



## MARQUETTE CHARTER TOWNSHIP

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# MARQUETTE TOWNSHIP BOARD - REGULAR MEETING

WEDNESDAY, MAY 1, 2024 - 5:30 PM

MARQUETTE TOWNSHIP COMMUNITY CENTER

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### 1. Call to order

- A. Pledge of Allegiance
- B. Roll Call

**2. Public Comment (3 Minutes maximum)** *This Board is conducting a meeting today to take care of Township business. You are allowed to address the Board at least twice tonight, but we will not have back-and-forth conversations between the staff, the Board, and the public during Public Comment. For Public Comment, or if you would like to speak on a particular agenda item, state your name and address and you have three minutes to address the Board. The Board may, but is not required to, respond at Board Member Comment immediately following Public Comment. The Board may also request follow-up with the Township Manager on some matters addressed during Public Comment.*

### 3. Board Member Comment in Response to Public Comment

### 4. Consent Agenda

- A. Approval of Closed Session Meeting Minutes of April 3, 2024 and Regular Meeting Minutes of April 17, 2024.
- B. Bills Payable in the amount of \$138,159.91. Checks 164591 through 164631. Note any voided checks.
- C. Received Committee and Other Reports
- D. Correspondence not Requiring Board Action
  - 1. UPPCO Cost Recovery Plan-May 7, 2024

### 5. Approval of the Agenda *(Declaration of Conflict of Interest, if any)*

### 6. Board Education/Privileged Comment

- A. Iron Ore Heritage Recreation Authority Trail Administrator Bob Hendrickson

**7. Community Linkage** *(primarily based on the Board's Annual Plan of Work. Board member comment regarding what we are hearing from the external environment about township issues and activities.)*

- A. Joint Meeting with Marquette Township Business Association - Tuesday, May 21, 2024 at Noon in the Township Community Room.
- B. Supervisor Durant Report on MI Twps Assoc Conference

### 8. Policy Discussion, Consideration and Development

- A. Consider Contracted Services Proposal for Master Plan Update

B. Consider Letter of Understanding - Township Manager Employment Agreement

**9. Assurance of Organizational Performance**

A. Board - Committee Updates

**10. Public Comment (3 Minutes maximum)**

**11. Meeting Wrap-up**

A. Announcements

B. Manager's Report

C. Review of Motions Passed & Assignments, if any

D. Items for Future Agenda

E. Board Member Comment

**12. Adjournment**

**Next Scheduled Meeting Date is May 15, 2024 at 5:30PM.**

# MARQUETTE TOWNSHIP BOARD MINUTES

WEDNESDAY, APRIL 17, 2024 - 5:30 PM  
MARQUETTE TOWNSHIP COMMUNITY CENTER

## ***Call to order:***

Supervisor Durant called the Meeting to Order at 5:30PM.

## Pledge of Allegiance

## Roll Call

Members present: Lyn Durant, Supervisor  
Randy Ritari, Clerk  
Ernest Johnson, Treasurer  
Linda Winslow, Trustee  
Dan Everson, Trustee  
John Markes, Trustee

Members absent: Karl Kytta, Trustee (excused)

Staff present: Jon Kangas, Township Manager  
Roger Zappa, Township Attorney  
Lenny Bodenus, Township Superintendent of Public Works (Teleconference)  
Jason McCarthy, Township Planner/Zoning Administrator (Teleconference)  
Dan Shanahan, Township Fire Chief

## Committee Members

Present: Paul Marin, Township Library Advisory Council

## ***Public Comment (3 Minutes maximum):***

Melody Wagner, 400 Mustang Street, K.I. Sawyer, commented that she is running for State House Representative for the 109th District, and would like our support.

Jason Jarvis, 1913 Huron St., commented on some unwanted activities in his neighborhood and would like the Township Board to know about it.

## ***Board Member Comment in Response to Public Comment:***

None

## ***Consent Agenda:***

Approval of Work Session Minutes of April 4, 2024 and Regular Meeting Minutes of April 3, 2024.

Bills Payable in the amount of \$167,234.60. Checks 164546 through 164590. Note any voided checks.

Received Committee and Other Reports

Sheriff's Department Activity Report March 2024

Correspondence not Requiring Board Action

UPPCO 4-19-24 Hearing

MCSWMA Household Waste Schedule-2024

MCSWMA Board Packet-abbr 4-17-24

CLOSUP Report 4-17-24

Press Release-Smart Zone Accelerator Program

Financial

March 2024 Financial Statements

Clerk Ritari, commented that he had to make a slight correction in the minutes of the Work Session on April 4, 2024.

**MOTION: To approve the Consent Agenda as amended.**

**Motion – Clerk Ritari**

**Second – Trustee Markes**

**Carried (6-0)**

**Absent (1)**

***Approval of the Agenda:***

**MOTION: To approve the Regular Agenda as presented.**

**Motion – Trustee Everson**  
**Second – Trustee Winslow**

**Carried (6-0)**  
**Absent (1)**

***Board Education/Privileged Comment:***

Superintendent of Marquette Public Schools-Zack Sedgwick

Zack Sedgwick, Superintendent of Marquette Public Schools, gave a brief report and an update on the MAPS School District from the past year.

Library Report

Paul Marin, Township Library Advisory Council, gave a brief report from the Peter White Public Library.

Fire Department Report

Chief Shanahan, presented his report.

Public Works Report

Superintendent Bodenus, presented his report.

Planning Report

Planner McCarthy, presented his report.

Attorney Report

Attorney Zappa, presented his report.

***Community Linkage :***

Supervisor Durant, commented about some meetings that she attended in the past 2 weeks with the Solid Waste Authority, County Road Commission, County Board Meeting, and Township Work Session with the Fire Department.

Treasurer Johnson, commented about the Township Business Association meeting he attended, and presented his retirement letter to the Township Board.

**MOTION: To accept Treasurer Johnson's resignation letter effective April 30, 2024.**

**Motion – Trustee Everson**  
**Second – Clerk Ritari**

**Carried (5-0)**  
**Absent (1)**

**Abstain (1) - Johnson**

**MOTION: To appoint Andrew Rickauer as Township Treasurer effective May 1, 2024 through the remainder of the term which is ends on Novemeber 20, 2024.**

**Motion – Trustee Everson**

**Second – Clerk Ritari**

**Roll Call Vote:**

**Supervisor Durant - Aye**

**Clerk Ritari - Aye**

**Treasurer Johnson - Abstain**

**Trustee Markes -Aye**

**Trustee Winslow- Aye**

**Trustee Everson - Aye**

**Trustee Kytta - Absent**

**Carried (5-0)**

**Absent (1)**

**Abstain (1)**

***Policy Discussion, Consideration and Development:***

Lift Station Impellers

(Background from Superintendent Bodenus)

**MOTION: To approve the purchase of (2) two impeller and ring kits for our US-41 lift station for an amount not to exceed \$5, 719.00.**

**Motion – Clerk Ritari**

**Second – Trustee Markes**

**Carried (6-0)**

**Absent (1)**

Consider Construction Agreement

(Background from Manger Kangas)

**MOTION: To approve the Compeau Creek construction agreement with the Marquette County Road Commission as presented.**

**Motion – Trustee Markes**

**Second – Treasurer Johnson**

**Carried (6-0)**

**Absent (1)**

Supervisor Recommendation to Re-appoint Glenn Johnson to IOHRA Board

(Background from Supervisor Durant)

**MOTION: To re-appoint Glenn Johnson to the Iron Ore Heritage Recreation Authority board for another (3) three year term ending 3/31/27.**

**Motion – Clerk Ritari**

**Second – Trustee Markes**

**Carried (6-0)**

**Absent (1)**

Consider Law Enforcement Renewal Millage Ballot Resolution and Language.

(Background from Manager Kangas/Supervisor Durant)

<p style="text-align: center;"><b>MARQUETTE CHARTER TOWNSHIP RESOLUTION TO APPROVE SUPPLEMENTAL LAW ENFORCEMENT MILLAGE PROPOSAL 2024-3</b></p>
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At a regular meeting of the Board of Trustees of Marquette Charter Township (“Township”), Marquette County, Michigan, held at the Township Hall in said Township on the 17<sup>th</sup> day of April, 2024 at 5:30 p.m.

PRESENT: Supervisor Durant, Clerk Ritari, Treasurer Johnson, Trustee Everson, Trustee Markes, Trustee Winslow

ABSENT: Trustee Kytta

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, the Charter Township of Marquette does not operate its own police department but has contracted with the Marquette County Sheriff Department for supplemental law enforcement and road patrol services over and above those basic services otherwise provided by the Marquette County Sheriff Department;

WHEREAS, the Marquette Township Board previously considered reducing the number of supplemental law enforcement hours from 80 hours per week to 60 hours per week in an effort to conserve expenses and maintain a balanced budget;

WHEREAS, Marquette Township residents expressed opposition to reducing supplemental law enforcement and road patrol services within Marquette Township with the Marquette County Sheriff Department;

WHEREAS, the millage of 0.4 mills previously approved and levied for six (6) years, 2018 to 2023, inclusive, has expired and has been reduced to 0.3920 mills by the required millage rollbacks;

WHEREAS, the Marquette Township Board desires to renew, increase and levy a Supplemental Law Enforcement Millage up to the original voted 0.4 mills for six (6) years, 2024 to 2029, inclusive, for the purpose providing partial payment for supplemental law enforcement and patrol coverage within Marquette Township over and above those basic services otherwise provided by the Marquette County Sheriff Department, when the current contract with the Marquette County Sheriff Department expires on December

31, 2024;

WHEREAS, MCL 211.24f(5) allows a taxing unit to submit a millage proposal as a renewal and to increase the millage to the original amount approved when the millage rollback and corresponding increase requested are less than 0.5 mills in a single ballot question; and

WHEREAS, the Marquette Township Board has determined that placing the millage request on the ballot at the August 6, 2024 election is in the best interests of the health, safety, and welfare of the Township residents.

THEREFORE, the Marquette Township Board, Marquette County, Michigan, resolves as follows:

1. The Marquette Township Board resolves to present to the electors of Marquette Township at the August 6, 2024, election, a Supplemental Law Enforcement Millage proposal as set forth in the ballot language attached as Exhibit A.
2. The Marquette Township Clerk is authorized and directed to promptly submit this Resolution along with the above ballot language to the Marquette County Clerk so that the millage proposal may be included on the August 6, 2024 election ballot.
3. Any resolution inconsistent with this Resolution is hereby rescinded.

ADOPTED BY ROLL CALL VOTE:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN            )  
   ) ss.  
 COUNTY OF MARQUETTE        )

Randy J. Ritari, the duly qualified and acting Township Clerk of the Charter Township of Marquette, Marquette County, Michigan, DOES HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 17th day of April, 2024.

\_\_\_\_\_  
Township Clerk – Randy J. Ritari

**MARQUETTE CHARTER TOWNSHIP**  
**SUPPLEMENTAL LAW ENFORCEMENT MILLAGE PROPOSAL**



**AUGUST 2024 BALLOT**

Shall the expired previous voted increase in millage for the Charter Township of Marquette of 0.4 mills (\$0.40 per \$1,000 of taxable property value), reduced to 0.3920 mills (\$0.3920 per \$1,000 of taxable property value) by the required millage rollbacks, be renewed at and increased up to the original voted 0.4 mills (\$0.40 per \$1,000 of taxable property value), and levied for six (6) years from 2024 to 2029, both inclusive, for the purpose of providing partial payment for supplemental law enforcement and patrol coverage within Marquette Township over and above those basic services otherwise provided by the Marquette County Sheriff Department, when the current contract with the Marquette County Sheriff Department expires on December 31, 2024? The estimated revenue the Township will collect in the first year, if the millage is levied, is estimated to be \$129,596.99.

