



Monday, May 6, 2024
Regular City Commission Meeting

City Hall
225 E. Portage Avenue
Sault Ste. Marie, Michigan 49783
7:00 P.M.

A. OPENING OF MEETING

Subject **1. Call to Order**

Meeting May 6, 2024 - Regular City Commission Meeting

Category A. OPENING OF MEETING

Type Procedural

Subject **2. Roll Call**

Meeting May 6, 2024 - Regular City Commission Meeting

Category A. OPENING OF MEETING

Type Procedural

Subject **3. Pledge of Allegiance**

Meeting May 6, 2024 - Regular City Commission Meeting

Category A. OPENING OF MEETING

Type Procedural

Subject **4. Mayor Comments and General Announcements**

Meeting May 6, 2024 - Regular City Commission Meeting

Category A. OPENING OF MEETING

Type Procedural

B. PROCLAMATIONS AND RECOGNITIONS

C. PUBLIC COMMENT

Subject **1. Notice of Public Comment**

Meeting May 6, 2024 - Regular City Commission Meeting

Category C. PUBLIC COMMENT

Type Information

Public comment on scheduled agenda items - at this time any person may reserve time to speak on any agenda item not to exceed three minutes. Mayor will allow for public comment at the time the agenda item is addressed from this list of individuals that reserved time to speak.

D. CONSENT AGENDA

Subject 1. Approval of City Commission Meeting Minutes of April 15, 2024

Meeting May 6, 2024 - Regular City Commission Meeting

Category D. CONSENT AGENDA

Type Action (Consent), Minutes

Recommended Action Motion to approve the minutes of the regular City Commission meeting of April 15, 2024.

Subject 2. Approval of City Commission Meeting Minutes of April 16, 2024

Meeting May 6, 2024 - Regular City Commission Meeting

Category D. CONSENT AGENDA

Type Action (Consent), Minutes

Recommended Action Motion to approve the minutes of the regular City Commission meeting of April 16, 2024.

Subject 3. Acceptance of the Historical Development Commission Meeting Minutes of March 19, 2024

Meeting May 6, 2024 - Regular City Commission Meeting

Category D. CONSENT AGENDA

Type Action (Consent), Minutes

Recommended Action Motion to accept of the Historical Development Commission Meeting Minutes of March 19, 2024.

File Attachments

[03 March 19, 2024 signed.pdf \(1,638 KB\)](#)

[HDC Goals.pdf \(110 KB\)](#)

Subject 4. Acceptance of Police and Fire Pension Board Meeting Minutes of March 20, 2024

Meeting May 6, 2024 - Regular City Commission Meeting

Category D. CONSENT AGENDA

Type Action (Consent), Minutes

Fiscal Impact	No
Budgeted	No
Recommended Action	Motion to accept the minutes of the Police and Fire Pension Board meeting of March 20, 2024.

A copy of the minutes is attached, along with the 2024 meeting schedule.

File Attachments

[2024 meeting schedule - PF.pdf \(46 KB\)](#)

[2024-3-20 pensionmin.pdf \(56 KB\)](#)

Subject 5. Acceptance of the Public Employee Health Plan (PEHP) DPW Unit Meeting Minutes of April 3, 2024

Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent), Minutes
Recommended Action	Motion to accept the minutes of the Public Employee Health Plan (PEHP) DPW Unit meeting of April 3, 2024.

File Attachments

[4.3.24 Minutes DPW PEHP Meeting.pdf \(179 KB\)](#)

Subject 6. Acceptance of the Public Employee Health Plan (PEHP) Firefighters/Fire Captain's Unit Meeting Minutes of March 4, 2024

Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent), Minutes
Recommended Action	Motion to accept the minutes of the Public Employee Health Plan (PEHP) Firefighters/Fire Captain's Unit meeting of March 4, 2024.

File Attachments

[3.4.24 Minutes Firefighters-Fire Captains PEHP Meeting.pdf \(189 KB\)](#)

Subject 7. Acceptance of the SSM Housing Commission Meeting Minutes of March 21, 2024

Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent), Minutes

Recommended
Action

Motion to approve the Sault Ste. Marie Housing Commission Meeting minutes of March 21, 2024.

File Attachments

[March 21, 2024 SSMHC Meeting Minutes.pdf \(253 KB\)](#)

Subject	8. Resignation of Stephanie Petrow from the Parks and Recreation Advisory Board
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	May 06, 2024
Absolute Date	May 06, 2024
Fiscal Impact	No
Recommended Action	Motion to accept the resignation of Stephanie Petrow from the Parks and Recreation Advisory Board effective April 25, 2024.

BACKGROUND:

Stephanie Petrow emailed her board resignation letter April 25th, 2024. (email attached)

ANALYSIS:

Stephanie Petrow's resignation will leave one vacancy on the Parks and Recreation board with a term to set to expire 7/1/25

FISCAL IMPACT:

None

ALTERNATIVES:

List alternatives to the recommended action.

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[Parks and Recreation Board Resignation - April 25 2024 - Stephanie Petrow.pdf \(105 KB\)](#)

Subject	9. Schedule Public Hearing for Single Lot Assessment Rolls SL-1N-24 and SL-1W-24
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	May 06, 2024
Absolute Date	May 06, 2024
Fiscal Impact	No
Budgeted	Yes
Recommended Action	Motion to schedule public hearing on June 3, 2024 for Single Lot Assessment Rolls SL-1N-24 and SL-1W-24.

BACKGROUND:

Twice annually, in time for the summer and winter tax billings, which are sent July 1st and December 1st, City Administration develops a list of unpaid bills for services provided to specific properties for consideration as a single lot special assessment. This includes bills generated by Code Enforcement as well as any water accounts with outstanding balances unpaid for at least 6 months (typically vacant properties).

Attached is a listing of preliminary single lot property assessments for property maintenance issues, late rental registration fees, and delinquent water and sewer bills related to individual properties located within the City of Sault Ste. Marie. If approved, these charges will be placed on the July tax bills.

