



CITY COUNCIL MEETING

St. Ignace, Michigan

Monday, February 5, 2024 – 7:00 p.m.

City Council Chambers

Zoom Meeting ID: 878 6148 3081

******AGENDA******

- 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 January 22, 2024
- 8) Business
 - A. 930 N. State Street Update
 - B. Mackinac County Housing Update – Jodi Kaiser
 - C. Pond Hockey Update
 - D. Amendment to Resolution 24-03 – Non-Union Pay Correction
 - E. City Manager MSU Zoning Administrator Certificate Program
- 9) Consideration of Bills
- 10) Public Comment (3-minute limit)
- 11) Management Report
- 12) Committee Reports
- 13) Council Member Comments

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

A Regular Meeting of the St. Ignace City Council was held on Monday, January 22, 2024, in City Hall Council Chambers as a hybrid attendance meeting with Zoom video conference available. Mayor LaLonde called the meeting to order at 7:00 p.m., and the Pledge of Allegiance followed. Mayor Pro-Tem Gustafson led the invocation.

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

ABSENT: None.

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

PUBLIC COMMENT *(3-min limit)*

No public comment was received.

CONSIDERATION OF THE MINUTES OF THE JANUARY 8, 2024 COUNCIL MEETING:

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Litzner, to approve the minutes of the January 8, 2024 Regular Council meeting as presented.
Motion carried unanimously.

BUSINESS

A. DRAFT 2024 FEE SCHEDULE – LBE, MARINA & GOLF COURSE PROPOSED

City Manager Marshall reviewed the proposed updates to the City's Fee Schedule with Council. The fees discussed were only for Little Bear East, the Marina and the Golf Course.

B. 2024 VOLUNTEER FIRE CAPACITY GRANT PROGRAM

City Manager Marshall informed Council that the Fire Department was awarded matching funds up to \$3,900 with the 2024 Volunteer Fire Capacity Grant Program through the State of Michigan DNR.. The grant proceeds are a 50/50 match to purchase a 2,000-gallon self-supported water tank and a turbo-draft fire eductor. Three different vendor quotes were provided for each piece of equipment. Witmer quoted the most cost-effective water tank at \$1,751, and Water Supply Innovations LLC submitted the lowest quote for the turbo-draft fire eductor at \$3,870.

It was moved by Councilmember Shepard, seconded by Councilmember Eyre, to approve purchasing the water tank from Witmer, and the turbo-draft fire eductor from Water Supply Innovations LLC with the matching grant proceeds.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

C. COMMITTEE APPOINTMENTS

Mayor LaLonde requested Council approval for the following committee appointments:

- Tom Cronan as an alternate for the Board of Review;
- Kharizma Labinski to the Cemetery Committee through 12/25;
- Steven Paquin, Rick Marshall, Ken Brown and Larry Belonga to the Construction Board of Appeals through 12/25;
- Mayor LaLonde to the Dock #3 Committee through 12/25;
- City Clerk/Treasurer Insley and Sherry Cece, Asst City Clerk, to the Policy Committee through 12/25.
- It was noted that Deana Draze was appointed to the Library Board. Library Board positions are a five-year term.

It was moved by Councilmember Litzner, seconded by Councilmember Pelter, to approve appointing the committee members as presented.

Motion carried unanimously.

Mayor Lalonde informed Council that the Building Authority no longer needs to be active with the construction of the Fire Hall now complete.

It was moved by Councilmember Eyre, seconded by Mayor Pro-Tem Gustafson, to approve disbanding the Building Authority.

Motion carried unanimously.

Mayor LaLonde requested Council's approval to also disband the Golf Course committee, as it is no longer utilized. It was moved by Councilmember Williford, seconded by Councilmember Litzner, to approve disbanding the Golf Course Committee.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

D. CITY MANAGER MME TRAINING

City Manager Marshall requested Council's approval to attend the Michigan Municipal Executives (MME) 2024 Winter Institute in Lansing Jan 29 – Feb 1.

