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Topic: City Council Meeting

Time: Sep 6, 2022 07:00 PM Eastern Time (US and Canada)

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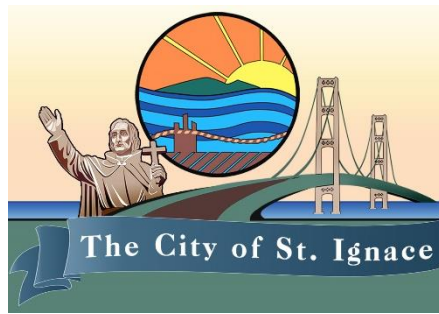
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CITY COUNCIL MEETING

St. Ignace, Michigan

Tuesday, September 06, 2022 – 7:00 p.m.

City Council Chambers/Virtual Hybrid Attendance Meeting

Zoom Meeting ID: 828 0590 1892

******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 August 15, 2022 and August 22, 2022
- 8) Old Business
 - A. LBE Fee Updates
- 9) New Business
 - A. Special Event Resolution—Fall Fest
- 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
- 15) Enter Closed Session: Council may enter closed session to consult with its attorney regarding pending litigation per MCL 15.268(e)

***City of St. Ignace is an equal opportunity employer and provider
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**City of St. Ignace
Council Proceedings
(Unofficial)**

A Regular Meeting of the St. Ignace City Council was held on Monday, August 15, 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 led the invocation.

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

ABSENT: None.

STAFF PRESENT: Darcy Long, City Manager; Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager; Charles Palmer, City Attorney (via Zoom); Scott Marshall, DDA Director; Nick Montie, Fire Chief; Bill Fraser, DPW Director; Joe Stearns, Marina Director; Tony Brown, Police Chief.

ADDITIONS TO THE AGENDA

Mayor LaLonde – Closed Session [Section 8(e), MCL 15.268(e)], Pending Litigation.

Mayor LaLonde – Closed Session [Section 8(a), MCL 15.268(a)], Employee Evaluation.

Assistant Baar- Tie Michigan Teal Campaign.

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

No public comment was received.

CONSIDERATION OF MINUTES OF THE AUGUST 1, 2022, REGULAR COUNCIL MEETING:

It was moved by Councilmember Cronan, seconded by Councilmember Williford, to approve the minutes of the August 1, 2022, Regular Council meeting as presented.

Roll Call Vote

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

No: None.

Motion carried unanimously.

OLD BUSINESS

No Old Business was discussed.

NEW BUSINESS

A. MARINA UPDATE

Joe Stearns, Marina Director, presented Council with an update of Marina operations. At this time, Director Stearns requested Council's approval to replace an amber lantern light off the Southeast side of the lighthouse seawall for the safety of marine traffic. It was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve purchasing the safety light from Photo Marine Automatic for \$1,150.

Roll Call Vote

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

No: None.

Motion carried unanimously.

B. UPDATED TRACTOR SHOW RESOLUTION 2022

RESOLUTION

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

WHEREAS, St. Ignace Visitors Bureau requests permission to conduct the “Antique Tractor Show & Crossing”; 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; 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 approves the use of the various public properties within the City limits for this event on the days of Friday, September 9 through Sunday, September 11, 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 “Antique Tractor Show & Crossing”; 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:

I-75 and I-75BL and a parade escort from City of St. Ignace Police on Saturday, September 10 at 8:00 a.m. from the Mackinac Bridge Toll Booth to Little Bear East Arena, and Sunday, September 11 at 12:30 p.m. from Little Bear East Arena to Bell Street and back.

Antique Tractor Show & Crossing– September 9, 10, 11 2022 at Little Bear East Community Center and parking lots.

The Tractor Show will close:

- Little Bear East parking lots Friday, September 9 at 7 a.m. to Sunday, September 11 at 12 p.m.
- Ojibwa Trail, from Marquette to Glashaw, Friday, September 9, at 7 a.m. to Saturday, September 10, at 5 p.m. (not including Museum parking area).

Roll Call Vote

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

No: None.

Absent: None.

Resolution declared Approved.

