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Topic: City Council Meeting

Time: Mar 6, 2023 07:00 PM Eastern Time (US and Canada)

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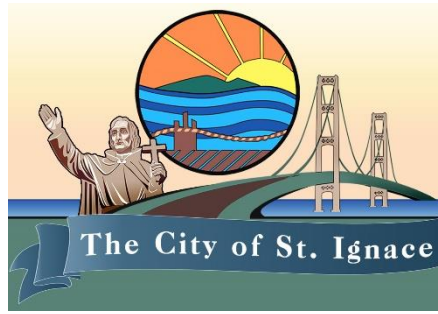
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CITY COUNCIL MEETING

St. Ignace, Michigan

Monday, March 6, 2023 – 7:00 p.m.

City Council Chambers/Virtual Hybrid Attendance Meeting

Zoom Meeting ID: 898 5932 4308

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

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Invocation
- 4) Roll Call
- 5) Additions to Agenda
- 6) **PUBLIC HEARING—Property Sale 052-620-064-05**
- 7) Public Comment Regarding Agenda Items (2-minute limit)
- 8) Consideration of Minutes of February 20 and February 27, 2023
- 9) Old Business
 - A. Property Sale—City Share of Parcel 052-620-064-05
- 10) New Business
 - A. Resolution 23-10—Charitable Gaming License Yooper Do-gooders
 - B. Resolution 23-11—EMS Funding Support
 - C. Resolution 23-12—Weekly Events 2023
 - D. Resolution 23-13—2023 Bronco the Mac
 - E. Resolution 23-14—Boardwalk ARPA Allocation
 - F. Resolution 23-15—MDOT Performance Resolution
 - G. Budget Amendments
 - H. LBE Treadmill Purchase
 - I. LBE Fitness Center Lock System
 - J. Interim Recreation Director
 - K. Administrative Assistant Job Posting
- 11) Consideration of Bills
- 12) Public Comment Regarding Non-Agenda Items (3-minute limit)
- 13) Management Report
- 14) Committee Reports
 - A. Finance/Negotiations Committee
- 15) Council Member Comments

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

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

A Regular Meeting of the St. Ignace City Council was held on Monday, February 20, 2023 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 Gustafson led the invocation.

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

ABSENT: Councilmembers Cronan and Pelter. Council excused Councilmember Cronan from this meeting during the Regular Council meeting January 9, 2023.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Fullerton, to excuse Councilmember Pelter from the meeting due to illness. Motion carried unanimously.

STAFF PRESENT: Stephanie Baar, Assistant to the City Manager; Bill Fraser, DPW Director; Charles Palmer, City Attorney; Scott Marshall, DDA Director; Sharon Crotser-Toy, Library Director; Joe Stearns, Marina Director; Andrea Insley, City Clerk/Treasurer (7:15 p.m).

ADDITIONS TO THE AGENDA

Mayor LaLonde – Schedule Public Hearing for Sale of Graham Ave Property.

PUBLIC COMMENT – AGENDA ITEMS *(2-min limit)*

No public comment was received.

CONSIDERATION OF MINUTES OF THE FEBRUARY 6, 2023, REGULAR COUNCIL MEETING:

It was moved by Councilmember Gustafson, seconded by Mayor Pro-Tem St. Louis, to approve the minutes of the February 6, 2023 Regular Council meeting as presented. Motion carried unanimously.

OLD BUSINESS

A. SPECIAL EVENTS MOBILE VENDING BLANKET PERMIT

Assistant Baar presented Council with a blanket permit form for Special Events mobile vending. Special Event organizers will be responsible for ensuring participating mobile vendors comply with all set requirements of the permit, the City's Code of Ordinances and all County and State regulations.

It was moved by Councilmember Gustafson, seconded by Mayor LaLonde, to approve the Special Events Mobile Vending Blanket Permit.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

NEW BUSINESS

A. GIRL SCOUT TROOP PRESENTATION

Girl Scout Troop #5072 announced the organization was re-introduced last spring and will be selling cookies as of March 1st to raise money for summer camp.

B. LIBRARY ANNUAL REPORT

Library Director Sharon Crotser-Toy presented Council with the Library's annual report for fiscal year 2022.

C. GOLF COURSE DIRECTOR CONTRACT

Assistant Baar informed Council that the Negotiations Committee met on Tuesday, February 14th, to consider the employment contract for Kurt Ney, Golf Course Director. The term of the renewed contract will be from January 1, 2023, to December 31, 2023, with a salary of \$36,500. It was moved by Councilmember Gustafson, seconded by Councilmember Fullerton, to approve the employment contract, as presented, for Kurt Ney as Golf Course Director for a salary of \$36,500.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

D. MARINA DIRECTOR CONTRACT

Assistant Baar presented the employment contract for Joe Stearns, Marina Director, which was also considered by the Negotiations Committee Tuesday, February 14th. The term for the updated contract will be effective retroactively from January 1, 2023, to December 31, 2024, with a required 40 hours per week during the operational season April 1st through November 15th. The position will remain seasonal with an understanding that the Director will dedicate hours as needed outside of the operational season. An annual salary of \$40,000 was recommended by the Committee for 2023 with a wage re-opener for 2024.

It was moved by Councilmember Williford, seconded by Mayor Pro-Tem St. Louis, to approve the employment contract for Joe Stearns as Marina Director with a salary of \$40,000.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

E. PROPERTY SALE – CITY SHARE OF PARCEL 052-620-064-05

Assistant Baar informed Council that Coldwell Realty has requested that the City, who holds a 1/7 interest of ownership, approves selling the parcel #052-620-064-05 on Graham Ave. The City acquired the 1/7 interest of ownership through a Mackinac County forfeiture sale for \$695 in 2019 and has paid \$1,288 in taxes for the unused property to-date. The City has no plans for

development of this property and Coldwell expects to sell the parcel for \$68,500. In order to consider approving the sale of City property a Public Hearing must be performed, per the City Charter.

ADDITION TO THE AGENDA

Mayor LaLonde – Schedule a Public Hearing:

It was moved by Councilmember Gustafson, seconded by Councilmember Fullerton, to approve scheduling a public hearing at the next Regular Council meeting, March 6th at 7:00 p.m. to consider the sale of parcel 052-620-064-05 on Graham Avenue. Motion carried unanimously.

F. MICHILIMACKINAC HISTORICAL SOCIETY PRESENTATION

Members of the Michilimackinac Historical Society (MHS), David Kunze and Jim Drazo, presented development plans for the new Straits Cultural Center. MHS was proud to announce that over \$4.5 million has been raised with \$900,000 still left to accomplish in funding. Phased-construction is planned to begin this summer.

G. CITY HALL COPIER PURCHASE & MAINTENANCE CONTRACT

Assistant Baar informed Council that City Hall is seeking a new central copier. The City considered three bids for a color copier with a maintenance program from Sault Printing, National Office of the Sault and Dunn's Business Solutions of Gaylord. The City budgeted for this purchase in the 2023 budget and also received \$5,000 from the Sault Tribe of Chippewa Indian's during the 2022 fall 2% contributions, to be applied to the purchase.

It was moved by Councilmember Fullerton, seconded by Councilmember Williford, to approve the purchase of a color copier with a maintenance agreement from National Office for \$9,766.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

H. STRAITS AREA EMERGENCY MEDICAL SERVICE (SAEMS) AUTHORITY APPOINTMENT

Mayor LaLonde requested Council's approval to appoint himself as the City representative for the SAEMS Authority.

It was moved by Councilmember Gustafson, seconded by Mayor Pro-Tem St. Louis, to approve appointing Mayor LaLonde to the SAEMS Authority. Motion carried unanimously.

I. FINANCIALS

Council reviewed the revenue-expense reports for January 2023. Assistant Baar informed Council that financial reports can be displayed in a variety of different ways base what they would prefer. Mayor LaLonde requested information to include the previous year balances.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Gustafson, to approve the financials for January 2023.

Roll Call Vote

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

No: None.

Motion carried unanimously.

CONSIDERATION OF BILLS

Airgas USA LLC	DPW Rental Gases	\$173.95
Arrow Signs	LBE Overflow Lot	\$30.00
BC Pizza	LBE Fab Friday and Concession	\$277.75
Beckett & Raeder	Zoning Ordinance Services	\$1,864.76
Bentley Welding	Snow Plow Blade Repair	\$420.00
Crane Engineering	Huron Street Lift Station Float Replacement	\$2,755.20
ETNA	2" Water Meters/16 " & 17" Repair Clamps	\$1,696.00
George's Body Shop Inc.	SIPD Repair	\$1,621.77
Granicus	Compliance Monitoring/Address Identification	\$1,533.38
Hawkins	Water Plant Chemicals	\$70.00
John E. Green Company	Sprinkler Repair LBE	\$338.38
Kimball Midwest	DPW Supplies	\$177.10
KSS	LBE-Supplies	\$557.40
Mackinac Plumbing & Heating Co.	Water Plant Heater Motor Supplies/Repair	\$2,998.82
Maggie Mieske	Reimbursement-LBE Lock Box	\$52.98
MI Municipal League	Membership Dues 2023	\$1,936.00
Napa Auto Parts	January 2023 Statement	\$1,204.05
National Office Products	January 2023 Statement	\$1,046.00
Nick Montie	SIFD Yearly NFPA Link Subscription	\$99.99
Oscar W. Larson Co.	Marina Qrtly UST "B" inspection	\$252.50

Pollardwater	Flag Markers White/Red	\$319.12
RUDYARD ELECTRIC	LBE Lighting Fixtures	\$1,475.00
Sault Printing Co., Inc.	Toner CMGR Office/Maintenance Jan. 2023	\$225.76
Spartan Nash	January 2023 Statement	\$377.43
St. Ignace True Value	January 2023 Statement	\$943.63
State of Michigan	City Hall Elevator Inspection	\$180.00
Stoops	DPW Heater Part	\$137.09
Straits Building Center	January 2023 Statement	\$3,239.71
The St. Ignace News	SIPD-Auction Ads	\$119.20
USA Bluebook	Water Plant Supplies	\$129.56
VarCo-Virginia Rubber Corp	DPW Nitrile Gloves	\$42.19
		\$26,294.72

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Williford, to approve paying the bills in the amount of \$26,294.72.

Roll Call Vote

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

No: None.

Motion carried unanimously.

PUBLIC COMMENT - NON-AGENDA ITEMS (3 min limit)

Public comment was received regarding the Fitness Center and leasing City property procedures.

MANAGEMENT REPORT

Assistant Baar discussed the following points as part of the Management report:

- The consideration for leasing the Fitness Center, indicating it would require a solicitation for bids to begin the process before scheduling a Public Hearing;
- February 23rd as the due date for City Manager applications, noting the Special Council meeting scheduled for Monday, February 27th at 7:00 p.m. to review the applications;
- Summarizing some of the upcoming administrative staff transitions and provided a three-year history of salaries for administrative positions.
- Appreciation mentioned to the St. Ignace Visitors Bureau for a successful Pond Hockey event.

COMMITTEE REPORTS

Negotiations Committee – Minutes were provided to Council from the Committee meeting held Tuesday, February 14, 2023 1p.m.

Planning Commission – Betsy Dayrell-Hart, Planning Chairperson, read aloud the following resolution for Assistant to the City Manager, Stephanie Baar, originally presented at the Planning Commission meeting Tuesday, February 14th:

**St. Ignace Planning Commission
Resolution recognizing Stephanie Baar’s faithful support of the St. Ignace Planning
Commission**

Whereas Stephanie Baar, in her role as Administrative Assistant to City management has given invaluable support to the Planning Commission during its many projects over the past several years;

Whereas Stephanie Baar has demonstrated great attention to detail and superior organizational skills in her duties to the City of St. Ignace and its Planning Commission;

Whereas Stephanie Baar has been continually polite and graceful in the performance of her duties; and

Whereas Stephanie Baar now leaves the City of St. Ignace to pursue a new career and greater challenges;

Therefore, be it resolved that the St. Ignace Planning Commission extends its heartfelt gratitude to Ms. Baar and promises her our ongoing support on her new career path. We recommend her without reservation.

Chairperson Dayrell-Hart also noted the next Planning Commission monthly meeting will be held Tuesday, March 14th.

COUNCILMEMBER COMMENTS

Councilmember comments were received.

ENTER CLOSED SESSION: COUNCIL MAY ENTER CLOSED SESSION TO CONSULT WITH ITS ATTORNEY REGARDING PENDING LITIGATION PER MCL 15.268(e).

It was moved by Councilmember Gustafson, seconded by Mayor Pro-Tem St. Louis, to enter into Closed Session at 8:09 p.m. to consult with Attorney Sean Forshire.

Council returned from Closed Session at 9:05 p.m. At this time, Mayor LaLonde requested Council’s consideration for Resolution 23-09.

**A RESOLUTION AUTHORIZING THE SETTLEMENT AND RELEASE OF ALL CLAIMS
REGARDING *RICHARD AND MARY CULLEN V. CITY OF ST. IGNACE, ET AL.***

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

WHEREAS: Case No. 2:2021cv00076 in the United States District Court for the Western District of Michigan concerns a lawsuit against the City of St. Ignace; and

WHEREAS: The parties held a settlement conference with United States District Court for the Western District of Michigan, on February 13th and 14th, 2023

WHEREAS: The parties seek to settle and release all claims, including the litigation, grievance, and arbitration proceedings, pursuant to the terms of a Release and Settlement Agreement (“Settlement Agreement”) negotiated by attorneys of record in this litigation; and

WHEREAS: The City will pay Plaintiffs a settlement amount of one-hundred and seventy thousand dollars (\$170,000.00) (“Settlement Payment”); and

WHEREAS: Pursuant to the terms of the Settlement Agreement and a ruling by the court, the City will strengthen its record-keeping procedures for disciplinary and investigative documents; and

WHEREAS: In compliance with the Open Meetings Act, the City must approve final action on settlement of this litigation in open session; and

WHEREAS: The issuance of the City’s Settlement Payment is a compromise resolution of a disputed claim and not an admission of liability; and

WHEREAS: It is the recommendation of the City’s defense attorney, Sean Fosmire, that it is in the best interests of the City for the City Council to approve and ratify the settlement reached by the parties; now therefore

BE IT RESOLVED: The St. Ignace City Council does approve and authorize settlement with Plaintiffs and issuance of the City’s Settlement Payment pursuant to the terms of the Settlement Agreement; now therefore

BE IT FURTHER RESOLVED: The St. Ignace City Council does hereby authorize Stephanie Baar to sign the Agreement on Records and the Waiver Agreement on behalf of the City.

Roll Call Vote

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

No: None.

Absent: Councilmembers Cronan and Pelter.

Resolution declared Adopted.

There being no further business, the meeting adjourned at 9:07 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, February 27, 2023, in the City Hall Council Chambers to review applications received for the City Manager position. The meeting was called to order at 7:00 p.m. by Mayor LaLonde.

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

ABSENT: Councilmember Cronan.

OTHERS PRESENT: Stephanie Baar, Assistant to the City Manager; Andrea Insley, City Clerk-Treasurer; Scott Marshall, DDA Director.

NEW BUSINESS

A. REVIEW CITY MANAGER APPLICATIONS

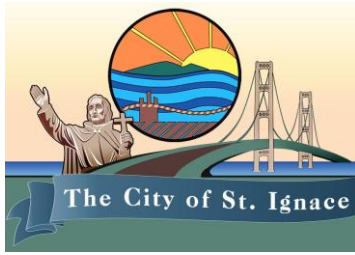
Assistant Baar presented Council with thirteen applications to consider for the position of City Manager. Each application was identified by a single letter, so as to keep the identity confidential until the individual has agreed to a formal interview.

Council voted on each applicant according to the information provided in their submission, choosing to offer seven of them an interview.

It was the consensus of Council to hold interviews on March 21st and 22nd beginning at 6:00 p.m. Assistant Baar will schedule each applicant for the interview and Councilmember Pelter will assist with compiling a series of questions for round one.

There being no further business, the meeting adjourned at 7:45 p.m.

Andrea Insley, City Clerk-Treasurer



City of St. Ignace, MI

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

Staff Report

Agenda Date: _____

Presenter: _____

Department: _____

City Manager: _____

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

AGENDA ITEM TITLE:

BACKGROUND:

FISCAL EFFECT:

SUPPORTING DOCUMENTATION:

RECOMMENDATION:



Coldwell Banker Schmidt Realtors
PURCHASE AGREEMENT
 PAGE 1 OF 4



OFFICE OF: Coldwell Banker Schmidt Realtors,

(Selling Broker) Phone: 906-643-8525 Date: _____ at 11:00 (a.m.) (p.m.)

