

City of Marquette, MI



Meeting Agenda City Commission

**Monday, February 24, 2025
6:00 PM
Commission Chambers**

300 West Baraga Ave
Marquette, Michigan 49855

Call to Order, Pledge of Allegiance and Roll Call

Approval of the Agenda

Announcements

Boards and Committees

1. Appointment(s)

Lauren Luce, Iron Ore Heritage Trail Recreation Authority, for a term ending 4-30-28

2. Reappointment(s)

Addie Beauchaine, Board of Review for a term ending 2-1-28

Emily Tobin-LaVoy, Public Art Commission for a term ending 2-26-28

Public Comments - Comments may not exceed three minutes per person. Please state your name and physical address when making public comments.

3. Consent Agenda - Roll Call Vote

3.a. Approve the minutes of the February 10, 2025 regular Commission meeting

3.b. Approve the total bills payable in the amount of \$1,042,031.66

3.c. AMI Temetra Software

3.d. Ordinance 25-01 - Rental Fire Safety Code Amendments - Roll Call Vote

3.e. Resolution Approving Poverty Exemption and Asset Test - Roll Call Vote

3.f. Resolution to Allow Property Owners to Protest to Board of Review in Writing - Roll Call Vote

3.g. Schedule Public Hearing - Five-Year Parks and Recreation Master Plan

New Business

4. Marquette Township Offer Letter – Water Filtration Plant

Public Comments - Comments may not exceed three minutes per person. Please state your name and physical address when making public comments.

Comments from the Commission

Comments from the City Manager

Adjournment

Kyle Whitney, City Clerk

If you require assistance to participate in any meeting, program or activity offered by the City of Marquette, please provide advanced notice to City of Marquette ADA Coordinator Eric Stemen at 906-225-8978 or via email at estemen@marquettemi.gov.

City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 2/24/2025

Consent Agenda - Roll Call Vote

Approve the minutes of the February 10, 2025 regular Commission meeting

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- ▣ 02-10-25 Minutes



City of Marquette, MI

300 West Baraga Ave
Marquette, Michigan 49855

Meeting Minutes City Commission

Monday, February 10, 2025
6:00 PM
Commission Chambers

Call to Order, Pledge of Allegiance and Roll Call

Present: Davis, Gottlieb, Hanley, Larson, Ottaway, Schloegel

Absent: Mayer

Commissioner Sally Davis moved to excuse Commissioner Cody Mayer due to personal reasons, seconded by Commissioner Jerney Ottaway and Carried Unanimously

Approval of the Agenda

Commissioner Cary Gottlieb moved to Approve the agenda as presented, seconded by Commissioner Michael Larson and Carried Unanimously.

Announcements

Mayor Hanley had no announcements.

Public Comments - Comments may not exceed three minutes per person. Please state your name and physical address when making public comments.

Margaret Brumm said she was speaking as a member of the board of the Marquette Board of Light and Power and said the BLP board supports the resolution in support of House Bill 4007 of 2025, which is being considered by the City Commission tonight.

Presentation(s)

1. Peter White Public Library Board, by Library Director Andrea Ingmire

Peter White Public Library Director Andrea Ingmire spoke about the library's activities from the past year, highlighting the goals and future plans for the organization. She discussed the scope of the library's collection and highlighted public trends regarding library and item access, including current library programming.

Following the presentation, Commissioners and Ingmire discussed library finances, including upcoming projects and needs, and the success of the endowment. Commissioners praised the library's central role in the Marquette community.

2. Consent Agenda

Commissioner Jerney Ottaway moved to Approve the Consent Agenda as written, seconded by Mayor Pro Tem Paul Schloegel and Carried Unanimously.

- 2.a. Approve the minutes of the January 27, 2025 regular Commission meeting
- 2.b. Approve the total bills payable in the amount of \$1,475,213.61
- 2.c. Marquette Junior Hockey Corporation - Office and Storage Lease Agreement
- 2.d. Mutual Aid Box Alarm System Agreement
- 2.e. NTN - Office and Storage Lease Agreement
- 2.f. Rental Fire Safety Code Amendments
- 2.g. Tourist Park Playground - Contract Increase

New Business

3. Resolution - Support for House Bill 4007 of 2025 - Roll Call Vote

Mayor Pro Tem Paul Schloegel moved to Approve the Resolution of Support for House Bill 4007 of 2025, seconded by Commissioner Michael Larson and Carried Unanimously by Roll Call Vote.

Public Comments - Comments may not exceed three minutes per person. Please state your name and physical address when making public comments.

Margaret Brumm thanked the City Commission for approving the resolution in support of the house bill. She also suggested that the BLP and City Commission hold a joint meeting to discuss current energy-related topics.

Comments from the Commission

Commissioner Ottaway said the U.P. 200 is coming up this weekend and it's the first time we will have good weather for the event in several years. He urged people to attend and to also think about shopping locally and spending your money locally.

Commissioner Gottlieb said he sees that residents at the recent Parks and Recreation Advisory Board meeting spoke about dog parks and pickle ball courts. He said the City is aware of public sentiment on these topics and that commissioners and staff have heard the comments.

Commissioners Davis and Larson and Mayor Pro Tem Schloegel had no comments.

Mayor Hanley also pointed out that the U.P. 200 was coming.