Yes

No

**MOTION: To approve the Law Enforcement Renewal Millage Ballot Resolution and Language for the August 2024 Ballot.**

**Motion – Trustee Markes**

**Second – Trustee Everson**

**Roll Call Vote:**

**Supervisor Durant - Aye**

**Clerk Ritari - Aye**

**Treasurer Johnson -Aye**

**Trustee Markes -Aye**

**Trustee Winslow- Aye**

**Trustee Everson - Aye**

**Trustee Kytta - Absent**

**Carried (6-0)**

**Absent (1)**

Consider Fire Truck and Apparatus Replacement Millage Ballot Resolution and Language.

(Background from Manager Kangas/Supervisor Durant)

**MARQUETTE CHARTER TOWNSHIP RESOLUTION TO APPROVE  
FIRE TRUCK AND APPARATUS REPLACEMENT MILLAGE PROPOSAL  
2024-2**

At a regular meeting of the Board of Trustees of Marquette Charter Township ("Township"), Marquette County, Michigan, held at the Township Hall in said Township on the 17<sup>th</sup> day of April, 2024 at 5:30 p.m.

PRESENT: Supervisor Durant, Clerk Ritari, Treasurer Johnson, Trustee Everson, Trustee Markes, Trustee Winslow

ABSENT: Trustee Kytta

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, the Charter Township of Marquette operates a fire department for the protection, health, safety, and welfare of its residents and property within Marquette Township;

WHEREAS, the Marquette Township fire department fire trucks and apparatus are aging, such that one or more of the units will need to be replaced in the foreseeable future;

WHEREAS, the Marquette Township Board has determined that the existing special assessment of up to 2.8 mills levied on behalf of the fire department will not generate sufficient revenue to replace aging fire trucks and apparatus;

WHEREAS, the millage of 0.6 mills previously approved and levied for six (6) years, 2018 to 2023, inclusive, has expired and been reduced to 0.5880 mills by the required millage rollbacks;

WHEREAS, the Marquette Township Board desires to renew, increase and levy the Fire Truck and Apparatus Replacement Millage up to the original voted 0.6 mills for six (6) years, 2024 to 2029, inclusive, for the purpose of generating additional revenue to be applied toward the replacement of aging fire trucks and apparatus;

WHEREAS, MCL 211.24f(5) allows a taxing unit to submit a millage proposal as a renewal and to increase the millage to the original amount approved when the millage rollback and corresponding increase requested are less than 0.5 mills in a single ballot question; and

WHEREAS, the Marquette Township Board has determined that placing the millage request on the ballot at the August 6, 2024 election is in the best interests of the health, safety, and welfare of the Township residents.

THEREFORE, the Marquette Township Board, Marquette County, Michigan, resolves as follows:

1. The Marquette Township Board resolves to present to the electors of Marquette Township at the August 6, 2024 election, a Fire Truck and Apparatus Replacement Millage proposal as set forth in the ballot language attached as Exhibit A.
2. The Marquette Township Clerk is authorized and directed to promptly submit this Resolution along with the above ballot language to the Marquette County Clerk so that the millage proposal may be included on the August 6, 2024 election ballot.
3. Any resolution inconsistent with this Resolution is hereby rescinded.

ADOPTED BY ROLL CALL VOTE:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF MARQUETTE        )

Randy J. Ritari, the duly qualified and acting Township Clerk of the Charter Township of Marquette, Marquette County, Michigan, DOES HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 17th day of April, 2024.

\_\_\_\_\_  
Township Clerk – Randy J. Ritari

**MARQUETTE CHARTER TOWNSHIP**  
**FIRE TRUCK AND APPARATUS REPLACEMENT MILLAGE**  
**AUGUST 2024 BALLOT**

Shall the expired previous voted increase in millage for the Charter Township of Marquette of 0.6 mills (\$0.60 per \$1,000 of taxable property value), reduced to 0.5880 mills (\$0.5880 per \$1,000 of taxable property value) by the required millage rollbacks, be renewed at and increased up to the original voted 0.6 mills (\$0.60 per \$1,000 of taxable property value) and levied for six (6) years from 2024 to 2029, both inclusive, for the purpose of replacing aging fire trucks and apparatus? The estimated revenue the Township will collect in the first year, if the millage is levied, is estimated to be \$194,393.99.

Yes     

No      

**MOTION: To approve the Fire Truck and Apparatus Renewal Millage Ballot Resolution and Language for the August 2024 Ballot.**  
**Motion – Treasurer Johnson**  
**Second – Trustee Markes**

**Roll Call Vote:**  
**Supervisor Durant - Aye**  
**Clerk Ritari - Aye**  
**Treasurer Johnson -Aye**  
**Trustee Markes -Aye**  
**Trustee Winslow- Aye**

Trustee Everson - Aye  
Trustee Kytta - Absent  
Carried (6-0)  
Absent (1)

***Assurance of Organizational Performance:***

Board - Committee Updates

Planning Commission

Report was given earlier in the Meeting.

Recreation Committee

No Report

***Public Comment (3 Minutes maximum):***

Melody Wagner, 400 Mustang Street, K.I. Sawyer, thanked the members of the Township Board for serving and is looking for support for the August Primary.

***Meeting Wrap-up:***

Announcements

None

Manager's Report

Manager Kangas, gave a verbal report.

Review of Motions Passed & Assignments, if any

Clerk Ritari, reviewed all motions from the meeting and any action items that needed to be done.

Items for Future Agenda

Library Service Contract, Change in Manager Leave Language in Contract.

Board Member Comment

Clerk Ritari, thanked Treasurer Johnson for all his service over the past number of years.

Trustee Winslow, would like to ass Senior Service Presentation to our yearly agenda later in the year.

Treasurer Johnson, thanked the Board Members from various years for serving with him over the past number of years.

***Adjournment:***

**MOTION: To Adjourn the meeting.**

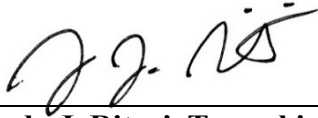
**Motion – Treasurer Johnson**

**Second – Clerk Ritari**

**Carried (6-0)**

**Absent (1)**

Supervisor Durant adjourned the meeting at 7:37PM.



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**Randy J. Ritari, Township Clerk**

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**Lyn J. Durant, Township Supervisor**

**BILLS PAYABLE SUMMARY**  
**5-1-24**

1	4/15/24	Accounts Payable - Exempt	\$8.54
2	4/17/24	Accounts Payable - Exempt	\$24,185.14
3	4/18/24	Payroll - BiWeekly	\$42,329.41
4	4/22/24	Accounts Payable - Exempt	\$7,321.18
5	4/24/24	Accounts Payable - Exempt	\$27,562.21
6	4/30/24	Payroll - Monthly	\$5,639.65
7	5/1/24	For Board Approval	\$31,113.78

Total      \$138,159.91

General Fund	\$43,483.65
Fire Fund	13,348.10
Twp. Improvements Fund	0.00
Wastewater Fund	45,363.44
Library Fund	0.00
DDA Fund	0.00
Stormwater Fund	2,912.74
Water Fund	28,407.17
Water Restricted Fund	0.00
Solid Waste Fund	1,357.37
Trust and Agency Fund	<u>3,287.44</u>
Total Disbursements	<u>\$138,159.91</u>

CHECK REGISTER REPORT  
INCREDIBLE BANK

CHECK #	DATE	VENDOR	DESCRIPTION	ACCOUNT	AMOUNT
279(E)	04/15/2024	BOARD OF LIGHT AND POWER	DPW POLE CHARGE	590-558.000-830.000	4.27
				591-558.000-830.000	4.27
			TOTAL EFT (1)		<u>\$ 8.54</u>

VOIDED  
EFTS

CHECK REGISTER REPORT  
INCREDIBLE BANK

CHECK #	DATE	VENDOR	DESCRIPTION	ACCOUNT	AMOUNT
164591	04/17/2024	BLUE CROSS BLUE SHIELD	MAY 2024 INSURANCE	101-172.000-716.000	2,291.39
				101-257.000-716.000	615.41
				101-299.000-716.000	1,573.27
				101-721.000-716.000	1,923.06
				206-337.000-716.000	2,164.97
				590-575.000-716.000	860.77
				591-568.000-716.000	860.77
				591-569.W00-716.000	2,385.48
				701-000.000-231.000	3,287.44
164592	04/17/2024	CHARTER COMMUNICATIONS	INTERNET/PHONE	101-299.000-810.000	204.99
				101-299.000-850.000	145.26
164593	04/17/2024	CITY OF MARQUETTE	WATER USAGE	591-570.000-921.000	6,213.13
164594	04/17/2024	KRIST OIL COMPANY	VEHICLE FUEL	101-265.000-931.000	136.05
				206-340.000-863.000	99.08
				590-578.000-863.000	39.58
				591-578.000-863.000	39.57
164595	04/17/2024	PENINSULA FIBER NETWORK LLC	HYPERLINK	101-299.000-810.000	1,053.35
164596	04/17/2024	UNIFIRST CORPORATION	UNIFORMS & MATS	101-265.000-750.000	45.95
				590-578.000-750.000	105.99
				590-580.000-726.000	9.32
				591-578.000-750.000	105.99
				591-580.000-726.000	9.32
164597	04/17/2024	UPAA	DUES/SUBSCRIPTIONS	101-257.000-812.000	15.00
TOTAL CHECKS (7)					<u>\$ 24,185.14</u>

VOIDED  
CHECKS



CHECK REGISTER REPORT  
INCREDIBLE BANK

CHECK NO.	DATE	EMPLOYEE	DESCRIPTION	AMOUNT
DD8024 to DD8045	4/18/24	Various	Payroll - Biweekly	42,329.41
		Total Checks (22)		<u>42,329.41</u>

Voided  
Checks

None

CHECK REGISTER REPORT  
INCREDIBLE BANK

CHECK #	DATE	VENDOR	DESCRIPTION	ACCOUNT	AMOUNT			
282(E)	04/22/2024	CARDMEMBER SERVICE	SUPERVISORS CONFERENCE	101-171.000-860.000	25.00			
			SUPPLIES	101-172.000-726.000	12.71			
			FLASH DRIVES	101-215.000-726.000	19.99			
			MISCELLANEOUS	101-247.000-955.000	107.80			
			SUPPLIES	101-299.000-726.000	12.71			
			COMPUTER SERVICES	101-299.000-810.000	73.90			
			PDF PRO SOFTWARE	101-299.000-810.000	10.55			
			TWP CAR WINDOW ACTUATOR	101-299.000-931.000	48.11			
			ADOBE MONTHLY FEE - PLANNING	101-721.000-812.000	10.59			
			CORECAM FEES	101-756.000-726.000	44.97			
			FD ROLL FILE STORAGE ORGANIZER	206-337.000-726.000	93.88			
			MI FIRE INSPECTORS CONFERENCE	206-337.000-861.000	420.75			
			BOOKING INSURANCE REFUND FOR CONFERENCE	206-337.000-861.000	55.93			
			SUPPLIES - EMS	206-339.000-726.300	135.71			
			FD BADGES	206-339.000-750.000	95.40			
			12V REPLACEMENT BULB	206-340.000-930.000	47.84			
			ESRI ANNUAL SUBSCRIPTION AND MAINTENANCE	590-558.000-830.000	1,617.80			
			ADOBE MONTHLY FEE	590-558.000-830.000	10.60			
			ADOBE MONTHLY FEE	591-558.000-830.000	10.59			
			ESRI ANNUAL SUBSCRIPTION AND MAINTENANCE	591-558.000-830.000	1,617.80			
			WELL SOFT START	591-569.000-930.000	1,821.88			
			284(E)	04/22/2024	MARQUETTE TOWNSHIP	MARCH UTILITIES	101-265.000-921.000	138.78
							101-265.000-926.000	88.17
	101-756.000-921.000	108.51						
	101-756.000-926.000	95.85						
	206-265.000-921.000	194.77						
	206-265.000-926.000	65.46						
	590-580.000-921.000	76.78						
	590-580.000-926.000	67.44						
	591-569.000-921.000	26.38						
	591-569.000-926.000	20.32						
	591-580.000-921.000	76.78						
	591-580.000-926.000	67.43						
TOTAL EFTS (4)					<u>\$ 7,321.18</u>			

