

CITY COUNCIL MEETING
St. Ignace, Michigan
Monday, April 15, 2019 – 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 April 1, 2019 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business
 - 1. **COUNCIL APPROVAL OF DISTRABUTION OF MASTER PLAN**
 - 2. **TAX REVERTED LANDS OFFERED FOR PURCHASE**
 - 3. **RECOMMENDATION OF RESIDENTIAL WASTE BID**
 - 4. **OPEB ACTUARIAL SERVICES**
 - 5. **SPECIAL EVENTS POLICY**
 - 6. **MARINA DIRECTOR POSITION**
 - 7. **DDA REQUEST TO LOWER RENTAL FEE AT CHIEF WAWATAM PARK**
 - 8. **FINANCIALS**
- IX. Public Comment
- X. Consideration of Bill

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

A Regular Meeting of the St. Ignace City Council was held on Monday, April 1, 2019, 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 Litzner, Mayor Pro-Tem Paquin, Councilmembers Pelter, St. Louis and Tremble.

Absent: It was moved by Mayor Litzner, seconded by Councilmember Clapperton, to excuse Councilmember Fullerton from the Council meeting due to being out of town.
Motion carried unanimously.

Staff Present: Mike Stelmaszek, City Manager; Bill Fraser, DPW Director; Andrea Insley, City Clerk/Treasurer.

Consideration of minutes from March 18, 2019 Council meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to approve the minutes of March 18, 2019. Motion carried unanimously.

Consideration of minutes from March 25, 2019 Special meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to approve the minutes of March 25, 2019. Motion carried unanimously.

Limited Public Comment: None.

Additions to the Agenda:

Mayor Pro-Tem Paquin – Blight update.

City Manager Stelmaszek – St. Ignace Police Department announcement.

1. MACKINAC COUNTY HEALTH MILLAGE RENEWAL:

Mayor Litzner introduced Mike Grisdale, Director of Marketing for Mackinac Straits Health System, to speak in reference to the upcoming Health Services millage renewal for Mackinac County in the May 7th Special Election.

2. BID OPENING AND RECORDING:

City Manager Stelmaszek informed Council only one bid was received for the Lakeside Cemetery lawn maintenance advertisement from Kyle Brow with Precision Edge Outdoor Services for a total of \$7,200. It was moved by Councilmember Clapperton, seconded by Councilmember Tremble, to award the 2019 Lakeside Cemetery lawn maintenance contract to Kyle Brow for a total payment of \$7,200 during May thru October. Motion carried unanimously.

City Manager Stelmaszek presented two bids to Council that were received for the City residential trash collection advertisement; one from Waste Management and one from Green For Life (GFL).

The bid from Waste Management included \$13/month for a 96-gallon receptacle, \$7/month for a 64-gallon receptacle with weekly curbside pickup and \$1.15/month for a recycling receptacle and monthly curbside

pickup. GFI submitted their bid of \$12.90/month for a 96-gallon receptacle, \$6.10/month for a 64-gallon receptacle and monthly curbside recycling with receptacle included. The award for the residential trash collection contract is planned for the next regular Council meeting April 15th.

3. RECOMMENDATION FOR MARINA DIRECTOR POSITION:

City Manager Stelmaszek informed Council that the recommendation brought forward from the March 25th Special Council meeting was to hire Craig Lehrke for the position of Marina Director at an annual salary of \$30,000 with no benefits.

It was moved by Councilmember Pelter, seconded by Councilmember Clapperton, to approve the hiring of Craig Lehrke as the Marina Director. Motion carried unanimously.

4. APPROVAL OF ELECTION OFFICIALS:

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember St. Louis, to approve the Election Officials for the Special Election May 7, 2019.

Motion carried unanimously.

5. RESOLUTION FOR JEEP THE MAC 2019:

RESOLUTION

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

WHEREAS, the St. Ignace Events Committee request permission to conduct the Jeeps on the Mac, and

WHEREAS, this event requires the usage of I-75NB and I-75BL and the St. Ignace Little Bear East Arena parking lot, and

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

NOW THEREFORE BE IT RESOLVED, that the St. Ignace City Council has determined that the St. Ignace Events Committee 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 I-75NB, I-75BL and the St. Ignace Little Bear East Arena parking lot for this event on:

Friday, April 26, 2019

Roll Call Vote:

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

No: None.

Absent: Councilmember Fullerton

Resolution declared Adopted.

6. RESOLUTION FOR ARTS DOCKSIDE 2019:

Resolution

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

WHEREAS, the St. Ignace Business Association requests 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, 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, August 31, 2019 and Sunday, September 1, 2019

Roll Call Vote:

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

No: None.

Absent: Councilmember Fullerton.

Resolution declared Adopted.

7. RESOLUTION PERFORMANCE FOR GOVERNMENTAL AGENCIES:

PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

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

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the City of St. Ignace, hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.

2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employees, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.

3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.

4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and

employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

City Manager Michael Stelmaszek
DPW Director Bill Fraser

Roll Call Vote:

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

No: None.

Absent: Councilmember Fullerton

Resolution declared Adopted.

8. RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING:

CITY OF ST. IGNACE RESOLUTION

A Resolution to establish a request for funding, designate an agent, attest to the existence of funds and commit to implementing a maintenance program for the resurfacing of North First Street, Truckey Street, East Spring/West Spring, McCann Street and Reagon Street funded by the Transportation Economic Development Fund Category B Program.

Minutes of a regular meeting of the City Council of the City of St. Ignace, Mackinac County, Michigan, held in the Municipal Building, 396 North State Street, in said City, on April 1, 2019 at 7:00p.m.

The following preamble and resolution were offered for adoption by Councilmember Pelter, supported by Councilmember St. Louis:

WHEREAS, the City of St. Ignace is applying for \$332,961.92 in funding through MDOT from the Transportation Economic Development Category B Program to construct/resurface on North First Street, Truckey Street, East Spring/West Spring Street, McCann Street and Reagon Street.

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the City has authorized Bill Fraser, DPW Director, to act as an agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the City attests to the existence of, and commits to, providing at least \$166,480.96 (50%) toward the construction costs of the project(s), and all costs for design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the City commits to owning, operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

Roll Call Vote:

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

No: None.

Absent: Councilmember Fullerton.

Resolution declared Adopted.

9. RESOLUTION FOR FIRST PAYMENT ON WASTEWATER PROJECT #16-0072:

**CITY OF ST. IGNACE, MI
WASTEWATER SYSTEM IMPROVEMENTS
PROJECT: 16-0072
USDA-RD
APPROVAL OF PAYMENTS (#01)
Monday, April 1, 2019**

It was moved by Councilmember St. Louis, seconded by Mayor Pro-Tem Paquin, that the following invoices be approved for payment:

From	Contract	Category	Amount
C2AE	16-0072	Basic Engineering	\$ 36,636.00
C2AE	16-0072	Additional Engineering	\$ 22,713.98
Reimburse to City		Basic Engineering	\$ 21,250.00
Reimburse to City		Additional Engineering	\$ 682.04
Reimburse to City		Admin, legal and land	\$ 682.20
Miller Canfield -Inv 1429801		Admin, legal and land	\$ 17,900.00
		Total:	\$100,044.22

Roll Call Vote:

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

and Councilmember Pelter.
No: None.

Absent: Councilmember Fullerton.

Resolution declared Adopted.

10. PROCLAMATION IN RECOGNITION OF NATIONAL SERVICE DAY:

Proclamation in Recognition of National Service Day

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's elected leaders are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities; they educate students for 21st century jobs, fight the opioid epidemic, respond to natural disasters, and support veterans and military families; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, the National Association of Counties, Cities of Service, and local leaders across the country for National Service Recognition Day on April 2, 2019.

THEREFORE, BE IT RESOLVED that I, Connie Litzner, Mayor of St. Ignace, do hereby proclaim April 2, 2019, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our community, to thank those who serve; and to find ways to give back to their communities.

Additions to the Agenda:

Mayor Pro-Tem Paquin – Blight Update.

Mayor Pro-Tem Paquin requested an update, at the next Council work session or regular meeting, on recent blight reports.

City Manager Stelmaszek – Police Department Announcement.

City Manager Stelmaszek informed Council that Officer Josh Jezewski will be leaving his position with the Department as of April 4th, and former Officer Bennett Paul has been rehired to replace him.

Public Comment:

Public comment was received regarding the residential trash collection contract and the transfer station.

Consideration of Bills:

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Tremble, to approve payment of the bills in the amount of \$11,358.36. Motion carried unanimously.

The following bills were presented to Council for payment:

ACE HARDWARE	169.98
BELONGA EXCAVATING, LLC	1,250.00
BFMC INC	871.46
CHEMSEARCH	164.75
ETNA SUPPLY COMPANY	386.00
GBS Inc	34.98
GEORGE'S BODY SHOP	210.81
IDEXX DISTRIBUTION CORP	1,633.12
INTERSTATE BATTERIES	201.95
KIMBALL-MIDWEST	108.67
KRISTY CURRIE	168.00
KSS ENTERPRISES	189.01
LMAS DISTRICT HEALTH DEPARTMENT	216.00
LYNN AUTO PARTS	3,253.33
MACKINAC COUNTY TREASURER	112.91
MACKINAC PLUMBING AND HEATING CO	55.65
NYE UNIFORM COMPANY	204.21
PARAGON LABS	1,456.00
SAMANTHA RADECKI	120.00
ST IGNACE TRUE VALUE	315.29
STEPHANIE VAUGHN	100.00
TERYN WILLIAMS	136.24
Grand Total:	\$11,358.36

There being no further business, the meeting adjourned at 7:44 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

CITY COUNCIL MEETING

City Council Chambers

Monday, April 15th, 2019

*****MANAGERS REPORT*****

COUNCIL APPROVAL OF DISTRIBUTION OF MASTER PLAN

To be presented by Dr. Betsy Daryl Hart. Copies are in your packet and are needed for future steps in the process. They will be collected after the presentation.

TAX REVERTED LANDS OFFERED FOR PURCHASE

There is one piece that is adjacent to the City owned Lakeside Cemetery (parcel #052-620-064-05), I feel you should consider. It is currently part of a trust and only a one seventh interest is available to the City. If the City did eventually obtain full ownership, it could be used to expand the cemetery, establish a small park, or both.

RECOMMENDATION FOR RESIDENTIAL WASTE BIDS

When you include curb side recycling, it comes out to be \$14.15 (\$8.15 for senior rate) a month for Waste Management and \$12.90 (\$6.10 for senior rate) for GFL. Waste Management is also proposing a fuel surcharge if fuel goes up above \$4.00 a gallon. Both offers include the same stipulations for operation of a transfer station to include accepting glass. Waste Management has been very good to work with, but the price difference is to significant to ignore. I recommend that we offer to accept the GFL bid with the stipulation that any yearly increase will not exceed 2%.

OPEB ACTUARIAL SERVICES

This is a service that the State Treasury Department is now requiring, and our auditors have told us that they need it for their current audit. We need your approval to move forward on having this actuarial completed.

SPECIAL EVENTS POLICY

The policy and application was reviewed by some Council Members and the City Attorney. The application was also used in the review and preparation process before seeking approval for the Cities Arts Dockside event. It also seems to fit well within our current ordinances regarding events (see attached excerpt). I obtained this policy and events application through my training at the recent MMRMA conference. I am seeking your approval for implementation of this new policy.

MARINA DIRECTOR POSITION

Craig Lehrke first accepted the position and then submitted the attached letter. In his letter, he cited personal obligations as his reason for declining our offer.

DDA REQUEST TO LOWER RENTAL FEE AT CHIEF WAWATAM PARK

Scott Marshall submitted the attach letter requesting a reduction of the current rental fee. It is currently \$300 per event. My recommendation is to change it to match the rental fees of our park pavilions (\$50 for resident and \$150 for non-residents).

OTHER MATTERS

I will be meeting Tuesday morning with Fred Feleppa, Kyle Mulka, and Tony Brown to pick up on where we left off on blight enforcement and seasonal housing. I will try to have more to update you on at the work session.

We have picked May 10th for the bond closing date. Our Mayor, Clerk/Treasurer, City Attorney, and myself will be meeting with our bond council, engineers, and Rural Development in their office in Gladstone to finalize the project.

Mike Stelmaszek

From: Betsy Dayrell-Hart <bdayrellhart@gmail.com>
Sent: Wednesday, April 10, 2019 7:59 AM
To: simayorcl@lighthouse.net; sisecc@lighthouse.net
Cc: Michael Stelmaszek
Subject: Draft master plan is ready

Hi Connie

Can you please put me on the agenda for the next council meeting, to present the draft master plan to council and to ask for them to approve the distribution of the plan? That is step 2 below of how to get the new MP finalized and adopted.

If council approves the distribution, the PC will start the rest of the process and begin reaching out to get comments and proposed corrections/changes/additions.

I will drop off 6 hard copies of the draft - Luke already has one. EUP planning only gave me 7 copies, so after the meeting, I will have to take 2-3 back, to distribute to the library and City Hall so that they are there for the public. I will have a link for a digital copy that can be put on the City web site and at the St. Ignace News for people who can look at it using mobile devices (I hope that will be a lot of people, since the City has to pay if we want more printed copies than the 7 we have.)

Sequence:

1 PC acts to submit draft of the plan to the legislative body (Council)

2 Council acts to approve distribution of the proposed plan (or not)

3 PC sends draft plan to adjacent governments, the county, the state regional planning agency, and others (see recipients of original letter of intent to update MP, written in 2016)

4 Adjacent governments and others have 63 days to review and comment on the draft plan

(optional) PC prepares a response to comments received

5 PC prepares the next draft of the plan

6 PC adopts resolution to hold a public hearing on the draft plan.

7 PC holds the public hearing

8 (optional) PC prepares a response to comments from the public hearing

9 PC prepares the next draft of the plan

10 PC adopts resolution to adopt the plan, or if the legislative body reserved the right to adopt the plan, PC adopts resolution recommending to the legislative body adoption of the plan

11 legislative body votes to adopt the plan (or not)

12 PC sends a copy of the master plan notice to adjacent governments, the county, the state regional planning agency and others.

Thanks, Betsy Dayrell-Hart

County of Mackinac

JENNIFER E. GOUDREAU
County Treasurer

100 Marley Street
St. Ignace, MI 49781
www.mackinacounty.net

Phone: (906) 643-7318
Fax: (906) 643-6745
TDD: 800-649-3777

April 3, 2018

TO: Mackinac County Cities & Townships
Mackinac County Board of Commissioners

RE: Tax Reverted Lands

This letter requires Board action. Attached is a list of properties which have reverted to the County for non-payment of 2016 property taxes that are to be offered at public auction on Thursday, August 15, 2019. I am required to offer the parcels first to the State of Michigan, then to the local units of government and finally to the County. The State is required to pay fair market value (twice the SEV) or minimum bid, whichever is greater. Local units and the County are required to pay the minimum bid and the parcel must be used for a public purpose.

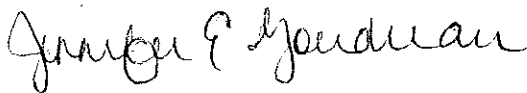
It is my hope that all units of government will pass on their option and I can offer the parcels to the general public at the August Auction. Keeping the property in public ownership will keep the value on the tax rolls and therefore preventing loss of tax dollars.

Please review the parcel(s) in your unit and let me know in writing as soon as possible if your Board has a reason to acquire the parcel(s) for a public use.

PLEASE NOTE:

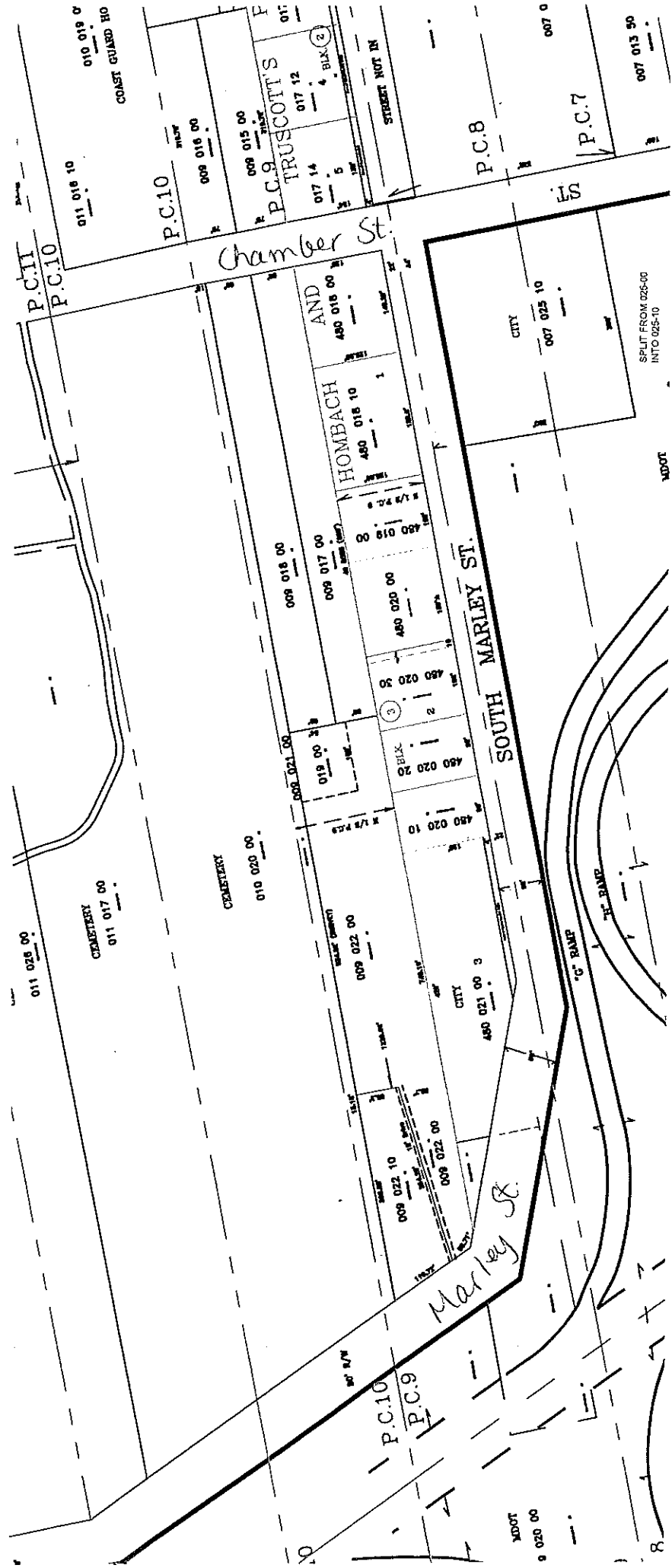
- 1. Any local unit with reverted property needs to respond to the County Treasurer in writing as soon as possible whether or not they want the property.**
- 2. State Law mandates that any property acquired under PA 123 must be for public use only.**

Sincerely,



Jennifer E. Goudreau
County Treasurer

052-009-021-00
 15' Strip from Marley St
 to Chamber St
 St. Ignace MI



ADOT
 9 020 00

8

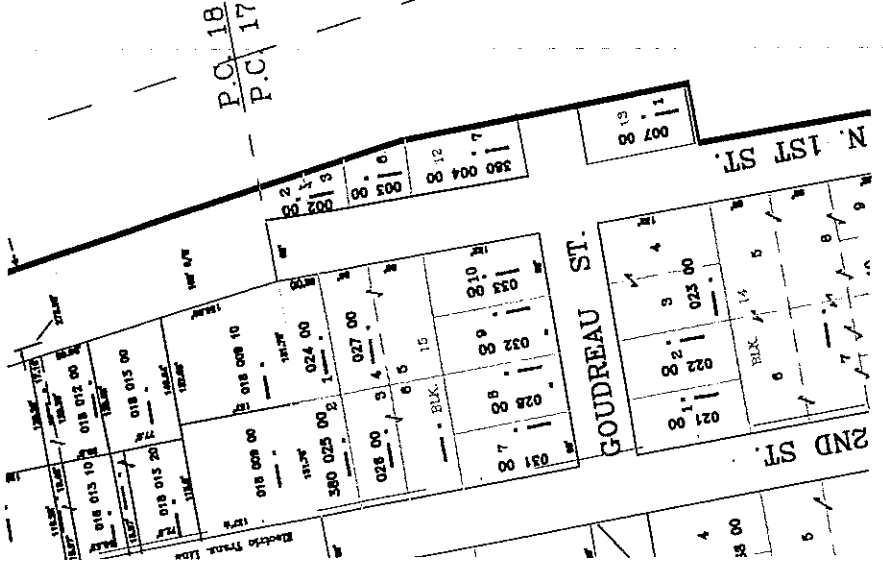
052-620-064-05 1/7^m Interest
Graham Ave
(North of 158 Graham Ave)
St. Ignace, MI



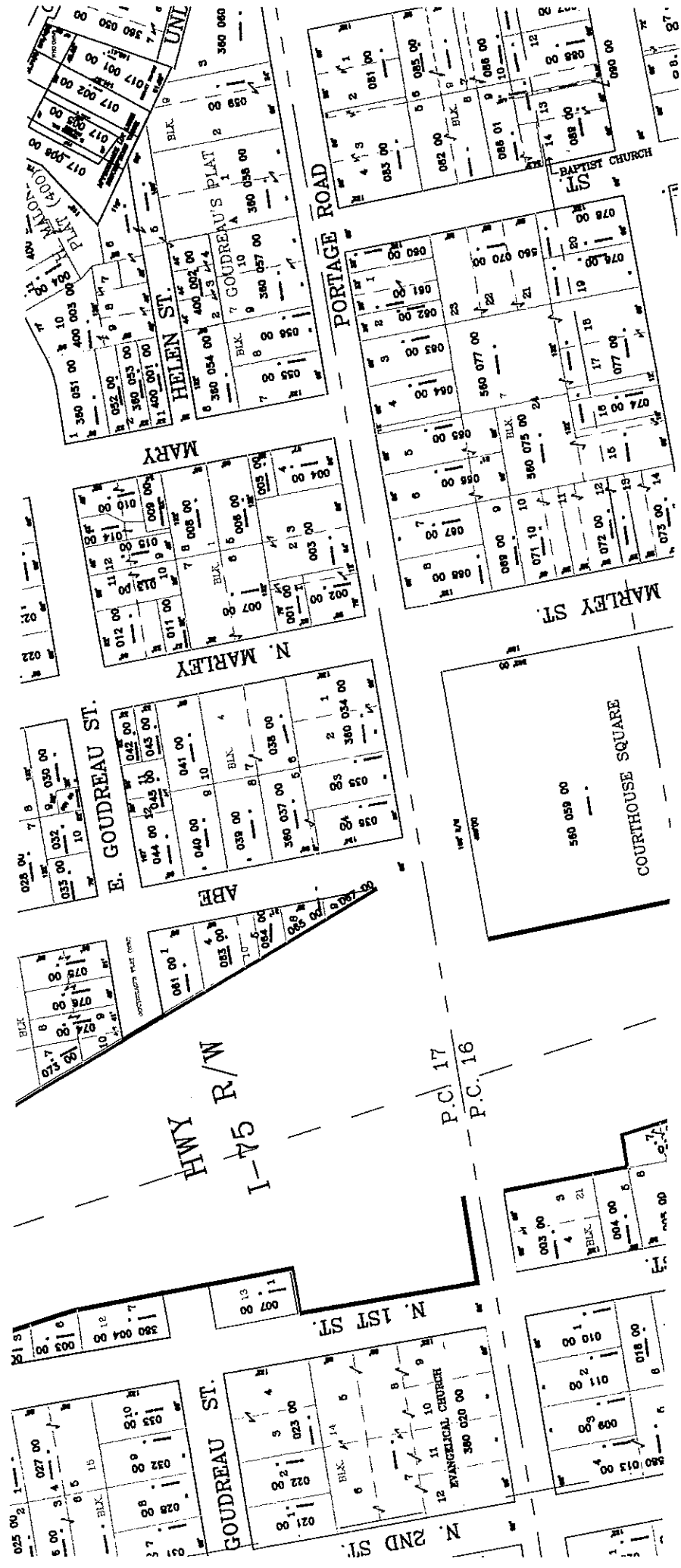
052-360-073-00

OFF to the North of
Goudreau St

St. Ignace, MI



052-360-067-00
 Abe St / Portage
 St. Ignace, MI



MACKINAC COUNTY 2019 FORECLOSED PARCELS SCHEDULED FOR AUCTION
THURSDAY, AUGUST 15, 2019 AT 11:00 A.M. - MACKINAC COUNTY CIRCUIT COURTROOM

*****PARCELS MUST FIRST BE OFFERED TO THE STATE, THE LOCAL UNIT OF GOVERNMENT AND THE COUNTY*****

MINIMUM BIDS ARE SUBJECT TO CHANGE DUE TO EXPENSES INCURRED

	CURRENT SEV	MINIMUM BID
PARCEL #		
001-031-003-30	\$11,400.00	\$750.00

SECTION 31 BOIS BLANC TWP THAT PORTION OF LOT 4 BEG AT NW'LY COR OF LOT 1 BLK 14 POINT AUX PIN FIRST
ADDITION TH E'LY ALONG N'LY LINE OF LOTS 1,2,3 & 4 BLOCK 14 TO NE COR OF LOT4 BLK 14 TH N 13 DEG 15' E 190 FT
M/L TO CENTERLINE OF PRESQUE ISLE ELECTRIC R/W TH NW'LY ALONG C.L. OF R/W TO W. LINE OF LOT 4 TH S'LY ALONG
W'LY LINE OF LOT 4190 FT M/L TO POB. PART OF GOVT LOT 4

Property Address: 1555 W PINES TRAIL, BOIS BLANC ISLAND, MI

001-720-120-00

\$1,750.00

\$500.00

LOTS 17 TO 20 INCLUSIVE BLOCK 11 FRUITLAND SUBDIVISION

Property Address: OULETTE ST, BOIS BLANC ISLAND, MI

001-720-148-00

\$2,100.00

\$590.00

LOTS 14 TO 20 INCLUSIVE BLOCK 14 FRUITLAND SUBDIVISION

Property Address: BRUCE ST, BOIS BLANC ISLAND, MI

001-720-182-00

\$5,950.00

\$1,145.00

LOTS 26 TO 45 INCL BLOCK 20 FRUITLAND SUBDIVISION

Property Address: DOROTHY AVE, BOIS BLANC ISLAND, MI

001-840-072-00

\$3,850.00

\$545.00

LOTS 5 AND 6 BLOCK 5 POINTE AUX PINS SUBDIVISION

Property Address: ONONDAGA AVE, BOIS BLANC ISLAND, MI

002-004-006-00

\$1,600.00

\$600.00

SEC 4 T41N R4W BEG AT A PT 100 FT E & 347 FT S OF NW COR OF NW 1/4 OF NW 1/4 TH E 97 FT TO D.S.S. & A. RY
R/W TH SE'LY ALONG RYR/W 115 FT TH W TO A PT DUE S OF BEG TH N 100 FT TO POINT OF BEGINNING

Property Address: OFF WARTELLA ROAD, MORAN, MI

003-104-003-20

\$23,100.00

\$4,280.00

SEC 4 T41N R2E COM ON SHORE OF LAKE HURON BEING S 1922 FT ALG E SEC LINE FROM NE SEC COR TH N 49 DEG W 200 FT TH N 80 DEG 50'W 100 FT TH S 75 DEG 45'W 100 FT TO POB TH N 19 DEG E 365 FT TO RD TH N 48 DEG 55'W 20 FT TO A 2ND RD TH S 30 DEG 10'W 240 FT TH S 15 DEG W 158 FT TO SHORE TH N 75 DEG 45'E 50 FT TO POB PART OF LOT 1

Property Address: S BEAVERTAIL BAY, CEDARVILLE, MI

003-104-040-00

\$10,300.00

\$3,295.00

SEC 4 T41N R2E BEG AT INT E R/W PALMERLEE RD AND N R/W MOOSE LN TH S 87 DEG 09'40"E 178.69 FT TH N 20 DEG 07'20"W 113.95 FT ALG EXT E R/W MOOSE LN TH SW TO POB PART OF LOT 2

Property Address: S MOOSE LN, CEDARVILLE, MI

003-231-076-00

\$1,200.00

\$1,270.00

SEC 31 T42N R1E BEG 1470 FT W & 619 FT S FROM NE COR OF SEC 31 TH W 200 FT TH S 49 FT TH E 200 FT TH N 49 FT TO POB.

Property Address: S BAY ST, CEDARVILLE, MI

004-028-011-10

\$2,925.00

\$1,415.00

SEC 28 N43N R9W BEG AT INT N R/W US-2 AND W SEC LINE TH NE ALG R/W 434.5 FT TH N 165 FT TH W TO SEC LINE TH S TO POB EXC BEG ON N R/W US-2 434.5 FT NE OF W SEC LINE TH N 165 FT PAR WITH W SEC LINE TH W 189.04 FT TH S TO N R/W TH NE TO POB AND ALSO EXC BEG AT INT W SEC LINE AND N R/W US-2 TH NE ALG R/W 234.5 FT TH N 165 FT TH W TO SEC LINE TH S TO POB

Property Address: NAUBINWAY ROAD, NAUBINWAY, MI

005-209-003-20

\$606.00

\$475.00

SEC 9 T43N R7W PART OF LOT 2 DESC AS BEG N 1320 FT FROM SW COR LOT 2 TH E 33 FT TH N TO LAKE SHORE TH NW ALG SHORE TO NW COR LOT 2 TH S TO POB PART OF GL 2

Property Address: STROUBLE LAKE RD/PARCELS RD, NAUBINWAY, MI

006-002-002-40

\$12,488.00

\$2,085.00

AN UNDIVIDED 1/14 INT IN THE FOLLOWING PARCEL: SEC 2 T42N R8WGOV'T LOT 1 LYING SOUTH OF HWY US-2 EXC THE W 750 FT

Property Address: W US-2, NAUBINWAY, MI

007-308-002-05

\$8,000.00

\$2,090.00

AN UNDIVIDED 1/7 INT IN THE FOLLOWING PARCEL: SEC 8 T42N R2W NE 1/4. 160.00 ACRES M/L

Property Address: ST. IGNACE ROAD, HESSEL, MI

008-009-024-05

\$500.00

\$425.00

AN UNDIVIDED 1/14TH INT IN THE FOLLOWING PARCEL: SEC 9 T40N R4W THAT PORTION OF LOT 3 LYING S'LY OF HWY US-2 AND W'LY OF GROS CAP ROAD. 1.2 ACRES M/L. PART OF LOT 3

Property Address: US-2 & GROS CAP RD, SAINT IGNACE, MI

008-023-049-05

\$20,600.00

\$1,940.00

AN UNDIVIDED 1/14 INT IN THE FOLLOWING PARCEL: SEC 23 T40N R4W COM AT THE NW COR OF PC 1 TH S 05 DEG 27'06"E 261.71 FT ALG W LINE OF PC 1 TO THE POB TH CONT S 05 DEG 27'06"E 1099.70 FT ALG W'LY LINE OF PC 1 (ALSO BEING E'LY LINE OF LOT 5) TO THE MC ON SHORE OF LAKE MICHIGAN AND BEING ON THE N'LY EDGE OF BOULEVARD DR TH ALG BOULEVARD DR N 58 DEG 42'59"W 708.09 FT TH N 31 DEG 03'32"E 417.50 FT TH N 58 DEG 42'59"W 209.0 FT TH S 31 DEG 03'32"W 188.57 FT TH N 58 DEG 13'29"W 200.63 FT TH S 31 DEG 03'32"W 230.96 FT TO N'LY LINE OF BOULEVARD DR TH N 59 DEG 55'26"W 30.0 FT TH N 31 DEG 03'32"E 436.31 FT TH N 81 DEG 33'54"W 113.54 FT TH N 87 DEG 15'47"W 532.01 FT TO A PT TH CONT N 87 DEG 15'47"W TO THE MC ON W'LY LINE OF LOTS TH N'LY ALONG W'LY LINE TO N LINE OF LOT 5 PREVIOUSLY ESTABLISHED BY DOYLE TH S 87 DEG 27'20"E ALG N LINE TO THE POB. PART OF LOT 5.

Property Address: BOULEVARD DR, SAINT IGNACE, MI

008-100-008-01

\$1,300.00

\$430.00

AN UNDIVIDED 1/14 INT IN THE FOLLOWING PARCEL: PRIVATE CLAIM NO. 3 ALL OF P.C. 3 LYING W OF THE W'LY LINE OF MARLEY ST EXTENDED AND E'LY OF THE E LINE OF BLOCK 12 EXTENDED N'LY FROM PARTITION PLAT OF PC NO 1 EXC THE S 200 FT OF THE E 990 FT OF PC 3 W OF MARLEY ST EXTENDED 26 ACRES M/L. PART OF PC 3

Property Address: OFF GRAHAM AVE, SAINT IGNACE, MI

008-100-008-13

\$1,400.00

\$435.00

AN UNDIVIDED 1/14 INT IN THE FOLLOWING PARCEL: PRIVATE CLAIMS 3 & 4 THAT PORTION OF PC 3 & 4 LYING W OF THE E LINE OF BLOCK 12 OF THE PARTITION PLAT OF PC 1 EXTENDED N TO THE N LINE OF PC 4

Property Address: OFF GRAHAM AVE, SAINT IGNACE, MI

008-100-011-05

\$2,800.00

\$475.00

AN UNDIVIDED 1/7 INT IN THE FOLLOWING PARCEL: PRIVATE CLAIM NO.4 S 1/2 OF PC 4 LYING W OF THE W'LY LINE OF MARLEY ST EXTENDED EXC THAT PORTION LYING W OF THE E LINE OF BLOCK 12 OF PARTITION PLAT OF PC 1 EXTENDED N AND ALSO EXC COMM AT THE INT OF THE S LINE OF PC 3 AND THE W'LY LINE OF MARLEY ST EXTENDED TH N ALG MARLEY 266 FT TO POB TH W PARALLEL TO S LINE OF P.C. 4 S 80 DEG 08'24"W 300.00 FT ALG A 66 FT EASEMENT TH N 11 DEG 13'01"W 165.6 FT TO DIV LINE BET N 1/2 & S 1/2 OF PC4 TH N 79 DEG 02' 51"E 99.97 FT ALG LINE TH S 11 DEG 13' 01"E 49.0 FT TH E'LY PARALLEL TO S LINE OF PC4 200 FT TO W'LY LINE OF MARLEY ST. EXT TH S ALG MARLEY ST. EXT. TO POB ALSO EXC COMM AT THE INT. OF THE W'LY LINE OF MARLEY ST EXT WITH THE S'LY LINE OF PC4 TH N 11 DEG 13'01"W 15.60 FT ALG MARLEY ST. EXT. TO THE N'LY LINE OF A 66 FT EASEMENT TH S 80 DEG 08'24"W 600 FT ALONG N LINE OF EASEMENT TO THE POB TH S 80 DEG 08'24"W 390.0 FT ALONG N LINE OF EASEMENT TH N 11 DEG 13'01"W 152.96 FT M/L TO LINE BET THE N 1/2 AND S 1/2 OF PC 4 TH N 79 DEG 02'51" E 389.6FT ALG LINE BET N 1/2 AND S 1/2 OF PC 4 TH S 11 DEG 13'01"E 160.39 FT M/L TO THE POB. 25 A M/L PART OF PC4

Property Address: OFF GRAHAM AVE, SAINT IGNACE, MI

008-100-012-05

\$1,300.00

\$430.00

AN UNDIVIDED 1/14 INT IN THE FOLLOWING PARCEL: PRIVATE CLAIM NO. 4 N 1/2 OF P.C. 4 W OF W LINE OF MARLEY ST EXTENDED EXC THAT PORTION W OF THE E LINE OF BLOCK 12 OF PARTITION PLAT OF PC 1 EXTENDED NORTH 27.4 ACRES M/L

Property Address: NORTH OF BOULEVARD DR, SAINT IGNACE, MI

008-100-033-05

\$700.00

\$415.00

AN UNDIVIDED 1/14 INT IN THE FOLLOWING PARCEL: PRIVATE CLAIM NO. 6 THE S 3/8 OF THE S 1/2 OF PC 6 W OF W LINE OF MARLEY ST. EXTENDED EXC THE E 5638.81 FT AND PART W OF PORTAGE ROAD. PART OF PC 6

Property Address: EAST OF POINT LA BARBE RD, SAINT IGNACE, MI

008-740-003-05

\$700.00

\$440.00

AN UNDIVIDED 1/14 INT IN THE FOLLOWING PARCEL: PARTITION PLAT OF PC 5 THE E'LY 676 FT OF LOT 3, BLOCK 9 EXC COMM AT A PT S 79 DEG 10'11" W 1326.0 FT FROM THE INT. OF THE LINE BET PC 5 & 6 AND THE W'LY LINE OF MARLEY ST EXTENDED S'LY TH S 11 DEG 13' 01"E 305.69 FT TO THE POB TH N 79 DEG 07'22"E 200.0 FT TH S 11 DEG 13'01"E 200.0 FT TH S 79 DEG 07'22"W 200.0 FT TH N 11 DEG 13'01"W 200.0 FT TO POB PARTITION PLAT OF PC 5

Property Address: NORTH OF BOULEVARD DR, SAINT IGNACE, MI

008-740-005-05

\$1,600.00

\$440.00

AN UNDIVIDED 1/14 INT IN THE FOLLOWING PARCEL: PARTITION PLAT OF PC 5 LOTS 6 AND 7, BLOCK 9 EXC THE E'LY 1092.83 FT OF LOT 6

Property Address: OFF GRAHAM AVE, SAINT IGNACE, MI

009-550-067-00

\$800.00

\$505.00

PLAT OF GOULD CITY LOTS 13, 14 AND 15, BLOCK 12

Property Address: NORTH OF FRANK ST, GOULD CITY, MI

011-113-031-00

\$15,510.00

\$3,575.00

SEC 13 T42N R3W THE E 10 RODS OF THE W 20 ROD OF GL 5 LYING N OF HWY M-134

Property Address: M-134, SAINT IGNACE, MI

052-009-021-00

\$1,800.00

\$805.00

PRIVATE CLAIM NO. 9 THAT PORTION OF THE N 1/2 OF PC 9 KNOWN AS THE N 15 FT OF PC 9 BET CHAMBERS ST ON THE E AND THE SERVICE RD (S MARLEY ST ON THE W) ALSO DESCRIBED AS: BEG AT THE INT OF THE N LINE OF PC 9 WITH THE W'LY R/W LINE OF CHAMBERS ST TH S 10 DEG 00'E 15.0 FT ALONG CHAMBERS ST TH S 80 DEG 06'07"W TO THE E'LY R/W LINE OF S MARLEY ST (SERVICE RD) TH NW'LY ALONG E'LY LINE OF S MARLEY ST 15 FT M/L TO THE N LINE OF PC 9 TH E'LY ALONG N LINE TO THE POB. PART OF N 1/2 OF PC 9.

Property Address: BTW MARLEY ST & CHAMBER ST, SAINT IGNACE, MI

052-360-067-00

\$4,200.00

\$760.00

GOUDREAU'S PLAT LOT 9 BLOCK 10 EXC HWY ROW

Property Address: ABE ST, SAINT IGNACE, MI

052-360-073-00

\$8,150.00

\$455.00

GOUDREAU'S PLAT LOT 7 EXC HWY R/W BLOCK 11

Property Address: NORTH OF GOUDREAU ST SAINT IGNACE, MI

052-620-064-05

\$20,220.00

\$695.00

AN UNDIVIDED 1/7 INT IN THE FOLLOWING PARCEL: PARTITION PLAT OF P.C. 1 COM AT THE SE'LY COR OF LOT 6 BLOCK 8 TH S 81 DEG 35'36"W 286.08 FT ALONG N LINE OF GRAHAM AVE TO SE COR OF LOT 7 TH S 81 DEG 35'36"W 182.0 FT ALONG R/W TO POB TH CONT S 81 DEG 35'36"W 212.60 FT ALONG R/W TO THE SW COR OF LOT 7 TH N 09 DEG 52'39"W 624.75 FT TO N LINE OF PC 1 AND NW COR OF LOT 7 TH N 81 DEG 52'39"E 214.08 FT ALONG N LINE OF PC 1 TH S 09 DEG 46'07"E 623.65 FT TO POB. PARCEL "A" 3.056 A. PART OF LOT 7 BLOCK 8.

Property Address: GRAHAM AVE, SAINT IGNACE, MI

BUNDLE #1 - *MUST BE A MEMBER OF HIAWATHA SPORTSMANS CLUB TO PURCHASE PROPERTY*****

004-780-211-00

\$4,990.00

\$3,935.00

MILLE COQUIN RIVER UNIT # 1 LOT 266.

004-780-223-00

\$10,869.00

MILLE COQUIN RIVER UNIT # 1 LOT 267.

Property Address: 12240 W MIDDLE RIVER ROAD, NAUBINWAY, MI

BUNDLE #2

010-680-044-00

\$16,300.00

\$6,780.00

SAW-WA-QUATO BEACH LOTS 19 & 20 BLOCK 4

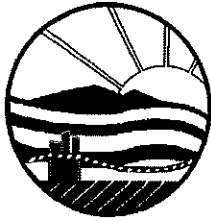
Property Address: VACANT LOT NEXT TO 9215 PORTAGE AVE, CURTIS, MI

010-680-045-00

\$27,500.00

SAW-WA-QUATO BEACH LOT 21 BLOCK 4

Property Address: 9215 PORTAGE AVE, CURTIS, MI



City of St. Ignace

Andrea Insley, City Clerk/Treasurer
396 North Street
St. Ignace, Michigan 49781
Phone: (906) 643-8545 Fax: (906) 643-9393
e-mail: siclerk@lighthouse.net

DATE: April 12, 2019

TO: City Manager & City Council

RE: Required GASB 75 Reporting – OPEB Actuarial Valuation services

The State of Michigan Dept of Treasury now requires the recording of actuarially determined contributions (ADC) for other postemployment benefits (OPEB). Attached is correspondence from the Dept of Treasury stating the parameters of these requirements for your review.

The following firms have submitted proposals to provide the City with the service of providing this type of reporting, please see attached.

1. Jefferson Solutions Inc, Clifton Park, NY
2. Watkins Ross, Grand Rapids, MI
3. Gabriel, Roder & Smith (GRS), Southfield, MI

These three firms were recommendations from our auditors. The OPEB Actuarial Valuation is separate from Anderson Tackman's audit services, however, this report is required to be included in our 2018 audit to the State.

Thank you for your consideration,

Andrea Insley
City Clerk/Treasurer



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

NICK A. KHOURI
STATE TREASURER

NUMBERED LETTER 2018-1

To: Local Units of Government with Retirement System(s)
From: Community Engagement and Finance Division
Bureau of Local Government and School Services
Date: January 5, 2018

2018-1 Local Government Retirement System Annual Report

If your local unit of government does not offer a retirement system or retiree health care system, no action is required and you may disregard this letter. Similarly, if your local unit of government only offers a defined contribution plan, such as a 401(k) or 403(b) plan, no action is required and you may disregard this letter.

In accordance with Public Act 202 of 2017 (Act 202), pension and retiree health care reports for retirement systems shall be electronically filed with the Michigan Department of Treasury (Treasury) no later than six months after the end of the local unit of government's fiscal year. All local units of government that have a retirement system or retiree health care system must file their reports for their individual plan(s). All local units must have submitted their most recent audited financial statements to Treasury prior to (or concurrently with) the submission of the retirement system annual report.

Report Template Instructions (Failure to file may result in the determination of underfunded status)

If applicable, Form 5572 (Retirement System Annual Report) includes the following two tabs for completion:

1. Pension Report
2. Health Care (OPEB) Report

Please complete this [reporting template](#) (Form 5572) for all retirement system plans offered by the local unit of government. Detailed [instructions](#) for Form 5572 are also provided, as well as an initial list of [frequently asked questions](#) that will be updated on an ongoing basis.

Due Dates

If your 2017 audited financial statements have already been filed with Treasury (or you are a biennial filer) and your fiscal year ended on or before June 30, 2017, your Form 5572 is due by **January 31, 2018**. For local units with fiscal years ending after June 30, 2017, your Form 5572 is due no later than **six months after the end of your fiscal year**.

Chief Financial Officers (CFO), or their designee, should send a single email to LocalRetirementReporting@michigan.gov and attach the completed report. The subject line of the email should be in the following format: **Retirement System Annual Report-2017, Local Unit** (e.g. Retirement System Annual Report-2017, City of Lansing). Treasury will send a reply acknowledging receipt of the email. Act 202 also requires the local unit of government to electronically submit the report to its governing body.

If you have any questions, please send an email to our office at LocalRetirementReporting@michigan.gov or visit our website at Michigan.gov/LocalRetirementReporting.

Michigan Department of Treasury
Community Engagement and Finance Division



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

NUMBERED LETTER 2018-3

Issued By: Community Engagement and Finance Division
Bureau of Local Government

Issue Date: September 28, 2018

2018-3 Recording of Actuarially Determined Contributions (ADC) for Other
Postemployment Benefit (OPEB) Systems

As required by Michigan Compiled Laws (MCL) 38.2805(4), the state treasurer shall determine that a local unit of government is in underfunded status if the following apply:

- The actuarial accrued liability of a retirement health system of the local unit of government is less than 40% funded according to the most recent annual report,
- and, if the local unit of government is a city, village, township, or county, the annual required contribution (ARC) for all of the retirement health systems of the local unit of government is greater than 12% of the local unit of government's annual general fund operating revenues¹, based on the most recent year.

ARC is defined in Public Act 202 of 2017 (the Act) as "the sum of the normal cost payment and the annual amortization payment for past service costs to fund the unfunded actuarial accrued liability" (UAAL). As local units implement Governmental Accounting Standards Board (GASB) Statement No. 75, the ARC is being phased out and is being replaced by the ADC. For a local unit to comply with the Act, it must calculate the ADC in accordance with the Act's definition of ARC². For local governments that calculate an ADC, generally accepted accounting principles (GAAP) would then require disclosure of the ADC in the required supplementary information section of its audited financial statements in accordance with GASB Statement No. 75. Consistent with the Act, ADC shall be calculated as the normal cost payment plus the amortized portion of the UAAL.

¹ "General fund operating revenues" means the sum of all governmental activity fund revenues of a local unit of government as determined by the state treasurer based on applicable government accounting standards of the Governmental Accounting Standards Board. General fund operating revenues do not include any fund of the local unit of government that the state treasurer determines based on applicable government accounting standards of the Governmental Accounting Standards Board is a proprietary, fiduciary, enterprise, or other restricted fund that may not be expended to provide retirement health benefits or retirement pension benefits. For further guidance on the calculation of revenues in accordance with the Act, [view the retirement report instructions](#).

² [Public Act 202 of 2017, Section 3](#)

For fiscal years ending June 30, 2018, and after, all local units must calculate and include in the required supplementary information section of their annual audit report, the applicable ADC. Beginning immediately, a local unit that fails to provide an ADC in its financial statements or does not calculate the ADC as normal cost plus the amortized portion of the UAAL, will result in the local unit's evaluation of underfunded status being determined on the funded ratio trigger criteria only. Those units determined to be underfunded may submit a waiver application to the department that includes the calculated ADC, as demonstrated in an actuarial report or separate letter of an actuarial firm, showing the local unit would have been considered funded by using the ADC.

If you have questions, please schedule an appointment using the [Local Retirement Calendar](#). A staff member will contact you at your scheduled time. You may also email our office at LocalRetirementReporting@michigan.gov or visit Michigan.gov/LocalRetirementReporting for step-by-step reporting instructions and helpful FAQs.



JEFFERSON SOLUTIONS, INC.

14 Brittany Oaks, Clifton Park New York 12065

518-461-7805

Ray.Cerrone@JEFSI.Com

www.GASB45.Com

April 8, 2019

Ms. Andrea Insley, City Clerk/Treasurer

City of Saint Ignace

Re: GASB 75 Report - Actuarial Valuation - Two Year Report

Dear Andrea:

Thank you for contacting Jefferson Solutions. As we discussed, I am providing you with a quote for a GASB 75 actuarial valuation.

We look forward to the opportunity to assisting you in developing a valuation under GASB 75. This letter outlines our understanding of the terms and objectives of our engagement.

We plan to start the engagements on or about May 1, 2019 and (unless unforeseeable problems are encountered) complete the engagement by June 15, 2019. We will analyze the underlying demographic data along with summary plan descriptions to determine your organizations liability under GASB 75. The purpose of our engagement is to calculate your City's full OPEB liability and determine the annual required contributions and annual accrued liability. Our combined report will include all information required for disclosure in the City's financial statements for the two years ending December 31, 2018 and December 31, 2019.

The following reflects the scope of services to be provided to the City. Jefferson Solutions will:

1. Conduct a telephone conference as necessary to plan the project and make necessary decisions and report progress with regard to conduct of the analysis as well as educate City staff on the 75 requirements.
2. Analyze the data to assess any inconsistencies and make recommendations for enhancing data quality.
3. Planning with City - Review plan provisions, discuss and select actuarial assumptions and agree on a project plan.
4. Prepare an actuarial valuation following GASB 75 standards.
5. The GASB 75 analysis will include all applicable City employees and retirees. We will work with the City determine the amount of costs and liabilities to allocate to the various employee groups and the governmental activities i.e. General and Federal fund programs. Our report will include:
 - a. An Actuarial Valuation Opinion.
 - b. An Executive Summary presenting key results and figures.
 - c. Summary of Actuarial Valuation Results. This section will provide a summary of the actuarial valuation results.
 - d. Summary of Assets (if applicable).
 - e. Development of Total OPEB Liability. This section will show the development of the Total OPEB Liability which is to be accrued to date.
 - f. Actuarial Experience. This section will illustrate the actuarial gains and losses that arise

from experience different from that previously assumed, changes in actuarial assumptions and methods, and changes in program provisions.

- g. Development of Fiscal Year Expense. This section will illustrate the development of the expected OPEB expense under GASB No. 75 for fiscal year ending December 31, 2019 and actual OPEB expense for fiscal year ended December 31, 2018.
- h. Schedule of Deferred Outflows and Deferred Inflows of Resource as required for disclosure in the organizations footnotes.
- i. 10-Year Projection of Employer Benefit Payments (as applicable).
- j. Assumption Sensitivity. This section will provide information about the sensitivity of the Total OPEB Liability to certain assumptions made in this actuarial valuation; primarily healthcare inflation trends and discount rate.
- k. Summary of Demographic Information showing relevant information about the population included in the valuation.
- l. A summary of Program Provisions illustrating the overall eligibility provisions for retiree health coverage, graduated eligibility provisions, the various plans offered by the organization, and Medicare integration methods by plan.
- m. Summary of actuarial methods and actuarial assumptions detailing the assumptions used to determine the organizations OPEB cost and obligation.
- n. Glossary of key terms used in the report.

In performing our engagement, we will be relying on the accuracy and reliability of information provided by the City. We will not audit, the information. Please also note that our engagement cannot be relied on to disclose errors, fraud, or other illegal acts that may exist. The procedures we perform in our engagement will be heavily influenced by the representations that we receive from City personnel.

Jefferson Solutions shall retain all rights, title, and interest (including, without limitation, all copyrights, patents, service marks, trademarks, trade secret, and other intellectual property rights) in and to all technical or internal designs, methods, ideas, concepts, know-how, techniques, generic documents, and templates that have been previously developed by Jefferson Solutions or developed during the course of the provision of the Services, provided such generic documents or templates do not contain any Plan Sponsor Confidential Information or proprietary data. Rights and ownership by Jefferson Solutions of original technical designs, methods, ideas, concepts, know-how, and techniques shall not extend to or include all or any part of the Plan Sponsor's proprietary data or Plan Sponsor Confidential Information.

To the extent that Jefferson Solutions may include in the materials any pre-existing Jefferson Solutions proprietary information or other protected Jefferson Solutions materials, Jefferson Solutions agrees that Plan Sponsor shall be deemed to have a fully paid up license to make copies of the Jefferson Solutions-owned materials as part of this engagement for its internal business purposes and provided such materials cannot be modified or distributed outside the Plan Sponsor without the written permission of Jefferson Solutions. Notwithstanding anything herein to the contrary, the parties acknowledge that the City of Saint Ignace is a municipality in the State of Michigan and will comply with all Freedom of Information Laws and other laws requiring disclosure of public documents. Nothing in this contract shall be read to restrict the City's obligations concerning disclosure of public documents.

In the event of any dispute arising out of or relating to the engagement of Jefferson Solutions by Plan Sponsor, the parties agree first to try in good faith to settle the dispute voluntarily with the aid of an impartial mediator who will attempt to facilitate negotiations. A dispute will be submitted to mediation by written notice to the other party or parties. The mediator will be selected by agreement by the parties. If the parties cannot agree on a mediator, a mediator will be designated by the American Arbitration Association at the request of a party.

The mediation will be treated as a settlement discussion and therefore will be confidential. Any

applicable statute of limitations will be tolled during the pendency of the mediation. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

If the dispute has not been resolved within 60 days after the written notice beginning the mediation process (or a longer period, if the parties agree to extend the mediation), the mediation will terminate, and the dispute will be resolved by final and binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. The arbitration will take place before a panel of three arbitrators. Within 30 days of the commencement of the arbitration, each part will designate in writing a single neutral and independent arbitrator. The two arbitrators designated by the parties will then select a third arbitrator. The arbitrators will have a sufficient background in employee benefits, actuarial science, or law. The arbitrators will have the authority to permit limited discovery, including depositions, prior to the arbitration hearing, and such discovery will be conducted consistent with the Federal Rules of Civil Procedure. The arbitrators will have no power or authority to award punitive or exemplary damages. The arbitrators may, in their discretion, award the cost of the arbitration, including reasonable attorney fees, to the prevailing party. Any award made may be confirmed in any court having jurisdiction. Any arbitration shall be confidential, and except as required by law, neither party may disclose the content or results of any arbitration hereunder without the consent of the other party.

We estimate that our fees for these services will not exceed \$3,950 for the December 31, 2018 report. This report will satisfy the requirements of GASB 75 for a two year period. Our fee works out to approximately \$1,975 per fiscal year.

Our fee is inclusive of all travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that the City will be able to provide us with all required data in an electronic format. Our invoices will be presented electronically at the conclusion of the engagement. Payment is due within 30 days of the invoice submission. Should the fee remain unpaid past the 30 day due date, we will issue invoices each 30 days with a \$100 additional invoicing fee.

We appreciate the opportunity to be of service to you and believe that this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy to confirm your understanding, and return it to us.

Sincerely,



Raymond R. Cerrone CPA

RESPONSE:

This letter correctly sets forth the understanding of City of Saint Ignace.

Signature

Date

Name

Title

2

Andrea Insley

From: Chris Veenstra <CVeenstra@watkinsross.com>
Sent: Monday, April 08, 2019 1:55 PM
To: Andrea Insley
Cc: Lisa Hayes
Subject: RE: OPEB Valuation for St. Ignace

Follow Up Flag: Follow up
Flag Status: Flagged

Andrea,

Based on the information you've provided below, we would charge \$4,000 to complete the actuarial valuation for GASB reporting for your fiscal year-end December 31, 2018. In addition, while a full actuarial valuation only has to be completed once every 2 years, under the new accounting standards interim reporting is required but may be done using a roll-forward from the prior year's valuation with a recalculation of the liability at the earlier valuation date for any changes in the discount rate. To complete this interim report using that approach would be \$1,300.

If these terms are acceptable to you, let me know and we'll send a census request as soon as possible to keep the process moving forward.

Thank you for your consideration.

Chris

From: Andrea Insley [mailto:siclerk@lighthouse.net]
Sent: Monday, April 08, 2019 1:28 PM
To: Chris Veenstra <CVeenstra@watkinsross.com>
Subject: RE: OPEB Valuation for St. Ignace

Chris,

We are a small community/employer, so our numbers are pretty low scale. The following are answers to your points:

- Active employees include 19 who participate with our health insurance, 11 opt-out and receive a monthly stipend. Retired employees have six who participate with our health insurance, another six opt-out and are paid a monthly stipend and there are 11 who are covered in our 65yr+ Medicare group.
- Our health insurance is a fully insured product.
- There are three groups: non-union, AFSCME Union, Police Union. I'm not sure if they must be reported separately, where would I find this information?
- The City does have a separate bank account/Fund for Other Employee Benefits Trust that receives annual budget transfers from each budget.
- Need report for 12/31/2018

Please let me know if any more information is needed or if another manner is more appropriate to acquire a quote.

Thank you for your time,

Andrea Insley
City Clerk/Treasurer
City of St. Ignace
396 N. State St
St. Ignace, MI 49781
P: 906-643-8545
F: 906-643-9393

From: Chris Veenstra [<mailto:CVeenstra@watkinsross.com>]
Sent: Monday, April 08, 2019 11:51 AM
To: siclerk@lighthouse.net
Cc: Lisa Hayes <LHayes@watkinsross.com>
Subject: OPEB Valuation for St. Ignace

Andrea

Thank you for your email note and phone message.

In order for us to provide you with a fee quote, we need to know

- Number of active and retired lives covered by your plan
- Whether you are fully insured (premium based) or self-insured (reimburse costs directly)
- Number of groups – public safety, water management, etc. – for which results need to be reported or posted separately
- If you have an OPEB trust (money set aside – prefunding)
- Your fiscal year end of which you need this report – Month DD, YYYY

Thank you and we appreciate the opportunity to serve you.

Chris



Christian R. Veenstra, FCA, ASA, MAAA | President

Enrolled Actuary

200 Ottawa Ave. N.W. Suite 600

Grand Rapids MI 49503-2426

Phone: 616.742.9244 Fax: 616.456.5021

Retirement Plan Consultants, Actuaries and Administrators



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800.521.0498 | P: 248.799.9000 | F: 248.799.9020 | www.grsconsulting.com

April 12, 2019

Ms. Andrea Insley
City Clerk/Treasurer
City of St. Ignace
Retiree Health Care Plan
396 N. State St
St. Ignace, MI 49781

Re: Proposed Fees for the December 31, 2017 Actuarial Funding Valuation of the City of St. Ignace Retiree Health Care Plan December 31, 2018, and December 31, 2019 GASB Accounting Reports

Dear Ms. Insley:

Gabriel, Roeder, Smith & Company (GRS) would be pleased to provide actuarial and consulting services for the City of St. Ignace Retiree Health Care Plan. This engagement letter describes the scope of services and fees for preparing an actuarial funding valuation of the retiree health care benefits and two GASB accounting reports. Also included is a list of data items that will be needed to complete the actuarial funding valuation.

GRS Background in Health Care Consulting

GRS specializes in assessing complex health care and benefit issues. GRS has extensive experience in the design, evaluation, pricing, financing, and implementation of retiree health care benefit programs, particularly retiree health care plans sponsored by state and local governments. We have a thorough understanding and hands-on experience with the health care marketplace, both nationally and regionally. Our expertise and insight into public employee retirement systems are highlighted by the fact that our consultants and actuaries have experience in benefit design, managed care strategies, plan administration and legislative issues, as well as valuation related services.

Scope of Services

Actuarial Funding Valuation

In order to prepare the necessary information, we will need to prepare an actuarial funding valuation of the retiree health care benefits for the City of St. Ignace Retiree Health Care Plan, as of December 31, 2017. The actuarial funding valuation will encompass the phases indicated below:

- Determination of the:
 - Actuarial present value of projected benefits;
 - Actuarial accrued liability;
 - Actuarial value of assets;
 - Unfunded actuarial accrued liability;
 - Normal cost; and
 - Actuarially Computed Employer Contribution for the fiscal years ending December 31, 2018, December 31, 2019, and December 31, 2020.
- The actuarial retiree health care valuation will be based on an “intermediate” health care trend assumption, and include the following:
 - One contribution rate with assets;
 - One set of initial per capita costs based on up to six distinct retiree medical plans;
 - The retiree health plan is fully-insured with Blue Care Network and Blue Cross Blue Shield; and
 - We will prepare our calculations using one interest rate assumption which is consistent with the investment policy of the Plan and which is approved by the City.
- Our fees do not include any meetings, additional studies for changes in benefits, or any other items not detailed in this letter. If the City of St. Ignace would like to meet to discuss the results of the valuation, GRS will charge for the meetings based on time and expense. The standard hourly rate for this would range from \$250-\$420 per hour.

Calculate Per Capita Retiree Claim Cost for Medical and Prescription Drug Coverage

In fully-insured ratings, actives and non-Medicare retirees are often assigned the same rate. Since health risk and utilization of medical services increases with age, this practice produces an implied subsidy to the retiree population. The Governmental Accounting Standards Board (GASB) and the Society of Actuaries’ Actuarial Standards of Practice require the use of “true” retiree cost in retiree health care valuations. GRS will develop the retiree premiums associated with each individual age by adjusting the blended fully-insured rates with the ratio of the expected cost at that age and the expected cost at the average age of the blended active and non-Medicare eligible population.



GASB Accounting Report

As a result of GASB Statement No. 75, the City will require annual accounting reports. In addition, the GASB Statements require a re-measurement of the liabilities be performed every two years, if there are no significant plan changes between the valuation date and the applicable fiscal year end.

In order to prepare the necessary information for the fiscal years ending December 31, 2018 and December 31, 2019 (for GASB Statement No. 75), we will need to prepare additional accounting reports of the retiree health care benefits for the City of St. Ignace Retiree Health Care Plan. The accounting reports will be provided following the availability of the necessary information and the end of the applicable fiscal years. The GASB Statement No. 75 reports will include, but are not limited to the following information:

GASB Statement No. 75 Reporting:

- Calculation of the Single Discount Rate based on a full projection of benefit payments, expected contributions and investment returns;
- Statement of Changes in the Net OPEB Liability and Related Ratios, using the Single Discount Rate as described above;
- Schedule of Net OPEB Liability;
- Schedule of Actuarially Determined Contributions (and notes);
- Statement of Fiduciary Net Position and Changes in Fiduciary Net Position;
- A sensitivity analysis providing the Net OPEB Liability based on a 1% higher and 1% lower discount rate and a 1% higher and 1% lower health care trend assumption;
- A description of the types of benefits provided by the plan;
- The number and classes of employees covered by the benefit terms;
- OPEB Expense calculation which separately tracks annual gains and losses due to demographic experience, asset experience, assumption changes, and plan changes; and
- Deferred Outflows and Inflows of Resources related to OPEBs.

Note that there is still other information not listed above that will be required in the Plan's financial statements and/or the CAFR to fully comply with GASB Statement No. 75. This additional information will need to be provided by the Plan's investment consultant and its accountants or other financial statement preparers.



Professional Consulting Staff

The GRS team assigned to the actuarial valuation of the retiree health care benefits for the City of St. Ignace has extensive experience and expertise in retirement plans, health care benefits, and their associated costs. The team will include members with the following credentials listed below:

- A qualified health actuary who is either an Associate of the Society of Actuaries (ASA), or a Fellow of the Society of Actuaries (FSA). This individual will be responsible for analyzing your premiums and/or claims experience, determining a per person health care cost appropriate for your Plan, and determining the appropriate health inflation assumption to be used in your actuarial valuation.
- A qualified OPEB actuary who is either an Associate of the Society of Actuaries (ASA), a Fellow of the Society of Actuaries (FSA), or an Enrolled Actuary (EA). This individual will be responsible for calculating the liabilities and the Actuarially Computed Employer Contribution.

The Actuarial Standards require that any actuary providing a Statement of Actuarial Opinion (SAO) be qualified to do so. The actuaries certifying the City of St. Ignace’s actuarial valuation must be qualified to provide the SAO. The GRS actuaries assigned to the project satisfy the above requirements.

Consulting Fees

Gabriel, Roeder, Smith & Company’s professional consulting fees are based on the time spent by our associates in performing these services for you. The table below shows our proposed fees broken down by Project:

Project	Fees*
1. Actuarial Funding Valuations as of 12/31/2017	\$9,700 [#]
2. GASB Report (based on 12/31/2017 actuarial funding valuation) In accordance with GASB Statement No. 75 for FYE 12/31/2018	5,375
3. GASB Report (based on 12/31/2017 actuarial funding valuation) In accordance with GASB Statement No. 75 for FYE 12/31/2019 [^]	5,375
Timing: Projected delivery 12-16 weeks after receiving clean and complete data for Item 1 and 4-6 weeks for Items 2 & 3.	

- * The fees above will be charged following the completion of each project listed.
- [^] Additional fees may apply if there have been significant changes to the Plan since the Actuarial Funding Valuation was completed.
- [#] Our standard funding valuation timing is 12-16 weeks. We do offer expedited valuation processes, if it is deemed necessary, for an additional fee:
 - 8-10 week funding valuation timing: Additional fee of \$1,940
 - 6-8 week funding valuation timing: Additional fee of \$3,395



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Consulting Fees (Concluded)

The fees provided on the prior page are based on a biennial valuation cycle where roll-forward techniques will be applied to the December 31, 2017 valuation for the purpose of preparing the information for GASB Statement No. 75 for the fiscal years ending December 31, 2018 and December 31, 2019.

Please note that due to Public Act 202, all actuarial valuations issued after December 31, 2018 must contain figures for uniform reporting on form 5572 submissions, for the State of Michigan. In order to generate the information necessary for PA 202 uniform assumption reporting the City could consider using the uniform assumptions as the funding valuation assumptions. If the City would prefer to use funding valuation assumptions which differ from the PA 202 uniform assumptions, a supplemental calculation for uniform assumption reporting purposes would be necessary. The cost for this additional calculation is \$2,500 for each valuation cycle.

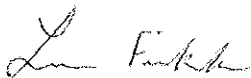
A high quality valuation must be based on accurate member data, benefit cost data and plan design information. We base all of our calculations on this information which is supplied by the Plan Sponsor and their designees. If, after commencement of the valuation, it is determined that some of the information is inaccurate or incomplete requiring re-work on our part, we will increase our fees based on actual time spent on the additional work.

Project Timing

We are prepared to initiate the funding valuation upon receipt of the data and following your approval of the proposal. We project that an actuarial funding valuation will be delivered twelve to sixteen weeks after receipt of clean and complete data (unless one of the expedited options is selected).

Please do not hesitate to contact us at 1-248-799-9000 should you need additional information or clarification. We look forward to assisting the City of St. Ignace in the valuation of its retiree health care benefits.

Respectfully submitted,



Laura Frankowiak, ASA, FCA, MAAA

LF:ah
Enclosure



CITY OF ST. IGNACE SPECIAL EVENTS POLICY

I Statement of Policy

The City of St. Ignace (hereafter “City”) wishes to establish a policy for the regulation of special events held on property owned/controlled by the City of St. Ignace. This policy shall apply to all special events and the commercial filming of locations within the City. Any organization wishing to sponsor or hold a special event in the City will be required to complete the City of St. Ignace Special Event Application.

II. Application Procedures

Applications are available from the City Manager’s office, the City Clerk’s office or on the City website at www.cityofstignace.com Applications shall be submitted to the City Manager’s Office as soon as possible in advance during the same calendar year of the proposed event.

The City may waive the twenty-one (21) day rule only in extreme cases for events that may involve some type of security issue (*i.e. Presidential Visit*), events that require immediate decision due to the circumstances of the event (emergency situations), or for commercial video or film production events.

Groups that request locations in the City for commercial video or film production shall coordinate the production with the City Manager’s Office. The City Manager or his/her designee shall have the authority to grant permission for commercial video or film production in the City and to allow use of City owned facilities for these purposes. All other conditions of the Special Event Policy shall apply to commercial video or film production events.

City administration will provide a complete review of all special event applications, at no charge to event sponsors. Review of the application may include consultation with the applicant if necessary. Other than events noted above, the City will approve special event applications at a regular or special City Council meeting.

During review of the Special Events Application, the City may place special conditions on the event. The appropriate member of the City administration shall be available to meet with event organizers to review the special conditions and insure that all conditions, including insurance coverage, are met before the event begins. Some events may require that an appropriate member of the City administration or their agent be on site during the event.

Use of city park facilities must also be reserved by the St. Ignace City Clerk’s Office at (906)643-8545 dclerk@lighthouse.net

III. Definition

“Special Event” means any transient amusement enterprise, outdoor temporary (3 days or less) gathering, and any similar event, including, but not limited to parades, arts and crafts shows/fairs, weddings, festivals, photographic/promotional activities, commercial video or filming, block parties, theatrical exhibition, sporting events/tournaments, musical performance, public show, entertainment, amusement or other exhibitions.

IV. City Services Support

The City will provide support to special events on the following basis:

- A. **City Operated/Sponsored Events:** The City may operate certain special events directly. The City may provide financial support to these events as determined in the annual budget appropriation
- B. **Co-Sponsored Events:** The City may co-sponsor certain events with other organizations, when it is determined that the event is of general interest to the public and advances the promotion of the community. The City may provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the special event policy, and must reimburse the City department for 100% of costs in excess of the support level authorized by the budget appropriation.
- C. **Non-Profit Events:** The City may provide a portion of the actual City labor costs, equipment rental charges, purchased or rented materials as well as park/facility rental fees to assist special events operated by non-profit organizations. These events must meet the other requirements of the special event policy, and must reimburse the City department for 100% of costs in excess of the support level authorized. Groups filing an application a Non- Profit Event must submit a current IRS 501C Statement.
- D. **For Profit Events:** The City may allow special events operated by for-profit sponsors that are beneficial to the City and the community. These events must reimburse the appropriate City department for 100 % of costs related to the event.
- E. **Block Parties:** The City will make available barricades for block party street closures. Barricades must be picked up and returned to the City DPW Yard by the applicant. For a fee, the City may deliver and pick up the barricades. Block party requests must be noted on the Special Event Application and must meet the other requirements contained in the special event regulations.

- F. **Weddings:** Wedding ceremonies that can be classified as a Class I – Low Risk Event, and/or that are held within St. Ignace City Hall will not be required to file a Special Event Application, but any applicable facility use fee shall be paid to the City. All other wedding ceremonies must meet the other requirements of the Special Event Policy.
- G. **Video or Film Production:** All commercial video or film productions must reimburse the appropriate City department for 100 % of costs related to the event.
- H. **V. Fees For Special Events**

Fees shall be charged for City services provided to special events as follows:

- A. **Hourly Rate** shall be the hourly rate for any employee working on a special event as established by the City administration. The hourly rate shall include expenses related to the employee including fringe benefits, or as established by the City.
- B. **Equipment Use:** City equipment required for an event shall be charged to the event by an hourly cost. The established rate for equipment shall come from the current Equipment Rental Rate Manual “Schedule C” or as published by the Michigan Department of Transportation (MDOT).

VI. Special Event Signs

The Special Event Application shall include a description of any promotional/advertising signs proposed to be used for the event. The use of signs shall conform with the description contained in the application, or as approved during the review process. All signs must conform to the City’s Entrance Sign and Municipal Banner System Policies as well as all other City ordinances.

VII. Liability Insurance Requirements

The City shall require that all sponsors of special events provide liability insurance. After reviewing the description of the event and potential risk factors, the City will notify the sponsor of what insurance coverage is needed. An event sponsor shall be required to provide a valid certificate of insurance in the minimum amount of \$1M general liability naming the City of St. Ignace as an additional insured within one week of the event approval. The City may require the sponsor and/or vendor to provide higher levels of insurance, coverage, and policies as deemed necessary based on specific event risk factors and review by the City’s insurer. All events with inflatable games and/or inflatable rides will require \$3M general liability with additional insured coverage.

The City may place additional requirements on any event. These requirements may include specific staffing levels for police, fire, paramedic, public works, recreation or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of this policy.

City administration will review each special event application received and assess the potential liability risk of the City, based on the following categories. Events may fall into one or more categories.

Class I – Low Risk involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to, block parties and picnics, wedding ceremonies of less than 20 people.

Class II – Moderate Risk involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, and concerts.

Class III – High Risk involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to, parades, festivals, craft shows, marathons or races and circus/carnivals, food vendors, inflatable games, amusement rides, animal shows, sidewalk sales, political rallies, and flea markets.

Class IV – Maximum Risk involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional or collegiate sporting events.

The City Manager, or his/her designee, has the authority to cancel or stop an event if the conditions required for approval, including insurance coverage, of the event are not being met. In addition, the City Manager and City public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare is being jeopardized and/or would be better served with additional restrictions.

VIII. Traffic Control and Safety Requirements:

The event sponsor shall submit a traffic control and safety plan. The event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City during the event. The requirements will be indicated in the notice of approval, and additional requirements may be made by the City during the event as may be necessary for the safety of the public. It should be noted that the City does not allow solicitations of any kind in the street. The City accepts no responsibility or liability for the safety of persons who may, against the policy of the City, make solicitations in City streets.

IX. Participant Waiver of Liability:

The event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the City. Samples of the basic agreements are attached to these regulations. The specific requirements for each event will be indicated in the written confirmation of approval.

X. Vendor License Requirements

All food/beverage vendors must have LMAS District Health Department approval and must post a valid food handler's license at their site, depending on which county the event is taking place within.

Food/Beverage Vendors are responsible for any and all fees related to obtaining a Mackinac County food license. Food/Beverage Vendors are required to comply with all LMAS District Health Department rules and regulations for Temporary Food License Facilities.

Food/beverage vendors should contact the LMAS District Health Department **WELL IN ADVANCE** of the event date. LMAS District Health Department 906-643-1100.

XI. Two Or More Applications For The Same Event Date

In the event that two or more Special Event Applications are received for the same date and time prior to the approval of either event, the date and time that each application was received by the City shall determine the order of preference. Once a special event approval has been granted, it shall be the policy of the City to not award further permits for the same date, time, and general location.

In the event that two or more Special Event Applications are received at the same time for the same date and time, City administration has authority to resolve date and time conflicts with the sponsors filing each application.

XII. Reservation of Annual Event Dates.

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application may include a reservation of the next year's proposed dates. However, the reservation will not constitute approval of the next year's event, which must have its own timely application submitted for City approval.

XIII. Written Confirmation of City Approval

Upon approval of the Special Event Application, a written confirmation as to the action of the City will be forwarded to the individual or organization requesting the event. This confirmation will outline any special conditions that must be met if the event is to be held.

XIV. Effective Date

Upon adoption, this policy is effective immediately. Events requested after the adoption date are subject to this policy.

Policy Adopted:

Policy Amended:

Indemnification Agreement

Agreement to Assume All Risks, Indemnify and Hold Harmless

To the fullest extent permitted by law, the _____
assumes all risks and agrees to defend, pay on behalf of, indemnify, and hold harmless, the
City of St. Ignace, including all of its elected and appointed officials, all employees and
volunteers, all boards, commissions, council and/or authorities and their board members,
employees, volunteers, and any others working on behalf of the City of St. Ignace, against
any and all claims, demands, suits, or loss, including all costs connected therewith,
including but not limited to attorney fees, and for any damages which maybe asserted,
claimed, or recovered against or from the City of St. Ignace and any of its elected and
appointed officials, all employees and volunteers, all boards, commissions, and/or
authorities and their board members, employees, and volunteers and others working on
behalf of the City of St. Ignace, by reason of personal injury, including bodily injury or
death, and/or property damage, including loss of use thereof, which arise out of or are in
any way connected with or which are alleged to arise out of or alleged to be in any way
connected with the _____
event, to be held on _____ including, but not limited to, any negligence
or alleged negligence on the part of the City of St. Ignace.

Signature of person authorized to execute this agreement:

Print Name: _____

Signature: _____ Date _____

City of St. Ignace Special Events Application

Complete and return this application to the City Manager's Office at least 21 calendar days prior to the starting date of the event.
A new application must be submitted each year.

Event		
Event Name:		
Describe the Event:		
Sponsoring Organization Information		
Legal Business Name:		
Address:	City:	State/Zip:
Mailing Address:	City:	State/Zip:
Telephone:	Email:	
Contact Name:	Title:	
Telephone:	Email:	
Contact Person on Day of Event		
Name:	Title:	
Address:	City:	State/Zip:
Telephone:	Cell:	Email:
Type of Event (Check one - See Special Events Policy for additional information)		
<input type="checkbox"/> City Operated/Sponsored Event	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Run Event
<input type="checkbox"/> Co-sponsored Event (all parties must provide sponsoring info and sign application)	<input type="checkbox"/> Other (describe)	
<input type="checkbox"/> Non-Profit Event	<input type="checkbox"/> Wedding	<input type="checkbox"/> Block Party
<input type="checkbox"/> For Profit Event	<input type="checkbox"/> Video or Film Production	
Event Information		
Event Location(s):		
Event Date(s):		
Event Hours:		
Estimated date/time for set up:		
Estimated date/time for clean up:		
Describe set up and clean up procedures (include specifically who will be taking care of trash):		

Event Information (continued)

Estimated DAILY attendance:

Describe crowd control plans for this event:

Describe the Special Event's impact on adjacent commercial and residential property:

Will sidewalks be used? YES NO

If yes, include a detailed map outlining the proposed sidewalk use

Describe sidewalk use:

Will street closures be necessary? YES NO

*If yes, include a detailed map indicating road closures, emergency vehicle access, and barricade locations
The City of Northville does not have authority to close County roads.*

Describe street closures:

* Streets closed: Date/Time:

* Streets re-open: Date/Time:

Event Information (continued)

Will parking lot closures be necessary? YES NO

If yes, include a detailed map indicating proposed closures and barricade locations

Describe parking lot closures:

* Parking lot(s) closed: Date/Time:

* Parking lot(s) re-open: Date/Time:

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event? YES NO

Describe type of music proposed: Live Amplification Recorded Loudspeakers

Proposed time music will begin:

Proposed time music will end:

Proposed location of live band/disc jockey/loudspeakers/equipment:

Describe noise control:

Event Information (continued)

Will the event require the use of any of the following municipal equipment:

Sponsoring organization should expect to be charged for use, placement, and maintenance of these items

- Trash Receptacles* Quantity: *Sponsoring Organization may be required to supply a dumpster*
- Barricades Quantity:
- Traffic Cones Quantity:
- Other (describe):

Will the following be constructed or located in the event area?

No stakes of any kind allowed on asphalt or in Town Square

- | <input type="checkbox"/> <u>Item</u> | <u>Quantity</u> | <input type="checkbox"/> <u>Item</u> | <u>Quantity</u> |
|--------------------------------------|-----------------|--|-----------------|
| <input type="checkbox"/> Booths: | | <input type="checkbox"/> Tables: | |
| <input type="checkbox"/> Tents: | | <input type="checkbox"/> Rides: | |
| <input type="checkbox"/> Awnings: | | <input type="checkbox"/> Portable Toilets: | |
| <input type="checkbox"/> Canopies: | | (may be required depending on event) | |
| <input type="checkbox"/> Rides: | | <input type="checkbox"/> Other (describe): | |

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, portable toilets, rides, routes, etc.

Will the event have kiddie rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, hot air balloon, etc.?

YES NO *If yes, additional insurance coverage will be required*

If yes, describe in detail the types of attractions proposed:

Event Information (continued)

Will the event have food, beverage or concessions? YES NO

(See Section X of the Special Events Policy for health department approvals and temporary food license requirements)

Describe:

Do you plan to have alcohol served at this event? YES* NO

** A \$50.00 fee applies to special liquor license applications and Liquor Liability Insurance is required.*

Include proposed location(s) on event layout and describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals

Will there be temporary electricity at this event? YES* NO

** An electrical permit is required. Include proposed locations on event layout*

Generators Use of Light Pole Outlets Temporary Distribution Panel

Do you plan to have special event signs? Yes No

Signs must conform to City ordinances

Describe signs, proposed locations, etc.

Do you plan to use the city entrance signs? Yes No

If yes, you must apply for use through the City Entrance Sign Policy

Do you plan to have banners? Yes No

If yes, you must apply for use through the Municipal Banner System Policy

Application Check List (failure to provide necessary documentation will delay application review and approval)

I have attached the following items:

- Completed Application
- Event Map (includes detailed event layout for vendors, rides, booths, electrical needs, etc.)
- Detailed Plan showing road closures, sidewalk use, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office within 1 week following notice of event approval)
- Insurance Policy Endorsement (due to City Clerk's Office within 1 week following notice of event approval)
- Event Signage (description)
- Driver's License of Applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for this event, name the City of St. Ignace as an additional insured on all applicable polices, provide a separate copy of the insurance policy Endorsement, and submit the required documents to the City Clerk's Office no later than one week following notice of event approval.

Execute an Indemnification Agreement on the sponsoring organizations letterhead and submit it to the City Clerk's Office no later than one week following notice of the event approval.

Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and/or the County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature	Date
Co-Applicant Signature	Date
Complete this application and return it along with all required documentation to the City Manager's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.	Application Receipt Date



SPECIAL EVENTS: Required Insurance, Waiver Documents and Limits

***** FOR INTERNAL USE ONLY - NOT TO BE PROVIDED TO OUTSIDE PARTIES *****

EVENT TYPE	Hold Harmless Agreement	General Liability Insurance	Workers Compensation Insurance	Liquor Liability Insurance	Inherently Dangerous Activity Waiver
Shelter Rental	X*				X***
Shelter Rental with bounce-house, dunk-tank, etc.	X*	\$1,000,000 per occurrence			X***
Non-profit Group events attendance < 2500	X*	\$1,000,000 per occurrence		\$1,000,000 per occurrence	X***
For-profit Group events attendance < 2501	X*	\$1,000,000 per occurrence	Statutory	\$1,000,000 per occurrence	X***
Low-Hazard Event (attendance >2500)	X*	\$3,000,000 per occurrence	Statutory	\$3,000,000 per occurrence	X***
High-Hazard Event (attendance >2500)	X*	\$5,000,000 per occurrence	Statutory	\$3,000,000 per occurrence	X***

* Only required of event sponsor, not every participant.

** Only required if money is exchanged between sponsor and participants for alcoholic beverages. (liquor license is required)

*** Required for HCMA sponsored, high-hazard events (regardless of number of attendees) -OR-

Non-HCMA sponsored, high-hazard events where practical (attendance <50). Every participant must complete this waiver.

use of public property by approval of the city council and other authorizing agencies during the term of the event.

(Comp. Ords. 1987, § 20.364; Ord. No. of 3-17-2014)

Sec. 22-5. Conduct.

No person engaged in the business of peddling shall conduct himself toward the public or any individual person in such a manner as to be offensive, disorderly or rude. No person engaged in the business of peddling shall enter or remain on any property or premises, contrary to the request of the owner or occupant thereof.

(Comp. Ords. 1987, § 20.365; Ord. No. of 3-17-2014)

Sec. 22-6. Daylight hours only.

Peddlers in the city shall limit their business operations to daylight hours. No person shall engage himself in the business of peddling from one hour before sunset until one hour after sunrise.

(Comp. Ords. 1987, § 20.366; Ord. No. of 3-17-2014)

Sec. 22-7. Duty of police to enforce.

It shall be the duty of any police officer of the city to require any person seen peddling, and who is not known by such officer to be duly licensed, to produce his peddler's license, and to enforce the provisions of this chapter against any person found to be violating the same.

(Comp. Ords. 1987, § 20.367; Ord. No. of 3-17-2014)

Sec. 22-8. Records.

The chief of police shall report to the city clerk all convictions for violation of this chapter and the city clerk shall maintain a record for each license issued and record the reports of violations therein.

(Comp. Ords. 1987, § 20.368; Ord. No. of 3-17-2014)

Sec. 22-9. Violation and penalty.

Any person violating any of the provisions of this chapter shall be guilty of a municipal civil infraction.

(Comp. Ords. 1987, § 20.372; Ord. No. of 3-17-2014)

Secs. 22-10—22-30. Reserved.

ARTICLE II. LICENSE

Sec. 22-31. License required.

(a) *Generally.* It shall be the unlawful for any person to engage in the business of peddler, as an independent peddler or helper as defined in section 22-1, without first obtaining a license as provided herein for the period during which he plans to conduct his business. No such license shall be issued or become effective until seven business days (excluding Sundays and holidays) have elapsed from time of application therefor.

(b) *Areas prohibited.* No peddler shall be allowed to locate or operate in the GBD (general business district) or the CBD (central business district), as defined in the zoning regulations set out in chapter 38, with exception of special events by special events organizations as defined in this chapter.

(Comp. Ords. 1987, § 20.353; Ord. No. of 3-17-2014)

Sec. 22-32. Special events and special events organization.

(a) Special events organizations are those groups or organizations that are determined by resolution of the city council to be organized as such. The minimum criteria that the special events organization shall meet prior to the approving resolution of the city council are:

- (1) The city council shall determine that the special events is in the public interest;
- (2) The city council shall determine that allowing of vending during the special event is in the public interest;

- (3) The special event organization may be a profit or nonprofit organization which the city council recognizes as a legal entity;
- (4) The city council shall determine that the special event shall be organized as such for convenience and be necessary for the betterment of the general public;
- (5) Any other criteria that the city council may wish to establish.

(b) Special event organizations are required to complete and submit an application to the city at least 30 days before the start of the special event.

(c) The special event organization must provide proof of general liability insurance (amount to be determined by city's insurance agent) naming City of St. Ignace as additional insured.

(d) The special event organization is required to reimburse all city expenses incurred as a result of the event. Reimbursements collected by the city shall be used to defray the cost of the special event.

(e) The special event organization shall provide a list of the event's vendors and no later than five working days prior to the event.

(f) The special event organization must provide a letter from property owners permitting vendors the use of property not owned by city.

(g) The special event organization must provide a site plan for all public and private properties used by each vendor during the special event, including vendor's name and goods to be sold. Said site plan shall be provided to the city clerk office no later than 72 hours prior to the event.

(h) Vendors who will be selling food, beverages, meats, fruits, vegetables and foodstuff are required to meet all local health department regulations.

(i) The city shall be allowed to determine which vendors may participate in the event and shall regulate same, subject to the conditions specified in chapter 22 of the Code.

(Comp. Ords. 1987, § 20.376; Ord. No. of 3-17-2014)

Sec. 22-33. Interstate commerce.

Any person engaged in the business of peddler in interstate commerce may be exempted from the payment of fees for licenses issued hereunder after establishing the character of his business to the satisfaction of the city clerk. Any such person shall submit a completed application and pay the application processing fee as required in section 22-35, shall obtain a license and badge before engaging in business, and shall be subject to all other provisions of this chapter.

(Comp. Ords. 1987, § 20.354; Ord. No. of 3-17-2014)

Sec. 22-34. Bond requirement.

Any person engaged in the business of peddler, as an independent peddler or helper as defined in section 22-1, shall post a surety bond or cash bond with the city clerk at the time of making application for a license. Such bond shall be in the amount as currently established or as hereafter adopted by resolution of the city council from time to time, and conditioned upon the faithful observance by the licensee of all provisions of this chapter. Any person aggrieved by the action of said licensee shall have a right of action on said bond for the recovery of money or damages, or both. Said bond shall be retained by the city for a period of 90 days after the expiration of said license, or until after the settlement of any claim on said bond submitted in writing to the city clerk before the end of said 90-day period. Bond requirement may be waived contingent upon applicant producing three letters of recommendations from reliable property owners in the city, plus a letter from the city attorney, certifying as to the applicant's good character and business responsibility. (Comp. Ords. 1987, § 20.355; Ord. No. of 3-17-2014)

Sec. 22-35. Application.

(a) Before any person shall be issued a license for peddling as required herein, he shall first file with the city clerk a sworn application in writing, on a form provided by the city clerk, which shall include at least the following information:

- (1) Name and date of birth of applicant;
- (2) Applicant's legal and local address;

Mike Stelmaszek
City Manager
City of St Ignace
396 N. State Street
St Ignace, MI 49781


Dear Sir,

Thank you so much for the generous offer to join your team. After further consideration of where I currently am in my career, my other personal obligations, and most importantly, my mother's declining health, I cannot fully commit to the time needed to fulfill the job requirements. For these reasons, as much as it pains me to do so, I will unfortunately have to decline the offer to serve as the Marina Director.

I know that you have a quality candidate in Lauren Yoder, and I am confident she will exceed the requirements of the position and can provide you with the continuity of service through many seasons which you seek and the Marina needs.

Once again, I'd like to express my appreciation for your confidence in my abilities and for the offer. I deeply regret that it didn't work out. I wish you all the best.

Sincerely



Craig Lehrke



City of St. Ignace Downtown Development Authority

396 North State Street

St. Ignace, MI 49781

(906) 643-8252

DDA@lighthouse.net

Attention: City Manager

Dear Mike,

At the request of a local business owner, I'm respectfully asking you to review the park reservation form, specifically the reservation fees. I support the city manager and city councils efforts in trying to make the parks more accommodating.

I understand the DDA didn't have a director during this decision process in April of 2018. I look forward to our collaboration in the future.

I also understand that there will be a learning curve in the process for reserving parks. I don't want any of my suggestions to come across as criticism or deter from the progress you have made. I'm suggesting a reservation fee of \$50 residents and \$75 for non-residents. The Chief Wawatam Park doesn't have a pavilion or bathrooms, so in my opinion \$300 is too high. My suggestion doesn't pertain to the marina; I believe that the marina director should be responsible for those decisions.

Again, I hope this is viewed as constructive input. I have talked to area business owners who support the concept but just feel that the rates should be adjusted.

Respectfully,

A handwritten signature in black ink that reads "Scott Marshall". The signature is written in a cursive, flowing style.

Scott Marshall

Director, City of St. Ignace Downtown Development Authority



Pavilion and Site Rental Reservation Form

Please complete form and return to City Clerk's office with payment
396 N. State Street, St. Ignace, MI 49781 – 906-643-9671

Please Check One:

\$50 resident/\$150 for non-resident

- Kiwanis Beach Park Pavilion
- American Legion Memorial Park Pavilion
- Coast Guard Park Pavilion

\$300 resident/non-resident

- Marina (Limit of 4 times per year)
- Lighthouse Pier

A \$100 deposit is required with rental payment.

Date of Function _____ Times (including setting up and taking down) _____

Your Name _____ Your Address _____

Contact # _____ Email _____ Type of Function _____

Business/Organization Name (if applicable) _____

Terms & Conditions

Park Pavilions are available for free on a first come basis if they have not been rented. **Rental times must be between the hours of 9:00AM and 10:00PM.** The rental fee schedule is for a maximum of 5 hours; additional time is at a rate of \$20 per hour up to the entire day. Rental fee and \$100 deposit are due at the time the reservation and rental agreement is turned in. Renters and their group must abide by all Park rules. The Park area around each Pavilion remains open to the public. **Alcohol is prohibited on all City property except under the provisions of a State liquor license approved by the Police Department.** For the purpose of managing the type of function, all reservations and rental agreements are contingent of the approval of the City Manager.

Hold Harmless & Indemnification Agreement

I, the undersigned, understand and agree that by signing and dating this agreement I certify that I have read the rental "Terms and Conditions" and I agree to be bound by them. The undersigned also agrees to indemnify and hold free and harmless the City of St. Ignace from all claims or actions for damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, sickness or disease, including personal injury, if caused by the undersigned's acts or omissions, and the undersigned will pay any judgement decrees, costs, including attorney fees which may be rendered against the City of St. Ignace, its Council Members, agents, and employees, in any and all such actions or proceedings.

Total Cost _____ Payment Receipt # _____

Signed _____ Date _____

City Manager's Signature _____ Date _____

Deposit Returned _____ Staff Initials _____