

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



IRONWOOD

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AGENDA ORGANIZATIONAL MEETING MONDAY, NOVEMBER 8, 2021

**LOCATION: IRONWOOD MEMORIAL BUILDING AUDITORIUM
213 S. MARQUETTE ST.
IRONWOOD, MI 49938
5:30 P.M.**

ZOOM OPTION AVAILABLE

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

5:30 P.M.

- A. Organizational Meeting Called to Order.
Pledge of Allegiance.
- B. Report by City Clerk on Commissioners elected and qualified together with board of Canvasser's Report – November 4, 2021.
- C. Recording of the Roll.
- D. Oath of Office.
- E. 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 October 25, 2021.
- *2) Park & Recreation Committee Meeting Minutes of October 4, 2021.
- *3) Pat O'Donnell Civic Center Meeting Minutes of November 1, 2021.

- F. Approval of the Agenda



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G. Adoption of Rules of Commission

H. Discuss and Consider appointment of new City Clerk Wendy Hagstrom.

I. Consider designation of official Newspaper and official Radio Stations to be the Ironwood Daily Globe, WJMS-WIMI and WUPM-WHRY.

J. Consider appointment of one Commissioner and one alternate Commissioner to the Gogebic-Iron Wastewater Authority and Board.

K. Consider appointment of one Commissioner to the Pat O'Donnell Civic Center.

L. Consider appointment of one Commissioner to the Park & Recreation Committee.

M. Consider appointment of one Commissioner to the Historic Ironwood Theatre Board.

N. Consider appointment of one Commissioner to the Carnegie Library Board.

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

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

OLD BUSINESS

Q. Discuss and Consider authorizing bids for the "Drinking Water Asset Management Lead Service Line Inventory Verification Project" (project involves hiring a contractor to use a hydro-vac machine to expose water service lines and document the material type. Work is required by EGLE and a grant of \$214,913 for the Distribution System Materials inventory has been received).

NEW BUSINESS

R. Discuss and Consider approving application for the Rural Development Grant for Mt. Bike Trails at Mt. Zion and commit \$10,000 in local matching funds contingent upon raising additional funds from other partners.

S. Manager's Report.

T. Other Matters.

U. Adjournment.

Proceedings of the Ironwood City Commission Meeting

A Regular Meeting of the Ironwood City Commission was held in person and via Zoom at 5:30 P.M., along with a Public Hearing at 5:25 P.M. on Monday, October 25, 2021.

1. Mayor Burchell called the public hearing to order at 5:25 P.M.
2. Public Hearing: To hear comments on a blight violation of Cherie Griffith at 112 W. Cloverland Dr. (52-15-355-040).

Assessor/Code Enforcement Officer Jason Alonen addressed the City Commission regarding the blight violation at 112 W. Cloverland Drive in Ironwood, Michigan. Mr. Alonen showed a picture of the property as of today and noted he had contacted the property owner on several occasions.

The property owner Cherie Griffith was present and addressed the City Commission explaining her situation and all her problems including her health issues, roof leaking, and water breaks.

A resident who lives within 100 yards of the property noted several years ago there were people with drugs and recently questionable individuals coming in and out of the motel. Further discussion of this matter took place.

3. Mayor Burchell closed the public hearing at 5:54 P.M.

A. Mayor Burchell called the Regular Meeting to Order at 5:54 P.M.

B. Recording of the Roll.

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

ABSENT: None.

C. Approval of the Consent Agenda.*

*1) Approval of Minutes – Regular City Commission Meeting of October 11, 2021.

*2) Review and Place on File:

a. Ironwood Housing Commission Meeting Minutes of October 12, 2021.

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

E. Review and Place on File:

1. Revenue & Expenditure Report.
2. Cash and Investment Summary Report.

Motion was made by Corcoran, seconded by Cayer and carried to receive, and place on file the Statement of Revenue & Expenditures Report for the month ending September 30, 2021, and the Cash and Investment Summary Report for September 30, 2021.

F. Approval of Monthly Check Register Report.

Motion was made by Corcoran, seconded by Cayer to approve the Monthly Check Register Report for September 2021. Unanimously passed by roll call vote.

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

There were none.

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

There were none.

OLD BUSINESS

I. Discuss and Consider adopting Resolution #021-026 Ordering Removal and Abatement of the Hazard and Nuisance of Cherie Griffith at 112 W. Cloverland Dr. (52-15-355-040).

Motion was made by Semo, seconded by Mildren to adopt Resolution #021-026 Ordering Removal and Abatement of the Hazard and Nuisance of Cherie Griffith at 112 W. Cloverland Dr. (52-15-355-040) as of October 25, 2021. Unanimously passed by roll call vote.

NEW BUSINESS

J. Discuss and Consider extension of Uniform Video Service Local Franchise Agreement with Spectrum Mid-America, LLC.

Motion was made by Semo, seconded by Corcoran to approve extension of the Uniform Video Service Local Franchise Agreement with Spectrum Mid-America, LLC and authorize the City Manager to sign same. Unanimously passed by roll call vote.

K. Discuss and Consider approving invoice for bottled water.

Motion was made by Semo, seconded by Corcoran to approve the invoice for bottled water from Superior NMW, LLC in the amount of \$5,016.00. Unanimously passed by roll call vote.

L. Manager's Report.

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

- *Curry Park, Downtown City Square Splash Pad, and Kuitunen Park Fountains are closed for the Winter with the Compost Site being closed for the season on November 7th.
- *Tamarack Street demolition will happen this week, Garvey Street in a few weeks, and Birch Street demolition will be going out to bid.
- *The McLeod Avenue stairwell upper part was removed by the owner and a letter was sent to the owner from the City Building Official to remove the remainder.
- *City Staff met with John Holland with Michigan Rural Water Association who is putting together a report.
- *Chamber Volunteer Fair will be on Saturday, November 6th from 9:00 AM – 12:00 PM at the Ironwood Memorial Building.
- *Ironwood-Oply is currently being sold at the Ironwood Wal Mart.

M. Other Matters.

Mayor Pro Tem Kim Corcoran and the City Commission presented Mayor Annette Da Lio-Burchell with a plaque in appreciation of her service and dedication to the Ironwood City Commission and the residents of the City of Ironwood. Commissioner Corcoran noted how she respects and admires the Mayor for how she goes above and beyond to include everyone, her business savvy in helping Ironwood "Find its North", and how she researches everything to make the best decision for the citizens of Ironwood. Additional comments were received.

Commissioner Mildren thanked the City Commission for all their support of the Pat O'Donnell Civic Center. He further noted how nice it is to see the Pat O'Donnell Civic Center full of kids during opening skating.

Commissioner Semo thanked everyone and wished all the candidates good luck in the upcoming election.

Mayor Burchell reminded and urged everyone to attend the forum of the City Commission Candidates being held on Thursday, October 28th from 7:00-9:00 P.M. at the Gogebic Community College.

Mayor Burchell thanked the voters for putting their trust in her. She stated how honored she was to be Mayor for the last six (6) years and how much she has learned through this experience. Mayor Burchell thanked City Staff for having the patience with her and how wonderful of a job they all do. She also thanked her fellow commissioners for their accomplishments, dedication, and hard work. Additional comments were received.

N. Adjournment.

Motion was made by Semo, seconded by Mildren and carried to adjourn the meeting at 6:18 P.M.

Annette Da Lio-Burchell, Mayor

Karen M. Gullan, City Clerk



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**Proceedings of the Parks and Recreation Committee
Thursday, October 4, 2021, 5:00 p.m.**

A regular meeting of the Parks and Recreation Committee was held on Thursday, October 4, 2021 at 5:00 P.M. at the City of Ironwood Memorial Building, Auditorium and Zoom Video Conferencing, 213 S. Marquette Street, Ironwood, MI 49938.

1. Call to Order:

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

2. Recording of the Roll:

MEMBER	PRESENT		EXCUSED	NOT EXCUSED
	YES	NO		
Paul Kostelnik		X		
Sam Davey	X			
Tom Kangas – Vice Chair	X			
Kim Corcoran, ex-officio, non-voting	X			
Mary Grace Loreti		X		
Linda Jindrich	X			
Randy Kirchhoff	X			
Jake Ring	X			
	6	2		

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

3. Approval of the September 9, 2021 Meeting Minutes:

Motion by Kangas to approve the Meeting Minutes. Second by Kirchhoff. Motion carried 4 to 0.

4. Approval of the Agenda:

Motion by Kangas to approve the Agenda. Second by Kirchhoff. Motion carried 5 to 0.

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

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

7. Items for discussion and consideration:

A. Discussion of Surplus Property designation for parcel # 52-22-253-010

I. The Committee discussed the potential for the sale of the lot.

Motion by Kirchhoff to recommend surplus property designation for parcel #52-22-253-010. Second by Jindrich. Motion carried 5 to 0.

B. Update on Playground North of US2.

I. The playground will be installed at the end of the season.

C. 2021 Goals.

I. Develop Playground Priority List (Complete).

a. Complete

II. Annual Workshop with City Commission (Schedule for Fall).

a. The committee will postpone this item until after January of 2022.

III. Forest Management Plan

a. The City of Ironwood has a forest management plan in place that needs to be identified.

IV. Volunteer Coordination (Chamber of Commerce event)

a. The Ironwood Chamber is conducting a volunteer coordination event on November 6th. Community Development will create survey questions that will supplement the trail summit goal.

V. Lighted Ski Trail.

a. DNR Trust Fund funding could be pursued for this project. Davey recommended talking with Xcel Energy for funding this project.

D. Motorized Update – GRTA

I. Jerry with the GRTA brought up the idea of woodchips for dust control on the trail. Davey said that the State has the ability to provide funding as soon as the trail gets officially designated.

