

**CITY COUNCIL MEETING**  
St. Ignace, Michigan  
Monday March 5, 2018 – 7:00 p.m.  
City Council Chambers

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

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll call
- V. Consideration of minutes of the February 19, 2018 meeting
- VI. Limited Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business

- 1. ANNUAL PLANNING COMMISSION REPORT
- 2. ANNUAL RECREATION DEPARTMENT/ LBE REPORT
- 3. APPROVAL FOR UPCOMING TRAINING IN MARCH
- 4. REQUEST TO FILL MARINA DIRECTOR POSITION
- 5. DECISION ON CITY ATTORNEY APPLICATIONS

- IX. Public Comment
- X. Consideration of Bills

**Council  
Proceedings  
(Unofficial)**

A Regular Meeting of the St. Ignace City Council was held on Monday, February 19, 2018, in the Council Chambers at City Hall.

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

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

**Absent:** Councilmember Fullerton. It was moved by Councilmember Tremble, seconded by Mayor Pro-Tem Paquin, to excuse Councilmember Fullerton, as he was not feeling well. Motion carried unanimously.

**Staff Present:** Mike Stelmaszek, City Manager; Andrea Insley, City Clerk/Treasurer; Mark Wilk, Police Chief; Scott Marshall, Recreation Director; Skip Schmidt, Library Director; Gary Sorenson, Fire Chief.

**Consideration of minutes from February 5, 2018 Council meeting:**

It was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem Paquin, to approve the minutes of February 5, 2018. Motion carried unanimously.

**Limited Public Comment:**

Public comment was received from Gary Sorenson, Fire Chief, commending the DPW employees for their assistance in the Fire Department's vehicle maintenance.

**Additions to the Agenda:**

City Manager Stelmaszek – Building Inspector memberships.

**1. LIBRARY ANNUAL REPORT:**

Skip Schmidt, Library Director, presented Council with a 2017 annual report for the Library, noting added income, minor improvements and an increase in usage. Police Chief Wilk, as well as other members of Council, commended the Library as hosts for a variety of training events and meetings.

**2. REPORT ON THE HOPE NETWORK'S PLAN FOR THE FORMER BEACON LIVING FACILITY:**

City Manager Stelmaszek introduced Lyndsay Martin with the Hope Network who presented Council with future plans for the facility formerly known as Beacon Living. Hope Network has plans to establish a facility which will offer services for people who are challenged with physical, mental or social barriers that impact how they live. Ms. Martin also announced Hope Network is scheduled to be at the St. Ignace Library for open interviews February 26<sup>th</sup> and 27<sup>th</sup> to hire for a variety of positions.

**3. RESOLUTION TO ADOPT POVERTY EXEMPTION INCOME GUIDELINES AND ASSET TEST:**

**RESOLUTION**

The following resolution was offered for adoption by Mayor Pro-Tem Paquin, supported by Councilmember Pelter:

WHEREAS, the homestead of persons who, in the judgment of the City Council and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Poverty Tax Act; and

WHEREAS, the City Council is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to adopt guidelines for poverty exemptions; and

NOW THEREFORE BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that the City of St. Ignace, Mackinac County, adopts the following guidelines for the City Manager and Board of Review to implement.

The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person, shall do all the following on an annual basis:

- (1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- (2) File a claim with the Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
- (3) Produce a valid driver's license or other form of identification if requested.
- (4) Produce a deed, land contract, or the evidence of ownership of property for which an exemption is requested, if requested.

- (5) Meet the federal poverty income guidelines as defined and determined annually by the United States Office of Management and Budget.
- (6) Meet additional eligibility requirements as determined by the City Council, including; a **Maximum Asset Value** of \$30,000.00, to be eligible for the exemption.

BE IT ALSO RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.

**Roll Call Vote:**

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

No: None.

Absent: Councilmember Fullerton.

Resolution declared Adopted.

