

CITY COUNCIL MEETING
St. Ignace, Michigan
Monday, June 15, 2020 – 7:00 p.m.
Little Bear East Conference Room

******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 June 1, 2020 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business
 - 1. **APPROVAL OF FAVORITE DOCK PARKING PERMIT FEES**
 - 2. **UPDATE ON ORD 651 SHORT TERM RENTAL AND SET PUBLIC HEARING**
 - 3. **CITY RE-OPENING PLAN**
 - 4. **UPDATE ON CITY MANAGER POSITION**
 - 5. **BUDGET AMENDMENTS**
 - 6. **FINANCIALS**
- VII. Public Comment
- VIII. Consideration of Bills

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

A Regular Meeting of the St. Ignace City Council was held on Monday, June 1, 2020, remotely via Zoom video conference.

The meeting was called to order at 7:00 p.m. by Mayor Litzner, with Councilmember St. Louis leading the Pledge of Allegiance.

Councilmember Clapperton gave the invocation.

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

Absent: None.

Staff Present: Kyle Mulka, City Assessor; Bill Fraser, DPW Director; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer; Lauren Yoder, Marina Director; Morgan Mills, Recreation Director; Al Mitchell, Police Sergeant.

Consideration of minutes from May 18, 2020 Council meeting:

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes from May 18, 2020.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

Consideration of minutes from May 28, 2020 Special Council meeting:

It was moved by Councilmember Pelter, seconded by Councilmember Clapperton, to approve the minutes from May 28, 2020.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

1. UPDATE ON THE LBE PARK PROJECT BY SCOTT MARSHALL, DDA DIRECTOR:

Scott Marshall, DDA Director and Project Coordinator, presented Council with an update regarding the Little Bear East Park Project. Mr. Marshall listed the number of bids in each category and described the process moving forward with an appointed Project Committee. The request for approval from Council will come at a later date once each category has an approved vendor quote established.

2. RESOLUTION FOR 45TH ANNUAL CAR SHOW NEW DATE 2020:

Resolution

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

WHEREAS, St. Visitors Bureau requests permission to conduct the "45th Annual St. Ignace Car Show Weekend" and;

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

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

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

FURTHER BE IT RESOLVED, that the City Council does approve St. Ignace Visitors Bureau to be a "Special Events Organization", and approves the use of the various public properties within the City Limits for this event on the days of September 3, 4, 5, 6, 2020 and further grants St. Ignace Visitors Bureau the authority to control vending approved by the City during the event. The City of St. Ignace does not financially participate in the "45th. Annual Car Show Weekend", and

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

45th Annual St. Ignace Car Show Weekend– September 3, 4, 5, 6, 2020, American Legion Park, parking lot only, and other public properties located between Marquette Street and Church Street on State Street. The Car Show on Saturday, September 5, 2020 between 4:00 a.m. and 5:00 p.m., State Street will be closed from Marquette Street to Church Street subject to MDOT approval.

Roll Call Vote:

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

No: Councilmember Pelter.

Absent: None.

Resolution declared Adopted.

3. RESOLUTION FOR PORSCHE THE MAC 2020:

RESOLUTION

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

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

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

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

NOW THEREFORE BE IT RESOLVED, that the St. Ignace City Council has determined that the St. Ignace Events Committee does meet the criteria established in the various sections of the Ordinance No. 413, and

FURTHER BE IT RESOLVED that the City Council does approve the usage of the St. Ignace Little Bear East Arena parking lot for this event on:

July 31 thru August 2, 2020

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

4. RESOLUTION BREWS & BLUES 2020:

RESOLUTION

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

WHEREAS, the St. Ignace Events Committee request permission to conduct the Brews & Blues, and

WHEREAS, this event requires the usage of the Star Line Dock #2 at 99 North State Street 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 Star Line Dock #2 at 99 North State Street for this event on:

Saturday August 1, 2020

Roll Call Vote:

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

No: Councilmember Pelter.

Absent: None.

Resolution declared Adopted.

5. RESOLUTION ANTIQUE TRACTOR SHOW 2020:

RESOLUTION

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

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 Little Bear East Arena parking lot for this event on:

Friday, September 11, 2020 at 9a.m. thru
Saturday, September 12, 2020 until 8p.m.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

6. INTERIM APPOINTMENT:

It was moved by Mayor Litzner, seconded by Councilmember Clapperton, to appoint Bill Fraser as the Interim City Manager to replace Mike Stelmaszek until the position is filled.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

Public Comment:

Public comment was received regarding Council packets and City Hall access during business hours.

