

You are invited to a scheduled Zoom meeting.

Topic: City Council Meeting

Time: April 19, 2021 @ 7:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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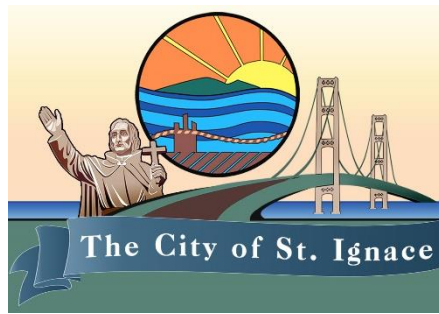
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CITY COUNCIL MEETING
St. Ignace, Michigan
Monday, April 19, 2021 – 7:00 p.m.
Hybrid Attendance Meeting

The meeting will be held to meet CDC, State, and Local Health Guidelines to reduce the spread of COVID-19. Rules for social distancing and gathering limits will be followed for the meeting and building.

******A G E N D A******

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Invocation
- 4) Roll Call
- 5) Public Comment (3-minute limit)
- 6) Consideration of Minutes of April 5, 2021
- 7) Consideration of Bills
- 8) Old Business
- 9) New Business
 - A. Police Chief Vacation Request
 - B. Dock 3 Lease Agreement
 - C. Resolution Dock 3
 - D. Liquor License Ganesha, LLC.
 - E. Resolution of Support: Liquor License Ganesha, LLC.
 - F. Event: St. Ignace Car Show
 - G. Event: Taste of St. Ignace-Little Bear
 - H. New Garage Door DPW Garage
 - I. Amendment To Budget For Equipment Fund-Garages
 - J. Transfer of EMS Ambulance Titles
 - K. Introduce and Set Public Hearing for Regulation of Short-Terms
 - L. Posting Draft Short-Term Rental Ordinance in Newspaper
- 10) Public Comment (3-minute limit)
- 11) City Manager's Report
- 12) Committee Reports
- 13) Council Member Comments

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

A Regular Meeting of the St. Ignace City Council was held on Monday, April 5, 2021, in the Council Chambers at City Hall and via Zoom video conference, due to limited attendance.

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 FROM CITY COUNCIL: Councilmembers Clapperton, Fullerton, LaLonde, Mayor Litzner, Councilmember Pelter, Mayor Pro-Tem St. Louis, and Councilmember Tremble.

ABSENT: None.

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

LIMITED PUBLIC COMMENT

Public comment was received regarding larger meeting venues and American Rescue Funds for paving roads.

CONSIDERATION OF MINUTES OF THE MARCH 15, 2021 REGULAR COUNCIL MEETING & THE MARCH 29, 2021 COUNCIL WORK SESSION

It was moved by Councilmember LaLonde, seconded by Councilmember Clapperton, to approve the minutes from March 15 and March 29, 2021.

Roll Call Vote:

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

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 \$ 31,268.13.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

Amazon	Wtr Plant Office Supplies/Chall Gloves	\$49.98
Arrow Signs	SIFD Helmet Logos/Window Graphics	\$175.00
Astrea/Lighthouse	SIPD Onsite Tech Support	\$85.00
Belonga Excavating LLC	Parts for Local Streets	\$93.10
Belonga Plumbing & Heating	Boiler Inspection/Equipment Repair	\$254.00

Belonga Plumbing & Heating	Parts for Cgarage/Signs/WWTR/Chall	\$519.97
Chad Belonga	Reimbursement-SIFD Fuel for Engine 2 &3	\$53.74
Ed's Lock & Key	SIPD New Lockset/9 Keys - Police Garage	\$300.00
Election Source	Petition Forms	\$25.31
ETNA	Wtr Line Supplies	\$93.00
Fastenal	Parts	\$64.81
Gary Sorenson	Reimbursement-SIFD Clock/Cleaners/Drawer Slides	\$71.01
Graham Motor & Generator	Generator Maintenance	\$2,735.00
Harris Computer Systems	AP Checks	\$613.27
Idexx	Wtr Plant Supplies	\$956.26
International City/County Management	Assistant City Manager Job Advertisement	\$75.00
Jack Doheny	Sewer Machine Hose	\$1,500.00
KSS	LBE-Supplies	\$222.17
Mackinac Sales	March 2021 Statement	\$3,385.78
MACNLOW Assoc	SIPD-T. Brown Course 4/7 to 4/8/21	\$375.00
Microbiologics	Wtr Plant Supplies	\$220.19
Miller, Canfield, Paddock & Stone PLC	Attorney Fees-Personnel Matters-Dec - Jan	\$7,628.50
National Office Products	March 2021 Statement	\$2,530.78
NCL	Wtr Plant Supplies	\$409.47
NCL	New PH Probe	\$313.25
Northern MI Assoc Chiefs of Police	T. Brown Membership 2021	\$75.00
OK Industrial	Gas Detection System	\$1,139.00
OTIS Elevator Company	Service Agreement	\$41.14
Paragon Laboratories	Testing at Water Plant	\$723.00
Quartz Lamps, Inc.	Refurbish Ballast at WWTR Plant	\$461.25
Quill	Purchase Orders	\$106.39
Quill	Hanging Files	\$103.53
Scaleton	Water Plant Chlorine Scale	\$184.60

Share Corporation	DPW Gloves	\$139.09
Spring Hill Suites Lansing	SIPD-T.Brown Hotel Stay 4/6 to 4/8/21	\$190.40
State Tax Commission	MI Advanced Assessing Officer Program-K Mulka	\$1,000.00
Straits Building Center	March 2021 Statement	\$1,431.50
Tele-Rad	SIPD-Pants/Sewing	\$99.18
USA Bluebook	Wtr Plant Supplies	\$1,844.05
USA Bluebook	WWTR and WTR Plant Supplies	\$980.41
	Total	\$31,268.13

OLD BUSINESS – None.

NEW BUSINESS

A. APPROVAL OF MARINA DIRECTOR:

City Manager Long introduced Joe Stearns as his recommendation to hire as the City’s Marina Director. It was moved by Councilmember Fullerton, seconded by Councilmember LaLonde, to approve hiring Joe Stearns as the new Marina Director.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

B. MARINA DIRECTOR CONTRACT:

City Manager Long informed Council that the contract for the Marina Director follows a standard layout of other City employment contracts.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve the Marina Director contract as presented.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

C. GOLF COURSE MANAGER CONTRACT:

City Manager Long presented the contract for the Golf Course Manager to Council, noting that it follows the same layout as the Marina Director’s contract.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember LaLonde, to approve the contract for the Golf Course Manager, Kurt Ney.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

D. COMMITTEE LIST:

Mayor Litzner informed Council that Councilmember LaLonde will be added to the following Committees: Dock 3, Events Review, Finance/Utility and Negotiations. Mayor Litzner also announced that she will be added as a member of the Planning Commission.

It was moved by Councilmember Tremble, seconded by Councilmember Clapperton, to approve the appointments and updated Committee List.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

E. APPROVAL OF ELECTION INSPECTORS AND RECEIVING BOARD:

The Board of Election Commission presented Council with a list of Election Board and Receiving Board representatives for the May 4, 2021 Special Election. Listed on the Receiving Board were Sherry Cece, Assistant City Clerk, and Donna LaLonde. Listed on the Election Board were Laurie Steiner (Chairperson), Donna LaLonde, Renee Vonderwerth, Sherry Cece, Helen Thibault and Debra Ferguson.

It was moved by Councilmember Clapperton, seconded by Councilmember Fullerton, to approve the Election Board and Receiving Board for the May 4, 2021 Special Election.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

F. MACKINAW CITY MUSTANG STAMPEDE EVENT:

Mayor Litzner informed Council that the Mackinaw City Mustang Stampede will parade through downtown St. Ignace at 4:30 pm on Saturday, July 17, with a Police escort.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember LaLonde, to approve the parade with the Police escort.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

G. MACKINAW MOTORCYCLE RALLY:

Mayor Litzner also requested Council's approval for the Mackinaw Motorcycle Rally parade through downtown St. Ignace on Saturday, June 12th, at 10:15 a.m. with a Police escort.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to approve the parade with the Police escort.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

H. PORSCHÉ THE MAC 2021 RESOLUTION:

RESOLUTION

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

WHEREAS, the St. Ignace Visitors Bureau requests permission to conduct Porsche the Mac, and

WHEREAS, this event requires the usage of the St. Ignace 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 Visitors Bureau does meet the criteria established in the various sections of the Ordinance No. 413, and

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

Friday, August 6, through Saturday, August 7, 2021

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

I. FISH FEAST 2021 RESOLUTION:

RESOLUTION

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

WHEREAS, the St. Ignace Visitors Bureau requests permission to conduct the St. Ignace Fish Feast, and

WHEREAS, this event requires the usage of the St. Ignace public Marina, 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 Visitors Bureau 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 for this event on Saturday, July 17, 2021, from 12:00 p.m. until 10:00 p.m.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

J. ST. IGNACE FIREWORKS PERMIT:

Mayor Litzner informed Council that the St. Ignace Visitors Bureau has scheduled the 2021 weekend fireworks with Wolverine Fireworks Display, Inc., from June 24th through October 2nd.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve the St. Ignace Fireworks Permit for 2021.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

K. POLICE CHIEF TRAINING OVERNIGHT STAY:

Police Chief Brown requested Council's approval to attend the MACNLOW Associates "Critical Supervisory Issues" training course in Lansing, Michigan April 6th through April 8th for \$375 and the motel stay for \$190.40.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve the training for Police Chief Brown.

