

City of Ironwood  
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Ironwood, MI 49938



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## AGENDA

### REGULAR IRONWOOD CITY COMMISSION MEETING MONDAY, JANUARY 9, 2017 Regular Meeting - 5:30 P.M.

**LOCATION: COMMISSION CHAMBER MEMORIAL BUILDING  
5:30 P.M.**

A. Regular Meeting Called to Order.  
Pledge of Allegiance.

B. Recording of the Roll.

C. Approval of the Consent Agenda.\*

*All items with an asterisk (\*) are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of those items unless a Commission member or citizen so requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.*

\*1) Approval of Minutes – Regular City Commission Meeting of December 27<sup>th</sup>.

\*2) Review and Place on File:

- a. Ironwood Housing Commission Meeting Minutes of December 13<sup>th</sup>.
- b. Downtown Ironwood Development Authority Meeting Minutes of November 17<sup>th</sup>.

\*3) Receive and place on file the City Audit Report for fiscal year ending June 30, 2016.

D. Approval of the Agenda

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

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



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



## OLD BUSINESS

G. Review of the City Commission Goals.

## NEW BUSINESS

H. Discuss and Consider Resolution #017-001 Amendment to the City of Ironwood Surplus Property Policy.

I. Discuss and Consider authorizing advertisement for bids for the 2017 Pavement Striping Project.

J. Discuss and Consider approving Payment #7 in the amount of \$21,442.67 & Payment #8 in the amount of 24,047.23 to Green Bay Pipe & TV for the televising of sewer lines through the SAW Grant.

K. Manager's Report.

L. Other Matters.

M. Adjournment.

### **Proceedings of the Ironwood City Commission Meeting**

A Regular Meeting of the Ironwood City Commission was held on December 27, 2016 at 5:30 P.M. along with a Public Hearing at 5:20 P.M. in the Commission Chambers, Second Floor of the Municipal Memorial Building in the City of Ironwood.

1. Mayor Burchell called the Public Hearing to Order at 5:20 P.M.
2. Public Hearing: To hear comment on the USDA Rural Development Grant Application for Federal Assistance for the purchase of a Public Safety Patrol Car in the amount of \$10,500.

City Manager Scott Erickson addressed the City Commission regarding the USDA Rural Development Grant Application for the purchase of a Public Safety Patrol Car. Mr. Erickson noted the \$10,500.00 covers only a portion of the Patrol Car and depending on the price of the bids the City will be responsible for the remainder. No other comments were received.

3. Mayor Burchell closed the Public Hearing at 5:22 P.M.
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A. Mayor Burchell called the regular meeting to order at 5:30 P.M.

B. Recording of the Roll.

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

ABSENT: None.

C. Approval of the Consent Agenda.\*

\*1) Approval of Minutes – Regular City Commission Meeting of December 12<sup>th</sup>.

\*2) Review and Place on File:

a. Pat O'Donnell Civic Center Meeting Minutes of December 5<sup>th</sup>.

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

D. Approval of the Agenda

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

E. Review and Place on File:

1. Statement of Revenue & Expenditures.
2. Monthly Cash Report.

**Motion** was made by Corcoran, seconded by Mildren and carried to receive and place on file the Statement of Revenue & Expenditures for the month ending November 30, 2016 and the Monthly Cash Report dated November 2016.

F. Approval of Monthly Cash Register Report.

**Motion** was made by Semo, seconded by Mildren to approve the Monthly Check Register Report for the November 2016. Unanimously passed by roll call vote.

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

There were none.

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

Bill Erickson, of 713 E. Ayer Street addressed the City Commission regarding a black bear that was in a neighbor's backyard. Mr. Erickson questioned what the process was for the City of Ironwood in dispatching a bear. Public Safety Director DiGiorgio answered his question explaining to him that Public Safety contacts the Michigan Department of Natural Resources (MIDNR) and then they make the decision on the removal of any wild animal. Further discussion of this matter took place.

OLD BUSINESS

I. Discuss and Consider approving the sale of seized property from the Public Safety Department and authorize City Staff to advertise for bids for a 2011 Toyota Camry vehicle with a minimum bid of \$2,500.

**Motion** was made by Mildren, seconded by Semo and carried to approve the sale of seized property from the Public Safety Department and authorize City Staff to advertise for bids for a 2011 Toyota Camry vehicle with a minimum bid of \$2,500.

J. Discuss and Consider awarding bid for Well #104 rehabilitation to Binz Brothers in the amount of \$19,190.00.

**Motion** was made by Semo, seconded by Corcoran to award the bid for Well #104 rehabilitation to Binz Brothers Well Drilling & Pump Service in the amount of \$19,190.00. Unanimously passed by roll call vote.

K. Discuss and Consider approving Payment #8 in the amount of \$9,575.41 to Angelo Luppino, Inc. for the 2016 Local Street Paving Project.

