appointments.

Roll Call Vote

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

No: None.

Motion carried unanimously.

City Clerk/Treasurer Insley – Overnight training for Deputy Clerk Labinski.

It was moved by Councilmember Cronan, seconded by Councilmember Fullerton, to approve overnight training in Frankenmuth for Deputy Clerk Labinski in August with the Michigan Association of Municipal Cemeteries.

Roll Call Vote

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

No: None.

Motion carried unanimously.

CONSIDERATION OF BILLS

It was moved by Councilmember Cronan, seconded by Mayor Pro-Tem St. Louis, to approve paying the bills in the amount of \$101,740.08.

2x4 Construction, Jim West	City Hall Downstairs Rental Office	\$1,235.00
Airgas USA, LLC	DPW Rental Gas	\$166.63
Amazon	June Statement 2022	\$887.15
Anderson, Tackman & Company PLC	Audit Billing 2021- Final	\$24,463.10
Arrow Signs	Street Signs-Church, E Spring, Portage, Marley	\$385.00
Bam Tools	T-45 Tools/DPW Shop Tools/Gloves	\$349.74
Bavarian Inn Lodge	K. Labinski Annual Conference	\$254.66
Belonga Plumbing and Heating	Lodging	
	Marina - Outdoor Services	\$350.25
Blarney Castle Oil Co.	Marina- Diesel Fuel	\$8,755.57
Blarney Castle Oil Co.	Golf Course Fuel	\$1,961.99

Charles Palmer, P.C.	June Statement 2022	\$4,100.84
Cheboygan Cement Products, Inc.	Boardwalk/Arnold Freight Dock	\$743.60
Command Presence Training	SIPD- T. Brown	\$399.00
Courtyard Lansing Downtown	S. Baar MML Training Lodging	\$113.42
Crown Plaza Lansing West	T. Brown Command Presence Training Lodging	\$224.72
Cut river Small Engine Repair	Kubota Mower Blades	\$120.00
Drowning In Clean-Paula Drown	City Hall Downstairs Rental Office	\$945.00
ETNA	Storm Drains - LBE Park	\$1,462.88
Full Circle Padding.com	LBE Fitness Machine Part	\$58.90
Hach	WWTR-Spectrophotometer	\$180.00
Hakola Porta John Service & Rentals	Rec Dept - Porta John Rental	\$175.00
Hydrite Chemical	Wtr Plant - 35,000 lbs Alum Portable Generator Battery	\$7,651.10
Interstate Battery	WTR/WWTR Plants	\$465.85
Joe St. Louis	City Hall Downstairs Rental Office LED Lighting	\$600.00
Kathleen Bunker	401 Marquette Street Sewer Backup	\$7,385.95
KSS Enterprises	LBE/Marina/Park Supplies	\$1,646.65
Lynn Auto Parts	June Statement 2022	\$1,317.95
Mackinac County Treasurer	Property Tax Bill Paper/Envelopes	\$162.05
Mackinac Plumbing & Heating Co	Coast Guard Park Bathrooms Repair	\$557.80
Mark J. Glazer	Adjournment POLC Hearing Share	\$1,500.00
Mark Wilk	Marina-Navigational Light Repair	\$120.00
MES-Municipal Emergency Services	SIFD - Thermal Camera	\$2,815.00
Meyer Ace Hardware	June Statement 2022	\$1,601.24
MI Assoc of Municipal Cemeteries	K. Labinski Annual Conference	\$139.00
National Office Products	June Statement 2022	\$397.81
Northern Shirt Company	LBE-Youth Program Shirts	\$2,460.30

Oscar W. Larson Co.	Marina - UST "B" Inspection	\$300.00
Precision Edge Outdoor Services LLC	June Statement 2022	\$6,545.00
Provision	SIPD - Body Camera Storage	\$4,968.00
Rudyard Electric	American Legion Park Lights Replacement	\$4,318.80
Safety Kleen Systems Inc.	DPW Cleaning Solution	\$181.06
Sault Printing Co.	City Hall Central Copier/City Manager Office Printer	\$84.59
Silversmith Data	Annual Hosting/Data Plan	\$1,215.00
SpartanNash	June Statement 2022	\$381.71
St. Ignace True Value	June Statement 2022	\$1,482.87
Straits Building Center	June Statement 2022	\$657.18
Summit Fire Protection	SIPD-Fire Extinguisher Recharge/LBE-Fire Alarm Repair	\$627.00
Superior Transmission & Axle LLC	WTR Plant - Crown Victoria Rebuilt Transmission	\$1,820.00
The St. Ignace News	June Statement 2022	\$712.44
USA Bluebook	WWTR Plant Supplies	\$983.28
West Shore Fire, Inc.	SIFD-Hoses	\$1,025.00

Grand Total: \$101,455.08

Roll Call Vote

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

No: None.

Motion carried unanimously.

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

Public comment was received regarding overnight training approvals, Little Bear East expenses, City Manager evaluations, and a Balsam property concern.

CITY MANAGER'S REPORT

City Manager Long reviewed recent City business with Council, including the placement of election signs, blight and the status of hiring a Recreation Director.

COMMITTEE REPORTS

Fire Chief Montie updated Council on the status of the recent truck repair.

City Manager Long noted a Street Committee meeting will be scheduled soon, and C2AE will provide a report of findings of the borings on Ferry Lane.

Betsy Dayrell-Hart announced two events: the Connecting Community Developers Event in Mackinaw City July 27th, 3:30 – 5:00 p.m.; and the Planning Commission Community Outreach event on August 9th at 7:00 p.m.

COUNCILMEMBER COMMENTS

Councilmembers thanked Assistant Baar for her work with the Planning Commission and Zoning Board of Appeals. Councilmembers also expressed concerns regarding the City Manager's evaluation follow up.

There being no further business, the meeting adjourned at 8:58 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer