

## **CITY COUNCIL MEETING**

St. Ignace, Michigan

Monday, July 24, 2023 – 7:00 p.m.

City Council Chambers/Virtual Hybrid Attendance Meeting

Zoom Meeting ID: 832 7421 2749

### **\*\*\*\*A G E N D A\*\*\*\***

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Invocation
- 4) Roll Call
- 5) Additions to the Agenda
- 6) Public Comment (3-minute limit)
- 7) Consideration of Minutes of July 10, 2023
- 8) Old Business
  - A. Treasurer Support Updated Agreement
- 9) New Business
  - A. Tie Michigan Teal Campaign
  - B. Trek the Mighty Yoop 2023 Resolution
  - C. LBE Circulation Pump Replacement
  - D. Financials June 2023
- 10) Consideration of Bills
- 11) Public Comment (3-minute limit)
- 12) Management Report
- 13) Committee Reports
  - A. Planning Commission Update & Minutes
  - B. Recreation Advisory Committee Minutes 7-12-23
  - C. SAEMS Authority Minutes 6-27-23
- 14) Council Member Comments



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

A Regular Meeting of the St. Ignace City Council was held on Monday, July 10, 2023, in the City Hall Council Chambers as a hybrid attendance meeting with Zoom video conference available. Mayor LaLonde called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance. Councilmember Gustafson led the invocation.

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

**ABSENT:** None.

**STAFF PRESENT:** Andrea Insley, City Clerk-Treasurer; Charles Palmer, City Attorney; Scott Marshall, DDA Director; Kevin James, Police Chief; Bill Fraser, DPW Director; Shirley Sorrels, Museum Director; Cathy Lamb, Facility & Recreation Manager.

**ADDITIONS TO THE AGENDA**

Councilmember Fullerton – Absence at July 24<sup>th</sup> Meeting.

Councilmember Pelter – Correspondence from Prosecuting Attorney’s Office.

Police Chief James – Department Update.

**PUBLIC COMMENT** *(3-min limit)*

No public comment was given at this time.

**CONSIDERATION OF MINUTES OF THE JUNE 19, 2023, REGULAR COUNCIL MEETING:**

It was moved by Councilmember Pelter, seconded by Councilmember Gustafson, to approve the minutes of the June 19, 2023, Regular Council meeting as presented.

**Roll Call Vote**

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

No: None.

Abstain: Councilmember Cronan (absent 6/19/23).

Motion carried with one abstaining.

**OLD BUSINESS**

**A. CITY MANAGER CONTRACT APPROVAL**

City Clerk/Treasurer informed Council that the proposed agreement for the City Manager’s position dated June 14<sup>th</sup> was agreed upon by both the Negotiations Committee and Scott Marshall. After some discussion regarding the dates listed in the contract, it was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to amend the contract language in the first sentence of Section 10.1 to add the following: “During the first year of this agreement, the Council shall give an interim review and evaluation in January of 2024”; and to add the effective date of August 14<sup>th</sup> to the contract in Section 2.1 and 12.4.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

In addition, it was moved by Councilmember Gustafson, seconded by Councilmember Fullerton, to approve the City Manager employment contract with the amendments for Scott Marshall.

#### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

### **NEW BUSINESS**

#### **ADDITIONS TO THE AGENDA**

##### **Councilmember Fullerton – Absence for July 24<sup>th</sup> Council Meeting:**

It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve excusing Councilmember Fullerton from the Regular Council meeting on July 24<sup>th</sup> due to being out of town. Motion carried unanimously.

##### **Councilmember Pelter – Correspondence from Prosecuting Attorney's Office:**

Councilmember Pelter requested an update on a letter received by the City from the Mackinac County Prosecuting Attorney's office regarding a pending investigation of embezzlement. City Attorney Palmer informed Council that, according to the letter received, charges have been filed and restitution will be sought.

##### **Police Chief James – Department Update:**

Chief James updated Council on recent challenges the department has faced in keeping up with the City Police responsibilities while maintaining a very minimal staff. Council offered their appreciation with a round of applause for the effort of the Police Department noting the recent Car Show event.

#### **A. MME SUMMER WORKSHOP – OVERNIGHT TRAINING**

Scott Marshall requested Council's approval to attend a training with the Michigan Municipal Executives (MME) organization on July 25<sup>th</sup> to July 27<sup>th</sup> in Frankenmuth, Michigan. The registration will be \$250 and the membership fee will be \$200.

It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve the overnight training for Scott Marshall at the MME Summer Workshop.

#### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

### **CONSIDERATION OF BILLS**

City Clerk/Treasurer Insley noted two invoices that were mistakenly left off of the list of bills from Quill and Andy's Feed Station and one correction to the total for Spartan Distributors. The updated total of the bills came to \$83,726.18.

DPW Director Fraser also informed Council that the bill from Belonga Excavating for \$23,897 was for material and equipment during the paving project last month.

Mayor LaLonde inquired about the bill for towing with Manager Lamb responding it was the Recreation Department's truck during the July 4<sup>th</sup> Holiday.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Fullerton, to approve paying the bills in the amount of \$83,726.18.

#### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

#### **PUBLIC COMMENT** *(3 min limit)*

Public comment was received regarding appreciation for the Police Department.

#### **MANAGEMENT REPORT**

DPW Director Fraser reported to Council that the State of Michigan accepted the City's Surface Water Intake Protection Plan 2023. Director Fraser commended Rural Water's assistance with submitting the Plan to the State of Michigan by June 30<sup>th</sup>.

City Clerk/Treasurer Insley informed Council that Anderson Tackman is performing fieldwork for the 2022 audit this week.

#### **COMMITTEE REPORTS**

Negotiations Committee – minutes from the June 19<sup>th</sup> & June 26<sup>th</sup> meeting were provided.

Planning Commission – the next meeting is scheduled for Tuesday, July 11<sup>th</sup> at 7:00 p.m.

#### **COUNCILMEMBER COMMENTS**

Councilmember comments were received.

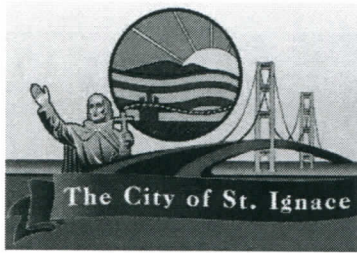
There being no further business, the meeting adjourned at 7:52 p.m.

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**William LaLonde, Mayor**

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**Andrea Insley, City Clerk/Treasurer**



## City of St. Ignace, MI

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

### Staff Report

**Agenda Date:** 7/24/2023

**Presenter:** City Clerk/Treasurer Insley

**Department:** Treasurer

**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:** Treasurer Support Update

**BACKGROUND:** In January, it was approved by Council for Renee Vonderwerth, former Clerk/Treasurer, to assist the City Clerk/Treasurer's office with the Chart-of-Account conversion, a requirement by the State of Michigan. The original agreement term was through July 1, 2023. I am requesting this agreement be extended to December 31, 2023.

A majority of Renee's time in the last six months has been spent assisting with bank reconciliations to satisfy a Corrective Action issued to the City by the MI Dept of Treasury with regard to the prior year's audit. We are in the final steps to achieve up-to-date bank reconciliations, but now I have been notified by BS&A that the Chart-of-Account conversion is expected to take up to 16 weeks from the time of initiation.

I have inquired about help from other sources, but have learned there are few that will be as cost and time efficient as utilizing Renee's experience. I would appreciate your consideration for this extension.

**FISCAL EFFECT:** The Agreement identifies a rate of \$20 per hour in payroll under a temporary/as-needed status. To date, payments up to \$2,400 have been made. I would expect another \$2,000 to be an appropriate estimation of the expense to complete this project.

