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**Topic: City Council Meeting**

Time: March 1, 2021 @ 7:00 PM Eastern Time (US and Canada)

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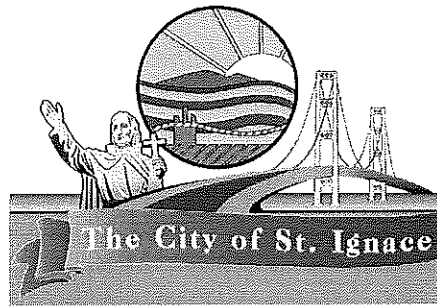
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**CITY COUNCIL MEETING**  
St. Ignace, Michigan  
Monday, March 1, 2021 – 7:00 p.m.  
Remote Attendance Meeting

**\*\*\*\*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 February 15, 2021 meeting
- 7) Consideration of Bills
- 8) Old Business
- 9) New Business

- A. CREDIT CARD POLICY**
- B. LUKE PAQUIN-MAYOR PRO-TEM RESIGNATION**
- C. CITY COUNCIL SEAT VACANCY**
- D. RESOLUTION ROCK AND RUN 2021**

- 10) Public Comment (3-minute limit)
- 11) City Manager's Report
- 12) Committee Reports
  - a. Finance/Utility Committee
  - b. Policy Committee
  - c. Events Committee
- 13) Council Member Comments

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

A Regular Meeting of the St. Ignace City Council was held on Monday, February 15, 2021, 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/ZOOM FROM CITY:** Councilmembers Clapperton (Council Chambers), Fullerton (Council Chambers), Mayor Litzner (Council Chambers), Mayor Pro-Tem Paquin (St. Ignace), Councilmembers Pelter (St. Ignace), St. Louis (St. Ignace) and Tremble (Council Chambers).

**ABSENT:** None.

**STAFF PRESENT/ZOOM:** Darcy Long, City Manager; Kyle Mulka, City Assessor; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer; Tony Brown, Police Chief (Council Chambers).

**LIMITED PUBLIC COMMENT**

Public comment was received regarding attendees of the Council meeting present in the Council Chambers.

**CONSIDERATION OF MINUTES OF THE FEBRUARY 1, 2021 REGULAR COUNCIL MEETING**

It was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to approve the minutes from February 1, 2021.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**CONSIDERATION OF BILLS**

It was moved by Councilmember Tremble, seconded by Councilmember Fullerton, to approve payment of the bills in the amount of \$67,806.62.

**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	January 2021 Statement	\$248.63
Airgas USA, LLC	Rental Gases	\$154.42
All Star Graphics	DPW/WTR Uniform Shirts	\$87.00
Amazon	WTR Shirts/ Marina Bulbs/SIPD Electronics USB Drives	\$801.16
Andy's Feed Station	Uniform Boots - C McCall, M McNeely, L Krause, L Riordan	\$519.80

Arrow Signs	No Camping Sign/Identigo Parking Sign	\$70.00
Belonga Plumbing and Heating	LBE - Gasket / CHALL - Thermostat	\$211.66
Charles J. Palmer, PC	January 2021 Statement	\$2,456.48
Fastenal	T-43 Wing Plow Mounting Bolts	\$11.18
Galls	SIPD-Trooper Cap and Jacket-J. Rogers	\$168.90
Lynn Auto Parts	January 2021 Statement	\$3,475.39
Mackinac County 9-1-1	SIFD-Radio Battery	\$190.00
Mark Wilk	CPR/1st Aid Training - J Rogers, A Mitchell, B Paul	\$75.00
MML-MI Municipal League	2021 Membership	\$1,848.00
MMTA-MI Municipal Treasurers Assoc	2021 Virtual Advance Institute - A Insley	\$295.00
National Office Products	January 2021 Statement	\$420.72
OK Industrial	DPW Gloves/Drill Bit Sets	\$352.64
Sault Printing	Sept 2020 to Jan 2021 Printer and Copier Main Contract	\$656.59
Spartan Nash	January 2021 Statement	\$17.16
St Ignace Auto	January 2021 Statement	\$312.92
St Ignace True Value	January 2021 Statement - GOLF	\$47.97
St. Ignace True Value	January 2021 Statement	\$750.14
Straits Area Emergency Medical Services	2021 MGMT & Operations / Final Ambulance Payment	\$52,710.77
Straits Building Center	January 2021 Statement	\$62.89
The St. Ignace News	SIPD Ads/Minutes/WTR QLTY RPRT/MARINA HW/GOLF HW	\$752.18
UP North Flag & Poles	Council Chambers Flag Pole Eagle	\$65.00
USA Blue Book	WWTR Plant Chemicals	\$1,045.02
	<b>Total</b>	<b>\$67,806.62</b>

