

**ISHPEMING CITY COUNCIL AGENDA
ORGANIZATIONAL MEETING**

Wednesday, December 17, 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 (November 12th, 19th, and Closed Session November 19th)
 - b. Approval of Disbursements
 - c. Confirm Mayor appointment of Susan Durham to a vacancy on the Housing Commission: Term Exp: 10/29
 - d. Confirm Mayor appointment of Stefani Vargas to a vacancy on the Planning Commission: Term Exp. 10/28
 - e. Confirm Mayor reappointment of John Jackson to a 3-year term on NIWA: Term Exp. 12/28
 - f. Confirm Mayor reappointment of John Jackson to a 3-year term on the Housing Appeals Board: Term Exp 12/28
- 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. Presentation from Kevin Corkin: KrisKindlMarkt Event for 2026
 - b. Special Event Applications
 - i. Noquemanon Ski Marathon: January 23-24, 2026
 - ii. Wisconsin Interscholastic Cycling League-at Brasswire Campground: July 25-26, 2026
 - c. Drinking Water State Revolving Fund (DWSRF) Resolution 35-2025, Reimbursement #9
 - d. Professional Services Agreements with UPEA
 - i. EGGLE Technical, Managerial, and Financial Support for Lead Service Line Replacement Grant
 - ii. Additional Rural Development Funds for Sewer in conjunction with DWSRF
 - e. 2026 City Council Meeting Schedule
 - i. Special City Council Meeting on January 12, 2026 at 1:00 p.m.
 - f. Marketing and Branding Strategy
 - g. Extend over-hire for part-time Rental Inspector position through 3/31/2026
 - h. Policy #420, Location of Board and Commission Meetings Policy
 - i. Full-time and Part-Time non-union employee wage increases for 2026
 - j. 2025 Compensation Commission Determination
 - k. Planning Commission Recommendations
 - i. First Reading of Zoning Ordinance #8-100 Text Amendment: Section 11 General Residential
 - ii. First Reading of Zoning Ordinance #8-100 Map Amendment
 - l. Resolution #36-2025, Precinct Consolidation
- 12. Mayor and Council Reports**
- 13. Manager's Report**
- 14. Adjournment**


Randy Scholz, City Manager

8(a)

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		NORMAL	(ABNORMAL)	MONTH 11/30/2025
				INCREASE (DECREASE)
Fund 101 - GENERAL FUND				
	TAX REVENUE	1,953,500.33		127.76
	LICENSES & PERMITS	130,302.63		26,258.12
	STATE GRANTS	198,684.55		25,643.17
	STATE REVENUE	714,042.98		0.00
	FINES & FORFEITS	42,434.14		1,502.75
	CHARGES FOR SERVICES	583,497.34		33,900.39
	SALE OF FIXED ASSETS	63,065.50		0.00
	CONTRIBUTIONS	18,432.35		2,100.00
	INTEREST & RENTS	29,363.37		0.00
	LAND SALE & LEASES	1,536.74		0.00
	REIMBURSEMENTS & INSURANCE PROCEEDS	20,356.73		0.00
	OTHER FINANCING SOURCES	12,330.00		0.00
	Unclassified	17,473.70		0.00
TOTAL REVENUES		<hr/>		<hr/>
		3,785,020.36		89,532.19
	PERSONNEL SERVICES	2,878,558.40		273,754.06
	EQUIPMENT & SUPPLIES	353,975.10		27,121.21
	UTILITIES	217,917.31		18,887.23
	OTHER SERVICES	147,544.80		25,702.67
	PROFESSIONAL AND CONTRACT SERVICES	292,789.55		24,700.16
	REPAIRS AND MAINTENANCE	55,630.64		20,818.97
	LIABILITY INSURANCE	15,305.00		0.00
	DEBT SERVICE	348,229.79		0.00
	EQUIPMENT RENTALS	1,443.95		495.32
TOTAL EXPENDITURES		<hr/>		<hr/>
		4,311,394.54		391,479.62
<hr/>				
Fund 101 - GENERAL FUND:				
	TOTAL REVENUES	3,785,020.36		89,532.19
	TOTAL EXPENDITURES	4,311,394.54		391,479.62
	NET OF REVENUES & EXPENDITURES	(526,374.18)		(301,947.43)
	BEG. FUND BALANCE	743,493.85		
	END FUND BALANCE	217,119.67		

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	
		11/30/2025		MONTH 11/30/2025	
		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)
Fund 202 - MAJOR STREETS					
	STATE REVENUE	718,168.09		59,984.77	
	CHARGES FOR SERVICES		4.00		0.00
	INTEREST & RENTS	23,361.59			0.00
	TOTAL REVENUES	741,533.68		59,984.77	
	PERSONNEL SERVICES	279,279.14		18,642.83	
	EQUIPMENT & SUPPLIES	128,931.57		8,386.94	
	PROFESSIONAL AND CONTRACT SERVICES	153,150.00		151,400.00	
	DEBT SERVICE	31,762.00			0.00
	EQUIPMENT RENTALS	248,436.56		11,666.45	
	TOTAL EXPENDITURES	841,559.27		190,096.22	
Fund 202 - MAJOR STREETS:					
	TOTAL REVENUES	741,533.68		59,984.77	
	TOTAL EXPENDITURES	841,559.27		190,096.22	
	NET OF REVENUES & EXPENDITURES	(100,025.59)		(130,111.45)	
	BEG. FUND BALANCE	982,412.19			
	END FUND BALANCE	882,386.60			

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		NORMAL	(ABNORMAL)	MONTH 11/30/2025
		11/30/2025		INCREASE (DECREASE)
Fund 203 - LOCAL STREETS				
	STATE REVENUE	311,713.83		25,238.38
	INTEREST & RENTS	17,631.79		0.00
	TOTAL REVENUES	329,345.62		25,238.38
	PERSONNEL SERVICES	173,838.42		17,820.33
	EQUIPMENT & SUPPLIES	54,594.27		5,214.92
	PROFESSIONAL AND CONTRACT SERVICES	6,900.00		5,150.00
	DEBT SERVICE	39,654.00		0.00
	EQUIPMENT RENTALS	162,906.37		11,630.06
	TOTAL EXPENDITURES	437,893.06		39,815.31
Fund 203 - LOCAL STREETS:				
	TOTAL REVENUES	329,345.62		25,238.38
	TOTAL EXPENDITURES	437,893.06		39,815.31
	NET OF REVENUES & EXPENDITURES	(108,547.44)		(14,576.93)
	BEG. FUND BALANCE	828,422.57		
	END FUND BALANCE	719,875.13		

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		NORMAL	(ABNORMAL)	MONTH 11/30/2025
		11/30/2025		INCREASE (DECREASE)
Fund 248 - DDA				
	TAX REVENUE	415,685.97		101.74
	CONTRIBUTIONS	100.00		0.00
	INTEREST & RENTS	15,958.87		0.00
	TOTAL REVENUES	431,744.84		101.74
	PERSONNEL SERVICES	28,597.48		1,453.41
	EQUIPMENT & SUPPLIES	11,025.85		0.00
	PROFESSIONAL AND CONTRACT SERVICES	32,720.96		120.00
	DEBT SERVICE	139,577.00		0.00
	EQUIPMENT RENTALS	352.28		0.00
	TOTAL EXPENDITURES	212,273.57		1,573.41
Fund 248 - DDA:				
	TOTAL REVENUES	431,744.84		101.74
	TOTAL EXPENDITURES	212,273.57		1,573.41
	NET OF REVENUES & EXPENDITURES	219,471.27		(1,471.67)
	BEG. FUND BALANCE	849,558.06		
	END FUND BALANCE	1,069,029.33		

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		11/30/2025		MONTH 11/30/2025
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)
Fund 401 - PUBLIC IMPROVEMENT FUND				
	TAX REVENUE	599,842.58		0.00
	INTEREST & RENTS	21,564.50		0.00
	TOTAL REVENUES	<u>621,407.08</u>		<u>0.00</u>
	EQUIPMENT & SUPPLIES	182,786.00		1,496.77
	OTHER SERVICES	4,816.20		0.00
	PROFESSIONAL AND CONTRACT SERVICES	909,880.62		563,723.48
	REPAIRS AND MAINTENANCE	76,006.87		0.00
	DEBT SERVICE	43,317.00		0.00
	TOTAL EXPENDITURES	<u>1,216,806.69</u>		<u>565,220.25</u>
Fund 401 - PUBLIC IMPROVEMENT FUND:				
	TOTAL REVENUES	621,407.08		0.00
	TOTAL EXPENDITURES	<u>1,216,806.69</u>		<u>565,220.25</u>
	NET OF REVENUES & EXPENDITURES	(595,399.61)		(565,220.25)
	BEG. FUND BALANCE	663,288.41		
	END FUND BALANCE	67,888.80		

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		11/30/2025		MONTH 11/30/2025
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)
Fund 590 - SEWER FUND				
	FINES & FORFEITS		19,080.44	2,094.41
	CHARGES FOR SERVICES		1,625,477.35	163,320.29
	INTEREST & RENTS		88,519.08	0.00
	TOTAL REVENUES		1,733,076.87	165,414.70
	PERSONNEL SERVICES		287,849.00	27,276.18
	EQUIPMENT & SUPPLIES		113,228.77	6,333.83
	UTILITIES		5,123.34	321.89
	PROFESSIONAL AND CONTRACT SERVICES		4,810,512.09	618,835.28
	LIABILITY INSURANCE		21,280.00	0.00
	DEBT SERVICE		147,152.40	0.00
	EQUIPMENT RENTALS		64.26	0.00
	TOTAL EXPENDITURES		5,385,209.86	652,767.18
Fund 590 - SEWER FUND:				
	TOTAL REVENUES		1,733,076.87	165,414.70
	TOTAL EXPENDITURES		5,385,209.86	652,767.18
	NET OF REVENUES & EXPENDITURES		(3,652,132.99)	(487,352.48)
	BEG. FUND BALANCE		18,549,064.34	
	END FUND BALANCE		14,896,931.35	

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		11/30/2025		MONTH 11/30/2025
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)
Fund 591 - WATER FUND				
	LICENSES & PERMITS		13,639.98	756.44
	STATE GRANTS		97,942.61	0.00
	FINES & FORFEITS		33,714.78	3,676.78
	CHARGES FOR SERVICES		2,342,640.70	237,356.71
	INTEREST & RENTS		51,067.46	0.00
	FEDERAL GRANTS		5,565,436.75	0.00
	TOTAL REVENUES		8,104,442.28	241,789.93
	PERSONNEL SERVICES		657,281.05	44,400.50
	EQUIPMENT & SUPPLIES		180,799.34	12,818.05
	UTILITIES		31,961.58	2,515.18
	OTHER SERVICES		2,612.30	0.00
	PROFESSIONAL AND CONTRACT SERVICES		10,342,895.40	3,710,152.10
	REPAIRS AND MAINTENANCE		5,792.40	120.00
	LIABILITY INSURANCE		18,620.00	0.00
	DEBT SERVICE		203,313.75	0.00
	EQUIPMENT RENTALS		671.79	0.00
	TOTAL EXPENDITURES		11,443,947.61	3,770,005.83
Fund 591 - WATER FUND:				
	TOTAL REVENUES		8,104,442.28	241,789.93
	TOTAL EXPENDITURES		11,443,947.61	3,770,005.83
	NET OF REVENUES & EXPENDITURES		(3,339,505.33)	(3,528,215.90)
	BEG. FUND BALANCE		11,640,199.64	
	END FUND BALANCE		8,300,694.31	

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		NORMAL	(ABNORMAL)	MONTH 11/30/2025
		11/30/2025		INCREASE (DECREASE)
Fund 596 - GARBAGE/RECYCLE				
	FINES & FORFEITS		11,988.53	1,379.81
	CHARGES FOR SERVICES		793,410.25	97,564.87
	INTEREST & RENTS		12,908.47	0.00
TOTAL REVENUES			818,307.25	98,944.68
	PERSONNEL SERVICES		25,092.56	1,583.92
	EQUIPMENT & SUPPLIES		231,332.55	500.00
	UTILITIES		3,987.66	378.56
	PROFESSIONAL AND CONTRACT SERVICES		446,784.75	42,738.43
	LIABILITY INSURANCE		1,995.00	0.00
TOTAL EXPENDITURES			709,192.52	45,200.91
Fund 596 - GARBAGE/RECYCLE:				
TOTAL REVENUES			818,307.25	98,944.68
TOTAL EXPENDITURES			709,192.52	45,200.91
NET OF REVENUES & EXPENDITURES			109,114.73	53,743.77
BEG. FUND BALANCE			546,889.32	
END FUND BALANCE			656,004.05	

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	
		NORMAL	(ABNORMAL)	MONTH 11/30/2025	INCREASE (DECREASE)
Fund 732 - POLICE & FIRE RETIREMENT					
	TAX REVENUE		305,976.02		0.00
	CONTRIBUTIONS		43,645.46		3,348.12
	INTEREST & RENTS		937,199.10		32,533.75
	TOTAL REVENUES		<u>1,286,820.58</u>		<u>35,881.87</u>
	PERSONNEL SERVICES		461,337.86		41,497.58
	PROFESSIONAL AND CONTRACT SERVICES		31,587.27		2.13
	TOTAL EXPENDITURES		<u>492,925.13</u>		<u>41,499.71</u>
Fund 732 - POLICE & FIRE RETIREMENT:					
	TOTAL REVENUES		1,286,820.58		35,881.87
	TOTAL EXPENDITURES		492,925.13		41,499.71
	NET OF REVENUES & EXPENDITURES		793,895.45		(5,617.84)
	BEG. FUND BALANCE		5,206,882.35		
	END FUND BALANCE		6,000,777.80		
TOTAL REVENUES - ALL FUNDS					
	TOTAL EXPENDITURES - ALL FUNDS		17,851,698.56		716,888.26
	NET OF REVENUES & EXPENDITURES		25,051,202.25		5,697,658.44
	BEG. FUND BALANCE - ALL FUNDS		(7,199,503.69)		(4,980,770.18)
	END FUND BALANCE - ALL FUNDS		40,010,210.73		
			32,810,707.04		



11(d)(i)

100 Portage Street Houghton, MI 49931

906-482-4810 • 800-562-7684 • Fax: 906-482-9799

AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

Client: City of Ishpeming Date: _____

100 E Division Street Project No: 119-

Ishpeming, MI 49849

Firm: U.P. Engineers & Architects, Inc.

Project Name/Location: EGLE TMF Grant - Lead Service Line Investigations

Scope/Intent and Extent of Services: Assist the Owner with bidding, construction oversight, and coordinating TMF Grant requirements according to the scope of work outlined in Appendix 2..

Fee Arrangement: Engineering TMF Investigations - \$23,470 Lump Sum, Field Observation of TMF Investigation - \$31,306 Lump Sum, Project Planning Documents for LSLR (if needed) - \$10,000 Lump Sum.

Retainer Amount: None

Special Conditions: None

TERMS AND CONDITIONS

These Terms and Conditions are agreed to apply to the entire agreement between the parties. In the event that there is conflict between the terms herein and terms of any prior agreements, this document shall control.

The Firm shall perform the services outlined in this Agreement for the stated fee arrangement.

ACCESS TO SITE:

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services.

FEE:

The total fee shall not be exceeded without written approval of Client.

BILLINGS/PAYMENTS:

Invoices for the Firm's services shall be submitted upon a monthly basis. Invoices shall be payable within thirty (30) days after the invoice approved by Council date.

This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated _____.

Engineer's Standard Hourly Rates

A. Standard Hourly Rates:

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates are subject to annual review and adjustment, Effective November 1st annually.

B. Schedule of Hourly Rates:

2025 HOURLY RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>RATE PER HOUR</u>
Sr. Project Engineer	230.00
Project Engineer V	202.00
Project Engineer IV	192.00
Project Engineer III	161.00
Project Engineer II	150.00
Project Engineer I	133.00
Engineer IV	129.00
Engineer III	108.00
Engineer II	98.00
Engineer I	89.00
Project Architect II	184.00
Project Architect I	160.00
Architect I	107.00
Project Surveyor II	210.00
Project Surveyor	140.00
Surveyor III	116.00
Surveyor II	110.00
Surveyor I	93.00
Technician III	103.00
Technician II	95.00
Technician I	83.00
Technician Aide	75.00
Technician Aide I	65.00
Designer IV	115.00
Designer III	107.00
Designer II	99.00
Designer I	87.00
Technical Support II	90.00
Clerical I / Technical Support I	65.00
Clerical Aide	49.00



100 Portage Street Houghton, MI 49931

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Appendix 2 - Scope of Work

Engineering – TMF Investigations:

The generation of service locations for verification of the lead service lines for bidding purposes will be a collaborative effort between the City of Ishpeming and UPEA. The first step in this process will be to review the water system maps and map out the locations of the unknown service line materials.

UPEA will then quantify the surface restoration requirements for each service and generate a more accurate opinion of cost to verify the budget is sufficient to complete the proposed service line investigations. If it is expected that the budget is not sufficient UPEA will facilitate a grant agreement amendment, if required, between the City and EGLE to align the costs with the available grant funds.

Once a map has been generated identifying the service line locations, UPEA will prepare bidding documents for the following work:

- Interior building survey of water service materials
- Pot holing/Hydrovac service laterals to identify materials at the main and each side of the curb stop/water shut off.
- Surface restoration of disturbed areas which includes Road restoration, Sidewalk Restoration, and landscaping restoration.
- Traffic Control during work operations, if any investigations are required in MDOT R-O-W, UPEA will submit an MDOT R-O-W Permit on behalf of the City.

UPEA will solicit for bids, issue addendum/clarifications, receive bids, and provide a recommendation for award to the City. Advertising fees will be the responsibility of the City. Once a Contractor is selected UPEA will facilitate the execution of agreements and bonds.

Field Observation of TMF Investigations – Contract Administration:

- Schedule and host a preconstruction meeting with the awarded Contractor.
- Provide part-time observation of the service line investigations.
 - Fee assumes five (5) weeks of construction/investigation.
- Provide written clarifications to Contractor Inquiries.
- Process any necessary Change Orders
- Review and approve monthly Pay Applications
- Conduct a substantial completion meeting and generation of punch list for the Contractor to address prior to Final Completion.
- Submission of EGLE Financial Status Reports, for City Reimbursement.
- Project Closeout

Project Planning Documents for LSL***:

***-Only if Lead Service Lines are found during investigations.

- Creation of EGLE Project Planning Documents
 - Submission of Notice of Intent to Apply
 - Environmental Evaluation (As required through the DWSRF Program)
 - Evaluation of existing water system to support proposed project
 - Need for Project narrative
 - Engineers Opinion of Cost for Funding
 - Review City of Ishpeming Water Budget and create a Proposed Budget.
 - Determination of Design Parameters
 - Facilitate any necessary funding documents required for a complete application
- Attend Public Hearing on Proposed Project Plan
- Submission of EGLE DWSRF Funding Application.

APPENDIX 3

City of Ishpeming Water Service Line Investigation Potholing

				City of Ishpeming EGLE TMF Grant -Investigation Engineers Opinion of Cost	
No.	Description	Unit	Qty.	Unit Price	Total
1	Mobilization (Max 10% of Bid)	LS	1	25,000.00	25,000.00
2	Hydro-Excavate at Curb-Stop, Street Side	EA	0		
3	Hydro-Excavate at Curb-Stop, Customer Side	EA	125	500.00	62,500.00
4	Hydro-Excavate at Water Main	EA	250	500.00	125,000.00
5	Water Line Investigation inside Customer Building	EA	250	200.00	50,000.00
6	Grass Area Restoration	EA	50	40.00	2,000.00
7	Concrete Area Restoration	SF	160	25.00	4,000.00
8	Asphalt Area Restoration	SF	1600	25.00	40,000.00
9	Traffic Control – Local Streets	LS	1	3,000.00	3,000.00
TOTAL UNIT PRICE BID ITEMS:					\$ 311,500.00
				Construction Total	311,500
				Contingency	31,160
				Project Planning Documents for LSLR	10,000
				Engineering - TMF Investigations	23,470
				Field Observation of TMF Investigations - Contract Administration	\$31,360
				Total	\$407,490

APPENDIX 4

APPENDIX 5



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Frank Douglass Agency 324 Shelden Ave Houghton MI 49931		CONTACT NAME: Jeff Bugni PHONE (A/C, No, Ext): 906-482-2660 E-MAIL ADDRESS: jbugni@douglassagency.com FAX (A/C, No): 906-482-9791																						
INSURED UP Engineers & Architects Inc 100 Portage St Houghton MI 49922		<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Home-Owners</td> <td>26638</td> </tr> <tr> <td>INSURER B:</td> <td>Auto-Owners</td> <td>18988</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Home-Owners	26638	INSURER B:	Auto-Owners	18988	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																								
INSURER E:																								
INSURER F:																								

COVERAGES **CERTIFICATE NUMBER:** 20240620102234726 **REVISION NUMBER:**

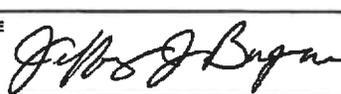
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	N	N	33124168	06/30/2024	06/30/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY	N	N	5076157901	06/30/2024	06/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	5076157900	06/30/2024	06/30/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	A106607855	06/30/2024	06/30/2025	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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100 Portage Street Houghton, MI 49931

906-482-4810 • 800-562-7684 • Fax: 906-482-9799

11(d)(ii)

AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

Client: City of Ishpeming Date: _____

100 E Division Street Project No: 119-

Ishpeming, MI 49849

Firm: U.P. Engineers & Architects, Inc.

