

## **CITY COUNCIL MEETING**

St. Ignace, Michigan

Monday, January 22, 2024 – 7:00 p.m.

City Council Chambers

Zoom Meeting ID: 871 3288 0501

### **\*\*\*\*AGENDA\*\*\*\***

- 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 January 8, 2024
- 8) Business
  - A. Draft 2024 Fee Schedule – Little Bear East, Marina & Golf Course Proposed
  - B. 2024 Volunteer Fire Capacity Grant Program
  - C. Committee Appointments
  - D. City Manager MME Training
  - E. Clerk Training Institute – UB Deputy Clerk
  - F. Resolution 24-01 – Pond Hockey
  - G. Resolution 24-03 – Non-Union Pay
  - H. Election Board Approval – February 27<sup>th</sup> Presidential Primary Election
  - I. Financing – Water Department Pick-Up Truck
  - J. 4<sup>th</sup> of July Fireworks
  - K. Treasurer’s Support Agreement 2024
  - L. Financials – December 2023
- 9) Consideration of Bills
- 10) Public Comment (3-minute limit)
- 11) City Manager Report
- 12) Committee Reports
  - A. Planning Commission – 2023 Annual Report
- 13) Councilmember Comments
- 14) Enter Closed Session: City Manager Review pursuant to MCL 15.268(a) “to consider a periodic personnel evaluation of a public employee if the named individual requests a closed hearing”

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

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

A Regular Meeting of the St. Ignace City Council was held on Monday, January 8, 2024, in City Hall Council Chambers as a hybrid attendance meeting with Zoom video conference available. Mayor LaLonde called the meeting to order at 7:00 p.m., and the Pledge of Allegiance followed. Mayor Pro-Tem Gustafson led the invocation.

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

**ABSENT:** Councilmembers Litzner and Pelter.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Eyre, to approve excusing Councilmembers Litzner and Pelter due to illness.  
Motion carried unanimously.

**STAFF PRESENT:** Scott Marshall, City Manager; Andrea Insley, City Clerk/Treasurer; Kevin James, Police Chief; Cathy Lamb, Recreation Facility Manager; Nick Montie, Fire Chief; Charles Palmer, City Attorney.

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

No public comment was received.

**CONSIDERATION OF THE MINUTES OF THE DECEMBER 18, 2023 COUNCIL MEETING:**

It was moved by Councilmember Eyre, seconded by Mayor Pro-Tem Gustafson, to approve the minutes of the December 18, 2023 Regular Council meeting as presented.  
Motion carried unanimously.

**BUSINESS**

**A. 2024 POVERTY EXEMPTION POLICY & GUIDELINES**

City Manager Marshall reviewed the proposed policy and guidelines for poverty exemption provided by the City Assessor. After a brief discussion, it was moved by Councilmember Shepard, seconded by Councilmember Eyre, to approve the policy and guidelines as presented.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**B. NEW LOADER FINANCING**

City Manager Marshall informed Council that DPW Director Fraser re-visited the financing request to both Central Savings and First National Bank for the new loader purchase. The requested amount to be financed was \$132,724 with a deposit payment of \$102,500. First National Bank offered a six-year loan with an interest rate of 6.25%, and Central Savings offered the six-year loan with an interest rate of 6.23%.

It was moved by Councilmember Shepard, seconded by Councilmember Williford, to approve financing with Central Savings for the new loader purchase agreement.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**C. LITTLE BEAR EAST 2023 REVIEW & 2024 ROADMAP**

Recreation Facility Manager Lamb presented Council with a year-in-review update for the Little Bear East facility and recreation programs. Manager Lamb also identified goals and new programs for 2024.

**D. RESOLUTION 24-02 DISSOLUTION OF ST. IGNACE AREA EMS COUNCIL**

**RESOLUTION 24-02 TO APPROVE THE DISSOLUTION OF THE ST. IGNACE AREA EMS COUNCIL AND OTHER MATTERS**

The following Resolution 24-02 was offered for adoption by Mayor Pro-Tem Gustafson, supported by Councilmember Shepard:

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

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

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

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

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

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

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

**Roll Call Vote:**

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

No: None.

Absent: Councilmembers Litzner and Pelter.

Resolution declared Adopted.

## **E. COMMITTEE APPOINTMENTS**

Mayor LaLonde requested Council approval for several appointments as follows:

It was moved by Councilmember Williford, seconded by Councilmember Eyre, to approve appointing the following to the Board of Review:

Ed Paquin through 12/2027 to replace Tammy Shepard; Charlotte Doud through 12/2028 to replace Heather Tamlyn; and Cindy Oliver through 12/2029 to replace Jessica Sayles.

Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Williford, to approve re-appointing Ed Paquin and Emily Fullerton to the Recreation Advisory Committee through 12/2025. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Eyre, to approve appointing Councilmember Litzner and Mayor LaLonde to the Street Committee through 12/2025. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Shepard, to approve appointing Luke Paquin to the Zoning Board of Appeals through 12/2026. Motion carried unanimously.

It was moved by Councilmember Shepard, seconded by Councilmember Eyre, to approve re-appointing Councilmember Williford, Mayor Pro-Tem Gustafson and Mayor LaLonde to the Negotiations Committee through 12/2025. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Eyre, to approve re-appointing Julie Lipnitz and Heather Aukeman to the DDA Board through 12/2027. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Williford, to approve appointing Andy Valentine to the Planning Commission through 12/2026. Motion carried unanimously.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Eyre, to approve re-appointing Greg Cheeseman Jr., Fred Feleppa and City Clerk/Treasurer Insley to the Election Commission through 12/2025. Motion carried unanimously.

## **CONSIDERATION OF BILLS**

Airgas	Rental Gases	\$35.45
Amazon	December 2023 Statement	\$531.39

Arrow Signs	SIFD-SUV Lettering & Decals	\$960.00
Automatic Door Service	LBE - Door Repair	\$550.00
BAM Tools	Water Plant/DPW Tools	\$741.20
BC Pizza	LBE-Fab Friday Pizza	\$118.50
Belonga Excavating, LLC	Sand-Cemetery, Garage Stock/WWTR Repair	\$344.38
Charles Palmer, P.C.	December 2023 Statement	\$3,696.24
CivicPlus	Annual Website Fee	\$2,800.00
Culture Code	NAGPRA Host/Maintenance Fee-Split	\$600.00
Election Source	Annual Maintenance Contract Per State Contract	\$615.00
Galls	Uniform Boots-A. Mitchell	\$151.91
George's Body Shop	2021 SIPD Repair/WTR Crown Vic Repair	\$7,257.50
Gordon Food Service	LBE Concession	\$890.25
HACH	Water Plant Supplies	\$3,028.00
Hawkins	Water Plant Supplies	\$1,833.59
Hydrite	Bulk Ferric Chloride	\$13,210.14
Johnson Controls	LBE Repair	\$448.80
Kimball Midwest	Water Plant Supplies	\$249.98
KSS	LBE Supplies	\$380.70
Mackinac County 911	SIPD Radio Batteries	\$116.00
Mark's Tire	WTR-Tires for Explorer	\$755.12
Meyer Ace Hardware	December 2023 Statement	\$847.96
MI Assoc. of Municipal Clerks	2024 Memberships-A Insley, S. Cece, K. Labinski	\$225.00
MI Dept of EGLE	M. Bowlby-WTR Plant Virtual Class	\$45.00
MI Dept of EGLE	NPDES Annual Fees 2024	\$5,650.00

MMRMA	2024 Insurance	\$58,030.00
MMTA	Virtual Workshop-A. Insley	\$149.00
MMTA	2024 Membership-A Insley	\$99.00
Modern Marketing	SIPD Supplies	\$521.94
Moran Township	Winter 2023 Taxes	\$123.47
National Office Product	December 2023 Statement	\$588.09
NCL	RRI-WTR Lab Equipment	\$924.24
Otis Envelope	2024 Maintenance Service	\$1,563.36
Quill	Office Supplies/Supplies	\$403.29
Safety-Kleen Systems	Washer Solvent	\$175.78
Seewald's Towing	SIPD-Tow	\$85.00
Spartan Nash	December 2023 Statement	\$149.04
St. Ignace Auto	WWTR Green Generator Air Filter	\$77.24
St. Ignace True Value	December 2023 Statement	\$512.26
Straits Building Center	December 2023 Statement	\$156.81
The St. Ignace News	December 2023 Statement	\$414.00
Uline	Water Plant Office Equipment	\$441.45
UP Solar and Electric LLC	LBE- Panel and Install	\$268.00

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**\$110,764.08**

Mayor LaLonde inquired about the invoice from Mark's Tire for the purchase of tires for the Water Department's meter vehicle. It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Shepard, to approve paying the bills in the amount of \$110,764.08 as presented.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

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

Public comment was received regarding Little Bear East Community Center.

**MANAGEMENT REPORT**

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

- Training workshop planned with the Michigan Municipal Executives January 29<sup>th</sup> and 30<sup>th</sup>.
- Zoning Administrator certification scheduled for February 8<sup>th</sup> and 9<sup>th</sup> in Mt. Pleasant.
- Invited Councilmembers to schedule a tour of the Water Plant with Russ Winberg if interested in the operations.

**COMMITTEE REPORTS**

No committee reports were discussed.

**COUNCILMEMBER COMMENTS**

Councilmember comments were received.

There being no further business, the meeting adjourned at 7:44 p.m.

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**William LaLonde, Mayor**

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**Andrea Insley, City Clerk/Treasurer**



# 2024 Fee Schedule

## RECREATION

	Daily	Monthly	Season
Open Skate 2023/2024	Free*	Free*	Free*
Stick & Puck 2023/2024	Free*	Free*	Free*
*Sponsored by Sault Tribe 2% for 2023-2024 Ice Season			
Open Skate 2024/2025	\$5.00	\$20.00	\$100.00
Stick & Puck 2024/2025	\$5.00	\$20.00	\$100.00
Drop-In Hockey	\$5.00		
Fab Friday Open Skate 2023-2024 (Includes pizza, pop, & skate)	Free*	*Sponsored by Mackinac County Round Table*	
Fab Friday Open Skate 2024-2025 (Includes pizza, pop, & skate)	\$5.00		
<b>Skates</b>			
Skate Rental	\$3.00		
Skate Sharpening	\$5.00		
Skate Sharpening Punch Card (6 Punches)	\$25.00		
Snowshoe Rental	\$7.00/day	\$10.00/weekend	\$25.00/week
<b>Ice Rental</b>			
Prime Time	\$155.00 per hour		
Non-Prime Time	\$135.00 per hour		
SIHA	\$135.00 per hour		
<b>Ad Boards</b>			
New Sign + 1 year Advertising	\$600		
Existing Sign per Year	\$350		

### Hockey Tournaments Ice Rental

All levels excluding Mites	\$950.00/per Team
Mites	\$100.00

### LBE Conference Room Rentals

North & South	\$100.00 per hr, 3 hr min.
Event, North & South (*includes set-up day before and break-down day after)	\$1,000.00
North	\$50.00 per hr, 3 hr min
South	\$50.00 per hr, 3 hr min
Use of Kitchen	\$100.00
Arena/Ice Rink	\$1,500.00
Entire Facility	\$2,000.00
Parking Lot Only	\$500.00
Early Set-up	\$150.00
Clean-up	\$150.00

### Room Set-up Charges

0-100 people	\$50.00
101-200 people	\$75.00
201-300 people	\$100.00
301-500 people	\$150.00

### Meeting Accessories

Podium	\$10.00
Microphone	\$15.00
Large A/V Screen and Projector	50.0



**Pipe & Drape and  
Table Rental**

Pipe & Drape	\$5.00/ft.
Table Linens	\$10.00/ea.
Table Skirts	\$10.00/ea.
Damaged linens	\$30.00/ea.

<b>Food &amp; Beverage Service</b>	
Coffee (25/50/75/100)	\$1.00 per cup
Water (bottled)	\$15.00/case
Soda (assorted)	\$35.00/case or \$5.00/pitcher
Assorted Pastries	\$30.00/dozen
Cookies	\$20.00/dozen
Pizza Buffet (Pizza, salad, breadsticks, cinnamon sticks)	\$15.00/person
<b>Fitness Center</b>	

Type	Daily	Weekly	1-month	6-month	1-year
Resident	\$5.00	\$25.00	\$35.00	\$135.00	\$240.00
Non-Resident	\$5.00	\$25.00	\$40.00	\$155.00	\$275.00
Student or Military	\$5.00	\$25.00	\$25.00	\$95.00	\$170.00
Senior	\$5.00	\$25.00	\$20.00	\$75.00	\$120.00

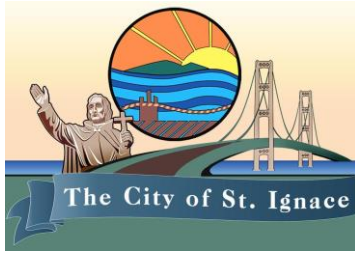
<b>LBE Overflow Lot</b>	
Overnight Parking	\$10.00/night

**GOLF & COUNTRY CLUB**

9 Holes	\$15.00
18 Holes	\$24.00
Carts	\$10.00 per cart/9 holes
Rental Clubs	\$7.00
<b>Clubhouse Rental:</b>	
Wedding Receptions	\$500
Other Events:	
Under 50 people	\$295
50 to 100 people	\$395.00
100 or more people	\$545.00

**MARINA**

<b>Harbor</b>	Transient Rates set by MI State Waterways Commission	
Dockside	\$800/season, \$200/month	no electric, no water
30' Day Dockage	\$10.00	
31' and above Dockage	\$15.00	
Pump-out Service	\$20.00/tank	
Non-transient Shower	\$6.00	
Ice/7lb. Bag	\$4.00	
Gas	Market Rate	
Diesel	Market Rate	



## City of St. Ignace, MI

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

### Staff Report

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**Agenda Date:** 1/22/2024      **Presenter:** Nick Montie, Fire Chief

**Department:** Fire Department      **City Manager:** S. Marshall

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

**AGENDA ITEM TITLE:** 2024 Volunteer Fire Capacity Grant Program

**BACKGROUND:** St. Ignace Fire Department was awarded a 50/50 matching grant through the Michigan Department of Natural Resources. With the grant money the department is seeking to buy an additional 2,000 Gallon self-supported water tank for use in rural fires where tanker shuttles are needed to supply water for the fire. Additionally, the department is seeking to buy a Turbo-Draft Fire Educator that will be used to supply water to a fire truck from either a lake or river. Both pieces of equipment will benefit the department in response to structure fires and while working with DNR and Federal Forrester on wildland fires.

**FISCAL EFFECT:** In total the cost of the whole project will be around \$5,620.93 with a refund from the State of Michigan for around \$2,810.46 (50/50 match grant). The department will pay the upfront bills for the project and submit documentation to the state to receive the matching funds from them to go back into the departments overall budget for the year. Funds for the purchases will come from capital outlay line item of the departments \$10,000 budgeted.

**SUPPORTING DOCUMENTATION:**

See attached VFC Grant application and 3 bids for each purchase.

**RECOMMENDATION:** It is my recommendation to approve the purchase and submit the required documentation back to the state for the necessary refund through the grant program using the 2 lowest bids for each piece of equipment.



Michigan Department of Natural Resources - Forest Resources Division

## VOLUNTEER FIRE CAPACITY GRANT PROGRAM APPLICATION FOR FUNDING

*Requested pursuant to Part 515 of Act 451 of 1994, CFDA 10.664 as amended. Completion is voluntary.*

Name of Organization St. Ignace Fire Department		Date 5/30/2023	
Address 618 Chambers Street		MFIRIS I.D. Number 04905	
City, State, ZIP Code St. Ignace, MI 49781		County Mackinac	
Type of Grant (Check one) <input type="checkbox"/> County-Wide <input type="checkbox"/> Multi-Department <input checked="" type="checkbox"/> Individual Department			
Are you currently debarred or suspended for participation in Federal Assistance Programs: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (for more information see project priority information)			
Applicant Contact Information			
Name Nicholas Montie		Title Fire Chief	
Address 618 Chambers St.		City, State ZIP Code St. Ignace, MI 49781	
Telephone Number including Area Code (8 a.m. - 5 p.m.) 906-298-0298		Email Address sifdchief@cityofstignace.com	
Applicable Township/City/Village Clerk or Treasurer NOTE: Not your fire department treasurer			
Name of Township/City/Village Clerk or Treasurer Andrea Insley		Government Unit and Title St. Ignace City Clerk	
Address 396 N. State Street		City, State, ZIP Code St. Ignace, MI 49781	
Telephone Number including Area Code (8 a.m. - 5 p.m.) 906-643-8545		Email Address ainsley@cityofstignace.com	
Description and cost estimate of proposed project(s). Please number projects by priority.			
Priority Number	Project Description	Estimated Cost	
1	TurboDraft Eductor to be used for water supply point from lakes to fill trucks in rural firefighting operations.	\$5,000	
2	Fol-Da-Tank Self Supporting Forest Service Tank for water supply.	\$2,800	
Area Protected (Municipality, Township, etc.) City of St. Ignace, Moran Township, and St. Ignace Township		Square Miles 280	Population 4204
Equipment	Truck	Year	
Rescue #1	Rescue Pumper; 750 Gal	2004	
Engine #2	Pumper; 1,200 Gal	1989	
Engine #3	Pumper; 750 Gal	1993	
Engine #4	Tanker Pumper; 2,000 Gal	2001	
Squad #1	Brush Truck; 225 Gal	2008	

**PLEASE COMPLETE THE QUESTIONNAIRE ON REVERSE SIDE**

**QUESTIONNAIRE**  
**DEADLINE – June 23, 2023**

Check appropriate answer or write in, if necessary.

1. Number of fire departments involved in this project?  
 1 department  
 2 - 4 departments  
 County-wide
2. Number of communities served:  
3 \_\_\_\_\_
3. Population of area served by the fire department:  
 5,000 to 10,000  
 1,000 to 5,000  
 1,000 or less
4. Number of formal, written, non-pay mutual aid agreements?  
29 \_\_\_\_\_
5. What is your approximate annual budget?  
 \$15,000 or above  
 \$10,000 to \$15,000  
 \$10,000 or less
6. Organization:  
 Part paid, 1 - 3 full-time fire personnel  
 Volunteer, fire personnel reimbursed (per run, etc.)  
 All volunteer, no reimbursement  
 New department established within the last year
7. Is your community presently participating in a Farmer's Home Administration Community Facilities Loan?  
 Yes  
 No
8. Are you under a commercial loan?  
 Yes  
 No
9. Usual fire hazards?  
 Natural gas or bulk petroleum storage facilities  
 Nursing home(s) or hospital(s)  
 Other, briefly explain below:  
Fuel Pipelines, Mackinac Bridge, and significant area of Federal & State Forests.
10. Water supply?  
 Community has a hydrant system  
 Water is transported with a separate tank unit  
 Draft or return to station for additional water
11. Insurance Classification (protection class):  
 1 through 6 City of St. Ignace  
 7 through 8  
 9 through 10 Moran & St. Ignace Twp.

