

City of Ironwood  
213 S. Marquette St.  
Ironwood, MI 49938



# IRONWOOD

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AGENDA  
REGULAR IRONWOOD CITY COMMISSION MEETING  
FEBRUARY 26, 2024

LOCATION: IRONWOOD MEMORIAL BUILDING  
COMMISSION CHAMBERS  
213 S. MARQUETTE ST.  
IRONWOOD, MI 49938

Regular Meeting - 5:30 P.M.

**ZOOM OPTION AVAILABLE FOR THE PUBLIC**

(Please visit the City website at [www.ironwoodmi.gov](http://www.ironwoodmi.gov) or the notice posted at the Memorial Building for Zoom Webinar login instructions.)

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REGULAR MEETING  
5:30 P.M.

- A. Regular Meeting Called to Order.  
Pledge of Allegiance to the United States of America.
- B. Recording of the Roll.
- C. Approval of the Consent Agenda. \*  
*All items with an asterisk (\*) are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of those items unless a Commission member or citizen so requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.*
  - \*1) Approval of Minutes:
    - a. Regular City Commission Meeting Minutes of February 12, 2024.
  - \*2) Review and Place on File:
    - a. Downtown Ironwood Development Corporation Meeting Minutes of October 26, 2023.
    - b. Downtown Ironwood Development Corporation Meeting Minutes of November 16, 2023.
    - c. Downtown Ironwood Development Corporation Meeting Minutes of December 28, 2023.
    - d. Ironwood Housing Commission Meeting Minutes of January 9, 2024.
  - \*3) Poverty Exemption Resolution #024-005.
- D. Approval of the Agenda.
- E. Citizens wishing to address the Commission on Items on the Agenda. (Three Minute Limit).



This Institution is an Equal Opportunity Provider, Employer and Housing Employer/Lender



- F. Citizens wishing to address the Commission on Items not on the Agenda. (Three Minute Limit).

## **OLD BUSINESS**

- G. Discuss and consider approving Change Order #5, for Jakes Excavating, which is an increase of \$1,102.50 for the Lead Service Line Replacement Project and authorize the Mayor to sign all applicable documents.
- H. Discuss and consider approving Payment #4, for Jake's Excavating, in the amount of \$82,214.34 for the Lead Service Line Replacement Project and authorize the Mayor to sign all applicable documents.
- I. Discuss and consider awarding the bid for a one-year Cemetery Mowing Contract to Saari Lawn Service in the amount of 41,850.00.
- J. Discuss and consider awarding the bid for a 2-year City Park Mowing Contract to 4 Seasons Lawn & Property Services, Inc. in the amount of \$17,486.94.
- K. Discuss and consider amendments to the Ironwood Tourism Council Agreement.

## **NEW BUSINESS**

- L. Discuss and consider approval of the 2024-2025 Fiscal Year Commission Goals.
- M. Discuss and consider authorizing the Department of Public Works Water Department to purchase a new 2022 Ram 2500 truck from Ray Chrysler Dodge Jeep & Ram for a total cost of \$50,585.03 and declare Truck #13, a 2011 Ford F-250 (with a Boss v-plow) as surplus equipment with a minimum bid set at \$5,700.
- N. Discuss and consider accepting HKGi's Proposal for the 2024 City of Ironwood Comprehensive Plan Update in the amount of \$93,500.
- O. Discuss and consider authorizing a Letter of Intent for the purchase of the Civic Center property from Gogebic Community College.
- P. Discuss and consider authorizing the City to seek bids for the Bonnie Road sewer lift station generator.
- Q. Mayor's Appointments.
- R. Manager's Report.
- S. Other Matters.
- T. Adjournment.

## Proceedings of the Ironwood City Commission Meeting

A Regular Meeting of the Ironwood City Commission was held on February 12, 2024, at 5:30 P.M., in the Commission Chambers, Second Floor of the Municipal Memorial Building in the City of Ironwood.

A. Mayor Corcoran called the Regular Meeting to Order at 5:30 P.M.

B. Recording of the Roll.

PRESENT: Commissioners Andresen, Mildren, Semo, and Mayor Corcoran

ABSENT: Commissioner Korpi (excused)

C. Approval of the Consent Agenda.

1) Approval of Minutes:

a. Regular City Commission Meeting Minutes of January 22, 2024.

2) Review and Place on File:

a. Ironwood Parks and Recreation Committee Meeting Minutes of November 6, 2023.

b. Ironwood Parks and Recreation Committee Meeting Minutes of December 4, 2023.

c. Ironwood Parks and Recreation Committee Meeting Minutes of January 11, 2024.

d. Ironwood Economic Development Committee Meeting Minutes of December 6, 2023.

e. Pat O'Donnell Civic Center Meeting Minutes of January 11, 2024.

*Motion was made by Semo, seconded by Andresen, to approve the Consent Agenda as presented. Unanimously passed by roll call vote.*

D. Approval of the Agenda.

*Motion was made by Mildren, seconded by Semo, and carried, to approve the Agenda as presented.*

E. Citizens wishing to address the Commission on Items on the Agenda. (Three Minute Limit).

*There were none.*

F. Citizens wishing to address the Commission on Items not on the Agenda. (Three Minute Limit.).

Larry Holcombe commented on incorporating an activities director as part of future Recreation ideas to help teach people how to use the recreational facilities and recreational options, such as pickleball.

### OLD BUSINESS

G. Discuss and consider approving the Rural Development Pay Package #7 in the amount of \$400,868.93 for the City of Ironwood – Water Treatment Plant Phase I Project and authorize the Mayor to sign all applicable documents.

*Motion was made by Mildren, seconded by Andresen, to approve the Rural Development Pay Package #7 in the amount of \$400,868.93 for the City of Ironwood – Water Treatment Plant*

*Phase I Project and authorize the Mayor to sign all applicable documents. Unanimously passed by roll call vote.*

- H. Discuss and consider awarding the 2024 Jessieville Water Tank Improvements bid to LC United Painting Company, Inc., in the amount of \$113,000.00 for tank lining, mixer install, mud valve installs, disinfection and filling of the Water Tank.

***Motion** was made by Semo, seconded by Mildren, to approve awarding the 2024 Jessieville Water Tank Improvements bid to LC United Painting Company, Inc., in the amount of \$113,000.00 for tank lining, mixer install, mud valve installs, disinfection and filling of the Water Tank. Unanimously passed by roll call vote.*

## **NEW BUSINESS**

- I. Discuss and consider approval of the \$11,400,000 Grant Agreement between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Finance Division and the City of Ironwood for Phase 2 of the Water Treatment Plant and authorize the City Manager to sign all applicable documents.

***Motion** was made by Mildren, seconded by Andresen, to approve the \$11,400,000 Grant Agreement between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Finance Division and the City of Ironwood for Phase 2 of the Water Treatment Plant and authorize the City Manager to sign all applicable documents. Unanimously passed by roll call vote.*

- J. Discuss and consider authorizing the Department of Public Works to purchase a replacement Water Department Truck from West Chicago Haggerty Ford for \$50,595 and declare the 2013 GMC Sierra as surplus equipment with a minimum bid set at \$3,000.

***Motion** was made by Mildren, seconded by Semo, to authorize the Department of Public Works to purchase a replacement Water Department Truck from West Chicago Haggerty Ford for \$50,595 and declare the 2013 GMC Sierra as surplus equipment with a minimum bid set at \$3,000. Unanimously passed by roll call vote.*

- K. Discuss and consider adjusting the Election Inspectors hourly pay.

***Motion** was made by Semo, seconded by Andresen, to increase the Election worker rate from \$12.00 per hour to \$15.50 per hour and increase the Election Chairperson pay from \$12.00 per hour to \$16.50 per hour. Unanimously passed by roll call vote.*

- L. Discuss and consider Resolution #024-004 recognizing Emberlight Arts as a non-profit organization operating in the community for obtaining Charitable Gaming Licenses.

***Motion** was made by Semo, seconded by Mildren, to adopt Resolution #024-004 recognizing Emberlight Arts as a non-profit organization operating in the community for obtaining Charitable Gaming Licenses. Unanimously passed by roll call vote.*

- M. Mayor's Appointment.

Mayor Corcoran re-appointed Richard Jenkins to the Ironwood Planning Commission to fill an

3-year term (term expiring December 31, 2026).

***Motion** was made by Semo, seconded by Mildren, and carried, to approve the Mayor's re-appointment of Richard Jenkins to the Ironwood Planning Commission to fill an 3-year term (term expiring December 31, 2026).*

N. Manager's Report.

*City Manager Paul Anderson provided the following verbal updates:*

#### *Engineering Updates*

- *Phase 1 of the water plant project continues with CD Smith Construction. Numerous wall pours have occurred and framing of walls continue. Low snow has aided in winter progress.*
- *The \$3MIL lead service line replacement project continues with Jakes Excavating. They are working on the last few addresses which are on all seasons roads. After that, they will likely have to shut down for the spring breakup. They have changed out 93 galvanized services with copper to date.*
- *Phase 5 water system design continues by Coleman Engineering, as we wait for USDA Rural Development to get back to our funding request for sewer system improvements.*
- *Curry Park Water system design continues by Coleman Engineering. We plan to replace the galvanized water system in Curry Park with Pex plastic water lines with funding from our \$3MIL LSLR project.*
- *The replacement for the pole mounted bucket transformer that blew for our Spring Creek well field is on order and scheduled to be installed by Jolma Electric at the end of February.*
- *The improvements in the Memorial building gym and locker room are essentially complete for the time being. Basketball hoops are up (still need some painting where the old mounting boards were) and the men's locker room, shower, and bathroom right next to the gym is painted and the bathroom has a new sink and toilet installed. Thanks to our DPW staff, Hobbs Painting Services and Future Plumbing for executing this work. The gym is booked out pretty much full time Mon-Fri and even some on the weekends with pickleball, basketball and youth sports practices. Really great to see.*
- *Staff and I are working on numerous other project bidding documents to be put out in the weeks and months to come.*

#### *Managers Updates*

- *Staff spent some time in the old pool room on Tuesday going through old files. We are separating 100 years' worth of documents of things to be shredded (if they are beyond their retention period), or things to be scanned and filed. We found some really cool 100-year-old books and documents that will be going to the historical society once we are ready to unload them.*
- *Reminder that Curry Park Campground Reservations are now open through the City website.*
- *We are currently working through the interview process for the IPSD Administrative Assistant position.*
- *There is a L.L. Wright School centennial committee to help plan the 100-year celebration of the school. People who are interested in assisting with planning and executing this celebration are welcome to join through the Superintendent's office.*
- *High Profile Cannabis shop held their grand opening last Friday in the old Black Bear*

*Sports building. This is a full retail recreational marijuana business. Levels Cannabis will be opening in the old Family Video store this spring. This will be the first of two approved micro marijuana businesses in the City of Ironwood. It is still undetermined if the second micro business (3 Twins on Ayer St and Lawrence) will break ground prior to their approval expiration this fall. Fire Station is scheduled to open in the old Western Auto building behind Little Caesars in the late Spring this year. This will be the fourth and final full retail recreational marijuana business which is approved at this time.*

- *The Clerk's office is busy with the upcoming 4 elections. Feb 27<sup>th</sup> is the presidential primary election w/ early voting starting this Saturday to Feb 25<sup>th</sup>. Early voting can be done at the County Courthouse 8:30 to 4:30, 7 days a week. May 7<sup>th</sup> is the school millage special election; August 6<sup>th</sup> is the State Primary and November 5<sup>th</sup> is the Presidential Election.*
- *Weight restrictions are currently on all our non all seasons roads. We will follow Gogebic County Road Commission as far as pulling them off. It's likely to be a long season for weight restrictions.*

O. Other Matters.

Commissioner Andresen commented on the new chairs in the Commission Chambers.

P. Adjournment.

***Motion*** was made by Semo, seconded by Mildren, and carried, to adjourn the meeting at 6:06 P.M.

Kim S. Corcoran, Mayor

Jennifer L. Jacobson, City Clerk



**Proceedings of the Downtown Ironwood Development Authority  
Thursday, October 26, 2023**

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A regular meeting of the Downtown Ironwood Development Authority (DIDA) was held on Thursday, October 26, 2023 at 8:00 A.M. in the Ironwood Memorial Building Women’s Club Room.

1. Call to Order: Chair Nosal called the meeting to order at 8:00 A.M.
2. Recording of the Roll.

| MEMBER                 | PRESENT  |          | EXCUSED       | NOT EXCUSED |
|------------------------|----------|----------|---------------|-------------|
|                        | YES      | NO       |               |             |
| Cathy Flory            | X        |          |               |             |
| Nancy Korpela          | X        |          |               |             |
| Kim Corcoran           | X        |          |               |             |
| Robert Alexander, Vice | X        |          |               |             |
| Lynne Wiercinski       | X        |          |               |             |
| Eric Moran             | X        |          |               |             |
| Ben Thompson           | X        |          |               |             |
| Robbie Sardinha        | X        |          |               |             |
| Bruce Greenhill        | X        |          |               |             |
|                        | <b>9</b> | <b>0</b> | <b>Quorum</b> |             |

Also, present: Community Development Director, Tom Bergman, and Community Development Assistant, Tim Erickson.

3. Approval of the September 28, 2023 Meeting Minutes:
 

**Motion by Corcoran to approve the meeting minutes with noted corrections. Second by Sardinha. Motion carried 9 to 0.**
4. Approval of the Agenda:
 

**Motion by Corcoran to approve the agenda. Second by Greenhill. Motion carried 9 to 0.**
5. Citizens wishing to address the Authority on Items on the Agenda (Three-Minute Limit): None.
6. Citizens wishing to address the Authority on Items not on the Agenda (Three-Minute Limit): None.

7. Receive and place on file the financial report: Bergman presented the report.

**Motion by Korpela to receive and place on file the financial report, second by Corcoran. Motion carried 9 to 0.**

8. Items for Discussion and Consideration.

- A. Social District for the Downtown: Director Bergman presented some of the needs to create a social district area. The Downtown Marquette Social District Plan was presented. Greenhill discussed the need to get more information before recommending adoption.

**Motion by Thompson to recommend to the City Commission to create a downtown social district, second by Sardinha. Motion carried 7 to 2. Greenhill and Wiercinski not in favor.**

- B. First Friday Update: Sardinha was asking for the City to remove the sidewalk snow for Jack Frost Parade.

- C. Ironwood Chamber of Commerce Update: No update.

- D. 2023 Goals:

- Update on Downtown Development Plan and TIF: The plan will be adopted in November. A new development will be constructed on the Wells Fargo lot and the TIF will need to be adopted prior to approval.
- Downtown wide snow removal: The City attorney provided a contact with a U.P. city that does sidewalk snow removal. Director Bergman will look into their plan. Flory asked about different methods to pay for downtown wide snow removal.
- Downtown Historic Signage: Many of the signs are installed.
- Downtown Business Communication: No update.
- Public Parking, Bike Racks, Garbage Can locations and Restroom Map: The DIDA needs to look into getting different bike racks. The current racks don't fit on the sidewalks. The current bike racks could be reduced in size.
- Building vacancies-building inventory: The City is working directly with the Suffolk Ale House for repairs. Sardinha asked about the Lahti buildings and the mural.



- Downtown Vision Plan as Part of Comprehensive Plan Revision: The Planning Commission and City Commission will review the final bid spec before going out for bids.
9. Other Business: Thompson asked about doing a downtown visioning meeting. Bergman talked about doing a downtown visioning meeting for the Comprehensive Plan. Thompson talked about the urgent need to invest in the downtown building infrastructure. The need and ways to retain youth was discussed.
10. Next Meeting: Thursday, November 16, 2023 at 8:00 a.m.
11. Adjournment.

**Motion by Thompson to adjourn the meeting, second by Alexander. Motion carried 9 to 0.**



Cathy Flory, Chair



Tim Erickson, Community Development Assistant



**Proceedings of the Downtown Ironwood Development Authority  
Thursday, November 16, 2023**

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A regular meeting of the Downtown Ironwood Development Authority (DIDA) was held on Thursday, November 16, 2023 at 8:00 A.M. in the Ironwood Memorial Building Women’s Club Room.

1. Call to Order: Chair Flory called the meeting to order at 8:00 A.M.
2. Recording of the Roll.

| MEMBER                 | PRESENT  |          | EXCUSED       | NOT EXCUSED |
|------------------------|----------|----------|---------------|-------------|
|                        | YES      | NO       |               |             |
| Cathy Flory            | X        |          |               |             |
| Nancy Korpela          | X        |          |               |             |
| Kim Corcoran           |          | X        | X             |             |
| Robert Alexander, Vice | X        |          |               |             |
| Lynne Wiercinski       | X        |          |               |             |
| Eric Moran             | X        |          |               |             |
| Ben Thompson           | X        |          |               |             |
| Robbie Sardinha        |          | X        | X             |             |
| Bruce Greenhill        | X        |          |               |             |
|                        | <b>7</b> | <b>2</b> | <b>Quorum</b> |             |

Also, present: Community Development Director, Tom Bergman, and Community Development Assistant, Tim Erickson.

3. Approval of the October 26, 2023 Meeting Minutes:  
**Motion by Alexander to approve the meeting minutes with noted corrections. Second by Thompson. Motion carried 6 to 0.**
4. Approval of the Agenda:  
**Motion by Alexander to approve the agenda. Second by Thompson. Motion carried 6 to 0.**
5. Citizens wishing to address the Authority on Items on the Agenda (Three-Minute Limit):  
None.
6. Citizens wishing to address the Authority on Items not on the Agenda (Three-Minute Limit):  
None.

