

ISHPEMING CITY COUNCIL
Wednesday, March 6, 2024 at 6:00 p.m.
Ishpeming City Hall Council Chambers, 100 E. Division Street, Ishpeming MI
City Hall Telephone Number: (906) 485-1091

A ZOOM LINK IS AVAILABLE ON THE CITY'S WEBSITE @ WWW.ISHPEMINGCITY.ORG

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Agenda**
- 5. Public Comment** *(limit 5 minutes per person--to be used for general public comment or reserved for an agenda item)*
- 6. Consent Agenda**
 - a. Minutes of Previous Meeting (February 7th, 14th, and 22nd)
 - b. Approval of Disbursements
- 7. Monthly Reports from Departments**
 - a. Financial Statement Report
- 8. Public Hearings – None**
- 9. Unfinished Business**
 - a. Chris Holmes, UPEA - Area South of Division (per Council request)
- 10. New Business**
 - a. Special Event Applications
 - i. RAMBA 24-hour Mountain Bike Race
 - b. Proposed 2024 Lake Superior Community Partnership Professional Services Contract
 - c. Final 2023 Budget Amendments
 - d. Authorize City Manager travel for 2024 Small Town and Rural Development Conference April 29 – May 1, 2024 at Crystal Mountain Resort
 - e. Planning Commission 2023 Annual Report
 - f. Continue use of Sustainable Shelves with new location for recycling of surplus library books
 - g. Request from Marquette County Land Bank to obtain the property located at 429 E. New York Street
 - h. Addendum to Interlocal Agreement between City of Ishpeming and City of Negaunee – Recreation Passport Grant - Teal Lake Dock Project
 - i. Schedule Special Council Meeting in March
- 11. Public Comment** *(limit 3 minutes per person)*
- 12. Mayor and Council Reports**
- 13. Manager's Report**
- 14. Closed Session** pursuant to MCL 15.268(a) to consider periodic personnel evaluation requested by City Manager
- 15. Adjournment**


Craig H. Cugini
City Manager

10(b)

Proposed 2024 Professional Services Contract

Summary & History

In 2022, the LSCP and the City of Ishpeming signed a shared services contract which was the first of its kind for the area and garnered significant interest throughout the economic and community development field. This contract identified three core areas for progress: Redevelopment Ready Communities, Neighborhood Improvement Planning & Remediation, and Communications & Marketing. To fulfill the contract, the LSCP hired a Community and Economic Development Specialist.

In 2023, the City and LSCP continued this partnership, updating the contract to include a new list of project-specific deliverables focused on RRC, Blight Resources, Housing, and Marketing. In recognition to the value of the partnership, deliverables continued to be delivered after only a brief interruption caused by a staff departure. This is compared to what would have been many months of lost progress if the City had lost a direct staff member focused on these issues. The 2023 contract also included adjustments throughout the year as City priorities changed. This further demonstrates the flexibility and desire by both parties for an effective and supportive partnership.

2024 Proposed Services

For 2024, the LSCP proposes an evolution in our partnership acknowledging the additional complexity and changing priorities of the City. Our proposal recommends moving from an annual list of **project-specific items** to a flexible approach of on-the-ground support focusing on adding regular City visits throughout the year, for effective planning of and providing for community economic development (potentially under a "Community Economic Development Office").

LSCP envisions this approach to take form as:

- Completion and continued maintenance of RRC Certification, ensuring maximum use of available benefits, activates and resources
- Twenty Business Retention & Expansion Visits (minimum) per quarter within the City of Ishpeming
- Hosting / Supporting In-person Business Workshops (A minimum of one per quarter)
 - *LSCP's observed on-the-ground experience, feedback from City/DDA officials, downtown and city-wide business inventory and activities will help to shape the exact topics*
 - *Goal is to lean toward benefitting DDA businesses more directly and development of a sustainable local economy*
- Development, Marketing and distribution of Up to six one-page marketing fliers regarding city updates or community events
- Annual Economic Development Magazine for the City (*Maximum of 20 pages*)
 - *City responsible for content*
 - *LSCP responsible for layout, design, and editing*
 - *Cost of additional pages billed at established professional services rates minus 20% discount (\$72/hour).*
- Support for the Downtown Development Authority (Up to 20 hours/month), including:
 - Meeting preparation and follow up