1. **PURCHASER:** The undersigned Purchaser(s) Phil Mckeachie
 (Purchaser's Name) agrees to purchase through CBSR (Listing Broker)

2. **PROPERTY:** Real Property situated in the Town of St. Ignace
 County of MACKINAC and State of Michigan. MLS # _____
 Tax Number: SEE ATTCHED EXHIBIT B Legal Description: SEE ATTCHED EXHIBIT B

The Property is also identified by street number as: 00

The Property is owned by: Multiple owners

3. **PRICE:** The purchase price shall be \$,68,500.00

4. **TERMS:** The sale of the Property shall be consummated by delivery of a Warranty Deed or owner financing conveying marketable title upon compliance with sub paragraph B below:

A. **CASH SALE:** Payment of full purchase price.

B. CASH TO NEW MORTGAGE: Payment of the full purchase price, contingent upon Purchaser's ability to obtain a Purchaser's own expense a TBD mortgage loan in the amount of \$TBD. Purchaser agrees to make application for a mortgage within three (3) business days of the Effective Date of this Agreement, and to furnish Seller evidence of the conditional loan commitment acceptable to Purchaser within five (5) business days of the Effective Date of this Agreement.

C. OWNER FINANCING: See Addendum
 The purchase money shall be paid in **cash** or by **cashiers check** to appropriate title company or escrow agent.

5. **OIL, GAS, and MINERAL RIGHTS:** if any, are included YES NO, unless previously severed by former owner.

6. **FIXTURES & IMPROVEMENTS:** Sale to include all buildings, improvements, carpeting, window shades, drapery or curtain hardware, Venetian shades, screens, storm sash and doors, shrubbery, built-in kitchen appliances, TV antenna, plumbing and lighting fixtures, fences, mailbox and garage door openers (including transmitters), heating and air conditioning equipment, if any, now on the property. Additions: Refrigerator yes no, Oven/Range yes no, Draperies yes no, Curtains yes no, Water Softener yes no, Dishwasher yes no, Microwave yes no, Washer yes no, Dryer yes no.

7. **PRORATIONS:** Rents, insurance, homeowner's association fees, condominium owner's association fees, road maintenance fees, fuel and sewer and water bills shall be adjusted as of the date of closing. "Current Taxes" (defined as those taxes due in the calendar year the closing takes place) shall be prorated as of the date of closing in the following manner: county taxes, including township and school, shall be prorated on a calendar year basis, as if paid in arrears, so that Seller will be charged with the portion thereof from the prior January 1 to the date of closing, and Purchaser with the balance of the year. City taxes and village taxes shall be prorated on a due date basis as if paid in advance so that Seller will be charged with the portion thereof from the prior July 1 to the date of closing, and Purchaser with the portion from the date of closing to the next June 30.

8. **ASSESSMENTS:** Unless otherwise specified herein, all special assessments and/or sewer, riser and benefit charges, and all taxes other than "Current Taxes" which are a lien at the date of this agreement shall be paid by the Seller.

9. **POSSESSION:** Seller shall deliver and Purchaser shall accept possession of the Property subject to the rights of any tenants at or AT days after closing. From the date of closing to the date of vacating the Property as agreed, Seller shall pay the sum of \$ _____ per day as an occupancy charge, and Seller shall be liable for Seller's pro rata share of utilities. The Purchaser shall retain from the amount due Seller at closing the sum of \$ _____ as a deposit against these charges, paying to the Purchaser the amount due and returning to the Seller the balance as determined by the date Property is vacated and keys surrendered to Purchaser.

Purchaser's Initials:

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 Seller's Initials:

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Coldwell Banker Schmidt Realtors
PURCHASE AGREEMENT
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10. **PROPERTY DAMAGE:** If the building(s), fixtures and equipment on the Property are extensively damaged or are destroyed by fire or otherwise prior to closing, the Purchaser may terminate this Agreement by written notice to Seller with a copy to Listing Broker and Selling Broker. Upon receipt of this notice, Selling Broker shall return the deposit to Purchaser, this Agreement shall be void, and the Parties shall have no further duty to one another. If Purchaser does not send notice of termination, the closing shall occur and all proceeds of insurance or claims under insurance policies, if any, shall accrue to the benefit of Purchaser
11. **DISCLOSURE STATEMENT:** Unless otherwise disclosed in the "Real Estate Transfer Disclosure Statement", Seller warrants that there are no lawsuits, health department, condemnation, zoning or other proceedings pending nor are there any unpaid bills resulting from improvements made to the Property within the last ninety (90) days which may give rise to the filing of a mechanic's lien. Seller warrants that Seller is not aware of any functional defects in the Property other than as set forth in the Disclosure Statement. If Seller has not previously provided the Purchaser with a completed copy of the Disclosure Statement, Seller shall do so upon acceptance of this offer. Purchaser shall have a period of 72 hours from the receipt of the Disclosure Statement to determine the existence of any material defects which may impact upon their original offer. If Purchaser claims a material defect is present, the parties shall negotiate in good faith relative to the defect issue. If no resolution has been reached within 7 calendar days, then either party may terminate this Agreement. For the purpose of this Agreement, the term "material defect" means those defects which have a **SUBSTANTIAL IMPACT** upon the value of the Property. Purchaser and Seller agree that no REALTOR® involved in this transaction has made any representation relative to matters which are the subject of the Disclosure Statement and neither party is placing any reliance upon any representation relative to these matters made by any REALTOR®.
12. **DEPOSIT:** Purchaser Tenders: (\$500.00) DOLLARS in the form of Check Upon Acceptance which shall be retained by the Selling Broker as a Deposit to apply to the purchase price of the Property. The Deposit shall be returned and this offer is revoked if not accepted by the Seller within 3 days from the date of this offer. A standard ALTA owner's policy of title insurance in the amount of the purchase price shall be furnished to Purchaser at Seller's expense and a commitment to issue a policy insuring marketable title vested in Purchaser, including a real estate tax status report, shall be made available for Purchaser's inspection prior to closing. If the owner's title insurance commitment shall disclose title to be unmarketable, then Seller shall remedy the title defects to render title marketable. If Seller does not cure the title defects within 30 days to Purchaser's reasonable satisfaction, Purchaser may waive the defect or may terminate this Agreement by written notice, in which case Selling Broker shall return Deposit in full immediately. Purchaser to pay Coldwell Banker Schmidt Realtors a 195 administration fee at closing. This sale is to be closed on or before _____.
13. **COMPLIANCE:** The parties will be held to strict compliance with the time limitations contained in this Agreement. If Purchaser refuses to perform its obligations under this Agreement, the Deposit shall be forfeited and may be applied by the Seller to payment of his damages, and Seller may treat the forfeited Deposit as liquidated damages for such non-performance, breach or default. If Seller's actual damages exceed the Deposit, Seller may pursue such other legal and equitable remedies as Seller may have against the Purchaser. If Seller defaults, the Deposit shall be returned to the Purchaser and Purchaser may pursue such legal or equitable remedies as Purchaser may have against the Seller.
14. **INSPECTION:** Purchaser shall have the right, within 10 calendar days after the Effective Date, at Purchaser's expense, to engage and complete, qualified individuals to inspect and investigate the Property. The inspections that Purchaser may conduct include, but are not limited to: health department evaluations, structural integrity, plumbing, heating, electrical, appliances, roof, soils, foundation, mechanical systems, basement integrity, pest inspection, environmental hazards (such as asbestos, formaldehyde, radon gas, toxic mold, lead-based paint or other substances/products and water quality), surveys, zoning determinations, ordinance compliance checks, determinations of oil and gas rights, or such other studies of the property as Purchaser deems advisable. Purchaser shall keep the Property free and clear of any liens, and shall indemnify and hold Seller harmless from any liability, claim, demand, damage or cost, and shall repair all damages to the Property arising from the inspections, tests and studies. Where such reports disclose a potential material defect that has a **SUBSTANTIAL IMPACT** upon the value of the Property, the parties agree to negotiate in good faith to resolve the matter. If the parties have not been able to resolve the matter within 7 days, then either of the parties may terminate this Agreement by written notice to the other. Seller shall make the Property available for all inspections.

This condition provides the Purchaser with an opportunity to obtain independent and unbiased information regarding the condition of the Property. If the Purchaser fails to have these inspections, studies or tests performed, or fail to raise matters pursuant to this provision, the Purchaser shall be deemed to have accepted the property subject to any material or adverse condition that such inspection, study or test would have disclosed. PURCHASER FURTHER ACKNOWLEDGES THAT IN ENTERING INTO THIS AGREEMENT, PURCHASER IS NOT RELYING UPON ANY REPRESENTATIONS MADE BY ANY REALTOR®.

Purchaser's Initials

Purchaser's Initials Seller's Initials





Coldwell Banker Schmidt Realtors
PURCHASE AGREEMENT
PAGE 3 OF 4

- 15. LEAD BASED PAINT DISCLOSURE: If subject home was built prior to 1978, Purchaser acknowledges that prior to signing this Purchase and Sales Agreement, Purchaser has received and reviewed a copy of the Lead-Based Paint Disclosure Form.
16. HOME PROTECTION PLAN: Purchaser and Seller have been informed that Home Protection Plans are available. Such plans may provide additional protection and benefit to a Purchaser. The parties acknowledge that a REALTOR® may receive compensation from the companies offering these plans. Purchaser [] does [X] does not wish to purchase a Home Protection Plan.
17. SMOKE DETECTOR(S): Smoke detector(s) shall be installed as required by law, at Seller's expense.
18. ATTORNEY'S FEES: In any action or proceeding arising out of this agreement, the prevailing party, including any Realtor® so involved, shall be entitled to reasonable attorney's fees and costs, to be paid by the non-prevailing party.
19. MULTIPLE LISTING SERVICE: If Broker is a participant of a Board Multiple Listing Service ("MLS"); Broker is authorized to report the sale, its price and terms for the use of authorized Board Members, MLS participants and subscribers. Deletion of this paragraph by Seller shall not constitute a counter-offer.
20. AGENCY CONFIRMATION: Purchaser and Seller each acknowledge receipt of an Agency Disclosure Form. The Selling Broker/ Salesperson is acting as (check one) [] Agent/Subagent of the Seller [X] Buyer's Agent [] Dual Agent [] Designated Agent in an In-House Transaction [] Other
21. ATTACHMENTS: These attachments are incorporated by reference: [] Addendum(s) [] Seller's Disclosure Statement [] Lead-Based Paint Seller's Disclosure Form [] Unplatted Land Division Addendum [] Other
22. CLOSING: The closing may be conducted by a title company or other escrow agent. The parties agree to equally divide the closing fee.

23. ADDITIONAL CONDITIONS:

All parties acknowledge that the buyers Agent is part owner of this parcel.

- 24. EFFECTIVE DATE: The term "Effective Date" shall mean the date and time at which both Purchaser and Seller have signed this Agreement and agreed upon its terms.
25. ACKNOWLEDGEMENT: Purchaser acknowledges receipt of a copy of this Agreement. This document and attachments reflects the parties' entire agreement. Any agreement, statement, or representation not included is not legally binding. References to gender and number shall be adjusted as required by context. This Agreement binds the heirs, personal representatives, executors, assigns, and the successors of the parties.

This is a legal document. It is recommended to the Purchaser that an attorney be retained to pass upon the marketability of the title to the property involved and to confirm that the terms of this Agreement are met.

Purchaser(s):

[Empty signature box for Purchaser(s)]

Purchaser(s) Address:

9051 W. Pratt RD. Saint Johns, MI 48879

DEPOSIT ACKNOWLEDGED BY:

[Empty signature box for Deposit Acknowledged By]

Agent/ REALTOR®

Purchaser(s) Contact Numbers:

pmckeachie@gmail.com

517-204-5345

Purchaser's Initials

[Initials box for Purchaser]

Seller's Initials

[Initials box for Seller]



COLDWELL BANKER
SCHMIDT REALTORS

COLDWELL BANKER SCHMIDT REALTORS
PURCHASE AGREEMENT
PAGE 4 OF 4



26. **SELLER'S ACCEPTANCE:** Seller accepts Purchaser's offer. Dated this _____ day of _____, 20____
at _____ a.m. / p.m.

Seller:

SEE EXHIBIT A

Seller(s) Address:

SEE EXHIBIT C

*NOTE: Please sign as you wish your name to appear
on the final papers.

Seller's Contact Numbers:

27. **COUNTEROFFER:** This is a counteroffer to Purchaser's offer dated this _____ day of _____, 20____
Seller accepts all the terms and conditions in the above designed Agreement with the following changes or amendments:

[Empty box for counteroffer details]

The Seller reserves the right to continue to offer the Property for sale and may accept another offer at any time prior to personal receipt by Seller or _____, Seller's authorized agent, of a copy of this counteroffer duly accepted and signed by Purchaser. Unless this counteroffer is accepted in this manner, on or before 20____ at _____ a.m. / p.m., it shall be deemed revoked and the Deposit shall be returned to Purchaser. Seller acknowledges receipt of a copy of this counteroffer. Dated this _____ day of _____, 20____ at _____ a.m. / p.m.

Seller: _____

Seller: _____

28. **ACCEPTANCE OF COUNTEROFFER:** If Seller's acceptance constitutes a counteroffer; Purchaser hereby accepts the terms of that counteroffer. Dated this _____ day of _____, 20____ at _____ a.m. / p.m.

Purchaser: _____

Purchaser: _____

REALTOR® RECOMMENDS THAT BOTH BUYER AND SELLER RETAIN LEGAL COUNSEL

Exhibit A

PMBJ,LLC a Michigan Limited Liability Company Parcel Number (052-620-064-25)

Jim & Sis, LLC a Michigan Limited Liability Company Parcel Number (052-620-064-10)

PAJALCO, Inc. an Ontario Canada Corporation Parcel Number (052-620-064-20)

Laing Family, LLC a Michigan Limited Liability Company Parcel Number (052-620-064-15)

Marsha Rudolph Adams, Trustee of the Marsha Rudolph Adams Revocable Trust
Parcel Number (052-620-064-00)

Paul W. Brown and Linda Brown, H&W Parcel Number (052-620-064-30)

City of St.Ignace Parcel Number (052-620-064-05)

EXHIBIT B

PAJALCO INC

Parcel Number: 052-620-064-20

Legal Description

647/68 755/533AFF PARTITION PLAT OF P.C. 1 ~AN UND 1/7 INTEREST IN THE FOLLOWING: COM AT THE SE'LY COR OF LOT 6 BLOCK 8 TH S 81 DEG 35'36"W 286.08 FT ALONG N LINE OF GRAHAM AVE TO SE COR OF LOT 7 TH S 81 DEG 35'36"W 182.0 FT ALONG R/W TO POB TH CONT S 81 DEG 35'36"W 212.60 FT ALONG R/W TO THE SW COR OF LOT 7 TH N 09 DEG 52'39"W 624.75 FT TO N LINE OF PC 1 AND NW COR OF LOT 7 TH N 81 DEG 52'39"E 214.08 FT ALONG N LINE OF PC 1 TH S 09 DEG 46'07"E 623.65 FT TO POB. ~PARCEL "A"3.056 A. ~PART OF LOT 7 BLOCK 8.

ADAMS MARSHA R

Parcel Number: 052-620-064-00

Legal Description

PARTITION PLAT OF P.C. 1 AN UND 1/7 INTEREST IN THE FOLLOWING: COM AT THE SE'LY COR OF LOT 6 BLOCK 8 TH S 81 DEG 35'36"W 286.08 FT ALONG N LINE OF GRAHAM AVE TO SE COR OF LOT 7 TH S 81 DEG 35'36"W 182.0 FT ALONG R/W TO POB TH CONT S 81 DEG 35'36"W 212.60 FT ALONG R/W TO THE SW COR OF LOT 7 TH N 09 DEG 52'39"W 624.75 FT TO N LINE OF PC 1 AND NW COR OF LOT 7 TH N 81 DEG 52'39"E 214.08 FT ALONG N LINE OF PC 1 TH S 09 DEG 46'07"E 623.65 FT TO POB. ~PARCEL "A" 3.056 A. ~PART OF LOT 7 BLOCK 8.

