

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

A Regular Meeting of the St. Ignace City Council was held on Monday, May 6, 2019, in the Council Chambers at City Hall.

The meeting was called to order at 7:00 p.m. by Mayor Litzner, with the Pledge of Allegiance. Councilmember Clapperton gave the invocation.

Present: Councilmembers Clapperton, Fullerton, Mayor Litzner, Mayor Pro-Tem Paquin, Councilmembers St. Louis and Tremble.

Absent: It was moved by Mayor Litzner, seconded by Mayor Pro-Tem Paquin, to excuse Councilmember Pelter from the meeting due to a work commitment. Motion carried unanimously.

Staff Present: Mike Stelmaszek, City Manager; Anthony Brown, Police Chief; Kyle Mulka, City Assessor; Andrea Insley, City Clerk/Treasurer; Lauren Yoder, Marina Director; Gary Sorenson, Fire Chief.

Consideration of minutes from April 15, 2019 Council meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes of April 15, 2019. Motion carried unanimously.

Limited Public Comment:

Public comment was received regarding the residential trash collection bids and potential agreement and the maintenance of the Marina's lights.

Additions to the Agenda: None.

1. RECREATION GRASS CUTTING BID OPENING:

City Manager Stelmaszek opened two bids in response to the Recreation Department advertisement: one from B&B Snowplowing, Lawn Care & Tree Service and one from Precision Edge Outdoor Services. Each bid was presented with different fee schedule formats, so it was the consensus of Council to postpone the bid award until the next regular Council meeting after further review.

2. AERATION SYSTEM MAINTENANCE REQUEST:

City Manager Stelmaszek informed Council that the proposed estimate of \$50,866 from Aeration Works for the floating lateral aeration mixing system is still valid and requested Council's approval to move forward stating the repairs have been considered in the 2019 sewer RR & I budget.

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve the \$50,866 estimate for system maintenance from Aeration Works. Motion carried unanimously.

3. DOCK #3 LIGHTING APPROVAL:

City Manager Stelmaszek announced that the Dock #3 light replacement bid has been considered with the DDA downtown street lights bid, and Rudyard Electric has been recommended for the project. It was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem Paquin, to approve Rudyard Electric to replace the Dock #3 lights for \$23,966. Motion carried unanimously.

4. RESOLUTION ZONING PERMIT FEES:

Resolution

The following Resolution was offered for adoption by Mayor Litzner, supported by Mayor Pro-Tem Paquin.

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Act 207 of the Public Acts of the State of Michigan for 1921, as amended, and known as the City or Village Zoning act, and

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Section 9 of Act 230 of the Public Acts of the State of Michigan for 1972, as amended, and known as the State Construction Code Act, and

WHEREAS, the City of St. Ignace has adopted the "Code of Ordinances, City of St. Ignace" Chapter 38, Zoning Chapter 6, Article II, "Single State Construction Code", enabling the City of St. Ignace to enforce the provisions of the Public Acts, and

WHEREAS, the City of St. Ignace, by its adoption of the local ordinances, has the authority to establish the zoning permit fees in order to enforce the provisions of the Public Acts.

THEREFORE BE IT RESOLVED, the Zoning permit fees for the City of St. Ignace be established as follows:

Residential:

- House - Plan Review, Zoning and Administration fee - \$95
- Additions and enclosed porch - \$75
- Carports - \$65
- Decks and covered porches - \$65
- Demolition - \$10
- Fences - \$40
- Garages - \$95
- Misc. Construction - \$50
- New Construction - \$100

Storage Building/sheds under 200 sq. feet - \$25
Storage Building/sheds over 200 sq. feet - \$35
Change of use without alterations - \$50
Change of use with alterations - \$60

Penalty for Building without a Permit: \$250 plus cost of Permit (New)

Commercial:

House - Plan Review, Zoning and Administration fee - \$100
Additions - \$100
Carports - \$75
Decks and covered porches - \$95
Demolition - \$20
Fences - \$50
Garages - \$100
Misc. Construction - \$75
New Construction - \$120
Storage Building/sheds under 200 sq. feet - \$30
Storage Building/sheds over 200 sq. feet - \$50
Change of Use, without alterations - \$75
Change of Use with alterations - \$85
Permanent signs/billboards - \$150
Wall Mounted signs under 50 SF - \$55
Off Premise Sign - \$200

Radio, TV towers, wind powered generator towers, commercial - \$350

Penalty for Building without a Permit \$250 plus cost of Permit (New)

Contractor Penalty for Building without a Permit \$250 plus cost of Permit (New)

Public Hearing Fees:

Planning Commission Review - \$200
Zoning Board of Appeals - \$200

THEREFORE BE IT FURTHER RESOLVED, that non-compliance will result in a Civil Infraction Citation.

