

St Ignace Zoom is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting

Time: Jan 10, 2022 07:00 PM Eastern Time (US and Canada)

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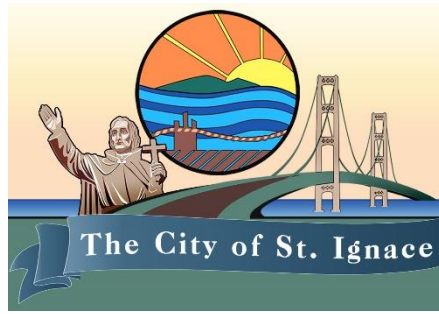
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CITY COUNCIL MEETING

St. Ignace, Michigan

Monday, January 10, 2022 – 7:00 p.m.

City Council Chambers/Virtual Hybrid Attendance Meeting

Zoom Meeting ID:

819 5880 9125

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

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Invocation
- 4) Roll Call
- 5) Additions to Agenda
- 6) Public Comment Regarding Agenda Items (2-minute limit)
- 7) Consideration of Minutes of December 20, 2021
- 8) Old Business
 - A. STR Administration Company
- 9) New Business
 - A. Golf & Country Club Liquor License
 - B. Special Event—Pond Hockey 2022
 - C. Short-term Rental Inspection Process
 - D. Planning Commission Annual Report
 - E. Proposed Zoning Changes—Public Hearing
 - F. MACP Professional Development Conference, Overnight Stay—Chief Brown
- 10) Consideration of Bills
- 11) Public Comment Regarding Non-Agenda Items (3-minute limit)
- 12) City Manager's Report
- 13) Committee Reports
 - A. SAEMS Minutes
- 14) Council Member Comments

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

A Regular Meeting of the St. Ignace City Council was held on Monday, December 20, 2021, in the City Hall Council Chambers as a hybrid attendance meeting, with Zoom video conference available.

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

PRESENT FROM CITY COUNCIL: Councilmembers Clapperton, Cronan, Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis and Councilmember Williford.

ABSENT: Councilmember Pelter.

It was moved by Mayor LaLonde, seconded by Councilmember Fullerton, to excuse Councilmember Pelter from the meeting, due to being out of town. Motion carried unanimously.

STAFF PRESENT: Darcy Long, City Manager; Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager; Charles Palmer, City Attorney; Shirley Sorrels, Museum Director; Morgan Mills, Recreation Director; Tony Brown, Police Chief; Joe Rogers, Patrol Officer; Scott Marshall, DDA Director.

PUBLIC HEARING – ORDINANCE 653 ANNUAL APPROPRIATIONS BILL 2022

City Manager Long reviewed and presented updated Ordinance 653 Annual Appropriations Bill 2022 to Council. It was moved by Councilmember Clapperton, seconded by Councilmember Cronan, to open the Public Hearing.

Roll Call Vote

Yes: Councilmembers Cronan, Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford and Clapperton.

No: None.

Motion carried unanimously.

After some discussion, it was moved by Councilmember Clapperton, seconded by Mayor Pro Tem St. Louis, to close the Public Hearing.

Roll Call Vote

Yes: Councilmember Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford, Clapperton and Cronan.

No: None.

Motion carried unanimously.

ADDITIONS TO THE AGENDA

City Manager Long – Budget Amendment request.

LIMITED PUBLIC COMMENT

Mayor LaLonde announced that future City Council meetings will return to following rules of procedure that were put in place by City Council in 1970. The rules allow for one public comment period to be held at the beginning of the meeting, limiting comment to two minutes,

regarding agenda items only. A second public comment period will be held during the last part of the meeting with comments limited to three minutes regarding non-agenda items. At this time, public comment was received regarding the following: the proposed Employee Handbook Policy, ARPA funds as premium pay for employees, definition of essential staff, the Little Bear East Recreation Advisory Board role, employee contracts and the public comment policy.

CONSIDERATION OF MINUTES OF THE DECEMBER 6, 2021 REGULAR COUNCIL MEETING:

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve the minutes from December 6, 2021, as presented.

Roll Call Vote

Yes: Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford, Clapperton, Cronan and Fullerton.

No: None.

Motion carried unanimously.

OLD BUSINESS

A. RESOLUTION NON-UNION PAY 2022

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

WHEREAS, the City Council of the City of St. Ignace desires to establish certain conditions of employment for personnel, and

WHEREAS, it is the desire of the City Council to:

1. Secure and retain the services of certain employees and to provide inducement for them to remain in such employment;
2. To make possible full work productivity by assuring adequate compensation for certain employees; and

THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of St. Ignace does hereby approve the following employees' annual wage increases as indicated below:

| | | |
|--|-------------------|---------------------|
| City Manager.....Darcy D. Long | \$1,875 | \$76,875 |
| Effective date of January 1, 2022 | | |
| Assistant to the City Manager | | \$38,000 |
| Effective date of January 1, 2022 | | |
| Clerk/Treasurer.....Andrea Insley | \$1,194.32 | \$48,967.04 |
| Effective date of January 1, 2022 | | |
| Police Chief.....Anthony Brown | \$1,350 | \$ 55,350.00 |
| Effective date of January 1, 2022 | | |

| | | |
|---|------------|--------------|
| Marina Director.....Joe Stearns Effective date of January 1, 2022 | | \$30,000.00 |
| Golf Course Manager.....Kurt Ney Effective date of January 1, 2022 | | \$28,500.00 |
| Recreation Director...Morgan Mills Effective date of January 1, 2022 | \$1,020 | \$41,820.00 |
| Events/Program Coordinator...Hannah Tropiano Effective date of January 1, 2022 | | \$32,000.00 |
| DPW Director.....William Fraser Effective date of January 1, 2022 | \$1,475.81 | \$60, 508.07 |
| Fire Chief.....Nicolas Montie Effective date of January 1, 2022 | \$ 800 | \$18,800 |
| Assistant Fire Chief.....Matt Bowlby Effective date of January 1, 2022 | \$ 75.02 | \$3,075.48 |

AND FURTHER BE IT RESOLVED, that the City Council does hereby agree to the terms and conditions as set forth in the “Contract Agreements” dated January 1, 2022 between the respective parties.

After some discussion, it was recognized by Council that employment evaluations were not considered to support this action.

Roll Call Vote

Yes: Mayor Pro-Tem St. Louis and Councilmember Clapperton.
 No: Councilmembers Williford, Cronan, Fullerton and Mayor LaLonde.
 Absent: Councilmember Pelter.
 Motion declared Not Approved, four to two.

B. RESOLUTION NON-UNION COVID PAY 2022

**A RESOLUTION TO DIRECT ADMINISTRATION TO ESTABLISH ESSENTIAL
 WORKER PREMIUM PAY UNDER AMERICAN RESCUE PLAN ACT**

The following Resolution was offered for adoption by Councilmember Williford, supported by Councilmember Cronan:

WHEREAS, on March 11, 2021, President Biden signed the U.S. Senate amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act “ARPA”; and

WHEREAS, on May 10, 2021, the U.S. Treasury issued the Interim Final Rule to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations (“CFR”); and

WHEREAS, under the Interim Final Rule, recipients may use Coronavirus State and Local

Fiscal Recovery Funds “CSLFRF” to provide premium pay to eligible employees who performed essential work during the COVID-19 public health emergency. See CSLFRF Frequently Asked Questions No. 5.3; and

WHEREAS, City Council will provide premium pay to the Clerk-Treasurer, Public Works Director, Police Chief, Recreation Director, and City Manager who performed essential work as permitted by the Interim Final Rule, in accordance with City Charter, Ordinances, and other applicable agreements; and

WHEREAS, the City has identified personnel who serve on the frontlines and encountered the risks associated with exposure to COVID-19 first-hand when providing critical health and public safety services to the citizens in our community on a regular basis, during the pandemic; and

WHEREAS, these employees were employed full-time prior to March 3, 2021, respectively; and

WHEREAS, Premium Pay of \$1,750, a one-time payment that will not have retirement accounted for in this payment, will be paid in January 2022 in one or two separate payroll checks. Employees will have the choice to split the payroll into two distributions.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby direct the City Manager’s office to budget, in the 2022 Budget, this authorized COVID Premium Pay in the appropriate budget for each employee.

Roll Call Vote

Yes: Councilmembers Williford, Clapperton, Cronan, Fullerton, Mayor LaLonde and Mayor Pro-Tem St. Louis.

No: None.

Absent: Councilmember Pelter

Motion declared Adopted.

C. RESOLUTION AFSCME COVID PAY 2022

**A RESOLUTION TO DIRECT ADMINISTRATION TO ESTABLISH ESSENTIAL
WORKER PREMIUM PAY UNDER AMERICAN RESCUE PLAN ACT**

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

WHEREAS, on March 11, 2021, President Biden signed the U.S. Senate amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act “ARPA”; and

WHEREAS, on May 10, 2021, the U.S. Treasury issued the Interim Final Rule to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations (“CFR”); and

WHEREAS, under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds “CSLFRF” to provide premium pay to eligible employees who performed essential work during the COVID-19 public health emergency. See CSLFRF Frequently Asked Questions No. 5.3; and

WHEREAS, City Council will provide Premium Pay to members of AFSCME Local #388 employees who performed essential work as permitted by the Interim Final Rule, in accordance with City Charter, Ordinances, and other applicable agreements; and

WHEREAS, the City has identified personnel who serve on the frontlines and encountered the risks associated with exposure to COVID-19 first-hand when providing critical health and public safety services to the citizens in our community on a regular basis, during the pandemic; and

WHEREAS, those personnel are employees of the City in the Department of Public Works, Water and Wastewater Department, Clerk Clerical Staff, respectively; and

WHEREAS, Premium Pay of \$1,750, a one-time payment that will not have retirement accounted for in this payment, will be paid in January 2022 in one or two separate payroll checks. Employees will have the choice to split the payroll into two distributions.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby direct the City Manager's office to Budget, in the 2022 Budget, this authorized COVID Premium Pay in the appropriate budget for each employee.

