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Topic: City Council Meeting

Time: Mar 7, 2022 07:00 PM Eastern Time (US and Canada)

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CITY COUNCIL MEETING

St. Ignace, Michigan

Monday, March 7, 2022 – 7:00 p.m.

City Council Chambers/Virtual Hybrid Attendance Meeting

Zoom Meeting ID: 851 8667 0693

******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 Comment Regarding Agenda Items (2-minute limit)
- 7) Consideration of Minutes of February 21, 2022
- 8) Old Business
 - A. Adopt Rules of Procedure
 - B. Special Event Resolution—Arts Dockside
 - C. Special Event Resolution—Car Show
- 9) New Business
 - A. SIVB Fireworks—Agreement & Resolution
 - B. Resolution—Highland Games
 - C. LBE Purchase—Home Show Pipe & Drape
 - D. Budget Amendments & Transfers
- 10) Consideration of Bills
- 11) Public Comment Regarding Non-Agenda Items (3-minute limit)
- 12) City Manager's Report
- 13) Committee Reports
- 14) Council Member Comments

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

A Regular Meeting of the St. Ignace City Council was held on Monday, February 21, 2022, in the City Hall Council Chambers as a hybrid attendance meeting with Zoom video conference available.

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

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

ABSENT: Councilmembers Cronan (absence was approved at a prior meeting) and Councilmember Clapperton.

It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem St. Louis, to excuse Councilmember Clapperton due to health reasons. Motion carried unanimously.

STAFF PRESENT: Darcy Long, City Manager; Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager; Tony Brown, Police Chief; Charles Palmer, City Attorney.

ADDITIONS TO THE AGENDA – None.

LIMITED PUBLIC COMMENT (*2-min limit*)

Public comment was received regarding the proposed Rules of Procedure document.

CONSIDERATION OF MINUTES OF THE FEBRUARY 7, 2022 REGULAR COUNCIL MEETING:

It was moved by Councilmember Pelter, seconded by Councilmember Fullerton, to approve the minutes from February 7, 2022, as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

OLD BUSINESS

A. ADOPT RULES OF PROCEDURE

City Manager Long reviewed the proposed Rules of Procedure document with Council. After some discussion regarding the public comments, it was the consensus of Council to have the City Manager make the corrections that were identified and verify some of the information regarding the Open Meetings Act (OMA). City Manager Long agreed and will bring an updated version to Council for consideration.

B. PROPOSED ZONING CODE AMENDMENTS

Betsy Dayrell-Hart, Planning Commission Chairperson, presented Council with the proposed Zoning Code Chapter 38 Amendments (four pages) that have processed through the required Public Hearing and a Zoning Board work session. Ms. Dayrell-Hart also noted a correction to the document on page two, under DIVISION 6 (16), paragraph two to remove the words “leave ‘shall comply with the single state construction code’, or” and the words “the wording”. It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to adopt the Zoning Code Amendments with the noted correction.

Roll Call Vote

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

No: Councilmember Fullerton

Motion carried four to one.

C. OTHER EMPLOYEE COVID PREMIUM PAY

RESOLUTION

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

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

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

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

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

WHEREAS, City Council will provide premium pay to two part-time staff in the Recreation Department, City Hall’s cleaning personnel, Museum Director, DDA Director, recently retired Chief Plant Operator, and recently retired Water/Wastewater Foreman who performed essential work as permitted by the Final Rule, in accordance with City Charter, Ordinances, and other applicable agreements; and

WHEREAS, the City has identified personnel who serve on the during the pandemic encountered the risks associated with exposure to COVID-19 first-hand when providing public services to the community on a regular basis, during the pandemic; and

WHEREAS, those personnel are employees of the City in the aforementioned departments, respectively; and

WHEREAS, Premium Pay, one-time payment that will not have retirement accounted for in this payment, will be paid in March 2022 in one or two separate payroll checks. Employees will have the choice to split the payroll into two distributions. The amount of premium pay is as follows:

- Two-Part-Time Recreation Staff as identified by the City Manager who worked an average of 20 hours or more during this time frame. Will receive \$500 each.
- City Hall Cleaning Personnel. Will receive \$500.
- Museum Director. Will receive \$500.
- DDA Director. Will receive \$1,750 with no retirement be paid on the payroll.
- Brian Peterson, CHIEF PLANT OPERATOR (Retired). Will receive \$1,750 with no retirement to be paid on the payroll.
- Dennis Brown, WATER LINE/WASTEWATER FOREMAN (Retired). Will receive \$1,750 with no retirement to be paid on the payroll.

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

Roll Call Vote:

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

No: None.

Absent: Councilmembers Clapperton and Cronan.

Resolution declared Adopted.

D. POLICE CHIEF CONTRACT AMENDMENT

City Manager Long informed Council that the Police Chief's employment contract needed an amendment to the Life & Disability benefit approved at \$60,000 for Life Insurance. The City's maximum benefit allowed under the current Standard Life & Disability Plan is \$50,000. It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Fullerton, to approve the amendment to the Police Chief contract for the Life & Disability benefit to be set at the maximum \$50,000.

Roll Call Vote

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

No: Councilmember Pelter.

Motion carried four to one.

NEW BUSINESS

A. SPECIAL EVENT RESOLUTION ARTS DOCKSIDE 2022

Upon noting that no resolution was included in the packet, it was the consensus of Council to bring this item back for the next regular meeting.

B. SPECIAL EVENT RESOLUTION CAR SHOW

Upon noting that no resolution was included in the packet, it was the consensus of Council to bring this item back for the next regular meeting.

C. ZONING FEES RESOLUTION

Resolution

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

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Act 207 of the Public Acts of the State of Michigan for 1921, as amended, and known as the City or Village Zoning act, and

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Section 9 of Act 230 of the Public Acts of the State of Michigan for 1972, as amended, and known as the State Construction Code Act, and

WHEREAS, the City of St. Ignace has adopted the "Code of Ordinances, City of St. Ignace" Chapter 38, Zoning Chapter 6, Article II, "Single State Construction Code", enabling the City of St. Ignace to enforce the provisions of the Public Acts, and

WHEREAS, the City of St. Ignace, by its adoption of the local ordinances, has the authority to establish the zoning permit fees in order to enforce the provisions of the Public Acts.

THEREFORE, BE IT RESOLVED that the Zoning permit fees for the City of St. Ignace be established as follows:

Residential:

House – Plan Review, Zoning and Administration fee, \$95

Additions and enclosed porch - \$75

Carports - \$65

Decks and covered porches - \$65

Demolition - \$100

Fences - \$40

Garages - \$95

Misc. Construction - \$50

New Construction - \$100

Storage Building/sheds under 200 sq. feet - \$25

Storage Building/sheds over 200 sq. feet - \$35

Change of use without alterations - \$50

Change of use with alterations - \$60

Penalty for Building without a Permit: \$250.00 plus cost of Permit (New)

Commercial:

House – Plan Review, Zoning and Administration fee, \$100

Additions - \$100
Carports - \$75
Decks and covered porches - \$95
Demolition - \$200
Fences - \$50
Garages - \$100
Misc. Construction - \$75
New Construction - \$120

Storage Building/sheds under 200 sq. feet - \$30
Storage Building/sheds over 200 sq. feet – \$50

Change of Use, without alterations - \$75
Change of Use with alterations - \$85

Permanent signs/billboards - \$150
Wall Mounted signs under 50 SF - \$55
Off Premise Sign - \$200

Radio, TV towers, wind powered generator towers, commercial - \$350

Penalty for Building without a Permit \$250 plus cost of Permit (New)
Contractor Penalty for Building without a Permit \$250 plus cost of Permit (New)

Board Review Fees:
Planning Commission Review - \$200
Zoning Board of Appeals - \$300

THEREFORE, BE IT FURTHER RESOLVED that non-compliance will result in a Civil Infraction Citation.

Roll Call Vote:

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

No: Councilmember Pelter.

Absent: Councilmembers Cronan and Clapperton.

Resolution declared Adopted.

D. 2022 FEE SCHEDULE

City Manager Long informed Council that the City has been compiling a list of fees into one document for various departments. It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem St. Louis, to approve the Fee Schedule as presented.

Roll Call Vote:

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

No: None.
Motion carried unanimously.

E. CITY MANAGER FUNERAL LEAVE

City Manager Long requested Council's approval to use three days of Funeral Leave for time he took to attend a family funeral in January.

It was moved by Councilmember Pelter, seconded by Councilmember Fullerton, to approve the three days of Funeral Leave. It was also discussed that this benefit will be addressed in the proposed Employee Manual Policy.

Roll Call Vote:

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

No: None.
Motion carried unanimously.

F. FINANCIALS

City Manager Long reviewed the January 2022 financials with Council, stating there are a few budget amendments that will be coming up.

CONSIDERATION OF BILLS

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Williford, to approve paying the bills in the amount of \$24,177.17.