C. ZONING REWRITE RFP

City Manager Long reviewed the status of the City’s Zoning code and ordinances with Council, stressing the need for an update. The City collected one bid in response to the Request For Proposal (RFP) put out on July 18, 2021, from Beckett & Raeder for \$29,815. City Manager Long reported that the City has also received correspondence from the MEDC offering assistance of up to \$20,000 through the Redevelopment Ready Communities Technical Assistance Match Funding. Through the recommendation of City Manager Long, it was moved by Councilmember Williford, seconded by Councilmember Cronan, to approve the contract for services from Beckett & Raeder for \$29,815 to begin the Zoning rewrite project.

Roll Call Vote

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

No: None.

Motion carried unanimously.

D. PAVING/LEVELING FIRST STREET (SERVICE DRIVE)

DPW Director Fraser informed Council of his intentions to improve conditions on Service Drive and First Street. Director Fraser collected two bids for paving and wedging the streets, one from Norris Contracting Inc. for \$68,200 and another from Rieth-Riley Construction Co. for \$72,300. Director Fraser recommended using Norris Contracting Inc. for this project and stated that DPW will perform the prep work.

It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Cronan, to approve an agreement with Norris Contracting Inc. to pave and wedge Service Drive to First Street.

Roll Call Vote

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

No: None.

Motion carried unanimously.

E. PROPOSED BUDGET AMENDMENTS

City Manager Long presented Council with budget amendments to activities in the General Fund, Major/Local Street Funds, Water Fund, Marina Fund and Equipment Fund. After some brief discussion, it was moved by Councilmember Fullerton, seconded by Councilmember Cronan, to approve the budget amendments as presented.

Roll Call Vote

Yes: Cronan, Fullerton, Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis and Councilmember Williford.
No: None.
Motion carried unanimously.

ADDITION TO THE AGENDA

Assistant Baar - Tie Michigan Teal Campaign

Assistant to the City Manager, Stephanie Baar, requested Council's support for a request from the Michigan Ovarian Cancer Alliance to recognize September as Ovarian Cancer Awareness Month. Teal colored ribbons will be displayed on various items throughout town as part of the Tie Michigan Teal Campaign. It was moved by Councilmember Fullerton, seconded by Councilmember Pelter, to support the Tie Michigan Teal Campaign for September.

Roll Call Vote

Yes: Councilmember Fullerton, Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmember Williford and Cronan.
No: None.
Motion carried unanimously.

F. FINANCIALS

City Manager Long reviewed financials with Council through July 2022. After some discussion regarding over-budget line items and monthly budget review, Council requested to receive quarterly Revenue-Expense Reports for the remainder of the year.

Roll Call Vote

Yes: Mayor LaLonde, Councilmember Pelter, Mayor Pro-Tem St. Louis, Councilmembers Williford, Cronan and Fullerton.
No: None.
Motion carried unanimously.

CONSIDERATION OF BILLS

City Clerk-Treasurer Insley informed Council that the St. Ignace True Value statement was updated to show an additional \$115.68 due to receipts submitted after original information was distributed to Councilmembers. It was moved by Councilmember Pelter, seconded by Councilmember Cronan, to approve paying the bills in the amount of \$112,181.42.

2x4 Construction	LBE Park Excavator Rental/Storm Drains	\$500.00
2x4 Construction	LBE Sports Park Install Exercise Equipment	\$4,500.00
Airgas	DPW Rental Gases	\$173.95