**Motion** was made by Mildren, seconded by Corcoran to approve Payment #8 in the amount of \$9,575.41 to Angelo Luppino, Inc. for the 2016 Local Paving Project. Unanimously passed by roll call vote.

## NEW BUSINESS

- L. Discuss and Consider accepting proposal from Makela, Pollack, & Ahonen, P.L.L.C. to conduct the City's annual audit for the fiscal years ending June 30, 2017, 2018, and 2019.

**Motion** was made by Mildren, seconded by Corcoran to accept the proposal from Makela, Pollack, & Ahonen, P.L.L.C. to conduct the City's annual audit for fiscal years June 30, 2017 for \$28,000, fiscal year June 30, 2018 for \$28,300, and June 30, 2019 for \$28,600. Unanimously passed by roll call vote.

- M. Discuss and Consider approving a Tolling Agreement with the U.S. Environmental Protection Agency for Claims Under the Comprehensive Environmental Response Compensation and Liability Act Relating to the Ironwood Manufactured Gas Plant (MGP) Site and authorize Mayor and City Clerk to sign same.

**Motion** was made by Semo, seconded by Corcoran to approve a Tolling Agreement with the U.S. Environmental Protection Agency for Claims Under the Comprehensive Environmental Response Compensation and Liability Act Relating to the Ironwood Manufactured Gas Plant (MGP) site and authorize the Mayor and City Clerk to sign same. Unanimously passed by roll call vote.

- N. Mayor's appointments.

Mayor Burchell re-appointed Mark Silver and Robert Burchell to three (3) year terms on the Downtown Ironwood Development Authority (DIDA) (term expiring December 31, 2019).

**Motion** was made by Semo, seconded by Corcoran and carried to approve the Mayor's appointment of Mark Silver and Robert Burchell to the DIDA (term expiring December 31, 2019).

Mayor Burchell re-appointed Gary Mariani to a three (3) year term on the Board of Review (term expiring December 31, 2019).

**Motion** was made by Semo, seconded by Corcoran and carried to approve the Mayor's appointment of Gary Mariani to the Board of Review (term expiring December 31, 2019).

- O. Manager's Report.

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

\*The City Commission in the very near future will be asked to review their goals for the upcoming year.

\*A work session is being scheduled before the January 9<sup>th</sup> meeting to present the audit and a joint work session with the Planning Commission is being scheduled before the January 23<sup>rd</sup> City Commission meeting to discuss the new medical marijuana law.

\*City Manager Erickson gave his appreciation and recognized the many groups and organizations that volunteer for the many upcoming events such as the Snowmobile Olympus Ice Oval at the Gogebic County Fairgrounds, the SISU Cross Country Ski Race, and the Yooperbeiner Snowshoe Race at Wolverine Ski Trails.

\*Manager Erickson handed out a list of some of the upcoming projects for 2017.

P. Other Matters.

Commissioner Corcoran thanked the Department of Public Works employees for going that extra mile to make sure someone was ok in the cold weather. She also thanked them for the great job they do and for the good Ironwood Clean Drinking Report the City of Ironwood recently received. Mayor Burchell echoed this along with the entire City Commission.

Q. Adjournment.

***Motion*** was made by Tauer, seconded by Corcoran and carried to adjourn the meeting at 6:19 p.m.

Annette Da-Lio Burchell, Mayor

Karen M. Gullan, City Clerk

IRONWOOD HOUSING COMMISSION  
REGULAR MEETING MINUTES  
DECEMBER 13, 2016  
PIONEER PARK APARTMENTS – COMMUNITY ROOM  
515 E. VAUGHN STREET – IRONWOOD, MI. 49938

The regular meeting of the Ironwood Housing Commission was held on December 13, 2016 in the Community Room at Pioneer Park Apartments at 515 E. Vaughn Street, Ironwood, Michigan. The meeting was open to the public.

Present: Adrienne Chase  
Annabelle O'Brien  
James Rayner  
Joseph Cayer, Sr.  
Joseph Cayer, Jr.

Absent: None

1. Call to Order

The meeting was called to order at 4:00 p.m. by President O'Brien, followed by the Pledge of Allegiance.

2. Approval of minutes

Motion by Cayer, Sr., seconded by Cayer, Jr. to approve minutes of the November 8, 2016 meeting. All approved.

3. Old Business

3.1.1 Closed Session-Discuss the Executive Director's Evaluation

Motion by Cayer, Sr., seconded by Rayner to go into closed session to discuss the Executive Directors Annual Evaluation.

4. New Business

Motion by Cayer, Sr., seconded by Rayner to go back into open meeting session.

4.1.1 Motion by Cayer, Sr., seconded by Chase to adopt Resolution 2016-9 for Obsolete item write off. All approved.

4.1.2 Motion by Cayer, Sr., seconded by Rayner to accept the completed Audit report ending June 30, 2016. All approved.

5. Disbursements and Claims

Disbursement of checks # 18775-18811. Motion by Cayer, Sr., Seconded by Chase, Unanimously approved through roll call vote.

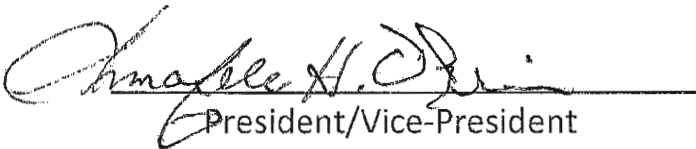
6. Claims – None

7. Commissioners Comments – None

8. Public Comments – None

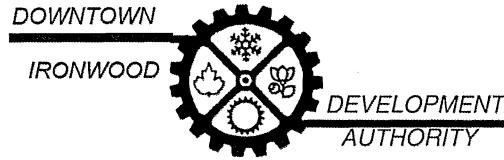
9. Adjournment

Motion by Cayer, Sr. to adjourn, Seconded by Rayner. All approved. Meeting adjourned at 5:15 p.m.

  
President/Vice-President

  
Executive Director/Secretary





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**Proceedings of the Downtown Ironwood Development Authority  
Thursday, November 17, 2016**

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A regular meeting of the Downtown Ironwood Development Authority (DIDA) was held on Thursday, November 17, 2016 at 8:00 A.M in the Women's club Room, 2<sup>nd</sup> Floor, Memorial building, Ironwood Michigan.

1. Call to Order: Community Development Assistant Erickson called the meeting to order at 8:00 A.M.
2. Recording of the Roll:

MEMBER	PRESENT		EXCUSED	NOT EXCUSED
	YES	NO		
Tom Williams, Chair		X	X	
Nancy Korpela, Vice	X			
Annette Burchell		X	X	
Bruce Schwartz	X			
Peter Tacconelli	X			
Yvonne Novascone		X	X	
Char Brickner		X	X	
Anna Lovelace	X			
Nancy Zak	X			
	<b>5</b>	<b>4</b>	<b>Quorum</b>	

Also Present: Community Development Assistant, Tim Erickson and Community Development Director, Tom Bergman.

3. Approval of the October 27, 2016 Meeting Minutes:  
**Motion** by Tacconelli to accept the meeting minutes from the October 27, 2016 meeting. **Second** by Schwartz. **Motion carried 5 to 0.**
4. Approval of the Agenda:  
**Motion** by Schwartz to accept the Agenda. **Second** by Tacconelli. **Motion carried 5 to 0.**
5. Citizens wishing to address the Authority on Items on the Agenda (Three-Minute Limit):  
Ironwood Chamber of Commerce Director Michael Meyers addressed the Authority and discussed the Jack Frost Cash participants and the shop local program for this holiday season.

6. Citizens wishing to address the Authority on Items not on the Agenda (Three-Minute Limit): None.
7. Financial Report: Erickson presented the financial report and highlighted the fund balance.

**Motion** by Korpela to accept the Financial Report. **Second** by Schwartz. **Motion carried 5 to 0.**

8. Items for Discussion and Consideration:
  - a. Discuss and Consider Flower Baskets for Summer of 2017:

**Motion** by Schwartz to accept Lakes Flower Cabin and to purchase 57 flower baskets at the price of \$42 with the inclusion of fertilizing costs reflected in the \$42 total. **Second** by Tacconelli. **Motion carried 5 to 0.**

- b. Goal Setting based on Blueprint and Comprehensive Plan: Erickson and Bergman discussed the options below.
      - I. Alley Way Improvement Plan
      - II. Public WIFI (Blueprint Plan)
      - III. First Friday Downtown:

**Motion** by Schwartz to accept add the 3 items above into the Comprehensive Plan & Blueprint Plan Implementation Status of Priority Action Items. **Second** by Zak. **Motion carried 5 to 0.**

- c. Comprehensive Plan & Blueprint Plan Implementation Status of Priority Action Items:
        - I. Strategy 6.3(a) Continue Local Façade Program – DuFault, Schwartz, Williams
          1. None.
        - II. Strategy 6.3(d) Continue Business Retention Program – All Members
          1. Zak stated that Contrast Coffee is scheduled to be open on December 1<sup>st</sup>. She also stated that the Health Department has been a hassle.
        - III. Strategy 6.3(g&h) Develop/Continue Business Incubator/entrepreneurial support spaces – Korpela
          1. Korpela stated that she had submitted a spark plan for the City which will direct her to create a business plan.
        - IV. Strategy 6.5(c) & 6.7(b) Promote “pop-up stores” and events in the downtown and create a venue to brainstorm new ideas for events,

festivals, or entertainment experiences – Brickner, DuFault, Lovelace, Tippet

1. Bergman stated that the Authority should start to brainstorm concepts.
- V. Strategy 6.7(c) Develop a shop local/hospitality campaign – Schwartz, DuFault
  1. Director Meyers is working on the Jack Frost Bucks program.
- VI. Strategy 6.7(a) Establish an annual events calendar – Brickner, Burchell, Lovelace, Schwartz
  1. Erickson stated that Brickner is working on the events calendar.
- VII. BP Display/Encourage public art and other forms of beautification – All Members
  1. Director Meyers stated that the Jack Frost Window decorating contest will be conducted this year.
- VIII. BP Encourage outdoor dining at all restaurants – Tacconelli
  1. Tacconelli stated that it's almost impossible with the health department's rules. The authority stated that they could focus on the first Friday event to encourage outdoor dining and remove this item from the priority action list.

