

CITY COUNCIL MEETING
St. Ignace, Michigan
Monday, November 2, 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 (3 minute limit)
 - 6) Consideration of minutes of the October 19, 2020 meetings
 - 7) Consideration of Bills
 - 8) Old Business
 - 9) New Business
- A. APPROVAL OF POLICY PER PA 228 (ELECTRONIC ATTENDANCE OF PUBLIC MEETINGS)**
- B. RESOLUTION CLOVERLAND EASEMENT TO PROVIDE SERVICE TO CITY OF ST IGNACE CONCESSION**
- C. UPDATE CHRISTMAS TREE LIGHTING**
- D. APPROVAL OF POLICY ON SOCIAL MEDIA USE FOR EMPLOYEES/CUSTOMERS**
- 10) Public Comment (3 minute limit)
 - 11) City Manager's Report
 - 12) Committee Reports
 - a. Ambulance Committee update by Mark Wilk
 - b. Policy Committee minutes
 - c. Dock 3 Committee minutes
 - 13) Council Member Comments

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

A Regular Meeting of the St. Ignace City Council was held on Monday, October 19, 2020, remotely via Zoom video conference.

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 and St. Louis.

ABSENT: It was moved by Mayor Litzner, seconded by Councilmember Clapperton, to approve excusing Councilmember Tremble from the meeting due to being out of town.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

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

PUBLIC COMMENT

It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to hold Public Comment at the end of the meeting, after Councilmember Comments.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

CONSIDERATION OF MINUTES OF THE OCTOBER 5, 2020 REGULAR COUNCIL MEETING

It was moved by Councilmember Clapperton, seconded by Councilmember Fullerton, to approve the minutes from October 5, 2020.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

CONSIDERATION OF BILLS

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve payment of the bills in the amount of \$62,628.06.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

Ace Hardware	September Statement - Golf Course	\$293.01
Ace Hardware	September Statement	\$48.48
Airgas USA LLC	Cylinder Rental	\$147.69
B & B Snowplowing	September Mowing	\$1,420.00
Belonga Excavating LLC	Mary Street Sidewalk Gravel/Topsoil	\$255.00
Blarney Castle	Golf Course September Statement	\$204.47
Charles Palmer, P.C.	September Statement	\$1,240.00
Cheboygan Cement	Sidewalk Cement	\$1,702.50
Etna Supply	Water Line Operating Supplies	\$1,080.00
George's Body Shop	2008 F-250 Radiator	\$450.00
Grand Traverse Diesel Service Inc.	Link Steering	\$421.96
Hydrite	Aluminum Sulfate	\$6,049.00
Kelly's Splash of Color	Welcome Sign/Water Plant Flower Beds	\$598.00
Livingston Micrographics	UV Lamps Qrt Sleeves	\$3,953.77
Lynn Auto	September Statement	\$1,868.93
Mackinac Sales	September Statement	\$2,068.55
Mark's Tire Inc.	Durango Tires	\$393.84
MI Municipal Treasurer's Association	H. Thibault Membership	\$75.00
Michigan DNR	Reservation Reimbursement for 2020	\$949.80
Microbiologics	Water Plant Testing	\$363.02
MMTA	Advanced Institute Online Training	\$325.00
National Office Products	September Statement	\$771.34
Norris Contracting, Inc.	Ice Control Sand	\$2,086.70
Ok Industrial	Gloves	\$17.99
Oscar Larson	Repair Sump	\$7,591.88
Precision Edge Outdoor Services	Lakeside Cemetery Lawn Contract Final Season Pymnt	\$2,400.00
R & R Fire Truck Repair Inc.	1999 CSI Kenworth	\$3,994.09
Renee Vonderwerth	Sewer Project/S. State, Medora - Tree replacement	\$197.62

Spartan Distributors	St Ignace Golf Course	\$14.67
Spartan Nash	September Statement	\$27.43
St. Ignace Auto	September Statement	\$1,185.64
St. Ignace True Value	September Statement	\$1,753.21
Summit Companies	Wastewater/LBE	\$538.33
SYNCB/Amazon	September Statement	\$79.86
The St. Ignace News	September Statement - DDA	\$37.25
The St. Ignace News	September Statement	\$1,000.03
Truck & Trailer Specialities Inc.	Light Bar DPW Foreman Truck	\$378.00
WMW-Waubauskene Machine & Welding	Marina Pumpout System	\$16,646.00
		Total \$62,628.06

OLD BUSINESS

Mayor Litzner informed Council that the survey taken in regard to allowing cannabis in the community has been collected. Results will be reviewed and turned over to the Planning Commission for further consideration.

NEW BUSINESS

A. MARINA GRANT PUMP-OUT UPDATE

Lauren Yoder, Marina Director, updated Council on the purchase of the new pump-out system, in the amount of \$16,646, expected to arrive in November from Oakley Vac in Canada. The system will then be installed by Belonga Plumbing, weather permitting. Director Yoder stated that the Marina has requested reimbursement of \$14,424 from the Waterways Grant Program through the DNR. If approved, the reimbursement wouldn't be paid until 2021.

B. ELECTION OFFICIALS

The Election Commission recommended the following people to serve as Election Officials during the November 3, 2020 General Election:

Laurie Steiner, Donna LaLonde, Renee Vonderwerth, Susan Paul, Mary Kay Tamlyn, Sherry Cece, Helen Thibault, Debra Ferguson, Betsy Turf, Martha Sjogren, Stephen Sjogren and Elle Jansen.

In Addition, the Election Commission recommended Sherry Cece and Donna LaLonde to serve as the Receiving Board for the General Election.

It was moved by Councilmember St. Louis, seconded by Councilmember Fullerton, to approve the listed individuals as Election Officials and Receiving Board.

Roll Call Vote:

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

No: None.
Motion carried unanimously.

C. APPROVAL OF OVERNIGHT TRAINING FOR POLICE CHIEF BROWN

Police Chief Brown is requesting Council's approval to attend in-person training through the Public Agency Training Council (PATC) in Utica, Michigan, October 26th through 28th. Chief Brown informed Council that there is no charge for the training, only the lodging expense. It was moved by Councilmember St. Louis, seconded by Councilmember Pelter, to approve the overnight training for Police Chief Brown October 26th through 28th.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

D. RESOLUTION CLOVERLAND EASEMENT

RESOLUTION OF THE CITY OF ST. IGNACE

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

WHEREAS it is in the best interest of the City of St. Ignace to grant an easement, on the property known as Tax #052-007-025-10, to Cloverland Electric Cooperative, Inc. for the purpose of providing electric service to the City of St. Ignace Fire Hall.

RESOLVED that the City of St. Ignace has approved the grant of this easement.

RESOLVED that the City of St. Ignace has authorized Darcy Long, City Manager, to carry out the grant of this easement.

WHEREAS said easement was executed by the St. Ignace City Council, on Monday, October 19, 2020.

Roll Call Vote:

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

No: None.

Absent: Councilmember Tremble.

Resolution declared Adopted.

E. FINANCIALS

City Manager Long reviewed the September 2020 Financials with Council. City Manager Long stated he plans to prepare budget amendments in November and present them to Council for approval in December.

It was moved by Councilmember Clapperton, seconded by Councilmember Fullerton, to approve the September 2020 Financials as presented.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

CITY MANAGER'S REPORT

City Manager Long informed Council that he has scheduled meetings in the next two weeks to work with Department Heads on the 2021 budget. A completed budget will be presented to Council by December 2020.

COMMITTEE REPORTS

No Committee business at this time.

COUNCILMEMBER COMMENTS

Councilmember Pelter stated a concern for the lack of communication between the Dock #3 Committee and Arnold Freight Company regarding the process for building an expansion on the property.

Mayor Litzner informed Council that a Dock #3 Committee meeting is being scheduled soon to share updated information about the plans being discussed. Mayor Litzner also wished everyone a safe Halloween.

PUBLIC COMMENT

Public comment was received regarding the vote that moved the Public Comment to the end of the meeting and about the absentee voting process.

City Clerk/Treasurer Insley announced the upcoming Presidential Election November 3rd and encouraged anyone with questions about the voting process to call the City Clerk's office.

There being no further business, the meeting adjourned at 7:28 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

Invoices for Approval

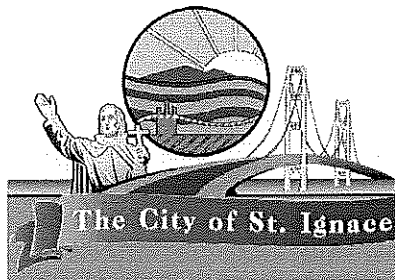
Monday, November 2, 2020

Arrow Signs	"No Trucks" & "Weight Limit 4 Tons" Signs	\$300.00
Astrea	SIPD-IT Services	\$340.00
Belonga Plumbing and Heating	Marina Shower and Urinal Repair	\$261.25
Bendzinski & Co.	Dissemination Agent/Water Bond	\$1,000.00
Compass Minerals	Road Salt Inventory	\$62,311.67
EJ USA, Inc	Water Line Supplies	\$1,470.19
Gifts Galore	City Manger & Police Chief Plaque Name Tags	\$30.00
Hawkins	Water Plant Chemicals	\$3,074.03
Idexx	Water Plant Chemicals	\$1,497.55
KSS	LBE Supplies	\$68.25
Mark Wilk	Internet supplies for Council Chambers	\$80.00
NCL	Wastewater plant supplies	\$1,391.15
NetExpress	SIFD New Fire Hall Internet/Telephone Set-up	\$2,663.92
Newberry Redi-Mix	Golf Course Mason Sand	\$1,000.00
Oscar W. Larson Co.	Qrtly UST "B" Inspection	\$255.00
Paragon Laboratories	WWTR and WTR Testing	\$217.00
Payne & Dolan Inc	Coldmix Inventory	\$7,454.72
R&R Fire Truck Repair, Inc.	1999 Kenworth/92 Grumman/2004 Pierce Rescue	\$6,549.12
Reservations.com	Chief Brown Hotel Stay 10/25-10/28 Training	\$411.29
Rieth-Riley Construction Co., Inc	Local Street Storm Drain Medora Street/Robinson	\$8,865.00
Rieth-Riley Construction Co., Inc	McCann Street Patching	\$1,800.00
Rudyard Electrical	CHALL Drinking Fountain Repair	\$245.53
St Ignace Area EMS Council	Annual Admin Contract Payment 2020	\$16,500.00
St. Ignace Chamber of Commerce	Annual Advertising Assessment	\$150.00
The Feed Station	Fall Decorations	\$86.00
The St. Ignace News	LBE Summer Sports Printing	\$64.38
The Webstaurant Store, Inc.	30 - 60" Round Tables and Dolly	\$2,799.43
USA Bluebook	Water/Wastewater Plant Supplies	\$2,544.46
Wix.com	Annual Domain Charge - LBE Website	\$14.95
Wix.com	Annual Service Fee for LBE Website	\$324.00

Total \$123,768.89

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

* Fund Number Breakdown Can be Requested by Emailing dclerk@lighthouse.net



City of St. Ignace

Electronic Meeting Procedures

November 2, 2020

This policy is adopted pursuant to PA 228 of 2020

As allowed by MCL 15,263a (2), a public body may meet electronically for any reason, as determined by the presiding officer of that public body, until January 1, 2021. On and after January 1, 2021, and through December 31, 2021, the public body may only meet electronically to accommodate a member absent from a meeting and has a permitted excuse for such absence as allowed by MCL 15.263(2) or due to a local or statewide disaster or state of emergency. After December 31, 2020, the public body may only meet electronically to accommodate a member absent from a meeting who has a permitted excuse for such absence as allowed by MCL 15.263 (2).

The meeting must be conducted in a manner that permits two-way communication so that members of the public body can hear and be heard by other members of the public body, and so that public participants can hear members of the public body, and they can be heard during the public comment periods.

A notice of the meeting must be posted at least eighteen hours on the City web page before the meeting. Such notices must explain why the public body is meeting electronically and how public members may participate, how the public can contact members of the public body to provide input or ask questions on any business that will come before the public body.

Each member of the legislative City body must, at the outset of each meeting, verbally certify that they are attending remotely and must declare their physical location (City & State/Country).

**RESOLUTION OF THE CITY OF ST. IGNACE
CLOVERLAND EASEMENT**

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

WHEREAS it is in the best interest of the City of St. Ignace to grant an easement, on the property known as Tax # 052-019-001-50, to Cloverland Electric Cooperative, Inc. for the purpose of providing electric service to the City of St. Ignace Concessions.

RESOLVED that the City of St. Ignace has approved the grant of this easement.

RESOLVED that the City of St. Ignace has authorized Darcy Long, City Manager, to carry out the grant of this easement.

WHEREAS said easement was executed by the St. Ignace City Council, on Monday, November 2, 2020.

Roll Call Vote:

Yes:

No:

Absent:

Resolution declared

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, November 2, 2020 at 7:00p.m.

Andrea Insley, City Clerk/Treasurer

AI/ht

RIGHT-OF-WAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that the *City of St. Ignace*

Whose address is: **396 North State Street, St. Ignace, Michigan 49781**

Grantors, for no monetary consideration, do hereby grant unto CLOVERLAND ELECTRIC COOPERATIVE, INC., a Michigan Corporation, 2916 West M-28, Dafter, Michigan 49724, Grantee, its successors, assigns, lessees, licenses, and agents, the perpetual right to enter upon the lands of the undersigned, situated in the City of *St. Ignace*, County of *Mackinac*, State of Michigan, and more particularly described as follows:

Commencing at the West ¼ Corner of Section 7, T40N-R3W Michigan Meridian; thence N02°21'34"E 547.86 feet along the West line of Section 7 to the Point-of-Beginning; thence continuing N02°21'34"E 89.25 feet along the West line of Section 7; thence S52°28'05" E 168.75 feet; thence N40°49'17"E 62.50 feet; thence Southeasterly along a curve to the right said curve having a chord which bears S34°32'09"E' 672.82 feet and a radius of approximately 1521 feet to the point of tangency of said curve; thence S23°50'14"E feet to the North line of Private Claim No. 19; thence N85°13'11"E 52.90 feet along the North line of Private Claim No. 19; thence S23°50'13"E 310.97 feet; thence S23°49'33"E 48.92 feet; thence N54°06'23"W 38.29 feet; thence S03°46'02"E 74.91 feet; thence S23°49'33."E 75.00 feet; thence N66°10'27"E 45 feet; thence S23°49'33"E 165.55 feet; thence S23°56'46"E 232.06 feet; thence S66°03'14"W 70.00 feet; thence S23°56'46"E 120.00 feet; thence S66°03'14"W 13.39 feet; thence S17°17'41"E 121.82 feet; thence N66°03'14"E 97.50 feet; thence S23°56'46"E 332.06 feet to the Northerly 50 foot Right-of-Way line of Marquette Street; thence S03°38'10"E 50.00 feet to the Southerly 50 foot Right-Of-Way line of Marquette Street; thence S86°21'50"W 144.96 feet; thence S86°21'50"W 262.82 feet; thence N23°53'44"W 1487.15 feet to the North line of Private Claim No. 19; thence S85°13'11"E 158.70 feet along the North line of Private Claim No. 19; thence N23°50'14"W 205.46 feet to the Point-of-Curvature of a curve to the left; thence Northwesterly along a curve to the left, said curve having a chord which bears N34°14'25"W 585.14 feet and a radius of approximately 1321 feet; thence N40°49'17"E 62.50 feet; thence N51°30'02"W 113.08 feet to the Point-of-Beginning. Being a part of Private Claim No. 19, the City of St. Ignace and Government Lot 4 of Section 7, T40N-R3W, Michigan Meridian, the City of St. Ignace, Mackinac County, Michigan. Containing 17.28 acres. (Also known as Parcel 1 of document in Liber 419, Page 361, Mackinac County Records a/k/a former Railroad parcel from Marquette Street Northwesterly to the West Line of Section 7 less the McGregor Oil Co. and Amoco Oil Co. parcels.)

Commencing at the Northeasterly Corner of the Recorded Plat of David Murray's Plat of a portion of Private Claim No. 19 the City of St. Ignace, Michigan, the Point-of-Beginning; thence N23°53'44"W 1156.43 feet to the North Line of Private Claim No. 19; thence N85°13'11"E 158.70 feet along the North Line of Private Claim No. 19; thence N23°50'14"W 205.46 feet to the Point-

of-Curvature of a Curve to the left; thence Northwesterly along a curve to the left said curve have a chord which bears N34°14'25"W 585.14 feet and a radius of approximately 1321 feet; thence N40°49'17"E 62.50 feet; thence N51°30'02"W 113.08 feet to the Section Line common to Section 7, T40N-R3W and Section 12, T40N-R4W; thence N59°29'42"W 245.86 feet to the Easterly 300 feet Right-of-Way line of Highway I-75; thence S13°19'08"E 2106.95 feet along the Easterly 300 feet Right-of-Way Line of Highway I-75; thence N82°25'52"E 500.47 feet along the Northerly line of the recorded plat of David Murray's Plat of a portion of Private Claim No. 19 to the Point-of-Beginning. Being a part of the Southeast ¼ of the Northeast ¼ of Section 12, the Northeast ¼ of the Southeast ¼ of Section 12, T40N-R4W, Michigan Meridian, Moran Township, Mackinac County, Michigan and Government Lot 4 of Section 7, and Private Claim No. 19, T40N-R3W Michigan Meridian, the City of St. Ignace, Mackinac County, Michigan. Containing 16.46 acres. (Also known as Parcel 6 of document in Liber 419, Page 361, Mackinac County Records)

Parcels 1 & 6 as described as above are also known as part of property described in TAX# 052-019-001-50, Mackinac County Records.

This easement is limited to eight feet each side of the center of the underground electric line and/or fifteen feet each side of the center of the overhead electric line to provide electric service, on the above-described parcel, including the right to extend electric facilities along roads, drives, property lines or other reasonable routes to adjacent parcels; AND ALSO:

It is the intent to provide easement for the proposed electric facilities located on the above-described parcel, said line route will be in a Northeasterly direction.

And with the right to lay, remove, patrol, locate, relocate, construct, reconstruct, repair, replace, extend, enlarge, improve, operate and maintain on the above-described land and/or in or upon all streets, roads or highways abutting said lands, an electric distribution line or system, and/or Cooperative communications system, including all related equipment above or below ground, other fixtures and appurtenances for the purpose of transmitting and distributing electricity on, in, under, through or across and to license, permit, or otherwise agree to the joint use or occupancy of the line or system by any person, association or corporation. Said equipment, other fixtures and appurtenances shall be constructed at such locations along said route as may be necessary.

