

**ALPENA CITY COUNCIL MEETING**

**City Hall**

**September 8, 2020 – 6:00 p.m.**

**AGENDA**

**This meeting will be held in person, however the login information for virtual access is:**

**<https://www.gotomeet.me/CityofAlpena> or the Dial-In Number is**

**1 (646)749-3112. Access Code: 667-050-061.**

1. Call to Order.
2. Pledge of Allegiance.
3. Approval and Modification of the Agenda.
4. Approve Minutes –Regular Session & Closed Session of August 17, 2020; and Special Session & Closed Session of August 25, 2020.
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. Public Hearing.
7. Consent Agenda.
  - A. Bills to be Allowed, in the Amount of \$431,897.24.
  - B. Budget Amendment Request to Decrease General Fund Balance for Capital Building Maintenance of \$17,000.
  - C. Council Reappointment of Karen Enterline and Boris Gerber to the Wildlife Sanctuary Board for a Three-Year Term Expiring on 9/1/2023.
8. Presentations.
9. Announcements.
10. Mayoral Proclamation.

General Aviation Appreciation Month – September 2020.
11. Report of Officers.
12. Communications and Petitions.
13. Unfinished Business.
14. New Business.
  - A. Brownfield Plan for 600 Walnut Street – Mac McClelland, Manager of Brownfield Redevelopment for Otwell Mawby.
  - B. MDHSS Water Assistance Program – Rich Sullenger, City Engineer.

15. Adjourn to Closed Session to Discuss a Collective Bargaining Agreement.
16. Return to Open Session.
17. Possible Action on a Collective Bargaining Agreement.
18. Adjourn.

Rachel R. Smolinski  
City Manager

## **COUNCIL PROCEEDINGS**

**August 17, 2020**

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

Present: Mayor Waligora, Mayor Pro Tem Johnson, Councilmembers Nowak, Hess, and Mitchell.

Absent: None.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to approve the agenda.

Motion carried 5-0.

### **MODIFICATION OF THE AGENDA**

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Hess, to add an Absentee Ballot Presentation to 11B on the agenda under Report of Officers.

Motion carried 5-0.

### **MINUTES**

The minutes of the regular session of August 3, 2020 meeting were approved as printed.

### **CONSENT AGENDA**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, that the following Consent Agenda items be approved:

1. Bills Allowed – in the Amount of \$495,689.96 be Allowed and the Mayor and City Clerk Authorized to Sign Warrant in Payment of Same.
2. Budget Amendment Request to Carryover Funding from FY19-20 to FY20-21 for Information Technology Projects.
3. New Event – Suicide Prevention Walk to be held Saturday, September 26, 2020 beginning at 9:00 a.m.
4. Mayoral Appointment of Jerry Tracey to the Authority for Brownfield Redevelopment for a Three-Year Term Expiring on 09/01/2023.

Motion carried 5-0.

### **RETIREMENT RECOGNITION – POLICE DEPARTMENT**

Police Chief, Joel Jett recognized the retirements of Officers Chet Spencer and Dave Koch.

## **RETIREMENT RECOGNITION – DEPARTMENT OF PUBLIC WORKS**

City Engineer, Rich Sullenger recognized the retirements of Department of Public Works employees, Tami Romel, and Jeffery Tingler.

## **MICHIGAN MUNICIPAL LEAGUE VOTING DELEGATES**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to designate Mayor Waligora as voting delegate, and Mayor Pro Tem Johnson as alternate voting delegate for the Michigan Municipal League Annual Convention to be held online from September 29, 2020 through October 2, 2020.

Motion carried 5-0.

## **ABSENTEE BALLOT PRESENTATION**

City Clerk, Anna Soik provided information regarding absentee voting to the Council.

## **EVERGREEN CEMETERY**

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to postpone discussion on the proposed changes to Evergreen Cemetery Regulations until City Engineer Rich Sullenger brings it back to Council.

Motion carried 5-0.

## **GOOSE EGG COLLECTION**

City Engineer Rich Sullenger gave a presentation on goose egg collection within the City. Department of Public Works (DPW) employees must receive training from the Michigan Department of Natural Resources (DNR) prior to the removal of goose eggs. There was no goose egg collection in 2020 due to the Covid-19 outbreak.

## **PERFORMANCE LOCKER – LEASE AGREEMENT TERMINATION**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to terminate the lease agreement with Performance Locker for use of the Mich-e-ke-wis warming shelter, and to consider the agreement paid in full.

Motion carried 5-0.

## **MICH-E-KE-WIS PARK PLAN**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to adopt the Mich-e-ke-wis Park Plan with the understanding of modifications in the future.

Motion carried 5-0.

**BID - INFRASTRUCTURE UPGRADES TO LAFOREST AND OLIVER**

The following sealed bids were received on August 11, 2020 for the Laforest and Oliver Infrastructure Upgrade Project.

MacArthur Construction Hillman, MI \$2,070,646.60

Elmer's Crane and Dozer Hillman, MI \$2,258,908.50

Moved by Councilmember Nowak, seconded by Councilmember Hess, to award the bid to MacArthur Construction for the as tabulated bid unit prices totaling \$2,070,646.60.

Motion carried 5-0.

**RECESS**

The Municipal Council recessed at 7:37 p.m.

**RECONVENE - CLOSED SESSION**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to reconvene in closed session to discuss pending litigation regarding the City of Alpena v Charter Township of Alpena at 7:45 p.m.

Motion carried 5-0.

**RECONVENE – OPEN SESSION**

On motion of Mayor Pro Tem Johnson, seconded by Councilmember Hess, the Municipal Council reconvened in open session at 9:21 p.m.

Motion carried 5-0.

**ADJOURN**

On motion of Councilmember Nowak, seconded by Mayor Pro Tem Johnson, the Municipal Council adjourned at 9:21 p.m.

Matthew Waligora  
Mayor

ATTEST:

Anna Soik  
City Clerk

**COUNCIL PROCEEDINGS****August 25, 2020**

The Municipal Council of the City of Alpena met in special session and via teleconference on the above date and was called to order at 5:30 p.m. by the Mayor.

Present: Mayor Waligora, Mayor Pro Tem Johnson, Councilmembers Nowak, Hess, and Mitchell.

Absent: None.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**APPROVAL OF AGENDA**

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to approve the agenda.

Motion carried 5-0.

**RECESS**

The Municipal Council recessed at 5:33 p.m.

**RECONVENE IN CLOSED SESSION**

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to reconvene in closed session to discuss pending litigation regarding the City of Alpena v Charter Township of Alpena at 5:35 p.m.

Motion carried 5-0.

**RECONVENE IN OPEN SESSION**

On motion of Mayor Pro Tem Johnson, seconded by Councilmember Nowak, the Municipal Council reconvened in open session at 7:49 p.m.

Motion carried 5-0.

**ADJOURN**

On motion of Mayor Pro Tem Johnson, seconded by Councilmember Nowak, the  
Municipal Council adjourned at 7:52 p.m.

Matthew Waligora  
Mayor

ATTEST:

Anna Soik  
City Clerk

## INVOICE REGISTER

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EXP CHECK RUN DATES 09/09/2020 - 09/09/2020

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

7.A.

