


ISHPEMING CITY COUNCIL AGENDA
Wednesday, November 19, 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 Meetings (October 15, 29, and November 12)
 - b. Approval of Disbursements
 - c. Confirm reappointment of Richard Burke to a 3-year term on the Zoning Board of Appeals: Term Exp 11/2028
 - d. Confirm reappointment of Todd Prillwitz to a 3-year term on the Planning Commission: Term Exp 11/2028
 - e. Confirm reappointment of Mike Elliott to a 3-year term on the Planning Commission: Term Exp: 11/2028
 - f. Confirm reappointment of Mark Broberg to 3-year term on the Zoning Board of Appeals: Term Exp: 11/2028
 - g. Confirm appointment of Robert Anttila 3-year term on the Parks and Rec Commission: Term Exp: 5/2028
 - h. Confirm reappointment of Dean Dompierre to a 3-year term on the Wastewater Treatment Plant Board:
Term Exp 12/2028
- 8. Monthly Reports from Departments**
 - a. Monthly Financial Statement Report
 - i. Balance Sheets – All funds
 - ii. Monthly Detail – All funds
 - b. DPW Update
- 9. Public Hearings** *(limit 3 minutes per person) - None*
- 10. Unfinished Business**
 - a. SNAP Benefits Update
- 11. New Business**
 - a. Special Event Applications: Polar Roll: 2/21/2026
 - b. Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF)
 - i. Resolution 33-2025, Payment -Reimbursement CWSRF #12
 - ii. Resolution 34-2025, Payment-Reimbursement DWSRF #8
 - c. Request for Proposals - Police, Fire, DPW, City Hall, and Library Facilities
 - d. Request for Proposals – New Fire Truck
 - e. Boiler Systems
 - i. Bid from Prime Contracting - City Hall
 - ii. Discuss replacement or repairs for Library Boilers
 - f. UPEA Professional Services Agreement – Solar Lighting at Brasswire Campground
 - g. Adopt City of Ishpeming 2026 Budget
 - h. Declare Surplus DPW #175 2015 Vacall effective on delivery of new Vector
- 12. Mayor and Council Reports**
- 13. Manager's Report**
- 14. Closed Session pursuant to MCL 15.268(d) to consider purchase or lease of real property**
- 15. Adjournment**


Randy Scholz
City Manager

City of Ishpeming Statement of Explanation

11 (c)

1. Agenda Item Information

Agenda Item Title: Request for Proposals (RFP) for Police-Fire-DPW-City Hall-Library Facilities

Department: City Manager

Date Submitted: November 5, 2025

Prepared By (Name & Title): Randy Scholz, City Manager

2. Background & Purpose

The purpose of this item is to seek approval from the Council for the issuance of the a RFP to procure professional services for assessments, planning, and design for the Police-Fire-DPW-City Hall-Library Facilities projects. This document has been developed to ensure a competitive procurement process that meets the City's goals for facility improvements.

3. Fiscal Impact

Total Cost/Revenue Impact: \$80,000-\$100,000

Funding Source(s):

4. Alternatives:

Delay approval for further revisions or additional review.
Reject the RFP and explore alternative procurement methods.

5. Recommended Action:

It is recommended the City Council approve the attached RFP in its current form and authorize the City Manager to proceed with the procurement process.

5. Department Head Approval

Name: Randy Scholz, City Manager

Signature: _____

Date: November 5, 2025

6. Attachments / Exhibits

Draft Request for Proposals (RFP) for Policy Fire, DPW, City Hall, and Library Facilities



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ISHPEMING, MICHIGAN 49849**

City Manager's Office
City of Ishpeming, Michigan
100 East Division Street
Ishpeming, MI 49849

November 20, 2025

City of Ishpeming Request for Proposals (RFP)

Architectural & Engineering (A/E) Services – Planning, Design, and Construction Administration for Police Department, Fire Department, Department of Public Works Facilities, City Hall, and Renovation Cost for the Carnegie Library

Issue Date: [Insert Date]

Proposal Due Date: [Insert Date]

Contact: [Name, Title, Email, Phone]

1. Introduction

The City of Ishpeming is seeking proposals from qualified architectural and engineering (A/E) firms to provide comprehensive professional services for the planning, design, cost estimation, and construction administration of facilities to meet the needs of the City's Police Department, Fire Department, Department of Public Works (DPW), and City Hall. This may include construction of a combined new facility, separate facilities, or renovation of existing buildings, based on the findings of the planning process. The Carnegie Library will also need to be assessed for needed renovations.