Also conveying the right to cut, trim, remove, destroy, treat, or otherwise control trees, roots, brush, shrubbery or other vegetation located within eight (8) for underground / fifteen (15) feet for overhead of the center line of said line or system, or that may interfere with, hazardous to, or threaten to endanger the construction, operation and maintenance of said line or system. If it is necessary to treat the vegetation, said treatment is limited to the use of herbicide for stump treatment and/or basal application to trees less than three inches in diameter.

The undersigned agree that all poles, wires and other facilities, installed on the above-described lands at the Cooperative's expense, shall remain the property of the Cooperative, removable at the option of the Cooperative.

Grantor hereby agrees that no buildings or other structures will be placed over or under said facilities and that no buildings or other structures will be placed within such close proximity to any of said facilities as to interfere with or in the opinion of Grantee, threaten to interfere with, the construction, operation or maintenance of said electrical and/or Cooperative communication facilities.

RIGHT-OF-WAY EASEMENT: City of St. Ignace

Grantor covenants and agrees that the average ground elevation within eight (8) feet for underground/ fifteen (15) feet for overhead, of any such electrical and/or Cooperative communications facility may be maintained by the Grantee at a level not to exceed twelve (12) inches above or six (6) inches below that level established at the time of installation of said facilities, fixtures and appurtenances.

Grantor further covenants and agrees for itself and its assigns that no changes or alterations will be made by it or its assigns beyond the limits above stated in the ground surface elevations in the areas of such underground facilities, transformer pads, and/or poles as above specified without the written consent of the Grantee. These covenants shall run with the land.

It is further agreed that non-use or a limited use of the easement herein granted shall not prevent Grantee from later making use of this easement to the full extent herein authorized.

IN WITNESS WHEREOF, the undersigned have set their hands and seals this _____ day of _____, 20_____.

City of St. Ignace:

x _____ (L.S.)
Darcy D. Long, City Manager

STATE OF _____)
COUNTY OF _____)

On this _____ day of _____, 20_____, before me, a Notary Public in and for said County, personally appeared **Darcy D. Long** to me known to be the person(s) described in and who executed the within instrument and who duly acknowledged the same to be **his/her/their** free act and deed.

Notary Public _____
*

in and for _____ County, _____.

My Commission Expires: _____

**Type or print names under signatures*

Drafted By: Johanna Wiltfong
Cloverland Electric Cooperative
2916 West M-28
Dafer, Michigan 49724
2019



SOCIAL MEDIA USE POLICY CITY OF ST. IGNACE EMPLOYEES

I) PURPOSE

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, the City of St. Ignace employees may at times use social media tools to reach a broader audience and to further the goals of the City and the mission of its Departments, as well as personal use.

The City has an overriding interest and expectation in deciding what is "spoken" on behalf of the city on social media sites and said about the City of St. Ignace and its employees, by City employees. This policy establishes guidelines for the use of social media.

Social media can take many different forms, including but not limited to:

- 1) Internet forums
- 2) Blogs: Blogger, LiveJournal, TypePad, etc.
- 3) Wikis: Wikipedia, etc.
- 4) Podcasts, including radio and television shows
- 5) Communication tools such as Twitter, Instagram, Snapchat, etc.
- 6) Social networking: Facebook, LinkedIn, My Space, etc.
- 7) Events: Upcoming, Eventful, Meetup.com, etc.
- 8) Social Bookmarking: Delicious, StumbleUpon, Google Reader, etc.
- 9) Social news: Digg, Mixx, Reddit, etc.
- 10) Photo sharing: Flickr, Zoomr, Picasa, etc.
- 11) Video sharing: YouTube, Vimeo, etc.
- 12) Audio and Music Sharing

For purposes of this policy, "social media" is understood to be content created by individuals, using accessible, expandable and upgradeable publishing technologies, through and on the Internet. For purposes of this policy, "comments" include statements made, information, articles, pictures, videos, or any other form of communicative contact posted on a St. Ignace social media site or as online posts by any City employee on their own or someone else's web blog, journal, or diary, personal website, social networking, web bulletin board or a chat room, whether or not associated or affiliated with the City of St. Ignace.

II) RESPONSIBILITIES

The establishment and use by any City Department of City social media sites is subject to approval by the City Manager.

City of St. Ignace employees must report unauthorized uses of City social media or City social media accounts to their supervisor or other appropriate City leadership.

Retaliation Is Prohibited

The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

III) POLICIES

As a St. Ignace employee, you are accountable for comments made about City Representatives (including other employees, elected or appointed officials, and volunteers), City products, services, and operations, whether in person, on the phone, on the radio, on television, in print, or online. Before posting information online that relates in any way to the City or its representatives, please review and become familiar with the following guidelines.

- 1) Think before you send or speak. Always remember to think about what you plan to say, and how you plan to say it, before composing information and sending it out. Once it is out there, or you say it, it is nearly impossible to take it back. Even deleted postings can be searched or discovered.
- 2) Make clear comments and posts are made by you as an individual, not by you as an employee of the city. This does not excuse you from potentially violating Section IV, Prohibited Topics, of this Social Media Policy.
- 3) Keep confidential information confidential. Any statement, whether made online or offline or through images, videos, or sound files, related to or referencing the city's products, services, operations, customers, vendors, or other employee or appointees, regardless of the media or form used, must strictly comply with the city's practices, policies, and procedures. See Section IV, Prohibited Topics, below. Keep any Internet-based conversation about the City focused on publicly known information. When in doubt, consult with a City Official before sending.
- 4) Be constructive, provide appropriate context, and think about the impact of your comments on the City's customers, vendors, other employees, appointees, managers, City Council, and residents. Be thoughtful about what you share and how you share it.
- 5) Be respectful. Respect for others is mandatory. Do not use ethnic slurs, personal insults, defamatory attacks, obscenities, or engage in any conduct that would not be acceptable in the workplace.

- 6) No privacy exists. Be cognizant that once posted on the Internet, even the most obscure information can be found.
- 7) Individuals can be held legally accountable for comments deemed to be defamatory, slanderous, libelous, obscene, or proprietary, whether they pertain to the City, another organization, or an individual person.

IV) PROHIBITED TOPICS

In order to maintain the City's reputation and legal standing, the following subjects may not be discussed by City employees in any form of social media:

- 1) City confidential and proprietary information;
- 2) Confidential and proprietary information of clients, co-workers, partners, vendors and supplies;
- 3) City intellectual property such as drawings, designs, software, ideas and innovations;
- 4) Disparagement of the City's executive leadership, including City Council and administration, all City employees, elected and appointed board, commission, and committee members, contractors, volunteers, and all other recognized City Representatives;
- 5) Disparagement of City's or customer's products, services, strategy, and business prospects;
- 6) Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct;
- 7) Explicit sexual references, obscenity or profanity;
- 8) Disparagement of any race, religion, gender, gender identification, sexual orientation, disability, or national origin;
- 9) Current topics and information which are exempt from disclosure as provided under the Michigan Open Meetings Act and Freedom of Information Act.

Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by speaking with management than by posting complaints to a social media outlet.

City of St. Ignace Social Media Operations

City employees must be assigned administrators of the City of St. Ignace's social media page in order to post, comment, or respond as the City of St. Ignace. If a response on social media is necessary, it may only be in the form of contact information to City Hall, instructions to the City Website, or pertinent information relating to the post.

Argumentative responses towards resident comments will not be permitted. The City of

St. Ignace will not be required to respond or post outside of City Hall hours (Monday-Friday, 8:00AM-5:00PM).

Using Social Media at Work

Refrain from using social media while on work time or on equipment the City provides, unless it is work related as authorized by your Department Head and consistent with City policies. Posting information or responding to other people's posts is prohibited during work hours. Do not use a City email address to register on social networks, blogs or other online tools utilized for personal use. Remember that all Internet usage is easily traceable.

Media Contacts

No City employee shall speak to the media on behalf of the City unless they were already approved or have received the permission of the City Manager. All media inquiries of a Department should be directed to the City Manager's Office. If you have questions or need further guidance, please contact your Department Head or the City Manager.

Political Activity

City employees may neither use their City position for any political purpose nor engage in political activities during work hours. Banned political activities during working hours include wearing political buttons, soliciting political contributions, displaying political posters on City vehicles or City property, signing of petitions, or distributing political materials. Banned political activities outside of work hours include using your position in support of candidates, issues, and petitions, as well as wearing of a City uniform or markings inappropriately indicating the City was in support of such political activities.

V) EMPLOYEES' FIRST AMENDMENT RIGHTS

Employees of St. Ignace do not waive their First Amendment rights simply by being an employee of the City. However, the United States Supreme Court has ruled that municipal employers have the right to limit or discipline the speech of their employees. Here are some guidelines regarding employees' First Amendment rights:

- 1) Employees are only protected by the First Amendment when they are speaking as private citizens. If their speech is part of their official job duties, then they can be terminated or disciplined for such speech.
- 2) If an employee speaks as a private citizen, was the speech regarding a matter of public concern? If the employee was not speaking on a matter of public concern, the First Amendment will not protect their speech.

(a) Speech is considered a matter of public concern if it relates to a social, political or community issue. The content, form, and context of a given statement will determine whether the speech relates to a public concern.

