

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



# IRONWOOD

MICHIGAN | *Find Your North*

Phone: (906) 932-5050  
Fax: (906) 932-5745  
[www.cityofironwood.org](http://www.cityofironwood.org)

**AGENDA**  
**REGULAR IRONWOOD CITY COMMISSION MEETING**  
**MONDAY, OCTOBER 12, 2020**  
**Regular Meeting - 5:30 P.M.**  
**LOCATION: COMMISSION CHAMBER MEMORIAL BUILDING**

**TO BE HELD VIA ZOOM**

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

**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 Minutes of September 14<sup>th</sup>
- \*2) Review and Place on File:
  - a. Pat O'Donnell Civic Center Meeting Minutes of September 8th.

- 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)
- G. UPDATE: COVID-19 Response.



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



## **OLD BUSINESS**

- H. Consider approval of Change Order No. 2 (subject to MEDC approval) for the City of Ironwood – Downtown Square Project to Ruotsala Construction, LLC in the amount of \$60,512.85 and authorize Mayor to sign all applicable documents.
- I. Consider approval of Contractors Application for Payment No. 4 (subject to MEDC approval) in the amount of \$159,359.19 for the City of Ironwood – Downtown Square Project and authorize Mayor to sign all applicable documents.

## **NEW BUSINESS**

- J. Discuss and consider adopting Resolution #020-016 designating Off Road Motorized Trail Routes (ORMTR) for All Terrain Vehicles (ATV) and Snowmobiles within the City of Ironwood.
- K. Discuss and consider approving Administrative Services Agreement with MERS.
- L. Discuss and consider introduction of Ordinance No. 525, Book 5, an Ordinance to amend the Code of Ordinances, City of Ironwood, Michigan by adding a new chapter which new chapter shall be designated as Chapter 38 of said code entitled “Municipal Civil Infractions” and schedule a public hearing on Monday, October 28, 2020 at 5:20 P.M.
- M. Discuss and consider introduction of Ordinance No. 526, Book 5, an Ordinance to Amend the Code of Ordinances, City of Ironwood, Michigan by adding a new section to Chapter 17, Nuisances, which new sections shall be designated as sections 17-84 through 17-89 of said code (Prohibiting Offensive Odors) and schedule a public hearing on Monday, October 28, 2020 at 5:25 P.M.
- N. Discuss and consider authorizing bids for a 2021 Water and Sanitary Sewer Infrastructure Project.
- O. Discuss and consider approving engineering services agreement with Coleman Engineering for professional engineering services for the 2021 Water and Sanitary Sewer Infrastructure Project.
- P. Discuss and Consider adopting Resolution #020-017 scheduling a Public Hearing on Monday, October 26, 2020 at 5:25 P.M. to hear comment on a blight violation of Scott Gerry at 137 E. Birch Street (Tax ID #52-27-207-080).
- Q. Mayor’s Appointment.
- 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 by a Zoom Webinar on Monday, September 24, 2020 at 5:30 P.M.

A. Mayor Burchell called the regular meeting to order at 5:30 P.M.

B. Recording of the Roll.

PRESENT: Commissioner Cayer, Mildren, Semo, Corcoran, and Mayor Burchell.

ABSENT: None.

C. Approval of the Consent Agenda.\*

\*1) Approval of Minutes – Regular City Commission Meeting of September 14<sup>th</sup>.

\*2) Review and Place on File:

a. Ironwood Housing Commission Meeting Minutes of September 8<sup>th</sup>.

*Motion was made by Corcoran, seconded by Semo to approve the consent agenda as presented. Unanimously passed by roll call vote.*

D. Approval of the Agenda

*Motion was made by Corcoran, seconded by Semo to approve the agenda as presented. Unanimously passed by roll call vote.*

E. Review and Place on File:

1. Revenue & Expenditure Report.

2. Cash and Investment Summary Report.

*Motion was made by Semo, seconded by Corcoran to receive and place on file the Statement of Revenue & Expenditures Report for the month ending August 31, 2020 and the Cash and Investment Summary Report month ending August 31, 2020. Unanimously passed by roll call vote.*

F. Approval of Monthly Check Register Report.

*Motion was made by Corcoran, seconded by Semo to approve the Monthly Check Register Report for the month ending August 31, 2020. Unanimously passed by roll call vote.*

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

Ken Rausch, of 631 E. McLeod Avenue addressed the City Commission stating he has been actively pursuing obtaining his medical marijuana licenses and asked the City Commission why they were allowing adult recreational marijuana facilities and not medical facilities.

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

There were none.

I. UPDATE: COVID-19 Response.

Finance Director Paul Linn updated the City Commission on the 2019-2020 State Funding regarding Revenue Sharing and Act 51 Revenue. He also reviewed the 2020-2021 Funding and noted he would be keeping the City Commission informed if there are any significant changes.

Community Development Director Tom Bergman noted he was waiting to hear from MEDC updating them on what businesses received grant funding.

Public Safety Director Andrew DiGiorgio stated there will be Trick or Treating in October following the Health Departments guidance. He further noted the safety rules and guidelines will be posted on the City website. Director DiGiorgio also gave an update on the COVID-19 cases in our area, along with Houghton, Michigan. Additional comments were received.

OLD BUSINESS

J. Discuss and Consider awarding the lowest bid to Tiziani Sand & Gravel for 2,000 tons of winter street sand in the amount of \$8.30/ton for a total amount of \$16,600.00.

***Motion** was made Semo, seconded by Mildren to award the lowest bid to Tiziani Sand & Gravel for 2,000 tons of winter street sand in the amount of \$8.30/ton for a total amount of \$16,600.00. Unanimously passed by roll call vote.*

K. Discuss and Consider awarding the lowest bid to Jake's Excavating for 2,000 tons of ditch sand in the amount of \$5.70/ton for a total of amount of \$11,400.00.

***Motion** was made Mildren, seconded by Corcoran to award the lowest bid to Jake's Excavating for 2,000 tons of ditch sand in the amount of \$5.70/ton for a total of amount of \$11,400.00. Unanimously passed by roll call vote.*

L. Discuss and Consider awarding the lowest bid to Jake's Excavating for 3,000 tons of 22A gravel in the amount of \$8.98/ton for a total amount of \$26,940.00.

***Motion** was made by Mildren, seconded by Corcoran to award the lowest bid to Jake's Excavating for 3,000 tons of 22A gravel in the amount of \$8.98/ton for a total amount of \$26,940.00. Unanimously passed by roll call vote.*

- M. Discuss and Consider awarding bid for a 3-year Cemetery Mowing Contract to Saari's Lawn Service in the amount of \$76,954.50.

*Motion was made by Cayer, seconded by Semo to award bid for a 3-year Cemetery Mowing Contract to Saari's Lawn Service in the amount of \$76,954.50. Unanimously passed by roll call vote.*

- N. Discuss and Consider awarding bid for a 3-year Park Mowing Contract to 4 Seasons Lawn & Property Services, Inc. in the amount of \$25,410.00.

*Motion was made by Corcoran, seconded Mildren to award the bid for a 3-year Park Mowing Contract to 4 Seasons Lawn & Property Services, Inc. in the amount of \$25,410.00. Unanimously passed by roll call vote.*

- O. Consider approval of Contractors Application for Payment No. 3 in the amount of \$517,140.19 for the City of Ironwood – Downtown Square Project and authorize Mayor to sign all applicable documents, contingent on approval from the MEDC.

*Motion was made by Corcoran, seconded by Semo to approve the Contractors Application for Payment No. 3 in the amount of \$517,140.19 for the City of Ironwood – Downtown Square Project and authorize Mayor to sign all applicable documents, contingent on approval from the MEDC. Unanimously passed by roll call vote.*

- P. Discuss and consider amending the effective date of Ordinance #523, Book 5 an Ordinance to amend the Code of Ordinances, City of Ironwood, Michigan by adding a New Chapter which new chapter shall be designated as Chapter 37 of said code entitled "Marihuana Establishments" to November 10, 2020.

*Motion was made by Semo, seconded by Corcoran to amend the effective date of Ordinance #523, Book 5 an Ordinance to amend the Code of Ordinances, City of Ironwood, Michigan by adding a New Chapter which new chapter shall be designated as Chapter 37 of said code entitled "Marihuana Establishments" to November 10, 2020.*

ROLL CALL:

Yes (4): Commissioner Mildren, Semo, Corcoran, and Mayor Burchell.

No (1): Commissioner Cayer.

*Motion carried on a 4 to 1 vote.*

NEW BUSINESS

- Q. Discuss and consider approving quote in the amount of \$11,620.00, with Automated Comfort Controls (ACC) for the replacement of boiler controls, controls for one rooftop unit (RTU-1), and software upgrade for these items.

*Motion was made by Mildren, seconded by Cayer to approve the quote in the amount of \$11,620.00, with Automated Comfort Controls (ACC) for the replacement of boiler controls, controls for one rooftop unit (RTU-1), and software upgrade for these items. Unanimously passed by roll call vote.*

R. Discuss and consider authorizing bids for new boilers and remaining RTU controls for the Ironwood Memorial Building.

***Motion** was made by Corcoran, seconded by Mildren to authorize bids for new boilers and remaining RTU controls for the Ironwood Memorial Building. Unanimously passed by roll call vote.*

S. Discuss and Consider declaring attached list of miscellaneous City office equipment as surplus property and authorizing advertisement for bids to sell.

***Motion** was made by Semo, seconded by Corcoran to declare the attached list of miscellaneous City office equipment as surplus property and authorizing advertisement for bids to sell. Unanimously passed by roll call vote.*

T. Manager's Report.

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

- \*The Pat O'Donnell Civic Center is all enclosed and the contractors will be working on the inside to get it ready for ice making.
- \*Fall flushing has gone very well and should be completed by Wednesday.
- \*Downtown Square Project is moving along nicely, and a date will be selected soon for a ribbon cutting ceremony.
- \*Reminder the Michigan Municipal League Convention is being conducted from Wednesday through Friday this week. Mr. Erickson encouraged staff and City Commissioners to attend via zoom.

U. Other Matters.

A brief explanation took place from City Clerk Karen Gullan on the security of the ballots from an Absentee Voter Ballot Application to delivery of the ballot on election day.

Commissioner Mildren thanked City Staff for continuing with First Fridays. He also noted several people have been out enjoying Mt. Zion and the Iron Belle Trail to Ramsay.

Commissioner Cayer had several questions for City Staff from the cleanliness of the park bathrooms, moving the election box, and the long grass at Josephson's Nursing home. He also requested City Staff reports be brought back.

V. Adjournment.

***Motion** was made by Semo, seconded by Corcoran to adjourn the meeting at 6:33 P.M.*

Annette Da Lio-Burchell, Mayor

Karen M. Gullan, City Clerk

**Civic Center Meeting Minutes**  
**9/8/20**

1. Meeting called to order by Collins at 5:08 pm.
2. Roll Call: Collins, Gullan Moderson, Panosso, Re, Sommer, Mgr. Sivula present. Mildren absent.
3. Motion to approve the agenda made by Gullan, seconded by Collins. Motion approved.
4. Motion to approve the Special Minutes (8/25/20) with the addendum of striking out item #4 was made by Re, seconded by Gullan. Motion approved.
  - A. Motion to approve the Regular Minutes (8/3/20) with the addendum of changing the meeting date from 9/9/20 to 9/8/20 was made by Sommer, seconded by Panosso. Motion approved.
  - B. Motion to approve the Financials through July was made by Gullan, seconded by Sommer. Roll call vote was as follows: Collins=yes, Moderson=yes, Panosso=yes, Re=yes, Sommer=yes, Gullan=yes. Motion approved.
5. Citizens wishing to address the Board on items on the agenda: N/A
6. Citizens wishing to address the Board on items not on the agenda: N/A
7. Old Business:
  - A. Meeting with Ironwood City Commission: Discussion about the meeting with the Ironwood City Commission for approval of the upgrades was held. Discussion included but wasn't limited to the Commission approving the upgrades, the costs to be covered by the Civic Center, and the costs to be covered by the private benefactor.
  - B. Construction Update: Discussion about the construction project was held. Discussion included but wasn't limited to the project moving forward; block being laid, plumbing and electrical work progressing, and the old dasher boards being mostly removed.
8. New Business:
  - A. Health Department Meeting: Discussion about having a meeting with the Health Department was held. Discussion included but wasn't limited to following the state guidelines in order to re-open, number of people allowed in the building, and setting up a meeting with the Health Department to discuss these concerns closer to the construction project completion.
9. Other matters:
  - A. Moderson: Looking for photos of the clubs over the years to be used in a collage.
  - B. Collins: Civic Center needs to go through the P.A. System to see which equipment can be reused, repurposed, and sold.
10. Next Regular Meeting Monday, October 5<sup>th</sup> at 5:00 pm at the Ironwood Memorial Building.
11. Adjournment: Motion to adjourn was made by Re at 6:14 pm, seconded by Gullan. Motion approved.



