

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

A Regular Meeting of the St. Ignace City Council was held on Monday, November 23, 2020, remotely via Zoom video conference.

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

PRESENT/ZOOM FROM CITY: Councilmember Clapperton (St. Ignace), Mayor Litzner (St. Ignace), Mayor Pro-Tem Paquin (St. Ignace), Councilmembers Pelter (St. Ignace), St. Louis (St. Ignace) and Tremble (St. Ignace).

ABSENT: Councilmember Fullerton.

It was moved by Mayor Litzner, seconded by Councilmember Tremble, to excuse Councilmember Fullerton from the meeting due to being out of town.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

STAFF PRESENT/ZOOM: Darcy Long, City Manager; Kyle Mulka, City Assessor; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer; Bill Fraser, DPW Director; Tony Brown, Police Chief; Scott Marshall, DDA Director.

LIMITED PUBLIC COMMENT:

Public comment was received regarding Little Bear East facility operations.

CONSIDERATION OF MINUTES OF THE NOVEMBER 2, 2020 REGULAR COUNCIL MEETING

It was moved by Councilmember St. Louis, seconded by Councilmember Tremble, to approve the minutes from November 2, 2020.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

CONSIDERATION OF BILLS

It was moved by Councilmember St. Louis, seconded by Clapperton, to approve payment of the bills in the amount of \$27,119.18.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

Airgas	DPW Cylinder Rental Gas	\$154.42
All Star Graphics	LBE Plaques & Trophies	\$1,036.00
Arrow Signs	LBE Hockey Signs	\$504.00
B&B Snowplowing	LBE Offsite Mowing	\$215.00
Belonga Plumbing	Closed Marina for Winter	\$759.25
Belonga Plumbing and Heating	New Fire Hall Parts/Cold Patcher Parts	\$217.35
Blarney Castle Oil Co	Golf Fuel	\$87.51
Carol Bell-The Cedars of Mackinac	City Hall Flower Bed Maintenance	\$110.00
ETNA	Bertrand, McCann Streets/Line Supplies/Storm Drains	\$2,058.70
Interstate Batteries	Shop/Grader/Police Car Batteries	\$390.80
Johnson Controls	Boiler Repair	\$1,373.00
Kinross Charter Township	St. Ignace Twp Lift Station	\$700.00
KSS	LBE Gloves/Deodorizer	\$132.50
Lynn Auto	October 2020 Statement	\$2,635.92
Mark Wilk	SIPD Spotlight housing for car #17	\$38.00
McVeigh's Truck Spring, Inc.	T-35 & T-37	\$900.90
Mid America Rink Services	Jet Ice White	\$1,310.29
National Office Products	October 2020 Statement	\$1,081.40
NetExpress	New Fire Station Telephone System Equipment/Install	\$4,976.22
Northern Tree Service	Church Street Tree Removal	\$750.00
OK Industrial	DPW-C-Clamp	\$179.44
OMS Compliance Services	Annual Client Fees	\$37.50
Pomasl	Hose Rack	\$2,644.00
Quality Installations by St. Louis	Replaced flooring at Marina office	\$748.00
R&R Fire Truck Repair, Inc.	Qrtly Maintenance-Equipment	\$219.48
Spartan Stores	October 2020 Statement	\$13.96
Spaulding MFG, Inc.	DPW Solenoid Valve	\$101.50
St. Ignace Chamber of Commerce	Golf Ad Partnership	\$150.00
St. Ignace True Value	October 2020 Statement	\$814.57

State of MI EGLE	MI Public Water Supply Annual Fees	\$1,300.05
Straits Building Center	Boynton Alley Drain	\$64.90
Ted Festerling LLC	Backup & Work Lights for Trucks	\$127.20
The Feed Station	Golf - Grass Seed	\$42.35
The St. Ignace News	October 2020 Statement	\$227.23
UP North Flag Poles	City Hall Flags	\$95.92
USA Blue Book	Controller for Incubator	\$411.27
		Total \$27,119.18

OLD BUSINESS

No business was discussed.

