


ISHPEMING CITY COUNCIL
Wednesday, January 21, 2026 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 reserved for an agenda item)*
- 6. Manager Offer of Information**
- 7. Consent Agenda**
 - a. Minutes of Previous Meeting (December 17, 2025 and January 12, 2026)
 - b. Approval of Disbursements
 - c. Confirm 2026 Publishing Source – The Mining Journal
 - d. Confirm 2026 Depositories – Nicolet/TruNorth/First Bank/Comerica/Charles Schwab/Edward D. Jones
 - e. Confirm Payment to UPSET for 2026 - \$10,000
 - f. Confirm Payment to Commission on Aging for 2026 - \$9,000
 - g. Declare 1,066 Library circulating items as surplus
 - h. Declare 8 Library metal shelves as surplus
 - i. Confirm Manager appointment of Lisa Petersen to vacancy on the DDA: Exp. 7/2026
 - j. Confirm Mayor appointment of Amy Lerlie to a vacancy on the Parks-Recreation Commission: Exp 5/2026
- 8. Monthly Reports from Departments**
 - a. Monthly Financial Statement Report
 - i. Balance Sheets – All funds
 - ii. Monthly Detail – All funds
 - b. DPW Update
 - c. Police Department Update
- 9. Public Hearings** *(limit 3 minutes per person) – None*
- 10. Unfinished Business**
 - a. SNAP Benefit Update
- 11. New Business**
 - a. Special Event Application: Ishpeming 4th of July Festivities and Parade Permit: Saturday, July 4, 2026
 - b. Strategic Plan Update – Chris Germain
 - c. Parks and Recreation Commission Update
 - d. Drinking Water State Revolving Fund (DWSRF) Resolution #35-2025, Reimbursement #9
 - e. UPEA Agreement Amendment #1 – Brasswire Campground Solar
 - f. UPEA Agreement Amendment #2 – Third Street Storm Sewer
 - g. Review/Confirm Policy 601: Council Rules of Procedure Policy
 - h. Proposed 2026 Fee Schedule
 - i. Deputy City Manager/Finance Director Employment Agreement
 - j. Planning Commission Recommendations
 - i. Second Reading of Zoning Ordinance #8-100 Text Amendment Section 11 General Residential
 - ii. Second Reading of Zoning Ordinance #8-100 Map Amendment
 - k. Talsma Controls Company Proposal – Bell Booster Station
 - l. Select vendor for new fire truck
 - m. Adopt Policy #306, Leak Forgiveness Policy
 - n. Adopt Policy #307, Community Housing Partner Utility Waiver Policy
 - o. Confirm City Manager to serve as Interim DPW Director
- 12. Mayor and Council Reports**
- 13. Manager's Report**
- 14. Closed Session** pursuant to MCL 15.268(e) to consult with its attorney regarding settlement strategy in connection with specific pending litigation – Michigan Tax Tribunal
- 15. Adjournment**


Randy Scholz, City Manager

7(a)

City of Ishpeming Statement of Explanation

1. Agenda Item Information

Agenda Item Title: Declare 1,066 library circulating items surplus

Department: Library

Prepared By (Name & Title): Jesse Shirtz, Library Director

Date Submitted: 01/15/2026

2. Background & Purpose

Purpose / Background: In order to keep our collection relevant and useful to the community the library adds and removes items on a continuous basis, according to our selection and weeding policies. Because weeded items (items removed from the collection) are considered city property they must be declared surplus by the City Council prior to their disposal. Once declared surplus a list of titles is sent to the Better World Books (BWB) program for consideration. BWB provides a 20% rate of return based on the net sale of each of our items sold that they select to keep, and the remaining items are recycled or given away. BWB does not accept AV items.

Many of the surplus items on this list are MARC records that still exist in our system that haven't had a corresponding physical item on the shelf for at least a year. We are working to clean up our catalog which includes deleting those items. Unfortunately, there isn't a way to separate them on the list.

3. Fiscal Impact

Total Cost / Revenue Impact: No cost / potential revenue for items sold through BWB

Funding Source(s): N/A

4. Alternatives

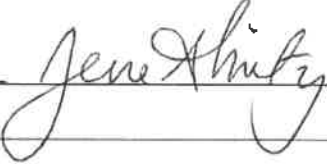
Alternatives Considered: Do not declare the items surplus and store them elsewhere. They have already been removed from the collection.

5. Recommended Action:

Declare these items surplus so they may be placed on bid; then sold, recycled, or given away.

6. Department Head Approval

Department Head Approval

(Name & Signature): Jesse Shirtz  Date: 1/15/2026

6. Attachments / Exhibits

- a. Itemized list of titles to be declared surplus (as required by City Charter)

7(h)

City of Ishpeming Statement of Explanation

1. Agenda Item Information

Agenda Item Title: Declare 8 metal shelves as surplus

Department: Library

Prepared By (Name & Title): Jesse Shirtz, Library Director

Date Submitted: 01/15/2026

2. Background & Purpose

Purpose / Background: These eight metal shelves were given to us by Peter White Public Library with a shelving unit during their last renovation. They are extras and we need the storage space they take up for other purposes. The dimensions are 35.5" L x 9.25" W x 7.25" H.

3. Fiscal Impact

Total Cost / Revenue Impact: No cost / potential revenue if purchased through bid

Funding Source(s): N/A

4. Alternatives


Alternatives Considered: Do not declare the items surplus and store them elsewhere.

5. Recommended Action:

Declare these items surplus so they may be placed on bid; then sold, recycled, or given away.

6. Department Head Approval

Department Head Approval

(Name & Signature): Jesse Shirtz  Date: 1/15/2026

6. Attachments / Exhibits

a. Photo of the shelves



REVENUE AND EXPENDITURE REPORT FOR CITY OF ISHPEMING
 PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		12/31/2025		MONTH 12/31/2025
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND				
TAX REVENUE		2,156,540.44		203,040.11
LICENSES & PERMITS		134,577.63		4,275.00
STATE GRANTS		221,498.84		22,814.29
STATE REVENUE		888,658.98		174,616.00
FINES & FORFEITS		48,275.24		5,841.10
CHARGES FOR SERVICES		680,540.39		97,043.05
SALE OF FIXED ASSETS		63,065.50		0.00
CONTRIBUTIONS		19,361.44		929.09
INTEREST & RENTS		31,146.22		0.00
LAND SALE & LEASES		1,536.74		0.00
REIMBURSEMENTS & INSURANCE PROCEEDS		27,814.56		7,457.83
OTHER FINANCING SOURCES		12,330.00		0.00
Unclassified		17,473.70		0.00
TOTAL REVENUES		4,302,819.68		516,016.47
PERSONNEL SERVICES		3,102,861.71		209,754.07
EQUIPMENT & SUPPLIES		368,552.00		12,674.79
UTILITIES		234,554.16		16,636.85
OTHER SERVICES		147,726.80		182.00
PROFESSIONAL AND CONTRACT SERVICES		351,131.81		58,342.26
REPAIRS AND MAINTENANCE		97,363.94		41,733.30
LIABILITY INSURANCE		44,910.00		29,605.00
DEBT SERVICE		348,229.79		0.00
EQUIPMENT RENTALS		2,065.97		622.02
TOTAL EXPENDITURES		4,697,396.18		369,550.29
Fund 101 - GENERAL FUND:				
TOTAL REVENUES		4,302,819.68		516,016.47
TOTAL EXPENDITURES		4,697,396.18		369,550.29
NET OF REVENUES & EXPENDITURES		(394,576.50)		146,466.18
BEG. FUND BALANCE		743,493.85		
END FUND BALANCE		348,917.35		

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		12/31/2025		MONTH 12/31/2025
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)
Fund 202 - MAJOR STREETS				
	STATE REVENUE	775,839.28		57,671.19
	CHARGES FOR SERVICES		4.00	0.00
	INTEREST & RENTS	29,406.90		0.00
	TOTAL REVENUES	805,250.18		57,671.19
	PERSONNEL SERVICES	357,692.76		78,413.62
	EQUIPMENT & SUPPLIES	141,162.17		12,230.60
	PROFESSIONAL AND CONTRACT SERVICES	157,050.50		3,900.50
	DEBT SERVICE	31,762.00		0.00
	EQUIPMENT RENTALS	311,212.85		62,776.29
	TOTAL EXPENDITURES	998,880.28		157,321.01
Fund 202 - MAJOR STREETS:				
	TOTAL REVENUES	805,250.18		57,671.19
	TOTAL EXPENDITURES	998,880.28		157,321.01
	NET OF REVENUES & EXPENDITURES	(193,630.10)		(99,649.82)
	BEG. FUND BALANCE	982,412.19		
	END FUND BALANCE	788,782.09		

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	
		NORMAL	(ABNORMAL)	MONTH 12/31/2025	INCREASE (DECREASE)
Fund 203 - LOCAL STREETS					
	STATE REVENUE		330,926.72		19,212.89
	INTEREST & RENTS		22,510.54		0.00
	TOTAL REVENUES		<u>353,437.26</u>		<u>19,212.89</u>
	PERSONNEL SERVICES		215,573.65		41,735.23
	EQUIPMENT & SUPPLIES		55,982.83		1,388.56
	PROFESSIONAL AND CONTRACT SERVICES		123,005.78		116,105.78
	DEBT SERVICE		39,654.00		0.00
	EQUIPMENT RENTALS		192,330.85		29,424.48
	TOTAL EXPENDITURES		<u>626,547.11</u>		<u>188,654.05</u>
Fund 203 - LOCAL STREETS:					
	TOTAL REVENUES		353,437.26		19,212.89
	TOTAL EXPENDITURES		<u>626,547.11</u>		<u>188,654.05</u>
	NET OF REVENUES & EXPENDITURES		(273,109.85)		(169,441.16)
	BEG. FUND BALANCE		828,422.57		
	END FUND BALANCE		555,312.72		

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	
		NORMAL	(ABNORMAL)	MONTH 12/31/2025	INCREASE (DECREASE)
Fund 248 - DDA					
	TAX REVENUE	460,370.88		44,684.91	
	CONTRIBUTIONS	100.00		0.00	
	INTEREST & RENTS	20,583.36		0.00	
	TOTAL REVENUES	481,054.24		44,684.91	
	PERSONNEL SERVICES	47,079.04		18,481.56	
	EQUIPMENT & SUPPLIES	11,025.85		0.00	
	PROFESSIONAL AND CONTRACT SERVICES	39,962.62		7,241.66	
	DEBT SERVICE	139,577.00		0.00	
	EQUIPMENT RENTALS	352.28		0.00	
	TOTAL EXPENDITURES	237,996.79		25,723.22	
Fund 248 - DDA:					
	TOTAL REVENUES	481,054.24		44,684.91	
	TOTAL EXPENDITURES	237,996.79		25,723.22	
	NET OF REVENUES & EXPENDITURES	243,057.45		18,961.69	
	BEG. FUND BALANCE	849,558.06			
	END FUND BALANCE	1,092,615.51			

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		NORMAL	(ABNORMAL)	MONTH 12/31/2025
				INCREASE (DECREASE)
Fund 401 - PUBLIC IMPROVEMENT FUND				
	TAX REVENUE	666,125.39		66,282.81
	STATE GRANTS	150,000.00		150,000.00
	INTEREST & RENTS	22,739.54		0.00
	TOTAL REVENUES	838,864.93		216,282.81
	EQUIPMENT & SUPPLIES	185,154.69		2,368.69
	OTHER SERVICES	4,816.20		0.00
	PROFESSIONAL AND CONTRACT SERVICES	1,388,344.44		478,463.82
	REPAIRS AND MAINTENANCE	76,006.87		0.00
	DEBT SERVICE	43,317.00		0.00
	TOTAL EXPENDITURES	1,697,639.20		480,832.51
Fund 401 - PUBLIC IMPROVEMENT FUND:				
	TOTAL REVENUES	838,864.93		216,282.81
	TOTAL EXPENDITURES	1,697,639.20		480,832.51
	NET OF REVENUES & EXPENDITURES	(858,774.27)		(264,549.70)
	BEG. FUND BALANCE	663,288.41		
	END FUND BALANCE	(195,485.86)		

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		NORMAL	(ABNORMAL)	MONTH 12/31/2025
				INCREASE (DECREASE)
Fund 590 - SEWER FUND				
	FINES & FORFEITS		20,906.16	1,825.72
	CHARGES FOR SERVICES		1,782,609.34	157,131.99
	INTEREST & RENTS		109,191.56	0.00
	TOTAL REVENUES		1,912,707.06	158,957.71
	PERSONNEL SERVICES		332,642.03	44,793.03
	EQUIPMENT & SUPPLIES		114,852.32	1,623.55
	UTILITIES		7,335.56	2,212.22
	PROFESSIONAL AND CONTRACT SERVICES		5,017,139.46	206,627.37
	LIABILITY INSURANCE		42,560.00	21,280.00
	DEBT SERVICE		147,152.40	0.00
	EQUIPMENT RENTALS		64.26	0.00
	TOTAL EXPENDITURES		5,661,746.03	276,536.17
Fund 590 - SEWER FUND:				
	TOTAL REVENUES		1,912,707.06	158,957.71
	TOTAL EXPENDITURES		5,661,746.03	276,536.17
	NET OF REVENUES & EXPENDITURES		(3,749,038.97)	(117,578.46)
	BEG. FUND BALANCE		18,549,064.34	
	END FUND BALANCE		14,800,025.37	

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		12/31/2025		MONTH 12/31/2025
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)
Fund 591 - WATER FUND				
	LICENSES & PERMITS		13,639.98	0.00
	STATE GRANTS		116,016.61	18,074.00
	FINES & FORFEITS		36,367.06	2,652.28
	CHARGES FOR SERVICES		2,566,972.46	224,331.76
	INTEREST & RENTS		64,784.14	0.00
	FEDERAL GRANTS		6,059,246.27	0.00
	TOTAL REVENUES		8,857,026.52	245,058.04
	PERSONNEL SERVICES		752,269.10	94,988.05
	EQUIPMENT & SUPPLIES		185,251.64	4,452.30
	UTILITIES		34,911.84	2,950.26
	OTHER SERVICES		2,612.30	0.00
	PROFESSIONAL AND CONTRACT SERVICES		12,611,729.12	2,268,833.72
	REPAIRS AND MAINTENANCE		5,792.40	0.00
	LIABILITY INSURANCE		37,240.00	18,620.00
	DEBT SERVICE		281,633.75	78,320.00
	EQUIPMENT RENTALS		900.85	229.06
	TOTAL EXPENDITURES		13,912,341.00	2,468,393.39
Fund 591 - WATER FUND:				
	TOTAL REVENUES		8,857,026.52	245,058.04
	TOTAL EXPENDITURES		13,912,341.00	2,468,393.39
	NET OF REVENUES & EXPENDITURES		(5,055,314.48)	(2,223,335.35)
	BEG. FUND BALANCE		11,640,199.64	
	END FUND BALANCE		6,584,885.16	

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	
		NORMAL	(ABNORMAL)	MONTH 12/31/2025	INCREASE (DECREASE)
Fund 596 - GARBAGE/RECYCLE					
	FINES & FORFEITS		12,771.54		783.01
	CHARGES FOR SERVICES		871,653.65		78,243.40
	INTEREST & RENTS		16,920.92		0.00
	TOTAL REVENUES		<u>901,346.11</u>		<u>79,026.41</u>
	PERSONNEL SERVICES		26,801.80		1,709.24
	EQUIPMENT & SUPPLIES		294,259.67		62,927.12
	UTILITIES		4,342.00		354.34
	PROFESSIONAL AND CONTRACT SERVICES		474,513.76		27,729.01
	LIABILITY INSURANCE		3,990.00		1,995.00
	TOTAL EXPENDITURES		<u>803,907.23</u>		<u>94,714.71</u>
Fund 596 - GARBAGE/RECYCLE:					
	TOTAL REVENUES		901,346.11		79,026.41
	TOTAL EXPENDITURES		803,907.23		94,714.71
	NET OF REVENUES & EXPENDITURES		97,438.88		(15,688.30)
	BEG. FUND BALANCE		546,889.32		
	END FUND BALANCE		644,328.20		

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR
		NORMAL	(ABNORMAL)	MONTH 12/31/2025
				INCREASE (DECREASE)
Fund 732 - POLICE & FIRE RETIREMENT				
	TAX REVENUE	340,654.30		34,678.28
	CONTRIBUTIONS	46,904.46		3,259.00
	INTEREST & RENTS	989,668.32		52,469.22
	TOTAL REVENUES	1,377,227.08		90,406.50
	PERSONNEL SERVICES	502,835.44		41,497.58
	PROFESSIONAL AND CONTRACT SERVICES	31,592.41		5.14
	TOTAL EXPENDITURES	534,427.85		41,502.72
Fund 732 - POLICE & FIRE RETIREMENT:				
	TOTAL REVENUES	1,377,227.08		90,406.50
	TOTAL EXPENDITURES	534,427.85		41,502.72
	NET OF REVENUES & EXPENDITURES	842,799.23		48,903.78
	BEG. FUND BALANCE	5,206,882.35		
	END FUND BALANCE	6,049,681.58		
TOTAL REVENUES - ALL FUNDS				
		19,829,733.06		1,427,316.93
TOTAL EXPENDITURES - ALL FUNDS				
		29,170,881.67		4,103,228.07
	NET OF REVENUES & EXPENDITURES	(9,341,148.61)		(2,675,911.14)
	BEG. FUND BALANCE - ALL FUNDS	40,010,210.73		
	END FUND BALANCE - ALL FUNDS	30,669,062.12		



PARADE PERMIT APPLICATION FORM

I, Tia Alguarez, an official representative of (Name of Organization) Ishpeming Independence Day Committee
hereby make application to conduct a parade on (date) July 4th 2020 It will begin at 10:30 a.m. and end at 12:00 p.m.

