



IRONWOOD

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AGENDA

REGULAR IRONWOOD CITY COMMISSION MEETING March 10, 2025

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

Regular Meeting – 5:30 P.M.

ZOOM OPTION AVAILABLE FOR THE PUBLIC

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

REGULAR MEETING 5:30 P.M.

- A. Regular Meeting Called to Order.
Pledge of Allegiance to the United States of America.
- B. Recording of the Roll.
- C. Approval of the Consent Agenda. *
All items with an asterisk () are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of those items unless a Commission member or citizen so requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the Agenda.*
 - *1) Approval of Minutes:
 - a. Regular City Commission Meeting Minutes of February 24, 2025.
 - b. Closed Session Meeting Minutes of February 24, 2025.
 - c. Special City Commission Meeting Minutes of February 26, and February 27, 2025.
 - *2) Review and Place on File:
 - a. Pat O'Donnell Civic Center Board of Directors Meeting Minutes of February 4, 2025.
- D. Approval of the Agenda.
- E. Review and Place on File:
 - 1. Revenue & Expenditure Report.
 - 2. Cash and Investment Summary Report.



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

UNFINISHED BUSINESS

- H. Discuss and consider approving Rural Development Pay Package #20 in the amount of \$332,096.64 for the City of Ironwood – Water Treatment Plant Phase I Project and authorize the Mayor to sign all applicable documents.
- I. Discuss and consider approving Payment #3, for C.D. Smith, in the amount of \$338,532.50 for the City of Ironwood – Water Treatment Plant Phase 2 Project and authorize the Mayor to sign all applicable documents.
- J. Discuss and consider awarding the 2025 Crack Sealing bid to American Pavement Solutions, Inc. for \$118,490.00.
- K. Discuss and consider awarding the 2025 Pavement Marking bid to PK Contracting, Inc. for \$43,994.10.
- L. Discuss and consider approving United States Department of Agriculture Form RD 400-1 Equal Opportunity Agreement and Form RD 400-4 Assurance Agreement for the City's New Fire Truck Purchase and authorize the Mayor and City Manager to sign all applicable documents.
- M. Discuss and consider approving United States Department of Agriculture Form RD 400-1 Equal Opportunity Agreement and Form RD 400-4 Assurance Agreement for the City's Phase 5B Sewer Project and authorize the Mayor and City Manager to sign all applicable documents.
- N. Discuss and consider authorizing the City to seek bids for the Phase 5B (water and sewer) and 5C (water) Reconstruction Project.

NEW BUSINESS

- O. Discuss and consider approving the Mayor's letters of support for the Congressional Discretionary Spending requests for three squad vehicles and a grader.
- P. Discuss and consider approving the City's updated Title VI Plan and designate the City's Human Resources Manager as the City's Title VI Coordinator.
- Q. Discuss and consider adopting the City of Ironwood's Reasonable Accommodations Policy.
- R. Discuss and consider adopting the City of Ironwood's Section 504 Grievance Procedure.
- 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 on February 24, 2025, at 5:30 P.M., in the Commission Chambers, Second Floor of the Municipal Memorial Building in the City of Ironwood.

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

B. Recording of the Roll.

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

ABSENT: Commissioner Semo (excused)

C. Approval of the Consent Agenda.

1) Approval of Minutes:

a. Regular City Commission Meeting Minutes of February 10, 2025.

b. Special City Commission Meeting Minutes of February 17, 2025.

2) Review and Place on File:

a. Resolution #025-003, 2025 Poverty Exemption Resolution.

b. Ironwood Economic Development Corporation Meeting Minutes of July 10, 2024, September 4, 2024, November 6, 2024, and January 8, 2025.

c. Ironwood Planning Commission Meeting Minutes of January 2, 2025.

d. Ironwood Parks and Recreation Meeting Minutes of January 6, 2025.

e. Human Relations and Equity Committee Meeting Minutes of January 14, 2025.

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

D. Approval of the Agenda.

***Motion** was made by Korpi, seconded by Mildren, and carried, to amend the Agenda by adding New Business Item P. Discuss and consider approval of the Operating Budget and Projected Cash Flow associated with the City of Ironwood Phase 5 Sewer Project and authorize the Mayor to sign all applicable documents as presented.*

E. Approval of Monthly Check Register Report.

***Motion** was made by Mildren, seconded by Andresen, to approve the Check Register Report for January 2025 as presented. Unanimously passed by roll call vote.*

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

Carol Erickson, HREC, discussed Agenda Item O. stating that there should have been a small request for funding included in with that Agenda item.

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

Randy Kashich discussed the need to submit a Freedom of Information Act Request to obtain the Contract for Jake's Excavating, the project restoration not being complete on Lake Avenue, and the vehicles/surplus equipment that are parked by Ironwood Public Safety and the DPW Garage.

UNFINISHED BUSINESS

H. Discuss and consider awarding the 2025 Curry Street Curb Partial Replacement bid to Ruotsala Construction Inc., for \$58,651.50.

Motion was made by Korpi, seconded by Mildren, to award the 2025 Curry Street Curb Partial Replacement bid to Ruotsala Construction Inc., for \$58,651.50. Unanimously passed by roll call vote.

- I. Discuss and consider awarding the 2025 Parks Mowing bid to Bessemer Small Engine for \$7,695.00.

Motion was made by Andresen, seconded by Korpi, to award the 2025 Parks Mowing bid to Bessemer Small Engine for \$7,695.00. Unanimously passed by roll call vote.

- J. Discuss and consider awarding the 2025 Cemetery Mowing bid to Bessemer Small Engine for \$8,700 per cut (up to 6 cuts) per year.

Motion was made by Korpi, seconded by Andresen, to award the 2025 Cemetery Mowing bid to Bessemer Small Engine for \$8,700 per cut (up to 6 cuts) per year. Unanimously passed by roll call vote.

- K. Discuss and consider Coleman Engineering's Proposal and Work Order #2, with a Not-to-Exceed amount of \$115,000, for additional Professional Engineering Services related to the \$3 Million Lead Service Line Replacement (DWSRF) Project.

Motion was made by Mildren, seconded by Andresen, to approve Coleman Engineering's Proposal and Work Order #2, with a Not-to-Exceed amount of \$115,000, for additional Professional Engineering Services related to the \$3 Million Lead Service Line Replacement (DWSRF) Project. Unanimously passed by roll call vote.

- L. Discuss and consider adopting Resolution Number #025-005, a Resolution to include the Suffolk Street Eatery in the Downtown Social District.

Motion was made by Mildren, seconded by Korpi, to adopt Resolution Number #025-005, a Resolution to include the Suffolk Street Eatery in the Downtown Social District. Unanimously passed by roll call vote.

- M. Discuss and consider authorization for the City to purchase property for the Southern Beltline Trail Acquisition.

Motion was made by Mildren, seconded by Andresen, to authorize the City to purchase property for the Southern Beltline Trail Acquisition for a purchase price of \$80,000 plus closing costs. Unanimously passed by roll call vote.

NEW BUSINESS

- N. Discuss and consider authorizing the hire of a full time Department of Public Works – Floater Position.

Motion was made by Mildren, seconded by Korpi, to authorize the hire of a full time Department of Public Works – Floater Position. Unanimously passed by roll call vote.

- O. Discuss and consider adoption of a Mayor's Proclamation presented by the Human Relations and Equity Committee recognizing March 2025, as Women's History Month; and March 8, 2025, as International Women's Day in the City of Ironwood.

***Motion** was made by Korpi, seconded by Andresen, to adopt a Mayor's Proclamation presented by the Human Relations and Equity Committee recognizing March 2025, as Women's History Month; and March 8, 2025, as International Women's Day in the City of Ironwood. Unanimously passed by roll call vote.*

- P. Discuss and consider approval of the Operating Budget and Projected Cash Flow associated with the City of Ironwood Phase 5 Sewer Project and authorize the Mayor to sign all applicable documents.

***Motion** was made by Mildren, seconded by Andresen, to approve of the Operating Budget and Projected Cash Flow associated with the City of Ironwood Phase 5 Sewer Project and authorize the Mayor to sign all applicable documents. Unanimously passed by roll call vote.*

Q. Manager's Report.

City Manager Paul Anderson provided the following verbal updates:

Engineering Updates

- *\$11MIL Phase 1 of the water plant project continues with CD Smith Construction. Our operator and the project staff are working through a off-gassing issue on the chlorine feed pump. Once this issue is resolved, we will be issuing the Substantial Completion certification and be switching over to 100% use of the new Phase 1 water pumping station.*
- *\$11MIL Phase 2 of the water treatment plant is underway. CD Smith continues form work of the concrete filter walls on the interior of the building. Concrete to be poured in about two weeks. Many items for Phase 2 construction are going through the submittal and ordering process timeline right now. Once the frost leaves the ground this spring, a lot will start happening with the construction of the garage and the 250,000-gallon clearwell. A lot of the Phase 2 work will be completed by fall 2025 and all work is anticipated to be complete by spring or early summer 2026.*
- *Phase 5B \$11MIL water and sewer project the design is complete and we are in the final steps of obtaining USDA Rural Development permission to go out to bid. All permits are in hand and we hope to have bids due on early to Mid April, with construction slated for June or July if we can get through the USDA RD loan closing efficiently. Construction will occur over both the 2025 and 2026 construction seasons.*
- *2025 Small Urban Grant Project Update: \$375K grant will be split between these two projects:*
 - a. *Project 1 (\$625K): going to replace the water main and street on Superior St from US2 to the City boundary, will repave Curry St around the school*
 - i. *Permits are back and Coleman is working on final project details to get MDOT's final approval to go out to bid. Hoping to be on the May bid letting through MDOT. Construction this summer and fall.*
 - b. *Project 2 (\$177K): Chip seal the following roads:*
 - *Greenbush north of US2*
 - *Frenchtown Road*
 - *Brogan St*
 - *Penokee Road*
 - *South Suffolk St*
 - *Burma Road*

- i. *This project is fully approved by MDOT and will be on the April bid letting and construction will occur this summer.*
- *Our sewer lift station generator has been delivered and is being hooked up this week. A grant application has been made by the City staff through our insurance company to help offset the cost of this investment and we should know more about that later this week.*
- *Work on the Historic Ironwood Theatre's Community Spaces grant is complete for installing a new stage rigging system. Bruce and the Theatre held a nice event last week to celebrate the completion of this project. We are super excited for them for the completion of this \$300K project that was a long time coming!*
- *Library Community Spaces Grant Project: Xcel is moving a gas line that is in the way of the building addition. Ruotsala Construction then plans to start building construction around 3/15/25. The project construction will continue through summer 2025 with completion in the spring of 2026.*
- *Angelo Lupino is in the middle of constructing the walls in the clerks office and the assessors office. Work should be completed in a couple of weeks.*
- *Projects on hold for winter season:*
 - a. *Jakes worked on the \$598,000 TMF grant for about two months in Nov and Dec 2024. They then shut down for the season. This is identifying material types of water services on ~520 unknown water services. So far, they have found 7 galvanized/lead lines out of the first 249 lines: the rest were copper. This is good news for our long-term liability of number of services that need to be replaced.*
 - b. *The \$3MIL lead service line replacement project with Jakes Excavating is shut down for the winter season. There aren't many more that we can do with winter conditions about to set in. Coleman has submitted the MDOT ROW permit for the LSLR project for the 6 businesses on HWY 2 and Bus HWY 2. This was completed the week of 12/17/24. To date, we have changed out 253 galvanized lines out with Copper. Another 163 lines were suspected to be galvanized but were found to be Copper.*
 - c. *Phase 5A water system project is on hold for the season. Remaining work for next year consists of getting grass to grow, raising a couple of hydrants, paving the second lift of asphalt and other miscellaneous work.*
 - d. *Curry Park Campground: Next spring DPW will work on getting grass to grow and needs to install a couple of trees/shrubs. Next year DPW will pave some of the spaces that were left by the removal of the bathroom exterior walls.*

Managers Updates

- *HKGI is working on the Comp plan and the housing plan. Another survey is currently open for people to fill out. They are drafting the plans. We should be seeing drafts plans in next month.*
- *Marijuana money came in at \$291,143 vs the budgeted \$250,000. This is in our current Fiscal Year budget and we will soon be discussing budgeting for a similar amount for next year.*
- *The City is currently working to schedule a surplus sale of items in mid-late April. The City Commission already approved the 8 IPSD Items to be sold as surplus and a list of DPW and Memorial Building items is being compiled and will be presented to the City Commission for approval at the March 24, 2025 meeting.*

R. Other Matters.

Commissioner Mildren wished to thank all the volunteers who helped at the Yooperbeiner at Wolverine Ski Trails.

- S. Consider going into closed session pursuant to MCL 15.268(a); purchase of real property up to the time an option to purchase of that property is obtained.

***Motion** was made by Andresen, seconded by Korpi, to enter closed session at 6:30 P.M. pursuant to MCL 15.268(a); purchase of real property up to the time an option to purchase of that property is obtained. Unanimously passed by roll call vote.*

- F. Return to Open Session.

***Motion** was made by Andresen, seconded by Mildren, and carried, to return to open session at 7:22 P.M.*

- G. Adjournment.

***Motion** was made by Korpi, seconded by Andresen, and carried, to adjourn the meeting at 7:23 P.M.*

Kim Corcoran, Mayor

Jennifer L. Jacobson, City Clerk

Proceedings of the Ironwood City Commission Meeting

A Special Meeting of the Ironwood City Commission was held on February 26, 2025, at 3:45 P.M., in the Commission Chambers, Second Floor of the Municipal Memorial Building in the City of Ironwood.

A. Mayor Corcoran called the Special Meeting to Order at 3:45 P.M.

B. Recording of the Roll.

PRESENT: Commissioners Andresen, Mildren, and Mayor Corcoran

ABSENT: Commissioners Semo and Korpi (Excused)

***Motion** was made by Mildren, seconded by Andresen, and carried, to excuse Commissioners Semo and Korpi.*

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

There were none.

D. Discuss and consider Terminating the Lease Agreement with the United States Baseball Congress for the use of Randa Field.

***Motion** was made by Mildren, seconded by Andresen, to approve Terminating the Lease Agreement with the United States Baseball Congress for the use of Randa Field. Unanimously passed by roll call vote.*

E. Adjournment

***Motion** was made by Andresen, seconded by Mildren, and carried, to adjourn the meeting at 3:50 P.M.*

Kim S. Corcoran, Mayor

Jennifer L. Jacobson, City Clerk

Proceedings of the Ironwood City Commission Meeting

A Special Meeting of the Ironwood City Commission was held on February 27, 2025, at 3:45 P.M., in the Commission Chambers, Second Floor of the Municipal Memorial Building in the City of Ironwood.

A. Mayor Corcoran called the Special Meeting to Order at 3:46 P.M.

B. Recording of the Roll.

PRESENT: Commissioners Mildren, Korpi, Andresen and Mayor Corcoran

ABSENT: Commissioner Semo (Excused)

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

There were none.

