

CITY COUNCIL MEETING

St. Ignace, Michigan

Monday, April 3, 2023 – 7:00 p.m.

City Council Chambers/Virtual Hybrid Attendance Meeting

Zoom Meeting ID: 865 1342 7057

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

- 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 March 20, March 21, and March 22, 2023
- 8) Old Business
 - A. City Council Bylaws Annual Review
 - B. Interim Recreation Director
 - C. City Manager 2nd Interview Candidates
- 9) New Business
 - A. Resolution 23-19—LMAS Lot Split
 - B. Resolution 23-20—Aukeman Lot Split
 - C. Approval of Election Inspectors
- 10) Consideration of Bills
- 11) Public Comment Regarding Non-Agenda Items (3-minute limit)
- 12) Management Report
- 13) Committee Reports
- 14) Council Member Comments

City of St. Ignace is an equal opportunity employer and provider

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

A Regular Meeting of the St. Ignace City Council was held on Monday, March 20, 2023 in the Little Bear East Conference Center 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 Gustafson led the invocation.

PRESENT FROM CITY COUNCIL: Councilmembers Fullerton, Gustafson, Mayor LaLonde, Councilmember Pelter and Councilmember Williford.

ABSENT: Councilmembers Cronan and Mayor Pro-Tem St. Louis. Council excused Councilmember Cronan from this meeting during the Regular Council meeting January 9, 2023. It was moved by Councilmember Gustafson, seconded by Councilmember Fullerton, to approve excusing Mayor Pro-Tem St. Louis due to illness. Motion carried unanimously.

STAFF PRESENT: Stephanie Baar, Assistant to the City Manager; Andrea Insley, City Clerk-Treasurer; Bill Fraser, DPW Director; Charles Palmer, City Attorney; Scott Marshall, DDA Director.

ADDITIONS TO THE AGENDA

Councilmember Pelter – Update on status of new Police Chief.

PUBLIC COMMENT – AGENDA ITEMS *(2-min limit)*

No public comment was received.

CONSIDERATION OF MINUTES OF THE MARCH 6, 2023, REGULAR COUNCIL MEETING:

City Clerk/Treasurer Insley noted a minor correction to the minutes which listed Councilmember Gustafson as absent, but should have identified Councilmember Williford as absent under New Business, agenda item 'A'.

It was moved by Councilmember Fullerton, seconded by Councilmember Gustafson, to approve the minutes of the March 6, 2023, Regular Council meeting with the noted correction.

Motion carried unanimously.

OLD BUSINESS

A. INTERIM CITY MANAGER

Assistant Baar informed Council that the 90-day period to appoint a City Manager, per the Charter, expires March 23rd. Mayor LaLonde referred to City Charter Section 4.8 in requesting Council's approval to allow DPW Director Fraser and City Clerk/Treasurer Insley to continue performing as Interim City Co-Managers for another month. Mayor LaLonde noted the resignation of Assistant Baar effective March 24th and the timeline of the second interviews for City Manager candidates through April 17th as a basis to allow the Interim City Co-Managers to continue. City Attorney Palmer also agreed this to be compliant with the City Charter's guidance upon Council's approval.

It was moved by Councilmember Gustafson, seconded by Councilmember Fullerton, to approve DPW Director Fraser and City Clerk/Treasurer Insley continue as Interim City Co-Managers for another month.

Roll Call Vote:

Yes: Mayor LaLonde, Councilmembers Pelter, Williford, Gustafson and Fullerton.

No: None.

Motion carried unanimously.

NEW BUSINESS

A. RESOLUTION 23-16 CAR SHOW 2023

A RESOLUTION TO APPROVE THE 2023 CAR SHOW

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

WHEREAS: The St. Ignace Visitor's Bureau requests permission to sponsor and conduct the "2023 St. Ignace Car Show Weekend"; and

WHEREAS: This event requires the usage of the St. Ignace Public Marina, Little Bear East, and various public streets, and requires an escort from City of St. Ignace Police; and

WHEREAS: Chapter 22 of the City of St. Ignace Code, "The Peddler's Ordinance", requires certain criteria be met for the event to be held; and

WHEREAS: This event will be required to follow all COVID Federal, State, and Local regulations in place at that time to qualify for Special Event status; and

WHEREAS: It is understood that there may be fees for certain services if provided by the City; and

WHEREAS: The St. Ignace City Council has determined that the St. Ignace Visitors Bureau does meet the criteria established in the various sections of Chapter 22; now therefore

BE IT RESOLVED: The St. Ignace City Council does approve Special Events status for the 2023 Car Show on June 22-25, 2023; now further

BE IT RESOLVED: The St. Ignace City Council does approve usage of the following areas:

47th Annual St. Ignace Cruise Weekend—June 22, 23, 24, 25, 2023 at the Little Bear East Arena, St. Ignace Public Marina lawn, and State Street from Stockbridge Street to Church Street,

The Down Memory Lane Parade on Friday, June 23, 2023, closing State Street from Stockbridge Street to Church Street from 6:30 p.m. to 8:30 p.m., subject to MDOT approval.

The Car Show on Saturday, June 24, 2023, closing State Street from Church Street to Marquette Street from 5:00 a.m. to 5:00 p.m., subject to MDOT approval.

Roll Call Vote:

Yes: Councilmembers Pelter, Williford, Fullerton, Gustafson and Mayor LaLonde,

No: None.

Absent: Councilmember Cronan and Mayor Pro-Tem St. Louis.

Resolution declared Adopted.

B. RESOLUTION 23-17 MINIS ON THE MAC & STRAITS BREW BASH 2023

A RESOLUTION TO APPROVE THE 2023 MINIS ON THE MAC & STRAITS BREW BASH

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

WHEREAS: The St. Ignace Visitor's Bureau requests permission to sponsor and conduct the "Minis on the Mac + Straits Brew Bash"; and

WHEREAS: This event requires the usage of the St. Ignace Public Marina, Little Bear East Arena, public streets, and an escort from City of St. Ignace Police; and

WHEREAS: Chapter 22 of the City of St. Ignace Code, "The Peddler's Ordinance", requires certain criteria be met for the event to be held; and

WHEREAS: This event will be required to follow all COVID Federal, State, and Local regulations in place at that time to qualify for Special Event status; and

WHEREAS: It is understood that there may be fees for certain services if provided by the City; and

WHEREAS: The St. Ignace City Council has determined that the St. Ignace Visitors Bureau does meet the criteria established in the various sections of Chapter 22; now therefore

BE IT RESOLVED: The St. Ignace City Council does approve Special Events status for the 2023 Minis on the Mac & Straits Brew Bash on August 4-5, 2023; now further

BE IT RESOLVED: The St. Ignace City Council does approve usage of the St. Ignace Public Marina area, Little Bear East Arena, State Street, and Ojibwa Trail for this event on Friday, August 4, 2023 through Saturday, August 5, 2023. Ojibwa Trail will be closed from 4:00 a.m. to 10:00 a.m. on Saturday, August 5, 2023.

Roll Call Vote:

Yes: Councilmembers Williford, Fullerton, Gustafson, Mayor LaLonde and Councilmember Pelter.

No: None.

Absent: Councilmembers Cronan and Mayor Pro-Tem St. Louis.

Resolution declared Adopted.

C. RESOLUTION 23-18 CREDIT CARD MANAGEMENT

A RESOLUTION FOR AUTHORIZING OPENING & MANAGEMENT OF CITY CREDIT CARD ACCOUNTS WITH U.P. STATE CREDIT UNION

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

WHEREAS: From time to time it is necessary for members of the Administration (department heads) to make City/government related purchases for their respective departments; and

WHEREAS: often times the use of cash or check is not practical and it is necessary to use a bank credit card; and

WHEREAS: the St. Ignace City Council approved and adopted the Credit Card Policy & Procedures on September 8, 2021 to ensure that all charges to credit cards are for pre-appropriated expenditures by the appropriate departmental supervisor; and

WHEREAS: the City has authorized the opening of a credit card account for use by various departments of the City; and

WHEREAS: the City Council finds it to be in the best interest of the health, safety, and welfare of the citizens of St. Ignace that the City Clerk-Treasurer be authorized to apply for and open a credit card account with the U.P. State Credit Union; and

WHEREAS: the U.P. State Credit Union requires the signatures of authorized representatives of the City of St. Ignace to manage applications and assign credit cards on behalf of the City and its employees; now therefore

BE IT RESOLVED: that the St. Ignace City Council does hereby authorize the City Clerk/Treasurer, Andrea Insley, to apply for and open a credit card account with the U.P. State Credit Union; and therefore

BE IT FURTHER the St. Ignace City Council does hereby approve City Clerk/Treasurer,

RESOLVED: Andrea Insley, and Assistant City Clerk, Sherry Cece, be authorized signatories on the account.

Roll Call Vote:

Yes: Councilmember Fullerton, Mayor LaLonde, Councilmembers Pelter and Williford.

No: Councilmember Gustafson.

Absent: Councilmembers Cronan and Mayor Pro-Tem St. Louis.

Resolution declared Adopted.

D. FIRE AGREEMENT RENEWAL

Assistant Baar informed Council that the current Fire Agreement will expire in June 2023 and representatives from Moran Township, St. Ignace Township and the City met at the Fire Hall on February 28th to consider two changes for the Agreement renewal. The term of the Agreement will change from a four-year Agreement to a two-year Agreement, and the base payment contributed to the Equipment Reserve will change from \$15,000 to \$50,000, increased annually by the C.P.I. Councilmember Gustafson requested to remove the reference “beginning in 2012” under section 3 in the agreement, which referenced the year the Agreement included increases by the C.P.I.

After some discussion, it was moved by Councilmember Gustafson, seconded by Councilmember Williford, to approve the Fire Agreement for the term June 1, 2023 to June 1, 2025 with the increase in the contribution to the Equipment Reserve to \$50,000 and to remove the phrase “beginning in 2012”.

Roll Call Vote

Yes: Councilmember Gustafson, Mayor LaLonde, Councilmembers Pelter, Williford and Gustafson.

No: None.

Motion carried unanimously.

