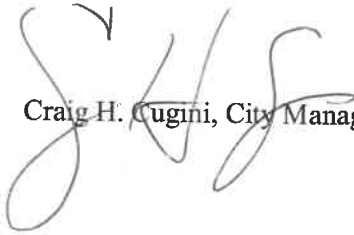


**ISHPEMING CITY COUNCIL**  
**Wednesday, April 7, 2021 at 7:00 p.m.**  
**Ishpeming City Hall Council Chambers, 100 E. Division Street, Ishpeming MI**  
**City Hall Telephone Number: (906) 485-1091**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment (*limit 5 minutes per person*)
5. Approval of Agenda
6. Agenda Comment (*limit 3 minutes per person*)
7. Consent Agenda
  - a. Minutes of Previous Meeting (March 4<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 24<sup>th</sup>, Closed Session March 4<sup>th</sup>)
  - b. Approval of Disbursements
  - c. Reappoint Brooke Routhier to a 5-year term on the Library Board term expiring May 2026
  - d. Appoint Stacie Nardi to fill vacancy on the Library Board term expiring May 2024
8. Monthly Financial Statement Report
9. Update from Senator Ed McBroom (*15 minutes*)
10. Presentation from PFM Financial Advisors – Bond Refunding (Refinancing) Options
11. Proposed sale of property located on the northwest corner of Lake Street and Division Street
12. Public hearing for sale of property adjacent east of existing property located at 400 E. New York Street
13. Public hearing for sale of property adjacent east of existing property located at 428 E. New York Street
14. Request to revise the Utility Trailer purchase for the Parks
15. Recommendation to participate in the Sustainable Shelves program for Library surplus books
16. Declare as surplus from the Carnegie Library 36 books and miscellaneous furnishings
17. Special Event Application
  - a. Care Clinic Life Walk: June 5, 2021
  - b. St. Rocco/St. Anthony Italian Fest and Parade Permit: July 24, 2021
  - c. Confirm Gus Macker: June 25, 26, 27, 2021 and present COVID Plan
18. Discussion regarding the rental of ballfields for the 2021 season
  - a. Request from Men's 30 & over softball league to use Mather A and Playground Field
19. Proposed Amendments for Nationwide 457 Plans under the SECURE and CARES Act
20. Renewal with Lincoln Financial Group for Life Insurance 2021-2022
21. Planning Commission Annual Reports for 2018, 2019, and 2020
22. Revised Policy #414 – Public Participation Plan
23. Resolution #4-2021: Adopt the 2021 Marquette County Hazard Mitigation Plan
24. Confirm Grant Agreement: Malton Road Campground with Michigan Dept. of Agriculture Rural Development
25. Appointment of Councilmembers to the Labor-Management Committee
26. Schedule Special Council Meetings
  - a. MERS Pension Bond Discussion on either April 13<sup>th</sup> or 14<sup>th</sup>
  - b. Capital Investment Strategy
27. Old Business
  - a. Fire Hall Tower Repairs
28. New Business
29. Public Comment (*limit 3 minutes per person*)
30. Mayor and Council Reports
31. Manager's Report
32. Attorney's Report
33. Closed Session pursuant to MCL 15.268(e) in connection with specific pending litigation
34. Closed Session pursuant to MCL 15.268 (a) to consider employee evaluation requested by employee
35. Adjournment

  
Craig H. Cugini, City Manager

CITY OF ISHPEMING  
Monthly Financial Report

Period Ending 02/28/2021

8

List of Funds	
Fund 101 - General Fund	Fund 401 - Public Improvement Fund
Fund 202 - Major Street Fund	Fund 472 - Construction Fund - CDBG
Fund 203 - Local Street Fund	Fund 590 - Sewer Fund
Fund 206 - Fire Fund	Fund 591 - Water Fund
Fund 211 - Firefighter Longevity	Fund 661 - Motor Pool Equipment Fund
Fund 220 - Lake Bancroft Fund	Fund 701 - Trust & Agency
Fund 226 - Garbage Fund	Fund 703 - Tax Collection
Fund 247 - Building Authority	Fund 711 - Cemetery Perpetual Care
Fund 248 - DDA	Fund 712 - Cemetery Care Fund
Fund 268 - Library Special Fund	Fund 732 - Act 345 Police/Fire Pension
Fund 271 - Library State Aid	

Pooled Cash by Fund			
		Beginning Balance	Ending Balance
101-General Fund	101-000-009.000	\$ 1,168,813.57	\$ 1,696,972.44
202-Major Street	202-000-009.000	667,530.69	889,593.09
203-Local Street	203-000-009.000	92,466.10	182,236.81
206-Fire	206-000-009.000	80,992.30	162,917.18
211-Firefighter Longevity	211-000-009.000	215,637.70	209,261.20
220-Lake Bancroft	220-000-009.000	5,949.18	5,951.50
226-Garbage	226-000-009.000	97,028.14	219,564.05
247-Building Authority	247-000-009.000	(175,224.98)	(175,224.98)
248-DDA	248-000-009.000	229,634.07	147,721.13
268-Library Special Fund	268-000-009.000	50,707.53	51,678.37
271-Library State Aid	271-000-009.000	(5,580.87)	(7,363.31)
401-Public Improvement	401-000-009.000	565,697.44	863,842.64
472-Construction Fund-CDBG	472-000-009.000	(143,439.82)	(236,197.23)
590-Sewer	590-000-009.000	1,308,486.21	1,532,159.89
591-Water	591-000-009.000	1,428,244.02	1,694,859.02
661-Motor Pool	661-000-009.000	491,254.57	485,976.84
Total Pooled Cash		\$ 6,078,195.85	\$ 7,723,948.64

Please note the following is a summary for the Finance Director to read from during the meeting. The full financial statements are attached.

	101 General Fund	202 Major St	203 Local St	226 Garbage	401 Public Imp	590 Sewer	591 Water
Share Pooled Cash	\$ 1,696,972.44	\$ 889,593.09	\$ 182,236.81	\$ 219,564.05	\$ 863,842.64	\$ 1,532,159.89	\$ 1,694,859.02
Revenues	1,391,128.02	338,480.38	168,680.55	186,036.35	386,815.79	403,175.76	567,945.18
Expenses	826,365.69	114,268.00	78,909.84	94,979.08	83,858.55	274,276.77	268,000.86
Net Income(Loss)	564,762.33	224,212.38	89,770.71	91,057.27	302,957.24	128,898.99	299,944.32
Fund Balance:							
Non-spendable	102,131.19	-	-	-	-	-	-
Restricted	-	889,593.09	182,465.65	-	804,221.81	-	-
Committed	960.00	-	-	-	-	-	-
Assigned	-	-	-	312,819.86	-	-	-
Unassigned	1,223,069.35	-	-	-	-	-	-
Inv in Capital Assets	-	-	-	-	-	9,161,216.01	8,395,971.37
Restricted for Debt	-	-	-	-	-	-	774,407.00
Unrestricted	-	-	-	-	-	501,454.99	(234,664.66)
Total Fund Balance	\$ 1,326,160.54	\$ 889,593.09	\$ 182,465.65	\$ 312,819.86	\$ 804,221.81	\$ 9,662,671.00	\$ 8,935,713.71

Notes:

1. All fringe benefits are paid from the General Fund and then allocated back to other funds based on a fringe benefit rate on a quarterly basis. The 1st Quarter 2021 has been recorded.
2. - Depreciation expense has been recorded in the Sewer, Water, and Motor Pool Funds through March 2021.
3. State revenue sharing in the General Fund has been recorded through December 2020. Paid by the state in 2-month increments with a 2-month lag.



## TABLE OF CONTENTS

City of Ishpeming  
County of Marquette, State of Michigan  
Proposed 2021 Refunding Bonds (Limited Tax General Obligation)  
(Current Refunding of 2011 Capital Improvement Bonds) - Level Savings  
\*Preliminary - Subject to Change\*

Report	Page
Sources and Uses of Funds . . . . .	1
Savings . . . . .	2
Summary of Refunding Results . . . . .	3
Bond Debt Service . . . . .	4
Bond Pricing . . . . .	5
Bond Summary Statistics . . . . .	6
Summary of Bonds Refunded . . . . .	7
Prior Bond Debt Service . . . . .	8
Escrow Cash Flow . . . . .	9
Escrow Cost . . . . .	10
Escrow Descriptions . . . . .	11
Escrow Requirements . . . . .	12
Escrow Statistics . . . . .	13
Escrow Sufficiency . . . . .	14

# SAVINGS

City of Ishpeming  
County of Marquette, State of Michigan  
Proposed 2021 Refunding Bonds (Limited Tax General Obligation)  
(Current Refunding of 2011 Capital Improvement Bonds) - Level Savings  
\*Preliminary - Subject to Change\*

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 06/16/2021 @ 1.1429734%
09/01/2021	35,753.13	6,479.17	29,273.96	29,204.53
09/01/2022	213,425.01	189,500.00	23,925.01	23,627.11
09/01/2023	212,156.26	191,250.00	20,906.26	20,407.38
09/01/2024	210,578.13	187,950.00	22,628.13	21,855.24
09/01/2025	208,687.50	184,650.00	24,037.50	22,968.69
09/01/2026	211,256.25	191,250.00	20,006.25	18,899.51
09/01/2027	213,162.50	192,700.00	20,462.50	19,125.43
09/01/2028	214,250.00	194,050.00	20,200.00	18,680.77
09/01/2029	209,625.00	190,350.00	19,275.00	17,637.61
09/01/2030	199,875.00	176,750.00	23,125.00	20,940.05
	1,928,768.78	1,704,929.17	223,839.61	213,346.33

## Savings Summary

PV of savings from cash flow	213,346.33
Plus: Refunding funds on hand	1,886.81
Net PV Savings	215,233.14

## BOND DEBT SERVICE

City of Ishpeming  
County of Marquette, State of Michigan  
Proposed 2021 Refunding Bonds (Limited Tax General Obligation)  
(Current Refunding of 2011 Capital Improvement Bonds) - Level Savings  
\*Preliminary - Subject to Change\*

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
09/01/2021			6,479.17	6,479.17	6,479.17
03/01/2022	160,000	2.000%	15,550.00	175,550.00	
09/01/2022			13,950.00	13,950.00	189,500.00
03/01/2023	165,000	2.000%	13,950.00	178,950.00	
09/01/2023			12,300.00	12,300.00	191,250.00
03/01/2024	165,000	2.000%	12,300.00	177,300.00	
09/01/2024			10,650.00	10,650.00	187,950.00
03/01/2025	165,000	2.000%	10,650.00	175,650.00	
09/01/2025			9,000.00	9,000.00	184,650.00
03/01/2026	175,000	2.000%	9,000.00	184,000.00	
09/01/2026			7,250.00	7,250.00	191,250.00
03/01/2027	180,000	2.000%	7,250.00	187,250.00	
09/01/2027			5,450.00	5,450.00	192,700.00
03/01/2028	185,000	2.000%	5,450.00	190,450.00	
09/01/2028			3,600.00	3,600.00	194,050.00
03/01/2029	185,000	2.000%	3,600.00	188,600.00	
09/01/2029			1,750.00	1,750.00	190,350.00
03/01/2030	175,000	2.000%	1,750.00	176,750.00	
09/01/2030					176,750.00
	1,555,000		149,929.17	1,704,929.17	1,704,929.17

# BOND SUMMARY STATISTICS

City of Ishpeming  
County of Marquette, State of Michigan  
Proposed 2021 Refunding Bonds (Limited Tax General Obligation)  
(Current Refunding of 2011 Capital Improvement Bonds) - Level Savings  
\*Preliminary - Subject to Change\*

Dated Date	06/16/2021
Delivery Date	06/16/2021
Last Maturity	03/01/2030
Arbitrage Yield	1.142973%
True Interest Cost (TIC)	1.346474%
Net Interest Cost (NIC)	1.274669%
All-In TIC	2.188397%
Average Coupon	2.000000%
Average Life (years)	4.821
Weighted Average Maturity (years)	4.854
Duration of Issue (years)	4.602
Par Amount	1,555,000.00
Bond Proceeds	1,624,374.15
Total Interest	149,929.17
Net Interest	95,555.02
Bond Years from Dated Date	7,496,458.33
Bond Years from Delivery Date	7,496,458.33
Total Debt Service	1,704,929.17
Maximum Annual Debt Service	194,050.00
Average Annual Debt Service	195,781.34
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	9.646302
Total Underwriter's Discount	9.646302
Bid Price	103.496730

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	1,555,000.00	104.461	2.000%	4.821	747.90
	1,555,000.00			4.821	747.90

	TIC	All-In TIC	Arbitrage Yield
Par Value	1,555,000.00	1,555,000.00	1,555,000.00
+ Accrued Interest			
+ Premium (Discount)	69,374.15	69,374.15	69,374.15
- Underwriter's Discount	(15,000.00)	(15,000.00)	
- Cost of Issuance Expense		(60,000.00)	
- Other Amounts	(7,500.00)	(7,500.00)	(7,500.00)
Target Value	1,601,874.15	1,541,874.15	1,616,874.15
Target Date	06/16/2021	06/16/2021	06/16/2021
Yield	1.346474%	2.188397%	1.142973%