7. Receive and place on file the financial report: Bergman presented the report.

**Motion by Korpela to receive and place on file the financial report, second by Alexander. Motion carried 6 to 0.**

8. Items for Discussion and Consideration.

A. Social District for the Downtown: No update.

B. First Friday Update: November and December First Friday's were discussed.

C. Ironwood Chamber of Commerce Update: Director Meyer discussed the Jack Frost Tree Lighting Ceremony. The Frost Friday vendor crawl was discussed. Michael is working with a state demographer to give a presentation. He is working with the Civic Center manager to schedule a home and sport show.

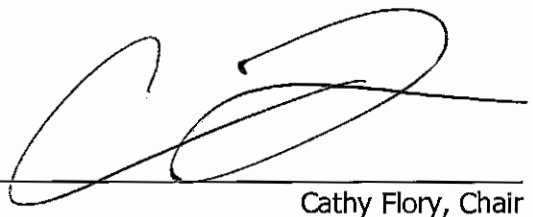
D. 2024 Goal setting process: Director Bergman discussed the attached goal memo. Alexander talked about ways to break down the goals into categories. Director Bergman discussed the concept of placemaking. Potential goals and how to determine goals were discussed.

9. Other Business – Temporary Cannabis Events and Consumption Venues: Item will be carried over into next month's goal setting.

10. Next Meeting: Thursday, December 28, 2023 at 8:00 a.m.

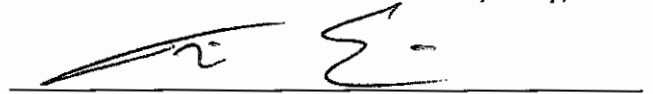
11. Adjournment.

**Motion by Alexander to adjourn the meeting, second by Thompson. Motion carried 7 to 0.**



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Cathy Flory, Chair



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Tim Erickson, Community Development Assistant



**Proceedings of the Downtown Ironwood Development Authority  
Thursday, December 28, 2023**

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A regular meeting of the Downtown Ironwood Development Authority (DIDA) was held on Thursday, December 28, 2023 at 8:00 A.M. in the Ironwood Memorial Building Women’s Club Room.

1. Call to Order: Chair Flory called the meeting to order at 8:00 A.M.
2. Recording of the Roll.

| MEMBER                 | PRESENT  |          | EXCUSED       | NOT EXCUSED |
|------------------------|----------|----------|---------------|-------------|
|                        | YES      | NO       |               |             |
| Cathy Flory            | X        |          |               |             |
| Nancy Korpela          | X        |          |               |             |
| Kim Corcoran           | X        |          |               |             |
| Robert Alexander, Vice | X        |          |               |             |
| Lynne Wiercinski       |          | X        | X             |             |
| Eric Moran             | X        |          |               |             |
| Ben Thompson           | X        |          |               |             |
| Robbie Sardinha        | X        |          |               |             |
| Bruce Greenhill        | X        |          |               |             |
|                        | <b>8</b> | <b>1</b> | <b>Quorum</b> |             |

Also, present: Community Development Director, Tom Bergman

3. Approval of the November 16th, 2023 Meeting Minutes:  
**Motion by Alexander to approve the meeting minutes Second by Thompson. Motion carried 8 to 0.**
4. Approval of the Agenda:  
**Motion by Thompson to approve the agenda. Second by Alexander. Motion carried 8 to 0.**
5. Citizens wishing to address the Authority on Items on the Agenda (Three-Minute Limit):  
None.
6. Citizens wishing to address the Authority on Items not on the Agenda (Three-Minute Limit): None.

7. Receive and place on file the financial report: Bergman presented the report. Greenhill asked about where the wreath donations are posted on the report.

**Motion by Corcoran to receive and place on file the financial report, second by Alexander. Motion carried 8 to 0.**

8. Items for Discussion and Consideration.

- A. Approval of Meeting Schedule for 2024 (Jan 25, Feb 22, Mar 28, Apr 25, May 23, June 27, July 25, Aug 22, Sept 26, Oct 24, Nov 21, Dec 26): The proposed December 26 date was changed to December 19.

**Motion by Thompson to approve the amended meeting schedule, second by Alexander. Motion carried 8 to 0.**

- B. Social District for the Downtown: Director Bergman talked to the City of Marquette and asked about their social district.
- C. First Friday Update: SISU Ski Fest may end up canceling the event. Some of the SISU events will continue even if the race is canceled. The MACC Mini Grant application is being reviewed and will be submitted in January.
- D. Ironwood Chamber of Commerce Update: No update.
- E. 2024 Goal setting process: The DIDA provided ideas for goals which were written down on a list. Some of the goals were consolidated and then the DIDA voted on each goal.

9. Other Business: None.

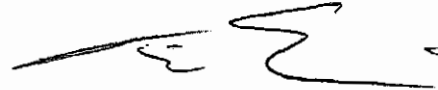
10. Next Meeting: Thursday, January 25, 2024 at 8:00 a.m.

11. Adjournment.

**Motion by Corcoran to adjourn the meeting, second by Thompson. Motion carried 8 to 0.**



Cathy Flory, Chair



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Tim Erickson, Community Development Assistant

**IRONWOOD HOUSING COMMISSION  
REGULAR MEETING MINUTES  
JANUARY 09, 2024  
PIONEER PARK APARTMENTS – COMMUNITY ROOM  
515 E. VAUGHN STREET – IRONWOOD, MI. 49938**

The regular meeting of the Ironwood Housing Commission was held on January 09, 2024 in the Community Room at Pioneer Park Apartments at 515 E. Vaughn Street, Ironwood, MI. 49938. The meeting was open to the public.

Present: Annabelle O'Brien  
Clancey Byrne  
John Lupino  
Kristine Perry

Absent: Steven Lundey

1. Call to Order

The meeting was called to order by President O'Brien, followed by the Pledge of Allegiance.

2. Minutes of December 12, 2023 Meeting

Motion by Perry, Seconded by Byrne, Unanimously approved through roll call vote to approve minutes of December 12, 2023 meeting.

3. Old Business

3.1.1 Select Entry System

The Director provided information to the Board of Directors about Select Entry Systems and the possibility of replacing the Annex secured entry system due to the inability of being able to use since the 906 area code is now required for dialing phones and our current system does not have the capability of this and also means it cannot be upgraded to work so it would have to be replaced.

4. New Business
5. Consent Agenda – “Information Only”
  - A-Account A/R Balance report as of December 31, 2023
  - B-Current Vacancy report as of January 03, 2024

Motion by Lupino, Seconded by Byrne, Unanimously approved through roll call vote to approve the Consent Agenda – “Information Only”

The Director provided information to the Board of Commissioners on the Account A/R Balances report as of December 31, 2023 and the current Vacancy report for Public Housing as of January 3, 2024.

6. Disbursements of Checks # 22474 – 22503

Motion by Byrne, Seconded by Perry, Unanimously approved through roll call vote to approve the disbursements of checks # 22474 – 22503.

7. Commissioner Comments

The Director provided to the Board of Commissioners the schedule of Board Meeting Dates for 2024.

The Director provided information to the Board of Commissioner on the Supplementary Statement of Income & Expense report which includes the revenue to date, expense to date and the total unrestricted net position as of November 30, 2023, the Bank account reconciliation report as of November 30, 2023 and the Financial statements, Journal Register & the General ledger as of November 30, 2023. These reports were received late from our Fee Accountant due to not receiving our payroll reports from the City of Ironwood on time.

The Director provided to the Board of Commissioners an email response received from Douglas Gordon the Director of HUD (U.S. Housing & Urban Development) regarding how a letter was handled with one Board member and the City Manager that was received from tenants and also regarding PIH Funding for new development. “Hi Cathy, sorry for the delay in responding to you. Yes, you are correct in that the Board member should be working through the full board to



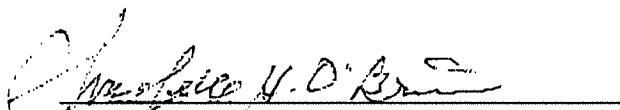
address any issues/questions they may have of you. The Board member should not be unilaterally working through the city as the city has no role in the day to day management of the portfolio (Ironwood Housing Commission). So, the board member has every right to raise concerns or make suggestions, but this must be done through the board as whole.

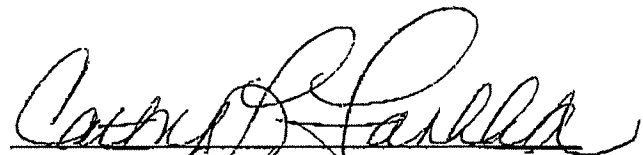
With respect to the new development, there is currently no PIH funding for this purpose. There are programs such as the Choice Neighborhood program that does provide funding but I am not aware as to when funding will be advertised for competitive application.

8. Public Comments – None

9. Adjournment

Motion by Lupino, Seconded by Byrne, Unanimously approved through roll call vote to adjourn the meeting. The meeting adjourned at 4:31 p.m.

  
\_\_\_\_\_  
President / Vice-President

  
\_\_\_\_\_  
Executive Director / Secretary

# Memo

**To:** Mayor Corcoran and Commissioners  
**From:** Jason Alonen  
**cc:**  
**Date:** 2/21/2024  
**Re:** 2024 Updated Poverty Exemption Income limits

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This is my annual request to approve a resolution for Poverty Exemptions Guidelines with the updated Federal Poverty income limits for the Board of Review to use. The State is recommending this be approved on an annual basis. If you have any question's, please feel free to contact my office.

**#024-005**  
**CITY OF IRONWOOD**  
**GUIDELINE RESOLUTION FOR POVERTY EXEMPTION**

At a Regular Meeting of the City Commission of the City of Ironwood, duly held on February 26, 2024, in the Commission Chambers of the Municipal Memorial Building, Ironwood, Michigan, the following Resolution was offered by Commissioner \_\_\_\_\_, supported by Commissioner \_\_\_\_\_.

**WHEREAS**, the adoption of guidelines for poverty exemptions is required of the City Commission; and

**WHEREAS**, the principal residence of persons, who the 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 Ironwood, Gogebic 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. The applicant must appeal personally, by appointment, in writing, or through an agent authorized in writing by the property owner.
2. The applicant shall complete the hardship petition form in advance of the hearing date, including a copy of the current or prior year Income Tax Returns, both Federal and Michigan, for all persons residing in the home or listed as an owner on the deed. This must include the MI1040 CR showing the homestead Property Tax Credit. Any additional information to be presented to the Board must be in writing and attached to the petition.
3. Any relief granted is a reduction over and above the \$1200 maximum Homestead Property Tax Credit granted by the State of Michigan.
4. All applications must be RECEIVED by the Assessor's office after January 1, but one day before the final published session of the Board of Review.
5. All applications shall be processed by the Assessor's office to calculate the percentage of Household Income consumed by property taxes. A hardship situation does not exist when property taxes do not exceed 5% of the household/owner adjusted income.
6. The Board of Review may require a driver's license, deed, or any form of documentation necessary for verification.

7. An explanation will be required for all household members over the age of eighteen who are not cited as contributing to the household income.
8. The property being appealed must be the applicant's Homestead (Principle Residence).
9. In order to qualify for consideration for a Hardship Exemption, petitioners must qualify under the most current Federal poverty guidelines as determined annually by the United States Department of Health and Human Services. The figures listed below represent the most that could have been earned by all household members in order to qualify for a Hardship Exemption at the March, July or December Boards of Review. The Board of Review may choose to waive these income requirements if a hardship applicant has experienced a recent significant change in their household income and may grant a partial exemption.

The following are the 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 for 2024 Assessments***

| <b><u>Number of Persons Residing<br/>in the Principal Residence</u></b> | <b><u>Poverty Guidelines<br/>Annual allowable income</u></b> |
|---|--|
| 1 person  | \$ 15,060  |
| 2 persons   | \$ 20,440  |
| 3 persons   | \$ 25,820  |
| 4 persons   | \$ 31,200  |
| 5 persons   | \$ 36,580  |
| 6 persons   | \$ 41,960  |
| 7 persons   | \$ 47,340  |
| 8 persons   | \$ 52,720  |
| Each additional person, add   | \$ 5,380   |

10. An Asset test will be performed to determine the resources available: cash, fixed assets or other property that could be converted to cash and used to pay property taxes in the year the poverty exemption is filed. The claimants should provide a list of all assets on the application when applying for a poverty exemption.

POVERTY REDUCTIONS ARE ALSO LIMITED BY:

- A. A property value of \$100,000. (50,000 S.E.V.)
- B. \$25,000 in liquid assets (savings, CD's, etc.)
- C. Real estate holding of Principal Residence only

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

Upon roll call vote, the following votes were recorded:

AYES:

NAYES:

ABSENT:

RESOLUTION DECLARED ADOPTED.

---

Kim Corcoran, Mayor

I, Jennifer Jacobson, the duly appointed City Clerk of the City of Ironwood, Michigan, do hereby certify that the foregoing is a true copy of a Resolution adopted by the City Commission of the City of Ironwood at its Regular Meeting on February 26, 2024.

---

Jennifer Jacobson, City Clerk

**Change Order No. 5**

Date of Issuance: 2/6/2024  
 Owner: The City of Ironwood  
 Contractor: Jake's Excavating & Landscaping, LLC  
 Engineer: Coleman Engineering Company  
 Project: Lead Service Line Replacement Project  
 Contract Name: Lead Service Line Replacement Project

Effective Date: 2/26/2024  
 Owner's Contract No.: N/A  
 Contractor's Project No.: N/A  
 Engineer's Project No.: 221079

The Contract is modified as follows upon execution of this Change Order:

Description: Additional items added to the contract for interior work performed by Contractor.

Attachments: Schedule of Pay Items

| CHANGE IN CONTRACT PRICE   | CHANGE IN CONTRACT TIMES<br><i>[note changes in Milestones if applicable]</i>  |
|--|--|
| Original Contract Price:<br><br>\$ 2,721,786.50  | Original Contract Times:<br>Substantial Completion: <u>September 1, 2025</u><br>Ready for Final Payment: <u>October 1, 2025</u><br>days or dates                                 |
| [Increase] [Decrease] from previously approved Change Orders No. <u>3</u> to No. <u>4</u> :<br><br>\$ 273,883.47 | [Increase] [Decrease] from previously approved Change Orders No. <u>3</u> to No. <u>4</u> :<br>Substantial Completion: <u>N/A</u><br>Ready for Final Payment: <u>N/A</u><br>days |
| Contract Price prior to this Change Order:<br><br>\$ 2,447,903.03  | Contract Times prior to this Change Order:<br>Substantial Completion: <u>September 1, 2025</u><br>Ready for Final Payment: <u>October 1, 2025</u><br>days or dates               |
| [Increase] [Decrease] of this Change Order:<br><br>\$ 1,102.50   | [Increase] [Decrease] of this Change Order:<br>Substantial Completion: <u>N/A</u><br>Ready for Final Payment: <u>N/A</u><br>days or dates  |
| Contract Price incorporating this Change Order:<br><br>\$ 2,449,005.53   | Contract Times with all approved Change Orders:<br>Substantial Completion: <u>September 1, 2025</u><br>Ready for Final Payment: <u>October 1, 2025</u><br>days or dates          |

|                               |                              |                                   |
|-------------------------------|------------------------------|-----------------------------------|
| RECOMMENDED:                  | ACCEPTED:                    | ACCEPTED:                         |
| By: <u><i>[Signature]</i></u> | By: _____                    | By: <u><i>[Signature]</i></u>     |
| Engineer (if required)        | Owner (Authorized Signature) | Contractor (Authorized Signature) |
| Title: <u>Project Manager</u> | Title: _____                 | Title: <u>OWNER</u>               |
| Date: <u>2/14/2024</u>        | Date: _____                  | Date: <u>2-7-24</u>               |

Approved by Funding Agency (if applicable)  
 By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_