**DNR FRD Management Unit Priority:** \_\_\_\_\_

Please mail completed application to the appropriate Management Unit Office listed on attachment IC4267-  
A. **DEADLINE – June 23, 2023**



Michigan Department of Natural Resources/Forest Resources Division

### 2024 VOLUNTEER FIRE CAPACITY PROJECT AGREEMENT

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between St Ignace VFD, a local unit of government in the county of Mackinac, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." Funds are appropriated from 22-DG-11094200-128, a Federal Grant from the United States Forest Service, USDA to the DEPARTMENT to issue grants for projects in the state under the Cooperative Forestry Assistance Act of 1978 for the Volunteer Fire Capacity Program and approved by the Michigan Legislature.

A copy of this Federal award is included as APPENDIX B.

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. This Agreement is subject to the terms and conditions specified herein.

**Project**

Description: Turbo draft and tank

Project #: FRD-VFC-04905

Amount of grant: \$3900.00 50% Start Date: Date of Execution by DEPARTMENT

Amount of match: \$3900.00 50% End Date: 08/01/2024

Project Total: \$7800.00

As a precondition to the execution of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT no later than February 2, 2024, or the Agreement may be cancelled by the DEPARTMENT. **This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.** The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

**Local Government**

**Fire Department**

SIGNED

SIGNED

By: Scott Marshall

By: Nicholas Mankie

Title: City Manager

Title: FIRE CHIEF

Date: 1/9/24

Date: 1/9/2024

CV0047731  
SIGMA Vendor Number

CITY OF STIGNACE  
SIGMA Address ID

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

SIGNED

WITNESSED

By: Matthew Feldpausch

By: Kelly Robbins

Fire Management Section, 517-614-0435

01/09/2024

Date of Execution by DEPARTMENT

**I. CONTACT INFORMATION**

This Agreement shall be administered on behalf of the DEPARTMENT by the Forest Resources Division. All reports, documents, or actions required of the GRANTEE shall be submitted to the contact below.

**GRANTEE CONTACT**

Nicholas Montie Fire Chief

Name/Title

St. Ignace Fire Department

Organization

396 N. State Street

Address

St. Ignace MI 49781

Address

906-298-0298

Telephone Number

SIFDChief@CITYOFSTIGNACE.COM

E-mail Address

**DEPARTMENT CONTACT**

Kelly Robbins

Name/Title

MI Department of Natural Resources- Forest Resource Division

Organization

525 W. Allegan Street, Lansing, MI 48933

Address

P.O. Box 30425, Lansing, MI 48909

Address

517-930-4294

Telephone Number

Robbinsk@michigan.gov

E-mail Address

All notices, reports, requests or other communications hereunder shall be sufficiently given when mailed or emailed and addressed as indicated in this section. The DEPARTMENT and GRANTEE may by written notice designate a different address to which subsequent notices, reports, requests, or other communications shall be sent.

**II. PROJECT SCOPE**

The Volunteer Fire Capacity application that was received (APPENDIX A) is, by this reference, made part of this Agreement. This Agreement, together with the APPENDIXES, constitutes the entire Agreement between the parties.

Costs must be allowable, allocable, reasonable and consistent with the budget identified for completing the project as described in APPENDIX A, including modifications to APPENDIX A, which must be requested and approved in writing. Only the agreed-upon project costs (including GRANTEE match) incurred during the project period are eligible for grant payment, unless otherwise approved in writing by the DEPARTMENT.

**III. PROJECT PERIOD**

The project period is from the date of execution by the DEPARTMENT through the end date identified on page 1 of this Agreement. The GRANTEE is expected to complete the project within the project period.

**IV. CHANGES**

Any changes to this Agreement requested by GRANTEE must be made in writing to the DEPARTMENT and are subject to DEPARTMENT approval in its sole discretion. Changes requiring an amendment to this Agreement, will be executed by the DEPARTMENT and the GRANTEE in the same manner as this Agreement.

**V. GRANTEE RESPONSIBILITIES**

The GRANTEE must maintain a record of its participation in the Rural Community Fire Protection Program. Copies of this agreement, appropriate bills, and payments should be kept in a separate folder.

A bid process must be used for all purchases over \$2,500.

The DEPARTMENT is responsible for inventorying nonexpendable items every two years.

Expendable property valued at less than \$5,000 will not be inventoried and is considered the property of the local unit of government. Non-expendable items are property with a value of \$5,000 more.

Local units of government that wish to sell or dispose of non-expendable property of \$5,000 or more in value must contact the DEPARTMENT before disposal.

Disposal of non-expendable items valued at \$5,000 or more:

- a. Notify the DEPARTMENT prior to disposal.



**WATER SUPPLY  
INNOVATIONS LLC**  
Training - Consulting - Equipment Sales

P.O. Box 7301 • Langhorne, PA 19047  
Phone/Fax 215-750-3498  
Email-info@watersupplyinnovations.com

To: City of St. Ignace Fire Department  
618 Chambers St.  
St. Ignace, MI 49781  
Attn: Chief Nick Montie

Re: TurboDraft quote

Date: January 9<sup>th</sup>, 2024

Chief Montie,

Thank you for the opportunity to provide your Department a quote for the 5" TurboDraft Fire Eductor. Water Supply Innovations is the master distributor of the TurboDraft Fire Eductor providing sales, support, and training.

Please feel free to contact me direct if you have any questions or need additional information.  
Sincerely,

Henry A. Lovett Jr.  
Cell-267-228-6098

<u>Item Description</u>	<u>Price each</u>	<u>Qty.</u>	<u>Total</u>
5" TurboDraft Fire Eductor 2 1/2" NH inlet x 5" Storz discharge	\$ 3,695.00	1	\$ 3,695.00
Freight			\$ 175.00
<b>Total quote amount</b>			<b>\$ 3,870.00</b>

***Quoted prices are valid until July 31<sup>st</sup>, 2024***

Purchase orders made to:  
Water Supply Innovations LLC  
P.O. Box 7301  
Langhorne, PA 19047  
Phone/Fax – 215-750-3498  
[info@watersupplyinnovations.com](mailto:info@watersupplyinnovations.com)

# FIREPENNY

Aaron Gowaski  
8940 W 192nd St, Suite J  
Mokena, IL 60448 USA

(877) 291-1971

Direct: (708) 995-1241

✉: [aaron@firepenny.com](mailto:aaron@firepenny.com)

## QUOTATION

DATE

1/8/24

Valid Till

1/28/24

Customer REF #

FOB

factory

PAYMENT TERMS

### BILL TO:

396 N. State Street St. Ignace MI 49781

### SHIP TO:

396 N. State Street St. Ignace MI 49781



ITEM	QUANTITY	DESCRIPTION	EACH	AMOUNT
1	1	<b>5" TurboDraft Unit</b> TD-TURBO5	\$4,195.00	\$4,195.00
			Shipping	Free
			<b>Total (USD)</b>	<b>\$4,195.00</b>

### Agreement Terms:

1. Purchase Order constitute acceptance of our terms
2. Credit Cards subject to surcharge
3. Wire & PayPal charge subject to fee(s)
4. All items FOB: Factory unless stated
5. Quote expires 30 days herein. Any changes can constitute a new quote
6. Terms agreed upon are 1.5% / APR -18% yearly on delinquent accts
7. Contact: [orders@firepenny.com](mailto:orders@firepenny.com)
8. Purchase Orders must be sent on department letterhead for NET 30 consideration





W.S. DARLEY & CO.  
 DARLEY FIRE EQUIPMENT DIVISION  
 325 SPRING LAKE DR. • ITASCA, IL 60143  
 Toll Free: 800-323-0244 • Phone: 630-735-3500 • FAX: 708-345-8993  
 FEIN 36-0976610 DUNS 005094842 CAGE 15852

**Prepared By:**  
 Martin Sandstrom  
 martinsandstrom@darley.com  
 Phone: 630-735-3505 Direct: 800-323-0244 x352

# Quotation

<b>Date</b>	1.8.24
<b>Ship Terms</b>	TBD
<b>Pay Terms</b>	Net 15
<b>Acct. #</b>	1111454
<b>Ref. #</b>	

**Sold To:**  
 1111454  
 ST. IGNACE FIRE DEPT  
 396 N STATE ST  
 SAINT IGNACE, MI 49781

**Ship To:**  
 St. Ignace Fire Department  
 618 Chambers St.  
 St. Ignace, MI 49781

Line	Qty.	Mfr.	Item #	Description	Unit Price	Line Total
1	1	SCHUTTE & KOERTING	AZ137	EDUCTOR, 5" TURBO DRAFT	\$ 3,781.25	\$ 3,781.25
2	1			Freight Estimate	\$ 152.82	\$ 152.82
Subtotal						\$ 3,934.07
Sales Tax						
Total						\$ 3,934.07

Notes:

Offer valid for 30 days  
 Thank you for your business!

Quote#	QUO144489
Date	01/03/2024
Exp. Date	02/02/2024

**Bill To:**

Chief Nick Montie  
 Saint Ignace Fire Department  
 396 N State St  
 Saint Ignace, MI 49781-1466  
 United States

**Ship To:**

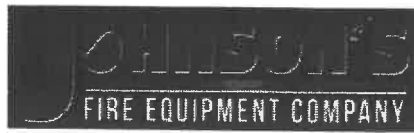
Chief Nick Montie  
 Saint Ignace Fire Department  
 396 N State St  
 Saint Ignace, MI 49781-1466  
 United States

**WATER TANK**

ID	Name	Terms	Sales Rep	Shipping Method
20928	Saint Ignace Fire Department	Net 30	MaeLene Thomas	FedEx Ground

#	Item Name	Description	Quantity	Unit Price	Amount
1	LS-2000-30V-R	Husky 2000 Gallon Low-Side Self Supporting Tank 30 oz Vinyl, Red	1	1,355.93	1,355.93

<b>ACCEPTANCE OF QUOTATION</b>			
The above prices, specifications, and conditions are satisfactory and are hereby accepted.		<b>Subtotal:</b>	1,355.93
Freight charges are estimated at the time of quote. Applicable freight costs will apply at time of shipment.		<b>Discount:</b>	0.00
<b>Quotation is valid until Feb 02, 2024</b>		<b>Tax Total:</b>	0.00
Signature: _____ Date: _____		<b>Freight:</b>	395.00
		<b>Total:</b>	<b>1,750.93</b>



Please note that there may be delays in the delivery of some products due to Covid-19 related supply chain issues.

## SHOPPING CART



### Self-Supporting Frameless Portable Water Tank

2000 / All 30oz.

[Remove](#)

QUANTITY

- 1 +

\$2,079.90

#### SPECIAL INSTRUCTIONS FOR SELLER

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**\$2,079.90**

Taxes and shipping calculated at checkout

[CHECK OUT](#)

## FOOTER MENU

- [Search](#)
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- [Terms of service](#)
- [Refund policy](#)
- [Privacy policy](#)
- [Shipping policy](#)

## FOLLOW US

CHECK OUT OUR BEST DEALS ON FIREFIGHTER GEAR



# YOUR CART (1 ITEM)



**Husky Self-Supporting Portable Water Tank**

Item #: LS-2000-30VNL-R HUSKY

**On Backorder**

**Color:** Red

**Size:** 2000 Gal.

**Materials:** Vinyl 30 oz.

**Style:** Low-Side

**Oversized Product - additional shipping charges apply**

Price	Quantity:	Total
\$1,964.35	1	\$1,964.35

**Subtotal:**  
**\$1,964.35**

**Shipping:**  
Add Info

**Tax:**  
\$196.44

**Promotion Code:**  
Add Coupon

**Grand total:**  
**\$2,160.79**

BOARDS AND COMMITTEE APPOINTMENTS

CITY COUNCIL MEETING

01-22-2024

**Board of Review:**

Tom Cronan – Addition to Committee as Alternate

**Cemetery Committee:**

Kharizma Labinski – Renewal 12/25

**Construction Board of Appeals:**

Steven Paquin – Renewal 12/24

Rick Marshall – Renewal 12/24

Ken Brown – Renewal 12/24

Larry Belonga – Renewal 12/24

**Dock 3 Committee:**

William LaLonde – Addition to Committee

**Golf Course Committee:**

William LaLonde – Renewal 12/25

**Policy Committee:**

Andrea Insley – Renewal 12/25

Sherry Cece – Renewal 12/25



## City of St. Ignace, MI

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

### Staff Report

**Agenda Date:** 1/22/2024

**Presenter:** S. Marshall

**Department:** City Manager

**Scott Marshall, City Manager:** \_\_\_\_\_

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

**AGENDA ITEM TITLE:** 2024 MME Winter Institute – City Manager

**BACKGROUND:** The Michigan Municipal Executives 2024 Winter Institute will bring Michigan's municipal leaders to Lansing from January 29-February 1, 2024. This institute will focus on providing professional development opportunities for our members to learn and grow as municipal executives.

**FISCAL EFFECT:** Registration for MME Member is \$425.00. Additional expenses would include mileage, and some meals that are not listed on itinerary. The total hotel stay is \$289.66.

**SUPPORTING DOCUMENTATION:** Attached is an itinerary as a whole. Note that days of interest would be January 30<sup>th</sup> and January 31<sup>st</sup>. Also included are the registration details.

**RECOMMENDATION:** It is my recommendation that the City Manager attend the 2024 MME Winter Institute to attend Infrastructure Planning, Health Benefits Strategies and Emergency Planning as it would benefit not only the City Manager but the City as well.

One registrant  
per form

Registration Form  
MME Winter Institute  
January 29 – February 1, 2024  
Lansing  
(MMEWI24)

A State Affiliate of ICMA



Name of Registrant Scott Marshall Title City Manager  
Nickname for Badge Scott Municipality City of St. Ignace  
Address 396 N. State Street, St. Ignace, MI Zip 49781  
Guests Names\* *if attending* \_\_\_\_\_  
Office Phone 906-643-9671 Office Fax 906-643-9393  
E-mail Address for Confirmation citymanager@cityofstignace.com  Special Meals: \_\_\_\_\_

Quantity	Registration **	Amount
<u>1</u>	MME Member @ \$425.00 .....	\$ <u>425.00</u>
_____	MME Consultant Member @ \$500.00 .....	\$ _____
_____	First Time Attendee @ \$300.00 (for MME members only, consultants noneligible) .....	\$ _____
_____	Retired Member Attendee @ \$300.00 .....	\$ _____
_____	Manager in Transition @ \$0.00 .....	\$ _____
_____	Emerging Leader Member @ \$0.00.....	\$ _____
_____	Guest @ \$300.00 (Welcome Reception & Meals).....	\$ _____

**Monday Activities**

\_\_\_\_\_ Pre-Conference Workshop (fee waived, pre-registration required).....\$ 0.00

**Tuesday Activities**

\_\_\_\_\_ Executive Coaching (limited space, time slots will be assigned) .....\$ 0.00  
\_\_\_\_\_ Welcome Reception & Activity @ \$10.00 (Pre-registration required for members and guests).....\$ \_\_\_\_\_  
\_\_\_\_\_ Welcome Reception & Activity - Guest @ \$0.00 (Pre-registration required for members and guests).....\$ 0.00

**Wednesday Activities**

\_\_\_\_\_ Vendor Reception (Pre-registration required for members and guests) .....\$ 0.00  
\_\_\_\_\_ Early Career Outreach Dinner @ \$10.00 (Pre-registration required).....\$ \_\_\_\_\_

**\*\*By registering for the 2024 MME Winter Institute, I will indemnify and hold harmless MME, its volunteers, employees, and others working on behalf of MME against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from MME, including loss of life, as a result of the pandemic. I agree to adhere to all current MDHHS and government orders. I understand that by failing to follow MDHHS orders while attending this event could result in my removal from the event and a refund will not be granted.\*\***

**\*\*I have read and agree to abide by the MME Meetings & Conferences Code of Conduct. Visit [www.mme.org](http://www.mme.org) to review.\*\***

By signing this, I agree to the terms stated above.

Signature

Total Amount \$ 425.00

**Payment Options (please check one)**

- Register Online** with credit card at [www.mme.org](http://www.mme.org)  
In order to reduce the amount of printed paper and increase member privacy, the MME will no longer accept credit card payments on printable registration forms. All credit card payments can be made via online registration.
- Check** payable to Michigan Municipal Executives  
(Fax completed registration form to 734-627-6884; then send form with payment to:  
Michigan Municipal Executives, P.O. Box 7409, Ann Arbor, MI. 48107-7409)

Cancellation Policy: Refunds for registration, meals and activities will be made ONLY if MME is notified of cancellation in writing by January 19, 2024 either by fax, 734-669-4223 or by e-mail, [registration@mme.org](mailto:registration@mme.org).

\* No 2024 MME memberships will be taken at the Winter Institute. 2024 MME memberships must be prepaid before the Institute.



Michigan Municipal Executives

A State Affiliate of ICMA

# 2024 MME Winter Institute

## MME Winter Institute Conference Information

About

Registration

Agenda

Monday, January 29

12:00 – 4:00 pm

Registration Opens

1:00 – 4:00 pm

**Pre-Conference Workshop - Breaking through the Noise: Craft a Tailored Communications Plan for Any Community Need (Pre-registration required)**

You have an upcoming development or initiative in your community, or perhaps you need to request a millage increase. How do you effectively communicate this to your residents? This session will guide you through the process of developing a tailored communication plan for your community and how to implement it. You'll learn how even the most complicated city initiatives can be communicated effectively with a well-designed plan.

**Speakers**

- Nate Geinzer, Founder/CEO, Double Haul Solutions
- Torri Mathes, Founder/CEO, Mathes Media

Tuesday, January 30

8:00 – 9:00 am

Networking Breakfast

8:00 – 9:00 am

First Time Attendee Breakfast Meet Up

8:00 am – 5:00 pm

**Executive Coaching (Pre-registration & scheduling required)**

Would you benefit from confidential time to process through a challenge or opportunity? Is there an interpersonal/professional conflict you'd like to talk through? Are your goals or priorities murky, or are you stuck and want to get back on track? Jumpstart your thinking with an Executive Coaching Session! Sign up for a 50-minute 1:1 spot with leadership coach Beth Buelow, PCC during the Institute.

**Coach**

- Beth Buelow, Certified Mentor Coach

## MME Blog



Looking Ahead to 2024 Success



2024 Board of Directors Election Results



Ethics Committee Update



Member Success Committee Update

## JOIN THE NETWORK





9:00 – 9:30 am

**Welcome & Opening Remarks**

- Christian Wuerth, Village Manager, Village of Milford; MME Board President

9:30 – 11:00 am

**Opening General Session - The Manager's Kitchen**

Every Manager is looking for the key ingredients to create vibrant excitement in their community. This session will focus on three Michigan leaders who have combined the perfect ingredients and brought successful projects to their communities. Each speaker will focus on the utensils they used to deliver the community upgrades.

**Speakers**

- Aaron Desentz, City Manager, City of Mount Pleasant
- Kate Hosier, City Manager, City of South Haven
- Deborah Stuart, City Manager, City of Mason
- Frank Walsh, Township Manager, Meridian Charter Township

11:00 – 11:15 am

**Networking Break**

11:15 am – 12:15 pm

**Breakout Sessions**

• **Dementia Friendly Communities**

Jim Mangi, PhD, is an advocate for elder care and is actively spreading the word about Dementia Friendly communities in Michigan. He is the founder of the first Dementia Friendly Community in Michigan (Dementia Friendly Saline). His presentation will give managers a concise explanation of the simple steps we can take to recognize this growing population in our state and help us make our world a little easier to navigate for citizens suffering from dementia and Alzheimer's disease.