The parade will form at (location) Empire + Third St

Line of march will be as follows (List Streets and Directions).
South on 3rd to Hematite, West on Hematite to Main St, South on main St to Division, East on Division to disperse past Ishpeming H.S.

I wish to have parking restricted on the following streets: All of the streets above + Bessemer, Park, Washburn, Maurice, Empire + Vine 2nd to 5th

I wish to have the following intersections blocked: Bessemer, ~~Empire~~ Vine + Hematite at 3rd; main at 3rd + Division

Estimated number of units to be in the parade: 100

Equestrian (horse) units: 2 (?)

Number of people provided to monitor the parade: 15

We understand that the parade route, parking restrictions, and street intersections to be blocked are subject to review and approval by officials of the City. It is also understood that the assignment of City personnel will be subject to review by the proper City officials.

I, hereby, assume full responsibility for the conduct of this parade.

Signature of Applicant: Tia Alguarez

APPROVED BY:

Chief of Police: _____ City Clerk: _____

11(d)

**RESOLUTION #35-2025
CITY OF ISHPEMING
DWSRF GRANT AND LOAN PROGRAM
REIMBURSEMENT & PAYMENT APPROVAL #9 (Revised)**

WHEREAS, The City of Ishpeming is the applicant for the EGLE DWSRF Grant and Loan Program consisting of a \$13,548,200 loan and \$ 9,896,800 grant for the City of Ishpeming DWSRF Water Improvements Project, and

WHEREAS, The City of Ishpeming is the agency that will receive and disburse these funds, and

WHEREAS, invoices or appropriate documentation of delivery of services or goods have been received, reviewed and approved,

THEREFORE, The City of Ishpeming hereby approves for reimbursement and payment the following amounts which are to be paid as cash is available:

• U.P. Engineers & Architects, Inc. Invoice	\$66,011.00
• A. Lindberg & Sons, Inc. Payment Request	\$171,518.41
• Payne & Dolan Payment Request	
	Total: <u>\$237,529.41</u>

Motion by Councilmember seconded by Councilmember to approve Resolution for reimbursement and payment of funds for the City of Ishpeming DWSRF Water Improvements Project.

Roll Call Vote:

Ayes: _____

Nays: _____

Absent: _____

Adopted this 21ST day of January , 2026.

Cathy Smith
City Clerk

Date

CITY OF ISHPEMING
DWSRF WATER MAIN AND LEAD SERVICE LINE
REPLACEMENT, TANK UPGRADES PROJECT
ENGINEERING INVOICES THROUGH 1-03-26



INVOICE

100 Portage Street Houghton, MI 49931

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

City of Ishpeming
 Attn: Randy Scholz, City Manager
 City Hall, 100 East Division Street
 Ishpeming, MI 49849

December 9, 2025
 Project No: 03517
 Invoice No: 2503090

Project 03517 Ishpeming City-Ishp DWSRF Water Project
 Prepare design plans & specifications for water system improvements for EGLE DWSRF project, assist with bidding, provide a resident project representative during construction.

Professional Services through November 29, 2025

Phase 300 Resident Project Representative
 Fee

Billing Phase	Contract Amount	Earned To Date	Previously Invoiced	Current Invoice
Resident Project Representative	1,200,200.00	672,112.00	630,105.00	42,007.00
Total Fee	1,200,200.00	672,112.00	630,105.00	42,007.00
	Total Fee			42,007.00
		Total this Phase		\$42,007.00
		Total this Invoice		\$42,007.00

All invoices paid via credit card shall be charged a 3.0% administration fee.



INVOICE

100 Portage Street Houghton, MI 49931

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

City of Ishpeming
 Attn: Randy Scholz, City Manager
 City Hall, 100 East Division Street
 Ishpeming, MI 49849

January 12, 2026
 Project No: 03517
 Invoice No: 2503325

Project 03517 Ishpeming City-Ishp DWSRF Water Project
 Prepare design plans & specifications for water system improvements for EGLE DWSRF project, assist with bidding, provide a resident project representative during construction.

Professional Services through January 3, 2026

Phase 300 Resident Project Representative
 Fee

Billing Phase	Contract Amount	Earned To Date	Previously Invoiced	Current Invoice
Resident Project Representative	1,200,200.00	696,116.00	672,112.00	24,004.00
Total Fee	1,200,200.00	696,116.00	672,112.00	24,004.00
	Total Fee			24,004.00
		Total this Phase		\$24,004.00
		Total this Invoice		\$24,004.00

All invoices paid via credit card shall be charged a 3.0% administration fee.

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 40062

To Owner: City of Ishpeming
100 E. Division

Project: 22299.25 ISH WATER SYSTEM
CONTRACT 1

Application No.: 8

Distribution to:
 Owner
 Architect
 Contractor

Ishpeming, MI 49849

Period To: 12/7/2025

From Contractor: A. Lindberg & Sons, Inc.
599 Washington Street
Ishpeming, MI 49849

Via Architect:

Project Nos:

Contract For:

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$9,555,317.50
2. Net Change By Change Order	\$1,909,684.00
3. Contract Sum To Date	\$11,465,001.50
4. Total Completed and Stored To Date	\$5,940,610.45
5. Retainage:	
a. 5.00% of Completed Work	\$280,563.76
b. 5.00% of Stored Material	\$16,466.78
Total Retainage	\$297,030.54
6. Total Earned Less Retainage	\$5,643,579.91
7. Less Previous Certificates For Payments	\$5,472,061.50
8. Current Payment Due	\$171,518.41
9. Balance To Finish, Plus Retainage	\$5,821,421.59

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: A. Lindberg & Sons, Inc.

By: _____ Date: _____

State of: _____
 Subscribed and sworn to before me this _____ day of _____
 Notary Public:
 My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$171,518.41

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:  Date: 12-11-25

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$1,909,684.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$1,909,684.00	\$0.00
Net Changes By Change Order	\$1,909,684.00	

CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 8

Application Date : 12/07/25

To: 12/07/25

Architect's Project No.:

Invoice # : 40062

Contract : 22299. 25 ISH WATER SYSTEM CONTRACT 1

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	J Retainage
			From Previous Application (D+E)	This Period In Place					
1	MOBILIZATION (MAX 10 %)	650,000.00	650,000.00	0.00	0.00	650,000.00	100.00%	0.00	
2	6" WATERMAIN, D.I.	112,875.00	56,490.00	0.00	0.00	56,490.00	50.05%	56,385.00	
3	8" WATERMAIN, D.I.	2,228,380.00	749,870.00	36,960.00	0.00	786,830.00	35.31%	1,441,550.00	
4	12" WATERMAIN, D.I.	716,800.00	263,760.00	0.00	0.00	263,760.00	36.80%	453,040.00	
6	8" GATE VALVE & BOX	305,300.00	71,000.00	3,550.00	115,085.75	189,635.75	62.11%	115,664.25	
7	12" GATE VALVE & BOX	141,600.00	106,200.00	0.00	20,957.34	127,157.34	89.80%	14,442.66	
9	1" CURB & CORPORATION STOP	274,500.00	64,800.00	0.00	0.00	64,800.00	23.61%	209,700.00	
10	2" CURB & CORPORATION STOP	2,600.00	5,200.00	0.00	0.00	5,200.00	200.00%	-2,600.00	
11	1" COPPER SERVICE LINE	400,675.00	129,497.50	0.00	40,134.90	169,632.40	42.34%	231,042.60	
12	2" COPPER SERVICE LINE	10,500.00	27,500.00	0.00	0.00	27,500.00	261.90%	-17,000.00	
13	HYDRANT REMOVAL	23,575.00	7,475.00	1,150.00	0.00	8,625.00	36.59%	14,950.00	
14	HYDRANT AND VALVE ASSEMBLY	420,750.00	156,750.00	0.00	153,158.08	309,908.08	73.66%	110,841.92	
15	CONNECT TO EXISTING WATERMAIN, 6	214,500.00	55,000.00	5,500.00	0.00	60,500.00	28.21%	154,000.00	
16	CONNECT TO EXISTING WATERMAIN, 8	90,000.00	84,000.00	6,000.00	0.00	90,000.00	100.00%	0.00	
17	CONNECT TO EXISTING WATERMAIN, 10	21,000.00	0.00	0.00	0.00	0.00	0.00%	21,000.00	
18	CONNECT TO EXISTING WATERMAIN, 12	73,800.00	24,600.00	0.00	0.00	24,600.00	33.33%	49,200.00	
20	12" STORM SEWER, PVC	52,500.00	21,000.00	0.00	0.00	21,000.00	40.00%	31,500.00	
21	12" SUBBASE (CIP)	497,875.00	195,062.00	0.00	0.00	195,062.00	39.18%	302,813.00	
22	8" AGGREGATE BASE (CIP)	711,250.00	277,760.00	0.00	0.00	277,760.00	39.05%	433,490.00	
23	6" AGGREGATE SURFACE COURSE (CIP)	4,422.50	10,084.75	7,286.25	0.00	17,371.00	392.79%	-12,948.50	
24	3" BITUMINOUS PAVEMENT	1,493,625.00	618,303.00	0.00	0.00	618,303.00	41.40%	875,322.00	
25	5" CONCRETE SIDEWALK, REMOVE & REPLACE	296,544.00	92,256.00	0.00	0.00	92,256.00	31.11%	204,288.00	
26	CONCRETE CURB & GUTTER, REM & REPLACE	99,330.00	82,500.00	0.00	0.00	82,500.00	83.06%	16,830.00	
27	2" RIGID PIPE INSULATION	12,240.00	12,080.00	0.00	0.00	12,080.00	98.69%	160.00	
28	INVESTIGATION HOLE	13,000.00	10,400.00	0.00	0.00	10,400.00	80.00%	2,600.00	
29	SPECIAL TRENCH BACKFILL	5,250.00	12,789.00	0.00	0.00	12,789.00	243.60%	-7,539.00	
30	ROCK EXCAVATION	45,000.00	29,568.00	0.00	0.00	29,568.00	65.71%	15,432.00	
31	TURF RESTORATION (\$6-MIN)	73,620.00	6,246.00	0.00	0.00	6,246.00	8.48%	67,374.00	
32	TEMPORARY WATER SERVICE	150,000.00	82,500.00	0.00	0.00	82,500.00	55.00%	67,500.00	

CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 8

Application Date : 12/07/25

To: 12/07/25

Architect's Project No.:

Invoice #: 40062 Contract : 22299.25 ISH WATER SYSTEM CONTRACT 1

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
33	10" WATERMAIN, DIRECTIONAL BORED	105,750.00	0.00	112,800.00	0.00	112,800.00	106.67%	-7,050.00	
34	BASEMENT CRAWLSPACE PENETRATION	22,790.00	0.00	0.00	0.00	0.00	0.00%	22,790.00	
35	TANK SITE SECURITY IMPROVEMENTS	42,000.00	0.00	0.00	0.00	0.00	0.00%	42,000.00	
36	TANK SITE CHAIN LINK FENCING	46,000.00	0.00	0.00	0.00	0.00	0.00%	46,000.00	
37	TANK SITE ELECTRICAL ALLOWANCE	20,000.00	0.00	0.00	0.00	0.00	0.00%	20,000.00	
38	CONTRACTOR STAKING	75,000.00	33,750.00	0.00	0.00	33,750.00	45.00%	41,250.00	
39	TRAFFIC CONTROL	100,000.00	60,000.00	0.00	0.00	60,000.00	60.00%	40,000.00	
40	PAVEMENT MARKING, 4	2,266.00	1,144.00	0.00	0.00	1,144.00	50.49%	1,122.00	
110	Materials	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
CO1-1	Self Leveling Valve Box	7,500.00	14,100.00	0.00	0.00	14,100.00	188.00%	-6,600.00	
CO1-2	HMA Removal	28,500.00	36,432.50	0.00	0.00	36,432.50	127.83%	-7,932.50	
CO1-3	Curb and Gutter	71,000.00	70,503.00	0.00	0.00	70,503.00	99.30%	497.00	
CO1-4	5" Concrete Sidewalk	14,500.00	0.00	0.00	0.00	0.00	0.00%	14,500.00	
CO1-5	Topsoil Restoration	56,875.00	67,177.50	0.00	0.00	67,177.50	118.11%	-10,302.50	
CO1-6	Poplar Street Modifications	6,690.00	6,690.00	0.00	0.00	6,690.00	100.00%	0.00	
CO1-7	8" Gate Valve and Box	29,000.00	8,700.00	0.00	0.00	8,700.00	30.00%	20,300.00	
CO2-1	4 INCH STORM SEWER, PVC	5,162.50	2,219.88	0.00	0.00	2,219.88	43.00%	2,942.62	
CO2-2	6 INCH STORM SEWER, PVC	5,337.50	6,832.00	0.00	0.00	6,832.00	128.00%	-1,494.50	
CO2-3	8 INCH STORM SEWER, PVC	5,575.00	10,815.50	557.50	0.00	11,373.00	204.00%	-5,798.00	
CO2-4	10 INCH STORM SEWER, PVC	5,875.00	0.00	0.00	0.00	0.00	0.00%	5,875.00	
CO1N-25	5" Concrete Sidewalk, R&R	320,480.00	289,648.00	0.00	0.00	289,648.00	90.38%	30,832.00	
CO1N-26	CONCRETE CURB & GUTTER, R&R	331,980.00	236,346.00	0.00	0.00	236,346.00	71.19%	95,634.00	
CO1N-31	TURF RESTORATION	24,708.00	0.00	0.00	0.00	0.00	0.00%	24,708.00	
CO1N-50	DR STRUCTURE, REMOVE	19,250.00	14,850.00	0.00	0.00	14,850.00	77.14%	4,400.00	
CO1N-51	SEWER, REM. LESS THAN 24"	26,796.00	16,944.00	0.00	0.00	16,944.00	63.23%	9,852.00	
CO1N-52	EROSION CONTROL, INLET PROT, FAB DROP	8,800.00	0.00	0.00	0.00	0.00	0.00%	8,800.00	
CO1N-53	SEWER TAP, 8 INCH	5,250.00	9,450.00	0.00	0.00	9,450.00	180.00%	-4,200.00	
CO1N-54	SEWER, TAP, 15 INCH	10,650.00	0.00	0.00	0.00	0.00	0.00%	10,650.00	
CO1N-55	SEWER TAP, 18 INCH	11,500.00	6,900.00	4,600.00	0.00	11,500.00	100.00%	0.00	
CO1N-56	SEWER, TAP, 24 INCH	9,600.00	0.00	0.00	0.00	0.00	0.00%	9,600.00	

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 8

Application Date : 12/07/25

To: 12/07/25

Architect's Project No.:

