

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

Topic: City Council Meeting

Time: Sep 20, 2021 07:00 PM Eastern Time (US and Canada)

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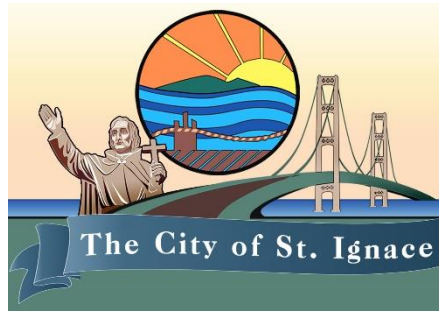
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CITY COUNCIL MEETING

St. Ignace, Michigan

Monday, September 20, 2021 – 7:00 p.m.

City Council Chambers/Virtual Hybrid Attendance Meeting

******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 (3-minute limit)
- 7) Consideration of Minutes of September 08, 2021
- 8) Old Business
 - A. Fire Truck Lease
 - B. Resolution—EUP Connect Collaborative
- 9) New Business
 - A. Resolution—Fall Fest and Pumpkin Roll
 - B. Orange Shirt Day—September 30th
 - C. Resolution—Adoption of Employee Personnel Policy Handbook
 - D. Financials
- 10) Consideration of Bills
- 11) Public Comment (3-minute limit)
- 12) City Manager’s Report
- 13) Committee Reports
- 14) Council Member Comments

***City of St. Ignace is an equal opportunity employer and provider
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**City of St. Ignace
Council Proceedings
(Unofficial)**

A Regular Meeting of the St. Ignace City Council was held on Wednesday, September 8, 2021, in the Little Bear East Community Center as a hybrid attendance meeting, with Zoom video conference available.

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

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

ABSENT: None.

STAFF PRESENT: Darcy Long, City Manager; Charles Palmer, City Attorney (Zoom); Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager; Tony Brown, Police Chief.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

LIMITED PUBLIC COMMENT

Public comment was received regarding mobile trailers in residential areas and ordinance enforcement procedures.

CONSIDERATION OF MINUTES OF THE AUGUST 16, 2021 REGULAR COUNCIL MEETING:

It was moved by Councilmember LaLonde, seconded by Councilmember Clapperton, to approve the minutes from August 16, 2021, as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

OLD BUSINESS

A. SHORT-TERM RENTAL ORDINANCE 38-364

City Manager Long introduced the updated Short-Term Rental Ordinance 38-364 recommended by the Planning Commission for Council's consideration. After some discussion regarding the City's enforcement and the monitoring of inspections and applications, it was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Tremble, to adopt Ordinance 38-364.

Further discussion regarding Councilmember Fullerton's participation being a conflict of interest due to currently operating an Airbnb short-term rental raised Council concern. It was moved by Mayor Litzner, seconded by Mayor Pro-Tem St. Louis, to table the motion on Ordinance 38-364 until the determination was established of Councilmember Fullerton's allowable involvement.

Roll Call Vote

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

No: None.

Motion carried unanimously.

After consultation with City Attorney Palmer via Zoom, it was moved by Councilmember Fullerton, seconded by Councilmember LaLonde, to approve Councilmember Fullerton abstaining from the vote for Ordinance 38-364 due to his current position of landlord to a short-term rental within the City.

Roll Call Vote

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

No: None.

Motion carried unanimously.

At this time, it was moved by Mayor Litzner, seconded by Councilmember Tremble, to reintroduce the agenda item Short-Term Rental Ordinance 38-364 for Council consideration.

Roll Call Vote

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

Abstain: Councilmember Fullerton.

No: None.

Motion carried unanimously with one abstaining.

The original motion by Mayor Pro-Tem St. Louis, seconded by Councilmember Tremble, to adopt the Short-Term Rental Ordinance 38-364 was before Council for consideration.

Roll Call Vote

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

Abstain: Councilmember Fullerton.

No: Councilmember LaLonde.

Motion carried five to one with one abstaining.

B. AMBULANCE PURCHASE REQUEST

Mark Wilk, Area Manager of St. Ignace - Area Emergency Medical Service (SI-AEMS), presented Council with the recommendation by the SI-AEMS Council to purchase a new ambulance with a Power Load and cot option. Within the agreement to purchase, the SI-AEMS Council plans to transfer a unit from St. Ignace to Hendricks Township to replace their unit, so it may be submitted for a trade-in value of \$5,000 off the purchase price of the new ambulance.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to approve the City of St. Ignace contribution of an estimated \$93,850 to purchase a new ambulance with the consideration for three-year financing.

Roll Call Vote

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

No: None.

Motion carried unanimously.

NEW BUSINESS

A. AMENDED CITY CREDIT CARD POLICY

City Manager Long requested Council's approval to update the current City Credit Card Policy with authorizing three additional departments, the Fire Department, Marina and Golf Course, be approved to

utilize a City credit card for budgeted purchases. After some discussion, City Clerk/Treasurer Insley requested that the policy state these departments house their credit cards in City Hall in the Treasurer's office.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Clapperton, to approve the updated City Credit Card Policy approving the three departments and the stipulation of housing their cards in the Treasurer's office in City Hall.

Roll Call Vote

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

No: None.

Motion carried unanimously.

B. RESOLUTION SALE OF PROPERTY VIA REALTOR

RESOLUTION

The following resolution was offered for adoption by Councilmember Pelter, seconded by Councilmember Fullerton:

WHEREAS the City of St. Ignace owns various parcels of real estate located both within and outside the City limits, and

WHEREAS the City would benefit financially from the sale of several of those parcels, and

WHEREAS there is no practical public use for the particular parcel, and

WHEREAS the City requires the assistance of a licensed Realtor to evaluate, market, and complete any sales of the proposed parcels, and

WHEREAS it is appropriate to receive proposals from Realtors prior to initiating the sale process

UPON MOTION MADE, seconded and approved unanimously,

BE IT HEREBY RESOLVED that the City Manager is hereby authorized to prepare a Request for Proposals and establish a procedure to hire a Realtor to assist in the sale process.

Roll Call Vote

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

No: Mayor Litzner.

Absent: None.

Resolution declared Adopted.

After some discussion, it was the consensus of Council to appoint a Real Estate Committee to review the City-owned property before putting it up for sale.

C. PURPLE DAY

Mayor Litzner introduced Lani Fettig, with Evergreen Living Center/Mackinac Straits Hospital, who requested Council's support for a fundraiser set for September 23, referred to as "Purple Day." The fundraiser raises awareness for Dementia and Alzheimers patients and proceeds will benefit the Evergreen Living Center Activities Department and Cedar Cove Assisted Living in Cedarville. It was moved by Mayor Litzner, seconded by Councilmember Tremble, to approve support of Purple Day on September 23, 2021

Roll Call Vote:

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

No: None.

Motion carried unanimously.

D. EUP CONNECT

Mayor Litzner introduced Angie McArthur, with the Eastern Upper Peninsula Intermediate School District (EUPISD) via Zoom and Jenny Hoffman, Moran Township volunteer, to present a request for City support for the EUPConnect Collaborative program. The program hopes to establish a collaboration of various area entities to accomplish access to broadband connectivity for all citizens in the Eastern Upper Peninsula through designated contributions from American Rescue Plan Act funds received by each area entity.

E. MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) DIVISION ADDENDUM

City Clerk/Treasurer Insley requested Council's approval for a Contribution Addendum for the MERS Health Care Savings Program (HCSP) in the City's Participation Agreement which adds Water Department employees hired before 1993 be included with Water Plant Operators hired before 2009 of Division 300479. The Addendum identifies mandatory leave conversion for sick and vacation of 100%, with the option for the employee to direct any/all of the leave conversion to an existing 457 program. It was moved by Councilmember Fullerton, seconded by Councilmember LaLonde, to approve the Contribution Addendum for MERS HCSP Division 300479, as presented.

Roll Call Vote

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

No: None.

Absent: None.

Motion carried unanimously.

F. SCHEDULE BUDGET WORK SESSIONS

It was the consensus of Council to schedule a Budget Work Session for Monday, October 11th, at 6:00 p.m. in the City Hall Council Chambers, while noting a draft of the 2022 Budget will be presented to Council at the Regular Council meeting October 4th, per the City Charter.

CONSIDERATION OF BILLS

After some review, Councilmember LaLonde questioned the catering expense paid to BC Pizza from Little Bear East, suggesting more detail be provided with the Purchase Order. It was moved by Councilmember Clapperton, seconded by Councilmember LaLonde, to approve paying the bills as presented.

B C PIZZA	949.00
BELONGA'S PLUMBING AND	169.30
BLARNEY CASTLE OIL CO	49,953.83
BRONCO OIL/NORTHERN	794.07
CLOVERLAND ELECTRIC CO-	2,937.00
CRANE ENGINEERING SALES	247.00
CUT RIVER SMALL ENGINE	270.00
DARCY D. LONG	139.95
HAWKINS	3,779.86
INTERSTATE BATTERIES	21.90
JOE ST LOUIS	1,525.00
KSS ENTERPRISES	242.33
LIVINGSTONMICROGRAPHICS,	3,045.24
MACKINAC PLUMBING AND	161.40
MICHAEL RICHARD LAMB	300.00
NCL OF WISCONSIN INC	269.65
OK INDUSTRIAL SUPPLY	473.59
OSCAR W LARSON	353.17
OTIS ELEVATOR CO	952.00
PARAGON LABORATORIES,	258.00
PITNEY BOWES INC	470.22
POMASL FIRE EQUIPMENT	295.49
POWER PLAN	286.02
R.N.O.W. INC	1,764.31
SPARTAN DISTRIBUTORS, INC	83.08
STRAITS BUILDING CENTER	1,860.19
SYNCB/AMAZON	693.61
Grant Total:	\$ 73,826.84

PUBLIC COMMENT

Public comment was received regarding procedures for complying with the Short-Term Rental Ordinance, allowable expenditures for ARPA funds and Council meeting procedures.

CITY MANAGER'S REPORT

City Manager Long described the new Staff Report forms he has implemented for City staff to present agenda items to Council. City Manager Long also updated Council on the City's code enforcement correspondence regarding blight and recent activity.

COMMITTEE REPORTS

Cemetery Committee – City Clerk/Treasurer Insley provided Council with a follow-up summary from Deputy Clerk Simmons' attendance at the Michigan Association of Municipal Cemeteries Conference in August. Also attached was an Acknowledgement Form that will be utilized in routine records for the Lakeside Cemetery. A review of the current fees for Lakeside Cemetery was also recommended for the 2022 Budget.

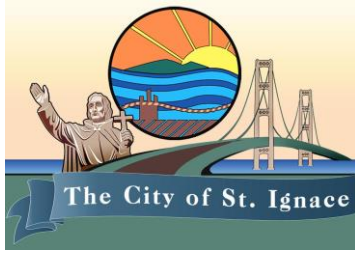
COUNCILMEMBER COMMENTS

Councilmembers commended the St. Ignace Visitors Bureau on their success of this summer's events and offered their appreciation for the new Staff Reports utilized in the Council packets. Councilmember Pelter also offered her gratitude for Council approving to hold this meeting a day later to recognize Rosh Hashanah.

There being no further business, the meeting adjourned at 8:37 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer



City of St. Ignace, MI

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

Staff Report

Agenda Date: September 20, 2021

Presenter: City Manager

Department: Administration

Darcy D. Long, City Manager: *Darcy D. Long*

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: 1990 Spartan Ladder Fire Truck Lease

BACKGROUND:

The City of Mackinac Island has purchased a new ladder truck for its fire department and offered the old ladder truck to the City of St. Ignace Fire Truck through a lease agreement. Currently, the City does not have such a fire fighting apparatus in its fleet.

FISCAL EFFECT: \$1.00 a year for lease payment. The City will also be responsible for the repairs and maintenance of the truck.

SUPPORTING DOCUMENTATION: See Attached Lease Agreement

RECOMMENDATION: Adoption of the lease.

FIRE TRUCK LEASE

This lease (the Lease) is entered into on the ____ day of _____, 2021, between **City of Mackinac Island**, a Michigan municipal corporation, whose address is 7358 Market Street, Mackinac Island, Michigan 49757 (Lessor), and **City of Saint Ignace**, a Michigan municipal corporation, whose address is 396 North State Street, St. Ignace, Michigan 49781, (Lessee), on the following terms and conditions.

1. **Vehicle Leased.** In consideration of the rents to be paid and the covenants to be performed by Lessee under this Lease, Lessor leases to Lessee and Lessee leases from Lessor a certain fire truck vehicle (the Fire Truck) that is described as: 1990 Spartan Fire Truck, VIN 4S7BT9D08LC, Body Style Tank, Title No. 373F2010044F. (Make/Model/Year/Body/VIN/Any additional information).

Lessor grants to Lessee and Lessee's qualified employees/agents, the nonexclusive use during the Term (as defined below) to operate, the vehicle under the terms of this Lease.

2. **Term.** The term of this Lease shall be ten (10) years, commencing on _____, 2021 (the Commencement Date) and continuing for a period of ten (10) years. The Term will be automatically renewed for 5 additional terms of 5 years each (each a "Renewal Term"), unless either party provides written notice of its intention not to renew prior to the expiration of the initial Term or any Renewal Term.

3. **Lease Amount.** Lessee shall pay to Lessor for the Lease an amount of \$1.00, annually. The first payment shall be due and owing on _____, 2021, when this lease commences and annual payments shall be due thereafter on the ____ day of _____ each and every year for the remainder of the Term of the lease and any Renewal Term thereafter. The Lease includes unlimited miles. The Lessee will not be required to pay any fees for miles used.

4. **Use.** The Lessee agrees that they will be the sole operator of the Fire Truck over the term of the Lease, unless otherwise agreed upon with the Lessor. More specifically, Lessee shall only permit designated members of its Fire Department, who are qualified and insured, to operate the Fire Truck. Lessee agrees that it will not use or permit the use of the Fire Truck in any negligent or improper manner, or in violation of any statute, law, or ordinance, or so as to void any insurance covering the vehicle, or permit the Fire Truck to become subject to any lien, charge, or encumbrance which may affect Lessor's title to the Fire Truck.

5. **Lessor's Use of the Fire Truck.** In the event that the Lessor requires the use of the Fire Truck, Lessor, or Lessor's designated agent (including but not limited to the Chief of the Mackinac Island Fire Department) may order the return of the Fire Truck to the City of Mackinac Island and Lessee shall be responsible for returning the Fire Truck to the Lessor at the Lessor's address.

6. **Repairs and maintenance.** Lessee shall be responsible for any and all maintenance and repairs of the Fire Truck at Lessee's sole expense. Lessee shall prepare and maintain accurate

records relating to all maintenance performed on the Fire Truck and shall provide Lessor with such information upon request. The Fire Truck shall be kept in good and safe condition. Lessee will be responsible for risk of theft, damage, loss, or destruction of the Fire Truck from any and every cause, unless the Fire Truck is in the possession of the Lessor. If while in the Lessee's possession the Fire Truck becomes damaged, the Lessee agrees to pay for any and all costs of repair, up to the current value of the Fire Truck. If while in the Lessee's possession, the Fire Truck becomes lost, the Lessee agrees to pay the Lessor its current value.

7. Disposition of Fire Truck. Upon termination of the Lease or any Renewal Term of the Lease, Lessee shall surrender and deliver the Fire Truck to the Lessor in the same condition as at the Commencement Date, excepting normal wear and tear, unless the right is waived at Lessor's sole discretion. In the event the Fire Truck has a cataclysmic failure, including but not limited to a broken frame, or blown engine, and the Lessor, at its sole discretion, determines that the Fire Truck is not longer operable, Lessee shall be responsible for disposal of the Fire Truck.

8. Inspection. Lessee shall permit Lessor or Lessor's agents to enter the Fire Truck at reasonable times and on reasonable notice for the purpose of inspection.

9. Taxes, Costs, and Fees. Lessee shall pay all taxes, costs and fees associated with the Fire Truck.

10. Assignment and subletting. Lessee may not assign, sublet, or otherwise transfer or convey its interest, or any portion of its interest, in the Fire Truck to any person or entity not affiliated with Lessee without the prior written consent of Lessor. Lessor shall have total discretion regarding its approval of proposed assignments or subleases.

11. Insurance. Lessee shall, at its sole expense, provide and maintain during the term of this Lease, a policy or policies of vehicle liability insurance containing the coverage, exceptions, and exclusions which are ordinarily contained in vehicle liability insurance policies written for the type of vehicle, use and storage of this Fire Truck. Such policy shall insure Lessor and Lessee, and their respective agents and employees, with respect to liability as a result of the ownership, maintenance, use, storage, or operation of the Fire Truck. Further, Lessee shall, at its sole cost, provide and maintain during the term of the Agreement, insurance coverage for collision and comprehensive damages as is customary for such vehicle, naming Lessor as an additional insured. Such insurance shall include destruction and/or loss of use or property as a result of an accident. Lessor shall not be liable for damage to property owned by, rented to, or in charge of Lessee. Lessee shall deliver to Lessor customary insurance certifications evidencing that the insurance is in effect at all times during the Term of the Lease and any Renewal Term thereafter. The policy must further provide for notice by the insurance company to Lessor of any termination or cancellation of the policy at least 30 days in advance of that event.

12. Condition of Fire Truck. Lessee has inspected the Fire Truck and finds it in good order and repair, acceptable for Lessee's intended use of the Fire Truck, and accepts the Fire Truck as is.

NEITHER LESSOR NOR LESSEE IS THE MANUFACTURER OF THE VEHICLE SUBJECT TO THIS AGREEMENT, NOR THE MANUFACTURER'S AGENT, AND NEITHER MAKES ANY EXPRESS OR IMPLIED WARRANTY OF ANY NATURE REGARDING THE VEHICLE SUBJECT TO THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO: ITS MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE; ITS DESIGN OR CONDITION; ITS WORKMANSHIP; ITS FREEDOM FROM LATENT DEFECTS; ITS COMPLIANCE WITH THE REQUIREMENTS OF ANY LAW, RULE, SPECIFICATION OR CONTRACT; OR ITS NONINFRINGEMENT OF ANY PATENT, TRADEMARK OR LICENSE.

13. Abandonment. Lessee shall not abandon the Fire Truck at any time during the term of this Lease, and if Lessee abandons the Fire Truck or is dispossessed by process of law or otherwise, any personal property belonging to Lessee left on the Fire Truck shall be deemed abandoned, at the option of Lessor. Lessor may also take possession of any personal property left by Lessee on the Fire Truck.

14. Lessee's liability. All Lessee's personal property on the Fire Truck shall be kept at Lessee's sole risk. Lessor shall not be responsible or liable to Lessee for any loss or damage that may be occasioned by or connected with the use of the Fire Truck, resulting to Lessee or any other person. The provisions of this section shall not be interpreted to prevent Lessee from recovering any losses under the coverage provided by Lessor's insurance policy, if any losses of Lessee are covered by that policy.

15. Destruction of Fire Truck. Lessee shall bear all risks of damage, destruction or loss of the Fire Truck, or any portion of damage, destruction or loss not covered by insurance. All replacements, repairs, or substitution of parts or equipment of respective vehicle shall be at the cost and expense of the Lessee. The Lessee shall at all times, and at Lessee's sole expense, keep the vehicle in good working order, condition, and repair; reasonable wear and tear excepted.

16. Mutual releases. Lessor and Lessee, and all parties claiming under them, mutually release and discharge each other from all claims and liabilities arising from or caused by any hazards covered by insurance on the Fire Truck or covered by insurance in connection with Fire Truck on or activities conducted with or on the Fire Truck regardless of the cause of the damage or loss. Lessee shall each cause appropriate clauses to be included in its insurance policies covering the Fire Truck waiving subrogation against the Lessor consistent with the release in this paragraph.

17. Indemnity. Lessee agrees to indemnify and defend Lessor against and hold Lessor harmless from any liability, loss, damage, cost, or expense (including attorney fees) based on any claim, demand, suit, or action by any person or entity with respect to any personal injury (including death) or property damages, from any cause regarding Lessee's use of the Fire Truck, except for liability resulting from the intentional acts or negligence of Lessor or its employees or agents.

18. Default and Repossession. If Lessee neglects, violates, or fails to perform any obligations, agreements or other covenants under this Lease for 10 days after written notice by Lessor of the default; if Lessee makes any assignment for the benefit of creditors or a receiver is appointed for Lessee or its property; or if any proceedings are instituted by or against Lessee in bankruptcy (including reorganization) or under any insolvency laws, Lessor may, at its option, declare this Lease in default and the Fire Truck shall be surrendered and delivered to Lessor, and Lessor may take possession of the Fire Truck wherever it may be found, and for that purpose may enter on the premises of Lessee provided there is no breach of peace. If allowed by applicable law or upon abandonment of the Fire Truck by Lessee, the Lessor's right to take possession of the Fire Truck may be without process of law.

In the alternative, Lessor may terminate the Lease and seek to repossess the Fire Truck on any terms that Lessor, in its sole discretion, deems advisable. Notwithstanding any termination of the Lease by Lessor or repossession by Lessor without a termination, Lessee shall continue to be liable to Lessor for rent owed under this Lease, any rent deficiency that results from repossessing the Fire Truck during the term of this Lease, and the cost of repossess the Fire Truck.

In addition to Lessor's other rights and remedies as set forth in this Lease and without waiving any of those rights, if Lessor deems any repairs necessary that Lessee is required to make or if Lessee is in default in the performance of any of its obligations under this Lease, Lessor may, on failure of Lessee to meet the obligation, make or cause repairs to be made and defaults to be cured and shall not be responsible to Lessee for any loss or damage that occurs by reason of that action, and Lessee agrees that it will immediately on demand pay Lessor's reasonable costs for curing as additional payment under this Lease.

On default, Lessee, whether by operation of law or otherwise, shall have no right, title, or interest in the Fire Truck or the possession or use of the Fire Truck, and Lessor shall retain all rents, improvements, repairs and other sums paid by Lessee under this Lease with respect to the Fire Truck. The rights and remedies of Lessor under this Agreement are not exclusive, but cumulative and in addition to all other rights and remedies provided by law. Lessor shall be entitled to collect from Lessee the costs and expenses, including reasonable attorney fees, in connection with any matters concerning the default of Lessee and the repossession of the Fire Truck.

19. Notices. Any notice required under this Lease shall be in writing and sent by registered or certified mail, return receipt requested, to the addresses of the parties set forth in this Lease or to another address that a party substitutes by written notice; and notice shall be effective as of the date of first attempted delivery.

20. Entire agreement. This Agreement contains the entire agreement of the parties regarding its subject matter, and this Agreement may not be amended or modified except by a written instrument executed by the parties to this Lease.

21. Waiver. The failure of Lessor to enforce any covenant or condition of this Lease shall not be deemed a waiver of its right to enforce each and every covenant and condition of this

Lease. No provision of this Lease shall be deemed to have been waived unless the waiver is in writing.

22. **Lessor's fees and expenses.** If the Lessor brings a suit to recover possession of the Fire Truck or money due under the Lease or a suit for the breach of an obligation that the Lessee should have performed under the Lease and the Lessor prevails, the Lessee shall pay the Lessor for expenses incurred in the action, including reasonable attorney fees. Such expenses shall be deemed to have been incurred when the action commenced and shall be enforceable whether or not the action is prosecuted to judgment.

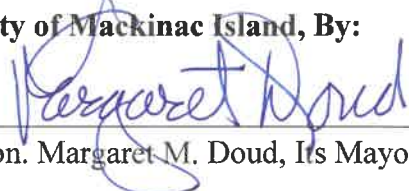
23. **Binding effect.** This Agreement shall be binding on and inure to the benefit of the parties to this Lease and their respective successors and permitted assigns.

24. **Time of the essence.** Time shall be deemed to be of the essence in the performance of this Lease.

25. **Effective date.** This Lease shall be effective as of the date first stated above.

LESSOR:


City of Mackinac Island, By:



Hon. Margaret M. Doud, Its Mayor

STATE OF MICHIGAN)
 :SS
County of Mackinac)

On July 28, 2021, before me, a Notary Public, in and for said County, personally appeared Margaret M. Doud, Mayor of the City of Mackinac Island, Michigan, 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 on behalf of said municipal corporation.



Danielle Leach, Notary Public
Mackinac County, Michigan
My Comm. Expires: 10.23.2023
Acting in Mackinac County, Michigan

LESSEE:

City of St. Ignace, By:

Hon. Connie Litzner, Its Mayor

STATE OF MICHIGAN)
 :SS
County of Mackinac)

On _____, 2021, before me, a Notary Public, in and for said County, personally appeared Connie Litzner, Mayor of the City of St. Ignace, Michigan, 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 on behalf of said municipal corporation.

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

DRAFTED BY:
Erin K. Evashevski
Attorney at Law
838 North State Street
St. Ignace, MI 49781



City of St. Ignace, MI

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

Staff Report

Agenda Date: September 20, 2021

Presenter: EUP ISD

Department: City Council

Darcy D. Long, City Manager:

A handwritten signature in black ink, appearing to read "Darcy D. Long", is written over a horizontal line.

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: Resolution--EUP Connect Collaborative

BACKGROUND: Was presented at last meeting.

FISCAL EFFECT: Requesting 3% of ARPA Funds.

SUPPORTING DOCUMENTATION:

Informational documents attached, as well as the Resolution to be considered.

RECOMMENDATION:

Commit 3% of ARPA Funds to help support affordable high-speed internet in the EUP.

EUPConnect Collaborative-Resolution to Partner

WE AGREE THAT WE NEED EQUITABLE AFFORDABLE CONNECTIVITY FOR ALL CITIZENS IN THE EUP. **The EUPConnect Collaborative will be one regional source for all stakeholders to receive and share information saving valuable time, resources, and energy for all partners as we move forward with the EUP broadband build-out and connect all EUP citizens equitably.**

We acknowledge that recent investments by private sector partners to secure access to high-speed internet has improved service for some, yet others remain without adequate access.

