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

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Fax: (906) 932-5745
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AGENDA
REGULAR IRONWOOD CITY COMMISSION MEETING
MONDAY, DECEMER 14, 2020
Public Hearing – 5:25 P.M.
Regular Meeting - 5:30 P.M.

TO BE HELD VIA ZOOM
(Please visit the City website at www.cityofironwood.org or the notice posted at the Memorial Building for Zoom Webinar login instructions.)

5:25 P.M.

1. Call Public Hearing to Order.

2. Recording of the Roll.

3. Public Hearing: To hear comment on Ordinance No. 529, Book 5, an Ordinance to amend Sections 19-5 Smoking Prohibited, Chapter 19, Parks and Recreation of the Code of Ordinances, City of Ironwood, Michigan.

4. Close Public Hearing.

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 November 23rd.
*2) Review and Place on File:
  a. Pat O'Donnell Civic Center Meeting Minutes of November 2nd.

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.

OLD BUSINESS

H. Discuss and consider adopting Ordinance No. 529, Book 5, an Ordinance to amend Sections 19-5 Smoking Prohibited, Chapter 19, Parks and Recreation of the Code of Ordinances, City of Ironwood, Michigan.

I. Discuss and consider appointment of a City of Ironwood, City Assessor/Assessor of Record.

NEW BUSINESS

J. Discuss and consider approval of proposal from BS&A for new cemetery software, implementation, and training.

K. Discuss and consider approving the Interlocal Agreement with Gogebic County to appoint the Gogebic County Equalization Director as the Designated Assessor, as required by the State Tax Commission.

L. Discuss and consider approving an Engineering Service Agreement with Coleman Engineering to submit application information for a $3 million (max. grant amount) Drinking Water State Revolving Fund, service line replacement grant.

M. Discuss and consider approving an Engineering Service Agreement with Coleman Engineering, contingent on grant approval for the project administration of a Drinking Water Asset Management (DWAM) project to investigate the water service line material type for up to 1,715 service laterals.

N. Discuss USDA Rural Development Water Treatment Plant funding proposal.

O. Discuss Michigan Drinking Water Revolving Fund (DWRF) funding proposal.

P. Discuss and consider approval of a grant application to the Michigan State Housing Development Authority Neighborhood Enhancement Program (NEP).

Q. Discuss and consider authorizing bids for 2019 Neighborhood Enhancement Program (NEP).

R. Manager’s Report.

S. Other Matters.

T. Adjournment.

Proceedings of the Ironwood City Commission

A Regular Meeting of the Ironwood City Commission was held by a Zoom Webinar on Monday, November 23, 2020 at 5:30 P.M.

A. Mayor Burchell called the regular meeting to order as a remote participation meeting as authorized by Executive Order of the Governor at 5:30 P.M.

Motion *was made by Mildren, seconded by Corcoran to excuse Commissioner Cayer from tonight's Zoom Webinar. Unanimously passed by roll call vote.*

The following Commissioners were in attendance: Commissioner Corcoran, Commissioner Mildren, Commissioner Semo, and Mayor Burchell. Commissioner Cayer had an excused absence.

B. Recording of the Roll.

The following members who were in attendance indicated the physical location from which they were remotely participating in the meeting was as follows: Commissioner Corcoran (City of Ironwood, Gogebic County, State of Michigan), Commissioner Mildren (City of Ironwood, Gogebic County, State of Michigan), Commissioner Semo (City of Ironwood, Gogebic County, State of Michigan), and Mayor Burchell (City of Ironwood, Gogebic County, State of Michigan). Absent: Commissioner Cayer (excused).

C. Approval of the Consent Agenda.*

*1) Approval of Minutes – Regular City Commission Meeting of November 9$^{th.}$

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 Mildren, seconded by Corcoran to approve the agenda as presented. Unanimously passed by roll call vote.*

E. Approval of Monthly Check Register Report.

Motion *was made by Mildren, seconded by Corcoran to approve the Monthly Check Register Report for the month ending October 30, 2020. Unanimously passed by roll call vote.*

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

There were none.

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

There were none.

H. UPDATE: COVID-19 Response.

Public Safety Director Andrew DiGiorgio addressed the City Commission stating our area is still seeing a continual rise in COVID-19 cases. He urged everyone to follow the CDC and Health Department guidelines.

Community Development Director Tom Bergman noted last week Small Businesses of Michigan launched an outdoor weatherization grant for small businesses which was only open from Wednesday at noon to Wednesday at midnight due to the overwhelming response. He urged area businesses if they are not receiving the City's e-mail notifications to contact his department to get their names on the list.

Finance Director Paul Linn stated there was nothing new on the Treasury side other than the continuation of reporting requirements. He also noted the City's revenue sharing and Act 51 funding was on target with the estimates.

City Manager Erickson addressed the City Commission regarding the closing of the Memorial Building Offices and Department of Public Works. The Memorial Building Offices are currently closed to the public with appointments being scheduled as needed.

OLD BUSNESS

I. Discuss and consider approval of Change Order No. 3 for the City of Ironwood – Downtown Square Project to Ruotsala Construction, LLC in the amount of $793.64 and authorize Mayor to sign all applicable documents.

Motion *was made by Mildren, seconded by Corcoran to approve Change Order No. 3 for the City of Ironwood – Downtown Square Project to Ruotsala Construction, LLC in the amount of $793.64 and authorize Mayor to sign all applicable documents. Unanimously passed by roll call vote.*

J. Discuss and consider approval of Contractors Application for Payment No. 5 in the amount of $356,983.79 for the City of Ironwood – Downtown Square Project and authorize Mayor to sign all applicable documents.

Motion *was made by Semo, seconded by Mildren to approve Contractor's Application for Payment No. 5 in the amount of $356,983.79 for the City of Ironwood – Downtown Square Project contingent upon MEDC approval and authorize Mayor to sign all applicable documents. Unanimously passed by roll call vote.*

NEW BUSINESS

K. Discuss and consider approving Law Enforcement Mutual Aid Agreement for the City of Ironwood and the City of Hurley, Wisconsin and authorize the Mayor and City Clerk to sign same.

***Motion** was made by Mildren, seconded by Semo to approve Law Enforcement Mutual Aid Agreement for the City of Ironwood and the City of Hurley, Wisconsin and authorize the Mayor and City Clerk to sign same. Unanimously passed by roll call vote.*

L. Discuss and consider introduction of Ordinance No. 529, Book 5, an Ordinance to amend Section 19-5 Smoking Prohibited, Chapter 19, Parks and Recreation of the Code of Ordinances, City of Ironwood, Michigan and schedule a public hearing for Monday, December 14, 2020 at 5:25 P.M.

***Motion** was made by Corcoran, seconded by Mildren to introduce Ordinance No. 529, Book 5, an Ordinance to amend Section 19-5 Smoking Prohibited, Chapter 19, Parks and Recreation of the Code of Ordinances, City of Ironwood, Michigan and schedule a public hearing for Monday, December 14, 2020 at 5:25 P.M. Unanimously passed by roll call vote.*

M. Discuss and consider sick time policy for COVID-19 related time off.

After a brief discussion Commissioner Corcoran requested that the City research how other communities treat sick time policies for COVD-19 related time off. Staff agreed to bring this item back to them for review.

N. Discuss and Consider the City Employee Gratuity for the Holiday Season.

***Motion** was made by Semo, seconded by Mildren to approve a City Employee's Gratuity for the Holiday Season in the amount of $75.00. Unanimously passed by roll call vote.*

O. Mayor's appointments.

Mayor Burchell re-appointed Helen Slining to the Ironwood Carnegie Library for a five (5) year term (term expiring December 31, 2025). Mayor Burchell also appointed Darrin Kimbler, replacing Eleanor Bolich (four (4) year term - term expiring June 30, 2023) and Bruce Greenhill, replacing Nancy Zak (four (4) year term - term expiring June 30, 2024) to the Downtown Ironwood Development Authority.

***Motion** was made by Corcoran, seconded by Semo to approve the Mayor's reappointment of Helen Slining to the Ironwood Carnegie Library for a five (5) year term (term expiring December 31, 2025), and appointment of Darrin Kimbler (term expiring June 30, 2023) and Bruce Greenhill (term expiring June 30, 2024) to the Downtown Ironwood Development Authority. Unanimously passed by roll call vote.*

P. Manager's Report.

City Manager Scott B. Erickson verbally gave the Manager's report noting the following items:
*The Civic Center project is still moving forward slowly due to some COVID-19 issues.
*The US2 and Hwy 51 bridge will be turned into a roundabout next summer.
*At the next regular Ironwood City Commission meeting the City Staff will be bringing back their findings from Rural Development and the State for funding of a water treatment plant.
*The City of Ironwood will be getting the first electric vehicle charging station in the Western U.P. tomorrow. The charging station will be installed down at the Downtown City Square.
*Manager Erickson thanked the Department of Public Works for snowplowing and for working on the lighting along US2.