Project Name/Location: Preliminary Design of Sanitary Sewer Improvements - USDA Loan

Scope/Intent and Extent of Services: Provide preliminary design services for sanitary sewer system improvements in Salisbury Location and along Washington Street as outlined in the rural development funding application.

Fee Arrangement: Preliminary Design Services - \$75,000 Lump Sum

Retainer Amount: None

Special Conditions: None

TERMS AND CONDITIONS

These Terms and Conditions are agreed to apply to the entire agreement between the parties. In the event that there is conflict between the terms herein and terms of any prior agreements, this document shall control.

The Firm shall perform the services outlined in this Agreement for the stated fee arrangement.

ACCESS TO SITE:

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services.

FEE:

The total fee shall not be exceeded without written approval of Client.

BILLINGS/PAYMENTS:

Invoices for the Firm's services shall be submitted upon a monthly basis. Invoices shall be payable within thirty (30) days after the invoice approved by Council date.

LATE PAYMENTS:

Accounts unpaid thirty (30) days after the invoice approved by Council date will be subject to a monthly

service charge of 1.5% on the unpaid balance (18% true annual rate).

INDEMNITY:

The Firm agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from damages and losses arising from negligent acts, errors or omissions of the Firm in the performance of professional services under this Agreement, to the extent the Firm is responsible for such damages and losses on a comparative basis of fault and responsibility between the Firm and the Client. The Client shall indemnify and hold harmless The Firm and its officers, members, directors, partners, agents, employees, and consultants as required by applicable laws and regulations.

INSURANCE:

a. The Firm will furnish to Client the Certificates of Insurance indicating the required coverages and conditions prior to the commencement of work under this contract.

b. The Firm, and any and all of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to Client. The requirements below should not be interpreted to limit the liability of The Firm. All deductibles and SIRs are the responsibility of The Firm.

c. The Firm shall procure and maintain the following insurance coverage:

1. Worker's Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

2. Commercial General Liability not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate. Coverage shall include, but shall not be limited to, the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Explosion, Collapse, and Underground, if applicable.

3. Automobile Liability, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

4. Professional Liability, not less than \$1,000,000 per claim and in aggregate.

5. Additional Insured: All policies (excluding Professional Liability) shall include an endorsement stating the following shall be Additional Insureds: The Client, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that, by naming the Client as additional insured, coverage afforded is considered to be primary and any other insurance the Client may have in effect shall be considered secondary and/or excess.

6. Cancellation Notices: Policy(ies), as described above, shall be endorsed to state the following: It is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (City of Ishpeming, Attention: City Clerk, 100 East Division Street, Ishpeming, Michigan 49849)

TERMINATION OF SERVICES:

This Agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination and all reimbursable expenses.

OWNERSHIP OF DOCUMENTS:

The Firm's plans, reports, drawings, maps, compilations and other documents or creations prepared under this Agreement, including works which are solely electronic, shall be owned by Client. By signing this contract, Client hereby grants The Firm the right to use said works without seeking any further permission.

APPLICABLE LAWS:

This Agreement shall be governed by the laws of the State of Michigan.

Offered by:

U.P. Engineers & Architects, Inc.

Accepted by:

City of Ishpeming

(signature) *(date)*

Chris Holmes, Principal
(printed name/title)

(signature) *(date)*

(printed name/title)

Continuation Sheet(s) attached (_____ pages)

11(e)



**2026 Ishpeming City Council
Meeting Schedule**

COUNCIL MEETING WILL BE HELD THE THIRD WEDNESDAY OF EVERY MONTH, unless noted with an asterisk (**).

All meetings are held at 6:00 p.m. in the Council Chambers at Ishpeming City Hall, 100 E. Division Street in Ishpeming.

Wednesday, January 21, 2026

Wednesday, February 18, 2026

Wednesday, March 18, 2026

Wednesday, April 15, 2026

Wednesday, May 20, 2026

Wednesday, June 17, 2026

Wednesday, July 15, 2026

Wednesday, August 19, 2026

Wednesday, September 16, 2026

Wednesday, October 21, 2026

Wednesday, November 18, 2026

Wednesday, December 16, 2026

City of Ishpeming Statement of Explanation

11 (F)

1. Agenda Item Information

Agenda Item Title: 11f. Marketing and Branding Strategy

Department: City Manager's Office

Date Submitted: 12-12-2025

Prepared By (Name & Title): Cathy Smith, Assistant to the City Manager/City Clerk

2. Background & Purpose

The City received a MEDC Technical Assistance Grant in July 2024 for rebranding and development of a Marketing Strategy for the City. The City contracted with Community Image Builders to perform the work. The new branding logo was approved by the City Council on September 17th. The City Marketing and Branding Strategy is now complete and needs approval by Council for the final reimbursement from the grant.

3. Fiscal Impact

Total Cost / Revenue Impact: \$12,125 (Grant Amount \$36,375)

Funding Source(s):

4. Alternatives:

Not approve the final Marketing and Branding Strategy.

5. Recommended Action:

Approve the final Marketing and Branding Strategy as presented and make it available on the City's website within 30 days and request final reimbursement from the MEDC Grant.

5. Department Head Approval

Name: Randy Scholz

Signature: 

Date: 12-12-2025

6. Attachments / Exhibits



MARKETING & BRANDING STRATEGY

CITY OF ISHPEMING

2025

ACKNOWLEDGMENTS

STEERING COMMITTEE MEMBERS

Cathy Smith
Antonio Adan
Lauren Rotundo
Sara Johnson
Dave Aro
Bill Anderson
Randy Scholz
Brett Argall
Grant Getschow
Christopher Germain
Rachel Raak

This Marketing and Branding Strategy has been funded in part by a grant from the Michigan Economic Development Corporation as part of the Redevelopment Ready Communities® Program.

Supporting Organizations:



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PROJECT PURPOSE

REDEVELOPMENT READY COMMUNITIES (RRC) PROGRAM

The Redevelopment Ready Communities (RRC) program in Michigan promotes best practices for development and redevelopment, making communities more attractive for investment. Certified RRC communities demonstrate streamlined and predictable development processes, clear procedures, and a business-friendly environment. RRC best practices aim to create a positive experience for developers and businesses looking to invest in a community. Best practice five covers community marketing and branding strategies and initiatives.

KEY GOALS

The primary goals for the City of Ishpeming's Branding and Marketing Initiative is the development of a powerful visual community brand that aligns with the city's existing identity. The project aims to position Ishpeming as a regional and state leader for various opportunities, including outdoor activities, business prospects, and housing opportunities.

DESIRED BRAND QUALITIES

The visual branding initiative seeks to achieve the following objectives:

- **Authenticity:** The visual brand must authentically resonate with citizens, businesses, and community groups within Ishpeming and the broader region.
- **Community Identity/Pride:** Illuminate the unique aspects that make Ishpeming appealing to residents, investors, businesses, and visitors.
- **Consistency:** Convey a consistent message and image to audiences both within and outside the Ishpeming community.
- **Community and Economic Development Promotion:** Promote a healthy lifestyle and economy, attract private investment, new residents, and professionals, and retain businesses and creative talent.
- **Flexibility:** The visual brand must be flexible and adaptable to meet the diverse needs of partners within Ishpeming and beyond.

The project aims to position Ishpeming as a regional and state leader for various opportunities, including outdoor activities, business prospects, and housing opportunities.



BRANDING APPROACH & METHODOLOGY

STEERING COMMITTEE SOAR MEETING

In October 2024, the consulting team and steering committee held an in-person Strengths/Opportunities/Assets/Results (SOAR) analysis to uncover the existing city brand and identity. The following are results and common themes from the session.

STRENGTHS

- Complete Small City: Ishpeming offers essential amenities like grocery stores, pharmacies, a library, a hospital, job opportunities, restaurants, and some shopping options in a convenient and dense geography, making it possible to reside in the city without a car.
- Recreation: Trail access, mountain biking, skiing, running, and a new campground. Al Quaal Recreation Area and Suicide Hill ski jump are notable attractions.
- Affordability and Development: More affordable housing compared to Marquette, with opportunities for development in vacant areas.

- **Community Spirit:** Strong community pride and support, with efforts to improve and beautify the area.
- **Industry and Employment:** Key companies/industries include Bell Hospital, Robbins Flooring Plant, Ishpeming Concrete/Moyle Trucking & Excavating, Holli Forest Products, Bell Forest Products, and UPPC (power company).
- **Community Initiatives:** Community gardens and a 4-acre farm provide equitable food access and farm-to-school programming.
- **Events:** Host events like Margie Seick, Polar Roll, Italian Fest, and the Fourth of July parade.

OPPORTUNITIES

- **Downtown and Highway Redevelopment:** Efforts to revitalize downtown with façade grants, business start-ups, and historic building restoration.
- **Tourism and Branding:** Embrace tourism and attract families to downtown, leveraging the city's unique identity and lack of zoning restrictions.
- **Green Initiatives:** PILOT program for curbside composting and influencing state funding for food systems.

COMMUNITY AND CULTURAL OPPORTUNITIES

- **School System:** Good regional school system with a focus on inclusivity, wellness, and hands-on experience.
- **Mining Heritage:** While no longer at the forefront, mining remains a part of the cultural identity.
- **Rugged Creativity:** Residents are known for their problem-solving abilities and rugged authenticity.

ASPIRATIONS

- **Organizational Goals:** Desire for stable leadership, infrastructure improvements, and better maintenance.
- **Community Goals:** Increase pressure on slumlords to improve housing conditions and enhance the value of the area.
- **Outdoor Recreation:** Utilize vacant land for recreational purposes, such as off-leash dog parks and green spaces.

THREATS

- Community Attitude: Pessimism and resistance from a small group of influential individuals.
- Management Challenges: Difficulty retaining good managers due to community pressures.
- Communication: Need for better communication systems and community engagement.

RESULTS

- Development of a powerful visual community brand
- Development of a brand roll-out plan
- Development of a marketing strategy
- Position Ishpeming as a regional and state leader for various opportunities, including outdoor activities, business prospects, and housing opportunities.

ADDITIONAL RESEARCH & BRAND INPUTS

The consulting team conducted a site visit in the fall of 2024. The two-day immersive experience guided the team and supported creative efforts with pictures and video footage of the community. Additionally, the team was provided access to community videos and photos taken by steering committee members which provided insight into school programs, community events, year-round recreational activities, neighborhood functions, and other activities. Other online research and stakeholder interviews were conducted to gain further insight into the area's history.