JIM & SIS LLC

Parcel Number: 052-620-064-10

Legal Description

PARTITION PLAT OF P.C. 1 ~AN UND 1/7 INTEREST IN THE FOLLOWING: COM AT THE SE'LY COR OF LOT 6 BLOCK 8 TH S 81 DEG 35'36"W 286.08 FT ALONG N LINE OF GRAHAM AVE TO SE COR OF LOT 7 TH S 81 DEG 35'36"W 182.0 FT ALONG R/W TO POB TH CONT S 81 DEG 35'36"W 212.60 FT ALONG R/W TO THE SW COR OF LOT 7 TH N 09 DEG 52'39"W 624.75 FT TO N LINE OF PC 1 AND NW COR OF LOT 7 TH N 81 DEG 52'39"E 214.08 FT ALONG N LINE OF PC 1 TH S 09 DEG 46'07"E 623.65 FT TO POB. ~PARCEL "A"3.056 A. ~PART OF LOT 7 BLOCK 8.~

PMBJ LLC

Parcel Number: 052-620-064-25

Legal Description

735/609DC 753/56WD 755/533AFF PARTITION PLAT OF P.C. 1 AN UND 1/7 INTEREST IN THE FOLLOWING: COM AT THE SE'LY COR OF LOT 6 BLOCK 8 TH S 81 DEG 35'36"W 286.08 FT ALONG N LINE OF GRAHAM AVE TO SE COR OF LOT 7 TH S 81 DEG 35'36"W 182.0 FT ALONG R/W TO POB TH CONT S 81 DEG 35'36"W 212.60 FT ALONG R/W TO THE SW COR OF LOT 7 TH N 09 DEG 52'39"W 624.75 FT TO N LINE OF PC 1 AND NW COR OF LOT 7 TH N 81 DEG 52'39"E 214.08 FT ALONG N LINE OF PC 1 TH S 09 DEG 46'07"E 623.65 FT TO POB. ~PARCEL "A" 3.056 A. ~PART OF LOT 7 BLOCK 8.

LAING FAMILY LLC

Parcel Number: 052-620-064-15

Legal Description

755/533AFF PARTITION PLAT OF P.C. 1 ~AN UND 1/7 INTEREST IN THE FOLLOWING: COM AT THE SE'LY COR OF LOT 6 BLOCK 8 TH S 81 DEG 35'36"W 286.08 FT ALONG N LINE OF GRAHAM AVE TO SE COR OF LOT 7 TH S 81 DEG 35'36"W 182.0 FT ALONG R/W TO POB TH CONT S 81 DEG 35'36"W 212.60 FT ALONG R/W TO THE SW COR OF LOT 7 TH N 09 DEG 52'39"W 624.75 FT TO N LINE OF PC 1 AND NW COR OF LOT 7 TH N 81 DEG 52'39"E 214.08 FT ALONG N LINE OF PC 1 TH S 09 DEG 46'07"E 623.65 FT TO POB. ~PARCEL "A" 3.056 A. ~PART OF LOT 7 BLOCK 8.

BROWN PAUL W

Parcel Number: 052-620-064-30

Legal Description

755/533AFF PARTITION PLAT OF P.C. 1 ~AN UND 1/7 INTEREST IN THE FOLLOWING: COM AT THE SE'LY COR OF LOT 6 BLOCK 8 TH S 81 DEG 35'36"W 286.08 FT ALONG N LINE OF GRAHAM AVE TO SE COR OF LOT 7 TH S 81 DEG 35'36"W 182.0 FT ALONG R/W TO POB TH CONT S 81 DEG 35'36"W 212.60 FT ALONG R/W TO THE SW COR OF LOT 7 TH N 09 DEG 52'39"W 624.75 FT TO N LINE OF PC 1 AND NW COR OF LOT 7 TH N 81 DEG 52'39"E 214.08 FT ALONG N LINE OF PC 1 TH S 09 DEG 46'07"E 623.65 FT TO POB. ~PARCEL "A" 3.056 A. ~PART OF LOT 7 BLOCK 8.

CITY OF ST. IGNACE

Parcel Number: 052-620-064-05

Legal Description

PARTITION PLAT OF P.C. 1 AN UND 1/7 INT IN THE FOLLOWING: COM AT THE SE'LY COR OF LOT 6 BLOCK 8 TH S 81 DEG 35'36"W 286.08 FT ALG N LINE OF GRAHAM AVE TO SE COR OF LOT 7 TH S 81 DEG 35'36"W 182.0 FT ALG R/W TO POB TH CONT S 81 DEG 35'36"W 212.60 FT ALG R/W TO THE SW COR OF LOT 7 TH N 09 DEG 52'39"W 624.75 FT TO N LINE OF PC 1 AND NW COR OF LOT 7 TH N 81 DEG 52'39"E 214.08 FT ALG N LINE OF PC 1 TH S 09 DEG 46'07"E 623.65 FT TO POB PARCEL "A" 3.056 A. PART OF LOT 7 BLOCK 8.

EXHIBIT C

PMBJ, LLC, a Michigan Limited Liability Company
52 Prospect St. St. Ignace, MI 49781

Jim & Sis, LLC a Michigan Limited Liability Company 280
Graham St. St. Ignace, MI 49781

PAJALCO, Inc. an Ontario Canada Corporation
75 Lakeway Drive, Ontario Canada, K1L5A9

Laing Family, LLC a Michigan Limited Liability Company
26937 Dutch Settlement, Dowagiac, MI 49047

Marsha Rudolph Adams, Trustee of the Marsha Rudolph Adams Revocable Trust 24574
Calabasas, CA 91302

Paul W. Brown and Linda Brown, H&W 8 Geddes
Heights, Ann Arbor, MI 48104



Eastern UP GIS

Parcel Report: 052-620-064-20

2/9/2023
10:00:43 AM



Property Address

--
-- , --

Owner Address

PAJALCO INC
--
75 LAKEWAY DR
-- , -- XXXXX

Unit: 052
Unit Name: CITY OF ST IGNACE

General Information for 2022 Tax Year

Parcel Number: 052-620-064-20



00 GRAHAM AVE, St. Ignace, MI 49781

MLS #16-1351

Secluded hilltop building site abutting the Straits State Park on the north. Common road to top of hill from Graham Avenue. Desirable area close to Straits of Mackinac and the Mackinac Bridge. It's an easy walk to Lake Huron.

Reports

Property Type Land

Contract Information

List Price 68,500 Status Expired
 For Sale or Rent For Sale

Property Information

Type	Single Family Lot	Realtor.com Type	Land
Acreage	1 - 5 Acres	Waterfront	No
Water View	No	Lake/River Frontage	0
# of Acres	3.06	Lot Size	212.60 x 624.75
Duplicate	No		

Location, Tax and Legal

Area	68 - St. Ignace Area	County	MACKINAC
School District	St. Ignace	Tax ID	052-620-064-30
Taxes	110.12	Tax Year	2015

Directions and Remarks

Directions S State Street - R on Hombach St to Graham Ave. turn R - sign on property.

Details

Land Info:	Section #: Sign: Yes; Mineral Rights: unknown; Special Assessment: unknown	Lot Description:	Wooded Lot; Irregular
Access:	Paved; Town/City	Drive:	Black Top
Electric:	Available	Terms:	Cash; Conventional
Extras:	High Visibility	Possession:	At Closing
Property Use:	Current Use; Single-Family; Other		

Information is deemed to be reliable, but is not guaranteed. © 2023 MLS and FBS. Prepared by Joseph Visnaw on Thursday, February 16, 2023 10:30 AM. The information on this sheet has been made available by the MLS and may not be the listing of the provider.

Property and Listing History

+ MLS #	Status	Price	% Change	Date	DOM Address
- 19-1158	Active	\$68,500	0.0%	03/14/2022	1269 00 GRAHAM AVE
+	Extension	\$68,500		09/01/2022	169
+	Text, etc.	\$68,500		09/01/2022	169
+	Status	\$68,500		03/14/2022	340
+	Expire Date	\$68,500		03/14/2022	340
+	Status	\$68,500		03/01/2022	353
+	Text, etc.	\$68,500		09/30/2021	505
+	Status	\$68,500		09/29/2021	506
+	Expire Date	\$68,500		09/29/2021	506
+	Status	\$68,500		08/29/2021	537
+	Status	\$68,500		03/02/2021	717
+	Expire Date	\$68,500		03/02/2021	717
+	Status	\$68,500		03/01/2021	718
+	Documents	\$68,500		02/16/2021	731
+	Status	\$68,500		08/31/2020	900
+	Expire Date	\$68,500		08/31/2020	900
+	Status	\$68,500		08/29/2020	902
+	Documents	\$68,500		07/09/2020	953
+	New	\$68,500		08/28/2019	1269
+	Text	\$68,500		08/28/2019	1269
- 16-1351	Expired	\$68,500		07/29/2018	712 00 GRAHAM AVE
+	Status	\$68,500		07/30/2018	0
+	Status	\$68,500		01/30/2018	181
+	Expire Date	\$68,500		01/30/2018	181
+	Status	\$68,500		08/18/2017	346
+	Status	\$68,500		03/01/2017	516
+	Expire Date	\$68,500		03/01/2017	516
+	Status	\$68,500		02/18/2017	527
+	New	\$68,500		08/29/2016	700
+	Text	\$68,500		08/29/2016	700

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

A Regular Meeting of the St. Ignace City Council was held on **Monday, April 15, 2019**, in the Council Chambers at City Hall.

The meeting was called to order at 7:00 p.m. by Mayor Pro-Tem Paquin, with the Pledge of Allegiance. Councilmember Clapperton gave the invocation.

Present: Councilmembers Clapperton, Fullerton, Mayor Pro-Tem Paquin, Councilmembers Pelter, St. Louis and Tremble.

Absent: It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Fullerton, to excuse Mayor Litzner from the meeting due to being out of town. Motion carried unanimously.

Staff Present: Mike Stelmaszek, City Manager; Anthony Brown, Police Chief; Scott Marshall, DDA Director; Andrea Insley, City Clerk/Treasurer.

Consideration of minutes from April 1, 2019 Council meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes of April 1, 2019. Motion carried unanimously.

Limited Public Comment:

Public comment was received regarding Great Lakes Air service, funding for the construction of the new fire hall, residential trash contract cost and blight/abandonment near 4th Street.

Additions to the Agenda:

City Manager Stelmaszek – correction to 2019 Capital Improvement Bond Resolution.
Mayor Pro-Tem Paquin – Mayor Litzner request.

1. COUNCIL APPROVAL OF DISTRIBUTION OF MASTER PLAN:

Betsy Dayrell-Hart from the Planning Commission informed Council that a draft of the City's 2019-2039 Master Plan is ready for review and will be available at City Hall, the public Library and on-line at the City's website and the EUP Regional Planning website. It was moved by Councilmember Pelter, seconded by Councilmember St. Louis, to authorize the Planning Commission's moving forward with the review process and distribution of the City's Master Plan draft. Motion carried unanimously.

2. TAX REVERTED LANDS OFFERED FOR PURCHASE:

City Manager Stelmaszek presented Council with a parcel of property being reverted for purchase from Mackinac County that has one-seventh interest of a trust on Graham Avenue, adding the potential for growth of the Lakeside Cemetery. After some discussion, it was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to approve the purchase of parcel 052-620-064-05 from Mackinac County. Motion carried with a vote of five to one (Pelter).

3. RECOMMENDATION OF RESIDENTIAL WASTE BID:

City Manager Stelmaszek reviewed the bids from Waste Management and Green For Life (GFL) with Council and made the recommendation to accept the bid from GFL for the next five-year contract, with the stipulation that the City will not authorize any annual increases over two percent. After some deliberation, it was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to approve the bid from GFL. Motion carried unanimously.

4. OPEB ACTUARIAL VALUATION SERVICES:

City Manager Stelmaszek informed Council that three firms had responded to the City's request for services to compile the Other Post-Employment Benefits (OPEB) actuarial valuation required by the State of Michigan for the 2018 audit. The three proposals included Jefferson Solutions Inc. with a proposal of \$3950, Watkins Ross with a proposal of \$5300 and Gabriel, Roeder, Smith & Co (GRS) with a proposal of \$10,750. It was moved by Councilmember St. Louis, seconded by Councilmember Clapperton, to approve the proposal from Jefferson Solutions Inc. for \$3950. Motion carried unanimously.

5. SPECIAL EVENTS POLICY:

City Manager Stelmaszek presented the special event application and policy, for Council's consideration as the process to approve special events in the City. It was moved by Councilmember Tremble, seconded by Councilmember St. Louis, to approve the special event application and policy to be utilized as the approval process. Motion carried unanimously.

6. MARINA DIRECTOR POSITION:

City Manager Stelmaszek informed Council that Craig Lehrke has rejected the offer for Marina Director, at which time Mayor Pro-Tem Paquin announced that Lauren Yoder was the runner-up to the position after initial interviews. City Manager Stelmaszek informed Council that while the Marina Director position is called upon year-round, the City will consider some additional technical assistance with the winter maintenance, specifically the bubbler system. It was moved by Councilmember Fullerton,



State of Michigan
 Michigan Gaming Control Board
 Millionaire Party Licensing
 3062 W. Grand Blvd, Suite L-700
 Detroit, MI 48202-6062
 Phone: (313) 456-4940
 Fax: (313) 456-3405
 Email: Millionaireparty@michigan.gov
 www.michigan.gov/mgcb

RESOLUTION 23-10

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(k)(ii))

At a Regular meeting of the St. Ignace City Council
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor LaLonde on 3/6/23
DATE

at 7:00 p.m. a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Yoopers Do-Goooder's of St. Ignace,
NAME OF ORGANIZATION CITY

county of Mackinac, asking that they be recognized as a nonprofit
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be

considered for Approval.
APPROVAL/DISAPPROVAL

<u>APPROVAL:</u>	Yeas: _____	<u>DISAPPROVAL:</u>	Yeas: _____
	Nays: _____		Nays: _____
	Absent: _____		Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted

by the City of St. Ignace at a Regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on March 6, 2023.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK
Andrea Insley, City Clerk-Treasurer
PRINTED NAME AND TITLE
396 N. State Street, St. Ignace, MI
ADDRESS

Organization Information: _____
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP
Dean O'Brien ()
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE PHONE NUMBER

**CITY OF ST. IGNACE
RESOLUTION 23-11**

A RESOLUTION IN SUPPORT OF STRAITS AREA EMS AUTHORITY CDS REQUEST

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

- WHEREAS:** The Straits Area EMS Authority, a Michigan public governmental entity, provides Advanced Life Support ambulance service to residents and visitors in six communities in the Eastern Upper Peninsula of Michigan including the City of St. Ignace; and
- WHEREAS:** Reimbursement rates from Medicare, Medicaid and commercial insurance companies for medically necessary ambulance services is insufficient to cover the costs of operating a rural ambulance service; and
- WHEREAS:** Residents of the City of St. Ignace therefore provide direct financial support to Straits Area EMS Authority through an annual tax on real and personal property in order to ensure the continued availability of ambulance service in the City of St. Ignace; and
- WHEREAS:** Funds obtained by Straits Area EMS Authority from other sources reduces the financial burden on residents of the City of St. Ignace; and
- WHEREAS:** Straits Area EMS Authority needs to purchase two new ambulances and on-board equipment in 2024 in order to continue providing high-quality and timely Advanced Life Support ambulance service, and; and
- WHEREAS:** The cost of new ambulances and on-board equipment has risen by more than 40% in the last three years, putting a significant financial strain on Straits Area EMS Authority; and
- WHEREAS:** There may be an opportunity to obtain federal funding through Congressional Directed Spending to aid in the purchase and equipping of these new ambulances; now therefore
- BE IT RESOLVED:** That the St. Ignace City Council, as elected representatives of the people of the City of St. Ignace, fully supports the Straits Area EMS Authority's request for Congressionally Directed Spending to aid in the purchase and equipping of two new ambulances.

Roll Call Vote:

Yes:

No:

Absent:

William Lalonde, Mayor of the City of St. Ignace, declared the Resolution

**CITY OF ST. IGNACE
RESOLUTION 23-11**

I, Andrea Insley, St. Ignace City Clerk, hereby certify that the foregoing Resolution was adopted by the St. Ignace City Council by a roll call vote at a regular meeting of the St. Ignace City Council held on March 6, 2023, at which meeting a quorum was present, and that this Resolution was ordered to take immediate effect.

sb

Andrea Insley, City Clerk/Treasurer

**CITY OF ST. IGNACE
RESOLUTION 23-12**

A RESOLUTION TO APPROVE THE 2023 VISITORS BUREAU WEEKLY EVENTS

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

- WHEREAS:** The St. Ignace Visitor’s Bureau requests permission to sponsor and conduct the “2023 Weekly Events”; and
- WHEREAS:** This event requires the usage of downtown properties which would include the St. Ignace Marina, American Legion Park, and Kiwanis Beach; 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:** This event will be required to follow all COVID Federal, State, and Local regulations in place at that time to qualify for Special Event status; and
- 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 Weekly Events to be held from May through September, 2023; now further
- BE IT RESOLVED:** The St. Ignace City Council does approve, subject to compliance with City rules and regulations, for the 2023 Weekly Events usage of downtown properties which would include the St. Ignace Marina, American Legion Park, and Kiwanis Beach for the following events and dates:

Bayside Farmer’s Market
St. Ignace Public Marina
July 6-September 28
Thursdays, 2:00 p.m.-7:00 p.m.

Native American Cultural Teachings
Museum of Ojibwa Culture
July 3-August 29
Mondays & Tuesdays, 6:30 p.m.-7:30 p.m.