**SUPPORTING DOCUMENTATION:** See attached updated Agreement.

**RECOMMENDATION:** It has been noted all year the difficulty the Clerk's office has experienced in meeting both the responsibilities of the City Clerk/Treasurer's office, as well as the City Manager's office. I believe many of our City departments have been patiently making ends meet in the absence of a full-time Manager. Although we are moving forward with filling vacant positions, it will take time to train new staff members and I believe it is important to utilize the available experience the City has built with its former employees. I truly appreciate Renee's willingness to help and would recommend Council approve this request.

**City of St. Ignace**

Andrea Insley, City Clerk/Treasurer

396 N State St

St. Ignace MI 49781

[ainsleyt@cityofstignace.com](mailto:ainsleyt@cityofstignace.com)

(906)643-8545 Fax (906)643-9393

**TREASURER SUPPORT AGREEMENT**

Agreement between the City of St. Ignace, a home rule City, and Renee Vonderwerth of St. Ignace, Michigan, hereinafter called "Treasurer Support".

Whereas, the City of St. Ignace agrees to pay an hourly wage of \$20 to Renee Vonderwerth for Treasurer Support; and

Whereas, the City of St. Ignace will continue to pay set wages until set goals are satisfied.

NOW THEREFORE IT IS AGREED AS FOLLOWS:

1. The consideration for this agreement is acknowledged to be the mutual promise and duties set forth herein.
2. Term: This contract shall be extended from July 1<sup>st</sup> through December 31, 2023.

**FOR THE CITY OF ST. IGNACE**

**FOR THE TREASURER SUPPORT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Dear Administrator:


***Tie Michigan Teal*** is a statewide campaign of the Michigan Ovarian Cancer Alliance designed to promote awareness of ovarian cancer and its symptoms. Teal is the color representing ovarian cancer. Ovarian cancer is the deadliest of the gynecologic cancers and one of the five leading cancer related deaths among women in the United States.

In 2023 approximately 19,700 women will receive a diagnosis with the disease and 13,270 women will die. Unlike other cancers, there is no early detection test for ovarian cancer.

The ***Tie Michigan Teal*** campaign consists of volunteers tying teal ribbons on lamp posts, benches and businesses in the downtown areas and distributing awareness information to local businesses to display. The event will be held during the month of September, which has been declared National Ovarian Cancer Awareness Month. There is no cost to the city and the ribbons will be taken down at the end of the month.

I am asking you to grant permission for our volunteers to tie ribbons throughout your town/city/ village this September, 2023. Please sign on the bottom of this letter and return the signed letter to the volunteer whose name and contact information is below. Thank you for your support of our efforts to raise awareness and educate on ovarian cancer. If you have any questions or concerns, please contact us at: [info@mioca.org](mailto:info@mioca.org) or (734) 800-6144

Sincerely,

  
Megan Neubauer  
Executive Director



**TOWN-CITY-VILLAGE**

\_\_\_\_\_

*Mayor/Town Official Name*

\_\_\_\_\_  
*Signature /Date*

*Please return the signed letter to the volunteer listed below. She/he is responsible for the Tie the Michigan Teal Campaign in your city/town.*

*VOLUNTEER NAME*

*CONTACT INFORMATION*

\_\_\_\_\_

\_\_\_\_\_

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: Trek the Mighty Yoop - The Year That Wasn't.

Describe the Event:

Usually called "Trek the Mighty Mac" we are changing this event for this year only due to construction on the bridge. Instead of a bridge crossing, it will consist of a Meet & Greet on Friday and trail riding on Saturday.

Sponsoring Organization Information

Legal Business Name: St. Ignace Visitors Bureau

Address: Le Spring St. City: St. Ignace State/Zip: MI 49781

Mailing Address: Le Spring St. City: St. Ignace State/Zip: MI 49781

Telephone: 906-643-6950 Email: quincy@stignace.com

Contact Name: Quincy Ranville Title: Events director

Telephone: 906-298-1902 Email: quincy@stignace.com

Contact Person on Day of Event

Name: Quincy Ranville Title: events director

Address: Le Spring St. City: St. Ignace State/Zip: MI 49781

Telephone: 906-643-6950 Cell: 906-298-1902 Email: quincy@stignace.com

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

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

Event Information

Event Location(s):

Little Bear East Arena

Event Date(s): September 22, 23

Event Hours: September 22 5-9pm, September 23 all day

Estimated date/time for set up: September 22, 12pm

Estimated date/time for clean up: September 22 9pm

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

Based on registration #s we will coordinate LBE staff and DPW.

Event Information (continued)

Estimated DAILY attendance:

Describe crowd control plans for this event:

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

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

Describe sidewalk use:

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:

\* Streets closed: Date/Time:

\* Streets re-open: Date/Time:

Event Information (continued)

Will parking lot closures be necessary?

YES

NO

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

Describe parking lot closures:

Little Bear East Arena parking lots.

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

~ 12pm September 22

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

~ 9pm September 22

What parking arrangements are proposed to accommodate attendance?

Little Bear

Will music be provided/included during the event?

YES

NO

Describe type of music proposed:

Live

Amplification

Recorded

Loudspeakers

Proposed time music will begin:

5pm (9/22)

Proposed time music will end:

9pm (9/22)

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

Little Bear

Describe noise control:

none

Event Information (continued)

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

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

- |   |                                |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Trash Receptacles | Quantity: <input type="text"/> |
| <input checked="" type="checkbox"/> Barricades        | Quantity: <input type="text"/> |
| <input checked="" type="checkbox"/> Traffic Cones     | Quantity: <input type="text"/> |
| <input type="checkbox"/> Other (describe):            |                                |

*\*Sponsoring organization may be required to provide a dumpster\**

*will coordinate w/ DPW as we get closer*

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

*No stakes of any kind allowed on asphalt*

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

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

*N/A - all indoors see attached*

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:**

*N/A*

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:

Food trucks, beer tent provided by  
Chamber of commerce

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

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.

Directional signs 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:**

The applicant and sponsoring organization understands and agrees to:

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

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


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

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

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

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

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

Applicant <b>Signature</b> 	Date <input style="width: 80%;" type="text" value="7/17/23"/>
<b>Co-Applicant Signature</b>	Date <input style="width: 80%;" type="text"/>
<b>Complete this application and return it, along with all required documentation, to the City Manager's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.</b>	Receipt Date <input style="width: 80%; height: 20px;" type="text"/>







**CITY OF ST. IGNACE  
RESOLUTION 23-27**

**A RESOLUTION TO APPROVE THE TREK THE MIGHTY YOOP 2023**

The following Resolution was offered for adoption by \_\_\_\_\_, supported by \_\_\_\_\_:

**WHEREAS:** The St. Ignace Visitors Bureau requests permission to sponsor and conduct the “Trek the Mighty Yoop 2023”; and

**WHEREAS:** This event requires the usage of the St. Ignace Little Bear East Arena and parking lots; 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:** 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 Trek the Mighty Yoop 2023 on September 22 & 23, 2023; now further

**BE IT RESOLVED:** The St. Ignace City Council does approve usage of the St. Ignace Little Bear East Arena and parking lots for this event on Friday, September 22, 2023.

**Roll Call Vote:**

Yes:

No:

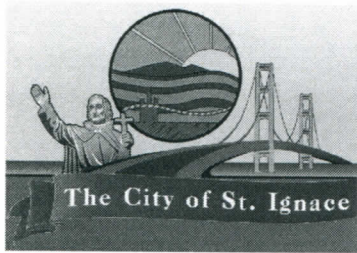
Absent:

Resolution declared

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, July 24, 2023, at 7:00 p.m.

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Andrea Insley, City Clerk/Treasurer



## City of St. Ignace, MI

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

### Staff Report

**Agenda Date:** 7/24/2024

**Presenter:** Cathy Lamb

**Department:** Recreation Dept.

**City Manager:** Acting City Manager - Andrea Insley

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:** Little Bear East Circulation Pump Replacement

**BACKGROUND:** Heating and Cooling System is original to the building and beginning to fail. It was noted by a concerned citizen (Neil Hill) to Scott Marshall the A/C Unit outside was "making funny noises like something may be wrong with it". Mr. Marshall forwarded me contact information for Dan Peterson of Automatic Comfort Controls and advised that I should have them come out to look at the unit. Two service technicians from Automatic Comfort Controls came out to evaluate the system at Little Bear East Arena and Community Center.

