

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

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

- I. Call to Order
- II. Pledge of allegiance
- III. Invocation
- IV. Roll call
- V. Consideration of minutes of the April 16, 2018 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business:
 - 1. **PUBLIC HEARING ON ROAD CLOSING (GRONDIN STREET)**
 - 2. **RESOLUTION GRONDIN STREET**
 - 3. **RESOLUTION RRG RECREATIONAL PATHWAY**
 - 4. **RESOLUTION FISH FEAST**
 - 5. **RESOLUTION BEETLES ON THE MAC-BREWS AND BLUES**
 - 6. **RESOLUTION PORSCHE ON THE MAC**
 - 7. **RESOLUTION ANTIQUE TRACTOR SHOW**
 - 8. **RESOLUTION ARTS AND CRAFTS DOCKSIDE**
 - 9. **AMBULANCE PURCHASE AND FINANCING**
 - 10. **REQUEST TO ESTABLISH A POOL OF CANDIDATES FOR ANTICIPATED VACANCY OF POLICE OFFICERS**
- IX. Public Comment
- X. Consideration of Bills

**Council
Proceedings
(Unofficial)**

A Regular Meeting of the St. Ignace City Council was held on Tuesday, April 17, 2018, in the Council Chambers at City Hall.

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

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

Absent: None.

Staff Present: Mike Stelmaszek, City Manager; Andrea Insley, City Clerk/Treasurer.

Consideration of minutes from April 2, 2018 Council meeting:

Mayor Litzner made a correction to the motion excusing Councilmember Fullerton and Mayor Pro-Tem Paquin, stating the reason for each of their absences was due to illness.

It was moved by Councilmember Pelter, seconded by Councilmember Clapperton, to approve the minutes of April 2, 2018 with the correction by Mayor Litzner. Motion carried unanimously.

Limited Public Comment:

Public comment was received regarding the City's park pavilion rental process.

Additions to the Agenda:

City Manager Stelmaszek – Police department training event.

Mayor Pro-Tem Paquin – Speaker system update.

- Blight in City.

- City park rental revenue.

1. INTRODUCTION OF TWO NEW EMPLOYEES:

City Manager Stelmaszek welcomed two new City staff members: Marina Director, Josh Soblaskey, and Library Director, Alycia McKowen, who was unable to attend the Council meeting.

2. APPROVAL DPW EXPENSES:

City Manager Stelmaszek informed Council that DPW Director Bill Fraser is requesting to purchase two pumps that are in need of replacement in the water system and that Crane Engineering offered the lowest of two bids for \$9,200 and \$12,768.

After some discussion, it was moved by Councilmember St. Louis, seconded by Councilmember Fullerton, to approve the purchase of the two pumps from Crane Engineering. Motion carried unanimously.

3. APPROVAL OF R.S. SCOTT AGREEMENT:

City Manager Stelmaszek presented to Council an agreement between R.S. Scott and the City of St. Ignace for the provision of limited professional services regarding the Little Bear East Park Development Project. The agreement offers a specific fee arrangement for engineering services at a flat fee. Council agreed that an update on the project and plans be presented at the next work session scheduled for 6 p.m. Monday, April 23rd. After a lengthy discussion, it was moved by Mayor Litzner, seconded by Councilmember Tremble, to accept the agreement with R.S. Scott. Motion carried four to three.

4. RESOLUTION WEEKLY EVENTS:

RESOLUTION

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

WHEREAS, St. Ignace Visitors Bureau is requesting to sponsor the 2018 Weekly Events, and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", 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 provided the City Council with all of the information required by Ordinance No. 413, and

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

FURTHER BE IT RESOLVED, that the City Council does approve St. Ignace Visitors Bureau to be a "Special Events Organization", and approves the Weekly Events be held from July thru September 2018. The vending for this event will be handled exclusively by St. Ignace Visitors Bureau. The City does not participate in this event, and

FURTHER BE IT RESOLVED, that the City does approve, subject to compliance with City rules and regulations, for the 2018 Weekly Events usage of downtown property which would include the St. Ignace Marina and American Legion Park for the following events and dates:

Movies by the Bay Dusk Sun., July 1-Sept. 2	Bayside Live! 7p.m., Thurs., July 5-Aug. 30 Bayside Farmer's Market 4-7pm. Thurs July 5-Sept. 27	Real Street Theater 2pm-7pm., Sat., July 7- Sept. 1
Museum of Ojibwa Culture Historic Walking Tours 7p.m., Mon. & Tues., July 2-Aug. 28	Friday Night at the Museum 7-9pm., Fri., July 6-Aug. 31 Museum of Ojibwa Culture	Fireworks Dusk Sat., July 7-Sept. 1 Downtown St. Ignace
Locals on the Bay 7p.m. Wed., July 4-Aug. 29	Live Music Friday Nights 7-9pm., Fri., July 6-Aug. 31 at 1 st Nat'l Bank	

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

5. RESOLUTION SENSATIONAL SATURDAY (FIREWORKS):

RESOLUTION

The following resolution was offered to adoption by Mayor Litzner, supported by Mayor Pro-Tem Paquin:

WHEREAS, the St. Ignace Visitors Bureau, and the City of St. Ignace requests permission to sponsor and hold Sensational Saturday, 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 Visitors Bureau, to comply with the “Special Events” requirements of the City, and

THEREFORE BE IT RESOLVED, that the City Council has determined that the St. Ignace Events Committee, through its association with the St. Ignace Visitors Bureau, 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 Events Committee to be a “Special Events Organization”, and

FURTHER BE IT RESOLVED, that the City Council grants the St. Ignace Events Committee the authority to host fireworks on the following dates: July 4, 2018, July 7, 2018, July 14, 2018, July 21, 2018, July 28, 2018, August 4, 2018, August 11, 2018, August 18, 2018, August 25, 2018 and September 1, 2018 around 10:00 p.m.; and to schedule an alternate date(s) for fireworks in the event of weather cancellation.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

6. REVERTED LANDS:

City Manager Stelmaszek informed Council that Mackinac County has notified the City that the parcel listed as 319 Marley Street is being prepared to be offered at public auction due to non-payment of 2015 property taxes if the City does not wish to retain the property. It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Pelter, to allow Mackinac County to process the parcel through public auction. Motion carried unanimously.

8. FINANCIALS:

City Manager Stelmaszek reviewed the March 2018 financials with Council. It was moved by Mayor Litzner, seconded by Councilmember Pelter, to approve the presentation of the March 2018 financials. Motion carried unanimously.

Additions to the agenda:

City Manager Stelmaszek – Police Dept training event.

City Manager Stelmaszek informed Council the Police Department has requested an employee attend the 2018 Michigan Child Passenger Safety Conference in Mt. Pleasant in May. It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve this training. Motion carried unanimously.

Mayor Pro-Tem Paquin – Speaker system in Council chambers.

Mayor Pro-Tem Paquin requested an update on the speaker system for the Council chambers. City Manager Stelmaszek reported Police Chief Wilk is corresponding with a vendor to put together a system within the approved \$1500 budget, but no date has been scheduled for installation at this time.

Mayor Pro-Tem Paquin – Blight in the City.

Mayor Pro-Tem Paquin stated efforts to do away with blight in the City should progress with the hiring of the new Assessor. Mayor Litzner also requested City Manager Stelmaszek follow up on the Lawson property with an update to Council.

Mayor Pro-Tem Paquin – City park pavilion rental.

Mayor Pro-Tem Paquin inquired about the expected revenue from City park pavilion rentals and stated he would like to see it be used directly for expenses in keeping the parks maintained. Councilmember Pelter stated concerns with the posting and monitoring of the reservations at the parks.

Public Comment:

Public comment was received regarding the overcrowding of public parking in the downtown area due to passengers of Star Line.

Consideration of Bills:

It was moved by Councilmember Pelter, seconded by Councilmember St. Louis, to approve payment of the bills in the amount of \$15,855.36. Motion carried unanimously.

The following bills were presented to Council for payment:

AIRGAS USA LLC	128.92
ARNOLD'S REFRIGERATION	148.00
BELONGA EXCAVATING, LLC	200.00
BELONGA'S PLUMBING AND HEATING	91.29
BSN/PASSON'S/US GAMES	108.99
CHARLES J. PALMER, P.C.	1,420.00
ENTERPRISE VENDING, INC	71.15

ETNA SUPPLY COMPANY	67.50
FERGUSON WATERWORKS #3386	235.00
GATEHOUSE MEDIA	194.60
GEORGES AUTO PARTS	5.00
GREAT LAKES COCA-COLA DISTRIBUTION	232.11
JOSEPH G. POLLARD CO. INC	357.61
KIMBALL-MIDWEST	68.94
KSS ENTERPRISES	555.21
LMAS DISTRICT HEALTH DEPARTMENT	216.00
LYNN AUTO PARTS	1,482.31
MACKINAC COUNTY EQUALIZATION DEPT	29.20
MACKINAC PLUMBING AND HEATING CO	8.42
MACKINAC SALES	176.00
MICHAEL RICHARD LAMB	15.00
MICROBIOLOGICS INC	243.62
NATIONAL OFFICE PRODUCTS	1,313.37
NCL OF WISCONSIN INC	1,253.50
NSI LAB SOLUTIONS	508.00
POMASL FIRE EQUIPMENT	179.42
POSITIVE PROMOTIONS	103.80
QUILL CORPORATION	248.90
SAULT PRINTING COMPANY	151.09
SPARTAN STORES	40.95
ST IGNACE AUTOMOTIVE	1,593.12
ST IGNACE TRUE VALUE	432.22
STRAITS BUILDING CENTER	207.66
THE SAULT NEWS	190.60
U P ENGINEERS & ARCHITECTS INC	2,275.00
UIS SCADA	814.41
WESLEY H MAURER JR	488.45
Grand Total:	\$15855.36

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

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

CITY COUNCIL MEETING
City Council Chambers
Monday, May 7th, 2018
******MANAGERS REPORT******

PUBLIC HEARING ON PROPOSED GRONDIN ROAD ABANDONMENT

Issues: Structures in regards to existing utilities, utility easements, and the location and configuration of turnarounds.

CONSIDERATION OF ROAD CLOSER RESOLUTION

To be voted on or tabled.

PLANNING COMMITTEE RESOLUTION FOR RRG RECREATIONAL PATHWAY

This resolution of support has been approved by the DDA Board, and needs City approval for the DDA to move forward with this project.

RESOLUTION FISH FEAST

As done last year. Scheduled this year for July 21st (2:00pm to 11:00pm).

RESOLUTION BEETLES ON THE MAC-BREWS AND BLUE

New this year; requires use of parking lot at LBE and the Marina. Scheduled for August 4th.

RESOLUTION PORSCHE ON THE MAC

New this year: requires use of parking lot at LBE and the Marina. Scheduled for August 18th.

RESOLUTION ANTIQUE TRACTOR SHOW

As done in past: requires use of parking lot at LBE and the Marina. Scheduled for September 7th thru the 9th.

RESOLUTION ARTS AND CRAFTS DOCKSIDE

As done in past: requires use of a portion of S. State Street between McCann and Truckey Street. Scheduled for August 31st thru September 2nd.

AMBULANCE PURCHASE AND FINANCING

Mark Wilk is requesting approval to purchase another ambulance. Our payment schedule has us paying this off in August of 2019 (three years into the loan). Approval for a new ambulance at this time would cause the City to have to make a double payment in 2019 (\$23,523.02 and a second payment for a new loan around the same amount).

REQUEST TO ESTABLISH A POOL OF CANDIDATES FOR ANTICIPATED VACANCY IN THE POLICE DEPARTMENT

We have an Officer who has a pending opportunity he will accept if approval is given. There is a second officer who is requesting to go from full time employment to part time.

Update on Other Matters

Enclosed in your packet is a baseline report for St. Ignace on becoming a Redevelopment Ready Community (RRC). Participating in this program and receiving this certification will support community revitalization and the attraction and retention of businesses, entrepreneurs and talent in our community; thus making St. Ignace more attractive for projects that create a place where people want to live, work, and invest. Upon being RRC certified, a person or company will know we are able to provide for their needs with minimal barriers. It is a very pro-development direction for the City to go.

Kyle Mulka, our new Assessor began April 30th. He is being trained by Dawn Nelson, who was in twice last week to train with him.

Mackinac County Wellness Coalition received a \$1,000 grant from the St. Ignace Area Community Foundation funded by the Sault Tribe Youth Fund. The grant award will go towards the Hoop House Project.

RESOLUTION OF THE ST. IGNACE CITY COUNCIL
TO ABANDON PORTIONS OF GRONDIN ROAD LOCATED WITHIN THE CITY OF ST. IGNACE

The following Resolution was offered for adoption by Council Member_____. supported by Councilmember_____:

WHEREAS, Grondin Road is a road established and maintained by the City of St. Ignace, and

WHEREAS, a proposal has been made by an owner of property located on Grondin Road, to vacate or abandon a portion of Grondin Road and allow development of the adjoining parcel of land, and

WHEREAS, the proposed portion of the roadway is not necessary for public travel, and

WHEREAS, the City of St. Ignace now wishes to consider a proposal to abandon that portion of Grondin Road, and

NOW THEREFORE BE IT RESOLVED, by the St. Ignace City Council, that the following criteria has been met as follows:

1. It is the intent of the St. Ignace City Council, pursuant to City Charter Sections 7.6a, to consider the request to abandon a portion of Grondin Road, located within the City of St. Ignace.
2. That the request is conditioned upon the following:
 - a. Petitioner would agree to not build any structures on or near public utilities.
 - b. Petitioner would provide proper legal easements to allow for the City to maintain all utilities on the portion of the road to be returned to private use.
 - c. The land owner will construct standard circular turn-around areas, not offset in any way from end of the road, on his property sufficient for a City plow truck to turn around without backing at each location where the road will end from vehicle traffic.
3. That a public hearing will be held regarding this Resolution on May 7th, 2018, at 7:00pm in the City Council Chamber at 396 N. State Street, St. Ignace, MI 49781.
4. That a notice of the above public meeting will be published at least one (1) week prior to the public hearing.
5. That after the public hearing, the City Council will consider the proposed road abandonment, at a regularly scheduled session of the City Council.

FURTHER MAY IT BE RESOLVED, that the St. Ignace City Council does support the partial closure of Grondin Road with the condition that all the above criteria is met by petitioner.

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 ____, 2018 at 7:00pm after a public hearing.

Andrea Insley. City Clerk

AI/ms

Wyandot Properties LLC

10 Stockbridge St

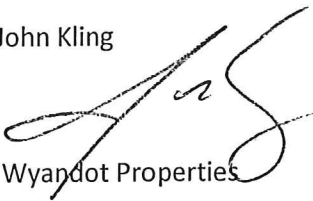
Saint Ignace Mi 49781

We are requesting the road closure on Grondin Rd. We feel that it is in the best interest of the City Of Saint Ignace and the Property owner to have the ability to redevelop the road to accommodate the addition of rental structures and for parking.

Attached is a sketch of one of the proposed Ideas for the closure. It is understood that the city will retain right of way for the infrastructure that is existing.

Also would give the City freedom from the burden of maintaining a less traveled road.

John Kling



Wyandot Properties

11/21/2017

N. AIRPORT RD.

700 010 00

55'

ASSESSOR'S REPIAT OF WHICHER'S

700 009 00

BLOCK ①

175'

PIAT

322.11

134.9'(R)

107'(R)

100.5'(R)

84.0'

76.0'

700

70

83.2'

14

62'

13

230'(R)

12

100'(R)

11

150'(R)

700 014 00

10

250'(R)

17

GRONDIN ST.

