

ALPENA CITY COUNCIL MEETING

June 5, 2017 - 6:00 p.m.

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Modifications to the Agenda.
4. Approve Minutes –Regular Session of May 15, 2017, and Closed Session of May 15, 2017.
5. Citizens Appearing Before Council on Agenda and Non-Agenda Items (Citizens Shall be Allowed a Maximum of Five (5) Minutes Each to Address Their Concerns. This is the Only Time during a Council Meeting that Citizens are Allowed to Address the Council).
6. Consent Agenda.
 - A. Bills to be Allowed, in the Amount of \$798,801.90.
 - B. Approval of Noise Variance from 10:00 p.m. to 12:00 a.m. on Saturday, June 17, 2017, for the 2017 Alpena Blues Festival.
 - C. One City Council Appointment for an Unexpired Term on the Zoning Board of Appeals for a Three-Year Term Expiring 10/1/2017, (Cary Keller).
7. Presentations.
8. Announcements.
9. Mayoral Proclamation.
 - A. Give a Hand to Friends Affected by Cancer Day.
 - B. Alpena Blues Week.
10. Public Hearing.
 - A. Rezoning Parcel, Commonly Known as 1161 N. Bagley Street, From B-3 (Commercial District) to PUD (Planned Unit Development).
 - 1) Open Public Hearing.
 - 2) Report by Planning and Development Director.
 - 3) Open Public Comment.
 - 4) Request Written Comments Received in the City Treasurer's Office.
 - 5) Close Public Hearing.
 - 6) Council Discussion.
 - 7) First Reading - Ordinance No. 17-439 – An Ordinance Amending by Modification and Revising Ordinance No. 148.

11. Report of Officers.
 - A. Bid.
 - 1) Public Safety Facility Copier.
11. Communications and Petitions.
 - A. Bicycle Awareness Month.
 - 1) Brief Presentation.
 - 2) Bicycle Awareness Proclamation.
 - B. Northeast Michigan TNR Group – Trapping, Spaying, and Neutering Abandoned Cats.
13. Unfinished Business.
14. New Business.
 - A. Rental Agreement – Canoe and Kayak Services – Duck Park.
 - B. Public Safety 2nd Floor VAV Replacement Design Services.
 - C. City Hall Boiler Design Services.
15. Adjourn to Closed Session to Discuss City Manager's Evaluation and Water/Sewer Litigation.

Greg E. Sundin
City Manager

COUNCIL PROCEEDINGS

May 15, 2017

The Municipal Council of the City of Alpena met in regular session at City Hall on the above date and was called to order at 6:00 p.m. by the Mayor.

Present: Mayor Waligora, Councilmembers Nowak, Johnson, Nielsen and Sexton.

Absent: None.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

MINUTES

The minutes of the regular session of May 1, 2017, and the closed session of May 1, 2017, were approved as printed.

CONSENT AGENDA

Moved by Councilmember Sexton, seconded by Councilmember Nielsen, that the following Consent Agenda items be approved:

1. Bills Allowed – in the Amount of \$310,606.75 be Allowed and the Mayor and City Clerk Authorized to Sign Warrants in Payment of Same.
2. Approval of Thunder Bay Car Show at Starlite Beach.
3. Approval of Junior Achievement 5k Race Event.

Carried by unanimous vote.

PUBLIC HEARING

2017 – 2018 BUDGET

Mayor Waligora announced a Public Hearing on the proposed 2017 – 2018 Budget and on amendments to the 2016 – 2017 Budget. The public comment period was opened.

There was no public comment.

The City Clerk indicated that no written comments had been received concerning the budget.

The City Clerk published a notice of Public Hearing in the Alpena News, as required by the City Charter and State Statute.

The public comment period was closed. The Mayor declared the Public Hearing closed.

The Treasurer and City Manager presented amendments to the 2016 – 2017 Budget and the 2017 – 2018 Budget, council discussion followed.

BUDGET ADOPTION RESOLUTION

2017 – 2018

Moved by Councilmember Nowak, seconded by Councilmember Johnson, that the 2017 - 2018 Budget be adopted; that the Administrative Salaries and Fringe Benefits for 2017 – 2018, be adopted; and that the Comprehensive Fee Schedule be adopted, with the revised fees effective July 1, 2017, and fees proposed for revision requiring an ordinance change be effective upon the effective date of the ordinance amendment.

Carried by unanimous vote.

RESOLUTION NO. 2017-05

APPROPRIATIONS RESOLUTION

Moved by Councilmember Nowak, seconded by Councilmember Johnson, that Resolution No. 2017-05, which appropriates funds for the approved 2017 – 2018 Budget, and which sets the 2017 millage rates, and which authorizes the City Treasurer to collect the 2017 property taxes, be adopted.

Carried by unanimous vote.

BUDGET AMENDMENTS

2016 – 2017

Moved by Councilmember Nowak, seconded by Councilmember Nielsen, that the 2016 – 2017 Budget be amended to show the estimated revenues and expenditures as itemized in the column of the 2017 – 2018 Budget titled “Estimated Current Year – 06/30/17”

Carried by unanimous vote.

ASBESTOS SERVICES BID

The following sealed bid was received February 28, 2017, for Asbestos Services.

Global Green Services	\$5,700
AKT Peer Less Environmental	\$10,400

Moved by Councilmember Nielsen, seconded by Councilmember Sexton, that the bid by AKT Peer Less Environmental for Asbestos Services at the Water Recycling and Water Production Plant in the amount of \$10,400.00 be accepted.

Carried by unanimous vote.

CHIEF’S BAR & GRILL - STREET CLOSURE AND NOISE VARIANCE

Moved by Councilmember Johnson, seconded by Councilmember Sexton, that the

request from Chief's Bar & Grill to close Lake Street from North Second Avenue to the back of the bar, and for a noise variance from 10:00 p.m. to 12:00 a.m., on June 3, June 10, June 24 and July 22, 2017, for charity events, be approved; a request to close Lake Street from North Second Avenue to the back of the bar for "Bike Night" on Thursday evenings from 6:00 p.m. until 10:00 p.m. on June 15, 22, 29, July 6 and 20, and August 3 and 10, was also approved.

Carried by unanimous vote.

TRAFFIC CONTROL ORDER NUMBER 2-17

TWO-WAY TRAFFIC ON CARTER AND THIRD

Moved by Councilmember Nowak, seconded by Councilmember Johnson, to approve Traffic Control Order Number 2-17, to allow two-way traffic on Carter Street between Second Avenue and Third Avenue, and on Third Avenue between River Street and Carter Street.

Carried by votes as follow:

Ayes: Nowak, Waligora, Nielsen.

Nay: Sexton, Johnson.

TRAFFIC CONTROL ORDER NUMBER 3-17

BACK-IN ANGLE PARKING ON RIVER STREET

Moved by Councilmember Nowak, seconded by Councilmember Johnson, to approve Traffic Control Order Number 3-17, that eliminates all parallel parking on both sides of River Street, between Second Avenue and Third Avenue, and allow back-in angle parking along the northeast side of River Street, between Second Avenue and Third Avenue.

Carried by unanimous vote.

CLOSED SESSION

Moved by Councilmember Nowak, seconded by Councilmember Johnson, that the Municipal Council adjourn to a closed session at 6:28 p.m. to discuss pending litigation.

Carried by unanimous vote.

RECESS

The Municipal Council recessed at 6:28 p.m.

RECONVENE – CLOSED SESSION

The Municipal Council reconvened in closed session at 6:37 p.m.

RECONVENED – OPEN SESSION

On motion of Councilmember Nowak, seconded by Councilmember Johnson, the Municipal Council reconvened in open session at 7:35 p.m.

Carried by unanimous vote.

On motion of Councilmember Sexton, seconded by Councilmember Johnson, the Municipal Council adjourned at 7:35 p.m.

MATTHEW J. WALIGORA
MAYOR

ATTEST:

Karen Hebert
City Clerk

INVOICE REGISTER

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EXP CHECK RUN DATES 06/06/2017 - 06/06/2017

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

6.A.

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ADRIENNE THOMPSON	052517	TRAVEL EXP/VEH MAINT - AMB	291.04
AIRGAS USA LLC	9063406232	SUPPLIES - AMB DISP	25.85
AIRGAS USA LLC	9063647743	VEH MAINT - DPW	130.26
AIRGAS USA LLC	9063651346	SUPPLIES - AMB DISP	28.00
AIRGAS USA LLC	9063798715	SUPPLIES - AMB DISP	35.32
ALPENA AGENCY INC	36202	PO BOND - CLERK/TREAS	144.00
ALPENA AREA CHAMBER OF COMM	14803	GMA TICKET - DDA	9.00
ALPENA AUTO ELECTRIC	55563	VEH MAINT - AMB	200.00
ALPENA AUTO ELECTRIC	55609	VEH MAINT #46	150.00
ALPENA DIESEL SERVICE	53421	VEH MAINT #34/#36	589.27
ALPENA MARKETPLACE PRODUCTIONS	100 05/17	TAPING FEES - COUNCIL MTG	450.00
ALPENA PAPER & SUPPLY CO	471941	SUPPLIES - PUBLIC SAFETY	223.40
ALPENA PAPER & SUPPLY CO	471942	SUPPLIES - CH/PW/PKS/BH	558.50
ALPENA POWER COMPANY	050817	ELECTRIC - DDA	49.69
ALPENA POWER COMPANY	062017	ELECTRIC	7,190.68
ANDREW JOHNSTON	050217	SAFETY SHOE ALLOW - PW	75.00
ANNE GENTRY	051017	CONFERENCE REGISTRATION - DDA	165.00
ARROW UNIFORM	1582270	SUPP/MAINT - CH/PSF/PW/EQUIP	351.74
AUTO VALUE OSSINEKE	346-28942	VEH MAINT - AMB	32.99
BAILEY MARQUARDT	053117	SAFETY SHOE ALLOW - PW	74.19
BANDIT INDUSTRIES INC	621737	VEH MAINT #89	856.95
BC/BS OF MICHIGAN	64088 06/17	PREMIUM-HEALTH 06/17	52,297.40
BELL EQUIPMENT COMPANY	0129043	VEH MAINT #94	192.94
BELL EQUIPMENT COMPANY	0129174	VEH MAINT #94	265.36
BELL EQUIPMENT COMPANY	0129325	VEH MAINT #91	527.77
BOUND TREE MEDICAL LLC	82487633	SUPPLIES - AMB DISP	115.02
CHARTER COMMUNICATIONS	0591 06/17	FAX LINE - CITY HALL	70.87
CHARTER COMMUNICATIONS	7316 06/17	FAX LINE - PUBLIC WORKS	79.98
CHRISTOPHER MORRISON	052317	TRAVEL EXPENSE - AMB	13.89
CITY OF ALPENA	213-001 0517	SEW/WATER - MCRAE PK	686.76
CITY OF ALPENA	214-003 0517	SEW/WATER - MCRAE PK	35.00
CITY OF ALPENA	214-001 0517	SEW/WATER - MCRAE CONC STND	125.01
CITY OF ALPENA	4524-001 0517	SEW/WATER - LONG LK COLD STORAGE	57.46
CITY OF ALPENA	6432-001 0517	SEW/WATER - LONG LK AVE	705.31
CITY OF ALPENA	10354-001 0517	SEW/WATER - TRAILHEAD	46.61
CLIFF ANSCHUETZ CHEVROLET	CVW217266	VEH MAINT - AMB	51.70
COMERICA BANK	1852718608 16-17A	HEALTH ACTUARY FUND	92,346.00
CROW MEMORIALS LLC	050917	MAINT - CEMETERY	150.00
DEARBORN NATIONAL	EAB1000041-1 06/17	PREMIUM-LIFE 05/17	757.04
DEARBORN NATIONAL	EAB1000041-1 06/17	PREMIUM-DISABILITY 06/17	676.21
DELTA DENTAL PLAN OF MICHIGAN	0577 06/17	PREMIUM-DENTAL 06/17	5,515.07
DONALD H GILMET	05311	MILEAGE 05/17	163.71
DORNBOS SIGN & SAFETY INC	32838	SUPPLIES - BOAT HARBOR	188.35
DORNBOS SIGN & SAFETY INC	329*27	TRAFFIC CONTROL MAINT - MAJ ST	257.70
DORNBOS SIGN & SAFETY INC	33053	DOWNTOWN TWO WAY TRAFF - MAJ ST	96.15
DOUGLAS KRUEGER	042517	TRAVEL EXPENSE - AMB	81.40
DTE ENERGY	051217	GAS - DDA	66.13
EAGLE SUPPLY CO	103456	SUPPLIES - CH/PW	52.24
EAGLE SUPPLY CO	103522	SUPPLIES - FIRE/AMB	58.50
EAGLE SUPPLY CO	103540	SUPPLIES - POL/FIRE/AMB	144.51
EDMONDS SAWING & LUMBER LLC	052517	VEH MAINT - DPW	448.00
EJ USA	110170031032	2017 RESURFACING	2,052.00
ELIZABETH BUSHEY	052317	CLERICAL SUPPORT - DDA	128.25
ENVIRONMENTAL EXCAVATING &	17-010	STORM SEWER REPAIR - MAJ ST	2,360.00
EVERETT GOODRICH TRUCKING & ASPHALT	2017-01A	HMA PATCHING 2017/JOHNSON ST BYPASS	5,721.44
EVERETT GOODRICH TRUCKING & ASPHALT	2017-02A	HMA PATCHING 2017	61,352.28
EVERETT GOODRICH TRUCKING & ASPHALT	2017-02	2017 RESURFACING	33,252.30
EVERETT GOODRICH TRUCKING & ASPHALT	26563	HAULING FEE - PUBLIC WORKS	385.00
FAMILY ENTERPRISE EMBROIDERY	53734	UNIFORMS - POLICE	48.00
FASTENAL COMPANY	MIALP143370	SUPPLIES - PARKS	12.17
FRANCIS DETTLOFF	AP17-0425C	AMBULANCE REFUND	88.75
FRONTIER	4-0167 05/17	TELEPHONE - WATER	134.80
FRONTIER	6-2515 05/17	TELEPHONE - WATER	53.12
FRONTIER	6-2992 05/17	TELEPHONE - WATER	115.73
GARANTS OFFICE SUPPLIES & PRINTING	64615	SUPPLIES - CITY HALL	760.00
GRAND TRAVERSE	47375	PORTABLE RADIOS - FIRE	49,933.55
GREAT LAKES FIRE & SAFETY EQUIPMENT	5813	TURNOUT GEAR - FIRE	2,226.00
HAROLD KNOPP	051417	TRAVEL EXPENSE - AMB	15.00

INVOICE REGISTER

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EXP CHECK RUN DATES 06/06/2017 - 06/06/2017

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
HAROLD KNOPP	051717	TRAVEL EXPENSE - AMB	15.00
HAROLD KNOPP	052317	TRAVEL EXPENSE - AMB	45.54
HAROLD KNOPP	052917	TRAVEL EXPENSE - AMB	15.00
HOME DEPOT CREDIT SERVICES	2021614	SUPPLIES - FIRE/AMB	31.79
HOME DEPOT CREDIT SERVICES	9593127	VEH MAINT - AMB	18.60
HOME DEPOT CREDIT SERVICES	9061541	MAINT - PARKS	21.87
HOME DEPOT CREDIT SERVICES	3061936	MAINT - CITY HALL	52.39
INK AND TONER ALTERNATIVE	16-53988	SUPPLIES - IT	249.99
INK AND TONER ALTERNATIVE	16-54279	SUPPLIES - IT	127.92
INTERNATIONAL CODE COUNCIL INC	1000781156	PLAN REVIEW - BLDG	35.95
ISACKSON & WALLACE PC	051217	MEMBERSHIP DUES - CITY ATTY	60.00
JAMES STACHLEWITZ	052317	TRAVEL EXPENSE - AMB	65.93
KATHERINE WILDER	051917	SAFETY SHOE ALLOW - PW	75.00
LAKESHORE PLUMBING, HEATING & LINCOLN OUTDOOR CENTER INC	35396	MAINT - PUBLIC WORKS	586.50
MACARTHUR CONSTRUCTION INC	29095	VEH MAINT - DPW	77.85
MARK MOUSSEAU	2016-04	CITY HALL PKNG LOT/SEW/WATER MAINS - S	212,788.04
MCVEIGHS TRUCK SPRINGS	051917	PARKING ATTENDANT SVCS - DDA	551.00
MHR BILLING	008371	VEH MAINT - AMB	644.92
MICHAEL C MISCHLEY	2902	BILLING 04/17 - AMBULANCE	9,075.74
MICHAEL KIELISZEWSKI	051717	WORK APPAREL ALLOW - PKS	61.09
MICHAEL MANCHESTER	053117	MILEAGE 05/17	55.64
MICHAEL MANCHESTER	051617	TRAVEL EXPENSE - AMB	7.54
MICHIGAN CAT	051717	TRAVEL EXPENSE - AMB	12.77
MICHIGAN PIPE & VALVE	PD7481367	VEH MAINT #65	225.60
MID MICHIGAN MEDICAL CENTER	T78391	STORES - PIPE	999.30
MUNICIPAL CODE CORPORATION	050517	SUPPLIES - AMB DISP	665.00
NEIGHBOR HUB	285825	ORDINANCE SUPPLEMENTS	660.00
NYE UNIFORM COMPANY	4387	WEBSITE REDESIGN - DDA	450.00
PLOWMANS COLLISION	597033	UNIFORMS - POLICE	424.21
POWER LINE SUPPLY CO	032917	ACCIDENT REPAIR - AMB	2,470.55
POWER LINE SUPPLY CO	56145259	VEH MAINT - DPW	846.25
PRATTSCAPE LLC	56148084	VEH MAINT - DPW	200.00
PRELLS SAWMILL	2016-02	TREE PLANTING - MAJ/LOC ST	7,437.15
PRIORITY ONE EMERGENCY	12433	SUPPLIES - CH/CEM/BH/SANCTUARY	900.00
PRIORITY ONE EMERGENCY	70029252	UNIFORMS - FIRE/AMB	145.98
RAPID RESULTS	70029253	UNIFORMS - FIRE/AMB	54.99
RAPID RESULTS	5694	DRUG SCREEN - CEM/PW	90.00
RAPID RESULTS	5700	DRUG SCREEN - CEM/PW	60.00
RAPID RESULTS	5726	DRUG SCREEN - BLDG	30.00
SEVAN K INC	313 04/17	VEH MAINT - POLICE	105.00
SHALLAS SERVICE	9821	VEH MAINT #92	98.00
SHALLAS SERVICE	9833	VEH MAINT - AMB	98.00
SPARTAN DISTRIBUTORS INC	11742554	VEH MAINT - DPW	423.09
SPARTAN DISTRIBUTORS INC	11742595	VEH MAINT - DPW	154.04
SPARTAN DISTRIBUTORS INC	11742596	VEH MAINT - DPW	59.95
SPECIFICATION STONE PRODUCTS	2203065	STORES - 6AA STONE	99.68
SPICER GROUP	185876	HVAC STUDY - CITY HALL	2,772.00
STANDISH MILLING COMPANY INC	0061230-IN	SUPPLIES/STORES - CEMETERY	423.00
STATE OF MICHIGAN	591-8170779	SECOND AVE BRIDGE REHABILITATION	6,353.27
STRALEY LAMP & KRAENZLEIN PC	26244	MONTHLY FEE 04/17	3,085.00
SUEZ WATER ENVIRONMENTAL SERVICES	201730483	CONT OPERATIONS 04/17	132,886.37
SUEZ WATER ENVIRONMENTAL SERVICES	201730483A	CONT OPERATIONS 04/17	17,883.78
SUPERIOR IMAGE CLEANING	060117	CLEANING-CH/PSF/PW/PKS/BH/TRAILHEAD	3,674.83
TAYLOR CHRONINGER	051417	SAFETY SHOE ALLOW - PW	23.78
TDE ENTERPRISES INC	320482	SUPPLIES - PARKS	2,170.00
TED FESTERLING LLC	6463	VEH MAINT - DPW	426.55
TELNET WORLDWIDE	102377	TELEPHONE	412.95
TERMINAL SUPPLY CO	21478-00	VEH MAINT - DPW	150.08
TETRA TECH INC	51178533	SECOND AVE BRIDGE PM CONSTR INSP	38,435.74
THUNDER BAY TREE SERVICE	16-495	CHIPPER RENTAL - EQUIP	450.00
TIM SLOSSER	052217	TRAVEL EXPENSE - AMB	77.13
ULINE	87315524	SUPPLIES - PW/BH	178.42
UNITEX DIRECT	152969	UNIFORMS - POLICE	148.97
UNITEX DIRECT	152970	UNIFORMS - POLICE	74.54
UNITEX DIRECT	153560	UNIFORMS - POLICE	74.20
VERIZON WIRELESS	9785466851	TELEPHONE	571.75
VERIZON WIRELESS	9785547041	TELEPHONE	1,022.99
WAL-MART	3329	SUPPLIES - FIRE/AMB	113.35

INVOICE REGISTER

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EXP CHECK RUN DATES 06/06/2017 - 06/06/2017

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
WEINKAUF PLUMBING & HEATING INC	79628	MAINT - STARLITE	471.81
WEINKAUF PLUMBING & HEATING INC	79629	MAINT - PARKS	712.47
WITMER PUBLIC SAFETY GROUP	1775436	TURNOUT GEAR - FIRE	264.99
WITMER PUBLIC SAFETY GROUP	1775436.001	TURNOUT GEAR - FIRE	736.77

Total: 781,508.96

CHECKS RAN ON 5/22/17 IN ORDER TO AVOID LATE CHARGES	17,292.94
(BREAKDOWN OF INVOICES PAID ATTACHED)	-----
TOTAL FOR 6/5/17 COUNCIL MEETING	798,801.90

INVOICE REGISTER

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EXP CHECK RUN DATES 05/22/2017 - 05/22/2017

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ALPENA POWER COMPANY	052217	ELECTRIC	10,002.32
DTE ENERGY	052217	GAS	7,188.73
FRONTIER	2793 05/17	TELEPHONE - POL/FIRE/AMB	101.89
		Total:	17,292.94

Hebert, Karen

From: Berant, Jennifer
Sent: Friday, May 12, 2017 9:51 AM
To: Hebert, Karen
Subject: FW: 2017 Blues Festival Noise Variance Request

FYI, thanks.

-----Original Message-----

From: Randy MacAulay [mailto:randymacaulay@yahoo.com]
Sent: Friday, May 12, 2017 9:39 AM
To: Berant, Jennifer <jenniferb@ALPENA.MI.US>
Subject: 2017 Blues Festival Noise Variance Request

Jennifer and City Council

Requesting a noise variance from 10:00pm-12:00 midnight on Saturday, June 17, 2017.

Respectfully,
Randy MacAulay
Alpena Blues Coalition

6/5/2017

	NAME	BOARD	TERM	New Ex. Date	APPT AUTH
APPOINT	Cary Keller	Zoning Board of Appeals	3	10/1/2017	City Council



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

9.A.

PROCLAMATION

WHEREAS, Friends Together is a local nonprofit organization supporting local residents dealing with cancer; while building partnerships in the community, providing programs, and offering services; and

WHEREAS, Friends Together is concluding its annual fundraising campaign to support local services on June 11, 2017, at the Alpena Band Shell; and

WHEREAS, Friends Together desires to invite the entire Alpena community to join in a celebration of cancer survivors, caregivers, and families; and remember those who have lost the battle.

NOW, THEREFORE, I, Matthew J. Waligora, by virtue of the authority vested in me as Mayor of the City of Alpena, **DO HEREBY PROCLAIM**, Sunday, June 11, 2017, as:

GIVE A HAND TO FRIENDS AFFECTED BY CANCER DAY

FURTHER, I urge all citizens of the City be encouraged to recognize and support their neighbors and friends who are experiencing cancer treatment; and show their support to those who's loved ones have lost the battle.

Signed at Alpena, Michigan this 5th day of June 2017.



A handwritten signature in blue ink, appearing to read "Matthew J. Waligora".

Matthew J. Waligora
Mayor

PROCLAMATION

WHEREAS, the Alpena Blues Coalition was started in November 2003 for the purpose of furthering blues music awareness and appreciation; and

WHEREAS, the first Alpena Blues Festival was held in 2004 and subsequent successful festivals have been held each year since; and

WHEREAS, the Blues Coalition provides a program called "Blues in the Schools/Music Outreach" as a way of raising awareness and educating students in traditional American Blues music; and

WHEREAS, events sponsored in the past include blues bands at the "Friday Night Downtown" concert series, blues performers at various venues around town, and fighting hunger in our community; and

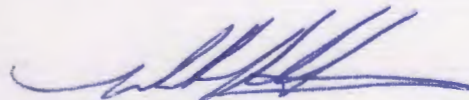
WHEREAS, over the years, successful fundraisers have been held to support and promote awareness of upcoming Alpena Blues Festivals, held every June at the Alpena County Fairgrounds. This year's festival will be held on Saturday, June 17, 2017.

NOW, THEREFORE, I, Matthew J. Waligora, by virtue of the authority vested in me as Mayor of the City of Alpena, **DO HEREBY PROCLAIM**, the week of June 11-17, 2017, as:

ALPENA BLUES WEEK

in Alpena and urge all area citizens to recognize and support the efforts of the Alpena Blues Coalition's 14th Anniversary Blues Festival.

Signed at Alpena, Michigan this 5th day of June 2017.

A handwritten signature in blue ink, appearing to read "Matthew J. Waligora".

Matthew J. Waligora
Mayor



Memorandum

Date: May 31, 2017

To: Mayor Matt Waligora and City Council

Copy: Greg Sundin, City Manager

From: Adam Poll, Planning and Development Director

Subject: PC 17-Z-01- Rezone from B-3 to PUD for new building at 1161 N Bagley- Staff Report

RE: **P.C. Case #17-Z-01.** Northland Area Credit Union, has requested to rezone the 2.53 acre property located at 1161 N Bagley Street from B-3 Commercial District to a PUD Planned Unit Development District for the purpose of constructing a new building. Article 5.24D

Northland Credit Union wants to construct their new cooperate headquarters in the City of Alpena at 1161 N Bagley Street. They have evaluated many locations within the City and chose the location on Bagley as the best fit. The proposed building would be 4 stories tall and a total of 58,400 square feet (SF) in size, 51,750 SF above grade. The existing property is vacant with an existing access from Bagley Street. There are not any known environmental conditions. Northland Credit Union has 15 locations throughout northeast Michigan with the current main office being located in Oscoda.

The property in question is zoned B-3 Commercial District which is designed to provide sites for more diversified business types requiring a city wide general market area and/or arterial exposure. Surrounding uses include Goodwill Industries and Besser Credit Union to the north, a shopping center to the south, RA Townsend (a plumbing/HVAC supplier and distributor) to the west and Evergreen Cemetery to the east. The B-3 district has a height restrict of 35 feet for any portion of the building used for living or commercial space. The use in question would be allowed in this zoning district by right.

The applicants have requested to construct a building with the top of the commercial space measuring 54 feet tall. As the proposed structure is taller than allowed, the applicants are requesting to rezone the property to a Planned Unit Development (PUD) District. The purpose of a Planned Unit Development is designed to encourage quality land development and site design outside of the typical zoning standards.

The applicant has requested that the preliminary and final site plan review be consolidated to one hearing. Staff has reviewed the criteria for consolidation which include limited size of the PUD, limited number of design elements, compatibility with adjacent development and no significant impact on adjoining public streets, and found it would qualify for consolidation.

Height requirements are generally in place to protect adjacent uses from the potential physical effects an adjacent tall building may have. For instance there are many commercial zoning districts that directly adjoin residential districts, and allowing a taller building would have a significant impact on an adjacent residence, as it may cast a significant shadow on that residence blocking the sunlight or may restrict the

privacy by allowing a direct view from the building to their yard. In this instance, the building is set back away from adjoining properties, and surrounding uses are all commercial in nature.

In addition to protecting adjacent uses from the physical effects of a tall building, height requirements are in place for aesthetic purposes. Height restrictions attempt to create uniform development patterns. In the downtown, there are not only height limits (of 5 stories) but also minimums (of two stories). In the proposed development, the applicants are requesting to construct a 4 story building. The existing B-3 Zoning District allows for 35 foot tall buildings which potentially could be a 3 story building.

There is potential that the building could be constructed in this location meeting the existing 35' height requirements, but the expanded footprint of the building would impact the amount of parking available on the site. In order to fit on the site in question the building size would also have to be reduced.

Several boards and commissions have reviewed height requirements in the past. Most recently in 2013 the Zoning Board of Appeals granted a variance to the height limitations in a B-2 Zoning District for the construction of a Fairfield Inn and Suites on 23 north near the hospital. In 2003, the Planning Commission approved a PUD that included two 8 story condo buildings at the location of the Holiday Inn Express.

The submitted site plan shows access from one drive connecting to Bagley Street. There is already an existing access serving the vacant lot in that location. This section of Bagley Street is considered by MDOT to be a minor arterial and should have no issue handling any additional traffic generated by the proposed use.

A service drive connection from the proposed development to the adjoining shopping center to the south would appear to be beneficial as accessing the shopping center from the proposed use would require a left turn across Bagley. Employees and customers from the proposed development could easily access the restaurants and uses adjoining them without utilizing Bagley Street if a service drive was present. In addition, it would not appear to impact any needed parking for the proposed development and would only impact what is shown as future parking. Also, the impacted parking for the existing shopping center would not appear to be heavily utilized at this location.

The Future Land Use Map in the Comprehensive Plan calls out this area as General Business. The proposed use as a credit union headquarters would appear to be consistent with this Plan.

The Site Plan submitted appeared to meet the standards required for a PUD. All standards for the B-3 district would be met with the exception of height and parking stall numbers. There is potential to add additional parking on the south side of the lot, which would appear to meet the requirements, but would not appear to be necessary initially.

The Planning Commission voted to approve the project 5-0 with one abstention at their May 16 meeting. The request was approved the request with the following conditions:

1. A service drive is designed to connect the new development to the shopping center to the south and constructed if the adjacent property owner allows it.
2. Bicycle parking is added as required by the Zoning Ordinance.
3. Additional landscaping was added to the site due to a lack of landscaping in the parking area.

Staff also recommends approval of the rezone from B-3 to Planned Unit Development (PUD) with the conditions listed and would request that City Council approve the attached Ordinance revision.

ORDINANCE NO. 17-439

AN ORDINANCE OF THE CITY OF ALPENA, MICHIGAN, PROVIDING THAT THE CODE OF ORDINANCES OF THE CITY OF ALPENA BE AMENDED BY MODIFYING AND REVISING ORDINANCE NO. 148 OF SAID CODE.

BE IT ORDAINED BY THE MUNICIPAL COUNCIL OF THE CITY OF ALPENA, STATE OF MICHIGAN, AS FOLLOWS:

1. The Zoning Ordinance of the City of Alpena, being Ordinance No. 148 establishing zoning districts, schedule of regulations and zoning map is hereby amended and revised in the following manner: the zoning classification of the following described parcel is hereby changed from B-3 (Commercial District) to PUD (Planned Unit Development):

Part of the Southwest 1/4 of the Southwest 1/4 Section 21 Township 31 North Range 8 East Described as: Commencing at the Southwest Corner of Said Section 21; Then North 01 Degrees 52 Minutes East on the West Line of Said Section 21, 928.94 Feet to the Point of Beginning; Then South 86 Degrees 20 Minutes East 400.15 Feet; Then South 01 Degrees 52 Minutes 30 Seconds West 276 Feet; Then North 86 Degrees 20 Minutes West 400.11 Feet to the West line of Said Section 21; Then North 01 Degrees 52 Minutes East on Said Section Line 276 Feet to the Point of Beginning Subject to a Sanitary Sewer Easement

Commonly known as 1161 North Bagley Street

EFFECTIVE DATE

THE PROVISIONS OF THIS ORDINANCE SHALL TAKE EFFECT TEN (10) DAYS AFTER BEING ADOPTED BY THE MUNICIPAL COUNCIL AND DULY PUBLISHED.

I HEREBY CERTIFY THAT THE ABOVE ORDINANCE WAS ADOPTED BY THE MUNICIPAL COUNCIL OF THE CITY OF ALPENA, MICHIGAN, AT A REGULAR MEETING HELD ON THE 19TH DAY OF JUNE, 2017.

MATT WALIGORA
Mayor

KAREN HEBERT
City Clerk/Treasurer/Finance Director

First Presented: June 5, 2017
Adopted:
Published:
Bill Pfeifer, City Attorney



Wyandotte Office
4242 Biddle Avenue
Wyandotte, Michigan 48192
Ph: (734)285-1924 • Fax: (734)285-2833

www.sidockgroup.com
www.sidockarchitects.co

Key Plan: No Scale

SITUATED IN THE CITY OF ALPENA, ALPENA
COUNTY, MICHIGAN.

PART OF THE SOUTHWEST 1/4, OF THE SOUTHWEST 1/4 OF SECTION 21, TOWN 31 NORTH, RANGE 8 EAST, DESCRIBED AS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 21; THENCE NORTH 01°52'00" EAST ON THE WEST LINE OF SAID SECTION 21, 928.84 FEET TO THE POINT OF BEGINNING OF PARCEL; THENCE SOUTH 86°20'00" EAST, 400.15; THENCE SOUTH 01°52'30" WEST 276.00 FEET; THENCE NORTH 86°20'00" WEST 400.11 FEET TO THE WEST LINE OF SAID SECTION 21; THENCE NORTH 01°52'00" EAST ON SAID SECTION LINE 276.00 FEET TO THE POINT OF BEGINNING.

FRONT YARD SETBACK: 68 FT.

FRONT YARD SETBACK:	68 FT.
SIDEYARD SETBACK: (LEAST TOTAL):	65 FT. 196 FT.
REARYARD SETBACK:	128 FT.
BUILDING LOT COVERAGE:	12%
BUILDING HEIGHT: MASONRY WALL: MECH. PENTHOUSE:	57'-4" FT. 64'-0" FT.
SNOW COLLECTION AREA:	± 8,700 S.F.

1ST FLOOR	12,900 S.F.
2ND FLOOR	13,250 S.F.
3RD FLOOR	13,750 S.F.
4TH FLOOR	11,850 S.F.

BASEMENT	6,650 S.F.

TOTAL	58,400 S.F.

58	EMPLOYEE
10	CUSTOMER
30	VISITOR

100 SPACES PROVIDED
INC. 5 BARRIER-FREE

28 FUTURE SPACES INDICATED

16 DRIVE-THRU STACKING SPACES

1 DELIVERY SPACE 10x50

Client:

NORTHLAND AREA
FEDERAL
CREDIT UNION

Project

HEADQUARTERS
FACILITY

ALPENA, MICHIGAN

Seal:

Date	Issued For
04-03-2017	OWNER REVIEW
04-18-2017	OWNER REVIEW
05-01-2017	PUD SUBMITTAL

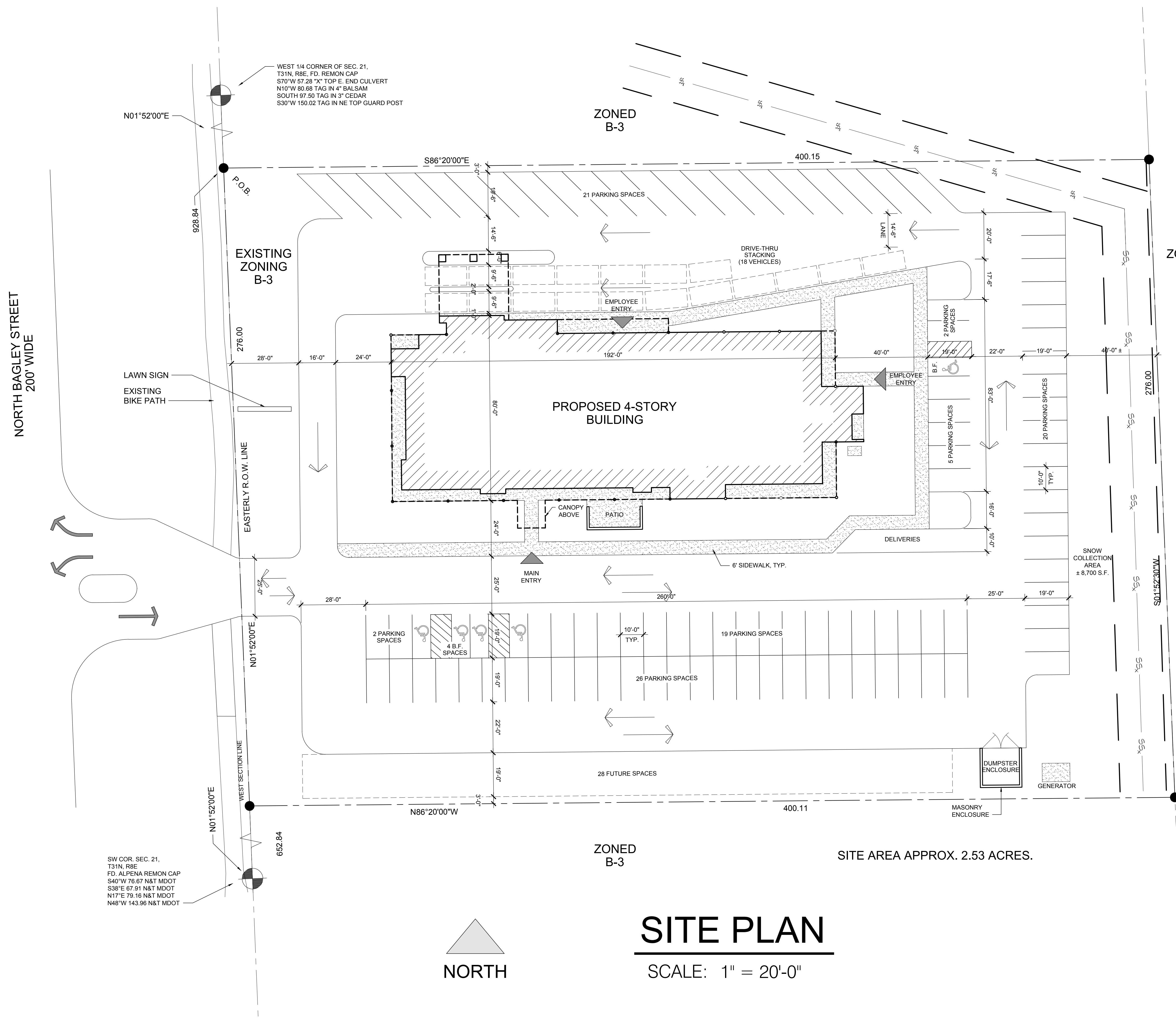
Drawn:	J. GUTIERREZ
Checked:	D. ZANLEY
Approved:	

Sheet Title:
SITE PLAN

Project Number: 517005.A

Sheet Number: **AS-001**

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SITE PLAN

SCALE: $1'' = 20'-0''$

SITE AREA APPROX. 2.53 ACRES.

ZONED
B-3

NORTH

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Key Plan: No Scale

Client:
NORTHLAND AREA
FEDERAL
CREDIT UNION

Project:
HEADQUARTERS
FACILITY

ALPENA, MICHIGAN

Seal:

Date	Issued For
05-01-17	PUD SUBMITTAL
	OWNER REVIEW

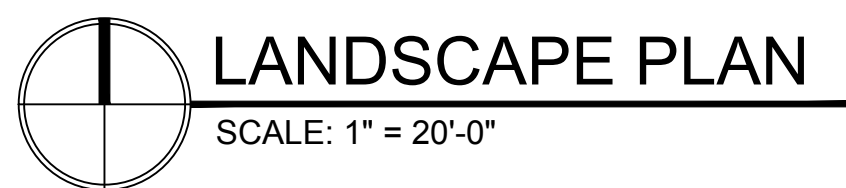
Drawn:	TAB
Checked:	BJB
Approved:	BJB

Sheet Title:
LANDSCAPE PLAN

Project Number: 517005.A

Sheet Number: **AS-002**

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ALPENA, MICHIGAN

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04-18-2017	OWNER REVIEW
05-01-2017	PUD SUBMITTAL

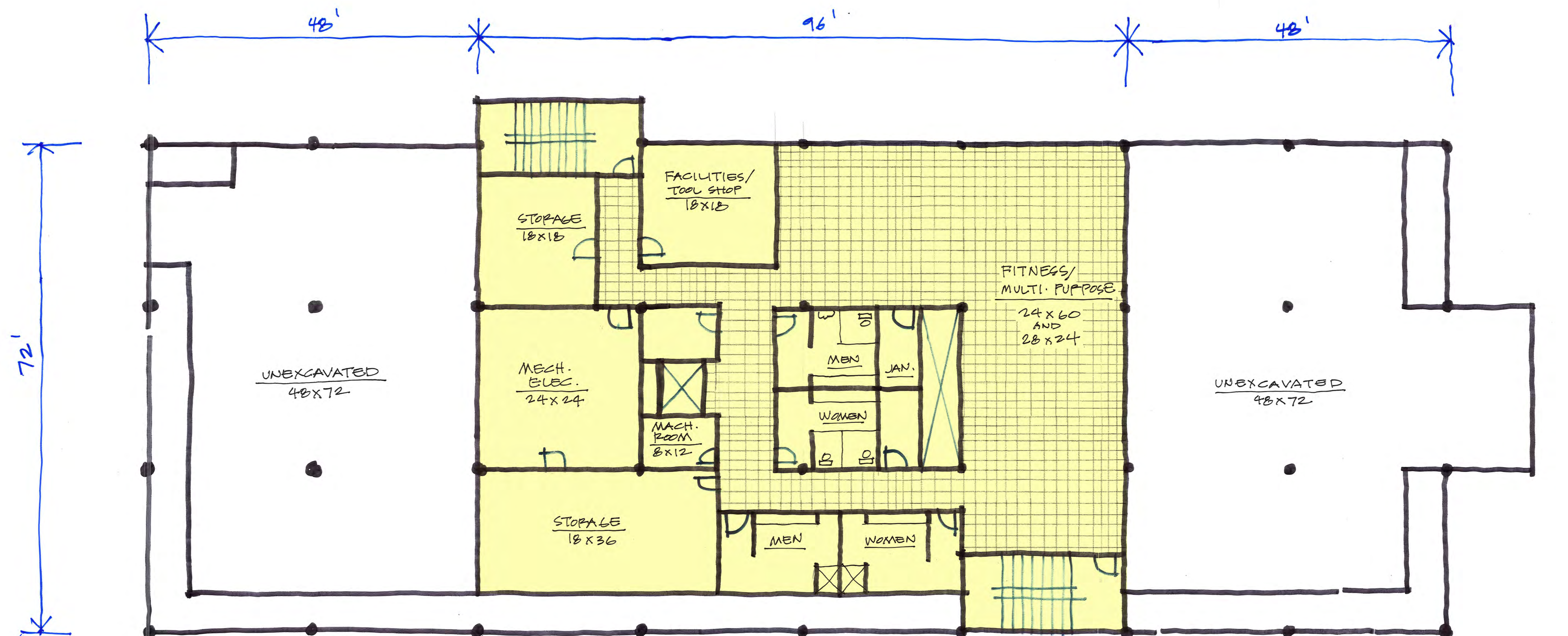
Drawn: J. GUTIERREZ
Checked: D. ZANLEY
Approved:

Sheet Title:
**BASEMENT
PLAN**

Project Number: 517005.A

Sheet Number: **A-200**

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BASEMENT PLAN

1/8" = 1'-0"

6,625 SF.