**City of Ironwood**  
**Lead Service Line Replacement**  
**CEC Project No. 221079**

| Item | Description  | Unit | Unit Price   | Revised Contract thru Change Order #4 |                 | Change Order #5 |           | Revised Contract thru Change Order #5 |               |
|------|--|------|--------------|---------------------------------------|-----------------|-----------------|-----------|---------------------------------------|---------------|
|      |  |      |              | Qty                                   | Total           | Qty             | Total     | Qty                                   | Total         |
| 1    | Mobilization, Max. (5%)  | LSUM | \$ 27,000.00 | 1                                     | \$ 27,000.00    |                 | \$ -      | 1                                     | \$ 27,000.00  |
| 2    | Water Service Exploration Private Side at House                  | EA   | \$ 400.00    | 40                                    | \$ 16,000.00    |                 | \$ -      | 40                                    | \$ 16,000.00  |
| 3    | Water Service Exploration Public Side at Curb                    | EA   | \$ 400.00    | 40                                    | \$ 16,000.00    |                 | \$ -      | 40                                    | \$ 16,000.00  |
| 4    | 1-inch Corporation Stop  | EA   | \$ 475.00    | 97                                    | \$ 45,885.00    |                 | \$ -      | 97                                    | \$ 45,885.00  |
| 5    | 1-inch Type K Copper Water Service Water Main to ROW (City Side) | LF   | \$ 54.00     | 2,898                                 | \$ 156,492.00   |                 | \$ -      | 2,898                                 | \$ 156,492.00 |
| 6    | 1-inch Curb Stop and Box   | EA   | \$ 450.00    | 210                                   | \$ 94,500.00    |                 | \$ -      | 210                                   | \$ 94,500.00  |
| 7    | Water Pressure Control for New Curb Box                          | EA   | \$ 250.00    | 100                                   | \$ 25,000.00    |                 | \$ -      | 100                                   | \$ 25,000.00  |
| 8    | 1-inch Type K Copper Water Service ROW to House (Private Side)   | LF   | \$ 60.85     | 12,600                                | \$ 766,710.00   |                 | \$ -      | 12,600                                | \$ 766,710.00 |
| 9    | Water Service Interior Plumbing Connection                       | EA   | \$ 550.00    | 210                                   | \$ 115,500.00   |                 | \$ -      | 210                                   | \$ 115,500.00 |
| 10   | Plumbing Permit Applications and Administration                  | EA   | \$ 500.00    | 210                                   | \$ 105,000.00   |                 | \$ -      | 210                                   | \$ 105,000.00 |
| 11   | Plumbing Permit Fees   | EA   | \$ 155.00    | 210                                   | \$ 32,550.00    |                 | \$ -      | 210                                   | \$ 32,550.00  |
| 12   | Insulation Board, 2-inch   | SFT  | \$ 1.55      | 11,778                                | \$ 18,256.64    |                 | \$ -      | 11,778                                | \$ 18,256.64  |
| 13   | Erosion Control, Silt Fence                                      | FT   | \$ 3.00      | 1,500                                 | \$ 4,500.00     |                 | \$ -      | 1,500                                 | \$ 4,500.00   |
| 14   | Erosion Control, Inlet Protection, Fabric Drop                   | EA   | \$ 55.00     | 170                                   | \$ 9,350.00     |                 | \$ -      | 170                                   | \$ 9,350.00   |
| 15   | Special Backfill   | CY   | \$ 15.00     | 500                                   | \$ 7,500.00     |                 | \$ -      | 500                                   | \$ 7,500.00   |
| 16   | Curb and Gutter, Rem   | FT   | \$ 5.00      | 1,546                                 | \$ 7,728.00     |                 | \$ -      | 1,546                                 | \$ 7,728.00   |
| 17   | Sidewalk & Concrete Driveway, Rem                                | SYD  | \$ 5.40      | 2,177                                 | \$ 11,755.04    |                 | \$ -      | 2,177                                 | \$ 11,755.04  |
| 18   | Concrete Pavement, Rem   | SYD  | \$ 7.00      | 500                                   | \$ 3,500.00     |                 | \$ -      | 500                                   | \$ 3,500.00   |
| 19   | HMA Surface, Rem   | SYD  | \$ 4.00      | 5,152                                 | \$ 20,608.00    |                 | \$ -      | 5,152                                 | \$ 20,608.00  |
| 20   | Utility Exploration  | EA   | \$ 250.00    | 30                                    | \$ 7,500.00     |                 | \$ -      | 30                                    | \$ 7,500.00   |
| 21   | Subbase, CIP   | SYD  | \$ 6.54      | 5,152                                 | \$ 33,694.08    |                 | \$ -      | 5,152                                 | \$ 33,694.08  |
| 22   | Aggregate Base, 9-inch   | SYD  | \$ 7.30      | 5,152                                 | \$ 37,609.60    |                 | \$ -      | 5,152                                 | \$ 37,609.60  |
| 23   | Aggregate Surface Course, 6-inch                                 | SYD  | \$ 5.70      | 1,200                                 | \$ 6,840.00     |                 | \$ -      | 1,200                                 | \$ 6,840.00   |
| 24   | Curb and Gutter, Conc  | FT   | \$ 57.00     | 1,546                                 | \$ 88,099.20    |                 | \$ -      | 1,546                                 | \$ 88,099.20  |
| 25   | Sidewalk Ramp, Conc, 4-inch                                      | SFT  | \$ 11.85     | 270                                   | \$ 3,199.50     |                 | \$ -      | 270                                   | \$ 3,199.50   |
| 26   | Sidewalk, Con, 4-inch  | SFT  | \$ 10.98     | 2,177                                 | \$ 23,901.92    |                 | \$ -      | 2,177                                 | \$ 23,901.92  |
| 27   | Driveway, Non-Reinf Concrete, 6-inch                             | SYD  | \$ 85.55     | 435                                   | \$ 37,246.07    |                 | \$ -      | 435                                   | \$ 37,246.07  |
| 28   | Driveway, Reinf Concrete, 6-inch                                 | SYD  | \$ 86.60     | 435                                   | \$ 37,703.22    |                 | \$ -      | 435                                   | \$ 37,703.22  |
| 29   | HMA Pavement, MDOT 4EL   | SYD  | \$ 37.25     | 5,152                                 | \$ 191,912.00   |                 | \$ -      | 5,152                                 | \$ 191,912.00 |
| 30   | Abandon Water Service  | EA   | \$ 300.00    | 97                                    | \$ 28,980.00    |                 | \$ -      | 97                                    | \$ 28,980.00  |
| 31   | Lawn Restoration   | SYD  | \$ 2.00      | 36,750                                | \$ 73,500.00    |                 | \$ -      | 36,750                                | \$ 73,500.00  |
| 32   | Replace Existing Storm Sewer                                     | LF   | \$ 35.00     | 250                                   | \$ 8,750.00     |                 | \$ -      | 250                                   | \$ 8,750.00   |
| 33   | 6-inch SDR 35 PVC Sewer Lateral                                  | LF   | \$ 40.00     | 4,752                                 | \$ 190,080.00   |                 | \$ -      | 4,752                                 | \$ 190,080.00 |
| 34   | Record Drawings  | EA   | \$ 250.00    | 210                                   | \$ 52,500.00    |                 | \$ -      | 210                                   | \$ 52,500.00  |
| 35   | Rock Excavation  | CYD  | \$ 40.00     | 300                                   | \$ 12,000.00    |                 | \$ -      | 300                                   | \$ 12,000.00  |
| 36   | Topsail (4-inch thick)   | SYD  | \$ 2.85      | 36,750                                | \$ 104,737.50   |                 | \$ -      | 36,750                                | \$ 104,737.50 |
| 37   | Temporary Water to Commercial Establishment                      | EA   | \$ 550.00    | 25                                    | \$ 13,750.00    |                 | \$ -      | 25                                    | \$ 13,750.00  |
| 38   | 111 Poplar Street Interior                                       | LSUM | \$ 95.00     | 1                                     | \$ 95.00        |                 | \$ -      | 1                                     | \$ 95.00      |
| 39   | 330 Larch Street Interior  | LSUM | \$ 61.00     | 1                                     | \$ 61.00        |                 | \$ -      | 1                                     | \$ 61.00      |
| 40   | 105 Shamrock Street Interior                                     | LSUM | \$ 95.00     | 1                                     | \$ 95.00        |                 | \$ -      | 1                                     | \$ 95.00      |
| 41   | 328 E Oak Street Interior  | LSUM | \$ 126.50    | 1                                     | \$ 126.50       |                 | \$ -      | 1                                     | \$ 126.50     |
| 42   | 434 E Tamarack Street Interior                                   | LSUM | \$ 86.00     | 1                                     | \$ 86.00        |                 | \$ -      | 1                                     | \$ 86.00      |
| 43   | 351 E Houk Street Interior                                       | LSUM | \$ 195.00    | 1                                     | \$ 195.00       |                 | \$ -      | 1                                     | \$ 195.00     |
| 44   | 487 Aspen Street Interior  | LSUM | \$ 100.00    | 1                                     | \$ 100.00       |                 | \$ -      | 1                                     | \$ 100.00     |
| 45   | 920 E Pine Street Interior                                       | LSUM | \$ 225.00    | 1                                     | \$ 225.00       |                 | \$ -      | 1                                     | \$ 225.00     |
| 46   | 531 E Bundy Street Interior                                      | LSUM | \$ 105.00    | 1                                     | \$ 105.00       |                 | \$ -      | 1                                     | \$ 105.00     |
| 47   | 248 E Tamarack Street Interior                                   | LSUM | \$ 155.00    | 1                                     | \$ 155.00       |                 | \$ -      | 1                                     | \$ 155.00     |
| 48   | 316 E Tamarack Street Interior                                   | LSUM | \$ 155.00    | 1                                     | \$ 155.00       |                 | \$ -      | 1                                     | \$ 155.00     |
| 49   | 300 E Ayer Street Interior                                       | LSUM | \$ 170.00    | 1                                     | \$ 170.00       |                 | \$ -      | 1                                     | \$ 170.00     |
| 50   | 1200 E Cloverland Drive Interior                                 | LSUM | \$ 400.00    | 1                                     | \$ 400.00       |                 | \$ -      | 1                                     | \$ 400.00     |
| 51   | 1200 E Cloverland Drive - Exterior 2-inch Copper                 | LSUM | \$ 3,150.00  | 1                                     | \$ 3,150.00     |                 | \$ -      | 1                                     | \$ 3,150.00   |
| 52   | 302 N Lake Street Interior                                       | LSUM | \$ 125.00    | 1                                     | \$ 125.00       |                 | \$ -      | 1                                     | \$ 125.00     |
| 53   | Replace Existing Curb Box  | EA   | \$ 200.00    | 25                                    | \$ 5,000.00     |                 | \$ -      | 25                                    | \$ 5,000.00   |
| 54   | 210 W Ayer St Interior   | LSUM | \$ 131.25    | 1                                     | \$ 131.25       |                 | \$ -      | 1                                     | \$ 131.25     |
| 55   | 1124 Celia St Interior   | LSUM | \$ 189.00    | 1                                     | \$ 189.00       |                 | \$ -      | 1                                     | \$ 189.00     |
| 56   | 132 N Marquette St Interior                                      | LSUM | \$ 84.00     | 1                                     | \$ 84.00        |                 | \$ -      | 1                                     | \$ 84.00      |
| 57   | 1037 E Sutherland Ave Interior                                   | LSUM | \$ 105.00    | 1                                     | \$ 105.00       |                 | \$ -      | 1                                     | \$ 105.00     |
| 58   | 132 Smith St Interior  | LSUM | \$ 126.00    | 1                                     | \$ 126.00       |                 | \$ -      | 1                                     | \$ 126.00     |
| 59   | 209 Alfred Wright Blvd Interior                                  | LSUM | \$ 105.00    | 1                                     | \$ 105.00       |                 | \$ -      | 1                                     | \$ 105.00     |
| 60   | 624 E McLeod Ave Interior  | LSUM | \$ 183.75    | 1                                     | \$ 183.75       |                 | \$ -      | 1                                     | \$ 183.75     |
| 61   | 737 E Ayer St Interior   | LSUM | \$ 105.00    | 1                                     | \$ 105.00       |                 | \$ -      | 1                                     | \$ 105.00     |
| 62   | 121 W Gogebic St Interior  | LSUM | \$ 252.00    | 1                                     | \$ 252.00       |                 | \$ -      | 1                                     | \$ 252.00     |
| 63   | 413 N Lowell St Interior   | LSUM | \$ 231.00    | 1                                     | \$ 231.00       |                 | \$ -      | 1                                     | \$ 231.00     |
| 64   | 716 E Ayer St Interior   | LSUM | \$ 68.25     | 1                                     | \$ 68.25        |                 | \$ -      | 1                                     | \$ 68.25      |
| 65   | 311 W Norrie St Interior   | LSUM | \$ 126.00    | 1                                     | \$ 126.00       |                 | \$ -      | 1                                     | \$ 126.00     |
| 66   | 102 E Pewabic Interior   | LSUM | \$ 115.50    | 1                                     | \$ 115.50       |                 | \$ -      | 1                                     | \$ 115.50     |
| 67   | 606 N Lake St Interior   | LSUM | \$ 105.00    |                                       | \$ -            | 1               | \$ 105.00 | 1                                     | \$ 105.00     |
| 68   | 104 Norrie St Interior   | LSUM | \$ 157.50    |                                       | \$ -            | 1               | \$ 157.50 | 1                                     | \$ 157.50     |
| 69   | 146 W Birch St Interior  | LSUM | \$ 157.50    |                                       | \$ -            | 1               | \$ 157.50 | 1                                     | \$ 157.50     |
| 70   | 606 Wilson Interior  | LSUM | \$ 105.00    |                                       | \$ -            | 1               | \$ 105.00 | 1                                     | \$ 105.00     |
| 71   | 301 W Oak St Interior  | LSUM | \$ 157.50    |                                       | \$ -            | 1               | \$ 157.50 | 1                                     | \$ 157.50     |
| 72   | 114 Norrie St Interior   | LSUM | \$ 288.75    |                                       | \$ -            | 1               | \$ 288.75 | 1                                     | \$ 288.75     |
| 73   | 914 E Ayer St Interior   | LSUM | \$ 131.25    |                                       | \$ -            | 1               | \$ 131.25 | 1                                     | \$ 131.25     |
|      |  |      |              |                                       | \$ 2,447,903.03 | \$              | 1,102.50  | \$                                    | 2,449,005.53  |



ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

### Contractor's Application for Payment No.

4

|  |   |   |
|--|---|---|
| Application Period: 12/31/23 - 2/3/24          |   | Application Date: 2/26/2024                 |
| To (Owner): The City of Ironwood               | From (Contractor): Jake's Excavating & Landscaping, LLC | Via (Engineer): Coleman Engineering Company |
| Project: Lead Service Line Replacement Project | Contract: Lead Service Line Replacement Project         |   |
| Owner's Contract No.:                          | Contractor's Project No.:                               | Engineer's Project No.: 221079              |

#### Application For Payment Change Order Summary

| Approved Change Orders         |               |              |
|--------------------------------|---------------|--------------|
| Number                         | Additions     | Deductions   |
| 1                              |               | \$285,948.72 |
| 2                              | \$463.50      |              |
| 3                              | \$9,780.00    |              |
| 4                              | \$1,821.75    |              |
| 5                              | \$1,102.50    |              |
|                                |               |              |
|                                |               |              |
|                                |               |              |
|                                |               |              |
| TOTALS                         | \$13,167.75   | \$285,948.72 |
| NET CHANGE BY<br>CHANGE ORDERS | -\$272,780.97 |              |

|  |                 |
|--|-----------------|
| 1. ORIGINAL CONTRACT PRICE.....  | \$ 2,721,786.50 |
| 2. Net change by Change Orders.....  | \$ -272,780.97  |
| 3. Current Contract Price (Line 1 ± 2).....  | \$ 2,449,005.53 |
| 4. TOTAL COMPLETED AND STORED TO DATE<br>(Column F total on Progress Estimates).....                 | \$ 419,757.78   |
| 5. RETAINAGE:  |                 |
| a. 5% X \$419,757.78 Work Completed.....   | \$ 20,987.89    |
| b. X Stored Material.....  | \$              |
| c. Total Retainage (Line 5.a + Line 5.b).....  | \$ 20,987.89    |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....  | \$ 398,769.89   |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....                                       | \$ 316,555.55   |
| 8. AMOUNT DUE THIS APPLICATION.....  | \$ 82,214.34    |
| 9. BALANCE TO FINISH, PLUS RETAINAGE<br>(Column G total on Progress Estimates + Line 5.c above)..... | \$ 2,050,235.64 |

#### Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:

Date:

2-7-24

Payment of: \$ 82,214.34

(Line 8 or other - attach explanation of the other amount)

is recommended by:

(Engineer)

2/11/2024

(Date)

Payment of: \$ 82,214.34

(Line 8 or other - attach explanation of the other amount)

is approved by:

(Owner)

(Date)

Approved by:

Funding or Financing Entity (if applicable)

(Date)