**FISCAL EFFECT:** Unexpected expense for building operational needs of \$3,190.00. Multiple quotes were not obtained as it is my understanding that Automatic Comfort Controls has been the sole vendor of choice to maintain this piece of operational equipment.

**SUPPORTING DOCUMENTATION:** Please see the Quote provided by Automated Comfort Controls dated 7/6/23.

**RECOMMENDATION:** Upon completion of the service call performed by Automated Comfort Controls, it was acknowledged that the unit is in need of a major overhaul (if parts are still available due to the age of the equipment). Ultimately, a complete replacement was recommended. After consideration of cost and availability of parts and supplies, a quote was generated to Replace the Circulation Pump on the unit for the time being to enhance the current operational deficiencies. An additional quote was obtained to replace the entire system – I was advised by Scott Marshall to address that with grants in the future.



**AUTOMATED  
COMFORT  
CONTROLS**

*HVAC Service, Sales, and Controls  
Serving Wisconsin and Upper Michigan*

2085 West Packard Street, Appleton, WI 54914  
info@automatedcomfort.com | 920.997.0780

7/6/23

Little Bear Ice Arena  
275 Marquette St.  
St. Ignace

**Subject:** Replace pump AHU1

Our proposal is based on the following scope of supply:

- **Replace circulation pump on AHU1**
  - Provide and replace circulation pump
  - Applicable drain down, refill and air bleed
  - Startup

We provide the following time & material not to exceed quote on the above project for the sum of: **\$3,190.00**

**Excludes:**

- Control dampers, unless noted in plans and specification
- Premium labor for nights, weekends, holidays, etc
- Performance, labor or material payment bonds
- Applicable taxes

Our proposal is based on reaching an equitable contract agreement, working a normal 40-hour workweek: Monday through Friday, excluding Saturday, Sunday and Holidays and will not be withdrawn for a period of thirty (30) days. If obvious errors alert to a potential mistake, we reserve the right to withdraw this proposal at any time. Please incorporate our proposal into the terms of all contracts or purchase orders.

Dan Kozal  
906.298.1110

Acceptance of Proposal:

By: \_\_\_\_\_ Date: \_\_\_\_\_ P.O. No. \_\_\_\_\_

User: ANDREA

DB: St Ignace

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 101 - GENERAL FUND					
Revenues					
TAXES	TAXES	1,356,493.00	1,356,493.00	44,904.59	3.31
CHG SERV	CHARGE FOR SERVICES	27,550.00	27,550.00	3,756.33	13.63
LIC/PERM	LICENSES AND PERMITS	0.00	0.00	1,250.00	100.00
CONT	CONT FM LOCAL UNITS	0.00	0.00	27,500.00	100.00
O/REV	OTHER REVENUE	117,100.00	117,100.00	88,509.26	75.58
FIN/FOR	FINES AND FORFEITURES	400.00	400.00	0.00	0.00
INT	INTEREST AND RENTALS	3,000.00	3,000.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	131,370.00	131,370.00	0.00	0.00
UNCLASSIFIED	Unclassified	376,200.00	376,200.00	125,707.81	33.42
TOTAL REVENUES		2,012,113.00	2,012,113.00	291,627.99	14.49
Expenditures					
101	CITY COUNCIL	25,195.00	25,195.00	12,064.31	47.88
172	CITY MANAGER	169,600.00	169,600.00	70,273.74	41.43
191	ACCOUNTING DEPT	32,650.00	32,650.00	4,525.00	13.86
201	ADMINISTRATION	12,900.00	12,900.00	65.50	0.51
215	CLERK	307,350.00	307,350.00	92,718.20	30.17
234	CENTRAL SUPPLIES	3,500.00	3,500.00	1,979.74	56.56
247	BOARD OF REVIEW	1,860.00	1,860.00	957.09	51.46
257	ASSESSOR	36,900.00	36,900.00	19,062.43	51.66
262	ELECTIONS	8,620.00	8,620.00	1,712.86	19.87
265	BLDG & GROUNDS	31,600.00	31,600.00	24,665.83	78.06
266	ATTORNEY	40,300.00	40,300.00	30,416.35	75.47
301	POLICE	582,026.00	582,026.00	201,114.07	34.55
335	SAFETY & HEALTH	450.00	450.00	252.75	56.17
336	FIRE DEPARTMENT	127,785.00	127,785.00	60,504.43	47.35
441	PUBLIC WORKS	141,350.00	141,350.00	51,267.61	36.27
444	SIDEWALKS	505.00	505.00	0.00	0.00
448	STREET LIGHTING	38,000.00	38,000.00	20,951.38	55.14
701	PLANNING	3,000.00	3,000.00	2,360.51	78.68
703	ZONING BD OF APPEALS	480.00	480.00	80.83	16.84
704	COMMUNITY DEVELOPMENT	75,450.00	75,450.00	11,245.98	14.91
770	PARK MAINT	103,875.00	103,875.00	22,521.34	21.68
773	BOAT LAUNCH	4,225.00	4,225.00	4,039.25	95.60
953	FRINGE BENEFITS	76,129.00	76,129.00	31,405.98	41.25
954	INSURANCE & BONDS	16,300.00	16,300.00	15,161.12	93.01
965	TRANS TO OTHER FUNDS	91,984.00	91,984.00	24,000.00	26.09
TOTAL EXPENDITURES		1,932,034.00	1,932,034.00	703,346.30	36.40
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		2,012,113.00	2,012,113.00	291,627.99	14.49
TOTAL EXPENDITURES		1,932,034.00	1,932,034.00	703,346.30	36.40
NET OF REVENUES & EXPENDITURES		80,079.00	80,079.00	(411,718.31)	514.14

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 202 - MAJOR STREETS					
Revenues					
TAXES	TAXES	30,300.00	30,300.00	1,538.44	5.08
CONT	CONT FM LOCAL UNITS	6,500.00	6,500.00	3,250.00	50.00
O/REV	OTHER REVENUE	64,967.00	64,967.00	42,438.69	65.32
INT	INTEREST AND RENTALS	2,200.00	2,200.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	0.00	37,500.00	0.00	0.00
ST REV	STATE REVENUE	275,000.00	275,000.00	106,605.12	38.77
UNCLASSIFIED	Unclassified	399,800.00	399,800.00	1,580.28	0.40
TOTAL REVENUES		778,767.00	816,267.00	155,412.53	19.04
Expenditures					
444	SIDEWALKS	2,130.00	2,130.00	1.56	0.07
451	ROAD CONSTRUCTION	403,880.00	403,880.00	95.88	0.02
463	ROUTINE MAINT	64,090.00	64,090.00	25,328.94	39.52
474	TRAFFIC CONTROL	4,670.00	4,670.00	982.90	21.05
479	SNOW & ICE CONTROL	117,850.00	117,850.00	61,620.99	52.29
483	ADM & RECORDS	15,979.00	15,979.00	16,728.99	104.69
486	SURFACE MAINT TRUNKLINE	5,115.00	5,115.00	0.00	0.00
488	SWEEPING & FLUSHING TRUNKLINE	1,008.00	1,008.00	5,575.16	553.09
491	DRAINAGE & BACKSLOPES TRUNKLIN	1,518.00	1,518.00	0.00	0.00
497	WINTER MAINT TRUNKLINE	46,527.00	46,527.00	37,484.67	80.57
965	TRANS TO OTHER FUNDS	116,000.00	116,000.00	0.00	0.00
TOTAL EXPENDITURES		778,767.00	778,767.00	147,819.09	18.98
Fund 202 - MAJOR STREETS:					
TOTAL REVENUES		778,767.00	816,267.00	155,412.53	19.04
TOTAL EXPENDITURES		778,767.00	778,767.00	147,819.09	18.98
NET OF REVENUES & EXPENDITURES		0.00	37,500.00	7,593.44	20.25