Comments from the City Manager

City Manager Kovacs said the resolution adopted tonight would be sent to elected officials along with a letter. She also spoke about the recent history of power generation in the central U.P. and said there have been big changes in recent years, in regard to

power generation.

She noted that she would be holding public community office hours at library this week and invited anyone with questions or concerns to attend.

Adjournment

Mayor Hanley adjourned the meeting at 6:31 p.m.

Jessica Hanley, Mayor

Kyle Whitney, City Clerk

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City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 2/24/2025

Consent Agenda - Roll Call Vote **AMI Temetra Software**

BACKGROUND:

On July 31, 2017, the City Commission approved a performance contract agreement with Johnson Controls, Inc. to implement a City-wide energy-based performance contract solution. As part of this project, the City deployed an advanced metering infrastructure (AMI) system for water services. The analytical component of this system, ITRON Analytics, is now being replaced with an upgraded tool, Temetra.

Temetra offers several advantages over ITRON, including improved meter geolocation, streamlined verification and validation processes, automated billing schedules, enhanced asset and route management, long-term data storage, and more flexible data export and file transfer capabilities.

The transition to Temetra includes initial costs for application setup, integration with the City's BS&A billing software, and training for both field and office staff. However, the ongoing annual cost of Temetra is approximately \$6,000 less than that of ITRON.

FISCAL EFFECT:

The one-time setup fee for the Temetra Network is \$12,285.

The Temetra application setup, field and office training, integration with the City's BS&A billing system, and any necessary onsite support and travel fees will not exceed \$20,000.

The annual subscription cost for Temetra is \$12,250, replacing ITRON Analytics, which currently costs \$18,326.73 per year. Itron has agreed to keep the annual cost of Temetra flat for the first two years.

The total project cost will not exceed \$44,535, with the City realizing an annual savings of \$6,076.73 on software costs.

RECOMMENDATION:

Approve the conversion to the Temetra software by United Systems for the water AMI system.

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- ▣ Temetra Quote
- ▣ ITRON Temetra Information Document



AMR / AMI | SOFTWARE | WATER LOSS



Temetra Hosted Software Upgrade without Cellular reading capability

Quotation

For:

City of Marquette, MI
Attn: Taylor Hedmark
thedmark@marquettemi.gov

Prepared By:

Deryck Freudeman, United Systems
P.O. Box 547 – 91 Southwest One Blvd. Benton, KY 42025
Phone: 440-752-9659
Email: deryck.freudeman@united-systems.com

Date	PO Number	Shipping Method	Shipping Terms
Jan. 30 th , 2025		Best Way	Shipping Not Included

Qty	Item # - Description	Unit Price - \$	Line Total - \$
Services Billed by Itron			
1	Temetra Network Set Up – TEM-NWK-SETUP (One-time fee)	\$12,285.00	\$12,285.00
1	**Itron will hold the annual escalator flat for 2 years for Temetra** Temetra Advanced Hosted Software – 5,001-10,000 Meters, P/N 3500-T0A0C, Billed by Itron Annually, 5-year Data Storage, & Customer Portal	\$12,250.00	\$12,250.00
Services Billed by United Systems			
1	**DO NOT EXCEED** *USS Professional Services – Remotely: Temetra application setup, Field/Office Training, CIS/Billing Interface w/ BS&A. Standard \$250/hr x 80hrs. If onsite needed add: \$950/Trip Fee, and \$275 Daily Per Diem	\$20,000.00	\$20,000.00
		Quote Total:	\$44,535.00
Optional United Systems Supplemental Support			
1	USS Supplemental Support for Itron AMR/AMI Systems Coverage can be procured annually for \$1,995.00 or monthly for \$200.00/mo	\$1,995.00	\$1,995.00

*Service Estimates: All technical services, whether remote or on-site, are estimates and may vary upon service delivery. This estimate is based on the anticipated complexity of the project tasks, and service times may vary depending upon the number of trainees, training pace of the trainees, etc. USS will only bill for the actual service time rendered. All services are to be delivered during USS' standard service window (8AM-4:30PM, Monday through Friday, excluding USS holidays).

****City of Marquette, MI will need to email service.business@itron.com by Feb. 28th, 2025 (90 days before current entitlement period expires) informing Itron of plans to upgrade to Temetra**

Thanks,

Deryck Freudeman
United Systems & Software
Account Manager

General— Unless specifically stated to the contrary, prices do not include shipping and/or sales tax, if applicable. Likewise, this quotation does not include technical services related to setup, installation & configuration of proposed items unless specifically stated above. Endpoint orders not in box quantity are assessed a broken box fee of \$25. All related invoices shall be paid on a Net 10 Day basis. This quotation shall remain firm for sixty (60) days from the quotation date, unless modified in writing by USS prior to USS acceptance.



Temetra

Transforming Utility Data Collection and Management



THE EVOLVING UTILITY LANDSCAPE

Navigating Disparate Systems:

Utilities often have different types of technologies in their data collection network, acquired over time, with varying replacement timelines. Managing data collected from these diverse technologies makes it difficult for utilities to have a truly unified view of their operations. Modern utilities face the daunting task of navigating and integrating these diverse technologies, from handheld devices to Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI). Efficiently collecting and organizing data across these systems is crucial for informed decision-making and operational success.

