

ISHPEMING CITY COUNCIL
Wednesday, May 21, 2025, at 6:00 p.m.
Ishpeming City Hall Council Chambers, 100 E. Division Street, Ishpeming MI (906) 485-1091

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Agenda**
- 5. Public Comment** *(limit 5 minutes per person--to be used for general public comment or to speak on agenda items)*
- 6. Manager Offer of Information**
- 7. Consent Agenda**
 - a. Minutes of Previous Meeting (April 16th, 24th, and Closed Session April 16th)
 - b. Approval of Disbursements
 - c. Confirm Mayor appointment - Todd Prillwitz to vacancy on Planning Commission: Term Exp 11/2025
 - d. Mayor Appointment - Nicole Nelson to a vacancy on the Housing Commission: Term Exp. 10/2029
 - e. Confirm Mayor appointment - Elizabeth Firby to vacancy on Cemetery Board: Term Exp. 5/2026
 - f. Confirm Mayor appointment -Elizabeth Firby to vacancy on Compensation Commission: Term Exp 2/2027
- 8. Monthly Reports from Departments**
 - a. Financial Statement Report
 - b. DPW Update
 - c. Police Department Update – Miscellaneous Debris Clean-up
- 9. Public Hearings** *(limit 3 minutes per person) – None*
- 10. Unfinished Business**
- 11. New Business**
 - a. Presentation from Partridge Creek Farm
 - b. Special Event Applications
 - i. Ishpeming Community Events-Music in the Park and Festival of Treasures
 - ii. St. Rocco/St. Anthony Italian Festival: 7/26/25 Festival and 7/27/25 Parade
 - iii. Marquette County Walk of Hope (Suicide Awareness): 9/6/25
 - iv. Shelly's Rainbow Bar and Temporary Liquor License: 7/3-7/6, 2025
 - c. Resolution #15-2025, DWSRF Reimbursement Request #2
 - d. CWSRF/DWSRF Fill Agreement
 - i. Lindberg and Sons
 - ii. Payne and Dolan
 - e. Second Reading of Amendment to Ordinance 7-400, Rental Registration
 - f. Second Reading of Amendment to Ordinance 7-500, Rental Inspections
 - g. Change Order for American Ramp Company Contract: Skate Park
 - h. Request to hire a part-time Maintenance/Custodian position for City Hall, DPW and Library
 - i. Request to purchase (2) zero-turn lawn mowers from OK Rental
 - j. Brasswire Campground Signage – M-28
 - k. RG Design Engineering Proposal for Al Quaal Lodge
 - l. Anderson Tackman and Company
 - i. 2024 Audit Engagement letter
 - ii. 2024 Audit Preliminary Comment with Council letter
 - m. DPW request to purchase a plate compactor from Midway Rentals
 - n. Closed Session pursuant to MCL 15.268(c) to consider strategy and negotiations connected with a collective bargaining agreement.
 - o. Full-Time/Part-Time Non-Union wage adjustments and backpay/retro pay
 - p. City Hall/DPW hours of operation
- 12. Mayor and Council Reports**
- 13. Manager's Report**
- 14. Adjournment**



Randy Scholz, City Manager

GL NUMBER	DESCRIPTION	YTD BALANCE	ACTIVITY FOR
		04/30/2025 NORMAL (ABNORMAL)	MONTH 04/30/2025 INCREASE (DECREASE)
Fund 101 - GENERAL FUND			
TAX REVENUE		1,510,179.27	0.00
LICENSES & PERMITS		37,037.19	9,045.00
STATE GRANTS		22,540.38	1,737.50
STATE REVENUE		172,570.00	172,570.00
FINES & FORFEITS		20,399.88	9,210.11
CHARGES FOR SERVICES		348,540.02	79,353.16
CONTRIBUTIONS		10,171.48	136.35
INTEREST & RENTS		7,245.92	0.00
LAND SALE & LEASES		1,536.74	0.00
REIMBURSEMENTS & INSURANCE PROCEEDS		1,291.50	0.00
TOTAL REVENUES		2,131,512.38	272,052.12
PERSONNEL SERVICES		921,931.04	104,989.58
EQUIPMENT & SUPPLIES		106,163.11	38,648.76
UTILITIES		75,337.90	9,058.60
OTHER SERVICES		33,457.02	13,767.70
PROFESSIONAL AND CONTRACT SERVICES		71,140.13	21,055.26
REPAIRS AND MAINTENANCE		550.17	(4,676.83)
DEBT SERVICE		297,643.54	0.00
EQUIPMENT RENTALS		917.37	0.00
TOTAL EXPENDITURES		1,507,140.28	182,843.07
Fund 101 - GENERAL FUND:			
TOTAL REVENUES		2,131,512.38	272,052.12
TOTAL EXPENDITURES		1,507,140.28	182,843.07
NET OF REVENUES & EXPENDITURES		624,372.10	89,209.05
BEG. FUND BALANCE		924,659.71	
NET OF REVENUES/EXPENDITURES - 2024		(17,847.84)	
END FUND BALANCE		1,531,183.97	

GL NUMBER	DESCRIPTION	YTD BALANCE	ACTIVITY FOR
		04/30/2025 NORMAL (ABNORMAL)	MONTH 04/30/2025 INCREASE (DECREASE)
Fund 202 - MAJOR STREETS			
	STATE REVENUE	250,615.40	75,134.30
	INTEREST & RENTS	3,215.09	0.00
	TOTAL REVENUES	253,830.49	75,134.30
	PERSONNEL SERVICES	122,780.71	46,936.99
	EQUIPMENT & SUPPLIES	46,941.50	12,235.34
	DEBT SERVICE	27,141.00	0.00
	EQUIPMENT RENTALS	163,908.48	36,513.50
	TOTAL EXPENDITURES	360,771.69	95,685.83
Fund 202 - MAJOR STREETS:			
	TOTAL REVENUES	253,830.49	75,134.30
	TOTAL EXPENDITURES	360,771.69	95,685.83
	NET OF REVENUES & EXPENDITURES	(106,941.20)	(20,551.53)
	BEG. FUND BALANCE	692,602.82	
	NET OF REVENUES/EXPENDITURES - 2024	310,127.66	
	END FUND BALANCE	895,789.28	

GL NUMBER	DESCRIPTION	YTD BALANCE 04/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2025 INCREASE (DECREASE)
Fund 203 - LOCAL STREETS			
	STATE REVENUE	135,302.05	26,669.76
	INTEREST & RENTS	2,933.55	0.00
	TOTAL REVENUES	138,235.60	26,669.76
	PERSONNEL SERVICES	79,878.73	29,633.75
	EQUIPMENT & SUPPLIES	5,717.85	3,653.06
	DEBT SERVICE	33,885.00	0.00
	EQUIPMENT RENTALS	96,425.88	23,700.34
	TOTAL EXPENDITURES	215,907.46	56,987.15
Fund 203 - LOCAL STREETS:			
	TOTAL REVENUES	138,235.60	26,669.76
	TOTAL EXPENDITURES	215,907.46	56,987.15
	NET OF REVENUES & EXPENDITURES	(77,671.86)	(30,317.39)
	BEG. FUND BALANCE	674,266.43	
	NET OF REVENUES/EXPENDITURES - 2024	157,011.78	
	END FUND BALANCE	753,606.35	

GL NUMBER	DESCRIPTION	YTD BALANCE 04/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2025 INCREASE (DECREASE)
Fund 248 - DDA			
	TAX REVENUE	240,400.28	43,106.13
	CONTRIBUTIONS	100.00	0.00
	INTEREST & RENTS	2,576.11	0.00
	TOTAL REVENUES	243,076.39	43,106.13
	PERSONNEL SERVICES	3,370.86	1,579.80
	EQUIPMENT & SUPPLIES	67.64	38.57
	PROFESSIONAL AND CONTRACT SERVICES	17,725.94	0.00
	DEBT SERVICE	132,762.00	0.00
	TOTAL EXPENDITURES	153,926.44	1,618.37
Fund 248 - DDA:			
	TOTAL REVENUES	243,076.39	43,106.13
	TOTAL EXPENDITURES	153,926.44	1,618.37
	NET OF REVENUES & EXPENDITURES	89,149.95	41,487.76
	BEG. FUND BALANCE	833,485.96	
	NET OF REVENUES/EXPENDITURES - 2024	131,370.26	
	END FUND BALANCE	1,054,006.17	

User: GRANT

DB: Ishpeming

PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	YTD BALANCE 04/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2025 INCREASE (DECREASE)
Fund 401 - PUBLIC IMPROVEMENT FUND			
TAX REVENUE		480,698.86	0.00
INTEREST & RENTS		5,223.83	0.00
TOTAL REVENUES		485,922.69	0.00
EQUIPMENT & SUPPLIES		135,900.28	13,563.82
OTHER SERVICES		4,816.20	4,816.20
PROFESSIONAL AND CONTRACT SERVICES		284,504.34	0.00
DEBT SERVICE		41,202.00	0.00
TOTAL EXPENDITURES		466,422.82	18,380.02
Fund 401 - PUBLIC IMPROVEMENT FUND:			
TOTAL REVENUES		485,922.69	0.00
TOTAL EXPENDITURES		466,422.82	18,380.02
NET OF REVENUES & EXPENDITURES		19,499.87	(18,380.02)
BEG. FUND BALANCE		611,293.39	
NET OF REVENUES/EXPENDITURES - 2024		267,699.39	
END FUND BALANCE		898,492.65	

GL NUMBER	DESCRIPTION	YTD BALANCE 04/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2025 INCREASE (DECREASE)
Fund 590 - SEWER FUND			
	FINES & FORFEITS	4,375.53	1,845.08
	CHARGES FOR SERVICES	473,776.33	160,776.34
	INTEREST & RENTS	25,023.60	0.00
	FEDERAL GRANTS	2,426,341.71	0.00
	TOTAL REVENUES	2,929,517.17	162,621.42
	PERSONNEL SERVICES	88,486.55	35,110.02
	EQUIPMENT & SUPPLIES	8,776.22	1,892.81
	UTILITIES	1,788.48	271.92
	PROFESSIONAL AND CONTRACT SERVICES	2,558,419.06	0.00
	DEBT SERVICE	86,216.44	0.00
	EQUIPMENT RENTALS	64.26	0.00
	TOTAL EXPENDITURES	2,743,751.01	37,274.75
Fund 590 - SEWER FUND:			
	TOTAL REVENUES	2,929,517.17	162,621.42
	TOTAL EXPENDITURES	2,743,751.01	37,274.75
	NET OF REVENUES & EXPENDITURES	185,766.16	125,346.67
	BEG. FUND BALANCE	10,246,693.25	
	NET OF REVENUES/EXPENDITURES - 2024	1,298,399.00	
	END FUND BALANCE	11,730,858.41	

GL NUMBER	DESCRIPTION	YTD BALANCE	ACTIVITY FOR
		04/30/2025 NORMAL (ABNORMAL)	MONTH 04/30/2025 INCREASE (DECREASE)
Fund 591 - WATER FUND			
	LICENSES & PERMITS	269.71	0.00
	STATE GRANTS	89,002.91	0.00
	FINES & FORFEITS	7,220.32	3,313.88
	CHARGES FOR SERVICES	680,313.76	235,051.54
	INTEREST & RENTS	10,342.39	0.00
	TOTAL REVENUES	787,149.09	238,365.42
	PERSONNEL SERVICES	218,685.30	84,857.85
	EQUIPMENT & SUPPLIES	19,109.07	3,231.17
	UTILITIES	11,708.06	917.46
	OTHER SERVICES	2,612.30	2,612.30
	PROFESSIONAL AND CONTRACT SERVICES	875,442.98	135,069.30
	DEBT SERVICE	105,446.75	0.00
	EQUIPMENT RENTALS	575.40	244.56
	TOTAL EXPENDITURES	1,233,579.86	226,932.64
Fund 591 - WATER FUND:			
	TOTAL REVENUES	787,149.09	238,365.42
	TOTAL EXPENDITURES	1,233,579.86	226,932.64
	NET OF REVENUES & EXPENDITURES	(446,430.77)	11,432.78
	BEG. FUND BALANCE	10,406,306.47	
	NET OF REVENUES/EXPENDITURES - 2024	356,204.10	
	END FUND BALANCE	10,316,079.80	