Consideration of Bills:

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

BELONGA EXCAVATING, LLC	125.00
DOUGLASS SAFETY LLC	225.18
FIDLAR TECHNOLOGIES	818.27
KSS ENTERPRISES	432.87
MARK WILK	150.00
MARK'S TIRE LLC	537.56
MICHAEL RICHARD LAMB	540.00
NATIONAL OFFICE PRODUCTS	1,659.86
OSCAR W LARSON	190.00
PARAGON LABORATORIES, INC	107.00
PATRICIA SANDERS	113.00
POWER PLAN	525.54
SYNCB/AMAZON	196.37

Grand Total: \$ 5,620.65

Roll Call Vote:

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

No: None.

Motion carried unanimously.

There being no further business, the meeting adjourned at 7:27 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer



City of St. Ignace

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St. Ignace, Michigan 49781

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Date: 6/9/20 11 a.m.

RE: Dock 3 Committee Meeting Minutes

Members present: Paul Fullerton, Luke Paquin, Connie Litzner and Bill Fraser

Discussed today was Seasonal Parking Leases at the Favorite Dock. Applications, Parking Permits, Waivers for damages/liabilities leases will be from April through November @ \$175.00 for the season. We will be able to lease 50 parking spaces and still keep the area on the Main Street side of Boardwalk open for events. Bill will check with Helen about insurance.

Also discussed rezoning an area at Dock 3 so Arnold Line Freight Co. could build a new storage building.

Bill Fraser

DPW Director

bfraser@lighthouse.net

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CITY OF SAINT IGNACE
MACKINAC COUNTY, MICHIGAN
AMENDED ORDINANCE 549 BED & BREAKFAST
TO
SHORT TERM RENTAL
ORDINANCE No. 651

AN ORDINANCE TO ADD ADDITIONAL DEFINITIONS TO SECTION 38-5, AND REVISE SECTION 38-358 TO PERMIT AND REGULATE SHORT TERM RESIDENTIAL RENTALS WITHIN THE CITY OF SAINT IGNACE, TO INSURE THE PUBLIC HEALTH, SAFETY AND WELFARE, AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF.

THE CITY OF SAINT IGNACE ORDAINS:

PART 1. The City of Saint Ignace, Michigan, Code of Ordinances, is hereby amended to add the following definitions to Section 38-05 Definitions:

Bathroom means a room containing a toilet, a sink, and a bathtub or shower.

Camp or camping means the use of a camping unit or similar shelter for overnight accommodations (11:00 p.m. to 7:00 a.m., or a significant portion thereof) or for other temporary living.

Camping unit means portable outdoor overnight sleeping accommodations, lodgings, or other accommodations, with or without cooking facilities, including a tent, tent trailer, motorhome, travel trailer, pop-up or truck-mounted trailer, recreational vehicle, camper van, or other shelter used for temporary living.

Occupancy means the purpose for which a dwelling unit or portion thereof is utilized or occupied.

Occupant means any individual living or sleeping in a dwelling unit, or having possession of a space within a dwelling unit. "Occupant" does not include guests visiting a dwelling unit between the hours of 8:00 a.m. and 11:00 p.m.

Operator means any person who owns or has charge, care or control of a dwelling unit which is offered as a short term rental.

Owner means the person or entity that holds legal or equitable title to the dwelling unit (or portion thereof).

Parcel means a continuous area or acreage of land under common ownership. "Parcel" includes a single condominium unit.

Person means an individual, trustee, personal representative, conservator, receiver, agent, firm, corporation, association, partnership, limited liability company, or other legal entity.

Short Term Rental means any dwelling or condominium or portions thereof, that is available for use or is used for accommodations or lodging of a guest, paying a fee or other compensation for a period of less than thirty consecutive days.

Part 2. The City of Saint Ignace, Michigan, Code of Ordinances, is hereby amended to add the revised Chapter 38-358 which shall be titled as follows:

Sec 38-358 Short Term Rental (Residential) operations and regulations.