Roll Call Vote

Yes: Councilmembers Clapperton, Cronan, Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis and Councilmember Williford.

No: None.

Absent: Councilmember Pelter.

Motion declared Adopted.

D. EMPLOYEE CONTRACTS

The following contracts were presented to Council as a recommendation by the Negotiations Committee, who last met on December 17, 2021:

1. DDA Director – City Manager Long informed Council of the updates to the DDA Director employment contract for Scott Marshall.

It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem St. Louis, to approve the DDA Director's updated employment contract as presented.

Roll Call Vote

Yes: Councilmembers Cronan, Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford and Clapperton.

No: None.

Motion carried unanimously.

2. Police Chief – City Manager Long requested Council's approval for a Status Quo Agreement with Police Chief Anthony Brown, extending his current employment contract until negotiations can be completed.

After some discussion about the Negotiation Committee's proceedings, it was moved by Councilmember Cronan, seconded by Mayor Pro-Tem St. Louis, to approve the Status Quo Agreement with Police Chief Brown, as presented.

Roll Call Vote

Yes: Councilmember Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford, Clapperton and Cronan.

No: None.

Motion carried unanimously.

3. Recreation Director – Director Morgan Mills informed Council that the Closed Session to discuss her employment contract was intended to further discuss the changes to her original contract that were implemented from one Negotiations Committee meeting to the next. It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve the Recreation Director’s employment contract for three years, as presented.

Roll Call Vote

Yes: Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford, Clapperton, Cronan and Fullerton.

No: None.

Motion carried unanimously.

E. SHORT-TERM RENTAL ORDINANCE ADMINISTRATION

Planning Commission Chairperson Betsy Dayrell-Hart informed Council that the Planning Commission is recommending a permit fee of \$250 for Category One Short-Term Rentals and \$350 for Category Two Short-Term Rentals, to allow the permit process to move forward for those Short-Term Rentals who do not need a variance.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve the permit fees recommended by the Planning Commission.

Roll Call Vote

Yes: Mayor Pro-Tem St. Louis, Councilmembers Clapperton, Cronan and Mayor LaLonde.

No: None.

Abstain: Councilmembers Williford and Fullerton.

Motion carried four to two.

NEW BUSINESS

A. 2021 BUDGET AMENDMENTS & TRANSFERS

City Manager Long reviewed the amendments and transfers proposed for the projected year-end 2021 Budget.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve the 2021 year-end budget transfers and amendments as presented.

Roll Call Vote

Yes: Councilmembers Williford, Clapperton, Cronan, Fullerton, Mayor LaLonde and Mayor Pro-Tem St. Louis.

No: None.

Motion carried unanimously.

ADDITION TO THE AGENDA:

1. BUDGET AMENDMENT & TRANSFER FOR OTHER POST EMPLOYMENT BENEFITS (OPEB) – CITY MANAGER LONG

City Manager Long requested Council's approval to transfer \$25,000 from Fund 729 Other Employee Benefits Trust to the City's Retirement Health Funding Vehicle (RHFV) with MERS. It was moved by Councilmember Cronan, seconded by Councilmember Clapperton, to approve the budget amendment and transfer of \$25,000 for OPEB requirements.

Roll Call Vote

Yes: Councilmembers Clapperton, Cronan, Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis and Councilmember Williford.

No: None.

Motion carried unanimously.

B. CEMETERY FEES INCREASE

City Manager Long reviewed proposed increases to the sales and services in the Lakeside Cemetery with Council.

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve a 5% increase to sales and 5.5% increase to services in the Lakeside Cemetery for 2022.

Roll Call Vote

Yes: Councilmembers Cronan, Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford and Clapperton.

No: None.

Motion carried unanimously.

C. READINESS TO SERVE INCREASE - WASTEWATER

City Manager Long informed Council that the City has been advised by USDA to increase the readiness-to-serve (RTS) rates for Wastewater to reach a satisfactory debt ratio.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve a 14% increase to the Wastewater's RTS beginning January 2022.

Roll Call Vote

Yes: Councilmember Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford, Clapperton and Cronan.

No: None.

Motion carried unanimously.

D. RESOLUTION ARPA FUNDS FOR AMBULANCE PURCHASE

A RESOLUTION TO DIRECT ADMINISTRATION TO UTILIZE UNDER AMERICAN RESCUE PLAN ACT FUNDING FOR AMBULANCE PURCHASE

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

WHEREAS, on March 11, 2021, President Biden signed the U.S. Senate amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act "ARPA"; and

WHEREAS, on May 10, 2021, the U.S. Treasury issued the Interim Final Rule to implement

ARPA in Title 31, Part 35 of the Code of Federal Regulations (“CFR”); and

WHEREAS, under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds “CSLFRF” to improve EMS Services in response to the public health emergency caused by COVID-19.

WHEREAS, City Council authorizes the use of ARPA Funds to assist with the City cost share of the ambulance purchase with the St. Ignace Area EMS; and

WHEREAS, the City understands the importance of EMS Service to the health and safety of St. Ignace Residents and;

WHEREAS, the City was provided the need to replace an aging ambulance in the St. Ignace Area EMS fleet with a new unit; and

WHEREAS, the City Council authorizes the use of \$62,566.70 of ARPA Funds to pay the City of St. Ignace’s portion of the new ambulance cost.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby direct the City Manager and Clerk-Treasurer to pay St. Ignace Area EMS Council a portion of the new ambulance amount in December of 2021.

Roll Call Vote

Yes: Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford, Clapperton, Cronan and Fullerton.

No: None.

Absent: Councilmember Pelter.

Motion declared Adopted.

E. ADOPT 2022 BUDGET & CAPITAL IMPROVEMENT PLAN (CIP)

City Manager Long reviewed the 2022 Budget with Council, stating the Capital Improvement Plan is a new addition to the budget document this year.

It was moved by Councilmember Cronan, seconded by Councilmember Clapperton, to approve the 2022 Budget document as presented.

Roll Call Vote

Yes: Mayor Pro-Tem St. Louis, Councilmembers Williford, Clapperton, Cronan, Fullerton and Mayor LaLonde.

No: None.

Motion carried unanimously.

In recognizing the CIP specifically, it was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem St. Louis, to approve the City’s CIP for 2022.

Roll Call Vote

Yes: Councilmembers Williford, Clapperton, Cronan, Fullerton, Mayor LaLonde and Mayor Pro-Tem St. Louis.

No: None.

Motion carried unanimously.

F. ADOPT ORDINANCE 653 – ANNUAL APPROPRIATIONS BILL 2022

It was moved by Councilmember Cronan, seconded by Mayor Pro-Tem St. Louis, to adopt Ordinance 653 Annual Appropriations Bill 2022.

Roll Call Vote

Yes: Councilmembers Clapperton, Cronan, Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis and Councilmember Williford.

No: None.

Motion carried unanimously.

G. AFSCME CONTRACT AGREEMENT

City Manager Long reviewed the approved list of negotiated items to be implemented in the renewed contract. Concerns of the COVID Premium Pay being discussed in negotiations were discussed.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve the AFSCME Contract Agreement

Roll Call Vote

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

No: Councilmember Cronan.

Motion carried five to one.

H. POLICE UNION STATUS QUO AGREEMENT

City Manager Long requested Council's approval to extend the current Police Union contract for thirty days until the Police Department officers can negotiate a contract under their new representation, the Michigan Fraternal Order of Police Labor Council.

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve the Status Quo Agreement with the Michigan Fraternal Order of Police Labor Council for thirty days beyond December 31, 2021.

Roll Call Vote

Yes: Councilmember Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford, Clapperton and Cronan.

No: None.

Motion carried unanimously.

I. EMPLOYEE CONTRACTS

1. Clerk-Treasurer – City Manager Long reviewed items in the contract with Council. City Clerk-Treasurer Insley also shared concerns regarding the amount of responsibilities that were added in the past year due to the absence of a Deputy Treasurer.

It was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve the Clerk-Treasurer contract as presented.

Roll Call Vote

Yes: Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford, Clapperton, Cronan and Fullerton.

No: None.
Motion carried unanimously.

2. DPW Director – City Manager Long reviewed DPW Director Fraser’s proposed contract with Council. It was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve the DPW Director contract as presented.

Roll Call Vote

Yes: Mayor Pro-Tem St. Louis, Councilmembers Williford, Clapperton, Cronan, Fullerton and Mayor LaLonde.

No: None.
Motion carried unanimously.

J. SCHEDULE SPECIAL MEETING – JANUARY 18TH CLOSED SESSION TO DISCUSS PENDING LITIGATION

It was moved by Councilmember Clapperton, seconded by Mayor LaLonde, to schedule a Special Meeting on January 18th at 6 p.m. with a Closed Session planned to discuss pending litigation with the City Attorney. [Section 8(e), MCL 15.268(e)]

Roll Call Vote

Yes: Councilmembers Williford, Clapperton, Cronan, Fullerton, Mayor LaLonde and Mayor Pro-Tem St. Louis.

