

ALPENA CITY COUNCIL MEETING

November 7, 2016 - 7:00 p.m.

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Modifications to the Agenda.
4. Approve Minutes – Regular Session of October 17, 2016.
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 \$472,924.15.
  - B. Two Mayoral Reappointments to the Downtown Development Authority for Four-Year Terms Expiring November 17, 2020 (Chad Esch and Mike Mahler).
7. Presentations.
8. Announcements.
  - A. Election Day – Tuesday, November 8, 2016, from 7 am to 8 pm.
9. Mayoral Proclamation.
10. Public Hearing.
11. Report of Officers.
  - A. Letter of Support for River Center Grant Application.
  - B. Bids.
    - 1) Water Plant Power Supply Breakers.
12. Communications and Petitions.
13. Unfinished Business.
14. New Business.
  - A. City Hall Heating, Ventilation, Air Conditioning (HVAC) Design Services.
15. Adjourn to Closed Session to Discuss Pending Litigation.
16. Possible Adjournment to Open Session on Current Pending Litigation.

Greg E. Sundin  
City Manager

## **COUNCIL PROCEEDINGS**

**October 17, 2016**

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 7:00 p.m. by the Mayor.

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

Absent: None.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **MINUTES**

The minutes of the regular session of October 3, 2016, were approved as printed, the minutes of the special session of October 6, 2016, were approved with a correction of the title Green Township Supervisor Bates to Green Township Trustee Bates.

### **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 \$576,850.63 be Allowed and the Mayor and City Clerk Authorized to Sign Warrants in Payment of Same.
2. One Council Appointment to the Recreation Advisory Board for a Three-Year Term Expiring October 1, 2019, (Patricia Mowatt).
3. Keith Timm – Request for Noise Variance from 10 p.m. to 11 p.m. on October 29, 2016, for a Halloween Party at 604 Long Lake Avenue.

### **TREASURER'S QUARTERLY FINANCIAL REPORT**

Moved by Councilmember Sexton, seconded by Councilmember Johnson, to receive and file the Treasurer's Quarterly Financial Report of July 1, 2016, through September 30, 2016.

Carried by unanimous vote.

### **INSURANCE REQUEST FOR PROPOSALS RECOMMENDATION**

Moved by Councilmember Nowak, seconded by Councilmember Sexton, to award the contract to Hub International as the City's health and vision insurance agent, utilizing Blue Cross Blue Shield (BCBS) as the insurance provider; 2) award the contract to Alpena Agency, Inc. as the City's dental, life, and long-term disability agent, utilizing

BCBS as the insurance provider; and use BCBS Simply Blue health and vision plans as presented for the calendar year 2017.

Carried by unanimous vote.

#### **PUBLIC ACT 152 HEALTH INSURANCE PREMIUM OPT-OUT**

Moved by Councilmember Johnson, seconded by Councilmember Nielsen, that pursuant to Public Act 152, the City of Alpena will opt-out of the Publicly Funded Health Insurance Contribution Act for the coverage year beginning on or after January 1, 2017.

Carried by unanimous vote.

#### **MOBILE INTENSIVE CARE UNIT (MICU) AMBULANCE**

The following sealed bids were received September 27, 2016, for one 2016 Type 3 Ambulance.

RSVP/AEV	\$189,024
Mercy Sales	\$190,534
Horton Emergency Vehicles	\$199,937
Kodiak Emergency Vehicles	\$209,871
R&R Fire Truck Repair	\$220,515

Moved by Councilmember Nowak, seconded by Councilmember Sexton, that the bid by RSVP/AEV, for one 2016 Type 3 Ambulance in the amount of \$189,024 be accepted.

Carried by unanimous vote.

#### **PUBLIC SAFETY BUILDING VARIABLE AIR VOLUME**

##### **REPLACEMENT AND CONTROLS**

The following sealed bids were received September 26, 2016, for the Public Safety Building Variable Air Volume (VAV) Replacement and Controls.

Lakeshore Plumbing & Heating	\$58,666 Base Bid and Alternate M4
G&K Plumbing & Heating	\$110,912 Base Bid and Alternate M4

Moved by Councilmember Nowak, seconded by Councilmember Johnson, that the bid by Lakeshore Plumbing & Heating for the Variable Air Volume (VAV) Replacement in the amount of \$29,145 and controls (Alternate M4) in the amount of \$29,521 be accepted.