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 203 - LOCAL STREET					
Revenues					
TAXES	TAXES	92,716.00	92,716.00	1,412.45	1.52
CONT	CONT FM LOCAL UNITS	6,500.00	6,500.00	3,250.00	50.00
O/REV	OTHER REVENUE	5,000.00	5,000.00	0.00	0.00
INT	INTEREST AND RENTALS	500.00	500.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	105,000.00	142,500.00	0.00	0.00
ST REV	STATE REVENUE	110,000.00	110,000.00	41,410.67	37.65
UNCLASSIFIED	Unclassified	105,100.00	105,100.00	14,445.12	13.74
TOTAL REVENUES		424,816.00	462,316.00	60,518.24	13.09
Expenditures					
444	SIDEWALKS	4,075.00	4,075.00	0.00	0.00
451	ROAD CONSTRUCTION	205,425.00	205,425.00	316.00	0.15
463	ROUTINE MAINT	144,250.00	144,250.00	63,956.15	44.34
474	TRAFFIC CONTROL	4,075.00	4,075.00	2,250.41	55.22
479	SNOW & ICE CONTROL	52,150.00	52,150.00	48,194.24	92.41
483	ADM & RECORDS	6,825.00	6,825.00	3,678.59	53.90
965	TRANS TO OTHER FUNDS	6,000.00	6,000.00	0.00	0.00
TOTAL EXPENDITURES		422,800.00	422,800.00	118,395.39	28.00
Fund 203 - LOCAL STREET:					
TOTAL REVENUES		424,816.00	462,316.00	60,518.24	13.09
TOTAL EXPENDITURES		422,800.00	422,800.00	118,395.39	28.00
NET OF REVENUES & EXPENDITURES		2,016.00	39,516.00	(57,877.15)	146.47

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 271 - LIBRARY FUND					
Revenues					
TAXES	TAXES	85,500.00	85,500.00	1,967.59	2.30
CHG SERV	CHARGE FOR SERVICES	250.00	250.00	0.00	0.00
O/REV	OTHER REVENUE	1,000.00	1,000.00	910.00	91.00
INT	INTEREST AND RENTALS	500.00	500.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	2,500.00	2,500.00	1,440.29	57.61
UNCLASSIFIED	Unclassified	103,100.00	103,100.00	71,163.05	69.02
TOTAL REVENUES		192,850.00	192,850.00	75,480.93	39.14
Expenditures					
790	LIBRARY	190,850.00	193,350.00	106,301.23	54.98
965	TRANS TO OTHER FUNDS	2,000.00	2,000.00	0.00	0.00
TOTAL EXPENDITURES		192,850.00	195,350.00	106,301.23	54.42
Fund 271 - LIBRARY FUND:					
TOTAL REVENUES		192,850.00	192,850.00	75,480.93	39.14
TOTAL EXPENDITURES		192,850.00	195,350.00	106,301.23	54.42
NET OF REVENUES & EXPENDITURES		0.00	(2,500.00)	(30,820.30)	1,232.81



GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 273 - DOCK NO. 3 IMPROVEMENTS					
Revenues					
UNCLASSIFIED	Unclassified	31,297.00	31,297.00	31,447.00	100.48
TOTAL REVENUES		<u>31,297.00</u>	<u>31,297.00</u>	<u>31,447.00</u>	<u>100.48</u>
Expenditures					
598	DOCK #3 IMPROVEMENTS	31,297.00	31,297.00	1,351.06	4.32
TOTAL EXPENDITURES		<u>31,297.00</u>	<u>31,297.00</u>	<u>1,351.06</u>	<u>4.32</u>
Fund 273 - DOCK NO. 3 IMPROVEMENTS:					
TOTAL REVENUES		31,297.00	31,297.00	31,447.00	100.48
TOTAL EXPENDITURES		<u>31,297.00</u>	<u>31,297.00</u>	<u>1,351.06</u>	<u>4.32</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	30,095.94	100.00

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 285 - AMERICAN RESCUE PLAN ACT					
Revenues					
UNCLASSIFIED	Unclassified	0.00	65,000.00	65,000.00	100.00
TOTAL REVENUES		<u>0.00</u>	<u>65,000.00</u>	<u>65,000.00</u>	<u>100.00</u>
Expenditures					
965	TRANS TO OTHER FUNDS	0.00	65,000.00	65,000.00	100.00
TOTAL EXPENDITURES		<u>0.00</u>	<u>65,000.00</u>	<u>65,000.00</u>	<u>100.00</u>
Fund 285 - AMERICAN RESCUE PLAN ACT :					
TOTAL REVENUES		0.00	65,000.00	65,000.00	100.00
TOTAL EXPENDITURES		<u>0.00</u>	<u>65,000.00</u>	<u>65,000.00</u>	<u>100.00</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 584 - GOLF COURSE FUND					
Revenues					
CHG SERV	CHARGE FOR SERVICES	6,000.00	6,000.00	6,000.00	100.00
O/REV	OTHER REVENUE	7,050.00	7,050.00	8,492.50	120.46
FIN/FOR	FINES AND FORFEITURES	125.00	125.00	125.00	100.00
INT	INTEREST AND RENTALS	200.00	200.00	0.00	0.00
UNCLASSIFIED	Unclassified	161,375.00	161,375.00	73,174.00	45.34
TOTAL REVENUES		<u>174,750.00</u>	<u>174,750.00</u>	<u>87,791.50</u>	<u>50.24</u>
Expenditures					
797	GOLF COURSE OPERATIONS	172,248.00	172,248.00	49,816.20	28.92
905	DEBT SERVICE	2,200.00	2,200.00	1,218.90	55.40
TOTAL EXPENDITURES		<u>174,448.00</u>	<u>174,448.00</u>	<u>51,035.10</u>	<u>29.26</u>
Fund 584 - GOLF COURSE FUND:					
TOTAL REVENUES		<u>174,750.00</u>	<u>174,750.00</u>	<u>87,791.50</u>	<u>50.24</u>
TOTAL EXPENDITURES		<u>174,448.00</u>	<u>174,448.00</u>	<u>51,035.10</u>	<u>29.26</u>
NET OF REVENUES & EXPENDITURES		302.00	302.00	36,756.40	2,170.99

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 590 - SEWER FUND					
Revenues					
TAXES	TAXES	524,727.00	524,727.00	262,212.24	49.97
CHG SERV	CHARGE FOR SERVICES	96,000.00	96,000.00	52,148.86	54.32
O/REV	OTHER REVENUE	51,100.00	51,100.00	24,508.23	47.96
INT	INTEREST AND RENTALS	1,500.00	1,500.00	0.00	0.00
UNCLASSIFIED	Unclassified	568,371.00	568,371.00	242,633.92	42.69
TOTAL REVENUES		1,241,698.00	1,241,698.00	581,503.25	46.83
Expenditures					
540	SWR ADMIN	122,760.00	122,760.00	33,689.80	27.44
541	SWR PLANT OPERATIONS	386,891.00	386,891.00	204,739.97	52.92
542	SWR LN MAINT	89,750.00	89,750.00	32,364.77	36.06
544	2010 USDA SWR IMP RR&I	0.00	48,600.00	30,958.05	63.70
905	DEBT SERVICE	481,136.00	481,136.00	105,467.29	21.92
906	SRF/ 5593 01	109,361.00	109,361.00	85,313.85	78.01
965	TRANS TO OTHER FUNDS	51,800.00	51,800.00	0.00	0.00
TOTAL EXPENDITURES		1,241,698.00	1,290,298.00	492,533.73	38.17
Fund 590 - SEWER FUND:					
TOTAL REVENUES		1,241,698.00	1,241,698.00	581,503.25	46.83
TOTAL EXPENDITURES		1,241,698.00	1,290,298.00	492,533.73	38.17
NET OF REVENUES & EXPENDITURES		0.00	(48,600.00)	88,969.52	183.06