Friday Night at the Museum
Museum of Ojibwa Culture
July 7-August 25
Fridays, 6:30 p.m.-8:30 p.m.

Wacky Wednesdays
Downtown St. Ignace
July 5-August 30
Wednesdays, 6:00 p.m.

Fireworks
Downtown St. Ignace
May 27-September 2
Saturdays, Dusk (see attached)

Sundays Beach Bash
Kiwanis Beach
July 2-August 27
Sundays, 4:00 p.m.-7:00 p.m.

Live Music
American Legion Park
July 1-August 31
Daily, 7:00 p.m.-8:30 p.m.

Swingin’ Iggy
Downtown St. Ignace
July 1-September 3
Saturdays. 7:00 p.m.-10:00 p.m.

**CITY OF ST. IGNACE
RESOLUTION 23-12**

Roll Call Vote:

Yes:

No:

Absent:

Resolution declared

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, March 6, 2023, at 7:00 p.m.

sb

Andrea Insley, City Clerk/Treasurer



1/13/2023

Members of St. Ignace City Council

Please accept this letter as a request for consideration of Special Event Status for the Weekly Summer Activities planned for St. Ignace in the summer of 2023.

Fireworks: May 27, June 24 (in conjunction with Car Show), July 4 (co-sponsored with the city, I have secured hotel rooms for the fireworks employees at Super 8 but those shall be paid for by the city, or I can cancel them if they city chooses to find rooms elsewhere), July 8, July 15, July 22, July 29, August 5, August 12, August 19, August 26, and September 2. All performances will be at dusk meaning the start time will vary throughout the summer based on when the sun sets (this variation in start time has occurred for several years now).

Native American Cultural Teachings: These teachings are free and open to the public. They will occur every Monday and Tuesday in July and August at the Museum of Ojibwa Culture from 6:30 – 7:30 PM.

Wacky Wednesdays: 6 PM in front of First National Bank, family Busker shows

Bayside Farmers Market: This will take place on the north end of the marina grass (similar to the second half of last summer). Vendors may start setup at 2 PM and are permitted to sell from 3 PM – 7 PM. All interested vendors must complete and turn in an application to the visitors bureau as well as sign that they will agree to the market rules. No one can vend until the application and signed rules document have been approved by market staff (visitors bureau staff). The market runs from the 1st Thursday in July to the last Thursday in September.

Friday Night at the Museum: Cultural teachings at the Museum of Ojibwa Culture from 6:30 PM to 8:30 PM on Fridays in July and August.

Singin' Iggy: 7-10 PM, live music, family activities throughout downtown

Sundays Beach Bash: 4-7 Kiwanis Beach, live music and possibly family activities

Live Music: There will be live music 7 nights a week at American Legion Park from 7 PM – 8:30 PM with the exception of dates on which there is other live music in town (i.e. special events). Dates will begin July 1st through August 31st.



Attachment #1
 Display Dates and Times
 385 N. State St.
 St. Ignace, MI 49781

Show Number	Date	Start Time	Inclement Weather Date	Start Time
1	May 27, 2023	10:00 PM	May 28, 2023	10:00 PM
2	June 24, 2023	10:30 PM	June 25, 2023	10:30 PM
3	July 4, 2023	10:30 PM	July 5, 2023	10:30 PM
4	July 8, 2023	10:25 PM	July 9, 2023	10:25 PM
5	July 15, 2023	10:15 PM	July 16, 2023	10:15 PM
6	July 22, 2023	10:05 PM	July 23, 2023	10:05 PM
7	July 29, 2023	10:00 PM	July 30, 2023	10:00 PM
8	August 5, 2023	10:00 PM	August 6, 2023	10:00 PM
9	August 12, 2023	10:00 PM	August 13, 2023	10:00 PM
10	August 19, 2023	10:00 PM	August 20, 2023	10:00 PM
11	August 26, 2023	10:00 PM	August 27, 2023	10:00 PM
12	September 2, 2023	10:00 PM	September 3, 2023	10:00 PM

2023 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, nationality, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act you may make your needs known to this Legislative Body of City, Village or Township Board.
------------------------	--

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) <input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks <input type="checkbox"/> Public Display <input type="checkbox"/> Private Display <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes	FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION) <div style="font-size: 1.5em; text-align: center;">9/4/23</div>
NAME OF PERSON PERMIT ISSUED TO Wolverine Fireworks Display, Inc.	
ADDRESS OF PERSON PERMIT ISSUED TO 205 W. Seidlers Rd., Kawkawlin, MI 48631	
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION City of St. Ignace	
ADDRESS 385 N. State St., St. Ignace, MI 49781	
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) <div style="text-align: center; font-size: 1.2em;">See Proposal</div>	
EXACT LOCATION OF DISPLAY OR USE 385 N. State St., St. Ignace, MI	
CITY, VILLAGE, TOWNSHIP St. Ignace, MI 49871	DATE See Attachment #1
BOND OR INSURANCE FILED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TIME See Attachment #1 AMOUNT \$10,000,000.00

Issued by action of the Legislative Body of a <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of <u>St. Ignace</u> on the <u>6th</u> day of <u>March, 2023</u>	
(Signature and Title of Legislative Body Representative)	

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT

**CITY OF ST. IGNACE
RESOLUTION 23-13**

A RESOLUTION TO APPROVE THE 2023 BRONCO THE MAC

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

- WHEREAS:** The St. Ignace Visitors Bureau requests permission to sponsor and conduct the “Bronco the Mac 2023”; and
- WHEREAS:** This event requires the usage of I-75NB, I-75BL, and the St. Ignace Little Bear East Arena overflow lot; and
- WHEREAS:** This event requires a parade escort from City of St. Ignace Police; 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:** This event will be required to follow all COVID Federal, State, and Local regulations in place at that time to qualify for Special Event status; and
- 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 Bronco the Mac 2023 on June 9-11, 2023; now further

BE IT RESOLVED: The St. Ignace City Council does approve usage of I-75NB, I-75BL, and the St. Ignace Little Bear East Arena overflow lot, and a parade escort from City of St. Ignace Police, for this event on Friday, June 9, 2023 through Sunday, June 11, 2023.

Roll Call Vote:

Yes:

No:

Absent:

Resolution declared

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, March 6, 2023, at 7:00 p.m.

sb

Andrea Insley, City Clerk/Treasurer



LITTLE BEAR EAST

ARENA & COMMUNITY CENTER

275 Marquette Street, St. Ignace, MI 49781

Phone (906) 643-6081

recreation@cityofstignace.com

Reservation Contract & Form

Please complete the reservation form and mail to: Little Bear East Arena, 275 Marquette Street, St. Ignace, MI 49781
Or email to recreation@cityofstignace.com

FULL PAYMENT MUST BE PAID ONE WEEK IN ADVANCE. \$100 non-refundable deposit must be paid at the time of the reservation. Deposit will be applied to payment. I understand that the cleanup expected of me after my event includes removing all valuable items and cleaning up any excessive messes.

Reservations are not confirmed until this form is returned to the Little Bear East Manager. I have read and understand the reservation policy and guidelines.

Quincy Panville
Signature of Person Completing Form

1/27/23
Date

Quincy Panville
Printed Name

MEETING INFORMATION

NAME OF EVENT <u>Broncos on the Mac / Highland games</u>			DATE OF EVENT <u>June 8-11</u>		
DAY OF EVENT <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input checked="" type="checkbox"/> THURSDAY <input checked="" type="checkbox"/> FRIDAY <input checked="" type="checkbox"/> SATURDAY <input checked="" type="checkbox"/> SUNDAY					
SETUP/ARRIVAL TIME <u>~4pm 6/8</u>	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	MEETING TIME	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	CLEAN-UP/DEPARTURE TIME <u>~10am 6/11</u>	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
MARQUEE REQUEST <u>Welcome Broncos & Highland Athletes</u>			ANTICIPATED ATTENDANCE <u>~500</u>		

CONTACT INFORMATION

CONTACT PERSON <u>Quincy Panville</u>		HOME PHONE (Include Area Code) <u>906-298-1902</u>		CELL PHONE (Include Area Code) <u>906-643-8076</u>		FAX (Include Area Code)	
MAILING ADDRESS <u>Le Spring St.</u>		CITY <u>St. Ignace</u>		STATE <u>MI</u>		ZIP CODE <u>49781</u>	
EMAIL ADDRESS <u>quincy@stignace.com</u>							

FOOD & ALCOHOL

WILL FOOD BE SERVED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		WILL FOOD BE CATERED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
CATERER'S NAME <u>Food Trucks</u>		CATERER'S PHONE (Include Area Code)	
WILL ALCOHOL BE SERVED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES: <input type="checkbox"/> CASH BAR <input type="checkbox"/> OPEN BAR	IF ALCOHOL IS SERVED, PLEASE INQUIRE ABOUT REQUIREMENTS TO INCLUDE ONE-DAY EVENT INSURANCE.	
BARTENDER'S NAME <u>Chamber</u>			

Little Bear East Arena Reservation Form

FACILITY RATES & ROOMSET-UP

ROOM NAME	RATE	ROOM SIZE	OCCUPANCY
<input type="checkbox"/> NORTH & SOUTH	\$300	4,300 square feet	300
<input type="checkbox"/> NORTH & SOUTH (WEDDING, includes set up day before and break down day after)	\$700	4,300 Square feet	300
<input type="checkbox"/> NORTH	\$175	2,250 square feet	120
<input type="checkbox"/> SOUTH	\$175	2,250 square feet	180
<input type="checkbox"/> USE OF KITCHEN	\$50		
<input type="checkbox"/> ARENA / ICE RINK	\$1200	25,000 square feet	1600
<input type="checkbox"/> ENTIRE FACILITY	\$2000	29300 square feet	1900
<input type="checkbox"/> PARKING LOT ONLY	\$500		
<input type="checkbox"/> EARLY SET UP	\$100		
<input type="checkbox"/> CLEAN UP	\$100		

ROOM SET-UP*	
<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> THEATRE
<input type="checkbox"/> HOLLOW SQUARE	<input type="checkbox"/> HEAD TABLE
<input type="checkbox"/> U-SHAPE W/ AUDIENCE	<input type="checkbox"/> CAFÉ STYLE
<input type="checkbox"/> WEDDING STYLE	<input type="checkbox"/> OTHER

I do not want the room pre-set

Table # _____ Chair # _____

(See attached setup options for reference)

***PLEASE NOTE:** If you would like the room pre-set for your event and will require set-up assistance there will be a set-up fee included in your invoice. Please check a set-up style only if you would like the room pre-set. If you plan to set the room yourself, just let us know how many tables and chairs you will need. Thank you!

Please note any additional staffing needs for your event below:

*overflow lot,
green "bowl",
3 conf. room lot only*

*See other
note ~~(attached)~~
for details*

Room Set Up Charges:

- Table Set Up for 0-100 people: \$50
- Table Set Up for 101-200 people: \$75
- Table Set Up for 201-300 people: \$100
- Table Set Up for 301-500 people: \$150

MEETING ACCESSORIES

<input type="checkbox"/> PODIUM	\$5	<input type="checkbox"/> PROJECTOR	\$50
<input type="checkbox"/> MICROPHONE(S)	\$15/EACH	<input type="checkbox"/> LARGE A/V SCREEN	\$20

PIPE & DRAPE AND TABLE RENTAL

Pipe & Drape Available – \$3.00 per foot

PIPE & DRAPE @ \$3.00/FT	#REQUESTED: _____ X \$3.00=	TOTAL PIPE & DRAPE: \$ _____
TABLE LINENS @ \$7.50 EACH	#REQUESTED: _____ X \$7.50=	TOTAL TABLE LINENS: \$ _____
TABLE SKIRTS @ \$7.50 EACH	#REQUESTED: _____ X \$7.50=	TOTAL TABLE SKIRTS: \$ _____
<i>Table linens require minimum of two weeks' notice. (If any are ruined \$30 fee ea. taken off cleaning deposit)</i>		TOTAL DRAPE & TABLE RENTAL: \$ _____

PRICING NEEDS

Non-Profits will be granted a 15% discount with their non-profit ID number.

If you have cost concerns please contact our Recreation Director at 906-643-8676.

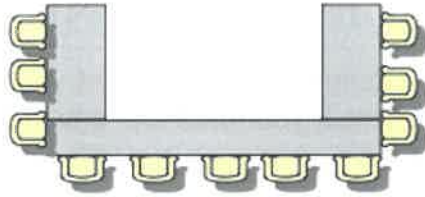
FOOD & BEVERAGE SERVICE

ITEM	RATE	QTY	ITEM	RATE	QTY
<input type="checkbox"/> COFFEE (45 CUP URN)	\$40	_____	<input type="checkbox"/> MUFFINS	\$24/dozen	_____
<input type="checkbox"/> COFFEE (100 CUP URN)	\$60	_____	<input type="checkbox"/> DOUGHNUTS	\$22/dozen	_____
<input type="checkbox"/> WATER (BOTTLED)	\$15/case	_____	<input type="checkbox"/> COOKIES	\$18/dozen	_____
<input type="checkbox"/> JUICE (BOTTLED)	\$30/case	_____	<input type="checkbox"/> PIZZA BUFFET	\$10.00/ person	_____
<input type="checkbox"/> SODA (ASSORTED)	\$35/case	_____	<i>Enjoy a variety of salads, pizzas, breadsticks and cinnamon sticks.</i>		

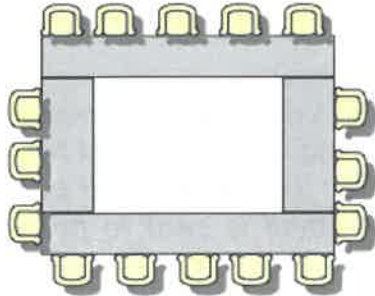
Additional Information:

Meeting Set-up Arrangements

U Shaped Set-up



Hollow Square Set-up

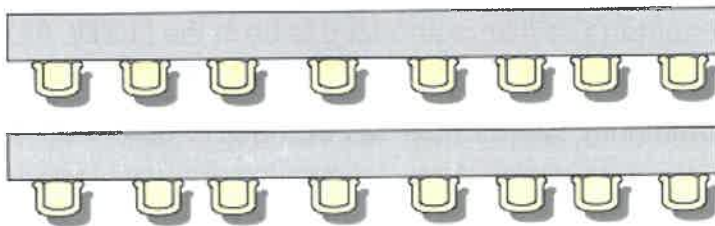


N/A

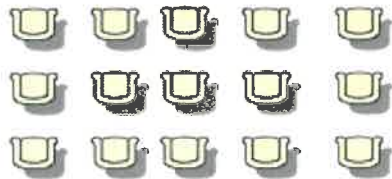
Café Style Set-up



Class Room Style Set-up



Theatre or Audience Style Set-up





RENTAL SPACE GUIDELINES

We, at Little Bear East Arena & Community Center are pleased that you are using our facilities. Please read and follow the guidelines below. If you have any questions, please contact (906) 643-8676 or email us at recreation@cityofstignace.com

RESERVATIONS

- Reservations are accepted up to one year in advance. Alternate dates may be submitted with the reservation in order of preference.
- Reservations are not actually booked until a deposit of \$100 has been received. Please Note: This deposit is non-refundable if function is cancelled. Persons renting Little Bear East Arena & Community Center must be at least eighteen (18) years of age. ***No reservation will be deemed complete, nor a date reserved, until the deposit is received and a confirmation email is sent to person booking the event.*** This deposit will go towards the full payment.
- The use of the conference room shall be restricted to purposes which offer community benefits and family events. These will include banquets, product demonstrations, business meetings, training classes, seminars, wedding receptions, birthday celebrations, anniversary celebrations, wedding & baby showers, family reunions, class reunions and others deemed appropriate.
- Little Bear East Arena & Community Center shall not be used for unlawful activity or any activity, which may be disruptive, divisive, unlawful or demeaning to the community.

HOURS

- Facilities may be rented between the hours of 7:00 a.m. and 1:00 a.m. The time of use on the actual Rental Contract will be the only time renter(s) will be authorized to be in the facility. All hours must run consecutively. If the renter runs past the time requested, \$50 will be charged for every hour afterwards.
- Little Bear East Arena & Community Center staff will be here to open and close the facilities during your rental period.

SET-UP & CLEAN-UP

- ***On the day of the event, a check for \$100 must be brought to Little Bear East Arena.*** This is a cleaning deposit that will be returned if the room is left clean. This will be at the discretion of facility management. ***Any linens that were ruined will come out of this deposit as well.***
- Clean-up must be done within the hours rented. The renter is responsible for this.
- Renter is responsible for the clean-up of the facility and kitchen (if used). All trash to include food must be placed in heavy-duty plastic garbage bags, secured tightly and disposed of in dumpster in rear of Community Center near the Fitness Center entrance.
- Little Bear East Arena & Community Center will not assume responsibility for items left after the rental time.
- Tables, tablecloths, linens and/or pipe and drape (if rented) must be protected from candle wax and/or any other damage. Do not in any way alter tablecloths, linens or pipe and drape.
- All equipment and furniture shall remain in the facility at all times with no exceptions.
- To protect parties involved, equipment and facilities will be inspected before and after each event.