VOIDED  
EFTS  
283  
285

CHECK REGISTER REPORT  
INCREDIBLE BANK

CHECK #	DATE	VENDOR	DESCRIPTION	ACCOUNT	AMOUNT
164598	04/24/2024	CHARTER COMMUNICATIONS	INTERNET/PHONE	206-337.000-810.000	101.83
				206-337.000-850.000	141.94
164599	04/24/2024	CHARTER COMMUNICATIONS	INTERNET/PHONE	590-580.000-850.000	189.02
				591-580.000-850.000	189.01
164600	04/24/2024	CITY OF MARQUETTE	WASTEWATER LOAN INTEREST	590-579.000-922.000	20,389.66
				590-579.000-927.000	3,189.87
164601	04/24/2024	PURCHASE POWER	POSTAGE	101-299.000-940.030	1,008.50
164602	04/24/2024	UNIFIRST CORPORATION	UNIFORMS & MATS	101-265.000-726.000	91.44
				101-265.000-750.000	47.97
				590-578.000-750.000	104.60
				591-578.000-750.000	104.60
164603	04/24/2024	UNITED GROUP PROGRAMS, INC.	GAP POLICY	101-172.000-716.000	369.31
				101-257.000-716.000	104.99
				101-299.000-716.000	307.37
				101-721.000-716.000	303.89
				206-337.000-716.000	307.37
				590-575.000-716.000	305.43
				591-568.000-716.000	305.41
TOTAL CHECKS (6)					<u>\$ 27,562.21</u>

VOIDED  
CHECKS

CHECK REGISTER REPORT  
INCREDIBLE BANK

CHECK NO.	DATE	EMPLOYEE	DESCRIPTION	AMOUNT
164604 to 164606	4/30/24	Various	Payroll - Monthly	5,639.65
DD8046 to DD8055				
		Total Checks (13)		5,639.65

Voided  
Checks

None

CHECK REGISTER REPORT  
INCREDIBLE BANK

CHECK #	DATE	VENDOR	DESCRIPTION	ACCOUNT	AMOUNT
164607	05/01/2024	ADVANCE AUTO PARTS	#2172 HEADLIGHT	206-340.000-864.000	16.93
			#2172 AMBULANCE BRAKES & ROTORS	206-340.000-864.000	423.67
			#2172 HUB BEARING	206-340.000-864.000	158.62
			#2172 BRAKES & ROTORS	206-340.000-864.000	369.26
			CREDIT BRAKE CALIPER	206-340.000-864.000	(100.00)
			CREDIT #2172 AMBULANCE BRAKES & ROTORS	206-340.000-864.000	(423.67)
			CREDIT #2172 BRAKE CALIPER	206-340.000-864.000	(104.04)
164608	05/01/2024	BEACON ATHLETICS LLC	LIONS FIELD INFIELD MIX	101-756.000-930.000	1,940.00
164609	05/01/2024	CITY OF MARQUETTE	#2174 REPLACE REGULATOR	206-340.000-930.000	850.20
			BACTERIOLOGICAL ANALYSIS	591-558.000-830.000	75.00
164610	05/01/2024	CORE AND MAIN LP	LF HOSE HOOKUP	101-756.000-726.000	88.09
			HYDRANT REPLACEMENT CHERRY STREET	591-000.000-152.016	681.34
164611	05/01/2024	DAN SHANAHAN	REIMB CONFERENCE EXPENSES	206-337.000-860.000	29.00
164612	05/01/2024	ETNA SUPPLY	SUPPLIES	590-578.000-726.000	20.27
			RETURN DEMOLITION GLOVES	590-578.000-961.000	(12.49)
			ONTARIO PROJECT PHASE III	591-000.000-152.010	2,423.00
			SUPPLIES	591-578.000-726.000	20.28
			RETURN DEMOLITION GLOVES	591-578.000-961.000	(12.48)
164613	05/01/2024	FISHBECK	COX BOOSTER STATION STUDY	591-558.000-801.000	1,727.00
164614	05/01/2024	KENNEDY INDUSTRIES	HERITAGE SILO CONTROLS & FIELD SERVICE	590-000.000-255.000	12,195.00
164615	05/01/2024	LAMMI FIRE PROTECTION, INC.	HYDRO TEST EXT	101-265.000-930.000	204.75
				590-578.000-930.000	68.25
				591-578.000-930.000	68.25
164616	05/01/2024	LYN DURANT	REIMB COMPUTER ACCESSORIES	101-903.000-970.228	200.32
164617	05/01/2024	MARQUETTE FENCE CO., INC.	LIONS FIELD FENCE REPAIR SUPPLIES	101-756.000-726.000	526.51
164617	05/01/2024	MARQUETTE FENCE CO., INC.	LIONS FIELD FENCE REPAIR	101-756.000-930.000	537.69
164618	05/01/2024	MENARDS	BATTERIES	101-265.000-726.000	89.94
			CONCRETE FOR LIONS FIELD FENCE	101-756.000-726.000	75.96
			LIONS FIELD IRRIGATION SUPPLIES	101-756.000-726.000	561.69
			LIONS FIELD IRRIGATION & FENCE SUPPLIES	101-756.000-726.000	277.09
			LIONS FIELD FENCE REPAIR	101-756.000-930.000	4.82
164620	05/01/2024	MIDWAY RENTALS AND SALES	LIONS FIELD TRENCHER	101-756.000-930.000	191.40
164621	05/01/2024	NAPA AUTO PARTS	TRUCK TAIL LIGHT	590-578.000-930.000	7.49
				591-578.000-930.000	7.49
164622	05/01/2024	NORTH COUNTRY DISPOSAL	WEDNESDAY RUBBISH CONTAINERS (2)	596-528.000-880.000	650.00
164623	05/01/2024	PRIME SPECIALTY CONTRACTING LLC	FD HOT WATER SERVICE CALL	206-265.000-930.000	438.30
164624	05/01/2024	QUILL	PRINTER INK	101-299.000-726.000	384.49
			SUPPLIES	101-299.000-726.000	389.30
164625	05/01/2024	RAND CONSTRUCTION	STORMWATER DEPOSIT RETURN - RAND CONST	555-000.000-255.000	2,912.74
164626	05/01/2024	STANDARD ELECTRIC COMPANY	PVC CEMENT AND PRIMER	590-578.000-726.000	19.06
			GRINDER PLUGS	590-583.000-930.000	422.53
			PVC CEMENT AND PRIMER	591-578.000-726.000	19.06
164627	05/01/2024	SUPERIORLAND ELECTRONICS, INC.	ANNUAL FIRE SPRINKLER TESTING - OFFICES	101-265.000-930.000	435.00
			ANNUAL FIRE SPRINKLER TESTING - FIRE DEP	206-265.000-930.000	375.00
			ANNUAL FIRE SPRINKLER TESTING - DPW	590-580.000-930.000	125.00
			ANNUAL FIRE SPRINKLER TESTING - DPW	591-580.000-930.000	125.00
164628	05/01/2024	U. P. ENGINEERS & ARCHITECTS	PROJ 02162 NPS STORMWATER	101-105.000-805.000	378.00
164629	05/01/2024	USA BLUEBOOK	MISS DIG PAINT	590-578.000-726.000	152.92
			CHLORINE PUMP REPAIR	591-569.000-930.000	240.73
			MISS DIG PAINT	591-578.000-726.000	152.93
164630	05/01/2024	WADE TRIM	ENGINEER	101-105.000-805.000	696.59
164631	05/01/2024	WOLVERINE DOOR SERVICE INC	FD KEYS	206-265.000-930.000	10.50
TOTAL CHECKS (25)					<u>\$ 31,113.78</u>

VOIDED  
CHECKS  
164619

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
UPPER PENINSULA POWER COMPANY  
CASE NO. U-21268**

- Upper Peninsula Power Company requests Michigan Public Service Commission’s approval for reconciliation of its power supply cost recovery plan (Case No. U-21268) for the twelve months ending December 31, 2023.
- The information below describes how a person may participate in this case.
- You may call or write Upper Peninsula Power Company, 1002 Harbor Hills Dr., Marquette, MI 49855, (800) 562-7680, for a free copy of its application. Any person may review the documents at the offices of Upper Peninsula Power Company or on the Commission’s website at: [michigan.gov/mpscdockets](http://michigan.gov/mpscdockets).
- A pre-hearing will be held:

**DATE/TIME:** Tuesday, May 7, 2024 at 9:30 AM

**BEFORE:** Administrative Law Judge Jonathan F. Thoits

**LOCATION:** Video/Teleconferencing

**PARTICIPATION:** Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov) in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Upper Peninsula Power Company (UPPCO)’s March 28, 2024 application requesting the Commission to: 1) approve the reconciliation of the 12-month power supply costs and revenues as presented by UPPCO; 2) determine that the power supply costs charged to UPPCO’s ratepayers during 2023 were reasonably and prudently incurred; 3) approve UPPCO’s net cumulative under-recovery of \$2,066,227 and authorize UPPCO to roll-in the net cumulative under-recovered amount into the beginning balance of its 2024 Power Supply Cost Recovery reconciliation; and 4) grant UPPCO other and additional relief as shall be lawful and proper.

All documents filed in this case shall be submitted electronically through the Commission’s E-Dockets website at: [michigan.gov/mpscdockets](http://michigan.gov/mpscdockets). Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by April 30, 2024. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Upper Peninsula Power Company (UPPCO)'s attorney, Sherri A. Wellman, One Michigan Ave., Ste. 900, Lansing, MI 48933.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21268**. Statements may be emailed to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, and R 792.10401 through R 792.10448.

U-21268



## MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive  
Marquette, Michigan 49855  
Ph | 906.228.6220  
Fx | 906.228.7337  
www.marquettetownship.org

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### Board Action Item

**Board Meeting Date:** May 1, 2024  
**Agenda Item #:** 8.A.  
**Proposal:** Accept the recommendation of the Planning Commission.  
**Presented by:** Jason McCarthy, Planning and Zoning Administrator

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#### Background:

Earlier this year, Marquette Township was awarded a *Housing Readiness Initiative Grant* from the *Michigan State Housing Development Authority (MSHDA)* to assist with updating our community's Master Plan. As such, staff prepared a Request for Proposals (RFP) in an effort to attract and obtain professional consulting services to accomplish this work. The deadline for submittals was April 12, 2024.

We were fortunate enough to receive three (3) proposals from highly-regarded planning firms in Michigan. Staff has examined the content, format, and messaging of the responses to ensure quality, accuracy, and consistency with our RFP.

In reviewing the proposals, all three firms have extensive experience in community master planning in the state of Michigan. Two of the proposals were within our budget. Of the two qualifying submittals, one firm stands out as having an exceptional, multidisciplinary team of experts that will assist us with our unique and complex needs regarding future land use, attracting needed housing, traffic/circulation-related issues, and future sanitary water and sewer utility capacity.

Staff recommends concurrence with the Planning Commission's April 24, 2024 unanimous recommendation to contract with Short Elliot Hendrickson, Inc (SEH), in order to assist with the update and adoption of the Marquette Township Master Plan, for an amount not to exceed \$50,000.

**Attachments:** 1. SEH Proposal for Marquette Township Updated Master Plan

**Cost:** \$ 50,000 (not to exceed)

**Budget Account:** Contracted Services (Fully funded by Housing Readiness Initiative Grant)

**Recommended motion:**

#### Mission Statement:

*"Recognize and meet the needs of the Township Community."*







## MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive  
Marquette, Michigan 49855  
Ph | 906.228.6220  
Fx | 906.228.7337  
[www.marquettetownship.org](http://www.marquettetownship.org)

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To concur with the recommendation of the Planning Commission and award SEH the contract to update the Marquette Township Master Plan, for an amount not to exceed \$50,000.