COMMUNITY ENGAGEMENT

Throughout the duration of the project, the project's Steering Committee provided leadership and insight, including feedback during a SOAR analysis to determine strengths, opportunities, aspirations, and results. An in-person field visit was conducted, and an online survey was promoted to residents and captured perceptions and future aspirations of the community and its identity.

COMMUNITY SURVEY

In the fall of 2024, the City of Ishpeming released and promoted a survey to residents to understand the brand perception and community assets. Questions were based on the key components of the Brand Platform, a structure that can be thought of as the foundation of the brand. The components are outlined further along in this document, and the survey results provided the answers to the questions asked within the key components of the Brand Platform.

The survey received 46 completions and was open for a month and a half. Based on the survey results key themes emerged.

1. HISTORICAL AND CULTURAL IDENTITY

Most frequently selected descriptors for favorite experiences and personality traits were Historical, authentic, cultural (67.39%), and Historic, old, classic, traditional (73.91%). Rich history was also cited as one of the city's greatest assets (50%).

2. OUTDOOR AND NATURAL APPEAL

Outdoor recreation was the top asset (60.87%). Land preservation and access to nature (45.65%) and peaceful, quiet settings were also highly valued. Popular descriptors included peaceful, restorative, tranquil and quiet natural settings.

3. COMMUNITY AND SMALL-TOWN CHARM

Strong sense of community (50%) and small-town charm (50%) were seen as major strengths. When asked to describe the "personality" of Ishpeming, traits like down to earth, easy going (43.48%) and friendly, welcoming, inclusive (21.74%).

4. UNIQUENESS AND QUIRKINESS

Descriptions like unique, unexpected, inspiring and eccentric, quirky, creative appeared frequently. Respondents highlighted Ishpeming's unique identity and living experience (13.04%).

5. PRIDE AND LOCAL ACHIEVEMENTS

Common proud moments and credentials included:

- Ski Hall of Fame
- RAMBA (Range Area Mountain Bike Association)
- Mining history & Cliffs Shaft Mining Museum
- The Mather
- Anatomy of a Murder
- Al Quaal Recreation Area

BRAND PLATFORM

A major part of the branding development process includes building the brand platform. The Brand Platform provides footing for the brand promise and all future brand actions and experiences. It is the foundation or engine of the brand. The survey results provided the key components of the Brand Platform, which provide a framework for Ishpeming's identity.

1. BRAND VISION

The brand vision clarifies the high-level role that the brand will play in assisting the city in achieving its long-term vision and goals. The brand vision should be linked to the city's long-term vision.

2. TANGIBLE BENEFITS

What are the credible physical and functional assets and features that are valued by customers? What are the assets that describe what the city has or does best?

3. EXPERIENCE THEMES

What are the key experience categories in which the place excels—the industry clusters from an economic development perspective. These experiences represent the value proposition and provide a competitive edge with target audiences.

4. EMOTIONAL BENEFITS

What are the positive feelings that people receive from the place?
In summary, Ishpeming's emotional benefits are to escape confidently, to pursue a passion, to be adventurous, to challenge oneself, to feel comfort and pride, to be charmed, to honor the past, and to feel like a good parent.

5. SOCIAL BENEFITS

How do we want others to see us? What are our bragging rights?

6. PERSONALITY

The brand personality influences the brand's "look and feel" or "tone and style." It describes the brand in human terms.

7. BRAND VALUES

Fundamental principles the constituents live by and believe in and live by. They are the values by which residents want their communities to grow and be shared with others.

8. BRAND CREDENTIALS

Reasons to believe; they help validate the brand. Brand credentials may include achievements, media acknowledgments, historical facts, endorsements from famous people and experts, or the occurrence of important events.

9. BRAND ESSENCE

The brand essence is the DNA from which the brand's narrative can evolve. It is the basic building block or glue that informs and holds together all brand experiences and messages. Your brand essence may be summed up by saying "our brand is about being..." For Nashville, TN, it's "America's music city," and for Oshkosh, WI its "Wisconsin's event city." These are not taglines, although they can be. They are concise encapsulations of what the brands are about.



BRAND STRATEGY & TARGET AUDIENCES

Branding is both an overarching image and an underlying force that should determine the direction of any marketing or communications effort. In its simplest sense, it is “who you are” as a community and what sets you apart.

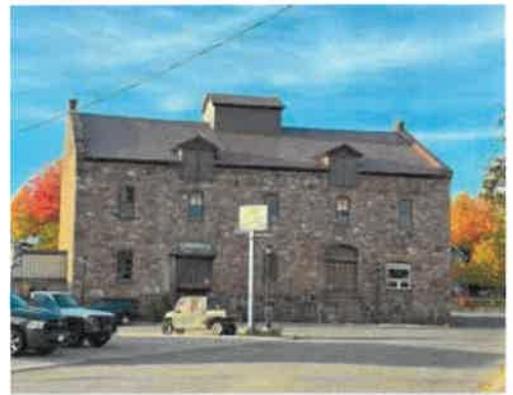
Target audiences control the position a community brand occupies. That’s why it’s important to first determine how your target audiences (visitors, developers, entrepreneurs, investors, business leaders, community members, etc.) perceive the community to help determine the brand strengths and areas for improvement. This process has helped to determine the community’s “brand promise” or “value proposition”—an authentic statement of what sets Ishpeming apart and what the city uniquely brings to the table for the target audiences. This will inform branding efforts and, all subsequent marketing activities.

1. VISITORS AND FUTURE RESIDENTS

Tourists and potential residents are and will be a main driver of economic success throughout the year, and assets like the Ski Hall of Fame, the variety of recreational outlets, and the proximity to the City of Marquette to name a few, will benefit the community. It’s important to consider Ishpeming’s position in the greater Marquette region, and working with neighboring communities to target this group will continue to drive economic success for Ishpeming.

2. BUSINESSES, DEVELOPERS, INVESTORS & ENTREPRENEURS

Businesses, developers, investors, and entrepreneurs play a highly active role in economic development. Ishpeming’s strength with this target audience lies in its comparably affordable residential options, vacant land, and redevelopment/infill opportunities. The city leadership has an “open for business” mentality, and is a strong supporter of local businesses. Additionally, local resources like the Marquette County Land Bank Authority, LSCP, and others can be sourced to help support re/investment efforts. For these reasons and others, Ishpeming is positioned to attract developers in the commercial/retail and residential space. Developers prefer to enter a market before it “blows up” so that they are best positioned for growth and long-term gain.



3. REGIONAL & INTERMEDIARY ORGANIZATIONS AND PUBLIC-PRIVATE PARTNERSHIPS

Regional, intermediary organizations and public-private partnerships serve as catalysts and neutral meeting grounds to connect the private sector and the public sector. These organizations enable small communities to pool resources and share services. They are or will be key partners and can be leveraged to provide Ishpeming access to a network on a much larger scale than what the city can do on its own with limited resources. This group includes the following organizations (not an exhaustive list):

- West End Economic Hub
- Lake Superior Community Partnership
- Travel Marquette
- Innovate Marquette SmartZone
- Iron Ore Heritage Recreation Authority (IOHRA)
- RAMBA racing
- Michigan Economic Development Corporation (MEDC)
- Ishpeming Ski Club
- UP Luge Club
- Marquette Rowing Club
- Department of Natural Resources (DNR)
- Northern Michigan Sports (fund for northern MI)
- Multi-use Trail Clubs

SECONDARY TARGET AUDIENCES

- Existing businesses
- Current residents
- Local and state-wide media outlets

BRAND PROMISE

The brand promise for Ishpeming took into account all the elements gathered in the public engagement phase of this initiative. The Ishpeming story or brand promise aims to express the identity of the community. The brand promise should be considered the foundation by which the additional branding and marketing elements be placed. There is a myriad of tactical applications and channels for the brand promise online and in print.

ROOTED IN COMMUNITY. FUELED BY ADVENTURE.

Located in the traditional territory of the Anishinaabe people and named for the word ishping, meaning “a high place,” Ishpeming invites you to experience life from above. The westernmost City in Marquette County, Ishpeming sprawls nestled between rugged foothills and northern lakes. Our city stands as a final gateway to vast stretches of state parks, national forests, and commercial forest lands to the west, inviting residents and visitors alike to be reminded of what makes Michigan’s Upper Peninsula so special.

Be it the warm glow from a sunrise over Teal Lake on your face, or the hum of a mountain bike tire through freshly fallen leaves, the rush of excitement as your skis glide over freshly groomed snow, or the sound of music on Main Street, where friends and neighbors revel in the long days of summer, Ishpeming welcomes any who seek it to experience it in their own way.

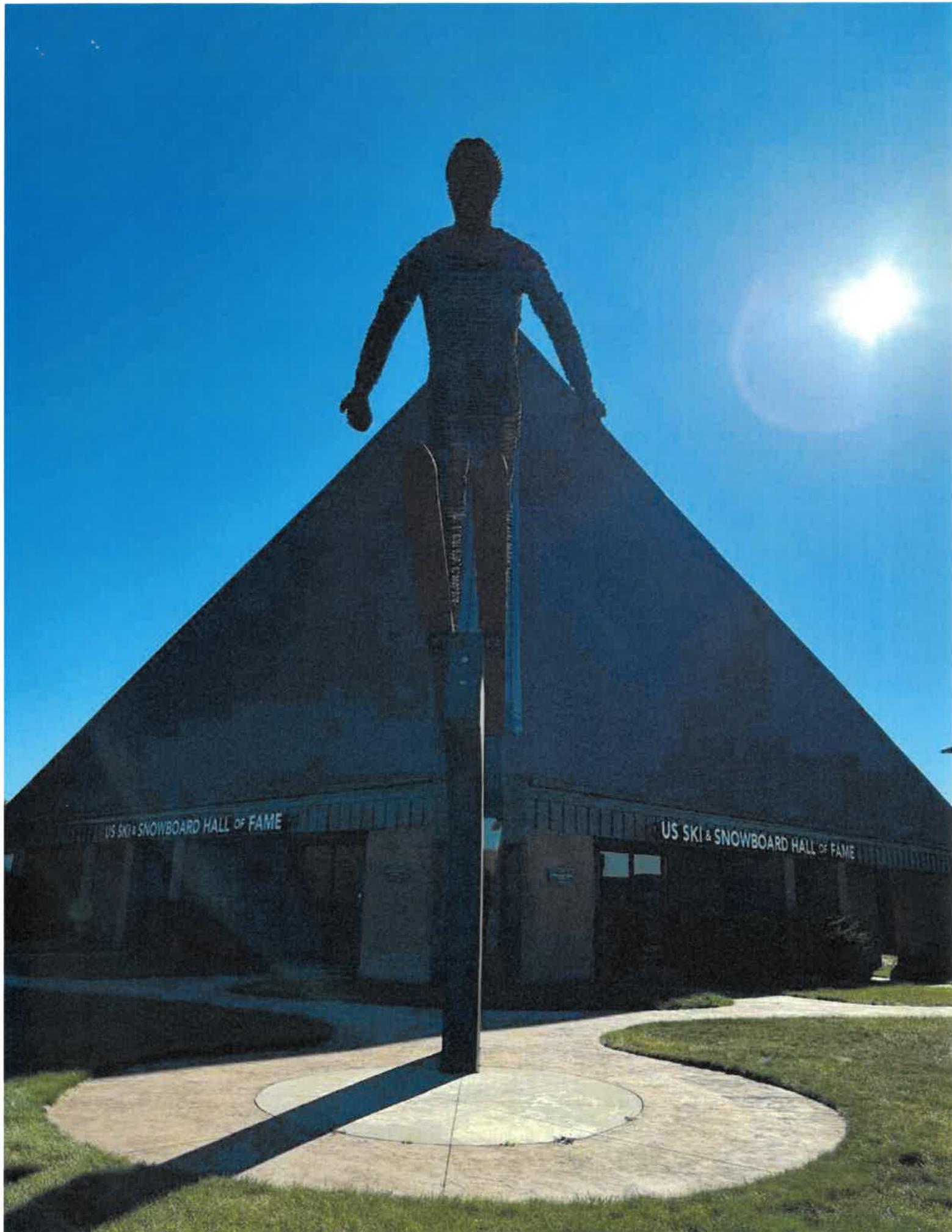
Truly a complete community, our historic city is home to numerous shopping and dining options. In addition: a pharmacy, grocery stores, a hardware store, museums, a hospital, community gardens, farm stands, and historic landmarks can all be found in Ishpeming and within walking distance from downtown.

