

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



**IRONWOOD**  
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**AGENDA**  
**REGULAR IRONWOOD CITY COMMISSION MEETING**  
**MONDAY, FEBRUARY 11, 2019**  
**Regular Meeting - 5:30 P.M.**  
**LOCATION: COMMISSION CHAMBER MEMORIAL BUILDING**  
**5:30 P.M.**

- A. Regular Meeting Called to Order.  
Pledge of Allegiance.
- 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 – Regular City Commission Meeting of January 28<sup>th</sup>.
- \*2) Review and Place on File:
  - a. Economic Development Corporation (EDC) Meeting Minutes of January 9<sup>th</sup>.
  - b. Park & Recreation Committee Meeting Minutes of January 7<sup>th</sup>.
- \*3) Authorize Request for Proposals (RFP's) for consultant administrative services for a proposed Community Development Block Grant (CDBG) funded City Square Project.
- \*4) Adopt Resolution #019-003 - Waiving Penalties for Non-Filing of Property Affidavits.

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



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



G. AUDIENCE: 1) Jackie Powers, SISU Race Director and Media Consultant  
(RE: 2019 SISU Ski Fest Report)

**NEW BUSINESS**

H. Discuss and consider approving the purchase of a Public Safety Patrol car in the amount of \$25,076.00 through the State of Michigan Bid Program.

**OLD BUSINESS**

I. Discuss and Consider authorizing bids for the Country Club Road Watermain Project.

J. Discuss and Consider approving a professional service agreement with Coleman Engineering for the Ayer Street and Country Club Road, MDOT Small Urban Grant Project.

K. Manager's Report

L. Other Matters.

M. Adjournment.

**Proceedings of the Ironwood City Commission**

1. Mayor Burchell called the public meeting to order at 5:20 P.M.
2. Recording of the Roll.  
PRESENT: Commissioner Cayer, Corcoran, Mildren, and Mayor Burchell.  
ABSENT: Commissioner Semo (excused)
3. Mayor Burchell opened the public hearing at 5:21 P.M.
4. Public Hearing: To hear comment on an Ordinance No. 518, Book 5, an ordinance to repeal Section 4-10 (Entitled "Consumption in Public") in Chapter 4, entitled "Alcoholic Liquors" of the code of Ordinances, City of Ironwood, Michigan and replace it with new section 4-10.

City Manager Erickson addressed the Ironwood City Commission regarding Ordinance No. 518, Book 5, an ordinance to repeal Section 4-10 (Entitled "Consumption in Public") in Chapter 4, entitled "Alcoholic Liquors" of the code of Ordinances, City of Ironwood, Michigan and replace it with a new section 4-10.

Larry Holcombe, an Ironwood Daily Globe reporter, questioned City Staff on the changes from the old ordinance. City Manager Erickson clarified the changes and gave a brief review of the new ordinance. No other comments were received.

5. Mayor Burchell closed the public hearing at 5:25 P.M.
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1. Mayor Burchell opened the public hearing at 5:25 P.M.
2. Public Hearing: To hear comment on the City of Ironwood 5 Year Park and Recreation Plan.

Community Development Director Tom Bergman addressed the City Commission regarding the five (5) year Park and Recreation Plan noting that the minutes and the official Resolution from the City Commission will be incorporated into the plan under Appendix D. He further noted every year the City of Ironwood conducts a user summit and the Park and Recreation Plan is often modified after the summit takes place. City Staff recommends the adoption of the City of Ironwood five (5) Year Park and Recreation Plan, which is part of the comprehensive plan. No other comments were received.

3. Mayor Burchell closed the public hearing at 5:29 P.M.
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- A. Mayor Burchell called the regular meeting to order at 5:30 P.M.
- B. Recording of the Roll.  
PRESENT: Commissioner Cayer, Corcoran, Mildren, and Mayor Burchell.  
ABSENT: Commissioner Semo (excused)

C. Approval of the Consent Agenda.\*

- \*1) Approval of Minutes – Regular City Commission Meeting of January 14, 2019.
- \*2) Review and Place on File:
  - a. Economic and Development Corporation Meeting Minutes of December 5, 2018.
  - b. Ironwood Housing Commission Meeting Minutes of January 8, 2019.
- \*3) Poverty Exemption Guideline Resolution #019-002.
- \*4) Receive and place on file the City Audit Report for fiscal year ending June 30, 2018.

***Motion*** was made by Corcoran, seconded by Cayer 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 Cayer and carried to approve the agenda as presented.

