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Topic: City Council Meeting

Time: Jan 24, 2022 07:00 PM Eastern Time (US and Canada)

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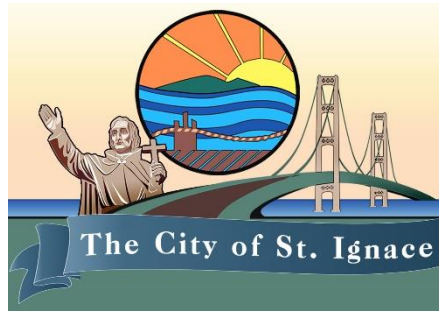
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## **CITY COUNCIL MEETING**

St. Ignace, Michigan

Monday, January 24, 2022 – 7:00 p.m.

City Council Chambers/Virtual Hybrid Attendance Meeting

Zoom Meeting ID: 875 7034 8579

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

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Invocation
- 4) Roll Call
- 5) Additions to Agenda
- 6) Public Comment Regarding Agenda Items (2-minute limit)
- 7) Consideration of Minutes of January 10, 2022 and January 18, 2022
- 8) Old Business
  - A. Pay Raise—Assistant Fire Chief
- 9) New Business
  - A. Library Strategic Action Plan
  - B. Michilimackinac Project Update—Bill Peek
  - C. Purchase Utility Line Locator
  - D. Proposed Code Amendments—Section 32-56, Parking Violations & Fines
  - E. Criminal Investigation Training Overnight Stay--Officer Rogers
  - F. Excuse Councilmember Cronan—02/07, 02/21, 03/07, 03/21
  - G. Resolution—Police Department COVID Premium Pay
  - H. Budget Amendments—Create a separate ARPA fund
- 10) Consideration of Bills
- 11) Public Comment Regarding Non-Agenda Items (3-minute limit)
- 12) City Manager's Report
- 13) Committee Reports
  - A. SAEMS Minutes
- 14) Council Member Comments

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TDD (800) 649-3777***

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

A Regular Meeting of the St. Ignace City Council was held on Monday, January 10, 2022, in the City Hall Council Chambers as a hybrid attendance meeting, with Zoom video conference available.

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

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

**ABSENT:** Councilmembers Clapperton and Fullerton.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Pelter, to excuse Councilmember Clapperton from the meeting due to Covid exposure, and Councilmember Fullerton due to being out of town. Motion carried unanimously.

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

**ADDITIONS TO THE AGENDA**

Mayor LaLonde – Committee appointment.

**LIMITED PUBLIC COMMENT**

Public comment was received regarding the December 20<sup>th</sup> meeting minutes and a request to add City Manager Long's response to Councilmember Fullerton's question about whether City Manager Long had performed staff evaluations.

**CONSIDERATION OF MINUTES OF THE DECEMBER 20, 2021 REGULAR COUNCIL MEETING:**

It was moved by Councilmember Pelter, seconded by Mayor LaLonde, to approve the minutes from December 20, 2021, with the addition of City Manager Long's response to Councilmember Fullerton's question if City Manager Long had performed staff evaluations.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**CONSIDERATION OF THE MINUTES OF THE DECEMBER 20, 2021 CLOSED MEETING:**

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to approve the minutes from the December 20, 2021, Closed Meeting as written.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

## **OLD BUSINESS**

### **A. SHORT-TERM RENTAL (STR) ADMINISTRATION COMPANY**

City Manager Long informed Council that three vendors were considered by the Planning Commission to assist the City with portions of the STR Ordinance administration and compliance: Granicus, Harmari (LTAS Technologies Inc) and GovOS. City Manager Long presented Council with a summary of their most commonly used services along with a cost comparison from each vendor. Granicus provided a documented proposal for \$11,134 per year for all services listed, Harami also provided a documented proposal for \$9,500 per year and GovOS offered a verbal proposal for \$17,500 for the services listed. After some discussion, City Manager Long recommended that Council consider Granicus, as it seemed the most cost efficient for the City's needs. It was moved by Councilmember Cronan, seconded by Mayor Pro-Tem St. Louis, to approve hiring Granicus for a one-year term.

With suggestion from City Attorney Palmer, Councilmember Williford requested permission to abstain from voting on this item due to the fact he operates a vacation rental within the City. It was moved by Mayor LaLonde, seconded by Councilmember Cronan, to approve Councilmember Williford abstaining from the vote.

#### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

At this time, Council returned to the original motion to approve hiring Granicus for a one-year term as the STR administration company.

#### **Roll Call Vote**

Yes: Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmember Cronan and Mayor LaLonde.

No: None.

Abstain: Councilmember Williford.

Motion carried four to zero, with one abstaining.

## **NEW BUSINESS**

### **A. GOLF & COUNTRY CLUB LIQUOR LICENSE APPLICATION**

City Manager Long requested Council's consideration to approve the St. Ignace Golf Course applying for a liquor license, stating Moran Township has already approved this action at their January 5<sup>th</sup> Township meeting.

It was moved by Councilmember Pelter, seconded by Councilmember Williford, to approve the St. Ignace Golf Course applying for a liquor license.

#### **Roll Call Vote**

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

No: None.

Motion carried unanimously.

**B. SPECIAL EVENT – POND HOCKEY 2022 RESOLUTION**

**RESOLUTION**

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

**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**, Ordinance No. 413 of the City of St. Ignace, “The Peddler’s Ordinance,” requires specific criteria be met for the event to be held; and

**WHEREAS**, this event will be required to follow all COVID Federal, State and Local regulations to qualify for Special Events status; and

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

**NOW THEREFORE BE IT RESOLVED**, that the St. Ignace City Council has determined that the St. Ignace Visitors Bureau has agreed to meet the criteria established in the various sections of the Ordinance No. 413, and will provide a copy of the required insurance and event information prior to the event; and

**FURTHER BE IT RESOLVED** that the City Council does approve Special Events status for the Labatt Blue U.P. Adult Pond Hockey Championship on February 17-20, 2022, and further approves the St. Ignace Visitors Bureau the authority to control vending during the event. The City of St. Ignace does not financially participate in this event; and

**FURTHER BE IT RESOLVED** that the City does approve usage of Kiwanis Beach, Moran Bay on Lake Huron and the easterly northbound lane of South State Street between Marquette Street on the South and Glashaw Street on the North for this event on:

Friday, February 17, and Saturday, February 18, 2022

**Roll Call Vote:**

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

No: None.

Absent: Councilmembers Clapperton and Fullerton.

Resolution declared Adopted.

**C. SHORT-TERM RENTAL (STR) INSPECTION PROCESS**

City Manager Long requested Council adopt an inspection checklist that will be utilized during the STR inspection process by the City's Building Inspector. It was noted by Stephanie Baar, Assistant to the City Manager, that the current \$100 inspection fee will cover the cost of the proposed action. It was moved by Mayor Pro-Tem St. Louis, seconded by Mayor LaLonde, to approve adopting the inspection checklist as part of the STR inspection process.

At this time, Councilmember Williford requested to abstain from voting on this item due to owning a vacation rental within the City. It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve Councilmember Williford abstaining from this vote.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

After further discussion regarding the frequency of inspections, Council then decided to return to consideration of the original motion, adopting the inspection checklist.

**Roll Call Vote**

Yes: Councilmember Cronan, Mayor LaLonde, Councilmember Pelter and Mayor Pro-Tem St. Louis.

No: None.

Abstain: Councilmember Williford.

Motion carried four to zero, with one abstaining.

**D. PLANNING COMMISSION ANNUAL REPORT**

Betsy Dayrell-Hart, Planning Commission Chairperson, presented their annual report to Council. It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve the Planning Commission's annual report.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**E. PUBLIC HEARING – PROPOSED ZONING CHANGES**

Betsy Dayrell-Hart reviewed the proposed changes to be discussed at the Zoning Board's Public Hearing on Tuesday, January 11<sup>th</sup> at 6:00 p.m. in the Little Bear East Conference Room.

**F. MACP PROFESSIONAL DEVELOPMENT CONFERENCE-OVERNIGHT STAY- POLICE CHIEF BROWN**

Police Chief Brown requested Council's approval to attend the Michigan Association Chiefs of Police (MACP) Winter Conference in Grand Rapids February 9-11, 2021.

It was moved by Mayor Pro-Tem St. Louis, seconded by Mayor LaLonde, to approve the Police Chief attending the MACP Winter Conference.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**ADDITIONS TO THE AGENDA**

**Mayor LaLonde – DDA Board Appointment:**

Mayor LaLonde informed Council that due to work commitments he will not be able to attend the monthly DDA Board meetings on Friday mornings, therefore, he is appointing Councilmember Cronan as his designee to attend.

It was moved by Councilmember Pelter, seconded by Councilmember Williford, to approve the appointment of Councilmember Cronan as Mayor LaLonde’s designee for the DDA Board.

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**CONSIDERATION OF BILLS**

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

|                            |   |            |
|----------------------------|---|------------|
| Amway Grand Plaza Hotel    | Feb. 8-11, 2022 Winter Confernce Stay - T. Brown        | \$575.52   |
| Anderson Tackman & Company | Straits Area Fire Authority Audit                       | \$2,090.00 |
| Arrow Signs                | Wtr Truck Door Decals/LBE Sponsor sign/LBE parking sign | \$295.00   |
| BAM Tools                  | Tire Repair Supplies/Drill, Driver Kit                  | \$235.57   |
| BC Pizza                   | Catering  | \$69.00    |
| Belonga Plumbing           | Plant Pump Parts/Lagoon Parts                           | \$198.91   |
| C2AE                       | SRF Funding Application Fees                            | \$7,000.00 |
| Charles J. Palmer, P.C.    | December 2021 Statement                                 | \$3,956.48 |
| Culture Code               | Annual Hosting/Maintenance Fee                          | \$600.00   |
| Election Source            | 2022 Annual Preventative Maintenance Contract           | \$615.00   |
| Ellen's Equipment          | Wiring Harness Bobcat                                   | \$238.45   |
| Ferguson Waterworks        | Water Line Marking Flags                                | \$87.41    |
| Grainger                   | DPW-Rakes/Shovels/Clamps                                | \$224.54   |

|                                       |  |             |
|---------------------------------------|--|-------------|
| Hartford Life & Accident Insurance Co | Vol. Fire Insurance 2022                             | \$633.36    |
| Hawkins                               | Water Plant Chemicals                                | \$2,702.08  |
| Keeney Swearer                        | LBE Park Project MEDC Patronicity Campaign           | \$1,000.00  |
| Mackinac Sales                        | T-45, Meter car, T-42 repairs                        | \$620.76    |
| MAMC                                  | 2022 Membership-A. Insley, S.Cece                    | \$120.00    |
| Mark Wilk Wiring                      | Water 2 Rear Lighting and Clips                      | \$172.00    |
| Mark's Tire                           | Tires on T-44  | \$2,151.14  |
| MI Assoc. of Chief of Police          | 2022 Winter Conference Feb 9-11, 2022 - T. Brown     | \$280.00    |
| MI Assoc. of Chief of Police          | Honors & Benefits Class- Feb. 22, 2022 - T. Brown    | \$50.00     |
| MI State Firemens Associ              | SIFD 2022 Membership                                 | \$75.00     |
| MML                                   | New Officials Training - T. Cronan                   | \$75.00     |
| MMRMA                                 | 2021-2022 Insurance Payment 2                        | \$54,308.50 |
| National Office Products              | December 2021 Statement                              | \$103.28    |
| NMCOA                                 | Building Inspector 2022 Memebership Half Share       | \$50.00     |
| OTIS                                  | 2022 Service Contract                                | \$1,413.84  |
| Paragon Laboratories                  | Wastewater Plant Testing                             | \$308.00    |
| Pomasl                                | SIFD Various Items-2% Funding                        | \$4,407.06  |
| Power Plan                            | Loader Right Front Wheel Replacement Ring            | \$522.44    |
| R&R Fire Truck Repair Inc             | SIFD-2004 Pierce SAV/Rescue Repair                   | \$3,163.84  |
| Sault Printing Company                | City Hall Central Copier/City Manager Office Printer | \$243.70    |
| St. Ignace Auto                       | December 2021 Statement                              | \$55.96     |
| State of Michigan EGLE                | NPDES Annual Permit Fee 2022                         | \$5,500.00  |
| Straits Building Center               | December 2021 Statement                              | \$32.69     |
| The St. Ignace News                   | December 2021 Statement                              | \$1,180.84  |
| Truck & Trailer Specialties           | Water 2 Light  | \$202.17    |
| USGA                                  | 2022 Golf Membership                                 | \$150.00    |



Valley Truck Parts

T-37 Rear Axle Replacement

\$1,008.28

**TOTAL \$96,715.82**

**Roll Call Vote**

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

No: None.