Roll Call Vote:

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

No: None

Motion carried unanimously.

L. OFFICER TRAINING OVERNIGHT STAY:

Mayor Litzner requested Council's approval for Officer Brothers' training in Escanaba May 17th through May 19th for \$670 with a hotel stay for the three days. The training would be certification training for Officer Brothers to become an in-house instructor for departmental trainings.

It was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to approve the training and overnight hotel stay.

Roll Call Vote:

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

No: None

Motion carried unanimously.

M. FINANCIALS:

City Manager Long informed Council that he plans to present budget amendments for the next meeting, April 19th, and there were no discussion points for the March 2021 financials at this time.

It was moved by Councilmember Clapperton, seconded by Councilmember LaLonde, to approve the March 2021 financials as presented.

Roll Call Vote:

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

No: None

Motion carried unanimously.

PUBLIC COMMENT

Public comment was received regarding documents available through the Freedom of Information Act (FOIA), Council packet requests and the use of virtual meetings via Zoom video conference.

CITY MANAGER'S REPORT

City Manager Long informed Council that Hannah Tropiano was hired to begin employment with Little Bear East as the Program/Events Coordinator on April 19, 2021.

COMMITTEE REPORTS – No reports were offered.

COUNCILMEMBER COMMENTS

Councilmembers each took the opportunity to commend the Fire Department for their work on a recent call and welcomed the new employees.

There being no further business, the meeting adjourned at 7:45 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

Invoices for Approval Monday, April 19, 2021

Ace Hardware	March 2021 Statement	\$439.73
Airgas LLC	Rental Gas	\$159.44
Amazon	Flash Drives/Bug Detector Anti Spy RF Device	\$299.54
Belonga Plumbing & Heating	Parts for Sewer Machine	\$124.73
Blarney Castle Oil	Golf Course Fuel	\$16.00
Charles J. Palmer, P.C.	March 2021 Attorney Fees	\$3,998.24
ETNA	Water Meter Parts	\$1,799.67
Grainger	DDA Light Pole Fixtures/Sewer Machine Switch	\$61.77
Harrell's	Golf Lawn Care	\$570.00
Kimball Midwest	DPW Shop Supplies	\$96.94
KSS	DPW Hand Towels/Toilet Paper-LBE Hand Soap/Roll Towels	\$250.69
Lynn Auto Parts	March 2021 Statement	\$1,756.73
Miller Canfield Paddock & Stone PLC	Attorney Fees February and March 2021	\$5,103.50
MML	ASST CMGR Job Ad/Marina Director Job AD	\$184.56
Oscar W. Larson Co.	Marina Annual "A" Operator Renewal	\$500.00
Pomasl Fire Equipment	SCBA Equip/DPW E-Flood Fire Box	\$6,808.42
Quill	Purchase Orders	\$202.98
R&R Fire Truck Repair, Inc.	SIFD Truck Repair/Maintenance	\$1,085.18
Sault Printing Company	Feb & March 2021 Copier/Printer	\$90.57
Spartan Nash	March 2021 Statement	\$20.34
St. Ignace Auto	March 2021 Statement	\$22.46
St. Ignace True Value	March 2021 Statement	\$4,613.84
Sticker Mule	Marina/Boat Launch Permit Stickers 2021	\$146.00
Ted Festerling LLC	Street Sweeper Gutter Brooms/Snowblower Cutting Edge	\$1,878.68
The St. Ignace News	March 2021 Statement	\$523.08
Upper Peninsula Golf Assoc.	2021 Membership	\$125.00
USGA	2021 Membership	\$150.00
Valley Truck Parts	T-35 Axle Shaft	\$110.00

Total \$30,698.36

*Invoices and Purchase Orders Available for Inspection in the Clerk's Office

* Fund Number Breakdown can be Requested by Emailing scece@cityofstignace.com

City Manager

From: stignacepd@lighthouse.net
Sent: Monday, March 22, 2021 9:00 AM
To: simgr@lighthouse.net
Subject: Vacation Request

Darcy,

Due to the Pandemic my original vacation for 2020 was postponed to July of 2021. The new dates fall within the dates of July 5th-10th. I am asking for a variance due to this.

Thank you for your consideration in this matter.

Sincerely,

Chief Tony Brown
St. Ignace Police Department
396 N. State St.
St. Ignace, MI 49781
906-643-6077 Office
906-643-8614 Fax

Never give up, never give in to mediocrity; and never allow the status quo....

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FIRST AMENDMENT TO LEASE

THIS FIRST AMENDMENT TO LEASE (“First Amendment”) is made this ____ day of _____, 2021, by and between **City of Saint Ignace**, a municipal corporation, of 396 North State Street, St. Ignace, Michigan 49781 (Lessor), and **Mackinac Island Freight Company, LLC**, a Michigan Limited Liability Company, d/b/a Arnold Freight Company of Mackinac Island, Michigan, 49757 (Lessee), on the following terms and conditions.

RECITALS

- A. Lessor and Lessee are parties to that certain Lease dated June 26, 2019 (the “Original Lease”) located at the real property commonly known as “Dock 3”, in St. Ignace, Michigan, and more particularly described as:

The south mooring and land area adjacent to the Center Pier of Dock No. 3, more specifically described as: All the land area lying westerly of the Center Pier, easterly of the Pier Drag Apron and Transfer Bridge and the North Center Pier Drag Apron, Transfer Bridge and Approach. Also, all of the mooring area and approach known as the South Center Pier Drag Apron and Transfer Bridge.

- B. The Parties desire to extend the term of the Lease for an additional 25 years and amend certain other paragraphs as set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises set forth herein and the agreement between the Parties in a separate Lease and option to purchase for the property commonly referred to as the “Favorite Dock”, the receipt and sufficiency being acknowledged by both parties, it is hereby agreed that the June 26, 2019 Lease is amended as follows:

1. Paragraph 2 shall be amended to read as follows:

2. Term of Lease: For the term beginning January 1, 2021 through December 31, 2049.

2. Paragraph 3 shall be amended to read as follows:

3. Rent to be paid: Lessee agrees to pay the City of St. Ignace the base lease rate of

\$29,500 in 2021, with annual increases thereafter of 3% for the next four years. Payments

of \$30,385.00 in 2022, \$31,297.00 in 2023, \$32,236.00 in 2024, and \$33,203.00 in 2025.

The annual rent payments shall remain at the 2025 rate for the remainder of the Lease Term. Payments to the City for the bi-annual Lease period will be in two equal increments, one on or before January 15, and one on or before July 15, of each year of this Lease.

3. Lessee will have option to renew lease for additional 20 (twenty) years with an annual increase of 3% or CPI whichever is less. All other provisions of the June 26th, 2019 Lease shall remain in full force and effect.

4. New Construction. Storage Building: Lessee agrees that any newly constructed storage facility on said leased premises, estimated to cost in excess of \$200,000.00, shall upon completion and usage shall be owned, without obligation, by the City of St. Ignace in fee simple. Lessee shall have exclusive control of said facility, any rents received and will be responsible for general maintenance. No tax obligation shall be paid on said property by the Lessee.

MACKINAC ISLAND FREIGHT
COMPANY, LLC. (Lessor)/dba Arnold Freight Co.

Witness By: _____
Veronica Dobrowolski, CEO/Manager/Agent

Witness Date: _____

CITY OF ST. IGNACE (Lessee)

Witness By: _____
Connie Litzner, Mayor

Date: _____



**DOWNTOWN DEVELOPMENT
AUTHORITY**

City of St. Ignace, Michigan

March 15th, 2021

City of St. Ignace
396 North State
St. Ignace, Michigan 49781

RE: Class C Redevelopment Liquor License; Boardwalk Inn

Dear City Council:

I am writing this letter of support on behalf of the City of St. Ignace Downtown Development Authority. At the March 12th, 2021 Downtown Development Authority Meeting, the City of St. Ignace Downtown Development Authority voted to support Charlie Chiara owner of the Boardwalk Inn business located at 316 North State Street, St. Ignace Michigan in obtaining a Class C Redevelopment Liquor License in the DDA District.

Mr. Chiara is the owner of the building and the property at 316 North State Street which is located in the Downtown Development District. Mr. Chiara intends on renovating the building by providing upgrades and improvements with expenditures exceeding \$75,000 and meeting all Liquor Control Commission guidelines. The newly renovated business will operate as a boutique hotel with a lobby bar with a max capacity of 35 people. R.S Scott is the project engineer.