Carried by unanimous vote.

### 2016 – 2018 TREE PLANTING PROGRAM

The following sealed bids were received October 11, 2016, for the 2016 – 2018 Tree Planting Program.

Species	MacArthur Construction	Prattscape LLC	G & J Site Solutions
<b>Street Trees</b>			
Greenspire Linden, 1¼" or greater	\$400	\$250	\$475
Autumn Blaze Maple, 1¼" or greater	\$400	\$250	\$475
American Liberty Elm, 1¼" or greater	\$400	\$250	\$475
<b>Ornamental Trees</b>			
Pink Spires Crabapple, 1¼" or greater	\$318	\$250	\$475
Autumn Blaze Pear, 1¼" or greater	\$500	\$250	\$475

Moved by Councilmember Sexton, seconded by Councilmember Nowak, that the bid by Prattscape, LLC for the bid unit prices for both 2016-17 and 2017-18 not to exceed \$60,000 per fiscal year for the Tree Planting Program be accepted.

Carried by unanimous vote.

### 2016 CAPITAL IMPROVEMENT PROGRAM – CONTRACT MODIFICATION NO. 1

Moved by Councilmember Nowak, seconded by Councilmember Sexton, to approve execution of a contract modification with MacArthur Construction for a utility extension from Johnson Street to Long Lake Avenue at a cost of \$160,850.

Carried by unanimous vote.

### REVISION TO COUNCIL POLICY STATEMENT NO. 7 – TOBACCO USE

Moved by Councilmember Sexton, seconded by Councilmember Johnson, that revisions to Council Policy Statement No. 7 – Tobacco Use as presented be accepted.

Carried by unanimous vote.

### BACK-UP SERVER SHARING AGREEMENT WITH THE COUNTY OF ALPENA

Moved by Councilmember Sexton, seconded by Councilmember Johnson, that the City approve the Supermicro Network Attached Storage (NAS) Sharing Agreement with the County of Alpena and authorize the Mayor and City Clerk to execute it on behalf of the City of Alpena.

Carried by unanimous vote.

On motion of Councilmember Nowak, seconded by Councilmember Johnson, the Municipal Council adjourned at 8:03 p.m.

MATTHEW J. WALIGORA  
MAYOR

ATTEST:

Karen Hebert  
City Clerk

## INVOICE REGISTER

Page: 1/3

POST DATES 11/08/2016 - 11/08/2016  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

6.A.