**Speaker**

- Jim Mangi, Chair, Dementia Friendly Saline

• **Disaster Response & Readiness**

Disaster readiness is a key component for any community. Michigan has experienced more severe and frequent weather events. Disasters are not isolated to weather events and can befall water, sewer, and road systems. Municipal leaders need to be ready to react.

**Speakers**

- S. Tutt Gorman, City Manager, City of Portland
- Lt. Orville Theaker, Emergency Management and Homeland Security Division, Michigan State Police

• **The Success of Connect MKG**

The City of Muskegon has contracted with ZenCity to enhance our community engagement efforts. We launched a community engagement hub entitled Connect Muskegon which was recognized by ZenCity at the recent ICMA conference for its early success.

**Speaker**

- Deborah Santiago-Sweet, Community Engagement Manager, City of Muskegon

12:15 – 1:30 pm

**Networking Lunch**

1:30 – 3:00 pm

**Afternoon General Session - City Management Ethics in an Era of Division**

In an era marked by political polarization, lack of trust in government, and outright rancor at public meetings, what is the role for public entity ethics? How can a commitment to public ethics be reconciled with the need to deal with conflicting stakeholders? What does it even mean to be "ethical" in a public context? And what are the laws, regulations, and policies which can guide a manager's conduct? This session will explore these current questions facing the managers of today.

**Speaker**

- Michael McGee, Senior Counsel, Miller Canfield

3:00 – 3:15 pm

**Networking Break**

3:15– 4:15 pm

**Breakout Sessions**

• **Best Practices on Infrastructure Planning**

Discover strategies for future-ready infrastructure investments in this session. Learn best practices for budgeting, capital improvement plans, and rate studies. Explore funding options (cash vs. debt) and develop a long-term approach to prevent hasty rate adjustments. Gain the knowledge to secure your infrastructure's future.

**Speakers**

- Rod Taylor, Senior Governmental Consultant, Maner Costerisan
- Andy Campbell, Director, Baker Tilly Municipal Advisors, LLC

• **Voice(s) of Experience**

This hybrid panel and round-table discussion will begin with MME's Senior Advisors sharing their thoughts on how and when to break bad news to the governing body. An opportunity to seek their guidance on other attendee concerns will follow.

**Speakers**

- Mark Wollenweber, MME Senior Advisor
- Ray Anderson, MME Senior Advisor
- Gregg Guetschow, MME Senior Advisor

• **Andon Cord - To Pull or Not to Pull: Practical Lessons on Cybersecurity**

The famous Japanese Andon cord, used to stop the entire automotive assembly line, transformed an almost defunct GM assembly plant into one of the best facilities in the world. Building trust to allow those tasked with Cybersecurity to "pull the cord", or put friction in place, is a lesson worth discovering.

**Speakers**

- Brian Schneble, Global Telecom Solutions (GTS)

5:00 – 7:00 pm

**Welcome Reception and Activity (Pre-registration required)**

- Lansing Center, Riverstreet Pub
- Join fellow managers for an evening of trivia. Drinks and appetizers will be provided.

Wednesday, January 31

8:00 – 9:00 am

**Networking Breakfast**

9:00 – 9:15 am

**MME Awards & Recognition Winner**

9:15 – 9:30 am

**ICMA Update**

9:30 – 11:00 am

### Morning General Session - DEI Panel Discussion

This session, led by Mark Washington, MME DEI Chair and City Manager of Grand Rapids, is designed for MME executives, city managers, and policy-making staff. It will provide an insightful exploration of successful municipal DEI case studies and foster interactive discussions. Notably, the business case for DEI initiatives will be supported by a DEI expert, who will share valuable industry insights on why DEI is important. The workshop also includes a segment addressing the challenges and considerations in tailoring DEI strategies to meet the specific needs of each community, ensuring a well-rounded and practical approach to implementing inclusive and equitable practices in Michigan's local governance.

#### Speakers

- Mark Washington, City Manager, City of Grand Rapids
- Holly Young, DEI Manager, Wolverine Worldwide
- Keith Van Beek, City Manager, City of Holland

11:00 – 11:15 am

### Networking Break

11:15 am – 12:15 pm

### Breakout Sessions

- **Sustainability: Embracing the Triple Bottom Line of People, Planet, and Prosperity**

Sustainability has three core fundamentals: people (social), planet (environmental), and prosperity (economic). Embracing all three is an opportunity to ensure long-term benefits through strategic planning and leadership. This panel discussion from multiple perspectives will go over where to start, how to create a plan, and resources available to help.

#### Speakers

- Michelle Peters, Program Manager, Energy Sciences
- Danielle Beard, Program Coordinator, Michigan Municipal League
- Melissa Marsh, City Manager, City of Madison Heights

- **Health Insurance Program Strategies**

Learn about the latest trends and insights impacting municipal health care programs. Understand key cost drivers, effective strategies, and cost containment approaches to maintain or even enhance your medical benefits. Hear what other colleagues around the state are doing to manage health care costs.

#### Speakers

- Mike Hagerty, Area Senior Vice President, Gallagher
- Keith Baker, City Manager, City of Coldwater
- Lisa Freiburger, Vice President for Finance and Administration, Grand Rapids Community College

- **What is Financial Wellness? Why is Financial Wellness Important?**

Financial Wellness programs should help employees improve their financial health by addressing their personal financial stress points through an action plan that is tailored to each employee. This is done through digital engagement, onsite financial education, and financial planning for all need levels.

#### Speaker

- Jessica Fitzgerald, Senior Vice President, Graystone Consulting at Morgan Stanley

12:15 – 1:30 pm

### Lunch & MME Annual Membership Meeting

1:30 – 3:00 pm

### Afternoon General Session - Struggling Well: From Stress to Strength

Are you tired of hearing about self-care (even though you know it's important)? Have you realized the vital truth behind the analogy of putting on your own oxygen mask first (even though you don't necessarily know how)? Do you sometimes (or let's be honest, most of the time) feel like you have to do it all, as if you are the proverbial lone wolf? Have you ever felt like your life at work (or even home!) is a real life game of Whack a Mole? Are you thinking that a six-month vacation followed by 26 weeks of PTO is a perfect scenario for you? (Can we join you?) Do you often wish you had superpowers? (spoiler alert - you do!) If you've ever thought any of these over the course of your career, this session is for you! Come play with us and build a life where self-care is much more than just vacations, massages, and chocolate.

#### Speakers

- Bridgette Grandsen, County Administrator/Controller, County of Midland
- Kathy Snyder, Director, Midland Area Wellbeing Coalition

3:00 – 3:15 pm

### Networking Break

3:15 – 4:15 pm

### Breakout Sessions

- **Building Trust and Helping Employees "Stay"**

Immediately following COVID, the City of Mason started conducting "Stay Interviews" with every employee to get feedback with a goal of retention. This session will go over the results, the value of those discussions, the second stage of interviews, and how to implement something like this in your organization. It will also tell the bigger story of how local governments can define and live by their values to build trust with their employees. The City of Mason is focused on a purpose of "Committed to serving our neighbors" with the essential values of One City, Solution Mindset, and Whole Person. This wholistic approach has resulted in countless policy changes and benefits, including the implementation of Stay Interviews. Most importantly, it has served our community more effectively.

#### Speaker

- Deborah Stuart, City Manager, City of Mason
- **Negotiating Your Employment Agreement**  
As chief administrative officer, one of the most important documents you have the opportunity to help craft is your employment agreement. Having a thorough understanding of the negotiation process helps position you and your future organization for success. This session will focus on the ins and outs of negotiating an employment agreement, focusing on the process and the importance of conducting research, having clear expectations, and knowing your top priorities.

#### Speakers

- Julius Suchy, Township Manager, Ada Township
- Tutt Gorman, City Manager, City of Portland
- Kathie Grinzinger, Retired City Manager, Former Michigan Municipal League Lead Executive Recruiter, Executive Team Building Consultant

- **Special Event Planning**

Special events, whether your municipality or an outside organization sponsors them, may create liabilities and hazards that the municipality must control. Learn what to look for and ask to keep your next special event safe.

#### Speaker

- Debra Williams, Operations and Special Events Manager, City of Ann Arbor

4:15 – 5:45 pm

### Vendor Reception (Pre-registration required)

5:45 – 7:45 pm

### Past Presidents Dinner (Invitation Only)

- Sponsored by Manquen Vance

### Early Career Outreach Dinner (Pre-registration required)

- Sponsored by MFCI Financial

Thursday, February 1

8:00 – 8:45 am

**Networking Breakfast**

8:45 – 8:50 am

**Morning Remarks**

8:50 – 9:30 am

**Legislative Update**

Legislative staff from the Michigan Municipal League will present an update on local government issues being addressed in Lansing.

**Speakers**

- John LaMacchia II, Director, State & Federal Affairs, Michigan Municipal League
- Herasanna Richards, Legislative Associate, State & Federal Affairs, Michigan Municipal League

9:30 – 10:30 am

**Advocate Now!**

Join Portage City Manager Pat McGinnis and Saugatuck City Manager Ryan Heise as they share the work done by your Advocacy Committee in 2023. Jason Grant, ICMA Director of Advocacy will join Pat and Ryan to advance resources for you to promote the Council/Manager form of government in your Township, County, Village or City. Pick up (and share) best practices to effectively communicate to municipal staff, schools, service clubs, chambers, churches, citizens (anyone who will listen), and, most importantly, the elected officials on your board, commission or council. We are on a mission to deliver a message, and Michigan's Municipal Executives and the International City/County Management Association are our best messengers!

**Speakers**

- Pat McGinnis, City Manager, City of Portage
- Ryan Heise, City Manager, City of Saugatuck
- Jason Grant, Director of Advocacy, ICMA

10:30 – 11:30 am

**Michigan Municipal Executives – 1927-2024 – A Legacy of Excellence**

The long and storied history of the MME will be celebrated with a brief overview of our 97 year history as an association where local government managers have improved their knowledge and networked while delivering great management service to their communities. The new electronic format will be presented and a panel discussion will be held with three generations of managers who will discuss their MME interactions over various stages of their careers.

**Speakers**

- Al Vanderberg, Administrator/Controller, Kent County
- Mark Wollenweber, MME Senior Advisor
- Jessica Harris, Management Analyst, Kent County
- Deborah Stuart, City Manager, City of Mason
- Curtis Holt, Retired City Manager, City of Wyoming

11:30 am

**Closing Comments**

12:00 – 2:45 pm

**MME Board Meeting & Lunch**

\*MME Board members only

**Speakers**

**Venue & Hotel**

**Sponsors**

**MME Meetings & Conferences Code of Conduct**

Share this page

## 2024 MME Winter Institute

**MME Winter Institute**  
**January 29 – February 1, 2024**  
**Lansing, MI**

The Michigan Municipal Executives 2024 Winter Institute will bring Michigan’s municipal leaders to Lansing from January 29-February 1, 2024. This institute will focus on providing professional development opportunities for our members to learn and grow as municipal executives.

Check the [MME website](#) for full agenda details.

Michigan Municipal Executives (MME) is committed to enabling events at which everyone can participate in an inclusive, respectful, and safe environment. MME events are guided by the highest ethical and professional standards based upon the ICMA Code of Ethics, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any MME Event. Visit [www.mme.org](http://www.mme.org) to review the [MME Meetings & Conferences Code of Conduct](#).

**Cost Per Person:**

- MME Member: \$425
- MME Consultant Member: \$500
- First Time Winter Institute Attendee: \$300 *(for MME members only, consultants noneligible)*
- Retired Member Winter Institute Attendee: \$300
- Manager in Transition *(fee waived)*
- Emerging Leader *(fee waived)*
- Guest: \$300 *(Welcome Reception & Meals)*

**Monday Activities:**

Pre-Conference Workshop: Lansing Center *(Pre-registration required)*

**Tuesday Activities:**

- Executive Coaching *(Pre-registration required; limited space, time slots will be assigned)*
- Welcome Reception & Manager’s Activity @ \$10 *(Pre-registration required for members and guests)*
- Welcome Reception & Manager’s Activity - Guest *(Pre-registration required for members and guests)*

**Wednesday Activities:**

- Early Career Outreach Dinner @ \$10 *(Pre-registration required)*
- Vendor Reception *(Pre-registration required for members and guests)*

Online registration cutoff is **Friday, January 19th at 5:00pm**

[Click here](#) for faxable registration form.

**Location:**

Lansing Center  
333 E Michigan Ave  
Lansing, MI 48933

**Registration**

To register online, login to the right, and then click the "Register Myself" or "Register Someone Else" button below.

**Hotel Information:**

DoubleTree by Hilton Lansing  
111 North Grand Avenue

### Sign In

**Username**

**Required**

**Password**

**Required**

**Remember me on this computer**

[Sign in](#)

Forgot [my password](#) or [my username](#)

[Create a new account](#)

Lansing, Michigan, 48933

Guest rooms available for \$156 per night (plus taxes)

[Book Online](#) or call (517) 482-0188 extension 1 to make reservations using the group code **mme**. The cut-off date for the hotel room block is set for **Monday, January 15, 2024**

**When:** 1/29/2024 - 2/1/2024

**Where:** Lansing Center  
333 E Michigan Ave.  
Lansing, MI 48933

## Event Add-On's

Select Programs by

Monday, 29 January 2024	
1:00 PM	<b><u>Pre-Con Workshop</u></b> Pre-Con Workshop: Lansing Center <b>Time:</b> 1:00 PM - 4:00 PM
3:00 PM	<b><u>Guest Registration</u></b> Registration includes Welcome Reception & Meals <b>Time:</b> 1/29/2024 3:00 PM - 2/1/2024 11:45 AM

Tuesday, 30 January 2024	
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Wednesday, 31 January 2024	
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[Shop](#)

[Connect With Us](#)

[Contact Us](#)  
[info@mml.org](mailto:info@mml.org)

Hampton Inn East Lansing  
2500 Coolidge Rd  
East Lansing, Michigan, 48823  
United States

Support: 844-208-0760

Customer Information

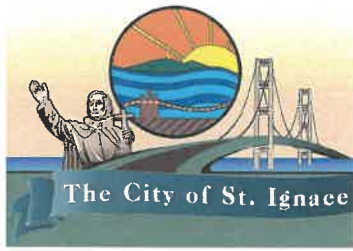
City Of St. Ignace	Arrival:	01/29/24
396 N State Street, St. Ignace,	Departure:	01/31/24
MI, 49781	Itinerary Number:	R4681608117
US	Page No:	1 of 1

Date	Description	Charges	Credits
01/19/24	HOTEL*BOOK ONLINE (visa xxxx-xxxx-xxxx-3330)		\$289.66
01/29/24	Queen Room, Accessible - 2 Rooms	\$109.65	
01/30/24	Queen Room, Accessible - 2 Rooms	\$110.51	
Subtotal:		\$220.16	
Taxes & Fees:		\$53.51	
Service Fee:		\$15.99	
Total:		\$289.66	\$289.66

NOTE: All incidentals and other charges will be separately handled upon check-out

Thank you for making your booking through ReservationCounter. To make additional reservations online, manage your account, or view your statement please visit [ReservationCounter.com](http://ReservationCounter.com)





## City of St. Ignace, MI

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

### Staff Report

**Agenda Date:** 1-22-2024

**Presenter:** City Clerk/Treasurer

**Department:** City Clerk Office

**City Manager:** S. Marshall

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

**AGENDA ITEM TITLE:** Clerk Training Institute – UB Deputy Clerk

**BACKGROUND:** The Michigan Association of Municipal Clerks (MAMC) offers a 3-year institute that offers in-depth training to the many facets of being an effective part of the Clerk's office, see course description attached.

**FISCAL EFFECT:** Registration for year 1 of the institute is \$700. Additional expenses will include mileage, some meals (those not listed on registration itinerary), and the hotel for five nights (approximately \$505).

**SUPPORTING DOCUMENTATION:** Attached is a description of the 3-year itinerary and registration details. Certification for completing the training is also awarded at the end of year three and can be applied to further certifications within the national group.

**RECOMMENDATION:** Several past clerks have had the experience of completing the three-year training and, in turn, the City has benefited from their professionalism, efficiency, resources and knowledge. I recommend this training and believe it is worth the expense, time and effort.

# Michigan Association of Municipal Clerks Institute

March 17-22, 2024 and March 24-29, 2024

Comfort Inn & Suites Hotel and Conference Center · Mount Pleasant, Michigan



## MAMC Member – \$700\*

Payment postmarked on or before March 3, 2024 for Week One or March 10, 2024 for Week Two.

## Non-member – \$775\*

Payment postmarked on or before March 3, 2024 for Week One or March 10, 2024 for Week Two.

\* Note: Payment postmarked after March 3, 2024 for Week One or March 10, 2024 for Week Two, add \$50. (\$750 MAMC member/\$825 non-member.)

## REGISTRATION INCLUDES

Institute registration fee includes instructional costs, course materials, and some meals. Below is a list of the meals that will be covered by the registration fee.

- Lunch on Monday, Tuesday, Thursday and Friday
- Dinner on Sunday and Thursday (Week One)
- Dinner on Tuesday and Thursday (Week Two)

ONLINE REGISTRATION  
March 17-22, 2024

ONLINE REGISTRATION  
March 24-29, 2024

## REGISTRATION

Registration is open to all City, Township, Village, and County clerks and deputy clerks in Michigan. If you are not a clerk or a deputy clerk, you must include a letter of endorsement from the organization's Clerk.

MAMC membership dues for 2024 must be paid at the time you register. Dues forms are available on the MAMC website. [www.michiganclerks.org/about/membership.aspx](http://www.michiganclerks.org/about/membership.aspx)

## CERTIFICATE OF COMPLETION

The IIMC and MAMC requires a total of 120 hours of instruction in the three-year Institute program. Please do not register for the Institute if you cannot commit to the entire week which includes 40 hours of instruction. Those who complete three years of the Institute will receive a plaque stating they have completed the full MAMC Institute program.

## THREE YEAR CURRICULUM

The Institute consists of three one-week, non-sequential sessions (one week each year) focusing on training that fulfills the IIMC and CMMC certification requirements. It includes a well-balanced combination of subjects that address Public Administration, Organizational Topics, Social Issues, Interpersonal Skills, and Elections.

Participation is mandatory for all sessions and attendance is monitored. The sessions are non-sequential, and one may begin the three-year cycle at any time. When you register for the Institute, indicate which session and if you are attending the Institute for the first, second or third time.

**2024 CURRICULUM**

March 17-22, 2024 & March 24-29, 2024

- Strategies for Retaining Employees
- Preparing for the Presidential Election
- Train the Trainer
- Security in the Clerks Office
- Emotional Intelligence
- Ethics in the Clerks Office
- Records Management
- Time Management

**2025 CURRICULUM**

March 16-21, 2025 & March 23-28, 2025

- Managing the Public's Expectations
- Financing Local Government Services
- Meeting Techniques & Parliamentary Procedures
- Understanding Yourself and Others
- Lessons learned from the Presidential Election
- Embezzlement and Fraud
- Real Leadership in Public Service
- HR Do's and Don'ts
- Freedom of Information Act
- Strategic Planning

**2026 CURRICULUM**

March 15-20, 2026 & March 22-27, 2026

- Challenges & Solutions for Michigan Clerks
- Understanding the Legislative Process
- Effective Communications
- Lessons Learned in the Mid-Term Elections
- Professionalism in the Clerk's Office
- Managing Generational Differences
- Budgeting Basics
- Training Across Generations
- Eureka to Action

## CANCELLATION POLICY

The cancellation fee is \$100.00 (per SR 17), and request must be submitted 14 days prior to the event. Cancellation requests must be made in writing and emailed to [info@michiganclerks.org](mailto:info@michiganclerks.org) or faxed to MAMC at 517-371-1170. Cancellation requests received after 14 days before the conference date or no shows will be charged the full registration fee and are not entitled to any refund.

