

**CITY COUNCIL MEETING**  
St. Ignace, Michigan  
Monday, July 6, 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 15, 2020 meeting
- VI. Public Comment
- VII. Additions to the Agenda (Council and Staff Only)
- VIII. Business
  1. **ADOPT ORDINANCE 651**
  2. **APPOINTMENT TO EUP PLANNING OF CHRIS BYNES**
  3. **OTTAWA INNOVATIONS PRESENTATION ON CANNABIS DISPENSARY**
  4. **RESOLUTION TO GRANT EASEMENT TO CLOVERLAND ELECTRIC COOPERATIVE FOR FIRE HALL ELECTRICAL SERVICE**
  5. **APPROVAL OF DPW TRUCKS FINANCING**
  6. **PERMISSION TO PURCHASE LIFT FOR DPW GARAGE**
  7. **UPDATE ON MAYOR/COUNCIL MEETING SPACE**
  8. **POLICY MAYOR DUTIES**
  9. **APPROVAL OF ELECTION INSPECTORS & RECEIVING BOARD**
- 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 15, 2020, in the Little Bear East Conference Center.

The meeting was called to order at 7:00 p.m. by Mayor Litzner, followed with 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, Interim City Manager; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer; Lauren Yoder, Marina Director; Morgan Mills, Recreation Director; Megan Lamb, Program Coordinator; Al Mitchell, Police Sergeant; Scott Marshall, DDA Director.

**Consideration of minutes from June 1, 2020 Council meeting:**

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Clapperton, to approve the minutes from June 1, 2020, with the correction to add Councilmember Pelter's comment regarding a concern of a City employee discussing Police Chief Brown's investigation. Motion carried unanimously.

**Limited Public Comment:**

Public comment was received regarding support for Police Chief Brown.

**Additions to the Agenda:**

Mayor Litzner – Recreation Department programs.

Mayor Litzner – Little Bear Park Project update and approval of contractors.

Mayor Litzner – City Manager Stelmaszek's approval of benefits paid.

Councilmember Pelter – Police Chief update.

**1. APPROVAL OF FAVORITE DOCK PARKING PERMIT FEES:**

Mayor Litzner requested Council's approval to issue parking permits for the Favorite Parking Lot for \$150 per permit to follow the fee schedule already in place by Arnold Freight Company. A signed liability waiver will also be required on the permit application.

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Fullerton, to approve the \$150 permit fee and application. Motion carried unanimously.

**2. UPDATE ON ORD 651 SHORT TERM RENTAL AND SET PUBLIC HEARING:**

Mayor Litzner informed Council that a Public Hearing will be scheduled for July 6, 2020 at 6:00 p.m. for Ordinance 651 Short Term Rental.

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve scheduling a Public Hearing for Ordinance 651 on July 6, 2020 at 6:00 p.m. Motion carried unanimously.

**3. CITY RE-OPENING PLAN:**

Mayor Litzner presented several City Departments' re-opening plans to Council, with the understanding that there may be further changes to follow the State of Michigan progressive guidelines.

It was moved by Mayor Pro-Tem Paquin, seconded by Councilmember Pelter, to approve the plans presented by each department for re-opening. Motion carried unanimously.

#### **4. UPDATE ON CITY MANAGER POSITION:**

Mayor Litzner informed Council that advertisements have been placed in the St. Ignace News and on the Michigan Municipal League (MML) website seeking a new City Manager. Mayor requested Council's approval to place further ads in area publications.

It was moved by Councilmember Fullerton, seconded by Councilmember Pelter, to advertise for a City Manager in several area publications. Motion carried unanimously.

Mayor Litzner requested Council's consideration to pay Bill Fraser a \$500/month stipend during his time serving as Interim City Manager, which began June 1, 2020. It was moved by Councilmember Fullerton, seconded by Councilmember Clapperton, to approve paying Bill Fraser \$500/month in addition to his regular pay to serve as the Interim City Manager. Motion carried unanimously.

#### **5. BUDGET AMENDMENTS:**

Mayor Litzner presented recommended budget amendments from the June 3rd Finance Committee meeting for Council's approval. After review with City Clerk/Treasurer Insley, it was moved by Mayor Pro-Tem Paquin, seconded by Councilmember St. Louis, to approve the four budget amendments as presented. Motion carried unanimously.

#### **ADDITIONS TO THE AGENDA:**

##### **Mayor Litzner – Recreation Department Programs:**

Program Coordinator Megan Lamb informed Council that Little Bear Recreation plans to host outdoor sporting events in a casual format three days a week, while following necessary health parameters, beginning July 6<sup>th</sup> at the high school fields.

##### **Mayor Litzner - Little Bear Park Project update and approval of contractors:**

DDA Director Scott Marshall updated Council on the status of the Little Bear Park Project and requested Council's approval for the following contractors already approved by the DNR:

Robinson Fence, R. E. Carroll, Rudyard Electric and Mark & Sons.