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ADRIENNE THOMPSON	110116	TRAVEL EXPENSE - AMB	29.94
AIRGAS USA LLC	9055943210	VEH MAINT - DPW	27.72
AIRGAS USA LLC	9056029716	SUPPLIES - AMB DISP	54.20
AIRGAS USA LLC	9056255426	SUPPLIES - AMB DISP	84.23
AIRGAS USA LLC	9056303521	SUPPLIES - AMB DISP	32.65
AIRGAS USA LLC	9056675997	SUPPLIES - AMB DISP	26.12
AIRGAS USA LLC	9056771799	SUPPLIES - AMB DISP	34.61
ALLEGRA ALPENA	140029	ADVERTISING - VISITORS GUIDE	450.00
ALLEGRA ALPENA	139941	SUPPLIES - CLERK/TREAS	225.62
ALLEGRA ALPENA	139943	SUPPLIES - CLERK/TREAS	258.89
ALPENA AREA CHAMBER OF COMM	13749	MONTHLY EXPENSES - DDA	60.74
ALPENA COMMUNITY COLLEGE	260613	16-17 CONSORTIUM FEE	500.00
ALPENA COUNTY TREASURER	184	SHARED SUPERMICRO SERVER - IT	5,885.00
ALPENA DIESEL SERVICE	13962	VEH MAINT - TOWER 1	872.48
ALPENA DIESEL SERVICE	51297	VEH MAINT #36/#38/#47	699.90
ALPENA LAWN CARE & MAINTENANCE	4140	MOWING - CODE ENFORCEMENT	90.00
ALPENA MARKETPLACE PRODUCTIONS	100 10/16	TAPING FEES - COUNCIL MTG	450.00
ALPENA PAPER & SUPPLY CO	467666	SUPPLIES - CH/PSF/PKS	335.10
ALPENA PAPER & SUPPLY CO	469429	SUPPLIES - AMB DISP	106.47
ALPENA POWER COMPANY	101016	ELECTRIC - DDA	75.72
ALPENA POWER COMPANY	110816	ELECTRIC	11,446.56
ALPENA PUBLIC SCHOOLS	103116	SCHOOL LIAISON OFF - POLICE	1,524.95
ALPENA TRIM LLC	092016	MAINT - BOAT HARBOR	70.00
AMERICAN MESSAGING	Z2535843QK	PAGER FEES	31.14
AMERICAN UNITED LIFE INSURANCE	30320 11/16	PREMIUM-LIFE 11/16	963.36
APLEX	110816	POLLING PLACE FEE 11/08/16	100.00
BC & S SERVICES	178973	STENCILING - MAJ ST	130.00
BC/BS OF MICHIGAN	64088 11/16	PREMIUM-HEALTH 11/16	71,277.04
BELL EQUIPMENT COMPANY	0123496	VEH MAINT #94	56.62
BETTY BLEAU	AP16-2007	AMBULANCE REFUND	48.35
BIG RED CONSTRUCTION	101816	RENTAL REHAB PROGRAM	3,495.00
BOUND TREE MEDICAL LLC	82293438	SUPPLIES - AMB DISP	39.79
BOUND TREE MEDICAL LLC	82310315	SUPPLIES - AMB DISP	469.14
BOUND TREE MEDICAL LLC	82310316	SUPPLIES - AMB DISP	327.60
BRUCE TILLINGER	103116	MECHANICAL INSP SVCS 10/16	3,534.00
BRUCE TILLINGER	103116A	PLUMBING INSP SVCS 10/16	1,323.00
CHARTER COMMUNICATIONS	0591 11/16	FAX LINE - CITY HALL	59.98
CHARTER COMMUNICATIONS	7316 11/16	FAX LINE - PUBLIC WORKS	210.58
CHRISTOPHER STEPHENS	101116	TRAVEL EXPENSE - AMB	16.63
CLIFF ANSCHUETZ CHEVROLET	CVW215617	VEH MAINT - DPW	67.89
CLIFF ANSCHUETZ CHEVROLET	CVW215621	VEH MAINT - DPW	43.84
CLIFF ANSCHUETZ CHEVROLET	CVW215633	VEH MAINT - DPW	38.93
CONNECTION CHEMICAL	23443	SODIUM HEXAMETAPHOSPHATE - WATER	13,098.08
DANIEL HIBNER	103116	TRAVEL EXPENSE - AMB	10.48
DAVE SCHULTZ CONSTRUCTION AND	101716	BLDG MAINT - FIRE/AMB	86.50
DEAN ARBOUR FORD LINCOLN MERCURY	20765	VEH MAINT #26	5.44
DEAN ARBOUR FORD LINCOLN MERCURY	20810	VEH MAINT - POLICE	373.34
DEAN ARBOUR FORD LINCOLN MERCURY	20854	VEH MAINT #103	720.59
DERO	00014913	BICYCLE REPAIR STATION - TRAILHEAD	1,335.00
DETROIT SALT COMPANY	57063	STORES - ROAD SALT	2,300.01
DONALD H GILMET	103116	MILEAGE 10/16	202.50
DORNBOS SIGN & SAFETY INC	29883	VEH MAINT - DPW	71.09
DTE ENERGY	101116	GAS - DDA	39.68
EAGLE ENGINEERING & SUPPLY CO	48502	MAINT - LIGHTS	704.04
EAGLE ENGINEERING & SUPPLY CO	48509	MAINT - LIGHTS	132.00
EAGLE SUPPLY CO	102313	SUPPLIES - POL/FIRE/AMB	174.34
ELIZABETH BUSHEY	102616	CLERICAL SUPPORT - DDA	289.75
EMERGENCY MEDICAL PRODUCTS INC	1861621	SUPPLIES - AMB	238.10
ETHAN R. WEBSTER	100616	DRY CLEANING EXPENSE - POLICE	18.75
ETNA SUPPLY CO	S101968537.001	MAINT - WATER	164.00
ETNA SUPPLY CO	S102003969.001	VEH MAINT - DPW	360.00
EVERETT GOODRICH TRUCKING & ASPHALT	2016-04	HMA PATCHING 2016	4,145.40
FAMILY MEDICINE	27854 10/16	EMPLOYEE PHYS - POLICE	124.00
FASTENAL COMPANY	MIALP137953	VEH MAINT - DPW	49.85
FASTENAL COMPANY	MIALP138079	SUPPLIES - PUBLIC WORKS	46.15
FASTENAL COMPANY	MIALP138102	SUPPLIES - PARKS	13.69
FASTENAL COMPANY	MIALP138127	VEH MAINT - DPW	12.94
FASTENAL COMPANY	MIALP138231	VEH MAINT - DPW	25.88
FASTENAL COMPANY	MIALP138274	SUPPLIES - FIRE/AMB	151.47
FEDERAL EXPRESS	5-570-15872	SHIPPING FEES	25.89
FIRST PRESBYTERIAN CHURCH	110816	POLLING PLACE FEE 11/08/16	100.00