No: None.
Motion carried unanimously.

CONSIDERATION OF BILLS

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

| | | |
|--|---|------------|
| 45th Parallell Digital Designs/Trish Sanders | Marina Host Fee Website/Domain Name Renewal | \$150.00 |
| Ace Hardware | November Statement-Golf | \$26.51 |
| Ace Hardware | November Statement | \$218.47 |
| Airgas | DPW Rental Gases | \$158.25 |
| All-Phase Electric | Marina Electrical Parts | \$132.52 |
| Apex Software | Annual Maintenance Renewal | \$235.00 |
| Arrow Signs | Council Nameplate-T. Cronan | \$15.00 |
| B.C. Pizza | Little Bear Concession/Catering | \$610.90 |
| Belonga Plumbing and Heating | SIFD Parts | \$141.36 |
| Charles J. Palmer, P.C. | November 2021 Attorney Fees | \$3,120.00 |
| Graham/Standard Electric | Marina Bubbler Motor Repair | \$198.41 |

| | | |
|--------------------------------------|--|--------------------|
| Grainger | Shovels | \$122.28 |
| Lynn Auto Parts | November Statement | \$2,743.54 |
| Mark Wilk | Marina Lighthouse Relay Repair | \$50.00 |
| Michigan State Firemen's Association | SIFD Training Books | \$360.11 |
| Michigan Muncpal Treasurer's Assoc. | Winter Workshop Virtual-A. Insley | \$149.00 |
| Michigan Muncpal Treasurer's Assoc. | 2022 Treasurer-To-Treasurer Classes Online-8 | \$100.00 |
| North Central Laboratories | Water Plant Supplies | \$324.46 |
| Ok Industrial Supply | Safety Vests | \$160.56 |
| Pomasl | Fire Hooks and Hydrant Tool Bag | \$688.52 |
| Pomasl | SIFD Equipment | \$2,562.98 |
| R&R Fire Truck Repair Inc. | Fire Truck Repair | \$12,029.57 |
| Sault Printing Company | Copier/City Mgr Office Printer Service Agreement | \$153.11 |
| St. Ignace True Value | November Statement | \$1,138.50 |
| State of Michigan EGLE | WTR/WWTR Annual NPDES | \$150.00 |
| Straits Area Glass Company | Door Repair | \$165.00 |
| SYNCB/Amazon | Uniforms/DPW Ofc /CMGR Voice Recorder/SIPD Case | \$805.73 |
| T-Time Designs, Inc. | Tee Sheet Books - Golf | \$315.18 |
| USA Bluebook | Water/Wastewater Plant Supplies | \$1,007.68 |
| Yamaha Golf Cars Plus | Golf Carts Work Order | \$260.55 |
| | TOTAL | \$28,293.19 |

Roll Call Vote

Yes: Councilmembers Clapperton, Cronan, Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis and Councilmember Williford.

No: None.

Motion carried unanimously.

PUBLIC COMMENT

Public comment was received regarding the Open Meetings Act, Negotiations Committee proceedings, employee contracts and public questions to the Council.

CITY MANAGER'S REPORT

City Manager Long commended staff for work on budget preparation and Department Heads for filling in for absent staff members.

COMMITTEE REPORTS

No committee reports were discussed.

COUNCILMEMBER COMMENTS

Councilmembers commended City crews for clean-up after recent storm, citizen involvement with City business and processes, and City staff for all the budget preparation.

K. ENTER CLOSED SESSION – REVIEW LEGAL OPINION WITH CITY ATTORNEY
[Section 8(e), MCL 15.268(e)]

At this time, it was moved by Mayor LaLonde, seconded by Councilmember Cronan, to enter into Closed Session to discuss a legal opinion with the City Attorney, Charles Palmer, regarding pending litigation.

Roll Call Vote

Yes: Councilmembers Cronan, Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis, Councilmembers Williford and Clapperton.

No: None.

Motion carried unanimously.

After Council returned from Closed Session at 10:20 p.m., it was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve City Attorney Palmer send a letter of response stating the City disagrees with the legal conclusions of the pending litigation matter. Motion carried unanimously.

There being no further business, the meeting adjourned at 10:23 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: 1/10/2022

Presenter: City Manager

Department: Administration

Darcy Long, 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: Contractor STR Ordinance Administration

BACKGROUND:

This is old business that has been discussed many times regarding the use of a contract service to assist with portions of the STR Ordinance Administration and Compliance.

FISCAL EFFECT:

There is a cost to hire a contractor please see the bid information.

SUPPORTING DOCUMENTATION:

See attached bid information

RECOMMENDATION:

In reviewing the proposals and cost for a contract services provider to assist with STR Ordinance Administration I felt Granicus was the best company to select due to their experience and for the simple fact they allow the City to pay for their services in installments. Granicus is not the lowest cost provider but they have the most experience with STR Ordinance and administration. This company is also the primary company utilized by Municipal Governments in Michigan.

| Service | GovOS | Granicus | Harmari |
|---|------------------------------|-----------------------------|-----------------------------|
| Address Identification & Reporting | | \$3,960 | \$5,000 |
| Cost per property owner 33 permits: 100 permits: | | \$120 \$40 | \$152 \$50 |
| Compliance Monitoring/Enforcement | \$11,300 | \$1,418 | \$1,500 |
| Cost per property owner 33 permits: 100 permits: | \$343 \$113 | \$43 \$15 | \$46 \$15 |
| STR Registration Portal | \$6,200.00 | \$5,000 | \$1,500 |
| Cost per property owner 33 permits: 100 permits: | \$188 \$62 | \$152 \$50 | \$46 \$15 |
| 24/7 Enforcement Hotline | | \$756 | \$1,500 |
| Cost per property owner 33 permits: 100 permits: | | \$23 \$8 | \$46 \$15 |
| Total | \$17,500 | \$11,134 | \$9,500 |
| Cost per property owner assuming 33 rentals | \$531 | \$338.00 | \$289 |
| Cost per property owner assuming 100 rentals | \$175 | \$112 | \$95 |

Adopted Fees:

The City Council has adopted fees of \$250 for Category 1 STR permits and \$350 for Category 2 STR permits.

Service:

| | |
|---|--|
| Address Identification & Reporting | Identifies active STR properties in St. Ignace and reports those addresses to us |
| Compliance Monitoring/Enforcement | Ongoing monitoring of websites to check for compliance & outreach to those in violation |
| STR Registration Portal | Allows STR owners to register for a permit online, upload required documentation, pay fees, etc. |
| 24/7 Enforcement Hotline | Records and routes complaints against STR properties; 24/7 staffed hotline |



408 Saint Peter Street, Suite 600
Saint Paul, MN 55102
United States

THIS IS NOT AN INVOICE

Order Form
Prepared for
St Ignace, MI

Granicus Proposal for St Ignace, MI

ORDER DETAILS

Prepared By: Bruce McCaskill
Phone: (415) 707-0568
Email: bruce.mccaskill@granicus.com
Order #: Q-123017
Prepared On: 01/06/2022
Expires On: 03/31/2021

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

| One-Time Fees | | | |
|--|-------------------|---------------|---------------|
| Solution | Billing Frequency | Quantity/Unit | One-Time Fee |
| Address Identification - Setup and Configuration | Up Front | 1 Each | \$0.00 |
| Address Identification - Online Training | Up Front | 1 Each | \$0.00 |
| 24/7 Hotline - Setup and Configuration | Up Front | 1 Each | \$0.00 |
| 24/7 Hotline - Online Training | Up Front | 1 Each | \$0.00 |
| Compliance Monitoring - Setup and Configuration | Up Front | 1 Each | \$0.00 |
| Compliance Monitoring - Online Training | Up Front | 1 Each | \$0.00 |
| SUBTOTAL: | | | \$0.00 |

| New Subscription Fees | | | |
|------------------------|-------------------|--------------------|-------------------|
| Solution | Billing Frequency | Quantity/Unit | Annual Fee |
| Address Identification | Annual | 88 Rental Listings | \$3,960.00 |
| 24/7 Hotline | Annual | 63 Rental Units | \$756.00 |
| Compliance Monitoring | Annual | 63 Rental Units | \$1,417.50 |
| SUBTOTAL: | | | \$6,133.50 |