After some discussion, it was moved by Mayor Pro-Tem Paquin, seconded by Councilmember St. Louis, to approve the contractors presented. Motion carried unanimously.

##### **Mayor Litzner - City Manager Stelmaszek's approval of benefits paid:**

Mayor Litzner requested Council's consideration to continue Michael Stelmaszek's health benefit be paid through the month of July 2020, beyond his exit date of July 3<sup>rd</sup>.

It was moved by Councilmember Fullerton, seconded by Mayor Pro-Tem Paquin, to approve paying health insurance benefits to Michael Stelmaszek through July 31, 2020. Motion carried unanimously.

##### **Councilmember Pelter – Update on Police Chief:**

Councilmember Pelter requested Council's consideration to discuss a plan for the Police Department until Police Chief Brown's investigation is resolved. It was the consensus of Council to wait a little longer to receive a determination from authorities of the status of Police Chief Brown.

#### **6. FINANCIALS:**

Council reviewed the May 2020 financials presented. It was moved by Councilmember Clapperton, seconded by Mayor Pro-Tem Paquin, to approve the May 2020 financials. Motion carried unanimously.

##### **Public Comment:**

Public comment was received by Michael Stelmaszek thanking Council for their support.

##### **Consideration of Bills:**

It was moved by Councilmember Pelter, seconded by Mayor Pro-Tem Paquin, to approve payment of the bills in the amount of \$38,184.11.

ACE HARDWARE	862.78
AIRGAS USA LLC	154.42
ANDERSON TACKMAN & COMPANY	2,475.00
ARCTIC GLACIER USA INC	345.65
BAY UP NORTH LLC	291.90
BELONGA'S PLUMBING AND HEATING	770.23
BLARNEY CASTLE OIL CO	222.74
CHARLES J. PALMER, P.C.	3,369.36
CHRISTOPHER WILLIAM BOUCHA	535.00
CONNIE LITZNER	85.00
CRANE ENGINEERING SALES INC	2,100.00
ETNA SUPPLY COMPANY	1,224.00
GFL ENVIRONMENTAL USA, INC.	250.01
HARRELL'S INC	654.50
KELLY SIMMONS	547.00
KIMBALL-MIDWEST	307.74
KSS ENTERPRISES	2,302.55
LYNN AUTO PARTS	1,493.73
MACKINAC PLUMBING AND HEATING CO	428.00
MACKINAC SALES	219.22
MARK WILK	215.00
MICHAEL RICHARD LAMB	127.00
MICHIGAN ASSOC MUNICIPAL CEMETERIES	40.00
MICHIGAN STATE POLICE	33.00
NORTHERN SHIRT COMPANY, LLC	376.00
OSCAR W LARSON	2,491.17
POMASL FIRE EQUIPMENT	8,299.40
SAFETY-KLEEN SYSTEMS INC	158.00
SAULT PRINTING COMPANY	16.39
SCIENTIFIC BRAKE AND EQUIPMENT CO	156.11
SPARTAN DISTRIBUTORS, INC	96.97
SPARTAN STORES	29.83
SPAULDING MFG INC	98.45
ST IGNACE AUTOMOTIVE	196.78
ST IGNACE TRUE VALUE	1,278.45
STANDARD ELECTRIC COMPANY	1,885.00
STICKER MULE	134.50
STRAITS BUILDING CENTER	262.31
UIS SCADA	3,164.19
WESLEY H MAURER JR	486.73
Grand Total:	\$38,184.11

There being no further business, the meeting adjourned at 7:53 p.m.

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**Connie Litzner, Mayor**

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**Andrea Insley, City Clerk/Treasurer**

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

Introduced: June 15,2020

Adopted:

Published:

Effective:

RESOLUTION  
Cloverland Easement

The following Resolution was offered for adoption by Councilmember \_\_\_\_\_,  
supported by Councilmember \_\_\_\_\_

**Whereas**, it is in the best interest of the City of St. Ignace to grant an easement, on the property known as TAX# 052-007-025-10, to Cloverland Electric Cooperative, Inc. for the purpose of providing electrical service to the City of St. Ignace Fire Hall;

**Whereas**, the City of St. Ignace has approved the grant of this easement;

**Whereas**, the City of St. Ignace has authorized \_\_\_\_\_, to carry out the grant of this easement;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the City Council of St. Ignace, Mackinac County authorizes the easement to Cloverland Electric Cooperative Inc. on the property known as TAX# 052-007-025-10 for the purpose of providing electrical service to the City of St. Ignace Fire Hall;

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, July 6, 2020 at 7:00p.m.