Enhancing Customer Interactions:

When utilities receive a billing inquiry or customer complaint, being able to look at customer usage trends and potential issues throughout their distribution system is essential for resolving the issue and involving the customer in a solution. Utilities struggle to improve customer interactions, especially with inquiries and billing disputes, because they lack detailed data to provide accurate answers. Accurate and accessible data ensures a seamless customer experience and expedites issue resolution.

Efficient Data Management:

As utilities transition to Advanced Metering Infrastructure (AMI), they gain access to massive amounts of data – about their customers, about their distribution system and about their operations. To avoid billing discrepancies, customer dissatisfaction, and operational inefficiencies, it is essential to start with a powerful data management system that ensures data accuracy and reliability. Robust data management systems are essential for maintaining operational excellence and meeting customer expectations.

Leveraging Data for Insights:

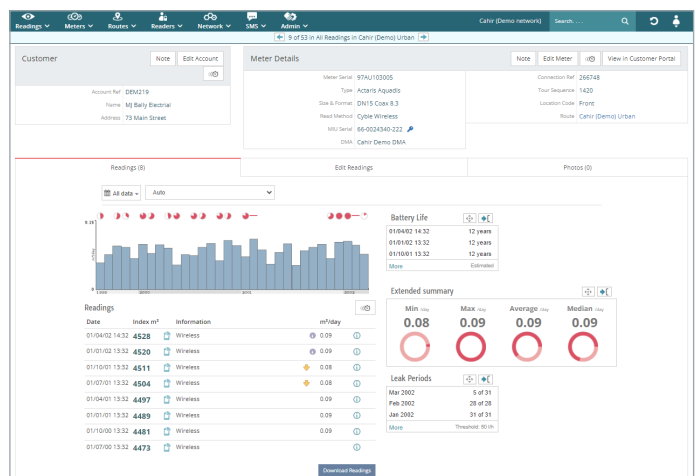
Collecting data is only the first step – utilities must efficiently manage this information to leverage valuable insights. Using a robust data management platform, data storage can transform vast amounts of information into a data warehouse. With analytic tools, utilities can derive actionable insights and ensure operational efficiency. Effective data management supports community engagement, conservation efforts, and environmental stewardship by giving consumers comprehensive access to data.

These challenges highlight the complexities utilities face in managing data, enhancing customer interactions, and optimizing operational efficiencies in today's modern landscape.

INTRODUCING TEMETRA

Your Comprehensive Data Collection and Management Solution

Temetra™ is a cutting-edge cloud-based data collection and management system designed to work seamlessly with multiple collection technologies from handheld devices to Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) across the utility's network. Temetra combines all your data into one platform, serving as a centralized hub for your utility's data, with flexibility and scalability to manage and integrate data as your metering operations progress over time. Temetra enables efficient data collection, thorough analysis, and prompt action, making it the ideal solution for modern utilities.

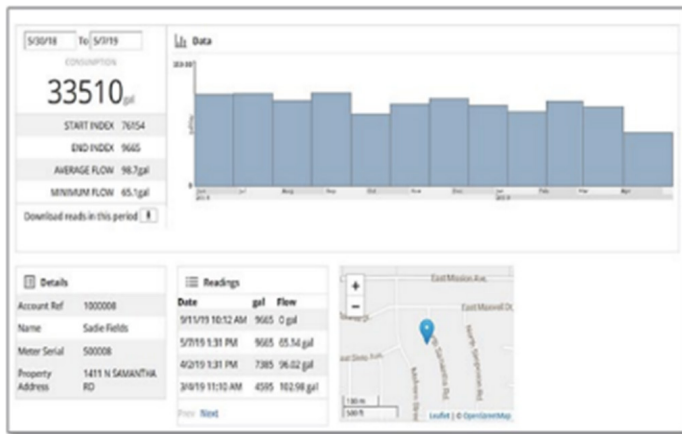


Customer service dashboard helps you see meter reads, alerts, and consumption in one view to respond to customer questions.



Configurable Dashboard for Actionable Insights

Temetra has configurable dashboards which can be customized to show you the data most important to your needs and preferences. This feature ensures that you can monitor key metrics, track performance, and make data-driven decisions quickly and efficiently.



Configurable dashboards focusing on what matters most.

- » **User-Friendly Interface:** An intuitive layout that makes navigation and data interpretation straightforward.
- » **Custom Widgets:** Add, remove, and configure widgets to display the most relevant data points.
- » **Near Real-Time Data:** Access data to stay informed and responsive.
- » **Alerts and Notifications:** Set up custom alerts to notify you of important changes or anomalies in the data.
- » **Comprehensive Reporting:** Generate detailed reports to share insights and support strategic planning.

