

CITY COUNCIL MEETING

St. Ignace, Michigan

Monday, January 8, 2024 – 7 p.m.

City Council Chambers

Zoom Meeting ID: 890 4570 3628

******AGENDA******

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Invocation
- 4) Roll Call
- 5) Public Comment (3-minute limit)
- 6) Consideration of Minutes of December 18, 2023
- 7) Business
 - A. 2024 Poverty Exemption Policy & Guidelines
 - B. Loader Financing
 - C. Little Bear East 2023 Review & 2024 Roadmap
 - D. Resolution 24-02 – Dissolution of St. Ignace Area EMS Council
 - E. Committee Appointments
- 8) Consideration of Bills
- 9) Public Comment (3-minute limit)
- 10) Management Reports
- 11) Committee Reports
- 12) Council Member Comments

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

A Regular Meeting of the St. Ignace City Council was held on Monday, December 18, 2023, in City Hall Council Chambers as a hybrid attendance meeting with Zoom video conference available. Mayor LaLonde called the meeting to order at 7:00 p.m., and the Pledge of Allegiance followed. Mayor Pro-Tem Gustafson led the invocation.

PRESENT FROM CITY COUNCIL: Councilmember Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard and Williford.

ABSENT: None.

STAFF PRESENT: Scott Marshall, City Manager; Andrea Insley, City Clerk/Treasurer; Charles Palmer, City Attorney.

PUBLIC HEARING – ORDINANCE #655 ANNUAL APPROPRIATIONS BILL 2024

It was moved by Councilmember Shepard, seconded by Mayor Pro-Tem Gustafson, to approve opening the Public Hearing for Ordinance #655 Annual Appropriations Bill 2024 at 7:03 p.m.

Roll Call Vote:

Yes: Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard, Williford and Eyre.

No: None.

Motion carried unanimously.

No comments were received during the Public Hearing.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Litzner, to approve closing the Public Hearing at 7:05 p.m.

Roll Call Vote:

Yes: Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard, Williford, Eyre and Mayor Pro-Tem Gustafson.

No: None.

Motion carried unanimously.

ADDITIONS TO THE AGENDA

Mayor LaLonde – Approval of Retirement Fund 105.

PUBLIC COMMENT *(3-min limit)*

Public comment was received regarding EUP Connect Collaborative.

CONSIDERATION OF THE MINUTES OF THE DECEMBER 4, 2023 COUNCIL MEETING:

It was moved by Councilmember Litzner, seconded by Councilmember Eyre, to approve the minutes of the December 4, 2023 Regular Council meeting as presented.

Motion carried unanimously.

BUSINESS

A. MICHIGAN BROADBAND PRESENTATION

Dale Zuelch and Phil Truran, with Michigan Broadband Services (MBBS), presented Council with a plan to build a fiber network throughout the area of St. Ignace and beyond that would serve all residential homes, businesses and offices. Michigan Broadband is a dba of the Upper Peninsula (UP) Telephone Company and plans to provide television services, internet-wifi, and cellular services once they are established. MBBS would like to begin the building project in January with an expected end date in April 2024.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Pelter, to approve City Manager Marshall overseeing the UP Telephone Company/MBBS processes, as they work through the necessary permits and compliance with the Metro Act before beginning the building project.

Roll Call Vote:

Yes: Councilmembers Litzner, Pelter, Shepard, Williford, Eyre, Mayor Pro-Tem Gustafson and Mayor LaLonde.

No: None.

Motion carried unanimously.

B. MHS – CULTURAL CENTER UPDATE & FORT DE BUADE LEASE EXTENSION

City Manager Marshall recommended that Council postpone a decision for the request to extend the lease until the Fort de Buade Committee can meet to review the current contract and status of the arrangement.

Jim Draze presented an update to Council on the development of the Michilimackinac Historical Society's (MHS) Straits Cultural Center.

C. FIRE DEPARTMENT USED SUV PURCHASE REQUEST

City Manager Marshall informed Council that Fire Chief Montie had collected verbal approvals from both Moran Township and St. Ignace Township to purchase a used SUV from the Mackinac County Sheriff's Department for \$4,000 using the funds from Fire Fund 206. The Fire Agreement states that the Fire Department has the authority to purchase equipment, including vehicles, with the Fire Fund. The current contract will expire in June 2025.

After some discussion about incomplete information about the vehicle, it was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Eyre, to approve the purchase of the used SUV for \$4,000 using funds from the Fire Fund 206.

Roll Call Vote:

Yes: Councilmember Shepard, Mayor Pro-Tem Gustafson, Mayor LaLonde and Councilmember Litzner.

No: Councilmembers Pelter, Williford and Councilmember Eyre.

Motion approved four to three.

D. NEW LOADER DEPOSIT & FINANCING APPROVAL

City Manager Marshall presented the financing bids that were submitted for the new loader that was approved for purchase in September 2023. The initial deposit planned consists of \$30,000 in City approved ARPA funds, approximately \$20,000 for trade-in of current loader, and \$50,000 from the Fund 641 fund balance. The amount to finance would be \$135,225 over six years.

The first bid was from Central Savings Bank for 6.48%, and the second bid from First National Bank was for 6.25%. It was the consensus of Council that there was not sufficient information about the bid documents provided to each bank.