Pursuant to Chapter 21 Article 5 of the City's Code of Ordinances property owners will be given not less than 30 days' notice of the amount owed and the property affected. For code enforcement billings, property owners have been sent monthly statements during this time. For sewer and water accounts, there is no service at these properties, final billings are sent and repeated efforts at collection have been made. All property owners of record were sent a notice of this action on April 1st. Additionally, the roll is published on the City website at www.saultcity.com to ensure property owners have sufficient notice. Subsequently, a public hearing will be scheduled at which objections to such roll as prepared may be heard.

A late fee of \$20.00 is listed separately and will be added to the total amount to be rolled onto the tax bill for each parcel, however this fee will be waived for payments received prior to this meeting and the list will be updated to exclude bills between the date of this writing and Monday's meeting. An additional fee of \$50.00 will be added to the bills which are rolled onto the next tax bill.

See attached list of unpaid bills, which has been updated to exclude payments received, or payment arrangements made due to extenuating circumstances, through the close of business on this date.

ALTERNATIVES:

List alternatives to the recommended action.

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[Water List 4.29.24.pdf \(447 KB\)](#)

[Code Enforcement List 4.30.24.pdf \(467 KB\)](#)

Subject	10. Consideration of an agreement extension with Stratus Security Management, Inc. for Cruise Ship Security
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	May 06, 2024
Absolute Date	May 06, 2024
Fiscal Impact	Yes
Dollar Amount	\$10,100.00
Budgeted	Yes
Budget Source	101-593-801.010
Recommended Action	Motion to authorize the City Manager to execute the agreement extension addendum with Stratus Security Management, Inc.

BACKGROUND:

In 2022, the city signed an agreement (attached) with Stratus Security Management, Inc for cruise ship security services. The original agreement allows for annual options upon the written mutual agreement of the parties. The agreement was extended in 2023, by way of Addendum #1. Both staff and Stratus wish to extend the original agreement but with a change to the rate of pay, by way of Addendum #2 (attached).

ANALYSIS:

Under the original agreement, the Service Rate Per Hour was \$48.78 per guard, per hour and \$50.03 per vehicle, per hour. For Addendum #2, Stratus has requested a 5% increase to \$51.22 per guard, per hour and \$52.53 per vehicle, per hour.

Based on the current cruise ship schedule, staff anticipates 2 ships visiting the city between May 1st, 2024, and June 30th, 2024. The estimated cost of security services for these ships is \$614.64. Staff anticipates 12 ships visiting the city between July 1st, 2024, and October 15th, 2024. The estimated cost of security services for these ships is \$9,458.28. These estimated costs are subject to change due to a variety of factors.

COMMUNITY OUTREACH:

N/A.

FISCAL IMPACT:

For the 2023-2024 budget year, \$30,000 is budgeted. For the 2024-2025 budget year, \$35,000 is budgeted. Costs are recouped through user fees charged to the ships.

Currently, \$5,221.07 remains in the 2023-2024 budget under 101-593-801.010 for cruise ship security services. No budget amendment is necessary.

ALTERNATIVES:

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[Stratus-Cruise Ship Security Agreement-Executed.pdf \(351 KB\)](#)

[Addendum #2-Signed by Stratus.pdf \(44 KB\)](#)

Subject	11. Consideration of an agreement extension with Manquen Vance for Health Insurance Agent Services
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Dollar Amount	\$24,000.00
Budgeted	Yes
Recommended Action	Motion to authorize the City Manager to execute an Insurance Agent Agreement with Manquen Vance for an annual fee of \$24,000.

BACKGROUND:

Back on January 15, 2021 sealed professional services proposals were received and opened in the City Clerk's Office for Insurance Agent Services. The purpose of the RFP was to receive Statements of Qualifications from professional insurance Agents who have significant experience in the public entity insurance market. The Agent selected needed to be available to advise, instruct, and educate the City on all insurance matters. On March 1, 2021 the City Commission authorized the City Manager to execute a professional services agreement with Manquen Vance (MV) for Agent Insurance Services.

Since that time, MV has worked with Administration on a regular, consistent, and reliable basis to assure that the most effective and efficient insurance program is operating on behalf of the City. MV has proven to be a valuable asset with their knowledge and expertise in managing the City's risk, exposure, and associated healthcare cost. Administration is recommending a contract extension based on the level of services and experience MV brings.

ANALYSIS:

Administration is recommending a contract extension with Manquen Vance as the professional insurance agent based on the extensive level of experience they have with municipalities across Michigan.

COMMUNITY OUTREACH: (if applicable)

NA

FISCAL IMPACT:

Sufficient funds have been budgeted. \$24,000 Annually

ALTERNATIVES:

List alternatives to the recommended action.

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[MV Healthcare & Benefits Consulting Services Agreement.pdf \(526 KB\)](#)

Subject	12. Consideration of bid award for the purchase of asphalt emulsion for spray patching
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	May 06, 2024
Absolute Date	May 06, 2024
Fiscal Impact	Yes
Dollar Amount	\$11,795.00
Budgeted	Yes
Budget Source	661-441-771
Recommended Action	Motion to award the bid to Bit-Mat Products of Michigan for asphalt emulsion at a price of \$3.37/ gallon delivered.

BACKGROUND:

The Street Department purchases asphalt emulsion each spring/summer for AMZ spray patching.

ANALYSIS:

Bids were put out for 3 weeks and we received a bid from 1 vendor. A bid tabulation sheet is attached, as are the vendor's bid documents.

COMMUNITY OUTREACH: (if applicable)

N/A

FISCAL IMPACT:

The proposed pricing is for 3,500 gallons including delivery, and comes to \$11,795. This is a routine budgeted expense charged to Stock & Equipment Supplies for Resale, and charged out to Local & Major Streets as it's used. No budget amendment is requested.

ALTERNATIVES:

List alternatives to the recommended action.