Date of Issuance: October 12, 2020	Effective Date: October 12, 2020
Owner: City of Ironwood	Owner's Contract No.:
Contractor: Ruotsala Construction LLC	Contractor's Project No.:
Engineer: Coleman Engineering Company	Engineer's Project No.: 190668
Project: City of Ironwood Downtown Square	
Contract Name: City of Ironwood Downtown Square	

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

Description:

- Balance certain items to field measured quantities.
- Upgrade security cameras at the direction of the City.
- Add Catch Basin Abandonment at the direction of the City.
- 21 day time extension for product scheduling delays as per attached 9/21/20 UP Fab letter.

Attachments:

- Attachment No. 1 – Schedule of Pay Items
- Attachment No. 2 - Ruotsala Summary for Security Camera Upgrades
- Attachment No. 3 – Ruotsala Invoice for Catch Basin Abandonment

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price:  \$ <u>1,220,858.42</u>	Original Contract Times: Substantial Completion: <u>September 15, 2020</u> Ready for Final Payment: <u>September 25, 2020</u> <span style="float: right;"><del>days or dates</del></span>
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> :  \$ <u>65,863.85</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : Substantial Completion: <u>11 days</u> Ready for Final Payment: <u>11 days</u> <span style="float: right;">days</span>
Contract Price prior to this Change Order:  \$ <u>1,286,722.27</u>	Contract Times prior to this Change Order: Substantial Completion: <u>September 26, 2020</u> Ready for Final Payment: <u>October 6, 2020</u> <span style="float: right;"><del>days or dates</del></span>
[Increase] [Decrease] of this Change Order:  \$ <u>60,512.85</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>21 days</u> Ready for Final Payment: <u>21 days</u> <span style="float: right;">days or dates</span>
Contract Price incorporating this Change Order:  \$ <u>1,347,235.12</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>October 17, 2020</u> Ready for Final Payment: <u>October 27, 2020</u> <span style="float: right;">days or dates</span>

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

**Attachment No. 1 - Schedule of Pay Items**

Item				Revised Contract Amount		Change Order No. 2		Revised Contract Amount	
Bid Item No.	Description	Units	Unit Price	Item Quantity	Total Value of Item (\$)	Item Quantity	Total Value of Item (\$)	Item Quantity	Total Value of Item (\$)
1	Mobilization, Max \$30,000	LSUM	\$20,000.00	1	\$20,000.00			1	\$20,000.00
2	Curb and Gutter, Rem	Ft	\$10.00	315	\$3,150.00			315	\$3,150.00
3	Sidewalk, Rem	Syd	\$15.00	250	\$3,750.00	9	\$135.00	259	\$3,885.00
4	HMA Surface, Rem	Syd	\$5.00	2845	\$14,225.00	269	\$1,345.00	3114	\$15,570.00
5	Integral Curb and Sidewalk, Rem	Syd	\$15.00	433	\$6,495.00			433	\$6,495.00
6	Sawcutting	Ft	\$5.00	970	\$4,850.00	132	\$660.00	1102	\$5,510.00
7	Excavation, Earth	Cyd	\$12.00	500	\$6,000.00			500	\$6,000.00
8	Excavation, Rock	Cyd	\$25.00	200	\$5,000.00			200	\$5,000.00
9	Subgrade Undercutting, Type II	Cyd	\$10.00	1611	\$16,110.00			1611	\$16,110.00
10	Embankment, LM	Cyd	\$15.00	175	\$2,625.00			175	\$2,625.00
11	Aggregate Base, 4-Inch	Syd	\$8.00	130	\$1,040.00			130	\$1,040.00
12	Aggregate Base, 9-Inch	Syd	\$15.00	530	\$7,950.00	39.22	\$588.30	569.22	\$8,538.30
13	Curb & Gutter, Conc, Det C-2	Ft	\$25.00	470	\$11,750.00	9	\$225.00	479	\$11,975.00
14	Sidewalk, Conc, 4-inch	Sft	\$7.00	1345	\$9,415.00	-158.2	-\$1,107.40	1186.8	\$8,307.60
15	Sidewalk, Conc, 6-inch	Sft	\$8.00	13270	\$106,160.00	181	\$1,448.00	13451	\$107,608.00
16	Sidewalk, Conc, 6-Inch Special	Sft	\$12.00	1785	\$21,420.00	4	\$48.00	1789	\$21,468.00
17	Integral Curb and Concrete Sidewalk, 4-inch	Sft	\$12.00	725	\$8,700.00	-65	-\$780.00	660	\$7,920.00
18	Integral Curb and Concrete Sidewalk, 6-inch	Sft	\$13.00	3975	\$51,675.00	-75	-\$975.00	3900	\$50,700.00
19	Detectable Warning Surface	Ft	\$100.00	30	\$3,000.00	7.5	\$750.00	37.5	\$3,750.00
20	HMA Approach	Ton	\$125.00	100	\$12,500.00	93.08	\$11,635.00	193.08	\$24,135.00
21	Hand Patching	Ton	\$200.00	15	\$3,000.00	26	\$5,200.00	41	\$8,200.00
22	Slope Restoration, Type A	Syd	\$3.00	200	\$600.00			200	\$600.00
23	Storm Sewer Catch Basin and Cover, 2' Diameter	Ea	\$3,000.00	3	\$9,000.00			3	\$9,000.00
24	Storm Sewer Catch Basin and Cover, 4' Diameter	Ea	\$3,500.00	4	\$14,000.00			4	\$14,000.00
25	12-Inch HDPE Storm Sewer Pipe	Ft	\$45.00	322	\$14,490.00			322	\$14,490.00
26	8-Inch SDR 26 PVC Storm Sewer	Ft	\$50.00	8	\$400.00	-8	-\$400.00		
27	Connect to Existing Storm Sewer Manhole	Ea	\$400.00	1	\$400.00			1	\$400.00
28	Connect to Existing Storm Sewer Main	Ea	\$400.00	3	\$1,200.00			3	\$1,200.00
29	Underdrain, Subgrade, 4-inch	Ft	\$10.00	494	\$4,940.00	1	\$10.00	495	\$4,950.00
30	Underdrain, 4-Inch Sch 40 PVC	Ft	\$10.00	9	\$90.00			9	\$90.00
31	6" SDR 35 PVC Sewer Lateral	Ft	\$55.00	94	\$5,170.00			94	\$5,170.00
32	Connect to Existing Sanitary Sewer Main	Ea	\$400.00	1	\$400.00			1	\$400.00
33	6-Inch Watermain	Ft	\$40.00	730	\$29,200.00	-5	-\$200.00	725	\$29,000.00
34	Gate Valve and Box, 6-Inch	Ea	\$4,000.00	2	\$8,000.00			2	\$8,000.00
35	Fire Hydrant Assembly	Ft	\$6,500.00	2	\$13,000.00			2	\$13,000.00
36	Fire Hydrant Assembly Relocate	Ea	\$1,500.00	1	\$1,500.00			1	\$1,500.00
37	6-Inch 45-Degree Bend	Ea	\$300.00	5	\$1,500.00			5	\$1,500.00
38	6-Inch 90-Degree Bend	Ea	\$300.00	5	\$1,500.00			5	\$1,500.00
39	6" x 6" x 6" Tee	Ea	\$300.00	1	\$300.00			1	\$300.00
40	Connect to Existing 6-Inch Watermain	Ea	\$1,500.00	1	\$1,500.00			1	\$1,500.00
41	Interior Piping Assemblies	LSUM	\$4,500.00	1	\$4,500.00			1	\$4,500.00
42	Traffic Control	LSUM	\$20,000.00	1	\$20,000.00			1	\$20,000.00
43	Pavt. Mrkg, Waterborne, 4-Inch, White	Ft	\$8.00	750	\$6,000.00			750	\$6,000.00
44	Pavt. Mrkg, Waterborne, Handicap Logo, Blue & White	Ea	\$200.00	3	\$600.00			3	\$600.00
45	Post, Steel, 3 lb	Ft	\$10.00	42	\$420.00			42	\$420.00
46	Sign, Type IIA	Sft	\$75.00	6	\$450.00			6	\$450.00
47	Lighting Unit on New Foundation	Ea	\$5,000.00	18	\$90,000.00			18	\$90,000.00
48	Pull Box	Ea	\$1,000.00	7	\$7,000.00			7	\$7,000.00
49	Conduit, DB, 1-Inch	Ft	\$5.00	1090	\$5,450.00	333	\$1,665.00	1423	\$7,115.00
50	Conduit, DB, 1.5-Inch	Ft	\$5.25	2057	\$10,799.25	129	\$677.25	2186	\$11,476.50
51	Conduit, Directional Bore, 1.5-Inch	Ft	\$20.00	2145	\$42,900.00			2145	\$42,900.00
52	Wire in Conduit, #1	Ft	\$2.62	300	\$786.00	-9	-\$23.58	291	\$762.42
53	Wire in Conduit, #2	Ft	\$2.16	1476	\$3,188.16	-150	-\$324.00	1326	\$2,864.16
54	Wire in Conduit, #4	Ft	\$1.86	4306	\$8,009.16	-1464	-\$2,723.04	2842	\$5,286.12
55	Wire in Conduit, #6	Ft	\$1.79	1710	\$3,060.90	898	\$1,607.42	2608	\$4,668.32
56	Wire in Conduit, #8	Ft	\$1.56	3192	\$4,979.52	-840	-\$1,310.40	2352	\$3,669.12
57	Wire in Conduit, #10	Ft	\$1.46	1422	\$2,076.12	892	\$1,302.32	2314	\$3,378.44
58	Wire in Conduit, #12	Ft	\$1.42	10290	\$14,611.80	-3210	-\$4,558.20	7080	\$10,053.60
59	Ground Wire in Conduit, #8	Ft	\$1.52	769	\$1,168.88	-300	-\$456.00	469	\$712.88
60	Ground Wire in Conduit, #10	Ft	\$1.43	256	\$366.08	819	\$1,171.17	1075	\$1,537.25
61	Ground Wire in Conduit, #12	Ft	\$1.40	4681	\$6,553.40	-1314	-\$1,839.60	3367	\$4,713.80
62	50-30-20 RV Receptacle	Ea	\$1,500.00	2	\$3,000.00			2	\$3,000.00
63	Duplex Receptacle	Ea	\$1,000.00	4	\$4,000.00			4	\$4,000.00
64	Tree Lighting Receptacle	Ea	\$650.00	6	\$3,900.00			6	\$3,900.00
65	Security Camera	LSUM	\$11,000.00	1	\$11,000.00			1	\$11,000.00
66	Electrical Service, Supply	LSUM	\$4,000.00	1	\$4,000.00			1	\$4,000.00
67	Electrical Service, Utility Building	LSUM	\$10,000.00	1	\$10,000.00			1	\$10,000.00
68	Gas Service, Supply	LSUM	\$5,000.00	1	\$5,000.00			1	\$5,000.00
69	Gas Service, Utility Building Interior	LSUM	\$2,500.00	1	\$2,500.00			1	\$2,500.00
70	Gas Service, Fire Ring	Ft	\$25.00	95	\$2,375.00			95	\$2,375.00
71	Utility Building	LSUM	\$28,596.00	1	\$28,596.00			1	\$28,596.00