Roll Call Vote:

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

No: None.

Absent: Councilmember Pelter.

Resolution declared Adopted.

5. RESOLUTION BUILDING PERMIT FEES:

Resolution

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

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Section 9 of Act 230 of the Public Acts of the State of Michigan for 1972, as amended, and known as the Sate Construction Code Act, and

WHEREAS, the City of St. Ignace has adopted the "Code of Ordinances, City of St. Ignace" Chapter 6, Article II, "Single State Construction Code", enabling the City of St. Ignace to enforce the provisions of the Public Acts, and

WHEREAS, the City of St. Ignace, by its adoption of the local ordinances, has the authority to establish the building permit fees in order to enforce the provisions of the Public Acts.

THEREFORE BE IT RESOLVED, the Building permit fees for the City of St. Ignace be established as follows:

Description	Building Fee
House (include attached garage)	.20 per SF + .05 per SF basement or crawl space
Remodel, addition, enclosed porch	.25 per SF
Garages	.25 per SF
Carports, covered porches	.25 per SF
Open deck commercial	.25 per SF
Open deck residential	.25 per SF
Commercial value of Project	
0 -\$1,000	\$50 + .15 per SF
\$1,001 - \$10,000	\$150 + .15 per SF
\$10,001 - \$100,000	\$200 + .10 per SF
Over \$100,000	\$300 + .10 per SF

Permanent signs/free standing	\$60
Billboards	\$60
Fences over 6ft	\$60
Misc. construction	\$60
Towers	\$90
Permit Extension	\$25
****MINIMUM FOR ANY PERMIT IS ****	\$60

NOTES

(1) Fees are based on normal inspections (5) if there are an excessive amount of inspections the fees could be doubled with the approval of the Zoning Administrator.

(2) Building permits are good for 12 months from the date of issue. Applicant is required to apply with the Zoning Administrator prior to the expiration date. This renewal is good for 1 year and can be done for up to 4 years.

PERMITS OR CHARGES	PRICE	EXTRAS
Special Use Permit		
a. < or equal to 1 acre	\$200	
b. > 1 acre < 3 acres	\$400	
c. > 3 acres < 10 acres	\$600	
d. 10 acres or more	\$1,000	
e. outdoor advertising structures		
1. small (usually equal to or less than 64 sq. ft.)	\$50	
2. large (greater than 64 sq. ft.)	\$200	

f. Modifications to original SUP or extend SUP	1/2 original fee	
subdivision Review	\$100	
Site Plan Review		
A. Multiple Family Housing		
a. Review of Site Plan	\$500	\$5 per dwelling unit
b. Major Redesign	Original fee	
c. Revised Site Plan Per Review Comments	1/2 original fee	
B. Cluster Housing/Performance Subdivision		
a. Review of Site Plan	\$500	\$5 per dwelling unit
b. Major Redesign		
c. Revised Site Plan Per Review Comments	1/2 original fee	
C. P.U.D.		
a. Preliminary Ste Plan	\$1,000	\$10 per dwelling unit
b. Final Site Plan	1/2 original fee	
D. Office, Commercial,Industrial,Institutional, etc.		
a. < or equal to 1 acre	\$200	
b. > 1 acre < 3 acres	\$400	
c. > 3 acres < 10 acres	\$600	
d. 10 acres or more	\$1,000	
e. Major Redesign	Original fee	
f. Request to extend SUP	1/2 original fee	
E. Conditional Rezoning		
a. < or equal to 1 acre	\$200	
b. > 1 acre < 3 acres	\$400	
c. > 3 acres < 10 acres	\$600	
d. 10 acres or more	\$1,000	
e. Major Redesign	Original fee	
f. Request to extend SUP	1/2 original fee	
Subdivision Review		
A. Conventional Subdivision		
a. Preliminary Plat	\$1,000	\$2 per lot
b. Final Plat	1/2 original fee	

THEREFORE BE IT FURTHER RESOLVED, the above fees will be doubled if permit is issued after construction begins.

Roll Call Vote:

Yes: Mayor Litzner, Mayor Pro-Tem Paquin, Councilmembers St. Louis, Tremble, Clapperton and Fullerton.

No: None.

Absent: Councilmember Pelter.

Resolution declared Adopted.

6a. PAVILION & SITE RENTAL RESERVATION FEES:

City Manager Stelmaszek presented Council with the reconsideration of the pavilion and site rental reservation fees. It was moved by Mayor Litzner, seconded by Mayor Pro-Tem Paquin, to amend the April 1, 2019 decision for pavilion and site reservation fees to a \$50 fee for residents and a \$75 fee for non-residents for all City pavilion and site rental reservations. Motion carried unanimously.