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[Spray Patch Emulsion 2024 - Bid Tabs.pdf \(112 KB\)](#)

[Bit-Mat Products of MI.pdf \(101 KB\)](#)

Subject	13. Consideration of bid award for the purchase of liquid calcium chloride for dust control on gravel roads
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	May 06, 2024
Absolute Date	May 06, 2024
Fiscal Impact	Yes
Dollar Amount	\$11,857.50
Budgeted	Yes
Budget Source	202-441-726 & 203-441-726
Recommended Action	Motion to award the bid to Liquid Calcium Chloride Sales of Kawkawlin, MI for liquid calcium chloride for dust control at a price of \$0.465/gallon delivered and applied.

BACKGROUND:

The Street Department contracts for an application of liquid calcium chloride each spring for dust control on gravel roads. At the bid price, three sets of 8,500 gallon loads would be included in the initial application on gravel surfaces throughout the City.

ANALYSIS:

Four vendors submitted bids. A bid tabulation sheet is attached, as are each vendor's bid documents.

COMMUNITY OUTREACH: (if applicable)

N/A

FISCAL IMPACT:

This is a yearly budgeted expense charged to Local and Major Streets. If awarded, the full cost of these applications would be \$11,857.50. This will fall under the budget so no amendment is requested.

ALTERNATIVES:

List alternatives to the recommended action.

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[B-15-24 Liquid Calcium Chloride - Bid Tabs.pdf \(144 KB\)](#)
[B-15-24 Liquid Calcium Chloride - Bid Documents.pdf \(397 KB\)](#)

Subject	14. Consideration to apply for a Michigan Maritime and Port Facility Grant
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Fiscal Impact	No
Budgeted	No
Budget Source	100% Grant funding, no match requirement
Recommended Action	Motion to approve an application for the MI Maritime & Port Facility Assistance Grant Program.

BACKGROUND:

Engineering, SmithGroup, and C2AE met with MDOT last week and it was determined that the carbide dock storage pad may be eligible for funding by the Michigan Maritime and Port Facility Assistance Grant. Since this element of the project is not covered under any other grant source, City administration would like to submit for funding under this program. Costs are estimated at \$1 to \$1.5 million.

For more information on this new funding program visit: [Maritime and Port Facility Assistance Office \(michigan.gov\)](#)

ANALYSIS:

With the project deadline being this year and higher than originally estimated costs, some elements of the project may not be constructed during 2024 as originally planned. If awarded, this grant would cover some of those costs.

COMMUNITY OUTREACH:

Ship operators, including the City's road salt vendor, and MDOT would like to see the storage area paved.

FISCAL IMPACT:

Fiscal effects and budget modifications will be presented if the grant is awarded. As noted above, there is no local match required for this grant.

ALTERNATIVES:

The City Commission has the following options to consider on this matter:

1. Approve applying for the grant as presented.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

Subject	15. Consideration to apply for a Port Security Grant Program to fund Ashmun Bay Project
Meeting	May 6, 2024 - Regular City Commission Meeting

Category	D. CONSENT AGENDA
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	\$450,000.00
Budgeted	No
Budget Source	Proposed in 2024-25 Capital Budget, no GL created yet
Recommended Action	Motion to approve an application for the PSGP Grant for the Ashmun Bay Project.

BACKGROUND:

As proposed in the Capital Improvement Plan, City administration is moving forward with a plan to utilize Ashmun Bay as an emergency response boat launch. The City has received a recommendation from the Sault Sector of the U.S. Coast Guard [USCG], and this was a helpful step toward securing grant funding for the project.

For more information visit: [Port Security Grant Program](#) | [FEMA.gov](#)

ANALYSIS:

Along with the Coast Guard, U. S. Corps of Engineers, Western Great Lakes Pilots Association [WGLPA] and Chippewa County Dispatch are interested in making Ashmun Bay launch an emergency response waterway access ramp. Without funds for external design, City Engineering put together an estimate for pavement and structure removal, excavation, erosion control, turbidity curtain, aggregate, concrete, precast ramp, and slope restoration in the amount of \$450,000 based on current MDOT pricing. After reading about the proposed plan posted through Facebook, WGLPA expressed an interest in being added to this project as a stakeholder to improve access to the river.

FISCAL IMPACT:

The in-house estimate came in at \$450,000 and this may increase upon further review. Grant funding is imperative for this project to move forward. This federal grant covers 75% of the project, requiring a 25% local match. Without support from outside agencies and stakeholders, the City portion might be \$112,500 based on estimates. No funding source has been identified at this point.

ALTERNATIVES:

The City Commission has the following options to consider on this matter:

1. Approve applying for the grant as presented.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

Subject	16. Consideration to apply for MDOT TEDF F Grant for Phase II of Meridian Street
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Fiscal Impact	Yes

Dollar Amount	\$739,250.00
Budgeted	No
Budget Source	Proposed grant is direct from MDOT, \$375,000.
Recommended Action	Motion to approve an application for an MDOT TED F Grant for Phase II of Meridian Street Reconstruction project.

BACKGROUND:

As the Commission is aware, after 3 bid cycles, the City awarded the first phase of the Meridian Street project, from Easterday to 8th Ave, to Elmer's Crane and Dozer, Inc. and this job will be starting in June. Moving forward we need to secure funds to finish Phase II of the roadway from 8th to the Business Spur.

ANALYSIS:

Meridian runs through our Air Industrial Park making it eligible for the MDOT TED F category grant. More on the grant can be found here: [Category F - Cities in Rural Counties \(michigan.gov\)](#).

COMMUNITY OUTREACH:

The community is excited about Phase I and included drainage improvements.

FISCAL IMPACT:

It's generally understood that the entire roadway needs to be completed but funding is short with Phase I coming in over \$3 million. No funding is in place for the second phase of reconstruction. If the grant is awarded, City administration will review funding sources to provide the local match anticipated to be \$364,250. The second phase would be added to and tracked under the existing project number 0761. As with all projects, all funding sources will be provided to Commissioners with approvals in place prior to bidding.