E. Review and Place on File:

- 1. Statement of Revenue & Expenditures.
- 2. Cash and Investment Summary Report.

***Motion*** was made by Corcoran , seconded by Cayer and carried to receive and place on file the Statement of Revenue & Expenditures Report for the month ending December 31, 2018 and the Cash and Investment Summary Report month ending December 31, 2018.

F. Approval of Monthly Check Register Report.

***Motion*** was made by Corcoran, seconded by Mildren to approve the Monthly Check Register Report for the month ending December 31, 2018. Unanimously passed by roll call vote.

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

*There were none.*

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

*There were none.*

I. AUDIENCE: 1) Mallory Nelsen, Ironwood Public Safety Officer

Public Safety Sergeant Adam Clemens introduced to the Ironwood City Commission the new Public Safety Officer Mallory Nelsen. Officer Nelsen comes to the City of Ironwood with 10 years of experience and is originally from the Upper Peninsula.

The Ironwood City Commission and those present welcomed Public Safety Officer Nelsen to the City of Ironwood.

NEW BUSINESS

J. Discuss and Consider approving the six-year (2019-2025) City of Ironwood Capital Improvement Plan (CIP).

***Motion** was made by Mildren, seconded by Corcoran to approve the six-year (2019-2025) City of Ironwood Capital Improvement Plan (CIP) and remove the redundancy of the splash pad and entrance signs. Unanimously passed by roll call vote.*

K. Discuss and Consider authorizing bids for the 2019 Street Crack Seal Project.

***Motion** was made by Corcoran, seconded by Cayer and carried to authorize bids for the 2019 Street Crack Seal Project.*

L. Discuss and Consider authorizing bids for the 2019 Street Pavement Marking Project.

***Motion** was made by Corcoran, seconded by Cayer and carried to authorize bids for the 2019 Street Pavement Marking Project.*

M. Discuss and Consider approving MDOT Program Application for the 2019 MDOT Small Urban Program Project (Country Club Road (Ayer Street to U.S. 2) and Ayer Street (Lake Road to Curry Street and Suffolk to Lowell Street)) and authorize City Manager to sign.

***Motion** was made by Mildren, seconded by Corcoran and carried to approve MDOT Program application for the 2019 MDOT Small Urban Program Project (Country Club Road (Ayer Street to U.S. 2) and Ayer Street (Lake Road to Curry Street and Suffolk to Lowell Street)) and authorize City Manager to sign.*

OLD BUSINESS

N. Discuss and Consider adopting Ordinance No. 518, Book 5, an ordinance to repeal Section 4-10 (Entitled "Consumption in Public") in Chapter 4, entitled "Alcoholic Liquors" of the code of Ordinances, City of Ironwood, Michigan and replace it with new section 4-10.

***Motion** was made by Mildren, seconded by Corcoran to adopt Ordinance No. 518, Book 5, an ordinance to repeal Section 4-10 (Entitled "Consumption in Public") in Chapter 4, entitled*

*“Alcoholic Liquors” of the Code of Ordinances, City of Ironwood, Michigan and replace it with new section 4-10. Unanimously passed by roll call vote.*

- O. Discuss and Consider approving Resolution #019-001- Five (5) Year (2019-2023) Park and Recreation Plan for the City of Ironwood.

**Motion** was made by Corcoran, seconded by Cayer to approve Resolution #019-001- Five (5) Year (2019-2023) Park and Recreation Plan for the City of Ironwood. Unanimously passed by roll call vote.

- P. Consider approval of Rural Development Pay Package in the amount of \$572.00 for the City of Ironwood – Phase 4 Utility Project Water Portion and authorize Mayor to sign all applicable documents.

**Motion** was made by Corcoran, seconded by Cayer to approve the of Rural Development Pay Package in the amount of \$572.00 for the City of Ironwood – Phase 4 Utility Project Water Portion and authorize Mayor to sign all applicable documents. Unanimously passed by roll call vote.

- Q. Consider approval of Rural Development Pay Package in the amount of \$4,202.25 for the City of Ironwood – Phase 4 Utility Project Sewer Portion and authorize Mayor to sign all applicable documents.

**Motion** was made by Corcoran, seconded by Cayer to approve the Rural Development Pay Package in the amount of \$4,202.25 for the City of Ironwood – Phase 4 Utility Project Sewer Portion and authorize Mayor to sign all applicable documents. Unanimously passed by roll call vote.

- R. Mayor’s Appointments.