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ADRIENNE THOMPSON	081920	MEAL REIMB - EMS	227.33
AIRGAS USA LLC	9972519150	VEH MAINT - DPW	68.20
AIRGAS USA LLC	9104409017	VEH MAINT - DPW	6.94
ALLEGRA ALPENA	150616	SUPPLIES - PUBLIC WORKS	107.23
ALPENA AGENCY INC	39837	FIDUCIARY INS - RET/C/T	7,706.00
ALPENA COUNTY TREASURER	100	PAGERS - FIRE/EMS	16,089.00
ALPENA COUNTY TREASURER	101	RADIO SET-UP FEE - FIRE/EMS	1,500.00
ALPENA COUNTY TREASURER	083120	NEMCMH ANNL FIBER LEASE	1,651.68
ALPENA GLASS CO INC	391829	MAINT - PUBLIC WORKS	246.00
ALPENA MARKETPLACE PRODUCTIONS	100 08/20	TAPING FEES - COUNCIL MTG	450.00
ALPENA POWER COMPANY	090920	ELECTRIC	7,507.29
ALPENA TOWNSHIP	072220	REIMB GARAGE NATURAL GAS - FIRE/EMS	18.74
ALPENA TRIM LLC	082420	VEH MAINT #65	20.00
AMAZON CAPITAL SERVICES INC	11XK-H63C-W11L	UNIFORMS - POLICE	23.98
AMAZON CAPITAL SERVICES INC	13CH-Q7TM-RWYV	SUPPLIES - ELECTION	59.99
AMAZON CAPITAL SERVICES INC	1TKR-GGGR-J6LN	SUPPLIES - ELECTION	239.96
AMAZON CAPITAL SERVICES INC	1HNY-QMF6-P9LT	LENOVO LAPTOP - IT	769.99
ANDREA KARES	090120	TRAVEL STIPEND - PLANNER	1,200.00
ANDREA KARES	090320	REIMB DRUG SCREEN - PLANNER	49.00
ANDREW WILLIAMS	083120	MEAL REIMB - EMS	69.30
APPLIED INDUSTRIAL TECH-MI LTD	7019523987	VEH MAINT - DPW	195.88
AXON ENTERPRISE INC	SI-1675446	UNIFORMS - POLICE	141.00
AXON ENTERPRISE INC	SI-1675514	SUPPLIES - POLICE	150.00
BANDIT INDUSTRIES INC	745669	VEH MAINT - DPW	128.42
BANDIT INDUSTRIES INC	746790	VEH MAINT - DPW	(47.52)
BEAVER RESEARCH COMPANY	0316791-IN	SUPPLIES - PUBLIC WORKS	392.64
BELL EQUIPMENT COMPANY	0173270	VEH MAINT - DPW	928.65
BELL EQUIPMENT COMPANY	0173126	VEH MAINT #69	682.74
BERG ASSESSING & CONSULTING INC	082720	ASSESSING CONTRACTED SVCS 09/20	7,083.00
BOUND TREE MEDICAL LLC	83709248	SUPPLIES - AMB DISP	67.45
BOUND TREE MEDICAL LLC	83710866	SUPPLIES - AMB DISP	169.60
BOUND TREE MEDICAL LLC	83716770	SUPPLIES - AMB DISP	573.50
BOUND TREE MEDICAL LLC	83716771	SUPPLIES - AMB DISP	191.76
BOUND TREE MEDICAL LLC	83745471	SUPPLIES - AMB DISP	80.61
BROOKE STEVENS	081720	BANNER DESIGN - DDA	100.00
BRUCE TILLINGER	083120	MECHANICAL INSP SVCS 08/20	1,812.00
BRUCE TILLINGER	083120A	PLUMBING INSP SVCS 08/20	1,382.40
CARRIER & GABLE INC	IN19475	BRIDGE MAINT - MAJ ST	69.04
CDW GOVERNMENT INC	ZRN1154	WINDOWS SERVER LICENSE	689.86
CHARTER COMMUNICATIONS	0591 09/20	FAX LINE - CITY HALL	79.98
CHARTER COMMUNICATIONS	5434 09/20	FAX LINE - PUBLIC SAFETY	39.99
CITY OF ALPENA	213-001 0820	SEW/WATER - MCRAE PK	168.06
CITY OF ALPENA	214-001 0820	SEW/WATER - MCRAE CONC STND	111.08
CITY OF ALPENA	214-007 0820	SEW/WATER - 9TH AVE TWR	1,355.37
CITY OF ALPENA	4524-001 0820	SEW/WATER - LONG LK COLD STORAGE	49.80
CITY OF ALPENA	6431-001 0820	SEW/WATER - N RIVERFRONT PK	344.77
CITY OF ALPENA	6432-001 0820	SEW/WATER - LONG LK AVE	824.58
CITY OF ALPENA	8111-002 0820	SEW/WATER - SPLASH PK	12,293.53
CITY OF ALPENA	10354-001 0820	SEW/WATER - TRAILHEAD	76.08
DAVE SCHULTZ CONSTRUCTION AND	081320	BLDG MAINT - FIRE/EMS	2,725.00
DEAN ARBOUR FORD LINCOLN MERCURY	157185	VEH MAINT - POLICE	211.67
DEAN ARBOUR FORD LINCOLN MERCURY	30434	VEH MAINT - FIRE EQ	2.83
DONALD H GILMET	083120	MILEAGE 08/20	170.78
DOUGLAS KRUEGER	083120	MEAL REIMB - EMS	167.75
EAGLE SUPPLY CO	115850	SUPPLIES - FIRE/EMS	440.90
EAGLE SUPPLY CO	115880	SUPPLIES - CITY HALL	22.00
EAGLE SUPPLY CO	115913	SUPPLIES - CITY HALL	96.00
ELECTION SOURCE	20-52833	SUPPLIES - ELECTION	2,105.00
ENVIRONMENTAL CONSULTING &	202058	GREAT LAKES MARITIME WATERFRONT PAR	14,290.11
FAMILY ENTERPRISE EMBROIDERY	64264	UNIFORMS - FIRE/EMS	20.00
FASTENAL COMPANY	MIALP177369	SUPPLIES - PUBLIC WORKS	7.13
FASTENAL COMPANY	MIALP177455	VEH MAINT - DPW	27.84
FASTENAL COMPANY	MIALP177491	SUPPLIES - PW/PKS	176.29
FEDERAL EXPRESS	7-101-35716	SHIPPING FEES	18.16
FITZPATRICK'S HARDWARE	5261078	VEH MAINT - DPW	35.12
FITZPATRICK'S HARDWARE	5266494	VEH MAINT - DPW	8.58
FRANCIS ROSINSKI	083120	ELECTRICAL INSP SVCS 08/20	1,936.00
FRANKS KEY & LOCK SHOP INC	40726	SUPPLIES - FIRE/EMS	9.00
FRANKS KEY & LOCK SHOP INC	40807	SUPPLIES - PUBLIC WORKS	7.50
FREESE HYDRAULICS & EQUIP REPAIR	37663	VEH MAINT #57	174.06
FREESE HYDRAULICS & EQUIP REPAIR	37677	VEH MAINT - DPW	41.04
FRONTIER	9535 09/20	ALARM PHONE LINES - SEWER	594.54



# INVOICE REGISTER

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EXP CHECK RUN DATES 09/09/2020 - 09/09/2020