3) If an employee was speaking as a private citizen on a matter of public concern, the City may still restrict such speech if the City's interest in efficiently fulfilling its public services is greater than the employee's interest in speaking freely.

The above does not excuse you from potentially violating Section IV, Prohibited Topics, of this Social Media Policy. As you can see, the First Amendment issues can be complicated. If you have any concerns that your speech may violate this Policy, please consult the City Manager and your attorney before posting on social media.

VI) VIOLATIONS

Violation of this St. Ignace Social Media Policy may result in disciplinary action up to and including termination of employment, depending on the nature and severity of the violation. Innuendo and implication will be treated as direct statements. The City reserves the right to take legal action against any City employee who engaged in prohibited conduct.

VII) RESERVATIONS

The City reserves the right to modify this Social Media Policy as needed. This Social Media Policy will be posted on the City's website, and copies will be made available to the public at the city offices.

Adopted by the St. Ignace City Council on Month/Day/Year.



CUSTOMER USE POLICY FOR SOCIAL MEDIA CITY OF ST. IGNACE, MICHIGAN

The City of St. Ignace engages customers through many digital outlets including www.cityofstignace.com. Communicating with the City through social media enables citizens to connect and communicate with the City in a direct and meaningful way. It should be noted that retweets, favorites, likes, or shares are not official endorsements and may not represent the views and beliefs of the City of St. Ignace.

As a public entity, the City of St. Ignace must abide by certain standards to serve all its constituents in a civil and unbiased manner. Please be aware that when engaging with the City of St. Ignace through its website or over social media, you are agreeing to the following:

Commenting on a City of St. Ignace Social Media Page

The City of St. Ignace shares information, images, and videos with the public through its official website and external social media accounts. Comments made by the public to these sites are reviewed and, while they will not be edited by City personnel, they may be deleted if they violate the comments policy described here.

- Comments should be related to topics on the City's social media pages or posts. City of St. Ignace social media accounts are not meant for comments that do not directly relate to the purpose or topic of the social media website or for service requests.
- Comments are the opinion of the poster only and the publication of comments does not imply endorsement or agreement by the City of St. Ignace.
- It is important to note that the City of St. Ignace does not officially respond to inquiries or messages on social media. For general comments or communications concerning the City of St. Ignace, please contact City Hall.
- You are subject to the Terms of Service (TOS) of the host site. Information (photos, videos, etc.) you share with or post to official City of St. Ignace pages is also subject to the TOS of the host site and may be used by the owners of the host site for their own purposes. For more information, consult the host website's TOS.
- St. Ignace social media accounts are not open to comments promoting or opposing any person campaigning for election to a political office or promotion or advertisement of a business or commercial transaction.
- The use of obscene, threatening or harassing language is prohibited and comments that include them will be deleted.
- Personal attacks of any kind or offensive comments that target or disparage any ethnic, racial, age, or religious group, gender, sexual orientation or disability status are prohibited and will be deleted.
- Comments advocating illegal activity or posting of material that violates copyrights or trademarks of others are prohibited and will be deleted.
- All comments must be truthful.
- Comments shall not contain random or unintelligible text.

- Comments shall not compromise the safety or security of the public or public systems.
- Users may only post their own, original content. Reproduced or borrowed content that reasonably appears to violate third party rights will be deleted.
- There is no right to privacy on the City of St. Ignace's Facebook page, as the page is a public forum.
- The City of St. Ignace reserves the right to block or remove any comments that violate this policy, or are illegal, threatening, or contain defamatory comments.
- Comments may be retained by the City of St. Ignace and may be subject to requests under the Michigan Freedom of Information Act (FOIA).
- Anonymous postings, or multiple postings by the same user or individual using a fictitious or different name is not permitted.
- The City of St. Ignace reserves the right to ban users that continually violate this Customer Use Policy.
- The City Manager and/or their designee is hereby empowered to be the moderator of all comments and posts to the City of St. Ignace's Facebook pages.
- All comments posted to any of the City's Facebook sites are bound by Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the City of St. Ignace reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.
- This comment policy is subject to amendment or modification at any time.

User-Created Content

Users are welcome to submit or post content, including photographs and videos, to an official City of St. Ignace site where the department allows users to post content and the content meets the standards articulated in this Use Policy.

Questions or Concerns

If you have any Questions or concerns regarding the City of St. Ignace's social media activity, the City's social media policy and/or this Customer Use Policy, you may call City Hall.

St. Ignace-Area EMS

		2018 P&L	2019 P&L	2020	2020 Q1-Q3	2020 Q1-Q4	2021
		Actual	Actual	Budget	Actuals	Projected	Budget
SI-EMS GENERAL FUND							
SI-EMS General Fund Revenue							
Contributions from Local Units							
101-000-581	Contributions from Local Units	37,500.00	37,500.00	37,500.00	0.00	37,500.00	0.00
	City of St. Ignace (44%)	17,625.00	17,625.00	17,625.00	0.00	16,500.00	0.00
	Moran Township (18%)	7,500.00	7,500.00	7,500.00	0.00	6,750.00	0.00
	St. Ignace Township (17%)	6,750.00	6,750.00	6,750.00	0.00	6,375.00	0.00
	Brevort Township (11%)	4,500.00	4,500.00	4,500.00	0.00	4,125.00	0.00
	Trout Lake Township (7%)	0.00	0.00	0.00	0.00	2,625.00	0.00
	Hendricks Township (3%)	1,125.00	1,125.00	1,125.00	0.00	1,125.00	0.00
	Total Contributions from Local Units	37,500.00	37,500.00	37,500.00	0.00	37,500.00	0.00
Investment Income							
101-000-665	Interest	0.00	0.00	0.00	0.00	0.00	0.00
	Investment Income Total	0.00	0.00	0.00	0.00	0.00	0.00
Grants							
101-000-516	Federal Grants	0.00	0.00	0.00	0.00	0.00	0.00
101-000-555	State Grants	0.00	0.00	0.00	0.00	0.00	0.00
101-000-672	Private Grants	0.00	0.00	0.00	0.00	0.00	0.00
	Grant Revenue Total	0.00	0.00	0.00	0.00	0.00	0.00
	SI-EMS Total General Fund Revenue	37,500.00	37,500.00	37,500.00	0.00	37,500.00	0.00
SI-EMS General Fund Expenses							
Operations Administration							
	CLSS Management Fee						
101-101-801	CLSS Management Fee	37,500.00	37,500.00	37,500.00	0.00	37,500.00	37,500.00
	CLSS Management Fee Total	37,500.00	37,500.00	37,500.00	0.00	37,500.00	37,500.00
	CLSS Expenses Attributable to SI-EMS						
(See Note 1)							
101-101-803	CLSS Deficit / (Surplus)	1,710.29	(31,389.50)	(19,701.90)	22,974.20	26,063.81	16,773.07
	Total CLSS Deficit / (Surplus)	1,710.29	(31,389.50)	(19,701.90)	22,974.20	26,063.81	16,773.07
	Total Operations Administration Deficit / (Surplus)	39,210.29	6,110.50	17,798.10	22,974.20	63,563.81	54,273.07
Transfers Out To Capital Investment Fund							
101-935-995	Transfers Out To Capital Investment Fund	0.00	0.00	0.00	0.00	0.00	0.00
	Total Transfers Out To Capital Investment Fund	0.00	0.00	0.00	0.00	0.00	0.00
Liability Insurance							
101-101-937	Liability Insurance	0.00	0.00	0.00	0.00	0.00	2000.00
	Total Liability Insurance	0.00	0.00	0.00	0.00	0.00	2000.00
Miscellaneous Expenses							
101-101-955	Miscellaneous Expenses	37,372.00	0.00	0.00	0.00	0.00	0.00
	Total Miscellaneous Expenses	37,372.00	0.00	0.00	0.00	0.00	0.00
Professional Services							
101-266-801	Legal Services	0.00	0.00	0.00	0.00	0.00	750.00
101-223-801	Audit Services	0.00	0.00	0.00	0.00	0.00	3,500.00
101-267-801	Other Services	0.00	0.00	0.00	0.00	0.00	0.00
	Total Professional Services	0.00	0.00	0.00	0.00	0.00	4,250.00
	SI-EMS Total General Fund Expenses	76,582.29	6,110.50	17,798.10	22,974.20	63,563.81	60,523.07
SI-EMS NET GENERAL FUND INCOME		(39,082.29)	31,389.50	19,701.90	(22,974.20)	(26,063.81)	(60,523.07)

St. Ignace-Area EMS

	2018 P&L Actual	2019 P&L Actual	2020 Budget	2020 Q1-Q3 Actuals	2020 Q1-Q4 Projected	2021 Budget
SI-EMS Beginning of Year Reserves						
Existing Reserves						
First National Bank Account	0.00	0.00	30,000.00	30,000.00	30,000.00	30,000.00
CLSS Account	71,533.42	32,451.13	33,840.63	33,840.63	33,840.63	7,776.82
Total Existing Reserves	71,533.42	32,451.13	63,840.63	63,840.63	63,840.63	37,776.82
Total SI-EMS Beginning of Year Reserves	71,533.42	32,451.13	63,840.63	63,840.63	63,840.63	37,776.82
SI-EMS End of Year Reserves						
Beginning of Year Reserves	71,533.42	32,451.13	63,840.63	63,840.63	63,840.63	37,776.82
General Fund Annual Surplus / (Deficit)	(39,082.29)	31,389.50	19,701.90	(22,974.20)	(26,063.81)	(60,523.07)
Capital Investment Fund Annual Surplus / (Deficit)	0.00	0.00	0.00	0.00	0.00	(5,000.00)
Total SI-EMS End of Year Reserves	32,451.13	63,840.63	83,542.53	40,866.43	37,776.82	(27,746.25)