**4. RESOLUTION APPROVING ARTICLES OF INCORPORATION FOR AREA FIRE AUTHORITY AND APPOINT REPRESENTATIVES FOR THE AUTHORITY:**

**RESOLUTION APPROVING ARTICLES OF INCORPORATION FOR STRAITS AREA FIRE AUTHORITY**

Minutes of a regular meeting of the City Council of the City of St. Ignace, County of Mackinac, State of Michigan, held on the 19th day of February, 2018, at 7 p.m., prevailing Eastern Time.

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

ABSENT: Councilmember Fullerton.

The following preamble and resolution were offered by Councilmember St. Louis and supported by Mayor Pro-Tem Paquin:

WHEREAS, this City Council on behalf of the City of St. Ignace, County of Mackinac, State of Michigan (the "City") has deemed it reasonable and necessary to establish a Fire Service authority pursuant to Act 57, Public Acts of Michigan, 1988, as amended ("Act 57"); and

WHEREAS, Articles of Incorporation establishing the Straits Area Fire Authority (the "Authority") have been prepared and presented to this Council; and



WHEREAS, it is necessary to approve of the Articles of Incorporation of the Authority and to provide for other matters relative to the Authority.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Articles of Incorporation establishing the Straits Area Fire Authority in substantially the form attached hereto be and the same are hereby approved and adopted.

2. The Mayor and City Clerk are hereby directed to endorse the fact of such adoption upon the Articles of Incorporation in the form and manner provided therein as required by Act 57.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

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

ABSENT: Councilmember Fullerton

NAYS: None.

RESOLUTION DECLARED ADOPTED.

## **ARTICLES OF INCORPORATION OF THE STRAITS AREA FIRE AUTHORITY**

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These Articles of Incorporation are adopted, signed and acknowledged by the incorporating municipalities for the purpose of forming a municipal emergency services authority under the provisions of Act 57, Public Acts of Michigan, 1988, as amended (“Act 57”). The Articles being as follows:

### ARTICLE I

The name of this authority is the STRAITS AREA FIRE AUTHORITY (the “Authority”).

### ARTICLE II

The incorporating municipalities creating this Authority are the City of St. Ignace, the Township of Moran and the Township of St. Ignace, each located in the County of Mackinac, Michigan, and each a municipal corporation of the State of Michigan.

### ARTICLE III

This Authority is incorporated for the purpose of providing fire protection services to the incorporating municipalities.

### ARTICLE IV

#### POWERS AND DUTIES:

Section 1. The Authority shall be a body corporate with power to sue and be sued in any court of the State of Michigan.

Section 2. The Authority shall have the power to enter into a contract or contracts with any incorporating municipality for the provision of fire protection services in the incorporating municipality for a period not exceeding thirty (30) years. The fire protection services may be established or funded in conjunction with any municipal emergency services, and any municipal emergency service may be delegated by contract to the Authority. The charges specified in a contract shall be subject to increase by the Authority, if necessary, in order to provide funds to meet its obligations.

The Authority may also enter into contracts with a city, village, or township that is not an incorporating municipality, for a period not exceeding thirty (30) years except that the charges for services under a contract with a non-incorporating municipality may be greater than the charges to an incorporating municipality, and shall be subject to change from time to time without notice.

Section 3. The Authority may acquire private property by purchase, lease, gift, devise, or condemnation, either within or without its corporate limits, and may hold, manage, control, sell, exchange, or lease property it has acquired. For the purpose of condemnation, it may proceed under the acquisition of property by state agencies and public corporations act, Act No. 149 of the Public Acts of 1911, and the uniform condemnation procedures act, Act No. 87 of the Public Acts of 1980, both as now or hereafter amended.

Section 4. The Authority may adopt ordinances pursuant to Act 57 that allow the Authority to assess fees on owners or occupants of property who receive fire protection services to cover the costs of providing fire protection services under Act 57.

Section 5. The Authority may apply for and accept grants, loans, or contributions from the federal government or any of its agencies, the state, or other public or private agencies to be used for any of the purposes of Act 57 and to do any and all things within its express or implied powers necessary or desirable to secure that financial or other aid or cooperation in the carrying out of any of the purposes of Act 57.

Section 6. The Authority may enter into any contracts with other entities not prohibited by law.

Section 7. The Authority may investigate emergency services requirements, needs, and programs and engage, by contract, consultants as may be necessary and cooperate with the federal government, state, political subdivisions, and other authorities in those investigations.

Section 8. The Authority may, subject to Act 57, hire employees, attorneys, accountants, and consultants as the Authority considers necessary to carry out the purposes of the Authority.

Section 9. The Authority shall possess all powers necessary to carry out the purposes of its incorporation, including those powers incident to such purposes. The powers herein granted shall be in addition to those granted by any statute or charter, and the enumeration of any power either in these articles of incorporation or in Act 57, shall not be construed as a limitation upon such general powers.

Section 10. The term of this Authority shall be perpetual, or until terminated in accordance with law.

## ARTICLE V

### GOVERNING BODY OFFICERS:

Section 1. The Authority shall be directed and governed by a six (6) member Board of Commissioners (referred to herein as the "Commission"). The legislative body of each incorporating municipality shall appoint two (2) voting representatives to the Commission, and each member shall serve for a full term of four (4) years; provided however that, for the first



appointment upon implementation of this section, each incorporating municipality shall appoint one (1) voting representative to serve for a term of two (2) years, and the other voting representative to serve for a term of four (4) years.

Section 2. Each member of the Commission shall qualify by taking the constitutional oath of office and filing it with his or her respective municipal clerk.

Section 3. The Commission shall designate one of its members as Chairman and one of its members as Secretary, each to be designated for such term in office as may be fixed by the bylaws. The Commission shall appoint a Treasurer who shall not be required to be a member of the Commission.

Section 4. The Commission shall adopt and may amend bylaws and rules of procedure consistent with the provisions of Act 57 and provide therein for regular meetings of the Commission.

Section 5. Vacancies occurring in the office of the Commission shall be filled for the remainder of the unexpired term by the legislative body of the incorporating municipality appointing such representative.

## ARTICLE VI

### EMPLOYEES:

Section 1. The Commission shall be responsible for hiring all employees of the Authority, if any. The duty may be delegated to the chief of the fire service at the discretion of the Commission.

## ARTICLE VII

Section 1. The City Clerk of the City of St. Ignace is designated to cause a copy of these articles of incorporation, to be published once in the *St. Ignace News*, being a newspaper of general circulation in the territory of the Authority, as provided in Act 57, such publication to be accompanied by a notice that valid incorporation of the Authority shall be conclusively presumed unless questioned in a court of competent jurisdiction as provided in Act 57.

Section 2. The City Clerk of the City of St. Ignace is designated to cause a copy of these articles of incorporation to be filed with the Secretary of State and the County Clerk of the County of Mackinac. Each incorporating municipality shall retain a certified copy of these



articles of incorporation. A certified copy of these articles of incorporation shall also be filed with the Secretary of the Authority after the Commission has been appointed and the Secretary chosen.

Section 3. Amendments may be made to these Articles of Incorporation as provided in Act 57.

#### ARTICLE VIII

Section 1. These Articles of Incorporation shall become effective upon publication.

IN WITNESS WHEREOF, the City of St. Ignace, the Township of St. Ignace, and the Township of Moran, each located in the County of Mackinac, Michigan, have each adopted and caused to be endorsed in their names these articles of incorporation as hereafter set forth.

#### CITY OF ST. IGNACE

The foregoing Articles of Incorporation were adopted by the City Council of the City of St. Ignace, County of Mackinac, Michigan, at a meeting duly held on the 19th day of February, 2018.

By Connie Litzner

It's Mayor

By Andrea Insley

It's City Clerk

In addition to the resolution, Council briefly discussed the appointment of two Commissioners to the Fire Authority to meet and establish bylaws.

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Pelter, to appoint City Manager Stelmaszek as a two-year Commissioner and Councilmember St. Louis as a four-year Commissioner of the Fire Authority. Motion carried unanimously.

**CITY MANAGER STELMASZEK – BUILDING INSPECTOR MEMBERSHIPS:**

City Manager Stelmaszek requested Council authorize a membership line item be added to the budget for the City’s Building Inspector, Brian Olsen. After brief discussion, it was moved by Mayor Litzner, seconded by Councilmember Clapperton, to add a membership line item for the Building Inspector with a \$200 budget for 2018. Motion carried unanimously.

**5. APPROVAL FOR A SPEAKER SYSTEM FOR THE COUNCIL CHAMBERS:**

City Manager Stelmaszek informed Council he has been collecting information for a speaker system for the Council Chambers and requested authorization to purchase a system for no more than \$1500. It was moved by Councilmember Pelter, seconded by Councilmember Tremble, to approve the purchase of a speaker system for the Council Chambers up to \$1500. Motion carried unanimously.

**6. CEMETERY COMMITTEE APPOINTMENT APPROVALS:**

In accordance with Cemetery Ordinance 583, it was moved by Mayor Litzner, seconded by Mayor Pro-Tem Paquin, to appoint Mayor Litzner, Councilmember Tremble and Councilmember Fullerton to the Cemetery Committee for a two-year term. Motion carried unanimously.

**7. APPROVAL FOR CITY MANAGER TO ATTEND MML CONFERENCE MARCH 20-21:**

City Manager Stelmaszek requested Council’s approval to attend the Michigan Municipal League Legislative Conference in Lansing, Michigan, March 20<sup>th</sup> and 21<sup>st</sup>. It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Paquin, to approve City Manager Stelmaszek to attend the MML Conference in Lansing. Motion carried unanimously.

**8. FINANCIALS:**

City Manager Stelmaszek reviewed the January 2018 financials with Council. It was moved by Councilmember Tremble, seconded by Mayor Pro-Tem Paquin, to approve the January 2018 financial report. Motion carried unanimously.

**Public Comment**

Public comment was received regarding budget projections for the next few years and the Little Bear East park project.

**Consideration of Bills:**

It was moved by Councilmember Pelter, seconded by Councilmember Clapperton, to approve payment of the bills in the amount of \$18,613.44. Motion carried unanimously.

**The following bills were presented to Council for payment:**

ACE HARDWARE	164.95
AIRGAS USA LLC	165.92
BELONGA'S PLUMBING AND HEATING	5.15
BS & A SOFTWARE	810.00
COMPLETE TRUCK & TRAILER REPAIR LLC	800.00
FEDERAL LICENSING INC.	124.00
FIRE PROS, INC.	74.00
GATEHOUSE MEDIA	132.80
KSS ENTERPRISES	210.80
LYNN AUTO PARTS	2,124.61
MACKINAC COUNTY CLERK	281.92
MICHIGAN MUNICIPAL LEAGUE	1,735.00
MORAN TOWNSHIP	115.00
NATIONAL OFFICE PRODUCTS	503.41
NCL OF WISCONSIN INC	1,884.11
NORTHERN MI CODE OFFICIALS ASSOCIA	50.00
POWER PLAN	88.02
PTL BODY SHOP	3,263.34
SAULT PRINTING COMPANY	116.46
SCOTT CONNER	180.50
SPARTAN STORES	43.02
ST IGNACE AUTOMOTIVE	482.21
ST IGNACE TRUE VALUE	361.01
THE SAULT NEWS	125.00
TOM H EVASHEVSKI P L L C	4,123.00
VERN HUYCK TRUCKING	480.00
WESLEY H MAURER JR	169.21
Grand Total:	\$18,613.44

There being no further business, the meeting adjourned at 7:55 p.m.

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**Connie Litzner, Mayor**

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**Andrea Insley, City Clerk/Treasurer**

**CITY COUNCIL MEETING**  
City Council Chambers  
Monday, March 5th, 2018

**\*\*\*\*MANAGERS REPORT\*\*\*\***

**ANNUAL PLANNING COMMISSION REPORT**

The information is in your packet. Dr. Betsy Dayrell-Hart is present if there are any questions.

**ANNUAL RECREATION DEPARTMENT/LBE REPORT**

To be presented by Scott Marshall.

**APPROVAL OF UPCOMMING TRAINING FOR MARCH**

The first is for our Assistant Clerk to attend the Clerks Institute training from the 11<sup>th</sup> – 16<sup>th</sup> in Mt. Pleasant. This is sponsored through the Michigan Association of Municipal Clerks (MAMC). It is in the Clerks budget and is vital for job skill development.

The second request is for three members of the Police Department to attend the Annual Traffic Safety Summit in Lansing to be re-certified in training the public on the use of children's car seats. The cost is partially covered by the KARS (Kids Always Ride Safely) grant. The remaining cost is in the budget and no overtime will be needed to send these employees to the training. This training is vital to the administration of this grant and Public Safety.



The last request is for our Police Chief to attend an administration conference in Gladstone. This is an Annual event with nationally recognized speakers and an opportunity to network with other Chiefs who have similar issues and concerns in their respective Cities. The cost for this is in the budget.

### **REQUEST TO FILL MARINA DIRECTOR POSITION**

Our current Marina Director/Harbormaster has accepted a similar position in Elk Rapids and will be leaving his current position effective March 13<sup>th</sup> (refer to attached letter).

### **DECISION ON CITY ATTORNEY APPLICATIONS**

Based on the applications received, please make your decision on this matter.

### **Update on Other Matters**

MDOT will be having a public information meeting in our Council Chambers this Tuesday from 5:30pm to 7:00pm. This is a requirement to fulfill Federal regulations they must abide by.

We will be having a Fire Authority meeting this Wednesday to establish bylaws and plan for the next step in building a new fire hall.

2017 -18 Planning Commission members:

Mayor Connie Litzner  
Chair, Betsy Dayrell-Hart  
Secretary, Alex Iseri  
Mike Lilliquist  
Diggy Clement  
Nick Adams  
Rick Perry

Master Plan In progress; we have all the maps and data collected, and the commission is currently writing the section entitled Goals, Objectives, and Strategies  
EUP planning is still organizing the document, and anticipates having the first draft ready for review in June 2018.

This is a delay from our original time line, due in part to PC having been engaged in writing ordinances in 2016-17 and in staffing changes at EUP planning.

As part of the Master Plan process, the plan for the recreation pathway on the railroad grade has been completed; it has been submitted to the DDA Director to review with the board, and if they agree to implement the plan as a method to combine and integrate past plans, it will then come to Council for final approval so that funding can be pursued for implementation.

One of our several outreach efforts this year was to learn from residents and business owners on Ferry Lane how the Ferry Lane Corridor could become a better asset for the City and all of its citizens; with continued outreach and envisioning, we can develop an ambitious plan to start improving that part of the city. We are early in this process.

Redevelopment Ready Community process: we submitted our self-assessment in Spring 2017; the response from MEDC was expected in October, but due to staffing changes, it has not been returned yet. Christopher Germain is the current director for our area, and has visited St. Ignace for a meeting with the Mayor and Planning Commission chair. Subsequent communications have been positive, and Mr. Germain says that we should get our response soon. (no specific date was given)

PC members have attended meetings and webinars for continuing education, including:

Betsy Dayrell-Hart winter/spring 2017 MSU Extension 'Regulating Medical Marijuana Facilities: A Workshop for Local Government'

July 2017 Webinar MSUe The Digital Economy

MAP yearly 2-day meeting Mackinac Island, MI Sept. 2017 (multiple topics regarding planning, zoning, place-making,

REMI (Regional Economic Models, Inc.) Webinar January 24 2018 Economic Impact of Housing Production Policies."

MSU webinar shared economy Fall 2017 and MSU webinar Sharing Economy and Tourism January 25 2018 (short term rentals)

MAP (Michigan Association of Planning) Transportation Bonanza Lansing MI Feb 8 2018 one-day meeting focusing on complete streets programs, MDOT regulations for bicycle and pedestrian – focused pathways

Mayor Litzner, Mr. Lilliquist, Mr. Perry, and I are registered for a review/refresher course in March 2017: MAP planning and Zoning essentials

Rick Perry

1. April 19, 2017 Webinar: Design Innovation in Multi Family Housing, certificate earned, 1 AIA LU
2. June 14, 2017 Webinar: A Placemaking Approach to Design, certificate earned, 1 AIA LU/HSW
3. July 14, 2017 Webinar: Healthy, Sustainable Buildings by Design, certificate earned, 1 AIA LU/HSW
4. October 10, 2017 Webinar: Multifamily Design Innovations: Development Strategies, certificate earned, 1.5 AIA LU
5. October 11, 2017 Webinar: Multifamily Design Innovations: Living Small, certificate earned, 1.5 AIA LU

6. January 29, 2018 Webinar: Sharing Economy-Tourism and the Sharing Economy, presented by Andy Northrup and Brad Neumann

I will be available at the Council Meeting for questions

Respectfully submitted,  
Betsy Dayrell-Hart  
Chair, Planning Commission



# Little Bear East Arena & Community Center and the St. Ignace Recreation Department

Website: [www.Littlebeararena.com](http://www.Littlebeararena.com)

## 2018 Annual Council Report

**Scott Marshall**  
St. Ignace Recreation  
Director  
&  
Little Bear East Arena &  
Community Center Director



Don't just survive,,  
**THRIVE!!**

It takes a positive  
attitude to get positive  
results

The most powerful  
leadership tool you have  
is your own personal  
example.

*Report on Back*



**MISSION: To provide quality community services, to promote healthy living  
& to stimulate the local economy**

<p align="center"><b>Overview</b></p>	<p>The Community Center directly and indirectly has a major positive impact on our community. Our business plan involves providing quality services to the community, strategically planning for future growth and expenses. In 2017, the community center had a net profit of just over \$13,000.</p>
	<p>Facility rentals generate just under 10% of the community center revenue averaging \$32,000 over a 5 year period. In 2017, \$35,644 was received for facility rentals. <b>Keys to increase rentals:</b> Maintain quality service, increase advertising awareness, and implement marketing strategies.</p>
<p align="center"><b>Advertising Revenue</b></p>	<p>There are a variety of affordable advertising options available within the community center and the recreation department. Businesses are able to display advertising signs in the arena, on the ice, on our website or even sponsor a youth team. Beyond revenue, advertising creates community networking. \$10,800 was collected in 2017. <b>Keys to increase advertising:</b> Face to face connections with area businesses.</p>
	<p>Ice arena revenue is collected through ice rentals from the St. Ignace Hockey Association, hockey tournaments and open skates. Utility costs, staffing and supplies estimate expenses at roughly \$2500 a week. Extremely rare for a small community of our size to have an indoor ice facility. It is a numbers game and our numbers alone don't support our facility. The added income from hockey tournaments and the Visitors Bureau financial support are vital.</p>
<p align="center"><b>Fitness Center</b></p>	<p>Revenue over the last 5 years has increased by over \$10,000. In 2017 the fitness center collected just under \$36,000 through various memberships. <b>Keys to increase memberships:</b> Affordable rates, exceed customer expectations, continue applying for local grants, customer service.</p>
	<p>The face of recreation is always changing. The awareness for healthy living and recreational opportunities are increasing. Our goal is to improve the programs that we have in place while being open to additional programs that fit into our budget. <b>Challenges:</b> Volunteer coaches are decreasing and school enrollment is decreasing.</p>
<p align="center"><b>Special Events</b></p>	<p>Hockey tournaments, wrestling camps and much more. Special events bring commerce to our community and financially supports our facility. Opportunities are available to increase events. Factors include cost, immediate return on investment and managers available time to work on new projects.</p>
<p align="center"><b>Future Goals</b></p>	<p>To purchase a back-up ice resurfacing machine. Install a new playing surface on the tennis court. Upgrade the audio service in the community center. Create bike and running trails or pathways. Create a community alliance organization. Offer more coaching and referee clinics.</p>





# MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS INSTITUTE SCHEDULE

Comfort Inn Hotel & Suites Conference Center, Mt. Pleasant, Michigan | March 11 - 16, 2018