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OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
GALLS LLC	016223895	UNIFORMS - FIRE/EMS	447.16
HALLS SERV-ALL	073120	RENTAL FEE - PARKS	1,837.50
HAROLD KNOPP	081920	MEAL REIMB - EMS	15.00
HAVILAND	365851	SODIUM HYPOCHLORITE	4,158.81
HAVILAND	366938	SODIUM HYPOCHLORITE - WATER	4,215.51
HOME DEPOT CREDIT SERVICES	60736	SUPPLIES - FIRE/EMS	11.64
HOME DEPOT CREDIT SERVICES	3013665	VEH MAINT - FIRE/EMS	9.97
HOME DEPOT CREDIT SERVICES	3836361	SUPPLIES - FIRE/EMS	149.34
HOME DEPOT CREDIT SERVICES	1100563	SUPPLIES - PARKS	48.80
HOME DEPOT CREDIT SERVICES	8074740	SUPPLIES - PUBLIC WORKS	14.98
HOME DEPOT CREDIT SERVICES	7064169	SUPPLIES - FIRE/EMS	169.00
INTEGRITY MARKETING PRODUCTS	22980	UNIFORMS - FIRE/EMS	951.25
IRVING ENTERTAINMENT	082820	PROMOTIONAL VIDEO/PHOTOS - DDA	250.00
JEFFERY KING	081220	MEAL REIMB - EMS	161.50
JEFFERY KING	083120	MEAL REIMB - EMS	68.03
LAKESHORE PLUMBING, HEATING &	43633	MAINT - PUBLIC WORKS	99.00
LARRY'S AUTO COLLISION	1267	VEH MAINT - FIRE/EMS	5,828.00
LARRY'S AUTO COLLISION	1268	VEH MAINT - FIRE/EMS	1,372.00
LINESSA MELLBERG	082420	REIMB EYEGGLASS DAMAGE - POLICE	101.04
MAKAYLA GROCHOWSKI	081720	BANNER DESIGN - DDA	100.00
MCDONALD AUTO SUPPLY INC	934637	SUPPLIES - FIRE/EMS	5.98
MCDONALD AUTO SUPPLY INC	935925	SUPPLIES - PUBLIC SAFETY	6.98
MERIDIAN CONTRACTING SERVICES LLC	2124	REPLACE FASCIA PANELS - BOAT HARBOR	9,225.56
MHR BILLING	3722	BILLING 07/20 - EMS	8,200.92
MICHAEL MANCHESTER	083120	MEAL REIMB - EMS	107.45
MICHIGAN BOATING INDUSTRIES	300001763	2020-21 MEMBERSHIP DUES	295.00
MICHIGAN CAT	PD11350568	VEH MAINT - DPW	235.24
MICHIGAN DOWNTOWN ASSOCIATION	2599	2020-21 DUES - DDA	300.00
MICHIGAN PIPE & VALVE	T008202	MAINT - WATER	216.00
MICHIGAN PIPE & VALVE	T008203	MAINT - WATER	614.00
MICHIGAN PIPE & VALVE	T008511	MAINT - WATER	1,239.50
MICHIGAN PIPE & VALVE	T008556	MAINT - WATER	1,484.00
MICHIGAN PIPE & VALVE	T008695	MAINT - WATER	6,986.00
MICHIGAN PIPE & VALVE	T008847	MAIN VALVES - WATER	15,949.00
MICHIGAN PIPE & VALVE	T008897	REPL WATER SERVICES	132.00
MICHIGAN STATE POLICE	551-564511	SOR REGISTRATION - POLICE	30.00
MID MICHIGAN HEALTH	700000774 08/20	EMPLOYEE PHYS - POL/PW	174.00
MID MICHIGAN MEDICAL CENTER-ALPENA	H500125370103	EMPLOYEE PHYS - PW	249.00
NEMCOG	06-658-200724	MICH-E-KE-WIS PARK PLAN	477.85
NEMCOG	07-738-200820	PLANNING SERVICES - MGR	1,052.14
NORTHERN DIVERS USA	A01846463-2	WTP RAW WATER INTAKE CLEANING	214,260.00
OFFICE DEPOT	15523976	SUPPLIES - POL/FIRE/EMS	552.84
PENGUIN MANAGEMENT, INC.	61532	DISPATCHING SYSTEM - FIRE/EMS	774.00
PITNEY BOWES INC	1016181791	SUPPLIES - CITY HALL	28.48
PRIORITY ONE EMERGENCY	70067262	UNIFORMS - FIRE/EMS	313.96
PRIORITY ONE EMERGENCY	70067587	RADIO MAINT - POLICE	81.99
PVS TECHNOLOGIES INC	273724	FERROUS CHLORIDE - SEWER	4,739.68
R & R FIRE TRUCK REPAIR	58227	VEH MAINT - FIRE EQ	2,460.22
RAPID RESULTS	10815	DRUG SCREEN - POLICE	30.00
RESERVE ACCOUNT-PITNEY BOWES	082520	POSTAGE - MAIL MACHINE	1,000.00
ROBERT EDMONDS	083120	PUBL/TRAVEL EXP - FIRE/EMS	92.00
ROWLEYS WHOLESALE	1178212-00	VEH MAINT - DPW	235.99
ROWLEYS WHOLESALE	1178287-00	VEH MAINT - DPW	25.96
RS TECHNICAL SERVICES INC	DB-1533	BLEACH PUMP - WATER	1,342.50
SANDI NEUMANN	081720	BANNER DESIGN - DDA	100.00
SEVAN K INC	303 07/20	VEH MAINT - FIRE/EMS/CH	103.42
SEVAN K INC	313 07/20	VEH MAINT - POLICE	90.00
SPARTAN DISTRIBUTORS INC	11816468	VEH MAINT - DPW	16.57
SPARTAN DISTRIBUTORS INC	11816469	VEH MAINT - DPW	369.52
SPARTAN DISTRIBUTORS INC	11816719	VEH MAINT - DPW	60.16
SPARTAN DISTRIBUTORS INC	11817229	VEH MAINT - DPW	107.10
STATE CHEMICAL SOLUTIONS	901652168	SUPPLIES - FIRE/EMS	520.40
SUPERIOR FABRICATING INC	15361	VEH MAINT #64	545.00
SUPERIOR IMAGE CLEANING	090220	CITY CUSTODIAL SERVICES	3,981.32
TARRIE WRIGHT	082520	DEMOLITION - 154 E BIRCH	12,056.00
TED FESTERLING LLC	8777	VEH MAINT - DPW	626.40
TENURGY LLC	ALP-108	ELECTRIC RATE SAVINGS - WTR PLNT/LFT S	420.39
TRUGREEN PROCESSING CENTER	126911270	MAINT- CEMETERY	39.95
VALLEY TRUCK PARTS INC	3-1213280	VEH MAINT - DPW	366.34
VERIZON CONNECT NWF INC	2182813	VEHICLE TRACKING SVC 08/20 - EMS	32.38
WAL-MART	012122	SUPPLIES - FIRE/EMS	37.50
WITMER PUBLIC SAFETY GROUP	E1984922.001	SUPPLIES - FIRE/EMS	65.59

**INVOICE REGISTER**

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EXP CHECK RUN DATES 09/09/2020 - 09/09/2020

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
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Total:			403,897.01
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CHECKS RAN ON 8/25/20	28,000.23
(BREAKDOWN OF INVOICES PAID ATTACHED)	-----
TOTAL FOR 9/8/20 COUNCIL MEETING	431,897.24

**INVOICE REGISTER**

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EXP CHECK RUN DATES 08/25/2020 - 08/25/2020

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ALPENA COUNTY TREASURER	072820	2019 TAX TRIBUNAL ADJ - DARKON	7,228.04
ALPENA COUNTY TREASURER	073120	2018 TAX TRIBUNAL ADJ - DARKON	3,762.85
ALPENA POWER COMPANY	082520	ELECTRIC	9,124.04
CHARTER COMMUNICATIONS	2978 08/20	WATER TWR INTERNET SIGNALS	566.88
DTE ENERGY	082520	GAS	2,122.05
FRONTIER	2793 08/20	TELEPHONE - POL/FIRE/EMS	118.98
VERIZON WIRELESS	9860438746	CELL TELEPHONES/IPADS	2,126.12
VERIZON WIRELESS	9860438745	CELL TELEPHONES	514.69
VISA/ELAN FINANCIAL SERVICES	2432 08/20	SUPPLIES - CLERK/TREAS	74.32
VISA/ELAN FINANCIAL SERVICES	3610 08/20	SUPP/TR/PROMO/UTIL - DDA	428.43
VISA/ELAN FINANCIAL SERVICES	3660 08/20	CERTIFICATION - BLDG	95.00
VISA/ELAN FINANCIAL SERVICES	4503 08/20	SUPP/MAINT - IT/ENG	1,077.40
VISA/ELAN FINANCIAL SERVICES	5087 08/20	SUPP/FOOD/SERV/AD/LOG IN - MGR/IT	142.55
VISA/ELAN FINANCIAL SERVICES	6116 08/20	SUPP/TRAINING/FOOD/SERV - FIRE/EMS	385.04
VISA/ELAN FINANCIAL SERVICES	6134 08/20	FOOD/SERVICE/SIMPLE - MGR/IT	169.23
VISA/ELAN FINANCIAL SERVICES	7661 08/20	FOOD/SERVICE - CLERK/TREAS	64.61
Total:			28,000.23

## BUDGET AMENDMENT REQUEST

FUND: 101 - General

DEPARTMENT: 170 - City Hall

PROJECT: \_\_\_\_\_

Account No.	Account Description	Current Budget	Proposed Increase or (Decrease)	Proposed Budget
101-170-970.050	Cap - Bldg. Maint.	\$34,443	\$17,000	\$51,443

Justification for Budget Amendment

For repair of the elevator shaft. This will come from fund balance as it was not originally budgeted.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Michigan Uniform Accounting and Budget Act:

\*\* Requires budget amendments before any expenditures exceed the budget.

\*\* The City Manager and City Clerk/Treasurer/Finance Director are authorized by the Municipal Council to make budgetary transfers within the departments established through this budget. All transfers between departments or funds or from fund balance may be made only by further action of the Municipal Council.

NA

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Anna Soik 8/18/2020

Clerk/Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Roshul Swindie 8/18/20

City Manager \_\_\_\_\_ Date \_\_\_\_\_

City Council \_\_\_\_\_ Date \_\_\_\_\_

9/8/2020

	NAME	BOARD	TERM	New Ex. Date	APPT AUTH
Reappoint	Karen Enterline	Wildlife Sanctuary Board	3	9/1/2023	City Council
Reappoint	Boris Gerber	Wildlife Sanctuary Board	3	9/1/2023	City Council

## 600 WALNUT REDEVELOPMENT BROWNFIELD PLAN



Bruce and Julie Dietz  
Alpena Authority for Brownfield Redevelopment  
City of Alpena

1

## OUTLINE

- Summary
- Eligible Property
- Project Overview
- Eligible Activities
- Brownfield Plan

2

## SUMMARY

- Bruce and Julie Dietz have purchase agreement to acquire 600 Walnut Street, a portion of the former Alpena Community College
- The proposal is to remove the building, including asbestos abatement, and construct a 15,800 square foot office building for lease by the State of Michigan
- The asbestos abatement and demolition costs are extensive and threaten the project's economic viability.
- A Brownfield Plan can provide financial assistance to ensure an economically viable and successful project.
- Increased incremental taxes will be capture to reimburse Brownfield Eligible Activities over time.