The selected consultant will work with City staff and stakeholders to develop space needs assessment, evaluate potential sites, prepare conceptual design alternatives, develop preliminary and final cost estimates, prepare detailed design documents, assist the City in identifying and pursuing grant and funding opportunities, provide construction administration services, and conducting research to determine if any of the buildings are on any historical registers.

2. Project Background

The City's existing combined facilities and City Hall are outdated and no longer meet operational needs. The Carnegie Library needs analysis for both repair of the building and mechanicals. The City seeks to construct a modern facility that improves efficiency, enhances public safety operations, and provides adequate space for vehicles, equipment,

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and staff. City Hall operations also require improved space and functionality for administrative staff and public services.

3. Scope of Services

The selected consultant will provide professional services that may include but are not limited to:

1. Needs Assessment & Programming

- Meet with Police, Fire, DPW, and City Hall staff to determine operational requirements.
- Document current and future space needs.
- Consider future growth and equipment requirements.

2. Site Analysis & Selection Support

- Evaluate two to three potential sites.
- Assess utility availability, traffic access, environmental concerns, and site constraints.
- Recommend optimal site(s).

3. Conceptual Design & Cost Estimating

- Prepare preliminary floor plans, site layout, and building massing.
- Provide up to three (3) conceptual design options.
- Address functionality, security, accessibility, and energy efficiency.
- Evaluate renovations cost to each facility in lieu of new construction
- Develop detailed cost estimates.

4. Final Design Services

- Prepare schematic design, design development, and construction documents.
- Coordinate with City staff to ensure compliance with scope, budget, and operational requirements.
- Prepare bid documents, assist with contractor procurement, and evaluate bids.

5. Construction Administration

- Conduct site visits, review submittals, and monitor schedule and quality.
- Review contractor pay applications and change orders.
- Represent the City's interests throughout construction.

6. Funding Support & Grant Assistance

- Identify relevant funding sources and assist with applications.

7. Stakeholder Engagement

- Facilitate two to three workshops with Council and Staff and the public.

4. Proposal Requirements

Proposals should include:

- Firm qualifications and key personnel resumes.
- Description of approach to cost estimating, value engineering, and project delivery.
- Experience with Police, Fire, and/or DPW facility design.

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- Proposed project schedule with milestones.
- Three (3) client references.

Detailed Fee Proposal must be broken out by category of cost:

Preliminary Design – Pre Fund Raising

- * Programming / Needs Assessment
- * Site Analysis
- * Conceptual Design
- * Cost Estimating / Value Engineering
- * Grant & Funding Assistance

Architectural Design – Post Fund Raising

- * Schematic Design
- * Design Development
- * Construction Documents
- * Bidding & Project Procurement
- * Construction Administration

5. Selection Criteria

Proposals will be evaluated on qualifications, relevant experience, proposed methodology, ability to meet schedule and budget, and value to the City based on the sliding-scale fee proposal.

6. Tentative Schedule

- RFP Issued: [Insert Date]
- Questions Due: [Insert Date]
- Proposals Due: [Insert Date]
- Interviews (if needed): [Insert Date]
- Selection & Contract Award: [Insert Date]
- Project Kickoff: [Insert Date]

7. Reservation of Rights

The City of Ishpeming reserves the right to reject any or all proposals, in whole or in part, and to waive any irregularities or informalities, when in the discretion of the City Council it is in the City's best interest. Submission of a proposal does not oblige the City to award a contract. The City Council reserves the right to accept or reject any proposal, in whole or in part, for any reason or for no reason whatsoever.

The City shall not be liable for any costs incurred by proposers in connection with the preparation, submission, or presentation of proposals, or for any other expenses resulting from the RFP process. The City is not bound to accept the lowest-cost proposal, and evaluation will be based on criteria set forth in this RFP as well as such other factors as the City in its sole discretion deems relevant.

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The City reserves the right to negotiate with any proposer, to request additional information from any or all proposers, and to award a contract to the proposer that, in the judgment of the City Council, will best serve the interests of the City. The City also reserves the right to make award decisions based on changing circumstances, budgetary considerations, or other factors as determined by the City Council in its sole discretion.

8. Proposal Submission Checklist

The following table is provided to assist proposers in ensuring complete submission. Include all items listed below for full consideration:

Required Item	Included (✓)
Cover Letter / Letter of Interest	
Firm Qualifications & Key Personnel Resumes	
Relevant Project Experience (at least three examples)	
Approach to Cost Estimating & Value Engineering	
Experience as Owner's Representative / Project Manager	
Project Approach & Methodology	
Proposed Project Schedule with Milestones	
Detailed Fee Proposal (broken out by category of cost)	
Three (3) Client References	
Signed Proposal Authorization	

9. Submission Instructions

Submit 10 copies of the proposal (and one electronic PDF) to:

Randy Scholz, City Manager
City of Ishpeming
100 E. Division Street
Ishpeming, MI 49849
citymanager@ishpemingcity.org
906-485-1091 Ext 204

Proposals must be received by [Time, Date]. Late submissions will not be considered.