Invoice # : 40062 Contract : 22299. 25 ISH WATER SYSTEM CONTRACT 1

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	J Retainage
			From Previous Application (D+E)	This Period In Place					
CO1N-57	SEWER, TAP, 36 INCH	5,600.00	2,800.00	0.00	0.00	2,800.00	50.00%	2,800.00	
CO1N-58	SEWER, TAP, 48 INCH	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00%	0.00	
CO1N-59	DR STRUCTURE, TAP, 18 INCH	8,000.00	0.00	1,600.00	0.00	1,600.00	20.00%	6,400.00	
CO1N-60	DR STRUCTURE, COVER, TYPE K	31,900.00	21,750.00	0.00	0.00	21,750.00	68.18%	10,150.00	
CO1N-61	DR STRUCTURE, COVER, TYPE B	16,650.00	12,210.00	0.00	0.00	12,210.00	73.33%	4,440.00	
CO1N-62	DR STRUCTURE, COVER, TYPE D	7,250.00	7,250.00	0.00	0.00	7,250.00	100.00%	0.00	
CO1N-63	DR STRUCTURE, 24 INCH DIA	88,200.00	72,450.00	0.00	0.00	72,450.00	82.14%	15,750.00	
CO1N-64	DR STRUCTURE, 48 INCH DIA	63,750.00	57,375.00	0.00	0.00	57,375.00	90.00%	6,375.00	
CO1N-65	DR STRUCTURE, 60 INCH DIA	10,500.00	0.00	0.00	0.00	0.00	0.00%	10,500.00	
CO1N-66	DR STRUCTURE, 72 INCH DIA	46,000.00	46,000.00	0.00	0.00	46,000.00	100.00%	0.00	
CO1N-67	DR STRUCTURE, ADD DEPTH, 48 INCH DIA	1,840.00	0.00	1,150.00	0.00	1,150.00	62.50%	690.00	
CO1N-68	DR STRUCTURE, ADD DEPTH, 72 INCH DIA	1,085.00	0.00	1,162.50	0.00	1,162.50	107.14%	-77.50	
CO1N-69	SEWER, CLA, 8 INCH, TR DET B	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
CO1N-70	SEWER, CLA, 12 INCH, TR DET B	136,500.00	103,545.00	0.00	0.00	103,545.00	75.86%	32,955.00	
CO1N-71	SEWER, CLA, 15 INCH, TR DET B	9,840.00	0.00	0.00	0.00	0.00	0.00%	9,840.00	
CO1N-72	SEWER, CLA, 18 INCH, TR DET B	22,500.00	0.00	0.00	0.00	0.00	0.00%	22,500.00	
CO1N-73	SEWER, CLA, 24 INCH, TR DET B	6,960.00	0.00	0.00	0.00	0.00	0.00%	6,960.00	
CO1N-74	SEWER, CLA, 36 INCH, TR DET B	5,600.00	1,400.00	0.00	0.00	1,400.00	25.00%	4,200.00	
CO1N-75	SEWER, CLA, 48 INCH, TR DET B	5,200.00	0.00	0.00	0.00	0.00	0.00%	5,200.00	
CO1N-76	DR STRUCTURE COVER, ADJ, CASE 2	9,450.00	8,100.00	0.00	0.00	8,100.00	85.71%	1,350.00	
CO1N-77	5" CONCRETE APPROACH - ADD	13,220.00	13,820.00	0.00	0.00	13,820.00	104.54%	-600.00	
CO1N-78	DETECTABLE WARNING SURFACE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
CO1N-69A	SEWER, CLA, 8 INCH, TR DET B	3,500.00	0.00	0.00	0.00	0.00	0.00%	3,500.00	
CO1N-72A	18" DOUBLE WALL HDPE SEWER	382,280.00	263,530.00	0.00	0.00	263,530.00	68.94%	118,750.00	
CO1N-78A	DETECTABLE WARNING SURFACE	25,330.00	20,034.50	0.00	0.00	20,034.50	79.09%	5,295.50	
Grand Totals		11,466,001.50	5,428,958.13	182,316.25	329,336.07	5,940,610.45	51.82%	5,524,391.05	297,030.54



100 Portage Street Houghton, MI 49931
906-482-4810 • 800-562-7684 • Fax: 906-482-9799

11(e)

**AMENDMENT NO. 1 TO THE
AGREEMENT FOR THE PROVISION OF PROFESSIONAL SERVICES**

Client: City of Ishpeming Date: 1-15-26
100 E. Division Street Original Agreement Date: 01-09-26
Ishpeming, MI 49849 Project No: I19-

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

Project Name/Location: Brasswire Campground Solar
Description of Change in Scope of Services: Coordinate with UPPCO on electrical connection requirements (permit and UPPCO fees not included) and review submittals/shop drawings..
Original Contract Fee Amount: \$5,000 time and materials, not to exceed
Previously Approved Amendment(s) Amount: \$0.00
Change in Fee Amount this Amendment (Add/Deduct): add \$5,000.00, time and materials, not to exceed.
Amended Contract Fee Amount: \$10,000.00 time and materials, not to exceed.
Changes to Special Conditions: None

TERMS AND CONDITIONS

Please note that all Terms and Conditions as listed in the original agreement shall remain intact unless otherwise described above.

Offered by:

Accepted by:

U.P. Engineers & Architects, Inc.

(signature) (date)

(signature) (date)

Chris Holmes, Principal
(printed name/title)

(printed name/title)

Continuation Sheet(s) attached (_____ pages)



11 (F)

**AMENDMENT NO. 2 TO THE
AGREEMENT FOR THE PROVISION OF PROFESSIONAL SERVICES**

Client: City of Ishpeming *Date:* 1-15-26
100 E. Division Street *Original Agreement Date:* 3-24-25
Ishpeming, MI 49849 *Project No:* 119-05314

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

Project Name/Location: Third Street Storm Sewer

Description of Change in Scope of Services: Contractor staking for curb and sidewalk.

Original Contract Fee Amount: \$15,000 Design services, \$15,000 Construction Observation

Previously Approved Amendment(s) Amount: \$40,000.00 to design services

Change in Fee Amount this Amendment (Add/Deduct): Add \$22,990.00, not to exceed, to Construction Observation

Amended Contract Fee Amount: \$55,000.00 Design services, \$37,990.00 Construction Observation

Changes to Special Conditions: None

TERMS AND CONDITIONS

Please note that all Terms and Conditions as listed in the original agreement shall remain intact unless otherwise described above.

Offered by:

Accepted by:

U.P. Engineers & Architects, Inc.

 1-15-26
(signature) *(date)*

(signature) *(date)*

Chris Holmes, Principal
(printed name/title)

(printed name/title)

Continuation Sheet(s) attached (4 pages)

September 25, 2025

SENT VIA ELECTRONIC MAIL

Mr. Christopher Holmes, PE, Principal / Project Manager
U.P. Engineers & Architects, Inc.
100 Portage Street
Houghton, Michigan 49931

Re: *Cost Proposal* – Professional Surveying Services to Conduct Staking on Third Street in Ishpeming, Michigan
TriMedia Proposal Number 2025-9400

Dear Mr. Holmes:

TriMedia Environmental & Engineering Services, LLC (TriMedia) appreciates having the opportunity to demonstrate how our staff can be of assistance to U.P. Engineers and Architects, Inc., (UPEA) in support of the Third Street staking project in Ishpeming, Michigan.

TriMedia will provide an appropriately licensed, experienced, and technically proficient project team to complete the project. Project supervision will be provided by the undersigned, Mr. Christopher Carlson, Senior Surveyor. Other TriMedia staff with commensurate credentials will be utilized to assist with project-specific tasks.

PROJECT SCOPE

TriMedia will stake curb and sidewalk along Third Street from Park Street to Hematite Drive (approximately 2,700 feet) as outlined in your email correspondence dated September 24, 2025. The following assumptions apply to this cost proposal:

- TriMedia to be provided a surface and linework from UPEA;
- TriMedia to be provided initial site control; and
- TriMedia anticipates one trip per block for curb staking and one trip per block for sidewalk staking.

PROJECT COST

At TriMedia, we pride ourselves on providing a professional survey product on a timely basis. We propose to complete this project on a time and expense basis for the not-to-exceed cost of **\$22,990.00**. In no event will the project cost be exceeded unless authorized by UPEA in writing. It should be noted that any re-staking, or work requested outside of the scope-of-service described



Mr. Christopher Holmes, PE, Principal / Project Manager
U.P. Engineers & Architects, Inc.
September 25, 2025
Page 2

herein, will be invoiced on a time and materials basis in accordance with TriMedia's prevailing Professional Rate Schedule, updated annually.

AUTHORIZATION TO PROCEED

TriMedia appreciates having the opportunity to present this *Cost Proposal* and we trust the content and format of this correspondence is consistent with our discussions and your expectations. We are prepared to initiate project activities upon receipt of written authorization to proceed. We understand that authorization to proceed, if granted, will likely be issued through a Purchase Order referencing our existing *Master Sub-Contractor Services Agreement* dated August 4, 2022. In the event you wish to retain TriMedia, please provide your authorization to proceed referencing *TriMedia Proposal Number 2025-9400*. This proposal will remain valid for a period of six months from the date issued.

Should you have any questions or wish to discuss this correspondence in greater detail relative to the technical requirements or anticipated project costs and pricing controls, please do not hesitate to contact me at (906) 228-5125, or via email at ccarlson@trimediae.com.

Your Priority. Our Promise. On behalf of the professional staff at TriMedia, we look forward to your review and the opportunity to be of service on this project.

Sincerely,
TriMedia Environmental & Engineering Services, LLC



Christopher L. Carlson
Senior Surveyor

CLC/mlh
Enclosure: Professional Rate Schedule_2025
cc: TriMedia File 2025-9400

ACCEPTANCE

UPEA (herein referred to as "Client") hereby contracts with TriMedia to perform the services described above and in accordance with the *Master Sub-Contractor Services Agreement dated August 4, 2022*, unless otherwise specified in writing.

UPEA



Christopher Holmes, PE, Principal /
Project Manager

Date: 9-30-25

TriMedia Environmental & Engineering
Services, LLC



Robert R. Lehto, MPH, CIH, ROH, CSP
President

Date: 1/12/2026



830 W Washington Street
 Marquette, MI 49855
 906 228.5125
 906 228.5126 Fax
 www.trimediaee.com

Confidential
 Attachment I

**Professional Rate Schedule
 Effective January 1, 2025**

	Rates	Unit
<u>Consultants & Technical Staff</u> (A), (B)		
Senior Principal	\$240.00	Hour
Project Manager	\$215.00	Hour
Senior Engineer/Hydrogeologist/Industrial Hygienist/Scientist/Advisor/Surveyor/GIS/Safety	\$195.00	Hour
Project Engineer/Hydrogeologist/Industrial Hygienist/Scientist/Advisor/Surveyor/GIS/Safety	\$180.00	Hour
Staff II Engineer/Hydrogeologist/Industrial Hygienist/Scientist/Advisor/Surveyor/GIS/Safety	\$155.00	Hour
Staff I Engineer/Hydrogeologist/Industrial Hygienist/Scientist/Advisor/Surveyor/GIS/Safety	\$145.00	Hour
CADD/Designer	\$110.00	Hour
GIS Specialist/Analyst	\$130.00	Hour
Project Coordinator	\$120.00	Hour
Senior Field/Survey Technician	\$120.00	Hour
Assistant Field/Survey Technician	\$110.00	Hour
Clerical	\$95.00	Hour
A - All overtime or emergency call-out hours will be charged at 1.5 times the hourly rate		
B - Rate schedules within contracts spanning beyond the initial year of the contract will automatically increase based on The United States Department of Labor Consumer Price Index for Professional, Scientific, and Technical Services		
<u>Administrative Expenses</u>		
Per Diem (lodging not included)	\$75.00	Person/Day
Per Diem (lodging included, if greater than 50 miles from residence)	\$175.00	Person/Day
Lodging		Cost + 10%
Mileage	\$0.75	per/Mile
Hauling Mileage	\$1.00	per/Mile
Register of Deeds		Cost + 10%
Photocopies (black/white)	\$0.10	Each
Photocopies (color)		Cost + 10%
Blueprints		Cost + 10%
Suppliers/Subcontractors/Subconsultants		Cost + 10%
Miscellaneous Project Expenses		Cost + 10%
<u>Technical Equipment/Instrumentation</u>		
Boat	\$300.00	Day
Job Trailer	\$750.00	Day
Side by Side/UTV	\$100.00	Day
Generator (1kw – 5kw)	\$50.00	Day
Tractor	\$300.00	Day
<u>Air/Noise Monitoring & Sampling</u>		
Air Pump Calibrator (DryCal)	\$25.00	Day
AreaRAE	\$350.00	Day
Bio-Pump/High Volume Air Pump	\$40.00	Day
Borescope	\$15.00	Day
Calibration RAE	\$600.00	Day
Aerosol Monitor (DustTrak DRX) w/ Environmental Enclosure	\$400.00	Day
Handheld Aerosol Monitor (DustTrak)	\$200.00	Day
Battery-Powered High Volume Air Pump	\$100.00	Day
High Volume Air Pump	\$25.00	Day
IAQ Monitor	\$90.00	Day
Lux Meter	\$10.00	Day
4-Gas Monitor + PID (MultiRAE Plus)	\$150.00	Day
Nasal Ranger	\$50.00	Day
Noise Dosimeter	\$75.00	Day
PCM Analytical Equipment	\$75.00	Day
Personal Sampling Pump	\$50.00	Day
Smoke Fog Generator	\$100.00	Day
Sound Level Meter (SoundPro) w/ Environmental Enclosure	\$200.00	Day

Sound Level Meter (SoundPro) w/out Environmental Enclosure	\$100.00 Day
Thermal Micromanometer with Velocity Matrix	\$75.00 Day
ToxiRAE	\$50.00 Day
Compound-Specific PID (UltraRAE 3000)	\$150.00 Day
UV Meter	\$25.00 Day
Vibration Monitor	\$100.00 Day
WeatherPak	\$130.00 Day
Sample Kit	\$50.00 Day
Wetland Field Supplies	\$50.00 Day
<u>Drilling/Environmental Sampling</u>	
0.45 Micron Filter (and accessories)	\$25.00 Each
Asphalt/Concrete Saw	\$75.00 Day
Dredge Sampler	\$75.00 Day
Dual Tube Sleeves	\$15.00 Each
Electrical Conductivity Meter	\$30.00 Day
Expendable Points	\$25.00 Each
Geoprobe (Standby)	\$125.00 Hour
Geoprobe (Track)	\$750.00 Day
Geoprobe (Truck)	\$750.00 Day
Groundwater Pump - Bladder	\$125.00 Day
Groundwater Pump - Peristaltic	\$50.00 Day
Groundwater Sampling Equipment	\$20.00 Each
Grout Pump	\$300.00 Day
Hot Water Pressure Washer	\$100.00 Day
Interface Probe	\$70.00 Day
Photoionizing Detector (MiniRAE)	\$110.00 Day
Schonstedt Instrument	\$30.00 Day
Turbidity Meter	\$25.00 Day
UV Light – Oil Detection	\$75.00 Day
Water Level Probe	\$40.00 Day
Water Quality Meter YSI EXO1	\$100.00 Day
Water Quality Meter YSI Pro +	\$50.00 Day
Whale Pump	\$25.00 Day
<u>Underground Utility Locating (Sweep)</u>	
Electromagnetic Locators	\$75.00 Day
Sweep Supplies	\$25.00 Each
<u>Safety</u>	
Intrinsically Safe Camera	\$50.00 Day
Intrinsically Safe Tool Kit	\$25.00 Day
Intrinsically Safe iPad	\$100.00 Day
Irritant Smoke Tubes	\$15.50 Each
Personal Gas Monitor RKI GX 2009	\$50.00 Day
Personal Protective Equipment – Level B (two person minimum)	\$400.00 Person/Day
Personal Protective Equipment – Level C	\$75.00 Person/Day
Personal Protective Equipment – Level D (with Tyvek)	\$20.00 Person/Day
Self-Contained Breathing Apparatus (SCBA)	\$150.00 Each/Day
PortaCount -Quantitative Fit Test	\$270.00 Each/Day
<u>GIS</u>	
DJI Mavic 3 Drone	\$175.00 Day
DJI Matrice Drone with Lidar	\$500.00 Day
Field Tablet	\$25.00 Day
Ground Penetrating Radar	\$250.00 Day
RTK GPS Antenna & Field Tablet	\$200.00 Day
Sub-Meter GPS Antenna & Field Tablet	\$150.00 Day
<u>Survey Equipment</u>	
Survey Equipment Set	\$295.00 Day
Digital Level	\$50.00 Day
Bathymetric Survey Equipment (includes boat)	\$450.00 Day
Survey Supplies - Residential	\$50.00 Day
Survey Supplies - Commercial	\$200.00 Day

11(g)

CITY OF ISHPEMING, MICHIGAN
CITY COUNCIL RULES OF PROCEDURE POLICY
REVISED January 15, 2025

SUBJECT: COUNCIL RULES OF PROCEDURE

PURPOSE: Council Rules of Procedure for home rule cities and villages are generally authorized by City Charter. These Rules of Procedure help the Council to run an efficient meeting and to deal with the public and the media in a positive manner. When not in conflict with the City Charter, they may be revised by majority action of the City Council.