3

## 600 Walnut Redevelopment



4

## 600 Walnut Redevelopment



5

## 600 Walnut Redevelopment

- Asbestos must be abated prior to demolition.
- Existing building will be demolished
- New construction of a 15,800 square foot one-story building with site improvements
- Office space for the State of Michigan
- Anticipated investment of \$1.9 million
- Creation of 2.5 jobs
- Redevelopment of an underutilized building

6

### Environmental Eligible Activities Costs

Eligible Activities		
Baseline Environmental Assessment		\$24,500
Phase I Environmental Site Assessment	\$2,000	
Phase II Environmental Site Assessment	\$20,000	
Baseline Environmental Assessment	\$2,500	
Due Care Activities		\$27,500
Due Care Assessment/Plan	\$12,500	
Soil Disposal	\$15,000	
Subtotal		\$52,000
Contingencies (15%)		\$7,800
Eligible Activities Subtotal		\$59,800
Interest (5% for 10 years)		\$9,500
Work Plan Development, Review, Implementation		\$9,000
Environmental Eligible Activities Subtotal		\$78,300
AABR Administrative and Operating Costs		\$8,000

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### Non-Environmental Eligible Activities Costs

Eligible Activities	Cost
Asbestos Abatement	\$153,000
Demolition	\$158,000
Site Preparation	\$93,500
Geotechnical Engineering	\$10,000
Grading and Land Balancing	\$20,000
Relocation of Active Utilities	\$30,000
Staking	\$5,000
Temporary Facilities, Site Control, Protection	\$20,000
Engineering	\$8,500
Subtotal	\$405,000
Contingencies	\$60,750
Eligible Activities Total	\$465,750
Interest (5% for 10 years)	\$137,400
Work Plan Development, Review, Implementation Costs	\$18,000
Non-Environmental Eligible Activities Subtotal	\$621,150
AABR Administrative and Operating Costs	\$18,000

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## BROWNFIELD PLAN

- Brownfield Plan identifies the Eligible Property, details the Eligible Activities, and estimates the tax capture.
- Brownfield Plan is approved by the Alpena Authority for Brownfield Redevelopment
- Notices are sent to taxing jurisdictions
- A public hearing is held and the Brownfield Plan is approved by the City Council.

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## ACT 381 WORK PLAN

- An Act 381 Work Plan is prepared and submitted for approval of State tax capture
  - Michigan Department of Environment, Great Lakes, and Environment (EGLE) for Environmental Eligible Activities
  - Michigan Economic Development Corporation (MEDC)/Michigan Strategic Fund (MSF) for Non-Environmental Eligible Activities
    - Also requires extensive financial and other project information
- Up to sixty (60) day approval process

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## REIMBURSEMENT AGREEMENT

- Describes the fiscal and operational roles and responsibilities
- Key Considerations:
  - Provides for reimbursement allocations
  - Conditions precedent to reimbursement
    - Approval of Act 381 Work Plan by State
    - All obligations have been met
    - Adequate TIF revenue
    - Timely payment of property taxes
    - Process for documenting and approving expenses
    - Protects BRA from liability
- Approved by the Brownfield Authority and Developer, and Governing Body if Infrastructure Eligible Activities

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## PROPOSED BROWNFIELD SCHEDULE

<i>ACTION</i>	<i>BOARD</i>	<i>DATE</i>
Project Introduction	AABR	July 21
Brownfield Plan Approval	AABR	August 25
Notices to Taxing Jurisdictions		August 26
Public Hearing, Brownfield Plan Approval	City Council	September 8
Act 381 Work Plan	MSF	December 8

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**RESOLUTION No. 2020-  
A RESOLUTION APPROVING THE BROWNFIELD PLAN  
FOR THE 600 WALNUT REDEVELOPMENT**

**Whereas**, the Michigan Brownfield Redevelopment Financing Act, Act 381, P.A. 1996 as amended, authorizes municipalities to create a brownfield redevelopment authority to promote the revitalization, redevelopment, and reuse of contaminated, blighted, functionally obsolete, or historically designated property through tax increment financing of eligible activities approved in a Brownfield Plan; and

**Whereas**, the Alpena City Council (the "Council") established the Alpena Authority for Brownfield Redevelopment (the "Authority") under the procedures under Act 381 and filed with the Secretary of State on March 21, 1997 to facilitate the redevelopment of Brownfields within the City of Alpena; and,

**Whereas**, a Brownfield Plan has been prepared and submitted for the redevelopment of 600 Walnut Street, a portion of the former Alpena Community College that outlines the qualifications, costs, impacts, and incentives for the project developed by Bruce and Julie Dietz for reimbursement from Brownfield Tax Increment Revenues with the adoption of the Brownfield Plan; and

**Whereas**, the Authority reviewed the Brownfield Plan at a meeting on August 27, 2020 and found that the Brownfield Plan meets the requirements of Act 381 and constitutes a public purpose removing a underutilized building and significantly increasing the value of downtown property, increased private investment and property tax value, and providing employment; and

**Whereas**, the Authority approved the Brownfield Plan and recommends approval by the Alpena City Council;

**Whereas**, a public hearing on the Brownfield Plan was held on September 8, 2020, and notice of the public hearing and notice to taxing jurisdictions has been provided in compliance with the requirements of Act 381; and

**Now, Therefore, be It Resolved, Whereas**, The Council has reviewed the Brownfield Plan and finds, in accordance with the requirements of Section 14 of Act 381 that:

- (a) The Brownfield Plan constitutes a public purpose of environmental protection, job creation, increased private investment and economic development, redevelopment of a functionally obsolete and blighted property and increased property tax value;
- (b) The Brownfield Plan meets the requirements of Sections 13 and 13b of Act 381, Brownfield Plan Provisions as described in the Brownfield Plan, consistent with format recommended by the State of Michigan, including a description of the costs intended to be paid with tax increment revenues, a brief summary of Eligible Activities, estimate of captured taxable value and tax increment revenues, method of financing, maximum amount of indebtedness, beginning date and duration of capture, estimate of impact on taxing jurisdictions, legal description of Eligible Property, estimates of persons residing on the Eligible Property if applicable, and a plan and provisions for relocation of residents, if applicable;
- (c) The proposed method of financing the costs of Eligible Activities, private financing arranged by the Developer is feasible and that the Authority will not arrange financing, as described in Section 3.2 of the Brownfield Plan;
- (d) The costs of Eligible Activities proposed are reasonable and necessary to carry out the purposes of Act 381, including meeting regulatory requirements for environmental due diligence and due

care, lead and asbestos abatement prior to demolition, demolition is necessary to provide for new construction, and the cost estimates are based on evaluation from certified professionals, experience in comparable projects, and preliminary discussions with reputable companies, as described in Section 4.1, 4.2, and 4.3 of the Brownfield Plan; and

- (e) The amount of captured taxable value estimated from the adoption of the Brownfield Plan is reasonable, as calculated in Table 2 of the Plan, based on calculations of the tax revenues derived from taxable value increases and millage rates approved and authorized by the taxing jurisdictions on an annualized basis and balances against the outstanding Eligible Activity obligation approved as part of the Brownfield Plan and expenses reviewed and approved by the Authority; and

**Be it Further Resolved** that pursuant to the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of 1996, as amended, being MCL 125.2651, *et seq*, the Alpena City Council hereby approves the Brownfield Plan for the 600 Walnut Redevelopment.

**Be it Further Resolved** that should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof, other than the part so declared to be invalid; and,

**Be it Further Resolved** that any prior resolutions, or any part thereof, in conflict with any of the provisions of this Resolution are hereby repealed.

Councilmember \_\_\_\_\_ moved to adopt the above resolution, seconded by Councilmember \_\_\_\_\_

Ayes:

Nays:

Absent:

Resolution declared \_\_\_\_\_.