At this time, it was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Williford, to postpone the decision about the financing bids until further information can be provided.

Roll Call Vote:

Yes: Councilmembers Shepard, Williford, Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner and Pelter.

No: None.

Motion carried unanimously.

E. F.O.P. UNION CONTRACT

City Manager Marshall informed Council that the Fraternal Order of Police (FOP) has accepted the City's proposal for the wage increases of \$1/h for patrol officers and \$1.75/h for the Sergeant position.

It was moved by Councilmember Pelter, seconded by Councilmember Eyre, to approve accepting the letter of understanding from FOP for the wage increases of the patrol officers and the Sergeant.

Roll Call Vote:

Yes: Councilmembers Williford, Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner, Pelter and Shepard.

No: None.

Motion carried unanimously.

F. ADOPT 2024 BUDGET

City Clerk/Treasurer Insley verified the 2024 Budget to be considered was listed as the Recommended Budget in the document provided. A quarterly review of the budget is planned for the 2024 fiscal year.

It was moved by Councilmember Litzner, seconded by Councilmember Shepard, to approve the 2024 Budget as presented.

Roll Call Vote:

Yes: Councilmember Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard and Williford.

No: None.

Motion carried unanimously.

G. ADOPT ORDINANCE #655 ANNUAL APPROPRIATIONS BILL 2024

It was moved by Councilmember Pelter, seconded by Councilmember Eyre, to approve the Annual Appropriations Bill 2024 Ordinance #655 as presented.

Roll Call Vote:

Yes: Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard, Williford and Eyre.

No: None.

Motion carried unanimously.

ADDITION TO THE AGENDA

Mayor LaLonde – Approve Retirement Fund 105

Mayor LaLonde informed Council that the current fiscal year amendments will include the use of the Retirement Fund 105 to account separately for monthly contribution to the City's retiree pensions. Active employees in all MERS divisions will continue to record pension expenses in the 718 accounts for each respective department. Per the Brown Act of 2012, Mayor LaLonde stated that Council must consider this item under a state of emergency in order to vote at this particular meeting.

It was moved by Mayor Pro-Tem Gustafson, seconded to by Councilmember Williford, to approve constituting this matter as an emergency situation (per the Brown Act of 2012) due to the timing necessary to implement Fund 105 for the 2023 amendments.

Roll Call Vote:

Yes: Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard, Williford, Eyre and Mayor Pro-Tem Gustafson.

No: None.

Motion carried unanimously.

At this time, it was moved by Councilmember Williford, seconded by Mayor Pro-Tem Gustafson, to approve implementing Retirement Fund 105 beginning in fiscal year 2023, per recommendation from the City's auditors.

Roll Call Vote:

Yes: Councilmembers Litzner, Pelter, Shepard, Williford, Eyre, Mayor Pro-Tem Gustafson and Mayor LaLonde.

No: None.

Motion carried unanimously.

H. BUDGET AMENDMENTS 2023

City Clerk/Insley reviewed the 2023 budget amendments based on the recommendation from the Finance/Utility Committee.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Pelter, to approve the 2023 budget amendments as presented.

Roll Call Vote:

Yes: Councilmembers Pelter, Shepard, Williford, Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde and Councilmember Litzner.

No: None.

Motion carried unanimously.

I. FINANCIALS NOVEMBER 2023

It was moved by Councilmember Litzner, seconded by Councilmember Eyre, to approve the November 2023 financials as presented.

Roll Call Vote:

Yes: Councilmembers Shepard, Williford, Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner and Pelter.

No: None.

Motion carried unanimously.

J. COMMITTEE APPOINTMENTS

It was moved by Councilmember Litzner, seconded by Mayor Pro-Tem Gustafson, to approve appointing Mayor LaLonde to the St. Ignace Building Authority, replacing Robert St. Louis. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Shepard, to approve appointing Councilmember Eyre and Mayor LaLonde to the Cemetery Committee. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Pelter, to approve re-appointing Councilmember Williford to the Dock #3 Committee. Motion carried unanimously.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Gustafson, to approve appointing Councilmember Shepard to the Golf Course Committee, replacing Paul Fullerton. Motion carried unanimously.

It was moved by Councilmember Litzner, seconded by Mayor Pro-Tem Gustafson, to approve appointing Councilmember Eyre to the Policy Committee, replacing Robert St. Louis. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Williford, to approve appointing Mayor LaLonde and Councilmember Williford to the Events Review Committee. Motion carried unanimously.

It was moved by Councilmember Litzner, seconded by Councilmember Shepard, to approve re-appointing Mayor Pro-Tem Gustafson, Councilmember Williford and Mayor LaLonde to the Finance/Utility Committee. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Pelter, to approve appointing Erin Vanier, Keith Massaway, Councilmember Pelter and Mayor LaLonde to the Fort de Buade Committee. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Eyre, to approve appointing Brooklynn Schlehuber, Administrative Assistant, and Councilmember Pelter to the Policy Committee. Motion carried unanimously.

