

St Ignace Zoom is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting

Time: Jul 6, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5886184757>

Meeting ID: 588 618 4757

One tap mobile

+13126266799,,5886184757# US (Chicago)

+16465588656,,5886184757# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

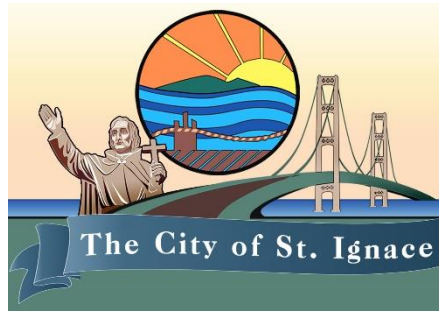
+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 588 618 4757

Find your local number: <https://us02web.zoom.us/u/kkhDLpL2u>



CITY COUNCIL MEETING

St. Ignace, Michigan

Tuesday, July 06, 2021 – 7:00 p.m.

City Council Chambers/Virtual Hybrid Attendance Meeting

******AGENDA******

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Invocation
- 4) Roll Call
- 5) Public Comment (3-minute limit)
- 6) Consideration of Minutes of June 21, 2021
- 7) Consideration of Bills
- 8) Old Business
- 9) New Business
 - A. New Fire Chief Recommendation
 - B. Special Event Combat Veterans Motorcycle Meet
 - C. Assessing Bids
- 10) Public Comment (3-minute limit)
- 11) City Manager's Report
- 12) Committee Reports
- 13) Council Member Comments

***City of St. Ignace is an equal opportunity employer and provider
TDD (800) 649-3777***

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

A Regular Meeting of the St. Ignace City Council was held on Monday, June 21, 2021, in the City Hall Council Chambers as a hybrid attendance meeting, with Zoom video conference available. 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 FROM CITY COUNCIL: Councilmembers Clapperton, Fullerton, LaLonde, Mayor Litzner, Councilmember Pelter, Mayor Pro-Tem St. Louis and Councilmember Tremble.

ABSENT: None.

STAFF PRESENT: Darcy Long, City Manager; Andrea Insley, City Clerk/Treasurer; Tony Brown, Police Chief; Stephanie Baar, Assistant to the City Manager.

PRESENT VIA ZOOM: Charles Palmer, City Attorney and Kurt Ney, Golf Manager.

LIMITED PUBLIC COMMENT – None.

CONSIDERATION OF MINUTES OF THE JUNE 7, 2021 REGULAR COUNCIL MEETING:

City Clerk/Treasurer Insley noted a correction in the Resolution Adopting a Final Project Plan for Water System Improvements, which was changed from “(Alternative 1)” to “(Alternative 2)”. Also, a correction in Agenda Item C listed the source of the quote presented was Kurt Ney, Golf Manager, instead of Spartan Distributors Inc.

It was moved by Councilmember LaLonde, seconded by Councilmember Tremble, to approve the minutes from June 7, 2021, with the corrections.

Roll Call Vote

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

No: None.

Motion carried unanimously.

CONSIDERATION OF BILLS

It was moved by Councilmember Tremble, seconded by Councilmember Clapperton, to approve payment of the bills in the amount of \$46,530.66.

AirGas	DPW Cylinder Rental	\$159.44
Anderson, Tackman & Company	Audit Assistance	\$285.00
Arctic Glacier	Marina Ice	\$89.68
Biological Research Solutions	Water Plant Tests	\$325.00
Bit Mat Products	AMZ Machine Emulsion for Inventory	\$8,685.27
Blarney Castle Oil Company	Golf Course Mower Fuel	\$352.88
C2AE	Project 21-0085	\$815.52

C2AE	Project 21-0084	\$863.58
C2AE	Project 21-0076 & Project 20-0156	\$3,266.13
CivicPlus	Payment 2 of 2 for Website Contract 2021	\$4,600.00
Crane Engineering	Heritage Lift Station	\$2,932.00
ETNA	Water Line Supplies	\$97.00
Galls	SIPD 5 Uniform Shirts	\$262.27
Hawkins Chemical	Water Plant Supplies	\$4,665.80
Iowa American Rescue	SI Fire Hall Forcible Entry Door Prop Kit	\$2,700.00
Joe Stearns	Marina Supplies Reimbursement	\$43.26
Kelly A. Moran	DWSRF Public Hearing Reporting	\$67.00
Kelly's Splash of Colors	City Sign and Water Plant Flower Beds	\$604.00
Kimball Midwest	DPW Shop Supplies	\$217.60
KSS	Parks Can Liners	\$1,495.20
Mackinac County Equalization	2021 GIS Support Fee	\$858.00
Mackinac Plumbing	Thermo Plug	\$11.50
McVeigh's Truck Springs Inc	Rear Leaf Sprint Upgrade T-41	\$610.34
Microbiologics	Water Plant Chemicals	\$220.19
Milan Supply Miller, Canfield, Paddock and Stone PLC	Dock 3 Lift Station Pump May 2021 Statement	\$485.00 \$1,888.00
Municode	Admin Support Fee 6/1/21 to 5/31/22	\$250.00
NCL	WWTR and WTR Plant Supplies	\$669.49
Paragon Laboratories	Water Plant Testing	\$94.00
Pomasl	SI Fire Hoses	\$2,936.73
Quill	Envelops and Binder Clips	\$108.00
Rudyard Electric	Coast Guard Lift Station	\$844.26
Sault Printing Company	May 2021 Statement	\$648.64
St. Ignace Chamber of Commerce	July 4th 2021 Agreement	\$2,000.00
State Chemical	Root Killer, High Solvent, Cherry Float	\$1,400.00
USA Bluebook	WWTR and WTR Plant Supplies	\$704.88

Velvet Green Creations

1/4 Year Domain Hosting

\$275.00

TOTAL

\$46,530.66

Roll Call Vote:

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

No: None.