Q. Other Matters.

The Ironwood City Commission all liked the highway decorations.

Commissioner Corcoran questioned City Staff regarding the entrance signs on the east end, west end, and down by the Silver Street bridge.

Commissioner Mildren requested City Staff investigate providing areas for citizens to walk during the shutdowns of various facilities. City staff agreed to look at either clearing the Iron Belle Trail or perhaps heavily sanding certain City Streets for citizens to walk on.

Commissioner Semo gave an update on the conditions at the Miners' Memorial Heritage Park stating it is rolled and packed. He further noted the Miners' Memorial Heritage Park would be holding their annual candlelight ceremony on December 27th. Additional comments were received.

R. Adjournment

Motion *was made by Corcoran, seconded by Semo to adjourn the meeting at 6:22 P.M. Unanimously passed by roll call vote.*

Annette Da Lio-Burchell, Mayor

Karen M. Gullan, City Clerk

Civic Center Meeting Minutes
11/2/20

1. Meeting called to order by Collins at 5:00 pm.
2. Roll Call: Collins, Gullan, Mildren, Moderson, Panosso, Re, Sommer, and Mgr. Sivula present.
3. Motion to approve the agenda was made by Mildren, seconded by Sommer. Motion approved.
4. Motion to approve the minutes and financials was made by Gullan, seconded by Mildren. Roll Call vote was as follows: Collins-yes, Moderson-yes, Panosso-yes, Re-yes, Sommer-yes, Mildren-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. Update on Building Progress and Schedule: Discussion about building progress and schedule was held. Discussion included but wasn't limited to discussion of meeting with the WUPHD in order to do so safely and in compliance with most recent state regulations before re-opening; COVID-19 related issues have tremendously slowed building progress including workers being displaced from work, waiting on products, construction material, and supplies; remaining schedule to re-open has and will continue to change—the end October deadline has come and gone, hoping for early January, but Signal has not provided the Civic Center with a tentative schedule yet.
   B. Computer: Discussion about purchasing a new computer was held.
      i. Motion for Mgr. Sivula to spend up to $2,000.00 in order to purchase a laptop computer and printer in due time after consultation with the City of Ironwood's Technology person(s) was made by Collins, seconded by Moderson. Roll call vote was as follows: Gullan-yes, Mildren-yes, Panosso-yes, Re-yes, Sommer-yes, Moderson-yes, Collins-yes. Motion approved.
   C. Surplus Property List: Discussion about surplus items and subsequent list was held. Discussion included but wasn't limited to items on the list and receiving the City of Ironwood's permission to start seeking bids.
      i. Motion was made by Collins to approach the City of Ironwood to start seeking bids of surplus items at no minimum bid, seconded by Mildren. Roll call vote was as follows: Gullan-yes, Moderson-yes, Panosso-yes, Re-Sommer-yes, Mildren-yes, Collins-yes. Motion approved.
8. New Business:
   A. Ashland Hockey Game: Discussion of hosting another home hockey game for the Ashland/Hurley High School Hockey Team was held. Discussion included but wasn't limited to the date and time (around 1/23/21 at 3:00 pm) of contest, following social distancing regulations set by the State of Michigan, an alternate date and time if the Civic Center is not operational by then. Moderson with liaise with the Ashland Hockey Team.

9. Other matters:
   A. Gullan-The Civic Center should think about having a flat area graded for future storage possibilities.
10. Next Regular Meeting Monday 12/7/20 at 5:00 pm at the Ironwood Memorial Building.
11. Adjournment: Motion to adjourn at 5:50 pm was made by Mildren, seconded by Re. Motion approved.

ORDINANCE NO. 529, BOOK 5

AN ORDINANCE TO AMEND SECTION 19-5 SMOKING PROHIBITED, CHAPTER 19, PARKS AND RECREATION OF THE CODE OF ORDINANCES, CITY OF IRONWOOD, MI

THE CITY OF IRONWOOD ORDAINS:

Section 1. Section 19-5(2) is amended by adding (l) as follows:

l. Downtown City Square

The map shall also be updated to depict the addition to include #12 Downtown City Square.

Section 2. Repealer. Any ordinance that is in conflict is hereby repealed.

Section 3. 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.

Section 4. Effective Date. The terms and provisions of this ordinance shall become effective upon publication and adoption in accordance with law.

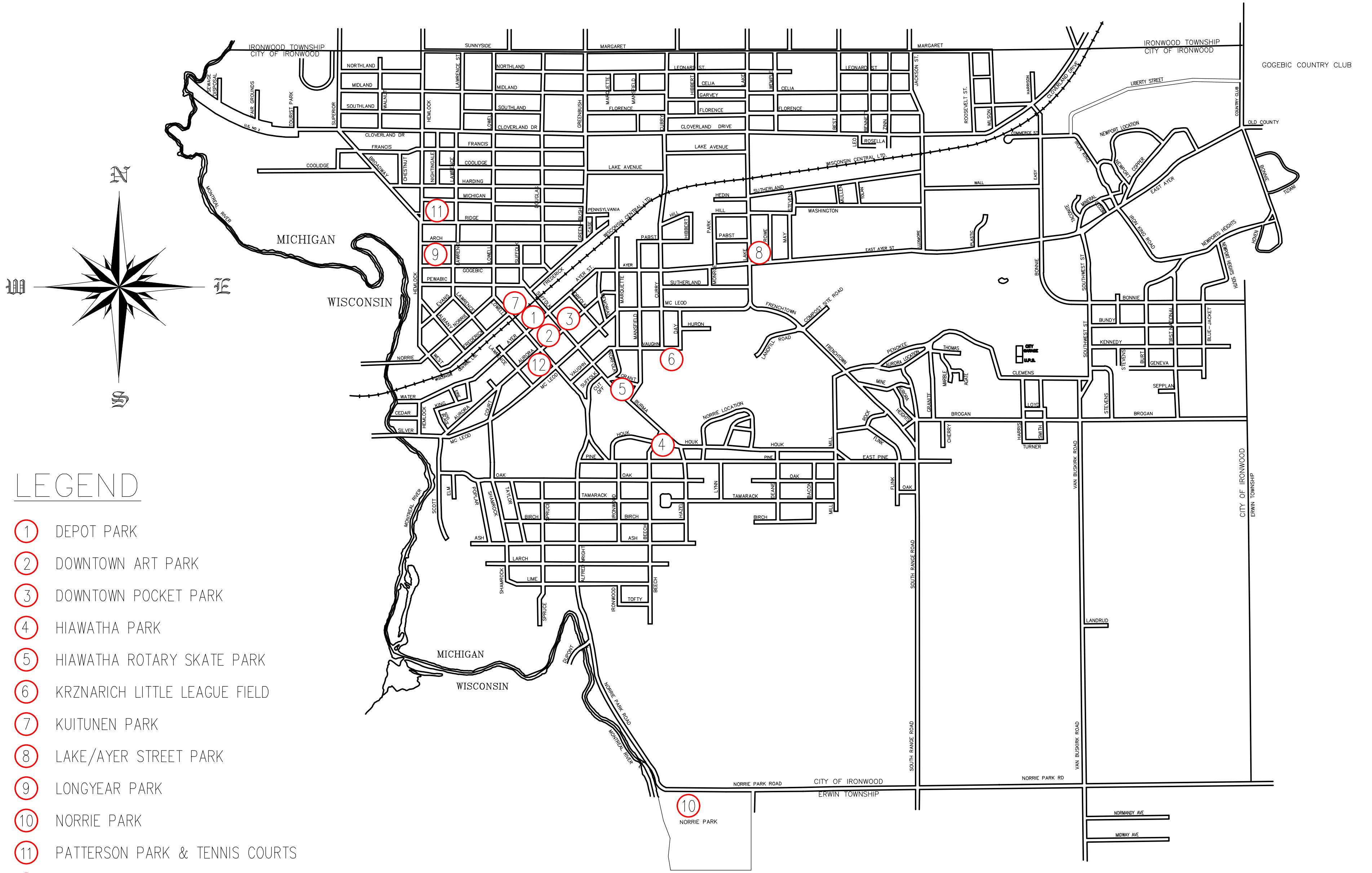
Adopted and approved this 14th day of December 2020.