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10. Phase 1 Bid Tabulation

Category of Work	Lump-Sum Fee
<p>Phase 1: Preliminary Design Scope of Services (Pre-Fund Raising)</p> <ul style="list-style-type: none"> * Programming / Needs Assessment * Site Analysis * Conceptual Design * Cost Estimating / Value Engineering * Grant & Funding Assistance 	

11. Phase 2 Bid Tabulation Design Fee Sliding Scale (Percentage of Construction Cost)

Category of Work
<p>Phase 2: Architectural Services (Post-Fund Raising)</p> <ul style="list-style-type: none"> * Schematic Design * Design Development * Construction Documentation * Bidding & Project Procurement * Construction Observation * Reimbursable Expenses

- \$2,000,000 – \$4,000,000: %
- \$4,000,001 – \$6,000,000: %
- \$6,000,001 – \$8,000,000: %
- \$8,000,001 – \$10,000,000: %
- \$10,000,001 – \$12,000,000: %
- Over \$12,000,000: %

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12. Authorized Signature:

Authorized Representative (Signature)

Name: _____

Title: _____

Date: _____

City of Ishpeming Statement of Explanation

11(d)

1. Agenda Item Information

Agenda Item Title: New Fire Truck – Request for Proposals (RFP)

Department: City Manager

Date Submitted: November 5, 2025

Prepared By (Name & Title): Randy Scholz, City Manager

2. Background & Purpose

The Ishpeming Fire Department's primary response vehicle has exceeded its service life, resulting in increased maintenance and reduced reliability. This RFP seeks sealed proposals from qualified manufacturers for the production and delivery of one (1) new fire truck that meets modern safety, performance, and operational standards.

3. Fiscal Impact

Total Cost/Revenue Impact: \$900,000

Funding Source(s): State of Michigan Budget Appropriations

4. Alternatives:

Delay or deny issuance of the RFP, which would extend reliance on aging apparatus and increase maintenance costs.

5. Recommended Action:

Authorize the issuance of the attached RFP for the purchase of one (1) new fire truck for the Ishpeming Fire Department.

5. Department Head Approval

Name: Randy Scholz, City Manager

Signature: _____

Date: November 5, 2025

6. Attachments / Exhibits

Draft Fire Truck Request for Proposals (RFP)



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CITY OF ISHPEMING

NEW FIRE TRUCK REQUEST FOR PROPOSALS (RFP)

1. Introduction

The City of Ishpeming is seeking sealed proposals from qualified manufacturers for the production and delivery of one (1) new fire truck. The City intends to purchase a high-quality, fully equipped fire apparatus that meets the operational needs of the Ishpeming Fire Department and complies with all applicable safety, performance, and regulatory standards.

2. Scope of Work

The selected vendor will be responsible for the manufacturing, assembly, testing, and delivery of a complete fire truck that meets the specifications contained within this RFP.

- The fire truck must be manufactured and assembled in the State of Michigan.
- Delivery of the completed vehicle must be made within sixty (60) days of contract execution.
- The vendor must provide operator and maintenance training as needed, at no additional cost to the City.

3. Specifications of Fire Truck

The specifications section will outline minimum and desired features for the apparatus. Vendors must respond to each specification as "Meets," "Exceeds," or "Does Not Meet," and provide detailed explanations for any items not met or exceeded.

Cab and Chassis

- Truck length cannot exceed 35 ft (Maximum fit to fire station)
- Truck height cannot exceed 125 inches (Maximum fit to fire station)
- Custom aluminum cab
- 450 HP diesel engine
- Automatic transmission
- Engine brake
- Cab to have six seats, 4 rear seats with SCBA storage
- 1 Electrical 120/20A outlet on console
- Built-in usb charging ports

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Fire body, pump and tank

- We request each manufacturer chooses the best body build and materials their company provides.
- Top mount pump module construction
- Top operators console with 2 speedlays
- Pump heater
- 1500 GPM Hale QMAX pump
- 1000 Gallon water tank
- One 6-inch intake on driver side of apparatus
- One 6-inch intake on officer side of apparatus
- One 2-1/2-inch intake on driver side of apparatus
- One 2-1/2-inch intake on officer side of apparatus
- Two 2-1/2-inch discharges on driver side of apparatus
- One 2-1/2-inch discharge on officer side of apparatus
- One 3-inch discharge on officer side of apparatus
- Two 2-1/2-inch dischargers on rear of apparatus
- Deck gun
- Hose bed to hold 1000 ft of 4-inch supply hose, 300ft of 3-inch hose and 300ft of 2-1/2-inch hose
- Rear in body ladder storage
- Roll up doors on body
- Suction hose mounted on top body
- Wheel well SCBA Storage