## ACCOMMODATIONS

The registration fee does not include lodging. There is a block of rooms reserved for MAMC Institute at the Comfort Inn & Suites Hotel and Conference Center until March 3, 2024 for the first week and March 10, 2024 for the second week. Single occupancy rooms are available at reduced rates starting at \$96 plus applicable taxes and assessments. The cancellation deadline is 48 hours before the arrival date to avoid charging for one night's lodging plus taxes. To make on-line reservations follow the links below.

RESERVATION LINK  
March 17-22, 2024

RESERVATION LINK  
March 24-29, 2024

Kharizma, your reservation is confirmed.

Confirmation Number: 25867231

<i>room rate</i>	96.00*	<input type="checkbox"/> Check-in:	<input type="checkbox"/> Check-out:
	0.06=	17	22
	5.76*	Sun, Mar 17, 2024	Fri, Mar 22, 2024
		4:00 PM	12:00 PM
	5.76*	<input type="checkbox"/> Print	
<i>Sales tax (exempt)</i>	5.00=		
	28.80*		
	532.80+	<a href="#">Details &gt;</a>	<a href="#">Book Another Reservation &gt;</a>
	28.80-		
✓	504.00*		

### Summary of Charges

Room Type: 2 Queen Beds, No Smoking

Number of Rooms: 1

Number of Occupants: 1

Daily Rates: Mar 17, 2024 for 5 nights at \$96.00 (per night)

---

Estimated Tax and Other Charges: \$52.80

**Estimated Total: \$532.80**

---

**Cancellation Policy:** Free Cancellation until Mar 15, 2024 at 4:00:00 PM local hotel time.

## 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.

<b>Event</b>		
Event Name: <b>Labatt Blue U.P. Adult Pond Hockey</b>		
Describe the Event: Annual event. Taking place on frozen Moran Bay (in front of Kiwanis Beach/Indian Village). February 15-18 with Meet and Greet Thursday evening (location TBD) and tournament played on Friday and Saturday with championships on Sunday. Beer tent provided by the St. Ignace Hockey association + live music in tent on beach during games (approximately 9-6 on Friday and Saturday and 10 -2 on Sunday). Coast Guard permission will be acquired and can be provided upon request. Backup location, weather permitting, will be Chain Lake. Weekend long shuttles provided for players.		
<b>Sponsoring Organization Information</b>		
Legal Business Name: St. Ignace Visitors Bureau		
Address: 6 Spring St.	City: St. Ignace	State/Zip: MI/49781
Mailing Address: 6 Spring St.	City: St. Ignace	State/Zip: MI/49781
Telephone: 906-643-6950	Email: info@stignace.com	
Contact Name: Quincy Ranville	Title: Events Director	
Telephone 906-643-6950	Email: quincy@stignace.com	
<b>Contact Person on Day of Event</b>		
Name: Bridgett Sorenson	Title: Events Director	
Address: 6 Spring St.	City: St. Ignace	State/Zip: MI/49781
Telephone: 906-643-6950	Cell: 906-430-0536	Email: bridgett@stignace.com
Type of Event (Check one - See Special Events Policy for additional information)		
<input type="checkbox"/> City Operated/Sponsored Event	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Run Event
<input type="checkbox"/> Co-sponsored Event (all parties must provide sponsoring info and sign application)	<input type="checkbox"/> Other (describe)	
<input checked="" type="checkbox"/> Non-Profit Event	<input type="checkbox"/> Wedding	<input type="checkbox"/> Block Party
<input type="checkbox"/> For Profit Event	<input type="checkbox"/> Video or Film Production	
<b>Event Information</b>		
Event Location(s): Moran Bay (in front of Indian Village/Kiwanis Beach) TBD restaurant, Chain Lake as backup.		
Event Date(s): <b>February 15-18, 2024</b>		
Event Hours: <b>Thursday: 5-8, Friday 9-6, Saturday 9-6, Sunday 10-2</b>		
Estimated date/time for set up: 1-2 weeks prior, depending on weather		
Estimated date/time for clean up: 1-2 weeks after, depending on weather		
Describe set up and clean up procedures (include specifically who will be taking care of trash): SIHA handles trash. SIVB handles breakdown of setup (hay, tents, etc.)		

Event Information (continued)

Will parking lot closures be necessary?

YES

NO

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

Describe parking lot closures:

No public/city owned parking lots will be closed.

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

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

What parking arrangements are proposed to accommodate attendance?

Shuttling will allow players to park where they are staying or at Little Bear overflow. There is no onsite parking at the rinks.

Will music be provided/included during the event?

YES

NO

Describe type of music proposed:

Live

Amplification

Recorded

Loudspeakers

Proposed time music will begin: 11-5 on Friday and 11-5 on Saturday

Proposed time music will end: 5 PM both days

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

in the tent on the beach.

Describe noise control:

None.

Event Information (continued)

Will the event have food, beverage or concessions  YES  NO

*(See Section X of the Special Events Policy for health department approvals and temporary food license requirements)*

**Describe:** Food and beverage concessions will be provided by the St. Ignace Hockey Association, who will obtain their own liquor license.

Do you plan to have alcohol served at this event?  YES  NO

*\* A \$50.00 fee applies to special liquor license applications and Liquor Liability Insurance is required.*  
Include proposed location(s) on event layout and describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals

Will there be temporary electricity at this event?  YES  NO

*\* An electrical permit is required. Include proposed locations on event layout*

Generators  Use of Light Pole Outlets  Temporary Distribution Panel

Do you plan to have special event signs?  YES  NO

Signs must conform to City's ordinances

Describe signs, proposed locations, etc.  
If possible, we will have inflatable sponsor signage near the beach. These will not obstruct traffic flow in any way.

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



Map data ©2019 100 ft

Star Line

Stairwells

Port a Jons

20 x 10  
x 2 units

Rink Area

State St.

Locker Rooms



2024

**Pond Hockey 2024 – Event Signage Description**

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

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

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

**City of St. Ignace**  
**Event Review Committee**  
**Friday January 12<sup>th</sup>, 2024 @ 9:30AM**

**Present:** Scott Marshall, Bridgett Sorenson

**Pond Hockey 2024**

Location: TBD

Moran Bay

Chain Lake- Backup location

Ice Safety Check

Visitor Bureau- Kyle Brow; Precision Edge drills holes in ice in various locations to determine ice thickness.

City Labor

Public works gets the ice resurfacing machine ready to go for the event. No other labor is needed.

Police

No extra staffing is needed. No requests for police department.

Road Closure

None. May need to put out some cones in front of Kiwanis Beach for shuttle drop off if Moran Bay is the event location.

Coast Guard Permit

Visitor Bureau is waiting on permit. Will forward to city when they receive.

Major concerns/Event Changes

None

Meeting adjourned at 10:00AM

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commander  
United States Coast Guard  
Sector Northern Great Lakes

337 Water Street  
Sault Sainte Marie, MI 49733  
Phone: (906) 635-3220  
Email: [ssmprevention@uscg.mil](mailto:ssmprevention@uscg.mil)

16750  
January 18, 2024

Quincy Ranville  
6 Spring St.  
Suite 100  
St. Ignace, MI 49781

Dear Ms. Ranville,

Thank you for your Marine Event Permit Application for the Labatt Blue U.P. Pond Hockey Championship Tournament, submitted in accordance with 33 CFR § 100.15 – *Submission of application*. After careful review of your application, we have determined a Coast Guard Permit for Marine Event, form CG-4424, is not required for this event.

If any substantive changes to the event occur, please contact the Coast Guard to report those changes. Substantive changes may include the number of participants and/or expected spectators, location, or any other significant change that may require reconsideration as to whether a permit is required.

Although a Coast Guard Permit for Marine Event is not required, the event sponsor is still responsible for event safety. This includes coordination with local authorities, proper positioning of the fireworks launch site, and obtaining appropriate permits from other federal, state, or local authorities. The event sponsor must also comply with all applicable federal, state, and local laws and regulations.

I sincerely appreciate your proactive efforts in bringing the event to my attention. Because of the dynamic nature of the maritime activities, the Coast Guard carefully considers the totality of the risks associated with each event on a case-by-case basis when determining whether a permit is required. While a Coast Guard permit is not required for this occasion, you must continue to submit an application for approval of marine events you may sponsor in the future in accordance with 33 CFR 100.15.

If you have any further questions, please contact the Marine Events Coordinator, U.S. Coast Guard, Sector Northern Great Lakes, via email at: [ssmprevention@uscg.mil](mailto:ssmprevention@uscg.mil).

Sincerely,

A handwritten signature in blue ink, appearing to read "D. A. Evans", with a long horizontal flourish extending to the right.

D. A. EVANS, LCDR  
Captain of the Port, By Direction  
U. S. Coast Guard



STIGN-8

OP ID: JK

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Madigan/Pingatore Ins Services</b> 105 W. Water Street Sault Ste. Marie, MI 49783 Quinton Raymond LaCrosse	906-635-5233	CONTACT NAME: <b>Jamie L. Kuitunen</b>
		PHONE (A/C, No, Ext): <b>906-635-5233</b> FAX (A/C, No): <b>906-632-1612</b>
		E-MAIL ADDRESS: <b>jkuitunen@madiganpingatore.com</b>
		INSURER(S) AFFORDING COVERAGE
INSURED <b>St Ignace Visitors Bureau</b> 6 Spring Street Saint Ignace, MI 49781	INSURER A:	<b>West Bend Mutual Insurance Com</b> NAIC # <b>15350</b>
	INSURER B:	<b>Hastings Mutual Insurance Co.</b> NAIC # <b>14176</b>
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		1831544	03/13/2023	03/13/2024	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		0009894230	03/13/2023	03/13/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>100,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**City of St. Ignace is named as additional insured.**

CERTIFICATE HOLDER  <b>City of St. Ignace</b> 396 North State Street Saint Ignace, MI 49781	CITY OF FS	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE <b>Quinton Raymond LaCrosse</b>

**CITY OF ST. IGNACE  
RESOLUTION 24-01**

**A RESOLUTION TO APPROVE THE LABATT BLUE ADULT U.P. POND HOCKEY  
CHAMPIONSHIPS**

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

**WHEREAS:** The St. Ignace Visitors Bureau, in association with Labatt Blue and the St. Ignace Hockey Association, request permission to conduct the Labatt Blue U.P. Adult Pond Hockey Championship; and

**WHEREAS:** This event requires the use of Kiwanis Beach, Moran Bay on Lake Huron, and public streets; and

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

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

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

**BE IT RESOLVED:** The St. Ignace City Council does approve Special Events status for the Labatt Blue U.P. Adult Pond Hockey Championship on February 15-18, 2024; now further

**BE IT RESOLVED:** The St. Ignace City Council does approve usage of Kiwanis Beach, Moran Bay on Lake Huron.

**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, January 8, 2024, at 7:00 p.m.

bs

\_\_\_\_\_  
Andrea Insley, City Clerk/Treasurer

**CITY OF ST. IGNACE  
RESOLUTION 24-03**

**A RESOLUTION ESTABLISHING 2024 CITY OF ST. IGNACE NON-UNION EMPLOYEE WAGES**

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

**WHEREAS:** The City Council of the City of St. Ignace desires to establish certain conditions of employment for personnel; and

**WHEREAS:** It is the desire of the City Council to secure and retain the services of certain employees and to provide inducement for them to remain in such employment, and make possible full work productivity by assuring adequate compensation for certain employees; now therefore

**BE IT RESOLVED:** That the St. Ignace City Council does hereby approve the following employees' annual wage increases, effective January 1, 2024, as indicated below:

<u>Employee:</u>	<u>Current Wage:</u>	<u>2024 Wage:</u>
<b>Admin Assistant, Brooklynn Schlehner</b>	<b>\$40,500</b>	<b>\$41,500</b>
<b>Clerk/Treasurer, Andrea Insley</b>	<b>\$51,415</b>	<b>\$54,535</b>
<b>City Manager, Scott Marshall</b>	<b>\$72,000</b>	<b>\$73,500</b>
<b>Golf Course Manager, Kurt Ney</b>	<b>\$36,500</b>	<b>\$ TBD</b>
<b>Chief of Police, Kevin James</b>	<b>\$60,000</b>	<b>\$62,000</b>
<b>Marina Director</b>	<b>\$40,000</b>	<b>\$42,500</b>
<b>Recreation Director, Cathy Lamb</b>	<b>\$47,000</b>	<b>\$48,500</b>
<b>DPW Director, William Fraser</b>	<b>\$63,533</b>	<b>\$66,533</b>
<b>Fire Chief, Nicholas Montie</b>	<b>\$19,750</b>	<b>\$20,100</b>

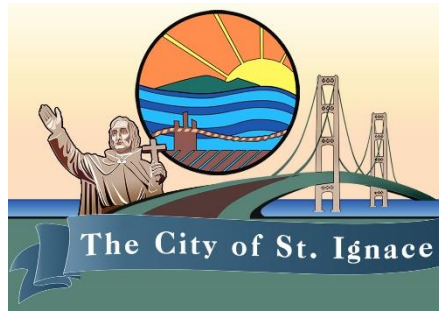
**FURTHER BE IT RESOLVED:** That the City Council does hereby agree to the terms and conditions as set forth in the "Contract Agreements" dated January 1, 2024 between the respective parties.

**Roll Call Vote:**  
Yes:  
No: None.  
Absent:  
Resolution declared Adopted.

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, January 22, 2024, at 7:00 p.m.

bs

\_\_\_\_\_  
Andrea Insley, City Clerk/Treasurer



## **CITY OF STIGNACE**

Andrea Insley, Clerk/Treasurer

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

Ph: 906-643-8545 option 2 | Fx: 906-643-9393 | [ainsley@cityofstignace.com](mailto:ainsley@cityofstignace.com)

### **THE BOARD OF ELECTION COMMISSION**

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

**Presidential Primary – Tuesday, February 27, 2024**

#### **ELECTION BOARD**

Laurie Steiner, Chairperson (R)

Renee Vonderwerth (R)

Sherry Cece (D)

Donna LaLonde (D)

Debra Ferguson (R)

Mary Kay Tamlyn (R)

Betsy Turf (D)

Martha Sjogren (R)

Helen Thibault (D)

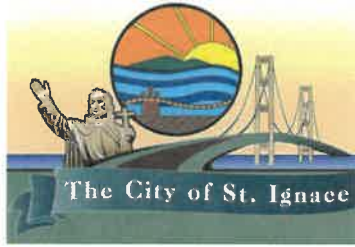
#### **RECEIVING BOARD**

Renee Vonderwerth (R)

Donna LaLonde (D)

The City Clerk is authorized to make substitutions if any election inspector selected cannot serve at this time.

***City of St. Ignace is an equal opportunity employer and provide***



## City of St. Ignace, MI

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

### Staff Report

**Agenda Date:** 1/22/24

**Presenter:** Scott Marshall

**Department:** Water Dept.

**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:** Financing for new Water Dept. Pickup Truck

**BACKGROUND:**

N/A

**FISCAL EFFECT:**

Truck payments will be paid out of the Water Fund.

**SUPPORTING DOCUMENTATION:**

See attached

**RECOMMENDATION:**

My recommendation is to go with First National Bank of St. Ignace, because they have the lower rate.





*First National Bank of St. Ignace*

*P.O. Box 187*

*132 North State Street*

*St. Ignace, Michigan 49781*

*(906)-643-6800*

*(906) 643-6808 Fax*

January 11, 2024

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

Re: Ford Pickup Truck

Dear Bill:

The First National Bank of St. Ignace is offering the City of St. Ignace financing for a new Ford Pickup Truck. It is understood the financing amount is \$60,309.00. The interest rate would be 5.875% and the loan would be amortized over a period of three years. There is no penalty for early payoff.

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

Sincerely,

Bob Brandstrom  
Vice President

hap

---

**BRANCH BANKING OFFICE LOCATIONS**

*St. Ignace North Bay \* Cedarville \* Mackinac Island*  
*Naubinway \* Moran Township \* Newberry*  
**www.fnbsi.com**



ASK WHAT THE CSB FAMILY CAN DO FOR YOU

## CENTRAL SAVINGS BANK

---

511 BINGHAM AVENUE ■ PO BOX 339

SAULT STE. MARIE, MI 49783

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

EMAIL: CSBBANK@SAULT.COM

January 12, 2024

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

Dear Mr. Fraser,

Thank you for extending the opportunity to Central Savings Bank to bid on the loan in the amount of \$60,309 to purchase a new Ford pickup truck.

Central Savings Bank is willing to finance the truck over three years at a **fixed rate of 6.97%**. There will be no other fees involved with this financing. The proposed interest rate is based on the assumption that the interest paid will be tax exempt for state and federal taxes.

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

Sincerely,

A handwritten signature in cursive script that reads "Andrew Will". The signature is written in dark ink and is positioned above the printed name.

Andrew Will

Loan Representative

AGW



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

## City of St. Ignace, MI

### Staff Report

**Agenda Date:** 1/22/24

**Presenter:**

**Department:**

**City Manager:**

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

**AGENDA ITEM TITLE:**

Fireworks

**BACKGROUND:**

**4<sup>th</sup> of July Fireworks**

The initial proposed fireworks agreement was approved at the November 20<sup>th</sup> city council meeting. The agreement was with the City of St. Ignace and Small Town Saturday Night Fireworks. It included all visitor bureau fireworks and city of St. Ignace 4<sup>th</sup> of July Fireworks. The Visitor Bureau would then reimburse the city for any VB fireworks and would also donate \$4000 to the 4<sup>th</sup> of July Fireworks. Visitor Bureau is now working with Small Town Saturday Night Fireworks directly and signing an agreement for all fireworks including 4<sup>th</sup> of July Fireworks as they believe this makes more sense for many reasons including financial. City of St. Ignace would then pay visitor bureau \$5000 for 4<sup>th</sup> of July fireworks. Cost of 4<sup>th</sup> of July fireworks is \$9000. I asked Visitor Bureau to donate \$4000 to 4<sup>th</sup> of July fireworks to continue with the same quality of show as in recent years in which case is mutually beneficial. In conclusion, instead of City of St. Ignace signing an agreement for 4<sup>th</sup> of July and VB fireworks and VB reimbursing the city, the VB is signing the contract and the city is reimbursing the VB \$5000 for 4<sup>th</sup> of July Fireworks.

**FISCAL EFFECT:**

Zero financial impact.

**SUPPORTING DOCUMENTATION:**

N/A

**RECOMMENDATION:**

Visitor Bureau pays for 4<sup>th</sup> of July Fireworks, total cost \$9,000. City of St. Ignace pays \$5,000 as budgeted. Visitor Bureau contributes \$4000 to 4<sup>th</sup> of July Fireworks.