Effective: December 18, 2020

____
ANNETTE DA LIO-BURCHELL, MAYOR

ATTEST:

____
KAREN M. GULLAN, CITY CLERK



LEGEND

1. DEPOT PARK
2. DOWNTOWN ART PARK
3. DOWNTOWN POCKET PARK
4. HIAWATHA PARK
5. HIAWATHA ROTARY SKATE PARK
6. KRZNARICH LITTLE LEAGUE FIELD
7. KUITUNEN PARK
8. LAKE/AYER STREET PARK
9. LONGYEAR PARK
10. NORRIE PARK
11. PATTERSON PARK & TENNIS COURTS
12. CITY SQUARE

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FAX: (906) 932–5745

TITLE: CITY PARKS NO–SMOKING MAP		
REVISION: B	DRAWN BY: J. ALONEN	DRAWING NO. S–1
DATE: 11/18/2020	APPROVAL BY: T. BERGMAN	

City of Ironwood

Memo

To: Mayor & City Commission

From: Scott Erickson, City Manager

CC:

Date: December 14, 2020

Re: Discuss and Consider Appointment of Ironwood City Assessor

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Introduction

City Assessor and Building Official, Dennis Hewitt, will be retiring at the end of this year (2020) after twenty-five years working for the City of Ironwood. Dennis has held a dual role with the City as both the City Assessor and the City Building Official. Both positions require specific credentials and licensing with the State of Michigan. Both positions have been well managed over the years and through Dennis's outstanding work, has resulted in the City receiving recognition through a Certificate of Achievement from the State of Michigan for receiving a perfect score last year on the states Audit of Minimum Assessing Requirements Review (AMAR), which is conducted every five (5) years. This is a high bar to achieve with few assessing agencies able to achieve this level of service.

Over the past three years, knowing that Dennis would be approaching retirement in a few years, the City has been working on a succession plan to continue to provide high quality assessing and building services in a cost-effective manner. With the unique skill set Dennis has, having experience and state licensing in both assessing and building, a different internal structure was needed upon his retirement. Over the past four years City Code Enforcement staff, Jason Alonen, has been training with Dennis, obtaining specialized training through the State of Michigan and has successfully obtain a State of Michigan MCAO Level

2 Assessors certification. Jason would continue his duties in Code Enforcement but will add to his responsibilities, the duties of City Assessor. Jason is very well organized, is a quick learner and will be fully capable of maintaining the high level of assessing services for the City.

With the internal restructuring and reassignment of duties, the second part of this change will include the City Building Official position being a permanent part time position of approximately 800 hours per year or 40% of a full-time position. The hours needed will be more in the summer and reduced in the winter periods when building significantly slows down. This position will be hourly and will not have any city benefits associated with it.

The third part of the overall restructuring will be to expand the Community Development Assistant position to full time (40 hrs./week) from the current 30 hr./wk. part time position. This will provide the staff time necessary to pick up a number of the ancillary duties that Jason Alonen was previously performing.

The result of this internal restructuring will be an annual budget saving of approximately $63,000.00, while continuing to provide a high level of service for City residents. An analysis of this restructuring is included for review.

Recommendation

It is recommended the City Commission appoint Mr. Jason Alonen as the Ironwood City Assessor/Assessor of Record, effective January 1, 2021 and as detailed on the attached restructuring analysis.

Restructuring Analysis:

City Assessor/City Building Official (Current Wages and Benefits Approx. $120,000)

State of Michigan requires Michigan Assessors to be licensed

State of Michigan requires Michigan Building Officials to be licensed.

Proposed Restructuring:

1. Promote Jason Alonen to add the licensed assessing duties in addition to his code enforcement duties.

Salary increase $4/hour (total salary increase $8,320 + benefit = **$10,000 Budget)**

2. Hire part time building official (no benefits)

Salary $17/hr x 800 hrs/year = $13,600.00

Budget $14,000.00

3. Increase Community Development Assistant position from 30 hrs per week to 40 hrs per week (full time position)

Approximate Salary & Benefit increase **$33,000.00 (budget)**

Cost savings associated with restructure: $120,000 - $57,000 = **$63,000.00 budget savings**

- Contract for assessor services ($9 - $14 per parcel x 4365 parcels = $39,285 - $61,110)
- Hire full time assessor and building official positions ($100,000 x 2 = $200,000)

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MEMO

DATE: December 10, 2020

TO: Annette Burchell, Mayor and City Commissioners
Scott Erickson, City Manager

FROM: Karen M. Gullan, City Clerk

RE: Replacement of Cemetery Software

City Staff would like to request City Commission approval to replace the current City of Ironwood Cemetery Program with BS&A software in the amount of $9,795.00. BS&A is what the City of Ironwood currently uses for all their accounts payable, assessing, delinquent personal property, general ledger, miscellaneous receivables, taxes, utility billing, business licenses, cash receipts, taxes, and payroll. The following is a breakdown:

Applications	$5,270
Data Conversions	$2,400
Project Management & Implementation Plan	$425
Remote Implementation and Training	$1,700

Please be advised that the Clerk's Office has been busy correcting several errors in the current program and that this software is included in the current budget.

If you have any questions, please feel free to contact me. Thank you for your consideration!

Proposal for Software and Services, Presented to...

City of Ironwood, Gogebic County MI

December 10, 2020

Quoted by: Keegan Nixon

Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Cost Summary

Applications and Annual Service Fee prices based on an approximate parcel count of 4,100 and plot count of 24,653. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications

Financial Management	
Cemetery Management .NET	**$5,270**

Data Conversions/Database Setup

Convert existing Pontem data to BS&A format:	
Cemetery Management	**$2,400**

Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

$425

Remote Implementation and Training

- *$850/day*
- *Days quoted are estimates; you are billed for actual days used*

Services include:

- *Setting up users and user security rights for each application*
- *Performing final process and procedure review*
- *Configuring custom settings in each application to fit the needs of the customer*
- *Setting up application integration and workflow methods*
- *Verification of converted data for balancing and auditing purposes*
- *Training and Go-Live*

Software Setup	Days:	1		**$850**
Financial Management Applications	Days:	1		**$850**
	Total:	2	Subtotal	**$1,700**

Cost Totals

Not including Annual Service Fees

Applications	$5,270
Data Conversions	$2,400
Project Management and Implementation Planning	$425
Remote Implementation and Training	$1,700
Total Proposed	**$9,795**

Payment Schedule

1st Payment: **$2,825** to be invoiced upon execution of this agreement.

2nd Payment: **$5,270** to be invoiced at start of training.

3rd Payment: **$1,700** to be invoiced upon completion of training.

Annual Service Fees

Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
Cemetery Management .NET	$1,055

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Acceptance

Signature constitutes...

1. An order for products and services as quoted
   Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature **Date**

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: knixon@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name____ Title____________________________

Phone/Fax______________________________________ Email____________________________

Mailing Address____

City, State, Zip____

IT Contact

Name____ Title____________________________

Phone/Fax______________________________________ Email____________________________

Mailing Address____

City, State, Zip____

City of Ironwood

Memo

To: Mayor & City Commission

From: Scott Erickson, City Manager

CC:

Date: December 14, 2020

Re: Discuss and Consider Approving an Interlocal Agreement with Gogebic County to Appoint the County Equalization Director as the "Designated Assessor", as required by the State Tax Commission

---

Introduction

The State of Michigan Tax Commission requires the County and it's taxing districts (cities and townships) identify a "Designated "Assessor". This is **not** the assessor of record for each jurisdiction. The "Designated Assessor" is a State of Michigan qualified individual, consultant or possibly the state itself who would be identified to take over and/or step in to correct a taxing districts assessment records and/or methods if that taxing jurisdiction were to be determined to be out of compliance with the states minimum assessment requirements (AMAR) and were not able to correct their deficiencies. All the Gogebic County taxing districts are in concurrence that the County Equalization Director would be the recommended individual to be designated as the "Designated Assessor" for the County and the local taxing districts.

Each taxing district (cities, townships and county) will share an annual retainer fee of $765 which will be divided equally between the nine (9) districts in Gogebic County. This will result in an annual fee of $85.00 per year per taxing district.

If a taxing district is determined by the State of Michigan to be out of compliance and they are not able to correct their deficiencies after numerous attempts, then the "Designated Assessor" would be required to step in to correct their deficiencies. Any cost associated with an individual taxing district requiring the services of the "Designated Assessor" will be born solely by that taxing district.

Recommendation

It is recommended the City Commission approve the interlocal agreement with Gogebic County to appoint the Equalization Director as the "Designated Assessor" for Gogebic County and its taxing districts.