**Attachment No. 1 - Schedule of Pay Items**

Item				Revised Contract Amount		Change Order No. 2		Revised Contract Amount	
Bid Item No.	Description	Units	Unit Price	Item Quantity	Total Value of Item (\$)	Item Quantity	Total Value of Item (\$)	Item Quantity	Total Value of Item (\$)
72	Erosion Control	LSUM	\$700.00	1	\$700.00			1	\$700.00
73	Tent Tie-Downs	Ea	\$500.00	4	\$2,000.00			4	\$2,000.00
74	Irrigation System	LSUM	\$17,500.00	1	\$17,500.00			1	\$17,500.00
75	Splash Pad Parts and Installation	LSUM	\$90,000.00	1	\$90,000.00			1	\$90,000.00
76	Spash Pad Concrete	Sft	\$15.00	627	\$9,405.00			627	\$9,405.00
77	Splash Pad Spare Parts	LSUM	\$3,000.00	1	\$3,000.00			1	\$3,000.00
78	Topsoil Surface, Furn, 4 inch	Syd	\$12.00	318	\$3,816.00	2443	\$29,316.00	2761	\$33,132.00
79	Topsoil Surface, Furn, 6 inch	Syd	\$15.00	91	\$1,365.00	437	\$6,555.00	528	\$7,920.00
80	CIP Wall	Ft	\$175.00	42	\$7,350.00			42	\$7,350.00
81	Kiosk, Type I	LSUM	\$8,500.00	1	\$8,500.00			1	\$8,500.00
82	Kiosk, Type II	LSUM	\$6,100.00	1	\$6,100.00			1	\$6,100.00
83	Pergola Structure	LSUM	\$47,000.00	1	\$47,000.00			1	\$47,000.00
84	Stage Shade Structure	LSUM	\$29,000.00	1	\$29,000.00			1	\$29,000.00
85	Pergola Structure Footing	LSUM	\$6,500.00	1	\$6,500.00			1	\$6,500.00
86	Pergola Structure LED Lighting	Ft	\$75.00	35	\$2,625.00			35	\$2,625.00
87	Stage Shade Structure Footing	LSUM	\$6,500.00	1	\$6,500.00			1	\$6,500.00
88	Precast Post Covers	LSUM	\$2,500.00	1	\$2,500.00			1	\$2,500.00
89	Stage, Ramp, Stairs and Wall Concrete Work	LSUM	\$35,000.00	1	\$35,000.00			1	\$35,000.00
90	Ramp Hand Rail	Ft	\$75.00	72	\$5,400.00			72	\$5,400.00
91	Stair Hand Rail	Ft	\$75.00	15	\$1,125.00			15	\$1,125.00
92	Stage Rail	Ft	\$75.00	30	\$2,250.00			30	\$2,250.00
93	Precast Fire Ring Cap	LSUM	\$1,500.00	1	\$1,500.00			1	\$1,500.00
94	Fire Ring	LSUM	\$10,900.00	1	\$10,900.00			1	\$10,900.00
95	40-Foot Flag Pole with Light	Ea	\$7,500.00	1	\$7,500.00			1	\$7,500.00
96	35-Foot Flag Pole with Light	Ea	\$6,500.00	2	\$13,000.00			2	\$13,000.00
97	Signage - Metal Logo Large	Ea	\$4,500.00	1	\$4,500.00			1	\$4,500.00
98	Signage - Metal Logo Small	Ea	\$1,900.00	2	\$3,800.00			2	\$3,800.00
99	Signage - Stage Letters	Ea	\$150.00	33	\$4,950.00			33	\$4,950.00
100	Signage - Find Your North	Ea	\$3,000.00	2	\$6,000.00			2	\$6,000.00
101	Bike Ramps	LSUM	\$9,500.00	1	\$9,500.00			1	\$9,500.00
102	Sandblasting of Logo in Concrete Walk	Ea	\$3,000.00	1	\$3,000.00			1	\$3,000.00
103	Boulder	Ea	\$150.00	42	\$6,300.00	5	\$750.00	47	\$7,050.00
104	Bike Trail	Syd	\$15.00	100	\$1,500.00	27	\$405.00	127	\$1,905.00
105	Trash Receptacle and Recycling Receptacle	Ea	\$2,000.00	8	\$16,000.00			8	\$16,000.00
106	Bench	Ea	\$2,300.00	9	\$20,700.00			9	\$20,700.00
107	Bench on Wall	Ea	\$2,500.00	1	\$2,500.00			1	\$2,500.00
108	Round Picnic Table and Round Picnic Table - ADA	Ea	\$3,100.00	10	\$31,000.00			10	\$31,000.00
109	Rectangle Picnic Table and Rectangle Picnic Table - ADA	Ea	\$1,700.00	4	\$6,800.00			4	\$6,800.00
110	Bike Rack	Ea	\$600.00	6	\$3,600.00			6	\$3,600.00
111	Moveable Chair	Ea	\$250.00	12	\$3,000.00			12	\$3,000.00
112	Lounge Chair	Ea	\$1,200.00	4	\$4,800.00			4	\$4,800.00
113	Table Umbrella - Solar	Ea	\$7,000.00	2	\$14,000.00			2	\$14,000.00
114	Table Umbrella	Ea	\$5,000.00	2	\$10,000.00			2	\$10,000.00
115	Bike Fix-it Station	Ea	\$2,500.00	1	\$2,500.00			1	\$2,500.00
116	Moveable Planter	Ea	\$700.00	3	\$2,100.00			3	\$2,100.00
117	Erosion Control Blanket 1A Open Weave Textile	Syd	\$2.00	340	\$680.00			340	\$680.00
118	Deciduous Shrub - No 5 Container	Ea	\$65.00	56	\$3,640.00			56	\$3,640.00
119	Deciduous Tree - 2.5-Inch Cal B&B	Ea	\$800.00	6	\$4,800.00			6	\$4,800.00
120	Deciduous Tree - 2-Inch Cal B&B	Ea	\$700.00	3	\$2,100.00	-1	-\$700.00	2	\$1,400.00
121	Deciduous Tree - 8-Foot Height B&B	Ea	\$650.00	2	\$1,300.00	3	\$1,950.00	5	\$3,250.00
122	Deciduous Tree - 5-Foot Height B&B	Ea	\$400.00	5	\$2,000.00	-3	-\$1,200.00	2	\$800.00
123	Evergreen Shrub - 4-Foot Height	Ea	\$300.00	5	\$1,500.00			5	\$1,500.00
124	Evergreen Tree - 10-Foot Height	Ea	\$700.00	1	\$700.00			1	\$700.00
125	Evergreen Tree - 6-Foot Height	Ea	\$600.00	28	\$16,800.00	2	\$1,200.00	30	\$18,000.00
126	Perennial 1-Gallon Container	Ea	\$25.00	125	\$3,125.00			125	\$3,125.00
127	Wood Mulch	Cyd	\$65.00	100	\$6,500.00	-2	-\$130.00	98	\$6,370.00
128	Restoration, Sodding	Syd	\$6.00	1814	\$10,884.00	89	\$534.00	1903	\$11,418.00
129	Seeding - Pollinator Lawn	Syd	\$4.00	1078	\$4,312.00	-432	-\$1,728.00	646	\$2,584.00
130	Seeding - Turf	Syd	\$2.00						
131	Reinforcement, Steel, Rebar #3	Sft	\$3.00	5000	\$15,000.00	-85.79	-\$257.37	4914.21	\$14,742.63
132	Directional Boring Additional Mobilization and Time Costs	LSUM	\$3,000.00	1	\$3,000.00			1	\$3,000.00
133	Security Camera Upgrades	LSUM	\$6,874.35			1	\$6,874.35	1	\$6,874.35
134	Catch Basin Abandonment	LSUM	\$3,173.63			1	\$3,173.63	1	\$3,173.63
	<b>Totals</b>				<b>\$1,286,722.27</b>		<b>\$60,512.85</b>		<b>\$1,347,235.12</b>



# Project Change Order Request

**Project name:**

Iron Mountain City Square

**Requested by:**  
Routsala Construction

**Date:09.16.20**

**REVIEWED**

*By Chris J Boyd at 9:41 am, Sep 17, 2020*

**Request number: Inv 1040**

**Change description:**

Remove	x2	5 MP 360 degree outdoor cameras	- \$1759.00
Add	x3	4 MP 164' IR outdoor dome IP PTZ security camera	+ \$5797.00
		Plus 2 additional wireless transmitters	+ \$1319.00
Add	x1	4 MP 98' IR vandal resistant IP dome camera	+ \$ 750.00
		Plus wireless transmitter	+ \$ 440.00
Additional cost:			\$6547.00

**Change reason:**

Per onsite meeting with city officials on 9.11.20

**Impact of change:**

- **Scope:** 4 cameras will be installed as opposed to 2 originally
- **Budget:** \$6547 increase
- **Timeline:** On schedule
- **Resourcing:** N/A
- **Communications:** N/a
- **Other:**

**Proposed action:**

**Associated cost:**

Additional cost of \$6547

**Approved by:**

**Date:**

# Invoice

Ruotsala Construction LLC  
 E5299 Hannu Road  
 Ironwood MI 49938

Date	Invoice #
9/24/2020	535752COI

Bill To
CITY OF IRONWOOD 213 S. MARQUETTE IRONWOOD, MI 49938

P.O. No.	Terms	Project
	Net 15	

Quantity	Description	Rate	Amount
0	MAN HOLE ABANDONMENT (CATCHBASIN)	0.00	0.00
5	9/24/2020 MINI EXCAVATOR TIME	125.00	625.00
1	9/24/2020 FRONTEND LOADER USE	95.00	95.00
12	9/24/2020 MAN HOURS	75.00	900.00
1	9/24/2020 2 YDS CONCRETE (ACTUAL)	320.12	320.12
1	ONE LOAD 6 A STONE	275.00	275.00
1	HAULED 22A	175.00	175.00
1.5	DUMPTRUCK ON SITE - HAULED OUT RUBBLE AND DEBRIS	90.00	135.00
1	MISC. SUPPLIES, SMALL TOOLS ETC.	250.00	250.00
1	MOBILIZED EQUIPMENT (FRONTEND LOADER, MINI EXCAVATOR)	110.00	110.00
0.1	OVERHEAD	2,885.12	288.51

Thank you for your business.

**Total** \$3,173.63

**From:** [Chris Boyd](#)  
**To:** [Paul Anderson](#)  
**Cc:** [Jason Ruotsala](#); [Terry Hannu](#); [Jeff Sjoquist](#)  
**Subject:** Extension Letter  
**Date:** Monday, September 21, 2020 1:14:14 PM  
**Attachments:** [Reviewed Ironwood City Square Extension Request.pdf](#)  
**Importance:** High

---

Paul:

Please see the attached letter as discussed.

We are requesting 3 week extension of time.

Please update and confirm on the changes for the railing color and security camera via email for the record so we can avoid any further delays.

Thx

Chris J. Boyd



E5299 Hannu Road  
Ironwood, MI 49938  
906.932.4314

**REVIEWED**

By Chris J Boyd at 1:13 pm, Sep 21, 2020

# U. P. FABRICATING CO., INC.

120 U. S. 41 East ♦ Negaunee, MI

906-475-4400 ♦ Fax 906-475-5538 ♦ Email [rickkauppila@gmail.com](mailto:rickkauppila@gmail.com)

September 21, 2020

**Terry Hannu, Chris Boyd**  
**Ruotsala Concrete**  
**E5299 Hannu Road**  
**Ironwood, MI 49938**

Terry, Chris,

RE: 15261 Ironwood City Square Project Schedule Update and Extension Request

This letter is to provide you an update on the schedule for the deliveries for the balance of the items that we are supplying, and an explanation for the causes of the delays.

