

**CITY COUNCIL MEETING**  
St. Ignace, Michigan  
Monday, October 5, 2020 – 7:00 p.m.  
Remote Attendance Meeting

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

- 1) Call to Order
  - 2) Pledge of Allegiance
  - 3) Invocation
  - 4) Roll call
  - 5) Public Comment
  - 6) Consideration of minutes of the September 21, 2020 meetings
  - 7) Consideration of Bills
  - 8) Old Business
  - 9) New Business
- 
1. **MHS UPDATE ON MUSEUM COLLECTION**
  2. **FIRE STATION UPDATE BY STEVEN PAQUIN**
  3. **REQUEST FOR FIRE STATION EQUIPMENT PURCHASE BY GARY SORENSON  
FIRE CHIEF**
  4. **HALLOWEEN UPDATE ON SAFETY COVID COMPLIANCE -TRICK OR TREAT**
  5. **REQUEST TO PURCHASE CITY PROPERTY NEAR BALSAM AVENUE AND  
MASSEY PROPERTY**
  6. **2021 BUDGET SCHEDULE**
- 
- 10) City Manager's Report
  - 11) Committee Reports
  - 12) Council Member Comments
  - 13) Closed Session Section 8(a), MCL 15.268(a)

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

A Regular Meeting of the St. Ignace City Council was held on Monday, September 21, 2020, remotely via Zoom video conference.

**I. CALL TO ORDER:**

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

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

**Absent:** None.

**Staff Present:** Darcy Long, City Manager; Kyle Mulka, City Assessor; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer; Bill Fraser, DPW Director; Lauren Yoder, Marina Director; Tony Brown, Police Chief.

**Public Comment:** None.

**II. CONSIDERATION OF MINUTES OF THE SEPTEMBER 8, 2020 REGULAR COUNCIL MEETING:**

It was moved by Councilmember Pelter, seconded by Councilmember Clapperton, to approve the minutes from September 8, 2020.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**III. CONSIDERATION OF BILLS:**

It was moved by Councilmember St. Louis, seconded by Councilmember Clapperton, to approve payment of the bills in the amount of \$ 36,172.39.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

Ace Hardware	August 2020 Statement	\$446.36
Ace Hardware	Golf Course August 2020 Statement	\$91.84
AirGas	Cylinder Rental	\$154.42
Amazon	SIPD Disk & Covers / CHALL Masks	\$178.45

B&B Snowplowing	August 2020 LBE Mowing	\$2,130.00
Blarney Castle Oil	August 2020 Golf Course Fuel	\$416.09
Charles J. Palmer, PC	August 2020 Attorney Fees	\$1,821.05
Cheboygan Cement	Prospect and Mary Street	\$1,483.50
ETNA	Restocking/Repair Lids/Storm Drain	\$1,214.07
Fred Feleppa/Law Office of Alfred Feleppa	August 2020 Attorney Fees	\$210.00
Global Water Xylem, Inc	Sampler for Wastewater Plant	\$299.00
Harrells	Golf Course Turf Supplies	\$647.50
Hydrite	Wastewater Bulk Ferric	\$9,133.08
Kimball Midwest	DPW Supplies	\$250.75
KSS	Marina/Parks	\$597.06
Larry Pavlat	Water Line Part Repair	\$100.00
Lynn Auto Parts	August 2020 Statement	\$2,469.85
Mackinac Sales	Aug 2020 - T-42/Water 2/Golf Cart Tire	\$698.29
Mark's Tire Inc	City Manager Car 4 Tires, Install/Balance	\$530.00
McKinley Design	Line-X Bedliner	\$1,025.00
McVeigh's Truck & Spring Inc	T-38 Front Axle Rebuild/Parts	\$1,058.35
Michigan Steam	DPW Gloves/Brooms	\$534.81
Mike Lamb-Arrow Signs	City Manager Car Decals/LBE Vendor Banner	\$105.00
National Office Products	Golf Course Printer Ink	\$49.42
NCL	Water Plant Supplies	\$906.75
OK Industrial	DPW Gloves	\$68.60
Paragon Laboratories	Water Testing	\$1,112.00
Pitney Bowes	Postage Meter Rental	\$470.22
PowerPlan	AIS - DPW Loader Parts	\$4,220.48
Sault Printing	Copier/Printer Monthly Contract	\$44.78
Spartan Distributors	Golf Course Switch	\$67.50
Spartan Nash	DPW Water	\$27.92
St. Ignace Auto	August 2020 Statement	\$96.20

St. Ignace True Value	July/August 2020 statements	\$2,629.81
The St. Ignace News/Wesley Maurer	Minutes/Fire Authority Budget Water Plant - Roof Bids/ Help Wanted	\$308.23
The Trophy Case	Golf Course Plaques	\$82.00
Whiskey River Inc	DPW Garage Door Repair	\$265.96
	<b>Total</b>	<b>\$35,944.34</b>

**IV. FINANCIALS:**

The August 2020 financials were reviewed by Council. It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve the financials for August 2020 as presented.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**V. OLD BUSINESS:**

Betsy Dayrell-Hart, Planning Commission Chairperson, announced the following:

- "Walk in R1 Neighborhood with the Planning Commission" Tuesday, September 22nd at 6 p.m.
- Reviewed results from the marijuana survey taken from City residents.
- Request from Planning Commission to withdraw proposed Short-Term Rental Ordinance from Council consideration.

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to allow the Planning Commission to withdraw the proposed Short-Term Rental Ordinance to review and resubmit for Public Hearing.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**VI. NEW BUSINESS:**

**A. Audit Presentation:**

Mayor Litzner introduced Ken Talsma with Anderson Tackman to give the presentation of the City's 2019 Audit.

**B. Approval of St. Ignace-Area Emergency Medical Services Council Bylaws (St. Ignace-Area EMS):**

It was moved by Councilmember Clapperton, seconded by Mayor Litzner, to approve the St. Ignace-Area EMS Bylaws as presented.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**C. Storm Drain Repair-Paving Bid:**

DPW Director Bill Fraser informed Council that the City has received bids to pave a resident's driveway that was part of a storm drain repair. DPW Director Fraser had reached out for bids for the paving but only received one quote from Reith Riley for \$8,865, who was already working in the area.

It was moved by Councilmember Pelter, seconded by Councilmember St. Louis, to approve Reith Riley's bid for paving on Medora Street.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**D. Water Plant Roof Bid:**

DPW Director Bill Fraser presented two bids received for the Water Plant Roofing request, one from Musick Builders for \$27,300 and another from Bonacci Construction for \$42,800.

It was moved by Councilmember St. Louis, seconded by Councilmember Fullerton, to approve the bid from Musick Builders for \$27,300 to complete the Water Plant Roof replacement.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**E. Resolution for Asset Management:**

**RESOLUTION**

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

**WHEREAS**, the St. Ignace City Council adopts the Level of Service done by Rural Water; and

**WHEREAS**, the St. Ignace City Council recognizes the need for this service for Water Asset Management; and

**NOW THEREFORE BE IT RESOLVED**, that the St. Ignace City Council acknowledges that the Level of Service has made the Water Asset Management compliant with EGLE; and

**BE IT FURTHER RESOLVED** that the St. Ignace City Council approves of the Level of Service done by Rural Water.

**Roll Call Vote:**

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

No: None.

Absent: None.

Resolution declared Adopted.