Opportunity here glows like the aurora borealis, often visible from our backyards. Life here excites, like cheering with our city as we gather to watch the ski jumping tournament at Suicide Hill for the 138th year in a row. It invigorates like the anticipation of a large snowstorm climbing up off the big lake. Our community warms us when we wake to find neighbors helping neighbors clear paths in a town seemingly made new overnight, blanketed in soft, pristine, snow.

Through the seemingly endless days of summer and through seasons where we gather in the radiance of family and friends, Ishpeming waits rooted in community and fueled by adventure. The only thing missing here is you.

***Rooted in community, fueled by adventure.
That’s the Ishpeming way.***





BRAND ROLLOUT STRATEGY



The City of Ishpeming brand rollout program is a strategic plan to introduce and implement the refreshed municipal brand across internal departments, public communications, physical assets, and community engagement initiatives. It ensures consistency, alignment, and community buy-in.

1. Pre-Rollout Preparation (Now through September)

A. Brand Development Completion

- Finalize logo, tagline, elevator pitch, color palette, typography, iconography, and visual guidelines.
- Approve brand style guide.

B. Internal Alignment

- Identify a “brand champion”
- Host an internal meeting for staff, council members, commissioners, etc.

2. Rollout Strategy (September through October)

A. Internal Rollout (Soft Launch)

Purpose: Build internal ownership before public unveiling.

- Provide brand guidelines for staff, elected officials, etc.
- Train departments on correct usage of the new brand.
- Distribute brand guidelines and digital asset kits.
- Train departments on correct usage of the new brand.
- Identify a date for digital and printed assets to change over (letterhead, business cards)

B. External Rollout (Public Launch)

Purpose: Generate excitement, clarity, and community support.

- Launch Event:
 - Press conference, town hall, or community festival (what’s coming up?).
 - Feature speeches, branded giveaways, and visuals of the brand.
- Media & Communications:
 - Press release to local media.
 - Dedicated section on the city’s website explaining the brand story.
 - Social media campaign with citizen engagement.

3. Brand Implementation (October through Q1 2026)

A. Digital Channels

- Update municipal website and social media profiles.
- Roll out branded newsletters, email headers, other digital channel graphics.

B. Physical Assets

- Approved gateway and wayfinding signage installation
- Update printed materials: brochures, maps, forms, banners.
- Refresh uniforms and employee ID badges.

C. Community Touchpoints

- Partner with local businesses for co-branded materials or window decals.
- Offer branded swag (shirts, pins, bags) at City Hall and events.
- Update public signage and other community touchpoints to reflect new brand themes.

4. Engagement & Feedback (Q1 2026 through Q4 2026)

A. Community Education

- Public information campaign to explain the brand and its meaning.
- Use storytelling to connect brand to city heritage and future goals.

B. Feedback Channels

- Set up online feedback forms and social listening tools.
- Monitor public sentiment and address concerns proactively.

5. Long-Term Brand Management (Ongoing)

A. Ongoing Brand Governance

- Establish a brand governance committee or assign brand stewards.
- Create an approval process for new materials.
- Train new staff on branding standards to maintain consistency over time.

B. Regular Audits

- Schedule brand audits (annually or bi-annually) to ensure consistent use of logos, fonts, and colors.
- Update assets and training as needed.

C. Measure Success

- Track metrics: community engagement, media impressions, website visits, internal compliance.
- Share success stories and milestones with stakeholders.
- Community Feedback Surveys: Gauge perception and gather ideas for future campaigns.

D. Success Metrics

- Increase in social media engagement by 35% in Year 1 and 50% in Year 2.
- 20% growth in tourism-related website traffic.
- Positive brand recognition in regional surveys.
- At least 1 new small business citing Ishpeming's brand as a relocation factor.

INTEGRATED MARKETING STRATEGY

Integrated marketing is a strategic approach that ensures all forms of communications and messages are carefully linked together across all channels and platforms. The goal is to create a unified and seamless experience for consumers that reinforces the brand's core message and values. It's important to keep the project's primary goal in the forefront as strategies and action steps are developed.

GOAL: POSITION ISHPEMING AS A REGIONAL AND STATE LEADER FOR VARIOUS OPPORTUNITIES, INCLUDING OUTDOOR ACTIVITIES, BUSINESS PROSPECTS, AND HOUSING OPPORTUNITIES.

STRATEGY ONE: DIGITAL PRESENCE ENHANCEMENT & CONTENT MARKETING

Target Audiences: All

Content marketing is the practice of crafting messages to resonate with target audiences. Good content provides the opportunity to build credibility and trust. Social media is one channel to deliver content and the city's presence on social media will help reach visitors, developers, investors, entrepreneurs, and regional partners.

ACTIONS

1. **Website Refresh and Content Update:** Align visuals and messaging with brand guidelines. Include the brand promise, event calendars, maps, events, business information, recreation locations/highlights, demographics, regular posts about community updates, recent economic development "wins," links to social media channels, and other online resources.
2. **Social Media Strategy:** Use branded social media templates and iconography in posts highlighting economic opportunities, local attractions, events, and community stories.

SOCIAL MEDIA CONTENT IDEAS:

- Feature available re/development opportunities with potential uses to illustrate the vision for the area
- Feature existing and new businesses
- Monthly "Adventure Spotlight" videos and images of people enjoying local recreational opportunities
- Monthly spotlight on local residents, businesses, and neighbors helping neighbors
- Feature existing and new businesses
- "Site spotlight" featuring re/development sites and available vacant land
- Local and regional events
- Community garden highlights

STRATEGY TWO: EXTEND REACH & EXPAND PARTNERSHIPS

Target Audiences: Businesses, developers, investors, visitors, entrepreneurs, regional partners

Partnerships and alliances are important to accelerate improvement, especially in smaller communities. Community marketing and branding frequently calls for the City's partners to come together and cooperate to ensure success for events, activities, and long-term programs. Without these partnerships, communities are severely weakened.

Some of the benefits of working partnerships are:

- A bigger "pie" for everyone to get larger slices
- Increased ROI from marketing investments
- Increased support for business attraction efforts
- Increased customers, income, and tax revenues
- Provide meaning to the story
- More opportunities to reach new markets
- More power, interest, and message coverage
- Greater respect and credibility

Cooperative partnerships play a significant role in supporting Ishpeming through several strategic initiatives aimed at boosting economic development, improving local capacity, and fostering community engagement. These alliances extend beyond the city's boundaries and are strengthened through collaboration to make the region more appealing and experiences more meaningful.

ACTIONS

1. Continue to work with Lake Superior Community Partnership to leverage the support network and services offered through the programs designed to attract and retain businesses, investors, and visitors. Continue to assist and support businesses by promoting the training and advancement programming offered through the Chamber, LSCP, and the West End Economic Hub.
2. Maintain brand consistency by initiating brand guideline adherence with partners and local businesses.
3. Nurture and maintain relationships with the Greater Ishpeming Negaunee Chamber of Commerce and the West End Economic Hub and continue to provide economic development focused city representation on Advisory Councils like the Economic Hub to expand and improve support services for the business community.
4. Expand relationships with Travel Marquette and collaborate on regional advertising programs that promote local events and community highlights in various media (online, radio, media, print).



STRATEGY THREE: EXPAND COMMUNITY EVENTS

Target Audiences: All

LOCAL EVENTS

Events are an excellent way to build community pride, showcase the area, and invite visitors in to experience the welcoming and warmth of the residents. Events hosted by the DDA provide an opportunity for additional exposure to the area by all members of the primary and secondary target audiences, and are an avenue to recruit prospective residents.

In addition to the local events that are currently hosted by the city, there is additional opportunity to not only promote the community from an economic enhancement perspective, but to also show support of the local business community.

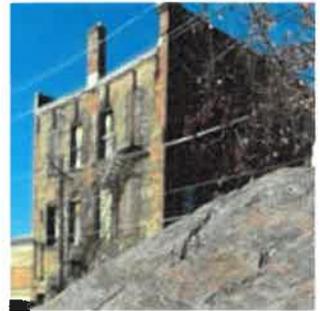
Live, in-person events offer an opportunity to build awareness of the services available through the community to support businesses, and present possible networking opportunities with potential target audiences.

Additional benefits also include reinforcement of the community brand, improving face-to-face communications, and creating opportunities to make new connections with residents and businesses. The city can capitalize on opportunities to distribute marketing materials during community events and can partner with local businesses to distribute branded merchandise to continue to activate the brand.

When considering introducing new events, goal setting, and benchmarking is critical to ensure that the event accomplishes the initial intent. It will help focus promotional efforts and provide metrics to measure the success of the event.

EVENT PROMOTION

Promoting the events through social media, email, direct mail, and signage will build awareness and interest. Working with local businesses and organizations like the Chamber of Commerce and LSCP will help promote the event and build a potential pipeline for event sponsors.



STRATEGY FOUR: IDENTIFY & MARKET REDEVELOPMENT READY SITES

Target Audiences: Businesses, Investors, Developers

Identifying three to five prime sites to promote to developers and investors focuses promotional efforts on improving the potential entertainment, overnight accommodation, retail, and dining opportunities available to residents and visitors.