NEW BUSINESS

A. INTERLOCAL AGREEMENT FOR MACKINAC COUNTY DESIGNATED ASSESSOR

City Assessor Mulka informed Council that through a State required process, Mackinac County has selected Tina Fuller as the Designated Assessor to represent the County. The role of the Designated County Assessor will be to offer assistance to local government entities within the County, if they should be identified as non-compliant by the State Tax Commission in the Audit of Minimum Assessing Requirements (AMAR) process.

B. RESOLUTION INTERLOCAL AGREEMENT FOR MACKINAC COUNTY DESIGNATED ASSESSOR

INTERLOCAL AGREEMENT FOR MACKINAC COUNTY DESIGNATED ASSESSOR

WHEREAS, The City of St. Ignace City Council met in regular session on November 23, 2020, and approved the Interlocal Agreement naming Tina Fuller, who is an individual qualified and certified by the State Tax Commission as an Advanced Assessing Officer, to be the County Designated Assessor for Mackinac County.

WHEREAS, This Interlocal Agreement, by and between the County of Mackinac, a political subdivision of the State of Michigan (hereinafter referred to as the "County"), and Bois Blanc Township, Brevort Township, Clark Township, Garfield Township, Hendricks Township, Hudson Township, Marquette Township, Moran Township, Newton Township, Portage Township, St Ignace Township, and the City of Mackinac Island and the City of St. Ignace, each a political subdivision of the State of Michigan (each hereinafter referred to as an "Assessing District", and collectively referred to as the "Assessing Districts"), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 et seq., and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County's Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, The County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as Mackinac County's Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, BE IT RESOLVED BY THIS GOVERNING BOARD, THAT the City of St. Ignace approves the Interlocal Agreement naming Tina Fuller who is an individual qualified and certified by the State Tax Commission as an Advanced Assessing Officer, to be the County Designated Assessor for Mackinac County.

BE IT FURTHER RESOLVED THAT the City Manager is hereby authorized to effectuate the necessary documents to implement this agreement.

MOTION made by Councilmember Tremble, seconded by Councilmember Pelter, to adopt the foregoing resolution.

Roll Call Vote:

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

No: None.

Absent: Councilmember Fullerton.

Resolution declared Adopted.

C. RESOLUTION POND HOCKEY 2021

RESOLUTION

The following Resolution was offered for adoption by Councilmember St. Louis, supported by Councilmember Clapperton:

WHEREAS, the St. Ignace Visitors Bureau and St. Ignace Events Committee, in association with Labatt Blue, Kewadin Casinos, and many other businesses and entities in the community, request permission to conduct the Labatt Blue U.P. Pond Hockey Championship, and

WHEREAS, this event does not require the usage of any public-owned property, except Kiwanis Beach and Moran Bay on Lake Huron and,

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

WHEREAS, this event will be required to follow all COVID Federal, State and Local regulations to qualify for Special Events status and,

NOW THEREFORE BE IT RESOLVED, that the St. Ignace City Council has determined that the St. Ignace Events Committee meets the criteria established in the various sections of the Ordinance No. 413, and has provided a copy of the required insurance and,

FURTHER BE IT RESOLVED that the City Council approves Special Events status for the Labatt Blue U.P. Pond Hockey Championship on February 11-14, 2021, if the event meets all the above-mentioned COVID requirements.

Roll Call Vote:

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

No: None.

Absent: Councilmember Fullerton.

Motion carried unanimously.

D. ADOPTION OF MERS AGREEMENT ADDENDUMS

City Clerk/Treasurer Insley informed Council that MERS has requested that the City submit information for each of the Retirement Plan Divisions detailing how the Plans are administered. Beginning January 1, 2021, MERS will no longer allow any defaults, so each parameter must be described the way it is applied in the respective division.