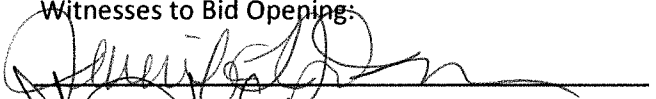


| City of Ironwood<br>Lead Service Line Replacement<br>CEC Project No. 221079 |  |      | Revised Contract thru<br>Change Order 5 |              |                        | PayApp #4 |                      |
|---|--|------|---|--------------|------------------------|-----------|----------------------|
| Item  | Description  | Unit | Qty.                                    | Unit Price   | Total                  | Total Qty | Total Cost           |
| 1   | Mobilization, Max. (5%)  | LSUM | 1                                       | \$ 27,000.00 | \$ 27,000.00           | 0         | \$ -                 |
| 2   | Water Service Exploration Private Side at House                  | EA   | 40                                      | \$ 400.00    | \$ 16,000.00           | 13        | \$ 5,200.00          |
| 3   | Water Service Exploration Public Side at Curb                    | EA   | 40                                      | \$ 400.00    | \$ 16,000.00           | 1         | \$ 400.00            |
| 4   | 1-inch Corporation Stop  | EA   | 97                                      | \$ 475.00    | \$ 45,885.00           | 1         | \$ 475.00            |
| 5   | 1-inch Type K Copper Water Service Water Main to ROW (City Side) | LF   | 2,898                                   | \$ 54.00     | \$ 156,492.00          | 37        | \$ 1,998.00          |
| 6   | 1-inch Curb Stop and Box   | EA   | 210                                     | \$ 450.00    | \$ 94,500.00           | 8         | \$ 3,600.00          |
| 7   | Water Pressure Control for New Curb Box                          | EA   | 100                                     | \$ 250.00    | \$ 25,000.00           | 0         | \$ -                 |
| 8   | 1-inch Type K Copper Water Service ROW to House (Private Side)   | LF   | 12,600                                  | \$ 60.85     | \$ 766,710.00          | 3984.5    | \$ 242,456.83        |
| 9   | Water Service Interior Plumbing Connection                       | EA   | 210                                     | \$ 550.00    | \$ 115,500.00          | 91        | \$ 50,050.00         |
| 10  | Plumbing Permit Applications and Administration                  | EA   | 210                                     | \$ 500.00    | \$ 105,000.00          | 110       | \$ 55,000.00         |
| 11  | Plumbing Permit Fees   | EA   | 210                                     | \$ 155.00    | \$ 32,550.00           | 110       | \$ 17,050.00         |
| 12  | Insulation Board, 2-inch   | SFT  | 11,778                                  | \$ 1.55      | \$ 18,256.64           | 5344      | \$ 8,283.20          |
| 13  | Erosion Control, Silt Fence                                      | FT   | 1,500                                   | \$ 3.00      | \$ 4,500.00            | 0         | \$ -                 |
| 14  | Erosion Control, Inlet Protection, Fabric Drop                   | EA   | 170                                     | \$ 55.00     | \$ 9,350.00            | 1         | \$ 55.00             |
| 15  | Special Backfill   | CY   | 500                                     | \$ 15.00     | \$ 7,500.00            | 0         | \$ -                 |
| 16  | Curb and Gutter, Rem   | FT   | 1,546                                   | \$ 5.00      | \$ 7,728.00            | 0         | \$ -                 |
| 17  | Sidewalk & Concrete Driveway, Rem                                | SYD  | 2,177                                   | \$ 5.40      | \$ 11,755.04           | 239.9     | \$ 1,295.46          |
| 18  | Concrete Pavement, Rem   | SYD  | 500                                     | \$ 7.00      | \$ 3,500.00            | 34        | \$ 238.00            |
| 19  | HMA Surface, Rem   | SYD  | 5,152                                   | \$ 4.00      | \$ 20,608.00           | 21        | \$ 84.00             |
| 20  | Utility Exploration  | EA   | 30                                      | \$ 250.00    | \$ 7,500.00            | 2         | \$ 500.00            |
| 21  | Subbase, CIP   | SYD  | 5,152                                   | \$ 6.54      | \$ 33,694.08           | 0         | \$ -                 |
| 22  | Aggregate Base, 9-inch   | SYD  | 5,152                                   | \$ 7.30      | \$ 37,609.60           | 21        | \$ 153.30            |
| 23  | Aggregate Surface Course, 6-inch                                 | SYD  | 1,200                                   | \$ 5.70      | \$ 6,840.00            | 263.4     | \$ 1,501.38          |
| 24  | Curb and Gutter, Conc  | FT   | 1,546                                   | \$ 57.00     | \$ 88,099.20           | 0         | \$ -                 |
| 25  | Sidewalk Ramp, Conc, 4-inch                                      | SFT  | 270                                     | \$ 11.85     | \$ 3,199.50            | 0         | \$ -                 |
| 26  | Sidewalk, Con, 4-inch  | SFT  | 2,177                                   | \$ 10.98     | \$ 23,901.92           | 199.9     | \$ 2,194.90          |
| 27  | Driveway, Non-Reinf Concrete, 6-inch                             | SYD  | 435                                     | \$ 85.55     | \$ 37,246.07           | 0         | \$ -                 |
| 28  | Driveway, Reinf Concrete, 6-inch                                 | SYD  | 435                                     | \$ 86.60     | \$ 37,703.22           | 13.4      | \$ 1,160.44          |
| 29  | HMA Pavement, MDOT 4EL   | SYD  | 5,152                                   | \$ 37.25     | \$ 191,912.00          | 0         | \$ -                 |
| 30  | Abandon Water Service  | EA   | 97                                      | \$ 300.00    | \$ 28,980.00           | 0         | \$ -                 |
| 31  | Lawn Restoration   | SYD  | 36,750                                  | \$ 2.00      | \$ 73,500.00           | 0         | \$ -                 |
| 32  | Replace Existing Storm Sewer                                     | LF   | 250                                     | \$ 35.00     | \$ 8,750.00            | 0         | \$ -                 |
| 33  | 6-inch SDR 35 PVC Sewer Lateral                                  | LF   | 4,752                                   | \$ 40.00     | \$ 190,080.00          | 324.75    | \$ 12,990.00         |
| 34  | Record Drawings  | EA   | 210                                     | \$ 250.00    | \$ 52,500.00           | 0         | \$ -                 |
| 35  | Rock Excavation  | CYD  | 300                                     | \$ 40.00     | \$ 12,000.00           | 75.8      | \$ 3,032.00          |
| 36  | Topsoil (4-inch thick)   | SYD  | 36,750                                  | \$ 2.85      | \$ 104,737.50          | 727.2     | \$ 2,072.52          |
| 37  | Temporary Water to Commercial Establishment                      | EA   | 25                                      | \$ 550.00    | \$ 13,750.00           | 0         | \$ -                 |
| 38  | 111 Poplar Street Interior                                       | LSUM | 1                                       | \$ 95.00     | \$ 95.00               | 1         | \$ 95.00             |
| 39  | 330 Larch Street Interior  | LSUM | 1                                       | \$ 61.00     | \$ 61.00               | 1         | \$ 61.00             |
| 40  | 105 Shamrock Street Interior                                     | LSUM | 1                                       | \$ 95.00     | \$ 95.00               | 1         | \$ 95.00             |
| 41  | 328 E Oak Street Interior  | LSUM | 1                                       | \$ 126.50    | \$ 126.50              | 1         | \$ 126.50            |
| 42  | 434 E Tamarack Street Interior                                   | LSUM | 1                                       | \$ 86.00     | \$ 86.00               | 1         | \$ 86.00             |
| 43  | 351 E Houk Street Interior                                       | LSUM | 1                                       | \$ 195.00    | \$ 195.00              | 1         | \$ 195.00            |
| 44  | 487 Aspen Street Interior  | LSUM | 1                                       | \$ 100.00    | \$ 100.00              | 1         | \$ 100.00            |
| 45  | 920 E Pine Street Interior                                       | LSUM | 1                                       | \$ 225.00    | \$ 225.00              | 1         | \$ 225.00            |
| 46  | 531 E Bundy Street Interior                                      | LSUM | 1                                       | \$ 105.00    | \$ 105.00              | 1         | \$ 105.00            |
| 47  | 248 E Tamarack Street Interior                                   | LSUM | 1                                       | \$ 155.00    | \$ 155.00              | 1         | \$ 155.00            |
| 48  | 316 E Tamarack Street Interior                                   | LSUM | 1                                       | \$ 155.00    | \$ 155.00              | 1         | \$ 155.00            |
| 49  | 300 E Ayer Street Interior                                       | LSUM | 1                                       | \$ 170.00    | \$ 170.00              | 1         | \$ 170.00            |
| 50  | 1200 E Cloverland Drive Interior                                 | LSUM | 1                                       | \$ 400.00    | \$ 400.00              | 1         | \$ 400.00            |
| 51  | 1200 E Cloverland Drive - Exterior 2-inch Copper                 | LSUM | 1                                       | \$ 3,150.00  | \$ 3,150.00            | 1         | \$ 3,150.00          |
| 52  | 302 N Lake Street Interior                                       | LSUM | 1                                       | \$ 125.00    | \$ 125.00              | 1         | \$ 125.00            |
| 53  | Replace Existing Curb Box  | EA   | 25                                      | \$ 200.00    | \$ 5,000.00            | 9         | \$ 1,800.00          |
| 54  | 210 W Ayer St Interior   | LSUM | 1                                       | \$ 131.25    | \$ 131.25              | 1         | \$ 131.25            |
| 55  | 1124 Celia St Interior   | LSUM | 1                                       | \$ 189.00    | \$ 189.00              | 1         | \$ 189.00            |
| 56  | 132 N Marquette St Interior                                      | LSUM | 1                                       | \$ 84.00     | \$ 84.00               | 1         | \$ 84.00             |
| 57  | 1037 E Sutherland Ave Interior                                   | LSUM | 1                                       | \$ 105.00    | \$ 105.00              | 1         | \$ 105.00            |
| 58  | 132 Smith St Interior  | LSUM | 1                                       | \$ 126.00    | \$ 126.00              | 1         | \$ 126.00            |
| 59  | 209 Alfred Wright Blvd Interior                                  | LSUM | 1                                       | \$ 105.00    | \$ 105.00              | 1         | \$ 105.00            |
| 60  | 624 E McLeod Ave Interior  | LSUM | 1                                       | \$ 183.75    | \$ 183.75              | 1         | \$ 183.75            |
| 61  | 737 E Ayer St Interior   | LSUM | 1                                       | \$ 105.00    | \$ 105.00              | 1         | \$ 105.00            |
| 62  | 121 W Gogebic St Interior  | LSUM | 1                                       | \$ 252.00    | \$ 252.00              | 1         | \$ 252.00            |
| 63  | 413 N Lowell St Interior   | LSUM | 1                                       | \$ 231.00    | \$ 231.00              | 1         | \$ 231.00            |
| 64  | 716 E Ayer St Interior   | LSUM | 1                                       | \$ 68.25     | \$ 68.25               | 1         | \$ 68.25             |
| 65  | 311 W Norrie St Interior   | LSUM | 1                                       | \$ 126.00    | \$ 126.00              | 1         | \$ 126.00            |
| 66  | 102 E Pewabic Interior   | LSUM | 1                                       | \$ 115.50    | \$ 115.50              | 1         | \$ 115.50            |
| 67  | 606 N Lake St Interior   | LSUM | 1                                       | \$ 105.00    | \$ 105.00              | 1         | \$ 105.00            |
| 68  | 104 Norrie St Interior   | LSUM | 1                                       | \$ 157.50    | \$ 157.50              | 1         | \$ 157.50            |
| 69  | 146 W Birch St Interior  | LSUM | 1                                       | \$ 157.50    | \$ 157.50              | 1         | \$ 157.50            |
| 70  | 606 Wilson Interior  | LSUM | 1                                       | \$ 105.00    | \$ 105.00              | 1         | \$ 105.00            |
| 71  | 301 W Oak St Interior  | LSUM | 1                                       | \$ 157.50    | \$ 157.50              | 1         | \$ 157.50            |
| 72  | 114 Norrie St Interior   | LSUM | 1                                       | \$ 288.75    | \$ 288.75              | 1         | \$ 288.75            |
| 73  | 914 E Ayer St Interior   | LSUM | 1                                       | \$ 131.25    | \$ 131.25              | 1         | \$ 131.25            |
|   |  |      |   |              | <b>\$ 2,449,005.53</b> |           | <b>\$ 419,757.78</b> |

Riverside Cemetery Mowing, 1-Year Contract 2024

BID OPENING: Wednesday, Feb. 14, 2024 @ 10:05 AM

| Name of Bidder     |  |  |  | Total Amount |
|--------------------|--|--|--|--------------|
| Saari Lawn Service |  |  |  | \$41,850.00  |
|                    |  |  |  |              |
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Witnesses to Bid Opening:

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Bid Award  
Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City Parks Mowing, 2-Year Contract 2024/2025**

**BID OPENING: Wednesday, Feb. 14, 2024 @ 10:00 AM**

| Name of Bidder           |  | 2024         | 2025         | Total Amount |
|--------------------------|--|--------------|--------------|--------------|
| Saari Lawn Service       |  | \$ 15,090.00 | \$ 15,090.00 | \$ 30,180.00 |
| 4 Seasons Lawn LPS, Inc. |  | \$ 8,530.44  | \$ 8,956.50  | \$ 17,486.94 |
|                          |  |              |              |              |
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|                          |  |              |              |              |
|                          |  |              |              |              |

Witnesses to Bid Opening:

*[Signature]*  
*[Signature]*  
*[Signature]*

Bid Award  
 Action Taken:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **Amendment #2 to Services Agreement**

THIS AMENDMENT TO AGREEMENT FOR TOURISM PROMOTION SERVICES (this "**Amendment**") is made and entered into effective as of **February 26, 2024** (the "**Amendment Effective Date**"), by and between The City of Ironwood (the "**City**"), a municipal corporation organized and existing under the laws of the State of Michigan, and The Ironwood Tourism Council (the "**ITC**"), a Michigan non-profit corporation, and, together with the City, the "**Parties**".

**Whereas**, the City and ITC entered into that certain Services Agreement (the "**Agreement**") dated as of March 19, 2018, and Amended said Agreement on November 29, 2021, and

**Whereas**, the Parties desire to amend Sections 3 and 7 of the Agreement in the manner reflected herein, and

**Now Therefore**, in consideration of the premises and mutual covenants and conditions herein, the Parties, intending to be legally bound, hereby agree as follows, effective as of the Amendment Effective Date:

1. Section 3 of the Agreement is hereby deleted and replaced in its entirety with the following:

"Section 3 Cost. The wage of City employees providing promotional services will be paid at their current hourly wage paid by the City with an average of 5 hours per week. Hourly wages will be reviewed annually by the City Commission for a cost-of-living adjustment. The cost will also include applicable fringe benefits."

2. Section 7 of the Agreement is hereby deleted and replaced in its entirety with the following:

"Section 7 Term. This agreement shall be in force and effect for an additional three (3) year term from the Amendment Effective Date above and shall continue for additional three (3) year terms unless terminated earlier as provided herein."

3. Counterparts. This Amendment may be executed in one or more facsimile, electronic or original counterparts, each of which shall be deemed an original and both of which together shall constitute the same instrument.

4. Ratification. All terms and provisions of the Agreement not amended hereby, either expressly or by necessary implication, shall remain in full force and effect. From and after the date of this Amendment, all references to the term "**Agreement**" in this Amendment or the original Agreement shall include the terms contained in this Amendment.

---

**IN WITNESS WHEREOF**, the Parties hereto have executed this Amendment to the Services Agreement effective as of the Amendment Effective Date.

THE CITY OF IRONWOOD

By: \_\_\_\_\_

Name: Kim Corcoran

Title: Mayor

THE IRONWOOD TOURISM  
COUNCIL

By:  \_\_\_\_\_  
Robert Burchell (Feb 19, 2024 12:03 CST)

Name: Robert Burchell

Title: President

# Amendment to Services Agreement - ITC






## 1-24-2022

Final Audit Report

2024-02-19

|                 |  |
|-----------------|--|
| Created:        | 2024-02-19                                   |
| By:             | Tarun Patel (tpatel1749@gmail.com)           |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAANFf8imQPzC-J5aG_I74lItwf2xh3pomw |

## "Amendment to Services Agreement - ITC 1-24-2022" History

-  Document created by Tarun Patel (tpatel1749@gmail.com)  
2024-02-19 - 5:59:19 PM GMT- IP address: 131.93.135.1
-  Document emailed to Robert Burchell (burchell.bob@gmail.com) for signature  
2024-02-19 - 5:59:23 PM GMT
-  Email viewed by Robert Burchell (burchell.bob@gmail.com)  
2024-02-19 - 6:02:25 PM GMT- IP address: 104.28.103.17
-  Document e-signed by Robert Burchell (burchell.bob@gmail.com)  
Signature Date: 2024-02-19 - 6:03:09 PM GMT - Time Source: server- IP address: 107.77.208.31
-  Agreement completed.  
2024-02-19 - 6:03:09 PM GMT

**CITY OF IRONWOOD**

**2024-2025 Goals List**

**Constant Goals:** These goals are carried over from year to year and were agreed upon to not need to be updated each year.

|   |
|---|
| Continue annual road repair projects                        |
| Continue code enforcement/blight elimination effort         |
| Infrastructure Updates (Water/Sewer/Storm/Roads)            |
| Continue work on creating new diverse housing opportunities |
| Public Safety   |
| Parks: Maintaining our existing system                      |

**FY 2024 -2025 Goals as ranked by the City Comission**

|    |   |
|----|---|
| 1  | New Civic Center ice making system  |
| 2  | Coordinate, communicate and expand City recreational services/opportunities                     |
| 3  | Address vacant buildings  |
| 4  | Address short-term rentals/housing shortage issue   |
| 5  | US2 safe pedestrian crossings, Walkability Year Round, Develop a year-round sidewalk plan       |
| 6  | Improve safety on the Iron Belle Trail and in City parks (safety committee)                     |
| 7  | Create a regional recreational authority to expand regional recreational services/opportunities |
| 8  | Increase Ties w/ Hurley and Ironwood Township   |
| 9  | Support Festivals and events Policy   |
| 10 | Establish downtown ice space  |
| 11 | Create a downtown social district   |
| 12 | Update/increase wayfinding signage/Map & Policy   |

**Issues facing the City of Ironwood**

|   |
|---|
| High water/sewer costs  |
| Maintaining momentum/getting next generation involved   |
| Raising the bar on what is acceptable in terms of blight. More communication on status.                             |
| Housing Shortage, (Walkability to Parks/Shops/Downtown)   |
| Keeping up w/ wages of other local competing entities   |
| Downtown Vitality. Place based.   |
| Parks and Recreation (Addtl' Hires to sustain current parks and trails) and Creating a Community Center Experiences |
|   |



**To:** Mayor Corcoran and City Commission

**From:** Cory Casari, DPW Shop Foreman

**Date:** February 22, 2024

**Meeting Date:** February 26, 2024

**Re:** Water Department Pump Station Truck Replacement

---

As part of the City's Fleet Plan the 2011 Water Department Pump Station truck needs replacement. Similar to our other recent truck issues experienced of higher prices and long delivery times for trucks through Sourcewell, Mideal and calling local car dealers, I searched Regional dealerships.

In my search, I found a vehicle that suites our need and is a new 2022 Ram 2500 Tradesman with a Boss stainless steel v-plow and boss tailgate mounted spreader from Ray's Chrysler, Dodge, Jeep and Ram from Fox Lake, IL. The truck is a new truck with 109 miles on it. The total sales quote for the truck as equipped is \$49,385.03. Delivery is an additional \$1,200, bringing the total to \$50,585.03.

**Request:**

Consider authorizing the City DPW to purchase a 2022 Ram 2500 Tradesman with a Boss stainless steel v-plow and boss tailgate mounted spreader from Ray's Chrysler, Dodge, Jeep and Ram from Fox Lake, IL., declare Truck #13 (2011 Ford F250) as surplus equipment, and authorize the sale of Truck #13 with a minimum bid price set at \$5,700.