*Mayor Burchell reappointed Gemma Lamb to the Board of Review for a three (3) year term (term expiring December 31, 2021).*

*Motion was made by Corcoran, seconded by Cayer and carried to approve the Mayor’s reappointment of Gemma Lamb for a three (3) year term (term expiring December 31, 2021).*

- S. Manager’s Report.

City Manager Scott B. Erickson verbally gave the Manager’s report noting the following items:

- \*The DPW has been busy with snow plowing, snow removal, and water line breaks and repairs.
- \*The Ironwood Snowmobile Olympus events will be held February 9, 2019 (Pro-Vintage Race) and February 16-17, 2019 (USSA Prostar Series).
- \*The Yooperbeiner Snowshoe Race will be held this Saturday, February 2<sup>nd</sup> at the Wolverine Nordic Ski Facility.

\*Friday, February 1<sup>st</sup> will be the “Love Your North” Downtown Ironwood Chocolate Tour for the Downtown First Friday event.

\*The City of Ironwood is working with the Gogebic County Road Commission and Coleman Engineering on the MDOT Small Urban Street Grant Project for this summer. The project will include repaving of Country Club Road from US2 to Ayer Street and Ayer Street (from Lake Street west to Curry Street by the High School and from Suffolk Street to Lowell Street).

\*The City has been renting space to the Ironwood Area Schools Alternative Education Program over the past few months. The Alternative Education Program will have their last day at the Memorial Building on Friday, February 8<sup>th</sup>.

T. Other Matters.

Mayor Burchell and the City Commission urged everyone to stay safe during the upcoming cold weather.

U. Adjournment.

***Motion*** was made Corcoran, seconded by Cayer and carried to adjourn the meeting at 6:05 P.M.

Annette Da Lio-Burchell, Mayor

Karen M. Gullan, City Clerk



**Proceedings of the Economic Development Corporation Meeting  
Wednesday, January 9, 2019**

A Regular Meeting of the Economic Development Corporation (EDC) was held on Wednesday, January 9, 2019 at 10:00 A.M. in the Women's Club Room, Second Floor of the Municipal Memorial Building in the City of Ironwood, Michigan.

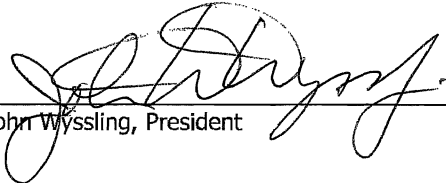
1. Chair Wyssling called the meeting to order at 10:00 a.m.
2. Recording of the Roll

MEMBER	Present		EXCUSED	NOT EXCUSED
	YES	NO		
Thorsen, Gina	X			
Lemke, Joseph	X			
Korpela, Nancy	X			
Sclafani, Velda	X			
Ramme, Dave	X			
Ruppe, Mark		X	X	
Schonberg, Bob	X			
Wyssling, John	X			
Gary Burnett	X			
<b>Quorum</b>	<b>8</b>	<b>1</b>	<b>Quorum</b>	

Also Present: Community Development Strategist Tim Erickson.

3. Approval of the December 5, 2018 Meeting Minutes:  
**Motion** by Korpela to accept the December 5, 2018 meeting minutes. **Second** by Sclafani.  
**Motion Carried 7 to 0.**
4. Approval of the Agenda  
**Motion** by Korpela to accept the Agenda. **Second** by Thorsen. **Motion Carried 7 to 0.**
5. Citizens wishing to address the Corporation regarding Items on the Agenda (Three-minute limit):  
None.

6. Citizens wishing to address the Corporation regarding items not on the Agenda (Three-minute limit): None.
7. Items for Discussion and Consideration:
- A. Redevelopment Ready Communities – Potential strategies for redevelopment.
    - I. Update on certification. – Zoning ordinance revision and Recreational Marijuana.
      - 1. Erickson stated that a draft hasn't been made yet but that Director Bergman has been in regular conversation with the consultants. He mentioned that a marijuana advisory group has been formed.
    - II. Update on Downtown Business changes.
      - 1. Wyssling talked about new ownership at Brewster's in downtown. Discussion about Waupaca Foundry opening in the industrial park took place.
  - B. Comprehensive Plan Implementation Status of Priority Action Items:
    - I. Strategy 6.2(b) Implement Endowment Fund Program for Economic Development.
      - 1. Update on Economic Development Organization for Region.
        - a. Erickson stated that there is an economic feasibility study funded by the State. They are introducing key stakeholders into the process.
    - II. Strategy 6.3(g & h) Develop/Continue a Business Incubator and Entrepreneurial Support Spaces – Update on project with GCC and Invent@NMU.
      - 1. Invent@NMU kiosk is located in Contrast Coffee for one month.
    - III. Strategy 6.4 Create internship/apprenticeship program with local business to market to colleges and trade schools.
      - 1. Discussion of Northern Initiatives Project with GCC (survey)
        - a. Erickson discussed the GCC survey that had been circulated throughout area businesses. The survey is meant to find out the training needs for businesses. He also discussed the new low interest loan that is available to local businesses that is being backed by the MEDC.
8. Other Business: None.
9. Next Meeting: February 6, 2019 at 10:00 a.m.
10. Adjournment. **Motion** by Ramme to adjourn at 10:19 a.m. **Second** by Schonberg. **Motion Carried 8 to 0.**