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 591 - WATER FUND					
Revenues					
TAXES	TAXES	409,500.00	409,500.00	205,755.60	50.25
CHG SERV	CHARGE FOR SERVICES	478,000.00	478,000.00	191,645.72	40.09
O/REV	OTHER REVENUE	79,300.00	79,300.00	38,322.32	48.33
INT	INTEREST AND RENTALS	1,800.00	1,800.00	0.00	0.00
O/FINAN	OTHER FINANCING SOURCES	26,000.00	26,000.00	14,342.34	55.16
UNCLASSIFIED	Unclassified	298,159.00	298,159.00	155,506.17	52.16
TOTAL REVENUES		1,292,759.00	1,292,759.00	605,572.15	46.84
Expenditures					
223	SRF-STATE REVOLVING FUNDS	177,653.00	177,653.00	0.00	0.00
550	WTR ADMIN	138,715.00	138,715.00	42,077.19	30.33
551	WTR PLANT OPERATIONS	486,550.00	486,550.00	242,988.16	49.94
552	WTR LINE MAINT	241,000.00	241,000.00	97,478.09	40.45
553	2000 WTR RR&I	0.00	0.00	19,166.20	100.00
905	DEBT SERVICE	167,241.00	167,241.00	105,937.50	63.34
965	TRANS TO OTHER FUNDS	81,600.00	81,600.00	0.00	0.00
TOTAL EXPENDITURES		1,292,759.00	1,292,759.00	507,647.14	39.27
Fund 591 - WATER FUND:					
TOTAL REVENUES		1,292,759.00	1,292,759.00	605,572.15	46.84
TOTAL EXPENDITURES		1,292,759.00	1,292,759.00	507,647.14	39.27
NET OF REVENUES & EXPENDITURES		0.00	0.00	97,925.01	100.00

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 594 - MARINA FUND					
Revenues					
TAXES	TAXES	5,000.00	5,000.00	141.60	2.83
CONT	CONT FM LOCAL UNITS	0.00	0.00	2,250.00	100.00
O/REV	OTHER REVENUE	102,700.00	102,700.00	12,994.14	12.65
INT	INTEREST AND RENTALS	900.00	900.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	175,600.00	175,600.00	14,878.12	8.47
UNCLASSIFIED	Unclassified	241,400.00	241,400.00	192,396.07	79.70
TOTAL REVENUES		525,600.00	525,600.00	222,659.93	42.36
Expenditures					
590	MARINA ADMIN	55,600.00	55,600.00	24,504.28	44.07
597	MARINA OPERATIONS	299,476.00	299,476.00	49,492.07	16.53
851	INSURANCE	9,750.00	9,750.00	6,997.44	71.77
965	TRANS TO OTHER FUNDS	92,265.00	92,265.00	84,265.00	91.33
TOTAL EXPENDITURES		457,091.00	457,091.00	165,258.79	36.15
Fund 594 - MARINA FUND:					
TOTAL REVENUES		525,600.00	525,600.00	222,659.93	42.36
TOTAL EXPENDITURES		457,091.00	457,091.00	165,258.79	36.15
NET OF REVENUES & EXPENDITURES		68,509.00	68,509.00	57,401.14	83.79

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 596 - GARBAGE COLLECTION					
Revenues					
CHG SERV	CHARGE FOR SERVICES	1,200.00	1,200.00	622.26	51.86
TRANS	TRANSFERS-INTERNAL ACTIV	5,000.00	5,000.00	0.00	0.00
UNCLASSIFIED	Unclassified	123,000.00	123,000.00	66,083.40	53.73
TOTAL REVENUES		<u>129,200.00</u>	<u>129,200.00</u>	<u>66,705.66</u>	<u>51.63</u>
Expenditures					
528	GARBAGE COLLECTION	122,000.00	122,000.00	63,436.66	52.00
965	TRANS TO OTHER FUNDS	7,200.00	7,200.00	0.00	0.00
TOTAL EXPENDITURES		<u>129,200.00</u>	<u>129,200.00</u>	<u>63,436.66</u>	<u>49.10</u>
Fund 596 - GARBAGE COLLECTION:					
TOTAL REVENUES		129,200.00	129,200.00	66,705.66	51.63
TOTAL EXPENDITURES		<u>129,200.00</u>	<u>129,200.00</u>	<u>63,436.66</u>	<u>49.10</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	3,269.00	100.00

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 641 - EQUIPMENT FUND					
Revenues					
CHG SERV	CHARGE FOR SERVICES	7,000.00	7,000.00	7,236.95	103.39
O/REV	OTHER REVENUE	11,000.00	11,000.00	2,509.16	22.81
TRANS	TRANSFERS-INTERNAL ACTIV	125,825.00	125,825.00	75,778.15	60.23
O/FINAN	OTHER FINANCING SOURCES	1,822.00	1,822.00	1,938.53	106.40
UNCLASSIFIED	Unclassified	167,200.00	169,205.00	90,621.80	53.56
TOTAL REVENUES		312,847.00	314,852.00	178,084.59	56.56
Expenditures					
581	GARAGE MAINT	52,227.00	52,227.00	53,081.37	101.64
582	EQUIPMENT MAINT	185,275.00	187,780.00	75,033.49	39.96
905	DEBT SERVICE	39,610.00	39,610.00	0.00	0.00
965	TRANS TO OTHER FUNDS	23,948.00	23,948.00	0.00	0.00
TOTAL EXPENDITURES		301,060.00	303,565.00	128,114.86	42.20
Fund 641 - EQUIPMENT FUND:					
TOTAL REVENUES		312,847.00	314,852.00	178,084.59	56.56
TOTAL EXPENDITURES		301,060.00	303,565.00	128,114.86	42.20
NET OF REVENUES & EXPENDITURES		11,787.00	11,287.00	49,969.73	442.72



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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 664 - OFFICE EQUIPMENT POOL					
Revenues					
TRANS	TRANSFERS-INTERNAL ACTIV	12,900.00	12,900.00	0.00	0.00
UNCLASSIFIED	Unclassified	18,050.00	18,050.00	0.00	0.00
TOTAL REVENUES		<u>30,950.00</u>	<u>30,950.00</u>	<u>0.00</u>	<u>0.00</u>
Expenditures					
233	CENTRAL EQUIP	30,950.00	30,950.00	21,989.06	71.05
TOTAL EXPENDITURES		<u>30,950.00</u>	<u>30,950.00</u>	<u>21,989.06</u>	<u>71.05</u>
<hr/>					
Fund 664 - OFFICE EQUIPMENT POOL:					
TOTAL REVENUES		30,950.00	30,950.00	0.00	0.00
TOTAL EXPENDITURES		<u>30,950.00</u>	<u>30,950.00</u>	<u>21,989.06</u>	<u>71.05</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	(21,989.06)	100.00

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 06/30/2023	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET		
Fund 729 - OTHER EMPLOYEE BENEFITS TRUST					
Revenues					
INT	INTEREST AND RENTALS	600.00	600.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	41,800.00	41,800.00	0.00	0.00
UNCLASSIFIED	Unclassified	20,000.00	20,000.00	0.00	0.00
TOTAL REVENUES		62,400.00	62,400.00	0.00	0.00
Expenditures					
201	ADMINISTRATION	36,000.00	36,000.00	0.00	0.00
965	TRANS TO OTHER FUNDS	12,000.00	12,000.00	0.00	0.00
TOTAL EXPENDITURES		48,000.00	48,000.00	0.00	0.00
Fund 729 - OTHER EMPLOYEE BENEFITS TRUST:					
TOTAL REVENUES		62,400.00	62,400.00	0.00	0.00
TOTAL EXPENDITURES		48,000.00	48,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		14,400.00	14,400.00	0.00	0.00
TOTAL REVENUES - ALL FUNDS					
		7,210,047.00	7,352,052.00	2,421,803.77	32.94
TOTAL EXPENDITURES - ALL FUNDS					
		7,032,954.00	7,151,559.00	2,572,228.41	35.97
NET OF REVENUES & EXPENDITURES					
		177,093.00	200,493.00	(150,424.64)	75.03