Lighting and Electrical

- Two telescopic led scene lights near middle of fire body
- Flood lights on both sides and rear of truck
- LED Scene brow light
- LED lightbar
- Ground and compartment lighting
- Electrical Outlets in first driver and office compartment and rear side officer compartment

4. Proposal Submission Requirements

- Completed proposal form with pricing.
- Detailed response to all specifications.
- Proposed construction and delivery schedule.
- Warranty information, including coverage for apparatus, chassis, and components.

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- List of at least three (3) municipal references for similar apparatus delivered within the last five (5) years.
- Description of service, maintenance, and parts support available in Michigan.
- Description of training to be provided to Ishpeming Fire Department personnel, including format, duration, and topics covered.

5. Evaluation Criteria

- Compliance with specifications
- Cost
- Warranty and service support
- Training offered
- Manufacturer qualifications and references
- Ability to meet the 60-day delivery requirement
- Michigan-based manufacturing and assembly compliance

The City reserves the right to accept or reject any or all proposals, in whole or in part, and to award the contract deemed to be in the best interest of the City.

6. Timeline

RFP Issued:

Deadline for Questions:

Proposals Due: (by 4:00 PM EST)

Expected Award

Required Delivery of Vehicle: Within 60 days of contract execution

7. Delivery Requirements

Final delivery shall be made to:

City of Ishpeming
Attn: City Manager
100 E. Division Street
Ishpeming, MI 49849

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A full on-site inspection and acceptance test will be completed prior to final acceptance. Training must occur on-site within 10 business days of delivery, unless otherwise agreed upon by the City.

8. Questions and Contact Information

All questions regarding this RFP shall be submitted in writing to:

Randy Scholz, City Manager
City of Ishpeming
Email:citymanager@ishpemingcity.org

9. Proposal Submission Instructions

Sealed proposals must be clearly marked:

“RFP – Fire Truck – City of Ishpeming”

Submit to:
City of Ishpeming – City Hall
100 E. Division Street
Ishpeming, MI 49849

Proposals must be received no later than 4:00 PM (EST) on ??????????.

10. Reservation of Rights

The City of Ishpeming reserves the right to:

- Reject any or all proposals
- Waive any informalities or irregularities
- Accept the proposal deemed most advantageous to the City

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11(e)(i)

City of Ishpeming Statement of Explanation

1. Agenda Item Information

Agenda Item Title: City Hall Boilers

Department: General Fund

Date Submitted: 11/14/25

Prepared By (Name & Title): Bill Anderson Jr.

2. Background & Purpose

The boilers at city hall are reaching the end of their life cycle. MQT boiler inspector has given a couple notices that the boilers will not pass inspection on the next round. Prime has been doing a great job replacing parts but also agree that they are nearing the end of service.

3. Fiscal Impact

Total Cost/Revenue Impact: \$65,443.00

Funding Source(s): Public Improvement

4. Alternatives:

None

5. Recommended Action:

Motion to have Prime Mechanical replace the boilers and pumps at city hall for \$65,443, waive competitive bidding and allow staff to work with Semco on a grant application.

5. Department Head Approval

Name: Bill Anderson Jr.

Signature: 

Date: 11/14/25

6. Attachments / Exhibits

Quote from Prime

902 W. Baraga Avenue
Marquette, MI 49855
Office: 906.226.8381
Email: Office@PrimeMQT.com



Prime Specialty Contracting, LLC
Prime Mechanical Contracting
Prime Plumbing, Heating, & Cooling
Prime Metals & Materials

June 5, 2025

Ishpeming Municipal Building
100 E Division St
Ishpeming, MI 49849

RE: Proposal S-25-012
Boiler & Pump Replacements
Water Quality Addressed

We appreciate the opportunity to provide this proposal to replace your boilers and system pumps while addressing the water quality issue at your facility in Ishpeming.