**Motion** by Zak to delete the item and fold it into a first Friday event to encourage outdoor dining. **Second** by Tacconelli.

**Motion carried 5 to 0.**

d. Grant Status:

- I. Art Park: Erickson discussed purchases that needed to be made and items that needed to be installed.

9. Other Business: None.

10. Next Meeting: December 15, 2016 at 8:00 a.m.

11. Adjournment at 9:05 a.m. by consensus.

**Motion** by Zak to adjourn. **Second** by Tacconelli. **Motion carried 5 to 0.**



Tom Williams, Chair



Tim Erickson, Community Development Assistant

Fiscal Year 2016 - 2017		
	Goal Setting	
Count	Goal	Status
13	Complete 16" Transmission Main & Phase IV Water & Sewer Project	Project Funding (Loan/Grant) has been approved with USDA Rural Development. This project is currently being designed for 2017 construction.
11	Street Maintenance Plan & Funding	Funding has been budgeted and approved for an extensive maintenance project (crackseal) for 2017. City staff are working with the Roadsoft Pavement Management Program to populate current street data into the program "draft".
10	City Sidewalks - Develop policy/address maintain/replacement plan	A sidewalk plan has been developed and is being reviewed with the Planning Commission. The sidewalk plan will then be submitted for City Commission review and consideration.
10	Continue development of city loop trail system around town	The "Belt-Line" trail corridor has had title work completed to determine property ownership. A MDNR Trust Fund acquisition grant will be applied for in 2017.
9	Neighborhood playgrounds	The comp plan has addressed the need for park/playground improvements in the community. The City has worked w/ Zion Lutheran Church to obtain ownership for parcel of property on the NE corner of Midland/Lowell St. A MDNR Trust Fund Grant will be applied for in 2017.
9	Continue applying for blight grants & look at neighborhood improvements & developments/Blight Fight	The City has applied for an has received approval for up to \$390,000 from the State of MI MEDC "Hardest Hit" blight grant program. This will help fund the removal of approximately 20 blighted residential properties in 2017/18.
9	Pump Station Improvements	The City has started a proactive well rehabilitation program. A feasibility/cost analysis has been completed for Improvements to the Water Booster Pumping Station. Finding for the Booster Pumping Station is being evaluated.
8	Lighted Decorations/Banners & Overhead entrance along Hwy 2 to downtown	Banner hangers have been purchased for the U.S. 2 light poles. Decorations/Banners need further discussion.
8	Longyear/Depot Park & Iron Belle Trail Security	IPSD has been actively evaluating and implementing strategies for Longyear Park/Iron Belle Security. The Depot Park hours of operation were adjusted to help address this concern-ongoing.
7	Branding & Economic Development Efforts	The City Branding process has been achieved. This is currently in implementation phase.
7	Cemetery Streets & Water Improvements	The cemetery drives have been regraded and various drives have received new asphalt pavement.
6	Continue IPSD Drug Enforcement & school presence	IPSD continues to have an active presence with the Ironwood School District. Drug enforcement efforts continue.
6	Norrie Park & Norrie Park Road Improvements	Norrie Park Road has been paved along with the entrance to Norrie Park
5	City Events & Festivals - Cement the relationship/focus on "Live Where You Play" concept	City Events & Festivals continue to be well support with a new event "Bridges & Bluffs 1/2 Marathon" on the Iron Belle Trail being added for the fall of 2017.
5	Identify remaining local streets for mill/overlay	The Road Soft Pavement Management Program is being used to inventory and a re-rating of the roads will be undertaken.
4	Business Recognition for Long Time Businesses	Business recognition for long time business needs additional consideration and efforts.
4	City Charter review	The City Clerk has completed 1/2 of the Charter amendments, looking at the other 1/2 for November 2017.
4	Complete Little League Field Improvement	Little League Field grading has been completed.
4	Develop collector street reconstruction plan*	The Road Soft pavement management software will help inventory and rate streets for future maintenance and re-construction needs.
4	Update Zoning Ordinance	The zoning ordinance update has been budgeted. The City is working with the MEDC on a re-development ready certification, of which the updated zoning ordinance will be part of.
2	Continue working/look for opportunity to work with other government units	Coordination with other government units is ongoing.
1	Move City Commission Elections to even numbered years	The timing of City Commission election was reviewed & no change was recommended at that time
0	Transparency & Communication Improvements	The City website has been updated to help improve communication. A city facebook page has also been implemented.