Arctic Glacier	Marina Ice	\$199.80
Arrow Signs	Wtr Plant Sign/DPW Dumping Sign/Marina Dock Letters	\$860.00
Arrow Signs	LBE Park Entrance Sign & Install	\$2,050.00
ASC Security Systems	Access Key Cards	\$487.00
Belonga Excavating Belonga Plumbing & Heating	Lovegrove Sewer Repair Parts	\$182.11
	WTR Line/DDA/Marina Parts	\$114.55
Bendzinski & Co.	Dissemination Agent 2022	\$1,000.00
Blarney Castle Oil Co.	Marina Diesel/Gasoline	\$39,996.81
Charles Palmer, P.C.	Attorney Fees - July 2022	\$3,965.00
Cheboygan Cement	LBE Park Sidewalk	\$620.00
Darcy Long	Mileage Reimbursement-Travel to Sault Ste. Marie	\$64.44
Darcy Long	Grammarly Subscription Reimbursement	\$139.95
ETNA	Water Line Supplies	\$1,314.00
ETNA	WTR-Sensus Handheld Annual Support	\$3,000.00
Grainger	SIFD-AED and First Aid Cabinets	\$301.40
Granicus	Zoning Address Ident/Hotline/Compliance Monit	\$1,533.38
Harrell's	Golf Turf Supplies	\$895.40
Huron Valley Guns	SIPD Holsters	\$824.95
Hydrite	Ferric Chloride	\$12,484.50
Judy Wyse	SIPD Patches/Hem	\$65.00
Lynn Auto Parts	July 2022 Statement	\$1,226.67
Mackinac Ford Sales	LBE Truck Repair	\$95.40
Mackinac Island Ferry Company	LBE-Carbon Dioxide 7/29/2022	\$28.92
MI Municipal Treasurer's Assoc	A. Insley-Online Fall Conference	\$359.00
Michigan Municipal Executives	D. Long Annual Membership	\$145.00
Microbiologics	Water Plant Supplies	\$344.67

National Office Products	July 2022 Statement	\$2,349.41
NCL	Water Plant Supplies	\$1,720.71
NSI Lab Solutions	Water Plant Supplies	\$322.00
OTIS	Water Plant Elevator Safety Test	\$1,200.00
Plunkett Cooney	Grievance Investigation	\$5,675.00
Pomasl	SIFD-Face shields	\$714.46
Precision Edge Outdoor Services LLC	July 2022 Mowing-Museum, SIFD, LBE, Library	\$8,080.00
Quill	Copy Paper	\$169.90
R&R Fire Truck Repair, Inc.	SIFD Annual Maintenance	\$947.41
Rieth-Riley Construction Small Business Association	Asphalt-Major and Local Streets	\$1,505.62
	2022 Annual Membership-Basic	\$129.00
Spartan Distributors	Golf Maintenance Supplies	\$190.77
Spartan Nash	July 2022 Statement	\$34.89
St. Ignace Auto	July 2022 Statement	\$545.29
St. Ignace True Value	July 2022 Statement	\$790.03
Straits Building Center	July 2022 Statement	\$9,182.26
The Cedars of Mackinac/Carol Bell	City Hall Spring Cleanup/Maintenance	\$156.75
The St. Ignace News	July 2022 Statement	\$996.02
	TOTAL:	\$112,181.42

Roll Call Vote

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

No: None.

Motion carried unanimously.

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

Public comment was received regarding the EUP Connect Collaborative and the data collection efforts; information on the Michigan Highspeed Internet Office with the Department of Labor & Economic Opportunity; and concern regarding responses to questions from the public.

CITY MANAGER'S REPORT

City Manager Long announced there will be an E-Waste collection on Wednesday, September 14th from 2:00 to 6:00 p.m. in the Little Bear East parking lot sponsored by EGLE.

COMMITTEE REPORTS

Minutes of each Committee meeting were provided to Council.

A. FINANCE COMMITTEE

Mayor LaLonde discussed the rental proposal received from the State of Michigan for a basement office in City Hall. The Committee recommended requesting a higher amount or established increases over the 10-year period of the agreement before presenting to Council for consideration.

City Manager Long also informed Council that the City is researching updates to the current key-card-entry system for City Hall and the Water Plant, and that discussion continues with MERS regarding Chief Brown's request.

B. POLICY COMMITTEE

Councilmember Pelter reviewed all items discussed regarding the Employee Handbook Policy.

C. PLANNING COMMISSION

Assistant Baar reported to Council some of the discussion points of the recent public outreach meeting held at Little Bear East on August 9th, noting that housing, job training and parking were highlights.

COUNCILMEMBER COMMENTS

Councilmembers commended staff and committee members for their time and efforts and recognized improvements to the weekly Farmer's Market location.

