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Topic: City Council Meeting

Time: February 1, 2021 @ 7:00 PM Eastern Time (US and Canada)

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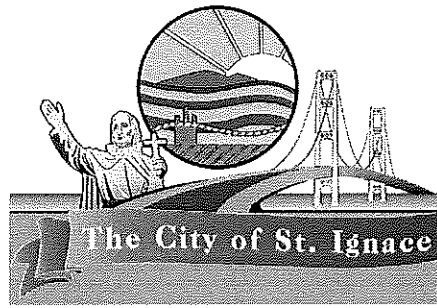
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CITY COUNCIL MEETING
St. Ignace, Michigan
Monday, February 1, 2021 – 7:00 p.m.
Remote Attendance Meeting

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

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Invocation
- 4) Roll Call
- 5) Public Comment (3-minute limit)
- 6) Consideration of Minutes of the December 30,2020 & January 4, 2021 meeting
- 7) Consideration of Bills
- 8) Old Business
- 9) New Business

A. ENBRIDGE VEHICLE DONATION

B. RESOLUTION TO EXTEND POVERTY EXEMPTIONS 2021,2022 & 2023

- 10) Public Comment (3-minute limit)
- 11) City Manager's Report
- 12) Committee Reports
 - a. Golf Committee
 - b. Dock 3 Committee/Favorite Dock Development
- 13) Council Member Comments

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

A Regular Meeting of the St. Ignace City Council was held on Tuesday, January 19, 2021, remotely via Zoom video conference.

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

PRESENT/ZOOM FROM CITY: Councilmembers Clapperton (St. Ignace), Fullerton (St. Ignace), Mayor Litzner (St. Ignace), Mayor Pro-Tem Paquin (St. Ignace), Councilmembers Pelter (St. Ignace), St. Louis (St. Ignace) and Tremble (St. Ignace).

ABSENT: None.

STAFF PRESENT/ZOOM: Darcy Long, City Manager; Kyle Mulka, City Assessor; Charles Palmer, City Attorney; Andrea Insley, City Clerk/Treasurer; Tony Brown, Police Chief; Scott Marshall, DDA Director; Bill Fraser, DPW Director; Lauren Yoder, Marina Director; Steven Paquin, St. Ignace Building Authority Chairperson.

LIMITED PUBLIC COMMENT

Public comment was received regarding Lauren Yoder submitting her resignation as Marina Director.

CONSIDERATION OF MINUTES OF THE DECEMBER 30, 2020 SPECIAL MEETING AND THE JANUARY 4, 2021 REGULAR COUNCIL MEETING

It was moved by Councilmember Clapperton, seconded by Councilmember St. Louis, to approve the minutes from both December 30, 2020, and January 4, 2021.

Roll Call Vote:

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

No: None.

Abstain: Councilmember Pelter.

Motion carried six to one abstaining.

CONSIDERATION OF BILLS

It was moved by Councilmember Tremble, seconded by Councilmember Clapperton, to approve payment of the bills in the amount of \$ 34,388.08.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

Ace Hardware	December 2020 Statement	\$357.69
Airgas	Rental Gas	\$154.42
Amazon	Pole Saw, Strobe Light, Wind socks, Gloves	\$154.13
Amway Grand Plaza	T. Brown Police Winter Conference Hotel Stay	\$487.23