As an effort to attract key target audience members to learn more about key re/development opportunities, the city should develop the following:

- A dedicated webpage promoting the sites with useful information
- A Business Information Packet or Developer Toolkit, which would also be available on the webpage
- Branded Requests for Qualifications (RFQs)

DEDICATED WEBPAGE

A page on the city's website that contains information about the city's vision for the redevelopment site accompanied with existing useful information about the community assets, competitive advantages, demographics, real estate information, images, and a city contact would enhance the site projects, generate interest, and increase reach.

BUSINESS INFORMATION PACKET/DEVELOPER TOOLKIT

Another communications tool that would help the community stand out is a Business Information Packet or Developer Toolkit that can be developed to give potential investors and outside business owners straightforward and useful information about the community and its economy. It can include charts on economic aspects such as market size, proximity to talent, major employers, affordability, labor market, quality of life using information about the school systems, trail systems, incentives, as well as brief information and pictures about available sites throughout the area.

The Developer Toolkit could be printed and provided to local partners and overnight accommodations like hotels and motels, Air BnB's, VRBO locations and other related overnight accommodation locations. Guests and visitors may be interested in learning more about local investment opportunities, and providing that information at the right intersection of time and place could lead to future investment opportunities for the city.



SITE PROMOTION AND COMMUNITY OUTREACH

In addition to the above, and in conjunction with a well-written and city-branded Request for Qualifications (RFQs) and Request for Proposals (RFPs) for key development sites, the city would be positioned to select the development that best suits the city's vision and interests of the community. By leveraging BidNet Direct and other related websites to post RFPs, the reach can extend well beyond the city's official website.

It is recommended to be proactive in development efforts by engaging with community stakeholders potentially affected by each development/redevelopment. Information and visual representations about the projects should be communicated through signage, printed and online information, and located in the city office. The material should also be duplicated and shared with regional partners, community centers, schools and other public places that have access to public audiences. Use social media channels to communicate project status, updates, images; and gauge and respond to public perception and feedback.

As development occurs and as site projects are completed, dedication ceremonies where partners and supporters are invited shall be held to celebrate success. Post-project signage should identify any grant funding, partnership support, financial support, and other incentive programs that assisted in development, and should be displayed in the same areas where the pre-development project signage was displayed.





MESSAGES & MARKETING

This chart summarizes primary interests, outreach tools, and key messages for each target audience. The key messages will vary slightly based on the target audiences' primary interests. This is a helpful reference chart to use when crafting communications through various media.

Target Audience	Primary Interests	Outreach Tools	Key Messages
Visitors and Future Residents	<ul style="list-style-type: none"> • Entertainment opportunities • Fun activities for all age groups • High quality of life • High quality of education • Affordability • Accessibility • Convenience • Safety • Charm 	<ul style="list-style-type: none"> • Websites • Social Media • Word of mouth • Social Media Influencers • Advertisements and paid media • Newspaper or media articles • Radio 	<p>ROOTED IN COMMUNITY. FUELED BY ADVENTURE.</p> <ul style="list-style-type: none"> • Ishpeming is located In Marquette County, and is home to the National Ski Hall of Fame. • Ishpeming is nestled along the Iron Ore Heritage Trail, a 47-mile multi-use trail. • Bring your sense of Adventure—Ishpeming is known for skiing, snowmobiling, biking, hiking, biking, an Olympic-grade ski jump, ATVs, disc golf, fishing, swimming, and many other sports. • The charming and historical downtown offers local bars, coffee shops, restaurants, and antique shops. • Community ties are strong; neighbors have each other's back and no one is a stranger. • Ishpeming is affordable and the city is located 15 minutes west of Marquette.
Developers, Investors, Entrepreneurs	<ul style="list-style-type: none"> • Return on investment • Reducing risk • Quality/style of development • Quick tenant placement • Predictable permitting process • Zoning and land use 	<ul style="list-style-type: none"> • Trade media and press • Briefings/tours • Website • Social media • Area business reports • Target Market Analyses (residential/retail) • Engagement in community building vision • Info sheets or brochures (i.e. Business development packets) 	<p>ROOTED IN COMMUNITY. FUELED BY ADVENTURE.</p> <ul style="list-style-type: none"> • Bring your vision—Ishpeming is a land of opportunity with vacant land for development and redevelopment spaces in the downtown area. • Ishpeming's convenient location close to Marquette attracts people looking for a high quality of life, a close-knit community, good schools, and recreational opportunities. • Ishpeming is fueled by adventure. The trails, ski areas, and parks draw tourists from all over the state and beyond. Recreationally-based businesses find their niche in Ishpeming.

<p>Regional & Intermediary Organizations, Public-Private Partnerships (Economic Development Organizations, Chambers of Commerce, Schools, Foundations, Colleges and Universities, etc.)</p>	<ul style="list-style-type: none"> • Promoting and expanding economic development in the region • Growing the organization's reputation and credibility • Networking 	<ul style="list-style-type: none"> • Websites • Social media • Brochures/Fact sheets • Briefings, meetings • Engagement in community building vision • Community educational forums 	<p>ROOTED IN COMMUNITY. FUELED BY ADVENTURE.</p> <ul style="list-style-type: none"> • Together we can make Ishpeming and the greater Marquette Region an excellent place to do business and create successful development projects. • Ishpeming's forward-thinking leadership is open to change. • We are leveraging your investment.
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COMMUNITY ASSETS

The assets and values that help define the City of Ishpeming can be categorized under community values, destination places and community spaces, Ishpeming parks, and development incentives available.

Connection to Primary Goal: Position Ishpeming as a regional and state leader for various opportunities, including outdoor activities, business prospects, and housing opportunities by leveraging the vast array of assets and values that demonstrate the unique strengths of the community and provide for a strong foundation of economic prosperity.

Community Values	Destination Places & Community Spaces	Ishpeming Parks	Development Incentives Available
Strong sense of community	Al Quaal Recreation Area	Lake Bancroft Park	Downtown Rental Rehabilitation Program
Small town charm	Iron Ore Heritage Trail	Marquette Street Playlot	Neighborhood Enterprise Zones (NEZ)
Eccentric, quirky	U.S. Ski and Snowboard Hall of Fame	Barnum (7th Addition) Playlot	Brownfield Redevelopment Financing
Historical, authentic (mining history)	The Mather	Lake Angeline Playlot	DDA Programs
Outdoor and Natural Appeal	Downtown	Bruce Asgaard Park	Tax Increment Financing (TIF)
Preserving natural beauty	Historic mining sites	Salisbury Playlot	Commercial Rehabilitation Districts
High quality of life and affordability	Partridge Creek Farm	Juniper Playlot	Payments in Lieu of Taxes (PILOT)
Rugged creativity	Community center	Mather 'A' Ballfield	
		Holmes Playlot	
		Second Street Playlot	
		Power of Ten Pocket Park	
		RAMBA Trailhead	
		Brasswire Campground	
		City Playground	



ROOTED IN COMMUNITY.
FUELED BY ADVENTURE.

City of Ishpeming Statement of Explanation

11(h)

1. Agenda Item Information

Agenda Item Title: Location of Board and Commission Meetings Policy

Department: City Manager

Date Submitted: 12-02-25

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

2. Background & Purpose

This policy establishes the City Council Chambers at City Hall as the primary and preferred location for all Boards and Commissions listed in the policy. It ensures transparency, public access, and consistent use of resources. Off site meetings are allowed in rare circumstances, such as field inspections or conflicts.

3. Fiscal Impact

Total Cost/Revenue Impact: Reduction in staff time

Funding Source(s): Existing departmental operating budgets.

4. Alternatives:

1. Allow Boards and Commissions to meet anywhere.
 2. Restrict meetings to City Hall, limiting site visits or special meetings.
-

5. Recommended Action:

Approve the Location of Board and Commission Meetings Policy as presented, establishing City Hall as the default meeting location for most Boards and Commissions with limited exceptions.

5. Department Head Approval

Name: Randy Scholz, Ishpeming C

Signature: _____

Date: 12-02-25

6. Attachments / Exhibits

Location of Board and Commission Meetings Policy

Date Adopted: _____

City of Ishpeming

Location of Board and Commission Meetings Policy

Purpose:

To establish a consistent and accessible location for the following City of Ishpeming Boards and Commissions meetings, ensuring transparency, public access, and efficient use of City resources. The following Boards or Commissions are required to meet at City Hall in the Council Chambers. Act 345 Board, Board of Review, Building Authority, Cemetery Board, Compensation Commission, Downtown Development Authority, Housing Appeals Board, Parks & Recreation Commission, Planning Commission, Zoning Board of Appeals.

Policy:

1. Primary Meeting Location:

All Boards and Commissions listed above shall hold their meetings in the City Council Chambers at City Hall. This location provides a central, accessible, and official venue for City business.

2. Exceptions – Offsite Meetings:

Meetings held at locations other than City Hall shall be rare and permitted only when the City Council Chambers are unavailable due to scheduling conflicts. All meetings must be convened and adjourned at City Hall. Any discussions conducted offsite shall be summarized upon return to City Hall, and no formal action may be taken at an offsite location.

3. Public Access:

Regardless of location, all meetings must comply with the Michigan Open Meetings Act.

City of Ishpeming Statement of Explanation

11(j)

1. Agenda Item Information

Agenda Item Title: Compensation Commission Determination

Department: City Clerk

Date Submitted: 11/26/2025

Prepared By (Name & Title): Cathy Smith

2. Background & Purpose

The Compensation Commission meets every odd year to review the City Council and Board of Review compensations as per the Charter and Ordinance 11-1200. After review of compensations in other municipalities, the Commission's determination was to maintain the current compensation levels for all Councilmembers, Mayor Pro Tem, and Mayor; and to also maintain the current compensation for the Board of Review.

3. Fiscal Impact

Total Cost / Revenue Impact: No change

Funding Source(s):

4. Alternatives:

The determination of the Compensation Commission could be rejected by the City Council, and the existing salary for that elected office would prevail. With no change being made, if the Council rejects the determination, the salaries would still be maintained at the 2023 levels.

5. Recommended Action:

No action is necessary if Council agrees with the determination of the Compensation Commission.

5. Department Head Approval

Name: Cathy Smith

Signature: 

Date: 11/26/2025

6. Attachments / Exhibits



TO: Cathy Smith, City Clerk

FROM: Ishpeming Compensation Commission

SUBJECT: 2025 Compensation Commission Report

DATE: November 25, 2025

The Compensation Commission held their meeting November 25, 2025, and reviewed compensation from surrounding municipalities for City Council and Board of Review members. After review and discussion, the following determinations were made:

City Council

A motion was made by Member Leverton, seconded by Member Firby, and carried unanimously to maintain all the 2023 compensation levels for Councilmembers, Mayor Pro Tem, and Mayor.