### Mission Statement:

*“Recognize and meet the needs of the Township Community.”*



PROPOSAL FOR PROFESSIONAL PLANNING SERVICES

# Drafting and Adopting an Updated Master Plan

MARQUETTE TOWNSHIP, MICHIGAN | APRIL 12, 2024



Building a Better World  
for All of Us®

Engineers | Architects | Planners | Scientists

April 12, 2024

Jason McCarthy  
Marquette Charter Township  
jasonmccarthy@marquettetownship.org



**RE: Planning Consultant Services for Drafting & Adopting an Updated Master Plan**

Dear Mr. McCarthy and Members of the Selection Committee:

In planning an update to its master plan, the Charter Township of Marquette is setting the stage for long-term community development that focuses resources toward infrastructure improvements and supports community growth. To guide the production of this document, the Township needs an experienced planning consultant partner – one that has experience working with communities across the region to develop planning documents that spur positive development. SEH of Michigan, LLC, (SEH) is eager to serve as a project partner for the creation of this important planning document. In this capacity, we are prepared to provide the following advantages on your behalf:

**SUPPORTING YOUR LONG-TERM VISION**

We are keenly aware of the issues the Township faces now and in the future, and we are focused on delivering clear, actionable solutions. Given the recent growth in the area, particularly as development is occurring along a shared boundary between the City of Marquette and the Township, we will explore opportunities to address housing needs, transportation safety, infrastructure improvements, and the development of recreational amenities and assets that enhance quality of life.

**DRAWING FROM A DEEP WELL OF RESOURCES**

Our team embodies a diverse array of in-house planners and engineers poised to address the Township’s challenges. Our planning team is experienced in facilitating discussions on a shared community vision, planning for land use changes, and recommending specific action items to implement these changes and mitigate future land use conflicts. Our planning team has a wide range of skill sets such as zoning administration, environmental resources planning, recreational planning, and transportation and economic development planning. With technical staff proficient in intersection redesign, traffic safety optimization, rail corridor crossing coordination, water and sewer system analysis, and strategic planning for future utility extensions, we provide comprehensive infrastructure solutions tailored to your evolving needs.

**ENGAGING LOCAL STAKEHOLDERS**

We understand that developing a master plan that yields achievable implementation takes a unique approach and process. For projects to be successful, it’s vital to engage the public and key stakeholders early and often throughout the life of the planning process. Our collective team has the skills and experience to help communities work together to identify and express their common goals and visions. This plan will not work unless it has the input of residents, business owners, and other key stakeholders, so we are committed to giving them a voice throughout the process.

We are eager to put our resources to work on the Township’s behalf to begin work on your master plan. If you have any questions or want additional information, please contact me at 608.977.0002 or bgrace@sehinc.com.

Respectfully submitted,



*Brea Grace*

**BREA GRACE, AICP, NCI  
PROJECT MANAGER**

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 221 West Webster Avenue, Suite 501, Muskegon, MI 49440-1294

231.900.1011 | 800.325.2055 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

# CONTENTS

CONSULTING FIRM BACKGROUND.....	1
PROJECT TEAM .....	3
SCOPE OF REQUIRED SERVICES.....	12
PROPOSED TIMELINE.....	19
PROJECT EXPERIENCE.....	20
SCOPE OF WORK AND FEE SCHEDULE .....	22

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

MARQT 178182



# Consulting Firm Background

SEH partners with communities to help envision what could be while also fostering long-term relationships to bring that vision to life as new infrastructure, parks, trails, and development. Our team has the capacity and drive to deliver a master plan to Marquette Township that creates opportunities for years to come.

## SHORT ELLIOTT HENDRICKSON INC. (SEH®)

SEH of Michigan, LLC, is a subsidiary of SEH, an employee-owned engineering, architectural, environmental, and planning company that helps government, industrial, and commercial clients find answers to complex challenges. Our 900-plus employee-owners share a core purpose: Building a Better World for All of Us®. This approach reflects a companywide commitment to improving the quality of life by designing safer, more sustainable infrastructure for government and helping industrial and commercial clients achieve their business goals.

### BUILDING BETTER COMMUNITIES

**For more than three decades**, SEH has assisted municipalities, counties, and towns develop and implement master plans, comprehensive plans, sub area plans, redevelopment frameworks, design guidelines, and more. Our practice is comprised of community development specialists, landscape architects, urban planners, and engineers licensed in six states throughout the upper Midwest. Our work has been recognized by our peers with numerous awards from the American Society of Landscape Architects, American Planning Association, and the American Council of Engineering Companies.

### IN-HOUSE, MULTIDISCIPLINARY TEAM

The team that we have assembled for this master plan project brings a wide range of planning and design experience to the table, enabling a truly comprehensive planning process. Our in-house team is prepared to deliver the following for your project.



#### STAKEHOLDER ENGAGEMENT

Our community planning team understands how a mix of land uses can work together to create an exciting, attractive, economically vibrant, and sustainable community. We work in partnership with elected and appointed officials, businesses, and citizens to explore opportunities for renewing existing assets and creating new development. Our professionals are experienced facilitators and are trained in the NCI Charrette System™. This experience helps us bring diverse stakeholders with divergent opinions together to find areas of mutual understanding and address community needs.

## SHORT ELLIOTT HENDRICKSON INC.

founded in

**1927** 

### WE PARTNER WITH CLIENTS



in nearly every U.S. state and many Canadian provinces

### EMPLOYING



**900+**

engineers, architects, scientists, planners, and talented professionals

### WHO WORK TOGETHER TO SERVE

**4**

market areas: mobility, better places, clean water, and renewing infrastructure



### AN IMPRESSIVE **80%**



of our clients are repeat customers





### TRAFFIC SAFETY AND INTERSECTION DESIGN

We address current and future traffic concerns by improving traffic flow and increasing safety for today’s complex multimodal roadways, roundabouts, and intersections. We make the most of available technology and expertise to accurately assess traffic impacts and provide methods for lessening these impacts through strategic improvements to traffic operations. Using traffic modeling software, we analyze and design roadway and traffic signal operation improvements that help maintain safer traffic flow throughout our city streets and rural communities.



### WATER AND SEWER SYSTEM ANALYSES

Our water and wastewater professionals address collection systems with regulatory compliance, system performance, public safety, and long-term maintenance in mind. Our engineers have prepared designs for more than 100 sewer pumping facilities in the last 10 years, ranging in size from 100 gpm to 100 mgd, that are cost-effective, are operations friendly and provide appropriate aesthetics. Our staff is experienced with deep and difficult excavations and understands the impacts and costs associated with evaluation of rehabilitation versus replacement



### UTILITIES PLANNING AND PERMITTING

Our team seamlessly blends innovative design with regulatory compliance, helping to ensure the efficient integration of utilities infrastructure. Our specialists navigate complex permitting processes with ease, leveraging local regulations and industry standards to deliver tailored solutions. From thorough assessments to strategic implementation, we provide sustainable and community-centric plans for future community growth.



### RECREATIONAL TRAILS PLANNING

Our approach to trail planning lies in understanding each community’s unique terrain and environmental factors, which enables us to create customized solutions that harmonize with the natural landscape while meeting community needs. From engaging stakeholders to meticulous route planning, we prioritize crafting recreational trails that enhance quality of life, promote wellness, and foster community engagement. Our commitment is to deliver trail networks that enrich communities, providing safe, enjoyable, and memorable outdoor experiences for residents and visitors alike.



### SUBDIVISION DESIGN

Through a deep understanding of land use, environmental issues, and community needs, our team creates tailored subdivision plans that enhance livability and quality of life. We prioritize designing neighborhoods that foster connectivity, walkability, and a sense of belonging, from initial site assessments to detailed infrastructure planning. We deliver subdivision designs that not only align with the community’s vision but also foster long-term growth while preserving the area’s unique character.



## PLANNING AND DESIGN SERVICES

Primary planning and design services provided by SEH include:

- Downtown revitalization
- Public engagement
- Site analysis
- Urban design
- Zoning and design standards
- Corridor revitalization
- Economic development planning
- Public realm and streetscape planning and design
- Redevelopment planning and design
- Comprehensive planning
- Transportation planning and design
- Design visualization
- Park and trail planning and design
- Tax incremental financing
- Zoning and land use controls
- Nonmetallic mine regulation
- Subdivision design



Public Engagement Meeting for the Middleton Campus Plan – Middleton, WI



# Project Team

Our team has been deliberately selected based their specific abilities and extensive experience assisting communities similar in size, demographics, natural settings, and economic environment to Marquette Township.

The team we've assembled to work with you will be led by Project Manager Brea Grace. Brea has more than 25 years of experience serving in various land use planning and community development roles. As Project Manager, Brea brings a community-oriented perspective and will lead a team of professionals who value planning for the growth of communities while maintaining each community's unique characteristics.

## Marquette Township

Jason McCarthy

## Brea Grace AICP, NCI

Project Manager

### PUBLIC ENGAGEMENT

#### Laurie Miller

Lead Community Planner,  
Public Engagement  
Specialist

### PLANNING/DESIGN

#### TRANSPORTATION PLANNING

#### Nate Day AICP, NCI

Multimodal/  
Transportation Planner

#### PLANNING

#### Bryce Hembrook AICP

Project Planner

#### ARCHITECTURE

#### Andrea Riegler AIA, NCARB

Architect

#### GIS SERVICES

#### Jonathon Green

GIS Analyst

### ENGINEERING

#### CIVIL

#### Dan Penzkover PE

Civil Engineer

#### ENVIRONMENTAL

#### Carrie Rivette PE

Environmental Engineer

#### WATER

#### Miles Jensen PE

Water Engineer

#### TRAILS

#### Heather Stabo PE

Civil Engineer

#### TRAFFIC

#### Josh Woller PE

Transportation/  
Traffic Engineer

#### WATER RESOURCES

#### Jordan Thole PE, CFM

Water Resource  
Stormwater Engineer

#### WASTEWATER

#### Jeremiah Wendt PE

Wastewater Engineer

#### RAILROAD COORDINATION

#### Bryan Remer PE, P.ENG

Railroad Coordination

The specific licenses and credentials of the team members are described in the following pages.



# BREA GRACE AICP, NCI

PROJECT MANAGER, CLIENT SERVICE MANAGER

**Brea will lead the development of the master plan for the Township, overseeing project activities to deliver this project on time and within budget.**

Brea is an experienced urban planner, having worked in both the public and private sectors. This work has involved issues surrounding land use, economic development, the environment, and transportation, as well as engaging the public in decisions about their communities. Brea has facilitated large and small group discussions, as well as public meetings and design charrettes/workshops. Having managed multiple large and small planning and infrastructure improvement projects over her 25-year career, she is a creative thinker who is passionate about urban and waterfront redevelopment and downtown revitalization creating unique urban places. Brea is an adept problem solver, implementing solutions that are workable for all parties while maintaining the integrity of the original goals. Additionally, Brea has more than 20 years of experience in mapping and using Geographic Information Systems (GIS) software.