Broncos on the Mac

The LBE application is probably great for weddings and conventions but not so great for events so I am going to list our plan out here and include it with the application. If you can please let me know if these requests are approved, that would be greatly appreciated! Please note, the tents will be set up in advance, but we are flexible on when that happens.

Bronco On The Mac

- Thursday from 7-9 PM we will be in the overflow lot only doing packet pickup.
- Friday packet pickup and vehicle staging will be in the overflow lot only from 7 AM until the Broncos leave at 10 AM. After the crossing, they will come back there sporadically throughout the afternoon. Then there will be a car show in the overflow parking lot from 4-7 PM with live music, food trucks, and beer tent
- Saturday, the Broncos will use the overflow lot as staging grounds for guided rides throughout the day.
- Sunday, the Broncos will use the overflow lot in the morning as staging grounds for one last guided tour that will leave around 9 or 10 AM
- We will likely use 10-20 tables and accompanying chairs for these days, under the tent

Highland Games

- Athletes will begin arriving in the morning around 7 AM. They will be setting up in the green grassy "bowl" and will be fencing off the athlete grounds for safety reasons with caution tape. They may do some set up Friday night. The games run 10-6 PM and then they will wrap up and tear down.
- We may need some tables and chairs for this too but I will know more as we get closer. We usually move them out so they just need to be on a cart, no set up necessary.

I can't think of anything else right now but let me know if you have any questions or if any of this is not doable for any reason so we can plan accordingly. Thank you!

BEHAVIOR / CONDUCT

- Children must be supervised at all times while you are in the facility.
- Alcoholic beverages are permitted with the rental; however, the renter must be at least twenty-one (21) years of age. Little Bear East Arena & Community Center **MUST** be notified if alcohol will be on the premises. **Special Event Insurance is required to be provided by the renter.**
- Fire codes shall be adhered to at all times; including, but not limited to, seating capacity, use of flammable materials (i.e., candles, buffet burners), etc.
- Smoking is prohibited in Little Bear East Arena & Community Center.
- The renter shall assume full responsibility for the character, acts and conduct of all persons admitted to said premises during the term of the rental contract. Renter shall comply with all laws, ordinances, rules and regulations of the State of Michigan, Mackinac County and City of St. Ignace. If a violation occurs and is not immediately corrected, Little Bear East Arena & Community Center will terminate the event and no refund will be permitted.
- The renter shall be liable for all damage to the facility and equipment and agrees, to indemnify and hold Little Bear East Arena & Community Center harmless from any claims and suits arising out of injury or death to any person or damage to property resulting from use of said facility. _____(INITIAL)
- Little Bear East Arena & Community Center reserves the right to refuse rental of the facility to any person, group or organization that has, in the past, violated any policies and procedures, rules and regulations or has shown a disregard for persons or property or who in the opinion of Little Bear East Arena & Community Center did not conduct themselves in a peaceable and appropriate manner.
- Should any rental rules be violated, the event may be ended with no refunds.

Reservations are not confirmed until the attached form is completed and returned to the Little Bear East Facility Management with a \$100 non-refundable deposit.

FULL PAYMENT MUST BE PAID 1 WEEK IN ADVANCE.

A cleanup deposit of \$100.00, payable by check ONLY, is added to the total rental cost. The check must be brought the day of rental.

Your deposit check will be returned after inspection of the facility shows cleanup was to our standards. If the facility was not cleaned to our standards, the check will be deposited and you will forfeit the deposit.

I have read and understand the Rental Guidelines for use of the facilities at Little Bear East Arena & Community Center and agree to fully comply.

St. Ignace visitors Bureau
Name of Renter

906-298-1902
Phone Number

June 8-11, 2023
Date of Event


Signature of Renter

1/27/23
Date Contract Signed

Broncos on the Mac

The LBE application is probably great for weddings and conventions but not so great for events so I am going to list our plan out here and include it with the application. If you can please let me know if these requests are approved, that would be greatly appreciated! Please note, the tents will be set up in advance, but we are flexible on when that happens.

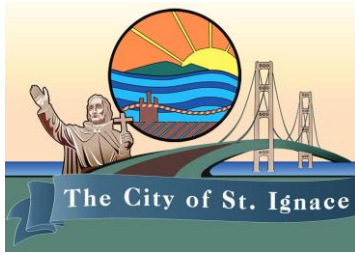
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I can't think of anything else right now but let me know if you have any questions or if any of this is not doable for any reason so we can plan accordingly. Thank you!



City of St. Ignace, MI

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

Staff Report

Agenda Date: _____

Presenter: _____

Department: _____

City Manager: _____

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

AGENDA ITEM TITLE:

BACKGROUND:

FISCAL EFFECT:

SUPPORTING DOCUMENTATION:

RECOMMENDATION:

**CITY OF ST. IGNACE
RESOLUTION 23-14**

**A RESOLUTION TO DIRECT ADMINISTRATION TO UTILIZE AMERICAN RESCUE PLAN ACT
FUNDING FOR BOARDWALK REPAIRS AND IMPROVEMENTS**

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

- WHEREAS:** the Federal Government passed the American Rescue Plan Act that appropriates \$350 billion dollars towards the Coronavirus State and Local Fiscal Recovery Funds (SLFRF); and
- WHEREAS:** one of the purposes of the SLFRF funds is to fund government services despite revenue losses, including “maintenance of existing equipment and facilities”; and
- WHEREAS:** the US Treasury Final Rule for the SLFRF provides a standard allowance of \$10 million that can be deemed revenue loss; and
- WHEREAS:** by electing the standard allowance, the City may use up to the full amount of its \$244,121.09 award for providing government services, with streamlined reporting requirements; and
- WHEREAS:** the City understands the importance of the boardwalk to our community and downtown vitality; and
- WHEREAS:** the boardwalk has many unsafe, deteriorated sections in need of repair; and
- WHEREAS:** the Downtown Development Authority is actively working to repair and better the boardwalk; now therefore
- BE IT RESOLVED:** That the St. Ignace City Council does hereby approve the use of \$5,000.00 of ARPA Funds towards the repair and improvement of the City boardwalk.

Roll Call Vote:

Yes:

No:

Absent:

Resolution declared .

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, March 6, 2023, at 7:00 p.m.

sb

Andrea Insley, City Clerk/Treasurer

RESOLUTION 23-15
**PERFORMANCE RESOLUTION FOR
MUNICIPALITIES**

This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the _____
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the _____
 (Name of Board, etc.)
 of the _____ of _____
 (Name of MUNICIPALITY) (County)
 at a _____ meeting held on the _____ day
 of _____ A.D. _____.

Signed

Title

Print Signed Name

CITY OF ST. IGNACE

BUDGET TRANSFERS & AMENDMENTS

6-Mar-23

Transfer or Amendment	From Account	To Account	Amount Budgeted	Dollar Amount	Notes
DDA					
Budget Transfer	248-965-995.000 Transfer to Local Streets	203-000-699.005 Transfer in From DDA		\$ 37,500.00	DDA approval of transfer for paving projects
Budget Transfer	248-965-995.000 Transfer to Major Streets	202-000-699.005 Transfer in from DDA		\$ 37,500.00	
ARPA					
Amend Budget	285-965-995.010 Transfer to Boardwalk Fund	499-000-699.101 Boardwalk Program	\$ -	\$ 5,000.00	Boardwalk allocation
Boardwalk Program					
Amend Budget	499-443-818.000 Contracted Service		\$ 500.00	\$ 10,717.00	Based on contributions received and work done
Community Center Operations					
Amend Budget	509-000-405.000 St. Ignace Township		\$ 6,000.00	\$ -	Amend revenue down by \$34,463.00. Revenue we don't expect to receive based on 2022 Actual and 2023 YTD
Amend Budget	509-000-631.000 Advertising Rentals		\$ 10,000.00	\$ 1,000.00	
Amend Budget	509-000-636.000 Cable TV Franchise Fees		\$ 19,463.00	\$ 15,000.00	
Amend Budget	509-000-645.000 Hockey Association		\$ 25,000.00	\$ 17,000.00	
Amend Budget	509-000-659.000 Hockey Tournaments		\$ 22,000.00	\$ 15,000.00	
Amend Budget	509-752-708.000 Events Programmer		\$ 38,000.00	\$ -	Events Programmer position has been vacant since December 2022. Funds can be used to offset reduced revenue

Amend Budget	509-763-977.000 Fitness Center Capital Outlay		\$ 900.00	\$ 4,400.00	Anticipated capital purchases in FC
Sewer Fund					
Amend Budget	590-544-778.000 RR&I Equip. Maint. Supplies		\$ -	\$ 23,420.00	Wastewater Plant UV Units Purchase (prior approval from Council); materials and labor
Amend Budget	590-544-818.000 RR&I Contracted Service		\$ -	\$ 25,180.00	

03/02/2023

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. IGNACE
PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 AMENDED BUDGET	YTD BALANCE 03/31/2023
Fund 202 - MAJOR STREETS				
Revenues				
Dept 000 - REVENUE				
202-000-403.000	CURRENT PROPERTY TAX	58,592.18	30,200.00	619.13
202-000-407.000	DELINQ. PERS. PROP TAXES	0.00	100.00	0.00
202-000-543.000	SAULT TRIBE CONTRIBUTION	6,500.00	6,500.00	0.00
202-000-546.000	BULD MI PROG-LRP MAJOR	3,950.97	4,800.00	790.14
202-000-569.000	GAS & WEIGHT TX MAJOR	221,757.73	230,000.00	48,661.84
202-000-570.000	ANNUAL SNOW REMOVAL	19,543.85	45,000.00	0.00
202-000-664.000	INTEREST INCOME	607.37	2,200.00	0.00
202-000-675.000	MACK CO.	5,000.00	5,000.00	0.00
202-000-692.000	TRUNKLINE MAINT	132,381.54	59,967.00	19,466.90
202-000-697.000	APP. FUND BALANCE	0.00	395,000.00	0.00
Total Dept 000 - REVENUE		448,333.64	778,767.00	69,538.01

TOTAL REVENUES		448,333.64	778,767.00	69,538.01
Expenditures				
Dept 451 - ROAD CONSTRUCTION				
202-451-782.000	MATERIALS/DPW/ROADS	863.60	0.00	0.00
202-451-807.000	CONTRACTED SERV	93,583.20	403,880.00	0.00
202-451-943.000	EQUIPMENT RENTAL	22.86	0.00	0.00
Total Dept 451 - ROAD CONSTRUCTION		94,469.66	403,880.00	0.00
Dept 965 - TRANS TO OTHER FUNDS				
202-965-965.000	TRANSFER TO GEN FUND #101	5,000.00	6,000.00	0.00
202-965-995.008	TRANS TO VAC / SICK #729	5,000.00	5,000.00	0.00

202-965-995.010	TRANS TO FUND 203	31,932.00	105,000.00	0.00
Total Dept 965 - TRANS TO OTHER FUNDS		41,932.00	116,000.00	0.00
TOTAL EXPENDITURES		136,401.66	519,880.00	0.00
Fund 202 - MAJOR STREETS:				
TOTAL REVENUES		448,333.64	778,767.00	69,538.01
TOTAL EXPENDITURES		136,401.66	519,880.00	0.00
NET OF REVENUES & EXPENDITURES		311,931.98	258,887.00	69,538.01
Fund 203 - LOCAL STREET				
Revenues				
Dept 000 - REVENUE				
203-000-403.000	CURRENT PROPERTY TAX	58,592.12	92,616.00	619.13
203-000-407.000	DELINQ. PERS. PROP TAXES	0.00	100.00	0.00
203-000-543.000	SAULT TRIBE DONATION	6,500.00	6,500.00	0.00
203-000-546.000	BUILD MI PROG-LRP LOCAL	1,803.78	2,200.00	360.74
203-000-569.000	GAS & WEIGHT TX LOCAL	101,239.34	105,000.00	22,216.43
203-000-570.000	ANNUAL SNOW REMOVAL	4,000.00	5,000.00	0.00
203-000-571.000	METRO ACT CHECKS	12,871.65	12,900.00	0.00
203-000-664.000	INTEREST EARNINGS	118.85	500.00	0.00
203-000-675.000	REVENUE SHARING MACK CO.	5,000.00	5,000.00	0.00
203-000-697.000	APP. FUND BALANCE	0.00	90,000.00	0.00
203-000-699.001	TRANS IN FM 202	31,932.00	105,000.00	0.00
Total Dept 000 - REVENUE		222,057.74	424,816.00	23,196.30
TOTAL REVENUES		222,057.74	424,816.00	23,196.30
Expenditures				
Dept 451 - ROAD CONSTRUCTION				
203-451-706.000	WAGES	0.00	1,000.00	0.00
203-451-715.000	SOCIAL SECURITY	0.00	50.00	0.00
203-451-716.000	HEALTH FRINGES	0.00	75.00	0.00
203-451-717.000	LIFE INS	0.00	5.00	0.00

203-451-718.000	RETIREMENT	0.00	100.00	0.00
203-451-719.000	MERS 457	0.00	10.00	0.00
203-451-721.000	MESC	0.00	5.00	0.00
203-451-725.000	WORKMAN'S COMP	0.00	75.00	0.00
203-451-782.000	MATERIALS/DPW/ROADS	83.87	150.00	0.00
203-451-807.000	CONTRACTED SERV	554.33	203,955.00	0.00
Total Dept 451 - ROAD CONSTRUCTION		638.20	205,425.00	0.00

Dept 965 - TRANS TO OTHER FUNDS

203-965-965.000	TRANSFER TO GEN FUND #101	3,000.00	3,000.00	0.00
203-965-995.008	TRANS TO VAC / SICK #729	3,000.00	3,000.00	0.00
Total Dept 965 - TRANS TO OTHER FUNDS		6,000.00	6,000.00	0.00

TOTAL EXPENDITURES

6,638.20	211,425.00	0.00
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Fund 203 - LOCAL STREET:

TOTAL REVENUES	222,057.74	424,816.00	23,196.30
TOTAL EXPENDITURES	6,638.20	211,425.00	0.00
NET OF REVENUES & EXPENDITURES	215,419.54	213,391.00	23,196.30

Fund 248 - DDA GENERAL DOWNTOWN

Revenues

Dept 000 - REVENUE

248-000-402.000	PROPERTY TAX DDA ROADS	12,705.00	12,705.00	0.00
248-000-403.000	CURRENT PROPERTY TAX	232,927.00	213,000.00	0.00
248-000-584.000	COMMUNITY FOUNDATION	0.00	2,500.00	0.00
248-000-588.000	GRANTS-LOCAL	5,000.00	0.00	0.00
248-000-664.000	INTEREST EARNINGS	41.02	0.00	0.00
248-000-677.000	INSURANCE REIMB	37,914.60	5,000.00	0.00
248-000-695.000	MISC. INCOME	10,542.00	5,000.00	0.00
248-000-699.011	TRANS FM 571	69,019.15	0.00	0.00
Total Dept 000 - REVENUE		368,148.77	238,205.00	0.00

TOTAL REVENUES

368,148.77	238,205.00	0.00
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Expenditures

Dept 743 - DDA OPERATIONS

248-743-706.000	WAGES	53,081.49	54,747.00	9,773.62
248-743-708.000	WAGES	7,185.33	10,000.00	923.88
248-743-715.000	SOCIAL SECURITY	4,533.14	4,000.00	807.01
248-743-716.000	HEALTH FRINGES	19,605.93	21,000.00	3,657.93
248-743-716.001	SELF FUNDING HEALTH PREIMUM	3,000.00	6,000.00	0.00
248-743-717.000	LIFE INS	389.72	400.00	63.53
248-743-718.000	RETIREMENT	6,129.34	5,000.00	694.53
248-743-719.000	MERS 457	71.57	100.00	9.66
248-743-721.000	MESC	86.44	100.00	66.68
248-743-725.000	WORKMAN'S COMP	708.43	800.00	103.37
248-743-751.000	OFFICE SUPPLIES	44.47	300.00	0.00
248-743-781.000	MATERIALS	350.73	750.00	0.00
248-743-807.000	ACCOUNTING & AUDITING	0.00	2,500.00	0.00
248-743-808.000	CONSULTING SERV	860.00	2,500.00	0.00
248-743-818.000	CONTRACTED SERV	68,550.22	55,000.00	1,043.19
248-743-853.000	COMMUNICATIONS	669.78	650.00	62.80
248-743-873.000	TRAVEL	611.02	703.00	116.63
248-743-887.000	GROUNDS MAINT	678.18	2,000.00	0.00
248-743-892.000	DOWNTOWN ACTIVITIES	7,248.29	14,000.00	0.00
248-743-900.000	PRINT & PUBLISH	298.81	700.00	0.00
248-743-920.000	UTILITIES, ELECTRIC	3,602.62	4,500.00	705.56
248-743-935.000	PROPERTY LIABILITY INS	0.00	2,000.00	0.00
248-743-943.000	EQUIPMENT RENTAL	4,178.74	9,000.00	793.58
248-743-958.000	MEMERSHIP & DUES	350.00	350.00	0.00
248-743-960.000	ED & TRAIN	1,170.58	2,000.00	210.00
248-743-974.004	PROJECT MAINT	0.00	500.00	0.00
248-743-977.000	CAPITAL OUTLAY EQUIP	1,109.98	500.00	5,000.00
Total Dept 743 - DDA OPERATIONS		184,514.81	200,100.00	24,031.97