Roll Call Vote

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

No: None.
Motion carried unanimously.

PUBLIC COMMENT

Public comment was received from Jonathan Scheel of Petoskey, candidate for State Representative for the 107th District. Further comment was received regarding City staff/administration, Pond Hockey event volunteers and Police Chief Brown's employment contract.

CITY MANAGER'S REPORT

City Manager Long discussed the upcoming MML Capital Conference, RV's on private property, Short-Term Rental/Granicus process and variance procedures with the Zoning Board of Appeals.

COMMITTEE REPORT

The St. Ignace-Area EMS Council (unofficial) minutes from the February 15th meeting were presented.

COUNCILMEMBER COMMENTS

Councilmembers commended the St. Ignace Visitors Bureau on the successful Pond Hockey weekend event, thanked the public for their input and addressed some of the recent social media comments regarding utility billing and the Ski Hill. The co-meeting between the Planning Commission and Zoning Board was also appreciated by Council.

There being no further business, the meeting adjourned at 8:10 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer



**CITY OF ST. IGNACE, MICHIGAN
CITY COUNCIL RULES OF PROCEDURE**

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I. AUTHORITY

These rules are adopted by resolution of the St. Ignace City Council under the authority of Section 6.7 of the City Charter. None of the rules stated herein may supersede the City Charter, City Code, or Laws of the State of Michigan. These rules replace any and all prior written and oral City policies, practices, or procedures about the subjects contained herein

II. MEETINGS

A. Organizational Meeting; Election of Mayor Pro-Tem.

1. On the first Monday following the regular municipal election, the council shall meet at the usual place for holding meetings of the legislative body of the city, for the purpose of organization. (Charter Sec. 6.1)

2. The council, at its first regular meeting following each municipal election shall elect one of its members to serve as Mayor Pro-Tem for a term to coincide with the Mayor's two-year term of office. Such election shall be by majority vote of the members of the Council in office at the time. The Mayor Pro-Tem shall, during the absence or disability of the Mayor, act as and exercise all the duties and possess all the powers of the Mayor. (Charter Sec. 4.4, 4.5(e))

B. Regular Meetings

The council shall provide by resolution for the time and place of its regular meetings and shall hold at least two regular meetings each month. (Charter Sec. 6.1)

C. Special Meetings

1. Special Meetings shall be called by the Clerk on the written request of the mayor, any two members of the council, or the City Manager, upon at least eighteen hours written notice to each member, served personally or left at their usual place of residence; provided, however, any special meeting at which all members of the council are present shall be a legal meeting for all purposes without such written notice. (Charter Sec. 6.2) OMA Sec. 5(4)

2. No official action shall be transacted at any special meeting unless the item has been stated in the notice of the meeting. However, any business which may lawfully come before a regular meeting may be transacted at a special meeting if all the members of the Council present consent thereto and all the members absent file their written consent. (Charter Sec. 6.3)

3. A public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at City Hall and on the City's website. (OMA Sec. 5(4)).

D. Closed Meetings

Closed meetings may be scheduled in compliance with the Open Meetings Act. 15.268 Closed sessions; permissible purposes. Sec. 8. A public body may meet in a closed session for the following purposes:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter

at issue shall be considered after the rescission only in open sessions. Requires simple majority vote (4).

2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing. Requires simple majority vote (4).

3. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. Requires 2/3 majority vote (5).

4. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation. Requires 2/3 majority vote (5).

5. To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. Requires 2/3 majority vote (5).

6. To consider material exempt from discussion or disclosure by state or federal statute. Requires 2/3 majority vote (5).

E. Recessed Meetings

Any meeting of the Council may be recessed to a later date and time, provided that no recess shall be for a longer period than until the next scheduled meeting. However, if recessed for more than thirty-six (36) hours, public notice shall first be posted at least eighteen (18) hours before recessed meeting time. OMA Sec. 5(5)

F. Work-Sessions

The council may meet in study sessions at the call of the mayor or majority of the council to study difficult issues, gather and analyze information, and clarify problems. Such sessions shall be open to the public and no action shall be taken at such sessions. Notice of the session shall be given to the council members and to the public at least eighteen (18) hours before the study session meeting time. OMA Sec. 5(4)

G. Special Committees

The Mayor may appoint a special committee of no more than three Councilors to study an issue or to work on a special project with City Staff. Committee may include staff or other appointed City Board members if it is deemed appropriate by a majority of the Councilors. Special committees are advisory in nature and have no decision-making powers.

H. Emergency Meetings

The council may meet in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public without complying with public notice requirements when two-thirds (2/3) of the members serving on the council decide that delay would be detrimental to efforts to lessen or respond to the threat. In the absence of such two-thirds (2/3) vote by the City Council, the council members and the public shall be given notice at least eighteen (18) hours before the emergency meeting time. OMA Sec. 5(5)

I. Place of Meetings

All regular and special meetings will be held in the Council Chambers in the City Hall or as may be provided by ordinance or resolution of the council. If a larger room is needed, a notice of the change shall be posted on the doors of City Hall with the location of the new meeting place.

The ability to virtually attend meetings is not guaranteed. Meetings that have a virtual attendance option will note as such in the notice of the meeting. Technical difficulties may interfere with virtual attendance.

J. Time of Meeting

1. All regular meetings, other than the reorganizational meeting, shall begin at 7:00 p.m. unless the council, by ordinance or resolution, shall establish a different starting time.

2. All other meetings may be scheduled for other times.

3. Time to end meetings. No agenda item of an open meeting other than one under consideration will be discussed after 10:00 p.m. Any unfinished business will be deferred to the next Council Agenda. The Council shall have the authority to suspend this requirement by majority vote only.

K. Public Notice of Meetings

1. Regular Meetings - A public notice shall be posted at the City Hall within ten days after the first meeting of the council in each calendar year stating the dates, times and places of its regular meetings. If there is a change in the schedule of regular meetings, a public notice shall be posted at the City Hall within three days after the meeting at which the change is made stating the new dates, times, and places of its regular meetings. OMA Sec. 5(2)(3)

2. Rescheduled Regular Meetings - A public notice stating the date, time, and place of the meeting shall be posted at the City Hall at least eighteen hours before the meeting. OMA Sec. 5(4).

3. Special Meetings - A public notice stating the date, time, place, and purpose of the meeting shall be posted at City Hall at least eighteen hours before the meeting. OMA Sec. 5(4)

III. MEETING PROCEDURE

A. Quorum

A majority of the members of the Council in office at the time shall be a quorum for the transaction of business at all meetings of the Council. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date, and in the absence of all members the Clerk may adjourn any meeting for not longer than one (1) week. (Charter Section 6.5)

B. Presiding Officer

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside. In the absence of both the Mayor and Mayor Pro-Tem, the designated Acting Mayor shall perform such duties. (Charter Section 4.5(e)).

The presiding officer shall be responsible for enforcing these rules of procedure and conducting meetings in a manner which preserves order and decorum, prevents attacks on personalities or the

impugning of members' motives, and confine debate or comments to the question under discussion. The presiding official shall endeavor to conduct the meeting in a fashion that draws a balance between the informality and congeniality possible in a small community while also maintaining the decorum and formality necessary to transact business in an orderly fashion.

C. Compulsory Attendance & Conduct at Meetings

Any two or more members of the Council may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

The presiding officer shall enforce orderly conduct at meetings and any member of the Council or other officer who shall fail to conduct himself in an orderly manner at any meeting shall be deemed guilty of misconduct in office. Any police officer designated by the presiding officer of the meeting shall serve as the Sergeant-at-arms of the Council in the enforcement of the provisions of this section. (Charter Section 6.6)

D. Agenda Preparation

An agenda for each regular meeting shall be prepared by the City Manager in consultation with the Mayor in accordance with the following order of business: Call to Order, Pledge of Allegiance, Invocation, Roll Call, Public Hearings, Additions to the Agenda, Public Comment Concerning Agenda Items, Consideration of Minutes, Old Business, New Business, Consideration of Bills, Public Comment Concerning Non-Agenda Items, City Manager's Report, Committee Reports, Council Member Comments, Closed Sessions, Adjournment.

The order of business may be changed at a meeting by the presiding officer or by a majority vote of the council. A consent agenda may be used to allow the council to act on numerous administrative or noncontroversial items at one time. Included on this agenda can be noncontroversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, etc. Upon request by any member of the council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion.

E. Agenda Distribution

Agenda and council packets will be delivered to each Councilor on the Friday prior to each regular council meeting. The agenda will also be posted on the City's website. Deadline for Public: Requests for agenda items with supporting documentation is 4:00 pm seven (7) business days prior to each regular council meeting. The Mayor and City Manager will authorize placement of the request. Deadline for Staff: An agenda item with supporting documentation is 4:00 pm Thursday prior to each regular council meeting.