I, Anna Soik, City Clerk of the City of Alpena, DO HEREBY CERTIFY that the above is a true cop of a resolution adopted by the Municipal Council at a regular meeting on September 8, 2020.

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Anna Soik  
City Clerk




# Memorandum

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Date: September 2, 2020

To: Mayor and City Council Members

Copy: Rachel Smolinski, City Manager  
Anna Soik, City Clerk/Treasurer/Finance Director

From: Rich Sullenger, City Engineer 

Subject: MDHHS Water Assistance Program

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The City of Alpena has been approved to participate in the Michigan Department of Health and Human Services Water Assistance Participation Program. This program established 25 million dollars to ensure vulnerable families have access to water during the tough economic times of the Covid-19 pandemic.

The attached letter provides more details on the program but the basics are that the City will partner with the local community Action Agency, CAA, in this case Northeast Michigan Community Service Agency, to identify those families currently receiving assistance from the state. These families will be eligible for up to a \$700 credit, to be paid from the available 25 million, for each water and sewer utility. Thus, those eligible families will be able to have up to \$1,400 of their water and sewer utility bill paid directly to the utility.

The City will have to provide the necessary data to the local CAA who will coordinate with MDHHS to identify those accounts which would be eligible based on the family receiving assistance. Once identified, the City will be notified of the eligible accounts and a payment made to the utility for arrearages up to \$1,400, per account.

The City has in excess of \$75,000 in arrearages on utility bills at this time. While not all of these arrearages will be offset by this program, it will provide families receiving assistance the opportunity to have their arrearages reduced or eliminated which they never would be able to get out from under without the program.

It is my recommendation, as City Engineer, that the City enter into the data sharing agreement and participate in this program.

Attachments





STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ROBERT GORDON  
DIRECTOR

August 25, 2020

CITY OF ALPENA  
RACHEL SMOLINSKI, MANAGER  
208 North First Avenue  
ALPENA, MI 49707

RE: CITY OF ALPENA  
Water Assistance Participation Confirmation Letter  
WSSN 00160

Dear Ms. SMOLINSKI,

Senate Bill 690 (SB690) appropriated \$25 million for municipal water system assistance. The program is a partnership between, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) the Executive Office of the Governor, and the Michigan Department of Health and Human Services (MDHHS). The purpose of the program is to ensure vulnerable families have access to water during these difficult economic times while mitigating the spread of COVID-19.

You are receiving this letter because our records show you have opted into the Water Assistance Program.

MDHHS will be implementing the Water Utility Assistance Program through the local Community Action Agencies (CAAs). To date approximately 20% of Michigan's water providers have decided to participate in the program.

Your participation includes:

- Water arrearage payments up to \$700 per low-income food assistance recipients identified in the MDHHS data matching process will be made to water providers.
  - Coordination with the local CAA which includes entering into a Data Share Agreement.
  - Participation includes the safe protected submission of water customer data to CAAs and MDHHS as mandated by SB690 to identify eligible Water Assistance Program customers.
- Additional Requirements in SB690 include
  - The water provider cannot shut off water service to residential customers for a minimum of 90 days after the customer receives water assistance.

- If funding is available after the arrearage portion of the program and from the end of the State of Emergency to December 1, 2020, MDHHS will work with the water providers and CAAs to offer a 25% credit on eligible households water service bills.
- The water provider cannot take any action that affects a household's credit score or pursue any type of collection action against a water customer for 90 days after the customer receives water assistance.
- The water provider must notify the eligible residential customer of payments made by MDHHS on the next billing statement.
- The water provider must provide eligible residential customers with any additional assistance available through the water provider's own residential assistance program.

#### **Local Community Action Agency Contact Information**

##### **Northeast Michigan Community Service Agency**

Ms Lisa Bolen, Executive Director  
2375 Gordon Road  
Alpena, MI 49707

(989) 329-3664 rachels@alpena.mi.us; richs@alpena.mi.us

Code Associated with CAA for data file (include leading zeros): **0004022**

#### **Key Dates**

- **August 28, 2020** Enter into a Data Share Agreement with the local CAA
- **September 1 – 9, 2020** Water Providers will pull, encrypt, and upload data file
- **October 16, 2020** Water Provider Payments will begin

#### **Data Match Technical Setup**

Please confirm the following technical support information on file to assist in the data matching process.

##### **IT Support:**

##### **Authorized User:**

If an authorized person is not listed above, please use the link below to provide the contact information.

<https://www.surveymonkey.com/r/DataMatchSetup>

We will be hosting the following webinars to help you work through the data matching process. The data matching pilot has helped us streamline our approach and identify several solutions to barriers. The results of the pilot workgroup are being used to ensure the data matching process will yield a high percentage of eligible customers.

**Webinar Schedule:**

- **August 31, 2020**

Participants should have their Data Share Agreements completed before the webinar. We will discuss the next phase of the work, share the results of the data match pilot, discuss due dates, ensure all participants understand the technical requirements of transferring data, review how to assemble the text file, and answer questions.

Registration Link: <https://attendee.gotowebinar.com/register/334050733399929102>

- **August 31, 2020**

We will host a technical webinar with the technical team and authorized users identified by water providers and CAAs. We will discuss the process, pitfalls in pulling data, how to assemble the text file, and the process to upload a protected encrypted file.

Registration Link: <https://attendee.gotowebinar.com/register/1188453731553986062>

- **September 10, 2020**

Water providers should have transferred the text file to the CAA's site. We will discuss the next steps, discuss due dates, and answer questions.

Registration Link: <https://attendee.gotowebinar.com/register/2639087800590518286>

- **October 12, 2020**

MDHHS should have identified all eligible households from the data match process. We will discuss the total amount of arrearage payments to be made, discuss due dates, share any updates to the program based on the data match results, and answer questions.

Registration Link: <https://attendee.gotowebinar.com/register/585200079904931598>

Please reach out to me or my team during the data matching process phase of the work at [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov).

Our records show that you have decided **to participate in the Water Assistance Program**. If you have received this notice in error and your organization is not willing to participate in the program, please contact me at [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov).

Thank you,



Kris Schoenow, Executive Director  
Bureau of Community Action and Economic Opportunity

cc: Melanie Sanford, BCAEO  
Ben Gulker, BCAEO  
Lisa Bolen, Northeast Michigan Community Service Agency

## **COVID-19 Water Payment Program Frequently Asked Questions (FAQs)**

### **1. What time frame does the Water Payment Program cover?**

- a. The COVID Water Payment Program covers arrearages that occurred on or after March 1<sup>st</sup>, 2020. Arrearages accrued prior to March 1<sup>st</sup>, 2020 are NOT covered by this program. The program will continue through the end of December 2020 or until the funding for this program has been exhausted, whichever occurs first.

### **2. Who is eligible for assistance with arrearages under this program?**

- a. Residential customers who are receiving food assistance program (Supplement Nutrition Assistance Program) benefits at the time that the water file is matched are eligible for arrearage repayment under this program so long as the arrearages occurred on or after March 1<sup>st</sup>, 2020 and during the state of emergency.

### **3. How does a resident apply for this program?**

- a. A resident does not apply for this program. Participation in the program is determined by the utility provider. Once a provider agrees to participate the local Community Action Agency will determine if a resident identified by the utility as having arrearages meets the eligibility criteria.

### **4. What does the water utility provider need to do right now or in the immediate future in order to participate?**

- a. MDHHS will be implementing the Water Utility Assistance Program through the local Community Action Agencies (CAAs). The local CAAs will be reaching out to each of the water utility providers in their catchment areas in late July or early August regarding the Water Utility Assistance Program. To participate, the water utility will need to respond when the local CAA reaches out and will also need to enter into an agreement with local CAA if it decides to participate in the Water Utility Assistance Program.