Anderson, Tackman & Company PLC	2020 Audit Progressive Billing	\$405.00
AVD/Netexpress	New Hall Install/Equip - Pymnt 2 of 2	\$4,976.23
Belonga Plumbing & Heating	Furnace Repair	\$68.00
Cedarville Marine	SIFD Rescue Sled Oil Change	\$155.35
Charles J. Palmer PC	December 2020 Statement	\$1,620.00
Claudette Brown	Golf Supplies Reimbursement	\$223.20
Gary Sorenson	Purchase Reimbursement-Beam Clamp	\$228.55
Gary Sorenson	Purchase Reimbursement-Helmets/Rigging Plate	\$270.23
Gifts Galore	Uniform Shirts	\$140.00
Halt Fire	SIFD Valves	\$600.59
Huron Valley Guns	SIPD Pin and Emblem Letters	\$41.97
Hydrite	Ferric Chloride	\$9,151.06
Kimball Midwest	DPW Shop Supplies/Wtr Plant Supplies	\$212.72
KSS Enterprises	LBE and CHAI Supplies	\$373.80
Lynn Auto Parts	December 2020 Statement	\$3,068.41
Mackinac County Clerk	Election Canvas	\$181.44
Mackinac Plumbing & Heating	Parts	\$16.20
Mackinac Sales	SIPD '14 Taurus repair/'14 Explorer repair T. Brown Registration for Winter Police Conference	\$1,670.62 \$280.00
MACP MI Assoc. of Municipal Clerks	2021 Memberships - A. Insley, S. Cece	\$120.00
Michigan State Firemen's Assoc.	2021 Membership	\$75.00
MIDeal	Membership 2021	\$180.00
National Office Products	December 2020 Statement	\$477.72
NCL	Nitrification Inhibitor/Plant Supplies	\$1,329.27
NSI Lab Solution	Annual Proficiency Testing	\$539.00
OK Industrial	Sawzall Blades	\$43.30
R & R Fire Truck Repair Inc.	SIFD 1999 CSI Kenworth Repair	\$2,586.64
RS Technical	Alum Pump Check Valves	\$96.84

Scientific	Air Brake Dryer Valve	\$168.79
Spartan Nash Family Fare	December 2020 Statement	\$13.96
St. Ignace True Value	December 2020 Statement	\$514.47
Summit Fire Protection	Marina Cart and Annual Maintenance/Inspection	\$2,167.60
The Feed Station	Uniform Boots	\$189.95
	SIFD/Minutes/Mtg Ads/App. Bill/Budget	
The St. Ignace News	Books/Dec. BOR	\$1,032.53
USA Blue Book	Freight Charge	\$16.17
	Total	\$34,388.08

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

At this time, Mayor Litzner requested Council's approval to add an item to the agenda. It was moved Councilmember Pelter, supported by Councilmember Clapperton, to approve to add the agenda item "New Committee."

Roll Call Vote:

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

No: None.

Motion carried unanimously.

A. RESOLUTION TREK THE MIGHTY MAC 2021:

RESOLUTION

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

WHEREAS, the St. Ignace Visitors Bureau and the St. Ignace Events Committee request permission to conduct the Trek the Mighty Mac, and

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

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

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

FURTHER BE IT RESOLVED, that the City Council does approve the usage of I-75NB, I-75BL and the St. Ignace Little Bear East Arena parking lot for this event on September 24 & 25, 2021.

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.

B. RESOLUTION ANTIQUE TRACTOR SHOW & CROSSING 2021:

RESOLUTION

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

WHEREAS, the St. Ignace Visitors Bureau and 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 Visitors Bureau and the St. Ignace Events Committee do 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 10, 2021 at 9a.m. thru
Saturday, September 11, 2021 until 8p.m.

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.

C. RESOLUTION JEEP THE MAC 2021:

RESOLUTION

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

WHEREAS, the St. Ignace Visitors Bureau and St. Ignace Events Committee request permission to conduct the Jeep the Mac, and

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

East Arena parking lot, and

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

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

FURTHER BE IT RESOLVED, that the City Council does approve the usage of I-75NB, I-75BL and the St. Ignace Little Bear East Arena parking lot for this event on April 23, 2021, thru April 24, 2021.

Roll Call Vote:

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

No: None.

Absent: None.

Resolution declared Adopted.

D. APPROVAL FOR POLICE CHIEF ATTENDANCE TO M.A.C.P. CONFERENCE:

Police Chief Brown requested Council's approval to attend the M.A.C.P.'s (Michigan Association of Chiefs of Police) winter conference February 10 – 12, 2021, at the Amway Grand Plaza Hotel in Grand Rapids. It was noted by Mayor Litzner that registration for the conference is \$280.

It was moved by Councilmember Fullerton, seconded by Councilmember Pelter, to approve Police Chief Brown's overnight attendance at the conference.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

E. COURTESY PROPERTY SPLIT:

City Manager Long informed Council that, according to the City Charter, Council must schedule a Public Hearing regarding the request for a property split near the Ann Massey residence on Balsam Avenue.