Dept 745 - PROPERTY MANAGEMENT

248-745-715.000	SOCIAL SECURITY	(0.01)	0.00	0.00
248-745-818.000	CONTRACTED SERV	1,917.20	0.00	0.00
248-745-935.000	PROPERTY LIABILITY INS	1,550.64	1,550.64	0.00

248-745-957.000	PROPERTY TAXES	0.00	0.00	889.00
248-745-971.000	LAND ACQUISITION	51,068.51	0.00	0.00
248-745-991.000	PROP LOAN PRIN	2,170.71	8,000.00	0.00
248-745-994.000	PROP LOAN INT	3,076.73	8,000.00	0.00
Total Dept 745 - PROPERTY MANAGEMENT		59,783.78	17,550.64	889.00

Dept 965 - TRANS TO OTHER FUNDS

248-965-965.000	TRANSFER TO GEN FUND #101	7,370.00	7,370.00	0.00
248-965-995.003	TRANS TO OFFICE EQUIP #664	300.00	300.00	0.00
248-965-995.008	TRANS TO VAC / SICK #729	3,000.00	3,000.00	0.00
248-965-995.009	TRANS TO MUSEUM #570	20,000.00	20,000.00	0.00
248-965-995.011	TRANS TO LBE COMM CNTR #509	5,000.00	5,000.00	0.00
Total Dept 965 - TRANS TO OTHER FUNDS		35,670.00	35,670.00	0.00

TOTAL EXPENDITURES

279,968.59	253,320.64	24,920.97
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Fund 248 - DDA GENERAL DOWNTOWN:

TOTAL REVENUES	368,148.77	238,205.00	0.00
TOTAL EXPENDITURES	279,968.59	253,320.64	24,920.97
NET OF REVENUES & EXPENDITURES	88,180.18	(15,115.64)	(24,920.97)

Fund 285 - AMERICAN RESCUE PLAN ACT

Revenues

Dept 000 - REVENUE

285-000-528.000	FEDERAL GRANTS	117,078.00	60,000.00	60,000.00
Total Dept 000 - REVENUE		117,078.00	60,000.00	60,000.00

TOTAL REVENUES

117,078.00	60,000.00	60,000.00
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Expenditures

Dept 271 - PERSONNEL

285-271-713.000	PREM PAY WAGES	48,750.00	0.00	0.00
285-271-715.000	SOCIAL SECURITY	3,729.38	0.00	0.00
285-271-721.000	MESC	38.78	0.00	0.00

285-271-725.000	WORKMAN'S COMP	1,493.83	0.00	0.00
285-271-818.000	CONTRACTED SERV	500.00	0.00	0.00
Total Dept 271 - PERSONNEL		54,511.99	0.00	0.00

Dept 965 - TRANS TO OTHER FUNDS

285-965-995.018	TRANS TO FIRE TK FUND 472	0.00	60,000.00	60,000.00
Total Dept 965 - TRANS TO OTHER FUNDS		0.00	60,000.00	60,000.00

TOTAL EXPENDITURES

54,511.99	60,000.00	60,000.00
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Fund 285 - AMERICAN RESCUE PLAN ACT :

TOTAL REVENUES	117,078.00	60,000.00	60,000.00
TOTAL EXPENDITURES	54,511.99	60,000.00	60,000.00
NET OF REVENUES & EXPENDITURES	62,566.01	0.00	0.00

Fund 499 - BOARDWALK PROGRAM

Revenues

Dept 000 - REVENUE

499-000-543.000	SAULT TRIBE/ CITY ALLOCATIONS	10,000.00	0.00	0.00
499-000-588.000	LOCAL SHARE	30,000.00	20,000.00	17,550.00
499-000-676.000	TRANS FROM GEN FUND #101	12,477.00	0.00	0.00
Total Dept 000 - REVENUE		52,477.00	20,000.00	17,550.00

TOTAL REVENUES

52,477.00	20,000.00	17,550.00
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Expenditures

Dept 443 - BOARDWALK

499-443-706.000	WAGES	568.12	2,000.00	0.00
499-443-715.000	SOCIAL SECURITY	42.59	50.00	0.00
499-443-716.000	HEALTH FRINGES	396.06	400.00	0.00
499-443-717.000	LIFE INS	5.74	50.00	0.00
499-443-718.000	RETIREMENT	20.93	200.00	0.00
499-443-719.000	MERS 457	5.43	20.00	0.00
499-443-721.000	MESC	0.00	20.00	0.00

499-443-725.000	WORKMAN'S COMP	38.52	50.00	0.00
499-443-781.000	MATERIALS	17,921.70	6,000.00	3,327.58
499-443-818.000	CONTRACTED SERV	33,513.20	500.00	10,717.00
499-443-900.000	PRINT & PUBLISH	126.85	50.00	37.25
499-443-943.000	EQUIPMENT RENTAL	0.00	500.00	0.00
Total Dept 443 - BOARDWALK		52,639.14	9,840.00	14,081.83

TOTAL EXPENDITURES		52,639.14	9,840.00	14,081.83
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Fund 499 - BOARDWALK PROGRAM:

TOTAL REVENUES		52,477.00	20,000.00	17,550.00
TOTAL EXPENDITURES		52,639.14	9,840.00	14,081.83
NET OF REVENUES & EXPENDITURES		(162.14)	10,160.00	3,468.17

Fund 509 - COMMUNITY CENTER OPERATIONS

Revenues

Dept 000 - REVENUE

509-000-403.000	CURRENT PROPERTY TAX	81,097.46	93,275.00	855.06
509-000-405.000	ST IGNACE TOWNSHIP	0.00	6,000.00	0.00
509-000-581.000	MORAN TWP	21,056.00	19,000.00	0.00
509-000-584.000	COMMUNITY FOUNDATION	2,000.00	0.00	0.00
509-000-586.000	SVB CONTRIBUTION	40,000.00	40,000.00	0.00
509-000-630.000	CONFERENCE RENTALS	43,572.35	42,000.00	3,310.57
509-000-631.000	ADVERTISING RENTALS	(330.00)	10,000.00	0.00
509-000-633.000	OPEN SKATE	1,101.00	1,000.00	800.00
509-000-634.000	SKATE RENTAL	134.00	200.00	129.00
509-000-636.000	CABLE TV FRANCHISE FEES	16,762.07	19,463.00	0.00
509-000-638.000	SPECIAL EVENTS	6.00	2,500.00	1,285.00
509-000-639.000	DROP-IN HOCKEY	580.00	500.00	0.00
509-000-640.000	OUTSIDE/ARENA RENTALS	4,565.00	7,000.00	135.00
509-000-641.000	PROGRAM EQUIP RENTALS	110.00	200.00	0.00
509-000-642.000	CONCESSIONS	356.07	1,052.00	1,052.00
509-000-643.000	CLOTHING SALES	101.88	0.00	0.00
509-000-644.000	PROGRAM REGISTRATION	9,505.57	8,000.00	0.00
509-000-645.000	LITTLE LEAGUE BASEBALL	4,964.10	6,000.00	0.00

509-000-648.000	HOCKEY ASSOCIATION	17,290.00	25,000.00	2,925.00
509-000-651.000	SKATE SHARPENING	338.00	500.00	155.00
509-000-652.000	MEMBERSHIPS, FITNESS CENTER	13,937.50	14,000.00	1,387.50
509-000-653.000	DAILY, FITNESS CENTER	2,429.60	2,400.00	415.00
509-000-654.000	PARKING LOT FEES	0.00	550.00	550.00
509-000-655.000	AEROBIC CLASSES	654.00	260.00	260.00
509-000-657.000	VENDING	945.76	850.00	651.69
509-000-658.000	HOME SHOW	6,745.00	6,000.00	2,010.00
509-000-659.000	HOCKEY TOURNAMENTS	28,416.40	22,000.00	1,750.00
509-000-664.000	INTEREST EARNINGS	85.60	250.00	0.00
509-000-693.000	SALE OF ASSETS	0.00	200.00	0.00
509-000-695.000	MISC. INCOME	6,316.98	1,500.00	987.00
509-000-699.000	TRANS IN FM 101	16,900.00	15,000.00	0.00
509-000-699.005	TRANS IN FM 248	5,000.00	5,000.00	0.00
Total Dept 000 - REVENUE		324,640.34	349,700.00	18,657.82
TOTAL REVENUES		324,640.34	349,700.00	18,657.82

Expenditures

Dept 752 - ADMINISTRATION

509-752-706.000	WAGES	29,603.70	42,000.00	5,384.62
509-752-707.000	WAGES, TEMPORARY	(199.68)	0.00	0.00
509-752-708.000	EVENTS PROGRAMMER	34,426.45	38,000.00	0.00
509-752-715.000	SOCIAL SECURITY	4,764.99	2,500.00	401.22
509-752-716.000	HEALTH FRINGES	4,623.04	4,000.00	5,615.98
509-752-716.001	SELF FUNDING HEALTH PREIMUM	0.00	200.00	0.00
509-752-717.000	LIFE INS	160.91	150.00	43.62
509-752-718.000	RETIREMENT	1,796.11	2,000.00	363.62
509-752-719.000	MERS 457	453.08	0.00	0.00
509-752-721.000	MESC	100.78	200.00	43.61
509-752-725.000	WORKMAN'S COMP	1,769.44	1,500.00	152.52
509-752-755.000	UNIFORMS	0.00	350.00	0.00
509-752-853.000	COMMUNICATIONS	2,604.69	3,000.00	328.43
509-752-855.000	WEBSITE	706.95	1,200.00	354.98
509-752-900.000	PRINT & PUBLISH	417.82	1,000.00	0.00

509-752-935.000	PROPERTY LIABILITY INS	13,425.68	14,000.00	4,687.52
Total Dept 752 - ADMINISTRATION		94,653.96	110,100.00	17,376.12
Dept 753 - RECREATION				
509-753-707.000	WAGES, TEMPORARY	18,259.14	13,800.00	4,430.63
509-753-715.000	SOCIAL SECURITY	1,396.82	1,000.00	338.95
509-753-721.000	MESC	122.48	150.00	35.89
509-753-725.000	WORKMAN'S COMP	517.17	450.00	122.37
509-753-741.000	LITTLE LEAGUE SUPPLIES	4,793.90	5,000.00	0.00
509-753-750.000	PROGRAM EXPENSES	4,989.75	6,000.00	1,074.94
509-753-818.000	CONTRACTED SERV	16,309.50	11,000.00	0.00
509-753-918.000	BALLFIELDS WATER	68.40	400.00	0.00
Total Dept 753 - RECREATION		46,457.16	37,800.00	6,002.78
Dept 761 - ARENA				
509-761-707.000	WAGES, TEMPORARY	24,929.46	23,000.00	7,709.13
509-761-715.000	SOCIAL SECURITY	1,907.09	1,625.00	589.74
509-761-721.000	MESC	111.97	125.00	62.46
509-761-725.000	WORKMAN'S COMP	472.18	450.00	156.52
509-761-750.000	OPERATING SUPPLIES	836.44	850.00	557.40
509-761-776.000	BLDG. MAINT SUPPLIES	297.84	1,500.00	0.00
509-761-778.000	EQUIP MAINT SUPP	245.71	1,650.00	71.98
509-761-783.000	CONCESSIONS	2,074.24	1,500.00	1,073.18
509-761-818.000	CONTRACTED SERV	5,044.12	3,800.00	338.38
509-761-918.000	UTILITIES, WATER	2,909.85	3,000.00	574.56
509-761-920.000	UTILITIES, ELECTRIC	23,049.35	23,000.00	8,157.32
509-761-921.000	UTILITIES, NATURAL GAS	14,897.77	15,000.00	7,700.47
509-761-959.000	HOCKEY TOURNAMENTS	8,902.78	5,500.00	1,090.00
509-761-977.000	CAPITAL OUTLAY EQUIP	0.00	0.00	3,160.20
Total Dept 761 - ARENA		85,678.80	81,000.00	31,241.34
Dept 762 - LBE OPERATIONS				
509-762-707.000	WAGES, TEMPORARY	18,083.52	20,000.00	2,244.70
509-762-715.000	SOCIAL SECURITY	1,381.61	1,550.00	171.66
509-762-716.000	HEALTH FRINGES	384.99	0.00	45.14
509-762-717.000	LIFE INS	8.01	0.00	0.60

509-762-718.000	RETIREMENT	705.47	0.00	0.00
509-762-719.000	MERS 457	3.92	0.00	0.00
509-762-721.000	MESC	66.89	100.00	17.74
509-762-725.000	WORKMAN'S COMP	402.12	450.00	50.79
509-762-728.000	OFFICE SUPP	1,820.74	800.00	365.86
509-762-750.000	OPERATING SUPPLIES	4,227.46	3,000.00	103.95
509-762-759.000	GAS & OIL	546.58	515.00	83.85
509-762-775.000	REPAIR & MAINT SUPP	687.36	1,000.00	0.00
509-762-776.000	BLDG. MAINT SUPPLIES	2,304.45	1,600.00	1,550.57
509-762-778.000	EQUIP MAINT SUPP	229.57	1,000.00	0.00
509-762-783.000	CONCESSIONS	1,401.95	100.00	0.00
509-762-818.000	CONTRACTED SERV	11,732.46	6,700.00	0.00
509-762-818.001	ADVERTISE RENTAL	1,415.00	700.00	0.00
509-762-818.002	LINEN CLEANING	7.50	0.00	0.00
509-762-818.003	CATERING	1,013.47	1,000.00	0.00
509-762-856.001	HOME SHOW EXP	5,441.55	5,735.00	0.00
509-762-900.000	PRINT & PUBLISH	348.20	0.00	0.00
509-762-918.000	UTILITIES, WATER	1,699.58	1,700.00	191.52
509-762-920.000	UTILITIES,ELECTRIC	11,298.52	12,000.00	2,877.90
509-762-921.000	UTILITIES, NATURAL GAS	6,712.90	6,800.00	2,566.81
509-762-932.000	EQUIPMENT REPAIRS & MAINT	325.40	450.00	0.00
509-762-943.000	EQUIPMENT RENTAL	1,522.26	900.00	0.00
509-762-977.000	CAPITAL OUTLAY EQUIP	494.94	1,000.00	0.00
Total Dept 762 - LBE OPERATIONS		74,266.42	67,100.00	10,271.09

Dept 763 - FITNESS CENTER

509-763-707.000	WAGES, TEMPORARY	16,843.94	13,500.00	5,028.75
509-763-715.000	SOCIAL SECURITY	1,288.57	900.00	384.67
509-763-721.000	MESC	99.37	125.00	40.73
509-763-725.000	WORKMAN'S COMP	425.37	400.00	127.56
509-763-750.000	OPERATING SUPPLIES	1,021.03	500.00	0.00
509-763-776.000	BLDG. MAINT SUPPLIES	0.00	1,000.00	0.00
509-763-778.000	EQUIP MAINT SUPP	90.29	1,125.00	0.00
509-763-818.000	CONTRACTED SERV	1,184.68	2,000.00	0.00
509-763-918.000	UTILITIES, WATER	1,699.58	1,700.00	191.52
509-763-920.000	UTILITIES, ELECTRIC	10,801.85	11,000.00	2,719.10

509-763-921.000	UTILITIES, NATURAL GAS	6,712.90	6,700.00	2,566.81
509-763-977.000	CAPITAL OUTLAY EQUIP	767.98	900.00	111.82
Total Dept 763 - FITNESS CENTER		40,935.56	39,850.00	11,170.96

TOTAL EXPENDITURES		341,991.90	335,850.00	76,062.29
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Fund 509 - COMMUNITY CENTER OPERATIONS:

TOTAL REVENUES		324,640.34	349,700.00	18,657.82
TOTAL EXPENDITURES		341,991.90	335,850.00	76,062.29
NET OF REVENUES & EXPENDITURES		(17,351.56)	13,850.00	(57,404.47)