GL NUMBER	DESCRIPTION	YTD BALANCE 04/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2025 INCREASE (DECREASE)
Fund 596 - GARBAGE/RECYCLE			
	FINES & FORFEITS	2,773.03	1,289.63
	CHARGES FOR SERVICES	218,940.98	67,772.74
	INTEREST & RENTS	2,521.64	0.00
TOTAL REVENUES		224,235.65	69,062.37
	PERSONNEL SERVICES	2,265.90	1,016.57
	EQUIPMENT & SUPPLIES	67,004.79	31,792.23
	UTILITIES	1,809.65	0.00
	PROFESSIONAL AND CONTRACT SERVICES	77,650.46	21,928.15
TOTAL EXPENDITURES		148,730.80	54,736.95
Fund 596 - GARBAGE/RECYCLE:			
TOTAL REVENUES		224,235.65	69,062.37
TOTAL EXPENDITURES		148,730.80	54,736.95
NET OF REVENUES & EXPENDITURES		75,504.85	14,325.42
BEG. FUND BALANCE		520,218.14	
NET OF REVENUES/EXPENDITURES - 2024		84,219.71	
END FUND BALANCE		679,942.70	

REVENUE AND EXPENDITURE REPORT FOR CITY OF ISHPEMING
PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	YTD BALANCE	ACTIVITY FOR
		04/30/2025 NORMAL (ABNORMAL)	MONTH 04/30/2025 INCREASE (DECREASE)
Fund 732 - POLICE & FIRE RETIREMENT			
TAX REVENUE		245,238.81	0.00
CONTRIBUTIONS		14,276.87	3,005.80
INTEREST & RENTS		19,799.54	30,869.89
TOTAL REVENUES		279,315.22	33,875.69
PERSONNEL SERVICES		165,990.32	41,497.58
PROFESSIONAL AND CONTRACT SERVICES		15,779.93	7,884.90
TOTAL EXPENDITURES		181,770.25	49,382.48
Fund 732 - POLICE & FIRE RETIREMENT:			
TOTAL REVENUES		279,315.22	33,875.69
TOTAL EXPENDITURES		181,770.25	49,382.48
NET OF REVENUES & EXPENDITURES		97,544.97	(15,506.79)
BEG. FUND BALANCE		4,877,021.00	
NET OF REVENUES/EXPENDITURES - 2024		366,002.83	
END FUND BALANCE		5,340,568.80	
TOTAL REVENUES - ALL FUNDS			
TOTAL EXPENDITURES - ALL FUNDS		7,472,794.68	920,887.21
NET OF REVENUES & EXPENDITURES		7,012,000.61	723,841.26
BEG. FUND BALANCE - ALL FUNDS		460,794.07	197,045.95
END FUND BALANCE - ALL FUNDS		29,786,547.17	
		33,200,528.13	



CITY OF ISHPEMING

SECOND STREET FILL AGREEMENT A. LINDBERG AND SONS

The City of Ishpeming does hereby grant permission to A. Lindberg and Sons to access, fill, grade, and restore portions of City-owned property. Specifically, the property commonly known as the "Second Street Snow Dump". The area proposed for the fill site is as indicated in attached Exhibit labeled Second Street Fill Site (attached) and is accessible using existing city streets as shown.

1. A. Lindberg and Sons will provide fill (uncontaminated soils with rock limited to 6" or less **ONLY**), excavated from the Drinking Water State Revolving Fund (DWSRF) Water Project. Total volume of fill placed shall not exceed 25,000 cubic yards. Placement and Compaction Efforts will be done to ensure no future settlement occurs.
2. A. Lindberg and Sons will Clear/Grub and Strip Fill Areas as needed. Areas will be filled to match existing cemetery contours and elevations. Fill Area will be adequately Compacted and graded to drain.
3. A. Lindberg and Sons will follow all designated soil erosion control practices as established in the DWSRF Water Project Contract as well as site storm water monitoring during construction.
4. A. Lindberg and Sons will provide topsoil, seed and mulch to all disturbed areas.
5. A. Lindberg and Sons will replace any damaged pavement caused by this activity.
6. A. Lindberg and Sons will provide adequate dust control for this site throughout construction activities.
7. A. Lindberg and Sons will sweep all loose materials and dust from city streets affected by these activities also needed and once at the conclusion of the construction activities.
8. A. Lindberg and Sons will provide adequate Traffic control signs in the area to alert the public to the construction activities involved with this work.
9. A. Lindberg and Sons will provide a minimum \$1,000,000 liability insurance policy, naming the City of Ishpeming as an additional insured, and stating: **"It is understood and agreed that the following shall be Additional Insureds: The City of Ishpeming, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers. It is understood and agreed by naming the City of Ishpeming as additional insured, coverage afforded is considered to be primary and**

any other insurance the City of Ishpeming may have in effect shall be considered secondary and/or excess."

10. A. Lindberg and Sons agrees to indemnify and hold harmless the City of Ishpeming and its agents and employees from and against claims for damages, losses and expenses, including, but not limited to attorneys' fees, arising out of or resulting from the performance of the work described in this Agreement, including the negligent acts or omissions A. Lindberg and Sons, or anyone directly or indirectly employed by them or anyone for whose actions they may be liable.
11. All permits and other regulatory requirements which may be necessary for the work contemplated under this Agreement shall be the responsibility of A. Lindberg and Sons to secure.
12. This Agreement expresses the final agreement and understanding of the parties, and all prior discussions, promises, agreements and all other written or oral communication between the parties relating to the subject matter of this Agreement are superseded and are merged into this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

Dated: _____

City of Ishpeming

By: _____
Pat Scanlon, Mayor

Dated: _____

A. Lindberg and Sons

By: _____

Its: _____



CITY OF ISHPEMING

ISHPEMING CEMETERY FILL AGREEMENT A. LINDBERG AND SONS

The City of Ishpeming does hereby grant permission to A. Lindberg and Sons to access, fill, grade, and restore portions of City-owned property. Specifically, the property commonly known as the "Ishpeming Cemetery" and the location is on Northwest portion of the Cemetery, located behind the city owned Garage. The area proposed for the fill site is as indicated in attached Exhibit labeled Ishpeming Cemetery (attached) and is accessible using existing city streets as shown.

1. A. Lindberg and Sons will provide fill (uncontaminated soils with rock limited to 6" or less **ONLY**), excavated from the Drinking Water State Revolving Fund (DWSRF) Water Project. Total volume of fill placed shall not exceed 25,000 cubic yards. Placement and Compaction Efforts will be done to ensure no future settlement occurs.
2. A. Lindberg and Sons will Clear/Grub and Strip Fill Areas as needed. Areas will be filled to match existing cemetery contours and elevations. Fill Area will be adequately Compacted and graded to drain.
3. A. Lindberg and Sons will follow all designated soil erosion control practices as established in the DWSRF Water Project Contract as well as site storm water monitoring during construction.
4. A. Lindberg and Sons will provide topsoil, seed and mulch to all disturbed areas.
5. A. Lindberg and Sons will replace any damaged pavement caused by this activity.
6. A. Lindberg and Sons will provide adequate dust control for this site throughout construction activities.
7. A. Lindberg and Sons will sweep all loose materials and dust from city streets affected by these activities also needed and once at the conclusion of the construction activities.
8. A. Lindberg and Sons will provide adequate Traffic control signs in the area to alert the public to the construction activities involved with this work.
9. A. Lindberg and Sons will provide a minimum \$1,000,000 liability insurance policy, naming the City of Ishpeming as an additional insured, and stating: **"It is understood and agreed that the following shall be Additional Insureds: The City of Ishpeming, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers. It is understood and agreed by naming the City of Ishpeming as additional insured, coverage afforded is considered to be primary and**

any other insurance the City of Ishpeming may have in effect shall be considered secondary and/or excess.”

10. A. Lindberg and sons agrees to indemnify and hold harmless the City of Ishpeming and its agents and employees from and against claims for damages, losses and expenses, including, but not limited to attorneys’ fees, arising out of or resulting from the performance of the work described in this Agreement, including the negligent acts or omissions A. Lindberg and Sons, or anyone directly or indirectly employed by them or anyone for whose actions they may be liable.
11. All permits and other regulatory requirements which may be necessary for the work contemplated under this Agreement shall be the responsibility of A. Lindberg and Sons to secure.
12. This Agreement expresses the final agreement and understanding of the parties, and all prior discussions, promises, agreements and all other written or oral communication between the parties relating to the subject matter of this Agreement are superseded and are merged into this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

Dated: _____

City of Ishpeming

By: _____
Pat Scanlon, Mayor

Dated: _____

A. Lindberg and Sons

By: _____

Its: _____

11(d)(ii)



CITY OF ISHPEMING

MALTON ROAD FILL AGREEMENT PAYNE AND DOLAN

The City of Ishpeming does hereby grant permission to Payne and Dolan to access, fill, grade, and restore portions of City-owned property. Specifically, the property commonly known as the "Malton Road Sand Pit". The area proposed for modification is as indicated in the attached Exhibit labeled Malton Road Fill Site (attached) and is accessible using existing city streets as shown.

1. Payne and Dolan will provide fill (uncontaminated soils with rock limited to 6" or less **ONLY**), excavated from the Clean Water State Revolving Fund (CWSRF) Sewer Project and the Drinking Water State Revolving Fund (DWSRF) Water Project. Total volume of fill placed shall not exceed 25,000 cubic yards. Placement and Compaction Efforts will be done to ensure no future settlement occurs.
2. Payne and Dolan will Clear/Grub and Strip Fill Areas as needed. Areas will be filled to match existing contours and elevations. Fill Area will be adequately compacted and graded to drain.
3. Payne and Dolan will follow all designated soil erosion control practices as established in the CWSRF Sewer Project Contract and DWSRF Water Project Contract as well as site storm water monitoring during construction.
4. Payne and Dolan will provide topsoil, seed and mulch to all disturbed areas.
5. Payne and Dolan will replace any damaged pavement caused by this activity.
6. Payne and Dolan will provide adequate dust control for this site throughout construction activities.
7. Payne and Dolan will sweep all loose materials and dust from city streets affected by these activities also needed and once at the conclusion of the construction activities.
8. Payne and Dolan will provide adequate Traffic control signs in the area to alert the public to the construction activities involved with this work.
9. Payne and Dolan will provide a minimum \$1,000,000 liability insurance policy, naming the City of Ishpeming as an additional insured, and stating: **"It is understood and agreed that the following shall be Additional Insureds: The City of Ishpeming, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers. It is understood and agreed by naming the City of Ishpeming as additional insured, coverage afforded is considered to be primary and any other**

insurance the City of Ishpeming may have in effect shall be considered secondary and/or excess.”

10. Payne and Dolan agrees to indemnify and hold harmless the City of Ishpeming and its agents and employees from and against claims for damages, losses and expenses, including, but not limited to attorneys’ fees, arising out of or resulting from the performance of the work described in this Agreement, including the negligent acts or omissions Payne and Dolan, or anyone directly or indirectly employed by them or anyone for whose actions they may be liable.
11. All permits and other regulatory requirements which may be necessary for the work contemplated under this Agreement shall be the responsibility of Payne and Dolan to secure.
12. This Agreement expresses the final agreement and understanding of the parties, and all prior discussions, promises, agreements and all other written or oral communication between the parties relating to the subject matter of this Agreement are superseded and are merged into this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

Dated: _____

City of Ishpeming

By: _____
Pat Scanlon, Mayor

Dated: _____

Payne and Dolan

By: _____

Its: _____

AMENDMENT TO ORDINANCES OF
THE CITY OF ISHPERING, CHAPTER VII

(Ordinance 7-400, RENTAL REGISTRATION)

The City of Ishpeming, Michigan ORDAINS:

That Chapter VII of the Ordinances of Ishpeming, Michigan, shall be, and the same hereby is, amended as follows:

REPEALER

The entirety of current Ordinance No. 7-400, "An Ordinance Regulating the Registration of Residential Rental Dwelling Units", together with any ordinance, resolution, order or parts thereof in conflict with the provisions of this Amendment is, to the extent of such conflict, HEREBY REPEALED. This repeal shall be effective as of the effective date of the following Amendment.

AMENDMENT

Chapter VII of the Ordinances of Ishpeming, Michigan, shall be, and hereby is, amended to add the attached new ORDINANCE NO. 7-400, "Rental Registration":

[see attached Ordinance]

The said Ordinance shall be published as required by law, and shall be effective on the date of publication.

Upon roll call,

Council members voting aye:

Council members voting nay:

Council members absent:

WHEREUPON, this Ordinance is declared passed and adopted on this
____ day of _____, 2025.

CITY OF ISHPEMING

By: Pat Scanlon, Its Mayor

Attest:

By: Cathy Smith, Its Clerk

FIRST READING: _____, 2025

SECOND READING: _____, 2025

DATE OF PUBLICATION: _____, 2025

EFFECTIVE DATE: _____, 2025

ORDINANCE NO. 7-400~~AN ORDINANCE REGULATING THE REGISTRATION OF
RESIDENTIAL RENTAL DWELLING UNITS~~

RENTAL REGISTRATION

THE CITY OF ISHPEMING ORDAINS:

Section 1. Definitions.