FEATURE-RICH FOR TAKING MORE ACTIONS

Temetra offers a comprehensive suite of features, including:

Data Visualization and Analytics

- » Data visualization on maps
- » High-level analytics
- » Advanced search capabilities
- » Standard and ad hoc reporting

Operations and Management

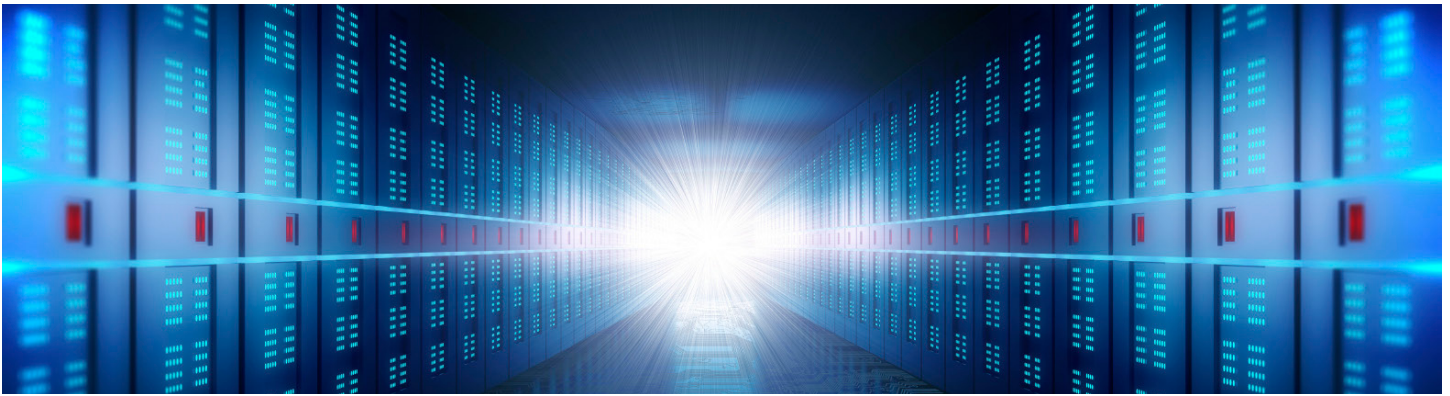
- » Meter geolocation
- » Simplifies verification and validation procedures
- » Automated billing schedules
- » Long-term data storage
- » Asset management
- » Route management and optimization
- » Meter/device photo storage
- » Flexible data export and file transfer

Support and Customer Service

- » Customer service support tools

Secure Data Centers

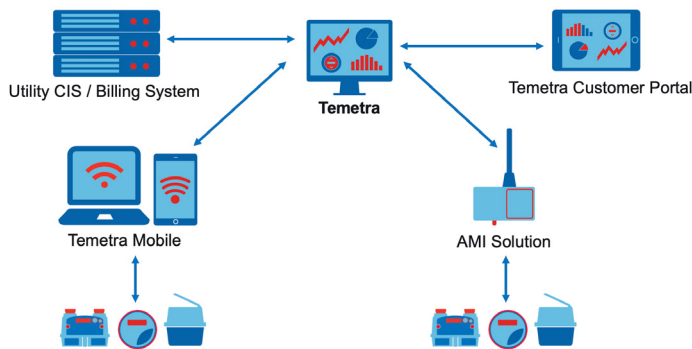
Temetra data is stored in highly secure and reliable local data centers. Service providers can vary, based on the utility, country, or region's data storage requirements. Security is assured through SSAE 16 SOC 2 Type II – certified data centers and internal operation and maintenance security controls based on industry best practices derived from ISO 27002. Itron's 24/7 operations center staff manage and monitor all SaaS environments.



Flexible Approach to Integration and File Transfer

Temetra offers a range of integration options designed to simplify the process and enhance data exchange with various back-office systems.

System integration stands as a critical element within the Temetra solution, optimizing internal business processes and enhancing the overall efficiency of utility operations. Temetra's user-friendly integration approach minimizes the potential risks, scheduling challenges, and costs associated with project implementation.



Automated File Transfers: System integration with Temetra relies on automated file transfers using secure methods like SFTP. Files are exchanged between Temetra and utility back-office systems, following scheduled transfers or ad hoc requests.

Standard File Formats: Temetra supports CSV and other formats compatible with most back-office systems for data export and web app reporting.

Data Exchanges: Utility systems interact with Temetra via secure HTTPS file transfers which can be automated through the use of API calls. Temetra offers versatile tools for data transfer, including:

- » Temetra Interface: Allows users to manage file transfers through Temetra's user interface.

- » Automated SFTP File Transfers: Configurable automated transfers using SFTP, supported by Itron Professional Services.
- » REST APIs: Enable automated data exchanges through REST API calls, requiring customization with detailed online API documentation provided.

These methods facilitate seamless data integration and management between Temetra and utility operations.

Customer Web Portal

The Customer Web Portal allows you to proactively inform your customers of abnormal usage, thereby reducing billing complaints. In addition, customers can monitor their usage over time, allowing them to take steps to reduce their monthly bill.

- » **Web Portal Access:** Temetra's web portal provides consumers with easy access to their personal consumption data, allowing them address potential issues without relying on utility notifications or high water bills to take action.
- » **Timely Consumption Insights:** Customers can view and manage their usage with consumption data available in 15-minute, hourly, daily, monthly, and yearly intervals, all through the Temetra web portal.
- » **Consumer Empowerment:** The platform encourages consumer awareness and proactive conservation, offering timely consumption data, historical insights, and early alerts. This reduces reliance on utility communications and empowers individuals to take preventive measures.
- » **Customer Set Alarms:** It is a simple and seamless process for AMI customers to set up personalized alarms for the moment their usage goes beyond a predefined threshold, or other parameters which make sense based on their historic usage patterns.
- » **Location Map:** The map view confirms that the customer is in fact seeing data about the proper location. This is particularly useful if the customer owns or manages multiple locations that may be served under different accounts.



