

CITY COUNCIL MEETING
St. Ignace, Michigan
Monday, May 20, 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 May 6, 2019 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business
 - 1. **RECOMMENDATION FOR RECREATION GRASS CUTTING BID**
 - 2. **REQUEST FOR CITY MANAGER TRAINING CONFERENCE**
 - 3. **REQUEST TO PURCHASE DPW DUMP TRUCK**
 - 4. **FIRE AGREEMENT RATIFICATION 2019**
 - 5. **COMMITTEE APPOINTMENTS**
 - 6. **RESOLUTION FOR ANTIQUES ON THE BAY & ST. IGNACE CAR SHOW 2019**
 - 7. **CITY RENTAL INSPECTION FEES AND PROCEDURES**
 - 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, May 6, 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: Councilmembers Clapperton, Fullerton, Mayor Litzner, Mayor Pro-Tem Paquin, Councilmembers St. Louis and Tremble.

Absent: It was moved by Mayor Litzner, seconded by Mayor Pro-Tem Paquin, to excuse Councilmember Pelter from the meeting due to a work commitment. Motion carried unanimously.

Staff Present: Mike Stelmaszek, City Manager; Anthony Brown, Police Chief; Kyle Mulka, City Assessor; Andrea Insley, City Clerk/Treasurer; Lauren Yoder, Marina Director; Gary Sorenson, Fire Chief.

Consideration of minutes from April 15, 2019 Council meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes of April 15, 2019. Motion carried unanimously.

Limited Public Comment:

Public comment was received regarding the residential trash collection bids and potential agreement and the maintenance of the Marina's lights.

Additions to the Agenda: None.

1. RECREATION GRASS CUTTING BID OPENING:

City Manager Stelmaszek opened two bids in response to the Recreation Department advertisement: one from B&B Snowplowing, Lawn Care & Tree Service and one from Precision Edge Outdoor Services. Each bid was presented with different fee schedule formats, so it was the consensus of Council to postpone the bid award until the next regular Council meeting after further review.

2. AERATION SYSTEM MAINTENANCE REQUEST:

City Manager Stelmaszek informed Council that the proposed estimate of \$50,866 from Aeration Works for the floating lateral aeration mixing system is still valid and requested Council's approval to move forward stating the repairs have been considered in the 2019 sewer RR & I budget.

It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve the \$50,866 estimate for system maintenance from Aeration Works. Motion carried unanimously.

3. DOCK #3 LIGHTING APPROVAL:

City Manager Stelmaszek announced that the Dock #3 light replacement bid has been considered with the DDA downtown street lights bid, and Rudyard Electric has been recommended for the project. It was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem Paquin, to approve Rudyard Electric to replace the Dock #3 lights for \$23,966. Motion carried unanimously.

4. RESOLUTION ZONING PERMIT FEES:

Resolution

The following Resolution was offered for adoption by Mayor Litzner, supported by Mayor Pro-Tem Paquin.

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Act 207 of the Public Acts of the State of Michigan for 1921, as amended, and known as the City or Village Zoning act, and

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Section 9 of Act 230 of the Public Acts of the State of Michigan for 1972, as amended, and known as the Safe Construction Code Act, and

WHEREAS, the City of St. Ignace has adopted the "Code of Ordinances, City of St. Ignace" Chapter 38, Zoning Chapter 6, Article II, "Single State Construction Code", enabling the City of St. Ignace to enforce the provisions of the Public Acts, and

WHEREAS, the City of St. Ignace, by its adoption of the local ordinances, has the authority to establish the zoning permit fees in order to enforce the provisions of the Public Acts.

THEREFORE BE IT RESOLVED, the Zoning permit fees for the City of St. Ignace be established as follows:

Residential:

House - Plan Review, Zoning and Administration fee - \$95
Additions and enclosed porch - \$75
Carports - \$65
Decks and covered porches - \$65
Demolition - \$10
Fences - \$40
Garages - \$95
Misc. Construction - \$50
New Construction - \$100
Storage Building/sheds under 200 sq. feet - \$25
Storage Building/sheds over 200 sq. feet - \$35
Change of use without alterations - \$50
Change of use with alterations - \$60

Penalty for Building without a Permit: \$250 plus cost of Permit (New)

Commercial:

House - Plan Review, Zoning and Administration fee - \$100
Additions - \$100
Carports - \$75
Decks and covered porches - \$95
Demolition - \$20
Fences - \$50
Garages - \$100
Misc. Construction - \$75
New Construction - \$120
Storage Building/sheds under 200 sq. feet - \$30

Storage Building/sheds over 200 sq. feet - \$50
Change of Use, without alterations - \$75
Change of Use with alterations - \$85
Permanent signs/billboards - \$150
Wall Mounted signs under 50 SF - \$55
Off Premise Sign - \$200

Radio, TV towers, wind powered generator towers, commercial - \$350

Penalty for Building without a Permit \$250 plus cost of Permit (New)
Contractor Penalty for Building without a Permit \$250 plus cost of Permit (New)

Public Hearing Fees:

Planning Commission Review - \$200
Zoning Board of Appeals - \$200

THEREFORE BE IT FURTHER RESOLVED, that non-compliance will result in a Civil Infraction Citation.

Roll Call Vote:

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

No: None.

Absent: Councilmember Pelter.

Resolution declared Adopted.

5. RESOLUTION BUILDING PERMIT FEES:

Resolution

The following Resolution was offered for adoption by Mayor Pro-Tem Paquin, supported by Councilmember St. Louis.

WHEREAS, the City of St. Ignace has the responsibility and the authority to enforce the provisions of Section 9 of Act 230 of the Public Acts of the State of Michigan for 1972, as amended, and known as the Sate Construction Code Act, and

WHEREAS, the City of St. Ignace has adopted the "Code of Ordinances, City of St. Ignace" Chapter 6, Article II, "Single State Construction Code", enabling the City of St. Ignace to enforce the provisions of the Public Acts, and

WHEREAS, the City of St. Ignace, by its adoption of the local ordinances, has the authority to establish the building permit fees in order to enforce the provisions of the Public Acts.

THEREFORE BE IT RESOLVED, the Building permit fees for the City of St. Ignace be established as follows:

Description	Building Fee
House (include attached garage)	.20 per SF + .05 per SF basement or crawl space
Remodel, addition, enclosed porch	.25 per SF
Garages	.25 per SF
Carports, covered porches	.25 per SF
Open deck commercial	.25 per SF
Open deck residential	.25 per SF
Commercial value of Project	
0 - \$1,000	\$50 + .15 per SF
\$1,001 - \$10,000	\$150 + .15 per SF
\$10,001 - \$100,000	\$200 + .10 per SF
Over \$100,000	\$300 + .10 per SF
Permanent signs/free standing	\$60
Billboards	\$60
Fences over 6ft	\$60
Misc. construction	\$60
Towers	\$90
Permit Extension	\$25
****MINIMUM FOR ANY PERMIT IS ****	\$60

NOTES

(1) Fees are based on normal inspections (5) if there are an excessive amount of inspections the fees could be doubled with the approval of the Zoning Administrator.

(2) Building permits are good for 12 months from the date of issue. Applicant is required to apply with the Zoning Administrator prior to the expiration date. This renewal is good for 1 year and can be done for up to 4 years.

PERMITS OR CHARGES	PRICE	EXTRAS
Special Use Permit		
a. < or equal to 1 acre	\$200	
b. > 1 acre < 3 acres	\$400	
c. > 3 acres < 10 acres	\$600	
d. 10 acres or more	\$1,000	
e. outdoor advertising structures		
1. small (usually equal to or less than 64 sq. ft.)	\$50	
2. large (greater than 64 sq. ft.)	\$200	
f. Modifications to original SUP or extend SUP	1/2 original fee	
subdivision Review	\$100	
Site Plan Review		
A. Multiple Family Housing		
a. Review of Site Plan	\$500	\$5 per dwelling unit
b. Major Redesign	Original fee	
c. Revised Site Plan Per Review Comments	1/2 original fee	
B. Cluster Housing/Performance Subdivision		
a. Review of Site Plan	\$500	\$5 per dwelling unit
b. Major Redesign		
c. Revised Site Plan Per Review Comments	1/2 original fee	
C. P.U.D.		
a. Preliminary Ste Plan	\$1,000	\$10 per dwelling unit
b. Final Site Plan	1/2 original fee	
D. Office, Commercial, Industrial, Institutional, etc.		
a. < or equal to 1 acre	\$200	
b. > 1 acre < 3 acres	\$400	
c. > 3 acres < 10 acres	\$600	
d. 10 acres or more	\$1,000	
e. Major Redesign	Original fee	
f. Request to extend SUP	1/2 original fee	
E. Conditional Rezoning		
a. < or equal to 1 acre	\$200	
b. > 1 acre < 3 acres	\$400	
c. > 3 acres < 10 acres	\$600	
d. 10 acres or more	\$1,000	
e. Major Redesign	Original fee	
f. Request to extend SUP	1/2 original fee	
Subdivision Review		
A. Conventional Subdivision		
a. Preliminary Plat	\$1,000	\$2 per lot

b. Final Plat	1/2 original fee	
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THEREFORE BE IT FURTHER RESOLVED, the above fees will be doubled if permit is issued after construction begins.

Roll Call Vote:

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

No: None.

Absent: Councilmember Pelter.

Resolution declared Adopted.

6a. PAVILION & SITE RENTAL RESERVATION FEES:

City Manager Stelmaszek presented Council with the reconsideration of the pavilion and site rental reservation fees. It was moved by Mayor Litzner, seconded by Mayor Pro-Tem Paquin, to amend the April 1, 2019 decision for pavilion and site reservation fees to a \$50 fee for residents and a \$75 fee for non-residents for all City pavilion and site rental reservations. Motion carried unanimously.

6b. RENTAL HOUSING FEES:

City Manager Stelmaszek informed Council that rental housing inspection fees need to be established in the City. After some discussion, it was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to postpone the discussion for further review of the scope of the inspections. Motion carried unanimously.

7. FIRE DEPARTMENT BUDGET REQUEST:

City Manager Stelmaszek requested Council's consideration to pay the monthly family health insurance premium for Matt Bowlby to his primary employer, as he is scheduled to lose that benefit at the end of May due to injury sustained working as a City Firefighter. The payment will be a shared expense to be charged against the Fire Formula between St. Ignace Township, Moran Township and the City. After some discussion, it was moved by Councilmember St. Louis, seconded by Councilmember Clapperton, to approve a monthly payment to Matt Bowlby's primary employer, Mackinac County, for his family health insurance premium until Mr. Bowlby returns to work or until the amount of \$11,000 is reached. Motion carried unanimously.

8. RESOLUTION FOR ANTIQUE TRACTOR SHOW:

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 Antique Tractor Show & Crossing, and

WHEREAS, this event requires the usage of 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 the St. Ignace Public Marina and Little Bear East Arena parking lot for this event on:

Friday, September 6, 2019, at 9 a.m. thru
Saturday, September 7, 2019, until 8 p.m.

Roll Call Vote:

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

No: None.

Absent: Councilmember Pelter

Resolution declared Adopted.

Public Comment:

Public comment was received regarding the rental housing fees, the City's special event application process and the conditions on the Lighthouse pier.

Consideration of Bills:

It was moved by Councilmember Tremble, seconded by Mayor Pro-Tem Paquin, to approve payment of the bills in the amount of \$23,764.69. Motion carried unanimously.

The following bills were presented to Council for payment:

ACE HARDWARE	714.11
AIRGAS USA LLC	140.65
ALFRED FELEPPA	462.00
ALL-PHASE ELECTRIC SUPPLY CO	199.00
BSN/PASSON'S/US GAMES	432.90
CHIPPEWA COUNTY EMERGENCY MANAGEMEN	18.00
D & B HEAT TRANSFER PRODUCTS INC	634.50
DRIFTWOOD RESTAURANT	500.00
EJ USA INC	272.58
GEORGES AUTO PARTS	25.00
GRAHAM ELECTRIC COMPANY	271.00
HAWKINS	2,138.00
HD SUPPLY FACILITIES MAINTENANCE LT	699.67
INTERSTATE BATTERIES	107.90
JUDITH WYSE	50.00
KRISTY CURRIE	1,196.00
KSS ENTERPRISES	123.05

MACKINAC PLUMBING AND HEATING CO	58.00
MICHAEL RICHARD LAMB	221.95
MILAN SUPPLY CO	226.84
NATIONAL OFFICE PRODUCTS	350.01
NORTHERN SHIRT COMPANY, LLC	373.20
NYE UNIFORM COMPANY	54.99
OK INDUSTRIAL SUPPLY	27.06
OSCAR W LARSON	790.00
PARAGON LABS	435.00
PAYNE & DOLAN INC	7,562.03
POMASL FIRE EQUIPMENT	216.20
QUILL CORPORATION	737.08
R & R FIRE TRUCK REPAIR	1,859.43
SAFETY-KLEEN SYSTEMS INC	571.89
SAMANTHA RADECKI	504.00
ST IGNACE TRUE VALUE	476.42
STATE INDUSTRIAL PRODUCTS	182.00
STRAITS BUILDING CENTER	214.96
TELE-RAD INC	596.67
ULINE	99.40
WESLEY H MAURER JR	223.20

Grand Total: \$ 23,764.69

There being no further business, the meeting adjourned at 7:39 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

CITY COUNCIL MEETING

City Council Chambers

Monday, May 20th, 2019

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

RECREATION GRASS CUTTING BID RECOMMENDATION

Using the cutting recommendations provided by Teryn Williams and the individual location bid prices provided in the B & B Snowplowing bid, it would cost \$1,360 to use them. The other bid was for \$5,680 for all four locations with no other specific information. I recommend accepting the B & B Bid.

CITY MANAGER TRAINING REQUEST

The Michigan Municipal League (MML) is hosting a U.P Educational Summit in Escanaba on June 6th and 7th. The topics will include Redevelopment Ready Communities (RRC), Municipal Finance, and a legislative update from Lansing. Other U.P. Managers will be there. I have the training funds in my budget for this purpose and would like you approval to attend.

CAPITAL OUTLAY REQUEST TO BUY A USED TRUCK

Bill Fraser is requesting permission to purchase a used Dump Truck/Snow Plow he has found to replace a truck (T-34) that had been used as a Plow Truck/Backup Sander. T-34 is a 27 year old truck with a broken engine that would cost more to fix then what the truck is worth. We have \$4,000 in this year's Equipment fund (641) that is for this kind of purchase. The other \$5,000 could come from this funds budget or this funds fund balance. It is a needed purchase and a time sensitive opportunity I feel we need to take advantage of.

RATIFACATION OF NEW FIRE AGREEMENT

It expires in June. The new agreement is the same as the past agreement with one exception. Because of where we are on the Fire Hall project; the provision for building maintenance or a new Fire Hall has been removed.

COMMITTEE APPOINTMENTS

To be presented by the Mayor.

CAR SHOW/ANTIQUES ON THE BAY

These two events will be done as they have in the past with the exception that they are being done together. The Car Show is scheduled June 26th through the 30th, 2019. Antiques on the Bay will be on June 27th. Their application has been submitted and the M-Dot permit needed for the car show has already been obtained.

CITY RENTAL INSPECTION FEES AND PROCEDURES

Kyle Mulka and I are prepared to address council members concerns regarding the two procedural issues from the last meeting involving our City Rental inspection procedures in preparation for your approval of fees for registering and the inspection of rental property.

FINANCIALS

There was nothing out of the ordinary to report.

OTHER MATTERS

I was contacted by Chris Shepler regarding their property they plan to develop into a parking lot. He wanted the City to understand why they have not moved forward on their plans to develop the property. They are waiting to complete the Brownfield process before removing the old motel and house.

The Police department has started a 6 month trial period implementing 12 hour shifts for the officers. The grievance with the Police Union has also been resolved. Union members can no longer use sick leave for vacation.

We did not get the M-Dot Street paving grant for 2019. Municipalities not receiving it this year may still receive it in 2020.

Mike Stelmaszek

From: recreation@cityofstignace.net
Sent: Wednesday, May 08, 2019 11:50 AM
To: 'Mike Stelmaszek'
Subject: RE: Rec Grass Cut bids

For Portage field we would need to cut them June and July, and possibly August. Which I would think at most would be about once a week. The tennis court and basketball court we could probably get away with every two weeks due to the fact there is very little grass. For McCann we will use it in June and July so again at max once a week.

From: Mike Stelmaszek <citymgr@lighthouse.net>
Sent: Wednesday, May 8, 2019 11:42 AM
To: recreation@cityofstignace.net
Subject: RE: Rec Grass Cut bids

Teryn;
I agree. During the season, how many times would you need these locations cut?
Mike

From: recreation@cityofstignace.net [mailto:recreation@cityofstignace.net]
Sent: Wednesday, May 08, 2019 8:12 AM
To: 'Mike Stelmaszek'
Subject: FW: Rec Grass Cut bids

Good Morning Mike,

Since many of our programs and grass cutting are on a as needed basis, besides for portage fields the other areas are such small areas to cut it doesn't need to be done on a regular basis. I think BNB will be the most cost effective for us if you think otherwise please let me know.

From: Andrea Insley <siclerk@lighthouse.net>
Sent: Tuesday, May 7, 2019 12:30 PM
To: Teryn <recreation@cityofstignace.net>
Cc: citymgr@lighthouse.net
Subject: Rec Grass Cut bids

Good afternoon,

At the Council meeting last night, the two bids submitted for your advertisement were opened. B&B Snowplowing offered the following:


Basketball Court	\$20	x 5	=	100
McCann Field	\$45	x 8	=	360
Portage Field	\$100	x 10	=	1000
Tennis Courts	\$20	x 5	=	100
Totalling \$185/occurrence				\$1360

Kyle Brow offered \$5,680 for the season.

If you calculate it out per week for the season, it looks as if B&B Snowplowing is more cost efficient. It was not decided upon last night because the totals were in different increments. Council asked to bring a recommendation back next meeting. Please let Mike know how you would like to proceed.

Thank you,

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

 michigan municipal league
UP Education Summit

1675 Green Road
Ann Arbor, MI 48105-2530

T 734.662.3246
800.653.2483
F 734.662.8083
mml.org

May 6, 2019

City Manager Michael Stelmaszek
Saint Ignace
396 N. State St.
Saint Ignace 49781-1487

Dear Michael,

I hope that you are all thawing out as another Michigan winter comes to an end. I want to cordially invite you to attend an educational event designed specifically for local elected and appointed officials in the Upper Peninsula. The Michigan Municipal League's U.P. Education Summit is June 6-7, 2019 in Escanaba. This year's summit will provide two full days of education, with specialized offerings designed to positively impact cities and villages. Topics will include Redevelopment Ready Communities, municipal finance, the latest update from Lansing, and more!

You will also have an opportunity to interact with League staff, including our leader in the U.P., former Houghton City Manager Scott MacInnes. Scott is working with members and communities across the U.P. on strategic planning, budgeting, human resource matters, and much more. Meet Scott at this event and find out how he can help your community, too!

To register for the summit, visit: www.mml.org/upsummit

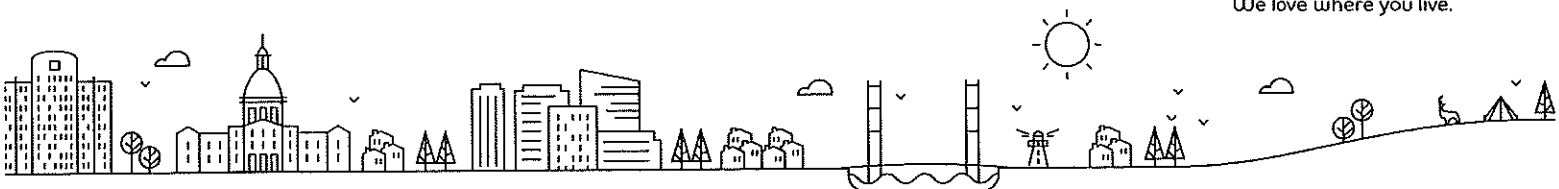
I look forward to seeing you in Escanaba in June!

Sincerely,



Daniel P. Gilmartin
Executive Director & CEO

We love where you live.





UP EDUCATION
SUMMIT

June 6 & 7, 2019
Escanaba, MI

The U.P. Education Summit is an opportunity for city and village officials from the Upper Peninsula to meet and share experiences and ideas. Join us!

Municipality Name _____

Contact Name (person completing this form) _____

Address _____ City, State, Zip _____

Phone _____ Fax _____

Attendee Information

Name _____ Nickname _____

Title _____ *Email _____

Guest Name (if applicable) _____

UP Education Summit Registration, 1:30 pm, June 6 – Noon, June 7	Rate
League Member	<input type="checkbox"/> \$60/person
Guest	<input type="checkbox"/> \$60/person
Nonmember Government	<input type="checkbox"/> \$95/person
Nonmember Government- Guest	<input type="checkbox"/> \$95/person
Total	\$

Cancellation Policy

All cancellations must be submitted in writing either by fax, 734-669-4223 or email, registration@mml.org. No refunds will be given for cancellation requests received after 5/30/19. For a full list of registration policies, please visit www.mml.org, then click on training/events.

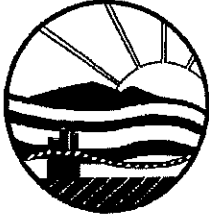
Online To register and pay online visit www.mml.org. On the home page located on the right-hand side under "My League," click on "Log On" and enter your name and password. After you are logged in, click on "Events."

Fax Please fax registration form to 734-669-4223, then mail with check payable to: Michigan Municipal League, P.O. Box 7409, Ann Arbor, MI 48107-7409

Hotel Information

Quality Inn & Suites
2603 N Lincoln Rd
Escanaba, MI 49829

Phone: (906) 789-1200



City of St. Ignace

396 North Street,

St. Ignace, Michigan 49781

Phone: (906) 643-7451 Fax: (906) 643-9393

e-mail: bfraser@lighthouse.net

Date: 5/16/19

Re: Used Dump Truck/Snow Plow

To: Council Members

I am requesting permission to purchase a used Dump Truck/Snow Plow from Beaudoin Excavating. This truck would replace T-34 that is our Hill Truck/backup sander, also it is used in summer for our AMZ Machine which is a tar & chip seal for street maintenance. Clifford Belonga & I feel that this truck is a good buy at \$9000.00, it would be paid out of the equipment fund.

This would not take the place of bidding out a new truck this year, if Mike & I find it affordable.

Bill Fraser

DPW Director

bfraser@lighthouse.net

(906) 430-0090

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 03/31/2019	ACTIVITY FOR MONTH 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 641 - EQUIPMENT FUND						
Expenditures						
Total Dept 581 - GARAGE MAINT		45,070.00	6,581.69	1,383.25	38,488.31	14.60
Dept 582 - EQUIPMENT MAINT						
641-582-706.000	EQUIPMENT MAINT	44,000.00	11,109.57	5,521.36	32,890.43	25.25
641-582-707.000	WAGES	5,500.00	1,177.39	421.20	4,322.61	21.41
641-582-715.000	WAGES, TEMPORARY	4,170.00	935.61	452.52	3,234.39	22.44
641-582-716.000	SOCIAL SECURITY	4,500.00	826.59	375.79	3,673.41	18.37
641-582-717.000	HEALTH FRINGES	230.00	47.18	21.28	182.82	20.51
641-582-718.000	LIFE INS	16,000.00	4,021.53	2,182.47	11,978.47	25.13
641-582-719.000	RETIREMENT	100.00	42.24	21.44	57.76	42.24
641-582-721.000	MERS	1,100.00	430.05	119.59	669.95	39.10
641-582-725.000	WORKMAN'S COMP	3,300.00	529.30	253.78	2,770.70	16.04
641-582-750.000	OPERATING SUPPLIES	8,000.00	835.32	127.62	7,164.68	10.44
641-582-759.000	GAS & OIL	32,000.00	9,299.18	0.00	22,700.82	29.06
641-582-778.000	EQUIP MAINT SUPP	27,000.00	13,532.55	10,423.55	13,467.45	50.12
641-582-932.000	EQUIPMENT REPAIRS & MAINT	14,000.00	302.50	302.50	13,697.50	2.16
641-582-956.000	SUNDRY	150.00	25.33	0.00	124.67	16.89
641-582-968.000	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
641-582-977.000	CAPITAL OUTLAY EQUIP	4,000.00	0.00	0.00	4,000.00	0.00
641-582-977.002	EQUIP SCRAP	448.00	0.00	0.00	448.00	0.00
Total Dept 582 - EQUIPMENT MAINT		164,498.00	43,114.34	20,223.10	121,383.66	26.21
Dept 905 - DEBT SERVICE						
641-905-991.800	HOLDER - PRIN #7629764	12,264.00	0.00	0.00	12,264.00	0.00
641-905-991.801	PRIN - DUMP TRUCK	3,600.00	0.00	0.00	3,600.00	0.00
641-905-991.802	TK & TRAILER - PRIN	3,271.00	0.00	0.00	3,271.00	0.00
641-905-992.800	INT - HOLDER #7629764	1,736.00	0.00	0.00	1,736.00	0.00
641-905-992.801	INT - DUMP TRUCK	2,810.00	0.00	0.00	2,810.00	0.00
641-905-992.802	TK & TRAILER - INT	2,555.00	0.00	0.00	2,555.00	0.00
Total Dept 905 - DEBT SERVICE		26,236.00	0.00	0.00	26,236.00	0.00
Dept 965 - TRANS TO OTHER FUNDS						
641-965-995.013	TRANS TO CITY HALL/DPW DEBT #370	26,065.00	0.00	0.00	26,065.00	0.00
Total Dept 965 - TRANS TO OTHER FUNDS		26,065.00	0.00	0.00	26,065.00	0.00
TOTAL EXPENDITURES						
		262,269.00	49,769.69	21,611.01	212,499.31	18.98
Fund 641 - EQUIPMENT FUND:						
TOTAL REVENUES		263,560.00	154,221.22	45,528.88	109,338.78	58.51
TOTAL EXPENDITURES		262,269.00	49,769.69	21,611.01	212,499.31	18.98
NET OF REVENUES & EXPENDITURES		1,291.00	104,451.53	23,917.87	(103,160.53)	8,090.75

Internal Service Funds
Combining Statement of Cash Flows
For the Year Ended December 31, 2017

	Equipment	Office Equipment Pool	Total
Cash Flows From Operating Activities:			
Receipts from Customers or Users	\$ 310,411	\$ 260	\$ 310,671
Cash Paid to Vendors	(178,675)	(19,034)	(197,709)
Cash Paid to Employees Wages and Benefits	(101,657)	-	(101,657)
Internal Activity - Payments/Receipts with Other Funds	(22,149)	-	(22,149)
Net Cash Provided (Used) By Operating Activities	<u>7,930</u>	<u>(18,774)</u>	<u>(10,844)</u>
Cash Flows From Noncapital and Related Financing Activities:			
Operating Transfers (Out) In	(13,800)	29,300	15,500
Net Cash Provided (Used) for Noncapital and Related Financing Activities	<u>(13,800)</u>	<u>29,300</u>	<u>15,500</u>
Cash Flows From Capital and Related Financing Activities:			
Note Proceeds	85,737	-	85,737
Capital Asset Purchases	(85,738)	-	(85,738)
Principal Payments	(19,335)	-	(19,335)
Interest Payments	(5,380)	-	(5,380)
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(24,716)</u>	<u>-</u>	<u>(24,716)</u>
Net Increase (Decrease) in Cash	<u>(30,586)</u>	<u>10,526</u>	<u>(20,060)</u>
Cash and Equivalents at Beginning of Year	<u>118,215</u>	<u>14,822</u>	<u>133,037</u>
Cash and Equivalents at End of Year	<u>\$ 87,629</u>	<u>\$ 25,348</u>	<u>\$ 112,977</u>
Reconciliation of Operating Income (Loss) to			
Net Cash Provided (Used) by Operating Activities:			
Operating Income (Loss)	\$ (21,476)	\$ (20,380)	\$ (41,856)
Adjustments to Reconcile Operating Income (Loss) to			
Net Cash Provided (Used) by Operating Activities:			
Depreciation Expense	51,041	1,581	52,622
Changes in Assets and Liabilities:			
Decrease (Increase) in Assets:			
Accounts Receivable	488	-	488
Prepaid Items	(5,705)	-	(5,705)
Increase (Decrease) in Liabilities:			
Due to Other Funds	(22,149)	-	(22,149)
Accounts Payable	7,506	25	7,531
Accrued Liabilities	(1,775)	-	(1,775)
Net Cash Provided (Used) By Operating Activities	<u>\$ 7,930</u>	<u>\$ (18,774)</u>	<u>\$ (10,844)</u>

641 FUND

City of St. Ignace, Michigan

**Combining Statement of Net Position
Internal Service Funds
December 31, 2017**

	Equipment	Office Equipment Pool	Totals
ASSETS:			
Cash and Equivalents - Unrestricted	\$ 87,629	\$ 25,348	\$ 112,977
Accounts Receivable	12,952	-	12,952
Prepaid Items	5,705	-	5,705
Capital Assets (Net of Accumulated Depreciation)	349,866	5,008	354,874
TOTAL ASSETS	<u>\$ 456,152</u>	<u>\$ 30,356</u>	<u>\$ 486,508</u>
LIABILITIES:			
Accounts Payable	\$ 20,078	\$ 91	\$ 20,169
Accrued Liabilities	704	-	704
Installment Loans - due within one year	18,583	-	18,583
Installment Loans - due in more than one year	176,640	-	176,640
TOTAL LIABILITIES	<u>216,005</u>	<u>91</u>	<u>216,096</u>
NET POSITION:			
Net Investment in Capital Assets	154,643	5,008	159,651
Unrestricted	85,504	25,257	110,761
TOTAL NET POSITION	<u>240,147</u>	<u>30,265</u>	<u>270,412</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 456,152</u>	<u>\$ 30,356</u>	<u>\$ 486,508</u>

FIRE AGREEMENT

This Fire Agreement is entered into the first day of June 2019 between the City of St. Ignace, a Michigan Municipal Corporation; the Township of Moran in Mackinac County and the Township of St. Ignace in Mackinac County;

WHEREAS, the parties hereto have heretofore associated themselves together for the purpose of fire protection with the City providing the means and equipment for use not only in the City but also the Townships having no fire department, and

WHEREAS, The parties hereto are desirous of providing continued fire protection to be supplied by the City for the Townships, and

WHEREAS, the formula for the funding of the fire protection has been changed and the parties desire to reduce the plan to writing through this agreement.

NOW THEREFORE, it is mutually agreed as follows:

1. The Townships of Moran and St. Ignace hereby request and the City agrees to furnish fire protection upon call into the Township, The City agreeing to respond to the calls and to send whatever equipment it deems necessary on the basis of information that is provided to answer the fire call.
2. That the Townships shall pay to the City of St. Ignace a fee for the protection which includes stand-by and ready for call the following: The annual actual operating costs will be determined by June 1st of each year and an itemized list will be provided upon request. The formula for contribution to those operating costs will be based upon the formula of averaging the percentage of population for each unit based upon the latest decennial or interim census and the percentage of the prior year state equalized valuation for each unit, including the City and the Townships of Moran and St. Ignace. The mechanics of the formula and the workout of that formula using the above general plan will be set forth in Exhibit A.
3. The parties to this contract agree to set aside additional funds for the purpose of acquiring additional fire fighting mobile equipment at an annual total amount of \$15,000 which will be applied to the formula as set forth in 2 above. The money shall be set aside in a separate fund and deposited into a separate interest bearing account. The interest earned on said account will remain within the fund. This amount shall be increased by the annual CPI beginning in 2012.
4. The City of St. Ignace does provide water service outside its City Limits and into the Townships and has installed hydrants for fire use. The Townships agree that the rate for rental charge for these hydrants shall be as determined annually by the City. These amounts are not intended to be part of the Fire Agreement and will be billed separately.
5. The City shall keep the fire engines in ready condition for use at all times and shall answer calls in the service areas under this contract.

6. Payments under this contract shall be made to the City of St. Ignace in the following manner: The billings will be mailed to the Townships by June first when the annual actual operating expenses are determined. A penalty of 10% of the total amount due will be added to the bill if not paid within the 60 days.

This contract shall be effective beginning June 1st of 2019 and will expire four years later on June 1st 2023. All parties will be notified by the City of St. Ignace in January of the year the contract expires and agree to negotiate further for mutual fire protection. This fire agreement is intended to expire every four years.

City of St. Ignace

By: _____ DATE _____

Township of Moran

BY: _____ DATE _____

Township of St. Ignace

By: _____ DATE _____

EXHIBIT A

FIRE FORMULA:

$(\text{UNIT POPULATION}/\text{TOTAL POPULATION}) \times .50 + (\text{UNIT SEV}/\text{TOTAL SEV}) \times .50 = \text{UNIT TOTAL PERCENTAGE}$

	POPULATION					
	PER 2010 CENSUS	%	'50%			
CITY OF ST IGNACE	2452	0.559179	0.2795895			
ST IGNACE TOWNSHIP	939	0.2141391	0.1070696			
MORAN TOWNSHIP	994	0.2266819	0.1133409			
TOTAL:	4385					
	2019 SEV	%	'50%		UNIT TOTAL PERCENTAGE	
CITY OF ST IGNACE	\$96,104,150.00	0.3128187	0.1564094	CITY OF ST IGNACE	0.435998867	43.60%
ST IGNACE TOWNSHIP	\$49,088,700.00	0.1597836	0.0798918	ST IGNACE TOWNSHIP	0.18696134	18.70%
MORAN TOWNSHIP	\$162,027,100.00	0.5273977	0.2636989	MORAN TOWNSHIP	0.377039793	37.70%
TOTAL:	\$307,219,950.00			TOTAL:		100%

$(\text{UNIT POPULATION}/\text{TOTAL POPULATION}) \times .50 + (\text{UNIT SEV}/\text{TOTAL SEV}) \times .50 = \text{UNIT TOTAL PERCENTAGE}$

ACTUAL ANNUAL OPERATING EXPENSES	\$88,541.09
BUILDING FEE	
EQUIPMENT RESERVE	\$16,750.00
TOTAL:	\$105,291.09
CITY OF ST IGNACE	\$45,906.92
ST IGNACE TOWNSHIP	\$19,689.43
MORAN TOWNSHIP	\$39,694.74
TOTAL:	\$105,291.09

OMITTED IN 2019 AGREEMENT

**

THE UNIT TOTAL PERCENTAGE IS APPLIED TO THIS AMOUNT

** INCREASES BY THE ANNUAL CPI
CPI FOR 2019 1.9%



March 27, 2019

Members of the City Council,

Please consider this letter as a request for special event status for the 44th Annual St. Ignace Car Show Weekend.

There have been some changes to the show this year. Antiques on the Bay (traditionally held the weekend before the big show) will be combined in the Big Show weekend with the Bridge Rally starting at 4 PM at the Welcome Center in Mackinaw City on Wednesday, June 26 followed by the Reception on the Marina lawn at 6 PM that evening. The Antiques on the Bay show will take place in the Marina lot on Thursday, June 27 from 9 AM to 2 PM.

Vendor set up for the big weekend will begin at noon on Thursday, June 27. Thursday evening, the cruise will begin (at 6 PM) and end at Kewadin Shores casino where there will be Cruise Night rewards, live music, and a classic Drive-In style movie at dusk.

Friday's VIP Brunch will be replaced with a VIP Happy Hour Welcome in the Star Line McGregor Lot (Featured Vehicle Lot) Friday evening at 6 PM. The Chamber of Commerce has obtained the liquor license for this event and there will also be live music and food. The Down Memory Lane Parade will take place at 7 PM on Friday as usual.

Saturday will be similar to past years. State Street will be closed at 4 AM from Church Street to Marquette Street and will reopen promptly at 5 PM. The awards ceremony will NOT take place at the marina on Saturday. The awards ceremony has been moved to 10 AM Sunday morning. The location is TBD at this time, pending a discussion with the Police Chief regarding options. We are also hoping to include a "Muscle on the Mac" bridge crossing Saturday night, pending approval from the bridge authority and the local police force.

Proof on insurance will be provided with the policy renews at the end of this month.

Thank you for your consideration,

Quincy Ranville
Director
St. Ignace Visitors Bureau
906-643-6950 – quincy@stignace.com

**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: <u>St. Ignace Car Show Weekend</u>		
Describe the Event: Wed. June 26: Bridge rally Mack city welcome center to St. Ignace. 4pm 6pm: reception on marina lawn Thurs: Antiques on the Bay 9-2 marina. vendor setup 12-4 cruise night at casino - stage 5pm, cruise 6pm, movie @ dusk Fri: VIP welcome in McGregor Lot 6-9 (white only) parade 7pm Sat: show 9-5, bridge crossing 9pm Sun: awards marina lawn 10-12		
Sponsoring Organization Information:		
Legal Business Name: <u>St. Ignace Visitor Bureau</u>		
Address: <u>1e Spring St.</u>	City: <u>St. Ignace</u>	State/Zip: <u>MI 49781</u>
Mailing Address: <u>same</u>	City: <u>same</u>	State/Zip: <u>same</u>
Telephone: <u>906-643-6950</u>	Email: <u>quincy@stignace.com</u>	
Contact Name: <u>Quincy Parville</u>	Title: <u>director</u>	
Telephone: <u>906-298-1902</u>	Email: <u>same</u>	
Contact Person on Day of Event:		
Name: <u>same</u>	Title: <u>same</u>	
Address: <u>same</u>	City: <u>same</u>	State/Zip: <u>same</u>
Telephone: <u>same</u>	Cell: <u>same</u>	Email: <u>same</u>
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 checked="" 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): <u>marina, Kewadin casino, Little bear (lot only), McGregor Lot, Georges Body Shop (downtown), American Legion Park, museum of Ojibwa culture, state street</u>		
Event Date(s): <u>June 26 - June 30, 2019</u>		
Event Hours: <u>June 26 - 4 - 8 pm</u> <u>June 28 - 6 - 9 pm</u> <u>June 30 - 10a - 12p</u> <u>June 27 - 9 - 4 pm</u> <u>June 29 - 4am - 9pm</u>		
Estimated date/time for set up: <u>Wednesday - noon</u>		
Estimated date/time for clean up: <u>Sunday - 12 - 4p</u>		
Describe set up and clean up procedures (Include specifically who will be taking care of trash): <u>city does trash, event staff handles everything else</u>		

Event Information (continued)

Estimated DAILY attendance: 25,000 +

Describe crowd control plans for this event:

DPW assistance with saw horses at closed streets/intersections.
volunteers and closed streets and at intersection of Church and state for traffic control

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

extremely beneficial

Will sidewalks be used? YES NO

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

Describe sidewalk use:

sidewalks will be used by pedestrians but not a part of the event.

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:

State street from church to Marquette

* Streets closed: Date/Time: 5pm Friday (if believed) for parade

* Streets re-open: Date/Time: 4am Saturday

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:

I still don't fully understand this question but we will have the football team park cars at Little Bear Saturday.

flexible. just need to keep it empty

* Parking lot(s) closed: Date/Time: LBE parking lot. Fri. 9pm - Sat. 9pm

* Parking lot(s) re-open: Date/Time: 9pm Sat.

What parking arrangements are proposed to accommodate attendance?

The football team will handle all parking at Little Bear.

We will need DPW assistance closing lot

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

Describe type of music proposed:

Live Amplification Recorded Loudspeakers

Proposed time music will begin: varies, see below

Proposed time music will end: varies, see below

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

marina 11a - 5pm (sat.) Ace Lot 8p - 11p (Fri.)

Georges Body Shop (downtown) 11a - 4p (sat.)

American Legion 11a - 5pm (sat.)

Describe noise control:

none. music will stop by 11p.

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: _____
- Barricades Quantity: _____
- Traffic Cones Quantity: _____
- Other (describe): *saw horses*

Sponsoring Organization may be required to supply a dumpster

- not sure. Billy helps with this.

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

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

- | | |
|---|-----------------|
| <input checked="" type="checkbox"/> Booths: | <u>Quantity</u> |
| <input checked="" type="checkbox"/> Tents: | |
| <input type="checkbox"/> Awnings: | |
| <input type="checkbox"/> Canopies: | |
| <input type="checkbox"/> Rides: ? | |

- | | |
|---|-----------------|
| <input checked="" type="checkbox"/> Tables: | <u>Quantity</u> |
| <input type="checkbox"/> Rides: | |
| <input checked="" type="checkbox"/> Portable Toilets: | |
| <small>(may be required depending on event)</small> | |
| <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. *see layout map*

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:

*double lane
monster truck bounce house
wizard castle bounce house
3 in 1 combo bounce house*

all at American Legion Park

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:

food vendors located throughout downtown. we can provide map if needed.

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

the chamber of commerce will host the beer fest Friday from 6-9 in the McGregor starline lot. They handle the license and insurance.

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

not sure. Billy helps us get electricity in McGregor lot.

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

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.

there will be sponsor ~~vendors~~ banners at marina fest and in McGregor lot (on wooden board!). Also sandwich board sign noting featured vehicles.

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

I don't know what this is.

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

where do I get the Municipal Banner System Policy Application?

Application Checklist (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) - in application
- Driver's License of Applicant

still unclear on difference

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 policies, 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 organization's letterhead and submit it to the City Clerk's Office no later than one week following notice of the event approval.

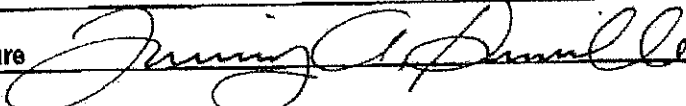
Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;

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 5/17/19
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

☆ = volunteer manning road closure

parade staging

Kewadin Casino
Great Lakes Air
Mackinac Straits Hospital
Open 24/7

Eagle Point Cave

Castle Rock

parade staging

Chimney Rock

Skull Cave

Arch Rock

Car Park 19
also staging for
Sat. night
crossing

BUS 25

Shepler's Ferry

Star Line Ferry

Museum of Offshore Culture
road closed

Little Bear East Arena

Kiwanis Beach Park

Huron Boardwalk - Part of the North Country

Historic Mackinaw Boardwalk

Fort de Buade Museum

Arnold Ferry

need power here

Fort Mackinac

partojans

partojans
featured vehicles
beer tent
banners, tents

registration
banners (tent)

vending
(canopies only)

ST. IGNACE

Public Marina

Wawatam Lighthouse & Fishing Platform

Star Line Railroad Dock

Mackinaw Parasailing

Post Office

banquet houses

American Legion Memorial Park

Library

Silver Mountain
Tubing Hill & Disc Golf

Deer Ranch
Mystery Spot

Souvenir Barn

St. Ignace Golf & Country Club

Father Marquette National Historic Site

MDOT Welcome Center

Bridge View Park

US-2 / Bus. I-75

road closed
3 volunteers
to help w/ traffic

Coast Guard Station
St. Ignace

Dock #3 Park



St. Ignace
YOUR HOME PORT

“Antiques on the Bay” and “St. Ignace Car Show” Resolution

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

WHEREAS, St. Visitors Bureau requests permission to conduct the “Antiques on the Bay”, and “St. Ignace Car Show” and;

WHEREAS, Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, requires certain criteria be met by St. Ignace Visitors Bureau, to comply with the “Special Events” requirements of the City, and;

WHEREAS, St. Ignace Visitors Bureau has agreed to provide the City Council with all of the information required by Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, and

THEREFORE BE IT RESOLVED, that the City Council has determined that the St. Ignace Visitors Bureau, has agreed to meet the criteria established in the various sections of Chapter 22, “Peddlers and Solicitors” of the City of St. Ignace Code, as amended, within the time frame established in said Chapter 22, and

FURTHER BE IT RESOLVED, that the City Council does approve St. Ignace Visitors Bureau to be a “Special Events Organization”, and approves the use of the various public properties within the City Limits for these events on the days of June 26 and 27, 2019, June 28,29,30, 2019 and further grants St. Ignace Visitors Bureau the authority to control vending approved by the City during the event. The City of St. Ignace does not financially participate in the, “Antiques on the Bay ”or “Car Show”, and

FURTHER BE IT RESOLVED that the City does approve street closures, subject to compliance with City and MDOT rules and regulations, and the use of the following areas for the various shows and dates:

- A. Antiques on the Bay – June 26 and 27, 2019, Marina Parking Lot and adjoining properties;
- B. St. Ignace Car Show – June 28,29,30,2019, American Legion Park, parking lot only, and other public properties located between Marquette Street and Church Street on State Street for the Car Show on Saturday, June 29, 2019 between 4:00 a.m. and 5:00 p.m., and State A Street and Church Street, for the parade on Friday, June 28, 2019, from 6:00 p.m. to 10:00 p.m., subject to MDOT approval.

Roll Call Vote:

Yes:

No:

Absent:

Resolution declared:

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, May 20, 2019 at 7:00 p.m.

Andrea Insley, City Clerk

hmt

St. Ignace Rental Registration Form and Applicable Ordinances

Associated Fees

Fees must be paid in advance of Temporary or Permanent Certificate

Application fee = \$25 per application. Expires yearly.

Initial Inspection Fee: House \$ 100 Duplex \$ 200 Apartment Building \$ 200 up to 3 apartments; additional \$ 50 per apartment in the same building
Includes up to two follow up inspections. Expires in 3 years

Documents included:

Table showing City of St. Ignace zoning ordinance requirements for family and non-family dwellings.



Dear Seasonal Business Owner;

Our records indicate that your hotel/motel closes for a portion of the year and reopens for the remainder. The purpose of this letter and affidavit is to ensure compliance with the City of St Ignace rental ordinance. If your hotel/motel or any portion thereof is being used as a rental dwelling you must first acquire a change of use permit from the State of Michigan. Any units used for non-transient lodging (for a term longer than 30 days) must be registered with the City of St Ignace. The change of use would be from transient lodging (state inspected per MCL Chapter 427) to a rental dwelling (Inspected per City of St Ignace CD 38:27). The City is required to certify rental units to ensure rental facilities are safe and meet minimum occupancy standards. Non-compliance may result in a citation for a civil infraction. Please complete and return the enclosed affidavit stating the current use or uses of your property.

Sincerely,

(Date)

Kyle Mulka
St Ignace Zoning Administrator
906-643-8797

AFFIDAVIT

I/We _____ the owner(s) of the following:

Business Name: _____

Address: _____

State the following current uses of my/our property. (Check all that apply)

- Hotel or motel:** *Any establishment that provides transient lodging (a term fewer than 30 days) and usually meals and various personal services for the public.*
- Rental dwelling units:** *Any dwelling unit, including but not limited to rental houses, duplexes, apartments, boarding houses, employee housing, or sleeping rooms, rented by the owner or another person in control of such dwelling to any individual or individuals for a term longer than 30 days.*

I/We hereby swear that the information contained in this affidavit is true

(Owner Signature)

(Date)

(Owner Printed Name)

City of St Ignace
RENTAL HOUSING INSPECTION CHECKLIST

Smoke Detectors:

- Properly installed and operable
- Installed in each sleeping room, or immediate vicinity of bedrooms and on each additional story

Furnace:

- Gas shut-off valve and drop pipe
- Vent secured
- Filters are replaced/cleaned regularly
- Operable, with no rust holes or leaks

Water Heater:

- Gas shut-off valve
- Proper pop-off valve and drop pipe
- Vent secured
- Operable, with no rust holes or leaks

Electrical Panel:

- Overall good condition
- No open circuits in box
- All circuits labeled and readable

General Electrical:

- Covers on switches, junction boxes and outlets
- Splices to code in covered boxes
- Switches, outlets and fixtures operable
- Buffer space between lights and combustibles
- Safe, limited use of extension cords
- Exterior service lines secure and protected

General Plumbing:

- No apparent leaks
- Functioning drains with proper traps

Sinks, Bathtubs & Showers:

- Operable with hot and cold water
- Functioning drains with proper traps
- No leaks or drips
- Garbage disposal operable if present

Toilets:

- Operating properly
- No leaks or continuous running

Laundry

- Proper dryer vent to exterior with cover
- Gas shut-off valve, end of line capped if unused
- Proper and grounded electrical connection
- Washtub faucet backflow prevention present

Windows:

- Proper for egress and lockable
- Snug fit, openable and not broken or cracked
- Screens installed between June 1 and October 1
- Egress windows for basement bedrooms
- Bathrooms have operable window or a vent fan

Doors:

- Bedrooms and bathrooms require privacy doors
- Bedroom doors - no padlocks or inside keyed
- Exterior doors – correct for egress, lockable, and not keyed inside
- Exterior doors – snug fit, operable and unbroken

Rooms:

- Walls, floors and ceilings intact and maintained
- Unobstructed egress within and out of home
- Fireplaces, wood stoves operable and maintained
- No rubbish or garbage accumulation, infestations
- Basement bedrooms comply with all safety codes

Stairways:

- Adequately lighted, no stored items blocking egress
- Steps stable, unbroken and of adequate strength
- Handrails required if 5 or more steps
- Guardrails on open stairs over 30" high

Building Exterior:

- Roof waterproof and maintained, gutters work
- Walls, foundations, chimney maintained
- Porched solid and maintained
- No openings for animal infestation
- Guardrails on porches or stairs over 30" high
- Handrails required if 5 or more steps
- House numbers present and readable from street (4 ft.)

Garage:

- Structure solid & maintained

Yard:

- Fences well maintained
- Grass, shrubs, trees maintained to code
- Accessory buildings maintained to code
- Pools maintained and secure from child entry
- Outdoor trash kept in solid, covered containers
- No junk, trash, or building materials stored outside
- No inoperable vehicles or stored vehicle parts/tires
- No improper vehicle, RV or trailer parking
- No unsafe or unsanitary conditions
- Pet waste must be removed regularly

General:

- Permits pulled for repairs or new work as required

Note: It is recommended that a fire extinguisher and carbon monoxide detector be provided for safety. City of St Ignace rental inspections do not include inspection for mold, airborne contaminants or other possible contaminants.

Note: This is not a comprehensive list of all requirements. Questions? Please call Kyle at 906-643-8797