Board of Review

A motion was made by Member Koski, supported by Member Leverton, and carried unanimously to maintain the 2023 compensation level for Board of Review members at \$15.00/hour.

No other changes or additions were made.

The full set of minutes is attached.

**City of Ishpeming
Local Officers Compensation Commission
Minutes
Tuesday, November 25, 2025**

1. CALL TO ORDER - The regular meeting of the Compensation Commission was held on Tuesday, November 25, 2025 in the City Hall Council Chambers. The meeting was called to order at 1:00 p.m. by City Clerk Cathy Smith.

2. ROLL CALL - Present: Elizabeth Firby, Kevin Corkin, Justin Koski, and Dave Leverton (4). Absent: Joe Juidici (1). Also present was City Clerk Cathy Smith.

a. Election of Officers

A motion was made by Member Leverton supported by Member Corkin and carried unanimously to elect Justin Koski as Chair.

A motion was made by Member Koski, seconded by Member Corkin, and carried unanimously to elect Dave Leverton as Vice Chair.

3. PUBLIC COMMENT – There was none.

4. APPROVAL OF MINUTES

A motion was made by Member Leverton supported by Member Koski and carried unanimously to approve the November 9, 2023 minutes as presented.

5. OLD BUSINESS – There was none.

6. NEW BUSINESS

a. City Council Compensation

City Clerk Cathy Smith provided a brief explanation of the results of the compensation survey which included various municipalities in the U.P. including Munising, Negaunee City, Houghton, Iron River, Crystal Falls, Ironwood, and Ontonagon. The municipalities were similar in size to Ishpeming. There was review and discussion related to the various compensations provided and the current City Council compensation. She noted the Council's compensation was increased in 2023.

A motion was made by Member Leverton, seconded by Member Firby, and carried unanimously to maintain all the 2023 compensation levels for Councilmembers, Mayor Pro Tem, and Mayor.

b. Board of Review Compensation

There was a brief review of the survey for the Board of Review Compensation. City Clerk Smith advised the Board of Review compensation was increased in 2021 from \$12.50 per hour to \$15.00 per hour.

A motion was made by Member Koski, supported by Member Leverton, and carried unanimously to maintain the 2023 compensation level for Board of Review members at \$15.00/hour.

7. SET NEXT MEETING DATE - The next meeting of the Compensation Commission would be held in 2027.

8. ADJOURNMENT

At 1:14 p.m., a motion was made by Member Firby, seconded by Member Koski and carried unanimously to adjourn.

Cathy Smith, City Clerk

ORDINANCE NO. 11-1200

AN ORDINANCE TO CREATE A LOCAL OFFICERS COMPENSATION COMMISSION

THE CITY OF ISHPEMING ORDAINS:

Section 11-1201. There is hereby created a local officers compensation commission, which commission is created under, and shall be subject to, all rights, powers, duties, privileges and immunities enumerated in M.S.A. 5.2084(3).

Section 11-1202. The local officers compensation commission created hereunder shall consist of five (5) members, to be appointed by the Mayor and confirmed by a majority vote of the members elected and serving on the Ishpeming City Council.

Section 11-1203. Each member of the local officers compensation commission shall be a registered elector of the City of Ishpeming. A member or employee of the legislative, judicial, or executive branch of government or a member of the immediate family of a member or employee of the legislative, judicial, or executive branch of government shall not be a member of the Commission.

Section 11-1204. The term of office of each member of the local officers compensation commission shall be five (5) years, except that of the members first appointed, one (1) each shall be appointed for a term of 1, 2, 3, 4 and 5 years.

In the event of a vacancy in the office of any member of the local officers compensation commission, such vacancy shall be filled in the same manner as the original appointment, for the balance of the term of the vacant office.

Section 11-1205. The first members of the local officers compensation commission shall be appointed by the Mayor and confirmed by the City Council within thirty (30) days after the effective date of this ordinance.

Section 11-1206.

- (a) The local officers compensation commission shall determine the salary of each elected official of the City of Ishpeming; and such determination shall be the salary unless the Ishpeming City Council, by resolution adopted by two-thirds (2/3) of its members elected and serving on the City Council, rejects the determination of the local officers compensation commission.
- (b) The determination of the local officers compensation commission shall be effective thirty (30) days following the filing thereof with the City Clerk, unless the determination is rejected by the City Council.
- (c) If any determination of the local officers compensation commission is rejected by the City Council, the existing salary or compensation with respect to that elected office shall prevail.

A rejection of the determination of the local officers compensation commission with respect to one or more classes of elected offices shall not constitute rejection of all of the determinations made by the local officers compensation commission, and the City Council shall specify which, if any, determinations are rejected; provided, however, that elected officials within the same class shall all be treated equally with respect to rejection or non-rejection of the salary determination of that class.

- (d) Expense allowance or reimbursement paid to elected officials, if determined by the local officers compensation commission, shall be for expenses incurred in the course of City business and accounted for to the City.

Section 11-1207

- (a) The local officers compensation commission shall meet for not more than fifteen (15) session days in each odd numbered year and shall make its determination within forty-five (45) calendar days after its first meeting.
- (b) A majority of the members of the local officers compensation commission shall constitute a quorum for conducting business.
- (c) The local officers compensation commission shall not make a determination without a concurrence of a majority of the members appointed and serving on the commission.
- (d) The local officers compensation commission shall elect a chairperson from among its members.
- (e) The members of the local officers compensation commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.
- (f) The business which the local officers compensation commission may perform shall be conducted at a public meeting of the commission held in compliance with the Michigan Open Meetings Act, being M.C.L.A. 15.261-15.275, and public notice of the time, date, and place of each meeting of the commission shall be given as required under the Open Meetings Act.
- (g) All writings prepared, owned, used, in the possession of, or retained by the local officers compensation commission in the performance of an official function shall be made available to the public in compliance with M.C.L.A. 15.231-15.246.

Section 11-1208. Not more than sixty (60) days after the effective date of this ordinance, a petition for a referendum on this ordinance may be filed pursuant to the procedure provided in the Charter of the City of Ishpeming, or otherwise by filing a petition with the City Clerk containing the signatures of at least five (5%) per cent of the registered electors of the City on the effective date of this Ordinance. The election shall be conducted in the same manner as an election on a charter amendment. If a petition for referendum is timely filed, a determination of the local officers compensation commission shall not be effective until this Ordinance has been approved by the electors of the City of Ishpeming.

Section 11-1209. This ordinance shall be effective upon publication.

September 2, 1981

11(K)(i)

**PROPOSED AMENDMENT TO:
THE CITY OF ISHPEMING ZONING ORDINANCE #8-100**

11.0 SECTION 11.0: (GR) GENERAL RESIDENTIAL DISTRICT

11.1 Intent: To establish and preserve medium density residential neighborhoods, free from other uses except those which are both compatible with and convenient to the residents of the district.

11.2 Permitted Principal Uses:

- A. Detached single-family dwelling unit. (See Section 19)
- B. Customary accessory detached uses and structures. (See Section 19.1.G)
- C. State licensed residential facility as defined at M.C.L.A. §125.3102(t), except adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.
- D. Foster facility home (1-4 children) and Foster group homes (5-6 children). (See definitions)
- E. Family day care homes (1-6 children). (See definition)
- F. Garage sales, yard sales, or similar types of sales, provided such sale shall take place for a period not to exceed seven (7) days per sale and no residence shall be permitted more than three (3) such sales per year.
- G. Limited Animal Keeping (See Section 22.13).
- H. Uses similar to the above uses as determined in accordance with Section 8.1.
- I. Personal Garden
- J. Demonstration Garden
- K. Duplex dwelling unit (2-family unit).

11.3 Requirements for Principal Uses: No more than one main structure which contains one (1) single-family unit or one two (2)-family unit may be located on a lot.

11.4 Conditional Uses: (Requires Planning Commission approval, (See Section 25.0)

- A. Places of public assembly, education and instruction, including schools, religious institutions, service clubs, community centers, libraries and membership organizations; parks and playgrounds.
- B. Group child care home (7-12 children). (See definition)
- C. Instruction in a craft or fine art in a single family residence, subject to the conditions outlined in M.C.L.A. §125.3204.
- D. Home occupations.
- E. Recovery house. (See definition)
- F. Small Wind Turbine (See Section 22.11).
- ~~G. Duplex dwelling unit (2-family unit).~~
- G. Off-premises parking for residential purposes, serving property within the General Residential District.
- H. Bed and breakfast establishments (721191)
- I. Customary accessory uses and structures.
- J. Public utility substations (221121), See Section 25.3 D
- K. Multiple-family residential structures (Stacked Flats Dwelling) (Townhouse Dwelling)