Whereas reliable and affordable internet is a prerequisite for sustainable economic growth, efficient delivery of healthcare, banking, local government, and education services;

Whereas current service across the EUP is often unavailable, unreliable, or inadequate;

Whereas the Federal Communications Commission's Rural Digital Opportunity Fund (FCC RDOF) is injecting \$37 million into the EUP, a community of partners will need to leverage this collective investment to optimize organizational structures to maximize our collective power in our region. **This investment will be the EUPConnect Collaborative.**

Whereas local communities are receiving federal American Rescue Plan funds. Building a community of partnerships with leveraged resources will create one resource for information as we ensure that communities can both afford and have the know-how to connect securely.

Therefore, as elected officials, nonprofit organization leaders, healthcare leaders, K12 and higher education leaders, and economic development and business leaders all serving the community, we agree that we need to take the lead to leverage the collective investment of all our partners.

Therefore, the Eastern Upper Peninsula Intermediate School District has developed the EUPConnect Collaborative and will serve as its fiscal agent.

Therefore, we agree to work together to create an optimal organizational structure to maximize our collective power.

Therefore, to ensure that our communities remain vibrant and vital, it is imperative that this fiber-optic network development be completed as soon as possible, and that community members have resources available to both afford and have the know-how to connect by leveraging targeted investments from individual partners now,

Be it resolved that the City of St. Ignace, Mackinac County, MI will act in support of EUPConnect Collaborative with the primary objective to manage the coordination of work and

resources all working toward EQUITABLE AFFORDABLE CONNECTIVITY FOR ALL CITIZENS IN THE EUP.

Furthermore, be it resolved that the City of St. Ignace, Mackinac County, MI will provide \$ 7,294 of direct support to EUPConnect Collaborative.

Furthermore, be it resolved that the City of St. Ignace, Mackinac County, MI will provide contractors EUPConnect Collaborative with the easements needed to expand existing fiber networks.

Furthermore, be it resolved that the City of St. Ignace, Mackinac County, MI will work with EUPConnect Collaborative to apply for grants to expand existing fiber networks.

I hereby certify that this resolution was passed by the City of St. Ignace City Council at a monthly meeting held on September 20th, 2021

Ayes:

Nays:

Absent:

Clerk _____

including those enumerated in section § 35.6 of this subpart, subject to the restrictions set forth in sections 602(c)(2) and 603(c)(2) of the Social Security Act, as applicable.

(b) *Costs incurred.* A cost shall be considered to have been incurred for purposes of paragraph (a) of this section if the recipient has incurred an obligation with respect to such cost by December 31, 2024.

(c) *Return of funds.* A recipient must return any funds not obligated by December 31, 2024, and any funds not expended to cover such obligations by December 31, 2026.

§ 35.6 Eligible uses.

(a) *In General.* Subject to §§ 35.7 and 35.8 of this subpart, a recipient may use funds for one or more of the purposes described in paragraphs (b)-(e) of this section

(b) *Responding to the public health emergency or its negative economic impacts.* A recipient may use funds to respond to the public health emergency or its negative economic impacts, including for one or more of the following purposes:

(1) *COVID-19 response and prevention.* Expenditures for the mitigation and prevention of COVID-19, including:

(i) Expenses related to COVID-19 vaccination programs and sites, including staffing, acquisition of equipment or supplies, facilities costs, and information technology or other administrative expenses;

(ii) COVID-19-related expenses of public hospitals, clinics, and similar facilities;

(iii) COVID-19 related expenses in congregate living facilities, including skilled nursing facilities, long-term care facilities, incarceration settings, homeless shelters, residential foster care facilities, residential behavioral health treatment, and other group living facilities;

(2) *Broadband.* Broadband infrastructure that is designed to provide service to unserved or underserved households and businesses and that is designed to, upon completion:

(A) Reliably meet or exceed symmetrical 100 Mbps download speed and upload speeds;

or

(B) In cases where it is not practicable, because of the excessive cost of the project or geography or topography of the area to be served by the project, to provide service meeting the standards set forth in paragraph (e)(2)(A) of this section:

(i) Reliably meet or exceed 100 Mbps download speed and between at least 20 Mbps and 100 Mbps upload speed; and

(ii) Be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.

§ 35.7 Pensions.

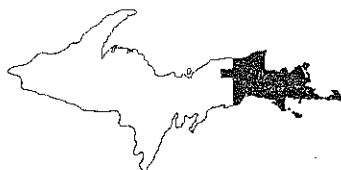
A recipient may not use funds for deposit into any pension fund.

§ 35.8 Tax.

(a) *Restriction.* A State or Territory shall not use funds to either directly or indirectly offset a reduction in the net tax revenue of the State or Territory resulting from a covered change during the covered period.

(b) *Violation.* Treasury will consider a State or Territory to have used funds to offset a reduction in net tax revenue if, during a reporting year:

(1) *Covered Change.* The State or Territory has made a covered change that, either based on a reasonable statistical methodology to isolate the impact of the covered change in actual revenue or based on projections that use reasonable assumptions and do not incorporate the effects of macroeconomic growth to reduce or increase the projected impact of the covered



EASTERN UPPER PENINSULA
INTERMEDIATE SCHOOL DISTRICT

July 30, 2021

Andrea Insley
City of St. Ignace
396 N. State Street
St. Ignace, MI 49781

Dear Andrea:

Over the past few months, we've introduced the EUPConnect Collaborative as a means to join forces and finally **resolve** the internet issues in our region. It is our intent to form a collaborative group of schools, townships, counties, hospitals, and tribes, pool our resources, and recognize equitable and affordable access to broadband connectivity for all citizens in the EUP.

Included are a few documents for your board to review:

- 1) Information about EUPConnect Collaborative
- 2) What do I get for my 3%?
- 3) Resolution to partner - Commitment of 3% of ARPA (or equivalent) funds

If you have any questions, please don't hesitate to ask me, Jason, or Joann. We look forward to partnering with you! Together, we can meet the goal of equitable and affordable internet for all in the EUP!

Thank you!

Angie McArthur, Ed.S.
Superintendent



Broadband

A quality broadband network has long been a goal of the Eastern Upper Peninsula. The Eastern Upper Peninsula Intermediate School District (EUPISD) along with the EUP Regional Planning and Development Commission (EUPRPDC) has been working toward this goal for several years, investing a considerable amount of time, money, and energy. Now, with the funds coming from the American Rescue Plan Act and other sources, this common goal is within reach. "This is what we wanted 20 years ago, should have had 10 years ago and, now it is here" stated Jason Kronemeyer, EUPISD Technology Director.

Uniquely Positioned

Having already completed data collection and much work in the region, the EUPISD is uniquely positioned to lead this project. Consulting with several municipalities, schools, libraries, and hospitals, the EUPISD was encouraged to develop an organizational structure that entities from the three counties in the Eastern UP could join to work cooperatively to make this goal a reality. By working collectively and cooperatively, investing a portion of the available funds, a state-of-the-art fiber network could be available to all our communities and homes within a couple of years.

Your Invitation

To facilitate this goal the EUPISD has developed the EUPConnect Collaborative. We are inviting each county, township, school district, library, hospital, and Native American Tribe to join the Collaborative. The attached resolution is provided for you to use as indication of your willingness to work together. By working collectively, we can accelerate equitable access to everyone more easily than if we worked independently.

Form a High-Speed Internet Committee

If you have not already done so, we recommend that you form a High-Speed Internet Committee, even if it is a committee of one to serve as a point of contact and become your go-to for connectivity information and updates. There is a lot of work being done on broadband in the region at this time and having a High-Speed Internet Committee to focus on all the incoming information will be helpful.

One Gig

Bringing a one gig fiber network to the EUP is already in progress. Through the Rural Digital Opportunity Fund (RDOF), the Federal Communications Commission awarded contracts last December. Atlantic Engineering Group (AEG) has a \$37 million contract to lay the fiber across the Eastern Upper Peninsula, with effort already in progress. To assure equitable, affordable, and reliable high-speed internet becomes a reality to all the partners will be the task of the EUPConnect Collaborative.



EASTERN UPPER PENINSULA
INTERMEDIATE SCHOOL DISTRICT



Buy In

Each Collaborative partner will commit three percent (3%) of their share of the American Rescue Plan Act dollars. Collectively, these monies will generate adequate dollars to fund the EUP Connect Collaborative. The Eastern Upper Peninsula Intermediate School District will serve as the fiscal agent.

Let's Meet

Volunteers already working with the Collaborative are preparing educational materials and receiving training to answer questions. A member of the EUPConnect Collaborative Core Team will be reaching out to answer any questions and schedule an opportunity to speak with your board directly. If you have any questions or concerns, please reach out: eupconnect@eupschools.org or 906-632-3373, or www.eupschools.org/eupconnect.

Angie McArthur, Superintendent

angiem@eupschools.org 906-632-3373, ext. 5110

Jason Kronemeyer, Technology Director

jasonk@eupschools.org 906-632-3373, ext. 5124

Eastern Upper Peninsula Intermediate School District

Joanne Galloway, Executive Director

northernmichiganadvocacy@gmail.com 906-322-7501

Center for Change Northern Michigan Advocacy



What do I get for my 3% contribution?

The ultimate goal of the EUP Connect Collaborative is to create a twenty-first century broadband infrastructure throughout the Eastern Upper Peninsula, to provide cyber security protection for all residents, businesses, utilities, governmental units and institutions:

- 1. 1 GBps fixed broadband to the premise of every e911 service address in each of the three counties by 2025**
- 2. A 25/3 Mbps minimum mobile broadband coverage of all geographic square miles in each of the three counties by 2025**

The following is a listing of services you can expect for your 3% allocation:

- A. The advantage of pooled resources from all EUP Counties and Townships**
- B. Technology experts from the EUPISD who will oversee the project for the entire three county area**
- C. Cost analysis from "curbside" to source**
- D. Frequent updates on the status the project**
- E. Technical assistance on Master Plan Language to ensure your organization is in compliance to receive any additional funds**
- F. Area wide leverage to make sure everyone in your area (County, Township, School, Business, Tribe, Medical Facility, Private Residence.) gets access to broadband**
- G. The advantage of fundraising via philanthropic organizations and community service agencies**
- H. The benefit of grant writing assistance**
- I. The benefit of knowing that highly qualified people are looking out for the best interests of all**
- J. Access to educational programs that ensure high quality service to all communities**
- K. Representation on the EUP Connect Collaborative Board**
- L. A "Guard Dog" team that will keep each competitor for local service honest**
- M. Continuous collection and sharing of data to measure progress toward implementation**
- N. Financial accountability with allocated funds**
- O. Assistance with marketing to your community**
- P. Technical assistance to your community**

What don't I get for my 3%?

- A. Free broadband services**
- B. Individual connection costs**



City of St. Ignace, MI

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

Staff Report

Agenda Date: 9/20/21

Presenter: Chamber of Commerce

Department:

Darcy Long, City Manager: 

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

AGENDA ITEM TITLE: Resolution—Fall Fest and Pumpkin Roll

BACKGROUND:

Fall event held annually in the City. The Chamber of Commerce has taken over the event which has been run by the Business Association in the past.

FISCAL EFFECT:

N/A

SUPPORTING DOCUMENTATION:

Special events application is attached.

RECOMMENDATION:

Recommended that the event is approved and allowed to proceed.

RESOLUTION

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

WHEREAS, the St. Ignace Chamber of Commerce requests permission to conduct the Fall Festival & Great Pumpkin Roll; and

WHEREAS, event requires the usage of Goudreau, Ellsworth and Marquette Streets and the Little Bear East Community Center parking lots; and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", requires certain criteria be met in order for the event to be held.

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

NOW THEREFORE BE IT RESOLVED, that the St. Ignace City Council does approve the St. Ignace Chamber of Commerce to be a "Special Events Organization" and has determined that the St. Ignace Chamber of Commerce does meet the criteria established in the various sections of the Ordinance No. 413; and

FURTHER BE IT RESOLVED, that the City Council does approve the usage of Goudreau, Ellsworth and Marquette Streets and Little Bear East Community Center parking lots for this event; and grants St. Ignace Chamber of Commerce the authority to control vending approved by the City during the event.

Saturday, October 2, 2021 1 p.m. – 5 p.m.

FURTHER BE IT RESOLVED, that the City Council approves the closure of Goudreau Street, from Ellsworth to North State Street on Saturday, October 2, 2021, from 3:00 p.m. to 5:00 p.m.

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, September 20, 2021 at 7:00 p.m.

Andrea Insley, City Clerk/Treasurer

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

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

Event	
Event Name: Fall Fest and Pumpkin Roll	
Describe the Event: The Fall Fest is a family event to celebrate the start of fall and Halloween. The event will have Barrel Train Rides, Hayrides, Kids Crafts, Pizza sale, mask decorating, games, Professional photos, treats, pumpkin and gourd sale, contests and prizes, warming area, petting zoo, craft vendors, guess the weight pumpkin.	
Sponsoring Organization Information	
Legal Business Name: St. Ignace Chamber of Commerce	
Address: 560 N State Street	City: St. Ignace State/Zip: 49781
Mailing Address: Same	City: State/Zip:
Telephone: 906-643-8717	Email: director@saintignace.org
Contact Name: Nikki	Title: Director
Telephone 906-643-8717	Email: director@saintignace.org
Contact Person on Day of Event	
Name: Amanda Garlock	Title: Ambassador/ Event Coordinator
Address: 560 N State St	City St. Ignace State/Zip: MI 49781
Telephone: 906-298-0234	Cell: 906-298-0234 Email: apreseau@hotmail.com
Type of Event (Check one - See Special Events Policy for additional information)	
<input type="checkbox"/> City Operated/Sponsored Event <input type="checkbox"/> Political or Ballot Issue Event <input type="checkbox"/> Run Event <input type="checkbox"/> Co-sponsored Event (all parties must provide sponsoring info and sign application) <input type="checkbox"/> Other (describe) <input checked="" type="checkbox"/> Non-Profit Event <input type="checkbox"/> Wedding <input type="checkbox"/> Block Party <input type="checkbox"/> For Profit Event <input type="checkbox"/> Video or Film Production	
Event Information	
Event Location(s):	
Fall Fest Little Bear East Arena 275 Marquette St St. Ignace, MI 49781	Pumpkin Roll Goudreau Hill Next to City Hall St. Ingace, MI 49781
Event Date(s): October 2, 2021	
Event Hours: 12pm-5pm Fall Fest 12:00-3:30pm Pumpkin Roll 4:00pm-5:00pm	
Estimated date/time for set up: Fall Fest 10/1/21 all day and morning of 10/2/21 Pumpkin Roll 3:00pm 10/2/21	
Estimated date/time for clean up:	
Everything except tents are cleaned up immediately after event. Tents removed by 10/4/21. Describe set up and clean up procedures (include specifically who will be taking care of trash): Kyle Brow, Amanda Garlock, Nikki St. Andrew and more volunteers will clean up during and after the event.	

Event Information (continued)

Estimated DAILY attendance: It varies. Fall Fest 400+ throughout the day. Pumpkin Roll 200+

Describe crowd control plans for this event:

Fall Fest Event will be in non-traffic parking lot with ample off the main road. Pumpkin Roll

Pumpkin Roll : Godreau hill will be closed at the alleyway down to State St. to minimize and pedestrian risk.

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

None. City Hall and Little Bear are not open for normal business on Saturdays and there are no residential properties that will be impacted as well.

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

Describe sidewalk use:

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

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

Describe street closures:

Godreau Hill from the alley behind City Hall to the bottom where it connects with State Street.

Please note: State St. does not need to be closed.

* Streets closed: Date/Time: 10/2/21 3:30 pm to 5:00pm

* Streets re-open: Date/Time:
10/2/21 at 5:00pm

Event Information (continued)

Will parking lot closures be necessary? () YES (X) NO

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

Describe parking lot closures:

This will not be necessary as Little Bear East will offer its' parking lot .

" Parking lot(s) closed: Date/Time: 10/2/21

" Parking lot(s) re-open: Date/Time: 10/3/21

What parking arrangements are proposed to accommodate attendance?

little Bear East has plenty of parking for patrons in its parking lot and overflow lot.

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

Describe type of music proposed: (X) Live () Amplification () Recorded () Loudspeakers

Proposed time music will begin: 12:00pm

Proposed time music will end: 5:00pm

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

Fall Fest LBE overflow lot 12:00pm-3:30pm

Pumpkin Rol: next to City Hall 4:00pm-5:00pm

Describe noise control:

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 type="checkbox"/> Trash Receptacles | Quantity: | |
| <input checked="" type="checkbox"/> Barricades | Quantity: | 5 barricades /cement stanchions |
| <input type="checkbox"/> Traffic Cones | Quantity: | |
| <input type="checkbox"/> Other (describe): | | |

Sponsoring organization may be required to provide a dumpster

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

No stakes of any kind allowed on asphalt

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

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

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

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

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

Small petting Zoo with goats, rabbits, pig and mini horse, Hay ride and barrel rides. No inflatables.

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: Yes, no food will be prepared but pizzas donated by a local business and served from a warmer along with canned soda and bottled water.

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

Generators will be provided by private party

Do you plan to have special event signs? YES NO

Signs must conform to City's ordinances

Describe signs, proposed locations, etc.

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 polices, provide a separate copy of the insurance policy Endorsement, and submit the required documents to the City Manager's Office no later than one week following notice of event approval.

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

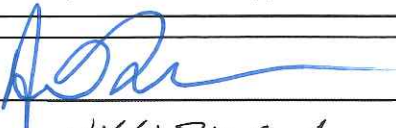
Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;

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

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

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

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

Applicant Signature 	Date 9/13/21
Co-Applicant Signature <i>Nikki St. Andrew</i>	Date 9/9/21
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.	Receipt Date



East Moran Bay

Shepler's Mackinac Island Ferry
Shepler's Freight

Star Line Ferry

Star Line Mackinac Island Ferry - St...

Kiwanis Beach

Mackinac Straits Kayaking

St Ignace News

The Driftwood Motel Restaurant & Sports Bar

ATM

Molly Moo's Ice Cream Parlor Takeout

Museum of Ojibwa Culture at Old Mission...
Seasonal Native American culture museum

NAPA Auto Parts
Lynn Auto Parts Delivery

Wildcat & Mustang Auto & Repair

Captain's Quarters Wash & Dry Dock...

Dollar General Dollar Store

Rusty Dogz Takeout

Wild Wild West Tobacco Stignace Tobacco shop

Fort de Buade Museum Native American & military history

The Galley Takeout

BC Pizza Takeout - Delivery

First National Bank Stignace

Starline Dock #2

St Ignace to Front Lake

Reagon St

Glashaw St

Ojibwa Trail

Ellsworth St

Marquette St

N Marley St

Ellsworth St

N Marley St

Mary St

Ellsworth St

N State St

Abe St

E Godreau Ave

Home-Owners Insurance Company

55550 (5-17)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**EXCLUSION - DESCRIBED SPECIAL EVENT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Special Event Description:

ST IGNACE FALL FESTIVAL & GREAT PUMPKIN ROLL 10-3-21

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations.)

A. SECTION I - COVERAGES, COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions is amended. With respect to the scheduled Special Event only, the following exclusion is added.

This insurance does not apply to "bodily injury" or "property damage" arising out of, caused by or in any way related to the scheduled Special Event.

B. SECTION I - COVERAGES, COVERAGE B - PERSONAL AND ADVERTISING INJURY LIABILITY, 2. Exclusion is amended. With respect to the scheduled Special Event only, the following exclusion is added.

This insurance does not apply to "personal and advertising injury" arising out of, caused by or in any way related to the scheduled Special Event.

All other policy terms and conditions apply.



01-0391-00
 CHEESEMAN INSURANCE AGENCY
 470 NORTH STATE STREET
 SAINT IGNACE MI 49781-1427

000000046



Auto-Owners INSURANCE

LIFE • HOME • CAR • BUSINESS

PO Box 30660 • Lansing, MI 48909-8160
 517.323.1200

07-22-2021

Home-Owners Insurance Company

You can view your policy, pay your bill, or change your paperless options at any time online at www.auto-owners.com.

ADDITIONAL WAYS TO PAY YOUR BILL

Pay Online
www.auto-owners.com
 Pay My Bill

Pay by Mail
 AUTO-OWNERS INSURANCE
 PO BOX 740312
 CINCINNATI, OH 45274-0312

Pay by Phone
 1-800-288-8740

ST IGNACE AREA CHAMBER OF COMMERCE
 560 N STATE ST
 SAINT IGNACE MI 49781-1429

Your agency's phone number is 906-643-7944.

RE: Policy 894670-33526955-21

Billing Account 006369552

Thank you for selecting Auto-Owners Insurance Group to serve your insurance needs! Feel free to contact your independent Auto-Owners agent with questions you may have.

Auto-Owners and its affiliate companies offer a full complement of policies, each of which has its own eligibility requirements, coverages and rates. In addition, Auto-Owners also offers many billing options. Please take this opportunity to review your insurance needs with your Auto-Owners agent, and discuss which company, program, and billing option may be most appropriate for you.

Auto-Owners Insurance Company was formed in 1916. Our A++ (Superior) rating by A.M. Best Company signifies that we have the financial strength to provide the insurance protection you need. The Auto-Owners Insurance Group is comprised of six property and casualty companies and a life insurance company.

Serving Our Policyholders and Agents Since 1916



INSURANCE COMPANY
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

AGENCY CHEESEMAN INSURANCE AGENCY
01-0391-00 MKT TERR 001 906-643-7944

INSURED ST IGNACE AREA CHAMBER OF COMMERCE

ADDRESS 560 N STATE ST
SAINT IGNACE MI 49781-1429

TAILORED PROTECTION POLICY DECLARATIONS

Change Endorsement Effective 07-12-2021

POLICY NUMBER 894670-33526955-21

Company Use 33-46-MI-8901

Company
Bill

Policy Term

12:01 a.m.	to	12:01 a.m.
01-06-2021		01-06-2022

Description of Change

COMMERCIAL GENERAL LIABILITY COVERAGE HAS BEEN AMENDED AS SHOWN:

ADDED:

FORM 55550 EXCLUSION - DESCRIBED SPECIAL EVENT

SPECIAL EVENT DESCRIPTION

ST IGNACE FALL FESTIVAL & GREAT PUMPKIN ROLL 10-3-21

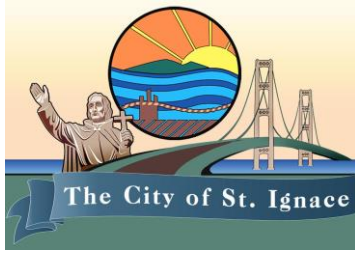
Transaction Number: 003

Endorsement Premium:
PAID IN FULL DISCOUNT APPLIES

\$0.00
NO CHANGE

The Paid in Full Discount does not apply to fixed fees, statutory charges or minimum premiums.





City of St. Ignace, MI

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

Staff Report

Agenda Date: September 20, 2021

Presenter: City Manager

Department: Administration

Darcy D. Long, City Manager: *Darcy D. Long*

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: Employee Personnel Policy Handbook

BACKGROUND:

This document will provide comprehensive employee policies that currently do not exist along with replacing old and outdated policies.

FISCAL EFFECT: None

SUPPORTING DOCUMENTATION: See Attached Draft Document

RECOMMENDATION: Adoption of the new employee manual.

RESOLUTION
A RESOLUTION ADOPTING THE CITY OF ST. IGNACE, MICHIGAN
PERSONNEL POLICY HANDBOOK

WHEREAS, the City of St. Ignace has various outdated Employee Policies for use by its employees, and

WHEREAS, A comprehensive document better serves the City's Management Team, City Staff and Elected Officials

WHEREAS, proposed changes to the personnel guidelines and regulations were discussed and reviewed by the City Policy Committee and City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. IGNACE, AS FOLLOWS:

1. The St. Ignace City Council hereby adopts the 2021 City of St. Ignace Employee Handbook as the new official Personnel Policy Handbook establishing the guidelines, policies, and rules under which its' employees work.
2. The effective date of the City of St. Ignace Personnel Policy Handbook shall be September 20, 2021.
3. The City Manager has the authority to make interpretations and educate department heads and employees on the 2021 City of St. Ignace Personnel Policy Handbook, Employee Contracts and Union Contracts necessary to effectively and efficiently manage the City's daily operations.
4. All of the previous Employee Policies of the City of St. Ignace, adopted by the City, are hereby declared null and void as of September 20, 2021, effective date of the City of St. Ignace Personnel Policy Handbook.
5. All updates and additions to the Personnel Policy Handbook shall only be approved through a St. Ignace City Council Resolution.

PASSED AND ADOPTED BY THE ST. IGNACE CITY COUNCIL THIS
20th DAY OF September 2021.

Connie Litzner, Mayor

Andrea Insley, City Clerk

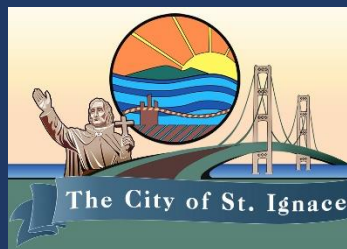
Roll Call Vote:

Yes:

No:

Absent:

PERSONNEL POLICY HANDBOOK



City of St. Ignace
396 N. STATE STREET

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1. Introduction

The City of St. Ignace (also referred to as the “City”) plays an important part in the lives of the citizens it serves. Public service is an honorable and rewarding endeavor that offers many benefits both personally and professionally. As a City employee, volunteer, contractor, vendor, or elected or appointed official, your mission is to serve the people of the community in a friendly, respectful, dedicated, and effective manner because the public expects that its business will be conducted to the highest professional and ethical standards.