PRODUCT DESCRIPTIONS

| Solution | Description |
|--|---|
| Address Identification | Service to systematically identify the addresses and owner's contact information for short-term rentals located in a specific local government's jurisdiction. Data provided in the form of a online software platform which makes it easy to access the complete property and owner address information and screenshots for all identifiable short-term rental units. |
| Address Identification - Setup and Configuration | Setup and configuration of the platform to facilitate the systematic identification of the addresses and owner's contact information for short-term rentals located in a specific local government's jurisdiction. |
| Address Identification - Online Training | Virtual training session with a Granicus professional services trainer. |
| 24/7 Hotline | <p>Mobile-enabled online platform for neighbors to report, prove and get instant resolution to non-emergency short-term rental related problems.</p> <p><i>Rental listings are defined as advertisements on short term rental sites (Airbnb, VRBO, etc.)</i></p> <p><i>Rental units and Rental listing quantities reflect a monthly average from the previous 10-12 months based on the availability of data.</i></p> |
| Compliance Monitoring | Ongoing monitoring of a specific jurisdiction's short-term rentals for compliance with the relevant registration/licensing/permitting requirements. In practice this involves the matching and cross-referencing of Host Compliance's always up-to-date database of actively listed short-term rentals, with the jurisdiction's database of properly registered/licensed/permited short-term rentals. |
| 24/7 Hotline - Setup and Configuration | Setup and configuration of the online platform to enable neighbors to report, prove and get instant resolution to non-emergency short-term rental related problems. |
| 24/7 Hotline - Online Training | Virtual training session with a Granicus professional services trainer. |
| Compliance Monitoring - Setup and Configuration | Setup and configuration of the system to enable ongoing monitoring of a specific jurisdiction's short-term rentals for compliance with the relevant registration/licensing/permitting requirements. |

| Solution | Description |
|--|---|
| Compliance Monitoring - Online Training | Virtual training session with a Granicus professional services trainer. |

TERMS & CONDITIONS

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of St Ignace, MI to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-123017 dated 01-06-2022 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

BILLING INFORMATION

| | | | |
|-------------------------|--|--|-----------------------|
| Billing Contact: | | Purchase Order Required? | [] - No [] - Yes |
| Billing Address: | | PO Number: <i>If PO required</i> | |
| Billing Email: | | Billing Phone: | |

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-123017 dated 01/06/2022 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

| St Ignace, MI | |
|-------------------|--|
| Signature: | |
| Name: | |
| Title: | |
| Date: | |

COVER LETTER

City of St. Ignace,
 Planning Commission,
 396 N. State Street,
 St. Ignace, Michigan, 49781



Attention: Betsy Dayrell-Hart
 Chair, Planning Commission,

Dear Betsy,

HARMARI STR is pleased to provide the following proposal for Short Term Rentals (STR's) Identification, Monitoring and Web Portal Services, requested by the City of St. Ignace. I am a Sales Representative at HARMARI STR, which was founded in 2011. We provide the Harmari STR Short Term Rentals (STR's) Software and Consulting Services.

Harmari STR is a worldwide leader in this field, pioneering the machine learning technology and analytics that the City of St. Ignace can leverage. The Harmari STR solution is a cost-effective solution, without compromising on quality or completeness of scope.

| Scope Item | How Harmari <u>Exceeds</u> Minimum Specifications |
|-------------------------|--|
| Address Identification | <ul style="list-style-type: none"> ✓ Identification for 80+ websites including Airbnb, VRBO, Flipkey, Booking, Casamundo and many others ✓ Non-crowdsourced, non-Amazon MTurk trained analysts ✓ At least 2 overlapping supporting evidence screenshots provided up front without special inquiry and spoliation of evidence ✓ Accuracy guarantee of 95% for houses, 75% for condos/apartments |
| Compliance Monitoring | <ul style="list-style-type: none"> ✓ Monitor 80+ websites 4 times per week ✓ Archive folder with time-stamped evidence ✓ Up to 2 letters and 2 phone calls to each non-compliant STR operator ✓ Calendar bookings data for revenue modeling ✓ Insights Module to track parties, overcrowding, COVID-19, taxes/fees, pests, mold, fire |
| Online Registration | <ul style="list-style-type: none"> ✓ Fully Customizable 5-step process ✓ Automated renewal reminders ✓ Payment by credit card via Paypal, also cash/check/ACH options ✓ Customer Service assistance 8 AM – 5 PM |
| 24/7 Complaints Hotline | <ul style="list-style-type: none"> ✓ Route complaints to the proper jurisdiction and to PM / Code / Police where applicable ✓ Human inbound, human outbound call center ✓ Unlimited nuisance STR calls |

We look forward to discussing the project in further detail with you.

8 COST OVERVIEW

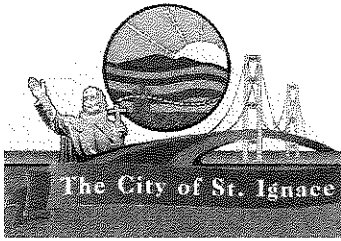
Below are costs of each Component over a 1-Year Term. Years 2 and 3 are optional Years. Annual Cost of Components are below. Pricing below are in USD expires on **February 28th, 2021**

| Component Description | Year 1 | Optional Year 2 | Optional Year 3 |
|--|----------------|-----------------|-----------------|
| Address Identification and Reporting <ul style="list-style-type: none"> • (Airbnb, VRBO/HomeAway, FlipKey/Trip Advisor, Booking, Craigslist + 75 other websites) • 4x per week monitoring, weekly identification report • Calendar booking data collection • Archive folder with all images, ad content, and time-stamped evidence • Insights Module to track parties, overcrowding, COVID-19, taxes/fees, pests, mold, fire | \$5,000 | \$5,000 | \$5,000 |
| Compliance Monitoring / Enforcement <ul style="list-style-type: none"> • 2 rounds of letters per violator • 2 rounds of phone calls per violator | \$1,500 | \$1,500 | \$1,500 |
| STR Registration Portal <ul style="list-style-type: none"> • Customized per Community's ordinance • Credit Card Payment processing* • Automated email renewal reminders • Customer Service assistance 8 AM – 5 PM EDT | \$1,500 | \$1,500 | \$1,500 |
| 24/7 Enforcement Hotline <ul style="list-style-type: none"> • Human inbound, human outbound call center • Unlimited nuisance STR calls • Mobile Tip Form and Evidence Upload | \$1,500 | \$1,500 | \$1,500 |
| Total Cost | \$9,500 | \$9,500 | \$9,500 |

** Paypal or Bambora/Worldline will charge around 3% credit card processing fee directly to your account. You can decide to pass that onto the operator as a “convenience fee”. If you choose not to setup a Paypal or Bambora/Worldline merchant account, an additional \$1,500/year book-keeping fee applies to use our Merchant ID.

9 PROJECT PLAN

| Date | Milestone | Community Inputs & Harmari Deliverables |
|--|--|--|
| Signing Date | Contract Signature – Implementation Phase Starts | <ul style="list-style-type: none"> • Community provides Harmari with Permit Data • Harmari begins weekly monitoring, dashboard reports • Reporting portal ready |
| +10 days | Registration portal | <ul style="list-style-type: none"> • 24/7 Hotline and Tipline goes live • Registration portal goes live • Training for staff via webinar • Community staff review and approve/reject registrations |
| +30 days | Identification Phase | <ul style="list-style-type: none"> • Voluntary compliance grace period completed |
| +60 days | Outreach Phase | <ul style="list-style-type: none"> • Harmari analysts complete 100% of identifications • Round 1 of letters sent |
| +90 days | Outreach Phase | <ul style="list-style-type: none"> • Respondents register on Harmari STR portal • Harmari provides customer service for registrants • Community sends Round 2 of letters |
| Monthly from +90 days to end of contract | Maintenance Phase Starts | <ul style="list-style-type: none"> • Updated Harmari report with identifications • Verify, archive, identify new STRs and operators • Renewal reminders emailed for registrants |



City of St. Ignace, MI


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

Staff Report

Agenda Date: January 10, 2022

Presenter: Kurt Ney

Department: Golf Course

Darcy Long, 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: Golf & Country Club Liquor License

BACKGROUND:

The Golf Course has been interested in obtaining a liquor license for quite a while, and is in the process of going through the State application. The State requires Local Government Approval, which in this case would come from both the City and Moran Township. Moran Township voted to approve it at their meeting on January 5th.

FISCAL EFFECT:

Approving this would have no immediate fiscal effect. However, having a liquor license would be a great added revenue stream for the golf course, and this revenue would allow for further improvements at the golf course.

SUPPORTING DOCUMENTATION:

See attached City approval form, and approval that Moran Twp voted to pass.

RECOMMENDATION:

Recommended that the Council vote to approve.



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ Regular _____ meeting of the _____ St. Ignace City _____ council/board
(regular or special) (township, city, village)
called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____ St. Ignace Golf & Country Club (City of St. Ignace)
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): _____ New Class C Liquor License _____
(list specific licenses requested)

to be located at: _____ W223 U.S. Highway 2, St. Ignace, MI 49781 _____

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ recommends _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____
Nays: _____
Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Moran Township council/board
(regular or special) (township, city, village)
 called to order by Supervisor Dionne on January 5, 2022 at 6 PM EST
(date) (time)

the following resolution was offered:

Moved by Clerk Vallier and supported by Trustee Spencer

that the application from St. Ignace Golf & Country Club (City of St. Ignace)
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): New Class C Liquor License
(list specific licenses requested)

to be located at: W223 U.S. Highway 2, St. Ignace, MI 49781

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it recommends this application be considered for
(recommends/does not recommend)
 approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: 4

Nays: 0

Absent: 1

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the
 council/board at a regular meeting held on January 5, 2022 Moran
(regular or special) (date) (township, city, village)