E. CITY HALL ELEVATOR PACKING REPLACEMENT

Assistant Baar presented a proposal to Council from OTIS Elevator Company to repair the elevator in City Hall. The State of Michigan charged the City with non-compliance in an annual inspection of the elevator, noting the hydraulic plunger packing needs to be replaced. OTIS carries a maintenance agreement with the City for all elevators in City buildings and is considered a sole-source vendor.

It was moved by Councilmember Gustafson, seconded by Councilmember Pelter, to approve the proposal from OTIS for the elevator repair for \$5,946.

Roll Call Vote:

Yes: Mayor LaLonde, Councilmembers Pelter, Williford, Fullerton and Gustafson.

No: None.

Motion carried unanimously.

F. WATER PLANT PROGRAMMABLE LOGIC CONTROLLER (PLC) REPLACEMENT PURCHASE

DPW Director Fraser informed Council that the PLC is a part of the Water Plant’s day-to-day operations and needs to be updated, as it is failing and parts are not available for repair. The \$28,175 expense is not budgeted and would be charged to the RR&I activity per Council

approval. UIS is the sole-source vendor for this item, as it is their system that is used by the Water Plant.

It was moved by Councilmember Pelter, seconded by Councilmember Fullerton, to approve the purchase of a new PLC for the Water Plant from the reserved RR&I funds.

Roll Call Vote:

Yes: Councilmembers Pelter, Williford, Fullerton, Gustafson and Mayor LaLonde.

No: None.

Motion carried unanimously.

G. LBE DRINKING FOUNTAIN PURCHASE

DDA Director Marshall requested Council's approval to replace the drinking fountain in the lobby of Little Bear East Conference Center. It has been out of order since June 2022. Director Marshall presented four proposals ranging from \$1,342 to \$3,500, recommending the Mark & Sons Plumbing for \$2,096 with no in-kind labor from DPW.

It was moved by Councilmember Fullerton, seconded by Councilmember Gustafson, to approve the replacement of the drinking fountain with Mark & Sons Plumbing for \$2,096.

Roll Call Vote:

Yes: Councilmembers Williford, Fullerton, Gustafson, Mayor LaLonde and Councilmember Pelter.

No: None.

Motion carried unanimously.

H. ESCHEATMENT PROCEDURE & POLICY

Assistant Baar presented a Policy and Procedure to report unclaimed property per Michigan's Uniform Unclaimed Property Act, PA29 of 1995. The requirement includes an annual report the City must remit to the Department of Treasury.

It was moved by Councilmember Pelter, seconded by Mayor LaLonde, to approve adopting the Escheating Checks to State Procedure and Policy.

Roll Call Vote:

Yes: Councilmembers Fullerton, Gustafson, Mayor LaLonde, Councilmembers Pelter and Williford.

No: None.

Motion carried unanimously.

I. CITY COUNCIL BYLAWS ANNUAL REVIEW

Assistant Baar presented Council with a copy of the current Bylaws for City Council to review. After some discussion, it was the consensus of Council to consider some changes proposed in discussion at the next Regular Council meeting Monday, April 3rd.

J. COMMITTEE APPOINTMENTS

Mayor LaLonde appointed members to five committees in a list presented to Council: Tammy Shepard to the Board of Review; Christine Bawol to the Compensation Committee; Jim Drazo to the Planning Commission; Paul Fullerton, Robert St. Louis, Steven Paquin, Brian Olsen, Scott

Marshall and Bryce Tracy to the Street Committee; Steven DuFresne, Jon Arnold, Tom Cronan and Clyde Hart to the Zoning Board of Appeals.

It was moved by Councilmember Williford, seconded by Councilmember Fullerton, to approve the committee appointments as presented.

Roll Call Vote:

Yes: Councilmember Gustafson, Mayor LaLonde, Councilmembers Pelter, Williford and Fullerton.

No: None.

Motion carried unanimously.

K. FINANCIALS

Assistant Baar reviewed the revenue-expense reports for February 2023 in funds 101, 202/203, 206, 248, 509, 590, 591 and 641 with Council.

It was moved by Councilmember Gustafson, seconded by Mayor LaLonde, to approve the financial report for February 2023 as presented.

Roll Call Vote:

Yes: Mayor LaLonde, Councilmembers Pelter, Williford, Fullerton and Gustafson.

No: None.

Motion carried unanimously.

ADDITION TO THE AGENDA

Councilmember Pelter – Update on New Police Chief

Assistant Baar informed Council of the status of the newly hired Police Chief, Kevin James, stating that we are on schedule according to his approved employment contract.

CONSIDERATION OF BILLS

It was moved by Councilmember Gustafson, seconded by Councilmember Williford, to approve paying the bills in the amount of \$24,384.24.

AIRGAS USA LLC	163.67
ANDERSON TACKMAN & COMPANY	60.00
B C PIZZA	103.50
BAM TOOLS	455.50
BELONGA EXCAVATING, LLC	3,086.25
BELONGA'S PLUMBING AND HEATING	3,610.51
ETNA SUPPLY COMPANY	1,398.38
HACH COMPANY	2,993.04
HAWKINS	70.00
HD SUPPLY INC/USA BLUEBOOK	2,154.54
JOHN E. GREEN COMPANY	558.00
KIMBALL-MIDWEST	790.03
M32 ENTERPRISES LLC	991.58
MACKINAC ISLAND FERRY COMPANY	278.24
MACKINAC PLUMBING AND HEATING CO	652.60
MOTOR PARTS AND EQUIPMENT CORP	1,889.62
NCL OF WISCONSIN INC	203.23

OSCAR W LARSON	1,423.25
PITNEY BOWES INC	407.94
QUILL CORPORATION	640.30
SPARTAN STORES	143.36
ST IGNACE TRUE VALUE	1,055.57
STICKER MULE	145.00
TED FESTERLING LLC	101.16
VALLEY TRUCK PARTS	770.07
VINCENT SEEWALD	85.00
WESLEY H MAURER JR	153.90
Grand Total:	\$ 24,384.24

Roll Call Vote

Yes: Councilmembers Pelter, Williford, Fullerton, Gustafson and Mayor LaLonde.
 No: None.
 Motion carried unanimously.

PUBLIC COMMENT - NON-AGENDA ITEMS (3 min limit)

Public comment was received regarding Zoom video conference and former Police Chief Brown.

MANAGEMENT REPORT

Assistant Baar discussed the following points as part of the Management report:
 -Recapped the status of the Police Chief and his potential start date.
 -Recognized her last working day of March 24th as Assistant to the City Manager and welcomed Helen Thibault as the temporary employee assisting with duties of the position.
 -Announced the Recreation Facility Manager title, job description and salary set by the Recreation Advisory Committee. The position is posted until filled.
 -Announced that affidavits of identity and nominating petitions are due April 25th for Council and Mayor seats in the August/November elections.
 -City Manager interviews scheduled for March 21st and March 22nd.

COMMITTEE REPORTS

LBE Report – Scott Marshall, Interim-Recreation Director/DDA Director informed Council of the status of the facility improvements, staff updates and the focus on restoring the revenue for Little Bear East events and Recreation Department. Director Marshall also emphasized that the organizational relationship between the Little Bear East Conference Center and Arena and the Recreation Department is very beneficial to each component’s sustainability.

COUNCILMEMBER COMMENTS

Councilmember comments were received.

There being no further business, the meeting adjourned at 8:38 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer

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

A Special Meeting of the St. Ignace City Council was held on Tuesday, March 21, 2023 in the City Hall Council Chambers and via Zoom video conference to host City Manager Interviews. The meeting was called to order at 6:00 p.m. by Mayor LaLonde.

PRESENT FROM CITY COUNCIL: Councilmembers Fullerton and Gustafson, Mayor LaLonde, and Councilmember Pelter.

ABSENT: Councilmember Cronan, Mayor Pro-tem St. Louis, and Councilmember Williford.

OTHERS PRESENT: Stephanie Baar, Assistant to the City Manager.

The City Council asked each applicant a series of 11 questions.

A. SCOTT MARSHALL

Interviewed in person from 6:05 p.m. to 6:37 p.m.

B. SUE ST. ONGE

Interviewed in person from 6:45 p.m. to 7:20 p.m.

C. LAUREN AMELLAL

Ms. Amellal did not appear for her interview. Assistant Baar spoke with her on the phone and discovered that Ms. Amellal had mistakenly thought her interview was scheduled for Thursday the 23rd. The City Council agreed to add Ms. Amellal's interview to the next meeting on Wednesday the 22nd if she would be available after the last interview scheduled for 7:40 p.m.

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

Stephanie Baar,
Assistant to the City Manager

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

A Special Meeting of the St. Ignace City Council was held on Wednesday, March 22, 2023 in the City Hall Council Chambers and via Zoom video conference to host City Manager Interviews.

The meeting was called to order at 6:00 p.m. by Mayor LaLonde.

PRESENT FROM CITY COUNCIL: Councilmembers Fullerton and Gustafson, Mayor LaLonde, Councilmembers Pelter and Williford.

ABSENT: Councilmember Cronan and Mayor Pro-tem St. Louis.

OTHERS PRESENT: Stephanie Baar, Assistant to the City Manager and Andrea Insley, City Clerk/Treasurer.

The City Council asked each applicant a series of 11 questions.

A. CITY MANAGER INTERVIEWS

i) BRIDGETT SORENSON

Interviewed in person from 6:00 p.m. to 6:25 p.m.

ii) ANDREW POTTER

Interviewed in person from 6:45 p.m. to 7:35 p.m.

iii) BROOKE BOLLWAHN

Interviewed in person from 7:40 p.m. to 8:13 p.m.

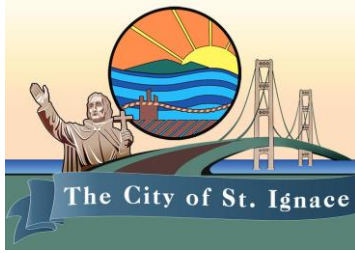
iv) LAUREN AMELLAL

Interviewed via Zoom video conference from 8:17 p.m. to 8:56 p.m.

It was the consensus of Council to consider choosing applicants for a second interview at the next Regular Council meeting, Monday, April 3, 2023.

There being no further business, the meeting adjourned at 9:00 p.m.