## 25 YEARS OF EXPERIENCE



### EDUCATION

Master of Science  
Urban and Regional Planning  
University of Wisconsin-Madison

Bachelor of Arts  
French  
University of Wisconsin-Stevens Point



### REGISTRATIONS/CERTIFICATIONS

NCI Charrette Management and Facilitation Certificate, National Charrette Institute

Certified Planner (AICP), American Planning Association



### PROFESSIONAL ASSOCIATIONS

American Planning Association, Member



### LANGUAGE SKILLS

(In addition to English fluency)  
French - proficient  
Spanish - intermediate

### EXPERIENCE

- o Comprehensive Plan – Medford, WI
- o Comprehensive Plan – Glencoe, MN
- o Comprehensive Plan Update – Olivia, MN
- o Comprehensive Plan Update – Stewartville, MN
- o 2040 Comprehensive Plan – Hudson, WI
- o Comprehensive Plan Update – Trempealeau, WI
- o Comprehensive Plan – Town of Brookfield, WI
- o I-94 Corridor and 2050 Comprehensive Plan – Yorkville, WI
- o Village Comprehensive Plan Update and Sanitary Sewer Expansion – Lac LaBelle, WI
- o Comprehensive Plan Update – Stevens Point, WI
- o Community Campus Master Plan – Middleton, WI
- o Planning/Zoning Services – Ashland, WI
- o Subdivision Review Services – Kinnickinnic, WI
- o Tax Incremental Financing Planning – Ladysmith, WI
- o Tax Increment Finance District Planning – Rice Lake, WI
- o Comprehensive Plan Update – Monona, WI\*
- o Comprehensive Plan Update – Onalaska, WI\*
- o Comprehensive Plan Update – Ashland, WI\*

*\*Experience prior to joining SEH*



**Thank you so much for using your ideas, your visions, and all your expert talents in our new comprehensive plan for Stewartville. You have helped us map out a wonderful future for our community.**

**Stewartville thanks you, and I thank you.**

JIMMIE-JOHN KING | MAYOR OF STEWARTVILLE







## LAURIE MILLER

LEAD COMMUNITY PLANNER, PUBLIC ENGAGEMENT SPECIALIST

**Laurie will work with Brea to lead the community planning process and guide all public engagement activities for this master plan project.**

Laurie is a project planner with expertise in transportation planning, urban planning, and zoning. She has reviewed site, building, landscaping, and lighting plans, as well as proposed land divisions, subdivision plats, and zoning changes. She has supported Plan Commissions and committees by presenting project documentation, posting public notices, and developing agendas and staff reports. Laurie also analyzes permit applications, addresses planning and zoning inquiries, prepares maps and graphics, and conducts field inspections for compliance. She has led Parks and Recreation Commissions and Board of Zoning and Housing appeals, spearheading park development projects and ensuring project compliance with zoning codes. Laurie has collaborated with various federal and state agencies, including FHWA, HUD, IDEM, INDOT, WisDOT, WDNR, and OCRA, and has extensive experience in long-range planning, policy research, advanced GIS mapping, transportation planning, park and trail planning, site design review, public engagement, and grant writing. Throughout her career, she has managed projects, provided technical advice to officials, and facilitated public outreach efforts.

16 YEARS OF EXPERIENCE



### EDUCATION

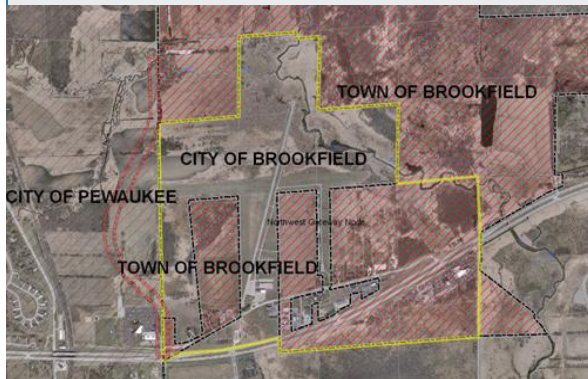
Bachelor of Science  
Geography  
University of Wisconsin-Milwaukee

### Zoning Code Update – Town of Brookfield, WI

Laurie is assisting the Town of Brookfield with updating their zoning code and streamlining their development review process. The project goal is to incrementally address pain points in their zoning code, including reducing the number of boards/commission review requirements, defining clear roles and review guidelines for each board/commission, creating more specificity in their sign code, and reducing the number of zoning districts.

### EXPERIENCE

- Zoning Code Update for ADUs – Vadnais Heights, MN
- Medford Comprehensive Plan – Medford, WI
- City Planning Services – Delafield, WI
- Comprehensive Plan and Zoning Ordinance Updates – Yorkville, WI
- Epione Pavilion Redevelopment Plan (Wisconsin Department of Natural Resources) – Cuba City, WI
- Ashland Ore Dock Uplands Master development Plan: Site Due Diligence Investigation Report – Ashland, WI
- Official Road ROW Map – Summit, WI
- Community Dock Project – Ranier, MN
- City Planning Services – Mora, MN
- Subdivision Review Services – Town of Kinnickinnic, WI
- Community Planning Services – Summit, WI



**NATE DAY** AICP, NCI  
MULTIMODAL/ TRANSPORTATION PLANNER

**Nate will provide multimodal transportation planning services for this project.**

Nate is a transportation planner specializing in transportation and environmental planning. He has worked on corridor and land use studies, project environmental documentation, and transportation plans. Nate has experience with the public involvement process and has witnessed the positive results that well-organized community participation can bring to a transportation project. He also has experience using ArcGIS to create transportation corridor maps and public-friendly displays.

**EXPERIENCE**

- o 2020-2040 Comprehensive Plan – Hudson, WI
- o Downtown Master Plan and Comprehensive Plan Update – Appleton, WI
- o Comprehensive Plan – Baraboo, WI
- o Safe Streets For All Grant Action Plan – East Chicago, IN
- o Stewardship Funding for Municipal Campground – Grantsburg, WI
- o Economic Development and Business Engagement Consulting – Madison, WI



**16**  
YEARS OF  
EXPERIENCE



**EDUCATION**

Master of Science  
Urban Planning  
University of Wisconsin-Milwaukee

Bachelor of Arts  
Communications  
University of Wisconsin-Milwaukee



**REGISTRATIONS/CERTIFICATIONS**

NCI Charrette Management and Facilitation Certificate, National Charrette Institute

Certified Planner, American Institute of Certified Planners

**BRYCE HEMBROOK** AICP  
PROJECT PLANNER

**Bryce will support the development of the master plan for the Township.**

Bryce is a planning professional with significant municipal experience. As a previous city planner, he is well-versed in zoning, new development and redevelopment, comprehensive planning, master planning, bike and pedestrian planning, and permitting. Bryce works with residents and stakeholders to deliver community-minded results, and he has experience with compiling reports, collecting data, analyzing information, implementing recommended policies and programs, and reporting findings to the public.

**EXPERIENCE**

- o Comprehensive Plan – Trempealeau, WI
- o Downtown Master Plan – Waterloo, WI
- o Comprehensive Plan and Town Planning Services – Town of Brookfield, WI
- o Master Planning – Summit, WI
- o Town Planning Services – Town of Erin, WI
- o City Planning Services – Delafield, WI
- o City Planner (City of Marshfield Development Services Department) – Marshfield, WI\*

*\*Experience prior to joining SEH*



**7**  
YEARS OF  
EXPERIENCE



**EDUCATION**

Bachelor of Science  
Urban Planning  
University of Wisconsin-Oshkosh

Bachelor of Science  
Geography  
University of Wisconsin-Oshkosh



**REGISTRATIONS/CERTIFICATIONS**

Certified Planner (AICP), American Planning Association

## ANDREA RIEGLER AIA, NCARB ARCHITECT

**Andrea will be the lead architect for the plan.**

Andrea is a senior project architect with extensive experience in project initiation, planning and management, design, construction documentation, construction administration, and historic preservation services. She has designed a wide range of facilities for clients across Michigan, Wisconsin, and the region, including cultural/community spaces, commercial buildings, schools, and more.

### EXPERIENCE

- Torrent House Space Needs Analysis and Design (Hackley Public Library) – Muskegon, MI
- Museum Space Planning, Renovation, and Expansion (Lakeshore Museum Center) – Muskegon, MI
- Roosevelt Park Community Center Renovation – Roosevelt Park, MI
- Master Plan (Muskegon Catholic Central) – Muskegon, MI
- Pioneer Park Lake Beach Access (Muskegon County) – Muskegon, MI



28  
YEARS OF  
EXPERIENCE



### EDUCATION

Master of Architecture  
University of Colorado-Denver

Bachelor of Science  
Architecture  
University of Michigan-Ann Arbor



### REGISTRATIONS/CERTIFICATIONS

Architect in MI and IL

## JONATHON GREEN GIS ANALYST

**Jonathon will provide GIS analysis for this planning project.**

Jonathon is a planner with extensive experience in both transportation and environmental planning. His work focuses primarily on Environmental Assessment documentation, transportation infrastructure improvement, and all National Environmental Policy Act (NEPA)-related documentation. Jonathon also works in-depth with GIS to provide wetland delineation mapping, land use planning, and traffic analysis mapping. He also has experience working in comprehensive planning including public engagement, local transportation studies, and agency, local official, and tribal coordination documents.

### EXPERIENCE

- Epione Pavilion Redevelopment Plan (WDNR) – Cuba City, WI
- Comprehensive Plan Update – Trempealeau, WI
- Comprehensive Plan – Baraboo, WI
- Comprehensive Safety Action Plan Development (Kenosha County Highway Department) – Kenosha County, WI
- Safe Streets for All Grant Action Plan – East Chicago, IN



2  
YEARS OF  
EXPERIENCE



### EDUCATION

Master of Urban Planning  
University of Wisconsin-Madison

Bachelor of Science  
Neuroscience  
Michigan State University - East  
Lansing, MI

## DAN PENZKOVER PE

CIVIL ENGINEER

**Dan will support transportation planning efforts for this project, including intersection design, traffic safety, trail planning, and more.**

Dan is a senior project manager and engineer specializing in both civil and transportation engineering. His projects range from simple resurfacing, utility replacement, and small bridge projects, to major downtown reconstruction and interstate highway projects. Prior to joining SEH, Dan was employed by the Wisconsin Department of Transportation (WisDOT) Northwest Region for 13 years, serving as a project development supervisor and project engineer. Insights gained through his employment with WisDOT and subsequent experience at SEH combine to inform his proven approach to designing roadway and infrastructure improvement projects.

### EXPERIENCE

- City Consultant Engineer – Rice Lake, WI
- Village Engineer – Grantsburg, WI
- St. Croix Crossing Bike and Pedestrian Trail Design (WisDOT Northwest Region) – St. Croix County, WI
- Bicycle/Pedestrian Plan – Ladysmith, WI
- USH 63/River Street, STH 70 to Poplar Street (WisDOT Northwest Region) – Spooner, WI



34  
YEARS OF  
EXPERIENCE



### EDUCATION

Bachelor of Science  
Civil Engineering  
Marquette University - Milwaukee, WI



### REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MI, IL, and WI

## JOSH WOLLER PE

TRAFFIC ENGINEER

**Josh will provide traffic impact analysis, intersection design, and traffic planning services for this planning process.**

Josh is a professional engineer specializing in traffic signal design and traffic analysis. He has extensive experience working on a variety of traffic engineering projects including traffic signal design, signal investigation studies, traffic impact analyses, corridor modeling using Synchro/SimTraffic, and data collection. Josh has worked with multiple government entities including city, county, and state agencies.

### EXPERIENCE

- Comprehensive Safety Action Plan Development (Kenosha County Highway Department) – Kenosha County, WI
- Traffic Engineer – Rice Lake, WI
- Main Street Traffic Analysis – Waupaca, WI
- Downtown Riverfront Traffic Impact Analysis and Final Design – Chippewa Falls, WI
- La Crosse Area Planning and Environmental Linkages (PEL) Study (WisDOT Southwest Region) – La Crosse, WI
- CTH J and 50th Avenue Roundabout (Chippewa County Highway Department) – Chippewa Falls, WI



16  
YEARS OF  
EXPERIENCE



### EDUCATION

Bachelor of Science  
Civil Engineering  
University of Wisconsin-Platteville



### REGISTRATIONS/CERTIFICATIONS

Professional Engineer in IL, IN, and WI  
(Currently renewing PE license in Michigan)

## CARRIE RIVETTE PE

ENVIRONMENTAL ENGINEER



31  
YEARS OF  
EXPERIENCE

### Carrie will lead environmental engineering efforts.

Carrie has extensive experience in the water resources field and stormwater management. She spent over a decade as stormwater manager for the City of Grand Rapids, Michigan. In this role, she continuously worked with the Planning, Engineering, Parks, Recreation and Forestry, Environmental Services, and Water Departments to improve the City and ensure consistency in City code.