D. Discuss and consider authorizing the Mayor or Mayor Pro Tem to sign contract amendments to the Coleman Engineering contract for Phase 5 Water and Sewer Improvement Project to incorporate Build America Buy America provisions upon approval of City Attorney.

Motion was made by Mildren, seconded by Korpi, to approve authorizing the Mayor or Mayor ProTem to sign contract amendments to the Coleman Engineering contract for Phase 5 Water and Sewer Improvement Project to incorporate Build America Buy America provisions upon approval of City Attorney. Unanimously passed by roll call vote.

E. Adjournment

Motion was made by Andresen, seconded by Korpi, and carried, to adjourn the meeting at 3:51 P.M.

Kim S. Corcoran, Mayor

Jennifer L. Jacobson, City Clerk

Civic Center Meeting Minutes

2/4/25

1. Meeting called to order at 5:00 pm by Stempihar.
2. Roll Call: Gullan, Mildren, Pellinen, Peterson, Re, Stempihar, Thomason, and Mgr. Kivisto present.
3. Motion to approve the agenda was made by Re, seconded by Peterson. Motion approved.
4. Motion to approve the minutes was made by Mildren, seconded by Gullan. Motion approved.
5. Motion to receive and place on file the financial statements was made by Gullan, seconded by Mildren. Roll call vote was as follows: Pellinen-yes, Peterson-yes, Re-yes, Stempihar-yes, Thomason-yes, Mildren-yes, Gullan-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. DNR Grant: Discussion about the DNR grant was held. Discussion included but wasn't limited to continued efforts to secure our match of the federal grant such as completing the paper work for a donation from the Ironwood Tourism Council; looking into a donation from SISU was done, however, without events for the past two (2) years it's probably unlikely; application for a donation from the Health Department will be completed and submitted; investigating a donation from Banfield; investigating the Recreation Passport grant that helped to sponsor Calumet's rink; finalizing a letter to send out to local businesses; creating an advertisement for the local newspapers; and working out the details of a large raffle similar to the Iron Belle's.
 - B. Credit Card Square: Discussion about the credit card system from Square was held. Discussion included but wasn't limited to difference in costs for a new P.O.S system (about \$800 plus monthly fee) and Square Stand (about \$150 plus monthly fee but requires own iPad); if the system will be able to fit our unique accounting needs; and further investigation will be continued.
9. New Business:
 - A. Veterans Game: Discussion about hosting a game with the Veterans Team was held. Discussion included but wasn't limited to the Michigan UP Veterans Hockey Club is based out of Houghton, MI and consists of players who have served in the military; they play exhibition games to help raise funds for worthy causes; getting a sign-up sheet for a possible team; and a possible date of 4/2/25.
10. Manager's Report:
 - A. By-Laws: Discussion and update of the By-Laws was held. Discussion included but wasn't limited to the By-Laws being completed; we haven't received the final version yet because Paul has been sick.

- B. High School Hockey Game: Discussion and update about hosting another H.S. hockey match was held. Discussion included but wasn't limited to the Ontonagon Fighting Miners 18U team taking on the Chequamegon Screaming Eagles Varsity Boys (Park Falls, WI) on 2/10/25.
 - C. Mite Jam: Discussion and update of the Mite Jam was held. Discussion included but wasn't limited to having 6 hours of ice time for games on 2/15/25.
11. Other Matters:
- A. Poster of Appreciation: A poster of appreciation was presented to Mgr. Kivisto which was signed by the 2nd grade class who participated in the skate day with the Lumberjacks.
 - B. New Printer: A new printer is needed for the office; we go through a lot of ink quickly; and it's within the purview and budget of the manager.
12. Next Meeting Tuesday, March 4, 2025, at 5:00 pm at the Civic Center.
13. Motion to adjourn at 5:45 pm was made by Mildren, seconded by Re. Motion approved.



To: Mayor Corcoran and City Commission

From: Paul Linn, Finance Director/Treasurer

Date: March 5, 2025 **Meeting Date:** March 10, 2025

Re: Summary of January 2025 Financial Reports

The Revenue and Expenditure Report and the Cash and Investment Summary Report are included in the agenda packet for March 10, 2025. The following is a summary of each report.

Revenue and Expenditure Report

As of January 31, 2025, we are approximately 59% through our current fiscal year. The revenues and expenditures of most funds are in line with this benchmark. Major Funds with large variations from the 59% benchmark (and applicable reasoning) are as follows:

1. General Fund: Expenditures are at 41% - Public Safety Department is at 35%. We have approximately \$900,000 budgeted for the purchase of a new fire truck. This purchase was made at the end of February. Appropriations to Other Funds is at 18%. We have \$633,000 budgeted for transfers to our Local Street Fund for operational expenditures and street improvements. Approximately \$120,000 has been transferred to date.
2. Major Street Fund: Revenues and Expenditures are at approximately 38% - Federal Grants at 0%. We have \$384,000 budgeted in federal grants for the Superior Street Small Urban grant project. Construction has not yet started on this project. Much of the expenditure budget is for winter maintenance and snow hauling, which has continued during January.
3. Local Street Fund: Revenues and Expenditures are at 35% - Transfer from General Fund at 19%; Preservation/Structural Improvement at 0%. We have \$332,000 budgeted for local street improvements that are likely to occur in the spring.

Cash and Investment Summary Report

The Cash and Investment Summary report shows the activity for the month of January, sorted by fund. Notable items are as follows:

1. Self-Insurance Fund: This is a new bank account that was opened in January 2025 specifically for transactions related to the City's new self-funded health insurance plan. A new fund was also added to the City's chart of accounts, fund number 677. All activities for the City's self-funded health insurance plan will be accounted for in this new fund. For financial reporting purposes, It will be an internal service fund.

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



03/05/2025 05:47 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD

User: PAUL

PERIOD ENDING 01/31/2025

DB: Ironwood

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			01/31/2025 NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND					
Revenues					
101-000.000-402.000	CURRENT PROPERTY TAXES	2,184,000.00	1,274,000.00		58.33
101-000.000-410.000	PERSONAL PROPERTY TAX	4,000.00	0.00		0.00
101-000.000-432.000	PAYMENTS IN LIEU OF TAXES	8,000.00	0.00		0.00
101-000.000-439.000	MARIJUANA EXCISE TAX	250,000.00	0.00		0.00
101-000.000-445.000	PENALTIES AND INTEREST ON TAXES	20,000.00	10,985.77		54.93
101-000.000-447.000	PROPERTY TAX ADMINISTRATION FEE	70,000.00	63,945.68		91.35
101-000.000-448.001	SPECIAL ASSESSMENT FEES	1,000.00	487.13		48.71
101-000.000-448.002	SCHOOL TAX COL FEES	15,000.00	17,966.19		119.77
101-000.000-448.003	GOISD TAX COL FEES	3,000.00	3,555.84		118.53
101-000.000-476.000	BUSINESS LICENSES AND PERMITS	11,000.00	11,415.00		103.77
101-000.000-477.000	CABLE TV FRANCHISE FEE	45,000.00	10,940.66		24.31
101-000.000-478.000	RECREATIONAL MARIHUANA LICENSE/APP. FEES	25,000.00	13,500.00		54.00
101-000.000-479.000	RENTAL REGISTRATION FEES	800.00	75.00		9.38
101-000.000-480.000	EXCAVATION/RIGHT-OF-WAY PERMIT FEE	200.00	150.00		75.00
101-000.000-530.000	FEDERAL GRANTS	1,043,000.00	0.00		0.00
101-000.000-540.000	STATE GRANTS	167,000.00	15,086.25		9.03
101-000.000-543.000	STATE GRANTS - PUBLIC SAFETY	6,000.00	19,907.71		331.80
101-000.000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	10,000.00	12,937.91		129.38
101-000.000-574.000	STATE GRANTS - STATE REVENUE SHARING	915,000.00	525,427.00		57.42
101-000.000-607.002	HUNTING REGISTRATION	300.00	330.00		110.00
101-000.000-613.000	PUBLIC SAFETY REVENUES	69,000.00	43,370.32		62.86
101-000.000-614.000	OTHER CHARGES/FEES	4,000.00	5,980.15		149.50
101-000.000-617.000	DEED PREPARATION FEES	1,000.00	0.00		0.00
101-000.000-619.000	MISC REC PENALTY FEE	0.00	660.06		100.00
101-000.000-627.000	BUILDING INSPECTION FEES	9,000.00	4,975.00		55.28
101-000.000-631.000	ZONING APPLICATION FEE	1,000.00	1,850.00		185.00
101-000.000-633.000	ADMINISTRATION-WATER & SEWER	84,000.00	49,000.00		58.33
101-000.000-633.001	ADMINISTRATION-EQUIPMENT FUND	18,000.00	10,500.00		58.33
101-000.000-633.002	ADMINISTRATION-STREET FUNDS	24,000.00	14,000.00		58.33
101-000.000-634.001	ORDINANCE VIOLATION FEE	10,000.00	19,293.44		192.93
101-000.000-636.000	MARKETING FEES - ITC	9,000.00	7,668.13		85.20
101-000.000-637.000	IWD HOUSING COMM ADMIN FEE	4,000.00	5,102.54		127.56
101-000.000-640.000	PROPERTY INFORMATION SEARCH FEE	2,000.00	1,000.00		50.00
101-000.000-642.002	BRANDING MERCHANDISE SALES	2,500.00	1,416.00		56.64
101-000.000-651.000	USE AND ADMISSION FEES	3,000.00	386.98		12.90
101-000.000-665.000	INTEREST	100,000.00	249,202.72		249.20
101-000.000-667.006	RENT - NORRIE PARK PAVILLION	100.00	75.00		75.00
101-000.000-667.008	RENT - CURRY PARK	50,000.00	66,862.00		133.72
101-000.000-667.009	RENT - MEMORIAL BUILDING	80,000.00	46,749.78		58.44
101-000.000-667.010	RENT - DPW GARAGE	93,000.00	54,600.00		58.71
101-000.000-667.011	RENT - OTHER CITY PROPERTY	9,700.00	900.00		9.28
101-000.000-667.012	RENT - DEPOT PARK PAVILLION	200.00	125.00		62.50
101-000.000-667.013	RENT - MEM. BLDG. AUDITORIUM	1,000.00	1,850.00		185.00
101-000.000-674.000	CONTRIBUTIONS AND DONATION	5,000.00	25.00		0.50
101-000.000-675.024	DONATIONS - MINERS PARK BIKE TRAILS	0.00	500.00		100.00
101-000.000-675.027	DONATIONS - HIAWATHA PARK PLAYGROUND	0.00	32,632.00		100.00
101-000.000-676.000	REIMBURSEMENTS	0.00	9,563.79		100.00
101-000.000-678.000	MISCELLANEOUS INCOME	0.00	11,939.73		100.00
101-000.000-679.000	GRANTS - OTHER	0.00	5,000.00		100.00
101-000.000-687.000	REFUNDS AND REBATES	0.00	635.01		100.00
101-000.000-693.000	SALE OF CAPITAL ASSETS	0.00	230.00		100.00
101-000.000-694.000	CASH OVER/SHORT	0.00	(22.00)		100.00
101-000.000-698.000	INSURANCE CLAIMS RECEIVED	0.00	15,250.00		100.00
101-000.000-699.248	TRANSFER FROM DIDA	1,200.00	900.00		75.00
TOTAL REVENUES		5,359,000.00	2,642,930.79		49.32

Expenditures

101.000	CITY COMMISSION	45,000.00	24,835.99		55.19
172.000	CITY MANAGER	100,000.00	53,291.85		53.29
201.000	FINANCIAL DEPT	270,000.00	218,718.98		81.01
215.000	CITY CLERK	238,000.00	115,750.44		48.63
228.000	COMPUTER/EQUIPMENT	130,000.00	60,837.62		46.80
247.000	BOARD OF REVIEW	2,000.00	417.65		20.88
253.000	CITY TREASURER	61,000.00	30,766.05		50.44
257.000	CITY ASSESSOR	68,000.00	35,523.21		52.24
262.000	ELECTIONS	28,000.00	16,570.21		59.18
265.000	MEMORIAL BUILDING	218,000.00	112,304.79		51.52
266.000	LABOR RELATIONS	5,000.00	325.00		6.50
267.000	INSURANCE-FRINGS-DUES	42,000.00	19,666.54		46.83
270.000	HUMAN RESOURCES	0.00	12,770.97		100.00
336.000	VOLUNTEER FIRE RELATED ACTIVITIES	16,000.00	5,700.09		35.63
345.000	PUBLIC SAFETY DEPARTMENT	2,120,000.00	752,062.15		35.47
346.000	DRUG ENFORCEMENT	9,000.00	3,950.22		43.89
371.000	BUILDING INSPECTION DEPT	27,000.00	12,183.06		45.12
441.000	DEPARTMENT OF PUBLIC WORKS	85,000.00	44,059.14		51.83

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REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD

User: PAUL

PERIOD ENDING 01/31/2025

DB: Ironwood

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	% BDGT
		AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND				
Expenditures				
448.000	STREET LIGHTING	109,000.00	52,592.47	48.25
528.000	COMPOST SITE	26,000.00	9,985.29	38.40
529.001	GAS PLANT SITE	6,000.00	889.04	14.82
701.000	COMMUNITY DEVELOPMENT	385,000.00	205,712.22	53.43
716.000	MARKETING - ITC	9,000.00	8,214.63	91.27
720.000	COMMUNITY ASSISTANCE	21,000.00	12,332.40	58.73
720.001	COMMUNITY ASSISTANCE - CIVIC CENTER	2,000.00	0.00	0.00
720.002	COMMUNITY ASSISTANCE - LIBRARY	1,000.00	0.00	0.00
721.000	PROPERTY MGMT - 205 W AURORA	5,000.00	1,934.19	38.68
732.000	CODE ENFORCEMENT	148,000.00	72,556.99	49.02
751.000	PARKS MAINTENANCE	100,000.00	72,636.49	72.64
751.002	PARKS - MINE SHAFT SAFETY	2,000.00	207.90	10.40
751.005	CURRY PARK	302,000.00	133,548.61	44.22
751.007	DEPOT PARK	19,000.00	11,659.35	61.37
751.009	MT ZION ENHANCEMENT PROJECT	13,000.00	28.55	0.22
751.010	BELTLINE TRAIL GRANT PROJECT - PHASE 1	58,000.00	667.00	1.15
751.011	MINERS MEMORIAL HERITAGE PARK	6,000.00	2,353.55	39.23
751.012	DOWNTOWN SQUARE	75,000.00	48,158.89	64.21
751.013	BELTLINE TRAIL GRANT PROJECT - PHASE 2	20,000.00	0.00	0.00
757.000	NON-MOTORIZED TRAILS	5,000.00	599.01	11.98
757.001	NON-MOTORIZED TRAIL - IRON BELLE	13,000.00	5,615.27	43.19
758.000	MOTORIZED TRAILS - GENERAL	2,000.00	4,771.43	238.57
966.000	APPROPRIATIONS TO OTHER FUNDS	843,000.00	153,235.03	18.18
TOTAL EXPENDITURES		5,634,000.00	2,317,432.27	41.13
Fund 101 - GENERAL FUND:				
TOTAL REVENUES		5,359,000.00	2,642,930.79	49.32
TOTAL EXPENDITURES		5,634,000.00	2,317,432.27	41.13
NET OF REVENUES & EXPENDITURES		(275,000.00)	325,498.52	118.36