\*Related goals



## MEMO

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

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

**Date:** January 3, 2017

Meeting Date: January 9, 2017

**Re:** City of Ironwood Surplus Property Policy Amendment

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Per section 2 of the City of Ironwood Surplus Property Policy the Planning Commission can recommend to the City Commission to amend the policy.

City Staff is concerned that potential developers to the area may shy away from developing in the City because of the RFP process. It could encourage development in the City if we allow a potential developer to forgo the RFP process if they have a proven track record of following through on their development obligations and plans. The existing RFP process would stay in place for most scenarios. This exemption would create some flexibility if City Staff receives adequate evidence that a developer will fulfill their obligations when purchasing a piece of property from the City.

This policy still aligns with the Comprehensive Plan. The new section of the Surplus Property Policy is section 5(B)(VIII).

The Planning Commission will be reviewing the recommendation of the amended resolution at their regular meeting on January 5, 2017. If they approve of the resolution they will recommend adoption by the City Commission.

**RESOLUTION # 017-001**

**Amendment to the City of Ironwood Surplus Property Policy**

**WHEREAS,** the City of Ironwood desires to reduce the number of real properties it owns through a formal policy attached as Exhibit A known as the City of Ironwood Surplus Property Policy;

**WHEREAS,** the attached policy amendment is located under (5)(B)(VIII) of the Surplus Property Policy.

**WHEREAS,** the attached policy amendment is consistent with the City of Ironwood Comprehensive Plan and Chapter 2, Article VI, Division 3 of the City of Ironwood Code of Ordinances and has been reviewed and recommended by the City of Ironwood Planning Commission on January 5, 2017;

**WHEREAS,** any resolution that may be in conflict is hereby repealed;

**THEREFORE BE IT FURTHER RESOLVED** that the City of Ironwood hereby adopts this resolution and the attached Amendment to the City of Ironwood Surplus Property Policy.

The following aye votes were recorded: \_\_\_\_\_

The following nay votes were recorded: \_\_\_\_\_

\_\_\_\_\_  
Annette Burchell, Mayor

I, Karen Gullan, the duly appointed City Clerk of the City of Ironwood, Michigan, do hereby certify that the foregoing is a true copy of a Resolution adopted by the City Commission of the City of Ironwood at its Regular Meeting on January 9, 2017.

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

## **Exhibit A**



### **City of Ironwood Surplus Property Policy**

#### **1. Introduction**

The following policy outlines how the City of Ironwood disposes of real property it considers to be surplus and of no further use for the public good per Chapter 2, Article VI, Division 3, Section 2-242 of the City of Ironwood Code of Ordinances.

#### **2. Amendments to this policy:**

The City of Ironwood Planning Commission shall review and make a recommendation to the City Commission regarding amendments to this policy. Upon receiving a recommendation from the Planning Commission, the City Commission may approve, approve with modifications or deny all amendments; if approved they shall be passed by resolution.

#### **3. Property not for Sale**

City owned property that is being used for a public purpose shall not be sold. This includes but is not limited to parks, recreational areas and property with public buildings/use (i.e. Memorial Building, Library, Public Works, Public Safety, utility stations, water towers etc).

The City Commission may consider these types of property for sale only after receiving recommendations from the following:

- A. Park/Recreation Area Property: Parks and Recreation Committee and Planning Commission
- B. Public Building/Use Property: Planning Commission

#### **4. Industrial Park Property**

The following is the process the City shall follow to sell property it owns in the Industrial Park. While this property is not considered surplus, this will formalize the process to sell Industrial Park property.

- A. A development proposal and site plan shall be submitted to the Ironwood Industrial Development Corporation (IIDC) for City owned property within the Industrial Park. The IIDC shall make a recommendation with conditions to the City Commission.
- B. The Planning Commission shall review the development proposal and site plan and make a recommendation to the City Commission.

- C. Upon receiving a recommendation from the IIDC and Planning Commission the City Commission shall approve, approve with conditions or deny the request.
- D. If approved, development agreements and other legal documents shall be prepared for approval by the City Commission. The development agreement shall take into account requirements deemed necessary for sale and development of the property.
- E. All costs incurred by the City (legal, engineering, recording of documents or other fees/costs) through the sale and development of the property shall be paid for by the purchaser. A deposit may be required to ensure payment prior to preparation of development agreement/deed/legal documents. The deposit shall be maintained until completion of the project. In addition, a letter of credit shall be required to ensure the completion of the project.
- F. The development proposal and site plan shall comply with all zoning/development regulations and be consistent with the Comprehensive Plan.
- G. A timeframe shall be set for completion of the development; if the development is not completed in the set timeframe the property shall revert back to the City of Ironwood.
- H. The price of land shall be set by the City Commission on a case by case basis and annually reviewed with the IIDC.

## 5. **Tiered System**

Property identified as surplus shall be placed into one of two tiers that are outlined below. This tiered approach is consistent with the City of Ironwood Comprehensive Plan Strategy 6.11(c).