Kristine R. Vallier
Print Name of Clerk

Kristine R. Vallier
Signature of Clerk

January 6, 2022
Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

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: Labatt Blue U.P. Adult Pond Hockey | | | |
| Describe the Event: Meet and Greet Thursday evening at a TBD restaurant followed by hockey tournament games on frozen Lake Huron (in front of Kiwanis Beach) on Friday, Saturday and Sunday. Free shuttle provided to all players throughout the weekend to anywhere in St. Ignace. Some tents will be on the ice, but most will be on the shore, with the beer tent on shore. Liquor License is acquired by the St. Ignace Hockey Association. | | | |
| Sponsoring Organization Information | | | |
| Legal Business Name: St. Ignace Visitors Bureau | | | |
| Address: 6 Spring St. | City: St. Ignace | State/Zip: MI | 49,781 |
| Mailing Address: 6 Spring St. | City: St. Ignace | State/Zip: MI | 49,781 |
| Telephone: 906-643-6950 | Email: quincy@stignace.com | | |
| Contact Name: Quincy Ranville | Title: Events Director | | |
| Telephone 906-643-6950 | Email: quincy@stignace.com | | |
| Contact Person on Day of Event | | | |
| Name: Quincy Ranville | Title: Events Director | | |
| Address: 6 Spring St. | City: St. Ignace | State/Zip: MI | 49,781 |
| Telephone: 906-643-6950 | Cell: 906-298-1902 | Email: quincy@stignace.com | |
| 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): TBD restaurant (for meet and greet) shoreline and frozen lake in front of Kiwanis Beach (we will also get DNR and USCG approvals) | | | |
| Event Date(s): Feb. 17 - Feb. 20 | | | |
| Event Hours: Feb. 17: 6PM-10M, Feb. 18: 12PM-6PM, Feb. 19: 12PM-6PM, Feb. 20: 11AM-3PM | | | |
| Estimated date/time for set up: | | | |
| Estimated date/time for clean up: | | | |
| Describe set up and clean up procedures (include specifically who will be taking care of trash): SIVB and SIHA will handle trash | | | |

Event Information (continued)

Estimated DAILY attendance: 1200

Describe crowd control plans for this event:

None

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

Positive tourism impact

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 St. Ignace does not have authority to close County roads.*

Describe street closures:

We would like permission to close the right lane of State Street in front of Indian Village to use for shuttle unloading in case we are not able to use the Star Line parking lot. If the Star Line parking lot is secured, this partial closure will not be needed.

* Streets closed: Date/Time:
Friday, Saturday, and Sunday during games.

* 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:

N/A

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

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

What parking arrangements are proposed to accommodate attendance?

Shuttles provided.

Will music be provided/included during the event?

YES

NO

Describe type of music proposed:

Live

Amplification

Recorded

Loudspeakers

Proposed time music will begin: Friday 11-5, Saturday 11-5

Proposed time music will end:

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

tent on Kiwanis Beach

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

- | | |
|---|-----------|
| <input checked="" type="checkbox"/> Trash Receptacles | Quantity: |
| <input checked="" type="checkbox"/> Barricades | Quantity: |
| <input checked="" type="checkbox"/> Traffic Cones | Quantity: |
| <input checked="" 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 checked="" type="checkbox"/> Booths | <input checked="" type="checkbox"/> Tables |
| <input checked="" type="checkbox"/> Tents | <input checked="" type="checkbox"/> Rides |
| <input checked="" type="checkbox"/> Awnings | <input checked="" type="checkbox"/> Portable Toilets <i>(may be required depending on event)</i> |
| <input checked="" type="checkbox"/> Canopies | <input checked="" 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:

Above, the form is flawed and would not allow me to individually select the equipment we will be using. We will be using trash receptacles, barricades and traffic cones - we will coordinate with DPW as we get closer. We will also be using tents and portable toilets which we will provide and maintain.

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:

SIHA will provide concessions.

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

SIHA will acquire temporary liquor license.

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. billboards on private property 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

If document is missing, please explain: I don't provide my drivers license, but again, the fom won't let me unc

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 organizations 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 | Date |
| Co-Applicant Signature | Date |
| Complete this application, Print, sign 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. | Receipt Date |

Print

Google Maps



Map data ©2019

100 ft

Star Line

stairs

Port a Jons

20x10
Stents

Pink Area

State St.

Locker Rooms

Pond Hockey 2021 – Event Signage Description

Sponsor Inflatables: Labatt USA inflatable beer can/bottle on Kiwanis beach near sidewalk

On Site Signage: flags and pennants hung on tents and scoreboard onsite.

Additional Signage: depending on sponsor availability, there may be large signs hung from buildings of private properties. If this occurs, we acquire permission from the property owners.



City of St. Ignace, MI

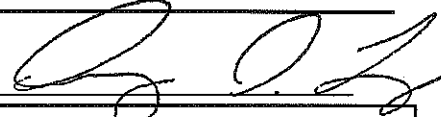
396 N State Street
St. Ignace, MI. 49781
cityofstignace.com

Staff Report

Agenda Date: January 10, 2022

Presenter: Darcy Long

Department: Administration

Darcy Long, 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: STR Inspection Process

BACKGROUND:

The City Council agreed to a fee schedule for STR permits. In order to ensure the rental properties meet safety standards before being permitted by the City, we wanted to adopt a formal process for STR inspections.

FISCAL EFFECT:

The \$100 inspection fee (which is the City's regular fee for all inspections) will cover the cost.

SUPPORTING DOCUMENTATION:

See attached inspection checklist.

RECOMMENDATION:

Recommended that the Council approve this process for STR inspections.

City of St Ignace
SHORT-TERM RENTAL HOUSING INSPECTION CHECKLIST

All short-term rental properties must meet the following standards, as well as those listed in the Short-term Rental Ordinance before an initial permit will be issued.

Smoke Detectors:

- Properly installed and operable
- Installed in each sleeping room and immediate vicinity of bedrooms and on each additional story
- Carbon monoxide detector in immediate vicinity of bedrooms
- Fire extinguisher at an exit door on each floor

Furnace:

- Gas shut-off valve and drop pipe
- Vent secured
- Filters are replaced/cleaned regularly
- Operable, with no rust holes or leaks

Water Heater:

- Gas shut-off valve
- Proper pop-off valve and drop pipe
- Vent secured
- Operable, with no rust holes or leaks

Electrical Panel:

- Overall good condition
- No open circuits in box
- All circuits labeled and readable

General Electrical:

- Covers on switches, junction boxes and outlets
- Splices to code in covered boxes
- Switches, outlets and fixtures operable
- Buffer space between lights and combustibles
- Safe, limited use of extension cords
- Exterior service lines secure and protected

General Plumbing:

- No apparent leaks
- Functioning drains with proper traps

Sinks, Bathtubs & Showers:

- Operable with hot and cold water
- Functioning drains with proper traps
- No leaks or drips
- Garbage disposal operable if present

Toilets:

- Operating properly
- No leaks or continuous running

Laundry

- Proper dryer vent to exterior with cover
- Gas shut-off valve, end of line capped if unused
- Proper and grounded electrical connection
- Washtub faucet backflow prevention present

Windows:

- Proper for egress and lockable
- Snug fit, openable and not broken or cracked
- Screens installed between June 1 and October 1
- Egress windows for basement bedrooms
- Bathrooms have operable window or a vent fan

The inspection fee is \$100.00 and must be paid before the inspection will be completed.

Doors:

- Bedrooms and bathrooms require privacy doors
- Bedroom doors - no padlocks or inside keyed
- Exterior doors – correct for egress, lockable, and not keyed inside
- Exterior doors – snug fit, operable and unbroken

Rooms:

- Walls, floors and ceilings intact and maintained
- Unobstructed egress within and out of home
- Fireplaces, wood stoves operable and maintained
- No rubbish or garbage accumulation, infestations
- Basement bedrooms comply with all safety codes

Stairways:

- Adequately lighted, no stored items blocking egress
- Steps stable, unbroken and of adequate strength
- Handrails required if 5 or more steps
- Guardrails on open stairs over 30" high

Building Exterior:

- Roof waterproof and maintained, gutters work
- Walls, foundations, chimney maintained
- Porched solid and maintained
- No openings for animal infestation
- Guardrails on porches or stairs over 30" high
- Handrails required if 5 or more steps
- House numbers present and readable from street

Garage:

- Structure solid & maintained

Yard:

- Fences well maintained
- Grass, shrubs, trees maintained to code
- Accessory buildings maintained to code
- Pools maintained and secure from child entry
- Outdoor trash kept in solid, covered containers
- No junk, trash, or building materials stored outside
- No inoperable vehicles or stored vehicle parts/tires
- No improper vehicle, RV or trailer parking
- No unsafe or unsanitary conditions
- Pet waste must be removed regularly

General:

- Permits pulled for repairs or new work as required

Note: City of St. Ignace rental inspections do not include inspection for mold, airborne contaminants or other possible contaminants. This is not a comprehensive list of all requirements. Questions? Call Brian at 906-643-9584.