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REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	% BDGT
		AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	USED
Fund 202 - MAJOR STREET FUND				
Revenues				
202-000.000-530.000	FEDERAL GRANTS	384,000.00	0.00	0.00
202-000.000-546.000	STATE GRANTS - ACT 51 (MTF)	840,000.00	480,054.88	57.15
202-000.000-546.001	STATE GRANTS - ACT 51 (SNOW FUNDS)	17,000.00	0.00	0.00
202-000.000-546.002	STATE GRANTS - METRO ACT FUNDS	9,000.00	0.00	0.00
202-000.000-604.000	STATE TRUNKLINE PRESERVATION	200,000.00	133,622.98	66.81
202-000.000-699.101	TRANSFER FROM GENERAL FUND	84,000.00	0.00	0.00
TOTAL REVENUES		1,534,000.00	613,677.86	40.01
Expenditures				
462.001	NON-MOTORIZED TRANSPORTATION IMPROVEMENT	0.00	10,854.00	100.00
486.001	SURFACE MAINTENANCE	163,200.00	60,892.07	37.31
486.002	SURFACE MAINTENANCE-US	10,300.00	625.87	6.08
486.003	SURFACE MAINTENANCE-BR	4,700.00	0.00	0.00
488.001	SWEEPING	62,000.00	11,694.61	18.86
488.002	SWEEPING -US	4,300.00	696.84	16.21
488.003	SWEEPING -BR	1,800.00	0.00	0.00
489.000	PRESERVATION/STRUCTURAL IMPROVEMENT	625,000.00	188,185.83	30.11
491.001	DRAINAGE - BACKSLOPES	13,300.00	3,119.75	23.46
491.002	DRAINAGE AND BACKSLOPES-US	1,200.00	496.24	41.35
494.001	TRAFFIC SIGNS	8,300.00	1,961.43	23.63
494.002	TRAFFIC SIGNS-US	2,000.00	920.47	46.02
494.003	TRAFFIC SIGNS-BR	3,200.00	255.60	7.99
497.001	WINTER MAINTENANCE	198,200.00	69,595.66	35.11
497.002	WINTER MAINTENANCE-US	49,700.00	22,479.88	45.23
497.003	WINTER MAINTENANCE-BR	62,500.00	19,862.59	31.78
498.001	SNOW HAULING	104,700.00	26,566.15	25.37
498.002	SNOW HAULING-US	39,800.00	7,008.37	17.61
498.003	SNOW HAULING-BR	36,600.00	16,207.84	44.28
502.000	LEAVE AND BENEFITS	63,600.00	43,044.52	67.68
503.000	GENERAL AND ADMINISTRATIVE	70,500.00	30,264.04	42.93
503.172	ADM/ CM	9,100.00	4,886.07	53.69
966.000	APPROPRIATIONS TO OTHER FUNDS	0.00	43,817.13	100.00
TOTAL EXPENDITURES		1,534,000.00	563,434.96	36.73
Fund 202 - MAJOR STREET FUND:				
TOTAL REVENUES		1,534,000.00	613,677.86	40.01
TOTAL EXPENDITURES		1,534,000.00	563,434.96	36.73
NET OF REVENUES & EXPENDITURES		0.00	50,242.90	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD

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		2024-25	YTD BALANCE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET FUND				
Revenues				
203-000.000-546.000	STATE GRANTS - ACT 51 (MTF)	315,000.00	179,947.56	57.13
203-000.000-546.001	STATE GRANTS - ACT 51 (SNOW FUNDS)	10,000.00	0.00	0.00
203-000.000-546.002	STATE GRANTS - METRO ACT FUNDS	22,000.00	0.00	0.00
203-000.000-699.101	TRANSFER FROM GENERAL FUND	633,000.00	120,433.06	19.03
203-000.000-699.202	TRANSFER FROM MAJOR STS	0.00	43,817.13	100.00
TOTAL REVENUES		980,000.00	344,197.75	35.12
Expenditures				
462.001	NON-MOTORIZED TRANSPORTATION IMPROVEMENT	0.00	4,910.40	100.00
486.001	SURFACE MAINTENANCE	223,000.00	120,797.64	54.17
488.001	SWEEPING	9,700.00	1,015.66	10.47
489.000	PRESERVATION/STRUCTURAL IMPROVEMENT	332,000.00	0.00	0.00
491.001	DRAINAGE - BACKSLOPES	11,800.00	21,758.11	184.39
494.001	TRAFFIC SIGNS	14,400.00	4,095.30	28.44
497.001	WINTER MAINTENANCE	213,200.00	105,657.34	49.56
498.001	SNOW HAULING	27,900.00	8,325.63	29.84
502.000	LEAVE AND BENEFITS	66,100.00	41,636.66	62.99
503.000	GENERAL AND ADMINISTRATIVE	72,800.00	31,114.95	42.74
503.172	ADM/ CM	9,100.00	4,886.06	53.69
TOTAL EXPENDITURES		980,000.00	344,197.75	35.12
Fund 203 - LOCAL STREET FUND:				
TOTAL REVENUES		980,000.00	344,197.75	35.12
TOTAL EXPENDITURES		980,000.00	344,197.75	35.12
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD
PERIOD ENDING 01/31/2025
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			YTD BALANCE	
GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	% BDGT USED
Fund 209 - CEMETERY FUND				
Revenues				
209-000.000-626.000	CHARGES - CEMETERY SERVICES	60,000.00	37,375.00	62.29
209-000.000-626.001	CHARGES - CEMETERY PERPETUAL CARE	5,000.00	4,190.00	83.80
209-000.000-665.000	INTEREST	10,000.00	16,391.52	163.92
209-000.000-699.101	TRANSFER FROM GENERAL FUND	125,000.00	32,801.97	26.24
TOTAL REVENUES		200,000.00	90,758.49	45.38
Expenditures				
567.000	CEMETERY	158,000.00	69,833.49	44.20
567.001	PERPETUAL CARE	42,000.00	20,925.00	49.82
TOTAL EXPENDITURES		200,000.00	90,758.49	45.38
Fund 209 - CEMETERY FUND:				
TOTAL REVENUES		200,000.00	90,758.49	45.38
TOTAL EXPENDITURES		200,000.00	90,758.49	45.38
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD
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GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			NORMAL	01/31/2025 (ABNORMAL)	
Fund 216 - VOLUNTEER FIRE DEPARTMENT					
Expenditures					
336.000	VOLUNTEER FIRE RELATED ACTIVITIES	2,000.00		84.00	4.20
TOTAL EXPENDITURES		2,000.00		84.00	4.20
Fund 216 - VOLUNTEER FIRE DEPARTMENT:					
TOTAL REVENUES		0.00		0.00	0.00
TOTAL EXPENDITURES		2,000.00		84.00	4.20
NET OF REVENUES & EXPENDITURES		(2,000.00)		(84.00)	4.20

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REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD

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PERIOD ENDING 01/31/2025

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			YTD BALANCE		
GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	% BDGT USED	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
248-000.000-402.000	CURRENT PROPERTY TAXES	14,000.00	8,050.00	57.50	
248-000.000-540.000	STATE GRANTS	0.00	1,500.00	100.00	
248-000.000-674.000	CONTRIBUTIONS AND DONATION	8,000.00	2,695.00	33.69	
248-000.000-678.000	MISCELLANEOUS INCOME	1,000.00	2,225.00	222.50	
TOTAL REVENUES		23,000.00	14,470.00	62.91	
Expenditures					
735.000	DOWNTOWN DEVELOPMENT	23,000.00	14,171.47	61.62	
TOTAL EXPENDITURES		23,000.00	14,171.47	61.62	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		23,000.00	14,470.00	62.91	
TOTAL EXPENDITURES		23,000.00	14,171.47	61.62	
NET OF REVENUES & EXPENDITURES		0.00	298.53	100.00	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD

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% Fiscal Year Completed: 58.90

		YTD BALANCE		% BDGT
GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	USED
Fund 271 - LIBRARY FUND				
Revenues				
271-000.000-402.000	CURRENT PROPERTY TAXES	111,000.00	64,750.00	58.33
271-000.000-410.000	PERSONAL PROPERTY TAX	300.00	0.00	0.00
271-000.000-432.000	PAYMENTS IN LIEU OF TAXES	400.00	0.00	0.00
271-000.000-530.000	FEDERAL GRANTS	0.00	49,900.20	100.00
271-000.000-567.000	STATE GRANTS-LIBRARY	5,000.00	2,746.76	54.94
271-000.000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	800.00	825.05	103.13
271-000.000-607.001	NON-RESIDENT FEES	2,000.00	1,113.40	55.67
271-000.000-628.000	SUMMER READING PROGRAM	1,000.00	600.00	60.00
271-000.000-628.002	ERWIN TOWNSHIP CONTRACT	1,500.00	1,500.00	100.00
271-000.000-642.000	CHARGES SALES & SERVICE	1,500.00	826.26	55.08
271-000.000-642.001	SALES OF BOOKS	300.00	180.00	60.00
271-000.000-647.000	FUND RAISING REVENUE	3,000.00	20.00	0.67
271-000.000-651.000	USE AND ADMISSION FEES	200.00	22.00	11.00
271-000.000-656.000	PENAL FINES	20,000.00	1.00	0.01
271-000.000-657.000	FINES	400.00	112.33	28.08
271-000.000-665.000	INTEREST	3,000.00	5,135.11	171.17
271-000.000-674.000	CONTRIBUTIONS AND DONATION	2,500.00	490.05	19.60
271-000.000-675.001	DONATIONS - BUILDING FUND	500.00	7,650.03	1,530.01
271-000.000-675.006	DONATIONS ANNUAL APPEAL	8,000.00	7,612.00	95.15
271-000.000-675.008	DONATIONS - BOOK APPEAL	400.00	485.00	121.25
271-000.000-675.010	DONATIONS - FRIENDS OF LIBRAR	2,500.00	0.00	0.00
271-000.000-675.012	STARK FOUNDATION	1,000.00	0.00	0.00
271-000.000-678.000	MISCELLANEOUS INCOME	200.00	145.00	72.50
271-000.000-678.002	BANFIELD GRANT	2,000.00	2,000.00	100.00
271-000.000-678.011	CREATIVE PROGRAMS	0.00	5.00	100.00
271-000.000-678.015	DRAMA CLUB REVENUES	1,500.00	3,000.00	200.00
271-000.000-678.029	MCACA MINI GRANT	1,000.00	0.00	0.00
271-000.000-678.035	KARIN CARLSON MEMORIAL DONATIONS	0.00	4,170.00	100.00
271-000.000-687.000	REFUNDS AND REBATES	0.00	1,228.94	100.00
TOTAL REVENUES		170,000.00	154,518.13	90.89
Expenditures				
790.000	LIBRARY	170,000.00	140,584.98	82.70
TOTAL EXPENDITURES		170,000.00	140,584.98	82.70
Fund 271 - LIBRARY FUND:				
TOTAL REVENUES		170,000.00	154,518.13	90.89
TOTAL EXPENDITURES		170,000.00	140,584.98	82.70
NET OF REVENUES & EXPENDITURES		0.00	13,933.15	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD

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		YTD BALANCE		
GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	% BDGT USED
Fund 273 - NEIGHBORHOOD ENHANCEMENT PROGRAM				
Revenues				
273-000.000-529.000	HOMEOWNERS SHARE GRANT	4,000.00	3,305.00	82.63
273-000.000-540.000	STATE GRANTS	44,000.00	44,000.00	100.00
273-000.000-699.101	TRANSFER FROM GENERAL FUND	1,000.00	0.00	0.00
TOTAL REVENUES		49,000.00	47,305.00	96.54
Expenditures				
690.000	COMM DEV REHAB	49,000.00	43,188.00	88.14
TOTAL EXPENDITURES		49,000.00	43,188.00	88.14
Fund 273 - NEIGHBORHOOD ENHANCEMENT PROGRAM:				
TOTAL REVENUES		49,000.00	47,305.00	96.54
TOTAL EXPENDITURES		49,000.00	43,188.00	88.14
NET OF REVENUES & EXPENDITURES		0.00	4,117.00	100.00

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GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 01/31/2025 NORMAL (ABNORMAL)	% BDGT USED
Fund 352 - 2015 STREET BOND DEBT SERVICE FUND				
Revenues				
352-000.000-402.000	CURRENT PROPERTY TAXES	180,000.00	133,000.00	73.89
352-000.000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	0.00	1,708.72	100.00
352-000.000-665.000	INTEREST	0.00	6,621.71	100.00
TOTAL REVENUES		180,000.00	141,330.43	78.52
Expenditures				
557.000	ADMINISTRATION & OVERHEAD	3,000.00	459.75	15.33
906.000	DEBT RETIREMENT	177,000.00	177,025.70	100.01
TOTAL EXPENDITURES		180,000.00	177,485.45	98.60
Fund 352 - 2015 STREET BOND DEBT SERVICE FUND:				
TOTAL REVENUES		180,000.00	141,330.43	78.52
TOTAL EXPENDITURES		180,000.00	177,485.45	98.60
NET OF REVENUES & EXPENDITURES		0.00	(36,155.02)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD
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GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 01/31/2025 NORMAL (ABNORMAL)	% BDGT USED
Fund 353 - MEMORIAL BUILDING DEBT SERVICE FUND				
Revenues				
353-000.000-665.000	INTEREST	0.00	85.66	100.00
TOTAL REVENUES		0.00	85.66	100.00
Expenditures				
145.000	BUILDING FUND	1,000.00	0.00	0.00
TOTAL EXPENDITURES		1,000.00	0.00	0.00
Fund 353 - MEMORIAL BUILDING DEBT SERVICE FUND:				
TOTAL REVENUES		0.00	85.66	100.00
TOTAL EXPENDITURES		1,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(1,000.00)	85.66	8.57