POLICY:

I. ETHICAL CONDUCT OF COUNCILMEMBERS

In an effort to maintain the public trust, the City Council of Ishpeming declares that all council members shall avoid any conflict between their private interests and those of the general public they serve. All City officials and employees shall safeguard public confidence by being honest, fair, and respectful of all persons and property with whom they have contact. Furthermore, to enhance the faith of the citizens in the integrity and impartiality of the elected and appointed officials of the City of Ishpeming, it is necessary to provide specific guidelines for dealing with conflicts of interest and the proper conduct of officials.

A. Gratuities

No councilmember shall solicit, accept, or receive, directly, or indirectly, any substantial gift, whether in the form of money, loan, travel, entertainment, hospitality, thing, promise of future employment, promise of benefit, or in any other form of economic interest, under circumstances in which it can reasonably be inferred such gift, favor, or special privilege would not have been extended but for the position of such public official, or where there exists a reasonable belief that the giver's interests are likely to be affected by the actions of the councilmember. It shall be unlawful for a councilmember to use his or her public office for private and economic gain.

B. Preferential Treatment

No councilmember shall use, or attempt to use, their official position to unreasonably secure, request, or grant any privilege, exemption, advantage, contract, or preferential treatment for themselves, a relative, or others.

C. Use of Information

No councilmember who acquires information in the course of their official duties, which information by law or policy is not available at the time to the

general public, shall use or withhold such information to further the private economic interests of themselves, a relative, or anyone else.

D. Full Disclosure

1. No councilmember shall participate, as an agent or representative of the City, in approving, disapproving, debating, voting, abstaining from voting, recommending, or otherwise acting upon any matter in which he or she has a direct or indirect economic interest without disclosing the full nature and extent of their interests. Such a disclosure must be made before the time to perform their duty or concurrently with that performance. If the councilmember is involved with the decision-making or advising body, they must make a disclosure to the Mayor in a timely matter. The opinion of the City Attorney shall be binding on the Council with respect to the existence of a conflict of interest (*Charter 4.3 (c.)*).
2. Whenever a councilmember is required to recuse himself or herself, he or she:
 1. Shall immediately refrain from participating further in the matter;
 2. Shall promptly inform the Mayor

E. Outside Business Dealings

No councilmember, on his or her own behalf or on behalf of another person, shall have any financial or other direct personal interest in any contractual or non-contractual business transaction with the City unless he or she make full public disclosure of the nature and extent of such interest prior to approval of such transaction.

F. Use of City Property

No councilmember shall, directly or indirectly, make use of or permit a relative or other person to make use of City property of any kind or City personnel resources for purely personal gain or economic benefit. Councilmembers shall strive to protect and conserve all City property including equipment and supplies entrusted or issued to them.

G. Legal Process

No councilmember shall interfere with the ordinary course of law enforcement within the City, and no special favors, consideration, or disposition shall be suggested to or requested of any law enforcement person of the City including City manager, police chief, police officers, code enforcement officers, City attorney, and/or administrative staff concerning any city law enforcement matter including (but not limited to) traffic tickets, ordinance tickets, or municipal civil infraction citations. This subsection shall not prohibit the City manager, City attorney, and all law enforcement officials from exercising the usual power, control, and discretion which are part of their normal duties. Nor shall the subsection prohibit the Mayor and Council from making policy

decisions, enacting legislation, and directing the affairs of the City in accordance with their legal powers and responsibility.

H. E-Mail Procedure

Members shall not respond to e-mails using “reply to all” in response to a specific member, the City Manager, or other staff as that may constitute a violation of the Open Meetings Act.

I. Limitations of the Power of Council

1. Council shall not direct or request the appointment or removal of any City employee whom the City Manager or his subordinates are empowered to appoint. The members shall deal with the administrative service solely through the Manager, and shall not give orders to any subordinate of the Manager (*Charter 4.4 (c) and 4.4 (d)*).

2. Phone calls and texts with the Manager and staff shall occur during business hours unless other times are necessary due to the issue. Emails and office phone messages may be sent at any time, but the Manager and staff are not expected to respond until their next working day.

3. “Pop-in” or “drop-in” meetings can interfere with the ability of the City Manager and staff to accomplish their work. Therefore, Councilmembers shall make an advance appointment to talk with the Manager and Staff whenever possible.

II. REGULAR AND SPECIAL MEETINGS

All meetings of the Ishpeming City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with the following rules:

A. Regular Meetings

1. A regular meeting shall be held at 6:00 p.m. once each month on the third Wednesday and shall not exceed 9:00 pm. An organizational meeting following an election shall be the first regular meeting in the month of December (*Charter 4.1 (b)*).
2. The City Council shall hold its meetings at City Hall or at such other place as determined by the City Council
3. At the first meeting of the year, the Council shall determine an official newspaper and depository for the City’s use (*Charter 4.7 and 10.4*).

B. Special Meetings

1. Special meetings shall be called by the City Clerk on the written request of the Mayor, the City Manager, or any two council members on at least eighteen hours written notice to each councilmember sent electronically,

served personally, or left at their usual place of residence; but a special meeting may be held on shorter notice if all councilmembers are present or have waived notice in writing (*Charter 4.2*).

2. No vote of the Council shall be rescinded or reconsidered at a special meeting, unless there is present at least as many members as were present when the vote was taken (*Charter 4.4 (b)*).

C. Posting Requirements for Regular and Special Meetings

1. No later than the first week of January each year the City Council shall provide public notice stating the dates, times, and places of its regular meetings.
2. For a rescheduled regular or special meeting of the Council, a public notice stating the date, time, and place of the meeting shall be posted at the City Hall at least eighteen hours before the meeting, and sent to the news media which have requested such notification. The notice described above is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety, of welfare of the public (*Open Meetings Act 15.265 (5)*).
3. The City Manager and Mayor will determine if a meeting needs to be cancelled due to inclement weather or for other reasons. Notification will be sent to the same list that receives the agendas, which includes requesting the media to announce the cancellation, posting of notice at City Hall, library, and the senior center. Notices are required to be posted on City Hall door.

D. Minutes of Regular and Special Meetings

1. The Clerk/Clerk of the Council shall attend all meetings of the Council and shall keep a permanent record of its proceedings and resolutions in accordance with the Charter and Open Meetings Act. In the absence of the Clerk, the Council may appoint one of its own members or another person to temporarily perform the Clerk's duties (*Charter 5.6 (a)*).
2. The Clerk/Clerk of the Council shall prepare the Official Proceedings of each Council meeting which shall be the minutes required by the Open Meetings Act. Proposed minutes shall be available for public inspection not more than eight business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection no later than five business days after the meeting at which the minutes are approved by the public body (*Open Meeting Act 15.269 (3)*).
3. "Available for Public Inspection" means that the Minutes will be available on the City's website, as well as posted in City Hall and a copy will be available in the City Clerk's office during regular business hours.

E. Council Reports

1. Council reports shall have a six-minute time limit per councilmember. The City Attorney shall be keeper of the six-minute rule.

III. CONDUCT OF MEETINGS

A. Meetings to be Public

1. All regular and special meetings of the Council shall be open to the public, and all persons shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act (*Open Meeting Act 15.268*).
2. All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings (*Open Meetings Act 15.263*).

B. Agenda Preparation

1. An agenda for each regular Council meeting shall be prepared by the City Manager in consultation with the Mayor for the following order of business:
 1. **Call to Order**
 2. **Pledge of Allegiance**
 3. **Roll Call**
 4. **Approval of Agenda:** *The motion should include any additions to, or deletions from, the Manager's suggested Agenda.*
 5. **Public Comment:** *may not exceed (5) five minutes per person. A person may speak to agenda items or offer general public comment.*
 6. **Manager offer of information:** *The Manager may offer factual information to assist the Council and the public in understanding issues raised during Public Coment.*
 7. **Consent Agenda**
 - a.
 8. **Monthly Reports from Departments**
 - a. Financial Statement Reports
 - b.
 9. **Public Hearings** *(Please limit comments to 3 minutes per person)*
 10. **Unfinished Business**
 - a.
 11. **New Business**
 - a.
 12. **Mayor and Council Reports**

13. Manager's Report

14. Closed Session *(if necessary)*

15. Adjournment

2. An agenda for each special Council meeting shall be prepared by the City Manager for the following order of business:
 1. **Call to Order**
 2. **Roll Call**
 3. **Approval of the Agenda**
 4. **Public Comment** *(Please limit comments to 4 minutes)*
 5. **Items of Business:** *(see above)*
 6. **Adjournment**
3. The Council may consider a short (5 to 10 minutes) intermission approximately one- to- two hours into a meeting.
4. The Council may vote as to whether to continue the meeting or adjourn it to a date and time certain, after the meeting has proceeded for two or more hours.

C. Consent Agenda

A consent agenda may be used to act on numerous administrative or non-controversial items at one time. Included on this agenda can be non-controversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, bid awards, contract approvals, lease agreements, recurring business, etc. Upon request by any one member of Council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion. *(Policy #603)*

D. Agenda Distribution

City administration shall endeavor to distribute agenda packets to the City Council prior to a regular or special Council meeting, but in no case shall distribution occur later than Friday prior to a regular scheduled meeting. The deadline for items to be considered for the agenda is the close of business on Monday prior to the distribution of the packet. Agendas will be posted on the website and at City Hall, and will be e-mailed to media groups. Packet materials will be posted on the website as well.

E. Quorum

Three members of the Council shall constitute a quorum for the transaction of business at all Council meetings *(Charter 4.3 (a.))*. Any resolution, motion or ordinance of the Council shall require at least 3 affirmative votes *(Charter 4.5)*.

F. Attendance at Council Meetings

1. Election to the City of Ishpeming City Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represents the residents of the City of Ishpeming. Attendance at Council meetings is crucial to fulfilling this responsibility.

2. The Council may, by a majority vote of those present, either request or compel the attendance of its members and other officers of the City at its meetings and enforce orderly conduct therein (*Charter 4.3 (b.)*).

G. Presiding Mayor

1. The Mayor shall be responsible for enforcing these Rules of Procedure and for enforcing orderly conduct at meetings. The Mayor shall be head of the City government for all ceremonial purposes and for purposes of military law, but shall have no regular administrative duties (*Charter 3.4 (c)*).
2. The Mayor and Mayor Pro Tempore may speak and vote at meetings the same as any other member of the Council, but shall not have the power to veto (*Charter 3.4 (e)*).
3. Those councilmembers whose terms do not expire immediately following the election shall be candidates to become the Mayor. The individual receiving the most votes becomes Mayor for a term not exceeding two years, while the candidate receiving the next highest number of votes becomes Mayor Pro Tempore. In the absence or disability of both the Mayor and Mayor Pro-Tem, the Council may designate another of its members to serve as Acting Mayor during such absence or disability (*Charter 3.4 (a)*).

IV. CLOSED MEETINGS

A. Purpose

Closed meetings, which must be approved by vote at an open meeting, may be held only for the reasons authorized in the Open Meetings Act (*Open Meetings Act 15.265*).

B. Minutes of Closed Meetings

A separate set of minutes shall be taken by the Clerk/Clerk of the Council or the designated secretary of the Council at the Closed Session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved (*Open Meetings Act 15.267 (2)*).

V. DISCUSSION AND VOTING

A. Rules of Parliamentary Procedure

1. The rules of parliamentary practice as contained in the latest edition of *Robert's Rules of Order* shall govern the Council in all cases to which they

are applicable, provided that they are not in conflict with these Rules, City ordinances, the City Charter, or applicable state statutes.
(*Charter 4.6*).

2. A vote upon all ordinances and resolutions shall be taken by “yea” and “nay” vote and entered upon the records, except that where the vote is unanimous it shall be necessary to so state (*Charter 4.3 (d)*).
3. The Mayor shall preserve order and decorum and may speak to points of order in preference to other Council members. The Mayor shall decide all questions arising under this authority.

B. Conduct of Discussion

1. Members shall be encouraged to contact staff prior to scheduled meetings to request background information on agenda items that would not be readily available at the meeting, such that staff would have sufficient time to search and obtain information on the request. Council members will call or text the Manager during normal business hours unless necessary to contact him or her at other times, and will be efficient in their communications in order to be respectful of the Manager’s other responsibilities.
2. All communications during a council meeting are subject to the Michigan Open Meetings Act, which restricts the use of wire/wireless communication devices during a council meeting. Therefore, no council member shall engage in any form of electronic communications during council meetings.
3. During discussion and debate, no person shall speak until recognized for that purpose by the Mayor. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the Mayor, maintain a courteous tone and avoid interjecting a personal note into debate.
4. No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so. After each council member has had the opportunity to participate in two rounds of discussion, any member may call for a vote on the motion, which ends the deliberation.
5. Council approval of a Contract or Agreement shall mean that such approval is contingent upon the City Attorney approving said document, and shall be considered authorization to the Mayor and/or the City Manager to sign on behalf of the Council.

C. Ordinances and Resolutions

1. No ordinance, except an appropriation ordinance adopting or embodying an administrative governmental code or an ordinance

- adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.
2. Except in the case of ordinances declared to be emergency ordinances, no ordinance shall be passed by the Council at the same meeting at which it was introduced (*Charter 4.9 (c)*).
 3. A vote on all ordinances and resolutions shall be taken by roll call vote and entered in the minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the minutes, unless a roll call vote is required by law or Council rules.
 4. A complete copy of the ordinance or amendment shall be available for public inspection at least three days before the meeting at which it is finally enacted. All ordinances shall be published within ten days after passage and shall become effective upon publication; emergency ordinances shall become effective upon posting (*Charter 4.9 (f)*).
 5. All proposed Ordinances and Ordinance Amendments shall be drafted and/or approved by the City attorney prior to being presented to the Council for consideration.

D. Roll Call

In all roll call votes, the names of the members of the Council shall be called in rotating order as determined by the Clerk/Clerk of the Council.

E. Duty to Vote

Election to a deliberative body carries with it the obligation to vote. Council members present at the Council meeting shall vote on every matter before the body, unless prohibited from voting by law or by Charter.

1. Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the City Attorney shall be binding on the Council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the City Attorney. No member of the Council shall vote on any question in which that member has any personal or financial interest other than the common public interest. Every public official shall make full and timely disclosure of any personal or financial interest which he has in any matter of public interest to be transacted before him (*Charter 4.3 (c)*).
2. Each member who is present shall vote when their name is called.
3. All votes must be held and determined in public; no secret ballots are permitted.
4. Prior to calling for a vote, the Mayor should state the question being voted upon.

VI. PUBLIC PARTICIPATION**A. General and Length of Presentation**

1. Each regular and special Council meeting agenda shall provide time for public comment.
2. Any person who addresses the Council during the first time set for general public comment, during a regular meeting, shall be limited to (5) five minutes in length to be used for general public comment or this time can be reserved to speak on an agenda item. The second opportunity for public comment shall be limited to 3 minutes per person. By majority vote, Council may extend the time allotted for general public comment.
3. There shall be one public comment section provided for on the agenda during a special meeting, with a (4) four-minute time limit per person.
4. When the agenda provides for one or more public hearings to be conducted during a meeting of the City Council, each person addressing the Council shall be limited to (3) three minutes per hearing.

B. Addressing the Council

1. When addressing the Council, unless waived by the Mayor, a person shall state his or her name, physical home address, including municipality.
2. The speaker shall address all remarks to the Council as a body in a courteous tone.
3. No person, after being recognized and given the floor, shall direct their comment to the viewing public or audience in attendance at the meeting. If this occurs, the Mayor may request person to leave the podium.
4. Any person who does not use the entire time allotted for public comment shall not be permitted to relinquish the time remaining to another person.

C. Rules of Decorum

Meetings of the City Council of Ishpeming shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Council is retained at all times.

While any meeting of the Council is in session, the following rules of decorum shall be observed:

1. Members of the audience. No person in the audience at a Council meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; whistling, whispering, clapping, or stamping of feet; or other acts which disturb, disrupt, or otherwise impede the orderly conduct of the Council meeting.
2. Persons Addressing the Council. Each person who addresses the Council at its meetings shall not utter loud, threatening, personal, or abusive language, or engage in any other disorderly conduct which disrupts,

disturbs, or otherwise impedes the orderly conduct of the Council meeting.