It was moved by Councilmember Shepard, seconded by Councilmember Pelter, to approve the City Manager attending the MME Winter Institute in Lansing on January 30 and 31st.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

E. CLERK TRAINING INSTITUTE – UB DEPUTY CLERK

City Clerk/Treasurer Insley requested Council's approval for the Utility Billing-Deputy Clerk, Kharizma Labinski, to attend the Michigan Association of Municipal Clerks (MAMC) Institute in

Mt. Pleasant March 17th – 22nd. The training is a three-year institute and this year would be considered year one.

It was moved by Councilmember Shepard, seconded by Councilmember Pelter, to approve the MAMC training for the UB Deputy Clerk, Kharizma Labinski in Mt. Pleasant from March 17th to March 22nd.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

F. RESOLUTION 24-01 POND HOCKEY 2024

RESOLUTION

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

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

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

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

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

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

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

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

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

G. RESOLUTION 24-03 NON-UNION PAY 2024

RESOLUTION

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

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

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

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

Clerk/Treasurer, Andrea Insley	\$51,415	\$54,535
Golf Course Manager, Kurt Ney	\$36,500	\$38,500
Marina Director, Joe Stearns	\$40,000	\$42,500
DPW Director, William Fraser	\$63,533	\$66,653

FURTHER BE IT RESOLVED:

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

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

H. ELECTION BOARD APPROVAL FOR FEBRUARY 27TH PRESIDENTIAL PRIMARY ELECTION

The City of St. Ignace Election Commission recommends the following Election Board for the Presidential Primary Election on Tuesday, February 27, 2024:

ELECTION BOARD

Laurie Steiner, Chairperson (R)
Renee Vonderwerth (R)
Sherry Cece (D)
Donna LaLonde (D)
Debra Ferguson (R)
Mary Kay Tamlyn (R)
Betsy Turf (D)
Martha Sjogren (R)

Helen Thibault (D)

RECEIVING BOARD

Renee Vonderwerth (R) and Donna LaLonde (D)

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Shepard, to approve Mayor LaLonde abstaining from the vote for the Election Board due to conflict of interest. Motion approved six to zero.

It was moved by Councilmember Shepard, seconded by Councilmember Williford, to approve the Election Boards for the Presidential Primary Election on Tuesday, February 27, 2024 as presented.

Roll Call Vote:

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

No: None.

Abstain: Mayor LaLonde.

Motion carried six to zero, with one abstaining.

I. FINANCING FOR PURCHASE OF WATER DEPARTMENT PICK-UP TRUCK

City Manager Marshall informed Council that there were two bids received for the financing of the 2024 Ford F-150 for three years, one from First National Bank for 5.875% and one from Central Savings Bank for 6.97%.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Shepard, to approve financing \$60,309 with the First National Bank at 5.875% for three years.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

J. JULY 4TH FIREWORKS

City Manager Marshall presented Council with an updated agreement between the City and the St. Ignace Visitors Bureau (SIVB) for the July 4th Fireworks Agreement, using Small Town Saturday Night Fireworks (STSNF). The agreement includes the July 4th fireworks show for \$9,000 with the City contributing \$5,000, as originally budgeted, and the SIVB contributing \$4,000. In addition, the SIVB will be contracting directly with STSNF for the Saturday night fireworks for the 2024 season.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Litzner, to approve the agreement for the City's July 4th fireworks with the SIVB.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

K. TREASURER'S SUPPORT AGREEMENT 2024

City Clerk/Treasurer Insley requested Council's approval for the Treasurer's Support Agreement for assistance in the City Clerk's office from the former City Clerk, Renee Vonderwerth, with project-related tasks planned for 2024. It was recommended by Council to remove the third paragraph in the agreement presented.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Eyre, to approve the Treasurer's Support Agreement 2024 with the update.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

L. FINANCIALS – DECEMBER 2023

City Manager Marshall reviewed the monthly financial report for December 2023 with Council. In addition, the General Fund 101 Revenue-Expense report was included in the review.