F. Public Comment / Public Hearings

At regular and special meetings of the council, individuals, attending in-person or virtually, wishing to be heard may address the council during the public comment/public hearing periods as set forth in the agenda under the following rules:

1. Each speaker shall state name and address for the record.
2. Each speaker is limited to two (2) minutes of comment regarding agenda items, and three (3) minutes of comment regarding non-agenda items unless the presiding officer decides more time is necessary.

3. Each speaker shall try to be concise and refrain from repeating comments already addressed by the council.

4. Speakers who do not cease speaking when asked to do so will be deemed out of order and will not be allowed to address the council again for the remainder of the meeting; continued disruption will warrant removal from the meeting.

5. The council shall not decide issues that arise during public comment.

6. Speakers should address the council through the presiding officer.

7. Councilors and staff will not debate with the public.

8. Speakers will not verbally attack City Councilors, City Staff, or members of the public attending the meeting. Any such behavior will not be tolerated and any person presenting in this manner will be warned by the Mayor and shall be removed by the Police Department for noncompliance.

9. No vulgar or obscene language will be used by the speakers.

10. Any information the speaker wants to distribute to the Council must first ask the Chair (Mayor) if they may present the Council written comments at the meeting.

11. If a speaker includes specific questions to the Council in their Public Comments, the Council has no obligation to respond.

12. Members of the public are encouraged to contact City Departments during regular business hours to ask questions, raise concerns, and request information about City matters.

13. Members of the public have no right to address the Council or make comments outside of the Public Comment. At any time, the Council, in its discretion, may accept comments from the public. However, outside of the Public Comment time, the Council is under no obligation to hear comments from the public during a meeting.

IV. VOTING

A. Duty to Vote: Council members present at a meeting shall vote on every matter before the body unless otherwise excused or prohibited from voting by law. (Charter Section 6.7(c)).

1. A member is excused from voting where the member has a conflict of interest as determined under the conflict-of-interest provision of these rules.

2. A member may abstain from a vote for approval of minutes if the member did not attend the meeting for which the minutes apply.

3. A member, in order to vote, must be present at the time the vote is taken. Voting by proxy or other forms of communication is not permitted.

4. Any member refusing to vote, except when not so required by this section, shall be guilty of misconduct in office.

B. Vote Required for Action: The concurring vote of four members of the council is required to make any order, recommendation, decision, or determination upon any matter, except as otherwise provided in these Rules or Ordinance or City Code or State law.

1. A simple majority of a quorum is required for procedural motions or resolutions, such as: (a) Motion to approve or amend the minutes (b) Motion to defer (c) Motion to postpone (d) Motion to recess (e) Motion to adjourn (f) Motion to recognize achievement or contribution (g) Motion to add matters to the agenda (h) Motion to approve consent agenda (i) Motion to set Public Hearings

C. Calling for the Vote

1. Voting on procedural motions or resolutions described in B above may be a voice vote.

2. In all matters other than procedural, the presiding officer shall call for a voice vote for and against the matter. If on a voice vote no member states opposition to the motion, it shall be deemed to have passed unanimously and shall be so recorded. In the event any member votes in opposition to the motion, a roll call shall be conducted and recorded.

3. In all roll call votes the names of the members of the Council shall be called in alphabetical order and the name to be called first be advanced one position alphabetically in each successive roll call vote. (Charter Section 6.7(d)).

D. Debate/Discussion

Debate/Discussion is to occur after a motion has been made on an agenda item, and that motion is seconded. The presiding officer will call for comments on the motion. No Councilor is entitled to speak a second time while any other member wishes to make the first speech.

V. CONFLICT OF INTEREST

A. Disclosure

Before participating in a decision or hearing or casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Council. The Council will determine by a vote if a conflict of interest does exist.

B. Definition

A conflict of interest for a member of the Council shall include, but not necessarily be limited to, a matter pending before the Council which:

1. Concerns the member himself or herself
2. Concerns work on land owned by the member or which is adjacent to land owned by the member
3. Involves a corporation, company, partnership or other entity in which the member is a part owner or any other relationship where the member may stand to have a financial gain or loss.
4. Results in a pecuniary benefit to the member.
5. Concerns the member's spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parent's in-law, or members of the member's household.
6. The member's employee or employer is: An applicant or agent for the applicant, or has a direct interest in the outcome.

7. The member has a close business or family relationship with an applicant, the applicant's attorney or another representative, or any expert witness.

8. A conflict of interest shall not include an interest the member may have in common with the general public interest.

9. If such a conflict of interest is identified, the member shall disqualify himself or herself at the outset of the hearing or discussion and shall not participate in the discussion or decision.

10. If there is a question whether a conflict of interest exists or not, the question shall be determined by a majority vote of the remaining members of the council.

VI. GENERAL RULES

A. Attendance at Meetings

1. Council members shall use their best efforts to attend all meetings of the Council. Pursuant to the City Charter provisions, the absence of a member from three consecutive regular meetings or $\frac{1}{4}$ of meetings in any fiscal year shall operate to vacate the seat of the member, unless the absence is excused by the Council. (Charter Section 5.3(c)).

2. The City Manager shall attend all meetings of the Council and shall be entitled to attend meetings of all of its committees and to take part in all discussions but shall have no vote. (Charter Section 4.7(e)).

3. The City Clerk shall attend all meetings of the Council and keep a permanent journal of its proceedings. (Charter Sec. 4.12(a))

B. Filling Council Vacancy

Vacancies in the offices of Mayor and Councilmembers shall, within thirty days, be filled for the unexpired term of the officer whose office has become vacant, by appointment by a majority vote of the members of the Council then in office. (Charter Section 5.7(a)).

If any vacancy in the office of Mayor or Councilmembers is not so filled within the said thirty days after such vacancy occurs, or if four or five simultaneous vacancies in the offices of Mayor and Councilmembers, such vacancies shall be filled for the respective unexpired terms at a special election. (Charter Section 5.7(b)).

C. Record of Meetings

1. Recording Responsibilities: The City Clerk shall keep a journal of the Council proceedings, in English, of which a brief summary shall be published within ten (10) days following each meeting. The journal shall be signed by the City Clerk and approved in writing by the Mayor. (Charter Sec. 6.7(e))

2. Contents of Minutes: The minutes of each meeting shall show the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include a record of all votes taken at the meeting. Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction. OMA Sec. 9

3. Public Inspection: Minutes shall be public records open to public inspection and shall be available at the address designated on posted public notices. Copies of the minutes shall be available to the public at the reasonably estimated cost for printing and copying. Proposed minutes shall be available for public inspection not more than ten (10) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved by the public body; except those minutes of a closed session are not available to the public unless disclosure is required by a civil action, as provided in the Open Meetings Act. OMA Sec. 7(2), 9.

D. Suspension of Rules: Any provision of these rules not governed by City Charter, City Code, or State law may be temporarily suspended by a concurring vote of four members of the Council. Such suspension must be for good cause and for a specified portion of a meeting.

E. Amendment of Rules: The Council may amend these Rules of Procedure by a concurring vote of four members during any regular meeting or special meeting, provided that all members have received an advance copy of the proposed amendments at least ten (10) hours prior to the meeting at which such amendments are to be considered.

Adopted:

Resolution

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

WHEREAS, the St. Ignace Business Association and the Arts Dockside Committee request permission to sponsor and hold the "Arts Dockside 2022"; and

WHEREAS, the event requires the use of the City Marina parking lot and lawns and public streets; and

WHEREAS, it is understood there may be fees for services provided by the City; 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 Events status; and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", as amended, requires certain criteria be met by the St. Ignace Business Association in compliance with the "Special Events" requirements of the City; and

WHEREAS, the St. Ignace Business Association has provided the City Council with all of the information required by Ordinance No. 413.

THEREFORE, BE IT RESOLVED that the City Council has determined that the St. Ignace Business Association has met the criteria established in the various sections of Ordinance No. 413; and

FURTHER BE IT RESOLVED, that the City Council does approve the St. Ignace Business Association to be a Special Event Organization and approves the use of the City Marina area and the easterly northbound lane of South State Street, between McCann Street on the South and Truckey Street on the North, for this event on:

Saturday, September 3, and Sunday, September 4, 2022.

Roll Call Vote:

Yes:

No:

Absent:

Resolution declared Adopted.

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, March 7, 2022, at 7:00 p.m.

Andrea Insley, City Clerk/Treasurer

AI/sb



Arts Dockside

PO Box 844 – St. Ignace, MI 49781

saintignacevending@gmail.com

September 3 & 4, 2022
Labor Day Weekend

January 25, 2022

Darcy Long, City Manager
City of St. Ignace
396 N. State Street
St. Ignace, MI 49781

Dear Mr. Long:

On behalf of the St. Ignace Business Association and the Arts Dockside Committee, please accept our request for special event status for Arts Dockside 2022 scheduled for September 3 & 4.