  
John Wyssling, President



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Tim Erickson, Community Development Assistant



**Proceedings of the Parks and Recreation Committee  
Monday, January 7, 2019, 5:00 p.m.**

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A regular meeting of the Parks and Recreation Committee was held on Monday, January 7, 2019 at 5:00 P.M. in the Women's Club Room, Second Floor, Memorial Building, Ironwood, Michigan.

1. Call to Order:

Chair Davey called the meeting to order at 5:00 p.m.

2. Recording of the Roll:

MEMBER	PRESENT		EXCUSED	NOT EXCUSED
	YES	NO		
Paul Kostelnik	X			
Sam Davey	X			
Tom Kangas – Vice Chair		X	X	
Kim Corcoran, ex-officio, non-voting		X	X	
Linda Jindrich	X			
Randy Kirchoff	X			
John Brottlund	X			
	<b>5</b>	<b>2</b>		

Also present, Community Development Assistant, Tim Erickson.

3. Approval of the December 3, 2018 Meeting Minutes:

**Motion by Kostelnik to approve the December 3, 2018 Meeting Minutes. Second by Jindrich.  
Motion carried 5 to 0.**

4. Approval of the Agenda:

**Motion by Brottlund to approve the Agenda. Second by Kostelnik. Motion carried 5 to 0.**

5. Citizens wishing to address the Committee on Items on the agenda (Three-Minute Limit): None.

6. Citizens wishing to address the Committee on items not on the Agenda (Three-minute limit): None.

7. Items for discussion and consideration:

A. Parks and Recreation Plan Update Project

I. Adoption and recommendation of Park and Recreation Plan Resolution.

- a. Director Bergman presented the resolution.

**Motion by Kostelnik to adopt and recommend the Parks and Recreation Plan Resolution. Second by Kirchoff; motion passed 5 to 0.**

II. Discussion on DNR Grant Applications for 2019:

- a. Director Bergman talked about the City wanting to fund the playground north of US2 through sale of land. He discussed the difficulty to obtain DNR Passport grant funds for the playground project. He stated that the Committee could focus on acquisition for the next year. Brottlund asked about grant funds available for the memorial building gym. Director Bergman stated that he will follow up with the DNR to see if it's viable.

B. Review Capital Improvement Plan and Recommendation.

- I. Director Bergman presented the CIP plan. Davey asked about the lighted ski trail in Miners Memorial Heritage Park.

**Motion by Kostelnik to recommend to the City Commission to approve the CIP. Second by Brottlund; motion passed 5 to 0.**

C. Comprehensive/Park and Recreation Plan Implementation Status of Priority Action Items:

- I. Strategy 4.5 Define and Construct Priority Trail Improvements (Regional Trail to Miners and Beltline).

a. Update on Southern Beltline Trail Acquisition Project.

- i. Director Bergman stated that he has the signed grant agreement. He would like to get the project done in one year.

b. Update on Neighborhood Enhancement Grant (Trail Connections).

- i. Director Bergman stated that the project went from \$38,000 to \$58,000.

c. Update on Mountain Bike Trail Development in Miners Memorial Heritage Park.

- i. Director Bergman stated that he would like to go out to bids as soon as possible. He said that a walkthrough of the park will have to be done with the Friends of the MMHP.

II. Strategy 5.4(a) Strengthen and Implement the Master Plan for Miners Memorial Heritage Park (MMHP).

- a. Kostelnik mentioned the candle light snowshoe walk and said that it went very well.

III. Park Action Plan.

- a. Playground North of US Hwy 2.
  - i. No update.