- Annual reporting and information sessions (RRC Requirement)
 - Support for creating new and implementing of existing local DDA grant programs (e.g. start-up, façade, etc.)
 - Support for Downtown development strategy
 - Assistance with downtown communication activity
 - Other related administrative and economic development needs
 - Organizing workshops and economic development-focused events
- Capacity Support (Up to 20 hours/month) as directed by City Manager including:
 - In-house development of plans, strategies, and policies
 - RFP and contract management of related projects¹
 - Direct support to developers or businesses in the city
 - Assistance with grant research and writing
 - Community planning and development research / reporting
 - General zoning and advancement of the master plan
 - Coordinating trainings for development-related boards and commissions (Council/DDA/Planning Commission/ZBA)
- Monthly written progress reports and economic news updates to City Council and the DDA
- Quarterly presentations to Council and the DDA on progress and economic news updates; in quarters with joint meetings, the LSCP will aim to provide a shared update in lieu of individual updates.

Cost and Structure

The total cost for such services would be \$54,000 annually with a 50:50 split between the City and the DDA (\$2,250 each per month). The LSCP would bill the City and DDA by the 10th of each month. Each invoice accompanies a monthly written report. If possible, the LSCP would prefer to bill the City and DDA in a single invoice but can provide separate invoices if necessary; exact billing protocol can be determined as part of the contract finalization process.

Unused hours shall carry-over for one month, subject to LSCP capacity. Likewise, the City could request advanced hours from the next month if LSCP capacity allows. Additional hours each month could be available depending on LSCP capacity and approval by the City or DDA. Those hours would be billed at \$72/hour (LSCP Professional Services base rate of \$90 minus a 20% discount).

Service Details

Below are more details of the suggested services listed above, including potential Key Performance Indicators (KPIs). Note: Some items do not lend themselves to KPIs without more definition; those KPIs would be set as specific assignments under options as exercised by the City or DDA.

Item	Description	KPI
RRC Certification	Management of Trello Board, development of drafts, coordination of final deliverables, communication with MEDC	Achievement and maintenance of RRC Certified status

¹ Example: Contract management for the Branding and Wayfinding project

Business Retention & Expansion Visits	Confidential 1:1 meeting(s) with local businesses to discuss needs, plans, challenges, and more.	Number of meetings complete (goal: 20/quarter)
Business Workshops	In-person workshops held within the city which would cover a variety of topics as identified through BRE visits and other conversations	Number of workshops (1/quarter); Attendance at workshops Survey results from participants
Marketing Assets	Development of fliers, graphics, or other related marketing asset for city or city-supported events or information requests	Delivered marketing assets (up to 6)
Economic Development Magazine	Maximum of 20 pages; City responsible for content and LSCP responsible for layout, design, and editing; cost of additional pages billed at established professional services rates minus 20% discount (\$72/hour). LSCP does not cover cost of printing (but will coordinate if the City would like printed copies)	Delivery of magazine (Goal: Q1)
DDA – Meetings	Development of agendas, issuing of public notices, general coordination of meetings, and any immediate follow up	On-time delivery of agendas On-time delivery of meeting notices
DDA – Information Sessions	Organizing and executing two required informational sessions and annual DDA report	Completion of sessions (2) Delivery of report (1)
DDA – Grant Programs	Creating new and Administrative marketing support for locally-operated DDA grant programs such as façade and start-up grants. Advertising, managing applications, communicating with applicants, etc.	Number of grant applications received
DDA – Downtown Strategies	Creation of local strategies for downtown development, including engagement efforts, data collection, and strategy development	Delivery of strategies (as requested) (e.g. Old Ish Days)
DDA – Communication	Support for amplifying news and messaging around downtown momentum. Could include social, marketing assets, and/or written strategy	TBD based on need
DDA – Other	Other administrative or economic development-related needs as identified through conversations with the DDA.	TBD based on economic engagement requirements
City – Development of Plans/Policies/Strategies	Identifying, drafting, engaging, and finalizing various policies, plans, and strategies to advance the City’s community economic development goals.	Adoption of plans, policies, or strategies (as needed) by Council
City – Policy / Legislative Engagement Projects	Aid the City in developing value added legislative engagements seeking opportunities to improve overall strategies for rural community success	Breaking down barriers, fostering new / innovative solutions for rural and Justice 40 prosperity
City – RFP/Project Management	Development of RFPs, management of bids, and general project management for community economic development-related projects such as the marketing and branding strategy, wayfinding strategy, etc.	Community Project Alerts and Awareness Campaigns; Fostering AMI Eligible Activities and others TBD based on need