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

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

- a. Update on Southern Beltline Trail Acquisition Project Phase 1 & 2.
 - i. The title work has been received from the DNR. The final draft of the environmental work will be next.
- b. Update on Mountain Bike Trail Development in Miners Memorial Heritage Park.
 - i. The trail designer met with City Staff and Miners Park volunteers to mark trail. The designers work was wrapped up last week and might have been flagged.
- c. Update on Curry Park upgrade phase 2.
 - i. The agreement is in place and will be going out for bid this Winter.
- d. Norrie Park Renovation and Montreal River Water Trail.
 - i. Staff is working on the project agreement.

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


a.

8. Other Business: None.

9. Next Meeting: Thursday, November 1, 2021 at 5:00 p.m.

10. **Adjournment: Motion by Kangas to adjourn the meeting. Second by Kirchhoff. Motion Carried 5 to 0. Adjournment at 5:27 p.m.**

Respectfully Submitted



Sam Davey, Chair



Tim Erickson, Community Development Assistant

Civic Center Meeting Minutes

11/1/21

1. **Meeting called to order:** Meeting was called to order by Gullan at 5:04 pm.
2. **Roll Call:** Collins, Gullan, Mildren, Moderson, Re, Sommer, and Mgr. Sivula present. Panosso absent.
3. **Agenda:** Motion to approve the agenda with the amendment of item 9. New Business: "C. Panosso Resignation" was made by Mildren, seconded by Collins. Motion approved.
4. **Minutes:** Motion to approve the minutes was made by Collins, seconded by Mildren.
5. **Financials:** Motion to accept the financials and place them on file was made by Collins, seconded by Re. Roll call vote was as follows: Gullan-yes, Mildren-yes, Moderson-yes, Re-yes, Collins-yes. Motion approved.
6. **Citizens wishing to address the Board on items on the agenda:** N/A
7. **Citizens wishing to address the Board on items not on the agenda:** N/A
8. **Old Business:**
 - A. **Nets on Order:** Discussion of the new hockey goal nets was held. Discussion included but wasn't limited to the nets being ordered; being delivered dressed (nets assembled); and still waiting for their arrival.
 - B. **Banners:** Discussion of the new advertisement banners was held. Discussion included but wasn't limited to Mgr. Sivula going through the list and contacting businesses about the advertisement banners; about 5 or so banners are in the process of being made; process of acquiring businesses continues.
 - C. **Concessions Update:** Discussion and update of the concessions/kitchen area was held. Discussion included but wasn't limited to the contractors not submitting the building plans for approval before construction began; Civic Center submitting the plans to the State/Health Department; stove hood in the kitchen is residential grade instead of commercial grade (code); and work-around options for food to be sold in concessions until approval from the State/Health Department to use stove.
9. **New Business:**
 - A. **Ice Crystals Figure Skating Club Contract:** Discussion of the ICFSC's contract was held. Discussion included but wasn't limited to price; ice hours; storage areas; concessions; dates for Ice Crystal's show; and start date of contract.
 - i. Motion to approve the Ice Crystals Figure Skating Club contract with a start date of 10/12/21; 200 hours of ice-time at a cost of \$23,000.00; heated storage area rental fee of \$200.00/year; refrigerator rental fee of \$25.00/month; and a concessions rental fee of \$250.00/year (with a \$25.00/time, if necessary, clean-up fee) was made by Mildren, seconded by Re. Roll call vote was as follows: Collins-yes, Gullan-yes, Moderson-yes, Sommer-yes, Re-yes, Mildren-yes. Motion approved.
 - B. **Advertising:** Discussion of advertising for the Civic Center was held. Discussion included but wasn't limited to the reader board being used; utilizing social media advertising—posts with times & dates/ creating events; and Mgr. Sivula will explore other avenues of advertisement such as weekly calendars in the local newspapers, and PSA on the local radio stations.

C. Panosso Resignation: Discussion of Jim Panosso's letter of resignation from the Civic Center Board of Directors was held.

- i. Motion to accept Panosso's letter of resignation with thanks was made by Mildren, seconded by Re. Opposed: Moderson. Motion approved.

10. Other Matters:

A. Gullan: Discussion of skate sharpening was held. Discussion included but wasn't limited to skate sharpening going well; and the Sparks sharpener being a good investment so far.

B. Sommer:

- i. Discussion of rocks/gravel/re-grind making its way into the building. Discussion included but wasn't limited to the re-grind in the parking lot getting tracked into the locker room areas; having a broom & dustpan available to keep locker rooms/ hallway clean and prevent undue dulling of skates; and it might be less of an issue when the sharp re-grind gets weathered down a bit.
- ii. Discussion about motel/ hotel reservations for the State Tournament was held. Discussion included but wasn't limited to the PBHC having to secure/ block off about 180 rooms for the State Tournament for at least 3 days. Area motels/ hotels have been and will continue to be contacted to fulfill this requirement.