CONSIDERATION OF BILLS

Advantage Fleet/Quickserve	DPW T-38 Repair	\$1,424.98
Airgas	LBE Concession CO2	\$25.16
All-Phase	City Hall Ceiling Lights/City Sign Lights	\$387.97
Amazon Business	November 2023 Statement	\$1,092.59
Apex Software	Assessor Annual Software Renewal	\$260.00

Arrow Signs	Street Signs/LBE Signs/City Hall, City Council Signs	\$1,009.00
Astrea	SIPD IT Services	\$104.99
B.C. Pizza	LBE-Hometown Holiday Event/Concession	\$290.00
Bam Tools	DPW/WTR Supplies	\$459.08
Belonga Excavating	Drain Stone/Topsoil/Gravel	\$171.00
Black Diamond Broadcasting	SIPD Recruitment Radio Ads	\$1,000.00
Charles Palmer, P.C.	November 2023 Statement	\$2,556.24
Cheboygan Cement	Boardwalk	\$3,795.16
Crane Engineering	Stockbridge Lift Station Repairs	\$2,888.85
ETNA	Water Plant/Line Supplies	\$2,233.62
Freightliner of Grand Rapids	DPW-Truck Part	\$506.08
GFS	LBE Concession	\$141.33
Grainger	WWTR/WTR Safety Items	\$134.50
Kimball Midwest	DPW Plow Bolt/Supplies	\$375.82
KSS	City Hall Supplies	\$206.84
Mackinac County Clerk	November 2023 Election	\$274.57
Mackinac County Treasurer	Winter Tax Prep	\$93.12
Mackinac Plumbing & Heating	Winterize Golf Course	\$332.00
Michigan State Firemen's Assoc	SIFD Books	\$386.69
Michigan State Police	SIPD-Token Fee October-December	\$33.00
Napa Auto Parts	November 2023 Statement	\$1,436.04
NCL	WTR Plant Lab	\$641.29
Paragon Labs	WTR Testing/Shipping	\$72.70
Pitney Bowes	City Hall Postage Machine Lease	\$407.94
Pomasl Fire Equipment	SIFD-Cutoff Saws (Grant Purchase)	\$4,624.00

Pomasl Fire Equipment	SIFD Forestry Fire Fighting Hose	\$472.00
Precision Edge Outdoor Services	September & October Lawn Care	\$3,792.50
Pro-Tech	SIPD Uniforms	\$359.00
R & R Fire Truck Repair	SIFD Annual Maintenance/Pump Test	\$11,085.45
RS Technical Services, Inc	Water Plant New Alum Pump	\$4,749.58
St Ignace Area Schools	Pool Demolition per Agreement	\$47,602.26
St. Ignace True Value	November 2023 Statement	\$953.24
Trace Analytical Labs, Inc.	WWTR Plant Sludge Results	\$2,323.40
UP State Credit Union	November 2023 Statement	\$1,544.36
USA Bluebook	WWTR Lab & Safety Equipment	\$829.31
		\$101,075.66

Councilmember Pelter inquired about the expenses listed under the City's credit card with the U.P. State Credit Union. City Clerk/Treasurer Insley informed Council that Assistant City Clerk Cece will prepare a list of vendors paid with the credit card account to better understand where the funds are spent. Mayor LaLonde also inquired about the invoices from All Phase and BAM Tools. City Manager Marshall stated that the items from All Phase were not available in the local stores, and he will check with DPW regarding the BAM Tools invoice. It was moved by Councilmember Litzner, seconded by Councilmember Pelter, to approve paying the bills as presented.

Roll Call Vote:

Yes: Councilmembers Williford, Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner, Pelter and Shepard.

No: None.

Motion carried unanimously.

PUBLIC COMMENT (3 min limit)

Public comment was received regarding the 2024 budget and the FOP contract.

MANAGEMENT REPORT

City Manager Marshall provided a written report to Council, as well as discussed the following:

- Integration As a Service and Spectrum update for high-speed internet to Marina.
- Citizen Planner training for City Manager and Administrative Assistant.
- Employee holiday luncheon at LBE Friday, December 22nd.
- Emergency planning meetings.
- Compliance with the Water Department testing.
- AFSCME negotiations update.

COMMITTEE REPORTS

No Committee reports were discussed.

COUNCILMEMBER COMMENTS

Councilmember comments were received.

CLOSED SESSION PER MCL 15.268(d), *To consider purchase or lease of real property up to the time an option to purchase or lease of that property is obtained.*

At this time, Mayor LaLonde stated that Council will be entering into Closed Session, per MCL 15.268(d). It was moved by Councilmember Pelter, seconded by Councilmember Williford, to enter into Closed Session at 9:20 p.m.

Roll Call Vote:

Yes: Councilmember Eyre, Mayor Pro-Tem Gustafson, Mayor LaLonde, Councilmembers Litzner, Pelter, Shepard and Williford.

No: None.

Motion carried unanimously.

Council returned from Closed Session at 10:23 p.m. It was the consensus of Council to allow City Manager Marshall to facilitate negotiations regarding the use of property at Dock #3 with each of the respective parties.

There being no further business, the meeting adjourned at 10:25 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer



City of St. Ignace, MI

396 N State Street
St. Ignace, MI. 49781
cityofstignace.com

Staff Report

Agenda Date: 1/8/2024

Presenter: Info provided by City Assessor, Nick Couture

Department: Assessor

City Manager: S. Marshall

This form and any background material must be approved by the City Manager then delivered to the City Manager's Office by 4:00 PM the Thursday prior to the Council Meeting.