Motion carried unanimously.

OLD BUSINESS

A. GOLF COURSE MOWER PURCHASE

Golf Course Manager, Kurt Ney, informed Council that he collected quotes from two vendors for a new mower. The first quote of \$55,064 from Spartan Distributors was termed a 60-month lease with an option to buy for \$1 at end of lease and included a TORO Groundmaster mower and a Turfco 1550 Top Dresser. The second quote, from John Deere, was for \$44,039 for a John Deere 7400A mower with a 60-month lease and up to 600 hours of use. It was recommended by Golf Manager Ney to accept the 60-month lease with Spartan Distributors for \$1,049 per month for both pieces of equipment at a 5.59% interest rate with the option to buy equipment at the end of the lease for \$1.

Roll Call Vote:

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

No: None.

Motion carried unanimously.

NEW BUSINESS

A. PLANNING COMMISSION APPOINTMENT

Mayor Litzner requested Council's consideration in appointing Jim Draze to the Planning Commission to replace John Kling.

It was moved by Councilmember Pelter, seconded by Councilmember Tremble, to approve the appointment of Jim Draze to the Planning Commission.

Roll Call Vote

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

No: None.

Motion carried unanimously.

B. RESOLUTION ST IGNACE 350TH BIRTHDAY CELEBRATION

RESOLUTION

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

WHEREAS, St. Ignace Visitors Bureau is requesting permission to conduct the “St. Ignace 350th Birthday Celebration”; 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

WHEREAS, it is understood that there may be fees for certain services provided by the City; and

WHEREAS, this event will be required to follow all COVID Federal, State and Local regulations in place at that time to qualify for Special Event status; and

THEREFORE, BE IT RESOLVED that the City Council has determined that 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 Thursday, August 19, 2021 through Sunday, August 22, 2021, 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 “St. Ignace 350th Birthday Celebration”; and

FURTHER BE IT RESOLVED that the City does approve street closures, subject to compliance with the City and MDOT rules and regulations, and the use of the following areas and dates:
St. Ignace 350th Birthday Celebration – August 19, 20, 21, 22, 2021 at the American Legion Park, Kiwanis Beach, Dock 3/Coast Guard Park, Little Bear East Community Center and parking lot and other public properties along State Street located between Stockbridge Street and Church Street.

The Grand Parade on Saturday, August 21, 2021, will close State Street from Stockbridge Street to Church Street at 3:30 p.m. to 6:00 p.m., subject to MDOT approval.

Roll Call Vote

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

No: None.

Absent: None.

Resolution declared Adopted.

C. RESOLUTION FIREWORKS DATES 2021

RESOLUTION

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

WHEREAS, St. Ignace Visitors Bureau requests permission to sponsor and hold Sensational Saturday, and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", as amended, requires certain criteria be met by 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

WHEREAS, it is understood that there may be fees for certain services provided by the City; and

WHEREAS, this event will be required to follow all COVID Federal, State and Local regulations in place at that time to qualify for Special Event status; and

THEREFORE, BE IT RESOLVED that the City Council has determined that 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 grants to them the authority to host fireworks on the following dates in 2021: June 26, July 4, July 10, July 17, July 24, July 31, August 7, August 14, August 21, August 28, September 4, 25 and October 2 at dusk; and to schedule an alternate date(s) for fireworks in the event of weather cancellation; and

FURTHER BE IT RESOLVED, that the City Council grants St. Ignace Visitors Bureau, the authority to control the vending on the above dates, during the fireworks, beginning at dusk, so as to protect our local businesses.

Roll Call Vote

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

No: None.

Absent: None.

Resolution declared Adopted.

D. RESOLUTION ST IGNACE VISITORS BUREAU 2021 WEEKLY EVENTS

RESOLUTION

The following resolution was offered for adoption by Councilmember Pelter, supported by Mayor Pro-Tem St. Louis:

WHEREAS, St. Ignace Visitors Bureau is requesting to sponsor the 2021 Weekly Events, and

WHEREAS, Ordinance No. 413 of the City of St. Ignace, "The Peddler's Ordinance", as amended, requires certain criteria be met by St. Ignace Visitors Bureau to comply with the "Special Events" requirements of the City, and

WHEREAS, St. Ignace Visitors Bureau has provided the City Council with all of the information required by Ordinance No. 413, and

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

FURTHER BE IT RESOLVED, that the City Council does approve St. Ignace Visitors Bureau to be a "Special Events Organization", and approves the Weekly Events be held from July thru September 2021. The vending for this event will be handled exclusively by St. Ignace Visitors Bureau. The City does not financially participate in this event, and

FURTHER BE IT RESOLVED, that the City does approve, subject to compliance with City rules and regulations, for the 2021 Weekly Events usage of downtown properties which would include the St. Ignace Marina and American Legion Park for the following events and dates:

Movies by the Bay
American Legion Park
July 11 – September 5
Sundays at dusk

Cultural Historical Teachings
Museum of Ojibwa Culture
July 5 - August 31
Mondays and Tuesdays, 6:30 p.m. – 7:30 p.m.

Friday Night at the Museum
Museum of Ojibwa Culture
July 2 - August 27
Friday, 7:00 p.m. – 9:00 p.m.

Sensational Saturday Fireworks
Downtown St. Ignace
June - October
Saturdays at dusk

Bayside Farmer's Market
St. Ignace Public Marina
July 1 – September 30
Thursdays 4:00 p.m. – 7:00 p.m.

Music By The Bay
American Legion Park
July 1-September 5
7:00 p.m.-8:30p.m.

Roll Call Vote

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

No: None.

Absent: None.

Resolution declared Adopted.

E. RESOLUTION AMENDED POVERTY EXEMPTION

RESOLUTION

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

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 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 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.

Roll Call Vote

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

No: None.

Absent: None.

Resolution declared Adopted.

F. CITY HALL OPEN HALF-DAY FRIDAY, JUNE 25, 2021

Mayor Litzner announced City Hall will be closing at 12:00 p.m. on Friday, June 25, 2021, due to the downtown events.

G. FINANCIALS

City Manager Long announced that there is a scheduled Council Work Session for Monday, June 28, 2021, in the City Hall Council Chambers beginning at 6:00 p.m.

ADDITIONS TO THE AGENDA:

Police Chief Brown presented two Police Department Activity Reports and gave an update on the Department's lease vehicles.

PUBLIC COMMENT

Public comment was received regarding the financing and comparisons for the Golf Course mower quotes.

CITY MANAGER'S REPORT

City Manager Long announced the next Regular Council meeting will be Tuesday, July 6th at 7:00 p.m. in the City Hall Council Chambers, due to the July 4th holiday. City Manager Long also informed Council that City Hall is now open to the public, describing each entrance capacity.

COMMITTEE REPORTS – None.

COUNCILMEMBER COMMENTS

Councilmembers commented on the need to address dumpsters at Dock #3 and that they are looking forward to the summer events and being back open for business.

There being no further business, the meeting adjourned at 7:35 p.m.

Connie Litzner, Mayor

Andrea Insley, City Clerk/Treasurer

Invoices for Approval
Tuesday, July 06, 2021

Amazon	May 2021 Statement	\$2,547.06
Arctic Glacier	Marina Ice	\$49.84
Arrow Signs	Signs- SIFD, MJ Streets, CMGR, CHall	\$336.00
Belonga Excavating LLC	Dock 3 Lift Station/WWTR Line Bay View	\$5,313.08
Belonga Plumbing & Heating	Marina Repair/WWTR Lift Station	\$4,831.43
Blarney Castle	Marina Fuel	\$14,200.50
Cut River Small Engine Repair	Brush Tool	\$575.98
Galls	SIPD	\$24.67
Hieman Fire Equipment	SIFD-Pike Pole and Roof Hook	\$222.22
Hydrite Chemical	Ferric Chloride	\$9,139.22
KSS	LBE and Marina Supplies	\$419.24
Kurt Ney	Cart Rental Agreement 4/23 to 5/18	\$984.00
Lynn Auto Parts, Inc	June 2021 Statement	\$1,557.36
Lynn Auto Parts, Inc	May 2021 Statement	\$871.54
Lynn Auto Parts, Inc	Golf May and June 2021 Statement	\$224.91
Mackinac Plumbing & Heating	Golf Repair/Dock #3 Repair	\$436.35
Mackinaw Old Country Market Inc.	LBE-Wrestling Camp Bagels and Donuts	\$438.00
Michigan Ammo LLC	SIPD-Ammo	\$475.00
Michigan Rural Water Association	2022 Membership	\$755.00
Milan	WWTR Parts	\$260.00
MMTA	July Treasurer-to-Treasurer	\$15.00
National Office Products	June 2021 Statement	\$594.60
Paragon Laboratories	Water Sample/WWTR Effluent	\$439.00
Pitney Bowes	Postage Machine Ink/Tape Strips	\$169.56
Power Plan - AIS	Backhoe Parts	\$1,111.45
Precision Edge Lawn Care	Cemetery Contract - Pymnt 2 of 3	\$2,880.00
Precision Edge Lawn Care	Recreation/LBE Mowing Contract Pymnt 2 of 3	\$2,880.00
R&R Fire Truck Repair Inc.	SIFD-Repair	\$1,394.18
RS Scott & Assoc. Inc	Marina-Pump Out Machine	\$800.00
St. Ignace Auto	May 2021 Statement	\$81.61
Sticker Mule	Marina Permit Stickers 2021	\$100.00
The Feed Station	Straw	\$236.00
The St. Ignace News	LBE	\$56.51
UP North Assessing	Assessing Contract - Pymnt 2 of 2	\$1,500.00
	TOTAL	\$55,919.31

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

* Fund Number Breakdown can be Requested by Emailing scece@cityofstignace.com

Connie Litzner

Paul Fullerton

Jay Tremble

Kayla Pelter

William LaLonde

Jim Clapperton

Robert St. Louis

June 14, 2021

Mayor Litzner & Council Members of St. Ignace,

I was asked to write this letter on behalf of the members of the St. Ignace Fire Department.

Gary Sorenson is retiring soon as you are aware. We wish him a happy retirement, and we are going to miss his leadership and talents.

The members of St. Ignace Fire Department met recently and voted on our next chief. It was a unanimous decision. We ask that you appoint Nick Montie as the next Fire Chief. Nick is a phenomenal leader and will take this department into our bright future. We know this is a City position, we hope our recommendation will aid you toward your decision making.

Thank you for your consideration and if you have any questions, feel free to contact me.

A handwritten signature in black ink that reads "Steven Paquin". The signature is written in a cursive style with a large, looped "P" and "Q".

Steven Paquin
Deputy Fire Chief

**City of St. Ignace
Special Events Application**

Complete and return this application to the City Manager's Office at least 21 calendar days prior to the starting date of the event.
A new application must be submitted each year.

Event		
Event Name: COMBAT VETERANS MOTORCYCLE ASSC. REGIONAL MEET		
Describe the Event: AN EVENT BEING HELD AT KEWADIN CASINO THE WEEKEND OF 7-30-21 TO 8-1-21, WHICH INVOLVE 6 STATES, MI., IND., OHIO, MINN., ILL., WISC., A MEETING BEING HELD AT THE CASINO ON 7-31-21 THEN AFTER MEETING RIGHT AROUND 5:00 P.M. PLAN A RIDE THRU TOWN ON MOTORCYCLES. ALL FUNCTIONS WILL BE HELD AT CASINO, JUST NEED PERMISSION FOR PARADE OF BIKES THRU TOWN.		
Sponsoring Organization Information		
Legal Business Name: COMBAT VETERANS MOTORCYCLE ASSOCIATION		
Address: 25 MAPLE GROVE DR.	City: KINCHELOE MI.	State/Zip: 49788
Mailing Address: SAME	City:	State/Zip:
Telephone: 906-203-1929	Email: BUCKMASTER_49788@YAHOO.COM	
Contact Name: RON KEESTER	Title: MEMBER-ORGANIZER	
Telephone	Email:	
Contact Person on Day of Event		
Name: SAME AS ABOVE	Title:	
Address:	City	State/Zip:
Telephone:	Cell:	Email:
Type of Event (Check one - See Special Events Policy for additional information)		
<input type="checkbox"/> City Operated/Sponsored Event	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Run Event
<input type="checkbox"/> Co-sponsored Event (all parties must provide sponsoring info and sign application)	<input type="checkbox"/> Other (describe)	
<input checked="" type="checkbox"/> Non-Profit Event	<input type="checkbox"/> Wedding	<input type="checkbox"/> Block Party
<input type="checkbox"/> For Profit Event	<input type="checkbox"/> Video or Film Production	
Event Information		
Event Location(s): STARTING POINT KEWADIN CASINO LINE UP PARKING LOT, TO END AT SCENIC OVERLOOK ON US-2, TURN AROUND AND EVERYONE DEPART AND GO THEIR SEPERATE WAY, HOTELS, CAMPGROUNDS.		
Event Date(s): 7-31-21		
Event Hours: 5:00 P.M.		
Estimated date/time for set up: 5:00 P.M		
Estimated date/time for clean up: ?		
Describe set up and clean up procedures (include specifically who will be taking care of trash):		

Event Information (continued)

Estimated DAILY attendance: ?

Describe crowd control plans for this event:

POLICE ESCORT AND MAYBE OTHER EMERGENCY VEHICLES

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

NONE

Will sidewalks be used YES NO *If yes, include a detailed map outlining the proposed sidewalk use*

Describe sidewalk use:

Will street closures be necessary? YES NO

If yes, include a detailed map indicating road closures, emergency vehicle access, and barricade locations

The City of St. Ignace does not have authority to close County roads.

Describe street closures:

* Streets closed: Date/Time:

* Streets re-open: Date/Time:

Event Information (continued)

Will parking lot closures be necessary?

YES

NO

If yes, include a detailed map indicating proposed closures and barricade locations

Describe parking lot closures:

" Parking lot(s) closed: Date/Time:

" Parking lot(s) re-open: Date/Time:

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event?

YES

NO

Describe type of music proposed:

Live

Amplification

Recorded

Loudspeakers

Proposed time music will begin:

Proposed time music will end:

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

Describe noise control:

Event Information (continued)

Will the event require the use of any of the following municipal equipment:

Sponsoring organization should expect to be charged for use, placement, and maintenance of these items

- | | |
|--|-----------|
| <input type="checkbox"/> Trash Receptacles | Quantity: |
| <input type="checkbox"/> Barricades | Quantity: |
| <input type="checkbox"/> Traffic Cones | Quantity: |
| <input type="checkbox"/> Other (describe): | |

Sponsoring organization may be required to provide a dumpster

NO

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

No stakes of any kind allowed on asphalt

NO

- | Item | Item |
|-----------------------------------|---|
| <input type="checkbox"/> Booths | <input type="checkbox"/> Tables |
| <input type="checkbox"/> Tents | <input type="checkbox"/> Rides |
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Portable Toilets <i>(may be required depending on event)</i> |
| <input type="checkbox"/> Canopies | <input type="checkbox"/> Other <i>(describe)</i> |

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, portable toilets, rides, routes, etc.

Will the event have kiddie rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, hot air balloon, etc.?

YES

NO *If yes, additional insurance coverage will be required*

If yes, describe in detail the types of attractions proposed:

Event Information (continued)

Will the event have food, beverage or concessions YES NO

(See Section X of the Special Events Policy for health department approvals and temporary food license requirements)

Describe:

Do you plan to have alcohol served at this event? YES NO

* A \$50.00 fee applies to special liquor license applications and Liquor Liability Insurance is required.
Include proposed location(s) on event layout and describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals

Will there be temporary electricity at this event? YES NO

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

Generators

Use of Light Pole Outlets

Temporary Distribution Panel

Do you plan to have special event signs? YES NO

Signs must conform to City's ordinances

Describe signs, proposed locations, etc.

Do you plan to use city entrance signs or banner

YES

NO

If yes you must apply for use through the City Entrance Sign Ordinance/Municipal Banner System Policy

Application Check List (failure to provide necessary documentation will delay application review and approval)

I have attached the following items:

- Completed Application
- Event Map (includes detailed event layout for vendors, rides, booths, electrical needs, etc.)
- Detailed Plan showing road closures, sidewalk use, etc.
- Certificate of Insurance and Indemnification (due to City Manager's Office within 1 week following notice of event approval)
- Insurance Policy endorsement (due to City Manager's Office within 1 week following notice of event approval)
- Event Signage (description)
- Driver's License of applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for this event, name the City of St. Ignace as an additional insured on all applicable policies, provide a separate copy of the insurance policy Endorsement, and submit the required documents to the City Manager's Office no later than one week following notice of event approval.

Execute an Indemnification Agreement on the sponsoring organizations letterhead and submit it to the City Manager's Office no later than one week following notice of the event approval.

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

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.

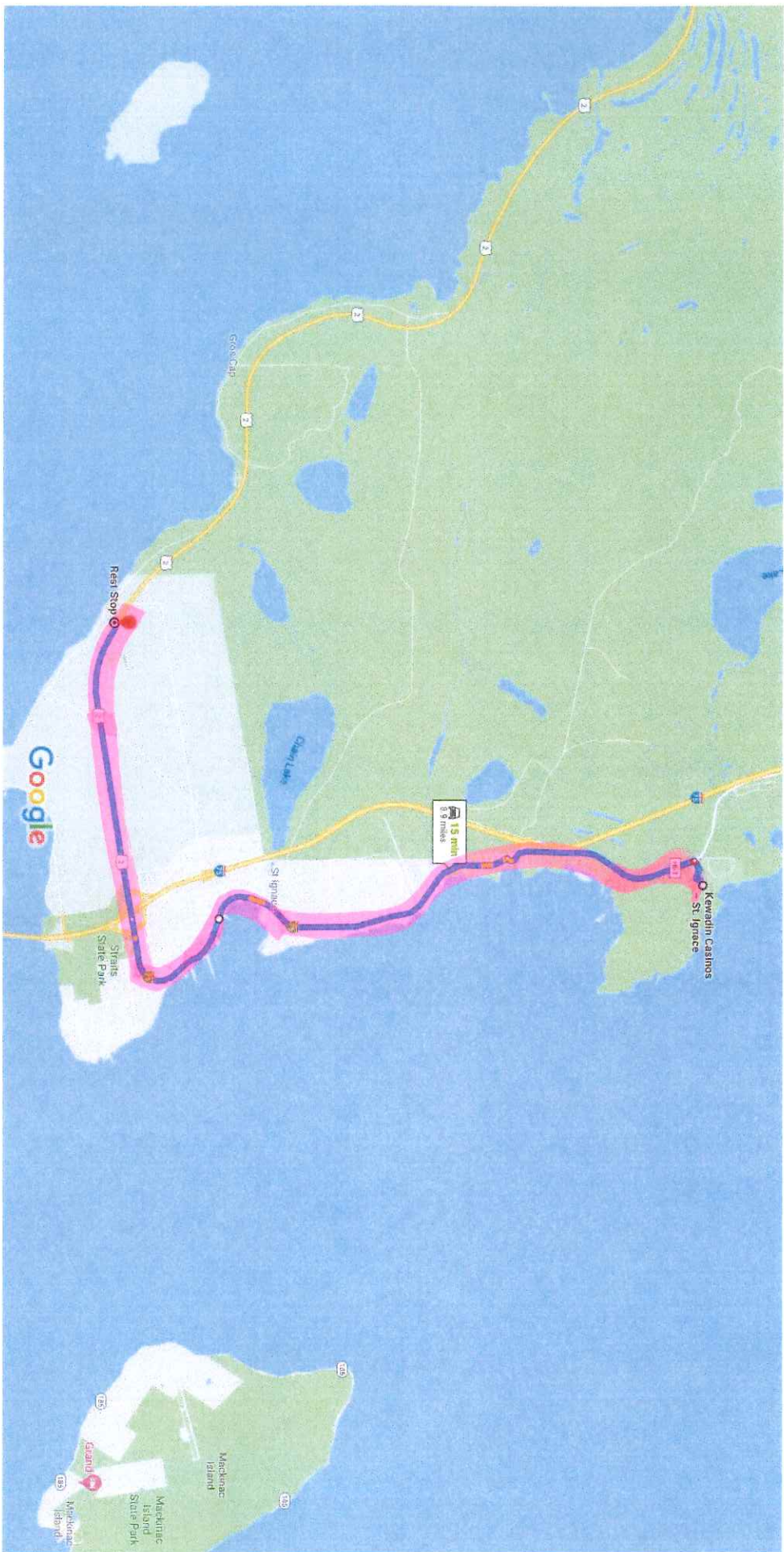
Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and/or the County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature <i>Ronald Keesler, RONALD KEESLER</i>	Date <i>6-12-21</i>
Co-Applicant Signature <i>Beth Keesler, BETH KEESLER</i>	Date <i>6-12-21</i>
Complete this application, Print, sign and return it, along with all required documentation, to the City Manager's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.	Receipt Date