The primary purpose of this Handbook is to introduce new employees to the work rules, policies, procedures, and benefit plans associated with City employment, as well as to serve as a reference for current employees, volunteers, contractors, vendors, and elected or appointed officials. This Handbook, as adopted by the St. Ignace City Council on September 20th, 2021, discusses these topics and many other personnel policies. This Handbook is also intended to serve as a communication tool for promoting positive employee relations by providing comprehensive information to employees regarding their employment.

City volunteers, contractors, vendors, and elected or appointed officials have a right to a safe workplace free of discrimination, violence, illegal harassment, and conflicts of interest, and have an obligation to conduct themselves consistent with the policies outlined in this Handbook. The City has a “no tolerance” policy towards workplace wrongdoing.

Employees are required to read this Handbook and become acquainted with its contents. By its very nature, a Handbook cannot be comprehensive or address all possible situations. It does not and cannot provide for every situation that may arise; rather, it is designed to give an overall understanding of City policies. For this reason, if you have any questions concerning a City policy, please contact the City Manager for further information.

All individuals receiving this Handbook are required to sign an acknowledgement of receipt that can be found in the Appendix. A copy of this receipt will be maintained by the City. Employees are expected to review all changes and updates and remain knowledgeable of all current personnel policies, practices, and procedures.

1.1 Disclaimer

The City of St. Ignace prepared this Handbook to summarize many of its personnel policies, practices, and procedures. No Handbook can anticipate every circumstance or question.

Neither this Handbook nor any other City document or communication, confers any contractual right of employment, either expressed or implied, and does not constitute contractual obligations between the City and employees unless specifically addressed in a formal employment contract or collective bargaining

agreement (CBA). Where such documents differ from these policies, the applicable provision(s) of the subject agreement shall govern.

Only the City Council, or the City Manager as authorized by the City Council, may enter into binding commitments, and only when such commitments are in writing and are adopted by the City Council pursuant to state law.

This Handbook replaces any and all prior written and oral policies, practices, or procedures about the subjects contained herein. The City reserves the right to revise, add to, or delete any policies or portion of this Handbook at any time as it deems appropriate, in its sole and absolute discretion, as approved by the City Council, with or without prior notice. Recognition of these rights of the City is a term and condition of employment and of continued employment.

The City also recognizes elected officials have specific rights and responsibilities outlined in state statute. In some instances, the policies, practices, and procedures outlined in the Handbook may interfere with the rights and responsibilities of elected officials, and therefore those policies, practices, and procedures would not apply to elected officials in those cases. This Handbook will call attention to potential deviations when possible.

1.2 Severability

If one or more provisions of this Handbook are superseded by or become in conflict with a formal employment contract, collective bargaining agreement, insurance plan document, or federal, state, or local law, or if a provision is determined by a court of competent jurisdiction to be unenforceable or void, the balance of this Handbook shall remain in effect.

2. General Policy

It is the policy of the City of St. Ignace to treat employees, volunteers, contractors, vendors, and elected and appointed officials in a manner consistent with all applicable laws and regulations. The policies, practices, and procedures set forth herein shall apply to all employees, volunteers, contractors, vendors, and elected and appointed officials unless otherwise noted.

The City Council and City Manager are responsible for the administration of these policies and procedures.

The City of St. Ignace has a “no tolerance” policy towards workplace wrongdoing. City employees, volunteers, contractors, vendors, and elected and appointed officials are to report anything perceived to be improper to the City. The City believes strongly in an Open-Door Policy and encourages individuals to talk with the City about any problem.

This Handbook is intended to provide guidelines covering public service and is not a contract. This Handbook contains many, but not necessarily all of the rules, regulations, and conditions of City service. The provisions of this Handbook may be amended and supplemented from time to time without notice and at the sole discretion of the City.

2.1 Open Door Policy

The City of St. Ignace encourages all employees, volunteers, contractors, vendors, and elected and appointed officials who feel they have been treated unfairly or contrary to the City's policies to discuss their concerns with the City. This includes concerns regarding illegal harassment or discrimination. Please refer to the following policies – *Non-Discrimination*, *Anti-Harassment Policy*, and *Complaint Policy* – below as to complaint procedures.

2.2 Non-Discrimination

The City of St. Ignace maintains a policy of non-discrimination on the basis of race, creed, color, religion, sex, sexual orientation, civil union status, gender identity, age, national origin, marital status, veteran status, disability, or handicap which can be reasonably accommodated without undue hardship, genetic information, height, weight, or any other classification protected by federal, state, or local law or regulation.

All City representatives, including employees, volunteers, contractors, vendors, and elected and appointed officials are encouraged to report any instance of alleged discrimination or illegal harassment. All inquiries and reports of discrimination should be directed to the City.

The City is committed to creating an environment where all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including illegal harassment. The City will not tolerate discrimination or illegal harassment of or by any City representative towards anyone, including any employee, volunteer, contractor, vendor, elected, or appointed official, or member of the public.

Individuals who feel they have been subject to discrimination or illegal harassment as prohibited above should file a complaint pursuant to the City's Anti-Harassment Policy Complaint Procedure, herein.

2.3 Anti-Harassment Policy

The City of St. Ignace is committed to maintaining a workplace free from illegal harassment (sexual or otherwise) or intimidation of any employee, volunteer, contractor, vendor, or elected or appointed official, male, female, or otherwise. The City does not accept, condone, or tolerate actions of harassment on the

basis of race, creed, color, religion, sex, sexual orientation, civil union status, gender identity, expression of national origin, age, marital, or political status, veteran status, disability or handicap, genetic information, height, weight or any other classification protected by federal, state, or local law.

Illegal harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's race, creed, color, religion, sex, sexual orientation, civil union status, gender identity, age, national origin, marital status, veteran status, disability or handicap which can be reasonably accommodated without undue hardship, genetic information, height, weight, or any other classification protected by federal, state, or local law or regulation. Harassment involves behavior that is personally offensive, fails to respect the rights of others, lowers morale, and interferes with work effectiveness. Harassment may take different forms. Whatever form it takes, harassment is insulting and demeaning to the recipient and will not be tolerated by the City of St. Ignace.

The City of St. Ignace will not tolerate harassing conduct that unreasonably interferes with an individual's work performance or that creates an intimidating, hostile, or offensive working environment.

Acceptability

City officials, appointees, managers, supervisors, employees, volunteers, outside contractors, and vendors alike must comply with this policy and take appropriate measures to ensure that such conduct does not occur. This policy does not apply to actions between City Council members as part of the political process.

Sexual Harassment

One type of harassment is sexual harassment. The City of St. Ignace prohibits sexual harassment in any form. Sexual Harassment of employees by a City employee or City Council member is also prohibited. Such conduct shall result in appropriate action, including termination of all business relationships and volunteer status, where appropriate.

Sexual Harassment Definition

Sexual harassment is unwelcome, unsolicited conduct of a sexual nature or because of one's sex, which an individual reasonably regards as undesirable or offensive. It includes unwelcome sexual advances, requests for sexual favors, and any other conduct of a physical, verbal, or nonverbal nature where:

- a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining a business or volunteer relationship with the City, or
- b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's status with the City; or

- c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's status, or creating an intimidating, hostile, or offensive environment.

Unwelcome sexual advances toward non-employees such as requests for sexual favors and other verbal, physical, or visual conduct of a sexual nature constitute harassment when:

- a) Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
- b) Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile, or offensive environment.

Individuals who believe that they have been subject to illegal harassment should report the incident directly to the City Manager. Individuals should complete a written complaint. The complaining party should specify the name of the alleged harasser and any and all witnesses to such alleged harassment.

Any individual uncomfortable reporting an incident to the City Manager should feel free to go to any City of St. Ignace Council Member that he or she feels most comfortable to relay the problem to the City Council. Under no circumstance shall an employee be required to make a report of harassment to the person he/she is accusing of harassment.

It is recommended, but not required; that an individual who believes that he/she has been subjected to harassment should confront his/her harasser and make clear that such behavior is not welcome. If this is not practical, or if the individual does not feel comfortable with this avenue of redress, the complaint may be brought directly to the City Manager or other person as set forth above.

The City of St. Ignace encourages individuals who witness conduct which they believe violates the City's *Anti-Harassment Policy* to report the violation pursuant to this complaint procedure. All supervisory personnel are required to ensure adherence to and compliance with this policy.

The City of St. Ignace encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. Any complaint should be reported within 120 days to be considered current. Nevertheless, due to the sensitive nature of these problems, all complaints will be investigated, regardless of when they are filed.

Investigation Procedure

The City of St. Ignace shall conduct an investigation into all complaints of illegal harassment to determine the merits of the allegations. The City shall designate an objective investigator to determine the validity of any complaint. The objective investigator may include the City Manager, a City Council Member, or any third-party deemed appropriate. The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved.

- a) The investigation will, at a minimum, include an interview with the complaining party and the accused. In all cases, the alleged harasser must be notified of the filing of a complaint.
- b) All City representatives have a responsibility to cooperate fully with the investigation of the alleged harassment. Although the extent of each investigation will vary, discretion and cooperation are crucial at all levels.
- c) In the event that the City determines the complaint to be intentionally dishonest, appropriate action may be taken against the individual who caused the complaint to be filed.

Privacy

To the extent possible, and to the extent allowed by the Freedom of Information Act or other applicable law, all persons involved in a harassment complaint will be given the utmost protection or privacy. Specifically, the City will strive, both during and after the investigation, to maintain confidentiality to the fullest extent possible, including confidentiality of the identities of all persons involved or alleged to be involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any individual who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate action.

Retaliation Prohibited

The City of St. Ignace encourages victims of harassment to bring their complaints to management. No reprisals or retaliation will be tolerated as a result of good faith reporting of harassment. It is a violation of this policy for any personnel to retaliate against another because he or she filed a complaint or otherwise participated in the complaint procedure.

The work environment shall be closely monitored for any forms of retaliation once an allegation has been made. Any retaliatory conduct or recurrence of the offensive behavior should be reported immediately to the City Council. Any individual with questions regarding the City's *Anti-Harassment Policy* may contact the City Manager's Office at (906)-643-9671.

2.4 Confidentiality

Except in regard to the performance of your normal job duties, all information regarding the affairs of community members and City business shall be kept in strict confidence. Examples of inappropriate sharing include sharing tax account status, water shut-off notices, and the general affairs of community members with others who do not have a legitimate business reason to know such information. A typical example of inappropriate sharing would be to inform a friend of a water shut-off notice of someone they know. The City holds many public documents and information, but as City employees you are not expected to disclose these informally or discuss them as common knowledge. You should not access documents that are not in relation to your specific job duties. All requests for non-routine information

which are not normally provided in the course of your job duties from any non-employee should be sent to your Department Head for response

2.5 Complaint Policy

To foster sound relations through communication and the reconciliation of problems, the City of St. Ignace provides employees, volunteers, contractors, vendors, and elected and appointed officials with an established procedure for expressing City-related concerns. If your complaint is one of discrimination or harassment, please go to the policies on *Non-Discrimination* and *Anti-Harassment* and follow the procedures noted therein.

In situations where a complaint is filed, the following steps should be taken:

1. If the individual believes that he/she has a legitimate City-related complaint, the individual is encouraged to first attempt to resolve the issue(s) through discussions with the City Manager and/or the individual in charge of the complainant's work for the City.
2. If the situation is not satisfactorily settled verbally within 48 hours from the time the complaint is discussed pursuant to Step 1, barring extenuating circumstances, the individual may meet with a City Council Member.

The City of St. Ignace will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible and allowable under applicable law.

2.6 Americans with Disabilities Act Policy Statement

The City of St. Ignace is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA") and the Michigan Persons with Disabilities Civil Rights Act. It is the City of St. Ignace's policy not to discriminate against any individual based on the individual's disability, perceived disability, or handicap so long as the individual can perform the essential functions of his/her position with the City with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the City will provide reasonable accommodations to individuals with a disability to allow them to perform their position. Accommodations will be made to individuals who have made the City aware of his or her disability or handicap, provided that such accommodation is reasonable and does not constitute an undue hardship on the City.

2.7 Smoking Policy

The Michigan Legislature has declared that in all governmental buildings, the rights of non-smokers to breathe clean air supersede the rights of smokers. In accordance with State Law, the City has adopted a

smoke-free policy for all buildings. The City of St. Ignace facilities shall be smoke-free, and no one will be permitted to smoke anywhere in City buildings.

Smoking is permitted outside City buildings, so long as the smoker is at least 10 feet from the entrance of the building. This policy shall be strictly enforced.

2.8 Gifts and Favors

Gifts and gratuities (with a value of \$25 or more) may be seen as a bribe or kickback, and so should not be given or accepted. Employees shall not accept loans, gifts of money or goods, services, or any other proffered arrangements for personal benefit under any circumstance directly or indirectly involving possible influence or appearance of influence upon the manner in which they perform work, make decisions, or otherwise discharge their duties as a City employee.

2.9 Non-Nepotism Policy

Section 5.14 of the City Charter excludes certain family members of the City Council and City Manager's family from City employment. Furthermore, applicants must disclose any known immediate family member currently in the City's employ.

Employees may not be hired, promoted into, demoted into, or transferred into a position in which an immediate family member is currently employed without express approval from the City Manager. For the purpose of this policy, immediate family includes spouse, parent, child, sibling, half-sibling, grandparent, grandchild, step-relative, or spouse's immediate family as defined herein.

2.10 Conflict of Interest Statement

The City of St. Ignace conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations. Employees, volunteers, contractors, vendors, and elected and appointed officials must conduct business according to the highest ethical standards of public service.

The City recognizes the right of individuals associated with the City to engage in outside activities that are private in nature and unrelated to municipal business. However, business dealings that create or appear to create a conflict between the individual and the municipality's interests may be unlawful.

A potential or actual conflict of interest occurs whenever an employee or an elected or appointed official is in a position to influence a municipal decision that may result in a personal gain for the individual or an immediate relative including a spouse or significant other, child, parent, stepchild, siblings, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in the individual's household. All employees and elected and appointed officials are required to disclose possible conflicts so that the municipality may assess and prevent potential conflicts.

If there are any questions about whether an action or proposed course of conduct would create a conflict of interest, immediately contact the City to obtain clarification.

2.11 Political Activity

It shall be declared policy of the City of St. Ignace to appoint or hire all employees, volunteers, contractors, and vendors without regard to political considerations. No City employee, volunteer, contractor, vendor, elected or appointed official shall directly or indirectly use or seek to use his/her authority for contributions for political campaign purposes, or engage in political activities while working for or representing the City.

2.12 Use of City Property

No property belonging to the City may be borrowed for personal use by employees or any other individuals. Any City property provided to an employee for use while a City employee must be returned upon termination of employment.

City property should not be used for private or unauthorized purposes. Employees shall not dispose of City property including sale, auction, or disposal without the approval of the City Manager. Employees shall be responsible for the proper care and use of City property and shall report promptly any malfunction so that repairs may be made.

2.13 Use of City Keys/Keycards

It is the intent of the City of St. Ignace to provide maximum security to City employees as well as to protect the physical assets of the City. The City Council, therefore, sets forth this policy on the distribution of keys and keycards which access City property and/or equipment.

Each department head will be responsible for distributing keys/keycards to City employees, maintaining proper records of when an employee received, returned, and/or lost keys/keycards, training said employees in the rules, policies, and procedures as they pertain to the possession of City keys/keycards and recover keys/keycards from employees who may become terminated, retire or otherwise leave the employment of the City.

The employee will be responsible for maintaining control of said keys/keycards at all times. At no time shall an employee lend, borrow or copy a City key/keycard. Violation of this rule may result in disciplinary action up to and including termination of employment.

If an employee loses his/her key/keycard, they shall report the loss of the key/keycard to his/her immediate supervisor within 48 hours of the discovery of the loss. The department head will be responsible for determining the level of security breached by the loss of City keys/keycards and will

report to the City Manager recommended security procedures required to maintain the safety of City employees and the protection of City assets. Repeated loss of keys/keycards may be used in performing employee evaluations and could lead to disciplinary action including termination of employment.

If an employee shall terminate employment with the City of St. Ignace, his/her final paycheck shall be withheld until all keys/keycards are returned to the appropriate department head. If the key(s)/keycard(s) is not available, the cost of replacing said key(s)/keycard(s), replacing locks and other necessary security measures will be deducted from the employee's final paycheck.

2.14 Use of Personal Property

Employees shall not use their personal property for any City business unless specifically authorized by the City Manager. The City shall not be liable for any loss incurred to an employee's personal property unless use of the property for City business has been authorized in writing prior to the date of loss.

2.15 Personal Appearance & Conduct Policy

As public servants, it is important to project a professional image while at work. City of St. Ignace employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

The City of St. Ignace is confident that employees will use their best judgment regarding attire and appearance. However, management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in some cases may be sent home to change clothes.

Examples of unprofessional attire include, but are not limited to:

- Sweatpants, leggings, yoga pants, exercise wear (spandex), shorts (with a length of less than 9 inches), and any pants or jeans that are worn or that have tears or holes.
- Beachwear, crop tops, clothing showing midriff, tops with spaghetti straps, and cutoff t-shirts.
- Any clothing with a printed message; slogan; political message/endorsement; or picture, or art depicting drugs, alcohol, sex, weapons, violence, or anything that is obscene, disrespectful, or offensive.

In keeping with appropriate attire and grooming, the City of St. Ignace allows reasonable self-expression through personal appearance unless it conflicts with an employee's ability to perform his or her position effectively or it is regarded as offensive or harassing towards co-workers, residents, or others with whom the City conducts business.

The City of St. Ignace permits employees to wear jewelry or to display tattoos at the workplace with the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with an employee's job or work environment include:

- Personal safety to self or others.
- Productivity or performant expectations.
- Offensiveness to co-workers, customers, residents, vendors, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Customer, resident, or employee complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the conflict.

Employees shall also refrain from conduct that will reflect adversely on their personal reputation and/or that of the City.

2.16 Telecommuting Policy

Purpose

Telecommuting allows employees to work at home, on the road, or in a satellite location for all or part of their workweek. The City considers telecommuting a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting is not an entitlement, it is not a city-wide benefit, and it in no way changes the terms and conditions of employment with the City of St. Ignace.

In the event of an emergency such as a weather disaster or pandemic, the City may require employees to temporarily work from home to comply with executive orders and/or ensure business continuity.

Scope

This policy applies to all City of St. Ignace employees whose position with the City has job responsibilities that are appropriate for a telecommuting arrangement and can be performed from a home office environment. Telecommuting may be appropriate for some employees and jobs but not for others.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Procedure

When it is mutually beneficial to the City and the employee and approved by the employees' direct supervisor, the City of St. Ignace may approve the option to work remotely. Final approval shall be

granted by the employees' Supervisor and the City Manager. Employees and managers should make preparations in advance to allow for remote work in emergency circumstances. This may include appropriate equipment needs, such as hardware, software, phone, and data lines. Equipment supplied by the City will be maintained by the City. If deemed appropriate by the organization, equipment provided by the employee will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

The employee's Supervisor and City Manager are available to review equipment needs and provide support to employees in advance of telework situations.

The employee will establish an appropriate, designated work environment within his or her home for work purposes. The City will not be responsible for costs associated with the employee's home office setup, such as remodeling, furniture, lighting, or repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary City and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are usually covered by the City's workers' compensation policy.

Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members before entering a trial period.

Time Worked

All telecommuting employees will be required to accurately record all hours worked using the City's time-keeping system (see section 11.5). For non-exempt personnel, hours worked more than those scheduled per day, and per workweek requires the employee's supervisor's advance approval. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

While telecommuting, employees shall:

- Remain accessible at any time during their work schedule
- Check in with their supervisor to discuss their status and open issues

- Be available for teleconferences, phone calls, and meetings as scheduled
- Be available to come into the office if a business need arises
- Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at the employee's regular work location
- Employee's duties, obligations, job responsibilities, and standards of performance remain the same as when working at the regular work location
- The supervisor reserves the right to assign work as necessary at any time
- Work regularly or usually scheduled hours unless a different schedule has been preapproved by the employee's supervisor and the City Manager.

Employees should not assume any specified period of time for telework arrangements, and the City may require employees to return to regular, in-office work at any time. Failure to comply with these requirements may result in disciplinary action up to and including discharge from employment and/or loss of telecommuting privileges.

3. Safety Policy

The City of St. Ignace will provide a safe and healthy work environment and shall comply with the Michigan Occupational Safety and Health Act (MIOSHA Act 154 of 1974, as amended). The City is equally concerned about the safety of the public. Employees, volunteers, contractors, vendors, and elected and appointed officials are responsible for observing safety rules. Any occupational or public unsafe condition, practice, procedure, or act must be immediately reported to the City. Any on-the-job accident or accident involving City facilities, equipment, or motor vehicles must also be immediately reported.

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all federal, state, and local safety and health regulations and City standards, and with any special safety concerns for use in a particular area.

3.1 Right to Know

The City of St. Ignace adheres to all applicable MIOSHA, federal, state, and local regulations concerning workplace safety. City employees shall be informed of what hazardous substances are in the workplace. Employees who have concerns regarding the City's workplace safety guidelines are encouraged to contact the City Manager.

3.2 Alcohol-Free & Drug-Free Policy

The City of St. Ignace has a vital interest in maintaining a safe, healthy, and efficient environment. Being under the influence of drugs or alcohol on City premises or while on City business poses a serious safety and health risk to the user and to those who work or come in contact with the user. Accordingly, the use, sale, purchase, transfer, possession, or being under the influence of illegal drugs or alcohol on City premises poses unacceptable risks for safe, healthy, and efficient operations.

The City further expresses its intent, through this policy, to comply with federal, state, and local rules, regulations, and/or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

All employees, volunteers, contractors, vendors, and elected and appointed officials are required to abide by the terms of this policy and to notify the City of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to adhere to this policy may result in discipline or other action, including where appropriate, termination of the relationship with the City.

Authorized Use of Prescribed Medication

Any individual undergoing prescribed medical treatment with any drug that may impair his/her ability to perform his/her position without posing a safety risk to himself/herself or others must report this treatment to the individual who is required to maintain the confidentiality of any information regarding an employee's medical condition(s) in accordance with the Health Insurance Portability and Protection Act (HIPPA).

Exceptions

The policy and procedures set forth herein do not supersede the policy and procedures established by the governing body regarding the use and consumption of alcoholic beverages in any municipal building, park, and/or recreational facility as it pertains to an activity or affair either sponsored by the City or an outside organization using City facilities. Such activities or affairs must have the prior approval of the City. In such cases, the dispensing and consuming of any alcoholic beverage shall be in total compliance with federal, state, and local laws.

3.3 Violence in the Workplace

The City of St. Ignace maintains the policy that any violent acts or threats of the same, made by any employee, volunteer, contractor, vendor, or elected or appointed official against another person's life, health, well-being, and family or property or for the purpose of intimidation, are entirely unacceptable and cause for immediate action, including, where appropriate, termination of the relationship with the City.

This policy applies to any threats made on City property, at City events, or under other circumstances that may negatively affect the City's ability to conduct business. Such acts or threats of violence, whether made directly, indirectly, by words, gestures, or symbols, infringe upon the City's right or obligation to provide a safe workplace. Any individual who believes that he or she has been the target of violence or threats of violence or intimidation, or has witnessed or otherwise learned of violent conduct by another in the capacity described above, shall contact the City Manager immediately.

Prohibited Conduct

This list of behaviors, while not all-inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or intimidating behavior that creates a reasonable fear of injury or loss to another person or to personal property or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another;
- Actual or feigned possession of a weapon while on City property or while on City business;
- Committing acts motivated by, or related to, harassment or domestic violence.

Reporting Procedures

Any potentially dangerous situations must be reported immediately to the City Manager or a City Council member. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis, in compliance with applicable law. The City of St. Ignace will actively intervene at any indication of a possible hostile or violent situation.

Enforcement

Threats, threatening or intimidating conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any individual determined to have committed such acts will be subject to immediate discipline or other action, including, where appropriate, termination of the relationship with the City. Individuals engaged in violent acts on City premises will also be reported to the proper authorities.

3.4 Seat Belt Policy

Employees are required to wear seat belts during any activity performed as a part of their employment with the City. This requirement includes the wearing of seat belts while driving a personal vehicle while on City business.

4. Technology Use

4.1 Email and Internet Code of Conduct Policy

Access to the Internet may be provided to employees, volunteers, contractors, vendors, and elected and appointed officials for the benefit of the City and its residents. All such Internet users have a responsibility to maintain and enhance the City's public image and to use the Internet in a productive manner. All IT questions/issues shall be directed to the City Manager's office. To ensure that all Internet users are protecting the City's public image, the following guidelines have been established for using the Internet.

Confidentiality, Privacy, and Monitoring

All City computer systems, including email and Internet connections, are the property of the City of St. Ignace. All documents, information, and data created, stored, and/or copied to the City's computer system are the property of the City of St. Ignace and may not be copied or in any form transmitted to any third party, other than in the ordinary course of business on behalf of the City. Anyone using the City's computer systems is cautioned that email and Internet systems do not provide complete confidentiality and no City Internet user has any right to privacy when they use City systems. The City of St. Ignace has the right to access, monitor, and disclose the contents of any file or electronic message composed, sent, received, or viewed on City computer systems, including but not limited to breaches of security, violations of City policy, or other misuses.

Each individual elected or appointed to any board, committee, or commission in the City understands that the use of personal email accounts to engage in City business may result in those personal accounts being subject to the provisions of the Freedom of Information Act (FOIA) (MCL 15.231 & 15.246) and/or other statutes pertaining to access to government records.