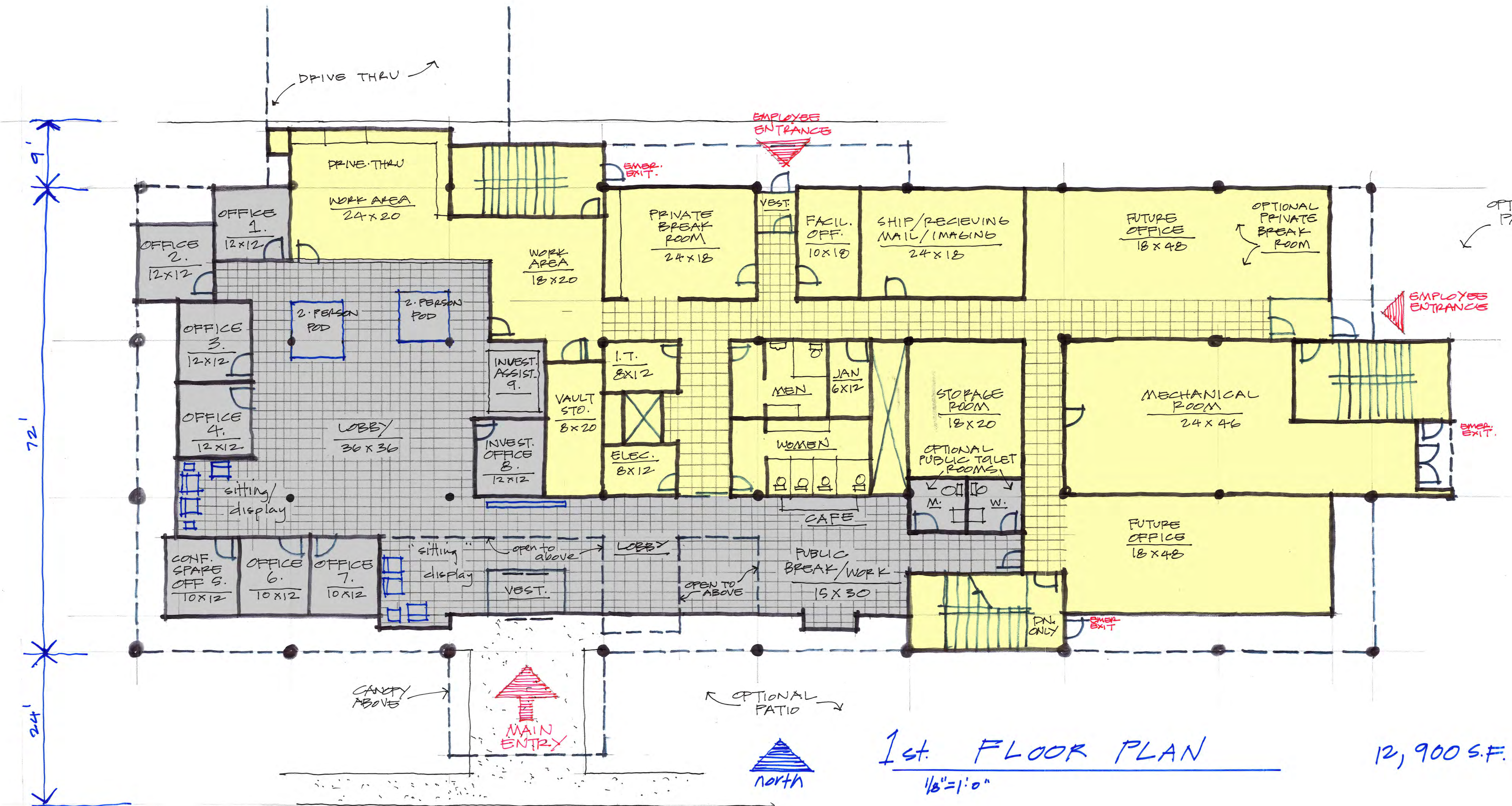


Key Plan: No Scale

Seal:

Sheet Number: **A-210**

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Key Plan: No Scale

Client:
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Project:
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ALPENA, MICHIGAN

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05-01-2017	PUD SUBMITTAL

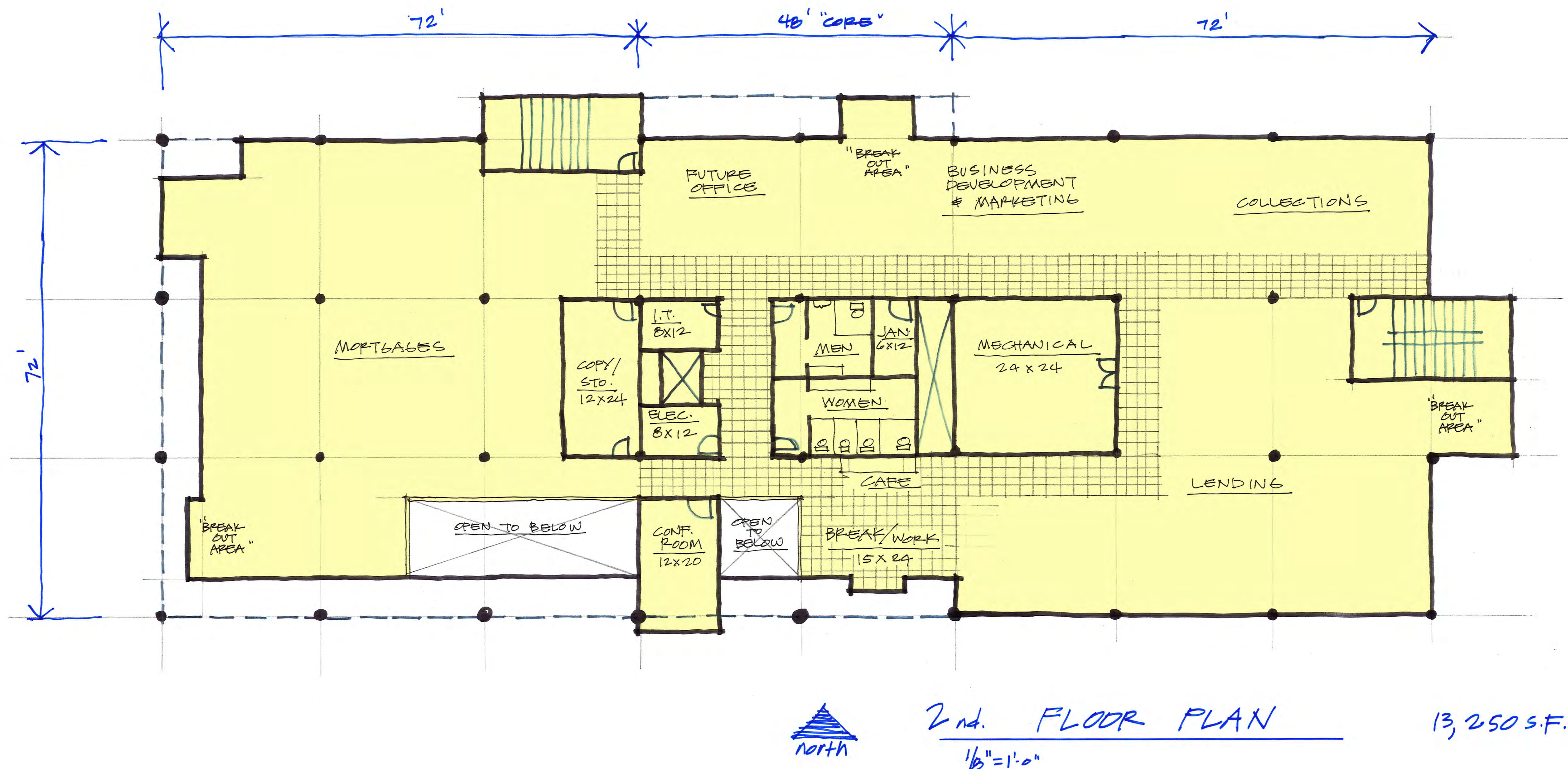
Drawn: J. GUTIERREZ
Checked: D. ZANLEY
Approved:

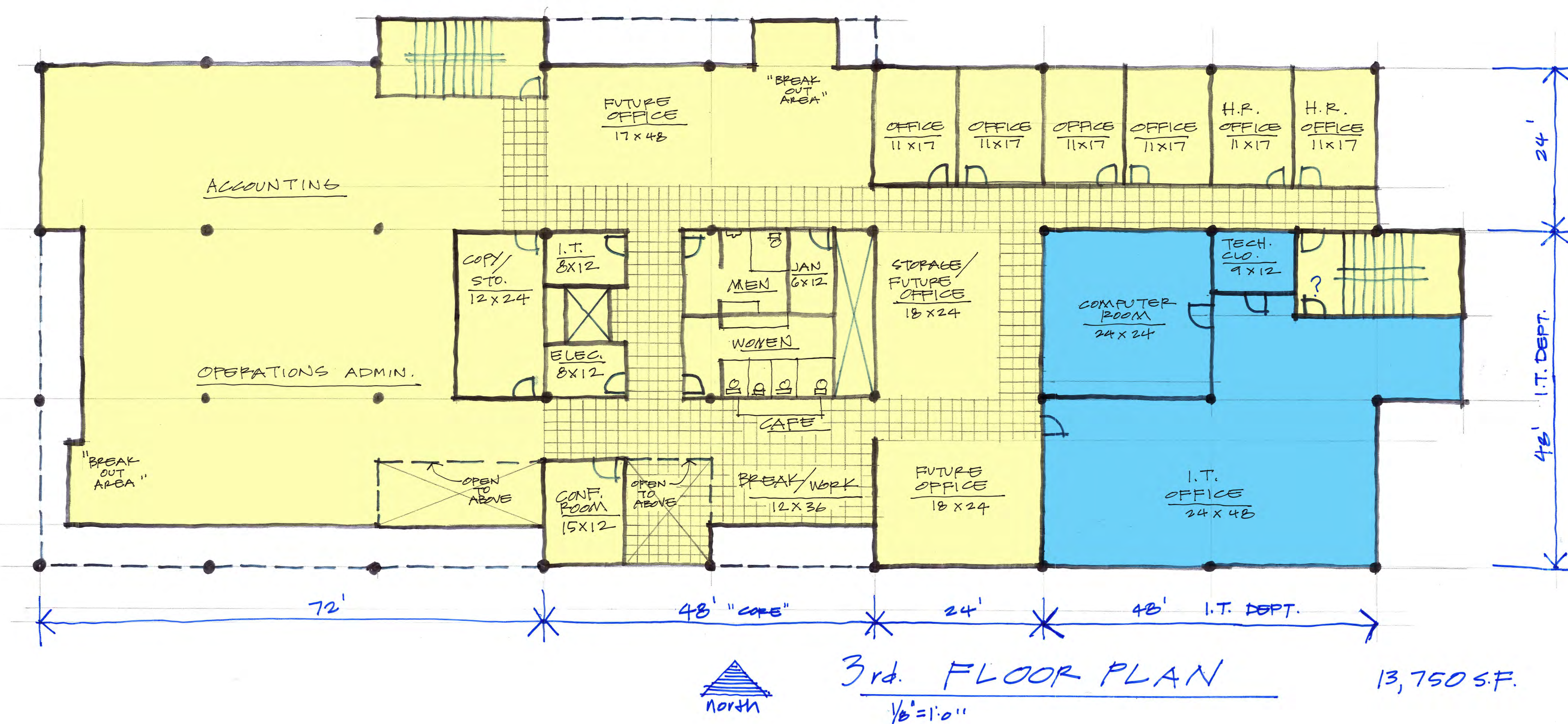
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**SECOND
FLOOR PLAN**

Project Number: 517005.A

Sheet Number: **A-211**

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Client:
NORTHLAND AREA
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Project:
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04-03-2017	OWNER REVIEW
04-18-2017	OWNER REVIEW
05-01-2017	PUD SUBMITTAL

Drawn:	J. GUTIERREZ
Checked:	D. ZANLEY
Approved:	

Sheet Title:
**THIRD
FLOOR PLAN**

Project Number: 517005.A

Sheet Number: **A-212**

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Key Plan: No Scale

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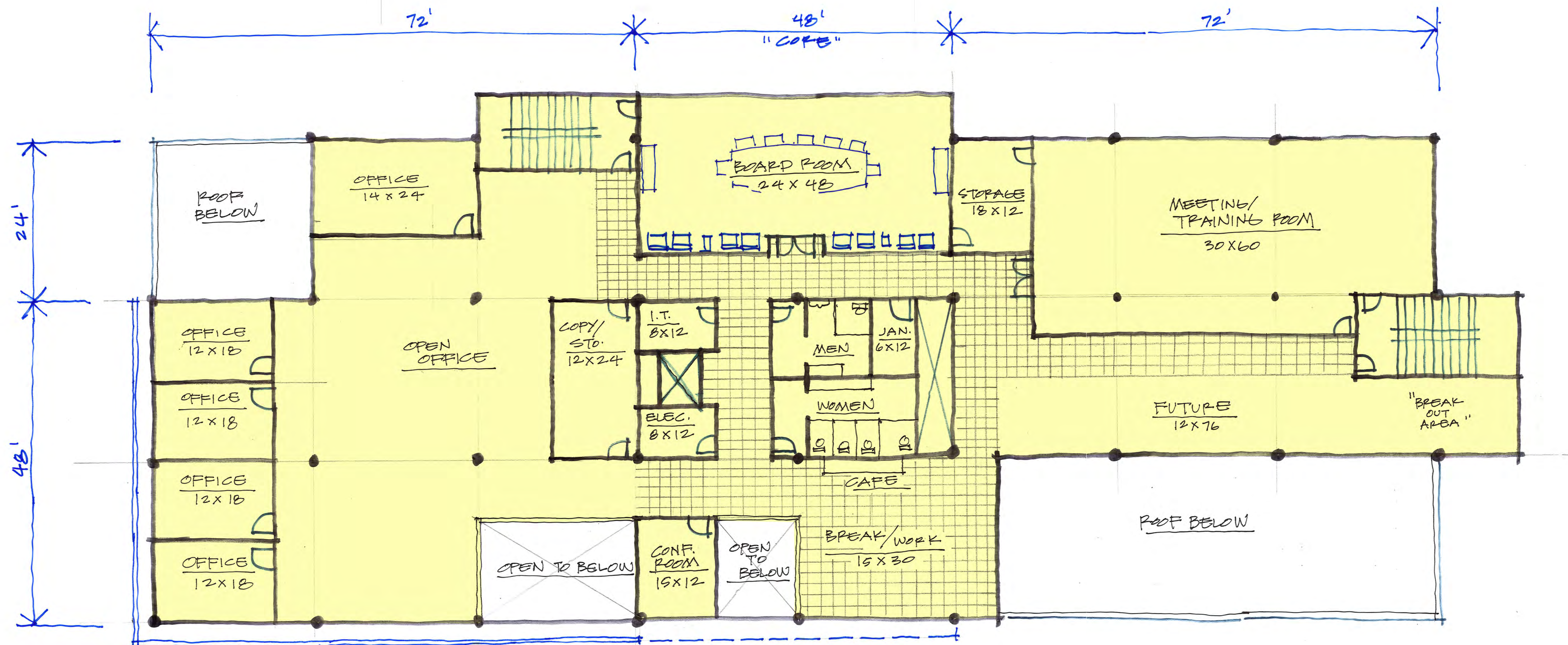
Drawn: J. GUTIERREZ
Checked: D. ZANLEY
Approved:

Sheet Title:
**FOURTH
FLOOR PLAN**

Project Number: 517005.A

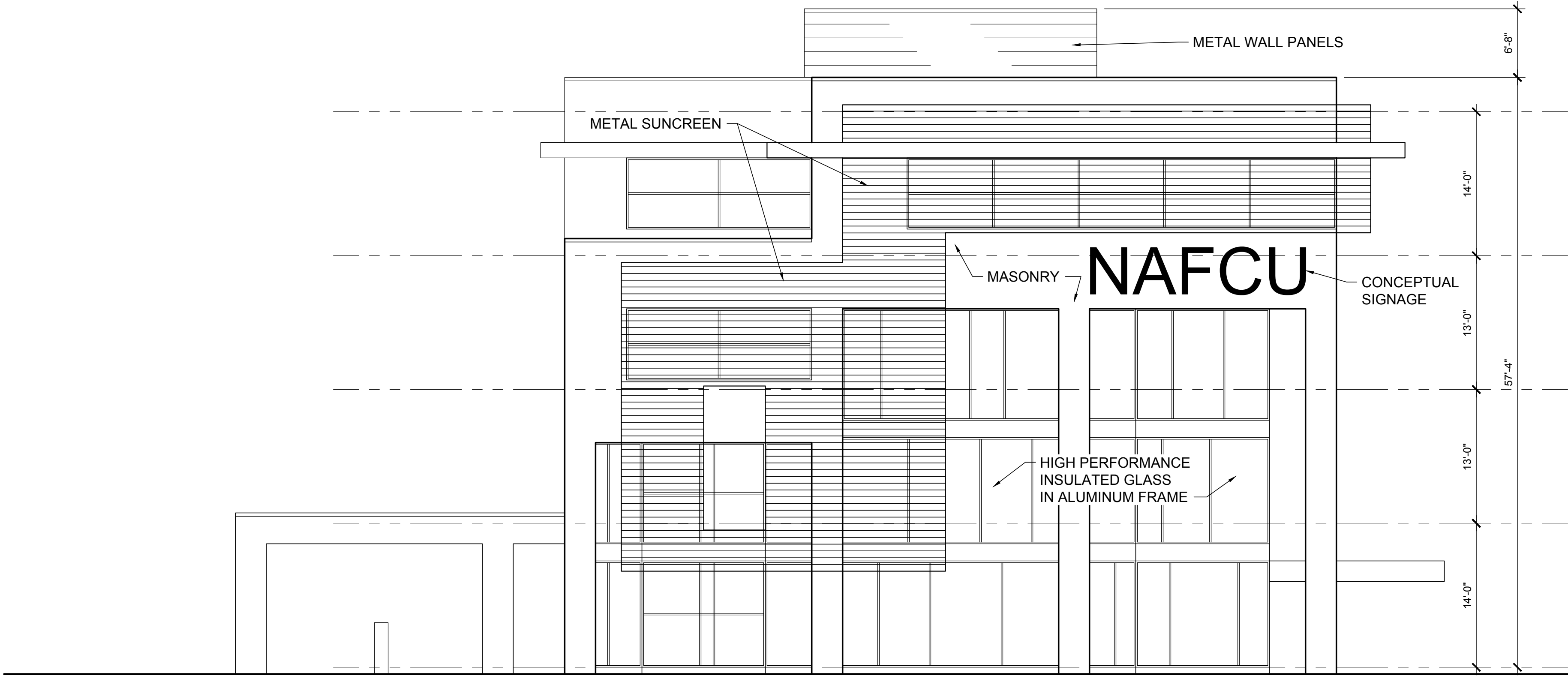
Sheet Number: **A-213**

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4th FLOOR PLAN
1/8" = 1'-0"

11,850 S.F.

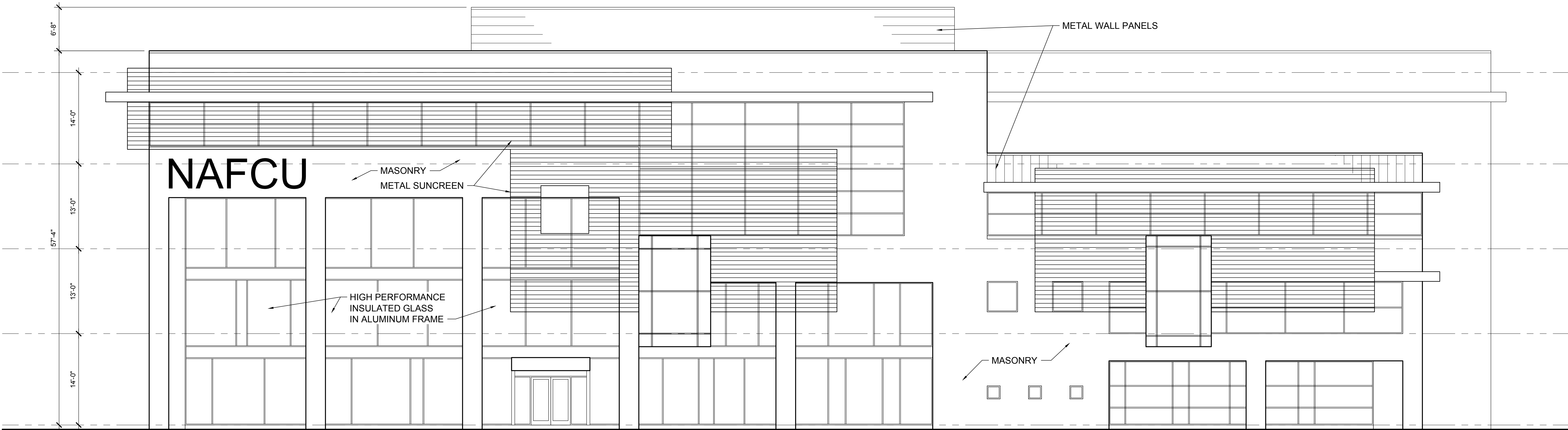


2

A-301

WEST ELEVATION

SCALE: SCALE: 1/8" = 1'-0"



1

A-301

SOUTH ELEVATION

SCALE: SCALE: 1/8" = 1'-0"



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Key Plan: No Scale

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ALPENA, MICHIGAN

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Date	Issued For
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04-18-2017	OWNER REVIEW
05-01-2017	PUD SUBMITTAL

Drawn: J. GUTIERREZ
Checked: D. ZANLEY
Approved:

Sheet Title:
**SOUTH
ELEVATION**

Project Number: 517005.A

Sheet Number: **A-301**

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SOUTH ELEVATION

4-18-2017



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Key Plan: No Scale

Client:
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FEDERAL
CREDIT UNION**

Project:
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FACILITY**

ALPENA, MICHIGAN

Seal:

Date	Issued For
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04-18-2017	OWNER REVIEW
05-01-2017	PUD SUBMITTAL

Drawn: J. GUTIERREZ
Checked: D. ZANLEY
Approved:

Sheet Title:
**WEST
ELEVATION**

Project Number: 517005.A

Sheet Number: **A-302**

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WEST ELEVATION

4-18-2017

Memorandum



Date: May 12, 2017

To: Planning Commission

Copy: Greg Sundin, City Manager

From: Adam Poll, Planning and Development Director

Subject: PC 17-Z-01- Rezone from B-3 to PUD for new building at 1161 N Bagley- Staff Report

RE: **P.C. Case #17-Z-01.** Northland Area Credit Union, has requested to rezone the 2.53 acre property located at 1161 N Bagley Street from B-3 Commercial District to a PUD Planned Unit Development District for the purpose of constructing a new building. Article 5.24D

Background: Northland Credit Union wants to construct their new cooperate headquarters in the City of Alpena at 1161 N Bagley Street. They have evaluated many locations within the City and chose the location on Bagley as the best fit. The proposed building would be 4 stories tall and a total of 58,400 square feet (SF) in size, 51,750 SF above grade. The existing property is vacant with an existing access from Bagley Street. There are not any known environmental conditions. Northland Credit Union has 15 locations throughout northeast Michigan with the current main office being located in Oscoda.

Zoning and Planning Issues: The property in question is zoned B-3 Commercial District which is designed to provide sites for more diversified business types requiring a city wide general market area and/or arterial exposure. Surrounding uses include Goodwill Industries and Besser Credit Union to the north, a shopping center to the south, RA Townsend (a plumbing/HVAC supplier and distributor) to the west and Evergreen Cemetery to the east. The B-3 district has a height restrict of 35 feet for any portion of the building used for living or commercial space. The use in question would be allowed in this zoning district by right.

The applicants have requested to construct a building with the top of the commercial space measuring 54 feet tall. As the proposed structure is taller than allowed, the applicants are requesting to rezone the property to a Planned Unit Development (PUD) District. The purpose of a Planned Unit Development is designed to encourage quality land development and site design outside of the typical zoning standards.

The applicant has requested that the preliminary and final site plan review be consolidated to one hearing. Staff has reviewed the criteria for consolidation which include limited size of the PUD, limited number of design elements, compatibility with adjacent development and no significant impact on adjoining public streets, and found it would qualify for consolidation.

Another option would be to rezone the site to Office Service District (OS-1) which is designed for offices, banks, and personal services which can serve as transitional areas between residential and commercial districts and to provide transition between major thoroughfares and residential districts. The OS-1 district

has no height limit, but does require review by the Planning Commission for buildings over 35 feet tall to make a finding that the proposed height will not be detrimental to the light, air, or privacy of any other structure or use currently existing or approved for construction.

As the OS-1 section of the Zoning Ordinance notes, height requirements are generally in place to protect adjacent uses from the potential physical effects an adjacent tall building may have. For instance there are many commercial zoning districts that directly adjoin residential districts, and allowing a taller building would have a significant impact on an adjacent residence, as it may cast a significant shadow on that residence blocking the sunlight or may restrict the privacy by allowing a direct view from the building to their yard. In this instance, the building is set back away from adjoining properties, and surrounding uses are all commercial in nature.

In addition to protecting adjacent uses from the physical effects of a tall building, height requirements are in place for aesthetic purposes. Height restrictions attempt to create uniform development patterns. In the downtown, there are not only height limits (of 5 stories) but also minimums (of two stories). In the proposed development, the applicants are requesting to construct a 4 story building. The existing B-3 Zoning District allows for 35 foot tall buildings which potentially could be a 3 story building.

There is potential that the building could be constructed in this location meeting the existing 35' height requirements, but the expanded footprint of the building would impact the amount of parking available on the site. In order to fit on the site in question the building size would also have to be reduced.

Several boards and commissions have reviewed height requirements in the past. Most recently in 2013 the Zoning Board of Appeals granted a variance to the height limitations in a B-2 Zoning District for the construction of a Fairfield Inn and Suites on 23 north near the hospital. In 2003, the Planning Commission approved a PUD that included two 8 story condo buildings at the location of the Holiday Inn Express.

The submitted site plan shows access from one drive connecting to Bagley Street. There is already an existing access serving the vacant lot in that location. This section of Bagley Street is considered by MDOT to be a minor arterial and should have no issue handling any additional traffic generated by the proposed use.

Typically in this situation, a service drive that would connect the proposed use with the adjoining commercial uses (Goodwill to the north and the shopping center to the south) would be recommended and is considered a best practice from MDOT. The applicant has noted that the existing grade changes and the layout proposed design would make this difficult and a service drive is not shown. There is not an existing service drive connection between Besser Credit Union and Goodwill although it was requested by the City at the time of Besser Credit Unions construction. As there is an existing dedicated right turn lane on Bagley that runs from Washington/32 to Besser Credit Union, accessing businesses to the north from the proposed use would not appear to present difficulty. A service drive connecting the proposed development and Goodwill would also appear to impact on the angled parking on the north side of the proposed development.

A service drive connection from the proposed development to the adjoining shopping center to the south would appear to be beneficial as accessing the shopping center from the proposed use would require a left turn across Bagley. Employees and customers from the proposed development could easily access the restaurants and uses adjoining them without utilizing Bagley Street if a service drive was present. In addition, it would not appear to impact any needed parking for the proposed development and would only impact what is shown as future parking. Also, the impacted parking for the existing shopping center would not appear to be heavily utilized at this location. Although there is no way to require the owners of

the shopping center to participate in their portion of the service drive, it would appear to be beneficial to show that possibility.

The Future Land Use Map in the Comprehensive Plan calls out this area as General Business. The proposed use as a credit union headquarters would appear to be consistent with this Plan.

Site Plan Review:

1. Setbacks- The proposed building would maintain setbacks similar to surrounding uses. The B-3 Zoning District requires a 40' front yard setback, and 10' side and rear yard setbacks.
2. Parking- The submitted site plan shows 100 parking stalls (5 barrier free) with space set aside for 28 future parking stalls on the south side of the lot in the future. 148 parking stalls would usually be required for 51,750 SF of business offices (1 per 350 SF of office). About 7,000 SF is reserved for storage, and future offices, which would reduce the required parking by 20 to 128. As this is a PUD, the parking requirements are site plan specific as determined by the Planning Commission and City Council. Stacking requirements for the drive thru windows have been met. The applicant has indicated that the parking provided should be adequate even without the future spaces.
3. Curb Cut- The development would utilize one curb cut on to Bagley Street. There is an existing curb cut for the site. The current site plan does not show a service connection to any adjacent uses.
4. Stormwater Runoff and Other Site Utilities- Engineering requires that all storm water must be controlled and any offsite impact must be minimized. There are adequate water in sewer connections. There is a sanitary sewer easement on the rear of the property that is accounted for.
5. Dumpster- A masonry dumpster enclosure is shown on the southeast corner of the property and the location would appear to be appropriate.
6. Bike Path- The bike path along Bagley Street will be maintained in its existing location and is shown on the Site Plan.