UNLOCK THE POTENTIAL OF YOUR DATA

Experience the transformative power of streamlined data collection and management with our advanced solution. Whether you're facing challenges with disparate data sources, inefficient processes, or limited insights, we have the tools and expertise to help.

Powerful, Scalable, Secure

- » **Real-Time Meter Data Processing:** Enables timely monitoring and decision-making based on up-to-date data, enhancing operational efficiency and responsiveness.
- » **Secure Cloud-Based Architecture:** Ensures data security and accessibility, allowing for scalable growth without compromising information integrity.
- » **Compatibility Across Meter Types:** Provides flexibility to integrate and manage diverse meter technologies, optimizing utility operations and investments.
- » **Seamless Transition Between Read Types:** Simplifies technology upgrades and transitions, minimizing disruptions and maintaining data continuity.
- » **Secure Data Storage:** Supports long-term data retention and analysis, facilitating informed decision-making and compliance with regulatory requirements.
- » **Map-Based Network Understanding:** Enhances visual insights into network infrastructure, facilitating efficient planning, maintenance, and troubleshooting.

- » **Comprehensive Audit Trail:** Ensures transparency and accountability in data management and operational processes, supporting compliance and risk management efforts.

These benefits collectively contribute to improving operational efficiency, enhancing data security and accessibility, optimizing resource utilization, and supporting regulatory compliance within utility management.

WHY ITRON?

- » **Temetra has demonstrated** scalability, accommodating thousands of customers ranging in size from several hundred meters to several million, with more than 40 million endpoints hosted globally.
- » **Comprehensive Solutions:** Our platform offers robust features to integrate, organize, and analyze data from various sources seamlessly.
- » **Proven Outcomes:** Learn from successful implementations across industries where our solution has optimized operations and driven actionable insights.

Don't miss the opportunity to transform your data into a strategic asset. Embark on a journey towards smarter data management and operational excellence with Temetra.

Schedule a personalized demo with our experts to see how our solution can address your specific needs and challenges.

TEMETRA AT A GLANCE



To learn more visit itron.com

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We create a more resourceful world

Itron

2111 North Molter Road
Liberty Lake, WA 99019 USA

City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 2/24/2025

Consent Agenda - Roll Call Vote

Ordinance 25-01 - Rental Fire Safety Code Amendments - Roll Call Vote

BACKGROUND:

The Rental Fire Safety Code needs to be amended in order to make it consistent with the recent updates to the Land Development Code which increased the number of unrelated tenants allowed in a dwelling unit from four to five.

Per City Charter, an ordinance cannot be adopted at the meeting at which it is introduced. This ordinance was originally introduced at the Commission's regular meeting on February 10, 2025.

FISCAL EFFECT:

None.

RECOMMENDATION:

Adopt Ordinance 25-01, and authorize the Mayor and Clerk to sign it.

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- ▣ Ord 25-01 Draft
- ▣ Ord 25-01 Redline

ORDINANCE #25-01
AN ORDINANCE TO AMEND MARQUETTE CITY CODE
CHAPTER 26, ARTICLE III, REGARDING
RENTAL PROPERTY OCCUPANCY LIMITS

INTENT

The purpose of this ordinance is to amend Article III (Rental Fire Safety Code) of Chapter 26 (Fire Prevention and Protection) of the Code of the City of Marquette to adjust occupancy limits of rental properties, and to make other minor amendments.

The City of Marquette Ordains:

SECTION 1. That the definitions of ‘Bedroom’, ‘Family’ and ‘Let for Occupancy’, located in Section 26-46, be hereby amended to read as follows:

Bedroom means any room or space used or intended to be used for sleeping purposes. Bedrooms shall follow requirements detailed in the International Property Maintenance Code. Bedroom occupant capacity shall be determined at the time of the compliance inspection.

Family means

- (1) Any group of individuals living together as a single housekeeping unit or the functional equivalent of a family, where the residents are a close group with social, economic, and psychological commitments to each other;
- (2) Not more than five unrelated persons living together as a single housekeeping unit;
- (3) The tenants of a short-term rental property for which a valid permit has been issued by the fire department;
- (4) The “functional equivalent of a family” shall not include any organization such as a club, fraternity, lodge, monastery, or intentional community, nor any individuals whose association is seasonal or for limited durations defined by their occupation/jobs or educational pursuits, nor shall it include a group who share a dwelling unit explicitly for financial or philosophical reasons, or include any state-licensed facility except to the extent permitted by law.

Let for occupancy or *let* means to permit, provide or offer possession or occupancy of a dwelling, dwelling unit, rooming unit, building, premises or structure by a person who is or is not the legal owner of record thereof, with or without consideration, pursuant to a written or unwritten lease, agreement, or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

SECTION 2. That Section 26-49(b) be hereby amended to read as follows:

(b) Non-periodic inspections, specified in subsections 1-5 below, will be scheduled as soon as practicable by the fire department:

- (1) Upon receipt of a complaint from an owner, operator, occupant, or citizen who would have occasion to be aware that the premises are in violation of this article. If a fire inspector determines that a complaint was filed without a factual basis and such inspection is made on a complaint basis, a municipal civil infraction shall be charged to the complainant.
- (2) Upon receipt of a report or a referral from the police department, fire department, community development department, public or private school or another public agency.
- (3) Upon receipt of knowledge that a rental unit is not registered with the city as required by this article.
- (4) Upon evidence of an existing property maintenance code violation observed by or brought to the attention of the fire inspector.
- (5) Upon request of the owner or operator to determine the eligibility of increased capacity from four persons to five persons.