Acceptable Uses of the Internet

Individuals accessing the City's Internet systems are representing the City of St. Ignace. All communications should be for professional reasons. Users are responsible for seeing that the Internet is

used in an effective, ethical, and lawful manner. Databases may be accessed for information as needed for City business. Email may be used for business contacts.

Unacceptable Uses of the Internet

The internet should not be used for the personal gain or advancement of individual views. Solicitation on non-City business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the City of St. Ignace network or the networks of other users.

Email Communications

All City of St. Ignace Internet users are responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. Users may not attempt to obscure the origin of any message. A generic signature of name, title, and contact number should be included in all email communications. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the system.

Notwithstanding the City's right to read and retrieve any electronic mail message, such messages should otherwise be treated as confidential to the extent allowed by law and accessed only by the intended recipient. Users are not authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive prior approval from the City. Users shall not otherwise attempt to gain access to another user's messages without the latter's permission. All computer passwords and login names must be submitted to the City at the City's request.

Work Product Ownership

The City of St. Ignace retains legal ownership of the work product of all elected and appointed officials and all employees and volunteers. Work product includes:

- Written and electronic documents;
- Audio and video recordings;
- System code;
- Any concepts, ideas, or other intellectual property developed for the City regardless of whether the intellectual property is actually used by the City.

No work product created while an individual is elected or appointed to office in or employed by or volunteering for the City of St. Ignace can be claimed, construed, or presented as the individual's property, even after the individual's relationship with the City is terminated or the relevant project

completed. If any individual requests the use of a document created by them, the release of said document shall be with the written authorization of the City.

Software

To prevent computer viruses from being transmitted through the system, the unauthorized downloading of any software is prohibited. All software downloads shall be done in coordination with someone designated to do so on behalf of the City.

Copyright Issues

Copyrighted materials belonging to entities may not be transmitted on the Internet. One copy of the copyrighted material may be downloaded for an individual's own personal use in research. Users are not permitted to copy, transfer, rename, and/or delete information or programs belonging to other uses unless given express written permission to do so by the owner. Failure to observe agreements may result in legal action by the copyright owner.

Security

All messages created, sent, or retrieved over the City's Internet systems are the property of the City of St. Ignace. The City reserves the right to access and monitor all messages and files on its computer system as deemed necessary and appropriate. The confidentiality of any messages should not be assumed. Even when a message is erased, it is possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All communications, including text and images, can be disclosed to law enforcement or other third parties without the prior consent of the sender or the receiver.

Computer documents, including email and instant messages, are considered City documents and may be disclosed under the Michigan Freedom of Information Act (MCL 15.231-15.246).

Violations

Violations of any guidelines listed above shall be presented to the City Manager. If necessary, the City of St. Ignace will advise appropriate legal officials of the violations.

4.2 City Phone Policy

Employees shall observe the rules of telephone courtesy in receiving and placing calls. Employees are permitted to use City telephones for personal reasons only in cases of absolute necessity. This is a

privilege and not a right and may be withdrawn by the City if abused through excessive use, or if telephoning causes interference with work duties. Employees shall discourage persons from telephoning them at work.

4.3 Cell Phone Policy

This policy outlines the use of personal cell phones at work, the personal use of City cell phones, and the safe use of cell phones by employees while driving.

Personal Cellular Use

While at work employees are expected to exercise the same discretion in using personal cell phones as is expected for use of City phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employees' productivity and be distracting to others. A reasonable standard the City of St. Ignace encourages is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the City's policy. Flexibility will be provided in circumstances demanding immediate attention.

The City will not be liable for the loss of personal cellular phones brought into the workplace.

Personal Use of City Provided Cellular Phones

The City of St. Ignace does not currently issue City provided cellular phones. However, where job or business needs demand immediate access to an employee, the City may utilize a Bring-Your-Own-Device policy for work-related communications, and be provided a stipend to cover the costs.

Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving, and who are issued a cell phone for business use, are expected to refrain from using their phone while driving, except with the use of a hands-free device.

Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from discussion of complicated or emotional discussions, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill City needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to the highest forms of discipline, including termination.

Special Responsibilities for Managerial Staff

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

4.4 Social Media

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, the City of St. Ignace employees may at times use social media tools to reach a broader audience and to further the goals of the City and the mission of its departments, as well as personal use.

The City has an overriding interest and expectation in deciding what is “spoken” on behalf of the City on social media sites and said about the City of St. Ignace and its employees, by City employees. This policy establishes guidelines for the use of social media.

Social media can take many different forms, including but not limited to:

- 1) Internet forums
- 2) Blogs: Blogger, LiveJournal, TypePad, etc.
- 3) Wikis: Wikipedia, etc.
- 4) Podcasts, including radio and television shows
- 5) Communication tools such as Twitter, Instagram, Snapchat, etc.
- 6) Social networking: Facebook, LinkedIn, etc.
- 7) Events: Upcoming, Eventful, Meetup.com, etc.
- 8) Social Bookmarking: Delicious, StumbleUpon, Google Reader, etc.
- 9) Social news: Digg, Mixx, Reddit, etc.
- 10) Photo sharing: Flickr, Zoomr, Picasa, etc.
- 11) Video sharing: YouTube, TikTok, Vimeo, etc.
- 12) Audio and Music Sharing

For purposes of this policy, “social media” is understood to be content created by individuals, using accessible expandable, and upgradeable publishing technologies, through and on the Internet. For

purposes of this policy, “comments” include statements made, information, articles, pictures, videos, or any other form of communicative contact posted on a St. Ignace social media site or as online posts by any City employee on their own or someone else’s web blog, journal, or diary, personal website, social networking, web bulletin board or a chat room, whether or not associated with the City of St. Ignace.

Responsibilities

The establishment and use by any City Department of City social media sites is subject to approval by the City Manager.

City of St. Ignace employees must report unauthorized uses of City social media or City social media accounts to their supervisor or other appropriate City leadership.

Retaliation is Prohibited

The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Policies

As a St. Ignace employee, you are accountable for comments made about City Representatives (including other employees, elected or appointed officials, and volunteers), City products, services, and operations, whether in person, on the phone, on the radio, on television, in print, or online. Before posting information online that relates in any way to the City or its representatives, please review and become familiar with the following guidelines.

- 1) Think before you send or speak. Always remember to think about what you plan to say, and how you plan to say it, before composing information and sending it out. Once it is out there, or you say it, it is nearly impossible to take it back. Even deleted postings can be searched or discovered.
- 2) Make clear comments and posts are made by you as an individual, not by you as an employee of the City. This does not excuse you from potentially violating Section IV, Prohibited Topics, of this Social Media Policy.
- 3) Keep confidential information confidential. Any statements, whether made online or offline or through images, videos, or sound files, related to or referencing the City’s products, services, operations, customers, vendors, or other employees or appointees, regardless of the media or form used, must strictly comply with the City’s practices, policies, procedures. See Section IV, Prohibited Topics, below. Keep any Internet-based conversation about the City focused on publicly known information. When in doubt, consult with a City Official before sending.

- 4) Be constructive, provide appropriate context, and think about the impact of your comments on the City's customers, vendors, other employees, appointees, managers, City Council, and residents. Be thoughtful about what you share and how you share it.
- 5) Be respectful. Respect for others is mandatory. Do not use ethnic slurs, personal insults, defamatory attacks, obscenities, or engage in any conduct that would not be acceptable in the workplace.
- 6) No privacy exists. Be cognizant that once posted on the Internet, even the most obscure information can be found.
- 7) Individuals can be held legally accountable for comments deemed to be defamatory, slanderous, libelous, obscene, or proprietary, whether they pertain to the City, another organization, or an individual person.

Prohibited Topics

In order to maintain the City's reputation and legal standing, the following subjects may not be discussed by City employees in any form of social media:

- 1) City confidential and proprietary information;
- 2) Confidential and proprietary information of clients, co-workers, partners, vendors, and suppliers;
- 3) City intellectual property such as drawings, designs, software, ideas, and innovations;
- 4) Disparagement of the City's executive leadership, including City Council and administration, all City employees, elected and appointed board, commission, and committee members, contractors, volunteers, and all other recognized City Representatives;
- 5) Disparagement of City's or customer's products, services, strategy, and business prospects;
- 6) Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct;
- 7) Explicit sexual references, obscenity, or profanity;
- 8) Disparagement of any race, religion, gender, gender identification, sexual orientation, disability, or national origin;
- 9) Current topics and information which are exempt from disclosure as provided under the Michigan Open Meetings Act and Freedom of Information Act.

Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by speaking with management than by posting complaints to a social media outlet.

City of St. Ignace Social Media Operations

City employees must be assigned administrators of the City of St. Ignace's social media page in order to post, comment, or respond as the City of St. Ignace. If a response on social media is necessary, it

may only be in the form of contact information to City Hall, instructions to the City Website, or pertinent information relating to the post. Argumentative responses towards resident comments will not be permitted. The City of St. Ignace will not be required to respond or post outside of City Hall hours (Monday-Friday, 8:00 AM-5:00 PM).

Using Social Media at Work

Refrain from using social media while on work time or on equipment the City provides unless it is work-related as authorized by your Department Head and consistent with City policies. Posting information or responding to other people's posts is prohibited during work hours. Do not use a City email address to register on social networks, blogs, or other online tools utilized for personal use. Remember that all Internet usage is easily traceable.

Media Contacts

No City employee shall speak to the media on behalf of the City unless they were already approved or have received the permission of the City Manager. All media inquiries of a department should be directed to the City Manager's Office. If you have questions or need further guidance, please contact your Department Head or the City manager.

Political Activity

City employees may neither use their City position for any political purpose nor engage in political activities during work hours. Banned political activities during working hours include wearing political buttons, soliciting political contributions, displaying political posters on City vehicles or City property, signing petitions, or distributing political materials. Banned political activities outside of work hours include using your position in support of candidates, issues, and petitions, as well as wearing a City uniform or markings inappropriately indicating the City was in support of such political activities.

Employees' First Amendment Rights

Employees of St. Ignace do not waive their First Amendment rights simply by being an employee of the City. However, the United States Supreme Court has ruled that municipal employers have the right to limit or discipline the speech of their employees. Here are some guidelines regarding employees' First Amendment rights:

- 1) Employees are only protected by the First Amendment when they are speaking as private citizens. If their speech is part of their official job duties, then they can be terminated or disciplined for such speech.
- 2) If an employee speaks as a private citizen, was the speech regarding a matter of public concern? If the employee was not speaking on a matter of public concern, the First Amendment will not protect their speech.

- a) Speech is considered a matter of public concern if it relates to a social, political, or community issue. The content, form, and context of a given statement will determine whether the speech relates to a public concern.
- 3) If an employee was speaking as a private citizen on a matter of public concern, the City may still restrict such speech if the City's interest in efficiently fulfilling its public services is greater than the employee's interest in speaking freely.

The above does not excuse you from potentially violating Section IV, Prohibited Topics, of this Social Media Policy. As you can see, the First Amendment issues can be complicated. If you have any concerns that your speech may violate this Policy, please consult the City Manager and your attorney before posting on social media.

Violations

Violation of this St. Ignace Social Media Policy may result in disciplinary action up to and including termination of employment, depending on the nature and severity of the violation. Innuendo and implication will be treated as direct statements. The City reserves the right to take legal action against any City employee who engaged in prohibited conduct.

Reservations

The City reserves the right to modify this Social Media Policy as needed. This Social Media Policy will be posted on the City's website, and copies will be made available to the public at the City offices.

Customer Use Policy

The City of St. Ignace engages customers through many digital outlets including www.cityofstignace.com. Communicating with the City through social media enables citizens to connect and communicate with the City in a direct and meaningful way. It should be noted that retweets, favorites, likes, or shares are not official endorsements and may not represent the views and beliefs of the City of St. Ignace.

As a public entity, the City of St. Ignace must abide by certain standards to serve all its constituents in a civil and unbiased manner. Please be aware that when engaging with the City of St. Ignace through its website or over social media, you are agreeing to the following:

Commenting on a City of St. Ignace Social Media Page

The City of St. Ignace shares information, images, and videos with the public through its official website and external social media accounts. Comments made by the public to these sites are reviewed and, while they will not be edited by City personnel, they may be deleted if they violate the comments policy described here.

Comments should be related to topics on the City's social media pages or posts. The City of St. Ignace's social media accounts are not meant for comments that do not directly relate to the purpose or topic of the social media website or for service requests.

Comments are the opinion of the poster only and the publication of comments does not imply endorsement or agreement by the City of St. Ignace.

It is important to note that the City of St. Ignace does not officially respond to inquiries or messages on social media. For general comments or communications concerning the City of St. Ignace please contact City Hall.

You are subject to the Terms of Service (TOS) of the host site. Information (photos, videos, etc.) you share with or post to the official City of St. Ignace pages is also subject to the TOS of the host site and may be used by the owners of the host site for their own purposes. For more information, consult the host website's TOS.

St. Ignace social media accounts are not open to comments promoting or opposing any person campaigning for election to a political office or promotion or advertisement of a business or commercial transaction.

The use of obscene, threatening, or harassing language is prohibited and comments that include them will be deleted.

Personal attacks of any kind or offensive comments that target or disparage any ethnic, racial, age, or religious group, gender, sexual orientation, or disability status are prohibited and will be deleted.

All comments must be truthful.

Comments shall not contain random or unintelligible text.

Comments shall not compromise the safety or security of the public or public systems.

Users may only post their own, original content. Reproduced or borrowed content that reasonably appears to violate third-party rights will be deleted.

There is no right to privacy on the City of St. Ignace's Facebook page, as the page is a public forum.

The City of St. Ignace reserves the right to block or remove any comments that violate this policy, or are illegal, threatening, or contain defamatory comments.

Comments may be retained by the City of St. Ignace and may be subject to requests under the Michigan Freedom of Information Act (FOIA).

Anonymous postings, or multiple postings by the same user or individual using a fictitious or different name, are not permitted.

The City of St. Ignace reserves the right to ban users that continually violate this Customer Use Policy.

The City Manager and/or their designee is hereby empowered to be the moderator of all comments and posts to the City of St. Ignace's Facebook pages.

All comments posted to any of the City's Facebook sites are bound by Facebook's Statement of Rights and Responsibilities, located at <http://facebook.com/terms.php>, and the City of St. Ignace reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.

This comment policy is subject to amendment or modification at any time.

User-Created Content

Users are welcome to submit or post content, including photographs and videos, to an official City of St. Ignace site where the department allows users to post content and the content meets the standards articulated in this Use Policy.

Questions or Concerns

If you have any questions or concerns regarding the City of St. Ignace's social media activity, the City's social media policy, and/or this Customer Use Policy, you may call the City Manager's Office at (906)-643-9671.

5. Employment

Neither this Handbook nor any other City document or communication, confers any contractual right of employment, either expressed or implied, and does not constitute contractual obligations between the City and employees unless specifically addressed in a formal employment contract or collective bargaining agreement (CBA). Where such documents differ from these policies, the applicable provision(s) of the subject agreement shall govern.

If one or more provisions of this manual are superseded by or become in conflict with a formal employment contract, collective bargaining agreement, insurance plan document, federal, state, or local law, or if a provision is determined by a court of competent jurisdiction to be unenforceable or void, then the balance of the manual shall remain in effect.

5.1 Employee Selection

The City Council is responsible for the selection, employment, and discharge of the City Manager. The City Manager is responsible for the selection, employment, and discharge of all other employees of the City, including outside consultants.

When a vacancy occurs other than that of an elected official, notice of the vacancy will be posted and advertised by such means as deemed appropriate by the City which may include but is not limited to: the City of St. Ignace website, job-posting websites (Indeed, LinkedIn, etc.), the St. Ignace newspaper, etc. The City Council and City Manager reserve the right to determine if a vacancy is to be filled.

The City of St. Ignace will give due consideration to all qualified applicants for a posted vacancy. The City reserves the right to determine that none of the applicants are qualified and/or are not the right fit for the position and seek further applicants.

Employees who leave the City in good standing may be considered for reemployment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position. Supervisors must obtain approval from the City Manager or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals, or any benefits unless approved in advance by the City Manager.

5.2 At-Will Employment

Please note, you are an At-Will employee and nothing in this Handbook or this particular policy shall constitute a contract requiring certain actions be taken before termination, including any step-by-step or progressive discipline procedure. The City of St. Ignace has the right to terminate your employment at any time and for any lawful reason or for no reason with or without rendering counseling, warnings, reprimands, or other forms of discipline. Likewise, you may terminate your employment with the City of St. Ignace at any time and for any reason or for no reason.

If you have questions, suggestions, or concerns about this policy, you should direct them to the City Manager. If you feel uncomfortable discussing your questions, suggestions, or concerns about this policy with the City Manager, you can direct them to the City Council. This section of the Handbook does not apply to elected officials.

Termination of At-Will Employment

The City of St. Ignace hopes that its relationship with its employees is mutually beneficial for both parties. When circumstances occur that make the relationship less than mutually beneficial, the City of St. Ignace or you have the option to terminate the employment relationship.

Whether or not to terminate an employment relationship is at the sole discretion of the City of St. Ignace or you and can be made at any time, with or without warning or notice. No reason is necessary for terminating the employment relationship, and if reason is given, it can be for any reason so long as the reason is not illegal.

The City of St. Ignace may classify terminations as they occur. The following are different termination clarifications:

Resignation

A resignation is when an employee terminates his or her employment on his or her own accord and provides reasonable notice to the City of his or her intent to resign. Reasonable notice is defined as a written notice of intent to resign as an employee 30 days prior to the date of departure.

Employees that provide 30 days' written notice of their resignation may be considered for reemployment with the City of St. Ignace so long as their employment record with the City is satisfactory. Whether or not an employee's record with the City is satisfactory is at the discretion of management.

Layoff

Situations or conditions, economic or otherwise, may require the City of St. Ignace to layoff employees. Employees that are laid off are eligible for rehire at the discretion of management. Rehiring after layoff is not guaranteed.

Who is rehired, and the priority of rehiring, is at the discretion of management and is determined by considering many factors including need, seniority, and length of time unemployed.

Voluntary Termination

Voluntary termination is when an employee terminates his or her employment without notice. For example, employees that do not work when scheduled for three (3) days of work and do not provide reasonable cause for their absenteeism are considered to have voluntarily terminated their employment. Employees that voluntarily terminate their employment are not eligible for rehire.

At its discretion, the City of St. Ignace may rescind any voluntary termination so long as it is determined that the employee acted in good faith and has reasonable cause for not providing notice.

Wrongful Termination or Reporting Abuse

If you believe that you were terminated unfairly, wrongly, in a discriminatory manner, or that your termination constituted abuse, you should report your concerns immediately to the City Council or City Manager. You do not have to confront the person who terminated you to report abuse.

Good faith reports of wrongful termination or abuse will be managed with the attention they deserve, including investigation of the charges.

5.3 Categories of Employment

An employee's category of employment will be established at the time of their initial hire and is subject to change at the sole discretion of the City.

Employees of the City of St. Ignace are categorized as follows:

- Elected Officials – The City recognizes elected officials have specific rights and responsibilities as outlined in state statute. As statutory officers, elected officials are not subject to the same hiring, firing, compensation, or disciplinary processes as other City employees.
- Full-Time Employees are normally scheduled to work forty (40) hours per week. Full-time employees are eligible for the employee benefit programs described in this manual.
- Part-Time Employees are those employees not designated as full-time employees and who are not regularly scheduled for work or who are normally scheduled to work less than 40 hours per week. Part-time employees are not eligible for employee benefit programs.
- Temporary/Seasonal Employees are those employees hired on a temporary basis to work either full-time or part-time which may include: seasonal work, summer work, a special job assignment, or for a specific period of time. Temporary/seasonal employees are not eligible for employee benefit programs.
- Non-Exempt Employees are those Employees who are covered by the minimum wage and overtime provisions of the Fair Labor Standards Act. Non-exempt employees receive overtime pay for work in excess of forty (40) hours per week (or compensatory time) and are usually paid on an hourly basis.
- Exempt Employees are those employees who, by the nature of the work they perform, are exempt from the overtime provisions of the Fair Labor Standards Act and are paid on a salaried basis.
- Represented Employees are those employees who are subject to the terms of a collective bargaining agreement with a Union.
- Non-represented Employees are those employees who are not subject to the terms of any collective bargaining agreement with a Union.

5.4 Job Descriptions

The City of St. Ignace maintains written job descriptions for all full-time and regular part-time positions. Job descriptions include a position title, general description of the position, a determination of whether or

not the position is exempt from overtime payment, a list of the position's essential functions, and a required and desired list of licenses, certifications, education, and experience. The City Manager periodically reviews the job descriptions and reserves the right to update them from time to time as necessary to preserve effective and efficient City operations.

5.5 Trial Period

Up to the first six (6) months of employment is considered to be a trial period. You are encouraged to ask questions and seek additional help during this period to better understand your job expectations, policies, procedures, and goals associated with your role and the City.

Consistent with At-Will status, trial periods are also a time for an employee to decide whether to continue to work for the City and for the City to determine if the employee is the right fit and can provide the level of performance required for the City.

5.6 Supplemental Employment

Employees may engage in outside employment in accordance with the following limitations. In no case shall outside employment conflict with or impair work responsibilities to the City. Outside employment is defined as any paid employment a City employee participates in outside of their City work responsibilities. Approval shall be reviewed at least on an annual basis by the City Manager.

Any full-time employee desiring to participate in outside employment must obtain written permission from the City Manager prior to beginning the outside employment. Unless granted expressed written permission from the City Manager, a City employee shall not be allowed to engage in any outside employment while on a paid or unpaid leave of absence from the City where benefits may be maintained.

Employees engaged in outside or supplemental employment shall:

- Not use City facilities as a source of referral for private customers or clients.
- Not be engaged in outside employment during the employee's regularly scheduled working hours for the City.
- Not use the name of the City or any City agency as a reference or credential in advertising or soliciting customers or clients.
- Not use any City supplies, facilities, staff, or equipment, including computers or technology, with any outside employment or private practice.
- Maintain a clear separation of outside or supplemental employment from activities performed for the City.
- Not cause any incompatibility, conflict of interest, or any possible appearance of a conflict of interest.

The City shall not be liable, either directly or indirectly, for any activities performed by an employee participating in outside employment. Additionally, the City retains the right to review and change any decision granting a City employee permission to obtain or participate in outside employment while employed by the City.

5.7 Personnel Files

Personnel files are established and maintained by the City on all employees and elected officials. Employee files are maintained by the City Manager's Office in a locked file and are considered confidential. Administrative department heads may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within seven (7) days of the request unless otherwise required under state law. Personnel files are to be reviewed in the City Manager's office, by appointment. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. Employees have a responsibility to keep their personnel records up to date and are to notify the City in writing of any changes in name, address, phone number, marital status (for benefits and tax withholding purposes only), number of dependents, emergency contacts, dependent and beneficiary designations for any of the City's insurance, pension, and deferred compensation plans

Social Security Number Privacy & Protection

The City of St. Ignace values privacy and will take all necessary steps to ensure compliance with the provisions of the Michigan Social Security Number Privacy Act. To protect employee personal information, the City will not use Social Security numbers to identify employees. However, Social Security numbers may be included in job applications and forms sent by mail.

The City will not:

- Publicly post or display employee Social Security numbers;
- Require employees to send their Social Security number over the Internet unless the connection is secure or the Social Security number is encrypted;
- Require employees to use their Social Security number to access an Internet website unless a password or unique personal identification number or another authentication device is also required to access the Internet website;
- Print employee Social Security numbers on any mailed materials, unless state or federal law requires the Social Security number to be on the document that is mailed.

5.8 Causes for Disciplinary Action and Discharge

Reasonable standards of employee conduct are necessary to provide the best possible work environment and the highest quality service for the City and for other employees. Violation of these standards will result in disciplinary action up to and including immediate discharge. These include, but are not limited to:

1. Failure to comply with the explicit requirements of the Personnel Policy Manual or policies, procedures, rules, regulations, and directives of individual departments;
2. Substantiated failure to perform according to the job description and requirements of one's position;
3. Insubordination;
4. Falsification of employment application, or agency records;
5. Willful conduct endangering the welfare of a citizen or of fellow employees;
6. Sexual or other unlawful harassment toward co-workers, superiors, or to the public;
7. Reporting for work under the influence of alcohol, use of or with any detectable amount of alcohol or unlawful drugs in the employee's system during work hours; Use of alcohol or unlawful drugs while on duty or at work is prohibited. This includes while attending City-sponsored training and meetings unless the employee's business is completed for the day.
8. False claims for salary and/or reimbursement for job expenses;
9. Disclosure of confidential information regarding the City or a citizen or employee without proper authorization;
10. Use of City equipment and/or supplies for personal benefit;
11. Refusal to report for physical examination, laboratory tests, or x-rays when reasonably requested by the City;
12. Unauthorized possession of weapons;
13. Sleeping on duty;
14. Gambling on City premises;
15. Use of the employee's position to plan, initiate, participate in, or otherwise aid or assist in the conduct of any unlawful demonstration; rioting or civil disturbance;
16. Participation in connection with the performance of job duties, in any form of picketing, protest, neglect of duty, contractual obligations, or other City policies;
17. Refusal or failure to obey legitimate orders from a supervisor;
18. Unwillingness to submit to the supervisor's authority;
19. Insulting behavior towards a supervisor;
20. Drawing salary for time not actually on duty;
21. Frequent tardiness or absenteeism;
22. Falsification of forms or expense vouchers;
23. Deliberate misuse of equipment or abuse of keys;
24. Negligence or willful damage to property;
25. Conviction of any criminal act the circumstances of which are substantially related to the duties performed;

26. Use of bribery;
27. Loafing, loitering, or engaging in unauthorized personal business;
28. Failure to provide accurate and complete information whenever such information is required by an authorized person;
29. Failure to comply with health, safety, and sanitation requirements, rules, and regulations;
30. Failure to observe the time limits and scheduling of lunch, rest, or wash-up periods;
31. Unauthorized absences;
32. Failure to notify the supervisor promptly of unanticipated absence or tardiness;
33. Unauthorized posting or removing of notices or signs from bulletin boards;
34. Unauthorized entry to City property, including unauthorized entry outside of assigned hours of work or entry to restricted areas;
35. Threatening, attempting, or doing bodily harm to another person;
36. Threatening, intimidating, interfering with, or using abusive language toward others;
37. Making false or malicious statements concerning other employees, supervisors, or the City;
38. Unauthorized solicitation for any purpose;
39. Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard;
40. Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits;
41. Loss of driver's license if required for the position;
42. Failure to exercise good judgment, or being discourteous in dealing with fellow employees, or the general public,
43. Public conduct in violation of the philosophy and mandate of the City of St. Ignace, or other direct action that is in violation of the law.