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Litzner, to approve the December 2023 financials as presented.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

CONSIDERATION OF BILLS

Airgas USA LLC	DPW Rental Gas	\$35.45
Arrow Signs	LBE Hockey Banner/Water Plant Exit Signs	\$487.50
Beckett & Raeder	Zoning Ordinance-Planning Services	\$1,015.32
Belonga Plumbing and Heating	Water Plant Heating System Repair	\$3,787.16
Blarney Castle Oil Company	Wastewater Generator Fuel	\$487.93
BS&A Software	Assessing System Annual Service	\$1,004.00
Comfort Inn & Suites	K. Labinski-Clerk's Institute Hotel Stay	\$504.00 *
George's Body Shop	2014 F-350/2014 Police Interceptor Repair	\$2,784.12
Grainger	WWTR/WWTR RRI/Line Items/Uniforms/Safety Equip	\$1,825.73

Harris Forms	2023 W-2/W-3 Forms and Correction forms	\$458.50
Hawkins	Water Plant Supplies	\$60.00
Kimball Midwest	DPW/WTR Supplies	\$592.90
Mackinac Ford Sales	2014 Ford F-350 Tires	\$726.00
Mackinac Straits Health System	SIPD-Pre-Employment Medical Exam	\$96.00
Mark Wilk	New Water Truck Lights	\$211.60
McKinley Design	New Water Truck Bedliner	\$720.00
Michigan Assoc. Municipal Clerks	K. Labinski-Clerk's Institute	\$700.00
Michigan Association of Fire Chiefs	2024 Membership	\$40.00
Michigan Municipal Executives	S. Marshall-Winter Institute	\$425.00
Michigan Municipal Treasurers Assoc	A. Insley Treasurer to Treasurer 2024 Bundle	\$99.00
Michigan State Firemen's Association	2024 Membership	\$75.00
MSU Extension	MI Planning Guidebook/Zoning Guidebook	\$120.00
Napa Auto Parts	December 2023 Statement	\$854.60
Neal's Truck Parts	DPW Truck Parts	\$101.57
It	Water Lab Supplies	\$3,309.96
OMS Compliance	SIPD-Pre-Employment Medical Test	\$88.00
Trojan Technologies	RRI-WWTR Supplies Large Order	\$22,044.66
UIS Scada	Repair/Install Backwash Totalizer	\$3,229.32
UP State Credit Union	December 2023 Statement	\$1,461.36
USA Bluebook	WWTR Lab Supplies	\$748.71

Wolverine Power Systems	Fire Hall Generator Yearly Maintenance	\$675.00
		\$48,768.39

It was moved by Mayor Pro-Tem Gustafson, seconded by Councilmember Williford, to approve paying the bills in the amount of \$48,768.39.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

PUBLIC COMMENT (3 min limit)

No public comment was received.

MANAGEMENT REPORT

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

- The health insurance presentations;
- Meeting with MMRMA representative to discuss grants and risk management;
- Asset Management training program;
- Dock #3 update and scheduled committee meeting for February 2nd.

COMMITTEE REPORTS

A. Planning Commission – 2023 Annual Report

Planning Commission Chairperson, Betsy Dayrell-Hart, presented the annual report to Council and announced the next update meeting for the Zoning Code with Beckett & Raeder is scheduled on Tuesday, February 13th. The Master Plan’s five-year update and the RRC program were also noted as tasks to complete for the upcoming year.

COUNCILMEMBER COMMENTS

Councilmember comments were received.

CLOSED SESSION PER MCL 15.268(A), *To consider a periodic personnel evaluation of a public employee if the named individual requests a closed hearing.*

At this time, Mayor LaLonde stated that, per the request of the City Manager, Council would be entering into Closed Session, per MCL 15.268(a). It was moved by Councilmember Eyre, seconded by Mayor Pro-Tem Gustafson, to enter into Closed Session at 9:09 p.m. Motion carried unanimously.

Council returned from Closed Session at 9:53 p.m.