18

700 005 00

19

700 016 00

232'

50'

50'

50'

700 015 00

8

700 016 00

8

44'

171.5'(R)

4'

26°

22.2'

66'(R)

16

700 019 00

15

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4/26/18

PAGE #2

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where the new headstones will be placed. Both monuments will be provided without charge to the community by the Department of Veterans Affairs. Mr. Wandrie is compiling military service records and other identifying information to be sent to the VA, which will verify the documentation and create the markers.

significance.
Mackinac Island American Legion Post 299 commander Sid DeHaan suggested expanding the wreath laying ceremony performed last December at Post Cemetery. He received approval to raise funds for wreaths to be laid on the graves of every U.S. military veteran buried at the Island's cemeteries. He estimates there are roughly 210 veterans buried in the Catholic and Protestant cemeteries.

Mr. DeHaan wanted approval before summertime, so that he can begin raising money for the wreaths. The cost is about \$15 per wreath for a total of roughly \$3,150. He said it is a nice ceremony and a good way to honor Mackinac Island's veterans. He will organize cleanup of the

where the new headstones will be placed. Both monuments will be provided without charge to the community by the Department of Veterans Affairs. Mr. Wandrie is compiling military service records and other identifying information to be sent to the VA, which will verify the documentation and create the markers.

There is some debate over the family name. Mr. Wandrie said there was no consistency with spelling at the time, and it is unlikely that a definitive answer can be found. Of more concern to him is to ensure that there is consistency between the Civil War Memorial downtown and the gravestones in the cemeteries. The memorial lists the name Henry Villencourt, so Mr. Wandrie would like to see that spelling in the cemetery.

St. Ignace To Hold Public Hearing For Proposed Road Abandonment

The City of St. Ignace will hold a public hearing Monday, May 7, at 7 p.m. during the regular meeting of the St. Ignace City Council at City Hall. The purpose of the

hearing is to hear public comment regarding a proposed road abandonment of a portion of Grondin Street in St. Ignace.

The young ladies of the Ursuline

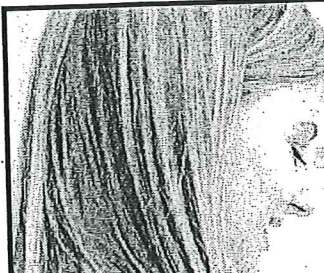
Turn to page 19: LOOKING BACK

PUBLIC HEARING NOTICE City of St. Ignace

The City of St. Ignace will be holding a public hearing on Monday, May 7 at 7 p.m. at the City Council Meeting at City Hall. The purpose of the meeting is to hear public comment regarding a proposed road abandonment of a portion of Grondin Street in the City of St. Ignace.

ADVERTISEMENT FOR BIDS City of St. Ignace

The City of St. Ignace is accepting bids on grass cutting for the Lakeside Cemetery. Grass cutting will be done on an "as needed" basis. There will be certain requirements of when the grass has to be cut for special dates. There are two areas to be cut, which include the upper and lower sections of the cemetery. Quotes for the cutting can be brought to the City Manager's office at 396 N. State St., St. Ignace by May 11, 2018 at 3:00 p.m. The City reserves the right to accept or reject any bid.



GET IT FAST

→
5/3/18
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RESOLUTION

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

WHEREAS, the St. Ignace Planning Commission requests approval of the finished plan for a recreation pathway on the railroad grade in St. Ignace Michigan, presented by the Sustainable Built Environment Initiative (SBEI) to the people of Saint Ignace and the St. Ignace Planning Commission, to be integrated with the 30 year plan of the DDA and the 5 year Recreation Plan, in order to have cohesive signage, mural designs, pathways, trailheads, and amenities such as benches, tables, lighting or other publicly-used structures and areas.

WHEREAS, the St. Ignace Planning Commission, having received from the Sustainable Built Environment Initiative (SBEI) the finished plan for a recreation Pathway on the Railroad Grade (RRG); and

WHEREAS, the St. Ignace DDA plan to develop "the entire railroad corridor as a utility corridor and a winter/summer recreational trail." specifies that the RRG will be a multi-use pathway for traffic between the Little Bear East Recreation Area and the south end of the City of St. Ignace, MI; and

WHEREAS, it is best practice to insure that any work done on any segment of the pathway is complementary to the plan design, to guide future road and sidewalk work and pathway design on the RRG to provide for contiguous bicycle, walking, driving, ORV, snowmobile and other routes; and

WHEREAS, the pathway on the Railroad Grade (RRG) will be called "the Iron Belle Corridor"; and

WHEREAS, the DDA and City have plans to improve roadways and the area around St. Anthony's Rock Pocket Park and St. Anthony's Rock, on the RRG; and

WHEREAS, the DDA having passed this resolution, has forwarded it to the St. Ignace City Council; and

WHEREAS, the first portions of the pathway to be initiated will be designations of crosswalks and trailheads at the north and south ends of the pathway, and in the area adjacent to St. Anthony's Rock, and the marking of the portion of the pathway that will become the bicycle route; and

WHEREAS, THEREFORE BE IT RESOLVED, that the City of St. Ignace City Council does support the plan to develop a recreational pathway on the RRG and to be named "the Iron Belle Corridor".

Roll Call Vote

Ayes:

Nays:

Absent:

Resolution declared:

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the Council by a regular meeting held on Monday, May 7, 2018, at 7:00p.m..

Andrea Insley, City Clerk

AI/ht

St. Ignace Downtown Development Authority

WHEREAS, the St. Ignace Planning Commission, having received from the Sustainable Built Environment Initiative (SBEI) the finished plan for a recreation Pathway on the Railroad Grade (RRG); and

WHEREAS, the St. Ignace DDA plan to develop “the entire railroad corridor as a utility corridor and a winter/summer recreational trail.” specifies that the RRG will be a multi-use pathway for traffic between the Little Bear East Recreation Area and the south end of the City of St. Ignace, MI; and

WHEREAS, it is best practice to insure that any work done on any segment of the pathway is complementary to the plan design, to guide future road and sidewalk work and pathway design on the RRG to provide for contiguous bicycle, walking, driving, ORV, snowmobile and other routes; and

WHEREAS, the DDA and City have plans to improve roadways and the area around St. Anthony’s Rock Pocket Park and St. Anthony’s Rock, on the RRG;

NOW, THEREFORE, BE IT RESOLVED THAT the St. Ignace DDA approves the finished plan for a recreation pathway on the railroad grade in St. Ignace Michigan, presented by the Sustainable Built Environment Initiative (SBEI) to the people of Saint Ignace and the St. Ignace Planning Commission, to be integrated with the 30 year plan of the DDA and the 5 year Recreation Plan, in order to have cohesive signage, mural designs, pathways, trailheads, and amenities such as benches, tables, lighting or other publicly-used structures and areas.

BE IT FURTHER RESOLVED THAT the first portions of the pathway to be initiated will be designations of crosswalks and trailheads at the north and south ends of the pathway, and in the area adjacent to St. Anthony’s Rock, and the marking of the portion of the pathway that will become the bicycle route.

BE IT FURTHER RESOLVED THAT the DDA will finalize a name for the pathway that is consistent with its uses and its importance to the community and that the Railroad Grade will be called “The Iron Belle Corridor”.

BE IT FURTHER RESOLVED THAT a copy of this Resolution be forwarded to the St. Ignace City Council

Signature _____

Title _____

Date _____



April 6, 2018

Members of the City Council,

Please consider this letter as a request for special event status for the Annual Fish Feast event, taking place on July 21st, 2018.

Similar to last year, the event will be held on the dock of the St. Ignace Public Marina. There will be live music, food from local restaurants, and beer and wine available provided by the St. Ignace Chamber of Commerce.

Please reach out to Rene Halberg, director of the Chamber of Commerce for proof of the Special Event Liquor License as provided by MLCC and Liquor Liability Insurance Coverage as provided by Cheeseman Insurance of St. Ignace.

No street closure is required for this event. Please see attached insurance policy for General Liability Coverage of the City and its employees.

Thank you for your consideration,

A handwritten signature in black ink that reads "Quincy A. Ranville". The signature is written in a cursive style with a large, looping initial "Q".

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

RESOLUTION

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

WHEREAS, the St. Ignace Events Committee request permission to conduct the St. Ignace Fish Feast, and

WHEREAS, this event requires the usage of the St. Ignace public marina, 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 for this event on Saturday, July 21, 2018, from 2:00 p.m. until 11:00 p.m.

Roll Call Vote:

Yes: _____

No: _____

Absent: _____

Resolution declared: _____

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, May 7, 2018 at 7:00 p.m.

Andrea Insley, City Clerk

hmt



April 6, 2018

Members of the City Council,

Please consider this letter as a request for special event status for the Beetles on the Mac and Brews and Blues Festival, taking place on August 4th, 2018.

This inaugural event will offset the bi-annual MINIs on the Mac event that will occur again in summer 2019. The VW Beetles will have registration pick up at Little Bear East on Friday and will stage there on Saturday. They will travel by police escort across the bridge in the morning.

In the evening there will be an after party held on the St. Ignace Public Marina that is open to the public as well for a \$5 charge. There will be local craft beer and wine available from 16 Michigan breweries as well as food and live music from 6 - 10PM

Please reach out to Rene Halberg, director of the Chamber of Commerce for proof of the Special Event Liquor License as provided by MLCC and Liquor Liability Insurance Coverage as provided by Cheeseman Insurance of St. Ignace.

No street closure is required for this event. Please see attached insurance policy for General Liability Coverage of the City and its employees.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Quincy A. Ranville".

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

RESOLUTION

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

WHEREAS, the St. Ignace Events Committee request permission to conduct the Beetles on the Mac-Brews and Blues, and

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

Saturday, August 4, 2018

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 7, 2018 at 7:00 p.m.

Andrea Insley, City Clerk

hmt



April 6, 2018

Members of the City Council,

Please consider this letter as a request for special event status for the Porsches on the Mac event taking place on August 18th, 2018.

This inaugural event will potentially become a yearly event depending on the success of its first year. The Porsches will have registration pick up at Little Bear East on Friday and will stage there on Saturday. They will travel by police escort across the bridge in the morning.

On Saturday evening, there will be an after party held on the St. Ignace Public Marina that is open to the public as well for a \$5 charge. There will be beer and wine available as well as food and live music from 6 to 10 PM.

Please reach out to Rene Halberg, director of the Chamber of Commerce for proof of the Special Event Liquor License as provided by MLCC and Liquor Liability Insurance Coverage as provided by Cheeseman Insurance of St. Ignace.

No street closure is required for this event. Please see attached insurance policy for General Liability Coverage of the City and its employees.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Quincy A. Ranville".

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

RESOLUTION

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

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

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

Saturday, August 18, 2018

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 7, 2018 at 7:00 p.m.

Andrea Insley, City Clerk

hmt



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Cheeseman Insurance Agency 470 North State St St Ignace MI 49781 Phone: 906-643-7944 Fax: 906-643-6500	CONTACT NAME: Gregory S Cheeseman	
		PHONE (A/C, No., Ext): 906-643-7944	FAX (A/C, No): 906-643-6500
		E-MAIL ADDRESS: gsc@cheesemanagency.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Illinois Union Insurance Company	
INSURED	St. Ignace Area Chamber of Commerce 560 North State Street St. Ignace MI 49781	INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JE CT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COM/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Liquor Liability	X		SEVMIF144128884	4/20/2018	10/13/2018	Each Common cause limit General Aggregate limit	1,000,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Liquor Liability coverage, City of St Ignace Marina, 13 S State St, St. Ignace, MI 49781
July 21, 2018 Fish Feast/ August 4, 2018-Beetle the MAC/ August 18, 2018-Porsches on the MAC

CERTIFICATE HOLDER	CANCELLATION
City of St. Ignace 396 N State Street St. Ignace, MI 49781	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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April 6, 2018

Members of the City Council,

Please consider this letter as a request for special event status for the Antique Tractor Show and Crossing event taking place on September 7-9, 2018.

This event will be similar to past years. The tractors will stage at Darrow's Gravel Pit in Mackinaw City and will begin crossing at 8 AM on Friday, September 7. All tractors will be required to drive at least 10 MPH and slower tractors will be removed from the group. Tractors are capped at 1500.

This event requires partial street closure and police escort. Upon completion of the crossing, the show will commence at Little Bear East Arena Friday and Saturday with a smaller parade through town escorted and coordinated by Police Chief Mark Wilk and Show Organizer Bob Baumgard.

Please see attached insurance policy for General Liability Coverage of the City and its employees.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Quincy A. Ranville".

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

RESOLUTION

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

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 7, 2018 at 9a.m. thru
Saturday, September 9, 2018 until 8p.m.

Roll Call Vote:

Yes: _____

No: _____

Absent: _____

Resolution declared: _____

I hereby certify that the above Resolution is a true copy of a Resolution presented to the St. Ignace City Council for adoption at a regular meeting held Monday, May 7, 2018 at 7:00 p.m.

Andrea Insley, City Clerk

hmt



CERTIFICATE OF LIABILITY INSURANCE

STIGN-8 OP ID: SO

DATE (MM/DD/YYYY)
03/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Madigan/Pingatore Ins Services 105 W. Water Street Sault Ste. Marie, MI 49783 Sonja J Reinhart	CONTACT NAME: Sonja Reinhart	
	PHONE (A/C, No, Ext): 906-635-5233	FAX (A/C, No): 906-632-1612
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: West Bend Mutual Insurance Com		15350
INSURER B: Hastings Mutual Insurance Co.		14176
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED St Ignace Visitors Bureau
6 Spring Street
Saint Ignace, MI 49781

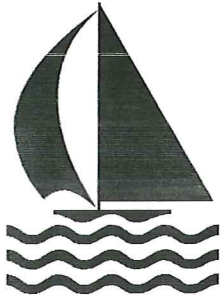
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	AGBLT SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	1831544	03/13/2018	03/13/2019	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000
						MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$
						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WC 9894230	03/13/2018	03/13/2019	PER STATUTE OTH-ER
						E.L. EACH ACCIDENT \$ 100,000
						E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of St. Ignace is named as additional insured.

CERTIFICATE HOLDER City of St. Ignace 396 North State Street Saint Ignace, MI 49781	CITY OF S	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE Sonja J Reinhart



Arts Dockside

PO Box 844 – St. Ignace, MI 49781

saintignacevending@gmail.com

September 1 & 2, 2018
Labor Day Weekend

April 23, 2018

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

Dear Mike:

On behalf of the Arts Dockside Committee, please accept our request for special event status for Arts Dockside on September 1 & 2, 2018.

As in past years, we will need a partial street closure on State Street in front of the St. Ignace Marina.

If you have any questions, please contact either Eileen or me at the numbers listed below. We are looking forward to the 41st Annual Arts Dockside, and appreciate your continued support.

Sincerely,

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

Janet Peterson – 906-298-0217
Eileen Evers – 906-298-0202
Arts Dockside Committee 2018

Resolution

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

WHEREAS, the St. Ignace Chamber of Commerce requests permission to sponsor and hold the “ Arts & Crafts 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 Chamber of Commerce in compliance with the “Special Events” requirements of the City, and

WHEREAS, the St. Ignace Chamber of Commerce 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 Chamber of Commerce 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 Chamber of Commerce 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:

- Friday, August 31, 2018
- Saturday, September 1, 2018
- Sunday, September 2, 2018

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 7, 2018, at 7:00 p.m.

Andrea Insley, City Clerk

AI/ht



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cheeseman Insurance Agency 470 North State St St Ignace MI 49781 Phone: 906-643-7944 Fax: 906-643-6500		CONTACT NAME: Gregory S Cheeseman PHONE (A/C, No, Ext): 906-643-7944 FAX (A/C, No): 906-643-6500 E-MAIL ADDRESS: gsc@cheesemanagency.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Home-Owners Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED St. Ignace Area Chamber of Commerce 560 North State Street St. Ignace MI 49781			

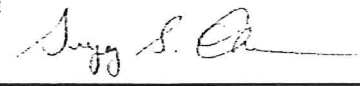
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		894670-33526955-18	1/6/2018	1/6/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
						MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$
	OTHER:					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Arts Dockside: August 31-September 2, 2018, City of St Ignace, Public Marina, 13 South State Street, St Ignace, MI 49781

CERTIFICATE HOLDER City of St. Ignace 396 N State Street St. Ignace, MI 49781	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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2017 Ford E-450 V-10 Gasoline Ambulance with McCoy-Miller Pt. Compartment

New Ambulance @	12%	Vehicle Cost: \$165,968 less \$2500 Trade-In		3.25% Simple Interest	Total	3 Yearly Pmts
		\$163,468.00	One time Pmt			
Brevort	12%	\$19,616.16	\$8,320.00	\$20,614.56	\$6,871.52	
Hendricks	3%	\$4,904.04	\$249.60	\$5,153.64	\$1,717.88	
Moran	19%	\$31,058.92	\$1,580.80	\$32,639.72	\$10,879.91	
St. Ignace	18%	\$29,424.24	\$1,497.60	\$30,921.84	\$10,307.28	
City	48%	\$78,464.64	\$3,993.60	\$82,458.24	\$27,486.08	
Totals	100%	\$163,468.00	\$8,320.00	\$171,788.00		

 City of St. Ignace - 2016 Ambulance

Compound Period : Annual

Nominal Annual Rate : 2.250 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	09/22/2016	67,774.61	1		
2 Payment	08/16/2017	23,563.02	3	Annual	08/16/2019

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 09/22/2016				67,774.61
2016 Totals	0.00	0.00	0.00	
1 08/16/2017	23,563.02	1,370.35	22,192.67	45,581.94
✓ 2017 Totals	23,563.02	1,370.35	22,192.67	
2 08/16/2018	23,563.02	1,025.59	22,537.43	23,044.51
✓ 2018 Totals	23,563.02	1,025.59	22,537.43	
3 08/16/2019	23,563.02	518.51	23,044.51	0.00
✓ 2019 Totals	23,563.02	518.51	23,044.51	
Grand Totals	70,689.06	2,914.45	67,774.61	

Note: We have collected pmt from all entities thru 2018.
 We still have to collect \$ 4,484.64 from Brevort Twp
 & \$ 1,121.16 from Hendrick's, which is expected by
 July 31, 2019.



City of St. Ignace Police Department

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

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

To: Mike Stelmaszek, City Manager

From: Mark Wilk, Chief of Police

Date: April 30, 2018

Re: Departmental Issues / Concerns

There are a few concerns / issues that have been brought to my attention and I would like to share them with you.

1. Officer Bennett Paul has a very strong possibility of leaving us in the next month or two for another law enforcement position. I knew this was a possibility when he was hired, I just didn't know if it would be a year or 5 years.

2. Officer Darrin Wilcox is working on his PhD. He is finding it very difficult to work on that and work full time for us. He approached me last week to see if working part time would be an option.

With council's approval, I would like to start the interview process to build a "pool" of potential candidates. This would hopefully get us a head of the curve a bit so we are not rushing to fill a position or two in the middle of summer when we have so many events going on.

The possibility of keeping Darrin on as part time could be very beneficial as Sergeant Mitchell and Officer Cullen accumulate a fair amount of time off and having that part time officer would provide coverage and to help to keep my comp time accrual time down.

3. The 2009 Ford Crown Vic patrol car that Officers Paul and Wilcox use is starting to cost a bit to maintain. So far year to date, we have spent \$2116.06 on it, plus there are repairs going on with the car right now that will be about \$500 to \$600.

I am working on the USDA grant, but there is no time frame to know when we could possibly receive the grant.

Should we consider finding a used car to have on hand or even replace the car all together?

Thank you.



redevelopment ready
communities*

RRC Baseline Report

City of St. Ignace

April 2018

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

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Executive summary

Redevelopment Ready Communities® (RRC) is a voluntary program of the Michigan Economic Development Corporation (MEDC) designed to help communities improve their economy and attract investment. The program provides a framework for communities to become more attractive to investors and residents. The program includes a self-evaluation, a best practices checklist, and a certification process. The city of [redacted] participated in the program in January 2017. Later that year in May RRC received the city's complete self-evaluation and resolution of intent to participate. We appreciate the city's patience as we worked to complete this formal evaluation.

Developed by experts in the public and private sector, the RRC best practices are the standard to achieve certification, designed to create a predictable experience for investors, businesses and residents working within a community; communities must demonstrate that all best practice criteria have been met to receive RRC certification. This evaluation finds the city aligned with 18 percent of the best practices and partially aligned with another 38 percent.

The city is already taking major steps toward implementing some of the missing best practices, most notably through the master plan update currently underway. A full draft of that plan is expected in early summer and will prove vital to guiding many of the other RRC items mentioned in this report such as a zoning ordinance update, identification of priority redevelopment sites, and an economic development strategy. In addition to these items the city will need to develop a number of other items such as a public participation plan, a capital improvements plan, a stronger training system, a better online presence, and more coordinated marketing approach.

These investments in the community will take time to complete but city leaders who have engaged with RRC show a commendable enthusiasm for improving the community and we believe RRC can assist in facilitating those improvements. Seeing as community development is a collaborative effort, we encourage the city to use RRC certification as a community-wide goal where everyone can play a role. Your RRC planner and other MEDC staff will be part of that team. As the city builds its vision and develops the structure to attract private investment to turn that vision into reality we encourage the city to remain in regular contact with your RRC planner and MEDC Community Assistance Team specialist so we can connect you with resources and guidance. We look forward to a long, prosperous relationship and to the day the city reaches full certification.



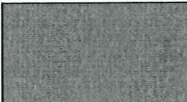
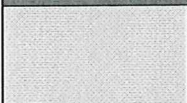
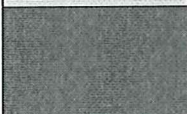
Methodology

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC best practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team's research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community's development materials, including, but not limited to: the master plan;

redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; and website. Researchers observe the meetings of the community's governing body, planning commission, zoning board of appeals and other committees as applicable. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community's degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or significantly outdated.

This report represents the community's current status in meeting all the redevelopment ready processes and practices. This baseline establishes a foundation for the community's progress as it moves forward in the program. All questions should be directed to the RRC team at RRC@michigan.org.

Evaluation snapshot

St. Ignace has completed 18 percent of the Redevelopment Ready Communities® criteria and is in the process of completing another 38 percent.						
1.1.1	1.1.2	1.1.3 (N/A)	1.1.4	1.2.1	1.2.2	1.2.3
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
3.1.7	3.1.8	3.2.1	3.2.2	4.1.1	4.1.2	4.2.1
4.2.2	4.2.3	4.2.4	5.1.1	5.1.2	5.1.3	5.1.4
5.1.5	5.1.6	6.1.1	6.1.2	6.2.1	6.2.2	



Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, downtown plan and capital improvements plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the city in achieving its stated goals. Local plans can provide key stakeholders with a roadmap for navigating the redevelopment process in the context of market realities and community goals.

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and review the master plan at least once every five years after adoption. The city's current master plan was adopted in 2011 which places it outside of that five-year window. The plan includes 14 goals ranging from housing diversity to public improvements with 17 objectives and 56 strategies supporting those goals. The plan is short and concise, placing much of the data into appendices to improve readability. The city's key redevelopment area in the plan is the waterfront and this continues to be a focus today.

The planning commission has already begun the process to update the plan. A full draft is expected by June 2018. While the existing plan provides a strong framework from which to start, the updated plan should be sure to include some additional items to fully align with the RRC best practices. In particular, the updated plan should include a more detailed implementation section which identifies actions, responsible parties and timelines. Having this component in place allows the city to more easily monitor progress and increase the likelihood of success. The plan should also include a more detailed zoning plan which identifies not only future land use categories but also areas of the zoning ordinance which should be updated. Specific recommendations on zoning ordinance improvements needed to reach RRC certification can be found under best practice two. Finally, the plan should focus on key redevelopment areas and discuss specific strategies and goals for those areas.

These likely include waterfront, rail road corridor, harbor, and downtown.

Downtowns are an essential component of any community and St. Ignace clearly understands the value its downtown brings to its economy. The city's downtown development authority (DDA) recently updated its downtown plan to reauthorize its tax increment financing (TIF) funding mechanism to continue downtown improvements. The TIF plan covers 2014 to 2043 and brings in around \$250,000 a year; that is projected to slowly increase to over \$300,000 during the life of the plan for a total of nearly \$11 million in funding. With over 320,000 overnight stays in hotels and campsites near St. Ignace, the DDA TIF plan focuses on ways to draw and keep those tourist dollars in the city. Key projects include bike path connections, an expansion to the Ojibwa Museum, finishing the Huron boardwalk, constructing a dock to support cruise ships and expanding public restroom availability. The plan includes a list of projects, estimated costs and prioritization to help focus implementation efforts.

In addition to the master and downtown plans, the city has developed other plans including a parks & recreation plan and rail road corridor plan. In order to fully realize each of these plans, the city will need to make capital investments in varying capacities. In all likelihood there won't be enough funding to go around in any given year for all such improvements. But to help plan long term, the city should create a capital improvements plan. This plan gathers all the various capital improvements into a single document and pairs them with anticipated funding. Through this plan the city will be able to prioritize projects. Capital improvements plans are fast becoming a powerful tool which can also give communities a competitive edge when applying for grants or other funding. This should be a collaborative process between city staff, the planning commission and city council. RRC provides a guide to help prepare the initial plan which then should be updated each year as part of the budget process.

Best practice findings

Best Practice 1.1—The plans *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.1.1	The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> Complete the master plan process currently underway	2018
1.1.2	The governing body has adopted a downtown plan.	✓	
1.1.3	The governing body has adopted a corridor plan.	N/A	
1.1.4	The governing body has adopted a capital improvements plan.	<input type="checkbox"/> Create a capital improvements plan	2018

Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle. Communities who regularly engage their residents also build long term trust and see greater support for plans and other initiatives.

One of the goals in the city’s master plan is to increase communication with city residents and stakeholders. In recent years the city has done just that through a variety of methods including surveys, workshops, and one-on-one interviews. The city has worked to build stronger relationships with civic, fraternal and senior organizations and considers the community’s willingness to volunteer as a key strength. The city is also fortunate to have a local news organization which hosts documents and shares outcomes of engagement activities. Many of the more proactive activities have been done as part of a larger process such as a master plan update and RRC

encourages the city to continue to engage groups outside of these specific processes so as to not lose momentum in between.

While the city is currently engaging in public engagement activities well above and beyond statutory requirements, it is heavily based on existing personnel and leadership. Communities of all sizes face the possibility of such activities ceasing upon personnel change and should plan accordingly to promote consistency for stakeholders. As such, RRC best practices call for the city to create a documented public participation strategy. This plan should identify stakeholders, clearly outline engagement activities the city will utilize, and discuss how to address specific processes such as master plan updates or controversial development projects. The strategy should also identify how the city will communicate results and evaluate the success of its engagement efforts.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.2.1	The community has a public participation plan for engaging a diverse set of community stakeholders.	<input type="checkbox"/> Create a documented public participation plan	2019
1.2.2	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
1.2.3	The community shares outcomes of public participation processes.	<input type="checkbox"/> In the participation plan, identify how the community will track and evaluate success <input type="checkbox"/> In the participation plan, clearly identify avenues for communicating results	2019

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the city's zoning ordinance and assesses how well it implements the goals of the master plan. Zoning is a significant mechanism for achieving desired land use patterns and quality development. Foundationally, the Michigan Zoning Enabling Act (MZEA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions.

The city's zoning ordinance last underwent a full review in 2011 following the master plan update. More recently the city made changes in 2016 regarding housing and signs. This RRC evaluation found no major barriers in the ordinance to implementing the goals of the existing master plan though the ordinance will need to be reviewed upon completion of the current master plan update. Discussions with stakeholders did note that the ordinance overall could use a refresh and this evaluation notes several areas which could benefit from such an undertaking.

In addition to master plan alignment the RRC best practices look at seven other aspects of the ordinance ranging from concentrated development to user-friendliness. This evaluation found the city in alignment with one of those seven and partially in alignment with the remaining six. A brief description of each follows.

Concentrated Development: This best practice looks at how the ordinance addresses mixed-use development and place-making in appropriate areas (generally the downtown). The ordinance does allow mixed-use development in the downtown as a permitted use; however, it imposes additional reviewers, something which could be better addressed through a standard joint review team than special requirements for this specific type of development. The ordinance also does address outdoor dining though the language feels vague and discussions found that the current interpretation is that it only allows outdoor seating behind buildings thus defeating outdoor dining as a way to create activity in the public realm. In order to fully meet this best practice the city should update the ordinance to clarify the aforementioned items and also include place-making components as well as historic and environmental preservation provisions. As the city is working to build

capacity in the planning and zoning front, it may wish to consider a hybrid form-based code as a way to unleash the full potential of downtown.

Housing Diversity: Due to the city's tourism-focused economy, it is already well aware of the need for housing diversity (something also addressed in the existing master plan). As such, the existing ordinance includes significant housing diversity by allowing town homes, stacked flats, live/work units, mixed-use development, temporary housing and co-housing. This goes well above-and-beyond the RRC best practice minimums.

Non-Motorized Transportation: The city has adopted a complete streets policy which guides the development of public infrastructure projects. However the ordinance is silent on how private development can work with the city to provide non-motorized friendly environment. This could be achieved in a number of ways including requiring sidewalks for all new developments and establishing provisions such as bicycle parking, pedestrian-scale lighting, or public realm standards.

Parking Flexibility: It's important to strike a balance between providing sufficient parking to spur commercial activity and also avoid underutilizing otherwise valuable land for parking lots. In order to assist with this, Redevelopment Ready Communities® provide tools within the zoning ordinance to allow creative and flexible solutions to find that balance. St. Ignace includes one of those tools with an exemption for developments in the central business district due to the availability of public parking. The city also allows for general parking waivers though those must undergo another step by going to the zoning board of appeals. In order to fully align with the best practices, the city should either move authority for that waiver to the planning commission to avoid another step or consider one of the many other options available to it that could meet this best practice such as payment-in-lieu of parking, shared parking agreements or parking maximums.

Green Infrastructure: This best practice looks at how the ordinance encourages sustainable infrastructure which promotes resiliency—a key aspect to showcasing investment stability. St. Ignace benefits greatly from the

Best Practice 2.1—Zoning regulations *continued*

natural beauty of the area, especially the waterfront. In order to help build on and protect that natural beauty, the city should adopt additional provisions to support sustainable infrastructure such as tree preservation standards, pervious pavement, parking lot landscaping or green roofs (just to name a few options). In order to meet RRC best practice minimums, it will need at least one additional provision in addition to the existing provisions for wind energy.

Development Flexibility: This best practice looks at how well the city’s special land use and other tools are established and also whether the ordinance’s allowable uses are up-to-date. The ordinance does include a special land uses section which lays out the process to some degree and includes standards for approval. However, what would be considered a special land use is not defined and the process could be stronger than is currently is. Discussions indicate that it’s likely a special land use could be applied to any development in any

district throughout the city—which is extremely flexible, it also reduces the predictability that ordinances are built to provide. The city’s allowable uses do include several modern day updates but could be more comprehensive and be organized into a table for easier use.

User-Friendliness: The ordinances are currently available online in two places: the city’s building department web page and also the *St. Ignace News* documents section. In both cases the ordinances are scanned version of a paper copy which makes it difficult for users to find items and also creates more work during updates. This review also noted that at least one section was missing from the *St. Ignace News* version. As part of the RRC process the city should convert the ordinances to either a full PDF document with links or consider an online code service. The updated ordinances should also include additional graphics, tables and links where applicable to improve user-friendliness.

Best practice findings

Best Practice 2.1—Zoning regulations *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
2.1.1	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	✓	
2.1.2	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	<input type="checkbox"/> Remove the extra review steps for mixed-use development <input type="checkbox"/> Adopt provisions to support historic and environmental preservation in the downtown <input type="checkbox"/> Adopt place-making provisions for the downtown <input type="checkbox"/> Review the tenants of formed-based code and determine whether it would be a good fit for downtown	2019
2.1.3	The zoning ordinance includes flexible tools to encourage development and redevelopment.	<input type="checkbox"/> Identify special land uses for each district <input type="checkbox"/> Clarify the special land use process <input type="checkbox"/> Conduct a review of all permitted uses and establish a more comprehensive list	2019
2.1.4	The zoning ordinance allows for a variety of housing options.	✓	
2.1.5	The zoning ordinance includes standards to improve non-motorized transportation.	<input type="checkbox"/> Adopt provisions to complete non-motorized connectivity throughout the community <input type="checkbox"/> Adopt provisions to support non-motorized amenities at least in the downtown	2019
2.1.6	The zoning ordinance includes flexible parking standards.	<input type="checkbox"/> Adopt at least one additional parking tool <input type="checkbox"/> Make the planning commission the final approver of parking waivers	2019
2.1.7	The zoning ordinance includes standards for green infrastructure.	<input type="checkbox"/> Adopt at least one additional provision to support green infrastructure	2019
2.1.8	The zoning ordinance is user-friendly.	<input type="checkbox"/> Convert the ordinance to a PDF or online version <input type="checkbox"/> Include additional graphics, tables and/or hyperlinks to improve navigation	2019

Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the city’s development review policies and procedures, project tracking and internal/external communications. An efficient site plan review process is integral to being redevelopment ready and can assist a community in attracting investment dollars while ensuring its zoning ordinance and other laws are followed.

Evaluation of this best practice was difficult as the city has not seen a formal site plan review requiring planning commission approval for at least 10 years. The existing ordinance is also silent on the site plan review process—it does include a special land use process but as noted earlier in this report that process could be stronger. In 2017, the city took a major step toward formalizing the process by hiring a building inspector. The city is expecting to hire a code enforcement officer this year which will add much needed capacity. These are great steps in the right direction. With the way the current ordinance is written, it appears that zoning permit requests have been going through an administrative review process and conversations with business owners have indicated that city staff have been helpful and friendly in that regard.

While the lack of a documented site plan review process provided challenges for this evaluation, it

presents a unique opportunity going forward in that the city can build a process using lessons learned from other communities and the RRC best practices. Having the process documented will provide a more concrete and predictable experience through clearly identified roles, responsibilities, and time frames. This report also makes a number of other recommendations to bring the city in alignment with the best practices including:

- Establishing pre-application meetings, setting expectations, and advertising their availability;
- Building a consistent joint site plan review team—past records show this has occurred but it’s not documented in a way that ensures it continues;
- Formally documenting the internal review process including roles, responsibilities and time frames (this could be done to create some predictability in the near future until the ordinance can be updated);
- Creating flowcharts of the development review processes;
- Establishing a tracking system for development projects from application to occupancy; and
- Creating a method to gather customer feedback on the site plan review process at least annually.

Best practice findings

Best Practice 3.1—Development review policy and procedures *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.1.1	The zoning ordinance articulates a thorough site plan review process.	<input type="checkbox"/> Establish a clear site plan review process in the ordinance	2019
3.1.2	The community has a qualified intake professional.	✓	
3.1.3	The community defines and offers conceptual site plan review meetings for applicants.	<input type="checkbox"/> Establish pre-application meetings for site plans <input type="checkbox"/> Set expectations and a checklist to guide outcomes <input type="checkbox"/> Advertise meeting availability online	2019
3.1.4	The appropriate departments engage in joint site plan reviews.	<input type="checkbox"/> Formalize a joint site plan review team	2019
3.1.5	The community has a clearly documented internal staff review policy.	<input type="checkbox"/> Clearly document the internal review process including roles, responsibilities and timelines	2019
3.1.6	The community promptly acts on development requests.	<input type="checkbox"/> Clarify which site plans receive administrative versus planning commission approval <input type="checkbox"/> Develop flowcharts to document the site plan review processes	2019
3.1.7	The community has a method to track development projects.	<input type="checkbox"/> Create a system to track development projects from application to occupancy	2020
3.1.8	The community annually reviews the successes and challenges with the site plan review and approval procedures.	<input type="checkbox"/> Develop a method to obtain feedback from development review customers at least annually <input type="checkbox"/> Review the feedback with the joint site plan review team and planning commission	2020

Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of the community’s development information. Having all the necessary information easily accessible online for developers and residents alike creates a transparent development process that can operate at any time. This information creates a smoother process overall and reduces the amount of time staff spend answering basic questions.

The city currently does not have a guide to development and while some information on the development review process is online it is overall quite difficult for someone to research the process on their own. In order to alleviate this the city should create a guide either as a comprehensive document or create a web page on the city’s site dedicated to helping potential developers understand the process. This guide should include links to applications, flowcharts, key contact

information, pre-application conferences, special meeting procedures, and development review fees. A full listing of items that should be included in this guide can be found in the RRC best practices.

Along with including process information, an applicant should also be able to estimate their development review costs upfront via the city’s fee schedule. This document is not currently available online and according to the self-evaluation, the fees are not reviewed annually as called for in the RRC best practices. During the next budget update the city should review the fees and ensure they align with the city’s desired level. The city should also explore ways to accept credit cards which provides flexibility for both local and out-of-town developers. Many third-party vendors make this an easy service for the city to offer.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.2.1	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Create a guide to development which includes all the information requested in this best practice	2020
3.2.2	The community annually reviews the fee schedule.	<input type="checkbox"/> Annually review the fee schedule <input type="checkbox"/> Explore ways to accept credit cards to pay fees	2020

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials. Such officials sit on the numerous boards, commissions and committees that advise city leaders on key policy decisions. Ensuring that the community has a transparent method of recruitment, clearly lays out expectations/desired skill sets, and provides orientation for appointed officials is key to ensuring the community makes the most of these boards and commissions.

The city does not currently make applications available online and information on the planning commission, zoning board of appeals and other boards/commissions is not readily accessible. Without this information, it's difficult for interested applicants to research whether serving on a particular board or commission is a good fit for them. In order to fully align with this best practice, the city should an application available online (this can be as simple as a downloadable Word document) and also establish desired skill sets and

expectations for serving. While a lack of the desired skill sets shouldn't preclude someone from serving, they can help applicants determine what board or commission may best fit their interests. Outlining other expectations such as meeting preparation, applicable laws and training goals can help ensure that someone is fully aware of the commitment prior to applying. This could be done through a handbook, job descriptions or other approach.

Once a new member is appointed, it's important that they are able to quickly assume their role. This can be assisted via an orientation packet to provide key background information. Members of the planning commission already receive a packet which includes the master plan, zoning ordinance, Michigan Planning Enabling Act and other helpful documents from organizations such as MSU Extension and Michigan Association of Planning. As part of the RRC process, packets should also be created for the DDA, ZBA, and city council. Efforts for DDA and ZBA packets are underway.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.1.1	The community sets expectations for board and commission positions.	<input type="checkbox"/> Make the application for boards and commissions available online <input type="checkbox"/> Define expectations and desired skill sets for at least the planning commission, DDA and Zoning Board of Appeals	2019
4.1.2	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	<input type="checkbox"/> Create orientation packets for the ZBA, DDA and city council	2019

Best practice findings

Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities for appointed and elected officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. An effective training program includes four components: financial resources to support training, a plan to identify priority topics and track attendance, consistent encouragement to attend trainings and sharing of information between boards and commissions to maximize the return on investment for the community.

St. Ignace already has several components of this best practice in place including budgetary support for training and regular communication of training opportunities via emails from the city clerk. The city also tracks trainings which are paid for by the city and the planning commission self-reports other trainings they attend. It is standard practice to report out after trainings to help share knowledge with those who couldn't attend.

A review of training activity is included as part of the planning commission annual report.