PRIOR BOND DEBT SERVICE

City of Ishpeming  
County of Marquette, State of Michigan  
Proposed 2021 Refunding Bonds (Limited Tax General Obligation)  
(Current Refunding of 2011 Capital Improvement Bonds) - Level Savings  
\*Preliminary - Subject to Change\*

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
09/01/2021			35,753.13	35,753.13	35,753.13
03/01/2022	145,000	4.250%	35,753.13	180,753.13	
09/01/2022			32,671.88	32,671.88	213,425.01
03/01/2023	150,000	4.250%	32,671.88	182,671.88	
09/01/2023			29,484.38	29,484.38	212,156.26
03/01/2024	155,000	4.375%	29,484.38	184,484.38	
09/01/2024			26,093.75	26,093.75	210,578.13
03/01/2025	160,000	4.375%	26,093.75	186,093.75	
09/01/2025			22,593.75	22,593.75	208,687.50
03/01/2026	170,000	4.625%	22,593.75	192,593.75	
09/01/2026			18,662.50	18,662.50	211,256.25
03/01/2027	180,000	4.625%	18,662.50	198,662.50	
09/01/2027			14,500.00	14,500.00	213,162.50
03/01/2028	190,000	5.000%	14,500.00	204,500.00	
09/01/2028			9,750.00	9,750.00	214,250.00
03/01/2029	195,000	5.000%	9,750.00	204,750.00	
09/01/2029			4,875.00	4,875.00	209,625.00
03/01/2030	195,000	5.000%	4,875.00	199,875.00	
09/01/2030					199,875.00
	1,540,000		388,768.78	1,928,768.78	1,928,768.78

## ESCROW COST

City of Ishpeming  
County of Marquette, State of Michigan  
Proposed 2021 Refunding Bonds (Limited Tax General Obligation)  
(Current Refunding of 2011 Capital Improvement Bonds) - Level Savings  
\*Preliminary - Subject to Change\*

Type of Security	Maturity Date	Par Amount	Rate	Total Cost
SLGS	07/16/2021	1,539,987	0.010%	1,539,987.00
		1,539,987		1,539,987.00

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost	Yield
06/16/2021	1,539,987	0.34	1,539,987.34	0.009865%
	1,539,987	0.34	1,539,987.34	



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**ESCROW REQUIREMENTS**

City of Ishpeming  
County of Marquette, State of Michigan  
Proposed 2021 Refunding Bonds (Limited Tax General Obligation)  
(Current Refunding of 2011 Capital Improvement Bonds) - Level Savings  
\*Preliminary - Subject to Change\*

Period Ending	Principal Redeemed	Total
07/16/2021	1,540,000.00	1,540,000.00
	1,540,000.00	1,540,000.00



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ESCROW SUFFICIENCY

City of Ishpeming  
County of Marquette, State of Michigan  
Proposed 2021 Refunding Bonds (Limited Tax General Obligation)  
(Current Refunding of 2011 Capital Improvement Bonds) - Level Savings  
\*Preliminary - Subject to Change\*

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
06/16/2021		0.34	0.34	0.34
07/16/2021	1,540,000.00	1,539,999.66	(0.34)	
	1,540,000.00	1,540,000.00	0.00	

Potential Swofford Purchase  
01-29-2021

Most Buildings have been removed  
In this area

Lot 15,  
Original Plat of Ishpeming

100'

DIVISION ST.

LAKE ST.

28B



100 ft

12+13

## CITY OF ISHPERING

### NOTICE OF PUBLIC HEARINGS

Notice is hereby given that two public hearings will be held by the Ishpeming City Council on Wednesday, April 7, 2021 at 7:00 p. m. in the Council Chambers at Ishpeming City Hall, 100 E. Division Street, to consider oral or written comments regarding the proposed sale of the following described public properties in the City of Ishpeming:

# 12 Part of the West  $\frac{1}{2}$  of the SW  $\frac{1}{4}$  of Section 2, T47N-R27W Lying East of 428 & 430 East New York St. +/- 0.28 Acres

And

# 13 Part of the SW  $\frac{1}{4}$  of Section 2, T47N-R27W Lying NE'ly, E'ly and SE'ly of 400 E. New York St. and West of Malton Road +/- 8.47 acres

Written comments may be submitted to the City Manager's office at 100 E. Division Street prior to the meeting. Questions may be directed to the City Manager's office at the above address or 906/485-1091, Ext. 203.



## Decision Brief Vehicle Replacement Utility Trailer (Parks)

---

**Problem Statement:** How does the city best increase capacity through use of utility trailers within the Parks and Recreation, while establishing a lifecycle management strategy for the future.

**Searching best plan for additional utility trailer.**

**Must repair gate and floorboards of current trailer.**

# Facts and Assumptions

---

## Facts

- Does not replace any equipment
- New trailer to expand our hauling capabilities
- Three local Ishpeming/Negaunee sales dealerships (Meyers, John Deere and Midway)

## Assumptions

- Additional trailer provides versatility
- Increases efficiency for summer workers
- Increased width to support movement of larger mower
- Support other DPW staff with moving equipment, benches, garbage cans and large barricades





## Constraints

---

- Must be over 6' wide to fit new larger mower
- Must be at least 8' long
- Must have Rear ramp for loading and unloading lawn mowers
- Heavy equipment hauling



# Pros & Cons John Deere

---

## Pros

- Steel Frame with wood Deck
- Meets all desired criteria

## Cons

- Spare Tire not included
- Not in stock





## Pros & Cons Midway

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### Pros

- Least Expensive
- Meets all desired criteria
- In stock

### Cons

- Spare Tire not included



# Pros & Cons Meyer Yamaha

---

## Pros

- Aluminum
- Lighter
- Longer lasting
- Meets all desired criteria
- In stock

## Cons

- Spare Tire not included



# Sources of Funding / Options

---

- Cash Option
- Pricing of All
  - Midway Cost (\$2999.00)
  - John Deere (\$3768.49)
  - Meyer Yamaha (\$3899.00)



## Recommendation

---

- Purchase a 2021 Aluma 7814ST (Aluminum) Single Axel Utility Trailer
- Purchase from Meyer Yamaha of Ishpeming Township
- Pay cash in current FY 2021 budget

Cost: \$3899



# Current Expense Chart Budget FY 21 \$200K

Equipment Item	Current FY 2021	Previous FY 2020	FY 2022	FY 2023	FY 2024	FY 2025
Holder-Sidewalk Plow	Lease Carryover \$0	\$90,000.00	Lease Carryover \$0	Lease Carryover \$0	Lease Carryover \$0	Lease Carryover \$0
Chevy 4500 Dump Trk	\$10,752.00	\$0	\$10,752.00	\$10,752.00	\$10,752.00	\$10,752.00
TextMyGov Software	\$2000.00	\$0	\$2000	\$2000	\$2000	\$2000
PubWorks Software	\$12,775.00	\$0	\$2875	\$2875	\$2875	\$2875
CAT Loader	(\$53,300) TRADE	\$0	\$31,388.00	\$31,388.00	\$31,388.00	\$31,388.00
Flatbed	\$3461.00	\$0	\$0	\$0	\$0	\$0
Peterbilt Snow Plow	\$33,006.00	\$33006.00	\$33,006.00	\$33,006.00	\$16,665.00	\$0
Police Lease 1	\$15,759.15	\$15759.15	\$0	\$0	\$0	\$0
Police Lease 2	\$12,572.09	\$12,572.09	\$12,572.09	\$0	\$0	\$0
Lawn Mower (Cemetery)	\$15,526.00	\$0	\$0	\$0	\$0	\$0
Lawn Mower (P&R)	\$11,293.51	\$0	\$0	\$0	\$0	\$0
Utility Trailer (Parks)	\$3899.00	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>\$121,043.75</b>	<b>\$151,337.24</b>	<b>\$92,593.09</b>	<b>\$80,021.00</b>	<b>\$63,680.00</b>	<b>\$47,015.00</b>



## Decision Brief Removal of Surplus Library Items

---

Problem Statement: How does the city best remove weeded items declared as surplus during COVID and beyond where the Charter requires bidding?



# Potential Recommendations / Options

---

- **Option 1:** Participate in Sustainable Shelves. Library staff will scan each item, sort into sell / recycle as items are weeded, prior to sending
- **Option 2:** Place items for sale on our website one box at a time. Send post-bid remainder to Sustainable Shelves (Bidding on-line)
- **Option 3:** Store items until an in-person bid (or sale) is possible following lifted COVID Restrictions (Bidding in-person)

**Note: Council support of Option 1 means temporary solution in conflict with the Charter.**

# Facts and Assumptions

---

Facts	Assumptions
<ul style="list-style-type: none"><li>• COVID has restricted revenue generating options (Restricted from holding in-person sales / bids)</li><li>• Sustainable Shelves Program offers new option (credit with book vendor)</li><li>• Sustainable Shelves pays for shipping of all items and responsibly recycles anything not sold</li></ul>	<ul style="list-style-type: none"><li>• The materials will generate enough revenue to make the sorting worth the effort.</li></ul>





# Constraints

---

- COVID Restrictions
- Storage Capacity
- Charter constrains to “advertise and sell to the highest bidder”



# Pros & Cons

---

## Pros

- Easiest methods potentially restrict revenue, but increase staff availability
- Option 1: Could be enacted immediately
- Option 2: is a compromise of Reward vs Effort

## Cons

- Options 2 and 3 generates limited revenue
- Option 3 cannot be utilized in the near future (COVID Restrictions)
- Option 3 offers limited gain vs effort
- Options 2 and 3 require additional staff time and effort



## Recommendation – Option 1

---

- Provides the greatest potential for revenue without additional impact to City Staff
- Items not suited for resale are responsibly recycled by Sustainable Shelves
- Builds a new partnership for the future
- Options 2 & 3 force City Staff to additional work (time, labor and materials)



16

**MEMO**

**To: City Manager**

**From: Jesse Shirtz, Library Director**

**3/24/2021**

**RE: Surplus library items**

Craig,

The library has 36 books and the following items to be declared surplus. An itemized list of titles is attached.

- 5-shelf Atlas stand (26.5" D x 27.75" W x 44.25" H)
- Disassembled table and four legs (slightly damaged top, missing hardware to attach legs) (30" D x 60" L x 27" H)
- Red rocking chair

CITY OF ISHPEMING  
SPECIAL EVENT APPLICATION

Please complete this application and return it to the City Manager's Office at least 45 calendar days prior to the starting date of the event.

Organization's Name Care Clinic Phone 228.2273

Organization Address 1213 N. Third St. Marquette MI 49855

Organization's Agent Greg Gostomski Phone 228.2273

Agent's Title Executive Director

Agent's Address 1213 N. Third St.

Event Name Care Clinic Life Walk

Event purpose A fundraiser for the Care Clinic, a community event for families and to  
raise awareness of the resources and programs we offer.

Event Dates Saturday June 5, 2021

Event Times 9:45 am-1:00 pm

Event Location St. John the Evangelist Church then walking to Lake Bancroft Park

1. Type of Event:

- ☐ City Operated Event      ☐ Co-Sponsored Event  
☒ Other Non-Profit Event      ☐ Other For-Profit Event  
☐ Political or Ballot Issue Event

2. Annual Event: Is this event expected to occur next year? [YES] ☒ [NO]

If yes, you can reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule \_\_\_\_\_

Next year's Specific Dates: \_\_\_\_\_

3. An Event Map ☒ [Is] ☐ [Is Not] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also please show any streets or parking lots that you are requesting to be blocked off.

4. Vendors: Food Concessions? ☒ [Yes] ☐ [No] Other vendors? ☐ [Yes] ☒ [No]

5. Event signs: Will this event include the use of signs? ☒ [Yes] ☐ [No]

6. Other Requests: We will need electricity at Lake Bancroft Park.

7. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

- a. A certificate of Insurance must be provided which names the City of Ishpeming as an additional named insured party on the policy.
- b. Event organizers and participants will be required to sign Indemnification Agreement forms.
- c. All food vendors must be approved by the Marquette County Health Department and each food vendor must provide the City with a Certificate of Insurance which names the City as an additional named insured on the policy.
- d. All liquor vendors must obtain a liquor license for the event which must be approved by the Michigan Liquor Control Commission and must provide the City with a Certificate of Insurance which names the City as an additional named insured on the policy.
- e. The approval of this special event may include additional requirements based on the City's review of this application in accordance with the City's Special Event Policy. The event will be operated in conformance with the written confirmation of approval.
- f. The organization will provide a security deposit for the estimated fees as may be required by the City and will promptly pay any billing for City services which may be rendered.