City – Direct Business or Developer Support	Direct 1:1 support to identified businesses or developers to advance the city’s community economic development goals; could include arranging tours, connecting to resources, etc. May take the form of regular “office hours”	Number of businesses assisted Number of developers assisted Number of businesses gained Number of developments supported
City – Grant Research, Writing, and Support	Assisting city staff with researching and/or writing identified grants to meet city community development goals. Could include assistance with reporting and monitoring. Priority for Housing Solutions, Climate / Justice 40 initiatives and community-based solutions	Number of grants identified Number of grants applied Number of successful grants Amount of grant funding awarded Timely reporting
City – Workshops and Events	Public events such as the State of the City, trainings for city officials/staff, workshops for organizations or citizens which advance community economic development goals	Number of workshops or events Attendance at workshops or events
City – Research and Reporting	Development of reports and research as requested by City staff. Example: Economic impact reports for events, briefings on potential policies, data snapshots, etc.	Delivery of items as requested
City Leaders / Commission Workshops	Assistance in coordinating workshops to bring in experts on topics such as Public Administration, Robert’s Rules and Conduct within a weak mayoral strong manager system	Number of workshops or events Attendance at workshops or events
City – Zoning and Development Support	Development of Zoning Office Procedures, Applications & Instructions, Review of Fee Structures, Permit issuance, Site Plan reviews and other general support to the city’s zoning staff such as distribution of reports, graphics, etc.	Temporary transitional support and development of position description / operating procedures, selection process recommendations and review. Others TBD based on need
Written Reports – Monthly	Month reports on services provided under this contact and general economic development updates	Delivery of written report to Council (12) Delivery of written report to DDA (12)
In-Person Updates – Quarterly	In-person updates to Council and the DDA on services provided under this contact and general economic development updates	Delivery of report to Council (4) Delivery of report to DDA (4)



CITY OF ISHPEMING, MICHIGAN

100 East Division Street • Ishpeming, Michigan 49849 • 906-485-1091

10(e)

February 26, 2024

To: Ishpeming City Council

Re: Planning Commission 2023 Annual Report

At the February 05, 2024 Planning Commission meeting, the 2023 Annual Planning Commission Report was reviewed by Commissioners. It was unanimously approved and recommended to be forwarded to the City Council for adoption.

In retrospect, it was a busy year with the demolition of the Camping World building and highlighted by its replacement with Kwik Trip in 2024. Additionally, several zoning errors from prior years were addressed.

Alan K. Pierce, Zoning Administrator



*The City of Ishpeming is an equal opportunity provider/employer.
Auxiliary aids and service are available upon request to individuals with disabilities.*

HOME OF THE U.S. SKI AND SNOWBOARD HALL OF FAME

Planning Commission Annual Report for 2023

City of Ishpeming



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Membership

Ishpeming Planning Commission member names (9 authorized, 9 appointed):

1. Brooke Routhier
2. Lindsay Bean (Council Member)
3. Torey Dupras
4. Philip Carter
5. Michael Elliott
6. Kari Getschow
7. David Lawler
8. Mike Kinnunen
9. Cory Richards

Meetings

The MPEA requires at least four (4) meetings annually.

The Ishpeming Planning Commission met eleven (11) times. This meets the requirements of the MPEA.

Master Plan Review

February 06, 2023 – Motion to Adopt the 2022 Master Plan with 2 Revisions

March 06, 2023 – Suggestion to put Monthly Discussion of Goals on Agenda

April 03, 2023 – Excel Master Plan List Reviewed. Joint Meeting with DDA Discussed.

May 01, 2023- Master Plan Review of Public Participation Plan (P3) Postponed.