The City of St. Ignace Downtown Development Authority finds that the issuance of a Class C Liquor License would benefit the City of St. Ignace by promoting economic growth and prevent deterioration to this building due to inactivity.

Scott Marshall

City of St. Ignace Downtown Development Authority

DDA License General Information

- Licenses: Class C, Tavern, B-Hotel, or A Hotel
- No quota for these licenses. Not based on population or any other quotas. Issued on the discretion of the LLC
- Restoration or Rehab of existing building (cannot be a brand new building)
- Must be located in the DDA District
- DDA District Eligibility- No less than \$200,000 of improvements in the district over the last 5 years in real and personal property.
- Requesting Business

Commitment of \$75,000 improvements

Must engage in recreation, dining or entertainment

Must be open to general public with a seating capacity of not less than 25 persons.

License Fee= \$20,000

Cannot be transferred

- How to apply

Submit Retail and License & Permit Application- (Form LCC-100)

Complete a License Questionnaire (Form LCC-109b)

\$70 inspection fee

Upon approval \$20,000 license fee

Fingerprints

Local Government Approval Form (LCC-106)

Resolution from local government

Affidavit from City Assessor

Legible map of the DDA District

Proof of attempt to secure escrowed license- (show attempt to secure escrowed licenses in the county and was unable to secure license)

Property Document- Proof of control or ownership

**City of St. Ignace City Council
RESOLUTION OF SUPPORT**

The following Resolution was offered for adoption by _____,
and supported by _____:

WHEREAS, the City of St. Ignace, Downtown Development Authority (DDA) was established pursuant to Act 197 of the Public Acts of Michigan of 1975, and with City of St. Ignace Ordinance Number 465 effective November 28, 1981; and

WHEREAS, the City of St. Ignace established the St. Ignace Downtown Development Authority District as its "Redevelopment Project Area" as required in Public Act 501 of the Public Acts of 2006, Section 521a(1) of the Michigan Liquor Control Code of 1998, being MCL 436.1521a(1) by resolution of the St. Ignace City Council at its regularly scheduled City Council meeting of February 18, 2013; and

WHEREAS, the St. Ignace Downtown Development Authority has established and documented the required public and private investment in the DDA District to qualify for redevelopment liquor licenses; and

WHEREAS, Ganesha Studios LLC, has declared its intent to renovate the building located within the St. Ignace DDA District Redevelopment Project Area at 316 North State Street by providing upgrades and improvements with expenditures exceeding \$75,000 and providing dining with seating in excess of 25 persons, and that said, improvements would prevent further deterioration and promote economic growth within the DDA District;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Ignace recommends that the Michigan Liquor Control Commission issue a Class C liquor license under the provisions of Section 521a(1)(b) of the Michigan Liquor Control Code of 1998, being MCL 436.1521 to Ganesha Studios LLC, 316 North State Street, St. Ignace, Michigan.

Roll Call Vote:

Yes:

No:

Absent:

Resolution declared _____.

I hereby certify that this is a true copy of the Resolution presented to the St. Ignace City Council for adoption at a regular public meeting on Monday, April 19, 2021, 7:00 p.m.

Andrea Insley, City Clerk/Treasurer

**City of St. Ignace
Special Events Application**

Complete and return this application to the City Manager's Office at least 21 calendar days prior to the starting date of the event.
A new application must be submitted each year.

Event		
Event Name: <u>St. Ignace "Cruise Show" Weekend</u>		
Describe the Event: <u>This year, the car show will be replaced with a series of car cruises to help with social distancing. We still plan to have Little Bear as a main hub for featured vehicles and vendors (restrictions permitting) but we will not have a parade. We are requesting MDOT closure of State St. from Turkey to Church in case restrictions loosen.</u>		
Sponsoring Organization Information		
Legal Business Name: <u>St. Ignace Visitors Bureau</u>		
Address: <u>Le Spring St.</u>	City: <u>St. Ignace</u>	State/Zip: <u>MI 49781</u>
Mailing Address: <u>Le Spring St.</u>	City: <u>St Ignace</u>	State/Zip: <u>MI 49781</u>
Telephone: <u>906-643-6950</u>	Email: <u>quincy@stignace.com</u>	
Contact Name: <u>Quincy Parville</u>	Title: <u>events director</u>	
Telephone: <u>906-643-6950</u>	Email: <u>quincy@stignace.com</u>	
Contact Person on Day of Event		
Name: <u>Quincy Parville</u>	Title: <u>events director</u>	
Address: <u>Le Spring St. 6950</u>	City: <u>St. Ignace</u>	State/Zip: <u>MI 49781</u>
Telephone: <u>906-643-6950</u>	Cell: <u>906-298-1902</u>	Email: <u>quincy@stignace.com</u>
Type of Event (Check one - See Special Events Policy for additional information)		
<input type="checkbox"/> City Operated/Sponsored Event <input type="checkbox"/> Political or Ballot Issue Event <input type="checkbox"/> Run Event <input type="checkbox"/> Co-sponsored Event (all parties must provide sponsoring info and sign application) <input type="checkbox"/> Other (describe) <input checked="" type="checkbox"/> Non-Profit Event <input type="checkbox"/> Wedding <input type="checkbox"/> Block Party <input type="checkbox"/> For Profit Event <input type="checkbox"/> Video or Film Production		
Event Information		
Event Location(s): <u>Little Bear, Casino, possibly State Street (restrictions permitting)</u>		
Event Date(s): <u>6/24-27 6/27</u>		
Event Hours: <u>all day</u>		
Estimated date/time for set up: <u>week of</u>		
Estimated date/time for clean up: <u>Sunday</u>		
Describe set up and clean up procedures (include specifically who will be taking care of trash): <u>city to help w/ trash</u>		

Event Information (continued)

Estimated DAILY attendance: ~10,000

Describe crowd control plans for this event:

We will not be closing State St but we will have barricades at Little Bear for crowd control.

Describe the Special Event's impact on adjacent commercial and residential property:

positive tourism impact.

Will sidewalks be used () YES (X) NO *If yes, include a detailed map outlining the proposed sidewalk use*

Describe sidewalk use:

N/A

Will street closures be necessary? (X) YES () NO

*If yes, include a detailed map indicating road closures, emergency vehicle access, and barricade locations
The City of St. Ignace does not have authority to close County roads.*

Describe street closures:

We would like to close Ojibway & after the Museum parking to Glashaw.

State ~~to~~ from Turkey to Church if restrictions allow.

* Streets closed: Date/Time: 6/25, 8am

* Streets re-open: Date/Time: 6/27, 8am

Event Information (continued)

Will parking lot closures be necessary?

YES

NO

If yes, include a detailed map indicating proposed closures and barricade locations

Describe parking lot closures:

Just little bear

" Parking lot(s) closed: Date/Time: Thursday AM

" Parking lot(s) re-open: Date/Time: Sunday AM

What parking arrangements are proposed to accommodate attendance?

If possible, we will use overflow lot at Little Bear for spectator parking. Otherwise, street parking will be utilized.

Will music be provided/included during the event?

YES

NO

Describe type of music proposed:

Live

Amplification

Recorded

Loudspeakers

Proposed time music will begin: 10 am Sat.

Proposed time music will end: 6 pm Sat.

Proposed location of live band/disc jockey/loudspeakers/equipment:

Little Bear, possibly at downtown businesses as well, pending coordination w/ owners.

Describe noise control:

music will end by 6pm.

Event Information (continued)

Will the event require the use of any of the following municipal equipment:

Sponsoring organization should expect to be charged for use, placement, and maintenance of these items

- | | | |
|---|-----------|------------------------|
| <input checked="" type="checkbox"/> Trash Receptacles | Quantity: | will coordinate w/ DPW |
| <input checked="" type="checkbox"/> Barricades | Quantity: | |
| <input checked="" type="checkbox"/> Traffic Cones | Quantity: | as we get closer. |
| <input type="checkbox"/> Other (describe): | | |

Sponsoring organization may be required to provide a dumpster

Will the following be constructed or located in the event area?

No stakes of any kind allowed on asphalt

- | Item | Item |
|---|--|
| <input type="checkbox"/> Booths | <input checked="" type="checkbox"/> Tables |
| <input checked="" type="checkbox"/> Tents | <input type="checkbox"/> Rides |
| <input type="checkbox"/> Awnings | <input checked="" type="checkbox"/> Portable Toilets <i>(may be required depending on event)</i> |
| <input type="checkbox"/> Canopies | <input type="checkbox"/> Other <i>(describe)</i> |

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, portable toilets, rides, routes, etc.

Will the event have kiddie rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, hot air balloon, etc.?