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		2024-25	YTD BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	USED
Fund 590 - SEWER FUND				
Revenues				
590-000.000-603.000	SEWER CHARGES	2,504,000.00	1,473,861.65	58.86
590-000.000-615.000	UTILITY BILL PENALTIES	30,000.00	21,600.34	72.00
590-000.000-665.000	INTEREST	10,000.00	23,985.26	239.85
590-000.000-678.000	MISCELLANEOUS INCOME	10,000.00	4,659.60	46.60
TOTAL REVENUES		2,554,000.00	1,524,106.85	59.68
Expenditures				
527.000	SEWAGE DISPOSAL - GIWA O&M	983,000.00	538,932.09	54.83
527.001	SEWAGE DISPOSAL - GIWA DEBT SERVICE	128,000.00	96,386.16	75.30
554.000	METER SETS, REMOVALS & REPAIRS	96,900.00	48,468.15	50.02
556.000	CUSTOMER ACCOUNTING & COLLECT	107,100.00	57,575.93	53.76
557.000	ADMINISTRATION & OVERHEAD	330,200.00	136,024.74	41.19
557.172	ADMINISTRATION - CITY MANAGER	9,100.00	4,885.99	53.69
560.000	COLLECTION & TRANSMISSION	439,700.00	283,133.24	64.39
TOTAL EXPENDITURES		2,094,000.00	1,165,406.30	55.65
Fund 590 - SEWER FUND:				
TOTAL REVENUES		2,554,000.00	1,524,106.85	59.68
TOTAL EXPENDITURES		2,094,000.00	1,165,406.30	55.65
NET OF REVENUES & EXPENDITURES		460,000.00	358,700.55	77.98

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		YTD BALANCE		
GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND				
Revenues				
591-000.000-530.000	FEDERAL GRANTS	13,800,000.00	6,644,472.22	48.15
591-000.000-540.000	STATE GRANTS	8,000.00	0.00	0.00
591-000.000-602.000	WATER CHARGES	2,278,000.00	1,331,531.32	58.45
591-000.000-613.000	TURN ON/OFF FEES	25,000.00	16,041.46	64.17
591-000.000-615.000	UTILITY BILL PENALTIES	30,000.00	20,545.35	68.48
591-000.000-616.000	NSF FEE	1,000.00	1,135.00	113.50
591-000.000-618.000	GARBAGE CHARGES	470,000.00	266,074.11	56.61
591-000.000-620.000	GARBAGE TAGS	0.00	13.50	100.00
591-000.000-665.000	INTEREST	10,000.00	27,224.02	272.24
591-000.000-678.000	MISCELLANEOUS INCOME	0.00	6,289.53	100.00
TOTAL REVENUES		16,622,000.00	8,313,326.51	50.01
Expenditures				
521.000	GARBAGE COLLECTION	473,200.00	268,692.20	56.78
550.000	WELLS	15,000.00	0.00	0.00
551.000	PUMPING	417,100.00	168,349.01	40.36
553.000	TRANSMISSION AND DISTRIBUTION	469,400.00	421,610.94	89.82
553.001	TRANSMISSION AND DIST - WATER BREAKS	61,000.00	15,787.01	25.88
553.002	TRANSMISSION AND DIST - EMERGENCY RESP.	0.00	855.75	100.00
553.003	SERVICE LINES	2,054,900.00	787,196.90	38.31
554.000	METER SETS, REMOVALS & REPAIRS	97,100.00	49,738.68	51.22
556.000	CUSTOMER ACCOUNTING & COLLECT	112,100.00	61,188.58	54.58
557.000	ADMINISTRATION & OVERHEAD	895,100.00	424,322.69	47.41
557.172	ADMINISTRATION - CITY MANAGER	9,100.00	4,886.08	53.69
TOTAL EXPENDITURES		4,604,000.00	2,202,627.84	47.84
Fund 591 - WATER FUND:				
TOTAL REVENUES		16,622,000.00	8,313,326.51	50.01
TOTAL EXPENDITURES		4,604,000.00	2,202,627.84	47.84
NET OF REVENUES & EXPENDITURES		12,018,000.00	6,110,698.67	50.85

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REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD

User: PAUL

PERIOD ENDING 01/31/2025

DB: Ironwood

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 01/31/2025 NORMAL (ABNORMAL)	% BDGT USED
Fund 593 - CIVIC CENTER				
Revenues				
593-000.000-402.000	CURRENT PROPERTY TAXES	110,400.00	101,361.66	91.81
593-000.000-410.000	PERSONAL PROPERTY TAX	200.00	0.00	0.00
593-000.000-432.000	PAYMENTS IN LIEU OF TAXES	300.00	0.00	0.00
593-000.000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	500.00	854.36	170.87
593-000.000-642.004	SALES - CONCESSION	32,000.00	18,453.00	57.67
593-000.000-647.001	SALES - CANDY MACHINE	100.00	58.45	58.45
593-000.000-647.003	SALES - JUKEBOX/ARCADE	1,800.00	1,884.00	104.67
593-000.000-651.000	USE AND ADMISSION FEES - OPEN SKATING	41,000.00	22,376.00	54.58
593-000.000-651.001	SKATE SHARPENING	2,000.00	1,864.00	93.20
593-000.000-651.002	USE AND ADMISSION FEES - OTHER	100.00	606.00	606.00
593-000.000-651.006	WELL WATER USE FEE	600.00	400.00	66.67
593-000.000-667.000	RENT - ICE (OTHER)	9,000.00	10,783.96	119.82
593-000.000-667.001	RENT - NON-ICE	10,000.00	9,489.50	94.90
593-000.000-667.002	RENT - POLAR BEARS - ICE	35,000.00	17,872.00	51.06
593-000.000-667.003	RENT - SKATES	10,000.00	5,668.00	56.68
593-000.000-667.004	RENT - ICE CRYSTALS - ICE	20,000.00	12,024.99	60.12
593-000.000-667.005	RENT - IRONWOOD LUMBERJACKS - ICE	50,000.00	28,742.86	57.49
593-000.000-674.000	CONTRIBUTIONS AND DONATION	2,000.00	0.00	0.00
593-000.000-677.000	ADVERTISING REVENUES	4,000.00	7,510.05	187.75
593-000.000-678.000	MISCELLANEOUS INCOME	0.00	112.31	100.00
593-000.000-693.000	SALE OF CAPITAL ASSETS	0.00	100.00	100.00
593-000.000-698.000	INSURANCE CLAIMS RECEIVED	114,000.00	112,102.00	98.34
TOTAL REVENUES		443,000.00	352,263.14	79.52
Expenditures				
805.000	CIVIC CENTER	524,000.00	359,184.92	68.55
TOTAL EXPENDITURES		524,000.00	359,184.92	68.55
Fund 593 - CIVIC CENTER:				
TOTAL REVENUES		443,000.00	352,263.14	79.52
TOTAL EXPENDITURES		524,000.00	359,184.92	68.55
NET OF REVENUES & EXPENDITURES		(81,000.00)	(6,921.78)	8.55

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REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD

User: PAUL

PERIOD ENDING 01/31/2025

DB: Ironwood

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 01/31/2025 NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - EQUIPMENT FUND				
Revenues				
661-000.000-644.000	EQUIPMENT RENTAL	933,000.00	471,713.86	50.56
661-000.000-665.000	INTEREST	5,000.00	14,094.70	281.89
661-000.000-674.000	CONTRIBUTIONS AND DONATION	0.00	100,000.00	100.00
661-000.000-678.000	MISCELLANEOUS INCOME	0.00	443.00	100.00
661-000.000-693.000	SALE OF CAPITAL ASSETS	5,000.00	68,618.88	1,372.38
TOTAL REVENUES		943,000.00	654,870.44	69.45
Expenditures				
525.000	DIRECT EQUIPMENT EXPENSE	345,700.00	157,633.52	45.60
557.000	ADMINISTRATION & OVERHEAD	452,800.00	308,362.28	68.10
557.172	ADMINISTRATION - CITY MANAGER	4,500.00	1,637.70	36.39
TOTAL EXPENDITURES		803,000.00	467,633.50	58.24
Fund 661 - EQUIPMENT FUND:				
TOTAL REVENUES		943,000.00	654,870.44	69.45
TOTAL EXPENDITURES		803,000.00	467,633.50	58.24
NET OF REVENUES & EXPENDITURES		140,000.00	187,236.94	133.74

		YTD BALANCE		
GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	% BDGT USED
Fund 677 - SELF-INSURANCE FUND				
Revenues				
677-000.000-581.000	CITY CONTRIBUTION FOR ACTIVE EMPLOYEES	0.00	58,290.58	100.00
677-000.000-582.000	ACTIVE EMPLOYEE CONTRIBUTIONS	0.00	9,921.16	100.00
677-000.000-583.000	CITY CONTRIBUTION FOR RETIRED EMPLOYEES	0.00	15,899.36	100.00
677-000.000-584.000	RETIRED EMPLOYEE CONTRIBUTIONS	0.00	1,840.64	100.00
677-000.000-665.000	INTEREST	0.00	93.70	100.00
TOTAL REVENUES		0.00	86,045.44	100.00
Fund 677 - SELF-INSURANCE FUND:				
TOTAL REVENUES		0.00	86,045.44	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	86,045.44	100.00

CASH SUMMARY BY ACCOUNT FOR CITY OF IRONWOOD
 FROM 01/01/2025 TO 01/31/2025
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2025	Total Debits	Total Credits	Ending Balance 01/31/2025
Fund 101	GENERAL FUND				
001.000	CASH - CHECKING	309,796.99	325,599.02	616,925.86	18,470.15
001.005	CASH - CHECKING - FIRE INSURANCE	24,720.31	15,612.79	0.00	40,333.10
017.000	INVESTMENTS - MI CLASS	5,413,137.54	20,773.12	0.00	5,433,910.66
	GENERAL FUND	5,747,654.84	361,984.93	616,925.86	5,492,713.91
Fund 202	MAJOR STREET FUND				
001.000	CASH - CHECKING	494,748.52	89,369.52	144,160.62	439,957.42
Fund 203	LOCAL STREET FUND				
001.000	CASH - CHECKING	13,985.89	112,347.18	111,330.06	15,003.01
Fund 209	CEMETERY FUND				
017.000	INVESTMENTS - MI CLASS	564,249.40	2,165.32	0.00	566,414.72
Fund 216	VOLUNTEER FIRE DEPARTMENT				
001.000	CASH - CHECKING	3,073.57	0.00	84.00	2,989.57
Fund 247	TAX INCREMENT FINANCE AUTHORITY				
001.000	CASH - CHECKING	27,686.04	179.61	0.00	27,865.65
Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY				
001.000	CASH - CHECKING	48,944.87	517.72	489.65	48,972.94
Fund 271	LIBRARY FUND				
001.000	CASH - CHECKING	140,383.51	9,958.87	17,622.69	132,719.69
017.271	INVESTMENTS - MI CLASS - ANNUAL	154,934.29	594.56	0.00	155,528.85
017.272	INVESTMENTS - MI CLASS - BUILDING	21,832.09	83.77	0.00	21,915.86
	LIBRARY FUND	317,149.89	10,637.20	17,622.69	310,164.40
Fund 273	NEIGHBORHOOD ENHANCEMENT PROGRAM				
001.000	CASH - CHECKING	6,156.00	18,411.00	20,418.50	4,148.50
Fund 352	2015 STREET BOND DEBT SERVICE FUND				
001.000	CASH - CHECKING	216,070.78	1,676.29	0.00	217,747.07
Fund 353	MEMORIAL BUILDING DEBT SERVICE FUND				
001.000	CASH - CHECKING	4,054.70	11.35	0.00	4,066.05
Fund 590	SEWER FUND				
001.000	CASH - CHECKING	651,363.30	222,318.02	157,296.37	716,384.95
006.018	SEWER BOND REDEMPTION	151,267.46	388.36	11,405.00	140,250.82
006.019	SEWER BOND RESERVE	275,204.98	771.94	0.00	275,976.92
017.000	INVESTMENTS - MI CLASS	564,599.58	2,166.69	0.00	566,766.27
	SEWER FUND	1,642,435.32	225,645.01	168,701.37	1,699,378.96
Fund 591	WATER FUND				
001.000	CASH - CHECKING	780,365.17	663,760.53	426,405.27	1,017,720.43
006.015	WATER BOND REDEMPTION	321,039.14	809.56	29,978.12	291,870.58
006.016	WATER BOND RESERVE	388,631.80	1,089.48	0.00	389,721.28
017.000	INVESTMENTS - MI CLASS	534,707.71	2,051.94	0.00	536,759.65
	WATER FUND	2,024,743.82	667,711.51	456,383.39	2,236,071.94
Fund 593	CIVIC CENTER				
001.000	CASH - CHECKING	208,439.69	37,292.20	49,559.89	196,172.00
Fund 661	EQUIPMENT FUND				
001.000	CASH - CHECKING	189,423.65	486,700.43	327,493.95	348,630.13
017.000	INVESTMENTS - MI CLASS	452,419.45	1,736.18	0.00	454,155.63

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User: PAUL
DB: Ironwood

CASH SUMMARY BY ACCOUNT FOR CITY OF IRONWOOD
FROM 01/01/2025 TO 01/31/2025
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Page: 2/2

Fund Account	Description	Beginning Balance 01/01/2025	Total Debits	Total Credits	Ending Balance 01/31/2025
	EQUIPMENT FUND	641,843.10	488,436.61	327,493.95	802,785.76
Fund 677 001.000	SELF-INSURANCE FUND CASH - CHECKING	0.00	86,045.44	0.00	86,045.44
Fund 703 001.000	CURRENT TAX COLLECTION FUND CASH - CHECKING	150,697.38	137,084.49	169,498.17	118,283.70
Fund 732 001.000	POLICE & FIREMEN'S RETIREMENT CASH - CHECKING	352,253.03	6,715.97	91,093.11	267,875.89
Fund 736 001.000	PUBLIC EMPLOYEE HEALTH CARE FUND CASH - CHECKING	65,470.77	51,617.73	20,418.18	96,670.32
	TOTAL - ALL FUNDS	12,529,657.61	2,297,849.08	2,194,179.44	12,633,327.25

City of Ironwood, Michigan
PROJECT: Water Treatment Plant Phase I

SUMMARY OF PAYMENTS
DUE AND APPROVED BY OWNER
AT MEETING HELD
3/10/2025

The following invoices have been approved for payment:

<i>Invoices to be Paid</i>	<i>Amount Due</i>	<i>Budget Category</i>
CD Smith Construction Payment No. 18	\$309,366.42	Construction
HDR Michigan Invoice #1200700668	\$5,882.72	Engineering - Basic
HDR Michigan Invoice #1200700668	\$13,731.00	Engineering - Inspection
HDR Michigan Invoice #1200700668	\$3,116.50	Engineering - Other
Total:	\$332,096.64	---

Ayes: _____
Nays: _____
Absent: _____
Motion: _____

By: _____
Kim S. Corcoran

Title: Mayor

USDA-RD

ESTIMATE OF FUNDS NEEDED

FORM APPROVED

Form RD 440-11
(Rev. 10-00)FOR
30-Day Period Commencing
2/1/2025
Ironwood Water Plant Phase I

OMB NO. 0575-0015

ADMINISTRATIVE AND LEGAL INVOICES

Items	Amount of Funds
Construction:	
	\$309,366.42
Construction Total:	\$309,366.42
Legal/Admin:	
Legal/Admin Total:	\$0.00
Engineering Fees:	
Basic:	\$5,882.72
Inspection:	\$13,731.00
Additional Services:	\$3,116.50
Engineering Fees Total:	\$22,730.22
Total:	\$0.00
TOTAL:	\$332,096.64

Prepared by: City of Ironwood
Name of BorrowerBy: _____
Mayor

Date: _____

Approved By: _____

Date: _____

Contractor's Application for Payment No.