It was moved by Mayor Litzner, seconded by Councilmember Pelter, to approve the addendums for each MERS Division, as presented.

Roll Call Vote:

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

No: None.

Absent: Councilmember Fullerton.

Motion carried unanimously.

E. MERS HEALTH CARE SAVINGS PROGRAM PARTICIPATION AGREEMENT & RESOLUTION ESTABLISHING AUTHORIZED SIGNATORIES FOR MERS CONTRACTS & SERVICE CREDIT PURCHASE APPROVALS

City Clerk/Treasurer Insley requested Council's approval for the MERS Health Care Savings Program Participation Agreement effective November 1, 2020, for Water Plant Operators hired before 2009, allowing qualified employees to contribute 100% of their sick and vacation accruals to the program upon retirement.

It was moved by Councilmember Tremble, seconded by Mayor Pro-Tem Paquin, to approve the MERS Health Care Savings Program Participation Agreement effective November 1, 2020, for Water Plant Operators hired before 2009.

Roll Call Vote:

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

No: None.

Absent: Councilmember Fullerton.

Motion carried unanimously.

Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution is being adopted by the governing body of the participating entity and applies to all reporting units of said participating entity.

WHEREAS, City of St. Ignace ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

WHEREAS, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

WHEREAS, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

WHEREAS, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. City Manager
2. City Clerk
3. City Treasurer

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

It was moved by Mayor Litzner, seconded by Councilmember Tremble, to approve the City Manager and City Clerk/Treasurer as authorized signatories for MERS contracts and service credit purchase approvals.

Roll Call Vote:

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

No: Councilmember Pelter.

Absent: Councilmember Fullerton.
Motion carried five to one.

F. SET PUBLIC HEARING FOR LANE REDUCTION

DPW Director Fraser informed Council that MDOT is prepared to host a Public Hearing via Zoom conference to discuss reducing lanes along Business Loop 75 from four lanes to three lanes. The Public Hearing is scheduled for Monday, December 7th at 6:00 p.m. Notice of the meeting will be advertised in the St. Ignace News two weeks prior to the scheduled meeting.

G. APPROVAL OF POLICY ON WORKING FROM HOME

City Manager Long presented a Telecommuting Policy to Council that was recommended by the Policy Committee after their meeting today at 5:30 p.m. The Policy defines a work-from-home process upon approval by the direct Supervisor and the City Manager when emergency situations arise requiring work outside of the office. Also required is a time sheet to log hours worked and a description of tasks, signed and dated by the employee.

It was moved by Councilmember St. Louis, seconded by Councilmember Pelter, to approve the Telecommuting Policy effective immediately.

Roll Call Vote:

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

No: None.

Absent: Councilmember Fullerton.

Motion carried unanimously.

H. FINANCIALS

City Manager Long reviewed the October 2020 financials with Council and announced that budget amendments for year-end will be presented at the Regular meeting December 21st.

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Tremble, to approve the October 2020 financials as presented.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

PUBLIC COMMENT

Public comment was received regarding the Designated Assessor for Mackinac County, volunteer opportunities for boardwalk cleanup and hours at Little Bear East Fitness Center.

CITY MANAGER'S REPORT

City Manager Long informed Council that he is currently working from home due to a COVID exposure. Some of his work tasks include a Personnel Manual for City employees, researching the short-term rental ordinances with other communities and monitoring information from MML about the possibility of further shutdown measures.

COMMITTEE REPORTS

Budget Workshops November 4th and 5th

Mayor Litzner requested the Budget Workshops not be listed as Special Meetings and only as informal budget work sessions.

COUNCILMEMBER COMMENTS

Councilmember Pelter commended City Manager Long on putting together the Telecommuting Policy.

Mayor Litzner announced the annual Christmas Tree Lighting ceremony will be a drive-by event this year on December 11th. The Chamber of Commerce will announce details as they become available.

All other Councilmembers wished everyone a Happy Thanksgiving.

There being no further business, the meeting adjourned at 7:40 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer