

CITY COUNCIL MEETING

St. Ignace, Michigan

Monday, November 6, 2023 – 7:00 p.m.

City Council Chambers/Virtual Hybrid Attendance Meeting

Zoom Meeting ID: 847 0647 1784

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

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Invocation
- 4) Roll Call
- 5) Additions to the Agenda
- 6) Public Comment (3-minute limit)
- 7) Consideration of Minutes of October 16 and October 30, 2023
- 8) Old Business
 - A. Unsold Reverted Parcel
- 9) New Business
 - A. Police Department Update
 - B. Proclamations for R. St. Louis & T. Cronan
 - C. Planning Commission Report on Parcel Rezone
- 10) Consideration of Bills
- 11) Public Comment (3-minute limit)
- 12) Management Report
- 13) Committee Reports
 - A. Dock 3 Committee
 - B. Straits Area EMS (SAEMS) Authority
- 14) Council Member Comments

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

A Regular Meeting of the St. Ignace City Council was held on Monday, October 16, 2023, in City Hall Council Chambers as a hybrid attendance meeting with Zoom video conference available. Mayor LaLonde called the meeting to order at 7:00 p.m. and asked for a moment of silence in remembrance of John O. Boynton who served on City Council between 1968 and 2005. The Pledge of Allegiance followed and Councilmember Gustafson led the invocation.

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

ABSENT: Councilmember Pelter. It was moved by Councilmember Cronan, seconded by Mayor Pro-Tem St. Louis, to excuse Councilmember Pelter from the meeting due to being out of town. Motion carried unanimously.

STAFF PRESENT: Scott Marshall, City Manager; Andrea Insley, City Clerk/Treasurer; Kevin James, Police Chief; Cathy Lamb, Recreation Facility Manager.

ADDITIONS TO THE AGENDA

Councilmember Williford – Planning Commission discussion.
Mayor LaLonde – Closed Session request from Negotiations Committee per MCL 15.268(c) regarding the AFSCME Union.

PUBLIC COMMENT *(3-min limit)*

No public comment was received.

CONSIDERATION OF THE MINUTES OF THE OCTOBER 2, 2023, REGULAR COUNCIL MEETING:

It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to approve the minutes of the October 2, 2023, Regular Council meeting as presented.
Motion carried unanimously.

OLD BUSINESS

No Old Business was discussed.

NEW BUSINESS

A. RESOLUTION 23-31 ANTIQUE SNOWMOBILE BRIDGE CROSSING 2023

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

WHEREAS: The St. Ignace Visitors Bureau requests permission to conduct the “Antique Snowmobile Bridge Crossing”; and

WHEREAS: This event requires the usage of the Little Bear East Arena conference room and parking lot; and

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

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

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

BE IT RESOLVED: The St. Ignace City Council does approve Special Events status for the “Antique Snowmobile Bridge Crossing 2023”; now further

BE IT RESOLVED: The St. Ignace City Council does approve usage of the St. Ignace Little Bear East Arena conference center and parking lot on Saturday, December 9, 2023, from 8:00 a.m. to 2:00 p.m.

Roll Call Vote:

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

No: None.

Absent: Councilmember Pelter.

Resolution declared Adopted.

In a separate motion, it was moved by Councilmember Gustafson, seconded by Councilmember Williford, to add the date of the event to the Resolution. Motion carried unanimously.

B. UNSOLD REVERTED PARCEL

City Manager Marshall reviewed the correspondence received from Mackinac County regarding parcel 052-160-015-00 located at 930 North State Street. After some discussion, it was the consensus of Council to request more information from the County before deciding on whether to reject or accept the deed to the parcel from Mackinac County. The decision to reject the deed to the parcel would have to be submitted in writing to the Mackinac County Treasurer on or before December 31, 2023.

C. CITY MANAGER TRAINING OCTOBER 2023

City Manager Marshall informed Council that he plans to attend one of a series of three training sessions offered by the Michigan Government Finance Officers Association (MGFOA) held on October 24th in Okemos, Michigan from 9:00 a.m. to 2:30 p.m.

It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to approve City Manager Marshall attending the training with MGFOA in Okemos on October 24th.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

D. FINANCIALS SEPTEMBER 2023

City Manager Marshall reviewed the financials with Council for September 2023. It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to approve the financials for September 2023 as presented.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

ADDITION TO THE AGENDA (1)

Councilmember Williford – Planning Commission Discussion

Councilmember Williford informed Council that the City's website was discussed as a concern at recent Planning Commission meetings, indicating that the City has not regularly displayed updated information. It was suggested to designate a website organizer to improve communication with those who visit the site. City Manager Marshall informed Council that it is the responsibility of his office to oversee the website and with the Administrative Assistant in place, the City will follow up more efficiently.

CONSIDERATION OF BILLS

Mayor LaLonde inquired about the timing of the payment versus the invoice date of the Blarney Castle invoice for Marina fuel. City Clerk/Treasurer Insley verified that it is not uncommon to see an invoice dated two months prior to a due date for payment from Blarney Castle. It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to approve paying the bills in the amount of \$65,295.33 as presented.

Airgas	Rental Gases	\$34.35
American Test Center Inc.	Overhead Lift Testing	\$450.00
Automated Comfort Controls	LBE Repair	\$1,025.19
Belonga Plumbing & Heating	Marina Parts/WTR Parts	\$317.50
Blarney Castle Oil	Marina Fuel	\$16,905.34
Blarney Castle Oil	Golf Course Fuel	\$516.72
BS&A Software	A.Insley - Bank Rec Training	\$200.00
Charles J. Palmer, P.C.	September 2023 Statement	\$1,656.24
Covenant Medical Center	SIPD - Medical Screening	\$195.00
Cut River Small Engine Repair	Golf Supplies	\$190.00

EJ USA	WTR/WWTR Supplies	\$4,253.99
ETNA Supply	3" Meter-MSHS/Marking Flags	\$2,665.00
Ferguson Waterworks	Marking Flags	\$191.95
Gordon Food Service	LBE Concession	\$138.72
Harrell's	Golf Course Supplies	\$561.00
Howies Hockey Tape	LBE Concession	\$340.23
Hydrite Chemical Co.	Ferric Chloride Tech Bulk	\$13,357.02
J.A.S. Veneer & Lumber	LBE-Olympia Blade Sharpening	\$135.00
Kimball Midwest	DPW Supplies	\$1,136.43
Kurt Ney	September Cart Rental	\$947.00
Mackinac County Treasurer	Reimbursement for Refund Assessor Changes	\$39.03
Manning's Northern Tire	DPW Repair	\$2,546.00
Motor Parts and Equipment (NAPA)	September 2023 Statement	\$750.67
National Office Products	September 2023 Statement	\$1,466.98
Northern MI Assoc Chief of Police	K. James Annual Dues	\$75.00
Performance Food Service	LBE Concession	\$726.54
Pitney Bowes	Postage Meter Supplies	\$161.83
Pollardwater	Sludgepro - WWTR Tool	\$307.55
Pomasl Fire Equipment	SIFD-Supplies	\$1,490.60
Quill	September 2023 Statement	\$184.69
Skidders	Cement Saw Air Filter	\$84.89
SpartanNash	September 2023 Statement	\$263.77
Spartan Distributors	Golf Parts	\$75.49
St Ignace True Value	September 2023 Statement	\$830.35
St. Ignace Auto	September 2023 Statement	\$238.77
Straits Building Center	September 2023 Statement	\$3,536.55

Summit Fire Protection	Fire Extinguisher Annual Maintenance	\$3,030.00
The Trophy Case	Nameplates	\$40.00
Truck & Trailer Specialties Inc	New Pickup Accessories	\$1,172.09
UP North Flags & Poles	Marina Flags	\$75.90
UP State Credit Union Visa	September 2023 Statement	\$1,174.76
USA Bluebook	RRI - Scale	\$1,721.19
Witmer Public Safety Group Inc	SIFD-Barricade Tape	\$86.00
		\$65,295.33

Roll Call Vote

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

No: None.