18

Application Period: 2/1/2025 to 2/28/2025		Application Date: 3/5/2025	
To (Owner): CITY OF IRONWOOD	From (Contractor): CD Smith Construction 125 Camelot Drive Fond Du Lac, WI 54935	Via (Engineer): HDR	
Project: WATER TREATMENT PLANT - PHASE 1	Contract:		
Owner's Contract No.:	Contractor's Project No.: 230034	Engineer's Project No.:	10301947

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1 thru 5	\$182,011.71	
6		\$8,891.37
7	\$12,306.19	
8	\$204,228.27	
9		\$67,207.38
10	\$65,002.29	
11	\$12,316.16	
TOTALS	\$475,864.62	\$76,098.75
NET CHANGE BY CHANGE ORDERS	\$399,765.87	

1. ORIGINAL CONTRACT PRICE.....	\$	\$9,554,000.00
2. Net change by Change Orders.....	\$	\$399,765.87
3. Current Contract Price (Line 1 ± 2).....	\$	\$9,953,765.87
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$9,744,783.60
5. RETAINAGE:		
a. 2.5% X \$9,744,783.60 Work Completed.....	\$	\$243,619.59
b. X Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$243,619.59
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$9,501,164.01
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$9,191,797.59
8. AMOUNT DUE THIS APPLICATION.....	\$	\$309,366.42
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	\$452,601.86

Contractor's Certification

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

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;


(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: *Samuel Plator* Date: 3/5/2025

Payment of: \$ **309,366.42**
(Line 8 or other - attach explanation of the other amount)

is recommended by:  Prusakiewicz, Joshua R.
(Engineer) (Date)

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

is approved by: _____
(Owner) (Date)

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

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): WATER TREATMENT PLANT - PHASE 1				Application Number: 18				
Application Period: 2/1/2025 to 2/28/2025				Application Date: 3/5/2025				
			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Div #	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
	GENERAL CONSTRUCTION							
01	BONDS	\$ 60,000.00	60000			60000	100.0%	\$ -
01	SUPERVISION	\$ 245,000.00	245000			245000	100.0%	\$ -
01	MANAGEMENT	\$ 165,000.00	165000			165000	100.0%	\$ -
01	TEMPORARY FACILITIES	\$ 130,000.00	130000			130000	100.0%	\$ -
01	EQUIPMENT (CONTRACTORS MACHINERY)	\$ 248,667.00	248667			248667	100.0%	\$ -
01	SUBSTANCE	\$ 160,000.00	160000			160000	100.0%	\$ -
01	PERMITS	\$ 16,000.00	16000			16000	100.0%	\$ -
01	LEAKAGE TESTING	\$ 6,000.00	6000			6000	100.0%	\$ -
01	DISINFECTION	\$ 5,000.00	5000			5000	100.0%	\$ -
01	SAFETY AND OSHA REQUIRMENTS	\$ 48,000.00	48000			48000	100.0%	\$ -
01	SNOW REMOVAL	\$ 20,000.00	20000			20000	100.0%	\$ -
01	GENERAL CLEANUP AND DUMPSTERS	\$ 65,000.00	65000			65000	100.0%	\$ -
01	FINAL CLEANING	\$ 10,000.00	8000	2000		10000	100.0%	\$ -
03	CONCRETE REINFORCING MATERIAL	\$ 230,000.00	230000			230000	100.0%	\$ -
03	CONCRETE FORMWORK MATERIAL	\$ 85,000.00	85000			85000	100.0%	\$ -
03	PUMP CLEARWELL CONCRETE	\$ 315,000.00	315000			315000	100.0%	\$ -
03	FILTER ROOM CONCRETE	\$ 265,000.00	265000			265000	100.0%	\$ -
03	CHEMICAL ROOM AREA CONCRETE	\$ 212,000.00	212000			212000	100.0%	\$ -
03	WEST ELEVATION CONCRETE	\$ 100,000.00	100000			100000	100.0%	\$ -
03	EAST ELEVATION CONCRETE	\$ 100,000.00	100000			100000	100.0%	\$ -
03	NORTH ELEVATION CONCRETE	\$ 80,000.00	80000			80000	100.0%	\$ -
04	MASONRY	\$ 785,000.00	785000			785000	100.0%	\$ -
06	ROUGH CARPENTRY MATERIAL	\$ 45,000.00	45000			45000	100.0%	\$ -
06	ROUGH CARPENTRY LABOR	\$ 35,000.00	35000			35000	100.0%	\$ -
07	FLUID APPLIED WATERPROOFING	\$ 63,000.00	63000			63000	100.0%	\$ -
03	PRECAST PLANK	\$ 175,000.00	175000			175000	100.0%	\$ -
06	SIP PANNELS	\$ 120,000.00	120000			120000	100.0%	\$ -
06	SIP AND TRUSS INSTALL	\$ 45,000.00	45000			45000	100.0%	\$ -
05	MISC METALS MATERIALS (RAILING, GRATING,ETC)	\$ 125,000.00	125000			125000	100.0%	\$ -
05	MISC METALS MATERIALS INSTALL	\$ 65,000.00	65000			65000	100.0%	\$ -
06	TRUSS PACKAGE	\$ 27,000.00	27000			27000	100.0%	\$ -
07	ROOFING	\$ 95,000.00	95000			95000	100.0%	\$ -
07	FLASHING AND SHEETMETAL	\$ 40,000.00	40000			40000	100.0%	\$ -

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): WATER TREATMENT PLANT - PHASE I				Application Number: 18				
Application Period: 2/1/2025 to 2/28/2025				Application Date: 3/5/2025				
			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Div #	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
09	STEEL STUDS AND DRYWALL	\$ 45,000.00	45000			45000	100.0%	\$ -
07	WALL PANEL SYSTEM	\$ 65,000.00	65000			65000	100.0%	\$ -
07	CAULKING	\$ 38,250.00	38250			38250	100.0%	\$ -
09	PAINTING	\$ 133,000.00	133000			133000	100.0%	\$ -
08	ACCESS DOORS	\$ 6,759.00	6759			6759	100.0%	\$ -
08	DOOR AND FRAMES MATERIAL	\$ 102,512.00	102512			102512	100.0%	\$ -
08	DOORS AND FRAMES LABOR	\$ 17,000.00	17000			17000	100.0%	\$ -
08	WINDOWS & GLAZING	\$ 68,788.00	68788			68788	100.0%	\$ -
09	CERAMIC TILE	\$ 3,500.00	3500			3500	100.0%	\$ -
09	ACOUSTICAL CEILINGS	\$ 4,600.00	4600			4600	100.0%	\$ -
09	EPOXY FLOORING	\$ 22,000.00	10000	12000		22000	100.0%	\$ -
10	TOILET AND BATH ACCESSORIES	\$ 5,600.00	5600			5600	100.0%	\$ -
10	EXTERIOR SIGNAGE	\$ 12,200.00	12200			12200	100.0%	\$ -
12	METAL LAB CASEWORK	\$ 16,584.00	16584			16584	100.0%	\$ -
31	DEWATERING	\$ 10,000.00	10000			10000	100.0%	\$ -
41	HOIST AND CRANES	\$ 38,330.00	38330			38330	100.0%	\$ -
	EARTHWORK (Snow Country/CDS)	\$ -						
31	GRADING	\$ 96,000.00	96000			96000	100.0%	\$ -
31	EARTHWORK	\$ 370,000.00	370000			370000	100.0%	\$ -
31	EXCAVATION, TRENCHING AND BACKFILL	\$ 235,000.00	235000			235000	100.0%	\$ -
31	FLOWABLE FILL	\$ 70,600.00	70600			70600	100.0%	\$ -
31	EROSION CONTROL	\$ 27,000.00	27000			27000	100.0%	\$ -
32	CABC	\$ 85,000.00	80750			80750	95.0%	\$ 4,250.00
32	RESTORATION	\$ 43,000.00	43000			43000	100.0%	\$ -
	SITE UTILITIES (Snow Contry)	\$ -						
33	TESTING	\$ 5,000.00	5000			5000	100.0%	\$ -
33	WATERMAIN DI 12" and Smaller	\$ 50,400.00	49896			49896	99.0%	\$ 504.00
33	WATERMAIN DI 14" and Larger	\$ 369,600.00	369600			369600	100.0%	\$ -
33	SANITARY SEWER	\$ 24,000.00	24000			24000	100.0%	\$ -
33	CULVERTS	\$ 14,000.00	14000			14000	100.0%	\$ -
	MECHANICAL (August Winters)							
40	MOBILIZATION	\$ 45,000.00	45000			45000	100.0%	\$ -
08	LOUVERS AND OPENINGS	\$ 7,000.00	7000			7000	100.0%	\$ -
22	UG PLUMBING	\$ 59,000.00	59000			59000	100.0%	\$ -

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): WATER TREATMENT PLANT - PHASE 1				Application Number: 18				
Application Period: 2/1/2025 to 2/28/2025				Application Date: 3/5/2025				
			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Div #	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
22	AG PLUMBING	\$ 125,000.00	125000			125000	100.0%	\$ -
22	FIXTURES	\$ 62,000.00	62000			62000	100.0%	\$ -
22	PLUMBING INSULATION	\$ 16,000.00	16000			16000	100.0%	\$ -
23	DUCT WORK	\$ 105,000.00	105000			105000	100.0%	\$ -
23	HVAC PIPING	\$ 20,000.00	20000			20000	100.0%	\$ -
23	HVAC EQUIPMENT	\$ 165,000.00	165000			165000	100.0%	\$ -
23	HVAC INSULATION	\$ 12,000.00	12000			12000	100.0%	\$ -
23	HVAC CONTROLS	\$ 40,000.00	40000			40000	100.0%	\$ -
23	HVAC TAB	\$ 3,000.00	3000			3000	100.0%	\$ -
40	PROCESS PIPING	\$ 394,000.00	394000			394000	100.0%	\$ -
40	PROCESS VALVES	\$ 198,000.00	198000			198000	100.0%	\$ -
43	VERTICAL TURBINE PUMPS	\$ 306,000.00	306000			306000	100.0%	\$ -
46	CHEMICAL FEED EQUIPMENT	\$ 88,000.00	88000			88000	100.0%	\$ -
21	FIRE SUPPRESION	\$ 14,610.00	14610			14610	100.0%	\$ -
	ELECTRICAL (ECON)							
26	TEMPORAY ELECTRICAL	\$ 30,000.00	30000			30000	100.0%	\$ -
26	SITE ELECTRICAL MATERIAL	\$ 245,000.00	245000			245000	100.0%	\$ -
26	SITE ELECTRICAL LABOR	\$ 146,000.00	146000			146000	100.0%	\$ -
26	WTP ELECTRICAL MATERIAL	\$ 324,000.00	324000			324000	100.0%	\$ -
26	WTP ELECTRICAL LABOR	\$ 294,790.00	294790			294790	100.0%	\$ -
26	LIGHT FIXTURES	\$ 30,385.00	30385			30385	100.0%	\$ -
26	GEAR	\$ 15,500.00	15500			15500	100.0%	\$ -
40	SYSTEM INTEGRATOR - VFD'S	\$ 126,730.00	126730			126730	100.0%	\$ -
40	SYSTEM INTEGRATOR - ENGINEERING AND SUBMITTALS	\$ 50,600.00	50600			50600	100.0%	\$ -
40	SYSTEM INTEGRATOR - WTP CONTROL PANEL	\$ 48,000.00	48000			48000	100.0%	\$ -
40	SYSTEM INTEGRATOR - INSTRUMENTS	\$ 32,600.00	32600			32600	100.0%	\$ -
40	SYSTEM INTEGRATOR - CT'S, XMRF, MISC PANELS	\$ 114,400.00	114400			114400	100.0%	\$ -
40	SYSTEM INTEGRATOR - HMI SCADA NETWORK	\$ 52,000.00	52000			52000	100.0%	\$ -
40	SYSTEM INTEGRATOR - SITE SUPPORT	\$ 76,615.00	76615			76615	100.0%	\$ -
40	SYSTEM INTEGRATOR - COMMISIONING AND STARTUP	\$ 69,055.00	69055			69055	100.0%	\$ -
26	MANHOLES AND COVERS	\$ 15,000.00	15000			15000	100.0%	\$ -
26	FIRE ALARM	\$ 13,000.00	8500	4500		13000	100.0%	\$ -
26	ATS	\$ 39,325.00	39325			39325	100.0%	\$ -
26	AS BUILD DRAWING	\$ 1,500.00		1500		1500	100.0%	\$ -

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): WATER TREATMENT PLANT - PHASE I				Application Number: 18				
Application Period: 2/1/2025 to 2/28/2025				Application Date: 3/5/2025				
			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Div #	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
26	PUNCH LIST	\$ 2,500.00		2500		2500	100.0%	\$ -
26	ASCCEPTANCE TESTING	\$ 3,000.00		3000		3000	100.0%	\$ -
	CHANGE ORDERS							
31	EAST ROAD IMPROVMENTS	\$ 70,852.65	70852.65			70852.65	100.0%	\$ -
32	Misc Detail Changes	\$ 11,766.56	11766.56			11766.56	100.0%	\$ -
33	West End Piping Changes	\$ 20,366.69	20366.69			20366.69	100.0%	\$ -
34	Electrical and Door Changes	\$ 54,253.99	54253.99			54253.99	100.0%	\$ -
35	Flow Meter Flange Size and Pole top Feeder	\$ 24,771.82	24771.82			24771.82	100.0%	\$ -
07	Shingle Credit	\$ (3,507.00)	-3507			-3507	100.0%	\$ -
04	WCD- 4 East Exterior Wall	\$ (23,991.52)	-23991.52			-23991.52	100.0%	\$ -
09	Temporary Steel Stud Wall Elimination	\$ (10,092.40)	-10092.4			-10092.4	100.0%	\$ -
31	Site Water Piping Changes	\$ 28,699.55	28699.55			28699.55	100.0%	\$ -
40	SS Hardware - RFI 63	\$ 19,814.38	19814.38			19814.38	100.0%	\$ -
31	Gravel Surface Scope Elimination	\$ (14,071.00)	-14071			-14071	100.0%	\$ -
33	Septic Pump Control Panel	\$ 1,814.95	1814.95			1814.95	100.0%	\$ -
23	Relocate CU-1 and Provide Stand	\$ 4,747.86	4747.86			4747.86	100.0%	\$ -
32	Fence Modifications	\$ 5,228.27						\$ 5,228.27
32	Fencing and Gates	\$ 199,000.00						\$ 199,000.00
09	Corridor Modifications	\$ 2,757.00	2757			2757	100.0%	\$ -
26	Conduit Type in Corrosive Areas	\$ (4,075.00)	-4075			-4075	100.0%	\$ -
31	Site Restoration	\$ (55,767.22)	-55767.22			-55767.22	100.0%	\$ -
26	CU-1 Relocation and Power Changes	\$ 1,574.84	1574.84			1574.84	100.0%	\$ -
40	Level Transmitters	\$ (11,697.00)	-11697			-11697	100.0%	\$ -
40	Update Radio Path Study	\$ 8,611.26	8611.26			8611.26	100.0%	\$ -
40	Flow Meters	\$ 56,391.03	25000	31391.03		56391.03	100.0%	\$ -
31	Site Piping Changes	\$ 12,316.16		12316.16		12316.16	100.0%	\$ -
		\$ -						
	Totals	\$9,953,765.87	\$9,675,576.41	\$69,207.19		\$9,744,783.60	97.90%	\$208,982.27



Invoice

HDR Michigan Inc.
Ann Arbor, MI 48104-6815

City of Ironwood
Invoices will be emailed.