3. Enforcement. The rules of decorum set forth shall be enforced by the law enforcement officer designated with the responsibility for maintaining order at the Council meeting:

1. Warning. The Mayor or Council designate shall request that a person who is breaching Paragraph 1 or 2 above be orderly and comply with the rules as outlined therein.
2. Requested to Leave. Any person making derogatory, slanderous, or insolent remarks, or who become boisterous or disorderly while addressing the Council, may be requested, by the Mayor, to leave the podium.
3. Escorted. Any person who continues to act in a boisterous or disorderly manner or who refuses to be seated at the request of the Mayor may be excluded from the remainder of the meeting for a breach of the peace and may be escorted from the meeting by the Chief of Police or by his or her representative (*Open Meetings Act 15.263 (6)*).

VII. MISCELLANEOUS

A. Adoption and Amendment of Rules of Procedure

1. These Rules of Procedure of the Council shall be placed on the agenda at the first meeting of the Council following the seating of the newly-elected Council members for review and adoption. A copy of the Rules adopted shall be distributed to each Council member.
2. The Council may alter or amend its rules at any time, when not in conflict with the City Charter, by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

B. Bid Awards

Bids will be awarded by the Council during regular or special meetings. A bid award may be made at a special meeting of the Council if that action is announced in the notice of the special meeting.

C. Committees

1. Standing and Special Committees of the Council
 1. There shall be no standing committees of the Council.
 2. The Council may create a subcommittee of up to two members to examine a specific subject for a period of time.
2. Ad Hoc Committee

Ad Hoc committees may be formed for a specific purpose and for a specific period of time as approved by the City Council. A broad diversity of experts and/or interests may be represented on an Ad Hoc committee.

D. New Ordinances and Amendments

Proposed Ordinances and Ordinance Amendments shall be posted in a designated section on the City's website prior to any meeting where they may be considered. When such changes are adopted, the newly adopted Ordinance or Amendment shall be maintained in this section, along with the date it becomes effective, for at least one year.



ASSESSING

<p>2025-2026</p> <p>RATE AND FEE SCHEDULE</p> <p>Effective Date: 1-13-2025 1-22-2026</p>
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11(h)

Assessor Appraisal Cards	\$3.00 (no charge for property owner)
Neighborhood Enterprise Zone Application Fee (see Ordinance 7-600 on Page 8)	Initial Application - \$60.00 Transfer existing certificate to another party - \$30.00
Industrial Tax Abatements and Personal Property Tax Exemptions	Initial Application - \$60.00 Transfer existing certificate to another party - \$30.00
Obsolete Property Rehabilitation Act Program Tax Abatement	Initial Application - \$60.00 or actual cost Transfer existing certificate to another party - \$30.00

CARNEGIE LIBRARY

Replacement of lost Library card	\$2.00
Overdue Rates	Printed materials, CD's or Videos – \$.10/day per item ** Fines over \$5.00 must be paid before other materials can be checked out.
Minor damages to Library materials	<ul style="list-style-type: none"> • CD Holder - \$3.00 each
Maximum Library fines	<ul style="list-style-type: none"> • Hardcover books – replacement cost or \$25.00 if replacement cost is unavailable • Trade paperback books – replacement cost or \$15.00 if replacement cost is unavailable • Mass paperback books – replacement cost or \$10.00 if replacement cost is unavailable • Audio-Visual materials – replacement cost or \$25.00 if replacement cost is unavailable
Computer Printing or Photocopies	\$.15 per page (black) \$.50 per page (color)
Movie Rental for (7) seven days	\$.50

FIRE DEPARTMENT

Fire Reports - \$10.00

False Fire Alarm Policy

There will be no charge for the first false fire alarm per calendar year.

The building/property owner(s) will be charged \$250 for the first Fire Apparatus dispatched to the scene of the false alarm. Subsequent Fire Department apparatus dispatched to the scene of the false alarm shall be charge \$100 for the first hour. After the first hour, all Fire Department apparatus remaining on the scene shall be charged at \$100 per additional hour. Billing will be in no less than one-hour increments.

All Fire Department personnel responding to the false alarm shall be billed at the current hourly rate in no less than one-hour increments.

LAKE BANCROFT MEMORIAL WALKWAY

	4" x 8" Brick	12" x 12" Brick
One Brick	\$50.00	\$100.00
Two Bricks	\$90.00	\$180.00
Three Bricks	\$120.00	\$270.00

PARKS AND RECREATION

Brasswire Campground Camping Fee	\$25.00 per night
Horseshoe Fees	\$40.00 per league team/season
Downhill Skiing	\$8.00 per day
Tube Slide	\$15.00 per day
Tube Slide Group Rental Rates Monday through Sunday 5:30 p.m. – 8:30 p.m.	\$500.00 \$225 cleanup bond for Teal Lake Lodge (refundable)
Sponsor the Tube Slide Saturday or Sunday from noon-5:00 p.m. <i>(cannot prohibit public use of tube slide)</i>	Saturday - \$1,200 Sunday - \$1,200
Cross-Country Rates	\$35.00 – season pass for adult \$25.00 – season pass for student \$80.00 – season pass for family \$7.00 – daily pass

	Rental Fee
Al Quaal Recreation Area Lodges (Al Quaal and Teal Lake)	
Daily Rate	\$225.00
Cleanup Bond (refundable)*	\$225.00
Al Quaal Restrooms	
Daily Rate	\$85.00
Cleanup Bond (refundable)*	\$225.00
Ballfield	
• First two hours	\$85.00
• Each additional hour	\$15.00
Al Quaal and St.Rocco Pavilion	
• Daily Rate	\$225.00
• Cleanup Bond (refundable)	\$225.00
• Large event	\$450.00

Lake Bancroft Gazebo/Park	Daily Rate	\$85.00
	Cleanup Bond (refundable)*	\$225.00
Lake Bancroft Mining Heritage Pavilion	Daily Rate	\$225.00
	Cleanup Bond (Refundable)*	\$225.00
Large Event Fee		\$450.00

*Renter responsible for cleanup before and after		

Baseball User Fees	\$350 per team per season
Tournaments and Concessions	\$200.00 per field/per event \$250.00 per field/per event (after September 1) \$100.00 cleanup bond (refundable)
Private Party Field Usage (not a regularly scheduled event, not associated with leagues)	\$30.00
Little League/Girls Softball	\$1,600 per year

PLANNING AND ZONING

Zoning Board of Appeals Public Hearings	\$250.00 non-refundable for residential requests \$350.00 non-refundable for commercial requests
Planning Commission Public Hearings	\$250.00 non-refundable for residential requests \$350.00 non-refundable for commercial requests
Zoning Compliance Permits (also required for Small on-site wind energy/solar structures)	\$40.00 Residential \$80.00 Commercial
Alley or Street Vacations	\$250.00 non-refundable for residential requests \$350.00 non-refundable for commercial requests
Fence Permits	\$25.00
Sign Permit	\$50.00
Driveway (Passageway) over 150' in length from a Public Right of Way	\$80.00 or recording a Hold-Harmless Agreement
Planned Unit Development (PUD) Review	\$250.00
Residential Limited Animal Keeping Permit	\$20.00
Platted Subdivision or Condominium Development Permit	\$500.00
Site Plan Review for Commercial, Industrial, Multiple Family and other Developments	\$350.00
Private Road Permit serving up to five (5) Residential lots	\$300.00
Private Road Permit serving more than five (5) Residential Lots	\$550.00
Access Management Permit - Residential	\$50.00
Access Management Permit – Commercial	\$100.00
ANY AFTER THE FACT PERMIT	DOUBLE THE ORIGINAL COST
Marijuana Retailer/Provisioning Center Permit	\$5,000 annual permit fee (due on renewal date)

POLICE DEPARTMENT

Police reports	\$10.00
Breathalyzer tests (PBT)	\$5.00 per test
NSF Check Complaint Processing Fee	\$40.00 per complaint
Finger Prints	Ink -\$30.00 LiveScan - \$70.00
Liquor License Approvals	\$25.00 (Fee can be waived at discretion of the Chief of Police for special licenses converting to open license)
Serving of Eviction Papers	\$30.00

PUBLIC WORKS

Hydrant Meter Usage	\$250
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OTHER CHARGES

- City of Ishpeming Charter \$5.00 per copy
- City Budget (Actual or Proposed) \$25.00
- City Zoning Ordinance \$25.00
- City Recreation Plan \$20.00
- City Master Plan \$20.00
- Photocopy Charge \$.50 per page
- Bad Checks/Electronic Payment \$30.00 per NSF Check
- Stop Payment Fee \$45.00

Other Permits

- Sidewalk Permit \$50.00
- Utility/Excavation Permit \$100 – Refundable Cash Bond no less than \$500
- Curb Cut and Driveway Permit \$50.00

- Dog Licenses

One Year	\$16.00 (\$8.00 if spayed or neutered)
Three Year	\$40.00 (\$20.00 if spayed or neutered)

- Freedom of Information Requests

Please refer to the City of Ishpeming, Freedom of Information Act Policy. Copy is available on the City website www.ishpemingcity.org or a paper copy is available at City Hall.

- West End Transfer Station Tickets
 \$11.00** per ticket (up to 100 pounds)
 Tire Tickets: 18" and smaller - \$6.00** each; with rim \$8.00** each
 Tire Tickets: 19" to 22.5" - \$11.00 **each; with rim \$13.00** each

*** This fee includes a \$1.00 processing fee added to the transfer station rates.*

CITY ORDINANCES THAT RELATE TO RATES AND FEES

Ordinance 2-100: Discharge of Firearms

Permit Fee for indoor shooting range\$100.00

Ordinance 2-700: Inoperable Motor Vehicles

First Violation Civil Infraction\$100.00
 Second Violation Civil Infraction\$500.00

Ordinance 3-400: Transient Photographers

License fee for transient photographers

- Applicant\$20/day
- Agent's\$5.00/day
- Cash Bond.....\$500.00

Ordinance 3-500: Taxicabs

Taxi Cab License\$20.00
 Taxi Cab Driver's License\$25.00

Ordinance 3-600: Bicycles

Bicycle Registration.....\$.50
 Duplicate copy of registration\$.25

Ordinance 3-700: Carnivals, Circuses, Menageries, Transient Exhibitions

License for Carnivals, Circuses, Menageries, and Transient Street Exhibitions

- Circus
 - First Performance\$100.00
 - Each Subsequent Performance\$50.00
 -
- Equestrian Exhibit/Wild West Show
 - First Performance\$50.00
 - Each Subsequent Performance\$25.00
- Other - Each Performance\$25.00

Ordinance 3-900: Registration of Dealers in Precious Items

Registration Fee for Dealers of Precious Items\$50.00
 Misdemeanor Fine (not to exceed)\$100.00

Ordinance 3-1100: Telecommunications Ordinance

Telecommunications Provider Permit\$500.00

Ordinance 3-1200: Second Hand and Junk Dealers

Initial Application Fee for Secondhand Dealer or Junk Dealer License\$100.00
 Municipal Civil Infraction (not to exceed).....\$500.00

Ordinance 3-1300: Permit and Regulate Mobile Food Vendors

Mobile Food Vendors Non-refundable License Fee\$100.00
(if vending on City and/or private property)

Licenses valid for the timeframe January 1 through December 31 of the following year.

Ordinance 4-400: Disposal of Solid Waste and Abatement of Accumulations

Solid Waste Disposal

- For Availability of Service:
 - Single Family Home.....\$24.75/month
 - Separate living units in multi-family housing
 - With not more than (2) two units\$24.75/per unit
- Late payment penalty of 5% on each delinquent bill.

Every person and licensed solid waste hauler authorized by the City to haul directly to the Marquette County Landfill shall pay the landfill fee plus a permit application fee as follows:

- Haulers
 - Companies based within City Limits.....\$65.00/year
Annual permit which runs from January to December each year, pro-rated by full month for new applications throughout the years.
 - Companies outside City Limits.....\$10.00/month
Plus a deposit of\$150.00
(to be applied against landfill fee for new haulers or previously delinquent accounts)
 - All outstanding bills/invoices must be paid in full prior to the issue of new permits.
- Civil Infraction (not-to-exceed).....\$200.00

Ordinance 4-500: Noxious Weeds and Miscellaneous Debris

Cutting long grass and noxious weeds\$200.00
(or cost of the time and materials, whichever is greater)

Ordinance 4-1100: Open Burning Without a Permit

Dispatching fire apparatus and personnel to extinguish open burning:

- \$100 per hour, per fire apparatus dispatched
- Current hourly rate plus FICA and Worker’s Comp for each firefighter dispatched.

Ordinance 5-100: Parking on City Streets and Parking Lots

Overnight parking permit in City lots\$25.00/month
Permit for contractors.....\$5.00/week
20.00/month

Fines:

Two hour violation.....\$10.00
 Occupy more than one space\$10.00
 Collection after 30 days for above.....\$15.00
 Overnight parking in parking lots from November 1 to April 30\$50.00
 Collection after 30 days\$55.00
 Parking more than 12 inches from curb\$20.00
 Collection after 30 days\$25.00

Ordinance 5-200: Parking Violations

- Angle parking violations.....\$20.00
- Obstructing traffic.....\$20.00
- Prohibited Parking (signs unnecessary)
 - On sidewalk except November 1 – April 30 where not regularly cleared of snow\$20.00

- In front of public or private drive.....\$20.00
- Within intersection\$20.00
- Within 15 feet of hydrant.....\$20.00
- On crosswalk\$20.00
- Within 30 feet of any traffic sign or signal located at the side of a street\$20.00
- Within 20 feet of fire station entrance.....\$20.00
- Beside street excavation when traffic obstructed.....\$20.00
- Double parking\$20.00
- Within 200 feet of accident where police in attendance.....\$20.00
- In front of theater.....\$20.00
- Blocking emergency exit.....\$20.00
- Blocking fire escape\$20.00
- In Prohibited Zone (signs required).....\$20.00
- In Handicapped Parking Spaces (signs required).....\$50.00
- Night parking(1:00-6:00 a.m., November 1 – April 30).....\$50.00
Collection after 30 days.....\$55.00
- Night parking in a City-owned designated parking lot without a permit or with an expired permit.....\$50.00
Collection after 30 days.....\$55.00
- Illegal day parking in City Hall parking lot\$20.00
- In alley (except loading and unloading).....\$20.00
- Parking for certain prohibited purposes:
 - Displaying vehicle for sale\$20.00
 - Working or repairing vehicle\$20.00
 - Display advertising.....\$20.00
 - Selling Merchandise.....\$20.00
 - Over 48 hours\$20.00
- Bus Stop (signs required).....\$20.00
- Failure to set brake, turn wheels, or remove ignition key\$20.00
- Parking where no other fine is specified\$20.00

Ordinance 5-500: Operation and Parking upon Property of the Ishpeming Board of Education
Ishpeming School District no parking zones\$20.00

Ordinance 5-800: Operation of Certain Vehicles on Snowmobile Route
Reclaim possession of motor vehicle, motorcycle, three-wheeled motor vehicle,
Four-wheeled motor vehicle, or moped operated on the Snowmobile trail
Storage and Handling Fee.....\$50.00

Ordinance 6-401: Fees and Charges for Removal of Snow and Ice
Removal of snow placed improperly onto City Right of Way

- Truck load using bucket loader\$50.00
- Truck load using sno-go.....\$90.00
- By hand or using hand implements.....\$25.00/hour
Per employee

Ordinance 7-400: Registration of Residential Rental Dwelling Units
Late rental registration fee.....\$50.00 per
Rental dwelling unit

Non-Resident

Interment or Disinterment	May 1 – November 30	December 1 to April 30
Casket	\$1,300.00	\$1,950.00
Urn in Ground	\$ 500.00	\$ 750.00
Children 5 & under (casket or urn)	\$400.00	\$600.00
Urn in Niche	No Charge	No Charge
Disinterment and Reinterment (Transfer within Cemetery)		
Casket	\$2,600.00	\$3,900.00
Urn in Ground	\$1,000.00	\$1,500.00
Children 5 & under (casket or urn)	\$800.00	\$1,200.00
Urn in Niche	No Charge	No Charge

After 2:00 p.m. weekdays and Saturdays, the following rates are in addition to the rates in the charts above, except as noted below for summer hours.

- Casket\$600.00
- Urn in Ground.....\$300.00
- Urn in Niche.....\$200.00

Sundays and Holidays, the following rates are in addition to the rates above.

- Casket\$750.00
- Urn in Ground.....\$350.00
- Urn in Niche.....\$250.00

SUMMER HOURS --- First Monday after Memorial Day to Friday before Labor Day
--

After 3:00 p.m. Monday – Thursday and all-day Friday and Saturday, the following rates are in addition to the rates in the charts above.