\_\_\_\_\_  
Andrea Insley, City Clerk

AI/ht



*First National Bank of St. Ignace*

*P.O. Box 187*

*132 North State Street*

*St. Ignace, Michigan 49781*

*(906) 643-6800*

*(906) 643-6808 Fax*

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June 24, 2020

City of St Ignace

396 North St

St Ignace, MI 49781

Re: Interest Rate Bids

First National Bank of St Ignace place the following two bids, as you have requested, for the purchase of two pickups. The trucks will be taken as collateral for the loan.

Three years at 2.90%

Five Years at 3.10%

Thank you for the opportunity,

Robert K Richardson

Vice President of Lending

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**BRANCH BANKING OFFICE LOCATIONS**

*St. Ignace North Bay \* Cedarville \* Mackinac Island*  
*Naubinway \* Moran Township \* Newberry*  
[www.fnbsi.com](http://www.fnbsi.com)

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ASK WHAT THE CSB FAMILY CAN DO FOR YOU

# CENTRAL SAVINGS BANK

511 BINGHAM AVENUE ▪ PO BOX 339

SAULT STE. MARIE, MI 49783

PHONE: 906 . 635 . 6250 ▪ FAX: 906 . 635 . 6293

EMAIL: CSBBANK@SAULT.COM

June 25, 2020

Mr. Bill Fraser  
DPW Director  
City of St. Ignace  
396 North Street  
St. Ignace, MI 49781

Dear Mr. Fraser:

RE: Request for Bids  
Purchase of two pickup trucks - \$77,000

Thank you for your letter of June 24, 2020, concerning the above request. Central Savings Bank is pleased to quote the following:

- Three years – 3.75%.
- Five years – 4.24%.
- This quotation is good for thirty days from Monday, June 29, 2020.

Should you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely yours,

Ronald L. Meister  
Chief Executive Officer

/ejm



## City of St. Ignace

396 North Street,

St. Ignace, Michigan 49781

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

e-mail: [bfraser@lighthouse.net](mailto:bfraser@lighthouse.net)

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Date: 6/26/20

RE: Vehicle Lift

To: Council Members

I am requesting permission to purchase a two posts vehicle lift for the D.P.W. garage. We received 2% money from the Sault Ste. Marie Tribe of Chippewa Indians in the amount of \$4000.00. The lift we would like to purchase is a Challenger lift from our local NAPA store at a cost of \$5249.00. The difference of \$1249 will be paid out of our scrap metal fund.

We researched several different brands, this a 12,000# lift that will lift our standard vehicles and pickups, but not our dump trucks/snow plows or heavy equipment. We also received a price from St. Ignace Auto for the same lift and in the amount of \$6000.00.

Bill Fraser

DPW Director

# **MAYOR DUTIES & RELATIONSHIP WITH THE CITY MANAGER POLICY**

**The mayor is the chief executive of the city. In this role, the mayor is responsible for the general welfare of the city.**

The duties of a mayor in a municipality with a city manager are as follows.

The mayor shall serve as the chief executive of the city, performing executive responsibilities by overseeing the activities of the city manager and various departments of city government in conjunction with the manager to see that city ordinances, resolutions and state laws are enforced. This requires knowledge of city ordinances.

The mayor will serve as the policy leader for the community, providing policy information and recommendations to the council.

The mayor shall preside over the city council. The mayor is to communicate with council and keep them updated on city activities.

The mayor shall serve as the chief representative of the city in relations with the media.

The mayor shall represent the city in conjunction with the manager in meetings with and presentations to other governmental units,



businesses, community groups and other groups. The mayor may also ask other council members to represent the city at these meetings.

The mayor shall work with residents of the community in receiving their comments and complaints and seeking appropriate responses, in conjunction with the manager and council.

The mayor shall serve as chief administrator officer of the city government in the circumstances there is no city manager until a temporary manager can be appointed by council.

The manager is responsible for the day to day operations of the city, including supervision of the department heads and employees. The manager reports to council. As per charter, the city council shall not give orders to any of the subordinates of the city manager though:

The mayor may ask staff to set up meetings, make copies, make necessary phone calls, and set up meetings pertaining to city business. The mayor and council may make inquiries from staff for information pertaining to city business.

These duties are in addition with duties allowed in the charter and accordance with Michigan Home Rule Act.

# From the Charter of the City of St. Ignace Mackinac County, Michigan

## **ORGANIZATION OF GOVERNMENT - COUNCIL-MANAGER GOVERNMENT:**

*SECTION 4.* 1. The city shall have the council-manager form of government.

## **THE CITY COUNCIL:**

*SECTION 4.* 2. There shall be a City Council of six members. The Council shall constitute the legislative and governing body of the city and shall have power and authority, except as otherwise provided in this charter or by statute, to exercise all powers conferred upon or possessed by the city, and shall have the power and authority to adopt such laws, ordinances and resolutions as it shall deem proper in the exercise thereof.

