

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

A Regular Meeting of the St. Ignace City Council was held on Monday, December 21, 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:** Councilmembers Clapperton (St. Ignace), Fullerton (St. Ignace), Mayor Litzner (St. Ignace), Mayor Pro-Tem Paquin (St. Ignace), Councilmembers Pelter (Rapid City, SD), St. Louis (St. Ignace) and Tremble (St. Ignace).

**ABSENT:** None.

**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; Lauren Yoder, Marina Director.

**PUBLIC HEARING FOR ORDINANCE NO. 652:**

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Pelter, to open the Public Hearing.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

After some discussion regarding Little Bear East (LBE) expenses and administrative processes and policies, it was moved by Councilmember St. Louis, seconded by Councilmember Tremble, to close the Public Hearing.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**LIMITED PUBLIC COMMENT:**

Public comment was received regarding an update of the new building for the Michilimackinac Historical Society, LBE Park project expenses, staff pay rates consideration for 2021 and Recreation Board consideration of upcoming budget for LBE.

**CONSIDERATION OF MINUTES OF THE DECEMBER 7, 2020 REGULAR COUNCIL MEETING**

It was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to approve the minutes from December 7, 2020.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**CONSIDERATION OF BILLS**

It was moved by Councilmember Tremble, seconded by Councilmember Fullerton, to approve payment of the bills in the amount of \$ 45,387.42.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

Ace Hardware	Golf - November 2020 Statement	\$45.71
Ace Hardware	November 2020 Statement	\$350.16
Airgas	Rental Gas	\$147.69
Amazon Business Anderson, Tackman & Company, PLC	CMGR - City Hall Laptop 2019/2020 Audit/GL Tie Out	\$849.00 \$702.50
Apex Software	Annual Maintenance Renewal - Assessor	\$235.00
Belonga Plumbing	LBE Parts	\$55.17
Colby Investigations	Investigation Expense ICMA Annual Membership Dues	\$3,388.58
Darcy D. Long	Reimbursement	\$600.00
Election Source	Tabulator Coding November General Election	\$350.00
ETNA Graham Motor/Standard Electric	Water Line Parts Motor Replacement/Repair	\$1,134.00 \$486.41
Grainger	SIFD - Air Filter	\$209.85
KSS	LBE Hand Cleaner/Deodorizer	\$143.38
Kustom Signals Inc.	Antenna Repair	\$144.32
Lynn Auto Parts	November 2020 Statement	\$1,172.67
Mark Wilk	DPW Repair/Marina Repair	\$105.00
Mark's Tire McVeigh's Truck Springs, Inc.	T-35 Tires U-Bolt/Center Bolt/King Pin Set	\$1,712.92 \$900.90
MI Municipal Executives	City Manager 2021 Membership	\$145.00
MMRMA Northern MI Code Officials Assoc.	Property & Liability Insurance Building Inspector 2021 Membership/Split with Moran Twp.	\$25,844.00 \$50.00

Ok Industrial Supply	Safety Vests/Gloves	\$348.28
Oscar W. Larson Co	Marina Seasonal Shutdown/Account Credit	\$504.57
Pitney Bowes	Postage Meter Lease/Ink	\$583.26
Pomasl	SIFD Parts	\$56.61
Printing Systems Inc.	Cemetery Deed Books	\$109.28
Quill	Envelopes/Paper	\$187.87
R & R Fire Truck Repair	SIFD - 2004 Pierce Rescue-Repair	\$3,754.98
Shell Small Business/Wex Bank	SIPD Fuel	\$31.65
Spartan Nash/Family Fare	November 2020 Statement	\$85.19
St.Ignace True Value	November 2020 Statement	\$953.47
	<b>Total</b>	<b>\$45,387.42</b>

**OLD BUSINESS**

No old business was discussed.

**NEW BUSINESS**

**A. INTRODUCE ANNUAL APPROPRIATION BILL 2021 ORDINANCE 652:**

City Manager Long presented the 2021 Annual Appropriation Bill Ordinance 652 to Council, describing some of the differences in the approach to the upcoming budget from procedures in prior City budgets.

**B. ADOPT ANNUAL APPROPRIATION BILL 2021 ORDINANCE 652:**

After some discussion of the 2021 budget document, it was moved by Councilmember St. Louis, seconded by Mayor Pro-Tem Paquin, to adopt Ordinance 652, the 2021 Annual Appropriation Bill.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**C. PROPOSED REZONING OF DOCK 3:**

Mayor Litzner informed Council that the Planning Commission received public comment during a Public Hearing regarding the rezoning of the Dock #3 area near the Arnold Freight operation. A request from Arnold Freight to expand their working area had been submitted. After some discussion about the remaining steps in the process, it was moved by Councilmember Fullerton, seconded by Mayor Pro-

Tem Paquin, to move forward with the re-zoning and continue the project to expand the working area for Arnold Freight.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**D. RESOLUTION PAY NON-UNION EMPLOYEES 2021:**

**RESOLUTION**

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

**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 to provide 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 the following employees' annual wage increases as indicated below:

City Manager.....Darcy D. Long		\$ 75,000.00
Effective date of January 1, 2021		
Executive Sec/Deputy Treas.....Helen Thibault	\$ .38/hr	\$ 19.55/per hr.
Effective date of January 1, 2021		
Clerk/Treasurer.....Andrea Insley	\$ 936.72	\$ 47,772.72
Effective date of January 1, 2021		
Assessor.....Kyle Mulka	\$ 818.72	\$ 41,754.72
Effective date of January 1,2021		
Police Chief.....Anthony Brown	\$ 4,000	\$ 54,000.00
Effective date of January 1, 2021		

Marina Director.....Lauren Yoder	\$ 618.72	\$ 31,554.72
Effective date of January 1, 2021		
Recreation Director...Morgan Mills	\$ 800	\$ 40,800.00
Effective date of January 1, 2021		
Events/Program Coordinator...Megan Lamb ( \$3,707 Health Benefit)		\$ 32,000.00
Effective date of January 1, 2021		
DPW Director.....William Fraser	\$ 1,996.26	\$ 59,032.26
Effective date of January 1, 2021		
Fire Chief.....Gary Sorenson	\$ 320.19	\$ 16,329.52
Effective date of January 1, 2021		
Assistant Fire Chief.....Matt Bowlby	\$ 58.83	\$ 3,000.46
Effective date of January 1, 2021		

AND FURTHER BE IT RESOLVED, that the City Council does hereby agree to the terms and conditions as set forth in the "Contract Agreements" dated January 1, 2021 between the respective parties.