23 North Route 12  
 Fox Lake, IL 60020  
 847-587-3800  
 www.rayCDJR.com

|  |  |                 |  |                        |
|--|--|-----------------|--|------------------------|
| 1) BUYER'S NAME<br>City Of Ironwood Mi |  | 2) BUYER'S NAME |  | DATE<br>02/14/2024     |
| ADDRESS<br>213 s marquette t           |  |                 |  | HOME<br>(906) 364-9755 |
| ironwood MI 49938                      |  |                 |  | WORK                   |
|  |  |                 |  | CELL                   |

|              |             |                        |                                |                             |                   |
|--------------|-------------|------------------------|--------------------------------|-----------------------------|-------------------|
| YEAR<br>2022 | MAKE<br>Ram | MODEL / SERIES<br>2500 | BODYTYPE<br>Regular Cab Pickup | COLOR<br>Bright White Clear | TRIM<br>Tradesman |
|--------------|-------------|------------------------|--------------------------------|-----------------------------|-------------------|

|                                    |                       |              |       |        |        |
|------------------------------------|-----------------------|--------------|-------|--------|--------|
| SERIAL NUMBER<br>3C6MR5AJ9NG404937 | STOCK NUMBER<br>R2315 | MILES<br>109 | q NEW | q DEMO | q USED |
|------------------------------------|-----------------------|--------------|-------|--------|--------|

I City Of Ironwood Mi  
 REALIZE THAT I AM GETTING EXTRA SAVINGS FOR PURCHASING A RAY AUTO GROUP, INC. DEMONSTRATOR. THIS VEHICLE MAY HAVE SMALL IMPERFECTIONS DUE TO NORMAL WEAR AND TEAR SUCH AS MINOR SCRATCHES, CHIPS OR DENTS. I WILL NOT ASK THE DEALERSHIP TO REMEDY THESE SMALL IMPERFECTIONS.

CUSTOMER'S SIGNATURE \_\_\_\_\_

SALES MANAGER  
02/14/2024

DATE

x \_\_\_\_\_  
Gold V  
2 months / 2000 miles

x \_\_\_\_\_  
REMAINDER FACTORY WARRANTY

|  |              |                            |
|--|--------------|----------------------------|
| 1) DRIVERS LICENSE #                   |              | TOTAL<br>49000.00          |
| 1) SOC. SEC. #                         | 1) DOB       | TRADEALLOW                 |
| 2) DRIVERS LICENSE #                   |              | CASH DIFF                  |
| 2) SOC. SEC. #                         | 2) DOB       |                            |
| EMAILADDRESS<br>casaric@ironwoodmi.gov |              |                            |
|  |              | DOC FEE<br><b>\$358.03</b> |
|  |              | TOTAL CASH DIF             |
| <b>WE OWE</b>                          | 1)           | SALES TAX                  |
|  | 2)           | L&T<br>27.00               |
|  | 3)           | TOTAL BALANCE DUE          |
| TRADE 1                                | TRADE 2      | DEPOSIT                    |
| YEAR                                   | YEAR         | COD                        |
| MODEL & MAKE                           | MODEL & MAKE | REBATE                     |
| VIN#                                   | VIN#         | TRADE BALANCE              |
| MILEAGE                                | MILEAGE      | WARRANTY                   |
| C & L                                  | C & L        | BALANCE DUE<br>49,385.03   |

AS IS  
 "AS IS" This used motor vehicle is sold AS IS WITHOUT any warranty, either expressed or implied. The Purchaser will bear the ENTIRE EXPENSE of repairing or correcting any defects that presently exist or that may occur in the vehicle.

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES, UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF. DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALER, AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY "SOLD" AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED."

The front and back of this order comprise the entire agreement pertaining to this purchase and no other agreement of any kind, verbal understanding or promise whatsoever, will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement. I have read the matter printed on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, and hereby acknowledge receipt of a copy of this order. THIS ORDER IS NOT A BINDING CONTRACT.

McKenzie Gurschke \_\_\_\_\_  
 Salesperson Approved Customer

Holly Press 847-223-2929 Fax 847-223-3221

City of Ironwood  
213 S. Marquette St.  
Ironwood, MI 49938



**IRONWOOD**  
MICHIGAN | *Find Your North*

Phone: (906) 932-5050  
Fax: (906) 932-5745  
www.ironwoodmi.gov

## MEMO

**To:** Mayor Corcoran and The City Commission

**From:** Tom Bergman, Community Development Director

**Date:** February 21, 2024

Meeting Date: February 26, 2024

**Re:** Accept Proposal by HKGI for the 2024 Ironwood Comprehensive Plan Update

---

### Background

During the month of January, the City accepted proposals for a full update of the Comprehensive Plan. A number of really great proposals were received. After review by staff and two City Commissioners, the group unanimously recommends HKGI for the project. The City has had incredible experience with HKGI in the past. They were the consultants on the award winning 2014 City of Ironwood Comprehensive Plan as well as the planning architects for the City Square project. The cost proposal for the project came in at \$93,500, slightly below the \$100,000 that was budgeted for the project.

### Recommendation

Accept HKGI's Proposal for the 2024 City of Ironwood Comprehensive Plan Update for the cost of \$93,500.



This Institution is an Equal Opportunity Provider, Employer and Housing Employer/Lender



## CONTRACT

This Agreement made and entered into this 26<sup>th</sup> day of February, 2024, by and between the City of Ironwood hereinafter referred to as the CITY (Party of the First Part) and Hoisington Koegler Group, Inc (HKGi)., hereinafter referred to as the CONTRACTOR (Party of the Second Part).

### WITNESSETH:

That the CONTRACTOR, in consideration of the covenant and the agreement of the CITY hereinafter set forth, and for the Not To Exceed Fee of \$93,500.00 (per HKGi Proposal for Planning Services dated February 2, 2024 attached as Exhibit A) hereby agrees that,

**WHEREAS, THE CITY** has heretofore asked for proposals for the furnishing of materials, labor, and the use of the CONTRACTOR'S equipment and all else necessary for the Comprehensive Plan as stipulated in the Request for Proposals City of Ironwood Comprehensive Plan update issued December 15, 2023, and that,

**WHEREAS, THE CONTRACTOR** has submitted a Proposal in response thereto, which has been accepted by the CITY, in which the CONTRACTOR agrees to and shall furnish all necessary materials, labor, use of tools, equipment, and everything necessary to perform the work designated and set forth in Exhibit A.

**FURTHER:** The CONTRACTOR shall proceed with the work in a timeline as discussed within Exhibit A.

The Contract documents consist of the following component parts, all of which are as full as part of this Contract as though therein stated verbatim, or if not attached, as if hereto attached:

1. The Request for Proposals
3. The "Proposal" & "Cost Proposal", of the Contractor.
4. This "Contract" between the City and the Contractor.
- 5 Any modifications or changes in the terms of the Contract or Bid or additions to or deductions from the amount of character of the work which is to be performed or which may be agreed to in writing by the Contractor and the City.

The CONTRACTOR agrees to pay all persons furnishing labor and material in and about the performances of the Contract. The CONTRACTOR further agrees to take all precautions to protect the public against injury and to save the CITY harmless from all damages and claims of the CONTRACTOR or the CONTRACTOR'S Agents or Employees while engaged in the performance of this Contract and will indemnify the CITY against all claims, liens and claims for liens for labor performed or material furnished as aforesaid and against all loss by reason of the failure of the CONTRACTOR in any respect to fully perform all obligations of the Contract.

The CITY agrees to pay the CONTRACTOR for the performance of this Contract, and the CONTRACTOR agrees to accept in full compensation thereof the prices set forth within the attached Proposal.

The CONTRACTOR and the CITY agree that all of the terms of this Contract shall be binding upon themselves, their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

**IN WITNESS WHEREOF**, the Parties hereto have set their hands and seals this 26<sup>th</sup> day of February 2024.

\*These items may be modified or deleted per contact.

**PARTY OF THE FIRST PART**

**CITY OF IRONWOOD**

by

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Paul Anderson, P.E. - City Manager

\_\_\_\_\_  
Date

**PARTY OF THE SECOND PART**

**CONTRACTOR- HKGi**

by

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Brad Scheib, AICP – Vice President

---

# COMPREHENSIVE PLAN UPDATE

Ironwood, Michigan





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**COMPREHENSIVE PLAN &  
DOWNTOWN PLAN**  
CHASKA, MN



800 Washington Ave. N.  
Suite 103  
Minneapolis, MN 55401  
612-338-0800  
[www.hkgi.com](http://www.hkgi.com)

---

February 2, 2024

Thomas Bergman, Community Development Director  
City of Ironwood  
213 Marquette Street  
Ironwood, Michigan 49938

RE: Proposal for Comprehensive Plan Update

Dear Tom and Members of the Selection Committee,

A decade ago, we were in the auditorium of the Memorial Building, listening to and talking with the community about what they wanted Ironwood to be in the future. Focus group conversations, postcards from 2034, surveys, and game boards painted a picture of a vibrant community. Community members described a vision for their city built on a rich history and determined to forge a new future from strong community connections, a thriving downtown, outdoor recreation, and a revived economy.

Since that time, we've been amazed at the hard work and dedication the City and its residents have put in to make that vision a reality. In the last ten years, we've toasted with cross country skiers at the brewery. Our kids have run through the splash pad at Downtown City Square next to signage bearing the City's new brand. We've pedaled the Iron Belle and Miner's Park, sipped coffee from a downtown café, and watched Highway 2 be reconstructed and new businesses fill the corridor. We've smiled as we've seen more people sporting a distinctive short brimmed hat, and cheered as a foundry brought jobs and investment to town.

HKGi has been fortunate to continue supporting the City through design services for Downtown City Square, grant pursuits, and the occasional idea session. We're delighted to have played a small role in the Ironwood we love today, but even more, we're impressed by the way the people and City of Ironwood have rallied to create the City you all want to see, and in many ways one that was envisioned a decade ago. There's still plenty of work to be done, but we know that the community has the determination to make it happen.

While a comprehensive plan is a vision for the future, it is also a product of the time in which it is written. Since 2014, we've seen drastic changes in technology including AI, faced a pandemic that changed the way we worked and interacted, and experienced the warmest ten years on record. Closer to home, Michigan legalized marijuana, changing the landscape for economic development and public safety, the housing market has tightened significantly, and new mining proposals have been brought forward. Some of these changes represent challenges, others are opportunities. For this process we'll build on the success of the 2014 plan, but we are committed to making sure the next Comprehensive Plan responds to new circumstances and represents the input of the community today.

**Collaborate. Listen.  
Explore. Create.**

At the heart of our planning process is a community-centered approach, which means that the foundation of our planning work comes directly from community members. We work to balance the big ideas and desires of a community with on-the-ground needs and real-world implementation considerations.

HKGi has written more than eighty comprehensive plans for communities across the Midwest, and our multi-disciplinary team brings both breadth and depth of experience in planning and implementation. Kevin Clarke who will serve as our team's project manager, brings a wide range of planning, design, and project management experience, as well as an understanding of Ironwood developed through project work and regular visits to the area. Other staff members assigned to this project have been chosen based on their experience both creating comprehensive plans and, just as importantly, using and implementing them. Brad Scheib, Jason Zimmerman, and Kendra Ellner have all worked extensively as municipal planners and have used plans to guide and evaluate development proposals, city investments, and policy decisions.

For this planning effort, we've teamed with Scott Meitus of Windward Group. Located an hour south in Minocqua, Wisconsin, Windward has a good understanding of local market conditions and a wealth of experience evaluating housing, commercial, and industrial real estate markets. Scott will coordinate with HKGi in an advisory role to provide insights and research to inform land use and economic development planning.

Please don't hesitate to reach out if you have questions about our proposal or would like to discuss the project in greater detail. We're excited about the opportunity to continue our work with the City of Ironwood, and appreciate the chance to be considered for the next iteration of the City's Comprehensive Plan. We enjoy helping all cities, but it is particularly fulfilling to work with places like Ironwood, where we can build on existing relationships and past successes to assist you in continuing to grow an enduring, vibrant community. We look forward to speaking with you soon.

Sincerely,



Handwritten signature of Kevin Clarke in black ink.

Kevin Clarke  
HKGi Project Manager  
503-926-4447 | kevin@hkgi.com



Handwritten signature of Brad Scheib in black ink.

Brad Scheib, AICP  
HKGi Principal in Charge  
612-252-7122 | brad@hkgi.com



An aerial photograph of a town, likely Le Sueur, Minnesota, showing a mix of residential houses, commercial buildings, parking lots, and green spaces. A prominent road runs vertically through the center. The entire image is overlaid with a semi-transparent teal color. The title 'FIRM INTRODUCTION' is written in large, bold, white, sans-serif capital letters across the upper portion of the image.

# FIRM INTRODUCTION

**COMPREHENSIVE PLAN**  
LE SUEUR, MN

# FIRM PROFILE



HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest. For more than forty years we have used a collaborative, community-based planning approach to help clients build great places for people to live, work, and play.

## COMMUNITY-CENTERED PLANNING

The input we collect about a community's strengths, values, needs and challenges provides the foundation for our work. HKGi's planners leverage their experience, creativity, and problem-solving skills to produce planning strategies that respond directly to the community's input and position the city for future success.

## ACHIEVING THE VISION

HKGi's professionals are passionate about helping communities establish a vision for the future that inspires lasting support and enthusiasm that will help shepherd the plan through its implementation phases. Creating strong, vibrant communities is a complex challenge that requires the ability to develop innovative, big-picture ideas while still understanding that plans need to be feasible and action-oriented if they are to generate positive results.

## LOCATION

800 Washington Ave. N., #103  
Minneapolis, MN 55401  
www.hkgi.com  
612-338-0800

## PRINCIPALS

- Paul Paige, PLA (MN), President
- Brad Scheib, AICP, Vice President
- Bryan Harjes, PLA (MN, MI), LEED AP, Vice President
- Gabrielle Grinde, PLA (MN), Vice President

## ASSOCIATES

- Rita Trapp, AICP, LEED AP
- Jeff Miller, AICP

## STAFF

- 6 Certified Planners
- 7 Licensed Landscape Architects
- 7 Planners/Designers
- 2 Marketing Communications



# APPROACH & WORK PROGRAM

**COMPREHENSIVE PLAN**  
RED WING, MN

# APPROACH

## COMPREHENSIVE PLANNING EXPERTISE

Developing comprehensive plans is one of HKGi's core strengths. As a result of our experience updating comprehensive plans across a broad range of cities, HKGi has developed strong skills for observing, listening, understanding, and addressing each community's unique context, history, needs, and aspirations. As we work with Ironwood, we will use our experiences with other communities as precedents to consider when tackling issues and opportunities.

## INFRASTRUCTURE PLANNING AND ENGINEERING

Based on our evaluation of the RFP and the expectations for this plan update, we have elected not to partner with an engineering consultant to address planning work related to infrastructure (roads, sanitary sewer, storm sewer, and water supply). Instead, we propose to collaborate with the City Engineer and Public Works. Together we are confident that we will be able to adequately address infrastructure planning that meets the state's planning requirements.

## LEVERAGE COMMUNITY KNOWLEDGE FOR EFFICIENCY AND DEPTH

Given HKGi's involvement in the 2014 Comprehensive Plan and the development of Downtown City Square, a large amount of background information has already been collected. We anticipate that we can leverage our knowledge and understanding of Ironwood to reduce the amount of time and effort needed upfront, allowing us to place a greater focus on drafting the elements of the updated plan and identifying potential implementation projects.

## MEETINGS WITH STAFF AND PLANNING COMMISSION

We anticipate regular meetings with City staff to keep the project on track, and will provide draft task deliverables for staff review prior to public meetings. We anticipate Tom Bergman will be the primary staff contact. City staff may be responsible for carrying information to the relevant commissions at interim stages of the planning process as needed.

We will engage the Planning Commission at key intervals, typically with the transition between tasks to ensure their comfort with the materials that have been developed.

In order to be efficient with the project budget, we will pair these meetings with other site visits when possible. We are prepared to complete some meetings virtually when appropriate.

## FINDING A PATH FORWARD

With Ironwood's dynamic vision created for the 2014 Comprehensive Plan, the community has a thoughtful statement to guide policies and decision making. However, changes in the market forces acting on the Upper Peninsula over the last ten years suggest the vision should be revisited to ensure it still reflects the values and desires of the people who live there. With new commercial and industrial growth and an increase in housing demand introducing new pressures, HKGi will assist in mapping out potential scenarios for growth and redevelopment and will work with City staff, elected/appointed officials, stakeholder groups, and the community to choose the preferred concept and determine the steps for implementation.

PLEASE TAKE THE VISION SURVEY! [Start Survey](#)



[District Stories](#)

[Process](#)

[Team](#)

[Provide Input](#)

[Documents  
Contact](#)



## District Stories

HKGi uses a variety of online methods to solicit community input and keep people informed about the planning process.



## ENGAGEMENT APPROACH

We take community engagement seriously. Good community input not only strengthens the content of the plan, but also the implementation. When people feel listened to, they are more likely to take ownership of the ideas and vision in the plan. Ultimately, the City and its residents will be the ones responsible for carrying out that vision, and when people can see their comments, concerns, and ideas addressed in the plan, they are more likely to champion it.

One of the early tasks in this project is to refine the engagement approach in coordination with City staff. We have outlined a draft approach below. We anticipate conducting much of the engagement, but also working with staff where appropriate to supplement and support public outreach. Staff may bring materials to other community events to encourage additional participation. We will offer a mix of in-person and online input opportunities.

### TASK 1:

#### » **Develop a project website**

Either using HKGi's or the City's hosting, we will prepare and maintain a project website with background studies and plans, project materials, notice of upcoming events, and links to online engagement opportunities.

### TASK 2/3:

#### » **Survey**

Prepare an online and paper copy survey to take the pulse of the community. The survey will cover issues related to current conditions, issues & opportunities, and ideas for the future. We are looking forward to comparing answers with the 2014 findings to see what has changed and what remains the same!