## City of St. Ignace, MI

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

### Staff Report

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**Agenda Date:** 1/22/2024      **Presenter:** City Clerk/Treasurer Insley

**Department:** City Clerk/Treasurer      **City Manager:** S. Marshall

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

**AGENDA ITEM TITLE:** Treasurer's Support Agreement 2024

**BACKGROUND:** In the past few years, it has been approved procedure for the former City Clerk/Treasurer, Renee Vonderwerth, to assist in specific projects and training in the City Clerk/Treasurer's office. Once again for fiscal year 2024, I am requesting to continue Renee's support to complete the following projects: bank statement reconciliation training and Chart of Account change-over.

**FISCAL EFFECT:** The 2024 budget includes an allocation of \$5,000 for this 'as-needed' position. Renee will be compensated monthly for the hours worked both in the office and remotely. As the Agreement states, the rate of pay will continue at \$20/hour.

**SUPPORTING DOCUMENTATION:** Attached is the Treasurer's Support Agreement to be signed by Mayor LaLonde and Renee Vonderwerth.

**RECOMMENDATION:** We have made some progress with training in bank reconciliation, but with the time-consuming hiring processes in the City Manager's office last year, progress with the Chart of Account change-over project had been neglected. I would greatly appreciate keeping Renee on an as-needed basis to help with the completion of this project, as it is required by the State of Michigan. Her years of experience, knowledge of the fund accounting system, and ability to train other clerks will benefit our efforts to accomplish this task effectively.

*City of St. Ignace*  
Andrea Insley, City Clerk/Treasurer  
396 N State St  
St. Ignace MI 49781  
ainsley@cityofstignace.com  
(906)643-8545 Fax (906)643-9393

**TREASURER SUPPORT AGREEMENT**

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

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

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

NOW THEREFORE IT IS AGREED AS FOLLOWS:

1. The consideration for this agreement is acknowledged to be the mutual promise and duties set forth herein.
2. Term: This contract shall begin immediately and continue through December 31, 2024.

**FOR THE CITY OF ST. IGNACE**

By: *Sally Marshall*  
Its: *City Manager*  
Date: *1/16/24*

**FOR THE INTERIM-TREASURER SUPPORT**

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_



## City of St. Ignace, MI

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

### Staff Report

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**Agenda Date:** 1/22/24

**Presenter:** City Manager Marshall

**Department:** Budget

**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:** Financials December 2023

**BACKGROUND:** The City Manager reviews the prior months financials at the second Regular Council meeting each month. A summary report of each fund is provided, in addition to a more detailed report for the General Fund 101.

**FISCAL EFFECT:** n/a

**SUPPORTING DOCUMENTATION:** The Finance Report for December 2023, as well as the Revenue-Expense Report for General Fund 101.

**RECOMMENDATION:** During the last quarter of 2023, Council discussed that the financial summary report would be provided for each fund, as it has been in the past, but in addition, the City Manager will select a specific fund to review in more detail. For this review, the General Fund 101 was selected and a detailed Revenue-Expense report has been provided. Please note that the amounts for the fiscal year-end are not final. The City is still recording both expenses and revenue to 2023 that are relevant for that year through the months of January and February.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDDT USED
Fund 101 - GENERAL FUND					
Revenues					
TAXES	TAXES	1,379,947.00	6,103.76	1,383,524.70	100.26
CHG SERV	CHARGE FOR SERVICES	45,026.00	1,519.49	45,209.21	100.41
LIC/PERM	LICENSES AND PERMITS	1,450.00	0.00	1,450.00	100.00
CONT	CONT FM LOCAL UNITS	57,000.00	0.00	57,000.00	100.00
O/REV	OTHER REVENUE	141,306.00	2,842.17	144,247.33	102.08
FIN/FOR	FINES AND FORFEITURES	957.00	0.00	957.44	100.05
INT	INTEREST AND RENTALS	3,000.00	0.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	148,063.10	7,293.10	148,063.10	100.00
UNCLASSIFIED	Unclassified	737,032.00	54,860.98	680,321.15	92.31
TOTAL REVENUES		2,513,781.10	72,619.50	2,460,772.93	97.89
Expenditures					
101	CITY COUNCIL	25,195.00	2,856.22	24,838.58	98.59
172	CITY MANAGER	169,600.00	17,364.49	133,869.55	78.93
191	ACCOUNTING DEPT	32,650.00	0.00	31,482.82	96.43
201	ADMINISTRATION	431,376.00	59,613.88	430,612.39	99.82
215	CLERK	227,350.00	14,036.62	195,704.73	86.08
234	CENTRAL SUPPLIES	3,500.00	115.88	3,219.96	92.00
247	BOARD OF REVIEW	1,860.00	193.77	1,409.22	75.76
257	ASSESSOR	38,600.00	3,419.02	38,949.74	100.91
262	ELECTIONS	4,920.00	434.99	4,686.92	95.26
265	BLDG & GROUNDS	38,600.00	2,894.41	36,688.73	95.05
266	ATTORNEY	45,300.00	5,892.48	49,017.79	108.21
301	POLICE	476,226.00	33,652.37	387,162.09	81.30
335	SAFETY & HEALTH	450.00	0.00	1,127.95	250.66
336	FIRE DEPARTMENT	137,785.00	29,976.99	158,969.51	115.38
441	PUBLIC WORKS	141,350.00	12,239.76	121,850.77	86.21
444	SIDEWALKS	505.00	0.00	67.95	13.46
448	STREET LIGHTING	42,000.00	3,701.90	41,841.62	99.62
701	PLANNING	3,000.00	60.00	340.00	11.33
703	ZONING BD OF APPEALS	480.00	0.00	260.83	54.34
704	COMMUNITY DEVELOPMENT	79,450.00	441.41	79,734.22	100.36
770	PARK MAINT	95,875.00	2,441.11	84,808.49	88.46
773	BOAT LAUNCH	10,025.00	414.31	10,353.31	103.27
953	FRINGE BENEFITS	76,150.00	5,104.44	60,865.52	79.93
954	INSURANCE & BONDS	16,279.00	0.00	15,161.12	93.13
965	TRANS TO OTHER FUNDS	450,994.00	0.00	153,389.00	34.01
TOTAL EXPENDITURES		2,549,520.00	194,854.05	2,066,412.81	81.05
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		2,513,781.10	72,619.50	2,460,772.93	97.89
TOTAL EXPENDITURES		2,549,520.00	194,854.05	2,066,412.81	81.05
NET OF REVENUES & EXPENDITURES		(35,738.90)	(122,234.55)	394,360.12	1,103.45

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 202 - MAJOR STREETS					
Revenues					
TAXES	TAXES	62,637.00	42.84	62,671.91	100.06
CONT	CONT FM LOCAL UNITS	6,500.00	0.00	6,500.00	100.00
O/REV	OTHER REVENUE	54,623.00	537.10	48,329.35	88.48
INT	INTEREST AND RENTALS	2,000.00	0.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	37,500.00	0.00	37,500.00	100.00
ST REV	STATE REVENUE	253,507.00	24,459.08	253,507.61	100.00
UNCLASSIFIED	Unclassified	399,500.00	417.63	4,040.17	1.01
TOTAL REVENUES		816,267.00	25,456.65	412,549.04	50.54
Expenditures					
444	SIDEWALKS	2,130.00	0.00	120.96	5.68
451	ROAD CONSTRUCTION	403,880.00	0.00	283,718.12	70.25
463	ROUTINE MAINT	58,090.00	1,355.44	46,617.75	80.25
474	TRAFFIC CONTROL	4,670.00	351.41	4,675.15	100.11
479	SNOW & ICE CONTROL	112,850.00	6,203.56	70,093.30	62.11
483	ADM & RECORDS	20,979.00	686.73	20,326.98	96.89
488	SWEEPING & FLUSHING TRUNKLINE	12,123.00	0.00	10,839.94	89.42
491	DRAINAGE & BACKSLOPES TRUNKLIN	1,518.00	0.00	418.29	27.56
494	TRAFFIC CONTROL TRUNKLINE	0.00	0.00	26.02	100.00
497	WINTER MAINT TRUNKLINE	46,527.00	2,820.11	42,573.53	91.50
965	TRANS TO OTHER FUNDS	116,000.00	0.00	86,000.00	74.14
TOTAL EXPENDITURES		778,767.00	11,417.25	565,410.04	72.60
Fund 202 - MAJOR STREETS:					
TOTAL REVENUES		816,267.00	25,456.65	412,549.04	50.54
TOTAL EXPENDITURES		778,767.00	11,417.25	565,410.04	72.60
NET OF REVENUES & EXPENDITURES		37,500.00	14,039.40	(152,861.00)	407.63



PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 203 - LOCAL STREET					
Revenues					
TAXES	TAXES	91,893.00	42.83	62,545.87	68.06
CONT	CONT FM LOCAL UNITS	6,500.00	0.00	6,500.00	100.00
O/REV	OTHER REVENUE	5,000.00	0.00	5,353.55	107.07
INT	INTEREST AND RENTALS	500.00	0.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	142,500.00	0.00	112,500.00	78.95
ST REV	STATE REVENUE	110,000.00	10,206.30	104,605.23	95.10
UNCLASSIFIED	Unclassified	105,923.00	174.27	16,002.94	15.11
TOTAL REVENUES		462,316.00	10,423.40	307,507.59	66.51
Expenditures					
444	SIDEWALKS	4,075.00	0.00	94.96	2.33
451	ROAD CONSTRUCTION	205,425.00	0.00	70,461.08	34.30
463	ROUTINE MAINT	134,250.00	3,389.01	98,943.71	73.70
474	TRAFFIC CONTROL	4,075.00	631.01	4,466.03	109.60
479	SNOW & ICE CONTROL	60,150.00	4,409.19	52,805.63	87.79
483	ADM & RECORDS	8,825.00	686.73	6,882.83	77.99
965	TRANS TO OTHER FUNDS	6,000.00	0.00	6,000.00	100.00
TOTAL EXPENDITURES		422,800.00	9,115.94	239,654.24	56.68
Fund 203 - LOCAL STREET:					
TOTAL REVENUES		462,316.00	10,423.40	307,507.59	66.51
TOTAL EXPENDITURES		422,800.00	9,115.94	239,654.24	56.68
NET OF REVENUES & EXPENDITURES		39,516.00	1,307.46	67,853.35	171.71

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDDT USED
Fund 206 - FIRE FUND					
Revenues					
INT	INTEREST AND RENTALS	600.00	0.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	100,000.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	50,000.00	0.00	50,000.20	100.00
TOTAL REVENUES		150,600.00	0.00	50,000.20	33.20
Expenditures					
338	FIRE DEPT	4,000.00	4,000.00	4,000.00	100.00
965	TRANS TO OTHER FUNDS	100,000.00	0.00	100,000.00	100.00
TOTAL EXPENDITURES		104,000.00	4,000.00	104,000.00	100.00
Fund 206 - FIRE FUND:					
TOTAL REVENUES		150,600.00	0.00	50,000.20	33.20
TOTAL EXPENDITURES		104,000.00	4,000.00	104,000.00	100.00
NET OF REVENUES & EXPENDITURES		46,600.00	(4,000.00)	(53,999.80)	115.88

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BGD USED
Fund 209 - CEMETERY FUND					
Revenues					
O/REV	OTHER REVENUE	8,800.00	0.00	8,798.37	99.98
INT	INTEREST AND RENTALS	625.00	0.00	625.00	100.00
UNCLASSIFIED	Unclassified	12,900.00	750.00	13,650.00	105.81
TOTAL REVENUES		22,325.00	750.00	23,073.37	103.35
Expenditures					
567	CEMETERY	15,625.00	1,716.50	21,825.77	139.68
TOTAL EXPENDITURES		15,625.00	1,716.50	21,825.77	139.68
Fund 209 - CEMETERY FUND:					
TOTAL REVENUES		22,325.00	750.00	23,073.37	103.35
TOTAL EXPENDITURES		15,625.00	1,716.50	21,825.77	139.68
NET OF REVENUES & EXPENDITURES		6,700.00	(966.50)	1,247.60	18.62

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. IGNACE  
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 248 - DDA GENERAL DOWNTOWN					
Revenues					
TAXES	TAXES	213,000.00	33,784.00	215,217.00	101.04
O/REV	OTHER REVENUE	10,000.00	0.00	20,151.85	201.52
UNCLASSIFIED	Unclassified	15,205.00	0.00	12,036.00	79.16
TOTAL REVENUES		238,205.00	33,784.00	247,404.85	103.86
Expenditures					
743	DDA OPERATIONS	200,100.00	24,144.05	200,551.43	100.23
745	PROPERTY MANAGEMENT	17,550.64	0.00	21,864.74	124.58
965	TRANS TO OTHER FUNDS	105,670.00	(5,000.00)	105,670.00	100.00
TOTAL EXPENDITURES		323,320.64	19,144.05	328,086.17	101.47
Fund 248 - DDA GENERAL DOWNTOWN:					
TOTAL REVENUES		238,205.00	33,784.00	247,404.85	103.86
TOTAL EXPENDITURES		323,320.64	19,144.05	328,086.17	101.47
NET OF REVENUES & EXPENDITURES		(85,115.64)	14,639.95	(80,681.32)	94.79

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 249 - BUILDING INSPECTOR					
Revenues					
CHG SERV	CHARGE FOR SERVICES	50.00	0.00	0.00	0.00
LIC/PERM	LICENSES AND PERMITS	5,500.00	60.00	12,848.10	233.60
UNCLASSIFIED	Unclassified	23,500.00	0.00	16,030.00	68.21
TOTAL REVENUES		29,050.00	60.00	28,878.10	99.41
Expenditures					
371	BLDG. INSPECTOR	3,951.00	828.65	3,960.41	100.24
702	ZONING	22,899.00	65.10	19,296.14	84.27
965	TRANS TO OTHER FUNDS	2,200.00	0.00	2,200.00	100.00
TOTAL EXPENDITURES		29,050.00	893.75	25,456.55	87.63
Fund 249 - BUILDING INSPECTOR:					
TOTAL REVENUES		29,050.00	60.00	28,878.10	99.41
TOTAL EXPENDITURES		29,050.00	893.75	25,456.55	87.63
NET OF REVENUES & EXPENDITURES		0.00	(833.75)	3,421.55	100.00

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 271 - LIBRARY FUND					
Revenues					
TAXES	TAXES	91,139.00	71.11	91,184.08	100.05
CHG SERV	CHARGE FOR SERVICES	250.00	0.00	100.00	40.00
CONT	CONT FM LOCAL UNITS	1,292.00	0.00	1,292.00	100.00
O/REV	OTHER REVENUE	2,012.00	260.00	2,271.42	112.89
INT	INTEREST AND RENTALS	500.00	0.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	3,642.00	106.48	3,747.66	102.90
UNCLASSIFIED	Unclassified	120,668.00	416.12	116,402.04	96.46
TOTAL REVENUES		219,503.00	853.71	214,997.20	97.95
Expenditures					
790	LIBRARY	220,908.00	10,752.87	190,670.09	86.31
965	TRANS TO OTHER FUNDS	12,250.00	0.00	2,000.00	16.33
TOTAL EXPENDITURES		233,158.00	10,752.87	192,670.09	82.63
Fund 271 - LIBRARY FUND:					
TOTAL REVENUES		219,503.00	853.71	214,997.20	97.95
TOTAL EXPENDITURES		233,158.00	10,752.87	192,670.09	82.63
NET OF REVENUES & EXPENDITURES		(13,655.00)	(9,899.16)	22,327.11	163.51

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. IGNACE  
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 273 - DOCK NO. 3 IMPROVEMENTS					
Revenues					
UNCLASSIFIED	Unclassified	31,297.00	0.00	63,683.00	203.48
TOTAL REVENUES		<u>31,297.00</u>	<u>0.00</u>	<u>63,683.00</u>	<u>203.48</u>
Expenditures					
598	DOCK #3 IMPROVEMENTS	31,297.00	74.18	6,439.96	20.58
TOTAL EXPENDITURES		<u>31,297.00</u>	<u>74.18</u>	<u>6,439.96</u>	<u>20.58</u>
Fund 273 - DOCK NO. 3 IMPROVEMENTS:					
TOTAL REVENUES		31,297.00	0.00	63,683.00	203.48
TOTAL EXPENDITURES		<u>31,297.00</u>	<u>74.18</u>	<u>6,439.96</u>	<u>20.58</u>
NET OF REVENUES & EXPENDITURES		0.00	(74.18)	57,243.04	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. IGNACE  
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 285 - AMERICAN RESCUE PLAN ACT					
Revenues					
UNCLASSIFIED	Unclassified	127,043.10	62,043.10	127,043.10	100.00
TOTAL REVENUES		<u>127,043.10</u>	<u>62,043.10</u>	<u>127,043.10</u>	<u>100.00</u>
Expenditures					
965	TRANS TO OTHER FUNDS	127,043.10	62,043.10	127,043.10	100.00
TOTAL EXPENDITURES		<u>127,043.10</u>	<u>62,043.10</u>	<u>127,043.10</u>	<u>100.00</u>
Fund 285 - AMERICAN RESCUE PLAN ACT :					
TOTAL REVENUES		127,043.10	62,043.10	127,043.10	100.00
TOTAL EXPENDITURES		127,043.10	62,043.10	127,043.10	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00



REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. IGNACE  
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 499 - BOARDWALK PROGRAM					
Revenues					
TRANS	TRANSFERS-INTERNAL ACTIV	5,000.00	0.00	5,000.00	100.00
UNCLASSIFIED	Unclassified	72,245.40	0.00	72,245.40	100.00
TOTAL REVENUES		77,245.40	0.00	77,245.40	100.00
Expenditures					
443	BOARDWALK	48,000.00	8,312.89	40,529.34	84.44
TOTAL EXPENDITURES		48,000.00	8,312.89	40,529.34	84.44
Fund 499 - BOARDWALK PROGRAM:					
TOTAL REVENUES		77,245.40	0.00	77,245.40	100.00
TOTAL EXPENDITURES		48,000.00	8,312.89	40,529.34	84.44
NET OF REVENUES & EXPENDITURES		29,245.40	(8,312.89)	36,716.06	125.54

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 509 - COMMUNITY CENTER OPERATIONS					
Revenues					
TAXES	TAXES	87,500.00	64.95	86,109.96	98.41
CHG SERV	CHARGE FOR SERVICES	38,375.00	2,022.50	40,394.50	105.26
CONT	CONT FM LOCAL UNITS	45,000.00	0.00	45,000.00	100.00
O/REV	OTHER REVENUE	14,325.00	2,380.00	15,642.47	109.20
INT	INTEREST AND RENTALS	250.00	0.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	29,750.00	24,750.00	29,750.00	100.00
UNCLASSIFIED	Unclassified	169,885.00	13,113.75	164,860.10	97.04
<b>TOTAL REVENUES</b>		<b>385,085.00</b>	<b>42,331.20</b>	<b>381,757.03</b>	<b>99.14</b>
Expenditures					
752	ADMINISTRATION	107,300.00	13,296.06	108,892.40	101.48
753	RECREATION	37,800.00	2,089.24	38,877.93	102.85
761	ARENA	94,000.00	15,834.61	106,215.42	113.00
762	LBE OPERATIONS	107,227.00	11,250.43	109,183.81	101.82
763	FITNESS CENTER	76,350.00	2,850.20	78,011.23	102.18
905	DEBT SERVICE	6,140.00	0.00	6,138.44	99.97
965	TRANS TO OTHER FUNDS	827.00	0.00	827.00	100.00
<b>TOTAL EXPENDITURES</b>		<b>429,644.00</b>	<b>45,320.54</b>	<b>448,146.23</b>	<b>104.31</b>
Fund 509 - COMMUNITY CENTER OPERATIONS:					
<b>TOTAL REVENUES</b>		<b>385,085.00</b>	<b>42,331.20</b>	<b>381,757.03</b>	<b>99.14</b>
<b>TOTAL EXPENDITURES</b>		<b>429,644.00</b>	<b>45,320.54</b>	<b>448,146.23</b>	<b>104.31</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(44,559.00)</b>	<b>(2,989.34)</b>	<b>(66,389.20)</b>	<b>148.99</b>