C. Collins:

- i. Discussion of the plexi-glass was held. Discussion included but wasn't limited to two (2) sheets of plexi-glass costing \$400.00/sheet with a shipping cost of \$300.00/sheet; explore other vendor options—e.g., Ironwood glass.
- ii. Discussion of the No Outside Food policy was held. Discussion included but wasn't limited to the policy being deliberately ignored and neglected by some members of the community; and finding ways to enforce it.

D. Moderson: Discussion of workers was held. Discussion included but wasn't limited to making sure that workers have tasks to complete; making a list of duties and responsibilities; and in general, just making sure that the workers have something productive to do.

11. Next meeting: Monday, 12/6/21 at 5:00 pm at the Civic Center.

12. Adjournment: Motion to adjourn at 6:13 pm was made by Re, seconded by Sommer. Motion approved.

**RULES OF THE CITY COMMISSION
(Adopted 11/09/2015)**

A. REGULAR AND SPECIAL MEETINGS

All meetings of the City Commission will be held in compliance with state statutes, including the Open Meetings Act., 1976 PA 267 as amended, and with these rules.

Section 1. Regular Meetings

The Commission shall hold regular meetings on the second Monday and the fourth Monday of each month in the Commission Chambers, Municipal Memorial Building; both meetings to be held at 5:30 P.M. If the time set for a regular meeting falls on a holiday, the meeting shall be held at the same time and place on the next secular day, which is not a holiday; provided that the place may be changed if necessary, as long as timely notice is furnished to the public. (Charter 4.6(b)).

Section 2. Special Meetings

Special meetings of the City Commission shall be called by the City Clerk on written request of the Mayor, City Manager, or two (2) members of the City Commission. (Charter 4.6(c)).

There shall be at least 18 hours written notice to each member of the Commission, designating the time, place, and purpose of the meeting. Notice shall be served personally or left at his usual place of residence or business (as desired by the individual Commissioner) by the Clerk or an agent appointed by the Clerk (Charter 4.6(c)(1)).

Only the business listed in the call to a special meeting may be transacted at that meeting (Charter 4.6(c)(3)).

Section 3. Posting requirements for Regular and Special Meetings

Within 10 days after the first meeting of the council following the election, a public notice stating the dates, times and places of the regular monthly City Commission meetings will be posted at the City offices.

Post rescheduled meetings 18 hours before meeting, not applicable to subcommittees of public bodies MCL 15.265.

The notice described above is not required for a meeting of the Commission in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds (2/3) of the members of the Commission determine that delay would be detrimental to the City's efforts in responding to the threat.

Section 4. Minutes of Regular and Special Meetings

The clerk shall attend the Commission meetings and record all the proceedings and resolutions of the Commission in accordance with the Open Meetings Act. In the absence of the clerk, the City Clerk or the City Commission may appoint another person to temporarily perform the clerk's duties.

The Clerk shall prepare the Official Proceedings of each Commission meeting as required by the Charter Section 4.6(f), which shall be the minutes required by the Open Meetings Act. Proposed minutes shall be available for public inspection within eight (8) days after each meeting. The City Clerk shall be clerk of the Commission and shall, with the Mayor, sign and attest all ordinances, and the journal or record of the Commission's proceedings shall be prepared, kept, and signed by the City Clerk and approved by the Commission.

A copy of the minutes of each regular or special Commission meeting shall be available for public inspection at the City offices during regular business hours.

Section 5. Work Sessions

Upon the written request or equivalent of the Mayor, City Manager, or two (2) Commissioners and with appropriate notice to the Commission members and to the public, the Commission may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any Commission member enter into a formal commitment with another member regarding a vote to be taken subsequently. Commission members shall not be paid for attendance at work sessions. Minutes are not required but notes may be taken and posted.

B. CONDUCT OF MEETINGS

Section 1. Meetings to be Public

All regular meetings of the Commission shall be open to the Public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Commission may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the Commission and its committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

The Commission shall act only by ordinance or resolution.

Section 2. Agenda Preparation

An agenda for each regular City Commission Meeting shall be prepared by the City Manager with the following Order of Business.

- A. Call to Order
- B. Record the Roll
- C. Approval of Consent Agenda
- D. Approval of 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. Old Business
- H. New Business
- I. City Manager's Report
- J. Other Matters
- K. Adjournment

The Order of Business shall not be departed from except by the consent of 2/3's of the member of the Commission present.

Section 3. Consent Agenda

A consent agenda may be used to allow the commission to act on numerous administrative or non-controversial items at one time. Included on this agenda can be non-controversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, etc. Upon request by any member of the Commission or citizen, an item shall be removed from the consent agenda and considered separately under New Business.

Section 4. Agenda Distribution

A copy of the agenda shall be delivered to each member of the Commission no later than 4:00 P.M. on the Tuesday preceding the date of the regular meeting at either the residence or place of business of each member of the Commission.

Section 5. Quorum

Three (3) members of the Commission shall be a quorum, but three members or less may adjourn regular or special meetings to a later date and may by majority vote of those present compel personal presence and continuous attendance of its members and officers.