Andrea Insley, City Clerk/Treasurer



City of St. Ignace, MI

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

Staff Report

Agenda Date: _____

Presenter: _____

Department: _____

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:

BACKGROUND:

FISCAL EFFECT:

SUPPORTING DOCUMENTATION:

RECOMMENDATION:



**CITY OF ST. IGNACE, MICHIGAN
CITY COUNCIL RULES OF PROCEDURE**

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I. AUTHORITY

These rules are adopted by resolution of the St. Ignace City Council under the authority of Section 6.7 of the City Charter. None of the rules stated herein may supersede the City Charter, City Code, or Laws of the State of Michigan. These rules replace any and all prior written and oral City policies, practices, or procedures about the subjects contained herein

II. MEETINGS

A. Organizational Meeting; Election of Mayor Pro-Tem.

1. On the first Monday following the regular municipal election, the council shall meet at the usual place for holding meetings of the legislative body of the city, for the purpose of organization. (Charter Sec. 6.1)

2. The council, at its first regular meeting following each municipal election shall elect one of its members to serve as Mayor Pro-Tem for a term to coincide with the Mayor's two-year term of office. Such election shall be by majority vote of the members of the Council in office at the time. The Mayor Pro-Tem shall, during the absence or disability of the Mayor, act as and exercise all the duties and possess all the powers of the Mayor. (Charter Sec. 4.4, 4.5(e))

B. Regular Meetings

The council shall provide by resolution for the time and place of its regular meetings and shall hold at least two regular meetings each month. (Charter Sec. 6.1)

C. Special Meetings

1. Special Meetings shall be called by the Clerk on the written request of the mayor, any two members of the council, or the City Manager, upon at least eighteen hours written notice to each member, served personally or left at their usual place of residence; provided, however, any special meeting at which all members of the council are present shall be a legal meeting for all purposes without such written notice. (Charter Sec. 6.2) OMA Sec. 5(4)

2. No official action shall be transacted at any special meeting unless the item has been stated in the notice of the meeting. However, any business which may lawfully come before a regular meeting may be transacted at a special meeting if all the members of the Council present consent thereto and all the members absent file their written consent. (Charter Sec. 6.3)

3. A public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at City Hall and on the City's website. (OMA Sec. 5(4)).

D. Closed Meetings

Closed meetings may be scheduled in compliance with the Open Meetings Act. 15.268 Closed sessions; permissible purposes. Sec. 8. A public body may meet in a closed session for the following purposes:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter

at issue shall be considered after the rescission only in open sessions. Requires simple majority vote (4).

2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing. Requires simple majority vote (4).

3. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. Requires 2/3 majority vote (5).

4. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation. Requires 2/3 majority vote (5).

5. To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. Requires 2/3 majority vote (5).

6. To consider material exempt from discussion or disclosure by state or federal statute. Requires 2/3 majority vote (5).

E. Recessed Meetings

Any meeting of the Council may be recessed to a later date and time, provided that no recess shall be for a longer period than until the next scheduled meeting. However, if recessed for more than thirty-six (36) hours, public notice shall first be posted at least eighteen (18) hours before recessed meeting time. OMA Sec. 5(5)

F. Work-Sessions

The council may meet in study sessions at the call of the mayor or majority of the council to study difficult issues, gather and analyze information, and clarify problems. Such sessions shall be open to the public and no action shall be taken at such sessions. Notice of the session shall be given to the council members and to the public at least eighteen (18) hours before the study session meeting time. OMA Sec. 5(4)

G. Special Committees

The Mayor may appoint a special committee of no more than three Councilors to study an issue or to work on a special project with City Staff. Committee may include staff or other appointed City Board members if it is deemed appropriate by a majority of the Councilors. Special committees are advisory in nature and have no decision-making powers.

H. Emergency Meetings

The council may meet in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public without complying with public notice requirements when two-thirds (2/3) of the members serving on the council decide that delay would be detrimental to efforts to lessen or respond to the threat. In the absence of such two-thirds (2/3) vote by the City Council, the council members and the public shall be given notice at least eighteen (18) hours before the emergency meeting time. OMA Sec. 5(5)

I. Place of Meetings

All regular and special meetings will be held in the Council Chambers in the City Hall or as may be provided by ordinance or resolution of the council. If a larger room is needed, a notice of the change shall be posted on the doors of City Hall with the location of the new meeting place.

The ability to virtually attend meetings is not guaranteed. Meetings that have a virtual attendance option will note as such in the notice of the meeting. Technical difficulties may interfere with virtual attendance.

J. Time of Meeting

1. All regular meetings, other than the reorganizational meeting, shall begin at 7:00 p.m. unless the council, by ordinance or resolution, shall establish a different starting time.

2. All other meetings may be scheduled for other times.

3. Time to end meetings. No agenda item of an open meeting other than one under consideration will be discussed after 10:00 p.m. Any unfinished business will be deferred to the next Council Agenda. The Council shall have the authority to suspend this requirement by majority vote only.

K. Public Notice of Meetings

1. Regular Meetings - A public notice shall be posted at the City Hall within ten days after the first meeting of the council in each calendar year stating the dates, times and places of its regular meetings. If there is a change in the schedule of regular meetings, a public notice shall be posted at the City Hall within three days after the meeting at which the change is made stating the new dates, times, and places of its regular meetings. OMA Sec. 5(2)(3)

2. Rescheduled Regular Meetings - A public notice stating the date, time, and place of the meeting shall be posted at the City Hall at least eighteen hours before the meeting. OMA Sec. 5(4).

3. Special Meetings - A public notice stating the date, time, place, and purpose of the meeting shall be posted at City Hall at least eighteen hours before the meeting. OMA Sec. 5(4)

III. MEETING PROCEDURE

A. Quorum

A majority of the members of the Council in office at the time shall be a quorum for the transaction of business at all meetings of the Council. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date, and in the absence of all members the Clerk may adjourn any meeting for not longer than one (1) week. (Charter Section 6.5)

B. Presiding Officer

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside. In the absence of both the Mayor and Mayor Pro-Tem, the designated Acting Mayor shall perform such duties. (Charter Section 4.5(e)).

The presiding officer shall be responsible for enforcing these rules of procedure and conducting meetings in a manner which preserves order and decorum, prevents attacks on personalities or the

impugning of members' motives, and confine debate or comments to the question under discussion. The presiding official shall endeavor to conduct the meeting in a fashion that draws a balance between the informality and congeniality possible in a small community while also maintaining the decorum and formality necessary to transact business in an orderly fashion.

C. Compulsory Attendance & Conduct at Meetings

Any two or more members of the Council may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

The presiding officer shall enforce orderly conduct at meetings and any member of the Council or other officer who shall fail to conduct himself in an orderly manner at any meeting shall be deemed guilty of misconduct in office. Any police officer designated by the presiding officer of the meeting shall serve as the Sergeant-at-arms of the Council in the enforcement of the provisions of this section. (Charter Section 6.6)

D. Agenda Preparation

An agenda for each regular meeting shall be prepared by the City Manager in consultation with the Mayor in accordance with the following order of business: Call to Order, Pledge of Allegiance, Invocation, Roll Call, Public Hearings, Additions to the Agenda, Public Comment Concerning Agenda Items, Consideration of Minutes, Old Business, New Business, Consideration of Bills, Public Comment Concerning Non-Agenda Items, City Manager's Report, Committee Reports, Council Member Comments, Closed Sessions, Adjournment.

The order of business may be changed at a meeting by the presiding officer or by a majority vote of the council. A consent agenda may be used to allow the council to act on numerous administrative or noncontroversial items at one time. Included on this agenda can be noncontroversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, etc. Upon request by any member of the council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion.

E. Agenda Distribution

Agenda and council packets will be delivered to each Councilor on the Friday prior to each regular council meeting. The agenda will also be posted on the City's website. Deadline for Public: Requests for agenda items with supporting documentation is 4:00 pm seven (7) business days prior to each regular council meeting. The Mayor and City Manager will authorize placement of the request. Deadline for Staff: An agenda item with supporting documentation is 4:00 pm Thursday prior to each regular council meeting.

F. Public Comment / Public Hearings

At regular and special meetings of the council, individuals, attending in-person or virtually, wishing to be heard may address the council during the public comment/public hearing periods as set forth in the agenda under the following rules:

1. Each speaker shall state name and address for the record.
2. Each speaker is limited to two (2) minutes of comment regarding agenda items, and three (3) minutes of comment regarding non-agenda items unless the presiding officer decides more time is necessary.

3. Each speaker shall try to be concise and refrain from repeating comments already addressed by the council.

4. Speakers who do not cease speaking when asked to do so will be deemed out of order and will not be allowed to address the council again for the remainder of the meeting; continued disruption will warrant removal from the meeting.

5. The council shall not decide issues that arise during public comment.

6. Speakers should address the council through the presiding officer.

7. Councilors and staff will not debate with the public.

8. Speakers will not verbally attack City Councilors, City Staff, or members of the public attending the meeting. Any such behavior will not be tolerated and any person presenting in this manner will be warned by the Mayor and shall be removed by the Police Department for noncompliance.

9. No vulgar or obscene language will be used by the speakers.

10. Any information the speaker wants to distribute to the Council must first ask the Chair (Mayor) if they may present the Council written comments at the meeting.

11. If a speaker includes specific questions to the Council in their Public Comments, the Council has no obligation to respond.

12. Members of the public are encouraged to contact City Departments during regular business hours to ask questions, raise concerns, and request information about City matters.

13. Members of the public have no right to address the Council or make comments outside of the Public Comment. At any time, the Council, in its discretion, may accept comments from the public. However, outside of the Public Comment time, the Council is under no obligation to hear comments from the public during a meeting.

IV. VOTING

A. Duty to Vote: Council members present at a meeting shall vote on every matter before the body unless otherwise excused or prohibited from voting by law. (Charter Section 6.7(c)).

1. A member is excused from voting where the member has a conflict of interest as determined under the conflict-of-interest provision of these rules.

2. A member may abstain from a vote for approval of minutes if the member did not attend the meeting for which the minutes apply.

3. A member, in order to vote, must be present at the time the vote is taken. Voting by proxy or other forms of communication is not permitted.

4. Any member refusing to vote, except when not so required by this section, shall be guilty of misconduct in office.

B. Vote Required for Action: The concurring vote of four members of the council is required to make any order, recommendation, decision, or determination upon any matter, except as otherwise provided in these Rules or Ordinance or City Code or State law.