Motion carried unanimously.

**PUBLIC COMMENT**

Public comment was received regarding actions by City Manager Long listed on a handout to Council, as well as a copy of the City Manager's contract and its exhibits, and well wishes to those who serve on Council.

**CITY MANAGER'S REPORT**

City Manager Long informed Council of the status of staff evaluations and concerns regarding the use of the Dock #3 area. Discussion arose regarding the garbage dumpsters being kept by GFL behind a fence near the waterfront and the question of City approval for such activity.

**COMMITTEE REPORTS**

St. Ignace Area-Emergency Medical Services (SIAEMS)- November minutes were included in Council packets for review. City Manager Long updated Council of the status of the SIAEMS's new building/property project and the funding awarded by the State of Michigan.

**COUNCILMEMBER COMMENTS**

Councilmembers requested City Attorney Palmer make a statement in regards to information distributed to them in a questionable manner. Councilmembers also requested updates from City Manager Long on prior, unresolved City business, if it is not addressed on the agenda under "Old Business".

There being no further business, the meeting adjourned at 8:25 p.m.

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**William LaLonde, Mayor**

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**Andrea Insley, City Clerk/Treasurer**

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

A Special Meeting of the St. Ignace City Council was held on Tuesday, January 18, 2022, in the City Hall Council Chambers.

The meeting was called to order at 6:05 p.m. by Mayor LaLonde.

**PRESENT FROM CITY COUNCIL:** Councilmembers Clapperton, Cronan, Fullerton, Mayor LaLonde, Mayor Pro-Tem St. Louis, and Councilmember Williford. Councilmember Pelter was absent at roll call due to weather delays, but later joined the meeting during the closed session.

**STAFF PRESENT:** Charles Palmer, City Attorney; Darcy Long, City Manager; Kurt McCamman, City Attorney (via telephone); Sean Fosmire, City Attorney; Stephanie Baar, Assistant to the City Manager; Tony Brown, Police Chief.

**ADDITIONS TO THE AGENDA:** Mayor LaLonde—Discussion of attorney’s legal opinion in closed session pursuant to section 15.268(h) of the OMA, “to consider material exempt from discussion or disclosure by state or federal statute”.

**NEW BUSINESS**

**A. ENTER CLOSED SESSION – CONSULT WITH ATTORNEY REGARDING PENDING LITIGATION [Section 8(e), MCL 15.268(e)] AND CONSULT WITH ATTORNEY REGARDING LEGAL OPINION [Section 8(h), MCL 15.268(h)].**

At 6:06 p.m. it was moved by Councilmember Clapperton, seconded by Councilmember Cronan, to enter into closed session to discuss pending litigation and a legal opinion with City Attorneys Charles Palmer, Kurt McCamman, and Sean Fosmire.

**Roll Call Vote**

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

Absent: Councilmember Pelter.

No: None.

Motion carried unanimously.

At 7:39 p.m., it was moved by Councilmember Clapperton, seconded by Councilmember Fullerton, to leave closed session. Motion passed unanimously.

There being no further business, the meeting adjourned at 7:39 p.m.

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**William LaLonde, Mayor**

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**Stephanie Baar,  
Assistant to the City Manager**



## City of St. Ignace, MI

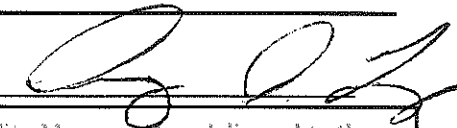
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cityofstignace.com

### Staff Report

**Agenda Date:** 1-24-22

**Presenter:**

**Department:** Administration

**Darcy Long, City Manager:** 

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

**AGENDA ITEM TITLE:** Pay Raise--Assistant Fire Chief

**BACKGROUND:**

Assistant Fire Chief, Matt Bowlby's, raise is authorized annually in our Non-Union Pay Resolution. That was not passed, so his raise was not approved. Other employees had raises approved via contracts, but Matt does not have a separate contract.

**FISCAL EFFECT:**

It is 2.5% raise on his 2021 salary of \$3,000.46. The raise is \$75.02, bringing his salary to \$3,075.48. This pay raise has been budgeted for.

**SUPPORTING DOCUMENTATION:**

N/A

**RECOMMENDATION:**

Recommended that Council approve this pay raise for the Assistant Fire Chief.

## St. Ignace Public Library ACTION PLAN 2022

### GOAL #1 ORGANIZATIONAL AND OPERATIONAL EXCELLENCE

Objectives:

1. Maintain and retain well-trained, friendly, service-oriented staff that is adaptive and responsive
2. Increase Board engagement
3. Ensure financial stability in the short and long term
4. Evaluate library facility for possible changes to physical structure to meet identified desire for small study/meeting pods and enhanced service area for children
5. Support access to information through development of traditional collections and a strong technology replacement program

| IMPLEMENTATION  |  |   | EVALUATION   |  |
|---|--|---|--|--|
| ACTION  | NAME & DATE  | RESOURCES NEEDED  | MEASUREMENT  | ANALYSIS   |
| What action, activity, or task needs to be done?  | Who will do it and by what date?                                     | How much time, money, material, and personnel are needed?   | How will progress be measured (participation or attendance)? | How and when will data be collected and analyzed to determine success? |
| Training session for board (workshop)   | Director/board<br>Before April 2022                                  | Hire consultant (\$500) to lead session on board/director roles and responsibilities; budgeting for small libraries (how much rainy-day fund is enough and how to invest in future of library and its services); and how to conduct director evaluation | Full participation by board                                  | Board discussion of how effective session was                          |
| Develop a staff training day  | Director and outside resources<br>March 2022                         | All library personnel will attend a training day to refresh on current services and learn library trends  | Full participation by library staff                          | Director report  |
| Develop ongoing training opportunities for staff  | Director and outside resources<br>Ongoing                            | Allow staff time to participate in webinars and training geared towards support staff as built into budget  | Staff participation  | Staff report on how effective session was                              |
| Facility Image Audit (walk around evaluations)  | Board and Staff<br>November 2022                                     | Adjust current facility image audit   | Staff and board participation                                | Report on audit findings to board                                      |
| Collection Development  | Staff<br>Ongoing   | As built into budget  | Circulation statistics and patron engagement                 | Report annual statistics to board                                      |
| Consider physical changes to the facility based on community feedback (maybe small study/workspaces or children's service area, or other) | Director and Assistant Director with Board decision<br>December 2022 | Quotes and bids from general contractor, electrician, library design consultants, etc.  |  | Progress reports as information is collected and developed into plan   |

## GOAL #2 STRONG RELATIONSHIPS WITH STAKEHOLDERS

### Objectives:

1. Continue service to current library users and those groups we currently participate with
2. Recognize the value the Friends of the Library provides
3. Work with St. Ignace Area Schools and Gros Cap School to understand their students' needs for the SIPL and strive to meet those needs...the young are our future patrons
4. Reach out to our townships (Moran and St. Ignace) and Bois Blanc to determine if there are specific additional ways to provide services
5. Ask Sault Tribe of Chippewa Indians if we can do more to support their members within the library community

| IMPLEMENTATION  |   |  | EVALUATION   |  |
|---|---|--|--|--|
| ACTION  | NAME & DATE   | RESOURCES NEEDED   | MEASUREMENT  | ANALYSIS   |
| What action, activity, or task needs to be done?  | Who will do it and by what date?                        | How much time, money, material, and personnel are needed?  | How will progress be measured (participation or attendance)?   | How and when will data be collected and analyzed to determine success?   |
| Attend two township meetings to share what services we offer and ask about their needs  | Director and one trustee, once in winter once in summer | Prepare report to share, bring ideas back to next board meetings   | Stated support for programs and/or identification of at least one new need library can try to meet (each twp)                | In December 2022, see if action has been completed   |
| Mini Classroom Libraries  | Director<br>Ongoing                                     | Support Moran Township School (Gros Cap) students by maintaining robust classroom library  | Student and teacher feedback   | In December 2022, determine if action was well received by students  |
| Form small group to brainstorm/explore options for direct partnership between the SIPL and the St. Ignace Area Schools (SIAS) | Director  | TBD  | A tangible change - - - SIPL has relationship with one or more SIAS staff member and students are now patrons in some format | By the end of the year, evaluate whether the partnership is adding value to SIPL and SIAS and the students we share                    |
| Research the idea of adding a Student Advisor or Student Trustee to the Board   | Director  | Reach out to other library boards with student involvement to understand their experience. Small group formed (above) between SIPL & SIAS may help inform this idea. | Director will summarize findings and report out to board.  | In August, Board will discuss this to determine whether or not the 2023 Action Plan should have an action regarding a student advisor. |
| Promote Friends of the Library  | Staff<br>October 2022                                   | Campaign for National Friends of the Library Week  | Insights on Engagement   |  |
| Bois Blanc Island Service Survey  | Director<br>June 2022                                   | Prepare service survey to determine unmet needs  | Identification of library services   | Create Bois Blanc Island Plan of Services by end of 2022   |