Section 6. Attendance at Commission Meetings

Election of the City Commission is a privilege freely sought by the nominee. It carries with it the responsibility to participate in commission activities and represent the residents of the City. Attendance at Commission meetings is critical to fulfilling this responsibility.

Section 7. Presiding Officer

The presiding officer (chairperson) shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Mayor is ordinarily the presiding officer. The council shall appoint one of its members Mayor Pro Tempore, who shall preside in the absence of the Mayor. In the absence of both the Mayor and the Mayor Pro Tempore, the City Clerk will call the meeting to order and take roll call. If a quorum is present, the first order of business following roll call is the selection of a meeting chair regardless of the adopted order of business. Following the selection of an acting chair, the acting chair will follow the adopted order of business.

Section 8. Disorderly Conduct

The presiding officer/chairperson may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the Commission. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the Sergeant-at-Arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

The Ranking Public Safety Officer of the City (or designated alternate) shall serve as Sergeant-at-Arms for enforcement of this provision.

C. CLOSED MEETINGS

Section 1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, PA 267 of 1976 as amended.

Section 2. Calling Closed Meetings

At a regular or special meeting, the City Commission elected or appointed and serving, by a two thirds vote may call a closed session under the conditions outlined in Section C.1 of the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

Section 3. Minutes of Closed Meetings

The clerk or the designated secretary of the City Commission shall take a separate set of minutes at the closed session. These minutes will be retained by the clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. DISCUSSION AND VOTING

Section 1. Rules of Parliamentary Procedures

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order shall govern the Commission in all cases to which they are applicable, provided they are not in conflict with these rules, City Ordinances, the City Charter, or applicable state statutes. The Mayor may appoint a parliamentarian.

Action on the passage of all ordinances and adoption of all resolutions shall be taken by "yes" and "no" votes, entered into the record (unless unanimous, in which case a statement to that effect will suffice) (Charter Sec.4.6(h)).

The presiding officer/chairperson shall preserve order and decorum and may speak to points of order in preference to other Commission members. The presiding officer/chairperson shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Commission members present.

The presiding officer/chairperson may make and support motions at all City Commission meetings.

Any Commissioner may appeal to the Commission a ruling of the presiding officer/chairperson. If the appeal is seconded, the Commissioner making the appeal may briefly state the reason for the appeal and the presiding officer/chairperson may briefly state the ruling. There shall be no debate on the appeal and no other Commissioner shall participate in the discussion. The questions shall be “Shall the decision of the chair be sustained?” If the majority of the Commissioners present vote “yes”, the ruling of the presiding officer/chairperson is sustained; otherwise it is overruled. Tie votes sustain the chairs ruling.

Section 2. Conduct of Discussion

During discussion and debate, no Commissioner shall speak until recognized for that purpose by the presiding officer/chairperson. After such recognition, the Commissioner shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another Commissioner. Speakers should address their remarks to the presiding officer/chairperson, maintain a courteous tone and avoid interjecting a personal note into debate.

No Commissioner shall speak more than once on the same questions unless every Commissioner desiring to speak to that question shall have had the opportunity to do so.

The presiding officer/chairperson, at his or her discretion and subject to the appeal process mentioned in Section D.1, may permit any person to address the Commission during its deliberations.

Section 3. Ordinances and Resolutions

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.

A vote on all ordinances and resolutions shall be taken by roll call vote and entered in the minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the minutes, unless a roll call vote is required by law or by commission rules.

The adoption of any ordinance by the Commission shall require for its passage the concurrence of a majority of all members of the Commission, namely three (3) members.

The adoption of any resolution shall be by the affirmative vote of the majority of the Commission present, except that the affirmative vote of 2/3rd of the Commissioners present will be required to adopt any resolution that,

- (a) Prevents the introduction of question for consideration;
- (b) Closes, limits, or extends the limits of debate;
- (c) Limits the freedom of nomination or voting;
- (d) Closes nominations, or
- (e) Deprives one of membership of office.

Section 4. Roll Call

In all roll call votes, the names of the members of the Commission shall be called in rotating order as determined by the clerk.

Section 5. Duty to Vote

Election to a deliberative body carries with it the obligation to vote. Commission members present at the Commission meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Commission member who

is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. Any City officer called on to make an official decision who feels a conflict of interest may exist, should make that feeling known and may abstain from voting on that issue. (Charter Sec. 3.4(b)). A vote may be postponed, if necessary, to obtain the opinion of the City Attorney.

The right to vote is limited to the members of Commission present at the time the vote is taken. Voting by proxy or by telephone is not permitted.

All votes must be held and determined in public; no secret ballots are permitted.

Section 6. Results of voting

In all cases where a vote is taken, the presiding officer/chairperson shall declare the result.

It shall be in order for any commission member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Commission. When a motion to reconsider fails, it cannot be renewed.

E. CITIZEN PARTICIPATION

Section 1. General

Each regular City Commission meeting agenda shall provide for reserved time for audience participation.