#### **OLD BUSINESS**

No old business was discussed.

#### **NEW BUSINESS**

#### **A. PUBLIC HEARING ON CITY PROPERTY COURTESY SPLIT:**

It was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem Paquin, to open the Public Hearing on the City property courtesy split on Balsam Street.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

After no public comments or questions were offered, it was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to close the 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.

After some discussion, it was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to approve the property split for Ann Massey on Balsam Street.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**B. RRC UPDATE BY PLANNING COMMISSION CHAIRPERSON BETSY DAYRELL-HART:**

Planning Commission Chairperson, Betsy Dayrell-Hart, updated Council on the City's current status in the Redevelopment Ready Communities (RRC) certification, summarizing the presentation given at the annual Planning Commission meeting Tuesday, February 9<sup>th</sup>. After some discussion, the Planning Commission recommended that Council approve changing the City's plan from "Full Certification" to "Essential Certification" to allow for lower costs to reach RRC requirements and reorient accomplishments.

It was moved by Mayor Litzner, seconded by Councilmember St. Louis, to approve the City move from the Full Certification pathway to the Essential Certification pathway.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

At this time, Ms. Dayrell-Hart informed Council that, in addition to the implementation of the new website, the City was chosen to work with the MEDC to update housing ordinances and improve the short-term rental issues as part of the compliance with the RRC Essential Certification.

**C. LIBRARY COMMITTEE APPOINTMENT:**

Mayor Litzner announced to Council that David Coven has been appointed to the Library Board to replace Mary Mauer.

It was moved by Councilmember Clapperton, seconded by Councilmember Fullerton, to approve the appointment of David Coven to the Library Board.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**D. FINANCIALS:**

It was moved by Councilmember Tremble, seconded by Councilmember St. Louis, to approve the January 2021 Financials as presented.

**Roll Call Vote:**

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

No: None.

Motion carried unanimously.

**PUBLIC COMMENT**

Public comment was received regarding the virtual Michigan Municipal League (MML) 2021 Capital Conference on March 16<sup>th</sup>.

**CITY MANAGER’S REPORT**

City Manager Long announced that the implementation of the City’s new website through Civic Plus will begin at the end of this month.

**COMMITTEE REPORTS**

Negotiations Committee Update – Mayor Litzner informed Council that the Negotiations Committee met February 15<sup>th</sup> at 3:00 p.m. to review the job description update for Megan Lamb, the Events & Program Coordinator at Little Bear East. The Committee also reviewed applications that have been received for the Golf Course Manager and Marina Director positions.

**COUNCILMEMBER COMMENTS**

Councilmember Pelter addressed public concerns regarding the upcoming MDOT lane reduction on Business Loop 75 this summer and gave suggestions for Marina staff positions.

Mayor Litzner discussed use of the Marina funds in the budget.

There being no further business, the meeting adjourned at 7:25 p.m.