Gogebic County Interlocal Agreement for County Designated Assessor

This Interlocal Agreement, by and between the County of Gogebic, a political subdivision of the State of Michigan (hereinafter referred to as the "County") whose principal office is 200 N. Moore Street, Bessemer, MI 49911, and a majority of the following

The Townships of:
Bessemer, whose principal office is N10338 Mill Street, Ramsay, MI 49959
Erwin, whose principal office is P.O. Box 117, N8908 VanBuskirk Rd, Ironwood, MI 49938
Ironwood, whose principal office is N10892 Lake Rd, Ironwood, MI 49938
Marenisco, whose principal office is P.O. Box 1989, 314 Hall St, Marenisco, MI 49947
Wakefield, whose principal office is PO Box 164, 414 No. County Rd 519, Wakefield, MI 49968
Watersmeet, whose principal office is P.O. Box 306, N4689 1st St, Watersmeet, MI 49969

The Cities of:
Bessemer, whose principal office is 411 South Sophie St, Bessemer, MI 49911
Ironwood, whose principal office is 213 S. Marquette St, Ironwood, MI 49938
Wakefield, whose principal office is 509 Sunday Lake St, Wakefield, MI 49968

each a political subdivision of the State of Michigan (each hereinafter referred to as an "Assessing District," and collectively referred to as the "Assessing Districts"), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County's Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020 ("Designated Assessor"); and

WHEREAS the County Designated Assessor is designated by an Interlocal Agreement executed by and between the County Board of Commissioners, a majority of the Assessing Districts in the County and the individual put forth as the proposed designated assessor; and

WHEREAS the individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Background Information

1. **Name of the County and proposed Designated Assessor:**

This Interlocal Agreement involves the County of Gogebic, Michigan and all its local assessing districts. The Gogebic County Board of Commissioners, as the administrative and legislative body of the County by state Constitution and statute, agrees to allow it's Equalization Director, Kathy Jo Koval, to be the Designated Assessor for Gogebic County and to provide assessing services to the Assessing Districts, if requested by an Assessing District or required by the State Tax Commission. The Gogebic County Board of Commissioners and a majority of Assessing Districts designate Kathy Jo Koval to serve as the Designated Assessor for Gogebic County.

2. **Identification of all the Assessing Districts within the County:**

The townships and cities named above and known collectively as the Assessing Districts constitute the entirety of the assessing districts within the County of Gogebic.

3. **Gogebic County property value, parcel count, and noteworthy property information:**

   a. **Totals by property class** - 2020 Gogebic County State Equalized Value ("SEV") totals, including special act value, and parcel counts for each property class.

   b. **Parcel counts by local unit** - The L-4022 ad valorem and L-4022 special acts reports annually filed with the State Tax Commission and County Equalization show parcel counts and post March Board of Review SEVs for each property class within an assessing district.

   c. **Unique, complex or high value properties within the County** - A list of unique, complex or high value properties within Gogebic County.

4. **Length of the agreement:**
   a. **Term of Agreement -** This Agreement shall be for an indefinite term, unless the Designated Assessor's designation is revoked by the State Tax Commission, or unless terminated after five (5) years by the County, Designated Assessor, or a majority of the Assessing Districts. Any such termination shall made by a written notice to all parties no less than ninety (90) days before the effective date of the termination.

   b. **Designation as Designated Assessor** - If approved by the State Tax Commission, the Gogebic County Designated Assessor shall serve for a minimum of five (5) years from the effective date of this agreement unless the designation is revoked pursuant to section A.5.b of this agreement. If Kathy Jo Koval is no longer employed as Equalization director, the County shall request the State Tax Commission revoke her designation as the current Designated Assessor.

   c. **Designated Assessor acting as assessor of record** - Unless earlier times are agreed to by the State Tax Commission and the Designated Assessor, an assessing district that is under contract with a designated assessor under this subsection may petition the State Tax Commission no sooner than 3 years after commencement of the contract to end its contract with the designated assessor and may subsequently terminate the contract, subject to state tax commission approval, no sooner than 5 years after commencement of the contract.

5. **Approval and revocation of designation by State Tax Commission:**
   a. **Approval of designation** - Upon execution of this agreement by a majority of Assessing Districts, the County, and the Designated Assessor, the County shall petition the State Tax Commission for their approval of the Designated Assessor for Gogebic County.

   b. **Revocation of designation** - The State Tax Commission may revoke the approved designation of a current designated assessor under the following circumstances:

      (i) if the County Designated Assessor dies or becomes incapacitated.

(ii) If the designated assessor was designated and approved based on his or her employment status and that status materially changes.
(iii) If it determines at any time that the County Designated Assessor is not capable of ensuring that contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

6. **Agreement effective date:**

This agreement will be effective January 1, 2021, or at such time the State Tax Commission approves the designation of the Designated Assessor, whichever is later.

7. **Place of performance of duties:**

Performance of duties shall be routinely conducted through the Gogebic County Equalization office at its normal place of business, currently 200 N Moore St, Bessemer, MI 49911.

B. Qualifications of proposed Designated Assessor:

1. **Current assessor certification level and number:**

Kathy Jo Koval is currently certified as a Michigan Advanced Assessing Officer with certification number R-9387.

2. **Identification of current employment status and specific assessing or equalization responsibilities:**

Kathy Jo Koval is the Equalization Director for Gogebic County. A full resume detailing current and previous responsibilities and experience is attached as Appendix A.

3. **Conflict of interest disclosures:**

There are no known conflicts of interest between the Designated Assessor and Gogebic County or any of the Assessing Districts.

C. Scope of services provided by Designated Assessor while serving as the assessor of record for an Assessing District:

1. **General Agreement:**

When serving as the assessor of record for an Assessing District, the Designated Assessor will provide a property assessment administration program, through the Gogebic County Equalization Department, for the Assessing District in compliance with statute, orders, and directives of the State Tax Commission. The program will be administered by the named Designated Assessor, who will list, approve and maintain a complete set of records of all real and personal property subject to ad valorem taxation, specific taxes, in lieu of tax agreements and exempt properties within the corporate limits of the Assessing District. The Designated Assessor agrees to perform the following services with the assistance of private contracts approved by the County, and the employees, offices, equipment, and materials of the County:

a. **<u>Preparation of assessment rolls</u>** - For any Assessing District under contract with the Designated Assessor, the Designated Assessor will meet the guidelines of the State Tax Commission's document "Supervising Preparation of the Assessment Roll" approved by the State Tax Commission August 21, 2018. Approximately twenty percent (20%) of the parcels in the Assessing District will be inspected and reappraised each year. The final factor on the Assessing District's assessment roll will be determined by the action of the Assessing District's Board of Review, the process of county equalization determined by the Gogebic County Board of Commissioners and the process of state equalization, as determined by the State Tax Commission.

b. **<u>Correction of deficiencies identified in State Tax Commission audit</u> -** If necessary, the Designated Assessor shall work with the Assessing District to develop and timely file a Corrective Action Plan with the State Tax Commission. Unless otherwise indicated in a Corrective Action Plan which has been approved by the State Tax Commission, all deficiencies will be corrected before a follow up review of an assessment roll prepared and certified by the Designated Assessor.

c. **<u>Reappraisal</u>** - The Designated Assessor shall conduct or hire an STC approved Assessing Firm, or cause to be conducted, any reappraisal required by this agreement, requested by the Assessing District, or necessary due to a natural disaster.

d. **<u>Qualified staff</u>** - The assessment roll will be certified by the Designated Assessor. Assistance in preparing the assessment roll and executing the property assessment administration program established for the Assessing District may be provided by any employees or contractors the Designated Assessor may from time to time determine necessary.

e. **<u>Record cards</u>** - The master file shall be the property of the Assessing District. The Designated Assessor will maintain the master file at a site of her choosing with reasonable access available to the Assessing District. Real property printed records, if any, will be located at the Assessing District offices. Personal property printed records will be maintained by the Designated Assessor at a reasonable location.

f. **<u>Conduct of operations</u>** - All parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, the Designated Assessor will endeavor to promote understanding and amicable relations with all members of the public. Employees may be assigned by the Designated Assessor to maintain limited office hours at the Assessing District Offices to conduct their duties, interact with Assessing District staff and elected officials, attend meetings, promote community relations, and to meet with property owners about assessment issues and questions. The Assessing District will provide adequate office area and operational infrastructure such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function.

g. **<u>Property owner notification and official statements</u>** - It shall be the responsibility of the Designated Assessor to notify the property owners of increased assessed and taxable values, as provided by law, as well as distribute personal property statements and other official forms. The Assessing District shall pay any and all charges for printing and mailing notifications and statements.

h. **<u>Assessment roll</u>** - The Designated Assessor shall prepare or shall cause the preparation of the assessment roll and certify it for the Assessing District in a timely manner.

i. **<u>Board of review</u>** - The Designated Assessor, or her qualified representative, will advise and assist the Assessing District's Board of Review in preparing for conducting and implementing any changes resulting from the required meetings of the Board.

j. **<u>Appeals</u>** - The Assessing District shall retain ultimate control of all litigation and settlement negotiations and the Designated Assessor shall operate under the direction of the Assessing District in any litigation regarding a tax appeal, including appeals to the Small Claims Division. The Designated Assessor, or her representative, shall represent the Assessing District in all property assessment appeals and in proceedings before the Michigan Tax Tribunal. The Assessing District shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses, which may be incurred by the Designated Assessor in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions, shall be paid by the Assessing District provided that the Designated Assessor, seeks and obtains approval from the Assessing District prior to incurring such costs or expenses. While under contract with an Assessing District the Designated Assessor shall charge additional fees for her, or her representatives, time or mileage associated with the defense of appeals to the Small Claims Division of the Michigan Tax Tribunal. The Assessing District shall pay time and mileage associated with all other Tax Tribunal hearings or State Tax Commission. Additionally, when an Assessing District is no longer under contract with the Designated Assessor, the Designated Assessor, or designated representative, shall represent the Assessing District in all property assessment appeals and in proceedings filed while under contract with the Designated Assessor and shall be reimbursed for time and mileage.