## Invoices for Approval Monday, July 24, 2023

Airga USA LLC	Rental Gas June 2023	\$34.35
All Star Graphics	DPW, Water - Embroidery and Screen printing	\$338.00
Amazon Capital Services	June 2023 Statement	\$802.22
Anderson, Tackman & Company PLC	2022 Audit Progressive Billing	\$495.00
Andy's Feed Station	Weed Killer, LP Tanks, Seed	\$525.00
Arrow Signs	No Overnight Parking Signs	\$90.00
Automated Comfort Controls	LBE-AC Unit, Ice Machine, Cooler, Door Leak Repair	\$1,352.96
BAM Tools	Chainsaw Bare Tool	\$299.00
Belonga Plumbing & Heating	Sewer Line Parts/Marina Parts/Marina Repair	\$481.70
Blarney Castle Oil Company	Marina Fuel/Golf Cart Fuel	\$27,691.76
BS& A Software	Cemetery Management System Annual Fee	\$322.00
BSN Sports	LBE - Soccer Goal Net	\$537.00
Crane Engineering	Pumps-SITWP/Tribal Lift Stations and Parts	\$19,933.40
Cut River Small Engine Repair	Cement Saw Repair	\$180.00
Grainger	Water Line Parts	\$184.32
Great Lakes Coca-Cola	LBE-Service Pop Tower	\$442.00
Harrell's LLC	Golf-Spreading Charges	\$626.00
Hawkins	Water Plant Supplies	\$50.00
Howies Hockey Tape	LBE Hockey Tape	\$723.29
Interstate Battery of Green Bay	DPW Battery	\$155.95
Jack Doheny Company	Ball Valve-Sewer Line	\$765.64
Jason Horricks	Kids Club Lessons	\$864.00
Joe St. Louis	DPW Garage Light pole Rewire	\$115.00
Kimball Midwest	DPW Garage and Water Plant Supplies	\$897.87
KSS	Marina Supplies	\$995.95
LIFE Fitness	LBE Treadmill Approved March 2023	\$5,645.75
Mackinac County Treasurer	Tax Bill Paper, Envelopes and Mail Prep	\$317.88
Mackinac Plumbing & Heating Co.	Golf Course Parts	\$35.20
Mark Peterson Construction	LBE Polebarn Roof Repair	\$105.00
Michigan State Police	First Quarter Token Fee	\$33.00
Napa Auto Parts	June 2023 Statement	\$841.50
North Central Laboratories	Water Plant Supplies	\$1,816.05
Northwest Hydraulics & Engrg.	Grader Repair	\$546.69
Patriot Diamond, Inc.	Dry Asphalt Blades (5)	\$500.00
Payne & Dolan	St. Ignace Street Project	\$315,268.21
Pollardwater	WWTR/WTR Line Marking Flags	\$613.40
Pro-Vision	SIPD-In-Camera Car System 2023 Fee	\$4,968.00
Silversmith Data	Annual Hosting/Data Plan Water Plant	\$1,215.00
Spartan Distributors	Golf Course Supplies	\$399.86
St. Ignace Auto	June 2023 Statement	\$128.57
St. Ignace Chamber of Commerce	LBE & Golf Course Advertising Partnership	\$300.00
St. Ignace In Bloom	Marina Flowers/Plant Food	\$51.95
St. Ignace True Value	June 2023 Statement	\$2,683.01
Straits Building Center	June 2023 Statement	\$1,864.08
The Home City Ice	Marina Ice	\$230.34
UIS Scada	PLC Emergency Upgrade	\$28,175.00
USA BlueBook	WWTR Plant Lab Supplies	\$692.04

**\$425,332.94**

# Minutes

## St. Ignace Planning Commission

June 20, 2023

7:00 p.m., City Hall

1. **Meeting was called to order** at 7:00 p.m. by Chairperson Betsy Dayrell-Hart. Commissioners couldn't get Zoom to work, so there was no Zoom component to the meeting.
2. **Roll Call** – Jim Drazie is attending another meeting, Tharan Suvarna is taking the Master Citizen Planner course, Rachel Conant is involved with car show, so they could not attend. Rick Perry made a motion to excuse the members, Cindy Snyder seconded, the motion passed, and the vote was unanimous. Betsy Dayrell-Hart called roll. Mike Williford, present; Betsy Dayrell-Hart, present; Rick Perry, present; and Cindy Snyder, present. A quorum was present. Charlotte Doud was in attendance.
3. **Approval of Minutes** – Betsy updated the April 2023 minutes. Rick Perry moved that the April 2023 minutes be accepted as amended, Mike Williford seconded, and the vote to accept the amended minutes was unanimous. Betsy made a motion to accept the minutes of the May 9, 2023, meeting as written, Rick Perry seconded, and the vote to accept them was unanimous.
4. **Approval of Agenda** – No additions to the agenda.
5. **Public Comments** – No public comments.
6. **Scheduled Public Hearings** – No public hearings.
7. **Unfinished Business**

### Zoning Update

Nothing yet from Beckett & Raeder, although Sarah said soon.

### Site Plan Review Process

St. Ignace building code requires permits. The revised 2022 code states that St. Ignace code defers to state of Michigan codes. This needs to be reflected in the revised code on which Beckett & Raeder is working.

Certification applications are required for all long-term rentals in St. Ignace – not including STRs as they are covered by their own certification. Long-term rental properties need to be inspected and certified every three years, but since we do not currently have a zoning administrator, this is not being done.

A code enforcement officer/building inspector needs to be added to the organization chart of the City of St. Ignace.

If a prospective developer wants to undertake a project in St. Ignace, they would be required to do the following:

STEP 1:

- Approach someone (city manager or their assistant) or visit the St. Ignace website to get information. The developer may request an informal discussion with the site plan team, including the Building Inspector. A professional plan is not required by the city at this point in time. (Formal stamped plan by an architect or engineer IS required at the time of permitting for new building projects and major rehabilitation; see website)
- Applications and permits are available on the city website, including a list of zoning ordinances.
- The developer would then fill out the permit application.
- The developer and site plan review need to show how the site selected will be compatible with the topography of the area, soil drainage characteristics, vegetation, site, and location. This is language from Zoning Code Section 38. 393: General Standards for Special Land Use.
- Identify historic buildings, scenic views, or other unique features of the land affected by the use.
- Use shall not create excessive additional requirements for infrastructure facilities and services provided at public expense.

PERFORMANCE: Things a preliminary discussion would cover.

- Land use type, mix, and location. A property description is needed for a specific piece of property.
- Soil conditions and drainage.
- Setbacks, greenbelts, and buffers intended.
- Internal land use arrangement.
- Site utilities, easements, and facilities.
- Traffic circulation.
- Off-street parking.
- Public streets and facilities. Any streets that are to be dedicated to the city upon completion of the project shall meet the minimum requirements of the city subdivision regulations.
- Utilities and streets proposed for dedication as city facilities shall meet construction requirements and specifications as established by the city – Section 38. 394(7).
- Drainage plans.
- Consolidated open space.
- Special features: natural, historical, scenic, and architectural features of the property shall be preserved.
- Building height, bulk, and character.
- Dwelling unit density.
- Any signs must meet provisions of Article X of the Zoning Code.
- Any, and all, other requirements for special land use as may be requested by the Planning Commission and council members.
- Tax exempt uses.

The developer would then make a presentation to the Site Plan Review Committee composed of the building inspector, the DPW head, city manager, and one or more planning commissioners. Others could be added depending on the type of the development.

STEP 2:

- Fill out the permit application provided on the city website, which is self-explanatory.

How can the city make the process easier or faster? The planning commission or zoning administrator could periodically check in with the developer to see how the process is going. The planning commission can pro-actively check in with the developer.