July 10, 2023 – Discussion Topics for Joint DDA Meeting Discussed

August 07, 2023 - P3 Plan, Siren Comm'cation Contract, Malton Rd., Trails Promotion Discussed

September 11, 2023 – Annual Z.O. Review & Joint Meeting with other City Groups Discussed

October 02, 2023 – Joint Mtg. with DDA Planned for Nov. 27 (Malton Road, IOHT, Canda St. Lot)

November 06, 2023 - MP Goals to Remain on Agenda & Added to as Required

Dec. 04, 2023 – After Joint Mtg. w/ DDA, Topics were: Downtown Roads/ Parking, ADA Access for @ W. End Ski/Trail Bldg., Bucks Pocket Prk., Dwtn. Rec. Protec'n, Hematite/Canda Alley Plan



Zoning Ordinance Amendments

- February 06, 2023 **RZ 2023-01:** Planning Commission conducted error correction re-zoning for the N 225' of NW 1/4 NE 1/4 of Section 16 lying East of Washington St. and lying West of Wisc. Central RR from M to GR and recommended that the City Council approve.
- March 08, 2023 At the Second reading, the City Council approved the **RZ 2023-01** recommendation to take effect on April 24, 2023.
- October 02, 2023 **RZ 2023-02:** Planning Commission (PC) conducted error correction re-zoning for Lots 56, 57, and 58 of U.S. Steel Assr. Plat No. 1 of the Hard Ore Extension Addition from GC to MR. **Also** the PC conducted a Public Hearing for **ZTA 2023-01** to amend Section 15.3 A text to one off street parking space per unit and add to Section 15.4 Item I requiring first floor residential units to have 1 off-street parking space per unit, and recommended that the City Council approve the text revisions.
- October 18, 2023 At the Second reading, the City Council approved **RZ 2023-02** and **ZTA 2023-01**, requiring them to take effect on October 26, 2023.
- December 22, 2023 **ZTA 2023-02:** Notice placed in newspaper for 01/08/2023 for Public Hearing to amend Section 3.0 Definitions and Section 12.0 MR District.

Development Reviews

Project Type	Location	Description	Status	Action Date
Housing Area Development	City Wide	Vacant City Parcels	Limited w/o Utilities	March /May 2023
Legacy Underground Mine Discharge Water Trtmnt. Plant	556 N. Washington.	Mercury Removal	Site Plan Approved	April 2023
Mather Inn Parking Deck	107 Canda	2 Story / 30 Spaces Upper - Public	Conceptual	April 2023



Project Type	Location	Description	Status	Action Date
Family Dollar Dollar Tree	628 Palms Ave.	Retail Store	Unknown Storm Drain Location (s)	May 2023
Short Term Rental Ord.	City Wide	Initial Draft	Reviewed	July 2023
PC Plan	Malton Road Area	Development Concepts/Location	On-going	Continuing
CU 2023-01	600 US-41 West	KWIK Trip Underground Tanks	Approved	August 2023
CU 2023-02	650 Lakeshore Drive.	Residential Rental in GC	APPROVED	August 2023
CU 2023-03	105 S. Main	1st Floor Residential in CBD (Peninsula Lofts)	Approved	11/06/2023
CU 2023-04	203 S. Main	1st Floor Residential in CBD (Anderson Lofts)	Approved	11/06/2023
S/A Vacation 2023-01	410-416 N. First St.	Alley Vacation Lots 49- 51 Nelson's Addition	Vacation Rec'd To Council	11/07/2023
S/A Vacation 2023-02	718 N. First St.	Lots 163- 165 & Lots 161-168 Nelson's Addition	Vacation Rec'd To Council	11/07/2023
CU 2021-03	116 E. Division	4 -1 st Floor Apartments	Ap'v'l Denied	11-10-2023

Variances

There were none.



Actions by Legislative Body

Approved on March 8, 2023 at Second Reading – Rezoning 2023-01 to take effect on April 24, 2023

Approved on October 18, 2023 at Second Reading - Rezoning RZ2023-02 and ZTA 2023-01 to take effect on October 26, 2023.

Zoning Map

No changes made in 2023.

Trainings Attended

There was none in 2023.

