

You are invited to a scheduled Zoom meeting.

**Topic: City Council Meeting**

Time: March 15, 2021 @ 7:00 PM Eastern Time (US and Canada)

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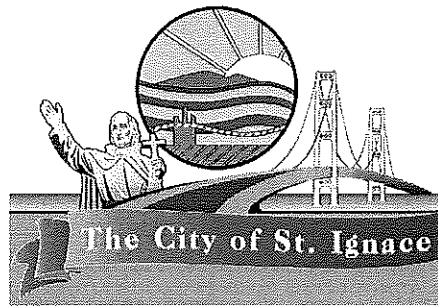
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**CITY COUNCIL MEETING**  
St. Ignace, Michigan  
Monday, March 15, 2021 – 7:00 p.m.  
Remote Attendance Meeting

**\*\*\*\*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 March 1, 2021 meeting
- 7) Consideration of Bills
- 8) Old Business
- 9) New Business

- A. AGREEMENT BETWEEN CITY OF ST IGNACE AND MHS**
- B. PROJECT PROPOSAL FROM THE CHAMBER OF COMMERCE**
- C. RESOLUTION ARTS DOCKSIDE 2021**
- D. COUNCILMEMBER APPOINTMENT**
- E. MAYOR PRO-TEM APPOINTMENT**
- F. APPROVAL OF GOLF COURSE MANAGER**
- G. FINANCIALS**

- 10) Public Comment (3-minute limit)
- 11) City Manager's Report
- 12) Committee Reports
- 13) Council Member Comments

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

A Regular Meeting of the St. Ignace City Council was held on Monday, March 1, 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 (City Hall), Fullerton (City Hall), Mayor Litzner (City Hall), Councilmembers Pelter (St. Ignace), St. Louis (St. Ignace) and Tremble (City Hall).

**ABSENT:** Mayor Pro-Tem Paquin.

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

**LIMITED PUBLIC COMMENT** – None.

**CONSIDERATION OF MINUTES OF THE FEBRUARY 15, 2021 REGULAR COUNCIL MEETING**

It was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to approve the minutes from February 15, 2021.

**Roll Call Vote:**

Yes: Councilmember Fullerton, Mayor Litzner, Councilmembers Pelter, St. Louis, Tremble and Clapperton.

No: None.

Motion carried unanimously.

**CONSIDERATION OF BILLS**

It was moved by Councilmember St. Louis, seconded by Councilmember Tremble, to approve payment of the bills in the amount of \$23,319.24.

**Roll Call Vote:**

Yes: Mayor Litzner, Councilmembers Pelter, St. Louis, Tremble, Clapperton and Fullerton.

No: None.

Motion carried unanimously.

Amazon	Camera Cables/Ports/RouterT-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	\$4,600	<del>\$5,400.00</del>
Gary Sorenson	SIFD-Reimbursement (Parts, fittings, office supplies)		\$168.98

Grainger	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 \$23,319.24</b>
		<b>\$22,519.24</b>

**OLD BUSINESS** – None.

**NEW BUSINESS**

**A. CREDIT CARD POLICY:**

Mayor Litzner informed Council that both the Policy Committee and Finance/Utility Committee discussed the City Manager's proposed Credit Card Policy and recommended it be implemented into the City's policies and procedures.

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve the Credit Card Policy.

**Roll Call Vote:**

Yes: Councilmembers Pelter, St. Louis, Tremble, Clapperton, Fullerton and Mayor Litzner.

No: None.

Motion carried unanimously.

**Councilmember Pelter – City Debit Card and Debit Card Policy:**

It was moved by Councilmember Pelter, seconded by Councilmember Fullerton, to approve removing the City's debit card from use and rescinding the Debit Card Policy once the credit cards are established for City use.

**Roll Call Vote:**

Yes: Councilmembers St. Louis, Tremble, Clapperton, Fullerton, Mayor Litzner and Councilmember Pelter.

No: None.

Motion carried unanimously.

**B. LUKE PAQUIN – MAYOR PRO-TEM RESIGNATION:**

Mayor Litzner read aloud the letter of resignation from Mayor Pro-Tem Paquin, received on February 23, 2021, effective immediately.