As the duly authorized agent of the organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

2-25-21  
Date

Greg Kostomich  
Signature of Organization's Agent

Return this Application at least forty-five (45) days prior to the first day of the event to:

City Manager's Office  
City Hall  
E. Division Street  
Ishpeming, Michigan 49849







## Care Clinic Life Walk – Family Fun Event at Lake Bancroft Park

### June 5, 2021

Activities will include:

- DJ with music/Thank you announcements
- Face painting
- Station where participants can learn about our services
- Bounce houses/inflatable games for kids
- Food (Hot Dogs, chips, beverage)



## Care Clinic Life Walk 2021 Covid Plan

### Current State of Michigan Restrictions – In effect through April 19

#### **Parks and outdoor recreation**

Masks are required at parks or other outdoor recreation areas unless you are not with anyone outside of your household and can remain consistently more than six feet from others.

#### **Outdoor non-residential gatherings**

Up to 300 people are allowed; masks and social distancing are required.

At Life Walk we will comply with all State of Michigan COVID restrictions. All Care Clinic volunteers will wear face masks at all times. We will also have a generous amount of hand sanitizer available at each station which volunteers and participants will be encouraged to use. For example:

#### **Food preparers**

- Will always wear gloves and mask
- Never directly handle food (use spatula, tongs, etc.)
- Use approved sanitation method for washing dishes

#### **Face painting**

- Volunteers will wear gloves and mask
- If multiple children are having their faces painted we will maintain social distancing

#### **Inflatable use**

- Volunteers and participants wear masks at all times
- Apply hand sanitizer before entering bounce house
- Apply hand sanitizer after exiting bounce house

During the entire event, (rally, walk, family event) we will encourage social distancing outside of family groups.

A COVID waiver and contact tracing is available through registration materials.



# PARADE PERMIT APPLICATION FORM

17(b)

I, Jim Bertucci, an official representative of (Name of Organization)  
Italian-American Mutual Aid Society of St. Rocco and St. Anthony.

hereby make application to conduct a parade on (date) 7-25-21. It will begin at  
9:45 am and end at 11:00 am.

The parade will form at (location) Main Street in front St. John the Evangelist Catholic Church.

Line of march will be as follows (List Streets and Directions): \_\_\_\_\_

South on Main to Johnson Street, East on Johnson Street to First, North on First Street to

Pearl Street, East on Pearl to Third Street, North on Third Street to Cleveland Avenue,

West on Cleveland Avenue to Pine Street, South on Pine Street to K/D Hall.

I wish to have parking restricted on the following streets: None

I wish to have the following intersections blocked: None

Estimated number of units to be in the parade: one (1)

Equestrian (horse) units: None

Number of people provided to monitor the parade: two (2)

We understand that the parade route, parking restrictions, and street intersections to be blocked are subject to review and approval by officials of the City. It is also understood that the assignment of City personnel will be subject to review by the proper City officials.

I, hereby, assume full responsibility for the conduct of this parade.

Signature of Applicant: Jim Bertucci

APPROVED BY:

Chief of Police: \_\_\_\_\_ City Clerk: \_\_\_\_\_

CITY OF ISHPEMING

SPECIAL EVENT APPLICATION

Please complete this application and return it to the City Manager's Office at least 45 calendar days prior to the starting date of the event.

Organization's

Name St. Rocco/St. Anthony Society Phone 486-4919

Organization Address 801 N. Maple St. Ishpeming

Organization's Agent Jim Bertucci Phone 486-4919

Agent's Title President

Agent's Address Same

Event Name Italian Fest

Event purpose Community Picnic

Event Dates July 24 2021

Event Times 12:00pm to 10:00pm

Event Location Al Quaal

1. Type of Event:

- ☐ City Operated Event      ☐ Co-Sponsored Event  
☒ Other Non-Profit Event      ☐ Other For-Profit Event  
☐ Political or Ballot Issue Event

2. Annual Event: Is this event expected to occur next year? ☒ [YES] ☐ [NO]

If yes, you can reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule Last Full weekend in July

Next year's Specific Dates: July 30 2022

3. An Event Map [Is] ☐ [Is Not] ☐ attached. If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also please show any streets or parking lots that you are requesting to be blocked off.

4. Vendors: Food Concessions? ☒ [Yes] ☐ [No] Other vendors? ☐ [Yes] ☐ [No]

5. Event signs: Will this event include the use of signs? ☒ [Yes] ☐ [No]

6. Other Requests: Would like to meet with DPW  
a week before.

7. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

a. A certificate of Insurance must be provided which names the City of Ishpeming as an additional named insured party on the policy.

b. Event organizers and participants will be required to sign Indemnification Agreement forms.

c. All food vendors must be approved by the Marquette County Health Department and each food vendor must provide the City with a Certificate of Insurance which names the City as an additional named insured on the policy.

d. All liquor vendors must obtain a liquor license for the event which must be approved by the Michigan Liquor Control Commission and must provide the City with a Certificate of Insurance which names the City as an additional named insured on the policy.

e. The approval of this special event may include additional requirements based on the City's review of this application in accordance with the City's Special Event Policy. The event will be operated in conformance with the written confirmation of approval.

f. The organization will provide a security deposit for the estimated fees as may be required by the City and will promptly pay any billing for City services which may be rendered.

As the duly authorized agent of the organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

3/22/21  
Date

James Bertini  
Signature of Organization's Agent

Return this Application at least forty-five (45) days prior to the first day of the event to:

City Manager's Office  
City Hall  
100 E. Division Street  
Ishpeming, Michigan 49849

17(c)

Policy #406

CITY OF ISHPEMING

SPECIAL EVENT APPLICATION

Please complete this application and return it to the City Manager's Office at least 45 calendar days prior to the starting date of the event.

Organization's Name Ishpeming Community Events Phone 900-250-4823

Organization Address 910 US Hwy 41 West,

Organization's Agent Jennifer Hendrickson Phone 900-250-4823

Agent's Title Organizer

Agent's Address 586 Goldmine Creek Drive, Ishpeming

Event Name Bus Macker 3-on-3 Basketball

Event purpose Basketball tournament to bring revenue into city + support local organizations/schools

Event Dates June ~~26, 27, 28~~ 2020 25, 26, 27, 2021

Event Times June 26 8am - June 28 10pm

Event Location Hematite Street from 3<sup>rd</sup> to Main  
+ a few surrounding streets to be determined

1. Type of Event:

☐ City Operated Event

☒ Co-Sponsored Event

☒ Other Non-Profit Event

☐ Other For-Profit Event

☐ Political or Ballot Issue Event

Cancelled for  
2020  
Rescheduled for  
2021

7/21/2015

2. Annual Event: Is this event expected to occur next year? ☒ [YES] ☐ [NO]

If yes, you can reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule TBD

Next year's Specific Dates: TBD

3. An Event Map [Is] [Is Not] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also please show any streets or parking lots that you are requesting to be blocked off.

4. Vendors: Food Concessions? ☒ [Yes] ☐ [No] Other vendors? ☐ [Yes] ☐ [No]

5. Event signs: Will this event include the use of signs? ☒ [Yes] ☐ [No]

6. Other Requests: items from the City, as used in 2019 picnic tables, bleachers, garbage cans, barricades, etc.

7. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

- a. A certificate of Insurance must be provided which names the City of Ishpeming as an additional named insured party on the policy.
- b. Event organizers and participants will be required to sign Indemnification Agreement forms.
- c. All food vendors must be approved by the Marquette County Health Department and each food vendor must provide the City with a Certificate of Insurance which names the City as an additional named insured on the policy.
- d. All liquor vendors must obtain a liquor license for the event which must be approved by the Michigan Liquor Control Commission and must provide the City with a Certificate of Insurance which names the City as an additional named insured on the policy.
- e. The approval of this special event may include additional requirements based on the City's review of this application in accordance with the City's Special Event Policy. The event will be operated in conformance with the written confirmation of approval.
- f. The organization will provide a security deposit for the estimated fees as may be required by the City and will promptly pay any billing for City services which may be rendered.



As the duly authorized agent of the organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

9-24-19  
Date

Jennifer Hendrick  
Signature of Organization's Agent

Return this Application at least forty-five (45) days prior to the first day of the event to:

City Manager's Office  
City Hall  
E. Division Street  
Ishpeming, Michigan 49849

The Regular Meeting of the Ishpeming City Council was held on Wednesday, May 6, 2020, in the Ishpeming City Hall Council Chambers with public comment being held virtually through Zoom. Mayor Mike Tonkin called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Mayor Mike Tonkin, Council Members Lindsay Bean, Jason Chapman, Pat Scanlon, and Stuart Skauge (5). Also present was Steve Snowaert, Acting City Manager. The City Attorney position is vacant. City Manager Cugini was excused.

PUBLIC COMMENT – Public comment was held through Zoom. There was no public comment.

APPROVAL OF AGENDA

A motion was made by Councilmember Chapman, supported by Councilmember Scanlon and carried unanimously to approve the agenda as presented.

AGENDA COMMENT – Agenda comment was held through Zoom. There was no agenda comment.

CONSENT AGENDA

A motion was made by Councilmember Scanlon, supported by Councilmember Skauge and carried unanimously to approve the consent agenda as presented.

- a. Minutes of Previous Meeting (March 4<sup>th</sup> and March 14<sup>th</sup>)
- b. Approval of Disbursements (March and April)
- c. Special Event Application and Parade Permit: St. Rocco/St. Anthony Italian Fest: July 25, 2020
- d. Special Event Application: Gus Macker Tournament: Cancel 2020 Rescheduled 2021
- e. Special Event for Historical Society - Main Street Tours Extend tours through September 2020
- f. Reappoint David Morton, Edmund Holmgren, Claudia Demarest, and Angelo Bosio to three-year terms on the Parks and Recreation Commission
- g. Reappoint Darren Boldt to a five-year term on the Library Board
- h. Appoint Eric Laksonen to fill vacancy and to the four-year term on the DDA expiring 2024
- i. Declare Library books and miscellaneous furnishings as surplus

MONTHLY FINANCIAL STATEMENT REPORT

Finance Director James Lampman advised there was no monthly budget report due to the conversion to BS&A software. He briefly summarized the progress of the BS&A software conversion.

A motion was made by Councilmember Scanlon, supported by Councilmember Chapman and carried unanimously to delay the monthly financial report until the June meeting.

RESOLUTION #5-2020, ACCEPT APPLICATION FOR NEZ CERTIFICATE: 1015 RIVER RIDGE DRIVE

Chief Snowaert advised a Neighborhood Enterprise Zone application from Cody Harju at 1015 River Ridge Drive was received. The request for was a 15-year exemption period.

There was discussion among Council regarding Neighborhood Enterprise Zones, the process, and the requirements necessary for approval of the application. Also discussed was the number of years requested for the exemption.

A motion was made by Councilmember Scanlon, supported by Councilmember Chapman and carried unanimously to approve the application for a Neighborhood Enterprise Zone Certificate for 15 years and approve resolution #5-2020, to Accept Application for NEZ Certificate for 1015 River Ridge Drive.

A motion was made by Councilmember Scanlon, supported by Councilmember Skauge and carried unanimously to obtain a recommendation from the Planning Commission and Zoning Board regarding Neighborhood Enterprise Zones.

# NATIONAL BEST PRACTICES

1. Gus Macker Tournaments will follow state and local health department COVID guidelines for holding safe, outdoor events.
2. The onsite Player Registration process will be streamlined, allowing for a social distanced experience. The check-in system will be divided into separate Youth and Adult areas. Players can electronically sign their waivers online, before arriving at the tournaments, when they register at macker.com.
3. Player and Spectator space around the basketball court will be marked for best social distancing practices.
4. Tournaments may limit the number of teams allowed to play based on current COVID regulations.
5. Macker will provide hand sanitizing stations and PPE supplies near each court.
6. Gus Macker will provide full refunds to all teams registered for a tournament that is cancelled due to COVID issues.



**Please visit the local tournament city webpage for specific COVID-related rules for that event.**

4/1/2021



18a

### **Marquette County Men's 30+ 2021 Covid-19 Plan**

1. Require players to sign a release of liability waiver which, much like the personal injury liability waiver, will hold the City of Ishpeming harmless if anyone contracts COVID-19 as a result of using the fields.
2. Encourage players to wear batting gloves
3. Encourage players to use hand sanitizer between each half inning
4. Encourage players not to share equipment
5. Prohibit use of the dugouts (there are no dugouts on fields that would be used)
6. Require 6 foot spacing
7. Require each team to supply one package of sanitizing/disinfectant wipes that players will use to wipe ANY surface that has been touched by a player during the course of the game. This includes but is not limited to the outer walls of the dugout, the poles at the entrance to the fields and bathroom facilities.
8. Encourage spectators to bring their own chairs and to honor the 6-foot spacing
9. Wipe down bathroom hard surfaces and handles after each use.



**Nationwide®**  
is on your side

MARK SLOWN

Page 1 of 2

Date prepared

Plan name

Plan number

Questions?

February 25, 2021

City of Ishpeming Deferred  
Compensation Plan

0039233001

Email [restate@nationwide.com](mailto:restate@nationwide.com)

MARK SLOWN  
100 E DIVISION ST  
ISHPEMING MI 49849-2075

## Important information about your Plan

Dear MARK SLOWN,

Two pieces of legislation were passed that may affect your Plan. Please read below for more details.