### EXPERIENCE

- Municipal Separates Storm Sewer System Manager – Grand Rapids, MI\*
- Comprehensive Master Plan: Stormwater – Grand Rapids, MI\*
- Vital Streets Plan and Design Guidelines – Grand Rapids, MI\*
- Tree Preservation, Protection and Canopy Ordinances – Grand Rapids, MI\*

\*Experience prior to joining SEH



### EDUCATION

Bachelor of Science  
Environmental Engineering  
Michigan Technological University -  
Houghton, MI



### REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MI

SESC Plan Review and Design,  
Michigan Department of Environment,  
Great Lakes, and Energy (EGLE)

Stormwater Management -  
Construction Site, Michigan EGLE

Stormwater Management - Industrial  
Site, Michigan EGLE

## MILES JENSEN PE

WATER ENGINEER



40  
YEARS OF  
EXPERIENCE

### Miles will lead planning of water systems for the Township.

Miles is a senior project manager with extensive engineering experience as a project manager, client service manager, and water discipline leader. Miles currently leads SEH's Drinking Water Group, and specializes in the design and construction of water treatment plants – specifically advanced water treatment facility process design, construction management, and plant start-up. Miles' experience includes new or renovated plant design for ground and surface water supplied systems using conventional treatment, direct filtration, enhanced coagulation, lime softening and ion exchange processes for iron, manganese, arsenic, radium, volatile organic compound (VOC) removal, and disinfection by-product (DBP) control. Miles has worked on operations audits, pilot studies, backwash and solids collection improvements, hydraulic profiles, lime softening and lime sludge handling/conveyance, filter pressing, and site layouts.

### EXPERIENCE

- Water System Comprehensive Plan – Anoka, MN
- Comprehensive Water Master Plan (Shakopee Public Utilities) – Shakopee, MN
- Water Modeling and Planning – Chanhassen, MN
- Comprehensive Water Plan Update and Implementation – Lakeville, MN



### EDUCATION

Bachelor of Civil Engineering  
University of Minnesota-Twin Cities



### REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MI, AZ, CO,  
IA, IL, IN, KS, MD, MN, MO, ND, NE,  
NM, OH, SD, TX, VA, and WI



## HEATHER STABO PE

CIVIL ENGINEER

### Heather will lead trail planning and design for this plan.

Heather is a professional engineer with extensive experience working in the Civil Engineering industry. Paired with strong written and oral communication skills, a wide breadth of technical experience allows Heather to effectively design, develop and convey innovative solutions to team members, stakeholders, and the public. Her experience in dynamic site grading and drainage, parking design, and pathway design, as well as utility design and coordination of storm sewer, sanitary sewer, water main, gas, and electric, allow Heather to comprehensively address needed features of each site. This design experience has also offered the opportunity to coordinate with various regulatory agencies, utility companies, and other engineering/architectural disciplines.

### EXPERIENCE

- Oconto County ATV Park, Trailhead, and Campground – Oconto County, WI
- North Point Parking Lot and Shoreline (Milwaukee County) – Milwaukee, WI
- Kinnickinnic River Parkway, Jackson Park Drive – Milwaukee County, WI
- Hubbard Park Parking Lot – Shorewood, WI
- War Memorial (Milwaukee County) – Milwaukee, WI



15  
YEARS OF  
EXPERIENCE



### EDUCATION

Bachelor of Science  
Civil Engineering  
University of Wisconsin-Platteville



### REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI

## JORDAN THOLE PE, CFM

WATER RESOURCE STORMWATER ENGINEER

### Jordan will lead stormwater and water resources engineering planning for this project.

Jordan is a project engineer with experience in municipal and industrial wastewater and water resource projects. He has developed numerous stormwater management plans, sanitary comprehensive plans, and flood protection studies. As a former Wisconsin Department of Natural Resources (WDNR) floodplain and dam safety engineer, Jordan has experience coordinating with the Federal Energy Regulatory Commission to inspect and regulate hydroelectric dams. Jordan is proficient in AutoCAD Civil 3D, Excel, ArcGIS, HydroCAD, Flowmaster, SewerCad, WaterCad, StormCad, HEC-HMS, HEC-RAS, SRH-2D,SSA, InfoSWMM, and XPSWMM.

### EXPERIENCE

- Flood Hazard Mitigation Plan – La Crosse, WI
- Lowertown Flood Plans – St. Paul, MN
- Stormwater Resiliency Study – Austin, MN
- Wagon Wheel Trail (City of La Crosse) – La Crescent, MN, to La Crosse, WI
- Master Campus Redevelopment (Interlachen Country Club) – Edina, MN



12  
YEARS OF  
EXPERIENCE



### EDUCATION

Bachelor of Science  
Environmental Engineering  
University of Wisconsin-Platteville



### REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MI, AZ,  
CO, IA, ID, MN, MT, NM, NV, OR, SD,  
and WI

Certified Floodplain Manager (CFM),  
Association of State Floodplain  
Managers, Inc

## JEREMIAH WENDT PE

WASTEWATER ENGINEER

### Jeremiah will lead planning of wastewater systems for the Township.

Jeremiah is a professional engineer with vast experience in water and wastewater engineering. As a consultant and previous Director of Public Works, Jeremiah has designed wastewater treatment facilities, including preliminary treatment, aerated lagoons, activated sludge processes, attached growth processes, solids handling, disinfection, tertiary filtration, and collection system components such as lift stations and force main. In addition to the design process, he is experienced with report preparation, specification writing, construction inspection, and wastewater treatment plant operational assistance.

#### EXPERIENCE

- Wastewater Collection System Master Plan – Cumberland, WI
- Wastewater Treatment Plant Facility Plan – Cadott, WI
- Wastewater Treatment Plant Erosion Control Plan – Frederic, WI
- Wastewater Treatment Plant Modifications – Abbotsford, WI
- Wastewater Treatment Plant Improvements – Grantsburg, WI



20  
YEARS OF  
EXPERIENCE



#### EDUCATION

Bachelor of Science  
Environmental Engineering  
University of Wisconsin-Platteville



#### REGISTRATIONS/CERTIFICATIONS

Professional Engineer in IN, NE, SD,  
and WI

## BRYAN REMER PE, P.ENG

RAILROAD COORDINATION

### Bryan will lead railroad coordination for this effort.

Bryan is a senior professional engineer with expansive civil engineering design and construction experience with SEH. His experience includes commercial and industrial site design and construction, including railroad track and yard design, commodity loading facilities (sand, grain, ethanol, oil, etc.), and storage tank transfer facility design. Bryan's responsibilities include preparation of preliminary design studies, permitting, stormwater management plans, plan and specification documents, and cost estimating. Bryan is actively involved in the American Railway Engineering and Maintenance of Way Association Subcommittee 14 and provided updates to the Manual for Railway Engineering Chapter 14 Section 4.8.

#### EXPERIENCE

- Rail Yard Expansion (Port of Milwaukee) – Milwaukee, WI
- Freight Rail Terminal and Loading Facility Feasibility Analysis (Perry County Economic Development Authority) – Perry County, MO
- Cypress Drive Improvements – Baxter, MN
- 37th Avenue Final Design – Minneapolis, MN



20  
YEARS OF  
EXPERIENCE



#### EDUCATION

Bachelor of Science  
Civil Engineering  
University of North Dakota-  
Grand Forks



#### REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MI, AB, BC,  
IA, MN, ND, NE, NS, OK, ON, PE, SK,  
and VA



# Scope of Required Services

The SEH team has reviewed the RFP and proposed scope of work in detail and is excited for the opportunity to work with the Marquette Township on this master plan update. Our approach to delivering this project in a timely and efficient manner is outlined below and on the pages to follow.



## OUR APPROACH

### EMBRACING THE BIG PICTURE, ENGAGING STAKEHOLDERS, AND OFFERING ALTERNATIVES

Developing a master plan can be a challenge for a community to coordinate and complete. Besides the financial cost of this important project, a significant investment must be made by staff, policy makers, and stakeholders. To successfully see these plans through, our team makes sure that clear, transparent communication protocols between the client, consultant, and community are employed throughout the planning process.

### COMMUNITY VISION DRIVES THE PLANNING PROCESS

The foundation for our work on Marquette Township’s Master Plan will be a proactive, intentional, and intense process of community engagement. The process will include both in-person and online opportunities, and it will feature focused efforts to connect with Marquette Township’s residents who may not have participated in previous efforts in the past (for example, by connecting with young people, older people, and lower-income

households). Engagement activities will be friendly, approachable, and fun, and they will rely on hands-on activities as much as possible.

The SEH team will work with the public, stakeholders, and municipal officials to identify key issues and opportunities that, when evaluated and incorporated into an action plan, will give Marquette Township the momentum to manage future growth in a way that is sustainable and consistent with the community’s vision. Through a collaborative process, the SEH team will foster communications about growth management and potential infrastructure expansion.

Fundamental to comprehensive planning efforts, the planning process will engage the community in discussions about land use within the Township. Land uses and the interaction between adjacent land uses, transportation, and utility systems are key elements which make up the urban fabric of a community and contribute significantly to community identity and sense of place. It is important for a community to have a plan to guide the future development and redevelopment of land. This helps ensure that the community grows in a way that is responsible and reflects the community’s vision and values.

#### TECHNICAL EVALUATION

Identify key issues and opportunities to manage future growth in a way that is sustainable and consistent with the community’s vision.



#### STAKEHOLDER ENGAGEMENT



#### PUBLIC FEEDBACK



#### SUCCESSFUL PLAN







*Our team plans engaging, interactive exercises to connect with and energize the public.*

The SEH team will also assist Marquette Township with transportation and utility planning in the context of the Master Plan. As development continues throughout the township, a new set of transportation, utility, and land use challenges will face the community over the next 10 years. Intersections such as the Wright Street and Forestville Road intersection will need further evaluation and improvements. Properly assessing future needs requires not only an understanding of existing conditions and critical issues, but also knowledge of broader community trends.

Following a thorough, publicly accessible planning process, the SEH team will work with Marquette Township’s staff and Planning Commission to develop an action plan for the implementation of the Township’s Master Plan. Through the identification of community-supported goals and objectives, policies will be established as a means through which the Township can incrementally work towards implementing the Plan and to measure and evaluate the Township’s progress towards achieving the community vision.

## ENGAGING STAKEHOLDERS

Engaging and inspiring stakeholders is critical to the success of every community planning process. Trained in public participation, our team places a high value on quality stakeholder involvement. We understand that a successful stakeholder involvement plan must represent the needs and desires of the many diverse interest groups and stakeholders within a community. We also recognize that there is no single technique that works in all situations – that no single method is ever enough to build the kind of understanding and support that a plan needs to succeed.

At the core of our approach is a thorough stakeholder engagement plan that we develop with you to identify the appropriate tools needed for your public outreach. Then, we make sure you have the tools you need to reach each of your audiences efficiently. The following methodologies guide us in designing the public involvement process:

- Utilizing a variety of techniques such as workshops, interviews, and an open house
- Facilitating informed participation through effective communication tools: plans, perspective sketches, photographs, photo-simulations, and more
- Documenting key decisions throughout the process

Our team is eager to work closely with the Township to help ensure that the plan’s engagement efforts reach all segments of Marquette Township’s population.

## SCOPE OF SERVICES

The following section identifies our proposed scope of services for Marquette Township’s Master Plan update, outlining our work program with tasks and deliverables.

### TASK 1 PUBLIC ENGAGEMENT

In order for the Master Plan to be successful and its content to be written in a meaningful way, a successful community engagement process is needed. This section outlines the major public participation methods and meetings for the project.

#### PROJECT ORIENTATION

Initial project meeting with Township staff to clarify the project work plan, schedule, deliverables, roles/responsibilities, and data acquisition.

#### PUBLIC PARTICIPATION PLAN

Based on feedback from the initial project meeting with Township staff, a Public Participation Plan will be finalized, which includes methods for engaging the public. It is recommended that the Township’s Planning Commission and Town Board approve a final Public Participation Plan.

**30% of our budget is dedicated to public engagement.**

## KICKOFF MEETING WITH PLANNING COMMISSION

The project team will work closely with the Planning Commission to serve as the Steering Committee.

- We will facilitate a kickoff meeting to discuss the proposed process and schedule, the Public Participation Plan, Community Survey, and seek feedback from the Committee.
- We will engage the Planning Commission to evaluate strengths and weaknesses of previously completed planning documents (including the 2020 Master Plan) and seek feedback about how the Master Plan update may serve as a guide for land use decision making.