It was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to accept Mayor Pro-Tem Paquin's resignation effective February 23, 2021.

**Roll Call Vote:**

Yes: Councilmembers Tremble, Clapperton, Fullerton, Mayor Litzner, Councilmember Pelter and Fullerton.

No: None.

Motion carried unanimously.

**C. CITY COUNCIL SEAT VACANCY:**

Mayor Litzner proposed to Council that letters of interest for the vacant Council seat will be accepted by the City Manager and/or Council through March 11th, and nominations shall be made and voted upon at the March 15<sup>th</sup> Regular Council meeting.

It was moved by Mayor Litzner, seconded by Councilmember Fullerton, to approve accepting letters of interest for the Council seat through March 11<sup>th</sup> and voting on nominees at the March 15<sup>th</sup> Regular Council meeting.

**Roll Call Vote:**

Yes: Councilmembers Clapperton, Fullerton, Mayor Litzner, Councilmembers Pelter, St. Louis and Tremble.

No: None.

Motion carried unanimously.

**D. RESOLUTION ROCK & RUN 2021:**

**RESOLUTION**

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

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

**WHEREAS**, this event requires the usage of Lemotte, 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 Lemotte, 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: Councilmember Fullerton, Mayor Litzner, Councilmembers Pelter, St. Louis, Tremble and Councilmember Clapperton.

No: None.

Absent: Mayor Pro-Tem Paquin.

Resolution declared Adopted.

**PUBLIC COMMENT**

Public comment was received regarding receiving letters of interest for the Council seat and commending Luke Paquin for his service on Council.

**CITY MANAGER'S REPORT**

DPW Director Fraser gave an update on the status of the Marina docks and bubblers, and City Manager Long offered Council an update on the City's website project with CivicPlus.

**COMMITTEE REPORTS**

No comments or questions were received on the Committee meetings that were held in the prior week.

**COUNCILMEMBER COMMENTS**

Councilmembers commended Luke Paquin for his service with City Council and various committees and also thanked DPW Director Fraser and the DPW staff for their work at the Marina maintaining the docks and ice situation.

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 15, 2021

Ace Hardware	February 2021 Statement	\$753.17
Airgas USA, LLC	Cylinder Rental	\$144.34
Anderson, Tackman & Company PLC	2020 Audit Progressive Billing	\$510.00
Arrow Signs	Recreation Dept Sign/Sorry I Missed you Sign LBE	\$128.00
Belonga Plumbing & Heating	SIPD City Hall Thermosat Repair	\$68.00
Charles J. Palmer, PC	February 2021 Statement	\$3,067.60
Crane Engineering	Coast Guard Lift Station/SI Twp Lift Station	\$490.00
ETNA	Water Meters	\$1,681.25
Galls	SIPD	\$15.84
Gary Sorenson	Reimbursement SIPD - Office Supplies/Vise	\$117.61
Gear Grid	SIFD Lockers New Fire Hall	\$496.00
Grand Traverse Diesel	DPW Valve	\$41.29
Great Lakes Air Inc.	SIFD Training Travel	\$35.00
HotShots Drain Cleaning LLC	Line Inspection-E. Truckey Street	\$1,560.00
Kimball Midwest	DPW Shop Supplies	\$128.17
KSS	City Hall Cleaning Supplies/Paper Products/Trash Bags	\$221.89
Lynn Auto Parts	February 2021 Statement	\$2,581.92
Mackinac Island Ferry Company	Rental Gas	\$112.63
Mackinac Sales	SIPD 2014 Taurus Repair	\$272.24
Mark's Tire	T-43 Two Front Tires	\$1,425.66
Matt Bowlby	Printer/Clock	\$327.82
MI ASSOC of Chiefs of Police	SIPD-T Brown Annual Dues	\$115.00
MI Municipal Treasurer's Assoc	A. Insley March Treasurer-To-Treasurer Online	\$15.00
Michigan State Police	SIPD Token Fee	\$33.00
National Office Products	February 2021 Statement	\$9,535.18
NCL	Water/Sewer Supplies	\$2,811.35
Northern Lights Family Outfitters	Outdoor Gear DPW	\$1,368.00
Pitney Bowes	Postage Machine Lease	\$470.22
Pomasl Fire Equipment	SIFD Hose Washer	\$14,078.91
Postmaster	Annual Permit Fee 2021	\$245.00
Pro-Tech Security Sales	SIPD-B. Brothers Uniform	\$1,270.00
Quill	Envelopes/Paper	\$405.80
Rudyard Electric	Coast Guard Lift Station Wire Junction Boxes	\$649.00
Safety-Kleen Systems Inc	DPW Washer Solvent	\$158.00
Spartan Nash	February 2021 Statement	\$19.74
St Ignace Auto	T-35 Switch/Relay	\$31.06
St. Ignace True Value	February 2021 Statement	\$2,433.16
Straits Building Center	February 2021 Statement	\$650.77
Ted Festerling LLC	T-39 Swing Cylinder	\$416.29
The Hartford	SIFD 2021 Renewal	\$633.36
The St. Ignace News	Minutes/Public Hearing/ Help Wanted Marina-Golf/BOR	\$551.03
Valley Truck Parts	DPW Steel Wheel	\$90.00