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**Connie Litzner, Mayor**

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**Andrea Insley, City Clerk/Treasurer**

## Invoices for Approval

### Monday, March 1, 2021

Amazon	Camera Cables/Ports/Router-T-41 Parts/Calc Ribbons/Filter	\$721.78
Andy's Feed Station	Work Boots - S. Livingston	\$129.95
Arrow Signs	Fire Hall Signage	\$779.00
Belonga Plumbing and Heating	Water Plant Parts/DPW Garage Parts	\$33.84
Civics Plus	Website Upgrade - Half payment	\$5,400.00
Gary Sorenson	SIFD-Reimbursement (Parts, fittings, office supplies)	\$168.98
Granger	SIFD Shelves and Pully	\$91.57
Harris Computers	Payroll Year-End Forms	\$167.15
Hawkins	Water Plant Soda Ash, Fluoride, Chlorine	\$2,862.38
Kimball Midwest	DPW Stock Parts	\$134.92
Mackinac County Treasurer	Assessment Notices Prep - 767 Pieces	\$53.69
Mackinac Plumbing & Heating Co.	City Hall Urinal Repair/DPW Garage Parts	\$481.58
MGFOA-MI Government Finance Officers Assoc.	2021 Membership- S. Cece	\$125.00
My-Lor, Inc.	ID Tags	\$97.65
NetExpress	March 2021 Statement	\$682.15
OK Industrial Supply	DPW Gloves Hi-Viz	\$166.56
Oscar W. Larson	Marina Quarterly UST "B" Inspection	\$201.25
Paragon Laboratories	Water Plant Testing	\$269.00
RS Technical	Water Plant Gas Line Replacement	\$7,651.10
Rudyard Electric	Wire Pump at Water Plant/Repair Light Fixtures	\$1,286.00
Safety-Kleen	Washer Solvent	\$158.00
Truck & Trailer	T-42 Plow Parts. T-43 Work light, Plow Truck Repair	\$1,657.69
	<b>Total</b>	<b>\$23,319.24</b>

\*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)

# CITY OF ST. IGNACE POLICY & PROCEDURES

Policy #: 2021-1  
Name of Policy: The City of St. Ignace Credit Card Policy and Procedures  
Date Issued: March 1, 2021  
Date Effective: March 2, 2021

**This policy is issued under the authority of the St. Ignace City Council as approved by same. Changes to said policy shall be made only by a resolution of the City Council to amend or repeal.**

## **1. Purpose and Scope:**

1.1 This policy is adopted in accordance with Public Act 266 of 1995, which requires that all municipalities have a written policy when authorizing the use of credit cards to purchase goods and services for the official business of the local unit of government. This policy designates employee(s)/officer(s) responsible for the City of St. Ignace credit cards issuance, accounting, monitoring, and retrieving, and the designated employee(s)/officer(s) responsible for overseeing compliance with this credit card.

1.2 This policy shall be applicable to all elected and appointed officials and employees of the City of St. Ignace who have been issued a credit card to purchase goods and services for the official business of the City of St. Ignace, which are budgeted.

## **2. Issuance Of Cards:**

2.1 Credit Cards will be issued to the following City of St. Ignace Administrative Officers: City Manager, DPW Director, Police Chief, and City Clerk-Treasurer, Recreation Director

2.2 The combined authorized credit limit of credit cards issued by the City of St. Ignace shall be as followed: City Manager and DPW Director, Police Chief \$5,000 each. Clerk-Treasurer and Recreation Director \$2,000 each.



### 3. Responsibility:

3.1 Each City employee will be responsible for the purchase of goods and services that they make with a City of St. Ignace issued credit card in compliance with this policy.

3.2 Employee is not permitted to utilize the City Credit Card using an instant payment function on their smartphone or other mobile devices. This is not limited to Apple Pay or Samsung Pay formats or any future applications that can be utilized for this function.

### 4. Policy:

4.1 The Clerk-Treasurer and City Manager will be responsible for overseeing compliance with the Credit Card Policy, including the issuance, accounting, monitoring, and retrieval of credit cards used by City employees for the budgeted purchase of goods and services for the official business of the City of St. Ignace.

4.1.1 A credit card may only be used by an officer or employee of the City of St. Ignace for the purchase of goods or services for the official business of the City pursuant to Section 3(b) of Public act 266 of 1995.

4.1.2 All credit card statements shall be received and opened by the Clerk-Treasurer or their designee for an initial review of the transactions listed on a monthly basis to ensure compliance with this policy and the appropriate purchase of goods or services for official business on behalf of the City of St. Ignace.