## INVOICE REGISTER

Page: 2/3

POST DATES 11/08/2016 - 11/08/2016  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
FIRST UNITED METHODIST CHURCH	110816	POLLING PLACE FEE 11/08/16	200.00
FRANCIS ROSINSKI	103116	ELECTRICAL INSP SVCS 10/16	1,614.00
FRONTIER	4-0167 10/16	TELEPHONE - WATER	134.80
FRONTIER	6-2515 10/16	TELEPHONE - WATER	51.75
FRONTIER	6-2992 10/16	TELEPHONE - WATER	114.36
FRONTIER	9535 11/16	TELEPHONE - SEWER	518.04
GARANTS OFFICE SUPPLIES & PRINTING	63296	SUPPLIES - PW/PSF	190.00
GREAT LAKES FIRE & SAFETY INC	5702	EXT MAINT - POLICE/FIRE	146.90
GREG SUNDIN	102616	TRAVEL EXPENSE - MGR	245.70
HALLS SERV-ALL	P100316	RENTAL FEE - BOAT HARBOR	105.84
HALLS SERV-ALL	P100316	RENTAL FEE - ISLAND PARK	180.64
HALLS SERV-ALL	PJH100316	RENTAL FEE - POST OFFICE	74.80
HALLS SERV-ALL	P101816	RENTAL FEE - PARKS	529.20
HALLS SERV-ALL	P101916	RENTAL FEE - PARKS	523.60
HANSEN SALES & SERVICE	24023	VEH MAINT - DPW	27.64
HANSEN SALES & SERVICE	24150	VEH MAINT - DPW	96.15
HAROLD KNOPP	102316	TRAVEL EXPENSE - AMB	15.00
HELPNET EAP	9276	EMP ASST PROGRAM 10/16	205.14
HELPNET EAP	9276A	EMP ASST PROGRAM 11-12/16	415.54
HOME DEPOT CREDIT SERVICES	5053342	SUPPLIES - AMB	30.43
HOME DEPOT CREDIT SERVICES	4061908	SUPPLIES - AMB	9.97
HOME DEPOT CREDIT SERVICES	4102499	SUPPLIES - AMB	(26.88)
HOME DEPOT CREDIT SERVICES	5070464	SUPPLIES - CITY HALL	33.91
HOME DEPOT CREDIT SERVICES	4062536	BLDG MAINT - FIRE/AMB	69.12
HOME DEPOT CREDIT SERVICES	5084933	MAINT - CITY HALL	12.95
HURON DISTRIBUTORS	477439	CHOWDER EXPENSE - DDA	82.85
HURON ENGINEERING AND SURVEYING INC	1708	NEW WATER SVCS - CHISHOLM ST	480.00
INK AND TONER ALTERNATIVE	16-50743	SUPPLIES - IT	273.92
INTL ASSN OF FIRE CHIEFS	72872 16-17	2016-17 MEMBERSHIP DUES - BF	259.00
INTL INSTITUTE OF MUN CLERKS	12712 12/16	2016 MEMBERSHIP DUES - DEP CLERK	100.00
ISACKSON & WALLACE PC	101216	MOTION FEES - CITY VS. TOWNSHIP/CHEBO'	60.00
JAMES STACHLEWITZ	103116	TRAVEL EXPENSE - AMB	42.06
JEFFERY KING	110116	TRAVEL EXPENSE - AMB	155.95
JOHN TRUSS	103116	TRAVEL EXPENSE - AMB	15.00
KCI	184272	POSTAGE - TAX BILLS	1,903.00