### **5. How does the program work?**

- a. First, the participating water utility provider enters into a data share agreement with the local Community Action Agency (CAA), then the water utility provider sends a list of clients with arrearages to the local CAA
- b. The Michigan Department of Health and Human Services (MDHHS) may request assistance from both the water utility provider and the local CAAs in gathering the information necessary from residents with arrearages to determine food assistance eligibility. Details on any potential request for assistance from MDHHS are still being discussed and will be shared as soon as possible.
- c. The CAA sends the list from the water utility provider to MDHHS
- d. MDHHS then matches the list with food assistance program recipients
- e. MDHHS/Bureau of Community Action and Economic Opportunity will send the list to CAA for water utility payment

- f. CAA sends the payments to the water utility provider with identification as to for whom the money is being paid
- g. Water utility provider updates their records and sends a list to CAA to verify customer arrearage is paid
- h. Water utility provider notifies customers (in next billing cycle or after payment was received)

**6. In exchange for participation, what is required of the water utility?**

- a. The water utility cannot shut off water service to residential customers for a minimum of 90 days after the customer receives water assistance
- b. If funding is available for reimbursement, provide a 25% discount on the amount billed in water service bills (shown as a credit or payment received on the next bill after reimbursement is received), sent to residential customers after the state of emergency through December 1, 2020, for eligible residential water customers
- c. The water utility cannot take any action that affects a household's credit score or pursue any type of collection action against a water customer for 90 days after the customer receives water assistance
- d. The water utility must notify the eligible residential customer of payments made by MDHHS on the next billing statement
- e. The water utility must provide eligible residential customers with any additional assistance available through the water utility's own residential assistance program

**7. What does the program provide for an eligible household?**

- a. So long as funds are available, the program will cover up to \$700 in arrearages for each water and wastewater utilities for an eligible residential customer. If the total amount of arrearages requested to be paid statewide exceeds the amount in the fund created by the legislation, then the amounts paid for each eligible household will be prorated and may be less than the total arrearage and/or \$700. If funding is available for reimbursement, the program may provide a 25% credit on the amount billed in water service bills, sent to residential customers after the state of emergency through December 1, 2020, for eligible residential water customers.

**8. What if the utility does not shut off water and only sends arrearages to tax offset – can they participate?**

- a. In order to participate, the water utility would have to pause its normal tax offset program until the group to be subsidized was determined and then apply the arrearage payment to only those eligible residential customers. If the bill is 180 days past due and a portion of that bill accrued on or after March 1<sup>st</sup>, 2020 and within the COVID-19 state of emergency, then the portion of the bill that accrued after March 1<sup>st</sup>, 2020 and during the state of emergency can be paid.

**9. Do we divide water and sewer, or do we combine them? Is the reimbursement only for water services or are sewer services eligible as well? If we only send one bill and are unable to separate the bill into water and sewer services, can we still participate? Also, if we charge a**



**monthly utility bill that separates sewer and water services, would the resident be given a 25% credit on only the water portion of their bill?**

- a. The arrearage reimbursement is up to a maximum of \$700 for each arrearage – so up to a maximum of \$1,400 for both water and sewer arrearages. The water and sewer arrearages should be divided charges. If the water utility provider is unable to separate the water and sewer services out, then the household in arrears would receive up to a maximum of \$700 for the combined water and sewer bill. If the total amount of arrearages statewide exceeds the amount in the fund created by the legislation, then the amounts paid for each eligible household will be prorated and may be less than the total arrearage and/or \$700. The 25% bill forgiveness portion will only occur if funds remain after the arrearage and fee portion described above are distributed and once the state of emergency ends. If the 25% bill forgiveness does occur, then the 25% credit and reimbursement would apply to both water and sewer/wastewater bills.

**10. How would the municipality know if someone qualifies?**

- a. After a data share agreement is in place between the water utility provider and the local Community Action Agency (CAA), an electronic file will be shared between the utility provider and CAA that will be used to confirm eligibility. CAAs may also utilize additional methods to verify food assistance receipt in coordination with participating utilities.

**11. Do those who are eligible get a 25% reduction on their water bill (again for what period of time?) by the municipality and in exchange the municipality receives the 25% reduction from the Community Action Agency (CAA)? Is that correct? If not, what is correct?**

- a. Yes, the municipality will be reimbursed for the 25% reduction or no reduction will be required if funds are exhausted. If funds exist after the arrearages are paid and after the state of emergency ends, then the 25% reduction would be applied to the bills of eligible residential customers and the CAA would reimburse the water utility up until the funding is exhausted. If the emergency does not end before December 1, 2020, then the same arrearage file would be run again until the funds are exhausted. In this case no 25% reduction would occur.
- b. If funds remain, the 25% reduction will work as follows:
  - i. The water utility provider will send the amount discounted for month A to the local CAA for MDHHS reimbursement.
  - ii. MDHHS will provide reimbursement for month A if funds are available.
  - iii. The water utility provider will, in month B, provide a credit to the customer. If funds are not available, MDHHS will not provide reimbursement and the customer will owe 100% of the bill.

**12. Is there a link to the report that needs to be filed?**

- a. The local Community Action Agency will notify participating water utility providers what reports and/or documentation will be required as part of participating in the program.

**13. When is the report due?**

- a. The local Community Action Agency will provide the dates and deadlines for the report and other aspects of the program.

**14. How do we apply for the water system assistance?**

- a. Please contact your local Community Action Agency (CAA) to participate in this program. To find the local CAA in your area, please see the following website <https://mcac.memberclicks.net/agency-map>. If the local CAA in your area chooses not to participate, then you will be connected to the Community Action Agency Network and a participating entity in the network will administer the program for the water utility provider.

**15. We waived the penalty / late payment fees to assist the residences during COVID. Do we qualify for reimbursement for the waived penalty / late payment fees under this program?**

- a. No, unfortunately we are unable to reimburse for waived penalty/late payment fees.

**16. Do the bills need to be delinquent and would residents qualify if we do not shut off water or charge a delinquency fee?**

- a. Bills need to be delinquent in order to qualify for the water utility assistance program. Residents can still participate if the utility does not shut off water or charge a delinquency fee so long as the resident is responsible for the arrearage (i.e. it gets rolled into a tax offset).

**17. Does taking no action for collection include putting a lien on the property?**

- a. No, taking action for collection does not include putting a lien on the property. However, in order to participate, the water utility would have to pause its normal tax offset program until the group to be subsidized was determined and then apply the arrearage payment to only those eligible residential customers. If the bill is 180 days past due and a portion of that bill accrued on or after March 1st, 2020 and within the COVID-19 state of emergency, then the portion of the bill that accrued after March 1st, 2020 and during the state of emergency can be paid.

**18. What if a household pays off their arrearage between the time the water utility providers send their list and local CAAs pay the arrearage?**

- a. The water utility provider would need to return the payment to the local CAA if there are no arrears at the time the payment from the local CAAS is received. The local CAA will then return the payment to MDHHS.

**19. How does this water relief program work with the WRAP program offered by the Great Lakes Water Authority or any other water assistance program offered by a water utility provider?**

- a. This water utility assistance program is separate from the WRAP program and other water utility assistance program offered by a water utility provider. A water utility provider must provide eligible residential customers with any additional assistance available through the water utility's own residential assistance program in order to participate in this water utility assistance program.

**20. If we have already opted-in to the WRAP or similar water assistance program, are we automatically an opt-in for this program? Also, how do we change our decision to opt-in or opt-out? Do we have to opt-out or can we just not participate?**

- a. Because this program is separate from WRAP or any other similar water assistance program offered by a local Community Action Agency or a water utility provider, water utility providers who are interested in participating in this program must opt-in with their local Community Action Agency. If you want to change your decision to opt-in or opt-out please email the MDHHS Bureau of Community Action and Economic Opportunity at [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) or contact your local Community Action Agency. In order to opt-in or opt-out, we request that you reach out to and notify your local Community Action Agency so that we know that you have received this information and made a decision.

**21. Can people still get on the food assistance program and be part of this water utility assistance program or did people need to receive food assistance program during the time of that the arrearages accrued? For example, if a customer starts receiving food assistance benefits in August, can they get help with their arrearages and fees back to March 1? With unemployment benefits running out, the big increase in customers struggling to pay is yet to come. It sounds like none of those future impacted customers will qualify for this program.**

- a. People can still apply for food assistance benefits and be part of this water utility assistance program. If a person applies for food assistance benefits and receives them in September, then the person is eligible for assistance with water and sewer arrearages from March 1, even if they were not receiving food assistance benefits prior to the month of September. People whose unemployment benefits are running out may be eligible for food assistance and should apply as people who receive food assistance benefits in September will be eligible for water utility assistance under this program.

**22. Are customers who pay their bills through a landlord or property owner be eligible if they are not the "bill payer" to the water utility? Also, what happens if we only have an address and a tenant moves? Funds would then benefit the landlord. What happens when a tenant moves and leaves the bill behind? Do we not honor the landlord affidavits and charge them for the bill?**

- a. A tenant who is required to pay for water and sewer through their landlord or property owner may be eligible to receive assistance under this program. The tenant would need to provide a copy of the lease/rental agreement indicating that the tenant is responsible for the water and sewer bill to the local CAA. The tenant must also be eligible for food assistance, and the water utility provider serving the tenant must have chosen to opt-in. The local CAA will determine if a tenant is eligible and will notify the water utility provider. If the eligible tenant moves prior to the disbursement of the water arrearages and fees under this program, then the water utility provider would need to return the payment because the tenant, who is the eligible person in this program, no longer lives at the residence. If a tenant moves and leaves the bill behind, then the water utility provider would proceed with its normal business processes.