**GOAL #3 ST. IGNACE PUBLIC LIBRARY IS RECOGNIZED AS ONE OF THE ESSENTIAL CENTERS OF THE COMMUNITY**

**Objectives:**

1. Promote literacy and enrich people’s lives through lifelong learning
2. Increase community awareness of and support for the library
3. Provide a welcoming, vibrant atmosphere that draws community members to the library like moths to a flame
4. Offer a wide range of programs to attract all members of the community and develop a rubric for evaluating successful programs which is more than just “number of participants”
5. Create an annual event unique to the library that becomes identified within the community as the library event

| IMPLEMENTATION   |  |   | EVALUATION   |   |
|--|--|---|--|---|
| ACTION   | NAME & DATE  | RESOURCES NEEDED  | MEASUREMENT  | ANALYSIS  |
| What action, activity, or task needs to be done?           | Who will do it and by what date?                     | How much time, money, material, and personnel are needed?   | How will progress be measured (participation or attendance)? | How and when will data be collected and analyzed to determine success?      |
| Offer at least two programs each month                     | Staff  | As built into budget  | Breadth of offerings (books/arts/music/history/research)     | Discuss number of non-traditional attendees and regular attendees           |
| Passive literacy programs                                  | Staff<br>Ongoing                                     | \$200 for prizes for (1000 books before kindergarten, 100 books before middle school, 50 books before high school).<br>Develop 100 books and 50 books program and create monthly promotion campaigns to encourage participation | Number of participants                                       | Discuss end of year participation   |
| Summer Reading Challenge                                   | Director/Staff<br>June-August 2022                   | A built into budget; create a robust reading challenge to encourage literacy and promote library materials; partner with an additional agency   | Number of participants                                       | Gather challenge statistics and circulation statistics to determine success |
| Seed Library and Themed Programs                           | Staff<br>April 2022 – August 2022                    | \$250 for seeds, seed storage, and literature.  | Number of participants and end of season survey              | Review survey results in September 2022                                     |
| Library Literature   | Director<br>February 2022                            | Create literature (brochure, cards) detailing library services to give it to current and new patrons when receiving a library card.   | Observational data and patron feedback                       | Discuss evolving promotional material in Director Reports                   |
| Evaluate our services to seniors, especially the homebound | Director and staff<br>Ongoing                        | Continue developing relationship with senior housing (Lani Fettig) and any other senior groups.   | Number of patrons served.                                    | Gather statistics and discuss at end of year                                |
| Create “Library Event” to be held each year                | Form committee of FOL/library board/staff volunteers | TBD-maybe \$1000 (Ice cream social and kids/family games on the library lawn/in coordination with our seed library/kick off summer reading)   | Replicability/participation/old friends/new faces            | Immediately after event...decide if it is worth repeating each year         |

# **St. Ignace Public Library: Mission, vision statement, and strategic plan 2022-2025**

## **Strategic Plan Summary**

### **Planning Process**

In 2020, the Library Board of Trustees and director began discussing the need to focus on reviewing and updating our mission, vision, and strategic goals for the St. Ignace Public Library (SIPL). In early 2021, Alycia McKowen created and administered a survey of the community to better understand how they use the library and what changes they would like to see. Forty-two survey responses were received. The board reviewed the results during its May 2021 meeting. Highlights of survey results include:

- 97% said pre-COVID 19 library hours met their needs
- 75% of respondents prefer to see our programs offered at the library
- Breakdown of primary source for library updates:
  - 52% social media (Facebook, Instagram)
  - 33% library website
  - 24% newspaper
  - 17% word of mouth
  - 14% sign and flyers at the library
  - 2% email
- Five respondents indicated they might like to receive direct emails from the library
- Technology use of library:
  - 71% Wi-Fi
  - 52% download eBooks/audiobooks etc.
  - 45% library computers
  - 39% computers for accessing library catalog
  - 23% databases for research
- Respondents indicated they would like to see improvements in technology:
  - 57% more eBooks/audiobooks
  - 30% better library website
  - 30% more databases (language learning, movies, etc.)
  - 13% Makerspace
- Collections respondents would like to see improved/expanded/updated:
  - 41% adult non-fiction
  - 33% adult fiction and DVDs
  - 30% children's materials
  - 11% music CDs
  - 7% tween/teen/magazines & newspapers/books on CD
- Areas of the library respondents would like to see improved or expanded:
  - 36% service area for children
  - 32% more quiet reading rooms and more meeting rooms
  - 24% study rooms and service area for teens
  - 20% layout and arrangement
  - 12% better inside directional signing
  - 8% library computer space

- 4% acoustics

The board then had a standing agenda item to discuss our mission, vision, and goals. In November 2021, a small team took the work done to date to draft this plan.

### **Planning Team**

- Loni Brown, Trustee
- David Coven, Trustee
- Eliska Grogan, President
- Ruth LaChapelle, Trustee
- Elaine MacDonald, Trustee
- Kim Nowack, Trustee
- Martha Sjogren, Vice-president
- Alycia McKowen, Library Director

### **Vision Statement:**

The St. Ignace Public Library is the essential information center of the community. We foster the spirit of exploration, lifelong learning, the joy of reading, and the pursuit of information and knowledge.

### **Mission Statement:**

The mission of the St. Ignace Public Library is to provide materials, resources, and services to foster the evolving educational, informational, cultural, and recreational enrichment of all the people of the communities it serves.

### **Goals and Objectives:**

As the St. Ignace Public Library looks toward the future, the goals outlined in this strategic plan and annual action plans must move the library to the next level. The library millage passed in 2016 in the city of St. Ignace and the townships of Moran and St. Ignace has created financial stability for the library for this decade. The need to address the new potential for our community has been slowed by a change in library directors resulting in an important need to allow the new director time to gain familiarity with the community and library. Planning efforts were also delayed by the global pandemic. However, it is imperative that the library finalize a plan and move forward to better serve the community before the board and community need to consider a library millage in 2026.

The board has been successful in creating and funding a depreciation fund, which has a balance of \$25,000 to address ongoing facility maintenance. Additionally, the general fund balance is currently about \$400,000. While some portion of that is needed to complete planned expenses for this fiscal year, the reality is that since the 2016 millage, revenues have exceeded planned budget by about \$51,000 annually. One inherent challenge is the annual fluctuation and uncertainty about penal fines as they are unpredictable and yet make up a significant portion of the budget. In recent years, penal fines have been as high as \$80,000 in 2016 and as low as \$40,000 in 2019. There is a need to maintain a general fund balance to meet current budget needs and emergencies (rainy day fund), but it is important that the board decide whether the library needs to grow its services or physical facility to utilize available funds or if the



appropriate approach in 2026 is to let the voters know we need a millage but at a reduced amount.

In addition to strategic goals and objectives, an action plan will be developed each year. Annual action plans will include specific actions that will be completed as the organization works toward achieving the strategic goals and objectives below. Library director will include the annual action plan as an agenda topic each September and will draft the action plan for the following year for review and approval by the board in October (to coincide with budget development).

### ***GOAL #1 ORGANIZATIONAL AND OPERATIONAL EXCELLENCE***

#### Objectives:

1. Maintain and retain well-trained, friendly, service-oriented staff that is adaptive and responsive
2. Increase Board engagement
3. Ensure financial stability in the short and long term
4. Evaluate library facility for possible changes to physical structure to meet identified desire for small study/meeting pods and enhanced service area for children
5. Support access to information through development of traditional collections and a strong technology replacement program

### ***GOAL #2 STRONG RELATIONSHIPS WITH STAKEHOLDERS***

#### Objectives:

1. Continue service to current library users and those groups we currently participate with
2. Recognize the value the Friends of the Library provides
3. Work with St. Ignace Area Schools and Moran Township School (Gros Cap School) to understand their students' needs for the SIPL and strive to meet those needs...the young are our future patrons
4. Reach out to our townships (Moran and St. Ignace) and Bois Blanc to determine if there are specific additional ways to provide services
5. Ask Sault Tribe of Chippewa Indians if we can do more to support their members within the library community

### ***GOAL #3 ST. IGNACE PUBLIC LIBRARY IS RECOGNIZED AS ONE OF THE ESSENTIAL CENTERS OF THE COMMUNITY***

#### Objectives:

1. Promote literacy and enrich people's lives through lifelong learning
2. Increase community awareness of and support for the library
3. Provide a welcoming, vibrant atmosphere that draws community members to the library like moths to a flame
4. Offer a wide range of programs to attract all members of the community and develop a rubric for evaluating successful programs which is more than just "number of participants"
5. Create an annual event unique to the library that becomes identified within the community as the library event



## City of St. Ignace, MI

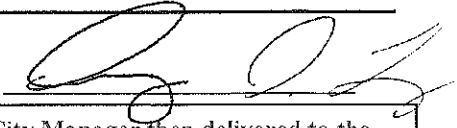
396 N State Street  
St. Ignace, MI. 49781  
cityofstignace.com

### Staff Report

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

**Presenter:** Bill Fraser

**Department:** Water Dept.

**Darcy Long, City Manager:** 

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

**AGENDA ITEM TITLE:** Purchase Utility Line Locator

**BACKGROUND:**

Locator is over 25 years and is not working on a consistent basis.

**FISCAL EFFECT:**

Locator will be purchased from the Water/Wastewater RR&I fund.

**SUPPORTING DOCUMENTATION:**

See attached

**RECOMMENDATION:**

I recommend that we purchase the Heath Consultants locator because it's very similar to the locator we have had for at least the past 25 years.



9030 Monroe Rd  
Houston, TX 77061  
Toll-Free (800)-HEATHUS (432-8487) or (713) 844-1300  
Fax: 713-844-1309  
[www.heathus.com](http://www.heathus.com)



|              |  |                 |  |
|--------------|--|-----------------|--|
| Quote Date   | 11/18/2021   | Expiration Date | 12/20/2021   |
| Contact Name | Bill Frazer  | Quote Number    | 00013758   |
| Email        | <a href="mailto:bfraser@cityofstignace.com">bfraser@cityofstignace.com</a> | Ship To Name    | St. Ignace   |
| Bill To Name | St. Ignace   | Ship To         | 396 N State St<br>St Ignace, MI 49781<br>United States |
| Bill To      |  |                 |  |
| Phone        | (906) 430-0090   |                 |  |

Heath Consultants Incorporated would like to thank you for your recent inquiry into our product(s). We look forward to your order. Below are the products and any recommended value added items if applicable.

| Product Code | Product           | Product Description  | Quantity | Sales Price | Total Price |
|--------------|-------------------|----------------------|----------|-------------|-------------|
| 101344-0     | SURE-LOCK ALL-PRO | ALL-PRO LINE LOCATOR | 1.00     | \$4,000.00  | \$4,000.00  |

Grand Total \$4,000.00

Price(s) quoted are valid for 30 days from the date of this letter and orders are shipped F.O.B. Houston, TX. Applicable tax and shipping are not included in grand total.

Once again, thank you for the opportunity to work with your company. If you have any questions or choose to place an order, feel free to contact me or visit our website at [www.heathus.com](http://www.heathus.com) to see the full line of Heath products.

Sincerely,

Alfredo Limas  
Customer Service Representative  
Heath Consultants Incorporated  
9030 Monroe Road  
Houston, TX 77061

(713) 844-1309  
[a.limas@heathus.com](mailto:a.limas@heathus.com)  
[www.heathus.com](http://www.heathus.com)

Model LS 990  
Ser. 990 E2451

Terms & Conditions

## GENERAL TERMS AND CONDITIONS FOR PRODUCT SALES

1. Offer and Acceptance: Heath Consultants Incorporated ("Heath") offers to sell and deliver products in accordance with the terms and conditions set forth herein. Acceptance of this offer is expressly limited to such terms. Heath hereby objects to and rejects any additional or different terms proposed by Buyer, including those contained in Buyer's purchase order, unless Heath expressly agrees to such terms in writing.