Fund 590 - SEWER FUND

Revenues

Dept 000 - REVENUE

590-000-447.000	PENALTY	9,462.01	8,000.00	1,427.29
590-000-610.000	SWR RTS CITY	523,439.27	524,727.00	87,395.64
590-000-613.000	MORAN TWP SWR RTS	41,545.73	40,795.00	7,622.56
590-000-614.000	ST. IGNACE TWP. RTS	36,268.03	35,676.00	10,993.65
590-000-624.000	MORAN TWP COMM	53,726.54	51,000.00	6,938.73
590-000-625.000	SWR COMMODITY CITY	496,410.70	490,000.00	58,698.03
590-000-626.000	ST. IGNACE TWP. COMMODITY	91,335.52	88,000.00	11,768.06
590-000-642.000	CHG FOR SERV SALES	3,146.88	1,900.00	0.00
590-000-664.000	INTEREST	472.51	1,500.00	0.00
590-000-695.000	MISC. INCOME	221.84	100.00	0.00
Total Dept 000 - REVENUE		1,256,029.03	1,241,698.00	184,843.96

TOTAL REVENUES		1,256,029.03	1,241,698.00	184,843.96
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Expenditures

Dept 544 - 2010 USDA SWR IMP RR&I

590-544-778.000	EQUIP MAINT SUPPLIES	18,492.68	0.00	0.00
590-544-818.000	CONTRACTED SERV	9,863.00	0.00	297.03
Total Dept 544 - 2010 USDA SWR IMP RR&I		28,355.68	0.00	297.03

Dept 965 - TRANS TO OTHER FUNDS

590-965-965.000	TRANSFER TO GEN FUND #101	30,000.00	40,000.00	0.00
590-965-995.003	TRANS TO OFFICE EQUIP #664	4,500.00	4,500.00	0.00
590-965-995.008	TRANS TO VAC / SICK #729	7,300.00	7,300.00	0.00
Total Dept 965 - TRANS TO OTHER FUNDS		41,800.00	51,800.00	0.00

TOTAL EXPENDITURES

70,155.68	51,800.00	297.03
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Fund 590 - SEWER FUND:

TOTAL REVENUES	1,256,029.03	1,241,698.00	184,843.96
TOTAL EXPENDITURES	70,155.68	51,800.00	297.03
NET OF REVENUES & EXPENDITURES	1,185,873.35	1,189,898.00	184,546.93

TOTAL REVENUES - ALL FUNDS

2,788,764.52	3,113,186.00	373,786.09
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TOTAL EXPENDITURES - ALL FUNDS

942,307.16	1,442,115.64	175,362.12
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NET OF REVENUES & EXPENDITURES

1,846,457.36	1,671,070.36	198,423.97
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Treadmill Bid Tabulation

3/3/23

Bid #	Treadmill Make/Model	Condition	Company/Location	Quantity	Cost
#1	Aspire SL Model	New	Perfect Fit. LLC, Fife Lake	1	\$5,084.67 Plus \$438 Freight
#2	Life Fitness Elevation Series	Used/Refurbished	Perfect Fit. LLC, Fife Lake	1	\$3,000 each Delivery and installation included
#3	Cybex V-Series	New	Perfect Fit. LLC, Fife Lake	1	\$4186.75 Plus Freight \$303
#6	Life Fitness Elevation Series	New	City Bike Shop, Traverse City	1	\$16,373.28 Plus delivery and installation costs.
#4	Cybex V-Series	New	Fitness Things Livonia	1	\$4806.75 plus delivery and installation costs
#4	Cybex R Series	New	Fitness Things Livonia	1	\$7575.20 plus delivery and installation costs
#5	Life Fitness Elevation Series	New	Perfect Fit. LLC, Fife Lake	1	\$9579.39 Plus freight \$419

I recommend purchasing quote # 1. The Aspire SL treadmill. It is a high-quality commercial unit designed for high demand and wear and tear. It is the same make and model used at Planet Fitness. The dealer, Perfect Fit, has a great working relationship with the Little Bear East Arena. This is the same company that provides maintenance service on the existing treadmills and fitness equipment. Currently there is only two treadmills in the fitness center. In the past we had five treadmills.

Respectfully
Scott Marshall

QUOTE

Quote# 3635189 - 1R

Date: 10/11/2023

#1



Page 1/3

Bill To

LITTLE BEAR EAST
COMM. CENTER
275 MARQUETTE ST
SAINT IGNACE, MACKINAC
MI 49781-1418
US

Contact:
Cell:
Office:
Email:

SALES REPRESENTATIVE

CHARLES WILLIAMS
Cell:
Office:
Email: charles.williams@lifefitness.com

Ship To

LITTLE BEAR EAST
COMM. CENTER
275 MARQUETTE ST
SAINT IGNACE, MACKINAC
MI 49781-1418
United States

Contact:
Cell:
Office:
Email:

Life Fitness

Corporate Address:
10601 Belmont Avenue
Franklin Park, IL 60131 USA
Phone: Main (847) 288-3300
Toll Free (800) 735-3867

Remittance Address:
2716 Network Place,
Chicago, IL
60673, USA

Shipment Priority:
Requested Delivery Date:

ONSITE CONTACT

Cell:
Email:
Facility ID:

Line	Model #	Qty	Unit Price	Unit Discount	Unit Selling Price	TOTAL PRICE
1	ASPT-SL ASPIRE TREADMILL SL MODEL - ASPIRE TREAD SL ARC SIL LOW VT BASE/SL TREAD LED CONSOLE ENGLISH IMPERIAL/	2	8,039.00	-2,954.33	5,084.67 <i>PER UNIT</i>	10,169.34
2	FREIGHT ALL FREIGHT CHARGES	1	1.00	437.00	438.00	438.00
3	MSRP6 6% MSRP Price Adjustment	1	1.00	609.16	610.16	610.16

DEALER
PERFECT FIT LLC.
FIRE LAKE



PerfectFit, LLC

Installation and Repair

Perfect Fit, LLC

10075 Van's Ln
 Fife Lake, MI, 49633
 perfectfitir@gmail.com
 231-499-0217

#2

Quote

Date: 22024
 02/22/2023

For: Little Bear East Arena & Community
 Center
 smarshall@cityofstignace.com
 275 Marquette St.
 St. Ignace, MI 49781
 906-298-2000

Description	Quantity	Rate	Amount
Life Fitness Elevation Series Treadmill with SE3 Console. (Refurbished with new belts/decks)	2	\$2,800.00	\$5,600.00*
		Parts Subtotal	\$5,600.00

Description	Quantity	Rate	Amount
Delivery/Installation.	1	\$500.00	\$400.00*
			Discount \$100.00
		Labor Subtotal	\$400.00

*Indicates non-taxable item

Subtotal \$6,000.00
 Total \$6,000.00

Total \$6,000.00

Notes

Shipping costs are estimated.
 To accept this quote please sign and return.

QUOTE

Quote# 3635188 - 1R

Date: 03/07/12 2012

Bill To

LITTLE BEAR EAST
 COMM. CENTER
 275 MARQUETTE ST
 SAINT IGNACE, MACKINAC
 MI 49781-1418
 US

Contact:
Cell:
Office:
Email:

Ship To

LITTLE BEAR EAST
 COMM. CENTER
 275 MARQUETTE ST
 SAINT IGNACE, MACKINAC
 MI 49781-1418
 United States

Contact:
Cell:
Office:
Email:

Shipment Priority:
Requested Delivery Date:

#3



SALES REPRESENTATIVE

CHARLES WILLIAMS
 Cell:
 Office:
 Email: charles.williams@lifefitness.com

Life Fitness

Corporate Address:
 10601 Belmont Avenue
 Franklin Park, IL 60131 USA
 Phone: Main (847) 288-3300
 Toll Free (800) 735-3867

Remittance Address:
 2716 Network Place,
 Chicago, IL
 60673, USA

ONSITE CONTACT

Cell:
Email:
Facility ID:

Line	Model #	Qty	Unit Price	Unit Discount	Unit Selling Price	TOTAL PRICE
EXT WARR-PARTS & LABOR- 3 YEAR, TREAD						
1	CVT V SERIES TREADMILL - V Series Low Volt Charcoal Grey Tread Base/Cybex V Series Tread Console English	2	7,512.00	-3,325.25	4,186.75	8,373.50
2	FREIGHT ALL FREIGHT CHARGES	1	1.00	302.00	303.00	303.00
3	MSRP6 6% MSRP Price Adjustment	1	1.00	501.41	502.41	502.41

PER UNIT



Fitness Things
 35539 Schoolcraft Rd
 Livonia MI 48150
 United States

The Single Source Solution for
 Fitness Equipment, Delivery,
 Installation, and Service

#4

City of St. Ignace
 396 N. State Street
 St. Ignace MI 49781
 United States
 smarshall@cityofstignace.com

Quotation # 24289

Quotation Date:
 03/02/2023

Expiration:
 03/09/2023

Salesperson:
 Brett Veltema

Description	Quantity	Unit Price	Amount
* [CVT-ALLXX-01] Cybex Cardio Cybex V Series Treadmill List Price: \$6409.00 Your Discount: 25%	1.000 Unit(s)	4,806.75	\$ 4,806.75
* [CRTL-ALLXX] Cybex Cardio Cybex R Series Treadmill 50L List Price: \$9469.00 Your Discount: 20%	1.000 Unit(s)	7,575.20	\$ 7,575.20
[Freight] Freight	1.000 Unit(s)	400.00	\$ 400.00
[Commercial Installation] Commercial Installation (2 man/hr) <i>PLUS</i>	1.000 Hour(s)	600.00	\$ 600.00
[Surcharge] Surcharge	1.000 Unit(s)	1.00	\$ 1.00
Subtotal			\$ 13,382.95
Taxes on \$ 13,382.95			\$ 802.98
Total			\$ 14,185.93

QUOTE

Quote# **3635190 - 1R**

#5



Page 1/3

Bill To

LITTLE BEAR EAST
COMM. CENTER
275 MARQUETTE ST
SAINT IGNACE, MACKINAC
MI 49781-1418
US

Contact:
Cell:
Office:
Email:

SALES REPRESENTATIVE

CHARLES WILLIAMS
Cell:
Office:
Email: charles.williams@lifefitness.com

Ship To

LITTLE BEAR EAST
COMM. CENTER
275 MARQUETTE ST
SAINT IGNACE, MACKINAC
MI 49781-1418
United States

Contact:
Cell:
Office:
Email:

Life Fitness

Corporate Address:
10601 Belmont Avenue
Franklin Park, IL 60131 USA
Phone: Main (847) 288-3300
Toll Free (800) 735-3867

Remittance Address:
2716 Network Place,
Chicago, IL
60673, USA

Shipment Priority:
Requested Delivery Date:

ONSITE CONTACT

Cell:
Email:
Facility ID:

Line	Model #	Qty	Unit Price	Unit Discoun	Unit Selling Price	TOTAL PRICE
EXT WARR-PARTS & LABOR- 3 YEAR, TREAD						
1	95TSE ELEVATION W/ SE3HD TREADMILL - Silver Base/SE3HD 21In TR WLAN PROIDIOM/QAM/	2	15,722.00	-6,142.61	9,579.39	19,158.78
2	FREIGHT ALL FREIGHT CHARGES	1	1.00	418.00	419.00	419.00
3	MSRP6 6% MSRP Price Adjustment	1	1.00	1,148.53	1,149.53	1,149.53

per unit

From: City Bike Shop <noreply@lightspeedhq.com>
Sent: Thursday, March 2, 2023 1:20 PM
To: Scott Marshall; maggie@citybikeshop.com
Subject: City Bike Shop Quote #15736: Elevation Tread with SE3HD Console (no delivery)

#6

Hey Scott,
Here is the quote for the Elevation Tread with the SE3HD console.
Thanks!
Maggie
720-903-0206

City Bike Shop

City Bike Shop
747 E Eighth St
Traverse City, MI 49686
hello@citybikeshop.com
231.947.1312

Quote

03/02/2023 1:06 pm

Quote #: 111
Ticket: 220000015736
Register: Front Register
Employee: Maggie
Customer: Scott Marshall

Items	#	Price
Life Fitness Surcharge*	1	\$877.14
Life Elevation Series Treadmill SE3HD Console	1	\$14619.00
	Subtotal	\$15496.14
	Tax (\$14619.00 @ 6%)	\$877.14
	Total Tax	\$877.14
	Total	\$16373.28

* No Tax Applied
Thank You Scott Marshall!



CALVIN BURNSIDE

2291 N. 3 Mile RD

Hessel MI.49745 906-430-0233

DBA H176 CERT# MI6762

Customer; City of ST. Ignace , BIG BEAR GYMNASIUM

Date 2/27/2023

JOB DESCRIPTION;

Install an electric door security control system.

This unit has a control panel which will be located on the inside of the office area with the capability to control two complete door security systems which can latch to the wi fi modem and can be controlled with a smart phone using a secured app.

The outdoor keypad reader is waterproof and can be used with cards, proxy tags or pin code. Included is a key fob for inside building access. Phone app can also be used in case of emergency. There will be a press to exit button on the inside of door for exiting.

The control memory on this system is designed to handle up to 20,000 users. It can be set for auto open/close at any pre-set time during any day. Also with a 4 times swipe continuously will keep door open. The door magnets are rated to hold 600lbs holding force.

You can easily add/delete/activate/disable users with the software management from your computer which comes with unit at no extra fees ever

Unit comes standard with 50 cards and 50 strikers with additional cards available for \$15.00 per 100

Material and Equipment: \$1,600.00

Labor \$1,000.00

Total \$2,600.00

THANK YOU, CALVIN BURNSIDE

Fitness Center Automatic Key Lock Bid Tabulation

Company	Location	Amount
Calvin Burnside	Hessel MI	\$2,600
Access Locksmithing	Petoskey MI	\$6,470
Allen Tool Supply	Traverse City	\$6,264

Based on my research, I recommend the low bidder Calvin Burnside. He installed security cameras at the Marina and will be installing security cameras at the American Legion Park. Currently I am arriving at 4:30AM in the morning to unlock the doors at the fitness center. Little Bear lost the software to the existing automatic lock. This lock is now outdated and it would be pointless to purchase new software for it. Fitness center members are upset because the doors are frequently locked and they are paying a membership. This new lock will increase revenue in two ways. Currently there are a lot of people working out for free and I assume it has been that way for quite a while. Secondly, the key cards can be programmed to work only during fitness center hours or my suggestion would be to allow members with a yearly membership to have increased access.

Respectfully

Scott Marshall

CALVIN BURNSIDE

2291 N. 3 Mile RD

Hessel MI.49745 906-430-0233

DBA H176 CERT# MI6762

Customer; City of ST. Ignace , BIG BEAR GYMNASIUM

Date 2/27/2023

JOB DESCRIPTION;

Install an electric door security control system.

This unit has a control panel which will be located on the inside of the office area with the capability to control two complete door security systems which can latch to the wi fi modem and can be controlled with a smart phone using a secured app.

The outdoor keypad reader is waterproof and can be used with cards, proxy tags or pin code. Included is a key fob for inside building access. Phone app can also be used in case of emergency. There will be a press to exit button on the inside of door for exiting.

The control memory on this system is designed to handle up to 20,000 users. It can be set for auto open/close at any pre-set time during any day. Also with a 4 times swipe continuously will keep door open. The door magnets are rated to hold 600lbs holding force.

You can easily add/delete/activate/disable users with the software management from your computer which comes with unit at no extra fees ever'

Unit comes standard with 50 cards and 50 strikers with additional cards available for \$15.00 per 100

Material and Equipment:	\$1,600.00
Labor	\$1,000.00
Total	\$2,600.00

THANK YOU , CALVIN BURNSIDE



2795 Cemetery Rd
 Petoskey, MI 49770
 231-347-4540
 www.accesslocksmithing.com

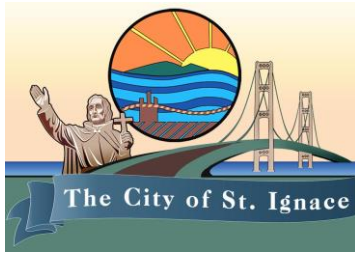
Estimate

Date	Estimate #
3/1/2023	4254

Name / Address
City of St Ignace St Ignace, MI

Project

Description	Qty	Cost	Total
St Ignace Service Charge	1	200.00	200.00
Access Control Package	1	4,500.00	4,500.00
-Map 1 Controller			
--2 door capacity			
--First Access Advanced Software			
-Electric Latch Retraction Kit (1)			
--VD 99			
-Power Supply			
-Proximity Reader			
-Power Transfer Loop			
-100 Proximity FOBs			
Labor	1	1,000.00	1,000.00
-Install power supply			
-Install controller			
-Install reader			
-Install electric latch retraction kit			
-Terminate low voltage wire			
-Initialize system			
-Train personnel on system operation			
-Test for proper operation			
Labor (allowance)	1	500.00	500.00
-Install low voltage wiring from panel to door			
--120VAC by others			
--Panel located locally			
Proximity FOB	0	7.50	0.00
		Subtotal	\$6,200.00
		Sales Tax (6.0%)	\$270.00
		Total	\$6,470.00



City of St. Ignace, MI

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

Staff Report

Agenda Date: _____

Presenter: _____

Department: _____

City Manager: _____

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

AGENDA ITEM TITLE:

BACKGROUND:

FISCAL EFFECT:

SUPPORTING DOCUMENTATION:

RECOMMENDATION:

March 2, 2023

RE: Interim Recreation Director Position

To: Mayor, City Council and Recreation Board

Thank you for giving me an opportunity to help and guide the St. Ignace Recreation Department and the Little Bear East Arena. My interest isn't financially motivated. I am doing it because I care about our community.