If requested by a member of the Commission, the Presiding Officer/Chairperson shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

Section 2. Length of Presentation

Any person wishing to address the City Commission during the times set for public comment, shall be limited to three (3) minutes in length for the first Public Comment time and three (3) minutes in length for the second Public Comment time per individual presentation. The Clerk will maintain the official time and notify the speakers when their time is up.

Section 3. Addressing the Commission

When a person addresses the Commission, he or she shall step up to the podium or designated area and state his or her name and home address. Remarks should be confined to the question at hand and addressed to the presiding officer/chairperson in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak. (If a person addressing the City Commission is found to be disorderly then page 4, Section 8, of these rules shall apply).

F. MISCELLANEOUS

Section 1. Adoption and Amendment of Rules of Procedure

These rules of procedure of the Commission will be placed on the agenda of the first meeting of the Commission following the seating of the newly elected Commission members for review and adoption. A copy of the rules adopted shall be distributed to each Commission member.

The Commission may alter or amend its rules at any time by a vote of 4 of the 5 Commissioners after notice has been given of the proposed alteration or amendment.

Section 2. Suspension of Rules

The rules of the Commission may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds (2/3) of the members present except that City Commission action shall conform to the City Charter, State Statutes and to the Michigan and the United States Constitutions.

Section 3. Bid Awards

The Commission will award bids during regular or special meetings. A bid award may be made at a special meeting of City Commission if that action is announced in the notice of the Special Meeting.

Section 4. Committees

The Mayor shall appoint all members with commission confirmation to committees of the Commission, except the Ironwood Housing Commission, which the City Manager shall appoint according to MCLA 125.654.

Section 5. Commission Mail

That the City Clerk (or an agent appointed by the Clerk) be authorized to open all mail addressed to the City Commission and that the Clerk make a sufficient number of copies of the ordinary mail received to be mailed/delivered with the docket on Friday preceding the meeting. Further, that copies of all urgent correspondence be made and mailed to the Commissioners without delay.

Memorandum

To: Mayor & City Commission

From: Scott Erickson, City Manager/City Engineer

CC:

Date: November 8, 2021

Re: Discuss and Consider Approving Appointment of new City Clerk

Introduction

City Clerk, Karen Gullan, has indicated a retirement date of November 30, 2021. The Ironwood City Commission previously discussed the process to fill the City Clerks position and authorized the City Manager to advertise the position and to establish an interview team consisting of City staff (including the City Finance Director, City Clerk, Public Safety Director and City Manager) along with Mayor, Annette Burchell and Mayor Pro Tem, Kim Corcoran. The interview team was to review the applications received, interview qualified applicants and make a recommendation to the City Commission for appointment to this position.

The City received twenty-one (21) applications for the position. The interview team interviewed ten (10) applicants. After multiple days of interviews and evaluation of the applicants, the interview team is recommending the appointment of Wendy Hagstrom to the position of Ironwood City Clerk. Wendy has an extensive background in administrative services as well as public service and will be an excellent addition to the Ironwood team.

Recommendation

It is recommended to authorize the appointment of Wendy Hagstrom to the position of Ironwood City Clerk, effective Tuesday, November 9, 2021 (to co-clerk with Karen Gullan until Karen's effective retirement date of November 30, 2021) and authorize the City Manager to enter into an employment agreement with Ms. Hagstrom.

**FULL TIME
CITY CLERK**

The City of Ironwood will be accepting applications for a full time City Clerk. The City's application and job description are available in the City Clerk's Office, 213 S. Marquette Street between the hours of 7:30 a.m. – 4:00 p.m. and can also be found on the city website at <https://cityofironwood.org/government/departments>.

This position oversees elections and serves as official custodian of all City records and documents, and manages staff engaged in Clerk operations including assisting in the preparation of agenda and take minutes accurately and proficient. Must have strong communication skills, organizational skills, be able to present information and respond to questions from the public and City Staff, along with performing quality work meeting rigid deadlines (\$55,000/year, plus benefits).

Interested candidates should submit application, resume, and cover letter to the City Clerk's Office, 213 S. Marquette Street, Ironwood, MI 49938. The city will begin reviewing applications on Friday, September 24, 2021. Applications will be accepted until the position is filled. EOE "*Find your North*"

City of Ironwood – Job Description

City Clerk

General Summary

Under the general supervision of the City Manager and City Commission (appointed by the City Commission), oversees elections and serves as official custodian of all City records and documents. Manages and directs staff engaged in Clerk operations. Serves as Clerk to the City Commission. This position also serves as an integral member of the Executive Management Team responsible for providing leadership support to the City Manager.

Supervision Received

Work is performed under the general supervision of the City Manager. This employee plans and carries out ongoing work and special assignments with considerable independence according to established policies and objectives. The work is usually checked through conferences and the review of reports.