Motion carried unanimously.

PUBLIC COMMENT (3 min limit)

Public comment was received regarding the City’s website. It was also announced that the candidates running for City Council in the November 7th election will be at the Library for “Coffee with the Candidates” on Friday, October 20th at 10:00 a.m.

MANAGEMENT REPORT

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

- Fiber internet infrastructure expansion meeting
- Dock 3 meeting rescheduled to October 18th at 10:00 a.m.

COMMITTEE REPORTS

- A. Planning Commission – Planning Commission Chairperson Dayrell-Hart reported to Council that the Planning Commission has recently reviewed basic proposals for the new Zoning maps with Beckett & Raeder and discussed the ordinance process for future updates. Concerns regarding ordinance enforcement were also discussed, as well as requirements for updating the C.I.P. for 2027.
- B. Finance/Utility Committee – Chief James informed Council that the Committee discussed suggestions for recruiting new officers and practices to help retain current staff. Minutes were provided from the October 12th meeting.

COUNCILMEMBER COMMENTS

Councilmember comments were received.

ADDITION TO THE AGENDA (2)

Mayor LaLonde – Closed Session Request from Negotiations Committee regarding the AFSCME Union per MCL 15.268(c) *For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement.*

It was moved by Councilmember Cronan, seconded by Councilmember Williford, to enter into Closed Session at 8:02 p.m.

Roll Call Vote:

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

No: None.

Absent: Councilmember Pelter.

Motion carried unanimously.

Council returned from Closed Session at 8:34 p.m.

There being no further business, the meeting adjourned at 8:35 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer

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

A Special Meeting of the St. Ignace City Council was held on Monday, October 30, 2023, in the City Hall Council Chambers. The meeting was called to order at 6:00 p.m. by Mayor LaLonde, followed by the Pledge of Allegiance. Councilmember Gustafson led the invocation.

PRESENT FROM CITY COUNCIL: Councilmembers Cronan, Fullerton, Gustafson, Mayor LaLonde, Councilmember Pelter (arrived 6:10 p.m.), Mayor Pro-Tem St. Louis, and Councilmember Williford.

ABSENT: None.

STAFF PRESENT: Scott Marshall, City Manager; Andrea Insley, City Clerk-Treasurer; Charles Palmer, City Attorney; Kevin James, Police Chief; Cathy Lamb, Recreation Facility Manager; Kurt Ney, Golf Manager.

PUBLIC COMMENT *(3-min limit)*

No public comment was offered.

NEW BUSINESS

A. CONSIDERATION OF CLOSED SESSION FOR F.O.P. & AFSCME NEGOTIATIONS

City Manager Marshall informed Council that the process for meeting in a Closed Session with the City's Negotiations Committee is under review concerning the Open Meetings Act (OMA). After some discussion, City Attorney Palmer recommended to Council that any motions to approve Closed Sessions, between the Negotiations Committee and either Union group, should specifically state who requested the meeting, the subject matter to be discussed, and the OMA MCL requirement.

It was moved by Councilmember Gustafson, seconded by Councilmember Cronan, to authorize the Negotiations Committee to hold Closed Sessions if requested by either Union group, per the OMA requirements, for the purposes of bargaining a Union contract.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

B. BUDGET 2024 WORK SESSION I

City Manager Marshall reviewed spreadsheets with the 2024 budgets by department in the following funds: 590, 591, 509, 584, and 101. City Manager Marshall stated most revenue numbers are preliminary and projections may be updated in the next Work Session.

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to approve scheduling the next Work Session for Monday, November 13th at 6:00 p.m. Motion carried unanimously.