4.1.3 Upon completing an initial review, the Clerk-Treasurer or their designee shall forward the credit card statement within two (2) days of receipt to the appropriate administrative officer assigned to each respective credit card.

4.2 Each administrative officer shall be responsible for the review of and accounting of all transactions listed on each monthly statement received in connection with credit cards issued to them.

4.2.1 Each administrative officer shall be responsible for attaching actual receipts obtained with each use of City-issued credit cards by them or their designee. Each receipt must be detailed as to the goods or services purchased, the cost of the goods or services, the date of purchase, and the official business for which purchased.

4.2.2 Each administrative officer shall approve payment of monthly credit card statements within two (2) business days of receipt of the same. Approval will also include which account shall be charged for payment of the monthly statement pertaining to the credit card transactions.

- 4.2.3 Administrative officers shall provide each monthly statement with attached receipts evidencing each transaction on a said statement and submit to the Clerk-Treasurer for payment through the normal Accounts Payable process and final approval from the City Manager.
- 4.3 Prohibited goods and services
  - 4.3.1 Use of a City provided credit card to purchase alcohol, tobacco, medication and drugs are prohibited.
  - 4.3.2 Use of a City provided credit card to purchase goods and services for personal benefit is prohibited.
  - 4.3.3 Use of a City-provided credit card to purchase flowers, gifts, cards, and meals for employees for personal recognition programs outside of City-sponsored programs is prohibited.
  - 4.3.4 Use of a City-provided credit card for gambling is prohibited.
  - 4.3.5 Use of a City-provided credit card for a cash advance is prohibited.
  - 4.3.6 Use of a City credit card to purchase goods or services prohibited by State law is not permitted.
- 4.4 All irregularities, prohibited purchases, and violations of the policy shall be reported to the City Manager.
  - 4.4.1 The Clerk-Treasurer and /or administrative officer(s) are required to report immediately to the City Manager any misuse, prohibited purchase, or violation of this policy.
  - 4.4.2 Upon receipt of documentation or other evidence indicating inappropriate use/prohibited purchase or violation of the policy, the individual involved will have their credit card immediately recalled and will be prohibited from using any other City-issued credit card. Disciplinary measures consistent with state law for the unauthorized use of a credit card shall be imposed upon an offending employee/officer(s) of the City of St. Ignace.
- 4.5 Card Holder Responsible for Protection and Custody
  - 4.5.1 A City employee who is issued or given a credit card for the purchase of goods and services for the City of St. Ignace's official business is responsible for its protection and custody and shall immediately notify the Clerk-Treasurer and City Manager if their credit card is lost or stolen.
  - 4.5.2 A City employee who is issued or given a credit card for the purchase of goods and services for the official business of the City of St. Ignace is

responsible for maintaining the security of the credit card statements and the information listed therein.

4.5.3 An employee issued a City of St. Ignace credit card shall return the credit card on or before their last day of employment.

4.6 The balance, including interest due on an extension of credit under any credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

#### 4.7 Violation of Credit Card Policy

4.7.1 Any employee who is found to be in violation of the City of St. Ignace Credit Card Policy will be subject to disciplinary action up to and including termination.

## **Credit Card User Agreement**

Requirements for the use of City of St. Ignace Credit Card(s):

- 1) Credit card(s) are to be used **only** to make budgeted purchases for the City of St. Ignace's legitimate business.
- 2) Credit card(s) must be used in accordance with the provisions of the Credit Card Policy established by the City of St. Ignace.
- 3) The user understands personal use or misuse of the City Credit Card will result in discipline up to termination and possible criminal charges depending on the situation for violating this policy.

**I have read and agree to comply with the City of St. Ignace's Credit Card Policy and Procedures.**

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Luke Paquin  
680 US Highway 2 West  
St. Ignace, MI 49781  
(231)-373-9414  
February 23, 2021

City of Saint Ignace

Dear Mayor Litzner and City Council Members,

Please accept this letter of my resignation from the Saint Ignace City Council effective February 23, 2021.