### A. **Tier I Property**

- I. These are properties that are “sandwiched” in between different property owners or adjacent property owners of which the City owned property would not be able to be developed under existing zoning regulations and could only be utilized by such adjoining property owners. The property would only be eligible to be sold to the adjoining property owners to add on to their property. (see attached map ***Surplus Property Policy: Tier 1*** for example)
- II. The City shall prepare and adopt, by resolution, a list and corresponding map of Tier I properties and purchase prices.
  - a. The Planning Commission shall direct staff to prepare a list and map of Tier I properties and corresponding prices.
  - b. Upon completion of the list and map the Parks and Recreation Committee shall review the list and map and evaluate if any property identified should be removed from the list and held by the City for parks and recreation purposes. The Parks and Recreation Committee shall make a recommendation to the Planning Commission.



- c. Upon receiving a recommendation from the Parks and Recreation Committee, the Planning Commission shall review the list and map and make a recommendation to the City Commission.
  - d. Upon receiving a recommendation from the Planning Commission, the City Commission may order a title search of all properties identified on the list to verify ownership (a title search may be required for new properties being added to the list in the event of an amendment as described below). If after the title search there are properties that are not in City ownership, they shall be removed from the list and map. The City Commission shall then adopt the list and map by resolution.
  - e. Amendments to the list and map: On an annual basis the City Assessor shall conduct a regular land use and building conditions inventory (Comprehensive Plan Strategy 3.3) to determine if there are additional properties that may apply, properties that have been sold shall be removed, other properties for removal shall be evaluated and prices reevaluated. Amendments shall follow the same approval process outlined above.
- III. Once the resolution adopting the list and map is approved, no additional approvals shall be required by the City to sell Tier I properties except in the following cases:
- a. If multiple eligible property owners wish to purchase a property staff shall bring the requests before the Planning Commission for a decision; it is the intent of the City for an even split of the property.
  - b. If an eligible property owner doesn't want to purchase the entire property the City may consider splitting the property. Staff shall bring the request before the Planning Commission for a decision; it is the intent of the City to sell the property as a whole if possible.
- IV. If the purchaser doesn't agree with the set price they shall have an appraisal prepared, at their own cost, and submitted to the City. The City may accept the lowest price (surplus list price or appraisal price).
- V. Purchaser shall pay the listed price, or appraisal price, as well as all attorney and recording fees associated with preparing the deed prior to preparation of the deed. Once payment has been received the City will cause the City attorney to prepare the deed; once the deed has been prepared, the City Clerk shall record the deed with the County.
- VI. It is the City's intent to be proactive about selling its Tier I surplus property by actively contacting eligible property owners.

## **B. Tier II Property**

- I. All City property considered to be surplus that is not designated as Tier I shall be considered Tier II property. These properties are generally larger in size and have more development potential.
- II. Tier II properties shall go through a competitive request for proposal bid process (RFP) unless otherwise specified under Section VIII. The RFP would evaluate development proposals based on future use, developer's vision and experience and potential

neighborhood impacts rather than on bid price alone. This helps to ensure that redevelopment contributes to neighborhood revitalization.

III. There are two ways properties shall be identified for the RFP process:

- a. The Planning Commission shall identify properties it would like an RFP prepared for based on staff recommendations. The number of RFP's prepared each year will vary based on staff resources.
- b. Someone from the public shall be allowed to request a particular property have an RFP prepared for it. Upon receiving a written request the Planning Commission shall discuss it at its next regularly scheduled meeting and decide if an RFP should be prepared or not based on consistency with the comprehensive plan. A \$250.00 non-refundable deposit shall be required upon a written request.

IV. Property Appraisal

Prior to preparing an RFP, the City shall conduct a property appraisal to determine a basis to set a bid price.

V. RFP Preparation Process

- a. Upon successful completion of a title search and survey and if no ownership or encumbrance issues arise, staff shall prepare an RFP (see below for RFP Components).
- b. Upon completion of the RFP the Parks and Recreation Committee shall review it for parks and recreation components and shall make a recommendation to the Planning Commission.
- c. Upon receiving a recommendation from the Parks and Recreation Committee the Planning Commission shall review and make a recommendation on the RFP to the City Commission.
- d. Upon receiving a recommendation from the Planning Commission the City Commission may authorize going out to bid for the RFP. The City Commission can modify the RFP prior to authorizing to go out to bid or deny it. If denied the City Commission shall indicate the reason why and what direction the City should take with the particular property in question.

VI. RFP Award Process

- a. Upon receiving RFP proposals staff shall review them for completeness and forward them on to the Planning Commission which shall review and make a recommendation to the City Commission. The Planning Commission may ask for additional information and modifications to the proposals prior to making a recommendation which would then be brought back to a future meeting. The Planning Commission may make a recommendation that no proposal be awarded.
- b. Upon receiving a recommendation from the Planning Commission the City Commission shall take action. The City Commission can award (with modifications) or deny the recommended proposal by the Planning Commission. If denied, and

there is a desire to see the property sold and developed, the City Commission may direct staff to start the process over with preparation of an RFP.