ALTERNATIVES:

The City Commission has the following options to consider on this matter:

1. Approve applying for the grant as presented.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

Subject	17. Consideration to apply for a Surface Water Intake Protection Program (SWIPP) Grant
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	\$20,000.00
Budgeted	No
Budget Source	Matching funds to come from land sales, if awarded
Recommended Action	Motion to approve applying for a Surface Water Intake Protection Grant.

For many years, there have been major discussions over the issue of protecting the nation's drinking water sources. This issue was eventually addressed in 1996 when the federal Safe Drinking Water Act was authorized legislation that requires source water assessments be performed on all sources of

public drinking water supplies.

The State performed an assessment of our source water to determine the susceptibility or the relative potential of contamination. The intent of these assessments will ultimately be to prioritize protection activities for all sources of public drinking water. The susceptibility rating is on a seven-tiered scale from "very-low" to "very-high" based on geologic sensitivity, source intake, water chemistry, and contamination sources. Our susceptibility rating was determined to be "high", due to land uses and potential for contaminant within the source water.

A source water assessment provides not only an understanding of current conditions, but also serves as a predictive tool for source water management and protection efforts. This information will be used as a basis for building voluntary, community-based barriers to drinking water contamination (i.e., Surface Water Intake Protection Programs).

We did apply for this grant in 2022 and 2023 but were unsuccessful. In working with Michigan Rural Water and OHM we expect to score better this round as they have done a lot of the legwork for us in pulling the Drinking Water SRF together in the last few months. **This resolution is part of the application process and needs to be approved by June 15, 2024 to stay on track with the application process.**

ANALYSIS:

The City does not currently have a SWIPP in place. A SWIPP will provide education and emergency response opportunities to the City. A SWIPP can help expedite emergency response and funds for incidents such as the oil leak that happened this past spring. While the City of Sault Ste. Marie, MI was spared from negative impacts of the spill, cities like Echo Bay, Ontario were without an intake for their water supply for 3 weeks! Additionally, having a SWIPP in place can generate higher scoring on future grant opportunities.

The City was required to develop a draft SWIPP, attached below, to begin the application process. While these communities have very detailed programs, the City will begin on the fundamental elements of SWIPP program and work towards a comprehensive program.

A capital improvement project was submitted for the water intake after a 2020 dive inspection showing our weaknesses. Additional details are included in the attachment.

COMMUNITY OUTREACH:

A list of SWIPP has been attached and we have had several meetings with outstanding participation.

FISCAL IMPACT:

The City of Sault Ste. Marie plans to ask for \$20,000 and will have to agree to a 100% match if awarded, coming from Land Sales. Total project is estimated to be \$40,000.

ALTERNATIVES:

he City Commission has the following options to consider on this matter:

1. Approve applying for the grant.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[Water Intake Armor Stone FY 25.pdf \(231 KB\)](#)

[Sault Ste. Marie SWIPP OHM Advisors.pdf \(8,807 KB\)](#)

[Sault Ste. Marie Proposed Source Water Protection Resolution 2024.pdf \(138 KB\)](#)

Subject	18. Consideration to amend the TIFA III Capital Expenditure Budget
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	\$55,500.00
Budgeted	No
Budget Source	247-901-986.000
Recommended Action	Motion to approve the capital expenditure budget for TIFA III to update the Airport Layout Plan for \$55,500.00. Motion to contract the award to Prein & Newhof in the amount of \$55,500.00.

BACKGROUND:

On May 20th, 2019 the City Commission awarded a bid for professional engineering services at Sanderson Field from Prein & Newhof to start July 1, 2019 for a term of 5 years.

On August 15, 2022, the City Commission approved Great Circle Aviation's presentation and proposal for the NPIAS Application.

According to a timeline presented to the Airport Advisory Board, the NPIAS application must be completed with an Airport Layout Plan by July 1, 2024, which is also the term limit of the contract with Prien & Newhof. NPIAS applications are only reviewed every two years. By approving the updated Airport Layout Plan, the NPIAS application will be completed and ready to submit. If approved for NPIAS, this would allow Sanderson Field to still qualify for the final years of the Biden Infrastructure Law to update the taxi-way.

For Sanderson Field to apply for any funding, including state funding, and stay compliant within the state an Airport Layout Plan must be completed every 5-years. The last plan was updated 7 years ago.

Prien & Newhof had originally proposed an \$85,700.00 cost to update the plan, but after the FBO, Airport Manager and EDC staff met with them, a price of \$55,500.00 was updated. Due to the contract with Prien & Newhof, an RFP is not required and there is only one other company in the state that would be able to do the same work.

At the April 11th, 2024, AAB meeting, the board requested TIFA III to fund the updated plan to proceed with the NPIAS application timeline and state requirements. The AAB also communicated previously this year they would have liked to apply for a grant to cover this cost, however, that money would not be available in time for the NPIAS application to be submitted.

At the April 25th, 2024, TIFA III meeting, the board voted unanimously to approve the update of the ALP.

ANALYSIS:

n/a

COMMUNITY OUTREACH: (if applicable)

n/a

FISCAL IMPACT:

The cost of the plan is \$55,500.00.

ALTERNATIVES:

List alternatives to the recommended action.

The City Commission has the following options to consider on this matter:

- 1. Adopt resolution with modifications.
- 2. Direct staff to return with more information.
- 3. Other Alternative
- 4. Take no action.

File Attachments
prp_2024-04-09_ALP_Update_revised.pdf (1,986 KB)

Subject	19. Consideration to amend the EDC Contracted Services Budget for Foreign Trade Zone Legal Fees
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	\$9,800.00
Budgeted	No
Budget Source	244-728-801.000

Recommended
Action

Motion to amend the EDC contracted services line item by \$9,800.00 for FTZ legal assistance.

BACKGROUND:

EDC staff has been working with the FTZ lawyer to get the FTZ activated. The site visit in January to apply through CBP was \$2,000 and fit within the budget. EDC staff received a \$9,746 invoice from the FTZ lawyer. The additional amount is from including the incubator into Site #1. Previously the FTZ lawyer was told the incubator was included in the site of which staff and lawyer found to not be true. Moving forward now, any additional sites in Chippewa County will be completed at a discounted rate due to templates now. At the April 25th, 2024, EDC board meeting, the board voted to approve of this charge and amend the budget.