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 570 - MUSEUM					
Revenues					
CONT	CONT FM LOCAL UNITS	44,771.00	0.00	44,771.78	100.00
O/REV	OTHER REVENUE	45,448.00	421.00	42,435.40	93.37
INT	INTEREST AND RENTALS	100.00	0.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	29,771.00	(5,000.00)	19,771.00	66.41
UNCLASSIFIED	Unclassified	57,668.00	0.00	57,668.00	100.00
TOTAL REVENUES		177,758.00	(4,579.00)	164,646.18	92.62
Expenditures					
804	MUSEUM OPERATIONS	145,771.00	3,930.71	158,604.54	108.80
TOTAL EXPENDITURES		145,771.00	3,930.71	158,604.54	108.80
Fund 570 - MUSEUM:					
TOTAL REVENUES		177,758.00	(4,579.00)	164,646.18	92.62
TOTAL EXPENDITURES		145,771.00	3,930.71	158,604.54	108.80
NET OF REVENUES & EXPENDITURES		31,987.00	(8,509.71)	6,041.64	18.89

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. IGNACE  
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDDT USED
Fund 571 - MUSEUM STORE					
Revenues					
CHG SERV	CHARGE FOR SERVICES	160,000.00	137.45	126,341.43	78.96
O/REV	OTHER REVENUE	1,100.00	0.00	665.24	60.48
INT	INTEREST AND RENTALS	100.00	0.00	0.00	0.00
TOTAL REVENUES		161,200.00	137.45	127,006.67	78.79
Expenditures					
807	MUSEUM STORE OPERATIONS	136,750.00	2,892.62	117,966.68	86.26
965	TRANS TO OTHER FUNDS	4,771.00	0.00	4,771.00	100.00
TOTAL EXPENDITURES		141,521.00	2,892.62	122,737.68	86.73
Fund 571 - MUSEUM STORE:					
TOTAL REVENUES		161,200.00	137.45	127,006.67	78.79
TOTAL EXPENDITURES		141,521.00	2,892.62	122,737.68	86.73
NET OF REVENUES & EXPENDITURES		19,679.00	(2,755.17)	4,268.99	21.69

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDT USED
Fund 584 - GOLF COURSE FUND					
Revenues					
CHG SERV	CHARGE FOR SERVICES	6,000.00	0.00	6,000.00	100.00
O/REV	OTHER REVENUE	8,490.00	0.00	8,492.50	100.03
FIN/FOR	FINES AND FORFEITURES	175.00	0.00	175.00	100.00
INT	INTEREST AND RENTALS	200.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	168,497.00	250.00	168,749.10	100.15
TOTAL REVENUES		183,362.00	250.00	183,416.60	100.03
Expenditures					
797	GOLF COURSE OPERATIONS	192,248.00	5,018.07	193,204.73	100.50
905	DEBT SERVICE	2,200.00	243.78	2,925.36	132.97
TOTAL EXPENDITURES		194,448.00	5,261.85	196,130.09	100.87
Fund 584 - GOLF COURSE FUND:					
TOTAL REVENUES		183,362.00	250.00	183,416.60	100.03
TOTAL EXPENDITURES		194,448.00	5,261.85	196,130.09	100.87
NET OF REVENUES & EXPENDITURES		(11,086.00)	(5,011.85)	(12,713.49)	114.68

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 590 - SEWER FUND					
Revenues					
TAXES	TAXES	524,727.00	43,935.95	525,332.70	100.12
CHG SERV	CHARGE FOR SERVICES	109,406.00	6,273.97	116,262.23	106.27
O/REV	OTHER REVENUE	57,224.00	3,468.00	60,692.73	106.06
INT	INTEREST AND RENTALS	1,500.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	603,971.00	30,172.33	634,706.37	105.09
TOTAL REVENUES		1,296,828.00	83,850.25	1,336,994.03	103.10
Expenditures					
540	SWR ADMIN	81,760.00	6,030.39	76,454.52	93.51
541	SWR PLANT OPERATIONS	394,891.00	29,714.23	417,246.68	105.66
542	SWR LN MAINT	76,750.00	5,737.39	59,228.17	77.17
543	2000 SANITARY SWR RR&I	0.00	398.50	398.50	100.00
544	2010 USDA SWR IMP RR&I	48,600.00	680.91	45,911.40	94.47
905	DEBT SERVICE	481,136.00	147,473.12	480,574.30	99.88
906	SRF/ 5593 01	99,755.00	0.00	99,752.70	100.00
965	TRANS TO OTHER FUNDS	118,330.00	0.00	51,800.00	43.78
TOTAL EXPENDITURES		1,301,222.00	190,034.54	1,231,366.27	94.63
Fund 590 - SEWER FUND:					
TOTAL REVENUES		1,296,828.00	83,850.25	1,336,994.03	103.10
TOTAL EXPENDITURES		1,301,222.00	190,034.54	1,231,366.27	94.63
NET OF REVENUES & EXPENDITURES		(4,394.00)	(106,184.29)	105,627.76	2,403.91

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 591 - WATER FUND					
Revenues					
TAXES	TAXES	410,772.00	34,582.16	413,483.32	100.66
CHG SERV	CHARGE FOR SERVICES	519,634.00	21,917.84	541,281.12	104.17
O/REV	OTHER REVENUE	86,510.00	5,454.90	92,233.32	106.62
INT	INTEREST AND RENTALS	1,800.00	0.00	0.00	0.00
O/FINAN	OTHER FINANCING SOURCES	28,745.00	2,420.12	28,744.14	100.00
UNCLASSIFIED	Unclassified	316,043.00	22,323.66	327,797.65	103.72
TOTAL REVENUES		1,363,504.00	86,698.68	1,403,539.55	102.94
Expenditures					
223	SRF-STATE REVOLVING FUNDS	177,653.00	0.00	0.00	0.00
550	WTR ADMIN	102,115.00	6,839.27	86,415.01	84.63
551	WTR PLANT OPERATIONS	476,050.00	31,761.22	452,400.46	95.03
552	WTR LINE MAINT	230,000.00	14,517.60	215,334.77	93.62
553	2000 WTR RR&I	0.00	5,673.82	56,063.32	100.00
905	DEBT SERVICE	167,241.00	0.00	166,980.55	99.84
965	TRANS TO OTHER FUNDS	148,130.00	0.00	81,600.00	55.09
TOTAL EXPENDITURES		1,301,189.00	58,791.91	1,058,794.11	81.37
Fund 591 - WATER FUND:					
TOTAL REVENUES		1,363,504.00	86,698.68	1,403,539.55	102.94
TOTAL EXPENDITURES		1,301,189.00	58,791.91	1,058,794.11	81.37
NET OF REVENUES & EXPENDITURES		62,315.00	27,906.77	344,745.44	553.23

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BGD USED
Fund 594 - MARINA FUND					
Revenues					
TAXES	TAXES	4,913.00	0.00	4,912.35	99.99
CONT	CONT FM LOCAL UNITS	7,250.00	0.00	7,250.00	100.00
O/REV	OTHER REVENUE	129,267.00	0.00	129,264.74	100.00
INT	INTEREST AND RENTALS	900.00	0.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	210,437.00	0.00	210,436.70	100.00
UNCLASSIFIED	Unclassified	272,138.00	(1,584.00)	270,553.32	99.42
TOTAL REVENUES		624,905.00	(1,584.00)	622,417.11	99.60
Expenditures					
590	MARINA ADMIN	55,600.00	3,608.32	55,323.00	99.50
597	MARINA OPERATIONS	299,996.00	2,417.73	371,026.21	123.68
851	INSURANCE	9,230.00	0.00	9,227.44	99.97
965	TRANS TO OTHER FUNDS	92,265.00	0.00	92,265.00	100.00
TOTAL EXPENDITURES		457,091.00	6,026.05	527,841.65	115.48
Fund 594 - MARINA FUND:					
TOTAL REVENUES		624,905.00	(1,584.00)	622,417.11	99.60
TOTAL EXPENDITURES		457,091.00	6,026.05	527,841.65	115.48
NET OF REVENUES & EXPENDITURES		167,814.00	(7,610.05)	94,575.46	56.36



GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 596 - GARBAGE COLLECTION					
Revenues					
CHG SERV	CHARGE FOR SERVICES	1,200.00	102.59	1,206.59	100.55
TRANS	TRANSFERS-INTERNAL ACTIV	5,000.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	123,000.00	11,190.20	132,985.00	108.12
TOTAL REVENUES		129,200.00	11,292.79	134,191.59	103.86
Expenditures					
528	GARBAGE COLLECTION	122,000.00	11,105.71	119,764.61	98.17
965	TRANS TO OTHER FUNDS	7,200.00	0.00	7,200.00	100.00
TOTAL EXPENDITURES		129,200.00	11,105.71	126,964.61	98.27
Fund 596 - GARBAGE COLLECTION:					
TOTAL REVENUES		129,200.00	11,292.79	134,191.59	103.86
TOTAL EXPENDITURES		129,200.00	11,105.71	126,964.61	98.27
NET OF REVENUES & EXPENDITURES		0.00	187.08	7,226.98	100.00

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BGD USED
Fund 641 - EQUIPMENT FUND					
Revenues					
CHG SERV	CHARGE FOR SERVICES	6,902.00	610.20	7,511.72	108.83
O/REV	OTHER REVENUE	12,380.00	676.89	8,456.02	68.30
TRANS	TRANSFERS-INTERNAL ACTIV	155,805.00	35,523.57	133,087.18	85.42
O/FINAN	OTHER FINANCING SOURCES	3,185.15	581.92	5,554.71	174.39
UNCLASSIFIED	Unclassified	166,580.00	5,600.51	151,386.45	90.88
TOTAL REVENUES		344,852.15	42,993.09	305,996.08	88.73
Expenditures					
581	GARAGE MAINT	74,225.00	2,212.43	77,403.65	104.28
582	EQUIPMENT MAINT	228,282.00	22,697.00	174,964.45	76.64
905	DEBT SERVICE	39,610.00	0.00	39,581.83	99.93
965	TRANS TO OTHER FUNDS	23,948.00	0.00	23,948.00	100.00
TOTAL EXPENDITURES		366,065.00	24,909.43	315,897.93	86.30
Fund 641 - EQUIPMENT FUND:					
TOTAL REVENUES		344,852.15	42,993.09	305,996.08	88.73
TOTAL EXPENDITURES		366,065.00	24,909.43	315,897.93	86.30
NET OF REVENUES & EXPENDITURES		(21,212.85)	18,083.66	(9,901.85)	46.68

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. IGNACE  
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 664 - OFFICE EQUIPMENT POOL					
Revenues					
TRANS	TRANSFERS-INTERNAL ACTIV	12,900.00	0.00	12,900.00	100.00
UNCLASSIFIED	Unclassified	18,050.00	0.00	15,000.00	83.10
TOTAL REVENUES		30,950.00	0.00	27,900.00	90.15
Expenditures					
233	CENTRAL EQUIP	34,000.00	2,021.68	31,866.94	93.73
TOTAL EXPENDITURES		34,000.00	2,021.68	31,866.94	93.73
Fund 664 - OFFICE EQUIPMENT POOL:					
TOTAL REVENUES		30,950.00	0.00	27,900.00	90.15
TOTAL EXPENDITURES		34,000.00	2,021.68	31,866.94	93.73
NET OF REVENUES & EXPENDITURES		(3,050.00)	(2,021.68)	(3,966.94)	130.06

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BGD USED
Fund 729 - OTHER EMPLOYEE BENEFITS TRUST					
Revenues					
INT	INTEREST AND RENTALS	600.00	0.00	0.00	0.00
TRANS	TRANSFERS-INTERNAL ACTIV	41,800.00	0.00	41,800.00	100.00
UNCLASSIFIED	Unclassified	20,000.00	0.00	20,000.00	100.00
TOTAL REVENUES		62,400.00	0.00	61,800.00	99.04
Expenditures					
201	ADMINISTRATION	36,000.00	0.00	10,368.18	28.80
965	TRANS TO OTHER FUNDS	12,000.00	0.00	12,000.00	100.00
TOTAL EXPENDITURES		48,000.00	0.00	22,368.18	46.60
Fund 729 - OTHER EMPLOYEE BENEFITS TRUST:					
TOTAL REVENUES		62,400.00	0.00	61,800.00	99.04
TOTAL EXPENDITURES		48,000.00	0.00	22,368.18	46.60
NET OF REVENUES & EXPENDITURES		14,400.00	0.00	39,431.82	273.83
TOTAL REVENUES - ALL FUNDS		9,447,676.75	467,380.82	8,762,819.62	92.75
TOTAL EXPENDITURES - ALL FUNDS		9,210,731.74	672,619.62	7,958,246.30	86.40
NET OF REVENUES & EXPENDITURES		236,945.01	(205,238.80)	804,573.32	339.56

User: ANDREA  
DB: St Ignace

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	% BDGT
		2023	MONTH		
		AMENDED BUDGET	12/31/2023	12/31/2023	USED
<b>Fund 101 - GENERAL FUND</b>					
Revenues					
Dept 000 - REVENUE					
101-000-403.000	CURRENT PROPERTY TAX	1,327,392.00	1,008.17	1,328,131.32	100.06
101-000-403.001	TAX REIMB MI TAX TRIBUNAL	0.00	0.00	(22.17)	100.00
101-000-407.000	DELINQ. PERS. PROP TAXES	1,092.00	0.00	1,091.59	99.96
101-000-445.000	INTEREST & PENALTIES	2,750.00	15.34	2,230.55	81.11
101-000-446.000	DELINQ TAX INT/PENALTY	150.00	0.00	0.00	0.00
101-000-452.000	LIQUOR LICENSE FEES	5,671.00	0.00	5,671.60	100.01
101-000-488.000	MOBILE VENDING PERMIT	500.00	0.00	500.00	100.00
101-000-490.000	NON-BUSINESS LICENSE/PERMIT	950.00	0.00	950.00	100.00
101-000-539.000	STATE GRANT	370,873.00	0.00	370,873.00	100.00
101-000-543.000	SAULT TRIBE/ CITY ALLOCATIONS	10,000.00	0.00	10,000.00	100.00
101-000-543.001	SAULT TRIBE 2% PASS THRU FUNDS	47,000.00	0.00	47,000.00	100.00
101-000-544.000	IN HOUSE TNG (P. DEPT 302 FUNDS)	1,408.00	0.00	1,408.08	100.01
101-000-573.000	LOCAL COMM STABILAZATION SHARE (PPT)	8,065.00	0.00	8,065.44	100.01
101-000-574.000	STATE SHARED REVENUE	265,000.00	49,881.00	184,830.41	69.75
101-000-608.000	ADMINISTRATION FEES	40,576.00	3,580.25	44,156.41	108.82
101-000-611.000	DELINQ. TAX ADMIN FEE	50.00	0.00	0.00	0.00
101-000-624.000	PROPERTY SPLIT FEES	0.00	0.00	100.00	100.00
101-000-632.000	FIRE PROTECTION	73,407.00	0.00	73,406.77	100.00
101-000-638.000	ACCIDENT REPORTS	50.00	0.00	39.00	78.00
101-000-650.000	SALES OF LABOR, MATERIAL	39,305.00	1,519.49	39,498.61	100.49
101-000-651.000	ZONING VARIANCE FEES	340.00	0.00	340.00	100.00
101-000-652.000	FIRE DEPT. SERV. CALLS	1,380.00	1,380.00	1,380.00	100.00
101-000-660.000	FIREWORK CONTRIBUTIONS	63,000.00	0.00	63,000.00	100.00
101-000-661.000	PARKING FINES	80.00	0.00	80.00	100.00
101-000-662.000	DISTRICT COURT FINES	877.00	0.00	877.44	100.05
101-000-664.000	INTEREST EARNINGS	3,000.00	0.00	0.00	0.00
101-000-668.000	RENT/LEASE	31,341.00	3,599.98	33,010.19	105.33
101-000-671.000	BOAT LAUNCH FEE	5,098.00	0.00	5,098.52	100.01
101-000-672.000	REIMB HEALTH INS. COST SHARE	11,010.00	0.00	11,009.23	99.99
101-000-673.000	MMRMA REIMB CLAIMS	25,493.00	2,842.17	28,334.86	111.15
101-000-673.001	MMRMA RAP/CAP REIMB	787.00	0.00	787.50	100.06
101-000-674.000	FIRE DONATIONS-CONTRIBUTIONS	0.00	0.00	21,789.03	100.00
101-000-675.000	DONATIONS - CONTRIBUTIONS	17,581.00	0.00	17,580.65	100.00
101-000-676.000	REIMBURSEMENTS	1,500.00	0.00	1,500.00	100.00
101-000-683.000	MICHLIMACKINAC HISTORICAL SOCIETY REIM	300.00	0.00	300.00	100.00
101-000-695.000	MISC. INCOME	1,755.00	0.00	1,754.80	99.99
101-000-698.000	SAULT TRIBE HOUSING PILT	7,937.00	1,500.00	7,937.00	100.00
101-000-699.001	TRANS IN FM 202	6,000.00	0.00	6,000.00	100.00
101-000-699.003	TRANS IN FM 203	3,000.00	0.00	3,000.00	100.00
101-000-699.005	TRANS IN FM 248	7,370.00	0.00	7,370.00	100.00
101-000-699.006	TRANS IN FM 590	40,000.00	0.00	40,000.00	100.00
101-000-699.007	TRANS IN FM 594	8,000.00	0.00	8,000.00	100.00
101-000-699.009	TRANS FM 729	12,000.00	0.00	12,000.00	100.00
101-000-699.012	TRANS IN FM 591	55,000.00	0.00	55,000.00	100.00
101-000-699.013	TRANS IN FM 249	2,200.00	0.00	2,200.00	100.00
101-000-699.014	TRANS FM 596	7,200.00	0.00	7,200.00	100.00
101-000-699.101	TRANS IN FM 285	7,293.10	7,293.10	7,293.10	100.00
<b>Total Dept 000 - REVENUE</b>		<b>2,513,781.10</b>	<b>72,619.50</b>	<b>2,460,772.93</b>	<b>97.89</b>
<b>TOTAL REVENUES</b>		<b>2,513,781.10</b>	<b>72,619.50</b>	<b>2,460,772.93</b>	<b>97.89</b>
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-706.000	WAGES	12,525.00	860.00	12,510.00	99.88
101-101-708.000	WAGES	6,500.00	520.00	5,920.00	91.08
101-101-715.000	SOCIAL SECURITY	1,504.00	105.57	1,409.91	93.74
101-101-721.000	MESC	5.00	0.00	4.05	81.00
101-101-725.000	WORKMAN'S COMP	15.00	0.00	14.49	96.60
101-101-750.000	OPERATING SUPPLIES	1,010.00	166.35	1,092.13	108.13
101-101-853.000	COMMUNICATIONS	465.00	0.00	423.50	91.08
101-101-873.000	TRAVEL	71.00	0.00	70.50	99.30
101-101-900.000	PRINT & PUBLISH	3,100.00	1,204.30	3,394.00	109.48
<b>Total Dept 101 - CITY COUNCIL</b>		<b>25,195.00</b>	<b>2,856.22</b>	<b>24,838.58</b>	<b>98.59</b>
Dept 172 - CITY MANAGER					
101-172-706.000	WAGES	80,000.00	5,593.84	64,804.77	81.01
101-172-708.000	WAGES	43,000.00	3,215.38	27,428.68	63.79
101-172-715.000	SOCIAL SECURITY	8,500.00	663.19	6,991.34	82.25
101-172-716.000	HEALTH FRINGES	19,000.00	4,814.22	16,063.16	84.54
101-172-717.000	LIFE INS	600.00	27.92	220.12	36.69
101-172-718.000	RETIREMENT	8,800.00	2,015.24	9,523.43	108.22