### Additional information

On December 20, 2019, the Setting Every Community Up for Retirement Enhancement (SECURE) Act was signed into law. The SECURE Act included several changes and new optional Plan provisions, such as penalty-free withdrawals up to \$5,000 for birth or adoption of a child and in-service withdrawals for employees starting at age 59½.

On March 27, 2020, the Coronavirus Aid, Relief and Economic Security Act (CARES Act) was signed into law. The CARES Act allowed qualified individuals to take tax-favored coronavirus-related distributions (CRDs) up to \$100,000 through December 30, 2020, expanded access to loans for 180 days after enactment of the law, and temporarily increased loan limits to \$100,000 or 100% of a participant vested account balance through September 22, 2020. It also allowed 2020 required minimum distributions (RMDs) to be waived. These optional provisions may have been added to your Plan by completing the CARES Act Election Form.

In addition to capturing your elections for the optional SECURE Act Plan provisions, there are several provisions that are not explicitly outlined in your current Plan Document for which we require clarification. We also ask that you take this opportunity to update your Plan's contact information.

### What you need to do

Complete the enclosed questionnaire and Plan Sponsor Contact and Address Update form. Please return the completed forms using one of the options below:

#### Mail:

Nationwide Retirement Solutions  
PO Box 182797  
Columbus, OH 43218-2797

See reverse side for additional information

16802000276011

**Email:**

restate@nationwide.com

**Fax:**

877-677-4329

**What to expect**

Once we receive the enclosed questionnaire, we will begin administering applicable SECURE Act provisions according to your elections within the questionnaire. Your elections for these provisions will be included on both the SECURE Act and CARES Act amendments in your Plan Document package for signature.

Over the next year, you can expect to receive additional employer communications from us as we provide information and education about the SECURE Act as it becomes available.

The industry is currently awaiting guidance from the Internal Revenue Service (IRS). Once IRS guidance is received and we have developed new documents, we will send the Plan Document package for your signature using information that you provided in the questionnaire. If you have a qualified governmental Plan (401(a), 401(k), 403(b)), you will be receiving document restatement information for that Plan in a separate mailing to align to the IRS 2022 deadline.

**Keep in mind**

As the Plan Sponsor, you are responsible for maintaining compliance with all federal and state laws. You may consider seeking guidance from your attorney or tax advisor relative to these decisions.

**We're here to help**

If you have any questions or need additional information, email [restate@nationwide.com](mailto:restate@nationwide.com) or contact our solutions center at 877-496-1630. Our specialists are available Monday through Friday, 8 a.m. to 11 p.m. and Saturday, 9 a.m. to 6 p.m. Eastern time.

Sincerely,

Nationwide Retirement Plans

# Planning Commission Annual Report for 2018

City of Ishpeming



March 22, 2021

# Table of Contents

---

Membership.....3

Meetings.....3

Master Plan Review .....3

Zoning Ordinance Amendments.....3

Development Reviews.....4

Variances .....5

Actions by Legislative Body.....5

Zoning Map.....5

Trainings Attended .....6

Joint Meetings.....6





# Membership

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Ishpeming Planning Commission member names:

1. Angelo Bosio
2. Larry Bussone
3. Bruce Houghton
4. Mike Tonkin (Council member)
5. Diane Gauthier
6. Jim Bertucci
7. Gabe Seelen
8. Harry Weikel
9. Brook Routhier

# Meetings

---

*The MPEA requires at least four (4) meeting annually.*

The Ishpeming Planning Commission met ten (10) times. This MEETS the requirements of the MPEA.

# Master Plan Review

---

No Master Plan review for 2018.

# Zoning Ordinance Amendments

---

February 5, 2018	Reviewed Sections 1-20 and Appendix 'A'; several revisions made to definitions and numerous small details.
March 5, 2018	Final review of sections 21-35; minor revisions made to Section 21, parking; Section 22, escrow fees, animal keeping details, condominiums, site plan guarantees, access management.
May 7, 2018	Z.O. being formatted; legal review by city attorney.
June 4, 2018	Z.O. formatting and inter-ordinance references continuing.



August 6, 2018	AI reviewing final corrections/additions and will furnish to city attorney, fire department, MDOT, Marquette County Planning Commission, MEDC, RRC, MSU Extension and post of city website asking for public comment.
September 10, 2018	Bed and Breakfast establishments added to the ordinance as a conditional use in the SR, GR and MR districts.
October 1, 2018	Cathy finalizing Z.O. typing.
November 5, 2018	Draft ordinance almost done.

## Development Reviews

---

January 8, 2018	Preliminary 2018-2022 Recreation Plan; City recreational sites; Athletic facilities, tennis courts, trail improvements, multi-purpose park, ice/roller skating, skate boarding; Unanimous support for Recreation Plan goals and objectives.
January 8, 2018	Review CBD Facades; Downtown; Canvas awnings, eliminate pole signs, establish period look; Approved to be added to Z.O.
January 8, 2018	IOHT 2018-2022 Plan; E-W City-wide trail; P.C. unanimously supports.
April 11, 2018	Site Plan Approval; Marquette County Medical Care facility.
May 7, 2018	Non-conforming Structure 2018-01; 460 Ready Street; Formerly Cliffs Power and Light; Class-A Non-conforming structure status approved.
June 4, 2018	Alley Vacations (2); Division and Third Streets; One recommended for approval and one tabled for future decision.
June 4, 2018	Future Hematite Art Park discussed.
June 4, 2018	Council encouraged to solicit development proposals for Malton Road and Wabash Heights areas.
July 9, 2018	CU 2018-01 approved for family day care home.
August 6, 2018	CU 2018-02 approved for a group day care facility.
August 6, 2018	E-W alley vacation continuation from June 4, 2018. Affected senior citizen complains and objects to vacation. P.C. unanimously denies the vacation.
November 5, 2018	CU 2018-03 was approved to permit the construction of the Hematite Art Park across the street from the High School.

November 5, 2018      NCS 2018-02 Class A Non-conforming structure; approved subject to future ZBA approval of a lot split and a side yard variance.

## Variances

Project Type	Location	Description	Status	Action Date
<b>Lot split LS2018-01</b>	1837 Hewitt	Convert accessory structure to living unit	Approved	11/7/2018
<b>Lot split LS2018-02</b>	1837 Hewitt	Maintain a conforming parcel	Approved	11/7/2018
<b>Variance ZV2018-01</b>	1837 Hewitt	Structure being converted to a dwelling unit too close to lot line	Approved	11/7/2018
<b>Lot split LS2018-03</b>	99 S. Fourth	Add parking for GLRC	Approved	12/4/2018
<b>Lot split LS2018-04</b>	500 Cleveland	Jasperlite development	Approved	12/4/2018
<b>Variance ZV2018-02</b>	105 Bessemer	Front yard, side yard & boundary transitional rear yard	Approved	12/4/2018
<b>Lot split LS 2018-05</b>	406 E. Division	Add area for foundation repairs	Approved	12/4/2018

## Actions by Legislative Body

No actions for 2018.

## Zoning Map

July 9, 2018      RZ 2018-01; Public hearing held for rezoning from GR to GC, lot 1, Ass'r Plat of Bessemer St. Recommendation to City Council to approve.



- September 10, 2018 P.C. agrees to public hearing to rezoning along the east side of Third Street from Bessemer St. to southerly railroad ROW, also a proposed lot split.
- October 1, 2018 P.C. recommended to City Council to rezone a 100' wide strip lying east of Third St. and North of the Assessor's Plat of Bessemer St.
- November 5, 2018 P.C. discussed rezoning of the hospital complex to GC, currently it's DD.

## Trainings Attended

---

Name	Topic/Description	Date
Al Pierce	Map Planning & Zoning workshop in Marquette	9/12/2018

## Joint Meetings

---

- May 7, 2018 Joint meeting: Planning Commission, DDA and City Council; 2017 Annual Report, 2019 Goals, Capital plans, Redevelopment sites, High School art project, City Hall garden.

# Planning Commission Annual Report for 2019

City of Ishpeming



March 22, 2021

# Table of Contents

---

Membership ..... 3

Meetings..... 3

Master Plan Review ..... 3

Zoning Ordinance Amendments..... 4

Development Reviews..... 4

Variances ..... 5

Actions by Legislative Body..... 5

Zoning Map..... 6

Trainings Attended ..... 6



# Membership

---

Ishpeming Planning Commission member names:

1. Brook Routhier
2. Gabe Seelen
3. Mike Tonkin (Council member)
4. Harry Weikel
5. Bruce Houghton
6. Angelo Bosio
7. Jim Bertucci
8. Larry Bussone
9. Diane Gauthier

# Meetings

---

*The MPEA requires at least four (4) meeting annually.*

The Ishpeming Planning Commission met seven (7) times. This MEETS the requirements of the MPEA.

# Master Plan Review

---

May 6, 2019	<p>Review Ishpeming community assessment Sept. 2018 through April 2019.</p> <p>Ryan Soucy provided master plan considerations, ideas and time frames and will use more graphics. He will also use Facebook and websites for comments and incorporate some RRC mater plan features. Ryan will be at the June meeting with more information to select a scope of services.</p>
June 3, 2019	<p>Commissioners reviewed draft City of Munising master plan which has more graphics, discusses current trends and limits tables.</p> <p>Recommendation to Council for maximum payout of about \$20,000 for 2020 budget.</p> <p>A recommendation to Council that the draft P3 be adopted – passed unanimously.</p>

August 5, 2019	Ryan Soucy working on a plan involving public and private consultants to help address workload created by MEDC RRC program.
September 9, 2019	Dotty LaJoye, CUPPAD executive director, proposed complete master plan rewrite for Ishpeming from November 2019 through June 2021, involving a downtown plan, public input through community surveys, web responses, and the Ishpeming community assessment group. Costs will be approximately \$18,000 and zoning will be increased greatly on the website. An increase in staff hours and accountability is also anticipated.

## Zoning Ordinance Amendments

RZ 2019-01	Rezoning of Bell Hospital from DD to GC
Zoning text	Added to Section 14.3D (GC conditional uses "and (6221) general medical and surgical hospitals").
March 4, 2019	Final revisions to draft zoning ordinance: Fire department revisions, Bell Memorial conditional use text additions, RRC comments and proposed text revisions.
June 3, 2019	Typing of Z.O. still in progress.
November 4, 2019	Staff to finish Z.O. typing/formatting not available.

## Development Reviews

Project Type	Location	Description	Status	Action Date
<b>Revision to CU 2017-01</b>	550 Cleveland	36-unit apt. bldg	approved	1/7/19
<b>Alley vacation</b>	408-412 S. Fourth St.	Unpaved alley with no utilities	Recommend vacation to Council	1/7/19
<b>CU 2019-01</b>	1014 N. Second St.	Home occupation	Approved with access esm't	1/7/19
<b>New site configuration</b>	550 Cleveland St.	Amend findings of fact – Bell Hosp'l footings	Approved with 5-2 vote	3/4/19





CIP	citywide	CIP 2020-2025	Recommend approval to Council	6/3/19
-----	----------	---------------	-------------------------------	--------

June 3, 2019	Presentation of "Three Sons" project on Hematite Drive, no information presented.			
September 9, 2019	Public forum on recreational marijuana. City attorney presented historical highlights for MMMA 2008, MMFLA 2008 and MRTMD 2015. The revenue stream and funding were discussed. Chairman opened public forum indicating that past experience was to opt-out of medical/recreational marijuana. Public comment (5) was received and planning commissioners also commented. Upon discussion and vote, planning commission recommended that Ishpeming opt-out.			
November 4, 2019	Election of planning commission secretary and assistant secretary.			

## Variances

---

No variances to report for 2019.

## Actions by Legislative Body

---

February 27, 2019	Rezoned NW1/4 NE ¼ exc. The West 150' of Sec. 4, T47N-R27W from DD to GC.
April 24, 2019	The City Council officially adopted Z.O. with ad in paper. Final formatting in process.

## Zoning Map

---

- |                   |  |
|-------------------|--|
| August 5, 2019    | Zoning administrator presented five areas with homes located in districts that don't allow them. Commissioners encouraged addressing these inequities.                   |
| September 9, 2019 | Planning commission held three public hearings on rezoning from I, MI and DD districts to Residential districts for 19 parcels. The PC recommended to Council to rezone. |

## Trainings Attended

---

To training to report for 2019.

# Planning Commission Annual Report for 2020

City of Ishpeming



March 22, 2021

# Table of Contents

---

Membership.....	3
Meetings.....	3
Master Plan Review .....	3
Zoning Ordinance Amendments.....	4
Development Reviews.....	4
Variances .....	5
Actions by Legislative Body.....	5
Zoning Map.....	5
Trainings Attended .....	5



# Membership

---

Ishpeming Planning Commission member names:

1. Brook Routhier
2. Gabe Seelen
3. Mike Tonkin (Council member)
4. Harry Weikel
5. Bruce Houghton
6. John Carlson
7. Angelo Bosio (RESIGNED)
8. Jim Bertucci (RESIGNED)
9. Larry Bussone (RESIGNED)
10. Diane Gauthier (RESIGNED)

# Meetings

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*The MPEA requires at least four (4) meeting annually.*

The Ishpeming Planning Commission met seven (7) times. This MEETS the requirements of the MPEA.