To the citizens of Saint Ignace, I greatly appreciate the opportunity and the privilege to have served as one of your city council members. I have enjoyed working with the members of city council, Mayor Litzner, City Manager Long, and the great many dedicated workers in the city government. I have the utmost of confidence in the current city leadership and it has been an honor and a privilege working with each one of you. I feel I am no longer able to provide the time it takes to do the job to the best of my ability; therefore, I believe it is best I step aside at this time. I truly hope for the best for the City of Saint Ignace. I hope my vacancy will allow for someone with the proper time and energy to step forward to do the job.

Thank you again for the honor and privilege of serving our amazing community and its citizens.

Sincerely,

Luke Paquin  
Mayor Pro-Tem, Saint Ignace City Council

# PUBLIC NOTICE

## ~ VACANT COUNCILMEMBER SEAT ~

### TO THE QUALIFIED ELECTORS OF THE CITY OF ST. IGNACE:

The St. Ignace City Council is seeking to fill a vacant Councilmember seat with a term expiring November 2023. The City Charter requires that vacancies be filled within thirty (30) days, therefore, the agenda for the Regular Council meeting on March 1, 2021, will include an opportunity for Councilmembers to nominate a candidate to fill this position. If a decision is not made at this meeting it will be on the agenda for the Regular Council meeting March 15, 2021. If you would like more information, please contact the City Manager or any member of City Council.

***Charter of the City of St. Ignace-Section 5. 7a.*** *Except as provided in other paragraphs of this section, vacancies in the offices of Mayor and Councilmember shall, within thirty days, be filled for the unexpired term of the officer whose office has become vacant, by appointment by a majority vote of the members of the Council then in office, of a person possessing the qualifications for the office.*

#### Qualifications:

- A resident of the City of St. Ignace for at least two years prior to appointment.
- A qualified and registered elector of the City of St. Ignace on such days and throughout the tenure of office.

**RESOLUTION**

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

**WHEREAS**, the Mackinac Straits Health Foundation request permission to conduct the Rock and Run, 10K and 5-K Run/Walk; and

**WHEREAS**, this event requires the usage of Lemonte, Murray, Ojibwa Trail, Marquette, North State, South State, Huron, Paro, Church and Bertrand 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.

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

**NOW THEREFORE BE IT RESOLVED**, that the St. Ignace City Council has determined that the Mackinac Straits Health Foundation 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 Lemonte, Murray, Ojibwa Trail, Marquette, North State, South State, Huron, Paro, Church and Bertrand Streets for this event on:

Saturday, May 22, 2021 @ 8:30a.m.

Roll Call Vote:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

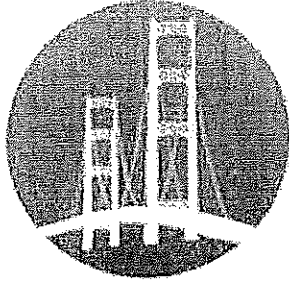
Absent: \_\_\_\_\_

Resolution declared: \_\_\_\_\_

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, March 1, 2021 at 7:00 p.m.

\_\_\_\_\_  
Andrea Insley, City Clerk

hmt



**MACKINAC STRAITS  
HEALTH FOUNDATION**  

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*BRIDGING DREAMS TO REALITY*

1140 N. State Street | St. Ignace, MI 49781 | (906) 643-0443 | [www.mackinacstraitshealth.org](http://www.mackinacstraitshealth.org)

February 15, 2021

St. Ignace City Council  
396 N. State Street  
St. Ignace, MI 49781

RE: Request to Hold a Running Event in St. Ignace

Dear St. Ignace City Council:

The Mackinac Straits Health Foundation is organizing the 6<sup>th</sup> annual "Rock & Run" 10k and 5k run/walk on Saturday May 22, 2021 in Saint Ignace, beginning at 9:00am. In addition to being a fundraising event for the Foundation, the event will encourage a healthy activity for local citizens of all ages as well as providing a fun, family event.