Pergola and Stage Structure. The day after we got the go ahead on the colors of the S-W Acrylon paint for the longer roof members of the stage structure, and powdercoating color for the balance of these two items (meeting in Ironwood in late August, with Coleman, Terry, and Amy), the powder, S-W RAL7031 was ordered by the powdercoater. This was a special order item, and is supposed to be in Baraga today. The UPFab painted items have been done for weeks, and we are expecting to pick up both the few parts from the stage structure and pergola on Thursday this week (9/24/20) and will deliver them directly to Ironwood. I'm trying to see if they can powdercoat the four stage structure columns and two shorter roof beams first, and may be able to deliver this tomorrow (9/22/20) or Wednesday (9/23/20) with the Pergola on Thursday.

Handrailing. The rail has been on order since June. Typically, this rail is either anodized or painted. We were instructed to powdercoat this rail the same color as the rest of the structures, and had planned on getting the rail plain for sending to the powdercoater. After several drawing revisions including stair slopes after the concrete was poured, powdercoating/paint color decision, etc, was released for fabrication on 9/4/20. The delivery schedule per the Quote from Superior Aluminum was 3 weeks after receipt of approval drawings. On or around September 9, we found out that the adhesives that are used in the railing assembly process would not work in the oven at the powdercoater, so we stopped the fabrication. Anodizing and paint samples were sent to Amy last week, which she got today, and I think we will have direction by this afternoon to proceed. We're looking at 3 weeks after approval for delivery.

Kiosks and Lighted Signs. There was a considerable amount of coordination required between Amy, Coleman, the City and UPFab to all agree on exactly what and how to produce these items with changes in locations and sizes of logos, letter fonts, colors, etc. The original shop drawings for the Kiosks were submitted in July, with the final approved shop drawings received on 9/10/20. These are all currently in fabrication, and expecting to deliver in 2 +/- weeks pending acquiring another special order powder order.

We understand that project schedule is of utmost importance, and have never had to request an extension on a deadline, however, we are in need of an extension on this project, for causes that have been completely out of our control.

Sincerely,

Richard W. Kauppila, President  
[rickkauppila@gmail.com](mailto:rickkauppila@gmail.com)  
906-869-3100





**Contractor's Application for Payment No.**

4

Application Period: September 20 - 30, 2020		Application Date: October 12, 2020
To (Owner): City of Ironwood	From (Contractor): Ruotsala Construction, LLC	Via (Engineer): Coleman Engineering Company
Project: City of Ironwood - Downtown Square	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 190668

**Application For Payment  
Change Order Summary**

Approved Change Orders				
Number	Additions	Deductions		
1	\$65,863.85		<b>1. ORIGINAL CONTRACT PRICE.....</b>	<b>\$ 1,220,858.42</b>
2	\$60,512.85		<b>2. Net change by Change Orders.....</b>	<b>\$ 126,376.70</b>
			<b>3. Current Contract Price (Line 1 ± 2).....</b>	<b>\$ 1,347,235.12</b>
			<b>4. TOTAL COMPLETED AND STORED TO DATE</b>	
			.....	<b>\$ 1,027,531.47</b>
			<b>5. RETAINAGE:</b>	
			a. 5% X \$1,027,531.47 Work Completed.....	\$ 51,376.57
			b. X _____ Stored Material.....	\$ _____
			c. Total Retainage (Line 5.a + Line 5.b).....	\$ 51,376.57
			<b>6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....</b>	<b>\$ 976,154.90</b>
			<b>7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....</b>	<b>\$ 816,795.71</b>
			<b>8. AMOUNT DUE THIS APPLICATION.....</b>	<b>\$ 159,359.19</b>
			<b>9. BALANCE TO FINISH, PLUS RETAINAGE</b>	
			(Column G total on Progress Estimates + Line 5.c above).....	<b>\$ 371,080.22</b>
TOTALS	\$126,376.70			
NET CHANGE BY CHANGE ORDERS	\$126,376.70			

**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: \_\_\_\_\_

Payment of: \$ \_\_\_\_\_ \$159,359.19  
(Line 8 or other - attach explanation of the other amount)

is recommended by: \_\_\_\_\_ (Engineer) \_\_\_\_\_ (Date)

Payment of: \$ \_\_\_\_\_ \$159,359.19  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ (Date)  
Funding or Financing Entity (if applicable)

**Progress Estimate - Unit Price Work**

For (Contract):		City of Ironwood - Downtown Square				Application Number:		4					
Application Period:		September 20 - 30, 2020				Application Date:		October 26, 2020					
Item		Contract Information (Thru CO 2)				Total Quantity Placed	Total Amount Placed	Quantity Previously Paid	Amount Previously Paid	Quantity This Estimate	Amount This Estimate	Quantity Withheld	Amount Withheld
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)								
1	Mobilization, Max \$30,000	1	LSUM	\$20,000.00	\$20,000.00	0.75	\$15,000.00	0.75	\$15,000.00				
2	Curb and Gutter, Rem	315	Ft	\$10.00	\$3,150.00	315	\$3,150.00	315	\$3,150.00				
3	Sidewalk, Rem	259	Syd	\$15.00	\$3,885.00	259	\$3,885.00	250	\$3,750.00	9	\$135.00		
4	HMA Surface, Rem	3114	Syd	\$5.00	\$15,570.00	3114	\$15,570.00	2845	\$14,225.00	269	\$1,345.00		
5	Integral Curb and Sidewalk, Rem	433	Syd	\$15.00	\$6,495.00	433	\$6,495.00	433	\$6,495.00				
6	Sawcutting	1102	Ft	\$5.00	\$5,510.00	1102	\$5,510.00	970	\$4,850.00	132	\$660.00		
7	Excavation, Earth	500	Cyd	\$12.00	\$6,000.00	500	\$6,000.00	375	\$4,500.00	125	\$1,500.00		
8	Excavation, Rock	200	Cyd	\$25.00	\$5,000.00	200	\$5,000.00	200	\$5,000.00				
9	Subgrade Undercutting, Type II	1611	Cyd	\$10.00	\$16,110.00	1611	\$16,110.00	1611	\$16,110.00				
10	Embankment, LM	175	Cyd	\$15.00	\$2,625.00	175	\$2,625.00			175	\$2,625.00		
11	Aggregate Base, 4-Inch	130	Syd	\$8.00	\$1,040.00	130	\$1,040.00	130	\$1,040.00				
12	Aggregate Base, 9-Inch	569.22	Syd	\$15.00	\$8,538.30	547	\$8,205.00	508	\$7,620.00	39	\$585.00		
13	Curb & Gutter, Conc, Det C-2	479	Ft	\$25.00	\$11,975.00	459	\$11,475.00	459	\$11,475.00				
14	Sidewalk, Conc, 4-Inch	1186.8	Sft	\$7.00	\$8,307.60	1186.8	\$8,307.60	1186.8	\$8,307.60				
15	Sidewalk, Conc, 6-Inch	13451	Sft	\$8.00	\$107,608.00	12951	\$103,608.00	12951	\$103,608.00				
16	Sidewalk, Conc, 6-Inch Special	1789	Sft	\$12.00	\$21,468.00	1789	\$21,468.00	1785	\$21,420.00	4	\$48.00		
17	Integral Curb and Concrete Sidewalk, 4-Inch	660	Sft	\$12.00	\$7,920.00	660	\$7,920.00	660	\$7,920.00				
18	Integral Curb and Concrete Sidewalk, 6-Inch	3900	Sft	\$13.00	\$50,700.00	3900	\$50,700.00	3900	\$50,700.00				
19	Detectable Warning Surface	37.5	Ft	\$100.00	\$3,750.00	37.5	\$3,750.00	25	\$2,500.00	12.5	\$1,250.00		
20	HMA Approach	193.08	Ton	\$125.00	\$24,135.00	188.08	\$23,510.00	100	\$12,500.00	88.08	\$11,010.00		
21	Hand Patching	41	Ton	\$200.00	\$8,200.00	35	\$7,000.00	15	\$3,000.00	20	\$4,000.00		
22	Slope Restoration, Type A	200	Syd	\$3.00	\$600.00	200	\$600.00			200	\$600.00		
23	Storm Sewer Catch Basin and Cover, 2' Diameter	3	Ea	\$3,000.00	\$9,000.00	3	\$9,000.00	3	\$9,000.00				
24	Storm Sewer Catch Basin and Cover, 4' Diameter	4	Ea	\$3,500.00	\$14,000.00	4	\$14,000.00	4	\$14,000.00				
25	12-Inch HDPE Storm Sewer Pipe	322	Ft	\$45.00	\$14,490.00	322	\$14,490.00	322	\$14,490.00				
26	8-Inch SDR 26 PVC Storm Sewer		Ft	\$50.00									
27	Connect to Existing Storm Sewer Manhole	1	Ea	\$400.00	\$400.00	1	\$400.00	1	\$400.00				
28	Connect to Existing Storm Sewer Main	3	Ea	\$400.00	\$1,200.00	3	\$1,200.00	3	\$1,200.00				
29	Underdrain, Subgrade, 4-Inch	495	Ft	\$10.00	\$4,950.00	495	\$4,950.00	494	\$4,940.00	1	\$10.00		
30	Underdrain, 4-Inch Sch 40 PVC	9	Ft	\$10.00	\$90.00	9	\$90.00	9	\$90.00				
31	6" SDR 35 PVC Sewer Lateral	94	Ft	\$55.00	\$5,170.00	94	\$5,170.00	94	\$5,170.00				
32	Connect to Existing Sanitary Sewer Main	1	Ea	\$400.00	\$400.00	1	\$400.00	1	\$400.00				
33	6-Inch Watermain	725	Ft	\$40.00	\$29,000.00	725	\$29,000.00	725	\$29,000.00				
34	Gate Valve and Box, 6-Inch	2	Ea	\$4,000.00	\$8,000.00	2	\$8,000.00	2	\$8,000.00				
35	Fire Hydrant Assembly	2	Ft	\$6,500.00	\$13,000.00	2	\$13,000.00	2	\$13,000.00				
36	Fire Hydrant Assembly Relocate	1	Ea	\$1,500.00	\$1,500.00	1	\$1,500.00	1	\$1,500.00				
37	6-Inch 45-Degree Bend	5	Ea	\$300.00	\$1,500.00	5	\$1,500.00	5	\$1,500.00				
38	6-Inch 90-Degree Bend	5	Ea	\$300.00	\$1,500.00	5	\$1,500.00	5	\$1,500.00				
39	6" x 6" x 6" Tee	1	Ea	\$300.00	\$300.00	1	\$300.00	1	\$300.00				
40	Connect to Existing 6-Inch Watermain	1	Ea	\$1,500.00	\$1,500.00	1	\$1,500.00	1	\$1,500.00				
41	Interior Piping Assemblies	1	LSUM	\$4,500.00	\$4,500.00	0.75	\$3,375.00			0.75	\$3,375.00		
42	Traffic Control	1	LSUM	\$20,000.00	\$20,000.00	0.75	\$15,000.00	0.75	\$15,000.00				
43	Pavt. Mrkg. Waterborne, 4-Inch, White	750	Ft	\$8.00	\$6,000.00	642	\$5,136.00			642	\$5,136.00		
44	Pavt. Mrkg. Waterborne, Handicap Logo, Blue & White	3	Ea	\$200.00	\$600.00	3	\$600.00			3	\$600.00		
45	Post, Steel, 3 lb	42	Ft	\$10.00	\$420.00								
46	Sign, Type IIA	6	Sft	\$75.00	\$450.00								
47	Lighting Unit on New Foundation	18	Ea	\$5,000.00	\$90,000.00	18	\$90,000.00	18	\$90,000.00				
48	Pull Box	7	Ea	\$1,000.00	\$7,000.00	7	\$7,000.00	7	\$7,000.00				
49	Conduit, DB, 1.5-Inch	1423	Ft	\$5.00	\$7,115.00	1423	\$7,115.00	1015	\$5,075.00	408	\$2,040.00		
50	Conduit, DB, 1.5-Inch	2186	Ft	\$5.25	\$11,476.50	2186	\$11,476.50	2057	\$10,799.25	129	\$677.25		
51	Conduit, Directional Bore, 1.5-Inch	2145	Ft	\$20.00	\$42,900.00	2145	\$42,900.00	2145	\$42,900.00				
52	Wire in Conduit, #1	291	Ft	\$2.62	\$762.42	291	\$762.42	291	\$762.42				
53	Wire in Conduit, #2	1326	Ft	\$2.16	\$2,864.16	1326	\$2,864.16	1302	\$2,812.32	24	\$51.84		
54	Wire in Conduit, #4	2842	Ft	\$1.86	\$5,286.12	2842	\$5,286.12	2842	\$5,286.12				
55	Wire in Conduit, #6	2608	Ft	\$1.79	\$4,668.32	2608	\$4,668.32	1710	\$3,060.90	898	\$1,607.42		
56	Wire in Conduit, #8	2352	Ft	\$1.56	\$3,669.12	2352	\$3,669.12	2744	\$4,280.64	-392	-\$611.52		
57	Wire in Conduit, #10	2314	Ft	\$1.46	\$3,378.44	2314	\$3,378.44	1422	\$2,076.12	892	\$1,302.32		
58	Wire in Conduit, #12	7080	Ft	\$1.42	\$10,053.60	7080	\$10,053.60	6420	\$9,116.40	660	\$937.20		
59	Ground Wire in Conduit, #8	469	Ft	\$1.52	\$712.88	469	\$712.88	364	\$553.28	105	\$159.60		
60	Ground Wire in Conduit, #10	1075	Ft	\$1.43	\$1,537.25	1075	\$1,537.25	256	\$366.08	819	\$1,171.17		
61	Ground Wire in Conduit, #12	3367	Ft	\$1.40	\$4,713.80	3367	\$4,713.80	3053	\$4,274.20	314	\$439.60		
62	50-30-20 RV Receptacle	2	Ea	\$1,500.00	\$3,000.00	2	\$3,000.00			2	\$3,000.00		
63	Duplex Receptacle	4	Ea	\$1,000.00	\$4,000.00	4	\$4,000.00			4	\$4,000.00		
64	Tree Lighting Receptacle	6	Ea	\$650.00	\$3,900.00	6	\$3,900.00			6	\$3,900.00		
65	Security Camera	1	LSUM	\$11,000.00	\$11,000.00								
66	Electrical Service, Supply	1	LSUM	\$4,000.00	\$4,000.00	1	\$4,000.00	1	\$4,000.00				
67	Electrical Service, Utility Building	1	LSUM	\$10,000.00	\$10,000.00	0.75	\$7,500.00	0.75	\$7,500.00				
68	Gas Service, Supply	1	LSUM	\$5,000.00	\$5,000.00	1	\$5,000.00	1	\$5,000.00				
69	Gas Service, Utility Building Interior	1	LSUM	\$2,500.00	\$2,500.00	0.5	\$1,250.00	0.5	\$1,250.00				
70	Gas Service, Fire Ring	95	Ft	\$25.00	\$2,375.00	95	\$2,375.00	95	\$2,375.00				
71	Utility Building	1	LSUM	\$28,596.00	\$28,596.00	0.75	\$21,447.00	0.5	\$14,298.00	0.25	\$7,149.00		
72	Erosion Control	1	LSUM	\$700.00	\$700.00	1	\$700.00			1	\$700.00		
73	Tent Tie-Downs	4	Ea	\$500.00	\$2,000.00								
74	Irrigation System	1	LSUM	\$17,500.00	\$17,500.00	0.75	\$13,125.00	0.75	\$13,125.00				
75	Splash Pad Parts and Installation	1	LSUM	\$90,000.00	\$90,000.00	1	\$90,000.00	1	\$90,000.00				
76	Spash Pad Concrete	627	Sft	\$15.00	\$9,405.00	627	\$9,405.00	627	\$9,405.00				
77	Splash Pad Spare Parts	1	LSUM	\$3,000.00	\$3,000.00	1	\$3,000.00	1	\$3,000.00				
78	Topsoil Surface, Furn, 4 inch	2761	Syd	\$12.00	\$33,132.00	318	\$3,816.00	318	\$3,816.00				
79	Topsoil Surface, Furn, 6 inch	528	Syd	\$15.00	\$7,920.00	91	\$1,365.00	91	\$1,365.00				
80	CIP Wall	42	Ft	\$175.00	\$7,350.00	42	\$7,350.00	42	\$7,350.00				
81	Kiosk, Type I	1	LSUM	\$8,500.00	\$8,500.00								
82	Kiosk, Type II	1	LSUM	\$6,100.00	\$6,100.00								
83	Pergola Structure	1	LSUM	\$47,000.00	\$47,000.00	0.75	\$35,250.00			0.75	\$35,250.00		
84	Stage Shade Structure	1	LSUM	\$29,000.00	\$29,000.00	0.75	\$21,750.00			0.75	\$21,750.00		
85	Pergola Structure Footing	1	LSUM	\$6,500.00	\$6,500.00	1	\$6,500.00	1	\$6,500.00				
86	Pergola Structure LED Lighting	35	Ft	\$75.00	\$2,625.00								
87	Stage Shade Structure Footing	1	LSUM	\$6,500.00	\$6,500.00	1	\$6,500.00	1	\$6,500.00				