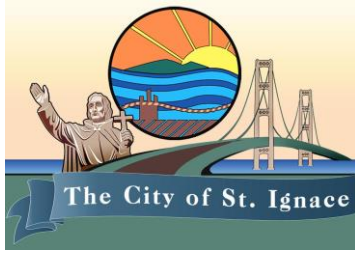
COUNCILMEMBER COMMENTS

No Councilmember comments were offered.

There being no further business, the meeting adjourned at 8:04 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer



City of St. Ignace, MI

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

Staff Report

Agenda Date: 11/06/2023

Presenter: Police Chief Kevin James

Department: Administration

Scott Marshall, City Manager:

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

AGENDA ITEM TITLE: Police Department Update

BACKGROUND:

Police Chief James would like to discuss hiring incentives for the vacant police officer positions as well as the need for an additional police officer.

CITY COUNCIL MEETING
City Council Chambers
Monday, November 6th, 2023
**** **MANAGER'S REPORT******

Unsold Parcel 930 North State- Mackinac County notified the City that there was a parcel of property within the city limits that was not sold at the tax foreclosure auction. According to Public Act 123 of 1999, Mackinac County must notify the City and the properties will be deeded to the city unless we reject the property. Regardless of whether the city decides to keep or return the property to Mackinac County, the City will be invoiced for back taxes in the amount of \$2,976.00. The City has the option to keep the property and potentially sell it for a profit, pending a public hearing. A decision must be made to Mackinac County by December 31, 2023.

Planning Commission Report on Parcel Rezone- Planning Commission Public Hearing on November 6th to discuss request to rezone parcel on Bluff and Balsam from R2 to R3 to allow for condominium project. PC will make a recommendation to council at the November 6th council meeting.

Fiber Internet Infrastructure Expansion- Update at council

Dock 3 Committee Meeting- Thursday November 9th, 2023 at 1pm.

Training- The Administrative Assistant, Billing Clerk and I attended online FOIA training on November 2nd. I attended online collective bargaining training on November 2nd. DDA Director Ryan Sigmon is attending a Michigan Downtown Association workshop November 2-3, 2023.

Ferry Lane Road Paving Project- I am meeting with Senator Damoose on November 6th to discuss funding for paving Ferry Lane Road. Update at council.

Union Negotiations- AFSCME Negotiation Monday November 6th 2023 at 1pm. Fraternal Order of Police Negotiations November 28th at 1pm.



City of St. Ignace | Dock 3 Committee
Minutes October 18, 2023 | City Hall Council Chambers
Unofficial Minutes

Committee Members Present: Councilmember Fullerton, Councilmember Williford, Councilmember Cronan, and Barb Brown

Staff Present: City Manager Marshall, Brooklynn Schlehuber

Meeting called to order: 10am

Review of Draft Use Agreement:

City Manager Scott Marshall stated the purpose of the meeting is to discuss the starting draft of the 'Use Agreement' for the sole purpose of managing the dumpsters at Dock 3. Marshall read through the draft agreement.

Items in **3. Conditions** produced a conversation relating to the time frame Mackinac Island Service Co. would have for the dumpster removal. Arnold Freight Representative, Chris Brown informed the committee that Mackinac Island Service Co. has recently purchased a new truck and hired a new employee. In addition to this conversation, it was stated by Brown that the additional employee would help facilitate the removal in a timely manner and referred to **3. I.** that allowed reasonable adjustments to the timeframe.

It was proposed that Billy Fraser be involved in a conversation where himself and Brad Chambers can determine an exact location of where dumpsters should be located that would not affect the day-to-day operations of DPW.

The structure of the agreement being a 'Use Agreement', or a 'Lease Agreement' was brought up. It was agreed upon by the committee that further discussion regarding this concern could be addressed in a subsequent Dock 3 committee meeting.

Marshall moved on to Violations and Fines. It was agreed by the committee that fines for violations in the current draft needed to be adjusted. A consensus regarding violations would start with a verbal notice, then written and lastly a fine would be issued if the problem became chronic. Dollar amounts for fines were suggested in the amounts of \$50.00 and ranged up to \$250.00. A timeframe for the correction of potential issues was discussed but not solidified. The committee is working on a low and high number as a starting point for an annual fee. It was suggested that an appraiser be hired to determine the value of land. The cost to pay the appraiser would come from the Dock 3 funds.