ANALYSIS:

N/A

COMMUNITY OUTREACH: (if applicable)

n/a

FISCAL IMPACT:

\$9,800.00

ALTERNATIVES:

List alternatives to the recommended action.

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[SAULT STE MARIE ECONOMIC DEVELOPMENT CORPORATION 337848.PDF \(95 KB\)](#)

Subject	20. Approval of Consent Agenda Items
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	D. CONSENT AGENDA
Type	Action (Consent)
Recommended Action	Motion to approve Consent Agenda items, as presented.

E. SPECIAL ORDERS OF BUSINESS

Subject	1. Consideration of a Commission "Hit/Wish" Budget Modification for the Fiscal Year Beginning July 1, 2024
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	E. SPECIAL ORDERS OF BUSINESS
Type	Action
Fiscal Impact	Yes
Budgeted	No

BACKGROUND:

At its budget work session held on Tuesday April 16th, the Commission reviewed the Manager's Recommended budget detail fund by fund. Just one wish list item was added. Commissioner Habusta was in favor of including the DDA Director position in the budget. While this position is currently vacant, the commissioner expressed that it would be appropriate to include it in the budget and remove it later if the commission decided not to fill the position. There was some discussion, and the full cost of wages plus fringe benefits in the amount of \$84,500 in year one was provided.

ANALYSIS:

n/a

COMMUNITY OUTREACH: (if applicable)

n/a

FISCAL IMPACT:

It was generally understood that the General Fund supports the DDA Fund, and that this adjustment would increase the DDA appropriation. The Manager's recommendation had accounted for this potential by including \$81,100 in a General Fund line item known as Contingency and if approved, the balance in that line item would be removed and added to the appropriation in this draft. The Commission will recall that the funding was put aside in the Contingency while the EDC and DDA continue to discuss the potential of a shared Director.

In the attached proposed and draft Commission proposed budget for the 2024-2025 fiscal year, changes to line items for the General Fund and the DDA Fund are shown in pink. In budget year one, there is no change to the General Fund net position because of this change but the DDA Fund would experience a nominal decrease to its fund balance in year 1 in the amount of \$3,400. This is the difference between the cost of \$84,500 and the General Fund contingency used to fund it of \$81,100.

In budget year two, 2025-2026, the General Fund had no contingency set aside for this continued support, and the fund balance would decrease by the full cost of \$86,400 with no change to the DDA in that year.

File Attachments

[24-25 comm wish list budget worksheet, General Fund and DDA only.pdf \(939 KB\)](#)

Subject	2. Introduction of a Proposed Budget for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025 and Schedule Public Hearings for the Monday, May 20, 2024 City Commission Meeting
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	E. SPECIAL ORDERS OF BUSINESS
Type	Action
Recommended Action	<ol style="list-style-type: none">1. Schedule a public hearing for Monday, May 20, 2024 at 7:00 p.m. on a final resolution for purposes of establishing a 2024 tax levy;2. Schedule a public hearing for Monday, May 20, 2024 at 7:00 p.m. in the City Commission Chambers on the adoption of water and sewer rates for the fiscal year beginning July 1, 2024 and ending June 30, 2025;3. And schedule a public hearing for Monday, May 20, 2024 at 7:00 p.m. in the City Commission Chambers on the general appropriations act for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Section 8.2 of the City Charter provides that the City Manager will submit a budget to the City Commission on the third Monday in April of each year. Accordingly, on Monday, April 15, 2024 the City Manager and City Administration submitted a budget for both the 2024-2025 Fiscal Year to the City Commission. The City Commission thereafter reviewed the budget at a work session held on Tuesday, April 16, 2024.

The final proposed budget is subsequently being presented to the City Commission at the May 6, 2024 City Commission meeting, where the Commission can formally propose the budget for adoption and schedule the necessary public hearings for the May 20, 2024 City Commission meeting. Final approval by the City Commission can occur at the May 20, 2024 Commission meeting following necessary public hearings.

The recommended budget is a result of efforts by City Administration dating back to November 2023. Over recent months department heads and staff provided various information as required by the Finance Department in order to develop a budget for review by the City Manager. As such, the budget is developed through a rigorous process that requires numerous hours from the City Commission as well as City Administration.

File Attachments

[News Publication of Public Hearing on Budget 24-25.pdf \(162 KB\)](#)

[2024-2025 Budget Worksheet, Manager Recommended 04-11-24.pdf \(2,645 KB\)](#)

Subject	3. First Reading of an Ordinance to Amend Chapter 12 of the City of Sault Ste. Marie Code of Ordinances by Creating Article V – Rapid Entry Systems and schedule a second reading for May 20, 2024 City Commission Meeting
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	E. SPECIAL ORDERS OF BUSINESS

Type	Action, Procedural
Preferred Date	May 06, 2024
Fiscal Impact	No
Recommended Action	Motion to approve the First Reading of the Ordinance as presented and schedule a Second Reading for the May 20, 2024, City Commission meeting.

BACKGROUND:

An ordinance, presented to clear up the requirements for commercial and multi-family residential units to obtain a key box. Currently the International Fire Code requires owners to provide Key Boxes for commercial and multi-family residential units (greater than 2 units), to facilitate rapid entry into the structure by the fire department. The ordinance clears up the interpretation of the International Fire Code, specifies the specific types of structures required and the process to acquire a lock box. Currently the city has adopted Knox Box as the official lock box in the city. The fire department has a universal key for all Knox Boxes, which house access keys to specific structures. The keys are used to access the building during fire events, alarms, or medical emergencies. The key boxes allow for rapid entry to a structure, preventing damage to doors that would otherwise be forced open with tools. The reduction in time to force entry would also play into the limitations of damage from fire or other situations occurring in the structure.