The following words, terms and phrases when used in this Ordinance shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

- (a) "Code Enforcement Officer" means the person appointed to that position by the Ishpeming City Manager.
- (b) "Local agent" means an individual or company representing the owner and having a place of residence or business within Marquette County. The local agent is responsible for the operation of the owner's residential rental dwelling unit(s) located within the City of Ishpeming. A local agent is required if:
 - (1) The owner resides outside of Marquette County, Michigan; or
 - (2) The owner ~~is absent from~~ ~~resides outside of~~ Marquette County, Michigan, ~~for more than 90 days each calendar year.~~
- (c) "Owner" means the individual(s), company, corporation, governmental or private agency, or any other entity listed on the recorded deed, or the purchaser under a recorded land contract, ~~or a person otherwise legally responsible for, and shown as the owner of~~ real property containing one or more residential rental dwelling unit(s).
- (d) "Residential rental dwelling unit" means a distinct individual living quarters within a building used for occupancy by a person or persons other than the owner or the immediate family of the owner, ~~and for which rent or a remuneration of any kind is paid or benefit conferred to the owner.~~ Single-family residences, condominiums, duplexes, apartments and rooming houses may all contain and be classified as residential rental dwelling units.
- (e) "Immediate family of the owner" shall mean only mother, father, brother, sister, or child of an owner. Proof of the family relationship shall be provided to the Code Enforcement Officer at the time of seeking an exemption.

Section 2. Initial Registration of Residential Rental Dwelling Units.

- (a) Within thirty (30) days of the effective date of this Ordinance, the City shall publish three times in a newspaper of general circulation within the City a notice summarizing the registration requirements of this section. The City shall also mail a copy of said notice by first class mail to the owner of record of each property listed in

the assessment rolls of the City on the effective date of this ordinance as residential property which does not qualify for a 100% homestead property tax exemption.

- (b) Within ninety (90) days after the effective date of this Ordinance, the owner of every building containing a residential rental dwelling unit within the corporate limits of the City of Ishpeming shall register each such building with the Code Enforcement Officer by filing with the Code Enforcement Officer a registration form provided by the City. If the owner owns more than one (1) building containing one or more residential rental dwelling units, a separate registration form shall be filed for each separate building.

Section 3. Registration Information to be Contained in Registration Form.

The following information shall be provided on the registration form by the owner:

- (1) Owner's name, home address, day and evening telephone numbers and ~~email address and fax number~~;
- (2) Local agent's ~~(if applicable)~~ name, home address, day and evening telephone numbers and ~~email address, and fax number~~;
- (3) Address of the building ~~owned (fee simple or land contract) by the owner~~ containing one or more residential rental dwelling unit(s) (includes multi-unit building in which the owner lives);
- (4) The number and identifying address of each residential rental dwelling unit in a building containing more than one dwelling unit;
- ~~(45)~~ ~~Whether the unit is being used for rentals of periods of less than thirty (30) days;~~
- ~~(56)~~ Signature of owner attesting to the truthfulness of the information provided. If the owner is a company, corporation, governmental or private agency, or any other entity, only a duly authorized officer or administrator may sign the registration form.

Section 4. Issuance of Certificate of Registration.

- (a) The Code Enforcement Officer shall examine each registration form for completeness and, if complete, shall issue a Certificate of Registration for each residential rental dwelling unit in the building identified in the registration form. The Certificate of Registration shall be mailed to the owner by the Code Enforcement Officer or his/her designee. If the registration form is incomplete, the Code Enforcement Officer shall make not more than two (2) attempts to contact the owner (by telephone, mail, or in person) to have the owner properly complete the registration form.
- (b) Failure of the Owner to file a complete registration form with the Code Enforcement Officer within the time limits prescribed in this Ordinance shall constitute a violation of this Ordinance.

Section 5. Follow-up Registration.

After the initial ninety (90) day registration period set forth in Section 2(b) of this Ordinance, residential rental dwelling units shall be registered as follows:

- (1) Newly constructed residential rental dwelling buildings or units shall be registered prior to the issuance of a final certificate of occupancy.
- (2) A residential rental dwelling/building/unit sold, transferred or conveyed shall be re-registered by the new owner within 30 days of the date of the deed, land contract, or other instrument of conveyance. At that time the units will be removed from the previous owner's registration.
- (3) Any non-rental residential dwelling unit converted to a residential rental dwelling unit shall be registered prior to the date it is occupied for rental purposes.

Section 6. Changes in Registration Information.

If any information on a registration form changes after issuance of a Certificate of Registration, it shall be the responsibility of the owner or the owner's local agent to notify the Code Enforcement Officer within ten (10) days of the date of the change and to provide correct or updated information in writing to the Code Enforcement Officer within said ten (10) day period.

Section 7. Fees; Late Fees.

There shall be no fee for the registration, re-registration, or updating of registration information within the allotted time periods. If a residential rental dwelling unit is not registered within the allotted time periods specified herein, then a late fee of \$50.00 per rental dwelling unit shall be paid by the owner. This late registration fee, however, shall not become effective until ninety (90) days after the effective date of this Ordinance.

Section 8. Maintenance of Records.

The Code Enforcement Officer shall be responsible for maintaining and updating all residential rental dwelling unit registration forms and Certificates of Registration, and for providing a semi-annual report to the City Manager and City Council of the number of residential rental dwelling units in the City. The semi-annual report shall also identify the residential rental dwelling units by type (single family, duplex, multi-unit, apartment houses, rooming houses, ~~short term~~, etc.) and the number and type of units added to or deleted from the registration roster since the last semi-annual report.

Section 9. Penalty for Failure to Comply.

Failure to comply with any provision in this Ordinance, ~~or the submission of false information on a residential rental dwelling unit registration form, shall constitute a municipal civil infraction misdemeanor, which upon conviction thereof, shall subject the violator to a fine of up to \$500.00 or imprisonment in the Marquette County Jail for a period not to exceed 90 days for each offense, or both such fine and imprisonment in the discretion of the Court, together with the costs of such prosecution.~~

and shall be considered to be a public nuisance, which shall subject any person found to be responsible to a fine of up to Five Hundred dollars (\$500.00), in addition to any other enforcement provided by law. Violations may also be enjoined pursuant to Michigan law.

~~The submission of false information on a residential rental dwelling unit registration form shall constitute a misdemeanor, which upon conviction thereof, shall subject the violator to a fine of up to \$500.00 or imprisonment in the Marquette County Jail for a period not to~~

~~exceed 90 days for each offense, or both such fine and imprisonment in the discretion of the court, together with the costs of such prosecution.~~

Adopted: June 6, 2007

Amended: April 8, 2015

Amended:

First reading:

Second reading:

Published:

Effective date:

CITY OF ISHPEMING

REGISTRATION FORM FOR RESIDENTIAL RENTAL DWELLING UNIT(S)

In accordance with City of Ishpeming Ordinance No. 7-400, all owners of residential rental dwelling units located within the City of Ishpeming are required to file a completed registration form. Complete all applicable information and return to the City of Ishpeming Code Enforcement Officer, City Hall. Please type or print clearly, in ink. Questions may be addressed to the Ishpeming Code Enforcement Officer at (906) 485-1091, Extension _____.

A. **Owner(s)**

Name(s) _____

Home Mailing Address: _____

Phone Number (Day) _____ (Evening) _____

Fax Number _____ E-Mail (Optional) _____

B. **Local Agent:**

Name: _____

Home Mailing Address: _____

Phone Number (Day) _____ (Evening) _____

Fax Number: _____ E-Mail (Optional) _____

C. **Property Information**

For each residential rental property owned in fee simple or under a land contract (including a multi-unit building in which the owner lives) provide the property address, the number of residential rental dwelling units in the building and individual unit addresses if applicable. Attach additional sheets if necessary.

Building Address

No. of Units

Address of Each Unit

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby swear or affirm that the above-stated information is true to the best of my knowledge. I understand that failure to register any residential rental dwelling units owned by the undersigned within the City of Ishpeming or the submission of false information on this form may result in a fine or imprisonment or both in accordance with the provisions of Ishpeming City Ordinance No. 7-400.

Owner's Signature _____

Date _____

Title (if applicable) _____

Company Name (if applicable) _____

Note: A separate form must be filled out for each separate building that contains one or more residential rental dwelling units.

**General Information Regarding Ishpeming City Ordinance No. 7-400
Requiring the Registration of Residential Rental Dwelling Units**

DEFINITIONS

- A. **Owner.** The individual(s), company, corporation, governmental or private agency or other entity listed on the recorded deed or purchaser under a recorded Land Contract as the owner of a property containing residential rental dwelling unit(s).
- B. **Local Agent:** An individual or company representing the owner and having a place of residence or business within Marquette County. The local agent is responsible for the operation of the owner's residential rental dwelling unit(s) located within the City of Ishpeming. A local agent is required if:
 - 1. the owner resides outside of Marquette County, or
 - 2. the owner resides outside Marquette County for more than ninety (90) days each calendar year.
- C. **Residential Rental Dwelling Unit.** Distinct individual living quarters within a building intended for occupancy by a person or persons other than the owner and the family of the owner, and for which rent or a remuneration of any kind is paid. Single-family residences, condominiums, duplexes, apartments, and rooming houses may all contain and be classified as residential rental dwelling units.

INITIAL REGISTRATION

Within ninety (90) days of the effective date of this Ordinance, all buildings containing residential rental dwelling units within the corporate limits of the City of Ishpeming shall be registered with the Code Enforcement Officer on a form provided by the City. Units must be registered by the owner.

FOLLOW-UP REGISTRATION

Following the initial ninety (90) day registration period, residential rental dwelling units shall be registered as follows:

- A. Newly constructed residential rental dwelling buildings or units shall be registered prior to the issuance of a final Certificate of Occupancy.
- B. A residential rental dwelling building/unit sold, transferred or conveyed shall be re-registered by the new owner within thirty (30) days of the date of the deed, land contract, or other instrument of conveyance. At that time the units will be removed from the previous owner's registration.
- C. Any non-rental residential dwelling unit converted to a residential rental dwelling unit shall be registered prior to the date it is occupied for rental purposes.

REGISTRATION INFORMATION

The following information shall be provided by the owner at the time of registration.

- A. Owner's name, home address, telephone numbers, fax number, e-mail address (optional)
- B. Local agent's (if applicable) name, home address, telephone number(s), fax number, and e-mail address (optional)
- C. Address of each building owned (fee simple or land contract) by the owner containing residential rental dwelling unit(s) (includes a multi-unit building in which the owner lives)
- D. The number and identifying address of each residential rental dwelling unit for buildings containing more than one dwelling unit.
- E. Signature of owner attesting to the truthfulness of the information provided. If signed by the owner, said owner being a company, corporation, governmental or private agency, or

any other entity, only a duly authorized officer or administrator may sign the registration form.

CHANGES IN REGISTRATION INFORMATION

Changes in the registration information shall be provided in writing to the City of Ishpeming Code Enforcement Officer within ten days of the date of the change.

FEES

There shall be no fee for the registration, re-registration, or updating of registration information within the allotted time periods.

PENALTY FOR FAILURE TO COMPLY

- A. Failure to comply with any provision in this Ordinance shall constitute a misdemeanor, which upon conviction thereof, shall subject the violator to a fine of up to Five Hundred (\$500.00) Dollars and/or imprisonment for a period not to exceed ninety (90) days for each offense, or both such fine and imprisonment in the discretion of the Court, together with the costs of such prosecution.
- B. The submission of false information on a residential rental dwelling unit registration form shall constitute a misdemeanor, which upon conviction thereof, shall subject the violator to a fine of up to Five Hundred (\$500.00) Dollars and/or imprisonment for a period not to exceed ninety (90) days for each offense, or both such fine and imprisonment in the discretion of the Court, together with the costs of such prosecution.

11(f)

AMENDMENT TO ORDINANCES OF
THE CITY OF ISHPERING, CHAPTER VII

(Ordinance 7-500, RENTAL INSPECTIONS)

The City of Ishpeming, Michigan ORDAINS:

That Chapter VII of the Ordinances of Ishpeming, Michigan, shall be, and the same hereby is, amended as follows:

REPEALER

The entirety of current Ordinance No. 7-500, "An Ordinance to Require the Inspection of Residential Rental Dwelling Units", together with any ordinance, resolution, order or parts thereof in conflict with the provisions of this Amendment is, to the extent of such conflict, HEREBY REPEALED. This repeal shall be effective as of the effective date of the following Amendment.

AMENDMENT

Chapter VII of the Ordinances of Ishpeming, Michigan, shall be, and hereby is, amended to add the attached new ORDINANCE NO. 7-500, "Rental Inspection":

[see attached Ordinance]

The said Ordinance shall be published as required by law, and shall be effective on the date of publication.