2. Title and Delivery: Shipments inside the U.S. shall be delivered F.O.B. Heath's shipping dock. Title and liability for loss or damage shall pass to Buyer upon Heath's delivery to Buyer's designated carrier. Any subsequent loss or damage shall not relieve Buyer from its contractual obligations. Heath shall not be liable for any damages, losses or expenses of any kind incurred by Buyer if Heath fails to meet estimated delivery



# Quote

| Acct. No.       | Date       | Quote # |
|-----------------|------------|---------|
| Mi-14391568-... | 11/12/2021 | 362538  |

Michael Gauthier  
 883 Hampshire Rd, Ste J  
 Stow OH 44224  
 United States

Phone: (330) 923-4477  
 Email: mgauthier@geoshack.com

| Bill To  |
|--|
| City of St. Ignace<br>497 Graham Ave<br>Saint Ignace MI 49781<br>United States |

| Ship To  |
|--|
| City of St. Ignace<br>397 Graham Ave<br>Saint Ignace MI 49781<br>United States |

| Sales Rep                | Expected Delivery | Ship Via   | Terms | Expires    |
|--------------------------|-------------------|------------|-------|------------|
| 54211-GSI Cleveland C... |                   | UPS Ground |       | 11/22/2021 |

| Item       | Qty | Description                            | SN | Unit Price | Total Price |
|------------|-----|--|----|------------|-------------|
| MPC-REX    | 1   | Kit, Multi Frequency Pipe with Locator |    | 3,745.00   | 3,745.00    |
| UPS Ground | 1   | UPS Ground                             |    | 15.00      | 15.00       |

|  |  |  |  |       |            |
|--|--|--|--|-------|------------|
| We hereby agree to the purchase/rent of the items indicated herein, in accordance with the terms stated above and in accordance with the "GeoShack Terms and Conditions of Sale" |  |  |  | Total | \$3,760.00 |
|--|--|--|--|-------|------------|

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_



ETNA SUPPLY - GRAND RAPIDS  
 4901 CLAY AVENUE SW  
 GRAND RAPIDS, MI 49548-3038  
 616 241 5414  
 Fax 616 241 4786



# Quotation

|  |              |
|--|--------------|
| QUOTE DATE   | QUOTE NUMBER |
| 11/10/2021   | S104299812   |
| ETNA SUPPLY<br>PO Box 772107<br>DETROIT, MI 48277-2107<br>P-616 248 9182<br>F-616 245 9940 | PAGE NO.     |
|  | 1 of 1       |

QUOTE TO:

SHIP TO:

CITY OF ST IGNACE  
 396 N STATE ST  
 ST IGNACE, MI 49781-1466

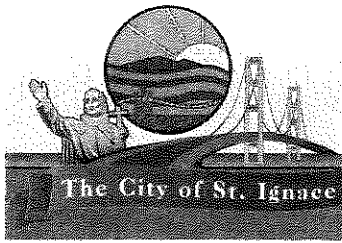
CITY OF ST IGNACE  
 999 CHURCH STREET  
 ST IGNACE, MI 49781

| CUSTOMER NUMBER   | JOB NAME / PO NUMBER   | JOB NAME / RELEASE NUMBER | SALESPERSON    |                |
|-------------------|--|---------------------------|----------------|----------------|
| 12327             |  |                           | Tony Wawiernia |                |
| WRITER            | SHIP VIA   | TERMS                     | EXPIRE DATE    | FREIGHT EXEMPT |
| John Gonzales Jr. |  | NET 25TH                  | 11/24/2021     | No             |
| ORDER QTY         | DESCRIPTION  |                           | UNIT PRICE     | EXT PRICE      |
|                   | <div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>SHIPPING INSTRUCTIONS</b></p>           DELIVERY DATE:NEXT RUN<br/>           DELIVERY TIME:BEFORE 3PM<br/>           CONTACT NAME:BILL<br/>           CONTACT #:213-430-0090<br/>           ADD'L INSTR:         </div> |                           |                |                |
| 1ea               | FISHER TW-6 PIPE&CABLE LOCATOR<br>*Nonstock - Restock Policy Applies*<br>Pn: 42639   |                           | 970.000/ea     | 970.00         |
| 1ea               | FISHER TW-8800 MULTI FREQ LINE<br>TRACER<br>*Nonstock - Restock Policy Applies*<br>Pn: 51051   |                           | 4194.000/ea    | 4194.00        |
| 1ea               | V-LOC 9800 LINE LOCATOR<br>VIVAX/METROTECH WITH HARD CASE<br>*Nonstock - Restock Policy Applies*<br>Pn: 453317   |                           | 4782.000/ea    | 4782.00        |

This Quotation is controlled by ETNA's standard terms and conditions ("ETNA's Standard Terms") found at <https://www.etnasupply.com/TermsandConditionsofQuotation>. Any other terms are expressly rejected. To the extent there is a conflict between any of the terms appearing on the face of this Quotation and ETNA's Standard Terms, the terms appearing on the face of the Quotation control. TAXES ARE NOT INCLUDED ON THIS QUOTE!

|                   |                |
|-------------------|----------------|
| Subtotal          | 9946.00        |
| S&H Charges       | 0.00           |
| <b>Amount Due</b> | <b>9946.00</b> |

Prices are firm for 14 days. Price subject to change after 14 days.



## City of St. Ignace, MI

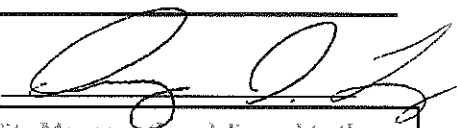
396 N State Street  
St. Ignace, MI. 49781  
cityofstignace.com

### Staff Report

**Agenda Date:** 1-24-22

**Presenter:** Darcy Long

**Department:** Police Department

**Darcy Long, City Manager:** 

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

**AGENDA ITEM TITLE:** Proposed Code Amendments--Section 32-5, Parking Violations & Fines

#### **BACKGROUND:**

This was discussed during the 2022 budget process, and we would like to get started on the process. Most parking fees are currently \$5.00--at this rate, it costs more for the officer to write the ticket than is received from the fine. These fines have not been raised in at least 15 years. After looking at the fines in other communities, we determined \$25.00 to be fairly standard.

#### **FISCAL EFFECT:**

All fees will be raised as outlined below:  
\$5.00 >> \$25.00  
\$10.00 >> \$50.00  
\$50.00 >> \$150.00

Fees will continue to double if not paid within 72 business hours.

#### **SUPPORTING DOCUMENTATION:**

See attached current ordinance, and proposed changes.

#### **RECOMMENDATION:**

Recommended that the Council proceed with these Ordinance amendments by scheduling a public hearing for them. The hearing cannot be scheduled earlier than February 9th, due to publishing requirements.

**Sec. 32-56. Schedule of parking violations and fines.**

Fines for violations which may be disposed of by the parking violations bureau are hereby established as follows:

|                | <i>Offense</i>   | <i>If Paid Within<br/>72 Hours</i> | <i>After 72 Hours<br/>But Within<br/>10 Days</i> |
|----------------|--|------------------------------------|--|
| MCL 257.674(1) | Prohibited parking:  |                                    |  |
|                | (a) On sidewalk.   | \$ 5.00                            | \$ 10.00   |
|                | (b) In front of a public or private driveway.  | 5.00                               | 10.00  |
|                | (c) Within an intersection.  | 10.00                              | 20.00  |
|                | (d) Within 15 feet of a fire hydrant.  | 5.00                               | 10.00  |
|                | (e) On a crosswalk.  | 5.00                               | 10.00  |
|                | (f) Within 20 feet of a crosswalk, or if there is not a crosswalk, then within 15 feet of the intersection of property lines at an intersection of highways.   | 5.00                               | 10.00  |
|                | (g) Within 30 feet of the approach to a flashing beacon, stop sign, or traffic-control signal located at the side of a highway.  | 5.00                               | 10.00  |
|                | (h) Between a safety zone and the adjacent curb or within 30 feet of a point on the curb immediately opposite the end of a safety zone, unless a different length is indicated by an official sign or marking. | 5.00                               | 10.00  |
|                | (i) Within 50 feet of the nearest rail of a railroad crossing.   | 5.00                               | 10.00  |
|                | (j) Within 20 feet of the driveway entrance to a fire station and on the side of a street opposite the entrance to a fire station within 75 feet of the entrance if properly marked by an official sign.       | 5.00                               | 10.00  |
|                | (k) Alongside or opposite a street excavation or obstruction, if the stopping, standing, or parking would obstruct traffic.  | 5.00                               | 10.00  |
|                | (l) On the roadway side of a vehicle stopped or parked at the edge or curb of a street.  | 5.00                               | 10.00  |
|                | (m) Upon a bridge or other elevated highway structure or within a highway tunnel.  | 10.00                              | 20.00  |

| <i>Offense</i>  | <i>If Paid Within<br/>72 Hours</i> | <i>After 72 Hours<br/>But Within<br/>10 Days</i> |
|---|------------------------------------|--|
| (n) At a place where an official sign prohibits stopping or parking.  | 5.00                               | 10.00  |
| (o) Reserved.   |                                    |  |
| (p) In front of a theater.  | 5.00                               | 10.00  |
| (q) In a place or in a manner that blocks immediate egress from an emergency exit conspicuously marked as an emergency exit of a building.  | 5.00                               | 10.00  |
| (r) In a place or in a manner that blocks or hampers the immediate use of an immediate egress from a fire escape conspicuously marked as a fire escape providing an emergency means of egress from a building.  | 5.00                               | 10.00  |
| (s) In a parking space clearly identified by an official sign as being reserved for use by disabled persons that is on public property or private property available for public use, unless the individual is a disabled person as described in section MCL 257.19a or unless the individual is parking the vehicle for the benefit of a disabled person. | 50.00                              | 100.00   |
| (t) In a clearly identified access aisle or access lane immediately adjacent to a space designated for parking by persons with disabilities.  | 50.00                              | 100.00   |
| (u) On a street or other area open to the parking of vehicles that results in the vehicle interfering with the use of a curb-cut or ramp by persons with disabilities.  | 50.00                              | 100.00   |
| (v) Reserved.   |                                    |  |
| (w) In violation of an official sign restricting the period of time for or manner of parking.   | 5.00                               | 10.00  |