YES

NO *If yes, additional insurance coverage will be required*

If yes, describe in detail the types of attractions proposed:

Event Information (continued)

Will the event have food, beverage or concessions YES () NO

(See Section X of the Special Events Policy for health department approvals and temporary food license requirements)

Describe:

There will be a limited number of food trucks, snack food only, with priority given to local non-profits and restaurants.

Do you plan to have alcohol served at this event?

YES

NO

* A \$50.00 fee applies to special liquor license applications and Liquor Liability Insurance is required. Include proposed location(s) on event layout and describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals

we aren't sure yet, but if we decide to have a beer tent, the chamber will provide the license & insurance.

Will there be temporary electricity at this event?

YES

() NO

* An electrical permit is required. Include proposed locations on event layout

Generators

Use of Light Pole Outlets

() Temporary Distribution Panel

Do you plan to have special event signs? YES () NO

Signs must conform to City's ordinances

Describe signs, proposed locations, etc.

sponsor signs @ Little Bear only.

Do you plan to use city entrance signs or banner

YES

() NO

If yes you must apply for use through the City Entrance Sign Ordinance/Municipal Banner System Policy

Application Check List (failure to provide necessary documentation will delay application review and approval)

I have attached the following items:

- Completed Application
- Event Map (includes detailed event layout for vendors, rides, booths, electrical needs, etc.)
- Detailed Plan showing road closures, sidewalk use, etc.
- Certificate of Insurance and Indemnification (due to City Manager's Office within 1 week following notice of event approval)
- Insurance Policy endorsement (due to City Manager's Office within 1 week following notice of event approval)
- Event Signage (description)
- Driver's License of applicant *insurance will be sent when policy renews in March.*

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for this event, name the City of St. Ignace as an additional insured on all applicable policies, provide a separate copy of the insurance policy Endorsement, and submit the required documents to the City Manager's Office no later than one week following notice of event approval.

Execute an Indemnification Agreement on the sponsoring organization's letterhead and submit it to the City Manager's Office no later than one week following notice of the event approval.

Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;

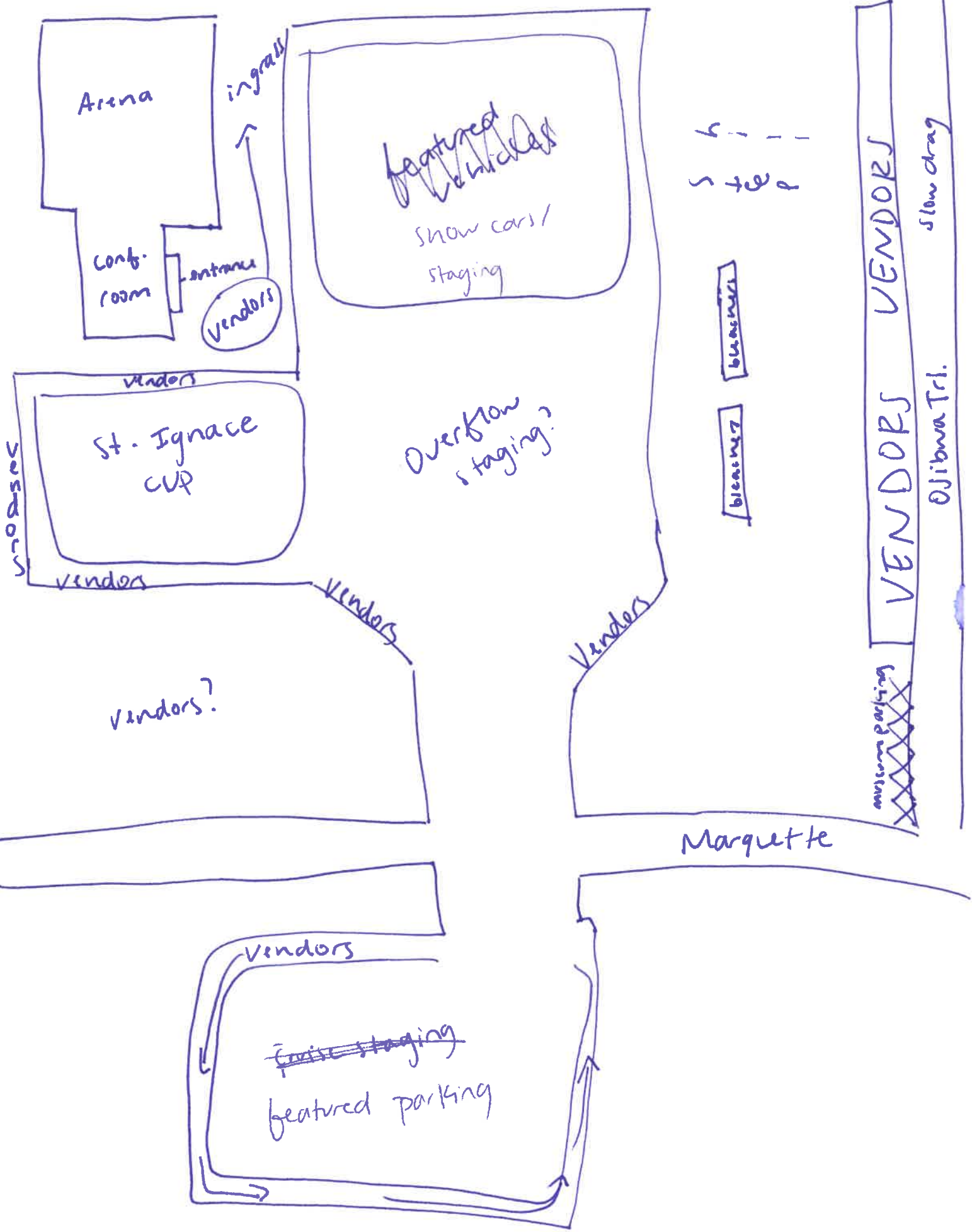
Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and/or the County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature <i>Jenny A. P...elle</i>	Date 2/2/21
Co-Applicant Signature	Date
<p>Complete this application and return it, along with all required documentation, to the City Manager's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.</p>	Receipt Date



Arena

Conf. room

entrance

Vendors

ingress

featured vehicles

show cars / staging

vendors

St. Ignace cup

vendors

vendors

vendors

Overflow staging?

vendors?

vendors

vendors

~~private staging~~

featured parking

steps

bleachers

bleachers

museum parking

VENDORS

slow drag

Ojibwa Trl.

Marquette



Overhead Door Company Of Sault Ste. Marie

The Genuine. The Original.



Mailing address	Shipping Address
PO box 309	19030 S. Mackinac Trail
Rudyard, MI. 49780	Rudyard, MI. 49780
Telephone: (800) 236-3822	Telephone: Same
Fax: (906) 478-4225	Fax: Same

Proposal #: 1-209

PROPOSAL SUBMITTED TO: City of St. Ignace			Date 4/1/2021	Attention Cliff
STREET			Job Name Maintenance Garage	
City St. Ignace	State MI	ZipCode 49781	Job Location St. Ignace	
Phone Number	Fax Number		Job Phone	

FURNISH AND INSTALL:

(1) 14X12 MODEL 240 WHITE STEEL INSULATED GARAGE DOOR

- exterior seal
- mounting angle

If the door is to have windows add \$ 302.00

material	\$ 2,328.00
labor	\$ 1,00.00
lift rental	\$ 170.00
disposal of the old door	\$ 84.00

We hereby propose to complete in accordance with above specification, for the sum of:

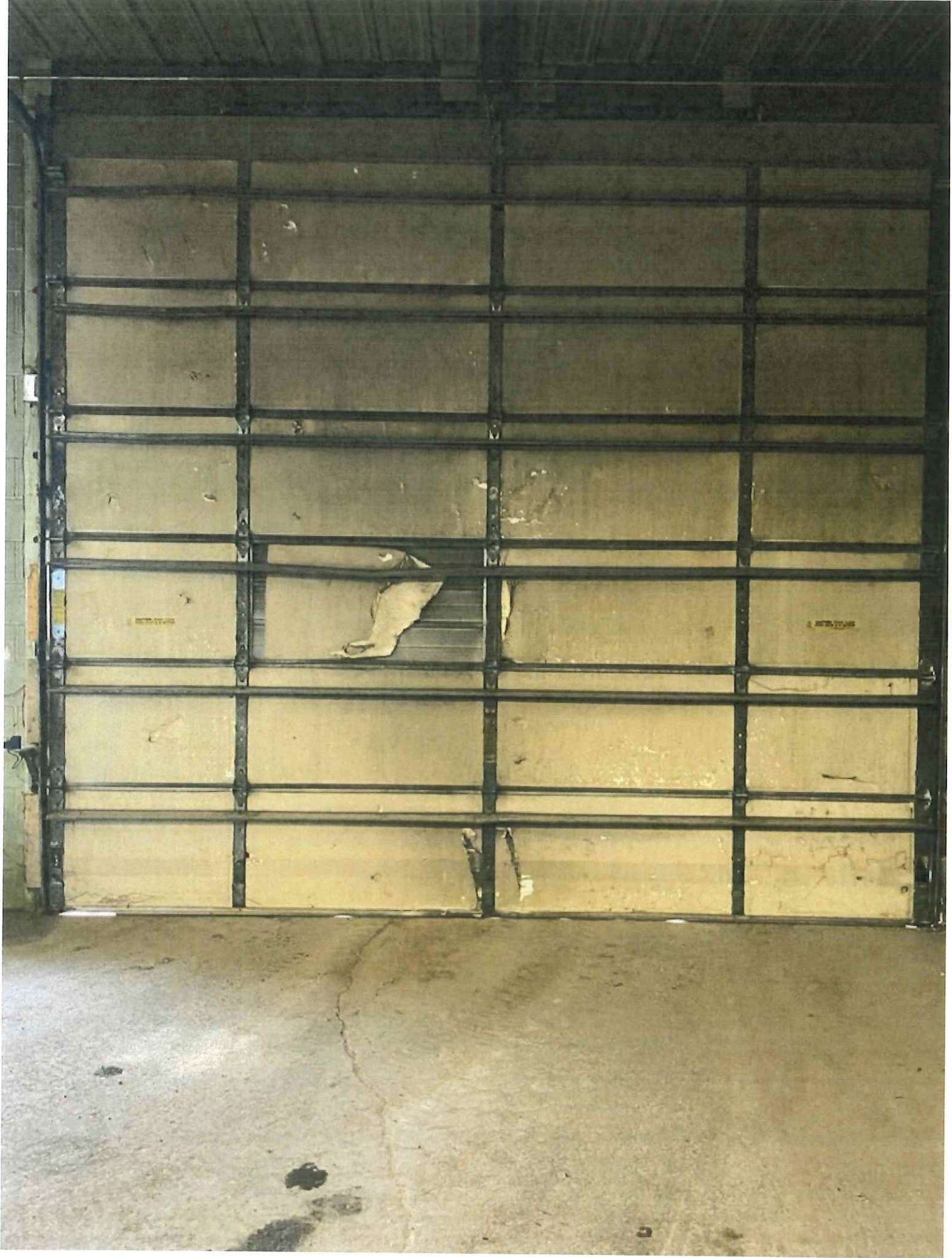
Three Thousand Five Hundred Eighty Two Dollars and No Cents **\$ 3,582.00**

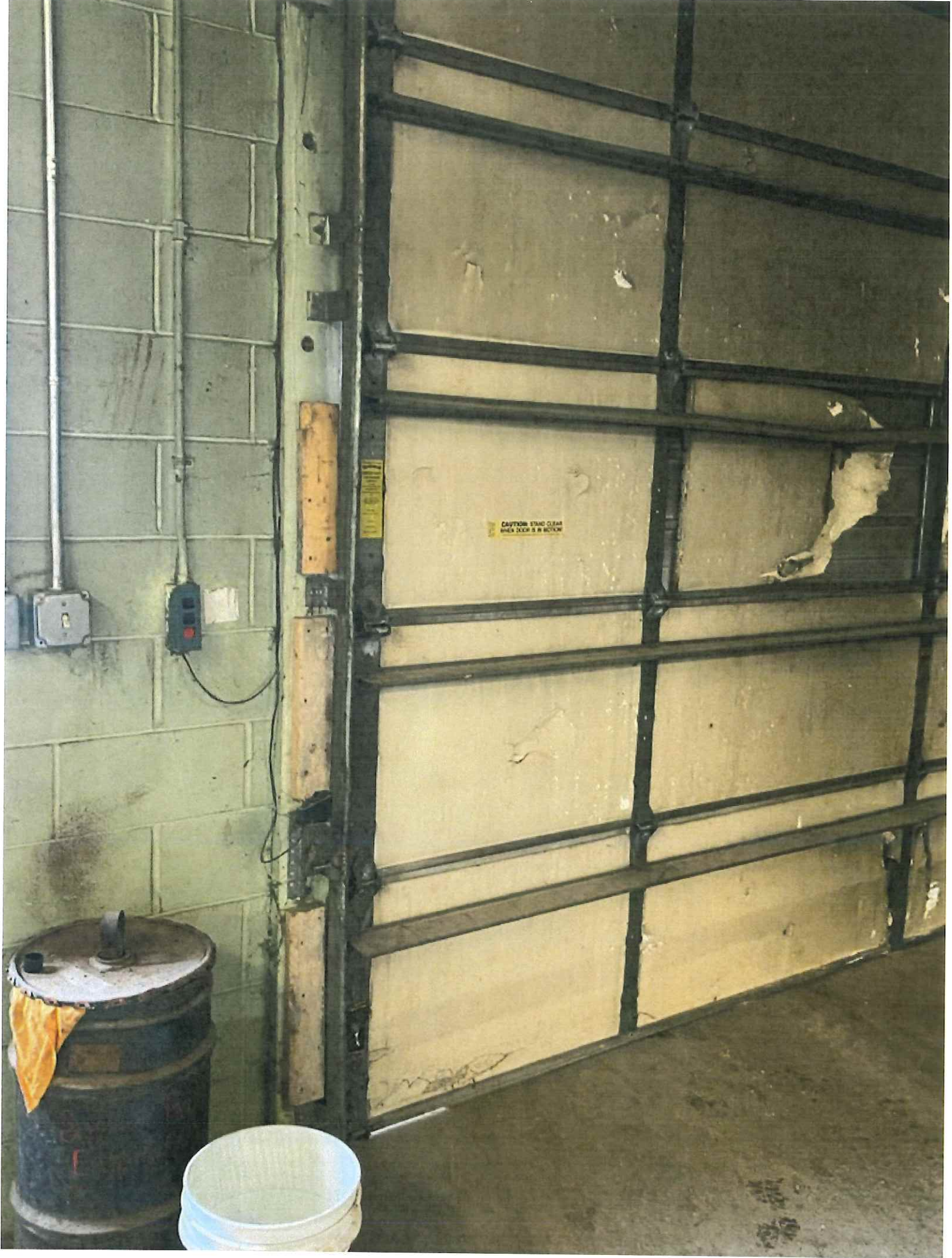
Signature Bob Sawyer 1-906-298-2168
Direct Dial:

<p>TERMS AND CONDITIONS</p> <p>Payment to be made as follows:</p> <p>Prices subject to change if not accepted in 30 days.</p> <p>BY OTHERS: Jamb, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.)</p>

<p>ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.</p> <p>Purchaser: _____</p> <p>Signature _____ Title _____ Date of Acceptance _____</p>
--







CAUTION STAND CLEAR WHEN DOOR IS IN MOTION

Resolution

The following resolution was offered for adoption by _____, supported by _____:

WHEREAS, St. Ignace Visitors Bureau requests permission to conduct the "46th Annual St. Ignace Car Show Weekend" 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

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, June 24 through Sunday, June 27, 2021, 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 "45th Annual Car Show Weekend", 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:

46th Annual St. Ignace Car Show Weekend– June 24, 25, 26, 27, 2021 at the American Legion Park, parking lot only, and other public properties located between Marquette Street and Church Street on State Street.

The Car Show on Saturday, June 26, 2021, Ojibwa Trail will be closed pending MDOT approval from 7 a.m. to 5 p.m. (not including Museum parking area).

Roll Call Vote:

Yes:

No:

Absent:

Resolution declared _____.

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, April 19, 2021 at 7:00 p.m.

Andrea Insley, City Clerk/Treasurer

COPY

4-19-21

City of St. Ignace Special Events Application

Complete and return this application to the City Manager's Office at least 21 calendar days prior to the starting date of the event.
A new application must be submitted each year.

Event:

Event Name: Taste of St. Ignace w/ Highland Games

Describe the Event:

All aspects will take place at Little Bear. There will be local restaurants and non-profits showcasing popular menu items, with food trucks to fill gaps (if needed only). Also traditional Scottish Highland games.

Sponsoring Organization Information:

Legal Business Name: St. Ignace Visitors Bureau

Address: 6 Spring St.

City: St. Ignace

State/Zip: MI 49781

Mailing Address: 6 Spring St.

City: St. Ignace

State/Zip: MI 49781

Telephone: 906-643-6950

Email: quincy@stignace.com

Contact Name: Quincy Kanville

Title: director

Telephone: 906-643-6950

Email: quincy@stignace.com

Contact Person on Day of Event:

Name: Quincy Kanville

Title: director

Address: 6 Spring St.

City: St. Ignace

State/Zip: MI 49781

Telephone: 906-643-6950 Cell: 906-299-1902

Email: quincy@stignace.com

Type of Event (Check one - See Special Events Policy for additional information)

- City Operated/Sponsored Event
- Political or Ballot Issue Event
- Run Event
- Co-sponsored Event (all parties must provide sponsoring info and sign application)
- Other (describe)
- Non-Profit Event
- Wedding
- Block Party
- For Profit Event
- Video or Film Production

Event Information:

Event Location(s):

Little Bear East Arena

Event Date(s): June 5

Event Hours: ~ 8am - 8pm

Estimated date/time for set up: 8am

Estimated date/time for clean up: 8pm

Describe set up and clean up procedures (Include specifically who will be taking care of trash):

LB staff, VB staff, volunteers

Event Information (continued)

Estimated DAILY attendance: ~1000 (unknown, new event).