	2018 P&L Actual	2019 P&L Actual	2020 Budget	2020 Q1-Q3 Actuals	2020 Q1-Q4 Projected	2021 Budget
SI-EMS CAPITAL INVESTMENT FUND						
SI-EMS Capital Investment Fund Revenue						
Contributions from Local Units						
401-000-581 Contributions from Local Units	0.00	0.00	0.00	0.00	0.00	0.00
City of St. Ignace (44%)	0.00	0.00	0.00	0.00	0.00	0.00
Moran Township (18%)	0.00	0.00	0.00	0.00	0.00	0.00
St. Ignace Township (17%)	0.00	0.00	0.00	0.00	0.00	0.00
Brevort Township (11%)	0.00	0.00	0.00	0.00	0.00	0.00
Trout Lake Township (7%)	0.00	0.00	0.00	0.00	0.00	0.00
Hendricks Township (3%)	0.00	0.00	0.00	0.00	0.00	0.00
Contributions from Local Units Total	0.00	0.00	0.00	0.00	0.00	0.00
Grants						
401-000-516 Federal Grants	0.00	0.00	0.00	0.00	0.00	0.00
401-000-555 State Grants	0.00	0.00	0.00	0.00	0.00	0.00
401-000-672 Private Grants	0.00	0.00	0.00	0.00	0.00	0.00
Total Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In From General Fund						
401-966-699 Transfers In From General Fund	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In From General Fund Total	0.00	0.00	0.00	0.00	0.00	0.00
SI-EMS Total Capital Investment Fund Revenue	0.00	0.00	0.00	0.00	0.00	0.00
SI-EMS Capital Investment Fund Expenses						
Building						
401-906-991 Principle Payments	0.00	0.00	0.00	0.00	0.00	0.00
401-906-992 Interest Payments	0.00	0.00	0.00	0.00	0.00	0.00
401-101-975 Building Non-Debt	0.00	0.00	0.00	0.00	0.00	5,000.00
Building Total	0.00	0.00	0.00	0.00	0.00	5,000.00
Vehicles						
401-907-991 Principle Payments	0.00	0.00	0.00	0.00	0.00	0.00
401-907-992 Interest Payments	0.00	0.00	0.00	0.00	0.00	0.00
401-101-981 Vehicles Non-Debt	0.00	0.00	0.00	0.00	0.00	0.00
Vehicles Total	0.00	0.00	0.00	0.00	0.00	0.00
Equipment						
401-908-991 Principle Payments	0.00	0.00	0.00	0.00	0.00	0.00
401-908-992 Interest Payments	0.00	0.00	0.00	0.00	0.00	0.00
401-101-985 Equipment Non-Debt	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Total	0.00	0.00	0.00	0.00	0.00	0.00
SI-EMS Total Capital Investment Fund Expenses	0.00	0.00	0.00	0.00	0.00	5,000.00
SI-EMS NET CAPITAL INVESTMENT FUND INCOME	0.00	0.00	0.00	0.00	0.00	(5,000.00)

St. Ignace-Area EMS

	2018 P&L Actual	2019 P&L Actual	2020 Budget	2020 Q1-Q3 Actuals	2020 Q1-Q4 Projected	2021 Budget
CLSS Revenues Attributable to SI-EMS						
Charges for Services						
Medicaid Revenue	137,290.21	156,224.67	155,735.57	145,733.74	201,930.32	175,163.78
Medicaid Contract Fee	(90,794.46)	(129,387.54)	(125,779.03)	(106,101.50)	(144,591.60)	(135,425.38)
QAAP Medicaid Fee	(1,829.42)	(2,362.95)	(3,150.60)	(2,576.98)	(2,362.95)	(2,362.95)
Medicaid Revenue Total	44,666.33	24,474.18	26,805.94	37,055.26	54,975.87	37,375.45
Medicare Revenue	440,641.99	491,244.66	500,015.94	243,707.46	335,663.08	488,291.78
Medicare Contract Fee	(136,173.28)	(165,810.15)	(153,322.38)	(87,289.27)	(116,624.35)	(147,915.91)
Medicare Revenue Total	304,468.71	325,434.51	346,693.56	156,418.19	219,038.73	340,375.87
Commercial Revenue	452,261.30	507,918.72	521,436.67	330,977.86	438,385.22	480,564.72
Commercial Contract Fee	(85,266.64)	(112,443.96)	(110,980.40)	(83,058.03)	(110,306.00)	(111,733.45)
Commercial Total	366,994.66	395,474.76	410,456.27	247,919.83	328,079.22	368,831.27
Private Revenue	132,947.09	153,198.12	143,268.02	87,930.10	111,141.33	131,482.86
Private Contract Fee	(127,765.33)	(116,215.39)	(138,055.22)	(43,204.66)	(62,658.53)	(94,419.63)
Private Revenue Total	5,181.76	36,982.73	5,212.80	44,725.44	48,482.80	37,063.23
Total Charges for Services	721,311.46	782,366.18	789,168.57	486,118.72	650,576.62	783,645.82
Subscription Plan						
Subscription Plan	15,800.00	15,330.00	15,330.00	14,957.05	14,957.05	16,000.00
Subscription Plan Write-Offs	(12,091.61)	(15,635.75)	(14,685.50)	(8,752.16)	(12,722.94)	(14,500.00)
Subscription Plan Total	3,708.39	(305.75)	644.50	6,204.89	2,234.11	1,500.00
Grants						
Federal Grants	0.00	0.00	0.00	136,587.73	136,587.73	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Private Grants	0.00	0.00	0.00	0.00	0.00	0.00
Grant Revenue Total	0.00	0.00	0.00	136,587.73	136,587.73	0.00
Other						
Refunds	(381.66)	(2,617.03)	(2,617.03)	(2,432.51)	(2,910.02)	(3,000.00)
Other Total	(381.66)	(2,617.03)	(2,617.03)	(2,432.51)	(2,910.02)	(3,000.00)
Total CLSS Revenues Attributable to SI-EMS	724,638.19	779,443.40	787,196.04	626,478.83	786,488.44	782,145.82
CLSS Expenses Attributable to SI-EMS						
Advertising						
Advertising	548.80	563.80	600.00	0.00	0.00	500.00
Advertising Total	548.80	563.80	600.00	0.00	0.00	500.00
Training & Education						
Training and Education	190.00	0.00	2,400.00	100.00	100.00	500.00
Mileage Reimbursement	165.00	0.00	165.00	0.00	0.00	175.00
Training and Education Total	355.00	0.00	2,565.00	100.00	100.00	675.00
General Fees						
Credit Card Contract Fee	1,215.53	974.90	1,048.86	1,322.59	1,500.00	1,500.00
Bank Service Charges	0.00	0.00	0.00	7.50	7.50	0.00
Postage	0.00	14.70	0.00	0.00	0.00	15.00
General Fees Total	1,215.53	989.60	1,048.86	1,330.09	1,507.50	1,515.00
Transportation						
Bridge Toll	2,352.00	2,730.00	2,500.00	1,500.00	2,150.00	2,750.00
Fuel Expense (Vehicles)	31,752.17	36,321.00	35,894.31	19,320.65	27,000.00	35,894.31
Transportation Total	34,104.17	39,051.00	38,394.31	20,820.65	29,150.00	38,644.31
Rent						
Building	18,300.00	18,419.31	18,300.00	13,725.00	18,300.00	18,300.00
Rent Total	18,300.00	18,419.31	18,300.00	13,725.00	18,300.00	18,300.00
Insurance						
General Liability & Auto	4,688.32	4,044.04	4,700.00	3,408.04	4,700.00	4,700.00
Insurance Total	4,688.32	4,044.04	4,700.00	3,408.04	4,700.00	4,700.00
Dues, Licenses & Fees						
Dues, Licenses & Fees	125.00	75.00	125.00	0.00	0.00	125.00
Dues, Licenses & Fees Total	125.00	75.00	125.00	0.00	75.00	125.00