|                             | <i>Offense</i>  | <i>If Paid Within<br/>72 Hours</i> | <i>After 72 Hours<br/>But Within<br/>10 Days</i> |
|-----------------------------|---|------------------------------------|--|
|                             | (x) In a space controlled or regulated by a meter on a public highway or in a publicly owned parking area or structure, if the allowable time for parking indicated on the meter has expired, unless the vehicle properly displays one or more of the items listed in MCL 257.675(8). | 5.00                               | 10.00  |
|                             | (y) Reserved.   |                                    |  |
|                             | (z) In a place or in a manner that blocks the use of an alley.  | 5.00                               | 10.00  |
|                             | (aa) In a place or in a manner that blocks access to a space clearly designated as a fire lane.   | 5.00                               | 10.00  |
| MCL 257.674(2)              | Illegal moving of parked vehicle.   | 5.00                               | 10.00  |
| MCL 257.694                 | Inadequate lighting   | 5.00                               | 10.00  |
| UTC R 28.1458               | Failure to set brakes   | 5.00                               | 10.00  |
| UTC R 28.1617               | Bicycle parking violation   | 5.00                               | 10.00  |
| UTC R 28.1801, R<br>28.1802 | Parking too far from curb   | 5.00                               | 10.00  |
| UTC R 28.1803               | Angle parking violations  | 5.00                               | 10.00  |
| UTC R 28.1806               | Improper starting from parked position  | 5.00                               | 10.00  |
| UTC R 28.1807               | Improper starting from angle position   | 5.00                               | 10.00  |
| UTC R 28.1809               | Headlight violation   | 5.00                               | 10.00  |
| UTC R 28.1813               | Parking in alley  | 5.00                               | 10.00  |
| UTC R 28.1814               | Parking for prohibited purposes   | 5.00                               | 10.00  |
|                             | (a) Displaying vehicle for sale.  | 5.00                               | 10.00  |
|                             | (b) Working or repairing vehicle.   | 5.00                               | 10.00  |
|                             | (c) Displaying advertising.   | 5.00                               | 10.00  |
|                             | (d) Selling merchandise.  | 5.00                               | 10.00  |
|                             | (e) Storing over 48 hours.  | 5.00                               | 10.00  |
| UTC R 28.1815               | Parking on one-way roadways   | 5.00                               | 10.00  |
| UTC R 28.1818               | Loading zone violations   | 5.00                               | 10.00  |
| UTC R 28.1818               | Loading permit violations   | 5.00                               | 10.00  |
| UTC R 28.1819               | Bus and taxicab parking violations other than stand   | 5.00                               | 10.00  |
| UTC R 28.1820               | Bus and taxicab stand violations  | 5.00                               | 10.00  |
| UTC R 28.1821               | Meter violations  | 5.00                               | 10.00  |
| UTC R 28.1822               | Meters, not parked within space   | 5.00                               | 10.00  |
| City Code § 32-111          | Snow removal parking violations   | 5.00                               | 10.00  |

CITY OF ST. IGNACE  
MACKINAC COUNTY, MICHIGAN  
Ordinance No. 01-2022

**An Ordinance to amend Section 32-56, Schedule of parking violations and fines, as follows:**

Fines for violations which may be disposed of by the parking violations bureau are hereby established as follows:

|                | <i>Offense</i>  | <i>If Paid Within<br/>72 Hours*</i> | <i>After 72 Hours<br/>But Within<br/>10 Days</i> |
|----------------|---|-------------------------------------|--|
| MCL 257.674(1) | <b>Prohibited parking:</b>  |                                     |  |
|                | (a) On sidewalk   | \$25.00                             | \$50.00  |
|                | (b) In front of a public or private driveway  | \$25.00                             | \$50.00  |
|                | (c) Within an intersection  | \$50.00                             | \$100.00   |
|                | (d) Within 15 feet of a fire hydrant  | \$25.00                             | \$50.00  |
|                | (e) On a crosswalk  | \$25.00                             | \$50.00  |
|                | (f) Within 20 feet of a crosswalk, or if there is not a crosswalk, then within 15 feet of the intersection of property lines at an intersection of highways   | \$25.00                             | \$50.00  |
|                | (g) Within 30 feet of the approach to a flashing beacon, stop sign, or traffic-control signal located at the side of a highway  | \$25.00                             | \$50.00  |
|                | (h) Between a safety zone and the adjacent curb or within 30 feet of a point on the curb immediately opposite the end of a safety zone, unless a different length is indicated by an official sign or marking | \$25.00                             | \$50.00  |
|                | (i) Within 50 feet of the nearest rail of a railroad crossing   | \$25.00                             | \$50.00  |
|                | (j) Within 20 feet of the driveway entrance to a fire station and on the side of a street opposite the entrance if properly marked by an official sign  | \$25.00                             | \$50.00  |

| <i>Offense</i>   | <i>If Paid Within<br/>72 Hours</i> | <i>After 72 Hours<br/>But Within<br/>10 Days</i> |
|--|------------------------------------|--|
| (k) Alongside or opposite a street excavation or obstruction, if the stopping, standing, or parking would obstruct traffic   | \$25.00                            | \$50.00  |
| (l) On the roadway side of a vehicle stopped or parked at the edge or curb of a street   | \$25.00                            | \$50.00  |
| (m) Upon a bridge or other elevated highway structure or within a highway tunnel   | \$50.00                            | \$100.00   |
| (n) At a place where an official sign prohibits stopping or parking  | \$25.00                            | \$50.00  |
| (o) Reserved   |                                    |  |
| (p) In front of a theater  | \$25.00                            | \$50.00  |
| (q) In a place or in a manner that blocks immediate egress from an emergency exit conspicuously marked as an emergency exit of a building  | \$25.00                            | \$50.00  |
| (r) In a place or in a manner that blocks or hampers the immediate use of an immediate egress from a fire escape conspicuously marked as a fire escape providing an emergency means of egress from a building  | \$25.00                            | \$50.00  |
| (s) In a parking space clearly identified by an official sign as being reserved for use by disabled persons that is on public property or private property available for public use, unless the individual is a disabled person as described in section MCL 257.19a or unless the individual is parking the vehicle for the benefit of a disabled person | \$150.00                           | \$300.00   |

|                | <i>Offense</i>   | <i>If Paid Within<br/>72 Hours</i> | <i>After 72 Hours<br/>But Within<br/>10 Days</i> |
|----------------|--|------------------------------------|--|
|                | (t) In a clearly identified access aisle or access lane immediately adjacent to a space designated for parking by persons with disabilities  | \$150.00                           | \$300.00   |
|                | (u) On a street or other area open to the parking of vehicles that results in the vehicle interfering with the use of a curb-cut or ramp by persons with disabilities  | \$150.00                           | \$300.00   |
|                | (v) Reserved   |                                    |  |
|                | (w) In violation of an official sign restricting the period of time for or manner of parking   | \$25.00                            | \$50.00  |
|                | (x) In a space controlled or regulated by a meter on a public highway or in a publicly owned parking area or structure, if the allowable time for parking indicated on the meter has expired, unless the vehicle properly displays one or more of the items listed in MCL 257.675(8) | \$25.00                            | \$50.00  |
|                | (y) Reserved   |                                    |  |
|                | (z) In a place or in a manner that blocks the use of an alley  | \$25.00                            | \$50.00  |
|                | (aa) In a place or in a manner that blocks access to a space clearly designated as a fire lane   | \$25.00                            | \$50.00  |
| MCL 257.574(2) | Illegal moving of parked vehicle   | \$25.00                            | \$50.00  |
| MCL 257.694    | Inadequate lighting  | \$25.00                            | \$50.00  |
| UTC R 28.1458  | Failure to set brakes  | \$25.00                            | \$50.00  |
| UTC R 28.1617  | Bicycle parking violation  | \$25.00                            | \$50.00  |
| UTC R 28.1801, | Parking too far from curb  | \$25.00                            | \$50.00  |

|                             | <i>Offense</i>   | <i>If Paid Within<br/>72 Hours</i> | <i>After 72 Hours<br/>But Within<br/>10 Days</i> |
|-----------------------------|--|------------------------------------|--|
| UTC R 28.1801,<br>R 28.1802 | Parking too far from curb  | \$25.00                            | \$50.00  |
| UTC R 28.1803               | Angle parking violations   | \$25.00                            | \$50.00  |
| UTC R 28.1806               | Improper starting from parked<br>position  | \$25.00                            | \$50.00  |
| UTC R 28.1807               | Improper starting from angle<br>position   | \$25.00                            | \$50.00  |
| UTC R 28.1809               | Headlight violation  | \$25.00                            | \$50.00  |
| UTC R 28.1813               | Parking in alley   | \$25.00                            | \$50.00  |
| UTC R 28.1814               | Parking for prohibited purposes<br>(a) Displaying vehicle for sale<br>(b) Working or repairing vehicle<br>(c) Displaying advertising<br>(d) Selling merchandise<br>(e) Storing over 48 hours | \$25.00                            | \$50.00  |
| UTC R 28.1815               | Parking on one-way roadways  | \$25.00                            | \$50.00  |
| UTC R 28.1818               | Loading zone violations  | \$25.00                            | \$50.00  |
| UTC R 28.1818               | Loading permit violations  | \$25.00                            | \$50.00  |
| UTC R 28.1819               | Bus and taxicab parking violations<br>other than stand   | \$25.00                            | \$50.00  |
| UTC R 28.1820               | Bus and taxicab stand violations   | \$25.00                            | \$50.00  |
| UTC R 28.1821               | Meter violations   | \$25.00                            | \$50.00  |
| UTC R 28.1822               | Meters, not parked within space  | \$25.00                            | \$50.00  |
| City Code § 32-111          | Snow removal parking violations  | \$25.00                            | \$50.00  |

**\*The 72-hour timeframe shall be limited to business hours.**

**Violations not paid within ten days shall be processed as a complaint and warrant with the district court; provided, that the violation bureau may add an additional \$25.00 to any violation fine not paid within ten days, and make a further attempt to collect it.**

**INTRODUCED: 1/18/22**  
**ADOPTED: //**  
**PUBLISHED: //**  
**EFFECTIVE: //**



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## SEMINAR DETAILS

[Recommend](#)[Register for this Seminar](#) | [Return to Schedule](#) |  Send [this page](#) to a friend**Seminar Title:**

### Detective and New Criminal Investigator

**DATES:** 4/4/2022 through 4/8/2022**INSTRUCTOR(S):** Brian Jarvis, Tom Tittle**LOCATION:** Eastern Michigan Fairground - 195 Midway St., Imlay City, MI 48444**HOTEL:** Days Inn Imlay City - Imlay City, MI 810-683-9717  
Contact Hotel for State Govt. Rate**Hotel cost total:**  
**\$508.00****COURSE REGISTRATION FEE:** \$525.00 Includes all training materials, and a Certificate of Completion.

#### Instructor Bio

**THOMAS G. TITTLE** is a retired Captain with the Marion County, Florida, Sheriff's Office. Captain Tittle became a member of the Marion County Sheriff's Office in 1977 and was assigned to the Civil Division. Since then he has held assignments within the following areas: Patrol Division, Street Crimes, Property Crimes, Major Crimes, Training Director, Community Relations, D.A.R.E. Officer, Drug Unit and Communications. Prior to the Juvenile Division, Captain Tittle was in charge of a District Station where he supervised uniformed patrol officers and a district detective. Additionally, he was on the S.W.A.T. for 13 years with his last assignment as a Team Leader. During Captain Tittle's tenure in investigations, he has investigated numerous major crimes, drug cases and property crimes, including, but not limited to: sexual assaults (children and adults), child abuse, robberies, suicides, death investigations, crimes against persons, and vice cases. Captain Tittle holds an Associate of Arts degree from Central Florida Community College in Ocala, Florida. He also holds a Bachelor of Arts degree from the University of West Florida in Pensacola, Florida. Additionally, he is a graduate of the Southern Police Institute in Louisville, Kentucky. He has attended numerous courses in Death Investigations, Sex Crimes, DEA School, Sniper school, SWAT courses and Domestic Relations. Captain Tittle is an adjunct instructor at the Central Florida Community's Criminal Justice Institute where he has instructed firearms, driving, domestic violence, crisis intervention and interviews & interrogations techniques and crimes against the elderly. Captain Tittle has had articles published in; The Florida Police Chief, American Police Beat and Inside School Safety and has self-published six law enforcement training manuals.