6b. RENTAL HOUSING FEES:

City Manager Stelmaszek informed Council that rental housing inspection fees need to be established in the City. After some discussion, it was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to postpone the discussion for further review of the scope of the inspections. Motion carried unanimously.

7. FIRE DEPARTMENT BUDGET REQUEST:

City Manager Stelmaszek requested Council's consideration to pay the monthly family health insurance premium for Matt Bowlby to his primary employer, as he is scheduled to lose that benefit at the end of May due to injury sustained working as a City Firefighter. The payment will be a shared expense to be charged against the Fire Formula between St. Ignace Township, Moran Township and the City. After some discussion, it was moved by Councilmember St. Louis, seconded by Councilmember Clapperton, to approve a monthly payment to Matt Bowlby's primary employer, Mackinac County, for his family health insurance premium until Mr. Bowlby returns to work or until the amount of \$11,000 is reached. Motion carried unanimously.

**8. RESOLUTION FOR ANTIQUE TRACTOR SHOW:
RESOLUTION**

The following Resolution was offered for adoption by Mayor Pro-Tem Paquin, supported by

Councilmember Clapperton:

WHEREAS, the St. Ignace Events Committee request permission to conduct the Antique Tractor Show & Crossing, and

WHEREAS, this event requires the usage of Little Bear East Arena parking lot, and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", requires certain criteria be met in order for the event to be held.

NOW THEREFORE BE IT RESOLVED, that the St. Ignace City Council has determined that the St. Ignace Events Committee does meet the criteria established in the various sections of the Ordinance No. 413, and

FURTHER BE IT RESOLVED, that the City Council does approve the usage of the St. Ignace Public Marina and Little Bear East Arena parking lot for this event on:

Friday, September 6, 2019, at 9 a.m. thru
Saturday, September 7, 2019, until 8 p.m.

Roll Call Vote:

Yes: Mayor Pro-Tem Paquin, Councilmembers St. Louis, Tremble, Clapperton,
Fullerton and Mayor Litzner.

No: None.

Absent: Councilmember Pelter

Resolution declared Adopted.

Public Comment:

Public comment was received regarding the rental housing fees, the City's special event application process and the conditions on the Lighthouse pier.

Consideration of Bills:

It was moved by Councilmember Tremble, seconded by Mayor Pro-Tem Paquin, to approve payment of the bills in the amount of \$23,764.69. Motion carried unanimously.

The following bills were presented to Council for payment:

ACE HARDWARE	714.11
AIRGAS USA LLC	140.65
ALFRED FELEPPA	462.00

ALL-PHASE ELECTRIC SUPPLY CO	199.00
BSN/PASSON'S/US GAMES	432.90
CHIPPEWA COUNTY EMERGENCY MANAGEMEN	18.00
D & B HEAT TRANSFER PRODUCTS INC	634.50
DRIFTWOOD RESTAURANT	500.00
EJ USA INC	272.58
GEORGES AUTO PARTS	25.00
GRAHAM ELECTRIC COMPANY	271.00
HAWKINS	2,138.00
HD SUPPLY FACILITIES MAINTENANCE LT	699.67
INTERSTATE BATTERIES	107.90
JUDITH WYSE	50.00
KRISTY CURRIE	1,196.00
KSS ENTERPRISES	123.05
MACKINAC PLUMBING AND HEATING CO	58.00
MICHAEL RICHARD LAMB	221.95
MILAN SUPPLY CO	226.84
NATIONAL OFFICE PRODUCTS	350.01
NORTHERN SHIRT COMPANY, LLC	373.20
NYE UNIFORM COMPANY	54.99
OK INDUSTRIAL SUPPLY	27.06
OSCAR W LARSON	790.00
PARAGON LABS	435.00
PAYNE & DOLAN INC	7,562.03
POMASL FIRE EQUIPMENT	216.20
QUILL CORPORATION	737.08
R & R FIRE TRUCK REPAIR	1,859.43
SAFETY-KLEEN SYSTEMS INC	571.89
SAMANTHA RADECKI	504.00
ST IGNACE TRUE VALUE	476.42
STATE INDUSTRIAL PRODUCTS	182.00
STRAITS BUILDING CENTER	214.96
TELE-RAD INC	596.67
ULINE	99.40
WESLEY H MAURER JR	223.20
Grand Total:	\$ 23,764.69

There being no further business, the meeting adjourned at 7:39 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