1. A simple majority of a quorum is required for procedural motions or resolutions, such as: (a) Motion to approve or amend the minutes (b) Motion to defer (c) Motion to postpone (d) Motion to recess (e) Motion to adjourn (f) Motion to recognize achievement or contribution (g) Motion to add matters to the agenda (h) Motion to approve consent agenda (i) Motion to set Public Hearings

C. Calling for the Vote

1. Voting on procedural motions or resolutions described in B above may be a voice vote.

2. In all matters other than procedural, the presiding officer shall call for a voice vote for and against the matter. If on a voice vote no member states opposition to the motion, it shall be deemed to have passed unanimously and shall be so recorded. In the event any member votes in opposition to the motion, a roll call shall be conducted and recorded.

3. In all roll call votes the names of the members of the Council shall be called in alphabetical order and the name to be called first be advanced one position alphabetically in each successive roll call vote. (Charter Section 6.7(d)).

D. Debate/Discussion

Debate/Discussion is to occur after a motion has been made on an agenda item, and that motion is seconded. The presiding officer will call for comments on the motion. No Councilor is entitled to speak a second time while any other member wishes to make the first speech.

V. CONFLICT OF INTEREST

A. Disclosure

Before participating in a decision or hearing or casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Council. The Council will determine by a vote if a conflict of interest does exist.

B. Definition

A conflict of interest for a member of the Council shall include, but not necessarily be limited to, a matter pending before the Council which:

1. Concerns the member himself or herself
2. Concerns work on land owned by the member or which is adjacent to land owned by the member
3. Involves a corporation, company, partnership or other entity in which the member is a part owner or any other relationship where the member may stand to have a financial gain or loss.
4. Results in a pecuniary benefit to the member.
5. Concerns the member's spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parent's in-law, or members of the member's household.
6. The member's employee or employer is: An applicant or agent for the applicant, or has a direct interest in the outcome.

7. The member has a close business or family relationship with an applicant, the applicant's attorney or another representative, or any expert witness.

8. A conflict of interest shall not include an interest the member may have in common with the general public interest.

9. If such a conflict of interest is identified, the member shall disqualify himself or herself at the outset of the hearing or discussion and shall not participate in the discussion or decision.

10. If there is a question whether a conflict of interest exists or not, the question shall be determined by a majority vote of the remaining members of the council.

VI. GENERAL RULES

A. Attendance at Meetings

1. Council members shall use their best efforts to attend all meetings of the Council. Pursuant to the City Charter provisions, the absence of a member from three consecutive regular meetings or $\frac{1}{4}$ of meetings in any fiscal year shall operate to vacate the seat of the member, unless the absence is excused by the Council. (Charter Section 5.3(c)).

2. The City Manager shall attend all meetings of the Council and shall be entitled to attend meetings of all of its committees and to take part in all discussions but shall have no vote. (Charter Section 4.7(e)).

3. The City Clerk shall attend all meetings of the Council and keep a permanent journal of its proceedings. (Charter Sec. 4.12(a))

B. Filling Council Vacancy

Vacancies in the offices of Mayor and Councilmembers shall, within thirty days, be filled for the unexpired term of the officer whose office has become vacant, by appointment by a majority vote of the members of the Council then in office. (Charter Section 5.7(a)).

If any vacancy in the office of Mayor or Councilmembers is not so filled within the said thirty days after such vacancy occurs, or if four or five simultaneous vacancies in the offices of Mayor and Councilmembers, such vacancies shall be filled for the respective unexpired terms at a special election. (Charter Section 5.7(b)).

C. Record of Meetings

1. Recording Responsibilities: The City Clerk shall keep a journal of the Council proceedings, in English, of which a brief summary shall be published within ten (10) days following each meeting. The journal shall be signed by the City Clerk and approved in writing by the Mayor. (Charter Sec. 6.7(e))

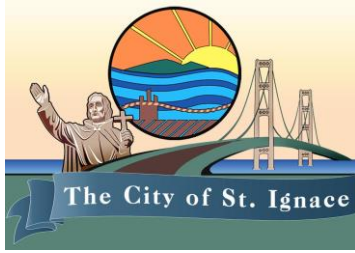
2. Contents of Minutes: The minutes of each meeting shall show the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include a record of all votes taken at the meeting. Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction. OMA Sec. 9

3. Public Inspection: Minutes shall be public records open to public inspection and shall be available at the address designated on posted public notices. Copies of the minutes shall be available to the public at the reasonably estimated cost for printing and copying. Proposed minutes shall be available for public inspection not more than ten (10) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved by the public body; except those minutes of a closed session are not available to the public unless disclosure is required by a civil action, as provided in the Open Meetings Act. OMA Sec. 7(2), 9.

D. Suspension of Rules: Any provision of these rules not governed by City Charter, City Code, or State law may be temporarily suspended by a concurring vote of four members of the Council. Such suspension must be for good cause and for a specified portion of a meeting.

E. Amendment of Rules: The Council may amend these Rules of Procedure by a concurring vote of four members during any regular meeting or special meeting, provided that all members have received an advance copy of the proposed amendments at least ten (10) hours prior to the meeting at which such amendments are to be considered.

Adopted: 03/07/2022



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

City of St. Ignace, MI

Staff Report

Agenda Date: 4-3-23

Presenter: Andrea Insley

Department: Recreation

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: Interim Recreation Director -*Agreement Extension*

BACKGROUND:

DDA Director Marshall was appointed Interim Rec Director for a six-week term from Feb 22nd to April 5th with an additional stipend of \$500/week. The goal was to bring the facility and operations up-to-date in preparation for the next newly hired Recreation Facility Manager. Mr. Marshall has accomplished almost all of the required maintenance issues and continues to establish more efficient organization amongst staff, as well as preparing them for the transition into the next season of activities.

The position for the Recreation Facility Manager is posted "until filled". The Recreation Advisory Committee has hosted four interviews to-date and will be working to make a recommendation for Council at their next Regular meeting April 12, 2023.

FISCAL EFFECT:

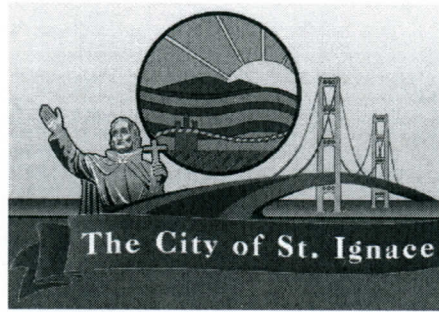
The additional stipend (currently \$500/week) would continue to be drawn from the \$42,000 budgeted for Rec Director wages.

SUPPORTING DOCUMENTATION:

A LBE report was distributed to Council in the 3-20-23 meeting packet as an update from Interim Rec Director Marshall.

RECOMMENDATION:

I recommend that the City Council approve allowing Mr. Marshall to continue to serve as Interim Rec Director for up to another four-week period to support LBE staff in this transition and train the incoming Recreation Facility Manager.



SPECIAL CITY COUNCIL MEETING

St. Ignace, Michigan
City Manager Interviews
City Council Chambers

Tuesday, March 21st

- 6:00 p.m. Scott Marshall
- 6:50 p.m. Sue St. Onge

Wednesday, March 22nd

- 6:00 p.m. Bridgett Sorenson
- 6:50 p.m. Andrew Potter
- 7:40 p.m. Brooke Bollwahn
- 8:10 p.m. Lauren Amellal (via Zoom)

Resolution 23-19

At a regular meeting of the City Council of the City of St Ignace, held the ___ day of April, 2023 at 7 p.m., the following resolution was offered by Council person

_____ and seconded by Council person _____

Pursuant to the request of Mackinac Co / LMAS for property located on Hombach & Burdette Street, City of St. Ignace, to split off a portion of Tax Parcel # 052-140-013-00 & # 052-140-014-00, City of St. Ignace, Michigan.

BE IT RESOLVED, (if applicable), that pursuant to Section 263 of the Subdivision Control Act (Act 288 of 1967) as amended, (MCLA 560.263), the following parcel, Tax Parcel # 052-006-035-00, City of St. Ignace, Mackinac County, Michigan, may be split and recombined or reconfigured.

Said new split parcels being set forth below:

Parcel A

Beginning at the intersection of the South ROW of Burdette Street and the East ROW of Hombach Street, PC 6, City of St. Ignace, Mackinac County, Michigan;

Thence N 78°42'59" E 94.00 feet, along the South ROW of Burdette Street;
thence S 11°17'30" E 73.00 feet;
thence N 78°42'59" E 56.00 feet;
thence S 11°17'30" E 97.00 feet;
thence S 78°42'59" W 150.00 feet;
thence N 11°17'30" W 170.00 feet, along the East ROW of Hombach Street, to the Point
of Beginning.

Containing 21,411 SqFt of land in PC 6, City of St Ignace.

Parcel B

Commencing at the intersection of the South ROW of Burdette Street and the East ROW of Hombach Street, PC 6, City of St. Ignace, Mackinac County, Michigan;

Thence N 78°42'59" E 94.00 feet, along the South ROW of Burdette Street, to the Point of Beginning;

Thence N 78°42'59" E 156.00 feet, along the South ROW of Burdette Street;

thence S 11°17'30" E 170.00 feet;

thence S 78°42'59" W 100.00 feet;

thence N 11°17'30" W 97.00 feet;

thence S 78°42'59" W 56.00 feet;

thence N 11°17'30" W 73.00 feet, to the Point of Beginning.

Containing 21,090 SqFt of land in PC 6, City of St Ignace.

Surveyor's Notes:

Portions of described parcels are portions of long disused and mostly vacated plats.

Parcel A is comprised of an unplatted parcel & a approx 10.5 foot portion of Lots 1 & 6, with included vacated alley, Block 7 of the Hombach Edson & Moore Co Plat, all in PC 6, City of St. Ignace.

Parcel B is comprised of an unplatted parcel & a approx 10.5 foot portion of Lot 1, Block 7, and vacated William Street of the Hombach Edson & Moore Co Plat, and a 13.5 foot portion of Lot 15, of the Carmichael's Plat, all in PC 6, City of St. Ignace.

BE IT FURTHER RESOLVED that the authorized split in said Parcel shall not be further split without permission of the City of St. Ignace.