- c. The City shall not be obligated to make an award.
- d. If the RFP is approved, development agreements and other legal documents shall be prepared by staff and the City attorney for approval by the City Commission. The development agreement shall take into account the requirements listed in the RFP in addition to any other requirements deemed necessary for sale and development of the property. A survey and title search of the property shall be a requirement in the development agreement.
- e. All costs incurred by the City (legal, engineering, recording of documents or other fees/costs) through the sale and development of the property shall be paid for by the purchaser. A deposit may be required to ensure payment prior to preparation of development agreement/deed/legal documents. The deposit shall be maintained until completion of the project. In addition, a letter of credit may be required to ensure the completion of the project.

#### VII. RFP Components

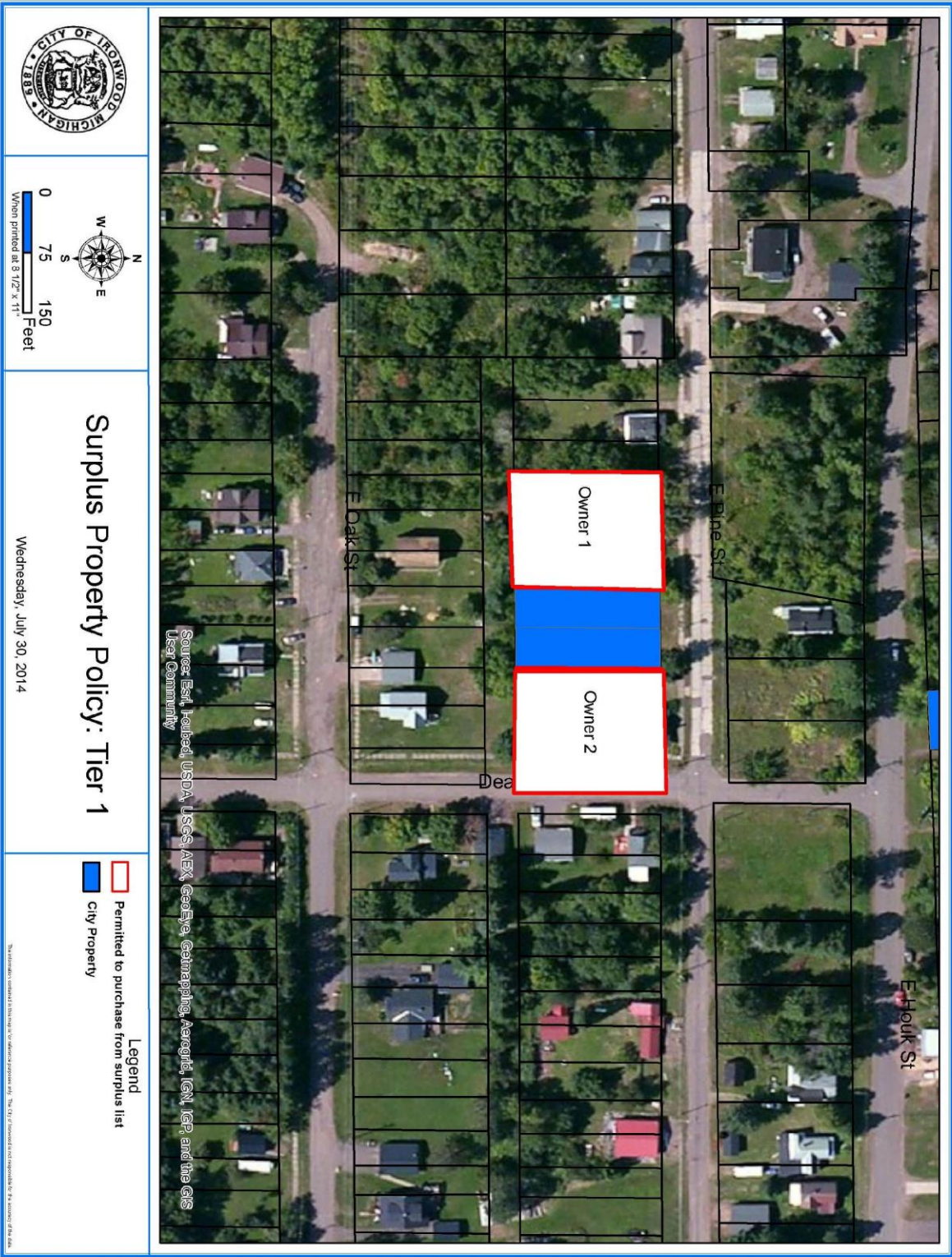
The RFP shall take into consideration the following components and award of the bid shall not be based on price alone. This list is not exhaustive, but provides a base line from which to evaluate each unique property. Additional criteria may be considered as part of each individual RFP.