For both the 10k and 5k race routes, we would like to utilize city owned streets, as shown on the attached route map.

Along the route there will be music being played by local musicians and DJ's. We also intend to use volunteers along the route to provide direction for the runners, monitor for safety, as well as to provide water and aid stations.

We plan to discuss our plans with the St. Ignace Police Chief and City Manager. In the meantime, we are seeking the approval of the St. Ignace City Council for this event. Let us know if you need any further information.

Thank you in advance for your consideration and presentation of this request.

Sincerely,

Mike Grisdale, Director

O: (906) 643-0443

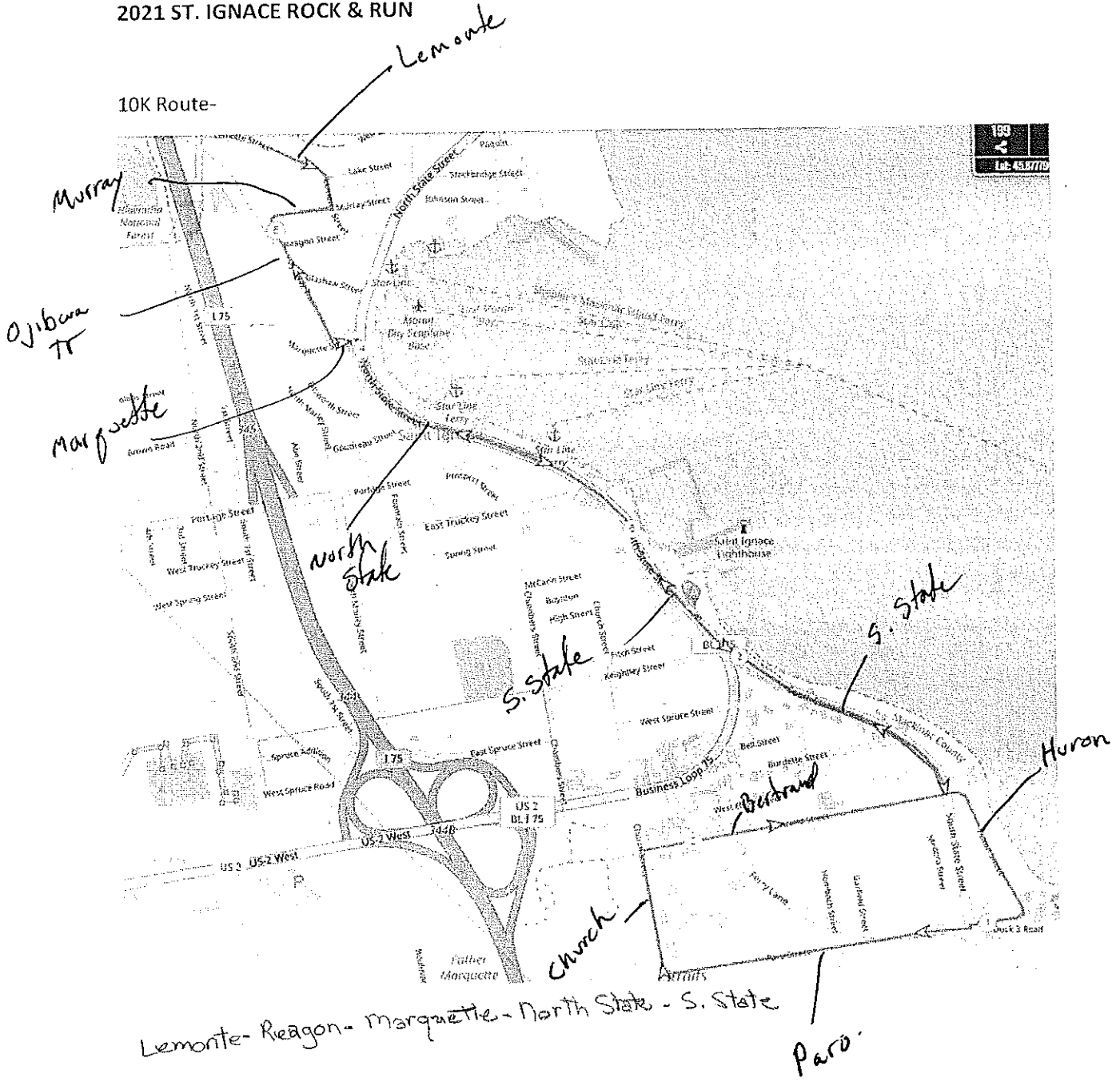
C: (231) 818.3119

E: [mgrisdale@mshosp.org](mailto:mgrisdale@mshosp.org)