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 101 - GENERAL FUND					
Expenditures					
101-172-721.000	MESC	500.00	27.97	248.65	49.73
101-172-725.000	WORKMAN'S COMP	200.00	0.00	145.03	72.52
101-172-750.000	OPERATING SUPPLIES	1,000.00	114.46	725.79	72.58
101-172-853.000	COMMUNICATIONS	1,550.00	139.70	1,574.10	101.55
101-172-864.000	CONF. & WORKSHOPS	750.00	149.00	863.66	115.15
101-172-873.000	TRAVEL	800.00	0.00	616.26	77.03
101-172-900.000	PRINT & PUBLISH	1,500.00	0.00	1,247.58	83.17
101-172-910.000	ED & TRAINING	1,900.00	0.00	1,871.89	98.52
101-172-915.000	MEMBERSHIPS	650.00	374.40	704.40	108.37
101-172-977.000	CAPITAL OUTLAY EQUIP	850.00	229.17	840.69	98.90
Total Dept 172 - CITY MANAGER		169,600.00	17,364.49	133,869.55	78.93
Dept 191 - ACCOUNTING DEPT					
101-191-807.000	ACCOUNTING & AUDITING	28,500.00	0.00	27,332.82	95.90
101-191-808.000	GASB 75 VALUATION	4,150.00	0.00	4,150.00	100.00
Total Dept 191 - ACCOUNTING DEPT		32,650.00	0.00	31,482.82	96.43
Dept 201 - ADMINISTRATION					
101-201-718.001	MERS SURPLUS DIVISION CONTRIBUTION	382,873.00	12,000.00	382,873.00	100.00
101-201-802.000	BANK FEES	600.00	0.00	5.00	0.83
101-201-853.000	COMMUNICATIONS	300.00	11.62	132.13	44.04
101-201-956.000	SUNDRY- POOL DEMO AGRMT	47,603.00	47,602.26	47,602.26	100.00
Total Dept 201 - ADMINISTRATION		431,376.00	59,613.88	430,612.39	99.82
Dept 215 - CLERK					
101-215-705.000	CLERK/TREAS WAGES	55,200.00	3,955.00	54,208.05	98.20
101-215-706.000	WAGES	47,000.00	3,569.41	47,424.69	100.90
101-215-707.000	WAGES, TEMPORARY	4,585.00	0.00	4,585.00	100.00
101-215-708.000	WAGES	40,000.00	3,291.75	39,253.37	98.13
101-215-715.000	SOCIAL SECURITY	11,500.00	816.71	10,999.17	95.64
101-215-716.000	HEALTH FRINGES	16,600.00	1,452.54	16,627.36	100.16
101-215-716.001	SELF FUNDING HEALTH PREIMUM	4,000.00	0.00	3,000.00	75.00
101-215-717.000	LIFE INS	725.00	61.49	762.62	105.19
101-215-718.000	RETIREMENT	27,765.00	584.60	7,390.01	26.62
101-215-719.000	MERS 457	1,025.00	91.42	1,028.43	100.33
101-215-721.000	MESC	300.00	0.00	238.76	79.59
101-215-725.000	WORKMAN'S COMP	250.00	0.00	185.34	74.14
101-215-750.000	OPERATING SUPPLIES	750.00	0.00	77.18	10.29
101-215-831.000	CONTRACTED SERV	7,000.00	64.00	4,928.00	70.40
101-215-853.000	COMMUNICATIONS	2,500.00	149.70	1,825.37	73.01
101-215-864.000	CONF. & WORKSHOPS	2,200.00	0.00	1,407.20	63.96
101-215-873.000	TRAVEL	650.00	0.00	631.18	97.10
101-215-900.000	PRINT & PUBLISH	150.00	0.00	0.00	0.00
101-215-958.000	MEMERSHIP & DUES	850.00	0.00	595.00	70.00
101-215-960.000	ED & TRAIN	2,300.00	0.00	538.00	23.39
101-215-977.000	CAPITAL OUTLAY	2,000.00	0.00	0.00	0.00
Total Dept 215 - CLERK		227,350.00	14,036.62	195,704.73	86.08
Dept 234 - CENTRAL SUPPLIES					
101-234-751.000	OFFICE SUPPLIES	3,500.00	115.88	3,219.96	92.00
Total Dept 234 - CENTRAL SUPPLIES		3,500.00	115.88	3,219.96	92.00
Dept 247 - BOARD OF REVIEW					
101-247-706.000	WAGES	1,400.00	180.00	1,080.00	77.14
101-247-715.000	SOCIAL SECURITY	120.00	13.77	82.62	68.85
101-247-900.000	PRINT & PUBLISH	300.00	0.00	210.60	70.20
101-247-956.000	SUNDRY	40.00	0.00	36.00	90.00
Total Dept 247 - BOARD OF REVIEW		1,860.00	193.77	1,409.22	75.76
Dept 257 - ASSESSOR					
101-257-831.000	CONTRACTED SERV	38,000.00	3,369.12	38,357.12	100.94
101-257-853.000	COMMUNICATIONS	600.00	49.90	592.62	98.77
Total Dept 257 - ASSESSOR		38,600.00	3,419.02	38,949.74	100.91

User: ANDREA

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PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 101 - GENERAL FUND					
Expenditures					
Dept 262 - ELECTIONS					
101-262-706.000	WAGES	2,020.00	0.00	1,715.00	84.90
101-262-750.000	OPERATING SUPPLIES	2,000.00	28.46	1,950.39	97.52
101-262-751.000	OFFICE SUPPLIES	0.00	131.96	131.96	100.00
101-262-818.000	CONTRACTED SERV	900.00	274.57	889.57	98.84
Total Dept 262 - ELECTIONS		4,920.00	434.99	4,686.92	95.26
Dept 265 - BLDG & GROUNDS					
101-265-750.000	OPERATING SUPPLIES	3,405.00	446.59	3,317.25	97.42
101-265-775.000	REPAIR & MAINT SUPP	900.00	242.26	740.63	82.29
101-265-818.000	CONTRACTED SERV	21,250.00	1,222.70	19,739.76	92.89
101-265-887.000	GROUNDS MAINT	200.00	0.00	142.50	71.25
101-265-918.000	UTILITIES, WATER	475.00	41.76	471.12	99.18
101-265-920.000	UTILITIES, ELECTRIC	5,500.00	456.09	5,449.68	99.09
101-265-921.000	UTILITIES, NATURAL GAS	6,750.00	485.01	6,707.80	99.37
101-265-977.000	CAPITAL OUTLAY, HALL	120.00	0.00	119.99	99.99
Total Dept 265 - BLDG & GROUNDS		38,600.00	2,894.41	36,688.73	95.05
Dept 266 - ATTORNEY					
101-266-818.000	CONTRACTED SERV	45,300.00	5,892.48	49,017.79	108.21
Total Dept 266 - ATTORNEY		45,300.00	5,892.48	49,017.79	108.21
Dept 301 - POLICE					
101-301-705.000	CHIEF'S SALARY	55,500.00	4,661.54	41,953.86	75.59
101-301-706.000	WAGES	229,200.00	11,631.25	188,551.04	82.26
101-301-707.000	WAGES, TEMPORARY	16,000.00	483.00	1,345.00	8.41
101-301-715.000	SOCIAL SECURITY	22,000.00	1,272.64	17,586.60	79.94
101-301-716.000	HEALTH FRINGES	31,000.00	2,016.63	23,922.98	77.17
101-301-716.001	SELF FUNDING HEALTH PREIMUM	10,000.00	0.00	8,679.52	86.80
101-301-717.000	LIFE INS	1,150.00	72.36	906.45	78.82
101-301-718.000	RETIREMENT	17,250.00	1,176.03	16,069.41	93.16
101-301-719.000	MERS 457	1,200.00	0.00	770.67	64.22
101-301-721.000	MESC	1,500.00	4.21	323.81	21.59
101-301-725.000	WORKMAN'S COMP	2,500.00	0.00	2,114.72	84.59
101-301-750.000	OPERATING SUPPLIES	6,000.00	2,951.77	4,807.29	80.12
101-301-755.000	UNIFORMS	3,000.00	541.87	2,932.01	97.73
101-301-759.000	GAS & OIL	9,500.00	363.56	6,452.23	67.92
101-301-818.000	CONTRACTED SERV	16,000.00	1,085.00	16,978.43	106.12
101-301-853.000	COMMUNICATIONS	3,000.00	365.91	2,921.59	97.39
101-301-873.000	TRAVEL	300.00	0.00	214.10	71.37
101-301-900.000	PRINT & PUBLISH	700.00	0.00	361.85	51.69
101-301-930.001	VEHICLE MAINT	8,000.00	0.00	6,257.22	78.22
101-301-932.000	EQUIPMENT REPAIRS & MAINT	3,000.00	4,891.16	7,030.61	234.35
101-301-935.000	PROPERTY LIABILITY INS	9,700.00	0.00	9,329.92	96.18
101-301-958.000	MEMBERSHIP & DUES	300.00	0.00	150.00	50.00
101-301-960.000	ED & TRAIN	3,000.00	0.00	1,877.50	62.58
101-301-961.000	IN-HOUSE TRAINING, POL 302 FUND	790.00	0.00	0.00	0.00
101-301-983.000	VEHICLE LEASE POLICE	25,636.00	2,135.44	25,625.28	99.96
Total Dept 301 - POLICE		476,226.00	33,652.37	387,162.09	81.30
Dept 335 - SAFETY & HEALTH					
101-335-959.000	WELLNESS PROG, SAFETY	450.00	0.00	1,127.95	250.66
Total Dept 335 - SAFETY & HEALTH		450.00	0.00	1,127.95	250.66
Dept 336 - FIRE DEPARTMENT					
101-336-706.000	WAGES	22,910.00	1,914.91	23,056.92	100.64
101-336-707.000	WAGES, TEMP	16,000.00	5,634.00	14,839.00	92.74
101-336-715.000	SOCIAL SECURITY	2,800.00	577.46	2,896.33	103.44
101-336-718.000	RETIREMENT	0.00	0.00	25.49	100.00
101-336-725.000	WORKMAN'S COMP	700.00	0.00	578.95	82.71
101-336-728.000	OFFICE SUPP	200.00	123.98	196.13	98.07
101-336-750.000	OPERATING SUPPLIES	1,200.00	0.00	1,049.24	87.44
101-336-755.000	UNIFORMS	100.00	0.00	0.00	0.00
101-336-759.000	GAS & OIL	3,000.00	588.91	2,600.60	86.69
101-336-776.000	BLDG. MAINT SUPPLIES	400.00	0.00	251.99	63.00
101-336-778.000	EQUIP MAINT SUPP, FIRE	16,000.00	6,093.47	16,518.10	103.24

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 12/31/2023	% BDGT USED
		2023 AMENDED BUDGET	MONTH 12/31/2023		
Fund 101 - GENERAL FUND					
Expenditures					
101-336-804.000	S.A.F.A.	130.00	0.00	125.31	96.39
101-336-831.000	CONTRACTED SERV	8,220.00	1,348.00	8,200.23	99.76
101-336-853.000	COMMUNICATIONS	3,000.00	211.61	2,500.45	83.35
101-336-900.000	PRINT & PUBLISH	75.00	0.00	40.00	53.33
101-336-913.000	FLEET INSURANCE, FIRE	750.00	0.00	698.32	93.11
101-336-918.000	UTILITIES, WATER	125.00	0.00	97.20	77.76
101-336-920.000	UTILITIES, ELECTRIC	3,500.00	334.81	3,316.37	94.75
101-336-921.000	UTILITIES, NATURAL GAS	7,000.00	461.96	5,877.92	83.97
101-336-935.000	PROPERTY LIABILITY INS	9,330.00	0.00	9,329.92	100.00
101-336-939.000	EQUIP MAINT, FIRE	28,000.00	12,301.19	26,821.24	95.79
101-336-958.000	MEMERSHIP & DUES	300.00	0.00	174.99	58.33
101-336-960.000	ED & TRAIN	915.00	386.69	618.80	67.63
101-336-977.000	CAPITAL OUTLAY, FIRE	13,130.00	0.00	39,156.01	298.22
Total Dept 336 - FIRE DEPARTMENT		137,785.00	29,976.99	158,969.51	115.38
Dept 441 - PUBLIC WORKS					
101-441-702.000	BOARDWALK	4,200.00	481.62	4,652.46	110.77
101-441-704.000	SPECIAL EVENTS	10,225.00	226.41	10,222.16	99.97
101-441-706.000	WAGES	30,100.00	2,411.08	29,029.11	96.44
101-441-707.000	WAGES, TEMP	350.00	77.08	189.70	54.20
101-441-708.000	WAGES	1,100.00	0.00	1,087.28	98.84
101-441-709.000	AIRPORT PARKING LOT	750.00	0.00	489.97	65.33
101-441-715.000	SOCIAL SECURITY	5,500.00	466.02	5,077.29	92.31
101-441-716.000	HEALTH FRINGES	8,000.00	1,615.89	8,758.40	109.48
101-441-716.001	SELF FUNDING HEALTH PREIMUM	12,000.00	2,593.55	13,681.32	114.01
101-441-717.000	LIFE INS	250.00	24.45	244.29	97.72
101-441-718.000	RETIREMENT	14,100.00	279.76	2,485.45	17.63
101-441-719.000	MERS 457	475.00	45.17	443.51	93.37
101-441-721.000	MESC	200.00	0.00	124.96	62.48
101-441-724.000	VAC, SICK, HOLIDAY	25,000.00	2,978.87	21,278.42	85.11
101-441-725.000	WORKMAN'S COMP	1,400.00	0.00	1,377.14	98.37
101-441-750.000	OPERATING SUPPLIES	2,550.00	71.81	2,178.11	85.42
101-441-755.000	UNIFORMS	2,950.00	179.75	2,860.81	96.98
101-441-782.000	MATERIALS/DPW/ROADS	2,000.00	0.00	1,616.11	80.81
101-441-900.000	PRINT & PUBLISH	50.00	120.00	170.70	341.40
101-441-940.000	BOARDWALK RENTALS, DPW	1,900.00	189.22	2,006.05	105.58
101-441-942.000	SPECIAL EVENTS (IN-KIND)	4,750.00	0.00	4,076.68	85.82
101-441-943.000	EQUIPMENT RENTAL	10,000.00	479.08	8,663.12	86.63
101-441-944.000	EQUIP. RENTAL CHIEF DOCK PROJ	1,000.00	0.00	833.96	83.40
101-441-945.000	AIRPORT PARKING LOT	2,500.00	0.00	303.77	12.15
Total Dept 441 - PUBLIC WORKS		141,350.00	12,239.76	121,850.77	86.21
Dept 444 - SIDEWALKS					
101-444-706.000	WAGES	250.00	0.00	38.98	15.59
101-444-715.000	SOCIAL SECURITY	20.00	0.00	2.98	14.90
101-444-716.000	HEALTH FRINGES	50.00	0.00	0.00	0.00
101-444-717.000	LIFE INS	5.00	0.00	0.37	7.40
101-444-718.000	RETIREMENT	50.00	0.00	3.47	6.94
101-444-719.000	MERS 457	10.00	0.00	0.39	3.90
101-444-725.000	WORKMAN'S COMP	20.00	0.00	0.00	0.00
101-444-943.000	EQUIPMENT RENTAL	100.00	0.00	21.76	21.76
Total Dept 444 - SIDEWALKS		505.00	0.00	67.95	13.46
Dept 448 - STREET LIGHTING					
101-448-920.000	UTILITIES, ELECTRIC	42,000.00	3,701.90	41,841.62	99.62
Total Dept 448 - STREET LIGHTING		42,000.00	3,701.90	41,841.62	99.62
Dept 701 - PLANNING					
101-701-818.000	CONTRACTED SERV	2,000.00	60.00	60.00	3.00
101-701-960.000	ED & TRAIN	1,000.00	0.00	280.00	28.00
Total Dept 701 - PLANNING		3,000.00	60.00	340.00	11.33
Dept 703 - ZONING BD OF APPEALS					
101-703-706.000	WAGES	285.00	0.00	75.00	26.32
101-703-715.000	SOCIAL SECURITY	10.00	0.00	5.73	57.30
101-703-725.000	WORKMAN'S COMP	5.00	0.00	0.10	2.00
101-703-900.000	PRINT & PUBLISH	180.00	0.00	180.00	100.00



PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BGD USED
Fund 101 - GENERAL FUND					
Expenditures					
Total Dept 703 - ZONING BD OF APPEALS		480.00	0.00	260.83	54.34
Dept 704 - COMMUNITY DEVELOPMENT					
101-704-801.000	NAGPRA SERVICES	950.00	0.00	948.00	99.79
101-704-855.000	WEBSITE	755.00	0.00	753.98	99.86
101-704-883.000	FIREWORKS	70,445.00	0.00	70,500.00	100.08
101-704-892.000	DOWNTOWN ACTIVITIES	150.00	0.00	128.83	85.89
101-704-895.000	EVENTS-CHAMBER OF COMM	4,000.00	0.00	4,000.00	100.00
101-704-955.000	SUNDRY	0.00	273.44	273.44	100.00
101-704-956.000	CITY SIGN GARDENS	1,200.00	167.97	1,193.97	99.50
101-704-958.000	MEMERSHIP & DUES	1,950.00	0.00	1,936.00	99.28
Total Dept 704 - COMMUNITY DEVELOPMENT		79,450.00	441.41	79,734.22	100.36
Dept 770 - PARK MAINT					
101-770-706.000	WAGES	27,800.00	1,480.93	27,340.86	98.35
101-770-707.000	WAGES, TEMPORARY	11,200.00	38.54	11,142.95	99.49
101-770-715.000	SOCIAL SECURITY	3,000.00	115.66	2,925.49	97.52
101-770-716.000	HEALTH FRINGES	3,050.00	177.48	3,193.28	104.70
101-770-717.000	LIFE INS	125.00	10.90	96.63	77.30
101-770-718.000	RETIREMENT	9,450.00	131.95	1,497.49	15.85
101-770-719.000	MERS 457	300.00	16.07	275.69	91.90
101-770-721.000	MESC	50.00	0.00	49.15	98.30
101-770-725.000	WORKMAN'S COMP	200.00	0.00	182.05	91.03
101-770-750.000	OPERATING SUPPLIES	7,500.00	0.00	7,050.87	94.01
101-770-782.000	MATERIALS/DPW/ROADS	0.00	24.00	24.00	100.00
101-770-818.000	CONTRACTED SERV	3,340.00	0.00	2,450.53	73.37
101-770-918.000	UTILITIES, WATER	60.00	0.00	41.76	69.60
101-770-920.000	UTILITIES, ELECTRIC	1,800.00	175.94	1,835.12	101.95
101-770-943.000	EQUIPMENT RENTAL	28,000.00	269.64	26,702.62	95.37
Total Dept 770 - PARK MAINT		95,875.00	2,441.11	84,808.49	88.46
Dept 773 - BOAT LAUNCH					
101-773-707.000	WAGES, TEMPORARY	3,700.00	191.33	3,685.60	99.61
101-773-715.000	SOCIAL SECURITY	300.00	14.43	279.35	93.12
101-773-716.000	HEALTH FRINGES	600.00	100.32	597.59	99.60
101-773-717.000	LIFE INS	20.00	2.04	16.44	82.20
101-773-718.000	RETIREMENT	220.00	17.05	217.34	98.79
101-773-719.000	MERS 457	45.00	2.02	44.66	99.24
101-773-721.000	MESC	10.00	0.00	3.75	37.50
101-773-725.000	WORKMAN'S COMP	20.00	0.00	16.38	81.90
101-773-750.000	OPERATING SUPPLIES	850.00	0.00	842.47	99.11
101-773-775.000	REPAIR & MAINT SUPP	1,305.00	0.00	1,303.45	99.88
101-773-918.000	UTILITIES, WATER	175.00	0.00	167.04	95.45
101-773-920.000	UTILITIES, ELECTRIC	1,070.00	50.22	1,064.07	99.45
101-773-943.000	EQUIPMENT RENTAL	1,710.00	36.90	2,115.17	123.69
Total Dept 773 - BOAT LAUNCH		10,025.00	414.31	10,353.31	103.27
Dept 953 - FRINGE BENEFITS					
101-953-716.000	HEALTH INS RETIREES	72,000.00	4,964.44	60,515.32	84.05
101-953-716.001	SELF FUNDING HEALTH PREIMUM	4,000.00	140.00	211.20	5.28
101-953-843.000	HEALTH INS SERVICES	150.00	0.00	139.00	92.67
Total Dept 953 - FRINGE BENEFITS		76,150.00	5,104.44	60,865.52	79.93
Dept 954 - INSURANCE & BONDS					
101-954-935.000	PROPERTY LIABILITY INS	1,279.00	0.00	1,166.24	91.18
101-954-936.000	VEHICLE LIABILITY INS	15,000.00	0.00	13,994.88	93.30
Total Dept 954 - INSURANCE & BONDS		16,279.00	0.00	15,161.12	93.13
Dept 965 - TRANS TO OTHER FUNDS					
101-965-995.003	TRANS TO OFFICE EQUIP #664	15,000.00	0.00	15,000.00	100.00
101-965-995.004	TRANS TO FIRE FUND #206	22,355.00	0.00	22,355.00	100.00
101-965-995.008	TRANS TO VAC / SICK #729	20,000.00	0.00	20,000.00	100.00
101-965-995.011	TRANS TO LBE COMM CNTR #509	15,000.00	0.00	15,000.00	100.00
101-965-995.013	TRANS TO CITY HALL/DPW DEBT #370	34,034.00	0.00	34,034.00	100.00

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2023	YTD BALANCE 12/31/2023	% BDGT USED
Fund 101 - GENERAL FUND					
Expenditures					
101-965-995.021	TRANS TO FUND 105	344,605.00	0.00	0.00	0.00
101-965-995.022	SAULT TRIBE 2% PASS THRU FUNDS	0.00	0.00	47,000.00	100.00
Total Dept 965 - TRANS TO OTHER FUNDS		450,994.00	0.00	153,389.00	34.01
TOTAL EXPENDITURES		2,549,520.00	194,854.05	2,066,412.81	81.05
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		2,513,781.10	72,619.50	2,460,772.93	97.89
TOTAL EXPENDITURES		2,549,520.00	194,854.05	2,066,412.81	81.05
NET OF REVENUES & EXPENDITURES		(35,738.90)	(122,234.55)	394,360.12	1,103.45

## Invoices for Approval Monday, January 22, 2024

Airgas USA LLC	DPW Rental Gas	\$35.45
Arrow Signs	LBE Hockey Banner/Water Plant Exit Signs	\$487.50
Beckett & Raeder	Zoning Ordinance-Planning Services	\$1,015.32
Belonga Plumbing and Heating	Water Plant Heating System Repair	\$3,787.16
Blarney Castle Oil Company	Wastewater Generator Fuel	\$487.93
BS&A Software	Assessing System Annual Service	\$1,004.00
George's Body Shop	2014 F-350/2014 Police Interceptor Repair	\$2,784.12
Grainger	WWTR/WWTR RRI/Line Items/Uniforms/Safety Equip	\$1,825.73
Harris Forms	2023 W-2/W-3 Forms and Correction forms	\$458.50
Hawkins	Water Plant Supplies	\$60.00
Kimball Midwest	DPW/WTR Supplies	\$592.90
Mackinac Ford Sales	2014 Ford F-350 Tires	\$726.00
Mackinac Straits Health System	SIPD-Pre-Employment Medical Exam	\$96.00
Mark Wilk	New Water Truck Lights	\$211.60
McKinley Design	New Water Truck Bedliner	\$720.00
Michigan Assoc. Municipal Clerks	K. Labinski-Clerk's Institute	\$700.00
Michigan Association of Fire Chiefs	2024 Membership	\$40.00
Michigan Municipal Executives	S. Marshall-Winter Institute	\$425.00
Michigan Municipal Treasurers Assoc	A. Insley Treasurer to Treasurer 2024 Bundle	\$99.00
Michigan State Firemen's Association	2024 Membership	\$75.00
MSU Extension	MI Planning Guidebook/Zoning Guidebook	\$120.00
Napa Auto Parts	December 2023 Statement	\$854.60
Neal's Truck Parts	DPW Truck Parts	\$101.57
North Central Laboratories	Water Lab Supplies	\$3,309.96
OMS Compliance	SIPD-Pre-Employment Medical Test	\$88.00
Trojan Technologies	RRI-WWTR Supplies Large Order	\$22,044.66
UIS Scada	Repair/Install Backwash Totalizer	\$3,229.32
UP State Credit Union	December 2023 Statement	\$1,461.36
USA Bluebook	WWTR Lab Supplies	\$748.71
Wolverine Power Systems	Fire Hall Generator Yearly Maintenance	\$675.00
		<b>\$48,264.39</b>

**CITY COUNCIL MEETING**  
City Council Chambers  
Monday January 22<sup>nd</sup>, 2024  
\*\*\*\* **MANAGER'S REPORT**\*\*\*\*

**Draft Fee Schedule Draft**

Recreation Advisory Committee and Recreation Director discussed 2024 fee schedule at the January 10<sup>th</sup> Recreation Board Meeting. Their proposal is attached. I met with Kurt Ney on January 17<sup>th</sup> and discussed the 2024 fee schedule. Marina and Golf Course reviewed their current fees and would like to keep the fees the same for 2024. We recently received the water rate study. I will meet with staff to review the rate study to form a recommendation to bring to the utility committee.

**Fire Department Grant**

Fire Chief Montie received DNR Grant for educator pump (assists in pulling water from lakes, pools, or rivers) and portable water holding tank. It is a 50/50 match. Chief Montie has \$15,000 in his CIP budget for 2024. Chief Montie is unable to attend council meeting due to work schedule. Chief Montie attended the department head meeting on January 18<sup>th</sup>, 2024 and explained the need for the pump and holding tank. The pump and holding tank will assist the fire department in rural areas.

**Michigan Municipal Executive (City Manager) Training in Lansing**

Requesting permission to attend MME training in Lansing. \$425 for members. Dates of workshop Jan 29-Feb 1<sup>st</sup>. I am interested in the agenda items for January 30<sup>th</sup> and January 31<sup>st</sup>, specifically strategies for health insurance, emergency response and employee retention.

**Pond Hockey Resolution**

Council requested to have city Event Review Committee to meet with Visitor Bureau Event Committee and key services prior and after special events. I met with Visitor Bureau Event Committee for pond hockey event on behalf of the city committee for this event and will have city committee meet for future events. Location TBD. Chain Lake is the back-up location. No extra police staffing is needed. The only city labor needed is to get ice resurfacing machine ready for event.

**Non-Union Pay Resolution**

Met with Andrea Insley, Billy Fraser, Joe Stearns and Kurt Ney to discuss contract wage reopeners for January 1<sup>st</sup>, 2024. Their contracts expire December 31<sup>st</sup>, 2024. Keeping with the intention of \$1.50 per hour for all employees. I recommend \$1.50 per hour for these wage reopeners. \$1.50 per hour x 2080 hrs = \$3120 for Andrea Insley and Billy Fraser. \$2500 for Marina Director Joe Stearns with full time seasonal responsibility and part-time

off-season responsibilities. \$2,000 for Golf Course Manager Kurt Ney. All aforementioned employees are satisfied and appreciate the proposed raise.

### **Financing Water Truck**

Public Works Superintendent Fraser received 2 bids for financing. I recommend going with the low bid from First National Bank of 5.875%. Water pickup truck purchase was approved at September 5<sup>th</sup>, 2023 city council meeting.

### **4<sup>th</sup> of July Fireworks**

The initial proposed fireworks agreement was approved at the November 20<sup>th</sup> city council meeting. The agreement was with the City of St. Ignace and Small-Town Saturday Night Fireworks. It included all visitor bureau fireworks and city of St. Ignace 4<sup>th</sup> of July Fireworks. The Visitor Bureau would then reimburse the city for any VB fireworks and would also donate \$4000 to the 4<sup>th</sup> of July Fireworks. Visitor Bureau is now working with Small Town Saturday Night Fireworks directly and signing an agreement for all fireworks including 4<sup>th</sup> of July Fireworks as they believe this makes more sense for many reasons including financial. City of St. Ignace would then pay visitor bureau \$5000 for 4<sup>th</sup> of July fireworks. Cost of 4<sup>th</sup> of July fireworks is \$9000. I asked Visitor Bureau to donate \$4000 to 4<sup>th</sup> of July fireworks to continue with the same quality of show as in recent years in which case is mutually beneficial. So, in conclusion, instead of City of St. Ignace signing an agreement for 4<sup>th</sup> of July and VB fireworks and VB reimbursing the city, the VB is signing the contract and the city is reimbursing the VB \$5000 for 4<sup>th</sup> of July Fireworks.

### **Treasurer Support Agreement**

Andrea Insley is requesting support for bank statement reconciliation training and assistance with the chart of account change-over. Andrea budgeted \$5000 for this expense and talked about it at various budget work sessions and meetings with city manager. Andrea is requesting support from former clerk/treasurer Renee Vonderwerth. Renee has assisted in the past. I recommend and appreciate Renee's assistance. Renee is a valuable resource.

### **Street Committee**

The street committee met on January 17<sup>th</sup>, 2024 to review the 2024 road construction budget, fund balance and potential roads for new paving projects. Next meeting February 14<sup>th</sup>, 2024.

### **MML Training in St. Ignace**

Ray Anderson from MML will be in St. Ignace February 6<sup>th</sup>, 2024 for training. This training is usually online or at a specific location. I asked Ray if he would be willing to come to St. Ignace and he agreed. There will be city staff and city manager training at 3pm and city

manager and council training at 6:30pm. I am very excited as I know this will be very beneficial for myself.

### **Health Insurance**

The City of St. Ignace received a proposal for health insurance from 44 North out of Marquette but headquartered in Cadillac. 44 North presented their proposal at the finance committee meeting January 15<sup>th</sup>, 2024. I will be following up on 44 North references that they provided and follow up with current provider to compare current plan and 44 North's plan.

### **Michigan Municipal Risk Management Association Renewal**

I met with MMRMA representative Matt Coulson on January 16<sup>th</sup>, 2024 to discuss the city's membership and renewal. The city's renewal date is July 1<sup>st</sup>, 2024. Matt reminded me that MMRMA covers a lot of employee training if the training supports risk reduction or management. MMRMA covers 75% of approved training. I have a 2-day zoning administrator certification class in Mt. Pleasant. Matt said this class is eligible for reimbursement.

### **1. Introduction:**

The general purpose of the St. Ignace Planning Commission is to guide and promote the efficient, coordinated development of the city in a manner which will best promote the health, safety, and welfare of its people; preserve and protect the city and its natural resources; and to address the goals and recommendations of the Master Plan. Our mandated duties include

- a. to review, conduct hearings, update and recommend amendments to the St. Ignace Zoning Ordinance to the City Council.
- b. to assist the City Council by reviewing and updating the Master Plan
- c. to prepare an annual report to the City Council
- d. to Review and take action, or recommend appropriate actions to City Council on rezoning, site plan, special land use, and planned unit development requests
- e. to attend training sessions, conferences, or meetings as needed to properly fulfill the duties of commissioner, and for which appropriations of funds have been approved by the City Council, as needed
- f. to perform other duties and responsibilities as may be requested by the City Council
- g. to conduct such site visits as deemed necessary to evaluate the application (see “d” above) and supporting material. (Site visits shall be conducted individually unless otherwise scheduled by the commission, obeying all requirements of the Open Meetings Act.)

### **2. Purpose of this report**

- This yearly report is mandated by the Michigan Planning Enabling Act: “A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”
- We hope that it increases information-sharing between staff, boards, commission and the governing body
- Allows for anticipation of upcoming issues and priorities, in order to prepare and budget, if necessary
- The chair takes this opportunity to thank commissioners for their dedication and time commitment to complete the update on the City’s Master Plan

### **3. Membership (year term ends)**

**List of current PC members contact information and date of term end:**

- Betsy Dayrell-Hart (Chairperson) – (906) 984-2125 12/2026
- Jim Draze (Vice-Chairperson) – (231) 301-2149 12/2025
- Thomas Cronan (Secretary) – (615) 818-8535 12/2026
- Mike Williford (Council Representative) – (517) 505-2616 12/2026
- Charlotte Doud – (214) 727-5167 12/2024
- Rick Perry – (906) 298-0364 12/2024
- Andy Valentine – (906) 298-1668. 12/2026

Commissioners who served during the 2023 calendar year who resigned during this term:

Cindy Snyder (replaced by Andy Valentine)

Rachel Conant (replaced by Thomas Cronan)

Members of the Public serving on the zoning update steering committee: Cheryl Schlehuber, Luke Paquin

The Planning Commission gratefully acknowledges the help and support of City Staff and Administrators, especially Clerk/Treasurer Andrea Insley and her staff, Manager Scott Marshall, Assistant to the Manager Brooklynn Schlehuber, DPW chief Bill Fraser, Building Inspector Brian Olsen, Assessor Nick Couture, Police Chief Kevin James, Fire Chief Nick Monte, Marina Manager Joe Stearns, Golf Course manager Kurt Ney, St. Ignace Librarian Sharon Crotser-Toy, Recreation Department manager Cathy Lamb, and many other employees and staff who contribute to our knowledge and understanding of the operations and in the City of St. Ignace

**4. Meetings:** The City of St. Ignace Planning Commission met 12 times for regular business meetings, and held additional workshop sessions as needed. This meets the requirements of the MPEA

**5. Master Plan Review:** The Master Plan 2019-2039 is under review. The Action Plan for 2020-2039 is under review, beginning December 2023 and recommended changes are listed as an attachment. During the 2024 calendar year, the text, tables, and maps in the master plan will be reviewed (5-year review) and changes/updates will be recommended.

**6. Zoning ordinance amendments:**

The zoning code is under review to meet the requirements of the Master Plan action plan with respect to encouraging housing development.

Development Reviews and Rezoning Requests: There was one rezoning request, for private property owned by Mr. George Jappaya parcel 052-140-009-60, to be rezoned from R2 to R3. A preliminary envisioning drawing and document accompanied the request. After a public hearing the PC voted to recommend rezoning.



7. **Development reviews (formal)** none submitted

8. **Variances** none requested of the PC (please see ZBA report for variances issued)

9. **Actions by legislative body**

No new ordinances were submitted to council. Following the rezoning hearing for parcel 052-140-009-60, council voted to approve rezoning to R3.

10. **Zoning Map** The following changes were made to the zoning map: Rezoning of parcel 52-140-009-60 to R3,

11. **Trainings attended:** Our commissioners bring a variety of skills and breadth of knowledge to the Planning Commission. We read widely on subjects of interest in planning and zoning and attend meetings and training sessions the pertain to our work. This is not a comprehensive list. We are dedicated to continuing education for the benefit of the community.

Commissioner	Date (s)	Subject/ # of hours	Host
Perry, Dayrell-Hart, Doud, Draze	1/25, 2/1, 2/8, 2/15	2 hr per session, Housing in 4 Parts	Michigan Association of Planning (MAP)
Dayrell-Hart	quarterly	Master Citizen Planner Cohort, 1.5 hr on line discussion group, problems and solutions	MSU, Bradley Newmann
Dayrell-Hart	2-3 meetings per year	MEDC Advisory Council, various topics in development	MEDC Pablo Majano
Dayrell-Hart	5/23	Dealing with the challenge of economic uncertainty 1 hr	MSU Bradley Newmann et al
Dayrell-Hart	11/20, 12/5	RCPI Resilient Coastal Projects Initiative 1 hr sessions	<b>Zoë Goodrow Coastal Programs Manager</b> Great Lakes and St. Lawrence Cities Initiative
Draze	7/23	Updates, grants and funding for municipal projects 2 hr	MML regional meeting
Valentine	Ongoing reading independent study	Planning and Zoning Essentials	MSU/MAP texts
Cronan	3 of 4 quarterly sessions in 2023	3 Regional Planning Group discussion/Regional cooperation topics including solid waste, recycling, broadband access,	EUP Regional Planning Group

Commissioner	Date (s)	Subject/ # of hours	Host
Dayrell-Hart	11/3/24	Webinar workforce housing, recorded 11/3, 1.5 hr (Series Critical Conversations in Michigan)	MSU, Bradley Newmann and William Cronin
Williford, Draze, Cronan	10/23	Housing Event, methodology for financing housing 2 hr	Organizer City Manager Marshall, host INVEST-UP
Perry	2023, independent study over the year	Health/safety/welfare 7 hr. Building codes, updates for architecture, guidelines 2 hr	American Institute of Architects

12. **Joint meetings:** One or more Planning Commissioners attended meetings of the St. Ignace City Council, DDA, Recreation Committee, Dock 3 committee, CIP sessions, Budget workshops, Streets Committee, and others as available.

13. **Commissioners priorities for 2021 are first to complete the update of the zoning ordinance (in progress, together with Beckett-Raeder) and to match the zoning ordinance and the goals set out in the 2019-2039 Master Plan, with 5-year review in progress in 2023.** The Planning Commission goals consistent with these priorities are to

- a. promote economic development and good governance,
- b. make a zoning ordinance that promotes development of housing within the City especially for our work force,
- c. continue to observe best practices for training and coordination among boards and commissions
- d. to preserve and protect our natural and built environment
- e. to fulfill our responsibility to protect health, safety and welfare for all St. Ignace citizens.

This report has been approved by the St. Ignace Planning Commission on 1/9/23 and is respectfully submitted to the St. Ignace City Council 1/22/24

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Betsy Dayrell-Hart, Chair