**F. Resolution for Fall Festival & Great Pumpkin Roll:**

**AMENDED RESOLUTION**

The following Resolution was offered for adoption by Councilmember Tremble, supported by Councilmember St. Louis:

**WHEREAS**, the St. Ignace Business Association requests permission to conduct the Fall Festival & Great Pumpkin Roll; and

**WHEREAS**, event requires the usage of Star Line Event Lot, Goudreau, Ellsworth and North State Streets; and

**WHEREAS**, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", requires certain criteria be met in order for the event to be held.

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

**FURTHER BE IT RESOLVED** that the City Council does approve the usage of Star Line Event Lot, Goudreau, Ellsworth and North State Streets for this event held on the following date:  
Saturday, October 3, 2020            12 p.m. – 6 p.m.

**FURTHER BE IT RESOLVED** that the City Council approves the closure of Goudreau Street, from Ellsworth to N. State Street on Saturday, October 3, 2020, from 3:00 p.m. to 6:00 p.m.

**Roll Call Vote:**

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

No: None.

Absent: None.

Resolution declared Adopted.

**G. City Manager Contract Amendments:**

Mayor Litzner informed Council that the Negotiations Committee met on September 17<sup>th</sup> to discuss and recommend the addition of the following conditions to City Manager Long's employment contract:

- Add to Section 4.1 "Unused vacation days roll over annually up to 30 days (240 hours) maximum accrual";
- Add to Section 4.2 "Long shall not be permitted to accrue more than 12 sick days (96 hours) per year. Unused sick days roll over annually up to 200 hours maximum accrual."

It was moved by Councilmember St. Louis, seconded by Councilmember Clapperton, to approve the addition of the contract language as presented.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**VII. CITY MANAGER'S REPORT:**

City Manager Long supplied Council with the definition of a Consent Agenda that he plans to put onto the Regular agenda for upcoming Council meetings.

**VIII. Committee Reports:** None.

**IX. Council Member Comments:**

Councilmembers thanked DPW Director Bill Fraser for stepping in as Interim City Manager for a few months, welcomed Police Chief Brown to active duty and welcomed Darcy Long once again as the new City Manager.

Councilmember Fullerton suggested that Public Comment be placed towards the end of the Council's meeting agenda for future meetings.

**X. Adjourn:**

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

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**Connie Litzner, Mayor**

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**Andrea Insley, City Clerk/Treasurer**

**Invoices for Approval**  
**Monday, October 5, 2020**

MGFOA	2020-2021 Membership Renewal	\$120.00
Anderson, Tackman & Company PLC	Final Billing 2019 Audit	\$7,096.24
Michigan Municipal Treasurers Assoc	Membership Renewal	\$75.00
Arrow Signs	Pedestrian Crossing Signs	\$675.00
Straits Building Center	September 2020 Statement	\$332.29
Xylem-OI Analytical	Water plant - shipping charges	\$24.29
Belonga Plumbing and Heating	Water Plant/LBE Park/Lagoons/Stockbridge Lift Station	\$3,669.04
Crane Engineering	Impeller and Wear Plate Heritage Lift Station	\$5,478.00
Melissa Hess	LBE Painting Class	\$125.35
2x4 Construction	Garage Door Repair/Install	\$837.22
George's Body Shop Inc	2014 Ford F350 Alignment	\$89.95
USA Blue	Reagent Supplies	\$706.58
Northern Shirt Company	LBE Uniform Shirts	\$415.60
Taylor Auto Supply Inc	DPW Shop Supplies	\$230.53
KSS Enterprises	City Hall	\$194.85
Belonga Excavating	LBE Park/Connor's Park	\$230.39
Mackinac Plumbing	Little Bear	\$147.40
MI Municipal Risk Management Authority	Installment #2	\$25,844.00
Blarney Castle Oil Company	Marina Gasoline/Diesel	\$21,576.03
St Ignace Chamber of Commerce	LBE Annual Membership	\$150.00
Election Source	Absent Voter Secrecy Sleeves/Voter ID Cards	\$125.13
Printing Systems	Cemetery Deed Book	\$109.28
Paragon Laboratories	WWTR Plant	\$13.00
Summit Companies	Annual City-Wide Fire Extinguisher Maintenance	\$2,392.32
Otis Elevator Company	Reagon Street Lift Station-WWTR	\$630.00
Astrea	SIPD Tech Support	\$85.00
Seewald's Towing	SIPD - Towing 2016 Ford Taurus	\$65.00
Michigan State Police	Token Fee	\$33.00

**Total     \$71,470.49**

\*Invoices and Purchase Orders Available for Inspection in the Clerk's Office

\* Fund Number Breakdown Can be Requested by Emailing [dclerk@lighthouse.net](mailto:dclerk@lighthouse.net)





**Michilimackinac Historical Society**

**St. Ignace, Michigan**

# **Collections Management Policy**

**Adopted: July 16, 2020**

## Table of Contents

	Page
I) Introduction.....	2
II) Delegation of Responsibility.....	4
III) Current Statement of Collecting Interests.....	6
IV) The Collections.....	7
V) Cultural Property.....	9
VI) Documentation, Care, and Preservation.....	10
VII) Purpose and Use of the Collections.....	12
VIII) Access to Collections .....	13
IX) Acquisitions and Accessions .....	15
X) Deaccessions .....	19
XI) Loans and Temporary Custody .....	22
XII) Ethical Standards .....	25
XIII) Glossary .....	26

## **I) Introduction**

### **A) Mission**

The mission of the Michilimackinac Historical Society (MHS) is to preserve, record, and maintain the historical information of the area between Michigan's Upper and Lower Peninsulas, known as Michilimackinac. MHS fulfills its mission by making their collections available to the public through well-researched museum exhibitions, hosting educational programs and presentations, and providing access to the collections to researchers. MHS partners with other local historical organizations, non-profit community groups and foundations, and the Native American community to expand our reach and share a comprehensive and inclusive history of the Michilimackinac region.

### **B) History**

The Michilimackinac Historical Society was reactivated in 2004 after a 23-year hiatus. In 2007, through an agreement with the City of St. Ignace, MHS became the stewards of a large collection of artifacts that had been owned by the late Dr. Donald Benson. MHS reopened Fort de Buade Museum, which had been owned and operated by Dr. Benson, and displayed the artifacts and began adding to the collection through the donation of objects and materials.

In 2016, the City of St. Ignace transferred ownership of all non-Native American collection objects to MHS. At the time, the City could not transfer the Native American objects to the control of MHS until after the society was compliant with the Native American Graves Protection and Repatriation Act (NAGPRA). In 2018, MHS fulfilled their NAGPRA responsibilities, but have decided to delay the transfer of control of the Native American objects.

### **C) Statement of Purpose**

The purpose of this Collections Management Policy is to establish the standards and guidelines for the management of MHS collections; and identifies the duties and responsibilities of the collection staff, Collections Committee, and the MHS governing bodies.

### **D) Process of Establishing Policy**

- 1) This Collections Management Policy is reviewed annually by the Collections Committee with input from the collections staff and Executive Director. Any changes are submitted to the Board of Directors for comment and approval by the Collections Committee. Formal approval by the MHS Board of Directors supports the authority of this document.

- 2) This Collections Management Policy is a working document. Any revisions, errors, omissions, or other necessary changes will be corrected by the Collections Committee and presented to the Board of Directors for approval.