There being no further business, the meeting adjourned at 9:54 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer

Up North Assessing Inc

February 2, 2024

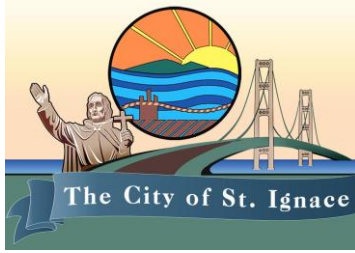
Valuation of 930 N. State St., St Ignace MI.

After reviewing sales of like kind quality properties in the same neighborhood as the subject property, it was deemed the front foot value of those properties is \$220 per ff. This parcel has 100ft of frontage, so it equates to a value of \$22,000 for 2024.

Please contact me with any questions

A handwritten signature in black ink, appearing to read "Nick Couture". The signature is stylized with a large initial "N" and a long horizontal stroke at the end.

Nick Couture



City of St. Ignace, MI

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

This report and any background material must be delivered to the City Manager's Office by 4:00 PM the Thursday prior to the second Council Meeting of the month.

Department: City Manager's Office/St. Ignace Visitors Bureau

Please provide a summary of your department's recent goals/objectives/operations, and note any issues that you would like to make the Council aware of.

Pond Hockey Update from St. Ignace Visitors Bureau:

Due to weather, we will not be having pond hockey on any outdoor rings. Instead, we will be holding 3 on 3 tournaments on Saturday and Sunday on the rink at Little Bear (by splitting the rink into 3) and working around the tournament previously scheduled on Saturday. There will be tents outdoors with alcohol/food sales by the St. Ignace Hocket Association. We will still have shuttles available for the weekend for players. We will still have the Meet and greet Thursday evening at the casino.

City of St. Ignace Special Events Application

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

Event		
Event Name: Labatt Blue U.P. Pond Hockey		
Describe the Event: Due to weather, we will not be having pond hockey on any outdoor rinks. Instead, we will be holding 3 on 3 tournaments on Saturday and Sunday on the rink at Little Bear (by splitting the rink into 3) and working around the tournament previously scheduled on Saturday. There will be tents outdoors with alcohol/food sales by the St. Ignace Hockey Association. We will still have shuttles available for the weekend for players. We will still have the Meet and Greet Thursday evening at the casino.		
Sponsoring Organization Information		
Legal Business Name: St. Ignace Visitors Bureau		
Address: 6 Spring St.	City: St. Ignace	State/Zip: MI 49781
Mailing Address: <input type="text"/>	City: <input type="text"/>	State/Zip: <input type="text"/>
Telephone: 906-643-6950	Email: info@stignace.com	
Contact Name: <input type="text"/>	Title: <input type="text"/>	
Telephone: <input type="text"/>	Email: <input type="text"/>	
Contact Person on Day of Event		
Name: Quincy Ranville	Title: events director	
Address: <input type="text"/>	City: <input type="text"/>	State/Zip: <input type="text"/>
Telephone: <input type="text"/>	Cell: 906-298-1902	Email: quincy@stignace.com
Type of Event (Check one - See Special Events Policy for additional information)		
<input type="checkbox"/> City Operated/Sponsored Event	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Run Event
<input type="checkbox"/> Co-sponsored Event (all parties must provide sponsoring info and sign application)	<input type="checkbox"/> Other (describe)	
<input checked="" type="checkbox"/> Non-Profit Event	<input type="checkbox"/> Wedding	<input type="checkbox"/> Block Party
<input type="checkbox"/> For Profit Event	<input type="checkbox"/> Video or Film Production	
Event Information		
Event Location(s): Little Bear East Arena		
Event Date(s): February 15-17, 2024		
Event Hours: All day		
Estimated date/time for set up: February 15		
Estimated date/time for clean up: February 18		
Describe set up and clean up procedures (include specifically who will be taking care of trash): Little Bear and event staff		

Event Information (continued)

Estimated DAILY attendance: **1000**

Describe crowd control plans for this event:

None, plenty of parking at Little Bear

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

Positive tourism impact

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

Describe sidewalk use:

N/A

Will street closures be necessary? YES NO

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

Describe street closures:

N/A

* Streets closed: Date/Time:

N/A

* Streets re-open: Date/Time:

N/A

Event Information (continued)

Will parking lot closures be necessary?