**ROLL CALL VOTE:**

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

No: None.

Absent: None.

Resolution declared Adopted.

**E. RESOLUTION AMENDED TRUNK LINE MAINTENANCE 2019-2024:**

**RESOLUTION**

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

**BE IT RESOLVED THAT** the State Trunk Line Maintenance contract between the Michigan Department of Transportation and the City of St. Ignace for the Period of 10/1/2019 to 9/30/2024, is hereby accepted and City DPW Director William Fraser is designated as Maintenance Superintendent on sections of State Trunkline Highways as shown on the Municipal Route Section Map and Budget Sheets.

**BE IT FURTHER RESOLVED THAT** the City Clerk and City DPW Director, are authorized to sign the said maintenance contract.

**Roll Call Vote:**

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

No: None.

Absent: None.

Resolution declared adopted.

**F. PROCLAMATION JILL GUSTAFSON RETIREMENT:**

**PROCLAMATION**

**WHEREAS**, Jill Gustafson, has worked for the City of St. Ignace from 1977 to 2020 for a total of 43 years with her faithful companion Issy by her side on weekends for 11 and a half years; and

**WHEREAS**, Jill has conducted herself professionally and was an asset to the Police Department and the Water Department; and

**WHEREAS**, Jill has worked in the City Police Department as Police Clerk from 1977 -1981, the City Water Department as Plant Operator from 1981-2020 and was the AFSCME Union Steward for over 20 years; and

**WHEREAS**, Jill has continued her education by achieving certifications for MDEQ licenses D-3 and F-4; and

**WHEREAS**, Jill has been the lead and Senior Plant Operator in charge of Quality Assurance and Quality Control; and

**WHEREAS**, Jill trained all new employees in the Water Plant's operations and procedures with her attention to detail in keeping things running smoothly and safely concerning all public health regulations; and

**THEREFORE, BE IT PROCLAIMED**, that the City of St. Ignace and its employees recognize Jill Gustafson for her selfless dedication for working long hours and many Holidays.

**NOW THEREFORE BE IT PROCLAIMED**, that the City of St. Ignace honor Jill Gustafson and her faithful companion Issy on this 21st Day of December, 2020, for their dedicated service to the City of St. Ignace. They will be greatly missed.

**G. APPROVAL OF LAW ENFORCEMENT FLEET PROPOSAL:**

Police Chief Brown informed Council of a proposal to enter into a lease program with Enterprise for the Police Department's patrol cars instead of purchasing vehicles. The existing vehicles in the fleet would be sold, and three new vehicles would be acquired by the Police Department through the termed-lease program.

After some discussion regarding the financial details, it was moved by Councilmember Pelter, seconded by Councilmember St. Louis, to authorize participation in the Enterprise lease program and sell three of the Police vehicles owned by the City beginning in 2021.

**Roll Call Vote:**

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

No: None.  
Motion carried unanimously.

#### **H. BUDGET 2021:**

City Manager Long presented the 2021 Budget Document through the Chat capability in Zoom so the public could view it during discussion. Some comments were received regarding expected changes in some of the seasonal departments and the City's intention to create a Corrective Action plan regarding PA 202 in response to the State of Michigan's requirements.

At this time, it was moved by Councilmember Tremble, seconded by Councilmember St. Louis, to support the financial plan of the 2021 Budget Document as presented.

##### **Roll Call Vote:**

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

No: None.

Motion carried unanimously.

#### **I. FINANCIALS:**

City Manager Long presented the November 2020 Financials to Council for review.

It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to approve the November 2020 financials.

##### **Roll Call Vote:**

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

No: None.

Motion carried unanimously.

#### **J. SCHEDULE SPECIAL MEETING FOR 2020 BUDGET AMENDMENTS:**

City Manager Long requested Council's approval to hold a Special Meeting to consider amendments for the 2020 budget.

It was moved by Councilmember Fullerton, seconded by Councilmember St. Louis, to schedule a Special Council meeting for Wednesday, December 30<sup>th</sup> at 6:00 p.m. via Zoom conference to consider 2020 Budget Amendments.

##### **Roll Call Vote:**

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

No: None.

Motion carried unanimously.

#### **PUBLIC COMMENT:**

Public comment was received regarding employee and management policies and extended directives for "no shut offs" in water utilities.

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

No report was given at this time.

#### **COMMITTEE REPORTS**

City Manager Long informed Council that both a Negotiations meeting and a Finance Committee meeting were held in the past week.

**COUNCILMEMBER COMMENTS**

Mayor Pro-Tem Paquin announced that Ben Brown will be retiring from the St. Ignace Golf Course this year and will be greatly missed.

Mayor Litzner and the other Councilmembers announced Merry Christmas to the public and thank you to the staff at the Golf Course for their dedication in the past years.

There being no further business, the meeting adjourned at 8:25 p.m.

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**Connie Litzner, Mayor**

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**Andrea Insley, City Clerk/Treasurer**