## II) Delegation of Responsibility

- A) The collections owned by MHS are held in trust by the Board of Directors. Collection items are administered and cared for by professional staff in accordance with the policies and guidelines outlined in this manual, and the best practices in the museum field.
- B) The Board of Directors is responsible for the oversight of all collection activities, ensuring that the collections are carefully preserved and properly and effectively used for educational purposes. Upon the recommendation of the Collections Committee, the Board must approve all purchases above \$10,000 and all deaccessions. The Collections Committee must inform the Board of all acquisitions and incoming and outgoing loans, but no approval from the Board is needed. No individual Director may commit the museum to acquisitions, deaccessions, exhibitions, or loans.
- C) The Executive Director provides administrative oversight for museum operations, manages staff, and assists in the development of project plans, reports, grants, and other documents as required by the Board of Directors or other agencies. The Director administers the implementation of the Collections Management Policy and ensures ongoing compliance of approved policies and procedures by staff. The Director recommends all loans, exhibitions, and public programs, referring major initiatives and actions to the Collections Committee and Board of Directors as appropriate. All acquisitions and deaccessions are reviewed by the Director and are submitted to the Collections Committee and Board of Directors for approval. The Executive Director may not independently commit the museum to acquisitions, deaccessions, exhibitions, or loans.
- D) The Collections Committee oversees all collections activities. The Committee discusses and advises on collections stewardship issues brought to it by the Director and Collection Manager. The Collections Committee reviews acquisition donations and purchases, deaccessions, and incoming and outgoing loans; reviews and recommends collection-related policies; and presents recommendations to the Board of Directors.
- E) The Collections Manager is responsible for the day to day planning and implementation of all collection management activities. This manager implements and supervises policies and procedures involving the storage, use, documentation, cleaning, and movement of the collections. The Collections Manager also oversees accessioning, cataloging, and processing of objects; incoming and outgoing loans;

image rights and reproductions; and deaccessioning and disposal of objects from the collection. Neither the Collections Manager nor collections staff may individually commit the museum to acquisitions, deaccessions, exhibitions, or loans.

### **III) Current Statement of Collecting Interests**

MHS will acquire materials with a documented association to St. Ignace, Mackinac County, or Michilimackinac history. The standards for collection acquisitions are outlined in this policy in Section IX - Acquisition. Acquisitions will be considered on a case by case basis by the Collections Committee.

Collections development shall be based on understanding the strengths of our collections, identified through survey, re-housing, and inventory; and identifying future collecting opportunities and building relationships with donors, collectors, and other organizations that have a shared commitment to preserve Michilimackinac's history.

## IV) The Collections

### A) The Permanent Collection

The Permanent Collection is comprised of two sub-collections: the Fort de Buade Museum Collection and the MHS Permanent Collection.

#### 1) Fort de Buade Collection

The Fort de Buade Collection is comprised of the objects, art, and archival material that belonged to Dr. Donald Benson. After his death, the collection was donated to the City of St. Ignace by the Sault Sainte Marie Tribe of Chippewa Indians and placed in the care of the Michilimackinac Historical Society. In 2016, the City of St. Ignace, transferred control of the non-Native American objects to MHS. As of June 2020, the City still retains control of the Native American objects.

The collection contains:

- (a) Objects of the Fur Trade, including firearms, traps, tools, trade silver, brass goods, and pelts
- (b) Historic firearms and weaponry: matchlock, wheellock, flintlocks muskets and rifles, percussion cap firearms, Colt revolvers, derringers, pepperboxes, Winchester rifles, revolvers, canon, canon balls, grape shot, musket balls, etc.
- (c) Native American tools, projectile points, textiles, decorative arts, trade goods, and ceremonial objects
- (d) Chief Satigo/Santiago household objects and maple sugaring tools
- (e) Historic farming tools
- (f) Historic lumber tools
- (g) Historic fishing spears, hooks, and decoys
- (h) Other historic household goods and recreational objects
- (i) Archival items: bibles, ledgers, indentures, prints, tintypes, lithographs, posters
- (j) Stonework – Newberry Tablet, McGruer Idols

#### 2) The MHS Permanent Collection

The MHS Permanent Collection is composed of objects, art, and archival materials donated to the Michilimackinac Historical Society from 2004 to present.

The collection contains:



- (a) Archival items: postcards, analog photographic materials, stereoview cards, business and personal correspondences, magazines, scrapbooks, prints.
- (b) Household furnishings
- (c) Model boats of various size and medium
- (d) Business furnishings
- (e) Art: paintings and prints
- (f) Objects and materials from State ferry boats
- (g) Objects representing St. Ignace history

#### B) The Education and Use Collection

The Education and Use Collection are objects (either originals or reproductions) that are suitable and appropriate for use by staff and volunteers for educational programs and may be handled by visitors. Some objects are restricted to demonstrations by staff only. The objects are not a part of the permanent collection and, as such, may be updated, exchanged, discarded, or otherwise manipulated as necessary. Items in this collection are marked with an EU number and tracked on a spreadsheet but are not accessioned and not subject to the policies set forth in this document.

#### C) Found in Collection

If no records can be found relating to the source of an item found in the collection (FIC), the materials will be assigned a temporary “.001” accession number, indicating their FIC status (2020.001.0001, for example). The Collections Manager will work to comply with the Michigan abandoned property laws and the Museum Disposition of Property Act. If the Source of the object is found, the object will be assigned a permanent accession number.

## **V) Cultural Property**

MHS owns a small collection of Native American materials and acknowledges its responsibility to comply with the Native American Graves Protection and Repatriation Act (NAGPRA). The Society has complied with the law by completing an inventory of its collection, submitting a summary to National NAGPRA, informing individual tribes of the objects held, and holding consultations with tribes. MHS also cares for a collection of Native American objects owned by the City of St. Ignace. The City, too, is NAGPRA compliant. A small group of materials in these collections have restrictions placed on them by consulting tribes pertaining to handling, access, and exhibition. MHS and the City do not hold any human remains, however; at times, MHS has temporarily housed human remains prior to their repatriation.

MHS will not knowingly accept any object that has a questionable provenance or that is suspected to have been illegally imported or stolen.

## **VI) Documentation, Care, and Preservation**

### **A) Documentation**

The Collections Manager is responsible for the documentation of every object in the MHS's collections. This provides intellectual and physical control over the collections. Original acquisition document files are stored in a secure space with access restricted to employees only. Catalog records are maintained in Past Perfect Museum Software and access is restricted to Collections staff.

The Collections Manager maintains the following as physical files and on Past Perfect:

- 1) Acquisitions
- 2) Objects and materials in Temporary Custody
- 3) Deaccessions
- 4) Repatriations
- 5) Condition and conservation reports

An additional file maintained by the Collections Manager is the Collection Committee records that include acquisition evaluations, recommendations for acquisitions and deaccessions, and meeting minutes.

Every object added to the Permanent Collection and Education & Use Collection are assigned an Object ID number. The object or material will be numbered using reversible methods according to current techniques used in the museum field.

### **B) Care**

The Collections staff adhere to established professional standards for handling, packing, storage, protection, preservation, and conservation treatment of collection objects. All museum staff and volunteers that assist with the care and exhibition of the collection are trained on these standards and are provided with updated training when necessary. This training is scheduled and conducted by the Collections Manager.

### **C) Preservation**

The Collections staff strive to store objects in the best environment possible. Due to budgetary restraints, objects are given the highest priority for stable environmental storage based on their sensitivity to temperature and humidity conditions.

Preventative conservation efforts include regular monitoring of all collection environments, including storage and exhibit spaces, by the Collections Manager.

Prompt actions will be taken by the Collections Manager to correct any problems with the collections or their environments.

D) Risk Management and insurance

MHS has a responsibility to identify and try to eliminate risks to the collection. This includes securing collections from theft, vandalism, and accidental damage. Risks are mitigated through proper climate control, infrastructure maintenance, and skilled object handling.