k. **<u>Computerized appraisals and information technology</u>** - The Designated Assessor shall maintain electronic property records using a computer-assisted mass-appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software, shall be prescribed by the Designated Assessor and will be compatible with applications currently in use by the Assessing District. Data patches and solutions shall be reached using collaborative, shared resources to achieve greatest possible compatibility. The records will be utilized for annual valuation updates. The Designated Assessor will ensure that the assessment records reflect the property's true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with all requirements of the General Property Tax law, MCL 211.1 et seq.

l. **<u>Reporting requirement and responsibility to meet with local unit officials</u> -** The Designated Assessor, as needed, will timely prepare reports or attend meetings as requested by local officials of the Assessing District.

m. **<u>Any and all obligations of local unit assessing staff members</u> -** If an Assessing District employs any assessing staff other than the Assessor of Record, those staff members shall remain employees of the Assessing District. Those staff members will continue to conduct their duties under the supervision of the Designated Assessor. If changes in duties are identified as necessary by the Designated Assessor, those changes will be discussed with the employee and Assessing District prior to implementation. No existing staff member will be terminated by the Designated Assessor without prior approval of the Assessing District.

n. **<u>Responsibilities of the Designated Assessor while not acting as an assessor of record of an Assessing District under this agreement</u> -** The Designated Assessor shall have no responsibilities during the period in which they are not acting as the assessor of record for an Assessing District.

o. **<u>Requirement to remain certified and in good standing</u>** - The Designated Assessor is required to remain certified at the Advanced or Master Assessing Officer level by the State Tax commission and remain in good-standing.

p. **<u>Non-exclusivity of assessing services</u>** - Nothing in this Agreement prevents or limits the Designated Assessor from serving as the Designated Assessor, Assessor of Record or Equalization Director for this or any other County in Michigan or for any Assessing District in any other County in Michigan.

D. Duties and responsibilities for Assessing District while contracting with Designated Assessor:

1. Reappraisal:

When an Assessing District is required by the State Tax Commission to utilize the services of the Designated Assessor a *full reappraisal of all properties in the district will be conducted at the Assessing District's expense*. The Designated Assessor shall conduct or procure an approved Assessment Company to conduct the reappraisal and may waive this requirement in full or in part, as she deems appropriate.

2. Equipment and supplies:

The Assessing District will provide all equipment and supplies needed for the routine performance of its duties, except as otherwise set forth herein. An Assessing District under contract with the Designated Assessor shall pay any and all costs for software and licenses (such as but not limited to Apex, BS&A) needed to allow the software currently being utilized in the Equalization Department to be used to provide services for the Assessing District.

3. Maps and records:

The Assessing District shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data, which may be of use in making the appraisal, without cost to the Designated Assessor.

4. Access to documents and information:

While under contract with the Designated Assessor, the Assessing District shall provide reasonable access to all historic and current assessing records, documents, databases, and information. This shall include remote access to the Assessing District's computer and network system if available.

5. **Policies and procedures of Assessing District:**

While under contract with the Designated Assessor, the Assessing District shall make the Designated Assessor aware of any applicable local policies and procedures including technology, equipment, facilities, personnel, etc. that may apply to them as a contractor.

E. Cost and Compensation for Designated Assessor:

1. **Fee structure for services provided:**

When the Designated Assessor is serving as the assessor of record for an Assessing District the fees charged shall be based on the fee schedule found in Appendix B. *These rates will only be charged to the specific assessing district that fails their AMAR review according to the Assessing Reform outline*. The State Tax Division will determine when the Designated Assessor will begin as Assessor of Record and assume the agreed upon duties. Those districts that remain in good standing will not sustain any additional service fees. Rates in Appendix B shall increase annually on the anniversary of this agreement by the greater of 1% or the CPI, but not to exceed 5%. The Designated Assessor shall provide an updated current fee schedule to an Assessing District upon entering into a contract for services.

2. **Payment responsibility:**

All fees for services provided by the Designated Assessor shall be invoiced on a monthly basis and shall be paid within 30 days of invoicing. All annual fees will be billed on a prorated basis. All payments for services shall be rendered by the Assessing District receiving services and *paid to Gogebic County*. Upon the revocation or termination of this agreement all payments, for only work completed, shall be made to Gogebic County.

3. **Appropriation of fees:**

The County shall place not less than 95% of the fees paid by an Assessing District within a separate line-item of the Equalization Department budget, which shall be in addition to the other budget line-items used for the overall operation of the department based on present and standard operation. Any appropriations from this additional budget line-item shall require approval of the Board of Commissioners. Failure to comply with the requirements of this provision shall be cause for termination of this agreement.

F. Independent contractor:

At all times and for all purposes under this Agreement, the relationship of Gogebic County to the Assessing District shall be that of an independent contractor. The Designated Assessor shall be and remain an employee of Gogebic County. The Gogebic County Equalization Director may direct, supervise, and discipline staff of the Equalization Department while employed by Gogebic County and those employees may be directed to assist Assessing Districts as needed.

G. Indemnification and hold harmless:

When the Designated Assessor is serving as the assessor of record for any Assessing District, then that

Assessing District, the County, and the Designated Assessor shall indemnify and hold each other harmless from claims, which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.

H. Insurance:

Gogebic County shall maintain reasonable insurance for liability, errors and omissions which covers the Designated Assessor. Any and all other insurance shall be the responsibility of the County, the Designated Assessor, or the Assessing Districts as may be reasonable.

I. Miscellaneous:

1. Section headings:

The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

2. Severability:

If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

3. Entire agreement and amendment:

In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.

4. Successors and assigns:

All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

5. Terms and conditions:

The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.

6. Execution of counterparts:

This Agreement may be executed in any number of counterparts and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

7. **No Third Party or Release of Immunity:**

This Agreement does create a joint venture and is not enforceable by third parties, nor does it in any way waiver or release the governmental and officer immunities of either the County, Assessing Districts or Designated Assessor, all such rights being reserved.

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

______________________________	______________________
Kathy Jo Koval **DESIGNATED ASSESSOR**	Date
______________________________	______________________
Dan Siirila, Chair County Board of Commissioners **COUNTY OF GOGEBIC**	Date
______________________________	______________________
Jeffrey Randall, Supervisor **BESSEMER TOWNSHIP**	Date
______________________________	______________________
Larry Grimsby, Supervisor **ERWIN TOWNSHIP**	Date
______________________________	______________________
Jay Kangas, Supervisor **IRONWOOD TOWNSHIP**	Date
______________________________	______________________
Bruce Mahler, Supervisor **MARENISCO TOWNSHIP**	Date
______________________________	______________________
Mandy Lake, Supervisor **WAKEFIELD TOWNSHIP**	Date

________________________________ ________________________
Mike Rogers, Supervisor Date
WATERSMEET TOWNSHIP

________________________________ ________________________
Charly Loper, Manager Date
CITY of BESSEMER

________________________________ ________________________
Scott Erickson, Manager Date
CITY of IRONWOOD

________________________________ ________________________
Robert Brown, Manager Date
CITY of WAKEFIELD

Appendix A

KATHY JO KOVAL

E5512 Beagle Club Road

Ironwood, MI 49938

Home Phone 906-932-4373

Cell: 906-364-1119

kkoval@gogebiccountymi.gov

EMPLOYMENT

2017-Present ***Gogebic County Equalization***

Director, MAAO, MCPPE

Plans, Collects, Analyzes and Records data relative to property value & assessment

Builds and presents proposed budget to County Board

Institute All Local Municipality, All Schools and County Tax Capture Budget

Conducts the Sales Ratio Study and determines Economic Condition Factors

Determines and Audits the Tax Limitation Calculations for all Taxing Authorities

Compiles Data and prepares the Apportionment Report

Review, Interpret and Implement Tax Legislation

Keeps abreast of appraisal practices, market trends, conditions, STC rules and regulations

Maintain County wide data base

Assess Property at the County level

Keep to the Equalization Calendar

Facilitate meetings with local assessors and boards as needed

Teach Board Of Review Training to local municipalities

Represent the CED at all STC, State, local and any other professional organization