# Master Plan Review

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January 6, 2020	Ryan Soucy – Revision to Planning Commission bylaws discussion. Carnegie Library master plan kick-off. Community participation plan discussion.
February 3, 2020	Bryan Neuman – Master plan roles.
March 2, 2020	Rebecca Bolen – Draft P3 plan.
July 6, 2020	Ryan Soucy – Comprehensive asset analysis, SWOT & SOAR analysis.
August 3, 2020	Ryan Soucy – Presented 7 different assets for comments/evaluation as well as a summary of aspirations and results for homework for commissioners to hand in next month.  Capital Improvement Plan 2021-2026 recommendation to Council.



October 5, 2020

Ryan Soucy – Slide presentation examining strengths, weaknesses, opportunities, and threats (SWOT) which depicted opportunities and aspirations for the Ishpeming community.

## Zoning Ordinance Amendments

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No zoning text amendments for 2020.

## Development Reviews

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<b>Project Type</b>	<b>Location</b>	<b>Description</b>	<b>Status</b>	<b>Action Date</b>
<b>Site plan review</b>	Elm St.	OK Rental	approved	May 2020
<b>Site plan review</b>	Greenwood St.	Multipurpose Senior Center	approved	June 2020
<b>Conditional use</b>	312 W. Division St.	Conversion from commercial to residential	approved	7/6/2020
<b>Nonconforming structure</b>	801 N. Third St.	Front & side yard violations	approved	9/14/2020
<b>Nonconforming structure</b>	511 E. Empire St.	Front & side yard violations	approved	9/14/2020
<b>Nonconforming use</b>	801 N. Third St.	4 units; 2 allowed	approved	9/14/2020

## Variances

Project Type	Location	Description	Status	Action Date
Lot splits	801 N. Third St.	Quadplex apt.	Approved with conditions	1/8/2020
Lot splits	511 E. Empire St.	House	Approved with conditions	1/8/2020
Garage roof peak height	1083 Suncliffe	14' x 28' garage addition	Approved with conditions	8/5/2020

## Actions by Legislative Body

Approved zoning map changes RZ-2019-05 & 06, & RZ-2020-01.

## Zoning Map

February 21, 2020	RZ 2019-05; SE4 SE4 Sec. 3-47-27; From DD to MR (error correction) RZ 2019-06; Barnum Add'n & Ass'r plats of Barnum Loc'n; From I & MI to GR & MR (error correction)
August 24, 2020	RZ 2020-01; Cimco's 5 <sup>th</sup> Add'n lots 63 & 64; From GR to GC (error correction)

## Trainings Attended

Name	Topic/Description	Date
Al Pierce	Citizen Planner (online course)	11/27/2020



# Public Participation Plan (P<sup>3</sup>)

City of Ishpeming





# Table of Contents

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Overview and Purpose .....	3
Public Participation Goals .....	4
Public Participation Requirements .....	5
Michigan Open Meetings Act.....	6
Michigan Planning Enabling Act.....	6
Michigan Zoning Enabling Act.....	7
Key Stakeholders.....	8
Opportunities for Public Participation.....	9
Development Review Bodies.....	9
Public Meetings.....	10
Public Comments.....	10
Public Hearings.....	10
Toolbox of Strategies.....	11
Basic announcement methods for public meetings.....	11
Proactive Practices .....	12
Public Participation Matrix .....	14
Outreach Strategies.....	15
Master Plan Update.....	15
Zoning Amendment.....	16
Capital Improvement Program Planning.....	17
Parks and Recreation Plan.....	17
Major Developments.....	18
Determining the Appropriate Plan .....	19
Communicating Results.....	21
Public Participation Evaluation.....	21

# Overview and Purpose

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Engaging citizens through a planning process is crucial to the success of the plan. Soliciting input throughout the duration of the process contributes to a greater public understanding of the various complexities involved in many community projects and also provides greater transparency in local government operations. Solicitation and consideration of community input by City officials enhances the public's understanding of their ability and responsibility to affect the future of the community. As key facilitators in the City's decision-making process, the public officials and administrators of the City of Ishpeming understand the significance of public participation.

In order to effectively engage the public, there needs to be an explicit plan of action which outlines the purpose and process used in soliciting input from the public. Creating a public participation plan ("P3" as referred to by the Michigan Economic Development Corporation's Redevelopment Ready Communities program) will allow the City to thoughtfully engage the public during major planning, zoning, and development projects and retain institutional knowledge over time. Furthermore, by documenting and analyzing information on participation efforts, the City of Ishpeming will be able to objectively assess its efforts and adjust. This creates a dynamic and effective set of best practices the City may consult for future uses.

The City of Ishpeming has developed this document to help guide decisions for formulating public input processes during planning and development projects and the application of best practices. This document contains a series of policies and procedures for public involvement and outreach to be applied to planning and zoning tasks. Examples include: master plan updates, zoning ordinance and map updates, capital improvement project planning and review, parks and recreation plan updates, major private development projects and development projects involving publicly-owned properties.

Public engagement is a not a "one size fits all" exercise. Certain strategies are more appropriate in some circumstances than others, and a successful practice in one situation may not be as successful in another. To this point, this guide is intended to serve as an internal resource for ideas on how to best engage productive collaboration with stakeholders and the public in the future.



# Public Participation Goals

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This guide emphasizes the City of Ishpeming's commitment to meaningful and effective communication with stakeholders and citizens throughout planning and development processes. The public participation tools described in this guide do not preclude additional engagement efforts but should serve as a starting point for consideration of the appropriate type and extent of planned public involvement. The list below contains the goals in which the City of Ishpeming seeks to accomplish through the application of this guide.

- 1.** Solicit public participation in key phases of the planning process. Stakeholders and citizens shall be involved at key phases of planning process to ensure maximum value of the input received. Proactive participation includes early and continuous involvement in important policy or project decisions before they are finalized. There are many opportunities for the public to play a role in shaping short and long-term needs, solutions, and funding priorities. The earlier the public is involved in the process, the greater the opportunity to influence important land-use and economic development decisions.
- 2.** Seek broad representative involvement and utilize effective and equitable avenues for distributing information and receiving comments. The diverse characteristics and needs of residents require flexible communication and outreach techniques to ensure representative involvement. Depending on the geography of an affected area, outreach may be in-person communication, online, posted by signs, published, or by written correspondence. Additionally, opportunities for feedback will also vary, such as meetings, door-to-door polling, surveys, or open houses. There are a number of ways to ensure that a diverse public is well-informed and able to play a role in the planning process. Recognizing that no single technique or mechanism will work in all cases, it is up to the City to consider the special communication needs of the public and use the best approaches to accomplish this goal.
- 3.** Provide educational materials and design participation initiatives that will support and encourage effective participation. Providing materials such as advertising fliers, presentations, infographics, or other forms of visualizations are helpful means to bring stakeholders and residents up to date on various planning, zoning, or development projects.

4. Maintain and develop staff expertise in all aspects of participation. This includes techniques for bridging language, cultural, and economic differences that affect participation; ways to convey issues and information in meaningful ways to various cultural groups; and means for ensuring equitable representation for all segments of the population and sectors of the economy.
5. Support and encourage continuous improvement in the methods used to meet the public need for information and involvement. Public information and involvement methods are continually evolving. The City of Ishpeming is committed to seeking new and innovative ways of engaging and keeping the public involved throughout the process.
6. Record results of public engagement and recount these results back to the public. In order to properly obtain feedback from stakeholders and the public, the City of Ishpeming shall track and document input received during various public input opportunities. Additionally, the City will seek to develop a method for sharing received input with the public. This promotes transparency as well as allowing stakeholders and the public to know their voices have been heard.
7. Provide interpreter services for public meetings. With adequate advance notice, the City will provide interpreter services at all public meetings; including language translation and signage for the hearing impaired.
8. Encourage developers to engage the community. Developers are encouraged to seek input from the community in accordance with this manual. The City will support those efforts and provide reasonable accommodation for proactive public participation in planning for private development projects.

## Public Participation Requirements

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Basic requirements for public participation are mandated in state and federal laws for certain public projects and development reviews. The City of Ishpeming, through the work of the City Council and the various boards and commissions which report to them, shall follow the local and state regulations listed in this section. These regulations include provisions for the public review process, public participation, and public hearings.



## Michigan Open Meetings Act

The Open Meetings Act was developed with the basic intent of requiring public bodies to conduct business at open public meetings. The Open Meetings Act is fundamental to ensuring the public has a role in policy development and adhering to its mandates is legally required.

In accordance with the Michigan Open Meetings Act ([PA 267 of 1976](#)), the City of Ishpeming will hold meetings at City Hall, located at 100 East Division Street, which is accessible to the public (or in another properly posted location as is necessary or preferable). Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact the City Clerk for assistance. Additionally, any citizen may request that public bodies place them on a mailing or email list so they may be notified in advance of all meetings by contacting the City Clerk.

The public will be notified within ten (10) days of the first meeting of a public body in each calendar or fiscal year; the body will publicly post a list stating the dates, times and places of all its regular meetings at its primary office. If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times and places of regular meetings. For special and irregular meetings, public bodies will post a notice indicating the date, time and place at least eighteen (18) hours before the meetings. Public bodies may hold emergency sessions without a written notice or time constraints if the public health, safety, or welfare is severely threatened and if two-thirds of the body's members vote to hold the emergency meeting.

## Michigan Planning Enabling Act

In accordance with the Michigan Planning Enabling Act ([PA 33 of 2008](#)), the following parties are notified via first-class mail, personal mail, or email by the City's Planning Commission of the intent to plan and request the recipient's cooperation and comment:

- Central Upper Peninsula Planning and Development Regional Commission (regional planning commission).
- Marquette County Planning Commission (county planning commission).
- City of Negaunee Planning Commission, Ishpeming Township Planning Commission and Tilden Township Board (adjacent municipalities).
- Each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the City of Ishpeming; as well as all other government entities which register their name and mailing address for their purpose with the planning commission.





- Marquette County Road Commission and Michigan Department of Transportation (if the master plan will include a master street plan).

After the draft master plan has been submitted to City Council for review and approval for distribution, the draft plan will be submitted to the previously listed entities for review. Before approving a proposed master plan, the City's Planning Commission will hold not less than one public hearing on the proposed master plan. The hearing will be held after the expiration of the deadline for comment as outlined in the Act.

The Planning Commission will give notice of the time and place of the public hearing not less than fifteen (15) days before the hearing by publication in a newspaper of general circulation within the Ishpeming area. The Planning Commission will also submit notice of the public hearing by first class mail, personal delivery, or email to the previously listed entities for review. After adoption of the master plan, the Planning Commission may distribute copies of the master plan or of any report, and employ other means of publicity and education.

## Michigan Zoning Enabling Act

In accordance with the Michigan Zoning Enabling Act ([PA 110 of 2006](#)), consideration of the following requires advertised public hearings pursuant to the Open Meetings Act:

- Zoning text amendments
- Zoning map amendments
- Variances
- Appeals
- Interpretations
- Special land uses

In all the above cases, the City of Ishpeming shall provide public notice of the hearing in a newspaper of general circulation in the area not less than fifteen (15) days before the date of the hearing and to all persons to whom real property is assessed within three hundred (300) feet of the subject property and to the occupants of all structures within three hundred (300) feet of the subject property shall be notified.

# Key Stakeholders

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Stakeholders represent a diverse set of individuals, groups, and organizations which have a vested interest or are affected by the planning and land use development process. Different groups of stakeholders may be engaged in each of the planning and development review processes dependent upon the nature of the project or plan, level of community interest, and the potential impact of the project.

Local, state and federal organizations from both the public and private sectors assist and enhance the City's decision-making process through their input. Stakeholders include, but are not limited to:

- City Council
- City's Boards and Commissions
- Ishpeming Downtown Development Authority
- Chamber of Commerce
- Major employers
- Commercial business owners
- Ishpeming Public Schools
- Michigan State University – Marquette County Extension
- Marquette County
- Neighboring municipalities
- Religious groups
- Community organizations
- Senior groups
- Social organizations
- Students

The City of Ishpeming is dedicated to ensuring the public is notified and involved in its decision-making processes. More effort is needed to reach beyond public meetings as many residents will simply never attend a meeting even if they are personally invited. Technology and information sharing through the city website helps in this realm; however, use of social media can be increased. While there are regulars who attend meetings, the City does not systematically analyze the data it collects on the citizens who attend public meetings or the nature of the



comments that are made. Additionally, no specific demographic characteristics are known about citizen participation.

Although there are numerous stakeholders currently involved in helping to develop and guide the City of Ishpeming, the likelihood of underrepresented citizens and organizations is still a reality. The City of Ishpeming shall work to identify these stakeholders and make a concerted effort to bring them into the decision-making process.