SECTION 3. That this ordinance shall take effect ten days after adoption but not before publication.

Jessica Hanley, Mayor

Kyle Whitney, City Clerk

Date Adopted: _____

Date Published: _____

Amendments to the Marquette City Code Chapter 26, Article III (Rental Fire Safety Code)

Sec. 26-46. - Definitions.

Bedroom means any room or space used or intended to be used for sleeping purposes. [Bedrooms shall follow requirements detailed in the International Property Maintenance Code. Bedroom occupant capacity shall be determined at the time of the compliance inspection.](#)

Family means

- (1) Any group of individuals living together as a single housekeeping unit or the functional equivalent of a family, where the residents are a close group with social, economic, and psychological commitments to each other;
- (2) Not more than ~~four~~ [five](#) unrelated persons living together as a single housekeeping unit;
- (3) The tenants of a short-term rental property for which a valid permit has been issued by the fire department;
- (4) The "functional equivalent of a family" shall not include any organization such as a club, fraternity, lodge, monastery, or intentional community, nor any individuals whose association is seasonal or for limited durations defined by their occupation/jobs or educational pursuits, nor shall it include a group who share a dwelling unit explicitly for financial or philosophical reasons, or include any state-licensed facility except to the extent permitted by law.

Let for occupancy or let means to permit, provide or offer possession or occupancy of a dwelling, dwelling unit, rooming unit, building, premises or structure by a person who is or is not the legal owner of record thereof, [with or without consideration](#), pursuant to a written or unwritten lease, agreement, or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

Sec. 26-49. - Compliance inspection.

(b)

Non-periodic inspections, specified in subsections ~~(b)(1)–(4) of this section~~ [1-5 below](#), will be scheduled as soon as practicable by the fire department:

(1)

Upon receipt of a complaint from an owner, operator, occupant, or citizen who would have occasion to be aware that the premises are in violation of this article. If a fire inspector determines that a complaint was filed without a factual basis and such inspection is made on a complaint basis, a municipal civil infraction shall be charged to the complainant.

Amendments to the Marquette City Code Chapter 26, Article III (Rental Fire Safety Code)

(2)

Upon receipt of a report or a referral from the police department, fire department, community development department, public or private school or another public agency.

(3)

Upon receipt of knowledge that a rental unit is not registered with the city as required by this article.

(4)

Upon evidence of an existing property maintenance code violation observed by or brought to the attention of the fire inspector.

[\(5\)](#)

[Upon request of the owner or operator to determine the eligibility of increased capacity from four persons to five persons.](#)

City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 2/24/2025

Consent Agenda - Roll Call Vote

Resolution Approving Poverty Exemption and Asset Test - Roll Call Vote

BACKGROUND:

The General Property Tax Act requires local governing bodies to set income levels for their poverty exemption guidelines and those income levels cannot be set lower than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. The General Property Tax Act requires that the poverty exemption guidelines established by the governing body of the local assessing unit also include an asset level test.

Finance and assessing staff updated the attached guidelines, asset test and resolution in accordance with statutory requirements.

FISCAL EFFECT:

None.

RECOMMENDATION:

Adopt the attached poverty exemption guidelines, poverty exemption asset test, and Poverty Exemption Resolution, and authorize the Mayor to sign the Resolution.

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- ▣ Poverty Exemption Guidelines 2025
- ▣ Poverty Exemption Asset Test 2025
- ▣ Poverty Exemption Resolution 2025

I. General Overview

The board recognizes the need to have available a procedure by which residents in need of assistance under MCL.211.7u can make an application for property tax relief.

The Board further recognizes that, pursuant to statute, as well as case law, they must adopt procedures and guidelines for the City of Marquette, Board of Review, to be used as standards when considering appeals made based on financial hardship. These guidelines must be adhered to when reviewing hardship appeals, and grants the right to the Board of Review to make individual considerations within their authority, as they feel necessary. **Any form submitted that is inaccurate or not fully completed will result in a denial of the appeal.** All information in the form is subject to verification by the Board of Review.

II. Basic Filing Requirements

In order to be considered for exemption under MCL 211.7u each applicant must:

- A. Own and occupy the property as a homestead, defined by law, for which the request is being made.
- B. Complete and submit an Application for Tax Exemption on a form designated and supplied by the City of Marquette, Assessing Office.
- C. Submit income verification as required. This must include current Federal and State Income Tax Returns, State Homestead Property Tax Credit Forms, or any additional information requested by the Board of Review.

III. Processing Application

Once an application is completed and returned to the assessor's office, it will be reviewed by the assessing staff. The assessing staff will complete and attach a hardship worksheet to each appeal. The worksheet will summarize the application and provide the Board of Review with specific information, income of the applicant, an estimated tax amount of the property, a summary of the estimated Homestead Property Tax Credit for the property and the estimated net property tax liability of the homeowner.