As in past years, we look forward to working with various City entities (City Manager, Marina Director, DPW, City Police) to complete the permitting process required to hold the event at the St. Ignace Marina.

If you have any questions, please contact either Eileen or me at the numbers listed below. We are looking forward to the 45th Annual Arts Dockside, and appreciate the continued support of the City of St. Ignace.

Sincerely,

A handwritten signature in cursive script that reads 'Janet Peterson'.

Janet Peterson – 906-298-0217
Eileen Evers – 906-298-0202

**City of St. Ignace
Special Events Application**

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

Event:		
Event Name: <i>Arts Dockside</i>		
Describe the Event: <i>Approximately 100 artists display and sell their hand-made arts and crafts at the St. Ignace Marina. The event is held annually over Labor Day Weekend. The 45th Annual Arts Dockside is scheduled for Saturday: Sunday, September 3+4, 2022. Setup is scheduled for, Friday, September 2.</i>		
Sponsoring Organization Information:		
Legal Business Name: <i>St. Ignace Business Association</i>		
Address: <i>PO Box 43</i>	City: <i>St. Ignace</i>	State/Zip: <i>MI 49781</i>
Mailing Address: <i>PO Box 43</i>	City: <i>St. Ignace</i>	State/Zip: <i>MI 49781</i>
Telephone: <i>Janet: 906-298-0217</i>	Email: <i>saintignacevending@gmail.com</i>	
Contact Name: <i>Eileen: 906-298-0202</i>	Title:	
Telephone:	Email: <i>saintignacevending@gmail.com</i>	
Contact Person on Day of Event:		
Name: <i>Janet Peterson or Eileen Evers</i>	Title: <i>Arts Dockside Committee</i>	
Address: <i>PO Box 43</i>	City: <i>St. Ignace</i>	State/Zip: <i>MI 49781</i>
Telephone: <i>906-298-0217</i>	Cell: <i>906-298-0202</i>	Email: <i>saintignacevending@gmail.com</i>
Type of Event (Check one - See Special Events Policy for additional information)		
<input type="checkbox"/> City Operated/Sponsored Event	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Run Event
<input type="checkbox"/> Co-sponsored Event (all parties must provide sponsoring info and sign application)	<input type="checkbox"/> Other (describe)	
<input checked="" type="checkbox"/> Non-Profit Event	<input type="checkbox"/> Wedding	<input type="checkbox"/> Block Party
<input type="checkbox"/> For Profit Event	<input type="checkbox"/> Video or Film Production	
Event Information:		
Event Location(s): <i>St. Ignace Marina</i>		
Event Date(s): <i>September 3+4, 2022</i>		
Event Hours: <i>Saturday, September 3 - 9am - 6pm</i> <i>Sunday, September 4 - 9am - 5pm</i>		
Estimated date/time for set-up: <i>Friday, September 2 - 8am - 8pm</i>		
Estimated date/time for clean up: <i>Sunday, September 4 - 5pm - 8pm</i>		
Describe set up and clean up procedures (include specifically who will be taking care of trash): <i>All vendors are responsible for their own trash. A trash receptacle will be provided on the dock for vendor use.</i>		

Event Information (continued)

Estimated DAILY attendance: 1,200-1,500 per day - estimated

Describe crowd control plans for this event:

There has never been specific crowd control, nor has there ever been a need for crowd control.

Describe the Special Event's impact on adjacent commercial and residential property: The event brings people to the downtown district throughout Labor Day weekend to enjoy our restaurants and businesses. Many vendors purchase supplies from our local businesses.

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

Describe sidewalk use:

Pedestrian use only - No vendors on sidewalks.

Will street closures be necessary? YES NO

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

Describe street closures:

Cones are placed in the marina turn lane on Saturday and Sunday to slow traffic and allow marina patrons to come and go from the marina during the show. As done in 2021, a pedestrian crossing sign will be placed in the crosswalk at the corner of Spring and State streets.

Cones are placed Saturday and Sunday mornings (7am) and removed both days when the event ends.

* Streets closed: Date/Time:

* Streets re-open: Date/Time:

Event Information (continued)

Will parking lot closures be necessary? YES NO

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

Describe parking lot closures:

Arts Dockside uses the marina parking lot and grassy area south of the marina parking lot.

* Parking lot(s) closed: Date/Time: Friday, September 2 - 6:00 am

* Parking lot(s) re-open: Date/Time: Sunday, September 4 - 8:00 pm

What parking arrangements are proposed to accommodate attendance?

We do not provide parking. Vendors and visitors park in public spaces, parking lots, public parking behind downtown businesses, etc.

Will music be provided/included during the event? YES NO

Describe type of music proposed: Live Amplification Recorded Loudspeakers

Proposed time music will begin: Saturday, September 3 - 9am - 6pm

Proposed time music will end: Sunday, September 4 - 9am - 5pm

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

Marina entrance - grassy area near entrance.

Describe noise control:

Noise level - minimal.

Event Information (continued)

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

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

- | | | |
|------------------------------------------------------|-----------|----------------------------------------------------------------|
| <input type="checkbox"/> Trash Receptacles* | Quantity: | *Sponsoring Organization may be required to supply a dumpster* |
| <input checked="" type="checkbox"/> Barricades 6-8 | Quantity: | |
| <input checked="" type="checkbox"/> Traffic Cones 25 | Quantity: | |
| <input type="checkbox"/> Other (describe): | | |

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

No stakes of any kind allowed on asphalt or in Town Square

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

*Vendors provide their own tents, typically 10'x10'.
Some double spaces use 20'x10' tents*

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

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

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

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

Event Information (continued)

Will the event have food, beverage or concessions? YES NO

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

Describe:

Mackinac Animal Aid Association
Hot Dogs, pasties, Chips, drinks

CJ Concession
BBQ Pork Breakfast sandwiches, fries, slushy
drinks, Elephant Ears & Funnel cakes

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

* A \$50.00 fee applies to special liquor license applications and Liquor Liability Insurance is required.

Include proposed location(s) on event layout and describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals

Will there be temporary electricity at this event? YES* NO

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

Use of marina outlets - marina reimbursed for use.

Generators Use of Light Pole Outlets Temporary Distribution Panel

Do you plan to have special event signs? Yes No *Signs must conform to City ordinances*

Describe signs, proposed locations, etc.

throughout town - none at the marina.

Do you plan to use the city entrance signs? Yes No *If yes, you must apply for use through the City Entrance Sign Policy*

Do you plan to have banners? Yes No *If yes, you must apply for use through the Municipal Banner System Policy*

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

I have attached the following items:

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

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

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

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

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

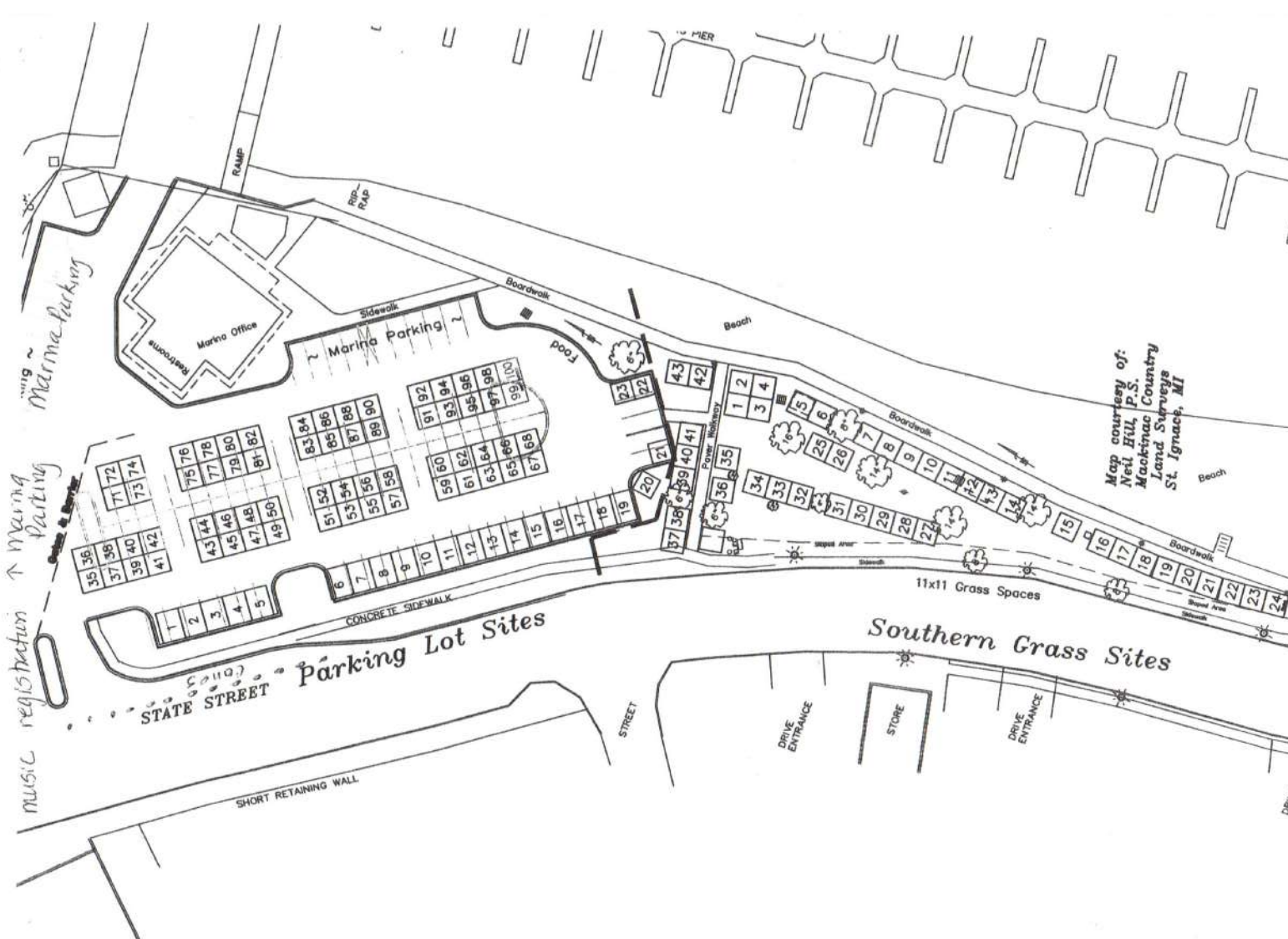
Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.