Those voting "Yes"

Those voting "No"

NONE_____

The Resolution was declared ***adopted*** / denied.

Andrea Insley , City Clerk

STATE OF MICHIGAN)
COUNTY OF MACKINAC) ss.

I, Andrea Insley, the duly qualified and acting Clerk of the City of St Ignace, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on _____ 2023 the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this _____ day of _____, 2023.

Andrea Insley, City Clerk



Prepared under applicants request by:
Mackinac Country Land Surveys
429 Ellsworth St.
St. Ignace, MI 49781
(906) 643-9418 (906) 643-6327 Fax
info@mackinacsurveys.com

Petition for Platted Lot Split

**Lots Known As a portion of:
Lot 15 Carmichael's Plat &
Block 7 Hombach, Edson & Moore Co. Plat,
City of St Ignace, Mackinac County Michigan**

The undersigned petitions the Council of the City of St. Ignace to split a platted lot, pursuant to MCL 560.263, which lot is solely owned by:
Mackinac County, of St. Ignace, Michigan 49781

A. The Lots owned is described as follows:

Tax Parcel 052-006-035-00

Beginning at the intersection of the South ROW of Burdette Street and the East ROW of Hombach Street, PC 6, City of St. Ignace, Mackinac County, Michigan;

Thence N 78°42'59" E 250.00 feet, along the South ROW of Burdette Street;
thence S 11°17'30" E 170.00 feet;
thence S 78°42'59" W 250.00 feet;
thence N 11°17'30" W 170.00 feet, along the East ROW of Hombach Street, to the Point of Beginning.

B. A Copy of a drawing showing the lot before and after the split is attached as Exhibit "A"

C. The lot is in the following zone under the City Zoning Ordinance:

R1 Residential 1 (Note: The city is reviewing this area to be rezoned)

D. What is the purpose of the request to split the lot?

To split parcel for sale to LMHS – divisions accommodating existing improvements.

E. The undersigned represents if the land is encumbered by any lien, mortgage or other interest, that owner has approved this request to split in writing, which approval is attached hereto.

Applicant: Date: March 30, 2023

Nick Derusha

Nick Derusha for LMAS, Purchaser

Applicant: Date: March 30, 2023

Neil Hill, Surveyor

Neil Hill, Surveyor, representative for Mackinac Co., Owners



Prepared under applicants request by:
Mackinac Country Land Surveys
429 Ellsworth St.
St. Ignace, MI 49781
(906) 643-9418 (906) 643-6327 Fax
info@mackinacsurveys.com

Exhibit A Before Split

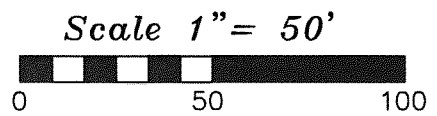
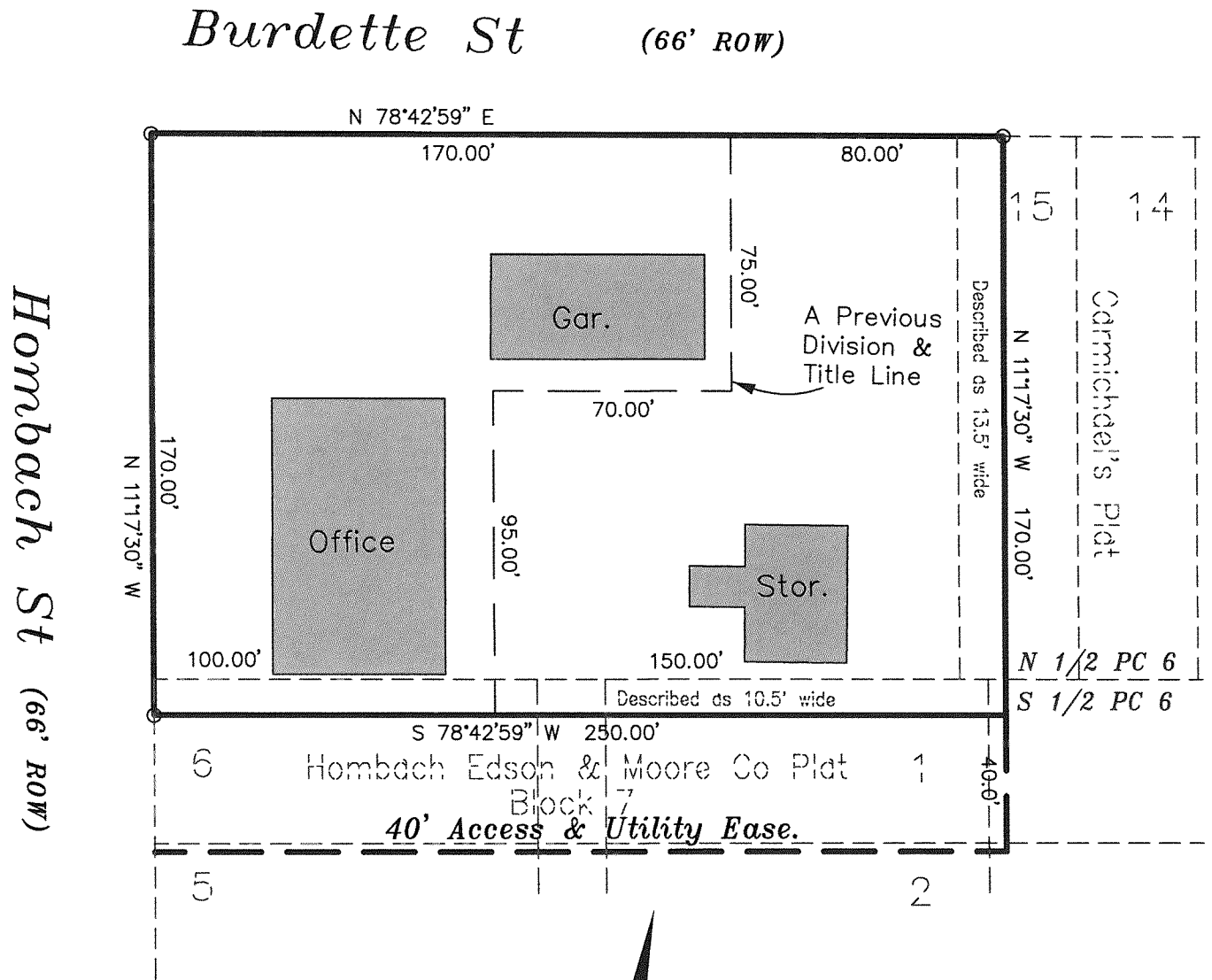
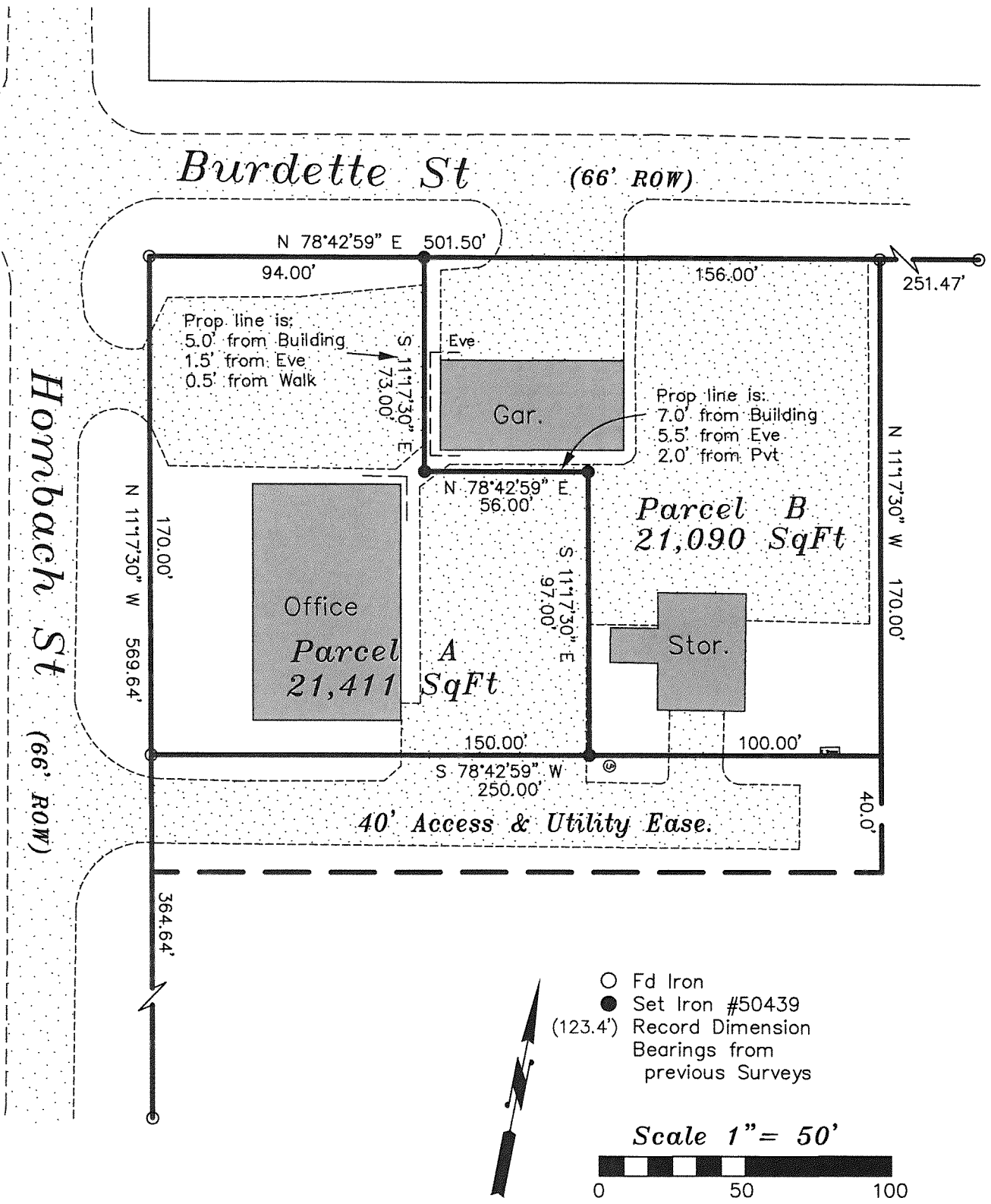
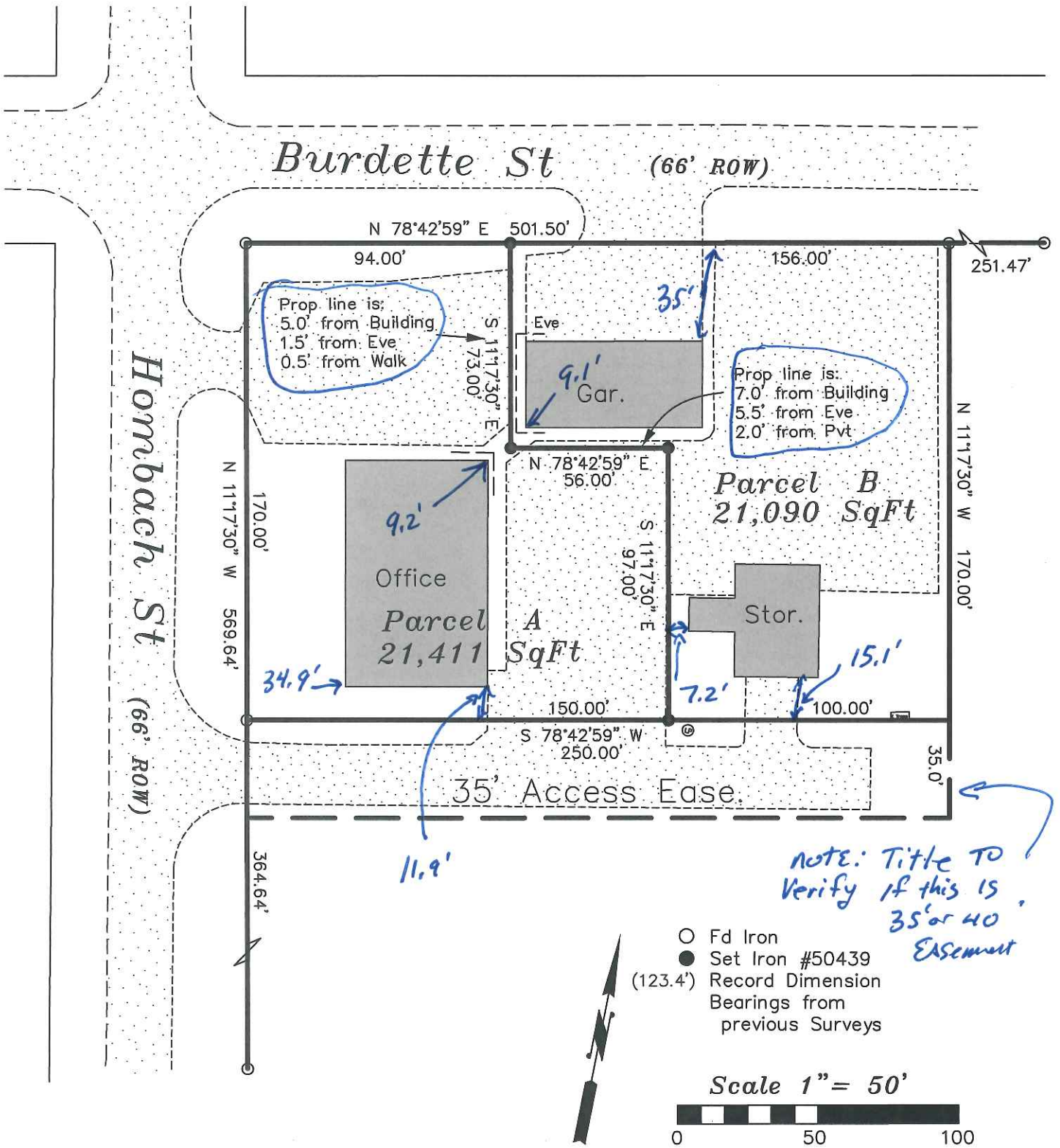