2021 ST. IGNACE ROCK & RUN

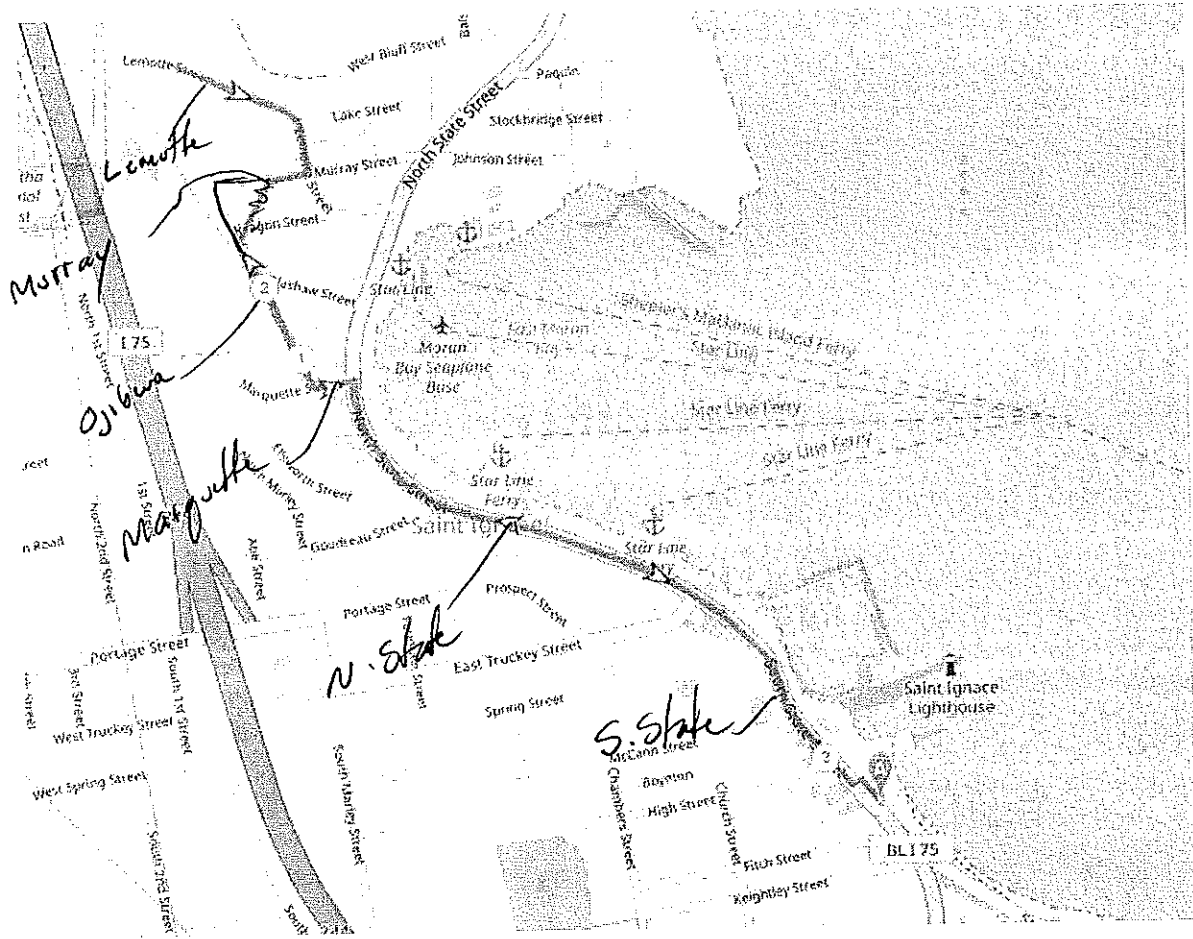
10K Route-

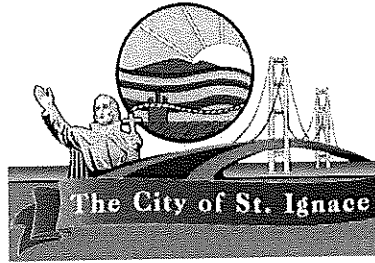


Lemontek - Reagon - Margarette - North State - S. State

# 2021 ST. IGNACE ROCK & RUN

5K Route-





### **Finance/Utility Committee**

396 North State Street

St. Ignace, Michigan

City Hall and Remote

Wednesday, February 24, 2021 – 3:00 P.M.

Remoted Meeting Added February 23, 2021

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

#### 1) New Business

- A. City Manager's Bank Accounts-Signing Checks
- B. Organizational Consultant Budget Line Item
- C. City-Owned Property Review
- D. Security Improvements City Hall Camera's, Adding Key fab to back door and upgrades to water plan cameras.
- E. Old Fire Hall Needed Improvements Funding for Police Department Use.
- F. Discuss how utility policies and issues are handled for billing concerns and how they are reviewed.
- G. Organizational changes City Hall-Elimination Position and New Assistant To The City Manager position.
- H. Draft Credit Card Policy
- I. Review Purchasing Process
- J. E-Council Packets
- K. Other items that we may want to discuss.

#### 2) Adjourn

St Ignace Zoom is inviting you to a scheduled Zoom meeting.

Topic: Finance & Utility Committee Meeting  
Time: Feb 24, 2021 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86076773623>

Meeting ID: 860 7677 3623

One tap mobile

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Dial by your location

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+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 860 7677 3623

Find your local number: <https://us02web.zoom.us/j/kubeJgyR5>

**City of St. Ignace  
Finance/Utility Committee  
City Hall & Remote  
Wednesday, February 24, 2021 – 3 p.m.**