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

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

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

Applicant Signature <i>Janet Peterson</i>	Date <i>1-25-22</i>
Co-Applicant Signature	Date
<p>Complete this application and return it along with all required documentation to the City Manager's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.</p>	Application Receipt Date



Map courtesy of:
Neil Hill, P.S.
MacInnac Country
Land Surveys
St. Ignace, MI

music registration
↑ Marina Parking

Marina Parking

Parking Lot Sites

Southern Grass Sites

STATE STREET

STREET

SHORT RETAINING WALL

DRIVE ENTRANCE

STONE

DRIVE ENTRANCE

11x11 Grass Spaces

Food

Beach

Beach

RAMP

RIP-
RAMP

Boardwalk

Sidewalk

Marina Parking

Marina Office

Restroom

Boardwalk

Beach

Beach

Boardwalk

Boardwalk

Boardwalk

Boardwalk

Boardwalk

Boardwalk

Boardwalk

Boardwalk

Boardwalk

Boardwalk

Boardwalk

Boardwalk

Resolution

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

WHEREAS, St. Ignace Visitors Bureau requests permission to conduct the “46th Annual St. Ignace Car Show Weekend”; and

WHEREAS, Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, requires certain criteria be met by St. Ignace Visitors Bureau, to comply with the “Special Events” requirements of the City; and

WHEREAS, St. Ignace Visitors Bureau has agreed to provide the City Council with all of the information required by Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended; and

WHEREAS, it is understood that there may be fees for certain services provided by the City; 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 Events status.

THEREFORE, BE IT RESOLVED that the City Council has determined that St. Ignace Visitors Bureau, has agreed to meet the criteria established in the various sections of Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, within the time frame established in said Chapter 22; and

FURTHER BE IT RESOLVED that the City Council does approve St. Ignace Visitors Bureau to be a “Special Events Organization”, and approves the use of the various public properties within the City limits for this event on the days of Thursday, June 23 through Sunday, June 26, 2022, and further grants St. Ignace Visitors Bureau the authority to control vending approved by the City during the event. The City of St. Ignace does not financially participate in the “46th Annual St. Ignace Cruise Show Weekend”; and

FURTHER BE IT RESOLVED that the City does approve street closures, subject to compliance with the City and MDOT rules and regulations, and the use of the following areas and dates:

46th Annual St. Ignace Cruise Show Weekend– June 23, 24, 25, 26, 2022 at the Coast Guard Park, and other public properties located between Stockbridge Street and Church Street on State Street.

The Down Memory Lane Parade on Friday, June 24, 2022, Stockbridge Street to Church Street from 6:30 p.m. to 8:30 p.m., subject to MDOT approval.

The Car Show on Saturday, June 25, 2022, Ojibwa Trail will be closed from 5 a.m. to 5 p.m. (not including Museum parking area); Marquette Street to Church Street from 5 a.m. to 5 p.m., subject to MDOT approval.

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 7, 2022 at 7:00 p.m.

Andrea Insley, City Clerk/Treasurer

City of St. Ignace Special Events Application

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

Event			
Event Name: St. Ignace Car Show Weekend			
Describe the Event: The 46th Annual event will take place June 23-26. Thursday will see the return of the the Cruise Night which will likely start and end at the casino. Friday night we will host the Down Memory Parade again which includes street closure from Stockbridge to Church from 6:30 pm - approximately 8:30, when the parade concludes. Tow away zone signs go up at 5. Also happening Friday night is the VIP Meet and Greet which we would like to hold at the Coast Guard Park from 8-10PM. State street will reclose from Marquette to Church at about 5 AM on Saturday until 5 PM for the show. Like 2021, the show headquarters, registration, and feature vehicles will be at Little Bear arena. Muscle on the Mac will stage at Little Bear at 6 with 6:30 safety meeting. Bridge Crossing and loop back will take place at 7 PM. There will also be fireworks Saturday night at dusk. Sunday awards will also be at Little Bear at 10 AM.			
Sponsoring Organization Information			
Legal Business Name: St. Ignace Visitors Bureau			
Address: 6 Spring St.	City: St. Ignace	State/Zip: MI	49,781
Mailing Address: 6 Spring St.	City: St. Ignace	State/Zip: MI	49,781
Telephone: 906-643-6950	Email: quincy@stignace.com		
Contact Name: Quincy Ranville	Title: Events Director		
Telephone 906-643-6950	Email: quincy@stignace.com		
Contact Person on Day of Event			
Name: Quincy Ranville	Title: Events Director		
Address: 6 Spring St.	City: St. Ignace	State/Zip: MI	49,781
Telephone: 906-643-6950	Cell: 906-298-1902	Email: quincy@stignace.com	
Type of Event (Check one - See Special Events Policy for additional information)			
<input type="checkbox"/> City Operated/Sponsored Event	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Run Event	
<input type="checkbox"/> Co-sponsored Event	(all parties must provide sponsoring info and sign application)		<input type="checkbox"/> Other (describe)
<input checked="" type="checkbox"/> Non-Profit Event	<input type="checkbox"/> Wedding	<input type="checkbox"/> Block Party	
<input type="checkbox"/> For Profit Event	<input type="checkbox"/> Video or Film Production		
Event Information			
Event Location(s): State Street, Little Bear, Coast Guard Park			
Event Date(s): June 23-26			
Event Hours: 7-9 PM Thursday, 7-9 PM Friday, 5 AM - 9 PM Saturday, 10 AM - 21 PM Sunday			
Estimated date/time for set up: Week of Car Show			
Estimated date/time for clean up: Sunday, Monday, Tuesday following Car Show			
Describe set up and clean up procedures (include specifically who will be taking care of trash): VB staff, city staff (requested), LBE staff			

pm on that day.

Event Information (continued)

Estimated DAILY attendance: approximately 25,000

Describe crowd control plans for this event:

cement and wooden barricades, increase police presence, clear instructions and strict rules

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

Lots of tourism income.

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

Describe sidewalk use:

Sidewalks aren't part of the event, but will have high pedestrian traffic.

Will street closures be necessary? YES NO

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

Describe street closures:

Friday: 6:30 PM to approximately 8:30 PM (at the conclusion of the Down Memory Lane Parade) State Street will be closed from Church St. to Stockbridge

Saturday: 5 AM - 5 PM State Street will be closed from Church St to Marquette St.

Saturday: 5am - 5pm Ojibwa Trl (after parking spaces for museum)

* Streets closed: Date/Time:

Listed Above

* Streets re-open: Date/Time:

Listed Above

Event Information (continued)

Will parking lot closures be necessary?

YES

NO

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

Describe parking lot closures:

Little Bear - both lots, closed for the show. Timing is TBD based on setup but it will definitely be closed Friday and Saturday and possibly part of Thursday.

" Parking lot(s) closed: Date/Time: Listed Above

" Parking lot(s) re-open: Date/Time: Listed Above

What parking arrangements are proposed to accommodate attendance?

We are working on having a shuttle system that would allow for offsite parking. We're planning for this to be at the airport on Saturday but we are working out the details.

Will music be provided/included during the event?

YES

NO

Describe type of music proposed:

Live

Amplification

Recorded

Loudspeakers

Proposed time music will begin:

Proposed time music will end:

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

there will be multiple live music sessions in multiple locations throughout town on Saturday but none will begin before 10 am or continue past 5 pm. We are considering Thursday and Friday night entertainment but that is TBD at this time.