In order to fully align with this best practice, this report makes three recommendations. First, the city should work with staff and officials to identify priority trainings for the upcoming year to ensure limited funds are being used more effectively. For example, if the planning commission plans to update the sign ordinance, then a training on that topic should be a priority. This could be done via a conversation at meetings or as part of an annual report. Second, the city should hold at least one joint meeting a year between the city council, planning commission and DDA to discuss common goals and projects (or hold a joint training). This would also be a great opportunity to invite non-city stakeholder. Finally, the city should share minutes between boards and commissions either by posting minutes online (currently only the city council minutes are available) or including them in meeting packets.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.2.1	The community has a dedicated source of funding for training.	✓	
4.2.2	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> Identify training priorities on an annual basis	2018
4.2.3	The community encourages the governing body, boards, commissions and staff to attend trainings.	✓	
4.2.4	The community shares information between the governing body, boards, commissions and staff.	<input type="checkbox"/> Share minutes between council, boards and commissions <input type="checkbox"/> Hold an annual joint meeting between the city council, planning commission and DDA	2018/2019

Best Practice 5.1—Redevelopment Ready Sites®

Best Practice 5.1 assesses how a community identifies, visions for and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments and should be targeted in areas that can catalyze further development around it. Instead of waiting for developers to propose projects, Redevelopment Ready Communities identify priority sites and prepare information to assist developers in finding opportunities that match the community’s vision.

In order to meet this RRC best practice, a community should engage stakeholders across the community to identify redevelopment ready sites and prioritize at least three. As part of this process, the community should develop a vision for what they’d prefer to see on the site—this vision should be tied to the master plan and the community should ensure the framework is

in place to support that vision. With sites and visions identified, basic information such as address, owner, value and infrastructure should be gathered for the top three sites. Possible incentives or development tools for each site should also be identified. At least one of these sites should be developed further into a complete property information package which includes an expanded list of more technical items (as applicable) such as environmental conditions, traffic studies, etc. This package should then be marketed online and through other means as appropriate.

St. Ignace has identified priority development areas including the railroad grade, Ferry Lane and harbor/marina. In order to meet this best practice, it will need to take those efforts further and identify specific priority sites which can be redeveloped using this process.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
5.1.1	The community identifies and prioritizes redevelopment sites.	<input type="checkbox"/> Identify and prioritize at least three redevelopment sites	2018
5.1.2	The community gathers basic information for at least three priority sites.	<input type="checkbox"/> Gather basic information for at least three priority sites	2018
5.1.3	The community has development a vision for at least three priority sites.	<input type="checkbox"/> Develop a vision/desired outcome for at least three priority sites	2018
5.1.4	The community identifies potential resources and incentives for at least three priority sites.	<input type="checkbox"/> Identify incentives or tools for at least three priority sites	2019
5.1.5	The community assembles a property information package for at least one priority site.	<input type="checkbox"/> Create a full property information package for at least one site	2019
5.1.6	Prioritized redevelopment sites are actively marketed.	<input type="checkbox"/> Actively market at least the property information package in accordance with the city’s marketing strategy	2019

Best Practice 6.1—Economic development strategy

Best Practice 6.1 evaluates goals and actions identified by the community to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities.

St. Ignace does not currently have an economic development strategy and will need to create one in order to align with the RRC best practices. This strategy should identify the city’s strengths and challenges,

develop concrete actions to improve the city economic competitiveness, coordinate with other local/regional strategies and align with the master plan and capital improvements plan. The city has already expressed a desire to work closely with the Mackinac Economic Development Alliance in particular on this item and should be sure to also include the Eastern UP Planning and Development Region. Once a strategy is developed, it should be reviewed annually to ensure it remains relevant.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.1.1	The community has approved an economic development strategy.	<input type="checkbox"/> Develop an economic development strategy	2020
6.1.2	The community annually reviews the economic development strategy.	<input type="checkbox"/> Annually review the strategy	2020

Best Practice 6.2—Marketing and promotion

Best Practice 6.2 evaluates how the community promotes and markets itself. Marketing and branding is an essential tool in promotion of a community’s assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history.

St. Ignace sees hundreds of thousands of visitors each year and offers a great family-friendly vacation spot. The downtown is home to countless memories for these families—some of which may ultimately end up in St. Ignace permanently given the right marketing tools and campaigns. Currently the city seems to be defined by three messages: “Your Home Port” (Visitors Bureau and Downtown) and “Gateway to Michigan’s Upper Peninsula” (City) and “Homeport to the Upper Peninsula” (Chamber). This fractured messaging limits the community’s ability to project a cohesive image and marketing campaign. As a first step in this best practice, these four groups should convene and agree on consistent messaging as well as roles for how to

disseminate that message. The message may be different based on the audience but all entities should be on the same page regarding what those messages are. Once that is determined, a marketing strategy should be developed outlining the messages, key audiences and roles. This strategy will likely focus on tourism but should also look at how to attract business investment, real estate development and new residents. The DDA director is currently working on such a strategy.

A key part of any marketing campaign is a community’s website. This is often the first place potential investors will visit to learn about a community and its development opportunities/processes. St. Ignace’s official city website does include some of the information noted in this best practice but it could benefit from a review and update. In particular the city should establish a page dedicated to planning, zoning and development in the city. That page should include all necessary resources so that a developer can easily find what they need to begin the process for investing in the city.

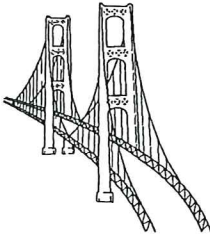
Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.2.1	The community has developed a marketing strategy.	<input type="checkbox"/> Work with partners to establish a consistent message <input type="checkbox"/> Develop a marketing strategy using the RRC marketing strategy guide	2018
6.2.2	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> Update the city website to create a centralized location for planning, zoning and development information	2021

Conclusion

The RRC Program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. This report finds St. Ignace with a notable number of items to complete prior to certification but it also finds that the city has strong leadership in place to complete these items.

Upon receipt of this report, city staff and leadership should review the recommendations and determine if they align with the city's priorities and vision. If, after review, the city believes that RRC is still a good fit, council should pass a resolution of intent to continue with the process. Upon receipt of that resolution, the city will enter final phase of the process: officially working toward certification. During that phase, the city will be able to make progress on RRC items at its own pace and

receive regular support from its RRC planner. It will also have continued access to the RRC online library of resources and extensive network of other RRC-engaged communities while also becoming eligible for matching technical assistance dollars from RRC (once the city has shown at least one quarter of progress). In order to guide this next phase, RRC recommends the creation of an RRC work group consisting of city staff, officials and community representatives. Up to this point much of the work has been handled by the planning commission chair and DDA director—going forward partners from city council, the Mackinac Economic Development Alliance, and Chamber should also be looped in. We look forward to working with the city on reaching certification and a long, positive partnership for many years to come.



St. Ignace Area Community Foundation

P.O. Box 88 • St. Ignace, Michigan 49781

April 19, 2018

Mackinac County Wellness Coalition
c/o Charlee Brissett & Kathy Perry
396 North State Street
St. Ignace, MI 49781

Dear Charlee Brissett & Kathy Perry,

Congratulations, you have been selected to receive a grant from the St. Ignace Area Community Foundation in the amount of \$1,000 funded by the Sault Tribe Youth Fund. We ask that you please attend our awards ceremony on Wednesday May 16, 2018 at 4:30 p.m. at the St. Ignace Library.

Sincerely yours,

Gregory S. Cheeseman, Treasurer



March 27, 2018

Dear Saint Ignace Community Foundation Grant Committee:

This letter is written in support of the Mackinac County Wellness Coalition for the Hoop House project at the St. Ignace Elementary/Middle School. The Hoop House is in the garden behind the school, so that teachers, students and community members have access to it for growing, learning and teaching about growing food locally in St. Ignace.

The Wellness Coalition has a goal to help school children learn how to grow fresh food and incorporated it into their diet. In addition, the Hoop House will provide many teaching and learning opportunities, among them basic botany, plant and soil biology, composting and organic methods of gardening, team work and outdoor activity.

The Hoop House requires both rehabilitation - maintenance and minor repairs related to sustaining it in our Zone 4 climate - and supplies such as soil, seeds and seedlings, gloves for the school children to wear while working, some minor tools such as watering cans & trowels, and funds to support watering and plant upkeep, as described in the grant request.

It is in the interest of the City of Saint Ignace to have a community garden at the school, and I hope that you will support our project.

Sincerely,

Michael Stelmaszek, City Manager
City of St. Ignace
Wellness Coalition Fiduciary Agent