**Members Present** (City Hall): Mayor Litzner, Councilmember Tremble.

**Staff Present** (City Hall): Darcy Long, City Manager; Tony Brown, Police Chief; Kyle Mulka, City Assessor.

**Others Present** (Zoom): Andrea Insley, City Clerk/Treasurer, various public participants.

## **I. NEW BUSINESS**

City Manager Long announced the resignation of Mayor Pro-Tem Paquin to explain his absence in this meeting.

City Manager Long presented each agenda item noting the following:

- A second signature on the City's checks was discussed.
- The Organizational Consultant that was budgeted for in 2021 will be postponed for consideration in the next fiscal year budget.
- City owned property parcels were displayed with City Assessor Mulka and discussed.
- Security upgrades for City Hall and the Water Plant were presented and considered with Police Chief Brown.
- Utility policy and procedure concerns were discussed.
- The position of Executive Secretary/Deputy Treasurer was proposed to be eliminated with a new job description for an Assistant to the City Manager.
- A draft Credit Card Policy, that was also mentioned in the Policy Committee meeting, will be proposed to Council identifying checks and balances.
- E-Council packets will be considered for future implementation to accomplish more efficient and cost-effective practices.

## **II. ADJOURN**

There being no further business the meeting adjourned at 4:17 p.m.

Andrea Insley, City Clerk/Treasurer

Events Meeting: February 16, 2021

Present-City Manager Darcy Long, Mayor Litzner, Bill Fraser and Luke Paquin

Applications were received for the following events for 2021.

Car show

Dock side craft show.

Rock and Run.

Bill Fraser is working on fees for these events They will be put on the agenda for council when the event coordinators review the fees and accept them.

Bill said he does the Rock and Run as a volunteer so there would be no cost to the city.

Mayor Litzner