ADDITIONS TO THE AGENDA (continued)

Mayor LaLonde – Closed Session [Section 8(e), MCL 15.268(e)] Pending Litigation.

At 8:50 p.m. it was moved by Councilmember Pelter, seconded by Councilmember Cronan, to go into Closed Session [Section 8(e) MCL 15.268(e)] regarding discussion about pending litigation with the City Attorney. Motion carried unanimously.

Council returned from Closed Session at 9:18 p.m.

Mayor LaLonde – Closed Session [Section 8(a), MCL 15.268(a)] Employee Review.

At the request of City Manager Long, it was moved by Councilmember Cronan, seconded by Councilmember Pelter, to enter into Closed Session [Section 8(a) MCL 15.268(a)] to discuss the periodic evaluations of the City Manager. Motion carried five to one (Cm. Fullerton).

Council returned from Closed Session at 9:30 p.m.

There being no further business, the meeting adjourned at 9:35 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer

**Council
Proceedings
(Unofficial)**

A Special Meeting of the St. Ignace City Council was held on Monday, August 22, 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.

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

Absent: Councilmembers Cronan and Pelter.

Staff Present: Darcy Long, City Manager; Andrea Insley, City Clerk/Treasurer; Stephanie Baar, Assistant to the City Manager.

A. CITY HALL OFFICE LEASE – STATE OF MICHIGAN

Assistant Baar informed Council that in response to the City’s request for a periodic rental increase throughout the proposed ten-year lease, the State of Michigan agreed to a seven percent increase in the lease rate upon renewal of the lease in 2032, for five consecutive years. It was moved by Mayor Pro-Tem St. Louis, seconded by Councilmember Fullerton, to approve the updated lease proposal for ten years at \$7200.90 annually and \$7,703.64 annually upon renewal for five years.

Roll Call Vote

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

No: None.

Motion carried unanimously.

ADJOURN

There being no further business, the meeting adjourned at 7:06 p.m.

William LaLonde, Mayor

Andrea Insley, City Clerk/Treasurer

LBE Conference Room Rentals

Current

Proposed

North & South	\$ 300.00	\$ 450.00
Wedding, North & South (*includes set-up day before and break-down day after)	\$ 700.00	\$ 1,000.00
North	\$ 175.00	\$ 250.00
South	\$ 175.00	\$ 250.00
Use of Kitchen	\$ 50.00	\$ 100.00
Arena/Ice Rink	\$ 1,200.00	\$ 1,400.00
Entire Facility	\$ 2,000.00	\$ 2,200.00
Parking Lot Only	\$ 500.00	
Early Set-up	\$ 100.00	\$ 150.00
Clean-up	\$ 100.00	\$ 150.00

Room Set-up Charges

0-100 people	\$50.00	
101-200 people	\$75.00	
201-300 people	\$100.00	
301-500 people	\$150.00	

Meeting Accessories

Podium	\$ 5.00	\$ 10.00
Microphone	\$ 15.00	
Large A/V Screen	\$ 20.00	
Projector (PowerPoint)	\$ 50.00	

Pipe & Drape and Table Rental

Pipe & Drape	\$3.00/ft.	\$4.00/ft.
Table Linens	\$7.50/ea.	\$8.00/ea.
Table Skirts	\$7.50/ea.	\$8.00/ea.
Damaged linens	\$ 30.00	

Food & Beverage Service

Coffee (45 cup urn)	\$ 40.00	
Coffee (100 cup urn)	\$ 60.00	
Water (bottled)	\$30.00/case	
Juice (bottled)	\$30.00/case	
Soda (assorted)	\$35.00/case	
Muffins	\$24.00/dozen	
Donuts	\$22.00/dozen	
Cookies	\$18.00/dozen	
Pizza Buffet (Pizza, salad, breadsticks, cinnamon sticks)	\$10.00/person	\$11.00/person

RESOLUTION

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

WHEREAS, the St. Ignace Chamber of Commerce requests permission to conduct the Fall Festival & Great Pumpkin Roll; and

WHEREAS, event requires the usage of Goudreau Street and the Little Bear East Community Center parking lots; and

WHEREAS, Chapter 22 of the City of St. Ignace Code of Ordinances, "The Peddler's Ordinance", requires certain criteria be met in order for the event to be held.