St. Ignace-Area EMS

	2018 P&L	2019 P&L	2020	2020 Q1-Q3	2020 Q1-Q4	2021
	Actual	Actual	Budget	Actuals	Projected	Budget
Professional Services						
Legal Services	6,280.50	291.50	1,000.00	2,491.00	2,491.00	0.00
Audit Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Services	0.00	0.00	0.00	0.00	0.00	0.00
Professional Services Total	6,280.50	291.50	1,000.00	2,491.00	2,491.00	0.00
Repair & Maintenance						
Building	1,283.32	1,839.55	1,642.63	1,052.98	1,340.98	1,650.00
Equipment	2,966.94	916.38	838.38	887.65	1,100.00	850.00
Vehicles	7,274.89	8,152.64	8,862.66	26,646.94	30,000.00	9,000.00
Repair & Maintenance Total	11,525.15	10,908.57	11,343.67	28,587.57	32,440.98	11,500.00
Salaries, Wages & Benefits						
Employee Wages	509,635.42	531,481.95	536,877.87	441,386.60	560,000.00	557,664.21
Company IRA Contribution	10,585.63	8,368.42	10,902.55	6,964.17	8,646.87	11,324.48
Payroll DD Expenses	607.25	626.40	615.90	465.50	617.40	625.00
Taxes-Payroll	38,522.23	39,670.50	40,150.71	33,091.59	43,019.76	41,704.54
Worker's Comp Insurance	13,732.75	12,404.04	15,500.00	7,870.48	9,616.66	16,099.85
Health Insurance	38,600.83	41,061.40	45,000.00	34,831.57	43,208.80	46,741.50
Salaries, Wages & Benefits Total	611,684.11	633,612.71	649,047.03	524,609.91	665,109.49	674,159.58
Office & Medical Supplies						
Office & Medical Supplies	23,601.06	25,303.30	25,000.00	43,701.32	45,000.00	32,200.00
Office & Medical Supplies Total	23,601.06	25,303.30	25,000.00	43,701.32	45,000.00	32,200.00
Utilities						
Telephone Expense	453.64	1,001.00	619.43	693.00	924.00	1,000.00
ISP Expense	2,056.34	1,310.52	1,400.00	1,458.30	1,717.19	1,800.00
Cable Expense	1,429.46	1,736.36	1,800.00	783.12	1,296.09	1,800.00
Snow Removal	1,690.13	2,709.50	2,414.50	1,457.05	1,932.05	2,500.00
Electricity Expense	3,096.30	3,425.56	3,362.13	2,367.78	3,057.31	3,500.00
Natural Gas Expense	916.14	1,034.53	1,048.01	574.24	773.31	1,100.00
Refuse Removal Expense	798.40	959.68	944.13	699.72	857.51	1,000.00
Water & Sewer	1,787.19	1,992.96	1,953.21	1,720.72	2,195.30	2,250.00
Janitorial	69.26	128.61	128.61	0.00	0.00	150.00
Utilities Total	12,296.86	14,298.72	13,670.02	9,753.93	12,752.76	15,100.00
Uniforms						
Uniforms	1,623.98	496.35	1,700.25	925.52	925.52	1,500.00
Uniforms Total	1,623.98	496.35	1,700.25	925.52	925.52	1,500.00
Total CLSS Expenses Attributable to SI-EMS	726,348.48	748,053.90	767,494.14	649,453.03	812,552.25	798,918.89
Net CLSS Deficit / (Surplus) Attributable to SI-EMS	1,710.29	(31,389.50)	(19,701.90)	22,974.20	26,063.81	16,773.07

Cheboygan Life Support Systems Inc

Profit & Loss

January through September 2020

St Ignace station	Jan - Sep 20	Jan - Sep 19	\$ Change
Ordinary Income/Expense			
Income			
3120 · Stimulus Contributions	23,347.04	0.00	23,347.04
4001 · Medicaid - OP - Income	145,733.74	126,819.89	18,913.85
4002 · Medicare - OP - Income	243,707.46	360,667.82	-116,960.36
4004 · Commercial - OP - Income	330,977.86	396,599.90	-65,622.04
4005 · Private - OP - Income	87,930.10	118,896.82	-30,966.72
4015 · Subscription Plan Revenue	14,957.05	15,280.00	-322.95
49900 · Uncategorized Income	113,240.69	0.00	113,240.69
Total Income	959,893.94	1,018,264.43	-58,370.49
Cost of Goods Sold			
5000 · Medicaid - OP - Contract	106,101.50	97,059.26	9,042.24
5001 · QAAP MEDICAID FEE	2,576.98	2,362.95	214.03
5002 · Medicare - OP - Contract	87,289.27	106,614.36	-19,325.09
5003 · Private - OP - Contract	43,204.66	124,011.71	-80,807.05
5004 · Commercial - OP - Contract	83,058.03	81,096.95	1,961.08
5005 · SUBSCRIPTION WRITE OFF	8,752.16	10,631.66	-1,879.50
5007 · Refund Check	2,432.51	2,139.52	292.99
Total COGS	333,415.11	423,916.41	-90,501.30
Gross Profit	626,478.83	594,348.02	32,130.81
Expense			
6010 · Advertising Expense	0.00	563.80	-563.80
6030 · Bank Service Charges	7.50	0.00	7.50
6060 · Credit Card Contract Fee	1,322.59	784.61	537.98
6061 · Bridge Toll	1,500.00	1,780.00	-280.00
6062 · Building Rent	13,725.00	13,844.31	-119.31
6220 · Fuel Expense (Vehicles)	19,320.65	27,941.43	-8,620.78
6242 · General Liability & Auto Ins	3,408.04	3,308.76	99.28
6244 · Worker's Comp Insurance	7,870.48	9,805.46	-1,934.98
6246 · Health Insurance	34,831.57	28,472.26	6,359.31
6325 · Training and Education	100.00	0.00	100.00
6330 · Legal Services	2,491.00	0.00	2,491.00
6412 · R & M --Building	1,052.98	1,574.63	-521.65
6414 · R & M --Equipment	887.65	334.85	552.80
6416 · R & M --Vehicles	26,646.94	7,441.52	19,205.42
6420 · Employee Wages	441,386.60	402,077.41	39,309.19
6421 · Company IRA Contribution	6,964.17	6,516.27	447.90
6422 · Payroll DD Expenses	465.50	468.90	-3.40
6425 · Taxes--Payroll	33,091.59	30,014.59	3,077.00
6450 · Supplies Office & Medical	43,701.32	16,610.47	27,090.85
6572 · Telephone Expense	693.00	770.00	-77.00

Cheboygan Life Support Systems Inc

Profit & Loss

January through September 2020

St Ignace station	Jan - Sep 20	Jan - Sep 19	\$ Change
6574 · ISP Expense	1,458.30	996.35	461.95
6576 · Cable Expense	783.12	1,255.53	-472.41
6611 · SNOW REMOVAL	1,457.05	2,234.50	-777.45
6612 · Electricity Expense	2,367.78	2,657.59	-289.81
6614 · Natural Gas Expense	574.24	807.65	-233.41
6616 · Refuse Removal Expense	699.72	701.07	-1.35
6617 · Water & Sewer	1,720.72	1,490.62	230.10
6618 · JANITORIAL	0.00	128.61	-128.61
6620 · Uniforms	925.52	496.35	429.17
6690 · Miscellaneous Expense	30,000.00	0.00	30,000.00
Total Expense	679,453.03	563,077.54	116,375.49
Net Income	-52,974.20	31,270.48	-84,244.68

①

St. Ignace Area Emergency Medical Services Council
 Straits Area
 Population & Square Miles

Municipality	Population 2010	Forumula 2010	Square Miles	CLSS Mgmt Fee Breakdown
Brevort	594	11%	98.82	\$37,500.00 \$4,125.00
City	2452	44%	2.65	\$16,500.00
Hendricks	153	3%	79.85	\$1,125.00
Moran	994	18%	133.0	\$6,750.00
St. Ignace	939	17%	97.73	\$6,375.00
Trout Lake	384	7%	143.6	\$2,625.00
Totals	5516	100%	555.65	\$37,500.00

Ambulance Status Number	Make / Type	Year	As of 10-18-20		Primary Use
			2015	Mileage	
5	Ford F-450 Gas	2015	147385		Yes
6	Ford F-450 Gas	2017	89013		Yes
7	Ford F-450 Gas	2011	173383		No

Policy Committee met on October 22, 2020 at 7:00 pm

Present: City Manager Darcy Long, Mayor Connie Litzner, Council members Kayla Pelter and Robert St. Louis, CEDAM fellow Elle Jansen

Social Media was discussed: Should we have a City Facebook page? Elle presented examples of social media policies.

Employee Manual Adoption timeline- The committee would like to complete the first draft of this at the Dec. 21st meeting. If any changes need to be made it can then be presented at the Jan. 4th, 2021 meeting. Once the manual is in place Darcy will do training with department heads on the new policies. Example manuals were given out to committee members.

Employee Job Descriptions are in progress for non-represented employees.

Policy to comply with PA228 Electronic Attendance of Public Meeting Procedures- first draft will be presented at the November 2, 2020 meeting and if needed it can be revised before the end of the year.

Investment Policy, this is needed for our bond rating. An example policy was given out by Darcy.

Things we need to have when we hire new employees, hiring policies, job descriptions and orientation for new employees.

Meeting adjourned 9:00 pm

Dock 3 Committee met on October 26th, 2020 at 3:30 pm

Present: City Manager Darcy Long, Zoning Administrator Kyle Mulka, Mayor Connie Litzner, Mayor Pro-Tem Luke Paquin, Councilmember Paul Fullerton

Discussion was about allowing Arnold Freight an extra 50' to the property they lease from the City to add a storage building.

Steps to do this are rezoning the 50' of the property, which will require a public hearing. Kyle will work on this with Planning Committee. Neil Hill has done a survey so we can use that.

Working with MDOT, Darcy and Connie will work on that.

When these processes are complete then this will go to Council for approval or denial.

A meeting was set up with Veronica from Arnold Freight for Wednesday, October 28th, 2020 at 3:00 pm at City Council Chamber to discuss the process.