5.9 Performance Evaluations

The City Manager shall prepare a system for evaluating the work performance of all employees. The primary purpose of the employee performance evaluation is to inform employees on how well they are doing their work and how they can improve their work performance. This process will include both annual evaluations (conducted in December in alignment with the end of the calendar year) and regular feedback from supervisors and managers.

5.10 Progressive Disciplinary Policy

The City of St. Ignace wants every employee to contribute and grow while at the City. When an employee's actions or inactions detract from the success of the City of St. Ignace, the City may invoke disciplinary measures. Whether or not disciplinary measures are invoked is at the sole discretion of management. Below are some of the disciplinary measures management has the option to choose from when it believes discipline is necessary.

Please note that management may choose any or none of the steps at its discretion and is not required to follow any step-by-step procedure.

Disciplinary Warning

A disciplinary warning is a form of discipline and notice that you should discontinue some action or take action immediately. For example, should you fail to follow your manager or supervisor's instructions or violate a provision of this Handbook, you may receive a disciplinary warning. More than one disciplinary warning can lead to a reprimand, a negative evaluation, a suspension, or even termination.

Management has the discretion of offering two types of disciplinary warnings: verbal or written. Verbal disciplinary warnings are issued orally from a manager or supervisor. At their discretion, a manager or supervisor can record a verbal warning in writing and place it in your employment file.

Written disciplinary warnings are warnings that are put into writing, signed by the manager or supervisor, and read at a corrective action meeting. Written disciplinary warnings are placed in your employment file for future reference.

Disciplinary warnings are not a prerequisite before issuing a reprimand, suspending your employment, or even terminating your employment.

Reprimand

A reprimand is a form of discipline that is more serious than a disciplinary warning. A reprimand is a written rebuke or admonishment for an action taken or not taken. It is signed by management, acknowledged by you, and is placed in your employment file.

Whether or not a reprimand is issued is at the discretion of management, like all disciplinary actions. No counseling or warning is required on the part of management before a reprimand is issued. Reprimands are reviewed for determining an employee's contribution to the City during evaluations and other important employer decisions.

Suspension Without Pay

At management's discretion, employees may be suspended without pay for a period of time as a consequence of an action taken or not taken. During this time, an employee is not permitted to work for the employer and no wage or salary is provided for the time the employee is suspended.

In addition to suspension without pay, a reprimand is placed in the employee's employment file. Whether or not a suspension without pay is levied is at the discretion of management. No counseling, disciplinary

warning, or other form of discipline is required on the part of management before suspension without pay is issued.

Suspensions without pay are reviewed for determining an employee's contribution to the City during evaluations and other important employer decisions.

Progressive Discipline

Management may discipline an employee in the manner it determines is best and terminate the employment relationship at any time with or without warning or notice and whether or not an employee is or has in the past been progressively disciplined for the same offense.

Even so, it is the desire of the City of St. Ignace to discipline employees in a constructive and progressive manner. If circumstances permit, management has the discretion to follow a progressive discipline process before terminating an employee. An example of a possible progressive discipline process is listed below, subject to the City's discretion and consideration of all relevant factors:

1. Verbal Warning;
2. Written Warning;
3. Reprimand;
4. Suspension Without Pay; and
5. Termination.

Reporting Unfair Discipline

If you believe that you are being disciplined unfairly or wrongly in a discriminatory, or that your discipline constitutes abuse, including abuse of power, you should report your concerns immediately to the City Manager. You do not have to confront the person who has disciplined you to report unfair discipline.

Good faith reports of abuse of discipline will be managed with the attention they deserve, including investigation of the charges. False reports of abuse can lead to more discipline, including termination. If you do not feel comfortable reporting as listed above, or if you did report and are not satisfied with the response, then you should direct your report to the City Council.

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experienced what you believe is unfair discipline, you must make a reasonable effort to make the wrong known as soon as you experience or discover it, or soon after. Discussing or reporting acts of unfair discipline to any person not listed above does not constitute a report.

6. Hours of Work

The regular hours of all City employees shall be determined by the City Manager. The normal workweek for full-time employees shall be forty (40) hours and the normal workday shall consist of eight (8) hours, including meal and break periods. Nothing contained herein shall be construed to constitute a guarantee of any particular number of hours of work. The City reserves the right to change the normal workweek and hours of work to best fit the needed operation conditions.

6.1 Work Schedule

The work schedule of all City employees shall be determined in conjunction with the City Manager. Administrative office hours are generally Monday through Friday 8:00 a.m. to 5:00 p.m. The Department of Public Works operates Monday through Friday 7:00 a.m. to 3:30 p.m. Individual work schedules may vary depending on the needs of each department and may consist of four (4) ten (10) hour days, five (5) eight (8) hour days, or twelve (12) hour shifts in public safety departments for full-time employees. The City reserves the right to determine appropriate work hours for each department. Due to the unique nature of the services provided at the City's Recreation Department (special events, sports, etc.), employees at this location may be permitted to work a flexible schedule, subject to approval by the Department Head and oversight by the City Manager.

6.2 Meal & Break Periods

All full-time employees are granted one hour pay for meal and break periods during each normal eight (8) hour day, subject to production needs and the demands on a particular job on any particular day. This time should be coordinated with other employees to ensure necessary staffing levels throughout the day.

6.3 Tardiness & Absenteeism

All employees are expected to report to work by the beginning of their shift and remain at work until the end of the workday. In the event of extenuating circumstances, employees are expected to notify their supervisor or the City Manager.

6.4 Time Reporting

Employees are required to verify the hours they worked on a bi-weekly basis in conjunction with pay periods by submitting documentation to payroll. All deviation from their regular hours, including leave to be utilized for the pay period, should be indicated. Employees who falsely report hours or who report hours of work for someone other than themselves shall be subject to disciplinary action, up to and including termination.

6.5 Inclement Weather

Many City services remain operational during severe weather periods, and employees are expected to report for and remain at work unless City operations are officially closed by the City Manager. If inclement weather prevents an employee from reporting to work safely at their normally scheduled time, the employee must notify their supervisor or the City Manager.

6.6 City Hall Access Hours

Staff may have general access to City Hall Monday through Friday between the hours of 7:00 AM and 7:00 PM. If the need arises for work to be performed on the premises outside of these hours (ex: deadlines need to be met), written approval must be received from the City Manager.

Exceptions will be made for staff scheduled to work outside of these hours (ex: police). Regularly scheduled meetings (ex: City Council, Planning Commission, etc.) do not apply to this policy.

No members of the public/visitors shall be allowed in City facilities after regular business hours, except for attendance of public meetings.

7. Compensation

At the time of hire, the City reserves the right to determine the pay range for the position. The City reviews employee compensation each year as part of the annual budgeting process and determines the amount of, if any, across-the-board (cost of living) or merit-based increases that will be applied to employee compensation for the next fiscal year.

7.1 Overtime Pay

Non-exempt employees shall be paid one and one-half (1 ½) times their regular straight-time rate of pay for all hours worked in excess of forty (40) hours for any given workweek. Hours compensated at time and one-half (1 ½) for work on holidays shall not be counted again as hours worked for overtime calculation purposes. All overtime is subject to the approval of an employee's immediate supervisor.

7.2 Pay Periods

Employees will be paid on a bi-weekly basis with paychecks processed every other Thursday.

7.3 Retirement

The City of St. Ignace provides a pension program through the Michigan Employees Retirement System (MERS) for full-time employees. The pension program provides a defined benefit for retirement based on years of service, final average compensation, and a multiplier used to calculate the benefit amount. Retirement programs are only available to full-time employees. Participation begins on the date of hire and employees are fully vested after six years of MERS service credit. One month of service credit is defined as 60 work hours. Work hours are defined as regular hours or paid time off (flex time, vacation, sick, personal, workers compensation). Unpaid and short/long-term disability are excluded.

All employees contribute a percentage of their earnings toward the pension benefit, depending upon actuarial valuations. The City also contributes to the pension benefit on behalf of each qualified employee. The employees and the City evenly split the percentage as set by the actuarial valuation.

The City makes a 457 defined contribution retirement plan available to all employees. If employee participates, starting second year of employment, employer contribution up to 1%, 3rd-year employer contribution of 2%, 4th-year employer contribution is at a maximum of 3%. Percentages based on actual pay of employee.

7.4 Work-Related Expenses

The City of St. Ignace will reimburse employees for the reasonable cost of expenses incurred as a result of their official duties as a City employee. Employees will only be reimbursed if they received prior authorization to incur the expense.

Mileage

Employees will be reimbursed for mileage at the IRS mileage rate on travel approved by the City Manager.

Professional Memberships, Service Organizations, and Trainings

Employees desiring to have the City reimburse them for expenses related to professional memberships, service organizations, and trainings shall request approval of such expenses in writing reasonably in advance to the City Manager, who will consider all requests on an individual basis in conjunction with the City Council.

7.5 Payroll Deductions

The City withholds Federal Income Tax, State Income Tax, Federal Social Security Tax, employee contributions to the City Retirement Plan, court-ordered garnishments, and child support payments from employee paychecks in the amount and manner prescribed by state and federal law. In addition, the City will withhold voluntary authorized deductions from an employee's paycheck for other programs approved by the City. The starting and changing of voluntary deductions must be requested in writing to the City Manager or his/her designee.

8. Leaves of Absence

Employees who request time off must do so by using the Blue Time Off Request Form. Request for time off shall be done 3-days prior to the day being requested off. Employees will complete and sign the form and returning it to the Department Head or designee for approval. Once approved by the Department Head the form shall be returned to the Clerk-Treasurer's Office in the appropriate time. Forms not signed by the Department Head will result in time being taken off as an unexcused absence from work resulting in unpaid leave. Forms are available from your supervisor or City Hall or via digital format.

8.1 Vacation Time

Full-time employees are provided paid vacation time. Part-time employees are not eligible for vacation accrual.

Vacation is accrued according to the following schedule.

<u>YEARS OF SERVICE</u>	<u>VACATION DAYS</u>
Less than 2 years	½ day per month of service
2 years but less than 5	1 day per month of service
5 years but less than 10	1 and ½ days per month of service
10 years but less than 15	1 and 2/3 days per month of service
15 years or more	2 and ½ days per month of service
15 years or more (hires after 1/1/2004)	2 days per month of service

Vacation time is computed on the number of hours for which an employee is paid, excluding overtime. Employees on paid authorized leave will continue to accrue vacation time.

Vacation time may be used in increments of one hour or more and will not be granted before it is earned.

The City reserves the right to deny vacation requests.

Vacation time shall be credited to each employee at the end of each pay period during the calendar year. An employee may accumulate vacation time according to the following schedule:

<u>YEARS OF SERVICE</u>	<u>MAXIMUM ACCUMULATION</u>
Less than 2 years	72 hours (9 days)
2 years, but less than 8 years	144 hours (18 days)
Vacation accumulation is set at 200 hours maximum for all hires after 1/1/2013.	
8 years, but less than 15 years	216 hours (27 days)
15 years, but less than 20 years	240 hours (30 days)
20 years or more	400 hours (50 days)

A trial employee shall not be eligible to use or be paid for vacation earned during their probationary period unless and until such probationary period is completed.

Due to the City's limited staff and the need for many staff members to work during specific times, it can be difficult for employees to utilize all vacation time. Given such, the City offers the following: During the last week of September of each year, any employee may elect in writing to the City Clerk-Treasurer to convert vacation days earned into a cash payment according to the following formula: For each vacation day so converted, payment equal to eight (8) hours of straight-time pay will be made. The maximum number of vacation days which may be converted in one (1) year is established by seniority as follows:

<u>YEARS OF SERVICE</u>	<u>MAXIMUM NUMBER OF VACATION DAYS WHICH MAY BE CONVERTED PER YEAR</u>
3 years, but less than 10 years	2 days
10 years, but less than 15 years	3 days
15 years, but less than 20 years	4 days
20 years or more	5 days

The payment thus computed will be made the first week in October.

Upon voluntary resignation or retirement with at least two weeks' notice, or in the event of death, accrued but unused vacation time will be paid out at 100 percent to the employee's HCSP.

8.2 Personal Days

The City provides full-time employees scheduled to work 40 hours per week with one paid personal day per year. Personal days may be used in increments of one hour or more.

Employees are expected to provide adequate notice of their request to use personal day(s). Requests may be denied if the leave would unduly interfere with operations.

8.3 Paid Sick Time

Full-time employees shall be credited paid sick time under the following conditions and qualifications:

- a. Paid sick time will be credited at a rate of one (1) sick day per month, not to exceed twelve (12) days per calendar year, with one hundred five (105) days maximum accumulation.
- b. During the last week of September each year, any employee who has accumulated more than forty (40) sick leave days may elect in writing to the City Clerk-Treasurer to convert sick days in excess of forty (40) into a cash payment according to the following formula: for each sick day so converted, payment equal to four (4) hours of straight-time pay will be made, up to a maximum of sixty (60) hours of equivalent pay. The payment thus computed will be made the first week in October.
- c. All unused paid sick time will be paid out upon termination with the City, and upon death of an employee, sick leave will be paid at a prevailing rate to the employee's beneficiary.
- d. It is requested that employees inform their supervisor or manager as soon as practically possible should they intend to use paid sick time.
- e. Upon request of the City Manager, employees may be required to provide documentation of the reason for the absence. The City will require a physician's certificate for the use of paid sick time when an employee is out for more than 3 consecutive days. Falsification of a physician's certificate or falsely setting forth reasons for the use of paid sick time shall constitute cause for discipline, up to and including termination.

Sick leave is provided so that employees can care for themselves or others properly in the event of illness or injury. Sick leave may also be used for medical, dental, or optical appointments and to otherwise seek preventive care.

Sick leave is available for use in increments of ½ hour or more and is available for use only after it is earned.

The City expects that staff act responsibly in accessing sick leave. Sick leave shall not be abused as additional “free time.” Staff is expected to use sick leave when they are ill, not only for their own well-being, but to also ensure the workplace remains safe from contagious illness.

Accumulated paid sick leave may be used for necessary family medical situations in an employee’s immediate family which require immediate medical attention. For purposes of this subsection, “immediate family” shall be defined as spouse, child (biological, foster, adopted, legal ward, or a child to whom the employee stands in loco parentis), stepchild, parent (biological, foster, stepparent, adoptive parent, legal guardian of an eligible employee or an eligible employee’s spouse, or an individual who stood in loco parentis when the eligible employee was a minor child), father-in-law, mother-in-law, grandparent, grandchild, sibling (biological, foster, or adopted), or as defined in MCL PA 369 of 2018.

The City reserves the right to require an employee to use sick time for illness when their presence in the workplace is detrimental or unproductive.

Employees who need to use sick leave should notify their supervisor at the beginning of their workday. Employees are expected to notify their supervisor each day of absence due to illness unless other arrangements have been made. Should an employee become ill at work, they should immediately notify their supervisor and leave work as quickly as possible.

The City may request a physician’s certificate justifying an absence for illness. A return-to-work authorization from a physician may be required following an extended absence due to illness. As well, absences of three or more days may be designated as qualified leave under FMLA; the City will provide notification of such designation according to FMLA guidelines.

See also, the FMLA policy which contains different provisions for use of accrued time for leaves taken under FMLA.

8.4 Leave Requests

The City will attempt to honor reasonable leave requests, but reserves the right to deny a request if it would interfere with the efficient operation of a department, if abuse is suspected, or other valid reasons.

Some requests, such as vacations, can be planned in advance so employees are expected to provide advance notice of their request for vacation. In the event that there is a conflict in staff leave requests, requests will be honored in the order they are received.

In the case of unplanned leave for illness, unanticipated personal business, or other emergent reasons, employees should give as much advance notice as possible to their supervisor. Employees are expected to call in each day of unplanned absence to their immediate supervisor unless specific arrangements are made with their supervisor for a return-to-work date.

Employees are required to notify their supervisor if they are off work for any of the following reasons:

- The care of a seriously ill family member(s);
- The employee's own serious health condition;
- The birth of a child or to care for a newborn child;
- Placement of a child with the employee through adoption or foster care;
- To care for a service member or related qualifying events under FMLA.

The City has limited staff and provides diverse services, often at very busy times of the year. All leave requests are subject to approval by the Department Head and may be denied to accommodate operational demands.

Employees are expected to honor the spirit and intent of this benefit, provide sufficient notice of absence, and consider the impact of their absence on operations.

Employees are also expected to use good judgment and refrain from reporting to work when too ill to be reasonably productive or when illness is likely to be contagious or detract from others' productivity.

Employees should not attempt to work under these circumstances in order to "save" their leave time for recreational pursuits.

Anniversary Date

For all purposes regarding the City, including but not limited to, pay, vacation, and longevity benefits, an employee's anniversary date is defined as the day (day/month/year) work began as a regular full-time or regular part-time employee for the City.

Vacation Pay

Vacation pay is at the employee's straight-time rate in effect at the time the employee takes paid vacation time.

8.5 Attendance of Conferences, Seminars, and Meetings

This policy statement serves as a guideline for City employees and local officials to seek approval of and be reimbursed for approved expenses associated with approved work-related travel, and to identify those expenses which are not reimbursable. A trip summary should be submitted with the request for reimbursement of expenses, to include information and materials obtained that may be of assistance to other City Employees.

A. Reimbursement Procedure

1. Approval by the City Manager is required for reimbursement of expenses for travel, meals, mileage, conferences, training, interviews, etc. A standardized form is to be used to request travel and is available in the City Clerk's office.
2. An employee completes this form and forwards it to their Department Head. The Department Head will, prior to forwarding to the Clerk-Treasurer, review and process the request to determine that the appropriation is within the budget and administrative guidelines. The Clerk-Treasurer will, prior to forwarding to the City Manager, review and process the request to determine that the appropriation is within the budget and administrative guidelines.
3. All City employees and Department Heads are required to submit a list of estimated expenses to the City Manager for advance approval along with the absence request except for travel, which occurs within one workday with expenses less than \$50.00.
4. Those requests not processed or approved will be returned to the requesting department by the City Manager.
5. In addition to submitting Travel Request forms for approval, each employee should submit appropriate background information, which describes the purpose of the requested seminar conference.
6. Requests for reimbursement or payment of actual expenses should be submitted to the Clerk-Treasurer's Department accompanied by supporting documentation. In the event that the City employee is accompanied by a non-employee, it is expected that the expenses relating to the non-employee be indicated on the supporting documentation and segregated so that they are not included in the expense account request. The Clerk-Treasurer's Department will review and approve all reimbursement requests which are less than or equal to the estimated expenses already approved by the City Manager. The Clerk-Treasurer's Department will forward to the City Manager for his/her approval all reimbursement requests meeting appropriate City criteria, which are greater than the estimated expenses. Requests should be submitted for final approval not later than two weeks after the event occurs or not later than two weeks after the return of the employee to his/her normally scheduled work assignment. The request should indicate the number of working hours involved, if any. Failure to comply will authorize the City to deduct any advance from pay without prior notice.

B. Travel:

Travel using the most economical means.

Personal Vehicle: Employees will be reimbursed mileage for use of personal vehicle, when a City vehicle is not available, at a rate published by the Internal Revenue Service on file in the Treasurer's Department. City vehicles are to be used if available. Employees who opt out to use their personal vehicle instead of a City vehicle will be paid \$0.25 per mile. Air travel must be approved in advance by the City Manager.

C. Meals:

Employees at approved conferences or trainings shall be eligible to receive per diem payments based on current GSA standards, before tip.

Guests are included at City expense for City functions only as approved by the City Manager. The City Manager may, upon request, waive per diem amounts when reasonable expenses exceed per diem amounts. Receipts are required in these circumstances. Reasonable expenses may be (but may not necessarily) be based on the per diem amounts established by the GSA for various metropolitan/micropolitan areas.

D. Hotel:

Standard single room rates apply unless otherwise approved by the City Manager.

E. Miscellaneous Expenses:

Other expenses, parking fees, tolls, bridge fares, taxis, etc., as approved on the Training/Membership request form.

F. Cash Advances:

Advances for out-of-town travel may be allowed at the City Clerk-Treasurer's discretion. If the City Manager authorizes the travel, the employee must sign a travel form. Settlement of all expenses must be made within 10 days after trip return. The intent is that only one check should be issued for conference expenses. In no event will the City reimburse the employees for any item in an amount greater than the amount actually expended by the employee, except as provided in the form of per diem.

All travel by the City Manager out of state shall have prior Council approval. The City Manager will submit the request for authorization to travel to the Mayor and City Council under Managers Reports from time to time as is necessary in order to take care of out-of-state travel authorization for the City Manager.

If total expenses for travel are under \$50.00, then reimbursement can be made through the Petty Cash Fund in the Clerk-Treasurer's Office.

8.6 Holidays

The following holidays are recognized as holidays for employees of the City:

Christmas Eve	December 24 th
Christmas	December 25 th
New Year's Eve	December 31 st
New Year's Day	January 1 st

President's Day	3 rd Monday in February
Good Friday	Friday before Easter
Memorial Day	4 th Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving	4 th or 5 th Friday in November
Employee's Own Birthday	

Holiday Observation

When any of the above-listed holidays fall on a regularly scheduled day off, the nearest regularly scheduled workday shall be considered the observed-holiday for employees. For example, should a holiday fall on a Sunday, Monday shall be considered the observed-holiday.

Time off may be granted by the City Manager to employees who desire to observe a religious holiday that is not recognized by the City.

Holiday Pay Eligibility

Employees are eligible for holiday pay if they satisfy all of the following conditions and qualifications:

- a. The employee is a full-time, hourly or a regular, part-time hourly employee
- b. The employee must have worked the scheduled hours of work on their last scheduled workday preceding the holiday and on their first scheduled workday following the holiday; provided, however, that absence due to approved paid leaves of absence or vacations will not disqualify an employee for holiday pay.
- c. The employee must be on the active payroll as of the date of the holiday. For purposes of this section, a person is not on the active payroll of the City during unpaid leaves of absence, layoffs, when receiving workers' compensation for a period greater than six (6) consecutive months, or during a disciplinary suspension.
- d. Employees scheduled to report for work on a holiday, but who fail to report for and perform such work, shall not be entitled to any holiday pay.

Holiday Pay

Full-time hourly employees shall receive eight (8) hours of pay for each recognized holiday. Eligible regular part-time hourly employees shall receive pay for each recognized holiday in an amount equal to the number of hours lost from their normal schedule due to the City's observation of the holiday not to exceed eight (8) hours; provided however that if the hours lost by the regular part-time employees as a result of the holiday are rescheduled to another time during the week in which the holiday is celebrated, no holiday pay shall be provided. All holiday pay shall be at the employee's straight time regular rate of pay, exclusive of all premiums. Eligible salaried employees are not normally required to work on holidays, but shall continue to receive their salaries.

Holiday Work Premium

Hourly employees required to work on recognized City holidays shall be paid at one and one half (1 ½) times their regular straight-time hourly rate for the hours actually worked, in addition to holiday pay if otherwise eligible. For the purpose of this section, a holiday is defined as a twenty-four (24) hour period beginning at 12:01 a.m. of the holiday.

8.7 Unpaid Personal Time

Requests for an unpaid leave of absence for purposes not covered by other leaves of absences shall be submitted in writing to the City Manager, indicating the reason for the leave and the period of leave requested. The City may in its discretion grant an unpaid personal leave of absence for a period normally not to exceed thirty (30) calendar days. An extension of an unpaid personal leave of absence may be granted by the City Manager if the extension is requested in writing prior to the termination of the original leave period, provided that an unpaid leave of absence may not be granted for a period in excess of one (1) calendar year. A request for an unpaid personal leave of absence is not considered approved unless such approval is in writing and signed by the City Manager. An employee will not be paid or be entitled to the accrual of benefits during the period of an unpaid leave of absence.

8.8 Flex Time

Exempt employees are required to work the hours necessary in order to satisfy the demands of their position; exempt employees should expect that this may require them to work in excess of regular business hours. Recognizing this, as a professional courtesy and at the discretion of the City Manager, exempt employees may be granted flex time off. Flex time off for exempt employees is not an entitlement, nor is it to be viewed as an hour-for-hour offset to the hours worked in excess of regular business hours.

Exempt employees should coordinate their use of flex time with the City Manager to ensure proper coverage and recognize that, in some cases, operational needs may not allow the use of flex time off.

Flex time is not intended to be used to take a full day off; rather it provides flexibility from time to time. It is in no way to be construed as “overtime” compensation; it is not tracked, accrued, banked, or in any way owed to the employee.

