

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

A Regular Meeting of the St. Ignace City Council was held on Monday, August 15, 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 (via Zoom); Scott Marshall, DDA Director; Nick Montie, Fire Chief; Bill Fraser, DPW Director; Joe Stearns, Marina Director; Tony Brown, Police Chief.

**ADDITIONS TO THE AGENDA**

Mayor LaLonde – Closed Session [Section 8(e), MCL 15.268(e)], Pending Litigation.

Mayor LaLonde – Closed Session [Section 8(a), MCL 15.268(a)], Employee Evaluation.

Assistant Baar- Tie Michigan Teal Campaign.

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

No public comment was received.

**CONSIDERATION OF MINUTES OF THE AUGUST 1, 2022, REGULAR COUNCIL MEETING:**

It was moved by Councilmember Cronan, seconded by Councilmember Williford, to approve the minutes of the August 1, 2022, Regular Council meeting as presented.

**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. MARINA UPDATE**

Joe Stearns, Marina Director, presented Council with an update of Marina operations. At this time, Director Stearns requested Council's approval to replace an amber lantern light off the Southeast side of the lighthouse seawall for the safety of marine traffic. It was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve purchasing the safety light from Photo Marine Automatic for \$1,150.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**B. UPDATED TRACTOR SHOW RESOLUTION 2022****RESOLUTION**

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

**WHEREAS**, St. Ignace Visitors Bureau requests permission to conduct the “Antique Tractor Show & Crossing”; and

**WHEREAS**, Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, 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 agreed to provide the City Council with all of the information required by Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, and

**WHEREAS**, it is understood that there may be fees for certain services provided by the City; 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 Events status; and

**THEREFORE, BE IT RESOLVED** that the City Council has determined that St. Ignace Visitors Bureau, has agreed to meet the criteria established in the various sections of Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, within the time frame established in said Chapter 22; and

**FURTHER BE IT RESOLVED** that the City Council does approve St. Ignace Visitors Bureau to be a “Special Events Organization”, and approves the use of the various public properties within the City limits for this event on the days of Friday, September 9 through Sunday, September 11, 2022, and further grants St. Ignace Visitors Bureau the authority to control vending approved by the City during the event. The City of St. Ignace does not financially participate in the “Antique Tractor Show & Crossing”; and

**FURTHER BE IT RESOLVED** that the City does approve street closures, subject to compliance with the City and MDOT rules and regulations, and the use of the following areas and dates:

I-75 and I-75BL and a parade escort from City of St. Ignace Police on Saturday, September 10 at 8:00 a.m. from the Mackinac Bridge Toll Booth to Little Bear East Arena, and Sunday, September 11 at 12:30 p.m. from Little Bear East Arena to Bell Street and back.

Antique Tractor Show & Crossing– September 9, 10, 11 2022 at Little Bear East Community Center and parking lots.

The Tractor Show will close:

- Little Bear East parking lots Friday, September 9 at 7 a.m. to Sunday, September 11 at 12 p.m.
- Ojibwa Trail, from Marquette to Glashaw, Friday, September 9, at 7 a.m. to Saturday, September 10, at 5 p.m. (not including Museum parking area).

#### **Roll Call Vote**

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

No: None.

Absent: None.

Resolution declared Approved.

#### **C. ZONING REWRITE RFP**

City Manager Long reviewed the status of the City's Zoning code and ordinances with Council, stressing the need for an update. The City collected one bid in response to the Request For Proposal (RFP) put out on July 18, 2021, from Beckett & Raeder for \$29,815. City Manager Long reported that the City has also received correspondence from the MEDC offering assistance of up to \$20,000 through the Redevelopment Ready Communities Technical Assistance Match Funding. Through the recommendation of City Manager Long, it was moved by Councilmember Williford, seconded by Councilmember Cronan, to approve the contract for services from Beckett & Raeder for \$29,815 to begin the Zoning rewrite project.

#### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

#### **D. PAVING/LEVELING FIRST STREET (SERVICE DRIVE)**

DPW Director Fraser informed Council of his intentions to improve conditions on Service Drive and First Street. Director Fraser collected two bids for paving and wedging the streets, one from Norris Contracting Inc. for \$68,200 and another from Rieth-Riley Construction Co. for \$72,300. Director Fraser recommended using Norris Contracting Inc. for this project and stated that DPW will perform the prep work.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve an agreement with Norris Contracting Inc. to pave and wedge Service Drive to First Street.

#### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

#### **E. PROPOSED BUDGET AMENDMENTS**

City Manager Long presented Council with budget amendments to activities in the General Fund, Major/Local Street Funds, Water Fund, Marina Fund and Equipment Fund. After some brief discussion, it was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve the budget amendments as presented.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**ADDITION TO THE AGENDA**

**Assistant Baar - Tie Michigan Teal Campaign**

Assistant to the City Manager, Stephanie Baar, requested Council's support for a request from the Michigan Ovarian Cancer Alliance to recognize September as Ovarian Cancer Awareness Month. Teal colored ribbons will be displayed on various items throughout town as part of the Tie Michigan Teal Campaign.

It was moved by Councilmember Fullerton, seconded by Councilmember Pelter, to support the Tie Michigan Teal Campaign for September.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**F. FINANCIALS**

City Manager Long reviewed financials with Council through July 2022. After some discussion regarding over-budget line items and monthly budget review, Council requested to receive quarterly Revenue-Expense Reports for the remainder of the year.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**CONSIDERATION OF BILLS**

City Clerk-Treasurer Insley informed Council that the St. Ignace True Value statement was updated to show an additional \$115.68 due to receipts submitted after original information was distributed to Councilmembers.

It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve paying the bills in the amount of \$112,181.42.

2x4 Construction	LBE Park Excavator Rental/Storm Drains	\$500.00
2x4 Construction	LBE Sports Park Install Exercise Equipment	\$4,500.00
Airgas	DPW Rental Gases	\$173.95

Arctic Glacier	Marina Ice	\$199.80
Arrow Signs	Wtr Plant Sign/DPW Dumping Sign/Marina Dock Letters	\$860.00
Arrow Signs	LBE Park Entrance Sign & Install	\$2,050.00
ASC Security Systems	Access Key Cards	\$487.00
Belonga Excavating	Lovegrove Sewer Repair Parts	\$182.11
Belonga Plumbing & Heating	WTR Line/DDA/Marina Parts	\$114.55
Bendzinski & Co.	Dissemination Agent 2022	\$1,000.00
Blarney Castle Oil Co.	Marina Diesel/Gasoline	\$39,996.81
Charles Palmer, P.C.	Attorney Fees - July 2022	\$3,965.00
Cheboygan Cement	LBE Park Sidewalk	\$620.00
Darcy Long	Mileage Reimbursement-Travel to Sault Ste. Marie	\$64.44
Darcy Long	Grammarly Subscription Reimbursement	\$139.95
ETNA	Water Line Supplies	\$1,314.00
ETNA	WTR-Sensus Handheld Annual Support	\$3,000.00
Grainger	SIFD-AED and First Aid Cabinets	\$301.40
Granicus	Zoning Address Ident/Hotline/Compliance Monit	\$1,533.38
Harrell's	Golf Turf Supplies	\$895.40
Huron Valley Guns	SIPD Holsters	\$824.95
Hydrite	Ferric Chloride	\$12,484.50
Judy Wyse	SIPD Patches/Hem	\$65.00
Lynn Auto Parts	July 2022 Statement	\$1,226.67
Mackinac Ford Sales	LBE Truck Repair	\$95.40
Mackinac Island Ferry Company	LBE-Carbon Dioxide 7/29/2022	\$28.92
MI Municipal Treasurer's Assoc	A. Insley-Online Fall Conference	\$359.00
Michigan Municipal Executives	D. Long Annual Membership	\$145.00
Microbiologics	Water Plant Supplies	\$344.67

