

AGENDA
ISHPEMING CITY COUNCIL SPECIAL MEETING
Monday, May 7, 2018 at 6:30 p.m.
Ishpeming City Hall, 100 E. Division Street, Ishpeming, MI 49849
City Hall Telephone Number: 906-486-1091

Meeting Called to Order

Roll Call

Public Comment

AGENDA ITEMS

1. Joint meeting with the Planning Commission and DDA
 - (a) 2017 Annual Planning Commission Report
 - (b) 2019 Goals and Capital Plans
 - (c) Priority Redevelopment Sites
 - (d) City Hall Garden

Adjournment



Mark Slown
City Manager

PLANNING COMMISSION ANNUAL REPORT

1(a)

1. Membership

Planning commission member	Term expiration
Larry Bussone	November 2019
Brooke Routhier	November 2018
Harry Weikel	November 2019
Bruce Houghton	November 2020
Diane Gauthier	November 2019
Gabe Seelen	November 2018
Angelo Bosio	November 2018
Jim Bertucci	November 2019
Mike Tonkin (City Council Representative)	

2. Meetings *(MPEA requires four meetings annually)*

The **Ishpeming planning commission** met 8 times. This meets the requirements of the MPEA.

3. Master plan review

- ☐ Review goals and recommendations of the plan and indicate progress, include goals of the commission that may not be included in the master plan
- ☐ Include the action plan table from the plan and indicate progress, actions completed, and next year's priorities
- ☐ Identify any potential plan amendments to work on for the upcoming year that can be prepared and adopted then incorporated at a later date
- ☐ Use master plan update review table (from the "Master Plan Update Guide") to decide whether the plan needs to be amended

Insert text on master plan review here:

Master Plan was 5 years old on March 3, 2015. No work as yet has been done to update the plan.

4. Zoning ordinance amendments

- ☐ Document the section numbers amended and indicate any work in progress. **(1)**
- ☐ Review rezoning requests; indicate location, request description, and status **(2)**
- ☐ Identify any zoning ordinance updates to undertake in the upcoming year **(3)**

Insert text on zoning ordinance amendments here: **SEE ATTACHED SHEET**

PLANNING COMMISSION ANNUAL REPORT

5. Development reviews

Project type	Location	Description	Status	Recommendation to legislative body	Date of action
Site Plan	119 N. Third	6300 sq ft addition To Church	Approved Construction in Progress	N/A	4-6-17
Conditional Use	185 S. Fourth St.	36 Elderly Res Units	Approved	N/A	2-6-17
Site Plan	116 E. Canda	Bldg. Renovation	Approved	N/A	6-1-17
CIP	City Work	CIP-2018-2023	Approved	Yes	6-19-17
Conditional Use	411 Michigan	Group Child Care Fac.	Approved	N/A	9-11-17
Med Care Fac Expan.	1010 Washington St.	Med Care Facility	Extension Approved	N/A	12-4-17

6. Variances *(Review actions taken by the Board of Zoning Appeals; request summary from BZA)*

Variance type	Location	Description	Status	Recommendation to legislative body	Date of action
Set back	378 W. Division	54 Sq. Ft. Can/ Bottle Storage	Denied	N/A	9-27-17
Set Back	378 W. Division	"" ""	Approved with Conditions	N/A	10-18-17

7. Actions by legislative body *(Review actions taken by the legislative body related to planning and development)*

Insert summary from legislative body here: Digital Zoning map adopted June 7, 2017. No map amendments in 2017.

8. Zoning map *(Review with listed development and rezoning requests to analyze potential trends)*

Insert text on zoning map amendments or trends here:

PLANNING COMMISSION ANNUAL REPORT

9. Trainings

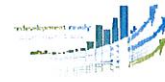
Topic /description	Date

10. Joint meetings

List any joint meetings and key topics of discussion: Joint meeting was held with the DDA regarding Historic Building Preservation on December 19, 2017.

PLANNING COMMISSION ANNUAL REPORT

3122-150105



Information for #4 Zoning Ordinance Amendments.

- (1) Entire zoning ordinance is being reviewed and updated with new sections being added.
- (2) No rezoning requests were received in 2017.
- (3) Amendments are numerous and some are lengthy. NOT ATTACHED.

1(b)

City of Ishpeming
2019 Goals and Capital Projects
(Note: Capital Projects are marked with *)

Assessing:

- Complete 100% of property assessment updates
- ?

Treasurer:

- Increase number of employees using direct deposit for payroll
- Continue to refine financial record keeping
- Complete "How to" continuity manual for Treasurer procedures
- Refine electronic database of leases, easements, and deeds
- Refine Utility Collection Policy
- ?