Planning commission shall see the final site plan for Special Land Use or Planned Unit Development, and PC may review the final plan if the property owner or site plan review team requests

A developer asking for a tax exemption on a downtown property will need to ask for a special land use exemption, which is covered in the city's Zoning Code, Section 38. 393-394.

The city's zoning code is currently the barrier to progress, not the process, which is plainly spelled out.

Betsy was contacted by Eastern Upper Peninsula Planning, which was doing a practice run to see how easy it would be to build a childcare facility in various U.P. cities. Betsy reviewed the city website and found all information that was necessary to the process.

The city needs to add a Land Use and Development Department on its organization chart, which includes a building inspector and a code enforcement officer. This is a huge stumbling block for the city when it comes to enforcing the existing city ordinances. Without these positions, we may as well not update the zoning code. Betsy will bring up the issue at city council to begin paving the way concerning the importance of this position.

8. **New Business** – None.

9. **Other Matters to be Reviewed by the Commission** – No other items.

**Administrative Items**

**Training attended** – Nothing to report.

10. **Next Meeting** – July 11, 2023, 7:00 p.m., City Council chamber / Zoom.

11. **Public Comments** – None. Zoom was not available.

12. **Adjournment** – 7:56 p.m.



ST. IGNACE AREA RECREATION ADVISORY COMMITTEE

MEETING AGENDA – JULY 12, 2023 6:30 PM

CITY HALL COUNCIL CHAMBERS & ZOOM

MEETING ID: 886 5527 2111



1. Call to Order by Bridgett Sorenson at 6:30 P.M.
2. Pledge of Allegiance
3. Roll Call – Voting Members (Need 6 for a Quorum)

	<u>Present</u>		<u>Present</u>
Ed Paquin, St. Ignace Citizen at Large	<u>X</u>	Austin Kimberling, Moran Twp. Resident	<u>X</u>
Emily Fullerton, St. Ignace Citizen at Large	<u>X</u>	Quincy Ranville, Visitors Bureau Rep.	<u>X</u>
Robert St. Louis, City Council Member	<u>X</u>	Kathleen Lee, St. Ignace Hockey Assoc. Rep.	<u>X</u>
Willie LaLonde, City Council Member	<u>      </u>	Bridgett Sorenson, Sault Tribe Representative (Chair)	<u>X</u>
Carol Halberg, St. Ignace Area Schools Rep.	<u>      </u>	Scott Marshall, City Manager	<u>X</u>
Mandy Bowlby, Moran Twp. Resident	<u>      </u>	Cathy Lamb, Recreation Facility Manager (No Vote)	<u>X</u>

4. Corrections, Deletions, or Additions to the Agenda (Board and Staff Only)
  - a. E.Fullerton requested an addition to the Agenda – to have the floor for “5 minutes” at the end of the meeting – used time during public comments.
5. Old Business:
  - a. Insurance claims for barn damage
    - i. Big storm that rolled through – working with S. Marshall on insurance claims.
    - ii. Markie Peterson repaired roof – waiting on invoice.
    - iii. We have contacted Harvey Bentley to get quote on doors.
  - b. Heating/Cooling System repair replacement
    - i. Deemed unit was outdated and in desperate need of repair or replacement – waiting on quotes.
    - ii. Pump upstairs – needs replacement, working with S. Marshall for quotes.
    - iii. Ice Machine – been cleaned and “Band-Aid” fixed.
    - iv. S. Marshall advised to call Dan Peterson of Automated Comfort Controls as they have been vender of choice for past projects.
  - c. Fitness Center door system
    - i. Door system software is installed and working on data entry transfer – new system is planned to go into effect at the end of August.
    - ii. The new system will offer more security and will allow for easier retrieval of membership information and visit history.
  - d. Arena entry door replacement
    - i. Opens fine, but doesn’t latch close. Door frame is weakened. Quote to replace the door from S. Marshall was handed to Billy Fraser – will follow up to ensure that project stays on task.

6. New Business:

a. New Staff:

- Office/Recreation Assistant / Stephenie Fulgenzi
  - o Been here for about a month, been doing well as we finished Little League, and organized tennis/soccer season. She is currently working as Full Time Seasonal Staff
- Part Time Maintenance Attendant / Mark Page
  - o Start date confirmed for July 24<sup>th</sup> – Relocating to the area with his family
  - o Looking to adjust to full time as soon as possible

b. Completed Tasks / Events:

- i. Boudro Wrestling Camp
  - 1. Very Successful – over 800 wrestlers and 35 staff members housed at Little Bear. Reservation already confirmed for June 2024
  - 2. \$550+ profit when we opened concession for their competition days
- ii. Several corporate rentals for convention center
- iii. Host site for Bronco's on the Mac/Highland Games
  - 1. Per B. Sorenson – Highland Games will not be a part of Bronco's Event in 2024
- iv. Parked cars for Car Show
  - 1. Raised about \$3100+
- v. Host site for 4<sup>th</sup> of July Community Picnic
  - 1. Great Success – Participated and raised over \$110+ for Little Bear with freeze pops and refreshments by donation.
- vi. Finished Little League Season
  - 1. One team went to post season play – G.Fettig's Team, Boys Major. It was the 1<sup>st</sup> team in St. Ignace Little League to do so.
- vii. Started Tennis
  - 1. 14 kids registered for Tennis – Staff member Paul Ferguson is overseeing course and doing a very good job
  - 2. Adult Tennis Lessons will be looked into for future season
  - 3. Tennis courts are currently lined for Pickle Ball – trying to utilize the tennis courts as much as possible – may set up courts inside of Arena in near future for summer use.
  - 4. Grant for makeover on tennis courts – Max McKee will match a grant – will work with S. Marshall regarding grant
  - 5. Bid will need to be obtained for tennis court overhaul – S. Marshall suggested Cathy be involved in committee to give presentation.
  - 6. S. Marshall recommended creating a Grant Committee – organize something for the city to be able to get these big projects done – pool resourced for greater outcomes



- viii. Organized Soccer
  - 1. Approx. 80 children between age 3½ - 15 registered to play soccer – Divided amongst 8 teams
  - 2. Finishing up Field Prep – All soccer fields are going to be at Little Bear this season
  - 3. Soccer Season will start next week – was delayed for a week to try to encourage more participation and find coaches.
- ix. Updated Facebook
  - 1. There was a couple different Facebook pages that Little Bear staff had no administrative privileges – making page management difficult and ineffective
  - 2. New Facebook Page is on its way to be a success – Number of followers are growing daily
- x. Circus
  - 1. Everything went great - \$500 Rental Fee and talked about sponsorship for next reservation but feel a Rental Fee to be more beneficial
  - 2. Look into different rate for parking lot rental and other circus venues
- c. Upcoming Tasks / Events:
  - i. Continued Cleaning and Organization of Facility to Include:
    - 1. Concession Stand, Bleacher Closets, Locker Rooms, Olympia/Mechanical Room, Office, Arena, and Fitness Center
      - a. Organizing and cleaning is still underway
      - b. Found a variety of recreation equipment that sparked many ideas for upcoming events
      - c. Youth Ministry volunteers coming in helped Little Bear – over 100 kids at Little Bear for first day – helped to empty the bleacher closets and organize them. Cleaned up the dasher boards, glass, and floor of the rink.
      - d. Updated/Service pop tower in concession stand – found pop to be expired and machine needed to be flushed out.
      - e. Repainted all Locker rooms, and cleaned/disinfected them.
      - f. Next task – Olympia/Mechanical Room – with the hire of our new maintenance man, should be completed soon. We hope to service the Olympia and Chiller in rink.
  - ii. Planning Flag Football Season
    - 1. Leaning on S. Marshall and G. Fettig for Flag Football season to help organize it.
  - iii. Prepping for Hockey Season / Meet with S. Marshall & B. Sorenson for insight
    - 1. Put tournament schedule updated soon – by August 1<sup>st</sup>
    - 2. Girls Hockey Weekend – LSU girls hockey coach is interested, but will need to iron out our own tournament and St. Ignace Hockey Association schedules prior to girls event
  - iv. Update Contracts for Ad Boards/Dasher Boards
    - 1. About a year of no invoices for Ad Boards
    - 2. Steve Paquin from Belonga will let Little Bear use his lift to hang boards – Arrow Signs to make new signs and install them.