Insurance is maintained by MHS which strives to insure for maximum possible loss. Loans are always insured for their fair market value.

## **VII) Purpose and Use of the Collections**

The collection objects and materials are held in public trust in perpetuity. The collections are preserved and maintained by the Society to further its mission and goals.

### **A) Appropriate Uses**

- 1) Exhibition
- 2) Outgoing loans to other museums, educational, or cultural institutions
- 3) Study, research, or other scholarly purposes
- 4) Educational programs and outreach
- 5) Reproduction, if it will not damage the object or material

### **B) Inappropriate Uses**

- 1) Use of collections as decoration or as props at social and theatrical events
- 2) Reproduction in publications or productions by outside agencies when the goals of the publication conflict with the MHS mission and goals.

## VIII) Access to Collections

The MHS collections exist for the benefit of present and future generations, and the Society is committed to providing public access to the collections by supporting the study and enjoyment of historic materials through exhibitions, research activities, public programs, and online resources.

### A) General Statements

- 1) Only authorized personnel are admitted to collection storage areas. At all times, visitors in collection areas (including contract maintenance workers) will be accompanied by and adhere to regulations imposed by collections staff.
- 2) Most museum collections and related documentation will be made available for legitimate study, inquiry, and examination by responsible parties. Access to the collections is contingent upon staff availability during the time access is requested and the extent of the materials requested. Objects or records deemed by the Collections Manager to be too fragile, or objects that are culturally sensitive will be withheld from outside researchers. The museum requires a complimentary copy of any materials published in connection with the object(s) and material(s) researched.
- 3) Certain sensitive documentation corresponding to objects or materials, such as value or donor contact information, may be restricted at the discretion of the Collections Manager.
- 4) Special permission for access or special tours of collection areas must be approved in advance by the Executive Director and Collections Manager. Researchers will not be allowed access without direct supervision by a collections staff member. The size of a tour group will be limited to safeguard collections and a visitor log will be kept. Access to objects on loan to MHS will be governed by the same policies as long as written permission from the owner has been secured.
- 5) While examining museum objects, visitors must observe regulations for care and handling as determined appropriate by the Collections Manager (e.g. wearing gloves when asked, using pencils, limits on flash photography).
- 6) Visitors may make sketches of objects using a graphite pencil.

- 7) MHS reserves the right to deny access to anyone behaving in an inappropriate or unruly manner and whose actions threaten the safety of visitors or objects in the collection.

#### B) Photography

For the purposes of this policy, 'photography' will be defined to include, but not limited to, all forms of digital and analog photographs and all forms of video and film.

- 1) For personal, non-publication, reference purposes, no permission is required to photograph (without flash or additional light) the objects in public view. Photographic access to objects in storage or restricted areas is assessed on a case-by-case basis determined by the Collections Manager.
- 2) Photographic reproduction for educational or academic purposes with no personal or financial gain will be considered on a case-by-case basis and requires permission from the Collections Manager. Educational and academic purposes includes but is not limited to, theses, published research, lectures, programs, and exhibits.
- 3) The museum requires a complimentary copy of any materials published in connection with the object(s) and material(s) researched.

#### C) Rights and Reproductions

- 1) MHS reserves the exclusive right to publish comprehensive catalogs of its collections. However, researchers are encouraged to include individual objects from the collections in other scholarly publications, with appropriate credit to MHS.
- 2) Requests for high resolution images of collection objects for publications must be submitted in writing. MHS requires that publishers use the credit lines as provided.

## **IX) Acquisitions and Accessions**

Acquisition is the process of acquiring materials and objects by obtaining legal title with the intention of using it for museum purposes. This precedes accessioning; the formal process of accepting and recording materials or objects into the permanent collection.

### **A) Nature of Ownership**

MHS will acquire objects for the collection through donation, bequest, purchase, gift, exchange, or any other appropriate transaction by which full and absolute title is effectively transferred. No materials or objects shall be knowingly or willfully accepted or acquired which are known to have been illegally imported or illegally collected in a manner contrary to state or federal law, regulation, treaty, or convention. MHS subscribes to the provisions of the International Council of Museums Convention of 1970, and the Native American Graves Protection and Repatriation Act (NAGPRA). MHS shall endeavor to obtain all right, title and interest for all acquisitions, without restrictions or limiting conditions if possible, or accepting only those restrictions which shall have the potential of being converted to free and clear title under appropriate law.

The Collections Manager shall maintain permanent acquisition files that shall contain all legal instruments and conveyances concerning each acquisition and its origins.

### **B) Criteria for Acquisition**

MHS subscribes to a policy of selective acquisition in order to strengthen the collections. Objects and materials acquired by MHS will meet the following criteria:

- 1) Acquisitions must be relevant to MHS's mission.
- 2) The object or material must have aesthetic merit, a potential for research and scholarship, and/or be of historical or cultural significance.
- 3) MHS must have the resources to provide proper care, storage, and security of the acquisition to ensure the long-term preservation and availability.
- 4) The object or material must be in acceptable condition for exhibition or possible to conserve with the existing financial resources of the museum. An object in unsatisfactory condition for exhibition that requires extensive conservation will be considered if a monetary donation specifically for its treatment is also provided as part of the gift.
- 5) The donor must demonstrate or verify clear and legal title to the object(s) or material(s) to the extent possible. The title must be transferred to MHS with the gift.
- 6) The object is not potentially subject to repatriation claims. MHS may elect to accept objects on a case-by-case basis to act an intermediary to facilitate consultation and potential repatriation.



- 7) The provenance of the object(s) should be adequately documented.
- 8) The acquisition must, in general, be free from restrictions as to use, exhibition, or future disposition. Any proposed restrictions must be approved by the Executive Director, the Collections Committee, and the Board of Directors prior to acceptance of the gift.
- 9) To the extent practicable, object(s) should be free from physically hazardous attributes.

#### C) Acquisition Methods and Procedures

Collection materials may be acquired by donation, purchase, bequest, or transfer.

##### 1) Donation

All object and material donations are reviewed to determine if it meets the conditions outlined in "Criteria for Acquisition" by the Collections Committee. If the committee approves of the accession, the donation will be presented to the Board of Directors.

Prior to making the donation, the donor will be responsible for obtaining an appraisal if it is desired for tax purposes. Board Directors, staff members, or members of any MHS committee shall not appraise items offered to MHS as gifts or for purchase. MHS will not make, arrange, or pay for appraisals of donations made to the Society. If the donation is in the custody of MHS, collections staff may make the donated material available for examination to an appraiser hired by the donor. Staff may provide a list of appraisers, without prejudice or endorsement, to those who are seeking one.

##### 2) Purchase

Purchase recommendations are made to Collections Manager who will evaluate the object for sale. The Collections Manager will propose the purchase to the Executive Director. Upon approval from the Executive Director, the Collections Manager will recommend the purchase to the Collections Committee who will evaluate the object based on the acquisition criteria and funds available in the Collections and Acquisitions Fund. With the approval of the Committee the Collections Manager shall be authorized to purchase or bid on the object. The Board of Directors must approve any purchase over \$10,000 or if the cost of the object exceeds the funds available in the Collections and Acquisitions Fund.

##### 3) Bequest

MHS encourages all bequests but is under no obligation to accession property bequeathed to the Society. Bequests will be considered in the same manner as donations and MHS may choose to accept only a portion of the bequest if the object(s) do not meet the criteria listed in “Criteria for Acquisition.” Bequests that are not accessioned may be renounced or accepted and disposed of by MHS at its sole discretion.