Upon roll call,

Council members voting aye:

Council members voting nay:

Council members absent:

WHEREUPON, this Ordinance is declared passed and adopted on this
_____ day of _____, 2025.

CITY OF ISHPEMING

By: Pat Scanlon, Its Mayor

Attest:

By: Cathy Smith, Its Clerk

FIRST READING: _____, 2025

SECOND READING: _____, 2025

DATE OF PUBLICATION: _____, 2025

EFFECTIVE DATE: _____, 2025

11(f)

ORDINANCE NO. 7-500

RENTAL INSPECTIONS

~~AN ORDINANCE TO REQUIRE THE INSPECTION OF RESIDENTIAL RENTAL DWELLING UNITS~~

THE CITY OF ISHPEMING ORDAINS:

Preamble.

The City of Ishpeming recognizes the importance of the rental housing segment of the overall City housing stock inasmuch as it provides housing options and opportunities to those citizens of the community who are unable to attain or do not desire home ownership. ~~As the entity responsible for the enforcement of the building and housing codes,~~ It is in the interest of the City to ensure that all residential rental dwelling units, structures and grounds ~~leased for occupancy to the general public~~ are in compliance with the minimum property maintenance standards adopted and enforced by the City. Benefits to the City include:

- (1) Protection of the health, safety and welfare of residents of rental properties and adjacent properties. Existing structures and premises not in compliance will be repaired to provide a minimum level of health and safety as required herein.
- (2) Maintenance of property values and "quality of life" within the immediate neighborhoods in which residential rental dwelling units are located.
- (3) Enforcement of common minimum standards for all residential rental dwelling units, structures and premises.

Section 1. Definitions.

The following words, terms and phrases when used in this Ordinance shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

- (a) "Certificate of Compliance" means the official certificate issued by the Code Enforcement Officer stating that a residential rental dwelling unit, a residential rental dwelling structure, or a residential rental premises meets the minimum standards established by this Ordinance for occupancy or use.
- (b) "Code" means the International Property Maintenance Code, January 2006 Edition, and as amended thereafter.
- (c) "Code Enforcement Officer" means the person appointed to that position by the Ishpeming City Manager.
- (d) "Local Agent" means an individual or company representing the owner and having a place of residence or business within Marquette County, Michigan. The Local Agent is responsible for the operation of the owner's residential rental dwelling unit(s) located within the City of Ishpeming. A Local Agent is required if:
 - (1) the owner resides outside of Marquette County, Michigan; or
 - (2) The owner ~~is absent from resides outside of~~ Marquette County, Michigan, ~~for more than 90 days each calendar year~~

- (e) "Owner" means the individual(s), company, corporation, governmental or private agency, or any other entity listed on the recorded deed, or the purchaser under a recorded land contract, ~~or a person otherwise legally responsible for, and shown as the owner of~~ real property containing one or more residential rental dwelling unit(s).
- (f) "Residential rental dwelling structure" means every building containing one or more residential rental dwelling units, including all common areas accessible to the residents of those dwelling units, and including restricted portions of the structure and the building interior that are not intended to be accessible to the residents of the residential rental dwelling units.
- (g) "Residential rental dwelling unit" means a distinct individual living quarters within a building intended for occupancy by a person or persons other than the owner and the family of the owner, ~~and for which rent or a remuneration of any kind is paid to the owner.~~ Single-family residences, condominiums, duplexes, apartments and rooming houses may all contain and be classified as residential rental dwelling units.
- (h) "Residential rental premises" means the site upon which a residential rental dwelling structure is located including, but not limited to, yards, walkways, stairways or stairwells, driveways, patios, decks, ~~porches~~, garages, outbuildings, accessory structures, fences, and landscaping.

Section 2. Certificate of Compliance Required.

- (a) No person shall lease, rent or cause to be occupied a residential rental dwelling unit and/or structure unless a valid Certificate of Compliance is issued by the Code Enforcement Officer in the name of the owner and/or Local Agent for the specific rental structure and each residential rental dwelling unit in the structure. A Certificate of Compliance shall be issued only upon the successful completion of an inspection of the residential rental dwelling unit and/or structure and/or premises by the Code Enforcement Officer. The Certificate of Compliance shall be retained by the owner or Local Agent and produced upon the request of any official of the City of Ishpeming.
- (b) A Certificate of Compliance shall be valid for a period of three years from the date of issuance unless earlier revoked by the Code Enforcement Officer.
- (c) Dwelling units in existence and registered with the City at the time this Ordinance goes into effect may continue to be occupied until such time as the initial inspection is scheduled and completed, and a Certificate of Compliance is issued.
- (d) A Certificate of Compliance cannot be issued for a residential rental dwelling unit unless it is registered with the City.
- (e) A copy of the Certificate of Compliance shall be posted in a conspicuous place in the residential rental dwelling structure, and shall also be furnished by the owner or Local Agent to the lessee of each residential rental dwelling unit in the structure.

Section 3. Affected and Exempt Units/Structures

- ~~(a)~~ All residential rental dwelling units and residential rental dwelling structures, including boarding houses as defined in the City Zoning Ordinance, located within the City of Ishpeming shall comply with the requirements of this Ordinance, unless

~~except as~~ specifically exempted. ~~as follows:~~Exemptions. The following are ~~permanently~~ exempted from the requirements of this Ordinance:

- (~~1a~~) All residential rental dwelling units and/or complexes currently inspected by the Federal Housing and Urban Development Department (HUD) or the Federal Housing Administration (FHA) ~~or other federal agency or an agency of the State of Michigan or of Marquette County.~~ Proof of inspection and compliance must be provided to the Code Enforcement Officer upon request.
- (~~2b~~) Hotels, motels, ~~and~~ bed and breakfast establishments ~~and units which are rented for rental periods of less than thirty (30) days.~~
- (~~3c~~) Homeless shelters.

Section 4. Basis for Inspection.

The Code Enforcement Officer shall have the authority to inspect all residential rental dwelling units, all residential rental dwelling structures, and all residential rental premises, as follows:

- (a) In the course of an initial scheduled inspection and each tri-annual renewal inspection for the issuance of a Certificate of Compliance.
- (b) Upon request by the property owner or Local Agent.
- (c) Upon a request for inspection by a tenant.
- (d) Upon receipt of information that a residential rental dwelling unit or units are not registered with the City of Ishpeming.
- (e) Upon receipt of information of an imminent threat to the public health, safety or welfare, or an imminent threat to the safety of any person.
- (f) Upon receipt of information of a violation of any of the provisions of this Ordinance or Ordinance No. 7-400.
- (g) ~~Upon the conversion of a unit from exempt status under Section 3., above, to a status which is not exempt under this Ordinance.~~

Section 5. Inspection Criteria.

- (a) The Code Enforcement Officer shall utilize the International Property Maintenance Code, January 2006 Edition, published by the International Code Council, ("Code" herein) which Code is hereby adopted by the Ishpeming City Council as the basis for regulating the inspection of all residential rental dwelling units, residential rental dwelling structures, and residential rental dwelling premises.
- (b) The Code Enforcement Officer shall prepare a standardized checklist of representative items to be inspected, consistent with the standards of the Code. The checklist shall be available to all owners, Local Agents, and tenants prior to an inspection. In his/her inspection, the Code Enforcement Officer shall not be limited to the items on the checklist.
- (c) All residential rental dwelling units, residential rental dwelling structures, and residential rental premises shall comply with the Code.

(d) The Code is adopted by reference herein, except as follows:

1. Section 605.2, Receptacles, is hereby amended to read as follows:

"Receptacles. Every habitable space in a dwelling shall contain at least two separate and remote electrical receptacle outlets. Every laundry area shall contain at least one grounded-type electrical receptacle or an electrical receptacle with a ground fault circuit interrupter. Every bathroom shall contain at least one electrical receptacle. Every electrical receptacle in a bathroom shall have a ground fault circuit interrupter. Every new or replacement bathroom electrical receptacle shall have a ground fault circuit interrupter. Every electrical receptacle within six (6) feet of a water source shall be a grounded-type electrical receptacle or an electrical receptacle with a ground fault circuit interrupter."

2. Sections 111.1 and 111.2 are deleted, except that Subsections 111.2.1 through 111.2.5 are retained.

3. Section 111.3 is amended to read as follows:

"111.3. Notice of Meeting. The Board shall meet upon notice from the chairman, within 45 days of the filing of an appeal, or at stated periodic meetings."

Section 6. Inspection Procedures.

(a) For the initial round of inspections, the Code Enforcement Officer shall prepare an inspection schedule for existing residential rental dwelling units and residential rental dwelling structures registered with the City of Ishpeming. The schedule shall be based on a three-year inspection cycle and shall be developed so as to:

- (1) Not concentrate on a single geographic area in a given year; and
- (2) Limit the number of inspections for a single property owner with six or more residential rental dwelling structures to not more than three structures in a calendar year, where it is possible to do so and otherwise comply with this Ordinance.

(b) ~~(1)~~ Newly constructed residential rental dwelling units shall be scheduled for an inspection at the time they are registered, and shall be inspected and obtain a Certificate of Compliance prior to occupancy, unless exempted under Section 3(a) above.

~~(2) — Those residential rental dwelling units in existence as of the effective date of this Ordinance shall be scheduled for an inspection by the Code Enforcement Officer as soon as is reasonably practical.~~

(c) At least 30 days prior to an inspection, the Code Enforcement Officer shall send in writing a notification of inspection to the property owner or Local Agent, which notice shall include the date, time, and the residential rental dwelling unit or units to be inspected. All inspections shall take place during normal business hours, Monday through Friday, except in the case of an emergency inspection. It shall be the responsibility of the property owner or Local Agent to notify the affected tenant(s). The property owner or Local Agent may request a change in the inspection

appointment not less than ten days prior to the scheduled inspection. The property owner or Local Agent will only be granted one (1) change in the original inspection date. A rescheduled inspection shall take place not more than 30 days after the original inspection date. If the Code Enforcement Officer is unable to gain entry to make an inspection at the time of the original inspection date or the rescheduled inspection date because no one is present to let the Code Enforcement Officer into the residential rental dwelling unit, a fee as determined by a resolution of Council and included in the City Fee Schedule shall be imposed upon the owner. This fee shall be paid within 30 days after written notice of imposition of the fee is mailed to the owner, and no inspection shall take place nor a Certificate of Compliance shall be issued until the fee is paid.

- (d) A property owner, Local Agent, or tenant shall provide the Code Enforcement Officer with access to his/her residential rental dwelling unit(s) and/or residential rental dwelling structure(s) for an inspection. An individual refusing entry to the Code Enforcement Officer shall be notified of the Code Enforcement Officer's authority to inspect the property and that the Code Enforcement Officer will take appropriate and necessary action including, but not limited to: imposition of the fee set forth in paragraph (c) above, obtaining a search warrant, posting the unit as uninhabitable, and/or instituting other legal action for a violation of this Ordinance as prescribed in Section 10 below.
- (e) A residential rental dwelling unit in compliance with the requirements of the Code shall be issued a Certificate of Compliance valid for a period of three years from the date of issuance, unless revoked by the Code Enforcement Officer.
- (f)(1) For residential rental dwelling units with a Code violation, the Code Enforcement Officer shall provide a written notice of the noted violation(s) to the property owner or Local Agent by mail or by personal service. The property owner or Local Agent shall then have a "cure period" to correct the code violation(s), as follows:
 - i) for a Code violation(s) found in the interior of the Residential rental dwelling structure or the interior of the Residential rental dwelling unit, the cure period shall be not greater than thirty (30) days.
 - ii) For a Code violation found in or on the exterior of the Residential rental dwelling structure or the exterior of the Residential rental dwelling unit, the cure period shall be not greater than one hundred eighty (180) days.
 - iii) For a Code violation found in, on, over, across or under the Residential rental premises, the cure period shall be not less than thirty (30) days and not more than one hundred eighty (180) days.
 - iv) The cure period shall be determined by the Code Enforcement Officer in his/her discretion, but within the time limits set forth above, and shall be stated in the written notice of violation.
 - v) An "interior" Code violation means a violation that can be corrected entirely inside the Residential rental dwelling structure or the Residential rental dwelling unit. An "exterior" Code violation means a Code violation that can only be corrected entirely outside the Residential rental dwelling structure or the Residential rental dwelling unit. In the case of a Code violation that requires interior and exterior work to make the correction(s), the Code Enforcement Officer shall set forth in the written notice of violation which correction work must be done to the interior and which correction work must be done to the exterior, with separate cure periods for each.
 - vi) The cure period shall start on the third (3rd) day after the date of mailing, if the written notice of violation is served by mail. If the written notice of

violation is personally served, the cure period shall start on the day after the date of personal service.