YES

NO

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

Describe parking lot closures:

Little Bear lots will likely be full but will not be closed.

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

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

What parking arrangements are proposed to accommodate attendance?

N/A

Will music be provided/included during the event?

YES

NO

Describe type of music proposed:

Live

Amplification

Recorded

Loudspeakers

Proposed time music will begin: 10-6

Proposed time music will end:

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

at Little Bear

Describe noise control:

Event Information (continued)

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

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

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

Sponsoring organization may be required to provide a dumpster

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

No stakes of any kind allowed on asphalt

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

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

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

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

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

Event Information (continued)

Will the event have food, beverage or concessions YES NO

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

Describe: St. Ignace Hockey Association

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

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

Will there be temporary electricity at this event? YES NO

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

Generators Use of Light Pole Outlets Temporary Distribution Panel

Do you plan to have special event signs? YES NO

Signs must conform to City's ordinances

Describe signs, proposed locations, etc.
directional if needed

Do you plan to use city entrance signs or banner

YES NO

If yes you must apply for use through the City Entrance Sign Ordinance/Municipal Banner System Policy

Application Check List (failure to provide necessary documentation will delay application review and approval)

I have attached the following items:

- Completed Application
- Event Map (includes detailed event layout for vendors, rides, booths, electrical needs, etc.)
- Detailed Plan showing road closures, sidewalk use, etc.
- Certificate of Insurance and Indemnification (due to City Manager's Office within 1 week following notice of event approval)
- Insurance Policy endorsement (due to City Manager's Office within 1 week following notice of event approval)
- Event Signage (description)
- Driver's License of applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

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

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


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

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

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

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

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

Applicant Signature 	Date <input style="width: 90%;" type="text" value="2/12/24"/>
Co-Applicant Signature	Date <input style="width: 90%;" type="text"/>
Complete this application and return it, along with all required documentation, to the City Manager's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.	Receipt Date <input style="width: 90%; height: 20px;" type="text"/>



City of St. Ignace, MI

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

This report and any background material must be delivered to the City Manager's Office by 4:00 PM the Thursday prior to the second Council Meeting of the month.

Department: City Manager's Office

Please provide a summary of your department's recent goals/objectives/operations, and note any issues that you would like to make the Council aware of.

Amendment to Resolution 24-03- Non-Union Pay Correction

There was a typo in the salary increases presented at the last council meeting January 22nd, 2024. Golf Course Manager Kurt Ney's salary was listed as \$38,500 and it should have been \$38,420. DPW Director Bill Fraser's salary was listed as \$66,533 and it should have been \$66,653.

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

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

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

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

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

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

<u>Employee:</u>	2024 Wage Approved Wage:	Wage Correction:
Golf Course Manager, Kurt Ney	\$38,500	\$38,420
DPW Director, William Fraser	\$66,533	\$66,653

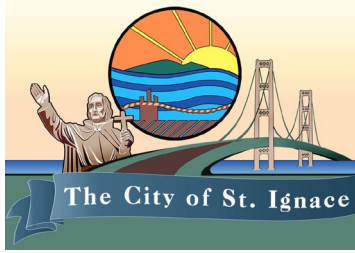
FURTHER BE IT RESOLVED: That the City Council does hereby agree to the terms and conditions as set forth in the "Contract Agreements" dated January 1, 2024 between the respective parties.