(a) Categories of Operation

- (1) Category 1, Short Term Rental Owner occupied single family dwelling unit, shall be the principal residence of the owner, and said owner shall live on the premises when the short term rental of a sleeping room or rooms is active.
- (2) Category 2, Short Term Rental Owner resides on a property where the owner does not live in the dwelling unit rented by the guest, but lives in a dwelling unit under the same roof such as a duplex, triplex, or apartment building, or on the same parcel, such as an accessory dwelling unit when the short term rental is active.
- (3) Category 3, Short Term Rental where the Property Owner resides within 30 minutes of the rented dwelling unit, but not under the same roof as the dwelling unit occupied by the guest when the short term rental is active.
- (4) Category 4, Short Term Rental where the Property Owner resides more than 30 minutes away from the rented dwelling unit occupied by the guest when the short term rental is active.

(b) Permit Required. No person shall permit, allow, or offer a dwelling unit to be used as a short term rental nor enter into a short term rental agreement concerning a dwelling unit within the City of Saint Ignace without first obtaining a permit from the City pursuant to the requirements of this Ordinance.

(c) Application and Fee Requirements. An operator seeking a permit under this Ordinance shall submit a complete application to the City Manager, or his or her designee and pay the required fee, which shall be determined from time to time by resolution of the City Council. The fee schedule adopted by the City Council may include an enhanced fee for dwelling units found to have been operating as unpermitted short term rentals in violation of this Ordinance. The application shall include proof of ownership of, or the legal right to rent, a dwelling unit, and all information reasonably necessary for the City Manager, or their designee, to determine whether the applicable standards for approval have been met. The City Council may approve the form and content of the application by resolution.

(d) Standards for Approval. The City Manager or their designee shall approve, or approve with conditions, an application for a short term rental permit only upon a finding that the dwelling unit complies with all of the following applicable standards:

(1) Guest register. Every operator shall keep a list of the names of the registered guests staying at the short term rental.

(2) Bedrooms and Sleeping Rooms. The size and occupancy of rooms used for sleeping purposes shall comply with all current State of Michigan applicable code requirements including the International Property Maintenance Code (Saint Ignace Code of Ordinances, Chapter 6 Buildings and Building Regulations, Article III. Property Maintenance Code, Section 6-61).

(3). Parking. The property owner shall designate to guests the location(s) of legal parking spaces for all Short Term Rentals.

(4). The appearance and upkeep of the dwelling shall not conflict with the residential character of the neighborhood, and be consistent with Chapter 12 Environment, and Chapter 38-361 Appearance and upkeep.

(5). Fire Safety and Emergency Access.

[a] Smoke Alarms. Smoke detectors/alarms shall be installed in each rental unit. All smoke detectors/alarms shall be UL(Underwriters Laboratories, Inc.) approved, and shall be installed in accordance with the provisions of the Michigan Residential Code and the household fire warning equipment provisions of the National Fire Protection Association (NFPA) standards Section 72.A. Smoke detectors/alarms shall be installed in the following locations:

[1] In each bedroom or sleeping room.

[2] Outside of each separate sleeping area in the immediate vicinity of the bedrooms.

[3] On each additional story of the rental unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In rental units with split levels and without an intervening door between the adjacent levels, a smoke detector/alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

[b] Bedroom and Sleeping Room Emergency Window Access.

[1] Every bedroom and sleeping room have contain a window meeting current fire code and/or building code standards for ingress and egress in an emergency.

[2] No bedroom or sleeping room shall be located in a basement unless the basement meets current code requirements for ceiling height, and contains a doorway open to the outside or contains a window meeting ingress and egress emergency standards.

[c] Fire Extinguishers. An operable fire extinguisher shall be located at an exit door on every floor level including the basement, and in the kitchen area.

(6) Designated Representative. The operator of a Category 3 or 4 Short Term Rental shall identify a designated representative as a contact person. The operator shall provide an address and a current 24-hour working phone number of the designated representative to the City Manager. Said designated representative must be available during the rental period within a thirty-minute drive of the dwelling unit.

(7) Zoning Compliance. No person shall be granted a short term rental permit unless the dwelling unit is in compliance with the City of Saint Ignace Zoning Ordinance. Nothing in this Ordinance shall be construed as excusing compliance with the requirements of the City of Saint Ignace Zoning Ordinance.