**Progress Estimate - Unit Price Work**

For (Contract): City of Ironwood - Downtown Square					Application Number: 4								
Application Period: September 20 - 30, 2020					Application Date: October 26, 2020								
Item		Contract Information (Thru CO 2)				Total Quantity Placed	Total Amount Placed	Quantity Previously Paid	Amount Previously Paid	Quantity This Estimate	Amount This Estimate	Quantity Withheld	Amount Withheld
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)								
88	Precast Post Covers	1	LSUM	\$2,500.00	\$2,500.00								
89	Stage, Ramp, Stairs and Wall Concrete Work	1	LSUM	\$35,000.00	\$35,000.00	1	\$35,000.00	1	\$35,000.00				
90	Ramp Hand Rail	72	Ft	\$75.00	\$5,400.00								
91	Stair Hand Rail	15	Ft	\$75.00	\$1,125.00								
92	Stage Rail	30	Ft	\$75.00	\$2,250.00								
93	Precast Fire Ring Cap	1	LSUM	\$1,500.00	\$1,500.00								
94	Fire Ring	1	LSUM	\$10,900.00	\$10,900.00								
95	40-Foot Flag Pole with Light	1	Ea	\$7,500.00	\$7,500.00	0.75	\$5,625.00			0.75	\$5,625.00		
96	35-Foot Flag Pole with Light	2	Ea	\$6,500.00	\$13,000.00	1.5	\$9,750.00			1.5	\$9,750.00		
97	Signage - Metal Logo Large	1	Ea	\$4,500.00	\$4,500.00								
98	Signage - Metal Logo Small	2	Ea	\$1,900.00	\$3,800.00								
99	Signage - Stage Letters	33	Ea	\$150.00	\$4,950.00								
100	Signage - Find Your North	2	Ea	\$3,000.00	\$6,000.00								
101	Bike Ramps	1	LSUM	\$9,500.00	\$9,500.00	1	\$9,500.00	0.75	\$7,125.00	0.25	\$2,375.00		
102	Sandblasting of Logo in Concrete Walk	1	Ea	\$3,000.00	\$3,000.00	1	\$3,000.00			1	\$3,000.00		
103	Boulder	47	Ea	\$150.00	\$7,050.00	47	\$7,050.00	32	\$4,800.00	15	\$2,250.00		
104	Bike Trail	127	Syd	\$15.00	\$1,905.00	127	\$1,905.00			127	\$1,905.00		
105	Trash Receptacle and Recycling Receptacle	8	Ea	\$2,000.00	\$16,000.00								
106	Bench	9	Ea	\$2,300.00	\$20,700.00								
107	Bench on Wall	1	Ea	\$2,500.00	\$2,500.00								
108	Round Picnic Table and Round Picnic Table - ADA	10	Ea	\$3,100.00	\$31,000.00								
109	Rectangle Picnic Table and Rectangle Picnic Table - ADA	4	Ea	\$1,700.00	\$6,800.00								
110	Bike Rack	6	Ea	\$600.00	\$3,600.00								
111	Moveable Chair	12	Ea	\$250.00	\$3,000.00								
112	Lounge Chair	4	Ea	\$1,200.00	\$4,800.00								
113	Table Umbrella - Solar	2	Ea	\$7,000.00	\$14,000.00								
114	Table Umbrella	2	Ea	\$5,000.00	\$10,000.00								
115	Bike Fix-it Station	1	Ea	\$2,500.00	\$2,500.00								
116	Moveable Planter	3	Ea	\$700.00	\$2,100.00								
117	Erosion Control Blanket 1A Open Weave Textile	340	Syd	\$2.00	\$680.00								
118	Deciduous Shrub - No 5 Container	56	Ea	\$65.00	\$3,640.00	45	\$2,925.00			45	\$2,925.00		
119	Deciduous Tree - 2.5-Inch Cal B&B	6	Ea	\$800.00	\$4,800.00								
120	Deciduous Tree - 2-Inch Cal B&B	2	Ea	\$700.00	\$1,400.00	2	\$1,400.00			2	\$1,400.00		
121	Deciduous Tree - 8-Foot Height B&B	5	Ea	\$650.00	\$3,250.00	5	\$3,250.00			5	\$3,250.00		
122	Deciduous Tree - 5-Foot Height B&B	2	Ea	\$400.00	\$800.00	2	\$800.00			2	\$800.00		
123	Evergreen Shrub - 4-Foot Height	5	Ea	\$300.00	\$1,500.00	5	\$1,500.00			5	\$1,500.00		
124	Evergreen Tree - 10-Foot Height	1	Ea	\$700.00	\$700.00	1	\$700.00			1	\$700.00		
125	Evergreen Tree - 6-Foot Height	30	Ea	\$600.00	\$18,000.00	28	\$16,800.00	20	\$12,000.00	8	\$4,800.00		
126	Perennial 1-Gallon Container	125	Ea	\$25.00	\$3,125.00	123	\$3,075.00	21	\$525.00	102	\$2,550.00		
127	Wood Mulch	98	Cyd	\$65.00	\$6,370.00	36	\$2,340.00			36	\$2,340.00		
128	Restoration, Sodding	1903	Syd	\$6.00	\$11,418.00								
129	Seeding - Pollinator Lawn	646	Syd	\$4.00	\$2,584.00								
130	Seeding - Turf		Syd	\$2.00									
131	Reinforcement, Steel, Rebar #3	4914.21	Sft	\$3.00	\$14,742.63	4109.21	\$12,327.63	4109.21	\$12,327.63				
132	Directional Boring Additional Mobilization and Time Costs	1	LSUM	\$3,000.00	\$3,000.00	1	\$3,000.00			1	\$3,000.00		
133	Security Camera Upgrades	1	LSUM	\$6,874.35	\$6,874.35								
134	Catch Basin Abandonment	1	LSUM	\$3,173.63	\$3,173.63	1	\$3,173.63			1	\$3,173.63		
<b>Totals</b>					<b>\$1,347,235.12</b>		<b>\$1,027,531.47</b>		<b>\$859,784.96</b>		<b>\$167,746.51</b>		

**CITY OF IRONWOOD  
RESOLUTION #020-016**

Commissioner \_\_\_\_\_ offered the following resolution and moved for its adoption.

**WHEREAS**, the City of Ironwood and the Gogebic Range Trail Authority (GRTA), support the establishment of officially designating Off Road Motorized Trail Routes (ORMTR) for All Terrain Vehicles (ATV) and Snowmobiles within the City of Ironwood, and

**WHEREAS**, the Gogebic Range Trail Authority (GRTA) will obtain all necessary permits and/or easements from private property owners, and

**WHEREAS**, the Gogebic Range Trail Authority (GRTA) will maintain the designated trails, and provide necessary signage on designated route, and

**WHEREAS**, the Off Road Motorized Trail Routes (ORMTR) that are indicated on “**Exhibit A**” shall be Officially Designated as Off Road Motorized Trail Routes (ORMTR), and

**WHEREAS**, the cost of establishing, signing, developing, maintaining and obtaining legal access easements for the Off Road Motorized Trail Routes (ORMTR) shall be the responsibility of the Gogebic Range Trail Authority (GRTA), and will be funded from donations, grants, in-kind contributions, volunteer labor and other fundraising mechanisms, and

**WHEREAS**, all City, County, and State regulations pertaining to ATVs and Snowmobiles shall be complied with, and

**NOW THEREFORE, BE IT RESOLVED** that the City of Ironwood hereby supports the designation of Off Road Motorized Trail Routes (ORMTR) for All-Terrain Vehicles (ATV) and Snowmobiles, as identified on the attached Exhibit A.