AGENDA ITEM TITLE: 2024 Poverty Exemption Policy & Guidelines

BACKGROUND: Proposed guidelines for the City of St. Ignace in the 2024 tax year. The approved guidelines assist the Board of Review in making decision for those residents who may be close to the limits.

FISCAL EFFECT: The recommended changes for 2024 include the increase of 20% of the federal poverty income level standards and will replace the 2023 guidelines.

SUPPORTING DOCUMENTATION: Policy and guidelines explaining requirements necessary for applying for the poverty exemption.

RECOMMENDATION: The City Assessor has presented the attached information and email recommending the approval of the 2024 Poverty Exemption Policy & Guidelines.

2024 POVERTY EXEMPTION POLICY & GUIDELINES

The following ***policy and guidelines***, adopted by the St. Ignace City Council, shall be followed by the City Board of Review when considering ***poverty exemptions according to section 211.7u of the Michigan Compiled Laws (MCL)***.

Application Guidelines: To be eligible for a Poverty Exemption the applicant must:

1. File Form 5737 Application for MCL 211.7u Poverty Exemption
2. File Form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty
3. Own and occupy the property as a principal residence. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons residing in the principal residence. (Disclosure of the income of an owner who is not residing in the principal residence is not required.) Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return. Instead, Form 4988, *Poverty Exemption Affidavit* may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year
4. Produce a valid driver's license or other form of identification, if requested
5. Produce a deed, land contract or other evidence of ownership of the property, if requested.
6. Meet the income guidelines of this policy
7. Meet the asset level test of this policy

Income Test

- Total Annual Household Income shall not exceed the following amount applicable to the number of persons living in the household:

Number of Persons	Federal Poverty Income Level for 2024	City/Township Income Level for 2024 (+20%)
1	\$14,580	\$17,496
2	\$19,720	\$23,664
3	\$24,860	\$29,832
4	\$30,000	\$36,000
5	\$35,140	\$42,168
6	\$40,280	\$48,336
7	\$45,420	\$54,504
8	\$50,560	\$60,672
For each additional person	\$5,140	\$6,168

- Total Annual Household Income shall be based on Federal Poverty Income Guidelines and will be adjusted annually to agree to the federally established amount.

Potential income and asset sources are (non-inclusive):

Income from all sources	Interest and dividends
Salaries & wages before deductions	Pensions
Net receipts from self-employment	Supplemental Security Income
Veteran payments	Net rental income
Royalties	Scholarships & grants
Unemployment compensation	Insurance
Workers' compensation	Retirement accounts
Alimony	Child support
General assistance	IRA/Keogh annuities
Social Security	New or reverse mortgages
Cash	Stocks & bonds
Checking & savings accounts	Investments
Money market accounts	Gifts
Assets in trust accounts	Deferred compensation

Asset Test

1. Things of value that a person can own and are exempt from consideration in determining eligibility for a poverty exemption.
 - a. Applicant's principal residence
 - b. One motor vehicle per working adult
 - c. Essential household goods
 - d. Personal assets of any nature with a total value up to \$15,000.
2. Things of value that the Board of Review can consider in determining what percent exemption to grant:
 - a. Real estate other than the principal residence
 - b. Personal property
 - c. Motor vehicles in excess of one per working adult
 - d. Recreational vehicles and equipment
 - e. Certificate of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds, etc.
3. The Board of Review shall consider the value of the assets, or indebtedness otherwise owned by the applicant. Assets (except those that are exempt from consideration as listed above), shall not exceed \$15,000.

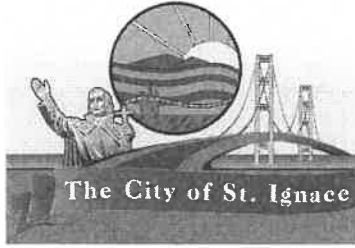
Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when making poverty exemption decisions.
2. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.
3. All information is subject to verification.

Granting full or partial poverty exemptions. MCL 211.7u(5) states that if a person claiming poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption in whole or in part as follows:

- a) A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted: or
- b) A partial exemption equal to a 75% reduction in taxable value for the year in which the exemption is granted: or
- c) A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted: or
- d) A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

No other method of calculating taxable value may be utilized, except for those percentage reductions specifically authorized by statute.



City of St. Ignace, MI

396 N State Street
St. Ignace, MI. 49781
cityofstignace.com

Staff Report

Agenda Date: 1-08-24

Presenter:

Department: DPW

Scott Marshall, City Manager: _____

This form and any background material must be approved by the City Manager then delivered to the City Manager's Office by 4:00 PM the Thursday prior to the Council Meeting.

AGENDA ITEM TITLE:

Loader Financing

BACKGROUND:

FISCAL EFFECT:

Price for Loader -- \$235,224.08
Equipment Funds -- \$ 50,000.00
ARPA Money - \$ 30,000.00
Trade In/Sell - \$ 22,500.00

Down Payment - \$ 102,500.00
Total Finance Est. - \$132,724.00

SUPPORTING DOCUMENTATION:

First National Bank Financing
Central Savings Bank Financing

RECOMMENDATION:

It is my recommendation to finance with Central Savings Bank.