- v. Roller Skating Fab Fridays
  - 1. Need to talk about sponsorships for these events – Suggested to look to Mackinac County Round Table
- vi. Indoor Pickle Ball
  - 1. Had many requests for more indoor activity – Drop-in Pickle Ball with \$5 entry fee or potential short season league
- vii. Interest expressed Regarding Skate Park in town.
  - 1. There might be a grant for a skate park – Needs to be researched more for next spring/summer
  - 2. Concern of people running over the skate park equipment when it was in the Little Bear overflow lot
- viii. Fall Festival, Minis, Truck Show, Trek the Mighty Yoop - Scheduled
- d. Insurance Claim / Bidding for Fitness Center Accident
  - i. Beginning of June an accident caused damage to front entrance
  - ii. Bid has been posted in the St. Ignace Paper – a few interested parties
- e. “5-minute” Talk – Public Comment Time
  - i. E. Fullerton stated that she was very encouraged about what she heard today, but still feels recreation takes a backseat to facility events. As well as that we need more recreation activities – similar to Mackinac Island – she provided a hand-out to support her (appendix A)
  - ii. E. Fullerton continued to state weekly events for recreation are not just physical, includes arts and health. Excited for the new beginning with more recreation events.
  - iii. It was agreed that Recreation should be a top-notch priority and best efforts will be made to put more focus on Recreation opportunities.
  - iv. Event Ideas said by E. Fullerton and C. Lamb:
    - 1. Puzzle Contest, Corn Hole Board Competition, Sip & Paints, Bingo, Game Nights, Skating Nights, Kids Crafts, and Girls on the Run – (GOTR empowers young women mentally, and physically to provide self-awareness)
  - v. We need to figure out a solution for more communication and collaboration with the city entities (i.e. Library, Little Bear, Chamber of Commerce, and Visitor’s Bureau) and how to spread the word on such activities and events to be more streamlined. (i.e. Community Alliance, Google Calendar, St. Ignace Channel on Charter)
    - 1. E. Fullerton stated that Mackinaw City has a weekly broadcast they do on Facebook called “Mackinac Monday” where they talk about what is going on in the city for the week.
  - vi. C. Lamb reviewed the staff at Little Bear to develop a plan to organize more recreation events.
  - vii. September 30<sup>th</sup> is deadline for \$10,000 grant from Sault Tribe for free ice skating – C.Lamb to meet with B.Sorenson
  - viii. Hockey – cultivation a local team that the kids do not age out of, but grow with. Ideas to put together clinics/camps, free skates, drop-in hockey, and stick & puck.

7. Next Meeting Date: September 13, 2023 6:30PM

8. Motion to Adjourn by: Austin Kimberling at 7:34 P.M.

## **STRAITS AREA EMS AUTHORITY Official Board Proceedings**

A Regular Meeting of the Straits Area Emergency Medical Service (SAEMS) Authority was held on Tuesday, June 27, 2023 in the St. Ignace Municipal Building. The meeting was called to order at 3:32 p.m. by Chairperson Austin Kimberling.

### **Members Present:**

Chairperson Austin Kimberling, Moran Township  
Vice-Chairperson: Eric Danielson, St. Ignace Twp. **Arrived at 3:35pm**  
Treasurer Laurie Collier, Hendricks Township  
Ed Serwach, Brevort Township  
David Blake-Thomas, Trout Lake Township

**Absent:** Secretary William LaLonde, City of St. Ignace

**Others Present:** Mark Wilk, Area Manager; and Ken Collier

### **Consideration of minutes from May 16, 2023 Authority Meeting:**

It was moved by Mr. Serwach, seconded by Mr. Kimberling, to approve the minutes from May 16, 2023 as presented. Motion carried unanimously.

**Public Comment** – None.

### **Board Reports:**

- A. CLSS Financial Report – Mr. Blake-Thomas reviewed the past month of income and expenses that the Authority is receiving and paying. There were three incomes totaling \$5,541.57 and expenses of \$11,849.88, for a May loss of \$6,308.31. We still have not received a P&L from CLSS due to computer issues. Mr. Blake-Thomas reported that he has reduced his pay by \$46.00 to cover the cost of a payroll processing service. Mr. Blake-Thomas went over the Authority General Fund Revenue and Expenses, along with the Authority Capital Projects R&E, and the Authority Capital Equipment Fund R&E reports. Mr. Blake-Thomas recommended 4 line item adjustments from these 3 accounts related to Insurance, Advertising, the Tribal Grant and Vehicles to be more in line with the actual activity of those items. Motion was made by Mr. Kimberling, seconded by Mr. Serwach to amended those line items. Motion carried unanimously.
- B. Operations Report – Mr. Wilk gave an update regarding operational activities. Mr. Wilk reported that 497 (our oldest ambulance) is having issues overheating. It is at the Ford dealership in Cheboygan where the motor that is under warranty was replaced. The lease on the rental house will continue at the same monthly rate for the remainder of the lease which is anticipated to end in December or January. The Dorenbeckers thanked us for letting them know the status. The staff will participate in the annual 4<sup>th</sup> of July parade and Community Picnic after the parade. There are two upcoming events at the St. Ignace Casino. We will provide ambulance coverage for them and will not be charging the casino for that service. We did the same last year, but with the \$24,000.00 donation this year, we will not charge them this year.
- C. Financial Report – Treasurer Collier reviewed the current balance sheet showing a total cash balance of \$1,094,303.07, of which \$575,760.19 are unrestricted funds.

Motion made by Mr. Blake-Thomas, seconded by Mr. Serwach to approve the financial report. Motion carried.

**Old Business:**

A. Audit Report:

Mr. Blake-Thomas reported that he and Ms. Collier met with the audit firm of Schulze, Oswald, Miller, & Edwards in Alpena reference our annual audit. The audit was completed with no issues and has been filed with the state. We did have one deficiency, which was a "lack of adequate controls to produce full-disclosure GAAP basis financial statements" but it is nothing to worry about. The cost of the audit for this year is \$3,900.00. We do need an audit done annually.

B. Insurance:

Mr. Blake-Thomas reported that he has received two quotes for insurance to cover the board and the new building, while it is under construction. The vehicles and workers compensation is covered by CLSS. We are not paying any federal unemployment tax due to being a governmental entity. We would only pay the MI tax if we fired an authority employee. The MI Twp Plan is \$2345.00. The building amount is \$12,439.00. Motion was made by Mr. Blake-Thomas, seconded by Mr. Kimberling to approve the amount already paid for the necessary insurance. Motion carried unanimously.

C. New Building Update:

Mr. Blake-Thomas thanked everyone for attending the ground breaking ceremony. They have started to dig the footings. Financing update: The county board approved loaning us \$2,000,000.00 at 3.5% interest. The county attorney advised the county board that they cannot do that legally. The county board did vote to remove the property deed restriction so we can use the property as collateral on a loan from First National Bank. An appraisal was done and the bank received the report. It came with a modified appraisal amount of 1.8 million, of which they can loan up to 80% of that amount, which is 1.44 million. If the bank approves this amount, it will leave us with about \$150,000.00 cushion for the construction and furnishings for the new building. The bank loan terms would be a 15 year loan at 5.75% interest. Much discussion followed on how to proceed. Mr. Blake-Thomas did state that we have enough money in our accounts to pay on the draw schedule until mid-October. No further action taken at this time.

**New Business:**

A. None at this time.

**Adjourn:**

There being no further business, it was moved by Mr. Kimberling, seconded by Mr. Serwach to adjourn the meeting at 4:33 p.m. Motion carried unanimously.

The next meeting will be held July 11<sup>th</sup> at 3:30 pm.

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Austin Kimberling, Chairperson