Property Address: _____

Building Inspector: _____

St. Ignace Planning Commission Annual Report for 2021

1. Introduction: The general purpose of the St. Ignace Planning Commission is to guide and promote the efficient, coordinated development of the city in a manner which will best promote the health, safety, and general welfare of its people; preserve and protect the city and its natural resources; and to address the goals and recommendations of the Master Plan. Our mandated duties include **a.** To draft, conduct hearings, and recommend a Zoning Ordinance, and subsequent amendments thereto, to the City Council. **b.** To assist the City council by updating the Master Plan **c.** Prepare an annual report to the City Council **d.** Review and take action, or recommend appropriate actions to City Council on site plan, special land use, and planned unit development requests **e.** Attend training sessions, conferences, or meetings as needed to properly fulfill the duties of commissioner, and for which appropriations of funds have been approved by the City Council, as needed. **f.** Perform other duties and responsibilities as may be requested by the City council. **g.** conduct such site visits as deemed necessary to evaluate the application and supporting material. (Site visits shall be conducted individually unless otherwise scheduled by the commission, obeying all requirements of the Open Meetings Act.)
2. Purpose of this report: The Michigan Planning Enabling Act requires “ A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.” The report increases information-sharing between staff, boards the commission and city council, and it provides an opportunity for the commission to anticipate upcoming issues and priorities in order to prepare and budget, if necessary.
3. As chair, I wish to thank the members of the Planning Commission for their dedication and work this year:

Planning Commission Members

| Member | Position | Term Ends |
|--------------------|------------|-----------|
| William LaLonde | Mayor | 12/23 |
| Cindy Snyder | Member | 12/23 |
| Jim Draze | Member | 12/23 |
| Rachel Conant | Member | 12/23 |
| Rick Perry | Vice Chair | 12/24 |
| Zac Sylvain | Member | 12/24 |
| Betsy Dayrell-Hart | Chair | 12/23 |

Past members who served in 2021

| | | |
|----------------|--------|-------|
| Connie Litzner | Mayor | 11/21 |
| Luke Paquin | Member | 2021 |
| John Kling | Member | 2021 |

4. Meetings: The planning commission met monthly in 2021. Our monthly business meetings occur on the second Tuesday of each month, unless an emergency requires a change of date. Our meetings in 2021 were on zoom during the COVID-19 Pandemic emergency, and were in person and on zoom from July 2021 - December 2021.

5. Master plan review: Our master plan is compatible with the needs of the community; we helped to develop a new city website, created a Capital Improvement Process to aid in budget development for the city, but missed several goals during the pandemic, which we have listed below.

Goals and recommendations for 2022, based on review of the Master Plan:

housing development, zoning reform, especially to enhance housing opportunities, (December 1, 2021 workshop was useful) review of city owned property to facilitate best practice for land uses, facilitate development of an arts council, facilitate regional broadband, develop a city-wide parking plan, assist DDA in review and update of mobile vending in the city, facilitate improved signage, begin corridor plan outreach, when possible, for Ferry Lane and the Iron Belle Corridors. Continue to encourage development of a downtown or waterfront pavilion and outdoor market. Review city policy regarding social media and consider social media connections between the planning commission and the community.

We hope that 2022 allows more in-person meetings, workshops and other forms of community outreach.

6. zoning ordinance amendments: The zoning code was amended in December 2021 to reflect changes and updates for the zoning board of appeals and to add a special land use to the Central Business District, General Business District and Tourist Business District.

7. Site plan reviews: none

8. Variances : A variance was issued by the zoning board of appeals in April of 2021 for a campground in the Tourist Business District

9. Actions by the legislative body: an ordinance to regulate short term rentals No. 38-364 of 2021 was passed by council on 09-08-21. Fee structure was recommended and adopted by Council on 12-20-21.

Follow-up: STR permits: Recommendations by the planning commission to the Finance Committee and Council for hiring a company to assist with identification of STR properties and compliance with regulations. Planned joint meeting with the ZBA to discuss how to address variances needed for category 2 STRs in residential districts

10. Trainings attended

2/4/21 Remote Ready Cities 'How to make your city a remote worker magnet' 1 hour MAP Betsy Dayrell-Hart

3/23/21 and 3/24/21 Planning and Zoning Essentials 4 hours MAP Rachel Conant

3/9 and 3/23/21 Zoning Code Review, writing ordinances 3 hr MAP Betsy Dayrell-Hart

3/12/21 Essentials of Successful Short Term Rental Programs 1.5 hr ICMA University Betsy Dayrell-Hart

5/18/21 Democracy at the Local Level 2 hr MSU extension Betsy Dayrell-Hart

May-June 2021 8 sessions, MEDC Redevelopment Ready Community 12 hr Betsy Dayrell-Hart

July 2021 Building, code, architecture review course 12 hours Rick Perry

10/28-29 MAP virtual conference 12 hours MAP Betsy Dayrell-Hart

12/16 New Placemaking Initiatives 1 hour MEDC Betsy Dayrell-Hart, Jim Draze, Cindy Snyder

11. Potential training topics for 2022, based on goals and priorities

Land Banks, Community Land Trusts, development of Broadband, Placemaking that brings revenue to city government, using personal digital devices for public business, how to use social media successfully and safely for community outreach

12. Joint meetings: with council, to review compliance monitoring for short term rentals, provided by Granicus in March of 2021, and by Harmari associates in November 2021. Selected PC members attended DDA meetings to discuss parking/parking plan, and discussion has opened on making changes to the Peddler's Ordinance to allow for limited mobile vending (in progress, no consensus yet).

13. Other comments/data from the commission. We encourage attendance of Council meetings, DDA board meetings, ZBA and other governmental meetings by commissioners, and vice - versa, and strive to keep communication channels open.

Proposed changes to the St. Ignace Zoning Code, Chapter 38

CD 38:10.1 Article II ADMINISTRATION AND ENFORCEMENT

DIVISION 1. GENERALLY

Sec. 38-31

This section describes the requirements for building permits, refers to construction regulations “ showing that the construction proposed is in compliance with the provisions of this chapter, and with the single state construction code or other building regulations now in effect or hereafter adopted.”

No changes required

page CD 38:13

ARTICLE III. DISTRICT REGULATIONS

DIVISION I. GENERALLY

No changes required

DIVISION 2. R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT

page CD38:16

Sec. 38-122 Floor space area and volume

(2) Delete current language, **change to: Floor space and area shall be in compliance with current State of Michigan Residential Code.**

Page 38:17

Sec. 38-128 Lot coverage

No lot in the R-1 District shall be occupied by buildings to an extend greater than 25% of the total lot area.

change to 35%

DIVISION 3. R-2 TWO-FAMILY RESIDENTIAL DISTRICT

Sec. 38-151 Description of District; permitted uses

(2) Two-family dwellings.

Page 38:18

Sec. 38-152. Floor Space area and volume.

(2) change “a minimum total floor area of 800 square feet” to **Floor space and area shall be in compliance with current State of Michigan Residential Code.**

(4) change A two-family dwelling unit **Floor space and area shall be in compliance with current State of Michigan Residential Code.**

page 38:19

Sec. 38-159. Rear dwellings prohibited **Delete this section**

page CD38:19

DIVISION 4. R-3 MIXED RESIDENTIAL DISTRICT

Sec. 39-181. Description of district; permitted uses.

(2) Multifamily dwelling. All multi-family dwellings **Floor space and area shall be in compliance with current State of Michigan Building Code.**

Sec 38-182. Floor space area and volume

Delete (2), (3), (4) replace with **Floor space and area of one-family, two-family and multi-family dwellings shall be in compliance with current State of Michigan Building Code.**

CD 38:21

DIVISION 5. R-4 MOBILE HOME PARK DISTRICT

this division refers to compliance with Michigan Public Act No. 96 of 1987. Leave as is except for any needed updates refer to changes made by the State of Michigan

DIVISION 6. CBD CENTRAL BUSINESS DISTRICT

page CD38:22

(16) refers to sec. 38-182, which refers to 38-152, which is R2

Delete “The number of units allowed shall be in accordance with section 38-182 and”,

leave “shall comply with the single state construction code”, or change the wording to **Floor space and area shall be in compliance with current State of Michigan Residential Code, or State of Michigan Building Code, whichever is appropriate.**

CD38:3 (d) Construction. “Construction shall comply with **current State of Michigan Residential Code, or State of Michigan Building Code, whichever is appropriate.**”

page CD 38:23

DIVISION 7. GBD GENERAL BUSINESS DISTRICT

(10) Dwelling units are allowed... The number of units **Delete: “allowed shall be in accordance with section 38-182 and shall comply with the single state construction code.”**

ADD “and floor space area shall be in compliance with current State of Michigan Residential Code, or State of Michigan Building Code, whichever is appropriate.”

page 38:24

DIVISION 8. TBD TOURIST BUSINESS DISTRICT

DELETE (10) (13), (14) REPLACE WITH “Number of units, floor space and area for residential residential dwellings shall be in compliance with current State of Michigan Residential Code, or State of Michigan Building Code, whichever is appropriate.”

page CD38:27

ARTICLE IV. SUPPLEMENTARY REGULATIONS

SEC. 28-351

DELETE ‘, except said conversion is not allowed in the R-1 district’

page 38:28

Sec. 38-359. Non-family dwellings, one or two units (houses or duplexes) boarding houses, shared houses, group houses.

In paragraph 1, **delete** “with a minimum of seven-foot-six-inch ceiling height and must provide no less than 240 square feet in R2, etc. ...and no less than 200 gross square feet per occupant in the tourist business district.”

Replace with “In all non-family dwellings, number of units, floor space and area for residential dwellings shall be in compliance with current State of Michigan Residential Code, State of Michigan Building Code, or International Property Maintenance Code, whichever is appropriate.”

Sec. 38-360 Non-family dwellings, three or more units (apartments).

delete “Non-family dwellings... in the tourist business district.” (the entire first sentence)

replace with “Number of units, floor space and area in non-family dwellings for three or more persons shall be in compliance with current State of Michigan Building Code, or International Property Maintenance Code, whichever is appropriate.”

leave the second sentence regarding distance between allowed non-family dwellings in the TBD.