- (2) The property owner or Local Agent shall contact the Code Enforcement Officer and arrange for a re-inspection within ten (10) days after expiration of the cure period. An additional ten days may be granted by the Code Enforcement Officer in those situations in which the property owner or Local Agent can demonstrate a justifiable need for a time extension, and that additional time will not result in conditions deteriorating further. If a ten (10) day extension is granted, the property owner or Local Agent shall contact the Code Enforcement Officer and arrange for a re-inspection within ten (10) days after expiration of the extended cure period. In the alternative, the Code Enforcement Officer may, at his or her discretion, specify the date and time for re-inspection within the time frames and cure periods as set forth above.
- (3) The notice from the Code Enforcement Officer may require immediate repairs or corrections of the Code violations if the Code Enforcement Officer determines that an imminent threat to life, property or public safety exists, irrespective of the cure periods set forth above. If immediate repairs or corrections are required, the owner or Local Agent shall contact the Code Enforcement Officer within five (5) days after receipt of the notice and arrange for an immediate re-inspection. A re-inspection fee is payable each time the Code Enforcement Officer must return to the premises after the first re-inspection, until compliance is established to the satisfaction of the Code Enforcement Officer.
- (4) If the code violations are not corrected by the property owner or Local Agent within the cure period established under Subsection (f) above, the City or any contractor hired by the City may enter upon the property where the code violations exist and correct the code violations. The cost of correcting the code violations shall be paid by the owner within thirty (30) days after the owner is billed for such costs, and in default thereof the City shall have a lien against the real property where the code violations occurred. The lien for the cost of such repairs shall be enforced in the manner prescribed by the general laws of the State providing for the enforcement of real property tax liens.
- (g) Decisions of the Code Enforcement Officer may be appealed to the Housing Appeals Board.
- (h) The Code Enforcement Officer shall be responsible for scheduling a renewal inspection at least 45 days prior to the expiration of an existing Certificate of Compliance. However, failure of the Code Enforcement Officer to make a renewal inspection prior to the expiration of an existing Certificate of Compliance shall not invalidate any action taken by the Code Enforcement Officer in the renewal process.
- (i) The inspection fee or renewal inspection fee is payable at or before the time of the inspection. The Code Enforcement Officer will not make any inspection unless **all assessed fees are paid**. Failure to pay **any assessed fee the inspection fee, re-inspection fee, or renewal inspection fee** in a timely manner shall constitute a violation of this Ordinance.

Section 7. Revocation of Certificate of Compliance.

A Certificate of Compliance may be revoked by the Code Enforcement Officer under the following circumstances:

- (a) A residential rental dwelling unit or residential rental dwelling structure is not operated as a rental unit or structure for 90 consecutive days, or is removed by the property owner or Local Agent from the City of Ishpeming's rental registration list. In such cases, a new Certificate of Compliance must be obtained, including the required inspection, prior to occupancy.
- (b) A property owner or Local Agent has failed to correct Code violations within the required time frames as set forth in Section 6(f)(1).
- (c) A residential rental dwelling unit continues to be operated as a rental unit without a valid certificate of compliance.

Section 8. Appeal Process.

- (a) A property owner or Local Agent disagreeing with a decision of the Code Enforcement Officer relative to the existence of a violation or the time frame in which to make corrections may appeal that decision to the Housing Appeals Board. The Housing Appeals Board is hereby designated to hear such appeals. A tenant of a residential rental dwelling unit shall have standing to appeal a notice or order to vacate a residential rental dwelling unit.
- (b) The Housing Appeals Board shall consist of three members, appointed by the Ishpeming City Council. Each member of the Housing Appeals Board shall serve for a period of three years.
- (c) To take an appeal from the decision of the Code Enforcement Officer, a property owner, Local Agent, or tenant shall file with the City Clerk a written appeal on a form provided by the Code Enforcement Officer, and pay the appeal fee, within 21 days after receipt of a notice of violation. The City Clerk, upon receipt of an appeal, shall immediately deliver a copy thereof to the Code Enforcement Officer and to each member of the Housing Appeals Board. If an appeal is timely filed, the decision or order of the Code Enforcement Officer shall be held in abeyance until such time as the appeal is acted upon by the Housing Appeals Board.
- (d) If an appeal is timely filed, the person filing the appeal shall be deemed to have consented to allowing any of those persons identified in Section 11 below to enter upon and/or into the property that is the subject of the appeal, for the purpose of taking photographs and conducting such other inspection of the property as may be necessary to prepare a full and complete report regarding the condition of the subject property. If entry upon and/or into the subject property is not granted to the Section 11 officials within 21 days after the appeal is filed, the appeal shall be deemed to be denied, no hearing under Section 8(d) below shall be held, and the decision or order of the Code Enforcement Officer shall be final.
- (e) The Housing Appeals Board shall convene and hold a public hearing on the appeal within 45 days after the appeal is filed with the City Clerk, with written notice served on the Code Enforcement Officer and the appealing party of the date, time, and location of the hearing. The Housing Appeals Board shall cause a record to be made of the entire proceedings. Said record may be made by tape recording or by other electronic recording device. The Board shall hear testimony and take evidence from the appealing party, the Code Enforcement Officer, and any other witnesses that may be called, and shall, by majority vote, render a decision on the appeal. The

decision shall be based upon competent, material, and substantial evidence on the whole record. In making a decision, the Housing Appeals Board shall not be bound by the strict rules of evidence, and may take into account **matters evidence** that would be relied on by reasonably prudent persons in the conduct of their affairs. The decision of the Housing Appeals Board shall be final.

- (e) This appeal process shall supercede the appeal provisions in Sections 111.1 and 111.2 of the Code. Provided, however, that the provisions of Sections 111.2.1 through 111.2.5 of the Code shall apply in appeal proceedings.
- (f) Every party appearing before the Housing Appeals Board may be represented by an attorney.
- (g) An appeal shall be based on a claim that the true intent of the Code or the rules legally adopted thereunder, or the terms of this Ordinance have been incorrectly interpreted, do not apply, or that the requirements of the Code have been satisfied.
- (h) **The Housing Board of Appeals may direct a fee paid by a property owner or local agent to be refunded if it determines that an avoidable mistake was made by the City in a determination.**

Section 9. Fees.

Fees for inspections, missed appointments, **denied entry**, re-inspections, late fees and appeals shall be as prescribed in a fee schedule adopted by the Ishpeming City Council. All fees shall be paid at the office of the City Clerk. A late payment fee shall be charged for all fees not paid on time. The City shall not issue a Certificate of Compliance and shall revoke any existing Certificate, where any fee is not paid. Fees remaining unpaid and all accumulated charges may be added to the real property tax rolls relative to the property(s), and such charges shall become a lien enforceable in the same manner as unpaid taxes with respect to such premises, until such charges are paid. See City of Ishpeming Fee schedule for listing of fees.

Section 10. Failure to Comply.

Failure or refusal to have a residential rental dwelling unit or residential rental dwelling structure inspected in accordance with this Ordinance, or failure to comply with any provision of this Ordinance, the Code, or any notice or order given pursuant thereto, shall constitute a municipal civil infraction punishable by ~~upon a finding that a defendant is responsible for a municipal civil infraction with the exception of a revoked Certificate of Compliance under Section 7 which shall constitute a misdemeanor, which upon conviction thereof shall subject the violator to a fine of up to \$500 or imprisonment in the Marquette County Jail for a period not to exceed 90 days for each offense, or both such fine and imprisonment in the discretion of the Court, together with the costs of such prosecution.~~ **Under this Ordinance, the judge or District Court magistrate may impose** a civil fine in an amount not to exceed Five Hundred (\$500.00) Dollars per violation, plus costs and other fees allowed by law. Violations of this Ordinance shall also constitute a public nuisance, which may be enjoined as provided by Michigan law. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 11. Enforcement Authorization.

The Code Enforcement Officer, City Fire Chief, City Police Officers, and the City Manager are also authorized to enforce the provisions of this Ordinance and the Code.

Section 12. Program Implementation.

The Code Enforcement Officer, under the direction of the Chief of Police, shall be primarily responsible for the implementation and ongoing operation of the City of Ishpeming Residential Rental Dwelling Unit Inspection Program.

Section 13. Interpretive Guidelines.

In the case of a conflict between the terms of this Ordinance and the provisions of the Code, the terms of the Code shall control unless otherwise specifically provided in this Ordinance.

Adopted: November 7, 2007

Amended: January 7, 2009

Amended: June 9, 2010

Amended: June 4, 2014

Amended: April 8, 2015

Amended: December 9, 2015

Amended:

First reading:

Second reading:

Published:

Effective date:

~~The Housing Board of Appeals may direct a fee paid by a property owner or local agent to be refunded if it determines that an avoidable mistake was made by the City in a determination.~~

CITY OF ISHPEMING

RENTAL INSPECTION CHECKLIST

Rental property inspections are made on a routine basis, usually once every three years. Sometimes it is more convenient to perform maintenance or make repairs *prior* to an inspection, or between tenants, when an inspection is not scheduled.

To Get A Head Start ... Use this checklist prior to a routine inspection. You may avoid a lengthy inspection and potentially costly re-inspection fees.

Note: While it is impossible to list every violation of the housing code that may occur, this list contains violations that are commonly found during routine inspections. If you have a question about a specific situation or concern, it is suggested that you contact the Code Enforcement Officer at (906) 486-4416.

RENTAL INSPECTION CHECKLIST

Outside

- * Are the street numbers visible from the road for each unit? (4 inch high minimum)
- * Are the siding and paint in good condition?
- * Is the garage in good condition?
- * Are the steps, decks, and landings in good condition and safe to use?
- * How about the handrails and guardrail? Height between 30 and 42 inches, spindles spaced at 4 inches? There are some exceptions to this rule.
- * Is garbage properly stored?

Throughout the House

Windows

- * Any cracked or broken windowpanes?
- * All windows that are within six (6') feet above ground level have locking (non-key) hardware?
- * All window putty in good condition?
- * All operable windows have screens? (No rips, tears, or holes)
- * All window frames, sashes, and sills in good condition and weatherproof?

Doors

- * All exterior doors have locks?
- * All exterior doors tight against the weather?
- * Do all doors open and close easily?
- * Screen and storm doors in good condition, with adequate hardware?
- * In a multi-family - do the fire doors self-close to latching?
- * Doors providing access to a dwelling unit shall be equipped with a deadbolt lock. (A sliding bolt is not acceptable.)

Surface Coverings

- * Are all the walls and ceilings free from peeling paint and loose plaster?

- * Any holes in the walls, ceilings, or floors repaired in a workman-like manner?
- * Are the floor coverings in good condition and easy to clean?
- * Is the carpet ripped or torn, or otherwise causing a possible trip hazard?

Electrical System

- * Are all cover plates for outlets, switches, and junction boxes in place?
- * Do closet light fixtures hang down on wires? They will need to be updated or removed.
- * Many other conditions require electrical repairs or upgrade. Please call if you have any questions, or contact your electrician.

Other

- * Does each room (particularly bedrooms and bathrooms) have adequate heat? Electric portable heaters are not permitted as the primary heat source.
- * Are there too many people in the unit? Look for at least 50 square feet of bedroom area per person (including babies). Other restrictions apply, but this is the most common problem.

In the Basement

- * Stair safety? Broken treads, loose runners, even sizes and heights?
- * Handrail in place?
- * Is there an open side of stairs? It needs a guardrail or guards with spindles spaced no more than four inches apart.
- * Plumbing leaks? Pipes supported?
- * Check the water heater for a T&P valve and metal drip leg?
- * Dryer vented outside?
- * Washer properly hooked and drained?
- * Check the clearance on chimney flues? Six inches normal minimum.
- * Fuses properly sized? (Look for 15 amp ratings and type S fuses on a 60-amp service, or the unit can have a 100-amp service.)
- * Smoke detector working?
- * Sleeping in the basement is prohibited unless there is an adequate means of egress.

In the Kitchen

- * Sink dripping?
- * Trap leaking?
- * Drains open and clear?
- * Adequate outlets and circuits? (Grounded-type or GFCI outlet within six (6') feet of the sink.)
- * Light fixtures have switches?
- * Mice and rodents need extermination?
- * Proper sanitation?
- * At least one openable window?

In the Bathroom

- * Toilet working properly?
- * Shower, tub, or lavatory dripping faucets?
- * Proper traps and drains flow easily?
- * Vent fan or operable window?
- * At least one GFCI outlet?
- * Door closes and locks to provide privacy?

In the Living Room

*At least two outlets and a light.

In the Bedrooms

- * At least two electrical outlets, one each on opposing walls.
- * Smoke detector working? (Smoke detector also required outside of each bedroom/sleeping area.)
- * At least one openable window.