National Office Products	July 2022 Statement	\$2,349.41
NCL	Water Plant Supplies	\$1,720.71
NSI Lab Solutions	Water Plant Supplies	\$322.00
OTIS	Water Plant Elevator Safety Test	\$1,200.00
Plunkett Cooney	Grievance Investigation	\$5,675.00
Pomasl	SIFD-Face shields	\$714.46
Precision Edge Outdoor Services LLC	July 2022 Mowing-Museum, SIFD, LBE, Library	\$8,080.00
Quill	Copy Paper	\$169.90
R&R Fire Truck Repair, Inc.	SIFD Annual Maintenance	\$947.41
Rieth-Riley Construction Small Business Association	Asphalt-Major and Local Streets	\$1,505.62
	2022 Annual Membership-Basic	\$129.00
Spartan Distributors	Golf Maintenance Supplies	\$190.77
Spartan Nash	July 2022 Statement	\$34.89
St. Ignace Auto	July 2022 Statement	\$545.29
St. Ignace True Value	July 2022 Statement	\$790.03
Straits Building Center	July 2022 Statement	\$9,182.26
The Cedars of Mackinac/Carol Bell	City Hall Spring Cleanup/Maintenance	\$156.75
The St. Ignace News	July 2022 Statement	\$996.02
<b>TOTAL:</b>		<b>\$112,181.42</b>

#### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

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

Public comment was received regarding the EUP Connect Collaborative and the data collection efforts; information on the Michigan Highspeed Internet Office with the Department of Labor & Economic Opportunity; and concern regarding responses to questions from the public.

#### **CITY MANAGER'S REPORT**

City Manager Long announced there will be an E-Waste collection on Wednesday, September 14<sup>th</sup> from 2:00 to 6:00 p.m. in the Little Bear East parking lot sponsored by EGLE.

## **COMMITTEE REPORTS**

Minutes of each Committee meeting were provided to Council.

### **A. FINANCE COMMITTEE**

Mayor LaLonde discussed the rental proposal received from the State of Michigan for a basement office in City Hall. The Committee recommended requesting a higher amount or established increases over the 10-year period of the agreement before presenting to Council for consideration.

City Manager Long also informed Council that the City is researching updates to the current key-card-entry system for City Hall and the Water Plant, and that discussion continues with MERS regarding Chief Brown's request.

### **B. POLICY COMMITTEE**

Councilmember Pelter reviewed all items discussed regarding the Employee Handbook Policy.

### **C. PLANNING COMMISSION**

Assistant Baar reported to Council some of the discussion points of the recent public outreach meeting held at Little Bear East on August 9<sup>th</sup>, noting that housing, job training and parking were highlights.

## **COUNCILMEMBER COMMENTS**

Councilmembers commended staff and committee members for their time and efforts and recognized improvements to the weekly Farmer's Market location.

## **ADDITIONS TO THE AGENDA (continued)**

### **Mayor LaLonde – Closed Session [Section 8(e), MCL 15.268(e)] Pending Litigation.**

At 8:50 p.m. it was moved by Councilmember Pelter, seconded by Councilmember Cronan, to go into Closed Session [Section 8(e) MCL 15.268(e)] regarding discussion about pending litigation with the City Attorney. Motion carried unanimously.

Council returned from Closed Session at 9:18 p.m.

### **Mayor LaLonde – Closed Session [Section 8(a), MCL 15.268(a)] Employee Review.**

At the request of City Manager Long, it was moved by Councilmember Cronan, seconded by Councilmember Pelter, to enter into Closed Session [Section 8(a) MCL 15.268(a)] to discuss the periodic evaluations of the City Manager. Motion carried five to one (Cm. Fullerton).

Council returned from Closed Session at 9:30 p.m.

There being no further business, the meeting adjourned at 9:35 p.m.

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**William LaLonde, Mayor**

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**Andrea Insley, City Clerk/Treasurer**