Recommendation: The development in question is a large building which requires a large site and easy public access for its business to operate. The applicants have noted that reviewed other locations such as downtown but could not secure a site to fit their needs.

As the proposed use consists of professional offices and a credit union on the main level that requires accessibility by the public it would not appear to have a negative impact on the area. There are several other similar uses nearby and the development is located in a commercial area. Access would not appear to be an issue, and Bagley is a Minor Arterial and the addition traffic will not impact the area. Although the proposed development is taller than many of the surrounding buildings, the extra height allows the building to have adequate space while providing parking for employees and customers.

Therefore, staff recommends **approval** of the rezone request from B-3 Commercial District to Planned Unit Development (PUD) District for the purpose of developing a new building with the following conditions:

1. A service drive is designed to connect the new development to the shopping center to the south.






Memorandum

Date: May 31, 2017

To: Karen Hebert, City Clerk/Treasurer/Finance Director

Copy: Greg Sundin, City Manager

From: Stephen J. Shultz, IT Coordinator 

Subject: Public Safety Facility Copier

On Tuesday, May 30, 2017, the City received and opened bids for the Public Safety Facility Copier. Bid specifications were sent to 3 vendors as well as advertised on the City website.

Three (3) bids were received, with the results as follows:

	APPLIED IMAGING	MILLER OFFICE MACHINES	MICHIGAN OFFICE (MOS)	
TOTAL CASH PRICE	\$14,069.00	\$13,639.54	\$12,696.45	\$15,547.95
MAINTENANCE:				
B&W	\$0.0055	\$0.00590	\$0.0082	\$0.0082
COLOR	\$0.0375	\$0.04390	\$0.0470	\$0.0460
Minimum Copies (B&W/Color)	0/0	0/0	0/0	0/0
Estimated Monthly Bill	\$89.25	\$101.25	\$119.70	\$118.20
Estimated Lifetime (60 months)	\$5,355.00	\$6,075.00	\$7,182.00	\$7,092.00
Total Cost of Ownership (60 Months)	\$19,424.00	\$19,714.54	\$19,878.45	\$22,639.95
Percent over low bid		1%	2%	17%

When evaluating the copier bids, the cost of the maintenance plan was also considered in the overall price. The average color and black and white pages were based on City Hall usage and reduced by a factor of 50% resulting in 6000 pages per month black and white and 1500 color. The averages from the existing copier at Public Safety were not used because it is not a color capable machine.

The low bidder, Applied Imaging, while having support staff within Alpena County, is based out of Traverse City. Since the local bidder, Miller Office Machines was within 7%, they were contacted and given the opportunity to reduce their base price by \$290.54 which will match the \$19,424.00 copier plus maintenance cost from Applied Imaging. Miller Office Machines has agreed to do this.

We have had previous experience with Miller Office and their maintenance program with the copier at City Hall and have been very satisfied.

In consideration of the information presented above, I recommend, as I.T. Coordinator, that City Council approve the purchase of the copier and 5 year maintenance plan from local bidder, Miller Office Machines in the amount of \$13,349.00 for the copier and \$0.0439 per color copy and \$0.0059 per black and white copy for maintenance and toner. Sufficient funds are budgeted in the Capital Equipment line item for this purchase.





City of Alpena

Bid Name: Public Safety Facility Copier

Bid Open Date: 05/30/17 @ 2:00 p.m.

Bidder	Addendum	Bid Security	Base Bid	Remarks
Miller Office Supplies Alpena, MI	#1 ✓	N/A	\$ 13,639.54	B&W .0059 /sheet Color .0439/sheet
Michigan Office Solutions Alpena, MI	#1 ✓	↓	\$ 12,696.45 ⁷⁹¹⁰ 15,547.95 ⁰⁷⁰	B&W .0082 /sheet Color .0470 /sheet B&W .0082 /sheet Color .0470 /sheet
Applied Imaging Traverse City, MI	#1 ✓	↓	\$ 14,069	B&W .0085 /sheet Color .0375 /sheet
			\$	
			\$	
			\$	

Unofficial – "As-Read" Results – Subject to Verification



PROCLAMATION

WHEREAS, the bicycle is an economical, healthy, convenient, and environmentally sound form of transportation, and an excellent tool for recreation and enjoyment of the City and Township of Alpena's scenic beauty; and

WHEREAS, throughout the month of June the residents of the City and Township of Alpena, and their visitors will experience the joys of bicycling through educational programs, races, commuting and charity events, or by simply getting out and going for a ride; and

WHEREAS, the City and Township of Alpena's road and trail system attracts bicyclists each year, providing economic opportunities, transportation, tourism, and scenic benefits; and

WHEREAS, creating a bicyclist-friendly community has been shown to improve citizens health, well-being, and quality of life, growing the economy, attracting tourism dollars, improving traffic safety, reducing pollution, congestion, and wear and tear on our streets and roads; and

WHEREAS, local organizations including the Northeast Michigan Cycling Coalition, Alpena Area Chamber of Commerce, Alpena Convention and Visitor Bureau, parks and recreation departments, police departments, and civic groups will be promoting bicycling during the month of June 2017; and

WHEREAS, these groups are also promoting bicycle tourism year-round to attract more visitors to enjoy our local restaurants, hotels, retail businesses, and cultural and scenic attractions; and

WHEREAS, these groups are also promoting greater public awareness of bicycle safety and education in an effort to reduce collisions, injuries and fatalities, and improve health and safety for everyone on the road and trails; and

NOW, THEREFORE we, Mayor Matthew J. Waligora and Supervisor Nathan Skibbe, by the virtue of authority vested in us, do hereby proclaim June 2017 as,

BICYCLE AWARENESS MONTH

in the City and Township of Alpena, and encourage all residents to respect those who choose the bicycle as their preferred method of transportation and share the roadway.

Signed at Alpena, Michigan this 5th day of June 2017.

Matthew J. Waligora
Mayor

Nathan Skibbe
Supervisor

<image001.png>

From: Cindy Strobel [mailto:strobelgmc@gmail.com]
Sent: Friday, March 31, 2017 2:27 PM
To: Hebert, Karen <KarenH@ALPENA.MI.US>
Cc: Pamela Crawford <thecrawfords6308@gmail.com>
Subject: Trap, Neuter and Return presentation for City Council

Hello Karen,

I am the chairperson for the Northeast Michigan TNR group. I would like to present to the city council the community based effort focused on trapping, spay or neutering domestic, yet abandon cats, then returning these cats to the same area in which they were trapped. These cats are then allowed to live out their life without being able to reproduce into growing feral cat colonies.

We are piggybacking on a nationwide initiative that has proven to decrease the amount of cats and kittens that are brought into the local animal shelter each year.

Our presentation is for courtesy purposes, informing the council of our actions, allowing the council members to ask questions and share their concerns. We are hoping for council member agreement and approval.

I would like to be added to the May 15th agenda. I do have a short 12 slide presentation compiled for your council. The presentation covers Scope, Statistics, Michigan based involvement, Process & tracking and Local Veterinarian involvement. I estimate an 8 to 10 minute presentation depending on questions.

If you have any questions please contact me on [586-419-5800](tel:586-419-5800).

Thank-you,

Cindy Strobel

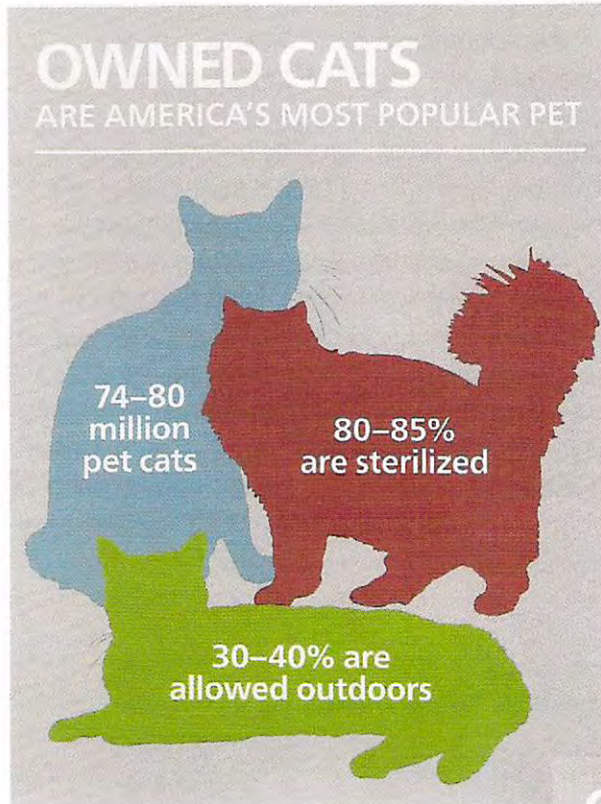


Managing Community Cats

A Guide for Municipal Leaders



Why TNR is Needed



Animal Shelters And Humane Societies

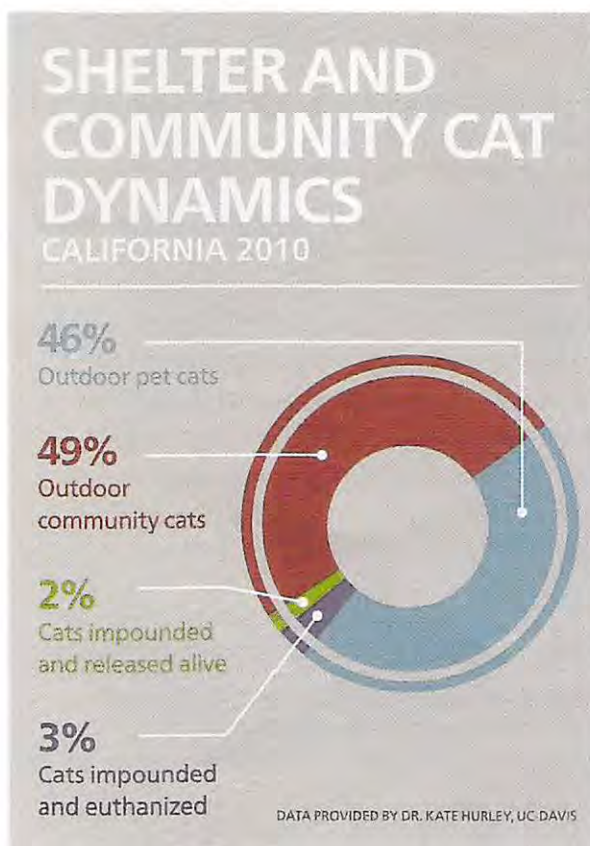
Around three billion public and private dollars are spent each year operating animal shelters across the country (Rowan, 2012). The primary role of most private animal shelters is the housing and adoption of homeless cats and dogs, but shelters are often the receptacle for injured or sick wildlife and cats and dogs who might be considered unadoptable by some. Many community cats fall into this category.

These organizations play an important role in the community, often serving as a point of contact, and are widely recognized by the public for enforcing local and state humane laws and ordinances. They are often involved at a policy level, lobbying for animal protection laws and programs.

Approximately 6–8 million cats and dogs enter U.S. animal shelters annually, with approximately half being euthanized (HSUS, 2013). That number

includes about 70 percent of cats who enter shelters (ASPCA, 2013). These cat-related intake and euthanasia activities cost more than a billion dollars annually (Rowan, 2012), while affecting only a tiny fraction of the total number of cats in a given community and doing nothing to manage overall cat populations. This haphazard approach has little impact on welfare, environmental, or public health issues. It stresses shelters, overwhelming their resources and far exceeding capacity, and it gives false expectations to citizens coming to these agencies for help resolving problems.

The pie chart from the state of California shows the estimated percentages of outdoor community cats (red) and owned cats (blue) who go outside, compared with the number of cats handled by the California sheltering system who are either euthanized or adopted out (green and purple combined) (CA Dept of Public Health, 2013). Clearly, the tiny sliver of cats handled by the California sheltering system pales in comparison to the total cat population, demonstrating that these hard-working agencies are still making little long-term impact. (Koret, 2013).



Veterinarians

Many veterinarians support the concept of TNR and may offer various forms of assistance, but they are also business owners who have a bottom line to meet. While many would like to offer discounted services or to expand their offerings for community cats, they still need to make a living.

The involvement of local veterinarians is a key component of any sterilization program. Communities and organizations need to understand the unique challenges of the veterinary community and to consult local veterinarians when drafting

program plans. Sterilization capacity will be determined by how many surgeries your local veterinary partners can handle above and beyond their everyday business. Even if your agency hires a staff veterinarian, you should continue to work with other local veterinarians. They can be strong partners for your program, filling in when extra capacity is needed, helping with injured and ill cats, and providing other kinds of medical support.

Managing Community Cat Populations:

Properly managed sterilization-vaccination programs do not create cat overpopulation—the cats are already there. The choice is between making progress or continuing to experience an unmanaged problem. Well-designed and implemented community cat programs are in line with public opinion and can mobilize an army of compassionate, dedicated people who care about the cats, wildlife, and their communities. To be most effective, these programs must be adopted by more communities and supported by more animal care and control agencies and municipal officials. The HSUS strongly recommends effective community cat management programs (including TNR and other sterilization programs), legislation that allows for and supports non-lethal population control, and coalition-based approaches that involve community leaders, citizens, and stakeholders.

Solving Community cat problems requires many strategies, including:

TNR

Trap-Neuter-Return and its variants are non-lethal strategies intended to reduce the numbers of community cats, improve the health and safety of cats, and reduce impacts on wildlife. At minimum, TNRed community cats are spayed or neutered so they can no longer reproduce, vaccinated against rabies, marked to identify them as sterilized (the universally recognized sign of a sterilized cat is an ear-tip, a surgical removal of the top quarter inch of the of the cat's ear, typically the left), and returned to their home territory.

Community-wide TNR programs are effective because they:

- Vaccinate cats against rabies (and other diseases, depending on available resources), decreasing public health and safety risks
- Create an immediate reduction in population when kittens young enough to be socialized and friendly stray cats are removed
- Lead to long-term management, reduction, and eventual elimination of outdoor cat populations
- Potentially save or better allocate municipal funds associated with trapping, holding, euthanizing, and disposing of community cats because trapping is typically done by volunteers
- Further save funds by reducing the flood of kittens into shelters each spring and fall kitten season
- Decrease nuisance complaints by eliminating or dramatically reducing noise from cat fighting and mating and odor from unneutered male cats spraying urine to mark their territory
- Attract volunteers, gain caretaker cooperation, and create goodwill for shelters and animal control agencies (if the cats were going to be harmed, there would be few volunteers willing to participate)
- Bring in sources of private funding from nonprofits and individuals willing to pay for the cats' spay/neuter surgeries and care
- Allow private nonprofit organizations that help community cats and volunteers to mediate conflicts between the cats and residents of surrounding communities
- Maintain the health of colony cats (cats living together in a given territory) and allow caretakers to trap new cats who join the colony for TNR or adoption

Targeting Efforts

TNR and sterilization efforts are constantly evolving and improving. Through better data collection on cat intake, complaint calls, and euthanasia, and with the advent of GIS software, we are now able to target and focus resources on areas where projects can have the biggest impact. Many projects have had success focusing their funding and efforts within certain zip codes, neighborhoods, or specific locations, such as apartment complexes.