Help

For assistance or to obtain a copy of the International Property Maintenance Code, please call the Code Enforcement Officer at (906) 486-4416. A fee will be charged to obtain a copy of the Code.

Permits

Electrical, mechanical, and plumbing permits are issued by the County of Marquette. Forms are available from the County of Marquette Construction Codes Department, 232 West Baraga Avenue, Marquette, Michigan. Telephone: (906) 225-8180.

Electrical permits are required for any work other than routine maintenance. These will only be issued to a licensed electrical contractor.

Building permits are required for just about anything beyond redecorating. Most building permits will be issued either to a licensed contractor or to the property owner.



Contract Change Order

Date: 5/2/2025

CO#: #1

Owner: City of Ishpeming, MI

Address: 100 E. Division Street

City, State, Zip: Ishpeming, MI 49849

Design #:

Project ID/PO #: 24082378

Project Name:

Superintendent:

This change order modifies or amends the provisions of the contract/order dated 6/11/2024 by and between the Owner and American Ramp Company. American Ramp Company is hereby directed to make the following change(s) in the performance of the contract work:

Description of Work			
Description	Quantity	Unit Price	Change Order Cost
Additional poured in place concrete			\$20,000.00
Total of this Change Request			\$20,000.00

As a result of the change(s) described above, the amount of payable to the contractor hereunder is modified as follows:

☐ No Change ☒ Increase ☐ Decrease Amount = \$20,000.00

As a result of the change(s) described above, the time permitted for this contract is hereby modified as follows:

☒ No Change ☐ Increase ☐ Decrease Amount = 0 days

Except as set forth above, all terms & provisions of the contract and all prior Change Orders remain in full force and effect.

Original Contract	\$ 292,600.00
Prior Changes	\$ -
Amount of this Change	\$ 20,000.00
Total Revised contract	\$ 312,600.00

Execution of this Change Order by both parties constitutes a binding agreement that no adjustment in compensation or time of performance shall be made as a result of the foregoing change(s), except as provided herein.

Accepted and Agreed:

ARC:

Name/Title: Alec Belden

Date: 5/2/2025

Owner:

Title:

Date:

City of Ishpeming Statement of Explanation

11(i)

1. Agenda Item Information

Agenda Item Title: Zero Turn lawn mower purchase

Department: Cemetery

Date Submitted: 05/16/25

Prepared By (Name & Title): Bill Anderson DPW General Foreman

2. Background & Purpose

The cemetery is due to replace a riding lawn mower this year. City staff in the past have purchased large diesel mowers for approximately \$13,000 but this year staff would like to purchase 2 commercial gasoline models for a total of \$8,200. Staff have test driven these models and feel they meet the needs of the department while also saving money.

3. Fiscal Impact

Total Cost / Revenue Impact: \$8,200

Funding Source(s): Cemetery

4. Recommended Action:

Purchase 2 Ariens zero turn mowers from OK Rental Sales and Service for \$8,200 from Cemetery Fund

5. Alternative:

Purchase 1 diesel zero turn lawn mower

5. Department Head Approval

Name: Bill Anderson

Signature: 

Date: 05/16/25

6. Attachments / Exhibits

OK Rental Sales and Service

609 Elm Street
Ishpeming, MI 49849
Phone: (906) 486-4460

Invoice Estimate

147376

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 20% on all special orders. No returns on electrical parts.

Bill To				Ship To		
CITY OF ISHPEMING 100 E. DIVISION ISHPEMING, MI 49849						
Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
1088		38-6004643	(906) 486-9371		Estimate	
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department
Gordy Conradson	Gordy Conradson	05/13/25	147376	DPWCLERK@ISHPEMINGCITY.ORG		Counter Sales

Part Number	Line	Description	Ordered	B/O'd	Shipped	List	Net Each	Amount
71802100	ARIP	KIT 42 IKON/ZTX MULCH	1		1	\$229.95	\$229.95	\$229.95
Labor	Line	Mechanic	Description			Rate	Time	Amount
MKB			INSTALL MULCH KIT WITH BAFFLES			\$71.05	001:00	\$71.05
Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
918002	ARIW	IKON 42 Z-TURN 21.5HP KAW	1		1	\$4,807.00	\$3,799.00	\$3,799.00
SN 037374								

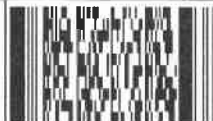
Invoice Total \$4,100.00

Sales Tax \$0.00

Grand Total \$4,100.00

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 20% on all special orders. No returns on electrical parts.

Notes:



Customer acknowledges receipt thereof:

OK Rental Sales and Service

609 Elm Street
Ishpeming, MI 49849
Phone: (906) 486-4460

Invoice Estimate

146488

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 20% on all special orders. No returns on electrical parts.

Bill To				Ship To			
CITY OF ISHPEMING 100 E. DIVISION ISHPEMING, MI 49849				CITY OF ISHPEMING CEMETARY Ishpeming, MI 49849 Phone: (906) 360-9476			
Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number	
1088		38-6004643	(906) 486-9371		Estimate		
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department	
Gordy Conradson	Gordy Conradson	05/13/25	146488	DPWCLERK@ISHPEMINGCITY.ORG		Counter Sales	

Part Number	Line	Description	Ordered	B/O'd	Shipped	List	Net Each	Amount
71802100	ARIP	KIT 42 IKON/ZTX MULCH	1		1	\$229.95	\$229.95	\$229.95
Labor	Line	Mechanic	Description			Rate	Time	Amount
MKB		Bren Balzarini	INSTALL MULCH KIT WITH BAFFLES			\$71.05	001:00	\$71.05
Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
918002	ARIW	IKON 42 Z-TURN 21.5HP KAW	1		1	\$4,807.00	\$3,799.00	\$3,799.00
SN 037377								

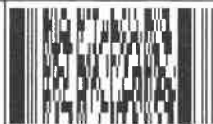
Note

RYAN MARTINAC ***** CEMETARY ***** KALEB RUNDMAN 360-9476

Invoice Total	\$4,100.00
Sales Tax	\$0.00
Grand Total	\$4,100.00

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 20% on all special orders. No returns on electrical parts.

Notes:



Customer acknowledges receipt thereof:

City of Ishpeming Statement of Explanation

11(j)

1. Agenda Item Information

Agenda Item Title: Brasswire Campground signs

Department: Parks and Rec

Date Submitted: 05/16/25

Prepared By (Name & Title): Bill Anderson DPW General Foreman

2. Background & Purpose

Parks and Rec Commission has asked to have signs placed on Business M-28 that show directions to the Brasswire Campground. The council has approved the signage for US 41, and it should be installed next month.

3. Fiscal Impact

Total Cost / Revenue Impact: \$720/ Annually

Funding Source(s): Public Improvement

4. Recommended Action:

Have the Pure Michigan Signs installed on Business 28 with the cost of \$720 annually coming from the Public Improvement Fund

5. Alternatives:

1. Install the brown sign with a white tent (which represents camping) with a second brown sign with a white arrow. These signs will not have any letters.
 2. Continue to look for ways to advertise the campground's location.
-

5. Department Head Approval

Name:

Signature: 

Date: 5/16/25

6. Attachments / Exhibits

City of Ishpeming Statement of Explanation

11(K)

1. Agenda Item Information

Agenda Item Title: Engineering/ Design Proposal for Al Quaal Lodge

Department: Parks and Rec.

Date Submitted: 05/16/25

Prepared By (Name & Title): Bill Anderson DPW General Foreman

2. Background & Purpose

Parks and Rec. Commission has been looking for ways to improve ADA accessibility and repair the roof on the Al Quaal Lodge. City staff reached out to a local contractor to perform the engineering and design work needed. Staff would then use these design prints to go out for bids for a Contractor to perform the demolition and construction of those plans.

3. Fiscal Impact

Total Cost / Revenue Impact: \$14,200

Funding Source(s): Public Improvement

4. Recommended Action:

Allow the Manager to sign the contract for RG Designs in the amount of \$14,200 for the engineering and design work needed for Al Quall repairs and modifications

5. Alternatives:

Continue to search for other alternatives for the repairs/ modifications needed

5. Department Head Approval

Name: Bill Anderson

Signature: 

Date: 05/16/25

6. Attachments / Exhibits



ANDERSON, TACKMAN & COMPANY, PLC
Certified Public Accountants

102 W. Washington St. Suite 109 Marquette, MI 49855 (906) 225-1166 www.atcomqt.com

11 (12i)
PARTNERS
Michael A. Grentz, CPA
William C. Sheltrow, CPA

May 2, 2025

To the Members of the City Council and
Management of the
City of Ishpeming, Michigan
100 Division Street
Ishpeming, Michigan 49849

We are pleased to confirm our understanding of the services we are to provide the City of Ishpeming, Michigan (the City) for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information including the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) GASB-required supplemental pension schedules
- 3) Individual Major Fund Budgetary Comparison Schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and

we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards
- 2) Combining and Individual Fund Statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or

governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for

one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and

for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly recorded. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we

report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review during our preliminary fieldwork.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Anderson, Tackman & Company, PLC, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which Anderson, Tackman & Company, PLC is not involved, you agree to clearly indicate in the exempt offering document that Anderson, Tackman & Company, PLC is not involved with the contents of such offering document.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you.

Additional nonaudit services we are to provide:

- Consult on the adjustments and disclosures for the City's Act 345 defined benefit pension plan in accordance with GASB 67
- Consult on the adjustments and disclosures for the City's MERS defined benefit pension plan in accordance with GASB 68
- Consult on the financial statement disclosures for tax abatements in accordance with GASB 77
- Prepare the financial statement reconciliations in accordance with GASB 34
- Consult of the adoption of any new GASB pronouncements, as applicable
- Consult on the adjustments and/or disclosures required for the adoption of any new GASB pronouncements, as applicable, based on information provided by you. New GASB pronouncements required to be reviewed by management for applicability in the current year include:
 - GASB 100, *Accounting Changes and Error Corrections – an Amendment of GASB Stmt. No. 62*
 - GASB 101, *Compensated Absences*
- Prepare and submit the following forms required by the Michigan Department of Treasury in accordance with the instructions provided by Treasury based on information provided by you:
 - Form F-65

- Related to the City's Single Audit in we are to:
 - Assist in preparing the schedule of expenditures of federal awards in conformity with the Uniform Guidance based on information provided by you, as applicable.
 - Prepare the Data Collection Form in accordance with the Uniform Guidance based on information included in the schedule of expenditures of federal awards, the results of our Single Audit procedures, and information provided by you.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and our fees for these services will be billed at actual time incurred. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Citrix ShareFile (herein referred to as "ShareFile") is used solely to transmit data and/or as a method to exchange information and is not intended to store the City's information. The City is responsible for downloading any deliverables and other records from ShareFile that it wishes to retain for its own records at the completion of the engagement.

Upon completion of the engagement, any deliverables, data, and other content will either be removed from ShareFile or become unavailable to the City and Anderson, Tackman & Company, PLC within a reasonable time frame of 180 days from initial upload.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing

requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Anderson, Tackman & Company, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Michigan Department of Treasury or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Anderson, Tackman & Company, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Michigan Department of Treasury. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Michael A. Grentz, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our preliminary audit fieldwork on approximately May 27, 2025.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) as outlined in the Attachment to this letter. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel

assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Peer Review under Government Auditing Standards

Government Auditing Standards require that, if requested, we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent external peer review report and letter of comment can be found by accessing the Peer Review Public File link on the AICPA website. Our firm number is 900010001417, which can be used to perform a Firm Search. The direct address to perform a Firm Search is:

https://peerreview.aicpa.org/public_file_search.html

Agreement Performance

In the event, through cause, either party shall fail to fulfill in a timely and proper manner the obligations under the agreement or if either shall violate any of the covenants, agreements or stipulations of the agreement; either party shall thereupon have the right to terminate this agreement by written notice specifying the reasons and the effective date thereof. In the event of termination all property finished or unfinished shall belong to the party whom prepared the documents.

All disputes under this agreement shall be submitted to mediation. Each party shall designate an executive officer or principal empowered to resolve the dispute. Should the designated representatives be unable to agree on a resolution, a mediation service acceptable to both parties shall select a mediator to mediate the dispute. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties.

In the event that the dispute is required to be litigated, the court shall be authorized to assess litigation costs against any party found not to have participated in the mediation process in good faith.

In the performance of this agreement, we will not discriminate against any employee whom we employ in the work covered by this agreement because of race, color, religion, sex or national origin.