## Opportunities for Public Participation

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The City of Ishpeming provides residents and stakeholders with numerous opportunities to get involved in the developmental planning, review, and approval process.

### Development Review Bodies

#### City Council

The City Council is the legislative and policy-making body for the City government. The Mayor and members of the Council are elected officials. The Council appoints the City Manager who is responsible for the day-to-day administration of city government.

#### Boards and Commissions

The City encourages citizen participation in local government planning and policy decisions. Therefore, all citizens are invited to apply for appointments to the City's boards and commissions. These groups provide recommendations to the City Council on a variety of topics and issues. The members of the boards and commissions help to analyze options and influence important decisions on behalf of the community.

In general, depending on the nature and location of the project, many of the boards and commissions may review a proposed plan or land use project. These boards and commissions function in two distinct capacities in the public policy process in Ishpeming - advisory and administrative. Some will serve in both capacities.

Each advisory board or commission makes recommendations to the City Council based on the scope of its particular service area. Typically, advisory boards and commissions have a work agenda in place for a calendar year during which it undertakes projects, deliberates on issues, and hosts special events. The City Council is responsible for making the final decisions on most issues or topics, but it will look to these groups for advice, background information, and analysis. As the elected body, the City Council has discretion to accept advice in full, in part, or not at all. Certain boards and commissions have an additional administrative role. This means





that they are permitted or required by charter, statute or ordinance to conduct formal reviews and issue administrative decisions. These decisions are then sent to the City Council as official recommendations.

## Public Meetings

In compliance with the requirements of the Open Meetings Act, meeting agendas and packets of the City Council and the City's boards and commissions are made available on the City's website in advance of each meeting. The meeting agenda and packet are sent, by mail or e-mail, to all land use applicants. Meeting minutes of the City Council and the City's boards and commissions are coordinated by the staff liaison and posted on the City's website once approved.

## Public Comments

Opportunities for public comment shall be available at any meeting of the City Council or the City's boards and commissions in accordance with the provisions in the boards and commissions' bylaws and other operating policies. The meeting agenda allows for public comments under a 'Public Comment' section. The participation of interested persons and their input shall be recorded in the meeting minutes. Approved meeting minutes, which include the outcome of the public participation, are made available to the public through various methods, including being posted on the City's website.

## Public Hearings

The City Council and its various boards and commissions shall hold public hearings when called for in their local and State enabling legislation, or when otherwise prudent, to provide the opportunity for public comment on specific topics.

### Ishpeming Planning Commission

The Planning Commission shall consider holding public hearings for all land use and development applications (site plan, special land use permit, or rezoning request) that come before them though this is not required by State law for all applications. The Zoning Administrator shall schedule and publish the notification of a public hearing before the Planning Commission in a newspaper of general distribution in the City as mandated by the commission's bylaws. Land use and development application notifications shall be sent by mail to the applicant, the owner of the subject property, and the owners of property within three hundred (300) feet of the subject property. The Planning Commission's meeting agenda shall be made available on the City's website in advance of the meeting. The applicant and the City Council shall receive written notification of the Planning Commission's recommendation.



## Ishpeming City Council

The City Council shall hold a public hearing when called for in their enabling legislation. Upon receipt of a recommendation of the Planning Commission, the City Council shall set a date for a public hearing for consideration of any proposed zoning ordinance update or rezoning. State and federal statutes require that special use permits and rezoning applications be published in a newspaper of general distribution in the City no less than fifteen (15) days prior to the City Council public hearing. Application notifications shall also be sent by mail to the applicant, the owner of the subject property, and the owners of property within three hundred (300) feet of the subject property.

The special use permit applicant and the Zoning Administrator are notified in writing of the City Council's action by the City Clerk within five days of the action. Following adoption of an ordinance to amend or update the zoning district boundaries or the district regulations, the ordinance shall be filed with the City Clerk and a notice of the ordinance adoption shall be published in a newspaper of general circulation in Ishpeming within fifteen (15) days after adoption.

## Other Boards and Commissions

Other relevant boards and commissions will hold public hearings as needed and as required by the individual boards' and commissions' bylaws. The public hearings will be noticed as required in advance of the meeting. All meeting agendas shall be made available before the meeting on the City's website.

# Toolbox of Strategies

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The public participation toolbox is virtually limitless – from tried and true methods to more creative methods. The City will strive to ensure that more than one notification and communication method will be used depending on the specific project and target audience. This list is flexible and can change based on needs and circumstances.

## Basic announcement methods for public meetings

The following methods may be used to advertise public meetings of the City Council and the City's other boards and commissions acting as advisory bodies to the City Council when acting on land use or development applications. Many times, this does not result in involvement of all stakeholders, especially those with visual impairments, those who are illiterate, youth, individuals with mobility limitations, and those who work during the time in which public meetings are commonly held.



- Newspaper posting
- Website / Social Media posting
- Flier posting on City Hall bulletin areas
- Announcements at council meetings
- Postcard mailing
- Attachments to utility bills
- Local television / radio station notification

## Proactive Practices

The following are some examples of public participation methods that are less reactive and more focused on education and collaboration. These methods are most successful with strong partnerships with stakeholders.

### Conceptual Review Meetings

Before submitting a zoning application, or site plan, an applicant may choose to submit a conceptual sketch or draft plan for review by the Zoning Administrator. The review shall be informal and advisory only and shall not constitute any form of approval or authorization of granting any type of permit. The review shall be done without cost to the applicant.

### Surveys

Surveys are useful for identifying specific areas of interest or concentration for a broad scope of ideas or issues. These areas of interest can then be further explored using other methods like the ones outlined below. A community may use a survey to identify where to start in the planning process or the general consensus surrounding a topic. Surveys can be useful to get a general idea of public opinion regarding specific community issues but should not be used as the sole method of public input.

It is helpful for a municipality to administer surveys with partners. For example, schools can send surveys home with children or churches can have them available to fill out and neighborhood groups can put them in mail boxes. As with most public input efforts, it is best to vary the delivery method (mailed, handed out, electronic).

### Open House Meetings / Community Workshops

Open house meetings and community workshops can be as simple as a series of question and answer sessions with the public or as creative as interactive map exercises. Formal presentations

can be given to a large audience and then less formal exchange of information may follow. They provide a more casual and fun setting to encourage participants to think critically and creatively about important issues. Oftentimes open house meetings are a great way to educate the community surrounding a specific topic and to hear concerns, questions, and ideas.

Open house venues need to be accessible and approachable for all attendees. Further, volunteers must be available and knowledgeable on a project to encourage feedback from participants. An orientation session is essential prior to commencement.

## Charrettes

The charrette differs from a workshop because it is a multi-day event where designers and planners work collaboratively. Citizens offer ideas while the charrette team facilitates and observes. This tool may most often be used for specific development projects that involve significant changes to the urban form and require public input on the design layout. The City may encourage developers to hold charrettes for specific proposed projects with significant community interest.

## Walking Tours

Walking tours allow for more candid and casual feedback from participants. They can be paired with community workshops or charrettes to measure the perceived safety and comfort of pedestrians in a downtown, neighborhood or corridor. Walking tours are also useful for identifying desired design elements, problem properties, or safety concerns.

## One-on-One Interviews

Interviews are a great way to get specific data on a topic. Specific community leaders may be identified, making them ideal candidates for an interview. Some communities have individuals that are very vocal about issues in the community. Interviewing them may give some perspective on how to address their concerns. It is important to remember that one interview reflects the opinion of one individual and should not be considered representative of the entire community.

## Focus Groups

Like interviews, focus groups can help to narrow down concepts or to get a specific side of the story from different perspectives. Focus groups can be used to invite various stakeholders to the table to gather multiple perspectives and interests in one setting.

## Social Media / Web Presence

Depending on the type of project, information should be merged into online sources. Further, more intensive projects may have project-specific websites, not only to provide information but



to allow for comments and interaction. Technology offers a unique opportunity to give and receive information to a broad range of people. Municipalities can post events, share information on projects and planning, development processes, and even solicit feedback.

## Public Participation Matrix

As stated previously throughout this section, various outreach strategies have a multitude of different uses and applications. Some processes lend themselves better to certain strategies. The table below serves as a guide to show which outreach methods may be optimal based upon which type of process the City is undertaking.

		Process				
		Master Plan	Zoning Amendments	Capital Improvement Program	Parks & Rec Planning	Major Development
Outreach Method	Conceptual Review Meetings	✓	✓	✓	✓	✓
	Surveys	✓	✓	✓	✓	✓
	Open House / Community Workshops	✓	✓	✓	✓	✓
	Charrettes	✓	✓	✓	✓	✓
	Walking Tours	✓	✓	✓	✓	✓
	One-on-one Interviews	✓	✓	✓	✓	✓
	Focus Groups	✓	✓	✓	✓	✓
	Social Media / Web Presence	✓	✓	✓	✓	✓

### Legend

- ✓ = Recommended Strategy
- ✓ = Potential Strategy
- ✓ = Not Applicable



# Outreach Strategies

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The City of Ishpeming's goal is to follow a systematic approach for public engagement in the development of City plans and policies. The sooner the public is involved, the better. It is in the City's best interest to engage citizens and other stakeholders in the creation process instead of simply attempting to control reactions to a finished product. Proactively engaging stakeholders fosters a sense of ownership and helps to prevent delays caused by unforeseen issues. This section outlines how the community has and will be engaged depending on the process at hand.

## Master Plan Update

As the visionary policy document for future development in the City, the master planning process must use a wide range of public input methods to develop the goals, objectives and strategies for implementation. The City of Ishpeming shall follow, at a minimum, the provisions of [Michigan Planning Enabling Act](#) for the adoption of a new master plan or of an update to the master plan.

The Planning Commission shall send a notice to all stakeholders as listed in the State enabling legislation; the notice will explain that the Planning Commission intends to prepare a plan and request cooperation and comment on the plan now and when the plan is drafted. The Planning Commission and the City will then begin work on drafting or updating the plan. They shall involve the public through many of the methods listed in the section, [Toolbox of Strategies](#).

The City shall encourage the involvement and participation of all stakeholders, including any marginalized groups that may be typically less involved in the planning process. Stakeholder involvement is encouraged from the beginning and the results of such public participation are made available to the community and participants and incorporated as much as is reasonably possible in the drafted plan or plan amendment.

In preparation, studies of existing conditions and probable growth should be done for the basis of the plan. The Planning Commission may make use of expert advice and information from federal, state, county, and municipal officials, departments, and agencies having information, maps, and data pertinent to the City. The City may consult with representatives of adjacent local units of government with respect to their planning so that conflicts in master plans and zoning may be avoided. The City may cooperate with all departments of state and federal governments and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.



The City shall encourage and track the public participation through a variety of means, including minutes, public recording of meetings, comment cards, sign-up sheets, and input received verbally, through written correspondence or through website comments, and other means as appropriate.

## Zoning Amendment

The zoning ordinance is a document that reflects the vision of the community by regulating the character and type of development. To this end, it is critical that the public be involved in the adoption of amendments to the zoning map or to specific regulations contained in the text of the zoning ordinance. As each amendment process is unique and not necessarily related to the entire document, the stakeholders may vary to some extent. However, a general process of public outreach will contain early and frequent public input and a continuous facilitation of involvement throughout the decision-making process. The creation of citizen study groups, committees, or workshops with directly affected property owners will be encouraged when tackling more complicated issues.

The City Council may of its own motion, or shall upon petition signed by the owners of a majority of the property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or district regulations. The ordinance shall be introduced by City Council and then referred to the Planning Commission for review and recommendation. It may be necessary for the Planning Commission and/or the City Council to defer action to one or more subsequent meetings to gather further information or to accommodate additional review and debate.

Prior to submitting its recommendation to the City Council, the Planning Commission will hold a public hearing. The City Council will, on receipt of the report of the Planning Commission, set a date for a second public hearing for consideration of the proposed amendment. After the public hearing, the City Council may choose to approval, deny, or table the proposed amendment.

There are special circumstances, however, such as a written protest against a zoning amendment by property owners. Whenever a written protest against such proposed amendment, signed by the owners of twenty (20) percent or more of the area of land proposed to be altered or by the owners of twenty (20) percent of the area of land within one hundred (100) feet of any part of the boundary of the land proposed to be altered, excluding any publicly-owned land from either calculation, shall be filed with the City Council, the rezoning ordinance shall not be passed except by at least a two-thirds vote of all members of the City Council. The ordinance will be noticed in a newspaper of general distribution in the City at least fifteen (15) days prior to the hearing. The notification will also be sent by mail to the applicant, the owner of the subject property, and the owners of property within three hundred (300) feet of the subject property.

Following adoption of the ordinance to amend the district boundaries or the district regulations, the ordinance will be filed with the City Clerk, and a notice of the ordinance adoption will be



published in a newspaper of general circulation in Ishpeming within fifteen (15) days after adoption. The ordinance will take effect upon the expiration of seven (7) days after its publication, unless a later effective date is specified by the City Council, or unless a notice of intent to file a petition seeking to submit the ordinance to the electors of the City for action is filed with the City Clerk within seven (7) days after publication of the ordinance amendment.