4) Transfer

Objects and materials may be acquired by transfer to MHS from the collections of another museum or collecting institution.

5) Special Situations

In the instance of objects potentially subject to repatriation, MHS should first offer to broker the transfer of items from the donor to the appropriate Tribe without taking possession of the object(s). If the donor is insistent upon leaving the object(s), MHS may accession the object(s) and proceed with the NAGPRA process of submitting a summary, consultations with affiliated Tribes, and repatriation.

D) Accessioning

Objects and materials acquired for the Permanent Collection will be accessioned according to standardized procedures by the Collections Manager.

- 1) After review and acceptance by the Board of Directors, the Collections Manager will assign accession numbers.
- 2) Donations received during the calendar year will receive a sequential accession number beginning with the year. (2020.001, 2020.002, ... 2020.025)
- 3) All permanent collections will be accessioned and assigned an Object ID number by the Collections Manager. Education & Use Collection objects are not accessioned but will receive an EU ID number and logged on a spreadsheet.
- 4) The Collections Manager will create and maintain a permanent file for each accession and the file will include:
  - (a) Completed Temporary Custody form
  - (b) Acknowledgement of gift

- (c) Title transfer document such as a Deed of Gift form which has been signed by the Collections Manager or Executive Director, receipt of purchase, or bequest document
  - (d) Other pertinent documentation about the object or material such as, appraisal records, records documenting ownership rights and provenance
- 5) The transfer of title is considered complete when a Deed of Gift form has been signed by the donor and the Collections Manager or Executive Director. Objects and materials must be accessioned before being cataloged by the Collections Manager or collections staff.
- 6) Objects and materials will be cataloged and documented using Past Perfect Museum Software.

## X) Deaccession

Deaccessioning is the formal process by which accessioned museum objects and materials are permanently removed from the Permanent Collection. It is normally followed by disposition by sale, transfer, or exchange. Deaccessioning is a best practice in the museum field used to improve overall collection quality through thoughtful assessment and re-designation.

### A) Deaccession Criteria

Collection objects may be considered for deaccessioning for one or more of the following reasons:

- 1) The object is no longer relevant or useful to the MHS mission.
- 2) The object is not useful for research, exhibition, or educational programs in the foreseeable future.
- 3) The object is a duplicate or redundant copy and is not necessary for research or educational purposes.
- 4) The object is damaged or deteriorated beyond reasonable repair, or the institution is unable to preserve or conserve the object in a reasonable manner.
- 5) The object threatens the physical health and safety of the staff, visitors, facility, or other collections and this condition cannot be remedied.
- 6) MHS cannot properly care for the material, either due to its size, condition, or complexity.
- 7) MHS is repatriating the object or returning the object to its rightful owner.

### B) Legal Considerations

MHS will make every reasonable effort to ascertain that it has clear and free title to the item in question. In any case where restrictions or restrictive agreements might apply, the advice of independent legal counsel shall be sought. No accessioned item will be deaccessioned for any reason if it has been in the collections less than three years.

### C) Procedure

- 1) Any staff member may propose objects for deaccession to the Collections Manager at any time.
- 2) The Collections Manager will submit the recommendation to the Collections Committee. If the Collections Committee rejects the recommendation, the object(s) remains in the Permanent Collection. Staff may re-submit the recommendation in one year. If the Collections Committee approves the recommendation, the proposal for deaccessioning is presented to the MHS Board of Directors for consideration.

- 3) If the MHS Board of Directors approves the recommendation for deaccessioning, the object may be transferred, sold, or disposed of as appropriate (See “Methods of Disposition”).
- 4) Any rejected recommendation may be reconsidered by the Board of Directors in one year.

#### D) Methods of Disposition

Deaccessioned material will not be returned to the original donor or their heirs, or given or otherwise transferred to any private individual. A deaccessioned item can only be:

- 1) Transferred, exchanged, or sold to appropriate tax-exempt collecting institutions where the material will be accessible to the public, and serve the public good.
- 2) Sold at an advertised public auction or other public market place, such as to dealers for resale. Members of MHS’s staff, volunteers, Board of Directors, and committee members, as well as their immediate household members or representative, are prohibited from directly and knowingly purchasing objects MHS offers for sale or at auction.
- 3) Transferred to the Education & Use Collection to be used as a tool or prop for educational programming.
- 4) Repatriated or returned to its rightful owner.
- 5) Destroyed, using best practices, if the objects cannot be repaired or conserved, or if they present a physical threat to life or property.

#### E) Proceeds from deaccessioning

Disposal of collections through any means is solely for the advancement of MHS’s mission. Proceeds from the sale of permanent collection objects are to be used only for acquisition, preservation, conservation, protection, or direct care of the Permanent Collection. All proceeds resulting from the deaccession of materials and objects from the Permanent Collection will be placed in the Collections and Acquisition Fund, a restricted fund dedicated to the museum collections. MHS collections shall not be deaccessioned or disposed of in order to provide financial support for institutional operations, facilities maintenance, or any reason other than the acquisition, preservation, conservation, or direct care of collections.

#### F) Documentation

- 1) Deaccessioning at MHS is a transparent process. All information regarding deaccessions is considered public information and can be made available upon request to interested parties, with reasonable advance notice.

- 2) All records (paper and digital) pertaining to the acquisition, cataloging, and disposition of the deaccessioned material shall be retained by MHS. The records shall be marked “Deaccessioned” with a date and a description of the disposition method.
- 3) Information regarding the final disposition of the object shall be included on the permanent records, which will then contain the entire history of the object while in the custody of MHS.

## **XI) Loans and Temporary Custody**

### **A) General Statements**

- 1) Loans must be consistent with the mission of MHS and not for individual gain or benefit.
- 2) No permanent or indefinite loans are permitted.
- 3) Loan requests are presented to the Collections Committee for review by the Collections Manager and/or the Executive Director. If approved, the committee chair will present the loan to the Board of Directors.
- 4) Loans will be for the purposes of exhibition, education, or research.
- 5) Loans will not be made to institutions who cannot demonstrate an adequate level of care or institutions that have a record of mistreating previous loans of MHS materials or objects.

### **B) Incoming Loans**

- 1) The loan period will not exceed one year; all loan renewals must be approved by the Collections Manager and Executive Director.
- 2) The Executive Director authorizes all incoming loan agreements for exhibition.
- 3) The Collections Manager will maintain detailed records including an appropriate loan agreement form, condition report, and photographs of the object(s) or material(s) on loan, and see that loans are returned or extended in a timely manner.
- 4) All objects on loan to MHS will be exhibited, stored, and managed in the same professional manner as similar objects held in the permanent collection or in accordance with the lender's requirements as set forth in the loan agreement.
- 5) All borrowed objects will be returned to the lender using the same or similar packing materials to the address specified on the loan agreement form. It is the lender's responsibility to notify MHS if a change of address or change in ownership occurs during the loan period.

- 6) All loans will be insured wall-to-wall under MHS's insurance policy for the value declared by the owner and mutually agreed upon by MHS unless insurance is waived by the lender. A certificate of insurance will be issued to the lender by MHS's insurance agent. If the value of the loaned object(s) exceeds the policy, the Finance Committee must approve the purchase of additional coverage.
- 7) Loans will not be made for storage or the promise of future donation.
- 8) All borrowed objects or materials must be legally owned by the lender and MHS will not borrow anything acquired in an unethical manner or of doubtful origin.