Proposed changes to Chapter 6 Buildings and Building Regulations
page CD6:1 - 6:11

Needs update.

Chapter 6 needs to refer to all types of building and building maintenance. The current version refers back to Michigan Law, but to old ones (1972, 1986, 2003). There is a state law reference below the Editor’s note at the bottom of the page

Michigan Building Code this is for new construction, additions, and some alterations.

Michigan Residential Code this is for new construction, additions, and some alterations.

International Property Maintenance Code this is for existing non-family properties

“Single State Construction Code” no longer appropriate.

Consider this change- Chapter 6,

ARTICLE II, section 6-31,

“Pursuant to section 8b(6)...1986 PA 54.

ADD “*The City shall administer and enforce all subsequent updates, revisions and corrections to these statutes passed by Michigan Legislature and signed into law by the Governor of Michigan.*”

ARTICLE III, section 6-61,

“The International Property Maintenance Code, 2003 edition”

ADD: “*and any subsequent editions adopted by the State of Michigan*” ...is hereby adopted...

The Michigan Association of Chiefs of Police 2022 Winter Professional Development Conference



February 9-11, 2022

Amway Grand Plaza Hotel ♦ Grand Rapids, MI



REGISTRATION IS OPEN!

Attendee Registration

MACP Members

Full Conference Rate \$280.00

NON-MACP Members

Full Conference Rate \$330.00

PARTIAL REGISTRATION INFORMATION: Individual *Day Only Registration*: \$140.00

[Click](#) for
Amway Grand Plaza
Hotel Reservations

*Special rate of
\$176/night*



Life Member Full Conference Registration: \$145.00

***JOIN the MACP before you register
and ENJOY an additional discount on this
conference, PLUS discounted rates on other
2021/2022 trainings and the
2022 Summer Conference!***

Active Voting Members (Chiefs/Directors).....\$115.00
Active (Sworn LE Personnel)\$100.00
Associate (Civilian LE Employees) \$115.00

2022 Winter Conference Professional Development Session Descriptions

Wednesday, February 9

Walking with the Wounded: Leadership, Organization and Peer Response to Life-Changing, Line-of-Duty Injury

Wednesday, February 9, 2022

9:00am – 12:00pm

Presenters: Lt. Andy Sutton (Ret.)
Sgt. Bob Bemis (Ret.)
The Wounded Blue

Each year in the United States, tens of thousands of police officers receive injuries by assault, traffic accidents, training accidents, and assorted misfortunes on duty. Most would assume that in the event of sustaining on-duty injuries, law enforcement agencies and the local, county and state governments which employ them would be responsible for taking care of them, financially, medically and psychologically as these injuries are incurred while serving the people they swore to protect. Unfortunately, the reality is often quite different.

Due to the rotational nature of leadership in some agencies, and the size of others, it may be that only on rare occasions will a leader have the opportunity to supervise someone seriously injured or ill. Absent previous experience or training, often a leader is only able to refer to policy for guidance. What is outlined in that policy? The time to learn is NOT after an officer is injured and becomes ensnared in “Red Tape.”

This educational workshop was created by survivors to raise awareness to the struggles of an often overlooked group of law enforcement officers – those who have been severely injured while actively employed. Attendees will hear first hand how command decisions and agency policy can affect the vocational value of an agency member, bring stress to a member's family, and impact agency morale. This program discusses the realities of Post Traumatic Stress Injuries, as well as the growing tragedy of police suicide.

Law Enforcement Brain Health, Moods and Behaviors – Essential and Revolutionary Ways to Keep Your Officers Healthy and Safe

Presenter: Dr. Joel Robertson
Founder and CEO
Robertson Research Institute

Racial inequality, defunding police, impact of pandemic and its associated changes in lifestyle have had a significant impact on the moods and behaviors of law enforcement. Robertson Research Institute has been involved in working with law enforcement since 2014 providing essential science-based methods to improve health, performance and relationships. More than 1,000 officers have participated in a detailed Brain Health Assessment, through Protect the Protectors™, which factors in more than 287,000 variables that contribute to diseases, moods and behaviors. Robertson's award-winning predictive analytics and artificial intelligence have been able to compare pre-March 2020 data to post-March 2020 data. These studies show that officers have a 156% increase in feelings of stress, with a 213% increase in medical care for depression and a 168% increase in medical care for anxiety. With this increase in mental health symptoms, officers were less likely to exercise

and a 141% increase in sedentary or minimal exercise. This presentation will discuss the impact of these cultural moments on officers and issues that must be addressed to keep our officers healthy and safe.

Metabolic Disease and Officer Wellness: The Health Crisis Impacting Law Enforcement Professionals and One Chief's Story

Presenter: Chief Jerrod Hart
Saline Police Department

Type 2 diabetes, cardiovascular disease, and related health issues are among the most common causes of death in the general population and law enforcement professionals are not immune. In fact, statistically speaking, you are far more likely to have your life cut short by poor metabolic health than by a bullet in the line of duty. However, the stresses and nature of our job causes many of us not to heed the message. What will you do when one day the many years of nutritional abuse has caused you health issues? What can you do?

Hear one Chief's journey from a diagnosis of having Type 2 diabetes to reversal with the help of Dr. Kevin Gilmartin and a team of researchers.

Cutting Edge Updates on International Smuggling and How it Impacts Your Community

Presenter: Kristin Reif
Director of Government Affairs
Philip Morris International

With some of the busiest international border crossings in North America, Michigan is a major target for illicit trade and smuggling. Everything from crystal meth, imitation PPE equipment and adulterated COVID vaccines, to human trafficking, fake prescription drugs and smuggled tobacco pour into Michigan and onto your local streets. By attending this session presented by the international illegal trade experts at Philip Morris International, local police chiefs can gain cutting-edge information about the latest trends and how to spot illicit trade in your jurisdiction.

Thursday, February 10

Closing the Gap: Best Practices for Investigating Drivers at Serious Injury and Fatal Crashes

Presenter: Wes Evans
Drug Recognition Expert Instructor
Grand Blanc Township Police Department

Serious injury and fatal crashes occur daily in Michigan that involve living, conscious drivers that should be screened for impairment, but are not. All too often, a blood sample is obtained which shows impairing substances. Unfortunately, these cases wind up not being charged properly, or at all, because the prosecutor has no evidence of the driver's condition at the time of the crash.

This session will discuss what Grand Blanc Township has done to mitigate this problem with policies and proper personnel being utilized to assist in these investigations.

The Special Needs Population: Holistic Considerations to Maximize Departmental Effectiveness of Interactions with LE Personnel

Presenter: Dr. Stephanie Zoltowski
Spectrum Training Solutions, LLC

People with disabilities make up the largest minority group in the US; 1 in 4 adults and 1 in 8 children under the age of 18. As diagnoses of disabilities continue to rise, officer effectiveness becomes more and more important and departmental challenges related to staffing, morale, and mental health only make interactions more strenuous. It is crucial to consider a variety of factors that impact officer safety and performance.

This session takes a unique approach to maximize those interactions between law enforcement and people with disabilities.

Updates to the Michigan Vulnerable Adult Team's Protocol

Presenter: Scott Ehlfeldt
Director - Elder Justice & At-Risk Adults Project
Prosecuting Attorneys Association of Michigan

In 2021, we saw several key changes and updates in the world of elder abuse and financial exploitation, giving law enforcement a few important new tools in the investigation and prosecution of these offenses.

This presentation will go through some of the tools you can use as law enforcement officers to protect the more vulnerable members of your community by focusing on the key updates in the following areas:

1. The Financial Exploitation Prevention Act. Financial Institutions are now empowered to intervene in situations where financial exploitation is observed. This act places obligations on those institutions to report these offenses, and then on Adult Protective Services and Law Enforcement to follow up in a timely manner. Learn what the obligations are on law enforcement under this act.

2. *People v Haynes* and the definition of a vulnerable adult. The Michigan Court of Appeals published an opinion in August 2021 indicating what evidence can be utilized in establishing a person a vulnerable adult under Michigan law. We will cover some of the key points of this case and learn how it ties back to items contained in the Vulnerable Adult Incident Report.
3. The Michigan Vulnerable Adult Teams' approach. Using this multi-disciplinary team approach to assist in achieving success in the investigation and prosecution of Elder Abuse and Financial Exploitation case.

Clarifying Misrepresentations About Law Enforcement Interrogation Techniques

Presenter: Joseph Buckley
President
John E. Reid and Associates, Inc.

The focus of the presentation is to address the criticisms of law enforcement interrogation techniques as made by defense attorneys, social psychologists ("false confession experts") and academicians and provide response information for both the investigators and prosecutors.

FOIA Basics for Police Agencies

Presenter: Lori Hinkley
Manager, Freedom of Information Coordinator
Michigan State Police

The Freedom of Information Act (FOIA) may sound boring to some, but not knowing the law can cause things to get very exciting when you violate it.

This session will cover the basics of the Freedom of Information Act (FOIA) to help police agencies avoid the pitfalls of administering their FOIA process. Topics will include statutory time frames, required responses, permissible fees, and recent updates.

What Process is Due? A Look at Due Process in Public Employment

Presenter: Ryan Fantuzzi
Attorney
Kirk, Huth, Lange and Badalamenti, PLC

The Due Process Clause of the U.S. Constitution provides procedural safeguards to public employees against the governmental actions of public employers. In this session, law enforcement leaders will learn the proper steps to conduct internal investigations and employee terminations in keeping with this constitutional guarantee.