**CITY OF ISHPEMING PLANNING COMMISSION
MEETING MINUTES
Monday, December 1, 2025**

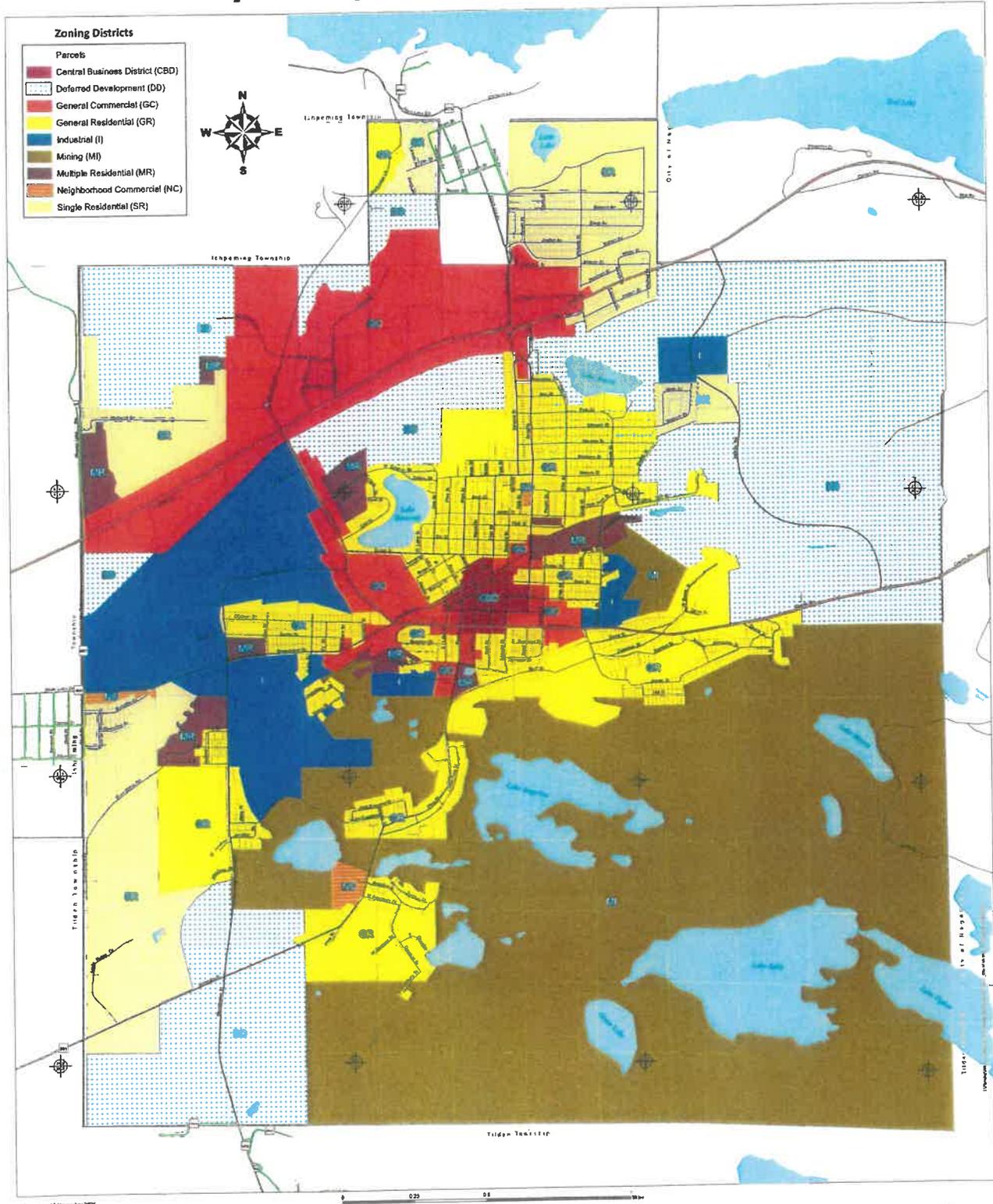
3. Proposed Amendment to Section 11.0: (GR) General Residential District

Brooke read the email received from Caroline regarding the proposed amendment to Section 11. There was some brief discussion related to the parking requirements and how this amendment would increase housing options.

A motion was made by Member Richards, seconded by Member Prillwitz and carried unanimously to send the language amendments to Ordinance # 8-100, Section 11.0 General Residential District to the City Council for a first reading; noting this supports the Master Plan goal to increase housing stock and the existing zoning addresses the space and amenities that are needed for two families.

11(k)(ii)

City of Ishpeming DRAFT Zoning Map



Print date: 18 November 2023

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ALLIANCE U.S. OFFICIALS (2023) based on the City of Ishpeming
 This map was prepared by the City of Ishpeming City Council on
 December 17, 2023, as a part of the City of Ishpeming's
 Comprehensive Zoning Ordinance, which was adopted on February 8, 2023.
 City of Ishpeming, Michigan

This map was prepared by Marquette County Planning Division. Representatives of the City of Ishpeming, Michigan, and the City of Marquette, Michigan, are shown on the map.
 The information and data presented herein are based on the best available information and are not intended to be used for any other purpose. The City of Ishpeming, Michigan, and the City of Marquette, Michigan, are not responsible for any errors or omissions in this map. The City of Ishpeming, Michigan, and the City of Marquette, Michigan, are not responsible for any damages or losses resulting from the use of this map.

Prepared by



Marquette County Planning Division

11(1)



RESOLUTION #36-2025
RESOLUTION CONSOLIDATING ELECTION PRECINCTS AND
ESTABLISHING POLLING LOCATION

WHEREAS, the Ishpeming City Election Commission at a special meeting held on December 10, 2025 took action to consolidate precincts and establish one (1) election precinct in the City of Ishpeming; and

WHEREAS, MCL 168.661 provides for the City Election Commission to establish precinct boundaries by resolution and allows for up to 4,999 registered voters to reside in a single precinct; and

WHEREAS, staff estimates this shift will result in a need for one Election Day polling location, rather than the two previously used; and

WHEREAS, one election precinct (Precinct 1) in the City of Ishpeming will reduce election day staffing needs, reduce election equipment needed, reduce the number of polling locations and reduce other associated election costs; and

WHEREAS, a review of voter registration data, local voter habits and past practice regarding polling locations, resulted in a determination that the City would be able to provide the most accessible and equitable experience to City voters by establishing the one polling location at the KD Hall – St. Johns, 325 S. Pine Street; and

WHEREAS, MCL 168.662(1) states, “*The legislative body in each city and township shall designate and prescribe the place or places of holding an election for a city, village, or township election*”;

NOW THEREFORE BE IT RESOLVED, by the City Council for the City of Ishpeming that the following precinct boundary change and polling location be adopted for all elections in the City of Ishpeming, until further modified:

- Precinct 1: KD Hall – St. Johns, 325 S. Pine Street

The resolution will take effect immediately.

Duly adopted by the Ishpeming City Council on December 17, 2025.

Certified to be a true copy on December 10, 2025

Cathy Smith, City Clerk

Pat Scanlon, Mayor



ELECTION COMMISSION
RESOLUTION CONSOLIDATING ELECTION PRECINCTS AND
ESTABLISHING POLLING LOCATION

WHEREAS, MCL 168.661 allows for up to 4,999 registered voters to reside in a single precinct;
and

WHEREAS, MCL 168.661 provides for the City Election Commission to establish precinct
boundaries by resolution; and

WHEREAS, staff estimates this shift will result in a need for one Election Day polling location,
rather than the two previously used; and

WHEREAS, one election precinct (Precinct 1) in the City of Ishpeming will reduce election day
staffing needs, reduce election equipment needed, reduce the number of polling locations and reduce
other associated election costs;

NOW THEREFORE BE IT RESOLVED, by the Election Commission of the City of
Ishpeming that the following precinct boundary change and polling location be adopted for all elections
in the City of Ishpeming, until further modified:

- Precinct 1: KD Hall – St. Johns, 325 S. Pine Street

The resolution will take effect immediately.

Duly adopted by the Ishpeming City Election Commission on December 10, 2025.

Certified to be a true copy on December 10, 2025



Cathy Smith, City Clerk

**ELECTION COMMISSION SPECIAL MEETING
MINUTES**

Wednesday, December 10, 2025
Ishpeming City Hall, 100 E. Division Street, Ishpeming, MI 49849
City Hall Phone Number: 906-485-1091

1. CALL TO ORDER

The regular meeting of the Election Commission was called to order by City Clerk Cathy Smith at 4:00 p.m.

2. ROLL CALL

Present: City Attorney Caroline Bridges, City Clerk Cathy Smith, and City Manager Randy Scholz (3).

3. PUBLIC COMMENT - There was no public comment.

4. APPROVAL OF MINUTES

A motion was made by Member Scholz, seconded by Member Bridges, and carried unanimously to approve the 9-17-2025 minutes as presented.

5. NEW BUSINESS

a. Precinct Consolidation and Location

Member Smith explained with election law changes made last year, MCL 168.661 allows for up to 4,999 registered voters to reside in one precinct versus the 2,999 that was previously allowed. The City has a total of 5,398 registered voters, however, that includes voters in the inactive voter file, and those voters can be subtracted out. The total number of active voters in the City is 4,543 which would allow for the combination of the two precincts we currently have into one precinct for the City of Ishpeming.

She spoke with the St. John's Church regarding the continued use of KD Hall and the consolidation into one Precinct to be located at KD Hall. They were agreeable with this and asked that we notify the church as early as possible when there are elections scheduled. Consolidating Precinct 1 and Precinct 2 into one precinct to be located at KD Hall would be more efficient for the clerk and be centrally located for voters; would reduce election day staffing needs and reduce costs for equipment.

In addition, she would post this information on the website and voter ID cards, which is a requirement, would be sent to all voters in Precinct 1- Birchview providing notification of the change. In April or May, closer to the August 2026 election, she would do a public service announcement and provide notice in the Mining Journal of the consolidation.

Member Smith's recommendation was to consolidate Precinct 1 and 2 into one Precinct to be located at KD Hall at 325 Pine Street.

A motion was made by Member Scholz, seconded by Member Bridges and carried unanimously to concur with City Clerk Smith's recommendation and consolidate Precinct 1 and Precinct 2 and have one precinct for the City of Ishpeming to be located at KD Hall, 325 Pine Street with this taking effect immediately.

6. OLD BUSINESS – There was none.

7. ADJOURNMENT

At 4:15 p.m., a motion was made by Member Bridges, supported by Member Scholz, and carried unanimously to adjourned.

Cathy Smith, City Clerk



CITY MANAGER'S OFFICE
CITY OF ISHPERING, MICHIGAN
100 EAST DIVISION STREET
ISHPERING, MICHIGAN 49849

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City of Ishpeming Manager's Report

Council Meeting – December 17, 2025

(Reporting Period: November 15– December 5, 2025)

1. Operational and Administrative Updates

- Held weekly meetings with Deputy City Manager/Finance Director and City Clerk
- Held weekly meetings with legal counsel
- Held weekly meetings with Planning & Zoning Director
- Held monthly meetings with the Planning Commission Chair
- Held monthly meetings with DDA liaison
- Attended monthly DDA meeting – was not at the meeting in November
- Attended weekly construction meetings with contractors – stopped meeting in November the Mayor also attends
- Attended Blight Workgroup – moving forward on three properties
- Met with the Cliffs representative and city staff to discuss the purchase agreement. A few issues remain to be resolved, but none appear insurmountable. Overall, it was a productive and positive meeting
- Met with staff to discuss the Senior Center maintenance agreement and to begin developing a policy addressing water usage and related fees for new housing developments.
- Completed the EGLE grant application for recycling containers; however, no partners were found to provide the required 20% match.
- Met with 906 Technologies regarding Council's computers
- Completed the Brownfield application, which could help fund environmental work on the Cliffs property.
- Started work on the Special Events Policy & Application
- Contacted the State regarding fire truck funding, awaiting a response.
- Proceeded with issuing the RFP for the fire truck.
- Met with the Senior Center to review the maintenance agreement and are working on a version that is easier to understand.
- Met with staff to identify developable properties; will bring recommendations to the Planning Commission and then to Council

2. Capital Projects and Infrastructure

- Construction season has concluded; reviewing last season and exploring ways to better communicate projects for next year

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



**CITY MANAGER'S OFFICE
CITY OF ISHPEMING, MICHIGAN
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3. Financial and Budgetary Overview

- Budget has been approved by City Council for 2026

4. Community Engagement and Public Services

- Attended Land Bank open office hours and had a productive discussion with the director about housing development opportunities in Ishpeming.
- Attended Marquette County Ambassador meeting.
- Met with a citizen to discuss general city operations