**BRIAN J. JARVIS** is a police professional with over thirty years of experience in law enforcement and investigations who retired in 2008 at the rank of Chief of Police. Chief Jarvis began his law enforcement career in 1978 with the Town of Newburgh (NY) Police Department. Shortly after graduating from the Rockland County Police Academy, he was assigned to the Patrol Division. Chief Jarvis later relocated in the State of Florida and became a sworn deputy with the Marion County Sheriff's Office in Ocala, FL.

While in Marion County, Chief Jarvis served as a Patrol Deputy, Criminal Investigator, Sergeant and Major Crimes Supervisor. During his time working in Major Crimes, Chief Jarvis was responsible for the investigation and supervision of Major Crime Scenes which include, but are not limited to homicides, sexual assaults, kidnappings, armed robberies, bank robberies, home invasions, car jackings, aircraft crashes, train / pedestrian fatalities, suicides, child abuse and neglect, and officer involved shootings involving death.

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In addition to major crimes, Chief Jarvis has been assigned to investigative units that were responsible for the investigation of property crimes, such as auto thefts, larcenies and burglaries, and white-collar crimes, including forgery, fraud, embezzlement, bribery and extortion.

Chief Jarvis returned to the State of New York and assumed the position of Chief of Police for the Town of Chester until his retirement in 2008.

Chief Jarvis holds a Bachelor of Science Degree in Information Systems from the University of Phoenix and attended the Associates of Arts program in Criminal Justice at Central Florida Community College. He has also attended several courses on Major Crime Investigations, including Practical Homicide Investigation and Sex Crime Investigations offered by the University of North Florida, and Basic and Advanced Computer Crime Investigations offered by the Florida Department of Law Enforcement Organized Crime Institute.

Chief Jarvis has also been a member of the International Association of Chiefs' of Police (IACP), New York State Police Juvenile Officer's Association, Mid-Hudson Crime Prevention Association, NYS Association of Chiefs' of Police, Past President of the Police Chiefs' Association of Orange County, and a founding member of the Orange County Law Enforcement Training Institute. He has also been a member of the International Law Enforcement Educators and Trainers Association (ILEETA).

Additionally, Chief Jarvis also served as a liaison for the National Institute of Health assisting on a study of the long-term effects of child sexual abuse and worked closely with the Rape Crisis-Spouse Abuse Center in Ocala Florida. He also participated in a four-year project to research police records management systems in North America.

Chief Jarvis is a published author and currently instructs on a national level for Public Agency Training Council (PATC). He is a pilot and volunteers for Angel Flight Southeast.

**Pre-Payment is not required to register or attend IN-PERSON seminars. Pre-payment is required for WEBINARS and ONLINE COURSES.**

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#### Course Objectives

This course is a comprehensive **INTRODUCTORY LEVEL** overview for the law enforcement officer who has recently the crucial task of conducting supplemental investigations of suspected criminal offenses. During this course the student will also be exposed to various injury, death, homicide and sexually sensitive and explicit sexual battery cases. Also included in this course will be several post-mortem examination photographs and videotape segments, as well as injury, death and homicide scenes through photos and videotapes from actual closed cases. This part of the course will be **VERY GRAPHIC AND INTENSE.**



Conducting supplemental investigations of suspected criminal offenses requires the assigned law enforcement investigator to possess a high degree of investigative expertise, skills, and the knowledge necessary to bring the case to a successful conclusion. Today, numerous professionals from different disciplines, need to have the tools to conduct professional and thorough investigations. These disciplines include, but are not limited to:

- All law enforcement and support personnel and police laboratory personnel
- Forensic anthropologists, forensic odontologists, forensic botanists
- Social services/protective investigators
- Prosecuting attorneys, agency attorneys
- Medical and healthcare providers
- EMT's, firefighters, paramedics, EMS first responders
- Medical examiners, coroners, forensic pathologists, medical examiner/coroner investigators
- School personnel and others that find themselves involved in these investigations in one way or another.

Therefore, it is imperative that every one of these professionals engage in joint training on a regular basis so EVERY ounce of collective energy can be funneled in the victim's direction for a successful resolution. Today, more than ever before, we must work together to ensure that all investigative measures are completed properly.

Upon successful completion of this course, each student will have acquired a comprehensive understanding and will accordingly possess the specialized knowledge and skills, needed to conduct a thorough and meticulous investigation concerning suspected criminal activity.

### **Criminal Investigation Overview:**

Where Your Investigation Begins – Legal Issues  
Involving the Investigation – Goals and Objectives of a Successful Investigation – The Importance of the Post-Arrest Investigation

### **Identity Theft:**

Personal Identifiers – Financial Identifiers – Methods of obtaining personal information – Best practices for reducing identity crime – Federal Trade Commission and Secret Service Roles in ID Crimes

### **Digital Evidence:**

Value of Digital Evidence – Types of Digital Evidence – Legal Issues, Judicial Decisions – 4<sup>th</sup> Amendment Issues – The Search Warrant - Social Media- Cell Phones & Towers - Dark Web

### **Conducting Successful Interviews:**

Introduction to Interviewing – Witness Reliability Issues – Witness Types – Best Practices for Conducting Successful Interviews

### **Conducting Successful Suspect Interrogations:**

Goals of the Interrogation – Legal Guidelines – 5<sup>th</sup> & 6<sup>th</sup> Amendment Considerations – U. S. Supreme Court Decisions – Planning and Documenting the Interrogation – Types of Suspect Interviews and Methods of Obtaining Information

### **Major Case Investigation Study**

Major case considerations - multi-jurisdictional cases - Investigative concerns - Best practices - Culmination of



the investigation

### **The 10 Most Common Investigative Pitfalls**

Repeated Mistakes/Errors Officers make during investigations - Considerations of scene assessment - Outside resources - 4th Amendment Issues (Search Warrant & Judicial created exceptions)

### **Crime Scene Considerations**

The eight purposes of evidence - Three common homicide scene stagings - Search patterns - Thermal injuries - Temperatures for 2nd degree water burns - Bite marks - Track evidence - Weather considerations - Blood at the crime scene - Hangings & Strangulations - Shaken baby - Locard's Theory - Langer lines - Alternate light sources - Sketching the scene

### **The Sexually Violent Juvenile & Their Behaviors**

Statistics & Studies - Behavioral concerns - Categories of juvenile sexual homicides - Fire setting - Animal Cruelty - Traits of female sex offenders - Child victimizations - Enuresis - Children with disabilities (as victims)

### **Injury & Death Overview**

Motives for murder - Cause, mechanism & manner of death - Homicide classifications - Decedent information & unidentified remains - Time of death estimations - Sharp force trauma - Blunt force trauma - Firearm wounds and injuries - Suicide investigations - Autoerotic deaths - The choking game

### **Investigative Strategies for Sex Crime Investigations**

3 approaches a rapist will utilize - 3 defenses a rapist will give law enforcement once accused - 2 types of confessions from sex offenders - 3 behaviors to focus on in a rape case - 4 types of rapists in our society - 3 reasons evidence is taken from a rape scene - 3 reasons a stranger will abduct a child - The eyewitness statement

**NOTE: THIS CLASS WILL BE REPORTED AS CONSISTING OF 35 HOURS.**

**THE CREDIT HOURS FOR THIS CLASS MAY VARY ACCORDING TO YOUR STATE'S ACCREDITATION GUIDLINES.**

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## RESOLUTION

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

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

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

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

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

WHEREAS, City Council will provide premium pay to Members of Fraternal Order of Police (FOP) employees who performed essential work as permitted by the Final Rule, in accordance with City Charter, Ordinances, and other applicable agreements; and

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

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

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

Roll Call Vote:

Yes:

No:

Absent:

Resolution declared Adopted.

CERTIFICATION

I, Andrea Insley, City Clerk for the City of St. Ignace, County of Mackinac, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of St. Ignace during its regular meeting held on January 24, 2022.

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Andrea Insley, City Clerk/Treasurer



## City of St. Ignace, MI

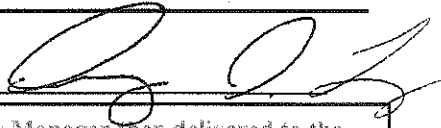
396 N State Street  
St. Ignace, MI. 49781  
cityofstignace.com

### Staff Report

**Agenda Date:** 1-24-22

**Presenter:** Darcy Long

**Department:** Administration

**Darcy Long, City Manager:** 

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

**AGENDA ITEM TITLE:** Budget Amendments--Create a separate ARPA Fund

#### **BACKGROUND:**

Currently, all approved ARPA expenses come out of individual departments. Per discussion with Andrea, we believe it would be simpler and clearer to have a specific ARPA fund through which we would process all of these expenses. We also believe this would help in terms of auditing. Instead of having to search through different funds to track our ARPA expenses, we would rather them all be concentrated in a single, specific fund.

#### **FISCAL EFFECT:**

This will not authorize any new payments, just creating a new fund and moving where the funds will be dispersed from.

#### **SUPPORTING DOCUMENTATION:**

See attached budget amendments.

#### **RECOMMENDATION:**

Recommended that the Council approve the creation of this new ARPA fund and the budget transfers of ARPA expenditures to this fund.