## PUBLIC INVOLVEMENT WORKSHOP

At the beginning of the planning process, this Public Involvement Workshop will provide the public with an opportunity to help shape a future vision for Marquette Township. Our team will document feedback from the public about future opportunities and strengths of Marquette Township, as well as suggestions for future changes to improve the community. We would like to align this workshop with a community event, such as the Marquette Trails Festival or another community event, to meet people where they are.

## COMMUNITY SURVEY

Our team will prepare and administer a multi-part survey to engage the Township residents and business owners. The survey may be completed online or by hard copies provided to residents by the Town (direct mailings or publicly available at Town Hall). The survey will be drafted in coordination with review from Township staff and the Planning Commission. A Final Survey Report will be prepared and findings will be discussed with the Planning Commission.

## PLANNING COMMISSION WORK SESSIONS

Three work session meetings will be facilitated with the Planning Commission to review draft master plan elements and to engage in discussions about future action items needed in Marquette Township for each of the plan elements, while considering public comments acquired during this process. The purpose of the discussions is to inform the drafting of elements of the Master Plan, including goals, objectives, and policies, from which the Consultant will ultimately draft an Action Plan for implementation of the Master Plan.

## PROJECT WEBSITE

Throughout the process, a project website (off the Town's website) will be utilized to host updates on the project, opportunities for community feedback, public engagement summary results, and draft plan documents.

## POP-UP MEETINGS/LISTENING SESSIONS

To help gather feedback from all segments of the Township's population, we are proposing one pop-up meeting and one listening session throughout the project.

**Pop-up Meetings** are user-friendly opportunities to engage the public at popular community events.

**Listening Sessions** are meetings convened with a specific community or population, organization, or host.

One Pop-Up Session and one Listening Session will be facilitated to gather information and create a vision for Marquette Township's future. We will collaborate with Township staff and the Planning Commission to finalize details on these events. We are proposing hosting the Pop-Up Session at a community event or other public gathering to connect with a wide variety of residents.

## COMMUNITY OPEN HOUSE

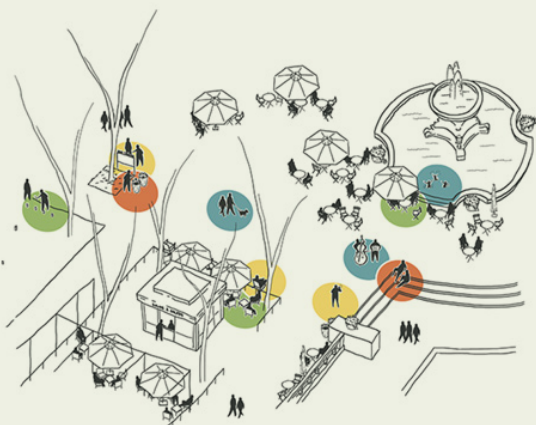
Once a draft Master Plan is drafted, a Community Open House will be facilitated to provide the public with an opportunity to comment on the draft including goals and policies for implementation of the plan.

## PLANNING COMMISSION FINAL REVIEW

A Planning Commission meeting will be facilitated to review the draft Master Plan, comments received during the Community Open House, and subsequent revisions to the draft plan.



*A pop-up meeting and listening session will give community members the opportunity to create a shared vision for the Township.*



## PLACEMAKING: WHAT MAKES A SUCCESSFUL PLACE?

Great spaces are where celebrations are held, social and economic exchanges take place, friends run into each other, and cultures mix, parallel with walkability, redevelopment, and commercial activation opportunities.

Project for Public Spaces (PPS) has found that successful places have four key qualities: they are accessible; people are engaged in activities there; the space is comfortable and has a good image; and finally, it is a sociable place – one where people meet each other and take people when they come to visit.

## TASK 2 DEVELOPMENT OF MASTER PLAN ELEMENTS

The Master Plan elements will include data analysis, graphics, and mapping; goals, objectives, and policies; and specific recommendations for implementation. Existing local conditions will be reviewed and analyzed, as will the existing 2020 Master Plan text and maps, the zoning map, and other related information to inform plan development. This effort will also rely on information collected throughout the public engagement sessions, as well as the Planning Commission meetings and recommendations.

### INTEGRATING EXISTING PLANS

The Master Plan will not seek to “reinvent the wheel” but rather integrate and update the many plans the City has developed and adopted over the years by providing an overall framework that:

- Analyzes existing goals and action items recommended for all elements
- Updates key data and indicators for the community (including census and housing inventories)
- Takes account of current trends and opportunities
- Responds to community feedback about their future vision for Marquette Township
- Identifies key opportunities and pathways for implementation

Previously completed planning documents include the 2024 Housing Market Analysis, the 2022-2026 Recreation Plan, the 2019 Transportation Plan, the 2019 Capital Improvements Plan, and the 2004 US-41/M-28 Comprehensive Corridor and Access Management Plan.

Having a single document that identifies and gathers key guidance from the Township’s other multiple plans and studies will support elected officials’ decision-making, provide useful guidance for staff, and provide a useful resource for potential investors and developers who will then be able to easily tailor their proposals to fit within the Township’s goals.

### DEVELOPMENT OF PLAN ELEMENTS

The updated Master Plan is anticipated to include several elements, that will proactively address the needs of the community, planning to achieve the future vision for Marquette Township.

#### INTRODUCTION ELEMENT

This element describes the purpose of a Master Plan, its uses, sources of information, and past planning efforts.

#### DEMOGRAPHICS/COMMUNITY PROFILE ELEMENT

Background information on Marquette Township will be included in this element, including population, household and employment forecasts, as well as current demographic trends, age distribution, educational levels, income levels, and employment characteristics.

**Our team uniquely includes technical professionals to provide guidance on municipal water systems, wastewater systems, development coordination, transportation planning, and railroad coordination.**

## NATURAL ELEMENT

This element reviews and develops goals and implementation actions for effective management of natural resources, such as groundwater, forests, productive agricultural areas, environmentally sensitive areas, threatened and endangered species, stream corridors, surface waters, floodplains, wetlands, and historical and cultural resources.

This element will address sustainability factors as they relate to changes in our climate and the natural environment, as well as steps Marquette Township can take to protect the environment, improve the human condition, and continue to enhance economic prosperity of the community.

## EXISTING LAND USE ELEMENT

This element provides a summary of current land use issues.

## COMMUNITY SERVICES/TRANSPORTATION/UTILITIES ELEMENT

This element will review community services, including police, fire, and rescue facilities; schools; and other governmental facilities, as well as cemeteries, childcare facilities, and other community services. Access to quality parks and programming is also a key component for quality of life and for retaining and attracting residents and growth. This portion of the element will outline existing guidance and develop recommendations for next-step improvements and stewardship of Marquette Township's extensive park system's assets.

## CONTEXT-SENSITIVE DESIGN

Designing transportation investments to fit into the context of existing and planned land uses, including commercial corridors and local neighborhoods, is a key component of our approach. It helps ensure that these investments consider and increase opportunities for walkability, redevelopment, local commerce, and community success.



The transportation portion of this element will guide future development of various modes of transportation, including highways, transit and transportation systems, bicycles, walking, railroads, air transportation, and trucking. The element will:

- Include a multimodal approach to transportation that recognizes the need for safe and inviting walking and biking connectivity throughout the community, effective maintenance of streets and roadway assets, efficient and direct routes for motor-vehicle travel, and designated routes and connectivity for residents and consumers, as well as freight and cargo operations to support local industries and economic development
- Make high level recommendations regarding impacts on land uses and future transportation system design

The utilities portion of this element provides planning guidance related to community services, transportation systems, water, wastewater, stormwater infrastructure, and other assets, and include recommendations for upcoming technology and systems considerations – like 5G, solar integration, EV charging, and others – that will be

## VISUALIZATIONS OF INCREASING HOUSING DENSITIES

Min lot area	3,500 sf
Min lot width	25 ft.
Min lot area per DU	1,200 sf
Min front setback	20 ft.
Min side setback from street ROW	5 ft.
Min side setback from and interior lot line	3 ft.
Min rear setback (principle or accessory uses)	10 ft.
Height of buildings	35 ft.
Lot coverage	



One of the many tools to support the addition of missing middle housing is the adjustment of the zoning ordinance to allow the development of new/additional residential units at a greater density. Being able to communicate the impact of increased densities is important to the Plan Commission and community dialog.





foundational aspects for new growth in communities like Marquette Township as a result of new decentralization of work and “work from anywhere” labor shifts that have occurred.

**PUBLIC ENGAGEMENT ELEMENT**

This element outlines the Public Participation Processes used throughout the planning process, as well as the general results from the public engagement sessions. Additional insights from public engagement will be included in each of the plan’s elements; for example, public comments and guidance related to transportation are also included in that element. All comments received will also be included in the plan’s appendix. From public feedback used throughout the process, community values will be documented, and a community vision will be created for the year 2035 (through a 10-year planning period). This vision will be directly developed from community members’ ideas and aspirations and will guide the recommendations and approach of the Master Plan.

**FUTURE LAND USE AND ZONING PLAN ELEMENT**

This element provides a summary of land use opportunities and provides a strategy and recommendations for future land use, including priorities for infill/redevelopment, priority locations for housing, strategies for business district vitality and future growth, and the allocation of future funds, among other considerations. The 2020 Master Plan will be evaluated and updates will be integrated into this master plan. The Recommended Future Land Use map will be reviewed and updated with mapping changes to better direct future growth, but we will also review the land use categories themselves. We will consider how the future land use categories function with the existing zoning districts,

and the outcome may be the incorporation of new land use categories to better direct future development in the Township. As an implementation action, the Master Plan will make high-level recommendations identified through the process for potential future zoning district and zoning ordinance amendments.

**IMPLEMENTATION ELEMENT**

The implementation element is defined as a compilation of programs, specific actions, implementation partners, potential funding opportunities, and other considerations, to be completed to implement the goals and recommendations contained in the Master Plan. The element will also include a process for annual review of the Master Plan and a process for updating the plan at least once every 10 years.

**PLAN ADOPTION**

This element will document the review process of the plan, including the adoption process through the Planning Commission and Town Board.

**LEAN MASTER PLANS**

The concept of Lean Urbanism has long been explored by planners and the Congress for New Urbanism. The concept focuses on keeping regulations and plans less onerous and bureaucratic. Our project deliverable, the updated Master Plan, will share these ideas and we will provide a community-oriented plan that’s easy to read and utilize as a tool to implement the Township’s long-term vision.



### TASK 3 CREATE THE MASTER PLAN

The updated Master Plan will be written to serve as a concise and useful document to guide decision making by the Planning Commission, Town Board, and other Township stakeholders in planning for the desired future of Marquette Township. The plan will guide future public policy, zoning and subdivision ordinance changes, and the prioritization of Township resources to encourage sustainable growth strategies throughout Marquette Township. A concise and comprehensive planning document will be developed with easy-to-read graphics, illustrations, and diagrams to clearly and simply communicate ideas and data. The document will be formatted as a “ready to print” PDF, but other alternate formats (including “live” web-viewable and searchable mobile-friendly formats) can be gladly explored in further conversations with the Township. A poster document will also be developed and will serve as a graphically pleasing summary document.

### TASK 4 ADOPTION

**Public Hearing.** A Planning Commission Public Hearing will be scheduled for the draft Master Plan. The Public Hearing will be preceded by a public hearing notice.

**Adoption Resolution.** SEH will draft a resolution through which the Master Plan would be adopted and provide it for review by the Township’s Attorney.

**Adoption Meetings.** SEH will prepare materials for the Planning Commission and subsequently for the Town Board for their consideration of adoption of the Master Plan.

**Final Plan Revision.** As directed by the Town Board, SEH will make revisions to the draft plan and develop a final deliverable of the plan.

### PROJECT DELIVERABLES

- The final, adopted Master Plan document will be prepared, and four copies will be printed for the Township.
- An electronic copy of the final plan (PDF) will be provided to the Township on a thumb drive. Electronic draft copies will also be provided for review at various key phases of the project.