LAKESHORE PLUMBING, HEATING &	102016	HVAC UPGRADE - WTP	53,836.20
LARRY SANDERSON	981501	BIKE RACK STORAGE - DDA	168.00
LEES AUTO PARTS INC	12358	VEH MAINT #26	160.00
LEFAVE PHARMACY INC	101416	SUPPLIES - AMB DISP	33.27
MARGARET OLSEN	AP16-0954	AMBULANCE REFUND	146.35
MARION POKORZYNSKI	AP16-0969C	AMBULANCE REFUND	88.80
MARK MOUSSEAU	102616	PARKING ATTENDANT SVCS - DDA	494.00
MCDONALD AUTO SUPPLY INC	829741	VEH MAINT - FIRE EQ	13.98
MCDONALD AUTO SUPPLY INC	829866	VEH MAINT - FIRE EQ	6.35
MERIDIAN CONTRACTING SERVICES LLC	652-2016 06/16	FACADE RENOVATION - ALPENA FURNITURE	23,594.00
MERIDIAN RESTORATION LLC	652-2016 09/16	FACADE RENOVATION - ALPENA FURNITURE	92,643.87
MHR BILLING	2752	BILLING 09/16 - AMBULANCE	9,709.01
MICHAEL SANDERS	103116	TRAVEL EXPENSE - AMB	65.24
MICHAEL TOROK	110116	TRAVEL EXPENSE - AMB	30.00
MICHELE SOBEK	102016	FACADE IMPROVEMENT - DDA	4,992.00
MICHIGAN CONFIDENTIAL DOCUMENT	10837	DOCUMENT DESTR FEE - CITY HALL	95.00
MICHIGAN CREDIT SERVICES	17100	SUBSCRIPTION - MANAGER	300.00
MID MICHIGAN HEALTH	100516	SUPPLIES - AMB DISP	735.00
MILLER OFFICE MACHINES	210985	SUPPLIES - DDA	72.44
MILLER OFFICE MACHINES	211020	COPIER MAINT 10/16	263.54
MML WORKERS COMP FUND	5795204	WORKERS COMP - QTR PAYMENT	36,246.00
MUTUAL OF OMAHA	074L5 11/16	PREMIUM-DISABILITY 11/16	828.31
NATIONAL RESTORATION INC	2701	REPAIR/SEAL CITY HALL EXTERIOR	7,500.00
NEMROC INC	22331	SUPPLIES - DPW/PARKS	100.00
OFFICE DEPOT	862531337001	SUPPLIES - PUBLIC SAFETY	52.98
OFFICE DEPOT	864453551001	SUPPLIES - PUBLIC SAFETY	63.09
OFFICE DEPOT	866591241001	SUPPLIES - POLICE	19.48
PRIORITY ONE EMERGENCY	70022727	2017 FORD EXPLORER - POLICE	9,424.00
PVS TECHNOLOGIES INC	214994	ALUMINUM SULFATE - WATER	4,753.04
R A TOWNSEND CO	S1393844.001	MAINT - CITY HALL	137.92
RAENIE KIRKPATRICK	AP16-1999C	AMBULANCE REFUND	43.00
RAPID RESULTS	5072	DRUG SCREEN - PW/EQ	60.00
RIVER CITY SUPPLY LLC	082616-B	SUPPLIES - FIRE	332.61
ROWLEYS WHOLESale	1894350-00	SUPPLIES - EQUIP	340.19
ROWLEYS WHOLESale	1895427-00	SUPPLIES - EQUIP	(317.84)
ROWLEYS WHOLESale	1895391-00	VEH MAINT - DPW	246.16