2013-2017 ***Gogebic County Equalization***

Equalization – Deputy

GIS Technician

Uphold Office in Director's absence

Assess Property at the County level

Maintain County wide data base

Keep to the Equalization Calendar

Re-write Legal Descriptions as directed by Splits or Combinations

Draw and Update maps as driven by legal documents

Establish and Nurture GIS mapping system in Gogebic County

Facilitate Unit meetings when needed

Invoice Department Accounts Receivables

Superior Customer Service

2012 – 2013 ***Gogebic County Treasury***

Deputy Treasurer

Collect tax monies and correct penalties

Process department transmittals

Research to Deny Principal Resident Exception

Organize and maintain PRE files

Reconcile daily and monthly *County accounts*

Develop and run reports in BS&A Software

2008-2012 ***Jacquart Fabric Products***

Supervisor – Purchasing, Inventory Control & Logistics

Negotiate, create, and enforce all business contracts

Establish and Maintain Confidential Purchasing and International Trade records

Ensure all necessary requirements completed and paperwork intact

Develop and Enforce Standard Operational Procedures

Streamline and Automate current operations

Practice Lean Office - Institute Timelines

Rectify accounting aspects of all materials purchased

1997-2008	***Ironwood Plastics, Inc.***
	Ironwood, MI and Two Rivers, WI divisions
	Corporate Procurement/International Trade Specialist – Two Facilities
	Specialized in Tooling & Engineering: Machines, Software & Supplies
	Negotiate, create, and enforce all business contracts
	Establish and Maintain Confidential Purchasing and International Trade records
	Practice Lean Office – 5*S Certified
	Assist Accounts Payable and rectify all materials purchased
	Coordinate Company Events
	Control the "Company" checkbook and keep to the Budget

PROFILE

Dedicated team member	Positive Attitude
Self-Motivated	People Oriented
Effective in Leadership	Organized
Adapt easily to new concepts	Fluent Communication Skills
Patient w/difficult people	"*Out of the Box*" Thinker

CONTINUED EDUCATION

2017	MI Dept of Treasury
	MAAO – R-9387 Michigan Advanced Assessing Officer
2015	MI Dept of Treasury
	MCAO - R-9387 Michigan Certified Assessing Officer
2014	MI Dept of Treasury
	MCAT – T-1157 Michigan Certified Assessing Technician
2009	EQ Training –
	Emotional Intelligence Required to be Successful
	Keeping Emotions separate from Intelligence

2006 ***Graduated Gogebic Range Leadership Academy***

Completed Diversity Training

<u>EDUCATION</u>

1985-1987 *Gogebic Community College*

Paralegal/Legal Assistant Certified

1984-1985 *Northern Michigan University*

Pre-Law

1980-1984 *Ironwood Catholic High School*

Graduated With Honors

<u>HOBBIES/INTERESTS</u>

Riding, and showing of Quarter Horses, sand volleyball, fishing,

Camping and spending time with my family

<u>REFERENCES</u>

Freddy Pina – 901-371-1554

Prior President – Jacquart Fabric Products

President Foundation Caracas

Brenda Angus – 906-932-5601

Retired - Magistrate – Gogebic County

Thomas Novascone – 906-364-0940

Retired - Gogebic County Equalization

Appendix B

Fee Schedule

Annual Per parcel Fees:

Annual retainer fee to be paid by January 31 of year of service: $765
This amount to be split equally among the (9) local units @ $85.00 each. To be billed annually for the term of the contract.

Fee charged will be the general fee listed unless a parcel fits into a category listed under alternate fees.

General per parcel fees

Agricultural:	$18.00
Commercial and Industrial:	$18.00
Developmental:	$18.00
Residential:	$18.00
Timber Cutover:	$ 6.00
Personal Property (All Classes):	$ 6.00

Alternate per parcel fees:

Exempt (no value)	$5.00
DNR PILT	$5.00
Parcels with Abatement or Exemption Certificates	$50.00
Reference Parcels	$0.00

Services included in the above per parcel fees:

- 20% Annual Field work including, Apex sketches, inspection date entry, and attached photos
- Sales & Permit Entry
- Document processing including PRE affidavits & rescissions, PTAs, RPS, PP Statements, exemption applications
- Taxpayer assistance, from county office
- Preparation and filing of all standard STC forms and reports
- Attendance at BOR meetings, as necessary
- Attendance at township meetings, as requested
- Canvass for personal property
- MTT Small Claims case representation and preparation

*Parcel counts for determining fees will be based on the most recent L-4022 ad valorem and special acts reports for the Assessing District receiving services.

Additional fees:

Tax Increment Financing Authority (DDA/Brownfield):	$600.00 annually per authority
Misc. work by MAAO:	$100.00 per hour
Misc. work by MCAO:	$60.00 per hour
Misc. work by support:	$40.00 per hour

Residential Improved Reappraisal: $75.00 per parcel
COM/IND/AG Improved Reappraisal: $100.00 per parcel
Vacant Reappraisal: $25.00 per parcel
Mileage: IRS standard business rate

Services charged based on the additional fees:

- Office hours at Township or City Hall
- STC reporting requirements, specific to DAs, if any
- Post-disaster reappraisals & reporting
- Travel (excluding travel for services listed as included in per parcel fees) will be paid at both the appropriate hourly and mileage rates

Items to be billed at cost:

- Attorney, appraisal, and accommodation costs for full tribunal cases
- Costs associated with online records requirements of assessing reform
- Public notice fees
- Printing & postage fees, including but not limited to change notices, tax bills, assessment rolls, and personal property statements
- Software licensing (APEX, BS&A)
- Tech equipment costs (laptop, etc.)

Property Assessing Reform Process

AMAR is Conducted[1]

Local unit is non-compliant[2]

Local Unit Submits CAP or Challenges Audit Results[3]

Follow Up Review is Conducted

Fail – 3 Options[4]

1. Local Unit hires new assessor must be MMAO or MAAO
2. STC Assumes Jurisdiction
   a) STC uses contractors to make corrections
   b) Local Unit hires individual to make corrections
3. Local Unit moves to Designated Assessor [5]

Fail - Move to Designated Assessor Process[4]

Pass – End Process Next Audit in 5 Years

Pass – End Process Next Audit in 5 Years

Local unit is compliant

End Process Next Audit in 5 Years

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[1] Every 5 years. New AMAR will have 2 sections: Technical (items from statute) and Assessment Roll Analysis
[2] Any item that is a no in the Assessment Roll Analysis results in non-compliance
[3] Form for Audit challenge will be developed. AMAR Sample CAP will be released
[4] A local unit may follow the process to challenge the audit results
[5] Local units that move to DA will remain in that process for 5 years. DA is the AOR for the Local Unit

December 4, 2020

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

Re: Professional Engineering Services
DWRF Lead Service Line

Dear Mr. Erickson:

The Michigan Department of Environment, Great Lakes and Energy (EGLE) has come out with a grant program called “Disadvantaged Community Lead Service Line Replacement (DCLSLR) Program”. It adds $102 million on a statewide basis to the Drinking Water State Revolving Fund for fiscal year 2022. EGLE states that the program is intended to award 100% grants to communities with disadvantaged status. The program is aimed at construction costs for replacement of lead service lines. As you are aware, the State has mandated that communities replace at least 5% of their lead service lines each year for 20 years. Out of roughly 3,000 service lines throughout town, the City has an estimated 1,000 lead services (which include galvanized lines) to replace. Based on current cost estimates, the total cost for lead service line replacement in the City is in the ballpark of $4MIL-$5MIL. This new grant program would be capped at $3.0 million total for the City of Ironwood since the population is under 50,000.

<u>Base Scope of Services</u>

In order to obtain funds under this program, an application needs to be submitted through the Drinking Water State Revolving Fund (DWRF) process. CEC will work with the City to file an Intent to Apply form by January 31, 2021. Then CEC will prepare a Project Plan in draft form by April 1, 2021 with the final version due July 1, 2021. The Project Plan process is quite involved and requires preliminary engineering design, cost estimates, financial analysis, environmental notifications and a public hearing. Once the project plan is submitted, the State will rank all of the applications and create a Project Priority List which is typically available in August or September of a particular year. If your project is selected for funding, the application process and final design would be continued in the winter of 2021-2022 with Construction starting in either late 2022 or spring of 2023.

We have enclosed two documents that describe the DWRF application process. One document is titled "Drinking Water Revolving Fund Project Plan Preparation Guidance" and the other "Securing Financial Assistance Through the Drinking Water Revolving Fund". As you can see, the process is a major undertaking.

Fees

The professional engineering services described above for submitting a DWRF application will be completed on a time and materials basis not to exceed the amount of $10,000.00.

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

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
DWRF Lead Service Line

SERVICES: As described in our proposal letter dated December 4, 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 $10,000.00 for the scope of work, the assumptions and the conditions set forth in our proposal dated December 4, 2020, a copy of which is attached and made part of this contract.