#### C) Outgoing Loans

- 1) MHS may lend objects to other museums or suitable institutions for exhibition, education, and research purposes where such loans are in MHS's best interest and further the Society's mission.
- 2) MHS does not lend objects to private individuals.
- 3) Loan requests that are received without sufficient time (6-12 months) for review, approval, and staff preparation will be denied.
- 4) The Collections Manager will manage the correspondence and documentation for outgoing loans.
- 5) Loan requests must be made in writing and the requesting institution must provide an acceptable facilities report in which they disclose information regarding the museum building and exhibition space, environmental controls, fire protection, security, handling and installation methods, and insurance coverage.
- 6) The object(s) or material(s) requested for loan must be stable for travel and exhibition.
- 7) The borrowing institution must supply MHS with a certificate of insurance, naming the Michilimackinac Historical Society as additional insured, with the current insurance value of the object(s) or material(s) going on loan.
- 8) MHS must approve of all reproductions, including but not limited to photography, filming, and scanning; and grant permission to publish, distribute, display online, or make any kind of copy of loaned items for sale.



#### D) Temporary Custody

- 1) Property that is brought to the museum for review as a possible gift is considered to be a loan in temporary custody until the acquisition process has been completed. A temporary custody receipt will be provided to the owner acknowledging the deposit and the object(s) and/or material(s) will be processed for tracking purposes.
- 2) Any object brought to MHS and thought to be of suspicious origin or provenance will be brought to the attention of the appropriate authorities.
- 3) If MHS decides that it does not want to accept the object(s) or material(s), staff may suggest alternative repositories for the property upon request.
- 4) No property may be left at the museum without approval from the Executive Director or Collections Manager. If an individual is insistent upon leaving the object(s) or material(s), a hand-written receipt with the owner's name, address, and contact information will be completed and signed by the individual.
- 5) If MHS decides that it does not want to accept the object(s) or material(s), the owner will be contacted to make arrangements for their return. The owner will have one year to claim the property. If the property is not claimed after one year, MHS will deem the object(s) or material(s) to be an unrestricted gift and becomes property of MHS pursuant to section 611 of The Museum Disposition of Property Act. The object(s) or material(s) may be used or sold at MHS's discretion.
- 6) In the instance of an anonymous "doorstep" donation, or the owner cannot be contacted following all reasonable efforts to do so, the object(s) or material(s) become the property of MHS and may be used or sold at the Society's discretion.

## **XII) Ethical Standards**

- A) Museum staff and volunteers will not provide value estimates or appraisals to potential donors, visitors, or general inquiries via phone or email. Staff will not authenticate works of art or other historical objects or materials. Any statement of value or authenticity is for internal purposes as part of the acquisition process or for collections research.
- B) Staff members and volunteers shall employ a high degree of circumspection in referring the public to outside suppliers of services such as appraisers, dealers, restorers, or conservators. Whenever possible, at least three qualified sources should be provided so that no appearance of favoritism is created. In no event shall any fee, gift, favor, or other form of dispensation be accepted because of such referrals.
- C) Board members, staff, volunteers, their immediate household members, or their representatives may not purchase or receive by trade or transfer any objects that have been deaccessioned by the museum.
- D) Personal collections may not be stored on the MHS's premises unless for a specific purpose such as a loaned object for exhibition, proffered donation, or for study purposes. Personal objects for office decoration will not be insured by MHS.
- E) MHS directors, staff, and volunteers who engage in personal collecting must avoid conflicts of interest. All must recognize MHS's collection interests and needs, which will take priority over those of any individual. Directors, staff, and volunteers shall not compete with MHS to acquire an object.
- F) MHS will not knowingly or willfully accept or acquire materials or objects which are known to have been illegally imported or illegally collected in a manner contrary to state or federal law, regulation, treaty, or convention.

### **XIII) Glossary**

**Accession:** The formal process of accepting and recording materials or objects into the permanent collection; an acquisition that a museum has taken ownership of and holds in the public trust.

**Accession Number:** A unique number that is assigned to an accession.

**Acquisition:** Something acquired by MHS (but not necessarily involving the transfer of ownership).

**Authentication:** To establish the authenticity of something; to prove genuine.

**Bequest:** An object or work of art that is specifically mentioned as a gift to MHS in the donor's will.

**Catalog:** The list of the contents of a collection.

**Certificate of insurance:** A document, signed by the insurance company or its agent that is written evidence of insurance in force at the time of issuance.

**Collections:** An organized accumulation of objects or specimens that have intrinsic value; a group of specimens or objects with like characteristics or a common base of association (e.g. geographic, donor, cultural); objects or specimens that the museum holds in trust for the public.

**Copyright:** Legal recognition of special intellectual property rights, distinct from the right of possession, that a creator may have for a work. Copyright exists for original works in tangible media and covers the rights to reproduce, adapt, distribute, perform, or display the work.

**Credit Line:** Information that details the source of an object and may reference the donor or lending institution.

**Deaccession:** The formal process of removing an accessioned object or group of objects from MHS's Permanent Collection.

**Disposal:** The process of physically removing a deaccessioned object from MHS's custody.

**Documentation:** The supporting evidence, recorded in a permanent manner and using a variety of media, of the identification, condition, history, use, or value of a specimen, object, or collection.

Ethics: A set of principles or values to govern the conduct of individuals.

Exchange: To trade or barter property, goods and/or services for other property, goods and/or services, unlike a sale or employment in which money is paid for property, goods, or services.

Found in Collection (FIC): An object or work of art where the source of acquisition cannot be identified after thorough research has been completed.

Incoming Loan: An object that belongs to an individual or institution that is on loan to the museum.

Mission: Statement approved by the MHS's governing authority that defines the purpose of MHS.

Museum Disposition of Property Act: Act 24 of 1992 The Museum Disposition of Property Act, Chapter 399 – Historical Records and Sites, (399.601 – 399.613).

NAGPRA: Native American Graves Protection and Repatriation Act, a Federal law that requires federal agencies and institutions that receive federal funding to return Native American cultural items to lineal descendants and culturally affiliated Indian tribes and Native Hawaiian organizations; established procedures for the inadvertent discovery or planned excavation of Native American items on federal or tribal lands; makes it a criminal offense to traffic in Native American remains without right of possession or Native American cultural items obtained in violation of the Act.

Outgoing Loan: An object that belongs to MHS that is on loan to another institution or individual (for conservation purposes).

Policy: A guideline that regulates organizational action. Policies control the conduct of people and thus the activities of systems.

Preventative-conservation: all measures and actions aimed at avoiding and minimizing future deterioration or loss.

Provenance: The background and history of ownership.

Public Trust: A relationship in which MHS holds property that is administered for the benefit of the public.

Repository: A facility that can provide long-term professional, systematic, and accountable curatorial services for a collection as part of its daily business.

Restricted Gift: The voluntary transfer of ownership of property with conditions and/or limitations placed upon that ownership.

Temporary Custody: An object on loan to MHS as a proffered donation while awaiting the acquisition process to be completed.

Transfer: The voluntary transfer of ownership of property from one collecting institution to another, completely free of restrictions.

Wall-to-wall: Insurance that covers an object on loan from the moment it is removed from its normal resting place, incidental to shipping; through all phases of packing, transfer, consolidation, exhibition, and repacking; until it is returned to its original resting place, or a place designated by the owner.