### TASK 3:

#### » **Social Pinpoint**

Develop an online map that allows people to provide geo-referenced input on topics such as identification of community assets, areas of concern, places for new homes/new businesses/redevelopment, where big ideas might go, etc.

### TASK 3/4:

#### » **Ironwood 2045 Workshop**

We will have our project team in Ironwood for a 3 day intensive workshop. In addition to plan development, during this time we expect to do:

#### » **Community Listening Session**

Open session to better understand the community's wants, needs, issues, and ideas. We will use creative engagement materials (similar to the postcards from the future or gameboards used during the 2014 planning process)

#### » **Stakeholder meetings/Listening Sessions**

We would host conversations with stakeholders. We will work with City staff to identify these groups. Examples could include business community, realtors/developers/builders, natural resources, regional entities, Human Relations and Equity Committee, students, city staff, parks/trails, major employers, Downtown, etc.

#### » **Workshop Open House**

During the workshop we will be developing ideas, strategies, and vision materials for the Establish Community Vision and Explore the Future tasks. We would present our initial findings and welcome community members to provide input and priorities to some of the ideas, strategies, and vision.

#### » **Post materials online**

Engagement completed through the workshop process will also be posted online and allow for public comment.

### TASK 4:

#### » **Prioritization Exercise**

We will use either survey materials or a participatory budgeting approach to gauge the community's interest in the ideas that are being brought forward through the planning process.

### TASK 5:

#### » **Posting of the Plan for Review**

Online and Hard Copy Draft Plans will be made available to the community to provide comment.

# WORK PROGRAM

HKGi proposes the following six tasks to comprise the Comprehensive Plan update process for the City of Ironwood. We see this as a starting point and anticipate working with the City to refine the scope, budget, and schedule as needed prior to initiation of the project.

## Task 1: Organization and Launch

Task 1 consists of the steps needed to get the project underway, including meeting with City staff and the Planning Commission and finalizing the work plan and schedule. As part of our preparation, we will review the 2014 Comprehensive Plan to determine what has been completed and what remains to be done. HKGi will coordinate the engagement plan and establish an online presence (both website and social media) to prepare for future community participation and enable periodic updates over the duration of the project.

- 1.1 Project coordination with City staff
- 1.2 Introduction to Planning Commission
- 1.3 Finalize work plan and schedule
- 1.4 Conduct audit of 2014 Comprehensive Plan
- 1.5 Prepare engagement plan
- 1.6 Establish web site
- 1.7 Gather foundational documents/ reports
- 1.8 Gather mapping information

### KEY DELIVERABLES:

- » Final work plan and detailed project schedule with key milestones, including on-going virtual meetings for project management check-ins
- » Community Engagement Plan
- » Web site with interactive online engagement and space for periodic updates

## Task 2: Analyze Conditions, Trends, and Projections

Task 2 is focused on understanding the City's existing conditions, how it has evolved since the 2014 Comp Plan was adopted, and the current trends pointing at where it might be headed in the future.

- 2.1 Assess market trends for housing, commercial, and industrial sectors
- 2.2 Prepare Online Survey
- 2.3 Summarize demographic information
- 2.4 Prepare base maps
- 2.5 Write Baseline Report
- 2.6 Meet with staff and department heads

### KEY DELIVERABLES:

- » Summary demographic and market information (Baseline Report)
- » GIS map package of existing conditions and systems



## Task 3: Establish the Community Vision

Task 3 involves a focused effort to engage the community and to begin to refine the City’s vision and values. The HKGi team will visit Ironwood for a tour, conduct listening sessions with key stakeholders, and hold an open house to solicit feedback. As part of the community engagement, we will compile a list of ideas that have the potential to become transformational projects in the both the short- and long-term.

- 3.1 Review initial findings and kickoff vision process with Planning Commission
- 3.2 Roll out community engagement tools
- 3.3 Tour the community
- 3.4 Conduct listening sessions with community and key stakeholder groups such as the Downtown Development Authority, the Economic Development Corporation, and others involved in outdoor recreation and the arts
- 3.5 Hold workshop public open house
  - i. Get input on vision and values
  - ii. Solicit “big ideas” for a menu of possible transformational projects
- 3.6 Prepare draft community vision and values document
  - i. Include list of potential transformational projects
- 3.7 Share with staff and Planning Commission

### KEY DELIVERABLES:

- » Promotional materials for community engagement activities
- » In-person and online community engagement experiences
- » Draft Community Vision and Values document
- » Phase 1 community engagement report

## Task 4: Explore the Future

Task 4 incorporates the data in the Baseline Report, the City’s vision and values statements, and community input regarding the issues, opportunities, and challenges facing Ironwood today. Armed with this information, HKGi will work with City staff and elected/appointed officials to identify and evaluate potential growth and (re)development scenarios along with key project locations.

- 4.1 Identify community issues and potential areas of growth
- 4.2 Explore menu of possible transformational projects/ideas
- 4.3 Conduct community engagement over issues, growth, and projects
- 4.4 Meet with Planning Commission, City Commission, and collect feedback from other key stakeholder groups representing such interests as business, recreation, and the arts.
- 4.5 Establish a preferred approach to future development and 3-5 locations for transformational projects

### KEY DELIVERABLES:

- » Online community engagement experience
- » Phase 2 community engagement report



## Task 5: Prepare the Draft Plan

Task 5 consists of finalizing the plan elements and drafting content for each. The draft plan will be refined based on feedback from Ironwood elected/appointed officials as well as the public.

- 5.1 Confirm plan elements
- 5.2 Draft goals and policies for each element
- 5.3 Share with staff
- 5.4 Assemble draft plan document
- 5.5 Meet with staff, Planning Commission, and City Commission to review draft plan
- 5.6 Refine plan based on feedback
- 5.7 Conduct community engagement to evaluate draft plan

### KEY DELIVERABLES:

- » Draft outline of Plan with goals and policies
- » Draft Comprehensive Plan (10 hard copies and 1 PDF)
- » Online community engagement opportunity



## Task 6: Prepare and Adopt Final Plan

Task 6 involves incorporating final changes into the plan and facilitating the plan adoption process.

- 6.1 Incorporate public comment and summarize draft plan changes
- 6.2 Meet with Planning Commission to review change recommendations
- 6.3 Prepare final plan
- 6.4 Coordinate with Community Development Director to present plan to stakeholder groups
- 6.5 Facilitate public hearing with Planning Commission
- 6.6 Facilitate final plan consideration by City Commission
- 6.7 Prepare final package of printed and digital materials

### KEY DELIVERABLES:

- » Phase 3 community engagement report
- » Final Draft of Comprehensive Plan
- » Final Comprehensive Plan (20 hard copies and 1 PDF)
- » Summary presentation materials to assist with presentations to interested stakeholder groups
- » All files in digital format for future use



HKGI creates comprehensive plans with strong graphic elements to communicate clearly and concisely with community members.



An aerial photograph of a town, likely New Richmond, Wisconsin, showing a mix of commercial buildings, residential areas, and a prominent water tower. The image is overlaid with a semi-transparent green filter. The text 'PROPOSED TABLE OF CONTENTS' is written in large, bold, white capital letters across the upper left portion of the image.

# PROPOSED TABLE OF CONTENTS

**COMPREHENSIVE PLAN**  
NEW RICHMOND, WI

## Proposed Table of Contents for the Comprehensive Plan

The outline below provides one way in which the Comprehensive Plan's table of contents could be organized. While a number of the elements are necessary to meet the requirements of state statute and the desires of the City, there are a variety of ways in which the information may be organized. HKGi will work with Ironwood to determine the final topics and order of the plan. Important principles of equity, sustainability, and technology will be incorporated into each of the nine topic areas.



### 1. INTRODUCTION AND PURPOSE OF THE COMPREHENSIVE PLAN

### 2. VISION STATEMENT AND COMMUNITY VALUES

### 3. DEVELOPMENT PATTERNS

- A. LAND USE
- B. HOUSING
- C. LOCAL ECONOMY

### 4. COMMUNITY SYSTEMS

- A. NATURAL RESOURCES
- B. PARKS AND RECREATION
- C. TRANSPORTATION

### 5. SOCIAL INFRASTRUCTURE

- A. ARTS AND CULTURE
- B. HISTORIC PRESERVATION
- C. ACCESSIBLE GOVERNMENT

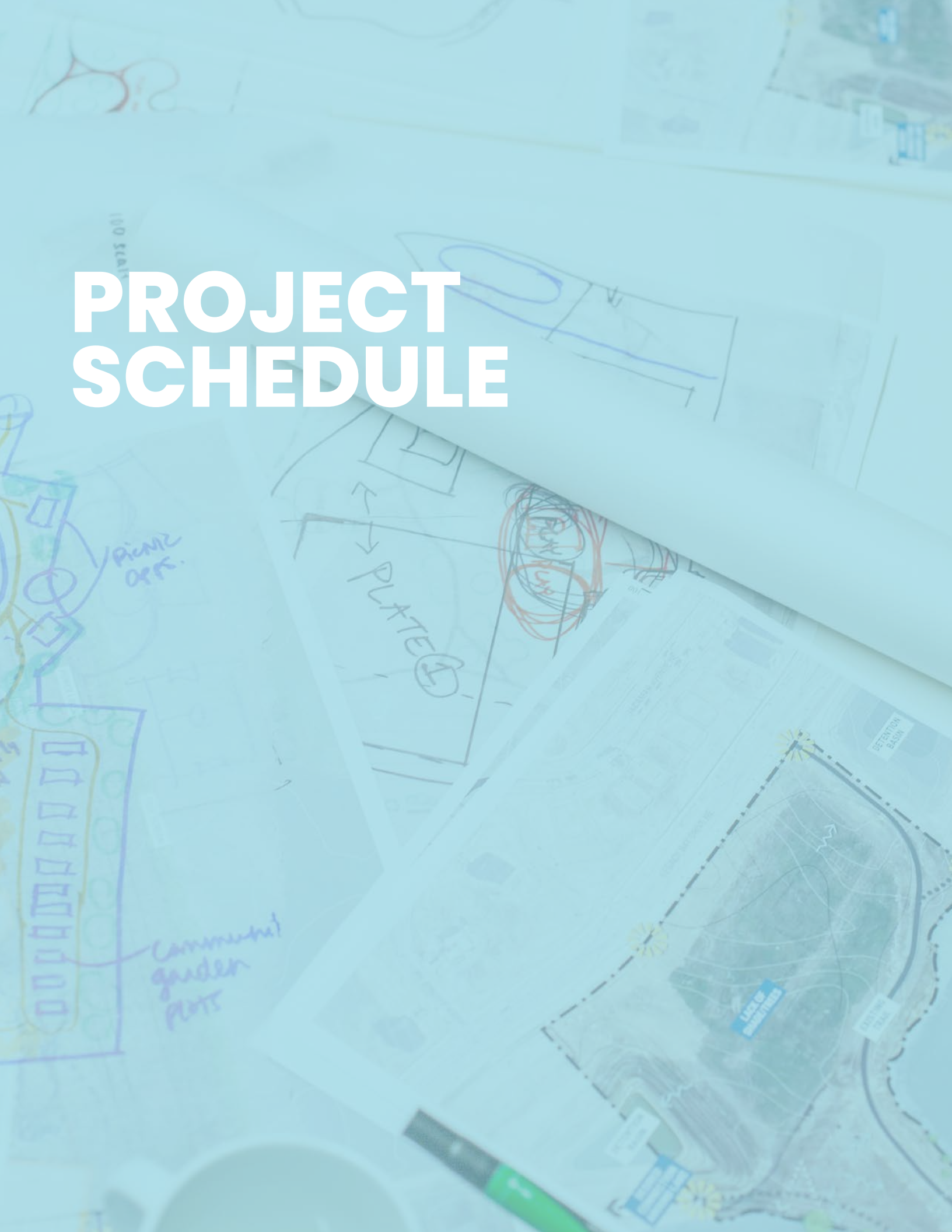
### 6. IMPLEMENTATION

- A. REGULATORY CONTROLS (ZONING AND SUBDIVISIONS)
- B. HOUSING STRATEGIES (STRATEGIC HOUSING ACTION PLAN)
- C. ECONOMIC DEVELOPMENT STRATEGIES (DOWNTOWN DEVELOPMENT PLAN, TIF PLAN), REDEVELOPMENT READY COMMUNITIES)
- D. PARKS AND RECREATION (FIVE YEAR PARKS AND RECREATION PLAN)
- E. SOCIAL INFRASTRUCTURE STRATEGIES
- F. FUNDING AND FISCAL SUSTAINABILITY
- G. OTHER SHORT- AND LONG-TERM TRANSFORMATIVE PROJECTS

### APPENDICES:

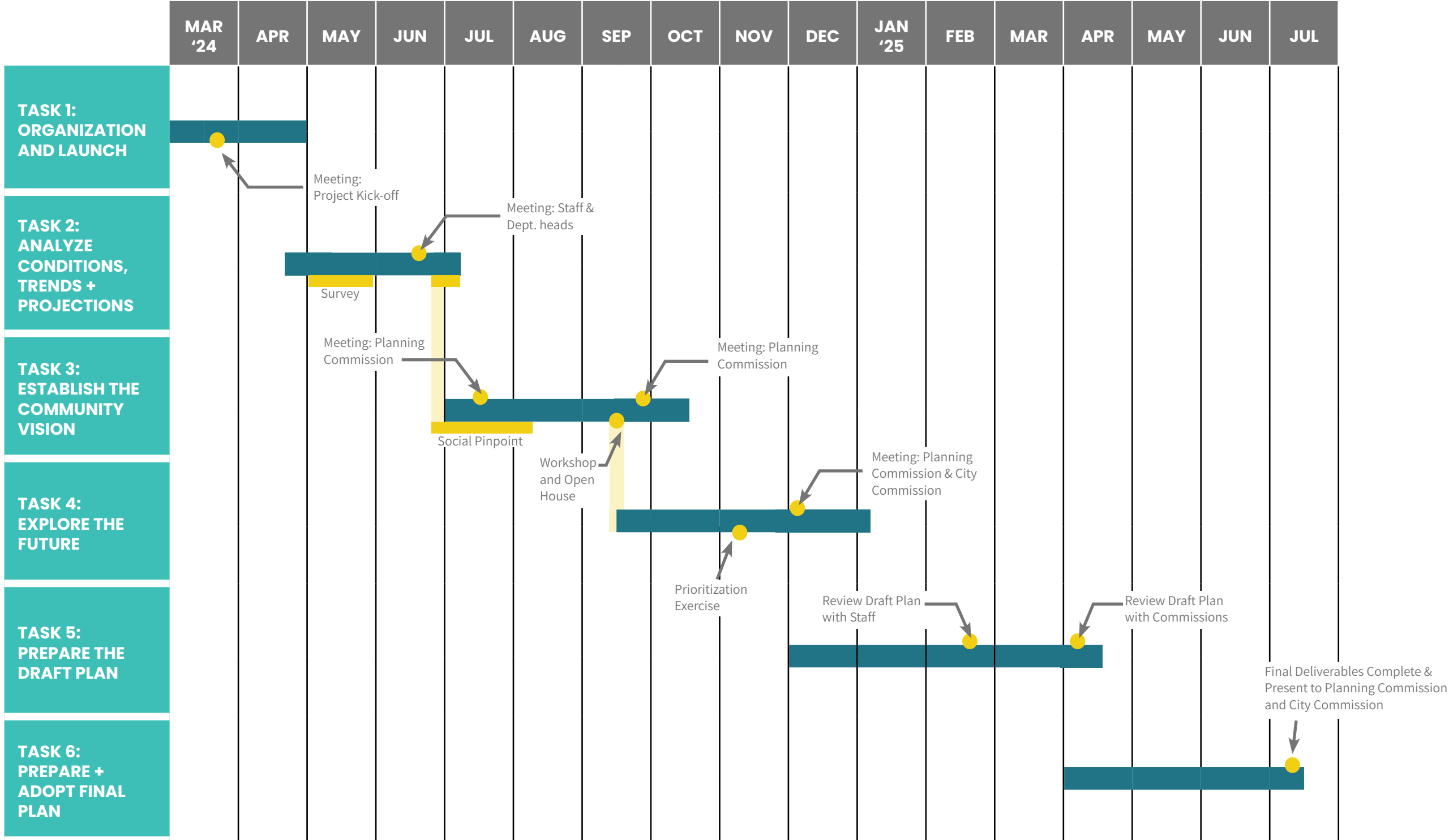
- A. COMMUNITY PROFILE AND HISTORIC CONTEXT
- B. PUBLIC PARTICIPATION SUMMARY

# PROJECT SCHEDULE



# PROJECT TIMELINE

The table below outlines our anticipated timeline for conducting the work plan presented earlier in this proposal. If the HKGi team is selected to conduct this project, one of our first tasks will be to confirm this schedule or modify it to best fit the City’s needs and the needs of the project. We will also work with City staff to add detailed dates, as appropriate, for the milestones illustrated below.



# KEY PERSONNEL





## Kevin Clarke

Planner

kevin@hkgi.com

### Introduction

Kevin will serve as the HKGi Project Manager. In this role he will be the primary contact person for the City and he will lead all phases of the planning process. He will provide critical leadership and expertise for the park and recreation, economic development, housing and neighborhoods, and transformative project components of the plan.

Kevin is very familiar with Ironwood and its planning and development context. He was on the team that developed the City's current Comprehensive Plan and he also led the design of Downtown City Square. Ironwood has also been a travel destination for his family for many years, so he has experienced the community as a regular visitor and will be able to bring that perspective to his work on this plan.

Kevin's background includes comprehensive planning, park and recreation system planning, and park and trail design. He also has training and experience in data collection and analysis, which has enabled him to provide market and trends research and analysis.