Supervision Exercised

Ongoing supervision is exercised over a small staff of office employees and a moderate-sized group of temporary election workers.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any or all the following (**Does Not** include **all** tasks employee may be expected to perform):

1. Supervises Clerk's Department staff. Participates in the recruitment and hire of personnel; plans, assigns and coordinates workloads; evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
2. Develops and administers annual departmental budgets and ensures that the authorized budgetary and purchasing procedures are properly carried out.
3. Develops, recommends and ensures adherence to Clerk's Department policies and procedures.
4. Serves as Clerk to the City Council. Attends meetings, records meeting minutes, and assures legal notices are published. Assists other boards, commissions, and committees as requested. Posts notices and ensures proper dissemination of council actions and activities.

5. Serves as the official custodian for the safekeeping and management of all City records and documents and the City seal. Certifies ordinances and resolutions. Administers oaths of office, and issues permits and licenses.
6. Oversees the administration of elections consistent with federal, state, and local laws. Conducts national, state, local, school, and special elections. Oversees voter registration and maintenance of voter registration files. Creates charts of predetermined results for each precinct.
7. Prepares petitions, resolutions, and publishes official notices.
8. Serves as Freedom of Information Officer for the City. Researches information, gathers documents, confers with other departments and/or the attorney as needed, and ensures timely and compliant responses to all Freedom of Information Act requests.
9. Serves as the Title VI Coordinator.
10. Performs and supervises numerous administrative duties related to monthly invoicing, cemetery operations, tax abatement applications, contract administration, licensing, records maintenance and document retention. Prepares and submits forms and reports.
11. Oversees the City's risk management activities and acts as liaison with the City's liability insurance provider. Communicates with customers and insurance agencies, gathers information and resolves issues.
12. Serves as the Workers' Compensation City representative for filing claims and other information with the City's Workers' Compensation Insurance Company.
13. Performs the duties of other Clerk staff as necessary. In this capacity, may work the front desk, answer phones, process mail, receive payments, issue licenses, and respond to public inquiries and investigate complaints. Assists in planning and provides coordination for various special events.
14. Performs related work as required

Minimum Qualifications for Employment

- Education and Experience:
 1. High school diploma, or GED equivalent
 2. An Associate Degree, preferably supplemented by a bachelor's degree from a recognized school or university, with specialization in business or public administration, or related field
 3. Minimum of five (5) years of progressively more responsible experience in a related field with a recommended two (2) years of supervisory experience or equivalent.
 4. Any equivalent combination of education and experience.
- Necessary Knowledge, Skills and Abilities:
 1. Excellent communication skills to assist citizens, staff, and elected officials with various requests for information.
 2. Ability to have an even disposition and temperament and be able to take constructive criticism without being defensive.
 3. Carry an unblemished record of ethical and professional conduct is essential, and complete personal and professional integrity.
 4. Ability to multi-task and prioritize in a stressful environment.

5. Ability to effectively present information and respond to questions from employees, the City Manager, City Commission, and public.
6. Ability to research various topics according to the City Charter, City Code, and State Law.
7. Knowledge of modern office management procedures and practices, various computer programs (Microsoft Office and BS&A), purchasing, general accounting, copying, and document management.
8. Knowledge of the state election laws and city regulations governing the operation of the city clerk's office.
9. Skill in compiling and evaluating complex data and information.
10. Skill in developing and maintaining effective working relationships with city officials; representatives of the business and community groups, fellow employees and the general public.
11. Skill in handling difficult public relations issues with tact and diplomacy.
12. Must be able to meet rigid deadlines and perform quality work in an efficient and meaningful manner.
13. Experience with proper document storage, filing systems, and retention schedules.
14. Excellent keyboard, spelling, and work processing skills.
15. Ability to take minutes accurately and proficient.
16. Ability to attend meetings and respond to emergencies outside of normal business hours.

Other Requirements

1. A valid driver's license, a satisfactory driving record, and the ability to maintain one throughout employment.
2. Completion of a proficiency test.
3. Obtain certification as a Michigan Municipal Clerk within six (6) years.
4. Obtain certification as a State of Michigan Accredited Election Official within six (6) months.
5. Obtain certification as a Passport Agent within six (6) months.
6. Must become a Notary Public within six (6) months.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit for extended periods, review, and produce written documents, work on a computer, communicate by telephone, email or in person, and move around the office.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; stoop, kneel, see, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee primarily works in an office setting. The noise level in the work environment is usually quiet. The employee may be required to travel outside of the office, which may cause exposure to temperature changes and inclement weather.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.



MEMO

To: Mayor Corcoran and the City Commission

From: Tom Bergman, Community Development Director

Date: November 3, 2021

Meeting Date: November 8, 2021

Re: Michigan Dept. of Agriculture Rural Development Grant Application for Mt. Zion Mountain Bike Trails

Project Description

In the Fall of 2020, the Gogebic Range Health Foundation in partnership with the SISU Dirt Crew and Gogebic Community College applied for and received a Trail Accelerator Grant from the International Mountain Biking Association (IMBA). In the Summer of 2021 IMBA spent a week designing and flagging a mountain bike trail system on Mt. Zion. The total system will include 8 miles of mountain bike trails split into two phases. This grant application will focus on the first phase of development that will be approximately 3 miles.