8.9 Non-Duty Disability Leave

A disability leave of absence will be granted to employees who have been absent for more than five (5) consecutive working days because of a non-work-related injury, illness, or other disability, subject to the right of the City to require a physician’s certificate establishing to the satisfaction of the City that the employee is incapacitated from the performance of work due to illness, injury, or other disability. A disability leave shall be without pay. This disability leave will continue for the period of the employee’s disability; provided, however, that an employee may not be on disability leave for a period of more than twelve (12) consecutive months. The City may request at any time, as a condition of continuance of a disability leave of absence, proof of a continuing disability. In situations where the employee is physically unable to perform the job, the City may require a medical examination by a physician chosen by the City at the City’s expense and, if appropriate, require the employee to take a leave of absence under this Section. Employees who disagree that they need a leave of absence under this Section may be required to present a physician’s certificate recommending that the employee continue at work and in all cases the employee’s attendance and job responsibilities must be satisfactorily maintained. Employees are required to notify the City of any condition which will require a leave of absence under the Section together with the anticipated date for commencement of such leave. This notice shall be given to the City by the employee as far in advance as possible of the anticipated date to commence the disability leave. All employees returning to work from a disability leave of absence must present a physician’s certificate satisfactory to the City indicating the employee is medically able to return to work.

8.10 Military Training & Emergency Duty Leave

Employees required to perform military training or to perform emergency duty in any reserve component of the Armed Forces of the United States or the United States National Guard shall be granted a leave of absence without pay for the period of such training or emergency duty upon request and the presentation of proper documentation from the employee’s initial period of training for active-duty service.

8.11 Jury Duty Leave

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day, up to a maximum of twenty (20) days per year, that an eligible employee serves as juror when the employee otherwise would have worked, the employee shall receive the difference between the employee’s regular rate of pay for the employee’s regularly scheduled hours and the amount the employee received from the court, exclusive of mileage and meal reimbursement.

In order to be eligible to receive jury duty pay from the City, an employee must:

- a. Be a full-time employee;
- b. Give the City reasonable advance notice of the time that employee is required to report for jury duty;
- c. Give satisfactory evidence that the employee served as a juror at the summons of the court on the day that the employee claims to be entitled to jury duty pay;
- d. Return to work promptly after being excused from jury duty service.

8.12 Funeral Leave

In the event that a death occurs to a member of an eligible employee's immediate family, the employee shall be entitled to take up to three (3) consecutive days of leave to attend the funeral. "Immediate family" shall mean the employee's current spouse, child, father, mother, sister, brother, father-in-law, mother-in-law, grandparent, or grandchild. Full-time hourly employees who lose work from their regularly scheduled hours as a result of funeral leave shall receive their regular rate for such lost time. Employees needing additional time off may request to use unpaid leave time.

8.13 Maternity Leave

In conjunction with statutory family leave per Federal Family and Medical Leave Act, an employee who has been employed for a period of one (1) year is eligible for maternity leave for a period not to exceed six (6) months and ending not later than (6) months after birth or adoption. Maternity leave is leave without pay. The employee who has earned benefits may use these in addition to the maternity leave. With the employee's written consent, the necessary funds may be deducted from the last paycheck to pay health/dental/life insurance costs while the employee is on maternity leave. An employee on maternity leave will have retention rights to her position. Her replacement, while on leave, will be classified as a temporary employee.

Employee Responsibility. The employee shall apply in writing to the City Manager or designee for maternity leave approval. She is obligated to return to work at the end of the designated time. If she finds she cannot, she should notify her Supervisor and City Manager or designee in writing immediately. Failure to do so, unless an extension has been approved, shall be considered a resignation.

Use of Accumulated Leave. The following are options available to an employee going on maternity leave:

Option 1. Leave without pay may be used when an employee desires to be on leave from work prior to the time of actual disability. Leave without pay is available for the time before the employee is

disabled and the period of time after the disability ends but before returning to work. If an employee wishes to retain all accumulated sick leave and annual leave, leave without pay may be taken for the entire maternity leave period.

Option 2. Accumulated sick leave must be provided at the employee's request for the actual period of temporary disability caused by or contributed to by pregnancy, miscarriage, abortion nor childbirth in the same manner as for other temporary disabilities. Since there is no certainty as to when disability actually begins and ends, it is necessary to determine the period of disability in order that the employee may realize the benefits of both leave without pay and leave with pay for the period of disability. Therefore, the attending physician will indicate in writing the period of temporary disability. An employee in the process of using accumulated sick leave will continue to be in a leave-earning capacity, be entitled to holidays, be eligible for merit increments and be eligible to receive the benefits offered under the City's group insurance policies.

Option 3. Vacation time may be used before going on leave without pay. An employee in the process of using annual leave before going on leave without pay will continue to be in a leave-earning capacity, be eligible to take sick leave and holidays, be eligible for merit increments and be eligible to receive the benefits offered under the City's group health/dental/life insurance policies.

Option 4. An employee will be permitted to use any combinations of Options 1, 2, or 3 subject to the approval of her Supervisor and the City Manager or designee.

NOTE: The employer may not terminate the employment of a female employee who is required to cease work because of pregnancy without offering her the alternative of a leave of absence without pay or any State Statutory/Administrative Code benefits. Any discrepancies between section 8.18 and the provisions of FMLA shall be governed by FMLA.

8.14 Paternity Leave

A total of leave of twelve (12) weeks will be granted upon adoption or medical certification of birth. Compensatory time, vacation leave, or sick leave may be used in lieu of leave without pay. Paternity leave may be granted and used within six (6) months after birth or adoption. Paternity leave shall be approved by the City Manager or designee. Any discrepancies between section 8.19 and the provisions of FMLA shall be governed by FMLA.

8.15 Workers Compensation Leave

Upon written application, a leave of absence for a period of not more than twelve (12) months will be granted to employees who are unable to continue to work at the City because of a City work-related injury or disease for which the employee is entitled to receive benefits under the Worker's Compensation laws

of the State of Michigan, subject to the City's right to require medical proof. Extension of the leave may be granted by the City upon written application establishing to the City's satisfaction that there is a reasonable likelihood that the employee will be able to return to work during the period of the extension, provided that no leave will be granted for a period longer than twenty-four (24) consecutive months. The City may require at any time, as a condition of continuance of a worker's compensation leave of absence, proof of a continuing inability to perform work with the City. In the event that the City, in conjunction with its medical advisors, determines that the employee is capable of immediately returning to work, the employee's leave of absence shall immediately end.

8.16 Return-to-Work After a Leave of Absence

Employees returning from approved leaves of absence shall be reinstated to their former or comparable position. The provision of the foregoing notwithstanding, the City reserves the right not to reinstate to their former position any employee who no longer has the required skills and abilities to perform the work.

9. Insurance & Other Benefits

9.1 Eligibility and Enrollment

Full-time employees are eligible for the insurance benefits outlined within this section. Enrollment forms, available through the Clerk's office, must be completed and employees are responsible for updating their enrollment forms, records, and beneficiaries in order to remain eligible for benefits.

Specific insurance coverage information is detailed below.

9.2 Medical Coverage

The City provides health, dental, and vision insurance, including prescription coverage, to all full-time employees. Employees may elect to include their spouse and/or eligible dependents. Coverage begins on the first of the month following date of hire.

The City will meet all statutory requirements related to health insurance, including those created under National Health Care reform and Affordable Care Act.

9.3 Insurance Opt-Out Payment

Employees may elect to receive a payment-in-lieu of participating in City-provided health insurance, provided the employee receives insurance from another source and provides proof of such coverage. Payments-in-lieu of insurance are made in the amount of \$150 added to each bi-weekly payroll check.

9.4 Continuation of Benefits (“COBRA”)

Federal law requires that certain employers sponsoring health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform employees of their rights and obligations under the continuation coverage provision of the law. Both employees and dependents, if applicable, should take time to read this notice carefully.

City employees covered by the health plan have a right to choose continuation coverage if group health coverage is lost because of an IRS-defined qualifying life event. If continuation is elected, a monthly premium, which will be indicated to you before you make your decision, is required.

The spouse of an employee covered by the plan has the right to choose continuation coverage for him/herself if group health coverage is lost under the plan for any of the following four reasons:

1. Death of an employee;
2. Termination of employment (for reasons other than gross misconduct) or reduction in hours of employment;
3. Divorce or legal separation; or
4. Employee becomes eligible for Medicare.

In case of a dependent child of an employee covered by the plan, including a child who is born or placed for adoption during a period of COBRA coverage, they have the right to continue coverage if group health coverage under the plan is lost for any of the following five reasons:

1. Death of an employee parent;
2. Termination of a parent’s employment (for reasons other than gross misconduct) or reduction in a parent’s hours of employment with the City;
3. Parent’s divorce or legal separation;
4. Employee parent becomes eligible for Medicare; or
5. Dependent ceases to be a “dependent child” under the plan.

Each employee or family member has the responsibility to inform the City of a divorce, legal separation, or child losing dependent status under the plan. When the City is notified that one of these events has

happened, the City will notify the employee of the right to choose continuation coverage. Under the law, employees and/or dependents have at least 60 days from the date the qualifying event occurs to inform the City of continuation of coverage. If coverage continuation is not selected, group health insurance coverage will end.

If coverage continuation is elected, the City is required to provide coverage identical to that which is provided to similarly situated employees or family members. The law requires the opportunity to maintain continuation coverage for three years unless group health coverage was lost because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. If group health coverage is lost because of a termination of employment or reduction in hours and the employee is determined to be disabled as defined by the Social Security Act at the time of the termination or reduction in hours, or at any time during the first 60 days of COBRA coverage, the continuation coverage period is 29 months. However, the law also provides that coverage continuation may be cut short for any of the following reasons:

1. If the City no longer provides group health coverage to any of its employees;
2. If the premium for coverage continuation is not paid timely;
3. If the employee/dependent becomes covered under another group health plan which does not contain any exclusions or limitations with respect to any pre-existing condition they may have;
4. If the employee/dependent becomes eligible for Medicare;
5. If the employee/dependent extends coverage for up to 29 months due to disability and there has been a final determination that the employee/dependent is no longer disabled;
6. If the employee/dependent was divorced from a covered employee and subsequently remarry and are covered under the new spouse's group health plan.

This notice is provided as a matter of information only. It does not, and is not, intended to create any contractual, legal, or other rights. Rather, rights are only as expressly set forth in the plan and in federal and state law. The City reserves the right to amend and/or change the plan as permitted by the terms of the plan.

In addition, a subsequent qualifying event and an initial qualifying event can extend the period of coverage for qualified beneficiaries.

9.5 Life Insurance

The City provides life insurance to all full-time employees while employed. Employees have the option to purchase additional coverage at their own expense.

9.6 Long-term Disability Insurance

All full-time employees are provided long-term disability coverage through a group insurance plan. Coverage begins after 91 days of continuous employment and provides for partial income replacement in the event of qualifying illness or injury.

9.7 Workers' Compensation

The applicable Workers' Compensation laws cover each employee. Employees are responsible for immediately reporting any work-related injury, no matter how slight, to their supervisor and for completing the Injury Report Form.

In many cases, leave compensated under workers' compensation also qualifies as FMLA leave or duty disability retirement. These programs will be coordinated. Check policies on paid and unpaid leave for more information about income replacement.

9.8 Unemployment Compensation

All employees are covered under Michigan's unemployment compensation system.

9.9 Tuition Reimbursement

Full-time employees are eligible for the City's tuition reimbursement program, which provides up to 100 percent reimbursement for tuition, books, and required fees for approved courses taken at a City recognized, accredited, college, university, technical school, or adult education program. Reimbursement may not exceed the IRS non-taxable allowance per calendar year.

In order to qualify for reimbursement:

1. The class must directly relate to the employee's position with the City and/or would be of direct benefit to the City, as determined by the City Manager;
2. The number of courses approved per year will be determined on an individual basis based on the employee's ability to maintain performance on the job and handle the course load requested. Final determination will be made by the City Manager;
3. Classes shall be taken from a City recognized, accredited, college, university, technical school, or adult education program;
4. Prior approval of the course's eligibility for reimbursement is obtained through the annual budgetary process and authorized by the City Manager, or the Department Director if under a separate Authority/Board;

5. The class must be completed;
6. The employee must receive a passing grade in the course.
7. Tuition expenses will be paid personally and directly by the employee, excluding education loans.

To request tuition reimbursement, an employee shall complete the appropriate form prior to taking the course and before February of the prior fiscal year in which the course is to be taken (during the budget draft). The intent is for the City and separate authorities to be able to appropriately budget for the fiscal year. The City Manager, or the Department Director if under a separate Authority/Board, will then approve/deny the request and budget appropriately. Following completion, the employee shall complete the appropriate form, provide supporting proof of completion with a passing grade, along with receipt(s) for tuition, books, and fees. Tuition reimbursement forms are available from the City Manager's Office. In the event an employee separates from employment with the City within two years of receiving tuition reimbursement, the City may require the employee to pay back a prorated amount of the funds received under this program, except in the case of death or disability.

In instances where the course was not budgeted for, separate approval from City Council must be obtained.

10. Grievance Procedure

The City endeavors to apply its policies, benefits, and rules in a consistent and fair manner. This grievance procedure is available to attempt to resolve complaints of employees who believe that they are not receiving fair treatment or not receiving all the benefits due to them as an employee.

All grievances shall be handled in the following manner:

Step 1- Oral Procedure to City Manager

An employee with a complaint shall discuss the matter with the City Manager, or designated representative, within five (5) working days from the time of the occurrence of the events giving rise to the complaint or within five (5) working days from the time the employee involved first knew or should have known of the facts giving rise to the complaint in situations where it was impossible for the employee involved to have known at the time of the actual occurrence of the events giving rise to the complaint. The City Manager, or designated representative, will endeavor to give an answer to the complaint within five (5) working days of the discussion with the employee concerned. Every effort shall be made to settle the complaint in this manner.

If the original complaint involves the City Manager, the employee may skip directly to Step 2.

Step 2- Written Procedure to City Council

If a grievance is not satisfactorily settled in Step 1, the employee may appeal the City Manager's decision by delivering to the City Council a written request for a meeting concerning the grievance within five (5) working days following the receipt of the City Manager's disposition of the grievance. Within ten (10) working days after the grievance has been appealed, a meeting shall be held between the City Council and the employee. If the meeting cannot be held within the ten (10) working day period, it shall be scheduled for a date mutually convenient for the parties. The City Mayor, or designated representative, shall place a written disposition on the grievance within ten (10) working days following the date of this meeting, and return it to the employee. The City Council's answer to the grievance, delivered by the City Mayor, shall be the City's final disposition of the dispute.

Signature: _____ Date: _____

Connie Litzner, Mayor

Signature: _____ Date: _____

Darcy D. Long, City Manager

11. Appendix

11.1 Receipt of Handbook

I acknowledge that I have received a copy of the City of St. Ignace Personnel Policy Handbook. I agree to read it thoroughly, including the statements in the *Introduction* and *Disclaimer* describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the City.

I understand that the purpose of this Handbook is to inform me about the City of St. Ignace's current policies and procedures, and that nothing in this Handbook constitutes a contract. I further understand that this Handbook is meant as a guideline only and does not create a binding contract with the City for any purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time with or without prior notice to me.

I understand that as an elected or appointed official, full-time, part-time, or volunteer employee, I am representing the City. I understand I am bound by the policies and practices herein established and accept the rights of the City as outlined in this Handbook as terms and conditions of employment and of continued employment.

Please sign and date this receipt and return it to the City Manager.

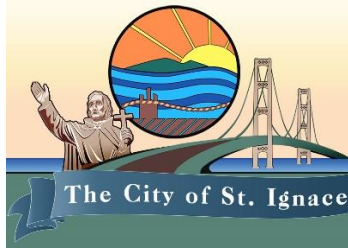
Name: _____

Position: _____

Signature: _____

Date: _____

Refusal to sign this acknowledgment does not relieve an employee from compliance with these policies. This acknowledgement form merely addresses the receipt of the information and not compliance with the policies. In the case of refusal, an employee must write "I refuse to sign acknowledgment" in his or her own handwriting.



Time Off Request Form

All time off requests must be approved by the City Manager or Direct Supervisor 3 days prior to the date requested.

Date: _____

Employee's Name: _____

Type of Request:

- | | |
|---|---|
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Personal Leave |
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Birthday |
| <input type="checkbox"/> Floating Holiday | |

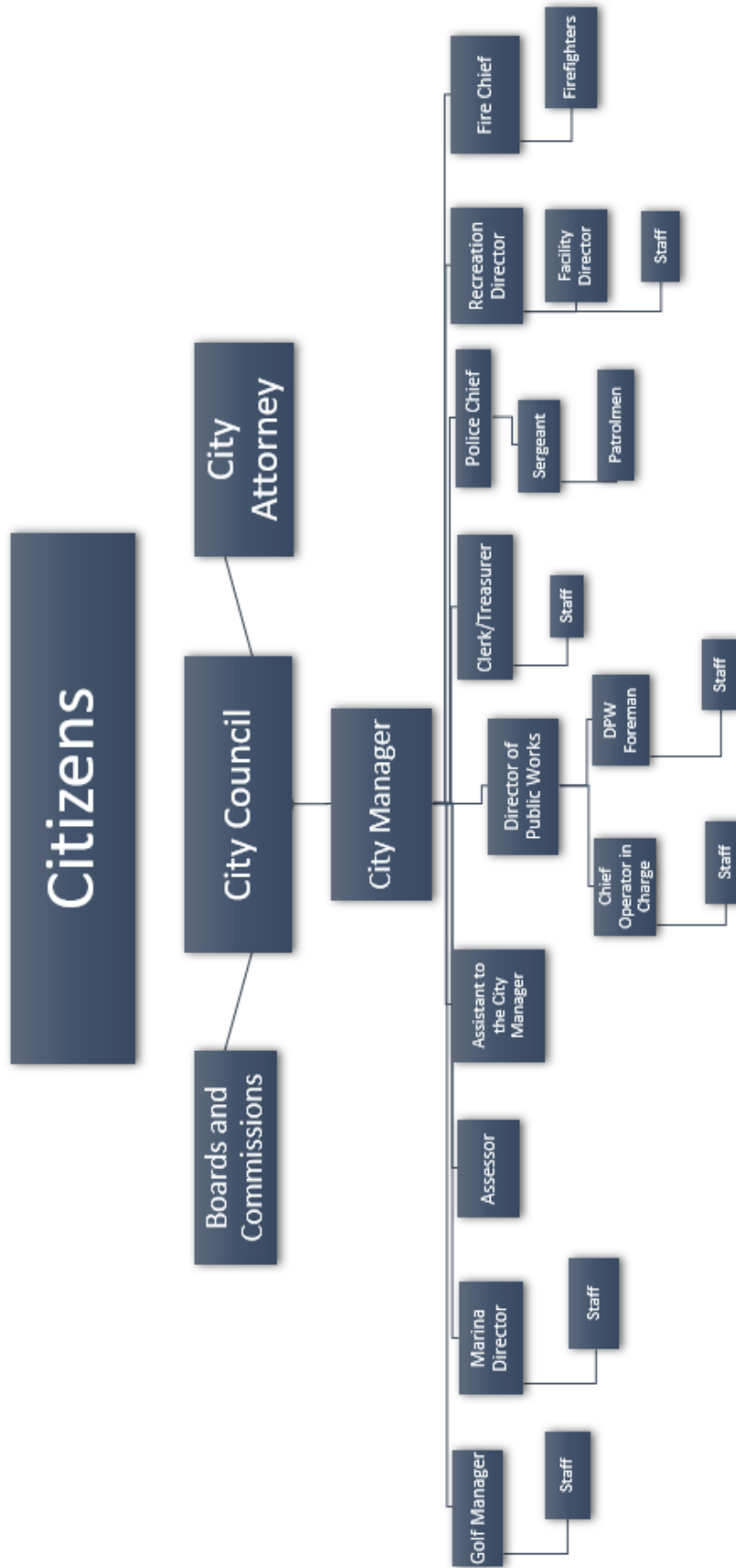
Dates and Times Requested:

Employee Signature: _____

City Manager/Department Supervisor's Signature: _____

Supervisor to return completed forms with payroll.

11.3 Organizational Chart



Date: _____

Employee Name: _____

Start Time for Today:	
	Lunch Break
End Time for Today:	
Total Hours Worked Today:	
I certify that the above is accurate to the best of my knowledge.	
Employee Signature: _____,	
Date: _____.	

We are all public service professionals committed to providing a culture of excellence in citizen service by responsibly addressing needs with a caring attitude on a consistent basis.

1. Philosophy Objectives

- To ensure when dealing with citizens that all employees respond in a courteous, consistent, timely and fair manner to all reasonable requests, inquiries, and complaints.
- To ensure that public resources are used efficiently and effectively when dealing with citizens.
- To reinforce that employees must act within the established policies and protocols of the City, and that individuals shall not make commitments they cannot keep or legally enter.
- To set out the basic principles of citizen contact and positive interactions.

2. Citizen Service Standards

The City of St. Ignace recognizes that citizen service is an ever-changing process that is a critical part of the success of any organization, particularly local government. In order to promote a culture of excellence in citizen service, the following standards must be implemented with all external parties (including citizens, guests, businesses, and other stakeholders) as well as all internal parties (including employees and elected officials)

As City of St. Ignace public employees, we will commit to:

- a. Remembering that all City employees are “Directors of First Impressions,” so we strive to make all first impressions a positive one!
- b. Remembering that citizens interact, on average, for less than 20 minutes with the local government on an annual basis, and that this is a limited window of opportunity to effectively act as ambassadors for the City.
- c. Taking ownership of problems and the resolution of the same.
- d. Being prepared to accommodate walk-in encounters.
- e. Assuming an appropriate and approachable demeanor.
- f. Being prepared to: a) Answer questions about City services, or b) Provide the name and phone number of someone who can answer such questions, or c) Find the answer to the question posed in a timely manner.
- g. Adjusting voice mail greetings appropriately when being out of the office.
- h. Directing phone calls to other employees/departments and assisting with the conveyance of information as needed to make such departmental transfers smooth.
- i. Asking permission to put any caller on hold and periodically checking back and apologizing to a caller should they have to wait
- j. Responding to citizen and local stakeholder calls, e-mails, and requests for services or products by the next business day [if a situation cannot be resolved in full within this timeframe, then a follow-up contact must be made by the next business day].
- k. Always following-up! If we tell someone we will do something, we will be certain to do it!

3. Standards of Excellence

- We will continually work to uphold the trust and confidence placed in us by the citizens of St. Ignace and our co-workers and all other stakeholders.

- We will recognize our responsibility to serve the best interests of all the people, and provide the best service possible at all levels of our organization.
- We will realize our role as City representatives, and be dedicated to providing the highest quality service.
- We will demonstrate that “Teamwork” is not just a motto, but a standard of quality.

4. Trust

- We will uphold the ideals and values of our organization and the public service profession.
- We are committed to providing outstanding service to all with whom we have contact.
- We will treat everyone with respect and dignity and provide impartial service.

5. Encouragement

- We will maintain a productive work environment, which encourages teamwork through communication, cooperation, and pursuing common goals.
- We will support individual and collective efforts to achieve the City’s goals for serving the community and in attaining professional standards of excellence.

6. Acceptance

- We will accept responsibility and be accountable for our performance and the results of our actions.
- We will be unafraid to admit failures or mistakes and work constructively to resolve the same.
- We will listen with concern, and respond promptly, courteously and effectively to all requests.
- We will demonstrate pride in our organization, our City and ourselves in our day-today activities.
- We will treat individuals in an open-minded manner that demonstrates respect for their worth and ideas, and recognize their achievements and abilities.

7. Maintain

- We will maintain professionalism, courtesy, and integrity in all of our endeavors.
- We will promote harmony, understanding, mutual respect, trust, courtesy, and cooperation as the ideal for productive working relationships.

8. Willingness

- We will improve our skills, knowledge, and the quality of our performance through continuing education and training.
- We will recognize and accept that inevitable change and innovation within the organization will encourage growth.

9. Organization

- We will demonstrate our pride in our City, public service and ourselves through our performance and conduct on and off job.
- We are aware that public and personal safety is the result of mutual awareness and concern.
- We will contribute ideas and information toward the accomplishment of collective efforts and goals, and be receptive to the ideas and information of others.

10. Respect

- We are committed to our organization and to our co-workers, and respect management and employees alike.
- We will maintain individual integrity, and be continually aware of the trust placed in us by the public.
- We are committed to the recognition of excellence in public service at all levels of the City.
- We will respect ourselves and turn abusive or aggressive citizens to an appropriate Department Head or the City Manager.

11. Knowledge

- We will strive to be knowledgeable about our City and its history, organization, and services.
- We will share our technology and innovations with others in our field, and seek to enhance our abilities through mutual cooperation.
- We will always direct citizens and visitors to the proper person for assistance and information.
- We will translate knowledge into desirable action.