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

NOW THEREFORE BE IT RESOLVED, that the St. Ignace City Council does approve the St. Ignace Chamber of Commerce to be a "Special Events Organization" and has determined that the St. Ignace Chamber of Commerce does meet the criteria established in the various sections of "The Peddler's Ordinance"; and

FURTHER BE IT RESOLVED, that the City Council does approve the usage of Goudreau Street and Little Bear East Community Center parking lots for this event; and grants St. Ignace Chamber of Commerce the authority to control vending approved by the City during the event.

Saturday, October 1, 2022 12 p.m. – 5 p.m.

FURTHER BE IT RESOLVED, that the City Council approves the closure of Goudreau Street, from Ellsworth to North State Street on Saturday, October 1, 2022, from 3:00 p.m. to 5:00 p.m.

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 Tuesday, September 06, 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: Fall Fest and Pumpkin Roll			
Describe the Event: The Fall Fest is a family event to celebrate the start of fall and Halloween. The event will have Barrel Train Rides, Hayrides, Kids Crafts, Pizza sale, mask decorating, games, Professional photos, treats, pumpkin and gourd sale, contests and prizes, warming area, petting zoo, craft vendors, guess the weight pumpkin.			
Sponsoring Organization Information			
Legal Business Name: St. Ignace Chamber of COmmerce			
Address: 560 N State Street		City: St. Ignace	State/Zip: 49781
Mailing Address: Same		City:	State/Zip:
Telephone: 906-643-8717		Email: director@saintignace.org	
Contact Name: Nikki		Title: Director	
Telephone 906-643-8717		Email: director@saintignace.org	
Contact Person on Day of Event			
Name: Amanda Garlock		Title: Ambassador/ Event Coordinator	
Address: 560 N State St		City: St. Ignace	State/Zip: MI 49781
Telephone: 906-298-0234		Cell: 906-298-0234	Email: apreseau@hotmail.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):			
Fall Fest		Pumpkin Roll	
Little Bear East Arena		Goudreau Hill	
275 Marquette St		Next to City Hall	
St. Ignace, MI 49781		St. Ingace, MI 49781	
Event Date(s): October 1, 2022			
Event Hours: 12pm-5pm			
Fall Fest 12:00-3:30pm		Pumpkin Roll 4:00pm-5:00pm	
Estimated date/time for set up: Fall Fest 9/31/22 all day and morning of 10/1/22 Pumpkin Roll 3:00pm 10/1/22			
Estimated date/time for clean up:			
Everything except tents are cleaned up immediately after event. Tents removed by 10/4/21 Describe set up and clean up procedures (include specifically who will be taking care of trash): Kyle Brow, Amanda Garlock, Nikki St. Andrew and more volunteers will clean up during and after the event.			

Event Information (continued)

Estimated DAILY attendance: It varies. Fall Fest 400+ throughout the day. Pumpkin Roll 200+

Describe crowd control plans for this event:

Fall Fest Event will be in non-traffic parking lot with ample off the main road. Pumpkin Roll
Pumpkin Roll : Godreau hill will be closed at the alleyway down to State St. to minimize and pedestrian risk.

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

None. City Hall and Little Bear are not open for normal business on Saturdays and there are no residential properties that will be impacted as well.

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

Describe sidewalk use:

Will street closures be necessary? (X) 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:

Godreau Hill from the alley behind City Hall to the bottom where it connects with State Street.
Please note: State St. does not need to be closed.

* Streets closed: Date/Time: 10/2/21 3:30 pm to 5:00pm

* Streets re-open: Date/Time:
10/2/21 at 5:00pm

Event Information (continued)

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

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

- | | | |
|--|-----------|---------------------------------|
| <input type="checkbox"/> Trash Receptacles | Quantity: | |
| <input checked="" type="checkbox"/> Barricades | Quantity: | 5 barricades /cement stanchions |
| <input type="checkbox"/> Traffic Cones | Quantity: | |
| <input type="checkbox"/> Other (describe): | | |

Sponsoring organization may be required to provide a dumpster

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

No stakes of any kind allowed on asphalt

- | Item | Item |
|---|--|
| <input type="checkbox"/> Booths | <input 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:

Small petting Zoo with goats, rabbits, pig and mini horse, Hay ride and barrel rides. No inflatables.