First National Bank of St. Ignace

*P.O. Box 187
132 North State Street
St. Ignace, Michigan 49781
(906) 643-6300
(906) 643-6308 Fax*

December 21, 2023

City of St. Ignace, DPW
Attn: Bill Fraser
396 N. State Street
St. Ignace, MI 49781

Re: John Deere 544P Front End Wheel Loader

Dear Bill:

The First National Bank of St. Ignace is offering the City of St. Ignace financing for a new John Deere 544P Front End Wheel Loader. It is understood the financing amount is \$132,724.00. The interest rate would be 6.25% and the loan would be amortized over a period of six years. There is no penalty for early payoff.

We thank you for the opportunity to finance this equipment and if you have questions, please do not hesitate to contact me.

Sincerely,

Bob Brandstrom
Vice President

hap

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*Naubinway * Moran Township * Newberry*
www.fnbsi.com



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CENTRAL SAVINGS BANK

511 BINGHAM AVENUE ■ PO BOX 339

SAULT STE. MARIE, MI 49783

PHONE: 906 . 635 . 6250 ■ FAX: 906 . 635 . 6293

EMAIL: CSBBANK@SAULT.COM

December 21st, 2023

City of St. Ignace
Attn: Bill Fraser, DPW Director
396 N. State Street
St. Ignace, MI 49781

Dear Mr. Fraser,

Thank you for extending the opportunity to Central Savings Bank to bid on the loan in the amount of \$132,724.00 to purchase a new John Deere 544P Front End Wheel Loader. We understand that you will be putting \$102,500.00 down.

Central Savings Bank is willing to finance the loader over six years at a **fixed rate of 6.23%**. There will be no other fees involved with this financing. The proposed interest rate is based on the assumption that the interest paid will be tax exempt for state and federal taxes.

Please feel free to contact me directly at 906-253-1237 if you need any further information.

Sincerely,

A handwritten signature in dark ink that reads "Andrew Will". The signature is written in a cursive style.

Andrew Will

Loan Representative

AGW



LITTLE BEAR EAST COMMUNITY CENTER

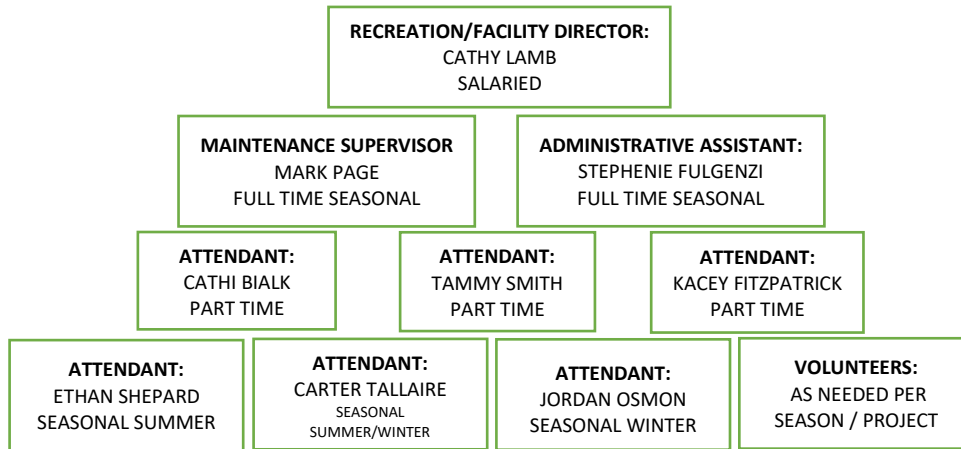
ST. IGNACE RECREATION DEPARTMENT

275 MARQUETTE STREET – ST IGNACE, MI – 49781 / PH: 906-643-8676

www.littlebeararena.com / recdirector@cityofstignace.com / recreation@cityofstignace.com

CITY COUNCIL PRESENTATION MEETING DATE 1-8-24

CURRENT STAFF:



2023 YEAR IN REVIEW (Mid-May thru December)

Over the past few years, the St. Ignace Recreation Department muddled through the Covid Pandemic and has experienced multiple management turnovers that have resulted in poor facility conditions, delayed/cancelled Recreation Programs, and staffing constraints that included a vacancy of the Director Role, Office Support Staff and Maintenance Positions. Before my hiring, Scott Marshall returned to Little Bear and worked as the Interim Director, while still holding his position as the DDA Director. During his short stint of time at Little Bear, he took on many projects to get the facility back in some sort of working order. The Fitness Center was cleaned and a Security Door System was installed. In addition, Mr. Marshall tended to the convention center, arena, and softball fields that were all in need of attention as well. I was hired in the Middle of May 2023 and inherited a very limited and exhausted staff, and a facility that had not been effectively taken care of in some time. Mr. Marshall agreed to assist me as I stepped into the role of Recreation Director. I have been at this job now for just over 7 months and have made (and continue to make) surmountable changes that shed a positive light on Little Bear and making it the “go to” place in St. Ignace.