Comprehensive Plan

Under the Comprehensive Plan and the 5 Year Parks & Recreation Plan, two of the main goals (Goal 5.6 Trails) are to improve recreation trails and to retain and develop trails within the parks. Mountain bike trails at Mt. Zion creates an opportunity to fulfill these goals. Developing mountain bike trails at Mt. Zion addresses multiple opportunities for the community. It builds on creating Ironwood as a mountain biking destination. Building on the development at the Miners Park, Copper Peak, and Wolverine Ski area. Adding "in town" miles to our Ironwood system attracts people to not just visit, but to live in our beautiful area. For GCC, it creates the potential to develop curriculum that builds off the unique asset of having a ski area on campus. More and more ski areas around the country are developing mountain bike trails as part of their year-round business model.

Outdoor recreation is one of the main staples of the City's economy. Not just through tourism, but for connecting with visitors that may want to relocate to our community. Creating a thriving trail system enhances the vision of the community and engages our citizens in our outdoor assets. With other mountain bike trail developments within our region, this project helps us take a big step towards becoming a mountain biking destination.

Case study – In Northwest Arkansas 90,000-150,000 out-of-state visitors spend \$27 million per year. 30% of residents identified the availability of bike trails as extremely important in deciding where to live. In NW Arkansas cycling in the area is associated with \$7 million in avoided health care costs.

F:\Community Development\Grants\MDARD\Rural Development Grant\Mt Zion Mountain Bike Trail Project
This Institution is an Equal Opportunity Provider, Employer and Housing Employer/Lender

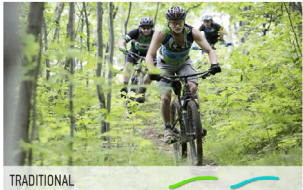
Discussion and Consideration

The grant is for \$100,000 and requires a minimum of 30% match. Staff is requesting \$10,000 of the match to come from the City. The \$10,000 would be unassigned general fund fund balance. We are working with other partners on the project to come up with an additional \$40,000 of match for the grant. Recommendation is to make a motion to apply for the Rural Development Grant for Mt. Bike Trails at Mt. Zion and commit \$10,000 of matching funds contingent on the rest of match being raised from other partners.

MT. ZION TRAILS CONCEPT PLAN

IRONWOOD, MICHIGAN

TRAIL and BIKE FACILITIES



TRAIL DATA

Segment	Type	Style	Difficulty	Direction	User	Status	Distance (mi)
PHASE 1 TRAILS							
L01	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	FLAGGED	0.24
L02	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	FLAGGED	0.23
L03A	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	FLAGGED	0.22
L03B	SINGLETRACK	TRADITIONAL	BLUE	BI-DIRECTIONAL	HIKE / BIKE	FLAGGED	0.25
L04	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	FLAGGED	0.42
L05	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	FLAGGED	0.24
L06	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	FLAGGED	0.19
OPTION 106A	SINGLETRACK	TRADITIONAL	BLU	BI-DIRECTIONAL	HIKE / BIKE / aMTB	FLAGGED	0.09
OPTION 106B	SINGLETRACK	TRADITIONAL	BLUE	BI-DIRECTIONAL	HIKE / BIKE / aMTB	FLAGGED	0.01
L07	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	FLAGGED	0.42
L08	SINGLETRACK	BIKE-OPTIMIZED	GREEN	ONE-WAY, DOWN	HIKE / BIKE / aMTB	CONCEPT	0.35
L09	SINGLETRACK	BIKE-OPTIMIZED	BLUE	ONE-WAY, DOWN	HIKE / BIKE / aMTB	CONCEPT	0.41
Phase 1 total							3.00 miles
PHASE 2 TRAILS							
201	SINGLETRACK	TRADITIONAL	BLUE	BI-DIRECTIONAL	HIKE / BIKE	FLAGGED	0.37
202	SINGLETRACK	BIKE-OPTIMIZED	BLUE	BI-DIRECTIONAL	HIKE / BIKE / aMTB	FLAGGED	1.19
203	SINGLETRACK	TECHNICAL	BLUE	BI-DIRECTIONAL	HIKE / BIKE	CONCEPT	0.30
204	SINGLETRACK	TRADITIONAL	BLUE	BI-DIRECTIONAL	HIKE / BIKE	FLAGGED	0.31
205	SINGLETRACK	TECHNICAL	BLACK	BI-DIRECTIONAL	HIKE / BIKE	CONCEPT	0.27
Phase 2 total							2.44 miles
PHASE 3 TRAILS							
301	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	CONCEPT	0.26
302	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	CONCEPT	0.30
303	SINGLETRACK	SKILLS	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	CONCEPT	0.35
304	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	CONCEPT	0.22
305	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	CONCEPT	0.20
306	SINGLETRACK	TRADITIONAL	GREEN	BI-DIRECTIONAL	HIKE / BIKE / aMTB	CONCEPT	0.54
Phase 3 total							1.87 miles
Total conceptual trail mileage:							7.31 miles