The St. Ignace Recreation Department and the Little Bear East Arena are instrumental for our community's mental, emotional and physical health. The facility is also part of a revenue stream that feeds our local businesses year-round but especially during the lean months.

After a site evaluation here are my thoughts on the following areas. The immediate concerns are the home show, baseball, fitness center, employee training, repairs, and maintenance.

The Home Show is a little over 30 days away and at this point there is a lot of work to do in a short amount of time. We don't have enough vendors at this point. We haven't started advertising and I don't know if we have the necessary supplies anymore to run a home show.

Baseball starts in May but a lot of the work to prepare for the season is done January – May. The recreation department/Little Bear website has expired and it is a pivotal part of handling baseball registration. With approval, I can get our website up and running in a short period of time.

We need to start contacting coaches and players right away. We need to know our numbers yesterday so we can initiate the little league process and start scheduling. The scheduling meeting was always mid-April.

The fitness center has been cleaned. The staff and volunteers that I have recruited will be patching drywall and painting this weekend. The software for the existing automatic door lock is missing and since this lock is old it would not make sense to purchase new software for it. Our biggest concern right now is that members can't get inside the building to workout because the Christmas light timer they are using as a temporary fix isn't reliable. I have been coming in at 5am since February 22 to manually unlock the fitness center doors to ensure members can access the facility on time. The new automatic lock I proposed uses key cards. Each member will receive a card that will open the doors during the time and

dates that are programmed into the card. I would suggest that members with a yearly membership are granted almost anytime access and month to month members are confined to our normal business hours. It will increase yearly memberships. Currently I believe that there are a lot of people working out for free. The next step is to add two more treadmills. The quote for the "like new" treadmills is a good solution at a great price. Once the door lock and new treadmills are in place then the fitness center will be in great shape.

I have been training the employees and will continue working with them. Some of the topics of discussion are office administration, event planning and scheduling, recreation program management, fitness center management, facility cleaning and maintenance and organizational skills. The staff have been working hard. They have been very positive and receptive during this process.

I am working to get the facility and the facility equipment in good condition. There is a long list of concerns most notably a water damaged ceiling in the concessions. I hope that today or tomorrow I can determine the source. Like I said, there is a long list of concerns that are visible and I hope to flush out the unknown issues by testing all of the equipment to make sure it is in working order.

At the finance meeting you asked if there was a compromise. There is a lot to be done in a short period of time. There are a lot of issues to work on but luckily none of them are a major problem. I hope it is comforting for you to know that we don't have any major problems at the Little Bear, there are just a lot of little problems that are very solvable with dedicated work and a can-do attitude.

Proposal

Interim Recreation Director- Maximum 20 hours per week.

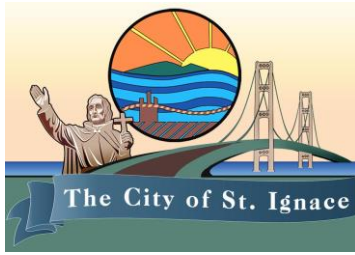
Advise, assist, or take action in the following areas:

- Office administration
- Facility maintenance and repair
- Recreation program planning
- Event Planning
- Employee training
- Fitness Center services, maintenance and repair

\$500 a week

6-week commitment: Start date February 22nd, 2023- April 5th, 2023. At that time the agreement can be extended upon approval from both parties.

Respectfully
Scott Marshall



City of St. Ignace, MI

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

Staff Report

Agenda Date: _____

Presenter: _____

Department: _____

City Manager: _____

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

AGENDA ITEM TITLE:

BACKGROUND:

FISCAL EFFECT:

SUPPORTING DOCUMENTATION:

RECOMMENDATION:

The City of St. Ignace
is seeking an
ADMINISTRATIVE ASSISTANT

The City of St. Ignace is seeking a full-time Administrative Assistant to support day-to-day operations of the City. The Administrative Assistant performs a broad range of functions in support of the daily operations of the City and the City Manager's Office. In addition to those duties, the Administrative Assistant provides supports to all City Department Heads in management of projects, budgets, and goals set forth by the City Manager and Council. A strong work ethic, leadership and relationship-building abilities, and the ability to continuously learn and retain new information are considered essential to the job. A detailed job description and qualifications can be found at www.cityofstignace.com. Candidates should direct a resume, cover letter, and 3 references to:

City of St. Ignace
Attn: City Manager's Office
396 North State Street
St. Ignace, MI 49781
E-mail: citymanager@cityofstignace.com

The City of St. Ignace is an equal opportunity employer.

TBD: closing date & wage
-could leave "open until filled"

CITY OF ST. IGNACE, MICHIGAN

Position Description

~~Assistant To The City Manager~~ **Administrative Assistant**
Full-Time

Department: City Manager

Location: City Hall

Immediate Supervisor: City Manager

Classification: Salaried Exempt

Revision Date: March 2023

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer requirements of the job change.

I. GENERAL NATURE OF POSITION. Under the City Manager's direct supervision, performs a broad range of highly complex assignments in support of daily operations of the City. Plans and coordinates various projects and participates in the development, implementation, and administration of administrative policies, procedures, and programs. Prepares reports, coordinates meetings, conducts research, and writes detailed reports, press releases, memorandum and letters. Attends meetings and represents the City as needed.

II. ADVISEMENT EXERCISED: The **Administrative Assistant to the City Manager** is a management level classification with responsibility for assisting the City Manager **and Department Heads** with the overall management and administration of City operations and services.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES. An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

A. PRIMARY DUTIES

1. Assume direct responsibility for monitoring and administering various programs; oversee assigned administrative support functions, including budget.
2. Develop and implement operational, administrative, program, and other policies and procedures; assist in contract negotiations and administration.
3. Participate in drafting and implementing City-wide and departmental goals, policies, and procedures.
4. Direct the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls; prepare various financial modeling.
5. Collect, compile, and analyze complex information from various sources on various specialized topics related to assigned programs; prepare reports that present and interpret data, and identify alternatives; make and justify recommendations.
6. Serve as City liaison/facilitator with public and private organizations, community groups, and other related organizations.
7. FOIA Coordinator for the City.
8. Receive and respond to complaints and questions from the general public relating to assigned programs; review problems and recommend corrective actions; prepare summary reports as required.
9. Participate in special projects including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports; participate in various department operations.
10. Assist in preparing ordinances and other supporting program documents; prepare and monitor program contracts and related proposals; monitor compliance with applicable agreements and agreements.
11. Prepare comprehensive technical records and analytical reports pertaining to assigned areas of responsibility, including resolutions and ordinances; conduct research and comprehensive data collection efforts to support analysis.
12. Manages specific programs/projects as assigned by the City Manager.
13. Participate in various committees; attend and participate in professional group meetings.
14. Assist with City Planning & Zoning operations and projects.
15. Coordinate with MEDC on City RRC progress
16. Administer City's Short-term Rental Registration program

17. Social Media Coordinator for City Hall
18. City Webmaster
19. Coordinates Information Technology needs with contractors and City Manager's Office
20. Maintains Employee Records
21. Responsible for scheduling meetings and distribution of meeting materials.
22. Attends All City Council Meetings.
23. Attend Committee Meetings As Required.
24. Perform related duties and responsibilities as required.

B. KNOWLEDGE, SKILLS, AND ABILITIES

1. Principles and practices of public administration used in the operations of local government
2. Methods of research, program analysis, and report preparation.
3. Principles and practices of Human Resources.
4. Policies and procedures of the assigned department.
5. Principles and practices of budget administration.
6. Public relations techniques and facilitation skills.
7. Principles and procedures of accounting and procurement practices.
8. English usage, spelling, grammar, and punctuation.
9. Modern office procedures, methods including computers.
10. Federal, State, and local laws, codes, and regulations.
11. Perform complex administrative and analytical activities for assigned programs.

C. EFFECT OF ERRORS. The position's errors are likely to be readily detected and corrected; and may cause large expenditures, loss of life, and/or significant liability exposure.

D. CONFIDENTIAL DATA. The ability to maintain confidentiality is essential.

IV. DESIRED MINIMUM QUALIFICATIONS.

A. Education. Four-year Degree in Public Administration, Public Policy, Business Administration

B. Experience. Minimum of 2 years experience in an office or similar environment.

C. Necessary Skills.

1. Vision: Must be able to formulate plans and daily coordinate operations
2. Insight: Must be able to plan from a long-term perspective and consider the various outcomes of those long-term strategies.
3. Focus: Must continually lookout for the City's best interests and its taxpayers by making sound decisions, seeking appropriate advice, and considering political ramifications and perceptions.
4. Commitment: Must demonstrate the ability to lead others to achieve the City of St. Ignace's goals. Must be able to evaluate situations and assess critical factors and develop solutions for mitigating hazards.
5. Conflict Resolution: Must deal openly and honestly with issues in a timely manner. Must provide direct, honest feedback and constructive criticism. Must not avoid dealing with conflict within the business and other city departments.
6. Skill in the proper and safe operation of all equipment and properties
7. Must have the ability to use a Window's Based computer and the knowledge and skill to MS Office Suite. Can use a tablet or smartphone, either IOS, Android, or Window's based units to perform essential functions of the job.

V. SPECIAL REQUIREMENTS.

1. U. S. citizen.
2. Eighteen (18) years of age or older at date of appointment.
3. Michigan Driver's License, valid without a record of suspension or revocation in any state – possess or ability to obtain by date of hire.
4. Must complete and pass pre-employment health and drug testing and periodic drug testing as required.

VI. WORKING CONDITIONS. Working conditions vary on a daily basis. It is a very technical and physically demanding position. This requires working outside in extreme conditions and remaining physically and mentally healthy. Working remotely requires an internet connection, a cellphone readily available, and the ability to communicate with the city manager and all necessary parties.

VII. SELECTION GUIDELINES. Formal application, rating of education and experience, oral interview, and reference check may be required.

VIII. AUTHENTICATION. The signatures below indicate that the preceding has been approved by the governing body.

APPROVED:

Mayor

Date

The City of St. Ignace is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Invoices for Approval Monday, March 6, 202

Amazon	January 2023 Statement	\$975.72
Arrow Signs	City Hall - Rental Lease Parking Signs	\$180.00
Biological Research Solution	Water Plant Testing	\$325.00
Blarney Castle Oil Co.	Marina Diesel Fuel	\$6,713.97
Charles J. Palmer P.C.	February 2023 Statement	\$6,200.00
Election Source	Election Supplies	\$95.41
Ellen's Equipment	Bobcat Manual	\$180.09
Ferguson Waterworks	Water Line Marking Flags	\$158.99
George's Body Shop, Inc.	Trailer Wheel Bearing & Wheel Seals	\$29.95
Great Lakes Coca-Cola	LBE Concession	\$503.48
Hawkins	Water Plant Supplies	\$3,512.33
Hydrite	WWTR - Ferric	\$13,824.34
Interstate Battery	T-39 Battery Replacement	\$280.95
Kimball Midwest	Water Plant Paint	\$459.00
KSS	City Hall - Cleaners, Toilet Paper, Towels	\$193.62
M32 Enterprises LLC	DPW-Bobcat Parts Kit Bypass/Antifreeze Coolant	\$370.70
Mackinac County Treasurer	Assessment Notices Fold/Stuff/Seal	\$76.12
Mackinac Sales Inc	Plow Pin/Wrecker Service	\$283.12
Mark's Tire	Mount Backhoe Tires	\$35.00
McVeigh's Truck Springs LLC	T-35 Front Leaf Springs and Hardware	\$1,176.10
Meyer Ace Hardware	February 2023 Statement	\$2,985.67
MI Assoc. of Municipal Cemeteries	2023 Membership	\$45.00
National Office Products	February 2023 Statement	\$1,676.42
National Safety Compliance	State/Federal Labor Law Posters	\$279.00
NCL	Water Plant Chemicals/Water Still	\$1,109.23
NCL	Water Plant Metering Valve	\$340.53
NCL	Supplies Plant	\$554.40
Palmetto State Armory	SIPD-Spring Training Ammo	\$344.00
Paragon Laboratories	Water Plant Testing	\$639.35
Pitney Bowes	Postage Meter Red Ink	\$132.79
R & R Fire Truck Repair Inc.	SIFD Repair	\$604.39
St. Ignace Auto	February 2023 Statement	\$1,805.10
Straits Building Center	February 2023 Statement	\$282.22
Ted Festerling LLC	DPW-Chain and Bar	\$1,423.29
The Hartford Life & Accident Co	SIFD Insurance	\$698.32
The St. Ignace News	February 2023 Statement	\$497.10
Trojan Technologies	WWTR Supplies	\$23,412.60
Uline	Water Plant Steel Desks (2)	\$1,604.29
USA Bluebook	Water Plant Supplies	\$521.12
Wilk Wiring/Mark Wilk	SIPD Car Printers Install	\$250.68

\$74,779.39

Finance & Negotiations Committee

2-27-23

1:00pm

City Council Chambers

Present: Mayor Willie LaLonde, Councilmember Mike Williford, Councilmember Don Gustafson

Others Present: City Clerk-Treasurer Andrea Insley, Assistant to the City Manager Stephanie Baar, DDA Director Scott Marshall, DDA Chair Heather Aukeman, RAC Chair Bridgett Sorenson, RAC Member Quincy Ranville

Meeting called to order at 1:04 pm

DDA ARPA Request--Boardwalk:

Scott Marshall is requesting that the City consider allocating some of its ARPA funds towards the repair and improvement of the City boardwalk.

There is approximately \$59,000 left in the City's ARPA fund that is unspoken for. The committee agrees to recommend that \$5,000 be allocated towards boardwalk repairs and improvements.

Treadmill Purchase:

Currently, the fitness center at LBE only has 2 working treadmills but typically has 4 or 5. One was recently removed as it was broken. Mr. Marshall has a contact that sells refurbished equipment and got a quote for \$6,000 for 2 treadmills, including delivery and installation. He will seek 2 more quotes to be brought to the City Council for approval. There are grant opportunities that could be sought to help cover the cost.

LBE Facility Needs:

Scott Marshall drafted a report regarding needs at the LBE facility. There are many issues related to maintenance and processes. Mr. Marshall reviewed some of these with the committee, including a ceiling leak in the concession stand, cluttered storage spaces and offices, holes and peeling paint on the walls, broken fitness equipment, etc.

Mr. Marshall received a quote for \$2,600 to install a new locking system on the fitness center door. The automatic lock has not been working for quite some time, prompting many complaints from patrons who can't access the facility in the morning. The committee asks Mr. Marshall to obtain 2 more quotes to present to the Council for approval. Our insurance company, MMRMA, offers 50% reimbursement grants for projects like this.

Interim Rec Director Pay:

Mr. Marshall was asked by the Interim Management Team to step in as Interim Recreation Director, as Maggie Mieske is resigned as of February 25th.

The Interim Management Team approached Mr. Marshall on Wednesday, February 22nd to step in as Interim Director. Mr. Marshall is requesting \$750/week for 4 weeks to help get the facility and the department back in good shape. The committee agrees that Mr. Marshall is valuable to have helping there, given his experience and knowledge, they express concerns about the requested amount and how it will impact the budget. The issue will be addressed at the City Council meeting on Monday, March 6th.

Asst. to the City Manager Position:

Ms. Baar re-addressed the need to fill her position with the committee, as her last day will be on March 24th. The City Clerk's Office will become busier over the coming months with an election, audit, cemetery operations, and more and she notes concerns about adding additional duties onto them while waiting to fill the position. She proposes posting the job and having an applicant pool for the incoming-CM to review and/or filling the role on a part-time, temporary basis. Requesting the temporary assistance of her predecessor, Helen Thibault, is an option as she is already familiar with the office and city operations. The committee agrees that the job could be posted to obtain an applicant pool, while still leaving the hiring to the incoming CM. A draft description and ad will be presented to the Council on March 6th.

Meeting adjourned at 2:39pm

sb/adi