Exhibit A After Split



Certified Survey

Client: LMHS District Health Dept
Mackinac County



I hereby certify, for the exclusive use of named client, that I have surveyed and mapped the described subject parcel(s), that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying, and that the requirements of P.A. 132 of 1970 as amended have been complied with.

By: Neil W. Hill P.S. #50439
Registered Land Surveyor

Date: March 15, 2023
Order No.: 23010-LMHS-PC6-CSI



429 Ellsworth Street
St. Ignace, MI 49781
(906) 643-9418 Phone
(906) 643-6327 Fax

info@mackinacsurveys.com

Certified Survey

Client: LMHS District Health Dept
Mackinac County

Page 2 of 2

Parcel A

Beginning at the intersection of the South ROW of Burdette Street and the East ROW of Hombach Street, PC 6, City of St. Ignace, Mackinac County, Michigan;

Thence N 78°42'59" E 94.00 feet, along the South ROW of Burdette Street;
thence S 11°17'30" E 73.00 feet;
thence N 78°42'59" E 56.00 feet;
thence S 11°17'30" E 97.00 feet;
thence S 78°42'59" W 150.00 feet;
thence N 11°17'30" W 170.00 feet, along the East ROW of Hombach Street, to the Point of Beginning.

Containing 21,411 SqFt of land in PC 6, City of St Ignace.

In addition, a 35 foot wide access & utility easement along the South line, extending to Hombach Street.

Subject to any Easements, Restrictions or Reservations of Record.

Parcel B

Commencing at the intersection of the South ROW of Burdette Street and the East ROW of Hombach Street, PC 6, City of St. Ignace, Mackinac County, Michigan;

Thence N 78°42'59" E 94.00 feet, along the South ROW of Burdette Street, to the Point of Beginning;
Thence N 78°42'59" E 156.00 feet, along the South ROW of Burdette Street;
thence S 11°17'30" E 170.00 feet;
thence S 78°42'59" W 100.00 feet;
thence N 11°17'30" W 97.00 feet;
thence S 78°42'59" W 56.00 feet;
thence N 11°17'30" W 73.00 feet, to the Point of Beginning.

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In addition, a 35 foot wide access & utility easement along the South line, extending to Hombach Street.

Subject to any Easements, Restrictions or Reservations of Record.

Surveyor's Notes:

Portions of described parcels are portions of long disused and mostly vacated plats.

Parcel A is comprised of an unplatted parcel & a approx 10.5 foot portion of Lots 1 & 6, with included vacated alley, Block 7 of the Hombach Edson & Moore Co Plat, all in PC 6, City of St. Ignace.

Parcel B is comprised of an unplatted parcel & a approx 10.5 foot portion of Lot 1, Block 7, and vacated William Street of the Hombach Edson & Moore Co Plat, and a 13.5 foot portion of Lot 15, of the Carmichael's Plat, all in PC 6, City of St. Ignace.

I hereby certify, for the exclusive use of named client, that I have surveyed and mapped the described subject parcel(s), that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying, and that the requirements of P.A. 132 of 1970 as amended have been complied with.

By: **DRAFT**
Neil W. Hill P.S. #50439
Registered Land Surveyor

Date: March 15, 2023

Order No.: 23010-LMHS-PC6-CSI



429 Ellsworth Street
St. Ignace, MI 49781
(906) 643-9418 Phone
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info@mackinacsurveys.com

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CITY OF ST. IGNACE, MICHIGAN

RESOLUTION

At a regular meeting of the City Council of the City of St. Ignace, Michigan, held on this 20th day of March, 2023 at ____ PM, the following resolution was offered by Council person _____ and seconded by Council person _____.

Pursuant to the request of Heather L. Aukeman for property located at 260 Mary Street, St. Ignace, Michigan, to split off a portion of Tax ID Number: 49-052-360-008-00, City of St. Ignace, Michigan and add that portion to Tax ID Number 49-052-360-009-00. City of St. Ignace, Michigan.

BE IT HEREBY RESOLVED by the City Council of the City of St. Ignace, Michigan, that pursuant to Section 263 of the Subdivision Control Act (Act 288 of 1967) as amended, (MCL 560.263), the following parcels, Tax ID Numbers: 49-052-360-008-00 and 49-052-360-009-00, City of St. Ignace, Mackinac County, Michigan, may be split and recombined or reconfigured.

Said new split parcels being set forth below:

Tax Parcel 49-052-360-008-00

Lot 8, Block 1, GOUDREAU'S PLAT according to the plat recorded thereof, recorded in Liber 1 of Plats, page 22, Mackinac County Records, City of St. Ignace, Mackinac County, Michigan, EXCEPT the Northern 3 feet of the Eastern 65 feet of GOUDREAU'S PLAT.

Tax Parcel 49-052-360-009-00

Beginning at the Southeast corner of Lot 9, Block 1, GOUDREAU'S PLAT according to the recorded plat thereof, recorded in Liber 1 of Plats, page 22, Mackinac County Records, City of St. Ignace, Mackinac County, Michigan; thence S80°W 82 feet; thence N10°W 34 feet; thence N80°E 82 feet; thence S10°E 34 feet to Point of Beginning.

AND

The Northern 3 feet of the Eastern 65 feet of Lot 8, Block 1, GOUDREAU'S PLAT, according to the recorded plat thereof, recorded in Liber 1 of Plats, page 22, Mackinac County Records, City of St. Ignace, Mackinac County, Michigan.

BE IT FURTHER RESOVLED that the authorized split in said Parcel shall not be further split without permission of the City of St. Ignace.

Those voting "Yes"

Those voting "No"

The Resolution was declared *adopted/denied*.

Andrea Insley, City Clerk

STATE OF MICHIGAN)
 :SS
County of Mackinac)

I, Andrea Insley, the duly qualified and acting Clerk of the City of St. Ignace, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on March ____, 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____ day of March, 2023.

Andrea Insley, City Clerk

Mortgage Report

For: Marjorie K McKenzie
270 Mary St.
St. Ignace, MI 49781

Ameri First Financial Corp.
138 N Otsego Ave.
PO Box 840
Gaylord, MI 49734

Description:

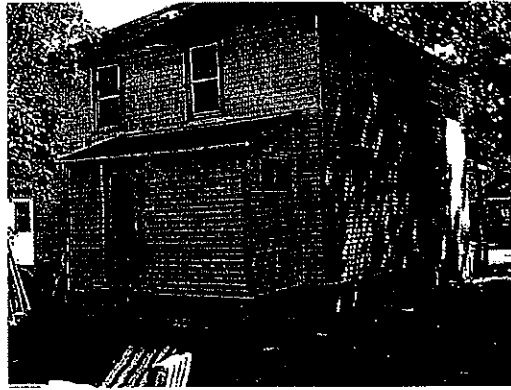
Page 2 of 2

Lot 8, Block 1 of Goudreau's Plat, City of St. Ignace, Mackinac County, Michigan.
According to the recorded plat thereof.