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: Yes, no food will be prepared but pizzas donated by a local business and served from a warmer along with canned soda and bottled water.

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

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

Will there be temporary electricity at this event? YES NO

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

Generators Use of Light Pole Outlets Temporary Distribution Panel

Generators will be provided by private party

Do you plan to have special event signs? YES NO

Signs must conform to City's ordinances

Describe signs, proposed locations, etc.

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 <i>Annah Dalek</i>	Date 8/25/2022
Co-Applicant Signature <i>Nikki St. Andrew</i>	Date 8/15/22
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

Invoices for Approval

Tuesday, September 6, 2022

A.S.C. Security Systems	City Hall/Water Plant Key Card System	\$285.00
AlcoPro	SIPD Disposable Mouthpieces	\$145.00
Arctic Glacier	Marina Ice	\$212.12
Arrow Signs	Street Signs (6)	\$330.00
BAM Tools	T-35/T-39 Sanders, Tool Kit, Channel Lock Pliers	\$459.59
BC Pizza	LBE Catering	\$883.65
Belonga Excavating LLC	2nd Street Topsoil	\$110.00
Belonga Plumbing and Heating	Abe Street/Paquin Street Sewer Camera/Wtr Plant Parts	\$1,058.35
Blarney Castle Oil Co.	Marina Fuel	\$107,303.39
Brown Motors	SIPD-F-150 Oil Change/Tire Rotate	\$113.83
BS&A	A. Insley Online Training	\$150.00
Darcy Long	Software, Mileage, Meals, Bridge Fare	\$137.83
Ed's Lock & Key	City Hall - Lock Rekey and Repair	\$200.00
Enterprise Vending Inc.	Removal of Machine City Hall	\$75.00
First Alert	LBE Safe Keys	\$21.90
Government Finance Officers Assoc	A. Insley Membership/Books	\$320.12
Grainger	Landscape Rake	\$178.86
Great Lakes Coca-Cola	LBE Catering/Concession	\$470.20
Hannah Tropiano	Reimbursement-LBE Program Expense/Catering	\$161.42
Hawkins	Water Plant Supplies	\$3,501.03
Interstate Batters	T-42, Sewer Machine, Shop Batters	\$724.75
Joe St. Louis	Golf Course Lighting Replacement	\$1,100.00
Kimball Midwest	DPW Shop Supplies	\$246.26
KSS	Marina/LBE Supplies	\$543.01
Mark Wilk	Marina - Circuit Breaker Maintenance	\$45.00
Meyer Ace Hardware	August 2022 Statement	\$1,650.79
Michigan Steam	2' Shop Broom, Brace and Handle	\$224.96
Microbiologics	Water Plant Testing	\$245.47
Norris Contracting Inc.	AMZ Sand	\$2,600.74
North Central Laboratories	Water Plant Supplies	\$832.95
Northern Shirt Company	LBE Recreation Program Shirts	\$884.00
Paragon Laboratories	Plant Testing	\$1,058.75
Payne & Dolan Inc.	Cold Mix	\$7,744.46
Pioneer Manufacturing Company	LBE Rec Truck Parts	\$172.35
Precision Edge Outdoor Services-Kyle Brow	August 2022 Mowing	\$4,400.00
Quill	Central Office Envelopes	\$76.60
Rieth-Riley Construction	I-75 Shoulder Repair-MDOT Project	\$67,505.55
Rudyard Electric Service Inc.	LBE Lighting Repair	\$850.00
Seewald's Towing	Tow Golf Mower to Sparta for Repair	\$950.00
Spartan Distributors	Golf Supplies/Repair	\$1,098.81
UIS Scada	Water Plant Service through 8/11/2022	\$186.00

\$209,257.74