### Relevant Project Experience

- Comprehensive Plan | Ironwood, MI
- Comprehensive Plan | Le Sueur, MN
- Comprehensive Plan | Red Wing, MN
- Comprehensive Plan | St. Francis, MN
- Comprehensive Plan | Winona, MN
- Comprehensive Plan Update | Hermantown, MN
- Downtown City Square | Ironwood, MI
- Park and Trail System Master Plan | Alexandria, MN
- Sports Corridor Mini-Master Plan | Duluth, MN
- St. Louis River Corridor Trails Plan | Duluth, MN
- Downtown Development Plan | Le Sueur, MN
- Downtown Redevelopment Plan | North St. Paul, MN
- Downtown Master Plan | St. Francis, MN

### Years of Experience: 12

#### Education

Master of Urban and Regional Planning,  
University of Minnesota

Master of Landscape Architecture,  
University of Minnesota

B.A., Economics.  
Saint John's University

#### Awards

2017 MN APA Success Stories in  
Implementation Award - Downtown  
Master Plan and Streetscape Design -  
Chaska, MN

2015 MI APA Daniel Burnham Award for  
a Comprehensive Plan - Comprehensive  
Plan for the City of Ironwood





## **Brad Scheib** AICP

Principal

[brad@hkgi.com](mailto:brad@hkgi.com)

### **Introduction**

Brad will serve as the Principal for this project. In this role he will provide quality control services, ensuring that the project team has the resources it needs to conduct this planning process and produce high-quality analysis, strategies, and deliverables.

Brad led the development of Ironwood's current Comprehensive Plan, so he is familiar with the community and its current planning direction. He is a creative thinker who was instrumental in developing many of the ideas that have made Ironwood's Comprehensive Plan successful and has been a planning resource for the community in the past decade. He is a leader at HKGi in the innovative use of technology to create community planning solutions, and he will help the planning team establish a high standard for this version of the Comprehensive Plan.

Brad's primary project experiences include comprehensive planning, neighborhood redevelopment master planning, transit-oriented development, and regulatory tools.

### **Relevant Project Experience**

- Comprehensive Plan | Ironwood, MI
- 2040 Community Plan | Red Wing, MN
- Comprehensive Plan | Le Sueur, MN
- Thrive 2040 Comprehensive Plan | Johnston, IA
- Comprehensive Plan | New Richmond, WI
- Comprehensive Plan | St. Francis, MN
- Comprehensive Plan | Waukee, IA
- District 1 Neighborhood Plan | Clive, IA
- Red River Corridor Master Plan | Moorhead, MN

### **Years of Experience: 30**

#### **Education**

B.S., Community and Regional Planning, Iowa State University

Minnesota Real Estate Certificate, Prosource Educational Services

Form-Based Codes Institute Certificate of Completion

#### **Registration**

American Institute of Certified Planners  
Cert. #013665

#### **Awards**

2019 WI APA Innovation in Planning Award - Comprehensive Plan for the City of New Richmond

2019 MN APA Excellence in Community Engagement Award - 2040 Red Wing Community Plan

2015 MI APA Daniel Burnham Award for a Comprehensive Plan - Comprehensive Plan for the City of Ironwood

2015 MN APA Planning in Context Award - Moorhead River Corridor Master Plan





## Jason Zimmerman AICP

Planner

[jason@hkgi.com](mailto:jason@hkgi.com)

### Introduction

Jason will serve as the Lead Planner for this project. He will provide service throughout the project but will also provide key contributions for the accessible government, land use, housing and neighborhoods, economic development, transportation and infrastructure, and transformative projects components of the plan.

He is new to HKGi but has twenty-five years of experience in community planning and urban design, including a decade of experience as a municipal planner and planning manager and eight years as an urban design research fellow at the University of Minnesota. Throughout his career Jason has experience providing service on comprehensive and land use planning, zoning ordinance updates, day-to-day consulting planning, and other community planning initiatives.

Jason grew up in a small town, has lived in a city, and has worked in a suburb. These life experiences enable him to provide meaningful perspectives for a variety of planning contexts and scales. He brings a particular interest in analyzing zoning codes and shaping or re-shaping them so they will achieve the client's goals.

### Relevant Experience

- Comprehensive Plan Update | Farmington, MN
- Comprehensive Plan Update | Hermantown, MN
- Purple Line BRT Station Area Planning | Ramsey County, MN
- Zoning Code Rewrite | Savage, MN
- Zoning Code Update | Chaska, MN
- General Planning Services | Lindström, MN
- Planner and Planning Manager | Golden Valley, MN\*
- Research Fellow | Design Center for the American Urban Landscape at the University of Minnesota\*

\*Prior to joining HKGi

### Years of Experience: 25

#### Education

Master in City Planning, Massachusetts Institute of Technology

Bachelor of Arts, Economics, Carleton College

#### Registration

American Institute of Certified Planners  
Cert. #030829

#### Professional Activities

Past President, American Planning Association, Minnesota Chapter

Board of Directors, American Planning Association, Minnesota Chapter, 2017-2023







## **Jody Rader PLA (MN, WI)**

Landscape Architect  
jody@hkgi.com

### **Introduction**

Jody will provide urban design and landscape architecture services to this project. Her areas of focus will primarily be parks and trails, urban design, natural resources, multi-modal connectivity, and transformational projects.

Jody experience includes a diverse portfolio of project work ranging from parks and recreation for comprehensive plans to bike-ped planning and park design. Her experience and insights in the areas of multi-modal connectivity and park and trail planning will ensure that this comprehensive plan provides effective guidance to the City as it strives to maintain the outstanding outdoor recreational experience it provides for residents and visitors.

The qualities that Jody brings to her project work include an emphasis on client service, outstanding communications and listening skills, an ability to work with stakeholders to develop creative design solutions that address project objectives, and a commitment to helping communities promote healthy living, sustainable ecosystems, and quality of life for all.

### **Relevant Project Experience**

- Arts, Culture, and Education Corridor Study | White Bear Lake, MN
- Downtown Master Plan | St. Francis, MN
- Cross-City Trail Master Plan | Duluth, MN
- Glacial Edge Regional Trail Master Plan | Fergus Falls, MN
- Countywide Bicycle-Pedestrian Plan | Washington County, MN
- High Cliff Trail Connection | East Central Wisconsin Regional Planning Commission
- Great Sauk State Trail Master Plan | Sauk County, WI
- Kinnickinnic River Corridor Plan | River Falls, WI
- Downtown & Riverfront Master Plan | Fergus Falls, MN
- Comprehensive Plan | Kasson, MN
- Comprehensive Plan | Maplewood, MN
- Comprehensive Plan | St. Louis Park, MN
- Comprehensive Plan | South St. Paul, MN
- Comprehensive Plan | Winona, MN

**Years of Experience: 14**

### **Education**

Master of Landscape Architecture, and B.S. Architecture, University of Minnesota

Certificate in Ecological Restoration, 2021

### **Registration**

Landscape Architect, Minnesota Lic. 57311; Wisconsin Lic. 1000-14

### **Awards**

2021 ASLA-MN Honor Award for Planning and Urban Design - Minnehaha Parkway Regional Trail Master Plan, Minneapolis

### **Professional Activities**

Active member of ASLA, Association for Community Design (ACD) and the Association of Pedestrian and Bicycle Professionals (APBP)

WI APA 2023 Conference and Bike Walk MN 2018 Conference, Presenter

ASLA-MN Executive Committee, Student Chapter Liaison, Step-Up Chair and WILA (Women in Landscape Architecture) Co-Chair





**Kendra Ellner**  
Planner  
kendra@hkgi.com

## Years of Experience: 2

### Education

Master of Science in Urban and Environmental Planning (Accelerated Program), Arizona State University

Bachelor of Science, Urban Planning, Arizona State University

### Registration

American Institute of Certified Planners  
Cert. #35611

### Accomplishments

Team Leader - 2021 ULI Hines Student Urban Design Competition and American Planning Association's Outstanding Planning Student Organization Runner-Up

### Introduction

Kendra will provide planning support for all aspects of this project. In this role she will assist with data collection, engagement, and GIS mapping. She will also provide expertise to address historical, arts, and cultural planning considerations, accessible government, and will also contribute to the identification and planning of transformative projects.

Kendra is a multifaceted planner who is committed to facilitating and creating equitable and livable communities. She has experience facilitating community engagement events, activities, and online marketing for planning processes, and her professional and academic experience has cultivated strong skills in zoning ordinance review and revision, policy research, data analysis and visualization, site plan and design work, and grant writing.

Although a relatively new staff member at HKGi, Kendra has built a fast-growing portfolio of planning projects. Her previous experience includes serving as a planner for the City of River Falls (WI) where she contributed to the city's Focus River Falls process as well as to updates of the city's Comprehensive Plan, Outdoor Recreation Plan, and Bike and Pedestrian Plan. She also wrote a successful Certified Local Government Grant for the City of River Falls Historic Preservation Commission to nominate two eligible properties for the National Register for Historic Places.

### Relevant Project Experience

- Comprehensive Plan Update | Farmington, MN
- Comprehensive Plan | Sherburne County, MN
- Comprehensive Plan & Zoning Ordinance Update | St. Michael, MN
- Planning Services and Zoning Ordinance Rewrite | Savage, MN
- General Planning Services | St. Francis, MN
- General Planning Services | Marine on St. Croix, MN
- Zoning Code Update | Fridley, MN
- Zoning Ordinance Audit and Update | St. Louis Park, MN
- General Planning Services | Rogers, MN





## Scott Meitus

### Housing and Market Advisor

Scott Meitus has over thirty three years of relevant experience in the real estate industry. During his career, he has participated in virtually every aspect of the profession, including market analysis as well as acquisitions/dispositions, syndications, development, construction/renovation, property and asset management, and financial underwriting/analysis. Real estate sectors include residential, office, retail, industrial and recreational/entertainment.

For the Ironwood Comprehensive Plan, Scott will be providing market insights, research, and development strategies. His findings will help inform planning efforts, particularly for housing, land use, and economic development.

Since 1998, Scott has owned and operated his own real estate consulting company. Originally founded with a focus on investments in residential properties, syndications included sixteen apartment properties with a combined acquisition value of nearly \$50 million.

For the past 9 years, the firm's focus has shifted to providing sound market and feasibility analysis and forecasting. Scott has underwritten/analyzed over 4,000 individual project opportunities, and has completed over 500 formal market analyses for municipalities, real estate developers and investors in all sectors nationwide.

Scott is a 1988 graduate of the University of Wisconsin-Madison where he received his BBA in Real Estate and Urban Land Economics. Volunteer work includes the town of Minocqua ad hoc committee for housing, Rotary International where he is a past president of the local chapter, Junior Achievement, and several environmental organizations, including the Wisconsin Waterfowl Association, Ducks Unlimited, and the Tomahawk Lake Association.

Scott currently splits his time between Minocqua, Wisconsin, an hour south of Ironwood, and Austin, Texas. In his spare time he enjoys fly fishing, waterfowl/upland bird hunting, golf and wood furniture restoration.



The Windward Group



# RELATED EXPERIENCE



**COMPREHENSIVE PLAN**  
IRONWOOD, MI



## Comprehensive Planning Experience

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Quality of  
Place



Economic  
Development



Fiscal  
Solvency



Sustainability  
& Resiliency

# 85+

## Comprehensive Planning Processes

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We use the knowledge we have gained from our work to serve our clients and help them find the right mix of initiatives and implementation strategies that work best for their communities. —



# 2040 Comprehensive Plan

## RED WING, MINNESOTA

### EXISTING SITES



### OLD ST. JOHN'S HOSPITAL SITE CONCEPTS



At a 4-day design charrette, HKGi created redevelopment concepts for several focus areas throughout the city. Concepts included housing, commercial, and park development



The 2040 Community Plan for Red Wing is filled with action items that will help the community address a variety of challenges related to land use, economic development, redevelopment, and housing. The community's extensive vision also enabled the planning team to address wide-ranging issues such as lifelong learning, public health, and connectivity and accessibility.

In addition to an award-winning engagement campaign programmed and conducted by the City and HKGi, the planning process featured an intense 4-day design charrette in which HKGi's staff members created

redevelopment plans for opportunity sites across the city. Concepts addressed downtown redevelopment, residential and commercial redevelopment for several sites across the community, and ideas for reinvigorating and updating some of the city's parks and public spaces.

HKGi has also conducted redevelopment, streetscape, and park planning and design for the City of Red Wing. Many of these projects are intended to leverage Red Wing's unique landscape as a quality of life amenity that can attract new residents and employers to the community.

### CLIENT

City of Red Wing

### AWARDS

2019 MN APA Award for Excellence in Engagement

### HIGHLIGHTS

- Addresses affordable housing and community growth within a geographically constrained community
- Land use and urban design policies address development complications due to bluffs and river frontage lands

### REFERENCE

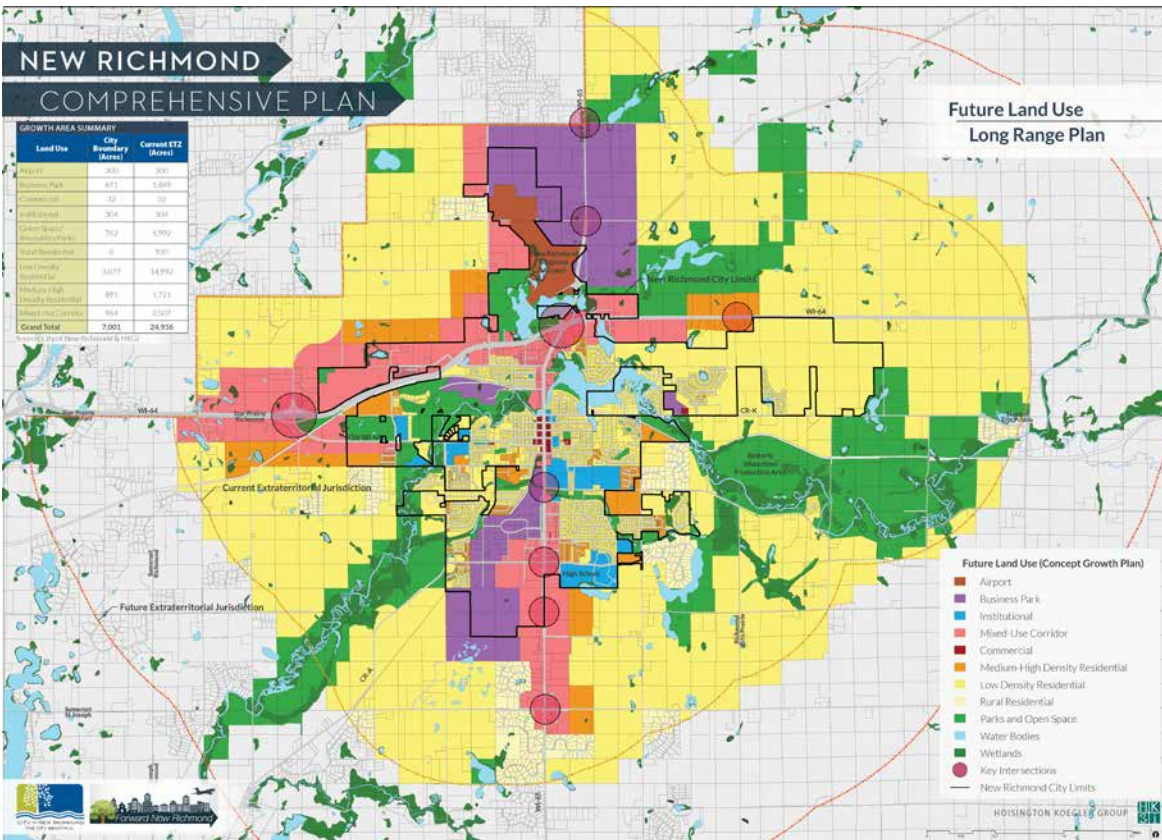
Michelle Liese, Community Engagement Specialist  
 City of Red Wing  
 651-385-3618  
 michelle.liese@ci.red-wing.mn.us

### ONLINE PLAN

<http://tinyurl.com/yc6uy4tw>

# Comprehensive Plan

## NEW RICHMOND, WISCONSIN



The comprehensive plan addresses preservation of the river corridor in long term growth areas and downtown redevelopment concepts that capitalize on the Willow River as a recreational resource.

HKGi assisted the city in completing an update to its Comprehensive Plan. Working with a community engagement facilitator and several community-based topic area focus groups, HKGi provided planning leadership in the areas of land use planning, downtown redevelopment planning, growth area planning, and park/trail/open space planning. As with all of HKGi's comprehensive plans, the plan emphasizes providing the City with effective tools and strategies to assist with implementation efforts in the future. Infrastructure improvements are expected to lead to growth in the city's western highway corridor. The plan will guide growth in this area and more

broadly identifies potential gateway improvements throughout the community. The plan also identifies conservation efforts to protect the Willow River in the City's growth areas and also in the downtown, where the river might provide an attractive location for natural resource and outdoor recreation related economic development.

Other development initiatives contained in the plan include leveraging the community's technical and vocational educational resources for work force training and to attract new entrepreneurs to the community.