Dock 3 Committee Meeting on October 28th at 3:00 pm

Present: City Manager Darcy Long, Mayor Litzner, Kyle Mulka, Luke Paquin, Paul Fullerton, Veronica Dobrowolski and Judge Carmody

The Committee went through the process of what has to be done in order to allow a storage building to be added to Dock 3. The process will start with planning. Darcy and Kyle will work on a letter to send to MDOT.

Email and Retention of Records

What is email?

Electronic mail (email) is a means of exchanging messages and documents using computers. A complete email message includes the contents of the communication, the transactional information (dates and times that messages were sent, received, opened, deleted, etc.), and any attachments.

Is email a public record?

Email messages are public records if they are created or received as part of performing a public employee's official duties.

The Michigan Freedom of Information Act (FOIA) (1976 PA 442, as amended) defines a public record as "a writing prepared, owned, used in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

I sometimes use my home computer and personal email account to conduct government business.

Am I creating public records?

Yes. Records created in the performance of an official function must be managed the same way as those created and received using government computer resources.

What is a Retention and Disposal Schedule?

Michigan law requires that all public records be inventoried on an approved Retention and Disposal Schedule that identifies how long the records must be kept, when they must be destroyed, and when certain records can be sent to the State Archives of Michigan for permanent preservation. Public records cannot be destroyed unless disposal is authorized by an approved Retention and Disposal Schedule.

Is there a Retention and Disposal Schedule that covers municipal public records?

Yes. General Retention Schedule #8 covers municipal records. Additionally, the State of Michigan's Records Management Services has created department-specific schedules for local governments. If a municipality maintains records that are not listed on General Retention Schedule #8 or any of the department-specific schedules, a specific schedule must be created to address the retention of those records before they can be destroyed. Records Management Services is available to advise municipalities about Retention and Disposal Schedules and records management issues. Additional information is available from the Records Management Services' website, www.michigan.gov/recordsmanagement/.

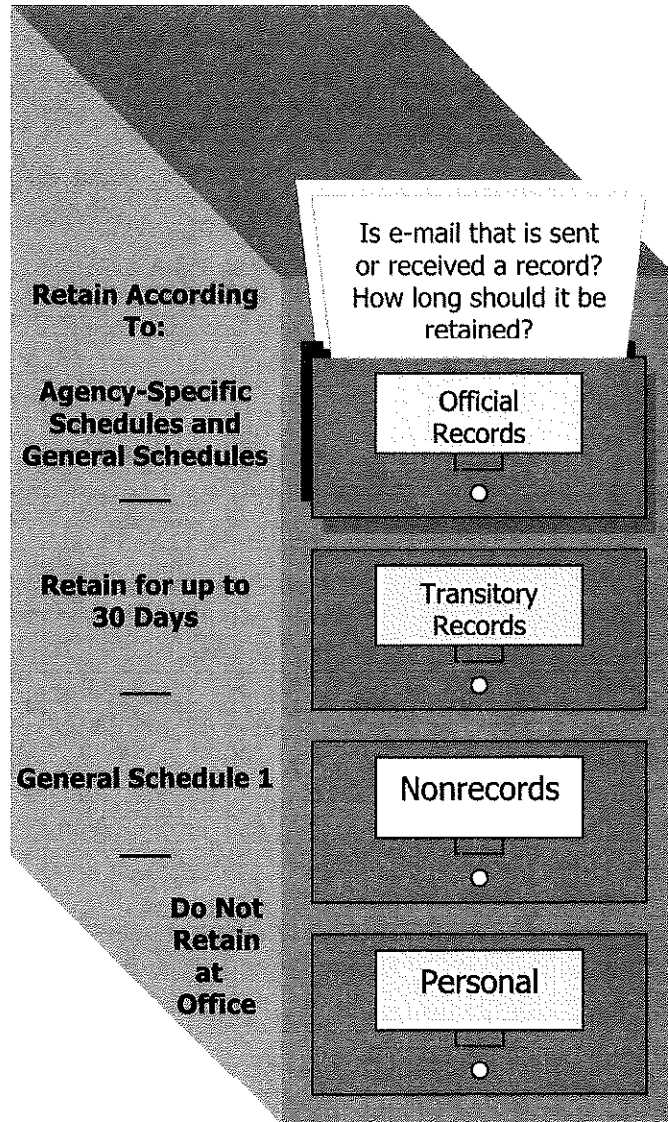
Does all email have the same retention period?

No. Just like paper records, email records are used to support a variety of business processes. Email messages must be evaluated for their content and purpose to determine the length of time the message must be retained in accordance with the appropriate Retention and Disposal Schedule.

"Plus" material was provided by the State of Michigan Records Management Services.



State of Michigan Records Management Services Electronic Mail Retention Guidance



Warning! Do not dispose of (or allow the automatic disposal of) any relevant e-mail message, even if its retention period has expired, that is responsive to a FOIA request or which is likely to be required in litigation.



Caution! Litigation/discovery and FOIA requests both apply to all relevant e-mail messages, including metadata associated with messages and any associated data stored on server back-up tapes.

Definitions and Examples

Official Records: recorded information that is prepared, owned, used, in the possession of, or retained by an agency in the performance of an official function.

TO: Joe
FROM: Jim
DATE: February 13, 2009
SUBJECT: Contract
Please change the fourth paragraph in contract #10775 to read, "payment must be received within 30 days", removing the phrase "60 days."

TO: Bob
FROM: Carol, Personnel Director
DATE: May 10, 2009
SUBJECT: Reallocation
After further review, it is our decision that there is not sufficient justification to approve the reallocation for Susan's position, based upon the fact that . . .

TO: Vendor
FROM: Lisa
DATE: February 18, 2009
SUBJECT: Contract
Thank you for your question. The intent is to guarantee unit prices to all state agencies and to provide a mechanism to easily obtain imaging services.

TO: Mark
FROM: John
DATE: April 19, 2009
SUBJECT: Appointment
This is your official notification of your appointment to the Taxation Committee. Your responsibilities include . . .

Transitory Records: records relating to agency activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled.

TO: Staff
FROM: Janet
DATE: January 6, 2009
SUBJECT: staff meetings
The staff meetings will be held on Tuesday mornings from now on instead of Thursday afternoons.

TO: Marilyn
FROM: Doug
DATE: March 12, 2009
SUBJECT: supplies
I noticed that there are no more blue ink pens in the supply cabinet. Can you please order more? Thanks.

TO: Doug
FROM: Becky
DATE: July 20, 2009
SUBJECT: Retention Schedule
Would you please e-mail me a copy of the schedule for Administrative Services?"

TO: Debbie
FROM: Jim
DATE: September 7, 2009
SUBJECT: training
You have my approval to attend the seminar "Buying over the internet." Please complete your registration form within the next two weeks.

Nonrecords: recorded information in the possession of an agency that is not needed to document the performance of an official function.

TO: Jim
FROM: Marilyn
CC: Brice
DATE: October 4, 2008
SUBJECT: Contract
For your information, the contract has been mailed to Purchasing.

TO: Debbie
FROM: ARMA
DATE: February 23, 2009
SUBJECT: Books
The Association of Records Managers and Administrators has four new books for sale regarding e-discovery. They are . . .

TO: DMB
FROM: Susan
DATE: November 1, 2008
SUBJECT: Give Blood!
The American Red Cross Blood Drive will be held in Constitution Hall on November 20, 2008.

TO: Dave
FROM: Karen
DATE: August 11, 2009
SUBJECT: brochure
The attached Word document is a draft for your review. Please let me know if you have any comments. Thanks.

Personal Records: records that document non-government business or activities. Note: agencies may have policies that prohibit the use of personal e-mail.