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

SPECIAL TERMS AND CONDITIONS:

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

AUTHORIZATION

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

Requested By:	Accepted By:
CITY OF IRONWOOD	COLEMAN ENGINEERING COMPANY
____________________	Paul Anderson
By: Scott Erickson	By: Paul C. Anderson, P.E.
Title: City Manager	Title: Project Manager
Date: ____________	Date: November 13, 2020

COLEMAN ENGINEERING COMPANY
CIVIL ENGINEERING • ENVIRONMENTAL ENGINEERING • GEOTECHNICAL ENGINEERING • SURVEYING
200 EAST AYER STREET • IRONWOOD, MI 49938 • PHONE: 906-932-5048

December 7, 2020

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

Re: Professional Engineering Services
Drinking Water Asset Management (DWAM) Project

Dear Mr. Erickson:

The Michigan Department of Environment, Great Lakes and Energy (EGLE) has come out with a grant program called "Drinking Water Asset Management (DWAM) Program". The Michigan state legislature appropriated $37.5 million for a grant program for Asset Management Plan (AMP) creation and/or distribution system materials inventory (DSMI). From the $37.5 million, $1 million will be awarded for public education efforts to water supply advisory councils created under Michigan's Lead and Copper Rule (LCR) through a separate request for proposal process. This leaves $36.5 million for AMP and DSMI related activities. The maximum grant award per applicant is $1 million; applicants may apply multiple times until this maximum amount is awarded. There are no local match requirements.

<u>Base Scope of Services</u>

CEC understands that the City of Ironwood (City) plans to apply for a grant through this DWAM program. The grant will go towards hiring a contractor to dig/pothole down at the water service curb stop to identify the pipe material type on each side (public and private). The information will be logged into the GIS system that Coleman Engineering has created for the City. Then the contractor will need to backfill and restore the disturbance. This will be done for an estimated 1,715 service laterals. The attached spreadsheet summarizes our estimated hours for creating the bid specifications, bidding the project, inspections, contract administration, GIS coordination and project closeout.

Fees

The professional engineering services described above will be completed on a time and materials basis not-to-exceed the amount of $154,673. Please note, if the State of Michigan does not have enough money to fully fund all of the applications, then they may award some partial grant amounts. If the City receives a lesser amount than what is applied for, then CEC will negotiate a fee with the City at that time.

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 Anderson

Paul C. Anderson, P.E.
Project Manager

Attachments

PCA/grp

Ironwood Drinking Water Asset Management 2021 Project

CEC Fee Calculation Sheet

12/7/2020

	CEC Project Manager	CEC Project Engineer	CEC CAD Tech	Tech 17	Tech 13		Subtotal
Hourly Rate	$ 114	$ 83	$ 83	$ 74	$ 64		

Fee Calculation by Hours

Create Bidding Documents for Potholing Service Lines	45	120	8		60		$ 19,594
Public Bid Process	40	12					$ 5,556
Contract Award	16	5					$ 2,239
Construction Inpections: Assumes 35 weeks, 40 hrs/week	50				1400		$ 95,300
Contract Administration: CO's, Pay Requests, Public Meetings, etc.	80	40		144			$ 23,096
GIS Coordination of Data	8				100		$ 7,312
Report at Conclusion of Work / Project Closeout	8	8					$ 1,576
							$ -
							$ -
Totals	247	185	8	144	1560	CEC Subtotal	$ 154,673

AGREEMENT NO. 07044

PROJECT NO. ______

WORK ORDER NO. 01

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
Drinking Water Asset Management (DWAM) Project

SERVICES: As described in our proposal letter dated December 7, 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 $154,673 for the scope of work, the assumptions and the conditions set forth in our proposal dated December 7, 2020, a copy of which is attached and made part of this contract.

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

SPECIAL TERMS AND CONDITIONS:

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

AUTHORIZATION

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

Requested By: THE CITY OF IRONWOOD	Accepted By: COLEMAN ENGINEERING COMPANY
______________________	______________________
By: ______________	By: Jeff Sjoquist, PE
Title: ______________	Title: Principal
Date: ______________	Date: December 4, 2020

Last Revised 6/6/18

City of Ironwood

Memo

To: Mayor & City Commission

From: Scott Erickson, City Manager

CC:

Date: December 14, 2020

Re: Discuss USDA Rural Development Water Treatment Plant Funding Proposal

---

Introduction

The Ironwood City Commission previously requested funding applications be submitted to both the State of Michigan Drinking Water Revolving Fund and USDA Rural Development for the construction of a new water treatment plant. Both agencies have submitted funding proposals for consideration.

USDA Rural Development has submitted a letter of eligibility to the City which indicates that USDA Rural Development would provide $3,000,000 in grant funding as well as $6,631,000 in low interest loan funding for this project. This is not a commitment by either party but an indication of potential grant/loan splits.

Although not provided in the USDA letter of eligibility the City may be eligible up to $4,200,000 in grant funds for this project. The additional grant funds may or may not be available in the future and would require the City to postpone moving forward with this project for an undeterminable amount of time. Waiting for potentially additional grant funds may or may not be advantageous to the City as funding availability may either increase or decrease in the future.

The USDA letter of eligibility also referenced potential grant funding under the Strategic Economic Community Development program, which is being further evaluated.

Recommendation

The City Commission is requested to provide feedback on the USDA letter of eligibility (grant/loan funding proposal) for this project and provide direction on whether to move forward with the USDA Rural Development funding process at this time.

USDA United States Department of Agriculture

Rural Development

Gladstone Area Office

2003 Minneapolis Ave
Gladstone, MI 49837

Voice 906.428.1060
Fax 855.647.0826

November 16, 2020

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

RE: City of Ironwood – Water Treatment Plant Improvements

Dear Mr. Anderson:

This letter is being sent in response to a completed application on the above project. The city and the project have been found eligible.

It is anticipated Rural Development would provide **$3,000,000** in grant funds, and **$6,631,000** in loan funds at the poverty rate based upon information supporting the application. This amount of funding is for planning purposes and not a commitment of funds. These amounts will probably change if there are changes in the application or in the level of funding the agency receives. We anticipate funds could be available within 3-6 months.

Comments/Concerns:

1. The project may be eligible to compete for grant funds under the Strategic Economic Community Development (SECD 6025), if funding is available in FY21. If filing for an SECD, you will need to address 1980.1015(a)-(d) and submit Form 1980-88 attached. Additionally, attached is the Western U.P. Comprehensive Economic Development Strategy for your reference.

Our State Engineer will be sending the review comments of the draft Engineering Agreement and the Preliminary Engineering Report. His review is not an indication of the availability of funds or when they will be available.

If you have any questions, please feel free to contact **BRENDA STEVENSON** at the address and phone number above.

Very truly yours,

BRENDA MASTERS-STEVENSON
Digitally signed by BRENDA MASTERS-STEVENSON
Date: 2020.11.16 16:56:38 -05'00'

BRENDA M. STEVENSON
AREA SPECIALIST

cc: RUS Division – State Office (email)
EGLE, Marquette
Engineer – Coleman Engineering

Ironwood RD Offer Trials
New Water Treatment Plant and Pump Station
7-Dec-20

Example of Grant/Loan Splits

	Potential RD Offer	Current RD Offer
Grant%	43.60%	31%
Grant	$4,200,000	$3,000,000
Loan	$5,431,000	$6,631,000
Total	$9,631,000	$9,631,000

Annual Payment & Reserve Plus add'l O&M	$225,702	$267,838

HURLEY PAYMENTS AT 27.3%	$61,616.65	$73,119.77
IRONWOOD PAYMENTS AT 72.7%	$164,085.35	$194,718.23
Ave. Cost per EDU per month in IWD	$3.79	$4.49
Ave. Cost per EDU/month in Hurley	$3.79	$4.49

Notes and Assumptions:

1. An EDU is an "Equivalent Dwelling Unit". This is the average use for the average residential customer in Ironwood. If a customer uses more than the average EDU, they will be charged more accordingly.
2. Ironwood has 3610 EDU's
3. One EDU uses 2201 gallons per month in Ironwood - This analysis assumes Hurley would be the same.
4. Use:

			%
Hurley 10-yr. Ave. Monthly	2,993,000	GALLONS	27.30%
Ironwood Monthly	7,946,840	GALLONS	72.70%
Total	10,939,840	GALLONS	100.00%

5. If we assume a Hurley average residential customer uses 2201 gallons like Ironwood, we would estimate that Hurley has 1360 EDU's and they pay Ironwood about $8.47 per month per EDU currently.
6. If we assume a Hurley EDU is 2201 gallons per month, the cost per user for the new project should be the same in both Hurley and Ironwood under the 27.3% scenario.
7. This analysis only estimates project related cost and charges. There may be other increases for inflation and other operating costs such as lead service line replacement when an actual operating budget is developed for Rural Development.
8. A typical residential bill in Hurley is currently about $34.45 per month if their use is 2201 gallons per month like Ironwood's.
9. A typical residential bill in Ironwood is currently $38.95 per month.
10. A concurrent funding application with the State Drinking Water Revolving Fund yielded an offer of $875,160 grant which would be 9.09% of the project costs. Approximate user charge increase would be about $7.30 per month for EDU's in both Hurley and Ironwood for this offer.
11. The City of Ironwood needs to decide two things:
    1. Do you accept or reject the Drinking Water Revolving Fund offer?
    2. Do you accept the current Rural Development offer of $3.0 million in grant or do you wait and hope to get the $4.2 million grant if and when funding becomes available? The risk with waiting involves rumours of raising the grant eligibility level from 1.5% of Median Household income to 1.75% which would basically make this project non-eligible for any grant.