### CLIENT

City of New Richmond

### HIGHLIGHTS

- Parks, trails and open space planning has been a key component of the planning process, particularly for New Richmond's growth areas and its downtown.
- Proposed trails are sought to increase connectivity and to provide better biking and pedestrian access in the downtown area

### REFERENCE

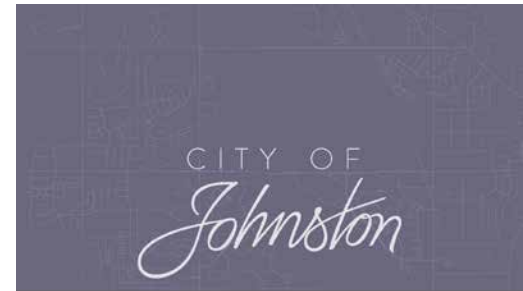
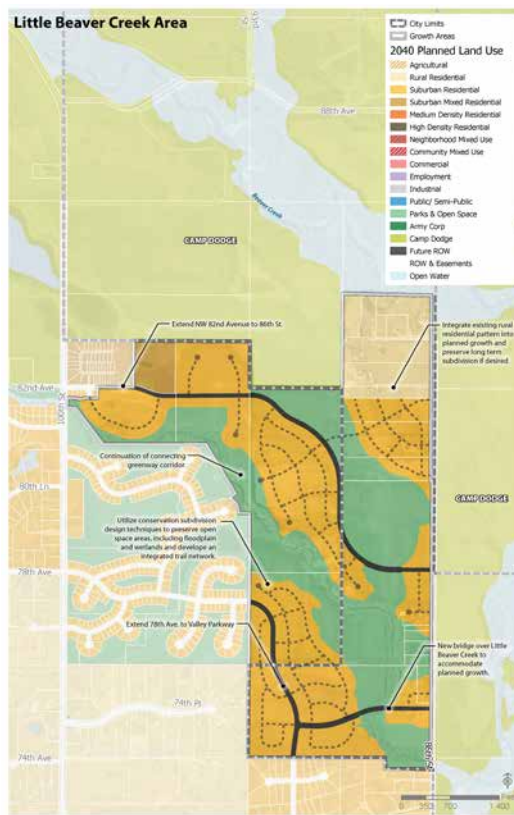
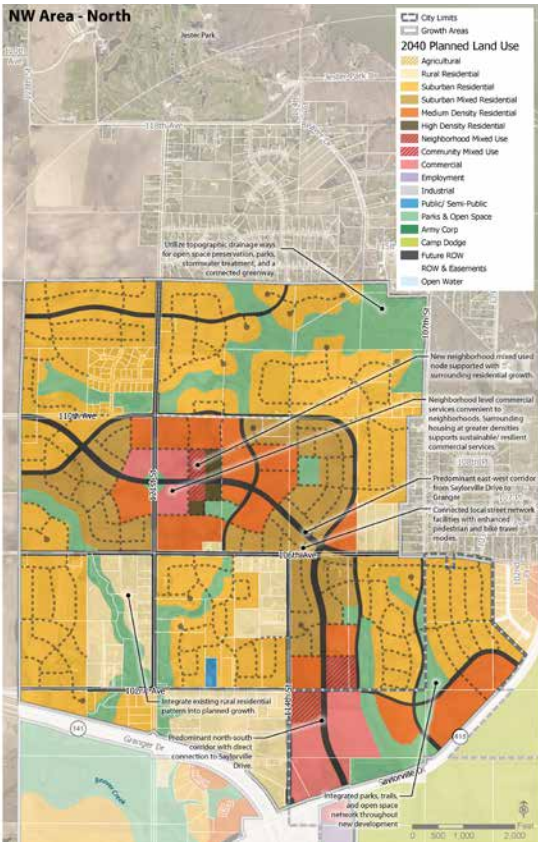
Beth Thompson, Community Development Director  
 City of New Richmond  
 715-246-4268  
 bthompson@newrichmondwi.gov

### ONLINE PLAN

<http://tinyurl.com/4mntsf37>

# Thrive: 2040 Comprehensive Plan

## JOHNSTON, IOWA



The planning process to develop Thrive 2040 included land use planning for several focus areas in the city. Focus areas included both new growth and redevelopment.

HKGi has led the development of the last three Comprehensive Plans for the City of Johnston, Iowa. The most recent comprehensive planning process for the Thrive 2040 Plan addressed a host of issues that have effected the community and will continue to have an impact in the next twenty years.

Housing was a significant issue to address during this planning process, particularly as the community is projecting the addition of 4,500-5,000 new households and between 11,000 and 13,000 new people by 2040. To accommodate the growth in households and the need for affordable and mid-price homes, the community will need to diversify its

housing stock and increase the density of housing across the community. HKGi worked with the community to identify where that growth can take place and what shape it will take. HKGi and the community also explored development scenarios for the City's growth areas and other redevelopment areas. HKGi developed scenarios for eight of these focus areas.

HKGi subsequently led an overhaul of the City's zoning code to facilitate the creation of a diversity of housing types through approaches such as enabling accessory dwelling units, cottage courtyards, and live/work spaces..

### CLIENT

City of Johnston

### AWARDS

2022 Iowa APA Daniel Burnham Award for a Comprehensive Plan

### HIGHLIGHTS

- Development concepts created for 8 growth and focus areas
- Address need for new housing and a diversity of housing types and price points
- Address community desire for more experience-oriented places
- Refine land use categories

### REFERENCE

David Wilwerding, Community Development Director  
City of Johnston  
515-727-7775  
dwilwerding@ci.johnston.ia.us

### ONLINE PLAN

<http://tinyurl.com/ztpnb247>



# Comprehensive Plan

## LE SUEUR, MINNESOTA



Le Sueur is a small, agricultural town (population 4,000+) situated on the Minnesota River a little less than an hour west of Minneapolis and thirty miles from Mankato to the south. The city's population growth has been steady for the past 25 years, and the city enjoys a fairly strong employment climate for its size, with over 3,000 jobs located in Le Sueur. The city also enjoys access to the natural resources found in the Minnesota River Valley; the river's floodplain creates a buffer of undevelopable land that remains preserved in a natural state.

HKGi led the community through the comprehensive plan process,

collecting input from over 800 respondents and building consensus for a vision and set of guiding principles that provide a foundation for the plan and Le Sueur's future.

Highlights of the plan include new land use categories (live, work, conserve, and prosper) that reflect conservation and economic objectives; case studies to provide inspiration and guidance as the City seeks to implement the plan's 26 goals; and a set of Project Ideas that identify potential projects in greater detail to help spark implementation.

### CLIENT

City of Le Sueur

### HIGHLIGHTS

- Creative implementation initiatives to spark inspiration within the community
- Project Ideas include funding sources, responsible agencies, cost expectations, prioritization
- Emphasis on developing cost effective, feasible implementation initiatives that build momentum for larger initiatives

### REFERENCE

Samantha DiMaggio  
Economic Development Manager  
City of Chanhassen (formerly with  
City of Lesueur)  
sdimaggio@chanhassenmn.gov  
952-227-1148

### ONLINE PLAN

<http://tinyurl.com/4wwzbzws>

# Comprehensive Plan & Downtown Plan

## ST. FRANCIS, MINNESOTA



Since 2016, HKGi has provided the City with planning services that have included developing the 2040 Comprehensive Plan, a Downtown Revitalization Plan, and a Park and Recreation System Plan; creating a redevelopment concept for a site along the Rum River and Bridge Street; updating the City's zoning ordinance; and designing a new community park and municipal facility.

The Comprehensive Plan HKGi developed for the City identifies phased growth patterns that will enable the community to continue to grow while still protecting the Rum River corridor that runs through the heart of the city. As a Wild and Scenic River, preservation of the river

corridor provides the community with an outstanding outdoor amenity that greatly impacts quality of life in St. Francis and can serve to attract new residents and businesses.

HKGi's Downtown Master Plan for the city improves safety critical at a key entry point into the downtown. The Master Plan also identifies no less than six sites for infill housing development, which can increase the number of people living and working downtown.

HKGi's redevelopment concepts for the downtown Bridge Street site take advantage of river access and potential trail connections, envisioning this as a potential site for an outfitter and related dining and retail businesses.

### CLIENT

City of St. Francis

### HIGHLIGHTS

- 3D renderings illustrate desired development character and attract development interest
- Zoning ordinance revisions and design guidelines to strengthen the character in the downtown
- Comprehensive and Park and Recreation System Plans emphasize quality-of-life factors in future growth plans

### REFERENCE

Kate Thunstrom, Community Development Director  
City of St. Francis  
kthunstrom@stfrancismn.org  
763-267-6191

### ONLINE PLAN

<http://tinyurl.com/48wxpnuy>

# Housing Study & Zoning Revisions

## GRAND MARAIS, MINNESOTA

### HOUSING TYPES: COTTAGE COURTYARD

DRAFT 6.19.2020



### HOUSING TYPES: SMALL APARTMENT

DRAFT 6.19.2020



#### RESIDENTIAL BUILDING TYPES

|   |  |   |  |
|---|--|---|--|
| <b>ROWHOUSE, SMALL (2 to 4 units/run)</b><br>       |  | <b>Lot Width Minimums</b><br>18'<br>24'             |  |
| <b>ROWHOUSE, LARGE (5 to 8 units/run)</b><br>       |  | <b>Lot Width Minimums</b><br>18'<br>24'             |  |
| <b>MULTI-PLEX, LARGE (7 to 18 units/lot)</b><br>    |  | <b>Lot Width Minimums</b><br>75'<br>90'             |  |
| <b>COURTYARD APARTMENT (12 to 40 units/lot)</b><br> |  | <b>Lot Width Minimums</b><br>100'<br>125'           |  |
| <b>LIVE/WORK (2 units/lot)</b><br>                  |  | <b>Lot Width Minimums</b><br>18'<br>24'             |  |
|   |  | <b>MAIN STREET MIXED USE (1 to 8 units/lot)</b><br> |  |

HKGi conducted a housing study to help the City of Grand Marais and its residents identify strategies to encourage a more diversified housing stock and led a subsequent zoning ordinance revision project to implement the study’s findings and recommendations. For the study HKGi inventoried the City’s current land use and housing regulations, researched housing best practices, and led two community workshops in which stakeholders shared ideas and concerns and helped brainstorm strategies and establish priorities for implementing the Housing Plan.

Following completion of the housing study, HKGi worked with the City to revise the Grand Marais zoning code

to provide greater flexibility and more clear guidance for the development of new housing and a greater diversity of housing types to meet the city’s unique seasonal and year-round housing needs.

Recommended zoning revisions include reduction in minimum lot sizes; allowance for accessory dwelling units (granny flats) and other housing types in residential areas currently restricted to single-family homes only; new lot and building standards for each new housing type, and illustrations to make the code more user friendly to a broad scope of stakeholders.

#### CLIENT

City of Grand Marais

#### HIGHLIGHTS

- Establishment of new standards to ensure new housing types fit existing neighborhoods
- Recommended changes to zoning ordinance include reduction in minimum lot sizes; allowance for other housing types; new lot and building standards for new housing types

#### REFERENCE

Mike Roth, City Administrator  
 City of Grand Marais  
 218-387-1848  
 administrator@grandmarais.city

# Arts, Culture & Education Corridor

## WHITE BEAR LAKE, MINNESOTA



HKGi worked with City staff and a collection of community organizations in White Bear Lake to explore ways in which land use, connectivity, placemaking, and urban design can enhance the work of the arts, cultural and educational organizations in the area, facilitate greater collaboration and communication, and complement White Bear Lake's thriving downtown.

HKGi engaged stakeholders in exploring ideas for improving or enhancing the district's character, accessibility, and vibrancy through streetscape improvements, improved connectivity not only for autos but also for bicyclists and pedestrians, and the creation of public spaces that could offer the community

places for informal gathering and events. Stakeholder feedback led to the establishment of some common themes and goals to guide development and investment strategies.

Some of the recommendations for improvements to the built environment in the corridor include traffic calming, pedestrian safety and greater connectivity throughout, wayfinding, streetscape furnishings that contribute to the area's feeling as a destination, and land use policies that allow for flexibility and creativity in re-use of existing properties.

### CLIENT

City of White Bear Lake

### HIGHLIGHTS

- Exploration of ideas related to placemaking, land use, connectivity, and urban design and their ability to foster lively, vibrant community districts
- Extensive engagement with community organizations and public stakeholders
- Identified potential land use policies to encourage creative re-use

### REFERENCE

Samantha Crosby, Planning & Zoning Coordinator  
City of White Bear Lake  
651-429-8526  
scrosby@whitebearlake.org

### ONLINE PLAN

<http://tinyurl.com/3jsu3hri>

# Parks & Trails Master Plan

## ALEXANDRIA, MINNESOTA



Alexandria is a community that has prioritized its outdoors amenities as a way to complement its outstanding natural recreational resources. The community is surrounded by lakes, lies along the Central Lakes State Trail, and has a vibrant downtown area, making it a great recreational destination for visitors from around the state.

Recognizing the strong attraction the outdoors provides, the City has created an impressive park and trail system. HKGi was recently retained to develop a Parks and Trails Master Plan that will guide the community as it enhances its system and provide strategies to ensure the City can address ongoing operations and maintenance of its system.

HKGi's inventory and assessment of the system, combined with extensive engagement and conversations with community stakeholders, informed the identification of several recreational enhancements that will enable the City to capitalize on current and future park trends. HKGi created new concept plans for all 22 existing parks along with cost estimates for capital improvements. Budget estimates will assist in planning for operations and maintenance costs for each park, and the plan also identifies staffing and funding needs.

HKGi also produced a custom-designed asset management budget tool that will assist the City in tracking budgetary needs and expenditures over time as the plan is implemented.

### CLIENT

City of Alexandria

### HIGHLIGHTS

- Developed concept plans for all 22 of the city's current parks
- 3D renderings were created for several of the most exciting park concepts to aid the city in communicating with stakeholders

### REFERENCE

Bill Thoennes, Public Works and Parks Facilities Director  
City of Alexandria  
320-759-3631  
bthoennes@alexandriamn.city

### ONLINE PLAN

<http://tinyurl.com/aebsdmy2>



# PROJECT BUDGET

**COMPREHENSIVE PLAN &  
DOWNTOWN PLAN**  
ST. FRANCIS, MN

# COST PROPOSAL

## FEE PER TASK PROPOSAL

The table below contains our proposed fee per task to conduct the work plan contained in this proposal. If selected to conduct this project, one of our first tasks will be to work with City staff to confirm the work plan or revise it as needed to ensure that it will meet the City’s objectives and budgetary expectations for this project.

|  | FEE             |
|--|-----------------|
| <b>TASK 1: ORGANIZATION &amp; LAUNCH</b>                     | <b>\$4,000</b>  |
| <b>TASK 2: ANALYZE CONDITIONS, TRENDS, &amp; PROJECTIONS</b> | <b>\$12,250</b> |
| <b>TASK 3: ESTABLISH THE COMMUNITY VISION</b>                | <b>\$15,500</b> |
| <b>TASK 4: EXPLORE THE FUTURE</b>                            | <b>\$21,750</b> |
| <b>TASK 5: PREPARE THE DRAFT PLAN</b>                        | <b>\$24,750</b> |
| <b>TASK 6: PREPARE AND ADOPT FINAL PLAN</b>                  | <b>\$10,250</b> |
| <b>SUBTOTAL</b>  | <b>\$88,500</b> |
| <b>EXPENSES (PRINTING, MILEAGE, PROJECT MATERIALS)</b>       | <b>\$5,000</b>  |
| <b>NOT-TO-EXCEED TOTAL FEE &amp; EXPENSES</b>                | <b>\$93,500</b> |







LETTER OF INTENT

Background: In 1982, Gogebic Community College (GCC) leased a parcel of land to the City of Ironwood (City). This lease had a survey and legal description of the parcel of land which is roughly 50' larger than the developed building on all sides. The lease is now expired and the City desires to purchase the land from GCC. The City's desire to purchase is two fold:

- 1. Since the lease is expired and the Civic Center building is still planned to be a long term asset to the City, it makes sense for the City to own the land on which the Civic Center sits.
2. Also, the City is applying for a grant through MDNR to fund a new ice making system. This grant requires that the City own the land where the improvement sits, as well as the parking for said improvement.

The City is working with Coleman Engineering Company to prepare a survey exhibit of the land to be acquired (the original leased parcel as well as the front row of parking closest to the Civic Center). The survey exhibit will be ready in Mid March 2024. The City of Ironwood has a MDNR Land and Water Conservation grant application deadline of March 31, 2024. The plan by both parties is to execute the property transfer in the second half of March 2024 at their respective Board meetings. This Letter of Intent is to cover the unforeseen case that something comes up between now and March 31, 2024 that prevents the property transfer from occurring (i.e. cancelled Board meeting, etc). If that delay occurs, this Letter of Intent is to document that GCC agrees to sell the above-described land to the City prior to September 30th, 2024.

Signatures by both parties below represents approval by each entity of this Intent.

City of Ironwood

GCC

Name

Susan C. Beals

Name

Signature

Signature

Title

Chairman, Board of Trustees

Title

Date

February 27, 2024

Date



**To:** Mayor Corcoran and City Commission

**From:** Paul Anderson, City Manager

**Date:** February 19, 2024

**Meeting Date:** February 26, 2024

**Re:** Generator for Bonnie Road Sewer Lift Station

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The Bonnie Road sewer lift station is the City's only sewer lift station. Right now, if there is a power outage, there is only a matter of minutes before sewage will back up in to the system and overflow the lift station or in the case of a clog, have potential for backing up into homes. When there is a power outage, the City has to bring people in, often on overtime, to drive the vacor truck to the lift station to pump out the sewage and bring the sewage to the wastewater plant and continue doing loops on this until the power is restored. The City has been discussing for many years getting a generator for this lift station. Due to the large power demands of the pumps, sizing and designing this generator system is less than straight forward. Recently, the City hired an electrical engineering consultant SEH, Inc to size the generator and provide bid drawings and specifications for the improvements. Those documents are now ready to be put out for bid. The consultant has provided an estimate of probable costs of \$80,000 for the generator improvements. The City's insurance agent MMRMA has a RAP grant that will pay 50% of this cost up to \$100,000 in costs (\$50,000 max grant) to help offset this expense. There is sufficient funding in the sewer fund to pay for the remaining second half of the expense.

I recommend the City Commission approve staff to go out for bids on the above-described generator.