Describe crowd control plans for this event:

fencing when needed

Describe the Special Event's impact on adjacent commercial and residential property:

positive! More tourism

Will sidewalks be used? YES NO *If yes, include a detailed map outlining the proposed sidewalk use*

Describe sidewalk use:

N/A

Will street closures be necessary? YES NO *If yes, include a detailed map indicating road closures, emergency vehicle access, and barricade locations. The City of Northville does not have authority to close County roads.*

Describe street closures:

N/A

* Streets closed: Date/Time:

* Streets re-open: Date/Time:

Event Information (continued)

Will parking lot closures be necessary? YES NO

If yes, include a detailed map indicating proposed closures and barricade locations

Describe parking lot closures:

Little Bear Only. Only need grass circle and some space on conference room side for tents.

* Parking lot(s) closed: Date/Time: 8am

* Parking lot(s) re-open: Date/Time: 8pm

What parking arrangements are proposed to accommodate attendance?

overflow lot for attendance

Will music be provided/included during the event? YES NO

Describe type of music proposed:

Live Amplification Recorded Loudspeakers

Proposed time music will begin: all day

Proposed time music will end:

Proposed location of live band/disc jockey/loudspeakers/equipment:

Little Bear

Describe noise control:

none.

Event Information (continued)

Will the event require the use of any of the following municipal equipment:

Sponsoring organization should expect to be charged for use, placement, and maintenance of these items

- Trash Receptacles* Quantity:
- Barricades Quantity:
- Traffic Cones Quantity:
- Other (describe):

**Sponsoring Organization may be required to supply a dumpster*

*may need barricades/cones.
will coordinate w/ DPW directly.*

Will the following be constructed or located in the event area?

No stakes of any kind allowed on asphalt or in Town Square

- | <u>Item</u> | <u>Quantity</u> | <u>Item</u> | <u>Quantity</u> |
|--|-----------------|---|-----------------|
| <input type="checkbox"/> Booths: | | <input checked="" type="checkbox"/> Tables: | |
| <input checked="" type="checkbox"/> Tents: | | <input type="checkbox"/> Rides: | |
| <input type="checkbox"/> Awnings: | | <input type="checkbox"/> Portable Toilets: | |
| <input type="checkbox"/> Canopies: | | <small>(may be required depending on event)</small> | |
| <input type="checkbox"/> Rides: | | <input type="checkbox"/> Other (describe): | |

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, portable toilets, rides, routes, etc.

Will the event have kiddie rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, hot air balloon, etc.?

YES NO *If yes, additional insurance coverage will be required*

If yes, describe in detail the types of attractions proposed:

Event Information (continued)

Will the event have food, beverage or concessions? YES NO
(See Section X of the Special Events Policy for health department approvals and temporary food license requirements)
 Describe:
 local restaurants and non profits to showcase menu favorites. Food Trucks only if needed to fill gaps.

Do you plan to have alcohol served at this event? YES* NO
 * A \$50.00 fee applies to special liquor license applications and Liquor Liability Insurance is required.
 Include proposed location(s) on event layout and describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals
 Chamber liquor licence

Will there be temporary electricity at this event? YES* NO
 * An electrical permit is required. Include proposed locations on event layout
 not sure will advise
 Generators Use of Light Pole Outlets Temporary Distribution Panel

Do you plan to have special event signs? Yes No *Signs must conform to City ordinances*
 Describe signs, proposed locations, etc.

Do you plan to use the city entrance signs? Yes No *If yes, you must apply for use through the City Entrance Sign Policy*
 Do you plan to have banners? Yes No *If yes, you must apply for use through the Municipal Banner System Policy*

Application Check List (failure to provide necessary documentation will delay application review and approval)

I have attached the following items:

- Completed Application
- Event Map (includes detailed event layout for vendors, rides, booths, electrical needs, etc.)
- Detailed Plan showing road closures, sidewalk use, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office within 1 week following notice of event approval)
- Insurance Policy Endorsement (due to City Clerk's Office within 1 week following notice of event approval)
- Event Signage (description)
- Driver's License of Applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for this event, name the City of St. Ignace as an additional insured on all applicable policies, provide a separate copy of the insurance policy Endorsement, and submit the required documents to the City Clerk's Office no later than one week following notice of event approval.

Execute an Indemnification Agreement on the sponsoring organizations letterhead and submit it to the City Clerk's Office no later than one week following notice of the event approval.

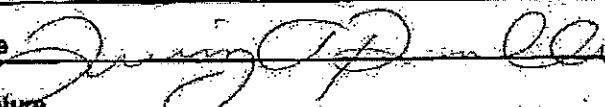
Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and/or the County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature 	Date 3/20/17
Co-Applicant Signature	Date
Complete this application and return, along with all required documentation, to the City Manager's Office at least 20 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.	Application Receipt Date

Google Maps



Imagery ©2021 Maxar Technologies, USDA Farm Service Agency, Map data ©2021

100 ft

Hijabed games

*Spectator
Parking*

*taste of
St. Ignace*

① Brimley MI

② Whitefish Point Lighthouse North Whitefish Point Road,...

CITY OF SAINT IGNACE
MACKINAC COUNTY, MICHIGAN

SHORT-TERM RENTAL ORDINANCE
Ordinance No. 38-364 of 2021

AN ORDINANCE TO ADD ADDITIONAL DEFINITIONS TO SECTION 38-5, AND DELETE SECTION 38-358 “BED AND BREAKFAST”. THE PURPOSE OF ORDINANCE NO. 38-364 IS TO PERMIT AND REGULATE SHORT-TERM RESIDENTIAL RENTALS WITHIN THE CITY OF SAINT IGNACE, TO INSURE THE PUBLIC HEALTH, SAFETY AND WELFARE, AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF.

THE CITY OF SAINT IGNACE ORDAINS:

PART 1. The City of Saint Ignace, Michigan, Code of Ordinances, is hereby amended to add the following definitions to Section 38-05 Definitions:

Bathroom means a room containing a toilet, a sink, and a bathtub or shower.

Camp or camping means the use of a camping unit or similar shelter for overnight accommodations (11:00 p.m. to 7:00 a.m., or a significant portion thereof) or for other temporary living.

Camping unit means portable outdoor overnight sleeping accommodations, lodgings, or other accommodations, with or without cooking facilities, including a tent, tent trailer, motorhome, travel trailer, pop-up or truck-mounted trailer, recreational vehicle, camper van, or other shelter used for temporary living.

Occupancy means the purpose for which a dwelling unit or portion thereof is utilized or occupied.

Occupant means any individual living or sleeping in a dwelling unit, or having possession of a space within a dwelling unit. “Occupant” does not include guests visiting a dwelling unit between the hours of 6:00 a.m. and 11:00 p.m.

Operator means any person or entity working on behalf of the Owner, who has charge, care, or control of a dwelling unit which is offered as a short-term rental.

Owner means the person or entity that holds legal or equitable title to the dwelling unit (or portion thereof).

Parcel means a continuous area or acreage of land under common ownership. “Parcel” includes a single condominium unit.

Person means an individual, trustee, personal representative, conservator, receiver, agent, firm, corporation, association, partnership, limited liability company, or other legal entity.

Short-Term Rental means any dwelling or condominium or portions thereof, that is available for use or is used for accommodations or lodging of a guest, paying a fee or other compensation for a period of less than thirty consecutive days.

Part 2. The City of Saint Ignace, Michigan, Code of Ordinances, is hereby amended to add Chapter 38-364 which shall be titled as follows:

Sec 38-364 Short-term Rental (Residential) operations and regulations.

(a) Categories of Operation

- (1) Category 1, Bed and Breakfast is an Owner-occupied single family dwelling unit, which is the principal residence of the owner, and said owner shall live on the premises when the short-term rental of a sleeping room or rooms is active.
- (2) Category 2, Short-Term Rental is when an Owner resides on a property which is their principal residence, where the owner does not live in the dwelling unit rented by the guest, but lives in a dwelling unit under the same roof such as a duplex, triplex, or apartment building, or on the same parcel, such as an accessory dwelling unit when the short-term rental is active.
- (3) Category 3, Short-Term Rental where the Property Owner resides within 30 minutes of the rented dwelling unit, but not on the same property as the dwelling unit occupied by the guest when the short-term rental is active.
- (4) Category 4, Short-Term Rental where the Property Owner resides more than 30 minutes away from the rented dwelling unit occupied by the guest when the short-term rental is active.