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

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, February 5, 2024, at 7:00 p.m.

bs

Andrea Insley, City Clerk/Treasurer



City of St. Ignace, MI

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

Staff Report

Agenda Date: February 5, 2024

Presenter: Scott Marshall

Department: City Manager

Scott Marshall, City Manager:

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

AGENDA ITEM TITLE: City Manager MSU Zoning Administrator Certificate Program

BACKGROUND: The Zoning Administrator Certificate Program started January 18, 2024 with a pre-session Zoom and a Self-Paced section from January 18th-February 7th. The final sections of the Zoning Administrator Certificate Program is an in-person seminar from Thursday, February 8th to February 9th.

FISCAL EFFECT: Expenses will include mileage, some meals and hotel stay for two nights (approximately \$354.90)

SUPPORTING DOCUMENTATION: Attached is the agenda for the 2-day seminar. Also included is the hotel information.

RECOMMENDATION: It is my recommendation that the City Manger attend this course as the city would greatly benefit from the knowledge that will be gained. After completing the two-day seminar, the Zoning Administrator Exam can be taken to obtain a certificate.

Agenda
February 8-9, 2024

Comfort Inn
2424 S. Mission Rd, Mount Pleasant, MI

Pre-Session via Live Zoom, January 18, 2024, 1:30-4:00pm

Job Description, Responsibilities, and Basic Ethics

Self-Paced in D2L, Jan. 18 – Feb. 7, 2024

Preparing Files, Reports & Record Keeping

Interactions with other Professionals and Agencies, and Departmental Duties

Thursday, February 8th	
11:00am – 12:00pm	Lunch and Registration
12:00 – 12:30pm	Welcome, Opening Remarks, Opening Activity – Kara Kelly
12:30 – 3:00pm	<i>Legal Issues</i> – Mary Reilly, Brad Neumann, Ron Redick, Attorney
3:00 – 3:15pm	Break (snack)
3:15 – 5:15pm	<i>Reviewing Applications: Common Procedures and Use of Forms</i> – Harmony Gmazel, Tyler Augst
5:15 – 5:30pm	Break
5:30 – 6:30pm	Buffet Dinner & Networking
6:30 – 8:00pm	<i>Customer Service and Counter Behavior</i> – Tyler Augst, Mary Reilly
Friday, February 9th	
7:00 – 8:00am	Breakfast
8:00 – 10:30am	<i>Reviewing Plot Plans and Site Plans</i> – Brad Neumann, Harmony Gmazel
10:30 – 11:00am	Break (snack and check-out)
11:00am – 12:00	<i>Inspections and Violations</i> – Mary Reilly, Tyler Augst
12:00 – 1:00pm	Buffet Lunch & Networking
1:00 – 2:45pm	<i>Inspections and Violations</i> continued
2:45 – 3:00pm	Closing Comments, Evaluation, Reflection
3:00pm	Adjourn and Depart

**Remember to complete the ZAC exam in D2L (<https://d2l.msu.edu>)
no later than six weeks after the program – **Friday, March 22nd.**

Your Room Information

Guest Name: Scott Marschall
Guests: 1 Adult
Rooms: 1
Room Plan: 1 KING SFBD/FRIDGE NS

Your Rate Information BEST AVAILABLE RATE

Rate per night

07-Feb-2024 - 08-Feb-2024 149.00 USD

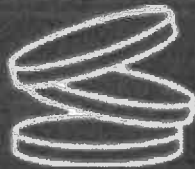
08-Feb-2024 - 09-Feb-2024 189.00 USD

Total for Stay per Room Rate 338.00 USD

Taxes (20.28 exempt)
Sales tax ~~37.18 USD~~ 16.90

Total price for Stay ~~375.18 USD~~ 354.90

 [Modify Your Reservation >>](#)