Sunday, March 11	Monday, March 12	Tuesday, March 13	Wednesday, March 14	Thursday, March 15	Friday, March 16
<p><b>INSTITUTE DIRECTOR</b> Lewis Bender, Ph.D. Professor Emeritus SIU Edwardsville, Illinois As the facilitator and Institute Director, Lew keeps things moving and ties all the sessions together at the Institute. In addition to facilitation, he serves as a presenter and the instructor of record for those wishing to receive college credit for attending the Institute.</p> <p><b>3:00-5:00 PM REGISTRATION</b> Conference Center</p> <p><b>5:00-7:30 PM CHANGES IN THE COMMUNITIES WE SERVE</b> <b>Working Session</b> This opening session will call on participants to share what they are experiencing in terms of changes that are impacting the services provided in the Clerk's office.</p> <p>Includes first assignment. (Dinner provided)</p> <p>Lewis G. Bender, Ph.D. Professor Emeritus SIU Edwardsville Institute Director (2.5 HRS/1.25 PTS)</p>	<p><b>8:00 AM-NOON SMART STREETS</b> An example of how new innovation can lead to cost reductions and new revenue opportunities. Paul Lippens, AICP, McKenna</p> <p><b>FINANCING LOCAL GOVERNMENT SERVICES IN CHANGING TIMES</b> This session will include a look at Michigan trends and a facilitated discussion about challenges facing Michigan. Lewis G. Bender, Ph.D. Professor Emeritus SIU Edwardsville Institute Director and MAMC Board (4 HRS/2 PTS)</p> <p><b>NOON-1:00 PM LUNCH</b></p> <p><b>1:00-5:00 PM EFFECTIVE MEETING TECHNIQUES</b> with Parliamentary Procedure Techniques for handling motions, debate, and votes within a meeting. Eleanor "Coco" Siewert Professional Registered Parliamentarian (4 HRS/2 PTS)</p> <p><b>5:00-9:00 PM UNDERSTANDING YOURSELF &amp; OTHERS</b></p> <ul style="list-style-type: none"> <li>• Personality Profile</li> <li>• DISC</li> </ul> <p>Hearty snack provided. Lewis G. Bender, Ph.D. Professor Emeritus SIU Edwardsville Institute Director (4 HRS/2 PTS)</p>	<p><b>8:00 AM-NOON ELECTION UPDATE</b> Virginia VanderRoest Election Specialist Bureau of Elections</p> <p><b>IMPLEMENTING NEW ELECTION EQUIPMENT</b> Topics covered will include developing training materials and programs, voter outreach initiatives and examining the need for extra materials and supplies. Tina Barton City Clerk City of Rochester Hills</p> <p>Joe Rozell Director of Elections, Oakland County (4 HRS/2 PTS)</p> <p><b>NOON-1:00 PM LUNCH</b></p> <p><b>1:00-5:00 PM COMMUNITY EDUCATION THROUGH MEDIA AND COMMUNITY RELATIONS</b> This will take you through the "who, what, when, where and how" of public communications. Just as importantly, it will discuss the "why" of communications, a much over-looked topic! Tina Barton City Clerk City of Rochester Hills (4 HRS/2 PTS)</p> <p><b>FREE EVENING</b> On your own for dinner.</p>	<p><b>8:00 AM-NOON STRATEGIC PLANNING PROCESSES FOR THE CLERK'S OFFICE</b> From how to get organized to implementation, this session will cover basic steps of the strategic planning process. Lewis G. Bender, Ph.D. Professor Emeritus SIU Edwardsville Institute Director (4 HRS/2 PTS)</p> <p><b>FREE AFTERNOON</b> MAMC Institute is an intense education experience. This session is set aside for networking and regrouping for the rest of the week.</p> <p>It makes up for the evening session on Monday and participants are strongly encouraged not to return to work on Wednesday afternoon.</p>	<p><b>8:00 AM-NOON HOW TO BECOME A SUPERIOR COMMUNICATOR</b></p> <ul style="list-style-type: none"> <li>• 3 keys that make communication work</li> <li>• 8 ways to improve your listening skills</li> <li>• Master non-verbal communication</li> <li>• How to effectively convey and receive directions</li> <li>• How to handle interruptions with ease</li> </ul> <p>Doug Cartland Founder, DCI (4 HRS/2 PTS)</p> <p><b>NOON-1:00 PM LUNCH</b></p> <p><b>1:00-5:00 PM PRESENTATION SKILLS</b></p> <ul style="list-style-type: none"> <li>• Gain influence by honing your presentation skills</li> <li>• Discover the importance of your nonverbal language</li> <li>• 14 skills that will take your presentation skills right to the top</li> <li>• 4 powerful techniques that will help engage your audience</li> </ul> <p>Doug Cartland Founder, DCI (4 HRS/2 PTS)</p> <p><b>5:30-6:30 PM SOCIAL - CASH BAR</b></p> <p><b>6:30-8:00 PM DINNER AND AWARDS BANQUET</b> Plaques and certificates will be presented to those who have completed the three year program.</p>	<p><b>8:00-11:00 AM ACCOUNTABILITY IN THE WORKPLACE</b> For most team members and team leaders the top work frustrations are workers who don't meet deadlines or who continuously fail to effectively do their work. This workshop examines the causes and impacts of lack of accountability and offers substantive suggestions for improving workplace accountability. Lewis G. Bender, Ph.D. Professor Emeritus SIU Edwardsville Institute Director (3 HRS/1.5 PTS)</p> <p><b>11:00 AM-2:00 PM TACTICAL PLANNING</b> Putting Eureka's to Action! Light lunch provided. Lewis G. Bender, Ph.D. Professor Emeritus SIU Edwardsville Institute Director (3 HRS/1.5 PTS)</p> <p><b>CERTIFICATES</b> for those that have successfully completed all sessions of the Basic 1, Basic 2 and Basic 3 will be distributed at the closing session on Friday.</p>