Describe noise control:

None.

Event Information (continued)

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

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

- Trash Receptacles Quantity:
- Barricades Quantity:
- Traffic Cones Quantity:
- Other (describe):

Sponsoring organization may be required to provide a dumpster

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

No stakes of any kind allowed on asphalt

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

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

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

YES

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

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

Event Information (continued)

Will the event have food, beverage or concessions YES NO

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

Describe:

We will have several food vendors throughout town. We have rules set at the board level on the type of food (snacks only) and the quantity of vendors. We can provide a full food vendor list as we get closer if needed.

P.S. the form still made me check all the boxes. we aren't sure if we will have kid games/inflatables, that is TBD at this point. We will not have booths, awnings, canopies, rides or "other". We will have tents, tables and will need city equipment including trash receptacles, barricades, and cones.

**this was completed prior to the form being fixed - thanks Stephanie!*

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

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

We do not intend to have a beer tent.

Will there be temporary electricity at this event? YES NO

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

Generators Use of Light Pole Outlets Temporary Distribution Panel

Do you plan to have special event signs? YES NO

Signs must conform to City's ordinances

Describe signs, proposed locations, etc. There will be some banners and signs at Little Bear. One large informational sign on the corner of Marquette and State St. and street closure/no parking signs throughout town (DPW).

Do you plan to use city entrance signs or banner

YES NO

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

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

I have attached the following items:

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

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

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

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

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

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

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

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

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

Applicant Signature	Date
Co-Applicant Signature	Date
Complete this application, Print, sign and return it, along with all required documentation, to the City Manager's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.	Receipt Date

Print



ST. IGNACE

*Street Closure -
Friday parade*

Kewadin Casino

Great Lakes Air

Mackinac Straits
Hospital
Open 24/7

Mackinac Island

Eagle Point Cave

Castle Rock

Chimney Rock

Skull Cave

Arth Rock

Fort Mackinac

Shepler's Ferry

Star Line Ferry

Museum of Ojibwa Culture

Little Bear
East Arena

Kiwanis Beach Park

Huron Boardwalk - Part of the North Country Trail

Historic Mackinaw Boat

Arnold Ferry

Fort de Buade Museum

St. Anthony's Rock

Public Marina

Wawatam Lighthouse
& Fishing Platform

Star Line Railroad Dock

Mackinaw Parasailing

American Legion Memorial Park

Post Office

Library

Silver Mountain
Tubing Hill & Disc Golf

Deer Ranch

Mystery Spot

St. Ignace Golf
& Country Club

Souvenir
Barn

Coast Guard Station
St. Ignace

Dock #3 Park

Father Marquette
National Historic Site

MDOT Welcome
Center

Bridge View
Park

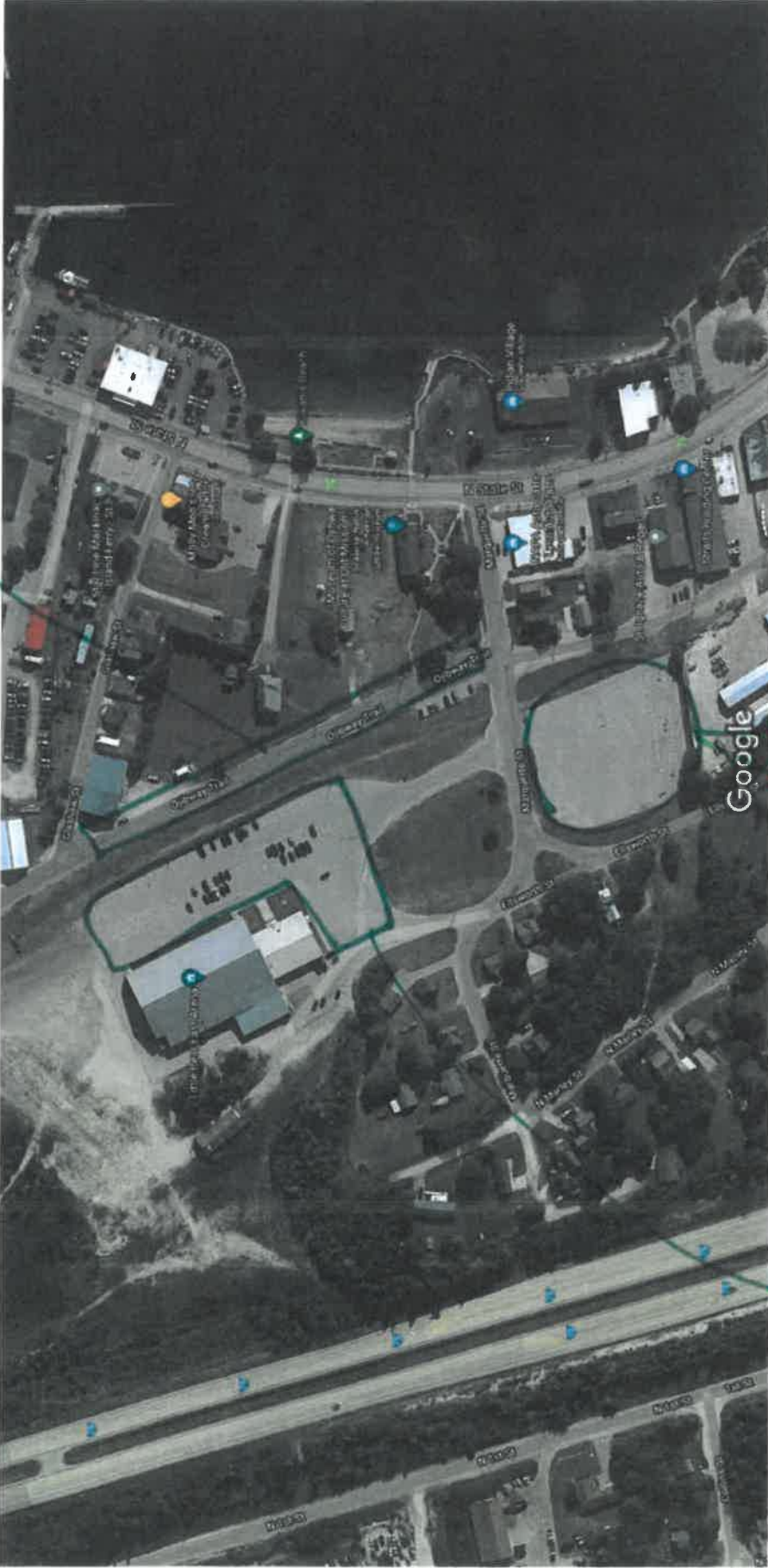


St. Ignace
YOUR HOME PORT

ST. IGNACE



! staging / vendor setup
slow drag if possible



Imagery ©2021 Maxar Technologies, USDA Farm Service Agency, Map data ©2021 100 ft

- featured vehicles
- vendors
- sponsors
- St. Ignace Cup

! staging /
slow drag if possible

registrator



Mystery Spot

Silver Sands Resort

Balsams Resort

2

Lakeshore RV
Park Campground

2

St Ignace
/ Mackinac
Island KOA
Holiday

McDonald's

Wawatam Lighthouse

St Ignace

Bridge
View Park

Straits
State Park

Mackinac Bridge

McGulpin Point
Lighthouse

Headlands Waterfront
Event Center

Headlands

Fort Michilimackinac

Old Mackinac
Point Lighthouse

Shepler's Mackinac
Island Ferry

Mackinac City

Sunset Rock

Devils K

Straits of
Mackinac
Great
Lakes State

City of St. Ignace - St. Ignace Visitors Bureau 2022 Fireworks Agreement

This Agreement is entered into and made effective this ____ day of _____, 2022 between the **City of St. Ignace**, County of Mackinac, Michigan, A Home Rule City, 396 N. State Street, St. Ignace, Michigan, 49781 (hereinafter referred to as "City"), and the **St. Ignace Visitors Bureau**, 6 Spring Street, St. Ignace, Michigan 49781, (hereinafter referred to as "Visitors Bureau").

The City agrees to make payments for the expense of the 2022 and 2023 fireworks per the Wolverine Fireworks contract, and Visitor's Bureau agrees to pay the City in advance for all fireworks payments.

The following schedule of payment will take place for each year of the Wolverine Fireworks contract:

1. Prior to the last Friday of May each year of the Wolverine Fireworks contract, Visitor's Bureau will pay the City the full amount to cover the expenses for the Saturday night fireworks dates listed in Attachment #1 of the annual permit, as well as \$2,500 for the July 4th show.
2. Any changes to the display dates, agreed to by both Parties, are also covered by this Agreement.
3. Per the Wolverine Fireworks contract, the expense per fireworks display is \$5,500.00. The Visitors Bureau will pay the full amount of \$5,500.00 times the number of displays for the year to the City.