**23. If a possible client only pays electric and the water and sewer is paid for by landlord, do they not qualify?**

- a. The water utility assistance program only covers water and sewer arrearages accrued on or after March 1 and during the state of emergency. Because the client does not pay for water and sewer the client will not have fees and arrearages for these services and therefore, does not qualify for assistance under this program. The local CAA will determine eligibility for tenants.

**24. Are landlords able to qualify if their residents are on a food assistance program? If so, how will we ensure that those residents do not move or get evicted?**

- a. Landlords do not qualify for this program if their residents are on food assistance. However, a tenant who is required to pay for water and sewer through their landlord or property owner may be eligible to receive assistance under this program. The tenant would need to provide a copy of the lease/rental agreement indicating that the tenant is responsible for the water and sewer bill to the local CAA. The tenant must also be eligible for food assistance, and the water utility provider serving the tenant must have chosen to opt-in. If the eligible tenant moves or is evicted prior to the disbursement of the water arrearages and fees under this program, then the water utility provider would need to return the payment because the tenant, who is the eligible person in this program, no longer lives at the residence.

**25. Many of the water and sewer utility accounts are in the property owner's name and not in the tenant's name. Will those occupants still be eligible? Must the water account holder be listed on the MDHHS food assistance case?**

- a. The water account holder's name does not need to be listed on the MDHHS food assistance case. However, the tenant would need to provide a copy of the lease/rental agreement indicating that the tenant is responsible for the water and sewer bill to the local CAA. The tenant must also be eligible for food assistance, and the water utility provider serving the tenant must have chosen to opt-in.

**26. Our utility bills include garbage/recycling, in addition to water and sewer. Is this service covered by this program as well? Fix fees and administrative or billing charges are part of water/sewer bill. Are fixed fees and administrative or billing charges included in this assistance program?**

- a. Garbage and recycling portions of the bill are not covered under this program. Only water and sewer arrearages are covered under this program. Fix fees and administrative or billing charges may be covered so long as they are normal fees associated with the water and sewer service.

**27. How would master metered/private systems be determined eligible? An example is a mobile home community that is only metered and charged by 1 master meter.**

- a. For a master metered/private system to be determined eligible, they would have to be able to separate out the charges and identify charges for each specific meter. If the

master metered/private system is unable to separate out the changes, then they would not be eligible for assistance under this program. The water utility provider could work with the mobile home park to assist on distinguishing the arrearages.

**28. Can you provide some type of timeline for how this process is going to work? For example, when does a water provider need to decide whether to opt-in or opt-out and when will the data match be done? How frequently should data be sent for the match and is the data match only done once?**

- a. Tentatively, the timeline for the process will be as follows:
  - i. Opt-in/Opt-out deadline for water utility providers is August 21<sup>st</sup>
  - ii. Of those who Opt-in, the data share agreements between the water utility provider and the local Community Action Agency needs to be fully executed and the data file of residents who are in arrearages needs to be sent to the local Community Action Agency by September 15<sup>th</sup>
  - iii. The local Community Action Agencies will upload a single file from all water utility providers in their catchment area to the MDHHS portal by September 18<sup>th</sup>
  - iv. The data match occurs and a response of who is eligible with payment amounts is released to the local Community Action Agency on October 1<sup>st</sup>
  - v. Payments start after October 1<sup>st</sup>

**29. Can the utility provider notify the customer their bill is being paid by this program and not wait until the next bill? We only bill quarterly and could end up returning a lot of payments. Also, would arrearages be prorated if billed quarterly?**

- a. The water utility provider may notify the customer that their bill may be paid by this program and not wait until the next bill. The funds can be applied to the customers' account once it is received from the local CAA so long as it is covering arrearages that accrued on or after March 1<sup>st</sup> and during the state of emergency. Arrearages may be prorated regardless of whether the bill is generated monthly or quarterly.

**30. Are the dates billing dates or service dates? Are we using the bill date or the usage dates for calculation of the discount? For example: we bill on the 1st of each month, but it is for the prior usage period. We bill quarterly so for example a bill I mail on September 1st would not be considered delinquent until November how will that work?**

- a. The funds for this program can only be used to pay for fees and arrearages that accrue on or after March 1<sup>st</sup> and during the state of emergency. This program is based on usage/service date and not billing date. Please pull and submit whatever arrearages and fees that have accrued from usage/service on or after March 1<sup>st</sup> and that are currently in arrears. Even with quarterly billing, there should be some portion of the past 5 plus months of usage/service that are in arrears.

**31. We bill quarterly so the first bill was sent around March 31st. Do we have to pro-rate the first bill to get the arrearage starting March 1st?**

- a. This water assistance program only coverages arrearages and fees that accrued on or after March 1<sup>st</sup> and during the state of emergency. In order to include any March fees or

arrearages, the water utility provider would need to pro-rate the first bill to get the arrearages and fees starting on March 1<sup>st</sup>.

**32. Do we know that residents who need water assistance will be enrolled in the food assistance program? Are there barriers to enrolling in the food assistance program that might make it difficult for residents in need to access this program? If all my accounts have been kept paid in current but I have limited income elderly customers, does any of this program work and be able to apply in assistance for them?**

- a. The state supplemental appropriations bill that created and provided funding for this water utility assistance program specified the eligibility requirements for participation in the program. We anticipate that many of our food assistance program recipients will benefit from this water utility assistance program. The food assistance program does have its own eligibility criteria but as of June 2020, there are over 1.3 million Michigan residents receiving food assistance or over 13% of the state of Michigan's population. As part of the eligibility criteria set forth in the appropriations bill, if the water and sewer bills are current (not in arrearages), then funding is not available under this program. However, the local Community Action Agencies and 211 may have other programs and funding available to help limited income elderly customers or other customers who do not qualify for assistance under this program.

**33. How does a customer access assistance if they are not automatically matched to this program? If a customer calls the water utility needing assistance, is there a way for them to be matched with this program? If a water provider cannot provide the script, can we opt to have customers apply directly to the CAA like they currently do with the WRAP Program?**

- a. If an eligible customer is not automatically matched to this program, then they should contact the local Community Action Agency for information on how to receive assistance under this program outside of the file match process. The water utility providers must enter into an agreement with their local CAA prior to receiving payment. If an opt-in water utility cannot provide the information needed for a data match, customers may work directly with the local CAA.

**34. If a municipality does not opt in, does the customer have a way to directly apply for help with their bill as they have in the past?**

- a. In order to receive assistance under this program, the water utility provider must opt-in. For those customers who need assistance and are unable to participate in this program because the water utility provider has chosen to opt-out, other resources may be available through the local Community Action Agency or 211. Please contact the local Community Action Agency and/or 211 for assistance.

**35. Will there be any reimbursement to water/sewer providers for those arrearages where the customer is not receiving assistance?**

- a. Under this water utility assistance program, there is not any reimbursement available to water and sewer providers to pay for arrearages of customers who are not eligible to

receive funding from this program. However, other resources may be available to assist customers through the local Community Action Agency or 211.

**36. If a water provider chooses to op-out, what recourse do they have to recover their arrearages? Does that leave it to the customer to handle and/or apply for any aid they may be eligible for?**

- a. If a water provider chooses to opt-out, then the water utility provider would have the same recourse that they normally have to recover their arrearages. The customer would need to pay the bill or apply for any aid for which they may be eligible.

**37. Will the local CAAs be interacting with the customer? If so, what information does the CAA need from the customer? Is the client involved in the process as far as the CAA is concerned? Do the CAAs have the information on who is on food assistance? Water providers will not have that information.**

Customers not verified through the data match should provide a valid ID, proof of water and/ or sewer/wastewater obligation, the most recent billing that includes arrearages incurred since March 1, and verification of a current Food Assistance Program account. If the customer does not have proof of the Food Assistant Program account, then the CAA may help them obtain this through MiBridges or contact with MDHHS.