(b) Permit Required. No person shall permit, allow, or offer a dwelling unit to be used as a short-term rental nor enter into a short-term rental agreement concerning a dwelling unit within the City of Saint Ignace without first obtaining a Short-Term Rental Permit (hereinafter referred to as "Permit") from the City pursuant to the requirements of this Ordinance. Where a property contains more than one dwelling unit being used as a short-term rental, each dwelling unit must have a separate Permit. No Owner may obtain and hold more than three (3) Permits during the same permit period.

The total number of Permits issued for Short-Term Rentals in residential R1, R2, R3, and R4 districts is limited to Fifty (50). Once fifty Permits have been issued, a chronological Waiting List will be established. To be included on the Waiting List, Owners are required to list the address of the property for which they are requesting a Permit, and pay the Permit application fee.

No Permit may be issued for a property that will not be made available for rent or rented within 30 days of issuance of a Permit, and property must be available for rent for at least 4 months of a Permit Year (June 1 - May 31) A Permit shall be revoked by the City Assessor if the Assessor determines that the Permit was not obtained in good faith and the unit was not made available for rent or rented during a period of at least 4 months of the Permit Year.

A property owner applying for a Permit may request a variance from the Zoning Board of Appeals to delay the starting date of the Permit period and to prolong the time between permit issuance and availability of rental to perform repair/improvement/sanitation/pest extermination or mitigation of damage from natural or man-made disaster. Such a variance may be renewed one (1) time, for one additional period of 12 months, if repair work is ongoing.

A revocation of a Permit under this section shall not prohibit a property owner from re-applying for a Short-Term Rental Permit at any time as long as all requirements are met.

(c) Application and Fee Requirements. An operator seeking a permit under this Ordinance shall submit a complete application to the City Manager, or his or her designee and pay the required fee, which shall be determined from time to time by resolution of the City Council. The fee schedule adopted by the City Council may include an enhanced fee for dwelling units found to have been operating as unpermitted short-term rentals in violation of this Ordinance. The application shall include proof of ownership of, or the legal right to rent, a dwelling unit, contact information for the Owner and the Operator (if different from the Owner), and all information reasonably necessary for the City Manager, or their designee, to determine whether the applicable standards for approval have been met. The City Council may approve the form and content of the application by resolution.

(d) Standards for Approval. The City Manager or their designee shall approve, or approve with conditions, an application for a short-term rental permit only upon a finding that the dwelling unit complies with all of the following applicable standards:

(1) Guest Register. Every operator shall keep a list of the names of the registered guests, and the total number of guests staying at the short-term rental in addition to the registered guest.

(2) Bedrooms and Sleeping Rooms. The size and occupancy of rooms used for sleeping purposes shall comply with all current State of Michigan applicable code requirements including the International Property Maintenance Code (Saint Ignace Code of Ordinances, Chapter 6 Buildings and Building Regulations, Article III. Property Maintenance Code, Section 6-61).

(3). Parking. The property owner shall designate to guests the location(s) of legal parking spaces for all short-term Rentals.

(4). The appearance and upkeep of the dwelling shall not conflict with the residential character of the neighborhood, and be consistent with Chapter 12 Environment, and Chapter 38-361 Appearance and upkeep.

(5). Fire Safety and Emergency Access.

[a] Smoke Alarms. Smoke detectors/alarms shall be installed in each rental unit. All smoke detectors/alarms shall be UL (Underwriters Laboratories, Inc.) approved, and shall be installed in accordance with the provisions of the Michigan Residential Code and the household fire warning equipment provisions of the National Fire Protection Association (NFPA) standards Section 72.A. Smoke detectors/alarms shall be installed in the following locations:

[1] In each bedroom or sleeping room.

[2] Outside of each separate sleeping area in the immediate vicinity of the bedrooms.

[3] On each additional story of the rental unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In rental units with split levels and without an intervening door between the adjacent levels, a smoke detector/alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

[b] Bedroom and Sleeping Room Emergency Window Access.

[1] Every bedroom and sleeping room shall have an egress door or window meeting the current fire code for ingress and egress in an emergency, or is acceptable to the Fire Chief.

[2] No bedroom or sleeping room shall be located in a basement unless the basement meets current code requirements for ceiling height, and contains a doorway open to the outside or contains a window meeting ingress and egress emergency standards.

[c] Fire Extinguishers. An operable fire extinguisher shall be located and visible at an exit door on every floor level including the basement, and in the kitchen area.

(6) Designated Representative. The Owner or Operator of short-term rental shall identify a Designated Representative as a contact person at least eighteen years of age, responsible to act on behalf of the Owner when the Owner is not immediately available to respond to calls of nuisance or emergency. The Designated Representative is granted authority by the Owner to enforce rental agreements and to stand in the place of the Owner in order to make decisions when reasonably requested to do so by emergency services, utility companies, city assessor, city manager, or employees of DPW when acting in the ordinary course of business. The Owner shall provide the name, address and a current 24-hour working phone number of the Designated Representative to the City Manager. Said Designated Representative must be available during

the rental period within a thirty-minute drive of the dwelling unit, or authorize an alternate person eighteen years of age or older who can respond within 30 minutes.

(7) Zoning Compliance. No person shall be granted a short-term rental permit unless the dwelling unit is in compliance with applicable City of Saint Ignace Zoning Ordinances. Nothing in this Ordinance shall be construed as excusing compliance with the requirements of City of Saint Ignace Zoning Ordinances.

(8) State Law Compliance. No person shall be granted a short-term rental permit unless the dwelling unit is in compliance with applicable requirements of the State Building Code, State Residential Code, State Mechanical Code, State Plumbing Code, National Electrical Code, and the Michigan Fire Prevention Code.

(9) Certification by Applicant. As part of the application, the applicant shall certify that the foregoing standards have been met. The City may deny or revoke a permit if the statements or representations made on the application are determined by the City Manager to be false or materially misleading. The applicant may appeal the City Manager's decision to the City Council in the manner provided by 38-364 (g)(3) of this Ordinance.

(10) Per Ordinance Section 38-121, Ordinance Section 38-151, and Ordinance Section 38-181, no Category 3 or 4 short-term rental unit will be allowed in residential zoned R1, R2, and R3 districts without a variance.

(11) No dwelling unit may be permitted as a Long Term Rental (30 consecutive days or more) and a short-term Rental concurrently.

(12) Variance requests related to short-term Rental units shall be directed to the Zoning Board of Appeals.

(e) Permit.

(1) Duration. A Short-Term Rental Permit shall be valid for the year the permit was obtained, starting 12:00:00 AM on June 1 and ending 11:59:59 PM on May 31 of the following year, herein referred to as the "Permit Year".

(2) Transferability. A Permit may not be transferred from one dwelling unit to another dwelling unit.

(3) Ownership transfer of Permit. A Permit may not be transferred or assigned to any third party except heirs and assigns, and the Permit shall be void upon transfer of ownership of the property where the short-term rental use is located. Upon change of ownership, the new Owner must apply for a new Permit in order for short-term rental use activity to be authorized.

(4) The City will make available to the public the information shown on the Short-Term Rental Permit.

(5) Display. The Permit shall be displayed within the dwelling unit and contain the following information:

[a] Contact Person Information. The name of the Owner, or Designated Representative and a telephone number at which they may be reached on a twenty-four-hour basis; and

[b] Maximum Number of Occupants. The permit shall display the maximum number of occupants permitted at a dwelling unit. No person shall allow or permit a dwelling unit to exceed the maximum number of occupants stated on the Permit.

[c] No paying guest shall camp or allow any person to camp on the property upon which a short-term rental is located. This prohibition includes the occupation of tents, bivy sacks, campers, trailer coaches, camper trailers, vehicles, recreational vehicles, travel trailers, camping unit, or any other temporary shelter located on the land upon which a short-term rental is located pursuant to a permit issued under 38-364 (d).

[d] Notification that an occupant may be cited or fined by the City, in addition to any other remedies available at law, for violating any provisions of this and other applicable ordinances.

(6) Guest information. When the property Owner is not present on the property during short-term rental use, the following information is to be provided to guests:

[a] Emergency egress information for the dwelling unit.

[b] Applicable off-street and on-street parking standards, requirements, and regulations.

[c] Applicable campfire regulations and restrictions.

[d] Requirements for trash collection and schedule for curbside pick-up.

[e] List of ordinances applicable to short-term rentals.

(f) Nuisance. A violation of this Ordinance is hereby declared to be a public nuisance per se and is hereby further declared to be offensive to the public health, safety, and welfare. All violations of this Ordinance shall be abated by a court of competent jurisdiction.

(g) Violations; Revocation of Permit.

(1) Violations as Municipal Civil Infractions. Any person who violates any provision of this Ordinance shall be responsible for a Municipal Civil Infraction. Each day that a violation occurs constitutes a separate offense. Penalty, see Chapter 1 Section 1-7. Fees, Section 1-8 General Penalty; continuing violations, Section 1-9 Municipal Civil Infractions.