Through an assessment of the data for a given community, geographical “hotspots” become visible. By targeting the appropriate amount of resources—including trappers, surgeries, and marketing—to fully address that target zone, programs can effectively stop the reproduction and get a handle on that population set before moving on to the next target area. This approach has a much faster and more visible impact on cat populations than a scattered, random approach centered on complaint calls across a wide geographical area. Targeted efforts allow you to reach a high

enough rate of sterilization (ideally as close to 100% as possible) to quell population growth. Assessing your community, mapping cat hotspots, and targeting your approach can also help reduce impacts on wildlife by identifying sensitive and vulnerable wildlife areas and focusing efforts in those areas.

Collaboration

Each community is different. There is no one-size-fits-all solution for managing community cats. Stakeholders must work together to create programs that address specific needs and maximize their community’s available resources. By working together, municipal agencies, shelters, veterinarians, and cat rescue groups can humanely reduce community cat populations while protecting the public, cats, and wildlife. The returns are plentiful: fewer free-roaming cats; lower cat intake and euthanasia; municipal cost savings; greater volunteer participation; more adoptions; better use of limited shelter, animal control, and public health resources; increased goodwill towards shelters; and more lives saved.

Finding the Funds

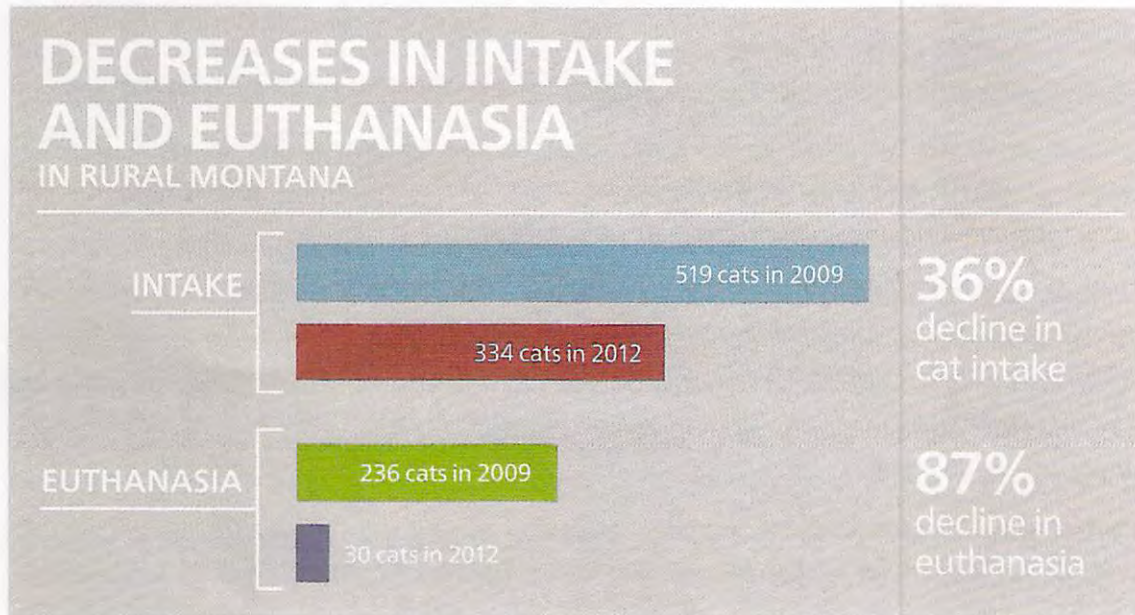
Adequate funding is critical to a successful TNR program. When all stakeholders are engaged in targeted efforts to reduce cat populations they'll likely offer resources to help the program succeed. Municipalities that operate TNR programs through their agency or a contracting agency should include funding for these activities in the budget, but financial assistance and grant opportunities can offset budgets and help stretch dollars. A successful community TNR program can also generate savings through lower intake and euthanasia—funds that can help the program continue running.

If an incorporated nonprofit animal welfare organization runs the TNR program, it can raise funds through direct mail, grants, and special events. Many grant-making organizations

exist; some provide grants to government agencies, whereas others focus their efforts on nonprofit organizations. Many states have local or statewide community foundations that may support a program that encompasses law enforcement, public health, animal welfare, and wildlife conservation. Grant-makers are very interested in collaborations between private organizations and municipal agencies—an additional incentive to partnerships between those stakeholders.

For a list of grant-making agencies to get you started, please check out our list in the appendix. You can find information on necessary supplies, vaccines, etc. that require funding in the *Neighborhood Cats Handbook* (neighborhoodcats.org/uploads/File/Resources/NC_TNR_Handbook_WEB_v5-4.pdf).

Data from Successful TNR Programs



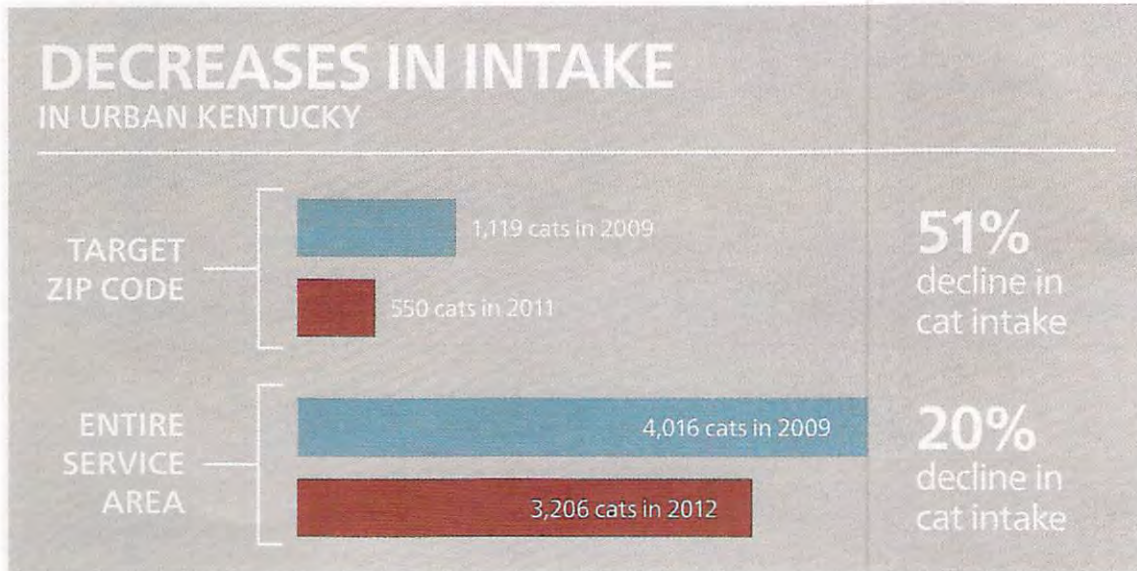
Group: Fox Hollow Animal Project

Target area: Ravalli County, MT (pop. 40,000; 2400 sq. miles)

Project: 1,329 spays/neuters of community cats from July 1, 2010 through 2012

Results: Cat intake from Ravalli County to the Bitter Root Humane Association (open admission) went from 519 in 2009 to 334 in 2012 (36% decline) and cat euthanasia went from 236 in 2009 to 30 in 2012 (87% decline).

Continued



Group: Alley Cat Advocates

Target area: Began as one zip code in Louisville, KY (later expanded to total of five zip codes)

Project: 2,000 spays/neuters of community cats in the five zip codes

Results: Cat intake excluding owner surrenders from the original zip code to Metro Animal Services went from 1,119 in 2009 to 550 in 2011 (51% decline). Cat intake excluding owner surrenders in the rest of the shelter's service area went from 4,016 to 3,206 (20% decline).

As a result of the project, the Councilwoman for the original target zip code sponsored TNR-enabling ordinance that passed the City Council.




Memorandum

Date: May 25, 2017

To: Karen Hebert, City Clerk/Treasurer/Finance Director

Copy: Greg Sundin, City Manager

From: Rich Sullenger, City Engineer 

Subject: Rental Agreement – Canoe and Kayak Services – Duck Park

Erin Riopelle has operated a canoe and kayak rental operation, under an agreement with the City, within the City's Duck Park. She recently informed us that she could no longer operate this rental operation due to other commitments. The City had two potential operators approach us about continuing the operation. During the discussion, phase one operator elected to be withdrawn from consideration.

Performance Locker has worked with the City to develop the attached agreement and is working under a conditional authorization to continue the operation and have it available over the Memorial Day Weekend. The agreement is basically the same as the one executed with Erin Riopelle, but does include the potential for them to install a storage building in the future, with oversight by the City.

It is my recommendation, as City Engineer, that City Council authorize the attached agreement with Performance Locker to allow for them to rent canoes, kayaks, etc; out of the Dark Park.



AGREEMENT
Between
The CITY OF ALPENA
And
The Performance Locker Inc.

This agreement entered into this _____ day of _____, 2017, between the City of Alpena and The Performance Locker, Inc for the operation of a private enterprise within the Alpena Duck Park located at the Southwest corner of Long Rapids Road and US-23. This agreement shall run from the date of signature through December 31, 2021. ~~The agreement can be extended and/or the pricing modified upon both parties agreement and the execution of a contract amendment.~~

- I. The Performance Locker, Inc. through the life of this agreement or as amended shall:
 - a. Operate within the confines of the Alpena Duck Park.
 - b. Shall operate from at least (but not limited to) Memorial Day through Labor Day of each year.
 - c. Shall operate at minimum but not limited to Friday through Sunday with the initial hours planned from 11:00 AM until 6:00 PM, weather permitting. Advanced reservation rentals will be available 24/7 to accommodate more users.
 - d. Shall have the right to rent canoes, kayaks and similar non-motorized equipment for use in the wildlife sanctuary.
 - e. Shall initially store equipment off-site while working to secure resources to obtain on-site storage in a small shed/structure that will house equipment and operations.
 - f. Shall maintain liability insurance, as detailed in an attachment to this document, and within the amounts stipulated in those requirements throughout the life of the contract.
 - g. Shall make payment to the City the fee of \$100.00 per month, for every month of operation, for the right to operate this business within the Alpena Duck Park. This payment shall be due in advance and by the 5th of each month. The first month shall be prorated based on the start date of the operation.
 - h. Shall maintain the equipment in a good state of repair.
 - i. Shall provide all needed and necessary safety equipment for use by people renting the equipment.

- j. Shall demonstrate the proper use of the equipment prior to releasing it for use.
- k. Shall keep the area utilized for the rental activities clean and free of debris.
- l. Any modifications, alterations, expansions, or deletion of services shall be coordinated with the Alpena Wildlife Sanctuary Board and approved by the City of Alpena.
- m. The Performance Locker will be able to affix promotional signage at the location of operations including; cloth banners staked into the ground & one seasonally-permanent sign located on-site detailing website and contact info for rentals.
- n. The City and performance locker shall meet annually in April of each year of the agreement to review this agreement and make any modifications to payments which shall then be incorporated into the fee schedule within the budget.

Agreement Execution

IN WITNESS WHEREOF, the parties have made and executed this agreement, the day and year first above written.

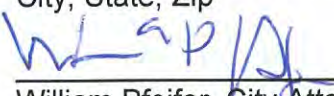
City of Alpena
OWNER

By: _____
Matthew J. Waligora, Mayor Date

By: _____
Karen Hebert, City Clerk Date

208 N. First Avenue
Business Address

Alpena, MI 49707
City, State, Zip

 5/26/17
William Pfeifer, City Attorney Date
(approved as to form only)

CONTRACTOR

By: _____
Casey Stutzman, Owner

By: _____
Title

Duck Park (main office: 1302 S. State)
Business Address

Alpena, MI 49707
City, State, Zip

989-884-1702
Business Telephone Number

Contractor's Liability Insurance

The Construction Contractor shall maintain at its own expense during the term of this Contract the insurance coverage(s) where indicated by an [X]:

A. [X] Workers Compensation Insurance:

1. Contractor shall maintain statutory workers compensation and employers liability insurance. Limits shall be no less than \$1,000,000 for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease, and \$1,000,000 disease – policy limits.
2. [] U. S. Longshore and Harborworkers Compensation Act endorsement shall be attached to the policy, exposure on an “if any” basis.
3. Contractor waives all rights against the City of Alpena, its agents, public officials, employees, and volunteers for recovery of damages to the extent these damages are covered by workers compensation and employers liability insurance obtained by the Contractor.
4. If Contractor is self-insured for purposes of workers compensation, the Contractor must submit a copy of a current letter, permit, or certification issued by the appropriate state agency.

B. [X] Commercial General Liability and Umbrella/Excess Liability Insurance:

1. Contractor shall maintain commercial general liability (CGL), and, if necessary, commercial umbrella/excess insurance with a limit of not less than \$2,000,000 each occurrence. If the CGL insurance contains a general aggregate limit, such limit shall apply separately to this project.
2. CGL insurance shall be written on ISO occurrence form or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract, including this contract and all contracts relative to this project.
3. City of Alpena shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 26 11/85, if available, or a substitute endorsement providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance program afforded to the City of Alpena. **A copy of**

the endorsement shall be provided to the City prior to the execution of the contract.

4. There shall be no endorsement or modification of the CGL insurance coverage limiting the scope of coverage for completed operations.
5. Contractor waives all rights against the City of Alpena and its agents, public officials, employees, and volunteers to the extent these damages are covered by the CGL or commercial umbrella liability maintained pursuant to this agreement.
6. Contractor shall maintain CGL and/or umbrella coverage with a limit of not less than \$2,000,000 each occurrence for at least 1 year following the substantial completion of the work. Continuing CGL insurance shall be written under the same terms and conditions as outlined above.