At this time, it was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to schedule a Public Hearing for the Balsam Avenue property split on Monday, February 15, 2021, at 7 p.m., during the Regular Council meeting.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

F. DWSRF 2021/PRELIMINARY PROJECT PLAN:

DPW Director Fraser informed Council of the opportunity for the City to take part in Michigan EGLE's (Environment, Great Lakes and Energy) new funding programs for utility improvements, under the

Drinking Water State Revolving Fund and USDA Rural Development. Mr. Fraser stated C2AE will assist with the preliminary process involving project plans and applications. The water component will be \$30,000 and the wastewater component will be \$15,000. The application of intent is due January 31, 2021 to EGLE, but the project work can be scheduled out in the next year or two.

It was moved by Councilmember St. Louis, seconded by Councilmember Fullerton, to approve contracting C2AE to assist with the DWSRF and USDA Rural Development application processes.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

G. BUDGET AMENDMENT WATER/SEWER FUND 2021:

City Manager Long informed Council that the cost for the application process for the DWSRF funding was not budgeted for 2021 and requested approval to amend the budget, allocating the funds from the Water Fund 591 and Wastewater Fund 590 fund balances respectively.

It was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to approve amending the Water budget for \$30,000 and Wastewater budget for \$15,000 to account for the added expenditures.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

H. RECREATION AGREEMENT:

City Manager Long presented the Recreation Agreement renewal to Council, noting the updated term dates will be from January 2021 to December 2023.

It was moved by Councilmember Tremble, seconded by Councilmember Clapperton, to approve the Recreation Agreement renewal.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

I. MACKINAC ISLAND LADDER TRUCK AGREEMENT:

Steven Paquin, St. Ignace Building Authority Chairperson, updated Council on the new Fire Hall progress, stating the expected occupancy date is February 13, 2021. Mr. Paquin also informed Council that a contract is currently being drafted between the Mackinac Island Fire Department and the St. Ignace Fire Department to lease a used ladder truck from Mackinac Island. The complete contract will be presented to Council for approval at a future Regular Council meeting date.

J. GOLF CART LEASE/SERVICE CONTRACT:

City Manager Long presented a proposal for a lease and service agreement with Yamaha Golf Cars Plus to supply the Golf Course with 15 golf carts in the upcoming year. After some discussion, it was

recommended by City Manager Long that Council consider a payment plan of 30 payments for 30 months, calculating to \$8,892 annually for the lease and \$1,950 annually for the service component. It was moved by Councilmember Fullerton, seconded by Councilmember Tremble, to approve the golf cart lease and service agreement for 15 carts from May 2021 through October 2025 at the amount of \$10,842 annually. It was noted that the 2021 budget will need to be amended, but revenue is expected to accommodate these expenses.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

ADDITION TO THE AGENDA:

Mayor Litzner requested Council approval to appoint a new sub-committee of the Dock #3 Committee to be referenced as the Favorite Dock Development Committee. Members appointed to the sub-committee include Mayor Litzner, Mayor Pro-Tem Paquin, Quincy Ranville (SI Visitors Bureau), Bridgett Sorenson (SI Visitors Bureau), Nikki St. Andrew (Chamber of Commerce), DDA Director Scott Marshall and City Manager Long.

It was moved by Councilmember St. Louis, seconded by Councilmember Tremble, to approve the appointment of the new Favorite Dock Development Committee.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

Mayor Litzner announced the first meeting of the Committee will be Tuesday, January 26, 2021, at 10 a.m. in the office of the St. Ignace Visitors Bureau.

K. FINANCIALS:

City Manager Long presented the December 2020 financials to Council.

It was moved by Councilmember Clapperton, seconded by Councilmember Pelter, to approve the December 2020 financials as presented.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

PUBLIC COMMENT – None.

CITY MANAGER'S REPORT

City Manager Long stated the Water Quality Report for 2020 was available to be viewed in the City Clerk's office, as required by the State of Michigan. City Manager Long also described his plan to begin implementing the new City website and updated camera system for the Council Chambers.

COMMITTEE REPORTS

Betsy Dayrell-Hart presented the Planning Commission's Annual Report for 2020 in Council packets and is available to view in the City Clerk's office.

COUNCILMEMBER COMMENTS

Each Councilmember commended Marina Director Lauren Yoder for her work with the Marina the last two years and wished her well in her next position. Council also gave thanks to Steven Paquin and the St. Ignace Building Authority on their work with the new Fire Hall.

In addition, Mayor Litzner commended Betsy Dayrell-Hart for her work with the Planning Commission and Kyle Mulka and City Manager Long's efforts in keeping up with the virtual needs of Council.