8. Other Business: Davey stated that some new trees need to be placed at Hiawatha Park.

**Motion by Brottlund to plant 4-10 shade trees in the Spring of 2019 at Hiawatha Park. Second by Jindrich; motion passed 5 to 0.**

9. Next Meeting: February 4, 2019 at 5:00 p.m.

10. Adjournment: **Motion** by Brottlund to adjourn the meeting. **Second** by Kirchoff. **Motion Carried 6 to 0.** Adjournment at 5:30 p.m.

Respectfully Submitted



Sam Davey, Chair



Tim Erickson, Community Development Specialist



## MEMO

**To:** Mayor Burchell and the City Commission

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

**Date:** February 7, 2019

Meeting Date: February 11, 2019

**Re:** Request for Proposals (RFP) for Ironwood City Square MEDC Grant Administrator

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The City of Ironwood is taking the next step towards the development of the Ironwood City Square in the Downtown. Part of the grant from the MEDC includes the funding of a certified grant administrator to manage the project to its completion. The cost of this service is fully covered by the MEDC. Attached to this memo is the draft RFP to find a qualified grant administrator for the project. Staff is requesting approval to move forward with the RFP process.

# CITY OF IRONWOOD

## REQUEST FOR PROPOSALS FOR AN ADMINISTRATIVE CONSULTANT

February 7, 2019

The City of Ironwood is accepting proposals from consultants for management and administrative services required by the City for administration/implementation of a proposed Community Development Block Grant (CDBG) if funded by the state.

The City of Ironwood has been selected for a public facility grant to develop the Ironwood City Square in the Downtown, through the Michigan Economic Development Authority's CDBG Public Facility Grant program.

The City of Ironwood is moving forward with the development of the Ironwood City Square. The City Square will be outdoor activated public space in the center of the downtown. Here are some of the tasks/amenities associated with the project:

- Site work removal (existing parking lot removal and buried foundation removal)
- Site work (sidewalks, landscaping, park lights, curb and gutter work)
- Park amenities (outdoor amphitheater, Benches and tables, Ice skating ring, splash pad, gas fire ring, solar powered trees, ADA accessible picnic area, permanent tent anchors for events, informational kiosk, parking for food trucks)
- Mill and overlay of existing alley
- Public Parking Lot
- Downtown lighting (extending downtown lighting from the core block)

### Overview

A fixed sum contract on a cost reimbursement basis shall be provided with the actual fees for services subject to approval by and funding from the state in accordance to the cost guidelines published in its Application Guide. CDBG funds can be utilized for the payment of overall program administration costs that are associated with the funded CDBG project; such costs must be within the amounts allowed under the CDBG Program.

## **PART ONE: SCOPE**

The scope of services that the consultant must be prepared and be qualified to provide are as follows:

### **I. General Tasks**

- A. Establish project files in the GRANTEE's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the GRANTEE's files.
- B. With the assistance of the GRANTEE, help conduct public hearings. This includes, but is not limited to, such tasks as assisting with public notices, conducting hearings, etc.
- C. Prepare the Section 504 self-evaluation and transition plan, if applicable.
- D. Prepare related analyses of impediments to fair housing.
- E. Ensure all Citizen Participation Requirements are met.
- F. Assist GRANTEE in establishing and maintaining one Section 3 plan and appropriate reports.
- G. Prepare progress reports for the GRANTEE, including obtaining financial and employment data from the contractor or appropriate parties.
- H. Prepare and submit for approval Community Development Block Grant Amendments as necessary and conduct public hearings if required.
- I. Other general tasks as necessary, including but not limited to, coordinating and meeting with key stakeholders, preparing amendment requests for GRANTEE, and preparing environmental review amendments for GRANTEE.

### **II. Financial Management**

- A. Prepare Requests for Payment to ensure consistency with procedures established for the CDBG Program.
- B. Ensure that the GRANTEE has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting. Coordination with the City of Ironwood Finance Department is required.
- C. Make progress inspections and certify private investment.
- D. Provide assistance during annual audit of CDBG programs, as necessary.

### **III. Environmental Review - per project**

- A. Assist GRANTEE with determining the required level of environmental review and prepare the required paperwork.
- B. Assist GRANTEE in providing documentation to ensure that project costs are not incurred until after the completion of the environmental review and authorization from the GRANTOR.

### **IV. Procurement**

- A. Establish and maintain Procurement Policies and files.
- B. Assist the GRANTEE in preparing all RFPs/RFOs for any additional necessary professional services such as appraisal, architectural/engineering, legal and other services needed for projects
- C. Review and analyze proposals for qualifications, cost, and other factors.
- D. Provide required procurement reports to and obtain approvals from MEDC as appropriate.
- E. Maintain procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- F. Maintain Section 3 file for each contract in excess of \$100,000.
- G. Provide annual Project DBE and other related procurement reports.