## City of St. Ignace Police Department

396 N. State Street ~ St. Ignace, MI 49781

Administrative (906) 643-6077 Fax (906) 643-8614

To: Mike Stelmaszek, City Manager

From: Mark Wilk, Chief of Police *MW*

Date: March 1, 2018

Re: Departmental Training Request

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I am requesting city council approval for staff to attend the following training, which will require over night stays.

The first one is in Lansing from March 18<sup>th</sup> to the 22<sup>nd</sup>. Two staff will be leaving on the 18<sup>th</sup>, attend training on the 19<sup>th</sup> and return home that evening. This is their car seat recertification training. The other staff person will be attending the annual Traffic Safety Summit from the 20<sup>th</sup> to the 22<sup>nd</sup>. Each of the trainings are either partially or fully covered by our KARS (Kids Always Ride Safely) grant. Items that are not covered by the grant are covered by the departmental budget.

The second training is in Gladstone on April 24<sup>th</sup> and 25<sup>th</sup>. The training starts at 10 am on the 24<sup>th</sup> and concludes on the 25<sup>th</sup> at noon. This is an administrators conference and always has very good speakers. This again is covered by the departmental budget.

Thank you and let me know if you have any questions.

**The City of St. Ignace is accepting applications  
for the position of Marina Director/Harbormaster:**

Has to be self-motivated and have the ability to see and stay ahead of Marina operations.

Summer hours 50-60 per week

Winter hours 5-10 per week during the ice making months to monitor/maintain bubblers

Wage to be negotiated

Applications and job description may be obtained at the office of the City Manager,  
396 North State Street, St. Ignace, Michigan 49781.

Applications will be accepted until, 3-16-18 by 5p.m.

The City of St. Ignace is an Equal Opportunity Employer



**Michael B. Singleton**

125 Sorrels Dr.

St. Ignace, MI 49781

(941)224-6146

February 27, 2018

St. Ignace City Manager

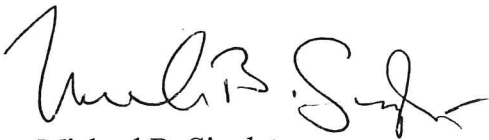
396 N. State St

St. Ignace, MI 49781-1466

Dear Mr. Stelmaszek,

I am writing to inform you that I am resigning from my position as the Marina Director/Harbormaster effective March 13<sup>th</sup>, 2018. I want to sincerely thank you for this opportunity to work with you and the city over the last 2 years. I have learned so much from everyone and I am grateful for the skills I have developed here. Since I want to make this as smooth a transition as possible, let's meet again to plan a course of action. Thank you again for what you have done for me, and I want to wish you and everyone the best for the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael B. Singleton". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Michael B. Singleton