- Casket\$600.00
- Urn in Ground.....\$300.00
- Urn in Niche.....\$200.00

Special Services, the following rates are in addition to the rates above.

Graveside Services	Resident	Non-Resident
Tent, greens, lowering device, and chairs	\$200.00	\$400.00
Greens, lowering device, and chairs	\$90.00	\$180.00
Greens, lowering device	\$65.00	\$130.00
Lowering Device	\$40.00	\$80.00

Section 11-622: Transfer of Lot, Grave Space, or Niche

Deed transfer per Lot, Grave Space \$500.00
 Deed transfer fee per Niche\$1,000.00

Section 11-627: Indigent Rates

As stipulated by Department of Social Services or State of Michigan.

Purchase of Lots and Niches

Lot Size	Resident	Non-Resident
1 grave space	\$550	\$1,100
2 grave spaces	\$1,100	\$2,200
3 grave spaces	\$1,650	3,300
5 grave spaces	\$2,750	\$5,500

Niche	Resident	Non-Resident
Bottom Row	\$1,095	\$2,070
Second Row	\$1,145	\$2,170
Third Row	\$1,195	\$2,270
Top Row	\$1,245	\$2,370

****Prices for Lots and Niches include 50% to the Perpetual Care Fund**

Placement of an Additional Monument on a Lot.....\$100.00/Additional Monument

Ordinance 12-100: Water and Sewer Utility

Section 12-102(1a)

- Minimum monthly charge of ~~\$54.80~~ **\$57.54** for the first 0-2,500 gallons of water per month; for all metered water consumption greater than 2,500 gallons per month, an additional charge of ~~\$21.92~~ **\$23.02** per 1,000 gallons (or any part thereof).
- Above rates will be increased by 5% effective January 1 of each year

Section 12-102(1b)

- Water and Sewer Utility Disconnect Fee\$100.00

Section 12-102(2)

- Temporary Service based on average water usage

Section 12-102(3)

- Permit to install tap from City water main\$100.00
- If City does work to connect a line to a City water main\$500.00
- If private contractor does work to connect a line to a City water main...\$300.00

Section 12-102(4)

- Late Fee Penalty: 5% of past due utility bill

Section 12-102(5)

- Door Hanger\$25.00
- Opening or closing a street stop-cock
 - April through October\$25.00
 - April through October if due to delinquency\$40.00
 - November through March.....\$50.00
 - November through March if due to delinquency\$80.00
- Removal of water meter (for other than City purposes)\$35.00
- Overtime charge: Actual cost, with a minimum of \$200.00
- Thawing of frozen lines or pipes
 - Thawing from curb stop valve to water meter, actual cost with minimum charge of \$125.00 during normal hours
 - Minimum of \$250.00 if done on overtime
 - Minimum of \$350 if done on a Sunday or holiday

Section 12-102(6)

- Guarantee Deposit:
 - Single family residence user and other individual users.....\$250.00
 - Multiple family dwelling - \$250.00 per unit up to four (4) units.
 - Business, commercial, and industrial users, and large residential of more than four (4) units – an amount equal to the estimated usage for a one month period based on the usage of similar users.

Section 12-103(4)

- Damaged Meter – Actual cost of repairs if damage caused by neglect on the part of the consumer.
- Meter testing fee will be \$250 and will appear on the following billing statement along with the cost of the new meter.

- If the meter does not meet AWWA accuracy standards the City will credit the meter testing fee, issue a bill credit based upon average consumption over the prior 12 months and credit the cost of the new meter.

Section 12-103(9)

- Repairing leaks between curb stop and water meter – responsibility of property owner unless the leak is caused by conditions existing on public property and no fault of the property owner, for which the City Council may waive costs.
- If leak is not repaired in five business days, a service fee of \$25.00 per day can be assessed until leak is repaired.

Section 12-104

- Civil fine of not more than \$200.00, plus costs, and if applicable damages and expenses as provided by law.

Ordinance 12-500: Separate Meter for Water Consumption not entering Sanitary Sewer System

- Separate meter for water not entering the sanitary sewer system.
 - Purchase and installation of new meter.....\$150.00
 - Inspection and installation of used meter\$75.00

Ordinance 12-700: Sewer Use

- Permit to work on public sewer.....\$90.00
- New construction to install sewer lateral
 - If City does work – reimbursement for all actual costs incurred.
 - If work done by contractor-connection fee of \$250.00
- Must post a \$5,000 bond unless exempted by State law.
- All costs for installation, connection, or repair of building sewer to be borne by the owner. If damage to sewer originated in public sewer, cost can be waived by the City Council.
- Appeals to requirements of ordinance - \$100.00.

Ordinance 12-800: Wastewater Treatment Service Charges

- Rental charge for a water meter for persons discharging into public sanitary sewer system but not receiving water from public system:

5/8" and 3/4" meters	\$.75/quarter plus an installation charge and cost of meter testing
1" and larger	\$1.00/quarter plus an installation charge and cost of meter testing

- Residential sewer user served by a private well and discharging sewage into the public sewer system has the option of paying a "flat rate" user charge. The flat rate shall be based on the average metered residential usage rate.
- Minimum monthly sewer charge of ~~\$40.73~~ **\$42.77** for the first 0-2,500 gallons of water per month; for all metered water consumption greater than 2,500 gallons per month, an additional sewer charge of ~~\$16.29~~ **\$17.10** per 1,000 gallons.
 - The above rates will increase by 5% effective January 1st of each year.

The City of Ishpeming is an equal opportunity provider and employer.

Adopted: January 21, 2026

City of Ishpeming Statement of Explanation

11(i)

1. Agenda Item Information

Agenda Item Title: Deputy City Manager/Finance Director Employment Agreement

Department: City Manager

Date Submitted: 1-16-26

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

2. Background & Purpose

The City Council is requested to consider approval of an Employment Agreement between the City of Ishpeming and Grey Getschow for the position of Finance Director / Deputy City Manager. The agreement establishes employment terms and supports stability, accountability, and continuity.

3. Fiscal Impact

Total Cost/Revenue Impact: No increase in salary

Funding Source(s): No change from current funding sources

4. Alternatives:

Approve the Employment Agreement as presented.

Approve the Employment Agreement with modifications as directed by City Council.

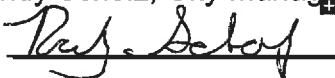
Do not approve the Employment Agreement.

5. Recommended Action:

Approve the Employment Agreement between the City of Ishpeming and Grey Getschow for the position of Finance Director / Deputy City Manager, effective January 22, 2026, as presented.

5. Department Head Approval

Name: Randy Scholz, City Manager

Signature: 

Date: 1-16-26

6. Attachments / Exhibits

City Finance Director / Deputy Manager Employment Agreement

City Finance Director/Deputy Manager Employment Agreement 2025

This Agreement is made by and between the City of Ishpeming, a Michigan municipal corporation, of 100 East Division Street, Ishpeming, Michigan 49849 ("City" herein) and Grey Getschow (Employee" herein) as follows:

City hereby retains Employee, and Employee agrees to work for the City, in the capacity of Finance Manager/Deputy City Manager.

The job duties of the Employee shall be primarily financial and focused on meeting both internal and external standards and requirements, including all duties and responsibilities to be assumed and discharged by the Finance Director as set forth in the Charter of the City of Ishpeming and in attached job description.

As an officer, as defined by the City Charter, the employee will take the oath of office.

1) Salary and Review.

Under the Terms of this Agreement, City agrees to pay Employee an annual salary as follows:

A. Starting salary of \$101,650 per year with an annual increase assessed on January 1 of each year consisting of the greater of the following: 3% or the annual wage increase of the AFSCME supervisory union for that year (For example: January 1, 2027, employee receives an increase equal to the union supervisor increase made effective on January 1, 2027.)

B. Evaluation of performance shall consist of the following which shall be met to a reasonable degree:

- i) Compliance with the City Charter
- ii) Compliance with accounting standards as reported by the City's annual audit and with respect to the Employee's ability to affect outcomes.
- iii) Resident relations: professional and respectful response to both general financial inquiries made by the public as well as inquiries of utility customers, with respect to available outcomes.
- iv) Adequacy of financial information provided to council and staff
- v) Stewardship of the finance office and employees
- vi) Satisfactory performance of the essential job functions as outlined in position's job description

2) Hours of Work.

A. Employee shall target working hours coinciding with those of key City functions on those days when City Hall is open for business. Employee shall be considered salary and not hourly, with the expectation that the employee will work an average of 40 hours per week with allowance for PTO granted in the non-union personnel policy #115.

B. It is recognized that Employee may be required to work away from City Hall, or to work hours in addition to and/or outside the normal office hours of City Hall. Employee may flex schedule in consideration of City functions scheduled outside of City Hall operating hours.

C. Overtime or compensatory time will be paid in accordance with the non-union personnel policy #115

D. Employee shall receive holidays in accordance with the non-union personnel policy #115.

E. Duty Location

The Employee's primary duty location is the City of Ishpeming offices. The City Manager may authorize the Employee to perform certain duties from an alternative work location when necessary to meet operational needs, provided that all essential functions of the position are fully performed and service to the public is maintained. The Employee will maintain a regular work schedule that ensures adequate time and focus on core accounting responsibilities and other critical functions of the City. The Employee may be required to work additional hours in the office as workload demands increase, including but not limited to periods of budget preparation, audits, or meetings with Department Heads and the City Manager.

The City shall provide the Employee with a computer and monitors necessary to perform assigned job duties. All City-purchased IT equipment remains City property and must be returned upon termination of employment. Home office furniture is the responsibility of the Employee.

3) Leave

i) Vacation: Employee shall receive vacation days in accordance with the non-union personnel policy #115.

ii) Personal Leave: Employee shall receive personal leave days in accordance with the non-union personnel policy #115.

iii) Sick Leave: Employee shall receive sick leave in accordance with the non-union personnel policy #115.

4) Insurance

City will provide insurance coverage to Employee under the City general liability insurance policy provided by **MMRMA** and under the City worker's compensation policy.

A. Health Insurance: Employee shall receive the same health insurance and shall be subject to the same health insurance cost sharing as all other City Employees.

B. Life Insurance: The Employer agrees to pay the full premium of term life insurance plan for the employee while employed, face value of \$25,000 double indemnity. Upon retirement or severance, the employee will be informed of their options under the plan and be allowed to exercise their choice of options. Employees retiring shall receive \$10,000 term life insurance at City expense.

C. Post-Employment Health Plan: The following contributions are made by the City and employee each pay period to the employee's post-employment retirement account:

<u>Employee</u>	<u>Employer</u>
\$35.00	\$35.00

Upon separation of employment, all of the Employee's account balances will be retained in the Employee's account for eligible expenditures as per the plan's requirements.

D. The City shall reimburse the Employee at the IRS Mileage rate for travel. Travel to location within a 50-mile radius of the City of Ishpeming limits will not be reimbursed.

E. Employee shall be paid through the City's payroll system, on the same dates as all other City employees are paid, subject to deductions for all withholdings of taxes, Social Security, and Medicare.

5) Term, Discharge and Resignation

The agreement shall have a term of Five (5) years commencing on January 22, 2026, and ending on December 31, 2031 ("the termination date").

Employee agrees to remain in the exclusive employment of the City until the termination date, unless the Agreement is terminated as hereinafter provided. The term "exclusive employment", shall not be construed to preclude occasional teaching or consulting, performed on the employee's time.

Discharge. The employee shall be employed as the Ishpeming Finance Director/Deputy City Manager based upon "at-will" status, pursuant to the provisions of the Ishpeming Charter, or any applicable amendments thereto. Specifically, the Employee may be

removed or discharged in accordance with the provisions of this agreement.

Resignation. Nothing in this employment agreement shall prevent, limit or otherwise interfere with the right of the employee to resign at any time from the position with the City, subject only to the provisions set forth herein.

The contract shall automatically renew upon its expiration unless either party provides written notice of its intent to renegotiate. Such notice must be given at least sixty (60) days prior to the contract's expiration date, after which the parties shall have thirty (30) days to engage in negotiations. If said negotiations fail to produce a new agreement, Employee shall be notified at least thirty (30) days prior to the contract expiration date that the contract is not renewed.

6) Severance Pay, Effective Termination and Notice

If the Employee is terminated by the City prior to the expiration of this agreement, the City agrees to pay a lump sum cash payment ("Severance Pay"), within 30 days, equal to 25% of the base salary {as set forth in paragraph 4(a) above} which is subject to all applicable withholdings; provided however, that in the event the Employee is terminated because of the conviction of any felony, a conviction of violation of the City Charter, or a conviction of State or Federal Law in the course of employment, then the City shall have no obligation to pay any severance pay. The employee will not be entitled to Severance Pay should they voluntarily resign their employment.

Notice of Resignation. In the event the Employee voluntarily resigns his position with the City, the employee agrees to, and shall give the City at least Thirty (30) days written notice. Failure to give at least thirty (30) day notice shall be considered a quit, not in good standing and the Employee will not be compensated for accumulated unused vacation or sick.

The anticipated first day of work under this Agreement shall be January 22,2026.

A retirement contribution to the Employee's MERS Defined Contribution plan through the city shall be made in accordance with the non-union personnel policy #115. This amount shall not be included in base salary calculations pursuant to Paragraph 13.

This Agreement may be amended, but only with the express written consent of Employee and the Ishpeming City Council.

The Non-Union Personnel Policy #115 will be used for guidance to settle questions, interpretation or items not specifically covered in this agreement.

FOR THE CITY OF ISHPEMING

Dated: _____ By: _____
Pat Scanion, Mayor

Dated: _____ By: _____
Cathy Smith, City Clerk

Dated: _____ By: _____
Randy Scholz,
City Manager

Dated: _____ By: _____
Grey Getschow, Deputy
City Manager, Finance
Director

11(j)(i)

RESOLUTION OF AMENDMENT TO ORDINANCES OF
THE CITY OF ISHPERING, CHAPTER VIII

The City of Ishpeming, Michigan ORDAINS:

That Chapter VIII, Ordinance 8-100, Zoning, of the Ordinances of Ishpeming, Michigan, shall be, and the same hereby is, amended as follows:

REPEALER

That Section 11.4, Conditional Uses, G. “Duplex dwelling unit (2 family unit)” together with any ordinance, resolution, order or parts thereof in conflict with the provisions of this Amendment is, to the extent of such conflict, HEREBY REPEALED. This repeal shall be effective as of the effective date of the following Amendment. Section 11.4, subsections H. through K., shall be re-numbered to become subsections G. through J.

AMENDMENT

That Section 11, (GR) General Residential District, shall be, and hereby is, amended to add:

- a new SUBSECTION 11.2 K. “Duplex dwelling unit (2-family unit)” and
- a new SUBSECTION 11.4 K. “Multiple-family residential structures (Stacked Flats Dwelling) (Townhouse Dwelling)”

The above Ordinance shall be published as required by law, and shall be effective seven days from the date of publication.

Upon roll call,

Council members voting aye:

Council members voting nay:

Council members absent:

WHEREUPON, this Ordinance is declared passed and adopted on this
____ day of _____, 2026.

CITY OF ISHPEMING

By: Jason Chapman, Its Mayor

Attest:

By: Cathy Smith, Its Clerk

FIRST READING: _____ 2025

SECOND READING: _____ 2026

DATE OF PUBLICATION: _____, 2026

EFFECTIVE DATE: _____, 2026

**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(j)(ii)

RESOLUTION OF AMENDMENT TO ORDINANCES OF
THE CITY OF ISHPEMING, CHAPTER VIII

(Ordinance 8-100, ZONING)

The City of Ishpeming, Michigan ORDAINS:

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

REPEALER

The entirety of the current Official Zoning Map, adopted July 22, 2024, as a part of Ordinance No. 8-100, Zoning, sections 9.1 and 9.2, together with any ordinance, resolution, order or parts thereof in conflict with the provisions of this Amendment is, to the extent of such conflict, HEREBY REPEALED. This repeal shall be effective as of the effective date of the following Amendment.

AMENDMENT

Chapter VIII of the Ordinances of Ishpeming, Michigan, shall be, and hereby is, amended to add the attached new Official Zoning Map as referenced in Ordinance 8-100, Sections 9.1 and 9.2:

[see attached Map]

The said Ordinance shall be published as required by law, and shall be effective seven (7) days following the date of publication.

Upon roll call,

Council members voting aye:

Council members voting nay:

Council members absent:

WHEREUPON, this Ordinance is declared passed and adopted on this
____ day of _____, 2026.