The Visitors Bureau will also provide liability insurance for each agreed upon fireworks display, with the following parties being covered: the City, the Visitors Bureau, and Wolverine Fireworks Display Inc.

It is also agreed that Visitor's Bureau will be responsible for providing 2 rooms for each Saturday night display for the term of the contract.

The undersigned attest that they are legally acting on behalf of the named parties.

CITY OF ST. IGNACE

ST. IGNACE VISITORS BUREAU

Darcy D. Long, City Manager

Quincy Ranville, Events Director

Date: _____

Date: _____

RESOLUTION

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

WHEREAS, St. Ignace Visitors Bureau requests permission to sponsor and hold Saturday night fireworks displays; and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", as amended, requires certain criteria be met by St. Ignace Visitors Bureau, to comply with the "Special Events" requirements of the City; and

WHEREAS, St. Ignace Visitors Bureau has agreed to provide the City Council with all of the information required by Chapter 22, "Peddlers and Solicitors" of the City of St. Ignace Code, as amended; and

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

THEREFORE, BE IT RESOLVED that the City Council has determined that St. Ignace Visitors Bureau has agreed to meet the criteria established in the various sections of Chapter 22, "Peddlers and Solicitors" of the City of St. Ignace Code, as amended, within the time frame established in said Chapter 22; and

FURTHER BE IT RESOLVED that the City Council does approve St. Ignace Visitors Bureau to be a "Special Events Organization", and grants to them the authority to host fireworks on the following dates in 2022: May 28, June 25, July 4, July 9, July 16, July 23, July 30, August 6, August 13, August 20, August 27, and September 3 at dusk; in the event of weather cancellation, the fireworks shall be postponed by one (1) day; and

FURTHER BE IT RESOLVED, that the City Council grants St. Ignace Visitors Bureau, the authority to control the vending on the above dates, during the fireworks, beginning at dusk, so as to protect our local businesses.

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 7, 2022, at 7:00 p.m.

Andrea Insley, City Clerk

RESOLUTION

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

WHEREAS, the St. Ignace Visitors Bureau, in association with Michigan Highlanders, requests permission to conduct the 2022 Highland Games; and

WHEREAS, this event requires the use of the Coast Guard Park and surrounding public streets and parking lots; and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance," requires specific criteria be met for the event to be held; and

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

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

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

FURTHER BE IT RESOLVED that the City Council does approve Special Events status for the 2022 Highland Games on June 11, 2022, and further approves the St. Ignace Visitors Bureau the authority to control vending during the event. The City of St. Ignace does not financially participate in this event; and

FURTHER BE IT RESOLVED that the City does approve usage of Coast Guard Park, and parking on Ferry Lane, South State Street, and the Dock 3 boat launch parking lot for this event on:

Saturday, June 11, 2022

Roll Call Vote:

Yes:

No:

Absent:

Resolution declared

With this certification, the above Resolution is a real copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, March 7, 2022, at 7:00 p.m.

Andrea Insley, City Clerk/Treasurer

**City of St. Ignace
Special Events Application**

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

Event		
Event Name: Highland Games		
Describe the Event: This event will be taking place for the second time this year. We are planning to move to the Coast Guard park for more space. There will be traditional Scottish Highland Games (organized by Michigan Highlanders who carries insurance for all athletes) live music, Scottish clan history tent, and possibly some some Scottish dancing.		
Sponsoring Organization Information		
Legal Business Name: St. Ignace Visitors Bureau		
Address: 6 Spring St.	City: St. Ignace	State/Zip: MI 49781
Mailing Address: 6 Spring St.	City: St. Ignace	State/Zip: MI 49781
Telephone: 906-643-6950	Email: quincy@stignace.com	
Contact Name: Quincy Ranville	Title: Events Director	
Telephone 906-298-1902	Email: quincy@stignace.com	
Contact Person on Day of Event		
Name: Quincy Ranville	Title: Events Director	
Address: 6 Spring St.	City: St. Ignace	State/Zip: MI 49781
Telephone: 906-298-1902	Cell: 906-298-1902	Email: quincy@stignace.com
Type of Event (Check one - See Special Events Policy for additional information)		
<input type="checkbox"/> City Operated/Sponsored Event	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Run Event
<input type="checkbox"/> Co-sponsored Event (all parties must provide sponsoring info and sign application)	<input type="checkbox"/> Other (describe)	
<input checked="" type="checkbox"/> Non-Profit Event	<input type="checkbox"/> Wedding	<input type="checkbox"/> Block Party
<input type="checkbox"/> For Profit Event	<input type="checkbox"/> Video or Film Production	
Event Information		
Event Location(s): Coast Guard Park		
Event Date(s): June 11, 2022		
Event Hours: 8 AM - 6 PM		
Estimated date/time for set up: Friday, all day		
Estimated date/time for clean up: Saturday evening		
Describe set up and clean up procedures (include specifically who will be taking care of trash): We will set up and tear down necessary tents. We will likely request trash cans from DPW and/or GFL		

Event Information (continued)

Estimated DAILY attendance: **1500**

Describe crowd control plans for this event:

None.

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

Positive tourism impact

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

Describe sidewalk use:

N/A

Will street closures be necessary? YES NO

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

Describe street closures:

N/A

* Streets closed: Date/Time:

N/A

* Streets re-open: Date/Time:

N/A

Event Information (continued)

Will parking lot closures be necessary?

YES

NO

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

Describe parking lot closures:

N/A

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

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

What parking arrangements are proposed to accommodate attendance?

Street parking on Ferry Ln and S. State plus parking by the boat launch area.

Will music be provided/included during the event?

YES

NO

Describe type of music proposed:



Live



Amplification



Recorded



Loudspeakers

Proposed time music will begin: 10 AM -4 PM

Proposed time music will end:

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

Coast Guard Park lawn

Describe noise control:

None

Event Information (continued)

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

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

- Trash Receptacles Quantity:
- Barricades Quantity:
- Traffic Cones Quantity:
- Other (describe):

Sponsoring organization may be required to provide a dumpster

We will coordinate w/ DPW as needed.

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

No stakes of any kind allowed on asphalt

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

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

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

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

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

N/A

Event Information (continued)

Will the event have food, beverage or concessions YES NO

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

Describe: Food Truck

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

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

*This isn't guaranteed - we might not have alcohol.
If we do, the chamber w/ provide*

Will there be temporary electricity at this event? YES NO

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

Generators Use of Light Pole Outlets Temporary Distribution Panel

Do you plan to have special event signs? YES NO

Signs must conform to City's ordinances

Describe signs, proposed locations, etc.
Just banners on the tents

Do you plan to use city entrance signs or banner

YES NO

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

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

I have attached the following items:

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

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

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

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

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

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

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

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

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

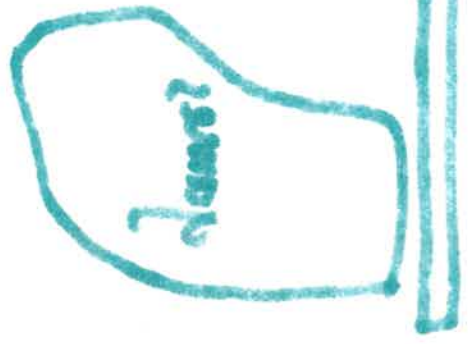
Applicant Signature <i>Devin A. Daniels</i>	Date <input style="width: 90%;" type="text" value="2/23/22"/>
Co-Applicant Signature	Date <input style="width: 90%;" type="text"/>
Complete this application and return it, along with all required documentation, to the City Manager's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.	Receipt Date <input style="width: 80%; height: 20px;" type="text"/>

Specter tents, band
/ food

[/@45.8538947,-84.7028975,259m/data=13m111e3](#)
[St. Ignace Admin](#) f | [Welcome to Facebo...](#) | [Harry Potter Home...](#) | [Handmade Michiga...](#)



- [Groceries](#)
- [Restaurants](#)
- [Takeout](#)
- [Hotels](#)
- [Gas](#)
- [Pharmacies](#)
- [Coffee](#)



being taught' power



1888 E. MITCHELL
 PETOSKEY, MI 49770
 www.taylorrentalpetoskey.com
 231-347-1840 Phone

Status: Reservation

Contract #: 56828-1

Reserved Date: Fri 4/ 1/2022 10:00AM

Operator: SLE

Terms: On Account

Customer #: 4926

LITTLE BEAR ARENA #

Phone 906-643-8676

275 MARQUETTE ST
 SAINT IGNACE, MI 49781

Delivery Wed 3/30/2022

275 MARQUETTE ST
 SAINT IGNACE, MI 49781

Pickup Mon 4/ 4/2022

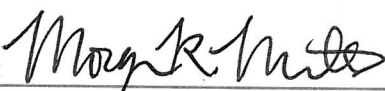
275 MARQUETTE ST
 SAINT IGNACE, MI 49781