Particular attention shall be paid to public outreach and communication when dealing with controversial zoning ordinance amendments or controversial development proposals. The website shall be updated regularly on decision-making processes and projects.

## Capital Improvement Program Planning

A Capital Improvement Program (CIP) plan is a short-range plan, typically four to ten years, which identifies capital projects and equipment purchases. It also includes a ranking of projects and purchases in order of preference, the plan for financing the items, a timetable for the construction or completion of the project, justification for the project, and an explanation of expenses for the project. The City of Ishpeming is committed to working with stakeholders such as Ishpeming Public Schools and the Parks and Recreation Department to make the best use of public funds. While planning for capital improvements can largely be very technical and difficult to become engaged, City Council shall hold a public hearing for the adoption of the CIP plan and post the plan in an easily-accessible location on the City's website for the public to view.

## Parks and Recreation Plan

Similar to the master planning process, the parks and recreational planning process must also utilize a wide array of public involvement strategies. The Michigan Department of Natural Resources (DNR) provides financial assistance through its recreation grants program to communities with the State of Michigan to acquire land for parks and to develop recreation facilities. The DNR mandates that municipalities undergoing a parks and recreation plan update must employ no less than two (2) types of public input strategies as detailed in the [Toolbox of Strategies](#) section of this document.

It is important to involve the public early in the process through public meetings, surveys, community workshops, open house events, or other means before the draft plan is written. It is highly recommended that additional effort be put forth to solicit comments from residents living in the vicinity of future projects and from those who may be negatively affected by the proposed projects. Special efforts must be made to involve segments of the population whose concerns are often overlooked. These public participation methods should be well-advertised and held at an easily-accessible location.

Once the draft plan has been completed by the Planning Commission or Recreation Committee, citizens must be provided with a well-advertised opportunity of at least one (1) month or thirty





(30) days to review and comment before it is officially adopted. Ideal locations to allow the public to view the draft plan is at a public library, City Hall, or the City's website. Comments should be collected via mail, email, or other means. A finalized draft shall then be recommended for adoption to City Council.

Once the thirty (30) day public review period has concluded and a finalized draft has been prepared, the City Council shall hold an advertised public hearing in accordance with the Open Meetings Act. The meeting minutes shall reflect whether there was public comment and the nature of the comments received during the public hearing.

## Major Developments

The City shall follow, at a minimum, the provisions of the local and State regulations, as listed in this guide, to review development projects that involve the approval of planning and zoning applications and permits. This applies to the review process for site plans and special use permits, rezoning requests, and variance request applications. In many circumstances, the City Council and its boards and commissions will hold public hearings, noticed in accordance with the State legislation, and allow for public comment on the proposed development project during its regular meetings. Depending on the nature of project, the community interest, and the community's financial involvement, additional methods of engagement may be used to gather community feedback.

# Determining the Appropriate Plan

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Prior to conducting a planning process, the City of Ishpeming shall create a Public Participation Plan to help define and guide the methods for achieving optimal public participation. Most public participation plans will be simple and short; however, large projects with multiple public participation activities may need to be more detailed.

The purpose of the public participation plan is to help the City think through a project and to design activities that will meet the project's public participation goals. A well-planned approach will save time and effort in the long-run.

Below are the steps to formulating a successful public participation plan:

1. Describe the Project. The first step in developing a public participation plan is to provide a clear project description to lay the foundation for a successful and achievable public participation process within the timeline, geographic area, staff and budget limitations of the overall project. This information will be used to explain the project to those persons subsequently engaged in public participation activities of the plan. This will also help communicate the boundaries of public participation in planning, program development, or decision processes.
2. Determine the level of public concern or interest. To determine the appropriate level of public participation, it is important to assess the degree to which the public considers the issue significant. The public will become involved according to its perception of the seriousness of the issue. Therefore, it is important to anticipate the public's level of interest or concern regarding a project or program.
3. Identify public participation goals. After determining the appropriate level of public participation for the project, the next step is to define the goals for inviting the public to participate.
4. Identify stakeholders. With goals and public participation levels in hand, it is easier to identify stakeholders and what level of public outreach is needed. When creating the list of stakeholders, make sure audiences who may not typically be engaged are considered to try to cover a broad range of citizens.
5. Select tools. Different public participation goals typically require different tools and approaches. This guide provides several proven strategies to employ during various types of projects.

6. Create a schedule. Any public participation plan should include a detailed timeline of the planning, program development or decision-making processes as well as the public participation activities within that process. Public information and input need to be timed early enough to provide the public with adequate opportunity to influence the decision.
7. Identify roles and responsibilities. Identify everyone who has a role and/or responsibility in the planning, program development or decision-making processes. Most importantly, identify an overall public participation manager responsible for tracking progress and completing each activity. Clearly identify who the “ultimate decision makers” are with regard to the project. This will be very helpful to have before beginning the development of public information materials and making presentations to stakeholders, who will want to know how, when and by whom the decision is going to be made.
8. Gather and disseminate input and results. If the public participation goals include public input, involvement or collaboration, there is an added responsibility of disseminating the public’s input to decision makers and back to the public at large. This “feedback loop” is necessary to demonstrate to the public that their time and effort has been well invested and their comments and concerns have been understood and accurately communicated to decision makers. It also shows the public how their input has been translated and influenced the project, policy, or program.
9. Evaluate effectiveness. Evaluation should be an explicit part of the design for any public participation activity or plan. Too often, evaluation is ignored or begun too late to help improve the project. Involving stakeholders in designing and conducting the evaluation is a further way of partnering with the public and creating a transparent process. Plan to constantly monitor and evaluate the outcomes of its public participation efforts throughout the life of the project and make revisions as needed.

# Communicating Results

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Communicating back to the public the information gathered during the public involvement process will result in another layer of transparency and a greater understanding from the public. This helps to prove that public input is not only sought after but actually valued by the City of Ishpeming.

Municipalities have many venues of communication: Television, newsletters, the municipal website and social media. The appropriate venue to communicate, who is responsible for this communication, and how soon after the public participation event are all dependent on the situation at hand. In general, the following is a list of ways the City will strive to communicate public feedback.

1. Public meetings. City Council and all municipal board and commission meeting minutes shall be posted on the City's website.
2. Surveys. Surveys created by City staff will be compiled by a designated staff person, and the City shall have results posted after the survey completion. The results, or a link to the results, may be posted online and on social media.
3. Open Houses / Community Workshops / Charrettes. A City official will be charged with taking notes during public open houses, community workshops, or charrettes and getting names, addresses, and emails of all in attendance. In addition, the results of these events shall be sent to participants via email, and the meeting summary shall be publicized at other public meetings such as the City Council and Planning Commission.

# Public Participation Evaluation

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This guide will be formally reviewed on an annual basis. A City official will be responsible for keeping records of the participation efforts and will be responsible for compiling the data and presenting it to the City and public with suggestions for actions. The results should identify strengths and weaknesses and give examples of how to adjust strategies to better maximize outreach. However, if the plan is implemented as stated, the feedback loop should create a continuous review process that enables City officials to successfully make changes through a consistently improved upon, dynamic process.

23

CITY OF ISHPEMING

CITY COUNCIL RESOLUTION #4-2021

RESOLUTION TO ADOPT THE 2021 MARQUETTE COUNTY HAZARD MITIGATION PLAN

WHEREAS, the City of Ishpeming is committed to the mitigation of potential hazards and the protection of the public health, and the reduction of property damage and loss of life that can result from hazardous events;

WHEREAS, The Federal Emergency Management Agency (FEMA) requires that communities have an adopted Hazard Mitigation Plan as a requirement to receive funding under certain FEMA programs;

NOW, THEREFORE, BE IT RESOLVED, that the Ishpeming City Council hereby adopt the Marquette County Hazard Mitigation Plan, as updated in 2021.

Yeas:

Nays:

Excused:

I, Cathy Smith, City Clerk, do hereby certify that the foregoing is a true and original copy of this resolution duly made and passed by the City Council of Ishpeming at a Regular Meeting held on April 7, 2021, with a quorum present.

\_\_\_\_\_  
Cathy Smith, City Clerk

\_\_\_\_\_  
Date



# County of Marquette

RESOURCE MANAGEMENT/DEVELOPMENT DEPT.  
PLANNING DIVISION  
234 W BARAGA AVENUE • MARQUETTE, MI 49855

Phone 906.225.8198  
Fax 906.225.8203  
[www.co.marquette.mi.us](http://www.co.marquette.mi.us)

**TO:** Clerks of Marquette County  
**FROM:** Resource Management/Development Department  
**RE:** Marquette County Hazard Mitigations Plan Adoption  
**DATE:** March 25, 2021

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The Marquette County Board of Commissioners, the Michigan State Police–Emergency Management and Homeland Security Division and the Federal Emergency Management Agency (FEMA) have approved the 5 year update to the **Marquette County Multi-Jurisdictional Hazard Mitigation Plan**. This Plan reviews natural and human-related risks facing the County, and provides mitigation strategies to help prepare for future hazards. The Plan is available online at [hmp.mqtco.org](http://hmp.mqtco.org)

Marquette County encourages your municipality to adopt the Plan as it makes your local unit of government eligible to apply for FEMA hazard mitigation grants when they become available. Much of the FEMA funding for hazard mitigation is set aside for capital projects that improve infrastructure.

A copy of the signed resolution and minutes from the meeting when the Plan is adopted are appreciated and necessary for grant eligibility. They can be mailed, faxed, or emailed to Marquette County at the contact information listed below. A basic sample resolution is attached.

Emily Leach, Senior Planner  
[eleach@mqtco.org](mailto:eleach@mqtco.org)  
906-225-8196 (direct office line)

Marquette County  
Resource Management Department  
234 W. Baraga Ave.  
Marquette, MI 49855  
906-225-8203 (fax)

*Marquette County is an Equal Opportunity Provider and Employer*

24

GG 210000001535

**Grant Agreement**

**Regarding the**

**CITY OF ISHPEMING MALTON ROAD  
CAMPGROUND**

**Between the**

**Michigan Department of Agriculture and Rural  
Development**

**and**

**CITY OF ISHPEMING**

**Michigan Department of Agriculture and Rural Development  
Rural Development Fund Grant**

By authority granted under Act No. 166 of the Public Acts of 2020, the Michigan Department of Agriculture and Rural Development, (hereinafter the "Grantor") hereby agrees to provide the City of Ishpeming (hereinafter, the "Grantee") with grant assistance subject to the terms and conditions, and limitations as set forth herein.

The maximum amount of grant assistance hereby offered is \$100,000.00.

The grant shall be effective from March 1, 2021, through August 31, 2022.

If the project is not completed in the initial period, a grant extension may be considered by the Grantor. Approval of an extension is not guaranteed and is dependent on the Grantee's compliance with the enclosed Terms and Conditions. If the Grantee requires an extension, the Grantee should contact the Grant Administrator as soon as it is evident an extension is needed. Any request for extension must be made to the Grant Administrator in writing before the expiration of the grant.

Funds will be made available for this program in accordance with the attached Terms and Conditions.

This grant is valid contingent upon the availability of funds. If the Grantor's funds are reduced by the Legislature as part of a budget reduction or reduced for any other reason, this grant may be reduced or canceled.

This grant does not commit the State of Michigan or the Department of Agriculture and Rural Development to approve requests for additional funds not contained in this grant.

Grantee accepts the grant and agrees that the funds made available through the grant will be used only as set forth herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Craig H. Cugini  
City of Ishpeming

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Jamie Zmitko-Somers, Director  
Agriculture Development Division



**Michigan Department of Agriculture and Rural Development  
Grant Agreement**

**TITLE:** City of Ishpeming Malton Road Campground

**GRANTEE/ADDRESS:** Craig H. Cugini, City Manager  
City of Ishpeming  
100 East Division Street  
Ishpeming, MI 49849  
Phone: 906-485-1091  
E-mail: citymanager@ishpemingcity.org

**GRANT ADMINISTRATOR/  
ADDRESS:** Heather Throne  
Michigan Department of Agriculture & Rural  
Development  
Agriculture Development Division  
P.O. Box 30017  
Lansing, MI 48909  
Phone: 517-712-0841  
E-Mail: throneh@michigan.gov

**TOTAL AUTHORIZED  
BUDGET:** \$100,000.00

**GRANT NUMBER:** 210000001535

**ACCOUNTING TEMPLATE:** 791AGD8124

## **I. GENERAL TERMS AND CONDITIONS**

### **A. Record Retention**

Grantee shall retain all financial reports, supporting documents and statistical records for a period of three years after the close of the grant. Grantee shall also require all subcontractors retained for the performance of this grant to retain all financial reports, supporting documents and statistical records for a period of three years after the close of the grant. The retention period starts from the date of receipt of the Final Report by the Grant Administrator. Examples of documents to be retained might include but are not limited to: original and/or electronic invoices, billings, packing slips, reports, checking account statements, accounts payable records, contracts and sub-contracts.