Closing

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

ANDERSON, TACKMAN & COMPANY, PLC
Certified Public Accountants

Michael Greutz

Michael A. Greutz, CPA
Partner

ATTACHMENT:

The audit fee structure for the year ended December 31, 2024 will be as follows:

Audit	\$24,750	^
Audit – expanded internal control review	350	@
Michigan Department of Treasury Forms:		
Form F-65	Included	
Qualifying Statement	Not included	
Retirement System Annual Report (PA 202 of 2017)	Not included	
New GASB Standards	See below	
Single Audit, if applicable – <u>one</u> major program	4,850	# *
Total	<u>\$29,950</u>	% &

- ^ - Audit estimated base fee includes preparing the draft financial statement and related notes of the City, maintaining the City's fixed asset schedules, consulting on the adjustments and disclosures for the City's Act 345 defined benefit pension in accordance with GASB 67, consultation on the adjustments and disclosures for the City's MERS defined benefit pension plan in accordance with GASB 68, consultation on the financial statement disclosures for tax abatements in accordance with GASB 77, prepare the financial statement reconciliations in accordance with GASB 34, and prepare the Michigan Department of Treasury Form F-65.

The base fee does not include: preparation of the annual Qualifying Statement or Retirement System Annual Report required by the Michigan Department of Treasury. If assistance is required our fee would be billed at the actual time incurred.

- @ - As part of our audit, we will be testing the City's internal control procedures. Our base audit fee includes the testing of 25 transactions for each of the following areas: cash receipts, cash disbursements, payroll, and utility billing. Due to issues identified in the 2023 audit, we will be expanding our testing related to cash disbursements. We anticipate this expansion will result in approximately 5 additional hours of staff time, which will be billed at actual time incurred.
- # - The Single Audit fee includes preparing the Single Audit report including footnotes and the preparation of the Data Collection Form. Any services beyond this will be billed at actual time and expense incurred.
- * - Single Audit estimated base fee includes testing of one major program as determined by the requirements of the Uniform Guidance. If additional programs are required to be tested an additional fee will be assessed based on the compliance requirements and complexity of the additional major program(s) selected for testing.
- % - If any new standards are implemented during the current year an additional fee will be determined based on the complexity of implementation and, if possible, the estimated fee will be communicated to you prior to the start of the audit. See listing below for more information.
- & - This fee based on the activity included in the audited financial statements as of and for the year ended December 31, 2023. If the scope of our engagement is expanded (e.g. additional work related to new funds or the issuance of new debt and/or refunding debt), any significant additional time to perform our services will be billed at time and materials.

New requirements scheduled to be implemented during the December 31, 2024 audit and the estimated fees related to their implementation are as follows:

GASB 100, *Accounting Changes and Error Corrections –
An Amendment of GASB Stmt No 62*
GASB 101, *Compensated Absences*

N/A
TBD

- TBD - To be determined; the fee for this service will be billed at time and materials.
- N/A - Initial assessment is that this standard is not applicable to the City or that implementation of this standard does not entail significant additional time. If it is later determined that this GASB is applicable and significant additional time is required for its implementation an additional fee will be assessed at that time.

RESPONSE:

This letter correctly sets forth the understanding of the City of Ishpeming, Michigan.

Management:
Signature: _____
Title: <u>City Manager</u>

Governance:
Signature: _____
Title: <u>Mayor</u>



ANDERSON, TACKMAN & COMPANY, PLC
Certified Public Accountants

102 W. Washington St. Suite 109 Marquette, MI 49855 (906) 225-1166 www.atcomqt.com

11 (Xii)

PARTNERS

Michael A. Grentz, CPA
William C. Shelton, CPA

May 2, 2025

To the Members of the City Council and
Management of the
City of Ishpeming, Michigan
100 Division Street
Ishpeming, Michigan 49849

We are engaged to audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Ishpeming, Michigan (the City) for the year ended December 31, 2024. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards, and the Uniform Guidance

As stated in our engagement letter dated May 2, 2025, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also, in accordance with the Uniform Guidance, we will examine on a test basis, evidence about the City's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the City's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide legal determination on the City's compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to GASB-required Pension schedules, individual major governmental funds Budgetary Comparison Schedules, which supplement the basic financial statements, is to apply certain limited

procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the combining and individual fund financial statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of Audit, Significant Risks, and Other

Audit Planning Process

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Two-way Communication

Effective two-way communication between Anderson, Tackman & Company, PLC and members of the City Council is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding the City and its environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We may discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate with us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of management.

We will timely communicate to you any fraud involving management and other fraud that causes a material misstatement of the financial statements, illegal acts that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to

management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, without our permission no partner or professional employee of Anderson, Tackman & Company, PLC is permitted to own any direct financial interest or a material indirect financial interest in a client or any affiliates of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies restrict certain non-audit services that may be provided by Anderson, Tackman & Company, PLC and require audit clients to accept certain responsibilities in connections with the provision of permitted non-attest services.

Timing of the Audit

We have worked with management to determine a mutually agreeable timetable for the various phases of our audit. Key dates are as follows:

Preliminary fieldwork: May 2025
Year-end fieldwork: May – June 2025
Final: June 30, 2025

Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit. Please utilize this timetable to relate any matters relevant to the audit.

Addressing Risk in the Audit

We will use the knowledge and understanding about your entity gathered in the audit planning process, together with other factors, to first assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk (the susceptibility of an assertion relating to an account balance or class of transactions to a material misstatement, assuming there are no related controls); and
- An evaluation of the design and effectiveness of internal control over financial reporting and our assessment of control risk (the risk that a material misstatement could occur in an assertion and not be prevented or detected on a timely basis by the company's internal control).

We will then determine the nature, timing, and extent of tests of controls and substantive procedures necessary given the risks identified and the controls as we understand them.

Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of your organization's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Areas with Higher Assessed Risks of Material Misstatements

Risk of material misstatement is the risk that the financial statements have been misstated by a material amount. As part of our audit planning process, we assess the risk of material misstatement on the various audit areas. The risk of material misstatement can be expressed as an equation where:

$$\text{Risk of Material Misstatement (RMM)} = \text{Inherent Risk (I/R)} \times \text{Control Risk (C/R)}$$

Inherent risk in an audit refers to the susceptibility of a misstatement that is due to reasons other than the failure of internal controls. Factors of inherent risk can include things like the complexity of accounting for transactions, the volume of transactions recorded, the extent of judgment involved in accounting for a transaction or audit area, the complexity of calculations, and presence of misstatements or noncompliance in prior audit. The auditor cannot perform procedures to reduce inherent risk.

Conversely, control risk in an audit is the susceptibility of a misstatement due to the failure of an entity's internal controls. The failure in internal control is the result of the design or operation of a control that does not allow management or employees to prevent and/or detect and correct a misstatement timely, in the normal course of performing their assigned functions. The auditor can perform procedures to reduce control risk.

As part of planning the audit we determine if the risk of material misstatement can be appropriately reduced by performing procedures designed to test the operating effectiveness of the entity's internal control structure. If deemed appropriate we will perform tests of controls on areas of the audit that we deem significant such as receipts, disbursements, payroll, utility billing, grant

expenditures, and financial statement close. Typically, such testing, if deemed necessary, is done as part of our preliminary fieldwork to allow us sufficient time to adjust our audit plan should the results of such testing identify deficiencies.

Communication of Deficiencies

Generally, we communicate deficiencies identified during the audit at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. When circumstances dictate that immediate communication is necessary we will discuss the matter orally with the appropriate level of management. We will also communicate such matters formally at the end of the audit in a letter addressed to the City Council. That letter will also communicate any other internal control related matters that are required to be communicated under professional standards.

Nature and Extent of Specialized Skills Needed for the Audit

Our planning process includes the assessment of whether the audit will require any specialized skills in order to obtain reasonable assurance for forming our opinions. This is done through assessing the required skills needed and assigning appropriate staff to meet those needs. A specialist may be needed to provide appropriate documentation for certain financial statement items and disclosures. We have not deemed it necessary to hire a specialist to assist with the audit; however, we may rely on information provided by management's specialist(s) such as an actuary for providing the required information for inclusion in the footnotes related to the entity's pension and other post-employment benefit pension plans, if applicable. If management has hired such a specialist we will require management to make certain representations to us regarding the use of a specialist.

Key Audit Matters (KAMs)

In accordance with AU-C Section 701 key audit matters (KAMs) are defined as "those matters that, in the auditor's professional judgment, were of most significance in the audit of the financial statements for the current period." If engaged to report on KAMs we will take into account various factors for determining what items are considered KAMs, including consideration of areas with higher assessed risk of material misstatement, areas of the financial statements that may rely on significant judgment by management, areas of the financial statements that require significant disclosures, and/or significant events that may have occurred during the current year.

We have not been engaged to report on key audit matters.

Significant Changes in Financial Condition, Environment, or Activities

Throughout the course of the audit, we review known facts about the entity as part of our process for determining the accounting procedures that are appropriate for the circumstances. Significant changes in the financial condition, environment, or activities of the entity may result in a higher assessed risk of material misstatement. As we are made aware of these changes we adapt our audit procedures to address any added risk. As part of our final audit procedures, we review our initial risk assessments, preliminary materiality amounts, and other analytical procedures to determine if additional procedures are deemed necessary in order for us to provide an opinion on the financial statements.

Significant Risks

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls is always presumed a significant risk in accordance with Generally Accepted Auditing Standards.
- Revenue recognition is always presumed to be a significant risk in accordance with Generally Accepted Auditing Standards.
- Fraud risks (discussed in the next section of this letter), including suspected fraud.
- Overall financial statement risk related to turnover of key personnel, if applicable.
- Changes in entity operations for implementation of the Fixed Assets module of its accounting software (BS&A), if applicable.
- Implementation of new GASB Standards, if applicable:
 - GASB 100, *Accounting Changes and Error Corrections – an Amendment of GASB Stmt. No. 62*
 - GASB 101, *Compensated Absences*
- Related to federal awards:
 - Recording and reporting of federal expenditures; especially funds received through new federal sources.
 - Single audit determination. For purposes of the Single Audit all sources of federal funding including non-monetary federal awards, federal loan programs, and amounts received via pass-through entities must be evaluated to determine if a Single Audit is required under the Uniform Guidance.
 - Schedule of expenditures of federal awards (SEFA), if applicable.
- Related to the City's defined benefit pension plans:
 - Financial statement amounts and disclosures in accordance with GASB 67 for the City's Act 345 (Police) Pension Plan.
 - Financial statement amounts and disclosures in accordance with GASB 68 for the City's Municipal Employees' Retirement System (MERS) Pension Plan.
- Changes in financial statement presentations:
 - Changes in funds presented as major for financial statement purposes, if applicable.
 - New funds in the current fiscal year, if applicable.

Consideration of Fraud in a Financial Statement Audit

Auditing Standards Board's AU Section 316, *Consideration of Fraud in a Financial Statement Audit*, defines fraud as "an intentional act that results in a material misstatement in the financial statements that are the subject of an audit." Two types of misstatements are considered relevant to the audit:

- 1) *Misstatements arising from fraudulent financial reporting* are intentional misstatements or omissions of amounts or disclosures in financial statements designed to deceive financial statement users where the effect causes the financial statements not to be presented, in all material respects in conformity with generally accepted accounting principles (GAAP).
- 2) *Misstatements arising from misappropriation of assets* (sometimes referred to as theft or defalcation) involve the theft of an entity's assets where the effect of the theft causes the financial statements, in all material respects in conformity with GAAP.

It is important that you understand the three conditions that are generally present when fraud occurs: (1) incentive/pressure, (2) opportunity, and (3) rationalization. Management is responsible to design and implement controls to prevent, deter, and detect fraud. Management and the governing board are also responsible for helping set a tone-at-the-top that promotes honesty and high ethical standards. When management and the governing board fulfill their responsibilities the opportunity to commit fraud is significantly reduced. However, management has a unique ability to perpetrate fraud due to management's knowledge of the internal control structure and the ability to circumvent those controls. For that reason, it is essential that the City Council be cognizant of the potential for fraud.

As part of our audit procedures AU Section 316 requires us to evaluate the risk of material misstatement due to fraud and to make certain inquiries about fraud:

- Your knowledge of any actual fraud or suspicions of fraud affecting the entity.
- Whether you are aware of any allegation of fraud or suspected fraud affecting the entity.
- Your understanding of the risks of fraud in the entity, including any areas in which you feel are at greater risk or transactions that questionable in nature.
- Your understanding on the programs and controls that have been implemented by management and the governing board to mitigate specific fraud risks the entity has identified, or that otherwise help or prevent, deter and detect fraud, and how management and the governing board monitors those programs and controls.
- How you communicate to each other, management, and employees the importance of ethical behavior and business practices.
- How you monitor multiple locations or business segments and whether any of them possess a higher degree of fraud risk, if applicable.
- Your overall knowledge of your organization's compliance with the applicable laws and regulations.