CITY OF ST. IGNACE

BUDGET TRANSFERS & AMENDMENTS

24-Jan-22

| Transfer or Amendment | From Account                                       | To Account    | Amount Budgeted | Dollar Amount | Notes  |
|-----------------------|--|---------------|-----------------|---------------|--|
| Budget Transfer       | 101-172-708.001 COVID<br>Premium Pay, City Manager | ARPA Fund 285 |                 | \$ 1,750.00   | Instead of spreading ARPA expenses across multiple departments and funds, we would like to have one designated ARPA fund. This will make things clearer and simpler both for us and the Council when it comes to tracking our ARPA expenditures. |
| Budget Transfer       | 101-215-708.001 COVID<br>Premium Pay, Clerk        |               |                 | \$ 3,500.00   |  |
| Budget Transfer       | 101-301-707.001 COVID<br>Premium Pay, Police       |               |                 | \$ 8,750.00   |  |
| Budget Transfer       | 101-441-708.001 COVID<br>Premium Pay, DPW          |               |                 | \$ 14,000.00  |  |
| Budget Transfer       | 509-752-708.001 COVID<br>Premium Pay, Recreation   |               |                 | \$ 1,750.00   |  |
| Budget Transfer       | 590-540-706.001 COVID<br>Premium Pay, Wastewater   |               |                 | \$ 5,250.00   |  |
| Budget Transfer       | 591-550-706.001 COVID<br>Premium Pay, Water        |               |                 | \$ 10,500.00  |  |

| Post Date  | Journal | Description  | GL Number   | DR Amount        | CR Amount        |
|------------|---------|--|---|------------------|------------------|
| 12/31/2021 | AP      | AIRGAS USA LLC<br>OPERATING SUPPLIES<br>Vnd: 1909 Invoice: 9985086221                        | Invoice: 9985086221 Ref#: 62408 (ACCT 1426015)<br>641-582-750.000<br>641-000-202.000                      | 162.35           | 162.35           |
|            |         | Expected Check Run: 01/25/2022   |   | <u>162.35</u>    | <u>162.35</u>    |
| 01/25/2022 | AP      | BAM TOOLS<br>OPERATING SUPPLIES<br>Vnd: 3382 Invoice: 30361                                  | Invoice: 30361 Ref#: 62410 (DPW TOOLS)<br>641-582-750.000<br>641-000-202.000                              | 211.00           | 211.00           |
|            |         | Expected Check Run: 01/25/2022   |   | <u>211.00</u>    | <u>211.00</u>    |
| 01/25/2022 | AP      | BAY UP NORTH LLC<br>OPERATING SUPPLIES<br>Vnd: 3305 Invoice: 966                             | Invoice: 966 Ref#: 62411 (LBE - US FLAG)<br>509-762-750.000<br>509-000-202.000                            | 311.90           | 311.90           |
|            |         | Expected Check Run: 01/25/2022   |   | <u>311.90</u>    | <u>311.90</u>    |
| 01/25/2022 | AP      | BLUE CROSS BLUE SHIELD OF MICHIGAN<br>HEALTH INS RETIREES<br>Vnd: 0023 Invoice: 220106681611 | Invoice: 220106681611 Ref#: 62385 (FEBRUARY 2022 STMT)<br>101-953-716.000<br>101-000-202.000              | 1,990.40         | 1,990.40         |
|            |         | Expected Check Run: 01/25/2022   |   | <u>1,990.40</u>  | <u>1,990.40</u>  |
| 01/25/2022 | AP      | CITY OF ST IGNACE<br>SUNDRY<br>Vnd: 0050 Invoice: LAKESIDE CEMETERY                          | Invoice: LAKESIDE CEMETERY Ref#: 62400 (WTAX 2021 - 052-620-064-05)<br>209-567-956.000<br>209-000-202.000 | 43.14            | 43.14            |
|            |         | Expected Check Run: 01/25/2022   |   | <u>43.14</u>     | <u>43.14</u>     |
| 12/31/2021 | AP      | DETROIT SALT COMPANY<br>INVENTORY - ROAD MATERIALS<br>Vnd: 3409 Invoice: S122-08778          | Invoice: S122-08778 Ref#: 62390 (CUST MIST101)<br>101-000-109.000<br>101-000-202.000                      | 18,236.96        | 18,236.96        |
|            |         | Expected Check Run: 01/25/2022   |   | <u>18,236.96</u> | <u>18,236.96</u> |
| 12/31/2021 | AP      | DETROIT SALT COMPANY<br>INVENTORY - ROAD MATERIALS<br>Vnd: 3409 Invoice: S122-08817          | Invoice: S122-08817 Ref#: 62391 (CUST MIST101)<br>101-000-109.000<br>101-000-202.000                      | 28,315.54        | 28,315.54        |
|            |         | Expected Check Run: 01/25/2022   |   | <u>28,315.54</u> | <u>28,315.54</u> |

| Post Date  | Journal | Description   | GL Number   | DR Amount        | CR Amount        |
|------------|---------|---|---|------------------|------------------|
| 12/31/2021 | AP      | DETROIT SALT COMPANY<br>INVENTORY - ROAD MATERIALS<br>Vnd: 3409 Invoice: S122-08849 | Invoice: S122-08849 Ref#: 62392 (CUST MIST101)<br>101-000-109.000<br>101-000-202.000                        | 12,385.09        | 12,385.09        |
|            |         | Expected Check Run: 01/25/2022  |   | <u>12,385.09</u> | <u>12,385.09</u> |
| 12/31/2021 | AP      | FERGUSON WATERWORKS #3386<br>OPERATING SUPPLIES<br>Vnd: 2989 Invoice: 0205567       | Invoice: 0205567 Ref#: 62388 (57219- WTR PLT ROLLER MARKER)<br>591-552-750.000<br>591-000-202.000           | 61.83            | 61.83            |
|            |         | Expected Check Run: 01/25/2022  |   | <u>61.83</u>     | <u>61.83</u>     |
| 01/25/2022 | AP      | JACKLIN STEEL SUPPLY CO<br>EQUIPMENT REPAIRS & MAINT<br>Vnd: 0504 Invoice: 541680   | Invoice: 541680 Ref#: 62397 (STI300 - DPW AMZ TRAILER REPAIR)<br>641-582-932.000<br>641-000-202.000         | 390.20           | 390.20           |
|            |         | Expected Check Run: 01/25/2022  |   | <u>390.20</u>    | <u>390.20</u>    |
| 01/25/2022 | AP      | KSS ENTERPRISES<br>OPERATING SUPPLIES<br>Vnd: 0774 Invoice: 1349810                 | Invoice: 1349810 Ref#: 62395 (CUST STIGN180 -CLEANING SUPPLIES)<br>509-762-750.000<br>509-000-202.000       | 274.98           | 274.98           |
|            |         | Expected Check Run: 01/25/2022  |   | <u>274.98</u>    | <u>274.98</u>    |
| 01/25/2022 | AP      | MACKINAC PLUMBING AND HEATING CO<br>CONTRACTED SERV<br>Vnd: 0130 Invoice: 11884     | Invoice: 11884 Ref#: 62398 (SI WATER PLANT - EYE WASH STATION & HEAT)<br>591-551-818.000<br>591-000-202.000 | 5,925.00         | 5,925.00         |
|            |         | Expected Check Run: 01/25/2022  |   | <u>5,925.00</u>  | <u>5,925.00</u>  |
| 01/25/2022 | AP      | MACKINAC PLUMBING AND HEATING CO<br>CONTRACTED SERV<br>Vnd: 0130 Invoice: 11875     | Invoice: 11875 Ref#: 62399 (SI WTR PLANT - URINAL REPAIR)<br>591-551-818.000<br>591-000-202.000             | 136.05           | 136.05           |
|            |         | Expected Check Run: 01/25/2022  |   | <u>136.05</u>    | <u>136.05</u>    |
| 12/31/2021 | AP      | MICHAEL RICHARD LAMB<br>EQUIPMENT REPAIRS & MAINT<br>Vnd: 2631 Invoice: 6143        | Invoice: 6143 Ref#: 62393 (PD - GRAPHICS REMOVAL TOOL)<br>101-301-932.000<br>101-000-202.000                | 45.00            | 45.00            |
|            |         | Expected Check Run: 01/25/2022  |   | <u>45.00</u>     | <u>45.00</u>     |

| Post Date  | Journal | Description  | GL Number   | DR Amount       | CR Amount       |
|------------|---------|--|---|-----------------|-----------------|
| 01/25/2022 | AP      | MICHAEL RICHARD LAMB<br>EQUIPMENT REPAIRS & MAINT<br>Vnd: 2631 Invoice: 6155                   | Invoice: 6155 Ref#: 62394 (WTR - DECAL FOR METER CAR)<br>641-582-932.000<br>641-000-202.000                     | 45.00           | 45.00           |
|            |         | Expected Check Run: 01/25/2022   |   | <u>45.00</u>    | <u>45.00</u>    |
| 01/25/2022 | AP      | MORAN TOWNSHIP<br>SUNDRY<br>Vnd: 0158 Invoice: 2021 WTAX                                       | Invoice: 2021 WTAX Ref#: 62401 (49-008-720-048-00)<br>590-540-956.000<br>590-000-202.000                        | 28.20           | 28.20           |
|            |         | Expected Check Run: 01/25/2022   |   | <u>28.20</u>    | <u>28.20</u>    |
| 01/25/2022 | AP      | MORAN TOWNSHIP<br>SUNDRY<br>Vnd: 0158 Invoice: WTAX 2021                                       | Invoice: WTAX 2021 Ref#: 62402 (49-008-100-001-10)<br>590-540-956.000<br>590-000-202.000                        | 56.16           | 56.16           |
|            |         | Expected Check Run: 01/25/2022   |   | <u>56.16</u>    | <u>56.16</u>    |
| 01/25/2022 | AP      | NCL OF WISCONSIN INC<br>OPERATING SUPPLIES<br>Vnd: 0167 Invoice: 464337                        | Invoice: 464337 Ref#: 62396 (ACCT 44000 WTR PLANT)<br>591-551-750.000<br>591-000-202.000                        | 2,322.10        | 2,322.10        |
|            |         | Expected Check Run: 01/25/2022   |   | <u>2,322.10</u> | <u>2,322.10</u> |
| 01/25/2022 | AP      | NICK MONTIE<br>MEMERSHIP & DUES<br>Vnd: 1424 Invoice: FIRE CHIEF REIMB                         | Invoice: FIRE CHIEF REIMB Ref#: 62387 (FIRE SUBSCRIPTION NFPA LINK ORDER)<br>101-336-958.000<br>101-000-202.000 | 99.99           | 99.99           |
|            |         | Expected Check Run: 01/25/2022   |   | <u>99.99</u>    | <u>99.99</u>    |
| 01/25/2022 | AP      | OTIS ELEVATOR CO<br>CONTRACTED SERV<br>Vnd: 0371 Invoice: 100400639839                         | Invoice: 100400639839 Ref#: 62409 (CUST 279134)<br>591-551-818.000<br>591-000-202.000                           | 42.46           | 42.46           |
|            |         | Expected Check Run: 01/25/2022   |   | <u>42.46</u>    | <u>42.46</u>    |
| 01/25/2022 | AP      | PUBLIC AGENCY TRAINING COUNCIL<br>IN-HOUSE TRAINING, POL 302 FUND<br>Vnd: 3275 Invoice: 259807 | Invoice: 259807 Ref#: 62386 (TRAINING - REG#623343)<br>101-301-961.000<br>101-000-202.000                       | 525.00          | 525.00          |
|            |         | Expected Check Run: 01/25/2022   |   | <u>525.00</u>   | <u>525.00</u>   |