☒ **Business Auto and Umbrella/Excess Liability Insurance:**

1. Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each accident.
2. Such insurance shall cover liability arising out of any auto, including owned, non-owned, and hired.
3. Business auto coverage shall be written on ISO form CA 00 01, CA 00 12, CA 00 20, as it may pertain, or substitute forms providing equivalent coverages. If necessary, the policy shall be endorsed to provide for contractual liability coverage, including defense costs arising out of the assumed contractual obligations.
4. City of Alpena shall be included as an additional insured under the Business Auto Policy, and under the commercial umbrella, if any.
5. Business auto policy shall be endorsed to provide statutory Michigan No-Fault coverages.
6. Contractor waives all rights against the City of Alpena and its agents, public officials, employees, and volunteers for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella/excess insurance obtained pursuant to this agreement.

D. ☐ **Builder's Risk Insurance:**

1. Contractor shall purchase and maintain builder's risk insurance on the entire project. Such insurance shall be written in an amount equal to the contract sum. Insurance shall be written on a replacement costs basis. All approved change orders must be accompanied by an increase in the builder's risk limit of insurance at the time the change order is approved.
2. The insurance shall name as insureds the Owner, General Contractor, Construction Manager, and all contractors and subcontractors undertaking the work. The insurance shall contain a provision that the insurance shall not be cancelled or allowed to expire until at least 30 days' prior written notice has been given to the City of Alpena.
3. The insurance shall cover the entire work at the site identified in this agreement, including reasonable compensation for architect's fees made necessary by an insured loss. Insured property shall include property on the site but not yet a part of the building, portions of the work located away from the site but intended for use at the site, and shall also cover portions of the work in transit. The policy shall include as insured property scaffolding and temporary buildings located at the site. The policy shall cover the cost of removing debris, including demolition as may be legally made necessary by operation of building laws and ordinances.
4. Contractor shall purchase and maintain boiler and machinery insurance, BM 0031 or an equivalent coverage form, required by the contract documents. Object definitions no. 6 – Comprehensive Coverage (including production machinery) should be used or an equivalent form of coverage designation. The insurance shall name as insured the Owner, General Contractor, Construction Manager, and all contractors and subcontractors undertaking the work.
5. The insurance required in this section shall be written to cover "all risk" of physical loss except those specifically excluded in the policy.

E. All the above insurance policies shall contain the following wording:

"It is agreed that this insurance shall not be canceled, materially changed, or non-renewed without at least a thirty (30) day written notice to the City of Alpena at their principal mailing address."

F. Insurance Company Approval and Certificates of Insurance:

Insurance Companies, additional insured endorsements, and policy forms shall be subject to the approval of the City of Alpena. Such approval shall not be

unreasonably withheld. Contractor shall furnish the City Clerk of the City of Alpena with certificates of insurance or a certified copy of the policy if requested by the City Clerk.

II. HOLD HARMLESS CLAUSE

The Contractor shall defend, pay on behalf of, and hold harmless the City of Alpena, its employees, agents, public officials, and volunteers from and against any and all losses, damages, expenses, claims, suits, and demand of whatever nature resulting from damages or injuries, including death, to any persons or property, and including any claim for losses incurred by reason of project delay, impact (soft) costs, or other intangible losses that might result from Contractor's late or defective performance, caused by or arising out of any action, omission, or operation performed in connection with work attributable to the Contractor, any Sub-contractor, any Sub-subcontractor, any material men, any of their respective employees, agents, servants, or representatives; provided, however, the Contractor shall not be required to indemnify the City of Alpena, its employees, agents, public officials, and volunteers for any damages or injuries, including death, to any person or property caused solely and exclusively by the negligence of the City of Alpena, its employees, public officials, and volunteers.



Memorandum

Date: May 31, 2017

To: Greg Sundin, City Manager

Copy: Karen Hebert, Clerk/Treasurer/Finance Director
Donald Gilmet, City Building Official

From: Michael J. Kieliszewski, City Assistant Building Official

Subject: Public Safety 2nd floor VAV replacement Design Services

The City of Alpena has utilized the services of Aaron Wosek over the past few years to assist in the design and implementation of the HVAC improvements at the Public Safety Facility, City Hall, Water Treatment Plant and Waste Water Plant. I have been working with Mr. Wosek for the past 16 months on these various projects. I am comfortable with his knowledge and willingness to work with local contractors and suppliers. His knowledge of our buildings and working systems streamlines services to maximize dollars.

The City is now looking at replacement of the second floor VAV's including new controls. This project is the ongoing upgrades that have been in progress over the past few years. The first floor VAV units were replaced fall of 2016 with overall improved comfort levels (some of the comments I have received is "it is the best it's been in years"). The attached proposal outlines the project scope with the most noteworthy the sleeping quarters for fire\ems. This area has been problematic with comfort in the individual cubicles, with design we intend to provide some level of adjustment based on individual needs.

It is my recommendation, as Assistant City Building Official, that the City of Alpena contract with Spicer Group, Aaron Wosek for design assistance services for the lump sum of \$3,460.00. Funding for design services was included during the budget process for this project.

Attachments





May 15, 2017

PROPOSAL

To: Mike Kieliszewski
Alpena City Hall
Alpena, MI. 49707

RE: City of Alpena Public Safety Building VAV Box Upgrade – Phase 2

From: Aaron Wosek, Project Manager and HVAC and Plumbing Engineer
Darrick Huff, P.E., Principal

Dear Mike,

Thank you for the opportunity to provide this proposal for the City of Alpena Public Safety Building VAV Box Upgrade Project, Phase 2. We appreciate the work you continue to offer Spicer Group.

Project Background

The Alpena Public Safety Building houses the City of Alpena Police Department and Fire Department, and portions of the HVAC system including the boilers, air handling units and condensing units, temperature control system, and the first floor VAV boxes have been recently replaced. This proposal follows the progression to upgrade the entire HVAC system, and includes the replacement of the 2nd floor VAV boxes, controls, and some minor duct modifications.

The VAV boxes are comprised of the following components:

1. VAV Box (including control damper, linkage, and pitot tube airflow assembly)
2. VAV box control actuator.
3. VAV box digital control board.
4. VAV hot water coil
5. Hot water coil 2-way or 3-way control valve
6. Removal of existing autoflow valves and installation of new circuit setters.

A total of fourteen 2nd floor (14) VAV boxes require replacement. Modification of the existing sleeping quarters ductwork is also required.

Scope of Professional Services

Spicer Group shall provide “design assist” engineering services for the upgrade of the 2nd floor VAV boxes. In general, all VAV boxes on the first floor shall be upgraded as part of this project, and if budget allows, a select number of VAV boxes that serve the sleeping quarters may also be upgraded. A scope of services includes the following.

- Review of existing drawings.
- Heating, cooling, and ventilation (fresh air) load calculations.
- Bidding Documents including the following:
 1. Project Bid Scope

2. PDF Schematic Drawings (mark-up of original drawings to support the project scope).
 3. VAV box schedule.
 4. VAV Box Technical Specifications
- Bidding assistance including bid date coordination and bid advertisement. The City of Alpena must provide bidding specifications, and advertisement fees.
 - One (1) Site Visit for Pre-bid Conference and walk-through.
 - Total of four (4) hours for Contract Administration including phone and email support, and shop drawing review.

Services Not Included

AutoCad drawings, As-built-drawings, final inspection and punch list are not included as part of this proposal. Additional site visits shall be negotiated.

Additional Services

Additional services shall not be provided without written approval by the City of Alpena. Additional Services may be requested by the City of Alpena at any time, and shall be addressed by an additional proposal or addendum to this proposal.

Fee Schedule

Our proposed fee for the HVAC study work described above shall be:

- Lump Sum \$3,460.00

We will submit monthly invoices to you for our professional services. Additional authorized services shall also be included.

Attached to this letter is a copy of our general conditions for our services which are part of this agreement. Any changes to this agreement must be agreed to by both Spicer Group and City of Alpena.

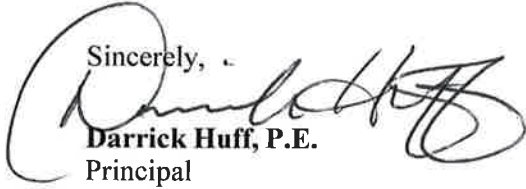
We deeply appreciate your confidence in Spicer Group, and we look forward to working with you and for you on your project.

May 15, 2017

Page 3 of 3

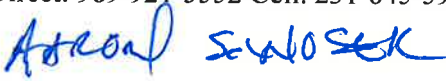
If this proposal meets with your approval, please acknowledge with an authorized signature below. Please return one executed copy to us and maintain the other for your records. We deeply appreciate your confidence in Spicer Group and look forward to working with you on this project.

Sincerely, .



Darrick Huff, P.E.
Principal

Aaron Wosek
Project Manager
HVAC and Plumbing Engineer
aaron.wosek@spicergroup.com
Direct: 989-921-5552 Cell: 231-645-5992



SPICER GROUP, INC
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5552
Fax: (989) 754-6603
E-mail: aaron.wosek@spicergroup.com

Cc: SGI File P015175P2017 - Alpena Public
Safety Building VAV Box Upgrade_Proposal

Above proposal accepted and approved
by Owner.

City of Alpena

By: _____
Authorized Signature

Date: _____

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upgrade_proposal\2017-05-02 - proposal alpena public safety
building vav box upgrade - phase 2.doc



Memorandum

Date: May 31, 2017

To: Greg Sundin, City Manager

Copy: Karen Hebert, Clerk/Treasurer/Finance Director
Donald Gilmet, City Building Official

From: Michael J. Kieliszewski, City Assistant Building Official

Subject: City Hall Boiler Design Services

The City of Alpena has utilized the services of Aaron Wosek over the past few years to assist in the design and implementation of the HVAC improvements at the Public Safety Facility, City Hall, Water Treatment Plant and Waste Water Plant. I have been working with Mr. Wosek for the past 24 months on these various projects. I am comfortable with his knowledge and willingness to work with local contractors and suppliers. His knowledge of our buildings and working systems streamlines services to maximize dollars.

The City is now looking at the boiler replacement and hydronic upgrades at City Hall, which are needed as the existing boiler was installed in 1998 and has already exceeded its life expectancy. Currently some of the existing system is frequently supervised to provide adequate comfort in various areas of the building. The attached proposal outlines the scope of design services most noted that we will be installing two (2) high efficiency boilers. This allows better efficiency and continued service should a failure occur in one of the boilers.

It is my recommendation, as Assistant City Building Official, that the City of Alpena contract with Spicer Group, Aaron Wosek for design assistance services for the lump sum of \$6,600.00. Sufficient funding is available in the City Hall Building fund.

Attachments



May 15, 2017

PROPOSAL

To: Mike Kieliszewski
Alpena City Hall
Alpena, MI. 49707

RE: Alpena City Hall Building Boiler System Replacement

From: Aaron Wosek, HVAC and Plumbing Project Engineer
Darrick Huff, P.E., Principal

Dear Mike,

Thank you for the opportunity to provide this proposal for design services for the Alpena City Hall Boiler System Replacement Project. We appreciate the work the City of Alpena continues to provide.

Project Background and Boiler Upgrade Scope

The Alpena City Hall, circa 1915, is a two-story building with basement, with total area of approximately 21,000 square feet. The existing boiler system is comprised of a single natural gas-fired, 1998 Lochinvar Copper Fin II boiler model CHN751 (750,000 BTU input, 630,000 BTU/Hr output, and 80% nominal thermal efficiency.) The boiler system utilizes two recently replaced 2014 Grundfos model UPS 43-100F, 3-speed system pumps. The boiler system serves the entire building including the perimeter heat (convectors, cabinet unit heaters, and fin-tube heating elements), and two building air handling units. The scope of the boiler replacement project includes the following:

1. Replacement of the single 1998 boiler with (2) new high efficiency condensing boilers.
2. Replacement of the existing perimeter heat control valves and thermostatic control valves.
3. Flushing, cleaning, and chemical treatment of the existing hot water piping.
4. Test and balance.

Scope of Professional Services

Spicer Group shall provide design services for the Alpena City Hall Boiler Replacement Project. Listed below are Spicer Group services included.

- Drawing set-up in AutoCad format. Building backgrounds in AutoCad format have been provided by the City of Alpena.
- Existing boiler and hot water piping system drafting and demolition drawings.
- New boiler system sizing and selection.
- Equipment schedules, details, and on-sheet mechanical HVAC specifications.
- Electrical disconnect/reconnect notes and on-sheet specifications.
- Drawings for permit, four (4) sets drawings as needed for plan review, and electronic PDF files for distribution to bidders.
- Bidding assistance including bid date coordination and bid advertisement. The City of Alpena must provide bidding specifications, and advertisement fees.
- Pre-bid meeting site visit. One (1) visit to the site for the pre-bid walk-through and conference.

- Total of four (4) hours for Construction Administration including phone and e-mail support, plan review support, and shop drawing review.

Services Not Included

- Full electrical drawings of the existing building electrical and lighting systems.
- Bidding specifications and bidding advertisement.
- Additional site visits shall be negotiated.

Additional Services

The City of Alpena may request additional services. All additional services shall be addressed by an additional proposal, or addendum to this proposal. Any additional services related to this project shall be authorized by the City of Alpena.

Fee Schedule

Our proposed fee for the HVAC design services described above shall be:

- Lump Sum \$6,600.00.

We will submit monthly invoices to you for our professional services. A bid document allowance may also be requested. Additional authorized services shall also be included.

Attached to this letter is a copy of our general conditions for our services which are part of this agreement. Any changes to this agreement must be agreed to by both Spicer Group and City of Alpena.

We deeply appreciate your confidence in Spicer Group, and we look forward to working with you and for you on your project.

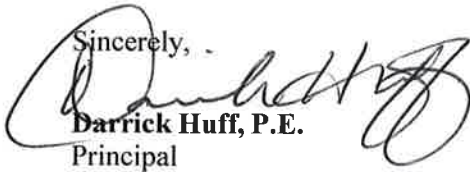
Alpena City Hall Boiler System Replacement

May 15, 2017

Page 3 of 3

If this proposal meets with your approval, please acknowledge with an authorized signature below. Please return one executed copy to us and maintain the other for your records. We deeply appreciate your confidence in Spicer Group and look forward to working with you on this project.

Sincerely, -



Darrick Huff, P.E.

Principal



Aaron Wosek

HVAC and Plumbing Project Engineer

aaron.wosek@spicergroup.com

Direct: 989-921-5552 Cell: 231-645-5992

SPICER GROUP, INC

230 S. Washington Avenue

Saginaw, MI 48607

Phone: (989) 754-4717 ext. 5552

Fax: (989) 754-6603

E-mail: aaron.wosek@spicergroup.com

Cc: SGI File P015176P2017 SMC, Acctg.

Above proposal accepted and approved
by Owner.

City of Alpena

By: _____
Authorized Signature

Date: _____

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boiler replacement.doc