MAINTENANCE:

Little Bear East / Recreation Department suffered some budget draining repairs to the Air Conditioning and Boiler Systems due to lack of preventative maintenance and small repair service calls. This is a 25-year-old building and it is starting to show its age. All the more reason to have a skilled and experienced Maintenance Person on staff. Upon hiring Mark Page in July 2023, it was discussed and agreed upon that the general aspect of his job description would be to create a priority list of light maintenance duties to get the facility cleaned, organized, and in day-to-day working fashion. In that time, Mark cleaned and organized the Maintenance/Olympia Room, cleaned and organized the Pole Barn, fixed the sliding door on softball field side of the Pole Barn, fixed broken and missing floor tiles, repaired numerous doors so that they can open and close properly, repaired gym equipment, built and installed 2 new doors (with recycled materials) on the Fitness Center side of the Pole Barn, repaired several push mowers and got the riding lawn mower in working order. He removed and dismantled an added after thought room out of the Arena. He has replaced broken shower heads in locker rooms, built counters for the bathrooms, and fixed malfunctioning outlets and prepped athletic fields game days. Mark is not shy when it comes to performing day to day tasks like landscaping and grounds upkeep, changing light bulbs, painting, and light construction projects. He has performed maintenance on the Recreation Vehicle to ensure that it is drivable. While completing these tasks, he has educated himself on an outdated Air Conditioning System and has become the go-to person regarding our Boiler Heating System as well. Mark took the lead on preparing the arena to put ice down for the hockey season and is our Lead Olympia Driver. He is now responsible for its maintenance and upkeep and keeping the ice in proper skating condition. He manages and guides other staff to be able to assist with various projects in his absence. All of these duties require very diverse and experienced individuals with multiple skill sets. To be able to find ONE person that can complete ALL of them is not very likely – but we are extremely lucky to have found ONE person that can – Mark Page. Mark brings experience in carpentry, landscaping, electrical, plumbing, small engine and vehicle maintenance, heating and cooling, general leadership skills...and you can add to his list Olympia and rink maintenance. His time management and work ethic speak volumes for his character. He comes to work every day with a mission and is very task driven. I believe that he has more than proven himself to be an asset to the City of St. Ignace and well deserving of the title Maintenance Supervisor. I can honestly say that without a person like Mark here at Little Bear, the city would be spending a great deal more money in subcontracted labor and professional fees to keep the facility and grounds in proper working order.

ADMINISTRATIVE ASSISTANT:

The day-to-day operations that happen at Little Bear require a strong office person that has the ability to multi-task and stay organized, while being detail oriented. The Administrative Assistant role is very important in supporting the Recreation Director and Maintenance Supervisor in all aspects. Stephenie Fulgenzi provides the office with a sound foundation for all matters regarding information technology, trouble shooting, social media presence, answering phones, payables and receivables, communication with players – parents – coaches – game officials – and the community in general. Ms. Fulgenzi is a well-versed individual with an excellent professional demeanor and her smile greets every guest that passes through the Little Bear doors. Not only does she handle those responsibilities with consistent results, she understands that her role is very versatile and demanding. She accepts that her schedule is not a Monday – Friday / 9:00-5:00 commitment and that she may be asked to work outside the general scope of duties to provide coverage for sports programs, community events, and conference room rentals. She helps with organizing tournaments and game schedules. I take pride in having her be a part of our team and value that there is someone in the office to step in where ever she is needed for the greater good of the Recreation Department. I am assured time and again that the office runs very smoothly because of her efforts.

ATTENDANTS:

Each season of recreation requires attendants to provide the support needed to prepare for events happening at Little Bear. The duties of the Recreation Attendants vary from day to day / month to month / season to season. Cleaning, organizing, assisting with field prep and ice prep, conference room set up and tear down, and assisting with general maintenance and grounds upkeep are just a sample of what the job responsibilities are. The hope for these positions is to keep them Part Time with rotating schedules / 2-3 positions filled at any given time – to be supported and guided by the Director, Maintenance Supervisor, and Administrative Assistant. To reinforce the staffing constraints/budget we utilize volunteers as needed.

COMPLETED PROJECTS / EVENTS / PROGRAMS:

- Community Events with Chamber of Commerce:
 - 4th of July Community Picnic / Fall Festival Community Event / Hometown Holiday Celebration / Bridge Walk Parking-Shuttle
- Visitor Bureau Events:
 - Jeep the Mac
 - Bronco the Mac / Highland Games
 - Mini's on the Mac
 - Car Show Parking and Awards
 - Truck Show
 - Trek the Mighty Yoop / Jeep Creep Trunk-R-Treat
 - Antique Snowmobile Crossing
- Boudro Wrestling Camp
- Culpepper Merriweather Circus
- Little League Season / Softball – Baseball – Tee Ball
- Drop-In Adult Softball
- Summer Sports Season / Soccer – Tennis
- Drop-In Indoor Pickleball
- Fall Sports / Flag Football – Travel Flag Football – Sideline Cheerleading
- Winter Sports / Hockey Tournaments – SIHA Season (Mini-Mites / Squirts) – Ice Rental for games / practice
 - Open Skate – Stick & Puck – Adult Drop-In Hockey – Ladies Night Drop-In Hockey
- Fab Fridays / 1 per month (2023 July – December) Mackinac County Roundtable for Sponsorship of event
- Electronic Recycling Event
- Fall Craft Show / 30+ Vendors
- Christmas Craft Workshop
- Middle School Volunteer Group Christmas Event with Evergreen Living Center
- Champion Force Cheer
- Fundamental Fitness / New Fitness Center Security Door / Membership System
- Multiple Feeding America Food Truck Events
- Several Conference Room Rentals / Corporate – Wedding – Banquet – Celebration of Life
- Birthday Party Rentals