Boiler & Pump Replacements Base Bid: \$59,998.⁰⁰
Water Treatment Equipment (Required For Boiler Warranty) Lump Sum: \$5,445.⁰⁰
Total Project Installed Lump Sum: \$65,443.⁰⁰

Our assumptions and inclusions are:

- Disconnect and remove existing two (2) Weil-McLain PFG-5 boilers (244K BTU/Piece)
- Furnish and install two (2) new NTI TFTN285 High Efficiency Boilers in nearby room on boiler stands
- Furnish and install new HWS/HWR piping from two (2) new boilers to existing pipe runs, making modifications to the system for improvement in piping configuration
- Furnish and install four (4) new Grundfos UPS32-80 system pumps
 - *Please Note*- These will be re-piped in a different configuration and lower to the ground so that they are more easily accessible for future serviceability*
- Furnish and install ENERCO side stream filter and pump, to be piped in line with the system to continuously feed chemical into the loop and improve the water quality over time
- Furnish and install new PVC venting for two (2) high efficiency boilers- penetrating the sidewall that terminates on South Main Street side of the building
- Furnish and install condensate pumps and condensate drain piping from both (2) new boilers
- Furnish and install emergency stop at doorway entrance per code requirements
- Furnish and install insulation on all new HWS/HWR piping
- Perform CSD-1 testing on both (2) new boilers to bring state certifications current
- Perform start-up and discuss operating procedures with the owner

Exclusions

- Electrical work to be performed by others
- All work to be performed during normal business hours 8am- 4:30pm Mon-Fri.
- Any work not directly related to the replacement of the boiler and associated piping
- If the system is tied into a fire protection/detection system OR a building management system, we include ONLY coordination of such with your furnished fire protection/detection or building management system contractor. We have NOT included costs for these entities, however, if applicable.

City of Ishpeming Statement of Explanation

11(h)

1. Agenda Item Information

Agenda Item Title: Surplus Equipment- Unit 175

Department: Water/Sewer

Date Submitted: 11/14/25

Prepared By (Name & Title): Bill Anderson Jr.

2. Background & Purpose

The water and sewer department purchased a new vector to replace the 2015 Vac-all. Staff would like unit 175 added to surplus so they may sell it asap to offset some of the costs of the new 2024 Vector.

3. Fiscal Impact

Total Cost/Revenue Impact: sale will offset new

Funding Source(s): Water/sewer Departments

4. Alternatives:

None

5. Recommended Action:

Motion to place unit #175 on the surplus list as soon as staff receives the new Vector and to sell 175 with the funds going back into the water and sewer budgets

5. Department Head Approval

Name: Bill Anderson Jr.

Signature: 

Date: 11/14/25

6. Attachments / Exhibits

Photo







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13

City of Ishpeming Manager's Report

Council Meeting – November 19, 2025

(Reporting Period: October 11– November 14, 2025)

1. Operational and Administrative Updates

- Held weekly meetings with Grey and Cathy.
- Held weekly meetings with legal counsel.
- Held weekly meetings with Planning & Zoning Director
- Participated in monthly meetings with department heads.
- Held monthly meetings with the Planning Commission Chair.
- Attended weekly construction meetings with contractors – the Mayor also attends.

- Had a meeting with the rebranding workgroup.
- Sent out additional letters regarding blight properties – we continue to work on this issue and are working with other agencies to try to resolve any issues that come up.
- Had a meeting with the new County Manager – introductory meeting.
- Attended the Fall Bridge Selection Meeting – I am a member of the committee.
- Had a meeting with Caroline and LSCP regarding the DDA contract implementing a liaison for the DDA.
- Had a blight workgroup meeting.
- Had a meeting with EGLE regarding recycling carts and funding opportunities.
- Watched a demonstration of the shouldering machine by DPW – the machine operated well and sped up the process of shouldering our roads.
- Met with the contractor about City Hall repairs on the outside of the building. The contractor recommended doing an RFP for the repairs needed and a cost estimate.
- Went on a tour of three properties the blight workgroup is working on with the land bank to see if they are interested in the properties.

2. Capital Projects and Infrastructure

- Contractor has begun work on the skate park location.
- Continued weekly meetings with contractors on active projects.

3. Financial and Budgetary Overview

- Grey has been working on the Capital Improvement Plan (CIP).
- Grey has been working on the preliminary budget – Grey will have the budget at the meeting.

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4. Community Engagement and Public Services

- Met with Sandstorms Motorcycle Club – they are interested in bringing an event to Ishpeming.
- Talked with Northern Michigan University regarding restorative work to Old Ish.
- Went to the Senior Center with the Mayor to meet with citizens – it was a good meeting, and I conducted follow-up with two citizens.
- Met with a citizen about past-due water, sewer, and garbage billing. Grey and staff are working on the issue with the citizen.
- Had a meeting with Travel Marquette – introductory meeting.
- Had a meeting with the County Board Chair, our County Board representative, and the Mayor – general meeting to get to know them.

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