Finance Director:

- Maintain automated accounts receivable
- Maintain property Tax information online
- Maintain monthly financial and budget status reports to Council and public
- If possible, close out Deficit Elimination Plan for Water Fund early
- Refine Credit Card payments system
- ?

Clerk:

- Conducted elections in accordance with law
- Maintain election databases
- Continue to cross train front-office personnel
- Continue friendly and efficient customer service
- ?

Zoning Administrator/Planning Commission:

- Complete updated Master Plan
- Continue improvements to Zoning Ordinance, including user-friendly elements
- Complete Redevelopment Ready Communities (RRC) certification
- Continue efforts on significant land issues (CCI, Brownstone, Industrial zoning, etc.)
- ?

City of Ishpeming
2019 Goals and Capital Projects (continued)

Downtown Development Authority:

- Continue beautification program
- Continue to improve the business climate in the downtown (new businesses)
- Maintain budget and spending controls (due to higher bond payments)
- Continue progress on signage
- ?

Manager:

- Continued to improve efficiency, organization, and financial position
- Improve communications with City Council members and community
- Seek additional capital funding from USDA and other sources
- Obtain MEDC certification as a Redevelopment Ready Community
- Complete Tennis Court/Trail Link Project
- Complete Project Empire initiatives
- Continue economic development initiatives
- ?

Police Department:

- Maintained current level of service
- Sustained required training
- Sustained UPSET funding
- Continue Blight Inspection/Code Enforcement standards
- Obtain additional funding for Blight Inspection/Code Enforcement (administration)
- Obtained funding to replace one vehicle*
- Obtain in-car laptop computers or tablets
- Complete agreement with Bell for services and support
- ?

Fire Department:

- Sustained training
- Continue to use demo houses to practice emergency rescue with simulated smoke
- Continued renovations at Fire Hall
- Place new aerial truck in service (scheduled for delivery in late 2018)
- Continued to raise funds from private sources to help Department
- ?

City of Ishpeming
2019 Goals and Capital Projects (continued)

Public Works Department:

- Complete Street Asset Management Plan and implement first phase*
- Begin next phase of USDA Water System Improvement*
- Build new Booster Station*
- Obtained new Columbarium for Cemetery*
- Successfully integrate new Pavilion Project into Park system
- Finalize City-wide Trail Plan
- Continued successful delivery of public services
 - Sewer System Inspection/maintenance Program
 - Water System Inspection/maintenance Program
 - Routine Street maintenance
 - Storm Water System Inspection/maintenance Program
- ?

Carnegie Public Library:

- Roof evaluation/repair*
- Continued high level of service to public
- Improve use of technology for information/education of patrons
- ?

City of Ishpeming

Goals, Capital Improvement Plan (CIP), and Budget Process

Purpose: The goals, CIP, and budget planning effort is intended provide an efficient and logical process to make Ishpeming the best it can be, using the limited and precious resources available. **Ishpeming's goals, CIP, and budget should reflect a consensus of the elected officials with input from other community leaders, like members of the Planning Commission and the Downtown Development Authority.**

Background: For many years, the City has set goals (see the sample enclosed). Two years ago, the City began a CIP process (see the example enclosed). The requirement for CIP is found in the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended) and is required by the State of Michigan. CIP investment has two elements: planning and budgeting. The CIP is not intended to be limited by financial constraints; although, it should be reasonable and realistic. The CIP should include all major projects that the community reasonably seeks to obtain. Then, during the budget process, financial constraints create choices among proposed projects. There is **no** requirement to fund all capital projects listed in the CIP. The CIP is a tool to help decision makers choose the most important items for funding.

Per law, the CIP is a six year schedule of known proposed major capital improvement projects including project priorities, costs estimates, methods of financing, and annual estimated operating and maintenance costs for the proposed projects. Each year the CIP is revised/updated for the next six years. Even with good planning, not all identified capital projects or capital purchases will be funded. At the end of each fiscal year, the projects completed during that year are removed from the CIP. Additional proposed projects are added. The order, timing, or content of specific projects may be changed.

An effective and ongoing goals, CIP, and budget process is beneficial to elected officials, staff, and the general public. Among the benefits are:

1. Balancing needs with financial reality;
2. Facilitate decision making on priorities;
3. Create a framework and context for specific project efforts;
4. Provide information to assist in decisions making regarding tax levies;
5. Providing adequate time for planning and engineering of proposed projects;
6. Ensuring the maximum benefit to the community from the monies expended; and
7. Permitting municipal construction activities to be coordinated with those of other activities within the community.