Supported by Commissioner \_\_\_\_\_.

ADOPTED: Yeas

Nays:

Absent:

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting of the governing body of this municipality, on the 12th day of October 2020.

---

Karen M. Gullan, City Clerk



Existing Trail

New MDNR Funded SMB/ORV Trail

Southern Beltline Motorized Expansion Phase II

Will Require small 12' trail widening work, paid for by GRTA

Hiawatha, World's Largest Indian Statue

Manny's

Aurora Club

Globe Rupp Concrete & Supply

Granite Getaway

Ironwood City Water & Sewer

UPS Customer Center

Ironwood Park

Miners Memorial Heritage Park

Good News Evangelical Ministries

Ironwood Area School District Bus Park

Leona L. Wright High School

Lutey's Flower Shop & Greenhouse

Ketola Buria Funeral Home

Uptown Cafe

Larry's Bus Stop

Hiawatha

Manny's

Aurora Club

Globe Rupp Concrete & Supply

Granite Getaway

Ironwood City Water & Sewer

UPS Customer Center

Ironwood Park

Miners Memorial Heritage Park

Good News Evangelical Ministries

Ironwood Area School District Bus Park

Leona L. Wright High School

Lutey's Flower Shop & Greenhouse

Ketola Buria Funeral Home

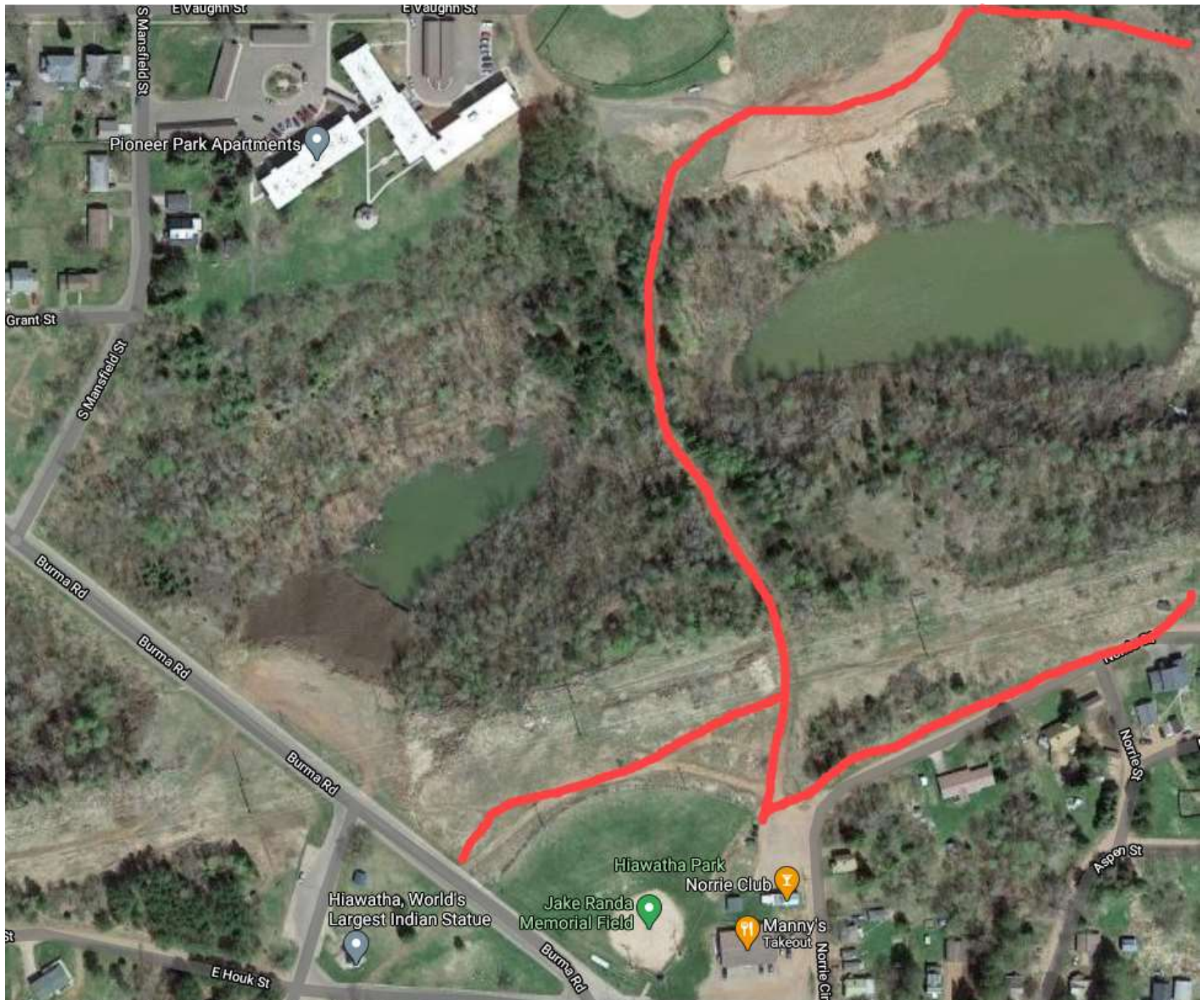
Uptown Cafe

Larry's Bus Stop

Google



Groomed surface on edge of woods, IWD Property



## Administrative Services Agreement

This Agreement, made effective as of the January 1, 2019 ("Effective Date"), between the Municipal Employees' Retirement System of Michigan (MERS) and the City of Ironwood (Municipality), together with the Adoption Agreement, provide the mutually agreed-upon terms for MERS' administration of benefits for former members with service accrued under Division 20 (Police and Fire) who are subsequently rehired into a position covered by Division 21 (Police/Fire after 4/1/2012). Nothing in this Agreement supersedes or waives any rights or obligations of the parties under law and the MERS Plan Document.

The Municipality has requested, and MERS has agreed to administer manually a nonstandard provision with respect to former members who terminated with service accrued under Division 20 who are subsequently rehired into a position covered by Division 21 on and after the Effective Date. Under this Agreement, a former member with service accrued under Division 20 who is subsequently rehired into a position covered under Division 21 will have all service s/he accrued under Division 20 determined under the Plan terms, including multiplier, applicable to Division 20, but using the final average compensation determined as of the date his service under Division 21 ends. For service by such former member after s/he is rehired into Division 21, the member will have all service earned under Division 21 determined under the Plan terms, including multiplier, applicable to Division 21, and also using the termination final average compensation determined as of the date his service under Division 21 ends.

### Notice of Applicability:

The Municipality agrees to provide MERS written notification of any members who rehire into Division 21 who terminated from Division 20 on and after the effective date of this agreement.

### System Limitations:

Municipality acknowledges that the calculations required under this Agreement cannot at present be electronically performed by MERS' systems, and that MERS must manually adjust member records to accurately calculate and display benefit information. These adjustments and limitations include:

- The projections/calculations of a member affected by this Agreement on the myMERS portal or in annual statements may be incorrect. The applicable Plan terms and final average compensation will be calculated accurately in accordance with the above and the MERS' Plan Document upon retirement.
- The Municipality must retain a list of members subject to this Agreement; if any member subject to this Agreement is transferred or later rehired into a different division, the Municipality must notify MERS in writing prior to the time of the transfer or rehire.
- While MERS will make every reasonable effort to ensure the accuracy of its retirement benefit calculations, with manual administration of nonstandard provisions such as this Agreement reflects, there is a risk of error in calculating benefits, which risk is acknowledged by the Municipality.
- MERS reserves the right to modify its manual administration of the nonstandard provision as outlined above.

### Notice Requirement:

The Municipality must provide written notice to the impacted members of the above adjustments and limitations. The Municipality acknowledges these limitations on MERS' administration of this Agreement and acknowledges that no technological changes will be made to automate the benefit calculations impacted by this Agreement. The Municipality agrees to indemnify and hold harmless MERS, its Board members, employees and agents for any damages or liability to any person or entity arising from MERS' administration of this Agreement.





*By signing below, the parties agree that the Defined Benefit Plan will be administered in accordance with the explanations provided herein. Items not discussed in the Adoption Agreement or this Administrative Services Agreement shall be administered in accordance with the MERS Plan Document and/or applicable law.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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



# IRONWOOD

MICHIGAN | *Find Your North*

Phone: (906) 932-5050  
Fax: (906) 932-5745  
www.cityofironwood.org

**To:** Mayor Burchell and City Commission

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

**Date:** October 6, 2020

**Meeting Date:** October 12, 2020

**Re:** Introduction of Odor Nuisance Ordinance and Civil Infraction Ordinance

---

As part of an effort to better manage and mitigate nuisances in the City of Ironwood, City Staff has been working with the City Attorney to draft the two attached ordinances. The first ordinance is an odor nuisance ordinance to address all odor issues in the City. This will create a more objective way to control these nuisances.

The second ordinance is a Municipal Civil Infraction Ordinance. This ordinance sets up a framework for civil fines associated with the Nuisance Ordinance and any ordinance that references civil infractions in the penalties section of an ordinance. It also sets up the procedures for issuance and situations where admission of responsibility is not made (district court proceedings).

### **Recommendation**

Motion to introduce the two ordinances so public hearings can be held at the next regular meeting on October 26<sup>th</sup> 2020.



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



**ORDINANCE NO. 525, BOOK 5,**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF IRONWOOD,  
MICHIGAN BY ADDING A NEW CHAPTER WHICH NEW CHAPTER SHALL BE  
DESIGNATED AS CHAPTER 38 OF SAID CODE  
ENTITLED “MUNICIPAL CIVIL INFRACTIONS”**

**THE CITY OF IRONWOOD ORDAINS:**

**CHAPTER 38 – MUNICIPAL CIVIL INFRACTIONS**

**Sec. 38-1. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Act* means Act No. 236 of the Public Acts of Michigan of 1961 (MCL 600.101 et seq., MSA 27A. 101 et seq.), as amended.

*Authorized city official* means a public safety officer, building inspector, or other designated official or employee of the City authorized by this chapter or any ordinance to issue municipal civil infraction citations or municipal civil infraction violation notices.

*Bureau* means the City municipal ordinance violations bureau, as established by this chapter.

*Municipal civil infraction* means an act or omission that is prohibited by this chapter or any ordinance of the city, but which is not a crime under this chapter or other ordinance, and for which civil sanctions, including, without limitation, fines, damages, expenses, and costs, may be ordered, as authorized by the Act, as amended. A municipal civil infraction is not a lesser included offense of a violation of the City that is a criminal offense.

*Municipal civil infraction action* means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.

*Municipal civil infraction citation* means a written complaint or notice prepared by an authorized city official, directing a person to appear in court regarding the occurrence or existence of a municipal civil infraction violation by the person cited.

*Municipal civil infraction violation notice* means a written notice prepared by an authorized City official, directing a person to appear at the City municipal ordinance violations bureau and to pay the fine and costs, if any, prescribed for the violation by the schedule of fines adopted by the City, as authorized under Sections 8396 and 8707(6) of the Act.