### CITY RESPONSIBILITIES

- Designating a municipal staff member to be a liaison for the project for contact with SEH regarding project matters, including review and comment on the draft plan document
- Publication of public hearing and meeting notices
- Coordination of public meeting locations, room arrangements, and other logistics for public meetings
- Providing GIS/CADD data to SEH for review and modification

**We look forward to working with you to find opportunities that help grow existing businesses and attract new ones to Marquette Township, while also maintaining your community’s rich history.**





# Proposed Timeline

SEH will begin services promptly after the signing of the project agreement. We will finalize a project timeline with the Marquette Township during the initial project kickoff meeting. We estimate that our services will take approximately nine months to complete. A sample timeline has been provided below to consider and discuss.

TASK	2024								2025
	M	J	J	A	S	O	N	D	J
Assess Community Conditions and Needs		X	X						
Establish the Vision			X	X					
Prepare Core Plan Elements			X	X	X	X			
Develop Draft and Final Plan							X	X	
Adoption Process								X	X
Planning Commission Public Hearing								X	
Town Board Adoption Consideration									X
Contracting – Town Board Approvals	X								
Planning Commission Work Sessions		X							
Public Involvement Workshop			X						
Community Survey			X						
Listening Sessions				X					
Pop-Up Meeting					X				
Community Open House							X		

Throughout the planning process, communication and coordination with Marquette Township staff will be key for project management and keeping the process on schedule. As such, Project Manager Brea Grace will be the main point of contact for our team and will be available for questions and feedback as needed throughout the project duration. She will also be responsible for regular project updates with Township staff and for providing timely information for the project website.





# Project Experience

Our team has decades of experience delivering planning services for communities across the upper midwest region, including several that have resulted in **nationally recognized and award-winning projects**. The following pages provide a more in-depth look at plans that have provided a roadmap for communities to bring their collective vision to reality.

## COMPREHENSIVE PLAN

GLENCOE, MN



[CLICK/SCAN](#)

[TO LEARN MORE](#)

Glencoe, a thriving community of almost 6,000 residents that offers a great mix of strong businesses, excellent schools, extensive parks, and great people, is poised to grow.

SEH provided community engagement, urban planning, landscape architecture, and infrastructure planning services for this downtown revitalization project.

SEH planners worked with a core group of downtown stakeholders to facilitate a series of interactive community events to identify issues and assets and create a long-term vision and supportive action steps addressing aspects of downtown urban design, organization, and economic development. The cornerstone of the plan is the focus on incremental, grass-roots centered activities, and building and public realm enhancements rather than on large-scale, City-led investment. The plan builds upon recent MnDOT-sponsored transportation improvements and provides a wide range of minor and major action steps.

## COMPREHENSIVE PLAN UPDATE

TREMPEALEAU, WI



[CLICK/SCAN](#)

[TO LEARN MORE](#)

The Village of Trempealeau hired SEH to update their comprehensive plan, which was last updated in 2002. This planning process involved multiple public engagement sessions, including a pop-up workshop at Catfish Days, an online website and surveys, plan commission workshops, and an open house that will occur prior to approval. Engaging with the community was instrumental in gathering input, identifying community values, and forming a vision for Trempealeau in the next 20 years. This comprehensive plan focuses on preserving and enhancing the downtown, identifying future residential and commercial growth areas, and promoting sustainability and preservation of Trempealeau's natural features and parks.

This plan will be used by both elected officials and Village staff to assist and provide a rational basis for local land use decisions within the community. A steering committee was formed to provide valuable feedback and guidance on the creation of this plan.



# 2042 COMPREHENSIVE PLAN UPDATE

STEWARTVILLE, MN



**CLICK/SCAN**  
**TO LEARN MORE**

The City of Stewartville hired SEH to complete a full update to their Comprehensive Plan. Since the City's 2010 plan, growth has occurred in all sectors (residential, commercial and industrial), necessitating a major update to the City's recommended future land use map. SEH worked with the community to gather input, identify community values, and craft a vision for 2042 to guide future growth and goals for Stewartville. The 20-year vision for the City of Stewartville includes a strategized roadmap to accomplish goals pertaining to housing, economic development, and transportation topics.

The comprehensive plan serves as a decision-making tool for City staff and elected officials. The plan identifies and helps the public understand the City's operating conditions and community-wide priorities that were identified through public engagement exercises, community surveys, and small outreach sessions. A steering committee, comprised of residents and members of the Planning and Zoning Committee, and the City Council reviewed the plan and provided feedback throughout the planning process.

# 2020-2040 COMPREHENSIVE PLAN

HUDSON, WI



**CLICK/SCAN**  
**TO LEARN MORE**

The City of Hudson hired SEH to perform a 10-year update to its comprehensive plan as required by the State of Wisconsin. SEH's multidisciplinary team of specialists spans community and land use, market analysis and economic development, civil engineering, transportation, GIS, and innovative public engagement. Through rigorous public engagement strategies that include in-person meetings, community forums, and interactive online tools, SEH helped the City create a living document that bridges generations with an eye to the future and an ear to the City's rich, historic past.

The plan identifies community issues, opportunities, and needs in a way that facilitates land use decisions and effective use of community resources in achieving the community's long-term vision. Working alongside the community, we looked for solutions regarding multimodal transportation, infrastructure demands, funding and regulations, affordable housing, and future land use tax implications.



# Scope of Work and Fee Schedule

PROJECT TASK	HOURS	COST
<b>1 Public Engagement</b>	<b>99</b>	<b>\$14,800</b>
Project Orientation		
Public Participation Plan		
Kickoff Meeting with Planning Commission		
Public Involvement Workshop		
Community Survey		
Planning Commission Work Sessions (3)		
Pop-Up Meeting (1)/Listening Session (1)		
Community Open House		
Planning Commission Final Review		
<b>2 Development of Master Plan Elements</b>	<b>167</b>	<b>\$25,100</b>
1) Introduction		
2) Demographics/Community Profile		
3) Natural Resources		
4) Existing Land Use		
5) Community Services/Transportation/Utilities		
6) Public Engagement		
7) Future Land Use and Zoning Plan		
8) Goals and Objectives/Implementation		
9) Plan Adoption Task Includes:		
o Review Existing Planning Documents		
o Complete GIS Mapping		
o Develop Infographics, Tables, and Charts		
<b>3 Create Master Plan</b>	<b>34</b>	<b>\$5,100</b>
Draft Plan Revisions (3)		
Final Plan Revisions		
<b>4 Adoption</b>	<b>12</b>	<b>\$1,800</b>
Public Hearing Coordination and Support		
Adoption Resolution		
Adoption Meetings		
Final Plan Revisions		
Deliverables		
<b>Total Hours</b>	<b>312</b>	
<b>Total Labor</b>		<b>\$46,800</b>
<b>Project Expenses (Mileage, Printing, Online Tools)</b>		<b>\$3,200</b>
<b>TOTAL LABOR AND EXPENSES</b>		<b>\$50,000</b>



## MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive  
Marquette, Michigan 49855  
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Fx | 906.228.7337  
www.marquettetownship.org

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### Board Action Item

**Board Meeting Date:** May 1, 2024  
**Agenda Item #:** 8.B.  
**Proposal:** Consider Letter of Understanding  
**Presented by:** Jon Kangas, Township Manager

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#### Background:

"Section IV. Benefits" in the Township Manager's Employment Agreement has been previously modified to allow carry-over of up to 10 days of unused paid time off (PTO). That amendment occurred via Letter of Understanding on December 7, 2021. However, additional consideration is requested regarding the Manager's inability to accrue adequate time to cover unplanned leaves due to illness, injury, etc. (Also be aware that the prior manager's agreement allowed up to 15 days of vacation carry-over, in addition to the accrual of sick time.) Currently, the Manager is the only employee unable to accrue sick time, as that time was converted to PTO at the signing of the original agreement. This conversion was intended to be (and was also perceived to be) a benefit to the manager, but is proving to have unintended consequences/concerns.

The manager respectfully requests that the December 7, 2021 Letter of Understanding be rescinded and that the attached Letter of Understanding be approved in its place.

The attached letter retains PTO in lieu of "vacation" and "personal time" at a slightly reduced number, corrects how additional days of PTO are earned after five (5) years of service (to match all other employees), allows up to 15 days of annual PTO carry-over, but also returns sick time to the agreement. This letter is consistent with prior agreements with the former manager and the current agreement with the Finance Director.

The final revision in this proposed letter allows the manager 10 paid holidays, like all other employees, due to the addition of Veterans Day during the most recent collective bargaining sessions.

**Attachments:**

1. Letter of Understanding 12.07.2021\_Redacted
2. Letter of Understanding 04.25.2024

**Cost:** \$ 0

**Budget Account:** GF - Township Manager

#### Recommended motion:

Approve the Letter of Understanding as presented, subject to legal review.

#### Mission Statement:

*"Recognize and meet the needs of the Township Community."*





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### Mission Statement:

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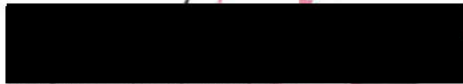
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**Letter of Understanding**

On December 7, 2021, the Township Board and the Township Manager agreed that the Provisions of Section IV. BENEFITS in the Managers Contract be changed to "During the term of this Agreement, unless otherwise mutually agreed between the Parties, Employee shall receive healthcare insurance and other fringe benefits as determined by the Township, including: 1) Nine (9) paid Holidays per calendar year, designated by the Township; (2) Twenty-Seven (27) days paid time off per anniversary year (plus one (1) day for each additional anniversary year attained by Employee beginning with year six), credited on a pro-rata basis. A maximum of ten (10) days may be carried over from year to year for a period not to exceed six (6) months, provided that such PTO will be used first and paid at the Employee's base compensation rate. If not used within six (6) months, such PTO will be cleared from records and paid at the Employee's base compensation rate on the first July pay date. 3) Other Leaves in accordance with the Charter Township of Marquette Personnel Policies and Procedures Manual; 4) Participation in the Michigan Municipal Employees Retirement System (MERS) Defined Benefit B-2/10 year vesting plan as established for the Employer's Professional and Administrative employees."

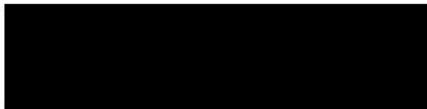
*RESOLVED*



Jon Kangas, Township Manager  
December 7, 2021



Lyn Durast, Township Supervisor  
December 7, 2021



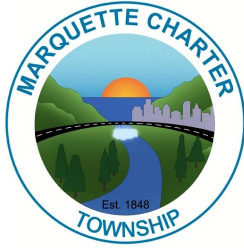
Randy J. Ritari, Township Clerk  
December 7, 2021

**Mission Statement:**

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### Letter of Understanding

On May 1, 2024, the Township Board and Township Manager agreed that the December 7, 2021 Letter of Understanding is rescinded and the Provisions of Section IV.

BENEFITS in the Manager's Employment Agreement are changed to:

“During the term of this Agreement, unless otherwise mutually agreed between the Parties, Employee shall receive healthcare insurance and other fringe benefits as determined by the Township, including: 1) Ten (10) paid Holidays per calendar year, designated by the Township; 2) Twenty (20) days paid time off per anniversary year (plus one (1) day for each anniversary year attained by Employee, beginning in year six (6), to a maximum of thirty (30) days), credited on a pro-rata basis, with a maximum of fifteen (15) days which may be carried over to the following anniversary year – unused vacation in excess of the maximum shall be paid out annually at the then-current wage rate; 3) One (1) Sick Day per month, which shall not be accumulated in excess of one hundred and twenty (120) days – one-half (1/2) of any accumulated amount unpaid (up to a maximum of 120 days) shall be paid out at the time Employee's employment terminates; and 4) Other Leaves in accordance with the Charter Township of Marquette Personnel Policies and Procedures Manual; 4) Participation in the Michigan Municipal Employees Retirement System (MERS) Defined Benefit B-2/10 year vesting plan as established for the Employer's Professional and Administrative Employees.”

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Jon Kangas, Township Manager  
May 1, 2024

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Lyn Durant, Township Supervisor  
May 1, 2024

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Randy J. Ritari, Township Clerk  
May 1, 2024

#### Mission Statement:

*“Recognize and meet the needs of the Township Community.”*