| Post Date  | Journal | Description                        | GL Number       | DR Amount | CR Amount |
|------------|---------|------------------------------------|-----------------|-----------|-----------|
| 12/31/2021 | AP      | SPARTAN STORES                     |                 |           |           |
|            |         | CONTRACTED SERV                    | 509-762-818.000 | 25.65     |           |
|            |         | OPERATING SUPPLIES                 | 101-441-750.000 | 8.37      |           |
|            |         | Vnd: 0088 Invoice: DECEMBER 2021   | 509-000-202.000 |           | 25.65     |
|            |         | Vnd: 0088 Invoice: DECEMBER 2021   | 101-000-202.000 |           | 8.37      |
|            |         | Expected Check Run: 01/25/2022     |                 |           |           |
|            |         |                                    |                 | 34.02     | 34.02     |
| 12/31/2021 | AP      | ST IGNACE TRUE VALUE               |                 |           |           |
|            |         | OPERATING SUPPLIES                 | 591-552-750.000 | 278.92    |           |
|            |         | OPERATING SUPPLIES                 | 509-762-750.000 | 82.97     |           |
|            |         | OPERATING SUPPLIES                 | 101-265-750.000 | 41.64     |           |
|            |         | EQUIP MAINT SUPP                   | 590-541-778.000 | 4.78      |           |
|            |         | EQUIP MAINT SUPP                   | 641-582-778.000 | 40.57     |           |
|            |         | OPERATING SUPPLIES                 | 641-581-750.000 | 23.98     |           |
|            |         | Vnd: 0206 Invoice: DECEMBER 2021   | 591-000-202.000 |           | 278.92    |
|            |         | Vnd: 0206 Invoice: DECEMBER 2021   | 509-000-202.000 |           | 82.97     |
|            |         | Vnd: 0206 Invoice: DECEMBER 2021   | 101-000-202.000 |           | 41.64     |
|            |         | Vnd: 0206 Invoice: DECEMBER 2021   | 590-000-202.000 |           | 4.78      |
|            |         | Vnd: 0206 Invoice: DECEMBER 2021   | 641-000-202.000 |           | 64.55     |
|            |         | Expected Check Run: 01/25/2022     |                 |           |           |
|            |         |                                    |                 | 472.86    | 472.86    |
| 01/25/2022 | AP      | STATE OF MICHIGAN                  |                 |           |           |
|            |         | OPERATING SUPPLIES                 | 101-441-750.000 | 180.00    |           |
|            |         | Vnd: 0310 Invoice: 2022 MEMBERSHIP | 101-000-202.000 |           | 180.00    |
|            |         | Expected Check Run: 01/25/2022     |                 |           |           |
|            |         |                                    |                 | 180.00    | 180.00    |
| 12/31/2021 | AP      | SYNCB/AMAZON                       |                 |           |           |
|            |         | OPERATING SUPPLIES                 | 101-301-750.000 | 165.98    |           |
|            |         | Vnd: 3205 Invoice: 4763933489895   | 101-000-202.000 |           | 165.98    |
|            |         | Expected Check Run: 01/25/2022     |                 |           |           |
|            |         |                                    |                 | 165.98    | 165.98    |
| 12/31/2021 | AP      | SYNCB/AMAZON                       |                 |           |           |
|            |         | OPERATING SUPPLIES                 | 590-541-750.000 | 69.90     |           |
|            |         | Vnd: 3205 Invoice: 647339667876    | 590-000-202.000 |           | 69.90     |
|            |         | Expected Check Run: 01/25/2022     |                 |           |           |
|            |         |                                    |                 | 69.90     | 69.90     |
| 12/31/2021 | AP      | SYNCB/AMAZON                       |                 |           |           |
|            |         | OPERATING SUPPLIES                 | 590-541-750.000 | 15.88     |           |
|            |         | Vnd: 3205 Invoice: 879995449779    | 590-000-202.000 |           | 15.88     |
|            |         | Expected Check Run: 01/25/2022     |                 |           |           |
|            |         |                                    |                 | 15.88     | 15.88     |

| Post Date                    | Journal | Description   | GL Number  | DR Amount               | CR Amount               |
|------------------------------|---------|---|--|-------------------------|-------------------------|
| 01/25/2022                   | AP      | SYNCB/AMAZON<br>OPERATING SUPPLIES<br>Vnd: 3205 Invoice: 463343647889 | Invoice: 463343647889 Ref#: 62407(XXXXX XXXX XXX753 0)<br>101-172-750.000<br>101-000-202.000 | 74.29                   | 74.29                   |
|                              |         | Expected Check Run: 01/25/2022  |  | <u>74.29</u>            | <u>74.29</u>            |
| 01/25/2022                   | AP      | TED FESTERLING LLC<br>EQUIP MAINT SUPP<br>Vnd: 2455 Invoice: 9622     | Invoice: 9622 Ref#: 62384(DPW-ACUTATING CYLINDER)<br>641-582-778.000<br>641-000-202.000      | 389.24                  | 389.24                  |
|                              |         | Expected Check Run: 01/25/2022  |  | <u>389.24</u>           | <u>389.24</u>           |
|                              |         |   |  | <u><u>73,010.52</u></u> | <u><u>73,010.52</u></u> |
| Cash/Payable Account Totals: |         |   |  |                         |                         |
|                              |         | ACCOUNTS PAYABLE  | 101-000-202.000  |                         | 62,068.26               |
|                              |         | ACCOUNTS PAYABLE  | 209-000-202.000  |                         | 43.14                   |
|                              |         | ACCOUNTS PAYABLE  | 509-000-202.000  |                         | 695.50                  |
|                              |         | ACCTS PAYABLE   | 590-000-202.000  |                         | 174.92                  |
|                              |         | ACCT PAYABLE  | 591-000-202.000  |                         | 8,766.36                |
|                              |         | ACCT PAYABLE  | 641-000-202.000  |                         | 1,262.34                |
|                              |         |   | TOTAL INCREASE IN PAYABLE:   |                         | 73,010.52               |

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

A Regular Meeting of the St. Ignace –Area EMS Council was held on Tuesday, December 21, 2021 in the St. Ignace Municipal Building. The meeting was called to order at 2:00 p.m. by Chairperson Blake-Thomas.

**Members Present:** Ed Serwach, Brevort Township; Treasurer Laurie Collier, Hendricks Township; Vice Chairperson Austin Kimberling, Moran Township (2:10 p.m.); Eric Danielson, St. Ignace Township; Chairperson David Blake-Thomas, Trout Lake Township; Darcy Long, City of St. Ignace.

**Absent:** Dallas Hyde, Cheboygan Life Support Systems (CLSS).

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

**Public Comment** – None.

**Consideration of minutes from November 16, 2021 Council Meeting:**

Correction to strike Darcy Long from the “Present” list.

It was moved by Chairperson Blake-Thomas, seconded by Treasurer Collier, to approve the minutes from November 16, 2021, with the correction. Motion carried unanimously.

**Board Reports:**

a. CLSS Financial Report – Mark Wilk, Area Manager, reviewed the Profit & Loss statements between January to November 2020 compared to January to November 2021, reporting an overall profit in November of \$8,500. Run volumes have decreased and there are three pay periods in December, so the year-end balance is expected to be around zero with all other things considered. Mr. Wilk reminded Council that the Payroll Protection funds have been the sole financial support in keeping the service from extensive loss.

b. Operations Report – Mr. Wilk reported the crew’s recent activity during the holiday, stating each member received a gift card from CLSS and participated in a Christmas party sponsored by Galor Funeral Home.

Mr. Wilk requested Council’s approval on graphics for the ambulance vehicle to read “Straits Area EMS” to coincide with the current business reference. It was moved by Ed Serwach, seconded by Vice-Chairperson Kimberling, to approve the name “Straits Area EMS” to be displayed on the ambulance vehicle.

Mr. Wilk updated Council on the old ambulance vehicle being transported to Holland to scrap. It was moved by Treasurer Collier, seconded by Ed Serwach, to authorize Mr. Wilk to sign the title to release the vehicle.

c. SI-Area EMS Council Financial Report – Laurie Collier, Treasurer, reviewed the balance sheet with Council stating a balance of \$47,714.55.

**Old Business:**

a. Approval of 2022 Budget – Chairperson Blake-Thomas requested Council’s approval on the 2022 Budget as presented. It was moved by Vice-Chairperson Kimberling, seconded by Darcy Long, to approve the 2022 Budget.

**Roll Call Vote:**

Yes: Ed Serwach, Darcy Long, Treasurer Collier, Vice-Chairperson Kimberling, Eric Danielson  
And Chairperson Blake-Thomas.

No: None.

Motion carried unanimously.

b. New Building Update – Chairperson Blake-Thomas informed Council that he had authorized C2AE to proceed with wetland delineation testing and topographical surveys on the proposed properties for the building which indicated mostly State wetlands and some areas that are under ownership of the FAA. Once Mackinac County has approved the site and a final report is complete through C2AE, soil testing and other final tests can be scheduled.

Chairperson Blake-Thomas also stated that he plans to submit an application for a Michigan Economic Development Corporation (MEDC) grant due January 7<sup>th</sup> to apply for additional financial support for the building.

c. Approval to Sign C2AE Contract – Chairperson Blake-Thomas presented Council with a contract with C2AE for \$54,500 for Phase One, stating Mackinac County will be responsible for paying for the testing done on surrounding properties by the Ambulance building site. It was moved by Ed Serwach, seconded by Darcy Long, to approve the contract with C2AE.

**Roll Call Vote:**

Yes: Ed Serwach, Treasurer Collier, Vice-Chairperson Kimberling, Eric Danielson, Chairperson  
Blake-Thomas and Darcy Long.

No: None.

Motion carried unanimously.

d. Update on Transformation into an Authority – Chairperson Blake-Thomas reviewed the process for the Articles of Incorporation for the Authority with Council and distributed a draft copy of the Articles to each member for review.

e. Draft Bylaws for Authority – Chairperson Blake-Thomas informed Council that the Bylaws for the Authority will be considered and voted on at the January meeting.

**New Business:**

a. Tribal 2% Grant - Mr. Wilk informed Council that the Straits Area EMS received \$5,000 in the Sault Tribe’s 2% contributions to put towards a Powerload cot, as well as applying for an Enbridge grant of \$25,000 on January 1<sup>st</sup>.

b. 2022 Wage Increase for EMT’s and Paramedics – Chairperson Blake-Thomas discussed CLSS’s pay increases for EMT’s in the next year, as well as the changes in their pay scale/structure and how it could affect the St. Ignace crews. Chairperson Blake-Thomas also shared with Council some of the complaints from staff that seem to make it difficult to draw EMTs to work in St. Ignace. After some discussion, it was moved by Darcy Long, seconded by

Ed Serwach, to approve following the CLSS's planned pay scale for 2022 with the St. Ignace staff. Motion carried unanimously.

c. Management Service Contract - Chairperson Blake-Thomas discussed the Management Service contract he had sent out for Council to review and consider. It was moved by Treasurer Collier, seconded by Ed Serwach, to approve signing the contract. Motion carried unanimously.

d. Election of New Board Secretary – Chairperson Blake-Thomas informed Council the vacant position of Secretary for the Council is a two-year term, describing all of the responsibilities. It was moved by Vice-Chairperson Kimberling, seconded by Ed Serwach, to approve Darcy Long as Secretary of the Council. Motion carried unanimously.

**Adjourn:**

The next Regular Council Meeting will be held on Tuesday, January 18, 2022, at 2:00 p.m. in the St. Ignace Municipal Building.

There being no further business, it was moved by Treasurer Collier, seconded by Vice-Chairperson Kimberling, to adjourn the meeting at 2:56 p.m. Motion carried unanimously.