# Quotation



GearGrid Corporation  
 670 15th St SW  
 Forest Lake, MN 55025  
 Phone: (651) 464-4468 Fax: (651) 464-4780  
 www.geargridcorp.com

Quote Number: 00003046  
 Quote Date: 9/8/2020  
 Customer Number:

Project Name: New Fire Station St. Ignace Fire Station  
 Specification Section:  
 Addenda Acknowledged:

**Sold To:**

City of St Ignace  
 369 North State St  
 St Ignace, MI 49781

**Ship To:**

New Fire Station St. Ignace Fire Department  
 Please confirm address  
 St. Ignace, MI 49781

Phone: 17633917000

Fax:

E-mail: sifd@lighthouse.net

Part Number	Description	UOM	Quantity Ordered	Price	Extended Amount
492031	GearHanger Secure Bracket (Kit)	EA	6	\$5.00	\$30.00
432000	Mobile Hose Drying System Hose Winder (attaches to Mobile Hose Drying System)	EA	1	\$442.00	\$442.00
431000	Mobile Hose Drying System 125"W x 36"D x 65"H (does not include hose winder)	EA	1	\$1,629.00	\$1,629.00
401803	18"W x 20"D x 72"H Wall Mount - No Doors - Bank of 3 Lockers	LOT	1	\$777.00	\$777.00
401806	18"W x 20"D x 72"H Wall Mount - No Doors - Bank of 6 Lockers	LOT	1	\$1,445.00	\$1,445.00
401805	18"W x 20"D x 72"H Wall Mount - No Doors - Bank of 5 Lockers	LOT	3	\$1,223.00	\$3,669.00
401804	18"W x 20"D x 72"H Wall Mount - No Doors - Bank of 4 Lockers	LOT	1	\$1,003.00	\$1,003.00
401037	GearHanger Hanging Rod 18"	EA	28	<del>\$214.00</del>	<del>\$5,992.00</del>

6,894.00

**Quote Notes:**

- (28) Wall mount lockers 18"W x 20"D x 74 1/2"H with no doors
- Each Locker to include wire grid back panels, 3 apparel hooks and bottom shelf and top shelf with nameplate holder
- Added accessories stainless steel Gear hanger
- (1) Mobile Hose Dryer with Winder Attachment
- Please see ADD in notes section for having GearGrid provide assembly and installation services
- GearGrid lockers ship in a knocked-down state and will require assembly onsite
- No tax included

1. Assembly/Installation provided by: St Ignace
2. GearGrid can provide (NON-UNION, NON-CERTIFIED PAYROLL) Assembly and Installation for an ADDED price of: \$3,612.00  
 Estimated Ship Date: Approximately 4 weeks weeks after receipt of order.
3. This quote does not include nameplates, please source at www.firehouseid.com or locally
4. If Doors are ordered GearGrid does not provide padlocks or other locking devices unless otherwise indicated.
5. When Powerbars are ordered, electrical wiring, receptacles and installation of electrical are not included. Please consult local certified electrician.
6. GearGrid products are packaged on 74" long x 44" wide skids, standard trailer delivery. Off-loading by others. If lift gate or other special services are desired, this must be requested at the time of initial quote request.

Net Order: \$9,583.00  
 Freight: \$924.00  
 Sales Tax:  
**Order Total US \$: \$10,507.00**



# Douglass Safety Systems LLC

2655 N. Meridian Rd  
Suite #6  
Sanford, MI 48657

# QUOTATION

## 37388

Phone: 800-316-3255

Email: info@dougsafe.com

www.dougsafe.com

Quote Date: Aug 26, 2020

<b>Quoted To:</b>
ST. IGNACE FIRE DEPT. ATTN: ACCTS PAYABLE 396 N. STATE STREET ST IGNACE, MI 49781

We value your Business!  
Thank you for the opportunity to serve you!

Customer ID - s038

Shipping Terms	Good Thru	Payment Terms	Sales Rep
FOB Shippoint	9/25/20	Net 30 Days	JM001-SR

Quantity	Item	Description	Unit Price	Amount
1.00	G-Groves	#RRWM-3/18 Wall mounted Red Rack	763.88	763.88
1.00	G-Groves	#RRWM-4/18 Wall mounted Red Rack	978.25	978.25
3.00	G-Groves	#RRWM-5/18 Wall mounted Red Rack	1,204.88	3,614.64
1.00	G-Groves	#RRWM-6/18 Wall mounted Red Rack	1,419.25	1,419.25

Subtotal	6,776.02
Sales Tax	
Estimated Freight	535.00
<b>TOTAL</b>	<b>7,311.02</b>

**\*\*All Sizing issues or Order Discrepancies must be reported within 30 days of delivery of product\*\***

**\*\*Custom Products or Special Order items are not Returnable or Refundable\*\***

# WEST SHORE FIRE



6620 Lake Michigan Drive  
 P.O. Box 188  
 Allendale, MI 49401  
 (616)895-1347

WHERE SALES SERVICE COME TOGETHER

**West Shore Fire Inc.**  
 6620 Lake Michigan Dr.  
 PO Box 188  
 Allendale MI 49401  
 Phone: 616-895-4347  
 Watts: 800-632-6184  
 Fax: 616-895-7158



REV GROUP

**Office of:**  
 Eric Johnson  
[ejohnson@westshorefire.com](mailto:ejohnson@westshorefire.com)

**Home Office of:**  
 Larry Jones  
[LJones@westshorefire.com](mailto:LJones@westshorefire.com)

Cell: 616-201-6208

## QUOTATION

\*\*\*\*\*

<b>Bill to Address</b>	ST. IGNACE FIRE DEPARTMENT 396 N STATE ST ST IGNACE, MI 49781		<b>PO #</b>	
<b>Ship to Address</b>			<b>Ship Via</b>	Best Way
<b>Name</b> <b>Phone #</b> <b>Fax #</b> <b>E-mail</b>			<b>Date:</b>	8/26/2020
			<b>County:</b>	mackinac
			<b>QUOTE VALID FOR 45 DAYS</b>	

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	RRWM-3/18: Red Rack Wall Mounted unit with three sections - 18" per section	729.00	\$729.00
1	RRWM-4/18: Red Rack Wall Mounted unit with four sections - 18" per section	931.00	\$931.00
3	RRWM-5/18: Red Rack Wall Mounted unit with five sections - 18" per section	1,144.00	\$3,432.00
1	RRWM-6/18: Red Rack Wall Mounted unit with six sections - 18" per section	1,345.00	\$1,345.00

15% RESTOCKING FEE ON RETURNS  NO RETURNS ON SPECIAL ORDERS	Subtotal	\$6,437.00
	<b>FREIGHT</b>	\$525.41
	Tax (If Applicable)	
<b>TOTAL QUOTE</b>		<b>\$6,962.41</b>



## St. Ignace Fire Chief

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**From:** Dan Pomasl <dan@pomasl.com>  
**Sent:** Saturday, August 22, 2020 5:11 PM  
**To:** sifd@lighthouse.net  
**Subject:** Wall Mounted Red Rack Information

Good Afternoon Gary,

Below Is The Information and Pricing On The Wall Mounted Red Rack

You Can View These Items At [www.readyrack.com](http://www.readyrack.com)

### WALL MOUNTED RED RACK

#### LENGTH x 20" DEEP x 72" HIGH

Each Unit Comes Complete With:

- (1) Adjustable Boot Shelf
- (1) Adjustable Helmet Shelf
- (1) Hanging Pole – Length of Unit
- (2) Apparel Hooks Per Locker Unit
- (1) Name Plate Per Locker Unit

One (1) Model No. RRWM-3/18      Length: 57.25"  
One (1) Model No. RRWM-4/18      Length: 76.00"  
Three (3) Model No. RRWM-5/18      Length: 94.75"  
One (1) Model No. RRWM-6/18      Length: 113.50"