(8) State Law Compliance. No person shall be granted a short term rental permit unless the dwelling unit is in compliance with the current State Building Code, State Residential Code, State Mechanical Code, State Plumbing Code, National Electrical Code, and the Michigan Fire Prevention Code.

(9) Certification by Applicant. As part of the application, the applicant shall certify that the foregoing standards have been met. The City may deny or revoke a permit if the statements or representations made on the application are determined by the City Manager to be false or materially misleading. The applicant may appeal the City Manager's decision to the City Council in the manner provided by 38-358 (g)(3) of this Ordinance.

(10) No Category 3 or 4 Short Term Rental unit will be allowed in residential zoned R1 and R2 districts at a dwelling located within 300 feet of an existing short term rental unit.

(11) Variance requests related to Short Term Rental units in residential zoned districts shall be directed to the Planning Commission for review.

(e) Permit.

(1) Duration. A Short-Term Rental Use Permit shall be valid for the calendar year such permit was obtained (June 1 until May 31).

(2) Transferability. A Short-Term Rental Use Permit may not be transferred from one dwelling unit to another dwelling unit.

(3) Ownership transfer of permit. A Short-Term Rental Use Permit may not be transferred or assigned to any third party except heirs and assigns, and the Permit shall be void upon transfer of ownership of the property where the Short-Term Rental use is located. Upon change of ownership, the new owner must apply for a new Short-Term Rental Use Permit in order for Short-Term Rental Use activity to be authorized.

(4) The City will make available to the public the information shown on the Short-Term Rental Use Permit.

(5) Display. The Short-Term Rental Use Permit shall be displayed within the dwelling unit and contain the following information:

[a] Designated Representative Information. The name of the Contact Person, and a telephone number at which they may be reached on a twenty-four-hour basis; and

[b] Maximum Number of Occupants. The permit shall display the maximum number of occupants permitted at a dwelling unit. No person shall allow or permit a dwelling unit to exceed the maximum number of occupants stated on the permit.

[c] No paying guest shall camp or allow any person to camp on the land upon which a short term rental is located. This prohibition includes the occupation of tents, bivy sacks, campers, trailer coaches, camper trailers, vehicles, recreational vehicles, travel trailers, camping unit, or any other temporary shelter located on the land upon which a short term rental is located pursuant to a permit issued under 38-358 (d).

[d] Notification that an occupant may be cited or fined by the City, in addition to any other remedies available at law, for violating any provisions of this and other applicable Ordinances.

(6) Guest information. When the property owner is not present during Short Term Rental use, the following information is to be provided to guests:

[a] Emergency egress information for the dwelling unit.

[b] Applicable off-street and on-street parking standards, requirements, and regulations.

[c] Applicable campfire regulations, and restrictions.

[d] Requirements for trash collection and schedule for curbside pick-up.

[e] List of ordinances applicable to Short Term Rentals.

(f) Nuisance. A violation of this Ordinance is hereby declared to be a public nuisance per se and is hereby further declared to be offensive to the public health, safety, and welfare. All violations of this Ordinance shall be abated by a court of competent jurisdiction.

(g) Violations; Revocation of permit.

(1) Violations as Municipal Civil Infractions. Any person who violates any provision of this Ordinance shall be responsible for a Class C municipal civil infraction. Each day that a violation occurs constitutes a separate offense. Penalty, see Chapter 1 Section 1-7. Fees, Section 1-8 General Penalty; continuing violations, Section 1-9 Municipal Civil Infractions.

(2) Revocation of permit. The City may revoke the short term rental permit for any dwelling unit which is the site or subject of at least three (3) separate incidents or violations of this Ordinance (occurring on three (3) separate days) within a calendar year resulting in a plea of responsibility (with or without explanation), a plea of guilty, a plea of no contest, or a court's determination of responsibility or guilty by the owner, designated representative, or occupant for a violation of one or more of the following:

[a] Any provision of the City of Saint Ignace Code of Ordinances, including this Ordinance.

[b] Any provision of the City of Saint Ignace Zoning Ordinance or any permit or approval issued pursuant to the City of Saint Ignace Zoning Ordinance.

[c] Any provision of the Michigan Construction Code, the Michigan Residential Code, and/or the Michigan Fire Prevention Code.