# INVOICE REGISTER

Page: 3/3

POST DATES 11/08/2016 - 11/08/2016  
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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
RR DONNELLEY	862820781	SUPPLIES - CLERK/TREAS	124.23
S & A COMPANY INC	1117	PIPE RAILING & INSTALLATION - N RIVERFR	7,750.00
S & A COMPANY INC	1118	SHOREWELL ACCESS UPGRADES - WTP	8,720.00
SCIENTIFIC BRAKE & EQUIPMENT	2262920019	VEH MAINT - DPW	216.48
SERVICEMASTER HOME & OFFICE	60080	PLANT CEILING COLLAPSE CLEAN-UP - WATI	6,150.20
SEVAN K INC	313 09/16	VEH MAINT - POLICE	86.96
SHIRLEY LABARGE	AP16-0367C	AMBULANCE REFUND	86.61
SIRCHIE FINGERPRINT LABORATORIES	0274993-IN	SUPPLIES - POLICE	176.38
SIRCHIE FINGERPRINT LABORATORIES	0276009-IN	SUPPLIES - POLICE	134.92
SPECIFICATION STONE PRODUCTS	2155938	MAINT - LOC/MAJ/SEWER/WATER	225.00
SPICER GROUP	183151	HVAC UPGRADE DESIGN - WATER	2,000.00
SPICER GROUP	183152	VAV UPGRADE - PUBLIC SAFETY	4,000.00
ST BERNARD CATHOLIC CHURCH	110816	POLLING PLACE FEE 11/08/16	100.00
STATE CHEMICAL SOLUTIONS	98000935	SUPPLIES - FIRE/AMB	401.49
STATE OF MICHIGAN	268123	SALES TAX DUE - DDA	20.88
STATE OF MICHIGAN	00007062 11/16	UST REG FEE - BOAT HARBOR	200.00
STEVENS CUSTOM FABRICATION	102416-1	VEH MAINT - DPW	7,480.00
STRALEY LAMP & KRAENZLEIN PC	24995	MONTHLY FEE 09/16	3,085.00
SUMMIT SUPPLY CORP OF COLORADO	79140	SUPPLIES - DPW/PARKS	354.00
TELE-RAD INC	875405	RADIO MAINT - POLICE	1,170.00
TENDERCARE ALPENA	AP16-7437	AMBULANCE REFUND	222.84
TERMINAL SUPPLY CO	59824-00	VEH MAINT - DPW	59.31
THE EMBLEM AUTHORITY	22695	UNIFORMS - FIRE/AMB	924.00
THE KNOX COMPANY	00850184	SUPPLIES - FIRE	301.00
THE LINCOLN NATIONAL LIFE	202473 11/16	PREMIUM-DENTAL 11/16	9,655.72
THE SHERWIN WILLIAMS CO	2829-8	MAINT - CITY HALL	18.99
THEODORA GAPCZYNSKI	AP15-2823C	AMBULANCE REFUND	82.55
THUNDER BAY BLOCK PRODUCTS	16-530	SUPPLIES - CEMETERY	203.70
THUNDER BAY ELECTRIC INC	224849	ELECTRICAL PANEL - WATER	11,608.00
THUNDER BAY ELECTRIC INC	224812	ELECT OUTLET REPAIR - FARMERS MKT CAN	4,100.00
TIM SLOSSER	103116	TRAVEL EXPENSE - AMB	25.24
TRUGREEN PROCESSING CENTER	55785392	MAINT - CEMETERY	35.00
UNITEX DIRECT	145260	UNIFORMS - POLICE	122.04
UNITEX DIRECT	145930	UNIFORMS - POLICE	321.99
VERIZON WIRELESS	9773412759	TELEPHONE	572.46
VERIZON WIRELESS	9773490529	TELEPHONE	889.50
W G BENJEY	2016-10-17	VEH MAINT - DPW	180.00
W G BENJEY INC	42730	VEH MAINT - DPW	180.00
WEST END DISTRIBUTING	27425	VEH MAINT - DPW	196.15
WILBERT SANDBLASTING	100316	VEH MAINT #39	1,251.00
YOUNG GRAHAM ELSENHEIMER &	19719	WATER RATE NEGOTIATIONS	3,628.00
Total:			463,818.76

CHECKS RAN ON 10/26/16 IN ORDER TO MEET DUE DATES & AVOID LATE FEES	9,105.39
(BREAKDOWNS ATTACHED)	-----
TOTAL FOR 11/08/16 COUNCIL MEETING	472,924.15



**INVOICE REGISTER**

Page: 1/1

EXP CHECK RUN DATES 10/26/2016 - 10/26/2016

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

<b>VENDOR</b>	<b>INVOICE #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
ALPENA POWER COMPANY	102616	ELECTRIC	7,817.88
DTE ENERGY	102616	GAS	1,287.51
		<b>Total:</b>	<b>9,105.39</b>

11/5/2016

	NAME	BOARD	TERM	New Ex. Date	APPT AUTH
REAPPOINT	Chad Esch	Downtown Development Authority	4	11/17/2020	Mayor
REAPPOINT	Mike Mahler	Downtown Development Authority	4	11/17/2020	Mayor




# Memorandum

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Date: November 3, 2016

To: Mayor Matthew J. Waligora  
Alpena City Council

From: Greg Sundin, City Manager 

RE: Letter of Support for River Center Board USDA Funding Application

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As part of the River Center fund raising campaign, the River Center Board is looking to have architectural quality site and floor plans, elevations and perspective drawings commissioned for inclusion in marketing brochures and presentations. To that end the Board is applying for funding from the USDA Rural Community Development Program toward the cost for these architectural services. The Board is requesting letters of support from the various political jurisdictions within the Thunder Bay Watershed, including the City of Alpena. Attached is a recommended letter of support from the City of Alpena for your consideration. Thank you.