ANALYSIS:

The city has made significant efforts to standardize the use of a key box system, currently the Knox Box, in order to allow for a more secure way to gain rapid entry into a structure. The Knox Box vault approved by the fire department is currently \$367.00 but can range upwards to \$437.00 based on the color and finish preferred by the building owner. The cost of a lock box is significantly less than any damage sustained to the structure because of a forced entry by the fire department. The International Fire Code indicates the fire code official can decide what keys are required for the structure. As an example, if the structure has an elevator, an elevator key would be required, along with all access keys or keys for locks needed for access to alarm panels or suppression system valves. While we do have a considerable number of Knox boxes in use, the ordinance proposed would require all commercial and multi-family residential units to have a key lock box installed within three years of the ordinance adoption. The ordinance is proposed for the Fire Prevention section for enforcement.

COMMUNITY OUTREACH: *(if applicable)*

FISCAL IMPACT:

ALTERNATIVES:

List alternatives to the recommended action.

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[Knox Box Order Instructions.pdf \(39 KB\)](#)

[2024 Knox Box Pricing.pdf \(203 KB\)](#)

[SSMFD RAPID ENTRY ORDINANCE V3 KE.pdf \(167 KB\)](#)

F. COMMUNICATIONS

Subject	1. 2023 Consumer Confidence Report
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	F. COMMUNICATIONS
Type	Information

BACKGROUND:

Each year the EPA and EGLE require all Public Water Supplies to create and distribute a Consumer Confidence Report. This report summarizes the water supplies testing and activities over the past year.

ANALYSIS:

This year, 2023, there were no violations and all testing was completed as required.

COMMUNITY OUTREACH: (if applicable)

Per the requirements the CCR must be made publicly available. We choose to publish the CCR on the City's webpage and post the link on the utility bills. Hardcopies will be available at the CCHD, Bayliss Library, and City Hall. A hard copy can also be requested by calling the utility billing office.

FISCAL IMPACT:

None

ALTERNATIVES:

List alternatives to the recommended action.

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[WSSN 5950 Consumer Confidence Report 2023 - Final.pdf \(5,252 KB\)](#)

[CCR Presentation 2023.pdf \(841 KB\)](#)

G. BUSINESS ITEMS

Subject	1. Consideration of bid award for SmartCover Sewer Meters
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	G. BUSINESS ITEMS
Type	Action
Preferred Date	May 06, 2024
Absolute Date	May 06, 2024
Fiscal Impact	No

Dollar Amount	\$39,912.00
Budgeted	Yes
Budget Source	Sewer Capital Equipment
Recommended Action	Motion to purchase six SmartCover Sewer Meters with accessories from HESCO for the purchase price of \$39,912.00.

BACKGROUND:

The City purchased six SmartCover Sewer Meters last year and has been impressed with the ease of installation and data collection. The purchase of additional meters will help zero in on areas of inflow and infiltration as well as detecting potential problems in the sewer system.

ANALYSIS:

A bid was placed for additional SmartCover Sewer Meters. The City received one bid back from HESCO.

COMMUNITY OUTREACH: (if applicable)

N/A

FISCAL IMPACT:

Additional SmartCover Meters were approved in the capital equipment budget under meters GL#592-902-977.542. Funding source is Sewer Capital Equipment. Purchase price for the 6 sewer meters plus all the mounting hardware is \$39,912.00. No budget amendment is needed.

ALTERNATIVES:

List alternatives to the recommended action.

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[HESCO.pdf \(125 KB\)](#)

[SmartCover Sewer Meters - Bid Tabs.pdf \(108 KB\)](#)

Subject	2. Consideration of bid award Local Bridge Maintenance B-06-24
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	G. BUSINESS ITEMS
Type	Action
Fiscal Impact	Yes
Budgeted	Yes
Budget Source	GL #420-901-986.000-0604
Recommended Action	1. Motion to award the bid to the sole bidder, Anlaan Corp., a Michigan firm in the amount of \$122,000. 2. Motion to approve the change order #01 to decrease the total cost to \$35,500.

3. Motion to amend the project budget with an increase of \$1,400 to come from Major Street Fund.

BACKGROUND:

Bridges are inspected every other year. For the last several cycles reports have shown items that need to be repaired, replaced, or cleaned. The 2023 inspection provided enough items to package for bid and engineers at OHM helped with that process.

ANALYSIS:

The bid package was assembled by OHM and Engineering. Bids were advertised through the Clerk's office. Several bridge firms, see attached bid holder list, had other jobs in the area this upcoming season so we reached out to see if they would be interested in bidding on our smaller maintenance package but only one bid was received. A meeting with OHM and the sole bidder resulted in a lower cost after some of the work was taken on by City crews. City crews will be cleaning the decks, sidewalks and clearing debris from the joints.

This bid is for routing capital maintenance and will be recorded as part of the larger Bridge Maintenance capital project #0604 but will be charged to a separate line item from the one used to track expenditures eligible for the MDOT Bridge Grant [GL# 420-901-986.001-0604].

FISCAL IMPACT:

We received a single bid as shown on the bid tab. Although the original bid was in the amount of \$122,000, a change order reducing the scope of work by \$86,500 is included. This change brought the budget down to \$35,500. Various amounts have been appropriated in the budget each year for bridge maintenance, however with design costs at \$7,340 so far this year, only \$34,050 remains at this time. The budget is short by \$1,400 as of this date. Major Street Fund balance is sufficient to support this small amendment.

ALTERNATIVES:

The City Commission has the following options to consider on this matter:

1. Award the bid as presented.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[Bid Holder List.pdf \(143 KB\)](#)

[Local Bridge Maintenance BID B-06-24.pdf \(4,664 KB\)](#)

[Anlaan.pdf \(565 KB\)](#)

[Bid Tabs - LOCAL Bridge Preventative Maintenance.pdf \(111 KB\)](#)

[Change Order 01.pdf \(99 KB\)](#)

Subject	3. Consideration of EGLE grant award for City Hall LED Conversion
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	G. BUSINESS ITEMS
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$82,400.00

Budgeted	No
Budget Source	100% EGLE FUNDED, no match requirement
Recommended Action	<ol style="list-style-type: none"> 1. Motion to accepted EGLE Grant Award for the final phase of City Hall's LED Conversion and allow City Manager to sign. 2. Motion to amend the existing City Hall Energy Grant project budget with an increase of \$82,400 fully funded by the grant.