Print



via I-75BL and US-2 W

14 min without traffic

15 min

8.9 miles

Explore Rest Stop

June 17, 2021

To: City of St. Ignace
From: Joe Lavender, MAAO
Nick Couture, MCAO
Up North Assessing, Inc
Subject: Assessing Proposal

We are submitting a proposal for assessing services for the City of St. Ignace. We have 25 years of service and have a vast experience in all aspects of assessment administration. Here is some of the highlights that we conduct along with State mandates.

- Utilize current technologies and software for assessment administration
- We conduct property inspections. Property inspections are critical to maintaining a fair and equitable assessment roll.
- Successfully defended Tax Tribunals, including a good working relationship with the local government attorney for full tax tribunal appeals
- Distribute all sales and supporting data to Board of Review for a better understanding of assessments and transparency.
- Respond to taxpayer requests within 24-48 hours. Usually less than 24 hours.
- This is our dedicated profession, and we take our work seriously and strive for accurate and quality assessments.
- Excellent communication skills to educate the public on the assessment administration process
- Utilize GIS mapping for efficiency and planning
- Provide local zoning with maps and owners within proximity to subject properties
- Proactive in communicating with the city to upcoming changes
- Work cooperatively with county and state offices to ensure assessing practices are on track with law changes, etc.

Even though the contract is primarily with one assessor, you are getting a team to assist the City to ensure quality and transparency with the assessment administration process.

We look forward to any opportunity to meet and discuss any details further.

Respectfully,

Joe Lavender

Joe Lavender, MAAO

Nick Couture

Nick Couture, MCAO

Qualifications

- MAAO 3 Michigan Advanced Assessing Officer (Joe)
- PPE Michigan Department of Treasury Personal Property Examiner
MCAO Michigan Certified Assessing Officer (Nick)
- Citizen Planner MSUE
- GIS specialist ESRI ArcGIS software
- Proficient in BS&A software packages (tax, assessing, general ledger, special assessment, etc.)
- Excellent statistical analysis skills with use of computer mapping technology

Experience

- Employed in assessment administration since 1995
- Previous Equalization Director for Cheboygan County for 12 years
- Multiple Assessing jurisdictions across various economic demographics
- Current valuation experience in Agricultural, Commercial, Industrial, Residential, Timber-Cutover, Buildings on Leased Land, and Personal

Examples or Board of Review packets, record cards and sales analysis we offer will be available upon request.

AGREEMENT FOR ASSESSING SERVICES

THIS AGREEMENT shall be deemed effective the 9th day of July 2021 among City of St. Ignace, a Michigan City, within Mackinac County, MI (City), Up North Assessing, INC., whose address is 350 S Huron St, Cheboygan MI 49721 (the Company).

Recitals

- A. The City desires to engage the services of the Company to perform City property assessment services.
- B. The Company has the time, skills, knowledge and desire to perform assessment duties under the terms and conditions of this Agreement.
- C. The parties, therefore, desire to specify their respective rights and obligations in this Agreement.

Agreement

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

- 1. **Engagement of Services.** The City hereby contracts with the Company to perform property assessment services under the terms and conditions of this Agreement.
- 2. **Contractor Duties.** The Company hereby designates Nick Couture as the individual to perform the assessing services contemplated under this Agreement on behalf of the Company (collectively the Company), who shall devote his best efforts when performing the property assessing services under this Agreement, including but not limited to the following:
 - a. The Company shall complete fieldwork on all properties within the City every five years. Complete fieldwork is defined as a physical inspection of the property, a sketch and picture of the structures, and the ability to print a card.
 - b. The Company shall use the State Assessor Manual as a guideline when appraising properties.
 - c. The Company will hold weekly office hours at the City Assessing office. The office hours will be one day each week mutually agreed upon by the City and the Company. The morning will be designated for phones, meetings, processing of paperwork, etc. The afternoon can be designated for conducting property inspections and updating assessing records.

- d. The Company shall designate an Assessing Officer to sign the assessment roll and perform the duties of the City Assessor as stated in the State Tax Commission policy attached as Addendum A.
 - e. The Company shall keep all records up to date and have them available for inspection according to the City public records policy. A current backup of the assessing database will be maintained monthly at the City assessing office.
 - f. The Company shall annually maintain:
 1. Land value rates and economic condition factors for all property in the City
 2. Prepare all splits and combinations of property
 3. Process all deeds and sales within the City
 4. Inventory all new construction annually
 5. Process all transfer affidavits
 6. Process all principle residence affidavits, qualified agricultural affidavits
3. Ownership of Records. The City shall retain ownership of all the materials, files and records pertaining to real and personal property assessments within the City. All records will remain at the City assessing office.
4. Software and Required Equipment:
 - a. The City shall maintain the proper licensing from BS&A software including a computer with the recommended hardware requirements set forth by BS&A software.
 - b. The City will provide the sketching software Apex and proper licensing.
 - c. The City will provide the most recent GIS layer that integrates with BS&A software.
5. Expenditures. The Company is not authorized to make any purchases or charge any expenditure to the City without prior approval of the City Board or its authorized representative.
6. Independent Contractor. The parties hereby acknowledge and agree that the Company is performing assessing services by this Agreement as an independent contractor and is not acting as an employee or agent of the City. As a result of the Company's status as an independent contractor, the City shall not be responsible for any state or federal income tax withholdings and shall not be responsible for providing worker's compensation insurance coverage for the Company.
7. No Employment Benefits; Insurance coverage.
8. Company Duties and Supervision. Company shall devote their best efforts when performing assessing duties under this Agreement, including but not limited to the following:
 - a. Company shall be responsible for supervising the Employees of the Company and all individuals designated to perform the assessing services contemplated