- a. The development plan is consistent with the comprehensive plan (design of buildings, site layout, amenities, open space etc).
- b. All required development ordinances and processes shall be complied with once a proposal is awarded (site plan review, conditional use, rezoning, building permits etc).
- c. A time frame shall be set for completion of the development otherwise the property reverts back to the City; all costs associated with the development project shall be forfeiture including the purchase price. One extension may be considered under extreme circumstances, which would come before the Planning Commission for review and approval.
- d. Developer vision and experience (resume, references, description of past projects etc).
- e. Potential neighborhood impacts.
- f. Bid price (a minimum bid price should be established). The proposed price should not be a major determining factor. The other factors suggested above should be weighed equally or greater. The high bid would not be guaranteed the property.

## VIII. Exemption from RFP Process

A potential developer that has a track record of fulfilling development obligations may receive an exemption from the RFP process with a recommendation by City Staff to the Planning Commission. An exempt developer would still need to put together a proposal for development of the surplus property. The following requirements would apply:

- a. Review and recommendation by the Parks and Recreation Committee.
- b. The development plan is consistent with the comprehensive plan (design of buildings, site layout, amenities, open space, etc).
- c. All required development ordinances and processes shall be complied with once a proposal is approved (site plan review, conditional use, rezoning, building permits etc).
- d. A time frame shall be set for completion of the development otherwise the property reverts back to the City; all costs associated with the development project shall be forfeiture including the purchase price. One extension may be considered under extreme circumstances, which would come before the Planning Commission for review and approval.
- e. Developer experience (description of past projects)
- f. A description of the proposed development. This would include; site plan showing size and approximate layout of the project, potential neighborhood impacts, number of employees, timeframe for completion and general overview of operations.



## Scott Erickson

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**From:** Paul Anderson <panderson@coleman-engineering.com>  
**Sent:** Friday, January 6, 2017 7:12 AM  
**To:** Scott Erickson; Paul Linn; Karen Gullan  
**Subject:** GBP&TV pay app's  
**Attachments:** winmail.dat

Application for Payment #7 was reviewed and approved by CEC and included within SAW Disbursement Request #22 attached. The City should have received funds for this draw in mid to late November 2016.

Application for Payment #8 I reviewed this morning and am hereby approving for payment. I will include this within SAW Disbursement Request #24 which will be ready by the end of next week. The City can make the call if you want to wait for funds to come through from MDEQ (approximately 1/18) prior to paying GBP&TV, or pay prior to receiving funds.

Please let me know of any questions.

[CEC-Email-Sig][untitled]

Paul C. Anderson, P.E. \* Project Manager  
200 East Ayer Street \* Ironwood, MI 49938  
P: 906.932.5048 \* F: 906.932.3213 \* C:906.285.1376  
panderson@coleman-engineering.com<mailto:panderson@coleman-engineering.com>

**Application for Payment No. 7**

Contractor: Green Bay Pipe & TV, LLC

Contract: City of Ironwood SAW Grant TV

Contract Part/Base Bid: \$203,982.90

For Work Completed Through the date of: 11/04/16

Project No.: City of Ironwood

Application is made for payment, as shown below, in connection with the contract. Supporting documentation is attached.

1.	Original Contract Price	\$	<u>203,982.90</u>
2.	Net Change by Change Orders (+ or -)	\$	<u>140,650.73</u>
3.	Current Contract Price (Line 1 + or - Line 2)	\$	<u>344,633.63</u>
4.	Total Completed and Stored to Date	\$	<u>314,703.23</u>
5.	Retainage (5% of Line 4)	\$	<u>0.00</u>
6.	Total Earned Less Retainage (Line 4 - Line 5)	\$	<u>314,703.23</u>
7.	Less Previous Application for Payment	\$	<u>293,260.56</u>
8.	AMOUNT DUE THIS APPLICATION	\$	<u>21,442.67</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the contract document, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR

By: \_\_\_\_\_

Date: 11/10/16

Printed Name: Stephanie DeKeyser



**Application for Payment No. 8**

Contractor: Green Bay Pipe & TV, LLC

Contract: City of Ironwood SAW Grant TV

Contract Part/Base Bid: \$203,982.90

For Work Completed Through the date of: 12/23/16

Project No.: City of Ironwood

Application is made for payment, as shown below, in connection with the contract. Supporting documentation is attached.

1.	Original Contract Price	\$	<u>203,982.90</u>
2.	Net Change by Change Orders (+ or -)	\$	<u>140,650.73</u>
3.	Current Contract Price (Line 1 + or - Line 2)	\$	<u>344,633.63</u>
4.	Total Completed and Stored to Date	\$	<u>338,750.46</u>
5.	Retainage (5% of Line 4)	\$	<u>0.00</u>
6.	Total Earned Less Retainage (Line 4 - Line 5)	\$	<u>338,750.46</u>
7.	Less Previous Application for Payment	\$	<u>314,703.23</u>
8.	AMOUNT DUE THIS APPLICATION	\$	<u>24,047.23</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the contract document, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR

By: Stephanie DeKeyser

Date: 12/23/16

Printed Name: Stephanie DeKeyser