City Hall  
208 North First Avenue  
Alpena, Michigan 49707  
[www.alpena.mi.us](http://www.alpena.mi.us)

November 7, 2016

Rural Development Community Program  
United States Department of Agriculture

RE: Funding for River Center Architectural Services

Dear Sir or Madam:

The Alpena City Wildlife Sanctuary Board has for the last ten years pursued the development of an environmental interpretive center, *the River Center*, as an educational, research and tourism institution for the both the City and the entire Thunder Bay River Watershed area. Although there have been numerous hurdles and changes in course, the Board, through its separate, but associated, River Center Board, has been able to move the project beyond a mere concept and dream to the initial steps to making it a reality.

A feasibility study has been completed, a separate oversight Board created, 501.c.3 status has been secured and the initial phases of a comprehensive fund raising campaign are taking shape. A critical part of the marketing tools necessary for telling the Center's story and purpose, are quality architectural site and floor plans, elevations and perspectives of the future facility. As the saying goes, a picture (or drawing) is worth a thousand words.

The River Center Board has the rudimentary conceptual drawings, but now is the time to refine and enhance them into realistic presentations of the future Center. Consequently, the River Center Board is applying to the USDA Rural Development Community Program to assist with funding for the required architectural services.

The Alpena City Council supports the development of the River Center and has begun setting aside funding to be used as match toward future construction grants. Additionally, the new facility will be located on City property donated for this purpose. Funding from USDA Rural Development will contribute to the critical first steps in the fund raising campaign for the River Center, and we strongly support the Board's application and ask for your full consideration.

If you require additional information, please contact Alpena City Manager Greg Sundin at 989-354-1711 or [gregs@alpena.mi.us](mailto:gregs@alpena.mi.us).

Sincerely

Matthew J. Waligora, Mayor  
City of Alpena




# Memorandum

Date: November 1, 2016

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

Copy: Greg Sundin, City Manager

From: Rich Sullenger, City Engineer 

Subject: Water Plant Power Supply Breakers

On November 1, 2016, the City received and opened bids for the Power Supply Breakers at the Water Production Plant. A mandatory onsite pre bid meeting was held on Monday, October 17, 2016. Four bidders attended the mandatory meeting with the City receiving (3) bids as follows:

<b><u>Bidder</u></b>	<b><u>Base Bid</u></b>
J. Ranck Electric Inc. Mount Pleasant	\$98,760.00
Werth Electric Inc. Alpena	\$93,250.00
Thunder Bay Electric Alpena	\$97,900.00

The current budget for this project is \$120,000.00, with Werth Electric Inc. coming in \$26,750.00 under the budgeted funding with their bid. It is my recommendation, as City Engineer, to award the Water Plant Power Supply Breakers Project to Werth Electric Inc. in the amount of \$93,250.00.

# City of Alpena

**Bid Name:** City of Alpena Water Production Plant Power Supply Project

**Bid Open Date:** 11/01/2016 @ 2:00 pm

Bidder	Addendum	Bid Security	Base Bid	Remarks
J. Ranck Electric Inc. Nick Batterbee (800) 792-3822 ext 2137 <u>nbatterbee@jranck.com</u>	#1 ✓	✓	\$ 98,760	
	#2 ✓		\$	
	#3 ✓		\$	
Werth Electric Dane Werth (989) 354-3494 <u>dane@werth.com</u>	#1 ✓	✓	\$ 93,250	
	#2 ✓		\$	
	#3 ✓		\$	
Tempest Enterprises Brian Theriault (989) 390-5008 <u>BrianT@TempestEnterprises.com</u>	#1		\$	
	#2 No Bid		\$	
	#3		\$	
Thunder Bay Electric Tim Modrzynski (989) 354-2840 <u>Timmod@thunderbayelectric.com</u>	#1 ✓	✓	\$ 97,900	
	#2 ✓		\$	
	#3 ✓		\$	



# Memorandum

Date: November 1, 2016

To: Greg Sundin, City Manager

Copy: Karen Hebert, Clerk/Treasurer/Finance Director  
Rich Sullenger, City Engineer

From: Michael J. Kieliszewski, City Assistant Building Official

Subject: City Hall HVAC Design Services

On July 14, 2016, City Engineer Rich Sullenger presented HVAC design service request from Spicer Group for the Water production plant and the Public Safety Facility. Mr. Sullenger mentioned at that time we would be also requesting design services for the HVAC upgrades at City Hall.