Reference Invoice Number with Payment

HDR Invoice No. 1200700668
Invoice Date 03-MAR-2025
Invoice Amount Due \$22,730.22
Payment Terms 30 NET

Remit To PO Box 74008202
Chicago, IL 60674-8202
ACH/EFT Payments Bank of America ML US
ABA# 081000032
Account# 355004076604

New WTP
andersonp@ironwoodmi.gov, linnp@ironwoodmi.gov and
kroble@coleman-engineering.com and snowack@coleman-engineering.com

Professional Services
From: 26-JAN-2025 To: 22-FEB-2025

Professional Services Summarization		Hours	Billing Rate	Amount
Principal Engineer	Glover, Jeffrey B	0.50	355.00	177.50
Senior Engineer	Hopkins, Melissa Lee Clough	1.00	189.58	189.58
Senior Technical Consultant	Brooks, Tracey L	1.50	197.68	296.52
Senior Technical Consultant	Konda, Teresa C	2.75	282.27	776.24
Senior Technical Consultant	Prusakiewicz, Joshua R	9.50	255.13	2,423.74
Senior Technical Consultant	Trapp, Scott J	1.00	250.95	250.95
Technical Consultant	Marion, Marcia L	1.00	164.65	164.65
Technical Support	Bernardin, Jennifer Ann	1.50	119.08	178.62
		18.75		\$4,457.80
		Total Professional Services		\$4,457.80

Expense Summarization		Quantity	Billing Rate	Amount
Subcontractors-Other	Coleman Engineering Company			14,650.00
				\$14,650.00
			Subs - Markup	2,197.50
				\$16,847.50
Airfare	First National Bank of Omaha			1,424.92
			Total Expenses	\$18,272.42

Invoice

HDR Invoice No. 1200700668
Invoice Date 03-MAR-2025

Amount Due This Invoice (USD)	\$22,730.22
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Fee Amount	\$1,278,200.00
Fee Invoiced to Date	\$1,276,940.60
Fee Remaining	\$1,259.40

HDR Internal Reference Only	
Client Number	730060
Cost Center	10368
Project Number	10301947

	Basic	RPR	Other
HDR Michigan	\$ 4,457.80	\$ -	\$ -
Total Prof. Services	\$ 4,457.80	\$ -	\$ -
Coleman Engineering Company	\$ -	\$11,940.00	\$ 2,710.00
SEH Inc.	\$ -	\$ -	\$ -
Subcon. Subtotal	\$ -	\$11,940.00	\$ 2,710.00
Markup (15%)	\$ -	\$ 1,791.00	\$ 406.50
Subtotal	\$ -	\$13,731.00	\$ 3,116.50
HDR Michigan	\$ 1,424.92	\$ -	\$ -
Total Expenses	\$ 1,424.92	\$13,731.00	\$ 3,116.50
INVOICE TOTAL	\$ 5,882.72	\$13,731.00	\$ 3,116.50

Invoice

HDR Invoice No. 1200700668
Invoice Date 03-MAR-2025

Professional Services and Expense Detail				
Project Number: 10301947		Project Description: City of Ironwood-New WTP		
Task Number: 005		Task Description: Basic Services-Construction Administration		
Professional Services		Hours	Billing Rate	Amount
Principal Engineer	Glover, Jeffrey B	0.50	355.00	177.50
Senior Engineer	Hopkins, Melissa Lee Clough	1.00	189.58	189.58
Senior Technical Consultant	Brooks, Tracey L	1.50	197.68	296.52
Senior Technical Consultant	Konda, Teresa C	2.75	282.27	776.24
Senior Technical Consultant	Prusakiewicz, Joshua R	9.50	255.13	2,423.74
Senior Technical Consultant	Trapp, Scott J	1.00	250.95	250.95
Technical Consultant	Marion, Marcia L	1.00	164.65	164.65
Technical Support	Bernardin, Jennifer Ann	1.50	119.08	178.62
18.75				\$4,457.80
Total Professional Services				\$4,457.80

Expense		Qty	Billing Rate	Amount
Airfare	First National Bank of Omaha			1,424.92
Total Expense				\$1,424.92
Total Task				\$5,882.72

Professional Services and Expense Detail				
Project Number: 10301947		Project Description: City of Ironwood-New WTP		
Task Number: 006		Task Description: Resident Project Representative-Coleman		
Expense		Qty	Billing Rate	Amount
Subcontractors-Other	Coleman Engineering Company			11,940.00
				\$11,940.00
Sub Markup @ 15%				1,791.00
				\$13,731.00
Total Subcontractor				\$13,731.00
Total Task				\$13,731.00

Invoice

HDR Invoice No. 1200700668
Invoice Date 03-MAR-2025

Professional Services and Expense Detail				
Project Number: 10301947		Project Description: City of Ironwood-New WTP		
Task Number: 100		Task Description: Coleman		
Expense		Qty	Billing Rate	Amount
Subcontractors-Other		Coleman Engineering Company		2,710.00
				\$2,710.00
		Sub Markup @ 15%		406.50
				\$3,116.50
		Total Subcontractor		\$3,116.50
		Total Task		\$3,116.50

City of Ironwood-New WTP - Project Number 10301947

Task Number	Task Name	Expenditure Type	Item Date	Employee/Supplier	Quantity	Bill Amount	Comments
005	Basic Services-Const	Labor	30-JAN-2025	Bernardin, Jennifer Ann	1.50		Submittal/RFI Coordination, review and respond to email, file in PW
005	Basic Services-Const	Labor	17-FEB-2025	Brooks, Tracey L	0.50		SEH Amendment for Ironwood Ph1
005	Basic Services-Const	Labor	18-FEB-2025	Brooks, Tracey L	1.00		SEH Amendment for Ironwood Ph1
005	Basic Services-Const	Labor	18-FEB-2025	Glover, Jeffrey B	0.50		
005	Basic Services-Const	Labor	10-FEB-2025	Hopkins, Melissa Lee Clough	0.50		punchlist
005	Basic Services-Const	Labor	20-FEB-2025	Hopkins, Melissa Lee Clough	0.50		seal water discussion
005	Basic Services-Const	Labor	04-FEB-2025	Konda, Teresa C	0.75		
005	Basic Services-Const	Labor	05-FEB-2025	Konda, Teresa C	0.50		
005	Basic Services-Const	Labor	14-FEB-2025	Konda, Teresa C	0.25		
005	Basic Services-Const	Labor	17-FEB-2025	Konda, Teresa C	0.75		
005	Basic Services-Const	Labor	18-FEB-2025	Konda, Teresa C	0.50		
005	Basic Services-Const	Labor	04-FEB-2025	Marion, Marcia L	1.00		
005	Basic Services-Const	Labor	30-JAN-2025	Prusakiewicz, Joshua R	1.50		Submittal/RFI review
005	Basic Services-Const	Labor	14-FEB-2025	Prusakiewicz, Joshua R	1.00		substantial completion troubleshooting
005	Basic Services-Const	Labor	17-FEB-2025	Prusakiewicz, Joshua R	2.00		sodium hypo investigation
005	Basic Services-Const	Labor	18-FEB-2025	Prusakiewicz, Joshua R	4.00		sodium hypo investigation
005	Basic Services-Const	Labor	19-FEB-2025	Prusakiewicz, Joshua R	1.00		PM tasks
005	Basic Services-Const	Labor	06-FEB-2025	Trapp, Scott J	1.00		
					18.75		
005	Basic Services-Const	Airfare	27-DEC-2024	First National Bank of Omaha	15.00	15.00	10301947~005~PRUSAKIEWICZ/JO~YVIVNW
005	Basic Services-Const	Airfare	27-DEC-2024	First National Bank of Omaha	331.34	331.34	10301947~005~PRUSAKIEWICZ/JO~YVIVNW
005	Basic Services-Const	Airfare	27-DEC-2024	First National Bank of Omaha	15.00	15.00	10301947~005~PRUSAKIEWICZ/JO~YVIVNW
005	Basic Services-Const	Airfare	27-DEC-2024	First National Bank of Omaha	351.12	351.12	10301947~005~PRUSAKIEWICZ/JO~YVIVNW
005	Basic Services-Const	Airfare	30-DEC-2024	First National Bank of Omaha	15.00	15.00	10301947~005~HOPKINS/MELISSA~OQECVR
005	Basic Services-Const	Airfare	30-DEC-2024	First National Bank of Omaha	15.00	15.00	10301947~005~HOPKINS/MELISSA~OQECVR
005	Basic Services-Const	Airfare	30-DEC-2024	First National Bank of Omaha	331.34	331.34	10301947~005~HOPKINS/MELISSA~OQECVR
005	Basic Services-Const	Airfare	30-DEC-2024	First National Bank of Omaha	351.12	351.12	10301947~005~HOPKINS/MELISSA~OQECVR
006	Resident Project Rep	Subcontractors-Other	13-JAN-2025	Coleman Engineering Company	11940.00	11,940.00	Subconsultant for City of Ironwood
100	Coleman	Subcontractors-Other	13-JAN-2025	Coleman Engineering Company	2710.00	2,710.00	Subconsultant for City of Ironwood



Coleman Engineering Company
635 Circle Dr
Iron Mountain, MI 49801

Josh Prusakewicz
HDR, Inc.
1000 Oakbrook Drive
Suite 200
Ann Arbor, MI 48104-6815

January 13, 2025
Project No: 210444
Invoice No: 54039

Project 210444 City of Ironwood Water Treatment Plant

Services from December 1, 2024 to December 28, 2024

Billing Group	B	Construction Services
Phase	1	Resident Project Representative

Professional Services

	Hours	Rate	Amount
Engineer 11	99.50	120.00	11,940.00
Totals	99.50		11,940.00
Total Labor			11,940.00

Total this Phase \$11,940.00

Total this Billing Group \$11,940.00

Billing Group	C	Other Engineering Services
Phase	4	Cost Tracking

Professional Services

	Hours	Rate	Amount
Engineer 25	1.00	220.00	220.00
Technician 24	18.25	120.00	2,190.00
Totals	19.25		2,410.00
Total Labor			2,410.00

Total this Phase \$2,410.00

Phase	7	Civil Record Plans
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Professional Services

	Hours	Rate	Amount
Engineer 11	2.50	120.00	300.00
Totals	2.50		300.00
Total Labor			300.00

Total this Phase \$300.00

Total this Billing Group \$2,710.00

Total this Invoice \$14,650.00

Project	210444	City of Ironwood Water Treatment Plant	Invoice	54039
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Authorized
By:

Kelsey Roble

Date:

1-13-25

Kelsey Roble




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Pavement Crack Sealing Project 2025

BID OPENING: Thursday, Feb. 27, 2025 @ 10:10

Name of Bidder	Addendum 1	Addendum 2		Total Amount
Pitlik and Wick				\$156,861.50
Fahrner Asphalt Sealers LLC	✓	✓		\$133,374.67
Scodeller Construction Inc.				\$119,200.00
American Pavement Solutions Inc.	✓	✓		\$118,490.00
Thunder Road LLC	✓	✓		\$131,410.00

Witnesses to Bid Opening:

Bid Award



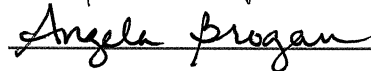
Action Taken:

2025 Pavement Markings

BID OPENING: Thursday, February 27, 2025 @ 10:00

Name of Bidder		Bid Bond		Total Amount
PK Contracting Inc.		✓		\$43,994.10
Fahrner Asphalt Sealers LLC		✓		\$78,556.00

Witnesses to Bid Opening:

Bid Award

Action Taken:

UNITED STATES DEPARTMENT OF AGRICULTURE
EQUAL OPPORTUNITY AGREEMENT

This agreement, dated 03-10-2025 between
The City of Ironwood

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (f) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0201 and 0575-0189, which expire 3/31/2026. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. All responses to this collection of information are voluntary. Any questions on this burden can be sent to ICRMTRequests@usda.gov

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

Recipient

Recipient

(CORPORATE SEAL)

Name of Corporate Recipient

Attest:

Secretary

By _____
President

USDA
Form RD 400-4
(Rev. 08-22)

Position 3

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

The

City of Ironwood

(name of recipient)

213 S. Marquette Street, Ironwood, Michigan 49938

(address)

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];

5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and

6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff :

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Data Collection

The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, _____ City of Ironwood _____ on this
(name of recipient)
date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

Recipient

Date

Attest:

Title

Title

UNITED STATES DEPARTMENT OF AGRICULTURE
EQUAL OPPORTUNITY AGREEMENT

This agreement, dated 03-10-2025 between
The City of Ironwood

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (f) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0201 and 0575-0189, which expire 3/31/2026. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. All responses to this collection of information are voluntary. Any questions on this burden can be sent to ICRMTRequests@usda.gov

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

Recipient

Recipient

(CORPORATE SEAL)

Name of Corporate Recipient

Attest:

Secretary

By _____
President

USDA
Form RD 400-4
(Rev. 08-22)

Position 3

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

The

City of Ironwood

(name of recipient)

213 S. Marquette Street, Ironwood, Michigan 49938

(address)

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];

5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and

6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff :

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Data Collection

The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, _____ City of Ironwood _____ on this
(name of recipient)
date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

Recipient

Date

Attest:

Title

Title



To: Mayor Corcoran and City Commission

From: Paul Anderson, City Manager

Date: March 5, 2025

Meeting Date: March 10, 2025

Re: Phase 5 Bidding

The City of Ironwood and Coleman Engineering are about ready to put Phase 5B out to bid. In 2024, the City put Phase 5A out to bid and contracted with Jakes Excavating. This work was for Water system only work funded by EGLE. Phase 5B was planned to have some streets that are water only (funded by EGLE) and some streets that are both water (EGLE funding) and sewer (USDA RD funding). Rural Development has a required bid hold time of 120 days (4 months) in order to provide ample time for a loan closing prior to starting construction. With an April bid due date, this could leave the project not starting until August. The end of the project deadline is September 15, 2026 set by the grant agreement with EGLE. Due to these timelines, City staff and Coleman Engineering believe that it is in the best interest of the City of Ironwood, to take Phase 5B and divide it up into Phase 5B (streets with water and sewer) and Phase 5C (streets with water only). This way, Phase 5C will be able to get underway as soon as weather conditions allow in late spring / early summer. This will also make Phase 5B smaller and give the opportunity for 2 Contractors to be able to possibly split the work.