User: ANDREA

DB: St Ignace

PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2021	% BDGT
		MONTH	08/31/2021	AMENDED BUDGET	USED
		08/31/2021	08/31/2021		
Fund 101 - GENERAL FUND					
Revenues					
TAXES	TAXES	403,692.39	451,718.90	1,202,579.19	37.56
LIC/PERM	LICENSES AND PERMITS	0.00	850.00	850.00	100.00
CHG SERV	CHARGE FOR SERVICES	8,283.11	29,181.00	27,470.00	106.23
CONT	CONT FM LOCAL UNITS	0.00	7,985.76	15,805.76	50.52
O/REV	OTHER REVENUE	21,827.29	93,119.25	160,780.00	57.92
ST REV	STATE REVENUE	0.00	(39,633.00)	0.00	100.00
FIN/FOR	FINES AND FORFEITURES	130.80	534.95	945.00	56.61
INT	INTEREST AND RENTALS	0.00	1,131.50	3,500.00	32.33
TRANS	TRANSFERS-INTERNAL ACTIV	0.00	0.00	100,870.00	0.00
UNCLASSIFIED	Unclassified	22,969.16	164,219.01	388,357.00	42.29
TOTAL REVENUES		456,902.75	709,107.37	1,901,156.95	37.30
Expenditures					
101	CITY COUNCIL	1,628.98	12,843.31	25,815.00	49.75
172	CITY MANAGER	12,780.36	120,616.39	190,602.00	63.28
191	ACCOUNTING DEPT	6,072.50	25,823.05	30,040.00	85.96
201	ADMINISTRATION	0.00	165.00	145.00	113.79
215	CLERK	23,744.69	175,961.09	260,900.00	67.44
234	CENTRAL SUPPLIES	173.05	3,028.92	3,400.00	89.09
247	BOARD OF REVIEW	33.53	1,467.69	2,090.00	70.22
257	ASSESSOR	(17,000.86)	30,260.50	65,800.93	45.99
262	ELECTIONS	623.16	1,337.83	4,000.00	33.45
265	BLDG & GROUNDS	2,604.35	18,466.39	31,250.00	59.09
266	ATTORNEY	4,155.24	39,734.56	49,000.00	81.09
301	POLICE	65,005.10	353,090.25	533,989.00	66.12
335	SAFETY & HEALTH	164.50	53,328.27	53,329.00	100.00
336	FIRE DEPARTMENT	11,405.13	81,891.05	116,188.00	70.48
441	PUBLIC WORKS	15,541.02	97,863.70	117,971.00	82.96
448	STREET LIGHTHING	2,964.93	24,580.87	40,000.00	61.45
528	GARBAGE COLLECTION	0.00	0.00	735.00	0.00
596	BUS STATION	0.00	364.66	365.00	99.91
701	PLANNING	0.00	500.00	3,000.00	16.67
703	ZONING BD OF APPEALS	0.00	318.15	650.00	48.95
704	COMMUNITY DEVELOPMENT	27,600.00	35,593.00	75,314.00	47.26
770	PARK MAINT	13,819.19	72,892.62	71,503.07	101.94
773	BOAT LAUNCH	143.10	3,343.29	4,195.00	79.70
953	FRINGE BENEFITS	4,765.64	38,561.32	96,000.00	40.17
954	INSURANCE & BONDS	7,060.11	13,779.55	26,300.00	52.39
965	TRANS TO OTHER FUNDS	0.00	0.00	71,430.00	0.00
TOTAL EXPENDITURES		183,283.72	1,205,811.46	1,874,012.00	64.34
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		456,902.75	709,107.37	1,901,156.95	37.30
TOTAL EXPENDITURES		183,283.72	1,205,811.46	1,874,012.00	64.34
NET OF REVENUES & EXPENDITURES		273,619.03	(496,704.09)	27,144.95	1,829.82

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2021	YTD BALANCE 08/31/2021	2021 AMENDED BUDGET	% BDGT USED
Fund 202 - MAJOR STREETS					
Revenues					
TAXES	TAXES	18,263.41	19,976.16	55,200.00	36.19
CONT	CONT FM LOCAL UNITS	0.00	3,250.00	3,250.00	100.00
O/REV	OTHER REVENUE	321.63	26,407.14	35,000.00	75.45
ST REV	STATE REVENUE	22,299.05	198,240.86	255,801.32	77.50
INT	INTEREST AND RENTALS	0.00	1,231.25	2,300.00	53.53
UNCLASSIFIED	Unclassified	407.92	2,447.67	4,000.00	61.19
TOTAL REVENUES		41,292.01	251,553.08	355,551.32	70.75
Expenditures					
444	SIDEWALKS	0.00	143.08	2,291.00	6.25
451	ROAD CONSTRUCTION	0.00	0.00	11,200.00	0.00
463	ROUTINE MAINT	451.28	12,571.39	84,599.00	14.86
474	TRAFFIC CONTROL	76.47	1,485.78	2,810.00	52.87
479	SNOW & ICE CONTROL	0.00	53,632.96	155,470.00	34.50
483	ADM & RECORDS	429.80	3,548.26	6,571.00	54.00
486	SURFACE MAINT TRUNKLINE	0.00	0.00	5,361.00	0.00
488	SWEEPING & FLUSHING TRUNKLINE	4,240.77	12,576.45	12,020.00	104.63
489	SHOULDER MAINT TRUNKLINE	0.00	811.44	812.00	99.93
491	DRAINAGE & BACKSLOPES TRUNKLIN	0.00	3,235.00	4,170.00	77.58
493	GRASS & WEED CONT TRUNKLINE	0.00	0.00	563.00	0.00
494	TRAFFIC CONTROL TRUNKLINE	420.00	600.49	1,041.00	57.68
497	WINTER MAINT TRUNKLINE	0.00	20,573.63	50,820.00	40.48
965	TRANS TO OTHER FUNDS	0.00	0.00	56,369.00	0.00
TOTAL EXPENDITURES		5,618.32	109,178.48	394,097.00	27.70
Fund 202 - MAJOR STREETS:					
TOTAL REVENUES		41,292.01	251,553.08	355,551.32	70.75
TOTAL EXPENDITURES		5,618.32	109,178.48	394,097.00	27.70
NET OF REVENUES & EXPENDITURES		35,673.69	142,374.60	(38,545.68)	369.37

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2021	% BDGT
		MONTH 08/31/2021	08/31/2021	AMENDED BUDGET	USED
Fund 203 - LOCAL STREET					
Revenues					
TAXES	TAXES	18,263.41	19,976.14	50,200.00	39.79
CHG SERV	CHARGE FOR SERVICES	0.00	0.00	300.00	0.00
CONT	CONT FM LOCAL UNITS	0.00	3,250.00	3,250.00	100.00
O/REV	OTHER REVENUE	0.00	0.00	5,100.00	0.00
ST REV	STATE REVENUE	10,106.09	71,288.03	114,889.06	62.05
INT	INTEREST AND RENTALS	0.00	257.07	550.00	46.74
TRANS	TRANSFERS-INTERNAL ACTIV	0.00	0.00	45,369.00	0.00
UNCLASSIFIED	Unclassified	184.87	13,992.10	14,382.88	97.28
TOTAL REVENUES		28,554.37	108,763.34	234,040.94	46.47
Expenditures					
444	SIDEWALKS	0.00	0.00	9,715.00	0.00
451	ROAD CONSTRUCTION	0.00	0.00	24,054.00	0.00
463	ROUTINE MAINT	26,869.51	103,788.07	133,500.00	77.74
474	TRAFFIC CONTROL	0.00	575.14	2,659.00	21.63
479	SNOW & ICE CONTROL	0.00	27,854.44	54,450.00	51.16
483	ADM & RECORDS	429.79	1,962.00	3,160.00	62.09
965	TRANS TO OTHER FUNDS	0.00	0.00	6,500.00	0.00
TOTAL EXPENDITURES		27,299.30	134,179.65	234,038.00	57.33
Fund 203 - LOCAL STREET:					
TOTAL REVENUES		28,554.37	108,763.34	234,040.94	46.47
TOTAL EXPENDITURES		27,299.30	134,179.65	234,038.00	57.33
NET OF REVENUES & EXPENDITURES		1,255.07	(25,416.31)	2.94	4,500.34

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2021	YTD BALANCE 08/31/2021	2021 AMENDED BUDGET	% BDGT USED
Fund 271 - LIBRARY FUND					
Revenues					
TAXES	TAXES	32,789.28	35,072.60	73,000.00	48.04
CHG SERV	CHARGE FOR SERVICES	0.00	80.00	350.00	22.86
O/REV	OTHER REVENUE	0.00	0.00	500.00	0.00
INT	INTEREST AND RENTALS	0.00	725.83	500.00	145.17
TRANS	TRANSFERS-INTERNAL ACTIV	0.00	1,293.75	2,500.00	51.75
UNCLASSIFIED	Unclassified	0.00	58,219.38	95,630.00	60.88
TOTAL REVENUES		32,789.28	95,391.56	172,480.00	55.31
Expenditures					
790	LIBRARY	13,233.57	89,935.10	170,430.00	52.77
965	TRANS TO OTHER FUNDS	0.00	0.00	2,000.00	0.00
TOTAL EXPENDITURES		13,233.57	89,935.10	172,430.00	52.16
Fund 271 - LIBRARY FUND:					
TOTAL REVENUES		32,789.28	95,391.56	172,480.00	55.31
TOTAL EXPENDITURES		13,233.57	89,935.10	172,430.00	52.16
NET OF REVENUES & EXPENDITURES		19,555.71	5,456.46	50.00	0,912.92

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2021	YTD BALANCE 08/31/2021	2021 AMENDED BUDGET	% BDGT USED
Fund 273 - DOCK NO. 3 IMPROVEMENTS					
Revenues					
UNCLASSIFIED	Unclassified	0.00	21,855.00	21,855.00	100.00
TOTAL REVENUES		<u>0.00</u>	<u>21,855.00</u>	<u>21,855.00</u>	<u>100.00</u>
Expenditures					
598	DOCK #3 IMPROVEMENTS	2,287.67	5,300.97	11,180.00	47.41
TOTAL EXPENDITURES		<u>2,287.67</u>	<u>5,300.97</u>	<u>11,180.00</u>	<u>47.41</u>
Fund 273 - DOCK NO. 3 IMPROVEMENTS:					
TOTAL REVENUES		0.00	21,855.00	21,855.00	100.00
TOTAL EXPENDITURES		<u>2,287.67</u>	<u>5,300.97</u>	<u>11,180.00</u>	<u>47.41</u>
NET OF REVENUES & EXPENDITURES		(2,287.67)	16,554.03	10,675.00	155.07

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2021	YTD BALANCE 08/31/2021	2021 AMENDED BUDGET	% BDGT USED
Fund 584 - GOLF COURSE FUND					
Revenues					
CHG SERV	CHARGE FOR SERVICES	0.00	6,000.00	6,000.00	100.00
O/REV	OTHER REVENUE	12.00	4,947.00	4,947.00	100.00
FIN/FOR	FINES AND FORFEITURES	0.00	125.00	125.00	100.00
INT	INTEREST AND RENTALS	0.00	59.92	800.00	7.49
UNCLASSIFIED	Unclassified	32,691.90	132,860.40	142,971.00	92.93
TOTAL REVENUES		32,703.90	143,992.32	154,843.00	92.99
Expenditures					
797	GOLF COURSE OPERATIONS	26,881.78	99,362.67	141,872.00	70.04
TOTAL EXPENDITURES		26,881.78	99,362.67	141,872.00	70.04
Fund 584 - GOLF COURSE FUND:					
TOTAL REVENUES		32,703.90	143,992.32	154,843.00	92.99
TOTAL EXPENDITURES		26,881.78	99,362.67	141,872.00	70.04
NET OF REVENUES & EXPENDITURES		5,822.12	44,629.65	12,971.00	344.07

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2021	% BDGT
		MONTH 08/31/2021	08/31/2021	AMENDED BUDGET	USED
Fund 590 - SEWER FUND					
Revenues					
	TAXES	38,378.32	306,367.29	460,031.00	66.60
LIC/PERM	LICENSES AND PERMITS	598.10	5,261.61	5,714.00	92.08
CHG SERV	CHARGE FOR SERVICES	8,741.13	57,675.54	90,740.00	63.56
O/REV	OTHER REVENUE	4,787.62	31,458.80	56,330.00	55.85
INT	INTEREST AND RENTALS	0.00	1,145.82	2,845.00	40.27
UNCLASSIFIED	Unclassified	68,512.32	387,834.74	576,267.00	67.30
TOTAL REVENUES		121,017.49	789,743.80	1,191,927.00	66.26
Expenditures					
540	SWR ADMIN	7,289.35	61,944.33	123,725.00	50.07
541	SWR PLANT OPERATIONS	32,968.13	254,989.54	405,060.00	62.95
542	SWR LN MAINT	3,528.03	46,387.81	93,550.00	49.59
543	2000 SANITARY SWR RR&I	0.00	10.62	12,107.00	0.09
544	2010 USDA SWR IMP RR&I	0.00	5,997.34	10,000.00	59.97
905	DEBT SERVICE	0.00	63,883.89	506,285.00	12.62
906	SRF/ 5593 01	0.00	81,938.85	98,900.00	82.85
965	TRANS TO OTHER FUNDS	0.00	0.00	41,200.00	0.00
TOTAL EXPENDITURES		43,785.51	515,152.38	1,290,827.00	39.91
Fund 590 - SEWER FUND:					
TOTAL REVENUES		121,017.49	789,743.80	1,191,927.00	66.26
TOTAL EXPENDITURES		43,785.51	515,152.38	1,290,827.00	39.91
NET OF REVENUES & EXPENDITURES		77,231.98	274,591.42	(98,900.00)	277.65

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2021	YTD BALANCE 08/31/2021	2021 AMENDED BUDGET	% BDGT USED
Fund 591 - WATER FUND					
Revenues					
TAXES	TAXES	34,196.46	274,136.23	409,980.00	66.87
CHG SERV	CHARGE FOR SERVICES	67,674.60	332,166.14	477,988.00	69.49
O/REV	OTHER REVENUE	8,109.99	49,001.00	78,701.00	62.26
INT	INTEREST AND RENTALS	0.00	932.45	1,644.00	56.72
O/FINAN	OTHER FINANCING SOURCES	2,333.49	17,484.72	26,695.00	65.50
UNCLASSIFIED	Unclassified	27,962.31	206,068.27	297,220.00	69.33
TOTAL REVENUES		140,276.85	879,788.81	1,292,228.00	68.08
Expenditures					
550	WTR ADMIN	6,946.04	62,410.33	82,441.00	75.70
551	WTR PLANT OPERATIONS	51,339.00	314,286.49	508,210.00	61.84
552	WTR LINE MAINT	13,636.76	127,533.01	206,796.00	61.67
553	2000 WTR RR&I	0.00	0.00	55,000.00	0.00
905	DEBT SERVICE	13,928.44	173,251.41	173,761.00	99.71
965	TRANS TO OTHER FUNDS	0.00	0.00	264,175.00	0.00
TOTAL EXPENDITURES		85,850.24	677,481.24	1,290,383.00	52.50
Fund 591 - WATER FUND:					
TOTAL REVENUES		140,276.85	879,788.81	1,292,228.00	68.08
TOTAL EXPENDITURES		85,850.24	677,481.24	1,290,383.00	52.50
NET OF REVENUES & EXPENDITURES		54,426.61	202,307.57	1,845.00	.0,965.18

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2021	YTD BALANCE 08/31/2021	2021 AMENDED BUDGET	% BDGT USED
Fund 594 - MARINA FUND					
Revenues					
TAXES	TAXES	3,797.00	5,397.00	4,537.00	118.96
O/REV	OTHER REVENUE	64,247.59	111,384.05	107,479.00	103.63
INT	INTEREST AND RENTALS	0.00	390.67	1,000.00	39.07
TRANS	TRANSFERS-INTERNAL ACTIV	51,551.71	82,051.12	130,400.00	62.92
UNCLASSIFIED	Unclassified	36,900.00	266,536.18	261,621.00	101.88
TOTAL REVENUES		156,496.30	465,759.02	505,037.00	92.22
Expenditures					
590	MARINA ADMIN	4,064.32	18,359.57	36,305.00	50.57
597	MARINA OPERATIONS	80,165.27	144,885.61	227,636.00	63.65
851	INSURANCE	5,286.51	8,387.79	11,200.00	74.89
905	DEBT SERVICE	69,787.50	79,575.00	79,575.00	100.00
965	TRANS TO OTHER FUNDS	0.00	0.00	8,000.00	0.00
TOTAL EXPENDITURES		159,303.60	251,207.97	362,716.00	69.26
Fund 594 - MARINA FUND:					
TOTAL REVENUES		156,496.30	465,759.02	505,037.00	92.22
TOTAL EXPENDITURES		159,303.60	251,207.97	362,716.00	69.26
NET OF REVENUES & EXPENDITURES		(2,807.30)	214,551.05	142,321.00	150.75

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2021	YTD BALANCE 08/31/2021	2021 AMENDED BUDGET	% BDGT USED
Fund 596 - GARBAGE COLLECTION					
Revenues					
LIC/PERM	LICEENSES AND PERMITS	92.57	765.14	1,300.00	58.86
UNCLASSIFIED	Unclassified	10,901.40	83,914.85	122,306.00	68.61
TOTAL REVENUES		10,993.97	84,679.99	123,606.00	68.51
Expenditures					
528	GARBAGE COLLECTION	10,029.81	69,316.44	123,606.00	56.08
TOTAL EXPENDITURES		10,029.81	69,316.44	123,606.00	56.08
Fund 596 - GARBAGE COLLECTION:					
TOTAL REVENUES		10,993.97	84,679.99	123,606.00	68.51
TOTAL EXPENDITURES		10,029.81	69,316.44	123,606.00	56.08
NET OF REVENUES & EXPENDITURES		964.16	15,363.55	0.00	100.00

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2021	YTD BALANCE 08/31/2021	2021 AMENDED BUDGET	% BDGT USED
Fund 641 - EQUIPMENT FUND					
Revenues					
CHG SERV	CHARGE FOR SERVICES	148.12	3,410.64	7,000.00	48.72
O/REV	OTHER REVENUE	850.00	6,797.44	13,466.00	50.48
TRANS	TRANSFERS-INTERNAL ACTIV	4,303.83	62,133.31	168,550.00	36.86
O/FINAN	OTHER FINANCING SOURCES	0.00	350.33	1,000.00	35.03
UNCLASSIFIED	Unclassified	30,066.18	114,212.59	156,843.00	72.82
TOTAL REVENUES		35,368.13	186,904.31	346,859.00	53.88
Expenditures					
581	GARAGE MAINT	11,351.78	29,318.87	55,570.00	52.76
582	EQUIPMENT MAINT	10,644.44	105,336.08	207,530.00	50.76
905	DEBT SERVICE	25,404.65	25,404.65	39,615.00	64.13
965	TRANS TO OTHER FUNDS	0.00	0.00	21,635.00	0.00
TOTAL EXPENDITURES		47,400.87	160,059.60	324,350.00	49.35
Fund 641 - EQUIPMENT FUND:					
TOTAL REVENUES		35,368.13	186,904.31	346,859.00	53.88
TOTAL EXPENDITURES		47,400.87	160,059.60	324,350.00	49.35
NET OF REVENUES & EXPENDITURES		(12,032.74)	26,844.71	22,509.00	119.26

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2021	YTD BALANCE 08/31/2021	2021 AMENDED BUDGET	% BDGT USED
Fund 664 - OFFICE EQUIPMENT POOL					
Revenues					
TRANS	TRANSFERS-INTERNAL ACTIV	0.00	0.00	9,900.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	19,000.00	0.00
TOTAL REVENUES		0.00	0.00	28,900.00	0.00
Expenditures					
233	CENTRAL EQUIP	5,542.93	15,662.90	28,900.00	54.20
TOTAL EXPENDITURES		5,542.93	15,662.90	28,900.00	54.20
Fund 664 - OFFICE EQUIPMENT POOL:					
TOTAL REVENUES		0.00	0.00	28,900.00	0.00
TOTAL EXPENDITURES		5,542.93	15,662.90	28,900.00	54.20
NET OF REVENUES & EXPENDITURES		(5,542.93)	(15,662.90)	0.00	100.00

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PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2021	YTD BALANCE 08/31/2021	2021 AMENDED BUDGET	% BDGT USED
Fund 729 - OTHER EMPLOYEE BENEFITS TRUST					
Revenues					
INT	INTEREST AND RENTALS	0.00	389.97	1,200.00	32.50
TRANS	TRANSFERS-INTERNAL ACTIV	0.00	0.00	38,300.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	23,000.00	0.00
TOTAL REVENUES		0.00	389.97	62,500.00	0.62
Expenditures					
201	ADMINISTRATION	0.00	0.00	23,500.00	0.00
965	TRANS TO OTHER FUNDS	0.00	0.00	39,000.00	0.00
TOTAL EXPENDITURES		0.00	0.00	62,500.00	0.00
Fund 729 - OTHER EMPLOYEE BENEFITS TRUST:					
TOTAL REVENUES		0.00	389.97	62,500.00	0.62
TOTAL EXPENDITURES		0.00	0.00	62,500.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	389.97	0.00	100.00
TOTAL REVENUES - ALL FUNDS					
		1,056,395.05	3,737,928.57	6,390,984.21	58.49
TOTAL EXPENDITURES - ALL FUNDS					
		610,517.32	3,332,648.86	6,310,911.00	52.81
NET OF REVENUES & EXPENDITURES					
		445,877.73	405,279.71	80,073.21	506.14

CITY OF ST IGNACE COUNCIL MEETING
INVOICES TO APPROVE MONDAY, SEPTEMBER 20, 2021

Vendor	Description	Amount
ACE HARDWARE	444	134.15
ACE HARDWARE	137	687.20
AIRGAS USA LLC	1426015	159.44
AL E TESTER	3944	1,442.40
ANDERSON TACKMAN & COMPANY	2020 AUDIT	6,000.00
ANDREA INSLEY	LBE GIVEAWAY	74.00
ANDREA INSLEY	TABLE TENNIS	27.44
ANDREA INSLEY	REC GAS	17.25
ANDREW DIXON	LBE PARK	320.00
BELONGA EXCAVATING, LLC	DOCK #3	65.00
BELONGA EXCAVATING, LLC	LBE PARK	3,162.50
BLARNEY CASTLE OIL CO	06-0011333	519.99
CHARLES J. PALMER, P.C.	AUGUST 2021-SEPTEMBER 2021	1,978.24
CHEBOYGAN CEMENT PRODUCTS INC	LBE PARK	342.00
CHEBOYGAN CEMENT PRODUCTS INC	LBE PARK	624.00
CHEBOYGAN CEMENT PRODUCTS INC	LBE PARK	555.50
ETNA SUPPLY COMPANY	3944	840.00
ETNA SUPPLY COMPANY	3994	1,280.00
ETNA SUPPLY COMPANY	3944	83.24
ETNA SUPPLY COMPANY	3944	570.00
FERGUSON WATERWORKS #3386	4838	23.24
GALLS, AN ARAMARK CO	4228422	12.99
GFL ENVIRONMENTAL USA, INC.	001538631	274.04
GRAINGER INC	850631656	184.46
HD SUPPLY FACILITIES MAINTENANCE	922837	887.97
HOLIDAY	1400-003-808-882	230.81
HURON VALLEY GUNS LLC	SIPD SHIPPING	19.53
HYDRITE CHEMICAL CO	25401	6,400.80
INDIAN TRAILS	BUS STATION DRYER	452.94
J & T SERVICES, LLC	LBE PARK-TOP SOIL	900.00
KIMBALL-MIDWEST	214384	310.02
KSS ENTERPRISES	PARKS	306.05
KSS ENTERPRISES	MARINA	195.33
KSS ENTERPRISES	CITY HALL	242.65
KSS ENTERPRISES	DOCK #3/BOAT LAUNCH	102.83
LYNN AUTO PARTS	4832	14.99
LYNN AUTO PARTS	4822	652.76
MACKINAC PLUMBING AND HEATING COWATER PLANT		33.75
MACKINAC SALES	STIG39	7.31
MICHAEL RICHARD LAMB	LBE GOALIE CREASE BANNER	576.00
MICHAEL RICHARD LAMB	SIPD VEHICLE VINYL GRAPHICS	1,725.00
MICHIGAN STATE POLICE	10579	33.00
MICHIGAN STATE POLICE	10579	33.00
MILLER	NOVEMBER ELECTION MATERIALS	52.16
NATIONAL OFFICE PRODUCTS	101068	341.92
NATIONAL OFFICE PRODUCTS	101067	6,756.22
NCL OF WISCONSIN INC	44000	653.95
QUILL CORPORATION	1326403	75.96
SAULT PRINTING COMPANY	1620	329.31
SPARTAN STORES	017323	132.69
ST IGNACE AUTOMOTIVE	7676	106.22
ST IGNACE CHAMBER OF COMMERCE	SI GOLF	150.00
ST IGNACE POSTMASTER	SAFA PO BOX	62.00
ST IGNACE TRUE VALUE	220	1,609.87
SYNCB/AMAZON	6045787810677530	381.03
UP REGION OF LIBRARY COOPERATION,1056		583.46
WESLEY H MAURER JR	1281	476.80
	Total:	44,213.41

EXPENSES BY FUND

MONDAY, SEPTEMBER 2021

101	\$14,156.89	GENERAL FUND
203	\$5.58	LOCAL STREETS
206	\$62.00	FIRE FUND
248	\$2,000.00	DDA
273	\$116.41	DOCK #3 IMPROVEMENT
408	\$6,984.42	LBE PARK CONSTRUCTION
509	\$1,235.32	COMMUNITY CENTER
570	\$2,824.50	MUSEUM OPERATIONS
571	\$172.82	MUSEUM STORE
584	\$1,541.31	GOLF
590	\$922.43	WASTEWATER
591	\$11,727.43	WATER
594	\$666.79	MARINA
641	\$1,316.85	EQUIPMENT
664	\$480.66	CENTRAL EQUIPMENT
TOTAL:	\$44,213.41	

User: SHERRY DB: St Ignace PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date Journal Description GL Number DR Amount CR Amount

09/17/2021 AP ACE HARDWARE Invoice: AUGUST 2021 GOLF Ref#: 61637(444)
 REPAIR & MAINT SUPP 584-797-775.000 52.22
 MATERIALS 584-797-781.000 81.93
 Vnd: 0004 Invoice: AUGUST 2021 GOLF 584-000-202.000 134.15
 Expected Check Run: 09/17/2021