AU Section 316 requires us to maintain appropriate documentation regarding our inquiries related to these matters. This can be done through either a personal meeting (via in-person, phone, Zoom or equivalent) or through written communication.

Closing

Generally speaking, the intent of this letter is to assist you in understanding your role in governance for preventing, deterring, and detecting fraud within the entity. We ask that you

provide a copy of this letter to others on the governing body and that you confirm to us your understanding of the information provided in this by signing and returning a copy to us. In your response we ask that you disclose to us your knowledge of any fraud or suspected fraud within the entity so that we can tailor our audit to be responsive to those concerns, if any.

We expect to begin our audit on approximately May 27, 2025 and issue our report on approximately June 30, 2025. Michael A. Grentz, CPA is the engagement partner on the audit and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We appreciate the opportunity to serve the City of Ishpeming, Michigan. If at any point of the audit you or any member of the governing body desire to communicate with us personally, please feel free to call our office at (906) 225-1166 and we would be happy to respond to any questions or comments you have or to coordinate a mutually acceptable time to meet in person or via teleconference.

This communication is intended solely for the information and use of the City Council, management, and others within the City of Ishpeming, Michigan and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

ANDERSON, TACKMAN & COMPANY, PLC
Certified Public Accountants

Kathryn Pelton

Kathryn Pelton
Senior Accountant

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

City Council, Mayor

11(m)

City of Ishpeming Statement of Explanation

1. Agenda Item Information

Agenda Item Title: Plate Compactor Purchase

Department: Water/ Sewer

Prepared By (Name & Title): Bill Anderson

Date Submitted (MM/DD/YYYY): 05/16/25

2. Background & Purpose

Purpose / Background: City staff have been using an undersized plate compactor for years. This has been causing roads to sink months after a repair causing uneven driving surfaces. This unit is the industry standard weight used by all local contractor to achieve the proper compaction.

3. Fiscal Impact

Total Cost / Revenue Impact: \$8,799

Funding Source(s): Water and Sewer funds

4. Recommended Action & Alternatives

Alternatives Considered (Anticipate questions): Continue using current undersized unit

Recommended Action: Allow staff to purchase Multiquip plate compactor from Midway rentals for \$8,799 with funds being split between water and sewer funds

5. Approval & Routing

Department Head Approval

(Name & Signature): 

Date: 5/14/25

6. Attachments / Exhibits



P. O. Box 368
Marquette, MI 49855
mrmqt.com
906-228-4200 Phone
906-228-9379 Fax

Customer #: 1152

Ishpeming City Of
ACCTS PAYABLE/KAITLYN X 211
100 E DIVISION ST
ISHPEMING, MI 49849

Phone 906-485-1091

Status: Quote

Quote #: q593871-1

Quote To: Thu 5/15/2025 9:00AM

Operator: O'DOVERO, JOE

Terms: 30 Days

Sales Rep: Brad Cuyler 906-362-5787 bradc@mrmqt.com

Qty	Key	Items Sold	Disc Amt	Status	Each	Price
1	MVH308GHMUQ	COMPACTOR,700#MULTIQUIP, HONDA GX270	\$0.00	Retail	\$8,799.00	\$8,799.00

Gave show price even after show regular price \$9696.00 sale price \$8799.00

Quote valid for 30 days.

Signature: _____

Ishpeming City Of

Sales:	\$8,799.00
Subtotal:	\$8,799.00
Total:	\$8,799.00
Paid:	\$0.00
Amount Due:	\$8,799.00

11(P)

City of Ishpeming Statement of Explanation

1. Agenda Item Information

Agenda Item Title: 11p. City Hall/DPW Hours of Operation

Department: City Manager

Prepared By (Name & Title): Randy Scholz

Date Submitted (MM/DD/YYYY): 05/15/2025

2. Background & Purpose

Purpose / Background: The City is evaluating a change to the standard hours of operation for City Hall and the Department of Public Works to improve service accessibility, increase operational efficiency, and support workforce stability.

The proposed change would establish City Hall hours from 7:00 a.m. to 5:00 p.m., and DPW hours from 6:00 a.m. to 4:00 p.m., Monday through Thursday. These adjusted hours would be in effect seasonally, from Monday after Memorial Day through the Friday before Labor Day.

This change increases the total hours City Hall is open to the public from 35 to 40 hours per week, providing greater access to residents and businesses.

In addition to enhancing convenience for residents by offering earlier access to services, the updated schedule is also intended to serve as a recruitment and retention tool. Competitive and flexible work schedules are increasingly important in attracting and retaining qualified employees. Maintaining a strong, dedicated workforce is essential to delivering high-quality services to our community.

3. Fiscal Impact

Total Cost / Revenue Impact: The proposed change is not expected to result in any new costs. There may be operational savings, particularly within the Department of Public Works, as earlier start times can improve project efficiency by allowing crews to mobilize and begin work sooner. This could lead to better use of staff time and resources, as well as improved coordination with contractors and vendors who often begin work early in the day.

Funding Source(s): Existing departmental budgets

4. Recommended Action & Alternatives


Alternatives Considered (Anticipate questions):

- Maintain current hours of operation
- Implement proposed schedule: 7 a.m.–5 p.m. (City Hall) and 6 a.m.– 4 p.m. (DPW)
- Consider alternate schedules or phased implementation

Recommended Action: Approve the proposed seasonal hours of operation change for City Hall to 7:00 a.m.–5:00 p.m. and for DPW to 6:00 a.m.– 4:00 p.m., effective annually from the Monday after Memorial Day through the Friday before Labor Day. This change is intended to enhance customer service, improve staff coverage, and support employee recruitment and retention.

5. Approval & Routing

Department Head Approval

(Name & Signature):  Date: 5.16.25

6. Attachments / Exhibits: NA

City of Ishpeming Manager's Report
Council Meeting May 21, 2025
 (Report through May 16, 2025)

1. Operational and Administrative Updates

- DPW reviewed concerns from two citizens who spoke at the April 16th Council meeting:
 - Traffic issue at 6th and New York – see attachment
 - Street crossing at the High School – see attachment
- Looked at water-related issues around the city
- The Mayor gave me a tour of the city
- Attended RAMBA meeting
- Weekly meetings with Grant and Cathy
- Weekly meeting with the Mayor
- Weekly meeting with legal counsel
- Monthly meetings with Department Heads
- Worked with Cathy to get an uncertified version of the City Charter on the website – Caroline is getting us disclaimer language
- Submitted a grant using Congressional Directed Spending for a fire truck through U.S. Senator Elissa Slotkin's office
- Submitted a grant through Representative Bohnak and Senator McBroom for a fire truck and rehabilitation of the fire tower
- Attended Marquette County Ambassador Days at the Capitol
 - Meetings with MSHDA, Senator McBroom, DMVA, EGLE, MEDC, LARA, and Representative Bohnak
 - Issues covered: fire truck, fire tower, fire station with representatives, increase for Rural Readiness Grants, investment in reliable air service, and energy bills
- Met with our employees to roll out additional benefits at their cost – Job Disability, Accident, Critical Illness, and Hospital Bridge
- Met with Acrisure to offer additional life insurance benefits with Lincoln Life at employees cost.
- Participated in Union negotiations – have a tentative agreement with the three Unions we are bargaining with
- Transitioned to Office 365
- Talked with Little League – discussed cost of renting the field for the summer. The Council sets the fee; I am not able to change it
- Met about Redevelop Ready Communities Program
- Interviewed with Radio Results Network about the Anderson Building grant
- Met with City of Marquette and City of Negaunee Managers – looking for opportunities to work together
- Met with LSCP about conducting a strategic plan – they will work with Michigan State University Extension on the outline of the plan, and they will get back to me
- Met with citizens about Lake Bancroft – they want to try and improve the water quality. They showed me the history of work done to try and improve it
- Interviewed by the Mining Journal
- Advertising for a DPW Clerk – hope to get it filled by the end of June

2. Capital Projects and Infrastructure

- DPW is preparing for large street projects for the year
- Contacted Globe Printing – put together a map of street projects for this year to mail out to residents. Globe mailed it out the week of May 5–9
- Work has begun across the city for street projects
- Have weekly meetings with contractors on projects

3. Financial and Budgetary Overview

- Met with Grant about the impacts of wage and insurance increases for city employees
- Received word that the committee recommended and moved forward our grant to get solar power to the Brasswire Campground
- Grant did a training during union negotiations about how the budget works, how the General Fund is increased, and the challenges the city has with General Fund funding
- Met with Grant to review the history of all funds, with a focus on the General Fund, identifying trends and anticipated increases moving forward

4. Community Engagement and Public Services

- Met with the Chief of Police, Code Enforcer, and a citizen about neighborhood concerns
- Reviewed what the city has for determining Old Farm Road's location and where it ends
- Reviewed a street sign location concern from a citizen. The citizen was not satisfied with my review. I informed them they could appeal my decision to the Council. The citizen said they would get an attorney and attend a Council meeting
- Attended RAMBA meeting
- Reviewed "Ready to Service" language in our ordinance – requested by a citizen to see if there was a "grandfather clause" in the ordinance. I could not find one
- A citizen called about the condition of Stone Street – it is on the list for this summer
- Talked with two citizens about issues related to previous construction on Empire Street
- Attended Michigan Municipal League meeting
- Met with members of RAMBA – trail expansion
- We were notified that MEDC announced that the LSCP has been awarded a Revitalization & Placemaking (RAP) grant. The Anderson Building will be awarded \$250,000 for façade enhancements to complement the funds the land bank is putting into stabilization. The funds are a 50/50 match, so it is a total \$500,000 investment (at a minimum)
- Met with residents concerned about adding fluoride to our water supply. They requested I convene a special Council meeting. However, as a non-elected official, my role is to provide objective analysis and information, not to make or direct policy decisions. I therefore declined their request; I will supply any information the Council requests to make an informed decision
- Met with a citizen about a concern on Superior Street
- Media intern to start the 19th of May. Will work approximately four hours a day

City of Ishpeming Statement of Explanation

DRAFT

1. Agenda Item Information

Agenda Item Title:

Department:

Prepared By (Name & Title):

Date Submitted (MM/DD/YYYY):

2. Background & Purpose

Purpose / Background:

3. Fiscal Impact

Total Cost / Revenue Impact:

Funding Source(s):

4. Recommended Action & Alternatives

Alternatives Considered (Anticipate questions):

Recommended Action:

5. Approval & Routing

Department Head Approval

(Name & Signature): _____ Date: _____

6. Attachments / Exhibits



DEPARTMENT OF PUBLIC WORKS
CITY OF ISHPERING, MICHIGAN
100 EAST DIVISION STREET
ISHPERING, MICHIGAN 49849
906-486-9371

13

To: Randy Scholz- City Manager

From: Bill Anderson, DPW General Foreman

Date: 4/17/25

4/16/25 Public Comment- street crossing at the high school

A citizen brought up what he believed to be a safety issue with students crossing Division street from the parking lot at 3rd and Division. He commented that it was not well lit and students could not be seen crossing between the parked vehicle on the south side of Division.

After review, the area in question has 2 well defined crosswalks with street lighting at both sides of the crosswalk area. The parking lot in question is actually a faculty park lot not used by students. I talked with school superintendent and she agreed this is not an issue for city staff.



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



DEPARTMENT OF PUBLIC WORKS

CITY OF ISHPEMING, MICHIGAN

100 EAST DIVISION STREET

ISHPEMING, MICHIGAN 49849

906-486-9371



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



13

DEPARTMENT OF PUBLIC WORKS
CITY OF ISHPERING, MICHIGAN
100 EAST DIVISION STREET
ISHPERING, MICHIGAN 49849
906-486-9371

To: Randy Scholz- City Manager

From: Bill Anderson, DPW General Foreman

Date: 4/17/25

4/16/25 Public Comment- Traffic Issue at 6Th and New York

Citizen, during public comment asked to have the intersection of 6th and New York looked at for possibly adding a stop sign. He claimed that it was unsafe to back out of his driveway due to cars/ buses coming around the corner to fast.

I looked at it this morning and do not believe it's a traffic control issue, rather a driveway issue. The resident has a driveway but also parks 4 cars in his yard just off the street. Rather than a traditional driveway, its more of a illegal parking lot. Where backing out of a driveway, you could see traffic coming, he has vehicles parked along the road blocking his own view.

After review, there is no need to add more traffic control in this area.



DEPARTMENT OF PUBLIC WORKS

CITY OF ISHPEMING, MICHIGAN

100 EAST DIVISION STREET

ISHPEMING, MICHIGAN 49849

906-486-9371





DEPARTMENT OF PUBLIC WORKS
CITY OF ISHPEMING, MICHIGAN
100 EAST DIVISION STREET
ISHPEMING, MICHIGAN 49849
906-486-9371