The City Commission previously gave the approval to go out to bids for Phase 5B. City staff recommend that the City Commission give the approval to go out to bids for both Phases 5B and 5C.

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



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

MEMO

To: Mayor Corcoran and the City Commission

From: Tom Bergman, Community Development Director

Date: March 5, 2025

Meeting Date: March 10, 2025

Re: Congressional Discretionary Spending Request for three Squad Vehicles and a Grader

Background

Congressional Discretionary Spending is an opportunity for communities to request funding from Congress for special projects that are difficult to find funding for. Previously the City has been funded for the purchase of a new fire truck. This year we are requesting funding for three squad vehicles for Public Safety and a new grader for DPW.

The grant for the grader will cover 70% of the overall cost. The estimated cost of the grader is \$450,000. The match requirement would be \$135,000. The squad vehicle request is under a different subcommittee and does not require a community match. The cost of three squad vehicles fully equipped is \$192,000.

Attached are proposed support letters from the Mayor for the applications.

Recommendation

Motion to approve the Mayor's letters of support for the Congressional Discretionary Spending requests for three squad vehicles and a grader.



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



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



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

Date: March 10, 2025

Jason Alonen, Dept. of Public Works Director
City of Ironwood
213 S. Marquette Street
Ironwood, MI 49938

RE: City of Ironwood Grant request to Purchase a New Grader

Dear Director Alonen,

Kindly treat this letter as the City of Ironwood Mayor's support for Ironwood Dept. of Public Works funding request for a new grader.

Managing snow is one of the biggest challenges facing Upper Peninsula communities. With aging equipment and limited grant programs to purchase new ones, it is difficult for rural communities to keep up. Snow management is a driver of our local economy. To keep business rolling it is important to have clear streets. When funding isn't available to support these purchases, the burden is put on the local taxpayers.

Thank you for this opportunity to provide a support letter for the City of Ironwood on their search for funding opportunities to purchase a new grader.

Sincerely,

Kim Corcoran, Mayor
City of Ironwood



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



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

Date: March 10, 2025

Andrew Digiorgio, Public Safety Director
City of Ironwood Public Safety
123 W. McLeod Avenue
Ironwood, MI 49938

RE: City of Ironwood Grant request to Purchase Three Squad Cars

Dear Director Digiorgio,

Kindly treat this letter as the City of Ironwood Mayor's support for Ironwood Public Safety's funding request for three new Squad Cars for Ironwood Public Safety and Fire Department.

Public safety and emergency response are the cornerstone of creating a safe and secure community for residents and visitors alike. Squad cars are becoming more expensive and access to programs to help fund purchases are dwindling. This becomes a significant burden on the taxpayer and the ability of Public Safety to provide adequate services. The purchase of new squad cars will be a huge step in the direction of protecting our community and our citizens.

Thank you for this opportunity to provide a support letter for Ironwood Public Safety on their search for funding opportunities to purchase three new squad cars.

Sincerely,

Kim Corcoran, Mayor
City of Ironwood



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



CITY OF IRONWOOD

TITLE VI

NON-DISCRIMINATION PLAN

213 S. Marquette Street
Ironwood, MI 49938
Phone: 906-932-5050
Fax: 906-932-0263
Website: www.ironwoodmi.gov

Title VI Coordinator:
Human Resources Manager
Phone: 906-932-5050
Fax: 906-932-0263
Email: braspenickb@ironwoodmi.gov

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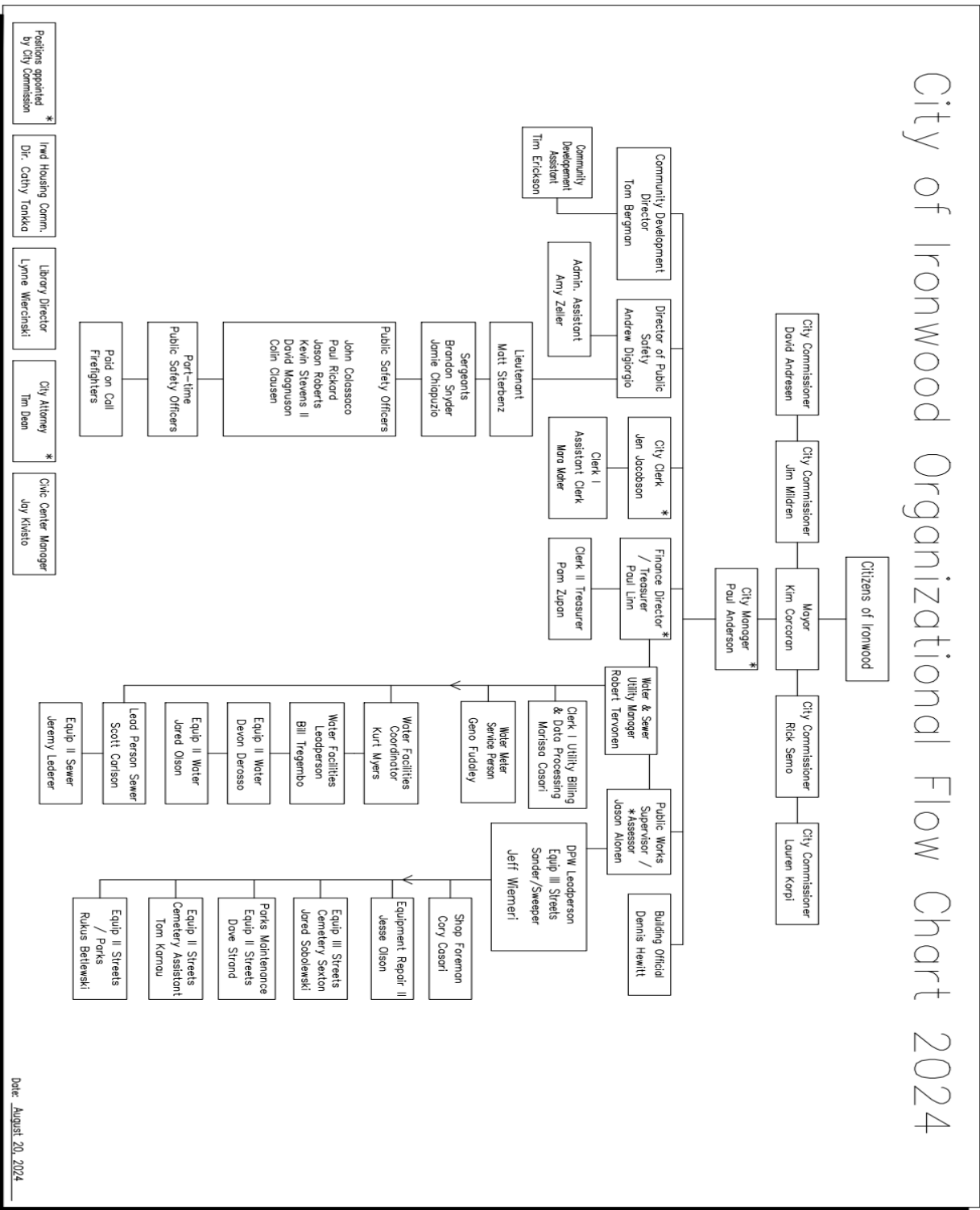
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SECTION I

INTRODUCTION

IRONWOOD
ORGANIZATIONAL CHART



CITY OF IRONWOOD

BACKGROUND INFORMATION

The Michigan Department of Transportation (MDOT) was organized under Sections 16.450 – 16.458 of the *Michigan Compiled Laws* (sections of the Executive Organization Act of 1965), and established to provide the people of Michigan with a safe, efficient, environmentally sound, comprehensive, and cost-effective transportation system. The City of Ironwood serves all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse the City of Ironwood. The City of Ironwood recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Based on federal regulations (23 CFR Part 200 and 49 CFR Part 21), states are required to meet certain standards of oversight and reporting in regard to civil rights laws and regulations. The Michigan Department of Transportation (MDOT), as part of its compliance with these regulations, requires that all sub-units of the State (cities, townships, counties etc.) that receive federal funding through MDOT adopt a Title VI Plan.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law which prohibits discrimination based on race, color, or national origin, for any program, service or activity that receives federal assistance. Specifically, Title VI assures that,

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.”

Title VI has been broadened by the following related statutes, regulations and executive orders:

- *Section 324 of the Federal-Aid Highway Act*, which is the enabling legislation of the Federal Highway Administration (FHWA), prohibits discrimination based on sex.
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970* prohibits unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance.
- *The Civil Rights Restoration Act of 1987* clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

- *Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,”* signed in February of 1994, requires federal agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.
 - Environmental Justice Initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility.
- In 1997, the U.S. Department of Transportation (USDOT) issued its *DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations* to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice.
- *Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),”* provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the City of Ironwood’s government will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others who are receiving any service, financial aid, or other benefit under its programs or projects. This includes individuals with limited ability to speak, write or understand the English language. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin; or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin. Therefore, the primary goals and objectives of the City of Ironwood’s Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with *Title VI of the Civil Rights Act of 1964* and related regulations and directives;
2. To ensure that people affected by our programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in our programs and activities, whether those programs and activities are federally funded or not;

4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance for specific program areas within the City;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in our services, programs or activities.

As a sub-recipient of federal transportation funds, the City of Ironwood must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, national origin, sex, socio-economic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the *Civil Rights Restoration Act of 1987*.

The City of Ironwood shall also ensure that their sub-recipients adhere to state and federal law, and include in all written agreements or contracts assurances that the sub-recipient must comply with Title VI and other related statutes. As a sub-recipient who distributes federal transportation funds, the City shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, a good faith effort will be made to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

DISCRIMINATION UNDER TITLE VI

This Title VI Plan has been developed by the City to assure that services, programs, and activities of our government are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination, which may or may not be intentional, is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City of Ironwood’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, and prioritization of projects; and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h): Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987: This act also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973: No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives, or benefits from, federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances.

EO12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

EO12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

28 CFR 50.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

EO13166: Improving Access to Services for Persons with Limited English Proficiency.

DEFINITIONS

Adverse Effects: The totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to: (See the next sub-section for an additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death;
- Air, noise and water pollution, and soil contamination;
- Destruction or disruption of man-made or natural resources;
- Destruction or diminution of aesthetic values;
- Destruction or disruption of community cohesion or community’s economic vitality;
- Destruction or disruption of the availability of public and private facilities and services;
- Adverse employment effects;
- Displacement of a person’s businesses, farms or non-profit organizations;
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community;
- Denial of, reduction in, or significant delay in the receipt of benefits of the City programs, policies and activities.

Federal Assistance: Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency: Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the City.

Low-Income: A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <http://aspe.hhs.gov/poverty/>).

Low-Income Population: Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Minority: A person who is:

- Black – A person having origins in any of the black racial groups of Africa; and/or
- Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race; and/or
- Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; and/or
- American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population: Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed program, policy or activity.

Non-Compliance: A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons: Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program: Includes any road or park project, including planning or any activity for the provision of services, financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient: Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations: An adverse effect that:

1. Is predominantly borne by a minority population and/or a low-income population, or
2. Will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient: Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

DETERMINING AND DISTINGUISHING SIGNIFICANT AND NON-SIGNIFICANT EFFECTS

Scientific, technical, institutional, the public's value, and the local economic conditions influence the meaning of significant effect. If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

“Significant” requires considerations of both context and intensity:

- (1) **Context:** This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (2) **Intensity:** This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:
 - a. Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this has no material bearing on the decision-making process.

Determinations of “significant” and “non-significant” effects will be made by the City Manager.

SECTION II
TITLE VI
POLICY STATEMENT

THE CITY OF IRONWOOD
TITLE VI NON-DISCRIMINATION POLICY
STATEMENT

The City of Ironwood reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the City of Ironwood and its sub-recipients of federal funds shall not:

1. Deny any individual any service, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from, that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;

10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way that would limit or impede access to a federally-funded service or benefit.

The City of Ironwood will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The City of Ironwood designates the Human Resources Manager as the Title VI Coordinator. The Human Resources Manager will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the City of Ironwood complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of Ironwood and Title VI may be directed to the Human Resources Manager, 213 S. Marquette Street, Ironwood, MI 49938.

Kim S. Corcoran
Mayor/President

Bridget Braspenick
Human Resources Manager/Title VI Coordinator

SECTION III
ADMINISTRATION OF THE TITLE
VI POLICY

ADMINISTRATION

The City of Ironwood designates the Human Resources Manager, as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). The Human Resources Manager shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the City. Complaints may be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

Data Collection: Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of our programs; e.g., impacted citizens and affected communities will be gathered and maintained by the City. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The City does not have any special emphasis programs at this time.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

Annual Reporting Form: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit, via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5th of each year.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The City of Ironwood will disseminate Title VI Program information to employees and to the general public. Title VI Program information will also be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI language in contracts and the publishing the City of Ironwood's Title VI Plan, within 90 days of approval, on the Ordinances page of the City's internet website, at www.ironwoodmi.gov.

Remedial Action: The City of Ironwood, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

ENVIRONMENTAL JUSTICE (EJ)

Compliance with Title VI includes ensuring that no minority or low income population suffers "disproportionately high and adverse human health or environmental effect" due to any "programs, policies and activities" undertaken by any agency receiving federal funds. This obligation will be met by the City of Ironwood in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project;
- If a disproportionate effect is anticipated, following mitigation procedures; and
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The City will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the City will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment;
- The project's impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the City of Ironwood will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the City will administer a potential disproportionate effects test.

The following steps will be taken to assess the impact of projects on minorities and/or low income population groups:

Step One: Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low income population groups present, proceed to Step Two.

Step Two: Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the section for determining and distinguishing significant and non-significant effects in the Introduction section of this policy. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

Step Three: Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

Step Four: If there remains a high and disproportionate adverse impact to minority or low income populations after mitigation, enhancements, and offsetting benefits to the affected populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

Step Five: Include all findings, determinations or demonstrations in the environmental document prepared for the project.

PROGRAM COMPLIANCE AND REVIEW GOALS

1. The City of Ironwood's Title VI Plan will be communicated to each City Department Head who will review the plan with departmental employees. All City employees will be trained or made aware of the Title VI and LEP policies and complaint procedures.
2. Appendix A will be included in all City contracts as outlined in the Title VI Plan.
3. The City of Ironwood's Title VI Plan will be published on the Ordinances page of the City's website www.ironwoodmi.gov, within 90 days of approval.
4. The language in Number 2 of the City of Ironwood's Title VI Assurances will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. A review of City facilities will be conducted in reference to compliance with the American Disabilities Act.
7. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.

- a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
- b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
- c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
- d. **LEP Needs:** The number of requests for language assistance that were requested or required; the outcome of these requests.
- e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
- f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
- g. **Right of Way/Eminent Domain:** The number of such actions and diversity of individual(s) affected.
- h. **Program Participants:** Racial data of program participants where possible.

SECTION IV

TITLE VI ASSURANCES

THE CITY OF IRONWOOD

TITLE VI ASSURANCES

The City of Ironwood (hereinafter referred to as the “Recipient”) hereby agrees, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, that it will comply with the following:

- *Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4* (hereinafter referred to as the “Act”),
- All requirements imposed by or pursuant to *Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21,*
- *Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964* (hereinafter referred to as the “Regulations”),
- Other pertinent directives.

This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations. Compliance goes towards the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration. The Recipient hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement.

More specifically, and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements:

“The City of Ironwood, in accordance with *Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4* and *Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination* for Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for

another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program, and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

City of Ironwood

Kim S. Corcoran, Mayor

Date

TITLE VI ASSURANCES APPENDIX A

FEDERAL AID CONTRACTS

[TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, *Title 49, Code of Federal Regulations, Part 21*, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations made by the contractor, either by competitive bidding or negotiation, for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event the contractor’s noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

TITLE VI ASSURANCES APPENDIX B

TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein, from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation, and also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit “A” attached hereto and made a part hereof.

(HABENDUM CLAUSE)*

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (,) (and)*(2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to

re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

TITLE VI ASSURANCES APPENDIX C

PERMITS, LEASES AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, “as a covenant running with the land”) that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

SECTION V
LIMITED ENGLISH PROFICIENCY
PLAN

LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiencyⁱ, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounterⁱⁱ. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, “LEP,” or Limited English Proficient. The Executive Order states that:

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only are all federal agencies required to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of a recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The City of Ironwood receives funds from the US Department of Transportation via the Federal Highway Administration.

The US Department of Transportation published *Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person* in the December 14th, 2005 Federal Register.ⁱⁱⁱ

The Guidance implies that the City of Ironwood is an organization that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient’s entire program or activity, i.e., to all parts of a recipient’s operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT

provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the City of Ironwood and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice's guidance and requires recipients and sub-recipients to take steps to ensure meaningful access to their programs and activities to

LEP persons. More information for recipients and sub-recipients can be found at <http://www.lep.gov>.

The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to City of Ironwood services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range for four classifications of how well people speak English. The classifications are: ‘very well,’ ‘well,’ ‘not well,’ and ‘not at all.’ For our planning purposes, we are considering people that speak English less than ‘very well’ as Limited English Proficient persons.

As seen in Table #1, the [Census Data](#) for the City of Ironwood shows the limited population that would speak English less than ‘very well.’

TABLE #1

LANGUAGE SPOKEN AT HOME	# of Individuals	Percentage
Population 5 years and over	4,881	4,881
English only	4,725	96.80%
Language other than English	156	3.20%
Speak English less than "very well"	0	0.00%
Spanish	150	3.07%
Speak English less than "very well"	0	0.00%
Other Languages	6	0.12%

Factor 2: Frequency of Contact with LEP Individuals

The City has conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that they have not had encounters with LEP individuals. We have offices accessible to the public and therefore accessible to LEP individuals and we have staff that work in the field that could encounter LEP individuals. Additionally, regular City Commission Meetings are held every second and fourth Monday of every month, which would potentially bring LEP individuals to these meetings.

Given the small concentration of LEP individuals as displayed in Table #1 (above) the probability of our employees to encounter and LEP individual is low.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP

The City of Ironwood serves individuals throughout the City in a variety of ways including managing roads, water, sewer, police, fire, elections, and other services to citizens of the City and individuals from outside of the city, such as visitors and those traversing the state. The nature of the services that the City provides is very important to an individual's day-to-day life. Therefore the denial of services to an LEP individual could have a significant detrimental effect. Although the LEP population in the city is small, we will ensure accessibility to all of our programs, services, and activities.

Factor 4: The Resources Available to the City of Ironwood and Overall Cost

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

"Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan."

The City of Ironwood serves very few LEP persons and has very limited resources. However, it has decided to include a LEP section in its Title VI Plan in order to comply with the Executive Order and to ensure access and reasonable accommodations for LEP persons who may be unknown at this time.

Safe Harbor Stipulation

Federal law provides a “Safe Harbor” situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A “Safe Harbor” means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient’s written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient’s written translation obligations under “Safe Harbor” includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This “Safe Harbor” provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the City of Ironwood’s budget and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the City of Ironwood to proceed with oral interpretation options for compliance with LEP regulations.

Providing Notice to LEP Persons

USDOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage in languages that an LEP individual would understand when free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.

3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in public information and public notices informing LEP individuals that persons requiring language assistance and/or special accommodations will be provided the requested service free of charge, with reasonable advance notice to the City of Ironwood.

Options and Proposed Actions

Options:

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.

The City of Ironwood is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language or who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.^{iv}

Considering the relatively small size of the City, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services.

What the City of Ironwood will do. What actions will the City of Ironwood take?

- Notify the public that interpreter services are available upon request, with seven-day advance notice.
- With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The City will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.
- The Census Bureau “I-speak” Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Once the LEP individual’s language has been identified, an agency from the *Translators Resource List* will be contacted to provide interpretation services.
- Publications of the city’s complaint form will be made available online and upon request.
- In the event that a City employee encounters a LEP individual, they will follow the procedure listed below:

OFFICE ENCOUNTER

1. Provide an I-speak language identification card to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT’s *Translators Resource List*.

3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

ROAD ENCOUNTER

1. Road crew employee will immediately contact the Title VI coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken of the individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT's *Translators Resource List* to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact an translator from the MDOT's *Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

OVER THE PHONE

1. If someone calls into our office speaking another language every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

The City of Ironwood's Staff Training

The City of Ironwood's staff will be provided training on the requirements for providing meaningful access to services for LEP persons.

SECTION VI

FILING A TITLE VI COMPLAINT

FILING A TITLE VI COMPLAINT

I. Introduction

The Title VI complaint procedures are intended to provide aggrieved persons with an avenue to raise complaints of discrimination regarding City of Ironwood programs, activities, and services as required by statute.

II. Purpose

The purpose of the discrimination complaint procedure is to describe the process used by the City for processing complaints of discrimination under *Title VI of the Civil Rights Act of 1964* and related statutes.

III. Roles and Responsibilities

The Title VI Coordinator has the responsibility for assuring that the discrimination complaint process and procedures adhere to FHWA's guidance.

IV. Filing a Complaint

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of City programs, activities, and services, including but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the City or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the City must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints. Within ten (10) days City will acknowledge receipt of the complaint.

Complaints must be filed within 180 days of the alleged discrimination unless the time for filing is extended by Federal Highway Administration (FHWA.)

Complaints must be in writing and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances

surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information.
2. Inquiries seeking advice or information.
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

V. Investigation

All complaints investigations are delegated by FHWA. Allegations of discrimination are taken very seriously and will be investigated in a timely manner. The Title VI Coordinator will gather relevant information in a fair and impartial manner and will submit the complaint to MDOT's Statewide Title VI Coordinator who will forward the complaint to FHWA.

Timeframes for Investigations

For FHWA, there is no regulatory timeframe for completing investigations. However, FHWA strives to complete all tasks within 180 days from the date of acceptance.

For State DOTs that have been delegated an investigation from FHWA, 23 CFR § 200.9(b)(3) provides that State DOTs must complete investigations within 60 days of receipt (meaning the date it receives the delegated complaint from FHWA).

FHWA Investigation Potential Outcomes

First, at any time during the investigation, either FHWA or the respondent may initiate informal negotiations to resolve the issues. The FHWA always strives to resolve Title VI complaints informally, if possible.

In the absence of such negotiations, FHWA Headquarters Office of Civil Rights (HCR) (or an investigator State DOT) will draft a Report of Investigation, which should contain all relevant data and findings, with legal conclusions and potentially include recommendations for action. FHWA is responsible for the final disposition of all complaints, including initiation and conduct of informal negotiations and the issuance of Letters of Finding (LOFs).

There are five potential outcomes for concluding an investigation:

1. The FHWA makes a finding of no violation, and the case will be closed with no further action. The FHWA will issue an LOF stating in sufficient detail the reasons for the determination of no violation.
2. If, by a preponderance of the evidence, FHWA determines the respondent has failed to comply with its Title VI requirements or threatens to fail to comply by action or inaction, then FHWA will inform the respondent and the matter will be resolved by informal means whenever possible.
 - If FHWA informally resolves the matter with the respondent by agreement, then FHWA will hold the complaint in abeyance until the respondent completes its corrective actions. If the corrective actions are completed to the FHWA's satisfaction, then the complaint will be dismissed with no further action.
 - If FHWA cannot informally resolve the matter or the respondent does not complete agreed upon corrective actions, then FHWA may issue a LOF stating that the Recipient is in noncompliance with its Title VI obligations.
3. If FHWA issues a LOF of noncompliance to the respondent, the LOF will request that the respondent provide to FHWA, within 90 days, an action plan that implements the recommendations in the LOF.
4. If FHWA approves the action plan, then the respondent will be given a reasonable amount of time to implement the plan. At the end of the implementation period, FHWA will assess whether the respondent has sufficiently corrected the deficiencies.
5. If FHWA does not approve the action plan, or the respondent is nonresponsive/uncooperative, then FHWA may seek administrative sanctions, including, but not limited to, suspension or termination of Federal funds or any other means authorized by law such as referral to USDOJ for enforcement.
 - If USDOT seeks to suspend or terminate funds, it must provide the respondent with an opportunity for a hearing on the record. If the Secretary of Transportation determines that the respondent has not complied with Title VI and voluntary compliance cannot be secured, USDOT must notify Congress before that finding goes into effect. 49 CFR §21.13(c).

All LOFs issued by FHWA are administratively final.

Retaliation:

The laws enforced by this City prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact:

Human Resources Manager
213 S. Marquette Street
Ironwood, MI 49938
Phone: 906-932-5050
Fax: 906-932-0263
Email: braspenickb@ironwoodmi.gov

Reporting Requirements to an External Agency

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the LOF was received.

Records

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

THE CITY OF IRONWOOD

TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance.”

This form may be used to file a complaint with the City of Ironwood based on violations of *Title VI of the Civil Rights Act of 1964*. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

If you need assistance completing this form, please contact the Ironwood Human Resources Manager by phone at 906-932-5050 or via e-mail at braspenickb@ironwoodmi.gov.

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Email: _____

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Email: _____

Please explain your relationship with the individual(s) indicated above: _____

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

City: _____ State: _____

Date(s) of alleged discrimination:

Date discrimination began: _____

Last or most recent date: _____

ALLEGED DISCRIMINATION:

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

_____ Race

_____ Income

_____ Color

_____ National Origin

_____ Age

_____ Sex

_____ Disability

_____ Retaliation

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

Signature: _____ Date: _____

Please return completed form to: Ironwood Human Resources Manager, 213 S. Marquette Street, Ironwood, MI 49938; Phone: (906) 932-5050; Fax: (906) 932-0263; Email: braspenickb@ironwoodmi.gov.

Note: *The City of Ironwood prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.*

City of Ironwood Reasonable Accommodations Policy

Purpose

The City of Ironwood is committed to providing equal employment opportunities to all individuals, including those with disabilities. This policy outlines the City's commitment to providing reasonable accommodations for qualified individuals with disabilities, in accordance with the Americans with Disabilities Act (ADA), the Michigan Persons with Disabilities Civil Rights Act (PWDCRA), and other applicable federal and state laws.

Policy

It is the policy of the City of Ironwood to ensure that all qualified employees or applicants with disabilities have an equal opportunity to participate in the hiring process, perform essential job functions, and enjoy equal benefits of employment. The City will provide reasonable accommodations to qualified individuals with disabilities, unless such accommodations would impose an undue hardship on the operations of the City.

Definitions

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities.
- **Reasonable Accommodation:** Modifications or adjustments to the work environment or to the way things are customarily done that enable a qualified individual with a disability to perform essential job functions or to enjoy equal benefits and privileges of employment.
- **Undue Hardship:** A significant difficulty or expense in relation to the size, resources, nature, and structure of the City of Ironwood.

Requesting Accommodations

Employees or applicants with disabilities who require accommodations are encouraged to submit a request to their supervisor or the Human Resources Department. Requests should be made as early as possible to allow adequate time for evaluation and provision of accommodations.

The request should include:

1. A description of the nature of the disability.
2. A description of the specific accommodation(s) being requested.
3. Any supporting documentation from a healthcare provider, if necessary, to explain the need for the accommodation.

Interactive Process

Upon receiving a request for accommodation, the City will engage in an interactive process with the individual to identify effective accommodations. This may include discussions about the nature of the disability, potential accommodations, and the essential job functions of the position.

Undue Hardship

While the City of Ironwood will make every effort to accommodate individuals with disabilities,

accommodations may not be provided if they would cause undue hardship. Undue hardship is determined by considering the cost, resources, and operational impact of the requested accommodation.

Confidentiality

The City of Ironwood will maintain confidentiality regarding all medical information and accommodation requests. All information related to accommodations will be treated with the utmost privacy and discretion.

Non-Discrimination

The City of Ironwood will not discriminate against individuals with disabilities in any aspect of employment, including hiring, promotion, or job assignments. Employees or applicants who believe they have been discriminated against due to a disability should contact the Human Resources Department to file a complaint.

Enforcement

Any employee who believes they have not received a reasonable accommodation, or who believes that discrimination based on disability has occurred, may file a complaint with the Human Resources Department, the Michigan Department of Civil Rights (MDCR), or the U.S. Equal Employment Opportunity Commission (EEOC).

Contact Information

For more information or to request an accommodation, please contact:
Human Resources Department
City of Ironwood
Bridget Braspenick

This policy will be reviewed periodically to ensure compliance with applicable laws and the needs of employees.

**CITY OF IRONWOOD
GRIEVANCE PROCEDURE UNDER SECTION 504 OF THE REHABILITATION ACT OF
1973**

This Grievance Procedure is established to meet the requirements of Section 504. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Ironwood.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Human Resources Manager, Title VI Coordinator
City of Ironwood
213 S. Marquette Street
Ironwood, MI 49938
Phone: 906.932.5050**

Within 15 calendar days after receipt of the complaint, the Human Resources Manager or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Human Resources Manager or designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position and offer options for substantive resolution of the complaint.

If the response by the Human Resources Manager or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of within 15 calendar days after receipt of the response to the City Commission.

Within 30 calendar days after receipt of the appeal, the City Commission will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Commission will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Human Resources Manager or her designee, appeals to the City Commission, and responses from these two offices will be retained by the City of Ironwood for at least three years.

ADOPTED BY THE IRONWOOD CITY COMMISSION ON MARCH 10, 2025, GOGEBIC COUNTY, MICHIGAN.

Kim S. Corcoran, Mayor

Jennifer L. Jacobson, City Clerk