09/17/2021 AP ACE HARDWARE Invoice: AUGUST 2021 Ref#: 61644(137)
 EQUIP MAINT SUPP 594-597-778.000 12.24
 OPERATING SUPPLIES 594-597-750.000 38.56
 OPERATING SUPPLIES 101-265-750.000 38.55
 OPERATING SUPPLIES 664-233-750.000 1.50
 PROGRAM EXPENSES 509-753-750.000 5.50
 CONTRACTED SERV 408-771-818.000 114.93
 OPERATING SUPPLIES 591-551-750.000 9.99
 OPERATING SUPPLIES 590-541-750.000 30.47
 REPAIR & MAINT SUPP 570-804-775.000 299.22
 OFFICE SUPPLIES 571-807-751.000 3.49
 OPERATING SUPPLIES 641-581-750.000 86.99
 EQUIP MAINT SUPP 641-582-778.000 6.98
 OPERATING SUPPLIES 641-582-750.000 38.78
 Vnd: 0004 Invoice: AUGUST 2021 594-000-202.000 50.80
 Vnd: 0004 Invoice: AUGUST 2021 101-000-202.000 38.55
 Vnd: 0004 Invoice: AUGUST 2021 664-000-202.000 1.50
 Vnd: 0004 Invoice: AUGUST 2021 509-000-202.000 5.50
 Vnd: 0004 Invoice: AUGUST 2021 408-000-202.000 114.93
 Vnd: 0004 Invoice: AUGUST 2021 591-000-202.000 9.99
 Vnd: 0004 Invoice: AUGUST 2021 590-000-202.000 30.47
 Vnd: 0004 Invoice: AUGUST 2021 570-000-202.000 299.22
 Vnd: 0004 Invoice: AUGUST 2021 571-000-202.000 3.49
 Vnd: 0004 Invoice: AUGUST 2021 641-000-202.000 132.75
 Expected Check Run: 09/17/2021

09/17/2021 AP AIRGAS USA LLC Invoice: 9982098199 Ref#: 61662(1426015)
 OPERATING SUPPLIES 641-582-750.000 159.44
 Vnd: 1909 Invoice: 9982098199 641-000-202.000 159.44
 Expected Check Run: 09/17/2021

09/17/2021 AP AL E TESTER Invoice: S104157084.002 Ref#: 61643(3944)
 EQUIP MAINT SUPP 591-552-778.000 1,442.40
 Vnd: 0007 Invoice: S104157084.002 591-000-202.000 1,442.40
 Expected Check Run: 09/17/2021

1,442.40 1,442.40

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/17/2021	AP	ANDERSON TACKMAN & COMPANY ACCOUNTING & AUDITING ACCOUNTING & AUDITING Vnd: 0016 Invoice: 129321 Vnd: 0016 Invoice: 129321 Expected Check Run: 09/17/2021	Invoice: 129321 Ref#: 61671(2020 AUDIT) 101-191-807.000 248-743-807.000 101-000-202.000 248-000-202.000	4,000.00 2,000.00	4,000.00 2,000.00
09/17/2021	AP	ANDREA INSLEY PROGRAM EXPENSES Vnd: 0190 Invoice: SCHOOL SUPPLIES Expected Check Run: 09/17/2021	Invoice: SCHOOL SUPPLIES Ref#: 61622(LBE GIVEAWAY) 509-753-750.000 509-000-202.000	74.00	74.00
09/17/2021	AP	ANDREA INSLEY PROGRAM EXPENSES Vnd: 0190 Invoice: REC DEPARTMENT Expected Check Run: 09/17/2021	Invoice: REC DEPARTMENT Ref#: 61623(TABLE TENNIS) 509-753-750.000 509-000-202.000	74.00	74.00
09/17/2021	AP	ANDREA INSLEY GAS & OIL Vnd: 0190 Invoice: SIFD-A. DOWNEY Expected Check Run: 09/17/2021	Invoice: SIFD-A. DOWNEY Ref#: 61624(REC GAS) 101-336-759.000 101-000-202.000	27.44 17.25	27.44 17.25
09/17/2021	AP	ANDREW DIXON CONTRACTED SERV Vnd: 1805 Invoice: 3068 Expected Check Run: 09/17/2021	Invoice: 3068 Ref#: 61649(LBE PARK) 408-771-818.000 408-000-202.000	17.25	17.25
09/17/2021	AP	BELONGA EXCAVATING, LLC CONTRACTED SERV Vnd: 3031 Invoice: 3413 Expected Check Run: 09/17/2021	Invoice: 3413 Ref#: 61648(LBE PARK) 408-771-818.000 408-000-202.000	320.00	320.00
09/17/2021	AP	BELONGA EXCAVATING, LLC OPERATING SUPPLIES Vnd: 3031 Invoice: 3402 Expected Check Run: 09/17/2021	Invoice: 3402 Ref#: 61672(DOCK #3) 273-598-750.000 273-000-202.000	3,162.50 65.00	3,162.50 65.00

Post Date Journal Description GL Number DR Amount CR Amount

09/17/2021 AP BLARNEY CASTLE OIL CO Invoice: AUGUST 2021 GOLF Ref#: 61636(06-0011333) 519.99 519.99
 GAS & OIL 584-797-759.000
 Vnd: 1798 Invoice: AUGUST 2021 GOLF 584-000-202.000
 Expected Check Run: 09/17/2021

09/17/2021 AP CHARLES J. PALMER, P.C. Invoice: 10632 Ref#: 61674(AUGUST 2021-SEPTEMBER 2021) 519.99 519.99
 CONTRACTED SERV 101-266-818.000
 Vnd: 3089 Invoice: 10632 101-000-202.000
 Expected Check Run: 09/17/2021

09/17/2021 AP CHEBOYGAN CEMENT PRODUCTS INC Invoice: 198 Ref#: 61650(LBE PARK) 1,978.24 1,978.24
 CONTRACTED SERV 408-771-818.000
 Vnd: 0042 Invoice: 198 408-000-202.000
 Expected Check Run: 09/17/2021

09/17/2021 AP CHEBOYGAN CEMENT PRODUCTS INC Invoice: 29371 Ref#: 61651(LBE PARK) 342.00 342.00
 CONTRACTED SERV 408-771-818.000
 Vnd: 0042 Invoice: 29371 408-000-202.000
 Expected Check Run: 09/17/2021

09/17/2021 AP CHEBOYGAN CEMENT PRODUCTS INC Invoice: 29252 Ref#: 61652(LBE PARK) 624.00 624.00
 CONTRACTED SERV 408-771-818.000
 Vnd: 0042 Invoice: 29252 408-000-202.000
 Expected Check Run: 09/17/2021

09/17/2021 AP ETNA SUPPLY COMPANY Invoice: S104170441.001 Ref#: 61639(3944) 555.50 555.50
 OPERATING SUPPLIES 591-552-750.000
 Vnd: 0070 Invoice: S104170441.001 591-000-202.000
 Expected Check Run: 09/17/2021

09/17/2021 AP ETNA SUPPLY COMPANY Invoice: S104157084.003 Ref#: 61640(3994) 840.00 840.00
 OPERATING SUPPLIES 591-552-750.000
 Vnd: 0070 Invoice: S104157084.003 591-000-202.000
 Expected Check Run: 09/17/2021

1,280.00 1,280.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/17/2021	AP	ETNA SUPPLY COMPANY EQUIP MAINT SUPP Vnd: 0070 Invoice: S104163077.001	Invoice: S104163077.001 Ref#: 61641(3944) 591-552-778.000 591-000-202.000	83.24	83.24
		Expected Check Run: 09/17/2021			
09/17/2021	AP	ETNA SUPPLY COMPANY EQUIP MAINT SUPP Vnd: 0070 Invoice: S104193511.002	Invoice: S104193511.002 Ref#: 61642(3944) 591-552-778.000 591-000-202.000	83.24	83.24
		Expected Check Run: 09/17/2021			
09/17/2021	AP	FERGUSON WATERWORKS #3386 EQUIP MAINT SUPP Vnd: 2989 Invoice: 0136845	Invoice: 0136845 Ref#: 61669(4838) 591-552-778.000 591-000-202.000	23.24	23.24
		Expected Check Run: 09/17/2021			
09/17/2021	AP	GALLS, AN ARAMARK CO UNIFORMS Vnd: 0083 Invoice: 019201320	Invoice: 019201320 Ref#: 61656(4228422) 101-301-755.000 101-000-202.000	12.99	12.99
		Expected Check Run: 09/17/2021			
09/17/2021	AP	GFL ENVIRONMENTAL USA, INC. UTILITIES, GARBAGE Vnd: 3212 Invoice: 0051522413	Invoice: 0051522413 Ref#: 61632(001538631) 584-797-919.000 584-000-202.000	274.04	274.04
		Expected Check Run: 09/17/2021			
09/17/2021	AP	GRAINGER INC UNIFORMS Vnd: 0404 Invoice: 9045470771	Invoice: 9045470771 Ref#: 61663(850631656) 101-441-755.000 101-000-202.000	184.46	184.46
		Expected Check Run: 09/17/2021			
09/17/2021	AP	HD SUPPLY FACILITIES MAINTENANCE LT OPERATING SUPPLIES Vnd: 1337 Invoice: 711883	Invoice: 711883 Ref#: 61675(922837) 590-541-750.000 590-000-202.000	887.97	887.97
		Expected Check Run: 09/17/2021			

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/17/2021	AP	HOLIDAY GAS & OIL Vnd: 1771 Invoice: AUGUST 2021	Invoice: AUGUST 2021 Ref#: 61660 (1400-003-808-882) 101-336-759.000 101-000-202.000	230.81	230.81
		Expected Check Run: 09/17/2021			
09/17/2021	AP	HURON VALLEY GUNS LLC UNIFORMS Vnd: 3248 Invoice: 177664	Invoice: 177664 Ref#: 61658 (SIPD SHIPPING) 101-301-755.000 101-000-202.000	230.81	230.81
		Expected Check Run: 09/17/2021			
09/17/2021	AP	HYDRITE CHEMICAL CO OPERATING SUPPLIES Vnd: 0099 Invoice: 02503668	Invoice: 02503668 Ref#: 61668 (25401) 591-551-750.000 591-000-202.000	19.53	19.53
		Expected Check Run: 09/17/2021			
09/17/2021	AP	INDIAN TRAILS BUS STATION EXPENDITURES Vnd: 2198 Invoice: 2021-0908	Invoice: 2021-0908 Ref#: 61601 (BUS STATION DRYER) 101-704-884.000 101-000-202.000	6,400.80	6,400.80
		Expected Check Run: 09/17/2021			
09/17/2021	AP	J & T SERVICES, LLC CONTRACTED SERV Vnd: 3387 Invoice: 668	Invoice: 668 Ref#: 61647 (LBE PARK-TOP SOIL) 408-771-818.000 408-000-202.000	452.94	452.94
		Expected Check Run: 09/17/2021			
09/17/2021	AP	KIMBALL-MIDWEST EQUIP MAINT SUPP Vnd: 0118 Invoice: 9207446	Invoice: 9207446 Ref#: 61665 (214384) 641-582-778.000 641-000-202.000	900.00	900.00
		Expected Check Run: 09/17/2021			
09/17/2021	AP	KSS ENTERPRISES OPERATING SUPPLIES Vnd: 0774 Invoice: 1324891	Invoice: 1324891 Ref#: 61628 (PARKS) 101-770-750.000 101-000-202.000	310.02	310.02
		Expected Check Run: 09/17/2021			
				306.05	306.05

Post Date Journal Description PROOF ONLY - JOURNAL ENTRIES NOT CREATED GL Number DR Amount CR Amount

09/17/2021 AP KSS ENTERPRISES Invoice: 1322075 Ref#: 61629(MARINA) 195.33 195.33
 OPERATING SUPPLIES 594-597-750.000
 Vnd: 0774 Invoice: 1322075 594-000-202.000
 Expected Check Run: 09/17/2021

09/17/2021 AP KSS ENTERPRISES Invoice: 1323176 Ref#: 61630(CITY HALL) 242.65 242.65
 OPERATING SUPPLIES 101-265-750.000
 Vnd: 0774 Invoice: 1323176 101-000-202.000
 Expected Check Run: 09/17/2021

09/17/2021 AP KSS ENTERPRISES Invoice: 1320228 Ref#: 61631(DOCK #3/BOAT LAUNCH) 242.65 242.65
 OPERATING SUPPLIES 273-598-750.000
 OPERATING SUPPLIES 101-773-750.000
 Vnd: 0774 Invoice: 1320228 273-000-202.000
 Vnd: 0774 Invoice: 1320228 101-000-202.000
 Expected Check Run: 09/17/2021

09/17/2021 AP LYNN AUTO PARTS Invoice: AUGUST 2021 GOLF Ref#: 61625(4832) 14.99 14.99
 REPAIR & MAINT SUPP 584-797-775.000
 Vnd: 0128 Invoice: AUGUST 2021 GOLF 584-000-202.000
 Expected Check Run: 09/17/2021

09/17/2021 AP LYNN AUTO PARTS Invoice: AUGUST 2021 Ref#: 61635(4822) 14.99 14.99
 EQUIP MAINT SUPP 641-582-778.000
 OPERATING SUPPLIES 641-582-750.000
 OPERATING SUPPLIES 641-581-750.000
 VEHICLE MAINT 101-301-930.001
 Vnd: 0128 Invoice: AUGUST 2021 641-000-202.000
 Vnd: 0128 Invoice: AUGUST 2021 101-000-202.000
 Expected Check Run: 09/17/2021

09/17/2021 AP MACKINAC PLUMBING AND HEATING CO Invoice: 11199 Ref#: 61673(WATER PLANT) 33.75 33.75
 EQUIP MAINT SUPP 591-551-778.000
 Vnd: 0130 Invoice: 11199 591-000-202.000
 Expected Check Run: 09/17/2021

33.75 33.75

Post Date Journal Description GL Number DR Amount CR Amount

09/17/2021 AP MACKINAC SALES Invoice: AUGUST 2021 Ref#: 61670 (STIG39)
 VEHICLE MAINT 101-301-930.001 7.31
 Vnd: 0131 Invoice: AUGUST 2021 101-000-202.000 7.31
 Expected Check Run: 09/17/2021

09/17/2021 AP MICHAEL RICHARD LAMB Invoice: 6073 Ref#: 61657 (SIPD VEHICLE VINYL GRAPHICS)
 VEHICLE MAINT 101-301-930.001 1,725.00
 Vnd: 2631 Invoice: 6073 101-000-202.000 1,725.00
 Expected Check Run: 09/17/2021

09/17/2021 AP MICHAEL RICHARD LAMB Invoice: 6070 Ref#: 61659 (LBE GOALIE CREESE BANNER)
 OPERATING SUPPLIES 509-761-750.000 576.00
 Vnd: 2631 Invoice: 6070 509-000-202.000 576.00
 Expected Check Run: 09/17/2021

09/17/2021 AP MICHIGAN STATE POLICE Invoice: 551-587123 Ref#: 61654 (10579)
 CONTRACTED SERV 101-301-818.000 33.00
 Vnd: 3219 Invoice: 551-587123 101-000-202.000 33.00
 Expected Check Run: 09/17/2021

09/17/2021 AP MICHIGAN STATE POLICE Invoice: 551-590568 Ref#: 61655 (10579)
 CONTRACTED SERV 101-301-818.000 33.00
 Vnd: 3219 Invoice: 551-590568 101-000-202.000 33.00
 Expected Check Run: 09/17/2021

09/17/2021 AP MILLER CONSULTATIONS&ELECTIONS, INC Invoice: 21-2653 Ref#: 61653 (NOVEMBER ELECTION MATERIALS)
 OPERATING SUPPLIES 101-262-750.000 52.16
 Vnd: 3294 Invoice: 21-2653 101-000-202.000 52.16
 Expected Check Run: 09/17/2021

09/17/2021 AP MILLER CONSULTATIONS&ELECTIONS, INC Invoice: 21-2653 Ref#: 61653 (NOVEMBER ELECTION MATERIALS)
 OPERATING SUPPLIES 101-262-750.000 52.16
 Vnd: 3294 Invoice: 21-2653 101-000-202.000 52.16
 Expected Check Run: 09/17/2021

09/17/2021 AP MILLER CONSULTATIONS&ELECTIONS, INC Invoice: 21-2653 Ref#: 61653 (NOVEMBER ELECTION MATERIALS)
 OPERATING SUPPLIES 101-262-750.000 52.16
 Vnd: 3294 Invoice: 21-2653 101-000-202.000 52.16
 Expected Check Run: 09/17/2021

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/17/2021	AP	NATIONAL OFFICE PRODUCTS	Invoice: AUGUST 2021 Ref#: 61626(101067)		
		OFFICE SUPP	570-804-728.000	169.34	
		OFFICE SUPPLIES	571-807-751.000	169.33	
		SUPPLIES	570-808-750.000	1,924.00	
		OPERATING SUPPLIES	570-804-750.000	319.99	
		CAPITAL OUTLAY, FIRE	101-336-977.000	3,833.73	
		PROGRAM EXPENSES	509-753-750.000	5.27	
		OFFICE SUPP	509-762-728.000	86.18	
		OFFICE SUPPLIES	101-234-751.000	113.38	
		EQUIPMENT REPAIRS & MAINT	664-233-932.000	135.00	
		Vnd: 0163 Invoice: AUGUST 2021	570-000-202.000		2,413.33
		Vnd: 0163 Invoice: AUGUST 2021	571-000-202.000		169.33
		Vnd: 0163 Invoice: AUGUST 2021	101-000-202.000		3,947.11
		Vnd: 0163 Invoice: AUGUST 2021	509-000-202.000		91.45
		Vnd: 0163 Invoice: AUGUST 2021	664-000-202.000		135.00
		Expected Check Run: 09/17/2021		6,756.22	6,756.22
09/17/2021	AP	NATIONAL OFFICE PRODUCTS	Invoice: JULY 2021 GOLF Ref#: 61638(101068)		
		OFFICE SUPPLIES	584-797-751.000	341.92	
		Vnd: 0163 Invoice: JULY 2021 GOLF	584-000-202.000		341.92
		Expected Check Run: 09/17/2021		341.92	341.92
09/17/2021	AP	NCL OF WISCONSIN INC	Invoice: 459332 Ref#: 61667(44000)		
		OPERATING SUPPLIES	591-551-750.000	653.95	
		Vnd: 0167 Invoice: 459332	591-000-202.000		653.95
		Expected Check Run: 09/17/2021		653.95	653.95
09/17/2021	AP	QUILL CORPORATION	Invoice: 19061085 Ref#: 61664(1326403)		
		OFFICE SUPPLIES	101-234-751.000	75.96	
		Vnd: 0188 Invoice: 19061085	101-000-202.000		75.96
		Expected Check Run: 09/17/2021		75.96	75.96
09/17/2021	AP	SAULT PRINTING COMPANY	Invoice: AUGUST 2021 Ref#: 61666(1620)		
		EQUIPMENT REPAIRS & MAINT	664-233-932.000	329.31	
		Vnd: 0198 Invoice: AUGUST 2021	664-000-202.000		329.31
		Expected Check Run: 09/17/2021		329.31	329.31

Post Date Journal Description Invoice Ref# Ref# GL Number DR Amount CR Amount

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	Invoice	Ref#	Ref#	GL Number	DR Amount	CR Amount
09/17/2021	AP	SPARTAN STORES	AUGUST	2021	61677	(017323)		
		CATERING		509-762-818.003			49.90	
		OPERATING SUPPLIES		101-441-750.000			31.89	
		OPERATING SUPPLIES		101-262-750.000			35.93	
		OPERATING SUPPLIES		591-551-750.000			14.97	
		Vnd: 0088 Invoice: AUGUST 2021		509-000-202.000				49.90
		Vnd: 0088 Invoice: AUGUST 2021		101-000-202.000				67.82
		Vnd: 0088 Invoice: AUGUST 2021		591-000-202.000				14.97
		Expected Check Run: 09/17/2021						
							132.69	132.69

Post Date	Journal	Description	Invoice	Ref#	Ref#	GL Number	DR Amount	CR Amount
09/17/2021	AP	ST IGNACE AUTOMOTIVE	AUGUST	2021	61633	(7676)		
		REPAIR & MAINT SUPP		584-797-775.000			106.22	
		Vnd: 0207 Invoice: AUGUST 2021 GOLF		584-000-202.000				106.22
		Expected Check Run: 09/17/2021						
							106.22	106.22

Post Date	Journal	Description	Invoice	Ref#	Ref#	GL Number	DR Amount	CR Amount
09/17/2021	AP	ST IGNACE CHAMBER OF COMMERCE	765		61627	(ST GOLF)		
		ADVERTISING		584-797-821.000			150.00	
		Vnd: 0209 Invoice: 765		584-000-202.000				150.00
		Expected Check Run: 09/17/2021						
							150.00	150.00

Post Date	Journal	Description	Invoice	Ref#	Ref#	GL Number	DR Amount	CR Amount
09/17/2021	AP	ST IGNACE TRUE VALUE	AUGUST	2021	61645	(220)		
		OPERATING SUPPLIES		591-551-750.000			198.34	
		OPERATING SUPPLIES		591-552-750.000			68.75	
		OPERATING SUPPLIES		590-541-750.000			3.99	
		MATERIALS/DPW/ROADS		203-474-782.000			5.58	
		OPERATING SUPPLIES		101-101-750.000			14.99	
		PROGRAM EXPENSES		509-753-750.000			47.53	
		OPERATING SUPPLIES		509-762-750.000			262.25	
		CONTRACTED SERV		408-771-818.000			488.69	
		OPERATING SUPPLIES		101-770-750.000			236.07	
		OPERATING SUPPLIES		101-301-750.000			43.26	
		VEHICLE MAINT		101-301-930.001			7.99	
		REPAIR & MAINT SUPP		101-265-775.000			42.97	
		OPERATING SUPPLIES		570-804-750.000			111.95	
		OPERATING SUPPLIES		641-582-750.000			74.19	
		BLDG. MAINT SUPPLIES		641-581-776.000			3.32	
		Vnd: 0206 Invoice: AUGUST 2021		591-000-202.000				267.09
		Vnd: 0206 Invoice: AUGUST 2021		590-000-202.000				3.99
		Vnd: 0206 Invoice: AUGUST 2021		203-000-202.000				5.58
		Vnd: 0206 Invoice: AUGUST 2021		101-000-202.000				345.28
		Vnd: 0206 Invoice: AUGUST 2021		509-000-202.000				309.78
		Vnd: 0206 Invoice: AUGUST 2021		408-000-202.000				488.69
		Vnd: 0206 Invoice: AUGUST 2021		570-000-202.000				111.95
		Vnd: 0206 Invoice: AUGUST 2021		641-000-202.000				77.51

Expected Check Run: 09/17/2021

1,609.87 1,609.87

DB: St Ignace

Post Date Journal Description GL Number DR Amount CR Amount

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/17/2021	AP	SYNCR/AMAZON	Invoice: AUGUST 2021 Ref#: 61676(6045787810677530)		
		OPERATING SUPPLIES	101-172-750.000	44.99	
		OPERATING SUPPLIES	101-172-750.000	15.40	
		OPERATING SUPPLIES	664-233-750.000	14.85	
		OPERATING SUPPLIES	101-101-750.000	196.01	
		OPERATING SUPPLIES	594-597-750.000	109.78	
		Vnd: 3205 Invoice: AUGUST 2021	101-000-202.000		256.40
		Vnd: 3205 Invoice: AUGUST 2021	664-000-202.000		14.85
		Vnd: 3205 Invoice: AUGUST 2021	594-000-202.000		109.78
		Expected Check Run: 09/17/2021			
				381.03	381.03

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/17/2021	AP	UP REGION OF LIBRARY COOPERATION, I	Invoice: AUGUST 2021 Ref#: 61634(1056)		
		PROFESSIONAL SERVICES	591-551-801.000	108.00	
		PRINT & PUBLISH	101-101-900.000	63.33	
		PRINT & PUBLISH	509-752-900.000	101.25	
		PRINT & PUBLISH	594-597-900.000	310.88	
		Vnd: 1950 Invoice: AUGUST 2021	591-000-202.000		108.00
		Vnd: 1950 Invoice: AUGUST 2021	101-000-202.000		63.33
		Vnd: 1950 Invoice: AUGUST 2021	509-000-202.000		101.25
		Vnd: 1950 Invoice: AUGUST 2021	594-000-202.000		310.88
		Expected Check Run: 09/17/2021			
				583.46	583.46

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/17/2021	AP	WESLEY H MAUBER JR	Invoice: AUGUST 2021 DDA Ref#: 61646(1281)		
		PRINT & PUBLISH	408-771-900.000	476.80	
		Vnd: 1978 Invoice: AUGUST 2021 DDA	408-000-202.000		476.80
		Expected Check Run: 09/17/2021			
				476.80	476.80

Cash/Payable Account Totals:

ACCOUNTS PAYABLE	101-000-202.000		14,156.89
ACCOUNTS PAYABLE	203-000-202.000		5.58
ACCOUNTS PAYABLE	248-000-202.000		2,000.00
ACCOUNTS PAYABLE	273-000-202.000		116.41
ACCOUNTS PAYABLE	408-000-202.000		6,984.42
ACCOUNTS PAYABLE	509-000-202.000		1,235.32
ACCOUNTS PAYABLE	570-000-202.000		2,824.50
ACCOUNTS PAYABLE	571-000-202.000		172.82
ACCOUNTS PAYABLE	584-000-202.000		1,541.31
ACCT PAYABLE	590-000-202.000		922.43
ACCT PAYABLE	591-000-202.000		11,727.43
ACCOUNTS PAYABLE	594-000-202.000		666.79
ACCT PAYABLE	641-000-202.000		1,316.85
ACCT PAYABLE	664-000-202.000		480.66
TOTAL INCREASE IN PAYABLE:			44,151.41