under this Agreement on behalf of the Company in all aspects of the assessing services to be performed by the Company under this Agreement.

- b. Company shall be responsible to and shall report to the City Manager and will provide a quarterly report to the City Manager on any relative matters if requested.
9. Insurance. Throughout the term of this Agreement and any renewals, the Company shall obtain and maintain public liability insurance in the sum of not less than ONE MILLION and 00/100 DOLLARS (\$1,000,000.00) for damages relating to any one person or for damages relating to any one occurrence. This insurance policy shall name the City as an additional named insured and shall contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to the City. The Company shall provide notice of compliance with this insurance provision.
10. Indemnification. The Company shall indemnify and hold harmless the City, its officers, board members, assigns, agents, servants, employees, and insurance companies from any and all damages, legal fees or expenses, losses, claims and actions which may arise out of performing the services contemplated by this Agreement.
11. Term of Agreement; Renewals. This Agreement shall be for a term beginning July 9th 2021 and ending, July 8th, 2024.
12. Annual Renewal: Terms and conditions of the agreement shall be subject to annual review with formal adoption on any changes to terms and conditions of the agreement to be adopted as of September 1, of each year.
13. Contractor Compensation. During the term of this Agreement, the Company shall be paid on this schedule:

07/9/2021-7/8/2022 \$34,800 annually payable in monthly installments of \$2900.00
 07/9/2022-7/8/2023 \$35,400 annually payable in monthly installments of \$2950.00
 07/9/2023-7/8/2024 \$36,000 annually payable in monthly installments of \$3000.00
14. No Assignment. Because of the personal nature of the services to be provided under this Agreement, the Company may not assign this Agreement to any other person or entity.
15. Background check. Employee and all individuals designated to perform the assessing services contemplated under this Agreement on behalf of the Company shall consent to and will execute any forms necessary for the City to obtain a background check on them by the Michigan State Police.
16. Driver's license and motor vehicle. During the term of this Agreement and any renewals Employee and all individuals designated to perform the assessing services contemplated under this Agreement on behalf of the Company shall maintain a valid Michigan driver's license and shall own or have the right to operate a reliable motor

vehicle properly licensed and insured as required under the laws of the State of Michigan.

17. Termination. The City or the Company may terminate this Agreement by given to the other party thirty (30) days written notice of the intent to terminate this Agreement. In the event this Agreement is terminated as provided herein the last month's check due the Company for compensation and expenses may be held by the City until all City property and equipment are returned.
 18. Notice. Any notice required under this Agreement by any party shall be in writing to the party to be so notified and sent by certified mail, return receipt requested, to such address as noted herein, unless such address is changed and both parties have been notified consistent with this paragraph.
 19. Governing Law. The parties agree that the validity, construction, enforcement and interpretation of this Agreement shall be governed by the laws of the State of Michigan.
 20. Amendments. This Agreement may be amended by the mutual consent of all parties that is documented in writing and signed by all parties.
 21. Entire Agreement. The Agreement contains the entire Agreement of the parties herein and supersedes all prior agreements and understandings, oral or written, if any, among the parties.
 22. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed as if such invalid or unenforceable provision were omitted.
-

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective the day and year first above written.

CITY OF ST. IGNACE, a Michigan City

By: _____

Its: Manager

Dated: _____

By: _____

Its: Clerk

Dated: _____

Up North Assessing, INC

By: _____

Joseph Lavender, President

Dated: _____

Addendum A

State Tax Commission Supervising Preparation of the Assessment Roll

Michigan Compiled Law (MCL) 211.10d(9) states, "An assessor who certifies an assessment roll in which he or she did not have direct supervision is guilty of a misdemeanor." When signing the assessment roll, Assessors of Record are required to annually certify that they have met the following guidelines:

1. Form 4689, *STC Request for Changes in Personal or Employment Information for a Certified Assessor*, must be filed with the State Tax Commission by the certified assessor within 30 days of becoming the Assessor of Record for a local unit of government or Equalization Director for a county, or when a change in contact information occurs.
2. The assessor must sign the pre-Board of Review assessment roll certificate for the current assessment year by the first Monday in March or by the date specified by charter for delivery of the assessment roll to the Board of Review.
3. The assessor or the assessor's assistant(s) must timely deliver the certified assessment roll (original hard copy) to the local Board of Review for its required March meetings.
4. The assessor or the assessor's assistant(s) must timely deliver an original hard copy of the assessment roll to the County equalization department. This assessment roll is to have attached a post-Board of Review certificate which must be signed by the Board of Review.
5. The assessor or the assessor's assistant(s) must timely provide a copy of the assessor's database to the County equalization department.
6. The assessor must complete, sign (where applicable), and timely submit State Tax Commission Forms L-4021 and L-4022. These forms are to be submitted to the County equalization department and Form L-4022 is also to be submitted to the State Tax Commission.
7. The assessor must file all required State Tax Commission and equalization forms in a timely manner (in accordance with the State Tax Commission calendar and applicable statutes and administrative Rules).
8. The assessor or the assessor's assistant(s) must perform the following specific duties annually (if an assistant, the assessor must have direct supervision in all of the following tasks):
 - a. Appraise and assess taxable property (including new construction and including ensuring the taxable value uncapping of property following transfers of ownership).
 - b. Prepare and maintain the assessment roll, property classifications, property descriptions, special act rolls and other assessment records and have an established procedure to update records on a regular basis.
 - c. Attend Board of Review meetings if requested by the Township or City.
 - d. Attend meetings with the public at the Township or City municipal office facility.

- e. Assist legal counsel in the prosecution or defense of cases arising out of assessment administration activities.
 - f. Appear before the Michigan Tax Tribunal (both Entire Tribunal and Residential Property and Small Claims Division) to defend property tax appeals.
 - g. Appear before the Township or City governing body when requested.
 - h. Conduct personal property canvasses.
 - i. Ensure the accuracy of land divisions and splits and combinations of parcels.
 - j. Respond to general inquiries for assessment records and inquiries for assessment records made under the Freedom of Information Act. Assessment records identified in MCL 211.10a must be made accessible and available for inspection and copying by the public regardless of the location of the records (e.g., local unit public offices, office/home of the Township Supervisor, office/home of the assessor, other). The assessor must identify when records are available for inspection and copying as required by MCL 211.10a.
 - k. Provide reports to the Township or City governing body when requested.
 - l. Ensure that the mass appraisal methods and procedures employed are in compliance with requirements of the *Uniform Standards of Professional Appraisal Practice* and the State Tax Commission's *Assessor's Manual*.
9. Pursuant to MCL 211.10e, the assessor or the assessor's assistant(s) must use only a current version of the State Tax Commission *Assessor's Manual* or other STC approved manual.
10. Pursuant to MCL 211.10e, the assessor or the assessor's assistant(s) must use, maintain and calculate as necessary, the following assessment records:¹
- a. Appraisal record card system
 - b. Personal property record system
 - c. Tax (cadastral) maps
 - d. Economic condition factor determinations
 - e. Land value determinations
 - f. Current year assessment roll
 - g. Photos of dwellings and outbuildings affixed to appraisal record cards and/or stored electronically using assessing software
 - h. Homeowner's principal residence and qualified agricultural property exemption documents
 - i. Record of site visits to individual parcels
 - j. Historical assessment data
11. The assessor or the assessor's assistant(s) must ensure that the assessment roll contains the following information:
- a. Name and address of property owner
 - b. Legal description or approved parcel identification number
 - c. School district code
 - d. Property classification
 - e. Assessed valuation
 - f. Capped valuation
 - g. Taxable valuation
 - h. Board of Review valuation column

¹ MCL 211.10e, as amended by 2018 PA 660, removes land value maps as a required record to be maintained.

- i. Michigan Tax Tribunal and/or State Tax Commission valuation column
 - j. Homeowner's principal residence or qualified agricultural property exemption percentage
 - k. Date of last transfer of ownership
 - l. Leasehold improvements identifier, if applicable
 - m. The value of Mathieu Gast non-considered improvements (under MCL 211.27), if applicable
12. The assessor or the assessor's assistant(s) must ensure that the true cash value on the appraisal record cards matches the true cash value indicated by the assessor's value on the assessment roll.

Hardware Requirements for BS&A .NET Applications

Questions? Call us at (855) 272-7638 and ask for the I.T. Team, or email itsupport@bsasoftware.com.

The recommended requirements are subject to change.

Personal Computer Specifications

WORKSTATION

Recommended	<i>Minimum</i>
3.2 GHz Intel® Core™ i5 (or faster) Processor	2.8 GHz Intel® Core™ i3 Processor
8 GB RAM	4 GB RAM
80 GB free disk space	40 GB free disk space
Windows 10 (Professional or above)	Windows 8 (Professional 64-bit or 32-bit)

TABLET PC (Community Development Field Inspection .NET Application)

See Page 5 for tablet model recommendations

Recommended	<i>Minimum</i>
Intel® Core™ i5 520 UM (or faster) Processor	2.8 GHz Intel® Core™ i3 Processor
8 GB RAM	4 GB RAM
80 GB free disk space*	40 GB free disk space*
Windows 10 (Professional or above)	Windows 8 (Professional 64-bit or 32-bit)**

*Note: The amount of free disk space required is dependent upon the size of the database and the number of attachments required

**Note: BS&A applications are NOT compatible with Windows RT or Windows 10 in S mode

Server Specifications (defined as a computer running a Windows Server Operating System)

DATABASE SERVER (fewer than 15 users)

Recommended	<i>Minimum</i>
1 Xeon E5 series Quad-Core 2.4 GHz Processor (or faster)	2 GHz Multi-Core Xeon Processor
16 GB RAM	8 GB RAM
6x SATA 7.5K RPM 1TB (3x RAID 1) Separate RAID for Operating System	250 GB free disk space
Windows Server 2019 (Essentials or above)	Windows Server 2012 Standard (32-bit)