Discussion: This process (goals + CIP + budget) allows elected officials to establish priorities for capital expenditures and ensure maximum benefit to the community. Capital investments serve the City for a long period of time. Choosing priorities among different types of capital

investments can be a challenge. For example, which of the following investments are most important?

- Street Repairs and reconstruction
- Sidewalk repairs
- Utility Infrastructure
- City Building maintenance
- Public Works Vehicles and specialized equipment
- Fire Trucks
- Park Improvements and Trails
- Computers, software, and other equipment needed to run automated operations
- Security systems
- Police vehicles and equipment

Many considerations are relevant and should be part of the decision-making process. Per the Michigan Planning Enabling Act, the community's approved list of capital projects should reflect the overall goals and vision of the community's Master Plan. The CIP should be realistic and achievable.

Most importantly, if possible, Ishpeming's goals and CIP should reflect a consensus of the elected officials with input from other community leaders, like members of the Planning Commission and the Downtown Development Authority.

Process Flow Chart



Time Table

<u>Date</u>	<u>Action</u>	<u>Objective</u>
February & March	Staff work	Gather Input for Council Goals
May	Joint Workshop(s)	Council seeks input on goals & CIP
May	Staff work	Gather Input for Goals & CIP
June	Council workshop(s)	Establish Council Goals & CIP
July to September	Staff work	Assemble proposed budget
October 3	Regular Council meeting	Plan to submit proposed budget
October 15	Charter requires Budget	Ensure ample time for review
October (as needed)	Council budget workshops	Discuss allocations and savings
November 7	Regular Council Meeting	Public hearing on budget
November 28	Special Council Meeting	Approve Budget
December	Publish Approved Budget	Have copies available for use

THE FOLLOWING CODES ARE USED THROUGHOUT THE DOCUMENT TO INDICATE THE SOURCE OF FUNDING FOR THE POSSIBLE PROJECTS

BRA – Brownfield Redevelopment Authority
 DDA – Downtown Development Authority
 DO – Donations
 EF – Equipment Fund (new in 2018)
 FF—Fire Fighter’s Longevity Fund
 FG – Federal Grant
 GF – General Fund
 GO – General Obligation Bonds
 LB – Land Bank
 LF – Library Fund
 LS – Local Street Fund
 LG – Local Grant
 MS – Major Street Fund
 LS – Local Street Fund
 PD – Private Developer
 PIF – Public Improvement Fund
 SA – Special Assessment
 SF – Sewer Fund
 SG – State Grant
 SM – Special Millage
 UTB – Unlimited Tax Bonds
 USB -- USDA-RD Bonds
 WF – Water Fund

City of Ishpeming

2019-2024 Fiscal Year

(SAMPLE) CAPITAL IMPROVEMENT PLAN – EXECUTIVE SUMMARY

2019 Fiscal Year		
Project	Cost	Funding Source
Finish USDA Water Project	remaining	USB, WF, SW
Street Repairs	\$200,000	MS, LS, GO
BS&A Software Purchase	\$80,000	PIF
Police Vehicle Purchase	\$50,000	USB, PIF

2020 Fiscal Year		
Project	Cost	Funding Source
Street Repair	\$100,000	DO, SG, DDA
Police Vehicle	\$50,000	FG, USB, PIF, GF
DPW Vehicle Purchases	\$250,000	USB, EF

2021 Fiscal Year		
Project	Cost	Funding Source
Street Repairs	\$100,000	PIF/GF
DPW Vehicle Purchases	\$250,000	USB, ERF
LED Street Lights	\$500,000	GO, PIF

2022 Fiscal Year		
Project	Cost	Funding Source
New USDA Project	\$2,000,000	USB, WF, SW
Police Vehicle	\$50,000	SG, USB, GF
DPW Vehicle Purchases	\$250,000	USB, ERF

2023 Fiscal Year		
Project	Cost	Funding Source
Street Repairs	\$100,000	SG, SF
Police Vehicle	\$50,000	FG, USB, PIF, GF
DPW Vehicle Purchases	\$250,000	USB, ERF

2024 Fiscal Year		
Project	Cost	Funding Source
New Storage for DPW	\$300,000	USB, ERF
Police Vehicle	\$50,000	FG, USB, PIF, GF
DPW Vehicle Purchase	\$250,000	USB, ERF

1(c)

Possible Redevelopment Priorities for the City of Ishpeming

The City of Ishpeming is attempting to become a Redevelopment Ready Certified Community. This designation will help to secure grants and investors. One of the requirements of certification is for the community to establish about five top priority redevelopment sites. Below is a list of possible sites.