**Total      \$50,158.30**

\*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)

AGREEMENT BETWEEN  
THE CITY OF ST. IGNACE AND MICHILIMACKINAC HISTORICAL SOCIETY

The City Council of the City of St. Ignace agree to share the cost with the Michilimackinac Historical Society (MHS) to upgrade PastPerfect and maintain CultureCode.

The terms of this agreement will be as follows:

1. In 2021 The City will use grant funds to pay a one-time fee of \$300 to upgrade the MHS's PastPerfect license to Web Edition Full Package and to pay the PastPerfect annual hosting, licensing, maintenance and support fee of \$696.
2. MHS will make at least three of the 10 PastPerfect user licenses available to The City.
3. The City and MHS both agree to split the CultureCode annual fee of \$400 and the PastPerfect annual fee of \$698 totaling to \$548 for each beginning in 2022.

This Agreement will enable MHS to have unlimited free access to technical support, multiple user licenses and access from any computer. The City will gain full access to the database from any computer. Having access is essential to upholding The City's fiduciary responsibility to maintain the collections under its control on behalf of the public.

\_\_\_\_\_  
Darcy D. Long, City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Erin Hicks, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connie Litzner, Mayor

\_\_\_\_\_  
Date





**Arts Dockside**  
PO Box 844 – St. Ignace, MI 49781  
[saintignacevending@gmail.com](mailto:saintignacevending@gmail.com)

September 4 & 5, 2021  
Labor Day Weekend

February 8, 2021

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

Dear Mr. Long:

On behalf of the St. Ignace Business Association and the Arts Dockside Committee, please accept our request for special event status for Arts Dockside 2021 scheduled for September 4 & 5.

For the past two years, we have worked with the Lauren Yoder, former marina director, to complete the State of Michigan permitting process required to hold the event at the St. Ignace Marina.

If you have any questions, please contact either Eileen or me at the numbers listed below. We are looking forward to the 44<sup>th</sup> Annual Arts Dockside, and appreciate the continued support of the City of St. Ignace.

Sincerely,

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

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

**Resolution**

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

WHEREAS, the St. Ignace Business Association and Arts Dockside Committee request permission to sponsor and hold the “ Arts Dockside”, and

WHEREAS, the event requires the use of public streets and property in the Dock No. 2 area, and

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

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

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

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

FURTHER BE IT RESOLVED, that the City Council does approve the St. Ignace Business Association to be a Special Events Organization and approves the use of the Dock No. 2 area and the easterly northbound lane of South State Street between McCann Street on the South and Truckey Street on the North for this event on:

Saturday, September 4, 2021  
Sunday, September 5, 2021

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 15, 2021, at 7:00 p.m.

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

## **LIST OF QUALIFIED CANDIDATES FOR VACANT COUNCIL SEAT**

1. GRONDIN PAUL C.
2. INGALLS JACKSON
3. LALONDE WILLIAM (WILLIE)
4. MORTENSEN MATT
5. PAQUIN FRED
6. THERRIAN LES