(3) Revocation Procedure. Upon a determination by the City Manager that the permit of a dwelling unit is subject to revocation pursuant to subsection (2), the City Manager shall issue a notice to the operator or designated representative that the City intends to revoke the permit by first-class mail to the address listed on the permit. The operator or designated representative may within thirty (30) days from the date the notice was sent request a hearing before the Zoning Board of Appeals to show cause as to why the short term rental permit should not be revoked. If a hearing is timely requested, the City Manager or his or her designee shall notify the operator or designated representative of the time and place of the hearing. At the hearing, the operator or designated representative may present evidence that the violations of this Ordinance were due to or caused by extraordinary circumstances. The Zoning Board of Appeals may, in its discretion, reverse the determination of the City Manager to revoke the permit by a majority vote.

(4) Duration of Revocation. No permit shall be issued to an operator or designated representative for a period of thirty-six (36) months following the revocation of a permit pursuant to 38-358 (g)(3).

(h) Enforcement Officials. The City Manager or their designee, Ordinance Enforcement Officer, Building Inspector, Fire Marshall, and any City police officer are hereby designated as the authorized officials to issue and serve municipal civil infractions directing alleged violators of this Ordinance to appear in court.

(I) Civil Action. In addition to enforcing this Ordinance through the use of a municipal civil infraction proceeding, the City may initiate proceedings in the 92nd District Court for the County of Mackinac to

abate or eliminate the nuisance per se or any other violation of this Ordinance. Any person determined by the Circuit Court to have violated this Ordinance shall be responsible for all costs, including actual reasonable attorney fees, incurred by the City in the enforcement of this Ordinance. Such costs of enforcement shall constitute a lien against the parcel upon which the dwelling unit is located, and the City Treasurer shall certify the costs of enforcement to the Tax Assessor or other responsible official, who shall place the same on the next tax roll. The costs of enforcement so assessed shall be collected in the same manner as general City taxes.

(j) Severability. If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the remainder of the Ordinance, which shall be given effect without the invalid portion or application.

(k) Effective Date. This Ordinance shall become effective ninety (90) days after notice of adoption is published in a newspaper of general circulation within the City.

AYES: Members:

NAYS: Members:

ABSENT: Members:

ORDINANCE DECLARED ADOPTED.

City Mayor
City of Saint Ignace

City Clerk
City of Saint Ignace

STATE OF MICHIGAN)
) ss.
COUNTY OF MACKINAC)

I hereby certify that the foregoing is a true and complete

ST. IGANCE CITY GUIDEELINES / PROTOCOLS FOR RE-OPENING AND OPERATING IN THE POST COVID-19 SHUTDOWN

CITY BUILDINGS.

- 1) There should be signage on entry doors regarding any administrative or executive order that is in place at the time of entry. Post the COVID-19 infection prevention flyer.
- 2) PPE should be on-hand provided for all individuals when appropriate social distancing (6 feet) cannot safely be maintained or guaranteed.
- 3) The public counter space should have protective barriers as needed (distance, masks, shielding plexi-glass) that will allow them the least amount of contact or potential for infection.
- 4) Individuals that have a fever or other visible COVID-19 like symptoms of illness should not be allowed entry into the building.
- 5) There should be a limit to the number of consumers/clients allowed on a floor or office. For many spaces, that will be one person. Should the need arise to have more than individual, and the six-foot distance cannot be maintained, then face masks should be worn.

OFFICE AREAS:

- 1) Public Counter Space should have a protective barrier (shielding plexi-glass) that will allow them the least amount of contact or potential for infection.
- 2) Each office should maintain six feet between employees. If this is a physical impossibility, workspace separation changes should be considered, and face masks should be worn until the 6-foot distance can be achieved.
- 3) Markings should be placed on floors and signage throughout the buildings where appropriate reminding people of social distancing requirements.
- 4) Each office should have hand sanitizer available.

- 5) Door handles, light switches, handrails, elevator doors and buttons, countertops, and other areas generally accessible to the public should be routinely disinfected.

Public Notices & Instructions

- 1) Encourage the public to utilize email, telephone, zoom, regular mail for all business that can be conducted in one of those fashions. To be changed as the Governor allows.
- 2) Ask the public to set appointments with each office for visits to do business.
- 3) The city's website should be promoted and have all necessary information regarding current protocols, email contacts, telephone numbers, etc. so that the public can have some advanced notice of what the new rules will be should they need to access any City building. It may be wise to contact the local newspaper or other media outlets to assist in getting this information out to the public.