BUILDING/EQUIPMENT MAINTENANCE CONCERNS:

- Outside electrical outlets / lighting – sign needs to be serviced for electrical and lighting as well
- Ceiling in Concession Stand needs to be replaced (would like to do a Drop Ceiling)
- Ceiling Tiles in Lobby and Convention Center are beginning to bow and show wear and tear - all in need of replacement
- Creating a Preventative Maintenance Log for major equipment and building projects
- Creating cleaning logs and daily list of duties for Attendants

GRANTS / FUNDING:

- Mackinac County Child Protection Round Table – FAB FRIDAY SPONSORSHIP \$ 2,400.00
- Sault Tribal 2% Funding Request – Open Skate/Stick & Puck/Rink Maintenance \$ 10,000.00
- St. Ignace Community Foundation – Softball Field Improvements \$ 6,000.00
- MMRMA Rap Funds Grant – Security Camera System Upgrade \$ 9,180.00 (50% match)
- MMRMA Rap Funds Grant – Security Door System (Fitness Center) \$ 1,300 (Scott Marshall applied/received)

COMMITTEES / MEMBERSHIPS:

- Wellness Coalition Member
- Community Calendar Committee
- Chamber of Commerce Board Member
- Visitor's Bureau Events Committee
- St. Ignace Film Festival Committee

SUMMARY:

Overall, I feel that Little Bear East Arena and Community Center has a positive work environment for the Recreation Department Staff and community alike. The recreational programs are growing and are expected to have more registered participants than last year. Little Bear offers a clean, safe and friendly place for our community to gather, while offering our residents a variety of options to find a way to be active and social. The Fitness Center's new door system provides security for our guests and is tracking more visits, while registering more memberships than in the past. The Office is staffed Monday – Friday/8:00-5:00 with an open and inviting presence. The Facebook page is growing and currently has 575 followers and reaching over 2100 users at any given time. The Arena is busy with hockey players and skaters every day and the Concession Stand is now open on a regular basis for home games, tournaments, and Fab Fridays. Our Ad Board Campaign should draw over \$15,000.00 in revenue and already have reservation bookings for 2025. I am proud of my staff and the many accomplishments that we have had in the 7 months that I have been in my role. I am thankful to be supported by an active Recreation Advisory Committee and City Council. I will continue to enrich and grow the recreation programs we currently have in place and I am excited to develop new programs and build on the recurring community events that will bring more commerce to our area while playing host to large venues in collaboration with the City of St. Ignace, The Chamber of Commerce, and the Visitor's Bureau. The future looks great for the St. Ignace Recreation Department and I look forward to the challenges put before us to make Little Bear the hub and go to venue for Eastern Upper Peninsula.

Cathy Lamb



**Little Bear East Community Center &
St. Ignace Recreation Department
275 Marquette Street
St. Ignace MI 49781**

Website: <https://www.littlebeararena.com>

E-mail: recdirector@cityofstignace.com

Office phone: 906-643-6081

RESOLUTION TO APPROVE THE DISSOLUTION OF THE ST. IGNACE AREA EMS COUNCIL
AND OTHER MATTERS
City of St. Ignace
Resolution Number 24-02

WHEREAS, the St. Ignace Area EMS Council was established by the City of St. Ignace, Moran Township, St. Ignace Township, Brevort Township, Hendricks Township and Trout Lake Township (“Establishing Municipalities”) in April of 2020 pursuant to an Interlocal Agreement authorized under the Michigan Urban Cooperation Act of 1967;

WHEREAS, the purpose of the St. Ignace Area EMS Council was to provide advanced life support ambulance service to residents and visitors in the Establishing Municipalities;

WHEREAS, in 2022 the Establishing Municipalities created a superseding entity known as the Straits Area EMS Authority;

WHEREAS, the City of St. Ignace believes the purpose of the St. Ignace Area EMS Council has been met and is no longer needed in light of the establishment of the Straits Area EMS Authority, and;

WHEREAS, the City of St. Ignace wishes to dissolve the St. Ignace Area EMS Council and to transfer all assets and liabilities of the St. Ignace Area EMS Council to the Straits Area EMS Authority.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Ignace approves the transfer all assets and liabilities of the St. Ignace Area EMS Council to the Straits Area EMS Authority.

BE IT FURTHER RESOLVED that the City Council of the City of St. Ignace approves the dissolution the St. Ignace Area EMS Council pursuant to the Interlocal Agreement that established the St. Ignace Area EMS Council.

Motion made by _____ . Seconded by _____ .

Upon roll call vote the following voted

"Aye":

"No":

The Mayor declared the resolution Passed.