There being no further business, the meeting adjourned at 8:00 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

Invoices for Approval
Monday, February 1, 2021

George's Body Shop	DPW-Door Hinge/Temp Control	\$65.00
George's Body Shop	SIPD-Towing Recovery	\$250.00
Blue Water Management Solutions	Water Education Sessions	\$660.00
Ferguson Waterworks	Meter Wire	\$190.94
Arrow Signs	No Camping Signs	\$35.00
BS&A Software	Annual Service/Support	\$857.00
Rudyard Electrical Service	Water Plant Smoke Alarm	\$90.00
Paragon Laboratories	Water Plant Testing	\$217.00
Belonga Plumbing	Marina Parts	\$10.20
Culture Code	NAGPRA Hosting & Maintenance Annual	\$400.00
RS Scott Assoc	Pump Out Grant Engineering	\$2,700.00
All Star Graphics	DPW WATER Uniforms	\$102.45
Ted Festerling	DPW Dump Truck Blades	\$2,402.70
International Institute of Municipal Clerks	2021 Membership - A. Insley, S. Cece	\$290.00
Zoom	Council Meetings 1-Year Subscription	\$108.80
Astrea/Lighthouse	SIPD - IT Support	\$170.00
Charter Spectrum	Internet - New Fire Hall	\$98.93
Graham Motors	New Pump Coast Guard Station	\$2,308.40
NCL	Incubator Thermometer	\$160.77
NetExpress/AVD	February 2020 City Wide Telephone Statement	\$694.53
Michigan Municipal Treasurer's Assoc	Online Treasurer Zoom Class - A. Insley	\$15.00

Total \$11,826.72

*Invoices and Purchase Orders Available for Inspection in the Clerk's Office

* Fund Number Breakdown Can be Requested by Emailing dclerk@lighthouse.net

RESOLUTION FOR EXTENSION OF HARDSHIP EXEMPTIONS

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Saint Ignace City Council; and

WHEREAS, the principal residence of persons, who the City Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Saint Ignace, Mackinac County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the City Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim

RESOLUTION FOR EXTENSION OF HARDSHIP EXEMPTIONS

constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the **2021** federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines Used in the Determination of Poverty

Size of Family Unit	Poverty Guideline
1	\$12,880
2	\$17,420
3	\$21,960
4	\$26,500
5	\$31,040
6	\$35,580
7	\$40,120
8	\$44,660
For each additional person	\$4,540

WHEREAS, pursuant to PA 253 of 2020, if a person claiming an exemption qualified under the eligibility requirements, the board of review shall grant the exemption in whole or in part, as follows:

- (a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.
- (b) A partial exemption equal to 1 of the following:
 - (i) A 50% or 25% reduction in taxable value for the tax year in which the exemption is granted.
 - (ii) As approved by the state tax commission, any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the state tax commission.

WHEREAS, the council resolves to permit a principal residence exempt from the collection of taxes under this section in tax year 2019 or 2020, or both, to remain exempt under this section in tax years 2021, 2022, and 2023 without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption and to permit a principal residence exempt for the first time from the collection of taxes under this section in tax

RESOLUTION FOR EXTENSION OF HARDSHIP EXEMPTIONS

year 2021, 2022, or 2023 to remain exempt under this section for up to 3 additional years after its initial year of exempt status without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption and if the person who establishes initial eligibility receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.

WHEREAS, both of the following apply to a person who obtains an extended exemption:

(a) The person shall file with the local assessing unit, in a form and manner prescribed by the state tax commission, an affidavit rescinding the exemption as extended under this subsection within 45 days after either of the following, if applicable:

(i) The person ceases to own or occupy the principal residence for which the exemption was extended.

(ii) The person experiences a change in household assets or income that defeats eligibility for the exemption.

(b) If the person fails to file a rescission as required and the property is later determined to be ineligible for the exemption, the person is subject to repayment of any additional taxes with interest.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting, extending or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

The foregoing resolution offered by City Council Member

Supported by City Council Member

Upon roll call vote, the following voted:

“Aye”: _____

“Nay”: _____

RESOLUTION FOR EXTENSION OF HARDSHIP EXEMPTIONS

The City Clerk declared the resolution _____.

Andrea Insley, Clerk City of Saint Ignace

Date: _____