(2) Revocation of Permit. The City may revoke the Short-Term Rental Permit for any dwelling unit which is the site or subject of at least three (3) separate incidents or violations of this Ordinance (occurring on three (3) separate days) within the Permit Year resulting in a plea of responsibility (with or without explanation), a plea of guilty, a plea of no contest, or a court's determination of responsibility or guilt by the owner. If an owner demonstrates they properly posted rules and information, and a renter is ticketed one time for a violation, this will not apply to the property owner with respect to revocation of permit. Repeated (two or more) tickets to the renter for the same offense at the same property will be applied as a single violation to the Property Owner. Revocation is for violations referenced above.

(3) Upon a determination by the City Manager the Permit of a dwelling unit is subject to revocation pursuant to subsection (2), the City Manager shall issue a notice to the Owner and Operator or Designated Representative that the City intends to revoke the permit by certified mail to the addresses listed on the permit. The Owner and Operator or Designated Representative may, within thirty (30) days from the date the notice was sent, request a hearing before the Zoning Board of Appeals to show cause as to why the Short-Term Rental Permit should not be revoked. If a hearing is requested, the City Manager or his or her designee shall notify the Owner and Operator or Designated Representative of the time and place of the hearing. At the hearing, the Owner and Operator or Designated Representative may present evidence that the violations of this Ordinance were due to or caused by extraordinary circumstances. The Zoning Board of Appeals may, in its discretion, reverse the determination of the City Manager to revoke the permit by a majority vote.

(4) Duration of Revocation. No Permit shall be issued to an Owner for a period of twelve (12) months following the revocation of a Short-Term Rental Permit.

(h) Enforcement Officials. The City Manager or their designee, Ordinance Enforcement Officer, Building Inspector, Fire Marshall, and any City police officer are hereby designated as the authorized officials to issue and serve municipal civil infractions directing alleged violators of this Ordinance to appear in court.

(I) Civil Action. In addition to enforcing this Ordinance through the use of a municipal civil infraction proceeding, the City may initiate proceedings in the 92nd District Court for the County of Mackinac to abate or eliminate the nuisance per se or any other violation of this Ordinance. Any person determined by the Circuit Court to have violated this Ordinance shall be responsible for all costs, including actual reasonable attorney fees, incurred by the City in the enforcement of this Ordinance. Such costs of enforcement shall constitute a lien against the parcel upon which the dwelling unit is located, and the City Treasurer shall certify the costs of enforcement to the Tax Assessor or other responsible official,

who shall place the same on the next tax roll. The costs of enforcement so assessed shall be collected in the same manner as general City taxes.

(j) Severability. If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the remainder of the Ordinance, which shall be given effect without the invalid portion or application.

(k) Effective Date. This Ordinance shall become effective ten (10) days after notice of adoption is published in a newspaper of general circulation within the City.

AYES: Members:

NAYS: Members:

ABSENT: Members:

ORDINANCE DECLARED ADOPTED.

_____,
City Mayor
City of Saint Ignace

_____,
City Clerk
City of Saint Ignace

STATE OF MICHIGAN)
) ss.
COUNTY OF MACKINAC)

I hereby certify that the foregoing is a true and complete

From: Kyle Mulka <kmulka@cityofstignace.com>
Sent: Friday, April 16, 2021 10:11 AM
To: dlong@cityofstignace.com
Subject: FW: pricing

-----Original Message-----

From: Advertising [mailto:ads@stignaceneews.com]
Sent: Tuesday, March 30, 2021 4:33 PM
To: Kyle Mulka
Subject: Re: pricing

Sure Thing! I will still send to the Designer and have him make what is known as a SPEC ad meaning an ad ready to go but not ready to be placed. I will ask him to do that tomorrow that way at least you would know. I'll get you a proof of the Spec ad as soon as I can ;)

Thank You

Kim

> On Mar 30, 2021, at 4:09 PM, Kyle Mulka <kmulka@cityofstignace.com> wrote:

>
> Thanks for the quick response Kim.
> I don't think we're quite ready to run this. Just looking for a ball park number. I'm guessing we'd want to run this the end of April.
> I will forward this to the City Manager so he has some idea when this is discussed again.
> Thank you again and have a good day.
> -Kyle

>
>

> -----Original Message-----

> From: Advertising [mailto:ads@stignaceneews.com]
> Sent: Tuesday, March 30, 2021 3:59 PM
> To: Kyle Mulka
> Subject: Re: pricing

>

> Hi Kyle!

>

> I hope your day is going well. We have just sent our paper to press for this week, and since our Designer worked late last night on a Promo page he is out of the office until tomorrow. I'm a pretty good eye baller. In looking at this you may be looking at a full page depending on font. Worst case scenario you would be looking at 6 column by 21.50 inches (full page) You guys receive the 1000 inch rate for the city so per column inch for you guys is 7.45 so the worst case would be 961.05.

>

> Again I'm not the designer. There is a lot he can do with placement and font that I am simply not capable of. He may be able to reduce to say a quarter page... As soon as I get into the office in the am I will call him and ask what his

thoughts are . Do you know when you would need this to run? Because I can place it on that date and have him design it right away so you would have an exact number sooner rather than later.

>

> Either way I will get with him in the morning and see what he advises.

>

> I appreciate your understanding and I will get right on this in the am ;)

>

> Thank You

>

> Kim

>

>

>> On Mar 30, 2021, at 3:43 PM, Kyle Mulka <kmulka@cityofstignace.com> wrote:

>>

>> <Proposed short term rental ordinance.pdf>

>

>

Minutes St Ignace Planning Commission 03-09-21

(1) Call to Order - 7:02 PM

(2) Roll Call - All here, Luke has resigned

(3) Approval of Minutes- both January and February 2021 minutes Betsy - correction

Notes: Zoning Charges to Changes

Rick moves, John Seconds. Unanimous.

Cindy moves to accept, John seconds. Unanimous. (4) Approval of Agenda

(5) Public Comments and Communications Concerning Items Not on the Agenda

(6) Scheduled Public Hearings none

(7) Unfinished Business

Redevelopment Ready Community Progress- note that there are MEDC RRC free training sessions available on-line for city officials; this includes planning commissioners

Website mock-up should be available this week.

Report on the STR ordinance update- Rick Perry Bed & Breakfast is removed from the first page.

Added "No Owner may obtain and hold more than three (3) Permits during the same permit period." to page 2.

Added paragraph "The total number of Permits issued will be Eighty (80). Once eighty Permits have been issued, a chronological Waiting List will be established. To be included on the Waiting List, Owners are required to list the address of the property for which they are requesting a Permit, and pay the Permit application fee." to page 2 to replace 300 ft rule.

Added "A property owner applying for a permit may request a variance from the Zoning Board of Appeals delay the starting date of the permit period and to prolong the time between permit issuance and availability of rental to perform repair/improvement/sanitation/pest extermination or mitigation of damage from natural or man-made disaster." to page 3.

Added "include proof of ownership of, or the legal right to rent, a dwelling unit, contact information for the Owner and the Operator (if different from the Owner)" on page 3

Added (10) Per Ordinance Section 38-121, Ordinance Section 38-151, and Ordinance Section 38-181, no Category 3 or 4 short-term rental unit will be allowed in residential zoned R1, R2, and R3 districts without a variance." to page 5.

Clarification on page 7 "Repeated (two or more) tickets to the renter for the same offense at the same property will be applied as a single violation to the Property Owner."

And "The Owner and Operator or Designated Representative may, within thirty (30) days..."

Betsy - Page 6 - Part C - Land changed to property

Page 4 - No. 1 - add "window or door"

Betsy via Kyle - 22 no longer homesteaded, 6 became short term rentals.

Betsy - Exclude STR permit restrictions in tourist, general and central business districts.

If this is going to take more time to be decided there should be a 1 year moratorium on any further STR's in the city.

Cindy moves for the revisions to be presented at the work session Monday March 29 @ 6PM, Rick seconds. Passed, unanimously.

Report on Housing Committee - Betsy Dayrell-Hart

(8) New Business Review of the Special Land Use section in our zoning code

ADU use can be separate in R2. Special land use could allow for ADU use in R2. R1 can be included. Maybe add a text document. Should requirement for 4 habitable rooms be changed? What is minimum square footage? Efficiency apartments need to be defined. Special land use or sub-category.

Island View Camp and RV Park requesting variance to develop land use. Would this be an appropriate addition?

John moves to support, Rick seconds asking the Zoning Board of Commissions for a variance. Voting is unanimous.

(9) Other Matters to be Reviewed by the Commission; is there commission support for additional land use(s) in the Tourist Business District?

Div 5. - No. 38 touches on Special Land use.

Sec. 38-395 Public Hearings speaks about processing.

Tiny Houses as a potential as Special Land use. Abolishing R1? Adding Set-backs or limiting the number of ADU's on a property.

(10) Administrative Items training attended Elle & Betsy, writing ordinances.

(11) Next meeting 04-13-21

(12) Public Comment

(13) Adjournment 8:49PM