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join for free

Invoices for Approval Monday, February 5, 2024

Amazon Business	January 2024 Statement	\$238.64
Arrow Signs	LBE Signs	\$210.00
Automated Comfort Controls	LBE Heat Circulation Issues	\$187.50
Aventric Technologies	AED Sign/Pads	\$232.00
BAM Tools	Milwaukee 2 pc Battery	\$199.99
BC Pizza	LBE Concession	\$144.00
Belonga Excavating, LLC	WWTR Rental	\$160.00
Belonga Plumbing and Heating	City Garage Heater Repair	\$1,436.95
Blue Water Management Solutions	WTR Course Fraser, Laysell, Orriss, Hollister	\$660.00
Charles Gimpel	Midget Showdown Ref	\$680.00
Clifton Duvall	Midget Showdown Ref	\$630.00
ETNA Supply	RRI/WTR Line Parts	\$13,429.28
George's Body Shop Inc.	2010 Ford F350 Repair	\$413.17
Gordon Food Service	LBE Concession	\$619.50
Graham Motor?Standard Electric Co	Generator Part/Repair	\$425.00
Hampton Inn-Mnt Pleasant	City Manager Training	\$354.90
Harris Computers	Current Year Tax Forms	\$233.08
Interstate Battery	Battery/Credit	\$7.00
Johnson Controls	LBE Conference Room/Arena Heating System Repair	\$1,987.20
Kimball Midwest	LBE Supplies	\$244.04
KSS	LBE Supplies	\$470.73
Mackinac Island Ferry Company	Rental Gas	\$34.28
Mark Wilk	CPR & First Aid Certification	\$25.00
Meyer Ace Hardware	January 2024 Statement	\$930.69
MI Township Association	Board of Review Training (3 members)	\$588.00
MMRMA	Vehicle Addition Policy Increase	\$484.00
NAPA Auto Parts	January 2024 Statement	\$2,802.15
National Office Products	January 2024 Statement	\$2,543.53
National Safety Compliance	2024 Michigan Labor Law Posters	\$151.00
NSI	Water Plant Supplies	\$633.00
Paragon Laboratories	WWTP Testing	\$223.40
Quill	Office Supplies/DDA/WWTR/CHALL	\$585.66
Scott Marshall	Reimbursement	\$219.89
Spartan Nash	January 2024 Statement	\$243.57
Straits Area Building Center	January 2024 Statement	\$428.24
Taylor Auto Supply, LLC	DPW Supplies	\$19.95
The St. Ignace News	January 2024 Statement	\$138.00
USA Bluebook	Floride Pump	\$1,103.42

\$34,116.76

CITY COUNCIL MEETING
City Council Chambers
Monday February 5th, 2024
**** **MANAGER'S REPORT******

930 North State Street Parcel Update

City assessor Nick Couture assessed the value of the property at \$25,000. Some communities sell property at value or below value with agreements in place that require purchaser to build on the property within a certain time period. By Charter the City of St. Ignace is required to have a public hearing to sell city property. Requesting to take this project to the finance committee to discuss options and recommended asking price.

Mackinac County Housing Update:

Mackinac County District 3 Commissioner Jodi Kaiser will update city council about a future Mackinac County housing project within the city limits.

Pond Hockey Update- *Fresh off the Press*

Very little snow and warm weather is a bad combination for outdoor pond hockey. The Visitor Bureau recognizes pond hockey's financial impact to the community and is pivoting their efforts to keep pond hockey as scheduled for 2024. Current plans are to have indoor ½ ice games inside the Little Bear with live music and games outside in heated tents. Registrants can cancel and get a full refund or show up and play and get a 50% refund. Visitor Bureau staff and volunteers work hard every year on this event. They are very resilient, creative and do a great job helping to make St. Ignace a fun place to live and vacation year-round.

Amendment to Resolution 24-03- Non-Union Pay Correction

There was a typo in the salary increases presented at the last council meeting January 22nd, 2024. Golf Course Manager Kurt Ney's salary was listed as \$38,500 and it should have been \$38,420. DPW Director Bill Fraser's salary was listed as \$66,533 and it should have been \$66,653.

City Manager MSU Planning & Zoning Seminar

City Manager Marshall finished his online modules required to attend the Zoning Administrator Certification Seminar February 8-9 in Mt. Pleasant. Marshall will be applying to MMRMA for possible reimbursement. Marshall is requesting approval for overnight stay on February 7th and February 8th due to early class times.