Request that the DDA, Planning Commission, and City Council select the top sites.

207/209 Division: Owner—the City of Ishpeming; Zoning: Central Business District; size: at 80 X 120 Square feet, this is a small site, but could become part of a larger development project, including nearby parcels, such as the parcel on the other side of the bar, which the City also owns. All utilities available. Fronts on BR-28. Known interested parties: new owner of Rumorz Bar. Highest and best use: a two story (or more) mixed use (commercial and residential) development.

Former Bell Hospital: Owner: GLRC with purchase pending to CAAM; Zoning: General Commercial; size: six+ acres. All utilities available. Fronts on BR-28. Planned for Jasperlite Senior Housing Project (planning continues and project is expected to be constructed in 2019).

Brownstone Area: Multiple Owners: the City, Bell Forest Products, and others; Zoning: Industrial; Size: eight acres. All utilities available. Some frontage on BR-28. Recently, UPPCO removed a transformer station and via a blight grant the old steam plant was also removed. There is still lot of blight on this site which casts a shadow over the area.... Biggest issue is deed restrictions and environmental concerns. All utilities available.

Malton Road Corridor: Multiple Owners: the City, Malton Electric, Heritage Hills Recreational Riding Stables, Jointly owned landfill, and several more. Zoning: Deferred Development (offers options). Size: about 600 acres. Many, but **not all**, utilities are available. Behind Malton Electric, there is about 50 acres that could be used for future industrial development. This area has a great advantage for industrial uses because it is immediately adjacent to the railroad; although, a spur would need to be cut through a large tailings pill. The larger 600 acre area has many well established and frequently used recreational trails, such as the IOHT, Snow Trail #8, and mountain biking trails. The Planning Commission has recommended development in stages with phase one to be a small residential development adjacent to existing residential neighborhoods of Wabash Heights and New York Street. Development/redevelopment of this area is complicated by deed restrictions, some caving grounds, and possible environmental issues.

US-41 (new roundabout area): With the investment of over \$6 million in the new roundabouts to be constructed in 2016, the adjoining properties are ripe for redevelopment, especially vacant buildings. All available parcels are in private ownership. Size: multiple lots. The Ski Hall has completed major upgrades which enhance the area. This area should be a welcoming point to draw highway travelers into the community. All utilities available.

Phelps Square and Inspiration Zone: This is a great example of what a redevelopment project can do for the community.

Creekside Condos Donation Site: The owner of the Creekside Condos donated a small parcel of land to the city. Zoned: General Commercial. It was made into the Power of Ten Pocket Park. This is an

example of how to redevelop a downtown area one small piece at a time. More projects like this are possible with community support.

Brogie's Tavern: Owner: Matt DeWitt. Zoning: Central Business District. Size: approximately 100X200 square feet with existing building and some green space. Fronts on Second Street, near Post Office—a nice commercial site. The owner would like to add a kitchen and serve hot food inside and at a new outdoor café area. This project would help enhance this street. All utilities available.

First Street and Cleveland: Owner: Frank Andriacci. Zoning: Central Business District. Size: approximately 100 X 300 square feet of vacant land, covered in gravel. Fronts on First Street, in the heart of the downtown. All utilities available. This site has been discussed as a prime location for a downtown park.

Main and Pearl: There is one vacant buildings at this intersection right at the heart of downtown. The Anderson Building (after the original owner's name). Mr. Pat Moyle is planning to redevelop this building. It is a classic sandstone and brick, three story, historic building. Redevelopment is pending sufficient grant funding and final approval of the owner. All utilities available.

City Property off Division and Greenwood Street: The City acquired this property with the intention of using it to build a new Fire and Police Department Facility. The size is about 6 acres. Zoned: three different zoning districts. All utilities are available. Several recreational trails currently cross this site.

Corner of Lake Street and Division Street: Owner: the City. Zoning: General Business District. Current use: water project stock piling and construction station. Adjacent parcel is a vacant plumbing business—a blighted structure. All utilities available.

Senior Center: The City owns this land and it is leased to the Greater Ishpeming Council on Aging for use as a Senior Center. Zoning: Part General Business, part Residential. The Council on Aging has been exploring the possibilities of building a new Senior Center on this site due to condition issues with the existing building. All utilities available.

Final note: There are numerous other potential development and redevelopment sites in the City of Ishpeming. There is no intent to restrict possibilities at other sites, the list above serves only as a starting point.

Division St.

1(d)

side walk

City
Hall

Zone to be cleared of plants for drain

Garden

Parking
Lot

Alley