CITY OF ISHPEMING

By: Pat Scanlon, Its Mayor

Attest:

By: Cathy Smith, Its Clerk

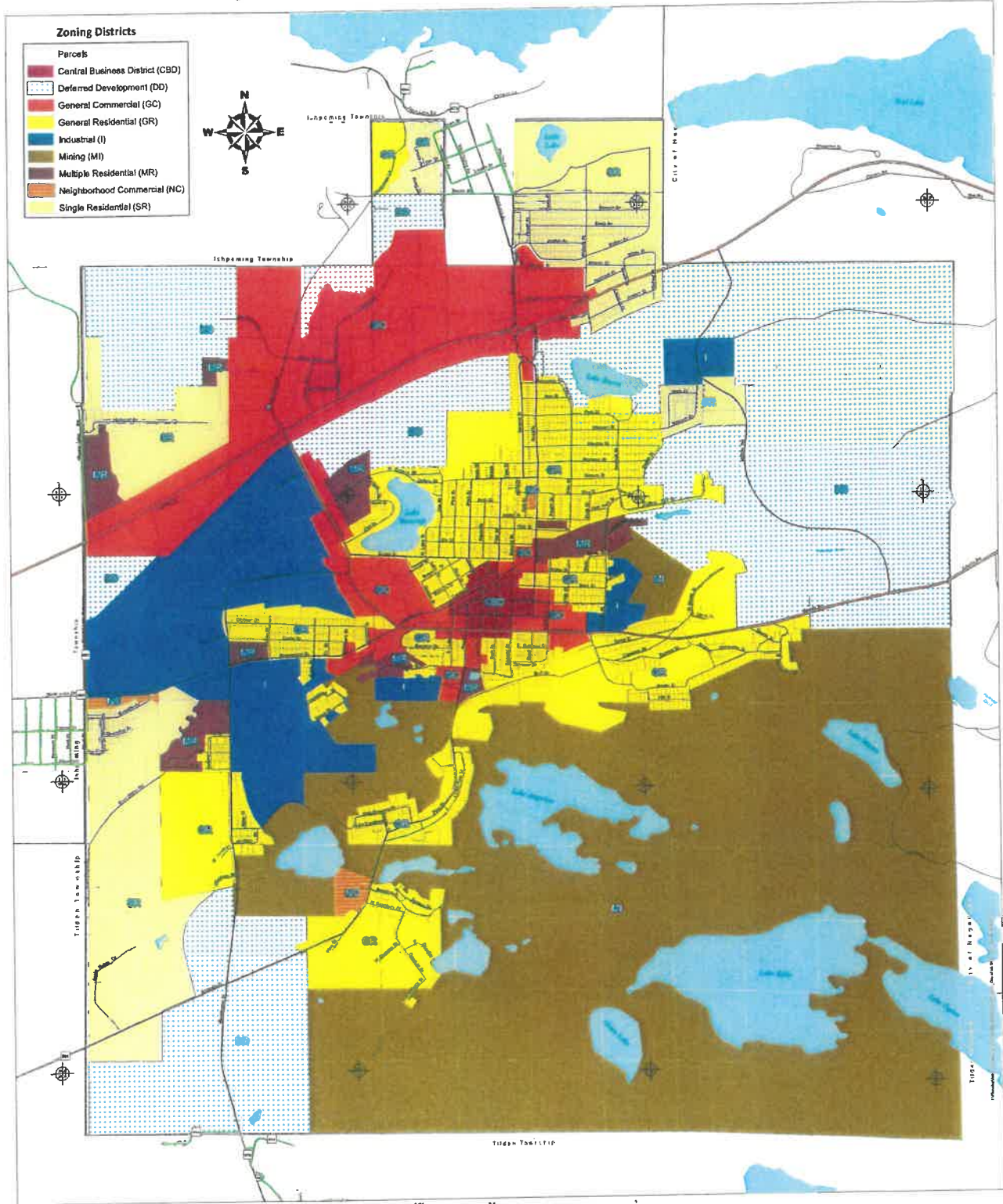
FIRST READING: _____, 2025

SECOND READING: _____, 2026

DATE OF PUBLICATION: _____, 2026

EFFECTIVE DATE: _____, 2026

City of Ishpeming DRAFT Zoning Map



Print date: 18 November 2023

0 0.25 0.5 1 Miles

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 City of Ishpeming, Michigan
 For more information, visit www.ishpemingmi.gov

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Prepared by



Marquette County Planning Division

11(k)

City of Ishpeming Statement of Explanation

1. Agenda Item Information

Agenda Item Title: Talsma Controls Company Proposal – Bell Booster Station

Department: Public Works

Prepared By: Randy Scholz, City Manager

Date Submitted: 1-17-26

2. Background & Purpose

Purpose / Background:

At the September 17, 2025, Council Meeting the Council approved “to purchase the two new pumps in the amount of \$30,664 from Crane Engineering with funds to come from the Water Fund and authorize crane Engineering to install the pumps.”

At the December 17, 2025, Council Meeting the Council approved “to authorize the additional expenditure of \$25,780 for a total project cost of \$55,780 and on the recommendation of the City Manager waive competitive biddings”

The request before you today is to replace the existing control system for the same Bell Booster Station.

The existing control system consists of a PLC (controller) and HMI (graphical display). The PLC was upgraded from original in 2019 and is OK from an obsolescence standpoint, but the HMI is original (2006) and is obsolete. The color touchscreen HMI from Park Street lift station (still current technology) is available for use here. The proposed scope would be to develop a new PLC program as well as a new HMI application to enhance system functionality as well as provide additional diagnostics. Material for this scope includes a new ethernet switch (communication between PLC and HMI). Labor for this includes PLC and HMI application development, as well as subsequent updates to the DPW SCADA PC application (to account for additional information available). All affected drawings will also be updated and provided.

Material - \$ 1,200 Labor - \$ 14,000 Total \$15,200

The total cost for the Bell buster station project would be the \$30,664 approved at the September 17th meeting, the \$25,780 approved at the December 17th meeting, and the \$15,200 proposed at this meeting. The total would be \$ 71,644.

3. Fiscal Impact

Total Cost / Revenue Impact: \$15,200

Funding Source(s): Water Fund

4. Recommended Action & Alternatives

Alternatives Considered (Anticipate questions): Not aware of any alternatives

Recommended Action: Motion to approved Proposal #251229-1 from Talsma Controls Company for \$15,200. Funds coming from water department budget and to wave competitive bidding.

5. Approval & Routing

Department Head Approval

(Name & Signature):  Date: 1-17-26

6. Attachments / Exhibits

Tasma controls Company Proposal #251229-1

Talsma Controls Company

System Design - PLC Programming - Panel Construction

2205 Woodland Drive – Ishpeming, MI 49849 - Telephone: (906) 361-2012 – email: j.talsma@talsmacontrols.com

12/29/2025

Proposal #251229-1

Talsma Controls Company (TCC) respectfully submits the following proposal to upgrade the Ishpeming Hills Booster Station control system. The details of this improvement project are listed in the paragraphs below. All configuration, programming, startup and documentation (electrical drawing updates) is included.

I. Ishpeming Hills Booster Station Control System

1. The existing control system consists of a PLC (controller) and HMI (graphical display). The PLC was upgraded from original in 2019 and is OK from an obsolescence standpoint, but the HMI is original (2006) and is obsolete. The color touchscreen HMI from Park Street lift station (still current technology) is available for use here. The proposed scope would be to develop a new PLC program as well as a new HMI application to enhance system functionality as well as provide additional diagnostics. Material for this scope includes a new ethernet switch (communication between PLC and HMI). Labor for this includes PLC and HMI application development, as well as subsequent updates to the DPW SCADA PC application (to account for additional information available). All affected drawings will also be updated and provided.

A. Material - \$ 1,200.00

B. Labor - \$ 14,000.00

Terms and Conditions

- Allow 6 to 8 weeks for delivery upon receipt of materials. The customer will be informed of the status for materials, expected lead times, etc.
- Net 30 days upon completion.
- If, during the course of the project the customer requests work to be performed outside the scope of the original quotation, TCC will provide a change order listing the requested work and any additional charges. This change order will require a new purchase order to be written and will be billed separately from the original purchase order.

Sincerely,

Jeff Talsma
President – Talsma Controls Company

11(1)

City of Ishpeming Statement of Explanation

1. Agenda Item Information

Agenda Item Title: Select Vendor for New Fire Truck

Department: Fire Department / City Manager

Prepared By: Randy Scholz, City Manager

Date Submitted: 01-17-25

2. Background & Purpose

Purpose / Background: The City of Ishpeming put in for a Michigan State Appropriations for \$900,000, for the purchase of a new fire truck.

3. Fiscal Impact

Total Cost / Revenue Impact: \$894,192

Funding Source(s): State of Michigan Appropriations

4. Recommended Action & Alternatives

Will need to wait until the City receives the funding from the state.

Fire Chief will go over why he feels this truck is the right one.

We received a second bid from CSI Emergency Apparatus, LLC, that did not meet the minimum bid requirements, with a total cost of \$ 761,440.

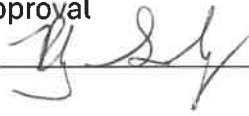
Recommended Action:

Motion to approve HME Ahrens-Fox c/o Dinges Fire Company for \$894,192, upon receiving funds from the State of Michigan.

5. Approval & Routing

Department Head Approval

(Name & Signature):



Date: 1-17-25

6. Attachments / Exhibits:

- State of Michigan Fiscal Year 2025-26 Appropriations Summar and Analysis Document. Cover page and page 121
- Bid Tabulation
- HME Ahrens-Foz c/o Dinges Fire company – City of Ishpeming Fire Truck Proposal Form
- CSI Emergency Apparatus, LLC – City of Ishpeming Fire Truck Proposal Form

**STATE OF MICHIGAN
FISCAL YEAR 2025-26**

**Appropriations
Summary and Analysis**



HOUSE
FISCAL
AGENCY
Mary Ann Cleary, Director

OCTOBER 2025

**Table 2: Legislatively Directed Spending Items Sec. 453
Public Act 22 of 2025 (House Bill 4706, Article 16)**

Sec. 453	1	Allband Communications	\$2,119,000
	2	American Legion Devereaux Post 141	1,000,000
	3	Barry County Brown Road River Crossing	2,537,600
	4	Blendon Township Water Infrastructure	920,000
	5	Calhoun County Law Enforcement Tasers	737,000
	6	Charlevoix Township Fire Truck	1,000,000
	7	City of Davison Road Infrastructure	4,400,000
	8	City of Flat Rock Fire Truck	1,000,000
	9	City of Ishpeming Fire Truck	900,000
	10	City of Marine City Guy Community Center	1,000,000
	11	City of Monroe Rail Grade Separation	500,000
	12	City of Rockwood Water Treatment Infrastructure	1,500,000
	13	City Sterling Heights Fire Truck	2,100,000
	14	Grand Rapids Art Museum	2,000,000
	15	Jackson Interfaith Shelter	1,000,000
	16	Kawkawlin Township Infrastructure	1,935,000
	17	Kent County Youth Agricultural Association	1,800,000
	18	Kirtland Community College Timber Harvester Simulator	100,000
	19	Lake Mitchell Sewer Authority Infrastructure Repairs	2,410,400
	20	Marquette Sawyer Regional Airport Infrastructure	3,000,000
	21	Macomb Township Boulevard Creation	2,500,000
	22	Mecosta County Harding Road Bridge Improvements	1,320,000
	23	Oakland-Macomb Interceptor Drain Drainage District	2,500,000
	24	Shelby Township M-20 Project	400,000
	25	Springfield Township Community Fire Protection Wells	900,000
	26	Troy School District (Smith Middle School Traffic)	421,000
		TOTAL	\$40,000,000

BID TABULATION

FIRE TRUCK JANUARY 16, 2026

Present: Randy Scholz, City Manager
Cathy Smith, City Clerk

Two bids were received and were opened at 4:00 p.m. on Friday, January 16, 2026

FIRM	LUMP SUM
HME Ahrens-Fox c/o Dinges Fire Company	Base Bid: \$846,000 With Optional Accessories: \$894,192
CSI Emergency Apparatus	Base Bid: \$754,000 With Optional Accessories: \$761,400



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

CITY OF ISHPEMING FIRE TRUCK PROPOSAL FORM

RFP Title: New Fire Truck – City of Ishpeming

Proposal Due Date: January 16, 2026

Vendor Name: HME Ahrens-Fox c/o Dinges Fire Company

Business Address: 1950 Byron Center Ave SW

City / State / Zip: Wyoming, MI 49519

Contact Person: Alan Beaudet

Phone Number: 989-709-6921

Email Address: abeaudet@dingesfire.com

1. PROPOSAL SUMMARY

We submit this proposal in response to the City of Ishpeming Fire Truck RFP and certify all information provided is accurate.

2. PRICING

Base Fire Truck Price: \$ 846,000.00

All required specifications are included in base price

Exceptions listed below (attach details)

Optional Equipment (if any):

Item: Dinges supplied equipment Cost: \$ 11168.90

Item: HME Upfit Center Cost: \$ 25023.00

Item: PDI Cost: \$ 12000.00

Training and Delivery:

Operator Training Included \$ _____

Maintenance Training Included \$ _____

Delivery Included \$ _____

TOTAL PROPOSED PRICE: \$ 894,192.00

*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
100 EAST DIVISION STREET
ISHPEMING, MICHIGAN 49849

3. DELIVERY SCHEDULE

Delivery within 30 days of contract execution

Other Explain

Delivery will occur after full payment and completion of upfit center work which is estimated to take approximately 90 days .

4. MICHIGAN MANUFACTURING CERTIFICATION

Apparatus will be manufactured and assembled in Michigan

Manufacturing Location: Wyoming, MI

5. REFERENCES

Municipality | Contact | Phone/Email | Year Delivered

Grand Rapids. Mi FD/Chief Brad Brown/bbrown@grcity.us/2025

Springvale Twp Mi FD/Randy McCune/randymccune88@gmail.com/2025

City of Owosso Mi/Kevin Lenkhart/989-725-0580/2025

6. SERVICE AND SUPPORT

Describe Michigan-based service, parts, and support:

All service related items will be handled through a partnership between HME Ahrens-Fox and Dinges Fire Company by a vetted set of third party vendors that meet a standard of service set by both teams during the warranty period. Dinges Fire Company will offer support for service after said period ends.

7. CERTIFICATION AND SIGNATURE

Authorized Representative Name: Alan Beaudet

Title: Apparatus Sales/Dinges Fire Company

Signature: Alan Beaudet Date: 01/15/2025

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

CITY OF ISHPEMING FIRE TRUCK PROPOSAL FORM

RFP Title: New Fire Truck – City of Ishpeming

Proposal Due Date: January 16, 2026

Vendor Name: CSI Emergency Apparatus, LLC

Business Address: 2332 Dupont Street

City / State / Zip: Grayling, MI 49738

Contact Person: Scott J. Patchin

Phone Number: 998-859-8285

Email Address: spatchin@csiea.com

1. PROPOSAL SUMMARY

We submit this proposal in response to the City of Ishpeming Fire Truck RFP and certify all information provided is accurate.

2. PRICING

Base Fire Truck Price: \$ 754,000.00

All required specifications are included in base price

Exceptions listed below (attach details)

Optional Equipment (if any):

Item: ADD TFT Extend-A-Gun for the monitor Cost: \$ 1,890.00

Item: ADD Cab engine tunnel organizer Cost: \$ 2,200.00

Item: ADD In cab cabinet with hinging door behind driver and/or officer seats Cost: \$ 3,350.00 (Each)

Training and Delivery:

Operator Training Included \$ Included

Maintenance Training Included \$ Included

Delivery Included \$ Included

TOTAL PROPOSED PRICE: \$ 754,000.00 (not including above optional equipment listed)

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

3. DELIVERY SCHEDULE

- Delivery within 30 days of contract execution
- Other Explain We have bid our Spartan ER Stock Unit that is scheduled to come offline on March 6 2026. The truck would be delivered to CSI to have your graphics applied before delivery. Forecast delivery to you would be by the end of March 2026, sixty nine (69) days from contract award.

4. MICHIGAN MANUFACTURING CERTIFICATION

- Apparatus will be manufactured and assembled in Michigan
- Manufacturing Location: We have bid a Spartan ER Stock Unit that is scheduled to come offline on March 6 2026. The chassis is manufactured in Charlotte MI, and the body is manufactured in Brandon South Dakota. Final inspection of the apparatus will be done at CSI Emergency Apparatus in Grayling MI.