## **DUTIES OF MAYOR:**

*SECTION 4.* 5a. Insofar as required by statute, and for all Ceremonial Purposes, the Mayor shall be the executive head of the city. He shall have a vote and vote in all proceedings of the Council equal with that of other members of the Council, but shall have no veto power. He shall be the presiding officer of the Council.

(d) Except as may be required by statute, the Mayor shall exercise only such powers as this charter or the Council shall specifically confer upon him.

(e) In the absence or disability of the Mayor, the Mayor Pro-Tem shall perform the duties of Mayor. In the absence or disability of both, the designated Acting Mayor shall perform such duties.

## **CITY MANAGER:**

*SECTION 4.* 7. The City Manager shall be the Chief Administrative Officer of the city government. His functions and duties shall be:

(a) To be responsible to the Council for the efficient administration of all administrative departments of the city government except the Attorney's department;

(b) To see that all laws and ordinances are enforced;

(c) To see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed;

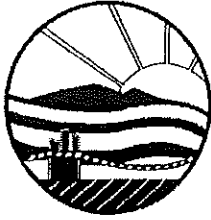
(d) To recommend an annual budget to the Council and to administer the budget as finally adopted under policies formulated by the Council and to keep the Council fully advised at all times as to the financial condition and needs of the city;

(e) To recommend to the Council for adoption such measures as he may deem necessary or expedient; and to attend Council meetings with the right to take part in discussions but not to vote;

(f) To perform such other duties as may be prescribed by this charter or as may be required of him by the Council.

**RELATIONSHIP OF COUNCIL TO ADMINISTRATIVE SERVICES:**

*SECTION 4. 9.* No member of the Council or committee of the Council shall dictate the appointment or employment of any person or in any way interfere with the City Manager or other administrative officer to prevent him from exercising his judgement in the appointment of officers and employees in the administrative service. Except for the purpose of inquiry, members of the Council shall deal with the administrative service (except the Attorney) solely through the City Manager and no member of the Council nor any committee of the Council shall give orders to any of the subordinates of the City Manager.



## City of St. Ignace

City Clerk's Office, Andrea Insley  
396 North State Street,  
St. Ignace, Michigan 49781  
Phone: (906) 643-8545 Fax: (906) 643-9393

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### THE BOARD OF ELECTION COMMISSION MEETING

The Board of Election Commission met Friday, July 2, 2020 in the office of the City Clerk/Treasurer.

Present: Alfred Feleppa; Gregory S. Cheeseman; Andrea Insley, City Clerk/Treasurer.

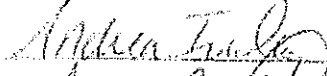

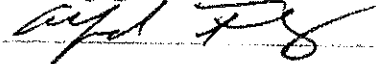
MOTION made by Andrea Insley, SUPPORTED by Alfred Feleppa, to select the following Election Inspectors for the Primary Election to be held on Tuesday, August 4, 2020.

### ELECTION BOARD

Laurie Steiner, Chairperson (R)  
Donna LaLonde (D)  
Renee Vonderwerth (R)  
Susan Paul (R)  
Mary Kay Tamlyn (R)  
Sherry Cece (R)  
Jean Thibault (D)

The City Clerk is authorized to make substitutions in the event that any election inspector selected is not able to serve at this time.

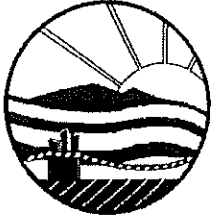
SIGNED:

DATE: 7/2/2020

DATE: 7/2/2020

DATE: 7/2/2020



## City of St. Ignace

City Clerk's Office, Andrea Insley

396 North State Street,

St. Ignace, Michigan 49781

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### THE BOARD OF ELECTION COMMISSION MEETING

The Board of Election Commission met Friday, July 2, 2020 in the office of the City Clerk/Treasurer.

Present: Alfred Feleppa; Gregory S. Cheeseman; Andrea Insley, City Clerk/Treasurer.

MOTION made by Andrea Insley, SUPPORTED by Gregory S. Cheeseman, to select the following Receiving Board Inspectors for the Primary Election to be held on Tuesday, August 4, 2020.

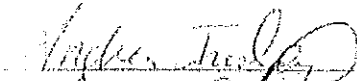
### RECEIVING BOARD

Sherry Cece (R)

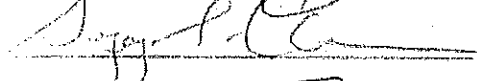
Donna LaLonde (D)

The City Clerk is authorized to make substitutions in the event that any election inspector selected is not able to serve at this time.

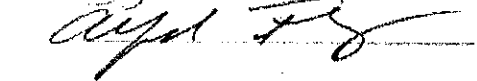
SIGNED:



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