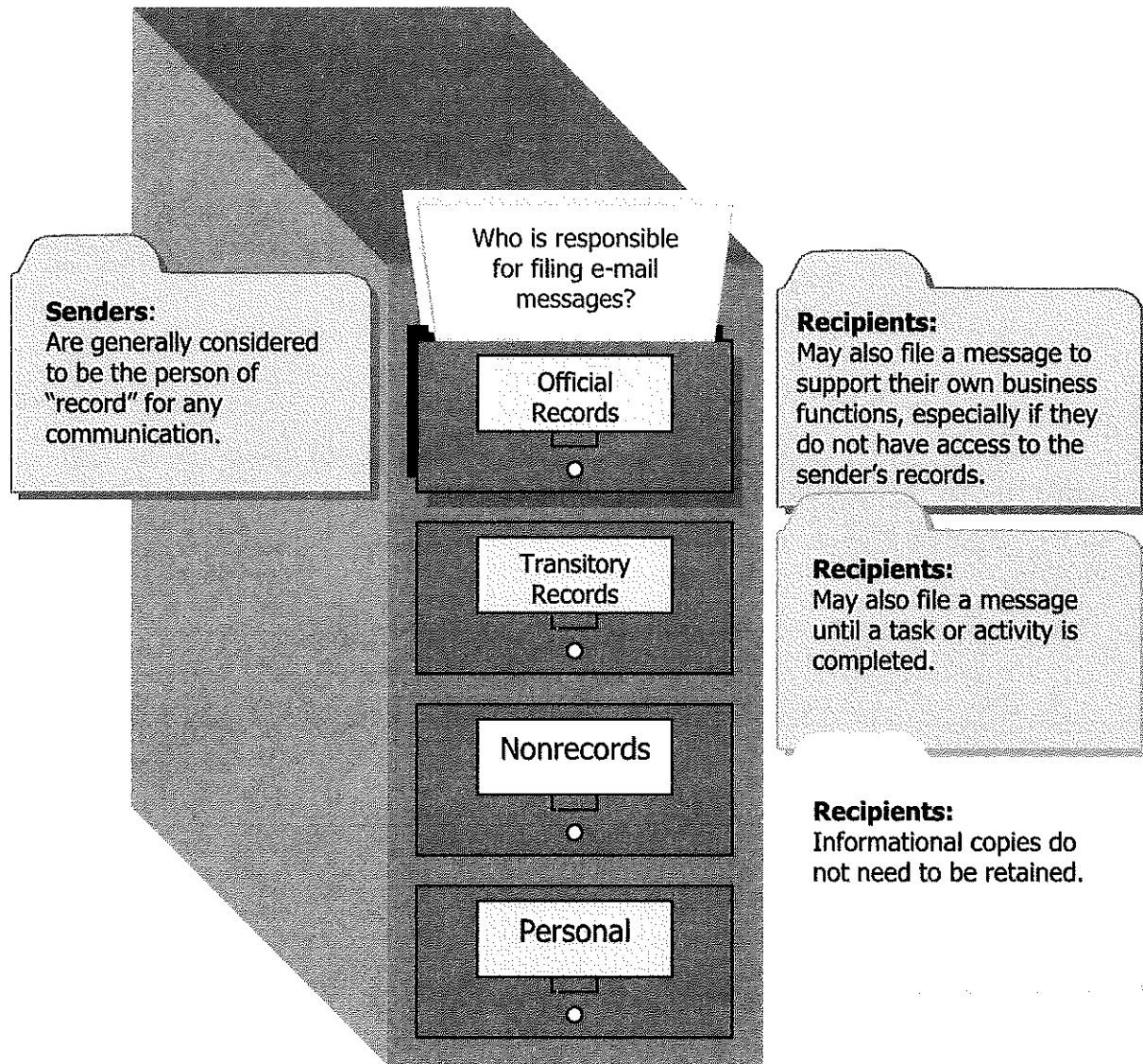
TO: Sandy
FROM: Debbie
DATE: June 3, 2009
SUBJECT: Good luck!
Congratulations on your new job! It has been great working with you these past three years. Keep in touch!

TO: Jane Smith
FROM: John Smith
DATE: May 27, 2009
SUBJECT: late
Honey, My meeting is running later than expected. Please save dinner for me. Thanks.

TO: All Division Employees
FROM: John Smith, Director
DATE: October 29, 2008
SUBJECT: holiday
This year's annual holiday buffet will be held on December 22 at noon in the conference room. Please remember to sign-up to bring a dish to pass.

TO: Fairlane Building Employees
FROM: Phyllis
DATE: January 16, 2009
SUBJECT: car
FYI. I noticed that a blue Oldsmobile in the parking lot with the license plate XYZ 123 has its lights on.

Electronic Mail Filing Guidance



QUESTIONS MAY BE DIRECTED TO:
State of Michigan
Records Management Services
(517) 335-9132
<http://www.michigan.gov/recordsmanagement/>

[AGENCY NAME]

POLICY FOR ELECTRONIC MAIL RETENTION

SECTION 1. INTRODUCTION

Electronic mail (e-mail) is a means of exchanging messages and documents using telecommunications equipment and computers. A complete e-mail message not only includes the contents of the communication, but also the transactional information (dates and times that messages were sent, received, opened, deleted, etc.; as well as aliases and names of members of groups), and any attachments.

SECTION 2. PUBLIC RECORDS

In accordance with the Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended), e-mail messages are public records if they are created or received as part of performing a public employee's official duties. All e-mail messages that are created, received or stored by a government agency are the property of the [agency name]. They are not the property of its employees, vendors or customers. E-mail accounts are provided to employees for conducting public business. Employees should have no expectation of privacy when using the agency's computer resources.

SECTION 3. RETENTION AND DISPOSAL SCHEDULES

Michigan law requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept, when they may be destroyed and when certain records can be sent to the Archives of Michigan for permanent preservation. Retention and Disposal Schedules for local government agencies are approved by the Records Management Services, Archives of Michigan and the State Administrative Board. Records cannot be destroyed unless their disposal is authorized by an approved Retention and Disposal Schedule. The State of Michigan Records Management Services is available to advise local government agencies about a variety of records management issues.

SECTION 4. RETENTION POLICY

Just like paper records, e-mail messages are used to support a variety of business processes. Just like paper records, senders and recipients of e-mail messages must evaluate each message to determine if they need to keep it as documentation of their role in a business process. Just like paper records, the retention period for an e-mail message is based upon its content and purpose, and it must be retained in accordance with the appropriate Retention and Disposal Schedule.

SECTION 5. E-MAIL STORAGE AND MAINTENANCE

The [agency name] will retain its e-mail by [Agency administrators and information technology staff must agree upon and choose one of the five options listed below. Each option has its pros and cons, and other options may be available as well.]

- 1) Filing the e-mail in a Document Management System repository where it will be organized and automatically disposed of at the end of its retention period.
- 2) Storing e-mail online in the active e-mail system for its entire retention period. Employees are encouraged to establish folders for arranging e-mail according to their content, and they are responsible for disposing of e-mail that has met all of its retention requirements.
- 3) Creating online e-mail archives for storing messages that are accessible by the active e-mail system, but are not stored on the active e-mail server. Employees are encouraged to establish folders for arranging e-mail according to their content, and they are responsible for disposing of e-mail that has met all of its retention requirements.
- 4) Storing e-mail on hard drives or peripheral drives [*information technology staff must specify which drive to use; shared servers are recommended*]. Employees are encouraged to establish folders for arranging e-mail according to their content, and they are responsible for disposing of e-mail that has met all of its retention requirements.
- 5) Printing e-mail and related transactional information, and filing the paper in a manual filing system.

SECTION 6. EMPLOYEE RESPONSIBILITIES

Employees are responsible for organizing their e-mail messages so they can be located and used. They are responsible for keeping e-mail messages for their entire retention period, and for disposing of e-mail messages in accordance with an approved Retention and Disposal Schedule.

Many agencies have established automatic purge routines for e-mail messages that are 30 or 60 days old. However, these purge routines are technology-driven and are not based upon Retention and Disposal Schedules. Many e-mail messages need to be retained longer than these periods of time. Employees are responsible for ensuring that e-mail messages with longer retention periods remain accessible until the appropriate Retention and Disposal Schedule authorizes their destruction. *Note: Records, including e-mail, cannot be destroyed if they have been requested under FOIA, or if they are part of on-going litigation, even if their retention period has expired.*

Employees who use a home computer and a personal e-mail account to conduct government business must manage their work-related e-mail the same way as those messages that are created and received using government computer resources.

Just like paper records, e-mail messages might be subject to disclosure in accordance with FOIA. They can also be subject to discovery once litigation begins. Employees should be prepared to provide access to their e-mail to their FOIA Coordinator or an attorney for the [agency] under these circumstances.

SECTION 7. INFORMATION TECHNOLOGY STAFF RESPONSIBILITIES

Individual employees are responsible for deleting messages in accordance with the appropriate Retention and Disposal Schedule. However, deleted messages may be stored on servers and backup tapes for several days, weeks or months after they are deleted. Information technology staff will ensure that deleted messages are rendered unrecoverable within [insert timeframe; 1 week is the suggested maximum] of employee deletion. *Note: The destruction of e-mail messages on servers and backup tapes must cease when an agency becomes involved in litigation or when it receives a FOIA request.*

Many e-mail messages need to be kept longer than the original technology that was used to send and receive them. New technology is not always compatible with older technology that agencies may have used. Information technology staff will ensure that older e-mail messages remain accessible as technology is upgraded or changed. Each time technology upgrades and changes take place information technology staff will ask agency administrators for information about the existence and location of older messages so they can be migrated to the new technology.

SECTION 8. ADMINISTRATOR RESPONSIBILITIES

Agency administrators are responsible for ensuring that their employees are aware of and implement this policy. They are also responsible for ensuring that their agency has an approved Retention and Disposal Schedule that covers all records (regardless of form or format) that are created and used by their employees.

Agency administrators are responsible for ensuring that the e-mail (and other records) of former employees are retained in accordance with approved Retention and Disposal Schedules.

Agency administrators are responsible for notifying information technology staff when the agency becomes involved in litigation or when a FOIA request that involves e-mail is received.

SECTION 9. FOIA COORDINATOR RESPONSIBILITIES

Just like paper records, e-mail messages might be subject to disclosure in accordance with FOIA. FOIA coordinators are responsible for identifying if the records that are requested by the public are stored in e-mail, even if the public does not specifically

request e-mail. They are also responsible for ensuring that information technology staff is notified that a FOIA request involving e-mail was received to prevent the destruction of relevant messages.

SECTION 10. ATTORNEY RESPONSIBILITIES

Just like paper records, e-mail messages might be subject to disclosure during the discovery phase of litigation. Attorneys representing Michigan government agencies are responsible for identifying if the records that are requested during the discovery process are stored in e-mail, even if the discovery order does not specifically request e-mail. They are also responsible for ensuring that information technology staff is notified that a discovery order involving e-mail was received to prevent the destruction of relevant messages.

QUESTIONS?

State of Michigan

Records Management Services

(517) 335-9132

<http://www.michigan.gov/recordsmanagement/>