5. REFERENCES

Municipality | Contact | Phone/Email | Year Delivered
White Cloud Fire Dept / Joe Stratton / Cell: 231-250-9113 / joestrattonwcf@yaho.com / Delivered in 2025
Lyon Twp Fire Dept / JC Holder / Cell: 989-915-2725 / firechief@lyontwp-higginsmi.gov / Delivered 2025
Elmwood Gaugetown FD / Trace Lopez / Cell: 989-670-3002 / gfdcaptain2@gmail.com / Delivered 2024
Markey Twp Fire Dept / Kelly Van-Y / Cell: 231-433-9325 / Delivered in 2023

6. SERVICE AND SUPPORT

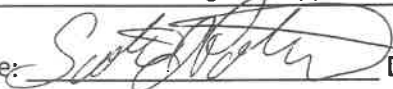
Describe Michigan-based service, parts, and support:

CSI Emergency Apparatus provides both mobile and in-house service from our three locations, two (2) located in Grayling MI, and one (1) located in Greenville Michigan. We have a eight (8) trained Emergency Vehicle Technicians (EVT's) and one Master Diesel Technician on staff. We can also provide full fabrication for any needed upfit or body repair needs. We provide pick-up and delivery of your apparatus for work that is done in house. Spartan is a single source manufacturer, all parts for warranty are sourced through CSI from Spartan "REV-Parts". Spartan does not use proprietary parts meaning service work and parts outside of warranty can generally be sourced locally.

7. CERTIFICATION AND SIGNATURE

Authorized Representative Name: Scott J. Patchin

Title: Co-Owner CSI Emergency Apparatus

Signature:  Date: 1-13-2026



**FINANCE OFFICE
CITY OF ISHPEMING, MICHIGAN
100 EAST DIVISION STREET
ISHPEMING, MICHIGAN 49849**

Telephone: (906) 485-1091 ext. 210

11(m)

11/5/2025

RE: Proposed leak adjustment policy 306 and the rescindment of the existing policy 305.

Ishpeming City Council,

In an effort to clarify the process of issuing one-time leak adjustments and eliminate undue financial burden on our residents and rate payers, I am submitting for your discussion a proposed leak adjustment policy (306) which would rescind the prior policy (305).

Key changes include

- A reduction in the material threshold for what constitutes a leak from \$1,000 in increased billings to \$500 in increased billings.
- Residents pay for their leaked water and corresponding sewer charges at the wholesale cost to the city as opposed to an arbitrary \$1,000 adjustment floor.
- Broadening the scope of the leak-adjustment policy to allow for business to apply with specific criteria. This change is meant to support our small business and insulate those driving our local economy from incurring unnecessarily high utility charges.

I estimate this to have little to no impact on the utility as a whole, because as you see in either case utility customers will continue to pay their monthly O&M share. In addition, we plan, budget, and conduct rate studies on normal operating conditions, not outlying events such as residential water leaks.

I recommend the following motion be made should council find the new policy acceptable.

"I make a motion to update our one-time leak adjustment policies by adopting policy 306, including the corresponding customer application, and rescinding policy 305."

Thank you for your attention to this manner.

Sincerely,

Grey Getschow
Deputy City Manager, Finance Director
City of Ishpeming

One Time Leak Adjustments

The City of Ishpeming recognizes that on occasion a residential or commercial user of the water and sewer utility may incur abnormally high bills resulting from a leak. In such cases, the city will make available a one-time leak-adjustment application to the utility account holder with the following parameters and metrics dictating the criteria required for a successful application.

One-time Leak Adjustment Parameters:

- a. One-time leak adjustment applications will be received within thirty (30) days of the bill date of the high bill resulting from the leak. If the leak spans multiple months the bill date on the first bill materially affected by the leak will be used.
- b. Applicants will receive an account adjustment for no more than two consecutive months of high usage.
- c. To determine eligibility, leaks must result in a minimum increase of \$500 above the average amount billed to the customer. The average shall be determined by using the 3 months immediately preceding the leak.
- d. To determine the gallons lost in the leak, the prior average 3 month (the three months described in c) metered water flow on the account will be calculated and that figure shall be subtracted from the “high bill” or “leak bill” metered flow to estimate the amount of water present in the leak.
- e. Adjusted bills shall equal the sum of the following:
 1. The estimated number of gallons of water lost in the leak, multiplied by the most recent wholesale cost per gallon of water incurred by the city
 2. The estimated number of gallons of water lost in the leak, multiplied by the most recent treatment cost per gallon of wastewater incurred by the city
 3. The average total utility bill, including garbage, calculated using the three immediately preceding bills (as described in c)
 - i. Garbage shall be included in the average bill amount to be calculated in parameter C, but adjustments resulting from a successful application will only be made to water and sewer totals.
- f. All leaked water will be assumed to have flowed through the city’s sewer infrastructure. For example: The city will not verify or consider the existence or absence of floor drains or the interior/exterior location of the leak.
- g. All successful commercial one-time leak adjustment applicants will enroll in aquahawk before any adjustments are made to the utility account.

Policy 306 (Proposed to Replace and Rescind Policy 305)

- h. Long and short term rentals, including duplexes, single family homes, and apartment complexes, etc., shall be considered commercial applicants for the purpose of this policy.
- i. Successful applicants must describe in detail the nature of the leak, steps taken to repair the leak, and certify that the leak has been remediated.
- j. The City will use aquahawk to determine if the leak is still ongoing. Indication that the customer is still losing water shall postpone the application process until the leak has been remedied or a reasonable explanation of the usage identified as evidence of an ongoing leak is received. The customer is ultimately responsible for determination of a successful repair, not the city.
- k. No more than one leak adjustment shall be issued per service address until such a time which the title of the real property at the service address changes hands.
- l. Adjustments will be received as a credit to the account. The city will not issue a check or cash in place of an account adjustment.
- m. The following events shall not be eligible for leak forgiveness adjustments:
 - 1. Seasonal activities such as pool fills, gardening, watering of sod
 - 2. Water used intentionally in the normal course of washing of homes, buildings, decks, vehicles, etc.
 - 3. When leaks continue for more than two months, a credit shall not be issued for a third month, however, the resident may determine which months they would like to use or the city may determine which months may be most favorable to the resident.
- n. All adjustments must be approved by the city manager
- o. All approved adjustment applications will be scanned into the utility account in BS&A before the adjustment is made.
- p. In the event a completed application is submitted, the city manager may delay disconnection of service on the account effected if the application is being processed during the issuance of shut-off notices. In no circumstances shall this be interpreted as a guarantee.

CITY OF ISHPEMING ONE-TIME LEAK ADJUSTMENT FORM

AS OUTLINED BY POLICY 306

City of Ishpeming residents and business owners are allotted a one-time leak forgiveness adjustment to their bills. Approved applicants will receive an account credit for leaks lasting no more than two consecutive months and which have taken place within 30 days of the submission of this form. Eligible leaks result in a minimum increase of \$500 above the prior three month average usage billed before adjustment, including both water and sewer charges. If granted, this one time adjustment will calculate the most recent, pre-leak, three month average metered usage and bill additional beyond the three month average at cost. In addition, commercial accounts will be required to register with aquahawk prior to the issuance of any leak adjustment.

Name: _____

Address: _____

Service Address (if Different): _____

Phone Number: _____

Description of the leak and steps taken to remediate the leak:

I certify the leak described above resulted in my increased usage..... _____ (Initial)

I certify the leak has been repaired..... _____ (Initial)

I certify I will be ineligible for leak-forgiveness credits at this service address moving forward..... _____ (Initial)

Signature of Account Holder: _____ Date: _____

For Office Use

Date completed application received (post mark by mail): _____

Application received by deadline: Yes No (If "no," disqualified)

Aquahawk verification leak has stopped: Yes No (If "no," disqualified)

A Metered Flow 3 months before leak (water)	_____	*F Most recent cost of water per 1000/gal	_____
B Metered Flow 2 months before leak (water)	_____	*G Most recent cost of sewer flow per 1000/gal	_____
C Metered Flow 1 month before leak (water)	_____	H Cost per gallon above average ($E/1000 + F$)	_____
D Average Water Usage	_____	I Current Metered Usage (leak month)	_____
(A+B+C)/3	_____	J Leaked usage (I-D)	_____
E Average total bill months A,B,&C (including garbage)	_____		_____

Adjusted Bill for the leak month ([H * J] + E):

*F is found on the most recent monthly NIWA invoice. As of 11/3/25 this number is \$3.29/1000 gallons

*G is found on the most recent IAJWTF annual report by taking total flow/total cost. As of 11/3/25 this number is \$2.71/1000 gallons

Finance Office Approval Yes No
(account is eligible)

Approved by the City Manager: Yes No

Signed (City Manager): _____

Date: _____

Completed, approved, and signed forms must be scanned into the utility account in BS&A before the adjustment is made.



**FINANCE OFFICE
CITY OF ISHPEMING, MICHIGAN
100 EAST DIVISION STREET
ISHPEMING, MICHIGAN 49849**

Telephone: (906) 485-1091 ext. 210

11(n)

1/16/2025

RE: Proposed Community Housing Partner Utility Waiver

In an effort to support individuals and organizations working to expand and revitalize the housing stock available to residents, I have drafted policy 307 and the attached application which would offer a waiver of utility bills for applicants wishing to make a material investment in Ishpeming's housing stock.

Key aspects include

- A waiver of all water, sewer, and garbage fees intended for the period work is being done
- Constraints on occupancy during the waiver period
- Requirements for residential use or mixed-use property that includes residential.
- Requirement for proof of costs incurred by the applicant.

I estimate this to have a measurable but very small impact on utility revenues due to the occupancy restraints during the waiver period but will hopefully encourage people to invest in our community. In one such instance that inspired this policy, an organization built a new home within city limits, used 84 gallons of water (as metered), and incurred a utility balance of over \$500 due to deposit requirements, minimum usage fees, and penalties before the home could be occupied by a resident.

If passed, I would ask council to allow a 60-day window from date of adoption for applicants to retroactively apply for work done in 2025.

I recommend the following motion be made should council find the new policy acceptable.

"I make a motion to adopt policy 307 including the corresponding application and allow a 60 day window from the date of this adoption for applicants to retroactively apply for qualifying construction and revitalization costs incurred from January 1, 2025 forward.

Thank you for your attention to this manner.

Sincerely,

Grey Getschow
Deputy City Manager, Finance Director
City of Ishpeming



Policy 307 – Community Housing Partner Utility Waiver

The City of Ishpeming recognizes the need for affordable housing and acknowledges the value in a collaborative approach to filling that need. The city therefore offers support to individuals and organizations working to expand and revitalize the housing stock available to residents, both current and prospective, in the form of a utility waiver should the following criteria be met.

1. The applicant is the legal owner or agent of the real property in question.
2. The applicant applying for the waiver is constructing or revitalizing real property for residential use, or mixed use including residential.
3. The real property in question is new construction, or a major renovation equal to 30% or greater of the assessed value on the most recently available tax roll at the time of application.
4. The real property in question remains unoccupied for the duration of the utility waiver.
5. If the real property in question is to be sold, the sale shall be restricted to principal residency, or mixed use including principal residency
6. Proof of costs incurred by the applicant in the process of construction or revitalization will be provided at the close of the waiver period.

Should the above conditions be met: All water, sewer, and garbage utilities, including deposits, shall be waived until such a time the property is residentially occupied. The property may be considered residentially occupied as determined solely by the city. The city reserves the right to terminate such waivers with 30 days' notice after a period of 12 months from the approval of the waiver by the city manager.

Should the applicant default on any of the above conditions during the waiver period, the applicant applying for the waiver is responsible for paying any fees waived during the waiver.



COMMUNITY HOUSING PARTNER UTILITY WAIVER APPLICATION

Applicant Name _____

Project Name and Time Frame _____

Street Address of Property _____

Parcel Number of Property _____

Property is to be (circle one): Sold Rented Owner Occupied

I (name, include title if organization) _____,
certify that the project above meets the criteria cited for the community housing partner utility waiver and acknowledge any waived charges will be reassessed in the event criteria are not met.

Documentation Checklist

- Site plan/Building Permits
- Estimated project cost (if remodel/renovation/revitalization)
- Documentation of assessed value provided by city (if remodel/renovation/revitalization)
- Deed or other documentation proving the applicant is the legal owner or agent

(Proof of cost incurred during the project to be provided following the waiver period)

Approved by the City Manager: _____ Date: _____

(upon approval, this form is to be scanned into the utility billing account[s] for the property)



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

13

City of Ishpeming Manager's Report
Council Meeting – January 21, 2026
(Reporting Period: December 6– January 16, 2026)

1. Operational and Administrative Updates

- Held weekly meetings with the Deputy City Manager/Finance Director and City Clerk
- Held weekly meetings with legal counsel
- Held weekly meetings with the Planning & Zoning Director
- Held monthly meetings with the Planning Commission Chair
- Held monthly meetings with the DDA liaison
- Held monthly Department Head meetings
- Began holding weekly meetings with the DPW Foreman
- Worked on revising the Senior Center Maintenance Agreement to improve clarity
- Worked on updates to the large assembly ordinance, including a comprehensive review of related ordinances, policies, and permits
- Worked on Grey's employment contract
- Prepared a Brownfield application for an Environmental Phase I for the Cliffs property
- Met with an artist regarding the refurbishment of Old Ish
- Attended a Rebranding Committee meeting
- Participated in an Election Commission meeting
- Worked on blight correspondence
- Met with the school district regarding property leased by the City
- Coordinated with the Zoning Director on potential development property; the Zoning Director will present to the Planning Commission and subsequently to City Council, with the goal of Council consideration in March
- Met with the Deputy Manager/Finance Director to gain a better understanding of taxation within the DDA TIF
- Worked with 906 Technologies to address IT issues in the Council room
- Spent significant time reviewing Division Street and D&E Street concerns raised at the December 17 Council meeting
- Met with RG Design to talk about plans that will be presented at the Parks & Recreation meeting
- Contacted MDOT to request Brasswire Campground signage for M-28; installation is anticipated in the spring through MDOT or the City's DPW

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- Participated in a call with Abby Hansen from EGLE following press coverage of the Brownfield presentation at the Council meeting; discussed State of Michigan resources related to the Brownfield program

2. Capital Projects and Infrastructure

- Met with UPPCO to discuss 2026 projects
- Attended a meeting with MDOT regarding the Washington Street project
- Met with staff and contractors to discuss 2026 capital projects

3. Financial and Budgetary Overview

- The 2026 budget was approved by City Council
- Met with Department Heads to discuss a new process for ongoing budget review throughout the year

4. Community Engagement and Public Services

- Attended the Marquette Area Emerging Developers meeting
- Attended Land Bank open office hours and held a productive discussion with the Director regarding housing development opportunities in Ishpeming
- Met with a resident seeking historical information on the Anderson Building
- Attended the Economic Club of Marquette County Dinner
- Engaged with residents regarding snow removal concerns

Council Summary for Division Street and D&E Street Projects

In response to concerns raised by Council at the December 17 meeting, this month's City Manager's report includes an administrative summary of the Division Street and D&E Street projects.

D&E Street Project

- City Council approved the D&E Street project on August 20, 2025.
- No administrative process issues were identified requiring corrective action.

Division Street Project

- City Council approved a project scope involving work within a single traffic lane.
- Project execution later differed from the originally approved project scope.

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- The review did not find a written change authorization or documented cost estimate approved by City Council prior to the expanded project scope.
- Information provided to City Council referenced field conditions; for the reason of the expanded project scope, however, no verifiable documentation was found

Contractor Activity

- The contractor performed work in accordance with directions received from City representatives.

Guidance for Future Project Management

To maintain alignment with the City Charter and existing policies, the following guidance should continue to be observed:

A. Scope Authorization

- Ensure any project scope changes resulting in costs exceeding what Council approved for a project follow existing procedures for review and approval.

B. Cost Documentation

- Document cost estimates for work outside an approved project scope in accordance with existing policies.

C. Council Communication

- Provide timely and complete documentation to City Council when project assumptions or conditions change.

D. Project Records

- Maintain a centralized project file that includes plans, bids, change directives, cost estimates, written approvals.

The recommendation to Council is to approve payment of pay applications for the Division Street and D&E Street projects.

For D&E Street, Council previously approved funding from non-participating funds.

For the Division Street project, the City Manager and Deputy City Manager/Finance Director recommend using participating contingency funds to cover the estimated \$150,000 that was not included in the original scope approved by Council. Final determination regarding whether this amount is funded from participating or non-participating sources will rest with Council.

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