This Inspection Showed Various Buildings:

A 2 story frame house with poured concrete basement.

A storage barn with concrete floor.



I also hereby certify that this inspection showed that the improvement or improvements as located on the premises described, are entirely within the lot lines, and that there are no encroachments upon the premises described by the improvement or improvements of any adjoining premises, unless otherwise indicated on the drawing.

I further certify that this **MORTGAGEE'S INSPECTION** was prepared for **IDENTIFICATION PURPOSES** only for the **MORTGAGEE**, in connection with a new mortgage and is not intended or represented to be a land or property line survey; that no property corners were set; and is not to be used or relied upon, for the establishment of any fence, building, or other improvement lines. No responsibility is extended herein to the present or future land owner or occupant.

Date : July 2000

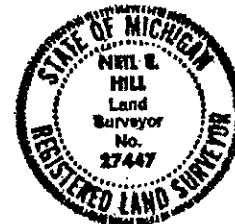
Order No. : 00-063-MM-8-Bk1-GP

By : *Neil E. Hill L.S.P.C.*

Drawn By : NWH

Neil E. Hill L.S. # 27447

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Mortgage Report

For: Matjorie K McKenzie
270 Mary St.
St. Ignace, MI 49781

New Century Mortgage Corp.
PO Box 11052
Orange, CA 92856-8152

Description:

Page 2 of 2

Lot 8, Block 1, Except the Northern 3 feet of the Eastern 65 feet
of Goudreau's Plat, City of St. Ignace, Mackinac County, Michigan.

According to the recorded plat thereof.

This Inspection Showed Various Buildings:

A 2 story frame house with poured concrete basement.

A storage garage with concrete floor.



I also hereby certify that this inspection showed that the improvement or improvements as located on the premises described, are entirely within the lot lines, and that there are no encroachments upon the premises described by the improvement or improvements of any adjoining premises, unless otherwise indicated on the drawing.

I further certify that this **MORTGAGEE'S INSPECTION** was prepared for **IDENTIFICATION PURPOSES** only for the **MORTGAGEE**, in connection with a new mortgage and is not intended or represented to be a land or property line survey; that no property corners were set; and is not to be used or relied upon, for the establishment of any fence, building, or other improvement lines. No responsibility is extended herein to the present or future land owner or occupant.

By: Neil E. Hill P.S.C.
Neil E. Hill P.S. #27447
Registered Land Surveyor
Date: June 12, 2003
Order No.: 03-059-MM-8-B1k1-GP



429 Ellsworth Street
St. Ignace, MI 49781
(906) 643-9418 Phone
(906) 643-6327 Fax
info@mackinacsurveys.com



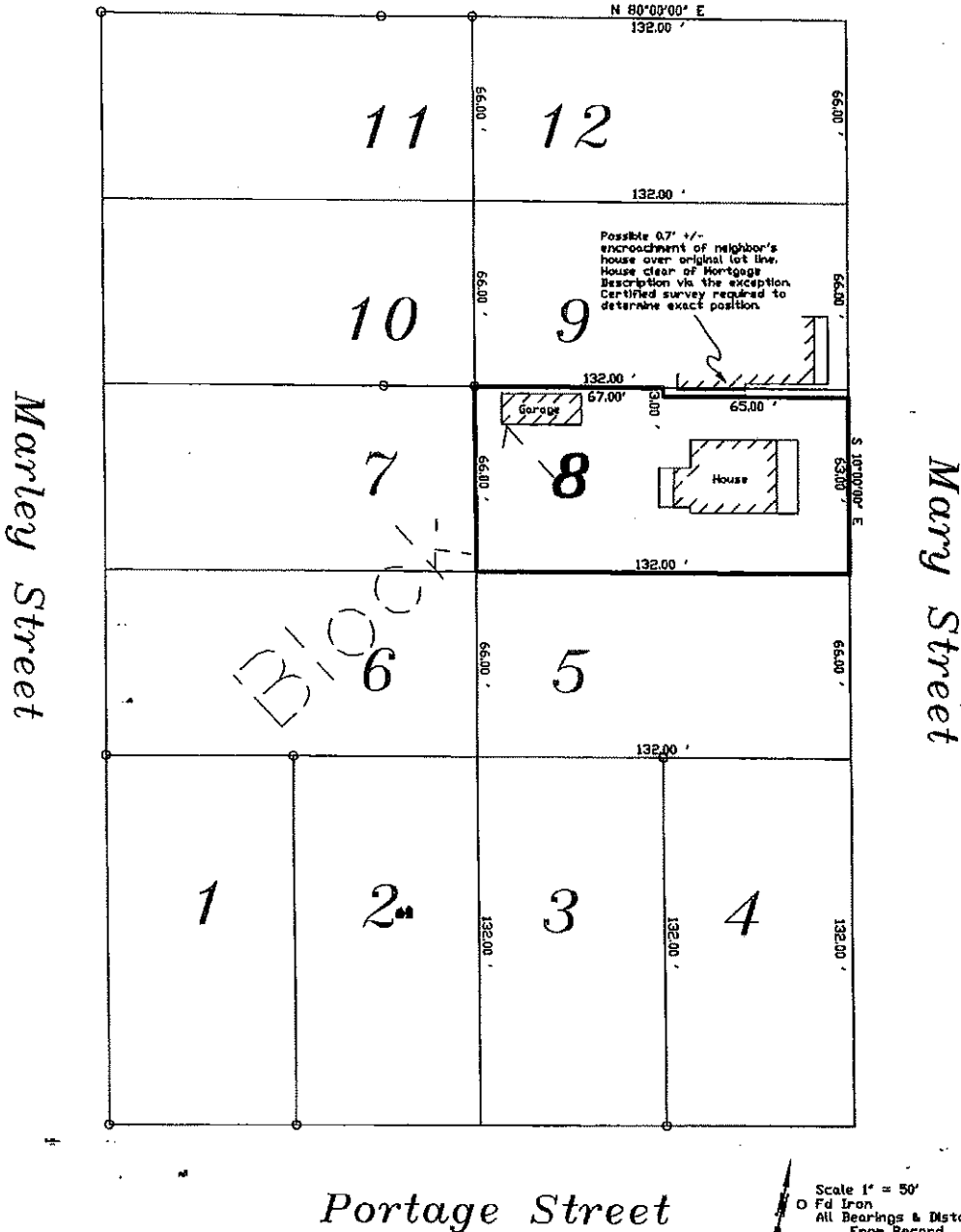
Mortgage Report

For: Marjorie K McKenzie
270 Mary St.
St. Ignace, MI 49781

New Century Mortgage Corp.
PO Box 11052
Orange, CA 92856-8152

Description:

Page 1 of 2

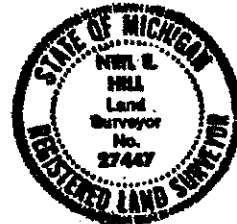


Scale 1" = 50'
 ○ Full Iron
 All Bearings & Distances
 From Record

By: *Neil E. Hill P.S., P.C.*
 Neil E. Hill P.S. #27447
 Registered Land Surveyor
 Date: June 12, 2003
 Order No.: 03-059-MM-8-Bik1-GP



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Parcel Division Application

You MUST answer all questions and include all attachments, or this will be returned to you. Bring or mail to the City of St Ignace Assessors Office. 396 N State St. Saint Ignace, MI 49781 Phone: 906-643-8797. assessor@cityofstignace.com

Approval of a division of land is required **before** it is sold, when the new parcel is less than 40 acres and not just a property line adjustment (§102(e&f)).

In the box, below, fill in where you want this form sent, when the review is completed.

_____ name This form is designed to comply with §108, 109, 109a, and 109b of
_____ address the Michigan Land Division Act (formerly the Subdivision Control
_____ city, state, zip Act), PA 288 of 1967, as amended (particularly by PA 591 of
1996), MCL 560.101 *et. seq.*

1. LOCATION of parent parcel to be split:

Address: 270, Street/Road Name: Mary Street

Parent parcel number: 49 052 - 300 - 00800

Legal description of Parent Parcel (attach extra sheets if needed):
Lot 8, Block 1 Goudreaux's Plat

Township or Village Name: City of St. Ignace

2. PROPERTY OWNER information:

Name: Heather Auleman Phone: (231) 881 - 5075

Address: 260 Street/Road Name: Mary Street

City: St. Ignace State: MI Zip Code 49781 - - - -

3. APPLICANT information (if not the property owner)

Contact Person's Name: _____

Business Name: _____ Phone: (_____) _____ - _____

Address: _____ Street/Road Name: _____

City: _____ State: _____ Zip Code _____ - _____

4. PROPOSAL: Describe the division(s) being proposed:

A. Number of new Parcels _____

B. Intended use (residential, commercial, etc.) Residential

C. The division of the parcel provides access to an existing public road by: (check one)

Each new division has frontage on an existing public road.

_____ A new public road, proposed road name: _____
(Road name cannot duplicate an existing road name.)

_____ A new private road, proposed road name _____
(Road name cannot duplicate an existing road name.)

_____ A recorded easement (driveway). (Cannot service more than two potential sites)

4A. Write here, or attach, a legal description of the proposed new road, easement or shared driveway (attach extra sheets if needed): * see attached

4B. Write here, or attach, a legal description for each proposed new parcel (attach extra sheets if needed): * see attached.

5A. FUTURE DIVISIONS that may be allowed but not included in this application: _____

5B. Did the parent parcel have any unallocated divisions under the Land Division Act? _____

5C. Were any unallocated divisions transferred to the newly created parcel(s)? _____

5D. If so, how many? _____

Identify the other parcel future divisions are transferred to: _____

(See section 109(2) of the Statute. Make sure your deed includes both statements as required in section 109(3) and 109(4) of the Statute.)