CERTIFICATE

I, Andrea Insley, the clerk of the City of St. Ignace, certify that the foregoing resolution was adopted by the City Council by a roll call vote at a regular meeting of the City Council held on January __, 2024 at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

Andrea Insley, City Clerk

Invoices for Approval Monday, January 8, 2024

Airgas	Rental Gases	\$35.45
Amazon	December 2023 Statement	\$531.39
Arrow Signs	SIFD-SUV Lettering & Decals	\$960.00
Automatic Door Service	LBE - Door Repair	\$550.00
BAM Tools	Water Plant/DPW Tools	\$741.20
BC Pizza	LBE-Fab Friday Pizza	\$118.50
Belonga Excavating, LLC	Sand-Cemetery, Garage Stock/WWTR Repair	\$344.38
Charles Palmer, P.C.	December 2023 Statement	\$3,696.24
CivicPlus	Annual Website Fee	\$2,800.00
Culture Code	NAGPRA Host/Maintenance Fee-Split	\$600.00
Election Source	Annual Maintenance Contract Per State Contract	\$615.00
Galls	Uniform Boots-A. Mitchell	\$151.91
George's Body Shop	2021 SIPD Repair/WTR Crown Vic Repair	\$7,257.50
Gordon Food Service	LBE Concession	\$890.25
HACH	Water Plant Supplies	\$3,028.00
Hawkins	Water Plant Supplies	\$1,833.59
Hydrite	Bulk Ferric Chloride	\$13,210.14
Johnson Controls	LBE Repair	\$448.80
Kimball Midwest	Water Plant Supplies	\$249.98
KSS	LBE Supplies	\$380.70
Mackinac County 911	SIPD Radio Batteries	\$116.00
Marks Tire	WTR-Tires for Explorer	\$755.12
Meyer Ace Hardware	December 2023 Statement	\$847.96
MI Assoc. of Municipal Clerks	2024 Memberships-A Insley, S. Cece, K. Labinski	\$225.00
MI Dept of EGLE	M. Bowlby-WTR Plant Virtual Class	\$45.00
MI Dept of EGLE	NPDES Annual Fees 2024	\$5,650.00
MMRMA	2024 Insurance	\$58,030.00
MMTA	Virtual Workshop-A. Insley	\$149.00
MMTA	2024 Membership-A Insley	\$99.00
Modern Marketing	SIPD Supplies	\$521.94
Moran Township	Winter 2023 Taxes	\$123.47
National Office Product	December 2023 Statement	\$588.09
NCL	RRI-WTR Lab Equipment	\$924.24
Otis Envelope	2024 Maintenance Service	\$1,563.36
Quill	Office Supplies/Supplies	\$403.29
Safety-Kleen Systems	Washer Solvent	\$175.78
Seewald's Towing	SIPD-Tow	\$85.00
Spartan Nash	December 2023 Statement	\$149.04
St. Ignace Auto	WWTR Green Generator Air Filter	\$77.24
St. Ignace True Value	December 2023 Statement	\$512.26
Straits Building Center	December 2023 Statement	\$156.81
The St. Ignace News	December 2023 Statement	\$414.00
Uline	Water Plant Office Equipment	\$441.45
UP Solar and Electric LLC	LBE- Panel and Install	\$268.00

\$110,764.08

CITY COUNCIL MEETING
City Council Chambers
Monday January 8th, 2024
**** **MANAGER'S REPORT******

2024 Poverty Exemption Policy & Guidelines

A taxpayer who is unable to pay his or her taxes on their principal residence can file a completed application form and additional documentation to the assessor to receive a tax exemption or reduction. City Assessor Nick Couture will be available online during the meeting to answer any questions. In the packet are the proposed 2024 guidelines for the city to adopt. The recommended changes for 2024 include the increase of 20% of the federal poverty income level standards. It is in the opinion of the assessor that the increase gives the Board of Review the liberty to make some exceptions for the taxpayers who are very close to the limit. MCL 211.7u requires local units to adopt guidelines that must include the specific income and asset levels of the applicant and the total household income and assets.

Loader Financing

Public Works Superintendent Fraser contacted local banks requesting a uniform quote bid for financing of the new loader. Total price of the loader is \$235,224. After a down payment of \$102,500, the city will be financing the remaining \$132,724. Fraser received bids from First National Bank and Central Savings Bank. It is the recommendation of Superintendent Fraser and City Manager Marshall to accept the low bid interest rate of 6.23% from Central Savings.

Little Bear East 2023 Review and 2024 Road Map

Recreation Director Cathy Lamb will review 2023 challenges and wins. Lamb will discuss strategies for 2024. I believe there is room to make small increases in each major revenue source, facility rentals, event registrations, fitness center memberships and ice rentals. Smart cost saving measures are the other half of the puzzle. Controlled spending, monitoring monthly wages and staying on track realizing you can't say yes to everything is vital for sustainability.

Resolution 24-02- Dissolution of St. Ignace Area EMS Council

In 2020 the St. Ignace EMS Council was established to ambulance services to area residents. In 2022 the Straits Area EMS Authority was created by establishing municipalities. Since this new authority is taking the place of the St. Ignace EMS Council, the Straits Area EMS Authority would like to dissolve the council and transfer all assets and liabilities over to the St. Ignace Area EMS Authority. A representative will be available to answer any questions.