### **B. Procurement**

The Grantee agrees that all procurement transactions involving the use of funds from this grant shall be conducted in a manner that provides maximum open and free competition.

### **C. Grant Changes**

The Grantee must obtain prior written approval for program changes from the Grant Administrator. Grant changes include:

1. Changes in substance in the program activities.
2. Additions or deletions in the project work plan or location.
3. Any single or cumulative change in the budget of 20% or more of the grant amount.

### **D. Regulation Compliance**

The Grantee and Grantee's contractors and subcontractors are responsible for compliance with all federal and state laws and municipal ordinances and regulations that in any manner affect the work or performance of this grant and shall at all times carefully observe and comply with all rules, ordinances and regulations.

### **E. Non-Discrimination Clause**

In the performance of this grant, the Grantee agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The Grantee further agrees that every subcontract entered into for the performance of this Grant Agreement will contain a provision requiring non-discrimination in employment, as herein specified, that is binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, as

amended, MCL 37.2101 *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101, *et seq.* Any breach of this covenant may be regarded as default under Section J and grounds for cancelling the Grant Agreement.

**F. Unfair Labor Practices**

Pursuant to Act No. 278 of the Public Acts of 1980, as amended, MCL 423.321 *et seq.*, the State of Michigan (the State) shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to MCL 423.322.

Grantee shall not enter into a contract for the performance of this grant with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to MCL 423.324, the Grantor may void this Agreement if, subsequent to entering this Agreement, the name of the Grantor or the name of any of Grantor's subcontractors, manufacturers or suppliers appears in the register.

**G. Liability Insurance**

The Grantee shall provide and maintain insurance in an amount sufficient to protect from claims that may arise out of or result from the Grantee's operations under this grant, or for anyone whose acts they are legally liable.

**H. Indemnification**

Each party to this Grant Agreement must seek its own legal representation and bear its own costs in any litigation that may arise from performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation and that each party shall be responsible for any judgments entered against it.

**I. Conflict of Interest**

No member of the legislative, judicial, or executive branch of state or federal governments or any local unit of government official shall personally benefit from this Grant Agreement. No member of the Grantee's Board of Directors, its employees, partner agencies or their families shall have any personal benefit from this Grant Agreement.

**J. Cancellation**

This Grant Agreement may be canceled by 30 day written notice by either party. If canceled, Grantee must provide a Final Report and invoice within 30 days of cancellation.

Cancellation or reduction of the grant by the Grantor may be for default by the Grantee, lack of further need for the service at the location named in the contract, or conviction of criminal offense(s) as set forth below.

Default is defined as the failure of the Grantee to fulfill the obligations of the Grant Agreement. In case of default by the Grantee, the Grantor may cancel the Grant Agreement immediately and all unused grant funds must be returned by the Grantee immediately. All disallowed costs and overpayments shall also be returned by the Grantee within 30 days of cancellation.

In the event the Grantor no longer needs the service specified in the grant due to department changes, changes in laws, rules or regulations, relocation of offices, or no longer has appropriations to fund the grant, the Grantor may cancel or reduce the grant by giving the Grantee written notice of such cancellation or reduction 30 days prior to the date of cancellation or reduction. All costs incurred by the Grantee between the grant cancellation or reduction notice and the cancellation or reduction date, with the exception of previously budgeted personnel costs and non-cancelable obligations, must be approved by the Grant Administrator prior to their incurrence. No costs shall be allowed after the grant has been cancelled.

The Grantor may immediately cancel the grant without further liability to the State, its departments, agencies and employees if the Grantee, an officer of the Grantee, or an owner of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement; theft; forgery; bribery; falsification or destruction of records; receiving stolen property; attempting to influence a public employee to breach the ethical conduct standards for State employees; violation of a state or federal antitrust statute; or any other criminal offense which in the sole discretion of the Grantor, reflects on the Grantee's business integrity.

#### **K. Electronic Funds Transfer**

In accordance with Act No. 207 of the Public Acts of 2004, payments under this Grant Agreement must be processed by electronic funds transfer (EFT). Grantees are required to register to receive payments by EFT at the SIGMA website <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.

#### **L. Freedom of Information**

This is a grant from public funds and records associated with it are subject to disclosure under Michigan's Freedom of Information Act.

## **II. SPECIAL TERMS AND CONDITIONS**

### **A. Statement of Purpose**

The City of Ishpeming Malton Road Campground consists of two distinct locations for campers of every type. The first location provides for rustic camping with approximately 20 sites nestled against a rock outcropping including parking, a well, and an outhouse. The second location will provide for a more modern RV or trailer camping experience with the potential for over 100 campsites and a modern bathhouse. The modern site has sanitary sewer running directly through it for ease of connection. Water main will need to be extended approximately 1,500 feet from East New York Street to serve the campground. Both camping areas have direct access to many miles of signed, mapped trails for motorized and non-motorized use that have proven to attract tourists and residents alike with a multitude of recreational opportunities. The project will include developing the camping sites as well as extension of City water main and power to serve the modern campground. The need and desire for these campgrounds have been expressed through trail users for years and we hope to finally provide the recreational tourists with a convenient and affordable option to allow them to make their destination for travel begin and end in Ishpeming. Tourists are drawn to the local trail network, but remain in our community for meals, fuel, shopping and other recreational activities. Providing a home base for the outdoor enthusiasts that come to Ishpeming for the trail network will result in tourism dollars being spread throughout numerous local industries.

### **B. Statement of Work**

#### **OUTCOMES:**

Provide increased access to the myriad of trail networks which is a major driver in our City's economy. Ishpeming features a wide variety of outdoor recreation opportunities including but not limited to; mountain biking, snowshoeing, cross country skiing, horseback riding, snowmobiling, and ORV riding. There is easy trail access for these activities within the City limits and directly from the proposed location for the campground. When they visit our town, they stop at restaurants, bars and shopping establishments supporting the economy of a small town. These visitors are key to sustainment of businesses, support growth of new business and create jobs. The trails also offer a quality-of-life experience for the residents who often move to the area because of our lower cost of housing and access to the outdoors.

During this National Pandemic, a safe place for family interaction has been outdoors. This concern is not going away any time soon. Therefore, access to the outdoors is more critical than ever. In 2020, all of the local hotels when allowed to be open were full. Campgrounds throughout the UP were all full for the season. The limited available camping sites in Ishpeming meant that tourist had to find other towns in which to stay. By constructing a campground in Ishpeming, we are meeting a need for growth in the industry, preventing visitors from staying outside of our community and increasing business sales for the whole of our economy.

While the main drivers are critical, we are also like many cities in the U.P. seeing declining revenue, increases in costs of living and the two make for very difficult budget decisions. Ishpeming is convinced that this campground will provide a growth in job opportunities and increase revenue. The Campground will need operators / maintainer (new jobs) and would likely support a new Parks and Recreation Director position. This Director would seek other opportunities for the town using the generated revenue. New opportunities perpetuate further growth and more opportunities.

#### MEASUREMENT OF OUTCOMES:

- Increased tourism and usage of the facilities will be easily recorded
- Job growth for the campground is easily identified
- Revenue and Net Income will be documented as a business practice
- What is intangible and not easily quantified are the increased usage of the trails, support to local businesses. However, we are quite confident that if 105 campsites are filled each night, they will shop locally for food, gas, beverages and outdoor gear.

GRANT WORK PLAN	
Tasks	Projected Completed by
UPEA prepares Construction Plans & Specifications	September 30, 2021
Project Permitting	October 31, 2021
Bidding/Bid Analysis/Contract Award	January 31, 2022
Construction	August 31, 2022

#### C. Budget

This is a cost reimbursement-based grant funded by state revenue.

Item	Requested Funds	Matching Funds – (30% cash match required)	Project Totals
<b>Equipment</b>			
Total Infrastructure	\$	\$	\$
<b>Materials and Supplies</b>			
Total Materials/Equipment/Supplies	\$	\$	\$
<b>Contractual</b>			
UPEA – A/E Services	\$8,000	\$2,400	\$10,400
Campground Construction (Camp Sites, Utility Hookups, Bathhouse)	\$52,000	\$15,600	\$67,600
Utility Construction	\$40,000	\$12,000	\$52,000
Forestry Service (tbd) (removal of timber)		\$ 70,000	\$70,000
Total Contractual	\$ 100,000	\$100,000	\$ 200,000
<b>Salaries/Fringes</b>			
Total Salaries/Fringes	\$	\$	\$
<b>Other (Please list activities)</b>			
Total Other	\$	\$	\$
Total Project Cost	\$ 100,000	\$100,000	\$ 200,000

Forestry Service – A contracted Forestry Service will Clear (Cut, remove and dispose of trees, stumps, shrubs, roots logs and other vegetations). While clearing the area, the forester will salvage marketable timber including trees with a diameter of six inches or greater. The area to be cleared will occur on the East-side of Malton Road and will be up to 16.6 Acres. Clearing of the site is required prior to grading, roadway development and site preparations for infrastructure (bathrooms, electrical, etc.).

**Match Commitment-** The funds being provided under this Agreement require the Grantee to provide a funding match in order to secure a disbursement of funding. Project costs, grant amount, and match amount committed by the Grantee are identified in the Project Budget included in this Grant Agreement. If a Grantee fails to provide the match amount identified in the Grant Agreement, or If the total project cost for a completed project is less than the amount identified in the Grant Agreement, which leads to a reduction of the match amount, the Grantor may reduce the grant amount. The amount of this reduction will be communicated to the Grantee before a final grant payment is made to the Grantee. If total project costs are less than what is included in the Project Budget in the Grant Agreement, the Grantor will typically reduce the grant payment amount to a level that equals the percentage of the project identified in the proposed Project Budget that would have been funded by the grant payment. Under no circumstances will a grant payment be made if the Grantee fails to provide at least a 30 percent match.

Equipment - The Grantee is prohibited from selling or transferring ownership of any equipment purchased through this Grant Agreement for a period of three years after the receipt of the final grant payment for this project, or the useful life of that equipment without the prior written approval of the Grantor. If a Grantee sells the equipment, the Grantee must repay to the Grantor an amount equal to the grant funding received for that equipment as part of this Grant Agreement.

#### **D. Payment and Reporting Schedule**

Payments will not be made until reports have been received by the Grant Administrator as required in Section II-D. Grantee's invoice must include a reconciliation of actual expenses incurred during the reporting period for reimbursement.

**PLEASE SEE PAYMENT AND REPORTING SCHEDULE NEXT PAGE.**

<b>Report</b>	<b>Due Date</b>	<b>Reimbursement</b>	<b>Requirements</b>
First Performance Report Period 3/1/21 – 8/31/21	<b>September 10, 2021</b>	Reimbursement up to 70% of the total grant amount is available	<b>REQUIRED</b> – Submit Performance Report with an invoice to MDARD, include copies of all paid receipts and invoices w/proof of payment.
<b>DUE 9/15/2021 – Payables Report</b>	By September 15, 2021, Grantee shall submit an estimated billing for expenditures incurred and not reimbursed for (value of the work- time and/or purchases) in the fiscal year ending September 30, 2021. If the second report is submitted timely, it is not necessary to submit the "Payable" information. Send to <a href="mailto:mda-grants@michigan.gov">mda-grants@michigan.gov</a> . Also, please add your company name on the subject line when you reply with your estimate.		
Second Performance Report Period 9/01/21 – 1/31/22	<b>February 15, 2022</b>	20% is available with the Second Performance Report.	<b>REQUIRED</b> – Submit Performance Report with an invoice to MDARD, include copies of all paid receipts and invoices w/proof of payment.
<b>DUE 9/15/2022 – Payables Report</b>	By September 15, 2022, Grantee shall submit an estimated billing for expenditures incurred and not reimbursed for (value of the work- time and/or purchases) in the fiscal year ending September 30, 2022. If the second report is submitted timely, it is not necessary to submit the "Payable" information. Send to <a href="mailto:mda-grants@michigan.gov">mda-grants@michigan.gov</a> . Also, please add your company name on the subject line when you reply with your estimate.		
Final Performance Report Period 3/1/21 – 8/31/22	<b>September 15, 2022</b>	Reimbursement of remaining balance of total grant amount	<b>REQUIRED</b> - Submit Final Report with invoice to MDARD; include copies of all paid receipts and invoices.
Post-Performance Report Period 9/1/22 – 8/31/23	<b>September 15, 2023</b>	<b>REQUIRED - Submit Post Final Report to MDARD; include copies of promotional pieces, photographs</b>	

**E. Audit**

The project will be subject to audit by the State who may review the adequacy of the financial management/reporting system during or at any time subsequent to the award.

**F. Additional Information**

MDARD may impose sanctions if the sub-recipient fails to adhere to any of the audit requirements in the grant. In cases of continued inability or unwillingness to comply with audit requirements, MDARD may impose sanctions such as:

- Withholding a percentage of the award until the audit is completed satisfactorily;
- Withholding or disallowing overhead costs;
- Suspending future awards until the audit is conducted; or
- Terminating the grant or contract.