EVENT IS 4/1 & 4/2

Qty	Key	Items	Replacement Cost	Status	Agreed Return Date	Price
88	100-0615 #01	PIPE & DRAPE UPRIGHT - 8'	\$25.00 each	Reserved	Sat 4/ 2/2022 10:00AM	\$277.20
	1day \$3.15 1week \$9.20					
100	100-0750 #01	SIGN HOOK FOR BOOTH	\$0.00 each	Reserved	Sat 4/ 2/2022 10:00AM	\$10.00
	1day \$0.10 1week \$0.55					
186	100-0605 #01	PIPE & DRAPE CROSS BRACE	\$39.00 each	Reserved	Sat 4/ 2/2022 10:00AM	\$585.90
	1day \$3.15 1week \$9.20					
88	100-0630 #01	PIPE & DRAPE MEDIUM BASE	\$26.00 each	Reserved	Sat 4/ 2/2022 10:00AM	\$277.20
	1day \$3.15 1week \$9.20					
264	100-0655 #01	PIPE & DRAPE ROYAL BLUE 8' DRAPE	\$30.00 each	Reserved	Sat 4/ 2/2022 10:00AM	\$1,597.20
	1day \$6.05 1week \$18.10					
104	100-0610 #01	PIPE & DRAPE UPRIGHT - 3'	\$14.00 each	Reserved	Sat 4/ 2/2022 10:00AM	\$327.60
	1day \$3.15 1week \$9.20					
104	100-0625 #01	PIPE & DRAPE SMALL BASE	\$13.00 each	Reserved	Sat 4/ 2/2022 10:00AM	\$327.60
	1day \$3.15 1week \$9.20					
208	100-0640 #01	PIPE & DRAPE IVORY 3' DRAPE	\$17.00 each	Reserved	Sat 4/ 2/2022 10:00AM	\$1,258.40
	1day \$6.05 1week \$18.10					
1	100-0500 #01	PIPE & DRAPE BLUE SKIRT 13'	\$100.00 each	Reserved	Sat 4/ 2/2022 10:00AM	\$24.15
	1day \$24.15 1week \$72.70					
1	140-0960 #01	WHITE BANQUET	\$25.50 each	Reserved	Sat 4/ 2/2022 10:00AM	\$10.25
	1day \$10.25 1week \$20.75					
1	7	DELIVERY, ZONE 7	\$240.00 each	Selling		\$240.00
	TAIL GATE DELIVERY ONLY					

Deposits are non refundable. To cancel with partial refund, call 30 days prior to event.

Rental:	\$4,695.50
Damage Waiver:	\$469.55
Delivery Charge:	\$240.00
Subtotal:	\$5,405.05
Total:	\$5,405.05
Paid:	\$0.00
Amount Due:	\$5,405.05

Signature: 

LITTLE BEAR ARENA #

CITY OF ST. IGNACE

BUDGET TRANSFERS & AMENDMENTS

7-Mar-22

Transfer or Amendment	From Account	To Account	Amount Budgeted	Dollar Amount	Notes
General Fund					
Amend Budget	101-000-683.000 Michilimackinac Historical Society Reimb		\$ -	\$ 300.00	Revenue
Amend Budget	101-201-802 Bank Fees		\$ -	\$ 600.00	
Budget Transfer	101-265-853.000 Communications, Bldg & Grounds	101-201-853.000 Communications, Administration	\$ -	\$ 300.00	Moving IT email cost from Building & Grounds to Admin & amending its budget
Amend Budget	101-703-706.000 Wages		\$ 500.00	\$ 1,500.00	ZBA budget will need to be increased due to STR variance meetings (will be offset by variance fee)
Amend Budget	101-703-715.000 Social Sec		\$ 40.00	\$ 120.00	
Amend Budget	101-703-725.000 Work Comp		\$ 10.00	\$ 30.00	
Amend Budget	101-703-900.000 Print & Publish		\$ 50.00	\$ 500.00	
Building Inspector Fund					
Amend Budget	249-000-491.000 STR Permits		\$ -	\$ 6,500.00	STR Permit Fees
Amend Budget	249-000-627.000 Inspection Fees		\$ 1,000.00	\$ 3,000.00	Increased due to STR Inspections
Amend Budget	249-702-708.000 Wages-STR		\$ -	\$ 2,000.00	STR Payroll Line-item
Amend Budget	249-702-725.000 Workman's Comp		\$ -	\$ 20.00	
Amend Budget	249-702-808.000 Consulting Services		\$ -	\$ 6,134.00	Granicus cost

Dock 3 Fund					
Amend Budget	273-000-668.000 Rent/Lease		\$ 21,855.00	\$ 30,236.00	Revenue
Golf Course Fund					
Amend Budget	584-797-935.000 Property Liability Insurance		\$ -	\$ 3,500.00	
Water Fund					
Amend Budget	591-000-642.000 Charge for Service		\$ 203.70	\$ 9,000.00	Revenue
Amend Budget	591-905-992.502 Int. 2018 Ford Pickup		\$ 60.00	\$ 115.00	
Marina Fund					
Amend Budget	594-597-855.000 Website		\$ -	\$ 156.00	
Amend Budget	594-905-992.000 Bond Interest		\$ -	\$ 16,775.00	
Amend Budget	594-905-993.000 Paying Agent Fees		\$ -	\$ 250.00	
Equipment Fund					
Amend Budget	641-581-931.000 Building Maintenance Cont. Serv.		\$ 1,000.00	\$ 3,600.00	
Current Tax Collection Fund					
Amend Budget	703-000-664.000 Interest Income		\$ -	\$ 2,300.00	Revenue
Amend Budget	703-000-685.000 Cash Over/Short		\$ -	\$ 10.00	Revenue

Invoices for Approval Monday, March 7, 2022

All Star Graphics	DPW/WTR Uniform Shirt Screen Printing	\$59.00
Anytime Towing Services Inc.	20' Ford F-350 Super Duty	\$290.00
Arrow Signs	SIPD - Vinyl Decals	\$60.00
Arrow Signs	LBE Sign Board-Sheplers	\$200.00
BC Pizza	LBE - 2/18/22 and 2/25/22 Catering	\$155.25
Belonga Plumbing & Heating	WWTR Plant Parts	\$132.90
Charles Palmer, PC	ATTORNEY FEES - February 2022	\$5,542.52
Darcy Long	Travel Reimbursement	\$92.45
Election Source	Precinct Kit - May 2022 Election	\$52.49
ETNA	WWTR Plant Connection & Gauge	\$218.70
Four State Trucks	DPW Turbo Pine Multi-Bend Tool	\$123.99
Granicus	Consulting Service - Rentals	\$1,533.38
Great Lakes Coca-Cola	LBE - Coke, Dt. Coke, Sprite	\$528.70
Hawkins	WTR Plant Chemicals	\$2,469.38
HD Supply Facilities/USA Bluebook	WTR PLANT - Tube Assembly/Coil	\$516.22
Interstate Batteries	SIFD Batteries/Zamboni Battery	\$307.45
Kimball Midwest	DPW Parts for Shop/Terminal	\$424.64
LaForce	Water Plant Door Lock	\$500.00
Mackinac Ford Sales	February 2022 Statement	\$2,198.16
Mackinac Plumbing	City Hall - Urinal Repair	\$687.30
Michigan Assoc. of Municipal Cemeteries	Annual Membership 2022	\$40.00
Miller, Canfield Paddock & Stone, P.C.	ATTORNEY FEES - October 2021	\$3,013.50
Miller, Canfield Paddock & Stone, P.C.	ATTORNEY FEES - January 31, 2022	\$3,569.50
NC Laboratories	Wastewater Plant - Chemicals	\$459.49
Northern Garage Doors LLC	DPW Garage Door Opener	\$354.78
Paragon Laboratories	WTR Plant Testing	\$576.35
Pitney Bowes	City Hall Postage Machine Leasing Charges	\$407.94
Pollardwater	WTR-Line Locator	\$892.16
Postmaster	Annual Mail Permit	\$265.00
Quill	City Hall-Copy Paper/Envelopes	\$255.86
Sault Printing Company	February 2022 Statement	\$88.55
Shovel Pro LLC	DPW Ten Pack Shovel Pro Grips	\$100.00
Spartan Nash	February 2022 Statement	\$42.50
Straits Building Center	DPW - T-45	\$55.69
Taylor True Value Rental	LBE - Home Show Pipe and Drape	\$5,405.05
Ted Festerling LLC	T-39 Down Cylinder	\$389.24
The St. Ignace News	February 2022 Statement	\$1,121.21
The St. Ignace News	DDA - February 2022 Statement	\$34.50
Uline	DPW 3x10 Floor Mat	\$129.28
Vanton Pump & Equipment	WWTR Plant Pump Parts	\$431.41
		\$33,724.54