\$ 695.00 Each

\$ 895.00 Each

\$ 1,095.00 Each = 3,285.00

\$ 1,295.00 Each

**\$ 6,170.00**

### WALL SPACERS

Wall Spacer, Part No. WS-2, (1) 2" Wall Spacer & (1) 6" Floor Support      \$ 10.00 Each  
Wall Spacer, Part No. WS-6, (1) 6" Wall Spacer & (1) 6" Floor Support      \$ 10.00 Each

### GEAR HANGERS

Part No. FDH:      Flat Dry Hanger  
Part No. DKH-O      Dry Kwik Coat Hanger – Open Loop  
Part No. DKH-C      Dry Kwik Coat hanger – Closed Loop  
Part No. GDH      Glove Dry Hanger  
Part No. HH      Helmet Holder

Your Choice of Hangers \$ 10.00 Each

Please Let Us Know If You have Any Questions or Concerns

Prices Are Valid For 30 Days

## **HALLOWEEN SAFETY GUIDELINES FOR COVID COMPLIANCE**

Questions are starting to be asked as to whether the City of St. Ignace will cancel trick-or-treating this year due to the COVID pandemic. The short answer is no.

While the City wishes everyone to take necessary precautions in order to avoid contracting and potentially spreading the virus, the normal activity of trick-or-treating door to door falls within the guidelines for outdoor activities as set in the Governor's Executive Order.

The Center for Disease Control (CDC) has published suggested alternative activities for kids instead of trick-or-treating. These can be found at their website: <https://www.cdc.gov/.../daily-life-coping/holidays.html...> under the HALLOWEEN heading.

The decision to take the kids out or to hand out treats will be up to you. If you do decide to take part in the evening's event there are measures you can take to increase everyone's safety.

### **Trick-or-Treaters:**

- Stay in your family groups.
- Maintain social distancing from others that are out.
- Wait for others on a porch to leave before you approach the house.
- When possible, wear a cloth mouth and nose covering. It may be incorporated into the costume (i.e. a doctor or nurse, a cowboy, etc.). Do not use a costume mask with the cloth mask. It may make breathing very difficult. The kids will be excited and may run around. Adults need to keep an eye on them to make sure they can breathe through the face covering. If necessary, have the kids take a break every now and then.
- Keep hand sanitizer with you and use it periodically.
- Eat only commercially wrapped treats.

## **Residents:**

- Don't let the trick-or-treaters take candy from a bowl or other container. This avoids the treats in the bowl from being touched by many hands.
- Select one person in the home to hand out the candy to the kids.
- Drop the treat into the child's container instead of handing it directly to him/her.
- Whoever hands out the treats, sanitize your hands before and after putting them in the kid's bags.
- If anyone in the home shows flu or COVID like symptoms (as listed by the CDC), has been identified as positive through COVID testing, or is under quarantine; please DO NOT hand out treats this year. Keep your porch light off so the kids know not to stop at your home.

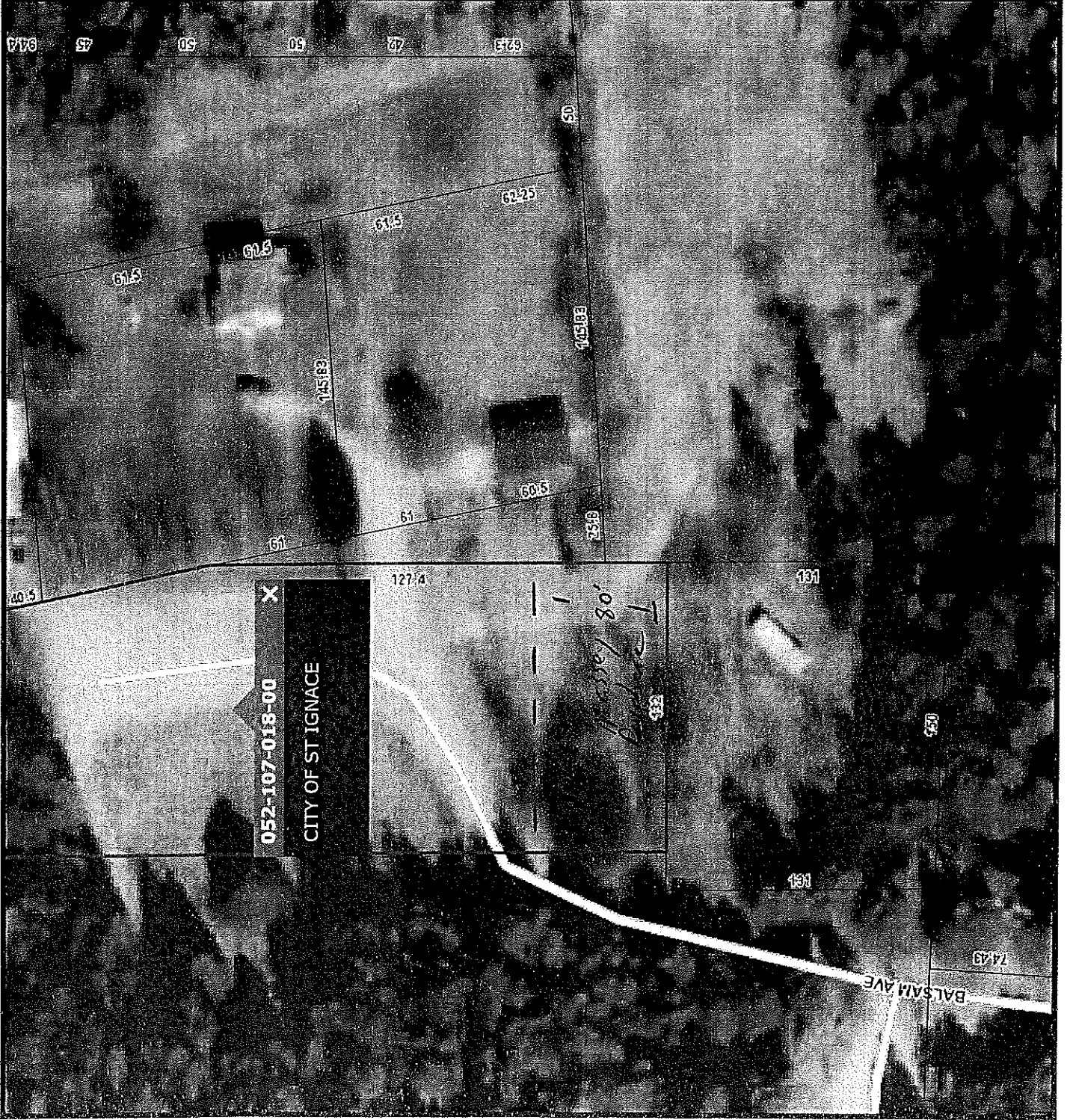
These tips are in addition to our normal Halloween safety information:

- Make sure the kids can see and can be seen.
- Have the kids carry a flashlight or glow stick.
- Dress for the weather
- Be careful crossing all streets and alleys.
- Only go to homes with an outside light on.
- Homeowners; turn your porch light on so they know where to stop. Turn the light off when done.
- Drivers; be extra careful backing out of driveways.

Your police department will be out on patrol to help keep everyone safe. Remember to wave to the officers.

It is hoped that the COVID situation ends soon so we can all get back to our normal activities. Please be safe and enjoy your Halloween.

St. Ignace City Council



# Eastern UP GIS



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