BACKGROUND:

As the Commission is aware, the City applied for a Community Energy Grant through EGLE in March 2023 and was awarded \$25,000. The grant funded upgrades to lighting in the public areas of City Hall, brightening dark areas such as hallways, bathrooms, and stairwells. City Hall continues to be in need of funding to finish the LED conversion. Engineering staff was planning to reapply in January 2025 for Phase II but EGLE has recommended that we apply now for funding to cover the remainder of the project which is expected to run near \$70,000. J Ranck was the vendor for Phase I. The City Commission approved the grant application for Phase II on March 4, 2024.

City staff was notified in April that an award for full funding for Phase II had been approved. A grant agreement is forthcoming.

ANALYSIS:

City Hall is in need of an LED conversion and no budget is currently established for this, but it has been included in the 6-year Capital Improvement Process. As part of the project, public areas would be upgraded first to address safety and increase energy efficiency. Learn more about the grant: [Community Energy Management Program \(michigan.gov\)](#).

The project will be bid and posted on the City's website soon: [Bids and RFPs | Sault Ste. Marie, MI \(saultcity.com\)](#).

FISCAL IMPACT:

Reviewing preliminary estimates for the grant application, expected for cost savings and rebates are based on Phase I which was recently closed out. For this first phase, 125 fixtures including 162 lamps were replaced generating annual energy savings of 764 kWh generating rebates of \$535.04. City Hall's monthly electric bill is \$2,754.59 for the month of January using 26,640 kWh. If the entire building had an LED conversion the energy savings would be 37,060 kWh or roughly \$3,800 at today's rates, and rebates would be \$2,285.03.

This grant requires no match. A budget amendment is requested under the existing project #0784, increasing revenue line item 401-000-538.005-0784 and expenditure line item 401-901-801.000-0784 in the amount of \$82,400 each.

ALTERNATIVES:

The City Commission has the following options to consider on this matter:

1. Accept the grant award as presented.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

<p>File Attachments</p> <p>CEM Funding Approval - City of Sault Ste. Marie .msg (151 KB)</p>

Subject	4. Consideration to waive the competitive bid process and authorize the purchase of AEDs for the Police Department
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	G. BUSINESS ITEMS
Type	Action
Preferred Date	May 06, 2024
Absolute Date	Jun 30, 2024
Fiscal Impact	Yes
Dollar Amount	\$21,921.55
Budgeted	No
Budget Source	101-902-977.301
Recommended Action	<ol style="list-style-type: none"> 1. Motion to waive the sealed competitive bidding process considering Stryker as a sole source provider. 2. Motion to authorize the purchase from Stryker of seven Lifepack 1000 AEDs at a cost of \$21,921.55. 3. Motion to amend the Police capital equipment budget with an increase of \$5,000 in funding to come from the General Fund.

BACKGROUND:

The police department desires to have each of its seven patrol vehicles equipped with an up-to-date Automated External Defibrillator (AED); the Lifepack 1000.

The AED units that the police department currently have aren't compatible with equipment used by Sault Fire and MyMichigan Hospital, the Lifepack 1000 is.

Purchasing new AED's for the police department was included in the 2023-2024 CIP plan.

Stryker is the sole-source provider in the hospital, emergency response services, and emergency response training markets in the U.S. and Canada for the Lifepack 1000 AED.

ANALYSIS:

The police department doesn't have enough AEDs to equip each patrol vehicle with a unit, thus, vehicles can and are being deployed without an AED on board. Additionally, the police department needs adult and infant/child AED pads for each unit.

The AED units the police department currently have are old units and either near, at, or past end of life.

The AED units and equipment the police department currently have aren't compatible with equipment utilized by Sault Fire and MyMichigan Hospital and as a result, when either of those two agencies take over care of a patient from the police department, they must deploy their own AED equipment. This doesn't promote continuity/transfer of care.

COMMUNITY OUTREACH:

N/A.

FISCAL IMPACT:

Seven Lifepack 1000 units, with adult and infant/child pads, will cost \$21,921.55.

In the 2023-2024 Capital Improvement Plan, \$17,000 was budgeted for this purchase of AED's in the Police capital equipment line item 101-902-977.301. Prices have increased since the CIP budget was established and additional costs are related to needed AED pads. A budget amendment at add \$5,000 to 101-902-977.301 is requested to fund this AED purchase.

For reference only, the recent police department men's bathroom floor capital project, also funded by the General Fund, came in at \$3,796.00 under budget.

ALTERNATIVES:

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[Sole-Source Letter.pdf \(745 KB\)](#)

[Stryker Quote.pdf \(110 KB\)](#)

[Brochure.pdf \(2,083 KB\)](#)

[Data Sheet.pdf \(276 KB\)](#)

Subject	5. Consideration of Change Order #04 for Fire Hall Renovation
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	G. BUSINESS ITEMS
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$7,300.00
Budgeted	No
Budget Source	Project #0762 \$22,000 balance
Recommended Action	Motion to approve Change Order #4 in the amount of \$7,250 and authorize the City Manager to execute.

BACKGROUND:

On September 18, 2023, the City Commission awarded the bid to Sailor Creek Contracting, LLC. for the Fire Hall Renovation B-18-23. Since then the project progress has been going well and is now close to completion. In order to close out the project, the Fire Chief and staff have asked that additional lockers be purchased to store fire fighter personal items. Traditional lockers would be placed at each bedside and would provide secure storage in shared accommodations. This was an oversight from the initial bid.

ANALYSIS:

The contractor researched several options, and proposed Change Order #4 as it would provide this needed storage to benefit the facility and staff.

COMMUNITY OUTREACH:

This renovation was planned to allow for co-ed hiring at the fire hall.