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, 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 HVAC improvements at City Hall which are extensive due to the age of equipment and controls. Currently some of the existing system no longer functions is frequently supervised to provide adequate comfort in various areas of the building. The attached proposal has several alternates which allows us to remain within budget, provide the best plan, improve comfort and save energy dollars.

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 \$12,000.00. Sufficient funding is available in the City Hall Building fund.

Attachments







October 17, 2016

## PROPOSAL

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

RE: Alpena City Hall Building HVAC Upgrade Phase 1

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

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Dear Mike,

Thank you for the opportunity to provide this proposal for design services for the first phase of the Alpena City Hall HVAC Upgrade Project. We appreciate the work the City of Alpena continues to provide. The design and engineering scope for the first phase is outlined below.

### **Project Background and Phase 1 Upgrade Scope**

The Alpena City Hall, circa 1915, is a two-story building with basement, with total area of approximately 21,000 square feet. An HVAC Study of the City Hall was completed in June 2016. The scope for a phased HVAC system upgrade was developed through coordination with the City of Alpena, and recommendations from the HVAC Study. The Phase 1 HVAC system replacement scope includes the following:

1. Air handling unit, AHU-1, replacement. This includes new outdoor air, return air, and relief air dampers.
2. Condensing unit, CU-1, replacement. This unit serves AHU-1.
3. VAV box hot water control valve replacement.
4. Temperature control system upgrade including VAV box digital control board replacement.
5. Existing diffuser and grille cleaning.
6. Test and balance of AHU-1 and existing VAV boxes and diffusers and grilles.
7. Add Alternate #1: Complete VAV box upgrade.
8. Add Alternate #2: Duct cleaning.
9. Add Alternate #3: New diffusers and grilles.
10. Add Alternate #4: Air handling unit, AHU-2, and condensing unit, CU-2 replacement.
11. Add Alternate #5: AHU-1 humidifier.
12. Add Alternate #6: Exhaust Fans.



### **Scope of Professional Services**

Spicer Group shall provide design, bidding, and construction administration services for the Alpena City Hall Building Phase 1 HVAC Upgrade. Listed below are Spicer Group services included.

- Site Visit: One (1) site visit for design investigation and coordination with City of Alpena.
- Drawing set-up in AutoCad format. Building backgrounds in AutoCad format have been provided by the City of Alpena.
- Existing system drafting and demolition drawings.
- Heating, cooling, and fresh air calculations, and engineering checksums.
- New equipment sizing and selection.
- New system drafting and permit drawings.
- Equipment schedules, details, and on-sheet mechanical HVAC specifications.
- Electrical disconnect/reconnect notes and on-sheet specifications.
- Drawings for permit, four (4) sets of sealed drawings as needed for plan review, and electronic PDF files for distribution to bidders.
- Bidding Administration including bid sheet format and bid review. The City of Alpena must provide bidding specifications.
- Pre-bid meeting site visit. One (1) visit to the site for the pre-bid walk-through and conference.
- Construction Administration including phone and e-mail support, plan review support, and shop drawing review. Not to exceed 8 hours.
- Final punch list site visit. One (1) visit to the site for final inspection and punch list.

### **Services Not Included**

- Full electrical drawings of the existing building electrical and lighting systems.
- Boiler and hydronic system replacement design and specifications.
- 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:

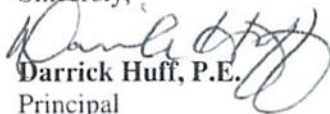
- Lump Sum \$12,000.00.

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.

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 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](mailto: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](mailto:aaron.wosek@spicergroup.com)

Cc: SGI File P014201P2015 SMC, Acctg.

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Above proposal accepted and approved  
by Owner.

**City of Alpena**

By: \_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_

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