After the above referenced information is compiled, the entire packet will be submitted to the Board of Review to be considered for tax relief in a work session. The Board of Review, in making their decision, may contact the applicant for any additional information they deem necessary. The Board of Review shall also reject any application where the information contained in it appears to be fraudulent, misleading or incomplete.

IV. Income Guidelines

The income guidelines used by the Board of Review have been established in accordance with P.A. 390 of 1994 and shall be adhered to. In determining qualifications for tax exemption, the Board of Review shall consider every variable on the application, including total household income, the nature and duration of the income stream, the quality and accuracy of the information submitted and any other evidence as they feel appropriate in making their decision. In general, however, these guidelines shall assist the Board of Review in making their decisions.

Poverty Exemption Guidelines

Persons in Household	Household Income	Recommended Board Action
1	Total Maximum Income	100% if below income guidelines 75% if below 125% of income guidelines 50% if below 150% of income guidelines 25% if below 175% of income guidelines
2	Total Maximum Income	100% if below income guidelines 75% if below 125% of income guidelines 50% if below 150% of income guidelines 25% if below 175% of income guidelines

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels shall not be set lower by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services.

V. Asset Guidelines

As required by P.A. 390 of 1994, all guidelines for poverty exemptions as established by the governing body of the local assessing unit SHALL also include an asset level test. The following assets shall not be considered when applying an asset test to determine qualification for tax exemption.

- I. The value of personal property, such as furniture and clothing.

All asset information, as requested in the application for property tax exemption must be completed in total. The Board of Review may request additional information and verification of assets if they determine it to be necessary and may reject any application if assets are not properly identified.

VI. Summary

In conclusion, the Board of Review has been given exclusive jurisdiction over the granting of property tax relief due to financial hardship. The Board of Review for the City of Marquette, Michigan takes this task seriously and attempts to provide relief to all deserving residents within the City. The Board of Review may deny any appeal regardless of income, if the financial hardship appears to be self-created by the actions of the person or persons making the application. The Board of Review reserves the right to modify these guidelines as necessary.

Guidelines page 2

Poverty Exemption Guidelines

Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2025 assessments:

Size of Family Unit	Poverty Guidelines
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720
For each additional person	\$5,380

Note: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 6 of 2017 for more information on poverty exemptions.

Note: P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

***CITY OF MARQUETTE RESIDENTIAL
POVERTY EXEMPTION ASSET LEVEL TEST***

The City of Marquette, in accordance with MCL 211.7u, has developed the following asset level test:

- Any real estate ownership other than the primary residence shall have a State Equalized Value (SEV) not to exceed \$100,000.
- The applicant and driving-age occupants shall be limited to one truck or car for transportation valued at no more than \$20,000 per vehicle per wage-earner or potential wage earner.
- Recreational personal property including, but not limited to, snow machines, personal watercraft, motorcycles, 3- or 4-wheelers, golf carts or scooters shall be limited to a combined estimated true cash value of \$15,000. Personal indoor/outdoor scooters or other mobility devices for handicapped persons are not considered recreational vehicles and are excluded.
- Investments will be considered individually on a case-by-case basis to determine whether they are liquid assets or income/subsistence assets.

The Board of Review, may determine an exemption for either 100%, 75%, 50%, or 25% exemption from property taxes, based upon the Poverty Exemption Guidelines.



Resolution to Approve Poverty Exemption Income Guidelines and Asset Test for 2025

WHEREAS, the General Property Tax Act, MCL 211.7u, states that the principal residence of a person who, in the judgment of the Board of Review, by reason of poverty is unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the City Commission is required by MCL 211.7u to adopt guidelines for the poverty exemption;

WHEREAS, pursuant to MCL 211.7u, the City of Marquette, Marquette County, adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household;

To be eligible, a person must do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the Board of Review on Michigan Dept. of Treasury Form 5737, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Persons residing in the principal residence who are not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year must file Michigan Dept. of Treasury Form 4988 in place of the federal or state income tax return.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.

4) Produce a valid driver's license or other form of identification if requested by the Board of Review.

5) Produce a deed, land contract, or other evidence of ownership of the property for which the exemption is requested if required by the Board of Review.

6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services OR alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.

7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal. The following are the 2025 Federal Poverty Income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Size of Family Unit	Poverty Guidelines
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720
For each additional person	\$5,380

THEREFORE, BE IT HEREBY RESOLVED, that the assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

Duly adopted by the Marquette City Commission on this _____ day of _____, 2025.

Jessica Hanley, Mayor

Certified to be a true copy on this _____ day of _____, 2025

Kyle Whitney, City Clerk

City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 2/24/2025

Consent Agenda - Roll Call Vote

**Resolution to Allow Property Owners to Protest to Board of Review in Writing -
Roll Call Vote**

BACKGROUND:

In order to ease the burden on taxpayers, the assessor and the Board of Review, and to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review, the General Property Tax Act allows governing bodies to adopt a resolution that allows protests to be received in writing.

Finance and assessing staff drafted the attached resolution in accordance with statutory requirements.

FISCAL EFFECT:

None.

RECOMMENDATION:

Approve the Resolution to Allow Property Owners to Protest to the Board or Review in Writing, and authorize the Mayor to sign the resolution.