City of Ironwood

Memo

To: Mayor & City Commission

From: Scott Erickson, City Manager

CC:

Date: December 14, 2020

Re: Discuss Michigan EGLE Drinking Water Revolving Loan Funding Proposal

---

Introduction

The Ironwood City Commission previously requested funding applications be submitted to both the State of Michigan Drinking Water Revolving Fund and USDA Rural Development for the construction of a new water treatment plant. Both agencies have submitted funding proposals for consideration.

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has selected the City of Ironwood Water Treatment Plant project for potential funding under their Drinking Water Revolving Loan Fund program. EGLE has indicated they could provide $875,160 in grant funding as well as $8,848,840 in low interest loan funding for this project. This is not a commitment by either party but an indication of potential grant/loan splits.

Recommendation

The City Commission is requested to provide feedback and direction on the EGLE Drinking Water Revolving Loan Fund funding proposal.

State of Michigan

Gretchen Whitmer, Governor

Michigan Department of Environment, Great Lakes, and Energy

Liesl Eichler Clark, Director

INTERNET: www.michigan.gov/DWSRF

Drinking Water State Revolving Fund Intended Use Plan Project Priority List Fiscal Year 2021

Prepared by: Water Infrastructure Financing Section
Finance Division
September 2020

TABLE OF CONTENTS

INTRODUCTION

The Michigan Department of Environment, Great Lakes, and Energy (EGLE), through the Finance Division, administers the Drinking Water State Revolving Fund (DWSRF). The DWSRF program details are set forth in Part 54, Safe Drinking Water Assistance, MCL 324.5401-324.5421, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Act 451). In addition, the Michigan Finance Authority (Authority) is charged with administering DWSRF funds through the Shared Credit Rating Act, 1985 PA 227, as amended (Act 227).

The DWSRF provides reduced interest rate loan financing to qualified water suppliers to finance construction or improvements of public water systems. Projects may include new wells, new water treatment plants, storage facilities, upgrades or expansions to existing facilities, transmission lines, pumping facilities, removal and replacement of lead service lines and other related waterworks system improvements. Suppliers must meet federal and state program requirements, as well as demonstrate their ability to publicly finance their project and retire project debt. In addition to the loan provided by EGLE, suppliers also have the option to pay for part of their project with cash and other resources.

This Intended Use Plan (IUP) describes how EGLE will administer all available DWSRF funds during FY 2021. An IUP is a required part of the process to request the federal 2020 capitalization grant, which will be matched with 20 percent in state match funds. The 2020 capitalization grant allotment for Michigan is $27,029,000. The Water Infrastructure Financing Section (WIFS) of the Finance Division is charged with program administration responsibilities. The Community Water Supply Section (CWSS) of the Drinking Water and Environmental Health Division (DWEHD) accesses project scoring, issues necessary construction permits, and offers technical review and assistance throughout project planning, design, and construction. Financial administration of the program is jointly administered by the Authority and the Finance Division.

This IUP includes details on specific project financing and identifies amounts to be set aside from federal capitalization grants for other uses authorized under the federal Safe Drinking Water Act (SDWA) and Part 54 of Act 451. EGLE certifies that it is recognized by the U.S. Environmental Protection Agency (EPA) as the primary agency for management of the DWSRF program. The priority points system used to score and rank projects is established in Part 54, Safe Drinking Water Assistance, MCL 324.5401-324.5421.

FY 2021 Funding

The FY 2021 fundable range for DWSRF projects has been established at $275,000,000. EGLE received project plans from 28 applicants totaling $247,310,000. Additionally, there are 20 projects, totaling $381,720,000, requesting DWSRF financing in future years (FY 2022 and beyond).

The 2020 federal capitalization grant for Michigan is $27,029,000. Congress mandates that states must use 14 percent ($3,784,060) of the capitalization grant as additional subsidization to eligible recipients. In addition, the Safe Drinking Water Act (SDWA) mandates that states use at least 6 percent ($1,621,740) but not more than 35 percent ($9,460,150) of the capitalization grant as additional subsidization to state-defined disadvantaged communities. Michigan is applying all additional subsidization as principal forgiveness. DWSRF disadvantaged communities are defined in Part 54, Safe Drinking Water Assistance, MCL 324.5402.

The table below illustrates the minimum and maximum additional subsidization allowed this year.

Capitalization Grant Subsidization Requirements

Capitalization Grant	Congressional Subsidization (Mandatory)	SDWA Disadvantaged Minimum	SDWA Disadvantaged Maximum	Max Total Subsidization Allowed	Total Subsidization Michigan is Providing
$27,029,000	$3,784,060	$1,621,740	$9,460,150	$13,244,210	$10,257,348

Additional Subsidization

As discussed above, the provision of additional subsidization remains a requirement of the SDWA and acceptance of the capitalization grant. EGLE is allocating all additional subsidization in the form of principal loan forgiveness allowing applicants that qualify to forgo loan repayments for a portion of their financed amount.

EGLE is allocating $10,257,348 in principal forgiveness to projects in FY 21. Projects that qualify under the DWSRF disadvantaged criteria will receive 9-percent of their total estimated financed amount as principal forgiveness. Projects that are undertaking lead service line removal (LSLR) work will receive 4-percent of their estimated LSLR related work as principal forgiveness. Note, some projects will receive principal forgiveness in both categories.

Principal Forgiveness Allocation for Disadvantaged Applicants

Applicant	Estimated Total Project Cost	Principal Forgiveness
Bay City	$2,005,000	$180,450
Benton Township	$9,410,000	$846,900
Bessemer	$705,000	$63,450
Calumet Township	$450,000	$40,500
Escanaba	$20,000,000	$1,800,000
GLWA/DWSD	$21,000,000	$1,890,000
Grand Rapids	$4,165,000	$374,850
Highland Park	$19,200,000	$1,728,000
Ironwood	$9,724,000	$875,160
Kaleva	$420,000	$37,800
McBain	$520,000	$46,800
Muskegon	$5,025,000	$452,250
Wakefield	$220,000	$19,800
Howell	$1,400,000	$126,000
Total		**$8,481,960**

Grant

** **

IRONWOOD
MICHIGAN | Find Your North

MEMO

To: Mayor Burchell and the City Commission

From: Tom Bergman, Community Development Director

Date: December 8, 2020 Meeting Date: December 14, 2020

Re: Neighborhood Enhancement Program Grant Application

In 2019, the City of Ironwood applied for a Michigan State Housing Development Authority grant program called the Neighborhood Enhancement Program (NEP) that funds housing and neighborhood related activities with a maximum of $30,000 per funding round. The City was approved for the grant and is currently working with two home owners on improving the exterior of their homes. The projects will be completed in the summer of 2021.

We are requesting the authorization to apply for this year's NEP grant to receive $30,000. There is a $0 match requirement for this grant, although matching funds are considered in the application and can improve applicant scores. Staff is suggesting a $1000 match for the application. The funding will be used for residential exterior improvements in the Douglas neighborhood of the City of Ironwood. $30,000 will fund a maximum of two houses at a maximum of $15,000 each.

We are going to continue to focus on the Douglas neighborhood due to the demand in that area. During the First Impressions Assessment performed by MSU Extension, they discussed the importance of beautifying the entrances to our downtown. Douglas Blvd is the main entrance to downtown from US 2. Improving housing along this corridor would be a major benefit to the community.

IRONWOOD
MICHIGAN | Find Your North

MEMO

To: Mayor Burchell and the City Commission

From: Tom Bergman, Community Development Director

Date: December 9, 2020 Meeting Date: December 14, 2020

Re: Neighborhood Enhancement Program Bidding Process

In 2019, the City of Ironwood applied for the Michigan State Housing Development Authority Neighborhood Enhancement Program Grant that funds housing and neighborhood related activities. We were approved for the grant and are now moving forward with the bidding process to help two homeowners in the Douglas Neighborhood renovate the exterior of their homes. The total grant amount is for $30,000 with $1,000 City match. Each applicant will see $15,500 put towards their project. The City is responsible for the bidding process. Staff is requesting approval to go out for bid for these two locations.

Background

During the First Impressions Assessment performed by MSU Extension, they discussed the importance of beautifying the entrances to our downtown. Douglas Blvd. is the main entrance to downtown from US 2. Improving housing along this corridor would be a major benefit to the community. The program focuses on lower income homeowners that can have a maximum income of 120% area median income, for example, a two-person household would have a max income of $53,550. All our applicants are well below this amount.