**V. Construction and Labor Compliance**

- A. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- B. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- C. Prepare construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etc.
- D. Obtain contractor clearance(s).
- E. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- F. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- G. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- H. Assist the project architect/engineer in obtaining any necessary permits.
- I. Monitor Section 3, DBE and other contractor and subcontractor reports.

**VI. Monitoring and Close Out**

- A. Attend and assist the GRANTEE during the MEDC's monitoring visit(s). Prepare GRANTEE's response to all monitoring findings.
- B. Prepare close-out documents.
- C. Conduct and document Performance Public Hearings on an annual and/or project basis as required.

## **PART TWO: PROPOSALS**

**I.** Proposals must be received by the City of Ironwood (City Clerk's office located at 213 S. Marquette Street, Ironwood, MI 49938) prior to 4pm Thursday, March 14<sup>th</sup>, 2019. Proposals will be considered by the City Commission at a meeting to be held at 5:30pm, Monday, March 25<sup>th</sup>, 2019.

**II.** All proposals should be sealed and identified on the outside as;

2019 CDBG Administrative Consultant Implementation Proposal

**III.** All bids should be sent to the City Clerk's Office – 213 S. Marquette Street, Ironwood, MI 49938. Bids are only accepted by mail or in person, no fax or e-mail bids will be accepted. The City of Ironwood reserves the right to reject any or all proposals.

**IV.** The proposal must include an hourly rate, including fringe benefits plus travel and material costs, if applicable. The proposal must include a justification of the hourly rate and total amount not to exceed, a brief history of the firm and a resume of each person in the firm who will be assigned to the project. The proposal must also include a list of local governing bodies for which the firm has been under contract with for CDBG administration during the last four calendar years; this list will be used for reference purposes. This list should include the type of CDBG projects administered. All references must indicate excellent program performance.

**V.** Questions concerning this proposal should be addressed to the office of the Ironwood City Clerk.

## **PART THREE: SELECTION CRITERIA**

All responses to the proposal will be evaluated according to the following criteria and corresponding point system. The proposals will be evaluated on the basis of written materials. Sufficient information must be included in the proposal to assure that the correct number of points is assigned. Incomplete or incorrect information may result in a lower score.

**Price Consideration** - The lowest cost proposal will receive the maximum of 40 points. Other, more expensive proposals will receive reduced points based on the following formula with rounding to the nearest tenth. The lowest proposal will receive the full 40 pts with each proposal thereafter receiving a proportionally reduced amount of points to the higher proposal.

**Experience** - Firm's experience in administering CDBG projects during the last four calendar years; name of locality under contract with the firm and type of project administered:

Administered no CDBG projects: 0 pts.

Administered 1-5 CDBG projects: 15 pts.

Administered more than 5 CDBG projects: 30 pts

Administered more than 5 CDBG projects, including national objective type blight elimination: 40 pts.

**Local** - The City gives preference to firms located within the 49938 area code or to adjacent zip code areas. Local business preference: 10 pts.

# Memo

**To:** Mayor Burchell and Commissioners

**From:** Dennis Hewitt

**cc:**

**Date:** February 8, 2019

**Re:** Resolution to waive penalties for non-filing of Property Transfer Affidavits.

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This is a request to approve the resolution to waive the penalties for non-filing of Property Transfer Affidavits. The State of Michigan is requiring this resolution if the jurisdiction does not have a written policy as to how they collect the fees. We have not had a problem with people not filing the Property Transfer Affidavits in the past and thus feel we should have this resolution.

If you have any question's please feel free to contact my office.

**RESOLUTION #019-003**  
**RESOLUTION TO WAIVE PENALTIES FOR NON-FILING OF PROPERTY**  
**TRANSFER AFFIDAVITS UNDER MCL 211.27b**

**WHEREAS**, MCL 211.27a(10) requires the buyer, grantee, or other transferee of the property shall notify the appropriate assessing office in the local unit of government in which the property is located of the transfer of ownership of the property within 45 days of the transfer of ownership, on a form prescribed by the state tax commission that states the parties to the transfer, the date of the transfer, the actual consideration for the transfer, and the property's parcel identification number or legal description and

**WHEREAS**, MCL 211.27b(1) requires that if the buyer, grantee, or other transferee in the immediately preceding transfer of ownership of property do not notify the appropriate assessing office of the transfer, then penalties as described in MCL 211.27b(1)(c) or (d) are levied and

**WHEREAS**, MCL 211.27b(5) provides that the governing body of a local tax collecting unit may waive, by resolution, the penalty levied under MCL 211.27b(1)(c) or (d).