Topic/Description	Date



10(F)

MEMO

To: City Council

From: Ishpeming Carnegie Public Library Board

Date: 2/22/2024

Subject: Request consideration for changing location of recycling for surplus library books

Background: In order to keep our collection relevant and useful to the community the library adds and removes items on a continuous basis, according to our selection and weeding policies. Because weeded items (items removed from the collection) are considered surplus property by the City we then must follow certain steps that other public libraries do not: we provide a list of at least 100 titles to Council to be declared surplus and place them on bid (or an equivalent process). Following the final step the items are disposed of responsibly.

In the past, weeded items were placed on bid for up to 7 days. To do so we had to store the items until we amassed enough to justify a bid (usually at least 500), display them in a space for up to 7 days while collecting bids, locate the bid-on items, contact the winners, hold the items for up to another 7 days to be collected, and recycle the remainder. The last in-person bid we held saw six items sold for \$1.50 total. It cost us much more in space and staff time to coordinate the entire bid process.

Luckily, beginning in April 2021 the City Council approved the library's participation in the Sustainable Shelves program as an equivalent to a bid. The Sustainable Shelves program determines if an item has value and can be re-sold or does not have value and can be recycled. They would indicate which items from a submitted list fell into which category, staff would separate the items and ship them to Sustainable Shelves to be resold or recycled. It is free to participate and the library receives credit from our book vendor, Baker & Taylor, towards purchases of new books for any items re-sold. Since April 2021 we have received \$427.04 for the sale of 567 books and they have recycled 3,350 on our behalf. We have been notified that the Sustainable Shelves program will no longer recycle books for participating libraries.

Recommendation: It is the Library Board's recommendation that in lieu of shipping the recyclable books (as we have in the past), we instead provide them to the Marquette County Solid Waste Management Authority for recycling. All other processes would remain, only a change in recycle location would occur by Council Action.

Encl: email from Marquette County Solid Waste Management Authority (1)

Book Recycling

Josh Wales <supervisorrecycle906@gmail.com>

Thu 1/4/2024 2:03 PM

To:City Manager <citymanager@ishpemingcity.org>;MCSWMA Chairman <mcswmachairman@gmail.com>

Hi Craig,

Books are most definitely recyclable. Paperback and hardcover. The sooner the better on the quantity, monthly estimates are fine.

If you have a dump trailer to haul them with, that would work best. We can direct bale this product, which helps because it doesn't need to go through the sorting machine. Dump truck would be too big to go inside the baler building.

We take books from Peter White, but not as many as you are talking about. I have not recognized it being a problem yet.

If you want to stop by the landfill, I can show you the floor where we are dumping it, maybe that will spark another idea for shipping.

Talk soon.

--

Josh Wales
Materials Management Supervisor
MCSWMA
Phone: (906) 249-4125 EXT 304
Cell: (906) 250-6015



109

TO: Ishpeming City Council
FROM: Craig H. Cugini, City Manager
RE: 429 E. New York Street
DATE: March 1, 2024

Attached is a request from the Land Bank requesting the above property be transferred back to them for construction of a single-family home.

The first step in the process is to agree to dispose of the property and set a time to hold a public hearing. After the public hearing, action could be taken at the regular April Council meeting.

Staff recommends Council find it advisable to dispose of the parcel known as 429 E. New York Street, by transferring it to the Marquette County Land Bank and schedule the public hearing to be held at the special meeting in March. In addition, with the construction of a new residence in the City, the transfer should occur at no cost to the Land Bank.

Jacqueline Solomon, Chairperson
Crystal Berglund, Vice Chairperson
Deborah Pellow, Secretary/Treasurer
Karen Alholm, Member
Ken Kaiser, Member



10/9
Anne Giroux, Director
234 W. Baraga Avenue
Marquette, MI 49855
(906)225-8177
fax (906)225-8155

March 1, 2024

Craig Cugini, City Manager
City of Ishpeming
100 E. Division
Ishpeming, MI 49849

RE: 429 E. New York

The Marquette County Land Bank Authority requests that the City consider transferring the above lot back to the Land Bank for housing development, specifically for construction of a single family home. This property was once a tax foreclosed, blighted residence for which the Land Bank and City partnered on funding the demolition. The Land Bank feels it would be a great candidate for infill housing development and would love the opportunity to develop this municipally owned site.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Giroux", written in a cursive style.

Anne Giroux