Meeting Adjourned: 11:40

STRAITS AREA EMS AUTHORITY Official Board Proceedings

A Regular Meeting of the Straits Area Emergency Medical Service (SAEMS) Authority was held on Tuesday, September 19, 2023 in the St. Ignace Municipal Building. The meeting was called to order at 3:33 p.m. by Chairperson Austin Kimberling.

Members Present:

Chairperson Austin Kimberling, Moran Township
Vice-Chairperson: Eric Danielson, St. Ignace Township
Treasurer Laurie Collier, Hendricks Township
David Blake-Thomas, Trout Lake Township
Scott Marshall, City of St. Ignace

Absent: Ed Serwach, Brevort Township

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

Consideration of minutes from August 15, 2023 Authority Meeting:

It was moved by Ms. Collier, seconded by Mr. Marshall, to approve the minutes from August 15, 2023 as presented. Motion carried unanimously.

Public Comment – None.

Board Reports:

- A. CLSS Financial Report – Mr. Blake-Thomas reviewed the past month of income and expenses that the Authority is receiving and paying. There were three incomes totaling \$802.55 and expenses of \$84,819.66 in Operating Expenses and 180,068.66 in New Building Expenses, for an August loss of \$264,085.81. There was no P&L from CLSS for the past month. Mr. Blake-Thomas went over the Authority General Fund Revenue and Expenses, along with the Authority Capital Projects R&E, and the Authority Capital Equipment Fund R&E reports.

- B. Operations Report – Mr. Wilk talked about the coverage for the annual Labor Day Bridge Walk and that we should be receiving some reimbursement from the state on this. Vehicle maintenance should be limited to for the rest of the year to just oil changes and tire rotation. Mr Wilk reported that our oldest rig was involved in a very minor accident at the bridge yesterday. No damage to our vehicle. Minor damage to the front of the other vehicle. The work on the Mackinac Bridge this fall should not cause any major issues for us on transfers. At first it was reported that the traffic could be a factor in crossing. Mr. Wilk mentioned that we are providing stand by coverage for the home football games. Mr. Wilk also reported that there is a bill being talked about that could drastically impact our reimbursement on transfers.

Question was asked by Mr. Collier if 497 was still being used for Primary calls. Mr. Wilk replied that it was.

- C. Financial Report – Treasurer Collier reviewed the current balance sheet showing a total cash balance of \$738,781.41, of which \$407,073.01 are unrestricted funds. Motion made by Mr. Marshall, seconded by Mr. Blake-Thomas to approve the financial report. Motion carried.

Old Business:A. New Building Update:

Mr. Blake-Thomas presented a slide show of the new building. The floor has been poured and the framers should be here soon to start the walls. Temporary power is still being worked on.

B. FY2024 Budget Public Hearing:

This will be at the October 17th board meeting.

C. Proposed Revisions to Draft FY2024 Budget:

These will be done by cost centers.

New Business:A. Election of Board Secretary:

Motion by Mr. Blake-Thomas, seconded by Mr. Danielson to appoint Mr. Marshall as Board Secretary. Motion carried unanimously.

B. Resolution to Change Bank Account Signatories:

Motion by Mr. Blake-Thomas, seconded by Mr. Kimberling to approve Resolution 23-03 to remove Mr. Long, and add Mr. Marshall to the bank account signatories. Roll Call: Mr. Danielson: Yes; Mr. Marshall: Yes; Mr. Blake-Thomas: Yes; Ms. Collier: Yes; Mr. Kimberling: Yes. Mr. Serwach absent.

Adjourn:

There being no further business, it was moved by Ms. Collier, seconded by Mr. Danielson to adjourn the meeting at 4:00 p.m. Motion carried unanimously.

The next meeting will be held October 17th at 3:30 pm.

Austin Kimberling, Chairperson