**NOW THEREFORE BE IT RESOLVED**, that the City of Ironwood waives the penalty for failure to file the Property Transfer Affidavit following a transfer of ownership pursuant to the local unit's authority contained in MCL 211.27b.

YES:

NO:

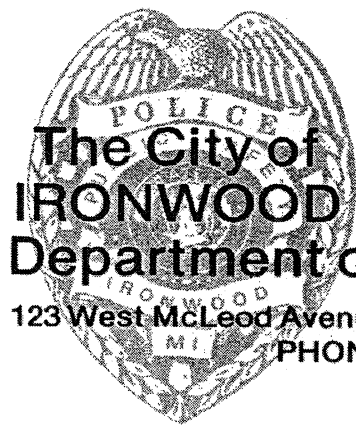
ABSENT:

**RESOLUTION DECLARED ADOPTED**

I, Karen M. Gullan, do hereby certify that I am the duly appointed acting and qualified Clerk of the City of Ironwood, and do further certify that the above and foregoing Resolution is a true and correct copy of the Resolution passed by the Ironwood City Commission, at a Regular Meeting held on February , 2019.

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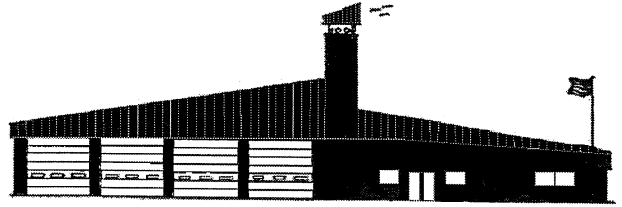
KAREN M. GULLAN, CITY CLERK



**The City of  
IRONWOOD  
Department of Public Safety**

123 West McLeod Avenue Ironwood, Michigan 49938

PHONE: 906-932-1234



Mr. Scott Erickson  
City Commission

I would like approval to purchase a new patrol car to replace the 2011 Dodge Charger that is no longer in our fleet. The 2011 Dodge had 160,000+ miles on it. It was damaged during one of the floods in the summer of 2018. An insurance claim was made, and it became cost prohibitive to repair the vehicle. As a result, we were paid nearly \$7000.00.

The current budget has \$9000.00 for the purchase of a new patrol vehicle, along with the \$7000.00 from insurance is \$16,000.00 toward the purchase of a new patrol car. The cost of the new patrol car is \$25,076.00 through the State of Michigan bid program. There is money within the budget to purchase this vehicle without a USDA grant. Grants are not available currently. This would leave us with a balance of approximately \$9076.00, which is available in the 2018-2019 Public Safety budget.

The new vehicle is a 2019 All-Wheel Drive vehicle whereas the 2011 was only rear-wheel drive.

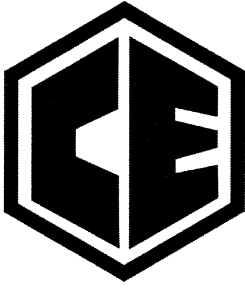
Respectfully,

Adam S. Clemens  
Public Safety Sergeant



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





## COLEMAN ENGINEERING COMPANY

CIVIL ENGINEERING • ENVIRONMENTAL ENGINEERING • GEOTECHNICAL ENGINEERING • SURVEYING

200 EAST AYER STREET • IRONWOOD, MI 49938 • PHONE: 906-932-5048

February 6, 2019

Mr. Scott Erickson, City Manager  
City of Ironwood  
213 S. Marquette Street  
Ironwood, MI 49938

Re: Construction Observation and Testing Services  
2019 Ayer Street and Country Club Road Paving Project

Dear Mr. Erickson:

Coleman Engineering Company (CEC) appreciates the opportunity to submit this proposal for professional services for the above-mentioned project. CEC understands the scope of the project is to provide construction services for the Gogebic County Road Commission (GCRC) and City of Ironwood (City) portions of Country Club Road and Ayer Street reconstruction in accordance with the appropriate Michigan Department of Transportation (MDOT) standards.

### Project Scope

#### Task 1 – Project Management

CEC will provide a senior level engineer to attend the preconstruction meeting, assist the field engineers as needed and perform periodic site visits during construction. CEC project manager will also assist the project team with punch list items, project closeout and MDOT box file acceptance.