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- ▣ Resolution Allowing BOR Protests in Writing



Resolution to Allow Property Owners to Protest to Board of Review in Writing

WHEREAS, the General Property Tax Act, MCL 211.30(4) states that, when appealing to the Board of Review, “a nonresident taxpayer may file his or her appearance, protest, and papers in support of the protest by letter, and his or her personal appearance is not required”; and,

WHEREAS, MCL 211.30(8) states that “The governing body of the township or city may authorize, by adoption of an ordinance or resolution, a resident taxpayer to file his or her protest before the board of review by letter without a personal appearance by the taxpayer or his or her agent. If that ordinance or resolution is adopted, the township or city shall include a statement notifying taxpayers of this option in each assessment notice under section 24c and on each notice or publication of the meeting of the board of review”; and,

THEREFORE BE IT RESOLVED, that in order to ease the burden on taxpayers, the assessor and the Board of Review, and to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review, the City of Marquette Commission hereby resolves, according to provisions of MCL 211.30(8) of the General Property Tax Act, that the Board of Review shall receive letters of protest regarding assessments from resident taxpayers from the first Tuesday in March until it adjourns from the public hearings for which it meets to hear such protests.

NOW, THEREFORE BE IT RESOLVED, that the Assessor and Board of Review shall follow the above stated policy. All notices of assessment changes shall include a statement that the resident taxpayer may protest by letter to the board. This Resolution is in effect until rescinded.

Duly adopted by the Marquette City Commission on this ____ day of _____, 2025.

Jessica Hanley, Mayor

Certified to be a true copy on this ____ day of _____, 2025.

Kyle Whitney, City Clerk

City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 2/24/2025

Consent Agenda - Roll Call Vote

Schedule Public Hearing - Five-Year Parks and Recreation Master Plan

BACKGROUND:

Staff has been working since February of 2024 with Dick Horton Consulting on the draft Five-Year Parks and Recreation Master Plan, the drafting of which has been informed by survey data, interviews with community stakeholders and input gathered through public meetings and an open house. Specifically, the Parks and Recreation Advisory Board discussed the draft in seven meetings, while the Harbor Advisory and Presque Isle Park Advisory committees provided input prior to the merger of those three bodies. The Planning Commission reviewed the document on February 18.

Staff is now prepared to make the full draft plan available for public review, and is recommending the City Commission schedule a public hearing to consider adoption of the plan following the closure of that public review window.

The draft plan is available for review on the City's website, and is also available in paper format in the Parks and Recreation office in Lakeview Arena.

FISCAL EFFECT:

None.

RECOMMENDATION:

Make the draft of the Five-Year Parks and Recreation Master Plan available for a public review period, soliciting input through March 26, and schedule a City Commission Public Hearing for March 31 to consider adoption of the plan.

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

No Attachments Available

City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 2/24/2025

New Business

Marquette Township Offer Letter – Water Filtration Plant

BACKGROUND:

The City has been supplying water to the Township on a limited basis for over 60 years through various terms of agreement. Recently, Marquette Township officials approached the City and inquired about becoming part owner of the water assets used to supply water to the township. To further explore this possibility, the Township utilized a mutually agreed upon consultant, Raftelis, to study the feasibility of a partnership and determine the value of assets for the Water Filtration Plant and distribution infrastructure. The results of the feasibility study appear favorable for both parties and based on that study the Township is offering to purchase 16% ownership of the assets for \$2,332,000.

Next steps would include staff negotiating the terms with the Township and drafting an agreement that outlining fiscal responsibilities of each municipality.

FISCAL EFFECT:

None.

RECOMMENDATION:

Direct City staff to negotiate an agreement with Marquette Township for a partial acquisition of the City's infrastructure used to supply water to the Township, and outline responsibilities of each municipality following such sale, to be considered by the City Commission at a future date.

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- Marquette Township-WFP Offer Letter



MARQUETTE CHARTER TOWNSHIP

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

August 23, 2024

Ms. Karen Kovacs
City Manager
City of Marquette
300 W Baraga Avenue
Marquette, Michigan 49855

Regarding: Partial Acquisition Offer – 16% of City Water Treatment Plant (WTP)

Ms. Kovacs,

Upon completion of studies by engineering and financial consultants and review of the findings with Marquette City staff, Marquette Township staff presented its proposed partial WTP acquisition findings to the Township Board at a meeting on May 15, 2024. At the meeting, the Board unanimously supported the request of staff to pursue the partial acquisition of the City's WTP and affiliated distribution infrastructure.

A capacity needs study conducted by OHM Advisers determined the Township's long-term demands to be 16% of the current WTP capacity, hence a 16% ownership share is proposed.

A financial analysis conducted by Raftelis determined the net value of the 16% ownership share equates to \$2,332,000.

Copies of both studies have been shared and reviewed with your staff and are available for any interested parties.

Marquette Charter Township hereby requests consideration by the Marquette City Commission for the proposed partial acquisition offer. If the offer is accepted, Marquette Charter Township will pursue adequate funds to complete the acquisition and work with City staff to prepare the closing documents and future operational agreements.

We look forward to this monumental discussion.

Respectfully,
Marquette Charter Township



Jon Kangas
Township Manager

cc: Township Board, Lenny Bodenus

Mission Statement:

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