**Sec. 38-2. General Penalties and Sanctions for Violations of City Ordinances, Continuing Violations and Injunctive Relief.**

- A. Unless a violation of this chapter or any ordinance of the City is specifically designated in the ordinance as a municipal civil infraction, the violation shall be deemed to be a misdemeanor.
- B. The sanction for a violation which is a municipal civil infraction shall be a civil fine in the amount as provided by this chapter or the ordinance violates, plus any costs, damages, expenses and other sanctions, as authorized under the Act and other applicable laws.
  - 1. Unless otherwise specifically provided by this chapter or any ordinance, the civil fine for a violation shall be \$50.00, plus costs and other sanctions, for each infraction.
  - 2. Increased civil fines may be imposed for repeated violations by a person of any requirement or provision of this chapter or any ordinance. As used in this section, the term “repeat offense” means a second (or any subsequent) municipal civil infraction violation of the same requirement or provision committed by a person within any six-month period, unless some other period is specifically provided by this article or any ordinance, and for which the person admits responsibility or is determined to be responsible. Unless otherwise specifically provided by this chapter or any ordinance for a particular municipal civil infraction violation, the increased fine for a repeat offense shall be as follows:
    - i. The fine for any offense which is a first repeat offense shall be \$100, plus costs.
    - ii. The fine for any offense which is a second repeat offense shall be \$250, plus costs.
    - iii. The fine for any offense which is a third repeat offense or any subsequent repeat offense shall be \$500, plus costs.
- C. A violation includes any act which is prohibited, or made or declared to be unlawful, or an offense by this chapter or any ordinance, and any omission or failure to act where the act is required by this chapter or any ordinance.
- D. Each day on which any violation of this chapter or any ordinance continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate violation.
- E. In addition to any remedies at law, the City may bring an action for an injunction or other process against a person to restrain, prevent or abate any violation of this chapter or any City ordinance.

**Sec. 38-3. Authorized City Officials.**

The following employees and/or officials of the City are hereby designated as the authorized City officials to issue municipal civil infraction citations, directing alleged violators to appear in court, or municipal civil infraction violation notices, directing alleged violators to appear at the City municipal ordinance violations bureau, as provided by this chapter:

1. City building inspector;
2. Director of Public Safety;
3. Code enforcement officer; and
4. Sworn, public safety officers.

A municipal civil infraction action may be commenced upon the issuance by an authorized city official of a municipal civil infraction citation directing the alleged violator to appear in court or a municipal civil infraction violation notice directing the alleged violator to appear at the City municipal ordinance violations bureau.

**Sec. 38-4. Municipal Civil Infraction Citations – Issuance and Service.**

Municipal civil infraction citations shall be issued and served by authorized City officials as follows:

- A. The time for appearance specified in a citation shall be within a reasonable time after the citation is issued which shall not exceed 15 calendar days following such issuance.
- B. The place for appearance specified in a citation shall be the county district court.
- C. Each citation shall be numbered consecutively and shall be in a form approved by the state court administrator. The original citation shall be filed with the district court. Copies of the citation shall be retained by the City and issued to the alleged violator, as provided by Section 8705 of the Act.
- D. A citation for a municipal civil infraction signed by an authorized City official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: “I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge and belief.”
- E. An authorized City official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
- F. An authorized City official may issue a citation to a person if:

- (a) Based upon investigation, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
  - (b) Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for an infraction and if the prosecuting attorney or City attorney approves in writing the issuance of the citation.
- G. Municipal civil infraction citations shall be served by an authorized City official as follows:
- (a) Except as otherwise provided by subsection (b) below, an authorized City official shall personally serve a copy of the citation upon the alleged violator.
  - (b) If the municipal civil infraction action involves the use or occupancy of land, a building, or other structure, a copy of the citation does not need to be personally served upon the alleged violator, but may be served upon an owner or occupant of the land, building, or structure, by posting a copy of the citation on the land or attaching the copy to the building or structure. In addition, a copy of this citation shall be sent by first class mail to the owner of the land, building, or structure at the owner's last known address.

**Sec. 38-5. Same-Contents.**

- A. A municipal ordinance citation shall contain the name and address of the alleged violator, the municipal civil infraction alleged, the place where the alleged violator shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.
- B. Further, the citation shall inform the alleged violator that he or she may do one of the following:
  - (a) Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
  - (b) Admit responsibility for the municipal civil infraction, with explanation, by mail, in person, or by representation, at or by the time specified for appearance.
  - (c) Deny responsibility for the municipal civil infraction by doing either of the following:
    - i. Appearing in person for an informal hearing before a judge or district court magistrate, without the opportunity of being represented by an attorney, unless a formal hearing before a judge is requested by the City.
    - ii. Appearing in court for a formal hearing before a judge, with the opportunity of being represented by an attorney.
- C. The citation shall also inform the alleged violator of all of the following:
  - (a) If the alleged violator desires to admit responsibility with explanation, in person or by representation, the alleged violator must apply to the court in person, by

mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.

- (b) If the alleged violator desires to deny responsibility, the alleged violator must apply to the court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the citation.
- (c) A hearing shall be an informal hearing unless a formal hearing is requested by the alleged violator or the City.
- (d) At an informal hearing the alleged violator must appear in person before a judge or district court magistrate, without the opportunity of being represented by an attorney.
- (e) At a formal hearing the alleged violator must appear in person before a judge with the opportunity of being represented by an attorney.

D. The citation shall contain a notice in bold-faced type that the failure of the alleged violator to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in entry of a default judgment against the alleged violator on the municipal civil infraction.

#### **Sec. 38-6. Municipal Ordinance Violations Bureau.**

- A. *Established.* The City hereby establishes a municipal ordinance violations bureau, or bureau, as authorized under Section 8396 of the Act to accept admissions of responsibility for municipal civil infractions in response to municipal civil infraction violation notices issued and served by authorized City officials, and to collect and retain civil fines and costs, as prescribed by this article or any ordinance.
- B. *Location, Supervision, Employees, Rules and Regulations.* The bureau shall be located at the Ironwood Memorial Building at 213 S. Marquette Street, Ironwood, MI and shall be under the supervision and control of the City Manager. The City Manager, subject to the approval of the City Council, shall adopt rules and regulations for the operation of the bureau and appoint any necessary, qualified City employees to administer the bureau.
- C. *Disposition of Violations.* The bureau may dispose only of municipal civil infraction violations for which a fine has been scheduled and for which a municipal civil infraction violation notice, as compared with a citation, has been issued. The fact that a fine has been scheduled for a particular violation shall not entitle any person to dispose of the violation at the bureau. Nothing in this article shall prevent or restrict the City from issuing a municipal civil infraction citation for any violation or from prosecuting any violation in a court of competent jurisdiction. No person shall be required to dispose of a municipal civil infraction violation at the bureau and may have the violation processed before a court of appropriate jurisdiction. The unwillingness of any person to dispose of any violation at the bureau shall not prejudice the person or in any way diminish the person's rights, privileges, and protection accorded by law.

- D. *Bureau Limited to Accepting Admissions of Responsibility.* The scope of the bureau's authority shall be limited to accepting admissions of responsibility for municipal civil infractions and collecting and retaining civil fines and costs as a result of those admissions. The bureau shall not accept payment of a fine from any person who denies having committed the offense or who admits responsibility only with explanation, and in no event shall the bureau determine, or attempt to determine, the truth or falsity of any fact or matter relating to an alleged violation.
- E. *Municipal Civil Infraction Violation Notices.* Municipal civil infraction violation notices shall be issued and served by authorized City officials under the same circumstances and upon the same persons as are citations, as provided for in section 38-4. In addition to any other information required by this chapter or any ordinance, the notice of violation shall indicate the time by which the alleged violator must appear at the bureau which shall not exceed 15 calendar days following issuance, the methods by which an appearance may be made, the address and telephone number of the bureau, the hours during which the bureau is open, the amount of the fine scheduled for the alleged violation, and the consequences for failure to appear and pay the required fine within the required time.
- F. *Appearance, Payment of Fines and Costs.* An alleged violator receiving a municipal civil infraction violation notice shall appear at the bureau and pay the specified fine and costs at or by the time specified for appearance in the municipal civil infraction violation notice. An appearance may be made by mail, in person, or by representation.
- G. *Procedure Where Admission of Responsibility not Made or Fine not Paid.* If an authorized City official issues and serves a municipal ordinance violation notice and if an admission of responsibility is not made and the civil fine and costs, if any, prescribed by the schedule of fines for the violation are not paid at the bureau, a municipal civil infraction citation may be filed with the district court, and a copy of the citation may be served by first class mail upon the alleged violator at the alleged violator's last known address. The citation filed with the court does not need to comply in all respects with the requirements for citations as provided by sections 8705 and 8709 of the Act, but shall consist of a sworn complaint containing the allegations stated in the municipal ordinance violation notice and shall fairly inform the alleged violator how to respond to the citation.

**Sec. 38-7. Repealer.** Any ordinance that is in conflict with this Ordinance is hereby repealed.

**Sec. 38-8. Severability.** If any word, clause, sentence, paragraph or provision of this Ordinance is deemed to be invalid by a court of competent jurisdiction, such word, clause, sentence, paragraph or provision so designated shall be deemed severable and the remaining provisions of the ordinance shall be deemed fully enforceable.

**Sec. 38-9. Effective Date.** The terms and provisions of this Ordinance shall become effective upon adoption and publication in accordance with law.



Passed and adopted by the City Commission of the City of Ironwood, Michigan, this  
\_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
ANNETTE DA LIO-BURCHELL, MAYOR

ATTEST:

\_\_\_\_\_  
KAREN M. GULLAN, CITY CLERK

**ORDINANCE NO. 526, BOOK 5**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF IRONWOOD, MICHIGAN, BY ADDING NEW SECTIONS TO CHAPTER 17, NUISANCES, WHICH NEW SECTIONS SHALL BE DESIGNATED AS SECTIONS 17-84 THROUGH 17-89 OF SAID CODE**

**The City of Ironwood Code of Ordinances is hereby amended to add Sections 17-84 through 17-89, prohibiting offensive odor.**

**THE CITY OF IRONWOOD ORDAINS:**

**Sec. 17-84. Prohibition.** It shall constitute a public nuisance and be unlawful for any owner or operator of premises located within the City to cause or allow odor to emit beyond the boundaries of the real property which:

- (a) Creates odors or smells which are offensive or obnoxious to other persons within the City; or
- (b) Endangers the health and welfare of other persons within the City; or
- (c) Creates a detrimental effect on the use and enjoyment of property of other persons in the City; or
- (d) Unreasonably interferes with the enjoyment of life, health, safety, peace, comfort or property of other persons in the City.

**Sec. 17-85. Odor.** In addition to the prohibitions listed in Sec. 17-84, odors shall be deemed unlawful if either of the following conditions are present:

- (a) Odor detectable in the ambient air is greater than seven dilution to threshold (D/T) for two samples or observations not less than 15 minutes apart within a one hour period measured by a field olfactometer device beyond the boundaries of the property emitting an odor to other properties within the City.
- (b) When the City receives three or more formal complaints from individual residents representing separate households within a 24-hour period and the complaints are related to a single odor source.

**Sec. 17-86. Penalty.**

- (a) Any person violating any provisions of this section shall be subject to a municipal civil infraction with a civil fine of \$250.00 plus the full cost to the City to prosecute the matter. Each day on which a violation of this section occurs or continues shall constitute a separate offense,
- (b) Enforcement and penalty under this section shall be deemed to be cumulative and not exclusive. Nothing in this section shall prevent the City from taking action under any of its fire, housing, zoning or other health safety codes for violations thereof to seek

injunctive relief against such violations in accordance with the terms and conditions of the particular code the city could proceed under. In addition, the city attorney may apply to a court of competent jurisdiction for an injunction to prohibit the continuation of any violation of this section. Such application for relief may include seeking a temporary restraining order, temporary injunction and permanent injunction.

**Sec. 17-87. Repealer.** Any ordinance that is in conflict with this Ordinance is hereby repealed.

**Sec. 17-88. Severability.** If any word, clause, sentence, paragraph or provision of this ordinance is deemed to be invalid by a court of competent jurisdiction, such word, clause, sentence, paragraph or provision so designated shall be deemed severable and the remaining provisions of the ordinance shall be deemed fully enforceable.

**Sec. 17-89. Effective Date.** The terms and provisions of this Ordinance shall become effective upon adoption and publication in accordance with law.