**38. If a water system opts-in, can they apply the program to only the most delinquent customers, and continue to work with those who are 1-2 months delinquent?**

The funding for fees and arrearages under this program must be made available to all customers who meet eligibility requirements and have water and sewer arrearages that accrued on or after March 1<sup>st</sup> and during the state of emergency. Therefore, the customers who are 1 to 2 months delinquent will also participate in this program and receive funding. However, you can still work with these customers as one of the requirements for a water utility provider in participating in the program is that the water utility provider must provide eligible residential customers with any additional assistance available through the water utility's own residential assistance program.

**39. As a water service provider, do we need to obtain a Release of Information to share our customers' information with the local CAA and, indirectly with, MDHHS? We have a concern sharing our customer PII and SSN without their permission, has there been any thoughts on how we can address this?**

- a. Seeking consent from people before releasing their information is usually best. However, we recommend that water utility providers seek the advice and guidance of their legal counsel in determining how to proceed.

**40. If a CAA runs out of funding before Dec. can funds from another CAA be reallocated from a CAA that may not expend their funding before Dec.? Will there be any type of proportional distribution of funds depending on a water operator's number of eligible customers? Or will this be first come, first served, or something else?**

- a. MDHHS will be providing proportional funding to the local CAAs based on the number of water utility providers that opt-in and the amount of arrearages of the water utility providers in the local CAA catchment area. Funding will be monitored closely and reallocated as needed.

**41. We do not have social security numbers and we also do not have names for all accounts (because water is a lien on property, the name defaults to 'Occupant'). We can look up names in the tax files, but this would not include tenants. We can only provide addresses; how will this work? Would Driver's License number be helpful? Without key information, is this even possible for us to opt-in?**

- a. We will be able to match based on address. If a match is made based on address, then the customer at that residence may need to work with the local Community Action Agency to verify that they are receiving food assistance. Unfortunately, a driver's license number would not be helpful.

**42. We have 32,000 accounts and we do not have the technical experience to run scripts to provide data. Are we denied access to this program?**

- a. We would suggest that you reach out to and coordinate with the local Community Action Agency to figure out what options are available and how you may be able to still participate in this program.

**43. Is there a way we can find out how many in our community qualify for food assistance? Would it be much easier for the water companies to send just the data match information (name, address, social security number) first to determine eligible customers. Then they could send the entire file for eligible customers.**

- a. Only those customers who are receiving food assistance and who have water and sewer arrearages that accrued on or after March 1<sup>st</sup> and during the state of emergency are eligible for this program. Just because a customer may be on food assistance, does not mean that the customer is eligible for this program. MDHHS can only share confidential client information for certain purposes and sending over a list to see who is receiving food assistance, without knowing whether they meet the additional requirements under this program, is not something that is permissible under the state and federal confidentiality laws that govern the food assistance program.

**44. Is the reimbursement coming from federal funds? For CAA's that applied for and received their own CARES Act funding to assist with water-wastewater arrearage bills for local water operators, can customers in need receive assistance from both funding sources?**

- a. The funding for this water utility assistance program is coming from the federal CARES Act via the state appropriation bill SB 690. Please see the guidance, rules, or regulations that you received with your CARES Act funding to ensure compliance and to determine whether customers can receive assistance from both CARES Act funding allotments.



**45. This is for arrearages starting March 1<sup>st</sup>, correct? What if they owed \$400 prior to March 1<sup>st</sup> and we had to turn them on due to the emergency? The March 1st cutoff date, is that for usage that is delinquent after that or just bills that were generated?**

- a. This program only covers arrearages and fees that accrued on or after March 1<sup>st</sup> and during the state of emergency. Any arrearages and fees that were accrued prior to March 1<sup>st</sup> are not eligible for repayment under this program. The program is based on the date the arrearages and fees accrued; it is not based on the date of billing.

**46. When a payment is applied to our customers' accounts it goes against the oldest balance. Since any amount owed prior to March 1<sup>st</sup> is not eligible any payments received would automatically go against an ineligible amount. I am not sure how that would work. Also, our data base accrues all arrearages as a total, it does not separate arrearages starting March 1<sup>st</sup>. The account arrearages will be all arrearages. Can we still participate?**

- a. The supplemental appropriations bill (SB 690) that created this program only allows the funds to be used for fees and arrearages accrued on or after March 1<sup>st</sup> and during the state of emergency. If the water utility provider is unable to segment the fees and arrearages so that it only identifies arrearages and fees accrued on or after March 1<sup>st</sup> and if the water utility provider is unable to apply the funds from this program to the arrearages and fees accrued in the designated time frame (on or after March 1<sup>st</sup> and during the state of emergency), then unfortunately the water utility provider will be unable to participate in this program.

**47. Is the requirement to not pursue any type of collections only applied to the eligible customers or all customers?**

- a. The requirement is not to pursue any type of collections against eligible customers. This requirement does not apply to all customers.

**48. Does the water utility provider let all residents know that any food assistance recipients could be eligible for this program and have the residents contact us and then we send the data to local CAA?**

- a. Opt-in water utility providers are encouraged to reach out to customers to let them know about this program.

**49. What would the payment amount represent?**

- a. The payment amount of this program can only be used for water and sewer fees and arrearages that were accrued on or after March 1st and during the state of emergency for eligible customers.

**50. As a local CAA, if we do not have MIBRIDGES access anymore, how can we work with DHHS for data matching, etc.?**

- a. If the data matching is not successful based on the reports received from water utility providers/CAAs, it is recommended that CAAs help customers verify Food Assistance Program benefits. MiBridges is likely the most efficient way to do this. All information regarding MiBridges may be found at this [link](#)

([https://www.michigan.gov/mdhhs/0,5885,7-339-71551\\_82637---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-71551_82637---,00.html)). Also, there are other alternatives for verifying receipt of Food Assistance Program benefits, please contact MDHHS if you need additional information on the alternative methods of verification.

**51. Our Village has already sent bills to taxes in June, but we are to pause that practice. It is too late for that - are we still eligible?**

- a. So long as your village is still able to pause the practice even after the bills were sent to taxes in June, then your village can still participate.

**52. Does opting in require legislative approval from the local council/board?**

- a. Please seek this answer from your local council/board or the legal counsel for your municipality.

**53. If the water/sewer bill submitted is only \$400 currently in arrearage, are we able to submit monthly to receive more assistance, or is this a one time, one-month submission?**

- a. If a water/sewer bill is submitted and is only \$400 currently in arrearage than that household may receive \$400 for that arrearage. If the amount of total arrearages statewide exceeds the amount of funding provided under SB 690, then the amounts allotted to eligible households will be prorated. If we are required to prorate and the \$400 bill is submitted, then this eligible household will receive a prorated amount and not the full \$400. The legislation that created the program allows for us to give up to \$700 each for water and sewer, it does not guarantee everyone the maximum value of \$700 each for water and sewer. The match will initially happen only once. There may be an additional round or two of matching after the initial match provided MDHHS has funding remaining and we are still in a state of emergency.

**54. Does this include wells?**

- a. Well repairs should be referred to State Emergency Relief (SER) Home Ownership services and are not considered part of this program.

**55. How can you "Automatically" pay arrearages on bills without notifying the resident and without knowing their intentions to pay or not?**

- a. Residents will be notified of the payment of arrearages. As part of the requirements of this program, the water utility provider who chooses to opt-in must notify the residents of the payment of fees and arrearages under this program. This program is funded by the federal CARES Act, via the state appropriation bill SB 690, which allows funding to be used for public health related proposes to mitigate the spread of COVID in the current state of emergency. SB 690 requires MDHHS to make direct payment to water utility providers to help households retain water and mitigate the spread of COVID. Because we are under a state of emergency and are using the funds in accordance with the CARES Act and as mandated by SB 690, we do not need to know what a resident's intentions are in terms of payment as in this context, a resident's intentions are not relevant.

**56. We cannot opt in without Council Approval, and our next council meeting is August 25, 2020, can we still participate?**

- a. The date to opt-in or opt-out is on August 21<sup>st</sup>. However, please notify your local CAA of this issue and the local CAA will work with you to ensure that you can still participate if approved by your council at the August 25<sup>th</sup> meeting.

**57. How did you include the residents in communities like Detroit and Flint that are impacted by water shutoffs and affordability? These residents are experts in knowing what they need and how this program can best meet their needs.**

- a. Residents and stakeholders were engaged during the legislative process, so they helped craft the legislation that created and currently governs this program.

**58. What is the definition of arrearage under this program?**

- a. Any past due, unpaid account balance for water or sewer services or fees incurred on or after March 1, 2020 and during the declared COVID-19 state of emergency.