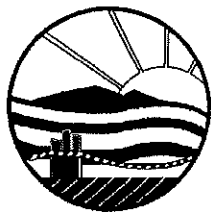
Public Areas

- 1) Public restrooms should be cleaned and disinfected every day.
- 2) Public playground equipment, benches and picnic tables should be sprayed with disinfectant daily.
- 3) The City will install hand sanitizer dispensers in all outdoor public areas.

Employees

- 1) Employees should be reminded to practice good hygiene. Washing hands frequently with soap and hot water or hand sanitizer, sneezing or coughing into the crook of your elbow, regularly disinfecting keyboards, office phones, cell phones and other surfaces.
- 2) Any employee showing symptoms of COVID-19 will be asked to go home and self-quarantine.
- 3) If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (three full days) without the use of fever-reducing or other symptom-altering medication. Said employee may work from home if applicable.

4) An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least fourteen days have passed and since the date of his or her first positive test; and have not had a subsequent illness. Employees who test positive are directed to care for themselves at home may return to work (1)at least 72 hours(3 full days) have passed since recovery; and (2) at least fourteen days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers.



City of St. Ignace

Andrea Insley, City Clerk/Treasurer

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City of St. Ignace Finance Committee Minutes Wednesday, June 3, 2020 11am

Members Present: Mayor Litzner, Mayor Pro-Tem Paquin, Councilmember Tremble

Staff Present: Bill Fraser, Interim City Manager; Andrea Insley, City Clerk/Treasurer.

Others Present: Michael Stelmaszek

I. BUDGET AMENDMENTS:

The budget amendments originally submitted by City Manager Stelmaszek were reviewed. Pension, equipment rental charges, the Fund Balance Policy, 2nd Street paving, and future budget cuts were discussed. The budget amendments will be submitted for Council consideration as presented, with the exception of the City Manager's fund.

II. FAVORITE DOCK LEASE:

The Committee discussed City parking permits, security, lease payments and revenue for the Favorite Dock parking lot. It is being suggested the City will collect parking permit fees from current Arnold Freight seasonal permit holders and the revenue from those permits will be collected in the Dock #3 fund to offset the reduction in the Dock #3 lease payment from Arnold Freight. Liability waivers will need to be determined, as well as added cost to the MMRMA insurance expense.

III. INTERIM CITY MANAGER WAGE:

Consensus of the Committee was to pay \$500/mo to Bill Fraser during the time he serves as Interim City Manager.

IV. OTHER:

Dock #3 meeting scheduled for Monday, June 8th at 11 a.m. in City Council Chambers.

Finance Committee meeting scheduled for Wednesday, June 24th at 11 a.m. in City Council Chambers.

Regular Council meeting via Zoom video conference for June 15th at 7 p.m.

Meeting adjourned at 12:25 p.m.

PROPOSED BUDGET AMENDMENTS JUNE 2020

Fund/GL #	Description	2020 Budget	Proposed Change	Amended Budget	Notes:
Gen Fund/ 101-965-995.002	Transfer to Fund 641	\$10,000.00	-\$10,000.00		0 Budgeted transfer removed.
Equipmt Fund/ 641-000-699	Transfer in from 101	\$10,000.00	-\$10,000.00		0 Budgeted transfer removed.
Building Fund/ 471-999-818	Contracted Service	0	\$5,000	\$5,000	Transfer from Fund Balance.
Dock 3 Imp Fund/ 273-598-818	Contracted Service	0	\$30,000.00	\$30,000.00	Transfer from Fund Balance.
Emp Trust-Vac-Sick Fund/ 729-965-995	Transfer to Fund 101	0	\$10,000.00	\$10,000.00	Transfer from Fund Balance.

From the Treasurer:

- Proposed Budget Amendment for the 641 Equipmt Fund to transfer Charter Franchise fees \$16,000 to the General Fund are not affordable. Also in the proposal, an increase in equipment rental rates were suggested, but may not be feasible. TBD
- The Retirement line items (accounts 718) across funds will be overbudget and can be re-visited for amendments once 2nd qtr dept expenses can be reviewed.
- Health Fringe line items (accounts 716) across funds will be overbudget and can be re-visited for amendments once 2nd qtr dept expenses can be reviewed.