Passed and adopted by the City Commission of the City of Ironwood, Michigan, this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
ANNETTE DA LIO-BURCHELL, MAYOR

ATTEST:

\_\_\_\_\_  
KAREN M. GULLAN, CITY CLERK

# Memo

**To:** Mayor & City Commission

**From:** Scott Erickson, City Manager

**CC:**

**Date:** October 12, 2020

**Re:** Discuss and Consider Authorizing Bids for a 2021 Water and Sanitary Sewer Infrastructure Project.

---

## **Introduction**

The City of Ironwood recently completed both a comprehensive water system study as well as a comprehensive sanitary sewer study. The studies provide both an inventory of each respective utility (water and sewer) and recommendations for future infrastructure improvements. This information, as well as input from the City Department of Public Works, was used to help identify the proposed project locations and scope of work. This work will include the following:

- 1) Sanitary sewer main replacement, water main replacement and street reconstruction on Pewabic Street (Lawrence St. to Hemlock Street), Lake Avenue (Curry Street to Lake Street) and as an alternate bid (if project budgets allow) Chestnut Street (Francis St. to Harding to Hemlock St.)
- 2) Reline existing sanitary sewer - Aurora St. (Lawrence St. to Suffolk St.), Lowell Street (Aurora to McLeod Ave.) and alley main behind theater (Lawrence St. to Suffolk St.)
- 3) Replace watermain on Van Buskirk St (Norrie Park Road to south)
- 4) Replace storm sewer on east side of Ayer Street south of Country Club Road.

5) Install water main loop connections at the intersections of Celia St./Lake St. and Garvey St./Lake St.

6) Reline 25 worst condition sanitary sewer manholes as identified in the comprehensive sanitary sewer study.

The funding for this work is estimated at \$2,066,949.00. This estimate includes \$756,864 (water fund), \$1,261,385 (sewer fund) and \$48,700 (street fund). The funding for this project will be from a combination of currently budgeted water and sanitary sewer funds in the 2020/21 budget, water and sanitary sewer fund balance and major street funds.

### **Recommendation**

It is recommended to authorize bids for the 2021 Water and Sanitary Sewer Infrastructure Project.



2021 Sewer and Water Projects  
 City of Ironwood, Michigan  
 10/5/2020

Base Scope of Work

Job Location	Length	Cost/Foot	Estimated Construction	Estimated Eng Cost	Total Project Cost	Notes
Van Buskirk	980	\$225	\$220,500	\$35,280	\$255,780	Water - Outside of roadway, within R.O.W.
Bonnie St Storm	375	\$100	\$37,500	\$11,200	\$48,700	storm sewerand drainage work with some road patching
Downtown Sewer Lining	2369	\$65	\$153,985	\$23,098	\$177,083	Lining of Downtown sewer mains for 3 blocks with alleys
Pewabic	590	\$450	\$265,500	\$55,755	\$321,255	2" Galvanized Water main with a lot of breaks. Replace Sewer/Water, Curb & Gutter/ Sidewalk on both sides
Lake Ave	1375	\$475	\$653,125	\$137,156	\$790,281	6" cast iron water main with a lot of breaks. Sewer/Water, Curb & Gutter/Sidewalk on both sides
Lake St intersections with Celia and Garvey St's	2 EA	\$30,000	\$60,000	\$12,000	\$72,000	taking out two 1" connection from small mains to the 16" main in Lake
Sewer MH relining of worst 25 condition manholes			\$85,000	\$14,450	\$99,450	MH lining work
<b>Grand Total: Base Scope of Work</b>					<b>\$1,764,549</b>	

Water Budget	Sewer Budget	Street Budget	Grand Total
\$ 255,780			
		\$ 48,700	
\$ 80,314	\$ 177,083		
\$ 197,570	\$ 240,941		
\$ 72,000	\$ 592,711		
	\$ 99,450		
<b>\$ 605,664</b>	<b>\$ 1,110,185</b>	<b>\$ 48,700</b>	<b>\$ 1,764,549</b>

**Bid Alternate:** This project will be designed and bid. If bids do not come in favorable, then the City can elect to NOT construct this portion of the project with the others.

Chestnut	720	\$350	\$252,000	\$50,400	\$302,400	Dead end water main with no hydrant. Need to loop system and install new water main. 400' Sewer, 720' Water, 720' HMA
<b>Grand Total (Base Scope plus Bid Alternate)</b>					<b>\$2,066,949</b>	
			\$ 151,200	\$ 151,200		
			<b>\$ 756,864</b>	<b>\$ 1,261,385</b>	<b>\$ 48,700</b>	<b>\$ 2,066,949</b>

# Memo

**To:** Mayor & City Commission

**From:** Scott Erickson, City Manager

**CC:**

**Date:** October 12, 2020

**Re:** Discuss and Consider Approving Engineering Services Agreement with Coleman Engineering for the 2021 Water and Sanitary Sewer Infrastructure Project.

---

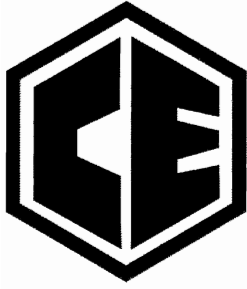
## **Introduction**

The 2021 Water and Sanitary Sewer Infrastructure project will require engineering services including: field surveys, engineering design, permitting, project management and inspection services.

## **Recommendation**

It is recommended to approve an engineering services agreement with Coleman Engineering in the amount not to exceed \$339,339.00 for the 2021 Water and Sanitary Sewer Infrastructure Project.





## COLEMAN ENGINEERING COMPANY

CIVIL ENGINEERING • ENVIRONMENTAL ENGINEERING • GEOTECHNICAL ENGINEERING • SURVEYING

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

October 6, 2020

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

Re: Professional Engineering Services  
2021 Sewer and Water Projects

Dear Mr. Erickson:

Coleman Engineering Company (CEC) appreciates the opportunity to provide this proposal for Professional Engineering Services for the 2021 Sewer and Water projects. CEC has worked together with the City of Ironwood to identify water and sewer projects that have been deemed critical projects through the following:

- Addressing undersized and non-looped water mains which restrict flows and reduce water quality;
- Replacement of old water pipes which have frequent breaks and service calls;
- Addressing condition issues identified in the SAW sewer project study;
- Addressing storm sewer issue on Bonnie Street.

We understand that this project will be funded by the City of Ironwood and there will not be outside public funding requirements.

### Base Scope of Services

CEC will perform engineering design, bidding and construction phase services for the above referenced projects.

- Engineering design includes geotechnical drilling, topographic surveying and the preparation of construction documents for water/sewer/storm and street replacement

as required for each individual area. This also includes the replacement of lead service lines into houses for water services that are identified to be a "lead service line" as dedicated by the State of Michigan.

- Bidding includes CEC leading a public bidding process using the Engineering Joint Contract Document Committee (EJCDC) documents that CEC typically uses for bidding City of Ironwood projects.
- Construction Phase Services includes providing a Resident Project Representative to provide oversight and inspection services, as well as leading the process for contractor pay applications, change orders, RFIs, shop drawing review, and other contracting paperwork. CEC will also provide quality control testing services for the City of Ironwood for earthwork, gravel, concrete, and asphalt construction materials.

The above stated services will be invoiced on a time and materials not to exceed basis. A breakdown of fees are as follows:

<b>Job Location</b>	<b>Estimated Engineering Cost</b>
Van Buskirk	\$35,280.00
Bonnie Street Storm	\$11,200.00
Downtown Sewer Lining	\$23,098.00
Pewabic	\$55,755.00
Lake Avenue	\$137,156.00
Chestnut	\$50,400.00
Lake Street Intersections with Celia and Garvey Streets	\$12,000.00
Sewer MH relining of worst 25 condition manholes	\$14,450.00
<b>Total Engineering Fee</b>	<b>\$339,339.00</b>

These engineering fees have been derived from a calculation of a percentage of construction costs which were calculated by CEC and the City of Ironwood for the eight different construction projects, based on lineal foot costs of similar projects in recent years. This is a standard process for calculating public infrastructure projects of this nature, as was also done for Phases 1, 2, 3, and 4 through the USDA Rural Development process. Should our actual costs be less than these estimates, CEC will only bill what our time and expenses are for the scope of services performed.

#### Alternate Optional Scope of Services

In the fee table above, CEC estimates the design and construction management of the Chestnut project to be \$50,400. As requested by the City of Ironwood, should bids be unfavorable and the City NOT want to build the Chestnut Street portion of the project (lowest priority of the listed projects), CEC will reduce our not to exceed fee by \$20,000 (down to \$319,339) to account for the elimination of Construction Engineering.

Fees

The professional engineering and surveying services for the Base Scope of Services described above will be completed on a time and materials basis not to exceed the amount of \$339,339.00.

Schedule

Assuming a signed contract is received by October 13, 2020, CEC will complete the topographic survey services prior to the onset of winter conditions. Design services will also begin immediately and the goal will be to have construction documents ready to bid by April 2021 (or sooner if possible) to allow the contractor to start construction in May of 2021. A 4-to 5-month construction process would be typical for this size of project.

Acceptance

If you accept this proposal, please endorse the attached Work Order and return a signed copy to our office.

We appreciate the opportunity to submit this proposal. If you have any questions or comments, please feel free to contact me at (906) 932-5048.

Sincerely,

COLEMAN ENGINEERING COMPANY



Paul C. Anderson, P.E.  
Project Manager

Attachments

PCA/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: Professional Engineering Services  
2021 Sewer and Water Projects

SERVICES: As described in our proposal letter dated October 6, 2020, a copy of which is attached and made part of this contract.

FEES: Services will be completed for a not to exceed fee of \$339,339.00 for the scope of work, the assumptions and the conditions set forth in our proposal dated October 6, 2020, a copy of which is attached and made part of this contract. *Should the Chestnut Street portion of the project be eliminated, the not to exceed fee will be reduced to \$319,339.00.*

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:

Accepted By:

CITY OF IRONWOOD

COLEMAN ENGINEERING COMPANY

By: Scott Erickson

By: Jeff Sjoquist, P.E.

Title: City Manager

Title: Principal

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

Date: October 6, 2020

**RESOLUTION #020-017**  
**A RESOLUTION DETERMINING THAT A**  
**HAZARD AND NUISANCE EXISTS**

At a Regular Meeting of the City Commission of the City of Ironwood, duly held on October 12th 2020, in the Commission Chambers of the Municipal Memorial Building, Ironwood, Michigan, the following Resolution was offered by Commissioner \_\_\_\_\_, supported by Commissioner \_\_\_\_\_.

**WHEREAS**, the City Commission has investigated the conditions of the property located at 137 E. Birch Street (52-27-207-080) and debris is scattered throughout the property

**WHEREAS**, the proper notice and deadlines have been given to owner(s)/occupant(s) of property regarding the correction of the City Code violation(s) via letters send on March 9th 2020 and July 27th 2020; and, October 6<sup>th</sup> 2020,

**WHEREAS**, the City Commission is duly authorized to determine that a code violation exists and order such properties to become compliant under direction of the City Manager and that any and all expenses of abatement may be assessed against the prospective property;

**NOW, THEREFORE**, be it resolved by the City Commission of the City of Ironwood, that:

1. That a public hazard or nuisance which is dangerous to the health, safety, or welfare of the inhabitants of the City of Ironwood or those residing or habitually going near such lot, building, or structure does exist at 137 E. Birch Street (52-27-207-080) and,
2. That said public hazard or nuisance is in violation of City Ordinance, Chapter 17, Article IV, Sec 17-67(2-3); and,
3. A Pubic Hearing will be held on October 26<sup>th</sup> 2020 at 5:25 P.M. at which time the owner may raise any objection to the proposed abatement.

Roll call vote was taken: Ayes: \_\_\_\_\_ Nays \_\_\_\_\_.

**STATE OF MICHIGAN )**  
**) ss.**  
**COUNTY OF GOGEBIC)**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by; the Ironwood City Commission, County of Gogebic, State of Michigan, at a regular meeting held on October 12th 2020 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Act of Michigan, 1967, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

\_\_\_\_\_  
Karen M. Gullan, City Clerk