Reinvesting in Traffic Safety Post-2020: Civil Unrest and COVID

Presenter: Chief Brett Railey (Ret.)
VP of Public Safety Services
The Digital Decision

Law Enforcement agencies across the country are struggling with re-establishing a normal work flow following shutdowns and social distancing recommendations resulting from the COVID-19 pandemic. Meanwhile, people continue to die on Michigan's roadways at increasing numbers. Many agencies have restricted the activity of their traffic contacts. They have been taking enforcement action on only critical or blatant violations. As recovery and the measured reopening of states across the country progress, social unrest has been erupting. This has taken scarce resources away from an already diminished focus on traffic safety.

If lives are to be saved, traffic safety must remain a priority in the day-to-day operations of law enforcement agencies. This session focuses on implementing safe and effective traffic enforcement strategies in the post-COVID world by emphasizing the four most critical areas of enforcement that can have the greatest impact on traffic fatalities. Prioritizing enforcement of DUI, speed, occupant restraint and pedestrian and bicycle enforcement will save lives.

This traffic safety outreach initiative is offered in partnership with the National Highway Traffic Safety Administration.

Friday, February 11

Find 'em, Hire 'em, Keep 'em: Why Culture Counts

Friday, February 11

9:00am – 12:00pm

Presenter: Lt. Billie Taylor (Ret.)
Law Enforcement Trainer
Command Presence

Across the nation, police agencies are dealing with declining numbers of applicants and alarming turnover rates. Finding, hiring and retaining police officers is becoming more and more difficult in the current law enforcement culture. Today's applicants are shopping for the best deal while simultaneously looking for agencies with the right culture and opportunities. Utilizing traditional means of hiring and recruiting is leaving agencies with alarming vacancies while departments who are willing to explore more creative means of hiring and recruiting are finding themselves fully staffed.

This course is designed to give chiefs, hiring managers, recruiters and those involved in the hiring process a template from which they can attain a competitive edge when seeking the best quality candidates. Find, Hire, Keep also goes a step further in providing insight as to why today's top talent are leaving agencies and provides suggestions as to how to keep them. This course explores proven concepts from both the public and private sector, merging them into an ideal process which today's applicants have come to expect.

Invoices for Approval

Monday, January 10, 2022

| | | |
|---------------------------------------|---|-------------|
| Amway Grand Plaza Hotel | Feb. 8-11, 2022 Winter Confernce Stay - T. Brown | \$575.52 |
| Anderson Tackman & Company | Straits Area Fire Authority Audit | \$2,090.00 |
| Arrow Signs | Wtr Truck Door Decals/LBE Sponsor sign/LBE parking sign | \$295.00 |
| BAM Tools | Tire Repair Supplies/Drill, Driver Kit | \$235.57 |
| BC Pizza | Catering | \$69.00 |
| Belonga Plumbing | Plant Pump Parts/Lagoon Parts | \$198.91 |
| C2AE | SRF Funding Application Fees | \$7,000.00 |
| Charles J. Palmer, P.C. | December 2021 Statement | \$3,956.48 |
| Culture Code | Annual Hosting/Maintenance Fee | \$600.00 |
| Election Source | 2022 Annual Preventative Maintenance Contract | \$615.00 |
| Ellen's Equipment | Wiring Harness Bobcat | \$238.45 |
| Ferguson Waterworks | Water Line Marking Flags | \$87.41 |
| Grainger | DPW-Rakes/Shovels/Clamps | \$224.54 |
| Hartford Life & Accident Insurance Co | Vol. Fire Insurance 2022 | \$633.36 |
| Hawkins | Water Plant Chemicals | \$2,702.08 |
| Keeney Swearer | LBE Park Project MEDC Patronicity Campaign | \$1,000.00 |
| Mackinac Sales | T-45 Taillight/Meter car 2 Shift Lever/T-42 Plow Pump Reservior | \$620.76 |
| MAMC | 2022 Membership-A. Insley, S.Cece | \$120.00 |
| Mark Wilk Wiring | Water 2 Rear Lighting and Clips | \$172.00 |
| Mark's Tire | Tires on T-44 | \$2,151.14 |
| MI Assoc. of Chief of Police | 2022 Winter Conference Feb 9-11, 2022 - T. Brown | \$280.00 |
| MI Assoc. of Chief of Police | Honors & Benefits Class- Feb. 22, 2022 - T. Brown | \$50.00 |
| MI State Firemens Associ | SIFD 2022 Membership | \$75.00 |
| MML | New Officials Training - T. Cronan | \$75.00 |
| MMRMA | 2021-2022 Insurance Payment 2 | \$54,308.50 |
| National Office Products | December 2021 Statement | \$103.28 |
| NMCOA | Building Inspector 2022 Memembership Half Share | \$50.00 |
| OTIS | 2022 Service Contract | \$1,413.84 |
| Paragon Laboratories | Wastewater Plant Testing | \$308.00 |
| Pomasl | SIFD Various Items-2% Funding | \$4,407.06 |
| Power Plan | Loader Right Front Wheel Replacement Ring | \$522.44 |
| R&R Fire Truck Repair Inc | SIFD-2004 Pierce SAV/Rescue Repair | \$3,163.84 |
| Sault Printing Company | City Hall Central Copier/City Manager Office Printer | \$243.70 |
| St. Ignace Auto | December 2021 Statement | \$55.96 |
| State of Michigan EGLE | NPDES Annual Permit Fee 2022 | \$5,500.00 |
| Straits Building Center | December 2021 Statement | \$32.69 |
| The St. Ignace News | December 2021 Statement | \$1,180.84 |
| Truck & Trailer Specialties | Water 2 Light | \$202.17 |
| USGA | 2022 Golf Membership | \$150.00 |
| Valley Truck Parts | T-37 Rear Axle Replacement | \$1,008.28 |

TOTAL \$96,715.82

**ST IGNACE AREA EMERGENCY MEDICAL SERVICES COUNCIL
(Official) Council Proceedings**

A Regular Meeting of the St. Ignace –Area EMS Council was held on Tuesday, November 16, 2021 in the St. Ignace Municipal Building. The meeting was called to order at 2:00 p.m. by Chairperson Blake-Thomas.

Members Present: Ed Serwach, Brevort Township; Treasurer Laurie Collier, Hendricks Township; Vice Chairperson Austin Kimberling, Moran Township; Eric Danielson, St. Ignace Township; Chairperson David Blake-Thomas, Trout Lake Township.

Absent: Dallas Hyde, Cheboygan Life Support Systems (CLSS); Darcy Long, City of St. Ignace.

Others Present: Mark Wilk, Area Manager; Ken Collier; Cheryl Hood, Andrea Insley (minutes).

Public Comment – None.

Consideration of minutes from October 19, 2021 Council Meeting:

After Council review, it was moved by Vice-Chairperson Kimberling, seconded by Treasurer Collier, to approve the minutes from October 19, 2021 as presented. Motion carried unanimously.

Board Reports:

a. CLSS Financial Report – Mark Wilk, Area Manager, reviewed the Profit & Loss statement January through October 2020 versus 2021. Mr. Wilk noted this year shows an improvement due to the Payroll Protection funding. Dallas Hyde, by phone, updated Council on a couple of accounting items that were questioned by Council and need to be adjusted. Chairperson Blake-Thomas also informed Council of the activity regarding Medicaid and the reimbursement amounts they are charging this year to EMS to make up for credits from prior years.

b. Operations Report – Mr. Wilk confirmed the payment status of the new ambulance vehicle from each of the governmental units and reported each have also been considering the approval of the Articles of Incorporation for the Straits Area EMS Authority at their respective meetings. Mr. Wilk also stated while run volume is down, participation in area events and clinics has stayed consistent, however one vehicle unit is currently out of rotation for a new transmission installation.

c. SI-Area EMS Council Financial Report – Laurie Collier, Treasurer, reviewed the balance sheet with Council, reporting an account total of \$42,714.55.

Old Business:

a. New Building – Chairperson Blake-Thomas updated Council regarding property negotiations with Mackinac County for the new ambulance building site. Mr. Blake-Thomas also reported plans to accomplish the grant request to the County for additional funding. Two proposals have now been received for the building plans from C2AE and the Sidlock Group.

After much discussion, it was determined that more information will be available after the Mackinac County meeting on November 22nd.

b. Authority Articles of Incorporation – Chairperson Blake-Thomas informed Council that there are still some units that are considering the Articles at their respective meetings, but the consensus seems positive.

New Business:

a. CY2022 Draft Budget (General Fund, Capital Projects Fund, Equipment Fund)- Chairperson Blake-Thomas reviewed the draft budget with Council, discussing General Fund against the CLSS Profit & Loss information. The budget reflects two full-time crews year-round and pay increases are planned, as well as possible restructuring of scheduling. Also, municipalities will be billed in the beginning of the year for the management fees.

In closing, Chairperson Blake-Thomas requested to appoint a new Secretary to replace Jay Tremble at the next Regular meeting.

Adjourn:

The next Regular Council Meeting will be held on Tuesday, December 21, 2021 at 2:00 p.m. in the St. Ignace Municipal Building.

There being no further business, it was moved by Chairperson Blake-Thomas, seconded by Ed Serwach, to adjourn the meeting at 3:01 p.m. Motion carried unanimously.