6. DEVELOPMENT SITE LIMITS Check each that represents a condition that exists on the parcel - any part of the parcel:

- is in a DNR-designated critical sand dune area.
- is riparian or littoral (it is a river or lake front parcel).
- is affected by a Great Lakes High Risk Erosion Area setback.
- includes a wetland.
- includes land in PA 116 – the state Farmland Preservation Program.
- is within a floodplain.
- includes slopes more than twenty five percent (a 1:4 pitch or 14 angle) or steeper.
- is on muck soils or soils known to have severe limitations for onsite sewage systems.
- is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

7. ATTACHMENTS (all attachments **must** be included). Letter each attachment as shown here.

- A. Map, drawn to scale of _____ (insert scale), of the proposed division(s) of the parent parcel showing:
 - (1) boundaries as of March 31, 1997, and
 - (2) all previous divisions made after March 31, 1997 (indicate when made or none), and
 - (3) the proposed division(s), and
 - (4) dimensions of the proposed divisions, and
 - (5) existing and proposed road/easement rights-of-way, and
 - (6) easements for public utilities from each parcel to existing public utility facilities, and
 - (7) any existing improvements (buildings, wells, septic system, driveways, etc.), and
 - (8) any of the features checked in Part 6 (above), and
 - (9) any cemetery which is adjacent to, or may have had access through this parcel.
- B. A copy of the proposed deed(s), which includes the following statement: "This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act."
- C. A copy of the proposed deed(s), which includes a statement that substantially reads: "The grantor grants to the grantee the right to make [insert "zero", a number, or "all"] division(s) under section 108 of the Land Division Act, 1967 PA 288, MCL 560.108." or the right to make further divisions stays with the parent parcel.
- D. A copy of the proposed deed(s) for any parcel that is 20 or more acres in size and is not accessible, which includes the following statement: "This parcel is not accessible as defined in the Land Division Act, 1967 PA 288, MCL 560.101 to 560.293."
- E. Indication of approval, or permit from the County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway.
- F. If the division includes a new public or private road, a copy of approval by the county addressing authority.
- G. A fee of \$ _____ . _____
- H. Other (please list) _____

8. IMPROVEMENTS Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel, or indicate none (attach extra sheets if needed): _____

9. AFFIDAVIT and permission for municipal, county, and state officials to enter the property for inspections:

I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the municipal, county, and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify the information on the application is correct. Finally, I understand this is a parcel division that conveys only certain rights under a municipal land division ordinance and the Michigan Land Division Act (formerly the Subdivision Control Act, PA288 of 1967, as amended (particularly by PA 591 of 1996), MCL 560.101 *et. seq.*) and is not a representation or determination the resulting parcels comply with other ordinances or regulations, and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Further, I understand the municipality granting approval of this division(s) resulting in less than 1 acre in size is not liable if a building permit is not issued for the parcel due to non-approvable on-site water or on-site sewage disposal. Checking with the District Health Department for septic and water is the landowner's responsibility.

Finally, even if this division is approved, I understand zoning, municipal ordinances and state acts change from time to time, and if changed the divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Property Owner's Signature _____ Date: _____

DO NOT WRITE BELOW THIS LINE:

Reviewer's Action TOTAL \$ _____ , _____ . _____ Receipt # _____

Approved: Conditions, if any: _____

Denied: Reasons (cite §): _____

Signature and date: _____ [county form October 4, 2021: FORMLTRPARCELSP.APP]

WARRANTY DEED

The Grantor(s): **HEATHER L. AUKEMAN**, of 260 Mary Street, St. Ignace, Michigan 49781,

warrant(s) and convey(s) to Grantee(s): **CARISSA WELLNITZ and JACOB WELLNITZ**, wife and husband, of 270 Mary Street, St. Ignace, Michigan 49781,

the following described premises situated in the City of St. Ignace, County of Mackinac, State of Michigan:

Lot 8, Block 1, GOUDREAU'S PLAT according to the recorded plat thereof, recorded in Liber 1 of Plats, page 22, Mackinac County Records, City of St. Ignace, Mackinac County, Michigan, EXCEPT the Northern 3 feet of the Eastern 65 feet of GOUDREAU's PLAT. (Property Tax ID No. 49-052-360-008-00)

Legal description provided by Whiteside Abstract & Title Agency File No. 22-159)

Subject to easements, restrictions, reservations and encumbrances of record,

for the sum of: **ONE HUNDRED SIXTY FIVE THOUSAND AND 00/100 (\$165,000.00) DOLLARS**

The grantor conveys to the grantee the right to make zero (0) permissible divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967 as amended.

The above described premises may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices may generate noise, dust, odors and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Dated this _____ day of _____, 2023.

Signed by:

Heather L. Aukeman

STATE OF MICHIGAN)
 :SS
County of Mackinac)

On _____, 2023, before me, a Notary Public, in and for said County, personally appeared Heather L. Aukeman, to me known to be the same person described in and who executed the within instrument, who acknowledged the same to be her free act and deed.

_____, Notary Public
Mackinac County, Michigan
My Comm. Expires: _____
Acting in Mackinac County, Michigan

When recorded Return to:

Send Subsequent Tax Bills to:
Grantee

Drafted by:
John J. Evashevski
Attorney at Law
838 North State Street
St. Ignace, MI 49781

QUIT CLAIM DEED

The Grantor(s): **HEATHER L. AUKEMAN**, of 260 Mary Street, St. Ignace, Michigan 49781,
quit claim(s) and convey(s) to Grantee(s): **KATHRYN A. WIGHTMAN**, of 403 N. 3 Mile Road, Hessel, Michigan
49745,

the following described premises situated in the City of St. Ignace, County of Mackinac, State of Michigan:

**The Northern 3 feet of the Eastern 65 feet of Lot 8, Block 1, GOUDREAU'S PLAT according to the
recorded plat thereof, recorded in Liber 1 of Plats, page 22, Mackinac County Records, City of St.
Ignace, Mackinac County, Michigan.
(Pursuant to a land division from Tax ID No. 49-052-360-008-00 to be added to Tax ID No. 49-052-360-
009-00)**

Legal Description provided by Whiteside Abstract & Title Agency File No. 22-159)

Subject to easements, restrictions and reservations of record,

for the sum of: **One Dollar (\$1.00) (This instrument is exempt from State Transfer Tax pursuant to MCL 207.526(a)
and exempt from County Transfer Tax pursuant to MCL 207.505(a)).**

The grantor conveys to the grantee the right to make zero (0) permissible divisions under Section 108 of the Land
Division Act, Act No. 288 of the Public Acts of 1967 as amended.

The above described premises may be located within the vicinity of farmland or a farm operation. Generally accepted
agricultural and management practices may generate noise, dust, odors and other associated conditions may be used and
are protected by the Michigan Right to Farm Act.

Dated this _____ day of _____, 2023.

Signed by:

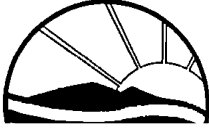
Heather L. Aukeman

STATE OF MICHIGAN)
 :SS
County of Mackinac)

On _____, 2023, before me, a Notary Public, in and for said County, personally appeared Heather L.
Aukeman, to me known to be the same person described in and who executed the within instrument, who acknowledged
the same to be her free act and deed.

_____, Notary Public
Mackinac County, Michigan
My Comm. Expires: _____
Acting in Mackinac County, Michigan

When recorded Return to:	Send Subsequent Tax Bills to:	Drafted by:
	Grantee	Erin K. Evashevski Attorney at Law 838 North State Street St. Ignace, MI 49781



City of St. Ignace

City Clerk's Office, Andrea Insley

396 North State Street,

St. Ignace, Michigan 49781

Phone: (906) 643-8545 x2 Fax: (906) 643-9393

THE BOARD OF ELECTION COMMISSION

Alfred Feleppa; Gregory S. Cheeseman; Andrea Insley, City Clerk/Treasurer

ELECTION BOARD

Laurie Steiner, Chairperson (R)

Renee Vonderwerth (R)

Donna LaLonde (D)

Sherry Cece (R)

Mary Kay Tamlyn (R)

Debra Ferguson (R)

RECEIVING BOARD

Renee Vonderwerth (R)

Donna LaLonde (D)

The City Clerk is authorized to make substitutions in the event that any election inspector selected is not able to serve at this time.

Invoices for Approval Monday, April 3, 2023

Allstar Graphics	LBE - Plaques	\$185.70
Arnold's Refrigeration, Inc.	LBE-Ice Chiller Shut Down	\$140.00
Arrow Signs	Golf Course Signs/LBE Fitness Center Signs	\$1,385.00
BAM Tools	DPW- Tools/Supplies	\$699.68
Bentley Welding	Plow Truck Repair	\$710.00
Cut River Small Engine Repair	SIFD-Fuel Tank	\$120.00
Harbor Freight	Workbench Cabinets (2)	\$779.98
Hawkins	WTR Plant Supplies	\$70.00
Interstate Battery	DPW-AA Batteries; Core Return/LBE-Generator	\$257.80
KSS	SIFD- Paper Products/Cleaning Supplies	\$375.09
LMAS District Health Dept	LBE-Food Service License Renewal	\$216.00
Mackinac Plumbing & Heating Co.	LBE-Shower Repair	\$473.15
Meyer Ace Hardware	March 2023 Statement	\$4,554.29
Milan Supply Company	WWTR Plant Supplies	\$462.85
Perennial Park Products	Boardwalk-Engraved Deck boards	\$317.32
Perfect Fit LLC	LBE-Labor/Cleaning of Gym Equipment	\$340.00
Postmaster	Annual Permit Fee	\$290.00
Quill	Copy Paper/Purchase Order Forms	\$314.10
Seewald's Towing	SIPD-Tow	\$85.00
Straits Building Center	March 2023 Statement	\$1,198.46
Sunshine Filters of Pinellas, Inc.	WWTR Plant Filters	\$1,281.90
The Home Depot	SIFD-Batteries/Tools	\$518.06
The St. Ignace News	Golf-2023 Motel Guide Advertisement	\$276.00
UP Golf Association	2023 Membership	\$125.00
USA Bluebook/HD Supply	WTR/WWTR Plant Supplies	\$396.06
Wex Bank - Shell Fuel Card	SIPD Fuel	\$57.50
		\$15,628.94