FISCAL IMPACT:

\$22,000 remains unspent in the budget after the existing contract is paid in full. If this final change order is approved, the project would still close under budget.

ALTERNATIVES:

The City Commission has the following options to consider on this matter:

1. Approve the CO#4 as presented.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

File Attachments

[Sailor Creek Contracting CO 4 Fire Hall 2nd Floor Reno.pdf \(157 KB\)](#)

[Before and After Photos.pdf \(94,142 KB\)](#)

Subject**6. Scheduling a Closed Session for the Purpose of Discussing Union Negotiations**

Meeting

May 6, 2024 - Regular City Commission Meeting

Category

G. BUSINESS ITEMS

Type

Action

Recommended
Action

Motion to enter Closed Session in accordance with Section 8 (c) of the State of Michigan Open Meetings Act [being Public Act 267 of 1976] to hold a strategy session connected with the negotiation of collective bargaining agreements between the City and various bargaining units.

BACKGROUND:

As Commissioners are aware, the Administration will engage in collective bargaining with six of the City's seven bargaining units. Specifically, these six bargaining units include the Clerical Unit; the Fire Fighters Unit; the Fire Captain's Unit; the Police Patrol Unit; the Police Records Unit; and the Public Works Unit. At this time the administration would like to provide an update regarding the status of these negotiations to the Commission.

ANALYSIS:**COMMUNITY OUTREACH: (if applicable)****FISCAL IMPACT:****ALTERNATIVES:**

List alternatives to the recommended action.

The City Commission has the following options to consider on this matter:

1. Adopt resolution with modifications.
2. Direct staff to return with more information.
3. Other Alternative
4. Take no action.

H. CITY MANAGER ANNOUNCEMENTS AND UPDATES**Subject****1. Announcements and Updates**

Meeting May 6, 2024 - Regular City Commission Meeting

Category H. CITY MANAGER ANNOUNCEMENTS AND UPDATES

Type

Updates

I. MATTERS PRESENTED BY THE PUBLIC

Subject 1. Matters Presented by the Public

Meeting May 6, 2024 - Regular City Commission Meeting

Category I. MATTERS PRESENTED BY THE PUBLIC

Type Information

Any person may speak on an agenda item identified as a public hearing or when public comments are requested on the agenda. Five minutes will be provided for each person speaking. Digital presentations may be used in accordance with the criteria identified in Section 7 which describes the use of digital presentations (as follows).

Section 7

Any person that shall request an item be placed on the agenda shall be given the privilege of introducing this item when it is considered by the Commission. Total presentation shall not exceed ten (10) minutes.

Citizens shall be permitted to present digital presentations during City Commission meetings on their scheduled agenda items under the following conditions:

A. Materials to be presented shall be submitted to the City Clerk by 3:00 p.m. on the Wednesday preceding the City Commission meeting on a compatible media storage device, as designated by the City.

The material(s) shall be reviewed by the IS Director or designee for technical compatibility; the City Clerk shall review content for compliance with the following requirements. Material(s) that include the following content shall not be permitted:

- Nudity or pornography, profanity and/or hate language
- Encouragement of hostility or violence
- Attacks on individuals based on ethnicity, race, religion, or sexual orientation
- Illegal discrimination against any group
- Sexual, obscene, indecent or explicit messages including those with sexual overtone or innuendo
- Deliberate false, misleading or deceptive messages (i.e. material(s) that have been manipulated by editing software)
- Publication of information of a personal nature which constitutes invasion of privacy
- Language or information that is obscene, foul, vulgar, or abusive in any way
- Cruelty to animals
- Or other similar offensive content

B. In the event that the presentation is deemed to be non-compliant with these rules the City Clerk will contact the individual regarding the materials submitted for review by 3:00 p.m. on the Thursday prior to the City Commission.

C. Original materials denied for use by the City Clerk will be forwarded to the members of the City Commission for their review.

D. Appeals shall be made in writing to the City Commission by 3:00 p.m. on the Friday prior to the City Commission meeting and addressed at the meeting in which the person requested that the digital materials be presented. If the Commission deems appropriate the presentation can be utilized during scheduled agenda item. The decision of the City Commission is final.

E. Materials approved for use during the City Commission meeting will be retained by the IS Director and placed on the overhead monitors by the IS Director or designee at the appropriate time during the individual presentation. No additions or deletions to the materials may be made after approval has been given.

F. The City of Sault Ste. Marie reserves the right to superimpose the words *Citizen Presentation* including the City's official logo on the bottom of all digital presentations to differentiate between information provided by the City of Sault Ste. Marie and information provided by any person.

G. The City of Sault Ste. Marie reserves the right to air the following disclaimer before and/or after *Citizen Presentation*: "The views and opinions expressed under *Citizen Presentation* are those of the individual presenter only and do not necessarily represent the views and opinions of the Mayor, City Commission or Administration of the City of Sault Ste. Marie." H. When a person requests that an item be placed on the agenda for a City Commission meeting, the purpose of this presentation is to inform the City Commission. Digital presentations may or may not be broadcast in their entirety as part of the televised coverage of the City Commission meeting. Digital information provided as part of the agenda packet will be available for public inspection in accordance with the posting requirements for City Commission agenda packets.

H. Section 7 of the Rules of Order pertains to any person placing an item on the City Commission agenda for compliance with the content and technical compatibility requirements for individual presentations. Digital presentations by City staff or consultants/contractors to support a scheduled agenda item are not governed by the time or submittal requirements of this section.

J. MATTERS PRESENTED BY THE CITY COMMISSION

Subject	1. Matters Presented by the City Commission
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	J. MATTERS PRESENTED BY THE CITY COMMISSION
Type	Information

K. CLOSING OF MEETING

Subject	1. Adjournment
Meeting	May 6, 2024 - Regular City Commission Meeting
Category	K. CLOSING OF MEETING
Type	Action
Recommended Action	Motion to Adjourn

Any interested person may attend and participate. Persons with disabilities needing accommodations to participate should call the City Clerk's office at (906) 635-5261.