#### Task 2 – Construction Observation

CEC will provide a field engineer to attend the preconstruction meeting and provide construction observation services during construction. This effort includes, but is not limited to, the layout of removals and replacements, measuring and tracking quantities, wage rate interviews, general tracking of construction sequencing and progress and develop and implementing the project punch list. CEC field engineer will also assist the other staff in the preparation of the files for MDOT review.

Task 3 – Certified Computerized Office Technician Services

Attend and prepare the minutes of the preconstruction meeting. On a daily basis, CEC will oversee the project inspection reports and verify the construction materials testing meets the MDOT frequency standards. CEC will also develop project pay applications and contract modifications and compile all of the project documentation for MDOT's review and approval.

Task 4 – Certified Materials Testing Services

CEC will provide a MDOT certified testing technician to complete field density testing of the pulverized materials, testing of fresh concrete and density testing of Hot Mixed Asphalt (HMA). Laboratory testing will include aggregate base gradations, concrete cylinders and HMA extraction-gradations.

Assumptions

- It is assumed construction will be completed in fifteen (15) working days.
- HMA placement will be completed in two (2) days.
- Concrete will be poured not more than two (2) times.
- Current MDOT tests, standards and acceptance will not be modified prior to construction.
- Contractor will complete the project in one mobilization.
- The current plans, yet to be approved by MDOT, will not be significantly modified.

Fee

Our fee to complete the above-mentioned services is estimated on a time and materials basis, not to exceed the amount of \$34,500.00.

Acceptance

If you accept this proposal, please endorse both copies of the attached Professional Services Agreement and Work Order and return one copy to our office. Once again, we would like to thank the City of Ironwood for this opportunity.

Sincerely,

COLEMAN ENGINEERING COMPANY



Michael J. Foley, P.E.  
Project Manager

MJF/map

AGREEMENT NO. 07044  
PROJECT NO. \_\_\_\_\_  
WORK ORDER NO. \_\_\_\_\_

**EXHIBIT "A"**  
**WORK ORDER**

COLEMAN ENGINEERING COMPANY and its directors, officers, shareholders, employees, agents, affiliates, independent professional associates, consultants and subcontractors, as the case may be, (collectively, "COLEMAN") agree to perform for CLIENT, on this specific Project, the Services described below. The services shall be performed subject to and upon the terms and conditions set forth in the Professional Services Agreement (the "Agreement") dated February 16, 2007, by and between COLEMAN and CLIENT, which Agreement is hereby amended to incorporate this Work Order.

It is agreed that this Agreement, and such other documents required by it during the term of this Agreement, may be approved by a signed copy transmitted by fax or .pdf copy containing all signatures in lieu of the original signed copy, and that a copy transmitted by fax or .pdf shall be legally binding upon the parties to said Agreement(s)."

PROJECT: Construction Observation and Testing Services  
2019 Ayer Street and Country Club Road Paving Project

SERVICES: As described in our proposal letter dated February 6, 2019, a copy of which is attached and made part of this contract.

FEES: Services will be completed for a not to exceed fee of \$34,500.00 for the scope of work, the assumptions and the conditions set forth in our proposal dated February 6, 2019, a copy of which is attached and made part of this contract.

Please understand that services will be invoiced on a time and materials basis using our current standard fee schedule(s) and that our estimate of cost is based on our current understanding of the project requirements and the level of effort needed to complete the services. We will make every effort to not exceed our estimate but if the scope of services and the associated assumptions or conditions of our estimate change, we will need to discuss how the changes will affect our estimate. Out of scope services will not be completed until our estimate is adjusted and approved. In addition, if our understanding of the service changes, we will also cease work until we discuss and agree to proceed.

**SPECIAL TERMS AND CONDITIONS:**

During completion of this work, Coleman Engineering Company will not accept responsibility for the safety of individuals other than Coleman Engineering Company employees.

**AUTHORIZATION**

This Work Order and the scope of services (the "Services") defined herein are approved and COLEMAN is hereby directed and authorized to proceed with the Services for the designated Project in accordance with the terms and conditions of the above-referenced Agreement.

Requested By:

CITY OF IRONWOOD

Accepted By:

COLEMAN ENGINEERING COMPANY

By: Scott Erickson

Title: City Manager

Date: \_\_\_\_\_

By: Michael J. Foley, P.E.

Title: Project Manager

Date: February 6, 2019